

Tuesday, November 22, 2022

7:00 PM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/84818667077>

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

Webinar ID: 848 1866 7077

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

1. CALL TO ORDER.
2. ROLL CALL.
3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.
 - a. Circulation of nomination papers begins December 1st
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 checks in the amount of \$1,293,066.93.
 - 2) Motion to approve the appointment of Joseph Swoboda to the Board of Review for a term expiring April 30, 2025.
 - 3) Motion to approve the appointment of Miguel Pena to the Diversity, Equity, and Inclusion Committee for a term expiring April 30, 2023.
 - 4) Motion to approve the appointment of Austen Conrad to the Plan Commission for a term expiring April 30, 2023.
 - 5) Motion to approve the appointment of Benjamin Tanko to the Community Development Authority for a term expiring April 30, 2023.
 - 6) Motion to approve the appointment of Anthony Hennes to the Community Development Authority for a term expiring April 30, 2025.

- 7) Motion to approve an event permit for the McFarland Chamber of Commerce to hold the Winter Wonderland event on December 3, 2021 from 3 p.m. to 7 p.m. with the conditions outlined by the Police Chief, Fire & Rescue Chief and Streets & Utilities Superintendent.
- 8) Motion to approve a service agreement with Dane County for funding to provide case management and nutrition services through the Senior Outreach Department as a Focal Point.

5. PUBLIC APPEARANCES.

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

6. BUSINESS.

- a. Personnel Committee (Trustees Nelson, Jerke, & Wreh)
 - 1) Discussion on amendment of Chapter 21, previously titled Jury Duty/Civil Leave, and now proposed as Jury Duty and Witness Leave, of the Personnel Policy Manual.
 - 2) Discussion on amendment of Chapter 28, Political Activity, of the Personnel Policy Manual.
 - 3) Discussion on amendment of Chapter 30, Alcohol and Drug Use, of the Personnel Policy Manual.
 - 4) Discussion on amendment of Chapter 33, previously titled Policy on Use of Social Media, and now proposed as Use of Social Media, of the Personnel Policy Manual.
- b. Parks and Recreation Committee (Trustees Jerke & Nelson)
Sustainability & Natural Resources Committee (Trustees Flaherty & Wreh)
 - 1) Discussion and action regarding design and bidding services for McDaniel Park site improvements.
- c. Discussion and action on an award of contract for Brush and Yard Waste Services.
- d. Discussion and action on Ordinance 2022-17 an ordinance approving the budget for the year 2023 and establishing the 2022 payable in 2023 property tax levy for the Village of McFarland.

7. REQUESTS FOR REFERRAL OF NEW ITEMS.

- a. Discussion and action on a request to donate \$5,000 from the Community Grant Fund to the Dan Chin Foundation.

8. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, December 13, 2022 at 530 pm - Committee of the Whole
- b. Tuesday, December 13, 2022 at 700 pm - Village Board (tentative last regular meeting of the year)
- c. Tuesday, January 10, 2023 at 700 pm - Village Board
- d. Tuesday, January 24, 2023 at 700 pm - Village Board

9. 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, November 22, 2022

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Circulation of nomination papers begins December 1st

PREVIOUS ACTION:

ISSUE SUMMARY:

Village Offices

The Village of McFarland will hold an election on April 4, 2023 to fill the following offices:

- Three Village Trustee seats on the Village Board - The term for these offices is two years and begins on the third Tuesday in April.
 - Current incumbents: Hillary Brandt, Carrie Nelson, and Stephanie Brassington
- Every odd numbered year: Village President - The term for this office is two years and begins on the third Tuesday in April.
 - Current incumbent: Carolyn Clow

Nomination Paper Process and Required Forms

The Village of McFarland uses a nomination paper process for ballot access. The first date to begin circulating nomination papers is December 1st. The [Ballot Access Checklist](#) provides a list of required documentation and specific deadlines.

The following forms will need to be completed and filed with the Village Clerk.

- [Campaign Registration Statement](#) - All Candidates - This form must be filed with the Village Clerk before or at the same time as nomination papers are submitted and must be filed before campaign funds are collected or spent.
- [Declaration of Candidacy](#) - All Candidates - This form must be filed with the Village Clerk no later than 5 p.m. on the first Tuesday in January.
- [Nomination Paper for Nonpartisan Office](#) - All Candidates - These forms must be filed with the Village Clerk no later than 5 p.m. on the first Tuesday in January. Nomination papers may not be circulated before December 1st. The number of valid signatures required is 20 to 100. Candidates should review the instructions carefully prior to circulating to ensure



forms are properly completed.

- [Statement of Interests \(PDF\)](#) - Village Board Candidates Only - This form must be filed with the Village Clerk within 7 days of the first Tuesday in January.

Non-Candidacy

If an incumbent chooses not to run for office again, the incumbent must file the [Notification of Non-Candidacy](#) form with the Village Clerk no later than 5 p.m. on Friday December 23, 2022.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 22, 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.

Report Criteria:
Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
10	ARAMARK	6140066768	MAT RENTAL	1	11/04/2022	52.33	.00	52.33	11/17/2022
		6140070921	MAT RENTAL	1	11/11/2022	52.33	.00	52.33	11/17/2022
Total 10:						104.66	.00	104.66	
30	ALLIANT ENERGY/WP&L	102822	STREET LIGHTING (1)	1	10/28/2022	8,943.97	.00	8,943.97	11/10/2022
		110922	MUNICIPAL CENTER	1	11/09/2022	2,903.50	.00	2,903.50	11/17/2022
		110922	PW FACILITY	2	11/09/2022	452.07	.00	452.07	11/17/2022
		110922	LIBRARY	3	11/09/2022	3,029.55	.00	3,029.55	11/17/2022
		110922	WELL #4	4	11/09/2022	1,749.73	.00	1,749.73	11/17/2022
		110922	SOCCER BUILDING	5	11/09/2022	16.40	.00	16.40	11/17/2022
Total 30:						17,095.22	.00	17,095.22	
68	BADGER WELDING SUPP	3736830	ACETYLENE & OXYGEN	1	10/31/2022	12.40	.00	12.40	11/17/2022
Total 68:						12.40	.00	12.40	
104	BOBCAT OF MADISON IN	34757D0351	PLOW BLADE PURCHAS	1	11/07/2022	3,105.00	.00	3,105.00	11/10/2022
Total 104:						3,105.00	.00	3,105.00	
158	CHARTER COMMUNICATI	00032611101	CHARTER CABLE	1	11/01/2022	110.41	.00	110.41	11/10/2022
Total 158:						110.41	.00	110.41	
161	CHASE LUMBER AND FU	0003/200258	PW MAILBOX REPLACEM	1	11/04/2022	25.80	.00	25.80	11/10/2022
		0003/820026	UTILITY SUPPLIES	1	11/15/2022	9.16	.00	9.16	11/17/2022
		0003/820026	UTILITY SUPPLIES	2	11/15/2022	9.16	.00	9.16	11/17/2022
		0003/820026	UTILITY SUPPLIES	3	11/15/2022	9.16	.00	9.16	11/17/2022
Total 161:						53.28	.00	53.28	
247	DANE CO TREASURER	154-110122	JAIL & SURCHARGES - O	1	11/01/2022	870.11	.00	870.11	11/17/2022
Total 247:						870.11	.00	870.11	
287	DIXON ENGINEERING IN	22-1236	TOWER INSPECTION BU	1	11/07/2022	4,175.00	.00	4,175.00	11/17/2022
		22-1237	TOWER INSPECTION HO	1	11/07/2022	4,175.00	.00	4,175.00	11/17/2022
Total 287:						8,350.00	.00	8,350.00	
408	GRAINGER INC	9500965505	EAR PLUGS/BATTERIES	1	11/03/2022	48.75	.00	48.75	11/17/2022
		9512788051	BATTERIES	1	11/14/2022	75.80	.00	75.80	11/17/2022
Total 408:						124.55	.00	124.55	
416	HACH COMPANY	13319834	WATER TESTING SUPPLI	1	11/03/2022	520.20	.00	520.20	11/17/2022
		13324791	WATER TESTING SUPPLI	1	11/07/2022	260.10	.00	260.10	11/17/2022
Total 416:						780.30	.00	780.30	
476	JEFFERSON FIRE & SAF	IN144125	PUBLIC WORKS HOSE	1	09/08/2022	535.64	.00	535.64	11/17/2022
		IN144329	FIRE ALARM ANNUAL INS	1	09/09/2022	405.00	.00	405.00	11/17/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		IN146082	SCBA REPAIR	1	10/27/2022	139.25	.00	139.25	11/17/2022
	Total 476:					1,079.89	.00	1,079.89	
540	LEAGUE WI MUNICIPALIT	85021	LEAGUE CONFERENCE	1	09/15/2022	280.00	.00	280.00	11/17/2022
	Total 540:					280.00	.00	280.00	
581	MADISON TRUCK EQUIP	19987	NEW 1.5 TON LIGHT-DUT	1	11/09/2022	43,746.00	.00	43,746.00	11/17/2022
	Total 581:					43,746.00	.00	43,746.00	
634	MENARDS - MONONA	39295	PARK SUPPLIES WINTER	1	10/31/2022	60.48	.00	60.48	11/17/2022
	Total 634:					60.48	.00	60.48	
640	MGE	6300112994-	STREET LIGHTS	1	11/07/2022	659.30	.00	659.30	11/17/2022
		7400232719-	LIFT #5 GAS	1	10/28/2022	40.09	.00	40.09	11/17/2022
	Total 640:					699.39	.00	699.39	
667	MINNESOTA LIFE INS CO	002832L-DE	LIFE INSURANCE	1	11/01/2022	1,565.81	.00	1,565.81	11/17/2022
	Total 667:					1,565.81	.00	1,565.81	
740	PETERSON, DON	110822	ELECTION CHIEF	1	11/08/2022	52.50	.00	52.50	11/17/2022
	Total 740:					52.50	.00	52.50	
756	POMP'S TIRE SERVICE I	80277242	LOADER TIRE REPAIR	1	11/05/2022	270.53	.00	270.53	11/17/2022
		80277242	LOADER TIRE REPAIR	2	11/05/2022	73.78	.00	73.78	11/17/2022
		80277242	LOADER TIRE REPAIR	3	11/05/2022	73.78	.00	73.78	11/17/2022
		80277242	LOADER TIRE REPAIR	4	11/05/2022	73.78	.00	73.78	11/17/2022
	Total 756:					491.87	.00	491.87	
764	PREMIER PAINT & WALLP	71572	WELL 3 PAINT	1	11/09/2022	5.83	.00	5.83	11/17/2022
	Total 764:					5.83	.00	5.83	
765	LEGAL SHIELD	108629-1115	LEGAL SHIELD	1	11/15/2022	210.35	.00	210.35	11/17/2022
	Total 765:					210.35	.00	210.35	
800	RELIANT FIRE APPARAT	CI005295	FIRE HOOKS IRONS STR	1	11/08/2022	138.57	.00	138.57	11/17/2022
		WI001555	FD VEHICLE MAINT	1	10/30/2022	41.03	.00	41.03	11/17/2022
		WI001584	FD VEHICLE MAINT	1	11/04/2022	1,668.11	.00	1,668.11	11/17/2022
	Total 800:					1,847.71	.00	1,847.71	
818	ROTO ROOTER SEWER	211744	PLUMBING REPAIR	1	11/03/2022	159.00	.00	159.00	11/17/2022
	Total 818:					159.00	.00	159.00	
836	SCHILLING SUPPLY COM	895331-00	BATHROOM SUPPLIES	1	11/11/2022	89.82	.00	89.82	11/17/2022
		895332-00	BATHROOM SUPPLIES	1	11/11/2022	71.95	.00	71.95	11/17/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 836:						161.77	.00	161.77	
879	SOUTH CENTRAL LIBRA	22-733	LIBRARY SUPPLIES	1	11/15/2022	361.52	.00	361.52	11/17/2022
Total 879:						361.52	.00	361.52	
904	STOLARIK, TONI	110822	ELECTION WORKER	1	11/08/2022	44.00	.00	44.00	11/17/2022
Total 904:						44.00	.00	44.00	
958	TOWN & COUNTRY ENGI	24593	VERIDIAN/UTTERBACK R	1	11/10/2022	195.60	.00	195.60	11/17/2022
		24594	2022 STREET & UTILITY I	1	11/10/2022	19,569.15	.00	19,569.15	11/17/2022
		24595	2022 PUBLIC FACILITIES	1	11/10/2022	3,406.25	.00	3,406.25	11/17/2022
		24596	EXCHANGE ST FINAL EN	1	11/10/2022	5,743.55	.00	5,743.55	11/17/2022
		24597	MC 197 PAULSON RD ST	1	11/10/2022	3,886.75	.00	3,886.75	11/17/2022
		24598	MC 198 LIFT STATION #2	1	11/10/2022	2,955.33	.00	2,955.33	11/17/2022
		24599	2022 STORMWATER SUP	1	11/10/2022	2,179.05	.00	2,179.05	11/17/2022
		24610	2023 WATER MAIN IMPR	1	11/10/2022	427.45	.00	427.45	11/17/2022
		24660	PUBLIC IMPROVEMENT	1	11/10/2022	250.00	.00	250.00	11/17/2022
Total 958:						38,613.13	.00	38,613.13	
1005	VANGUARD UTILITY PA	9658	STREETLIGHT LOCATES	1	11/01/2022	501.22	.00	501.22	11/17/2022
Total 1005:						501.22	.00	501.22	
1093	WI STATE LABORATORY	727525	FLUORIDE TEST	1	10/31/2022	28.00	.00	28.00	11/17/2022
Total 1093:						28.00	.00	28.00	
1200	EZ OFFICE PRODUCTS	824032	ELECTION SUPPLIES	1	11/07/2022	9.88	.00	9.88	11/17/2022
Total 1200:						9.88	.00	9.88	
1245	PROFESSIONAL PEST C	595761	PW PEST CONTROL	1	11/14/2022	22.00	.00	22.00	11/17/2022
		595761	PW PEST CONTROL	2	11/14/2022	6.00	.00	6.00	11/17/2022
		595761	PW PEST CONTROL	3	11/14/2022	6.00	.00	6.00	11/17/2022
		595761	PW PEST CONTROL	4	11/14/2022	6.00	.00	6.00	11/17/2022
		595762	MC PEST CONTROL	1	11/14/2022	47.00	.00	47.00	11/17/2022
Total 1245:						87.00	.00	87.00	
1256	BOUND TREE MEDICAL,	84740593	EMS - SUPPLIES	1	10/27/2022	381.16	.00	381.16	11/17/2022
		84747070	EMS - SUPPLIES	1	11/02/2022	339.80	.00	339.80	11/17/2022
		84750457	EMS - SUPPLIES	1	11/04/2022	3.89	.00	3.89	11/17/2022
Total 1256:						724.85	.00	724.85	
1263	PLOTKIN, SHEILA	110822	ELECTION WORKER	1	11/08/2022	40.00	.00	40.00	11/17/2022
Total 1263:						40.00	.00	40.00	
1264	BARNES INC	166879	BRUSH CURBSIDE ZONE	1	10/31/2022	1,392.79	.00	1,392.79	11/17/2022
		166879	BRUSH CURBSIDE ZONE	2	10/31/2022	1,392.79	.00	1,392.79	11/17/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 1264:						2,785.58	.00	2,785.58	
1462	TASC	IN2506158	FSA ADMIN FEE	1	09/17/2022	159.20	.00	159.20	11/17/2022
		IN2537013	FSA ADMIN FEE	1	10/17/2022	341.20	.00	341.20	11/17/2022
Total 1462:						500.40	.00	500.40	
1694	HEARTLAND LITHO	66275	ENVELOPES FOR PUBLI	1	10/28/2022	119.10	.00	119.10	11/17/2022
		66275	ENVELOPES FOR PUBLI	2	10/28/2022	119.10	.00	119.10	11/17/2022
		66275	ENVELOPES FOR PUBLI	3	10/28/2022	119.10	.00	119.10	11/17/2022
		66275	ENVELOPES FOR PUBLI	4	10/28/2022	145.57	.00	145.57	11/17/2022
		66275	ENVELOPES FOR PUBLI	5	10/28/2022	145.57	.00	145.57	11/17/2022
		66275	ENVELOPES FOR PUBLI	6	10/28/2022	145.56	.00	145.56	11/17/2022
		66325	ENVELOPES	1	10/28/2022	478.80	.00	478.80	11/17/2022
		66325	ENVELOPES	2	10/28/2022	43.89	.00	43.89	11/17/2022
		66325	ENVELOPES	3	10/28/2022	79.80	.00	79.80	11/17/2022
		66325	ENVELOPES	4	10/28/2022	79.80	.00	79.80	11/17/2022
		66325	ENVELOPES	5	10/28/2022	79.80	.00	79.80	11/17/2022
		66325	ENVELOPES	6	10/28/2022	11.97	.00	11.97	11/17/2022
		66325	ENVELOPES	7	10/28/2022	11.97	.00	11.97	11/17/2022
		66325	ENVELOPES	8	10/28/2022	11.97	.00	11.97	11/17/2022
		66338	UTILITY BILLS	1	10/31/2022	80.28	.00	80.28	11/17/2022
		66338	UTILITY BILLS	2	10/31/2022	80.27	.00	80.27	11/17/2022
		66338	UTILITY BILLS	3	10/31/2022	80.27	.00	80.27	11/17/2022
Total 1694:						1,832.82	.00	1,832.82	
1730	ACCURATE APPRAISAL L	3987	ASSESSMENT SVCS.	1	11/07/2022	200.00	.00	200.00	11/17/2022
Total 1730:						200.00	.00	200.00	
1738	STATE OF WI TREASURE	154-110122	MONTHLY COURT FEES -	1	11/01/2022	2,352.47	.00	2,352.47	11/17/2022
Total 1738:						2,352.47	.00	2,352.47	
1759	MANDT SANDFILL TRUC	67786	STREET SWEEPINGS	1	10/20/2022	540.00	.00	540.00	11/17/2022
		67786	LEWIS PARK PLAYGROU	2	10/20/2022	911.25	.00	911.25	11/17/2022
Total 1759:						1,451.25	.00	1,451.25	
1896	NAPA AUTO PARTS	863995	VEHICLE MAINTENANCE	1	11/14/2022	34.95	.00	34.95	11/17/2022
		863995	VEHICLE MAINTENANCE	2	11/14/2022	9.53	.00	9.53	11/17/2022
		863995	VEHICLE MAINTENANCE	3	11/14/2022	9.53	.00	9.53	11/17/2022
		863995	VEHICLE MAINTENANCE	4	11/14/2022	9.53	.00	9.53	11/17/2022
		864128	VEHICLE MAINTENANCE	1	11/14/2022	10.72-	.00	10.72-	11/17/2022
		864128	VEHICLE MAINTENANCE	2	11/14/2022	2.92-	.00	2.92-	11/17/2022
		864128	VEHICLE MAINTENANCE	3	11/14/2022	2.92-	.00	2.92-	11/17/2022
		864128	VEHICLE MAINTENANCE	4	11/14/2022	2.92-	.00	2.92-	11/17/2022
		864197	VEHICLE MAINTENANCE	1	11/15/2022	75.09	.00	75.09	11/17/2022
		864197	VEHICLE MAINTENANCE	2	11/15/2022	20.48	.00	20.48	11/17/2022
		864197	VEHICLE MAINTENANCE	3	11/15/2022	20.48	.00	20.48	11/17/2022
		864197	VEHICLE MAINTENANCE	4	11/15/2022	20.48	.00	20.48	11/17/2022
		864200	VEHICLE MAINTENANCE	1	11/15/2022	38.48	.00	38.48	11/17/2022
		864200	VEHICLE MAINTENANCE	2	11/15/2022	10.50	.00	10.50	11/17/2022
		864200	VEHICLE MAINTENANCE	3	11/15/2022	10.50	.00	10.50	11/17/2022
		864200	VEHICLE MAINTENANCE	4	11/15/2022	10.50	.00	10.50	11/17/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		864228	VEHICLE MAINTENANCE	1	11/15/2022	81.09	.00	81.09	11/17/2022
		864228	VEHICLE MAINTENANCE	2	11/15/2022	22.11	.00	22.11	11/17/2022
		864228	VEHICLE MAINTENANCE	3	11/15/2022	22.11	.00	22.11	11/17/2022
		864228	VEHICLE MAINTENANCE	4	11/15/2022	22.11	.00	22.11	11/17/2022
	Total 1896:					397.99	.00	397.99	
1910	ZURBUCHEN OIL INC	265261	DYED DIESEL FUEL	1	11/14/2022	1,171.92	.00	1,171.92	11/17/2022
	Total 1910:					1,171.92	.00	1,171.92	
1931	WEBER, DAWN	110822	ELECTION INSPECTOR	1	11/08/2022	40.00	.00	40.00	11/17/2022
	Total 1931:					40.00	.00	40.00	
1941	MIDWEST TRAILER SALE	1112732-00	VEHICLE MAINTENANCE	1	10/01/2021	33.09	.00	33.09	11/17/2022
		1112772-00	PW SHOP SUPPLIES	1	11/03/2022	121.11	.00	121.11	11/17/2022
		1112772-00	PW SHOP SUPPLIES	2	11/03/2022	121.11	.00	121.11	11/17/2022
		1112772-00	PW SHOP SUPPLIES	3	11/03/2022	121.11	.00	121.11	11/17/2022
		1112772-00	PW SHOP SUPPLIES	4	11/03/2022	444.06	.00	444.06	11/17/2022
	Total 1941:					840.48	.00	840.48	
1989	CORPORATE BUSINESS	32706835	COPIER LEASE	1	10/26/2022	221.98	.00	221.98	11/17/2022
		32782349	ADMIN COPIERS	1	11/07/2022	190.00	.00	190.00	11/17/2022
	Total 1989:					411.98	.00	411.98	
2004	ST CLAIR, RUSSELL	110822	ELECTION WORKER	1	11/08/2022	42.00	.00	42.00	11/17/2022
	Total 2004:					42.00	.00	42.00	
2042	THOMSON REUTERS	847290296	WEST INFORMATION CH	1	11/01/2022	195.26	.00	195.26	11/17/2022
	Total 2042:					195.26	.00	195.26	
2058	MICROMARKETING LLC	903925	AUDIO BOOKS	1	10/25/2022	39.99	.00	39.99	11/17/2022
		904406	AUDIO BOOKS	1	10/27/2022	46.99	.00	46.99	11/17/2022
	Total 2058:					86.98	.00	86.98	
2082	NASSCO INC	6227756	CLEANING SUPPLIES	1	11/10/2022	141.42	.00	141.42	11/17/2022
	Total 2082:					141.42	.00	141.42	
2121	LAKESIDE INTERNATION	8257825P	VEHICLE MAINTENANCE	1	11/15/2022	2.66	.00	2.66	11/17/2022
		8257825P	VEHICLE MAINTENANCE	2	11/15/2022	.72	.00	.72	11/17/2022
		8257825P	VEHICLE MAINTENANCE	3	11/15/2022	.72	.00	.72	11/17/2022
		8257825P	VEHICLE MAINTENANCE	4	11/15/2022	.72	.00	.72	11/17/2022
	Total 2121:					4.82	.00	4.82	
2150	SCHRADER, MARV	110822	ELECTION INSPECTOR	1	11/08/2022	44.00	.00	44.00	11/17/2022
	Total 2150:					44.00	.00	44.00	
2185	MSA PROFESSIONAL SE	R09361025.0	EAST SIDE NEIGHBORH	1	11/07/2022	4,445.00	.00	4,445.00	11/17/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		R09361029.0	EAST SIDE NEIGHBORH	1	11/03/2022	13,125.00	.00	13,125.00	11/17/2022
	Total 2185:					17,570.00	.00	17,570.00	
2216	ANDRES MEDICAL	256515	OCTOBER COLLECTION	1	10/31/2022	1,336.99	.00	1,336.99	11/17/2022
	Total 2216:					1,336.99	.00	1,336.99	
2270	UNITY POINT HEALTH	110522	BLOODWORK	1	11/05/2022	125.34	.00	125.34	11/17/2022
	Total 2270:					125.34	.00	125.34	
2305	BACKES, JOE	110822	ELECTION INSPECTOR	1	11/08/2022	44.00	.00	44.00	11/17/2022
	Total 2305:					44.00	.00	44.00	
2312	LANCASTER, TANYA	110822	ELECTION WORKER	1	11/08/2022	44.00	.00	44.00	11/17/2022
	Total 2312:					44.00	.00	44.00	
16234	GALLS, LLC	022557551	REPLACEMENT PANTS-B	1	11/01/2022	83.11	.00	83.11	11/17/2022
	Total 16234:					83.11	.00	83.11	
16245	CHARTER COMMUNICATI	1108-11-14-4	COMMUNITY PARK PHAS	1	11/04/2022	900.00	.00	900.00	11/07/2022
	Total 16245:					900.00	.00	900.00	
16247	CITY TREASURER	07100600-11	STORMWATER CHARGE	1	11/07/2022	26.52	.00	26.52	11/17/2022
	Total 16247:					26.52	.00	26.52	
16257	CORPORATE BUSINESS	329926	PW COLOR COPY OVER	1	11/09/2022	43.52	.00	43.52	11/17/2022
		329926	PW COLOR COPY OVER	2	11/09/2022	11.87	.00	11.87	11/17/2022
		329926	PW COLOR COPY OVER	3	11/09/2022	11.87	.00	11.87	11/17/2022
		329926	PW COLOR COPY OVER	4	11/09/2022	11.87	.00	11.87	11/17/2022
		330015	COPIER LEASE	1	11/11/2022	55.63	.00	55.63	11/17/2022
	Total 16257:					134.76	.00	134.76	
16268	SCHROECKENTHALER,	MS102822	TRAINING MEALS	1	10/28/2022	66.90	.00	66.90	11/17/2022
	Total 16268:					66.90	.00	66.90	
16296	DANE CO DEPT OF HUM	OCT2022	MEALSITE DONATION - C	1	10/31/2022	508.00	.00	508.00	11/17/2022
		OCT2022	MEALSITE DONATION - M	2	10/31/2022	1,911.55	.00	1,911.55	11/17/2022
	Total 16296:					2,419.55	.00	2,419.55	
16385	THE PSYCHOLOGY CEN	242781	BASIC-PRE EMPLOYMEN	1	11/04/2022	475.00	.00	475.00	11/17/2022
		242787	BASIC-PRE EMPLOYMEN	1	11/04/2022	475.00	.00	475.00	11/17/2022
		244057	BASIC-PRE EMPLOYMEN	1	11/04/2022	475.00	.00	475.00	11/17/2022
	Total 16385:					1,425.00	.00	1,425.00	
16415	SHERMAN, ROBERT	110822	ELECTION WORKER	1	11/08/2022	44.00	.00	44.00	11/17/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16415:						44.00	.00	44.00	
16416	LARSON, DEANN	110822	ELECTION WORK	1	11/08/2022	42.00	.00	42.00	11/17/2022
Total 16416:						42.00	.00	42.00	
16418	ORVIS, MARY	110822	ELECTION WORK	1	11/08/2022	40.00	.00	40.00	11/17/2022
Total 16418:						40.00	.00	40.00	
16421	HALEY, MARY	110822	ELECTION WORKER	1	11/08/2022	44.00	.00	44.00	11/17/2022
Total 16421:						44.00	.00	44.00	
16425	STASZEWSKI, CAROLYN	110822	ELECTION WORK	1	11/08/2022	44.00	.00	44.00	11/17/2022
Total 16425:						44.00	.00	44.00	
16448	TRUCKSTAR COLLISION	17804	2019 AMBULANCE REPAI	1	11/15/2022	5,759.00	.00	5,759.00	11/17/2022
Total 16448:						5,759.00	.00	5,759.00	
16622	WROBLEWSKI, KELLY	110822	ELECTION INSPECTOR	1	11/08/2022	88.00	.00	88.00	11/17/2022
Total 16622:						88.00	.00	88.00	
16640	TOP PACK DEFENSE LLC	9344	COREY JOHNSON INITIA	1	11/10/2022	798.35	.00	798.35	11/17/2022
Total 16640:						798.35	.00	798.35	
16655	WI DEPT OF TRANSPORT	395-0000283	EXCHANGE ST PRELIMIN	1	11/01/2022	297.50	.00	297.50	11/17/2022
Total 16655:						297.50	.00	297.50	
16712	LIFE-ASSIST, INC	1266014	EMS MEDICAL SUPPLIES	1	11/08/2022	137.36	.00	137.36	11/17/2022
Total 16712:						137.36	.00	137.36	
16747	WISCONSIN PRINTING	22355	NEWSLETTER - NOV (DC	1	11/04/2022	168.00	.00	168.00	11/17/2022
Total 16747:						168.00	.00	168.00	
16787	TOWNS, JACOB	JT092222	TRAINING MEALS REIMB	1	09/22/2022	148.01	.00	148.01	11/17/2022
Total 16787:						148.01	.00	148.01	
16829	REUTER, WHITISH & EVA	70884	GENERAL LEGAL	1	11/02/2022	9,078.26	.00	9,078.26	11/17/2022
		70884	GENERAL LEGAL	2	11/02/2022	752.00	.00	752.00	11/17/2022
		70884	GENERAL LEGAL	3	11/02/2022	1,335.50	.00	1,335.50	11/17/2022
		70886	LEGAL - TID3	1	11/02/2022	1,326.00	.00	1,326.00	11/17/2022
		70887	TID4 LEGAL	1	11/02/2022	892.50	.00	892.50	11/17/2022
		70889	ROSEWOOD FIELDS ESC	1	11/02/2022	102.00	.00	102.00	11/17/2022
		70893	PROSECUTIONS	1	11/02/2022	2,621.29	.00	2,621.29	11/17/2022
		70894	PROSECUTIONS	1	11/02/2022	85.40	.00	85.40	11/17/2022
		70896	PROSECUTIONS	1	11/02/2022	320.57	.00	320.57	11/17/2022
		70897	PROSECUTIONS	1	11/02/2022	10.60	.00	10.60	11/17/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		70898	MCFARLAND HOUSE CA	1	11/02/2022	229.50	.00	229.50	11/17/2022
		70904	PROSECUTIONS	1	11/02/2022	3,239.03	.00	3,239.03	11/17/2022
	Total 16829:					19,992.65	.00	19,992.65	
16842	MCFARLAND HOUSE CA	284339	ELECTION SUPPLIES	1	07/02/2022	198.00	.00	198.00	11/17/2022
		301298	DISC GOLF COURSE OP	1	09/06/2022	175.00	.00	175.00	11/17/2022
		318803	DEI LUNCH	1	11/15/2022	110.00	.00	110.00	11/17/2022
		318804	PFC LUNCH	1	11/15/2022	80.31	.00	80.31	11/17/2022
	Total 16842:					563.31	.00	563.31	
16928	COLBY, JEAN	110822	ELECTION WORKER	1	11/08/2022	40.00	.00	40.00	11/17/2022
	Total 16928:					40.00	.00	40.00	
16930	DIETZEL, JERRY	110822	ELECTION WORKER	1	11/08/2022	44.00	.00	44.00	11/17/2022
	Total 16930:					44.00	.00	44.00	
16931	DIETZEL, SUSAN	110822	ELECTION WORKER	1	11/08/2022	42.00	.00	42.00	11/17/2022
	Total 16931:					42.00	.00	42.00	
16970	CHERNEY, MELISSA	110822	ELECTION INSPECTOR	1	11/08/2022	40.00	.00	40.00	11/17/2022
	Total 16970:					40.00	.00	40.00	
16976	WYATT, COURTNEY	110822	CHIEF INSPECTOR	1	11/08/2022	55.00	.00	55.00	11/17/2022
	Total 16976:					55.00	.00	55.00	
17084	AMAZON CAPITAL SERVI	13V7-41DK-1	DVDS & CDS	1	11/04/2022	56.06	.00	56.06	11/17/2022
		14CF-6JC7-	PROGRAM SUPPLIES	1	11/08/2022	31.96	.00	31.96	11/17/2022
		14PQ-TMPH-	PW SHOP SUPPLIES	1	11/10/2022	168.54	.00	168.54	11/17/2022
		14PQ-TMPH-	PW SHOP SUPPLIES	2	11/10/2022	45.97	.00	45.97	11/17/2022
		14PQ-TMPH-	PW SHOP SUPPLIES	3	11/10/2022	45.97	.00	45.97	11/17/2022
		14PQ-TMPH-	PW SHOP SUPPLIES	4	11/10/2022	45.97	.00	45.97	11/17/2022
		1DWN-DRJP	BOOKS	1	11/07/2022	7.70	.00	7.70	11/17/2022
		1DXH-LKGM	FLEET MAINTENANCE	1	11/11/2022	19.46	.00	19.46	11/17/2022
		1DXH-LKGM	FLEET MAINTENANCE	2	11/11/2022	5.31	.00	5.31	11/17/2022
		1DXH-LKGM	FLEET MAINTENANCE	3	11/11/2022	5.31	.00	5.31	11/17/2022
		1DXH-LKGM	FLEET MAINTENANCE	4	11/11/2022	5.31	.00	5.31	11/17/2022
		1JTJ-XKVD-	BOOKS	1	11/14/2022	77.75	.00	77.75	11/17/2022
		1T4Q-GMHX	DVDS & CDS	1	11/03/2022	15.06	.00	15.06	11/17/2022
	Total 17084:					530.37	.00	530.37	
17092	GENERAL ENGINEERING	45	BUILDING INSPECTION S	1	11/14/2022	7,986.03	.00	7,986.03	11/17/2022
	Total 17092:					7,986.03	.00	7,986.03	
17188	SSM HEALTH MEDICAL G	4322174	SSM HEALTH PHYSICALS	1	11/03/2022	564.00	.00	564.00	11/17/2022
	Total 17188:					564.00	.00	564.00	
17220	BCS INC	110422	TAX BILL MAILING - SOLI	1	11/04/2022	77.00	.00	77.00	11/10/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		110422	TAX BILL MAILING - TID#3	2	11/04/2022	140.00	.00	140.00	11/10/2022
		110422	TAX BILL MAILING - TID#4	3	11/04/2022	140.00	.00	140.00	11/10/2022
		110422	TAX BILL MAILING - TID#5	4	11/04/2022	140.00	.00	140.00	11/10/2022
		110422	TAX BILL MAILING - GF	5	11/04/2022	840.00	.00	840.00	11/10/2022
		110422	TAX BILL MAILING - UTIL	6	11/04/2022	21.00	.00	21.00	11/10/2022
		110422	TAX BILL MAILING - UTIL	7	11/04/2022	21.00	.00	21.00	11/10/2022
		110422	TAX BILL MAILING - SW	8	11/04/2022	21.00	.00	21.00	11/10/2022
Total 17220:						1,400.00	.00	1,400.00	
17232	APG OF SOUTHERN WIS	24777-1022	EMPLOYMENT ADVERTI	1	10/31/2022	495.40	.00	495.40	11/17/2022
		28886-1022	PLAN PUBLIC HEARING -	1	10/31/2022	37.35	.00	37.35	11/17/2022
		28886-1022	PLAN PUBLIC HEARING -	2	10/31/2022	41.04	.00	41.04	11/17/2022
		28886-1022	ADS FOR BIDS - 2023 SID	3	10/31/2022	96.25	.00	96.25	11/17/2022
		28886-1022	BUDGET PUBLIC HEARIN	4	10/31/2022	897.50	.00	897.50	11/17/2022
		28886-1022	VILLAGE BOARD MINUTE	5	10/31/2022	133.11	.00	133.11	11/17/2022
		28886-1022	PUBLIC TEST NOTICE	6	10/31/2022	9.96	.00	9.96	11/17/2022
		28886-1022	CARE FACILITY VOTING	7	10/31/2022	41.56	.00	41.56	11/17/2022
		28886-1022	TYPE B NOTICE	8	10/31/2022	57.89	.00	57.89	11/17/2022
Total 17232:						1,810.06	.00	1,810.06	
17320	PARKITECTURE & PLANN	21.045-2 #7	COMMUNITY PARK PHAS	1	11/04/2022	2,898.00	.00	2,898.00	11/17/2022
		22.026-5	LEWIS PARK LAKE ACCE	1	11/04/2022	2,176.00	.00	2,176.00	11/17/2022
Total 17320:						5,074.00	.00	5,074.00	
17329	HEATON-AMRHEIN, JENN	110822	CHIEF INSPECTOR	1	11/08/2022	55.00	.00	55.00	11/17/2022
Total 17329:						55.00	.00	55.00	
17332	WILCKE, JULIE	110822	ELECTION INSPECTOR	1	11/08/2022	42.00	.00	42.00	11/17/2022
Total 17332:						42.00	.00	42.00	
17341	SCHMITZ DOOR SERVIC	A16279	BAY DOOR REPAIR	1	10/31/2022	899.90	.00	899.90	11/17/2022
Total 17341:						899.90	.00	899.90	
17398	SOBOL, MARY	110822	ELECTION INSPECTOR	1	11/08/2022	40.00	.00	40.00	11/17/2022
Total 17398:						40.00	.00	40.00	
17426	IDEMIA	152083	MOBILE MAINTENANCE	1	11/14/2022	358.00	.00	358.00	11/17/2022
Total 17426:						358.00	.00	358.00	
17433	CHOI, CRISTINA	110822	ELECTION INSPECTOR	1	11/08/2022	44.00	.00	44.00	11/17/2022
Total 17433:						44.00	.00	44.00	
17435	DANIELS, ELLEN	110822	ELECTION INSPECTOR	1	11/08/2022	44.00	.00	44.00	11/17/2022
Total 17435:						44.00	.00	44.00	
17436	DOLL, JANET	110822	ELECTION INSPECTOR	1	11/08/2022	42.00	.00	42.00	11/17/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17436:						42.00	.00	42.00	
17442	KUYKENDALL, DEBRA	110822	ELECTION INSPECTOR	1	11/08/2022	42.00	.00	42.00	11/17/2022
Total 17442:						42.00	.00	42.00	
17443	LEFAVE, TIMOTHY	110822	ELECTION INSPECTOR	1	11/08/2022	40.00	.00	40.00	11/17/2022
Total 17443:						40.00	.00	40.00	
17448	REITER, AMY	110822	ELECTION INSPECTOR	1	11/08/2022	40.00	.00	40.00	11/17/2022
Total 17448:						40.00	.00	40.00	
17468	THORESEN, ERIK	110822	ELECTION INSPECTOR	1	11/08/2022	44.00	.00	44.00	11/17/2022
Total 17468:						44.00	.00	44.00	
17528	HGA	234030	PUBLIC SAFETY CENTER	1	11/03/2022	2,755.00	.00	2,755.00	11/17/2022
Total 17528:						2,755.00	.00	2,755.00	
17556	VOIANCE LANGUAGE SE	2022057171	INTERPRETATION SERVI	1	10/31/2022	6.90	.00	6.90	11/17/2022
Total 17556:						6.90	.00	6.90	
17569	MCFARLAND ACE HARD	007014/1	JUMBO HOOK	1	11/04/2022	7.19	.00	7.19	11/17/2022
		007015/1	PW SHOP SUPPLIES	1	11/04/2022	3.47	.00	3.47	11/17/2022
		007015/1	PW SHOP SUPPLIES	2	11/04/2022	.94	.00	.94	11/17/2022
		007015/1	PW SHOP SUPPLIES	3	11/04/2022	.94	.00	.94	11/17/2022
		007015/1	PW SHOP SUPPLIES	4	11/04/2022	.94	.00	.94	11/17/2022
		007066/1	SUPPLIES FOR WELL MA	1	11/09/2022	15.29	.00	15.29	11/17/2022
		007068/1	RESTROOM REPAIRS	1	11/09/2022	31.47	.00	31.47	11/17/2022
		007070/1	GRAFFITI SUPPLIES	1	11/10/2022	22.63	.00	22.63	11/17/2022
		007083/1	VEHICLE MAINTENANCE	1	11/11/2022	1.14	.00	1.14	11/17/2022
		007083/1	VEHICLE MAINTENANCE	2	11/11/2022	1.14	.00	1.14	11/17/2022
		007083/1	VEHICLE MAINTENANCE	3	11/11/2022	1.14	.00	1.14	11/17/2022
		007083/1	VEHICLE MAINTENANCE	4	11/11/2022	4.21	.00	4.21	11/17/2022
		007084/1	ARNOLD LARSON PARK	1	11/11/2022	748.34	.00	748.34	11/17/2022
		007085/1	ARNOLD LARSON PARK	1	11/11/2022	748.34-	.00	748.34-	11/17/2022
		007086/1	ARNOLD LARSON PARK	1	11/11/2022	468.00	.00	468.00	11/17/2022
		007087/1	WELL #1 SUPPLIES	1	11/11/2022	1.79	.00	1.79	11/17/2022
		007112/1	PW SHOP SUPPLIES	1	11/14/2022	3.50	.00	3.50	11/17/2022
		007112/1	PW SHOP SUPPLIES	2	11/14/2022	3.50	.00	3.50	11/17/2022
		007112/1	PW SHOP SUPPLIES	3	11/14/2022	3.50	.00	3.50	11/17/2022
		007112/1	PW SHOP SUPPLIES	4	11/14/2022	12.86	.00	12.86	11/17/2022
		007113/1	WATER SUPPLIES	1	11/14/2022	16.19	.00	16.19	11/17/2022
		007128/1	PARK SUPPLIES	1	11/15/2022	14.94	.00	14.94	11/17/2022
		007135/1	ICE MELT-CROSSING GU	1	11/15/2022	26.97	.00	26.97	11/17/2022
		007136/1	ICE MELT-CROSSING GU	1	11/15/2022	23.39	.00	23.39	11/17/2022
		007142/1	ARNOLD LARSON PARK	1	11/16/2022	21.59	.00	21.59	11/17/2022
		007143/1	ARNOLD LARSON PARK	1	11/16/2022	21.57	.00	21.57	11/17/2022
		007144/1	PARK SUPPLIES	1	11/16/2022	7.18	.00	7.18	11/17/2022
		007152/1	ARNOLD LARSON PARK	1	11/16/2022	29.98	.00	29.98	11/17/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17569:						745.46	.00	745.46	
17574	SPECIALIZED ELECTRIC,	24072-PE	PUBLIC WORKS ELECTRI	1	10/31/2022	212.79	.00	212.79	11/17/2022
		24072-PE	PUBLIC WORKS ELECTRI	2	10/31/2022	212.79	.00	212.79	11/17/2022
		24072-PE	PUBLIC WORKS ELECTRI	3	10/31/2022	212.79	.00	212.79	11/17/2022
		24072-PE	PUBLIC WORKS ELECTRI	4	10/31/2022	780.26	.00	780.26	11/17/2022
Total 17574:						1,418.63	.00	1,418.63	
17654	RODRIGUES LAWN SERV	102922	LAWN MOWING - 5705 LE	1	10/29/2022	200.00	.00	200.00	11/17/2022
Total 17654:						200.00	.00	200.00	
17685	INGRAM LIBRARY SERVI	62839574	BOOKS	1	08/15/2022	288.27	.00	288.27	11/17/2022
		62866456	BOOKS	1	10/31/2022	103.13	.00	103.13	11/17/2022
		62867076	BOOKS	1	11/01/2022	356.91	.00	356.91	11/17/2022
		62867160	BOOKS	1	11/01/2022	57.71	.00	57.71	11/17/2022
		62868192	BOOKS	1	11/04/2022	149.14	.00	149.14	11/17/2022
		62868443	BOOKS	1	11/07/2022	271.97	.00	271.97	11/17/2022
		62869093	BOOKS	1	11/08/2022	171.09	.00	171.09	11/17/2022
		62869734	BOOKS	1	11/09/2022	22.19	.00	22.19	11/17/2022
		67535157	BOOKS	1	10/30/2022	317.13	.00	317.13	11/17/2022
		67536345	BOOKS	1	11/02/2022	358.52	.00	358.52	11/17/2022
		67538585	BOOKS	1	11/08/2022	683.52	.00	683.52	11/17/2022
Total 17685:						2,779.58	.00	2,779.58	
17759	WESTBURY, BRYAN	BW111522	SAFETY GEAR	1	11/15/2022	54.84	.00	54.84	11/17/2022
		BW111522	SAFETY GEAR	2	11/15/2022	14.95	.00	14.95	11/17/2022
		BW111522	SAFETY GEAR	3	11/15/2022	14.95	.00	14.95	11/17/2022
		BW111522	SAFETY GEAR	4	11/15/2022	14.95	.00	14.95	11/17/2022
Total 17759:						99.69	.00	99.69	
17760	WILSON, CLAYTON	CW110422	UNIFORM ALLOWANCE	1	11/04/2022	228.82	.00	228.82	11/17/2022
Total 17760:						228.82	.00	228.82	
17761	CBS SQUARED, INC.	10787	TRAFFIC STUDY - EXCHA	1	11/10/2022	298.00	.00	298.00	11/17/2022
Total 17761:						298.00	.00	298.00	
17778	JP CULLEN	20521	PAYAPP #12 - PUBLIC SA	1	10/31/2022	1,054,648.	.00	1,054,648.	11/17/2022
Total 17778:						1,054,648.	.00	1,054,648.	
17782	GFC LEASING - WI	I00774571	COPIER LEASE	1	10/31/2022	181.93	.00	181.93	11/17/2022
Total 17782:						181.93	.00	181.93	
17872	BAKK, CURTIS	110822	ELECTION INSPECTOR	1	11/08/2022	42.00	.00	42.00	11/17/2022
Total 17872:						42.00	.00	42.00	
17875	MULLEN, CAROL	110822	ELECTION INSPECTOR	1	11/08/2022	64.00	.00	64.00	11/17/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17875:						64.00	.00	64.00	
17876	LONIGRO, AMIA	110822	ELECTION INSPECTOR	1	11/08/2022	44.00	.00	44.00	11/17/2022
Total 17876:						44.00	.00	44.00	
17877	PATTEN, PATRICK	110822	ELECTION INSPECTOR	1	11/08/2022	40.00	.00	40.00	11/17/2022
Total 17877:						40.00	.00	40.00	
17909	SHORT ELLIOTT HENDRI	435787	MUNICIPAL CENTER MAS	1	11/04/2022	13,125.00	.00	13,125.00	11/17/2022
		436011	GATEWAY SIGN REPLAC	1	11/07/2022	2,473.84	.00	2,473.84	11/17/2022
Total 17909:						15,598.84	.00	15,598.84	
17953	RES GREAT LAKES, LLC	IN32364	CONSERVANCY MANAG	1	11/02/2022	505.00	.00	505.00	11/17/2022
Total 17953:						505.00	.00	505.00	
17970	DOLL, PHILLIP	110822	ELECTION INSPECTOR	1	11/08/2022	8.00	.00	8.00	11/17/2022
Total 17970:						8.00	.00	8.00	
18010	WENDT, AIMEE	110422	PARK DEPOSIT REFUND	1	11/04/2022	200.00	.00	200.00	11/17/2022
Total 18010:						200.00	.00	200.00	
18011	ROSS BUMPERS AND CU	9974	VEHICLE MAINTENANCE	1	11/01/2022	1,443.75	.00	1,443.75	11/17/2022
		9974	VEHICLE MAINTENANCE	2	11/01/2022	393.75	.00	393.75	11/17/2022
		9974	VEHICLE MAINTENANCE	3	11/01/2022	393.75	.00	393.75	11/17/2022
		9974	VEHICLE MAINTENANCE	4	11/01/2022	393.75	.00	393.75	11/17/2022
Total 18011:						2,625.00	.00	2,625.00	
18012	AREA AGENCY ON AGIN	092922	TRAINING - NUTDC	1	09/29/2022	15.00	.00	15.00	11/17/2022
Total 18012:						15.00	.00	15.00	
18013	KING, ADAM	AK102422	CLOTHING ALLOWANCE	1	10/24/2022	118.68	.00	118.68	11/17/2022
Total 18013:						118.68	.00	118.68	
18014	SCHUELLER, JOSH	JS111122	UNIFORM ALLOWANCE	1	11/11/2022	200.00	.00	200.00	11/17/2022
Total 18014:						200.00	.00	200.00	
18015	MASIS ZEAS, JEYNER	111022	OVERPAYMENT ON CITA	1	11/10/2022	12.60	.00	12.60	11/17/2022
Total 18015:						12.60	.00	12.60	
18017	MASTERGRAPHICS.AEC,	012954	REVV-BLUEBEAM	1	11/15/2022	109.00	.00	109.00	11/17/2022
Total 18017:						109.00	.00	109.00	
18018	MALY, DEAN	DM111522	WATER METER/CURB ST	1	11/15/2022	432.00	.00	432.00	11/17/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 18018:						432.00	.00	432.00	
18019	NEWTON, DAVE	DN111522	UNIFORM ALLOWANCE	1	11/15/2022	192.70	.00	192.70	11/17/2022
		DN111522	SAFETY GEAR	2	11/15/2022	52.22	.00	52.22	11/17/2022
		DN111522	SAFETY GEAR	3	11/15/2022	14.24	.00	14.24	11/17/2022
		DN111522	SAFETY GEAR	4	11/15/2022	14.24	.00	14.24	11/17/2022
		DN111522	SAFETY GEAR	5	11/15/2022	14.24	.00	14.24	11/17/2022
Total 18019:						287.64	.00	287.64	
18020	SCHLENDER-ADAMS, KA	110822	ELECTION INSPECTOR	1	11/08/2022	40.00	.00	40.00	11/17/2022
Total 18020:						40.00	.00	40.00	
Grand Totals:						1,289,197.	.00	1,289,197.	

