VILLAGE OF MCFARLAND

Public Works & Utilities Committee

NOTICE OF PUBLIC MEETING

Monday, February 27, 2023 **6:00 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/87321231583

Or by Telephone: +1 (312) 626-6799
Webinar ID: 873 2123 1583
Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.

2. PUBLIC APPEARANCES.
   a. This is an opportunity for members of the public to address the Public Works and Utilities Committee 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 Committee 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 Committee 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 Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to public.works@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.

3. APPROVAL OF MINUTES.
   a. Motion to approve the minutes of the January 23, 2023 Public Works & Utilities Committee meeting.

4. BUSINESS.
   a. Discussion and action to make a recommendation to the Village Board regarding a proposal from Baker Tilly to conduct a water impact fee study.

   b. Discussion and action to make a recommendation to the Village Board regarding a proposal from Baker Tilly to conduct a conventional rate case and a five-year financial forecast for the water utility.

   c. Discussion and action to make a recommendation to the Village Board regarding the award of contract for the 2023 Street and Utility Improvements project on Paulson Road.

d. Discussion and action to make a recommendation to the Village Board regarding the award of contract for the 2023 Water Main Improvements project along Taylor Road, and between Taylor Road and Spartan Drive.

e. Discussion and action to make a recommendation to the Village Board regarding the MS4 Annual Report.

5. SCHEDULE NEXT MEETING DATE.

   a. Monday, March 27, 2023 at 6:00 p.m.

6. 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

Public Works & Utilities Committee Minutes

Monday, January 23, 2023 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Trustee Brandt called the regular meeting of the Public Works & Utilities Committee to order at 6:00 PM in the Community Room of the Municipal Center. This meeting was also held via Zoom webinar.

Members present: Carolyn Clow, Pauline Boness (arrived at 6:02 p.m.), Marc Nielsen, Jerry Adrian, Hilary Brandt

Members not present: Eric Kryzenske, Chris Fredrick

Staff Present: Public Works Director Lee Igl, Assistant to the Public Works Director Aimee Irwin, Town & Country staff Tim Stieve

2. PUBLIC APPEARANCES.

a. *This is an opportunity for members of the public to address the Public Works and Utilities Committee 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 Committee 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 Committee 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 Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to public.works@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.

3. APPROVAL OF MINUTES.

a. *Motion to approve the minutes of the December 21, 2022 Public Works & Utilities Committee meeting.*
   Motion by Trustee Brandt, seconded by Adrian, to approve the minutes of the December 21, 2022 Public Works & Utilities Committee meeting. Motion carries 4 - 0 - 0.

4. BUSINESS.

a. *Discussion and action to make a recommendation to the Village Board regarding a Request for Proposal (RFP) for a solar project at Lift Station #2.*
   Tim Stieve provided an overview of the Lift Station #2 project and reviewed the enclosed feasibility study provided by HGA.

- Nielsen asked how the demand was identified by HGA. Stieve explained that the current pump station data was provided along with the projected pump station data as provided by Town & Country. Stieve also added that HGA is projecting that the demand will be less than solar gathered. Therefore, this excess would be sold back to the grid.
- Trustee Brandt inquired if the solar project is cost effective compared to other similar municipal facilities. Stieve responded that he has not typically seen a solar project associated with similar facilities. Stieve added that HGA provides information such as a feasibility study, would assist with drafting a Request for Proposal (RFP), and solar design but they would not be involved with the installation.
- President Clow asked why the committee would approve the RFP now rather than approving when it would be issued. Igl explained that with the lift station project recently approved by committee along with the uncertainty of the construction timeline, approval would allow for flexibility for issuing the RFP when appropriate.
- Nielsen asked what the additional cost was to make the facility solar-ready. Stieve responded that the approximate additional costs included in the construction is $1,000.
- Boness asked if it would be likely that the RFP would not be issued for another year. Igl stated that a timeline will be determined once the contractor is hired for the lift station project and their estimated timeline.

Motion by President Clow, seconded by Trustee Brandt, to recommend approval to the Village Board for the issuance of a Request for Proposal (RFP) regarding a solar project at the future Lift Station #2. Motion carries 3 - 2 - 0.

b. *Discussion and action to make a recommendation to the Village Board regarding the Water System Needs Assessment*

Stieve reviewed the presented Public Facilities Needs Assessment Report from the committee's December meeting. Enclosed within the packet was a summary document reviewing the possible percentage allotments to utilize towards the impact fee.

- Boness asked if data was utilized from the updated east side study. Stieve explained that the village's current numbers were utilized within the study.
- Boness asked about including an inflationary clause. Stieve stated that this could be reviewed in the next steps by the auditor.
- Trustee Brandt asked what the impact fee figure would be. Stieve and Irwin responded that this amount will be determined during the next steps by the auditor.
- Boness explained that there are additional impact fees besides the water impact fee being discussed this evening. An example includes the park impact fee.
- President Clow asked if the Water System Needs Assessment would need to include language about an inflationary clause. Igl responded that this could be addressed in the next step with the auditor.
- Boness asked what percentage was utilized in 1997 for the impact fee. Stieve

responded that 86.4% was utilized.

Motion by President Clow, seconded by Trustee Brandt, to recommend to the Village Board an impact fee allotment of 5% for improvements to both Well 3 and 4 and an allotment of 37.8% for a new Well 5 and to request the consultants, auditors, and or village attorneys review the possible inclusion of inflationary adjustments. Motion carries 5 - 0 - 0.

c. *Discussion regarding funding allocation to the utilities fund associated with street projects.*

Stieve reviewed the Excel document utilized by Town & Country for pay apps regarding the breakdowns that occur for streets, water, sewer and stormwater. The example shown was for 2022 Contract B. Stieve explained that the approved long term capital improvement plan utilizes 35% of street costs toward the water utility for estimating purposes.

- Nielsen asked what trench width was utilized within the calculations. Stieve explained an 8 foot trench width was utilized.
- Nielsen shared his comments regarding the inequity of including street costs within water rates. Nielsen also expressed his opposition to including public fire protection in water rates and the new DEI position being supported by the utility funds. Nielsen's recommendation is to include these costs within property taxes rather than within water rates.
- President Clow asked that Nielsen's email from January 11th be distributed to all committee members. Irwin stated the email would be shared.

5. SCHEDULE NEXT MEETING DATE.

a. *Monday, February 27, 2023 at 6:00 p.m.*

6. ADJOURNMENT.

Motion by President Clow, seconded by Adrian, to adjourn at 6:55 p.m.

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

Respectfully submitted,
Aimee Irwin
Assistant to the Public Works Director

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, February 27, 2023**

SECTION: **Business**

DEPARTMENT: **Public Works**

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

AGENDA ITEM: **Discussion and action to make a recommendation to the Village Board regarding a proposal from Baker Tilly to conduct a water impact fee study.**

PREVIOUS ACTION:
None.

ISSUE SUMMARY:
A Water System Needs Assessment Study helps the village identify challenges and deficiencies within the village's water impact fee structure and would be the basis for adopting a revised impact fee ordinance in order to help offset costs associated with continued growth and impacts on the water system. The committee recently approved a Water System Needs Assessment conducted by Town & Country Engineering at their January meeting. Following approval, the next step in the process is to have the Auditor prepare an update to the impact fees so that they are properly applied to address growth in the future.

Enclosed within the packet is a proposal from Baker Tilly to conduct an impact fee study. The estimate for the study will be $8,000 to $10,000.

The steps of this study include:

1. Obtain updated facilities needs assessment from Village's engineer along with existing water impact fee study and ordinance. Review engineering report for project costs, cost allocation and growth projections.
2. Develop recommended water impact fee based on needed projects, projected costs, allocations to existing customers vs. new customers and growth projections.
3. Prepare draft report including supporting information, calculations, assumptions, and cash flow evaluation.
4. Provide draft report to management for review, and for submittal to the Village Attorney for review.
5. Present final study to committee.

Staff recommend approval of the enclosed proposal for Baker Tilly to conduct a water impact fee study.

VILLAGE OF
McFarland

FINANCIAL/BUDGET IMPACT:
The estimate for the water impact fee study as provided by Baker Tilly is $8,000 to $10,000. This study is included in the 2023 Budget under the Capital Projects Fund.

VILLAGE PLAN REFERENCE:
1997 Report on Impact Fees
2023 Public Facilities Needs Assessment Report

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommended motion:

Motion, second to recommend approval to the Village Board regarding a proposal from Baker Tilly to conduct a water impact fee study.

ATTACHMENTS:
1. McFarland Water Utility Impact Fee Eng Ltr 2023 02 06

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February 6, 2023

Matt Schuenke
Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558

Dear Mr. Schuenke:

Thank you for using Baker Tilly US, LLP (Baker Tilly, we, our) as your accountants and business advisors.

The purpose of this letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide to Village of McFarland (the Organization, Client, you, your).

Services and Related Report

We will compile, from information management provides, the Organization's water impact fee calculation schedules. Upon completion of our compilation of the forecast, we will provide the Organization with our accountants' compilation report. If, for any reasons caused by or relating to the affairs or management of the Organization, we are unable to complete our compilation of your forecast, or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to issue a report as a result of this engagement.

The forecast is not intended to be a forecast of financial position, changes in net position or cash flows in accordance with Generally Accepted Accounting Principles (GAAP). This report will be prepared for the development of impact fees by the Village and should not be used for any other purpose.

A financial forecast presents, to the best of management’s knowledge and belief, the Organization's expected results of operations and plant balances for the financial forecast period. It is based on management’s assumptions reflecting conditions it expects to exist and the course of action it expects to take during the forecast period.

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Water Impact Fee Study

The following steps were developed for completing an impact fee study in accordance with Wisconsin Statutes. These steps include:

1. Obtain updated facilities needs assessment from Village's engineer along with existing water impact fee study and ordinance. Review engineering report for project costs, cost allocation and growth projections.
2. Develop recommended water impact fee based on needed projects, projected costs, allocations to existing customers vs. new customers and growth projections.
3. Prepare draft report including supporting information, calculations, assumptions, and cash flow evaluation.
4. Provide draft report to management for review, and for submittal to Village Attorney for review.
5. Present final study to committee, if needed.

Our Responsibilities and Limitations

The objective of our compilation engagement is to apply accounting and financial reporting expertise to assist you in the presentation of the financial forecast based on management's assumptions without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial forecast in order for it to be in accordance with guidelines for presentation of a financial forecast established by the AICPA.

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's *Code of Professional Conduct*, including the ethical principles of integrity, objectivity, professional competence and due care.

A compilation of a financial forecast differs significantly from an examination of financial forecast. A compilation does not contemplate performing analytical procedures, obtaining an understanding of the entity's internal control, assessing risks of material misstatement, tests of accounting records or other procedures ordinarily performed in an examination.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial forecast.

In order for us to complete the engagement, management must provide assumptions that are appropriate for the financial forecast. If the assumptions provided are inappropriate and have not been revised to our satisfaction, we will be unable to complete the engagement, and, accordingly, we will not issue a report on the financial forecast.

Baker Tilly US, LLP is not a municipal advisor as defined in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act. Baker Tilly US, LLP is not recommending an action to the Utility; is not acting as an advisor to the Utility and does not owe a fiduciary duty pursuant to Section 15B of the Securities and Exchange Act to the Utility with respect to the information and material contained in the deliverables issued under this engagement. The Utility should discuss any information and material contained in the deliverables with any and all internal and external advisors and experts that the Utility deems appropriate before acting on this information or material. Baker Tilly US, LLP will rely on management of the Utility to provide key data related to the issuance of municipal securities.

Our engagement cannot be relied upon to identify or disclose any misstatements in the financial forecast, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations, and, because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, evidence that fraud may exist, illegal acts or noncompliance with laws or regulations that come to our attention, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

The compilation will be planned and conducted with the understanding it will be used for the development of impact fees by the Village and should not be used by any other parties or for any other purpose. Nevertheless, items of possible interest to the previously specified party may not be specifically addressed and matters may exist that would be assessed differently by the previously specified party.

The compilation will not be planned or conducted in contemplation of reliance by any other specific third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.

Management's Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to assist you in developing the presentation of the financial forecast in accordance with guidelines for presentation of a financial forecast established by the AICPA. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1. The selection of the accounting principles applied in the preparation of the financial forecast.
2. The preparation and presentation of the financial forecast in accordance with guidelines for presentation of a financial forecast established by the AICPA, the inclusion of all informative disclosures that are appropriate for the forecast under those guidelines, and the development of assumptions that reflect your plans and expectations regarding events and circumstances for the financial forecast period.
3. The design, implementation and maintenance of internal control relevant to the preparation and presentation of the financial forecast and that it is free from material misstatement whether due to fraud or error.
4. The prevention and detection of fraud.
5. To ensure that Village of McFarland complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations and other information, including significant judgments, you provide to us for the engagement.
7. To provide us with:
    - Access to all information of which you are aware is relevant to the presentation of the financial forecast, such as records, documentation and other matters.
    - Additional information that we may request from you for the purpose of the compilation engagement.
    - Unrestricted access to persons within Village of McFarland of whom we determine it necessary to make inquiries.

Our Report

As part of our engagement, we will issue a report that will state that we did not examine or review the financial forecast and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on it. It will also state that (1) there will usually be differences between the forecasted and actual results because events and circumstances frequently do not occur as expected, and those differences may be material; and (2) we have no responsibility to update the report for events and circumstances occurring after the date of the report.

There may be circumstances in which the report differs from the expected form and content.

You agree to include our compilation report in any document containing the financial forecast that indicates that we have performed a compilation engagement on the financial forecast and, prior to inclusion of the report, to ask our permission to do so.

Nonattest Services

Prior to or as part of our compilation engagement, it may be necessary for us to perform certain nonattest services. Nonattest services that we will be providing are as follows:

- Reporting assistance (such as formatting) as requested.

