VILLAGE OF MCFARLAND **Village Board** *NOTICE OF PUBLIC MEETING*

Tuesday, December 13, 2022 **6:30 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/88591823433
Or by Telephone: +1 (312) 626-6799
Webinar ID: 885 9182 3433
Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER (6:30).

2. ROLL CALL.

3. CLOSED SESSION.
   a. Discussion and action on entering into Closed Session in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider the appointment by the Village President for the position of Public Works Director.

   b. Discussion and action to adjourn Closed Session into Open Session.

4. RECONVENE OPEN SESSION - BEGIN REGULAR MEETING (7:00 PM)

5. PROCLAMATION
   a. Discussion and action on Resolution 2022-30: A Resolution of Commendation for James Hessling.

   b. Presentation of Resolution 2022-30: A Resolution of Commendation for Jim Hessling.

6. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.
   a. Results of the Post-Election Audit held on December 1, 2022

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

      1) Motion to approve the minutes of the November 10, 2022 Village Board meeting.

      2) Motion to approve the minutes of the November 22, 2022 Village Board meeting.

3) Motion to approve checks in the amount of $1,044,893.55.

4) Motion to approve a Tourist Rooming House Permit application for Shaun O'Hearn of 6131 Exchange LLC, for the property at 6131 Exchange St for the period ending June 30, 2023 as recommended by the Public Safety Committee.

5) Motion to approve an Event Permit application from the Madison Curling Club, with the requested variances, and a Temporary Class "B" Beer/"Class B" Wine License for the Madtown Doubledown event to be held January 6-8, 2023 with the conditions provided by the Chief of Police.

6) Motion to approve a lease for an Alliant structure on the Burma tower as recommended by the Public Works and Utilities Committee.

7) Motion to approve a proposal from Town & Country Engineering for design and construction engineering for the 2023 Burma Tower repainting as recommended by the Public Works and Utilities Committee.

8. 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.

9. BUSINESS.

a. Discussion and action to confirm the Public Works Director appointment made by the Village President.

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

c. Discussion and action regarding proposed Change Order #08 (miscellaneous items), #09 (Weather Delays), and #10 (Switchgear Delays) for the Public Safety Center.

d. Personnel Committee (Trustees Nelson, Jerke, & Wreh)

1) Discussion and action regarding the job description and classification to create the Utility Maintenance worker position within the Public Works Department.

2) Discussion on amendment of Chapter 20, Bereavement Leave, of the Personnel Policy Manual.

3) Discussion on amendment of Chapter 31, Private Use of Village Property, of the Personnel Policy Manual.

4) Discussion on creation of an accommodation policy within the Personnel Policy Manual.

e. Personnel Committee (Trustees Nelson, Jerke, & Wreh)
Diversity, Equity, & Inclusion Committee (Trustees Brassington & Wreh)

1) Discussion and recommendation on amendment of chapter 6 of the, "Recruitment and Selection," of the Personnel Policy Manual.

f. Public Safety Committee (Trustees Wreh & Brassington)

1) Discussion and recommendation on Ordinance 2022-12: An Ordinance amending the Municipal Code concerning provisional retail alcohol beverage licenses and the approval process of alcohol license renewals.

g. Public Works & Utilities Committee (Trustee St. Clair & President Clow)

1) Discussion and action to approve the design for the 2023 Paulson Road Reconstruction Project and authorize the project for bid.

h. Discussion and action regarding an agreement with Dane County for the improvement of the beach within McDaniel Park.

i. Discussion and action on an amendment to the accepted purchase agreement for property located at or around 3454 Siggelkow Road (Parcel 0710-354-8341-1).

j. Discussion and action regarding the issuance of a Relocation Order in accordance with the right of way plat for the 2024 Exchange Street Project from Sleepy Hollow Road to Farwell Street.

k. Discussion and action regarding a draft Request for Proposals to develop a Communications and Engagement Plan.

10. SCHEDULE NEXT MEETING DATE.

a. January 10, 2023 - Committee of the Whole - 5:30 p.m.

b. January 10, 2023 - Village Board Meeting - 7:00 p.m.

c. January 24, 2023 - Committee of the Whole - 5:30 p.m.

d. January 24, 2023 - Village Board - 7:00 p.m.

11. 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.

RESOLUTION NO. 2022-30
RESOLUTION OF COMMENDATION FOR *JAMES HESSLING* FOR HIS SERVICE TO THE VILLAGE

WHEREAS, *JAMES HESSLING* has served the Village of McFarland, Wisconsin, as a member of the McFarland Public Works Department since January 26, 2015, to his retirement on December 2, 2022;

WHEREAS, *JAMES HESSLING* began his 30 year career within Public Works in 1992 with the Village of Cottage Grove Public Works Department. During his time in Cottage Grove, he began as a Technician working his way up to Foreman and finally Director in 2003 where he led the Department until 2015. In 2015, he was hired by the Village of McFarland as its Assistant Public Works Director where in March of 2019 he was promoted to the position of Public Works Director.

WHEREAS, *JAMES HESSLING* has continuously dedicated himself to the Public Works field and emphasized its importance within the Community's that he represented as well as the State and Country. He was elected by his peers to serve as the American Public Works Association Wisconsin Chapter President in 2017 after serving in several leadership roles. He has influenced numerous peers in other communities and co-workers through these efforts helping to build awareness and influence of the association to improve the lives of many residents throughout the State of Wisconsin.

WHEREAS, *JAMES HESSLING* again emphasized the importance of growth and collaboration within Public Works where he was an active member of the Southern Wisconsin Association of Publicworks Supervisors (SWAPS). He has held the titles previously of Secretary, Treasurer/Vice President, and President to again show his devotion to building the capacity of this profession.

WHEREAS, *JAMES HESSLING* oversaw growth of the Department locally as well as the services provided helping to guide it through many a challenging capital project, snow storm, water main break, pandemic, and many other thankless tasks to help maintain the quality of life within the Community. He was instrumental in organizing the annual Public Works Open House held in May of each year during the recognition week for Public Works Employees. This event has helped create awareness and engagement with Community members regarding the importance of their work.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Village Board formally recognizes and commends *JAMES HESSLING* for his public service to the Community and the lasting legacy that will be left as a result of his departure. To show our appreciation, the Village will be making a donation to the American Public Works Association Scholarship Fund in support of development and advocacy of these vital services provided.

BE IT FURTHER RESOLVED that *JAMES HESSLING* be presented with a copy of this resolution as a token of the Community's appreciation for his service.

Dated this 13th day of December, 2022.

APPROVED:

_____

Carolyn A. Clow
Village President

ATTEST:

_____

Cassandra Suettinger
Deputy Administrator/Clerk

RESOLUTION # 2022-30	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brandt-	Jerke-
Brassington-	Nelson-
Clow-	Wreh-
Flaherty-	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, December 13, 2022**

SECTION: **Public Announcements & Communications**

DEPARTMENT: **Administration**

CONTACT: **Cassandra Suettinger, Deputy Administrator/Clerk**

AGENDA ITEM: **Results of the Post-Election Audit held on December 1, 2022**

PREVIOUS ACTION:

ISSUE SUMMARY:

On December 1, 2022 the Village of McFarland conducted a post-election audit of all voting machines used by the Village of McFarland in the November 8, 2022 Election.

What is a post-election audit?

Voting equipment used in Wisconsin elections is required to be audited after every General Election to ensure the accuracy of tabulation equipment using during that election. Wis. Stat. §7.08(6) is the state embodiment of §301(a)(5) of the Help America Vote Act (HAVA): **Enforcement of federal voting system standards.** Following each general election, audit the performance of each voting system used in this state to determine the error rate of the system in counting ballots that are validly cast by electors. If the error rate exceeds the rate permitted under standards of the federal election commission in effect on October 29, 2002, the commission shall take remedial action and order remedial action to be taken by affected counties and municipalities to ensure compliance with the standards. Each county and municipality shall comply with any order received under this subsection.

Are all voting machines subject to a post-election audit?

No. The Wisconsin Election Commission randomly selects at least 10% of reporting units to participate in the audit each general election. On November 9, 2022, the Wisconsin Elections Commission conducted its public selection of contests and reporting units for the 2022 Post-Election Voting Equipment Audit. As part of that process the Village of McFarland, Wards 1-10, were selected for the 2022 post-election audit of voting equipment.

How is a post-election audit conducted?

- Staff verifies the seals on the ballot bags are the same seals identified by election inspector's on

the Chief's log from election night on November 8, 2022.

- Tabulators count all of the ballots, and group them into 5 stacks of 20s, to form ballot stacks of 100.
- The Wisconsin Elections Commission ordered the four contests of Governor, Attorney General, Secretary of State and Rep to the Assembly District 47 be verified.
- Tabulators teams work in pairs. Each tabulator reviews each ballot separately and hand tallies the votes for each candidate in the four separate contests. The tabulators then compare their results to ensure they are the same.
- Tallies for each group of 100 are tabulated and compared against the machine results from election night.

What were the results of the Village's post-election audit?

Tabulators conducted the hand-tallying and post election audit for all 5,305 ballots cast on November 8, 2022. The results balanced exactly to the results from election night.

What does this mean for the Village of McFarland?

This means the residents of the Village of McFarland can feel confident that the ballots they cast on November 8th were properly counted by the Village's voting equipment. Residents can also feel confident in the State of Wisconsin's process that provides additional randomized checks of the voting machines to ensure results are accurate and the machines functioned as they should have.

For more information and to view all documents from the audit, visit:
https://wi-mcfarland.civicplus.com/CivicAlerts.aspx?AID=357

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: Tuesday, December 13, 2022

SECTION: Consent Agenda

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

VILLAGE OF MCFARLAND

Village Board Minutes

Thursday, November 10, 2022 - 6:00 PM

1. CALL TO ORDER.

Village President Clow called the regular meeting of the McFarland Village Board to order at 7:00 pm in the Community Room of the McFarland Municipal Center.

2. ROLL CALL.

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

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Deputy Administrator/Clerk Cassandra Suettinger, Police Chief Aaron Chapin, Assistant to the Public Works Director Aimee Irwin, Streets/Utilities Superintendent Lee Igl, Public Works Director Jim Hessling, Outreach Director Lori Andersen, Fire/EMS Director Chris Dennis, and Communications & Technology Director Stephanie Miller.

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

4. CONSENT AGENDA.

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

1) *Motion to approve the minutes of the October 25, 2022 meeting.*

2) *Motion to approve the minutes of the special October 27, 2022 meeting.*

3) *Motion to approve checks in the amount of $1,402,694.16.*

4) *Motion to approve renewal of the Village's building inspection services contract with General Engineering Company.*

5) *Motion to approve deeming the 2012 Chevy Suburban surplus Village property and dispose of it by negotiated sale in accordance with Village Ordinance 2-932 and 2-933.*

6) *Motion to approve a contract for design and bidding services for the reconstruction of the skate park within William McFarland Park as recommended by the Parks and Recreation Committee.*

7) *Motion to approve a Collateral Assignment of Tax Incremental Financing Agreement and Municipal Revenue Obligation for Atwater Phase II, 4721 Farwell Street.*

Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty,

to approve the consent agenda as presented. Motion carries 7 - 0 - 0 by acclamation.

5. PUBLIC APPEARANCES.

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

None.

6. BUSINESS.

a. *Update on progress on the construction of the Public Safety Center.*

Jordan Schulz, owner representative for the Public Safety Center project, appeared to provide an update on the progress of the construction of the Public Safety Center.

b. *Discussion and action regarding proposed Change Order #07 for the Public Safety Center to address structural and equipment installation changes.*

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve Change Order #07 for the Public Safety Center to address structural and equipment installation changes. Motion carries 7 - 0 - 0 by acclamation.

c. *Discussion and action to authorize the Village Administrator to lease 4901 Terminal Drive.*

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to authorize the Village Administrator to lease 4901 Terminal Drive. Motion carries 7 - 0 - 0 by acclamation.

d. *Discussion and action on appointment of Lee Igl as interim Public Works Director.*

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve the appointment of Lee Igl as interim Public Works Director until such time as a permanent appointment can be made. Motion carries 7 - 0 - 0 by acclamation.

e. *Discussion and action to approve the issuance of a Request for Proposal to solicit for Managed Information Technology Services.*

Motion by Village Trustee TJ Jerke, second by Village Trustee Michael Flaherty, to approve the issuance of a Request for Proposal to solicit for Managed Information Technology Services. Motion carries 7 - 0 - 0 by acclamation.

f. *Discussion regarding proposed changes to the 2023 Budget presented by the Village Board members.*

The Board discussed proposed changes to the 2023 Budget presented by the Village Board members.

g. *Action regarding proposed changes to the 2023 Budget presented by the Village Board members:*

1) *General Fund (100):*

i. *Add funding within the Village Board budget for communications consulting.*
Motion by Village Trustee TJ Jerke, second by Trustee Stephanie Brassington, to add funding within the Village Board budget for communications consulting in the amount of $15,000 to be financed with fund balance. Motion carries 7 - 0 - 0 on a roll call vote.

ii. *Add funding within the Village Board budget for dues and subscriptions.*
Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty, to add funding within the Village Board budget for dues and subscriptions in the amount of $1,200 to be financed by the tax levy. Motion carries 7 - 0 - 0 on a roll call vote.

iii. *Add funding within the Village Board budget for a pilot program to provide an internship for local students.*
Motion by Trustee Carrie Nelson , second by Trustee TJ Jerke, to add funding within the Village Board budget for a pilot program to provide an internship for local students in the amount of $500 to be paid for with tax levy funds. Motion carries 7 - 0 - 0 on a roll call vote.

iv. *Add funding within the Administration budget to fund additional diversity, equity, and inclusion training/programming.*
Motion by Trustee Edward Wreh, second by President Clow, to indefinitely table adding funding within the Administration budget to fund additional diversity, equity, and inclusion training/programming.

Trustee Wreh rescinded his motion, President Clow rescinded her second.

Motion by Trustee Brandt, second by Trustee Brassington, to add funding within the Administration budget to fund additional diversity, equity, and inclusion training/programming in the amount of $25,000 to be paid for from fund balance. Motion carries 4 - 3 - 0 on a roll call vote with Clow, Flaherty and Jerke voting nay.

v. *Add funding within the Police budget for additional programming funds to support community outreach and diversity, equity, and inclusion engagement.*
Motion by Wreh, second by Clow, to indefinitely postpone add funding within the Police budget for additional programming funds to support community outreach and diversity, equity, and inclusion engagement. Motion carries 6 - 1 - 0 on a roll call vote with Clow voting nay.

President Clow motioned to take a five minute recess at 9:57 p.m. The Board returned from recess at 10:02 p.m.

vi. *Add funding within the Community Development budget for support services to provide for grant writing assistance.*
Motion by Trustee Flaherty, second by President Clow, to add funding within the Community Development budget for support services to provide for grant writing assistance in the amount of $10,000 to come from fund balance. Motion carries 7 - 0 - 0

on a roll call vote.

vii. *Add funding within the Community Development budget for operating expenses to provide for "No Mow May/Low Mow May" yard signs.*

Motion by Trustee Flaherty, second by Wreh, to add funding within the Community Development budget for operating expenses to provide for "No Mow May/Low Mow May" yard signs in the amount of $500 to come from the tax levy. Motion carries 7 - 0 - 0 on a roll call vote.

viii. *Add funding within the Public Works budget to increase support services to add Roadway Management Technology (RMT).*

Motion by President Clow, second by Trustee Flaherty, to add funding within the Public Works budget to increase support services to add Roadway Management Technology (RMT) in the amount of $10,000 to come from the tax fund and the remaining balance to be split between the utility and solid waste fund. Motion carries 7 - 0 - 0 on a roll call vote.

ix. *Add funding within the Parks budget for support services to increase management of forestry services.*

Motion by Trustee Flaherty, second by Wreh, to add funding within the Parks budget for support services to increase management of forestry services in the amount of $10,000 to come from tax levy . Motion carries 7 - 0 - 0 on a roll call vote.

x. *Add funding within the Parks budget to increase operating expenses for additional native plant species.*

Motion by Trustee Flaherty , second by Trustee Wreh, to add funding within the Parks budget to increase operating expenses for additional native plant species in the amount of $500 to come from tax levy funding. Motion carries 7 - 0 - 0 on a roll call vote.

2) *Communications and Technology Fund (200):*

i. *Add funding within the Communications and Technology budget for programming to conduct various marketing activities to support Village initiatives.*

Motion by Trustee Brassington, second by Trustee Clow, to add funding within the Communications and Technology budget for programming to conduct various marketing activities to support Village initiatives in the amount of $4500 to come from the tax levy. Motion carries 7 - 0 - 0 on a roll call vote.

3) *Capital Projects Fund (400):*

i. *Add funding within the Parks capital projects budget to address tree plantings.*

Motion by Trustee Flaherty, second by Trustee Brassington, to add funding within the Parks capital projects budget to address tree plantings in the amount of $25,000 to come from borrowing within the Capital Fund. Motion carries 7 - 0 - 0 by acclamation on a roll call vote.

ii. *Add funding within the Parks capital projects budget to expand the bicycle rental program.*

Motion by Trustee Wreh, second by President Clow, to rescind his to request to add funding within the Parks capital projects budget to expand the bicycle rental program. Motion carries 7 - 0 - 0 on a roll call vote.

iii. *Add funding within the Community Development capital projects budget to address signage markings for historic properties.*

Motion by Trustee Flaherty, second by President Clow, to add funding within the Community Development capital projects budget to address signage markings for historic properties in the amount of $15,000 to come from borrowing within the Capital Projects Fund. Motion carries 7 - 0 - 0 on a roll call vote.

4) *Other:*

i. *Add funding within the budget to include a new position to support diversity, equity, and inclusion.*

Motion by Village Trustee Edward Wreh, second by Village Trustee Hilary Brandt, to add funding within the budget to include a new position to support diversity, equity, and inclusion in the amount of $25,000 to come from the tax levy and the remaining amounts to come from the other Village funds for a total of $55,000. Motion carries 6 - 1 - 0 on a roll call vote with Trustee Flaherty voting nay.

7. REQUESTS FOR REFERRAL OF NEW ITEMS.

a. *Discussion and action to refer the issue of a comprehensive review of Village Communications to the Committee of the Whole.*

Motion by Village Trustee TJ Jerke, second by Village Trustee Michael Flaherty, to refer to the Committee of the Whole creation of an RFP for comprehensive review of Village Communications.. Motion carries 7 - 0 - 0 by acclamation.

8. SCHEDULE NEXT MEETING DATE.

a. *November 16, 2022 - Special Village Board Budget Meeting - 6:00 p.m. - (If necessary)*

b. *November 22, 2022 at 7:00 p.m. - Village Board Meeting*

c. *December 12, 2022 - Village Board Meeting - 7:00 p.m. (Tentative last meeting of the year)*

9. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by None, to adjourn at 9:55 p.m.

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

Respectfully submitted,
Cassandra Suettinger
Deputy Administrator/Clerk

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, November 22, 2022 - 7:00 PM

1. CALL TO ORDER.

Village President Clow called the regular meeting of the McFarland Village Board to order at 7:00 pm in the Community Room of the McFarland Municipal Center.

2. ROLL CALL.

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

Village Board members not present: None

Staff Present: Administrator Matt Schuenke, Deputy Administrator/Clerk Cassandra Suettinger, Police Chief Aaron Chapin, and Outreach Director Lori Andersen.

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

a. Circulation of nomination papers begins December 1st

Clerk/Treasurer Suettinger announced 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 Miguel Pena to the Diversity, Equity, and Inclusion Committee for a term expiring April 30, 2023.

3) Motion to approve the appointment of Austen Conrad to the Plan Commission for a term expiring April 30, 2023.

4) Motion to approve the appointment of Benjamin Tanko to the Community Development Authority for a term expiring April 30, 2023.

5) Motion to approve the appointment of Anthony Hennes to the Community Development Authority for a term expiring April 30, 2025.

6) 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.

7) *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.*

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

5. PUBLIC APPEARANCES.

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

None

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.*

The Board discussed amendment of Chapter 21, previously titled Jury Duty/Civil Leave, and now proposed as Jury Duty and Witness Leave, of the Personnel Policy Manual. No revisions were suggested and the draft chapter will be included in the revised Personnel Policy manual to be approved at a later meeting once the project is complete.

2) *Discussion on amendment of Chapter 28, Political Activity, of the Personnel Policy Manual.*

The Board discussed amendment of Chapter 28, Political Activity, of the Personnel Policy Manual. No revisions were suggested and the draft chapter will be included in the revised Personnel Policy manual to be approved at a later meeting once the project is complete.

3) *Discussion on amendment of Chapter 30, Alcohol and Drug Use, of the Personnel Policy Manual.*

The Board discussed amendment of Chapter 30, Alcohol and Drug Use, of the Personnel Policy Manual. No revisions were suggested and the draft chapter will be included in the revised Personnal Policy manual to be approved at a later meeting once the project is complete.

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.

The Board discussed 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. No revisions were suggested and the draft chapter will be included in the revised Personnal Policy manual to be approved at a later meeting once the project is complete.

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.

Motion by Village Trustee TJ Jerke, second by Village Trustee Michael Flaherty, to approve Town & Country's design and bidding services for McDaniel Park site improvements. Motion carries 7 - 0 - 0 by acclamation.

c. Discussion and action on an award of contract for Brush and Yard Waste Services.

Motion by Village Trustee Hilary Brandt, second by Village President Carolyn Clow, to approve an award of contract to Barnes Inc. for Brush and Yard Waste Services for a three-year term as presented. Motion carries 7 - 0 - 0 by acclamation.

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.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, 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. Motion carries 6 - 1 - 0 by acclamation, with Trustee Mike Flaherty voting nay.

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.

Motion by President Clow, second by Trustee Jerke, to direct that the Finance Committee be formed and that it take up the community grant fund process as an agenda item.

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.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Hilary Brandt, to adjourn at 7:50 p.m.