Report Criteria:

Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
11/05/2022	PC	11/10/2022		NEWTON, DAVID	394	1,027.81
11/05/2022	PC	11/10/2022		ALLAIN, SCOTT	510	2,102.20
11/05/2022	CDPT	11/10/2022		FIRE FIGHTERS LOCAL 31	8	187.44
11/05/2022	CDPT	11/10/2022		WPPA TREASURER	6	551.50

PAYROLL RELATED

\$3,868.95



Board, Committee, Commission Application

First Name	Miguel
Last Name	Pena
E-mail Address	
Phone Number	
Address	
City	Mc Farland
State	Wisconsin
Zip Code	53558
Job/Profession	Business Intelligence Officer
Education	Bachelor of Science, Information Technology Management Minor in Business Administration National University La Jolla, CA 2015



What Board, Committee, or Commission are you interested in being appointed to?	- Sustainability & Natural Resources Committee - Diversity, Equity, and Inclusion Committee
Have you attended or watched a meeting of the Board, Committee, or Commission that you selected above?	Yes
Why are you interested in serving?	For a few years now I have been wanting to give back and help others. Being able to participate in any of these committees will be a great opportunity for me to grow as a citizen and to hopefully have some positive impact in the community.
What else would you like to tell us about yourself and/or your interest in serving on the Board, Committee, or Commission that you selected above?	I am a U.S Navy Veteran and an immigrant from Colombia. I feel that I could bring a value diverse perspective to the committees. I also have a background in technology.



Board, Committee, Commission Application

First Name	Austen
Last Name	Conrad
E-mail Address	
Phone Number	
Address	
City	McFarland
State	WI
Zip Code	53558
Job/Profession	Design Architect at Strang architects
Education	Master of Architecture with an emphasis in ecological design. B.S. in Architecture with a minor in Urban Planning



What Board, Committee, or Commission are you interested in being appointed to?	Plan Commission
Have you attended or watched a meeting of the Board, Committee, or Commission that you selected above?	Yes
Why are you interested in serving?	I believe my professional skills as an architect could be helpful in serving the community on plan commission. As an architect I frequently present in front of plan commissions throughout the state and, as such, have a solid understanding of how a plan commission operates.
What else would you like to tell us about yourself and/or your interest in serving on the Board, Committee, or Commission that you selected above?	I've served on McFarland's CDA for the past couple of years and have quite enjoyed being able to use my professional skills to serve the community.



Board, Committee, Commission Application

First Name	Benjamin
Last Name	Tanko
E-mail Address	
Phone Number	
Address	
City	Mcfarland
State	WI
Zip Code	53558
Job/Profession	Renewable Energy Development
Education	BS Geological Engineering



What Board, Committee, or Commission are you interested in being appointed to?	Community Development Authority
Have you attended or watched a meeting of the Board, Committee, or Commission that you selected above?	No

If no, please do so prior to completing this application.

Why are you interested in serving?	I meet with a lot of local town boards and planning commissions to present solar projects and apply for permits. I moved to McFarland 2 years ago and have been interested in getting involved in local government. Being in development, CDA would be the best fit.
What else would you like to tell us about yourself and/or your interest in serving on the Board, Committee, or Commission that you selected above?	Nothing else.

From: noreply@civicplus.com
To: [Village Clerk](#)
Subject: Online Form Submittal: Village Committee, Commission, or Board Application
Date: Wednesday, May 25, 2022 1:39:20 PM

Village Committee, Commission, or Board Application

Applicant Information

Name	Anthony Hennes
Email Address	[REDACTED]
Address	[REDACTED]
City	McFarland
State	WI
Zip Code	53558
Phone Number	[REDACTED]
Job/Profession	Clinical Pharmacist
Education	Doctorate of Pharmacy (UW - Madison)

(Section Break)

Questionnaire

What board, commission, or committee are you interested in being appointed to?	Parks and Recreation committee (#1) and Community Development Authority (#2)
Have you attended or watched a meeting of the interest listed above? If no, please do so prior to completing this application.	No
Why are you interested in serving?	I am new to the McFarland community and I am extremely interested in getting more involved. I have a passion for outdoor and community spaces which is why the parks and recreation committee is my number one committee interest. I also think that the community development authority is also extremely interesting and affords me the opportunity to be an advocate for

my neighbors in my community.

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

This would be my first time operating in this capacity and I greatly appreciate the consideration - thank you very much!

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



Event Permit Application - Community Organizations

Pursuant to Village Ordinance Chapter 11:

For parade , run/walk , car shows, community event , and special event in which 200 or more attendee are anticipated at one time or that is likely to have a significant impact on neighborhood parking or the free flow of traffic (only pertain to event that are open to the public)

Do NOT complete this form unless you have been instructed to do so by the Village Clerk/Treasurer.

Fee Waiver

Upon request, the Village Board may waive the fee for Community Organizations.

Section 36-2(b) of the Village Code defines Community Organization as "an active group or organization that regularly meets within the Village of McFarland, that is tax exempt pursuant to section 501(c)(3) of the Internal Revenue Code, and that provides charitable services, sponsorships or donations within the Village of McFarland community."

By submitting this application, you acknowledge that your group meets the definition of Community Organization and that you are requesting a fee waiver from the Village Board.

If you do not meet this definition, please [e-mail the Village Clerk/Treasurer](#) or contact the Village Clerk/Treasurer at (608) 838-3153 before submitting this application.

Community Organization Confirmation	I acknowledge that my group/organization meets the definition of Community Organization and hereby request a fee waiver from the Village Board.
-------------------------------------	---

Applicant Information

Name of Primary Contact (First, Middle Initial, Last) Becky Rogers

Phone Number	
Address	
Email Address	



Event Permit Application - Community Organization

Agency / Organization Information (If Applicable)

Agency / Organization Name	Mcfarland Chamber of Commerce
Phone Number	6088384011
Address	PO Box 372 Mcfarland WI 53558
Email Address	info@mcfarlandchamber.com

Event Information

Name of Event	Winter Wonderland in the Village
Type of Event	Community bonfire
Location of Event	Arnold Lar on Park
Event Date(s)	Dec 3, 2022
Event Time(s)	3-7
Total Number of Anticipated Attendees	1000 (weather dependent)
Total Number of Attendees Anticipated Being at the Event at One Time	1000
Setup Start Time	3-7
Tear-Down End Time	7pm

Event Permit Application - Community Organization

Public or Private Event

Open to the Public

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

Yes

Will the event involve closure of a Village street?

Yes

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

Yes

Please attach map of event, including all impacted intersections, road closures and parade routes.

File(s) attached:



Will there be outdoor amplified sound?

Yes

Please describe.

Christmas Carols

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

No

Will alcohol be consumed?

Yes

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

No

Will alcohol be sold?	No
Will a Village park be used?	Yes
Please identify the park.	Arnold Larson Park
Reservations should be made on our Park Shelter Reservations page .	
Will the event involve tents or any other activities that will require digging or turf disturbance?	No
Has this event been previously approved in prior years by the Village?	Yes
When? (Month / Year)	December/every year
Have any of the event details changed from the prior years?	No
Will the event include any mobile food carts?	No
Will the event include any vendors?	No



Event Permit Application - Community Organization

Required Attachments

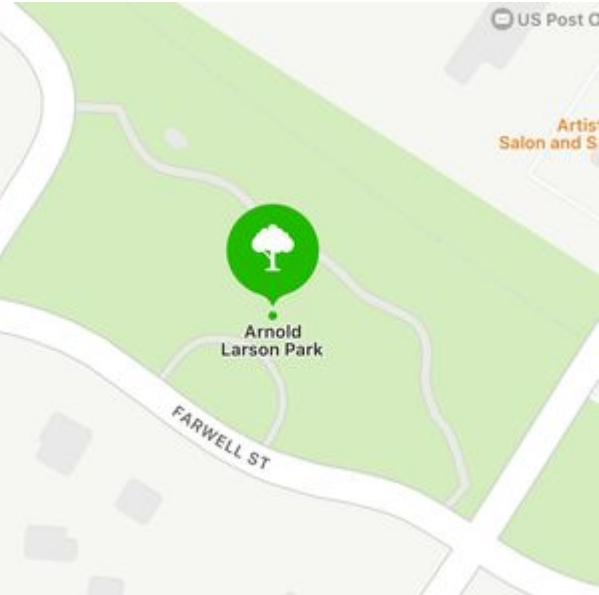
Detailed Event Schedule

File(s) attached:

- 4:30pm-6pm **Dan Chin Homes & Real Broker, LLC** Join us at the Holiday Bonfire for an adult hot beverage and enter for a chance to win a KitchenAid Mixer and other prizes! Also enter online at: bit.ly/dch-kitchensaid-giveaway. Arnold Larson Park, 6002 Exchange Street.
- 4:30pm-6pm **Holiday Bonfire/Community Tree Lighting** - Arnold Larson Park (west side). Warm up by the fire while enjoying FREE hot apple cider or hot cocoa. Enjoy Holiday Music by Solstice Brass led by Quinn Leonard and Christmas Carols performed by the McFarland High School Choir while you wait for Santa Claus to arrive on the Fire Truck, courtesy of the McFarland Fire & Rescue Department. A special Thank You to the Village of McFarland Administration and the Public Works Department for storing, maintaining and hanging the community tree lights and holiday decorations throughout the Village of McFarland.
- 4:30pm-6pm **Tailgate with Santa** - In the gazebo at Arnold Larson Park. For \$6.00 enjoy a brat or hot dog, chips, fruit, dessert and water. Proceeds will support the Dan Chin Homes Foundation, where dollars go directly back to the community to those needing help with living expenses. Find more information on this program at www.danchinhomes.com/DCHFoundation.
- 4:30pm **Illuminated Fire Truck Parade** - Beginning at the Fire Station, the trucks will parade around the village before arriving at the bonfire to drop off Santa (5:00pm) and then will proceed back to the fire station. The route map will be posted on our Facebook event page. A huge Thank You to the McFarland Fire & Rescue Department volunteers who made this parade possible.