We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

- Continue to make all management decisions and perform all management functions.
- Designate a competent employee with suitable skill, knowledge and/or experience, preferably within senior management, to oversee the services we perform.
- Evaluate the adequacy and results of the nonattest services we perform.
- Accept responsibility for the results of our nonattest services.
- Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

Reproduction of the Reports

If you intend to reproduce or publish the financial forecast, and make reference to our firm name in connection therewith, you agree to publish the financial forecast in its entirety. In addition, you agree to provide us, for our approval and consent, proofs before printing, and final materials before distribution.

With regard to the electronic dissemination of the financial forecast, including forecasted financials published electronically on your internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Ownership of Workpapers

The documentation for this engagement, including the workpapers is the property of Baker Tilly and constitutes confidential information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. Baker Tilly does not retain any original client records and we will return such records to you at the completion of the services rendered under this engagement. When such records are returned to you, it is the Organization's responsibility to retain and protect its accounting and other business records for future use, including potential review by any government or other regulatory agencies. By your signature below, you acknowledge and agree that, upon the expiration of the documentation retention period, Baker Tilly shall be free to destroy our workpapers related to this engagement. If we are required by law, regulation or professional standards to make certain documentation available to Regulators, the Organization hereby authorizes us to do so.

Timing and Fees

Completion of our work is subject to, among other things, (i) appropriate cooperation from the Organization's personnel, including timely preparation of necessary schedules, (ii) timely responses to our inquiries and (iii) timely communication of all significant presentation, accounting and financial reporting matters. When and if for any reason the Organization is unable to provide such schedules, information and assistance, Baker Tilly and you may mutually revise the fee to reflect additional services, if any, required of us to complete the compilation. Revisions to the scope of our work will be communicated to you and may be set forth in the form of an "Amendment to Existing Engagement Letter". In addition, if we discover compliance issues that require us to perform additional procedures and/or provide assistance with these matters, fees at our standard hourly rates apply.

Invoices for these fees will be rendered each month as work progresses and are payable on presentation. A charge of 1.5 percent per month shall be imposed on accounts not paid within thirty (30) days of receipt of our statement for services provided. In accordance with our firm policies, work may be suspended if your account becomes thirty (30) days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notice of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. In the event that collection procedures are required, the Organization agrees to be responsible for all expenses of collection including related attorneys' fees.

We estimate that our fees for these services will be as follows:

Water impact fee study	$ 8,000 - $10,000

In addition to professional fees, our invoices will include our standard administrative charge, plus travel and subsistence, and other out-of-pocket expenses related to the engagement. Our fees, as summarized above, are based upon the current Statements on Standards for Accounting and Review Services that have been issued and are effective as of the date of this letter. Should additional accounting or auditing standards be issued subsequent, to or become effective for the periods covered by this engagement, our estimated fees may be adjusted accordingly. We may use temporary contract staff to perform certain tasks on your engagement and will bill for that time at the rate that corresponds to Baker Tilly staff providing a similar level of service. Upon request, we will be happy to provide details on training, supervision and billing arrangements we use in connection with these professionals. Additionally, we may from time to time, and depending on the circumstances, use service providers (e.g., to act as a specialist or compile an element of the financial statements) in serving your account. We may share confidential information about you with these contract staff and service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all contract staff and service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the contract staff or third-party service provider. Furthermore, the firm will remain responsible for the work provided by any such contract staff or third-party service providers.

To the extent the services require Baker Tilly receive personal data or personal information from Client, Baker Tilly may process any personal data or personal information, as those terms are defined in applicable privacy laws, in accordance with the requirements of the applicable privacy law relevant to the processing in providing services hereunder. Applicable privacy laws may include any local, state, federal or international laws, standards, guidelines, policies or regulations governing the collection, use, disclosure, sharing or other processing of personal data or personal information with which Baker Tilly or its Clients must comply. Such privacy laws may include (i) the EU General Data Protection Regulation 2016/679 (GDPR); (ii) the California Consumer Privacy Act of 2018 (CCPA); and/or (iii) other laws regulating marketing communications, requiring security breach notification, imposing minimum security requirements, requiring the secure disposal of records and other similar requirements applicable to the processing of personal data or personal information. Baker Tilly is acting as a Service Provider/Data Processor in relation to Client personal data and personal information, as those terms are defined respectively under the CCPA/GDPR. Client is responsible for notifying Baker Tilly of any data privacy laws the data provided to Baker Tilly is subject to and Client represents and warrants it has all necessary authority (including any legally required consent from data subjects) to transfer such information and authorize Baker Tilly to process such information in connection with the services described herein. Client agrees that Baker Tilly has the right to generate aggregated/de-identified data from the accounting and financial data provided by Client to be used for Baker Tilly business purposes and with the outputs owned by Baker Tilly. For clarity, Baker Tilly will only disclose aggregated/de-identified data in a form that does not identify Client, Client employees, or any other individual or business entity and that is stripped of all persistent identifiers. Client is not responsible for Baker Tilly's use of aggregated/de-identified data.

Baker Tilly has established information security related operational requirements that support the achievement of our information security commitments, relevant information security related laws and regulations, and other information security related system requirements. Such requirements are communicated in Baker Tilly's policies and procedures, system design documentation and contracts with customers. Information security policies have been implemented that define our approach to how systems and data are protected. Client is responsible for providing timely written notification to Baker Tilly of any additions, changes or removals of access for Client personnel to Baker Tilly provided systems or applications. If Client becomes aware of any known or suspected information security or privacy related incidents or breaches related to this agreement, Client should timely notify Baker Tilly via email at dataprotectionofficer@bakertilly.com.

Any additional services that may be requested and we agree to provide will be the subject of a separate engagement letter.

We may be required to disclose confidential information to federal, state and international regulatory bodies or a court in criminal or other civil litigation. In the event that we receive a request from a third party (including a subpoena, summons or discovery demand in litigation) calling for the production of information, we will promptly notify the Organization, unless otherwise prohibited. In the event we are requested by the Organization or required by government regulation, subpoena or other legal process to produce our engagement working papers or our personnel as witnesses with respect to services rendered to the Organization, so long as we are not a party to the proceeding in which the information is sought, we may seek reimbursement for our professional time and expenses, as well as the fees and legal expenses, incurred in responding to such a request.

We may be required to disclose confidential information with respect to complying with certain professional obligations, such as peer review programs. All participants in such peer review programs are bound by the same confidentiality requirements as Baker Tilly and its employees. Baker Tilly will not be required to notify the Organization if disclosure of confidential information is necessary for peer review purposes.

Resolution of Disagreements

In the unlikely event that differences concerning services or fees should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by mediation administered by the American Arbitration Association (AAA) under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute-resolution procedure. Each party shall bear their own expenses from mediation.

If mediation does not settle the dispute or claim, then the parties agree that the dispute or claim shall be settled by binding arbitration. The arbitration proceeding shall take place in the city in which the Baker Tilly office providing the relevant services is located, unless the parties mutually agree to a different location. The proceeding shall be governed by the provisions of the Federal Arbitration Act (FAA) and will proceed in accordance with the then current Arbitration Rules for Professional Accounting and Related Disputes of the AAA, except that no prehearing discovery shall be permitted unless specifically authorized by the arbitrator. The arbitrator will be selected from Judicate West, AAA, Judicial Arbitration & Mediation Services (JAMS), the Center for Public Resources or any other internationally or nationally-recognized organization mutually agreed upon by the parties. Potential arbitrator names will be exchanged within fifteen (15) days of the parties' agreement to settle the dispute or claim by binding arbitration, and arbitration will thereafter proceed expeditiously. Any issue concerning the extent to which any dispute is subject to arbitration, or concerning the applicability, interpretation, or enforceability of any of these procedures, shall be governed by the FAA and resolved by the arbitrators. The arbitration will be conducted before a single arbitrator, experienced in accounting and auditing matters. The arbitrator shall have no authority to award nonmonetary or equitable relief and will not have the right to award punitive damages or statutory awards. Furthermore, in no event shall the arbitrator have power to make an award that would be inconsistent with the Engagement Letter or any amount that could not be made or imposed by a court deciding the matter in the same jurisdiction. The award of the arbitration shall be in writing and shall be accompanied by a well-reasoned opinion. The award issued by the arbitrator may be confirmed in a judgment by any federal or state court of competent jurisdiction. Discovery shall be permitted in arbitration only to the extent, if any, expressly authorized by the arbitrator(s) upon a showing of substantial need. Each party shall be responsible for their own costs associated with the arbitration, except that the costs of the arbitrator shall be equally divided by the parties. Both parties agree and acknowledge that they are each giving up the right to have any dispute heard in a court of law before a judge and a jury, as well as any appeal. The arbitration proceeding and all information disclosed during the arbitration shall be maintained as confidential, except as may be required for disclosure to professional or regulatory bodies or in a related confidential arbitration. The arbitrator(s) shall apply the limitations period that would be applied by a court deciding the matter in the same jurisdiction, including the contractual limitations set forth in this Engagement Letter, and shall have no power to decide the dispute in any manner not consistent with such limitations period. The arbitrator(s) shall be empowered to interpret the applicable statutes of limitations. Our services shall be evaluated solely on our substantial conformance with the terms expressly set forth herein, including all applicable professional standards. Any claim of nonconformance must be clearly and convincingly shown.

Limitation on Damages and Indemnification

The liability (including attorney's fees and all other costs) of Baker Tilly and its present or former partners, principals, agents or employees related to any claim for damages relating to the services performed under this Engagement Letter shall not exceed the fees paid to Baker Tilly for the portion of the work to which the claim relates, except to the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of Baker Tilly relating to such services. This limitation of liability is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including the negligence of either party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays or interruptions arising out of or related to this Engagement Letter even if the other party has been advised of the possibility of such damages.

As Baker Tilly is performing the services solely for your benefit, you will indemnify Baker Tilly, its subsidiaries and their present or former partners, principals, employees, officers and agents against all costs, fees, expenses, damages and liabilities (including attorney's fees and all defense costs) associated with any third-party claim, relating to or arising as a result of the services, or this Engagement Letter.

Because of the importance of the information that you provide to Baker Tilly with respect to Baker Tilly's ability to perform the services, you hereby release Baker Tilly and its present and former partners, principals, agents and employees from any liability, damages, fees, expenses and costs, including attorney's fees, relating to the services, that arise from or relate to any information, including representations by management, provided by you, Organization personnel or agents, that is not complete, accurate or current, whether or not management knew or should have known that such information was not complete, accurate or current.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim or any other statutes of limitations or repose.

Other Matters

Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated or subcontracted by either party without the written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter. The services performed under this Agreement do not include the provision of legal advice and Baker Tilly makes no representations regarding questions of legal interpretation. Client should consult with its attorneys with respect to any legal matters or items that require legal interpretation under federal, state or other type of law or regulation.

Baker Tilly US, LLP, trading as Baker Tilly, is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Baker Tilly US, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

This Engagement Letter and any applicable online terms and conditions or terms of use ("Online Terms") related to online products or services made available to Organization by Baker Tilly ("Online Offering") constitute the entire agreement between the Organization and Baker Tilly regarding the services described in this Engagement Letter and supersedes and incorporates all prior or contemporaneous representations, understandings or agreements, and may not be modified or amended except by an agreement in writing signed between the parties hereto. For clarity and avoidance of doubt, the terms of this Engagement Letter govern Baker Tilly's provision of the services described herein, and the Online Terms govern Organization's use of the Online Offering. This Engagement Letter's provisions shall not be deemed modified or amended by the conduct of the parties.

The provisions of this Engagement Letter, which expressly or by implication are intended to survive its termination or expiration, will survive and continue to bind both parties, including any successors or assignees. If any provision of this Engagement Letter is declared or found to be illegal, unenforceable or void, then both parties shall be relieved of all obligations arising under such provision, but if the remainder of this Engagement Letter shall not be affected by such declaration or finding and is capable of substantial performance, then each provision not so affected shall be enforced to the extent permitted by law or applicable professional standards.

If because of a change in the Organization status or due to any other reason, any provision in this Engagement Letter would be prohibited by, or would impair our independence under laws, regulations or published interpretations by governmental bodies, commissions or other regulatory agencies, such provision shall, to that extent, be of no further force and effect and this agreement shall consist of the remaining portions.

This agreement shall be governed by and construed in accordance with the laws of the State of Illinois, without giving effect to the provisions relating to conflict of laws.

We appreciate the opportunity to be of service to you.

If there are any questions regarding the Engagement Letter, please contact Jodi Dobson, the engagement partner on this engagement who is responsible for the overall supervision and review of the engagement and for determining that the engagement has been completed in accordance with professional standards. Jodi Dobson is available at 608 240 2469.

Sincerely,

BAKER TILLY US, LLP

Baker Tilly US, LLP

The services and terms as set forth in this Engagement Letter are agreed to by:

_____
Official's Name

_____
Official's Signature

_____
Title

_____
Date

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, February 27, 2023**

SECTION: **Business**

DEPARTMENT: **Public Works**

CONTACT: **Lee Igl, Streets/Utilities Superintendent, Aimee Irwin, Assistant to the Public Works Director, Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion and action to make a recommendation to the Village Board regarding a proposal from Baker Tilly to conduct a conventional rate case and a five-year financial forecast for the water utility.**

PREVIOUS ACTION:
None.

ISSUE SUMMARY:
Enclosed within the packet is a proposal from Baker Tilly to conduct a conventional rate case for the water utility. The water utility completed a conventional rate case in 2020 and, prior to that, in 2001. In an effort to evaluate rates on an ongoing basis, staff are recommending approval of the proposal from Baker Tilly. Included with the water rate study will be a water financial forecast as a separate item. This will help create a 5-year outlook for the water utility.

The estimate from Baker Tilly for each of these services:

- Test year 2023 water rate study $16,000-$18,000
- Five-year financial forecast $9,000-$11,000

FINANCIAL/BUDGET IMPACT:
The water rate study is estimated to cost $16,000 to $18,000. The water utility forecast is estimated to cost $9,000 to $10,000. Both of these items will be expensed from the 2023 budget from Support Services.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommended motion:

Motion, second to recommend approval to the Village Board regarding a proposal from Baker Tilly to conduct a conventional water rate study and a five-year financial forecast for the water

utility.