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

Respectfully submitted,
Cassandra Suettinger
Deputy Village Administrator/Clerk

Report Criteria:
Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
10	ARAMARK	6140073987	MAT RENTAL	1	11/18/2022	52.33	.00	52.33	12/08/2022
		6140078984	MAT RENTAL	1	11/25/2022	52.33	.00	52.33	12/08/2022
		6140082968	MAT RENTAL	1	12/02/2022	52.33	.00	52.33	12/08/2022
Total 10:						156.99	.00	156.99	
30	ALLIANT ENERGY/WP&L	112122	4901 TERMINAL DR	1	11/21/2022	32.28	.00	32.28	11/30/2022
		112122	MCDANIEL PARK	2	11/21/2022	87.32	.00	87.32	11/30/2022
		112122	FLOOD LIGHT 2860 HIDD	3	11/21/2022	29.72	.00	29.72	11/30/2022
		112122	6300 ELVEHJEM/DOG PA	4	11/21/2022	814.88	.00	814.88	11/30/2022
		112522	SIRENS	1	11/25/2022	25.98	.00	25.98	12/08/2022
		112522	WATER TOWER - HOLSC	2	11/25/2022	15.84	.00	15.84	12/08/2022
		112522	WELL #4	3	11/25/2022	29.74	.00	29.74	12/08/2022
		112522	LEWIS PARK	4	11/25/2022	159.91	.00	159.91	12/08/2022
		112522	BRANDT PARK	5	11/25/2022	46.77	.00	46.77	12/08/2022
		112522	WELL #3	6	11/25/2022	390.75	.00	390.75	12/08/2022
		112522	WELL #3	7	11/25/2022	100.18	.00	100.18	12/08/2022
		112522	LIFT #1	8	11/25/2022	129.81	.00	129.81	12/08/2022
		112522	LIFT #2	9	11/25/2022	146.54	.00	146.54	12/08/2022
		112522	LIFT #3	10	11/25/2022	54.20	.00	54.20	12/08/2022
		112522	WATER TOWER - BURMA	11	11/25/2022	62.86	.00	62.86	12/08/2022
		112522	LIFT #5	12	11/25/2022	228.54	.00	228.54	12/08/2022
		112522	TRAFFIC FLASHERS - CR	13	11/25/2022	16.50	.00	16.50	12/08/2022
		112522	GAZEBO	14	11/25/2022	37.19	.00	37.19	12/08/2022
		112522	CEDAR GLADE AERATOR	15	11/25/2022	12.82	.00	12.82	12/08/2022
		112522	STREET LIGHTING (2)	16	11/25/2022	342.00	.00	342.00	12/08/2022
		112522	TRAFFIC FLASHERS - BA	17	11/25/2022	17.52	.00	17.52	12/08/2022
		112522	TRAFFIC FLASHERS - FA	18	11/25/2022	16.76	.00	16.76	12/08/2022
		112522	TRAFFIC FLASHERS - FA	19	11/25/2022	16.38	.00	16.38	12/08/2022
		112522	WELL #1	20	11/25/2022	47.11	.00	47.11	12/08/2022
		112522	WELL #1	21	11/25/2022	621.89	.00	621.89	12/08/2022
		112522	FLOWER CORNER	22	11/25/2022	25.82	.00	25.82	12/08/2022
		112522	STREET LIGHTING (1)	23	11/25/2022	8,943.97	.00	8,943.97	12/08/2022
		6922801707-	PSC ELECTRICITY	1	11/23/2022	2,168.64	.00	2,168.64	12/08/2022
Total 30:						14,621.92	.00	14,621.92	
56	ATLAS OUTFITTERS	14572	ICE RESCUE SUIT	1	03/21/2022	620.00	.00	620.00	12/08/2022
		14607	ICE RESCUE EQUIP	1	05/24/2022	99.00	.00	99.00	12/08/2022
Total 56:						719.00	.00	719.00	
68	BADGER WELDING SUPP	3741455	TOOLCAT MAINTENANCE	1	11/30/2022	6.60	.00	6.60	12/08/2022
		3741455	TOOLCAT MAINTENANCE	2	11/30/2022	1.80	.00	1.80	12/08/2022
		3741455	TOOLCAT MAINTENANCE	3	11/30/2022	1.80	.00	1.80	12/08/2022
		3741455	TOOLCAT MAINTENANCE	4	11/30/2022	1.80	.00	1.80	12/08/2022
Total 68:						12.00	.00	12.00	
104	BOBCAT OF MADISON IN	01-107246	TOOLCAT MAINTENANCE	1	11/18/2022	30.85	.00	30.85	12/08/2022
		01-107246	TOOLCAT MAINTENANCE	2	11/18/2022	30.85	.00	30.85	12/08/2022
		01-107246	TOOLCAT MAINTENANCE	3	11/18/2022	30.85	.00	30.85	12/08/2022
		01-107246	TOOLCAT MAINTENANCE	4	11/18/2022	113.14	.00	113.14	12/08/2022
		01-107297	TOOLCAT MAINTENANCE	1	11/22/2022	10.93	.00	10.93	12/08/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		01-107297	TOOLCAT MAINTENANCE	2	11/22/2022	10.93	.00	10.93	12/08/2022
		01-107297	TOOLCAT MAINTENANCE	3	11/22/2022	10.93	.00	10.93	12/08/2022
		01-107297	TOOLCAT MAINTENANCE	4	11/22/2022	40.10	.00	40.10	12/08/2022
		01-107486	TOOLCAT MAINTENANCE	1	12/01/2022	56.47	.00	56.47	12/08/2022
		01-107486	TOOLCAT MAINTENANCE	2	12/01/2022	15.40	.00	15.40	12/08/2022
		01-107486	TOOLCAT MAINTENANCE	3	12/01/2022	15.40	.00	15.40	12/08/2022
		01-107486	TOOLCAT MAINTENANCE	4	12/01/2022	15.40	.00	15.40	12/08/2022
Total 104:						381.25	.00	381.25	
115	BRANDT, BRETT	BB113022	UNIFORM ALLOWANCE -	1	11/30/2022	150.00	.00	150.00	12/08/2022
		BB113022	UNIFORM ALLOWANCE	2	11/30/2022	200.00	.00	200.00	12/08/2022
Total 115:						350.00	.00	350.00	
161	CHASE LUMBER AND FU	0003/200261	PW MAILBOX REPLACEM	1	11/17/2022	28.38	.00	28.38	11/30/2022
		0003/200261	PW MAILBOX REPLACEM	2	11/17/2022	7.74	.00	7.74	11/30/2022
		0003/200261	PW MAILBOX REPLACEM	3	11/17/2022	7.74	.00	7.74	11/30/2022
		0003/200261	PW MAILBOX REPLACEM	4	11/17/2022	7.74	.00	7.74	11/30/2022
		0003/200262	PW SHOP SUPPLIES	1	11/30/2022	57.56	.00	57.56	12/08/2022
Total 161:						109.16	.00	109.16	
166	CINTAS CORPORATION #	8405974923	FIRST AID SUPPLIES - RE	1	11/11/2022	15.07	.00	15.07	12/08/2022
		8405974923	FIRST AID SUPPLIES - RE	2	11/11/2022	4.11	.00	4.11	12/08/2022
		8405974923	FIRST AID SUPPLIES - RE	3	11/11/2022	4.11	.00	4.11	12/08/2022
		8405974923	FIRST AID SUPPLIES - RE	4	11/11/2022	4.11	.00	4.11	12/08/2022
Total 166:						27.40	.00	27.40	
216	CTW CORPORATION	40692	WELL #4 WORK	1	11/22/2022	2,023.00	.00	2,023.00	12/08/2022
Total 216:						2,023.00	.00	2,023.00	
234	DANE CO EMERGENCY	111422	LEVEL II HAZMAT	1	11/14/2022	222.22	.00	222.22	12/08/2022
Total 234:						222.22	.00	222.22	
261	DECKER SUPPLY CO INC	921897	SIGNS	1	11/30/2022	817.40	.00	817.40	12/08/2022
Total 261:						817.40	.00	817.40	
274	DEPT OF ADMINISTRATI	505-0000074	RDC - ICE RESCUE BOAT	1	12/07/2022	352.00	.00	352.00	12/08/2022
Total 274:						352.00	.00	352.00	
341	ENVIRONMENT CONTRO	24965-613	JANITORIAL SERVICES	1	12/01/2022	2,699.00	.00	2,699.00	12/08/2022
		25048-613	MC CLEANING	1	12/01/2022	2,079.00	.00	2,079.00	12/08/2022
		25278-613	PUBLIC WORKS CLEANI	1	12/01/2022	506.00	.00	506.00	12/08/2022
		25278-613	PUBLIC WORKS CLEANI	2	12/01/2022	138.00	.00	138.00	12/08/2022
		25278-613	PUBLIC WORKS CLEANI	3	12/01/2022	138.00	.00	138.00	12/08/2022
		25278-613	PUBLIC WORKS CLEANI	4	12/01/2022	138.00	.00	138.00	12/08/2022
Total 341:						5,698.00	.00	5,698.00	
345	JFTCO, INC	MIMS000034	SKID STEER LEASE	1	11/14/2022	4,800.00	.00	4,800.00	12/08/2022
		RIMR000198	BACKHOE RENTAL	1	11/20/2022	2,134.81	.00	2,134.81	12/08/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		RIMR000198	BACKHOE RENTAL	2	11/20/2022	582.23	.00	582.23	12/08/2022
		RIMR000198	BACKHOE RENTAL	3	11/20/2022	582.23	.00	582.23	12/08/2022
		RIMR000198	BACKHOE RENTAL	4	11/20/2022	582.23	.00	582.23	12/08/2022
Total 345:						8,681.50	.00	8,681.50	
353	FERGUSON ENTERPRIS	6933214	TID3	1	11/07/2022	22.62	.00	22.62	12/08/2022
Total 353:						22.62	.00	22.62	
361	FIRST SUPPLY LLC MADI	13494801-01	WATER SERVICE REPAIR	1	12/07/2022	591.12	.00	591.12	12/08/2022
Total 361:						591.12	.00	591.12	
366	FOREMOST PROMOTION	705922	FIRE PREVENTION MATE	1	09/14/2022	1,340.62	.00	1,340.62	12/08/2022
Total 366:						1,340.62	.00	1,340.62	
395	GENERAL COMMUNICATI	312902	GRAPHICS REPLACEME	1	11/16/2022	764.00	.00	764.00	12/08/2022
Total 395:						764.00	.00	764.00	
492	KAYSER AUTOMOTIVE G	168407P	WIPER BLADES FOR SQ	1	11/16/2022	68.88	.00	68.88	12/08/2022
		169130P	CAR #26 MAINTENANCE	1	12/01/2022	58.35	.00	58.35	12/08/2022
		169130P	CAR #26 MAINTENANCE	2	12/01/2022	15.92	.00	15.92	12/08/2022
		169130P	CAR #26 MAINTENANCE	3	12/01/2022	15.92	.00	15.92	12/08/2022
		169130P	CAR #26 MAINTENANCE	4	12/01/2022	15.92	.00	15.92	12/08/2022
Total 492:						174.99	.00	174.99	
560	L-R METER TEST & REPA	4936	LARGE WATER TESTING	1	11/22/2022	1,287.25	.00	1,287.25	12/08/2022
Total 560:						1,287.25	.00	1,287.25	
581	MADISON TRUCK EQUIP	12-101256	SALT BRINE APPLICATOR	1	12/02/2022	71.40	.00	71.40	12/08/2022
Total 581:						71.40	.00	71.40	
634	MENARDS - MONONA	40065	PARK SUPPLIES	1	11/15/2022	145.12	.00	145.12	12/08/2022
		40121	BRINE TRAILER	1	11/16/2022	44.39	.00	44.39	12/08/2022
		40179	LEWIS PARK HOCKEY/IC	1	11/17/2022	111.52	.00	111.52	12/08/2022
		40179	PARK SUPPLIES	2	11/17/2022	20.28	.00	20.28	12/08/2022
		40388	PARK SUPPLIES	1	11/21/2022	20.97	.00	20.97	12/08/2022
		40442	PARK SUPPLIES	1	11/22/2022	124.02	.00	124.02	12/08/2022
		40526	SALT BRINE TRAILER	1	11/23/2022	41.87	.00	41.87	12/08/2022
		40733	SALT BRINE TRAILER	1	11/28/2022	19.66	.00	19.66	12/08/2022
		40814	PW SUPPLIES	1	11/29/2022	10.86	.00	10.86	12/08/2022
		40814	PW SUPPLIES	2	11/29/2022	10.86	.00	10.86	12/08/2022
		40814	PW SUPPLIES	3	11/29/2022	5.92	.00	5.92	12/08/2022
		40814	PW SUPPLIES	4	11/29/2022	5.92	.00	5.92	12/08/2022
		40814	PW SUPPLIES	5	11/29/2022	5.92	.00	5.92	12/08/2022
		40979	WATER UTILITY SUPPLIE	1	12/02/2022	77.40	.00	77.40	12/08/2022
Total 634:						644.71	.00	644.71	
667	MINNESOTA LIFE INS CO	002832L-JA	LIFE INSURANCE	1	12/01/2022	1,558.76	.00	1,558.76	12/08/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 667:						1,558.76	.00	1,558.76	
727	OVERHEAD DOOR CO O	31118	PW SALT SHED DOOR	1	11/21/2022	23,890.69	.00	23,890.69	12/08/2022
Total 727:						23,890.69	.00	23,890.69	
747	PIONEER RIM & WHEEL	03CP4895	TRUCK #9 MAINTENANC	1	11/17/2022	741.86	.00	741.86	12/08/2022
		03CP4895	TRUCK #9 MAINTENANC	2	11/17/2022	202.33	.00	202.33	12/08/2022
		03CP4895	TRUCK #9 MAINTENANC	3	11/17/2022	202.33	.00	202.33	12/08/2022
		03CP4895	TRUCK #9 MAINTENANC	4	11/17/2022	202.33	.00	202.33	12/08/2022
		03CP7884	CHIPPER MAINTENANCE	1	12/07/2022	5.60	.00	5.60	12/08/2022
		03CP7884	CHIPPER MAINTENANCE	2	12/07/2022	1.53	.00	1.53	12/08/2022
		03CP7884	CHIPPER MAINTENANCE	3	12/07/2022	1.53	.00	1.53	12/08/2022
		03CP7884	CHIPPER MAINTENANCE	4	12/07/2022	1.53	.00	1.53	12/08/2022
Total 747:						1,359.04	.00	1,359.04	
756	POMP'S TIRE SERVICE I	80277396	SWEEPER TIRE	1	11/25/2022	554.70	.00	554.70	12/08/2022
		80278223	SQUAD TIRES	1	11/25/2022	644.00	.00	644.00	12/08/2022
		80278791	TIRES FOR TRUCK 18	1	11/29/2022	200.26	.00	200.26	12/08/2022
		80278791	TIRES FOR TRUCK 18	2	11/29/2022	54.62	.00	54.62	12/08/2022
		80278791	TIRES FOR TRUCK 18	3	11/29/2022	54.62	.00	54.62	12/08/2022
		80278791	TIRES FOR TRUCK 18	4	11/29/2022	54.60	.00	54.60	12/08/2022
Total 756:						1,562.80	.00	1,562.80	
800	RELIANT FIRE APPARAT	WI001645	FD VEHICLE MAINT	1	12/02/2022	177.45	.00	177.45	12/08/2022
Total 800:						177.45	.00	177.45	
818	ROTO ROOTER SEWER	210549	MUNICIPAL CENTER FAC	1	11/10/2022	235.00	.00	235.00	12/08/2022
Total 818:						235.00	.00	235.00	
836	SCHILLING SUPPLY COM	897741-00	MC SUPPLIES	1	12/01/2022	128.35	.00	128.35	12/08/2022
Total 836:						128.35	.00	128.35	
879	SOUTH CENTRAL LIBRA	22-709	MEETING EXPENSE	1	11/11/2022	24.00	.00	24.00	12/08/2022
		22-749	RFID TAGS	1	11/22/2022	887.00	.00	887.00	12/08/2022
		22-758	EQUIPMENT MAINTENAN	1	11/22/2022	805.00	.00	805.00	12/08/2022
		22-799	MEETING EXPENSE	1	11/17/2022	12.00	.00	12.00	12/08/2022
Total 879:						1,728.00	.00	1,728.00	
992	US CELLULAR	0545990436	PD PHONE	1	11/22/2022	818.64	.00	818.64	12/08/2022
		0545990436	FD/EMS PHONE	2	11/22/2022	331.17	.00	331.17	12/08/2022
		0545990436	OUTREACH PHONE	3	11/22/2022	115.00	.00	115.00	12/08/2022
		0545990436	CABLE/COMMTECH PHO	4	11/22/2022	42.50	.00	42.50	12/08/2022
		0545990436	PW PHONE	5	11/22/2022	118.33	.00	118.33	12/08/2022
		0545990436	WATER PHONE	6	11/22/2022	118.34	.00	118.34	12/08/2022
		0545990436	SEWER PHONE	7	11/22/2022	118.34	.00	118.34	12/08/2022
		0545990436	COMMDEV PHONE	8	11/22/2022	.58	.00	.58	12/08/2022
Total 992:						1,662.90	.00	1,662.90	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
1005	VANNGUARD UTILITY PA	9695	STREETLIGHT LOCATES	1	12/01/2022	111.02	.00	111.02	12/08/2022
Total 1005:						111.02	.00	111.02	
1015	VILLAGE OF MCFARLAN	113022	VOM 5541 HOLSCHER R	1	11/30/2022	77.35	.00	77.35	12/08/2022
		113022	FLOWER CORNER	2	11/30/2022	44.63	.00	44.63	12/08/2022
		113022	LEWIS PARK	3	11/30/2022	214.94	.00	214.94	12/08/2022
		113022	MCDANIEL PARK	4	11/30/2022	306.75	.00	306.75	12/08/2022
		113022	MCDANIEL PARK - BUBB	5	11/30/2022	49.00	.00	49.00	12/08/2022
		113022	GAZEBO	6	11/30/2022	45.66	.00	45.66	12/08/2022
		113022	3234 CTY HWY B	7	11/30/2022	129.02	.00	129.02	12/08/2022
		113022	DOG PARK 6300 ELVEHJ	8	11/30/2022	179.83	.00	179.83	12/08/2022
		113022	LEWIS PARK ICE RINK	9	11/30/2022	26.00	.00	26.00	12/08/2022
		113022	6623 MEREDITH WAY	10	11/30/2022	14.83	.00	14.83	12/08/2022
		8542	WATER & HYDRANT USA	1	11/18/2022	200.60	.00	200.60	12/08/2022
Total 1015:						1,288.61	.00	1,288.61	
1093	WI STATE LABORATORY	730202	FLUORIDE TEST WATER	1	11/30/2022	28.00	.00	28.00	12/08/2022
Total 1093:						28.00	.00	28.00	
1098	WIEDENBECK INC	35149	SHOP SUPPLIES	1	12/06/2022	174.78	.00	174.78	12/08/2022
		35149	SHOP SUPPLIES	2	12/06/2022	47.67	.00	47.67	12/08/2022
		35149	SHOP SUPPLIES	3	12/06/2022	47.67	.00	47.67	12/08/2022
		35149	SHOP SUPPLIES	4	12/06/2022	47.67	.00	47.67	12/08/2022
Total 1098:						317.79	.00	317.79	
1256	BOUND TREE MEDICAL,	84760309	MEDICAL - SUPPLIES	1	11/14/2022	135.38	.00	135.38	12/08/2022
		84760310	MEDICAL - SUPPLIES	1	11/14/2022	267.03	.00	267.03	12/08/2022
		84763435	MEDICAL - SUPPLIES	1	11/16/2022	16.54	.00	16.54	12/08/2022
		84765020	MEDICAL - SUPPLIES	1	11/17/2022	28.46	.00	28.46	12/08/2022
		84768428	MEDICAL - SUPPLIES	1	11/21/2022	166.90	.00	166.90	12/08/2022
		84779545	MEDICAL - SUPPLIES	1	12/01/2022	131.80	.00	131.80	12/08/2022
		84779546	MEDICAL - SUPPLIES	1	12/01/2022	267.25	.00	267.25	12/08/2022
Total 1256:						1,013.36	.00	1,013.36	
1264	BARNES INC	167998	MC LAWN APPLICATION	1	11/30/2022	82.82	.00	82.82	12/08/2022
		167999	PW WINTER APPLICATIO	1	11/30/2022	77.00	.00	77.00	12/08/2022
		167999	PW WINTER APPLICATIO	2	11/30/2022	21.00	.00	21.00	12/08/2022
		167999	PW WINTER APPLICATIO	3	11/30/2022	21.00	.00	21.00	12/08/2022
		167999	PW WINTER APPLICATIO	4	11/30/2022	21.00	.00	21.00	12/08/2022
		167999	BIN MAINTENANCE INST	5	11/30/2022	13,658.34	.00	13,658.34	12/08/2022
		167999	BIN MAINTENANCE INST	6	11/30/2022	13,658.34	.00	13,658.34	12/08/2022
		167999	BRUSH CURBSIDE ZONE	7	11/30/2022	5,628.85	.00	5,628.85	12/08/2022
		167999	BRUSH CURBSIDE ZONE	8	11/30/2022	5,628.85	.00	5,628.85	12/08/2022
		168000	PARKS WINTER APPLICA	1	11/30/2022	297.95	.00	297.95	12/08/2022
Total 1264:						39,095.15	.00	39,095.15	
1397	ALL COMFORT SERVICE	68165044	MC HVAC REPAIRS	1	11/14/2022	1,365.74	.00	1,365.74	12/08/2022
Total 1397:						1,365.74	.00	1,365.74	
1405	TAPCO	I741506	CROSS WALK TECHNOL	1	11/22/2022	11,501.90	.00	11,501.90	12/08/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 1405:						11,501.90	.00	11,501.90	
1452	JACOBSEN, NATE	NJ110822	TRAINING MEAL	1	11/08/2022	10.94	.00	10.94	12/08/2022
Total 1452:						10.94	.00	10.94	
1694	HEARTLAND LITHO	66350	UTILITY BILLS	1	12/01/2022	80.04	.00	80.04	12/08/2022
		66350	UTILITY BILLS	2	12/01/2022	80.04	.00	80.04	12/08/2022
		66350	UTILITY BILLS	3	12/01/2022	80.05	.00	80.05	12/08/2022
Total 1694:						240.13	.00	240.13	
1709	VON BRIESEN & ROPER	410099	PERSONNEL ISSUES	1	11/21/2022	2,772.00	.00	2,772.00	12/08/2022
Total 1709:						2,772.00	.00	2,772.00	
1896	NAPA AUTO PARTS	864399	VEHICLE MAINTENANCE	1	11/15/2022	1.50-	.00	1.50-	12/08/2022
		864399	VEHICLE MAINTENANCE	2	11/15/2022	1.50-	.00	1.50-	12/08/2022
		864399	VEHICLE MAINTENANCE	3	11/15/2022	1.50-	.00	1.50-	12/08/2022
		864399	VEHICLE MAINTENANCE	4	11/15/2022	5.50-	.00	5.50-	12/08/2022
		864400	VEHICLE MAINTENANCE	1	11/15/2022	5.50-	.00	5.50-	12/08/2022
		864400	VEHICLE MAINTENANCE	2	11/15/2022	1.50-	.00	1.50-	12/08/2022
		864400	VEHICLE MAINTENANCE	3	11/15/2022	1.50-	.00	1.50-	12/08/2022
		864400	VEHICLE MAINTENANCE	4	11/15/2022	1.50-	.00	1.50-	12/08/2022
		864771	VEHICLE MAINTENANCE	1	11/17/2022	1.72	.00	1.72	12/08/2022
		864771	VEHICLE MAINTENANCE	2	11/17/2022	1.72	.00	1.72	12/08/2022
		864771	VEHICLE MAINTENANCE	3	11/17/2022	1.72	.00	1.72	12/08/2022
		864771	VEHICLE MAINTENANCE	4	11/17/2022	6.29	.00	6.29	12/08/2022
		864943	EQUIPMENT MAINTENAN	1	11/18/2022	5.42	.00	5.42	12/08/2022
		864943	EQUIPMENT MAINTENAN	2	11/18/2022	1.48	.00	1.48	12/08/2022
		864943	EQUIPMENT MAINTENAN	3	11/18/2022	1.48	.00	1.48	12/08/2022
		864943	EQUIPMENT MAINTENAN	4	11/18/2022	1.48	.00	1.48	12/08/2022
		864960	STREET SWEEPER MAIN	1	11/18/2022	9.88	.00	9.88	12/08/2022
		865540	VEHICLE MAINTENANCE	1	11/23/2022	4.98	.00	4.98	12/08/2022
		865540	VEHICLE MAINTENANCE	2	11/23/2022	4.98	.00	4.98	12/08/2022
		865540	VEHICLE MAINTENANCE	3	11/23/2022	4.98	.00	4.98	12/08/2022
		865540	VEHICLE MAINTENANCE	4	11/23/2022	18.24	.00	18.24	12/08/2022
		866461	VEHICLE MAINTENANCE	1	12/01/2022	2.42	.00	2.42	12/08/2022
		866461	VEHICLE MAINTENANCE	2	12/01/2022	2.42	.00	2.42	12/08/2022
		866461	VEHICLE MAINTENANCE	3	12/01/2022	2.42	.00	2.42	12/08/2022
		866461	VEHICLE MAINTENANCE	4	12/01/2022	8.86	.00	8.86	12/08/2022
		867080	VEHICLE MAINTENANCE	1	12/05/2022	5.51	.00	5.51	12/08/2022
		867080	VEHICLE MAINTENANCE	2	12/05/2022	5.51	.00	5.51	12/08/2022
		867080	VEHICLE MAINTENANCE	3	12/05/2022	5.51	.00	5.51	12/08/2022
		867080	VEHICLE MAINTENANCE	4	12/05/2022	20.23	.00	20.23	12/08/2022
		867156	GENERATOR MAINTENA	1	12/06/2022	49.53	.00	49.53	12/08/2022
		867156	GENERATOR MAINTENA	2	12/06/2022	13.51	.00	13.51	12/08/2022
		867156	GENERATOR MAINTENA	3	12/06/2022	13.51	.00	13.51	12/08/2022
		867156	GENERATOR MAINTENA	4	12/06/2022	13.51	.00	13.51	12/08/2022
		867220	EQUIPMENT MAINTENAN	1	12/06/2022	23.97	.00	23.97	12/08/2022
		867220	EQUIPMENT MAINTENAN	2	12/06/2022	6.53	.00	6.53	12/08/2022
		867220	EQUIPMENT MAINTENAN	3	12/06/2022	6.53	.00	6.53	12/08/2022
		867220	EQUIPMENT MAINTENAN	4	12/06/2022	6.53	.00	6.53	12/08/2022
Total 1896:						230.87	.00	230.87	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
1909	CATERPILLAR FINANCIA	33193234	LOADER LEASE	1	11/22/2022	759.66	.00	759.66	12/08/2022
		33193234	LOADER LEASE	2	11/22/2022	253.23	.00	253.23	12/08/2022
		33193234	LOADER LEASE	3	11/22/2022	253.23	.00	253.23	12/08/2022
		33193234	LOADER LEASE	4	11/22/2022	253.23	.00	253.23	12/08/2022
Total 1909:						1,519.35	.00	1,519.35	
1921	FRONTIER	112222	LIBRARY PHONE	1	11/22/2022	90.60	.00	90.60	12/08/2022
Total 1921:						90.60	.00	90.60	
1941	MIDWEST TRAILER SALE	1112901-00	VEHICLE MAINTENANCE	1	11/30/2022	17.43	.00	17.43	12/08/2022
		1112901-00	VEHICLE MAINTENANCE	2	11/30/2022	17.43	.00	17.43	12/08/2022
		1112901-00	VEHICLE MAINTENANCE	3	11/30/2022	17.43	.00	17.43	12/08/2022
		1112901-00	VEHICLE MAINTENANCE	4	11/30/2022	63.91	.00	63.91	12/08/2022
Total 1941:						116.20	.00	116.20	
1955	FILE 13 E-WASTE SOLUTI	47223	ELECTRONIC DISPOSAL	1	11/17/2022	19.75	.00	19.75	12/08/2022
		47223	ELECTRONIC DISPOSAL	2	11/17/2022	34.36	.00	34.36	12/08/2022
		47223	ELECTRONIC DISPOSAL	3	11/17/2022	9.38	.00	9.38	12/08/2022
		47223	ELECTRONIC DISPOSAL	4	11/17/2022	9.38	.00	9.38	12/08/2022
		47223	ELECTRONIC DISPOSAL	5	11/17/2022	9.38	.00	9.38	12/08/2022
Total 1955:						82.25	.00	82.25	
1989	CORPORATE BUSINESS	32895482	PW COPIER	1	11/23/2022	72.55	.00	72.55	12/08/2022
		32895482	PW COPIER	2	11/23/2022	19.77	.00	19.77	12/08/2022
		32895482	PW COPIER	3	11/23/2022	19.77	.00	19.77	12/08/2022
		32895482	PW COPIER	4	11/23/2022	19.77	.00	19.77	12/08/2022
		32903916	COPIER LEASE	1	11/24/2022	221.98	.00	221.98	12/08/2022
Total 1989:						353.84	.00	353.84	
2024	BURRIS EQUIPMENT	PS3004148-	TURF MOWER #2	1	12/01/2022	141.82	.00	141.82	12/08/2022
		PS3004148-	TURF MOWER #2	2	12/01/2022	38.67	.00	38.67	12/08/2022
		PS3004148-	TURF MOWER #2	3	12/01/2022	38.67	.00	38.67	12/08/2022
		PS3004148-	TURF MOWER #2	4	12/01/2022	38.67	.00	38.67	12/08/2022
Total 2024:						257.83	.00	257.83	
2042	THOMSON REUTERS	847459860	WEST INFORMATION CH	1	12/01/2022	195.26	.00	195.26	12/08/2022
Total 2042:						195.26	.00	195.26	
2048	BOOK PAGE	S62678	MAGAZINE SUB	1	11/25/2022	648.00	.00	648.00	12/08/2022
Total 2048:						648.00	.00	648.00	
2058	MICROMARKETING LLC	907122	AUDIOBOOKS	1	11/28/2022	79.99	.00	79.99	12/08/2022
		907680	AUDIOBOOKS	1	11/30/2022	194.97	.00	194.97	12/08/2022
Total 2058:						274.96	.00	274.96	
2066	PELLITTERI WASTE SYS	3254675	TRASH SERVICE	1	11/30/2022	22,608.30	.00	22,608.30	12/08/2022
		3254675	RECYCLING SERVICE	2	11/30/2022	14,994.00	.00	14,994.00	12/08/2022
		3254675	PW SHRED	3	11/30/2022	55.70	.00	55.70	12/08/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		3254675	LIBRARY SHRED	4	11/30/2022	54.07	.00	54.07	12/08/2022
		3254675	PD SHRED	5	11/30/2022	55.70	.00	55.70	12/08/2022
		3254675	ADMIN SHRED	6	11/30/2022	55.70	.00	55.70	12/08/2022
		3254675	FIRE/EMS SHRED	7	11/30/2022	55.69	.00	55.69	12/08/2022
Total 2066:						37,879.16	.00	37,879.16	
2070	KKS PROPERTY	2022-12	COMMON AREA MAINT. F	1	12/01/2022	400.00	.00	400.00	12/08/2022
Total 2070:						400.00	.00	400.00	
2082	NASSCO INC	6229589	CLEANING SUPPLIES	1	11/16/2022	104.33	.00	104.33	12/08/2022
Total 2082:						104.33	.00	104.33	
2089	MIDWEST METER INC	0149418-IN	TAMPER SCREWDRIVER	1	11/30/2022	150.00	.00	150.00	12/08/2022
		0149418-IN	OUTDOOR CELLULAR C	2	11/30/2022	39.24	.00	39.24	12/08/2022
		0149419-IN	METER GASKETS/COUP	1	11/30/2022	775.08	.00	775.08	12/08/2022
		0149423-IN	METER ERT CELLULAR	1	11/30/2022	522.08	.00	522.08	12/08/2022
		0149609-IN	ADDITIONAL CABLE FOR	1	12/07/2022	69.38	.00	69.38	12/08/2022
Total 2089:						1,555.78	.00	1,555.78	
2100	WAUKESHA COUNTY TE	S0788048	SEMINAR TUITION-PETE	1	11/22/2022	700.00	.00	700.00	12/08/2022
Total 2100:						700.00	.00	700.00	
2237	MADISON COLLEGE	CORP-00000	MADISON COLLEGE - AD	1	09/21/2022	1,325.78	.00	1,325.78	12/08/2022
		CORP-00000	MADISON COLLEGE PAR	1	11/22/2022	4,180.18	.00	4,180.18	12/08/2022
Total 2237:						5,505.96	.00	5,505.96	
2245	CGC, INC	63881	PUBLIC SAFETY CENTER	1	11/22/2022	4,020.74	.00	4,020.74	12/08/2022
Total 2245:						4,020.74	.00	4,020.74	
2261	MIDDLETON POWER CE	306185	EQUIPMENT MAINTENAN	1	11/23/2022	45.64	.00	45.64	12/08/2022
		306185	EQUIPMENT MAINTENAN	2	11/23/2022	12.45	.00	12.45	12/08/2022
		306185	EQUIPMENT MAINTENAN	3	11/23/2022	12.45	.00	12.45	12/08/2022
		306185	EQUIPMENT MAINTENAN	4	11/23/2022	12.45	.00	12.45	12/08/2022
Total 2261:						82.99	.00	82.99	
9143	ORIENTAL TRADING CO	720625756-0	PROGRAM SUPPLIES	1	11/09/2022	112.61	.00	112.61	12/08/2022
		720625756-0	PROGRAM SUPPLIES	1	11/04/2022	25.98	.00	25.98	12/08/2022
Total 9143:						138.59	.00	138.59	
9162	ECO RESOURCE CONSU	4047	NON-WETLAND DETERMI	1	07/19/2022	3,000.00	.00	3,000.00	12/08/2022
Total 9162:						3,000.00	.00	3,000.00	
16181	WiLS	497780	DATABASE FEES	1	11/14/2022	11,228.73	.00	11,228.73	12/08/2022
Total 16181:						11,228.73	.00	11,228.73	
16234	GALLS, LLC	022649763	UNIFORM	1	11/10/2022	105.95	.00	105.95	12/08/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16234:						105.95	.00	105.95	
16236	WEBER, MARK	MW110522	MEAL DURING WEEKEN	1	11/05/2022	7.90	.00	7.90	12/08/2022
		MW112822	UNIFORM ALLOWANCE	1	11/28/2022	185.75	.00	185.75	12/08/2022
		MW112822	UNIFORM ALLOWANCE -	2	11/28/2022	97.87	.00	97.87	12/08/2022
Total 16236:						291.52	.00	291.52	
16241	WI DEPT OF JUSTICE	L1373T-1031	BACKGROUND CHECKS	1	10/31/2022	35.00	.00	35.00	12/08/2022
		L1373T-1031	HIRING BACKGROUND C	2	10/31/2022	14.00	.00	14.00	12/08/2022
		L1373T-1130	HIRING BACKGROUND C	1	11/30/2022	7.00	.00	7.00	12/08/2022
		L1373T-1130	BACKGROUND CHECKS	2	11/30/2022	77.00	.00	77.00	12/08/2022
Total 16241:						133.00	.00	133.00	
16268	SCHROECKENTHALER,	MS111722	UNIFORM ALLOW - SCHR	1	11/17/2022	215.09	.00	215.09	12/08/2022
		MS111722	TRAINING MEALS	2	11/17/2022	75.00	.00	75.00	12/08/2022
Total 16268:						290.09	.00	290.09	
16306	ED LOCKE PUBLIC LIBRA	112122	FTD BEVERAGES	1	11/21/2022	671.77	.00	671.77	12/08/2022
Total 16306:						671.77	.00	671.77	
16315	CRAFT, ANTHONY	AC112822	TRAINING MEAL	1	11/28/2022	15.00	.00	15.00	12/08/2022
		AC112822	UNIFORM ALLOWANCE -	2	11/28/2022	164.54	.00	164.54	12/08/2022
Total 16315:						179.54	.00	179.54	
16322	STRYKER SALES CORP	3965737M	PATIENT COTS	1	11/23/2022	51,741.80	.00	51,741.80	12/08/2022
Total 16322:						51,741.80	.00	51,741.80	
16346	WOLF PAVING & EXCAVA	72137	STREET PATCH MATERIA	1	11/16/2022	1,142.40	.00	1,142.40	12/08/2022
Total 16346:						1,142.40	.00	1,142.40	
16398	POSPYHALLA, DAVID	DP120222	UNIFORM ALLOWANCE	1	12/02/2022	145.11	.00	145.11	12/08/2022
		DP120222	UNIFORM ALLOWANCE -	2	12/02/2022	98.99	.00	98.99	12/08/2022
		DP120222	SAFETY GEAR	3	12/02/2022	29.69	.00	29.69	12/08/2022
		DP120222	SAFETY GEAR	4	12/02/2022	8.10	.00	8.10	12/08/2022
		DP120222	SAFETY GEAR	5	12/02/2022	8.10	.00	8.10	12/08/2022
		DP120222	SAFETY GEAR	6	12/02/2022	8.10	.00	8.10	12/08/2022
Total 16398:						298.09	.00	298.09	
16444	ANGELO'S	120822	HOLIDAY LUNCH	1	12/08/2022	757.00	.00	757.00	12/08/2022
Total 16444:						757.00	.00	757.00	
16545	DEPT OF SAFETY AND P	113022	FIRE ALARM	1	11/30/2022	15.00	.00	15.00	12/08/2022
Total 16545:						15.00	.00	15.00	
16547	PELLION BENEFITS	120222-HES	RETIREMENT SICK LEAV	1	12/02/2022	7,650.85	.00	7,650.85	12/08/2022
		120222-HES	RETIREMENT SICK LEAV	2	12/02/2022	7,650.85	.00	7,650.85	12/08/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		120222-HES	RETIREMENT SICK LEAV	3	12/02/2022	1,912.71	.00	1,912.71	12/08/2022
		120222-HES	RETIREMENT SICK LEAV	4	12/02/2022	21,039.83	.00	21,039.83	12/08/2022
Total 16547:						38,254.24	.00	38,254.24	
16640	TOP PACK DEFENSE LLC	9431	CRAFT - UNIFORM ALLO	1	11/28/2022	187.98	.00	187.98	12/08/2022
		9461	CLOTHING ALLOWANCE	1	11/29/2022	43.20	.00	43.20	12/08/2022
Total 16640:						231.18	.00	231.18	
16655	WI DEPT OF TRANSPORT	395-0000286	EXCHANGE ST PRELIMIN	1	12/01/2022	105.29	.00	105.29	12/08/2022
Total 16655:						105.29	.00	105.29	
16680	CARDMEMBER SERVICE	MSB111822	SCHUENKE	1	11/18/2022	334.60	.00	334.60	11/30/2022
		MSB111822	LARSON	2	11/18/2022	3,145.07	.00	3,145.07	11/30/2022
		MSB111822	D WALLACE	3	11/18/2022	599.42	.00	599.42	11/30/2022
		MSB111822	CHAPIN	4	11/18/2022	1,344.07	.00	1,344.07	11/30/2022
		MSB111822	ENGLER	5	11/18/2022	133.22	.00	133.22	11/30/2022
		MSB111822	DENNIS	6	11/18/2022	1,017.38	.00	1,017.38	11/30/2022
		MSB111822	HEASTY	7	11/18/2022	273.19	.00	273.19	11/30/2022
		MSB111822	IGL	8	11/18/2022	409.00	.00	409.00	11/30/2022
		MSB111822	MILLER	9	11/18/2022	852.24	.00	852.24	11/30/2022
		MSB111822	J REITER	10	11/18/2022	782.34	.00	782.34	11/30/2022
		MSB111822	BREMER	11	11/18/2022	2,186.95	.00	2,186.95	11/30/2022
		MSB111822	IRWIN	12	11/18/2022	185.60	.00	185.60	11/30/2022
		MSB111822	MAURER	13	11/18/2022	127.50	.00	127.50	11/30/2022
		MSB111822	SUETTINGER	14	11/18/2022	1,151.97	.00	1,151.97	11/30/2022
		MSB111822	REIMER	15	11/18/2022	84.06	.00	84.06	11/30/2022
		MSB111822	MOTL	16	11/18/2022	143.69	.00	143.69	11/30/2022
		MSB111822	JOB	17	11/18/2022	99.00	.00	99.00	11/30/2022
		MSB111822	ANDERSEN	18	11/18/2022	1,158.22	.00	1,158.22	11/30/2022
		MSB111822	JACOBSEN	19	11/18/2022	1,773.96	.00	1,773.96	11/30/2022
		MSB111822	KENT	20	11/18/2022	242.77	.00	242.77	11/30/2022
		MSB111822	COX	21	11/18/2022	433.45	.00	433.45	11/30/2022
		MSB111822	T REITER	22	11/18/2022	198.00	.00	198.00	11/30/2022
		MSB111822	ANDERSON	23	11/18/2022	220.88	.00	220.88	11/30/2022
		MSB111822	LAWRENCE	24	11/18/2022	20,895.93	.00	20,895.93	11/30/2022
Total 16680:						37,792.51	.00	37,792.51	
16709	APWA - WISCONSIN CHA	120722	SCHOLARSHIP FUND - IN	1	12/07/2022	500.00	.00	500.00	12/08/2022
Total 16709:						500.00	.00	500.00	
16747	WISCONSIN PRINTING	22416	NEWSLETTER - DEC (DC	1	12/05/2022	697.50	.00	697.50	12/08/2022
		22416	NEWSLETTER POSTAGE	2	12/05/2022	106.48	.00	106.48	12/08/2022
Total 16747:						803.98	.00	803.98	
16753	TRAUTNER, DARIN & KIM	112222	REFUND OVERPAYMENT	1	11/22/2022	151.71	.00	151.71	12/08/2022
Total 16753:						151.71	.00	151.71	
16776	CIVICPLUS	244234	MUNICODE ORDINANCE	1	12/01/2022	650.00	.00	650.00	12/08/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16776:						650.00	.00	650.00	
16782	MADISON EMERGENCY	INV1296	MEDICAL DIRECTION NO	1	11/30/2022	700.00	.00	700.00	12/08/2022
Total 16782:						700.00	.00	700.00	
16799	VERONA SAFETY SUPPL	70424	UNIFORM SHIRTS FOR P	1	11/29/2022	630.96	.00	630.96	12/08/2022
		70424	UNIFORM SHIRTS FOR P	2	11/29/2022	630.96	.00	630.96	12/08/2022
		70424	UNIFORM SHIRTS FOR P	3	11/29/2022	630.96	.00	630.96	12/08/2022
		70424	UNIFORM SHIRTS FOR P	4	11/29/2022	630.96	.00	630.96	12/08/2022
		70424	UNIFORM SHIRTS FOR P	5	11/29/2022	630.96	.00	630.96	12/08/2022
Total 16799:						3,154.80	.00	3,154.80	
16890	PIRTEK MADISON	MA-T000075	VEHICLE MAINTENANCE	1	11/30/2022	125.20	.00	125.20	12/08/2022
		MA-T000075	VEHICLE MAINTENANCE	2	11/30/2022	34.41	.00	34.41	12/08/2022
		MA-T000075	VEHICLE MAINTENANCE	3	11/30/2022	35.41	.00	35.41	12/08/2022
		MA-T000075	VEHICLE MAINTENANCE	4	11/30/2022	34.41	.00	34.41	12/08/2022
Total 16890:						229.43	.00	229.43	
17084	AMAZON CAPITAL SERVI	11H6-WH9Q-	DVDS & CDS	1	11/22/2022	188.59	.00	188.59	12/08/2022
		1747-WFLR-	PARKS SAFETY GEAR	1	11/30/2022	169.99	.00	169.99	12/08/2022
		17VG-YQL3-	DVDS & CDS	1	12/01/2022	12.10-	.00	12.10-	12/08/2022
		19YP-Q6LH-	PARKS SUPPLIES	1	11/21/2022	149.96	.00	149.96	12/08/2022
		1CVJ-9HGV-	PROGRAM SUPPLIES	1	12/01/2022	61.60	.00	61.60	12/08/2022
		1CVJ-9HGV-	PROGRAM SUPPLIES	1	12/04/2022	84.58	.00	84.58	12/08/2022
		1CXW-364Q-	OFFICE SUPPLIES	1	11/25/2022	28.99	.00	28.99	12/08/2022
		1DW1-4GDH	PW OFFICE SUPPLIES	1	12/03/2022	3.69	.00	3.69	12/08/2022
		1DW1-4GDH	PW OFFICE SUPPLIES	2	12/03/2022	3.69	.00	3.69	12/08/2022
		1DW1-4GDH	PW OFFICE SUPPLIES	3	12/03/2022	3.69	.00	3.69	12/08/2022
		1DW1-4GDH	PW OFFICE SUPPLIES	4	12/03/2022	13.56	.00	13.56	12/08/2022
		1HGK-14XP-	DVDS & CDS	1	12/06/2022	53.95	.00	53.95	12/08/2022
		1LDH-RM41-	DVDS & CDS	1	11/18/2022	307.77	.00	307.77	12/08/2022
		1MJJ-3JYX-	DVDS & CDS	1	11/29/2022	22.99	.00	22.99	12/08/2022
		1NFJ-YYYC-	DVDS & CDS	1	11/23/2022	11.96	.00	11.96	12/08/2022
		1QYF-CHGM	DVDS & CDS	1	11/16/2022	75.93	.00	75.93	12/08/2022
		1TFX-6K3Q-	DVDS & CDS	1	11/18/2022	11.99	.00	11.99	12/08/2022
		1VGR-YJM7-	DVDS & CDS	1	11/25/2022	34.35	.00	34.35	12/08/2022
		1WQ4-7WCN	WATER SAMPLING SUPP	1	12/07/2022	31.58	.00	31.58	12/08/2022
		1WQ4-7WCN	PW OFFICE SUPPLIES	2	12/07/2022	1.14	.00	1.14	12/08/2022
		1WQ4-7WCN	PW OFFICE SUPPLIES	3	12/07/2022	1.14	.00	1.14	12/08/2022
		1WQ4-7WCN	PW OFFICE SUPPLIES	4	12/07/2022	1.14	.00	1.14	12/08/2022
		1WQ4-7WCN	PW OFFICE SUPPLIES	5	12/07/2022	4.17	.00	4.17	12/08/2022
		1X14-3HKL-1	DVDS & CDS	1	12/06/2022	94.62	.00	94.62	12/08/2022
		1X9P-KVQQ-	DVDS & CDS	1	12/03/2022	13.99	.00	13.99	12/08/2022
Total 17084:						1,362.96	.00	1,362.96	
17096	PETERSON, SYDNEY	SP111022	TRAINING LUNCH	1	11/10/2022	11.08	.00	11.08	12/08/2022
		SP111722	TRAINING MEALS	1	11/17/2022	65.47	.00	65.47	12/08/2022
Total 17096:						76.55	.00	76.55	
17133	GLETTY-SYOEN, KATIE	KGS111722	NUTDC - MILEAGE	1	11/17/2022	18.75	.00	18.75	12/08/2022
		KGS111722	CMDC - MILEAGE	2	11/17/2022	11.38	.00	11.38	12/08/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		KGS111722	COFFEE & DONUTS - CO	3	11/17/2022	41.65	.00	41.65	12/08/2022
		KGS111722	MILEAGE - PROGRAMMI	4	11/17/2022	2.50	.00	2.50	12/08/2022
Total 17133:						74.28	.00	74.28	
17197	FRIENDS OF THE MCFAR	112122	FTD BALANCE	1	11/21/2022	1,090.67	.00	1,090.67	12/08/2022
Total 17197:						1,090.67	.00	1,090.67	
17205	THE MCFARLAND THISTL	MNA-192100	THISTLE SUBSCRIPTION	1	11/29/2022	81.95	.00	81.95	12/08/2022
Total 17205:						81.95	.00	81.95	
17226	LARSON, SAYER	SL110722	OVER PAID FOR MILEAG	1	11/07/2022	67.50-	.00	67.50-	12/08/2022
		SL112922	UNIFORM ALLOWANCE -	1	11/29/2022	150.00	.00	150.00	12/08/2022
Total 17226:						82.50	.00	82.50	
17232	APG OF SOUTHERN WIS	24777-1122	EMPLOYMENT POSTING	1	11/30/2022	442.00	.00	442.00	12/08/2022
		28886-1122	VILLAGE BOARD MINUTE	1	11/30/2022	50.41	.00	50.41	12/08/2022
		28886-1122	PLAN PUBLIC HEARING -	2	11/30/2022	70.78	.00	70.78	12/08/2022
		28886-1122	TYPE D NOTICE	3	11/30/2022	25.23	.00	25.23	12/08/2022
		28886-1122	TYPE A NOTICE	4	11/30/2022	30.50	.00	30.50	12/08/2022
		28886-1122	POST ELECTION AUDIT N	5	11/30/2022	19.44	.00	19.44	12/08/2022
Total 17232:						638.36	.00	638.36	
17318	TDS	112222-PW	PW TV/INTERNET/PHON	1	11/22/2022	94.91	.00	94.91	11/30/2022
		112222-PW	PW TV/INTERNET/PHON	2	11/22/2022	94.91	.00	94.91	11/30/2022
		112222-PW	PW TV/INTERNET/PHON	3	11/22/2022	94.91	.00	94.91	11/30/2022
		112222-PW	PW TV/INTERNET/PHON	4	11/22/2022	348.03	.00	348.03	11/30/2022
		112222-VOM	FACILITIES PHONE	1	11/22/2022	102.69	.00	102.69	11/30/2022
		112222-VOM	FIRE/EMS TV/INTERNET/	2	11/22/2022	535.14	.00	535.14	11/30/2022
		112222-VOM	COMM&TECH PHONE/TV	3	11/22/2022	168.19	.00	168.19	11/30/2022
		112222-VOM	COMMDEV PHONE/INTE	4	11/22/2022	167.11	.00	167.11	11/30/2022
		112222-VOM	COURT PHONE/INTERNE	5	11/22/2022	86.40	.00	86.40	11/30/2022
		112222-VOM	LIBRARY INTERNET/PHO	6	11/22/2022	282.16	.00	282.16	11/30/2022
		112222-VOM	OUTREACH INTERNET	7	11/22/2022	41.00	.00	41.00	11/30/2022
		112222-VOM	OUTREACH PHONE	8	11/22/2022	116.08	.00	116.08	11/30/2022
		112222-VOM	PD TV/INTERNET/PHONE	9	11/22/2022	714.84	.00	714.84	11/30/2022
		112222-VOM	ADMIN PHONE/INTERNE	10	11/22/2022	306.94	.00	306.94	11/30/2022
Total 17318:						3,153.31	.00	3,153.31	
17320	PARKITECTURE & PLANN	1-22.053	SKATE PARK DESIGN	1	12/03/2022	7,584.00	.00	7,584.00	12/08/2022
		3-21.045	COMMUNITY PARK PHAS	1	12/03/2022	6,762.00	.00	6,762.00	12/08/2022
Total 17320:						14,346.00	.00	14,346.00	
17351	BLACKHAWK TECHNICAL	S0325982	TRAINING - FRIE	1	12/02/2022	160.95	.00	160.95	12/08/2022
Total 17351:						160.95	.00	160.95	
17352	BRAY ASSOCIATES ARC	3488-30	PUBLIC SAFETY CENTER	1	11/15/2022	12,140.00	.00	12,140.00	12/08/2022
Total 17352:						12,140.00	.00	12,140.00	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
17362	ELEVITY	IN13983925	COURT	1	11/23/2022	82.21	.00	82.21	12/08/2022
		IN13983925	GEN ADMIN	2	11/23/2022	328.86	.00	328.86	12/08/2022
		IN13983925	POLICE	3	11/23/2022	845.47	.00	845.47	12/08/2022
		IN13983925	FIRE/EMS	4	11/23/2022	360.38	.00	360.38	12/08/2022
		IN13983925	OUTREACH	5	11/23/2022	109.71	.00	109.71	12/08/2022
		IN13983925	COMM DEV	6	11/23/2022	82.21	.00	82.21	12/08/2022
		IN13983925	PUBLIC WORKS	7	11/23/2022	112.10	.00	112.10	12/08/2022
		IN13983925	WATER	8	11/23/2022	44.79	.00	44.79	12/08/2022
		IN13983925	SEWER	9	11/23/2022	44.79	.00	44.79	12/08/2022
		IN13983925	STORMWATER	10	11/23/2022	44.68	.00	44.68	12/08/2022
		IN13983925	EM MGT	11	11/23/2022	27.40	.00	27.40	12/08/2022
		IN13983925	FAMILY FESTIVAL	12	11/23/2022	27.40	.00	27.40	12/08/2022
		IN13983925	SERVER & BACKUP	13	11/23/2022	179.15	.00	179.15	12/08/2022
		IN13983925	SERVER & BACKUP	14	11/23/2022	1,612.31	.00	1,612.31	12/08/2022
		IN13983925	SERVER & BACKUP	15	11/23/2022	596.92	.00	596.92	12/08/2022
		IN13983925	SERVER & BACKUP	16	11/23/2022	597.28	.00	597.28	12/08/2022
		IN13983925	SERVER & BACKUP	17	11/23/2022	597.28	.00	597.28	12/08/2022
Total 17362:						5,692.94	.00	5,692.94	
17528	HGA	234927	PUBLIC SAFETY CENTER	1	12/01/2022	1,957.50	.00	1,957.50	12/08/2022
		234963	LIFT STATION #2 SOLAR	1	12/02/2022	3,083.04	.00	3,083.04	12/08/2022
Total 17528:						5,040.54	.00	5,040.54	
17556	VOIANCE LANGUAGE SE	2022065405	INTERPRETATION SERVI	1	11/30/2022	22.08	.00	22.08	12/08/2022
		SLA1020221	INTERPRETATION SERVI	1	11/26/2022	6.90-	.00	6.90-	12/08/2022
Total 17556:						15.18	.00	15.18	
17569	MCFARLAND ACE HARD	007168/1	VEHICLE MAINTENANCE	1	11/18/2022	3.94	.00	3.94	12/08/2022
		007168/1	VEHICLE MAINTENANCE	2	11/18/2022	1.08	.00	1.08	12/08/2022
		007168/1	VEHICLE MAINTENANCE	3	11/18/2022	1.08	.00	1.08	12/08/2022
		007168/1	VEHICLE MAINTENANCE	4	11/18/2022	1.08	.00	1.08	12/08/2022
		007171/1	PAINT	1	11/18/2022	7.19	.00	7.19	12/08/2022
		007191/1	PW SUPPLIES	1	11/22/2022	14.86	.00	14.86	12/08/2022
		007191/1	PW SUPPLIES	2	11/22/2022	4.04	.00	4.04	12/08/2022
		007191/1	PW SUPPLIES	3	11/22/2022	4.04	.00	4.04	12/08/2022
		007191/1	PW SUPPLIES	4	11/22/2022	4.04	.00	4.04	12/08/2022
		007196/1	PARK SUPPLIES	1	11/22/2022	25.18	.00	25.18	12/08/2022
		007199/1	LEWIS PARK HOCKEY/IC	1	11/21/2022	44.08	.00	44.08	12/08/2022
		007201/1	PAINT AND BRUSHES	1	11/21/2022	10.33	.00	10.33	12/08/2022
		007205/1	EQUIPMENT MAINTENAN	1	11/21/2022	15.82	.00	15.82	12/08/2022
		007205/1	EQUIPMENT MAINTENAN	2	11/21/2022	4.32	.00	4.32	12/08/2022
		007205/1	EQUIPMENT MAINTENAN	3	11/21/2022	4.32	.00	4.32	12/08/2022
		007205/1	EQUIPMENT MAINTENAN	4	11/21/2022	4.32	.00	4.32	12/08/2022
		007206/1	PAINT STENCILS	1	11/21/2022	6.73	.00	6.73	12/08/2022
		007207/1	LEWIS PARK HOCKEY/IC	1	11/21/2022	17.09-	.00	17.09-	12/08/2022
		007208/1	LEWIS PARK HOCKEY/IC	1	11/21/2022	8.99	.00	8.99	12/08/2022
		007209/1	EQUIPMENT MAINTENAN	1	11/21/2022	8.90	.00	8.90	12/08/2022
		007209/1	EQUIPMENT MAINTENAN	2	11/21/2022	2.43	.00	2.43	12/08/2022
		007209/1	EQUIPMENT MAINTENAN	3	11/21/2022	2.43	.00	2.43	12/08/2022
		007209/1	EQUIPMENT MAINTENAN	4	11/21/2022	2.43	.00	2.43	12/08/2022
		007247/1	PARK SUPPLIES	1	11/28/2022	35.98	.00	35.98	12/08/2022
		007250/1	WATER OPERATING SUP	1	11/28/2022	26.36	.00	26.36	12/08/2022
		007251/1	PW SHOP SUPPLIES	1	11/28/2022	7.97	.00	7.97	12/08/2022
		007251/1	PW SHOP SUPPLIES	2	11/28/2022	2.17	.00	2.17	12/08/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		007251/1	PW SHOP SUPPLIES	3	11/28/2022	2.17	.00	2.17	12/08/2022
		007251/1	PW SHOP SUPPLIES	4	11/28/2022	2.17	.00	2.17	12/08/2022
		007254/1	SEWER OPERATING SUP	1	11/28/2022	28.74	.00	28.74	12/08/2022
		007265/1	ANTIIFREEZE	1	11/29/2022	6.59	.00	6.59	12/08/2022
		007268/1	COMMAND HOOKS	1	11/29/2022	17.96	.00	17.96	12/08/2022
		007271/1	PW SUPPLIES	1	11/29/2022	52.50	.00	52.50	12/08/2022
		007288/1	PARK SUPPLIES	1	11/30/2022	11.00	.00	11.00	12/08/2022
		007291/1	PARK SUPPLIES	1	11/30/2022	1.90	.00	1.90	12/08/2022
		007292/1	NUTS	1	11/30/2022	.70	.00	.70	12/08/2022
		007295/1	PARK SUPPLIES	1	12/01/2022	15.00	.00	15.00	12/08/2022
		007310/1	WATER UTILITY SUPPLIE	1	12/02/2022	16.15	.00	16.15	12/08/2022
		007311/1	MASKING TAPE	1	12/02/2022	22.45	.00	22.45	12/08/2022
		007321/1	WATER UTILITY SUPPLIE	1	12/05/2022	32.69	.00	32.69	12/08/2022
		007327/1	PARK SUPPLIES	1	12/05/2022	3.22	.00	3.22	12/08/2022
		007336/1	PW OPERATING SUPPLIE	1	12/06/2022	12.85	.00	12.85	12/08/2022
		007336/1	PW OPERATING SUPPLIE	2	12/06/2022	3.51	.00	3.51	12/08/2022
		007336/1	PW OPERATING SUPPLIE	3	12/06/2022	3.51	.00	3.51	12/08/2022
		007336/1	PW OPERATING SUPPLIE	4	12/06/2022	3.51	.00	3.51	12/08/2022
		007348/1	EQUIPMENT MAINTENAN	1	12/07/2022	.63	.00	.63	12/08/2022
		007348/1	EQUIPMENT MAINTENAN	2	12/07/2022	.63	.00	.63	12/08/2022
		007348/1	EQUIPMENT MAINTENAN	3	12/07/2022	.63	.00	.63	12/08/2022
		007348/1	EQUIPMENT MAINTENAN	4	12/07/2022	2.28	.00	2.28	12/08/2022
		007351/1	PARK SUPPLIES	1	12/07/2022	7.19	.00	7.19	12/08/2022
Total 17569:						485.00	.00	485.00	
17574	SPECIALIZED ELECTRIC,	24134-PE	BOCCE COURT ELECTRI	1	11/29/2022	1,320.00	.00	1,320.00	12/08/2022
Total 17574:						1,320.00	.00	1,320.00	
17578	ILLINGWORTH-KILGUST	960003067	HVAC REPAIR	1	09/30/2022	34.41	.00	34.41	12/08/2022
Total 17578:						34.41	.00	34.41	
17599	QUADIENT LEASING USA	N9676703	POSTAGE MACHINE LEA	1	11/16/2022	458.10	.00	458.10	11/30/2022
Total 17599:						458.10	.00	458.10	
17600	QUADIENT FINANCE USA	112322	POSTAGE	1	11/23/2022	2,010.10	.00	2,010.10	12/08/2022
Total 17600:						2,010.10	.00	2,010.10	
17617	STEVEN R BASSETT INC	93840	TREE REMOVALS	1	10/31/2022	7,330.00	.00	7,330.00	12/08/2022
		94314	TREE WORK AT 6330 EX	1	12/01/2022	15,000.00	.00	15,000.00	12/08/2022
Total 17617:						22,330.00	.00	22,330.00	
17682	CF 401K TRUST	112922	CLOSE ESCROW ACCOU	1	11/29/2022	5,507.30	.00	5,507.30	12/08/2022
Total 17682:						5,507.30	.00	5,507.30	
17685	INGRAM LIBRARY SERVI	62869915	BOOKS	1	11/10/2022	1,061.10	.00	1,061.10	12/08/2022
		62871313	BOOKS	1	11/14/2022	123.09	.00	123.09	12/08/2022
		62871472	BOOKS	1	11/15/2022	167.83	.00	167.83	12/08/2022
		62872389	BOOKS	1	11/17/2022	789.38	.00	789.38	12/08/2022
		62872753	BOOKS	1	11/18/2022	60.73	.00	60.73	12/08/2022
		62874346	BOOKS	1	11/23/2022	179.57	.00	179.57	12/08/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		62875681	BOOKS	1	11/29/2022	287.21	.00	287.21	12/08/2022
		62876807	BOOKS	1	12/02/2022	1,050.76	.00	1,050.76	12/08/2022
		67543227	BOOKS	1	11/21/2022	519.88	.00	519.88	12/08/2022
		67544503	BOOKS	1	11/22/2022	92.09	.00	92.09	12/08/2022
		67548195	BOOKS	1	12/02/2022	111.30	.00	111.30	12/08/2022
		72804489	BOOKS	1	11/22/2022	13.99-	.00	13.99-	12/08/2022
		72804490	BOOKS	1	11/22/2022	15.55-	.00	15.55-	12/08/2022
Total 17685:						4,413.40	.00	4,413.40	
17759	WESTBURY, BRYAN	BW111822	UNIFORM ALLOWANCE	1	11/18/2022	97.85	.00	97.85	12/08/2022
		BW111822	SAFETY GEAR	2	11/18/2022	11.39	.00	11.39	12/08/2022
		BW111822	SAFETY GEAR	3	11/18/2022	41.78	.00	41.78	12/08/2022
		BW111822	SAFETY GEAR	4	11/18/2022	11.39	.00	11.39	12/08/2022
		BW111822	SAFETY GEAR	5	11/18/2022	11.39	.00	11.39	12/08/2022
Total 17759:						173.80	.00	173.80	
17760	WILSON, CLAYTON	CW112822	UNIFORM ALLOWANCE -	1	11/28/2022	150.00	.00	150.00	12/08/2022
Total 17760:						150.00	.00	150.00	
17761	CBS SQUARED, INC.	10906	TRAFFIC STUDY - EXCHA	1	12/07/2022	760.00	.00	760.00	12/08/2022
		10907	PAULSON ROAD TRAFFI	1	12/07/2022	1,900.00	.00	1,900.00	12/08/2022
Total 17761:						2,660.00	.00	2,660.00	
17764	ALL TRAFFIC SOLUTION	SIN034816	TRAFFIC SUITE APP	1	11/15/2022	1,500.00	.00	1,500.00	12/08/2022
Total 17764:						1,500.00	.00	1,500.00	
17770	SJE	CD99459782	LIFT STATION 2 REPAIR	1	11/21/2022	6,426.75	.00	6,426.75	12/08/2022
Total 17770:						6,426.75	.00	6,426.75	
17789	TRANSUNION RISK AND	6174432-202	DATA SEARCH SERVICE	1	12/01/2022	75.00	.00	75.00	12/08/2022
Total 17789:						75.00	.00	75.00	
17845	DANE COUNTY TREASU	42795	MEDICAL SUPPLIES	1	11/30/2022	25.57	.00	25.57	12/08/2022
Total 17845:						25.57	.00	25.57	
17855	THOMPSON, JORDAN	JT112822	UNIFORM ALLOWANCE	1	11/28/2022	147.14	.00	147.14	12/08/2022
		JT112822	SAFETY GEAR	2	11/28/2022	28.72	.00	28.72	12/08/2022
		JT112822	SAFETY GEAR	3	11/28/2022	7.83	.00	7.83	12/08/2022
		JT112822	SAFETY GEAR	4	11/28/2022	7.83	.00	7.83	12/08/2022
		JT112822	SAFETY GEAR	5	11/28/2022	7.83	.00	7.83	12/08/2022
Total 17855:						199.35	.00	199.35	
17870	STANARD & ASSOCIATE	SA00005259	RECRUIT TESTING	1	11/30/2022	180.00	.00	180.00	12/08/2022
Total 17870:						180.00	.00	180.00	
17881	MACQUEEN EMERGENC	P08393	SUSPENDERS	1	11/15/2022	69.33	.00	69.33	12/08/2022
		P08869	MSA METER REPLACEM	1	12/01/2022	1,005.20	.00	1,005.20	12/08/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17881:						1,074.53	.00	1,074.53	
17908	BADGER METER	80114117	CELLULAR SERVICE UNI	1	11/30/2022	802.16	.00	802.16	12/08/2022
		80114117	CELLULAR SERVICE UNI	2	11/30/2022	802.17	.00	802.17	12/08/2022
Total 17908:						1,604.33	.00	1,604.33	
17920	GORDON FLESCH CO, IN	IN13980148	EXTRA COPIES	1	11/20/2022	3.82	.00	3.82	11/30/2022
Total 17920:						3.82	.00	3.82	
17930	STRASBURG, CARL & LY	060922	SALT SAVER PROGRAM	1	06/09/2022	200.00	.00	200.00	Multiple
Total 17930:						200.00	.00	200.00	
17976	GAFFNEY, AUSTIN	AG111822	SAFETY GEAR	1	11/18/2022	101.82	.00	101.82	12/08/2022
		AG111822	SAFETY GEAR	2	11/18/2022	27.77	.00	27.77	12/08/2022
		AG111822	SAFETY GEAR	3	11/18/2022	27.77	.00	27.77	12/08/2022
		AG111822	SAFETY GEAR	4	11/18/2022	27.77	.00	27.77	12/08/2022
		AG111822	UNIFORM ALLOWANCE	5	11/18/2022	328.17	.00	328.17	12/08/2022
Total 17976:						513.30	.00	513.30	
17989	LRS HOLDINGS, LLC	0003075341	PORTABLE RESTROOM	1	11/17/2022	1,217.04	.00	1,217.04	12/08/2022
Total 17989:						1,217.04	.00	1,217.04	
18016	UTILITY MAPPING SERVI	1696.22.1 R1	FORCE MAIN LOCATING	1	11/23/2022	89,318.50	.00	89,318.50	12/08/2022
Total 18016:						89,318.50	.00	89,318.50	
18019	NEWTON, DAVE	DN112722	UNIFORM ALLOWANCE -	1	11/27/2022	150.00	.00	150.00	12/08/2022
Total 18019:						150.00	.00	150.00	
18021	UNDERWATER KINETICS	322599	HELMET W/ LIGHT	1	11/14/2022	134.14	.00	134.14	12/08/2022
		322637	HELMET W/ LIGHT	1	11/16/2022	62.70	.00	62.70	12/08/2022
Total 18021:						196.84	.00	196.84	
18022	CITY OF STOUGHTON	0000004303	RANGE FEES	1	11/16/2022	130.80	.00	130.80	12/08/2022
Total 18022:						130.80	.00	130.80	
18023	RAMKEY, JOHN & CHRIS	112222	REFUND OVERPAYMENT	1	11/22/2022	131.43	.00	131.43	12/08/2022
Total 18023:						131.43	.00	131.43	
18024	POQUETTE, MICHAEL	112222	REFUND OVERPAYMENT	1	11/22/2022	90.87	.00	90.87	12/08/2022
Total 18024:						90.87	.00	90.87	
18025	HUBANKS, RITA	112222	REFUND OVERPAYMENT	1	11/22/2022	74.29	.00	74.29	12/08/2022
Total 18025:						74.29	.00	74.29	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
18026	AVIEL PROPERTIES	112222	REFUND OVERPAYMENT	1	11/22/2022	47.44	.00	47.44	12/08/2022
Total 18026:						47.44	.00	47.44	
18027	CENTRAL LAKE ARMOR	IN-0018219	INITIAL ISSUE KELLER	1	11/16/2022	1,020.07	.00	1,020.07	12/08/2022
Total 18027:						1,020.07	.00	1,020.07	
18028	MADISON COMMUNITY F	112122	5K PROCEEDS	1	11/21/2022	1,748.08	.00	1,748.08	12/08/2022
Total 18028:						1,748.08	.00	1,748.08	
18029	OHEARN VENTURES	112922	PARTIAL TIF LOAN DISBU	1	11/29/2022	40,000.00	.00	40,000.00	11/30/2022
Total 18029:						40,000.00	.00	40,000.00	
18030	INTERNATIONAL BUSINE	INV-001375	FIELD TRAINING SOFTW	1	11/10/2022	222.29	.00	222.29	12/08/2022
Total 18030:						222.29	.00	222.29	
18031	GRAY, REBECCA	120622	HOLIDAY LUNCHEON	1	12/06/2022	100.00	.00	100.00	12/08/2022
Total 18031:						100.00	.00	100.00	
18032	CITY DETAIL CENTER	12952	VEHICLE MAINTENANCE	1	06/01/2022	87.98	.00	87.98	12/08/2022
		12952	VEHICLE MAINTENANCE	2	06/01/2022	23.99	.00	23.99	12/08/2022
		12952	VEHICLE MAINTENANCE	3	06/01/2022	23.99	.00	23.99	12/08/2022
		12952	VEHICLE MAINTENANCE	4	06/01/2022	23.99	.00	23.99	12/08/2022
		12953	VEHICLE MAINTENANCE	1	06/01/2022	87.98	.00	87.98	12/08/2022
		12953	VEHICLE MAINTENANCE	2	06/01/2022	23.99	.00	23.99	12/08/2022
		12953	VEHICLE MAINTENANCE	3	06/01/2022	23.99	.00	23.99	12/08/2022
		12953	VEHICLE MAINTENANCE	4	06/01/2022	23.99	.00	23.99	12/08/2022
Total 18032:						319.90	.00	319.90	
18033	MEISE CONSTRUCTION,	PAYAPP1	COMMUNITY PARK PHAS	1	11/30/2022	473,876.16	.00	473,876.16	12/08/2022
Total 18033:						473,876.16	.00	473,876.16	
18034	HAWKINS, INC	6353248	WATER SYSTEM CHEMIC	1	12/07/2022	917.10	.00	917.10	12/08/2022
Total 18034:						917.10	.00	917.10	
18035	ALLIANCE LAUNDRY SYS	4650	PUBLIC SAFETY CENTER	1	11/30/2022	3,217.32	.00	3,217.32	12/08/2022
Total 18035:						3,217.32	.00	3,217.32	
18036	JENSEN, MICHAEL	120222	REFUND CREDIT ON UTI	1	12/02/2022	259.37	.00	259.37	12/08/2022
Total 18036:						259.37	.00	259.37	
Grand Totals:						1,044,039.	.00	1,044,039.	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date

Report Criteria:
Detail report type printed

VILLAGE OF MCFARLAND

Check Register

Pay Period Dates: 11/06/2022 - 12/03/2022

Page: 1

Dec 08, 2022 2:36PM

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
11/19/2022	CDPT	11/25/2022	[redacted]	FIRE FIGHTERS LOCAL 31	8	119.19
12/03/2022	CDPT	12/09/2022	[redacted]	FIRE FIGHTERS LOCAL 31	8	183.49
12/03/2022	CDPT	12/09/2022	[redacted]	WPPA TREASURER	6	551.50

PAYROLL RELATED $854.18

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, December 13, 2022**

SECTION: **Business**

DEPARTMENT: **Administration**

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

AGENDA ITEM: **Motion to approve a Tourist Rooming House Permit application for Shaun O'Hearn of 6131 Exchange LLC, for the property at 6131 Exchange St for the period ending June 30, 2023 as recommended by the Public Safety Committee.**

PREVIOUS ACTION:

ISSUE SUMMARY:

6131 Exchange LLC, with Shaun O'Hearn as Agent, has applied for a tourist rooming house permit for the property located at 6131 Exchange St. The application is complete and thus, as required by ordinance, has been forwarded on to the Public Safety Committee for review. All property owners within 300 feet were notified of the date and time of the meeting and noticed of their opportunity to provide input on the request at the Public Safety Committee meeting. The ordinance provides that if the PSC Committee determines that the application meets the requirements, it shall be forwarded to the Village Board for approval.

The Building Inspector and Fire Inspector have completed their inspection of the property which are attached to the application. Both inspections are complete with no violations or corrections required. All other minimum standards of the Village Ordinance regarding Tourist Rooming Houses have been verified.

FINANCIAL/BUDGET IMPACT:

Permitting and Room Tax Revenues

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

Chapter 11 - Article XI - Tourist Rooming Houses

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No residents appeared to provide comment on the proposed TRH at 6131 Exchange st. Public Safety committee unanimously recommended approval.

"Motion to approve an application from 6131 Exchange LLC for a tourist rooming house permit for the property located at 6131 Exchange St. for the period ending June 30, 2023."

VILLAGE OF
McFarland

ATTACHMENTS:

1. 6131 Exchange Street Tourist Rooming House Permit Application Submission_Redacted
2. MFR - Updated Compliance Inspection - 12.01.2022 - Redacted
3. BI - Updated Compliance Inspection - 12.01.2022_Redacted

Tourist Rooming House Permit Application

Pursuant to Village Ordinance Chapter 11

New or Renewal	New Application

Property Information

Tourist Rooming House Physical Address	6131 Exchange Street
Name of Corporation, Limited Liability Company, Partnership, or Other Entity (if applicable)	6131 Exchange LLC
Property Owner Name	Shaun O'Hearn
Property Owner Address	[redacted]
Property Owner Telephone Number	[redacted]
Property Owner Email Address	[redacted]

Resident Agent

A resident agent must be appointed in the following situations:

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

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

Will a Resident Agent be appointed?	No

Application Fees

Application Fee (includes all required inspections) - $500

Resident Agent Fee - $50 (if applicable

Total application fees = $500.00

Facility I formation

Provide the square footage of each room.

Bedrooms

Select the plus sign to add additional bedrooms.

i. **Bedroom Length**

13

Bedroom Width

10

Bedroom Total Square Footage

130 Square Feet

ii. **Bedroom Length**

9

Bedroom Width

8

Bedroom Total Square Footage

72 Square Feet

Dining Room

Dining Room Length	11
Dining Room Width	12

Dining Room Total Square Footage

Living Room

Living Room Length	14
Living Room Width	12

Living Room Total Square Footage

168 Square Feet

Family Room/Den (if applicable)

Family Room/Den Total Square Footage

Number of Full Bathrooms	1
Number of 3/4 Bathrooms	0
Number of 1/2 Bathrooms	-2
Number of Parking Stalls	1

Not less than one and one-quarter onsite off-street parking spaces for every four occupants based upon maximum occupancy.

