

Tuesday, January 24, 2023

7:00 PM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The public may attend in-person or remotely through the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/84511226005>

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

Webinar ID: 845 1122 6005

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

1. CALL TO ORDER.
2. ROLL CALL.
3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.
 - a. Salt Week Awareness Week - January 23rd through January 27th
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 January 14, 2023 meeting.
 - 2) Motion to approve checks in the amount of \$9,353,944.18.
 - 3) Motion to approve an updated Medical Direction Contract with Madison Emergency Physicians (MEP) and the Village of McFarland for MEP to provide medical direction for Emergency Medical Services contingent upon review by the Village Attorney.
 - 4) Motion to approve submittal of two OEI Energy Innovation Grant Program Applications for a joint comprehensive energy plan with McFarland School District and Battery Storage Systems to be located at the Public Safety Center as recommended by the Sustainability and Natural Resources Committee.
 - 5) Motion to approve Ordinance 2022-19, an ordinance rezoning certain lands at Grand View Outlot 1 from CO Conservancy to R-1 Single Family Residence to accommodate reconstruction of Lift Station No. 2. located at 6407 Pheasant Run as recommended by the Plan Commission.
 - 6) Motion to approve Ordinance 2022-18, an ordinance rezoning certain lands at 6330 Exchange Street, McFarland from CO Conservancy to R-1 Single Family Residence and rezoning certain lands at 4901 Burma Road from R-1 Single Family Residence to CO Conservancy as recommended by the Plan Commission.

- 7) Motion to approve a Quit Claim Deed for the Village to acquire the "School Forest" from the School District of McFarland generally located adjacent to Indian Mound Middle School and Indian Mound Park.

5. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Village Board for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Board about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. 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. When you are called upon to speak, state your name, address, and provide your comments to the Board for their consideration. 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.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

6. BUSINESS.

- a. Presentation and discussion from the McFarland Lion's Club on fundraising efforts to support the reconstruction of the skate park within William McFarland Park.
- b. Public Safety Committee (Trustees Wreh & Brandt)
 - 1) Discussion and action on a Tourist Rooming House Permit application for Carolyn Rink and Chris Fugate for the property at 6611 Sleepy Hollow Road.
- c. Parks and Recreation Committee (Trustees Jerke and Nelson)
Sustainability & Natural Resources Committee (Trustees Flaherty and Wreh)
 - 1) Discussion and action regarding acceptance of the Lewis Park Water Access Plan.
- d. Personnel Committee (Trustees Nelson, Jerke, & Wreh)
 - 1) Discussion on creation of a Concealed Weapons and Firearms in the Workplace Policy within the Personnel Policy Manual.
 - 2) Discussion on creation of a Meals Policy within the Personnel Policy Manual
 - 3) Discussion on creation of a Travel Policy within the Personnel Policy Manual.
 - 4) Discussion on amendment of Chapter 8, Termination of Employment, of the Personnel Policy Manual.
 - 5) Discussion on amendment and consolidation of Chapter 19, Sick Leave, of the Personnel Policy Manual and Chapter 10, Sick Leave, of the Compensation and Benefits Manual.
- e. Discussion and action to accept a proposal in order to award a contract for a communications and engagement plan.

- f. Discussion and action regarding meeting format plan for boards, commissions, and committees.
- 7. REQUESTS FOR REFERRAL OF NEW ITEMS.
 - a. Discussion and action on referral of review of Chapter II, Article XI of the Village Code of Ordinances regarding Tourist Rooming Houses.
- 8. SCHEDULE NEXT MEETING DATE.
 - a. February 28, 2023 - Committee of the Whole - 5:30 p.m.
 - b. February 28, 2023 - Village Board - 7:00 p.m.
 - c. March 14, 2023 - Committee of the Whole - 5:30 p.m.
 - d. March 14, 2023 - Village Board - 7:00 p.m.
- 9. ADJOURNMENT.

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

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, January 24, 2023

SECTION: Public Announcements & Communications

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Salt Awareness Week - January 23rd through January 27th

PREVIOUS ACTION:

ISSUE SUMMARY:

VILLAGE OF MCFARLAND CELEBRATES WI SALT AWARENESS WEEK!!

Salt is a pollutant that degrades infrastructure, soils, and our freshwater.

All the salt that we apply to roads and sidewalks ends up in our freshwater. Salt can be an effective deicer, but more isn't always better. Salt prematurely ages roads and bridges and degrades freshwater lakes and streams. McFarland is working this winter to implement the following smart salting practices including calibrating equipment, educating staff, and incorporating the use of salt brine before the storm to prevent the formation of a bond between snow and pavement(pictured below is the Village's new brine equipment), and focus on avoiding the overapplication of salt.

Like McFarland dozens of Wisconsin municipalities are striving to improve the winter maintenance programs and slow down the salting of our lakes, streams, and drinking water. Many citizens, however, are not aware of the issue.

It's for this reason that the Wisconsin Salt Wise Partnership, a coalition of organizations across the state working together to reduce salt pollution in our lakes, streams and drinking water, is hosting "Wisconsin Salt Awareness Week" from Monday, January 23rd Friday, January 27th.

Wisconsin Salt Awareness Week aims to educate citizens on the issue of salt pollution: how salt impacts freshwater ecosystems, the role of water softening, ideas for teaching kids about salt pollution, and other ways to get involved. Speakers will stream live over YouTube from 12:30-1PM Monday through Friday to share their knowledge and field questions.



FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, January 10, 2023 - 7:00 PM

1. CALL TO ORDER.

Village President Clow called the regular meeting of the McFarland Village Board to order at 7:01 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, Community and Economic Development Director Andrew Bremer, Public Works Director Lee Igl, Fire/EMS Director Chris Dennis, and Communications & Technology Director Stephanie Miller.

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

- a. Proclaiming January 9th through 13th, 2023 as Crossing Guard Appreciation week in the Village of McFarland.*

Village President Clow proclaimed January 9th through 13th as Crossing Guard Appreciation week in the Village of McFarland. She thanked the crossing guards for the invaluable work they do for the Village.

Chief Chapin additionally provided a heartfelt thank you to the crossing guards and the work they do.

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 December 13, 2022 meeting.*
- 2) Motion to approve checks in the amount of \$2,743,985.48.*
- 3) Motion to approve appointing Andrea Anderson to serve as an Election Inspector for the 2022-2023 term.*
- 4) Motion to approve the design of Lift Station #2 and authorize the Village Engineer to bid for the project as recommended by the Public Works & Utilities Committee.*
- 5) Motion to reject the single bid received from Speedway Sand and Gravel Inc. for the 2023 Sidewalk Replacement project as recommended by the Public Works & Utilities*

Committee.

- 6) Motion to approve the design as presented for water main improvements along Taylor Road and authorize the Village Engineer to bid for the project as recommended by the Public Works & Utilities Committee.
- 7) Motion to approve the design, as presented, for the reconstruction of the skate park within William McFarland Park and authorize Parkitecture to bid for the project as recommended by the Parks & Recreation Committee.
- 8) Motion to approve the design and a change order for full in-ground irrigation at the Community Park as recommended by the Parks & Recreation Committee..
- 9) Motion to approve Ordinance 2023-01: An Ordinance amending Appendix A of the Village Code of Ordinances regarding fees.
- 10) Motion to confirm appointment of Village Board members to boards, commissions, and committees as recommended by the Village President in the report dated January 5, 2023.

Trustee Flaherty requested removal of consent agenda items 8 and 10. Trustee Nelson requested removal of consent agenda item 4

Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to approve the consent agenda items 1,2,3,5,6,7,9 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 for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Board about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. 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. When you are called upon to speak, state your name, address, and provide your comments to the Board for their consideration. 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.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.
None.

6. BUSINESS.

The Board discussed consent agenda item 4) - Motion to approve the design of Lift Station #2 and authorize the Village engineer to bid for the project as recommended by the Public Works & Utilities Committee.

President Clow discussed the consideration the PW&U Committee provided for the resident

concerns. Town and Country provided a response to those specific concerns.

Motion by President Carolyn Clow, second by Trustee Hilary Brandt, to approve the design of Lift Station #2 and authorize the Village engineer to bid for the project as recommended by the Public Works & Utilities Committee. Motion carries 7 - 0 - 0 by acclamation.

The Board discussed consent agenda item 8) - Motion to approve the design and a change order for full in-ground irrigation at the Community Park as recommended by the Parks & Recreation Committee.

Motion by Trustee TJ Jerke, second by Trustee Carrie Nelson, to approve the design and a change order for full in-ground irrigation at the Community Park as recommended by the Parks & Recreation Committee. Motion carries 7 - 0 - 0 by acclamation.

The Board discussed consent agenda item 10) - Motion to confirm appointment of Village Board members to boards, commissions, and committees as recommended by the Village President in the report dated January 5, 2023.

Village Attorney Allen Reuter was present and answered questions from Board members regarding the appointments.

Motion by President Carolyn Clow, second by Trustee Hilary Brandt, confirm appointment of Village Board members to boards, commissions, and committees as recommended by the Village President in the report dated January 5, 2023. Motion carries 5 - 2 - 0 with Trustee Mike Flaherty and Trustee TJ Jerke voting nay.

a. Plan Commission (President Clow & Trustee Brassington)

1) Discussion and action on Ordinance 2022-16 an ordinance rezoning 6303 Jaeger Road, McFarland from R-1 residential to PD-I Planned Development Infill General Plan Approved. Rezoning requested by Jerry and Dawn Reiter.

Community & Economic Development Director Andrew Bremer provided an overview of the request and the Plan Commission recommendation for approval.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve Ordinance 2022-16: an ordinance rezoning 6303 Jaeger Road, McFarland from R-1 residential to PD-I Planned Development Infill General Plan Approved. Rezoning requested by Jerry and Dawn Reiter with the following conditions:

1. Applicant to revise the General Plan (text) to include a statement that the maximum impervious surface ratio for any ownership Unit, and the property in total, will not exceed 0.50.

2. Applicant to revise the General Plan (text) to include a statement that the maximum floor area ratio of any ownership Unit, and the property in total, will not exceed 0.70.

3. Applicant to revise the General Plan (text) to include a statement that principal structures on Unit 1 will follow the minimum bulk requirements for similar structures in the R-1B District and principal structures on Units 2 and 3 will follow the minimum bulk requirements for similar structures in the R-1 District, with the exception that the minimum side yard setback shall be 14 feet for principal structures on Units 2 and 3, as measured from exterior boundaries of the condo plat.

4. Applicant to revise the General Plan (text) to include a statement that any proposed accessory structures on ownership Units 2-3 will follow the same standards and requirements as similar accessory structures in the R-1 District and R-1B District for Unit 1.

5. Applicant to revise the General Plan (site plan) to show the minimum setback requirements of the R-1B District as applied to ownership Unit 1 and the R-1 district as applied to ownership Units 2-3, including a minimum side yard setback of 14 feet for Units 2 and 3, as measured from the exterior boundaries of the condo plat.

6. Applicant to provide an archeological survey, from a certified professional, of the property for the presence of Native American mounds for submittal with the Detailed Implementation Plan.

7. Applicant to provide a permanent utility and access easement to the Village, at no cost, along the west lot line of the property to the Village's existing fire hydrant (H35). The detailed location and terms of the easement shall be included as part of the Detailed Implementation Plan.

Motion carries 7 - 0 - 0 by acclamation.

- 2) Discussion and action regarding a Condominium Plat and request from Jaeger Estates Condominium Association, Inc Jerry and Dawn Reiter for the property located at 6303 Jaeger Road, McFarland, WI

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve a Condominium Plat and request from Jaeger Estates Condominium Association, Inc Jerry and Dawn Reiter for the property located at 6303 Jaeger Road, McFarland, WI. Motion carries 7 - 0 - 0 by acclamation.

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

- 1) Discussion on creation of a Requests for Information Regarding Current or Former Employees Policy within the Personnel Policy Manual.

The Board discussed creation of a Requests for Information Regarding Current or Former Employees Policy within the Personnel Policy Manual and did not propose changes. This policy will come forward for approval with the updated manual.

- 2) Discussion on amendment to Chapter 23, Family and Medical Leave Laws, of the Personnel Policy Manual.

The Board discussed amendment to Chapter 23, Family and Medical Leave Laws, of the Personnel Policy Manual with no proposed changes. This policy will come forward for approval with the updated manual.

3) Discussion on amendment to Chapter 24, Unpaid Leaves of Absence, of the Personnel Policy Manual.

The Board discussed amendment to Chapter 24, Unpaid Leaves of Absence, of the Personnel Policy Manual with no proposed changes. This policy will come forward for approval with the updated manual.

4) Discussion on amendment to Chapter 27, Ethical Standards for Employees, of the Personnel Policy Manual.

The Board discussed amendment to Chapter 27, Ethical Standards for Employees, of the Personnel Policy Manual with no proposed changes. This policy will come forward for approval with the updated manual.

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

1) Discussion and action to avoid scheduling any board, committee, commission, and authority meetings on the provided religious holidays in 2023.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Edward Wreh, to avoid scheduling any board, committee, commission, and authority meetings on the provided religious holidays in 2023. President Clow amended the motion to add 'and direct staff to reschedule meetings that conflict with the attached list.' Amendment accepted by Trustee Brassington and Wreh. Amended motion carries 7 - 0 - 0 by acclamation.

d. Discussion and action to accept a proposal in order to award a contract for managed information technology services.

Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty, to accept a proposal from simple networks in order to award a contract for managed information technology service subject to the preparation and approval of a contract by the village attorney. Motion carries 7 - 0 - 0 by acclamation.

7. SCHEDULE NEXT MEETING DATE.

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

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

c. February 14, 2023 - Committee of the Whole - 5:30 p.m.

d. February 14, 2023 - Village Board - 7:00 p.m.

8. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Edward Wreh, to adjourn at 8:13 p.m.

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

Respectfully submitted,
Cassandra Suettinger

Deputy Administrator/Clerk

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
01/14/2023	PC	01/20/2023		BLOCKER, JEREMY	73	1,433.92
01/14/2023	CDPT	01/20/2023		FIRE FIGHTERS LOCAL 31	8	175.55
01/14/2023	CDPT	01/20/2023		WPPA TREASURER	6	43.00

PAYROLL RELATED

\$1,652.47

Report Criteria:
Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
30	ALLIANT ENERGY/WP&L	011023	MUNICIPAL CENTER	1	01/10/2023	5,044.16	.00	5,044.16	01/19/2023
		011023	PW FACILITY	2	01/10/2023	1,820.89	.00	1,820.89	01/19/2023
		011023	LIBRARY	3	01/10/2023	4,099.97	.00	4,099.97	01/19/2023
		011023	WELL #4	4	01/10/2023	1,791.10	.00	1,791.10	01/19/2023
		011023	SOCCER BUILDING	5	01/10/2023	422.36	.00	422.36	01/19/2023
		3500001472-	5307 HOUGH ST - ELECT	1	01/03/2023	12.79	.00	12.79	01/13/2023
		9924379386-	5802 MAIN STREET JOIN	1	01/03/2023	351.45	.00	351.45	01/13/2023
Total 30:						13,542.72	.00	13,542.72	
44	ANDERSEN, LORI	LA120422	MILEAGE - CMD C	1	12/04/2022	242.51	.00	242.51	01/19/2023
		LA120422	MILEAGE - NUTDC	2	12/04/2022	93.12	.00	93.12	01/19/2023
		LA120422	DONUTS/DECOR - COFF	3	12/04/2022	44.29	.00	44.29	01/19/2023
Total 44:						379.92	.00	379.92	
56	ATLAS OUTFITTERS	14717	STUDENT MANUAL	1	01/13/2023	262.75	.00	262.75	01/19/2023
Total 56:						262.75	.00	262.75	
68	BADGER WELDING SUPP	3745900	ACETYLENE & OXYGEN	1	12/31/2022	6.82	.00	6.82	01/19/2023
		3745900	ACETYLENE & OXYGEN	2	12/31/2022	1.86	.00	1.86	01/19/2023
		3745900	ACETYLENE & OXYGEN	3	12/31/2022	1.86	.00	1.86	01/19/2023
		3745900	ACETYLENE & OXYGEN	4	12/31/2022	1.86	.00	1.86	01/19/2023
Total 68:						12.40	.00	12.40	
104	BOBCAT OF MADISON IN	01-108342	TOOLCAT MAINTENANCE	1	01/04/2023	9.09	.00	9.09	01/19/2023
		01-108342	TOOLCAT MAINTENANCE	2	01/04/2023	9.09	.00	9.09	01/19/2023
		01-108342	TOOLCAT MAINTENANCE	3	01/04/2023	9.09	.00	9.09	01/19/2023
		01-108342	TOOLCAT MAINTENANCE	4	01/04/2023	33.31	.00	33.31	01/19/2023
		01-108376	TOOLCAT MAINTENANCE	1	01/05/2023	1.80	.00	1.80	01/19/2023
		01-108376	TOOLCAT MAINTENANCE	2	01/05/2023	1.80	.00	1.80	01/19/2023
		01-108376	TOOLCAT MAINTENANCE	3	01/05/2023	1.80	.00	1.80	01/19/2023
		01-108376	TOOLCAT MAINTENANCE	4	01/05/2023	6.60	.00	6.60	01/19/2023
		01-108429	TOOLCAT MAINTENANCE	1	01/09/2023	18.99	.00	18.99	01/19/2023
		01-108429	TOOLCAT MAINTENANCE	2	01/09/2023	18.99	.00	18.99	01/19/2023
		01-108429	TOOLCAT MAINTENANCE	3	01/09/2023	18.99	.00	18.99	01/19/2023
		01-108429	TOOLCAT MAINTENANCE	4	01/09/2023	69.64	.00	69.64	01/19/2023
		01-108492	TOOLCAT MAINTENANCE	1	01/11/2023	3.58	.00	3.58	01/19/2023
		01-108492	TOOLCAT MAINTENANCE	2	01/11/2023	3.58	.00	3.58	01/19/2023
		01-108492	TOOLCAT MAINTENANCE	3	01/11/2023	3.58	.00	3.58	01/19/2023
		01-108492	TOOLCAT MAINTENANCE	4	01/11/2023	13.11	.00	13.11	01/19/2023
Total 104:						223.04	.00	223.04	
150	CDW GOVERNMENT INC	FW66519	L JOHNSON LAPTOP (PS	1	12/31/2022	724.18	.00	724.18	01/19/2023
		FW66519	J BARNIER & K KNOLL C	2	12/31/2022	1,476.35	.00	1,476.35	01/19/2023
Total 150:						2,200.53	.00	2,200.53	
158	CHARTER COMMUNICATI	0003261010	CHARTER CABLE	1	01/01/2023	110.41	.00	110.41	01/11/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 158:						110.41	.00	110.41	
172	CITY OF MADISON TREA	41744	LERMS ANNUAL FEE	1	12/19/2022	11,516.33	.00	11,516.33	01/19/2023
		41914	SIGNS	1	12/22/2022	261.60	.00	261.60	01/19/2023
Total 172:						11,777.93	.00	11,777.93	
234	DANE CO EMERGENCY	11040	IMAGETREND ANNUAL S	1	01/13/2023	557.22	.00	557.22	01/19/2023
Total 234:						557.22	.00	557.22	
247	DANE CO TREASURER	011123	JANUARY TAX SETTLEM	1	01/11/2023	2,043,672.	.00	2,043,672.	01/11/2023
		154-010423	JAIL & SURCHARGES - D	1	01/04/2023	408.03	.00	408.03	01/19/2023
Total 247:						2,044,080.	.00	2,044,080.	
261	DECKER SUPPLY CO INC	922313	SIGN PARTS	1	01/12/2023	341.90	.00	341.90	01/19/2023
Total 261:						341.90	.00	341.90	
281	DIGGERS HOTLINE INC	220 6 37601	WATER LOCATES-PREPA	1	01/16/2023	940.00	.00	940.00	01/19/2023
		220 6 37601	SEWER LOCATES - PREP	2	01/16/2023	940.00	.00	940.00	01/19/2023
Total 281:						1,880.00	.00	1,880.00	
338	ENGELHART INC	1785463	EQUIPMENT MAINTENAN	1	11/17/2022	31.47	.00	31.47	01/19/2023
		1785463	EQUIPMENT MAINTENAN	2	11/17/2022	8.59	.00	8.59	01/19/2023
		1785463	EQUIPMENT MAINTENAN	3	11/17/2022	8.59	.00	8.59	01/19/2023
		1785463	EQUIPMENT MAINTENAN	4	11/17/2022	8.59	.00	8.59	01/19/2023
Total 338:						57.24	.00	57.24	
345	JFTCO, INC	RIMR000211	BACKHOE RENTAL	1	01/15/2023	2,134.83	.00	2,134.83	01/19/2023
		RIMR000211	BACKHOE RENTAL	2	01/15/2023	582.22	.00	582.22	01/19/2023
		RIMR000211	BACKHOE RENTAL	3	01/15/2023	582.22	.00	582.22	01/19/2023
		RIMR000211	BACKHOE RENTAL	4	01/15/2023	582.23	.00	582.23	01/19/2023
Total 345:						3,881.50	.00	3,881.50	
383	GANNON CONSTRUCTIO	010423	REIMBURSEMENT FOR C	1	01/04/2023	22,531.99	.00	22,531.99	01/19/2023
Total 383:						22,531.99	.00	22,531.99	
395	GENERAL COMMUNICATI	314821	GEN COMM SERVICE	1	01/04/2023	300.00	.00	300.00	01/19/2023
Total 395:						300.00	.00	300.00	
453	IACP	0260056	IACP MEMBERSHIP - JOB	1	12/19/2022	190.00	.00	190.00	01/19/2023
Total 453:						190.00	.00	190.00	
469	ITRON INC	639473	SOFTWARE MAIN AGREE	1	01/12/2023	377.80	.00	377.80	01/19/2023
Total 469:						377.80	.00	377.80	
476	JEFFERSON FIRE & SAF	IN148315	FIRE HOSE	1	01/12/2023	313.68	.00	313.68	01/19/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 476:						313.68	.00	313.68	
492	KAYSER AUTOMOTIVE G	170927P	VEHICLE MAINT	1	01/06/2023	3.86	.00	3.86	01/19/2023
		170936P	VEHICLE MAINT	1	01/06/2023	23.94	.00	23.94	01/19/2023
		171303P	WIPER BLADES FOR SQ	1	01/13/2023	68.88	.00	68.88	01/19/2023
Total 492:						96.68	.00	96.68	
581	MADISON TRUCK EQUIP	1-101840	TRUCK PARTS TRUCK 1	1	01/09/2023	42.99	.00	42.99	01/19/2023
		1-101840	TRUCK PARTS TRUCK 1	2	01/09/2023	42.99	.00	42.99	01/19/2023
		1-101840	TRUCK PARTS TRUCK 1	3	01/09/2023	42.99	.00	42.99	01/19/2023
		1-101840	TRUCK PARTS TRUCK 1	4	01/09/2023	157.65	.00	157.65	01/19/2023
		1-101854	TRUCK PARTS--TRUCK 1	1	01/10/2023	58.09	.00	58.09	01/19/2023
		1-101854	TRUCK PARTS--TRUCK 1	2	01/10/2023	15.84	.00	15.84	01/19/2023
		1-101854	TRUCK PARTS--TRUCK 1	3	01/10/2023	15.84	.00	15.84	01/19/2023
		1-101854	TRUCK PARTS--TRUCK 1	4	01/10/2023	15.84	.00	15.84	01/19/2023
		1-101942	TRUCK PARTS--TRUCK 2	1	01/17/2023	21.10	.00	21.10	01/19/2023
		1-101942	TRUCK PARTS--TRUCK 2	2	01/17/2023	21.10	.00	21.10	01/19/2023
		1-101942	TRUCK PARTS--TRUCK 2	3	01/17/2023	21.10	.00	21.10	01/19/2023
		1-101942	TRUCK PARTS--TRUCK 2	4	01/17/2023	77.38	.00	77.38	01/19/2023
Total 581:						532.91	.00	532.91	
606	MCFARLAND FIREFIGHT	123122	QUARTERLY PAYROLL P	1	12/31/2022	355.00	.00	355.00	01/19/2023
Total 606:						355.00	.00	355.00	
613	MCFARLAND SCHOOL DI	011123	JANUARY TAX SETTLEM	1	01/11/2023	6,390,475.	.00	6,390,475.	01/11/2023
Total 613:						6,390,475.	.00	6,390,475.	
620	MCFARLAND YOUTH CE	010523	ANNUAL CONTRIBUTION	1	01/05/2023	40,250.00	.00	40,250.00	01/19/2023
		2022	2022 CAM REFUND	1	01/17/2023	224.74	.00	224.74	01/19/2023
Total 620:						40,474.74	.00	40,474.74	
634	MENARDS - MONONA	42470	VEHICLE MAINTENANCE	1	01/04/2023	115.39	.00	115.39	01/19/2023
		42470	VEHICLE MAINTENANCE	2	01/04/2023	31.47	.00	31.47	01/19/2023
		42470	VEHICLE MAINTENANCE	3	01/04/2023	31.47	.00	31.47	01/19/2023
		42470	VEHICLE MAINTENANCE	4	01/04/2023	31.47	.00	31.47	01/19/2023
Total 634:						209.80	.00	209.80	
640	MGE	1700324512-	4820 MARSH RD--SOCCE	1	12/28/2022	319.57	.00	319.57	01/13/2023
		3800120935-	STREET LIGHTS	1	12/28/2022	78.12	.00	78.12	01/13/2023
		4900117592-	STREET LIGHTS	1	12/28/2022	53.96	.00	53.96	01/13/2023
		6300112994-	STREET LIGHTS	1	01/03/2023	1,325.19	.00	1,325.19	01/13/2023
		7400232719	LIFT #5 GAS	1	12/28/2022	283.29	.00	283.29	01/13/2023
		8600157181-	LIFT #4 ELECT	1	12/29/2022	97.77	.00	97.77	01/13/2023
		9281913525-	STREET LIGHTS	1	12/28/2022	65.60	.00	65.60	01/13/2023
Total 640:						2,223.50	.00	2,223.50	
667	MINNESOTA LIFE INS CO	002832L-FE	LIFE INSURANCE	1	01/01/2023	1,363.75	.00	1,363.75	01/19/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 667:						1,363.75	.00	1,363.75	
727	OVERHEAD DOOR CO O	31512	PW DOOR REPAIR	1	01/05/2023	203.55	.00	203.55	01/19/2023
		31512	PW DOOR REPAIR	2	01/05/2023	203.55	.00	203.55	01/19/2023
		31512	PW DOOR REPAIR	3	01/05/2023	203.55	.00	203.55	01/19/2023
		31512	PW DOOR REPAIR	4	01/05/2023	746.35	.00	746.35	01/19/2023
Total 727:						1,357.00	.00	1,357.00	
747	PIONEER RIM & WHEEL	03CQ3527	TRUCK #10 MAINTENAN	1	01/18/2023	12.28	.00	12.28	01/19/2023
		03CQ3527	TRUCK #10 MAINTENAN	2	01/18/2023	12.28	.00	12.28	01/19/2023
		03CQ3527	TRUCK #10 MAINTENAN	3	01/18/2023	12.28	.00	12.28	01/19/2023
		03CQ3527	TRUCK #10 MAINTENAN	4	01/18/2023	45.04	.00	45.04	01/19/2023
Total 747:						81.88	.00	81.88	
765	LEGAL SHIELD	108629-0115	LEGAL SHIELD	1	01/15/2023	176.45	.00	176.45	01/19/2023
Total 765:						176.45	.00	176.45	
879	SOUTH CENTRAL LIBRA	23-018	TECHNOLOGY FEES	1	01/08/2023	47,673.81	.00	47,673.81	01/19/2023
Total 879:						47,673.81	.00	47,673.81	
958	TOWN & COUNTRY ENGI	24829	VERIDIAN/UTTERBACK R	1	01/12/2023	309.50	.00	309.50	01/19/2023
		24830	2022 STREET & UTILITY I	1	01/12/2023	3,588.65	.00	3,588.65	01/19/2023
		24831	2022 PUBLIC FACILITIES	1	01/12/2023	231.25	.00	231.25	01/19/2023
		24832	EXCHANGE ST FINAL EN	1	01/12/2023	5,982.59	.00	5,982.59	01/19/2023
		24833	MC 197 PAULSON RD ST	1	01/12/2023	3,770.00	.00	3,770.00	01/19/2023
		24834	MC 198 LIFT STATION #2	1	01/12/2023	6,682.70	.00	6,682.70	01/19/2023
		24835	2022 STORMWATER SUP	1	01/12/2023	441.50	.00	441.50	01/19/2023
		24836	MC202 SIGGELKOW ROA	1	01/12/2023	125.00	.00	125.00	01/19/2023
		24837	2023 WATER MAIN IMPR	1	01/12/2023	5,252.20	.00	5,252.20	01/19/2023
		24838	MC204 MCDANIEL PARK	1	01/12/2023	265.00	.00	265.00	01/19/2023
		24839	MC205 BURMA ROAD TO	1	01/12/2023	3,025.00	.00	3,025.00	01/19/2023
		24840	2022 GIS SUPPORT	1	01/12/2023	300.00	.00	300.00	01/19/2023
Total 958:						29,973.39	.00	29,973.39	
992	US CELLULAR	0552031867	PD PHONE	1	12/22/2022	840.25	.00	840.25	01/19/2023
		0552031867	FD/EMS PHONE	2	12/22/2022	349.85	.00	349.85	01/19/2023
		0552031867	OUTREACH PHONE	3	12/22/2022	115.00	.00	115.00	01/19/2023
		0552031867	CABLE/COMMTECH PHO	4	12/22/2022	42.50	.00	42.50	01/19/2023
		0552031867	COMMDEV PHONE	5	12/22/2022	.50	.00	.50	01/19/2023
		0552031867	PW PHONE	6	12/22/2022	90.22	.00	90.22	01/19/2023
		0552031867	WATER PHONE	7	12/22/2022	90.22	.00	90.22	01/19/2023
		0552031867	SEWER PHONE	8	12/22/2022	90.22	.00	90.22	01/19/2023
		0552031867	PW TABLETS	9	12/22/2022	1,253.17	.00	1,253.17	01/19/2023
		0552031867	WATER TABLETS	10	12/22/2022	1,253.17	.00	1,253.17	01/19/2023
		0552031867	SEWER TABLETS	11	12/22/2022	1,253.15	.00	1,253.15	01/19/2023
		0552031867	PARKS TABLETS	12	12/22/2022	918.00	.00	918.00	01/19/2023
Total 992:						6,296.25	.00	6,296.25	
1005	VANNGUARD UTILITY PA	9712	STREETLIGHT LOCATES	1	01/03/2023	53.88	.00	53.88	01/19/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
	Total 1005:					53.88	.00	53.88	
1015	VILLAGE OF MCFARLAN	2022TAXES-	TID #3	1	12/19/2022	4,210.31	.00	4,210.31	01/19/2023
	Total 1015:					4,210.31	.00	4,210.31	
1080	WI MUNICIPAL COURT CL	010923	COURT CLERK ASSOCIA	1	01/09/2023	45.00	.00	45.00	01/19/2023
	Total 1080:					45.00	.00	45.00	
1093	WI STATE LABORATORY	732702	FLUORIDE TEST	1	12/31/2022	28.00	.00	28.00	01/19/2023
	Total 1093:					28.00	.00	28.00	
1165	SPRANG, SARA	SS123022	CMDC MILEAGE	1	12/30/2022	47.50	.00	47.50	01/19/2023
	Total 1165:					47.50	.00	47.50	
1200	EZ OFFICE PRODUCTS	825022	COPY PAPER	1	12/02/2022	18.89	.00	18.89	01/19/2023
		825022	COURT - COPY PAPER	2	12/02/2022	41.99	.00	41.99	01/19/2023
		825022	COPY PAPER	3	12/02/2022	188.95	.00	188.95	01/19/2023
		825022	COPY PAPER	4	12/02/2022	11.34	.00	11.34	01/19/2023
		825022	COPY PAPER	5	12/02/2022	11.34	.00	11.34	01/19/2023
		825022	COPY PAPER	6	12/02/2022	11.34	.00	11.34	01/19/2023
		825022	COPY PAPER	7	12/02/2022	45.35	.00	45.35	01/19/2023
		825022	COPY PAPER	8	12/02/2022	45.35	.00	45.35	01/19/2023
		825022	COPY PAPER	9	12/02/2022	45.35	.00	45.35	01/19/2023
	Total 1200:					419.90	.00	419.90	
1219	SAFE STEP LLC	3952	SIDEWALK GRINDING	1	12/07/2022	2,885.05	.00	2,885.05	01/19/2023
	Total 1219:					2,885.05	.00	2,885.05	
1245	PROFESSIONAL PEST C	604031	PW PEST CONTROL	1	01/13/2023	22.00	.00	22.00	01/19/2023
		604031	PW PEST CONTROL	2	01/13/2023	6.00	.00	6.00	01/19/2023
		604031	PW PEST CONTROL	3	01/13/2023	6.00	.00	6.00	01/19/2023
		604031	PW PEST CONTROL	4	01/13/2023	6.00	.00	6.00	01/19/2023
		604032	MC PEST CONTROL	1	01/13/2023	47.00	.00	47.00	01/19/2023
	Total 1245:					87.00	.00	87.00	
1256	BOUND TREE MEDICAL,	84810845	EMS - SUPPLIES	1	12/30/2022	2,549.78	.00	2,549.78	01/19/2023
		84810846	EMS - SUPPLIES	1	12/30/2022	2,343.95	.00	2,343.95	01/19/2023
		84812498	EMS - SUPPLIES	1	01/03/2023	168.02	.00	168.02	01/19/2023
		84814456	EMS - SUPPLIES	1	01/04/2023	131.24	.00	131.24	01/19/2023
		84814457	EMS - SUPPLIES	1	01/04/2023	93.80	.00	93.80	01/19/2023
		84816178	EMS - SUPPLIES	1	01/05/2023	168.99	.00	168.99	01/19/2023
		84817719	EMS - SUPPLIES	1	01/06/2023	168.99	.00	168.99	01/19/2023
		84824196	EMS - SUPPLIES	1	01/12/2023	65.62	.00	65.62	01/19/2023
		84824197	EMS - SUPPLIES	1	01/12/2023	607.50	.00	607.50	01/19/2023
		84824198	EMS - SUPPLIES	1	01/12/2023	218.97	.00	218.97	01/19/2023
			Total 1256:					6,516.86	.00
1358	EBI INC	215222	PSC STORAGE PODS	1	12/20/2022	5,983.41	.00	5,983.41	01/19/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		215449	PSC POD STORAGE (3R	1	01/06/2023	2,581.53	.00	2,581.53	01/19/2023
	Total 1358:					8,564.94	.00	8,564.94	
1397	ALL COMFORT SERVICE	73412404	PW SHOP RADIANT HEA	1	01/11/2023	275.71	.00	275.71	01/19/2023
		73412404	PW SHOP RADIANT HEA	2	01/11/2023	75.20	.00	75.20	01/19/2023
		73412404	PW SHOP RADIANT HEA	3	01/11/2023	75.20	.00	75.20	01/19/2023
		73412404	PW SHOP RADIANT HEA	4	01/11/2023	75.20	.00	75.20	01/19/2023
	Total 1397:					501.31	.00	501.31	
1452	JACOBSEN, NATE	NJ122422	JACOBSEN-UNIFORM AL	1	12/24/2022	101.44	.00	101.44	01/19/2023
	Total 1452:					101.44	.00	101.44	
1694	HEARTLAND LITHO	66351	WATER BILL PREPRINTS	1	12/31/2022	548.32	.00	548.32	01/19/2023
		66351	WATER BILL PREPRINTS	2	12/31/2022	548.32	.00	548.32	01/19/2023
		66351	WATER BILL PREPRINTS	3	12/31/2022	548.33	.00	548.33	01/19/2023
		66400	UTILITY BILLS	1	12/31/2022	80.19	.00	80.19	01/19/2023
		66400	UTILITY BILLS	2	12/31/2022	80.20	.00	80.20	01/19/2023
		66400	UTILITY BILLS	3	12/31/2022	80.20	.00	80.20	01/19/2023
	Total 1694:					1,885.56	.00	1,885.56	
1738	STATE OF WI TREASURE	154-010423	MONTHLY COURT FEES -	1	01/04/2023	563.87	.00	563.87	01/19/2023
	Total 1738:					563.87	.00	563.87	
1759	MANDT SANDFILL TRUC	70678	GRAVEL	1	12/05/2022	446.39	.00	446.39	01/19/2023
		70850	SPOILS	1	12/05/2022	180.00	.00	180.00	01/19/2023
	Total 1759:					626.39	.00	626.39	
1896	NAPA AUTO PARTS	871760	VEHICLE MAINTENANCE	1	01/09/2023	6.90	.00	6.90	01/19/2023
		871760	VEHICLE MAINTENANCE	2	01/09/2023	6.90	.00	6.90	01/19/2023
		871760	VEHICLE MAINTENANCE	3	01/09/2023	6.90	.00	6.90	01/19/2023
		871760	VEHICLE MAINTENANCE	4	01/09/2023	25.28	.00	25.28	01/19/2023
	Total 1896:					45.98	.00	45.98	
1910	ZURBUCHEN OIL INC	266560	PW OIL	1	01/05/2023	259.04	.00	259.04	01/19/2023
		266560	FIRE/EMS OIL	2	01/05/2023	470.98	.00	470.98	01/19/2023
		266560	POLICE DEPARTMENT OI	3	01/05/2023	470.98	.00	470.98	01/19/2023
		266560	PW OIL	4	01/05/2023	70.65	.00	70.65	01/19/2023
		266560	PW OIL	5	01/05/2023	70.65	.00	70.65	01/19/2023
		266560	PW OIL	6	01/05/2023	70.65	.00	70.65	01/19/2023
	Total 1910:					1,412.95	.00	1,412.95	
1921	FRONTIER	122222	LIBRARY PHONE	1	12/22/2022	111.22	.00	111.22	01/11/2023
	Total 1921:					111.22	.00	111.22	
1980	PRAXIS CONSULTING	20100848	YEARLY MAINTENANCE -	1	01/11/2023	1,100.00	.00	1,100.00	01/19/2023
	Total 1980:					1,100.00	.00	1,100.00	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
1989	CORPORATE BUSINESS	33104697	COPIER LEASE	1	12/26/2022	72.55	.00	72.55	01/11/2023
		33104697	COPIER LEASE	2	12/26/2022	19.77	.00	19.77	01/11/2023
		33104697	COPIER LEASE	3	12/26/2022	19.77	.00	19.77	01/11/2023
		33104697	COPIER LEASE	4	12/26/2022	19.77	.00	19.77	01/11/2023
		33104698	COPIER	1	12/26/2022	221.98	.00	221.98	01/11/2023
		33195156	ADMIN COPIERS	1	01/09/2023	190.00	.00	190.00	01/19/2023
Total 1989:						543.84	.00	543.84	
2042	THOMSON REUTERS	847622877	WEST INFORMATION CH	1	01/01/2023	195.26	.00	195.26	01/19/2023
Total 2042:						195.26	.00	195.26	
2058	MICROMARKETING LLC	909771	AUDIO BOOKS	1	12/27/2022	39.99	.00	39.99	01/19/2023
Total 2058:						39.99	.00	39.99	
2082	NASSCO INC	6245758	PARK SUPPLIES	1	01/05/2023	242.86	.00	242.86	01/19/2023
		6245758	PW SUPPLIES	2	01/05/2023	40.34	.00	40.34	01/19/2023
		6245758	PW SUPPLIES	3	01/05/2023	40.34	.00	40.34	01/19/2023
		6245758	PW SUPPLIES	4	01/05/2023	40.34	.00	40.34	01/19/2023
		6245758	PW SUPPLIES	5	01/05/2023	147.93	.00	147.93	01/19/2023
		6247226	PW SUPPLIES	1	01/10/2023	23.15	.00	23.15	01/19/2023
		6247226	PW SUPPLIES	2	01/10/2023	23.15	.00	23.15	01/19/2023
		6247226	PW SUPPLIES	3	01/10/2023	23.15	.00	23.15	01/19/2023
		6247226	PW SUPPLIES	4	01/10/2023	84.85	.00	84.85	01/19/2023
		6248120	CLEANING SUPPLIES	1	01/11/2023	186.76	.00	186.76	01/19/2023
Total 2082:						852.87	.00	852.87	
2107	LANDLORD SERVICES LL	32873	APPLICATION FOR 4901	1	01/05/2023	36.00	.00	36.00	01/19/2023
Total 2107:						36.00	.00	36.00	
2121	LAKESIDE INTERNATION	8119672	VEHICLE MAINTENANCE	1	11/25/2022	1,251.89	.00	1,251.89	01/19/2023
Total 2121:						1,251.89	.00	1,251.89	
2162	KNOLL, KAREN	KK110922	TRAINING REIMBURSEM	1	11/09/2022	416.13	.00	416.13	01/19/2023
		KK110922	RENTAL FORMS FOR VIL	2	11/09/2022	78.44	.00	78.44	01/19/2023
Total 2162:						494.57	.00	494.57	
2173	BAER INSURANCE SERVI	6826-PSC	PUBLIC SAFETY CENTER	1	12/27/2022	8,525.00	.00	8,525.00	01/19/2023
Total 2173:						8,525.00	.00	8,525.00	
2185	MSA PROFESSIONAL SE	R09361025.0	EAST SIDE NEIGHBORH	1	01/09/2023	13,159.75	.00	13,159.75	01/19/2023
Total 2185:						13,159.75	.00	13,159.75	
2216	ANDRES MEDICAL	256832-175	DECEMBER COLLECTIO	1	12/31/2022	2,063.27	.00	2,063.27	01/19/2023
Total 2216:						2,063.27	.00	2,063.27	
2237	MADISON COLLEGE	011123	JAN TAX SETTLEMENT	1	01/11/2023	541,689.96	.00	541,689.96	01/11/2023