ATTACHMENTS:

1. McFarland Water Utility Rate & Forecast Eng Ltr 2023 02 06

Baker Tilly US, LLP
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Madison, WI, 53707-7398
United States of America

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F: +1 (608) 249 8532

bakertilly.com

February 6, 2023

Matt Schuenke
Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558

Dear Mr. Schuenke:

Thank you for using Baker Tilly US, LLP (Baker Tilly, we, our) as your accountants and business advisors.

The purpose of this letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide to Village of McFarland (the Organization, Client, you, your).

Services and Related Report

We will compile, from information management provides, the Organization's forecasted schedules and forecasted information as of December 31, 2023, and for the test year then ending, including the related summaries of significant assumptions and accounting policies, in order to develop forecasted water rates ("forecast"). Upon completion of our compilation of the forecast, we will provide the Organization with our accountants' compilation report. If, for any reasons caused by or relating to the affairs or management of the Organization, we are unable to complete our compilation of your forecast, or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to issue a report as a result of this engagement.

In addition we will compile in separate reports a five year financial forecast for the water utility based on the information provided by management.

The forecast is not intended to be a forecast of financial position, changes in net position or cash flows in accordance with Generally Accepted Accounting Principles (GAAP). This report will be prepared for the development of rates before the Public Service Commission of Wisconsin and should not be used for any other purpose.

A financial forecast presents, to the best of management’s knowledge and belief, the Organization's expected results of operations and plant balances for the financial forecast period. It is based on management’s assumptions reflecting conditions it expects to exist and the course of action it expects to take during the forecast period.

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Water Rate Study

The following outlines the process of completing a water rate study and filing an application with the Public Service Commission of Wisconsin (PSCW).

1. Obtain historical information, confirm significant assumptions regarding growth and costs, summarize and classify nonroutine plant additions, and forecast consumption for the 2023 test year. If appropriate include significant 2024 projects as part of a step II rate application.
2. Compile forecast in the PSCW prescribed format for the 2023 test year to support the rate study, including supplemental information related to cash flows and debt coverage to support the requested rate of return.
3. Incorporate management's desired rate design changes into the application including changes to public fire protection recovery, a possible shift from declining to flat rates.
4. Provide draft study to management for their review. Incorporate management's comments into study.
5. Meet with the governing body to review the study, if needed.
6. Prepare the final rate study and submit the application to the PSCW.
7. Review PSC information and proposed rates.
8. Assist management with the rate hearing and implementation of new rates.

Water Financial Forecast

The following steps were developed for completing a financial forecast study in order to be as efficient as possible yet allow time for adequate review. These steps include:

1. Obtain historical information related to sales volumes, operational expenses, capital outlay, debt service and cash reserves.
2. Gather information from management related to growth, changes in sales volumes, changes in operations and operational costs for 2024-2027.
3. Obtain a five-year capital plan from management including any known or anticipated related financing.
4. Compile forecast of sources and uses of funds, debt coverage schedule, rate impact schedule, summary of significant assumptions and other related forecast schedules from information supplied by management for the five-year period.
5. Prepare an executive summary outlining the key financial indicators and options available.
6. Provide a draft report to management for review. Incorporate management's comments into the report.
7. Review of the final study and presentation to the committee, if needed.

Our Responsibilities and Limitations

The objective of our compilation engagement is to apply accounting and financial reporting expertise to assist you in the presentation of the financial forecast based on management's assumptions without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial forecast in order for it to be in accordance with guidelines for presentation of a financial forecast established by the AICPA.

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's *Code of Professional Conduct*, including the ethical principles of integrity, objectivity, professional competence and due care.

A compilation of a financial forecast differs significantly from an examination of financial forecast. A compilation does not contemplate performing analytical procedures, obtaining an understanding of the entity's internal control, assessing risks of material misstatement, tests of accounting records or other procedures ordinarily performed in an examination.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial forecast.

In order for us to complete the engagement, management must provide assumptions that are appropriate for the financial forecast. If the assumptions provided are inappropriate and have not been revised to our satisfaction, we will be unable to complete the engagement, and, accordingly, we will not issue a report on the financial forecast.

Baker Tilly US, LLP is not a municipal advisor as defined in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act. Baker Tilly US, LLP is not recommending an action to the Utility; is not acting as an advisor to the Utility and does not owe a fiduciary duty pursuant to Section 15B of the Securities and Exchange Act to the Utility with respect to the information and material contained in the deliverables issued under this engagement. The Utility should discuss any information and material contained in the deliverables with any and all internal and external advisors and experts that the Utility deems appropriate before acting on this information or material. Baker Tilly US, LLP will rely on management of the Utility to provide key data related to the issuance of municipal securities. Our engagement cannot be relied upon to identify or disclose any misstatements in the financial forecast, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations, and, because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, evidence that fraud may exist, illegal acts or noncompliance with laws or regulations that come to our attention, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

The compilation will be planned and conducted with the understanding it will be used for the development of rates by the Public Service Commission of Wisconsin and should not be used by any other parties or for any other purpose. Nevertheless, items of possible interest to the previously specified party may not be specifically addressed and matters may exist that would be assessed differently by the previously specified party.

The compilation will not be planned or conducted in contemplation of reliance by any other specific third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.

Management's Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to assist you in developing the presentation of the financial forecast in accordance with guidelines for presentation of a financial forecast established by the AICPA. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1. The selection of the accounting principles applied in the preparation of the financial forecast.
2. The preparation and presentation of the financial forecast in accordance with guidelines for presentation of a financial forecast established by the AICPA, the inclusion of all informative disclosures that are appropriate for the forecast under those guidelines, and the development of assumptions that reflect your plans and expectations regarding events and circumstances for the financial forecast period.
3. The design, implementation and maintenance of internal control relevant to the preparation and presentation of the financial forecast and that it is free from material misstatement whether due to fraud or error.
4. The prevention and detection of fraud.
5. To ensure that Village of McFarland complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations and other information, including significant judgments, you provide to us for the engagement.
7. To provide us with:
    - Access to all information of which you are aware is relevant to the presentation of the financial forecast, such as records, documentation and other matters.
    - Additional information that we may request from you for the purpose of the compilation engagement.
    - Unrestricted access to persons within Village of McFarland of whom we determine it necessary to make inquiries.

Our Report

As part of our engagement, we will issue a report that will state that we did not examine or review the financial forecast and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on it. It will also state that (1) there will usually be differences between the forecasted and actual results because events and circumstances frequently do not occur as expected, and those differences may be material; and (2) we have no responsibility to update the report for events and circumstances occurring after the date of the report.

There may be circumstances in which the report differs from the expected form and content.

You agree to include our compilation report in any document containing the financial forecast that indicates that we have performed a compilation engagement on the financial forecast and, prior to inclusion of the report, to ask our permission to do so.

Nonattest Services

Prior to or as part of our compilation engagement, it may be necessary for us to perform certain nonattest services. Nonattest services that we will be providing are as follows:

- Reporting assistance (such as formatting) as requested.

We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

- Continue to make all management decisions and perform all management functions.
- Designate a competent employee with suitable skill, knowledge and/or experience, preferably within senior management, to oversee the services we perform.
- Evaluate the adequacy and results of the nonattest services we perform.
- Accept responsibility for the results of our nonattest services.
- Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

Reproduction of the Reports

If you intend to reproduce or publish the financial forecast, and make reference to our firm name in connection therewith, you agree to publish the financial forecast in its entirety. In addition, you agree to provide us, for our approval and consent, proofs before printing, and final materials before distribution.

With regard to the electronic dissemination of the financial forecast, including forecasted financials published electronically on your internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Ownership of Workpapers

The documentation for this engagement, including the workpapers is the property of Baker Tilly and constitutes confidential information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. Baker Tilly does not retain any original client records and we will return such records to you at the completion of the services rendered under this engagement. When such records are returned to you, it is the Organization's responsibility to retain and protect its accounting and other business records for future use, including potential review by any government or other regulatory agencies. By your signature below, you acknowledge and agree that, upon the expiration of the documentation retention period, Baker Tilly shall be free to destroy our workpapers related to this engagement. If we are required by law, regulation or professional standards to make certain documentation available to Regulators, the Organization hereby authorizes us to do so.

Timing and Fees

Completion of our work is subject to, among other things, (i) appropriate cooperation from the Organization's personnel, including timely preparation of necessary schedules, (ii) timely responses to our inquiries and (iii) timely communication of all significant presentation, accounting and financial reporting matters. When and if for any reason the Organization is unable to provide such schedules, information and assistance, Baker Tilly and you may mutually revise the fee to reflect additional services, if any, required of us to complete the compilation. Revisions to the scope of our work will be communicated to you and may be set forth in the form of an "Amendment to Existing Engagement Letter". In addition, if we discover compliance issues that require us to perform additional procedures and/or provide assistance with these matters, fees at our standard hourly rates apply.

Invoices for these fees will be rendered each month as work progresses and are payable on presentation. A charge of 1.5 percent per month shall be imposed on accounts not paid within thirty (30) days of receipt of our statement for services provided. In accordance with our firm policies, work may be suspended if your account becomes thirty (30) days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notice of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. In the event that collection procedures are required, the Organization agrees to be responsible for all expenses of collection including related attorneys' fees.

We estimate that our fees for these services will be as follows:

Test year 2023 water rate study	$16,000 - $18,000
Five-year financial forecast for water utility	$ 9,000 - $11,000

In addition to professional fees, our invoices will include our standard administrative charge, plus travel and subsistence, and other out-of-pocket expenses related to the engagement. Our fees, as summarized above, are based upon the current Statements on Standards for Accounting and Review Services that have been issued and are effective as of the date of this letter. Should additional accounting or auditing standards be issued subsequent, to or become effective for the periods covered by this engagement, our estimated fees may be adjusted accordingly. We may use temporary contract staff to perform certain tasks on your engagement and will bill for that time at the rate that corresponds to Baker Tilly staff providing a similar level of service. Upon request, we will be happy to provide details on training, supervision and billing arrangements we use in connection with these professionals. Additionally, we may from time to time, and depending on the circumstances, use service providers (e.g., to act as a specialist or compile an element of the financial statements) in serving your account. We may share confidential information about you with these contract staff and service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all contract staff and service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the contract staff or third-party service provider. Furthermore, the firm will remain responsible for the work provided by any such contract staff or third-party service providers.

To the extent the services require Baker Tilly receive personal data or personal information from Client, Baker Tilly may process any personal data or personal information, as those terms are defined in applicable privacy laws, in accordance with the requirements of the applicable privacy law relevant to the processing in providing services hereunder. Applicable privacy laws may include any local, state, federal or international laws, standards, guidelines, policies or regulations governing the collection, use, disclosure, sharing or other processing of personal data or personal information with which Baker Tilly or its Clients must comply. Such privacy laws may include (i) the EU General Data Protection Regulation 2016/679 (GDPR); (ii) the California Consumer Privacy Act of 2018 (CCPA); and/or (iii) other laws regulating marketing communications, requiring security breach notification, imposing minimum security requirements, requiring the secure disposal of records and other similar requirements applicable to the processing of personal data or personal information. Baker Tilly is acting as a Service Provider/Data Processor in relation to Client personal data and personal information, as those terms are defined respectively under the CCPA/GDPR. Client is responsible for notifying Baker Tilly of any data privacy laws the data provided to Baker Tilly is subject to and Client represents and warrants it has all necessary authority (including any legally required consent from data subjects) to transfer such information and authorize Baker Tilly to process such information in connection with the services described herein. Client agrees that Baker Tilly has the right to generate aggregated/de-identified data from the accounting and financial data provided by Client to be used for Baker Tilly business purposes and with the outputs owned by Baker Tilly. For clarity, Baker Tilly will only disclose aggregated/de-identified data in a form that does not identify Client, Client employees, or any other individual or business entity and that is stripped of all persistent identifiers. Client is not responsible for Baker Tilly's use of aggregated/de-identified data.

Baker Tilly has established information security related operational requirements that support the achievement of our information security commitments, relevant information security related laws and regulations, and other information security related system requirements. Such requirements are communicated in Baker Tilly's policies and procedures, system design documentation and contracts with customers. Information security policies have been implemented that define our approach to how systems and data are protected. Client is responsible for providing timely written notification to Baker Tilly of any additions, changes or removals of access for Client personnel to Baker Tilly provided systems or applications. If Client becomes aware of any known or suspected information security or privacy related incidents or breaches related to this agreement, Client should timely notify Baker Tilly via email at dataprotectionofficer@bakertilly.com.

Any additional services that may be requested and we agree to provide will be the subject of a separate engagement letter.

We may be required to disclose confidential information to federal, state and international regulatory bodies or a court in criminal or other civil litigation. In the event that we receive a request from a third party (including a subpoena, summons or discovery demand in litigation) calling for the production of information, we will promptly notify the Organization, unless otherwise prohibited. In the event we are requested by the Organization or required by government regulation, subpoena or other legal process to produce our engagement working papers or our personnel as witnesses with respect to services rendered to the Organization, so long as we are not a party to the proceeding in which the information is sought, we may seek reimbursement for our professional time and expenses, as well as the fees and legal expenses, incurred in responding to such a request.

We may be required to disclose confidential information with respect to complying with certain professional obligations, such as peer review programs. All participants in such peer review programs are bound by the same confidentiality requirements as Baker Tilly and its employees. Baker Tilly will not be required to notify the Organization if disclosure of confidential information is necessary for peer review purposes.

Resolution of Disagreements

In the unlikely event that differences concerning services or fees should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by mediation administered by the American Arbitration Association (AAA) under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute-resolution procedure. Each party shall bear their own expenses from mediation.