Nuisance Response Plan

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

Proposed Maximum Number of Overnight Guests	6
Number of Off-street Parking Spaces Available for Guests in Driveway	2
Number of Off-street Parking Spaces Available for Guests in Garage	1
Number of Bedrooms Available	2

Describe the manner of responding to or causing a response to a nuisance complaint, including but not limited to the manner in which the complainants(s) will be notified of the response and the method of documenting prompt responses and timely corrective action.	Any and all bookings are handled through Airbnb. I have access to all contact details of the guests via phone, email or text and communicate with them regularly throughout their stay. All concerns will be relayed to them in a timely manner. If I am unable to reach them, a site visit will be made within the hour. I currently reside within 2mi of the TRH. The failure to follow house rules, leads to the immediate removal of the guests.
Describe the manner of assuring timely corrective action to remedy the conditions that caused the nuisance complaint. This shall include, at a minimum, a telephone call to the primary adult occupant of the short-term vacation rental within 45 minutes of the initial nuisance complaint.	Any and all bookings are handled through Airbnb. I have access to all contact details of the guests via phone, email or text and communicate with them regularly throughout their stay. All concerns will be relayed to them in a timely manner. If I am unable to reach them, a site visit will be made within the hour. I currently reside within 2mi of the TRH.

VILLAGE OF McFarland

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

Proof of Liability Insurance	*File(s) attached:* _6131EXCHANGELLC_10_01_122 - WITH LOSS PAYABLE.pdf

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

Will you be listing your tourist rooming house exclusively through a lodging marketplace?	Yes

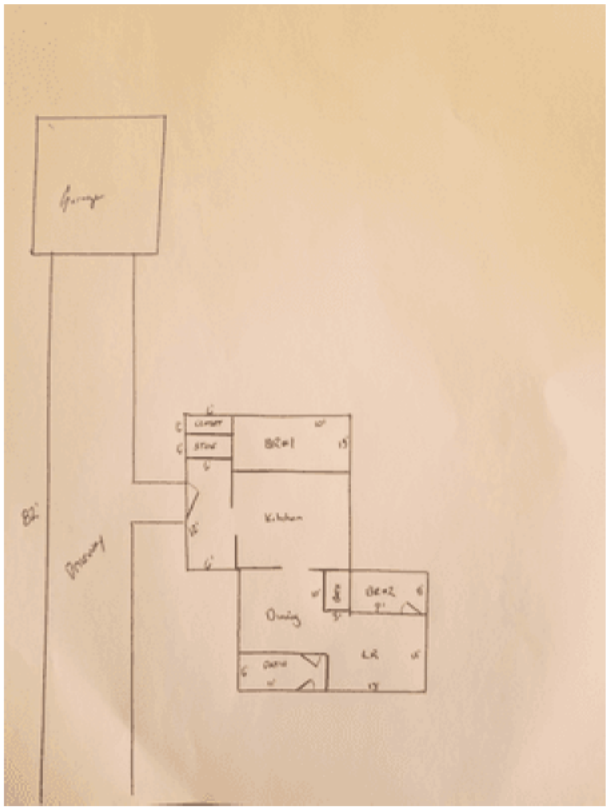
A current Tourist Rooming House License issued by Public Health of Madison and Dane County (PHMDC), or other applicable entity, under Wis. Stats. § 97.605, or a copy of the completed application submitted for said license if the license has not been issued.

File(s) attached:

For more information about Tourist Rooming House Licenses from PHMDC, please visit the PHMDC website.

Site Plan

File(s) attached:



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

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

Certification Signature	*File(s) attached:*
Certification Date	11/07/2022

Tourist Room House Inspection

Per Village of McFarland Code of Ordinances

License Type:

☒ - New Application

☐ - Renewal Application

Section 1 - Applicant Information	
Premises Address: 6131 Exchange St	
Owner Name: 6131 Exchange LLC/Shaun O'Hearn	Phone:
Agent/Contact Name: N/A	Agent/Contact Phone: N/A

Section 2 - Building Inspection Only - Occupancy Verification
Requested Maximum Occupancy identified on application: _____
Does the application meeting the standard of not less than 150 square feet of floor space for the 1st occupancy thereof and at least an additional 100 square feet for every additional occupancy thereof. Floor space is determined by measures of each room. Floor space does not include kitchens, bathrooms, closets, garages or rooms not meeting the UDC requirements for occupancy. - Yes - No If no, what is the total square footage of floor space: _____
Number of **onsite off-street** parking spaces: _____
Number of Full Baths: _____ Number of ¾ Baths: _____ Number of ½ Baths: _____

Section 3 - Fire Department Only - TRH Minimum Specification Verification		
Does the application meet the following standards:	**Yes**	**No**
Functional smoke detectors and CO2 detectors in accordance with State law.		X
No accessible wood burning fireplace unless the owner provides a certificate from a licensed commercial building inspector, dated not more than 30 days prior to submission, certifying that the fireplace and chimney have been inspected and are in compliance with National Fire Prevention Association Fire Code Chapter 211 Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances.	X	
No hibachi, gas-fired grill, charcoal grill, or other similar devices used for cooking, heating, or any other purpose on any balcony, deck or under any overhanging structure or within ten feet of any structure.	X	

Section 4 - Inspection Information		
An inspection of the above premises has disclosed the following:		
Ord. Number	**Code Section**	**Description of Violation**
	11-361 (b) (2)	Missing smoke alarms in the bedrooms and CO alarm on basement and 2nd floor

☐ - No Violations Observed (skip to Section 6)	☒ - Hold for Corrections (complete Section 5)

Section 5 - Use only if Corrections are Needed	
Noncompliant Order No.	16385
Date Corrections must be completed	12/05/2022
Is reinspection required?	☒ - Yes ☐ - No
If reinspection **is required**, provide contact information for applicant to use when ready to schedule.	fireprevention@mcfarland.wi.us 608.838-3278
If reinspection **is not required**, what materials/documentation/proof of compliance should applicant submit.	

Signature	Christopher C. Davis	**Date**	11/21/2022

Section 6 - Determination – USE ONLY AFTER ALL VIOLATIONS ARE CORRECTED, IF APPLICABLE			
RECOMMENDATION FROM: **☒ - Fire Department ☐ - Community Development Department** ☒ - Grant License ☐ - Refuse License			
Signature	Christopher C. Davis	**Date**	12/1/2022

MCFARLAND FIRE & RESCUE

INSPECTION REPORT

6131 EXCHANGE STREET, LLC, 6131 EXCHANGE ST, BLDG 6131 EXCHANGE STREET, LLC, MCFARLAND WI 53558

DETAILS

Inspection Date: 11/21/2022 | Inspection Type: INSPECTION - Tourist Rooming House | Inspection Number: 16385 | Shift: N/A | Station: McFarland Fire & Rescue | Unit: N/A | Lead Inspector: Scott Allain | Other Inspectors: Christopher Dennis

STATUS	CODE	DESCRIPTION
FAIL	VOM-Sec. 11-361. (b) (2) - TRH - Smoke & CO Alarms	Functional smoke detectors and carbon monoxide detectors in accordance with the requirements of Wis. Admin. Code Ch. SPS 362; Inspector: Scott Allain - Comments: Add smoke detectors in bedrooms on main floor. Have dual CO/Smoke Detectors in third floor bedroom and basement.

REINSPECTION DATE

12/05/2022

CONTACT SIGNATURE

Shaun O'Hearn
Signed on: 11/21/2022 @ 13:12

INSPECTOR SIGNATURE

Scott Allain
Signed on: 11/21/2022 @ 13:13

QUESTIONS ABOUT YOUR INSPECTION?

Scott Allain
sallain@mcfarland.wi.us
No phone number available

MCFARLAND FIRE & RESCUE

INSPECTION REPORT

6131 EXCHANGE STREET, LLC - TOURIST ROOMING HOUSE, 6131 EXCHANGE ST, BLDG 6131 EXCHANGE STREET, LLC, MCFARLAND WI 53558

DETAILS

Inspection Date: 11/28/2022 | Inspection Type: INSPECTION - Tourist Rooming House | Inspection Number: 16394 | Shift: N/A | Station: McFarland Fire & Rescue | Unit: N/A | Lead Inspector: Scott Allain | Other Inspectors: Christopher Dennis

VIOLATIONS

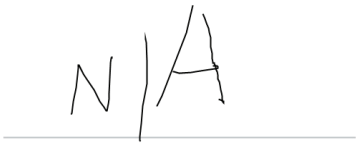
No Violations Found

NEXT INSPECTION DATE

11/21/2023

CONTACT SIGNATURE

Shaun O'Hearn
Signed on: 11/28/2022 @ 13:32



INSPECTOR SIGNATURE

Scott Allain
Signed on: 11/28/2022 @ 13:32

QUESTIONS ABOUT YOUR INSPECTION?

Scott Allain
sallain@mcfarland.wi.us
No phone number available

VILLAGE OF McFarland	**Tourist Room House Inspection** Per Village of McFarland Code of Ordinances **License Type:** ☒ - New Application ☐ - Renewal Application

Section 1 - Applicant Information	
Premises Address: 6131 Exchange St	
Owner Name: 6131 Exchange LLC/Shaun O'Hearn	[redacted]
Agent/Contact Name: N/A	Agent/Contact Phone: N/A

Section 2 - Building Inspection Only - Occupancy Verification
Requested Maximum Occupancy identified on application: 6
Does the application meeting the standard of not less than 150 square feet of floor space for the 1st occupancy thereof and at least an additional 100 square feet for every additional occupancy thereof. Floor space is determined by measures of each room. Floor space does not include kitchens, bathrooms, closets, garages or rooms not meeting the UDC requirements for occupancy. ☒ - Yes ☐ - No If no, what is the total square footage of floor space: _____
Number of **onsite off-street** parking spaces: 3
Number of Full Baths: 1 Number of ¾ Baths: _____ Number of ½ Baths: _____

Section 3 - Fire Department Only - TRH Minimum Specification Verification		
Does the application meet the following standards:	**Yes**	**No**
Functional smoke detectors and CO2 detectors in accordance with State law.		
No accessible wood burning fireplace unless the owner provides a certificate from a licensed commercial building inspector, dated not more than 30 days prior to submission, certifying that the fireplace and chimney have been inspected and are in compliance with National Fire Prevention Association Fire Code Chapter 211 Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances.		
No hibachi, gas-fired grill, charcoal grill, or other similar devices used for cooking, heating, or any other purpose on any balcony, deck or under any overhanging structure or within ten feet of any structure.		

Section 4 - Inspection Information

An inspection of the above premises has disclosed the following:

Ord. Number	Code Section	Description of Violation
		GFCI outlet in bathroom and 1 in kitchen
		not functioning.
		OK 11.28.22

☐ - No Violations Observed (skip to Section 6) ☐ - Hold for Corrections (complete Section 5)

Section 5 - Use only if Corrections are Needed

Noncompliant Order No.	
Date Corrections must be completed	
Is reinspection required?	☐ - Yes ☐ - No
If reinspection **is required**, provide contact information for applicant to use when ready to schedule.	
If reinspection **is not required**, what materials/documentation/proof of compliance should applicant submit.	

Signature		**Date**	

Section 6 - Determination – USE ONLY AFTER ALL VIOLATIONS ARE CORRECTED, IF APPLICABLE

RECOMMENDATION FROM:

☐ - **Fire Department** ☑ - **Community Development Department**

☑ - Grant License ☐ - Refuse License

Signature		**Date**	11.28.22

VILLAGE OF McFarland

Event Permit
Pursuant to Village Ordinance Chapter 11

For parades, run/walks, car shows, community events, and special events in which 200 or more attendees are anticipated at one time or that is likely to have a significant impact on neighborhood parking or the free-flow of traffic (only pertains to events that are open to the public).
☒ - Application Fee - $100 (due with application)

Public Property vs. Private Property	Notes/Instructions
1. Will any portion of this event take place on public property? ☐ - Yes ☒ - No	If yes, please complete entire application. If no, please complete question 1a.
1a. If no, will the event involve the sale of alcohol? ☒ - Yes ☐ - No	If yes, please complete the entire application. If no, please contact Village Administration to determine if you need to complete the application

Applicant Information	
Name(First, M.I., Last) of Primary Contact: SCOTT A. HAMILTON	Phone: [redacted]
Address: [redacted]	
Email Address: [redacted]	

Agency/Organization Information – (If applicable)	
Name: MADISON CURLING CLUB	Phone: 608 838-5875
Address: 4802 MARSH RD MCFARLAND, WI 53558	
Email Address:	

Event Information	
Name of Event: MAD TOWN DOUBLE DOWN	Type of Event MIXED DOUBLES TOURNAMENT
Location of Event: MADISON CURLING CLUB	
Event Date(s): JAN 6 - 8	Event Time(s): FRIDAY - SUNDAY BAR WONT OPEN TILL 4:00 PM.
Total number of anticipated attendees: 100	Total Number of attendees anticipated being at the event at one time: 50
Set up Start Time: FRIDAY JAN 6 4:00	Tear Down End Time: SUNDAY JAN 8 2:00 PM.

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

Required Attachments

☐ - Detailed event schedule

☒ - Site Plan Requirement – a site plan must be attached that identifies the event layout for the event including stages, tents, equipment, fencing, alcohol sale and carding areas, etc. → tournamt inside club

☒ (if applicable) If the event will take place on a Village street, include a map of all routes or activities.

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

Event Details and Security Plan

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

_____

Event Coordinators

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

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

Name	Location at Event (Ex: Race Start, supply tent)	Time On-site (ex: 10 a.m. to 2 p.m.	Cell Phone
STEVEN TRAG	CLUB	4:00 PM FRIDAY	[redacted]
		12:00 P.M SAT.	
SCOTT HAMILTON	CLUB	4:00 PM FRIDAY	
		12:00 PM SUNDAY	

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: Scott D. Hamilton	Date: 11/22/2022

Certification Section
PLEASE READ CAREFULLY BEFORE SIGNING I understand the application and event requirements and agree to the following: ☒ - I agree to adhere to all applicable, federal, state and municipal laws and understand the violation of such laws will be subject to applicable fines and penalties, and failure to do so is ground for revocation of the event permit. ☒ - I understand that my event permit may be revoked at any time, if the Chief of Police, Fire/EMS Chief, Public Works Director, or designee, in their sole discretion, determine that health or general welfare to the public is endangered. ☒ - I agree to return the site to the condition that existed before the event within twenty-four (24) hours or the expiration of my parks reservation. ☒ - I agree to abide by all including any additional conditions imposed by the Village, and understand failure to adhere to conditions will result in revocation of the event permit.
Applicant Signature: [signature] Date: Nov. 22, 2022

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

Detailed Security Plan Requirements – Appendix A

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

Detailed Emergency Management Expectations and Requirements – Appendix B

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

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

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

FEE $ 10 Application Date: 11/22/2022

☐ Town ☒ Village ☐ City of McFARLAND County of DANE

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

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

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

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

1. Organization *(check appropriate box)* → ☒ Bona fide Club ☐ Church ☐ Lodge/Society ☐ Veteran's Organization ☐ Fair Association or Agricultural Society ☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name MADISON CURLING CLUB

(b) Address 4802 MARSH RD. McFARLAND
(Street) ☐ Town ☒ Village ☐ City

(c) Date organized JAN 6-8

(d) If corporation, give date of incorporation _____

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

(f) Names and addresses of all officers:
President MASON TIKKANEN [redacted]
Vice President AARON BORTSCH
Secretary MIRANDA HOFFMAN
Treasurer ADAM JASSE [redacted]

(g) Name and address of manager or person in charge of affair:
MASON TIKKANEN [redacted]

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

(a) Street number 4802 MARSH RD, McFARLAND, WI

(b) Lot _____ Block _____

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

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event MAD TOWN DOUBLE DOWN CURLING TOURNAMENT

(b) Dates of event _____

DECLARATION

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

Officer [signature] 11/22/2022 MADISON CURLING CLUB
(Signature / Date) *(Name of Organization)*

Date Filed with Clerk _____ Date Reported to Council or Board _____

Date Granted by Council _____ License No. _____

VILLAGE OF
McFarland
Fire & Rescue
www.mcfarland.wi.us | 5915 Milwaukee St, McFarland, WI 53558 | 608.838.3278

December 5, 2022

Re: Event Permit Review – Mad Town Double Down

I have reviewed the submitted event application by Scott Hamilton of the Madison Curling Club for the Mad Town Double Down event to occur on January 6 through 8, 2023, at the Madison Curling Club in the Village.

The application is substantially complete and complies with the EMS and fire requirements. The event is re-occurring, and we have not experienced any substantial concerns in the past. There are no significant changes proposed for the event.

I recommend approval of the permit.

Sincerely,

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

www.mcfarland.wi.us | 5115 Terminal Drive, McFarland, WI 53558 | 608.838.7287

December 2, 2022

RE: Madtown Doubldown Permit
January 6 - 8

The Public Works Department does not have any issues with the issuance of a permit for this event.

Leon J. Igl
Interim Director of Public Works

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: December 8, 2022

TO: McFarland Village Board

FROM: Aaron P. Chapin, Chief of Police

RE: Recommendation of Approval, Madtown Double Down

I have reviewed the Special Event Permit Application and Temporary Class B Alcohol Liense submitted for the Madtown Double Down Event to be held on January 6-8, 2023. The organizers expect roughly 50 participants.

Note that alcohol will be served and the organizers have hired a licensed bartender for the event. The organizers are also requesting an ordinance variance allowing for minors to be present where alcohol is distributed/consumed. I recommend the following requirements be placed on the applicant(s):

- Organizers will provide 1 staff member per 50 anticipated attendees, devoted to the function of assisting and directing attendees as needed.
- Each staff member will wear a nametag that clearly identifies them as event staff.
- Event staff will be required to card attendees that appear to be under the age of 30 at or prior to the point of sale of alcohol to assure compliance with underage drinking laws.
- They will also be required to utilize a wrist band, hand stamp or other means of identifying those of legal age subsequent to being carded.
- They will be required to have in place a plan to mitigate a fire, severe weather, medical or other emergency.

Any questions, feel free to contact me.

Thanks,

Aaron P. Chapin – Chief of Police

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, December 13, 2022**

SECTION: **Business**

DEPARTMENT: **Public Works**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Motion to approve a lease for an Alliant structure on the Burma tower as recommended by the Public Works and Utilities Committee.**

PREVIOUS ACTION:
The Public Works & Utilities Committee recommended approval to the Village Board regarding a lease for an Alliant Energy structure on the Burma tower subject to lease review by the Village Attorney at their November 28, 2022 meeting.

ISSUE SUMMARY:
Enclosed is a proposed lease with Alliant Energy that would allow the utility to place antenna equipment on the Burma Road water tower. Alliant contacted the Village this Fall about placing a monopole antenna within the right of way along Burma Road to support technology advancements in their meter reading process. Staff was concerned about the initial proposed placement within the right of way adjacent a street and suggested the water tower as an alternative. Alliant confirmed that this would be acceptable and we have worked to put a draft lease together to allow for its installation on this improvement. This is similar to other leases with have with cellular companies but without a charge given their shift from the public right of way. Their needs are also not as significant from a co-location standpoint and the enclosed lease is recommended for approval.

FINANCIAL/BUDGET IMPACT:
There is no cost to the Village to locate their equipment on the tower and additionally does not provide additional revenue.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommended Action:

> *Motion, second to approve a lease for an Alliant Energy structure on the Burma tower subject to final lease approval by the Village Attorney.*

VILLAGE OF
McFarland

ATTACHMENTS:

1. McFarland - Tower Lease agreement Alliant 11212022 mgs

TOWER LEASE AGREEMENT

THIS TOWER LEASE AGREEMENT (this "Agreement" or “Lease”) is entered into this ____day of _____ 2022 between Village Of McFarland ("Landlord") and Wisconsin Power and Light Company, a Wisconsin Corporation hereinafter referred to as ("Tenant"). For good and valuable consideration, the parties agree as follows:

1. **SITE**. Subject to the following terms and conditions, Landlord leases to Tenant the right to use certain space upon the tower ("the Tower") and to certain space on the ground ("the Premises"). A description of the Premises and the Tower (including the location and orientation of Tenant's space on the Tower and on the Premises), as well as the specific description of the equipment constituting Tenant’s facilities (the “Facilities”) is as set forth in “Exhibit A”, which is attached hereto and incorporated herein by this reference.

2. **TENANT’S USE**. Landlord hereby grants to Tenant the right to use certain space upon the Tower and on the Premises, at locations approved by Landlord and subject to the terms and conditions set forth herein, for the following purpose: for the transmission and reception of FCC approved frequencies for radio communication signals used strictly by Tenant in conjunction with its utility services, and for the construction and maintenance of related facilities, antennas or temporary shelters to house equipment. Landlord agrees to cooperate with Tenant in obtaining, at Tenant's expense, all licenses and permits for Tenant's use of the Premises and Tower (the "Government Approvals") and Landlord agrees to allow Tenant to perform any engineering procedures on and over the site necessary to determine that the site will be acceptable to Tenant's engineering specifications, system design and obtaining Government Approvals. Tenant shall comply with all FAA, FCC and other laws and regulations applicable to Tenant’s use and operation of its Facilities, including all required notices and approvals, and Tenant shall provide evidence of such approvals or compliance when requested by Landlord.

   a. Access

   Tenant, Tenant’s employees, agents, subcontractors, lenders and invitees shall have access to the Premises and Tower upon reasonable notice to Landlord twenty-four (24) hours a day, seven (7) days a week at no charge. In an emergency occurring during non-business hours, Tenant may access the Premises and Tower without prior notice, but Tenant shall attempt to notify Landlord in advance of accessing the Premises and Tower, and in all cases shall notify Landlord by the next business day after accessing the site. Landlord grants to Tenant, and its agents, employees, contractors, guests and invitees, a non-exclusive right and easement for pedestrian and vehicular ingress and egress described in this Agreement for purposes of Tenant maintaining its Facilities. In all cases, Tenant shall notify Landlord of the identify of persons Tenant intends to permit access to the Premises or Tower.

   Landlord shall maintain all access roadways from the nearest public roadway to the Premises in a manner sufficient to allow pedestrian and vehicular access at all times under normal weather conditions. Landlord shall be responsible for maintaining and repairing such roadways, at its sole expense, except as such roadways are damaged by Tenant or its agents, employees and contractors, in which case Tenant is solely responsible for the cost of these repairs.

   b. Waiver of Landlord’s Lien

Landlord waives any lien rights it may have concerning the Tenant's equipment and Facilities that are deemed Tenant's personal property and are not fixtures, and Tenant has the right to remove the same at any time without Landlord's consent, but Tenant shall provide reasonable advance notice to Landlord prior to accessing the Premises or Tower.

c. Changes to Facilities.

Tenant may upgrade, change, maintain, and replace its Facilities, upon reasonable notice to Landlord, but any increase in the size or number of the Equipment listed on "Exhibit A" must be approved by Landlord, and any such modifications by Tenant may not interfere with any other existing tenant's use of the Tower and Premises.

3. **TERM**. This Agreement shall be for a term of five (5) years ("Initial Term") commencing on _____/2022 the "Commencement" Date, and may be renewed for three (3) additional five (5) year terms (each a "Renewal Term"). Said Renewal Term shall automatically renew unless either party notifies the other by giving written notice of cancellation at least one hundred twenty (120) days prior to the end of the then current term. Notwithstanding the foregoing, this Agreement may be terminated without any liability to Tenant for rentals under this Lease if Tenant is unable to obtain the required Governmental Approvals and FCC approvals to operate on leased Premises and Tower. Upon Commencement Tenant agrees to pay Landlord the rental fee as stated in Section 4 of this Agreement. This Agreement may be terminated by Tenant at any time, for any reason, upon one hundred twenty (120) days written notice. All prepaid tower rental fees will be returned to Tenant on a prorated basis. Tenant shall not be responsible for any monthly rental payments beyond the date of said termination.

a. Warranty of Title and Quiet Enjoyment

Landlord warrants that: (i) Landlord owns or has good leasehold interests to the Premises and Tower and has rights of access thereto; (ii) Landlord has full right to make and perform this Agreement pursuant to the terms hereof, and (iii) Landlord covenants and agrees with Tenant that Tenant may peacefully and quietly enjoy the Tower and antenna Facilities provided that Tenant is not in default hereunder after notice and expiration of all cure periods. Landlord agrees to indemnify and hold harmless Tenant from any and all claims on Tenant's interest under this Agreement.

b. Liability and Indemnity

Landlord shall indemnify and hold Tenant harmless from all claims (including attorneys' fees, costs and expenses of defending against such claims) arising or alleged to arise from the negligent acts or omissions of Landlord or Landlord's agents, employees, licensees, invitees, contractors or other tenants occurring in or about the Premises or Tower. Tenant shall indemnify and hold Landlord harmless from all claims (including attorneys' fees, costs and expenses of defending against such claims) arising or alleged to arise from the negligent acts or omissions of Tenant or Tenant's agents, employees, licensees, invitees, contractors or other tenants occurring in or about the Premises or Tower. In no event shall the liability of Landlord or Tenant under this Agreement include damages for lost profits, consequential or punitive damages. The duties and liabilities described in this Section 3(b) shall survive termination of the Agreement.

Tenant shall not be held responsible for any pre-existing environmental conditions such as previously contaminated soil or groundwater or any other contamination caused by the

Landlord, other tenants or former owners of the leased Premises. Tenant shall not be held responsible for hazardous substances used, generated, stored or disposed of by Landlord, or other tenants and Landlord assumes all risks associated with Landlord's use of hazardous substances.

4. **RENTAL FEE**. For the first year of this Lease, Tenant or its agent shall pay to Landlord on or before the first day of each month, the sum of 0. 00/100 dollars ($) per month. During the Initial Term and any Renewal Term, rental fees shall increase at a rate of 0 percent (%) commencing on the first anniversary of the Commencement Date, and on each anniversary of the Commencement Date, thereafter.

5. **HOLDING OVER**. In the event the Tenant holds over, with or without the consent of the Landlord, beyond the term of this Agreement, such holding over shall be on a month-to-month basis at the then-existing monthly rental, terminable at any time by either party upon thirty (30) days written notice.

6. **ASSIGNMENT AND DELEGATION**. Unless assigned or sublet to one of Tenant's affiliated company(s) or its parent company, Tenant shall not have the right to assign its rights or obligations hereunder, or further sublease any portion of the Tower and/or antenna Facilities Tenant maintains hereunder without the express prior written consent of Landlord, which consent will not be unreasonably withheld, conditioned or delayed.

7. **EQUIPMENT**. All items of Tenant's Facilities which are set forth on "Exhibit A", shall be provided and paid for by Tenant. Tenant shall be solely responsible for the installation, maintenance and repair of Tenant's Facilities.

8. **OWNERSHIP OF THE EQUIPMENT FOR TENANT'S USE**. Tenant's on-site equipment shall be the property of Tenant. Tenant, at its expense, and without damage to the Tower or Premises, or to other equipment located on the Tower and Premises, shall remove its equipment at or prior to the termination of this Agreement. Should Tenant allow any equipment to remain in place more than ninety (90) days beyond the termination of this Agreement, said equipment may be removed by Landlord at Tenant's expense.

9. **INTERFERENCE**. (a) Tenant's use of the Tower and Premises will not cause interference to the Landlord's operations or affect any other tenant on the Tower; provided that any such operations of the Landlord or any other tenant predate Tenant's use. Tenant shall coordinate the installation and use of its Facilities with Landlord's current tenants and Verizon, which at the time of this Agreement is intending to also lease space at the Tower and Premises. In the event Tenant's equipment causes such interference, Tenant will attempt to correct and eliminate the interference. If said interference cannot be eliminated within three (3) days following receipt of written notice from Landlord, Tenant shall temporarily disconnect the electrical power and discontinue use of the Tenant's interfering equipment (except for intermittent operation for the purpose of testing). If such interference is not corrected within thirty (30) days, Tenant agrees to remove said interfering equipment from the Tower and Premises, and this Lease will terminate immediately with no further obligations between Landlord and Tenant (except for monies owed for rent and other liabilities which accrue under this Lease prior to the date of termination).

   (b) Landlord agrees not to allow any subsequent third party's use of equipment, the Tower, or the Premises that may cause interference with or cause the improper operation of the Tower, Tenant's Facilities, or Tenant's communications signal or system. In the event any subsequent third party tenant causes measurable interference with or the improper operation of the Tower, Tenant's Facilities or Tenant's communications signal or system, Landlord, upon notification of such

interference, agrees to promptly remedy such interference to Tenant's sole satisfaction, at Landlord's cost.

10. **TOWER MAINTENANCE AND OTHER REGULATIONS**. Landlord agrees to maintain the Tower in good condition and repair and in strict accordance with all local, state and federal rules and regulations. This shall include, but not be limited to, Tower lighting, Tower lighting alarm system, lighting monitoring and any other FAA or other applicable mandated codes; however, Tenant is solely responsible for complying with all FAA, FCC and other laws and regulations applicable to Tenant's use and operation of its Facilities, including all required notices and approvals. In the event Landlord elects to paint the Tower or Landlord determines other maintenance is required at the Tower, Landlord may, in its sole discretion, require Tenant to temporarily remove its Facilities from the Tower for the duration of such work. Landlord shall provide at least 120 days' notice to Tenant, and Tenant shall promptly remove or relocate its Facilities to a location determined by Landlord. Tenant shall be solely responsible for the cost of the removal of its Facilities. Tenant may, at its sole expense, temporarily use a crane or other device at the Premises approved by Landlord for purposes of relocating Tenant's Facilities until work to the Tower is completed.

11. **REPLACEMENT OF TOWER**. Landlord reserves the right, in its sole discretion, to replace or rebuild the Tower structure or the top of the Tower. In such event, Landlord shall provide Tenant with space at the Premises suitable to allow Tenant to continue to operate its Facilities in a substantially similar manner during the construction period. Tenant shall be solely responsible for the costs associated with removing and re-installing the Facilities. Landlord also expressly reserves the right to erect one or more towers on the Premises, subject to Landlord's obligations to Tenant under this Lease. Tenant shall also have the right, at its sole expense, to establish a temporary facility on the Premises to provide such services as Tenant deems necessary during any such construction by Landlord so long as adequate space is then available. The location of such temporary facilities shall be subject to Landlord's approval.

12. **HAZARDOUS SUBSTANCES**. As of the date of this Agreement herein first written above: (a) Tenant hereby represents and warrants that it shall not use, generate, handle, store or dispose of any Hazardous Substance in, on, under, upon or affecting the Premises in violation of any law and (b) Landlord hereby represents and warrants that (1) it has no knowledge of the presence of any Hazardous Substance located in, on, under, upon or affecting the property in violation of any law; (2) no notice has been received by or on behalf of Landlord, and Landlord has no knowledge that notice has been given to any predecessor owner or operator of the Premises by any governmental entity or any person or entity claiming any violation of, or requiring compliance with, any law for any environmental damage in, on, under, upon or affecting the Premises; and (3) it will not permit itself or any third party to use, generate, store or dispose of any Hazardous Substance in, on, under, upon, or affecting the Premises in violation of any law.

    As used herein, "Hazardous Substance" means any substance that is listed as "hazardous" or "toxic" or listed in the regulations implementing CERCLA. "Hazardous Substance" includes any and all material or substances that are defined as "hazardous waste," "hazardous material," "extremely hazardous substance" or "hazardous substance," pursuant to state, federal, or local governmental law. "Hazardous Substance" includes but is not restricted to asbestos, polychlorinated biphenyls ("PCBs"), petroleum, and petroleum products.

13. **ELECTRICAL POWER AND UTILITIES**. Tenant shall have the right to install electric and telephone utility lines, at Tenant's expense, and to make improvements to the present utilities on the Premises. Tenant shall coordinate any such installation with the Landlord in advance of their installation.

14. **TAXES**. In the event that real or personal property taxes attributable to Tenant's Facilities are assessed, then Tenant shall pay that part of the said taxes attributable to said Facilities.

15. **ATTORNEY'S FEES.** In the event either party defaults in its performance of any of the terms of this Agreement, and if the other party places the enforcement of the Agreement or the collection of any amount due, or the recovery of the possession of the Tower or Premises, in the hands of an attorney, the prevailing party shall be entitled to recover reasonable attorneys' fees and court costs, including appeals, if any, issuing therefrom.

16. **MODIFICATION**. This Agreement shall not be altered, changed or amended except by an instrument in writing executed by both parties.

17. **DEFAULT.** The following events shall be deemed to be events of default under this Agreement:

(a) Tenant fails to pay rent on the date the same is due and such failure continues, after written notice thereof is sent by Landlord, for a period of ten (10) days.

(b) Either party fails to comply with any term, condition or covenant of this Agreement, other than the payment of rent, and does not cure such failure with thirty (30) days after written notice thereof is sent, or, if such failure cannot reasonably be cured within the said thirty (30) days and such party has not commenced to cure such failure within said thirty (30) days and does not thereafter with reasonable diligence and good faith proceed to cure such failure.

(c) Upon the occurrence of any such events of default by Tenant, which are not cured by Tenant as provided for in subsection (b) above, Landlord shall have the option to terminate this Agreement and all rights of Tenant hereunder, in addition to any other remedies available to Landlord at law or in equity. If there occurs an event of default by Landlord or if any Governmental Approval or any permit or any approval of any federal, state or local government entity is

cancelled, expires, terminated or withdrawn, or in addition to any other remedies available to Tenant at law or in equity, Tenant shall have the right to terminate this Agreement without further obligation under this Lease other than the removal of Tenant's equipment and, upon such termination, Landlord shall reimburse Tenant the pro rata share of the rent that has been paid in advance hereunder.

Pursuit of any of the foregoing remedies shall not preclude pursuit of any of the other remedies herein provided or of any other remedies provided by law or in equity.

18. **FORCE MAJEURE**. Neither party shall be liable to the other for any event beyond its reasonable control, including but not limited to loss or damage to the Tower, Premises or Facilities, due to fire, wind, lightning or other casualty, or vandalism, riot, or other act or neglect of any third person.

19. **TOWER DAMAGE**. In the event that the Tower or the Premises or anything else supplied by the Landlord in the Lease is destroyed or damaged by fire, lightning, windstorm, explosion, collapse, aircraft or other vehicle damage or other casualty, Landlord and Tenant may agree to terminate this Lease immediately.

20. **INSURANCE**. Tenant shall maintain Commercial General Liability Insurance with limits not less than $1,000,000.00 per occurrence. Tenant shall have the right to self-insure this coverage. The Village of McFarland shall be named as an additional insured. Memorandum of insurance or self-insurance shall be provided to Landlord upon request. Tenant shall maintain Workers Compensation insurance to the extent required by law.

21. **CHOICE OF LAW.** The laws of the State of Wisconsin shall govern the interpretation and application of this Agreement. Wisconsin courts shall have original jurisdiction over any dispute between the parties.

22. **NOTICES**. Any notices provided for or permitted in this Agreement shall be made by Certified United States Mail, postage prepaid, or by delivering of same in person, as follows:

If to Landlord to:

Village Of McFarland
5915 Milwaukee Street
McFarland, WI 53558-0110

If to Tenant to:

Wisconsin Power and Light Company
4902 N Biltmore Lane
Madison, WI 53
Attn: Real Estate and Right of Way

23. **BINDING EFFECT**. Except as otherwise set forth in this Agreement, this Agreement shall be binding upon and shall inure to the benefit of the Landlord, Tenant and their respective successors and assigns.

24. **ENTIRE AGREEMENT**. This Agreement constitutes the entire agreement and understanding of the parties, and supersedes all offers, negotiations and other agreements. There are no representations or understandings of any kind not set forth herein.

LANDLORD:

Sign:_____

Name:_____

Title:_____

TENANT:
<Wisconsin Power and Light Company>

Sign:_____

Name:_____

Title: _____

EXHIBIT A

TOWER/PREMISES/FACILITIES SITE DESCRIPTION

To the Tower Lease Agreement dated_____between _____ _____, as Landlord, and <Wisconsin> <Interstate> Power and Light Company as Tenant.

Tower Site:

(Insert Legal Description here)

Tower and Premises:

(List tower info here, including Lat/Long, Address, height etc.)

Tenant's Facilities:
Tenant will have the following Facilities on the Tower and Premises

(List equipment here)

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, December 13, 2022**

SECTION: **Business**

DEPARTMENT: **Public Works**

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

AGENDA ITEM: **Motion to approve a proposal from Town & Country Engineering for design and construction engineering for the 2023 Burma Tower repainting as recommended by the Public Works and Utilities Committee.**

PREVIOUS ACTION:
The Public Works and Utilities Committee recommended approval to the Village Board regarding a proposal from Town and Country Engineering for design and construction engineering for the 2023 Burma Tower repainting at their November 28, 2022 meeting.

ISSUE SUMMARY:
Enclosed is a proposal from Town & Country Engineering to assist the village with seeking a painting contractor for the Burma Tower. Town & Country will prepare a request for proposals, evaluate the proposals, prepare construction contracts, assist with construction administration and coordinate with CTW (the Village's well contractor) along with an inspection firm (likely Dixon Engineering) for observation during painting.

FINANCIAL/BUDGET IMPACT:
The estimated engineering cost provided within Town & Country's proposal is not to exceed $8,500. The Burma Tower painting is included within the 2023 capital budget for painting up to $830,000.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommended Action:

> *Motion, second to approve the proposal from Town & Country Engineering for Burma water tower repainting design and construction engineering.*

ATTACHMENTS:

VILLAGE OF
McFarland

1. Scope of Services Memo - 2023 Water Tower Repainting

SCOPE OF SERVICES
MEMORANDUM

Date:	November 4, 2022
To:	Matt Schuenke, Village Administrator Village of McFarland
From:	Brian Berquist, P.E., President – Town and Country Engineering
Subject:	Scope of Services – Water Tower Repainting Design and Construction Engineering

The Village of McFarland has two water towers, located on Burma Road and Holscher Road, respectively. The Village would like to repaint the Burma Road water tower and complete a request for proposals for selection of a painting contractor. In addition to a request for proposal for selection of the painting contractor, the Village would like assistance in addressing any DNR sanitary survey items listed on the latest DNR review, and coordinating painting inspection during recoating.

The follow Scope of Services is proposed for the work described above:

- Prepare a Request for Proposals for selection of a painting contractor. The Request for Proposals will include:
    - Advertisement
    - Request for Proposal
    - Agreement
    - General and Supplementary Conditions
    - Technical Specifications
- Evaluate proposals with Village staff and make a recommendation to the Village Committee and/or Board for award of the painting contract.
- Prepare construction contracts for the Village and Contractor
- Assist the Village with construction administration through the course of repainting; including submittal review, contractor correspondence, and pay request coordination.
- Coordinate with CTW (the Village's well contractor) for any potential adjustments to well controls while the Burma Road tower is out of service.
- Coordinate, as necessary, the Village contracting with a coatings inspection firm (likely Dixon Engineering) for observation during the water tower coating.

The estimated engineering cost for the above scope will be billed on an hourly basis and **will not exceed $8,500.**

To complete the scope of services outlined above, the Village will need to provide:

- All data available to date on existing conditions of the water tower.
- Recent sanitary surveys from the Department of Natural Resources

The following items are not included in the scope of services outlined above, but can be completed or coordinated on an hourly basis.

- Public bidding of water tower improvements (note the above scope assumes an RFP process

in lieu of public bidding).

- Inspection of water tower coating installation. We recommend the Village contract with a NACE certified coatings consultant to provide either part- or full-time observation and testing services. As outlined above, we will assist the Village in obtaining proposals from firms for these services.

We at Town & Country Engineering, Inc. wish to thank you for the opportunity to present this scope of services to the Village of McFarland and look forward to continuing to serve you. If you have any questions regarding the above scope, please feel free to call.

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, December 13, 2022**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator, Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist**

AGENDA ITEM: **Discussion and action to confirm the Public Works Director appointment made by the Village President.**

PREVIOUS ACTION:

ISSUE SUMMARY:

On December 2nd, Jim Hessling retired as Public Works Director for the Village. We thank him for his service, and he will be honored with a resolution during the meeting.

Village Ordinances provide the following for appointment and selection of the Public Works Director:

Sec. 2-675. - Appointment.
The Director of Public Works shall be appointed by the Village President, subject to confirmation by a majority vote of the Village Board, on the basis of merit, training, experience, administrative ability, efficiency and general qualifications and fitness for performing the duties of the position.

The Village has conducted a recruitment and the Village President has identified a candidate for appointment. The Board will interview the applicant in closed session at the beginning of the meeting and then put forth formal action on the appointment during the open session item.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

Village Ordinance - Part II - Chapter 2 - Article VII - Division 7

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Village President Clow will provide a formal recommendation and motion for appointment.

ATTACHMENTS:
None

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, December 13, 2022**

SECTION: **Business**

DEPARTMENT: **Administration**

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

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

PREVIOUS ACTION:
None.

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

FINANCIAL/BUDGET IMPACT:
Financial progress is included in the report. Thus far costs are tracking as they should be.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
No action is needed on this item. Provided as an update.

ATTACHMENTS:
1. McFarland PSC Report 2022 12

Project Status Report for

Village of McFarland Public Safety Center

December 2022

Jordan Schulz, HFD
Your Partner in Development

Construction Update

1. Curb is in as well as some paving.
2. Fence at the PD is installed.
3. Window install continues as materials become available.
4. Exterior sheathing and spray insulation is nearly complete.
5. Paint, floor tile, ceiling grid and cabinet install in the PD is underway.
6. Drywall is underway in the FD and Commons.
7. Temporary heaters are connected and are heating the building.
8. The electrical transformer from Alliant will be installed 12/08.
9. No change to the anticipated date of the late electrical switchgear arrival in March.

Project Administration

1. Schedule changes and associated costs have been reviewed and revised for:
    1. Weather delays incurred
    2. Schedule change due to long-lead switchgear
2. The most recent design and coordination items the team is addressing:
    1. Police parking lot gate access
    2. Interior Signage design
    3. Fiber service
    4. Network structure and service
3. The project team is working on assembling an 8-week schedule for tasks occurring once the switchgear arrives in March
    1. Start-up
    2. Testing and Balancing
    3. Owner Equipment
    4. Commissioning, etc.
4. Window testing and curtain wall testing are being scheduled.