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Total 2237:						541,689.96	.00	541,689.96	
2285	MADISON WINDOW CLEA	111451	WINDOW CLEANING	1	12/08/2022	2,240.00	.00	2,240.00	01/19/2023
Total 2285:						2,240.00	.00	2,240.00	
2290	MPIC	01042023	PROPERTY INSURANCE	1	01/04/2023	11,607.20	.00	11,607.20	01/19/2023
		01042023	PROPERTY INSURANCE	2	01/04/2023	943.08	.00	943.08	01/19/2023
		01042023	PROPERTY INSURANCE	3	01/04/2023	943.08	.00	943.08	01/19/2023
		01042023	PROPERTY INSURANCE	4	01/04/2023	943.09	.00	943.09	01/19/2023
		01042023	PROPERTY INSURANCE	5	01/04/2023	943.09	.00	943.09	01/19/2023
		01042023	PROPERTY INSURANCE	6	01/04/2023	4,642.88	.00	4,642.88	01/19/2023
		01042023	PROPERTY INSURANCE	7	01/04/2023	4,642.88	.00	4,642.88	01/19/2023
		01042023	PROPERTY INSURANCE	8	01/04/2023	4,352.70	.00	4,352.70	01/19/2023
Total 2290:						29,018.00	.00	29,018.00	
16209	UTTER, CLAIR & JACQUE	012423	PROP TAX OVERPMT	1	01/24/2023	4,161.71	.00	4,161.71	01/19/2023
Total 16209:						4,161.71	.00	4,161.71	
16247	CITY TREASURER	182458	STORMWATER CHARGE	1	01/09/2023	28.48	.00	28.48	01/19/2023
Total 16247:						28.48	.00	28.48	
16257	CORPORATE BUSINESS	332827	COPIER LEASE	1	01/05/2023	34.95	.00	34.95	01/11/2023
		333291	PW COLOR COPY OVER	1	01/12/2023	36.94	.00	36.94	01/19/2023
		333291	PW COLOR COPY OVER	2	01/12/2023	10.07	.00	10.07	01/19/2023
		333291	PW COLOR COPY OVER	3	01/12/2023	10.07	.00	10.07	01/19/2023
		333291	PW COLOR COPY OVER	4	01/12/2023	10.07	.00	10.07	01/19/2023
		333316	COPIER LEASE	1	01/12/2023	34.68	.00	34.68	01/19/2023
Total 16257:						136.78	.00	136.78	
16292	WCM TREASURER	1494	WISCONSIN COMMUNITY	1	01/12/2023	310.00	.00	310.00	01/19/2023
		1517	MIDWEST MEDIA FEST E	1	01/17/2023	40.00	.00	40.00	01/19/2023
Total 16292:						350.00	.00	350.00	
16385	THE PSYCHOLOGY CEN	249045	J BLOCKER BASIC PRE-E	1	12/07/2022	475.00	.00	475.00	01/19/2023
Total 16385:						475.00	.00	475.00	
16640	TOP PACK DEFENSE LLC	9602	UNIFORM ALLOWANCE T	1	01/01/2023	61.83	.00	61.83	01/19/2023
		9671	UNIFORM ALLOWWANCE	1	01/02/2023	271.96	.00	271.96	01/19/2023
		9745	CLOTHING ALLOWANCE	1	01/02/2023	57.58	.00	57.58	01/19/2023
		9750	UNIFORM ALLOWANCE K	1	01/02/2023	67.49	.00	67.49	01/19/2023
Total 16640:						458.86	.00	458.86	
16655	WI DEPT OF TRANSPORT	395-0000291	EXCHANGE ST PRELIMIN	1	01/03/2023	211.76	.00	211.76	01/19/2023
Total 16655:						211.76	.00	211.76	
16712	LIFE-ASSIST, INC	1279142	NARCAN REPLACEMENT	1	12/27/2022	280.26	.00	280.26	01/19/2023
		1284207	EMS MEDICAL SUPPLIES	1	01/12/2023	332.25	.00	332.25	01/19/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16712:						612.51	.00	612.51	
16829	REUTER, WHITISH & EVA	71391	LEGAL - TID3	1	01/18/2023	51.00	.00	51.00	01/19/2023
		71393	ATWATER TIF5 ESCROW	1	01/18/2023	76.50	.00	76.50	01/19/2023
		71403	JAEGER ROAD CONDO E	1	01/18/2023	1,504.50	.00	1,504.50	01/19/2023
		71409	GENERAL LEGAL	1	01/18/2023	76.50	.00	76.50	01/19/2023
Total 16829:						1,708.50	.00	1,708.50	
16890	PIRTEK MADISON	MA-T000078	VEHICLE MAINTENANCE	1	01/10/2023	100.57	.00	100.57	01/19/2023
		MA-T000078	VEHICLE MAINTENANCE	2	01/10/2023	27.43	.00	27.43	01/19/2023
		MA-T000078	VEHICLE MAINTENANCE	3	01/10/2023	27.43	.00	27.43	01/19/2023
		MA-T000078	VEHICLE MAINTENANCE	4	01/10/2023	27.43	.00	27.43	01/19/2023
Total 16890:						182.86	.00	182.86	
16911	SKAALEN VILLAGE	010923	REFUND OVERPAYMENT	1	01/09/2023	49.00	.00	49.00	01/19/2023
		010923-2	REFUND OVERPAYMENT	1	01/09/2023	49.00	.00	49.00	01/19/2023
Total 16911:						98.00	.00	98.00	
17076	SHARPEE TRUCKING, LL	23394	HAULING SALT BRINE	1	12/30/2022	250.00	.00	250.00	01/19/2023
Total 17076:						250.00	.00	250.00	
17084	AMAZON CAPITAL SERVI	111T-4PML-7	MUNICIPAL CENTER FILT	1	01/04/2023	521.70	.00	521.70	01/19/2023
		11DQ-JV6M-	YOUTH CENTER FILTERS	1	01/16/2023	69.88	.00	69.88	01/19/2023
		11DQ-JV6M-	MUNICIPAL CENTER FILT	2	01/16/2023	297.21	.00	297.21	01/19/2023
		13LN-K9RM-	DVDS & CDS	1	01/10/2023	33.58	.00	33.58	01/19/2023
		14NG-HDG6-	PW SUPPLIES	1	01/04/2023	68.20	.00	68.20	01/19/2023
		14NG-HDG6-	PW SUPPLIES	2	01/04/2023	18.60	.00	18.60	01/19/2023
		14NG-HDG6-	PW SUPPLIES	3	01/04/2023	18.60	.00	18.60	01/19/2023
		14NG-HDG6-	PW SUPPLIES	4	01/04/2023	18.60	.00	18.60	01/19/2023
		17M4-MKNR-	PARKS SAFETY GEAR	1	01/05/2023	73.40	.00	73.40	01/19/2023
		19VX-J1NW-	PARKS SUPPLIES	1	01/11/2023	61.52	.00	61.52	01/19/2023
		1D6Y-MRK6-	VIDEO GAMES	1	01/09/2023	614.57	.00	614.57	01/19/2023
		1G1V-NCPM	DVDS & CDS	1	01/04/2023	19.96	.00	19.96	01/19/2023
		1JMV-RRHC-	PARKS OFFICE SUPPLIE	1	01/18/2023	32.56	.00	32.56	01/19/2023
		1P6D-QN3N-	COMPUTER PERPHERIA	1	01/02/2023	78.53	.00	78.53	01/19/2023
		1P6D-QN3N-	COMMUNITY DEVELOPM	2	01/02/2023	233.29	.00	233.29	01/19/2023
		1RXQ-RYW6	BRINE TRAILER	1	01/12/2023	38.98	.00	38.98	01/19/2023
		1RXQ-RYW6	PW SHOP SUPPLIES	2	01/12/2023	53.84	.00	53.84	01/19/2023
		1RXQ-RYW6	PW SHOP SUPPLIES	3	01/12/2023	14.69	.00	14.69	01/19/2023
		1RXQ-RYW6	PW SHOP SUPPLIES	4	01/12/2023	14.69	.00	14.69	01/19/2023
		1RXQ-RYW6	PW SHOP SUPPLIES	5	01/12/2023	14.69	.00	14.69	01/19/2023
		1WD4-GKJL-	PARKS SUPPLIES	1	01/07/2023	32.77	.00	32.77	01/19/2023
		1YYC-3TXK-	PROGRAM SUPPLIES	1	01/09/2023	88.54	.00	88.54	01/19/2023
Total 17084:						2,418.40	.00	2,418.40	
17140	US BANK VOYAGER FLE	8694160992	PD FUEL	1	01/01/2023	1,832.94	.00	1,832.94	01/13/2023
		8694160992	PARKS FUEL	2	01/01/2023	470.06	.00	470.06	01/13/2023
		8694160992	FIRE/EMS FUEL	3	01/01/2023	1,985.51	.00	1,985.51	01/13/2023
		8694160992	PW FUEL	4	01/01/2023	2,170.48	.00	2,170.48	01/13/2023
		8694160992	PW FUEL	5	01/01/2023	197.32	.00	197.32	01/13/2023
		8694160992	PW FUEL	6	01/01/2023	394.63	.00	394.63	01/13/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		8694160992	PW FUEL	7	01/01/2023	394.63	.00	394.63	01/13/2023
		8694160992	PW FUEL	8	01/01/2023	197.32	.00	197.32	01/13/2023
		8694160992	PW FUEL	9	01/01/2023	591.95	.00	591.95	01/13/2023
		8694160992	CD FUEL	10	01/01/2023	39.73	.00	39.73	01/13/2023
Total 17140:						8,274.57	.00	8,274.57	
17183	HEARTLAND AG SYSTEM	IF34548	VEHICLE MAINTENANCE	1	01/09/2023	26.99	.00	26.99	01/19/2023
		IF34548	VEHICLE MAINTENANCE	2	01/09/2023	7.36	.00	7.36	01/19/2023
		IF34548	VEHICLE MAINTENANCE	3	01/09/2023	7.36	.00	7.36	01/19/2023
		IF34548	VEHICLE MAINTENANCE	4	01/09/2023	7.36	.00	7.36	01/19/2023
		IF34819	VEHICLE MAINTENANCE	1	01/18/2023	7.21	.00	7.21	01/19/2023
		IF34819	VEHICLE MAINTENANCE	2	01/18/2023	7.21	.00	7.21	01/19/2023
		IF34819	VEHICLE MAINTENANCE	3	01/18/2023	7.21	.00	7.21	01/19/2023
		IF34819	VEHICLE MAINTENANCE	4	01/18/2023	26.43	.00	26.43	01/19/2023
Total 17183:						97.13	.00	97.13	
17187	B&H PHOTO	209330674	MONITORS & HYBRID DO	1	12/29/2022	760.44	.00	760.44	01/19/2023
		209330674	HYBRID DOCK - L JOHNS	2	12/29/2022	241.91	.00	241.91	01/19/2023
		209534985	NEW LAPTOP - 2022	1	01/05/2023	1,265.38	.00	1,265.38	01/19/2023
		209664906	EQUIPMENT FOR NEW E	1	01/09/2023	324.02	.00	324.02	01/19/2023
Total 17187:						2,591.75	.00	2,591.75	
17232	APG OF SOUTHERN WIS	28886-1222	PLAN PUBLIC HEARING -	1	12/31/2022	40.51	.00	40.51	01/19/2023
		28886-1222	PLAN PUBLIC HEARING -	2	12/31/2022	37.88	.00	37.88	01/19/2023
		28886-1222	PLAN PUBLIC HEARING -	3	12/31/2022	72.67	.00	72.67	01/19/2023
		28886-1222	PLAN PUBLIC HEARING -	4	12/31/2022	67.01	.00	67.01	01/19/2023
		28886-1222	VILLAGE BOARD MINUTE	5	12/31/2022	116.90	.00	116.90	01/19/2023
Total 17232:						334.97	.00	334.97	
17233	THE UNIFORM SHOPPE	329114	UNIFORMS JACKETS	1	12/15/2022	1,183.70	.00	1,183.70	01/19/2023
Total 17233:						1,183.70	.00	1,183.70	
17238	ENVISIONWARE	INV-US-6289	EQUIPMENT MAINTENAN	1	01/01/2023	2,602.96	.00	2,602.96	01/19/2023
Total 17238:						2,602.96	.00	2,602.96	
17284	SCHEDULESPUS	2165	VENDOR PAYMENT	1	01/01/2023	840.00	.00	840.00	01/19/2023
Total 17284:						840.00	.00	840.00	
17510	CRANE, JONATHAN & LIS	012423	PROPERTY TAX OVERPA	1	01/24/2023	237.49	.00	237.49	01/19/2023
Total 17510:						237.49	.00	237.49	
17518	WITMER PUBLIC SAFETY	INV176646	AIR MASK BAG	1	01/06/2023	150.31	.00	150.31	01/19/2023
Total 17518:						150.31	.00	150.31	
17528	HGA	235810	LIFT STATION #2 SOLAR	1	01/06/2023	1,540.92	.00	1,540.92	01/19/2023
		235813	PUBLIC SAFETY CENTER	1	01/06/2023	6,561.25	.00	6,561.25	01/19/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17528:						8,102.17	.00	8,102.17	
17550	REED, STEPHANIE	012423	PROPERTY TAX OVERPA	1	01/24/2023	28.19	.00	28.19	01/19/2023
Total 17550:						28.19	.00	28.19	
17551	KRUK, SCOTT & KATHLE	012423	PROPERTY TAX OVERPA	1	01/24/2023	162.20	.00	162.20	01/19/2023
Total 17551:						162.20	.00	162.20	
17569	MCFARLAND ACE HARD	007560/1	PW SHOP SUPPLIES	1	01/05/2023	.35	.00	.35	01/19/2023
		007598/1	BRINE TRAILER	1	01/11/2023	19.77	.00	19.77	01/19/2023
		007605/1	PW SHOP SUPPLIES	1	01/12/2023	1.37	.00	1.37	01/19/2023
		007605/1	PW SHOP SUPPLIES	2	01/12/2023	.38	.00	.38	01/19/2023
		007605/1	PW SHOP SUPPLIES	3	01/12/2023	.38	.00	.38	01/19/2023
		007605/1	PW SHOP SUPPLIES	4	01/12/2023	.38	.00	.38	01/19/2023
		007608/1	PAD FELT	1	01/12/2023	3.59	.00	3.59	01/19/2023
		007614/1	LIFT 5 MAINTENANCE	1	01/13/2023	28.77	.00	28.77	01/19/2023
		007618/1	PW SHOP SUPPLIES	1	01/13/2023	4.46	.00	4.46	01/19/2023
		007618/1	PW SHOP SUPPLIES	2	01/13/2023	1.21	.00	1.21	01/19/2023
		007618/1	PW SHOP SUPPLIES	3	01/13/2023	1.21	.00	1.21	01/19/2023
		007618/1	PW SHOP SUPPLIES	4	01/13/2023	1.21	.00	1.21	01/19/2023
		007620/1	PARKS SUPPLIES	1	01/13/2023	18.86	.00	18.86	01/19/2023
		007622/1	KEYRING & HOOKS	1	01/13/2023	8.08	.00	8.08	01/19/2023
		007628/1	EQUIPMENT MAINTENAN	1	01/14/2023	21.32	.00	21.32	01/19/2023
		007645/1	CHIPPER MAINTENANCE	1	01/17/2023	24.73	.00	24.73	01/19/2023
		007645/1	CHIPPER MAINTENANCE	2	01/17/2023	6.75	.00	6.75	01/19/2023
		007645/1	CHIPPER MAINTENANCE	3	01/17/2023	6.75	.00	6.75	01/19/2023
		007645/1	CHIPPER MAINTENANCE	4	01/17/2023	6.75	.00	6.75	01/19/2023
		007660/1	PW SHOP SUPPLIES	1	01/18/2023	7.40	.00	7.40	01/19/2023
		007660/1	PW SHOP SUPPLIES	2	01/18/2023	2.01	.00	2.01	01/19/2023
		007660/1	PW SHOP SUPPLIES	3	01/18/2023	2.01	.00	2.01	01/19/2023
		007660/1	PW SHOP SUPPLIES	4	01/18/2023	2.01	.00	2.01	01/19/2023
Total 17569:						169.75	.00	169.75	
17593	FORCE AMERICA DISTRI	001-1695331	VEHICLE MAINTENANCE	1	01/03/2023	263.20	.00	263.20	01/19/2023
		001-1695331	VEHICLE MAINTENANCE	2	01/03/2023	71.78	.00	71.78	01/19/2023
		001-1695331	VEHICLE MAINTENANCE	3	01/03/2023	71.78	.00	71.78	01/19/2023
		001-1695331	VEHICLE MAINTENANCE	4	01/03/2023	71.78	.00	71.78	01/19/2023
Total 17593:						478.54	.00	478.54	
17685	INGRAM LIBRARY SERVI	62882267	BOOKS	1	12/30/2022	311.97	.00	311.97	01/19/2023
		62883163	BOOKS	1	01/05/2023	45.30	.00	45.30	01/19/2023
		62883221	BOOKS	1	01/05/2023	346.61	.00	346.61	01/19/2023
		62883590	BOOKS	1	01/06/2023	194.88	.00	194.88	01/19/2023
		67556034	BOOKS	1	12/29/2022	515.02	.00	515.02	01/19/2023
Total 17685:						1,413.78	.00	1,413.78	
17761	CBS SQUARED, INC.	11075	TRAFFIC STUDY - EXCHA	1	01/10/2023	380.00	.00	380.00	01/19/2023
Total 17761:						380.00	.00	380.00	
17782	GFC LEASING - WI	100789022	COPIER LEASE	1	12/31/2022	181.93	.00	181.93	01/19/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17782:						181.93	.00	181.93	
17786	ALPHAGRAPHICS	143215	DISC GOLF 2023 PERMIT	1	01/18/2023	1,050.40	.00	1,050.40	01/19/2023
Total 17786:						1,050.40	.00	1,050.40	
17808	SCHULZ, SCOTT & CHRI	012423	PROPERTY TAX OVERPA	1	01/24/2023	815.25	.00	815.25	01/19/2023
Total 17808:						815.25	.00	815.25	
17816	RAVE WIRELESS, INC.	INV-49913	RAVE EMERGENCY NOTI	1	12/23/2022	6,120.00	.00	6,120.00	01/19/2023
Total 17816:						6,120.00	.00	6,120.00	
17834	HUGHES, LARRY & MART	010923	REFUND OVERPAYMENT	1	01/09/2023	101.16	.00	101.16	01/19/2023
Total 17834:						101.16	.00	101.16	
17868	CHARLESWORTH, CASE	010923	REFUND OVERPAYMENT	1	01/09/2023	116.60	.00	116.60	01/19/2023
Total 17868:						116.60	.00	116.60	
17881	MACQUEEN EMERGENC	P10513	GAS CYLINDER	1	01/13/2023	403.49	.00	403.49	01/19/2023
Total 17881:						403.49	.00	403.49	
17908	BADGER METER	80116627	CELLULAR SERVICE UNI	1	12/29/2022	803.08	.00	803.08	01/19/2023
		80116627	CELLULAR SERVICE UNI	2	12/29/2022	803.07	.00	803.07	01/19/2023
Total 17908:						1,606.15	.00	1,606.15	
17909	SHORT ELLIOTT HENDRI	439171	MUNICIPAL CENTER MAS	1	01/09/2023	7,875.00	.00	7,875.00	01/19/2023
Total 17909:						7,875.00	.00	7,875.00	
17953	RES GREAT LAKES, LLC	IN33705	CONSERVANCY MANAG	1	01/04/2023	6,393.25	.00	6,393.25	01/19/2023
Total 17953:						6,393.25	.00	6,393.25	
17989	LRS HOLDINGS, LLC	0003315091	PORTABLE RESTROOM	1	01/12/2023	1,229.00	.00	1,229.00	01/19/2023
Total 17989:						1,229.00	.00	1,229.00	
18022	CITY OF STOUGHTON	0000004303	RANGE FEES	1	11/16/2022	130.80	.00	.00	Multiple
		0000004303	RANGE FEES	2	11/16/2022	130.80-			
Total 18022:						.00	.00	.00	
18053	HALVERSON, JILL	012423	PROPERTY TAX OVERPA	1	01/24/2023	237.49	.00	237.49	01/19/2023
Total 18053:						237.49	.00	237.49	
18066	CHC CONSULTING/CONG	120622	REFUND FOR FRONTIER	1	12/06/2022	1,438.50	.00	1,438.50	01/19/2023
		120822	REFUND FOR FRONTIER	1	12/08/2022	450.20	.00	450.20	01/19/2023
		121922	REFUND FOR FRONTIER	1	12/19/2022	119.10	.00	119.10	01/19/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 18066:						2,007.80	.00	2,007.80	
18068	SIMPLE NETWORK CON	29224	MANAGED IT PROVIDER,	1	01/06/2023	7,012.50	.00	7,012.50	01/19/2023
Total 18068:						7,012.50	.00	7,012.50	
18069	JOHNSON, COREY	010323	UNIFORM ALLOWANCE -	1	01/03/2023	290.12	.00	290.12	01/19/2023
Total 18069:						290.12	.00	290.12	
18070	GEARGRID CORPORATI	0022418-IN	PSC BUILDING ITEMS	1	12/28/2022	1,540.00	.00	1,540.00	01/19/2023
Total 18070:						1,540.00	.00	1,540.00	
18071	REAL PROPERTY MANA	010923	REFUND OVERPAYMENT	1	01/09/2023	56.50	.00	56.50	01/19/2023
Total 18071:						56.50	.00	56.50	
18072	SULLIVAN, JAMES & JAC	010923	REFUND OVERPAYMENT	1	01/09/2023	34.51	.00	34.51	01/19/2023
Total 18072:						34.51	.00	34.51	
18073	VH ROSEWOOD FIELDS	010923	REFUND OVERPAYMENT	1	01/09/2023	144.95	.00	144.95	01/19/2023
		012423	PROPERTY TAX OVERPA	1	01/24/2023	1,342.20	.00	1,342.20	01/19/2023
Total 18073:						1,487.15	.00	1,487.15	
18074	BUSJAHN, CARL	011123	REFUND OVERPAYMENT	1	01/11/2023	106.37	.00	106.37	01/19/2023
Total 18074:						106.37	.00	106.37	
18075	FRANGESCH, STEFAN	011223	REFUND OVERPAYMENT	1	01/12/2023	98.00	.00	98.00	01/19/2023
Total 18075:						98.00	.00	98.00	
18076	FOUR LAKES BOCCE AS	011923	BOCCE 2022 PAYMENT	1	01/19/2023	400.00	.00	400.00	01/19/2023
Total 18076:						400.00	.00	400.00	
18077	VANDERBILT, TIMOTHY &	012423	PROPERTY TAX OVERPA	1	01/24/2023	8,243.41	.00	8,243.41	01/19/2023
Total 18077:						8,243.41	.00	8,243.41	
18078	NEAL, KEANNA	012423	PROPERTY TAX OVERPA	1	01/24/2023	4,238.72	.00	4,238.72	01/19/2023
Total 18078:						4,238.72	.00	4,238.72	
18079	CONRAD, STEPHAN & LA	012423	PROPERTY TAX OVERPA	1	01/24/2023	7,366.96	.00	7,366.96	01/19/2023
Total 18079:						7,366.96	.00	7,366.96	
18080	EILBES, JEFFREY & ANG	012423	PROPERTY TAX OVERPA	1	01/24/2023	237.49	.00	237.49	01/19/2023
Total 18080:						237.49	.00	237.49	
18081	HURLEY, GERALYN	012423	PROPERTY TAX OVERPA	1	01/24/2023	237.49	.00	237.49	01/19/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 18081:						237.49	.00	237.49	
18082	RICHARDSON, ERICH	012423	PROPERTY TAX OVERPA	1	01/24/2023	84.00	.00	84.00	01/19/2023
Total 18082:						84.00	.00	84.00	
18083	WELLS, JENNY	012423	PROPERTY TAX OVERPA	1	01/24/2023	237.49	.00	237.49	01/19/2023
Total 18083:						237.49	.00	237.49	
18084	BURNS, DANIEL & NICOL	012423	PROPERTY TAX OVERPA	1	01/24/2023	237.49	.00	237.49	01/19/2023
Total 18084:						237.49	.00	237.49	
18085	BURKE, DANIEL & RENE	012423	PROPERTY TAX OVERPA	1	01/24/2023	237.49	.00	237.49	01/19/2023
Total 18085:						237.49	.00	237.49	
18086	MICHELS, JONATHAN & B	012423	PROPERTY TAX OVERPA	1	01/24/2023	237.49	.00	237.49	01/19/2023
Total 18086:						237.49	.00	237.49	
Grand Totals:						9,352,291.	.00	9,352,291.	

Report Criteria:

Detail report type printed

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 24, 2023

SECTION: Consent Agenda

DEPARTMENT: Fire/EMS

CONTACT: Chris Dennis, Fire/Rescue Chief

AGENDA ITEM: Motion to approve an updated Medical Direction Contract with Madison Emergency Physicians (MEP) and the Village of McFarland for MEP to provide medical direction for Emergency Medical Services contingent upon review by the Village Attorney.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Fire & Rescue Department is preparing to begin providing paramedic-level service on February 1st. With the service level being upgraded from advanced EMT to paramedic-level additional medical direction oversight and training are required to be provided by our medical direction. The contract is being updated to reflect the medical direction team providing the additional services. Staff worked with our medical director on providing a stepped fee schedule in the contract that allows for the additional cost to remain within the 2023 budgeted amount.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. DRAFT_McFarland Fire and Rescue Medical Director Contract 2023

MEDICAL DIRECTOR AGREEMENT

THIS MEDICAL DIRECTOR AGREEMENT (“Agreement”) is effective as of **February 1, 2023** (the “Effective Date”), by and between MADISON EMERGENCY PHYSICIANS, S.C. (“Provider”) and the **Village of McFarland**, a Wisconsin municipal corporation (“Recipient”).

RECITALS

WHEREAS, Provider is comprised of physicians licensed to practice medicine in the State of Wisconsin who specialize in providing emergency services;

WHEREAS, Recipient operates an emergency medical service for which Recipient is required to engage a qualified medical director to provide medical direction in all matters relating to emergency medical services that requires the administrative services of a competent and qualified emergency medicine physician providing EMS Medical Direction, leadership and education (the “Program”);

WHEREAS, Recipient desires to engage Provider, as an independent contractor, to provide a designated Provider employee (“Physician”), to serve as the Medical Director of the Program and to provide certain services described herein (“Medical Director Services”).

NOW, THEREFORE, in consideration of the promises and the mutual agreements and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by Provider and Recipient (collectively, “Parties” and individually, “Party”), the Parties agree as follows:

1. Services.

1.1 Services to Be Provided by Provider. Provider shall provide the physician employee designated on Exhibit A to serve as the Medical Director of the Program and perform the Medical Director Services set forth on Exhibit B, both of which exhibits are attached hereto and incorporated herein by this reference.

1.2 Services to Be Provided by Recipient. Recipient shall provide all the space, supplies, equipment, furniture and fixtures as may be deemed reasonably necessary by Provider and/or Physician for the proper operation and conduct of the Program and to facilitate Physician in providing Medical Director Services. Recipient may employ or contract with personnel necessary to provide support services to Physician to aid in the performance of Medical Director Services; such personnel shall remain under the direction and control of Recipient and Recipient shall have the sole right to hire, fire, and/or discipline such personnel.

1.3 Replacement of Physician. Provider may from time to time modify Exhibit A by designating a new physician employee who shall fulfill Provider’s obligations hereunder, provided that Provider shall not change such designation more than once annually, except in cases of unforeseen circumstances (including, but not limited to, Physician’s death or long-term disability), or at Recipient’s written direction, without obtaining Recipient’s prior approval of the newly-designated Physician. The term “Physician” as used herein shall refer to the physician employee designated on Exhibit A and any of his/her designated successors.

1.4 Relationship of the Parties. Provider and Recipient are independent contractors, and this Agreement shall not constitute the formation of a partnership, joint venture, employment, principal/agent relationship, or master/servant relationship. The Parties further agree that neither Provider nor any Physician shall not be entitled to any sick leave, vacation pay, retirement, social security, disability, health and unemployment benefits, nor any other benefits offered to employees of Recipient. Recipient shall not have or exercise any control or direction over the professional judgment or methods by which Provider or any employees or agents of Provider, including any Physician, perform Medical Director Services pursuant to this Agreement. Neither Party shall have any expressed or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of the other Party, except as herein provided.

2. Term and Termination.

2.1 Term. This Agreement shall be effective on the Effective Date and continue for a period of two (2) years thereafter (the “Initial Term”), unless earlier terminated as provided below. The Parties shall review this Agreement prior to the end of the then-current term and, if mutually agreed upon by the Parties, extend the term of the Agreement for an additional one (1) year period (each a “Renewal Term”). The “Term” of this Agreement shall mean the Initial Term and all Renewal Terms. All such extensions shall be documented in writing and signed by the Parties prior to the expiration of the then-current term. In the event the Parties fail to appropriately document an extension, and Provider continues to provide Medical Director Services hereunder with the knowledge and consent of Recipient, the Term of this Agreement shall be deemed to be automatically extended on a day- to-day basis until terminated by either Party upon thirty (30) days’ prior written notice or as otherwise provided by an applicable termination provision of this Agreement.

2.2 Early Termination. The Parties may terminate this Agreement prior to the natural end of the Term as follows:

(a) Termination Upon Notice. Either Party may terminate this Agreement, for any reason, by providing at least sixty (60) calendar days’ prior written notice to the other Party.

(b) Termination for Breach. In the event of a material breach of this Agreement by one Party, the non-breaching Party may provide written notice of the breach and terminate this Agreement provided, however, that the breaching Party shall be afforded the opportunity to cure such breach, if curable, within thirty (30) days of its receipt of written notice of such breach. If the breaching Party, prior to expiration of such time period, has cured the breach, this Agreement shall remain in effect.

(c) Immediate Termination. This Agreement shall terminate immediately and automatically when:

(i) A receiver is appointed to take possession of all or substantially all of the assets of a Party, or a Party makes an assignment for the benefit of creditors, or a Party takes any action under any insolvency, bankruptcy, or reorganization act, or a Party otherwise ceases to do business; or

(ii) Either Party is excluded from participation in any federally funded healthcare program, including Medicare or Medicaid, as of the effective date of such exclusion.

(d) Termination Based on Survey Results. If Recipient is a skilled emergency medical service provider and subject to survey by any division of the Wisconsin Department of Health Services, Provider shall have the right, in its sole discretion, to immediately terminate this Agreement in the event that, upon review of annual survey results; (a) Recipient is designated as exhibiting “substandard Quality Care”; or (b) the number of Severity/Harm or Scope/Frequency deficiencies exceed the stated average and include one or more deficiencies which are designated as either “Immediate Jeopardy” or “Significant Correction” deficiencies.

3. Compensation.

3.1 Compensation Rate / Monthly Hours. As compensation for Provider providing Physician to act as the Medical Director of the Program and performing Medical Director Services pursuant to this Agreement, Recipient shall pay Provider at a rate of **\$1000.00 (one thousand dollars) per month** starting February 1, 2023 with an increase to **\$1400.00 (one thousand four hundred dollars) per month** starting January 1, 2024 with a 3% increase January 1st of every subsequent year for the term of agreement.

3.2 Fair Market Value / No Referrals. The Parties acknowledge that any compensation paid under this Agreement intended to reflect fair market value for Medical Director Services, and does not, nor shall it be modified to, take into account the volume or value of any referrals between the Parties. Nothing in this Agreement shall be construed as requiring or inducing any Party or, as applicable, any of its owners, directors, members, officers, employees, affiliates, or agents to refer any patients or business, reimbursable in whole or in part under any federal or state health care program, to the other Party. Provider and Physician shall be entitled to refer patients to any hospital or other healthcare provider deemed to be best qualified to deliver medical services to any particular patient.

3.3 Payment. Recipient shall pay in full, all compensation owed to Provider within fifteen (15) days following the date on which Provider or Physician submits Time Records (defined below) to Recipient. Recipient’s obligation to make payments under this Agreement is expressly contingent upon Provider or Physician submitting Time Records as required by Section 3.4, below.

3.4 No Other Payments. Provider expressly agrees that payments made pursuant to this Agreement constitute payment in full for Provider and Physician’s provision of Medical Director Services hereunder, and that Recipient shall not be responsible for directly compensating any Provider employees, or persons otherwise under contract with Provider, including any Physician, while this Agreement is in effect. Provider shall be solely responsible for making all deductions and withholdings which may be required by federal, state and local law for any Physician and to any Provider employee that may directly or indirectly assist in the provision of services under this Agreement.

3.5 Professional Fees Excluded. Any billing or collection of professional fees in connection with Medical Director Services shall be the sole responsibility of Provider. Recipient shall not collect professional fees on Provider’s behalf.

4. Performance of Services.

4.1 Physician Qualifications. Provider shall ensure that any Physician:

- (a) Is duly licensed as a physician in the State of Wisconsin;
- (b) Maintains all customary and appropriate narcotics and controlled substances numbers and licenses as required by federal, state, and local laws and regulations;
- (c) Be board-certified in Emergency Medicine or board-eligible in Emergency Medicine, so long as Physician is actively pursuing board certification, unless this requirement is waived in writing, in whole or in part, by Recipient;
- (d) Maintains good standing participation in the Medicare and Wisconsin Medicaid programs;
- (e) Has current certification in ACLS, unless Physician is certified by the American Board of Emergency Medicine or the American Osteopathic Board of Emergency Medicine, if Medical Director Services includes providing medical direction for an emergency medical services provider; and
- (f) Meets all of the qualifications of Wis. Admin. Code DHS 110.49(1) and/or any current or future requirements of EMS Medical Directors imposed by federal or Wisconsin law, if Medical Director Services includes providing medical direction for an emergency medical services provider.

4.2 Physician Standards. Physician shall provide Medical Director Services in accordance with: (i) currently approved methods and practices of the appropriate licensing authority for physicians and any other applicable state agency or organization governing physicians; (ii) the ethical and professional standards of the American Medical Association; (iii) all applicable federal, state and local laws and regulations; (iv) prevailing professional standards in the community, at the time such services are rendered; (v) those internal policies and procedures of Recipient which have been provided to Provider in writing, specifically noting their inclusion under this Section 4.2(v); and (vi) standards of any applicable licensing, regulatory, accrediting or certifying body made known to Provider in writing, specifically noting their inclusion under this Section 4.2(vi).

4.3 Recipient Qualifications / Standards. Recipient agrees that any of its employees and agents who assist Physician in providing Medical Director Services under this Agreement must, at all times, be qualified and in good standing with any applicable professional standards. Recipient's employees and agents shall provide assistance to Physician in a workmanlike manner and in accordance with, as applicable: (i) currently approved methods and practices of the appropriate licensing authority and any other applicable state agency or organization; (ii) ethical and professional standards; (iii) federal, state and local laws and regulations; and (iv) prevailing professional standards in the community, at the time such services are rendered.