Insurance - The applicant shall furnish a certificate to the Village demonstrating that applicant has in force and will maintain during the time the Event Permit is in effect public liability insurance of not less than \$1,000,000 per one person, \$2,000,000 per occurrence for personal injury, and \$1,000,000 for property damage naming the Village as an additional insured.

File(s) attached:



Event Details & Security Plan

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

Anytime- please call

Event Coordinators

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

Identify Event Coordinators (Identify 1 for Every 50 Expected Attendees)

i. Event Coordinator Name
Becky Rogers/Joe Shorette

Time On-Site (ex. 10 am to 2pm)
3-7

Cell Phone Number
[REDACTED]

Event Permit Application - Community Organization

Detail Security Plan Requirements

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

Detailed Emergency Management Expectations and Requirements

Actions to be taken in the event of a fire, hazardous condition, or similar emergency requiring building or tent evacuation:

- Have an individual call 911, not all facilities that have a fire alarm notify the 911 center. The 911 operator will have several questions but know the Fire and Rescue Department will be notified while questions are being obtained.
- If amplified music is playing, have the music stop and if possible calmly announce the need to evacuate to the nearest exit.
- Individuals will need to be designated in assisting in evacuating individuals to the nearest exit. Keep in mind most individuals will attempt to exit the same way they accessed the area. The exit will most likely not be able to handle the number of individuals exiting and have people near the exits to allow them to exit quickly while ushering individuals to the exit.
- Designate an area of event-goers to an assembly area that is away from the building, fire department vehicle access. We want to allow access for fire trucks and firefighters to address the situation.
- In the event, an individual is unwilling to exit do not put individuals at risk in attempting to remove the individual. Notify the initial arriving first responders.

Actions to be taken in the event of a medical emergency:

- Call 911 to report the incident. The 911 operator will have several questions but know the Fire and Rescue Department will be notified while questions are being obtained.
 - Identify individuals that can assist in getting responders from the entrance of the area to the individual that is in need of medical care. Note more than one vehicle will often respond and maybe several depending on the situation. Having adequate staff to remain in locations to direct additional vehicles responding is preferred.
-

Event Permit Application - Community Organization

Indemnification Agreement

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

Applicant Signature

File(s) attached:



Date

11/16/2022

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

Certifications

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

Applicant Signature

File(s) attached:



Date

11/16/2022

November 16, 2022

RE: 2022 Winter Wonderland Event

Thanks for the opportunity to review this application.

This event is approved with the following comments:

- The Public Works Department will install a temporary burning pad for the bonfire in the location marked on the provided map.
- As part of this approval, no vehicle traffic and/or parking will be allowed in the park during the event. Any set up or teardown activities that require vehicles, will need to stay on the asphalt path.
- Traffic control will need to be coordinated with police and fire departments.

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

Regards,

Lee Igl

Lee Igl
Streets and Utilities Superintendent

h:\winter wonderland 2021 approval letter.docx

VILLAGE OF McFarland

Police Department

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

Aaron P. Chapin | Chief of Police

DATE: November 16, 2022

TO: McFarland Village Board

FROM: Aaron P. Chapin, Chief of Police

RE: Recommendation of Approval

I have reviewed the Event/Parade permit application for the Winter Wonderland event to be held on December 3, 2022. I am recommending approval of the application. The following conditions apply:

- Event organizers will follow and comply with all direction given by Police, Fire and Public Works officials before, throughout and at the conclusion of the event.
- If alcohol is consumed in the area of the event, it must remain in the park and cannot be consumed on the streets or sidewalks per Village Ordinance. Alcohol shall also not be in glass containers.

Any questions, feel free to contact me.

Thanks,



Aaron P. Chapin – Chief of Police

November 17, 2022

Re: Event Permit Review – Winter Wonderland in The Village

I have reviewed the submitted event application by Becky Rogers, McFarland Chamber of Commerce, for the Winter Wonderland in the Village event to occur on December 3, 2022.

The application is substantially complete and complies with the EMS and fire requirements. The organizer has coordinated with the Fire & Rescue Department for the parade section. The Bon Fire will require a burning permit to be issued. The event is re-occurring, and we have not experienced any substantial concerns in the past.

I recommend approval of the permit.

Sincerely,



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

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 22, 2022

SECTION: Business

DEPARTMENT: Outreach

CONTACT: Matt Schuenke, Village Administrator, Lori Andersen, Senior Outreach Director

AGENDA ITEM: Motion to approve a service agreement with Dane County for funding to provide case management and nutrition services through the Senior Outreach Department as a Focal Point.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Enclosed is our annual agreement with Dane County to receive funds to support services we provide through our Senior Outreach Department as a Focal Point. These services include case management and nutrition based services within the Village as well as our service territory. This does not change our agreements with the other Communities within the service territory. Services funded remain the same and in doing so continues to use these funds to support Seniors in our Community.

FINANCIAL/BUDGET IMPACT:

Proposed 2023 amount is \$11,000 higher than anticipated.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval on the Consent Agenda.

ATTACHMENTS:

1. Village of McFarland 87018 POS DAS

DCDHS - COUNTY OF DANE

Purchase of Services Agreement

Agreement No:	87018
Begin Date:	1/1/2023
Expiration Date:	12/31/2023
Authority: Res.	NA
Maximum Cost:	<u>\$108,460</u>
Number of Pages:	<u>44</u>
Corporation Counsel Approval:	<u>SLM 11/10/22</u>

THIS AGREEMENT is made and entered into by and between the County of Dane (hereafter referred to as "COUNTY") and Village of McFarland (hereafter, "PROVIDER"), as of the respective dates representatives of both parties have affixed their respective signatures.

WHEREAS COUNTY, whose address is 1202 Northport Drive, Madison, WI 53704, desires to purchase services from PROVIDER, whose address is 5915 Milwaukee St, McFarland WI 53558 for the purpose of:

Congregate Meals (SPC 401)
Home Delivered Meals (SPC 402)
Case Management (SPC 604)

These services are more particularly described in Schedule A.

AND WHEREAS Provider is able and willing to provide such services;

NOW, THEREFORE, in consideration of the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, COUNTY and PROVIDER do agree as follows:

[End of Page]

I. TERM.

The term of this Agreement shall commence as of the *Begin Date* and shall end as of the *Expiration Date*, both of which are set forth on page one (1) hereof. PROVIDER shall complete its service obligations under this Agreement not later than the *Expiration Date*. COUNTY shall not be liable for any services performed by PROVIDER other than during the term of this Agreement. COUNTY shall never pay more than the *Maximum Cost* as stated above for all services.

II. SERVICES.

- A. PROVIDER agrees to provide the services detailed in the bid specifications, if any; the request for proposals (RFP) and PROVIDER's response thereto, if any; and on the attached *Schedule A*, which is fully incorporated herein by reference. In the event of a conflict between or among the bid specifications, the RFP or responses thereto, or the terms of *Schedule A* or any of them, it is agreed that the terms of *Schedule A*, to the extent of any conflict, are controlling.
- B. PROVIDER shall furnish the services contained in and comply with the performance and productivity requirements contained in the *Program Summary* document, which is attached hereto and fully incorporated herein by reference. PROVIDER shall complete its obligations under this Agreement in a sound, economical and efficient manner in accordance with this Agreement and all applicable laws.
- C. COUNTY will make payments for services rendered under this Agreement as and in the manner specified herein and in *Schedule B* if attached, which shall be fully incorporated herein by reference.
- D. PROVIDER agrees to make such reports as are required by this Agreement and in the attached *Schedule C*, which is fully incorporated herein by reference.
- E. PROVIDER agrees to secure at PROVIDER's own expense all personnel with the necessary training, supervision and qualifications necessary to carry out PROVIDER's obligations under this Agreement. Such personnel shall not be deemed to be employees of COUNTY. PROVIDER shall ensure PROVIDER's personnel are instructed that they will not have any direct contractual relationship with COUNTY. COUNTY shall not participate in or have any authority over any aspect of PROVIDER's personnel policies and practices, and shall not be liable for actions arising from such policies and practices.
- F. COUNTY shall have the right to request replacement of personnel. PROVIDER shall comply where such personnel are deemed by COUNTY to present a risk to consumers. In other instances, PROVIDER and COUNTY shall cooperate to reach a reasonable resolution on the issue presented.
- G. PROVIDER warrants that it has complied with all necessary requirements to do business in the State of Wisconsin and has met all applicable state and federal statutes, rules, regulations, service standards, certifications and assurances required to provide the services contracted for under this Agreement.
- H. PROVIDER shall notify COUNTY immediately, in writing, of any change in its registered agent, his or her address, and/or PROVIDER's legal status. For a partnership, the term 'registered agent' shall mean a general partner.
- I. PROVIDER understands that time is of the essence as to all PROVIDER requirements.
- J. Unless specified differently herein, a PROVIDER shall maintain a consistent volume of service delivery throughout the months of the Agreement as determined by COUNTY.

SECTION A
(Non-Discrimination)

III. NON-DISCRIMINATION.

- A. During the term of this Agreement, PROVIDER agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or

conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s).

- B. PROVIDER agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional bases, and exceptions shall be permitted only to the extent allowable in state or federal law.

IV. AFFIRMATIVE ACTION.

- A. If PROVIDER has twenty (20) or more employees and receives \$20,000 in annual contracts with COUNTY, PROVIDER shall file an Affirmative Action Plan with the Dane County Contract Compliance Officer in accord with Chapter 19 of the Dane County Code of Ordinances. Such plan must be filed within fifteen (15) days of the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by COUNTY.
- B. PROVIDER shall also, during the term of this Agreement, provide copies of all announcements of employment opportunities to COUNTY's Contract Compliance office, and shall report annually the number of persons, by race, ethnicity, gender, and disability, status, who apply for employment and, similarly classified, the number hired and the number rejected.
- C. PROVIDER agrees to furnish all information and reports required by COUNTY's Contract Compliance Officer as the same relate to affirmative action and nondiscrimination, which may include any books, records, or accounts deemed appropriate to determine compliance with Chapter 19, D. C. Ords., and the provisions of this Agreement.

V. AMERICANS WITH DISABILITIES ACT COMPLIANCE.

- A. PROVIDER and all Subcontractors agree not to discriminate on the basis of disability in accordance with The Americans with Disabilities Act (ADA) of 1990, the Wisconsin Statutes secs. 111.321 and 111.34, and Chapter 19 of the Dane County Code of Ordinances. PROVIDER agrees to post in conspicuous places, available to employees, service recipients, and applicants for employment and services, notices setting forth the provisions of this paragraph.
- B. PROVIDER shall give priority to those methods that offer programs and activities to disabled persons in the most integrated setting. Where service or program delivery is housed in an inaccessible location, and accessible alterations are not readily achievable, PROVIDER agrees to offer "programmatic accessibility" to recipients (real or potential) of said services and programs (e.g. change time/location of service).
- C. PROVIDER agrees that it will employ staff with special translation and sign language skills appropriate to the needs of the client population, or will purchase the services of qualified adult interpreters who are available within a reasonable time to communicate with hearing impaired clients. PROVIDER agrees to train staff in human relations techniques and sensitivity to persons with disabilities. PROVIDER agrees to make programs and facilities accessible, as appropriate, through outstations, authorized representatives, adjusted work hours, ramps, doorways, elevators, or ground floor rooms. PROVIDER agrees to provide, free of charge, all documents necessary to its clients' meaningful participation in PROVIDER's programs and services in alternative formats and languages appropriate to the needs of the client population, including, but not limited to, Braille, large print and verbally transcribed or translated taped information. The PROVIDER agrees that it will train its staff on the content of these policies and will invite its applicants and clients to identify themselves as persons needing additional assistance or accommodations in order to apply for or participate in PROVIDER's programs and services.

VI. BILINGUAL SERVICES.

PROVIDER agrees to maintain comprehensive policies to ensure compliance with Title VI of the Civil Rights Act of 1964, as updated to address the needs of employees and clients with limited English proficiency. PROVIDER agrees that it will employ staff with bilingual or special foreign language translation skills appropriate to the needs of the client population, or will purchase the services of qualified adult interpreters who are available within a reasonable time to communicate with clients who have limited English proficiency. PROVIDER will provide, free of charge, all documents necessary to its clients' meaningful participation in PROVIDER's programs and services in alternative languages appropriate to the needs of the client population. PROVIDER agrees that it will train its staff on the content of these policies and will invite its applicants and clients to identify themselves as persons needing additional assistance or accommodations in order to apply or participate in PROVIDER's programs and services.

VII. CIVIL RIGHTS COMPLIANCE.

- A. If PROVIDER has twenty (20) or more employees and receives \$20,000 in annual contracts with COUNTY, PROVIDER shall submit to the COUNTY a current Civil Rights Compliance Plan (CRC) for Meeting Equal Opportunity Requirements under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Service Health Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981 and Americans with Disabilities Act (ADA) of 1990. PROVIDER shall also file an Affirmative Action (AA) Plan with COUNTY in accordance with the requirements of Chapter 19 of the Dane County Code of Ordinances. PROVIDER shall submit a copy of its discrimination complaint form with its CRC/AA Plan. The CRC/AA Plan must be submitted prior to the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by COUNTY. If an approved plan has been received during the previous CALENDAR year, a plan update is acceptable. The plan may cover a two-year period. Providers who have less than twenty employees, but who receive more than \$20,000 from the COUNTY in annual contracts, may be required to submit a CRC Action Plan to correct any problems discovered as the result of a complaint investigation or other Civil Rights Compliance monitoring efforts. If PROVIDER submits a CRC/AA Plan to a Department of Workforce Development Division or to a Department of Health Services Division that covers the services purchased by Dane County, a verification of acceptance by the State of PROVIDER's Plan is sufficient.
- B. PROVIDER agrees to comply with the COUNTY's civil rights compliance policies and procedures. PROVIDER agrees to comply with civil rights monitoring reviews performed by the COUNTY, including the examination of records and relevant files maintained by the PROVIDER. PROVIDER agrees to furnish all information and reports required by the COUNTY as they relate to affirmative action and non-discrimination. The PROVIDER further agrees to cooperate with the COUNTY in developing, implementing, and monitoring corrective action plans that result from any reviews.
- C. PROVIDER shall post the Equal Opportunity Policy; the name of the PROVIDER's designated Equal Opportunity Coordinator and the discrimination complaint process in conspicuous places available to applicants and clients of services, and applicants for employment and employees. The complaint process will be according to COUNTY's policies and procedures and made available in languages and formats understandable to applicants, clients and employees. PROVIDER shall supply to the Dane County Contract Compliance Officer upon request a summary document of all client complaints related to perceived discrimination in service delivery. These documents shall include names of the involved persons, nature of the complaints, and a description of any attempts made to achieve complaint resolution.
- D. PROVIDER shall provide copies of all announcements of new employment opportunities to the Dane County Contract Compliance Officer when such announcements are issued.
- E. In lieu of the requirements of this section, if PROVIDER is a government entity having its own compliance plan, PROVIDER's plan shall govern PROVIDER's activities.

VIII. EQUAL OPPORTUNITY NOTICE.

In all solicitations for employment placed on PROVIDER's behalf during the term of this Agreement, PROVIDER shall include a statement to the effect that PROVIDER is an "Equal Opportunity Employer".

SECTION B
(General Terms)

IX. ACKNOWLEDGEMENT OF COUNTY SUPPORT.

PROVIDER shall acknowledge funding support by COUNTY in all publications, including social media statements, regarding services and programs funded by COUNTY. PROVIDER agrees to display the Dane County Department of Human Services logo in its waiting rooms and incorporate the logo in all PROVIDER publications, websites and stationery that pertain to services funded in whole or in part by COUNTY.

X. ASSIGNMENT AND TRANSFER.

PROVIDER shall not assign, subcontract or transfer any interest or obligation in this Agreement without the prior written consent of COUNTY, including the hiring of independent contract service providers, unless otherwise provided herein. Claims for money due to PROVIDER from COUNTY under this Agreement may be assigned to a bank, trust company or other financial institution without COUNTY consent if and only if the instrument of assignment provides that the right of the assignee in and to any amounts due or to become due to PROVIDER shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this Agreement. PROVIDER shall furnish COUNTY with notice of any such assignment or transfer.

XI. CONFIDENTIALITY.

A. PROVIDER agrees to comply with all pertinent federal and state statutes, rules, regulations and county ordinances related to confidentiality. Further, COUNTY and PROVIDER agree that:

1. Client specific information, including, but not limited to, information which would identify any of the individuals receiving services under this Agreement, shall at all times remain confidential and shall not be disclosed to any unauthorized person, forum, or agency except as permitted or required by law.
2. PROVIDER knows and understands it is not entitled to any client specific information unless it is released to persons who have a specific need for the information which is directly connected to the delivery of services to the client under the terms of this Agreement and only where such persons require the requested information to carry out official functions and responsibilities.
3. Upon request from COUNTY, client specific information, including but not limited to treatment information, shall be exchanged between PROVIDER and COUNTY, consistent with applicable federal and state statutes, for the following purposes:
 - a. Research (names and specific identifying information not to be disclosed);
 - b. Fiscal and clinical audits and evaluations;
 - c. Coordination of treatment or services; and
 - d. Determination of conformance with court-ordered service plans.

B. Health Insurance Portability and Accountability Act of 1996 (HIPAA) Applicability.

1. The PROVIDER agrees to comply with the federal regulations implementing the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all relevant regulations as from time to time amended, if PROVIDER receives Medicaid funding or as these regulations otherwise apply to the services the PROVIDER provides or purchases with funds provided under this Agreement. Such requirements, where applicable, include:
 - a. Holding protected health information (PHI) in confidence and using it or further disclosing it only for authorized purposes.

- b. Having a Notice of Privacy Practices.
 - c. Developing and maintaining current and appropriate administrative, technical, and physical safeguards to protect the confidentiality, integrity and availability of all PHI, in any form or media, including electronic storage and transmission.
 - d. Maintaining policies and procedures to protect against the identity theft of client/consumer information.
 - e. Tracking disclosures of PHI as required by law.
 - f. Having and maintaining procedures in the event of a breach of PHI, logging security events, providing notices and mitigating damages as required by law.
- 2. Where PROVIDER has access to COUNTY's client records and discovers any breach or unauthorized acquisition, access, use or disclosure of client records, PROVIDER shall inform COUNTY within five (5) business days after PROVIDER learns of such breach involving COUNTY's clients.
 - 3. If COUNTY has determined that PROVIDER is a "Business Associate" within the context of the law, PROVIDER will sign and return the attached Business Associate Addendum, which will be included and made part of this Agreement.

XII. COOPERATION.

- A. PROVIDER agrees to cooperate with departments, agencies, employees and officers of COUNTY in providing the services described herein.
- B. Where PROVIDER furnishes counseling, care, case management, service coordination or other client services and COUNTY requests PROVIDER or any of PROVIDER's employees to provide evidence in a court or other evidentiary proceeding regarding the services provided to any named client or regarding the client's progress given services provided, services purchased under this Agreement include PROVIDER making itself or its employees available to provide such evidence requested by COUNTY as authorized by law.

XIII. DELIVERY OF NOTICES.

Notices, bills, invoices and reports required by this Agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address as set forth in this Agreement. Any party changing its address shall notify the other party in writing within five (5) business days.

XIV. DISPUTE RESOLUTION.

- A. **Good Faith Efforts.** In the event of a dispute between PROVIDER and COUNTY involving the interpretation or application of the contents of the Schedule A and related service requirements, PROVIDER and COUNTY agree to make good faith efforts to resolve grievances informally.
- B. **Formal Procedure.** In the event informal resolution is not achieved, COUNTY and PROVIDER shall follow the following procedure to resolve all disputes:

Step 1: PROVIDER's Chief Executive Officer shall present a description of the dispute and PROVIDER's position, in writing, to COUNTY's Division Manager within fifteen (15) working days of gaining knowledge of the issue. The description shall cite the provision or provisions of this Agreement that are in dispute and shall present all available factual information supporting PROVIDER's position. Failure to timely provide said document constitutes a waiver of PROVIDER's right to dispute the item.

Step 2: Both parties shall designate representatives, who shall attempt to reach a mutually satisfactory resolution within the fifteen (15) working days after mailing of the written notice.

Step 3: If resolution is not reached in Step 2, COUNTY's Division Manager shall provide in writing by mail, an initial decision. Said decision shall be binding until and unless a different decision is reached as outlined below.

Step 4: PROVIDER's Chief Executive Officer or equivalent may request a review of the initial decision by mailing a written request to COUNTY's Human Services Director within fifteen (15) working days of the receipt of the initial decision. Failure to timely provide said request constitutes a waiver of PROVIDER's right to dispute the item.

Step 5: COUNTY's Human Services Director shall respond to the request for review by mailing a final written decision to PROVIDER within fifteen (15) working days of receipt of the request.

Step 6: PROVIDER's Chief Executive Officer or equivalent may request a review by the County Executive of the final decision by mailing said request within fifteen (15) working days of the postmarked date of the final decision. Failure to timely provide said request constitutes a waiver of PROVIDER's right to dispute the item.

Step 7: The County Executive shall provide a final decision by mailing it to PROVIDER within fifteen (15) working days following the postmarked date of the request for a review. The decision of the County Executive is final and binding on the parties.

C. **Client Grievance Procedure.**

1. PROVIDER shall have a written client grievance procedure approved by COUNTY, posted in its service area, at all times during the term of this Agreement and made available to each client upon admission.
2. Where clients may be entitled to an administrative hearing concerning eligibility, PROVIDER will cooperate with COUNTY in providing notice of said eligibility to clients.

XV. EMERGENCY PLANNING.

- A. In order for PROVIDER and the people PROVIDER serves to be prepared for an emergency such as a tornado, flood, blizzard, electrical blackout, pandemic and/or other natural or man-made disaster, PROVIDER shall develop a written plan that at a minimum addresses:
1. The steps PROVIDER has taken or will be taking to prepare for an emergency;
 2. Which of PROVIDER's services will remain operational during an emergency;
 3. The role of staff members during an emergency;
 4. PROVIDER's order of succession, evacuation and emergency communications plans, including who will have authority to execute the plans and/or to evacuate the facility;
 5. Evacuation routes, means of transportation and use of alternate care facilities and service providers, (such as pharmacies) with which PROVIDER has emergency care agreements in place;
 6. How PROVIDER will assist clients/consumers to individually prepare for an emergency; and
 7. How essential care records will be protected, maintained and accessible during an emergency.
- A copy of the written plan should be kept at each of PROVIDER's office(s).
- B. Providers who offer case management or residential care for individuals with substantial cognitive, medical, or physical needs shall assure at-risk clients/consumers are provided for during an emergency.

XVI. FAIR LABOR STANDARDS COMPLIANCE.

- A. **Reporting Adverse Findings.** During the term of this Agreement, PROVIDER shall report to the County Contract Compliance Officer, within ten (10) days, any allegations to, or findings by the National Labor Relations Board (NLRB) or Wisconsin Employment Relations Commission (WERC) that PROVIDER has violated a statute or regulation regarding labor standards or relations. If an investigation by the Contract Compliance Officer results in a final determination that the matter adversely affects PROVIDER's responsibilities under this Agreement, and which recommends termination, suspension or cancellation of this Agreement, COUNTY may take such action.
- B. **Appeal Process.** PROVIDER may appeal any adverse finding by the Contract Compliance Officer as set forth in sec. 25.08(20)(c), D.C. Ords.
- C. **Notice Requirement.** PROVIDER shall post the following statement in a prominent place visible to employees: "As a condition of receiving and maintaining a contract with Dane County, this employer shall comply with federal, state and all other applicable laws prohibiting retaliation for union organizing."

XVII. INDEMNIFICATION BY PROVIDER.

- A. To the fullest extent permitted by law, PROVIDER shall indemnify, hold harmless and defend COUNTY, its boards, commissions, agencies, officers, agents, volunteers, employees and representatives against any and all liability, claims, losses (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses (including, but not limited to, court costs, as well as fees and charges of attorney(s)) which COUNTY, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of PROVIDER furnishing the services or goods required to be provided under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, claims, damages, losses, charges, costs, or expenses caused by or arising from the acts or omissions of COUNTY, its agencies, boards, commissions, officers, agents, volunteers, employees or representatives. The obligations of PROVIDER under the paragraph shall apply to liability, claims, losses, damages, costs or expenses arising from any aspect of PROVIDER's personnel policies or practices, because, except as otherwise provided herein, it is understood that COUNTY assumes no control over PROVIDER's business operations, methods or procedures.
- B. COUNTY reserves the right, but not the obligation, to participate in defense without relieving PROVIDER of any obligation under this paragraph.
- C. The obligations of PROVIDER under this paragraph shall survive the expiration or termination of this Agreement.
- D. The requirements of this section are waived where PROVIDER is the State of Wisconsin.

XVIII. INSURANCE.

- A. In order to protect itself and COUNTY, its officers, boards, commissions, agencies, agents, volunteers, employees and representatives under the indemnity provisions of *paragraph XVII*, PROVIDER shall, at PROVIDER's own expense, obtain and at all times during the term of this Agreement keep in full force and effect the insurance coverages, limits, and endorsements listed below. Neither these requirements nor the COUNTY's review or acceptance of PROVIDER's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the PROVIDER under this Agreement.
 - 1. **Commercial General Liability.**
PROVIDER agrees to maintain Commercial General Liability at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent PROVIDERS and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage. The policy shall list DANE COUNTY as an Additional Insured.

2. Commercial/Business Automobile Liability.
PROVIDER agrees to maintain Commercial/Business Automobile Liability at a limit of not less than \$1,000,000 Each Occurrence. PROVIDER further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event PROVIDER does not own automobiles, PROVIDER agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.
 3. Professional Liability.
PROVIDER agrees to maintain Professional Liability at a limit of not less than \$1,000,000 per claim with a \$1,000,000 aggregate for all PROVIDER's professional employees. The coverage shall include Unintentional Errors/Omissions Endorsement. There shall be an extended reporting period provision of not less than two years.
 4. Umbrella or Excess Liability.
PROVIDER may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. PROVIDER agrees to list DANE COUNTY as an "Additional Insured" on its Umbrella or Excess Liability policy.
 5. Workers' Compensation.
PROVIDER agrees to maintain Workers Compensation insurance at Wisconsin statutory limits.
- B. PROVIDER Prohibited from Waiving COUNTY's Right to Subrogation: When obtaining required insurance under this Agreement and otherwise, PROVIDER agrees to preserve COUNTY's subrogation rights in all such matters that may arise that are covered by PROVIDER's insurance.
- C. Upon execution of this Agreement, PROVIDER shall furnish COUNTY with a Certificate of Insurance listing COUNTY as an additional insured and, upon request, certified copies of the required insurance policies. If PROVIDER's insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of this Agreement, the Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services coverage is Claims-Made and indicate the Retroactive Date, PROVIDER shall maintain coverage for the duration of this Agreement and for six (6) years following the completion of this Agreement. PROVIDER shall furnish COUNTY, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that PROVIDER shall furnish the COUNTY with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either PROVIDER or COUNTY may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by PROVIDER. In the event any action, suit or other proceeding is brought against COUNTY upon any matter herein indemnified against, COUNTY shall give reasonable notice thereof to PROVIDER and shall cooperate with PROVIDER's attorneys in the defense of the action, suit or other proceeding. PROVIDER shall furnish evidence of adequate Worker's Compensation Insurance. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER.
- D. COUNTY, acting at its sole option and through its Risk Manager, may waive any and all insurance requirements. Waiver is not effective unless in writing. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by COUNTY's Risk Manager taking into account the nature of the work and other factors relevant to COUNTY's exposure, if any, under this Agreement.

- E. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER.
- F. The requirements of this section are waived where PROVIDER is the State of Wisconsin.