Budget Updates

DESCRIPTION	BUDGET	FINAL PROJECTED COST	INVOICED TO DATE	% Complete
Pre-Development	56,322	62,838	62,838	100%
Professional Services *Design, Project Mgmt, Legal, Quality Testing*	1,221,585	1,287,396	1,216,124	94%
Owner Direct *Furniture, Equipment, etc.*	858,515	927,536	281,550	30%
Construction	18,834,443	19,446,874	14,154,172	73%
Other Project Expense	85,000	95,419	63,501	67%
Income	(32,000)	(32,000)	0	0%
Owner Contingency	1,003,700	239,502	0	76%
TOTAL	22,027,565	22,027,565	15,778,185	72%
FINAL PROJECTED COST	22,027,565			
Balance - Under / (Over)	0			

Budget Updates

PCO*	CO	PS**	SCOPE	SUBMITTED	PENDING	STATUS	RECOMMENDED	APPROVED
	01		PCOs 4r2.2	55,295		Approved		28,000
	02		PCOs 004r2.1, 015	167,312		Approved		136,492
	03		PCOs 010, 016r1, 019r1, 023, 025	198,838		Approved		172,833
	04		PCOs 028, 030r1, 031r2	109,305		Approved		82,757
	05		PCOs 018r1, 029r1, 033r2, 043r2, 045r2, 046	152,252		Approved		102,888
	06		PCO 066 Door Hdwr Change	5,982		Approved		5,982
	07		PCOs 049r2, 056.2	38,802		Approved		18,479
057	08	N/A	Sept misc costs, RFIs, etc.	31,390		Recommended	31,390	
061r1	08	12	Utility service change, conduits for future EV stations, added auto operators	30,757		Recommended	9,092	
062r1	08	13	Monument Foundation	7,711		Recommended	7,711	
063	08	14	Added Camera	7,474		Recommended	7,474	
069	08	N/A	Countertop Finish	1,818		Recommended	1,818	
072r1	08	N/A	Undercutting and added clock	6,792		Recommended	6,301	
075	08	N/A	Evidence Room Floor Paint	1,335		Recommended	1,335	
059.1	09	N/A	Weather Delays ***	94,521		Recommended	68,000	
059.2	10	N/A	Switchgear Delays	163,905		Recommended	95,867	
			TOTAL		-		**228,988**	**547,431**

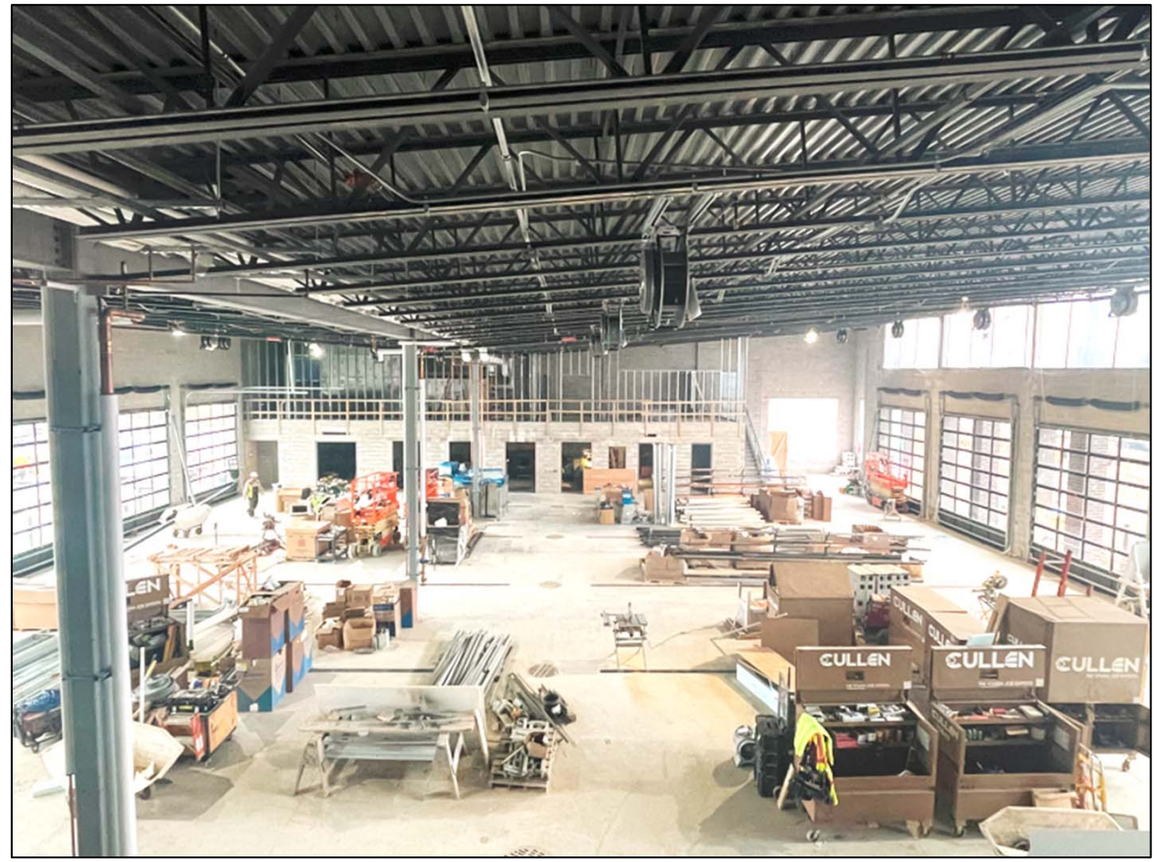
* Intermediate PCO numbers not shown do not currently have any associated costs

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

*** $50k is being recovered from savings within contract allowances with the intent to offset the cost of weather delays, potentially bringing this PCO to $18k

Project Update Photos

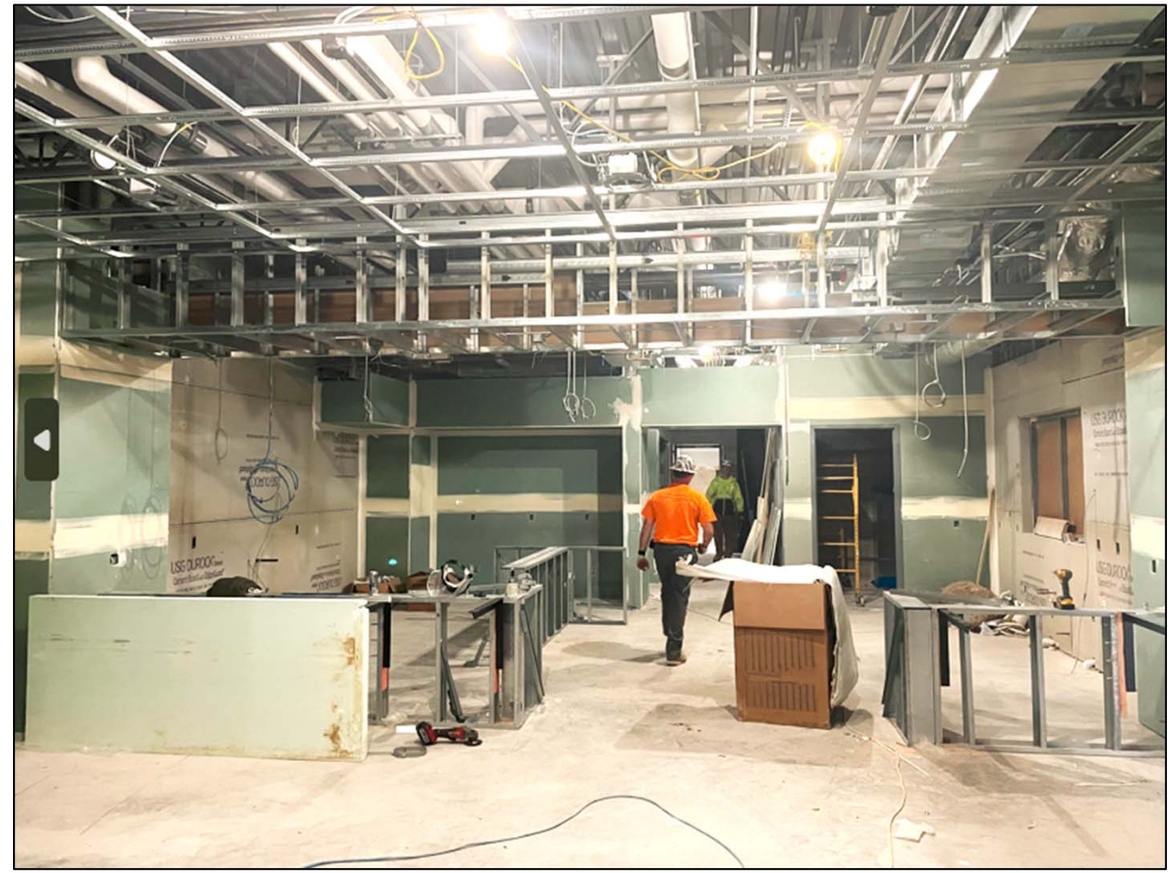
South Entrance to the Apparatus Bays



Apparatus Bays

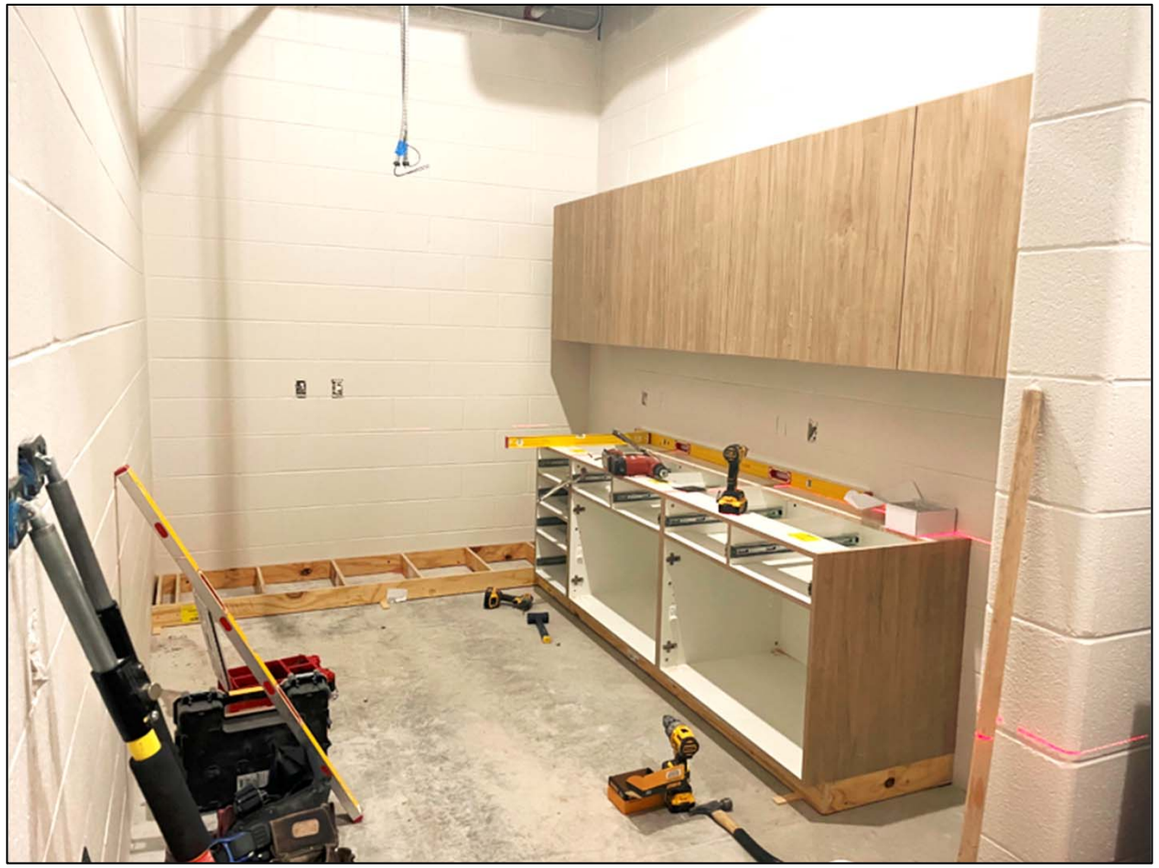
Project Update Photos

Main Entry and PD, awaiting glass and metal panel

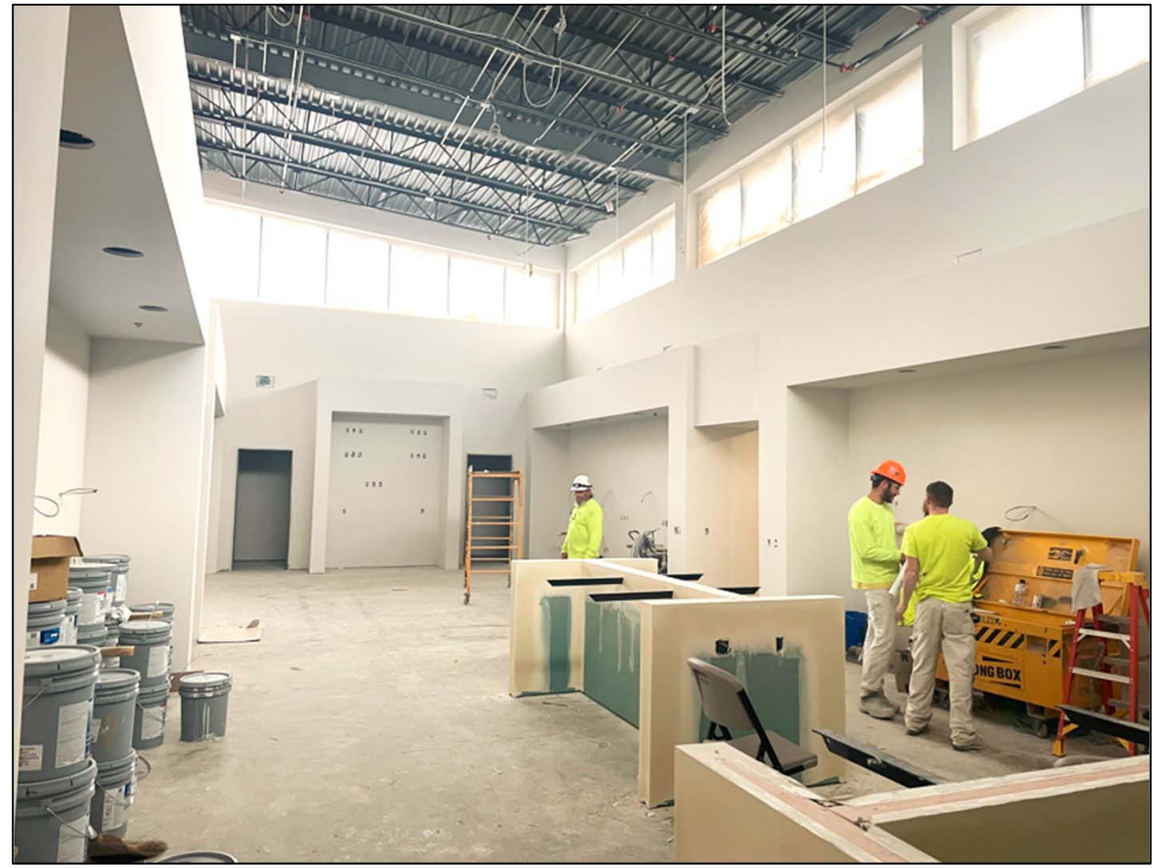


FD Kitchen

Project Update Photos



Cabinets at Patrol Storage



Squad Room Walls Primed

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, December 13, 2022**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion and action regarding proposed Change Order #08 (miscellaneous items), #09 (Weather Delays), and #10 (Switchgear Delays) for the Public Safety Center.**

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

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

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

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

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

Change Order #06 was approved by the Village Board at its meeting on October 11, 2022.

Change Order #07 was approved by the Village Board at its meeting on November 10, 2022.

ISSUE SUMMARY:
Please find enclosed 3 Change Orders that address a variety of different funding requests for the project. We presented it as three different change orders as two items have to do with project delays with significant cost considerations. All open items are being provided to the Village Board now for discussion and consideration recognizing that the board may choose to defer action on some things based on the background provided.

- **Change Order #08** - This item represents 7 different funding requests spanning many different project changes that have developed. It includes general miscellaneous costs, changes to utility service, electrical adjustments to plan for more electric vehicles, foundation adjustments, camera work, countertops, excavation, and painting. The total cost for all of these items is $65,121.
- **Change Order #09** - This item is as a result of added costs to the project as a result of weather delays and the need to extend the completion date for the project. To date, 37 days have been noted as lost work days by the Contractor. 15 days were planned within their bid lowering the expected cost of the lost work down to 22. The total cost of this is reflected at $94,521 but recommended at $68,000. The Contractor is agreeable to

removing overhead and markup costs on the Change Order and just putting forth time and materials. The first substantial completion date for the project would then be extended from December 16, 2022 to February 10, 2023. The building will not be able to be occupied; however, as a result of the next change order.

- **Change Order #10** - We have known for quite some time that the building would not be done in December as planned. Mainly as a result of delays in receiving the Switchgear to power up the facility. Presently the property is served by temporary power and this equipment is needed to finalize the permanent power. It is slated to arrive in March and the contractor is agreeable to final completion date for the project as of April 28, 2023 at which time the Village can occupy the facility. The original cost of this extension was $163,905 but the Owner's Rep has been working with the Contractor to lower this to the recommended amount of $95,867.

The Owner's Representative will be present to provide a summary overview of these changes. There are some complexities with the last two change orders that we will present and describe in the meeting. The priorities for the meeting in order to take action should address Change Order #08, Contractor End Date(s), and Change Orders #09/#10 in that order.

FINANCIAL/BUDGET IMPACT:

The total cost of all 3 change orders is this proposed change order is $228,988. This amount will be charged to contingency bringing our utilization of those funds up to $776,374 or ~78% of available funds for this purpose (this would be the 8th, 9th, and 10th draw, if approved, into the contingency via change order for this project).

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to approve Change Order #XX for the Public Safety Center to address items noted.

ATTACHMENTS:

1. CO 08 covers
2. CO 09 cover mu
3. CO 10 cover

330 East Delavan Drive
Janesville, WI 53546
608-754-6601 Phone
608-754-9171 Fax

REQUEST FOR QUOTATION

Project:	McFarland Public Safety Center	21 October 2022

JPC PCO #: 057

Description: This PCO includes the following RFIs: -095, -107, -110, & -114. EV Cable upsize is also included per VoM request. RFI-095 is additional steel bracing for roof drain/overflow drains, RFI-107 is for additional steel material for hose hoist handrail and brick ledge at canopies, RFI-110 is for additional drywall and painting for Mezzanine storage walls up to the deck for structural support purposes. RFI-114 added power to PD Keywatcher.

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

Labor Rates valid through 05/31/23

Activity Description

JP Cullen & Sons Inc.

General Contractor Work	Units	Quantity	Base Rate	PT&I (25%)	Total Rate	TOTAL	
Iron Worker Foreman	HR	28	$107.17	$26.79	$133.97	$3,751.07	
Iron Worker	HR	18	$71.36	$17.84	$89.20	$1,605.56	
Iron Worker - RFI-107	HR	12	$71.36	$17.84	$89.20	$1,070.37	
Operator	HR	7	$77.28	$19.32	$96.60	$676.20	
					Labor Subtotal	$7,103.20	
					Self-Performed Labor OH&P 15%	$1,065.48	
					JP Cullen Labor Total		$8,168.68

MATERIALS	Units	Quantity	Unit Price	Material	Tax (0%)	TOTAL	
	LS	0	$ -	$0.00	$0.00	$0.00	
Endres Steel for RFI-095	LS	1	$ 4,065.00	$4,065.00	$0.00	$4,065.00	
Endres Steel for RFI-107	LS	1	$ 2,000.00	$2,000.00	$0.00	$2,000.00	
		0	$ -	$0.00	$0.00	$0.00	
					Material Subtotal	$6,065.00	
					Self-Performed Material OH&P @ 15%	$909.75	
					Material Total		$6,974.75

LARGE TOOL & EQUIPMENT	Units	Quantity	Unit Price	Material	Tax (5.5%)	TOTAL	
		0	$ -	$0.00	$0.00	$0.00	
Lull Telehandler for RFI-095 Steel	DAY	1	$ 603.00	$603.00	$33.17	$636.17	
		0	$ -	$0.00	$0.00	$0.00	
					Large Tool & Equip Subtotal	$636.17	
					Self-Performed Large Tool & Equip OH&P @ 15%	$95.42	
					Large Tool & Equip Total		$731.59

SUBCONTRACTORS	Services	TOTAL	
		$0.00	
CM Morris	RFI-107 Fluid Applied Air Barrier	$10,065.00	
Hallmark	RFI-110 Added Drywall system	$1,440.00	
Schmelzer Paint	RFI-110 Added Paint	$708.00	
Universal	EV Cable Upsize per VoM Request	$990.00	
Universal	RFI-114 Keywatcher Power	$940.00	
		$0.00	
	Subtotal	$14,143.00	
	Subcontractor OH&P @ 7.5%	$1,060.73	
	Subcontract Total		$15,203.73
	Bond @ 1%		$310.79
	TOTAL		$31,390

330 East Delavan Drive
Janesville, WI 53546
608-754-6601 Phone
608-754-9171 Fax

REQUEST FOR QUOTATION

Project:	McFarland Public Safety Center	14 November 2022

JPC PCO #: 061r1

Description: This PCO is for PS-012 and includes: RFI-035, RFI-045 for a gas meter concrete pad per Alliant Energy (costs for this pad were sent in PCO-049), Removal of sliding door at P137B and added auto operator, wing wall at P138 was constructed prior to PS-012. Electrical Scope was revised per comments from Chief Dennis on 11/10/22.

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

Labor Rates valid through 05/31/23

Activity Description

JP Cullen & Sons Inc.

General Contractor Work	Units	Quantity	Base Rate	PT&I (25%)	Total Rate	TOTAL	
Carpenter Foreman - Solar CT Cabinet Pad	HR	4	$86.71	$21.68	$108.39	$433.55	
Carpenter - Solar CT Cabinet Pad	HR	4	$66.06	$16.51	$82.57	$330.28	
					Labor Subtotal	$763.82	
					Self-Performed Labor OH&P 15%	$114.57	
					JP Cullen Labor Total		$878.40

MATERIALS	Units	Quantity	Unit Price	Material	Tax (0%)	TOTAL	
		0	$ -	$0.00	$0.00	$0.00	
Concrete for exterior pad (not including gas meter pad from RFI-045)	cuyd	0.5	$ 100.00	$50.00	$0.00	$50.00	
		0	$ -	$0.00	$0.00	$0.00	
					Material Subtotal	$50.00	
					Self-Performed Material OH&P @ 15%	$7.50	
					Material Total		$57.50

SUBCONTRACTORS	Services	TOTAL	
		$0.00	
Universal	Electrical changes	$4,983.00	
Nabco	Auto operator changes	$2,520.00	
		$0.00	
	Subtotal	$7,503.00	
	Subcontractor OH&P @ 7.5%	$562.73	
	Subcontract Total		$8,065.73
	Bond @ 1%		$90.02
	TOTAL		$9,092

330 East Delavan Drive
Janesville, WI 53546
608-754-6601 Phone
608-754-9171 Fax

REQUEST FOR QUOTATION

Project:	McFarland Public Safety Center	31 October 2022

JPC PCO #: 062r1

Description: PS-013 - Police Monument Concrete Foundation costs. No additional costs for Electrical scope. Footing and pier to be poured seperately, each pour incurs a small load charge from Lycon.

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

Labor Rates valid through 05/31/23

Activity Description

JP Cullen & Sons Inc.

General Contractor Work	Units	Quantity	Base Rate	PT&I (25%)	Total Rate	TOTAL	
Carpenter Foreman	HR	12	$86.71	$21.68	$108.39	$1,300.64	
Carpenter	HR	12	$66.06	$16.51	$82.57	$990.83	
Laborer Foreman	HR	4	$71.34	$17.83	$89.17	$356.69	
Laborer	HR	4	$53.31	$13.33	$66.64	$266.54	
Cement Finisher	HR	2	$66.05	$16.51	$82.56	$165.11	
					Labor Subtotal	$3,079.81	
					Self-Performed Labor OH&P 15%	$461.97	
					JP Cullen Labor Total		$3,541.78

MATERIALS	Units	Quantity	Unit Price	Material	Tax (0%)	TOTAL	
		0	$ -	$0.00	$0.00	$0.00	
Concrete (plus small load charge for under 4yds each pour)	LS	1	$ 540.00	$540.00	$0.00	$540.00	
Concrete Forms	LS	1	$ 300.00	$300.00	$16.50	$316.50	
Rebar	LS	1	$ 430.00	$430.00	$0.00	$430.00	
		0	$ -	$0.00	$0.00	$0.00	
					Material Subtotal	$1,286.50	
					Self-Performed Material OH&P @ 15%	$192.98	
					Material Total		$1,479.48

SUBCONTRACTORS	Services	TOTAL	
		$0.00	
KMS	Excavation for monument foundation	$2,431.00	
		$0.00	
	Subtotal	$2,431.00	
	Subcontractor OH&P @ 7.5%	$182.33	
	Subcontract Total		$2,613.33
	Bond @ 1%		$76.35
	TOTAL		$7,711

330 East Delavan Drive
Janesville, WI 53546
608-754-6601 Phone
608-754-9171 Fax

REQUEST FOR QUOTATION

Project:	McFarland Public Safety Center	27 September 2022

JPC PCO #: 063

Description: PS-014 Added exterior security camera on North exterior of building, West of Main Entrance.

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

Labor Rates valid through 05/31/23

Activity Description

SUBCONTRACTORS	Services	TOTAL
		$0.00
Universal	Security Camera and associated Electrical scope	$6,884.00
		$0.00
	Subtotal	$6,884.00
	Subcontractor OH&P @ 7.5%	$516.30
	Subcontract Total	$7,400.30
	Bond @ 1%	$74.00
	TOTAL	$7,474

330 East Delavan Drive
Janesville, WI 53546
608-754-6601 Phone
608-754-9171 Fax

REQUEST FOR QUOTATION

Project:	McFarland Public Safety Center	31 October 2022

JPC PCO #: 069

Description: RFI-058 changes resulted in adding undermount sinks for (15) countertops. When initally quoted in PCO-045, costs to finish countertops for undermount sinks were missed by JPC. Fee has been eliminated from this PCO due to that oversight.

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

Labor Rates valid through 05/31/23

Activity Description

MATERIALS	Units	Quantity	Unit Price	Material	Tax (0%)	TOTAL
		0	$ -	$0.00	$0.00	$0.00
Starved Rock - Countertop Finishing	LS	1	$ 1,800.00	$1,800.00	$0.00	$1,800.00
		0	$ -	$0.00	$0.00	$0.00
					Material Subtotal	$1,800.00

Material Total	$1,800.00
Bond @ 1%	$18.00
TOTAL	$1,818

330 East Delavan Drive
Janesville, WI 53546
608-754-6601 Phone
608-754-9171 Fax

THE TOUGH JOB EXPERTS

REQUEST FOR QUOTATION

Project:	McFarland Public Safety Center	30 November 2022

JPC PCO #: 072r1

Description: Micellaneous October 2022 costs included in this PCO: "Un-crediting" (2) bollards at police garage card readers per RFI-119 discussions, Electrical Enclosure undercutting and fill, and adding (1) IP clock to the Squad Room per PD request.

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

Labor Rates valid through 05/31/23

Activity Description

JP Cullen & Sons Inc.

General Contractor Work	Units	Quantity	Base Rate	PT&I (25%)	Total Rate	TOTAL	
Carpenter Foreman	HR	1	$86.71	$21.68	$108.39	$108.39	
Carpenter	HR	1	$66.06	$16.51	$82.57	$82.57	
					Labor Subtotal	$190.96	
				Self-Performed Labor OH&P 15%		$28.64	
					JP Cullen Labor Total		$219.60

MATERIALS	Units	Quantity	Unit Price	Material	Tax (0%)	TOTAL	
		0	$ -	$0.00	$0.00	$0.00	
(2) Bollards Material	LS	1	$ 250.00	$250.00	$13.75	$263.75	
		0	$ -	$0.00	$0.00	$0.00	
					Material Subtotal	$263.75	
				Self-Performed Material OH&P @ 15%		$39.56	
					Material Total		$303.31

SUBCONTRACTORS	Services	TOTAL	
		$0.00	
KMS	Electrical Enclosure undercut and fill	$3,884.00	
Universal Power	Add (1) IP clock to Squad Room per PD request	$1,433.00	
		$0.00	
	Subtotal	$5,317.00	
	Subcontractor OH&P @ 7.5%	$398.78	
	Subcontract Total		$5,715.78
	Bond @ 1%		$62.39
	TOTAL		$6,301

330 East Delavan Drive
Janesville, WI 53546
608-754-6601 Phone
608-754-9171 Fax

THE TOUGH JOB EXPERTS

REQUEST FOR QUOTATION

Project:	McFarland Public Safety Center	16 November 2022

JPC PCO #: 075

Description: Cost proposal to paint plywood floor materail for movable evidence storage lockers.

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

Labor Rates valid through 05/31/23

Activity Description

SUBCONTRACTORS	Services	TOTAL
		$0.00
Schmelzer	Paint and prime plywood	$1,230.00
		$0.00
	Subtotal	$1,230.00
	Subcontractor OH&P @ 7.5%	$92.25
	Subcontract Total	$1,322.25
	Bond @ 1%	$13.22
	TOTAL	$1,335

330 East Delavan Drive
Janesville, WI 53546
608-754-6601 Phone
608-754-9171 Fax

JP CULLEN
THE TOUGH JOB EXPERTS

REQUEST FOR QUOTATION

Project:	McFarland Public Safety Center	2 December 2022

JPC PCO #: 059.1r1

Description: This PCO is intended to show the total additional costs associated with (22) working days related to weather impacts directly on critical path activities. There have been a total of (37) weather days that have impacted critical path activities, but JPC is only requesting costs for (22), as there were (15) days accounted for in original bid/schedule. Project completion date is to change from 12/16/22 to 2/10/23.

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

Labor Rates valid through 05/31/23

Activity Description

JP Cullen & Sons Inc.

General Contractor Work	Units	Quantity	Base Rate	PT&I (25%)	Total Rate	TOTAL
Project Manager *(22 days @ 4hrs/day)*	HR	88	$105.00	$26.25	$131.25	$11,550.00
Superintendent *(22 days @ 8hrs/day)*	HR	176	$115.00	$28.75	$143.75	$25,300.00
Site Engineer *(22 days @ 8hrs/day)*	HR	176	$75.00	$18.75	$93.75	$16,500.00
Administrative Assistant *(22 days @ 4hrs/day)*	HR	88	$50.00	$12.50	$62.50	$5,500.00
Laborer Foreman (water pumping due to excessive rain events)	HR	40	$71.34	$17.83	$89.17	$3,566.85
Laborer (water pumping due to excessive rain events)	HR	40	$53.31	$13.33	$66.64	$2,665.43
					Labor Subtotal	$65,082.28
					Self-Performed Labor OH&P 15%	$9,762.34
					JP Cullen Labor Total	$74,844.62

MATERIALS	Units	Quantity	Unit Price	Material	Tax (5.5%)	TOTAL
		0	$ -	$0.00	$0.00	$0.00
(2) Dumpsters	EA/MO	2	$ 800.00	$1,600.00	$88.00	$1,688.00
Temp site fence	MO	1	$ 755.00	$755.00	$41.53	$796.53
Temp toilets	EA/MO	4	$ 135.00	$540.00	$29.70	$569.70
JPC Tool Trailer	MO	1	$ 375.00	$375.00	$20.63	$395.63
JPC Crew Trailer	MO	1	$ 900.00	$900.00	$49.50	$949.50
JPC Office Trailer	MO	1	$ 900.00	$900.00	$49.50	$949.50
		0	$ -	$0.00	$0.00	$0.00
					Material Subtotal	$5,348.85
					Self-Performed Material OH&P @ 15%	$802.33
					Material Total	$6,151.18

LARGE TOOL & EQUIPMENT	Units	Quantity	Unit Price	Material	Tax (5.5%)	TOTAL
		0	$ -	$0.00	$0.00	$0.00
Water Pumps and Hoses	MO	1	$ 513.00	$513.00	$28.21	$541.22
JPC Supt Truck *(1 month of gas/mileage/maintenance)*	MO	1	$ 875.00	$875.00	$48.13	$923.13
JPC Lull	MO	1	$ 4,026.00	$4,026.00	$221.43	$4,247.43
		0	$ -	$0.00	$0.00	$0.00
					Large Tool & Equip Subtotal	$5,711.77
					Self-Performed Large Tool & Equip OH&P @ 15%	$856.77
					Large Tool & Equip Total	$6,568.54

SUBCONTRACTORS	Services	TOTAL
		$0.00
Universal Power	JPC Office and Crew Trailer Electrical Connections	$5,601.00
		$0.00
	Subtotal	$5,601.00
	Subcontractor OH&P @ 7.5%	$420.08
	Subcontract Total	$6,021.08
	Bond @ 1%	$935.85
	TOTAL	~~$94,521~~
		$68,000

330 East Delavan Drive
Janesville, WI 53546
608-754-6601 Phone
608-754-9171 Fax

JP CULLEN
THE TOUGH JOB EXPERTS

REQUEST FOR QUOTATION

Project:	McFarland Public Safety Center	2 December 2022

JPC PCO #: 059.2r1

Description: This PCO is intended to show the total additional costs associated with the delay of the delivery date of the project's switchgear, which is now projected to be delivered at the end of February 2023. PCO-0591.r1 changes the substantial completion date to 2/10/23, and this PCO will change it to 4/28/23.

Proposals are to be held for 10 working days. Quote is no longer valid post deadline
Labor Rates valid through 05/31/23

Activity Description

JP Cullen & Sons Inc.

General Contractor Work	Units	Quantity	Base Rate	PT&I (25%)	Total Rate	TOTAL	
Superintendent *(4 weeks for switchgear and elevator install supervision)*	HR	160	$115.00	$28.75	$143.75	$23,000.00	
Site Engineer *(20 hrs/wk for 4 weeks for start-up / Cx support)*	HR	80	$75.00	$18.75	$93.75	$7,500.00	
Carpenter Foreman *(Barriers install and remove for temp heat openings)*	HR	16	$86.71	$21.68	$108.39	$1,734.18	
Carpenter *(Barriers install and remove for temp heat openings)*	HR	16	$66.06	$16.51	$82.57	$1,321.11	
Laborer Foreman *(10 hrs/wk for 11 weeks for temp heat maintenance)*	HR	110	$71.34	$17.83	$89.17	$9,808.84	
Laborer Foreman *(Temp Heat Equipment Move In & Out Additional Help)*	HR	16	$71.34	$17.83	$89.17	$1,426.74	
					Labor Subtotal	$44,790.87	
				Self-Performed Labor OH&P 15%		$6,718.63	
					JP Cullen Labor Total		$51,509.50

MATERIALS	Units	Quantity	Unit Price	Material	Tax (0%)	TOTAL	
IHC Temp cores for building security	LS	1	$ 320.00	$320.00	$17.60	$337.60	
					Material Subtotal	$337.60	
				Self-Performed Material OH&P @ 15%		$50.64	
					Material Total		$388.24

LARGE TOOL & EQUIPMENT	Units	Quantity	Unit Price	Material	Tax (5.5%)	TOTAL	
		0	$ -	$0.00	$0.00	$0.00	
Lull for Temp Heat equipment move in & out.	DAY	2	$ 603.00	$1,206.00	$66.33	$1,272.33	
Sunbelt - (4) Temp Heating Units. Monitoring System not included in PCO.	LS	1	$ 20,006.00	$20,006.00	$1,100.33	$21,106.33	
Propane forklift for materials up to 2nd floor due the elevator not being available for construction use	MO	2	$ 1,600.00	$3,200.00	$176.00	$3,376.00	
		0	$ -	$0.00	$0.00	$0.00	
					Large Tool & Equip Subtotal	$25,754.66	
				Self-Performed Large Tool & Equip OH&P @ 15%		$3,863.20	
					Large Tool & Equip Total		$29,617.86

SUBCONTRACTORS	Services	TOTAL	
		$0.00	
Schindler Elevator	Elevator storage until permanent power is established	$7,600.00	
Mobile Glass	Mobilize for temp air openings	$1,760.00	
Universal Power	Temp Heat Connections	$3,107.00	
		$0.00	
	Subtotal	$12,467.00	
	Subcontractor OH&P @ 7.5%	$935.03	
	Subcontract Total		$13,402.03
		Bond @ 1%	$949.18
		TOTAL	$95,867

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, December 13, 2022**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist, Lee Igl, Streets/Utilities Superintendent**

AGENDA ITEM: **Discussion and action regarding the job description and classification to create the Utility Maintenance worker position within the Public Works Department.**

PREVIOUS ACTION:

ISSUE SUMMARY:
In 2021, the Village Board approved and accepted the 2021 Compensation, Classification and Future staffing plan from GOVHR.During this study, the Public Works department was evaluated and recommendations were made for future needs, which included the following:

- "Future Need (within the next 3-5 years): As the Department continues to grow, the Village should study position designations (i.e. utility operator)...This would allow the Village to have specific employees that are specialized in certain areas with advanced knowledge. However, all positions should still be capable of completing all Public Works tasks."

Given the above recommendations, the Village would like to bring forward the addition of the Utilities Maintenance Worker position. This position will focus on the water and sewer utilities for the Village, and will allow for advancement within the Public Works department.

FINANCIAL/BUDGET IMPACT:
None. Approved in the 2023 budget

VILLAGE PLAN REFERENCE:
2021 Compensation, Classification and Future Staffing Analysis.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
The Personnel Committee unanimously recommended approval.

Motion to approve the job description and classification to create the Utility Maintenance worker position within the Public Works Department.

VILLAGE OF
McFarland

ATTACHMENTS:

1. Utilities Maintenance Worker JD - Final Draft 11.21.2022
2. Scoring Worksheet - Utilities Maintenance Worker 11.21.22

JOB OVERVIEW	
Job Title	Utilities Maintenance Worker
Department	Public Works
Grade	7
Employment Status	☒ Full-time ☐ Part-time ☐ Limited Term Employment (LTE)
FLSA Status	☐ Exempt ☒ Non-exempt

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

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

SCOPE OF WORK

This position is responsible for performing a wide variety of semi-skilled and skilled work associated with the operation and maintenance of the Village water, storm water and sewer utilities infrastructure. The work includes construction, operation, repair, maintenance, and replacement activities and involves the operation of a variety of different vehicles, machinery, and equipment. The position is also required to perform the same tasks assigned to a Public Works Crewperson, including snow plowing.

SUPERVISION

Received	Performs under the direct supervision of the Streets & Utilities Superintendent and Public Works Director.
Exercised	None.

ESSENTIAL JOB FUNCTIONS

- Follow established rules, regulations and guidelines relating to distribution, operation and maintenance standards for water and sewer utilities.
- Direct and oversee water testing, following DNR Regulations, including well checks, water testing and logging of test results. Obtain water samples and perform chemical testing as required.
- Direct and assist in the utility functions of Public Works during daily activities.
- Direct and assist in the utility functions of Public Works during emergency activities.
- Direct and assist in excavation and repair of water main breaks, valve failures, hydrant damage and water service leaks and repairs. Documents repair locations and water loss.
- Direct and assist in repair and maintenance of sewer system of the Village including repair and upkeep of manholes, mains and laterals.
- Direct and assist in the repair and maintenance of equipment at sewage lift stations.
- Direct and assist in reading water meters via electronic radio read system.

- Direct and assist in replacing water meters on appointment schedule. Maintain inventory of water meters, recommend meter repairs, repair parts, replacement meters, and assist with routine meter testing.
- Direct and assist in maintaining parts inventory in shop and van for emergency response.
- Direct and assist in annual parts inventory of utility parts for the annual financial audit.
- Direct and assist in operating hydrants to flush water mains.
- Direct and assist in the exercising of the water main valves.
- Maintain the records of hydrants and valve flushing, exercising, repairs and replacement.
- Exclusively makes the adjustments to the chemical feeder pumps within the well houses.
- Able to repair and rebuild chemical feeder pumps within the well houses.
- Make recommendations to superintendent of needed repairs and maintenance.
- Direct and assist in completing the Digger's hotline locates. Ensuring all Village infrastructure is accounted for and protected.
- Attend any Digger's Hotline locate on site meetings.
- Assist in the training of workers to improve work performance in regards to water and sewer utilities and acquaint workers with policies and procedures.
- Supervise the safe working environment for all employees during utility work and response situations, and report any safety violations or emergencies directly to the Public Works Director or Superintendent of Streets and Utilities.
- Direct and assist with the submission of all DNR/EPA reporting requirements.
- Ability to operate water tower system as needed.
- Maintain in good standing any DNR licensing needed for the utility.
- Assist with maintaining and enhancing the utilities GIS.
- Assist with maintaining and enhance the safety programs.
- Drives trucks and light utility vehicles of various sizes and weights in the loading, hauling, and unloading of various equipment and materials and in snow removal and ice control operations.
- Operates a variety of machinery and equipment, including tractors, backhoes, loaders, rollers, street sweepers, mowers, trimmers, pumps, compressors, generators, and related small engine equipment.
- Does general and trench excavation, associated with the maintenance and repair of streets, sidewalks, storm sewers, water mains and services, hydrants, and sanitary sewer mains and services.
- Services and repairs elevated water towers, water wells and related pumping and treatment equipment, and sanitary lift stations.
- Cleans and flushes water mains and hydrants and, as part of a crew, repairs or replaces broken mains, hydrants, and curb boxes.
- Ensures the proper maintenance of equipment and tools by cleaning and checking them after use.
- Performs the duties and responsibilities of a Public Works Crewperson, to include but not limited to, utility work, tree trimming, street maintenance, snow removal, parks maintenance sign work and all related Public Works functions.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

OTHER JOB FUNCTIONS

- Performs related duties as assigned.

REQUIREMENTS OF WORK
• Graduation from high school or GED equivalency. • Five years of related experience in the construction and maintenance of public works or utilities infrastructure and the operation of vehicles and equipment commonly used in this type of work. • Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may be considered.

KNOWLEDGE, ABILITY, AND SKILL In addition to requirements of work, the individual should also have the following knowledge, abilities, and skills:	
Knowledge of	• Methods, materials, tools, and equipment used in the construction, operation and maintenance of public works and utility infrastructure. • Methods used in the general maintenance of facilities, grounds, parks, recreational facilities, playgrounds, natural areas, and storm water management areas. • The operation of construction equipment and power tools. • Occupational hazards and standard safety precautions common to this field of work. • The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status.
Ability to	• Operate and care for a variety of vehicles, equipment, hand and power tools. • Perform heavy manual tasks for extended periods of time. • Interpret and work from charts, technical manuals, diagrams, and construction plans. • Maintain accurate records and complete required reports. • Establish and maintain effective working relationships with those contacted in the course of work. • Send and receive emails and attachments via Outlook. • Operate PCs and tablets. • Operate Village GIS Software. • Operate Village GPS Hardware. • Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. • Compute rate, ratio and percentages.
Skill in	• Oral and written communications. • Trouble shooting and problem solving. • The safe operation of assigned vehicles, equipment and power tools. • Performing preventative maintenance and basic repairs on equipment, infrastructure, buildings and facilities.

NECESSARY SPECIAL REQUIREMENTS
• Must possess or be able to obtain a valid Wisconsin drivers' license with applicable Commercial Driver's License endorsements. • Must possess or be able to obtain Wisconsin DNR Water Certification – Distribution & Ground Water. • Able to respond to emergency call outs within 30 minutes in all weather conditions.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. • The employee is regularly required to use hands and fingers to handle, feel or operate tools, equipment, and controls. • The employee is frequently required to stand, talk, walk, sit, climb or balance, stoop, kneel, crouch or crawl, bend, and smell. • The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. • Specific vision abilities required by this job include, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. • The employee regularly works outside in all weather conditions. • The employee is occasionally exposed to wet and slippery surfaces and humid conditions, fumes, or airborne particles, toxic or caustic chemicals and elements, noise, and vibrations. • The employee occasionally works near moving mechanical parts, in precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. • The use of Personal Protective Equipment is required.

Notes:

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

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

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

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

GovHR USA
GovTemps USA

JOB EVALUATION INSTRUMENT SCORING SHEET

Factor 1: Education	
1	20
2	40
3	50
4	60
5	80
6	90
7	100
License/ Certificate	+10

Factor 2: Work Experience	
1	25
2	50
3	75
4	100
5	125

Factor 3: Level of Discretion	Minor	Moderate	Serious	Critical
Little	10	20	35	55
Some	15	25	45	70
Often	25	45	55	80
High	45	55	75	100
Very High	50	60	90	115

Factor 4: Policy Development	
1	15
2	30
3	40
4	60
5	75
6	85
7*	100

Factor 5: Planning	
1	35
2	50
3	65
4	80
5	95
6*	110

Factor 6: Contact with Others	
1	15
2	30
3	45
4	60
5	75
6	85
7	100

Factor 7: Work of Others	
No Supv	0
1	10
2	25
3	40
4	65
5	80
6	85
7	95
8	105*

Factor 8: Working Conditions		
1	Office work only. Good working conditions with almost complete absence of physically demanding, unpleasant, strenuous, and/or hazardous elements.	15
2	Minimal external work or occasional exposure to physically demanding, unpleasant, strenuous, and/or hazardous situations.	30
3	Frequent exposure to physically demanding, unpleasant, strenuous, and/or hazardous elements.	45
4	Regular exposure to particularly physically demanding, unpleasant, strenuous, and/or hazardous elements, such as, dealing with inclement weather, operating heavy equipment, etc.	60
5	Continuous exposure to life threatening public safety situations which could jeopardize personal safety.	75

Factor 9: Technology	
1	0
2	10
3	30
4	50
5A	65
5B	65
6	75
7	85

TOTAL - 460

* These responses reserved for the highest-level of organization-wide authority, i.e. the Administrator/Manager

GovHR USA
GovTemps USA

JOB EVALUATION INSTRUMENT
FACTOR 1: EDUCATION

This factor measures the minimum level of education required by the job that is normally acquired through formal instruction.

Level	Definition	Point Value
1	Level of knowledge that is below what is normally attained through high school graduation.	20
2	High school degree or equivalent (GED).	40
3	High school, plus elementary technical training, acquired on the job or through one year or less of technical or business school.	50
4	Extensive technical or specialized training such as that which would be acquired by an Associates Degree or two years of technical or business school.	60
5	Completion of four-year college degree program.	80
6	Additional professional level of education beyond a four-year college program, such as a CPA or Professional Engineer (P.E.) training.	90
7	Completion of graduate coursework equal to a Master's Degree or higher.	100
Add on to any level as needed	License or certificate required to perform job duties	10

JOB EVALUATION INSTRUMENT
FACTOR 2: WORK EXPERIENCE

This factor measures the amount of work experience an employee would need to possess before assuming full responsibility for the position and performing the work effectively.

Level	Definition	Point Value
1	Less than one year experience is required.	**25**
2	Between one year and three years experience is required.	**50**
3	Between four to six years experience is required.	**75**
4	Between seven to ten years experience is required.	**100**
5	More than ten years experience is required.	**125**

GovHR USA
GovTemps USA

JOB EVALUATION INSTRUMENT
FACTOR 3: INDEPENDENT JUDGMENT & DECISION MAKING

This factor measures the level of discretion or judgment the individual exercises in making decisions and the potential impact of such decisions or judgments on the overall success of the organization and impact on the community.

Level of Discretion	Potential Impact of Erroneous Decisions or Judgment			
	Minor: Some inconvenience and delays but minor costs in terms of time, money, or public/employee good will.	**Moderate**: Moderate costs in time, money, or public/employee good will would be incurred. Delays in important projects/schedules likely	**Serious**: Important goals would not be achieved and the financial, employee, or public relations posture of the Organization would be seriously affected	**Critical**: Critical goals and objectives of the Organization would be adversely and very seriously affected. Error could likely result in critical financial loss, property damage, or bodily harm/loss of life
LITTLE: Little discretion or independent judgment exercised	**10**	**20**	**35**	**55**
SOME: Some discretion or judgment exercised, but supervisor is normally available	**15**	**25**	**45**	**70**
OFTEN: Job often requires making decisions in absence of specific policies and/or guidance from supervisors, but some direct guidance is received from supervisors	**25**	**45**	**55**	**80**
HIGH: High level of discretion with decisions restricted only by Departmental policies and little direct guidance from supervisors	**45**	**55**	**75**	**100**
VERY HIGH: Very high level of discretion with decisions only restricted by the broadest policies of the Organization	**50**	**60**	**90**	**115**

GovHR USA
GovTemps USA

JOB EVALUATION INSTRUMENT

FACTOR 4: RESPONSIBILITY FOR POLICY DEVELOPMENT

This factor is a measure of the extent to which the position requires the employee to participate in the development of policies and procedures both within the department and between departments in the organization.

Level	Definition	Point Value
1	Position involves only the execution of policies or existing standard operating procedures.	15
2	May provide some input to supervisor when policies or standard operating procedures are updated.	30
3	Position involves some development of policies/procedures for the Department and/or the interpretation or explanation of departmental policies for others in the organization or residents.	40
4	Position involves significant or primary responsibility for the development of policies and procedures for a division or organizational component of a department, as well as the interpretation, execution and recommendation of changes to department policies.	60
5	Position involves significant or primary responsibility for the development of policies and procedures for an entire department, plus occasional participation in the development of policies which affect other departments in the organization.	75
6	Position involves the primary responsibility for the development of departmental policies and procedures and regular participation in the development of policies that affect other departments and occasionally involves participation in the development of organization-wide policies.	85
7	Position involves primary responsibility for the overall development of organization-wide policies.	100

GovHR USA
GovTemps USA

JOB EVALUATION INSTRUMENT
FACTOR 5: PLANNING

This factor measures the degree to which the incumbent plans, either their own daily work or for the use of resources (manpower, equipment, supplies, etc.) in the attainment of departmental objectives and organization-wide goals.

Level	Definition	Point Value
1	Position requires that my daily work load and activities are assigned to me by my supervisor.	35
2	Position requires that I plan my own daily work load and work independently according to established procedures or standards.	50
3	Position requires that I plan my own daily work load and those of others in the department (first-level supervision).	65
4	Position requires an above average ability to analyze data and develop departmental plans, including plans where a number of difficult, technical and/or administrative problems must be addressed (Manager/Division level planning).	80
5	Position requires a high level of analytical ability to develop plans for a department or complex situation, including plans that involve integrating/involving/impacting other departments (Department Head level planning).	95
6	An extremely high level of planning and analysis is required for the entire organization. Work at this level often includes strategic planning for the organization, long range (five years or more) plans, etc (City Manager/Administrator level).	110

GovHR USA
GovTemps USA

JOB EVALUATION INSTRUMENT
FACTOR 6: CONTACT WITH OTHERS

This factor considers the extent to which the employee requires meeting and dealing with the public and influencing other persons, as well as the level of authority the employee has to make commitments on behalf of the organization.

Level	Definition	Point Value
1	Position involves interaction with fellow workers on routine matters with relatively little public contact.	15
2	Position involves frequent internal and external contact, but generally on routine matters such as furnishing or obtaining information.	30
3	Position involves frequent internal contact and regular contact with outsiders generally on routine matters, including contacts with irate outsiders which require some public relations skill for taking complaints for others to follow up upon.	45
4	Position involves frequent internal and external contacts which require public relations skills in handling complaints. Contacts involve non-routine problems and require in-depth discussion and/or persuasion in order to resolve the problem. Handles more difficult contacts that are referred by front line employees.	60
5	Position involves frequent internal and external contacts which require skill in dealing with, and influencing others, and initiating changes in policy/procedures to address the issue so as to avoid having to deal with the issue again in the future.	75
6	Position involves frequent internal and external contacts in which position acts as the spokesperson for the department and is authorized to make commitments of significant resources on behalf of the department.	85
7	Position involves frequent internal and external contacts where position represents the entire organization and is authorized to make commitments in matters of broad or critical interest to the entire organization.	100

JOB EVALUATION INSTRUMENT
FACTOR 7: WORK OF OTHERS

This factor measures the extent to which the employee is responsible for determining work levels and work content for other employees.

Level	Size of Group	Point Value
0	No responsibility for the work of others.	**0**
1	Responsible for assigning work to an employee or employees, without acting in a supervisory role.	**10**
2	Responsible for the supervision of one full time or several part time employees.	**25**
3	Responsible for the supervision of two to five full time (or full time equivalent) employees.	**40**
4	Responsible for the supervision of six to 15 full time (or full time equivalent) employees.	**65**
5	Responsible for direct and/or indirect supervision of 16 to 29 full time (or full time equivalent) employees.	**80**
6	Responsible for direct and/or indirect supervision of 30 to 50 full time (or full time equivalent) employees.	**85**
7	Responsible for direct and/or indirect supervision of more than 51 full time (or full time equivalent) employees.	**95**
8	Responsible for direct and indirect supervision of the entire organization.	**105**

GovHR USA
GovTEMPS USA

JOB EVALUATION INSTRUMENT
FACTOR 8: WORKING CONDITIONS

This factor considers the physical conditions surrounding the job that are beyond the employee's control, but which may be physically demanding, unpleasant, strenuous, and/or hazardous, and may impact the employee's physical well-being.

Level	Definition	Point Value
1	Office work only. Good working conditions with almost complete absence of physically demanding, unpleasant, strenuous, and/or hazardous elements.	15
2	Minimal external work or occasional exposure to physically demanding, unpleasant, strenuous, and/or hazardous situations.	30
3	Frequent exposure to physically demanding, unpleasant, strenuous, and/or hazardous elements.	45
4	Regular exposure to particularly physically demanding, unpleasant, strenuous, and/or hazardous elements such as dealing with inclement weather, operating heavy equipment, etc.	60
5	Continuous exposure to life threatening public safety situations which could jeopardize personal safety.	75

JOB EVALUATION INSTRUMENT

FACTOR 9: USE OF TECHNOLOGY/SPECIALIZED EQUIPMENT

This factor considers the extent to which the employee utilizes and supports technology, enhancing the efficiency and communication on behalf of the organization.

Level	Definition	Point Value
1	Position has no responsibility for, or use of, technology.	0
2	Position has some basic use of computers for data entry, and some use of the telephone, copier, etc.	10
3	Position has daily use of computers for data entry and use of the telephone, radios, fax machine, copier, etc. Position has daily use of light equipment such as push mowers, weed whackers, pole saws, custodial equipment, etc.	30
4	Position has daily use of computers, the Internet, Smartphones, etc. to create databases, spreadsheets, or reports. Position designs and creates customized reports, presentations, and/or documents using advanced software skills.	50
5A	Position provides routine consultation and technology support for everyday computer programming and/or software requests/questions to others in the organization; is an applications super user; or uses specialized software such as GIS, SCADA or telecommunications software.	65
5B	Position uses, repairs, and/or troubleshoots specialized equipment such as HVAC, lighting, gas flares, blowers, engines, heavy equipment, diagnostic equipment, large vehicles (vacuum trucks, street sweepers, fire apparatus) and/or medical or public safety equipment.	65
6	Position is responsible for advanced computer programming, system security, maintenance, training, and purchasing of items such as computers, printers, scanners, etc., for the computer system for the organization (IT personnel).	75
7	Position is responsible for the overall direction and supervision of the staff that are responsible for the computer and technology needs of the organization, including responsibility for developing technology policies for the organization (IT personnel).	85

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, December 13, 2022**

SECTION: **Business**

DEPARTMENT: **Administration**

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

AGENDA ITEM: **Discussion on amendment of Chapter 20, Bereavement Leave, of the Personnel Policy Manual.**

PREVIOUS ACTION:

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, staff reviewed Chapter 20, Bereavement Leave, of the Personnel Policy Manual. It is of note that this section of the manual has not been updated in some time. This policy was reviewed by the Employee Engagement Committee, who provided input on behalf of the staff in their department. Proposed revisions within this chapter provide updates to the following areas:

- Family definitions were updated to be more inclusive and gender neutral.
- Provide the ability for use of bereavement leave time on a non-consecutive basis within one year of the death of a qualifying relation.
- Revision to the eligibility language to only exclude use of bereavement leave time when an employee is on a leave of absence (removed the language regarding the inability to use bereavement leave when an employee is off for vacation or sick leave).