5. Insurance / Claims / Liabilities.

5.1 Provider / Physician Coverage. Physician is an employee of Provider, and, in performing Medical Director Services under this Agreement, Physician will be acting within the scope

of Physician's employment with Provider. Provider shall, at its sole cost and expense, provide liability coverage for the acts or omission of acts of its employees, including Physician, which are committed within the scope of their employment. Upon Recipient's written request, Provider shall deliver copies of such policies to Recipient, and any modifications, extensions or renewals of such policies and shall, without request, promptly provide Recipient with a copy of any notification from an insurance carrier that a policy will be canceled.

5.2 Recipient Coverage. Recipient, at its sole cost and expense, shall procure and maintain in full force and effect throughout the Term of this Agreement, such policies of general liability, professional liability and other insurance as shall be necessary to insure Recipient and its employees and agents against any claim(s) for damages arising by reason of personal injuries or death occasioned directly or indirectly in connection with the performance of any service by Recipient, the use of any property and facilities or equipment provided by Recipient and the activities performed by Recipient in connection with the Agreement.

5.3 Claims Notification. Each Party shall promptly notify the other in the event it has reason to believe a claim may exist against the other Party, or any Physician, related to the services provided under this Agreement. Notification under this section shall be for information purposes only and shall not substitute for the statutory notification and claim procedures of Sections 893.80 and/or 893.82 of the Wisconsin Statutes, if and as applicable.

5.4 Mutual Indemnification / Hold Harmless. To the extent permitted by law and except as may be limited by Section 5.5, below, each Party shall indemnify and hold harmless the other Party, its directors, officers, employees (including Physician), agents, affiliates, successors, and assigns from and against all claims, causes of action, suits, demands, liabilities, damages, penalties, judgments, and expenses (including, without limitation, reasonable attorney fees) arising out of or resulting from: (a) its breach of the representations, warranties, covenants, or agreements contained in this Agreement by the indemnifying Party; (b) its violation of applicable federal, state, or local laws, rules, or regulations; or (c) any action, claim, suit, or proceeding brought by any third party arising from any of its acts or omissions or acts or omissions of the indemnifying party's employees or agents. Nothing in this Agreement shall be deemed to waive the damages limitations available to either party in such third-party action under §893.80, Wis. Stats.

5.5 Immunity. Nothing in this Agreement is intended to amend, abrogate, or waive the right of either Party to claim immunity for acts or omissions undertaken under this Agreement, including but not limited to governmental/sovereign immunity and/or the civil immunity afforded to medical directors reviewing the performance of emergency medical services practitioners under Wis. Stat. § 146.37.

6. Confidentiality / Records.

6.1 Confidentiality. Neither Party will disclose confidential or proprietary information relating to the other Party's operations (such as strategic plans, business plans, financial information, volume data, etc.) which has been identified by one Party in writing to the other Party as confidential or proprietary, except as consented to or requested by the Party or as required by law, in which case, the Party legally compelled to disclose the information shall, as soon as practicable, inform the other Party of such circumstances.

6.2 Public Records Law. In the event that Recipient is an entity subject to Public Records Law, and a request for materials containing the financial terms of this Agreement, or other data, information, or materials identified by Provider in writing as confidential or proprietary is made to Recipient or Recipient's officials or employees pursuant to applicable Public Records Law, Recipient agrees to provide notice to Provider and allow Provider five (5) business days to identify those materials or parts of materials which Provider believes should be exempt from disclosure and kept confidential. If Recipient does not agree that such records need not be disclosed, they will provide Provider with notice and an additional five (5) business days for Provider to seek protection against disclosure from a court of competent jurisdiction. If Provider receives a public record request for any documents or information arising out of the performance of services under this Agreement, it shall not respond to the request, but shall immediately forward the request to Recipient. Upon request from Recipient, Provider shall reasonably cooperate in producing the information or data to fulfill a public record request related to this Agreement. If Recipient receives a request under the Public Records Law for documents relating to the performance of this Agreement that are in the exclusive possession of Provider, Provider shall promptly provide such documents to Recipient upon request, along with any claim of confidentiality as described above.

6.3 Access to Records. Until the expiration of four (4) years after the furnishing of services described herein by Provider and its employed and contracted health care professionals, upon proper demand and with the prior written consent of Recipient, Provider shall make available to the Secretary of the U.S. Department of Health and Human Services, the Comptroller General of the United States, or any of their duly authorized representatives, this Agreement, and such books, documents and records of Provider as are necessary to certify the nature and extent of the cost or value of services provided hereunder. If Provider carries out any of its duties hereunder pursuant to a subcontract, and if the services provided pursuant to said subcontract have a value or cost of Ten Thousand Dollars (\$10,000.00) or more over a twelve (12) month period, and such subcontract is with a related organization, such subcontract shall contain a clause requiring the subcontractor to retain and allow access to its records on the same terms and conditions as required of Provider by this Section 6.3. This Section 6.3 shall be null and void should it be determined that Section 1861(v)(1)(I) of the Social Security Act, as amended, is not applicable to this Agreement.

6.4 Privacy / HIPAA. The Parties acknowledge all state and federal statutes and regulations regarding the privacy and security of patient health information, including but not limited to all such regulations under the Health Insurance Portability and Accountability Act of 1996. The Parties agree to protect the privacy and security of all patient health information in accordance with and as established by all such statutes and regulations.

7. Miscellaneous.

7.1 Notices. Any notice or communication required or permitted to be given under this Agreement shall be served personally, sent by United States certified mail, or sent by email to the following address:

If to Recipient:	McFarland Fire and Rescue Attn: Chris Dennis, Chief 5915 Milwaukee St. McFarland, WI 53558
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If to Provider:

Madison Emergency Physicians, S.C.
Attn: Michael Foley, MD
President & CEO
Suite A404
700 South Park Street
Madison, WI 53715

Any change to the notice address listed above must be given to the other party in the same manner as described in this section. The date of notice shall be the date of delivery if the notice is personally delivered or the date of mailing if the notice is sent by United States certified mail. Each Party agrees to maintain evidence of the respective notice method utilized.

7.2 Entire Agreement. This Agreement constitutes the entire agreement between the Parties and supersedes all prior proposals, negotiations, representations, communications, writings and agreements between the Parties with respect to the subject matter hereof, whether oral or written. This Agreement may only be amended or modified by a subsequent written agreement between duly authorized representatives of the Parties. This Agreement shall be binding on the Parties, their successors, and permitted assigns.

7.3 Exclusivity. This Agreement is nonexclusive as to both of the Parties, and shall not interfere with the right of either Party to enter a similar agreement with other parties.

7.4 Assignment. No Party may assign any of its rights, duties or obligations under this Agreement without the prior written consent of the other Parties.

7.5 Governing Law and Venue. This agreement shall be governed by and interpreted under the laws of the State of Wisconsin. Venue of any action initiated by either Party shall be in Dane County, Wisconsin.

7.6 Waiver. Waiver by a Party of breach or noncompliance with any term or condition of this Agreement can be accomplished only by a specific written agreement and shall not operate as or be construed to be a waiver of any subsequent breach or noncompliance.

7.7 Severability. If any provision or any part of any provision of this Agreement shall be determined to be void, illegal, invalid or unenforceable, this determination shall not affect the remainder of this Agreement, which shall continue in full force and effect in accordance with its remaining terms.

7.8 Marketing. Recipient agrees to obtain advance written approval from the Provider's President, before referring to Provider or any Provider actor (including but not limited to Physician) in any advertising or other promotional materials, in any medium.

7.9 Non-Discrimination. Neither Party shall differentiate or discriminate in the provision of medical services on the basis of race, color, national origin, ancestry, religion, sex, marital status, sexual orientation, age, medical condition, medical history, genetics, evidence of insurability, or claims history, in violation of any applicable state, federal, or local law or regulation, or other rules or policies, including, without limitation, the Age Discrimination Act of 1975, the Americans with Disabilities Act, and all regulations issued pursuant thereto and as may be amended from time to time. As

applicable, Provider and Recipient shall be in full compliance with Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the 1964 Civil Rights Act, and all regulations issued pursuant thereto and as may be amended from time to time.

7.10 Counterparts. This Agreement may be executed electronically and in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be duly executed as of the date written below.

RECIPIENT
Village of McFarland

Carolyn A. Clow
Village President

Signature Date: _____

Attest: _____
Cassandra Suettinger, Clerk-Treasurer

PROVIDER
Madison Emergency Physician, S.C.:

Michael J. Foley, MD
President & CEO

Signature Date: _____

EXHIBIT A
DESIGNATED PHYSICIAN

The following physician employee(s) of Provider shall serve as Medical Director and provide Medical Director Services under this Agreement unless and until a substitute is appointed pursuant to the provisions of Section 1.3 of the Agreement:

Kacey Kronenfeld, MD (Primary)
John Aguilar, MD (Associate)

EXHIBIT B

MEDICAL DIRECTOR SERVICES

The Medical Director shall have primary responsibility for ensuring that the professional and administrative activities provided within the Recipient's emergency services line are provided in accordance with all federal, state and local laws, applicable policies and procedures and all quality of care initiatives.

EXAMPLES OF SERVICES NOT SPECIFIC TO EMS:

- Serve as patient advocate and maintain liaison with area hospitals, emergency departments, physicians, pre-hospital providers and nurses
- Provide quarterly updates to Recipient's leadership team
- Assist in the coordination of research projects and their implementation
- Establish, implement, revise and authorize the use of system-wide protocols, policies, standing orders, and procedures for all patient care
- Provide off-line medical direction services to include review, and approval of the service protocols, quality improvement reviews
- Set and ensure compliance with patient-care standards

EXAMPLES OF SERVICES SPECIFIC TO EMS:

- Interact with regional, state and local EMS authorities to ensure standards, needs and requirements are met and resource utilization is optimized
- Assist EMS services in developing, implementing, evaluating, and supervising a continuous, system and patient quality improvement program in accordance with the state and federal regulations
- Participate in educational programs for EMS services
- Advise and assist in the planning and implementation of new or expanded EMS service programs that promote the public welfare
- Review EMS reports and run sheets
- Maintain and continue education appropriate for the EMS Medical Director, administrative staff, communication and patient care personnel
- Maintain education and proficiency testing for members of EMS services
- Provide medical advisory services related to the first responder programs
- Establish the procedures or protocols for non-transport of patients
- Establish criteria for initial emergency response and determine patient destination
- Develop professional relationships with other local EMS services
- Ensure the qualifications of EMS providers are maintained on an ongoing basis
- Recommend certification, recertification and decertification of EMS providers to the appropriate certifying agency

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 24, 2023

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Kong Thao, Associate Planner, Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Motion to approve submittal of two OEI Energy Innovation Grant Program Applications for a joint comprehensive energy plan with McFarland School District and Battery Storage Systems to be located at the Public Safety Center as recommended by the Sustainability and Natural Resources Committee.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Public Service Commission of Wisconsin's Office of Energy Innovation (OEI) is accepting applications for their Energy Innovation Grant Program (EIGP). The EIGP supports the mission of the OEI by supporting a wide variety of energy projects. Annually, the Commission determines the scope of the program, including eligible applicant types and activity categories, allocating up to a total of \$10 million in grant funds. The application instructions can be reviewed through their website in the link provided.

<https://psc.wi.gov/Pages/ServiceType/OEI/EnergyInnovationGrantProgram.aspx>

The Community & Economic Development Department is applying for two grants in two separate categories. One grant application will be in partnership with the McFarland School District for a comprehensive energy plan. The second application includes grant funding for battery storage systems at the Public Safety Center. The grant funding will go towards supporting energy resilience and sustainable integration throughout the Village. Pursuit of these two grant applications furthers the Village's energy goals and sustainability planning.

Joint Village and School District Comprehensive Energy Plan

This is a joint application between the Village and McFarland School District for a comprehensive energy plan. The proposed energy plan will include an energy audit of all existing buildings, (i.e. Schools, Municipal Center, Lift Stations, park buildings, etc.) and provide sustainable solutions to reduce energy consumption and increase on-site renewable energy generation. The energy plan will also provide guidance for new construction projects in the Village and District. The District submitted a similar grant application in 2022 but was not awarded funding. The Village's Sustainability Plan identifies a near-term action item to *Conduct energy audits of all municipal facilities to identify potential energy efficiency improvements*. Rather than each entity submitting separate planning applications, staff from both the Village and District are recommending a joint planning application. Prior grant funding cycles have included



similar government partnerships for this type of project.

Public Safety Center Battery Storage

The second grant application is for battery storage system installation at the new Public Safety Center. The building was designed to be battery storage ready, but due to cost implications a battery system was not included in the final bid for the project. A battery storage system will improve the ability to power the building during periods of low sunlight and potentially safeguard the operation and resiliency of our public safety services during times of outages in the energy grid. During a sunny day, the battery system can be used to store excess solar energy production that would normally be sold back to the utility at a reduced rate. This stored energy could be used later during night or peak utility cost times. During a cloudy day, the battery system can be used to shave a utility peak that would increase demand costs. The battery can use stored solar energy or off peak energy to be used when electric utility costs are at their highest, and manage the demand charges that a facility will incur. Batteries can also increase electric resiliency by providing back-up electric power during loss of building utility grid connection (Level 1 microgrid). These battery systems can be used in tandem with a conventional dual fuel gas generator, or as a standalone means of providing emergency power during an electric utility outage.

Summary of Application Timeline

1. Public Service Commission accepting applications on 11/02/22
2. Discussion and action by the Sustainability & Natural Resources Committee on submittal (1/09/23)
3. Village Board Meeting on 1/24/2023 for authorization to submit applications
4. Application Deadline on January 30, 2023 4:00 PM CT
5. PSC screening committee evaluation - February 2023
6. PSC determination of 2022 EIGP Awards - March 2023

FINANCIAL/BUDGET IMPACT:

Joint Comprehensive Energy Plan - The OEI grant program provides up to \$100,000 in grant funding, with no required local match, for Comprehensive Energy Planning projects involving two eligible applicants. The Village and District are requesting \$90,000 for the project and will match \$5,000 each. The total for the project will be \$100,000. Staff are suggesting a local match of \$5,000 each to improve the likelihood of receiving funding as the program is highly competitive. Funding for this match is provided in the Village's 2023 Capital Budget.

Public Safety Center Battery Storage - In 2021, Village's energy consultant provided an estimate for the battery system of \$450,000. Within the OEI EIGP's Activity 1: Renewable Energy and Energy Storage Systems, installation or upgrade of a battery storage system includes a maximum grant request of \$250,000. Activity 1 also includes a maximum grant request of \$750,000 for Level 1 Microgrid Implementation for Community Resilience Centers (CRC), which includes locations designated by a municipality, county or State for the distribution of emergency services during extended grid outages. Staff is working with our energy consultant to obtain an updated cost estimate for the battery system. Likely, the Village will need to provide a matching local cost share of in the range of \$100,000-\$200,000. This match is contemplated in the Village's 2023 Capital Budget. The Village will provide supplementary funding through a combination of



unallocated construction contingency funds under the Village's current project borrowing, proceeds from interest income on the current borrowing, additional proceeds from Focus on Energy Incentives received, and IRA tax rebates.

VILLAGE PLAN REFERENCE:

2022/2023 McFarland Strategic Implementation Plan - Goal B (Public Infrastructure), Action iv...*Completion of a Village wide energy audit and planning to implement energy efficiencies within operations* and Action v... *Proceed with OEI Grant to install battery storage at Public Safety Center for excess power created in solar array.*

Sustainability Plan, 2021 - The proposed grant applications are consistent with what is included in the Energy Actions, Near-Term Actions, page 15.

- *Conduct energy audits of all municipal facilities to identify potential energy efficiency improvements.*
- *Establish a policy requiring all major remodeling of municipal buildings and any new municipal buildings include energy efficiency measures.*

Both grant applications also support the following energy goal from the Sustainability Plan, page 14:

- *Municipal Percentage of Total Energy Consumed Generated from Renewables per Year: 50% by 2030 & 100% by 2040.*

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion to recommend to the Village Board submittal of two OEI Energy Innovation Grant Program Applications for a joint comprehensive energy plan with McFarland School District and Battery Storage Systems to be located at the Public Safety Center, 6001 Broadhead St, McFarland, WI

ATTACHMENTS:

None

**VILLAGE OF
McFarland**
SUMMARY SHEET

MEETING DATE: Tuesday, January 24, 2023

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Motion to approve Ordinance 2022-19, an ordinance rezoning certain lands at Grand View Outlot 1 from CO Conservancy to R-1 Single Family Residence to accommodate reconstruction of Lift Station No. 2. located at 6407 Pheasant Run as recommended by the Plan Commission.

PREVIOUS ACTION:

December 20, 2022 - Plan Commission held a public hearing for this item.

January 17, 2023 - Plan Commission unanimously recommended approval.

ISSUE SUMMARY:

The Village of McFarland is proposing to reconstruct the existing sanitary sewer Lift Station #2, located at 6407 Pheasant Run, at the western entrance of the Grandview Trail in Grandview Park. In order to accommodate additional space for the lift station, the Village is proposing to add approximately 3,409 square feet to the existing parcel, extending the east lot line to become linear with the rear lot line of 6405 Pheasant Run. Refer to the associated proposed Certified Survey Map (CSM) in the packet. The rezone affects only the additional space being added to the lift station parcel from Grand View Outlot 1. Current zoning for the additional space is CO, Conservancy, and will be rezoned R-1 Single Family Residence to be consistent with the current zoning of the lift station property. The parcel for lift station #2 and the adjacent parcel to the east, Grand View Outlot 1, are owned by the Village. The Village Engineer is currently designing the new lift station structure for Village Board approval. Prior to bidding the project, a separate site design review permit application will be submitted for approval by the Plan Commission.

Existing Property

The current zoning for Lift Station #2 is R-1, Single Family Residence and is approximately 8,672 square feet. The adjacent properties to the west include 6407 and 6409 Fox Run. To the north is 6405 Pheasant Run. The three mentioned properties are zoned R-1, Single Family Residence and include a detached single-family home. The adjacent property to the east is Grand View Outlot 1 and is zoned CO, Conservancy. The property adjacent to the south is 39.27 acres and zoned Farmland Preservation. This area is largely undeveloped and located in the Town of Dunn.

Staff Comments

No items of concerns from the Village Engineer, Police Chief, Fire Chief or Director of Public Works.



Public Comments

The Department did not receive any public comments regarding this request prior to publication of the meeting packet.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

Comprehensive Plan, 2017- Map 6, Future Land Use, identifies the lift station as Public Lands, Recreation, and Environmental Corridor. The proposed rezone is consistent with the current zoning of the lift station and surrounding single family homes. Figure 4-1: Future Land Use Categories and Policies provides the following description for Public Lands, Recreation, and Environmental Corridors. The description is consistent with the current use of the property: *"Publicly owned lands used for recreation, natural areas, stormwater management areas, or cemeteries. Also includes continuous systems of open space that include environmentally sensitive lands, natural resources, and endangered or threatened species habitat intended for long-term open space, whether or not in public ownership. See CARPC environmental corridor maps by clicking here in digital versions. Future parks may also be on lands mapped under other future land use categories."*

ORDINANCE REFERENCE:

Division 4. - Changes and Amendments to the Zoning Code

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion, second, to approve Ordinance 2022-19, an ordinance rezoning certain lands at Grand View Outlot 1 from CO Conservancy to R-1 Single Family Residence to accommodate reconstruction of Lift Station No. 2. located at 6407 Pheasant Run. Rezone requested by the Village of McFarland.

ATTACHMENTS:

1. 6407 Pheasant Run Lift Station2 Plan Commission Application_11.05.22
2. 2022-19 Ordinance to rezone certain lands at 6407 Pheasant Run
3. McFarland Comprehensive Plan_Map 6_Future Land Use
4. Figure 4.1(page 37)



Plan Commission Application – 2022

~Application must be completed in full~

Applicant - Owner	Village of McFarland Public Works	Applicant's Agent	Town & Country Engineering, Inc.
	Jim Hessling	Name	Brian Berquist, P.E.
Address	5115 Terminal Drive McFarland, WI 53558	Address	6264 Nesbitt Road Madison, WI 53719
Email	jim.hessling@mcfarland.wi.us	Email	brian@tcengineers.net
Phone #	608-838-7287	Phone #	(608) 273-3350
Fax #	---	Fax #	---

Parcel No(s). 061002352393

Type of Proposal – Please check boxes below that apply

Requires Public Hearing (Class One)	FEES	Requires Public Hearing (Class Two)	FEES	Public Hearing Not required	FEES
☐ Preliminary Plat	\$500+AF	☐ Conditional Use	\$425+F	☐ Annexation	At cost
☐ Preliminary Plat (reapplication)	\$500+BF	☒ Rezoning (map)	\$475+F	☐ Dev. Agreement Including Addendums	\$400 F
☒ Certified Survey Map	\$300+FG	☐ Zoning Amendment (text)	\$475 +F	☐ Final Plat	\$500 +CF
☐ Condominium	\$300+EF	☐ USA/MMSD Annexation	At cost	☐ Final Plat (reapplication)	\$400 +DF
☐ Comprehensive Plan Amendment	\$500+F			☐ Site/Design Review	\$400 + F

+ = Plus publication and notification charges

A = Plus \$50.00 per lot

B = Any preliminary plat which has previously been reviewed/revised within the last 36 months

C = Plus \$50.00 for each lot within the final plat

D = Any final plat which has been previously reviewed or/ revised within the last 36 months

E = Plus \$40.00 for each unit shown

F = Plus actual legal, engineering and financial consulting costs incurred by the Village

G = Plus \$25.00 per lot for two or more lots.

Escrow Deposits
(covers costs for outside consultants; e.g., engineers, attorneys, etc.)

☐ R-E, R-3 & PD (up to 50 acres)	\$5,000
☐ R-E, R-3 & PD (greater than 50 acres)	\$10,000
☐ Site/Design Review (less than 2,000 sq. ft.)	\$1,000
☐ Site/Design Review (2,000 sq. ft. or more)	\$2,000
☐ All Plats including condominiums	\$5,000

Nature of the development proposal: Must provide address of proposed development, legal description, current zoning and description of proposal/request. (Attach additional paper if needed)

Village will be reconstructing Lift Station 2 due to corrosion in the pump vault and to accommodate future growth. Current parcel is zoned R-1, with adjacent Village owned parcel zoned CO-Conservancy. The reconstruction will include installation of a permanent generator and supporting structure to reduce visibility and noise to neighbors, along with providing storage for sanitary sewer utility equipment. The request is to expand the R-1 parcel by moving the eastern lot line further east to allow for the new structure.

PLEASE READ AND SIGN AT THE BOTTOM ON THE REVERSE SIDE

Has this specific proposal been previously discussed or acted upon by the Plan Commission?

☐ YES ☒ NO (If "yes" state the nature and the date(s) of the previous application.)

Submittal Requirements: One (1) hard copy 8 ½ x 11, except site plan sheets which should be 11 x 17, and one (1) electronic (pdf) copy. A completed in full application can be submitted to the Community Development Department (5915 Milwaukee Street, McFarland, WI 53558, community.development@mcfarland.wi.us), with fees included with submittal **by *NOON of the deadline day**, according to the schedule below.

Village of McFarland Plan Commission 2022 Schedule

The Village of McFarland Plan Commission normally conducts meetings on the third Tuesday of each month, unless otherwise noted below at 7:00 p.m. at the McFarland Municipal Center in the Community Room. To ensure adequate time for staff review, and publication of legal notices; potential agenda item materials are required to be submitted per the schedule listed below.

*Submittal Deadline Noon on:

For Scheduled 2022 Meeting date of:

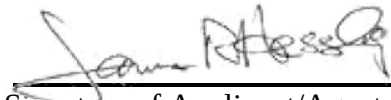
December 7 (2021)-----	January 18
January 11-----	February 21
February 8-----	March 21
March 8-----	April 18
April 5-----	May 17
May 10-----	June 21
June 7-----	July 19
July 5-----	August 16
August 9-----	September 20
September 6-----	October 18
October 4-----	November 15
November 8-----	December 20 (Pending)
December 6-----	January 17, 2023 (Pending)

Note, applications requiring a public hearing will be scheduled for a hearing according to the schedule above, with action considered at the next scheduled Plan Commission meeting following the public hearing. Applicants are encouraged to contact the Community & Economic Development Director for a pre-application meeting to review the project and submittal requirements prior to submitting an official application.

Acknowledgements:

- I understand failure to provide required materials/information/fees by the submittal deadline can result in this application being withdrawn for consideration by the Plan Commission. Materials submitted for review after the submittal deadline date, or incomplete submittals, may be held over until the next scheduled meeting.
- I understand any fees not paid for (i.e. legal notices, mailings, consultant review costs, etc.) will require any permits to be withheld until all payments are made in full. In addition, all application fees are non-refundable.
- I understand Plan Commission applications requiring a Public Hearing will not be acted on the same night as the Public Hearing.

X



Signature of Applicant/Agent

11/7/2022

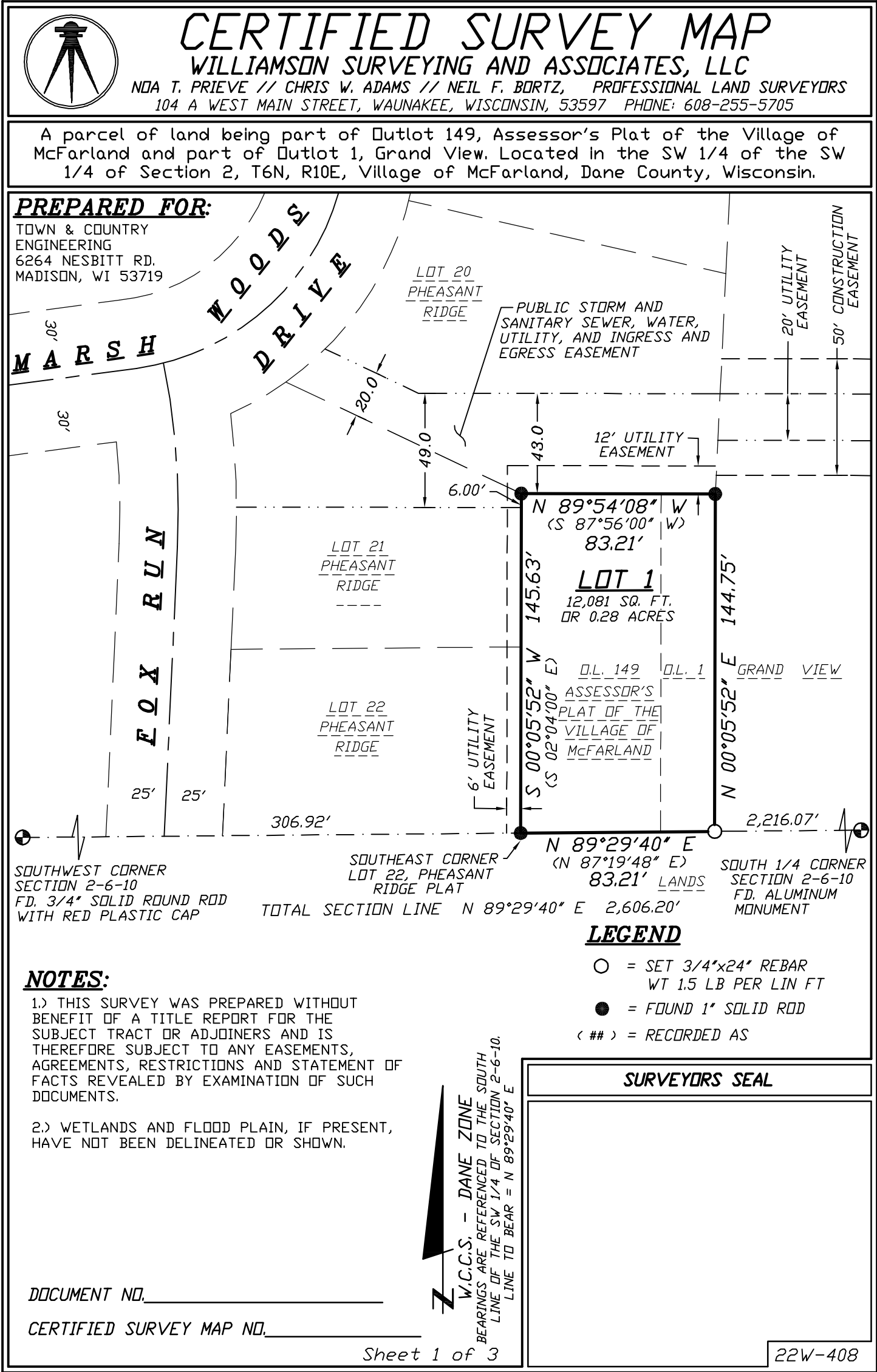
Date

Lift Station #2 Rezone. A metes and bounds description of the area in the requested changed from CO to R-1:

Commencing at the southwest corner of Outlot 1 of the Grand View Plat of the Village of McFarland in the Village of McFarland, Dane County, Wisconsin, also being the point of beginning;

Thence N 89deg29min40sec E 23.21 feet; thence N 00deg05min52sec E 144.75 feet; thence S 89deg29min40sec W 23.21 feet; thence S 00deg05min52sec W 144.99 feet to the point of beginning.

Exhibit A, Ordinance 2022-19





CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

NOA T. PRIEVE // CHRIS W. ADAMS // NEIL F. BORTZ, PROFESSIONAL LAND SURVEYORS
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

A parcel of land being part of Outlot 149, Assessor's Plat of the Village of McFarland and part of Outlot 1, Grand View. Located in the SW 1/4 of the SW 1/4 of Section 2, T6N, R10E, Village of McFarland, Dane County, Wisconsin.

SURVEYOR'S CERTIFICATE

I, Noa T. Prieve, Professional Land Surveyor hereby certify that this survey is correct to the best of the professional surveyor's knowledge and belief and is in full compliance with the provisions of Chapter A-E 7 and Chapter 236.34 Wisconsin Statutes, the subdivision regulations of the Village of McFarland, and by the direction of the owners listed below, I have surveyed, divided, and mapped a correct representation of the exterior boundaries of the land surveyed and the division of that land, being part of Outlot 149, Assessor's Plat of the Village of McFarland, recorded in the Dane County Register of Deeds Office in Volume 14 of Plats, Pages 16 through 27, as Document No. 824385 and part of Outlot 1, Grand View, recorded in the Dane County Register of Deeds Office in Volume 54 of Plats, Page 32, as Document No. 1824181. All located in the SW 1/4 of the SW 1/4 of Section 2, T6N, R10E, Village of McFarland, Dane County, Wisconsin, more particularly described as follows:

Commencing at the Southwest Corner of said Section 2; thence N 89°29'40" E along the south line of the Southwest 1/4, 306.92 feet to the southeast corner of Lot 22, Pheasant Ridge Plat and to the point of beginning.

Thence continue N 89°29'40" E along said south line, 83.21 feet; thence N 00°05'52" E, 144.75 feet to the southeast corner of Lot 20, Pheasant Ridge Plat; thence along the south and east lines of said Pheasant Ridge Plat for the next two courses N 89°54'08" W, 83.21 feet; thence S 00°05'52" W, 145.63 feet to the point of beginning. This parcel contains 12,081 sq. ft. or 0.28 acres thereof.

Williamson Surveying and Associates, LLC
by Chris W. Adams

Date _____

Noa T. Prieve S-2499
Professional Land Surveyor

SURVEYORS SEAL

Sheet 2 of 3

22W-408



CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

NDA T. PRIEVE // CHRIS W. ADAMS // NEIL F. BORTZ, PROFESSIONAL LAND SURVEYORS
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

A parcel of land being part of Outlot 149, Assessor's Plat of the Village of McFarland and part of Outlot 1, Grand View. Located in the SW 1/4 of the SW 1/4 of Section 2, T6N, R10E, Village of McFarland, Dane County, Wisconsin.

OWNERS' CERTIFICATE:

Village of McFarland, as owner, I certify that we caused the land described on this certified survey map to be surveyed, divided and mapped as represented on the certified survey map. I also certify that this certified survey map is required by to be submitted to the Village of McFarland for approval.

WITNESS the hand seal of said owners this _____ day of _____, 20____.

Authorized Representative

STATE OF WISCONSIN)
DANE COUNTY)

Personally came before me this _____ day of _____, 20____ the above named _____ to me known to be the person who executed the foregoing instrument and acknowledge the same.

_____ County, Wisconsin.

My commission expires _____

Notary Public

Print Name

VILLAGE BOARD RESOLUTION

Resolved that this certified survey map is hereby acknowledged and approved by the Village of McFarland on this _____ day of _____, 20____.

Cassandra Suettinger
Village of McFarland Clerk

REGISTER OF DEEDS:

Received for recording this ___ day of _____, 20____ at ___ o'clock ___ M. and recorded in Volume _____ of Dane County Certified Surveys on pages _____ through _____.

Kristi Chlebowski
Register of Deeds

DOCUMENT NO. _____

CERTIFIED SURVEY MAP NO. _____

Sheet 3 of 3

SURVEYORS SEAL

22W-408

Exhibit B, Ordinance 2022-19



11/22/2022, 12:40:55 PM

Zoning

 CO Conservancy

 R-1 Single Family Residence

Municipalities

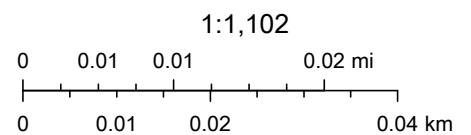
 Village

 Town

 Parcels

Road Names

Parcels



ORDINANCE 2022-19

AN ORDINANCE TO REZONE CERTAIN LANDS AT GRAND VIEW OUTLOT 1 FROM CO CONSERVANCY TO R-1 SINGLE FAMILY RESIDENCE AS PART OF A CERTIFIED SURVEY MAP TO EXPAND 6407 PHEASANT RUN, LIFT STATION #2

Purpose: To rezone a portion of land within Grand View Outlot 1 intended to be combined by Certified Survey Map (Exhibit A) to property located at 6407 Pheasant Run to enable future reconstruction of the Village's Lift Station #2.

Sponsor: Community & Economic Development Director Bremer

Recommended Referral: Plan Commission (Required)

Public Hearing: Required; Preceded by Class 2 Notice

WHEREAS, the Village desires to reconstruct the existing sanitary sewer Lift Station #2 to accommodate a new structure; and,

WHEREAS, the Village owns both adjoining lands at 6407 Pheasant Run and Grand View Outlot 1; and,

WHEREAS, the associated Certified Survey Map is included as Exhibit A which establishes the new location for the east lot line of 6407 Pheasant Run, Lift Station #2, adjacent to Grand View Outlot 1; and,

WHEREAS, the relocation of the east lot line of Lift Station #2 will be consistent with the northern adjacent property at 6405 Pheasant Run and add 3,409 square feet of space to the existing 8,672 square feet; and,

WHEREAS, the proposed rezoning of the Grand View Outlot 1 in Exhibit A and B only affects the 3,409 square feet being added and intended to be consistent with the current zoning for Lift Station #2 and that of the adjacent residential homes; and,

WHEREAS, the areas proposed for rezoning within proposed Lot 1, as described in Exhibits A and B, are consistent with the Village of McFarland Comprehensive Plan, which designates the subject land as future Public Lands, Recreation and Environmental Corridor; and,

WHEREAS, the Plan Commission held a public hearing on the proposed zoning amendment and associated Certified Survey Map on December 20, 2022, preceded by a Class Two Notice; and,

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

1. Section 62-62(a) of the McFarland Municipal Code and the Official Zoning Map are hereby amended so that the following described real estate is hereby rezoned from CO, Conservancy to R-1 Single Family Residence.

Commencing at the southwest corner of Outlot 1 of the Grand View Plat of the Village of McFarland in the Village of McFarland, Dane County, Wisconsin, also being the point of beginning;

Thence N 89deg29min40sec E 23.21 feet; thence N 00deg05min52sec E 144.75 feet; thence S 89deg29min40sec W 23.21 feet; thence S00deg05min52sec W 144.99 feet to the point of beginning.

Be it further described that the entirety of Lot 1, Parcel 154/0610-023-5239-3, shown in Exhibit A shall be zoned to the R-1 Single Family Residence, as further described in Exhibit B, upon approval of this Ordinance and recording of the Certified Survey Map.

2. The Zoning Administrator is hereby directed to label these changes on the Official Zoning Map, once the rezoning is effective, and the Certified Survey Map (Exhibit A) has been recorded with the Dane County Register of Deeds.

3. This ordinance does not constitute approval of any earthwork or building construction within any of the property described in the ordinance.

The foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the 10th day of January, 2023.

ORDINANCE 2022 –19	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Clow –	Wreh -
Brassington –	Flaherty –
Nelson –	Brandt –
Jerke –	
VOTING RESULTS	
Motion	
Carried	
Motion	

Defeated:

APPROVED:

Carolyn A. Clow
Village President

ATTEST:

Cassandra Suettinger
Duty Administrator/Clerk-Treasurer



MAP 6

FUTURE LAND USE



COMPREHENSIVE PLAN

Legend

Future Land Use

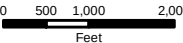
- Single Family Residential
- Two Family and Townhouse Residential
- Multiple Family Residential
- Neighborhood
- Downtown
- Highway and General Commercial
- Commercial Park
- Industrial
- Mixed Use/Flex Commercial
- Institutional and Governmental
- Public Lands, Recreation, and Environmental Corridor
- DNR Wetlands and Potential Wetland Indicators over Undeveloped Lands
- Agricultural Preservation
- Urban Reserve
- Water
- Rights-of-Way

--- Village of McFarland Extraterritorial Jurisdiction Boundary

⬢ Village of McFarland Limits (8/18)

⬢ Other Municipal Limits (2018)

Shapes on this map represent the Village's vision for future land use within the Village and its extraterritorial jurisdiction. For such lands, this map is not intended to represent existing land use or zoning, or to compel property owners to change the use of their land. For example, owners of agricultural or other rural land may maintain their current land use. Actual boundaries between different future use categories and implementing zoning districts may vary somewhat from representations on this map. This map also identifies the City's Marsh Road Neighborhood Plan west of the Interstate and north of Siggelkow Road, and existing land use elsewhere beyond the Village's extraterritorial jurisdiction.