XIX. LICENSE, CERTIFICATION AND STANDARD COMPLIANCE.

- A. **All Service Standards Met.** PROVIDER shall meet State and Federal service standards, certifications and assurances as expressed by State and Federal statutes, rules, and regulations applicable to the services covered by this Agreement, including all regulations applicable to the expenditure and reporting of funds for services purchased by this Agreement.
- B. **Background Checks.** PROVIDER agrees to do background checks for all its workforce, including interns and volunteers, having regular contact with children, the elderly or vulnerable adults, including caregiver background checks where required by law.
- C. **Debarment.** PROVIDER certifies that it is not debarred, suspended or declared ineligible from participating in federal procurements. COUNTY reserves the right to cancel this Contract if PROVIDER is presently, or is in the future, on the list of parties excluded from federal procurements.
- D. **County Standards.** Where COUNTY wants to apply a specific set of standards to PROVIDER not contrary to state and federal regulations, the same are specified or are specifically referred to in this Agreement.
- E. **Licenses and Certifications.** Where required by law, PROVIDER must, at all times, be licensed or certified by either the State or County as a qualified provider of the services purchased hereby. PROVIDER shall fully cooperate with licensing and certification authorities. PROVIDER shall submit copies of the required licenses or certifications upon request by COUNTY. PROVIDER shall promptly notify COUNTY in writing of any citation PROVIDER receives from any licensing or certification authority, including all responses and correction plans.
- F. **Public Health Standards.** PROVIDER will follow applicable public health guidelines to provide safe services and a safe workplace. In addition, by signing this Agreement, PROVIDER acknowledges the contagious nature of COVID-19 and voluntarily assumes the risk that PROVIDER and its staff may be exposed to or infected by COVID-19 by providing services under this Agreement and that such exposure or infection may result in personal injury, illness, permanent disability, and death.

PROVIDER further acknowledges that PROVIDER is assuming all of the foregoing risks and accepts sole responsibility for any injury to itself and staff, including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense of any kind, that PROVIDER or its staff may experience or incur in connection with providing services. PROVIDER hereby releases, covenants not to sue, discharges, and holds harmless and indemnifies the COUNTY, its employees, agents, and representatives, of and from any and all claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. Provider understands and agrees that this release includes any claims based on the actions, omissions, or negligence of COUNTY, its employees, agents and representatives, whether a COVID-19 infection occurs before, during, or after the provision of services under this Agreement.

- G. **Notification.** PROVIDER shall notify the COUNTY promptly, in writing, if it is unable to comply with any of the above requirements.

XX. NO WAIVER OF RIGHT OF RECOVERY.

In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by COUNTY of any breach of the covenants of this Agreement or a waiver of any default of PROVIDER. The making of any such payment or acceptance of any such service or product by COUNTY while any such default or breach shall exist

shall in no way impair or prejudice the right of COUNTY with respect to recovery of damages or other remedy as a result of such breach or default.

XXI. PATENTS, COPYRIGHTS AND INVENTIONS. PROVIDER may elect to retain the entire right, title and interest to any invention conceived or first actually reduced to practice in the performance of this Agreement as provided by 37 CFR 401. In the event any invention results from work performed jointly by PROVIDER and COUNTY, the invention(s) shall be jointly owned. COUNTY is licensed to use information and materials in any publication produced by COUNTY resulting from joint projects between COUNTY and PROVIDER.

XXII. PENALTIES.

- A. PROVIDER shall provide immediate notice in the event it will be unable to meet any deadline, including deadlines for filing reports, set by COUNTY. Concurrent with notification, PROVIDER shall submit either a request for an alternative deadline or other course of action or both. COUNTY may grant or deny the request. COUNTY has the prerogative to withhold payment to PROVIDER upon denial of request or until any condition set by COUNTY is met. In the case of contracts that have been renewed or continued from a previous contractual period, COUNTY may withhold payment in the current period for failures that occurred in a previous period.
- B. If COUNTY is liable for damages sustained as a result of breach of this Agreement by PROVIDER, COUNTY may withhold payments to PROVIDER as set off against said damages.
- C. If, through any act of or failure of action by PROVIDER, COUNTY is required to refund money to a funding source or granting agency, PROVIDER shall pay to COUNTY within ten (10) working days, any such amount along with any interest and penalties.

XXIII. RECORDS.

- A. **Open Records Requests.** PROVIDER agrees to assist COUNTY in promptly fulfilling or answering any open records request, in the manner determined by COUNTY, of a record not protected by a law requiring confidentiality that PROVIDER keeps or maintains on behalf of COUNTY.
- B. **Records Retention.** PROVIDER shall retain any record required to be kept on behalf of COUNTY for a period of not less than seven (7) years unless a shorter period of retention is authorized by applicable law or for a longer period of time if required by law. PROVIDER shall preserve Medicaid funded service and billing records for a period of not less than ten (10) years from the last service provided unless a shorter period or retention is specifically authorized by law. This provision survives the term of this contract.
- C. **Records Ownership and Control.**
 - 1. It is understood that in the event this Agreement terminates for any reason, COUNTY, at its option may take ownership and control of all records created for the purpose of providing and facilitating provision of services under the Agreement.
 - 2. If, as the result of the expiration or termination of this Agreement, PROVIDER discontinues services provided under this Agreement to any client who continues to require such service, COUNTY shall have the right to take immediate physical custody of any of the client's records that are necessary to facilitate the transition of services to another provider of such service, including, but not limited to, all documents, electronic data, products and services prepared or produced by PROVIDER under this Agreement. Further, COUNTY may direct PROVIDER to transfer any client record as COUNTY deems necessary to a new service provider in order to provide continuity of care and services to affected clients.

XXIV. RENEGOTIATION.

- A. This Agreement or any part thereof, may be renegotiated at the option of COUNTY in the case of: 1) increased or decreased volume of services; 2) changes required by Federal or State law or regulations or court action; 3) cancellation, increase or decrease in funding; 4) changes in service needs identified by COUNTY; 5) PROVIDER's failure to provide monthly services purchased; or 6) upon any mutual agreement. PROVIDER agrees to renegotiate in good faith if COUNTY exercises this option.
- B. Any agreement reached pursuant to renegotiation shall be acknowledged through a written Agreement addendum signed by COUNTY and PROVIDER.
- C. Changes to the number of units purchased under this Agreement pursuant to renegotiation shall be reflected by amendment to the *Program Summary*.
- D. If PROVIDER refuses to renegotiate in good faith as required by this section, COUNTY may either terminate the Agreement or unilaterally adjust payments downward to reflect COUNTY's best estimate of the volume of services actually delivered by PROVIDER under this Agreement.

XXV. TERMINATION, SUSPENSION AND/OR MODIFICATION.

This Agreement may be terminated and/or its terms may be modified or altered as follows:

- A. Either party may terminate the Agreement without stating cause at any time upon ninety (90) days' written notice.
- B. Failure of PROVIDER to fulfill any of its obligations under the Agreement in a timely manner or violation by PROVIDER of any covenants or stipulations contained in this Agreement shall constitute grounds for COUNTY to terminate this Agreement upon ten (10) days' written notice of the effective date of termination.
- C. The following shall constitute grounds for immediate termination:
 - 1. Violation by PROVIDER of any state, federal or local law, or failure by PROVIDER to comply with any applicable state and federal service standards, as expressed by applicable statutes, rules and regulations.
 - 2. Failure by PROVIDER to carry applicable licenses or certifications as required by law.
 - 3. Failure of PROVIDER to comply with reporting requirements contained herein.
 - 4. Inability of PROVIDER to perform the work provided for herein.
 - 5. Exposure of a client to immediate danger when interacting with PROVIDER.
- D. In the event of cancellation or reduction of state, federal or county funding upon which COUNTY relies to fulfill its obligations under this Agreement, PROVIDER agrees and understands that COUNTY may take any of the following actions:
 - 1. COUNTY may terminate this Agreement, upon thirty (30) days written notice.
 - 2. COUNTY may suspend this Agreement without notice for purposes of evaluating the impact of changed funding.
 - 3. COUNTY may reduce funding to PROVIDER upon thirty (30) days written notice. If COUNTY opts to reduce funding under this provision, COUNTY may, after consultation between PROVIDER and COUNTY's contract manager or designee, specify the manner in which PROVIDER accomplishes said reduction, including, but not limited to, directing PROVIDER to reduce expenditures on designated goods, services and/or costs.
- E. Failure of the Dane County Board of Supervisors or the State or Federal Governments to appropriate sufficient funds to carry out COUNTY's obligations hereunder or failure of PROVIDER to timely commence the contracted for services, shall result in automatic termination of this Agreement as of the date funds are no longer available, without notice.
- F. Termination or reduction actions taken by COUNTY under this Agreement are not subject to the Dispute Resolution Process, Section XIV of this document.

SECTION C
(Financial Terms)

XXVI. FINANCIAL PROVISIONS.

A. **Accounting.** PROVIDER shall maintain such records, financial statements and necessary evidences of accounting procedures and practices sufficient to document the funding received and disbursements made under this contract. Accounting records must be supported by such source documentation as cancelled checks/electronic payments, paid bills, bank statements, payrolls, time and attendance records, contract award documentation, etc. PROVIDER shall adhere to the *Wisconsin Department of Health Services and/or Wisconsin Department of Children and Families Allowable Cost Policy Manual(s)*, including revisions and updates and return to COUNTY any funding paid in excess of allowable costs.

B. **Method of Payment.** PROVIDER shall be paid for its services as indicated below.

1. *Monthly Expense Reimbursement:* Expenses incurred by PROVIDER shall be reimbursed by COUNTY on a monthly basis. Requests for payment shall be made on COUNTY's Payment Voucher (Form 014-64-05) or PROVIDER's monthly billing statement and submitted to COUNTY within twenty-five (25) days after the month of service. This provision will be applicable to the following programs:

2. *Unit of Service Reimbursement:* Units of service provided shall be paid by COUNTY on a monthly basis. Requests for payment shall be made on COUNTY's Payment Voucher (Form 014-64-05) or PROVIDER's monthly billing statement and submitted to COUNTY within twenty-five (25) days after the month of service. This provision will be applicable to the following programs:

3. *Monthly Advance Payment with Year End Reconciliation:* PROVIDER shall be advanced equal monthly payments consisting of the annual Agreement amount divided by the number of months covered under this Agreement. The last monthly payment to PROVIDER may be adjusted to actual expenses anticipated for the Agreement term. Request for payment shall be made on COUNTY's Payment Voucher (Form 014-64-05) or PROVIDER's monthly billing statement and submitted to COUNTY by the first of the month previous to the month the payment is to be issued. This provision will be applicable to the following programs:

4368, 1236, 12670

4. *Other Method of Payment:* This method is described in Schedule B for the following programs:

C. **Alternate Method of Payment.** Notwithstanding the agreed upon method of payment stated above, COUNTY may at its option refuse to advance all or part of any unearned payment otherwise due to PROVIDER if COUNTY reasonably suspects any of the following:

1. PROVIDER has mismanaged any funds provided by COUNTY.

2. Funds in PROVIDER's possession are at risk of being seized by PROVIDER's creditors or other adverse interest.
 3. PROVIDER appears incapable of maintaining itself as a going business concern.
 4. PROVIDER fails to meet reporting requirements.
- D. **Administrative Cost Ceiling.** PROVIDER agrees to keep actual administrative costs for each program group at or below the percentage approved by COUNTY. The approved administrative cost is the percentage of approved program group cost devoted to administrative activity most recently approved by COUNTY. No variance in excess of the approved administrative percentage will be allowed unless approved by COUNTY in advance and in writing. In no event will COUNTY approve an administrative cost percentage in excess of 15% of the cost of each program.
- E. **Exemptions from Administrative Cost Ceiling.** At the discretion of COUNTY, programs will be exempt from the prescribed ceiling if any of the following applies:
1. The program is 100% administrative, or
 2. The program is paid monthly under the unit of service reimbursement method of payment, or
 3. The program is 100% funded from medical assistance or another federal source; in such case the administrative expense shall be limited to the requirements of the funding source.
- F. **Bond.** At all times during the term of this Agreement PROVIDER shall maintain an employee dishonesty bond in an amount sufficient to hold PROVIDER harmless in the event of employee fraud or defalcation. Said bond shall insure PROVIDER against the loss of funds provided through this Agreement and the loss of client funds to which the PROVIDER or its employees has access through the services provided through this Agreement. PROVIDER shall furnish evidence of having met this requirement upon request by COUNTY.
- G. **Budgets and Personnel Schedules.**
1. Programs paid under the unit of service reimbursement method of payment shall be exempt from the requirements of this section.
 2. For each program funded by COUNTY, PROVIDER shall prepare a program budget and supporting personnel schedule and submit it to COUNTY for approval within fifty-six (56) days after the effective date of this Agreement. PROVIDER agrees to submit its program budgets and personnel schedules on forms provided by COUNTY and according to guidelines provided by COUNTY. Program budgets and personnel schedules shall be considered approved when signed by both PROVIDER and COUNTY. Upon approval by COUNTY, both the program budget and personnel schedule shall be made a part of this Agreement.
 3. Variances in any program account category (categories are: Personnel, Operating, Space, Special Costs, and Other Expense) in excess of \$5,000.00 or 10%, whichever is less, shall not be allowed unless PROVIDER obtains written approval of COUNTY at COUNTY's discretion for good cause shown. Overall program under-spending is not considered a variance.
 4. Funds allocated to each program must be used as allocated in accordance with the approved program budget and may not be transferred between programs without the written agreement of COUNTY at COUNTY's discretion for good cause shown.
 5. If there is a change in program funding under this Agreement, PROVIDER shall submit a revised budget and personnel schedule, unless waived in writing by COUNTY.
 6. In performing services required under this Agreement, PROVIDER shall not exceed either the approved program budget or the staffing level indicated in the approved personnel schedule.
- H. **Client Accounts.**
1. Under no circumstances is PROVIDER permitted to commingle funds belonging to clients with PROVIDER's funds. When PROVIDER handles client funds, these funds shall be kept in separate accounts ("Client Accounts") such that all monies

- can be accounted for at all times, and a monthly accounting shall be made available to each client or his or her legal representative.
2. Client Accounts established pursuant to this section shall be subject to audit at any time during normal business hours and without prior notice.
 3. If COUNTY discovers a deficiency in any Client Account or if a formal complaint is filed pertaining to such an account, COUNTY or its representative may withhold from PROVIDER funds equivalent to the sum in dispute until settlement is reached.
- I. **Collection of Client Fees.**
1. COUNTY shall determine which programs operated by PROVIDER are required under Wis. Stats. 46.03(18) to participate in the Wisconsin Administrative Code (DHS 1) Uniform Fee System of charging clients for services provided and inform PROVIDER. PROVIDER shall assume responsibility for the billing and collection of fees, unless specified otherwise in this Agreement.
 2. PROVIDER shall not delegate collection of fees to private collection firms without written permission from COUNTY.
- J. **Deadline for Requesting Cost Variances and Transfers of Funds between Programs.** Requests for approval of cost variances and transfers of funds between programs must be made in writing with a letter of explanation requesting funds transfer no later than November 15 of the Agreement year. Fund transfer request letters shall be electronically submitted with detailed justification to COUNTY assigned accountant, see Schedule C. COUNTY will not consider written requests for further revisions unless they are the result of auditing adjustments detailed in a letter from PROVIDER's auditor and submitted prior to or with the annual audit report.
- K. **Deposits in FDIC or NCUA-Insured Account.** Any payments of monies to PROVIDER by COUNTY for services provided under this Agreement shall be deposited in a financial institution with Federal Deposit Insurance Corporation (FDIC) or National Credit Union Administration (NCUA) insurance coverage. For any balance exceeding FDIC or NCUA coverage PROVIDER must obtain additional insurance.
- L. **Donations.** PROVIDER shall account for donations in accordance with the *Wisconsin Department of Health Services and/or Wisconsin Department of Children and Families Allowable Cost Policy Manual(s)* and other applicable laws.
- M. **Expense Reports.** PROVIDER shall submit expense reports on the form provided by COUNTY. The report shall be submitted on a quarterly basis and is due no later than the 25th of the month following the end of the quarter. COUNTY may require reports more frequently upon thirty (30) day notice. Programs paid under the unit of service reimbursement method of payment shall be exempt from submitting the expense reports described in this paragraph.
- N. **Financial and Compliance Audit by PROVIDER.**
1. PROVIDER, if it receives departmental funding over \$100,000, shall submit a copy of its agency-wide annual audit to COUNTY within one hundred eighty (180) days of the end of its fiscal year. In determining the amount of annual funding provided by the COUNTY, the PROVIDER shall consider funds provided through all direct contracts with the COUNTY.
 2. Audit waiver requests are subject to approval on a case-by-case basis according to Dane County Human Services and State of Wisconsin review. Requests may be made only due to extenuating circumstances. PROVIDER shall electronically submit audit waiver requests, through submission of Audit Waiver Request form, to COUNTY assigned accountant, see Schedule C, in advance of the Agreement effective date.
 3. Audit Requirements: The audit shall be performed on behalf of PROVIDER by an independent certified public accountant and shall be conducted in accordance with generally accepted auditing standards, Wisconsin Statute Section 46.036, Government Auditing Standards as issued by the U.S. Government Accountability

Office and the applicable state and federal regulations and guidelines, including but not limited to:

- a. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Chapters 1 and 2;
 - b. The State Single Audit Guidelines;
 - c. State of Wisconsin's Department of Health Services Audit Guide;
 - d. State of Wisconsin's Department of Children and Families Provider Agency Audit Guide.
4. When an audit is required, the audit shall include the following items:
- a. Financial Statements of the overall agency, including the independent auditor's opinion on the statement.
 - b. Schedule of Findings and Questioned Costs, Schedule of Prior Audit Findings, Corrective Action Plan and the Management Letter (if issued).
 - c. Report on Compliance and a Report on Internal Control over Financial Reporting based on an audit performed in accordance with Government Auditing Standards.
 - d. Report on Compliance with Requirements Applicable to the Federal and State Program and a Report on Internal Control over Compliance in Accordance with the Program-Specific Audit Option.
 - e. A Supplementary Cost Reimbursement Award Schedule identifying expenses and revenues by funding source and program, including the independent auditor's opinion on the supplementary schedule. This schedule shall be presented in a worksheet format with programs and funding sources as columns, revenues and expenses as line items, with expenditures reflected by category as defined by COUNTY as allocated between "administrative" and "program" categories, and an excess or deficit computed at the foot of each column. Expenditure categories shall include: Personnel, Operating, Space, Special Costs, and Other Expenses.
 - f. For each program funded by COUNTY, a supplementary schedule in the form of a final expense report as prescribed by COUNTY, including the independent auditor's opinion on the supplementary schedule.
 - g. Allowable Profit Schedule if PROVIDER is a for-profit entity and a Reserve Schedule if the PROVIDER is a non-profit entity, if applicable.
5. Where the Agreement period and PROVIDER's fiscal year do not coincide, the audit shall include a bridging schedule by program identifying expenses to the Agreement period. "By program" means that the bridging schedule must show each program individually.
6. PROVIDER must secure its auditor by the month following PROVIDER'S fiscal year. PROVIDER must provide the auditor with access to personnel, accounts, books, records, supporting documentation, and other information as needed for the auditor to perform the required audit. The PROVIDER shall permit appropriate representatives of the COUNTY to have access to the PROVIDER's records and financial statements as necessary to review the PROVIDER's compliance with Federal and State requirements for the use of the funding. COUNTY may contact PROVIDER's auditor regarding the preparation of audit and supporting materials at any time. Having an independent audit does not limit the authority of the COUNTY to conduct or arrange for other audits or review of Federal or State programs. The COUNTY shall use information from the audit to conduct its own reviews without duplication of the independent auditor's work.
7. Auditor shall provide electronic submission of audit report directly to COUNTY assigned accountant.
8. The auditor shall make audit work papers available upon request to the PROVIDER, the COUNTY or its designee as part of performing a quality review, resolving audit findings, or carrying out oversight responsibilities. Access to working papers includes the right to obtain copies of working papers.

9. COUNTY shall comment on the audit in writing to PROVIDER within one hundred eighty (180) days of when the audit is due or received whichever is later. COUNTY shall identify in writing to PROVIDER those findings or recommendations in the audit which shall require a written response and plan of corrective action by PROVIDER.
 10. PROVIDER understands and acknowledges that all auditing requirements survive the Expiration Date of this Agreement. If this contract terminates or is assigned with COUNTY's permission to another entity before the expiration date, these audit provisions shall be due within 120 days of the termination or assignment.
- O. **Financial Interest Prohibited.** Under s. 946.13, Wis. Stats. COUNTY employees and officials are prohibited from holding a private pecuniary interest, direct or indirect, in any public contract. By executing this Agreement, each party represents that it has no knowledge of a COUNTY employee or official involved in the making or performance of the Agreement that has a private pecuniary interest therein. It is expressly understood and agreed that any subsequent finding of a violation of s. 946.13, Wis. Stat. may result in this Agreement being voided at the discretion of the COUNTY.
- P. **Final Settlement Where County Pays PROVIDER's Costs.**
1. If this Agreement employs Method of Payment under sub term B., paragraphs 1., 3. or 4. above, COUNTY shall pay the lesser of net audited expenses or the annual Agreement amount on a per program basis. Net audited expenses shall be determined as follows:
 - a. As required by the terms of this Agreement, PROVIDER shall submit an audit, which shall include a supplementary schedule identifying expenses and revenues by funding source and by program. Where there are other revenues in COUNTY program columns of the audit, except for interest and dividends, the revenues shall be deducted from the expenses in those columns to give the net expense to COUNTY.
 - b. In the event the audit requirement is waived by COUNTY or if PROVIDER receives combined COUNTY funding of less than \$100,000, PROVIDER shall provide COUNTY an unaudited supplementary schedule by program showing net county-funded expenditures by category (i.e., Personnel, Operating, Space, Special Costs, and Other Expense) compared to the most recently approved program budget for this Agreement, which shall be submitted to COUNTY no later than January 25 of the year following the Agreement year. Said schedule shall include an actual vs. budget analysis of expenditures as allocated between "administrative" and "program". The percentage actual expenses vary from the budget shall be calculated and displayed for each account category. This schedule shall be submitted on the form provided by COUNTY and COUNTY shall pay the lesser of unaudited expenses or the annual Agreement amount on a per program basis.
 - c. On a per program basis, any account category or administrative cost variance not approved by COUNTY will be considered an overpayment and PROVIDER shall reimburse any such amount to COUNTY within ten (10) working days of notification. Overall program under spending is not considered a variance issue.
 - d. If PROVIDER is a nonprofit organization, it may not keep excess revenue over the approved program budget described in Section C, term XXVI, sub term G.2.
 - e. If PROVIDER is a profit organization, Final Settlement on a per program basis, excluding Systems Management programs, shall be the lesser of audited expenses plus five percent (5%) of audited expenses less other related program revenue versus the *Maximum Cost* as stated on page one of this Agreement.
 - f. PROVIDER must claim any alleged underpayment by COUNTY by the time of final settlement or such claims are waived.

2. If this Agreement employs Method of Payment under sub term B., paragraph 2. Unit of Service Reimbursement above, COUNTY shall pay the lesser of net audited expenses or the annual Agreement amount on a per program basis. Net audited expenses shall be determined as follows:
 - a. In the event the audit requirement is waived by COUNTY, or if PROVIDER receives combined COUNTY funding of less than \$100,000, PROVIDER shall provide COUNTY an unaudited supplementary schedule identifying reserves (non-profit organization) or allowable profit computation (profit organization) by funding source and by program.
 - b. If PROVIDER is a profit organization, final settlement on a per program basis, shall be the lesser of audited expenses plus five percent (5%) of audited expenses less other related program revenue versus the Maximum Cost as stated on page one of this Agreement
 - c. If PROVIDER is a non-profit organization, final settlement on a per program basis, shall be in accordance with Wis. Stat. 46.036(5m).
- Q. **Notice of Financial Instability.** PROVIDER shall give COUNTY immediate notice of any of the following events:
1. That PROVIDER is unable to meet its financial obligations to its employees, to the state or federal governments, or to any creditor.
 2. That PROVIDER has written a check drawn on insufficient funds.
 3. That PROVIDER has received notice that it has been sued or that a lawsuit against PROVIDER is pending.
 4. That PROVIDER has filed a bankruptcy action.
 5. That PROVIDER has sustained or will sustain a loss for which it has insufficient financial resources.
 6. That PROVIDER has ceased doing business or sold the business contracted for in this Agreement to another entity.
 7. Any other event that impedes PROVIDER's ability to perform under this Agreement.
- R. **Organizations with Religious Affiliations.** No portion of funds under this Agreement may be used to support or advance religious activities.
- S. **Overpayment.** Any overpayment due COUNTY shall be paid within ten (10) working days of notification. PROVIDER understands that time is of the essence with respect to repayments and agrees that if PROVIDER fails to timely submit repayment, COUNTY may withhold payment due from either a previous year Agreement or the current year Agreement.
- T. **Purchased Equipment.**
1. Any asset with an acquisition cost in excess of \$5,000 must be capitalized. PROVIDER shall make requests for any exceptions to this policy in writing to the Fiscal and Management Services Administrator for COUNTY. These requests shall be made prior to the purchase of any such asset.
 2. If COUNTY approves an exception under sub. (1), above, and any assets are expensed to COUNTY, said assets shall become the property of COUNTY upon termination or non-renewal of this or any extension or future Agreement.
 3. Any item capitalized on PROVIDER's books and depreciated to COUNTY shall remain the property of PROVIDER.
 4. PROVIDER agrees to maintain records that clearly identify all items expensed or depreciated to COUNTY and shall provide those records to COUNTY upon request. Where the records are unclear, it shall be assumed that COUNTY is the owner of the property upon termination or non-renewal of the Agreement.
- U. **Purchase of Computer Equipment.**
1. Any of PROVIDER's hardware intended to link with the COUNTY network, shall meet Dane County Department of Administration, Management Information Services standards in effect at the time the linkage is desired.

2. PROVIDER shall be responsible for the costs associated with connectivity hardware and software, including, but not limited to, installation of data lines and associated monthly costs, port patch panels (hubs), patch cables, network interface cards and network software.
3. PROVIDER shall be responsible for all maintenance of its computer equipment. Dane County Department of Administration, Management Information Services shall be responsible for maintenance of the network.
4. COUNTY shall be responsible for completing and submitting current and accurate Security Access forms for all staff who will be logging on to a Dane County network. COUNTY has the discretion to refuse access to the network for any reason.

SECTION D

(Reporting and Evaluation Requirements)

XXVII. REPORTS AND EVALUATION.

- A. **Audits and Contract Reviews.** PROVIDER agrees to submit to such random audits by COUNTY as COUNTY may request. Unless a violation of State, Federal or local law is alleged, COUNTY will give no less than ten (10) working days notice before a review or monitoring procedure. COUNTY's review and monitoring responsibilities under the terms of this Agreement may include, but are not limited to: Agreement compliance, certification status, financial expenditures, reporting requirements, units of service provided, Affirmative Action Plan, Civil Rights Compliance Plan, American Disability Act Compliance, on-site visits by COUNTY staff and/or county board members, or both, interviews with program consumers, families and guardians, interviews with direct service and management personnel. The State and/or Federal government may also conduct program reviews in connection with their financial oversight functions. PROVIDER agrees to cooperate with COUNTY, State and Federal governments in these reviews.
- B. **Client Reporting.** PROVIDER shall submit monthly client registration and/or client service participation reports in a format provided by COUNTY. Reports for January through November are due on the tenth of the following month. The December report is due no later than January 5.
- C. **Copies to be Supplied.** Copies of any evaluative information obtained by PROVIDER during the year, such as, outside evaluation or accreditation will be submitted to COUNTY at the time received.
- D. **Data Gathering.** PROVIDER will cooperate with COUNTY and other providers to define common data elements to be reported to COUNTY to assist in developing baseline data about program delivery, efficiency, and effectiveness.
- E. **Evaluation Compliance.** PROVIDER will comply with all COUNTY requirements regarding program evaluation COUNTY deems required under Wis. Stats. 46.23(6m)(g).
- F. **Quarterly Report.** PROVIDER will report, in a format as required by COUNTY, to COUNTY's designee on a quarterly basis, beginning on May 1. The final report shall be provided on April 1 of the following year. Reports shall include:
 1. Information on client waiting lists.
 2. Quantity of services by Agreement/client category.
 3. Progress or problems in achieving Agreement goals and performance outcomes.
 4. Progress or problems associated with overall PROVIDER operations.
 5. Other information as may reasonably be required by COUNTY.
 6. The fourth quarter report will also include a description of:
 - a. Agency and program objectives for that year;
 - b. Achievement of or progress toward those objectives;
 - c. Problems encountered in meeting the objectives.
 7. Reports on services provided in specific geographical areas as identified to PROVIDER by COUNTY.

- G. **Timeliness.** PROVIDER understands that time is of the essence with respect to all reports and agrees to make all reports in a timely manner as provided below, and agrees that if PROVIDER fails to timely submit any report due under the terms of this Agreement, COUNTY may withhold payment until such report is provided, including payment due from either a previous year or the current year.
- H. **Reporting Requirements.** PROVIDER understands and acknowledges that all reporting requirements survive the *Expiration Date* of this Agreement.