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee unanimously recommended approval. Presented for discussion only. New manual will be approved once all revisions are complete.

ATTACHMENTS:

1. PPM Chapter 20 - Bereavement Leave - Final Draft 12.06.2022 (Redlines)

CHAPTER 20 - BEREAVEMENT LEAVE

20.01 Immediate Family

In the event of the death ~~of~~ in an employee's immediate family, the employee will be allowed to be absent from work without loss of pay for five (5) ~~consecutive~~ working days ~~in order to make arrangements for the funeral, attend the service, and for travel time~~. Immediate family is defined to include spouse, domestic partner, significant other, child/step child, foster children, parent/step parent, sponsored adult, foster parent, ~~mother~~parents-in-law.~~, father-in-law or significant other, the employee will be allowed to be absent from work without loss of pay for five (5) consecutive working days in order to make arrangements for the funeral, attend the service, and for travel time.~~ Such leave shall be prorated for part-time employees.

20.02 Intermediate Family

In the event of the death in an employee's intermediate family, the employee will be allowed to be absent from work without loss of pay for three (3) ~~consecutive~~ working days ~~in order to make arrangements for the funeral, attend the service, and for travel time~~. Intermediate family is defined to include the employee's ~~brother, sister~~siblings, step-siblings, ~~son-in-law, daughter-in-law~~siblings-in-law, grandchild, step grand-child, or grandparent, step grand-parent or a relative living in the employee's household.

20.03 Extended Family

In the event of the death in an employee's extended family, the employee will be allowed to be absent from work without loss of pay for one (1) working day, provided the employee was scheduled to work that day and attends the funeral. Extended family is defined to include any other relative related by blood or marriage.

20.04 Friend or Non-Family Member

Employees wishing to attend the funeral of a friend or non-family member will be allowed to do so but must use ~~vacation or personal holiday~~leave time if they wish to receive pay for the time taken off. If the employee desires to take leave without pay, they may do so with the permission of their supervisor but not to exceed three (3) days in duration.

20.05 Eligibility

No funeral leave will be paid to any employee while the employee is on ~~vacation, sick leave, or any other~~a leave of absence.

Leave time may be used on a non-consecutive basis within one year of the death of a qualifying relation.

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, December 13, 2022**

SECTION: **Business**

DEPARTMENT: **Administration**

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

AGENDA ITEM: **Discussion on amendment of Chapter 31, Private Use of Village Property, of the Personnel Policy Manual.**

PREVIOUS ACTION:

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, staff reviewed Chapter 31, Private Use of Village Property, of the Personnel Policy Manual. It is of note that this section of the manual has not been updated in some time.

The proposed modified version of Chapter 31 provided in your packet shows recommended revisions from staff and the Village's labor attorney. It provides the following updates:

- Addition of purpose and general policy language regarding private use of Village-owned equipment, vehicles, and supplies.
- Addition of language to allow for loan of Village equipment to another governmental agency with approval from the Department Head or the Deputy Administrator.
- Addition of language to state that employee use of Village-owned vehicles will be governed by the Village's Vehicle Use policy (a draft policy will be brought forward at a future meeting).

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee unanimously recommended approval. Presented for discussion only. New manual will be approved once all revisions are complete.

ATTACHMENTS:

1. PPM Chapter 31 - Private Use of Village Property - Final Draft 11.29.2022 (Redlines)

CHAPTER 31 - ~~PERSONAL~~ PRIVATE USE OF VILLAGE PROPERTY

Village-owned equipment, vehicles, and supplies, are provided by the Village to enable employees to perform their job functions and responsibilities. Unauthorized or private use of Village-owned equipment, vehicles or supplies are prohibited. Private equipment, tools, or supplies may not be brought on Village property and used for Village-related business, or stored on Village premises, without prior authorization by the employee's Department ~~Director~~Head or ~~designee~~Deputy Administrator.

Employees are responsible for the care and conservation of Village equipment, vehicles and supplies. Accidents, breakdowns, or malfunction of any vehicle or equipment shall be reported promptly to a supervisor so the necessary repairs may be made.

Employee use of Village-owned vehicles is governed by the Village's Vehicle Use policy.

31.01 Authorized Uses.

With prior written permission of the Department Head, employees may use Village-owned facilities, equipment, and other property for the following ~~personal~~ private purposes during non-work hours~~.~~:

(1) Use of computers and printers for job-related educational courses.

(2) Use of telephones to make brief private local calls, although such calls should be limited to emergency and other essential matters.

(3) In the event that a ~~Department~~department needs to loan another governmental agency a piece of equipment, approval must be granted by the Department ~~Director~~Head or ~~designee~~Deputy Administrator before Village equipment is loaned to another government agency.

31.02 Restrictions.

The following restrictions will apply to authorized uses of Village-owned property for ~~personal~~ private purposes.

(1) Access to a particular facility during off-duty hours will be limited to employees who normally work in and are therefore familiar with that facility. The employee will be responsible for properly securing any facility that is used during off-duty hours.

(2) Equipment may not be removed from Village facilities unless it is assigned to employees to be used as part of their regular job duties (uniforms, radios, pagers, weapons, etc.).

~~(3) Vehicles may not be used for any personal private purpose.~~

(~~4~~3) Employees must pay the normal rental fee for the use of any Village facility where such fees are charged to the general public.

(~~5~~4) The Village will not be liable, and employees will not be eligible, for w~~W~~orker's c~~C~~ompensation ~~payments~~ coverage for any personal injury incurred when an employee ~~using~~ uses Village-owned property for private purposes. ~~during off-duty hours.~~

31.03 ~~Unauthorized~~ Prohibited ~~Uses~~Actions

(1) Any improper or abusive use of Village-owned property or any types of use other than those specifically authorized in this policy or by an employee's department Director may result in appropriate disciplinary action, including suspension or discharge of the employee.

(2) ~~Improper~~ Prohibited use~~s~~ of Village property specifically includes, but ~~are~~ is not limited to, the following: ~~examples:~~

~~(a)~~ Unauthorized or improper use of Village property including vehicles, office and other equipment, photocopiers, telephones and data processing systems. ~~No one other than Village employees or volunteer workers should be transported in a Village vehicle without prior approval of the Department Head.~~

~~(b)~~(a)

(b) Unauthorized possession, removal or sale of Village property or the property of another person or resident. ~~All disposal of surplus Village property shall be in accordance with Village Ordinance Chapter 2, Article X.~~

(c) Unauthorized use, lending, borrowing or duplicating of keys providing access to Village property and equipment.

(d) Unauthorized entry to Village property, including entry outside of assigned work hours or entry to areas in which another employee or the public is not authorized to be without permission.

(e) Unauthorized removal of notices or signs from Village property, equipment or bulletin boards.

31.04 Disposal of Surplus Village Property.

Employees disposing ~~All disposal of~~ surplus Village property ~~shall be in accordance with~~must follow the process as set out in Village Ordinance Chapter 2, Article X.

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, December 13, 2022**

SECTION: **Business**

DEPARTMENT: **Administration**

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

AGENDA ITEM: **Discussion on creation of an accommodation policy within the Personnel Policy Manual.**

PREVIOUS ACTION:

ISSUE SUMMARY:

In moving through the updates to the Personnel Policy Manual, staff asked the Village Labor attorney to review the extent of our policies as a whole, and to provide us with recommendations as to policies that may be missing from our current manual. It was identified that the manual was missing a policy on reasonable accommodations. As a result, the Village desires to bring a formal policy forward regarding Accommodations. Overall, the policy provides for:

- The Village's commitment to the fair and equal employment of qualified individuals with known disabilities and an applicant or empoloyee's sincerely held religious beliefs or practices;
- The process for an employee to request an accommodation, including the possible need for medical documentation;
- The prohibition of any harassment or discrimination based on disability or because an employee requests a reasonable accommodation;
- The reasonable accommodation of an applicant's or employee's sincerely held religious beliefs; and,
- The Village's need to make determinations about reasonable accommodations on a case-by-case basis, taking into account the qualifications and the particular circumstances of the employee in relation to job-related criteria, Village resources, and an individualized assessment of each situation.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

VILLAGE OF
McFarland

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee unanimously recommended approval. Presented for discussion only. New manual will be approved once all revisions are complete.

ATTACHMENTS:

1. Accommodation Policy - Final Draft 12.07.2022

CHAPTER XX - ACCOMMODATION POLICY

XX.01 Purpose.
The Village is committed to the fair and equal employment and providing accommodations for both qualified individuals with known disabilities and an applicant or employee's sincerely held religious beliefs or practices accordingly.

XX.02 Policy.
It is the Village's policy to provide reasonable accommodation to qualified individuals with known disabilities unless the accommodation would impose an undue hardship on the Village. All accommodation decisions are made on a case-by-case basis, taking into account the qualifications and the particular circumstances of the employee in relation to job-related criteria, as well as Village resources.

An employee with a disability who requires an accommodation should request it from the employee's supervisor and the Deputy Administrator or Human Resources designee. The Village and the employee can then engage in an informal process to clarify what the employee needs and to identify possible accommodations. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

The Village prohibits harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. The Village prohibits retaliation against employees for exercising their rights under the ADA or other applicable federal, state or local civil rights laws. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

XX.03 Religious Accommodation.
The Village complies with Title VII of the Civil Rights Act of 1964, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to all individuals, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, the Village will provide a reasonable accommodation of an applicant's or employee's sincerely held religious belief if the accommodation would resolve a conflict between the individual's religious beliefs or practices and a work requirement, unless doing so would create an undue hardship for the Village.

Employees who believe they need an accommodation because of their religious beliefs or practices or lack thereof, should request an accommodation from their supervisor and the Deputy Administrator or Human Resources designee. The employee may make the request orally or in writing. However, the Village encourages employees to make their request in writing and to include relevant information, such as:

- A description of the accommodation requested.
- The reason the employee is seeking the accommodation.

- How the accommodation will help resolve the conflict between the employee's religious beliefs or practices or lack thereof and specific work requirements.

After receiving the oral or written request, the Village will engage in a dialogue with the employee to explore potential accommodations that could resolve the conflict between their religious beliefs and practices and specific work requirements. The Village encourages employees to suggest specific reasonable accommodations that they believe would resolve any such conflicts. However, The Village is not required to make the specific accommodation requested and may provide an alternative, effective accommodation, to the extent any accommodation can be made without imposing an undue hardship on The Village. The Village may ask employees requesting accommodation to provide additional information about the employee's religious practices or beliefs and the accommodation requested. If the employee fails to provide the requested information, the request for an accommodation may be denied.

The Village makes determinations about religious accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation. Individuals will not be retaliated against for requesting an accommodation in good faith.

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, December 13, 2022**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist, Stephanie Miller, Comm & Technology Director**

AGENDA ITEM: **Discussion and recommendation on amendment of chapter 6 of the, "Recruitment and Selection," of the Personnel Policy Manual.**

PREVIOUS ACTION:

ISSUE SUMMARY:

One of the S.M.A.R.T goals of the Diversity, Equity, and Inclusion Committee is:

"The Village of McFarland will review its employment policies to ensure plans for recruitment, hiring, and retention reflect values of diversity, equity, and inclusion."

The Personnel Committee and the Diversity, Equity and Inclusion Committee held a joint meeting to discuss personnel policies that intersected with goals from the DEI Audit.

The first policy for reviewed was Personnel Policy Manual Chapter 6, Recruitment and Selection. It is of note that sections of the manual such as Chapter 6 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. In addition, significant changes were made to incorporate the goals of the Village from a diversity, equity, and inclusion perspective.

The proposed modified version of Chapter 6 provided in your packet shows recommended revisions from staff and the Village's labor attorney. It provides the following updates:

- Removal of the Village's official equal employment opportunity statement, as this will be relocated to the beginning of the manual.
- Revisions from the attorney to address areas that were out of date or to bring them into compliance.
- Addition of the Deputy Administrator and the Human Resource Generalist roles into the policy and associated processes.
- Revisions to language to bring the policy in line with our actual and best practices for recruitment and selection.
- Addition of language to incorporate diversity, equity and inclusion best practices into our recruitment and selection processes.
- Addition of language regarding our background investigation process for final candidates.
- Addition of language regarding our drug screening and physical examinations process for final

candidates.

- Removal of language regarding persons hired under federal or state employment programs, and interview expenses.
- Revisions to the language regarding the promotion or employment of relatives to use non-gender specific language, and to add prohibited employment relationships regarding relatives of Village employees.
- Addition of language regarding employees serving in citizen capacity.

FINANCIAL/BUDGET IMPACT:
None.

VILLAGE PLAN REFERENCE:
DEI Smart Goals

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
The Personnel Committee & DEI Committee unanimously recommended approval. Presented for discussion only. New manual will be approved once all revisions are complete.

ATTACHMENTS:
1. PPM Chapter 6 - Recruitment and Selection - Final Draft 12.07.2022 (Redlines)

CHAPTER 6 - RECRUITMENT AND SELECTION

6.01 Purpose

This chapter sets forth the policies and practices governing the recruitment and selection of persons for employment in Village positions.

6.02 Policy

It will be the policy of the Village to recruit and select qualified persons for positions with the Village. The ~~Village Administrator~~Deputy Administrator~~ion~~ will develop and ~~over see~~oversee the conducting of ~~an~~ active recruitments and the selection program designed to meet current and projected Village employment needs. (Note: The Police and Fire Commission is responsible for recruiting and selecting a qualified Police Chief and Police Officers and Fire Chief and Fire Department non-clerical employees. The Library Board is responsible for recruiting and selecting a qualified Library Director and library employees.)

6.03 Equal Employment Opportunity

~~The Village is strongly committed to creating and preserving equal opportunity for all employees and applicants. The Village makes all employment decisions – including recruitment, hiring, compensation, training, promotion, transfer, discipline, termination, and other personnel matters – without regard to race, color, ancestry, religion, sex, national origin, age, disability, genetic information, veteran status, marital status, sexual orientation, or other legally protected characteristics or conduct. The Village's strong commitment to equal opportunity requires a commitment by each individual employee. Compliance with the letter and spirit of this policy is required of all employees. Violations of this policy should be immediately reported to your supervisor.~~

~~It is the official policy of the Village to provide equal employment opportunities for all qualified and qualifiable persons without regard to their race, color, national origin, age, religion, gender, disability political affiliation, or any other characteristic protected by law. This equal employment opportunity applies but is not limited to recruitment procedures, selection and placement, promotions, testing, training, job descriptions, compensation, layoff and recall, disciplinary action and termination. The Village will, however, only hire individuals who can document that they are legally authorized to work~~.

The Village of McFarland is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment decisions are based on qualifications, merit, and business needs. We strive to build a diverse workforce that is reflective of our community and committed to upholding the mission and vision of the Village.

As permitted by law in making hiring decisions, the Village may consider prior arrest or conviction record if the nature of the prior offense is substantially related to the requirements of the job.

6.04 Methods

There are several methods by which a newly created or existing position can be filled. ~~The methods of selection may vary from the hiring of one employee positions based on the essential job functions and requirements of the position.~~ Methods of selection ~~to the next and~~ will usually be decided by the Department Head in consultation with the Human Resources ~~Generalistd~~~~D~~esignee, subject to review and approval by the Deputy~~Village~~ Administrator and/or Board or committee that has jurisdiction in the matter. The methods by which a job may be filled include:

(1) The Recruitment or Selection~~Examination~~ Process. ~~Either a promotional examination or open competitive examination may be used and should include one or more of the following parts: an evaluation of the candidate's past training and experience, a written examination, a performance test, and/or an oral examination. For positions having the same class specification, the written and performance tests will be the same across all departments.~~
Candidates can be recruited both internally and externally through ~~a~~ the process outlined in section 6.06 below.

(2) Transfer of a present Village employee from a current position to a vacant position in either that department or a different department.

(3) Promotion of a present Village employee from a current position to a vacant position in either that department or a different department.

(4) Permissive Reinstatement of a former Village employee, without examination, to a position that has the same or a comparable classification previously held by the individual.

(5) All of the above methods may utilize any of the selection devices outlined in 6.06(1) to identify a final candidate.

6.05 Recruitment Procedures

The ~~Village~~ Deputy Administrator and/or Human Resource designee will coordinate and supervise the recruitment of eligible candidates for all Village positions for which no immediate internal promotion or transfer is authorized. The overall recruitment program will be designed to meet the current and projected personnel needs of the Village and will be directed to sources likely to yield qualified and diverse applicants.- The nature of the recruitment process for an individual position will be tailored to the specific requirements of that position and focus on unbiased hiring practices to ensure the most qualified candidate is selected. (Note: The Police and Fire Commission coordinates and supervises the recruitment of candidates for ~~Police Chief and Police Officers~~sworn members of the Police Department and Fire & Rescue ~~-~~Chief and ~~Fire/Emergency Medical Services (EMS)~~Fire and Rescue non-clerical employees. The Library Board coordinates and supervises the recruitment of the Library Director and library employees.)

(1) ~~Job Announcements~~ Recruitment and Posting

It is the general policy that vacancies will be posted and open to current employees. These postings will typically appear on the Village's website and other applicable recruitment sources. The recruitment process, including the public posting of vacancies, may be altered with the approval of the ~~Village~~Deputy Administrator.

~~All vacancies for which recruitment has been authorized will be simultaneously announced via internal posting on public bulletin boards at all Village facilities and on the Village website. All vacancy announcements will include the position title, department, salary range, and typical working days and hours, and the Village's Equal Employment Opportunity statement.~~ All job announcements shall be distributed to a wide number of locations to ensure recruitment yields a diverse pool of applicants. The selection of such posting locations will vary based on the position and the applicable outlets that will best attract qualified and diverse candidates.

~~**(2) Paid Advertisements**~~

~~The Village Deputy Administrator may authorize the use of paid newspaper and other media advertisements~~employment posting outlets ~~in the recruitment process. All position vacancies will be advertised at least one time in the local newspaper. For a limited number of positions requiring a level of skill and experience not readily found locally, the use of statewide or national publications and professional journals may be authorized.~~

(2~~3~~) Application ~~Form~~for Employment

All applicants for Village employment shall follow the instructions as outlined in the job posting. The application/resume shall include complete information relating to the applicant's experience, training, and other relevant qualifications for the position~~. Consistent with the Village's policy of equal employment opportunity, the Village will not inquire into or require an applicant to disclose salary history.~~ Unless otherwise authorized by the Village Administrator or designee, the Village does not reimburse an applicant for travel, lodging, lost wages or related expenses resulting from the application process. Applicants providing false information may be removed from the selection process, have a conditional offer of employment revoked, or be terminated if already employed.

~~All applications for employment will be made on forms prescribed by the Village Deputy Administrator and will meet State and Federal requirements. Applicants may be required to provide appropriate verification of any information made on employment applications.~~

(4) ~~Notice of Rejection~~

~~Whenever an applicant has applied for a current vacancy and is rejected, notice of such rejection will be promptly mailed~~provided ~~to the applicant~~ within 10 business days of the decision~~.~~

6.06 Selection

The Deputy Administrator and/or Human Resource designee will be responsible for determining consistent methods to be used in screening applicants for job vacancies. In developing the selection devices, the Deputy Administrator and/or Human Resource designee may consult the position description, confer with Department Heads, consultants, and others familiar ~~validate~~ with

the knowledge, skills and abilities required and devices to best measure these factors. The selection process will assess those attributes necessary for successful job performance and align with best practices regarding unbiased hiring practices. The process will be designed to maximize the reliability, objectivity, and validity of the results. The level of involvement by Department Heads and other staff will be determined by the Village Administrator for Department Head selections and determined by the Department Head in consultation with the Deputy Administrator and/or Human Resource designee for all other positions in the departments. All staff selected to participate in the selection process will receive training in advance regarding awareness of unconscious bias and best practice tips to create a process that is objective and equitable.

(1) Selection DevicesExamination and Testing

The Village Deputy Administrator and/or Human Resource designee will be responsible for determining consistent methods to be used in screening applicants for job vacancies. In developing the selection devices, the VillageDeputy Administrator and/or Human Resource designee may consult the position description, confer with Department Heads, consultants, and others familiar with the knowledge, skills and abilities required and devices to best measure these factors.
During the selection process for a position, examinations, assessment centers, validated tests and examples of work are some selection tools that may be used in determining an applicant's qualifications. Such tools may be written, oral, physical, a demonstration of a skill, or a combination thereof.

Such methods or devices may include, but need not be limited to, one or more of the following: (Note: The Police and Fire Commission is responsible for the hiring and firing of the Police Chief and Police Officers and Fire Chief and Fire/Emergency Medical Services (EMS)Fire and Rescue non-clerical employees. The Library Board is responsible for the hiring and firing of the Library Director.)

(2) Candidate Interviews

Selected candidates for a position may participate in an interview process, which shall cover any relevant subject matter related to a candidate's qualification for the position being sought.

(3) Background Investigation

Candidates selected to continue in the evaluation process will be required to submit to a background investigation by either the Village or a third-party vendor. The investigation may include information bearing on character, general reputation, personal characteristics, and mode of living as well as verification of employment history including job title, salary, and employment dates, and criminal history, driver's license status, driving history, educational degree, or certification verification. When the position being applied for requires a satisfactory credit history, final candidates may also be subject to a credit history report. In all circumstances the Village will comply with the rights and notification requirements outlined in the federal "Fair Credit Reporting Act." The nature and extent of the background investigation will be driven by the position for which the candidate is applying. The background investigation for certain positions may require a polygraph examination, and/or fingerprinting, which is used as a tool to verify background information provided by the candidate.

(a) Review of education, training and experience as shown on the application and/or resume.

~~(b) Validated written exercises, oral interviews, work samples, performance exercises, or assessment centers.~~

~~(c) Performancehysical exercises demonstrating required knowledge, skills, abilities and/or physical demands as outlined in the position description. strength, stamina or dexterity.~~

~~(d) Pre-employment health examinations, including drug screens, for those positions that will be using Village vehicles as part of their work.~~
Ccccccglcuge216013

(e) ~~Background and reference inquiries which could but are not limited to include driving record, and credit history checks, .~~

~~(f) Ppolice records, checknationwide criminal records, and sex offender registry checks.~~

~~(g) Oral interview(s) that utilize standardized questions whenever possible.~~

(Note: The Police and Fire Commission is responsible for the hiring and firing of the Police Chief and Police Officers and Fire Chief and Fire and Rescue non-clerical employees. The Library Board is responsible for the hiring and firing of the Library Director.)

(4) Drug Screening and Physical Examinations

Final candidates for all positions within the Village are required to submit to a drug screen as part of their condition of employment. If the Medical Review Officer reports a negative or inconclusive test finding that qualifies the specimen as dilute or suspicious (e.g. unusual temperature) the Village shall require the candidate to submit to a re-test. A refusal to resubmit to additional drug testing, shall be treated as a failed result.

Final candidates for certain positions are also required to pass a physical examination conducted by a Village designated occupational medical health provider as part of their condition of employment. In some cases, certain positions may be exempt from the physical examination portion due to special circumstances such as the shortness in length or term of employment or nature of the physical demands of the position. All such exemptions require the approval of the Village Administrator. As prescribed under privacy provisions of the American with Disabilities Act (ADA), all employees medical records are kept strictly confidential and are maintained in a centralized and secure location ~~within Village Administrator's Office~~. Individual employee medical records are only available on a need-to-know basis, and access shall be allowed only in compliance with federal and state privacy laws.

(5~~2~~) Confidentiality

All persons participating in the development and maintenance of selection materials will exercise every precaution to ensure the highest level of integrity and security. Only the ~~Village~~ Deputy

Administrator, Human Resource designee, and other designated individuals will handle confidential selection materials, except as such records may be subject to the Open Records Law.

~~**(3) Notification of Applicants**~~

~~Each person competing in the selection process will be given a written notice of the selection status within a reasonable period following the completion of the process.~~

6.07 ~~Short Term~~Temporary Appointments

~~**(1) Temporary Appointment**~~

The Village ~~Board~~ Administrator or Deputy Administrator may authorize the appointment of a qualified individual on a temporary basis when the need exists based on availability of funding. Such appointments will generally not exceed 6 months in a calendar year unless authorized by the Village Board. All departments will coordinate their temporary employment needs through the Village Administrator so the Administrator can review the feasibility of temporary job sharing between departments.

~~**(2) Persons Hired Under Federal or State Employment Programs**~~

~~No persons will be hired under Federal or State employment programs without prior approval of the Village Administrator Board. Persons employed under such programs are generally hired for a limited, defined term and are not considered regular Village employees unless specific action is taken to appoint such employee to a regular Village position after the employee has been duly certified as eligible for such employment by the Village Administrator.~~

~~**6.08 Interview Expenses**~~

~~All applicants invited to participate in the Village's selection process will generally do so at their own expense. The Village may elect, however, to reimburse applicants for select positions for reasonable expenses incurred for travel, meals, and overnight accommodations in certain hiring processes. The parameters of these reimbursements will be determined by the Village Board Deputy Village Administrator on a case-by-case basis based on availability of funding.~~

6.08 ~~Hiring~~ Promotion or Employment of Relatives

(1) Application

This policy applies to all Village employees and elected officials. It governs the proposed hiring of individuals who are relatives, for full-time or part-time work, as Village employees. For the purpose of this policy, a "relative" includes anyone related by blood, marriage, adoption, or legal guardianship including the following:.

- Spouse~~Husband or Wife~~
- Parent~~Father or Mother~~
- Half ~~Brother or Half Sister~~Sibling
- Grand~~father or Grandmother~~parent

- Step~~father or Stepmother~~parent
- ~~Daughter or Son~~Child
- Step~~daughter or Stepson~~child
- ~~Brother or Sister~~Sibling
- Step~~brother or Stepsister~~sibling

Grandchild

~~Aunt or Uncle~~Parent's siblings

~~Nephew or Niece~~Parent's sibling's children

Legal Guardian

In-laws ~~(Father, Mother, Brother, Sister, Daughter, Son)~~

(2) Policy

(a) Relatives of elected or appointed Village officials are disqualified from employment with the Village. ~~Hiring a relative, as defined above, of any current elected official's immediate family, as a full-time or part-time employee, is considered contrary to good public policy and will not be permitted.~~ This policy does not apply to non-elected officials who are asked to accept appointment as members of a village authority, board, commission or committee. ~~n~~Non-elected officials, however, will be expected to disqualify themselves from participation in matters under consideration which may affect the hiring, promotion, retention, classification or compensation of their relatives if currently employed or being considered for employment by the Village.

(b) Neither Department Heads, supervisors, ~~n~~or elected officials will participate in the hiring or supervision of any relative as defined above.

(c) Relatives of Village employees will only be considered for employment, transfer or promotion if the employment is consistent with the guidelines below. The Village will not consider or accept such applications of relatives if the employment of an employee's relative would result in the types of prohibited employment relationships identified below:

- The employee is part of the hiring, promotion or transfer process.
- A supervisor/subordinate relationship would, or could reasonably exist between a relative and an employee. If a direct supervisory or managerial relationship would or could reasonably be established, relatives of the current employee cannot be considered as applicants for an open position. This provision may be waived by the Village Administrator, following the recommendations of the Department Director, if it is determined that the best interests of the Village would be served.
- The employment of a relative would create an actual conflict of interest or the appearance of a conflict of interest based on the nature and responsibilities of the open position.
- One relative could influence the status, compensation, progress or supervision of another relative

~~Relatives would work on the same team or within the same department or work unit.~~

~~If a relative of another employee is hired, transferred or promoted:~~

- ~~the employee will not be part of the hiring process involving another relative;~~
- ~~neither relative will be placed in a position where they will be in the chain of command of the other both directly or indirectly;~~
- ~~nor be in a position such that one relative could influence the status, compensation, progress or supervision of another relative;~~
- ~~nor work on the same team or within the same department or work unit.~~

Lobbying or attempting to influence other employees to hire a relative is prohibited.

~~(d)~~ ~~Employees shall not be allowed to serve on any Village Board, Committee, Commission or Authority in their citizen capacity while employed as a Village employee.~~

(d) ~~(e)~~ Where situations currently exist violating the conditions set forth above, every reasonable effort should be made to change the status as transfer opportunities occur.

6.09 Employees Serving in Citizen Capacity

Employees shall not be allowed to serve on any Village Board, Committee, Commission or Authority in their citizen capacity while employed as a Village employee.

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, December 13, 2022**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Cassandra Suettinger, Deputy Administrator/Clerk, Aaron Chapin, Police Chief**

AGENDA ITEM: **Discussion and recommendation on Ordinance 2022-12: An Ordinance amending the Municipal Code concerning provisional retail alcohol beverage licenses and the approval process of alcohol license renewals.**

PREVIOUS ACTION:

ISSUE SUMMARY:
Staff has worked with the Village Attorney to amend the current alcohol beverage licensing ordinance for the following:
1. *Creation of a process for the issuance of provisional alcohol beverage licenses.*

- **Current Process** - Currently, applicants submit required forms and applications for alcohol beverage licensing. The Chief of Police then reviews the license, runs background checks on all officers and agents, and makes a recommendation to the Public Safety Committee. The Public Safety Committee then reviews that application and makes a recommendation to the Village Board. The Village Board then takes official action on whether or not to grant the official license. Depending on Committee and Board schedule, this process can take weeks to a month to complete.
- **Proposed Language regarding Provisional Licenses** - for the most part the current process works well, except for cases in which unforeseen circumstances cause the sale of a licensed establishment, or the need to change an entity, etc. We have experienced issues where this has happened over the last couple of years which included quick sale of properties, death to the license holder, etc.

State Law allows municipalities the authority to enact an ordinance allowing for the Clerk to issue provisional licensing that are good for 60 days while they are completing the formal process. With the proposed ordinance amendment, the Chief of Police would run all of the same background checks and make a recommendation accordingly. If the Chief of Police recommends approval, the Clerk can issue a provisional ballot while the full license process plays out.
2. Section 11-58 has been reorganized.

- The ordinance as currently written is a bit confusing and does not chronologically follow

the process.

- Additionally, staff has proposed revision to the current process for bringing renewal of liquor licenses forward. Currently, all licenses go to the Public Safety Committee for recommendation and then the Village Board for approval. Staff recommends that if the Chief of Police, Fire & Rescue Chief, and Building Inspector conduct their inspections, background checks, and incident review and find no violations or issues, the renewal can go directly to the Village Board. This provides better efficiency in not bringing items to the Committee that do not really need discussion or recommendation.

FINANCIAL/BUDGET IMPACT:
Minor Additional Permitting Revenue.

VILLAGE PLAN REFERENCE:
N/A

ORDINANCE REFERENCE:
N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
The Public Safety Committee unanimously recommended approval of Ordinance 2022-12.

Motion to recommend approval of Ordinance 2022-12: An Ordinance amending the Municipal Code concerning provisional retail alcohol beverage licenses and the approval process of alcohol license renewals

ATTACHMENTS:
1. 2022-12 Provisional & Alcohol Lic. Updates

ORDINANCE 2022-XX

AN ORDINANCE AMENDING THE MUNICIPAL CODE CONCERNING PROVISIONAL RETAIL ALCOHOL BEVERAGE LICENSES AND RENEWALS OF RETAIL ALCOHOL BEVERAGE LICENSES

Purpose: To amend the Municipal Code to address renewals of retail alcohol beverage licenses and the issuance of provisional retail alcohol beverage licenses and to set fees for the same.

Sponsor: Village Clerk-Treasurer Cassandra Suettinger

Recommended Referral: Public Safety Committee

Public Hearing: Not Required

WHEREAS, the Village of McFarland adopts state law concerning alcohol beverage licenses and municipalities are to issue provisional retail licenses when appropriate; and

WHEREAS, Village staff recommends amending the Municipal Code to address the process in which provisional licenses are issued and to provide an option for the Village-Clerk treasurer to forward applications for renewals for alcohol beverage licenses when appropriate; and

WHEREAS, the Village Board finds that amending the Municipal Code to provide a process in which provisional retail licenses are issued and to set fees for the same is in the public interest, and that amending the Municipal Code to provide an alternate procedure for renewals of alcohol beverage licenses is also in the public interest.

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

1. **Section 11-51 of the McFarland Municipal Code is created to read as follows:**

Sec. 11-51. Provisional Retail Licenses.

(a) A provisional retail Class "A", Class "B", "Class A", "Class B", or "Class C" license shall be issued by the Village Clerk-Treasurer upon application for the same and payment of the fee for a provisional retail license set forth in Appendix A, upon the applicant meeting the following requirements:

(1) The applicant has filed with the Village a complete application for a retail alcohol beverage license for the same class of license as the provisional retail license sought by the applicant.
(2) The applicant meets the requirements for issuance of the retail alcohol beverage license, as determined by the Chief of Police.

(b) If the Chief of Police recommends denial of the provisional retail license, the application shall be forwarded to the Public Safety Committee for consideration, pursuant to Section 11-58. The Public Safety Committee may deny or approve the issuance of the provisional retail license, and if approved, the Village Clerk-Treasurer shall issue the provisional retail license accordingly.

(c) A provisional retail license expires within 60 days of issuance, or when the retail alcohol beverage license is issued to the holder, whichever occurs sooner. In addition, a provisional retail license expires upon the Village Board denying the application for the retail alcohol beverage license.

(d) The Village Clerk-Treasurer may revoke the provisional retail license if he or she discovers that the holder of the license made a false statement on the application for the retail alcohol beverage license or the provisional retail license.

(e) No person may hold more than one provisional retail license for each type of license applied for by the holder per year.

(f) All provisional retail licenses are subject to conditions set forth under Section 11-64. In addition, the Public Safety Committee may impose additional conditions and restrictions on a provisional retail license, as may be recommended by the Chief of Police, related to health, safety and the public interest.

2. Subsection 11-58 of the McFarland Municipal Code is amended to read as follows:

Sec. 11-58. Investigation; approval of application.

(a) Every application for a new license or renewal of a license shall be reviewed by the Chief of Police, Fire Inspector and Building Inspector, and these officials shall inspect or cause to be inspected the proposed licensed premises and shall report on whether the premises complies with applicable laws, regulations and ordinances. No license shall be renewed without a re-inspection of the premises. Each official shall provide a report of his or her inspection findings to the Village-Clerk Treasurer.

(b) The Chief of Police shall investigate the background of every license applicant to determine the applicant's fitness to hold such license, and the Chief shall report his or her findings to the Village Clerk-Treasurer, along with recommendations as to whether the license should be issued or renewed. The Chief of Police shall maintain records of all incidents related to a licensed premises, and whether there was actual prosecution and/or conviction for the incident, and shall include this history with any recommendation for denial of the license.

(c) For new licenses in which the inspecting officials recommend approval of the application, the matter will be referred to the Public Safety Committee for review and recommendation to the Village Board. For renewal of licenses in which the inspecting officials recommend renewal of the license, the Village Clerk-Treasurer may refer the application for renewal directly to the Village Board for approval instead of the Public Safety Committee.

(d) If any inspecting official recommends denial of a new license, the Village Clerk-Treasurer shall notify the applicant of the recommendation and that the application will be considered by the Public Safety Committee. The notice shall set forth the basis of the recommendation and shall inform the applicant of the opportunity to appear before the Public Safety Committee to provide evidence as to why the application should be approved. At the conclusion of the meeting, the Public Safety Committee shall make a recommendation to the Village Board on whether the license should be granted.

(e) If there is a recommendation for non-renewal of a license, the procedure under Section 11-67(d) shall be followed, including notice to the applicant and a right to a hearing.

(f) In determining whether to grant such license, consideration shall be given to the arrest and conviction record of the applicant, subject to the limitations imposed by Wis. Stats. §§ 111.321, 111.322 and 111.335 and Wis. Stats. § 125.12(1)(b); financial responsibility of the applicant, the appropriateness of the location and premises where such licensed business is to be conducted, and generally the applicant's fitness for the trust to be reposed. An application may be denied based upon the applicant's arrest and conviction record if the applicant has been convicted of a felony (unless duly pardoned) or if the applicant has habitually been a law offender. For purposes of this licensing procedure, "habitually been a law offender" is generally considered to be an arrest or conviction of at least two offenses that are substantially related to the licensed activity within the five years immediately preceding the license application. Because a license is a privilege, the issuance of which is a right granted solely to the Village Board, the Village Board, and the Public Safety Committee in making its recommendation, reserves the right to consider the severity and facts and circumstances of the offense when making the determination to grant, deny or not renew a license.

(g) If the Village Board denies the license, the applicant shall be notified in writing, by certified mail or personal service, of the reasons for the denial. The notice shall also inform the applicant of the opportunity to appear before the Village Board and to provide evidence as to why the denial should be reversed. Such written notice shall be mailed or served upon the applicant at least ten days prior to the Village Board meeting at which the application is to be reconsidered. If, upon reconsideration, the Village Board again denies the application, the Village Clerk-Treasurer shall notify the applicant in writing of the reasons therefor. An applicant who is denied any license upon reconsideration of the matter may apply to Circuit Court pursuant to Wis. Stats. § 125.12(2)(d), for review.

3. Appendix A of the McFarland Municipal Code under Alcohol Beverages is amended to include the follow license fee:

11-51	Provisional retail license	$15.00

All other fees in Appendix A not modified by this amendment remain the same.

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

APPROVED:

_____
Carolyn Clow, Village President

ATTEST:

_____
Cassandra Suettinger, Village Clerk-Treasurer

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

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, December 13, 2022**

SECTION: **Business**

DEPARTMENT: **Public Works**

CONTACT: **Lee Igl, Streets/Utilities Superintendent, Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion and action to approve the design for the 2023 Paulson Road Reconstruction Project and authorize the project for bid.**

PREVIOUS ACTION:
The Public Utilities Committee recommended approval to the Village Board for Paulson Road design services at their January 18, 2022 meeting.

The Public Works Committee recommended approval to the Village Board for Paulson Road design services at their February 8, 2022 meeting.

The Village Board approved design services for the reconstruction of Paulson Road at their meeting on February 14, 2022.

The Public Works and Utilities Committee reviewed an initial concept for the project at its meeting on July 25, 2022 and scheduled a Public Information Meeting for August.

The Public Works and Utilities Committee hosted a Public Information Meeting on August 22, 2022 and received also an update on the project design.

A second Public Information Meeting was held on November 2, 2022 in which areas from concern from the August meeting were discussed.

At its meeting on November 28th, the Public Works and Utilities Committee unanimously recommended approval to the Village Board for the Paulson Road design as presented without the inclusion of the speed humps conditioned upon a pre/post construction speed study and review of ordinance revisions to limit through truck traffic.

ISSUE SUMMARY:
The Village has been planning and designing the reconstruction of Paulson Road from Siggelkow Road to Ridge Road for implementation in 2023. This project is planned to include a full reconstruction of the road from a rural cross section to an urban design similar to other Village neighborhood streets. This includes replacement of the street, water mains, and sewer mains that already exist and the addition of curb/gutter, stormsewer, and sidewalk that are presently not included making the corridor more consistent with other neighborhood streets. This project is also unique in that approximately 1,800 feet south of Siggelkow Road it is gate

controlled preventing the flow of through traffic as it was platted for. The gate provides access to emergency vehicles and public works operations when needed as there is otherwise only one means of ingress and egress from either side. The present design calls for the reconstruction of the road within available right of way without replacing the gate post construction. The reconstruction of Paulson Road is included within the 2023-2027 Capital Improvement Plan which was previously approved by the Committee and Village Board. The condition of the roadway is also at a low rating and has a history of main breaks necessitating its full replacement.

Public Information meetings have been held on this project on August 22, 2022 and November 2, 2022. These meetings presented an overview of the project and provided the public with an opportunity to ask questions and offer input. Concerns or questions brought up during the meetings were gathered with responses provided by Village Staff and Engineer. A summary of the points raised and our response thus far is included in the packet as background on the issues discussed to date. Additional input has been submitted by residents and is included also for review within the packet as part of the project planning.

At its meeting on November 28th, the Committee reviewed the project design as had been updated following the input received and Public Information Meetings held. The following is a summary of the points discussed at the last meeting:

1. Updated Design - The first attachment in the packet is the updated design that has been adjusted to align with the recommendation authorized. This design takes into account comments received to date on the project as summarized in the next item. The Village Engineer will be present to answer questions on the project as is needed.
2. Engineer Response - The second attachment within the packet is a summary response from the Village Engineer regarding issues raised within the Public Information Meeting held in August. These responses were reviewed at the Public Information Meeting in November and also with the Committee at their last meeting. This includes but is not limited to topics such as traffic study review, inclusion of the gate, Siggelkow intersection, emergency response, public works operations, parking, traffic control, and other related topics that were discussed and reviewed during the planning process to prepare the design.
3. Traffic Engineer Response - At the November Public Information Meeting, it was requested a new traffic study be completed. A traffic study had been done previously and is referenced in the previous item. We did not have time to conduct a full traffic study nor was this part of the scope of work for this project. However, we did have a Traffic Engineer review the former studies and current design to provide their perspective on the concerns. This memo is included as part of the third attachment within this packet.
4. WisDOT Response - A Resident inquired about improvements to the Siggelkow/Paulson intersection to address improved functionality. It was acknowledged that the addition of roundabouts at the interchanges to the west on Siggelkow would have an effect, but traffic from the east likely remains problematic. WisDOT was contacted about the presence of this intersection with the highway and what their involvement might be in determining a solution for it. They consider this to be a local intersection but it is not

clear if it falls within their scope to some extent due to the proximity of the highway and its off ramps. They did not take any traffic counts on Paulson with their project as its not proposed for improvement within their scope. Their recommendation was to open up the connection point to the south to provide an alternative method of access versus the single method available presently. Traffic counts could be taken before and after to monitor the effect of changes in traffic patterns, and further adjustments to the roadway and/or intersections considered as a result of that data. Additionally, from the Village Staff perspective the Village Engineer has also proposed taking counts prior to construction and after to monitor patterns as this would help gauge the need for additional traffic calming solutions. If we were to consider an improvement at the Paulson intersection, we should study this also with the City of Madison and Valley Drive as that area likely sees a higher volume of traffic by comparison would also be a contributing factor to the experience on Paulson. There is no attachment for this item, feedback was derived from coordination meetings and Staff will continue to work on this with WisDOT as appropriate related to the USH 51 improvements.

5. School District Response - The School District has a bus stop for children that live off of Paulson Road that stops on Sigglekow Road. Due to the access control of the gate, the bus is not able to properly or safely turn around within the public right of way. Included is their response to the design. They are supportive of the proposed design including the removal of the gate which in turn would change how they access this area.
6. Siggelkow/Paulson Turning Movements - Residents inquired about the turning movements at Paulson Road and Siggelkow Road as a reflection of its challenging access at times. The Village Engineer reviewed the plan and included are two turn lanes versus the single lane previously provided. The additional lane provided does not offer a substantial queue distance but does help to provide refuge for at least one car to turn in either direction at the same time if conditions warrant. Current condition is as a singular lane. There is no attachment for this item within the packet, the update to the design can be viewed in the first attachment.
7. Additional Pedestrian Path - Village Staff and Residents inquired about adding a pedestrian specific path to connect Rustling Oaks to Paulson Road. Right of way is platted here for this purpose that allows for utility connections underground. This would be a 10 foot wide path similar to other walking trails in the Village to help formalize what is otherwise presently an informal walking path/trail through the vegetation. There is not attachment for this item within the packet, the update to the design can be viewed in the first attachment.

We have received a fair amount of input to date on the project as we have conducted our review to finalize the design and move the project to bid for construction to occur next year. It is understood that not everyone agrees with the direction of this project. We do appreciate this feedback and the responses provided. It has made the project better and we also understand the recommendations included will not be accepted by some under any circumstances. We have to move the project forward though, we cannot ignore the deficiencies that exist and we have to be intentional in our decisions regarding the design parameters. This begins by recognizing that there is no question this is a unique project...

The first indication of that is its present cross section design of a rural setting and the conversion of the right of way to an urban design can be challenging with nearly all development already having occurred. It is similar in nature to what Holcher Road went through a few years ago; albeit, only half the street had been developed at that time. In doing so though we made pragmatic decisions on the inclusion of curb and gutter, sidewalks, storm sewer, etc. that were consistent with our plans and other neighborhood streets. The same applies for this street as we consider the next phase of its evolution to adhere to current standards and specifications.

The second indication is the gate controlling access to the roadway. This is a through street that is gate controlled about mid-way through the route. There are no other roads like this in the Village and nothing else Staff is familiar with in other communities. The design has been presented to reconstruct the road as a through street just as it is now with the exception of replacing the gate at the conclusion of construction. The inclusion of the gate is a limiting factor on emergency response. It is designed and included with the sole purpose of being an impediment, and that's what first responders encounter when they need to use it for access. Some may find the delay caused acceptable, but there are those that could be impacted by that delay that would not find it acceptable if it affects their life or property. As part of our recommendation to not include the gate we as a Staff and a Village that provides these services find the negative impact on those minutes lost unacceptable. Again, the current generation might accept this risk, but we cannot in good conscience do the same for both current and future generations living within this corridor.

There is no one here, Staff included, that wants to disrupt anyone's quality of life or compromise their safety. When considering projects such as this, including their unique nature, we have to look at the totality of the project itself and the Village as a whole to reach a conclusion on the improvement that should be pursued. That is how we have come to our recommendation and in doing so attempted to include adjustments to the design as a reflection of the comments received where we can.

FINANCIAL/BUDGET IMPACT:

The 2023 Budget was adopted by the Village Board on November 22, 2022. This included total funding for the project at $1,369,000 supported by the Capital Projects, Utilities, and Stormwater Utility Funds. Final costs will be reconciled against availability of budget based on bid results to be received in the first part of next year. There are no special assessments associated with this project. It is 100% supported by the Village through the funding sources referenced recognizing that all residents pay a proportionate share of the project whether you are within the corridor or not.

VILLAGE PLAN REFERENCE:

Long Range Capital Improvement Plan

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Motion:

Motion, second to approve the design for the 2023 Paulson Road Reconstruction Project and authorize the project for bid.

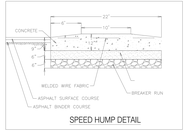
ATTACHMENTS:

1. 1 - Proposed Project Design
2. 2 - Engineer Response
3. 3 - Traffic Engineer Response
4. 5 - School District Response
5. 08222022 Paulson Rd petition
6. 11102022 RE_ Paulson Road Project
7. 11152022 RE_ 2023 Paulson Road Project
8. 11222022 Paulson Rd Project Public Comment
9. B. Ferro Paulson Road Project
10. P. Lanser Paulson Road Project

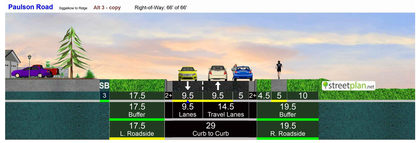
VILLAGE OF MCFARLAND

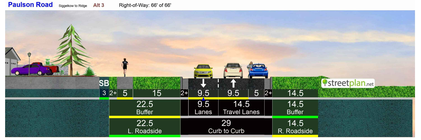
2023 PAULSON ROAD RECONSTRUCTION

TOWN & COUNTRY ENGINEERING, INC.
1475 Bluff Road
Stoughton, WI 53589
(608) 873-4371
www.tcengineering.net



SPEED HUMP DETAIL





Village of McFarland

Paulson Road Reconstruction

Responses to Issues and Concerns from 08.22.22 PIM

Issue/Concern:

Making Paulson Road through street will dramatically increase traffic.

Response:

A study of the corridor to investigate the traffic and drainage impacts of connecting the northern and southern portions of Paulson Road was conducted in 1999. The study at that time included forecasts of residential and commercial development that has since taken place in a manner generally consistent with the predictions made at the time of the study. The study included a forecast of future through traffic on the street and forecasted approximately 223 through traffic vehicles per day. A traffic count performed in May of 2014 on the northern end of Paulson Road showed an average daily traffic on the road of 717 vehicles per day.