If mediation does not settle the dispute or claim, then the parties agree that the dispute or claim shall be settled by binding arbitration. The arbitration proceeding shall take place in the city in which the Baker Tilly office providing the relevant services is located, unless the parties mutually agree to a different location. The proceeding shall be governed by the provisions of the Federal Arbitration Act (FAA) and will proceed in accordance with the then current Arbitration Rules for Professional Accounting and Related Disputes of the AAA, except that no prehearing discovery shall be permitted unless specifically authorized by the arbitrator. The arbitrator will be selected from Judicate West, AAA, Judicial Arbitration & Mediation Services (JAMS), the Center for Public Resources or any other internationally or nationally-recognized organization mutually agreed upon by the parties. Potential arbitrator names will be exchanged within fifteen (15) days of the parties' agreement to settle the dispute or claim by binding arbitration, and arbitration will thereafter proceed expeditiously. Any issue concerning the extent to which any dispute is subject to arbitration, or concerning the applicability, interpretation, or enforceability of any of these procedures, shall be governed by the FAA and resolved by the arbitrators. The arbitration will be conducted before a single arbitrator, experienced in accounting and auditing matters. The arbitrator shall have no authority to award nonmonetary or equitable relief and will not have the right to award punitive damages or statutory awards. Furthermore, in no event shall the arbitrator have power to make an award that would be inconsistent with the Engagement Letter or any amount that could not be made or imposed by a court deciding the matter in the same jurisdiction. The award of the arbitration shall be in writing and shall be accompanied by a well-reasoned opinion. The award issued by the arbitrator may be confirmed in a judgment by any federal or state court of competent jurisdiction. Discovery shall be permitted in arbitration only to the extent, if any, expressly authorized by the arbitrator(s) upon a showing of substantial need. Each party shall be responsible for their own costs associated with the arbitration, except that the costs of the arbitrator shall be equally divided by the parties. Both parties agree and acknowledge that they are each giving up the right to have any dispute heard in a court of law before a judge and a jury, as well as any appeal. The arbitration proceeding and all information disclosed during the arbitration shall be maintained as confidential, except as may be required for disclosure to professional or regulatory bodies or in a related confidential arbitration. The arbitrator(s) shall apply the limitations period that would be applied by a court deciding the matter in the same jurisdiction, including the contractual limitations set forth in this Engagement Letter, and shall have no power to decide the dispute in any manner not consistent with such limitations period. The arbitrator(s) shall be empowered to interpret the applicable statutes of limitations. Our services shall be evaluated solely on our substantial conformance with the terms expressly set forth herein, including all applicable professional standards. Any claim of nonconformance must be clearly and convincingly shown.

Limitation on Damages and Indemnification

The liability (including attorney's fees and all other costs) of Baker Tilly and its present or former partners, principals, agents or employees related to any claim for damages relating to the services performed under this Engagement Letter shall not exceed the fees paid to Baker Tilly for the portion of the work to which the claim relates, except to the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of Baker Tilly relating to such services. This limitation of liability is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including the negligence of either party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays or interruptions arising out of or related to this Engagement Letter even if the other party has been advised of the possibility of such damages.

As Baker Tilly is performing the services solely for your benefit, you will indemnify Baker Tilly, its subsidiaries and their present or former partners, principals, employees, officers and agents against all costs, fees, expenses, damages and liabilities (including attorney's fees and all defense costs) associated with any third-party claim, relating to or arising as a result of the services, or this Engagement Letter.

Because of the importance of the information that you provide to Baker Tilly with respect to Baker Tilly's ability to perform the services, you hereby release Baker Tilly and its present and former partners, principals, agents and employees from any liability, damages, fees, expenses and costs, including attorney's fees, relating to the services, that arise from or relate to any information, including representations by management, provided by you, Organization personnel or agents, that is not complete, accurate or current, whether or not management knew or should have known that such information was not complete, accurate or current.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim or any other statutes of limitations or repose.

Other Matters

Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated or subcontracted by either party without the written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter. The services performed under this Agreement do not include the provision of legal advice and Baker Tilly makes no representations regarding questions of legal interpretation. Client should consult with its attorneys with respect to any legal matters or items that require legal interpretation under federal, state or other type of law or regulation.

Baker Tilly US, LLP, trading as Baker Tilly, is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Baker Tilly US, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

This Engagement Letter and any applicable online terms and conditions or terms of use ("Online Terms") related to online products or services made available to Organization by Baker Tilly ("Online Offering") constitute the entire agreement between the Organization and Baker Tilly regarding the services described in this Engagement Letter and supersedes and incorporates all prior or contemporaneous representations, understandings or agreements, and may not be modified or amended except by an agreement in writing signed between the parties hereto. For clarity and avoidance of doubt, the terms of this Engagement Letter govern Baker Tilly's provision of the services described herein, and the Online Terms govern Organization's use of the Online Offering. This Engagement Letter's provisions shall not be deemed modified or amended by the conduct of the parties.

The provisions of this Engagement Letter, which expressly or by implication are intended to survive its termination or expiration, will survive and continue to bind both parties, including any successors or assignees. If any provision of this Engagement Letter is declared or found to be illegal, unenforceable or void, then both parties shall be relieved of all obligations arising under such provision, but if the remainder of this Engagement Letter shall not be affected by such declaration or finding and is capable of substantial performance, then each provision not so affected shall be enforced to the extent permitted by law or applicable professional standards.

If because of a change in the Organization status or due to any other reason, any provision in this Engagement Letter would be prohibited by, or would impair our independence under laws, regulations or published interpretations by governmental bodies, commissions or other regulatory agencies, such provision shall, to that extent, be of no further force and effect and this agreement shall consist of the remaining portions.

This agreement shall be governed by and construed in accordance with the laws of the State of Illinois, without giving effect to the provisions relating to conflict of laws.

We appreciate the opportunity to be of service to you.

If there are any questions regarding the Engagement Letter, please contact Jodi Dobson, the engagement partner on this engagement who is responsible for the overall supervision and review of the engagement and for determining that the engagement has been completed in accordance with professional standards. Jodi Dobson is available at 608 240 2469.

Sincerely,

BAKER TILLY US, LLP

Baker Tilly US, LLP

The services and terms as set forth in this Engagement Letter are agreed to by:

_____
Official's Name

_____
Official's Signature

_____
Title

_____
Date

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, February 27, 2023**

SECTION: **Business**

DEPARTMENT: **Public Works**

CONTACT: **Lee Igl, Streets/Utilities Superintendent**

AGENDA ITEM: **Discussion and action to make a recommendation to the Village Board regarding the award of contract for the 2023 Street and Utility Improvements project on Paulson Road.**

PREVIOUS ACTION:
The Public Works and Utilities Committee recommended design approval and authorized the project for bid at their November 28, 2022 meeting.

The Village Board approved the project design and authorized the project for bid at their December 13, 2022 meeting.

ISSUE SUMMARY:
The Paulson Road project involves the reconstruction of Paulson Road from Siggelkow Road to Ridge Road. The project includes a full reconstruction of the road from a rural cross section to an urban design. This includes replacement of the street, water mains, and sewermains that already exist and the addition of curb/gutter, stormwater, and sidewalk that are not presently included, making the corridor more consistent with other neighborhood streets. The Public Works and Utilities Committee approved the project design and moved this project forward for bidding in November 2022 and the Village Board in December.

Bids were opened on Thursday, February 23rd. There were 4 bids in all with a 36% spread from low to high. The presumed low bidder is Speedway Sand and Gravel of Madison. They were also qualified through this process as well and recommended for award.

FINANCIAL/BUDGET IMPACT:
The 2023 Budget was approved to allocate $1,532,000 for the project.

Revenues - The following revenues have been allocated to fund the project by fund:

$ 100,000 Fund Monies - Each fund noted below provided an equal share beginning in 2022 to the project for design/bidding services.
$ 593,750 Capital Projects Fund (2023 Note Issuance)
$ 517,500 Water Utility (2022/2023 Revenue Bond)
$ 123,500 Sewer Utility (2022/2023 Revenue Bond)
$ 134,250 Stormwater Utility (Fund Balance)
$ 63,000 Other (Capital Projects, 2023 Note Issuance)
$1,532,000 Total Project Revenue

These are the amounts of monies budgeted for the project based on the engineer's estimate.

Expenses - Included within your packet is the bid tab for the project and the following cost breakdown is updated based on the low bid submitted:

$1,849,181	Paulson Road
$ 62,858	Other (CTH MN Paving, Oak Hollow Path)
$ 0	Alternate (Defer final completion to October 15th, recommended to be declined)
$ 105,499	Supplemental (Recommended to be accepted)
$ 117,000	Design Engineering
$ 104,000	Bidding/Construction Administration
$ 67,000	Inspection
$ 230,554	Contingency (10%)
$ (92)	Rounding
$2,536,000	Total Project Expense

Project costs are significantly higher than project budgets forecasted within our long term plans. Planning was completed in August and extended into the budget process in November where some cost escalation likely occurred that could have been adjusted for in a general sense. Additionally, this bid demonstrates known constraints or challenges within the market including availability of labor, timelines, materials, etc. Costs for general excavation were very high along with impacts on piping and specialty items. The bids were competitive though as the next bidder was even higher than what was proposed from the low bid. The Village Engineer will review this with the Committee in the meeting as well as the plan to make up for the difference as it impacts the funds fueling the project.

VILLAGE PLAN REFERENCE:
Long Range Capital Improvement Plan

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommended Action:

> *Motion, second to make a recommendation to the Village Board to award contract to Speedway Sand and Gravel of Madison in an amount of $2,017,538 for the reconstruction Paulson Road including base bid and supplementals but rejecting the contract alternate with additional expenses for*
> *engineering, construction administration, inspection, and contingency for a total project cost in an amount of $2,536,000.*

ATTACHMENTS:
1. MC197 Recommendation Ltr
2. mc197_bidtab

3. MC 197 ROLL-ROLL

TOWN & COUNTRY
ENGINEERING, INC.

February 23, 2023

Village of McFarland
5915 Milwaukee Street, P.O. Box 110
McFarland, WI 53558

Attention: Mr. Matthew Schuenke, Administrator

Subject: Analysis of Bids and Recommendation for Award of Contracts; 2023 Street and Utility Improvements; Village of McFarland

Bid Deadline: February 23, 2023 at 10:00 a.m. local time

Ladies and Gentlemen:

The purpose of this letter is to analyze the bids received for the 2023 Street and Utility Improvements project and to recommend award of a contract. This project involves street reconstruction and urbanization, new sidewalk construction, water main replacement, sanitary sewer replacement, storm sewer construction and replacement, and pavement replacement. This project is a rural conversion street reconstruction of Paulson Road from Siggelkow Road to approximately 1,800 feet south of Siggelkow Road. Supplemental items include property corner replacement, excavation and disposal of bad subbase below subgrade, Breaker Run, removal and disposal of unsuitable trench backfill, Type X driveway section curb & gutter, and pavement patching. Additional bid items are included in this project for the final paving installation on CTH MN, paving of a path connection from Holscher Road to Oak Hollow, and miscellaneous concrete and asphalt repairs.

The pre-bid estimate for the base bid was $1,765,348.50. Seventeen general contractors, subcontractors, and material suppliers requested sets of the plans, specifications and bidding documents. Four contractors submitted bids.

A summary of the bids is as follows:

Contractor	Base Bid	Alternate Bid Total	Supplemental Bid Total
Speedway Sand & Gravel Inc.	$1,912,039.11	$(3,000.00)	$105,499.34
Parisi Construction , LLC.	$2,124,588.85	$4,125.00	$114,410.75
Fischer Excavating, Inc.	$2,175,598.15	$4,125.00	$143,581.61
R.G. Huston Company, Inc.	$2,595,191.50	$(10,000.00)	$134,808.50

Parisi Construction, LLC. did not properly acknowledge the bid addendums on their bid form. We would recommend this be waived as an informality if necessary.

The low bidder, using the base bid only, or any combination of bidding options is Speedway Sand & Gravel Inc. of Middleton, Wisconsin, an experienced excavation, utility and street contractor that completed a similar project for the Village of Oregon in 2022 and has completed many similar projects in the Dane County area in communities such as the Cities of Middleton, Madison, and Sun Prairie. The bid prices are higher than the original budget due to higher than anticipated

excavation costs and inflation of water main and storm sewer items. We recommend that Speedway Sand & Gravel, Inc. be awarded a contract for the base bid, plus the supplemental bids, if the budgets allow, for a total of $2,017,538.45.

An alternate bid item was included for the extension of the substantial completion date from September 15, 2023 to October 15, 2023. We do not recommend award of this item due to the lack of cost savings and the likelihood of better initial restoration performance with the base bid completion dates.

This will be a unit price contract. That is, the contractor will be paid for the work actually performed on the basis on the unit prices bid. This means that the final line item costs could be either greater than or less than the bid totals. Also, unexpected conditions are sometimes encountered which result in increased project costs. Therefore, it would be wise to continue to carry the recommended 10% contingency.

If you have any questions with respect to our thoughts on this matter, I am available at your convenience to discuss them with you.

Respectfully,
TOWN & COUNTRY ENGINEERING, INC.