SECTION E

(Contract Construction and Legal Process)

XXVIII. CONTRACT CONSTRUCTION AND LEGAL PROCESS.

- A. **Choice of Law.** It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling.
- B. **Copies Valid.** This Agreement, and any amendment or addendum relating to it, may be executed and transmitted to any other party by legible facsimile reproduction or by scanned legible electronic PDF copy, and utilized in all respects as, an original, wet-inked manually executed document. Further, this Agreement and any amendment or addendum thereto, may be stored and reproduced by each party electronically, photographically, by photocopy or other similar process, and each party may at its option destroy any original document so reproduced. All parties hereto stipulate that any such legible reproduction shall be admissible in evidence as the original itself in any judicial, arbitration or administrative proceeding whether or not the original is in existence and whether or not such reproduction was made by each party in the regular course of business. This term does not apply to the service of notices under this Agreement.
- C. **Construction.** This Agreement shall not be construed against the drafter.
- D. **Counterparts.** The parties may evidence their agreement to the foregoing upon one or several counterparts of this instrument, which together shall constitute a single instrument.
- E. **Entire Agreement.** The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by both parties.
- F. **Execution.** This Agreement has no effect until signed by both parties. The submission of this Agreement to PROVIDER for examination does not constitute an offer. PROVIDER warrants that the persons executing this Agreement on its behalf are authorized to do so. The parties further agree that execution of this document may be made by electronic signatures. Any party not agreeing to execute this document by electronic signature will instead print out this Agreement, execute it by hand-inked signature and notate near the signature line that the organization either refuses to recognize electronic signatures of COUNTY or refuses to be bound by electronic signatures purporting to represent agreement of PROVIDER or both. The parties may make electronic signatures by typing the name of the authorized signature followed by the words, "electronically signed" or by any other electronic means representing an authorized signature by PROVIDER. PROVIDER shall ensure that only authorized persons may affix electronic signatures to this Agreement and COUNTY may rely that the electronic signature provided by PROVIDER is authentic.
- G. **Limitation of Agreement.** This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees or subcontractors of either of the parties. Except, where PROVIDER intends to meet its obligations under this or any part of this Agreement through a subcontract with another entity, PROVIDER shall first obtain the written permission of COUNTY; and further,

PROVIDER shall ensure that it requires of its subcontractor the same obligations incurred by PROVIDER under this Agreement.

- H. **Severability.** The invalidity or un-enforceability of any particular provision of this Agreement shall not affect the other provisions herein, and this Agreement shall be construed, in all respects, as though all such invalid or unenforceable provisions were omitted.
- I. **Venue.** Venue for any legal proceedings shall be in the Dane County Circuit Court.

The remainder of this page intentionally left blank.

IN WITNESS WHEREOF, COUNTY and PROVIDER, by their respective authorized agents, have caused this Agreement and its Schedules to be executed, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.

FOR PROVIDER:

Date Signed: _____ Signature: _____

Print Name and Title of Authorized Agent: _____

Date Signed: _____ Signature: _____

Print Name and Title of Authorized Agent: _____

PROVIDER'S Registered Agent: _____

Agent's Address: _____

FOR COUNTY:

Date Signed: _____
ASTRA IHEUKUMERE, Interim Director of Human Services
(when applicable)

Date Signed: _____
JOE PARISI, County Executive
(when applicable)

Date Signed: _____
SCOTT MCDONELL, County Clerk
(when applicable)

rev. 9/20/2022

Program Summary Form

Created:	10/20/2022	Contract #:	87018	Provider:	Village of McFarland
Revised:		Division:	Disability and Aging Services	Funding Period:	January 1, 2023 through December 31, 2023

Contract Maximum Service Costs: Subject to the provisions specified elsewhere in this contract, the following summarizes and sets forth the rates and maximum payments available for services under this contract.

	Program Number	Program Group	Org. #	Obj. #	Program Name	SPC	# of Clients	# of Slots	Unit Cost	Unit Quantity	County Cost	Other Revenue*	Total Cost	Reporting
a.	4368	4368	41000	35604	Case Management	604	198	0	\$ 108.59	685	\$ 74,433	\$ -	\$ 74,433	Monthly 610 & QTR Rpts
b.														
c.														
d.														
e.														
f.														
g.														
h.														
i.														
j.														
Total											\$ 74,433	\$ -	\$ 74,433	

The section below is to be used to further define the information above.

*Other Revenue-Include here the source and related amount for each program:

a.	Funding reflects allocation based on the Case Management formula using the most recent (2016-2020) American Community Survey (ACS) data from the US Census Bureau. Funding: County Tax Levy and SHIP grant.1 unit of service = 1 hour of case management service.	
b.		
c.		
d.		
e.		
f.		
g.		
h.		
i.		
j.		

Standard Program Category (SPC) Code Description:

a. 604 = casemanagement
b.

c.
d.

e.
f.

g.
h.

j.
k.

Contract Manager(s)/Programs: Sridevi Mohan

Accountant(s)/Programs: Mary Jacobson

Village of McFarland
2023 SCHEDULE A PROGRAM REQUIREMENTS
Client-Centered Case Management Services
Program 4368

NOTE: While the COVID-19 pandemic continues in 2023, services under this contract shall be provided using a mix of in-person programming that follows all current CDC guidelines or through virtual programming. PROVIDER shall provide specific programming updates in quarterly program reports. Units of service shall be counted the same as defined in the Program Summary Form whether delivered in-person or on-line.

- A. Description of Services to be Purchased:** SPC 604 Case Management. This program funds professional and confidential client-centered case management services that are culturally and linguistically appropriate to financially eligible clients, age 60+ who live in Dane County. Financially eligible is determined as falling below 240% of the Federal Poverty Level. Client-centered and client/family-centered case management acknowledges the importance of respecting each client's values and beliefs, and their right to confidentiality, and self-determination and/or familial determination. In doing so, case managers are charged with building a trusting relationship with their client and/or client and family and one that seeks to empower such that clients and/or families will feel safe in discussing what they need in order to restore or maintain interdependent and/or independent functioning to the fullest extent possible. Building this relationship is a necessary foundation for linking the client and/or family with systems that include advocacy, services, resources, and opportunities. In cases where clients have immigrated to the U.S. and may lack knowledge of the health and social welfare systems, case managers will serve as educators to these clients such that they understand the systems and available benefits regardless of immigration status. For clients seeking legal status, coordinating immigration services and support, including linking to resources and assisting older adults with visa, residency, and citizenship processes. Using a collaborative client-centered and/or client/family centered approach, a case manager assesses the needs of the client and, when appropriate, the client's family, and then plans, implements, coordinates, monitors, evaluates, and advocates for options and services required to meet their needs and preferences.
1. **Service Location:** PROVIDER shall provide Client-Centered Case Management Services in the residence of the older adult. Clients may also receive the service over the telephone or walk into the PROVIDER'S office at 5915 Milwaukee St, McFarland, WI 53558.
 2. **Persons to be Served:**
 - a. **Target Population:** To be eligible for this service, a client must reside Village of McFarland, Village of Cambridge, Village of Rockdale, Town of Dunn, Town of Pleasant Springs, or Town of Christiana.
 - b. **Eligibility Requirements:** The client must be age 60 (or older), live in their own home, apartment, or home of a family member, and fall below 240% of the Federal Poverty Level. Clients eligible for Targeted Case Management (e.g., Medical Assistance) or for case management paid for by any Waiver program (e.g., Family Care, IRIS, Partnership) are not eligible for case management under this program. Three exceptions are allowed: clients requesting a home-delivered meal assessment/clients requiring a home-delivered meal reassessment, Medicare Part D enrollment assistance, and/or referrals from DCDHS Adult Protective Services.
 3. **Funding Source:** PROVIDER shall comply with all federal, state, and COUNTY requirements related to the funding source(s) for this program. Funding source is COUNTY GPR.
 4. **Units of Service:** A unit of service is defined as one hour of paid staff time providing Client-Centered Case Management Services.

B. Program Specifications

1. Service Specifications:

- a. **Referrals:** Referrals to the client-centered case management program come from individual older adults or their families, neighbors or friends, social service agencies (to include ADRC & APS), medical clinics, clergy, hospitals, first responders, skilled nursing facilities, or other professionals. During the referral process, the PROVIDER shall gather initial information from the potential client in order to determine what assistance is needed and verifies the client resides within the PROVIDER's defined service area, is not currently case managed under another program, and does not reside in an assisted-living facility, nursing home, or CBRF.
- b. **Assessment:** Assessment shall be conducted during an initial telephone call and/or face-to-face meetings, and information shall be gathered to determine whether the person needs on-going case management services. If appropriate, Client Intake and Functional Assessment forms shall be initiated. Requests for services shall be followed-up in a timely manner to determine eligibility for client-centered case management services.
- c. **Open Case:** PROVIDER shall open a case by completing the following:
 1. The case manager has a face-to-face meeting with the client, in the client's home*;
 2. The case manager determines on-going case management is needed;
 3. The client is financially eligible to receive case management services;
 4. The Client Intake and Functional Assessment Forms are complete;
 5. A Case Management Service Plan is developed with the client, approved by the client, and a copy offered to the client;
 6. A course of action for service is initiated; and
 7. A completed DHS 600 Client Registration Form is submitted to obtain a new client number.

*A case can be initially opened without a home-visit, but must be completed within three months of providing case management services. Exceptions to this must be approved by the PROVIDER director (or designated staff member).

PROVIDER shall provide proof of client services through case notes. Case notes are documented proof the client has received service from the case manager. Case notes shall reflect the service plan developed with the client. A case shall remain open as long as the needs of the client are being met with the service plan. An open case shall involve continued contact with the case manager to include an annual reassessment. Three exceptions are allowed: case managers shall open cases when providing home-delivered meal assessments/clients requiring a home-delivered meal reassessment, Medicare Part D enrollment assistance even if this is the only service provided to the client, and/or after receiving referrals from DCDHS Adult Protective Services.

- d. **Reportable Hours:** PROVIDER shall report specific, identifiable services for each client on the Dane County Monthly Client Service Report (610 Form). All reportable activities shall also be documented in case notes and shall include the amount of time spent on the activity to the nearest quarter of an hour. (The client doing something for himself/herself is not reportable client-centered case management time.) Examples of case manager reportable services include but are not limited to time spent:
 - Traveling to and from a client's home
 - Arranging for medical services
 - Arranging for home-delivered meals
 - Assisting in the completion of forms of some type
 - Arranging for client transportation
 - Arranging for home chore service
 - Providing specific information
 - Acting as an advocate on behalf of the client
 - Contacting family members and/or professionals to gather information

- Providing information on public benefit program eligibility and assisting clients with applications and enrollment (e.g., Social Security, Medicare, Medicaid, FoodShare, and others)
 - Coordinating housing for clients
 - Engaging in activities directly related to meeting the goals of the client's service plan
 - Providing Medicare Part D enrollment assistance/Plan Finder Reviews
 - Completing case notes
 - Documentation and record keeping management
- e. **Reporting:** PROVIDER shall report specific, identifiable services for each client on the Dane County Monthly Client Service Report (610 Form). This form shall be completed and emailed using encrypted software to Dane County Human Services by the dates indicated in Schedule C. Electronic documents sent by email shall include the standard confidentiality statement. Case managers shall securely maintain appropriate and up-to-date documentation in support of the monthly reports requested by the COUNTY. The hours reported on the monthly 610 form for each client shall match/equal the hours of service documented in case notes.
- f. **Closed Case:** The client-centered case management program has no time limit for a person to receive the service. In each case, the file shall be closed and be removed from the open case history count until reopened, or shall be archived for a period no less than seven (7) years. A case manager making a yearly phone call to a client to see how he/she is doing shall not be used to keep the case file open. The case manager shall close the file when the client withdraws from the program and/or the client's needs have been met. Cases shall be closed by the PROVIDER when any of the following events occurs:
1. There is no activity on a client file for a period of one year; or
 2. The client withdraws from the program or no longer needs client-centered case management services; or
 3. The client enrolls in a Family Care model (e.g., Family Care, IRIS, Partnership); or
 4. The client enters an assisted-living facility, nursing home, or CBRF; or
 5. The client moves to a residence outside of Dane County; or
 6. The client dies.
- g. **Information & Assistance (I&A):** This program provides information to the general public about services, resources, and programs in areas such as: disability and long-term care related services and living arrangements, health, adult protective services, employment and training for people with disabilities, transportation, home maintenance, and nutrition. While the COUNTY prefers to refer consumers seeking I&A to the Aging and Disability Resource Center (ADRC) of Dane County, it is aware consumers may access this type of assistance through the PROVIDER. This activity outside of on-going client-centered case management is not funded by the COUNTY. ADRC I&A activities are not to exceed a period of 90 days and are thus not considered on-going client-centered case management services.
2. **Frequency of Contact:** PROVIDER shall maintain and document contact with each client at least once during the year.
3. **Service Hours/Days:** PROVIDER shall maintain program service hours Monday through Friday 8 am-4:30 pm and other hours by appointment.
4. **Length of Service:** This program has no time limit for a client to receive the service.
5. **Capacity/Waiting List:** PROVIDER shall give priority to older adults most at risk; this includes victims of elder abuse and neglect, older adults experiencing imminent homelessness, and persons with dementia. A waiting list will occur when the PROVIDER is unable to contact a client within 10 business days of the initial referral to schedule a face-to-face meeting. PROVIDER shall maintain a waiting list, including a description of the client's current situation, notify COUNTY when a waiting list occurs, and provide COUNTY

with monthly updates with the number of older adults on the list and the length of time before case management services will commence.

6. PROVIDER Responsibilities: During the term of this Agreement, PROVIDER shall:

- a. Require case management staff to adhere to the National Association of Social Worker's Code of Ethics, Dane County Client-Centered Case Management Standards, and Dane County Client-Centered Case Management Policy & Procedures and Logic Diagram;
- b. Require at least one case management staff member attend COUNTY coordinated case management trainings;
- c. Require all case management staff attend an Ethics and Boundaries course each year, hosted and funded by the COUNTY or another National Association of Social Workers (NASW) accredited course approved by the COUNTY and funded by the PROVIDER;
- d. Require PROVIDER director (or designated staff member) to attend COUNTY coordinated Focal Point Director meetings;
- e. Provide resumes of all case management staff funded by this contract to the AAA Manager;
- f. Report specific, identifiable services for each client on the Dane County Monthly Client Service Report (610 Form). All reportable activities shall also be documented in case notes and shall include the amount of time spent on the activity to the nearest quarter of an hour. This form is to be completed and emailed to Dane County Human Services by the dates indicated in Schedule C. The hours reported on the monthly 610 form for each client shall match/equal the hours of service documented in case notes;
- g. Require case management staff to complete and submit a Quarterly Client-Centered Case Management Report to the COUNTY as described in Schedule C;
- h. Require case management staff to include the standard confidentiality statement in all electronic documents sent by email;
- i. Require case management staff to offer their clients an opportunity to receive an injury prevention/home safety assessment and assistance in eliminating home safety dangers;
- j. Require case management staff to provide information on public benefit program eligibility and assist clients with applications and enrollment (e.g. Social Security, Medicare, Medicaid, FoodShare, and others);
- k. Require case management staff to provide their clients a directory that includes the telephone numbers for the Aging and Disability Resource Center of Dane County, Dane County Emergency Management's Disaster Preparedness Registry, Domestic Abuse Crisis Line, Elder Abuse Helpline, Home Safety Assessment, Mental Health 24-hour Crisis Line, and Senior Focal Points;
- l. Require case management staff to conduct home-delivered meal eligibility assessments within four (4) weeks of start of service. Reassessments will be completed at least annually for ongoing participants and more frequently as necessary to determine continued eligibility. The assessment/reassessment will be forwarded to the appropriate home-delivered meal provider;
- m. Require case management staff to conduct Medicare Part D enrollments and provide Medicare counseling for new beneficiaries;
- n. Require case management staff to provide case management services to clients referred by DCDHS Adult Protective Services to address the specific issue(s) reflected in the referral;
- o. Complete and submit an annual Emergency Planning Guide by the date indicated in Schedule C and provide an updated guide when changes are required;
- p. Require case management staff to refer MA eligible clients whenever they appear to meet the criteria for MA Case Management [excluding Colonial Club, McFarland, Middleton & Waunakee];
- q. Require case management staff to follow COUNTY Supportive Home Care (SHC) Program Guidelines when providing this service to clients; and
- r. Require case management staff to collect, record, and submit State Health Insurance Program (SHIP) participant data by the date indicated in Schedule C.

7. **COUNTY Responsibilities:** During the term of this Agreement, COUNTY agrees to:
 - a. Facilitate case management trainings for PROVIDER's case management staff;
 - b. Provide all standardized client-centered case management forms and reporting mechanisms to the PROVIDER; and
 - c. Provide funding for this program (as indicated on the Program Summary Form).

C. Program Evaluation

1. **Goals:** The primary goal of client-centered and client/family-centered case management program is to optimize client functioning by conducting a thorough and culturally responsive assessment of needs. Using this assessment, the case manager and the client and/or their family can work together to develop a plan to provide services in the most culturally responsive, efficient, and effective manner. Client-centered and client/family-centered case management rests on a foundation of professional training, values, knowledge, theory, experience, and skills used in the service of attaining goals established in conjunction with the client and the client's family and/or significant individuals, when appropriate. Client-centered and client/family-centered case management is ongoing and includes the following specific goals:
 - a. Promote and enhance, when possible, the skills of the client and/or their family in accessing and utilizing supports and services;
 - b. Educate clients who have immigrated to the U.S. and their families about how the service system works and how to access and use it;
 - c. Use the capacities of social networks and relevant human services providers to promote the functioning and well-being of the client to enable independent or interdependent functioning;
 - d. Provide supportive services for clients seeking legal status, which can include providing services for their passing the citizenship test;
 - e. Monitor and evaluate service effectiveness while providing services and supports that align with the client and their family's culture; and
 - f. Create and/or promote formal and informal systems to provide the client and/or family with resources, services, and opportunities.
2. **Performance Indicators:** The following measures shall be used to evaluate program effectiveness:
 - a. PROVIDER shall serve a minimum number of unduplicated clients with client-centered case management services in 2023 (as indicated on the Program Summary Form);
 - b. PROVIDER shall provide a minimum number of service hours of client-centered case management services in 2023 (as indicated on the Program Summary Form); and
 - c. Compliance shall also be measured by timely submission of required reports as described in Schedule C.

D. Other Requirements:

1. COUNTY may withhold monthly payment in the event of contract non-compliance.
2. The mission of the Aging and Disability Resource Center of Dane County (ADRC) is to support older adults, adults with disabilities, their families and caregivers by providing useful information, assistance, and education on community services and long-term care options.
 - a. PROVIDER may refer individuals seeking information on adult services and long-term care options to the ADRC as the ADRC is the single entry point for publicly funded long-term care;
 - b. PROVIDER shall cooperate with ADRC staff in developing referral protocols, memorandum of understanding, and other areas related to the ADRC's mission; and
 - c. If PROVIDER has services listed in the database jointly managed by the ADRC and United Way 2-1-1, PROVIDER shall ensure the data is accurate and shall update the data whenever necessary.

3. PROVIDER understands the system of care for its consumers that may include court oversight. PROVIDER is responsible for knowing which of its consumers are subjects of Wisconsin Statutes Chapter 51 Commitments or Settlement Agreements, Chapter 54 Guardianship, Chapter 55 Protective Placement and/or Protective Services and any Probation and Parole orders/rules.
- a. If PROVIDER is a residential provider or case manager, PROVIDER has the following responsibilities:
- i. PROVIDER shall maintain the following information in the individual's file or chart as is applicable:
 - 1. The guardian's name, current address, phone number, and e-mail address.
 - 2. A copy of the current Determination and Order for Protective Services/Protective Placement, or other specific court order/rules. PROVIDER shall confidentially maintain these documents.
 - 3. A copy of the Letters of Guardianship specifying the consumer's rights retained and the extent of the guardian's responsibility.
 - ii. Nonemergency transfer of protective placement. If PROVIDER initiates a transfer/change of residential placement of a person under a protective placement order, it shall provide notice of transfer to the Probate Office, the guardian(s), the case manager/broker, COUNTY's Adult Protective Services Unit, and the consumer with 10 days prior written notice. PROVIDER must obtain written consent of the guardian prior to transfer. PROVIDER must have a safe discharge plan.
 - iii. Emergency transfer of protective placement. If PROVIDER initiates an emergency residential transfer of a person under a protective placement order, it shall no later than 48-hours after the transfer provide notice of transfer to the Probate Office, the guardian(s), COUNTY's Adult Protective Services Unit and the consumer. PROVIDER must have a safe discharge plan.
 - iv. Discharge or transfer of consumer not under protective placement. When a consumer who is not under a protective placement order is discharged or transferred to another service or residence, PROVIDER shall give at least 24-hours prior written notice to the guardian, the case manager/broker, unless an emergency event prevents this, in which case PROVIDER shall provide such notice within 48-hours of the transfer.
 - v. The PROVIDER, when requested, shall submit on a timely basis a complete, clear, and signed WATTS Annual Review Form.
 - vi. The PROVIDER shall prepare a Report to the Court when ordered by the Court or requested by the COUNTY.
 - vii. Unless instructed otherwise, the PROVIDER shall transport and accompany its consumers to all Court Hearings or otherwise assure the consumer's presence at them.
 - viii. When requested, PROVIDER shall provide testimony in court hearings.
 - ix. To facilitate the acquisition of medical reports required for Court Hearings, the PROVIDER, when requested shall schedule an appointment with the appropriate physician or psychologist and shall take the consumer to the appointment or otherwise assure the consumer's presence at the appointment.
- b. The COUNTY'S Adult Protective Services Unit will, at the PROVIDER'S request, assist the PROVIDER in identifying individuals under Chapters 51, 54, and 55.
- c. PROVIDER is responsible for meeting any Adult at Risk or Elder Adult at Risk reporting obligations it has pursuant to Wisconsin Statutes Chapters 46 and 55. In addition upon request of the COUNTY, PROVIDER will assist the COUNTY in investigating Adult at Risk or Elder Adult at Risk referrals received by the COUNTY regarding any consumer the PROVIDER serves in consultation with the COUNTY Contract Manager or designee and the COUNTY's Adult Protective Services Unit.

10/12/2022
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SCHEDULE C REPORTING REQUIREMENTS

The Agreement requires some reports to be filed upon request and other reports to be filed at a particular time. The following reports have specific due dates as provided below:

REPORT	WHERE SUBMITTED	DUE DATE
Affirmative Action Plan (Unless PROVIDER is exempt.)	Contract Compliance Officer Office of Equal Opportunity 210 Martin Luther King, Jr. Blvd. Rm. 421 Madison, WI 53703	January 15, 2023 (15 days after Agreement effective date.)
Civil Rights Compliance Plan (Unless PROVIDER is exempt.)	Contract Compliance Officer Office of Equal Opportunity 210 Martin Luther King, Jr. Blvd. Rm. 421 Madison, WI 53703	On or before the effective date of the Agreement.
NLRB or WERC complaints or findings that PROVIDER has violated labor standards.	Contract Compliance Officer Office of Equal Opportunity 210 Martin Luther King, Jr. Blvd. Rm. 421 Madison, WI 53703	Within 10 days of complaint or findings.
Certificate of Insurance listing Dane County as additional insured.	Dane County Department of Human Services Contract Coordination Assistant 1202 Northport Dr. Madison, WI 53704	At the time the Agreement is signed.
Program Budget and Supporting Personnel Schedule (Unless PROVIDER is exempt.)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	February 26, 2023 (56 days after Agreement effective date.) Final Revisions due January 25, 2024
Quarterly Expense Reports (Unless PROVIDER is exempt.)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	April 25, July 25, and October 25, 2023; and January 25, 2024
Annual Audit (Unless PROVIDER is exempt.)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	June 30, 2023, or 180 days after the end of PROVIDER's fiscal year.
Notice of Financial Instability	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	Upon triggering event occurring that requires notice.
Client Registration/Client Services Reports.	Client Registration is faxed to 242-6288. Client Services Reports are submitted electronically to your assigned keyer.	February 10, March 10, April 10, May 10, June 10, July 10, August 10, September 10, October 10, November 10, December 10, 2023 and January 5, 2024
Quarterly Client-Centered Case Management Report	Submitted electronically to: aaa@countyofdane.com	10 April, 10 July and 10 October 2023; and final quarter due 10 January 2024
2023 Emergency Planning Guide	Submitted electronically to: aaa@countyofdane.com	1 February 2023
State Health Insurance Program (SHIP) Participant Data	Submitted electronically to: aaa@countyofdane.com	20 th of Each Month

Program Summary Form

Created:	10/21/2022	Contract #:	87018	Provider:	Village of McFarland
Revised:		Division:	Disability & Aging Services	Funding Period:	January 1, 2023 through December 31, 2023

Contract Maximum Service Costs: Subject to the provisions specified elsewhere in this contract, the following summarizes and sets forth the rates and maximum payments available for services under this contract.

	Program Number	Program Group	Org. #	Obj. #	Program Name	SPC	# of Clients	# of Slots	Unit Cost	Unit Quantity	County Cost	Other Revenue*	Total Cost	Reporting
a.	1236	6514	41341	35401	Nutrition	401	58	0	25.95	136	\$ 3,521	\$ -	\$ 3,521	Nut.Report
b.	12670	6514	41342	35401	Home Delivered Meal Nutrition	402	108	0	22.85	1,335	\$ 30,506	\$ -	\$ 30,506	SAMS
c.											\$ -	\$ -	\$ -	
d.											\$ -	\$ -	\$ -	
e.											\$ -	\$ -	\$ -	
f.											\$ -	\$ -	\$ -	
g.											\$ -	\$ -	\$ -	
h.											\$ -	\$ -	\$ -	
i.											\$ -	\$ -	\$ -	
j.											\$ -	\$ -	\$ -	
Total											\$ 34,027	\$ -	\$ 34,027	

*Other Revenue-Include here the source and related amount for each program:

a.	A unit is equivalent to one hour of staff work on congregate meals and related activities. Congregate funding is for Cambridge meal site only and no congregate meal days at McFarland. Unit cost includes inflationary increase of .09													
	A "unit" is equivalent to one hour of staff work on activities related to home delivered meal management and related activities. Unit cost includes inflationary increase of .09													
c.														
d.														
e.														
f.														
g.														
h.														
i.														
j.														

Standard Program Category (SPC) Code Description:

a. 401=Congregate Meals	c.	e.	g.	j.
b. 402= Home Delivered Meals	d.	f.	h.	k.

Contract Manager(s)/Programs: Velasquez

Accountant(s)/Programs: Mary Jacobson

Village of McFarland
2023 SCHEDULE A PROGRAM REQUIREMENTS
Nutrition & Home Delivered Meal Nutrition
Program 1236 and 12670

- A. Description of Services to be Purchased: SPC 401 Congregate Meals and SPC 402 Home Delivered Meals.** This program is intended to provide Older American Act (OAA) Senior Nutrition Program (SNP) Site Management of congregate and home-delivered meal (HDM) services in accordance with: (1) Chapter 8. Nutrition Program Operations of the Manual of Policies, Procedures and Technical Assistance for the Wisconsin Aging Group (Wisconsin Bureau of Aging and Disability Resources); (2) Wisconsin Food Code; and (3) Area Agency on Aging of Dane County's Senior Nutrition Program Policies and Procedures.

Senior Nutrition Program Site Management includes coordination and oversight of the following: (1) program outreach targeting low-income, minority, and rural seniors; (2) supervision of a safe and sanitary facility; (3) service of at least 1,560 meals in a congregate setting (Cambridge meal site) and the delivery of at least 5,020 meals to homebound seniors by trained volunteers; (4) collection and data entry of required participant registration and service delivery data; (5) utilization of a meal reservation system to accurately and timely order meals through the County contracted Caterer; (6) monthly solicitation of donations for home delivered meals utilizing a County approved letter, and (7) the provision of nutrition education and isolation reducing activities for senior adults.

1. **Service Location:** Congregate meals are offered at two locations within the PROVIDER's service area as approved by the COUNTY:
 - a. McFarland Outreach, 5915 Milwaukee Street, McFarland, WI 53558 (M-W-F).
 - b. Cambridge Community Center, 200 Spring Street, Cambridge, WI 53523 or Christiana Municipal Building (T, F)

Home-delivered meals are portioned and packaged 5 days per week (M-F) at the McFarland Outreach location and delivered by volunteers to eligible persons residing in the Village of McFarland, Village of Cambridge, Village of Rockdale, Town of Dunn, Town of Pleasant Springs, or Town of Christiana.

2. **Persons to be Served:**
 - a. **Target Population:** As required by the OAA, the PROVIDER shall target adults (age 60+) who have the greatest economic or social need with particular attention to low-income minority and rural individuals. PROVIDER will attempt to serve these

target populations in the same proportion as their incidence in the population of the service area served by the PROVIDER.

b. Eligibility Requirements:

1) For Congregate Meals

- Any individual age 60 and older
- The spouse of an age 60 and over congregate participant—the spouse can be of any age
- A person with a disability, under age 60 who resides in housing facilities occupied primarily by older individuals at which congregate nutrition services are provided
- A disabled individual who resides at home with and accompanies an older individual to the site
- Any nutrition services staff over the age of 60
- Volunteers under or over age 60

2) For Home-Delivered Meals (HDM)

- Any individual age 60 and over who is frail and essentially homebound by reason of illness, disability, or isolation
- A spouse of a person eligible for a HDM as described above, regardless of age or condition, if an assessment concludes that it is in the best interest of the homebound older individual
- An individual with a disability who resides at home with older individuals if an assessment concludes that it is in the best interest of the homebound older individual

3. **Funding Source:** PROVIDER shall comply with all federal, state, and COUNTY requirements related to the funding source(s) for this program. Funding for this program is OAA Title 3C and GPR.