Date: May 2019

Data Sources: Village of McFarland, Dane County LIO, WDNR, and CARPC



Future Land Use Category	General Description of Land Uses Allowed	Typical Implementing Zoning Districts	Development Policies (see also Village zoning, subdivision, stormwater management, and other ordinances)
Institutional and Governmental	Buildings and land owned by governmental, educational, religious, and other non-profit organizations intended for public uses, gathering places, membership clubs, or elderly care. Small-scale institutional uses may be located in areas mapped in other future land use categories.	Different residence or commercial districts (Village may wish to establish a “public and institutional” zoning district; current standards in residential districts may not fit institutional use needs)	1. Assure high quality building, site, landscape, lighting, signage, and other aspects of project design. 2. Preserve and blend with surrounding residential character through appropriate building scale, building appearance, landscaping, screening, signs, and limited traffic and loading, and access from the adjacent collector or arterial street. Utilize the approach and standards in Figure 4-2 in such settings. 3. Continue to work with institutions with larger areas of vacant land and/or additional land needs, including the McFarland Cemetery Association and McFarland School District. Coordinate uses and activities on District-owned land, including the vacant site at the southeast corner of Broadhead Street and Holscher Road.
Public Lands, Recreation, and Environmental Corridors	Publicly owned lands used for recreation, natural areas, stormwater management areas, or cemeteries. Also includes continuous systems of open space that include environmentally sensitive lands, natural resources, and endangered or threatened species habitat intended for long-term open space, whether or not in public ownership. See CARPC environmental corridor maps by clicking here in digital versions. Future parks may also be on lands mapped under other future land use categories.	CO Conservancy For Village parks, different residential or commercial districts may also be used, though the Village may wish to establish and use a “public and institutional” zoning district. Such areas may also be subject to wetland, floodplain, or shoreland zoning rules.	1. Utilize the Outdoor Recreation & Open Space Plan and Utilities and Community Facilities chapter to guide the siting and development of future parks and recreation areas. 2. Designate environmental corridors with CARPC when land is added to the Urban Service Area. 3. Where compatible with natural resource and farmland preservation objectives, permit within environmental corridors cropping, grazing, underground utilities, and passive recreational and educational activities such as trails and low-impact athletic fields. Direct other development away from environmental corridors. 4. Collaborate with Dane County and others on the preservation of the large environmental corridors adjacent to Upper Mud Lake, “Lower” Mud Lake, and the Yahara River. 5. Where development is proposed near a mapped environmental corridor, determine the exact boundaries based on the features that define those areas. In consultation with CARPC and where consistent with the County Water Quality Plan, the Village Board will de-map any such area as environmental corridor by resolution if: a. More detailed information or studies reveal that the characteristic(s) that resulted in its designation as an environmental corridor is not actually present, b. Approvals from appropriate agencies are granted to alter a property so that the characteristic that resulted in its designation will no longer exist, and/or c. A mapping error has been identified and confirmed.
DNR Wetlands and Potential Wetland Indicators over Undeveloped Lands (blue dot pattern overlay areas on Map 6)	WisDNR mapped wetlands, along with other areas with soil or other conditions that indicate prior and possible wetlands, such as hydric soils, but that are not yet designated as wetland by the WisDNR. Such areas may have building limitations.	CO Conservancy, or development-based zoning districts if soil limitations and associated regulations can be overcome	1. Where such areas are mapped over a property, require a wetland screening in advance of development. If the screening suggests the possibility of actual wetlands, require a wetland delineation in advance of development and buffer such wetlands in accordance with CARPC policy. Some of these areas may be redesignated as environmental corridor in the future. 2. Areas within this designation should remain undeveloped if other, more appropriate building sites can be found on the property. If more appropriate building sites are not available, the underlying land use designation should guide future land use types and density (e.g., Single Family Residential).
Agricultural Preservation	Envisioned for long-term (15+ year) farming and open space. Also allows farmsteads, limited non-farm housing, and associated home occupations and family businesses. May be served by private well and septic.	Generally A-1 (Ex) Exclusive Agriculture in the County’s zoning jurisdiction	1. Support continued farming, open space uses, and operations that process farm products grown mainly on-site and agricultural entertainment, where farming remains the primary activity. 2. Limit non-farm residential development to a maximum density of 1 home per 35 acres of lands in contiguous single ownership, within clusters of smaller individual home sites as opposed to housing on 35+ acre lots. 3. Assure that rural uses do not impede very long-term urban development or road or utility extensions.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 24, 2023

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Motion to approve Ordinance 2022-18, an ordinance rezoning certain lands at 6330 Exchange Street, McFarland from CO Conservancy to R-1 Single Family Residence and rezoning certain lands at 4901 Burma Road from R-1 Single Family Residence to CO Conservancy as recommended by the Plan Commission.

PREVIOUS ACTION:

March 1, 2022 – Village/School Committee discussed this item and supported the land transfer moving forward.

March 21, 2022 – School Board discussed this item and took action to support the land transfer moving forward.

May 3, 2022 – Village Parks & Recreation Committee recommended approval to the Village Board in order to transfer ownership and jurisdiction of the “School Forest” from the School District to the Village.

May 9, 2022 – Sustainability & Natural Resources Committee recommended approval to the Village Board transfer of the “School Forest” from the School District to the Village.

May 24, 2022 – Village Board approve the transferring of ownership and jurisdiction of the "School Forest" from the School District to the Village. Village Administrator to prepare CSM and necessary documents for property closing subject to Village Board approval..

December 20, 2022 - Plan Commission held a public hearing for this item

January 17, 2022 - Plan Commission unanimously recommended approval of this item.

ISSUE SUMMARY:

The McFarland School District (District) and Village are looking to transfer ownership of the School Forest from the District to the Village. As part of this ownership transfer, the District and Village desire to rezone those portions of property each entity will own as a result of approval of the associated proposed Certified Survey Map (CSM). This rezoning request includes land located at 6330 Exchange Street (District owned) and 4901 Burma Road (Village owned). Included in the land transfer are parcels to be rezoned as CO, Conservancy and R-1, Single Family Residence. The land included in Lot 1 of the proposed CSM will be owned by the Village and rezoned as CO. The land included in Lot 2 of the proposed CSM is owned by the District and will be rezoned R-1, Single Family Residence. The school forest is located along the western half of the driveway at 6330 Exchange Street. The transfer of the school forest is intended to relieve District costs and staff time associated with management of the established trails. No changes or alterations to both properties are included in this request. Access and use of the park will remain open to the public.



Local commission and committee groups in support of this land transfer include the Joint VB/School District, School Board, Village Park & Recreation Committee, Sustainability & Natural Resources Committee and Village Board.

The packet includes several maps associated with Ordinance 2022-18 that include Exhibit A: the CSM, Exhibit B: zoning changes, and a map of the existing trails.

EXISTING PROPERTY CONDITIONS

6330 Exchange Street, Indian Mound Middle School

This property is 19.69 acres and includes the McFarland School District's Indian Mound Middle School. The property is partially zoned R-1, Single Family Residential on the northern half, and CO, Conservancy in the southern half. The School Forest is located within the western half of the zoned CO and is approximately 6.1 acres. Adjacent to the southeast along Exchange Street are 15 single-family homes, all zoned R-1, Single Family Residential. Adjacent to the north is the American Legion Post, zoned R-3, General Residence. Adjacent to the east is the School District's High School. This property is zoned R-1, Single-family residence.

4901 Burma Road, Village Indian Mound Conservancy Park

The property is largely undeveloped and includes 10.5 acres of conservancy land. The property is zoned CO, Conservancy with two parcels zoned R-1, Single Family Residence. The Indian Mound Park includes walking trails and a Village water tower site. Adjacent along the western lot line are 10 single family homes, all zoned R-1, Single Family Residence. Along the northern lot line, there are 4 single-family homes, also zoned R-1, Single Family Residence. Adjacent to the east is 4911 Burma Road, the American Legion, zoned R-3, General Residence. The District's Middle School at 6330 Exchange Street, borders the east and south lot lines. The zoning along the shared lot line to the east is R-1, Single Family Residential and the zoning along the southern lot line is CO, Conservancy.

REZONING SUMMARY

Refer to Exhibit B in the packet for a map detailing the proposed changes for each parcel. The proposed zoning changes are in the following list.

- Parcel 154/0610-033-0480-8: Rezoned from R-1 Single Family Residence to CO Conservancy
- Parcel 154/0610-033-0450-4: Rezoned from R-1 Single Family Residence to CO Conservancy
- Southeastern section of Parcel 154/0610-033-6002-4: Rezoned from CO Conservancy to R-1 Single Family Residence.

The parcels maintaining their current zoning are as follows.

- Parcel 154/0610-033-0300-5: to remain CO Conservancy
- Transferred section of Parcel 154/0610-033-6002-4: to remain CO Conservancy.
- Northern section of Parcel 154/0610-033-6002-4: to remain R-1 Single Family



Residence.

OTHER STAFF COMMENTS

No concerns from the Village Engineer, Police Chief, Fire Chief, or Director of Public Works.

PUBLIC COMMENTS

No public comments were received by the Department prior to the publication of this packet.

FINANCIAL/BUDGET IMPACT:

The land acquisition comes at no cost to the Village in order to expand the adjoining parklands. The Village and the School District are splitting the costs associated with the land transfer which includes the CSM, deeds, and other related items.

The Village will provide ongoing maintenance of the transferred school forest area in association with current land management responsibilities on the existing adjoining park. The Village will be studying various recommendations further through conservancy management planning.

VILLAGE PLAN REFERENCE:

Comprehensive Plan, 2017. - The Future Land Use Map 6 identifies both 6330 Exchange Street and 4901 Burma Road as Public Lands, Recreation and Environmental Corridor. The Village's 4901 Burma Road property meets the definition of this zoning as a conservancy park, open for public use and is protected as an environmental corridor. The rezoning for parcels within 4901 Burma Road from R-1, Single Family Residence to CO, Conservancy is consistent with the existing parcel and Future Land Use Map. The school forest, already zoned CO Conservancy, is consistent with the uses and description of Map 6. The District's 6330 Exchange Street Middle School, is a public school and the rezoning of Lot 2 of the property from CO to R-1 supports zoning that is consistent with all School District property.

- **Chapter 9 - Intergovernmental and Stakeholder Cooperation** - *Goal: Enhance the greater McFarland Community by welcoming all area residents, maintaining a close relationship with the McFarland School District, and pursuing and extending other intergovernmental arrangements and agreements.*
 - **Initiative 2: Serve the Greater McFarland Community in Collaboration with the School District.** *The health of the Village and School District are intertwined. The Village welcomes collaboration on matters such as school expansions, land acquisitions and disposition, joint programming and facility use, cross-service on committees, community growth, traffic management, and safe routes to schools.*

ORDINANCE REFERENCE:

Division 4. - Changes and Amendments to the Zoning Code

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion, second, to approve Ordinance 2022-18, an ordinance rezoning certain lands at 6330



Exchange Street, McFarland from CO Conservancy to R-1 Single Family Residence and rezoning certain lands at 4901 Burma Road from R-1 Single Family Residence to CO Conservancy. Rezoning requested by Village of McFarland and McFarland School District.

ATTACHMENTS:

1. 6330 Exchange Street and 4901 Burma Road Plan Commission Application_11.04.22
2. 2022-18 Ordinance rezoning certain lands at 6330 Exchange Street and 4901 Burma Road
3. Park Map by School District
4. McFarland Comprehensive Plan_Map 6_Future Land Use
5. Figure 4.1(page 37)



Plan Commission Application – 2022

~Application must be completed in full~

Applicant - Owner	Village of McFarland	Applicant's Agent	MSA Professional Services
	Attn: Matt Schuenke, Administrator	Name	Kevin Lord
Address	5915 Milwaukee Street, McFarland, WI 53558	Address	1702 Pankratz Street
Email	matt.schuenke@mcfarland.wi.us	Email	klord@msa-ps.com
Phone #	(608) 838-3153	Phone #	(608) 242-6617
Fax #	(608) 838-3619	Fax #	(608) 242-5664

Parcel No(s). 154/0610-033-6002-4

Type of Proposal – Please check boxes below that apply

Requires Public Hearing (Class One)	FEES	Requires Public Hearing (Class Two)	FEES	Public Hearing Not required	FEES
☐ Preliminary Plat	\$500+AF	☐ Conditional Use	\$425+F	☐ Annexation	At cost
☐ Preliminary Plat (reapplication)	\$500+BF	☒ Rezoning (map)	\$475 +F	☐ Dev. Agreement Including Addendums	\$400 F
☒ Certified Survey Map	\$300 +FG	☐ Zoning Amendment (text)	\$475 +F	☐ Final Plat	\$500 +CF
☐ Condominium	\$300+EF	☐ USA/MMSD Annexation	At cost	☐ Final Plat (reapplication)	\$400 +DF
☐ Comprehensive Plan Amendment	\$500+F			☐ Site/Design Review	\$400 + F

+ = Plus publication and notification charges

A = Plus \$50.00 per lot

B = Any preliminary plat which has previously been reviewed/revised within the last 36 months

C = Plus \$50.00 for each lot within the final plat

D = Any final plat which has been previously reviewed or/ revised within the last 36 months

E = Plus \$40.00 for each unit shown

F = Plus actual legal, engineering and financial consulting costs incurred by the Village

G = Plus \$25.00 per lot for two or more lots.

Escrow Deposits
(covers costs for outside consultants; e.g., engineers, attorneys, etc.)

☐ R-E, R-3 & PD (up to 50 acres) \$5,000

☐ R-E, R-3 & PD (greater than 50 acres) \$10,000

☐ Site/Design Review (less than 2,000 sq. ft.) \$1,000

☐ Site/Design Review (2,000 sq. ft. or more) \$2,000

☐ All Plats including condominiums \$5,000

Nature of the development proposal: Must provide address of proposed development, legal description, current zoning and description of proposal/request. (Attach additional paper if needed)

The School District of McFarland and Village of McFarland are partnering to subdivide the middle school property in order to transfer ownership of the "school forest" from the School to Village to be added to an adjacent park. The property in question is located at 6330 Exchange Street and the proposed legal description legal description is included in the submittal. The property is zoned R-1 and Conservancy with a zoning change needed to conform to adjoining land uses.

PLEASE READ AND SIGN AT THE BOTTOM ON THE REVERSE SIDE

Has this specific proposal been previously discussed or acted upon by the Plan Commission?

☐ YES ☒ NO (If "yes" state the nature and the date(s) of the previous application.)

Submittal Requirements: One (1) hard copy 8 ½ x 11, except site plan sheets which should be 11 x 17, and one (1) electronic (pdf) copy. A completed in full application can be submitted to the Community Development Department (5915 Milwaukee Street, McFarland, WI 53558, community.development@mcfarland.wi.us), with fees included with submittal **by *NOON of the deadline day**, according to the schedule below.

Village of McFarland Plan Commission 2022 Schedule

The Village of McFarland Plan Commission normally conducts meetings on the third Tuesday of each month, unless otherwise noted below at 7:00 p.m. at the McFarland Municipal Center in the Community Room. To ensure adequate time for staff review, and publication of legal notices; potential agenda item materials are required to be submitted per the schedule listed below.

*Submittal Deadline Noon on:

For Scheduled 2022 Meeting date of:

December 7 (2021)-----	January 18
January 11-----	February 21
February 8-----	March 21
March 8-----	April 18
April 5-----	May 17
May 10-----	June 21
June 7-----	July 19
July 5-----	August 16
August 9-----	September 20
September 6-----	October 18
October 4-----	November 15
November 8-----	December 20 (Pending)
December 6-----	January 17, 2023 (Pending)

Note, applications requiring a public hearing will be scheduled for a hearing according to the schedule above, with action considered at the next scheduled Plan Commission meeting following the public hearing. Applicants are encouraged to contact the Community & Economic Development Director for a pre-application meeting to review the project and submittal requirements prior to submitting an official application.

Acknowledgements:

- I understand failure to provide required materials/information/fees by the submittal deadline can result in this application being withdrawn for consideration by the Plan Commission. Materials submitted for review after the submittal deadline date, or incomplete submittals, may be held over until the next scheduled meeting.
- I understand any fees not paid for (i.e. legal notices, mailings, consultant review costs, etc.) will require any permits to be withheld until all payments are made in full. In addition, all application fees are non-refundable.
- I understand Plan Commission applications requiring a Public Hearing will not be acted on the same night as the Public Hearing.

X



Signature of Applicant/Agent

11/04/2022

Date

Exhibit A, Ordinance 2022-18



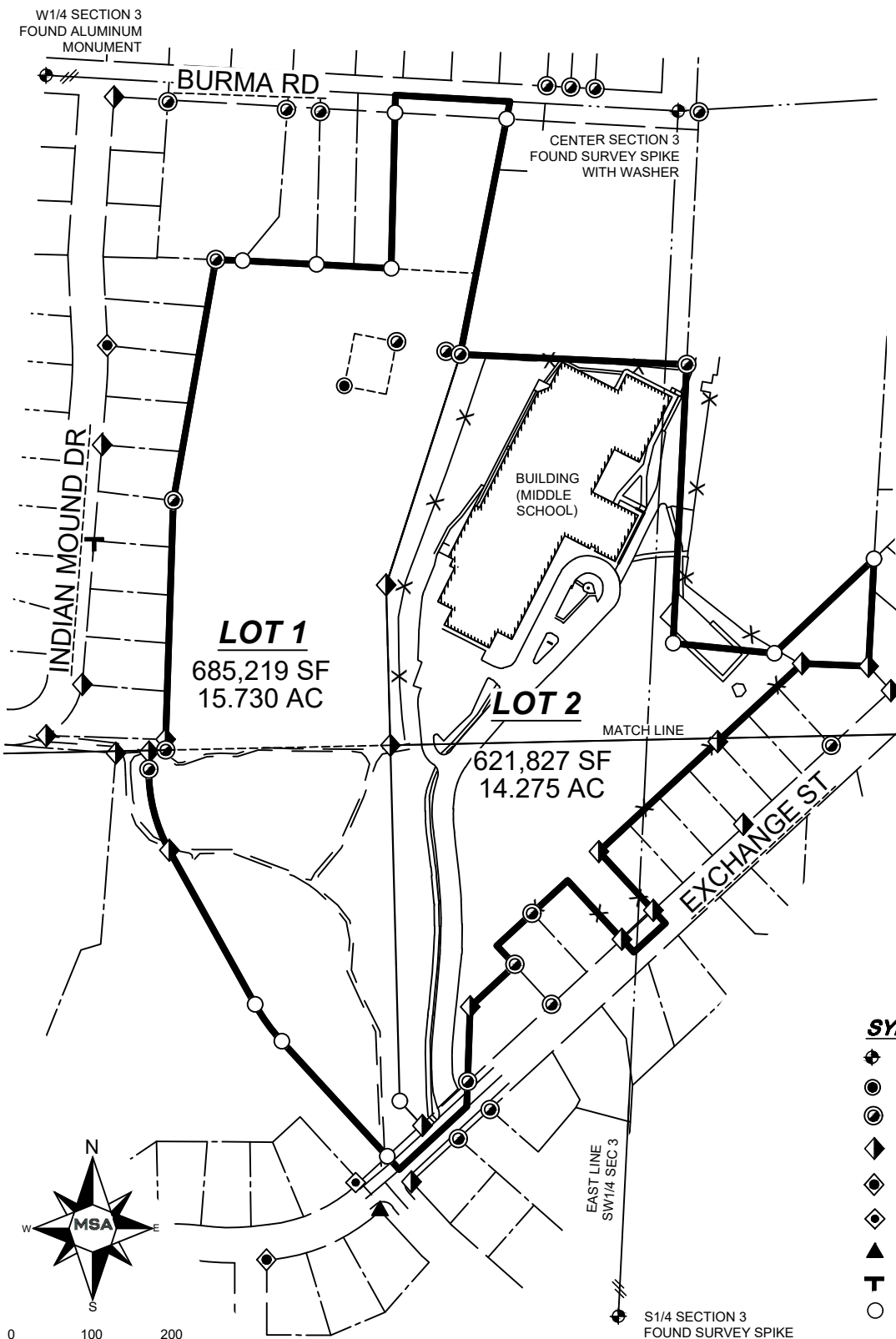
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(608) 242-7779 www.msa-ps.com
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PROJECT NO.	09361029	OWNER: MCFARLAND JOINT SCHOOL DISTRICT 8 5101 FARWELL ST MCFARLAND, WI 53558
DRAWN BY:	SRS	
SURVEYOR:	KCL	
SURVEYED:	09/2022	
SHEET NO.	1 OF 6	

DANE COUNTY CERTIFIED SURVEY MAP

PART OF OUTLOTS 90, 91, 92, AND 106 OF ASSESSORS PLAT, ALL LOCATED IN SECTION 3, T6N, R10E, VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN

BEARINGS FOR THIS SURVEY ARE BASED ON
THE WISCONSIN COORDINATE REFERENCE
SYSTEM (WISCRS), DANE COUNTY (2011).
EAST LINE OF THE SOUTHWEST 1/4 OF
SECTION 3 BEARS N02°50'21"E



SYMBOL LEGEND

-  SECTION CORNER MONUMENTED
-  FOUND 1 1/4" IRON PIPE
-  FOUND 1" IRON PIPE
-  FOUND 3/4" IRON REBAR
-  FOUND 1 1/4" IRON REBAR
-  FOUND 3/8" IRON REBAR
-  FOUND NAIL
-  FOUND T-POST
-  SET 3/4" BY 18" IRON REBAR
WEIGHING 1.50 LBS/FT



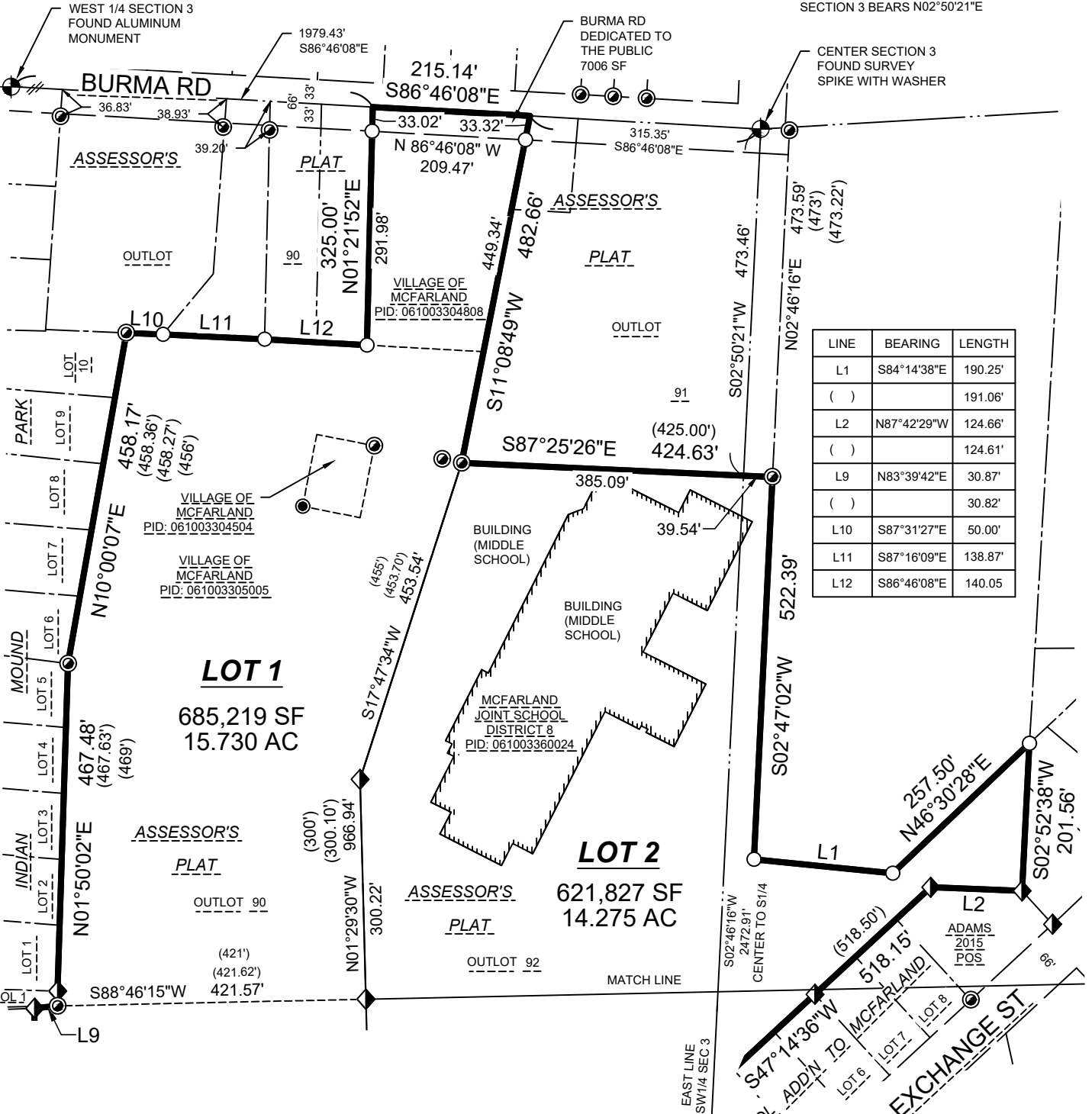
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(608) 242-7779 www.msa-ps.com
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PROJECT NO.	09361029	OWNER: MCFARLAND JOINT SCHOOL DISTRICT 8 5101 FARWELL ST MCFARLAND, WI 53558
DRAWN BY:	SRS	
SURVEYOR:	KCL	
SURVEYED:	09/2022	
SHEET NO.	2 OF 6	

DANE COUNTY CERTIFIED SURVEY MAP #

PART OF OUTLOTS 90, 91, 92, AND 106 OF ASSESSORS PLAT, ALL LOCATED IN SECTION 3, T6N, R10E, VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN

BEARINGS FOR THIS SURVEY ARE BASED ON THE WISCONSIN COORDINATE REFERENCE SYSTEM (WISCRS), DANE COUNTY (2011). EAST LINE OF THE SOUTHWEST 1/4 OF SECTION 3 BEARS N02°50'21"E



LINE	BEARING	LENGTH
L1	S84°14'38"E	190.25'
()		191.06'
L2	N87°42'29"W	124.66'
()		124.61'
L9	N83°39'42"E	30.87'
()		30.82'
L10	S87°31'27"E	50.00'
L11	S87°16'09"E	138.87'
L12	S86°46'08"E	140.05'

0 100 200

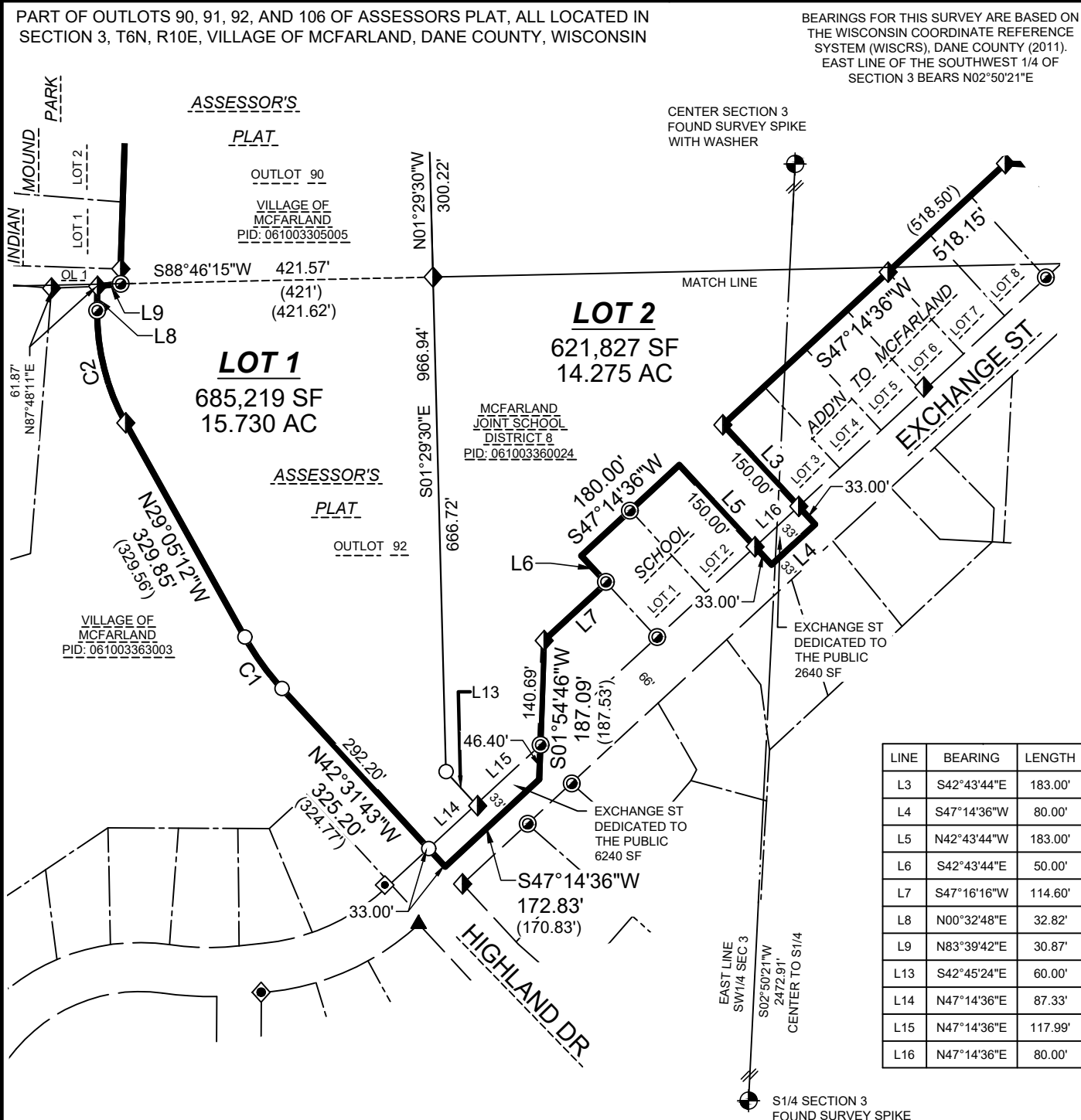
SYMBOL LEGEND

- SECTION CORNER MONUMENTED
- FOUND 1 1/4" IRON PIPE
- FOUND 1" IRON PIPE
- FOUND 3/4" IRON REBAR
- SET 3/4" BY 18" IRON REBAR WEIGHING 1.50 LBS/FT
- (XXX) RECORDED INFO

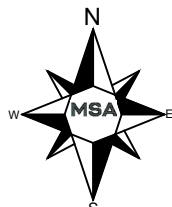


PROJECT NO.	09361029	OWNER: MCFARLAND JOINT SCHOOL DISTRICT 8 5101 FARWELL ST MCFARLAND, WI 53558
DRAWN BY:	SRS	
SURVEYOR:	KCL	
SURVEYED:	09/2022	
SHEET NO.	3 OF 6	

BEARINGS FOR THIS SURVEY ARE BASED ON
THE WISCONSIN COORDINATE REFERENCE
SYSTEM (WISCRS), DANE COUNTY (2011).
EAST LINE OF THE SOUTHWEST 1/4 OF
SECTION 3 BEARS N02°50'21"E



	SECTION CORNER MONUMENTED
	FOUND 1 1/4" IRON PIPE
	FOUND 1" IRON PIPE
	FOUND 3/4" IRON REBAR
	FOUND 1 1/4" IRON REBAR
	FOUND 3/8" IRON REBAR
	FOUND NAIL
	SET 3/4" BY 18" IRON REBAR WEIGHING 1.50 LBS/FT
XX)	RECORDED INFO



CURVE	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
C1	85.63'	365.00'	13°26'30"	N35°48'27"W	85.43'
()	86.10'				85.91'
C2	158.29'	306.05'	29°38'00"	N14°16'12"W	156.53'
()	157.77				

 ENGINEERING ARCHITECTURE SURVEYING FUNDING PLANNING ENVIRONMENTAL 1702 Pankratz St Madison, WI 53704 (608) 242-7779 www.msa-ps.com © MSA Professional Services, Inc.	PROJECT NO.	09361029
	DRAWN BY:	SRS
	SURVEYOR:	KCL
	FILE:	09361022_McFarland School_CSM.dwg
	SHEET NO.	4 OF 6

DANE COUNTY CERTIFIED SURVEY MAP #

PART OF OUTLOTS 90, 91, 92, AND 106 OF ASSESSORS PLAT, ALL LOCATED IN
SECTION 3, T6N, R10E, VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN

LEGAL DESCRIPTION

A PART OF OUTLOTS 90, 91, 92, AND 106 OF THE VILLAGE OF MCFARLAND ASSESSOR'S PLAT LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4, THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4, THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4, AND THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 3, TOWNSHIP 6 NORTH, RANGE 10 EAST, VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE CENTER CORNER OF SAID SECTION 3; THENCE S02°50'21"W ALONG THE EAST LINE OF THE SOUTHWEST 1/4 OF SAID SECTION 3, 473.46 FEET TO A POINT ON THE SOUTH LINE OF SAID OUTLOT 91 AND BEING THE POINT OF BEGINNING; THENCE S87°25'26"E ALONG THE SOUTH LINE OF SAID OUTLOT 91, 39.54 FEET TO THE SOUTHEAST CORNER OF SAID OUTLOT 91; THENCE S02°47'02"W, 522.39 FEET; THENCE S84°14'38"E, 190.25 FEET; THENCE N46°30'28"E, 257.50 FEET TO A POINT ON THE EAST LINE OF SAID OUTLOT 106; THENCE S02°52'38"W ALONG THE SAID EAST LINE, 201.56 FEET; THENCE N87°42'29"W, 124.66 FEET; THENCE S47°14'36"W ALONG THE NORTHWEST LINE OF THE PLAT OF SCHOOL ADDITION TO MCFARLAND AND SAID LINE EXTENDED NORTHEASTERLY, 518.15 FEET TO THE NORTHWESTERLY CORNER OF LOT 3 OF SAID SCHOOL ADDITION TO MCFARLAND; THENCE S42°43'44"E ALONG THE SOUTHWESTERLY LINE OF SAID LOT 3, 183.00 FEET TO THE CENTERLINE OF EXCHANGE STREET; THENCE S47°14'36"W ALONG THE SAID CENTERLINE OF EXCHANGE STREET, 80.00 FEET; THENCE N42°43'44"W ALONG THE NORTHEASTERLY LINE OF LOT 2 OF SAID SCHOOL ADDITION TO MCFARLAND AND SAID LINE EXTENDED SOUTHEASTERLY, 183.00 FEET TO THE NORTHEASTERLY CORNER OF SAID LOT 2; THENCE S47°14'36"W ALONG THE NORTHWEST LINE OF SAID SCHOOL ADDITION TO MCFARLAND, 180.00 FEET TO THE NORTHWESTERLY CORNER OF LOT 1 OF SAID SCHOOL ADDITION TO MCFARLAND; THENCE S42°43'44"E ALONG THE SOUTHWEST LINE OF SAID LOT 1, 50.00 FEET; THENCE S47°16'16"W, 114.60 FEET; THENCE S01°54'46"W, 187.09 FEET TO THE CENTERLINE OF EXCHANGE ST; THENCE S47°14'36"W ALONG SAID CENTERLINE, 172.83 FEET; THENCE N42°31'43"W, 325.20 FEET; THENCE NORTHWESTERLY 85.63 FEET ALONG A TANGENT CURVE TO THE RIGHT, HAVING A RADIUS OF 365.00 FEET AND A CHORD WHICH BEARS N35°48'27"W, 85.43 FEET; THENCE N29°05'12"W, 329.85 FEET; THENCE NORTHERLY 158.29 FEET ALONG A TANGENT CURVE TO THE RIGHT, HAVING A RADIUS OF 306.05 FEET AND A CHORD WHICH BEARS N14°16'12"W, 156.53 FEET; THENCE N00°32'48"E, 32.82 FEET TO A POINT ON THE SOUTH LINE OF OUTLOT 1 OF THE PLAT OF INDIAN MOUND PARK; THENCE N83°39'42"E ALONG THE SOUTH LINE OF SAID OUTLOT 1, 30.87 FEET TO THE SOUTHEAST CORNER OF SAID OUTLOT 1 ALSO BEING THE SOUTHWEST CORNER OF SAID OUTLOT 90 OF THE SAID ASSESSOR'S PLAT; THENCE N01°50'02"E ALONG THE EAST LINE OF SAID INDIAN MOUND PARK, 467.48 FEET; THENCE N10°00'07"E ALONG THE EAST LINE OF SAID INDIAN MOUND PARK, 458.17 FEET TO THE NORTHEAST CORNER OF LOT 10 OF SAID INDIAN MOUND PARK; THENCE S87°31'27"E, 50.00 FEET; THENCE S87°16'09"E, 138.87 FEET; THENCE S86°46'08"E, 140.05 FEET; THENCE N01°21'52"E, 325.00 FEET TO THE CENTERLINE OF BURMA RD AND THE NORTH LINE OF THE SOUTHWEST 1/4 OF SAID SECTION 3; THENCE S86°46'08"E ALONG SAID CENTERLINE, 215.14 FEET; THENCE S11°08'49"W, 482.66 FEET TO THE SOUTHWEST CORNER OF OUTLOT 91 OF THE SAID ASSESSOR'S PLAT; THENCE S87°25'26"E ALONG THE SOUTH LINE OF SAID OUTLOT 91, 385.09 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 1,322,932 SQUARE FEET OR 30.370 ACRES MORE OR LESS.

SURVEYOR'S CERTIFICATE

I, KEVIN C. LORD, PROFESSIONAL LAND SURVEYOR S-2645, DO HEREBY CERTIFY THAT BY THE DIRECTION OF THE VILLAGE OF MCFARLAND, I HAVE SURVEYED, COMBINED, AND MAPPED THE LANDS DESCRIBED HEREON AND THAT THE MAP IS A CORRECT REPRESENTATION IN ACCORDANCE WITH THE INFORMATION PROVIDED. I FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS IN FULL COMPLIANCE WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF THE VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN.

KEVIN C. LORD, S-2645
PROFESSIONAL LAND SURVEYOR

DATE

SURVEYOR'S SEAL

CLIENT:

VILLAGE OF MCFARLAND
5915 MILWAUKEE ST
MCFARLAND, WI 53558
608-838-3619

PLOT DATE: Thursday, September 28, 2023 4:45:59 PM. C:\090808\090810\09081022\09081022.dwg\09081022.dwg



PROJECT NO.	09361029
DRAWN BY:	SRS
SURVEYOR:	KCL
FILE:	09361022_McFarland School_CSM.dwg
SHEET NO.	6 OF 6

PART OF OUTLOTS 90, 91, 92, AND 106 OF ASSESSORS PLAT, ALL LOCATED IN
SECTION 3, T6N, R10E, VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN

THIS CERTIFIED SURVEY MAP, INCLUDING ANY DEDICATIONS SHOWN THEREON, IS HEREBY APPROVED BY THE PLAN COMMISSION OF THE VILLAGE OF MCFARLAND ON THIS _____ DAY OF _____, 2022.