Tim Stieve, P.E., ENV-SP
Project Engineer

TS:sai
J:\JOB#S\McFarland\MC-197-M4 Paulson Road Street and Utility Improvements\Bidding\Recommendation Ltr.docx

BID TABULATION

Project: 2023 Street and Utility Improvements; Village of McFarland

Engineer's Project Number: MC 197 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	PRE-BID ESTIMATE UNIT PRICE	PRE-BID ESTIMATE AMOUNT	Speedway Sand & Gravel Inc. UNIT PRICE	Speedway Sand & Gravel Inc. AMOUNT	Parisi Construction , LLC. UNIT PRICE	Parisi Construction , LLC. AMOUNT
BASE BID									
Utility Work									
1.	6" PVC SDR 26 Sanitary Sewer	2	lin. ft.	$ 90.00	$ 180.00	$ 127.88	$ 255.76	$ 100.00	$ 200.00
2.	8" PVC SDR 26 Sanitary Sewer	133	lin. ft.	$ 100.00	$ 13,300.00	$ 127.91	$ 17,012.03	$ 100.00	$ 13,300.00
3.	Sanitary Manhole Cone Section Removal and Replacement	3	vert. ft.	$ 2,500.00	$ 7,500.00	$ 980.00	$ 2,940.00	$ 1,900.00	$ 5,700.00
4.	48" Sanitary Manhole Masonry	12	vert. ft.	$ 500.00	$ 6,000.00	$ 382.00	$ 4,584.00	$ 1,600.00	$ 19,200.00
5.	Sanitary Manhole Castings	8	each	$ 700.00	$ 5,600.00	$ 1,276.00	$ 10,208.00	$ 1,600.00	$ 12,800.00
6.	8" Ductile Iron CL52 Water Main or Hydrant Lead	1,215	lin. ft.	$ 115.00	$ 139,725.00	$ 120.78	$ 146,747.70	$ 103.00	$ 125,145.00
7.	6" Ductile Iron CL52 Water Main or Hydrant Lead	62	lin. ft.	$ 100.00	$ 6,200.00	$ 101.04	$ 6,264.48	$ 120.00	$ 7,440.00
8.	8" Gate Valve & Box	10	each	$ 2,900.00	$ 29,000.00	$ 3,555.00	$ 35,550.00	$ 4,300.00	$ 43,000.00
9.	6" Gate Valve & Box	3	each	$ 2,200.00	$ 6,600.00	$ 2,550.00	$ 7,650.00	$ 3,500.00	$ 10,500.00
10.	Hydrants	3	each	$ 6,000.00	$ 18,000.00	$ 8,432.00	$ 25,296.00	$ 7,150.00	$ 21,450.00
11.	1" Corporation Stops	15	each	$ 450.00	$ 6,750.00	$ 2,085.11	$ 31,276.65	$ 2,500.00	$ 37,500.00
12.	1" Curb Stops	15	each	$ 420.00	$ 6,300.00	$ 1,352.00	$ 20,280.00	$ 380.00	$ 5,700.00
13.	1" Copper Water Service Laterals	428	lin. ft.	$ 65.00	$ 27,820.00	$ 27.97	$ 11,971.16	$ 13.00	$ 5,564.00
14.	Water Service Lateral Reconnections	15	each	$ 420.00	$ 6,300.00	$ 464.25	$ 6,963.75	$ 1,200.00	$ 18,000.00
15.	Existing Main Reconnections	7	each	$ 3,000.00	$ 21,000.00	$ 2,466.58	$ 17,266.06	$ 2,800.00	$ 19,600.00
16.	Replace Top Section of Water Valve Boxes	2	each	$ 700.00	$ 1,400.00	$ 424.85	$ 849.70	$ 510.00	$ 1,020.00
17.	Existing Hydrant Adjustment	2	each	$ 2,500.00	$ 5,000.00	$ 1,257.00	$ 2,514.00	$ 1,500.00	$ 3,000.00
18.	18" RCP Apron Endwalls	1	0.	$ 1,500.00	$ 1,500.00	$ 1,568.00	$ 1,568.00	$ 3,100.00	$ 3,100.00
19.	Field Connection to Existing Storm Sewer Lateral	1	each	$ 2,000.00	$ 2,000.00	$ 1,590.00	$ 1,590.00	$ 1,500.00	$ 1,500.00
20.	18" RCP CL III Storm Sewer	119	lin. ft.	$ 70.00	$ 8,330.00	$ 87.32	$ 10,391.08	$ 87.00	$ 10,353.00
21.	12" RCP CL III Storm Sewer	1,606	lin. ft.	$ 60.00	$ 96,360.00	$ 76.25	$ 122,457.50	$ 73.00	$ 117,238.00
22.	Precast Rectangular Curb Inlets	21	each	$ 2,500.00	$ 52,500.00	$ 3,315.00	$ 69,615.00	$ 3,400.00	$ 71,400.00
23.	Linear Trench Drain System and Casting	30	each	$ 700.00	$ 21,000.00	$ 220.00	$ 6,600.00	$ 100.00	$ 3,000.00
24.	48" Storm Catch Basin Manholes	1	each	$ 4,000.00	$ 4,000.00	$ 4,498.00	$ 4,498.00	$ 4,000.00	$ 4,000.00
25.	60" Storm Catch Basin Manholes	2	each	$ 5,000.00	$ 10,000.00	$ 5,875.00	$ 11,750.00	$ 5,200.00	$ 10,400.00

Project: 2023 Street and Utility Improvements; Village of McFarland

Engineer's Project Number: MC 197 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	PRE-BID ESTIMATE UNIT PRICE	PRE-BID ESTIMATE AMOUNT	Speedway Sand & Gravel Inc. UNIT PRICE	Speedway Sand & Gravel Inc. AMOUNT	Parisi Construction , LLC. UNIT PRICE	Parisi Construction , LLC. AMOUNT
Street Work									
26.	Excavation/Fill to Plan Subgrade	1	lump sum	$ 250,000.00	$ 250,000.00	$ 343,093.00	$ 343,093.00	$ 450,000.00	$ 450,000.00
27.	Truncated Dome Panels	160	sq. ft.	$ 45.00	$ 7,200.00	$ 50.00	$ 8,000.00	$ 53.00	$ 8,480.00
28.	7" Thick Concrete Sidewalk and Aprons	150	sq. ft.	$ 6.75	$ 1,012.50	$ 8.49	$ 1,273.50	$ 10.75	$ 1,612.50
29.	5" Thick Concrete Sidewalk	17,146	sq. ft.	$ 5.00	$ 85,730.00	$ 5.68	$ 97,389.28	$ 5.50	$ 94,303.00
30.	Concrete Medians	460	sq. ft.	$ 12.00	$ 5,520.00	$ 22.49	$ 10,345.40	$ 32.75	$ 15,065.00
31.	New 30" Concrete Curb & Gutter	3,707	lin. ft.	$ 16.00	$ 59,312.00	$ 16.71	$ 61,943.97	$ 21.50	$ 79,700.50
32.	New 18" Concrete Curb & Gutter	523	lin. ft.	$ 15.00	$ 7,845.00	$ 25.92	$ 13,556.16	$ 25.00	$ 13,075.00
33.	New 30" Concrete Curb & Gutter, Installed Along Existing Asphalt Edge	1,658	lin. ft.	$ 22.00	$ 36,476.00	$ 41.13	$ 68,193.54	$ 37.50	$ 62,175.00
34.	1.5" Hot-Mix Asphalt Surface Course, Type 5 LT	509	ton	$ 90.00	$ 45,810.00	$ 77.65	$ 39,523.85	$ 82.00	$ 41,738.00
35.	1.75" Hot-Mix Asphalt Lower Course, Type 4 LT	594	ton	$ 86.00	$ 51,084.00	$ 72.65	$ 43,154.10	$ 77.00	$ 45,738.00
36.	3" Hot-Mix Asphalt Path (10' Wide)	389	sq. yd.	$ 18.00	$ 7,002.00	$ 14.00	$ 5,446.00	$ 18.50	$ 7,196.50
37.	2" Hot-Mix Asphalt Paving and Driveways	517	sq. yd.	$ 20.00	$ 10,340.00	$ 15.00	$ 7,755.00	$ 19.50	$ 10,081.50
38.	3" Hot-Mix Asphalt Paving and Driveways	131	sq. yd.	$ 22.00	$ 2,882.00	$ 19.25	$ 2,521.75	$ 31.50	$ 4,126.50
39.	0.75" Crushed Aggregate Base Course	3,680	ton	$ 17.00	$ 62,560.00	$ 18.78	$ 69,110.40	$ 15.25	$ 56,120.00
40.	3" Breaker Run	4,543	ton	$ 16.00	$ 72,688.00	$ 17.08	$ 77,594.44	$ 13.75	$ 62,466.25
41.	Clean & Tack	5,360	sq. yds.	$ 0.30	$ 1,608.00	$ 0.05	$ 268.00	$ 0.05	$ 268.00
42.	Modular Concrete Retaining Wall	5,166	face squar	$ 50.00	$ 258,300.00	$ 35.00	$ 180,810.00	$ 37.75	$ 195,016.50
43.	Concrete Retaining Wall Coping	496	lin. ft.	$ 50.00	$ 24,800.00	$ 100.00	$ 49,600.00	$ 330.00	$ 163,680.00
44.	36-Inch High Painted Steel Railing	496	lin. ft.	$ 125.00	$ 62,000.00	$ 215.72	$ 106,997.12	$ 102.00	$ 50,592.00
45.	Ditch Fine Grading	1	lump sum	$ 6,000.00	$ 6,000.00	$ 3,500.00	$ 3,500.00	$ 16,500.00	$ 16,500.00
46.	Permanent Signage	1	lump sum	$ 8,000.00	$ 8,000.00	$ 8,300.00	$ 8,300.00	$ 8,800.00	$ 8,800.00
47.	Permanent Pavement Markings	1	lump sum	$ 25,000.00	$ 25,000.00	$ 2,683.25	$ 2,683.25	$ 4,700.00	$ 4,700.00
48.	Sawcutting Existing Concrete and Asphalt Pavements	790	lin. ft.	$ 3.00	$ 2,370.00	$ 3.50	$ 2,765.00	$ 2.10	$ 1,659.00
49.	Topsoil Restoration, Seeding, Fertilizing & Mulching or Matting	8,412	sq. yds.	$ 5.50	$ 46,266.00	$ 3.71	$ 31,208.52	$ 4.00	$ 33,648.00

Project: 2023 Street and Utility Improvements; Village of McFarland

Engineer's Project Number: MC 197 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	PRE-BID ESTIMATE UNIT PRICE	PRE-BID ESTIMATE AMOUNT	Speedway Sand & Gravel Inc. UNIT PRICE	Speedway Sand & Gravel Inc. AMOUNT	Parisi Construction , LLC. UNIT PRICE	Parisi Construction , LLC. AMOUNT
50.	Straw Erosion Mat	6,309	sq yds.	$ 2.00	$ 12,618.00	$ 1.75	$ 11,040.75	$ 1.90	$ 11,987.10
51.	Erosion Control	1	lump sum	$ 15,000.00	$ 15,000.00	$ 4,560.00	$ 4,560.00	$ 7,600.00	$ 7,600.00
52.	Traffic Control	1	lump sum	$ 10,000.00	$ 10,000.00	$ 7,999.00	$ 7,999.00	$ 8,500.00	$ 8,500.00
53.	5013 Timber Lane Curb and Apron Replacement	1	lump sum	$ 2,500.00	$ 2,500.00	$ 2,500.00	$ 2,500.00	$ 2,200.00	$ 2,200.00
54.	5306 North Autumn Lane Vane Drain and Driveway Apron Modifications	1	lump sum	$ 6,000.00	$ 6,000.00	$ 11,950.00	$ 11,950.00	$ 7,900.00	$ 7,900.00
Street Work- CTH MN Final Surface Paving									
55.	Milling of Existing Pavement Ramping	2,030	lin. ft.	$ 4.00	$ 8,120.00	$ 1.00	$ 2,030.00	$ 1.10	$ 2,233.00
56.	Concrete Median Island	242	sq. ft.	$ 15.00	$ 3,630.00	$ 24.58	$ 5,948.36	$ 19.75	$ 4,779.50
57.	1.5" Hot-Mix Asphalt Surface Course, Type 5 LT	409	tons	$ 90.00	$ 36,810.00	$ 77.65	$ 31,758.85	$ 82.00	$ 33,538.00
58.	Permanent Signage, CTH MN	1	lump sum	$ 500.00	$ 500.00	$ 2,400.00	$ 2,400.00	$ 2,300.00	$ 2,300.00
59.	Permanent Pavement Markings, CTH MN	1	lump sum	$ 15,000.00	$ 15,000.00	$ 2,130.00	$ 2,130.00	$ 15,800.00	$ 15,800.00
60.	Traffic Control	1	lump sum	$ 3,000.00	$ 3,000.00	$ 2,770.00	$ 2,770.00	$ 2,400.00	$ 2,400.00
61.	Oak Hollow Pedestrian Improvements	1	lump sum	$ 10,000.00	$ 10,000.00	$ 15,821.00	$ 15,821.00	$ 28,500.00	$ 28,500.00
	BASE BID TOTAL				$ 1,765,348.50		$ 1,912,039.11		$ 2,124,588.85
ALTERNATIVE BID ITEM									
A1	Add/Deduct to Extend Substantial Completion Date to October 15, 2023	1	lump sum	$ (30,000.00)	$ (30,000.00)	$ (3,000.00)	$ (3,000.00)	$ 4,125.00	$ 4,125.00
SUPPLEMENTAL BID ITEMS									
S1	Property Corner Replacement	2	each	$ 500.00	$ 1,000.00	$ 300.00	$ 600.00	$ 270.00	$ 540.00
S2	Excavation and Disposal of Bad Subbase Below Subgrade	1,511	cu. yds.	$ 15.00	$ 22,665.00	$ 23.00	$ 34,753.00	$ 15.25	$ 23,042.75
S3	3" Breaker Run Replacement of Excavation of Bad Subbase Below Subgrade	2,754	tons	$ 16.00	$ 44,064.00	$ 17.21	$ 47,396.34	$ 13.25	$ 36,490.50
S4	Removal and Disposal of Unsuitable Trench Backfill	500	cu. yds.	$ 20.00	$ 10,000.00	$ 29.50	$ 14,750.00	$ 62.00	$ 31,000.00
S5	Type X Driveway Section Curb & Gutter	450	lin. ft.	$ 10.00	$ 4,500.00	$ 5.00	$ 2,250.00	$ 38.25	$ 17,212.50
S6	3" Pavement Patching	250	sq. yds.	$ 50.00	$ 12,500.00	$ 23.00	$ 5,750.00	$ 24.50	$ 6,125.00
	SUPPLEMENTAL BID TOTAL				$ 94,729.00		$ 105,499.34		$ 114,410.75