4. **Units of Service:** A unit of service is defined as one hour of paid staff time working on the provision of meals at congregate meals sites and/or for home-delivered meals.

B. Program Specifications

1. Service Specifications:

- a. The meals for this program shall be provided by a caterer as decided by the COUNTY unless otherwise specified in this contract.

- b. PROVIDER shall coordinate and oversee daily nutrition program operation at the congregate site as well as the packaging and delivery of home-delivered meals subject to COUNTY contracts with caterers in accordance with Chapter 8: Nutrition Program Operations and the Wisconsin Food Code.
- c. PROVIDER is responsible for ordering congregate and home-delivered meals from the caterer contracted by the COUNTY by 11 am on the business day before the meal is to be provided. While COVID exists, affecting Catering operations in 2023, meal order times may change to meet production demands. When PROVIDER anticipates serving 10 more meals than normally served on any given day or for a special event, PROVIDER will provide the caterer with advance notice of total meals needed as required by the caterer prior to the event. PROVIDER will notify caterer 2 days in advance if the meal order will be 10 meals or more fewer than the normal daily meal order. Individual consumers can reserve their meal by calling a local number operated by PROVIDER that is publicized in the community. Participant meal orders shall be accepted by the PROVIDER until at least 10 am the day prior to the meal being served.
- d. PROVIDER shall work cooperatively and remain respectful in all communications with catering staff and delivery drivers under contract for the site. PROVIDER shall work cooperatively on the following activities:
 - 1) Reserving the meal in advance of serving, as agreed upon by the caterer;
 - 2) Contacting caterer by telephone prior to 6 am on any day the meal needs to be cancelled due to weather or other emergencies unless the school district assigned to the site closes for weather conditions prior to 7 am.
 - 3) Monitoring and recording temperatures as taken by the catering staff upon food delivery to ensure food safety at time of delivery;
 - 4) Keep pathways open and accept the delivery of all food prior to starting the packaging and moving of foods in order to expedite the delivery of food.
 - 5) Determining the level of consumer satisfaction with quality of food, special diet requests, special menus for special occasions, and other issues as they arise which are related to the meal; and
 - 6) Administering COUNTY approved customer satisfaction surveys as requested.
- e. Immediate problems requiring resolution, such as food shortages or preparation issues, shall be discussed by the PROVIDER directly with the caterer in accordance to the caterer contact instructions. PROVIDER shall report immediately, in writing via email to the COUNTY contracted Nutritionist, all instances of food shortages, improper temperatures, food waste, or complaints

regarding the quality of the food received from the COUNTY contracted caterer so that these issues can be proactively addressed by the COUNTY with the caterer. If the site is shorted portions of food items to complete each meal ordered, they should contact the caterer immediately upon notice of shortage. Caterer must be provided an opportunity to correct the shortage, within 15 minutes post serving time. If the shortage is not repaired, PROVIDER shall immediately report shortage of portions/number of incomplete meals for billing purposes to the COUNTY Nutrition Director. If shortage of meals delivered is the result of PROVIDER error, the PROVIDER is responsible for remedying the issue with the participants. PROVIDER is responsible for ensuring back up orders are current and on file with the caterer in the case of missing the ordering deadline.

- f. PROVIDER shall ensure the site's kitchen, dining area, utensils, dishware, HDM carriers, and food storage facilities are maintained in a sanitized condition at all times.
- g. PROVIDER shall ensure food handling and storage is conducted in accordance with food safety regulations of the Wisconsin Food Code, Chapter 8 Nutrition Program Operations and additional Dane County Senior Nutrition Program policies and procedures. PROVIDER will cooperate with all required on-site inspections and make needed corrections required by the COUNTY contracted Nutritionist or by the Public Health Department, depending on the type of license or certification held by the site's kitchen.
- h. PROVIDER shall:
 - 1) Employ a ServSafe certified Food Service Manager (certification must be received within first 90 days of employment and be renewed every 5 years); and ensure a ServSafe certified individual is on-site any day a meal is served;
 - 2) Require any other nutrition program staff to be certified in Serving Safe Food;
 - 3) Require all staff complete a minimum of six (6) hours of annual food safety training as described by Chapter 8: Senior Nutrition Program Operation guidelines and approved by the COUNTY; volunteers in direct contact with food shall complete a minimum of six (6) hours of annual food safety training as well; and
 - 4) Require staff attendance at regional annual training as convened by the COUNTY. A representative of the PROVIDER and/or site shall attend the four regularly scheduled Nutrition Program Site Manager/Directors meetings during the year. Training records for staff and volunteers shall be kept by PROVIDER.

- i. PROVIDER shall encourage all participants to contribute toward the cost of the meal and a confidential mechanism shall be established by the PROVIDER that provides a person the privacy to make the donation they determine that they can afford (including none); all signs regarding donations or other signs required by the COUNTY will be maintained and posted in a visible manner. PROVIDER shall provide a County approved, written monthly home delivered meal donation letter to each person receiving home delivered meals. All outreach materials, to include monthly newsletters, shall state "The suggested minimum donation is \$4.50. Please contribute the amount you can afford." Persons under the age of 60 must pay full cost of meal and a record of under age 60 meals must be kept (see Requirements and Exceptions in 2004 Donation Best Practice document).
- j. PROVIDER shall initially interview all home-delivered meal participants to assess:
 - 1) Eligibility for home-delivered meals;
 - 2) Need for other services and/or information; and
 - 3) Level of nutritional risk

An in person visit and Home Delivered Meal assessment shall be completed no later than four (4) weeks from the beginning of meal service. If eligible, participants shall have their eligibility reassessed at least once per year and more frequently if the meal provision is indicated for less than one year at the time of assessment.

- k. PROVIDER shall have all meal program participants complete a program registration and nutrition risk assessment, malnutrition and food insecurity screening at the onset of participation and at least annually thereafter. PROVIDER shall enter this information in the SAMS data system within the first 30-days of service and within 30 days of reassessment.
 - l. PROVIDER shall ensure home-delivered meal participants receive reputable information about nutrition at least four (4) times (once per quarter) during the year and a record of such activities shall be reported to the COUNTY Nutritionist each month.
2. **Service Hours/Days:** PROVIDER shall maintain program service hours of Monday through Friday. The congregate meal shall be served at a consistent time during the middle of the day as determined by the PROVIDER. Home-delivered meals shall be delivered between the hours of 11:00 am and 1:00 pm.

3. **Service Termination:** PROVIDER shall terminate service when an individual voluntarily withdraws from the program or when the participant no longer meets eligibility criteria.
4. **Transportation:** This contract provides no COUNTY-funded transportation for program participants. Home-delivery of meals is arranged by the PROVIDER through the COUNTY-funded Retired Senior Volunteer Program.
5. **Capacity/Waiting List:** PROVIDER shall use the nutrition risk assessment provided by the COUNTY for determining the number of home-delivered meals provided to eligible participants. If PROVIDER believes a waitlist may be necessary due to funding limitations, the PROVIDER shall seek approval from the COUNTY prior to implementing a waitlist.

C. Program Evaluation

1. **Goals:** The goals of the Senior Nutrition Program are:
 - a. To reduce hunger and food insecurity;
 - b. To promote socialization of older individuals; and
 - c. To promote the health and well-being of older individuals by assisting such individuals to gain access to nutrition and other disease prevention/health promotion services to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior.
2. **Performance Indicators:** The following measures shall be used to evaluate Nutrition Site Management effectiveness:
 - a. Number of Senior Nutrition Program safety, sanitation, and program standard violations requiring corrective action during annual site inspection by COUNTY contracted Nutritionist shall indicate compliance with Chapter 8: Nutrition Program Operations and Wisconsin Food Code.
 - b. Cost effectiveness shall be measured by the COUNTY by: (1) considering the total program budget and catering contract allowances for meals ordered divided by the number of meals served annually; and, (2) the percent of wasted meals as determined by the COUNTY based on a comparison of the number of meals ordered by the PROVIDER and the number of meals served by the PROVIDER, (3) the provision of at least 15 congregate meals and 20 Home Delivered Meals on average each day.

- c. PROVIDER outreach to targeted populations shall be measured by the total number of participants, total number of meals served to eligible participants, average number of total and congregate meals served per day, and the proportion of those served that are of low-income, minority, and/or rural to the total number of persons served.
- d. Chapter 8 reporting compliance shall be measured by: (1) the number of instances wherein required data is not entered by the PROVIDER into the SAMS data collection software within 30-days of service provided; and, (2) timely submission of required monthly reports as described in Schedule C.

D. Reporting: Refer to Schedule C.

E. Other Requirements:

- 1. Requests for special diet accommodations, with medical orders, and special occasion meals are to be submitted to the COUNTY contracted Nutritionist prior to making arrangements with the COUNTY contracted caterer. The COUNTY contracted Nutritionist shall approve/deny special diet requests and special occasion meals. PROVIDER shall include the following statement on all menus used in the program: All menu items are prepared in kitchens that are not allergen-free. We cannot guarantee that food allergens will not be transferred through cross-contact. No substitutions allowed.
- 2. PROVIDER is responsible for creating a welcoming, non-threatening, enjoyable dining atmosphere for all participants. Participant behaviors that require intervention beyond a verbal warning shall be made known to the COUNTY prior to further disciplinary action. The COUNTY Aging Program Specialist must be consulted prior any action involving suspension from the dining site for any period of time.
- 3. PROVIDER shall clearly post or periodically distribute cards provided by the COUNTY that identify the telephone numbers for the Elder Abuse Helpline.
- 4. The mission of the Aging and Disability Resource Center of Dane County (ADRC) is to support older adults, adults with disabilities, their families and caregivers by providing useful information, assistance, and education on community services and long term care options.
 - a. PROVIDER is invited to refer individuals seeking information on adult services and long term care options to the ADRC;

- b. When asked by the ADRC, PROVIDER shall cooperate with ADRC staff in developing referral protocols, memorandum of understanding and other areas related to the ADRC's mission; and
 - c. If PROVIDER has services listed in the database jointly managed by the ADRC and United Way 2-1-1, PROVIDER shall assure that the data is accurate and shall update the data whenever necessary.
- 5. The PROVIDER shall participate in meetings, as requested by the COUNTY, for the purpose of planning, coordinating, or improving the provision of congregate or home-delivered meal services.
- 6. PROVIDER shall solicit congregate and home-delivered meal consumer satisfaction using the approved State-wide survey provided by the COUNTY at least one time per year.

10/15/22

AMV

2023 DCDHS SUBRECIPIENT SCHEDULE

Provider Name: Village of McFarland

Program Name: Nutrition

Program Number: 1236

Your contract has been identified as one that potentially contains subrecipient programs as defined by the State and/or Federal government. The following information associated with your contracted program(s) is included to comply with State/Federal subrecipient requirements.

FEDERAL AWARD IDENTIFICATION

Dane County Vendor Number:	8470
Federal Award Identification Number (FAIN):	TBD
Catalog of Federal Domestic Assistance (CFDA) #:	93.045
Amount of Federal Funds Obligated by this Action:	\$2,597
CFDA Name:	Special Programs for the Aging, Title III, Part C, Nutrition Services
State Agency:	State of Wisconsin Department of Health Services, Division of Public Health
Awarding Official:	TBD
Federal Awarding Agency:	Department of Health and Human Services
Federal Award Date:	TBD
Contract Period:	1/1/2023 – 12/31/2023
Award Contains R & D Costs:	No
Indirect Cost Rate for Federal Award:	Not to exceed the Federal de minimis rate of 10%, unless provider has a federally negotiated indirect cost rate.
Requirements Imposed to Ensure Accordance with Federal Statutes:	Title 3C-1 Congregate Meals: Provider shall comply with all federal, state, and county requirements related to the funding source(s) for this program
Requirement to Permit Access to Financial Records:	Dane County Department of Human Services (DCDHS) - County of Dane Purchase of Services Agreement, Section C, XXVI, N. Financial and Compliance Audit by PROVIDER., Pgs. 15-16
Closeout Appropriate Terms and Conditions:	DCDHS - County of Dane Purchase of Services Agreement, Section C, XXVI, O. Final Settlement, Pg. 17
Project Description as Required by Federal Funding Accountability & Transparency Act (FFATA)	To provide grants to States and U.S. Territories to support nutrition services including nutritious meals, nutrition education and other appropriate nutrition services for older adults in order to maintain health, independence and quality of life. Meals and nutrition services are to be served in a congregate setting or delivered to the home, if the older adult is homebound.

2023 DCDHS SUBRECIPIENT SCHEDULE

Provider Name: **Village of McFarland**
 Program Name: Home Delivered Meal Nutrition
 Program Number: 12670

Your contract has been identified as one that potentially contains subrecipient programs as defined by the State and/or Federal government. The following information associated with your contracted program(s) is included to comply with State/Federal subrecipient requirements.

FEDERAL AWARD IDENTIFICATION

Dane County Vendor Number:	8470
Federal Award Identification Number (FAIN):	TBD
Catalog of Federal Domestic Assistance (CFDA) #:	93.045
Amount of Federal Funds Obligated by this Action:	\$2,131
CFDA Name:	Special Programs for the Aging, Title III, Part C, Nutrition Services
State Agency:	State of Wisconsin Department of Health Services Division of Public Health
Awarding Official:	TBD
Federal Awarding Agency:	Department of Health and Human Services
Federal Award Date:	TBD
Contract Period:	1/1/23 – 12/31/23
Award Contains R & D Costs:	No
Indirect Cost Rate for Federal Award:	Not to exceed the Federal de minimis rate of 10%, unless provider has a federally negotiated indirect cost rate.
Requirements Imposed to Ensure Accordance with Federal Statutes:	Title 3C-2 Home Meals: Provider shall comply with all federal, state, and county requirements related to the funding source(s) for this program.
Requirement to Permit Access to Financial Records:	Dane County Department of Human Services (DCDHS) - County of Dane Purchase of Services Agreement, Section C, XXVI, N. Financial and Compliance Audit by PROVIDER., Pgs. 15-16
Closeout Appropriate Terms and Conditions:	DCDHS - County of Dane Purchase of Services Agreement, Section C, XXVI, O. Final Settlement, Pg. 17
Project Description as Required by Federal Funding Accountability & Transparency Act (FFATA)	To provide grants to States and U.S. Territories to support nutrition services including nutritious meals, nutrition education and other appropriate nutrition services for older adults in order to maintain health, independence and quality of life. Meals and nutrition services are to be served in a congregate setting or delivered to the home, if the older adult is homebound.

**VILLAGE OF MCFARLAND
SCHEDULE B - FISCAL**

NUTRITION 1236 AND 12670

As required by the Older Americans Act and the Wisconsin Bureau on Aging, the PROVIDER shall collect nutrition donations from persons who participate in the nutrition program. Persons age 60 and over are not obligated to make a contribution and shall not be required to do so. However, persons age 60 and over should be encouraged to contribute what they can reasonably afford to help defray the cost of the meal. Efforts may be made to increase the average donations, but such efforts should be positive in nature and should not discourage the participation of individuals who are unable to increase the amount of their donation.

All donations collected are the property of the COUNTY and shall be submitted monthly to the COUNTY. Per Wisconsin Bureau on Aging and Disability Resources requirements, collected donations shall be counted daily by two persons, both of whom should sign daily a register verifying the amount collected. The full amount of the collected donations shall be deposited in a bank or savings institution daily in an account designated for nutrition donations only. The deposited donations should be forwarded to the COUNTY monthly.

2023 SCHEDULE C REPORTING REQUIREMENTS

The Agreement requires some reports to be filed upon request and other reports to be filed at a particular time. The following reports for **Nutrition & Home Delivered Meal Nutrition** have specific due dates as provided below:

Client Registration/Client Services Data Entry (Nutrition)	Client Registration/Nutrition Risk Assessment and ADL & IADL Assessment is entered in the SAMS data-entry system within 30 days of the onset of congregate or home delivered meals. Client Services (number of meals received each month) are entered into SAMS data-entry system by the 20 th of the month following service. Managed Care Organization meals must be entered to the SAMS system by the 10 th of the month following the month they were provided.	20 th of Each Month Except for Sept. which is due the 15 th of the Month
Monthly Nutrition Report	Submitted Electronically to: Gabriel.shannon@countyofdane.com	20 th of Each Month
Nutrition Education	Entered each month in the SAMS data entry system within 30 days of date of service	20 th of Each Month
Food Service Licensing & Inspection Reports	Submitted Electronically to: Gabriel.shannon@countyofdane.com	Within 10 days of Receipt

SCHEDULE C REPORTING REQUIREMENTS

The Agreement requires some reports to be filed upon request and other reports to be filed at a particular time. The following reports have specific due dates as provided below:

REPORT	WHERE SUBMITTED	DUE DATE
Affirmative Action Plan (Unless PROVIDER is exempt)	Contract Compliance Specialist Office of Equity & Inclusion 210 Martin Luther King, Jr. Blvd. Rm. 356 Madison, WI 53703 oby.joe@countyofdane.com	January 15, 2023 (15 days after Agreement effective date.)
Civil Rights Compliance Plan (Unless PROVIDER is exempt)	Contract Compliance Specialist Office of Equity & Inclusion 210 Martin Luther King, Jr. Blvd. Rm. 356 Madison, WI 53703 oby.joe@countyofdane.com	On or before the effective date of the Agreement
NLRB or WERC complaints or findings that PROVIDER has violated labor standards.	Contract Compliance Specialist Office of Equity & Inclusion 210 Martin Luther King, Jr. Blvd. Rm. 356 Madison, WI 53703 oby.joe@countyofdane.com	Within 10 days of complaint or findings
Certificate of Insurance listing Dane County as additional insured.	Dane County Department of Human Services Contract Coordination Assistant 1202 Northport Dr. Madison, WI 53704 dcdhscontracts@countyofdane.com	At the time the Agreement is signed
Program Budget and Supporting Personnel Schedule (Unless PROVIDER is exempt)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	February 26, 2023 (56 days after Agreement effective date) Final Revisions due November 15, 2023
Quarterly Expense Reports (Unless PROVIDER is exempt)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	April 25, July 25, and October 25, 2023; and January 25, 2024
Annual Audit (Unless PROVIDER is exempt)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704 dcdhsaudits@countyofdane.com	June 30, 2024, or 180 days after the end of PROVIDER's fiscal year
Audit Waiver Request	Dane County Department of Human Services Accounting dcdhsaudits@countyofdane.com	Prior to Agreement effective date
Notice of Financial Instability	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	Upon triggering event occurring that requires notice
Client Registration/Client Services Reports.	Client Registration is faxed to 608-242-6288. Client Services Reports are submitted electronically to your assigned keyer.	February 10, March 10, April 10, May 10, June 10, July 10, August 10, September 10, October 10, November 10, December 10, 2023; and January 5, 2024
Quarterly Client Services Reports	County Designee	May 1, 2023, August 1, 2023, November 1, 2023 and final quarter due April 1, 2024

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 22, 2022

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion on amendment of Chapter 21, previously titled Jury Duty/Civil Leave, and now proposed as Jury Duty and Witness Leave, of the Personnel Policy Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

In continuing to move through the updates of the Personnel Policy Manual, staff reviewed Chapter 21, regarding Jury Duty/Civil Leave, of the Personnel Policy manual. Suggested revisions are fairly minor in nature. The only notable change within this section is the change from the concept of 'Civic Leave' to 'Witness Leave.' Otherwise, the proposed revisions are minor and do not alter the content of the policy.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee unanimously recommended approval. Item presented for discussion.

ATTACHMENTS:

1. PPM Chapter 21 - Jury Duty and Witness Leave - Redlines

CHAPTER 21 - JURY DUTY AND WITNESS ~~/CIVIL~~ LEAVE

21.01 Eligibility

(1) Employees who are selected for jury duty, or who are required to make an appearance before a court, public body, or commission in an official capacity in connection with Village business, or as an expert witness because of their professional knowledge, will be considered to be on duty and will be granted leave with pay. If work time remains after any day of jury selection or jury duty, or following testimony, or any day an employee is excused from jury duty, If the employee is required to appear for jury duty but is not selected to serve, the employee must return to work if there are more than two (2) hours remaining in the employee's regular work day. Employees are expected to report to work any day the employee is excused from jury duty.

(2) A leave of absence without pay, or use of paid vacation or personal holiday time will be granted an employee upon who has received a request to appear under subpoena or who is appearing on ~~in~~ the employee's own behalf in litigation involving personal matters or official misconduct.

21.02 Procedures

(1) In order to be eligible for paid time off for jury duty, an employee ~~will~~ must notify ~~their~~ the employee's Department Head as soon in advance as possible as to the dates and times the employee is to report for jury duty or to provide testimony. In addition, the employee will indicate on their time card those normally scheduled work hours not worked as the result of jury duty.

(2) An employee shall turn over the Village ~~Any~~ fees paid the employee for jury duty, or for an appearance in their official capacity or as an expert witness, exclusive of mileage, parking or other extraordinary expense, ~~will be turned over to the Village.~~

If the employee does not remit the witness or jury fee or make other arrangements for paid time off while appearing before a tribunal or on jury duty ~~in court~~, the employee will be considered to be on leave of absence without pay.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 22, 2022

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion on amendment of Chapter 28, Political Activity, of the Personnel Policy Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, staff reviewed Chapter 28, Political Activity, of the Personnel Policy Manual. It is of note that this section of the manual has not been updated in some times. Proposed revisions within this chapter provide updates to the following areas:

- Provide a process for employees who intend to seek a public office or a major role within a campaign where their job responsibilities may conflict.
- Provide more clarity on prohibited activity.
- A new provision proposed is to make clear employees are prohibited from signing nomination papers during working hours or while acting in their official capacity as a Village employee.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee unanimously recommended approval. Item presented for discussion.

ATTACHMENTS:

1. PPM Chapter 28 - Political Activity - FINAL DRAFT - 10.20.2022

CHAPTER 28 - POLITICAL ACTIVITY

(1) No employee is precluded from engaging in general political activity, provided the activity does not interfere with normal work performance, is not conducted during work hours, and does not involve the use of Village name, symbols, supplies equipment, property, or other resources.

(2) If employees speak publicly on matters of public interest and are identified by their name and position with the Village, they should make every effort to make it clear that the employee's comments or opinions are those of the employee and not the Village.

(3) Any employee who intends to seek public office or to assume a major role in a political campaign is obligated to discuss his/hertheir plans with his/hertheir supervisor. The Village requires that employees not engage in work activities and conduct away from their Village job that competes, or conflicts with, or compromises Village interests, or adversely affects the employee's job performance and ability to fulfill all responsibilities to the Village. The Deputy Administrator or Human Resource Designee, with the assistance of the Department Head ~~If the supervisor shall determines whether~~that the activity will impinge to any extent upon the full discharge of the employee's responsibilities to the Village including, but not limited to, any actual or perceived conflict of interest. In event the proposed activity will impinge on the employees duty to discharge the employees responsibilities or creates a perceived or actual conflict of interesting, the employee shall be required to the plans shall be reviewed through regular administrative channels to the Activities which require part or full time services, and for which more than token compensation is received, will require- utilize leave time, request a leave of absence, or resign as outlined by Village policy. a reduction of workload and pay, leave of absence, or resignation, depending upon the extent of the activity.

~~(1)~~ (4) In engaging in political activities, employees shall abide by all applicable laws.

(25) Employees are, ~~however,~~ prohibited from ~~participating in the following specific forms of political activities~~y:

(a) Devoting any time or labor during usual office hours toward the campaign of any candidate for office or for the nomination to any office including the gathering of signatures for a nominating petition.

(b) Circulating an initiative or referendum petition or soliciting signatures on any initiative or referendum petition in any public office or during the usual office hours of the Village or while on duty for the Village.

(c) Personally soliciting from any other Village employee, a contribution to a political campaign committee ~~for which the soliciting employee is a candidate or treasurer.~~

(~~a~~) (d) Seeking contributions to political candidates during work hours and ~~from~~ directly or indirectly coercing any person to contribute monetary or other types of assistance to any political candidate, party, or purpose.

(~~ee~~) Using ~~his/her~~their official title, authority or influence for the purpose of interfering with or affecting the result of a local election or a local nomination for office.

(~~fe~~) Wearing for campaign purposes any uniform or clothing article, or using any Village property, in a manner that could normally be considered to depict or imply a direct connection to their employment with the Village. This policy is not intended to inhibit or infringe upon the rights of an employee to conduct lawful political activity, but rather to ensure that there can be no public inference made that the Village supports a particular political candidate(s) or position.

Village departments that have fully uniformed employees may have more detailed policies to give those employees more specific guidance on the subject of political activity.

(~~ge~~) ~~If principally employed in a position that is financed in whole or in part by federal loans or grants that are subject to the provisions of the Hatch Act the employee may not become a political candidate in partisan elections to the extent prohibited by the Hatch Act.~~

(~~hf~~) Signing nomination papers for any offices on the ballot during working hours or while on duty for the Village.

(6) If principally employed in a position that is financed in whole or in part by federal loans or grants that are subject to the provisions of the Hatch Act the employee may not become a political candidate in partisan elections to the extent prohibited by the Hatch Act.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 22, 2022

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion on amendment of Chapter 30, Alcohol and Drug Use, of the Personnel Policy Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, the staff reviewed Chapter 30, Alcohol and Drug Use, of the Personnel Policy Manual. It is of note that sections of the manual such as Chapter 30 have not been updated for some time. This chapter underwent significant changes by the attorney to bring our policy up to date and in compliance with current laws and employment practices. Due to the amount of changes, this policy is being shared as a clean version as a majority of the language has been redlined.

The proposed modified version of Chapter 30 provided in your packet shows recommended revisions from staff and the Village's labor attorney. It provides the following updates:

- Addition of several sections of language, including language regarding prescription drug use, reasonable suspicion drug testing, and post-accident testing.
- Revisions from the attorney to address areas that were out of date or not required.
- Addition of language regarding prohibited conduct.
- Revisions to the section regarding employees seeking voluntary assistance with drug and alcohol dependency.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee unanimously recommended approval. Item presented for discussion.

ATTACHMENTS:

1. Chapter 30 -Drug and Alcohol Testing Policy - Proposed Clean Version 11.22.22



CHAPTER 30 - ALCOHOL AND DRUG TESTING AND USE PREVENTION

30.01 Policy

The Village is committed to providing a workplace that is free of substance abuse and which complies with the provisions of applicable federal and state laws. In pursuing this commitment, we reserve the right to take necessary action to maintain a safe work environment free from drugs and alcohol. In some cases, it may be necessary to inspect Village premises, property or employee property.

Employees who are impaired by alcohol or other drugs during work hours may pose safety and health risks, not only to themselves, but to others. Also, mistakes caused by impaired performance could pose a threat to the safety of persons or property, or possible financial loss. Accordingly, employees are expected to report any possible violation of this policy to the Village Human Resources designee or pertinent Department Head immediately.

30.02 Prohibited Conduct

The possession, sale, purchase, distribution, manufacturing, or use of drug paraphernalia or non-medically prescribed controlled substances by any employee of the Village while the employee is performing work for the Village, conducting Village business, operating or riding in a Village vehicle, or on the Village's premises, is strictly prohibited and may lead to immediate termination. Employees are prohibited from being at work under the influence of alcohol or non-medically prescribed controlled substances.

Employees are required to report any criminal drug convictions for any violations occurring either inside or outside of the workplace immediately. Criminal convictions for drug related activities that occur either inside or outside of the workplace may be considered reason for termination. Employees who utilize Village vehicles and/or equipment are required to report any criminal alcohol convictions for any violations either inside or outside of the workplace that affect the status of their driver's license immediately.

The use, possession, and/or distribution of alcoholic beverages during *non-working* hours at formally planned business, recreational or social events at designated locations on Village property may be permitted with the prior authorization of an appropriate Village official responsible for the Village facilities where the business, recreational or social event occurs.

30.03 Prescription Drug Use

An employee who is taking any legally prescribed or over-the-counter medication that may affect the employee's behavior, performance, or fitness to work, must report the prescribed use of the medication to the employee's supervisor and the Human Resources designee. The employee taking such medication has an obligation to discuss with his prescribing medical provider any potential side effects of the medication that may affect the employee's ability to safely and/or effectively perform job duties. If the medical provider indicates that the medication may interfere with the employee's ability to safely and/or effectively perform job duties, the employee is required to obtain a written statement from the medical provider outlining any potential work-related restrictions necessitated by taking the medication. Should the Village have reason to verify

prescription information with the treating physician under circumstances when the Village has a reasonable concern over the safety or impairment of the employee, the employee will be expected to authorize release of such information.

Employees who bring prescription medication on the premises during working hours, must ensure medication is secured and not left in the open.

30.04 On Call Employees

(1) Employees who are compensated by the Village to be available for emergency call are prohibited from being under the influence of alcohol or drugs (illegal or non-medically prescribed) during the time period they are subject to call. The provisions of 30.03 apply to individuals subject to call.

(2) Employees who are not being compensated by the Village and are called to report to work on an emergency basis are expected to be free from the influence of alcohol or drugs in order to report to work. If the employee is under the influence of such substances when the call to report to work is received, the employee is required to identify the impaired condition and to decline the opportunity to work. Any employee who reports to work in an impaired condition caused by being under the influence of alcohol or drugs will be subject to all the provisions of this policy and subject to disciplinary action up to and including discharge.