RESOLVED, THAT THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED AND DEDICATIONS ACCEPTED BY
THE VILLAGE BOARD OF THE VILLAGE OF MCFARLAND ON THIS _____ DAY OF _____, 2022.

RECEIVED FOR RECORDING THIS _____ DAY OF _____, 2022, AT _____ O'CLOCK __.M. AND
RECORDED IN VOLUME _____ OF CERTIFIED SURVEY MAPS OF DANE COUNTY ON PAGES _____ AS
DOCUMENT NO. _____.

KRISTI CHLEBOWSKI, REGISTER OF DEEDS
DANE COUNTY, WISCONSIN

VILLAGE OF MCFARLAND
5915 MILWAUKEE ST
MCFARLAND, WI 53558
608-838-3619

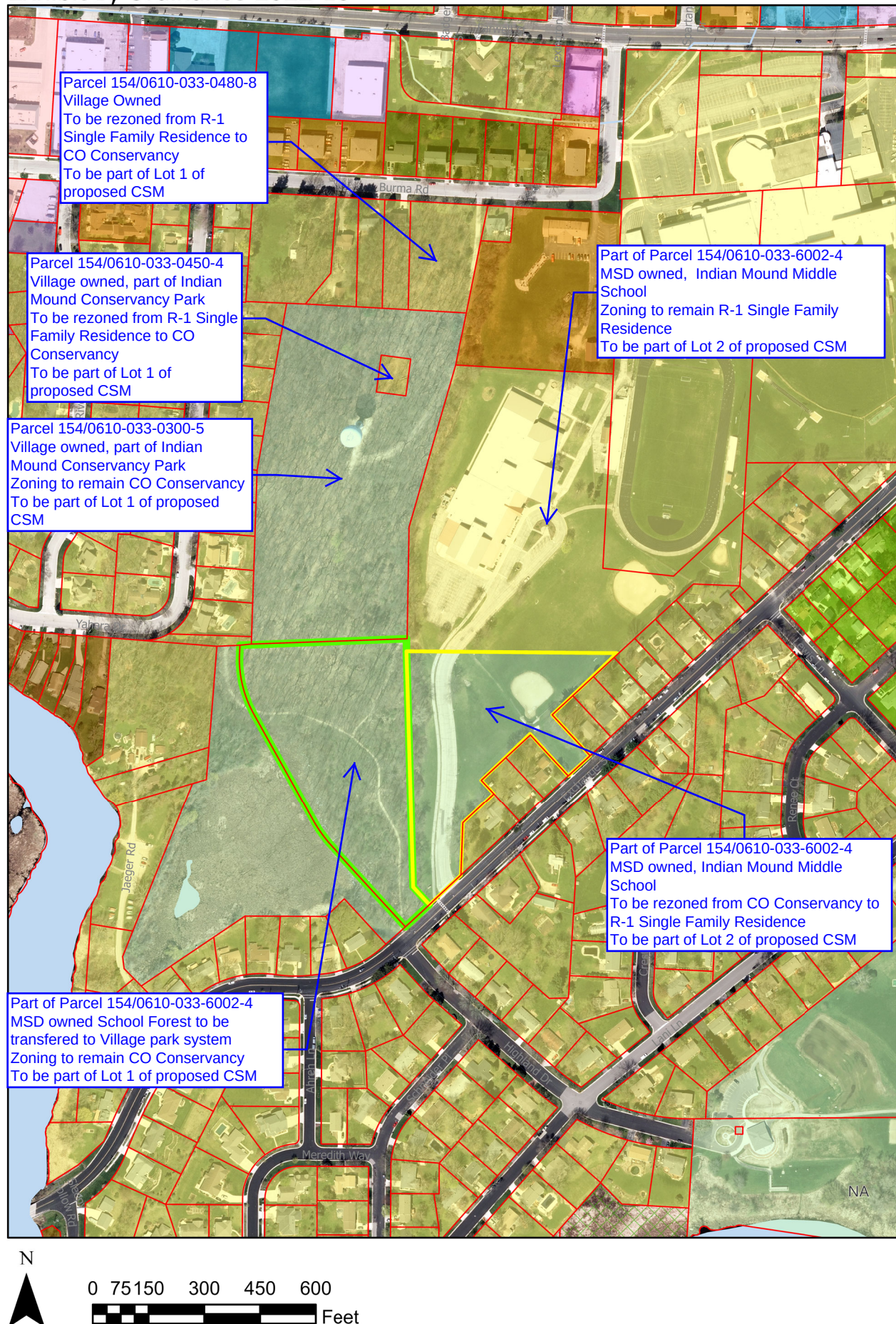
LEGAL DESCRIPTION

A part of Outlot 92 of the Village of McFarland Assessor's Plat located in the Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ and the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 3, Township 6 North, Range 10 East, in the Village of McFarland, Dane County, Wisconsin, more particularly described as follows:

Beginning at the Southeast corner of Outlot 1 of the plat of Indian Mound Park recorded as Document No. 1467013 also being the Southwest corner of Outlot 90 of the said McFarland Assessor's Plat; thence North $88^{\circ}46'15''$ East along the South line of said Outlot 90, a distance of 421.57 feet to the Southeast corner of said Outlot 90; thence South $01^{\circ}29'30''$ East, a distance of 666.72 feet; thence South $42^{\circ}45'24''$ East, a distance of 60.00 feet to a point on the northwesterly right-of-way of Exchange Street; thence South $47^{\circ}14'36''$ West along the said northwesterly right-of-way, a distance of 87.33 feet; thence North $42^{\circ}31'43''$ West, a distance of 292.20 feet to a point of curvature; thence northwesterly 85.63 feet along a curve to the right having a radius of 365.00 feet, the chord of said curve bears North $35^{\circ}48'27''$ West a distance of 85.43 feet; thence North $29^{\circ}05'12''$ West, a distance of 329.85 feet; thence northerly 158.29 feet along a curve to the right having a radius of 306.05 feet, the chord of said curve bears North $14^{\circ}16'12''$ West a distance of 156.53 feet; thence North $00^{\circ}32'48''$ East, a distance of 32.82 feet to a point on the South line of said Outlot 1 of the plat of Indian Mound Park; thence North $83^{\circ}39'42''$ East along the said South line of Outlot 1, a distance of 30.87 feet to the Point of Beginning.

Said parcel contains 228,740 square feet or 5.251 acres more or less.

Exhibit B, Ordinance 2022-18



ORDINANCE 2022-18

AN ORDINANCE TO REZONE LANDS AT 6330 EXCHANGE STREET FROM CO CONSERVANCY TO R-1 SINGLE FAMILY RESIDENCE AND LANDS AT 4901 BURMA ROAD FROM R-1 SINGLE FAMILY RESIDENCE TO CO CONSERVANCY RELATING TO THE LAND TRANSFER OF THE SCHOOL FOREST FROM THE MCFARLAND SCHOOL DISTRICT TO THE VILLAGE.

Purpose: The rezoning at 6330 Exchange Street and 4901 Burma Road will deliver consistency of zoning associated with the current properties among Village-owned and the School District-owned lands.

Sponsor: Community & Economic Development Director Bremer

Recommended Referral: Plan Commission (Required)

Public Hearing: Required; Preceded by Class 2 Notice

WHEREAS, the Village and McFarland School District entered into an agreement to transfer ownership of the lands of the “School Forest” to alleviate District costs and staff time associated with management of the established trails located in southwestern section of Lot 1 in Exhibit B; and,

WHEREAS, the Village Board approved on May 24, 2022, the transferring of ownership and jurisdiction of the “School Forest” from the School District to the Village to assume maintenance as needed in association with current land management responsibilities on the existing adjoining Indian Mound Conservancy Park; and,

WHEREAS, other local commission and committee groups in support of the land transfer include the Village Board, McFarland School Board, Village Park & Recreation Committee, Sustainability & Natural Resource Committee; and,

WHEREAS, the areas proposed for rezoning within proposed Lot 1, as described in Exhibits A and B, are consistent with the Village of McFarland Comprehensive Plan, which designates the subject land as future Public Lands, Recreation and Environmental Corridor; and,

WHEREAS, the areas proposed for rezoning within Lot 2, as described in Exhibits A and B, are consistent with the Village of McFarland Comprehensive Plan, which designates the subject land as future Public Lands, Recreation and Environmental Corridor; and,

WHEREAS, no building additions, new construction, or land disturbance are included in this land transfer; and,

WHEREAS, the Plan Commission held a public hearing on the proposed zoning amendment and associated Certified Survey Map on December 20, 2022, preceded by a Class Two Notice; and,

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

1. Section 62-62(a) of the McFarland Municipal Code and the Official Zoning Map are hereby amended so that the following described real estate is hereby rezoned from R-1 Single Family Residence, to CO, Conservancy:

The entirety of Lot 1, shown in Exhibit A shall be rezoned to the CO Conservancy District, as further described in Exhibit B.

2. Section 62-62(a) of the McFarland Municipal Code and the Official Zoning Map are hereby amended so that the following described real estate is hereby rezoned from CO, Conservancy to R-1 Single Family Residence:

The entirety of Lot 2, shown in Exhibit A, shall be rezoned to the R-1 Single Family Residence District, as further described in Exhibit B.

3. The Zoning Administrator is hereby directed to label these changes on the Official Zoning Map, once the rezoning is effective, and the Certified Survey Map (Exhibit A) has been recorded with the Dane County Register of Deeds.

4. This ordinance does not constitute approval of any earthwork or building construction within any of the property described in the ordinance.

The foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the 10th day of January, 2023.

ORDINANCE 2022 –18	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Clow –	Wreh -
Brassington –	Flaherty –
Nelson –	Brandt –
Jerke –	
VOTING RESULTS	

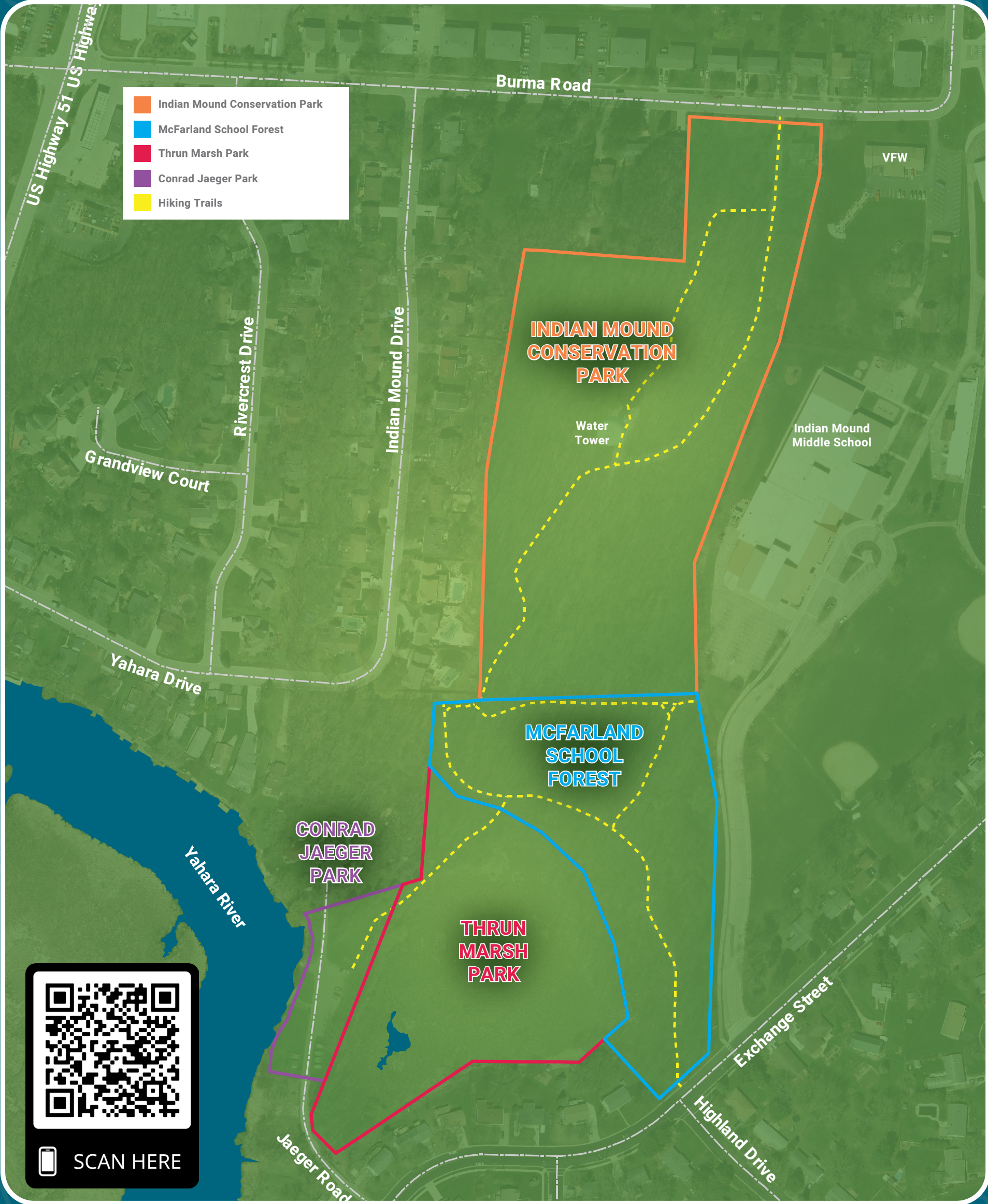
APPROVED:

Motion Carried Motion Defeated:
--

Carolyn A. Clow
Village President

ATTEST:

Cassandra Suettinger
Duty Administrator/Clerk-Treasurer





MAP 6

FUTURE LAND USE



COMPREHENSIVE PLAN

Legend

Future Land Use

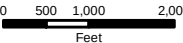
- Single Family Residential
- Two Family and Townhouse Residential
- Multiple Family Residential
- Neighborhood
- Downtown
- Highway and General Commercial
- Commercial Park
- Industrial
- Mixed Use/Flex Commercial
- Institutional and Governmental
- Public Lands, Recreation, and Environmental Corridor
- DNR Wetlands and Potential Wetland Indicators over Undeveloped Lands
- Agricultural Preservation
- Urban Reserve
- Water
- Rights-of-Way

--- Village of McFarland Extraterritorial Jurisdiction Boundary

▣ Village of McFarland Limits (8/18)

▣ Other Municipal Limits (2018)

Shapes on this map represent the Village's vision for future land use within the Village and its extraterritorial jurisdiction. For such lands, this map is not intended to represent existing land use or zoning, or to compel property owners to change the use of their land. For example, owners of agricultural or other rural land may maintain their current land use. Actual boundaries between different future use categories and implementing zoning districts may vary somewhat from representations on this map. This map also identifies the City's Marsh Road Neighborhood Plan west of the Interstate and north of Siggelkow Road, and existing land use elsewhere beyond the Village's extraterritorial jurisdiction.



Date: May 2019

Data Sources: Village of McFarland, Dane County LIO, WDNR, and CARPC



Future Land Use Category	General Description of Land Uses Allowed	Typical Implementing Zoning Districts	Development Policies (see also Village zoning, subdivision, stormwater management, and other ordinances)
Institutional and Governmental	Buildings and land owned by governmental, educational, religious, and other non-profit organizations intended for public uses, gathering places, membership clubs, or elderly care. Small-scale institutional uses may be located in areas mapped in other future land use categories.	Different residence or commercial districts (Village may wish to establish a “public and institutional” zoning district; current standards in residential districts may not fit institutional use needs)	1. Assure high quality building, site, landscape, lighting, signage, and other aspects of project design. 2. Preserve and blend with surrounding residential character through appropriate building scale, building appearance, landscaping, screening, signs, and limited traffic and loading, and access from the adjacent collector or arterial street. Utilize the approach and standards in Figure 4-2 in such settings. 3. Continue to work with institutions with larger areas of vacant land and/or additional land needs, including the McFarland Cemetery Association and McFarland School District. Coordinate uses and activities on District-owned land, including the vacant site at the southeast corner of Broadhead Street and Holscher Road.
Public Lands, Recreation, and Environmental Corridors	Publicly owned lands used for recreation, natural areas, stormwater management areas, or cemeteries. Also includes continuous systems of open space that include environmentally sensitive lands, natural resources, and endangered or threatened species habitat intended for long-term open space, whether or not in public ownership. See CARPC environmental corridor maps by clicking here in digital versions. Future parks may also be on lands mapped under other future land use categories.	CO Conservancy For Village parks, different residential or commercial districts may also be used, though the Village may wish to establish and use a “public and institutional” zoning district. Such areas may also be subject to wetland, floodplain, or shoreland zoning rules.	1. Utilize the Outdoor Recreation & Open Space Plan and Utilities and Community Facilities chapter to guide the siting and development of future parks and recreation areas. 2. Designate environmental corridors with CARPC when land is added to the Urban Service Area. 3. Where compatible with natural resource and farmland preservation objectives, permit within environmental corridors cropping, grazing, underground utilities, and passive recreational and educational activities such as trails and low-impact athletic fields. Direct other development away from environmental corridors. 4. Collaborate with Dane County and others on the preservation of the large environmental corridors adjacent to Upper Mud Lake, “Lower” Mud Lake, and the Yahara River. 5. Where development is proposed near a mapped environmental corridor, determine the exact boundaries based on the features that define those areas. In consultation with CARPC and where consistent with the County Water Quality Plan, the Village Board will de-map any such area as environmental corridor by resolution if: a. More detailed information or studies reveal that the characteristic(s) that resulted in its designation as an environmental corridor is not actually present, b. Approvals from appropriate agencies are granted to alter a property so that the characteristic that resulted in its designation will no longer exist, and/or c. A mapping error has been identified and confirmed.
DNR Wetlands and Potential Wetland Indicators over Undeveloped Lands (blue dot pattern overlay areas on Map 6)	WisDNR mapped wetlands, along with other areas with soil or other conditions that indicate prior and possible wetlands, such as hydric soils, but that are not yet designated as wetland by the WisDNR. Such areas may have building limitations.	CO Conservancy, or development-based zoning districts if soil limitations and associated regulations can be overcome	1. Where such areas are mapped over a property, require a wetland screening in advance of development. If the screening suggests the possibility of actual wetlands, require a wetland delineation in advance of development and buffer such wetlands in accordance with CARPC policy. Some of these areas may be redesignated as environmental corridor in the future. 2. Areas within this designation should remain undeveloped if other, more appropriate building sites can be found on the property. If more appropriate building sites are not available, the underlying land use designation should guide future land use types and density (e.g., Single Family Residential).
Agricultural Preservation	Envisioned for long-term (15+ year) farming and open space. Also allows farmsteads, limited non-farm housing, and associated home occupations and family businesses. May be served by private well and septic.	Generally A-1 (Ex) Exclusive Agriculture in the County’s zoning jurisdiction	1. Support continued farming, open space uses, and operations that process farm products grown mainly on-site and agricultural entertainment, where farming remains the primary activity. 2. Limit non-farm residential development to a maximum density of 1 home per 35 acres of lands in contiguous single ownership, within clusters of smaller individual home sites as opposed to housing on 35+ acre lots. 3. Assure that rural uses do not impede very long-term urban development or road or utility extensions.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 24, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Motion to approve a Quit Claim Deed for the Village to acquire the "School Forest" from the School District of McFarland generally located adjacent to Indian Mound Middle School and Indian Mound Park.

PREVIOUS ACTION:

The Village/School Committee met on March 1, 2022 to discuss this item and supported the land transfer moving forward.

The School Board met on March 21, 2022 to discuss this item and took action to support the land transfer moving forward.

The Parks and Recreation Committee met on May 3, 2022 to discuss the concept and recommended approval of the land transfer.

The Sustainability and Natural Resources Committee met on May 9, 2022 to discuss the concept and recommended approval of the land transfer.

The Village Board approved the concept for acquisition of the School Forest at its meeting on May 24, 2022.

ISSUE SUMMARY:

District and Village Staff have been discussing an opportunity to transfer ownership of the "School Forest" from the District to the Village. This would align ownership of the adjoining public spaces as well as make ongoing maintenance more consistent. The concept originated in a discussion between the District and Village at its Joint School District and Village Board Committee meeting held on March 1, 2022. This group consists of two board members from each represented group, School Superintendent, and Village Administrator. This group was supportive of this action. The School Board has since approved the conceptual land transfer.

The Village has since moved this through our Committee system to review the concept that this proposed. The Certified Survey Map has been approved by the Plan Commission and the rezoning is recommended for approval by the Plan Commission subject to consideration by the Village Board within this same meeting. Finally, hazardous tree clearing work to be arranged by the Village and paid for by the District has also been completed. The School District has approved the enclosed Deed and pending approval of this item we will head to closing on the transaction.



FINANCIAL/BUDGET IMPACT:

Acquisition of the land will cost \$1 for the purposes of creating the transaction pending other fees related to the real estate changing hands. The remainder of the costs have been split between both parties.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to approve a Quit Claim Deed for the Village to acquire the "School Forest" for the price of \$1.00 from the School District of McFarland generally located adjacent to Indian Mound Middle School and Indian Mound Park and authorize the Village Administrator to sign all closing documents as is necessary and advisable by the Village Attorney.

ATTACHMENTS:

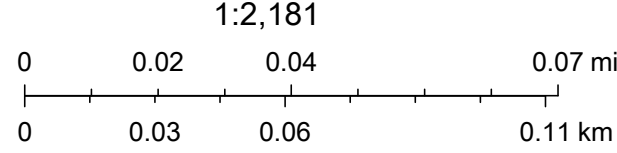
1. School Forest
2. Quit Claim Deed - McF School Dist to VMcF(11-7-22)

Village of McFarland



1/28/2022, 1:17:13 PM

- | | |
|--------------------|--------------------|
| Override 1 | County Highway |
| Village | Local Road |
| Road Centerlines | Restricted Access |
| Interstate Highway | Ramp |
| US Highway | Named Private Road |
| State Highway | Parcels |



na

State Bar of Wisconsin Form 3-2003
QUIT CLAIM DEED

Document Number

Document Name

THIS DEED, made between School District of McFarland, f/k/a Joint School District No. 8, Village of McFarland and Towns of Dunn, Blooming Grove, Cottage Grove and Pleasant Springs, Dane County, Wisconsin ("Grantor," whether one or more) and
Village of McFarland, a Wisconsin municipal corporation

____ ("Grantee," whether one or more).
Grantor quit claims to Grantee the following described real estate, together with the rents, profits, fixtures and other appurtenant interests, in Dane County, State of Wisconsin ("Property") (if more space is needed, please attach addendum):

See Addendum A for legal description.

Recording Area

Name and Return Address
Cassandra Suettinger
Deputy Administrator/Clerk-Treasurer
Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558

154/0610-033-6002-4

Parcel Identification Number (PIN)

This is not homestead property.
(is) (is not)

Dated November __, 2022

School District of McFarland

____ (SEAL) _____ (SEAL)
* Craig Howery, Board President *

____ (SEAL) _____ (SEAL)
Bruce Fischer, Board Clerk *

AUTHENTICATION

Signature(s) _____
authenticated on _____

* _____
TITLE: MEMBER STATE BAR OF WISCONSIN
(If not, _____
authorized by Wis. Stat. § 706.06)

THIS INSTRUMENT DRAFTED BY:

Allen D. Reuter, Attorney at law
Madison, Wisconsin

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) ss.
DANE _____ COUNTY)

Personally came before me on November, 2022,
the above-named Craig Howery and Bruce Fischer
to me known to be the person(s) who executed the foregoing
instrument and acknowledged the same.

* _____
Notary Public, State of Wisconsin
My Commission (is permanent) (expires: _____)

(Signatures may be authenticated or acknowledged. Both are not necessary.)

NOTE: THIS IS A STANDARD FORM. ANY MODIFICATIONS TO THIS FORM SHOULD BE CLEARLY IDENTIFIED.

QUIT CLAIM DEED

© 2003 STATE BAR OF WISCONSIN

FORM NO. 3-2003

* Type name below signatures.

ADDENDUM A
LEGAL DESCRIPTION

A part of Outlot 92 of the Village of McFarland Assessor's Plat located in the Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ and the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 3, Township 6 North, Range 10 East, in the Village of McFarland, Dane County, Wisconsin, more particularly described as follows:

Beginning at the Southeast corner of Outlot 1 of the plat of Indian Mound Park recorded as Document No. 1467013 also being the Southwest corner of Outlot 90 of the said McFarland Assessor's Plat; thence North $88^{\circ}46'15''$ East along the South line of said Outlot 90, a distance of 421.57 feet to the Southeast corner of said Outlot 90; thence South $01^{\circ}29'30''$ East, a distance of 666.72 feet; thence South $42^{\circ}45'24''$ East, a distance of 60.00 feet to a point on the northwesterly right-of-way of Exchange Street; thence South $47^{\circ}14'36''$ West along the said northwesterly right-of-way, a distance of 87.33 feet; thence North $42^{\circ}31'43''$ West, a distance of 292.20 feet to a point of curvature; thence northwesterly 85.63 feet along a curve to the right having a radius of 365.00 feet, the chord of said curve bears North $35^{\circ}48'27''$ West a distance of 85.43 feet; thence North $29^{\circ}05'12''$ West, a distance of 329.85 feet; thence northerly 158.29 feet along a curve to the right having a radius of 306.05 feet, the chord of said curve bears North $14^{\circ}16'12''$ West a distance of 156.53 feet; thence North $00^{\circ}32'48''$ East, a distance of 32.82 feet to a point on the South line of said Outlot 1 of the plat of Indian Mound Park; thence North $83^{\circ}39'42''$ East along the said South line of Outlot 1, a distance of 30.87 feet to the Point of Beginning.

Said parcel contains 228,740 square feet or 5.251 acres more or less.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 24, 2023

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Presentation and discussion from the McFarland Lion's Club on fundraising efforts to support the reconstruction of the skate park within William McFarland Park.

PREVIOUS ACTION:

The Village Board approved the design for the project and authorized the project for bid at its meeting on January 10, 2023.

ISSUE SUMMARY:

At our last meeting, the Village Board accepted the design plans for the reconstruction of the Skate Park and authorized the project for bidding. Construction will begin in the early Spring for the project to be completed hopefully as school ends for the year at the beginning of Summer. Bids are currently being advertised.

As the Village has been working to bring the project forward, the Lions Club has been working on fundraising for the project to help ensure its implementation. They have conducted several successful grant applications and beginning a general fundraising effort for the project. Mary Pat Lytle of the Lions Club will be present to discuss these efforts and any questions the board has on their work to help financially assist in its implementation.

FINANCIAL/BUDGET IMPACT:

The targeted fundraising effort is \$50,000.

VILLAGE PLAN REFERENCE:

[William McFarland Park Master Plan](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presentation and discussion only. No action needed on this item.

ATTACHMENTS:

None

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 24, 2023

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: Discussion and action on a Tourist Rooming House Permit application for Carolyn Rink and Chris Fugate for the property at 6611 Sleepy Hollow Road.

PREVIOUS ACTION:

ISSUE SUMMARY:

Carolyn Rink and Chris Fugate, have applied for a tourist rooming house permit for the property located at 6611 Sleepy Hollow Road. 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. Attached are the written comments received to date by the Village.

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 is 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. The Public Safety Committee has determined the application meets the requirements, it has been forwarded to the Village Board for approval.

FINANCIAL/BUDGET IMPACT:

Permitting and Room Tax Revenue

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

[Chapter 11 - Article XI - Tourist Rooming Houses](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Public Safety Committee unanimously recommended approval.

Motion to approve a Tourist Rooming House Permit application for Carolyn Rink and Chris



Fugate for the property at 6611 Sleepy Hollow Road

ATTACHMENTS:

1. 6611 Sleepy Hollow Road McFarland, WI 53558 Tourist Rooming House Permit Application Submission_Redacted
2. Floor plan 6611 with guests and parking (1)
3. 20221201 6611 Sleepy Hollow Rd TRH Inspection Form_Redacted
4. Kaur Feedback - 6611 Sleepy Hollow Road - Application for a Tourist Rooming House Permit (1)
5. Murray Feedback - 6611 Sleepy Hollow Road - Application for a Tourist Rooming House Permit (1)
6. 12.31.2022 - 6611 Sleep Hollow Road - App for TRH - Saad
7. 01.02.2022 - 6611 Sleep Hollow Road - App for TRH - Rathert
8. 01.02.2022 - 6611 Sleep Hollow Road - App for TRH - Amlie



Tourist Rooming House Permit Application

Pursuant to Village Ordinance Chapter 11

New or Renewal	New Application
----------------	-----------------

Property Information

Tourist Rooming House Physical Address	6611 Sleepy Hollow Road McFarland, WI 53558
Property Owner Name	Carolyn Rink & Chris Fugate
Property Owner Address	
Property Owner Telephone Number	
Property Owner Email Address	

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**

11

Bedroom Width

9

Bedroom Total Square Footage

99 Square Feet

ii. **Bedroom Length**

17

Bedroom Width

13

Bedroom Total Square Footage

221 Square Feet

iii. **Bedroom Length**

17

Bedroom Width

13

Bedroom Total Square Footage

221 Square Feet

Dining Room

Dining Room Length 15

Dining Room Width 11

Dining Room Total Square Footage

Living Room

Living Room Length15

Living Room Width14

Living Room Total Square Footage

210 Square Feet

Family Room/Den (if applicable)

Family Room/Den Length16

Family Room/Den Width10

Family Room/Den Total Square Footage

160 Square Feet

Number of Full Bathrooms3

Number of 3/4 Bathrooms0

Number of 1/2 Bathrooms0

Number of Parking Stalls5

Not less than one and one quarter on site off street parking space for every four occupant 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 Guests8

Number of Off-street Parking Spaces Available for Guests in Driveway	5
Number of Off-street Parking Spaces Available for Guests in Garage	0
Number of Bedrooms Available	3
Describe the manner of responding to or causing a response to a nuisance complaint, including but not limited to the manner in which the complainant(s) will be notified of the response and the method of documenting prompt responses and timely corrective action.	Upon receipt of a nuisance complaint or upon notification that any occupant or guest of our short-term vacation rental has created unreasonable noise or disturbances, engaged in disorderly conduct, or committed violations of the McFarland Municipal Code or any state law, the owner shall promptly respond and take timely corrective action to prevent a recurrence of such conduct by those occupants or guests. The guest will receive a verbal warning upon first occurrence, a written warning for the second occurrence, and asked to vacate the premises upon the third occurrence. Records: The owner, who is the local agent, shall maintain records of the name, violation, date, and time of each complaint, disturbance, response and corrective action taken.
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.	The guests will be provided the following contact information. Phone: [REDACTED] (Call and text) Person responsible for responding to a nuisance: Carolyn Rink and Chris Fugate. Both have powers as local agent. We will return a call to a complainant within 45 minutes Corrective action: The guest will be notified within 30 minutes of the initial nuisance complaint by first a phone call. If unable to reach the guest, an onsite visit to the residence will occur. Since the owner is right next door, a timely corrective action is feasible.



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:



6611 Insurance Liability for McFarland Permit.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:



LICHMD-2022-00707_Carolyn Rink.pdf

A copy of a completed Public Health of Madison and Dane County, or other applicable entity, tourist rooming house inspection form dated within one year of the date of issuance must be submitted before a permit can be issued.

File(s) attached:



LICHMD-2022-00707_Carolyn Rink.pdf

For more information about Tourist Rooming House Licenses from PHMDC, please visit the [PHMDC website](#).

Site Plan

File(s) attached:



Floor plan 6611 with guests and parking.pdf

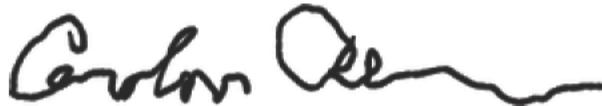
A Site Plan must include location, number of units, number of people in each unit, dimensions of all rooms and common areas, laundry facilities, restroom facilities, and onsite parking dimensions.



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

09/14/2022

Driveway parking (in front of garages): 5 cars

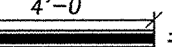
39' 5" Wide

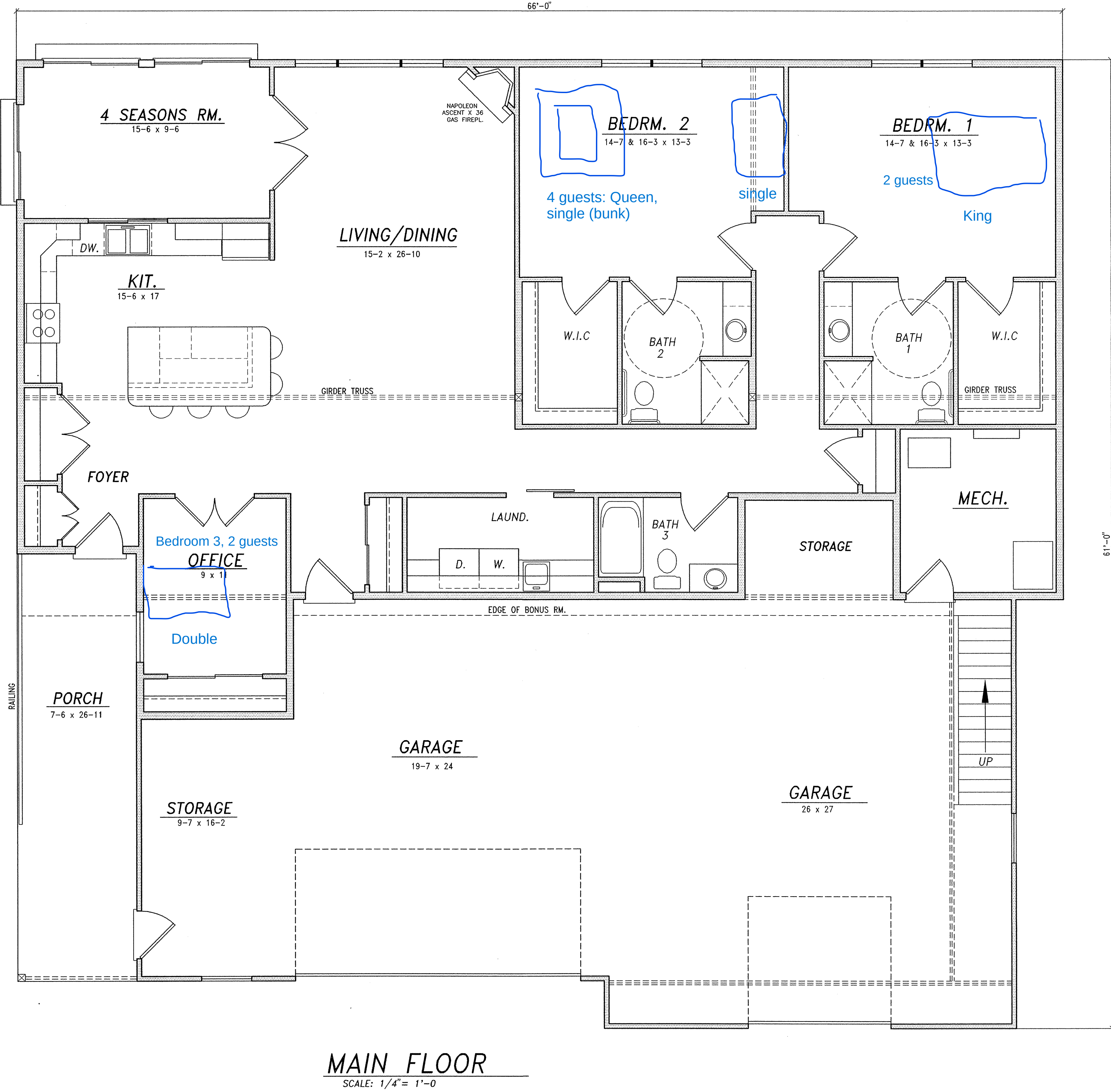
20'3" Long

20' Long

23'6" Wide

GENERAL FRAMING NOTES:

- ALL EXTERIOR HOUSE WALLS TO BE 2x6 STUDS, 16" O.C. W/R-19 INS. & VAPOR BARRIER ON HEAT SIDE, SHEATHING TO BE 7/16" OSB & 1/2" R-BRD.
- ALL GARAGE WALLS TO BE 2x4 STUDS, 16" O.C. W/TRT. BOTTOM PLATE.
- ALL WINDOW CODE NUMBERS ARE FOR ANDERSEN WITH SUPPLIER TO CONFIRM UNIT SIZES WITH OWNER/CONTRACTOR PRIOR TO ORDERING AND/OR FRAMING
- VENT ALL BATH FANS TO SOFFIT OR THRU WALL.
- ROOF TRUSSES TO BE ENGINEERED BY MANUFACTURER AND INSTALLED PER MANUFACTURER
- T.J.I. RAFTERS OR JSTS. TO BE SIZED AND INSTALLED PER MANUFACTURER
- ALL DIMENSIONS ARE TO ONE SIDE OF FRAMING AND DO NOT INCLUDE SHEATHINGS OR WALL FINISHES. FLOOR TO CLG. DIMENSIONS ARE FROM TOP OF SUBFLR. TO CEILING FRAMING.
- WINDOW SUPPLIER TO VERIFY AT LEAST ONE WINDOW IN ALL BEDRMS. TO MEET EGRESS CODE, WITH SILL HEIGHT NOT GREATER THAN 46" ABOVE FLOOR. BEDROOMS TO ALSO HAVE A MIN. OF 8% NATURAL LIGHT AND 3.5% VENTILATION OF FLOOR AREA.
- SAFETY GLAZING TO BE INSTALLED IN ANY WINDOW THAT IS WITHIN 48" VERTICALLY AND 12" HORIZONTALLY OF A STAIRWAY TREAD OR LANDING. ALSO, ANY WINDOW THAT IS PART OF A TUB AND/OR SHOWER ENCLOSURE AND WITHIN 60" VERTICALLY OF THE TUB OR SHOWER DRAIN.
- ATTIC ACCESS COVER IN HEATED LIVING AREA TO BE WEATHER STRIPPED AND INSULATED WITH (2) LAYERS OF 2" RIGID FOAM.
- WALL BRACING:  = LOCATION OF REQUIRED WALL BRACING
EXTERIOR: SHEATHING = 7/16" OR 1/2" O.S.B.
NAILING: 6d COMMON OR 1-1/2" STAPLES, SPACED 6" O.C. ON EDGES AND 10" O.C. ON INTERIOR SUPPORTS
NOTE: IF SINGLE SHEETS OF SHEATHING DO NOT COVER TOP AND BOTTOM WALL PLATES INSTALL DBL 2x6 BLOCKING IN WALL FOR REQUIRED EDGE NAILING.