BID TABULATION

Project: 2023 Street and Utility Improvements; Village of McFarland

Engineer's Project Number: MC 197 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	Fischer Excavating, Inc. UNIT PRICE	Fischer Excavating, Inc. AMOUNT	R.G. Huston Company, Inc. UNIT PRICE	R.G. Huston Company, Inc. AMOUNT		
BASE BID									
Utility Work									
1.	6" PVC SDR 26 Sanitary Sewer	2	lin. ft.	$ 315.43	$ 630.86	$ 700.00	$ 1,400.00		
2.	8" PVC SDR 26 Sanitary Sewer	133	lin. ft.	$ 196.14	$ 26,086.62	$ 217.00	$ 28,861.00		
3.	Sanitary Manhole Cone Section Removal and Replacement	3	vert. ft.	$ 861.59	$ 2,584.77	$ 2,100.00	$ 6,300.00		
4.	48" Sanitary Manhole Masonry	12	vert. ft.	$ 749.61	$ 8,995.32	$ 375.00	$ 4,500.00		
5.	Sanitary Manhole Castings	8	each	$ 1,386.11	$ 11,088.88	$ 940.00	$ 7,520.00		
6.	8" Ductile Iron CL52 Water Main or Hydrant Lead	1,215	lin. ft.	$ 200.43	$ 243,522.45	$ 179.00	$ 217,485.00		
7.	6" Ductile Iron CL52 Water Main or Hydrant Lead	62	lin. ft.	$ 179.47	$ 11,127.14	$ 178.00	$ 11,036.00		
8.	8" Gate Valve & Box	10	each	$ 3,558.37	$ 35,583.70	$ 3,320.00	$ 33,200.00		
9.	6" Gate Valve & Box	3	each	$ 2,591.85	$ 7,775.55	$ 2,500.00	$ 7,500.00		
10.	Hydrants	3	each	$ 7,652.68	$ 22,958.04	$ 6,600.00	$ 19,800.00		
11.	1" Corporation Stops	15	each	$ 292.08	$ 4,381.20	$ 400.00	$ 6,000.00		
12.	1" Curb Stops	15	each	$ 485.84	$ 7,287.60	$ 500.00	$ 7,500.00		
13.	1" Copper Water Service Laterals	428	lin. ft.	$ 61.69	$ 26,403.32	$ 45.00	$ 19,260.00		
14.	Water Service Lateral Reconnections	15	each	$ 637.76	$ 9,566.40	$ 3,550.00	$ 53,250.00		
15.	Existing Main Reconnections	7	each	$ 4,428.65	$ 31,000.55	$ 2,890.00	$ 20,230.00		
16.	Replace Top Section of Water Valve Boxes	2	each	$ 344.32	$ 688.64	$ 400.00	$ 800.00		
17.	Existing Hydrant Adjustment	2	each	$ 2,154.27	$ 4,308.54	$ 2,150.00	$ 4,300.00		
18.	18" RCP Apron Endwalls	1	0.	$ 1,646.77	$ 1,646.77	$ 2,100.00	$ 2,100.00		
19.	Field Connection to Existing Storm Sewer Lateral	1	each	$ 752.03	$ 752.03	$ 1,650.00	$ 1,650.00		
20.	18" RCP CL III Storm Sewer	119	lin. ft.	$ 92.45	$ 11,001.55	$ 113.00	$ 13,447.00		
21.	12" RCP CL III Storm Sewer	1,606	lin. ft.	$ 83.10	$ 133,458.60	$ 105.00	$ 168,630.00		
22.	Precast Rectangular Curb Inlets	21	each	$ 3,215.54	$ 67,526.34	$ 2,500.00	$ 52,500.00		
23.	Linear Trench Drain System and Casting	30	each	$ 4,408.81	$ 132,264.30	$ 350.00	$ 10,500.00		
24.	48" Storm Catch Basin Manholes	1	each	$ 4,073.61	$ 4,073.61	$ 3,000.00	$ 3,000.00		
25.	60" Storm Catch Basin Manholes	2	each	$ 5,338.73	$ 10,677.46	$ 4,700.00	$ 9,400.00		

Project: 2023 Street and Utility Improvements; Village of McFarland

Engineer's Project Number: MC 197 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	Fischer Excavating, Inc. UNIT PRICE	AMOUNT	R.G. Huston Company, Inc. UNIT PRICE	AMOUNT		
Street Work									
26.	Excavation/Fill to Plan Subgrade	1	lump sum	$ 163,171.03	$ 163,171.03	$ 599,896.05	$ 599,896.05		
27.	Truncated Dome Panels	160	sq. ft.	$ 35.00	$ 5,600.00	$ 35.00	$ 5,600.00		
28.	7" Thick Concrete Sidewalk and Aprons	150	sq. ft.	$ 9.61	$ 1,441.50	$ 8.50	$ 1,275.00		
29.	5" Thick Concrete Sidewalk	17,146	sq. ft.	$ 6.07	$ 104,076.22	$ 5.70	$ 97,732.20		
30.	Concrete Medians	460	sq. ft.	$ 17.23	$ 7,925.80	$ 15.85	$ 7,291.00		
31.	New 30" Concrete Curb & Gutter	3,707	lin. ft.	$ 19.00	$ 70,433.00	$ 19.00	$ 70,433.00		
32.	New 18" Concrete Curb & Gutter	523	lin. ft.	$ 29.83	$ 15,601.09	$ 29.85	$ 15,611.55		
33.	New 30" Concrete Curb & Gutter, Installed Along Existing Asphalt Edge	1,658	lin. ft.	$ 32.90	$ 54,548.20	$ 32.90	$ 54,548.20		
34.	1.5" Hot-Mix Asphalt Surface Course, Type 5 LT	509	ton	$ 77.65	$ 39,523.85	$ 78.43	$ 39,920.87		
35.	1.75" Hot-Mix Asphalt Lower Course, Type 4 LT	594	ton	$ 72.65	$ 43,154.10	$ 73.38	$ 43,587.72		
36.	3" Hot-Mix Asphalt Path (10' Wide)	389	sq. yd.	$ 52.20	$ 20,305.80	$ 14.14	$ 5,500.46		
37.	2" Hot-Mix Asphalt Paving and Driveways	517	sq. yd.	$ 29.41	$ 15,204.97	$ 15.15	$ 7,832.55		
38.	3" Hot-Mix Asphalt Paving and Driveways	131	sq. yd.	$ 33.66	$ 4,409.46	$ 19.44	$ 2,546.64		
39.	0.75" Crushed Aggregate Base Course	3,680	ton	$ 25.85	$ 95,128.00	$ 25.00	$ 92,000.00		
40.	3" Breaker Run	4,543	ton	$ 22.23	$ 100,990.89	$ 30.00	$ 136,290.00		
41.	Clean & Tack	5,360	sq. yds.	$ 0.05	$ 268.00	$ 0.05	$ 268.00		
42.	Modular Concrete Retaining Wall	5,166	face squar	$ 48.95	$ 252,875.70	$ 35.35	$ 182,618.10		
43.	Concrete Retaining Wall Coping	496	lin. Ft.	$ 310.00	$ 153,760.00	$ 300.00	$ 148,800.00		
44.	36-Inch High Painted Steel Railing	496	lin. ft.	$ 116.00	$ 57,536.00	$ 300.00	$ 148,800.00		
45.	Ditch Fine Grading	1	lump sum	$ 3,092.90	$ 3,092.90	$ 2,000.00	$ 2,000.00		
46.	Permanent Signage	1	lump sum	$ 6,000.00	$ 6,000.00	$ 8,383.84	$ 8,383.84		
47.	Permanent Pavement Markings	1	lump sum	$ 4,450.00	$ 4,450.00	$ 4,450.00	$ 4,450.00		
48.	Sawcutting Existing Concrete and Asphalt Pavements	790	lin. ft.	$ 2.25	$ 1,777.50	$ 2.00	$ 1,580.00		
49.	Topsoil Restoration, Seeding, Fertilizing & Mulching or Matting	8,412	sq. yds.	$ 2.05	$ 17,244.60	$ 10.50	$ 88,326.00		

BID TABULATION

Project: 2023 Street and Utility Improvements; Village of McFarland

Engineer's Project Number: MC 197 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	Fischer Excavating, Inc. UNIT PRICE	Fischer Excavating, Inc. AMOUNT	R.G. Huston Company, Inc. UNIT PRICE	R.G. Huston Company, Inc. AMOUNT		
50.	Straw Erosion Mat	6,309	sq yds.	$ 1.85	$ 11,671.65	$ 1.77	$ 11,166.93		
51.	Erosion Control	1	lump sum	$ 3,850.00	$ 3,850.00	$ 7,800.00	$ 7,800.00		
52.	Traffic Control	1	lump sum	$ 17,500.01	$ 17,500.01	$ 7,999.00	$ 7,999.00		
53.	5013 Timber Lane Curb and Apron Replacement	1	lump sum	$ 2,500.00	$ 2,500.00	$ 5,000.00	$ 5,000.00		
54.	5306 North Autumn Lane Vane Drain and Driveway Apron Modifications	1	lump sum	$ 13,434.00	$ 13,434.00	$ 10,000.00	$ 10,000.00		
Street Work- CTH MN Final Surface Paving									
55.	Milling of Existing Pavement Ramping	2,030	lin. ft.	$ 1.00	$ 2,030.00	$ 1.01	$ 2,050.30		
56.	Concrete Median Island	242	sq. ft.	$ 15.85	$ 3,835.70	$ 15.85	$ 3,835.70		
57.	1.5" Hot-Mix Asphalt Surface Course, Type 5 LT	409	tons	$ 77.65	$ 31,758.85	$ 78.43	$ 32,077.87		
58.	Permanent Signage, CTH MN	1	lump sum	$ 1,600.00	$ 1,600.00	$ 2,151.52	$ 2,151.52		
59.	Permanent Pavement Markings, CTH MN	1	lump sum	$ 14,880.00	$ 14,880.00	$ 14,880.00	$ 14,880.00		
60.	Traffic Control	1	lump sum	$ 3,500.00	$ 3,500.00	$ 2,270.00	$ 2,270.00		
61.	Oak Hollow Pedestrian Improvements	1	lump sum	$ 15,129.09	$ 15,129.09	$ 20,500.00	$ 20,500.00		
	BASE BID TOTAL				$ 2,175,598.15		$ 2,595,191.50		
ALTERNATIVE BID ITEM									
A1	Add/Deduct to Extend Substantial Completion Date to October 15, 2023	1	lump sum	$ 4,125.00	$ 4,125.00	$ (10,000.00)	$ (10,000.00)		
SUPPLEMENTAL BID ITEMS									
S1	Property Corner Replacement	2	each	$ 1,500.00	$ 3,000.00	$ 500.00	$ 1,000.00		
S2	Excavation and Disposal of Bad Subbase Below Subgrade	1,511	cu. yds.	$ 22.29	$ 33,680.19	$ 39.00	$ 58,929.00		
S3	3" Breaker Run Replacement of Excavation of Bad Subbase Below Subgrade	2,754	tons	$ 22.23	$ 61,221.42	$ 18.00	$ 49,572.00		
S4	Removal and Disposal of Unsuitable Trench Backfill	500	cu. yds.	$ 70.86	$ 35,430.00	$ 30.00	$ 15,000.00		
S5	Type X Driveway Section Curb & Gutter	450	lin. ft.	$ 10.00	$ 4,500.00	$ 10.00	$ 4,500.00		
S6	3" Pavement Patching	250	sq. yds.	$ 23.00	$ 5,750.00	$ 23.23	$ 5,807.50		
	SUPPLEMENTAL BID TOTAL				$ 143,581.61		$ 134,808.50		