Former study of this corridor connection has concluded that traffic would not be expected to increase dramatically. Projected traffic counts after the connection would be consistent with other Village residential/neighborhood streets.

Issue/Concern:

The intersection of Siggelkow and Paulson Road can be difficult for ingress/egress. This is especially true of northbound traffic on Paulson turning westbound.

Response: Converting Paulson Road to a through street directly increases the available alternate routes for ingress/egress from the corridor. At peak traffic times on Siggelkow, drivers on Paulson Road would have the additional option of leaving south through the corridor to reach USH51 or to otherwise proceed westbound.

The intersection of Siggelkow and Paulson Road is planned to be reconstructed in 2025. The proposed WisDOT project including the installation of new roundabouts at Siggelkow and USH 51 has been added to the overall project map for reference.

Issue/Concern:

Emergency response is not impeded by the gates and they can continue to use the gates as needed.

Response:

While it is possible to perform emergency services with the gates in place, the gates do present an obstacle to operations beyond just public safety response. They can hinder responses, impede traffic flow, complicate communications without outside agencies, and are otherwise not desirable during an emergency. Emergency services staff have noted that Paulson Road has some properties that generate a higher-than-average number of service calls. Some of these challenges are as follows:

- The gates are an obstacle during snow clearing operations. The removal of the gates would help Public Works staff maintain a pathway for emergency service vehicles as well as neighborhood traffic.

- The gates are locked to prevent usage by non-authorized individuals and require responders to exit the vehicle, proceed through the gate and close the gate. When the second gate is reached, the operation must be repeated. The process delays response to the point that responders will not typically utilize the route unless the primary access point is inaccessible. Thus, responders must recognize the exact location of the incident before responding, adding additional delay.

- The gates present an obstacle to mutual aid responders as they are unfamiliar with and don't have keys to the locks on the gates. It is not practical or possible for all mutual aid responders to maintain keys to our infrastructure. If a mutual aid responder is required to utilize the gates, they will likely be required to cut the locks on the gates or wait for a McFarland responder to bring them a key. The time to unlock and open the gates will substantially increase the access time.

- In the event of a fire, having two routes is beneficial, as the initial engine will lay a hose from the hydrant before the fire. The hose may be required to cross the street from the hydrant to the side of the fire, limiting the ability to bring the additional unit closer to the fire. Additionally, one supply hose may not be sufficient for the fire, and a second unit would be required. The second unit would be required to come from the other side of the gates and would more than likely be a mutual aid unit that is unfamiliar and does not have a key for the locks, delaying the operation.

Issue/Concern:

What is the justification for the addition of sidewalks to the street?

Response:

The addition of dedicated and separated pedestrian accommodations to Paulson Road is a goal that is consistent with many of the Village's goals and policies that are meant to be reflective across the Community. Specifically, the addition of sidewalk to a corridor that does not have any sidewalk is a stated goal in the following documents:

- 2017 Village Comprehensive Plan
- 2019-2023 Outdoor Recreation and Open Space Plan
- 2020 Village Strategic Plan
- 2021 Village Sustainability Plan

In the Village's 2017 Comprehensive Plan, the corridor was identified as a priority sidewalk route. The definition of priority sidewalks within that document is given as:

> *"Areas marked as "Priority Sidewalks" on Map 10 represent planned pedestrian connections in response to areas with higher density housing (e.g., Paulson Road), commercial destinations (e.g., along Highway 51), or key missing links (e.g., Ridge Road). Priority sidewalks seek to increase pedestrian safety, address existing desired travel routes, and encourage walking between compatible uses. To guide installation of the priority sidewalks and other potential new sidewalks along existing streets, the Village may develop a clear, consistent, and comprehensive sidewalk policy."*

The addition of dedicated, off-street pedestrian accommodations increases safety and accessibility of the corridor, encourages alternate modes of transportation, and is consistent with all of the Village's previous planning efforts to date. The referenced documents above provide robust documentation on the benefits and desirability of sidewalks and serve as justification for the addition of sidewalk to Paulson Road to be consistent with other residential streets constructed in a similar manner.

Issue/Concern:

Parking on two sides of the street seems excessive. It would be more desirable to narrow the street and eliminate parking on one side of the street.

Response:

Village staff has reviewed this issue and staff is proposing the installation of a 28-foot curb face to curb face width roadway. This width would allow for parking on only one side of the road. The revised plans have been updated to show this option. Further review of this width should be considered with the Fire and Rescue Department as it will create a narrow corridor for their operations as well as other large vehicles navigating the street.

Issue/Concern:

Residents are concerned about potential speeding and overall and traffic safety

Response:

The project design will seek to incorporate traffic calming elements wherever possible. The reduction of the roadway width is expected to aid in traffic calming and speed control. Additionally, the current project exhibit is showing speed humps as a possible example. Island medians have also been previously proposed. These elements remain up for discussion as it is not something the Village has previously utilized. Further discussion should take place with the Fire/Rescue and Public Works Department on the impact of their vehicles navigating these areas.

Your Project Solutions Start Here

MEMORANDUM TO: Matt Schuenke, Administrator
Village of McFarland

FROM: Lee Gibbs, PE, PTOE

DATE: November 21, 2022

SUBJECT: Traffic Assessment
Paulson Road Improvement Project
McFarland, Wisconsin

The following memorandum summarizes the results of a traffic assessment for the proposed connection of Paulson Road in McFarland, Wisconsin. Paulson Road, a two-lane residential street, currently has a northern and southern leg that is disconnected at the Lazybones Laundry & Storage facility. The proposed connection of Paulson Road is part of a broader reconstruction of the roadway from Ridge Road to Sigglekow Road that will include pavement replacement, curb and gutter installation, and sidewalk installation. The purpose of this assessment is to identify any traffic impacts associated with the connection of the Paulson Road segments.

EXISTING CONDITIONS

Paulson Road is a two-lane residential street within the Village of McFarland that runs parallel to the US 51 corridor. Paulson Road has two roadway segments: a northern section and a southern section. The northern section has a 22-foot paved cross-section and gravel shoulders while the southern section has a 24-foot paved cross-section and gravel shoulders. The northern section serves primarily single-family and multi-family residential parcels while the southern section serves several low-density commercial properties and several multi-family residential units. On-street parking is permitted on the southern section but is prohibited on the northern section. At Sigglekow Road, all movements from Paulson Road are under stop-sign control. At Ridge Road, Paulson Road turns west and has an at-grade railroad crossing approximately 70 feet from Ridge Road. All movements from the north leg of Paulson Road at Ridge Road are under stop-sign control.

TRAFFIC PROJECTIONS

A traffic projection of Paulson Road was conducted to forecast how much traffic would use the roadway. While the scope of this study was limited in that no existing traffic counts along Paulson Road was conducted for this assessment, an estimate of daily and hourly traffic volumes can be determined using previous studies and current land use conditions. Collected Year 2014 traffic counts along the north and south sections of Paulson Road determined the following daily and hourly traffic volumes:

7780 Elmwood Ave.
Suite 204
Middleton, WI 53562
E: info@cbssquaredinc.com

Location	Average daily volume	Average peak-hour volume
Paulson Road, northern section*	736 vehicles (two-way)	76 vehicles (two-way)
Paulson Road, southern section**	373 vehicles (two-way)	52 vehicles (two-way)

* Counts collected on Monday, May 19, 2014 through Wednesday, May 21, 2014
** Counts collected on Monday, May 12, 2014 through Thursday, May 15, 2014

From 2014 through 2022, no land uses were updated or added along the northern section of Paulson Road that would significantly increase or decrease traffic characteristics; therefore, it was assumed that the northern section of Paulson Road would have the same daily and hourly traffic volumes. The southern portion added the Preston Place residential neighborhood, which consists of 11 buildings of duplexes, 22 residential units total. Using trip generation rates from the Institute of Transportation Engineers *Trip Generation Manual,* these residential units would increase traffic on the southern section of Paulson Road by 216 daily vehicles and 30 peak-hour vehicles. This, in turn, would adjust the southern section of Paulson Road to have an average daily volume of 589 vehicles and an average peak-hour volume of 82 vehicles. With no other land use updates or additions along the southern section of Paulson Road, it was assumed that the southern section would have the adjusted daily and peak-hour traffic volumes (589 and 30, respectively). The rationale for not assuming any growth between 2014 and 2022 is because Paulson Road has neither connected the northern and southern roadways nor had any other connections to external roadways; therefore, no cut-through or external traffic would use Paulson Road to travel through the neighborhood.

TRAFFIC ASSESSMENT

The proposed Paulson Road reconstruction will connect the northern and southern segments and allow for traffic, both internally and externally, to travel the entire length of roadway. While this connection may cause an increase in traffic along Paulson Road by external motorists (i.e., outside of the neighborhood), the increase would be minimal and likely not realized by local users of the roadway. The rationale for this assessment is described below:

- *Existing roadways provide comparable travel times*. US 51 is a multi-lane principal arterial roadway that is parallel to Paulson Road, approximately 600 feet to the west. US 51 also has a local interchange with Sigglekow Road for traffic to enter and exit the roadway. It is likely that this route (as well as Valley Drive to the east) are currently the preferred routes in this neighborhood for north-south travel. If Paulson Road were to be connected, the roadway would not provide a significant improvement to travel distance and travel time in the area. For example, the following table provides a comparison of travel distance and travel time from the intersection of Paulson Road and Sigglekow Road to the Pick n' Save access drive at Larson Beach Drive. One route uses Sigglekow Road, US 51, and Larson Beach Road while the other uses Paulson Road and Larson Beach Road.

Travel Route*	Travel distance (miles)	Travel time (minutes)
US 51	0.81	2
Paulson Road	0.73	2**

* Travel route from intersection of Sigglekow Road and Paulson Road to Pick 'n Save access drive at Larson Beach Road
** Travel time assumed a motorist traveled at 25 mph along Paulson Road

This comparison indicates that while using Paulson Road decreases the travel distance minimally, it would not improve its travel time when compared to using US 51. Therefore, it is unlikely that traffic volumes would increase significantly due to motorists using Paulson Road as a cut-through route to reduce travel time.

Limited travelshed that would use Paulson Road. The travelshed that would be served by the Paulson Road connection is limited to primarily residences and businesses that are located directly on the roadway. As discussed previously, this connection does not significantly reduce travel distance or travel time for motorists in the surrounding neighborhoods. For example, motorists along US 51 from Farwell Street likely would not use Paulson Road for travel to points north and east along Sigglekow Road as US 51 already provides a local interchange and easy access to Sigglekow Road. Conversely, southbound traffic along Triangle Street or westbound traffic along Sigglekow Road wouldn't likely take Paulson Road as a cut-through to US 51 when the local interchange to US 51 currently exists.

No east-west roadways intersect Paulson Road to benefit from this connection. Paulson Road, from Ridge Road to Sigglekow Road, has no other roadways connecting it to the surrounding areas. Connecting the Paulson Road segment would benefit the residences along Paulson Road for north-south travel but provide no benefit for east-west travel since no roadways intersect Paulson Road in this area.

ROADWAY CONSIDERATIONS

To aid in preserving Paulson Road as a local roadway and minimizing its use as a cut-through route, several considerations should be given to implementing the following roadway elements during the Paulson Road improvement project:

Speed humps: speed humps are vertical traffic calming devices that are intended to reduce vehicle speeds as motorist must drive over raised sections of roadway. Due to the vertical deflection of a vehicle as they drive over the raised pavement, motorists generally reduce their travel speed over the hump and/or avoid traveling on roadways with speed humps when reduced travel time is the preferred intent. Speed humps can be problematic for snow removal as snowplows must raise their plow blade over the hump, reducing the effectiveness of removing snow and reducing the lifespan of the speed hump; however, if desired, temporary speed humps can be purchased and installed during non-winter months that don't require snow removal.

On-street parking lane: the Paulson Road improvement project is intended to reconstruct the roadway to a 28-foot cross-section with on-street parking permitted. Providing a dedicated parking lane via pavement markings, such as an edgeline distinguishing the travel lanes and parking lane, would narrow Paulson Road and make travel along the roadway more constricted and uncomfortable. This, in turn, would reduce travel speeds as motorists would not feel comfortable traveling at higher speeds as the reduced travel lane width and parking lane narrows their travel path and restricts their horizontal clearance to other vehicles.

SUMMARY

The Paulson Road improvement project will connect two segments of Paulson Road that are currently disconnected from each other. Current daily traffic along the northern and southern segments of Paulson Road (approximately 750 and 600 vehicles per day, respectively) are not anticipated to increase significantly due to several factors, such as the following:

- Parallel north-south roadways, such as US 51 and Valley Drive, currently move traffic in the surrounding areas well and the Paulson Road connection, while would minimally decrease travel distance, would not improve travel times in the area.
- The travelshed that would greatly benefit from the Paulson Road connection is the residences and businesses that currently have direct access to the roadway as this improvement would be a local roadway connection and quicker routes are already established.
- With no other external roadways that connect to the existing segments of Paulson Road, the connection of Paulson Road will not provide benefit to surrounding roadways and neighborhoods.

To enhance in keeping the nature of Paulson Road as a local roadway with minimal cut-through traffic, speed humps and a distinguished parking lane should be considered for implementation. These roadway elements will physically constrict or make the driving environment not conducive for faster travel speeds by making the driving environment uncomfortable for faster-traveling motorists.

Aimee Irwin

From: Jeff Mahoney <MahoneJ@mcfsd.org>
Sent: Wednesday, November 9, 2022 1:57 PM
To: Aimee Irwin
Cc: Matt.Hounsell@NelsonsBusService.com; Jeff Mahoney
Subject: Re: Village of McFarland--Paulson Rd

Hi Aimee

Both the McFarland School District and Nelson's Bus Service reviewed the proposed plan for Paulson Road reconstruction, including the decision by the Village to make it a thru street. The district and bus company cannot find any negatives to this decision. As for positive attributes the following can be noted

- The project will allow our buses both regular ed and special education the ability to avoid the use of HWY 51, which creates safer travel options for our riders and drivers.
- The project allows us to provide better service to the area by allowing for same side access for students to access the bus when loading and unloading.
- The project allows us to specifically avoid backing situations with buses when loading and unloading wheelchair access needs by our wheelchair buses.
- The project allows for us to reduce costs for transportation for potentially fuel costs due to routes.
- The project allows for better routing for our 4k site at GBH and Little Spartans locations.
- The project provides safer walkzones for our MHS and IMMS students.

We would ask that stop sign be added to the ridge road/Paulson Road/preston place intersection in the NorthEast corner of that intersection.

Please let me know if you would like any clarifications.

Jeff Mahoney
Director of Business

McFarland School District
608-838-4520

mahonej@mcfsd.org

On Mon, Nov 7, 2022 at 1:24 PM Aimee Irwin <aimee.irwin@mcfarland.wi.us> wrote:

> Hello,
>
> The project, as it is designed now, is showing that Paulson Road will connect from Siggelkow Road to Ridge. I've attached a roll drawing for reference as well.

Thank you,

Aimee Irwin

Assistant to the Public Works Director

Village of McFarland

5115 Terminal Drive

McFarland, WI 53558

public.works@mcfarland.wi.us

608.838.7287

From: Jeff Mahoney <MahoneJ@mcfsd.org>
Sent: Monday, November 7, 2022 1:12 PM
To: Aimee Irwin <aimee.irwin@mcfarland.wi.us>
Cc: Matt.Hounsell@NelsonsBusService.com
Subject: Re: Village of McFarland--Paulson Rd

Hi Aimee

Are you indicating that Paulson Road will connect from Sigglekow to Ridge as a full road?

Jeff Mahoney

Director of Business

McFarland School District

608-838-4520

mahonej@mcfsd.org

On Mon, Nov 7, 2022 at 12:48 PM Aimee Irwin <aimee.irwin@mcfarland.wi.us> wrote:

Good Morning,

Paulson Road from its intersection with Siggelkow Road to Ridge Road is planned for a full reconstruction in 2023. The project will include the addition of curb and gutter, storm sewer, a new sidewalk to the western side of the street, and the removal of the existing gates located approximately 1,800 feet south of Siggelkow Road.

I'm reaching out to both of you regarding this project for two reasons. One, currently the bus pick-up and drop-off location is at the intersection of Siggelkow Road on Siggelkow Road. This has been identified by residents as a safety concern given the high volume of traffic on Siggelkow Road along with congestion at the intersection with vehicles waiting for pick-up and drop-off. Two, the current design for this project has the removal of the existing gates. We would like to inquire if the removal of the gates would be beneficial to the school district and bus company. Also, would there be a possibility that the pick-up location (Siggelkow Road) would be re-evaluated and moved onto Paulson Road following the completion of construction?

We appreciate your thoughts on this item. We plan to include your responses at the next Public Works & Utilities Committee meeting on November 28th. If you wish to provide comment, please respond by Tuesday November 22nd.

Thank you,

Aimee Irwin

Assistant to the Public Works Director

Village of McFarland

5115 Terminal Drive

McFarland, WI 53558

public.works@mcfarland.wi.us

608.838.7287

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in Software as a Service (SaaS) for business. Providing a **safer** and **more useful** place for your human generated data. Specializing in; Security, archiving and compliance. To find out more Click Here.

The McFarland School Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, including transgender status, change of sex or gender identity, disability, age (except as authorized by law), military status, or physical, mental, emotional, or learning disability in any of its student programs and activities.

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in Software as a Service (SaaS) for business. Providing a **safer** and **more useful** place for your human generated data. Specializing in; Security, archiving and compliance. To find out more Click Here.

The McFarland School Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, including transgender status, change of sex or gender identity, disability, age (except as authorized by law), military status, or physical, mental, emotional, or learning disability in any of its student programs and activities.

Petition opposing the removal of safety gates on Paulson Road

Petition summary and background	The Village of McFarland plan to reconstruct Paulson Road from Siggelkow Road to Ridge Road includes removal of the existing gates located approximately 1,800 feet south of Siggelkow Road thereby turning Paulson Road into a through-street. As traffic volume increases on a neighborhood street so does vehicle speed, accident frequency, noise, and even crime. The residents on Paulson Road do not support this

Action petitioned for:	We, the undersigned oppose turning Paulson Road into a through-street and urge the Village to reconsider the plan to remove the gates.

Resident Name (Please Print)	Signature	Address		Date
		House #	Street Name	
Sheryl Blaschke	Sheryl Blaschke	5107	Paulson	8/22
Michelle Kanuk	Michelle Kanuk	5003	PAULSON	8/22
Chana Steffes	Chana Steffes	5205	Paulson	8/22
[illegible]	[illegible]	5206	Paulson	8/22
Yankeba Torney	Yankeba Torney	5210	Paulson	8/22
Jeff Jurkowski	Jeff Jurkowski	5214	Paulson	8/22
[illegible]		5214	Paulson	8/22
Semen Malygin		5305	Paulson R	8/22
Yana Zin		5305	Paulson	8/22
Barbara Ferro		5307	Paulson R	8/22
Hudson Ferro		5307	Paulson Rd	8/22
Megan Effeding	Megan Effeding	5216	Paulson Rd	8/22
Colleen Murphy	Colleen Murphy	5020	Paulson Rd	8/22
Morgan Mathias	Morgan Mathias	5020	Paulson Rd	8/22
Richard Russell	Richard Russell	5020	Paulson RD	8/22
Joshua Foskett		5102	Paulson Rd	8-22
Lynn Borchert	Lynn Borchert	5215	Paulson Rd	8-22
Sharon K. Larson	Sharon K. Larson	5303	Paulson Road	8-22
Shane Hamilton	Shane Hamilton	5016	Paulson Rd	8/22
Mary Kopp	Mary Kopp	5119	Paulson Rd	8-22
Karin Lauser	Karin Lauser	5301	Paulson Rd	8/22

From:	Tim Stieve
To:	Barbara Ferro; Matt Schuenke
Cc:	Aimee Irwin; Jim Hessling; Lee Igl; Brian Berquist
Subject:	RE: Paulson Road Project
Date:	Thursday, November 10, 2022 12:27:09 PM
Attachments:	image001.png image002.png MC 197 ROLL-ROLL.pdf August PIM Responses.pdf

---

Barbara,

While we do not have minutes from the Public Information Meeting (PIM) that was held, we did draft up written responses to the concerns that were expressed at the August PIM. I have attached that document to this email for your reference. This document is representative of some of the topics discussed at that meeting and the Village's responses given.

The current project exhibit is also attached for your reference. As you noted, the exhibit is showing speed humps as a traffic calming measure. The dimensions are shown in a detail on the left side of this exhibit and the maximum height is 3".

Responses to your numbered items are as follows:

1. **Opening the gate on the road**

   In terms of emergency services, much of the written response contained in the attached document on page 2 was provided to Village staff by the Fire and Police Departments directly in their own words and is the best reference for their reasoning on the subject. These departments have stated that while it would be possible to revise the lock system, a complete removal of the gates is their most desirable outcome and would allow them to provide streamlined service.

   The document also discusses the projected traffic impacts on the corridor of opening the gates. While traffic is forecasted to have some increase, the level of service of the roadway, which is a technical measure of the roadway functionality, is not expected to be impacted. The Village has requested that a traffic engineering specialist consultant review the corridor and previous study and provide a written memo of their assessment of the forecasted impacts of opening the corridor to through traffic. We expect this memo to be available for committee review at the meeting at the end of this month.

   With regards to the compensation, the only instance I can think of where the Village would provide a private property owner with direct monetary compensation as a result of a road reconstruction like this would be if the Village needed to purchase additional property in order to construct the roadway. In this case, the Village does not require any additional right-of-way and has been in control of the necessary property to make the connection for quite some time.

2. **Sidewalks**

   The attached document provides a robust summary of the Village's documented desire for

sidewalks in a corridor of this nature and along this road segment specifically. Many of these documents can be found on the Village website. If you would like a link to them, let us know and we can help out.

I believe what you are referring to as a 'bike path" here is in fact an on-street bike lane. Bike lanes are not intended for pedestrian traffic. Sidewalks increase the safety of pedestrians with vertical grade separation and terrace buffer.

Improvements such as the sidewalk and roadway do have impacts on the existing vegetation within a corridor. We do our best to minimize these impacts during design and into construction. We work with Village staff to identify proper seed mixes for restoration work and Village staff has historically completed terrace tree planting post-construction.

3. **Siggelkow Road Intersection**
   To be certain the proposed changes are clear, we have revised the exhibit to better show the current layout of the roundabout and pavement markings. Westbound Siggelkow traffic will remain two lanes at the intersection. Eastbound Siggelkow traffic will be reduced to one lane of traffic and a left turn lane. The reconstruction of HWY51 and associated roundabouts at the intersection with Sigglekow is a WisDOT project and the Village does not have full control on the outcome of that design. We can pass your and your neighbor's concerns regarding impacts to the WisDOT design team for their consideration. If turning westbound unto Siggelkow from Paulson is particularly time consuming or difficult at certain times of the day, a through street connection to the south would provide drivers with an additional, lower stress and potentially time saving option. The Village has asked the traffic engineer to consider this intersection in their assessment as well.

Thanks for communicating your concerns. Let us know if you have any questions or concerns as the project progresses.

Best,

Tim

Tim Stieve, P.E., ENV-SP
tstieve@tcengineers.net
Town & Country Engineering, Inc.
6264 Nesbitt Road
Madison, WI 53719
(608) 273-3350 Cell: (920) 723-7789

From: Barbara Ferro <ferro_ba@yahoo.com>
Sent: Tuesday, November 8, 2022 9:33 AM
To: Matt Schuenke <Matt.Schuenke@mcfarland.wi.us>
Cc: Aimee Irwin <aimee.irwin@mcfarland.wi.us>; Jim Hessling <Jim.Hessling@mcfarland.wi.us>; Lee Igl <Lee.Igl@Mcfarland.wi.us>; Brian Berquist <brian@tcengineers.net>; Tim Stieve <tstieve@tcengineers.net>
Subject: Re: Paulson Road Project

Hi Matt,

Thank you for your quick response and consideration of all of the issues regarding the Paulson Road project. I look forward to hearing from Tim.

Barbara Ferro

Sent from Yahoo Mail for iPhone

On Tuesday, November 8, 2022, 8:50 AM, Matt Schuenke <Matt.Schuenke@mcfarland.wi.us> wrote:

Barbara,

Thank you for your email. I'm sorry we missed you last week. That was not a Committee meeting, so that's why you didn't see any minutes. That was a Public Information Meeting where we covered a lot of the information you have comments on below. Tim Stieve is the Engineer on the project and will provide a response to those comments in line with what was presented last week. Additionally, we'll provide this email and response to the Committee as background for them to see your inquiries as well.

The next Committee meeting is on Monday, November 28th at 6:00 pm.

You should hear from Tim by the end of the week. Let us know if you need anything else once you have that information.

Thanks,

Matt

From: Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Sent: Tuesday, November 8, 2022 7:27 AM
To: Matt Schuenke <Matt.Schuenke@mcfarland.wi.us>
Cc: Aimee Irwin <aimee.irwin@mcfarland.wi.us>; Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Subject: FW: Paulson Road Project

Jim Hessling | Director of Public Works | Village of McFarland | 5115 Terminal Drive |

| McFarland, WI | 53558 | 608-838-7287 | jim.hessling@mcfarland.wi.us |

|Proud member of the WI American Public Works Association |

From: Public Works <public.works@mcfarland.wi.us>
Sent: Tuesday, November 8, 2022 6:48 AM
To: Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Subject: FW: Paulson Road Project

Jim,

Please see the email below. Let me know how we would like to respond.

Thank you,

Aimee Irwin

Assistant to the Public Works Director

Village of McFarland

5115 Terminal Drive

McFarland, WI 53558

public.works@mcfarland.wi.us

608.838.7287

From: Barbara Ferro <ferro_ba@yahoo.com>
Sent: Monday, November 7, 2022 6:14 PM
To: Public Works <public.works@mcfarland.wi.us>
Subject: Paulson Road Project

Hello Jim (Hessling),

I was unable to attend last Wednesdays' Paulson Road Meeting. In viewing the drawing, it looks like speed bumps were added to address the issue of speed limits for people that will be cutting through now. Is this correct? Can you please tell me how high those bumps will be?

I cannot locate any meeting minutes from last Wednesday. Can you please also share with me if these issues were addressed?

1. Opening the gate on the road. I spoke to Chris the McFarland Fire Chief regarding their request to have the road opened. He said it was a request not a demand or absolute. I asked him, since this road has been closed for many years, why the need now? He said in case of an emergency, although he knew the road has always been closed and they worked with that. The other issue was a key and the fumbling around to open the gate. I suggested a digital gate and he replied that then they would have to have digital at all the gates in McFarland and those would be in their trucks and confusing. The way technology is now, I know for sure, this is a reasonable solutions and there could be a system set up that didn't need different devices for different gates, but one master that could systematically open gates.

   I know that I speak for all neighbors on this block <u>except for one</u> that NOBODY wants that gate opened.

   There are multiple businesses south of Paulson Road, all with utility and large trucks. This will greatly increase traffic and noise levels. Our open windows will no longer be quiet, but we will instead have a stream of cars (from the apartment buildings and trucks passing by. We are all very distraught about this possible change.

I also personally paid more for my home due to it being on a 'dead end' and quiet. Is the city willing to compensate me for that if they decide to open this gate?

2. Sidewalks. None of us want city sidewalks, except ONE person. We moved into a village not a city. We love our quiet street with wild flowers along almost the entire road. Why cant the village just consider a bike path instead of a sidewalk for all the kids that use this road to cut through to the high school on their bikes? Valley drive, one street to our east only has bike paths and it is a much larger and more traffic road. A sidewalk would ruin the beauty and the conservation of native plants in our area. We must be aware of these things for our environment too.

3. Siggelkow Road turnabout and 1 lane: Have any of you ever tried to turn left onto Siggelkow in the early morning hours when everyone is trying to get to work? Sometimes there is a line of 3-4 cars waiting to turn left as there is too much traffic to make a left turn. Now they want to turn it into a ONE LANE and then into a two lane as it nears Paulson road??? That is insane. We will never get out to get to work on time with a single lane of cars filtering in. Is the village going to compensate all of us for the extra time we need to be able to turn at that light? Time is really our only commodity in life. To sit and wait and wait for cars is a waste and this needs to be better reviewed and thought through. Not to mention the potential of more accidents as people are going to get anxious and try to go. AND you are adding more vehicles from the other side coming this way, they are not going to go around by Pick and Save to catch Hwy 51. This s a potential nightmare waiting to happen.

Thank you for your time and consideration. I sincerely hope that these issues are seriously considered and thought through with respect to the residents that live here.

Sincerely,

Barbara Ferro

5307 Paulson Rd

262-389-7780

Sent from Mail for Windows

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in Software as a Service (SaaS) for business. Providing a **safer** and **more useful** place for your human generated data. Specializing in; Security, archiving and compliance. To find out more Click Here.

From: Tim Stieve
To: alyssa@lakestoneproperties.com
Cc: Public Works
Subject: RE: 2023 Paulson Road Project
Date: Tuesday, November 15, 2022 4:00:14 PM
Attachments: Responses to Resident Concerns.docx

Alyssa,

Thanks for your comments. They will be provided to the Village Committee for their upcoming meeting at the end of the month.

The Village has held a couple of public information meetings on this project and has received feedback from residents expressing concerns similar to yours about the proposed through street connection of Paulson Road. To aid in summarizing the Village responses that have been given on these issues, we have compiled the attached document. Additional information and a preliminary project exhibit drawing can be found on the Village's project website here: https://www.mcfarland.wi.us/509/Paulson-Road

Paulson Road as a through street is not anticipated to reduce travel times or to be a convenient shortcut for a large number of drivers. Valley Drive would remain as likely the most convenient and comfortable connecting corridor street in the area. The potential value of the through street connection is primarily as described in the ingress/egress, emergency response, street maintenance, and school bus service items on the attached document. The Village has retained a traffic engineering consultant to evaluate the corridor, intersections, and prior traffic study. They will be providing a memo analysis of the project and we anticipate that will be presented at the November committee meeting that should speak to this issue a bit further.

Let us know if you have any further questions or comments in advance of the meeting.

Best,

Tim

Tim Stieve, P.E., ENV-SP
tstieve@tcengineers.net
Town & Country Engineering, Inc.
6264 Nesbitt Road
Madison, WI 53719
(608) 273-3350 Cell: (920) 723-7789

From: Alyssa Wetzel <alyssa@lakestoneproperties.com>
Sent: Tuesday, November 15, 2022 12:40 PM
To: Public Works <public.works@mcfarland.wi.us>
Subject: 2023 Paulson Road Project

Dear Public Works Committee,

As a resident who drives, walks and bikes through the intersection of Ridge Rd. and Taylor, I would advise against opening Paulson Rd. to connect. This intersection is already problematic and congested multiple times a day. Adding more traffic to the area will only cause more accidents and confusion. Being that the intersection off of Preston Pl. is a two way stop and then right into Taylor Rd. is already confusing to many people every day, this would only make it worse. As a nearby resident, my husband, daughter and myself are walking through this area often. There are a lot of families that frequent the path along Taylor and walk down Ridge. There is not a sidewalk along that area would make it more dangerous for walkers in the area to have an increase in vehicles at any given time, not to mention the kids biking to/from school. I do not believe this project to bring any value to the community as Valley rd. is only an additional 30 seconds down to get to Ridge Rd. Reconstructing Paulson Rd is a much needed improvement, however, I don't believe the road should be opened to through traffic.

Best,

Alyssa Uhlir

Director of Operations / Realtor

Lakestone Properties LLC

O: 608.838.1800 Ext. 8

C: 608.957.3507

5910 Main Street, Suite 1

McFarland, WI 53558

alyssa@lakestoneproperties.com

www.lakestoneproperties.com

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in Software as a Service (SaaS) for business. Providing a **safer** and **more useful** place for your human generated data. Specializing in; Security, archiving and compliance. To find out more Click Here.

From: Matt Schuenke
To: Jennifer Velden
Subject: RE: Paulson rd Project
Date: Tuesday, November 22, 2022 8:15:00 PM

Jennifer,

Thank you for your feedback. Appreciate you attending the Public Information Meeting and reaching out. Sorry its taken me a few days to get back to you as well.

See below my comments in red. I'm happy to further respond and discuss as is needed.

The Committee is going to meet on Monday, November 28th at 6:00 pm to further consider the project. Packet materials on the project will be released tomorrow. I'll include your message below in the packet for the Committee's benefit. You are welcome to attend the meeting also.

Let me know if you have any further questions.

Thanks,
Matt

From: Jennifer Velden <jen.velden@gmail.com>
Sent: Saturday, November 19, 2022 11:25 AM
To: Matt Schuenke <Matt.Schuenke@mcfarland.wi.us>
Subject: Paulson rd Project

Hello Matt-

I hope you are well. It was a pleasure to meet you a few weeks ago at the meeting regarding this project. I've had a few weeks to think about the changes proposed and just wanted to send a few thoughts as a resident on Paulson Rd.

I think it is very clear that the road needs to be redone, no question about that! I also frequently walk my dogs down the road so although I feel badly for my neighbors who are going to have a sidewalk in their front yards now, I understand and would appreciate a safe space to walk. The real issue I cannot get my head around is removing the barrier to make it a thoroughfare. As discussed in the meeting, this brings up a few major issues.

1. The difficulty already exists to turn left onto Siggelkow rd being that it is a blind hill that cars are increasing their speed. Increasing traffic there will lead to more aggressive maneuvers just to get across and I have serious concerns for safety at that intersection. As you mentioned, it's hard to get Madison to the table to fix that intersection, so we are risking creating a dangerous problem that we can't solve. That is detrimental to the neighborhood but also the bike path users that go along that same intersection. We were able to add some turn lanes on Paulson at Siggelkow to help split some of the turning movements. We have additionally talked to the School District and they are agreeable to adjusting the bus routes if the road is no longer gate controlled, that issue helps some of the comments we heard on that topic but I know not helpful related to your comments below since they wouldn't be able to make a change with the gate controls in place. I think we also need to keep studying the Siggelkow intersections with Paulson and Valley as there may yet be opportunity to address those at some point in the future. Granted, that would be outside of this project but on the table for a future improvement. I would also continue to add that a second means of ingress and egress helps to take pressure off Siggelkow as another alternative for access we do not otherwise have presently.

2. By removing that barrier, you are making our residential road a frontage road. If you cross Siggelkow, it is a frontage road so by connecting it to ours, we will also be a frontage road. People will not treat it as a neighborhood road and I am concerned about the speed at which people will drive down the road. Speed bumps would be necessary however a huge annoyance for those who live on the road and have to drive them daily. I was able to have our Traffic Engineer review the project and former study in order to provide some feedback on what is proposed. That will be provided to the Committee on traffic adjustments as a result of this change. Its not a full traffic study but in the time I have it is what I could provide as additional objective information on this topic. Removing the gate access does provide travel opportunity for movement as a through street, but as I've said previously it is not forecasted to be convenient for general use. Whether the gates are installed as part of this project or later it doesn't absolutely dictate its reconstruction now if that makes sense. I think the functionality is a challenge with the gate from a variety of perspectives and we can agree a road of this nature is a bit unique so we appreciate the continued dialogue trying to navigate the best outcome.

3. I know one of the reasons why we were told the road may be opened was for emergency vehicle access. The solution I thought of was placing bollards for blocking (that technically could be driven through) with signage *emergency vehicles only*. That way we are not opening up a frontage road but emergency vehicles don't need to worry about the gate. It is also great for emergency evacuation situations such as fires where alternative routes for exit are needed. The picture attached shows them too close, but this is the idea. Foot traffic and emergency vehicles would still be able to pass. Yes, obstructions like this impede emergency response and one of the factors to consider in trying to answer this question on whether there should be gates post reconstruction. There is the possibility of fire but more likely are ambulance calls which is where the majority of our call volume is internally and also externally through mutual aid. We can continue to utilize the gate feature if that ultimately is what's decided but whether its what you see below or some other feature, it is still an impediment that causes a delay compared to nothing as the design includes. I like trying to think outside the box below but likely the width would be an issue. The types of emergency vehicles that would need to get through would be pretty wide and in doing so people likely wouldn't follow the signs if I'm understanding your concept correctly. Thank you for the concept though, appreciate the thought.

4. Lastly, I realize this is a very personal issue as it only applies few houses on the hill that have steep driveways. In the winter, I slide down my driveway into Paulson rd. It is unavoidable in certain winter conditions. I rely on my initial assessment that there is no traffic coming down the road before proceeding down (or as I attempt to go up) as I cannot stop some days when I get started down the hill. If there is a lot of increased traffic, I do worry about the collisions that may occur. Again, I do realize this is a very specific incidence but it is something unique to our properties that I wanted to share, as I never would have thought of it until I live it every winter! I'm sorry to hear that, I think regardless that's a challenge so can appreciate the concern. What is the address? I can have the Engineer take a look at this to see if there is something we can do in the approach to provide some refuge.

Thank you for your consideration. I hope you have a nice weekend! You too, have a nice holiday weekend. Let me know if anything more is needed.

Jen (and Matt) Hamilton

Aimee Irwin

From: Matt Schuenke
Sent: Monday, November 28, 2022 6:10 AM
To: Barbara Ferro; Tim Stieve
Cc: Aimee Irwin; Jim Hessling; Lee Igl; Brian Berquist; mattwingrove18@gmail.com; hamiltonse09@yahoo.com; Yana Kanashkova; lynn_borchert@yahoo.com; pklanser@tds.net; kittoes10@gmail.com; larsonsk@charter.net
Subject: RE: Paulson Road Project
Attachments: Mcfarland Village Response 11282022 mgs.docx

Barbara,

Thank you for this message and the feedback you have provided. All the input received to date has been helpful to understand different perspectives on the project, and make adjustments in certain places.

I'm sorry that you do not feel heard. We have certainly received a great deal of input on the project thus far, and understandable for some it has centered around design parameters they disagree with. From a Staff perspective we have attempted to provide a response to questions or comments as to why those design parameters were or are proposed in the first place. There likely is not a place where total agreement can be achieved within projects such as this but there have been changes to improve the design based on the feedback provided so, again, we do appreciate the input provided to date as there are some things we have been able to incorporate.

Ultimately it is not up to Engineer or Staff to decide what the final design will be, and all aspects of the proposed design are still be considered. The Committee will review this tonight including the public input provided to make a recommendation to the Village Board and then the board will hold the final decision on how the project moves forward. Please click on this link for the packet information and details on being able to attend. The materials for Paulson Road begin on Page 16. As I have done with all the input received, I will forward the Committee this message for their consideration in reaching a recommendation.

In the attached, as we have done before, I provided some feedback on your comments. Hopefully the formatting is ok as I converted it from .pdf.

"Attachment" begins on Page 8.

Let me know if anything else is needed at this time.

Thanks,
Matt

From: Barbara Ferro <ferro_ba@yahoo.com>
Sent: Thursday, November 24, 2022 11:10 AM
To: Matt Schuenke <Matt.Schuenke@mcfarland.wi.us>; Tim Stieve <tstieve@tcengineers.net>
Cc: Aimee Irwin <aimee.irwin@mcfarland.wi.us>; Jim Hessling <Jim.Hessling@mcfarland.wi.us>; Lee Igl <Lee.Igl@Mcfarland.wi.us>; Brian Berquist <brian@tcengineers.net>; mattwingrove18@gmail.com; hamiltonse09@yahoo.com; Yana Kanashkova <kanasha2008@gmail.com>; lynn_borchert@yahoo.com; pklanser@tds.net; kittoes10@gmail.com; larsonsk@charter.net
Subject: Re: Paulson Road Project

Hello Tim and Team,

The residents of Paulson Road are feeling as if we are not being heard and that all of our requests are not being addressed thoroughly, surrounding the various parts of the Paulson Road project proposal. Although we agree that the road is in poor condition and badly needs to be fixed, we feel that the village is surging forward regardless of how we are expressing deep concern over some of the other parts of this project. We pay very high taxes here and would like our voices heard and further considered.

Please find attached to this email, the responses to your previous email.

Sincerely,
Barbara Ferro
5307 Paulson Road
262-389-7780 c

On Thursday, November 10, 2022 at 12:25:51 PM CST, Tim Stieve <tstieve@tcengineers.net> wrote:

Barbara,

While we do not have minutes from the Public Information Meeting (PIM) that was held, we did draft up written responses to the concerns that were expressed at the August PIM. I have attached that document to this email for your reference. This document is representative of some of the topics discussed at that meeting and the Village's responses given.

The current project exhibit is also attached for your reference. As you noted, the exhibit is showing speed humps as a traffic calming measure. The dimensions are shown in a detail on the left side of this exhibit and the maximum height is 3".

Responses to your numbered items are as follows:

1. **Opening the gate on the road**

In terms of emergency services, much of the written response contained in the attached document on page 2 was provided to Village staff by the Fire and Police Departments directly in their own words and is the best reference for their reasoning on the subject. These departments have stated that while it would be possible to revise the lock system, a complete removal of the gates is their most desirable outcome and would allow them to provide streamlined service.

The document also discusses the projected traffic impacts on the corridor of opening the gates. While traffic is forecasted to have some increase, the level of service of the roadway, which is a technical measure of the roadway functionality, is not expected to be impacted. The Village has requested that a traffic engineering specialist consultant review the corridor and previous study and provide a written memo of their assessment of the forecasted impacts of opening the corridor to through traffic. We expect this memo to be available for committee review at the meeting at the end of this month.

With regards to the compensation, the only instance I can think of where the Village would provide a private property owner with direct monetary compensation as a result of a road reconstruction like this would be if the Village needed to purchase additional property in order to construct the roadway. In this case, the Village does not require any additional right-of-way and has been in control of the necessary property to make the connection for quite some time.

2. **Sidewalks**

The attached document provides a robust summary of the Village's documented desire for sidewalks in a corridor of this nature and along this road segment specifically. Many of these documents can be found on the Village website. If you would like a link to them, let us know and we can help out.

I believe what you are referring to as a 'bike path" here is in fact an on-street bike lane. Bike lanes are not intended for pedestrian traffic. Sidewalks increase the safety of pedestrians with vertical grade separation and terrace buffer.

Improvements such as the sidewalk and roadway do have impacts on the existing vegetation within a corridor. We do our best to minimize these impacts during design and into construction. We work with Village staff to identify proper seed mixes for restoration work and Village staff has historically completed terrace tree planting post-construction.

3. **Siggelkow Road Intersection**

To be certain the proposed changes are clear, we have revised the exhibit to better show the current layout of the roundabout and pavement markings. Westbound Siggelkow traffic will remain two lanes at the intersection. Eastbound Siggelkow traffic will be reduced to one lane of traffic and a left turn lane. The reconstruction of HWY51 and associated roundabouts at the intersection with Sigglekow is a WisDOT project and the Village does not have full control on the outcome of that design. We can pass your and your neighbor's concerns regarding impacts to the WisDOT design team for their consideration. If turning westbound unto Siggelkow from Paulson is particularly time consuming or difficult at certain times of the day, a through street connection to the south would provide drivers with an additional, lower stress and potentially time saving option. The Village has asked the traffic engineer to consider this intersection in their assessment as well.

Thanks for communicating your concerns. Let us know if you have any questions or concerns as the project progresses.

Best,

Tim

Tim Stieve, P.E., ENV-SP

tstieve@tcengineers.net

Town & Country Engineering, Inc.

6264 Nesbitt Road

Madison, WI 53719

(608) 273-3350 Cell: (920) 723-7789

From: Barbara Ferro <ferro_ba@yahoo.com>
Sent: Tuesday, November 8, 2022 9:33 AM
To: Matt Schuenke <Matt.Schuenke@mcfarland.wi.us>
Cc: Aimee Irwin <aimee.irwin@mcfarland.wi.us>; Jim Hessling <Jim.Hessling@mcfarland.wi.us>; Lee Igl <Lee.Igl@Mcfarland.wi.us>; Brian Berquist <brian@tcengineers.net>; Tim Stieve <tstieve@tcengineers.net>
Subject: Re: Paulson Road Project

Hi Matt,

Thank you for your quick response and consideration of all of the issues regarding the Paulson Road project. I look forward to hearing from Tim.

Barbara Ferro

Sent from Yahoo Mail for iPhone

On Tuesday, November 8, 2022, 8:50 AM, Matt Schuenke <Matt.Schuenke@mcfarland.wi.us> wrote:

Barbara,

Thank you for your email. I'm sorry we missed you last week. That was not a Committee meeting, so that's why you didn't see any minutes. That was a Public Information Meeting where we covered a lot of the information you have comments on below. Tim Stieve is the Engineer on the project and will provide a response to those comments in line with what was presented last week. Additionally, we'll provide this email and response to the Committee as background for them to see your inquiries as well.

The next Committee meeting is on Monday, November 28th at 6:00 pm.

You should hear from Tim by the end of the week. Let us know if you need anything else once you have that information.

Thanks,

Matt

From: Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Sent: Tuesday, November 8, 2022 7:27 AM
To: Matt Schuenke <Matt.Schuenke@mcfarland.wi.us>
Cc: Aimee Irwin <aimee.irwin@mcfarland.wi.us>; Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Subject: FW: Paulson Road Project

Jim Hessling | Director of Public Works | Village of McFarland | 5115 Terminal Drive |

| McFarland, WI | 53558 | 608-838-7287 | jim.hessling@mcfarland.wi.us |

|Proud member of the WI American Public Works Association |

From: Public Works <public.works@mcfarland.wi.us>
Sent: Tuesday, November 8, 2022 6:48 AM
To: Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Subject: FW: Paulson Road Project

Jim,

Please see the email below. Let me know how we would like to respond.

Thank you,

Aimee Irwin

Assistant to the Public Works Director

Village of McFarland

5115 Terminal Drive

McFarland, WI 53558

public.works@mcfarland.wi.us

608.838.7287

From: Barbara Ferro <ferro_ba@yahoo.com>
Sent: Monday, November 7, 2022 6:14 PM
To: Public Works <public.works@mcfarland.wi.us>
Subject: Paulson Road Project

Hello Jim (Hessling),

I was unable to attend last Wednesdays' Paulson Road Meeting. In viewing the drawing, it looks like speed bumps were added to address the issue of speed limits for people that will be cutting through now. Is this correct? Can you please tell me how high those bumps will be?

I cannot locate any meeting minutes from last Wednesday. Can you please also share with me if these issues were addressed?

1. Opening the gate on the road. I spoke to Chris the McFarland Fire Chief regarding their request to have the road opened. He said it was a request not a demand or absolute. I asked him, since this road has been closed for many years, why the need now? He said in case of an emergency, although he knew the road has always been closed and they worked with that. The other issue was a key and the fumbling around to open the gate. I suggested a digital gate and he replied that then they would have to have digital at all the gates in McFarland and those would be in their trucks and confusing. The way technology is now, I know for sure, this is a reasonable solutions and there could be a system set up that didn't need different devices for different gates, but one master that could systematically open gates.

   I know that I speak for all neighbors on this block <u>except for one</u> that NOBODY wants that gate opened.

There are multiple businesses south of Paulson Road, all with utility and large trucks. This will greatly increase traffic and noise levels. Our open windows will no longer be quiet, but we will instead have a stream of cars (from the apartment buildings and trucks passing by. We are all very distraught about this possible change.

We paid more for our home s due to it being on a 'dead end' and quiet. Is the city willing to compensate me for that if they decide to open this gate?

2. Sidewalks. None of us want city sidewalks, except ONE person. We moved into a village not a city. We love our quiet street with wild flowers along almost the entire road. Why cant the village just consider a bike path instead of a sidewalk for all the kids that use this road to cut through to the high school on their bikes? Valley drive, one street to our east only has bike paths and it is a much larger and more traffic road. A sidewalk would ruin the beauty and the conservation of native plants in our area. We must be aware of these things for our environment too.

3. Siggelkow Road turnabout and 1 lane: Have any of you ever tried to turn left onto Siggelkow in the early morning hours when everyone is trying to get to work? Sometimes there is a line of 3-4 cars waiting to turn left as there is too much traffic to make a left turn. Now they want to turn it into a ONE LANE and then into a two lane as it nears Paulson road??? That is insane. We will never get out to get to work on time with a single lane of cars filtering in. Is the village going to compensate all of us for the extra time we need to be able to turn at that light? Time is really our only commodity in life. To sit and wait and wait for cars is a waste and this needs to be better reviewed and thought through. Not to mention the potential of more accidents as people are going to get anxious and try to go. AND you are adding more vehicles from the other side coming this way, they are not going to go around by Pick and Save to catch Hwy 51. This s a potential nightmare waiting to happen.

Thank you for your time and consideration. I sincerely hope that these issues are seriously considered and thought through with respect to the residents that live here.