30.05 Alcohol and Drug Testing

The Village reserves the right to direct the implementation of this policy to comply with its purpose or intent, including but not limited to requiring observed collections and re-tests.

(1) **Pre-Employment Drug Testing.** Persons who are selected to be hired by the Village to regularly operate Village vehicles and equipment on a daily basis, including but not limited to the Police Department, Fire and Rescue and the Department of Public Works, must pass a pre-employment drug test to be hired.

(2) **Reasonable Suspicion Drug Testing.** The Village may request that an employee submit to a drug screening test if there is reason to believe that the employee's health or ability to perform work is impaired. If the employee is asked to submit to testing under these circumstances, the employee, as a condition of continued employment, must consent to and pass the screening test. Some of the following factors, alone or in combination, might provide reason to believe an employee is under the influence of alcohol or drugs and the employee's health or ability to perform work is impaired:

- Sudden changes in work performance.
- Repeated failure to follow instructions or operating procedures.
- Violation of safety policies.
- Involvement in an accident or near-accident.
- Discovery of illegal or questionable substances or paraphernalia in an employee's possession or in or near an employee's workspace.

- Odor or residual odor peculiar to alcoholic beverages, some chemicals and/or controlled substances.
- Unexplained or frequent absenteeism or change in attendance patterns.
- Personality changes or disorientation.
- Arrest or conviction for violation of a criminal drug statute.

If appropriate, the employee's Department Head or another Village representative will accompany the employee to a medical facility for the screening test. An employee must report to the collection facility and submit to the drug screening test which may include a urinalysis, blood test and/or breath screening test, within one (1) hour of being instructed to do so.

(3) Alcohol Testing. The Village may request an employee submit to an alcohol-screening test on a random basis or "reasonable suspicion" basis under conditions similar to those in which the Village would request an employee submit to a "reasonable suspicion" drug-screening test. If an employee is selected for an alcohol-screening test, the employee, as a condition of continued employment, must consent to and pass an alcohol-screening test. Employees must immediately comply with a request to submit to an alcohol-screening test after being instructed to do

(4) Post-Accident Testing. The Village will require each employee who is involved in an accident to submit to drug and alcohol testing under the circumstances set forth herein.

(5) Additional Testing and Requirements. Employees required to possess a commercial driver's license may be required to undergo additional drug testing in accordance with relevant law.

30.05 Disciplinary Action

Violation of any provision of this Policy will result in discipline, up to and including termination or revocation of a conditional offer of employment.

Conduct that may result in termination of employment or revocation of a conditional offer of employment includes, but is not limited to the following:

- Being at work under the influence of alcohol.
- The possession of non-medically prescribed controlled substances in any detectable amount while performing Village work, while on Village premises or in a Village vehicle.
- The use, possession, distribution, purchase or manufacturing of non-medically prescribed controlled substances at any time, whether or not the employee is working or on Village premises.
- Refusal to consent to an alcohol or drug screening test provided for by this Policy.
- Failure to cooperate in a timely manner with personnel who are administering an alcohol or drug screening test or delaying, tampering, diluting or otherwise altering test specimens or attendant records thereof.

30.06 Seeking Voluntary Assistance

The Village recognizes that drug and alcohol dependency is a major health problem which potentially impacts the employee, loved ones and work performance. Employees who need help with drug and/or alcohol problems are encouraged to seek assistance using the group health insurance benefits provided by the Village for diagnosis and/or treatment, the Village provided Employee Assistance Program, and any local, state or federal programs designed to provide assistance to individuals struggling with drug or alcohol addiction or abuse. However, such participation will not excuse the Village employee engaging in conduct in violation of the policy from the disciplinary consequences of such conduct.

Depending on the circumstances, action other than discipline imposed by the Village, including the notification of appropriate law enforcement agencies, may be taken with respect to violation of this policy. Any illegal substances found in the workplace may be confiscated and turned over to the appropriate law enforcement agency.

30.07 Effect on Other Policies

This policy does not affect the status of any other policies or rules, including those concerning alcohol or other drug use with more stringent requirements that may be promulgated by any other agency or department having jurisdiction within or over the Village, nor will it be interpreted as in any way limiting the Village's right to discipline or discharge employees for other reasons.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 22, 2022

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion on amendment of Chapter 33, previously titled Policy on Use of Social Media, and now proposed as Use of Social Media, of the Personnel Policy Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, the staff reviewed Chapter 33, Policy on Use of Social Media, of the Personnel Policy Manual. Chapter 33 was added to the Personnel Policy Manual in recent years, so it does not require significant changes.

The proposed modified version of Chapter 33 provided in your packet shows recommended revisions from staff and the Village's labor attorney, which are minor in nature and do not significantly alter the content of the policy.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee unanimously recommended approval. Item presented for discussion.

ATTACHMENTS:

1. PPM Chapter 33 - Social Media Use - Final Draft 11.22.2022 (Redlines)

CHAPTER 33 - ~~POLICY ON~~ USE OF SOCIAL MEDIA

33.01 Purpose

This policy provides guidelines and procedures to Village staff in determining the proper utilization of social media. Social media consists of networks and online publications that enable individuals and groups to communicate between one another for different purposes. Examples of these online tools include Facebook, Instagram, Twitter, LinkedIn, YouTube, blogs and several others. The Village may use certain social media sites in order to reach out to the public and educate individuals on events, activities, awards, and other news releases. Social media can help the Village and its departments to connect in different ways with other organizations and businesses in the community. This policy outlines the proper content and uses for social media since the Village has a significant interest and expectation in regulating the content that is posted on its sites.

33.02 General Village Use of Social Media ~~Policy~~

~~(1)~~ Village Departments wishing to establish a social media site must submit a plan for approval to the Administrator and Communications and Technology Director that explains how the site will be used by the Department and identifies the Staff responsible for updating and monitoring the site. ~~The request must also explain the ways that the Department plans to utilize its social media site.~~

~~(1)~~

(2) All social media sites, including posts and comments, must be monitored ~~and posts should be done~~ regularly according to best analytic practices for each platform as directed by the Communications and Technology Director.

(3) Each social media site must clearly state that it is Village-operated and maintained by Village staff. Sites must also include the Village of McFarland logo as well as any other branding or logos that identify the involved party.

(4) All social media sites should include a link back to the Village of McFarland website: www.mcfarland.wi.us.

(5) All Village staff must adhere to the Policy on Use of Technology Resources along with any other related federal, state, or local ~~regulations~~laws.

(6) The Village reserves the right to take down any abusive or inappropriate posts that violate this policy.

(7) Village of McFarland social media sites are subject to State of Wisconsin public record laws. Any content on these sites related to Village business is considered public record. All social media sites maintained by the Village shall have archival technology to retain all posts to maintain compliance with public records law.

Content can range from messages, list of subscribers, images, videos and any other content that exists. The department that creates a social media site is responsible for responding to any public records request in coordination with the ~~Clerk/Deputy Treasurer~~ Deputy Administrator. If possible, each social media site should remind its viewers through a disclaimer that content on the site is considered public record.

a. The Village encourages all departments and staff to adopt and use the following disclaimer for their Department social media sites:

“The Village of McFarland requires all viewers to use proper content. Any abusive or inappropriate content that violates the Village of McFarland Policy on Use of Social Media will be removed from the site. All information posted on this site is subject to public record.”

(8) Employees managing Department social media sites ~~are representative of~~ represent the Village and are expected to conduct themselves accordingly. All posts by employees must be completed in a professional manner and that is strictly used for informative purposes provide information solely related to Village business. Employees who fail to conduct themselves in an appropriate manner may be subject to disciplinary action.

~~(9)(1) The Village encourages all departments and staff to adopt and use the following disclaimer for their Department social media sites:~~

~~*“The Village of McFarland requires all viewers to use proper content. Any abusive or inappropriate content that violates the Village of McFarland Policy on Use of Social Media will be removed from the site. All information posted on this site is subject to public record.”*~~

33.03 Comment Policy

(1) Any comment posted by a resident or member of the public is solely ~~that an~~ individual's opinion. Allowing posts by the public does not imply that the views or opinions expressed are representative of or endorsed by the Village of McFarland. Comments and posts created by Village staff may only provide information regarding Village business and must be fact-based and professional.

(2) The Village reserves the right to remove any inappropriate or abusive content. This includes but is not limited to content which:

- (a) Discriminates against others based on race, creed, color, sex, gender, national origin, religion, age, sexual orientation, marital status, or mental or physical disability;
- (b) Makes threats towards an individual or organization;

- (c) Supports or opposes a political campaign or ballot measure;
- (d) Solicits commerce;
- (e) Violates any federal, state, or local law;
- (f) Encourages illegal activity;
- (g) Contains sexual content (including links);
- (h) Contains profane or abusive language and/or images;
- (i) Violates the legal ownership interest (such as copyright) of any party;
- (j) Or any other comments that do not relate to the original topic.

(3) The Village reserves the right to remove or block any members of the public who ~~repeatedly~~ violate this policy.

~~(4) —If content is removed, Village staff must document how the content violated the policy and the violation while notifying the involved party/individual that their content was removed by sending the party/individual the following message: ~~—The following message should be sent out to any members of the public that violate the policy:~~~~

~~(4)~~
“The Village of McFarland removed your recent content from its social media site because it was in violation of the Village’s Policy on Use of Social Media. Please avoid from posting any inappropriate content in the future. - Thank you for your cooperation.”

(5) ~~All~~Every- department having a social media sites must ~~have-designate~~ one or more staff member(s) ~~designated~~ to update content on the site, respond to any requests or questions asked by the public, and at least weekly monitor ~~regularly~~ the content posted on their social media sites. Only Village employees authorized under Section 33.02(1) are permitted to remove content posted on Village media sites by the Village or the public, and any such removal must be in accordance with Chapter 33 and all other Village Policies.

33.04 Personal Use of Social Media

(1) The Village recognizes employees may choose to have their own personal social media sites and accounts unrelated to their work as an employee of the Village. These sites, as applicable, are private and are intended to share ~~their-own-what~~ personal information as the employee elects. ~~to-regarding-nonwork-related-information.~~

(2) Village employees are prohibited from using ~~of~~ their Village account or password ~~for-to~~ access personal social media accounts.

(3) Employees who misuse the Village's image or likeness through their personal social media accounts, whether on- or off-duty, such as posting offensive, lewd, or unbecoming photographs while wearing Village insignia, for example, may be subject to disciplinary action, up to and including termination of employment.

(4) Employees on- and off-duty personal use of social media that violates the ~~grounds for disciplinary action~~ standards of conduct outlined in Chapter 12 of the Personnel Policy manual regarding personal behavior may be subject to disciplinary action, up to and including termination of employment.

33.05 Professional Use of Social Media

(1) Only individuals authorized by the Village may publish content on behalf of the Village in their work capacity as a Village employee. Permission to create accounts/sites to publish content on behalf of the Village shall be approved by the Village Administrator. All approved social media sites shall identify themselves as approved accounts of the Village of McFarland.

(21) Employees approved to publish content on behalf of the Village shall create a new account with their Village email address, if applicable, and ensure the account is linked to the Village's electronic archival software to ensure compliance with public records law.

(23) Employees must provide their Department Head with the applicable username and password used for any Village account setup by an employee. ~~If an employee changes~~ Any updates to such username(s) or password(s) following the creation of a Village social media account the employee shall ~~also be immediately~~ provide the same to the Department Head. ~~by any employee who sets up a Village social media account pursuant to this Chapter.~~

(43) All posts or communications must maintain a high level of ethical conduct and professional decorum. Information must be presented following professional standards for good grammar, spelling, brevity, clarity and accuracy, avoiding ing jargon, obscure terminology or acronyms. Failure to follow these standards ~~do so~~ may be grounds for revocation of authorization to hold a Village social media account.

(54) Posts on a Village social media account that are for political purposes or any private related activities or transactions are prohibited.

(65) Inappropriate ~~usage~~ use of a Village social media account shall be grounds for disciplinary action up to and including termination.

(76) Inappropriate ~~usage~~ use of a Village social media account shall be grounds for removal of the account under the discretion of the Village Administrator.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 22, 2022

SECTION: Business

DEPARTMENT: Public Works

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

AGENDA ITEM: Discussion and action regarding design and bidding services for McDaniel Park site improvements.

PREVIOUS ACTION:

The former Parks, Recreation, and Natural Resources Committee reviewed a presentation on this project at its meeting on February 24, 2022.

[Please click on this link to review the packet materials from that meeting.](#)

[Please click on this link to watch the presentation from that meeting.](#)

The Parks & Recreation committee recommended approval to the Village Board for the McDaniel Park site improvements at their October 4, 2022 meeting.

The Sustainability & Natural Resources committee recommended approval to the Village board for the McDaniel Park site improvements at their October 10, 2022 meeting.

The Village Board recommended approval for the McDaniel Park site improvements at their October 25, 2022 meeting.

The Parks & Recreation committee recommended approval to the Village Board regarding Town and Country's proposal for design and bidding services for McDaniel Park site improvements at their November 1, 2022 meeting.

The Sustainability and Natural Resources Committee recommended approval to the Village Board regarding this proposal at their meeting on November 14, 2022.

ISSUE SUMMARY:

The project was discussed and approved by the Committee at their meeting in October. The Village Board then approved the project at their October 25th meeting. The next step in the process is to begin the design followed by bidding on the project. Enclosed within the packet is a proposal from Town and Country Engineering for design and bidding services for McDaniel Park site improvements.

The 2023-2027 Capital Improvement Plan included funds to improve the beach at McDaniel Park in 2023. These funds are included for consideration within the 2023 budget. The project is in partnership with Dane County. The goal of the project is to be operational on or around June 1, 2023.



Responsibilities for the project are generally laid out as follows:

Dane County

- Permitting - 3-6 month process, targeting a January application.
- Pump/Filter - They will design and build the pump/filter mechanicals to be used to screen the water within the barrier.
- Barrier - Dane County will purchase and set in the first year, the booms with a curtain that acts as a shield within the water to keep debris and other harmful things out of the swimming area. Future years we will need to contract with them for the annual placement and removal of the barrier.
- Agreement - We will need to establish an agreement on operation of the filter/pump and maintenance of the swimming area including the beach. There are responsibilities like daily maintenance of the beach, mechanicals, and other elements to keep the swimming area usable. The County will provide funds and support for these elements, but we have to agree to the operational commitments to make sure the improvement can be accessed by the public. The operational component and its costs would be new responsibilities that have to be factored into our consideration.

Village

- Structure - The filter/pump has to go inside of a structure. The Engineer is reviewing a prefabricated model for installation. We will also need to create an area for discharge from the structure that carries the water back to the lake.
- Underground Piping - We would need to install pipes that connect the lake to the filter pump to bring water in for screening, and then pipes that bring the clean water back to the lake.
- Beach Improvement - There will be general excavation requirements associated with all of this work including the replacement of the gravel material used on the beach in favor of sand.
- Agreement - We will need to consider the agreement with Dane County for the project. All of the above responsibilities are capital expenditures that are one time actions. There are operational components and the costs for which will be recurring year to year that have to be factored in to our review of the project.

FINANCIAL/BUDGET IMPACT:

The proposal provided by Town & Country engineering for design and bidding services is estimated at \$16,900. This includes design engineering through bidding for \$9,400 and construction administration for \$7,200.

The cost projections for the project are included in the CIP at \$250,000 for the Village. Dane County's included costs are between \$75,000-\$100,000 for their responsible items. The project for the village will be paid for with borrowed money.



VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action:

Motion, second to recommend approval to the Village Board regarding Town and Country's proposal for design and bidding services for McDaniel Park site improvements.

ATTACHMENTS:

1. McDaniel Park Beach Proposal

October 17, 2022

Mr. Matthew Schuenke, Administrator
Village of McFarland
5915 Milwaukee Street
P.O. Box 110
McFarland, WI 53558

Subject: Engineering Proposal for Design and Construction Services; McDaniel Park Beach
Site Plan

Dear Matt:

Thank you for the opportunity to provide a proposal for design and construction services for a proposed beach site at McDaniel Park. We understand the Village is working with Dane County about improving the swimming amenities at McDaniel Park, located at the north end of Erling Drive, north of Siggelkow Road and that the new facility will need a grading/site plan to address accessibility, drainage, stormwater management and utility needs. We propose the following services:

- **Topographic Site Survey:** We will call Digger's Hotline and record the all existing features throughout the project area needed for completion of design and construction. This will include but is not limited to pavement edges, driveways, utilities (as marked by utilities), property corners that are able to be found, inverts of existing sanitary and storm sewer structures along with existing pipe diameters, and identify any conflicts between the surveyed conditions and the Village's existing utility maps for resolution with Village staff. We anticipate that some field survey will be via unmanned aircraft system (UAS) and be supplemented by ground survey where tree cover and additional accuracy requires.
- **Engineering Plans:** As part of the engineering plan development we anticipate providing 35% complete plans for Village review and comment, and again at 95% for Village review and comment, prior to completing the final plans. The plans will contain plan sheets of both underground and above ground improvements. Plans will be provided in both hard copy and digital format (PDF and/or AutoCAD DWG). The plans will cover grading for the new beach, paved pedestrian areas, filter intake and discharge piping, and a prefabricated filter building. Dane County staff will provide design for the pumping/filter itself, as well as coordinating installation and electrical needs.
- **Specifications:** Construction specifications will include a complete bidding package for anticipated 2023 construction that will be used to obtained bids and provide guidance during construction of the project. This will include the Advertisement for Bid, Instruction to Bidders, Bidders Proof of Responsibility, all bidding documents themselves (bid proposal form, affidavit of organization, bid bond, disclosure of ownership), and standard construction contract documents as published by the EJCDC. We will also provide technical specifications outlining the materials and performance that will be required of the contractor. It is anticipated that one bid will be needed with a single general contractor.

- **Bidding Services:** We will answer questions from bidders and suppliers regarding plans and specifications. We will attend the bid openings, analyze the bids received, and attend a meeting with Village officials to formally recommend award for each of the bids.
- **Construction Administration:** We will review and comment on shop drawings submitted by the contractor. We will work with Village staff to resolve any change order requests and to prepare and process pay requests throughout the project.
- **Construction Staking:** We will provide construction staking for the contractor generally as requested. This is anticipated to include: actual and offset stakes for all utility structures and piping at 50-foot intervals and elevation stakes for the grading areas.
- **Construction Management:** We will administer a pre-construction meeting at Village offices, hold progress meetings on-site as necessary, answer questions during construction and visit the site approximately once a week to verify the project conforms to the plans and specifications.
- **Project Close-Out:** We will prepare a punch list at substantial completion of the project. The project will be inspected along with Village staff prior to the end of the warranty period to ensure that any necessary repairs are completed by the contractor. Final payment requests will be prepared and presented to the Village.
- **Record Drawings:** Record drawings will be prepared in AutoCAD format from construction records showing actual locations of valves, fittings, bends, and appurtenances. The Village's GIS maps will be updated accordingly. Once complete, these will be transmitted to the Village in both electronic (PDF and/or AutoCAD DWG) and paper format.

The estimated cost for these services is as follows:

Design Engineering through Bidding:	\$ 9,400
Construction Administration:	<u>\$ 7,200</u>
Total:	\$16,900

These figures are all considered not-to-exceed without prior authorization from the Village.

It should be noted that the following services are anticipated to be carried out by a third party and invoiced directly to the Village separate from this agreement, or completed by us on a time and materials basis.

- Resident construction observation. This would not typically be needed for projects of this type, with the periodic site visits covered above being sufficient.
- Wetland determinations and delineations. There are portions of the project site containing wetland indicators. The Village has already completed a delineation covering the site, so no additional delineation is anticipated to be needed.
- Soil borings and reports.
- Archeology services and/or endangered species studies or services, if needed.
- Trench and soil compaction tests during construction.
- Boundary surveys or certified survey maps.

Our work will be done on a time and materials basis using our current charge-out rates, attached for your reference.

Please indicate Village acceptance by signing below and returning a copy for our files.

Thank you again for the opportunity to work with the Village. We very much appreciate our relationship and look forward to a successful project.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.

Brian R. Berquist, P.E.

Matthew Schuenke
Village Administrator

BRB:sai

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**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, November 22, 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.

The Village Board accepted the proposal from Seasonal Solutions at their meeting on October 10, 2022.

Seasonal Solutions notified Village Staff on November 3, 2022 they would not be able to fulfill their proposal and rescinded its submittal.

ISSUE SUMMARY:

The current yard waste and drop-off site contract expires on December 31, 2022. An RFP process was conducted this last Fall where there were two respondents to that process. The current contractor is Barnes, Inc. which was one of the submittals. 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. Both proposals were evaluated and the other competing proposal was ultimately selected. This was Seasonal Solutions. During the contract review process, it was determined by Seasonal Solutions that they had not included costs for disposal of yard waste. Both Barnes and Seasonal Solutions intended to use Purple Cow Organics for disposal but only Barnes had included those costs in their proposal. Adding these costs back into the proposal for Seasonal Solutions elevates their overall costs higher than Barnes and ultimately Seasonal Solutions rescinded their proposal leaving only Barnes to evaluate.

Barnes has provided good service to the Village for nearly a decade. They have familiarity with our operations and costs are in line with budgetary limits. Staff recommends accepting the



proposal from Barnes and entering into a 3-year agreement.

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 Barnes, Inc. for brush and yard waste services for a three year term as presented.

ATTACHMENTS:

1. 2023 Brush and Yard Waste RFP 8.2.2022
2. Barnes Inc. Proposal
3. 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

TABLE OF CONTENTS

Contents

SECTION 1	Purpose.....	2
SECTION 2	History and Background.....	2
SECTION 3	Scope of Work.....	3
SECTION 4	Request for Proposals.....	4
SECTION 5	RFP Submittal Requirements.....	7
SECTION 6	Method & Timeline of Selection	8
SECTION 7	Terms and Conditions	9

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

TABLE OF CONTENTS

Contents

SECTION 1 Purpose.....2

SECTION 2 History and Background.....2

SECTION 3 Scope of Work.....3

SECTION 4 Request for Proposals.....4

SECTION 5 RFP Submittal Requirements.....7

SECTION 6 Method & Timeline of Selection8

SECTION 7 Terms and Conditions9

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:

- 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.



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.**

<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, November 22, 2022

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action on Ordinance 2022-17 an ordinance approving the budget for the year 2023 and establishing the 2022 payable in 2023 property tax levy for the Village of McFarland.

PREVIOUS ACTION:

June 15 - Retreat I

June 22 - Retreat II

July 26 - Set 2022 Budget Review Process and Schedule

August 11 - Retreat III

August 17 - Retreat IV

August 23 - Strategic Implementation Plan Adopted

September 27 - Draft 2022 Budget Transmittal to Village Board

October 6 - Review Meeting #1

October 11 - Review Meeting #2

October 14 - Review Meeting #3

October 24 - Public Works and Utilities Committee Review

October 25 - Public Hearing and Review Meeting #4

October 27 - Review Meeting #5

November 10 - Review Meeting #6

ISSUE SUMMARY:

Included within your packets is an ordinance to officially adopt the 2023 Budget. The required public hearing has already been completed at a previous meeting. This is the culmination of our work that began earlier this Summer with the review beginning in September and final changes authorized in November. Each of the 17 funds that have been reviewed by the Village Board are included within the ordinance followed by a 18th section to summarize and establish the tax levy. The total levy for the Village in 2022 payable in 2023 is \$8,089,500 which is 16.07% higher than the previous year. The tax rate will also grow at a rate of 2.16% higher than the previously year. The proposed adopted rate is \$6.30 per thousand which is a 13 cent increase from the prior year. The growth of the rate is at a lower pace than the levy overall due to increases in the Assessed Value from the prior year. Due to an increase in Assessed Value, The levy increase is significant mainly in part due to increased costs to debt service as a result of the construction of the new Public Safety Center.

FINANCIAL/BUDGET IMPACT:



The median home value as of January 1st increased from \$312,300 in 2021 to \$335,000 in 2022. A home owner with a median value of \$335,000 in 2022 would expect to see a tax bill 9.59% higher than the previous year for Village services or an increase of about \$184.77.

The Village is about a third of the total tax bill in addition to the property tax levies from the School District, Dane County, and Madison Area Technical College. All taxing entities need to be factored in to calculate the actual tax rate that will be applied. A draft summary of the final levy totals will be provided at a later date once all levy reports are received from taxing jurisdictions. The Levy from Dane County and School Property Tax Credit from the State are not presently available to finish this calculation.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action:

Motion and second to approve Ordinance 2022-17, an ordinance approving the budget for the year 2023 and establishing the 2022 payable in 2023 property tax levy for the Village of McFarland.

ATTACHMENTS:

1. 2022-17 Ordinance to Adopt 2023 Budget
2. 11.17.2022 - 2023 Budget Review Changes
3. 2023 Budget - Affordable Housing Fund 215 DRAFT 11162022 mgs
4. 2023 Budget - Affordable Housing Fund 295 DRAFT 11162022 mgs

ORDINANCE #2022-17

AN ORDINANCE APPROVING THE BUDGETS AND APPROPRIATING FUNDS FOR THE GENERAL, COMMUNICATIONS/TECHNOLOGY, LIBRARY, YOUTH CENTER, AFFORDABLE HOUSING, AMERICAN RESCUE PLAN ACT (ARPA), DEBT SERVICE, TID #3, TID #4, TID #5, CAPITAL PROJECTS, PARKS, UTILITIES, STORMWATER UTILITY, SOLID WASTE, RETIREE, AND CANINE FUNDS FOR THE YEAR 2022 BUDGET AND ESTABLISHING THE 2021 PAYABLE IN 2022 PROPERTY TAX LEVY FOR THE VILLAGE OF MCFARLAND, WISCONSIN

The Village Board of the Village of McFarland do ordain as follows:

SECTION 1. – There is hereby appropriated out of the receipts of the Village of McFarland for the year 2023, including monies received from the general property tax levy, to the various purposes specified in the General Fund (100) budget presented herewith for the purposes therein stated, the following amounts:

General Government	\$946,750
Public Safety	\$4,345,250
Public Works	\$941,000
Health and Social Services	\$377,750
Culture and Recreation	\$432,750
Conservation and Development	\$278,750
Other Financing Uses	<u>\$0</u>
Total All Expenses	\$7,322,250
Property Tax Levy	\$4,393,750
Fund Balance Applied	\$165,000
Other Revenue	<u>\$2,763,500</u>
Total All Revenues	\$7,322,250

SECTION 2. – There is hereby appropriated out of the receipts of the Communications and Technology Fund (200) of the Village of McFarland for the year 2023, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$189,000
Property Tax Levy	\$43,250
Fund Balance Applied	\$10,000
Other Revenue	<u>\$135,750</u>
Total All Revenues	\$189,000

SECTION 3. - There is hereby appropriated out of the receipts of the Library Fund (205) of the Village of McFarland for the year 2023, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$1,064,000
Property Tax Levy	\$733,000
Fund Balance Applied	\$0
Other Revenue	<u>\$331,000</u>
Total All Revenue	\$1,064,000

SECTION 4. – There is hereby appropriated out of the receipts of the Youth Center Fund (210) of the Village of McFarland for the year 2023, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$40,750
Property Tax Levy	\$25,000
Fund Balance Applied	\$750
Other Revenue	<u>\$15,000</u>
Total All Revenues	\$40,750

SECTION 5. – There is hereby appropriated out of the receipts of the Affordable Housing Fund (215) of the Village of McFarland for the year 2023, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$0
Property Tax Levy	\$0
Fund Balance Applied	\$0
Other Revenue	<u>\$0</u>
Total All Revenues	\$0

SECTION 6. – There is hereby appropriated out of the receipts of the American Rescue Plan Act (ARPA) Fund (295) of the Village of McFarland for the year 2023, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$0
Property Tax Levy	\$0
Fund Balance Applied	\$0
Other Revenue	<u>\$477,750</u>
Total All Revenues	\$477,750

SECTION 7. – There is hereby appropriated out of the receipts of the Debt Service Fund (300) of the Village of McFarland for the year 2023, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$3,450,000
Property Tax Levy	\$2,765,000
Fund Balance Applied	\$350,000
Other Revenues	<u>\$335,000</u>
Total All Revenue	\$3,450,000

SECTION 8. – There is hereby appropriated out of the receipts of the Tax Incremental District #3 Fund (305) of the Village of McFarland for the year 2023, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$1,948,500
Property Tax Levy	\$0
Property Tax Increment	\$1,271,000
Fund Balance Applied	\$535,000
Other Revenue	<u>\$142,500</u>
Total All Revenues	\$1,948,500

SECTION 9. – There is hereby appropriated out of the receipts of the Tax Incremental District #4 Fund (310) of the Village of McFarland for the year 2023, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$1,022,500
Property Tax Levy	\$0
Property Tax Increment	\$120,250
Fund Balance Applied	\$0
Other Revenue	<u>\$902,250</u>
Total All Revenues	\$1,022,500

SECTION 10. – There is hereby appropriated out of the receipts of the Tax Incremental District #5 Fund (315) of the Village of McFarland for the year 2023, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$451,500
Property Tax Levy	\$0
Property Tax Increment	\$251,500
Fund Balance Applied	\$0
Other Revenue	<u>\$200,000</u>
Total All Revenues	\$451,500

SECTION 11. – There is hereby appropriated out of the receipts of the Capital Projects Fund (400) of the Village of McFarland for the year 2023, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$15,442,250
Property Tax Levy	\$0
Fund Balance Applied	\$5,191,000
New Borrowings (Note)	\$4,338,000
New Borrowings (Bond)	\$0
Other Revenues	<u>\$5,913,250</u>
Total All Revenues	\$15,442,250

SECTION 12. – There is hereby appropriated out of the receipts of the Parks Fund (405) of the Village of McFarland for the year 2023, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$265,000
Property Tax Levy	\$0
Fund Balance Applied	\$0
Other Revenue	<u>\$265,000</u>
Total All Revenues	\$265,000

SECTION 13. – There is hereby appropriated out of the receipts of the Utilities Fund (600) of the Village of McFarland for the year 2023, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Sewer Service	\$4,643,000
Water Service	<u>\$4,193,250</u>
Total All Expenses	\$8,836,250
Special Assessments	\$60,000
Public Charges for Services	\$1,940,250
Miscellaneous	\$10,250
Other Financing Sources	<u>\$2,632,500</u>
Total Sewer Revenue	\$4,643,000
Special Assessments	\$55,000
Public Charges for Services	\$1,447,500
Miscellaneous	\$10,250
Other Financing Sources	<u>\$2,680,500</u>
Total Water Revenue	\$4,193,250
Total All Revenues	\$8,836,250

SECTION 14. – There is hereby appropriated out of the receipts of the Utilities Fund (605) of the Village of McFarland for the year 2023, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$862,250
Special Assessments	\$0
Licenses and Permits	\$20,250
Public Charges for Services	\$621,250
Miscellaneous	\$2,500
Other Financing Sources	<u>\$218,250</u>
Total All Revenues	\$862,250

SECTION 15. – There is hereby appropriated out of the receipts of the Solid Waste Fund (610) of the Village of McFarland for the year 2023, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$638,750
Property Tax Levy	\$79,500
User Charge (\$151.80 per Res. Parcel)	\$476,000
Fund Balance Applied	\$56,000
Other Revenue	<u>\$27,250</u>
Total All Revenues	\$638,750

SECTION 16. – There is hereby appropriated out of the receipts of the Retiree Fund (700) of the Village of McFarland for the year 2023, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$150,000
Property Tax Levy	\$50,000
Fund Balance Applied	\$99,000
Other Revenue	<u>\$1,000</u>
Total All Revenues	\$150,000

SECTION 17. – There is hereby appropriated out of the receipts of the Canine Fund (800) of the Village of McFarland for the year 2023, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$24,250
Property Tax Levy	\$0
Fund Balance Applied	\$8,000
Other Revenue	<u>\$16,250</u>
Total All Revenues	\$24,250

SECTION 18. – There is hereby levied a tax of \$8,089,500 upon all taxable property in the Village of McFarland as returned by the Assessor as of January 1, 2022 for the uses and purposes set forth in the 2023 Budget as follows:

General Fund (100)	\$4,393,750
Communications/Technology Fund (200)	\$43,250
Library Fund (205)	\$733,000
Youth Center Fund (210)	\$25,000
Affordable Housing Fund (215)	\$0
American Rescue Plan Act (ARPA) Fund (295)	\$0
Debt Service Fund (300)	\$2,765,000
Tax Increment District #3 Fund (305)	\$0
Tax Increment District #4 Fund (310)	\$0
Tax Increment District #5 Fund (315)	\$0
Capital Projects Fund (400)	\$0
Parks Fund (405)	\$0
Utilities Fund (600)	\$0
Stormwater Utility Fund (605)	\$0
Solid Waste Fund (610)	\$79,500
Retiree Fund (700)	\$50,000
Canine Fund (800)	<u>\$0</u>
Total 2022 Tax Levy Payable 2023	\$8,089,500

SECTION 19. – The Village Clerk is hereby authorized and directed to spread the said tax upon the current tax roll of the Village of McFarland, Wisconsin.