BID TABULATION

Project: 2023 Street and Utility Improvements; Village of McFarland

Engineer's Project Number: MC 197 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	PRE-BID ESTIMATE UNIT PRICE	PRE-BID ESTIMATE AMOUNT	Speedway Sand & Gravel Inc. UNIT PRICE	Speedway Sand & Gravel Inc. AMOUNT	Parisi Construction , LLC. UNIT PRICE	Parisi Construction , LLC. AMOUNT
BASE BID									
Utility Work									
1.	6" PVC SDR 26 Sanitary Sewer	2	lin. ft.	$ 90.00	$ 180.00	$ 127.88	$ 255.76	$ 100.00	$ 200.00
2.	8" PVC SDR 26 Sanitary Sewer	133	lin. ft.	$ 100.00	$ 13,300.00	$ 127.91	$ 17,012.03	$ 100.00	$ 13,300.00
3.	Sanitary Manhole Cone Section Removal and Replacement	3	vert. ft.	$ 2,500.00	$ 7,500.00	$ 980.00	$ 2,940.00	$ 1,900.00	$ 5,700.00
4.	48" Sanitary Manhole Masonry	12	vert. ft.	$ 500.00	$ 6,000.00	$ 382.00	$ 4,584.00	$ 1,600.00	$ 19,200.00
5.	Sanitary Manhole Castings	8	each	$ 700.00	$ 5,600.00	$ 1,276.00	$ 10,208.00	$ 1,600.00	$ 12,800.00
6.	8" Ductile Iron CL52 Water Main or Hydrant Lead	1,215	lin. ft.	$ 115.00	$ 139,725.00	$ 120.78	$ 146,747.70	$ 103.00	$ 125,145.00
7.	6" Ductile Iron CL52 Water Main or Hydrant Lead	62	lin. ft.	$ 100.00	$ 6,200.00	$ 101.04	$ 6,264.48	$ 120.00	$ 7,440.00
8.	8" Gate Valve & Box	10	each	$ 2,900.00	$ 29,000.00	$ 3,555.00	$ 35,550.00	$ 4,300.00	$ 43,000.00
9.	6" Gate Valve & Box	3	each	$ 2,200.00	$ 6,600.00	$ 2,550.00	$ 7,650.00	$ 3,500.00	$ 10,500.00
10.	Hydrants	3	each	$ 6,000.00	$ 18,000.00	$ 8,432.00	$ 25,296.00	$ 7,150.00	$ 21,450.00
11.	1" Corporation Stops	15	each	$ 450.00	$ 6,750.00	$ 2,085.11	$ 31,276.65	$ 2,500.00	$ 37,500.00
12.	1" Curb Stops	15	each	$ 420.00	$ 6,300.00	$ 1,352.00	$ 20,280.00	$ 380.00	$ 5,700.00
13.	1" Copper Water Service Laterals	428	lin. ft.	$ 65.00	$ 27,820.00	$ 27.97	$ 11,971.16	$ 13.00	$ 5,564.00
14.	Water Service Lateral Reconnections	15	each	$ 420.00	$ 6,300.00	$ 464.25	$ 6,963.75	$ 1,200.00	$ 18,000.00
15.	Existing Main Reconnections	7	each	$ 3,000.00	$ 21,000.00	$ 2,466.58	$ 17,266.06	$ 2,800.00	$ 19,600.00
16.	Replace Top Section of Water Valve Boxes	2	each	$ 700.00	$ 1,400.00	$ 424.85	$ 849.70	$ 510.00	$ 1,020.00
17.	Existing Hydrant Adjustment	2	each	$ 2,500.00	$ 5,000.00	$ 1,257.00	$ 2,514.00	$ 1,500.00	$ 3,000.00
18.	18" RCP Apron Endwalls	1	0.	$ 1,500.00	$ 1,500.00	$ 1,568.00	$ 1,568.00	$ 3,100.00	$ 3,100.00
19.	Field Connection to Existing Storm Sewer Lateral	1	each	$ 2,000.00	$ 2,000.00	$ 1,590.00	$ 1,590.00	$ 1,500.00	$ 1,500.00
20.	18" RCP CL III Storm Sewer	119	lin. ft.	$ 70.00	$ 8,330.00	$ 87.32	$ 10,391.08	$ 87.00	$ 10,353.00
21.	12" RCP CL III Storm Sewer	1,606	lin. ft.	$ 60.00	$ 96,360.00	$ 76.25	$ 122,457.50	$ 73.00	$ 117,238.00
22.	Precast Rectangular Curb Inlets	21	each	$ 2,500.00	$ 52,500.00	$ 3,315.00	$ 69,615.00	$ 3,400.00	$ 71,400.00
23.	Linear Trench Drain System and Casting	30	each	$ 700.00	$ 21,000.00	$ 220.00	$ 6,600.00	$ 100.00	$ 3,000.00
24.	48" Storm Catch Basin Manholes	1	each	$ 4,000.00	$ 4,000.00	$ 4,498.00	$ 4,498.00	$ 4,000.00	$ 4,000.00
25.	60" Storm Catch Basin Manholes	2	each	$ 5,000.00	$ 10,000.00	$ 5,875.00	$ 11,750.00	$ 5,200.00	$ 10,400.00

Project: 2023 Street and Utility Improvements; Village of McFarland

Engineer's Project Number: MC 197 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	PRE-BID ESTIMATE UNIT PRICE	PRE-BID ESTIMATE AMOUNT	Speedway Sand & Gravel Inc. UNIT PRICE	Speedway Sand & Gravel Inc. AMOUNT	Parisi Construction , LLC. UNIT PRICE	Parisi Construction , LLC. AMOUNT
Street Work									
26.	Excavation/Fill to Plan Subgrade	1	lump sum	$ 250,000.00	$ 250,000.00	$ 343,093.00	$ 343,093.00	$ 450,000.00	$ 450,000.00
27.	Truncated Dome Panels	160	sq. ft.	$ 45.00	$ 7,200.00	$ 50.00	$ 8,000.00	$ 53.00	$ 8,480.00
28.	7" Thick Concrete Sidewalk and Aprons	150	sq. ft.	$ 6.75	$ 1,012.50	$ 8.49	$ 1,273.50	$ 10.75	$ 1,612.50
29.	5" Thick Concrete Sidewalk	17,146	sq. ft.	$ 5.00	$ 85,730.00	$ 5.68	$ 97,389.28	$ 5.50	$ 94,303.00
30.	Concrete Medians	460	sq. ft.	$ 12.00	$ 5,520.00	$ 22.49	$ 10,345.40	$ 32.75	$ 15,065.00
31.	New 30" Concrete Curb & Gutter	3,707	lin. ft.	$ 16.00	$ 59,312.00	$ 16.71	$ 61,943.97	$ 21.50	$ 79,700.50
32.	New 18" Concrete Curb & Gutter	523	lin. ft.	$ 15.00	$ 7,845.00	$ 25.92	$ 13,556.16	$ 25.00	$ 13,075.00
33.	New 30" Concrete Curb & Gutter, Installed Along Existing Asphalt Edge	1,658	lin. ft.	$ 22.00	$ 36,476.00	$ 41.13	$ 68,193.54	$ 37.50	$ 62,175.00
34.	1.5" Hot-Mix Asphalt Surface Course, Type 5 LT	509	ton	$ 90.00	$ 45,810.00	$ 77.65	$ 39,523.85	$ 82.00	$ 41,738.00
35.	1.75" Hot-Mix Asphalt Lower Course, Type 4 LT	594	ton	$ 86.00	$ 51,084.00	$ 72.65	$ 43,154.10	$ 77.00	$ 45,738.00
36.	3" Hot-Mix Asphalt Path (10' Wide)	389	sq. yd.	$ 18.00	$ 7,002.00	$ 14.00	$ 5,446.00	$ 18.50	$ 7,196.50
37.	2" Hot-Mix Asphalt Paving and Driveways	517	sq. yd.	$ 20.00	$ 10,340.00	$ 15.00	$ 7,755.00	$ 19.50	$ 10,081.50
38.	3" Hot-Mix Asphalt Paving and Driveways	131	sq. yd.	$ 22.00	$ 2,882.00	$ 19.25	$ 2,521.75	$ 31.50	$ 4,126.50
39.	0.75" Crushed Aggregate Base Course	3,680	ton	$ 17.00	$ 62,560.00	$ 18.78	$ 69,110.40	$ 15.25	$ 56,120.00
40.	3" Breaker Run	4,543	ton	$ 16.00	$ 72,688.00	$ 17.08	$ 77,594.44	$ 13.75	$ 62,466.25
41.	Clean & Tack	5,360	sq. yds.	$ 0.30	$ 1,608.00	$ 0.05	$ 268.00	$ 0.05	$ 268.00
42.	Modular Concrete Retaining Wall	5,166	face squar	$ 50.00	$ 258,300.00	$ 35.00	$ 180,810.00	$ 37.75	$ 195,016.50
43.	Concrete Retaining Wall Coping	496	lin. ft.	$ 50.00	$ 24,800.00	$ 100.00	$ 49,600.00	$ 330.00	$ 163,680.00
44.	36-Inch High Painted Steel Railing	496	lin. ft.	$ 125.00	$ 62,000.00	$ 215.72	$ 106,997.12	$ 102.00	$ 50,592.00
45.	Ditch Fine Grading	1	lump sum	$ 6,000.00	$ 6,000.00	$ 3,500.00	$ 3,500.00	$ 16,500.00	$ 16,500.00
46.	Permanent Signage	1	lump sum	$ 8,000.00	$ 8,000.00	$ 8,300.00	$ 8,300.00	$ 8,800.00	$ 8,800.00
47.	Permanent Pavement Markings	1	lump sum	$ 25,000.00	$ 25,000.00	$ 2,683.25	$ 2,683.25	$ 4,700.00	$ 4,700.00
48.	Sawcutting Existing Concrete and Asphalt Pavements	790	lin. ft.	$ 3.00	$ 2,370.00	$ 3.50	$ 2,765.00	$ 2.10	$ 1,659.00
49.	Topsoil Restoration, Seeding, Fertilizing & Mulching or Matting	8,412	sq. yds.	$ 5.50	$ 46,266.00	$ 3.71	$ 31,208.52	$ 4.00	$ 33,648.00

Project: 2023 Street and Utility Improvements; Village of McFarland

Engineer's Project Number: MC 197 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	PRE-BID ESTIMATE UNIT PRICE	PRE-BID ESTIMATE AMOUNT	Speedway Sand & Gravel Inc. UNIT PRICE	Speedway Sand & Gravel Inc. AMOUNT	Parisi Construction , LLC. UNIT PRICE	Parisi Construction , LLC. AMOUNT
50.	Straw Erosion Mat	6,309	sq yds.	$ 2.00	$ 12,618.00	$ 1.75	$ 11,040.75	$ 1.90	$ 11,987.10
51.	Erosion Control	1	lump sum	$ 15,000.00	$ 15,000.00	$ 4,560.00	$ 4,560.00	$ 7,600.00	$ 7,600.00
52.	Traffic Control	1	lump sum	$ 10,000.00	$ 10,000.00	$ 7,999.00	$ 7,999.00	$ 8,500.00	$ 8,500.00
53.	5013 Timber Lane Curb and Apron Replacement	1	lump sum	$ 2,500.00	$ 2,500.00	$ 2,500.00	$ 2,500.00	$ 2,200.00	$ 2,200.00
54.	5306 North Autumn Lane Vane Drain and Driveway Apron Modifications	1	lump sum	$ 6,000.00	$ 6,000.00	$ 11,950.00	$ 11,950.00	$ 7,900.00	$ 7,900.00
Street Work- CTH MN Final Surface Paving									
55.	Milling of Existing Pavement Ramping	2,030	lin. ft.	$ 4.00	$ 8,120.00	$ 1.00	$ 2,030.00	$ 1.10	$ 2,233.00
56.	Concrete Median Island	242	sq. ft.	$ 15.00	$ 3,630.00	$ 24.58	$ 5,948.36	$ 19.75	$ 4,779.50
57.	1.5" Hot-Mix Asphalt Surface Course, Type 5 LT	409	tons	$ 90.00	$ 36,810.00	$ 77.65	$ 31,758.85	$ 82.00	$ 33,538.00
58.	Permanent Signage, CTH MN	1	lump sum	$ 500.00	$ 500.00	$ 2,400.00	$ 2,400.00	$ 2,300.00	$ 2,300.00
59.	Permanent Pavement Markings, CTH MN	1	lump sum	$ 15,000.00	$ 15,000.00	$ 2,130.00	$ 2,130.00	$ 15,800.00	$ 15,800.00
60.	Traffic Control	1	lump sum	$ 3,000.00	$ 3,000.00	$ 2,770.00	$ 2,770.00	$ 2,400.00	$ 2,400.00
61.	Oak Hollow Pedestrian Improvements	1	lump sum	$ 10,000.00	$ 10,000.00	$ 15,821.00	$ 15,821.00	$ 28,500.00	$ 28,500.00
	BASE BID TOTAL				$ 1,765,348.50		$ 1,912,039.11		$ 2,124,588.85
ALTERNATIVE BID ITEM									
A1	Add/Deduct to Extend Substantial Completion Date to October 15, 2023	1	lump sum	$ (30,000.00)	$ (30,000.00)	$ (3,000.00)	$ (3,000.00)	$ 4,125.00	$ 4,125.00
SUPPLEMENTAL BID ITEMS									
S1	Property Corner Replacement	2	each	$ 500.00	$ 1,000.00	$ 300.00	$ 600.00	$ 270.00	$ 540.00
S2	Excavation and Disposal of Bad Subbase Below Subgrade	1,511	cu. yds.	$ 15.00	$ 22,665.00	$ 23.00	$ 34,753.00	$ 15.25	$ 23,042.75
S3	3" Breaker Run Replacement of Excavation of Bad Subbase Below Subgrade	2,754	tons	$ 16.00	$ 44,064.00	$ 17.21	$ 47,396.34	$ 13.25	$ 36,490.50
S4	Removal and Disposal of Unsuitable Trench Backfill	500	cu. yds.	$ 20.00	$ 10,000.00	$ 29.50	$ 14,750.00	$ 62.00	$ 31,000.00
S5	Type X Driveway Section Curb & Gutter	450	lin. ft.	$ 10.00	$ 4,500.00	$ 5.00	$ 2,250.00	$ 38.25	$ 17,212.50
S6	3" Pavement Patching	250	sq. yds.	$ 50.00	$ 12,500.00	$ 23.00	$ 5,750.00	$ 24.50	$ 6,125.00
	SUPPLEMENTAL BID TOTAL				$ 94,729.00		$ 105,499.34		$ 114,410.75