Sincerely,

Barbara Ferro

5307 Paulson Rd

262-389-7780

Sent from Mail for Windo

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in Software as a Service (SaaS) for business. Providing a **safer** and **more useful** place for your human generated data. Specializing in; Security, archiving and compliance. To find out more Click Here.

11.24.22
Paulson Road neighborhood response to email received

11.28.22 – Comments from Matt Schuenke, Village Administrator, provided in red.

Issue/Concern: Making Paulson Road through street will dramatically increase traffic.

VILLAGE: A study of the corridor to investigate the traffic and drainage impacts of connecting the northern and southern portions of Paulson Road was conducted in 1999. The study at that time included forecasts of residential and commercial development that has since taken place in a manner generally consistent with the predictions made at the time of the study. The study included a forecast of future through traffic on the street and forecasted approximately 223 through traffic vehicles per day. A traffic count performed in May of 2014 on the northern end of Paulson Road showed an average daily traffic on the road of 717 vehicles per day. Former study of this corridor connection has concluded that traffic would not be expected to increase dramatically. Projected traffic counts after the connection would be consistent with other Village residential/neighborhood streets.

With regards to the compensation, the only instance I can think of where the Village would provide a private property owner with direct monetary compensation as a result of a road reconstruction like this would be if the Village needed to purchase additional property in order to construct the roadway. In this case, the Village does not require any additional right-of-way and has been in control of the necessary property to make the connection for quite some time.

BARBARA: The village is using information over 23 years old and a traffic count from 2014 that is 8 years old. This is almost insulting to our intelligence. Since 2014, the area has had many updates including residential and commercial buildings. We are looking into that development number so that we can speak to it. Plus, the 2014 study shows projected traffic of 223 per day and the May of 2014 shows 717 vehicles per day. Seem like the projections for 2014 were not correct but highly underestimated. In your email you stated that the village has requested that a traffic engineering specialist consultant review the corridor and previous study and provide a written memo of their assessment of the forecasted impacts of opening the corridor to through traffic. We look forward to hearing the facts within that memo at the meeting on the 28th in the Paulson Rd meeting.

1. The study is critical, because how is this 1999 study even relevant or 'consistent' as the response states when it is so old? How has the village accounted for all the businesses and apartment complexes that have since been developed that increase traffic substantially?
2. The statement that cars can go either way, north or south, on Paulson is nonsense; would you go south to go north? No one does that. This doesn't even make logical sense!
3. It has been stated that "projected traffic counts after the connection would be consistent with other village residential/neighborhood streets". What does that even mean when referenced to the 1999 study? Which streets are you referring to please?
4. In the response to justification of sidewalks, it was stated: "Areas marked as "Priority Sidewalks" on Map 10 represent planned pedestrian connections in response to areas with **higher density housing,** meaning higher density as in Paulson Road, i.e.; way more utility trucks, cars and traffic.

Matt – Yes, the Study materials are a few years old now but they made assumptions previously based on land uses and proposed plans for development as they have been carried out to date. Traffic studies are not always needed to design a road and actually having the data we did was helpful to understand this history from a traffic engineering standpoint. We did have our Traffic Engineer review this information also and provide a memorandum on and you can view that information here.

VILLAGE: With regards to the compensation, the only instance I can think of where the Village would provide a private property owner with direct monetary compensation as a result of a road reconstruction like this would be if the Village needed to purchase additional property in order to construct the roadway. In this case, the Village does not require any additional right-of-way and has been in control of the necessary property to make the connection for quite some time.
BARBARA: The question regarding the real estate property value going down due to a throughway road of industrial vehicles and cars, instead of a quiet dead end has not directly been addressed. **We paid more for our properties because of this quiet location. This has nothing to do with what the village already owns, we are aware of the village ownership, but everything to do with our financial loss due to the possible throughway with traffic.**

- Additionally, will the village also be landscaping the end of driveways and adjusting mailboxes as we did? Our landscaping was costly.

Matt – Understood you feel this way. Tim was just trying to provide feedback on how compensation is traditionally provided. Typically there is not another mechanism that I am aware of other than what he suggested.

As to the value of property, the Village Assessor likely establishes value of the property off comparable properties that do not take into account the presence of the gate or lack their of if that makes sense. Essentially, there are likely properties used for comparison on through streets and not exclusively those that are truly dead ends or cul-de-sacs. If you want to, I can send your property address to them for an opinion on this question to get additional input. The Village cannot control market conditions either on sales. I know we control the design of the roadway but its true impact is a little hard to quantify in that respect. Land values typically take into account the public improvements associated with the project and those would be expanding from its current condition to whatever is ultimately constructed.

Issue/Concern: Parking on two sides of the street seems excessive. It would be more desirable to narrow the street and eliminate parking on one side of the street.

VILLAGE: Village staff has reviewed this issue and staff is proposing the installation of a 28-foot curb face to curb face width roadway. This width would allow for parking on only one side of the road. The revised plans have been updated to show this option. Further review of this width should be considered with the Fire and Rescue Department as it will create a narrow corridor for their operations as well as other large vehicles navigating the street.

No parking leading up to and past the gate.

BARBARA: 28-foot curb to face width curb – Why does parking need to even be considered? We do not require additional parking, all of us have our own driveways and garages, north Paulson is not a commercial area – who would this parking be for? No one on north Paulson has any further parking needs. Are you suggesting that we supply parking for south Paulson Road area??

Overall, it reads that the village replies seem to be in line with whatever will work for that particular issue, but not in context to the big picture. An example would be:

a. "Former study of this corridor connection has concluded that traffic would not be expected to increase dramatically" (the 2014 traffic count) We will await the new study information and meanwhile, we are looking into what the dramatic development growth has been, particularly on south Paulson Rd.
b. Yet, another statement of "Areas marked as "Priority Sidewalks" on Map 10 represent planned pedestrian connections in response to areas with **higher density housing".** Yes! Higher density housing! North Paulson Road and surrounding area!

Matt – On street parking is considered in every project, especially in neighborhood streets. We then review and make adjustments based on its constructability. We start with 2 sided like what was proposed but received feedback from residents that there was a preference for one side. This provided some flexibility in design and helped to better align the proposed improvements. Having some on street parking gives people in the area overflow when needed otherwise then on street parking becomes limited in that manner. We would not recommend removing all on street parking, not sure what that would accomplish given there is space to accommodate it on at least one side.

Issue/Concern: Emergency response is not impeded by the gates and they can continue to use the gates as needed.

VILLAGE: While it is possible to perform emergency services with the gates in place, the gates do present an obstacle to operations beyond just public safety response. They can hinder responses, impede traffic flow, complicate communications without outside agencies, and are otherwise not desirable during an emergency. Emergency services staff have noted that Paulson Road has some properties that generate a higher-than-average number of service calls. Some of these challenges are as follows:

• The gates are an obstacle during snow clearing operations. The removal of the gates would help Public Works staff maintain a pathway for emergency service vehicles as well as neighborhood traffic.

• The gates are locked to prevent usage by non-authorized individuals and require responders to exit the vehicle, proceed through the gate and close the gate. When the second gate is reached, the operation must be repeated. The process delays response to the point that responders will not typically utilize the route unless the primary access point is inaccessible. Thus, responders must recognize the exact location of the incident before responding, adding additional delay.

• The gates present an obstacle to mutual aid responders as they are unfamiliar with and don't have keys to the locks on the gates. It is not practical or possible for all mutual aid responders to maintain keys to our infrastructure. If a mutual aid responder is required to utilize the gates, they will likely be required to cut the locks on the gates or wait for a McFarland responder to bring them a key. The time to unlock and open the gates will substantially increase the access time.

• In the event of a fire, having two routes is beneficial, as the initial engine will lay a hose from the hydrant before the fire. The hose may be required to cross the street from the hydrant to the side of the fire, limiting the ability to bring the additional unit closer to the fire. Additionally, one supply hose may not be sufficient for the fire, and a second unit would be required. The second unit would be required to come from the other side of the gates and would more than likely be a mutual aid unit that is unfamiliar and does not have a key for the locks, delaying the operation

BARBARA:

- Gates being snow obstacle: They have plowed just fine and it is always cleared, I have lived here for years now.
- Gates are locked – **simple solution**: Keep the gate; don't keep the gate locked. **This would provide everyone a streamlined service and maintain the integrity of Paulson Road north.**
- Obstacle to mutual aid – unlocked gates will expedite all processes
- In the event of a fire, having two routes is beneficial: Unlocked gates will expedite all processes for everyone, and keep Paulson Road residents within their quieter street

Matt – If the gates are unlocked, it will not accomplish keeping people from using them as they are intended if they are installed. If we are putting an obstruction in the right of way like this, then it needs to be controlled to have the intended affect of keeping through traffic from going through.

Issue/Concern: What is the justification for the addition of sidewalks to the street?

VILLAGE: The addition of dedicated and separated pedestrian accommodations to Paulson Road is a goal that is consistent with many of the Village's goals and policies that are meant to be reflective across the Community. Specifically, the addition of sidewalk to a corridor that does not have any sidewalk is a stated goal in the following documents: • 2017 Village Comprehensive Plan • 2019-2023 Outdoor Recreation and Open Space Plan • 2020 Village Strategic Plan • 2021 Village Sustainability Plan
In the Village's 2017 Comprehensive Plan, the corridor was identified as a priority sidewalk route. The definition of priority sidewalks within that document is given as: "Areas marked as "Priority Sidewalks" on Map 10 represent planned pedestrian connections in response to areas with higher density housing (e.g., Paulson Road), commercial destinations (e.g., along Highway 51), or key missing links (e.g., Ridge Road). Priority sidewalks seek to increase pedestrian safety, address existing desired travel routes, and encourage walking between compatible uses. To guide installation of the priority sidewalks and other potential new sidewalks along existing streets, the Village may develop a clear, consistent, and comprehensive sidewalk policy." The addition of dedicated, off-street pedestrian accommodations increases safety and accessibility of the corridor, encourages alternate modes of transportation, and is consistent with all the Village's previous planning efforts to date. The referenced documents above provide robust documentation on the benefits and desirability of sidewalks and serve as justification for the addition of sidewalk to Paulson Road to be consistent with other residential streets constructed in a similar manner.
BARBARA: There are MANY streets in the village that do not have sidewalks. As we have mentioned, please consider an on-street bike lane instead such as Taylor Road and Valley drive have.

- Taylor road is a much longer road with much more foot and bike traffic, but no curbs, off road sidewalk and bike lane.
- The same situation resides to the east of Paulson on Valley Drive where there are curbs, but no sidewalk only a bike lane.
- Surely there can be a compromise here

Matt – Sidewalks are a matter of equity and considered for inclusion on all projects. This provides safer travel for pedestrians of all abilities a place to walk versus the current use or your proposed use of the roadway. This is not recommended. Yes, there are some streets like Paulson that when constructed did not include sidewalks at the time of new development. That is not the modern standard. Our current specification is to include sidewalk on both sides of the street in new development and what we would look to do on all reconstruction projects as well. We are only proposing one side of the street in this sense based on the availability of right of way and impacts on adjoining public property. We would not recommend its removal as that would have an adverse impact on people who need to use it.

VILLAGE: Improvements such as the sidewalk and roadway do have impacts on the existing vegetation within a corridor. We do our best to minimize these impacts during design and into construction. We work with Village staff to identify proper seed mixes for restoration work and Village staff has historically completed terrace tree planting post-construction.

BARBARA: A sidewalk would ruin the beauty, but more importantly the HABITAT and IMPACT ENDANGERED SPECIES and conservation of native plants in our area

- I am not understanding, if a sidewalk is on the west side of the street, where would there be room for the village replace the habitat that completely fills the corridor up and down Paulson Road south?

Regarding the habitat, the rusty patched bumble bee is one of about 21 species of bumble bees in United States, and was listed as federally endangered in 2017 which resides specifically in this area per the DNR. Secondly, wildlife and Habitat WI DNR also is concerned about saving WI's native pollinators.

- US Fish and Wildlife Service Rusty patched Bumble Bee (RPBB) https://www.fws.gov/species/rusty-patched-bumble-bee-bombus-affinis
- Under the Range heading you can see the RPBB high potential zones (HPZ) or you can get a more detailed view by clicking on the link below, we are in the high zones. https://www.arcgis.com/home/webmap/viewer.html?webmap=2716d871f88042a2a56b8001a1f1acae&extent=-100.6667%2c29.7389%2c-48.8551%2c50.9676
- The Midwest Plant Guide for RPBB (attached) will give you an idea of some of the floral resources that are important for them. This isn't comprehensive but a good place to start. The DNR recently published a Scientific paper on Rusty Patched bumble bees' favorite flowers Floral Resources Used by the Endangered Rusty Patched Bumble Bee (Bombus affinis) in the Midwestern United States (bioone.org) which includes native plants on Paulson Road.
- WI DNR also has a webpage with information about Saving WI's Native Pollinators https://dnr.wisconsin.gov/topic/endangeredresources/pollinators.html
- Pollinator health for bees and the endangered Monarch butterflies are all along this north Paulson Road corridor grows Milkweed and Ragweed amongst others which help the bees and butterflies to thrive. By removing the long corridor of wild native plants, we are limiting their access and adding to their plight.
- State of Wisconsin Pollinator Protection Plan: https://environmentalcouncil.countyofdane.com/documents/pdf/DATCP-PP-plan.pdf

Matt – There will be impacts to vegetation and we will look to replace things where we can. Tim will review this above information within the landscaping plan that is proposed which outlines restoration efforts.

Issue/Concern: The intersection of Siggelkow and Paulson Road can be difficult for ingress/egress. This is especially true of northbound traffic on Paulson turning westbound.

VILLAGE: Converting Paulson Road to a through street directly increases the available alternate routes for ingress/egress from the corridor. At peak traffic times on Siggelkow, drivers on Paulson Road would have the additional option of leaving south through the corridor to reach USH51 or to otherwise proceed westbound. The intersection of Siggelkow and Paulson Road is planned to be reconstructed in 2025. The proposed WisDOT project including the installation of new roundabouts at Siggelkow and USH 51 has been added to the overall project map for reference.

BARBARA: Are you kidding? Why would I or anyone go SOUTH on Paulson if I needed to go NORTH? No one would do that.

- By creating alternative routes, you are mearing providing a faster cut-through to get to Siggelkow and Hwy 51?
    - We will take up the roundabout and the narrowing of one lane road from roundabout directly with WisDOT
- Excerpt from McFarland's Comprehensive Plan https://www.mcfarland.wi.us/179/Comprehensive-Plan
    - McFarland Comprehensive Plan Volume 2 - Vision and Directions (PDF)
- Collectively, respondents suggested that "easy to access", "safe", and "quiet" were the qualities that best defined McFarland. Opening the road and allowing the cut through flow of traffic is not conducive to safe and quiet. The safety of the foot traffic even with sidewalks will be at increased risk due to the large number of cut throughs anticipated by opening the road.

Additionally, residential focus was on improving downtown, maintaining appropriate pace of growth, preserve and enhance natural resources among others as noted below from the survey:

Respondents were asked to complete the following open ended statement: "As I look forward over the next 10 to 20 years, I wish McFarland would…" Though there were a wide range of responses, the most common categories of responses (in general order of preference) were:

- …increase commercial options, especially restaurants, grocery stores, and family-friendly entertainment.
- …build community recreational facilities, like a pool or community center.
- …pay careful attention to growth and development. (Responses suggested widely differing opinions about the appropriate pace of growth.)
- …manage the ongoing quality and expansion of the schools. (Respondents often indicated an interest in Village-School District collaboration, and sometimes did not distinguish the two.)
- …retain McFarland's "village" or "small community" character.
- …manage or lower property taxes.
- …invest in the downtown and other older parts of the Village.
- …continue to be a safe place for families.
- …preserve and enhance natural resources.
- …improve community appearance.

Regarding impact of surrounding neighborhoods and traffic within neighborhoods, this was near the top of the list concerning development, as it is a huge concern for us on Paulson Road. This is very concerning as 123 new homes, apartments or condos have been built since your study and all the traffic that goes with them north Paulson and beyond. It includes below. Please clarify how the village thinks the traffic will not be an issue? Reminder of how hard it is trying to turn left onto Siggelkow in the morning and evening due to the already consistent flow of traffic.
:

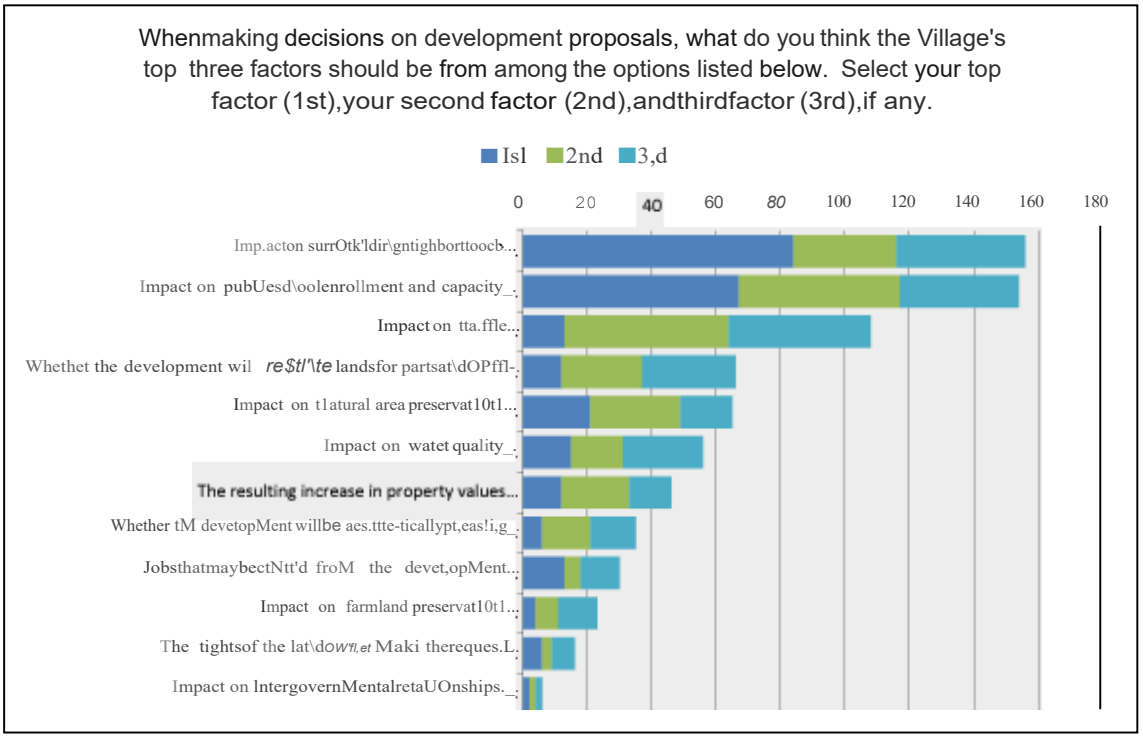
- The east side of Larson Road (by BP). Assuming east of USH 51 and north of Larson

Beach Road total is 51 dwelling units (Taylor Pointe Apartment), no new commercial buildings.

- Taylor Road (east of the bridge). 51 dwelling units (Taylor Pointe Apartment), no new commercial buildings.
- Preston Place. 22 dwelling units (Preston Place), no new commercial buildings.

Capital Area Regional Planning Commission (CARPC) maintains environmental corridor maps https://www.capitalarearpc.org/environmental-resources/environmental-corridors/ or https://carpc.maps.arcgis.com/apps/webappviewer/index.html?id=5dd16020689145709160b044c68e3add

Respondents were asked to identify key factors against which the Village should evaluate future development proposals, Among 12 listed potential factors, common choicesincluded surrounding neighborhood impacts, school enrollment and capacity impacts, traffic impact, whether parks and open spaces are provided, and whethernatural resources are preserved. Less frequently selected factors included farmland preservation, the rights of the land owner making the request, and intergovernmental impacts.



Matt – As I've said before, traffic is like water and will find the path of least resistance. It is human nature. This is commented on in the memo from the Traffic Engineer provided earlier in this response. Having an option to travel south at different times versus having one route does provide additional opportunity. This was also recommended by WisDOT and how they would address the issue. I realize that's not always ideal and something you may not participate in, but its not uncommon for people to go a different route if its more convenient for them even if that means they go a little further. I know at times I do this, and probably more subconsciously than we think as we try to get to places efficiently.

Aimee Irwin

Subject: FW: Thank you

-----Original Message-----
From: Tim Stieve <tstieve@tcengineers.net>
Sent: Friday, November 25, 2022 7:06 AM
To: Matt Schuenke <Matt.Schuenke@mcfarland.wi.us>; Jim Hessling <Jim.Hessling@mcfarland.wi.us>; Aimee Irwin <aimee.irwin@mcfarland.wi.us>; Lee Igl <Lee.Igl@Mcfarland.wi.us>
Cc: Brian Berquist <brian@tcengineers.net>
Subject: FW: Thank you

Hi all,

See below for additional response to the Paulson Road resident email.

Best,

Tim
Tim Stieve, P.E., ENV-SP
tstieve@tcengineers.net
Town & Country Engineering, Inc.
6264 Nesbitt Road
Madison, WI 53719
(608) 273-3350 Cell: (920) 723-7789

-----Original Message-----
From: Paul & Karin Lanser <pklanser@tds.net>
Sent: Thursday, November 24, 2022 9:59 PM
To: Tim Stieve <tstieve@tcengineers.net>
Subject: Thank you

Hi Tim,

I was cc'd on a recent email to you from Barbara Ferro. We don't share her sentiments, and just wanted to take a minute to say thanks for considering comments from the community meeting for the Paulson Road construction project.

I was at the first meeting and heard the comments that people made. I was please to see how you did incorporate some of the comments in your updated design. The two items I noticed were making parking on only one side to make the road slightly narrower than with parking on both sides (a specific suggestion from the first meeting) and the addition of speed humps (also a suggestion from the first meeting). There may be other things I didn't notice, but I wanted to take a minute to say thanks for your consideration of residents' comments/suggestions. My wife and I appreciated that very much.

Thanks for all you're doing, and have a happy Thanksgiving!

Paul Lanser
5301 Paulson Rd.

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, December 13, 2022**

SECTION: **Business**

DEPARTMENT: **Public Works**

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

AGENDA ITEM: **Discussion and action regarding an agreement with Dane County for the improvement of the beach within McDaniel Park.**

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.

The Village Board approved design engineering and bidding services at their meeting on November 22, 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. More recently, design engineer services have also been authorized to begin to prepare plans and specifications for Village responsibilities in the project. The final agreement is with Dane County to outline the terms and conditions for the responsibilities of both parties. Enclosed within the packet is the proposed agreement from Dane County which will be incorporated into their Standard Contract form similar to what is used by the Village.

VILLAGE OF
McFarland

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/Filer - 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.

The Village Attorney has reviewed the agreement and Dane County is considering his comments as a result of the draft that was provided.

VILLAGE OF
McFarland

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 approve an agreement with Dane County for the improvement of the beach within McDaniel Park subject to final contract approval by the Village Attorney.*

ATTACHMENTS:
1. Beach Equipment Agreement

A beach water filtration system is under consideration for McDaniel Beach on Lake Waubesa. The beach is located at McDaniel Park and is owned and operated by the Village of McFarland. Currently, the beach is a pebble beach that is prone to closures due to *E.coli* and blue-green algae accumulation. Frequently, geese reside at the beach which can cause closures due to high E. coli contamination. Furthermore, the beach is not used much by the public likely due to it being a pebble beach with no sand. McFarland would like to upgrade the beach by replacing the pebbles with sand to promote more beach users, which in turn will help discourage geese from using the space. Below is a picture of the current state of the beach. Dane County would like to partner with McFarland to improve the beach by installing a water filtration system to minimize beach closing caused by *E. coli* and blue-green algae. The following sections describe responsibilities of Dane County and McFarland for partnering on upgrades to McDaniel Beach.

Dane County Responsibilities:

- Dane County will design and provide a beach water filtration system skid. The skid is sized to fit through a 6' wide standard height double doorway opening in a 10' wide x 12' long area. The treatment system skid consists of piping, pump, sand filter, uv disinfection, and valves. The system is automated to monitor and control backwashes with system alarms.
- Dane County will provide a water curtain enclosure, anchors, and chain necessary to install system. The curtain will separate lake water from beach swimming water. This will be required to be installed and removed per beach season.
- Dane County will provide and install PVC piping and strainer baskets from shore into water.
- Dane County will purchase the water filtration skid, curtain enclosure, and strainer baskets.
- Dane County will submit for permits on McFarland behalf and coordinate with DNR as necessary.
- Dane County will provide equipment manuals of the filtration skid in hard copy and digital formats.
- The estimated value of the beach water filtration system skid, water curtain enclosure and associated parts is $90,000.

McFarland Responsibilities

- McFarland will be required to operate and maintain the filtration system for a minimum of 5 years.
- McFarland will provide and install a building to house the filtration skid. The filtration skid will be delivered to site by Dane County and McFarland will be required to install/move skid into the building.
- McFarland will install and connect the filtration skid to input power (1/60/208-230, 60 amp). McFarland will pay for operating costs such as electricity expenses necessary for the filtration skid.
- McFarland will install underground PVC piping consisting of two influent lines from beach, one effluent line for clean water, and one waste discharge line for backwash water. McFarland will also connect the underground PVC piping to the filtration skid.
- McFarland will be responsible for installation and removal of enclosure for the beach season. Alternatively, Dane County can perform installation and costs will be charged to McFarland. Typically the install and removal takes 1 day each for a total of 2 days. Costs associated for the work would be charged to McFarland as actual staff time of hourly wages plus fringe and would be scheduled by Dane County.
- McFarland will be responsible for future costs of repairs or replacement of the water enclosure. Dane County will purchase and provide one water enclosure system. It is expected the system will last around 5 years. Typically, at other beaches replacement has occurred around year 7.
- McFarland will be responsible for any repair parts necessary for the filtration skid. The repair of the filtration shall be conducted as timely as possible. The filtration skid will come with a 1 year warranty on equipment but McFarland will be responsible for repair parts after then.

- McFarland will be responsible for maintaining and cleaning the beach grounds for a minimum of 5 years following installation. This includes raking the beach to remove trash, aquatic plants, and other debris, removing goose droppings, and performing in water algae removal as needed. The beach cleaning shall occur at a minimum of 1 day per week. For reference, Dane County-owned beaches are typically cleaned 3 times per week.
- McFarland will be responsible for replacing the pebble beach with sand if they chose to do so. Ongoing annual maintenance such as fixing erosion and sand beach nourishment will be performed by McFarland and shall be conducted for a minimum of 5 years when the filtration system is in operation.
- McFarland will be responsible for winterizing the treatment skid at the end of the year to prevent winter damages. Typically, this involves draining water, disconnecting pipes, and removing sand from the sand filter.
- McFarland will be responsible for changing and adding new sand media at the beginning of the year. Dane County will provide the sand media for the first year and it will be McFarland responsibility thereafter.
- McFarland shall insure, or self-insure, and replace the beach water filtration system skid, water curtain enclosure and associated parts to keep it operational for the first five years after installation.

These terms and conditions will be incorporated into a formal contract between the County of Dane and the Village of McFarland if the project moves forward.

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, December 13, 2022**

SECTION: **Business**

DEPARTMENT: **Community Development**

CONTACT: **Andrew Bremer, Comm & Eco Dev Director**

AGENDA ITEM: **Discussion and action on an amendment to the accepted purchase agreement for property located at or around 3454 Siggelkow Road (Parcel 0710-354-8341-1).**

PREVIOUS ACTION:

June 28, 2022, Village Board approval of an Offer to Purchase Parcel #154/0710-354-8341-1 (Resolution 2022-18).
April 11, 2022, Village Board unanimously approved issuing an Offer to Purchase Parcel #154/0710-354-8341-1.

ISSUE SUMMARY:

On June 28, 2022, the Village Board unanimously approved an Offer to Purchase (OTP) 8 acres of vacant farmland (Parcel #154/0710-354-8341-1) with the intent of working with Alliant Energy to develop a small-scale solar installation on the property to offset the Village's municipal energy consumption through renewable energy resources. The 8-acre property sits directly adjacent to the existing Wisconsin Power & Light electrical substation on the south side of Siggelkow Road. It is also nestled between the substation and the Hope Rod and Gun Club, with a driveway easement along the eastern property line serving the Gun Club. An adjacent 60-acre parcel from the same owner remains marketed for sale.

Since the June 28 meeting, Village staff have been working with representatives from Alliant Energy, and the McFarland School District, on the general terms and conditions of entering into an agreement with Alliant Energy to lease the property for a small solar installation through Alliant's Customer Hosted Renewables Program. Under the Customer Hosted Renewable Program, Alliant Energy pays for the costs to design, build, and maintain the solar equipment on the property over a period of 20 years, with the potential for three 5-year extensions. In return, Alliant provides a monthly lease payment. From the lease payment, the customer can deduct the cost of purchasing the Renewable Energy Credits generated from the solar installation in order to meet the customer's renewable energy goals. The amount of electrical energy consumed by Village operations does not qualify for the minimum amount under the Customer Hosted Program. However, the amount of electrical energy consumed by the Village and the McFarland School District is sufficient to qualify and the property is right-sized to off-set, through renewable energy sources, the amount of electricity consumed by the Village and School District (excluding Waubesa Intermediate School which is in the MG&E service area).

Over the past six months, Village Staff, School District Staff, and Alliant Staff have been

working to develop an approach to how the property will be owned and leased to Alliant under the Customer Hosted Program. This approach includes the Village leasing the property to the School District, which will in turn lease the land to Alliant under the Customer Hosted Program. Addendum A of the Village's accepted OTP included a contingency (paragraph No. 8) which provides that the Village's OTP is contingent upon the Village negotiating and entering into a binding agreement with Alliant Energy governing the future use of the property for solar power generation on terms and conditions acceptable to the Village. The OTP shall be void unless such an agreement is entered into on or before December 14, 2022. At this time, the Village and School District Staff, and their respective Attorneys, are still working on the terms and conditions of the leases to bring forward for future consideration of approval. The packet includes an amendment to the OTP, WB-41 Notice Relating to Offer to Purchase, which provides that the Village waives the agreement contingency provided in paragraph 8 of Addendum A to the purchase agreement. The closing date for this acquisition is January 6, 2023. Approval of WB-41 would allow the Village to close on the property in January. While there is some risk that acceptable terms can't be reached among the three parties, discussions have progressed far enough that Staff recommends approval of WB-41 and moving forward with closing on the property as planned.

FINANCIAL/BUDGET IMPACT:

Funding for the property acquisition ($300,000) has been approved as part of the 2023 Capital Projects Budget.

VILLAGE PLAN REFERENCE:

The 2021 Sustainability Plan included a near-term Energy Action to *"work with energy providers to develop a community-scale solar energy installation and/or develop a program for leasing municipal rooftops for solar."* The plan also includes the goal of achieving 50% of total municipal energy consumed per year generated from renewables by 2030 and 100% by 2040. The properties are currently planned for a mix of residential development and park/open spaces in the 2008 East Side Neighborhood Plan. The Village is currently updating this plan and the draft Future Land Use Map identifies this property for Civic/Institutional/Utility uses.

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action:

Motion, and second, to approve an amendment to the accepted purchase agreement for property located at or around 3454 Siggelkow Road (Parcel 0710-654-8341-1) as provided in the packet.

ATTACHMENTS:

1. WB-41 Solar Parcel Contingency Waiver

Approved by the Wisconsin Real Estate Examining Board
5-1-22 (Optional Use Date) 7-1-22 (Mandatory Use Date)

WB-41 NOTICE RELATING TO OFFER TO PURCHASE

CAUTION: Use a WB-41 Notice if a Party is giving a Notice which does not require the other Party's agreement. Use a WB-40 Amendment if both Parties will be agreeing to modify the terms of the Offer.

This Notice by (Seller)(Buyer) STRIKE ONE relates to the Offer to Purchase dated May 10, 2022 and accepted on June 20, 2022, for the purchase and sale of real estate at Parcel No. 154/0710-354-8341-1, McFarland, Wisconsin.

Notice is given that (Attach supporting documents, if required):

Agreement Contingency provided in paragraph 8 of Addendum A to the purchase agreement is hereby waived.

The attached _____ is/are made part of this Notice.

This Notice was drafted by _____ on _____
Licensee and Firm for Initiating Party ▲ Date ▲

CAUTION: Once delivered, a Notice cannot be withdrawn by the Initiating Party without the written consent of the Receiving Party.

Village of McFarland, by:

(x) _____ (x) _____
Signature of Party Initiating Notice ▲ Date ▲ Signature of Party Initiating Notice ▲ Date ▲
Print name ▶ Matthew G. Schuenke, Administrator Print name ▶

This Notice was delivered by _____ on _____
Licensee and Firm for Initiating Party ▲ Date ▲
at _____ a.m./p.m. STRIKE ONE using an authorized method of delivery.

ACTUAL RECEIPT **If the Offer requires Actual Receipt the following may be completed**

This Notice was sent to the Receiving Party by _____ on _____
Licensee and Firm for Receiving Party ▲ Date ▲
at _____ a.m./p.m. STRIKE ONE

Receiving Party acknowledges Actual Receipt of this Notice occurred on _____ at _____
a.m./p.m. STRIKE ONE (x) _____
Initials of Receiving Party ▲

Reset

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, December 13, 2022**

SECTION: **Business**

DEPARTMENT: **Public Works**

CONTACT: **Matt Schuenke, Village Administrator, Lee Igl, Streets/Utilities Superintendent**

AGENDA ITEM: **Discussion and action regarding the issuance of a Relocation Order in accordance with the right of way plat for the 2024 Exchange Street Project from Sleepy Hollow Road to Farwell Street.**

PREVIOUS ACTION:
June 9, 2020 - Public Works Committee: Recommended approval on the State Municipal Agreement (SMA). Please click on this link to view the adopted SMA.

June 16, 2020 - Public Utilities Committee: Recommended approval on the State Municipal Agreement (SMA).

July 13, 2020 - Village Board: Approval on the State Municipal Agreement (SMA).

January 12, 2021 - Public Works Committee: General Update

January 19, 2021 - Public Utilities Committee: General Update

February 16, 2021 - Public Works and Utilities Committee (Joint) - Public Information Meeting #1

July 13, 2021 - Public Works Committee - General Update

November 9, 2021 - Public Works and Utilities Committee (Joint): Public Information Meeting #2

May 23, 2022 - Public Works and Utilities Committee: General Update

August 22, 2022 - Public Works and Utilities Committee: General Update

September 26, 2022 - Public Works and Utilities Committee: Public Information Meeting #3

November 28, 2022 - Public Works and Utilities Committee: General Update

ISSUE SUMMARY:
The Village is working towards the reconstruction of Exchange Street from Farwell Street to

Sleepy Hollow Road. The project is funded partially through Federal money that is provided to the State and awarded by the Greater Madison Metropolitan Planning Organization (MPO). As a result of this funding, the Village is required to follow traditional standards for design that are utilized by WisDOT when reconstructing a road. There are several steps in that process and we have been planning for several years to satisfy these requirements. Three Public Information Meetings have been held and the design is coming together as we prepare for the bidding process next year.

One map and/or document that is prepared as a result of this work is a plat of right of way required for the project. Essentially, what is the specific space that is needed in order to build the improvement. When the project then intersects with private property, a relocation order is established to begin the process to provide notice to homeowners on the project's impact, appraise property's value, and address the real estate components of a project based on the level of impact. This could range from acquisition of real estate including both land and improvements to simply blending due to the invasive nature of the project. Thankfully, there is no fee acquisition needed for this project and all acquisitions planned for the project are temporary limited easements. Fee acquisition is what is needed if we are to acquire private property and not give it back. Temporary limited easements are essentially borrowing the private property during the project and then giving it back in an agreed upon post construction condition. In both circumstances, the property owner is compensated for either acquisition in accordance with appraised values for the land to be disturbed.

While it is titled "Relocation Order", no one is being relocated through this process. This is simply the name of the form and its process. No one is losing their land or homes as a result of this project. Through the temporary limited easements, we will be temporarily occupying private property to properly construct the road and restore its former condition.

Any reconstruction project such as this, the disturbance that is created will be substantial. It cannot be understated. Everything we see in the ground today (utilities included) will be removed and replaced with new infrastructure. It is an arduous process. We try to mitigate these issues as best we can. WisDOT utilizes this system of establishing a plat and creating the relocation order to properly outline the disturbance. This helps to provide known conditions to the extent we can plan for them and allows the property owner to have input in how the disturbance will affect them as well as how the property is returned to their former condition. The order and plat is based on the current design which can be viewed by clicking this link. Once the order is approved, it can be submitted to WisDOT which begins the real estate process.

FINANCIAL/BUDGET IMPACT:

This project is accepted within 2024 Program Year of the 2023-2027 Capital Improvement Plan. It will be included within the 2024 Budget cycle to begin in the Fall of 2023. Total project cost is estimated at $5,439,000 with approximately $1.2 million funded through the State. Additional funding is provided through the respective utilities and capital projects fund. There are no special assessments associated with this project. It is 100% supported by the Village through the funding sources referenced recognizing that all residents pay a proportionate share of the project whether you are within the corridor or not.

VILLAGE PLAN REFERENCE:
2023-2027 Capital Improvement Plan

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommended Action:

> *Motion, second to approve the issuance of a Relocation Order in accordance with the right of way plat for the 2024 Exchange Street Project from Sleepy Hollow Road to Farwell Street.*

ATTACHMENTS:
1. Exchange Street - Relocation Order

RELOCATION ORDER

LPA1708 08/2011 (Replaces LPA3006)

Project	Road name	Highway	County
5685-00-04/05	Exchange Street (Sleepy Hollow Road – Farwell Street)	N/A	Dane
Right of way plat date	**Plat sheet number(s)**	**Previously approved Relocation Order date**	
August 31, 2022	4.01 through 4.06	N/A	

Description of termini of project:

Beginning at a point (Station 12+51.00) that is 1298.11 feet East and 175.22 feet South of the Northwest Corner of Section 10, T. 6 N., R. 10 E., Village of McFarland, Dane County, Wisconsin, thence Easterly and Northerly along the centerline of Exchange Street, 4,399.00 feet (0.833 miles), more or less, to a point (Station 56+50.00) that is 872.60 feet West and 23.57 feet North of the East Quarter Corner of Section 3, T. 6 N., R. 10 E., Village of McFarland, Dane County, Wisconsin, as shown on the Plat or a copy thereof marked:

Project Number 5685-00-04/05
Village of McFarland
(Sleepy Hollow Road to Farwell Street)
Exchange Street
Dane County

The same being sheet 4.01 through 4.06 of said plat.

To properly establish, lay out, widen, enlarge, extend, construct, reconstruct, improve, or maintain a portion of the roadway designated above, it is necessary to relocate or change and acquire certain lands or interests in lands as shown on the right of way plat for the above project.

To effect this change, pursuant to authority granted under Sections 83.07 & 83.08, Wisconsin Statutes, The Village of McFarland orders that:

1. The said road is laid out and established to the lines and widths as shown on the plat.
2. The required lands or interests in lands as shown on the plat shall be acquired by: Village of McFarland
3. This order supersedes and amends any previous order issued by: Village of McFarland

Name and Title Date

STATE PROJECT NUMBER	SHEET NUMBER	TOTAL SHEETS
5685-00-04/05	4.01	6
FEDERAL PROJECT NUMBER		

PLAT OF RIGHT-OF-WAY REQUIRED FOR

VILLAGE OF McFARLAND

(SLEEPY HOLLOW ROAD TO FARWELL STREET)

EXCHANGE STREET — DANE COUNTY

CONSTRUCTION PROJECT NUMBER

CONVENTIONAL SYMBOLS

SECTION LINE
QUARTER LINE
SIXTEENTH LINE
NEW REFERENCE LINE
NEW R/W LINE
EXISTING R/W OR HE LINE
PROPERTY LINE (P.L.)
LOT, TIE & OTHER MINOR LINES
SLOPE INTERCEPT
CORPORATE LIMITS
UNDERGROUND FACILITY (COMMUNICATIONS, ELECTRIC, ETC) (W) (TYPE)
NEW R/W (FEE OR HE) (HATCHING VARIES BY OWNER)
TEMPORARY LIMITED EASEMENT AREA
EASEMENT AREA (PERMANENT LIMITED OR RESTRICTED DEVELOPMENT)
TRANSMISSION STRUCTURES
BUILDING — TO BE REMOVED
BRIDGE — CULVERT

SECTION CORNER SYMBOL (18 / 23 24 / 26 25 / 30)
SECTION CORNER MONUMENT
GEODETIC SURVEY MONUMENT
SIXTEENTH CORNER MONUMENT
SIGN
OFF-PREMISE SIGN (#1-25)

R/W MONUMENT (TO BE SET)
NON-MONUMENTED R/W POINT
FOUND IRON PIN (1-INCH UNLESS NOTED) IP

	COMPENSABLE	NON-COMPENSABLE
ELECTRIC POLE		
TELEPHONE POLE		
PEDESTAL (LABEL TYPE) (TV, TEL, ELEC, ETC.)		

ACCESS RESTRICTED BY ACQUISITION
NO ACCESS (BY STATUTORY AUTHORITY)
ACCESS RESTRICTED (BY PREVIOUS PROJECT OR CONTROL)
NO ACCESS (NEW HIGHWAY)

PARCEL NUMBER (25) — UTILITY NUMBER (40)
PARALLEL OFFSETS

CONVENTIONAL ABBREVIATIONS

ACCESS RIGHTS	AR	PAGE	P
ACRES	AC	POINT OF TANGENCY	PT
AHEAD	AH	PERMANENT LIMITED EASEMENT	PLE
ALUMINUM	ALUM	POINT OF BEGINNING	POB
AND OTHERS	ET AL	POINT OF CURVATURE	PC
BACK	BK	POINT OF COMPOUND CURVE	PCC
BLOCK	BLK	POINT OF INTERSECTION	PI
CENTERLINE	C/L	PROPERTY LINE	PL
CERTIFIED SURVEY MAP	CSM	RECORDED AS	(100')
CONCRETE	CONC	REEL / IMAGE	R/I
COUNTY	CO	REFERENCE LINE	R/L
COUNTY TRUNK HIGHWAY	CTH	REMAINING	REM
DISTANCE	DIST	RESTRICTIVE DEVELOPMENT EASEMENT	RDE
CORNER	COR	RIGHT	RT
DOCUMENT NUMBER	DOC	RIGHT OF WAY	R/W
EASEMENT	EASE	SECTION	SEC
EXISTING	EX	SEPTIC VENT	SEPV
GAS VALVE	GV	SQUARE FEET	SF
GRID NORTH	GN	STATE TRUNK HIGHWAY	STH
HIGHWAY EASEMENT	HE	STATION	STA
IDENTIFICATION	ID	TELEPHONE PEDESTAL	TP
LAND CONTRACT	LC	TEMPORARY LIMITED EASEMENT	TLE
LEFT	LT	TRANSPORTATION PROJECT PLAT	TPP
MONUMENT	MON	UNITED STATES HIGHWAY	USH
NATIONAL GEODETIC SURVEY	NGS	VOLUME	V
NUMBER	NO		
OUTLOT	OL		

CONVENTIONAL UTILITY SYMBOLS

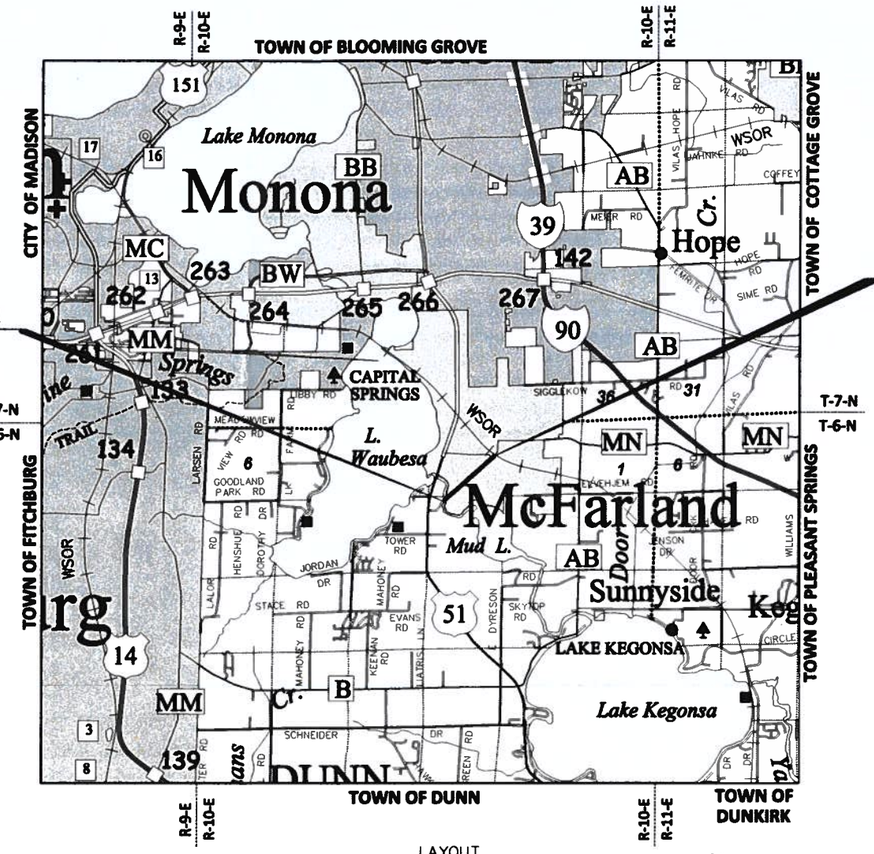
WATER	W
GAS	G
TELEPHONE	T
OVERHEAD TRANSMISSION LINES	OH
ELECTRIC	E
CABLE TELEVISION	TV
FIBER OPTIC	FO
SANITARY SEWER	SAN
STORM SEWER	SS
ELECTRIC TOWER	☒

CURVE DATA ABBREVIATIONS

LONG CHORD	LCH
LONG CHORD BEARING	LCB
RADIUS	R
DEGREE OF CURVE	D
CENTRAL ANGLE	Δ/DELTA
LENGTH OF CURVE	L
TANGENT	T
DIRECTION AHEAD	DA
DIRECTION BACK	DB

BEGIN RELOCATION ORDER
STA. 12+51.00
1298.11' EAST AND 175.22' SOUTH OF THE NORTHWEST CORNER OF SECTION 10, T.6N., R.10E., VILLAGE OF McFARLAND, DANE COUNTY, WI
Y = 457287.948
X = 843144.221

END RELOCATION ORDER
STA. 56+50.00
872.60' WEST AND 23.57' NORTH OF THE EAST QUARTER CORNER OF SECTION 3, T.6N., R.10E., VILLAGE OF McFARLAND, DANE COUNTY, WI
Y = 460139.292
X = 846363.661



LAYOUT
SCALE 0 — 2 MI.

TOTAL NET LENGTH OF CENTERLINE = 0.833 MI.

N

NOTES

POSITIONS SHOWN ON THIS PLAT ARE WISCONSIN COUNTY COORDINATES, DANE COUNTY, NAD 83 (2011) IN US SURVEY FEET. VALUES SHOWN ARE GRID COORDINATES, GRID BEARINGS, AND GRID DISTANCES. GRID DISTANCES MAY BE USED AS GROUND DISTANCES.

ALL NEW RIGHT-OF-WAY MONUMENTS WILL BE TYPE 2 MONUMENTS (TYPICALLY ¾ X 24" IRON REBARS), UNLESS OTHERWISE NOTED, AND WILL BE PLACED PRIOR TO THE COMPLETION OF THE PROJECT.

RIGHT-OF-WAY BOUNDARIES ARE DEFINED WITH COURSES OF THE PERIMETER OF THE HIGHWAY LANDS REFERENCED TO THE U.S PUBLIC LAND SURVEY SYSTEM OR OTHER "SURVEYS OF PUBLIC RECORD."

ALL RIGHT-OF-WAY LINES DEPICTED IN THE NON-ACQUISITION AREAS ARE INTENDED TO RE-ESTABLISH EXISTING RIGHT-OF-WAY LINES AS DETERMINED FROM PREVIOUS PROJECTS, OTHER RECORDED DOCUMENTS, OR FROM CENTERLINE OF EXISTING PAVEMENTS.

DIMENSIONING FOR THE NEW RIGHT-OF-WAY IS MEASURED ALONG AND PERPENDICULAR TO THE NEW REFERENCE LINES.