SECTION 20. – This ordinance shall be in force and effect from and after its adoption.

The above and foregoing ordinance was duly adopted at a regular meeting of the McFarland Village Board on the 22nd day of November, 2022.

APPROVED:

Carolyn A. Clow
Village President

ATTEST:

Cassandra Suettinger
Deputy Village Administrator/Clerk

ORDINANCE # 2022-17	
MOTION ACTION	SECOND DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brandt –	Nelson –
Brassington –	Jerke –
Clow –	Wreh –
Flaherty –	
VOTING RESULTS	
Motion Carried:	
Motion Defeated:	

2023 Budget Changes Since Distribution

Change Date	Change Number	Fund	Name	Type	Page	Dept	Line Item Description	Line Item Number	Old	New	Rev & (Exp)	New Cumulative Levy Increase or (Decrease)	Change from Draft	New Rate
10/26/2022	1	100	General	Rev	46	Intergov Rev	State - Highway Aid	43530-000	495,000	510,000	15,000	(15,000)	-0.18%	(0.01)
10/26/2022	2	100	General	Rev	48	Inter Chg Serv	County - Outreach Case Mgmt	47350-101	70,000	75,000	5,000	(20,000)	-0.25%	(0.02)
10/26/2022	2	100	General	Rev	48	Inter Chg Serv	County - Outreach Nutrition	47350-102	26,500	35,000	8,500	(28,500)	-0.35%	(0.02)
10/26/2022	3	100	General	Rev	48	Inter Chg Serv	Towns - Outreach Services	47350-103	44,750	50,000	5,250	(33,750)	-0.42%	(0.03)
11/10/2022	1	100	General	Rev	48	Miscellaneous	Interest	48100-000	40,000	80,000	40,000	(73,750)	-0.91%	(0.06)
11/10/2022	2	100	General	Rev	48	Miscellaneous	Applied Fund Balance	48300-000	115,000	130,000	15,000	(88,750)	-1.09%	(0.07)
11/10/2022	6	100	General	Rev	48	Miscellaneous	Applied Fund Balance	48300-000	130,000	155,000	25,000	(113,750)	-1.40%	(0.09)
11/10/2022	7	100	General	Rev	48	Miscellaneous	Applied Fund Balance	48300-000	155,000	165,000	10,000	(123,750)	-1.53%	(0.10)
11/10/2022	2	100	General	Exp	51	Village Board	Consultant Services	51100-211	0	15,000	(15,000)	(108,750)	-1.34%	(0.08)
11/10/2022	3	100	General	Exp	51	Village Board	Dues and Subscriptions	51100-320	8,750	10,000	(1,250)	(107,500)	-1.33%	(0.08)
11/10/2022	4	100	General	Exp	51	Village Board	Community Groups	51100-720	4,000	4,500	(500)	(107,000)	-1.32%	(0.08)
11/10/2022	5	100	General	Exp	55	Administrator	Salaries	51410-110	58,500	83,500	(25,000)	(82,000)	-1.01%	(0.06)
11/10/2022	6	100	General	Exp	58	Administration	Programming	51420-391	5,000	30,000	(25,000)	(57,000)	-0.70%	(0.04)
11/10/2022	7	100	General	Exp	71	Comm Devel	Support Services	52400-210	8,000	18,000	(10,000)	(47,000)	-0.58%	(0.04)
11/10/2022	8	100	General	Exp	71	Comm Devel	Operating Expenses	52400-340	2,500	3,000	(500)	(46,500)	-0.57%	(0.04)
11/10/2022	9	100	General	Exp	75	Public Works	Support Services	53000-210	4,000	14,000	(10,000)	(36,500)	-0.45%	(0.03)
11/10/2022	10	100	General	Exp	79	Parks	Support Services	55200-210	25,000	35,000	(10,000)	(26,500)	-0.33%	(0.02)
11/10/2022	11	100	General	Exp	80	Parks	Operating Expenses	55200-340	30,000	30,500	(500)	(26,000)	-0.32%	(0.02)
11/10/2022	12	200	CT	Exp	90	Comm Tech	Programming	55600-391	500	5,000	(4,500)	(21,500)	-0.27%	(0.02)
											21,500	8,089,500	-0.27%	6.30

Notes Regarding Budget Changes

Changes made October 26, 2022:

- The State has released our transportation funding for 2023. The Staff Submittal had built in an increase for new roads added plus growth authorized in the last State Budget. The final estimate was higher than forecasted with the difference added to the General Fund.
- Dane County has provided updated numbers regarding their funding support within Senior Outreach for Case Management and Nutrition Services. This additional revenue is shared with the other member communities of the focal point. Case Management is reported to decrease for next fiscal year while nutrition is proposed to rise.
- Final calculations have now been provided on contributions from members within the focal point. This requires funding identified by Dane County as well as case management numbers to figure out the cost distribution across the communities.

2023 Budget Changes Since Distribution

Notes Regarding Budget Changes (continued)

Changes made November 10, 2022:

- 1 Interest rates have been on the rise since the Draft Budget was transmitted for review in September. Collections are increasing at a higher than expected rate and projections for 2022 are between \$60,000-\$70,000.
- 2 Costs for consulting services are proposed to be added for 2023 to aide in reviewing communications and engagement opportunities. The proposed cost is proposed to be offset with fund balance based on the unknown cost of the services to be determined through RFP.
- 3 Dues and Subscription costs for Village memberships of various organizations have increased. The adjustment better aligns with actual expectations next year.
- 4 Village Board members approved the inclusion of funding to support a \$500 grant for a to be created student internship/liaison program with the McFarland High School.
- 5 The Village Board approved funding for a new position that addresses diversity, equity, and inclusion initiatives throughout the organization. \$25,000 of this cost is proposed to be allocated to the General Fund with \$5,000 each allocated to TIDs and Utilities.
- 6 The Staff Submittal of the draft 2023 Budget included funding for Village wide diversity, equity, and inclusion training and/or programming to support Village Staff. The initial \$5,000 is funded mainly through the tax levy and the Village Board authorized an additional \$25,000 from fund balance to further support this effort in a to be determined manner.
- 7 Support Services is proposed to be increased by the Village Board to support efforts through consultants to help access Federal Grant monies recently authorized. The funding as needed will be through fund balance.
- 8 Purchase of "No Mow" and/or "Low Mow" yard signs to help educate the public in the Spring regarding delaying cutting activities.
- 9 The Public Works Department proposed adding Roadway Management Technologies ("RMT") to aide in asset management, fleet maintenance, and oversight of Departmental work orders/inquires. The cost for this service is ongoing and split between the General Fund and Utilities evenly.
- 10 Additional funding was proposed to support forestry maintenance operations within the General Fund.
- 11 New funding for additional opportunities to plant natice species where applicable.
- 12 Increase in funding to support marketing opportunities for Village initiatives.

2023 Budget Changes Since Distribution

Original Submitted Budget Summary - September 27, 2022

	2022 Budget	2023 Budget	Difference vs. 2022	% Change vs. 2022
TOTAL ASSESSED VALUATION	1,190,967,000	1,365,247,900	174,280,900	14.63%
TID INCREMENT ASSESSED VALUATION	61,290,740	81,526,627	20,235,887	33.02%
ASSESSED VALUATION MINUS TID INCREMENT	1,129,676,260	1,283,721,273	154,045,013	13.64%
MUNICIPAL PROPERTY TAX LEVY	6,969,750	8,111,000	1,141,250	16.37%
MUNICIPAL TAX RATE	6.17	6.32	0.15	2.41%

1/1/2021 Median Home Value \$ 312,300 \$ 1,926.79

1/1/2022 Median Home Value \$ 335,000 \$ 2,116.65 \$ 189.85

7.27% 9.85%

Amended Budget Summary following Village Board Review

	2022 Budget	2023 Budget	Change vs. 2022	% Change vs. 2022
TOTAL ASSESSED VALUATION	1,190,967,000	1,364,907,000	173,940,000	14.60%
TID INCREMENT ASSESSED VALUATION	61,290,740	81,506,270	20,215,530	32.98%
ASSESSED VALUATION MINUS TID INCREMENT	1,129,676,260	1,283,400,730	153,724,470	13.61%
MUNICIPAL PROPERTY TAX LEVY	6,969,750	8,089,500	1,119,750	16.07%
MUNICIPAL TAX RATE	6.17	6.30	0.13	2.16%

*** Final Statement of Assessment released by WisDOR on October 20, 2022 which now adds the final total for Manufacturing values to the value already set by the Village BOR. Staff's estimate in September was \$340,900 higher than the actual which does not equate to a material change in the calculation for the tax rate.***

Levy Limit	8,122,038
Levy Capacity	(32,538)

1/1/2021 Median Home Value \$ 312,300 \$ 1,926.79

1/1/2022 Median Home Value \$ 335,000 \$ 2,111.56 \$ 184.77

7.27% 9.59%

2023 Budget Changes Since Distribution

Other Funds (Non-Tax Levy)

Tax Increment District #3 Fund (305), #4 Fund (310), and #5 Fund (315)

Change Date	Change Number	Fund	Name	Type	Page	Dept	Line Item Description	Line Item Number	Old	New	Rev & (Exp)	Change Increase or (Decrease)
11/10/2022	1	305	TID #3	Rev	124	Taxes	Property Tax Increment	41120-000	1,266,000	1,271,000	5,000	(5,000)
11/10/2022	1	310	TID #4	Rev	134	Taxes	Property Tax Increment	41120-000	115,250	120,250	5,000	(10,000)
11/10/2022	1	315	TID #5	Rev	144	Taxes	Property Tax Increment	41120-000	246,500	251,500	5,000	(15,000)
11/10/2022	1	305	TID #3	Exp	126	Administration	Salaries	51410-110	55,000	60,000	(5,000)	(10,000)
11/10/2022	1	310	TID #4	Exp	136	Administration	Salaries	51410-110	39,500	44,500	(5,000)	(5,000)
11/10/2022	1	315	TID #5	Exp	146	Administration	Salaries	51410-110	43,750	48,750	(5,000)	0
											0	0

Notes Regarding Tax Increment District #3 Fund (305), #4 Fund (310), and #5 Fund (315) Changes

Changes made November 10, 2022:

- The Village Board approved funding for a new position that addresses diversity, equity, and inclusion initiatives throughout the organization. \$25,000 of this cost is proposed to be allocated to the General Fund with \$5,000 each allocated to TIDs and Utilities.

Capital Projects Fund (400)

Change Date	Change Number	Fund	Name	Type	Page	Dept	Line Item Description	Line Item Number	Old	New	Rev & (Exp)	Change Increase or (Decrease)
11/10/2022	1-2	400	Capital	Rev	155	Other	Borrowing Proceeds	49100-000	4,298,000	4,338,000	40,000	(40,000)
11/10/2022	1	400	Capital	Exp	170	Parks	Support Services	57620-210	0	25,000	(25,000)	(15,000)
11/10/2022	2	400	Capital	Exp	172	Comm Devel	Equipment Acquisition	57700-811-101	0	15,000	(15,000)	0
											0	0

Notes Regarding Capital Projects Fund (400) Changes

Changes made November 10, 2022:

- Additional funds were allocated within the Parks fund to support new tree planting. To be offset by additional borrowing.
- These funds were authorized to purchase plaques to recognize local established historic designations. To be offset through borrowing.

2023 Budget Changes Since Distribution

Other Funds (Non-Tax Levy) CONTINUED

Utility Fund (600)

Change Date	Change Number	Fund	Name	Type	Page	Dept	Line Item Description	Line Item Number	Old	New	Rev & (Exp)	Change Increase or (Decrease)
11/10/2022	1-2	600	Utility	Rev	188	Water	Res. Use Charges	46450-101	650,000	657,500	7,500	(7,500)
11/10/2022	1-2	600	Utility	Rev	188	Water	Com. Use Charges	46450-102	75,000	80,000	5,000	(12,500)
11/10/2022	1-2	600	Utility	Rev	188	Water	Multi Use Charges	46450-103	50,000	52,500	2,500	(15,000)
11/10/2022	1	600	Utility	Exp	191	San. Sewer	Salaries	53610-110	156,000	161,000	(5,000)	(2,500)
11/10/2022	2	600	Utility	Exp	191	San. Sewer	Support Services	53610-210	30,000	40,000	(10,000)	7,500
11/10/2022	1-2	600	Utility	Exp	193	San. Sewer	Support Services	53615-210	950,000	935,000	15,000	(7,500)
11/10/2022	1	600	Utility	Exp	195	Water	Salaries	53710-110	156,000	161,000	(5,000)	(2,500)
11/10/2022	2	600	Utility	Exp	195	Water	Support Services	53710-210	26,000	36,000	(10,000)	7,500
											0	0

Notes Regarding Utility Fund (600) Changes

Changes made November 10, 2022:

- The Village Board approved funding for a new position that address diversity, equity, and inclusion initiatives throughout the organization including the efforts of the utility and customer access to clean drinking water and ability to convey it for treatment after use. \$5,000 of this cost is proposed to be allocated to Sewer and Water each through the Salaries line item. The cost to offset this in Sewer is through lower than expected treatment charges and increases in collections on the Water side.
- The Public Works Department proposed adding Roadway Management Technologies ("RMT") to aide in asset management, fleet maintenance, and oversight of Departmental work orders/inquires. The cost for this service is ongoing and split between the General Fund and Utilities evenly. The cost to offset this in Sewer is through lower than expected treatment charges and increases in collections on the Water side.

2023 Budget Changes Since Distribution

Other Funds (Non-Tax Levy) CONTINUED

Stormwater Utility Fund (605)

Change Date	Change Number	Fund	Name	Type	Page	Dept	Line Item Description	Line Item Number	Old	New	Rev & (Exp)	Change Increase or (Decrease)
11/10/2022	1-2	605	STW	Rev	203	Stormwater	STW Unit Charge	46320-000	603,750	618,750	15,000	(15,000)
11/10/2022	1	605	STW	Exp	205	Storm Water	Salaries	53440-110	188,500	193,500	(5,000)	(10,000)
11/10/2022	2	605	STW	Exp	206	Storm Water	Support Services	53440-210	32,000	42,000	(10,000)	0
											0	0

Notes Regarding Stormwater Utility Fund (605) Changes

Changes made November 10, 2022:

- The Village Board approved funding for a new position that address diversity, equity, and inclusion initiatives throughout the organization including the efforts of the utility. \$5,000 of this cost is proposed to be allocated to Stormwater through the Salaries line item. The cost to offset this is through higher projections on revenue collections to offset expenses.
- The Public Works Department proposed adding Roadway Management Technologies ("RMT") to aide in asset management, fleet maintenance, and oversight of Departmental work orders/inquires. The cost for this service is ongoing and split between the General Fund and Utilities evenly. The cost to offset this is through higher projections on revenue collections to offset expenses.

Solid Waste Fund (610)

Change Date	Change Number	Fund	Name	Type	Page	Dept	Line Item Description	Line Item Number	Old	New	Rev & (Exp)	Change Increase or (Decrease)
11/10/2022	1	610	SW	Rev	214	Solid Waste	Refuse/Recycling Charge	46420-000	471,000	476,000	5,000	(5,000)
11/10/2022	1	610	STW	Exp	216	Solid Waste	Salaries	53620-110	50,500	55,500	(5,000)	0
											0	0

Notes Regarding Solid Waste Fund (610) Changes

Changes made November 10, 2022:

- The Village Board approved funding for a new position that address diversity, equity, and inclusion initiatives throughout the organization including the efforts of the Solid Waste Fund. \$5,000 of this cost is proposed to be allocated to this fund through the Salaries line item. The cost to offset this is through higher projections on revenue collections to offset expenses.

REVENUES

AFFORDABLE HOUSING FUND - FUND 215

Budget Summary

Taxes		2021	2022	YTD	2022	2023	% Change
	41000	Actual	Budget	6/30/2022	Projected	Budget	vs. 2022
41110-000	Property Taxes	0	0	0	0	0	-----
	Total TAXES Rev	0	0	0	0	0	-----

Miscellaneous Revenue		2021	2022	YTD	2022	2023	% Change
	48000	Actual	Budget	6/30/2022	Projected	Budget	vs. 2022
48000-000	Miscellaneous Revenue	0	0	0	0	0	-----
48100-000	Interest	0	0	0	0	0	-----
	Total MISCELLANEOUS REVENUE Rev	0	0	0	0	0	-----

Other Financing Sources		2021	2022	YTD	2022	2023	% Change
	49000	Actual	Budget	6/30/2022	Projected	Budget	vs. 2022
49200-000	Transfers from Other Funds	0	0	0	0	0	-----
49300-000	Fund Balance Applied	0	0	0	0	0	-----
	Total OTHER FINANCING SOURCES Rev	0	0	0	0	0	-----

Total Budget Revenues		0	0	0	0	0	-----
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ADMINISTRATION

AFFORDABLE HOUSING FUND - FUND 215

MISSION STATEMENT:

Funding availability to incentive affordable housing developments within the guidelines established by the Village Board.

PROGRAM DESCRIPTION:

The Village Board created an Affordable Housing fund in 2022. Additionally, \$75,000 was transferred from the General Fund into this Fund as an initial fund balance. Funding for which is to incentivize affordable housing development within the Village. The board is set to work with the Finance Committee in 2023 to establish criteria for how the funds can be accessed.

PROGRAM OBJECTIVES:

- Finance Committee and Village Board approve policy guidelines for utilization of funds.
- Consider funding opportunities where applicable within policy guidelines.

ADMINISTRATION BUDGET SUMMARY

REVENUES

	2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2022
Allocated Revenue	0	0	0	0	0	-----

EXPENDITURES

	2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2022
56500						
725 Redevelopment Incentive	0	0	0	0	0	-----
Total Exp	0	0	0	0	0	-----

Notes:

- 725** Funding presently is contained within fund balance. As projects are approved the Village Board can apply fund balance (revenue) in order to offset any incentive (expense) awarded. Future funding sources and uses of funds will be determined in accordance with policy guidelines.

TRANSFERS TO OTHER FUNDS

AFFORDABLE HOUSING FUND - FUND 215

MISSION STATEMENT:

To allow for the ability to transfer money to other funds as needed and/or approved by the Village Board.

PROGRAM DESCRIPTION:

Occasionally, other funds within the Village require money to be transferred to them. This line item is included for accounting purposes as the Auditor typically identifies when this is a necessary action according to applicable accounting standards or approved budget actions.

PROGRAM OBJECTIVES:

- Reduces the need to amend the budget if a transfer between funds is needed.
- Transfers from will be identified within the annual audit.

TRANSFERS TO OTHER FUNDS BUDGET SUMMARY

REVENUES

	2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2022
Allocated Revenue	0	0	0	0	0	-----

EXPENDITURES

	2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2022
59200						
390 Miscellaneous	0	0	0	0	0	-----
Total TRANSFERS Exp	0	0	0	0	0	-----

Village of McFarland
2023 Youth Center Fund Operating Budget

FUND 215

SUMMARY of REVENUES

		2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2022
41000	Taxes	0	0	0	0	0	-----
48000	Miscellaneous Revenue	0	0	0	0	0	-----
49000	Other Financing Sources	0	0	0	0	0	-----
Total Budget Revenue		0	0	0	0	0	-----

SUMMARY of EXPENDITURES

		2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2022
56500	ADMINISTRATION	0	0	0	0	0	-----
59200	TRANSFERS TO OTHER FUNDS	0	0	0	0	0	-----
Total Budget Expenditures		0	0	0	0	0	-----
Difference in Rev over Exp		0	0	0	0	0	

REVENUES

AMERICAN RESCUE PLAN ACT (ARPA) FUND - FUND 295

Budget Summary

Taxes
41000

2021	2022	YTD	2022	2023	% Change
Actual	Budget	6/30/2022	Projected	Budget	vs. 2022

41110-000	Property Taxes	0	0	0	0	0	-----
	Total TAXES Rev	0	0	0	0	0	-----

Intergovernmental Revenues
43000

2021	2022	YTD	2022	2023	% Change
Actual	Budget	6/30/2022	Projected	Budget	vs. 2022

43200-000	Federal - Grants	0	0	472,631	472,631	472,750	-----
	Total INTERGOVERNMENTAL Rev	0	0	472,631	472,631	472,750	-----

Miscellaneous Revenue
48000

2021	2022	YTD	2022	2023	% Change
Actual	Budget	6/30/2022	Projected	Budget	vs. 2022

48000-000	Miscellaneous Revenue	0	0	0	0	0	-----
48100-000	Interest	134	0	868	1,500	5,000	-----
	Total MISCELLANEOUS REVENUE Rev	134	0	868	1,500	5,000	-----

Other Financing Sources
49000

2021	2022	YTD	2022	2023	% Change
Actual	Budget	6/30/2022	Projected	Budget	vs. 2022

49200-000	Transfers from Other Funds	0	0	0	0	0	-----
49300-000	Fund Balances Applied	0	0	0	0	0	-----
	Total OTHER FINANCING SOURCES Rev	0	0	0	0	0	-----

Total Budget Revenues	134	0	473,498	474,131	477,750	-----
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ADMINISTRATION

AMERICAN RESCUE PLAN ACT (ARPA) FUND - FUND 295

MISSION STATEMENT:

Alignment of local goals and objectives with efficient and effective use of Federal funds.

PROGRAM DESCRIPTION:

The Village is to be awarded approximately \$945,262 from the Federal Government as part of the American Rescue Plan Act (ARPA). Half of these funds were awarded in 2022 and the remaining balance will be paid out in 2023. There are guidelines for these funds in which the Village Board has begun to review opportunities for different projects. Commitments on funding must be made by the end of 2024 with final spending complete by 2026.

PROGRAM OBJECTIVES:

- Complete funding plan outlining the Village's use of ARPA Funds.
- Spend funds in accordance with plan to be approved by the Village Board.

ADMINISTRATION BUDGET SUMMARY

REVENUES

	2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2022
Allocated Revenue	0	0	0	0	0	-----

EXPENDITURES

	2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2022
56700						
391 Programming	0	0	0	0	0	-----
Total Exp	0	0	0	0	0	-----

Notes:

- 391** Funding opportunities are under review with actual allocation not presently decided. All funds are committed from fund balance as received from the Federal Government. When decided, can be allocated to this or other to be created line items as applicable.

TRANSFERS TO OTHER FUNDS

AMERICAN RESCUE PLAN ACT (ARPA) FUND - FUND 295

MISSION STATEMENT:

To allow for the ability to transfer money to other funds as needed and/or approved by the Village Board.

PROGRAM DESCRIPTION:

Occasionally, other funds within the Village require money to be transferred to them. This line item is included for accounting purposes as the Auditor typically identifies when this is a necessary action according to applicable accounting standards or approved budget actions.

PROGRAM OBJECTIVES:

- Reduces the need to amend the budget if a transfer between funds is needed.
- Transfers from will be identified within the annual audit.

TRANSFERS TO OTHER FUNDS BUDGET SUMMARY

REVENUES

	2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2022
Allocated Revenue	0	0	0	0	0	-----

EXPENDITURES

	2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2022
59200						
390 Miscellaneous	0	0	0	0	0	-----
Total TRANSFERS Exp	0	0	0	0	0	-----

Notes:

390 None anticipated at time of budget approval. To be used as needed and/or approved by the Village

Village of McFarland
2023 American Rescue Plan Act (ARPA) Fund Operating Budget

FUND 295

SUMMARY of REVENUES

		2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2022
41000	Taxes	0	0	0	0	0	-----
43000	Intergovernmental Revenues	0	0	472,631	472,631	472,750	-----
48000	Miscellaneous Revenue	134	0	868	1,500	5,000	-----
49000	Other Financing Sources	0	0	0	0	0	-----
Total Budget Revenue		134	0	473,498	474,131	477,750	-----

SUMMARY of EXPENDITURES

		2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2022
56700	ADMINISTRATION	0	0	0	0	0	-----
59200	TRANSFERS TO OTHER FUNDS	0	0	0	0	0	-----
Total Budget Expenditures		0	0	0	0	0	-----

Difference in Revenues over Expenditures **134 0 473,498 474,131 477,750**



Village Board Trustee Referral Form

Requested By Trustee Wreh

Item/Issue Referral

Include background information/issue to be referred.
Ex: The Bocce League is currently at capacity and unable to accept any more members due to lack of available space.

Item/Issue Referral	The Dan Chin Foundation has received numerous applications for financial assistance for families and individuals experience hardship in the McFarland community. So far in 2022, the foundation has awarded approximately \$10,000 to help individuals and families in our community. The money went towards rent, new appliances, utility bills and other living expenses. The Village Board established a Community Grant fund in 2022 in which funds are distributed upon request to support local initiatives in line with policy standards. The Dan Chin Foundation matches every donation to the dollar.
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Action/Referral Request

Insert action requested.
Ex: I request the issue of adding an additional Bocce Court be referred for recommendation.

Action/Referral Request	I request the Village board to discuss and take action on a donation of \$5,000 from the General Fund - Fund 100 to the Dan Chin Foundation. A donation aligns with several of our goals as it provides an opportunity for the following: a) Improve the community experience for our residence and businesses b) Create opportunities to advance initiatives that support the growth of diversity, equity, and inclusion within the community
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Request Referral to (Please select all that apply)	• Village Board
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Attachments/Background Information

Insert relevant websites or attach any additional background information.	
Background Information	1) https://www.danchinhomes.com/dchfoundation