TOWER Designs

P.O. BOX 1619
JANESVILLE WI 53547 608-756-4874

DRAWN FOR:

Chris Fugate

FILE NAME:

FUGATE2

REVISIONS

DATE

9-11-20

SHEET

A 2



Tourist Room House Inspection

Per Village of McFarland Code of Ordinances

License Type:

☒ - New Application

☐ - Renewal Application

Section 1 - Applicant Information

Premises Address: 6611 Sleepy Hollow Rd

Owner Name: Carolyn Rink & Chris Fugate

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: _____

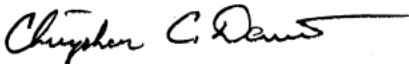
Number of **onsite off-street** parking spaces: _____

Number of Full Baths: _____ Number of ¾ Baths: _____ Number of ½ Baths: _____

Section 3 - Fire & Rescue 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	
	505.1	Missing address numbers on the property	
11-361(b)(3)		Require an inspection report for the fire place	
☐ - No Violations Observed (skip to Section 6)		☒ - Hold for Corrections (complete Section 5)	
Section 5 - Use only if Corrections are Needed			
Noncompliant Order No.		16228	
Date Corrections must be completed		Tentative 10/05/2022	
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.		Proof of address numbers installed and copy of fireplace inspection	
Signature			Date 09/21/2022

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

McFARLAND FIRE & RESCUE

INSPECTION REPORT

6611 SLEEPY HOLLOW RD, MC FARLAND WI 53558



DETAILS

Inspection Date: 09/21/2022 | Inspection Type: INSPECTION - Tourist Rooming House | Inspection Number: 16228 |
Shift: Non Scheduled | Station: McFarland Fire & Rescue | Unit: N/A | Lead Inspector: Christopher Dennis |
Other Inspectors: Jennifer Palmer

STATUS	CODE	DESCRIPTION
FAIL	505.1 - Address identification	New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) high with a minimum stroke width of 1/2 (12.7 mm). Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained.

Inspector: Christopher Dennis - Comments:

FAIL	VOM-Sec. 11-361. (b) (3) - TRH-Fireplace	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.
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Inspector: Christopher Dennis - Comments: New unit will need to get certificate of installation.

REINSPECTION DATE

10/05/2022

CONTACT SIGNATURE

Carolyn Rink
Signed on: 09/21/2022 @ 14:40

A handwritten signature in black ink, appearing to be 'Carolyn Rink', written over a horizontal line.**INSPECTOR SIGNATURE**

Christopher Dennis
Signed on: 09/21/2022 @ 14:40

A handwritten signature in black ink, appearing to be 'Christopher Dennis', written over a horizontal line.**QUESTIONS ABOUT YOUR INSPECTION?**

Christopher Dennis
chris.dennis@mcfarland.wi.us
6088383278

McFARLAND FIRE & RESCUE

INSPECTION REPORT

6611 SLEEPY HOLLOW RD, MC FARLAND WI 53558



DETAILS

Inspection Date: 12/01/2022 | Inspection Type: INSPECTION - Tourist Rooming House | Inspection Number: 16229 |
Shift: Non Scheduled | Station: McFarland Fire & Rescue | Unit: N/A | Lead Inspector: Christopher Dennis |
Other Inspectors: Jennifer Palmer

VIOLATIONS

No Violations Found

GENERAL NOTES

Christopher Dennis - 12/01/2022 @ 11:33 Fire place inspection report provided

Christopher Dennis - 12/01/2022 @ 11:33 House number picture provided

NEXT INSPECTION DATE

09/21/2023

CONTACT SIGNATURE

Carolyn Rink

Contact Refused
Refusal Reason: Not required with information provided.

INSPECTOR SIGNATURE

Christopher Dennis
Signed on: 12/01/2022 @ 11:32

A handwritten signature in black ink, appearing to read 'Chris Dennis', written over a horizontal line.

QUESTIONS ABOUT YOUR INSPECTION?

Christopher Dennis
chris.dennis@mcfarland.wi.us
6088383278

Cassandra Suettinger

From: Gurpreet Kaur <gurpreetkaur8523@gmail.com>
Sent: Tuesday, December 27, 2022 4:08 PM
To: Village Clerk
Subject: Tourist rooming housing 6611 sleepy hollow road

Hello sir/ mam

We live at 6405 Brandon Circle if I stand from my patio I see that house I have two little kids. I spend all my life earnings in buying this beautiful house we want to live in peace and quiet. We have so many neighbors with small kids this is not a commercial area. The reason we choose to live here is peace and quiet next to the river looking at the nature and we don't want all that unwanted traffic here except people who own their houses, if you allow this permit that will bring all kind of traffic into the neighborhood we already know there is so much going on. This will decrease our property values down too. We spend so much money in buying these houses. They should never be approved they should only remain as a residential place not a business, place.

If I look at the structure of the house this house looks like a multi family house city should've never approved this house in the first place I was wondering about it.

We don't want this, so if you look at this neighborhood, this river is one of the finest and big houses neighborhood and we don't want this in our neighborhood.

Me and my neighbors will do everything to do to stop this happening..

That house is already built on a very small lot. It has no lawn and then on top of it. It won't have any place to park.

If you think about the neighborhood next-door, is the elderly couple, you think they going to tolerate all this. They are on this property for a very long time they don't deserve this.

Mcfarland should draw other kind of tension on this. This is a residential peaceful area.

I hope you understand our concerns and declined that this how should have not been allowed to build at first place the structure is a build for rental purposes I was wondering about it cause every story has a balcony.

Sent from my iPhone

Clifford and Tammie Murray
6705 Sleepy Hollow Road
McFarland, WI 53558

12/27/2022

RE: 6611 Sleepy Hollow Road - Application for a Tourist Rooming House Permit

Village of McFarland, Public Safety Committee:

This letter is regarding the application for a Tourist Rooming House Permit for the property at 6611 Sleepy Hollow Road. Our concerns echo the issues outlined in Article XI. Tourist Rooming Houses, Sec. 11-350 - Purpose:

ARTICLE XI. - TOURIST ROOMING HOUSES

Sec. 11-350. - Purpose.

The purpose of this Article is to ensure that the quality of tourist rooming houses operating within the Village is adequate for protecting public health, safety, and general welfare, including establishing minimum standards of space for human occupancy and an adequate level of maintenance; determining the responsibilities of owners, operators and property managers offering these properties for tourists or transients, to protect the character and stability of residential areas of the Village; to provide minimum standards necessary for the health and safety of persons occupying or using buildings, structures or premises; and provisions for the administration and enforcement thereof. ***The Village Board specifically finds that use of single-family residences in the Village for short-term rental creates the increased potential for adverse impacts on single-family neighborhoods. The increased potential for adverse impacts is due to a higher degree of residential use and occupancy by vacationers who may tend to more frequently keep different hours engaging in recreational and activities than the permanent residents in the surrounding neighborhood. Further, lacking any connection to the surrounding neighborhood, are less likely to be sensitive to the needs and concerns of neighbors. Finally, the lake-side neighborhoods in which tourist rooming houses may be most likely to operate in the Village typically have small lots with homes very close to one another thereby increasing the potential for conflicts or disturbances.***

Potential for adverse impacts:

- Sleepy Hollow Road currently consists of homes that have all been purchased and owned as residential properties. Allowing this permit would conflict with the current neighborhood character and makeup. Transient vacationers without ties to the neighborhood or community would negatively affect the quality of life and property values of residents and families as vacationers often feel they should be able to do as they please without regard to anyone else because they are paying customers.
- Sleepy Hollow Road is narrow and without sidewalks, which makes street parking an obstacle to normal traffic flow. Residents currently walk with children and pets on the street, and increased traffic and parking issues would create safety hazards. Additional vehicles, trailers for boats, and various other recreational vehicles of transient vacationers and their guests would further increase safety issues and negatively affect current residents and families. Without the use of the garage, this would be an issue.

Transient vacationers tend to more frequently keep different hours engaging in recreational and social activities than permanent residents.

- Transient vacationers would affect the quality of life for current residents and families. In addition, the potential for transient vacationers to entertain additional guests multiplies the negative impact on the neighborhood.

Transient vacationers lacking any connection to the surrounding neighborhood are less likely to be sensitive to the needs and concerns of neighbors.

- Transient vacationers would significantly affect elderly property owners and families with children. Current residents know their neighbors and can talk to them if/when issues arise. A transient population would need to be dealt with/by village officials/police. Knowing who "belongs" in a neighborhood is also challenging when a transient population is always coming and going.

Lake (river) side neighborhoods in which tourist rooming houses may be most likely to operate in the Village typically have small lots with homes very close to one another, thereby increasing the potential for conflicts or disturbances.

- Noise, extra river traffic in a no-wake zone, and road congestion problems will negatively impact property owners, especially elderly property owners and families with children. Because of the transient nature of vacationers, dealing with their conflicts and disturbances would be difficult.
- Granting this permit would also make it more difficult not to allow potential future request(s) for additional Transient Rooming House permits on the street. We feel the Village Boards' concerns in **Article XI. Tourists Rooming Houses Sec. 11-350 - Purpose, "The Village Board specifically finds that use of single-family residences in the Village for short-term rental creates the increased potential for adverse impacts on single-family neighborhoods."** Article XI applies specifically to this permit request and is an evident and valid concern. Sleepy Hollow Road is not in a Tourist District, Business Area, or Zoned as such, nor should it be.
- When all other properties on the street are year-round single-family residences, granting this Transient Vacation Rental Permit would negatively impact all residents' quality of life and property values. Over the years, Sleepy Hollow/Meredith Heights families have invested significantly in their homes because of the neighborhood's current culture. It is not reasonable to negatively impact this quiet and peaceful neighborhood at the expense of all other homeowners. If the property owners need to do something with the vacant property, they can rent the property to a year-round resident or sell it. They are not without options.

We ask the Village of McFarland Public Safety Committee to consider these long-term adverse effects on current residents of Sleepy Hollow/Meredith Heights and their families when making your decision on this permit application.

Sincerely,

Clifford and Tammie Murray

Cassandra Suettinger

From: David Saad <jssaad@yahoo.com>
Sent: Saturday, December 31, 2022 1:52 PM
To: Village Clerk
Subject: Comments on proposed TRH at 6611 Sleepy Hollow Rd, McFarland

Dear Public Safety Committee,

We would like to voice our concerns about the proposed TRH at 6611 Sleepy Hollow Road. We are concerned about potential for increased noise, traffic and general lack of respect for our quiet family oriented neighborhood. We also believe this sets a bad precedence for others to request a TRH. We want to continue to live in a family neighborhood, not in a neighborhood of vacation rentals. For these reasons we oppose the approval of the TRH at 6611 Sleepy Hollow Road.

Sincerely,
David and Jacqueline Saad
6604 Sleepy Hollow Road, McFarland
608-469-4525

[Sent from Yahoo Mail for iPad](#)

Cassandra Suettinger

From: rkrath84@yahoo.com
Sent: Monday, January 2, 2023 10:40 AM
To: Village Clerk
Subject: Proposed tourist rooming house at 6611 Sleepy Hollow Rd McFarland Wi

We adamantly opposed to this. We are concerned about this since we live right next door at 6609 Sleepy Hollow Rd.

Our concerns are

Safety concerns of strangers coming and going every few days.

Privacy nuisances being on the river we feel people will be out on water coming & going there too. I'm sure on a day out on the water they will be ready to party. We do treasure our quiet times we spend in our backyard afternoons & evenings. Since our back yards are next to each other I'm sure we will loose quiet times & privacy. 30 years we have enjoyed our backyard. and do not relish of what is being proposed.

Home value , we feel this will affect property value. From what we have read on internet this type of a business would cause property to take longer to sell. Typically 3-4 months longer (we are not looking to sell at this time we are just looking at the long range affect on our property).

Parking could be a problem He claims 5 parking spaces of street. Being a street with no curbs this would mean parking on grass areas. Someone coming in with a boat & trailer where would they park ? We believe the village doesn't permit parking on streets at night.

Our neighborhood has been a nice quiet place to live, we would like it to remain so.

Again we do not go along with this business being established in our neighborhood.

Sincerely,

Richard & Kristine Rathert
6609 Sleepy Hollow Rd.

Cassandra Suettinger

From: Chris Amlie <chrisamlie222@gmail.com>
Sent: Monday, January 2, 2023 10:13 PM
To: Village Clerk
Subject: Tourist Rooming House----

My concerns are mainly noise and parking. I do not wish to live across the street from a "party house".

Also parking in this area is limited . There is no on street parking. On occasion I have found my lawn used as overflow parking. This does not work.

Thank you for your attention.

Chris Amlie
6608 Sleepy Hollow Rd.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 24, 2023

SECTION: Business

DEPARTMENT: Public Works

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

AGENDA ITEM: Discussion and action regarding acceptance of the Lewis Park Water Access Plan.

PREVIOUS ACTION:

The Parks & Recreation Committee recommended approval to the Village Board regarding the Lewis Park lake access plan as presented by Parkitecture at their December 6, 2022 meeting.

The Sustainability and Natural Resources Committee recommended approval to the Village Board at their meeting held on January 9, 2023.

ISSUE SUMMARY:

Both Committees previously reviewed and provided feedback on the Lewis Park Water Access Plan. The 2015 [Lewis Park Master Plan](#) called for several improvements in the park area including enhancing access to the water. The Village approved funds for planning services to explore a kayak launch and discovery dock as identified by shoreland improvements within the plan. The project scope includes such things as:

- Conduct an analysis of the project area to identify key issues, opportunities, and improvements in order to provide lake access.
- Public engagement on desired amenities.
- Research and report regarding regulatory players and necessary permitting requirements.
- Provide preliminary design services.
- Providing cost estimates for the site.

The enclosed plan is the culmination of this work and now presented for acceptance by both Committees that have conducted their review.

FINANCIAL/BUDGET IMPACT:

The budget for this item is \$15,000 and funded through the Parks Budget in the Capital Projects Fund. The cost of this plan came in at \$10,880.

Costing for both options is presented along with the recommended option #1.

VILLAGE PLAN REFERENCE:

[2015 Lewis Park Master Plan](#)



ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Motion:

Motion and second, to accept the Lewis Park Water Access Plan.

ATTACHMENTS:

1. Lewis Park Water Access Plan
2. Lewis Park Exhibits

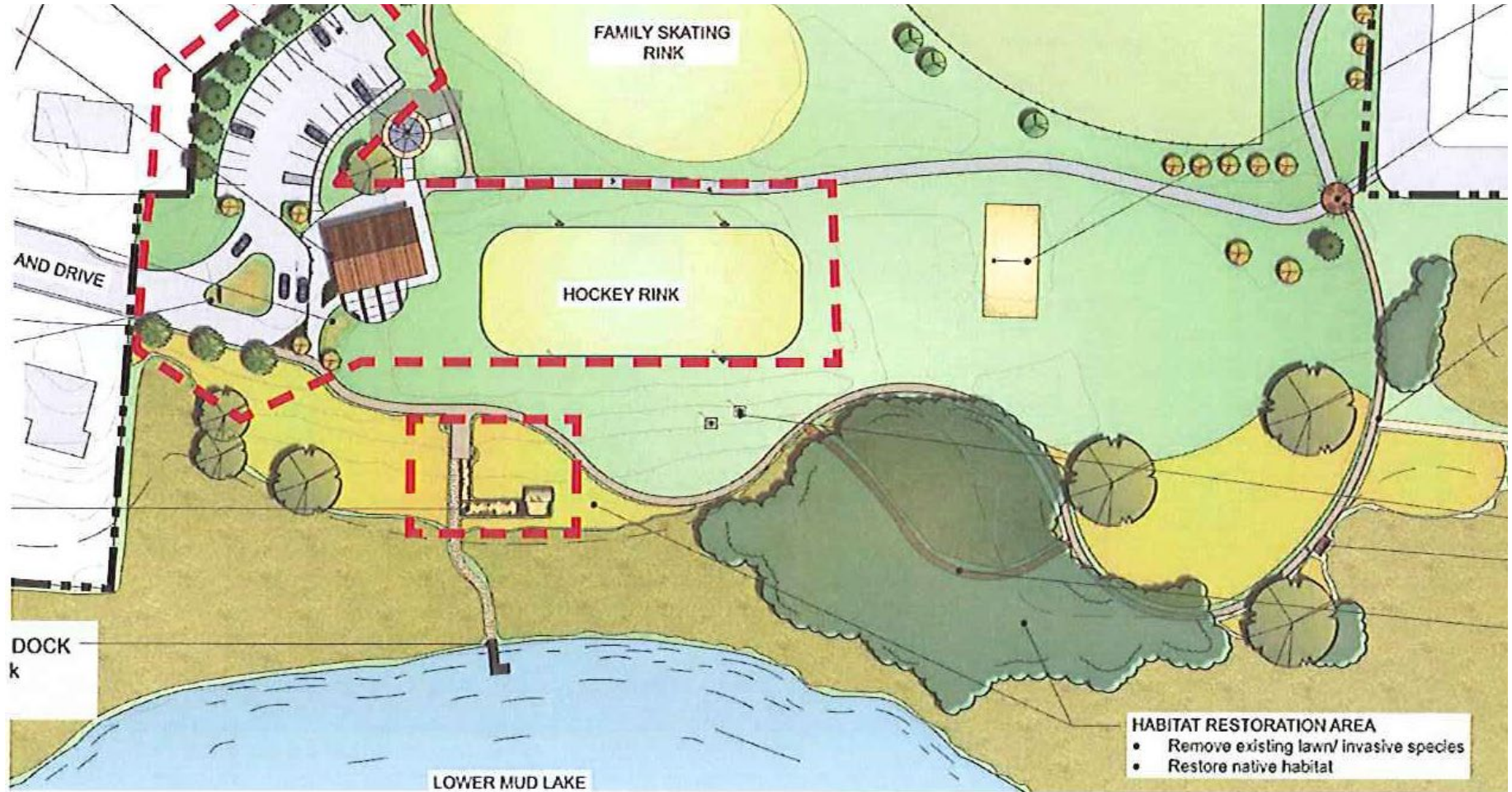


Parkitecture

Lewis Park Water Access Plan

Village of McFarland

Old Master Plan



Existing Conditions Photos



OPTION 1 LOCATION



OPTION 1 LOCATION



OPTION 1 LOCATION



OVERLOOK ADJACENT TO OPTION 1 LOCATION



VOLLEYBALL AREA BETWEEN TWO OPTION SITES



VIEW FROM PARK LOOKING SOUTH



OPTION 2 LOCATION



OPTION 2 LOCATION



OPTION 2 LOCATION

Preliminary Recommendations



Preliminary Recommendations



1 OPTION 1



2 OPTION 2

Final Recommendations

*On-Street
Pavement
Markings*

*Concrete
Approach*

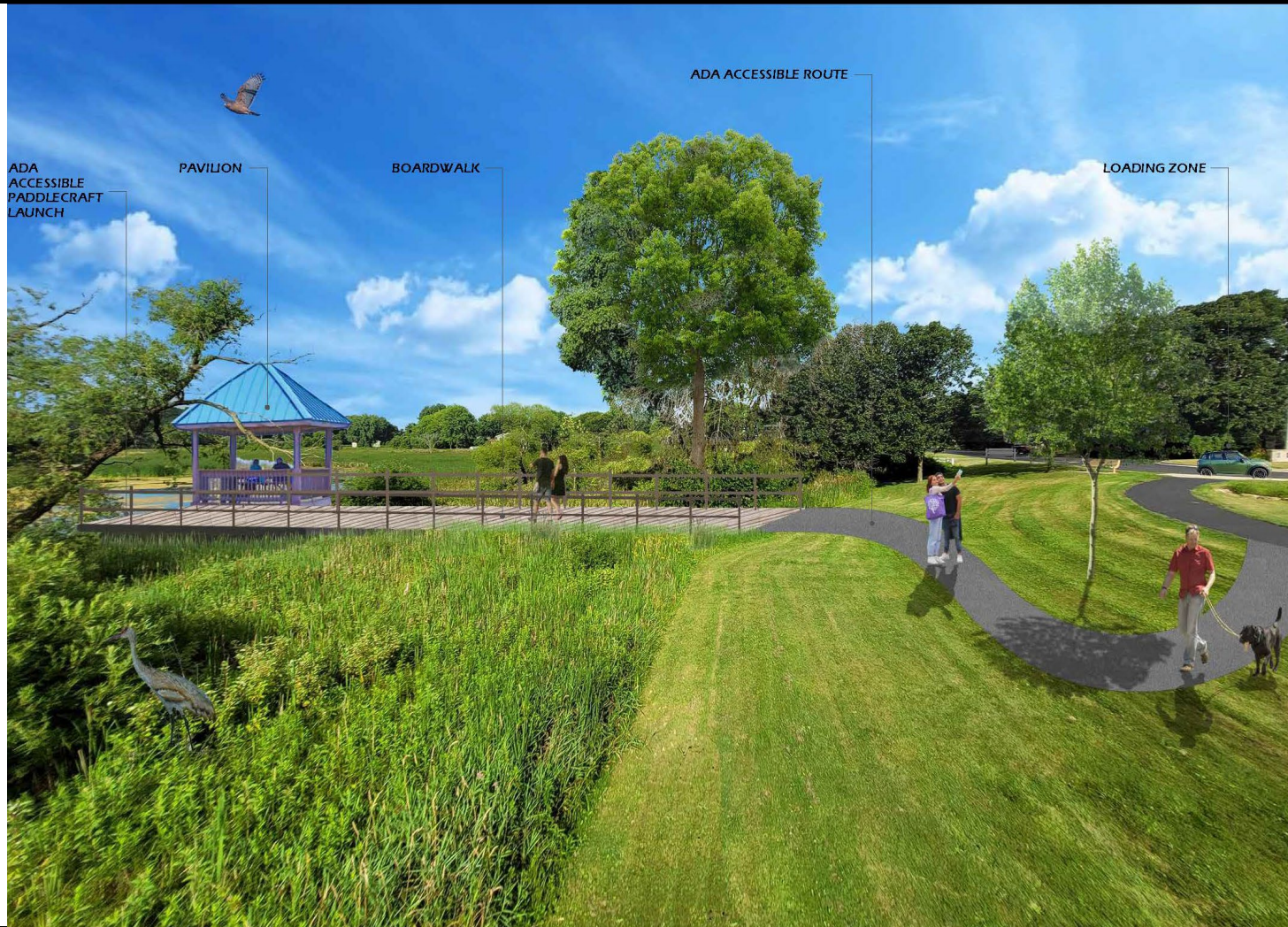
*Metal Frame
Boardwalk*

*Observation
Platform*

Signage



Final Recommendations



Final Recommendations



PADDLE CRAFT ACCESS TO YAHARA RIVER & MUD LAKE



WILDLIFE VIEWING & ENVIRONMENTAL EDUCATION



LEISURE & RECREATION



Future Recommendations



Opinion of Cost – Option 1

OPINION OF PROBABLE CONSTRUCTION COSTS



Project: Lewis Park Lake Access

Date: October 17, 2022

ITEMS						
GENERAL	Item	Qty.	Unit	Unit cost	Item Total	Comments
	1 MOBILIZATION	1	LS	\$5,000.00	\$5,000.00	
	2 EROSION CONTROL	1	LS	\$3,500.00	\$3,500.00	Installation and removal
	3 CLEARING & GRUBBING	1	LS	\$6,000.00	\$6,000.00	
	4 EARTHWORK	1	LS	\$10,000.00	\$10,000.00	
	5 RESTORATION	1	LS	\$3,200.00	\$3,200.00	
				SUBTOTAL	\$27,700.00	
SITE IMPRV.						
	6 DENSE GRADED BASE COURSE	77	TN	\$30.00	\$2,310.00	
	7 CONCRETE PAVEMENT	700	SF	\$10.00	\$7,000.00	
	8 PAVEMENT MARKINGS	1	LS	\$1,500.00	\$1,500.00	
	9 8" CULVERT PIPE	20	LF	\$60.00	\$1,200.00	
	10 ENDWALLS	2	EA	\$500.00	\$1,000.00	
				SUBTOTAL	\$13,010.00	
BOARDWALK						
	11 MAIN BOARDWALK	1	LS	\$40,000.00	\$40,000.00	
	12 PLATFORM	1	LS	\$13,000.00	\$13,000.00	
	13 INSTALLATION	1	LS	\$20,000.00	\$20,000.00	
	14 ADA LAUNCH	1	EA	\$20,000.00	\$20,000.00	
	15 PILINGS	34	EA	\$1,000.00	\$34,000.00	
	16 INTERPRETIVE SIGNAGE	2	EA	\$350.00	\$700.00	
	17 BENCH SEATING	6	EA	\$1,200.00	\$7,200.00	
				SUBTOTAL	\$134,900.00	
				Total	\$175,610.00	
				10% Contingency	\$17,561.00	
				8% A/E FEE	\$14,048.80	
				Total Cost	\$207,219.80	

Opinion of Cost – Option 2

OPINION OF PROBABLE CONSTRUCTION COSTS



Project: Lewis Park Lake Access

Date: October 17, 2022

Option 2

ITEMS						
GENERAL	Item	Qty.	Unit	Unit cost	Item Total	Comments
	1 MOBILIZATION	1	LS	\$10,000.00	\$10,000.00	
	2 EROSION CONTROL	1	LS	\$5,000.00	\$5,000.00	Installation and removal
	3 CLEARING & GRUBBING & DEMO	1	LS	\$10,000.00	\$10,000.00	
	4 EARTHWORK	1	LS	\$20,000.00	\$20,000.00	
	5 RESTORATION	1	LS	\$7,000.00	\$7,000.00	
				SUBTOTAL	\$52,000.00	
SITE IMPRV.						
	6 DENSE GRADED BASE COURSE	219	TN	\$30.00	\$6,570.30	
	7 CONCRETE PAVEMENT	1,991	SF	\$10.00	\$19,910.00	
	8 ASPHALT PAVEMENT	7,598	SF	\$7.50	\$56,985.00	
	9 PAVEMENT MARKINGS	1	LS	\$3,000.00	\$3,000.00	
	10 8" CULVERT PIPE	40	LF	\$60.00	\$2,400.00	
	11 ENDWALLS	4	EA	\$500.00	\$2,000.00	
				SUBTOTAL	\$90,865.30	
BOARDWALK						
	12 MAIN BOARDWALK	1	LS	\$80,000.00	\$80,000.00	
	13 PLATFORM	1	LS	\$13,000.00	\$13,000.00	
	14 INSTALLATION	1	LS	\$20,000.00	\$20,000.00	
	15 ADA LAUNCH	1	EA	\$20,000.00	\$20,000.00	
	16 PILINGS	70	EA	\$1,000.00	\$70,000.00	
	17 INTERPRETIVE SIGNAGE	2	EA	\$350.00	\$700.00	
	18 BENCH SEATING	6	EA	\$1,200.00	\$7,200.00	
				SUBTOTAL	\$210,900.00	
				Total	\$353,765.30	
				10% Contingency	\$35,376.53	
				8% A/E FEE	\$28,301.22	
				Total Cost	\$417,443.05	

Opinion of Cost - Final

OPINION OF PROBABLE CONSTRUCTION COSTS



Project: Lewis Park Lake Access

Date: November 08, 2022

Final Concept

ITEMS						
GENERAL	Item	Qty.	Unit	Unit cost	Item Total	Comments
	1 MOBILIZATION	1	LS	\$5,000.00	\$5,000.00	
	2 EROSION CONTROL	1	LS	\$3,500.00	\$3,500.00	Installation and removal
	3 CLEARING & GRUBBING	1	LS	\$6,000.00	\$6,000.00	
	4 EARTHWORK	1	LS	\$10,000.00	\$10,000.00	
	5 RESTORATION	1	LS	\$3,200.00	\$3,200.00	
				SUBTOTAL	\$27,700.00	
SITE IMPRV.						
	6 DENSE GRADED BASE COURSE	165	TN	\$30.00	\$4,950.00	
	7 CONCRETE PAVEMENT	1,500	SF	\$10.00	\$15,000.00	
	8 PAVEMENT MARKINGS	1	LS	\$1,500.00	\$1,500.00	
	9 8" CULVERT PIPE	20	LF	\$60.00	\$1,200.00	
	10 ENDWALLS	2	EA	\$500.00	\$1,000.00	
				SUBTOTAL	\$23,650.00	
BOARDWALK						
	11 MAIN BOARDWALK	1	LS	\$40,000.00	\$40,000.00	
	12 PLATFORM	1	LS	\$13,000.00	\$13,000.00	
	13 INSTALLATION	1	LS	\$20,000.00	\$20,000.00	
	14 ADA LAUNCH	1	EA	\$20,000.00	\$20,000.00	
	15 PILINGS	34	EA	\$1,000.00	\$34,000.00	
	16 INTERPRETIVE SIGNAGE	2	EA	\$350.00	\$700.00	
	17 BENCH SEATING	6	EA	\$1,200.00	\$7,200.00	
				SUBTOTAL	\$134,900.00	
FUTURE IMPRV.						
	1 DENSE GRADED BASE COURSE	416	TN	\$30.00	\$12,485.00	
	2 CRUSHED STONE SURFACING	5,675	SF	\$5.00	\$28,375.00	Pathway Extension
	3 RESTORATION	1	LS	\$5,000.00	\$5,000.00	
				SUBTOTAL	\$45,860.00	
				Total	\$232,110.00	
				10% Contingency	\$23,211.00	
				8% A/E FEE	\$18,568.80	
				Total Cost	\$273,889.80	



File: V:\22.026 McFarland Lewis Park\CAD\LW.DWG Layout: C100 User: parki Plotted: Aug 03, 2022 - 3:02pm



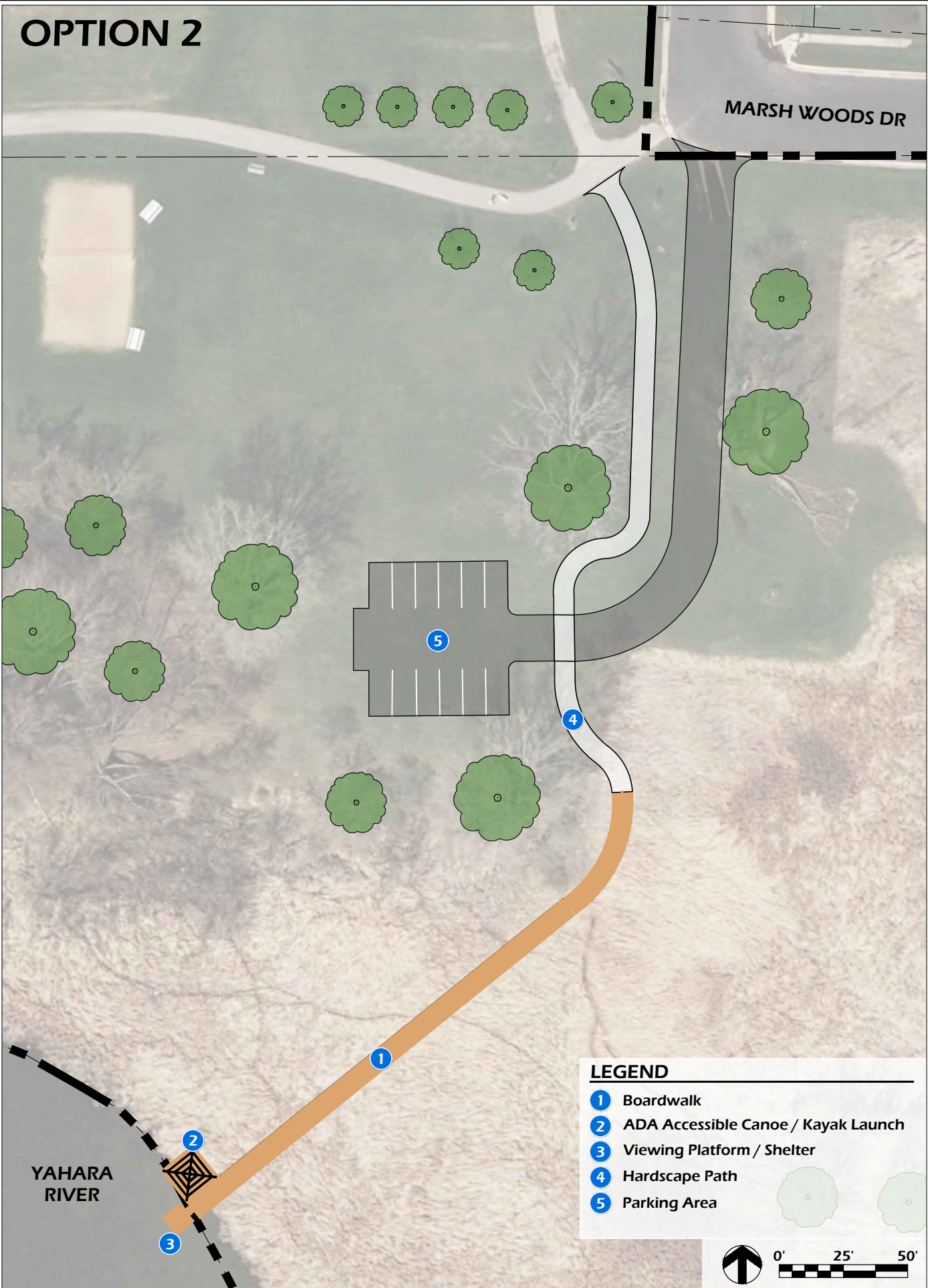
File: V:\22.026 McFarland Lewis Park\CAD\LW.DWG Layout: C101 User: parki Plotted: Aug 03, 2022 - 3:03pm

OPTION 1



1 OPTION 1

OPTION 2



2 OPTION 2

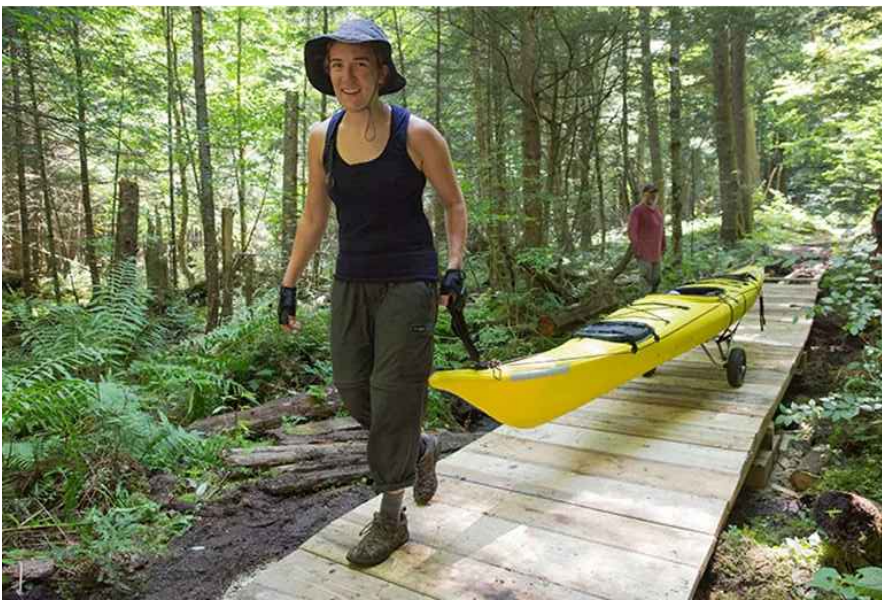
LEGEND

- 1 Boardwalk
- 2 ADA Accessible Canoe / Kayak Launch
- 3 Viewing Platform / Shelter
- 4 Hardscape Path
- 5 Parking Area





PADDLE CRAFT ACCESS TO YAHARA RIVER & MUD LAKE



WILDLIFE VIEWING & ENVIRONMENTAL EDUCATION



LEISURE & RECREATION



VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 24, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion on creation of a Concealed Weapons and Firearms in the Workplace 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 concealed weapons and firearms in the workplace. As a result, the Village desires to bring a formal policy forward regarding Concealed Weapons and Firearms in the Workplace. Overall, the policy provides for:

- The Village's ability to maintain a work environment that is free of the possession and use of firearms, explosives, other weapons, or materials employed as a weapon;
- The prohibition of concealed carrying of weapons or firearms in Village work areas or Village facilities;
- An exception for carrying lawful weapons onto Village premises, including the ability for McFarland sworn Police Officers to possess weapons as authorized by Police Department policy; and,
- A duty to report to the Police Department any suspected or known possession of a weapon in a Village-owned building, vehicles, or equipment, or that is improperly stored in personal vehicles on Village property.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Personnel Committee unanimously recommended approval. Presented for discussion on and any



suggested revisions from the Board. The new manual will be approved as one item once complete.

ATTACHMENTS:

1. Concealed Weapons and Firearms in the Workplace Policy - Final Draft 01.05.2023

CHAPTER XX - CONCEALED WEAPONS AND FIREARMS IN THE WORKPLACE

XX.01 Policy.

The Village's policy is to maintain a work environment that is free of the possession and use of firearms, explosives, other weapons, or materials employed as a weapon. The Village requires the cooperation of all individuals working on behalf of the Village in complying with this policy. Violations of the policy may lead to disciplinary action, up to and including termination.

No employee, or contractor, shall carry, wear, or otherwise possess, control, transfer, sell, give, deliver, accept, or use any weapons or materials employed as a weapon at any time on and off Village property in work areas, while performing work duties, or while operating Village equipment or vehicles. McFarland Police Officers are exempt from this restriction, as it relates to the performance of their job duties as law enforcement officers.

XX.02 Concealed Carrying Prohibited.

In addition to the prohibition on weapons in all Village work areas, Village facilities are a prohibited area under Wis. Stat. § 941.235, *Carrying firearm in public building* and thus concealed carry of a gun, or a weapon, in or on any Village facility is not authorized by law, regardless of whether the individual possesses a concealed carry permit.

XX.03 Exceptions for Carrying a Lawful Weapon onto Village Premises.

An individual may keep a lawful weapon in their personal vehicle properly parked and locked in a Village parking lot or parking area, so long as the weapon is kept (1) in compliance with all applicable Federal, State, and local laws and regulations, (2) entirely out of sight (such as glove compartment or trunk) within the locked vehicle, and (3) so long as the individual is properly licensed and otherwise complies with Village policy. Under no circumstances shall an individual bring a weapon into a Village building or work area.

McFarland sworn Police Officers may possess weapons as authorized by Police Department policy to fulfill their job duties.

XX.04 Duty to Report.