A TEMPORARY LIMITED EASEMENT (TLE) IS A RIGHT FOR CONSTRUCTION PURPOSES, AS DEFINED HEREIN, INCLUDING THE RIGHT TO OPERATE NECESSARY EQUIPMENT THEREON, THE RIGHT OF INGRESS AND EGRESS, AS LONG AS REQUIRED FOR SUCH PUBLIC PURPOSE, INCLUDING THE RIGHT TO PRESERVE, PROTECT, REMOVE, OR PLANT THEREON ANY VEGETATION THAT THE HIGHWAY AUTHORITIES MAY DEEM DESIRABLE. ALL (TLEs) ON THIS PLAT EXPIRE AT THE COMPLETION OF THE CONSTRUCTION PROJECT FOR WHICH THIS INSTRUMENT IS GIVEN.

THIS PLAT IS A GRAPHIC REPRESENTATION AND IS FOR REFERENCE PURPOSE ONLY. DEEDS MUST BE CHECKED TO DETERMINE PROPERTY BOUNDARIES AND ACCESS RIGHTS.

FOR CURRENT ACCESS/DRIVEWAY INFORMATION, CONTACT THE VILLAGE OF McFARLAND.

SHEET INDEX

COVER PAGE	4.01
SCHEDULE OF LANDS AND INTERESTS REQUIRED	4.02
PLAT SHEETS	4.03 - 4.06

REVISION DATE

JEWELL associates engineers, inc.
Engineers - Architects - Surveyors
560 SUNRISE DRIVE
SPRING GREEN, WI 53588
PHONE : 608.588.7484
www.jewellssoc.com

I HEREBY CERTIFY THAT THIS PLAT WAS MADE FOR VILLAGE OF McFARLAND, WISCONSIN AND IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

WISCONSIN GREG A. JEWELL S-1898 DODGEVILLE, WI LAND SURVEYOR
08/31/2022

APPROVED FOR VILLAGE OF McFARLAND

DATE: _____ _____ (NAME/TITLE)

E

4

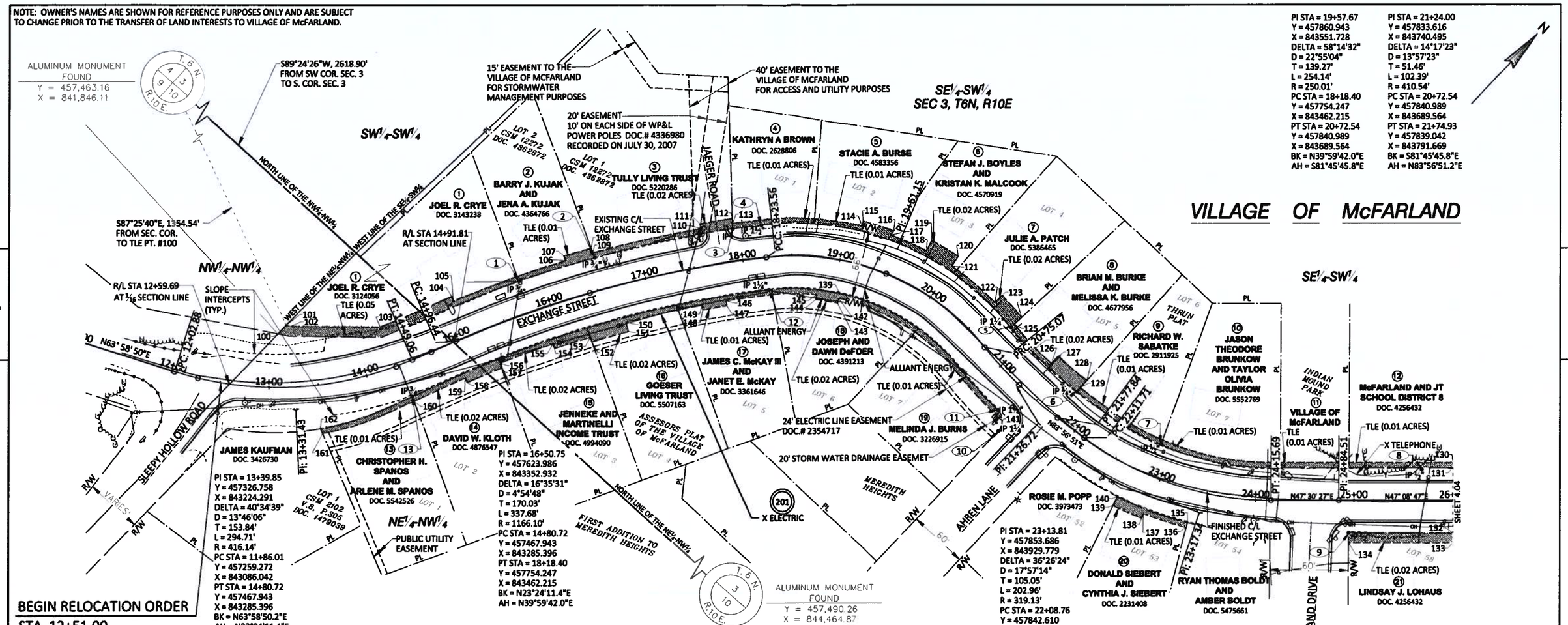
SCHEDULE OF LANDS & INTERESTS REQUIRED

PARCEL NUMBER	SHEET NUMBER	OWNER (S)	INTEREST REQUIRED	R/W ACRES REQUIRED NEW	EXISTING	TOTAL	TLE ACRES REQUIRED
1	4.03	JOEL R. CRYE	TLE	0	0	0	0.050
2	4.03	BARRY J. KUJAK AND JENA A. KUJAK	TLE	0	0	0	0.010
3	4.03	TULLY LIVING TRUST	TLE	0	0	0	0.020
4	4.03	KATHRYN A. BROWN	TLE	0	0	0	0.010
5	4.03	STACIE A. BURSE	TLE	0	0	0	0.010
6	4.03	STEFAN J. BOYLES AND KRISTAN K. MALCOOK	TLE	0	0	0	0.020
7	4.03	JULIE A. PATCH	TLE	0	0	0	0.020
8	4.03	BRIAN M. BURKE AND MELISSA K. BURKE	TLE	0	0	0	0.020
9	4.03	RICHARD W. SABATKE	TLE	0	0	0	0.010
10	4.03	JASON THEODORE BRUNKOW AND TAYLOR OLIVIA BRUNKOW	TLE	0	0	0	0.010
11	4.03	VILLAGE OF MCFARLAND	TLE	0	0	0	0.010
12	4.03 & 4.04	McFARLAND AND JT SCHOOL DISTRICT 8	TLE	0	0	0	0.050
13	4.03	CHRISTOPHER SPANOS AND ARLENE M. SPANOS	TLE	0	0	0	0.010
14	4.03	DAVID W. KLOTH	TLE	0	0	0	0.020
15	4.03	JENNEKE AND MARTINELLI INCOME TRUST	TLE	0	0	0	0.020
16	4.03	GOESER LIVING TRUST	TLE	0	0	0	0.020
17	4.03	JAMES C. McKAY III AND JANET E. McKAY	TLE	0	0	0	0.010
18	4.03	JOSEPH AND DAWN DeFOER	TLE	0	0	0	0.020
19	4.03	MEINDA J. BURNS	TLE	0	0	0	0.010
20	4.03	DONALD SIEBERT AND CYNTHIA SIEBERT	TLE	0	0	0	0.010
21	4.03 & 4.04	LINDSAY J. LOHAUS	TLE	0	0	0	0.023
22	4.04	NANCY DERANICK	TLE	0	0	0	0.020
23	4.04	PAUL R. WEBBER	TLE	0	0	0	0.010
24	4.04	JOSEPH A. TORBLEAU	TLE	0	0	0	0.010
25	4.04	PATRICK J. SKEFFINGTON AND JANET M. SKEFFINGTON	TLE	0	0	0	0.010
26	4.04	RICHARD N. DOMENGET AND JUDITH A. DOMENGET	TLE	0	0	0	0.010
27	4.04	MARY ANN RIEGRT	TLE	0	0	0	0.010
28	4.04	RALPH W. JENSEN	TLE	0	0	0	0.010
29	4.04	KENNETH E. BROST AND EILEEN BROST	TLE	0	0	0	0.030
30	4.04	JEFFERY E. SCHRAML AND MONICA SCHRAML	TLE	0	0	0	0.030
31	4.04	DEBORAH A. NYGAARD	TLE	0	0	0	0.010
32	4.04	DOUGLAS B. WAGNER	TLE	0	0	0	0.010
33	4.04	CRAIG D. DARTSCH AND LISA L. DARTSCH	TLE	0	0	0	0.020
34	4.04	BRADLEY C.HARRISON AND JULIE L. HARRISON	TLE	0	0	0	0.020
35	4.04	MICHAEL S. DREWES AND LORI A. DREWES	TLE	0	0	0	0.020
36	4.04	RYAN J. PETTERSEN AND KATHERINE E. RYDER	TLE	0	0	0	0.020
37	4.04	SCOTT A. EDWARDS	TLE	0	0	0	0.010
38	4.04 & 4.05	CHARLES B. DEADMAN AND JACQUEYN L DEADMAN	TLE	0	0	0	0.012
39	4.04 & 4.05	ERIC J. DAHL	TLE	0	0	0	0.012
40	4.05	ADAM KNUTSON AND ELIZABETH J. HANSON	TLE	0	0	0	0.010
41	4.05	JANICE E. HANSON	TLE	0	0	0	0.020
42	4.05	McFARLAND HIGH SCHOOL	TLE	0	0	0	0.033
43	4.05	DOWNING 6142 EXCHANGE ST LLC	TLE	0	0	0	0.020
44	4.05	JACOB TISUE AND KORRENA TISUE	TLE	0	0	0	0.010
45	4.05	FORWARD INVESTMENT PROPERTIES LLC	TLE	0	0	0	0.010
46	4.05	DOMINI LIVING TRUST	TLE	0	0	0	0.010
47	4.05	JEFFERY G. LONG	TLE	0	0	0	0.010
48	4.05	ROBERTL. BOLLE REVOCABLE TRUST ROBERT L. AND MONICA R. BOLLE	TLE	0	0	0	0.010
49	4.05	ROMEL SANTINI AND NATALIE R. SANTINI	TLE	0	0	0	0.010
50	4.05	EGNER LIVING TRUST , JEANETTE I	TLE	0	0	0	0.010
51	4.05	URSO PROPERTIES, INC	TLE	0	0	0	0.010
52	4.05 & 4.06	ANN M. FORD	TLE	0	0	0	0.027
53	4.05	JAMES D. GARDNER AND MOLLY M. PECHMANN	TLE	0	0	0	0.020
54	4.05	MICHAEL A. POQUETTE AND CAROL POQUETTE	TLE	0	0	0	0.010
55	4.05	LORI A. SPATOLA AND LESLEE K. RINEHART	TLE	0	0	0	0.020
56	4.05	STEPHANIE F. ANDERSON	TLE	0	0	0	0.010
57	4.05	AUSTIN LIPINSKI AND JESSICA KLABAK	TLE	0	0	0	0.010
58	4.05	KAREN ENGLE	TLE	0	0	0	0.010
59	4.05	ERICH W. RICHARDSON	TLE	0	0	0	0.010
60	4.05	JOHN W. CHERAMY AND TERESA E. CHEREMY	TLE	0	0	0	0.010
61	4.05	ALAN R. ZELLER AND NANCY C. ZELLER	TLE	0	0	0	0.010
62	4.05	BRENDA M. BERLOWSKI-ZIER AND GREGORY B. ZIER	TLE	0	0	0	0.010
63	4.05 & 4.06	LARSON FAMILY TRUST, LYLE L. LARSON REVOCABLE TRUST , ELSIE M.	TLE	0	0	0	0.022
64	4.06	TIMOTHY FIOCCHI	TLE	0	0	0	0.010
65	4.06	DALE W. BECK	TLE	0	0	0	0.020
3, 13-19	4.03	ALLIANT ENERGY	TEMPORARY CONTRUCTION EASEMENT				
3	4.03	VILLAGE OF MCFARLAND	TEMPORARY CONTRUCTION EASEMENT				

NOTE: OWNER'S NAMES ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE SUBJECT TO CHANGE PRIOR TO THE TRANSFER OF LAND INTERESTS TO VILLAGE OF McFARLAND.

4

NOTE: OWNER'S NAMES ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE SUBJECT TO CHANGE PRIOR TO THE TRANSFER OF LAND INTERESTS TO VILLAGE OF McFARLAND.



BEGIN RELOCATION ORDER

STA. 12+51.00

1298.11' EAST AND 175.22' SOUTH OF THE NORTHWEST CORNER OF SECTION 10, T.6N., R.10E., VILLAGE OF McFARLAND, DANE COUNTY, WI
Y = 457287.948
X = 843144.221

FOUND MONUMENTS

PT#	STATION	OFFSET	Y	X
1	15+77.64	33.08 L	457568.660	843296.330
2	16+55.53	32.98 L	457638.020	843336.440
3	17+94.32	32.64 L	457754.133	843419.336
4	18+22.39	32.91 L	457776.573	843437.516
5	20+76.08	33.51 L	457874.113	843694.646
6	21+77.76	32.85 L	457871.793	843787.936
7	22+86.49	33.79 L	457891.053	843886.606
8	25+68.15	31.31 L	458052.023	844098.406
9	24+94.66	32.99 R	457954.920	844088.110
10	21+41.96	48.07 R	457788.860	843756.520
11	21+28.59	33.07 R	457803.830	843741.810
12	18+22.40	32.97 R	457734.013	843487.796
13	14+35.89	34.36 R	457409.781	843295.973

TLE POINTS STATION OFFSET TABLE

PT#	STATION	OFFSET	Y	X
100	13+79.00	45.13 L	457402.376	843199.279
101	14+50.00	38.00 L	457453.145	843236.364
102	15+03.00	43.00 L	457503.825	843253.441
103	15+09.00	40.00 L	457508.242	843258.744
104	15+50.00	33.00 L	457543.360	843283.346
105	14+27.87	32.43 L	457432.718	843232.740
106	16+27.00	33.00 L	457612.921	843321.224
107	16+27.00	43.00 L	457617.998	843312.603
108	16+54.61	43.00 L	457642.501	843327.432
110	17+63.00	32.99 L	457728.990	843399.196
111	17+63.00	43.00 L	457735.056	843391.230
112	17+95.42	43.00 L	457761.522	843411.979
113	17+94.90	38.03 L	457757.987	843415.514
114	19+13.00	38.00 L	457845.692	843513.909
115	19+13.00	43.00 L	457850.068	843511.490
116	19+41.08	43.00 L	457864.353	843541.129
117	19+39.91	38.00 L	457859.213	843541.794
118	19+74.00	38.00 L	457871.907	843578.937
119	19+74.00	50.00 L	457883.500	843575.840
120	20+00.00	50.00 L	457889.971	843606.354
121	20+00.00	38.00 L	457878.119	843608.229
122	20+50.00	38.00 L	457881.383	843665.648

TLE POINTS STATION OFFSET TABLE

PT#	STATION	OFFSET	Y	X
123	20+50.00	48.00 L	457891.374	843666.085
124	20+74.95	48.00 L	457888.604	843695.683
125	20+75.74	38.00 L	457878.605	843694.964
126	21+36.00	38.00 L	457874.855	843749.527
127	21+36.00	48.00 L	457884.855	843749.488
128	21+79.20	48.00 L	457887.008	843787.739
129	21+78.27	38.00 L	457876.964	843787.865
130	26+00.00	38.00 L	458078.557	844117.253
131	26+00.00	33.00 L	458074.889	844120.645
132	22+97.00	33.03 R	457832.118	843919.780
133	22+97.00	43.00 R	457822.833	843923.418
134	22+68.98	43.00 R	457812.548	843893.335
135	22+69.00	33.02 R	457822.127	843890.544
136	21+38.58	38.00 R	457798.876	843752.651
137	20+07.65	38.00 R	457803.968	843626.525
138	20+08.41	33.00 R	457809.024	843626.551
139	19+07.00	33.03 R	457780.972	843543.776
140	19+07.00	43.00 R	457772.360	843548.806
141	18+80.00	43.00 R	457760.055	843530.165
142	18+80.00	33.03 R	457768.068	843524.230

TLE POINTS STATION OFFSET TABLE

PT#	STATION	OFFSET	Y	X
143	17+77.00	33.01 R	457699.774	843460.010
144	17+77.00	43.00 R	457693.627	843467.880
145	17+51.00	43.00 R	457673.732	843452.704
146	17+51.00	38.00 R	457676.718	843448.694
147	16+70.00	38.00 R	457612.317	843404.162
148	16+70.00	48.00 R	457606.923	843412.583
149	16+29.65	48.00 R	457574.004	843392.306
150	16+29.33	43.00 R	457576.286	843387.846
151	15+90.00	43.00 R	457543.380	843369.135
152	15+90.00	38.00 R	457545.776	843364.747
153	15+30.71	38.00 R	457494.779	843338.583
154	15+30.58	43.00 R	457492.501	843343.035
155	14+91.00	43.00 R	457457.712	843327.036
156	14+91.00	38.00 R	457459.743	843322.467
157	14+35.90	38.00 R	457408.191	843299.248
158	14+35.83	43.00 R	457405.913	843303.700
159	14+09.00	43.00 R	457379.382	843289.371
160	14+09.00	37.36 R	457382.250	843284.519
161	13+48.83	48.89 R	457320.601	843254.549
162	13+47.56	43.96 R	457322.721	843249.878

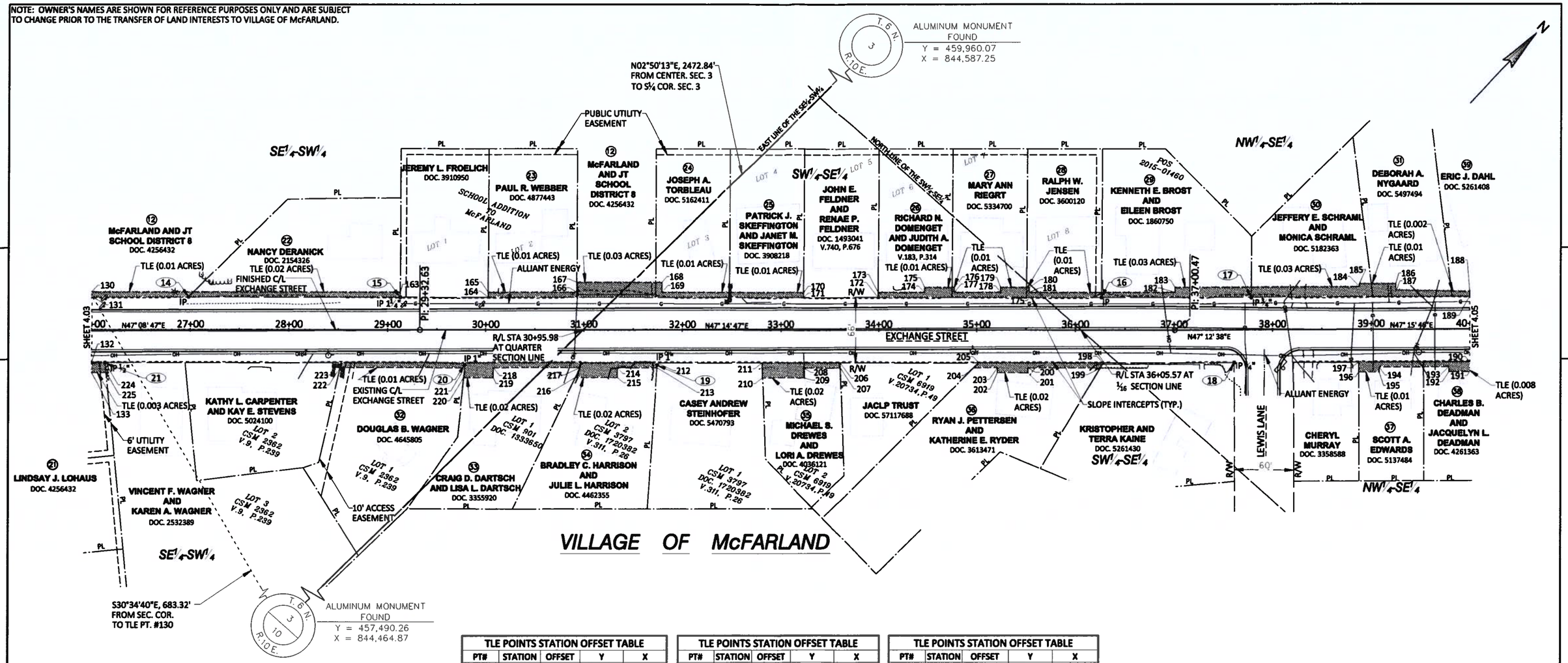
NOTE: EXISTING C/L OF EXCHANGE STREET BASED ON THE LOCATION OF THE EXISTING PAVEMENT.

EXISTING RIGHT-OF-WAY FOR EXCHANGE STREET BASED ON THE LOCATION OF THE C/L OF THE EXISTING PAVEMENT, COUNTY RECORDS, ASSOCIATED FOUND SURVEY MONUMENTATION, AND WIS. STATUTE 82.31(2).

REVISION DATE	DATE August 31, 2022	SCALE, FEET 0 50 100	HWY: EXCHANGE STREET	STATE R/W PROJECT NUMBER 5685-00-04/05	PLAT SHEET 4.03	
			COUNTY: DANE	CONSTRUCTION PROJECT NUMBER _____	PS&E SHEET ____	E

FILE NAME : s:\Projects\t23130 t&c engineering - exchange street city of mcfarland\RW\T23130_PLAT.dwg PLOT DATE : 8/31/2022 11:53 AM PLOT BY : Tim Velte PLOT NAME : PLOT SCALE : 1:1 WISDOT/CADDS SHEET 50

NOTE: OWNER'S NAMES ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE SUBJECT TO CHANGE PRIOR TO THE TRANSFER OF LAND INTERESTS TO VILLAGE OF McFARLAND.



TLE POINTS STATION OFFSET TABLE					
PT#	STATION	OFFSET		Y	X
130	26+00.00	38.00	L	458078.557	844117.253
131	26+00.00	33.00	L	458074.889	844120.645
132	26+00.00	33.00	R	458026.431	844165.455
133	26+00.00	43.00	R	458019.086	844172.246
163	29+12.42	38.00	L	458290.670	844346.637
164	30+02.42	32.99	L	458348.095	844416.116
165	30+02.42	38.00	L	458351.771	844412.717
166	30+92.42	38.00	L	458412.871	844478.799
167	30+92.42	48.00	L	458420.214	844472.010
168	31+79.00	48.00	L	458478.991	844535.578
169	31+79.00	38.00	L	458471.649	844542.367
170	33+23.65	38.00	L	458569.848	844648.571
171	33+23.64	33.00	L	458566.172	844651.965
172	33+99.25	33.00	L	458617.505	844707.480
173	33+99.26	38.00	L	458621.179	844704.089
174	34+47.00	38.00	L	458653.589	844739.140
175	34+47.00	43.00	L	458657.262	844735.744
176	34+77.00	43.00	L	458677.629	844757.771
177	34+76.99	38.00	L	458673.955	844761.166
178	35+24.00	38.00	L	458705.870	844795.682
179	35+24.00	43.00	L	458709.542	844792.286
180	35+53.00	43.00	L	458729.225	844813.573

TLE POINTS STATION OFFSET TABLE					
PT#	STATION	OFFSET		Y	X
182	37+01.00	38.00	L	458825.920	844925.512
183	37+01.00	43.00	L	458829.577	844922.102
184	38+88.00	43.00	L	458957.126	845058.851
185	38+88.00	46.00	L	458959.319	845056.805
186	39+25.00	46.00	L	458984.556	845083.861
187	39+25.00	38.00	L	458978.708	845089.321
188	40+00.00	37.95	L	459029.828	845144.200
189	40+00.00	33.00	L	459026.208	845147.577
190	40+00.00	33.00	R	458977.943	845192.594
191	40+00.00	43.00	R	458970.631	845199.415
192	39+79.00	43.00	R	458956.304	845184.055
193	39+79.00	38.00	R	458959.960	845180.644
194	39+08.00	38.00	R	458911.536	845128.727
195	39+08.00	43.00	R	458907.879	845132.137
196	38+87.26	43.00	R	458893.735	845116.973
197	38+87.26	33.00	R	458901.048	845110.153
198	36+27.96	33.00	R	458724.318	844920.214
199	36+24.99	38.00	R	458718.632	844921.427
200	35+52.00	38.00	R	458669.073	844867.832
201	35+52.00	43.00	R	458665.403	844871.225
202	35+21.00	43.00	R	458644.363	844848.468
203	35+21.00	38.00	R	458648.031	844845.075

TLE POINTS STATION OFFSET TABLE					
PT#	STATION	OFFSET		Y	X
204	34+96.90	38.00	R	458631.667	844827.377
205	35+01.95	33.00	R	458638.768	844827.692
206	33+60.63	33.00	R	458542.821	844723.926
207	33+60.81	38.00	R	458539.276	844727.452
208	33+24.01	38.00	R	458514.289	844700.433
209	33+24.00	48.00	R	458506.945	844707.216
210	32+81.11	48.00	R	458477.825	844675.723
211	32+80.56	33.00	R	458488.462	844665.137
212	31+74.57	33.00	R	458416.506	844587.317
213	31+74.22	38.00	R	458412.601	844590.459
214	31+34.00	38.01	R	458385.295	844560.928
215	31+34.00	48.00	R	458377.956	844567.713
216	30+91.33	48.00	R	458348.985	844536.380
217	30+96.14	38.01	R	458359.589	844533.127
218	30+08.00	38.00	R	458299.757	844468.410
219	30+08.00	48.00	R	458292.415	844475.199
220	29+77.76	48.00	R	458271.887	844452.998
221	29+78.83	38.00	R	458279.952	844446.991
222	28+52.03	38.00	R	458193.867	844353.894
223	28+53.15	33.00	R	458198.298	844351.327
224	26+13.88	33.00	R	458035.852	844175.643
225	26+14.86	43.00	R	458029.172	844183.153

FOUND MONUMENTS				
PT#	STATION	OFFSET	Y	X
14	26+98.17	33.24 L	458141.713	844192.556
15	29+12.43	33.00 L	458287.003	844350.036
16	36+26.09	32.95 L	458771.470	844874.060
17	37+78.39	32.70 L	458874.830	844985.720
18	37+60.86	33.05 R	458814.798	845017.747
19	31+74.41	35.37 R	458414.668	844588.807
20	29+78.75	35.15 R	458281.991	844444.992
21	26+13.76	33.38 R	458035.490	844175.820

NOTE: EXISTING C/L OF EXCHANGE STREET BASED ON THE LOCATION OF THE EXISTING PAVEMENT.

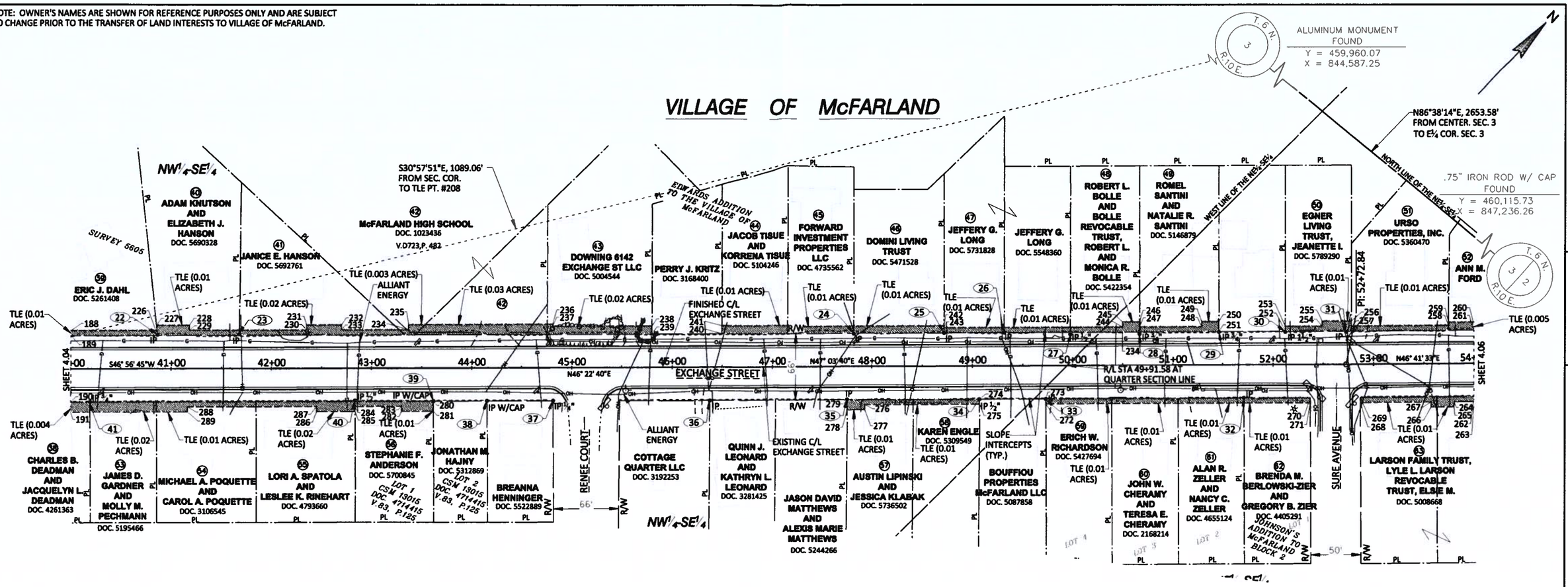
EXISTING RIGHT-OF-WAY FOR EXCHANGE STREET BASED ON THE LOCATION OF THE C/L OF THE EXISTING PAVEMENT, COUNTY RECORDS, ASSOCIATED FOUND SURVEY MONUMENTATION, AND WIS. STATUTE 82.31(2).

REVISION DATE	DATE August 31, 2022	SCALE, FEET 0 50 100	HWY: EXCHANGE STREET	STATE R/W PROJECT NUMBER 5685-00-04/05	PLAT SHEET 4.04
			COUNTY: DANE	CONSTRUCTION PROJECT NUMBER _____	PS&E SHEET ----- E

FILE NAME : s:\Projects\t23130 t&c engineering - exchange street city of mcfarland\RW\T23130_PLAT.dwg PLOT DATE : 8/31/2022 11:53 AM PLOT BY : Tim Velte PLOT NAME : PLOT SCALE : 1:1

WISDOT/CADDS SHEET 50

NOTE: OWNER'S NAMES ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE SUBJECT TO CHANGE PRIOR TO THE TRANSFER OF LAND INTERESTS TO VILLAGE OF McFARLAND.



FOUND MONUMENTS					
PT#	STATION	OFFSET		Y	X
22	40+86.58	33.76	L	459085.820	845210.370
23	41+67.71	34.04	L	459141.360	845269.510
24	47+81.76	32.63	L	459559.160	845719.510
25	48+71.53	33.16	L	459620.774	845784.801
26	49+31.60	33.12	L	459661.720	845828.750
27	49+97.66	31.04	L	459705.260	845878.480
28	50+66.60	30.99	L	459752.250	845928.930
29	51+45.93	32.76	L	459807.650	845985.730
30	52+12.06	32.48	L	459852.550	846034.280
31	52+73.01	32.24	L	459893.850	846078.920
32	51+70.72	32.97	R	459776.490	846048.690
33	49+72.91	33.13	R	459641.450	845904.150
34	49+06.88	33.05	R	459596.470	845855.810
35	47+75.04	32.72	R	459506.786	845759.169
36	46+37.76	33.29	R	459412.736	845659.169
37	44+81.41	32.93	R	459306.354	845544.591
38	44+15.41	32.87	R	459261.384	845496.281
39	43+61.56	32.95	R	459224.594	845456.961
40	42+83.51	32.30	R	459171.829	845399.442
41	40+19.43	33.06	R	458991.155	845206.841

TLE POINTS STATION OFFSET TABLE					
PT#	STATION	OFFSET		Y	X
188	40+00.00	37.95	L	459029.828	845144.200
189	40+00.00	33.00	L	459026.208	845147.577
190	40+00.00	33.00	R	458977.943	845192.594
191	40+00.00	43.00	R	458970.631	845199.415
226	40+86.66	33.01	L	459085.324	845210.944
227	40+85.59	43.00	L	459091.897	845203.343
228	41+18.00	43.00	L	459114.004	845227.045
229	41+18.00	38.00	L	459110.347	845230.455
230	42+35.00	38.00	L	459190.156	845316.020
231	42+35.00	43.00	L	459193.813	845312.610
232	42+70.00	43.02	L	459217.701	845338.188
233	42+70.00	38.00	L	459214.028	845341.614
234	43+37.00	38.00	L	459259.723	845390.605
235	43+37.00	43.00	L	459263.379	845387.194
236	44+81.00	43.00	L	459361.602	845492.502
237	44+81.00	41.00	L	459360.139	845493.866
238	45+79.76	41.00	L	459427.499	845566.084
239	45+79.76	33.00	L	459421.649	845571.541
240	46+49.76	33.00	L	459469.395	845622.730
241	46+49.76	41.00	L	459475.245	845617.274
242	48+71.53	40.00	L	459625.781	845780.136
243	48+71.53	38.00	L	459624.320	845781.499
244	50+50.00	38.00	L	459746.051	845912.011
245	50+50.00	42.98	L	459749.691	845908.616
246	50+66.60	42.98	L	459761.014	845920.756
247	50+66.60	38.00	L	459757.374	845924.150
248	51+29.00	38.00	L	459799.931	845969.778
249	51+29.00	43.00	L	459803.588	845966.367

TLE POINTS STATION OFFSET TABLE					
PT#	STATION	OFFSET		Y	X
249	51+29.00	43.00	L	459803.588	845966.367
250	51+45.96	43.02	L	459815.173	845978.755
251	51+45.93	33.00	L	459807.823	845985.569
252	52+12.06	33.00	L	459852.928	846033.927
253	52+12.06	38.00	L	459856.584	846030.517
254	52+49.00	38.00	L	459881.783	846057.533
255	52+49.00	43.00	L	459885.439	846054.122
256	52+78.24	43.00	L	459905.275	846075.355
257	52+78.22	38.00	L	459901.618	846078.766
258	53+74.64	38.00	L	459967.691	846148.993
259	53+74.69	41.00	L	459969.904	846146.968
260	54+00.00	41.00	L	459987.250	846165.404
261	54+00.00	33.00	L	459981.423	846170.886
262	54+00.00	33.00	R	459933.353	846216.111
263	54+00.00	38.00	R	459929.712	846219.538
264	53+80.00	38.00	R	459916.010	846204.974
265	53+80.00	43.00	R	459912.368	846208.400
266	53+57.00	43.00	R	459896.605	846191.645
267	53+57.00	38.00	R	459900.249	846188.222
268	52+86.75	38.00	R	459852.110	846137.055
269	52+86.77	33.00	R	459855.763	846133.641
270	52+36.91	33.00	R	459821.615	846097.118
271	52+36.91	38.00	R	459817.962	846100.533
272	49+72.91	38.00	R	459637.893	845907.475
273	49+72.90	33.00	R	459641.542	845904.058
274	49+07.26	33.00	R	459596.768	845856.053

TLE POINTS STATION OFFSET TABLE					
PT#	STATION	OFFSET		Y	X
275	49+07.21	38.00	R	459593.076	845859.426
276	47+93.00	38.00	R	459515.178	845775.909
277	47+93.00	43.00	R	459511.521	845779.319
278	47+74.92	43.00	R	459499.192	845766.099
279	47+75.03	33.00	R	459506.577	845759.358
280	43+61.56	33.00	R	459224.560	845456.998
281	43+61.58	43.00	R	459217.255	845463.828
282	43+30.00	43.00	R	459195.718	845440.737
283	43+30.00	38.00	R	459199.374	845437.327
284	42+83.50	38.00	R	459167.658	845403.324
285	42+83.50	43.00	R	459164.002	845406.734
286	42+45.00	43.00	R	459137.738	845378.575
287	42+45.00	38.00	R	459141.394	845375.165
288	41+16.00	38.00	R	459053.407	845280.831
289	41+16.00	43.00	R	459049.751	845284.242

NOTE: EXISTING C/L OF EXCHANGE STREET BASED ON THE LOCATION OF THE EXISTING PAVEMENT.

EXISTING RIGHT-OF-WAY FOR EXCHANGE STREET BASED ON THE LOCATION OF THE C/L OF THE EXISTING PAVEMENT, COUNTY RECORDS, ASSOCIATED FOUND SURVEY MONUMENTATION, AND WIS. STATUTE 82.31(2).

REVISION DATE	DATE August 31, 2022	SCALE, FEET 0 50 100	HWY: EXCHANGE STREET	STATE R/W PROJECT NUMBER 5685-00-04/05	PLAT SHEET 4.05	
			COUNTY: DANE	CONSTRUCTION PROJECT NUMBER _____	PS&E SHEET _____	E

FILE NAME : s:\Projects\t23130 t&c engineering - exchange street city of mcfarland\RW\T23130_PLAT.dwg PLOT DATE : 8/31/2022 11:53 AM PLOT BY : Tim Velte PLOT NAME : PLOT SCALE : 1:1

WISDOT/CADDS SHEET 50

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, December 13, 2022**

SECTION: **Staff Reports**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator, Stephanie Miller, Comm & Technology Director, Cassandra Suettinger, Deputy Administrator/Clerk**

AGENDA ITEM: **Discussion and action regarding a draft Request for Proposals to develop a Communications and Engagement Plan.**

PREVIOUS ACTION:
At the November 10, 2022 Village Board meeting, the Board referred discussion of drafting a Communications & Media Relations Consultant RFP.

The Committee of the Whole reviewed a draft RFP to develop a Communications and Engagement Plan at its meeting on November 22, 2022. Revisions and discussion addressed in that meeting have been incorporated into the enclosed changes.

ISSUE SUMMARY:
Attached is a draft Communications and Media Relation Consultant RFP dated as of November 23, 2022. This was updated following the Committee of the Whole discussion that took place on November 22, 2022. The enclose draft was distributed to the Village Board for additional comments in which no further changes were requested. It is included in the packet for action to accept the final changes and provide authorization to issue in order to begin the advertisement process.

FINANCIAL/BUDGET IMPACT:
N/A, currently a proposal to issue RFP.

VILLAGE PLAN REFERENCE:
N/A

ORDINANCE REFERENCE:
N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommended action:

> Discussion and action to accept the final changes and approve the issuance of the Request for Proposals to develop a Communications and Engagement Plan.

ATTACHMENTS:

1. Village of McFarland Communications RFP 11.23.2023 DRAFT

VILLAGE OF

McFarland

Request For Proposals

Communications & Engagement Plan

~~Media Relations Consultant~~

RFP Issuance Date: December 14, 2022

RFP Due Date: January 6, 2023

Please Submit to:

Village of McFarland – Communications RFP
Attn: Communications and Technology Director
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

TABLE OF CONTENTS

Contents

SECTION 1 Purpose 2
SECTION 2 History and Background 2
SECTION 3 Plan Objectives 3
SECTION 4 Scope of Work 4
SECTION 5 Deliverables 6
SECTION 6 RFP Submittal Requirements 6
SECTION 7 Evaluation Criteria 9
SECTION 8 Method & Timeline of Selection 10
SECTION 9 Terms and Conditions 11
SECTION 10 RFP Exhibits 12

SECTION 1 Purpose

A. **Executive Summary** – The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified Consultants who are interested in assisting the Village in planning for and preparing a Communications and Engagement Plan (herein after "Plan")providing Communications and Media Relations Services for the Village. The Village government is comprised of seven Village Board members, (one President and six-trustees), all elected at large, and staggered two-year terms. Village Staff is led by a full-time Administrator that reports directly to the Village Board and oversees the day-to-day operations of its many Departments and Employees. Through its Communications and Technology Department the Village provides engagement through its cable channel, online streaming, social media (Facebook, Instagram, and YouTube), website, print/digital newsletter, digital message boards, and other mailers/flyers. The Village wishes to review its communications tools in order to enhance engagement and create improved identifies for these platforms.

B. **General Purpose** – The purpose of the Request for Proposal is to obtain proposals from qualified Communications & Media Relations consultants to assist the Village in preparing this Plan. The Village shall review proposals to identify the proposal most advantageous to the Village. We are looking for a qualified provider to provide consultation, and support on the items contained within the scope of work.

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 US Highway 51 serving as the main connection point between the cities of Madison and Stoughton. The Village's primary departments include Administration, Community and Economic Development, Communications and Technology, Fire and Rescue, Library, Public Works (including Parks and Utilities), Police, and Senior Outreach Services. More information about the Village is available at www.mcfarland.wi.us.

SECTION 3 Plan Objectives

The work of the ~~Communications & Media~~ Consultant will meet the following objectives in order to partner with the Village to plan for communications and engagement~~manage its network~~:

i. Creative solutions to enhance engagement with citizenry.

ii. Cost effective and realistic platforms tailored to local government.

iii. Interconnected communications between the public, elected officials, and staff.

iv. Meeting the community's expectations for communication from a diverse, equitable, inclusive, and sustainable standpoint.

v. Consideration for past planning, goals, and objectives as it relates to message conveyance.

SECTION 4 Scope of Work

A. The selected Consultant will be able to provide communication and media relations consulting services to assist the Village in ~~dealing with on-going issues, as well as~~ developing the ~~a Communications and Engagement~~ Plan. The desired services and work include but are not specifically limited to the following: ~~technologies, solutions, and services to keep the Village in line with industry best practices.~~

~~Ongoing, Issue-Specific, Strategic Communications Support~~

~~i. Emergency/Crisis – e.g., Police or health/safety emergency, pandemic measures~~

~~ii. Special Event – e.g., ribbon cutting~~

~~iii. Project – e.g., Economic Development Plan~~

~~iv. Others as assigned~~

~~One-Time Consulting Services~~

1. Analyze the Village's existing public communication platforms and tools. Identify and recommend opportunities for improvement and propose metrics for measuring success.

2. Evaluate leadership communications structure and make recommendations to improve hierarchy to disseminate information.

3. Review existing Communications Plan, Comprehensive Plan, Strategic Plan, past surveys/research, and/or other related documents as background on the Village.

4. Recommend technologies, solutions, and services to keep the Village in line with best practices of comparable communities.

5. Develop a ~~standard strategic communications~~ Pplan for the Village ~~and Communications department~~ that will increase community outreach and engagement that includes our ability to establish metrics for measuring success.

6. Plan would account for communications support for:

   i. Emergency/Crisis – e.g., Police or health/safety emergency, pandemic measures.

   ii. Special Event – e.g., ribbon cutting.

   iii. Project – e.g., Economic Development Plan.

7. Provide recommendations on staffing resources to support implementation ~~support to~~ of the ~~Communications and Engagement~~ Plan.

8. Identify and create a mission statement to align with the Department and Village.

~~2. Public Input~~

~~i. Prepare a public input plan through surveys, focus groups, and/or other platform as recommended to gather feedback on Village Communications.~~

~~ii. Feedback gathered should target access as well as quality and quantity of communications provided.~~

SECTION 5 Deliverables

A. In carrying out the Scope of Work detailed within Section 4, the Communications & Media Relationship Consultant must prepare or provide to the Village various Deliverables. "Deliverables" are work products including but not limited to written reviews, recommendations, reports, analysis, and any other task needed by the Provider to fulfill Section 4 of this RFP for the Village. The provider is also responsible for ensuring that work products delivered are successfully completed to the sole satisfaction of the Village. Provider will further agree they have the capabilities to fulfill these deliverables and demonstrate their ability to provide for the Scope of Services.

B. Public Input. The Consultant will be responsible for developing a plan to gather public input on current and planning communications and engagement efforts. This work will help to support the Scope of Work and shape the framework of the Plan to be developed. The Consultant will prepare a Public Input Plan for this project subject to approval of the Village Board. The Public Input Plan may include but is not limited to surveys, focus groups, and/or other platforms as recommended by the Consultant. Feedback gathered should target access or lack thereof as well as quality and quantity of communications provided.

SECTION 6 RFP Submittal Requirements

A. Qualification Details consisting of:

i. **Cover Letter** – Including, but not limited to a statement of understanding and approach to this project.

ii. **Experience** – A summary of three to five similar or relevant projects that the applicant has executed within the last ten years. Electronic links to full copies of similar or relevant plans are encouraged. Hard copies of similar or relevant plans are not desired and can be provided electronically.

iii. **References** – Provide three municipal client references for which the applicant has provided similar services within the last ten years, and which assigned staff member(s) they worked with. Include the name, email, and telephone number of the contact person and a description of services provided to that contact.

B. Technical Proposal consisting of:

i. **Scope of Work** – A description of the approach to be taken toward completion of each item listed under Section 4 of this RFP, including any draft and final deliverables. An explanation of any variances to the proposed Scope of Work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal or from past project experiences.

C. Project Management Plan Proposal consisting of:

i. **Key Personnel** – A list or organizational chart of personnel directly assigned to the project, along with responsibilities on this project and resumes. Clearly illustrate the responsibilities and lines of communication and authority relative to your project management team. Describe your plan to interface with the Village. The Village reserves the right to approve Consultant's project manager, any requested personnel, and/or subcontractor changes during contract.

ii. **Quality Control** – Describe quality control measures and processes to ensure the Services rendered are acceptable.

iv. **180 Day Onboarding plan** – Provide overview of the plan/roadmap for onboarding your firm's services into day-to-day operations of the Village. Please include an overview of your change management and communication processes and plan for the transition.

v. **Supplemental Information** – Any other information deemed necessary to address the requests of this RFP.

D. Cost and Labor Hours Proposal consisting of:

i. **Cost** – Outline any/all fixed costs and hourly rates your firm would propose for specific services outlined in the Scope of Services above. Proposal should differentiate from one-time expenditures to review and create plans versus possible ongoing obligations.

ii. **Estimated Labor Hours** – A summary of estimated labor hours by task, or phase, that clearly identifies the project team members, their hourly rate, and the number of hours performed by each participant organized by task or phase.

iii. **Additional Scope/Fees** – Total fee, hours per employee, and hourly rates by employees, for any additional services not identified as included in the Consultant's base Scope of Work.

E. General requirements consisting of:

i. **Due Date** – *Responses to the RFP must be received by 4:30 PM CST on Friday, January 6, 2023*. Proposals received late, for any reason, shall not be accepted.

ii. **Format & Location** – Prospective consultants shall provide one (1) electronic PDF copy. RFP submittals shall be emailed to Communications and Technology Director at stephanie.miller@mcfarland.wi.us, subject: Communications RFP. Alternatively, consultants may submit an electronic PDF copy via a USB flash drive to the Village of McFarland-Communications RFP, Attn: Communications and Technology Director, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.

SECTION 7 Evaluation Criteria

A. The following criteria will be used to evaluate each proposal submitted:

i. **Key Personnel (15 points)** – Experience and qualifications relevant to key personnel and their associated project roles and estimated labor hours.

ii. **Project Experience (15 points)** – Level of experience completing similar work with local government entities of similar size, structure, and complexity.

iii. **Scope of Work (25 points)** – Level of responsiveness and technical approaches to the scope of work outlined within the RFP. Demonstration of knowledge and innovative approaches particular to the desired Scope of Work and Plan Objectives.

iv. **Cost Effectiveness (25 points)** – Ability to meet budget/value as related to proposed and additional costs. Hourly rates of key personnel. Estimated total labor hours.

v. **Project Schedule (10 points)** – Ability to be responsive in meeting schedule required to complete the plan and deliverables. Quality, clarity and creativity of proposed planning process and public engagement.

vi. **Quality of Submittal (10 points)** – Quality, clarity and completeness of submittal package, including identification of draft and final deliverables. Consultants shall not submit verbatim sections of this RFP as their proposal.

SECTION 8 Method & Timeline of Selection

A. The Village Administrator, Deputy Administrator/Clerk, and Communications/Technology Director will conduct the evaluation of proposals submitted. This will comprise the RFP Evaluation Team. They will make a recommendation to the Village Board for action. The following method and timeline will be utilized in order to select the desired proposal:

i. **December 14, 2022** – RFP Issuance Date.

ii. **January 6, 2023** – RFP Due Date.

iii. **January 9-13, 2023** – During this week, 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. **January 16-19, 2023** – During this week, the Evaluation Team may host interviews of perspective consultants in order to make a selection. Please identify in your proposal if there are any dates to avoid scheduling an interview should your proposal be selected for further consideration.

v. **January 19, 2023** – The Evaluation Team will make its recommendation to the Village Board for their consideration to award a proposal.

vi. **January 24, 2023** – The Village Board will take final action to consider acceptance of the recommended proposal and entera contract for this purpose.

vii. **March 1, 2023** – Estimated anticipated start date for proposed work..

SECTION 9 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 Consultant from compliance with the contract requirements if the Consultant is awarded a contract. A prospective Consultant may be requested for an interview at the sole discretion of the Village. The recommended Consultant will be selected and approved by the Village Board.

The Village uses a standard template contract (Exhibit A) 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.

SECTION 10 RFP Exhibits

Exhibit A: Standard Contract Template