Weapons present on Village property, including Village-owned vehicles and equipment, are considered an immediate safety issue. Any individual who suspects or has knowledge of a weapon in Village-owned buildings, vehicles or equipment or is improperly stored in personal vehicles should make a report to the Police Department. Any individuals with questions about bringing weapons onto Village premises should contact the Deputy Village Administrator or the Human Resources Designee.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 24, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion on creation of a Meals Policy within the Personnel Policy Manual

PREVIOUS ACTION:

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, staff identified the desire to create a stand-alone Meals policy. Language regarding meal reimbursement was previously included within Chapter 15, Working Conditions, of the Personnel Policy Manual. It is of note that this language has not been updated in some time. As a result, the Village desires to bring forward a formal and separate policy regarding Meals. Proposed revisions to the existing language regarding meal reimbursement include:

- Addition of language setting forth the policy regarding meal allowances in certain circumstances associated with travel and work outside of an employee's normal working schedule.
- Increase of allowed reimbursable gratuity from 15% to 18%.
- Addition of language regarding documentation requirements for reimbursements.
- Addition of language regarding exempt employees called in outside of normal working hours for emergency operations to be eligible for meals in accordance with the standards in the policy.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Personnel Committee unanimously recommended approval. Presented for discussion on and any suggested revisions from the Board. The new manual will be approved as one item once complete.



ATTACHMENTS:

1. Meals Policy - Final Draft 01.13.2023

Chapter ~~XX - C~~ Meals

XX.01 Policy.

The Village provides meal allowances in certain circumstances associated with travel and work outside of an employee's normal working schedule. The meal allowances provided in this policy are meant to be a benefit to employees and should be treated as such.

(1) Meal Allowances.

- (a) The Village will reimburse the employee subject to the Authorized Reimbursement Allowances in Subsection (b) for the actual cost of Meals Authorized for Reimbursement defined in Section (2). Claims for reimbursement of meal costs are expected to represent reasonable and necessary costs and may include a maximum gratuity of ~~18.5~~20% as well as any state or local tax.
- (b) Authorized Reimbursement Allowances:
 - 1. Breakfast: \$10.00
 - 2. Lunch: \$15.00
 - 3. Dinner: \$25.00
- (c) Requests for reimbursement for amounts in excess of the above schedule must be accompanied by receipts for the entire day with a full explanation of the extraordinary reason for such expenses. Requests to exceed amounts in excess of meal allowances shall be approved by the Department Head or Village Administrator.

(2) Meals Authorized ~~For~~for Reimbursement

- (a) Employees who are working overtime at the normal time for breakfast, lunch or dinner will be reimbursed with actual receipts for meals. Employees will not be eligible for breakfast unless they start work two (2) hours prior to their normal work schedule, and will not be eligible for dinner unless they work two (2) hours past their normal work schedule. Time spent eating a meal will be considered paid time, but such paid time will not exceed ½ hour.
- (b) The maximum amount for one or more meals may be exceeded and the employee may claim the actual amount spent for each meal as long as the total amount claimed for the eligible meals per day is not greater than the combined maximum reimbursement rate for those meals in that day. If meal maximums are not reached on one day, the excess amount does not accrue and cannot be applied to meals on another day or other costs incurred.

- (c) If a meal is part of the conference, convention or instruction program being attended by the Village employee and a higher amount is charged each participant, the full amount will be reimbursed with proper documentation.

~~_____~~(d) Meals that occur ~~W~~when employees are traveling on authorized functions away from the Village.

- (e) It shall be responsibility of the Department Head or Village Administrator to approve all requests for reimbursements ~~are~~ in accordance with the policies outlined in this chapter.

~~(f)~~ All meal reimbursement requests shall be submitted on a form approved by the Deputy Village Administrator. Reimbursements should be made on a monthly basis.

~~(g)~~ Requests for meal reimbursements must include an itemized receipt identifying the meal requested for reimbursement.

~~(h)~~ Exempt employees called in outside of normal working hours for emergency operations shall be eligible for a-meals in accordance with the standards provided in this policy.

~~(i)~~ Meals not taken during the period of eligibility shall be forfeited.

~~(j)~~ Paid time to eat meals is not compensable if the employee does not take the allotted meal.

~~(k)~~ Consumption of alcohol during a paid break, including when a meal is taken at the end of a shift, is a violation of the Village's Drug & Alcohol policy and shall be subject to discipline.

(3) **Limitations.**

- (a) If meals are included in registration fees for a conference, the employee will not be eligible for a per meal rate for that meal.

~~(b)~~ No reimbursement will be claimed for meals that could have reasonably been consumed prior to departure or following return. The Department Head will review the particular circumstances of any questionable claims and determine whether or not reimbursement is appropriate.

- ~~(be)~~ Reimbursements shall not be made for expenses incurred in purchasing alcoholic beverages.

- (~~dc~~) Reimbursements must be claimed within ~~3060~~ 306 days or reimbursement will be forfeited.
- (~~ed~~) The Emergency Management Director, Fire & ~~EMS-Rescue~~ Chief, Police Chief, and Director of Public Works may authorize reasonable meal expenses for employees and volunteers staffing the emergency operations center or responding to an emergency situation.
- (e) Meals not taken during the period of eligibility shall be forfeited.
- (f) Paid time to eat meals is not compensable if the employee does not take the allotted meal.
- (g) Consumption of alcohol during a paid break, including when a meal is taken at the end of a shift, is a violation of the Village's Drug & Alcohol policy and shall be subject to discipline.
- (~~h~~) The Village shall have the sole discretion to approve or deny requests for meal reimbursements.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 24, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion on creation of a Travel Policy within the Personnel Policy Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, staff identified the desire to create a stand-alone Travel policy. Language regarding travel and travel reimbursement was previously included within Chapter 15, Working Conditions, of the Personnel Policy Manual. As a result, the Village desires to bring forward a formal and separate policy regarding Travel. The proposed revisions to the existing language regarding travel and travel reimbursement are rather minor in nature, with the only notable revisions being:

- Addition of language regarding approval for conferences and conventions to be in accordance with Chapter 10 of the Personnel Policy Manual.
- Revision of language to allow for efficiency in conjunction with low cost in regards to methods of travel and transportation.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Personnel Committee unanimously recommended approval. Presented for discussion on and any suggested revisions from the Board. The new manual will be approved as one item once complete.

ATTACHMENTS:

1. Travel Policy - Final Draft 01.05.2023

Chapter XX - Travel

~~XX01.(1)~~ **Policy.**

- (a) Village vehicles will be used for out-of-town travel or village business whenever practical and available.
- (b) The Village will reimburse an employee for necessary and reasonable travel expenses incurred while on authorized Village business. All such travel must be authorized in advance by the Department Head in order to be eligible for ~~reimbursement~~.

The Department Head will administer travel expenses approved by the Village Board in the adopted Village Budget. An extraordinary expense beyond the amount budgeted will require the prior approval of the Village Administrator.

- (c) Reimbursement will always be based upon the least expensive and efficient form of transportation available.
- (d) Travel will be by direct route, weather conditions permitting, in a minimum number of vehicles, with mileage payable only to persons whose personal vehicles are used during the authorized travel. The travel mileage to be reimbursed will normally be based on either the distance from work to destination or home to destination, whichever is shortest.

In the event two or more employees of the Village are scheduled to attend the same out-of-town function, such employees are encouraged to travel together in order to reduce the cost to the Village.

- (e) The Village will pay for travel time to and from meetings or conferences when the travel occurs outside the employee's normal working hours.
- (f) Commuting expenses for travel between an employee's residence and assigned place of work at the beginning and end of the normal work day are not reimbursable.

(g) Approval for conferences and conventions shall be in accordance with Chapter 10 of the Personnel Policy Manual on training and development.

~~(2)XX02.~~ **Mileage and Other Ground Travel.**

- (a) The rate of reimbursement for mileage when employees use their own vehicle for official travel will be the rate per mile established by the ~~IRS~~Internal Revenue Service (IRS).

- (b) The Village Board may authorize employees in designated positions who are required to use their personal vehicle on Village business to receive a local mileage allowance in lieu of itemizing actual mileage.
- (c) When car rental is necessary or authorized, only the reasonable cost of renting a compact or subcompact model will usually be reimbursed, unless the non-availability of such less expensive models can be documented. Discounts or other special rates are often available if proof of employment by a unit of government is presented to the rental agent.
- (d) Ground transportation to and from an airport should ~~be by public transportation or airport shuttle if available. The use of taxis is discouraged.~~ be by the least expensive and efficient method of transportation available.

~~(3)~~XX03.—Air Travel.

- (a) Reimbursement for air travel expenses will be limited to the fare for the lowest coach class available or the fare actually paid, whichever is lower. Flight life insurance is not a reimbursable item.

~~(4)~~XX04.—Parking Fees, Tolls, and Violations.

- (a) The actual documented cost of parking fees, tolls, and other incidental authorized ~~business expenses~~ will be reimbursed.
- (b) The Village will pay the full amount of the fine plus court costs and penalty assessments if an employee is issued a citation due to any of the following circumstances: poor or unsafe conditions of a Village-owned vehicle, including improper or malfunctioning equipment; missing or non-functioning safety features, or an overloaded vehicle.
- (c) The cost of tickets or fines for moving violations where the driver is at fault in the operation of the vehicle will not be reimbursed.

~~15.14~~XX05.—Lodging.

- (a) The Village will reimburse the employee for the actual single occupancy cost of lodging expenses incurred while traveling on authorized Village business.
- ~~(4)~~(b) Lodging should be at a hotel or motel reasonably close to the place at which an employee is expected to conduct business or attend a conference during the day so that additional public transportation costs are not incurred. First consideration should always be given to hotels and motels offering government rates to public employees.

(2)(c) Requests for reimbursement for lodging expenses will not be granted for employees who are attending meetings or conferences within a 50-mile radius of McFarland or their residence. Exceptions may be granted by the Department Head when nighttime activities are an important part of the conference or for other unusual circumstances.

(3)(d) Request for reimbursement of Wisconsin sales taxes related to lodging will not be granted. Employees are required to provide vendors with a Wisconsin Sales and Use Tax Exemption Certificate in advance of their stay.

(4)(e) If a spouse or friend accompanies an employee on a trip, that employee must reimburse the Village for the difference between the cost of a single and a double room. No travel or meal expenses will be paid for the spouse or friend.

15.13XX06.—Travel, Lodging, and Meal Reimbursement.

(a) Reimbursement for travel, lodging, and meal expenses will be claimed on a form provided by the Village Administrator and will be fully supported by receipts documenting actual expenditures.

15.14XX07.—Travel Advances.

(1)(a) Travel advances may be requested when prepayment by the employee of anticipated expenses will create a financial hardship. To minimize financial hardship, employees are encouraged to arrange for prepayment by or billing to the Village of major expenses that may require significant personal outlays. Such expenses may include air travel, lodging, and conference registration fees.

(2)(b) If travel expenses, which cannot be prepaid by or billed to the Village, are expected to exceed \$100, an advance may be requested. Travel advances will not normally be made prior to ten days before departure and will not exceed 75% of the estimated expenses.

(3)(c) Receipt of a travel advance does not exempt an employee from the requirement to keep and submit accurate records following completion of travel detailing expenses incurred, the travel advance received and the additional amount claimed or to be repaid.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 24, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion on amendment of Chapter 8, Termination of Employment, of the Personnel Policy Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, staff and the Village's labor attorney reviewed Chapter 8, Termination of Employment, of the Personnel Policy Manual. It is of note that this section of the manual has not been updated in some time. Proposed revisions within this chapter provide updates to the following areas:

- Addition of the Deputy Village Administrator and the HR Generalist positions.
- Addition of language regarding Job Abandonment.
- Revisions to the language regarding the exit interview, including a change from the Village Administrator conducting the exit interview to the HR designee.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Personnel Committee unanimously recommended approval. Presented for discussion on and any suggested revisions from the Board. The new manual will be approved as one item once complete.

ATTACHMENTS:

1. PPM Chapter 8 - Termination of Employment - Final Draft 01.13.2023

CHAPTER 8 - TERMINATION OF EMPLOYMENT

8.01 Purpose

The purpose of this chapter is to set forth policies that govern all types of employment termination.

8.02 ~~Notification~~Resignation

- (1) Department heads and other employees holding management or supervisory positions, who are planning to voluntarily terminate their employment with the Village, are expected to provide the Deputy Village Administrator with an advance notice of a minimum of four (4) weeks to ensure continuity of Village operations.
- (2) Non-Department Head ~~Other~~ employees planning to voluntarily terminate their employment are expected to notify their Department Head as far in advance as possible, but not less than ten (10) working days prior to their last day on the job.
- (3) Vacation ~~or other paid leave~~ time may not be taken during the required minimum notification period except as may be approved by the Deputy Village Administrator or Human Resources designee.

~~8.03 Acceptance~~

- ~~(4)~~ Once a resignation has been submitted, it cannot be withdrawn except upon mutual agreement of the employee, the Department Head, and the Deputy Village Administrator.

~~(2) Employee terminations will be reported to the Village Board in a timely manner.~~

8.03 Job Abandonment

- ~~(1) If an employee does not report to work as scheduled for three (3) full consecutive business days without any notification to the Department Head, Human Resource Designee, Deputy Village Administrator, or Village Administrator, this will be considered job abandonment and their employment with the Village will be terminated effective the last day worked by the employee.~~
- ~~(2) The Village will provide the employee with notification of the termination of employment via a letter sent either by electronic or physical mail. The letter will indicate the termination date and will include any additional information needed or required by law regarding benefits, final paycheck, etc.~~
- ~~(3) The Village recognizes that there are limited instances where an employee may be unable to communicate with the Village regarding an unauthorized absence from work, such as in an emergency medical situation. In these events, the Village will give due consideration to those particular circumstances.~~

8.04 Eligibility for Fringe Benefit Payouts

(1) Voluntary Termination/Retirement/Termination

Persons retiring ~~for the purpose of establishing eligibility for annuity payment under the Wisconsin Retirement System and/or Social Security (including disability retirement annuity benefits),~~ and other employees who voluntarily terminate their employment, will be eligible for full payment for any ~~accrued~~ earned vacation hours and ~~accrued~~ earned floating holiday hours. Such payments will be made at the rate of pay in effect as of the employee's last day of work on the job.

(2) Upon Layoff

~~While laid off, Employees laid-off will be eligible to~~ may take full payment for any ~~accrued~~ earned vacation hours and ~~earned~~ accrued floating holiday hours at any time ~~of the employee's choosing~~ during the remainder of the calendar year in which the layoff occurs. ~~At December 31 of that year of layoff, any~~ Any remaining earned vacation or floating holiday hours will then be automatically paid out to the employee on December 31st of the year of layoff.

8.05 Return of Village Property

Employees and volunteers leaving Village service must return all keys, tools, equipment and all other Village property in their possession to their supervisor or other designated personnel ~~upon request~~. Uniform articles will also be returned if required by department policy. ~~The checklist of property issued and returned will be completed and inserted into the personnel file of each terminating employee.~~

8.06 Health Insurance Continuation

Continuation of health insurance coverage or conversion from a group to an individual plan under the various kinds of insurance plans available to Village employees will be determined by Federal and State law and the provisions of each insurance contract ~~in effect at the time of termination~~. ~~The Village Clerk will inform each~~ The Village will provide notice to the terminating employee of the specific insurance continuation options available ~~to the employee~~.

8.07 Retirement System Contributions

Treatment of an employee's contributions to the Wisconsin Retirement System will be determined by options open to municipal employees under applicable State sStatutes and administrative rules in effect at the time of termination.

8.08 Exit Interview

~~(1)~~ Purpose

The Village conducts ~~An~~ exit interviews ~~is used~~ to gain insight into the effectiveness of Village personnel and managerial practices, to determine where personnel policies and procedures are in possible need of review or revision, and to determine where supervisory or managerial practices need modification or improvement.

~~(2) — Conducting the Exit Interview~~

All employees who voluntarily terminate their employment with the Village will ~~be requested~~ be provided the opportunity to participate in a confidential exit interview with the ~~Village Administrator~~ the Human Resources designee.

~~If, during the exit interview, serious incidents, repeated performance issues, or potential policy violations come to light that have the possibility of continuing without intervention, the HR Designee will investigate according to Village policy and escalate as needed to relevant leadership. or, at the request of the employee, a member of the Village Board. If any opportunities are discovered during the exit interview they will be reported to the Village Board by the Village Administrator. In the case of a Department Head who voluntarily terminates employment, the exit interview will be conducted by the Village President.~~

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 24, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion on amendment and consolidation of Chapter 19, Sick Leave, of the Personnel Policy Manual and Chapter 10, Sick Leave, of the Compensation and Benefits Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, staff and the Village's labor attorney reviewed Chapter 19, Sick Leave, of the Personnel Policy Manual and Chapter 10, Sick Leave, of the Compensation and Benefits Manual. It is of note that these sections of the manuals have not been updated in some time. Proposed revisions within these two combined chapters provide updates to the following areas:

- Revision of language regarding the definition of "immediate family" to be more inclusive.
- Addition of language to encourage Village employees to stay home and utilize sick leave when they are sick with an illness in order to protect the safety of co-workers and the community.
- Removal of language regarding the inability for an employee who becomes ill during a period of vacation to utilize their sick leave benefits.
- Removal of language regarding a Department Head or the Village Administrator investigating alleged illnesses.
- Revision of language regarding the requirements of a valid doctor's certificate.
- Addition of language allowing for new employees to borrow up to 40 hours of sick leave in their first year of employment.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

N/A



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Personnel Committee unanimously recommended approval. Presented for discussion on and any suggested revisions from the Board. The new manual will be approved as one item once complete.

ATTACHMENTS:

1. Sick Leave - Final Draft 01.13.2023

Chapter XX – Sick Leave

XX.01 Eligibility

- (a) Full-time employees and part-time employees who are ~~regularly scheduled~~budgeted to work at least twenty (20) hours per week will be eligible for sick leave.

XX.02 Accrual

- (a) Full-time employees may earn sick leave at a rate of eight (8) hours earned for each full month worked regardless of years of service.
- (b) Part-time employees may earn prorated sick leave time based on their percentage FTE status upon which the position is budgeted. Pro-ration amounts shall be rounded up to the nearest quarter. The Village's determination of the proration amount is final Ex: A 20 hour per week employee would earn 4 hours of sick leave per month.
- (c) The maximum sick leave accumulation shall be no more than 1,440 hours.

XX.03 Authorized Uses

- (a) Sick leave is intended for the use of employees in the event of personal illness (including pregnancy related illness or disability), bodily injury, exposure to a contagious disease, or in the event of a serious illness or accident involving a member of the employee's immediate family. ~~For the purpose of administering this policy, the definition of "immediate family" will include spouse, significant other, child/step child, parent, or any other relative that resides in the employee's household.~~ For the purpose of administering this policy, an employee's immediate family shall be the following relations of the employee: their spouse or their Domestic Partner; spouse, children, step-children, foster children, siblings, step-siblings, parents, step-parents, foster parents, grandchildren, grandparents, brother-in-law, sister-in-law, son-in-law and daughter-in-law. Also included are other relatives of the employee, spouse or Domestic Partner residing in the employee's household.
- (b) Out of respect and safety for co-workers and the publiccommunity which is served on a daily basis, the Village encourages employees who are sick with illness and symptoms to stay home and utilize sick leave.
- (a)(c) _____

~~(b) Sick leave may be used for pregnancy-related illness or disability of the employee and/or spouse or significant other.~~

~~(e)(d)~~ Sick leave may be used for ~~doctor~~ medical or dental appointments which cannot be scheduled during an employee's regular time off.

~~(d) An employee who becomes ill during a period of vacation will not be eligible for sick leave benefits for the time while on vacation unless the employee provides documentation of the illness or injury from a qualified medical doctor.~~

~~(e) The Department Head or the Village Administrator may investigate the alleged illness of an employee absent from work on sick leave. False or fraudulent use of sick leave will be cause for disciplinary action against the employee, up to and including discharge.~~

XX.04 Procedures

(a) Employees who are absent from duty for reasons which entitle them to sick leave will notify their supervisor or Department Head no later than sixty (60) minutes prior to the scheduled start of their work shift, or in accordance with the policy of their department, if different. Employees on ~~short term~~ sick leave without prior approval, will keep their supervisor or Department Head informed of their condition on a daily basis. Exceptions will be reviewed on a case-by-case basis.

(b) The Department Head or the Village Administrator may require a certificate from a qualified medical practitioner to justify ~~payment use~~ of sick leave. Such instances may include, but are not limited to, when the absence occurs before or after a scheduled day off; for sick leave in excess of three (3) consecutive days; or when an employee has a record of repetitious usage of ~~short amounts of~~ sick leave over an extended period of time; ~~and when an employee's pattern of illness otherwise raises some doubt as to the legitimacy of the illness.~~ For longer term absences, the employee may be required to provide ongoing medical documentation from the attending physician or may qualify for FMLA and be required to complete the associated documentation for the FMLA process.

A doctor's certificate will be considered acceptable when it spells out ~~the type and term of illness or injury, substantiates the fact that the employee was too ill to work, and specifies either that the employee has recovered sufficiently from the recent illness or~~

~~injury to resume the employee's normal duties or that the employee will be required to remain off work for an additional period of time. In the latter case, the attending physician should provide an anticipated return to work date any and all job restrictions (if applicable), the duration of restrictions/absence, and job duties that cannot be performed.~~

- (c) The Department Head or Village Administrator may also require an employee to take a medical examination upon returning from sick leave or on such occasions that it is in the best interest of the Village ~~or the Village has reason to believe the employee is unable to safely perform essential functions of their job.~~ The medical examination will be given by a qualified physician designated by the Village and the cost of the examination will be paid by the Village.

- ~~(d)~~ When sick leave is used, each employee will be responsible for requesting sick leave pay on the time sheet.

~~Sick leave will be charged in no less than two (2) hour increments.~~

- ~~(d)(e)~~ In the event a doctor's appointment is canceled, the employee should report to work or substitute an alternative leave time type for time away from work. Any employee who was previously scheduled to fill in for the applicable shift, shall have their shift cancelled.

XX.05 Borrowing Sick Leave for New Employees

(a) New employees will have the ability to borrow up to 40 hours of sick leave in their first year of employment for the use of sick leave as provided in section XX.03 regarding authorized sick leave.

(b) If a terminating employee has not earned back borrowed sick leave, the employee will have an appropriate amount withheld from the final paycheck to reimburse the Village for any borrowed sick leave not earned before termination. The amount to be withheld will be calculated at the current rate of pay times the number of unearned borrowed sick leave days.

XX.056 Sick Leave Conversion

- (a) *Eligibility* – Retiring employees shall be eligible to participate in the Village's Sick Leave conversion plan as long as they meet the following criteria:
1. The employee is eligible for retirement and has reached at least the minimum retirement age as required by the Wisconsin Retirement System; and,

2. The employee ends employment with the village and any participating Wisconsin Retirement System (WRS) employer.
- (b) The Village will determine the dollar value of a retiring employee's earned sick leave (up to a maximum of 1,440 hours) at the employee's salary or hourly rate of pay, whichever applies, on the last day of the employee's employment (Sick Leave Conversion Amount). The Village will contribute the employee's Sick Leave Conversion Amount to either:
1. A healthcare reimbursement account (HRA); ~~or.~~
 2. An account for the employee under the ***Village 401(a) Plan*** (Retirement Plan), a retirement plan sponsored by the Village that satisfies the qualification requirements of section 401(a) of the Internal Revenue Code. The Village will determine, on a ~~case-by-case~~case-by-case basis, whether an employee's Sick Leave Conversion Amount will be contributed to an HRA under the VEBA or to the Retirement Plan. The Village's determination will be based on objective factors that may include, but are not be limited to, the retiring employee's access to other health insurance coverage, the dollar amount of the retiring employee's Sick Leave Conversion Amount, and the willingness of the Village's health insurance carrier to cover retired employees. At no time will the retiring employee have a choice between a contribution to an HRA under the VEBA or a contribution to the Retirement Plan. ~~For purposes of this Section 10.02, an employee is a "retiring employee" if:~~

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 24, 2023

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT: Stephanie Miller, Comm & Technology Director

AGENDA ITEM: Discussion and action to accept a proposal in order to award a contract for a communications and engagement plan.

PREVIOUS ACTION:

The request for proposals was authorized for issuance by the Village Board at their meeting held on Tuesday, December 13, 2022.

ISSUE SUMMARY:

Outlined in the 2022-2023 McFarland Strategic Implementation Plan - Village Board Goals, Objectives, and Action Plan, under item D3, is the action step to develop a new communications plan to outline the prioritization of resources that work in conjunction with opportunities for engagement. On October 27, 2022, Trustee Jerke issued a referral request to "discuss and determine a process that would result in a comprehensive review of Village communications, outreach, and community engagement tools, strategies, and plans that will lead to the creation of a new Village-wide outreach and engagement plan." This referral was brought to the November 10, 2022 meeting, ultimately, leading to a review and acceptance of an RFP to be distributed at the Committee of the Whole and Village Board meetings held on December 13, 2022.

The enclosed RFP, "Communications and Engagement Plan" was distributed beginning December 14, 2022 with a due date of January 6, 2023. There were three applicants who submitted their proposal aligning to the plan objectives and scope of work outlined within the RFP. Of those three, two were deemed as qualified candidates and were interviewed by the Village Administrator, Deputy Administrator/Clerk, and the Director of Communications and Technology.

The staff that conducted the interviews recommend the acceptance of the proposal (enclosed) provided by Revelation, a public relations (PR), advertising, and social media agency based in Madison, WI. The presentation of their proposal is thorough and lays out a phased schedule that meets the needs that were addressed within the scope of work of the proposal. They have extensive experience in the field of communications, which includes work with similar municipalities comparable to McFarland. The submitted proposal is set for a seven-month project schedule beginning in March of 2023 and aims to finish in September of 2023.

FINANCIAL/BUDGET IMPACT:

The total cost for this proposal is \$24,750. The 2023 Budget was approved at \$15,000 to be paid for through fund balance. As such the amount of fund balance can be increased to align with the total project cost.



VILLAGE PLAN REFERENCE:

An action step to, "development new communications plan outlining prioritization of resources in line with opportunities for engagement" can be found within the *2022-2023 McFarland Strategic Implementation Plan - Village Board Goals, Objectives, and Action Plan*, under item D3.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action:

Motion, second to accept the proposal from Revelations in order to award a contract for the development of a communications and engagement plan subject to the preparation and approval of a contract by the Village Attorney.

ATTACHMENTS:

1. Village of McFarland Communications RFP
2. Revelation Communications & Engagement Plan Proposal



Request For Proposals

Communications & Engagement Plan

RFP Issuance Date: December 15, 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.....	7
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”). 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 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 Consultant will meet the following objectives in order to partner with the Village to plan for communications and engagement:

- 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 developing the Plan. The desired services and work include but are not specifically limited to the following:

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 Plan for the Village 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 and structure to support the Plan.
8. Identify and create a mission statement to align with the Department and Village.

9. Conduct an environmental scan of community-based social media pages and local news outlets that are commonly used to share Village information. Including by not limited to “McFarland Community” Facebook page, “McFarland Moms and Dads” Facebook page, and McFarland Thistle newspaper.
10. Review and provide recommendations regarding the Village's relationship with the School District of McFarland as it relates to Village communication and engagement efforts. Outline opportunities where the Village can partner with the School District to support and advance this Plan.
11. Develop Plan in line with best practices for creating a diverse, equitable, and inclusive platform for communications and engagement.

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.

C. **Interviews.** Consultant will conduct at least one interview with each Village Board member and Department Head on an individual basis to gather input to gather input on current and past communications and engagement efforts. Consultant shall develop questions consistent for all interviews and submit to the Village for approval prior to utilization.

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.
 - iii. **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.
 - iv. **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 15, 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 enter a 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



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COMMUNICATING WITH YOUR RESIDENTS AND STAKEHOLDERS



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PREPARED FOR:

Stephanie Miller

Communications and Technology Director

Village of McFarland

PREPARED BY:

Brian Lee, APR

President

Revelation PR, Advertising & Social Media

SUBMITTED:

Jan. 6, 2023

INTRODUCTION



Dear Ms. Miller,

Thank you for the opportunity to respond to the Village of McFarland's RFP for the communications & engagement plan. Our experience working with municipalities and government entities, and our expertise in public and community relations, make us the perfect fit to help you enhance engagement with your community.

As the Village of McFarland strives to best serve its community, it has faced numerous challenges, including lack of participation from residents and concerns about preparedness in dealing with potentially sensitive situations. The reason why M3 Insurance initially referred my firm to you was because they know of our ability to solve these types of issues.

Revelation, a Madison-based MBE that has been trusted by local and statewide organizations to protect and rebuild reputations, is led by an individual who holds their Accreditation in Public Relations (APR), which designates mastery of public relations along with professionalism and high ethical standards, and who currently and previously provided similar community engagement services to the Wisconsin Department of Transportation, American Transmission Co., Alliant Energy and numerous developers.

Should you have any questions regarding our response or how we can effectively work together, please do not hesitate to reach me. I am eager to begin a partnership with the Village of McFarland, and we hope you choose our team.

Sincerely,
Brian Lee



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SCOPE OF WORK PHASE 1

Analyze the Village's existing public communication platforms and tools. Identify and recommend opportunities for improvement and propose metrics for measuring success.

- We will conduct a communications audit for the Village of McFarland in March 2023. Deliverables will include:
 - Review communications outputs, including electronic and print newsletters, press releases, public involvement handouts/presentations, community calendar, cable channel, etc.
 - Review social media accounts (including YouTube) and analytics
 - Review website analytics
 - Review Polco analytics
- We will then use the insights we have gathered to create plans for improvement and develop metrics to guide ongoing measurement of the platforms and tools.



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SCOPE OF WORK PHASE 1

Evaluate leadership communications structure and make recommendations to improve hierarchy to disseminate information.

- Concurrent with the communications audit, we will:
 - Review existing communications policies and procedures
 - Individually meet virtually with department heads and Matt Schuenke in March-April 2023 and Village Board members following the April 4 election through the end of May. All interview questions will be submitted for approval in advance of the interviews.
- Information gathered from the interviews will be aggregated and used to determine how to improve internal communication processes and structure.



SCOPE OF WORK PHASE 1

Review existing Communications Plan, Comprehensive Plan, Strategic Plan, past surveys/research, and/or other related documents as background on the Village.

- This deliverable will take place in March 2023 as part of the communications audit. Much of the information gathered from these plans will help guide the creation of the new community outreach and engagement plan.
- The Village may provide these documents via email, shared folder or USB drive.



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SCOPE OF WORK PHASE 1

Recommend technologies, solutions, and services to keep the Village in line with best practices of comparable communities.

- We will research technologies, solutions, and services and then provide our recommendation for the ones that will 1) help the Village achieve its communications and engagement goals, 2) are relatively easy to install and use, and 3) are cost-effective.
- This portion of phase 1 will take place from March through May 2023.



SCOPE OF WORK PHASE 1

Conduct an environmental scan of community-based social media pages and local news outlets that are commonly used to share Village information.

- This scan will help us potentially determine the reach of the Village's messages, the types of audiences that are engaging with the Village directly or indirectly, and the channels or platforms that the Village should use in its community outreach.
- In some cases, we may need Village of McFarland staff or board members to help us access content on private pages (e.g., "McFarland Moms and Dads" Facebook page).
- We will conduct this scan from April through May 2023.



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SCOPE OF WORK PHASE 2

Develop a Plan for the Village that will increase community outreach and engagement that includes our ability to establish metrics for measuring success. Provide recommendations on staffing resources and structure to support the Plan.

- First, we will develop a Public Input Plan that will help us gather insights on how community members receive communications from the Village, the platforms and channels they use, and their awareness level of various Village services, projects and services.
- This plan likely will require several in-person focus groups and interviews with community members, followed by a survey.
- We will submit this plan to the Village Board in June 2023. Following the Board's approval of the plan, we will execute it in July and August 2023.



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SCOPE OF WORK PHASE 2

Develop a Plan for the Village that will increase community outreach and engagement that includes our ability to establish metrics for measuring success.

Provide recommendations on staffing resources and structure to support the Plan.

- You will receive a plan that is built off the research and analysis from phase 1 and the survey results from the Public Input Plan. The first part of the plan will be segmented by target audience (e.g., residents, businesses), and each audience will have its own set of objectives, strategies, tactics, tools, costs and messages.
- The second part of the plan will provide operations and communications procedures for dealing with crises, special events and special or one-time projects.
- The entire plan will list staffing resources and assignments to support its execution.
- While we work on this plan from July through August 2023, follow-up questions with Village staff may be required.



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SCOPE OF WORK PHASE 3

Identify and create a mission statement to align with the Department and Village.

- In our interviews with staff and the Village board in phase 1, we will ask questions that will help us create a mission statement and present it in September 2023.

Review and provide recommendations regarding the Village's relationship with the School District of McFarland as it relates to Village communication and engagement efforts.

- This review will likely require interviews with administrative staff from the district, including the District Administrator, and will take place in early August 2023 before school starts.
- Our initial interviews with Village staff and board members will include questions about the school district.
- We will present recommendations in September 2023.



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SCOPE OF WORK PHASE 3

Develop Plan in line with best practices for creating a diverse, equitable, and inclusive platform for communications and engagement.

- We will make sure our plan follows best practices and guidelines to make sure all communications and engagement from the Village follows the principles of DE&I. For example, many government programs (e.g., U.S. Environmental Protection Agency) discuss following “environmental justice,” defined as the fair treatment and meaningful involvement of all people, regardless of race, color, national origin, or income.
- This plan will be delivered by Sept. 30, 2023.



PROJECT SCHEDULE

Task	March 2023	April 2023	May 2023	June 2023	July 2023	Aug. 2023	Sept. 2023
PHASE 1							
Onboarding							
Analyze platforms and tools							
Review existing plans, surveys/research and background							
Evaluate leadership communications structure							
Recommend technologies, solutions and services							
Conduct an environmental scan							
PHASE 2							
Develop the Community Outreach and Engagement Plan							
Provide recommendations on staffing resources and structure							
PHASE 3							
Identify and create a mission statement							
Provide recommendations specific to the School District							
Develop DE&I Plan							



ONBOARDING AND INTEGRATION PROCESS

- Week 1: Exchange contact information, request materials required for phase 1, discuss Village's communications preferences (e.g., email vs. phone call vs. text)
- Week 2: Finalize proposed plan and timeline, determine roles and responsibilities, discuss implementation with Village
- September 2023: Present plans and recommendations, discuss with Village any need for revisions or additions
- Each month: Provide progress reports as desired, develop and present solutions to challenges/issues



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QUALITY CONTROL

Revelation's reputation is built on achieving customer satisfaction by exceeding client expectations, and it is perpetuated by our passion for a corporate culture that embraces a never-ending commitment to excellence.

We also commit ourselves fully to maintaining a high level of expertise in our areas of practice, both as advocates and advisors.

Our team uses project management software to monitor task progress and to meet deadlines. All work is checked by at least one other individual before it is sent to the client, who maintains the right to ask for revisions.

ABOUT US



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Revelation PR,
Advertising &
Social Media is a
full-service, integrated
communications
agency with experience
working with local
governments and
communities.

We will help to diversify
your supply chain,
as Revelation is a
Minority Business
Enterprise (MBE),
certified by both the
State of Wisconsin and the
National Minority Supplier
Development Council.



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KEY PERSONNEL

BRIAN LEE, APR

President

Hourly rate: \$150

SKILLS: 20+ years of PR and branding experience, accredited in public relations (APR), has MBA and holds certificate in reputation management. Also teaches social media and marketing at Madison College.

EXPERIENCE: Has worked or is working with the City of Fitchburg, the City of Madison, the Wisconsin Department of Transportation, Alliant Energy, American Transmission Co. and a municipality in the Madison area.

RESPONSIBILITIES: Oversee project, serve as main client contact, manage budget, manage key personnel, perform audit, write communications plans, conduct interviews, conduct community research.

BRIAN LEE, APR RESUME



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Education and Credentials

University of Wisconsin – Madison
Bachelor of Arts, Journalism, May 2002
Major: Strategic Communications

Sam Houston State University
Master of Business Administration, May 2022

Universal Accreditation Board
Accreditation in Public Relations (APR), May 2011

Public Relations Society of America (PRSA)
Certificate in Reputation Management, Aug. 2017

Recent Communications Experience

January 2011 – present

Revelation PR, Advertising & Social Media - President

- Directing clients' integrated communications efforts (PR, advertising, marketing, social media) relating to brand development, product launches, crisis management and issues advocacy
- Overseeing creation of clients' internal and external collateral, including websites, logos, videos, advertisements, newsletters and brochures
- Managing clients' media relations campaigns, including message development, media training, government relations, earned media coverage and crisis training
- Developing and maintaining mutually beneficial relationships between clients and their target audiences through public relations, community relations, digital marketing and social media

March 2007 – January 2011

Putnam Roby Williamson Communications - Communications Director

- Directed clients' media relations strategies, including media campaigns, media training, editorial board visits, op-ed writing/placement, news releases, press conferences, media kits and media monitoring
- Managed clients' strategic communications efforts, including radio ad production/scripting, video production/scripting, message creation, blogs/Twitter, website content and presentations
- Coordinated event/project planning and management (e.g., supervised staff, logistics, etc.)

Professional Awards

- 2019, 2016, 2015, 2013, 2011, 2010, 2007 PRSA-Madison Award of Excellence
- 2017, 2014, 2008, 2006 PRSA-Madison Award of Merit
- 2016 Dane County Small Business Award
- 2013 PRSA-Madison Communicator of the Year
- 2013 PRSA-Madison Best in Show
- 2012 InBusiness "40 Under 40"



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KEY PERSONNEL

TAYLOR KENNEDY

PR Counselor

Hourly rate: \$100

SKILLS: 10+ years of PR experience, including local/national/trade media relations, community relations, branding, crisis communications and content marketing.

EXPERIENCE: Has worked or is working with the City of Fitchburg, the City of Madison, the Wisconsin Department of Transportation and a municipality in the Madison area.

RESPONSIBILITIES: Report to Brian Lee, serve as secondary client contact, perform audit, write communications plans, conduct environmental scan.

TAYLOR KENNEDY RESUME



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Summary of Qualifications

Media Relations • Branding/Rebranding • Community Relations •
Social Media Management • Content Marketing

Education

Purdue University

Bachelor of Arts, May 2009

Major: Communications with a specialization in public relations

Recent Communications Experience

February 2013 – present

Revelation PR, Advertising & Social Media - PR Counselor

- Writing and distributing press releases and successfully placing clients in local, national and trade media
- Developing messaging strategies and performing media training
- Writing blog content, website copy and newsletter articles
- Managing LinkedIn, Google and YouTube ad campaigns
- Organizing, managing and promoting community relations events
- Writing and editing articles for MadisonStartups.com

August 2011 – August 2013

University of Illinois - Sports Information Intern

- Managed media relations for several teams and events
- Wrote content for guidebooks and game programs
- Assisted in planning and managing events and press conferences

Professional Awards

- 2019, 2016, 2015 PRSA-Madison Award of Excellence
- 2017, 2014 PRSA-Madison Award of Merit



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KEY PERSONNEL

JAIMIE ONASCH

Marketing Specialist

Hourly rate: \$100

SKILLS: 10+ years of marketing experience, including media buying, event planning, promotional marketing, digital marketing and social media management.

EXPERIENCE: Has worked or is working with the City of Fitchburg, the City of Madison, the Wisconsin Department of Transportation and a municipality in the Madison area.

RESPONSIBILITIES: Report to Brian Lee, serve as backup client contact, perform audit, write communications plans, conduct interviews, conduct community research.

JAIMIE ONASCH RESUME



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Summary of Qualifications

Event Planning and Execution • Marketing Promotions • Media Planning and Media Buying • Social Media Management and Advertising

Education

University of Wisconsin - Madison, 2008-2012

Coursework for the Doctor of Pharmacy Program (PharmD)

University of Wisconsin Whitewater, 2004-2008

General studies and pre-pharmacy coursework

Recent Communications Experience

May 2017 – Present

Revelation PR, Advertising & Social Media – Marketing Specialist

- Establishing marketing strategies and executing tactics to reach client-specific goals
- Planning and managing events
- Creating content for social media and managing accounts
- Executing digital and social media advertising campaigns on platforms including Facebook, LinkedIn, Google and Pandora
- Managing large-scale media buys to promote events and special offers
- Coordinating sponsorship and speaking opportunities

February 2013 – October 2020

Essen Haus Restaurant & Affiliated Businesses - Marketing and Event Coordinator

- Planned, promoted and executed special events on an annual basis
- Produced print and digital promotional materials for events, live music, holiday dinners and special offers
- Coordinated advertising campaigns with various media outlets, including print, radio, TV and digital platforms
- Managed social media accounts (organic posts and ads) and websites for five affiliated businesses
- Served as spokesperson for media interviews

Professional Awards

- 2019 PRSA-Madison Award of Excellence
- 2017 PRSA-Madison Award of Merit



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PROJECT EXPERIENCE

- **Local governments:** City of Fitchburg, City of Madison, a municipality in the Madison area
- **Community engagement:** Village of Lone Rock, Village of Waunakee, City of Sun Prairie, north side of Madison, downtown Madison
- **Crisis communications:** for-profit businesses throughout Wisconsin, a school district, a tribal nation, childcare facilities, trade associations [Due to confidentiality agreements, we may not identify our clients]
- **Communications plans:** for-profit businesses throughout Wisconsin, several Wisconsin Department of Transportation community engagement projects

- **Challenge:** For road projects (e.g., environmental studies, construction), help the Wisconsin Department of Transportation ensure community stakeholders are informed and provide their feedback.
- **Solution:** Develop public involvement plans that meet federal and/or state public involvement objectives, identify stakeholders, include key messages, list strategies and tactics (including for environmental justice), provide a timeline for execution.
- **Results:** Execution of and regular updates to the public involvement plans help the DOT ultimately achieve informed consent and/or approval of its projects.





WORK EXAMPLES: CRISIS COMMUNICATIONS PLAYBOOK

- **Challenge:** Prepare the Dubuque Convention & Visitors Bureau to handle all types of negative situations.
- **Solution:** Interview the president and marketing director, review annual report, review media coverage, review communications outputs, review existing communications plan/messages.
- **Results:** Develop crisis communications playbook that addresses every negative potential scenario, including pandemics and natural disasters.

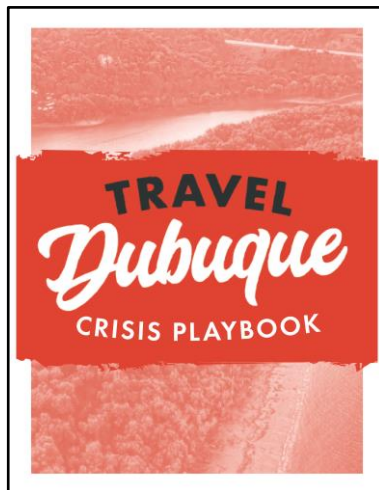
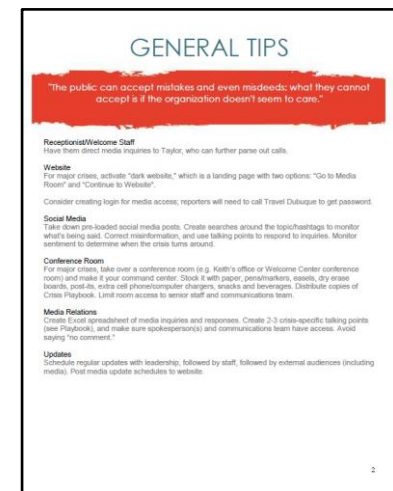


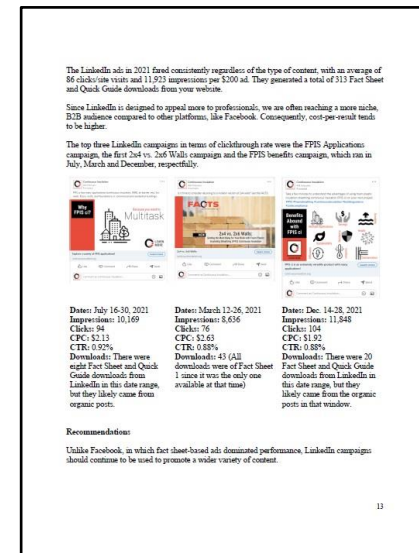
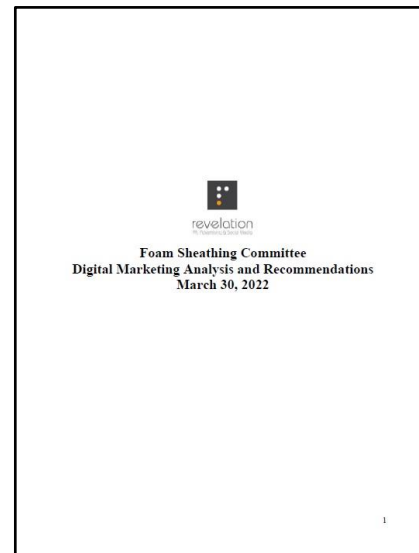
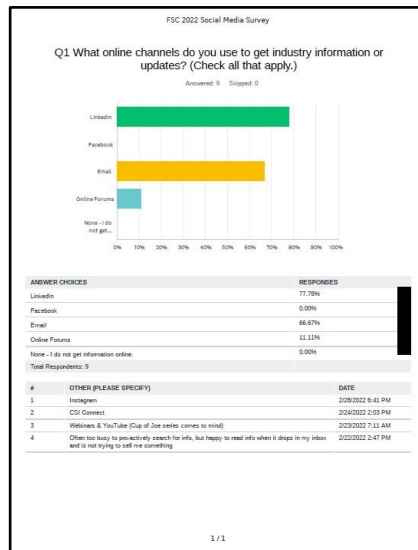
TABLE OF CONTENTS	
GENERAL TIPS	Page 2
INTERNAL	Page 3
Drug/Theft/Vandalism	Pages 4 - 7
Sexual Harassment	Pages 8 - 11
Discrimination	Pages 12 - 14
Employee Status	Pages 17 - 20
Staffing Related	Pages 21 - 24
Partners Leave	Pages 30 - 33
Cybersecurity Breach	Pages 34 - 37
EXTERNAL	Page 38
Terrorism	Pages 39 - 42
Natural Disaster/Weather	Pages 43 - 46
Disease Outbreak	Pages 47 - 50
Reputation Damage	Pages 51 - 54
Individual Partner Incident	Pages 55 - 58
Negative - Sister City	Pages 59 - 62
Controversy	Pages 63 - 67
Event Cancellation/Regrets	Pages 68 - 71



WORK EXAMPLES: COMMUNICATIONS AUDIT



- **Challenge:** The Foam Sheathing Committee, a subgroup of the American Chemistry Council, was looking to improve its digital marketing efforts.
- **Solution:** Survey members, review goals, review Google Analytics for website, review social media analytics, research keywords, research existing content.
- **Results:** Developed strategic and tactical recommendations, instructions for A/B testing, social media advertising guidelines and posting guidelines.





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REFERENCES

Dubuque Convention & Visitors Bureau

Taylor Kellogg, Vice President of Marketing
563-845-7698

tkellogg@traveldubuque.com

Services provided: public relations

Team members: Brian Lee, Taylor Kennedy

WisDOT/City of Madison

Jesse Schreiner (KL Engineering)

608-347-1355

jschreiner@klengineering.com

Services provided: communications plan development,
public involvement (community engagement)

Team members: Brian Lee, Taylor Kennedy, Jaimie
Onasch

WisDOT/Village of Lone Rock

Brent Freeman (Kraemer North America)

608-546-2311

bfreeman@kraemerna.com

Services provided: communications plan development,
public involvement (community engagement)

Team members: Brian Lee, Taylor Kennedy, Jaimie
Onasch



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BILLING PROCEDURES

We submit invoices the first day of the subsequent month that services were provided (net-30).

The cost of any changes to the scope of work will be priced individually and agreed to, in writing by both parties, before additional work is performed. The cost will be added to the original project price.

We record our time in increments of one-fourth ($1/4$) of an hour, rounded off for each particular activity.

Services listed in this proposal will begin no earlier than March 1, 2023 and end by Dec. 31, 2023.

The terms, fees and conditions in this proposal are valid until Feb. 28, 2023, after which the fees will increase by 10 percent.



COST AND LABOR HOURS

Phase 1: \$9,500.00

- Brian: \$150/hour x 36 hours = \$5,400.00
- Taylor: \$100/hour x 20 hours = \$2,000.00
- Jaimie: \$100/hour x 21 hours = \$2,100.00

Phase 2: \$9,100.00

- Brian: \$150/hour x 32 hours = \$4,800.00
- Taylor: \$100/hour x 24 hours = \$2,400.00
- Jaimie: \$100/hour x 19 hours = \$1,900.00

Continued on next page →



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COST AND LABOR HOURS

Phase 3: \$6,150.00*

- Brian: \$150/hour x 21 hours = \$3,150.00
- Taylor: \$100/hour x 16 hours = \$1,600.00
- Jaimie: \$100/hour x 14 hours = \$1,400.00

Total labor hours: 203

TOTAL PROPOSED FEE: \$24,750.00*

Additional services will be billed at each individual's hourly rate.

**Does not include costs such as ads, printing, refreshments for focus groups, etc. Reasonable travel and project-related expenses are submitted monthly as accrued, at cost.*

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 24, 2023

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT: Stephanie Miller, Comm & Technology Director

AGENDA ITEM: Discussion and action regarding meeting format plan for boards, commissions, and committees.

PREVIOUS ACTION:

The Village Board had previously agreed at its meeting on June 14, 2021 to move meetings back to in-person. This was implemented in August of 2021. Based on the deteriorating conditions of the pandemic at that time, it was decided not to return to in-person until conditions had improved. Nothing is without risk in-person or otherwise, but with conditions for in-person attendance having improved, this discussion is presented for the board to again weigh in on what it would like to see happen with its meeting format.

The Village Board approved the following:

- ☐ Expectation will be for all BCC members to return in person. Meeting members will return and all meetings will be hosted in the Community Room.
- ☐ Lead Staff Support (also Zoom host) will also be in person.
- ☐ Secondary Staff, Consultants, and BCC members not able to be in person, may attend via Zoom going forward.
- ☐ There will be no more panelist invites. All members needing to attend virtually will do so through the agenda. They will show up as attendees and the Zoom host will convert them to panelists when the meeting starts.
- ☐ Personnel and Finance Committee may continue to function in a virtual only capacity as an extension of the Village Board.
- ☐ Communicating this information to all BCC members and via agendas over the course of the next month.
- ☐ August 1, 2022 transition.
- ☐ Revisit meeting format at the January 10, 2023 meeting or sooner as requested by the board.

ISSUE SUMMARY:

Please review "Previous Action" within this summary.

It has been six months since the previous approval of continuing village meetings in a hybrid manner, with a heavy emphasis on members returning in person. As planned, we are revisiting the continuation of Zoom and whether it should remain as our platform for hosting meetings. Staff's recommendation at this time is to continue as we are and revisit this again in another six months.

FINANCIAL/BUDGET IMPACT:



A yearly subscription for eight, standard pro licenses was paid September 8, 2022 (\$1,199.20) and is good through September 7, 2023.

A subscription for webinar and phone is paid on a monthly basis (\$56.47).

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommendation is to continue current practice for 6 months and revisit the issue at the July 12, 2023 Village Board meeting.

Motion to approve continuation of the current meeting format for boards, commissions, and committees and to revisit the discussion at the July 12, 2023 Village Board meeting.

ATTACHMENTS:

1. Zoom Report Summary and Data

Zoom Report Summary

June 2021 to May 2022

	TOTAL WEBINARS	MONTHLY ATTENDEES AVERAGE (persons)	INVOICE TOTAL
June 2021	20	1.45	\$55.00
July 2021	17	0.88	\$82.95
August 2021	11	2.09	\$56.66
September 2021	13	1.62	\$1,101.85
October 2021	20	1.55	\$56.53
November 2021	9	1.78	\$182.64
December 2021	10	0.70	\$56.56
January 2022	10	0.90	\$56.37
February 2022	11	1.64	\$56.37
March 2022	9	1.11	\$56.37
April 2022	10	1.40	\$56.30
May 2022	19	1.11	\$56.30

Current Plans

	QUANTITY (licenses)	SUBSCRIPTION PERIOD	SERVICE EFFECTIVE DATE	NEXT INVOICE DATE	NEXT INVOICE AMOUNT
Zoom Meetings Pro	8*	Annual	Sept 8, 2021	Sept 8, 2022	\$1,199.20
Zoom Webinar	1 (500 Panelists 500 Attendees)	Monthly	June 8, 2022	July 8, 2022	\$40.00
Zoom Phone	1	Monthly	June 8, 2022	July 8, 2022	\$16.30

*Communications, Aaron Chapin, Community Development, Matt Schuenke, Police, Public Works, Randi Othrow, Village Administration.

June 2021

Date	Time	Topic	Webinar ID	Attendees										
2-Jun-21	6:53 PM	Community Development Authority	839 0440 3208	0										
2-Jun-21	8:50 PM	Community Development Authority	839 0440 3208	0										
5-Jun-21	7:59 AM	Police and Fire Commission	815 5020 9919	0										
7-Jun-21	3:42 PM	Library Board	838 0207 7231	1	Carrie Nelson									
8-Jun-21	5:40 PM	Public Works Committee	894 0265 8843	1	Carolyn Clow									
9-Jun-21	6:18 PM	Public Safety Committee	850 2065 0943	1	608-838-9622									
10-Jun-21	5:45 PM	Ad Hoc Sustainability Committee	836 1983 5048	0										
14-Jun-21	5:18 PM	Committee of the Whole	871 1639 8062	1	Lori Andersen									
14-Jun-21	7:05 PM	Village Board	819 7065 6654	3	Eric Kryzenske, Madeline Westburg, Shannon Morrison									
15-Jun-21	5:41 PM	Public Utilities Committee	886 9852 0691	0										
16-Jun-21	5:46 PM	D.E.I. Subcommittee	830 1842 3242	2	Carrie Nelson, Lucy Ripp									
17-Jun-21	8:06 AM	Senior Outreach Services Committee	840 2596 0257	0										
21-Jun-21	6:42 PM	Plan Commission	871 3036 1177	9	Tony Plourde, Kong Thao, Carrie Nelson, Judi Becker, Shannon Morrison, Joe B, Carol Austin, Dale Weidemann, Richard Becker									
22-Jun-21	5:53 PM	Communications and Technology Committee	842 6959 0068	0										
24-Jun-21	6:22 PM	Parks, Recreation, and Natural Resources Committee	883 0746 4633	1	Dan Sladek									
28-Jun-21	5:18 PM	Joint Committee of the Whole	847 8981 3962	6	Aaron Chapin, Lucy Ripp, Cassandra Dennis, Sean Chislom, Hilary Brandt, Samantha Zeilenga									
28-Jun-21	6:58 PM	Village Board	832 8738 5267	3	Judi Becker, Richard Becker, Madeline Westburg									
29-Jun-21	5:48 PM	Special Village Board	896 3774 8437	1	Lori Andersen									
30-Jun-21	3:52 PM	Joint Review Board	857 6908 0704	0										
30-Jun-21	5:50 PM	Special Village Board	895 9753 0658	0										
				Ave: 1.45										
Invoice Breakdown														
8-Jun-21	\$ 55.00	\$27.50 --> 100-51100-320-000 (Village Board Dues & Subscriptions)												
		\$27.50 --> 100-51600-210-000 (Facilities)												

July 2021

Date	Time	Topic	Webinar ID	Attendees				
7-Jul-21	6:47 PM	Community Development Authority	871 8469 7440	0				
7-Jul-21	8:15 PM	Community Development Authority	871 8469 7440	0				
8-Jul-21	5:48 PM	Ad Hoc Sustainability Committee	894 8690 0446	0				
12-Jul-21	5:22 PM	Committee of the Whole	857 5266 2920	2	Andrew Day, Lori Andersen			
12-Jul-21	6:52 PM	Village Board	857 2245 9892	1	Madeline Westburg			
12-Jul-21	9:17 PM	Village Board	857 2245 9892	0				
13-Jul-21	3:33 PM	Police & Fire Commission	815 6255 5005	0				
13-Jul-21	5:48 PM	Public Works Committee	854 9380 3713	2	Lee Ann Cyre, 608-838-9868			
14-Jul-21	3:49 PM	Landmarks Commission	845 9314 9783	0				
14-Jul-21	6:16 PM	Public Safety Committee	897 4538 4428	0				
19-Jul-21	6:48 PM	Plan Commission	832 4517 7136	4	Judi Becker, 608-838-1428, Kevin Urso, Ryan Quam			
20-Jul-21	5:48 PM	Public Utilities Committee	858 0614 2633	0				
21-Jul-21	5:46 PM	Diversity, Equity & Inclusion Subcommittee	872 3725 6519	2	Carrie Nelson, CNDI Associate Editor			
22-Jul-21	6:16 PM	Parks, Recreation & Natural Resources Committee	867 3810 4531	1	Cyril Chok			
26-Jul-21	5:20 PM	Committee of the Whole	826 3234 4789	1	Lori Andersen			
26-Jul-21	6:51 PM	Village Board	821 2344 9078	2	608-838-1428, Madeline Westburg			
26-Jul-21	10:17 PM	Village Board	821 2344 9078	0				
				Ave: 0.88				
Invoice Breakdown								
6-Jul-21	\$ 26.29	100-51600-210-000 (Facilities)						
8-Jul-21	\$ 56.66	\$28.33 --> 100-51100-320-000 (Village Board Dues & Subscriptions)						
		\$28.33 --> 100-51600-210-000 (Facilities)						

August 2021

Date	Time	Topic	Webinar ID	Attendees										
2-Aug-21	6:18 PM	Special Village Board	814 0741 4187	0										
9-Aug-21	6:50 PM	Village Board	851 5187 1042	3	Richard Becker, Joy Wheeler, Judi Becker									
9-Aug-21	8:37 PM	Village Board	851 5187 1042	1	Judi Becker									
10-Aug-21	5:46 PM	Joint Public Works & Public Utilities Committees	879 9721 4181	0										
11-Aug-21	6:15 PM	Public Safety Committee	880 5228 3856	0										
12-Aug-21	5:58 PM	Ad Hoc Sustainability Committee	896 5250 6672	0										
16-Aug-21	5:11 PM	Special Village Board	828 5542 2931	6	Mike Johnson, 608-449-4334, 815-742-1881, Josh Pearson, Jessica James, Jeff Kegermann									
16-Aug-21	6:46 PM	Plan Commission	827 5081 8235	9	Kara Laeser, Sinderys, Thomas, Wes Licht, Kevin Urso, Meg Chin, Nick Badura, Kong Thao, Craig									
18-Aug-21	5:53 PM	DEI Subcommittee	871 9111 7772	1	Carrie Nelson									
23-Aug-21	6:50 PM	Village Board	831 3744 6575	1	Madeline Westburg									
26-Aug-21	6:40 PM	Parks, Recreation, and Natural Resources Committee	815 4002 5530	2	Gina Newell, Diane Mickelbank									
				Ave: 2.09										
26-Aug-21	5:22 PM	Public Information Meeting (PIM): Parks Master Plans	863 6497 6118	74										
Invoice Breakdown														
8-Aug-21	\$56.66	\$28.33 --> 100-51100-320-000 (Village Board Dues & Subscriptions)												
		\$28.33 --> 100-51600-210-000 (Facilities)												

September 2021

Date	Time	Topic	Webinar ID	Attendees									
1-Sep-21	5:54 PM	Special Plan Commission	844 7317 3693	2	Richard Becker, Judi Becker								
1-Sep-21	6:47 PM	Community Development Authority	876 6307 8731	1	Judi Becker								
1-Sep-21	7:46 PM	Community Development Authority	876 6307 8731	2	Richard Becker, Judi Becker								
8-Sep-21	6:19 PM	Public Safety Committee	844 8899 9348	0									
9-Sep-21	5:25 PM	Police & Fire Commission	826 7851 7185	1	Lisa Becher								
13-Sep-21	5:48 PM	Special Plan Commission	844 1541 6487	0									
13-Sep-21	6:55 PM	Village Board	867 2426 4734	2	Judi Becker, Madeline Westburg								
15-Sep-21	5:47 PM	Diversity, Equity, and Inclusion Subcommittee	863 1385 1808	6	Lisa Scott, Melissa Pfohl, Cassandra Dennis, Jessica Gillette, Anne Nichols, Carrie Nelson								
21-Sep-21	5:51 PM	Public Utilities Committee	878 2373 7088	0									
23-Sep-21	6:20 PM	Parks, Recreation, and Natural Resources Committee	856 6836 6802	2	Garrett Friedel, Kate Greenfield								
27-Sep-21	5:20 PM	Joint Library Board & Village Board	865 5160 8339	2	Lori Andersen, Madeline Westburg								
27-Sep-21	6:58 PM	Village Board	898 0725 7617	3	Madeline Westburg, Tony Plourde, Shannon Morrison								
28-Sep-21	5:52 PM	Communications and Technology Committee	849 7453 1636	0									
				Ave: 1.62									
Invoice Breakdown													
8-Sep-21	\$656.26	\$28.33 --> 100-51100-320-000 (Village Board Dues & Subscriptions)											
		\$28.33 --> 100-51600-210-000 (Facilities)											
		\$149.90 --> 100-52400-210-000 (C&ED License)											
		\$149.90 --> 100-51200-310-000 (Court License)											
		\$149.90 --> 100-52100-210-000 (Aaron Chapin License)											
10-Sep-21	\$298.16	\$149.90 --> 200-55600-210-000 (Comm & Tech License)											
		\$149.08 --> 100-51100-210-000 (Admin License)											
		\$37.27 --> 100-53000-340-000 (Public Works License)											
		\$37.27 --> 600-53716-340-000 (Public Works License)											
14-Sep-21	\$147.43	\$37.27 --> 600-53616-340-000 (Public Works License)											
		\$37.27 --> 600-53440-340-000 (Public Works License)											
		100-51410-320-000 (Matt Schuenke License)											

October 2021

Date	Time	Topic	Webinar ID	Attendees
6-Oct-21	6:54 PM	Joint Community Development Authority & Village Board	840 7251 2081	2 Richard Becker, Judi Becker
6-Oct-21	9:25 PM	Joint Community Development Authority & Village Board	840 7251 2081	1 Judi Becker
7-Oct-21	4:30 PM	Landmarks Commission	899 7502 7997	1 Lisa Scott
7-Oct-21	5:54 PM	Special Village Board (Budget Review I)	899 0220 6272	3 Sayer Larson, Jenny Haried, Lori Andersen
11-Oct-21	5:19 PM	Committee of the Whole	819 9416 6574	2 Lisa Scott, Lori Andersen
11-Oct-21	6:51 PM	Village Board	875 0466 8832	9 Jenny Haried, Shannon Morrison, Madeline Westburg, Lane Manning, Sean O'Brien, Judi Becker, Tony Plourde, Rolfe Nervig, Lisa Scott
13-Oct-21	3:58 PM	Police and Fire Commission	843 0654 7638	0
13-Oct-21	6:20 PM	Public Safety Committee	894 3371 8189	1 608-838-9622
14-Oct-21	5:50 PM	Special Village Board (Budget Review III)	842 2168 0086	0
14-Oct-21	5:52 PM	Special Village Board (Budget Review III)	842 2168 0086	1 Jenny Haried
18-Oct-21	6:59 PM	Plan Commission	816 4926 1891	0
19-Oct-21	5:55 PM	Public Utilities Committee	881 3372 9698	0
20-Oct-21	5:52 PM	Diversity, Equity & Inclusion Subcommittee	845 3067 1141	1 Christine Pribbenow
21-Oct-21	8:15 AM	Senior Outreach Services Committee	863 0998 2569	0
25-Oct-21	5:24 PM	Committee of the Whole	874 1204 2000	0
25-Oct-21	6:53 PM	Village Board	822 9061 9861	2 Madeline Westburg, Pat Dwyer
26-Oct-21	3:50 PM	Joint School Board & Village Board	843 2533 7693	5 Pat Dwyer, Lori Andersen, Debbie Larys, 608-575-9347, Samantha Zeilenga
26-Oct-21	5:54 PM	Communications and Technology Committee	830 0322 0692	1 Lisa
27-Oct-21	6:21 PM	Finance Committee	837 9644 8916	0
28-Oct-21	6:21 PM	Parks, Recreation, and Natural Resources Committee	879 9951 7327	2 John Nagler, Kelly Maly
			Ave: 1.55	
Invoice Breakdown				
8-Oct-21	\$56.53	\$28.27 --> 100-51100-320-000 (Village Board Dues & Subscriptions) \$28.26 --> 100-51600-210-000 (Facilities)		

November 2021

Date	Time	Topic	Webinar ID	Attendees								
3-Nov-21	6:42 PM	Community Development Authority	898 5721 5249	1	Carrie Nelson							
4-Nov-21	5:47 PM	Special Village Board - Budget Review #5	871 9357 1501	1	Scott Gletty-Syoen							
8-Nov-21	5:28 PM	Committee of the Whole	886 1895 5627	0								
8-Nov-21	6:50 PM	Village Board	825 9980 8869	0								
10-Nov-21	6:17 PM	Public Safety Committee	886 7375 0594	2	Roy Moseley, Judy Sauer							
15-Nov-21	6:49 PM	Plan Commission	821 2999 7508	7	Ryan, Olivia Perry, Susan Wendricks, G Mangat, Todd Waller, Terry Phillips, Roy Moseley							
18-Nov-21	6:22 PM	Parks, Recreation, and Natural Resources Committee	819 7676 9624	0								
22-Nov-21	5:15 PM	Committee of the Whole	897 9330 1462	1	Larry Foy							
22-Nov-21	6:52 PM	Village Board	815 3398 0082	4	Bryan Westbury, Larry Foy, Tim Gaffney, Ben Jordan							
				Ave: 1.78								
9-Nov-21	5:46 PM	Exchange Street PIM + Joint Public Works & Public Utilities	813 8522 2403	24								
Invoice Breakdown												
5-Nov-21	\$126.08	100-52100-210-000 (PD License)										
8-Nov-21	\$56.56	\$28.28 --> 100-51100-320-000 (Village Board Dues & Subscriptions)										
		\$28.28 --> 100-51600-210-000 (Facilities)										

December 2021

Date	Time	Topic	Webinar ID	Attendees				
1-Dec-21	7:01 PM	Community Development Authority	813 7878 5568	0				
1-Dec-21	7:26 PM	Community Development Authority	813 7878 5568	0				
13-Dec-21	5:19 PM	Committee of the Whole	850 3143 7956	0				
13-Dec-21	6:56 PM	Village Board	864 9563 4548	1	Madeline Westburg			
14-Dec-21	5:48 PM	Public Works Committee	832 0297 1931	2	Owner, Karen			
15-Dec-21	5:59 PM	Diversity, Equity, and Inclusion Subcommittee	883 5343 8323	0				
16-Dec-21	8:12 AM	Senior Outreach Services Committee	852 9063 5844	0				
16-Dec-21	6:20 PM	Parks, Recreation, and Natural Resources Committee	868 6033 6382	0				
20-Dec-21	6:53 PM	Plan Commission	869 4937 3193	4	Troy Mleuvia, Jerome Lund, Brad Fry, Todd Waller			
21-Dec-21	5:48 PM	Public Utilities Committee	890 3822 1351	0				
				Ave: 0.7				
Invoice Breakdown								
8-Dec-21	\$56.56	\$28.28 --> 100-51100-320-000 (Village Board Dues & Subscriptions)						
		\$28.28 --> 100-51600-210-000 (Facilities)						

January 2022

Date	Time	Topic	Webinar ID	Attendees					
4-Jan-22	3:48 PM	School Board & Village Board Joint Planning Committee	819 5122 9377	0					
10-Jan-22	5:46 PM	Committee of the Whole	862 7595 5393	0					
10-Jan-22	6:55 PM	Village Board	894 2784 4430	1	Madeline Westburg				
12-Jan-22	4:26 PM	Board of Zoning Appeals	865 7307 4702	1	Joan Garrett				
18-Jan-22	5:50 PM	Public Utilities Committee	859 2461 3020	0					
18-Jan-22	6:55 PM	Plan Commission	876 7954 5504	2	217-685-3279, Todd Nedegaard				
19-Jan-22	5:48 PM	Joint DEI Subcommittee & Village Board	810 7491 3894	0					
24-Jan-22	5:26 PM	Committee of the Whole	837 8581 7519	2	Stephanie Miller, Lee Igl				
24-Jan-22	6:51 PM	Village Board	895 8863 3951	0					
27-Jan-22	6:25 PM	Parks, Recreation, and Natural Resources Committee	879 1580 7100	3	Garrett Friedel, Tamie Klumpy, Samantha Zeilenga				
				Ave: 0.9					
Invoice Breakdown									
8-Jan-22	\$56.37	\$28.19 --> 100-51100-320-000 (Village Board Dues & Subscriptions)							
		\$28.18 --> 100-51600-210-000 (Facilities)							

February 2022

Date	Time	Topic	Webinar ID	Attendees															
2-Feb-22	6:54 PM	Community Development Authority	879 9328 7017	0															
2-Feb-22	8:26 PM	Community Development Authority	879 9328 7017	0															
3-Feb-22	5:18 PM	Police & Fire Commission	892 2780 4498	0															
8-Feb-22	5:48 PM	Public Works Committee	813 3890 5812	0															
14-Feb-22	5:16 PM	Committee of the Whole	826 9866 4685	1	Lori Andersen														
14-Feb-22	6:44 PM	Village Board	835 9297 8389	1	Madeline Westburg														
17-Feb-22	8:16 AM	Senior Outreach Services Committee	860 3910 4332	1	Matt Schuenke														
21-Feb-22	6:53 PM	Plan Commission	826 9446 5193	10	Lauren Brinkman, Kevin, Blake Theisen, Don Peterson, Gabe Wieser, Melissa Arndt, Kristen Fish-Peterson, Dan Morrill, Jason & Krista Brinkmeier, Stephen Tremlett														
24-Feb-22	6:17 PM	Parks, Recreation & Natural Resources Committee	869 2385 9175	2	David Silverberg, Jeff Moore														
28-Feb-22	5:19 PM	Committee of the Whole	892 0227 3544	0															
28-Feb-22	6:50 PM	Village Board	830 9180 1829	3	Jerry Mullen, Jeremy Job, Paul Raisleger														
				Ave: 1.64															
Invoice Breakdown																			
8-Feb-22	\$56.37	\$28.19 --> 100-51100-320-000 (Village Board Dues & Subscriptions)																	
		\$28.18 --> 100-51600-210-000 (Facilities)																	

March 2022

Date	Time	Topic	Webinar ID	Attendees						
1-Mar-22	3:52 PM	Joint School Board & Village Board Planning Committee	884 5650 6828	0						
8-Mar-22	5:46 PM	Joint Public Works & Public Utilities Committee	894 8353 9566	0						
9-Mar-22	6:12 PM	Public Safety Committee	878 8517 7976	0						
14-Mar-22	5:17 PM	Committee of the Whole	867 7309 8633	1	Lori Andersen					
14-Mar-22	6:49 PM	Village Board	856 1953 7048	0						
16-Mar-22	5:51 PM	DEI Subcommittee	813 9276 6310	2	Gina Newell, Dawn & Art Shegonee					
21-Mar-22	6:52 PM	Plan Commission	895 3093 0958	5	Karyn & Gary Schneider, Chase Horne, Steve Steinhoff, David, Cindy Foley					
24-Mar-22	6:17 PM	Parks, Recreation & Natural Resources Committee	891 2384 4917	0						
28-Mar-22	6:47 PM	Village Board	853 2961 6028	2	Madeline Westberg, Marya Rabkin					
				Ave: 1.11						
Invoice Breakdown										
8-Mar-22	\$56.37	\$28.19 --> 100-51100-320-000 (Village Board Dues & Subscriptions)								
		\$28.18 --> 100-51600-210-000 (Facilities)								

April 2022

Date	Time	Topic	Webinar ID	Attendees								
6-Apr-22	6:50 PM	CDA	821 9344 0950	0								
6-Apr-22	8:36 PM	CDA	821 9344 0950	0								
9-Apr-22	7:55 AM	Police and Fire Commission	849 4409 7465	0								
11-Apr-22	6:51 PM	Village Board	890 3770 1748	4	Madeline Westberg, Luke Fessler, Jim Hessling, Danielle Bradley							
11-Apr-22	10:56 PM	Village Board	890 3770 1748	0								
13-Apr-22	6:14 PM	Public Safety Committee	891 9926 0240	0								
18-Apr-22	6:50 PM	Plan Commission	837 2916 3092	7	Jim Opoien, Melissa Hunt, Aaron Ruengpinyophun, Kevin Urso, Beccah Tracey, Eileen Urso, Mary Conklin							
19-Apr-22	5:50 PM	Village Board Annual Organizational Meeting	835 1906 1624	1	Luke Fessler							
25-Apr-22	6:50 PM	Village Board	810 1038 9522	2	Jim Reiter, Amie Brown							
25-Apr-22	8:55 PM	Village Board	810 1038 9522	0								
				Ave: 1.4								
Invoice Breakdown												
8-Apr-22	\$56.30	\$28.15 --> 100-51100-320-000 (Village Board Dues & Subscriptions)										
		\$28.15 --> 100-51600-210-000 (Facilities)										

May 2022

Date	Time	Topic	Webinar ID	Attendees															
2-May-22	5:11 PM	Public Safety Committee	821 7856 2563	4	Linda Josupait, Dorice Hughes, PJ Green, Sofia														
3-May-22	6:19 PM	Parks & Recreation Committee	817 3859 7374	0															
9-May-22	5:47 PM	Sustainability and Natural Resources Committee	883 8865 5417	0															
10-May-22	3:53 PM	School District/Village Board Joint Planning Committee	856 3650 3315	1	PW&T Committee														
10-May-22	5:21 PM	Committee of the Whole	899 5384 9835	0															
10-May-22	6:50 PM	Village Board	820 1211 7054	1	Blake Theisen														
10-May-22	8:55 PM	Village Board	820 1211 7054	0															
11-May-22	4:27 PM	Landmarks Commission	827 3487 7100	0															
11-May-22	6:49 PM	Community Development Authority	898 7648 8398	0															
11-May-22	9:15 PM	Community Development Authority	898 7648 8398	0															
16-May-22	6:55 PM	Police and Fire Commission	897 9117 7393	0															
17-May-22	4:50 PM	Special Public Safety Committee	826 2151 9159	0															
17-May-22	6:55 PM	Plan Commission	896 5534 3974	11	Blake Theisen, Kevin Urso, Brian Spanos, Nick Badura, Cindy Foley, Melissa Hunt, Mike Foy, Craig Sherven, Stacy, Brett Riemen, Steve Tremlett														
18-May-22	8:29 AM	Senior Outreach Services Committee	860 3221 3840	1	Matt Schuenke														
19-May-22	8:55 AM	Board of Review	882 0468 9864	0															
23-May-22	5:50 PM	Public Works & Utilities Committee	879 0472 6686	0															
24-May-22	5:27 PM	Committee of the Whole	891 4617 6168	2	Heidi Cox, Staci Fritz														
24-May-22	6:53 PM	Village Board	862 7219 3213	1	Eileen Urso														
24-May-22	9:41 PM	Village Board	862 7219 3213	0															
				Ave:1.11															
Invoice Breakdown																			
8-May-22	\$56.30	\$28.15 --> 100-51100-320-000 (Village Board Dues & Subscriptions)																	
		\$28.15 --> 100-51600-210-000 (Facilities)																	

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 24, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Discussion and action on referral of review of Chapter II, Article XI of the Village Code of Ordinances regarding Tourist Rooming Houses.

PREVIOUS ACTION:

ISSUE SUMMARY:

On June 22nd, Trustee Wreh made the attached request for referral regarding review of the Village's tourist rooming ordinance. This item is to formally refer the matter to the Public Safety Committee. From there, the Village Attorney can provide the Village an overview of options regarding possible revision of the ordinance.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

[Chapter 11 - Article XI - Tourist Rooming Houses](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion to refer review of Chapter II, Article XI of the Village Code of Ordinances regarding Tourist Rooming Houses.

ATTACHMENTS:

1. Trustee Wreh Referral - TRH Ordinance Review



Village Board Trustee Referral Form

Requested By Trustee Wreh

Item/Issue Referral

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

Item/Issue Referral	Residents of the community have requested that Public Safety review our current ordinance relating to short-term rentals. Members of the committee also expressed interest in evaluating our ordinance to ensure we are intentional in our objectives.
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Action/Referral Request

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

Action/Referral Request	Request for discussion and review of ordinances relating to short-term rentals.
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Request Referral to (Please select all that apply)	Public Safety Committee
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Attachments/Background Information

Insert relevant websites or attach any additional background information.