BID TABULATION

Project: 2023 Street and Utility Improvements; Village of McFarland

Engineer's Project Number: MC 197 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	Fischer Excavating, Inc. UNIT PRICE	Fischer Excavating, Inc. AMOUNT	R.G. Huston Company, Inc. UNIT PRICE	R.G. Huston Company, Inc. AMOUNT		
BASE BID									
Utility Work									
1.	6" PVC SDR 26 Sanitary Sewer	2	lin. ft.	$ 315.43	$ 630.86	$ 700.00	$ 1,400.00		
2.	8" PVC SDR 26 Sanitary Sewer	133	lin. ft.	$ 196.14	$ 26,086.62	$ 217.00	$ 28,861.00		
3.	Sanitary Manhole Cone Section Removal and Replacement	3	vert. ft.	$ 861.59	$ 2,584.77	$ 2,100.00	$ 6,300.00		
4.	48" Sanitary Manhole Masonry	12	vert. ft.	$ 749.61	$ 8,995.32	$ 375.00	$ 4,500.00		
5.	Sanitary Manhole Castings	8	each	$ 1,386.11	$ 11,088.88	$ 940.00	$ 7,520.00		
6.	8" Ductile Iron CL52 Water Main or Hydrant Lead	1,215	lin. ft.	$ 200.43	$ 243,522.45	$ 179.00	$ 217,485.00		
7.	6" Ductile Iron CL52 Water Main or Hydrant Lead	62	lin. ft.	$ 179.47	$ 11,127.14	$ 178.00	$ 11,036.00		
8.	8" Gate Valve & Box	10	each	$ 3,558.37	$ 35,583.70	$ 3,320.00	$ 33,200.00		
9.	6" Gate Valve & Box	3	each	$ 2,591.85	$ 7,775.55	$ 2,500.00	$ 7,500.00		
10.	Hydrants	3	each	$ 7,652.68	$ 22,958.04	$ 6,600.00	$ 19,800.00		
11.	1" Corporation Stops	15	each	$ 292.08	$ 4,381.20	$ 400.00	$ 6,000.00		
12.	1" Curb Stops	15	each	$ 485.84	$ 7,287.60	$ 500.00	$ 7,500.00		
13.	1" Copper Water Service Laterals	428	lin. ft.	$ 61.69	$ 26,403.32	$ 45.00	$ 19,260.00		
14.	Water Service Lateral Reconnections	15	each	$ 637.76	$ 9,566.40	$ 3,550.00	$ 53,250.00		
15.	Existing Main Reconnections	7	each	$ 4,428.65	$ 31,000.55	$ 2,890.00	$ 20,230.00		
16.	Replace Top Section of Water Valve Boxes	2	each	$ 344.32	$ 688.64	$ 400.00	$ 800.00		
17.	Existing Hydrant Adjustment	2	each	$ 2,154.27	$ 4,308.54	$ 2,150.00	$ 4,300.00		
18.	18" RCP Apron Endwalls	1	0.	$ 1,646.77	$ 1,646.77	$ 2,100.00	$ 2,100.00		
19.	Field Connection to Existing Storm Sewer Lateral	1	each	$ 752.03	$ 752.03	$ 1,650.00	$ 1,650.00		
20.	18" RCP CL III Storm Sewer	119	lin. ft.	$ 92.45	$ 11,001.55	$ 113.00	$ 13,447.00		
21.	12" RCP CL III Storm Sewer	1,606	lin. ft.	$ 83.10	$ 133,458.60	$ 105.00	$ 168,630.00		
22.	Precast Rectangular Curb Inlets	21	each	$ 3,215.54	$ 67,526.34	$ 2,500.00	$ 52,500.00		
23.	Linear Trench Drain System and Casting	30	each	$ 4,408.81	$ 132,264.30	$ 350.00	$ 10,500.00		
24.	48" Storm Catch Basin Manholes	1	each	$ 4,073.61	$ 4,073.61	$ 3,000.00	$ 3,000.00		
25.	60" Storm Catch Basin Manholes	2	each	$ 5,338.73	$ 10,677.46	$ 4,700.00	$ 9,400.00		

BID TABULATION

Project: 2023 Street and Utility Improvements; Village of McFarland

Engineer's Project Number: MC 197 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	Fischer Excavating, Inc. UNIT PRICE	Fischer Excavating, Inc. AMOUNT	R.G. Huston Company, Inc. UNIT PRICE	R.G. Huston Company, Inc. AMOUNT		
Street Work									
26.	Excavation/Fill to Plan Subgrade	1	lump sum	$ 163,171.03	$ 163,171.03	$ 599,896.05	$ 599,896.05		
27.	Truncated Dome Panels	160	sq. ft.	$ 35.00	$ 5,600.00	$ 35.00	$ 5,600.00		
28.	7" Thick Concrete Sidewalk and Aprons	150	sq. ft.	$ 9.61	$ 1,441.50	$ 8.50	$ 1,275.00		
29.	5" Thick Concrete Sidewalk	17,146	sq. ft.	$ 6.07	$ 104,076.22	$ 5.70	$ 97,732.20		
30.	Concrete Medians	460	sq. ft.	$ 17.23	$ 7,925.80	$ 15.85	$ 7,291.00		
31.	New 30" Concrete Curb & Gutter	3,707	lin. ft.	$ 19.00	$ 70,433.00	$ 19.00	$ 70,433.00		
32.	New 18" Concrete Curb & Gutter	523	lin. ft.	$ 29.83	$ 15,601.09	$ 29.85	$ 15,611.55		
33.	New 30" Concrete Curb & Gutter, Installed Along Existing Asphalt Edge	1,658	lin. ft.	$ 32.90	$ 54,548.20	$ 32.90	$ 54,548.20		
34.	1.5" Hot-Mix Asphalt Surface Course, Type 5 LT	509	ton	$ 77.65	$ 39,523.85	$ 78.43	$ 39,920.87		
35.	1.75" Hot-Mix Asphalt Lower Course, Type 4 LT	594	ton	$ 72.65	$ 43,154.10	$ 73.38	$ 43,587.72		
36.	3" Hot-Mix Asphalt Path (10' Wide)	389	sq. yd.	$ 52.20	$ 20,305.80	$ 14.14	$ 5,500.46		
37.	2" Hot-Mix Asphalt Paving and Driveways	517	sq. yd.	$ 29.41	$ 15,204.97	$ 15.15	$ 7,832.55		
38.	3" Hot-Mix Asphalt Paving and Driveways	131	sq. yd.	$ 33.66	$ 4,409.46	$ 19.44	$ 2,546.64		
39.	0.75" Crushed Aggregate Base Course	3,680	ton	$ 25.85	$ 95,128.00	$ 25.00	$ 92,000.00		
40.	3" Breaker Run	4,543	ton	$ 22.23	$ 100,990.89	$ 30.00	$ 136,290.00		
41.	Clean & Tack	5,360	sq. yds.	$ 0.05	$ 268.00	$ 0.05	$ 268.00		
42.	Modular Concrete Retaining Wall	5,166	face squar	$ 48.95	$ 252,875.70	$ 35.35	$ 182,618.10		
43.	Concrete Retaining Wall Coping	496	lin. Ft.	$ 310.00	$ 153,760.00	$ 300.00	$ 148,800.00		
44.	36-Inch High Painted Steel Railing	496	lin. ft.	$ 116.00	$ 57,536.00	$ 300.00	$ 148,800.00		
45.	Ditch Fine Grading	1	lump sum	$ 3,092.90	$ 3,092.90	$ 2,000.00	$ 2,000.00		
46.	Permanent Signage	1	lump sum	$ 6,000.00	$ 6,000.00	$ 8,383.84	$ 8,383.84		
47.	Permanent Pavement Markings	1	lump sum	$ 4,450.00	$ 4,450.00	$ 4,450.00	$ 4,450.00		
48.	Sawcutting Existing Concrete and Asphalt Pavements	790	lin. ft.	$ 2.25	$ 1,777.50	$ 2.00	$ 1,580.00		
49.	Topsoil Restoration, Seeding, Fertilizing & Mulching or Matting	8,412	sq. yds.	$ 2.05	$ 17,244.60	$ 10.50	$ 88,326.00		

BID TABULATION

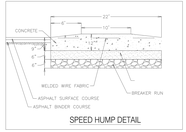
Project: 2023 Street and Utility Improvements; Village of McFarland

Engineer's Project Number: MC 197 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	Fischer Excavating, Inc. UNIT PRICE	Fischer Excavating, Inc. AMOUNT	R.G. Huston Company, Inc. UNIT PRICE	R.G. Huston Company, Inc. AMOUNT		
50.	Straw Erosion Mat	6,309	sq yds.	$ 1.85	$ 11,671.65	$ 1.77	$ 11,166.93		
51.	Erosion Control	1	lump sum	$ 3,850.00	$ 3,850.00	$ 7,800.00	$ 7,800.00		
52.	Traffic Control	1	lump sum	$ 17,500.01	$ 17,500.01	$ 7,999.00	$ 7,999.00		
53.	5013 Timber Lane Curb and Apron Replacement	1	lump sum	$ 2,500.00	$ 2,500.00	$ 5,000.00	$ 5,000.00		
54.	5306 North Autumn Lane Vane Drain and Driveway Apron Modifications	1	lump sum	$ 13,434.00	$ 13,434.00	$ 10,000.00	$ 10,000.00		
Street Work- CTH MN Final Surface Paving									
55.	Milling of Existing Pavement Ramping	2,030	lin. ft.	$ 1.00	$ 2,030.00	$ 1.01	$ 2,050.30		
56.	Concrete Median Island	242	sq. ft.	$ 15.85	$ 3,835.70	$ 15.85	$ 3,835.70		
57.	1.5" Hot-Mix Asphalt Surface Course, Type 5 LT	409	tons	$ 77.65	$ 31,758.85	$ 78.43	$ 32,077.87		
58.	Permanent Signage, CTH MN	1	lump sum	$ 1,600.00	$ 1,600.00	$ 2,151.52	$ 2,151.52		
59.	Permanent Pavement Markings, CTH MN	1	lump sum	$ 14,880.00	$ 14,880.00	$ 14,880.00	$ 14,880.00		
60.	Traffic Control	1	lump sum	$ 3,500.00	$ 3,500.00	$ 2,270.00	$ 2,270.00		
61.	Oak Hollow Pedestrian Improvements	1	lump sum	$ 15,129.09	$ 15,129.09	$ 20,500.00	$ 20,500.00		
	BASE BID TOTAL				$ 2,175,598.15		$ 2,595,191.50		
ALTERNATIVE BID ITEM									
A1	Add/Deduct to Extend Substantial Completion Date to October 15, 2023	1	lump sum	$ 4,125.00	$ 4,125.00	$ (10,000.00)	$ (10,000.00)		
SUPPLEMENTAL BID ITEMS									
S1	Property Corner Replacement	2	each	$ 1,500.00	$ 3,000.00	$ 500.00	$ 1,000.00		
S2	Excavation and Disposal of Bad Subbase Below Subgrade	1,511	cu. yds.	$ 22.29	$ 33,680.19	$ 39.00	$ 58,929.00		
S3	3" Breaker Run Replacement of Excavation of Bad Subbase Below Subgrade	2,754	tons	$ 22.23	$ 61,221.42	$ 18.00	$ 49,572.00		
S4	Removal and Disposal of Unsuitable Trench Backfill	500	cu. yds.	$ 70.86	$ 35,430.00	$ 30.00	$ 15,000.00		
S5	Type X Driveway Section Curb & Gutter	450	lin. ft.	$ 10.00	$ 4,500.00	$ 10.00	$ 4,500.00		
S6	3" Pavement Patching	250	sq. yds.	$ 23.00	$ 5,750.00	$ 23.23	$ 5,807.50		
	SUPPLEMENTAL BID TOTAL				$ 143,581.61		$ 134,808.50		

VILLAGE OF MCFARLAND

2023 PAULSON ROAD RECONSTRUCTION



SPEED HUMP DETAIL

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, February 27, 2023**

SECTION: **Business**

DEPARTMENT: **Public Works**

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

AGENDA ITEM: **Discussion and action to make a recommendation to the Village Board regarding the award of contract for the 2023 Water Main Improvements project along Taylor Road, and between Taylor Road and Spartan Drive.**

PREVIOUS ACTION:
The Public Works & Utilities Committee recommended to the Village Board design approval and authorized the project for bid at their December 21, 2022 meeting.

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

ISSUE SUMMARY:
The scope of this project is to replace the existing 8-inch water main parallel to the drainage area between the northern end of Spartan Drive and the southern edge of Taylor Road and from that point to the intersection of Taylor Road and Lexington Street. The Village has an existing water main along this corridor that was installed in the late 1970s and early 1980s. The water main has experienced multiple breaks recently. As the Village crews worked to repair the main breaks, they made assessments of the water main condition by observing samples of the interior and exterior of the pipe. These sections of pipe showed significant signs of premature deterioration. As a result of this assessment, replacement of this segment of water main has been planned for 2023.

The project will involve the installation of approximately 1,450 lineal feet of new 8” water main. The new water main is planned for installation within the same corridors as the existing water main. Between the northern end of Spartan Drive and Taylor Road, the new main will be installed in the off street property area owned by the Village. The new main parallel to Taylor Road is planned for installation under the southern edge of the existing roadway. Due to the existing pavement condition of Tayor Road and lack of existing utilities, the water main along this area is being planned for trenchless installation. Trenchless installation for the southern half of the project will be evaluated for potential alternate bidding as well. The project is expected to be bid with alternate pipe material options for all project areas.

Bids were opened on Thursday, February 23rd. There were 3 bids in all with a 19% spread from low to high. The presumed low bidder is Speedway Sand and Gravel of Madison. They were

also qualified through this process as well and recommended for award.

FINANCIAL/BUDGET IMPACT:
The 2023 Budget was approved to allocate $685,750 for the project.

Revenues - The following revenues have been allocated to fund the project by fund:

$ 50,000	Fund Monies - Each fund noted below provided an equal share beginning in 2022 to the project for design/bidding services.
$131,250	Capital Projects Fund (2023 Note Issuance)
$504,500	Water Utility (2022/2023 Revenue Bond)
$685,750	Total Project Revenue

These are the amounts of monies budgeted for the project based on the engineer's estimate.

Expenses - Included within your packet is the bid tab for the project and the following cost breakdown is updated based on the low bid submitted:

$433,907	Base Bid
$ 0	Alternate (Defer final completion to October 15th, recommended to be declined)
$ 0	Supplemental (Various items, recommended to be declined)
$ 47,516	Design Engineering/Bidding
$ 14,620	Construction Administration
$ 49,604	Contingency (10%)
$ (647)	Rounding
$545,000	Total Project Expense

Project costs for this bid are trending in a surplus status which will help fund other projects that may be in deficit (i.e. Paulson Road). The Village Engineer will review this with the Committee in the meeting as well as the plan to make up for the difference as it impacts the funds fueling the project.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommended Action:

> *Motion, second to make a recommendation to the Village Board to award contract to Speedway Sand and Gravel of Madison in an amount of $433,907 for the reconstruction of water main along Taylor Road including base bid with the rejection of all alternates and supplemental items with additional expenses for engineering, construction administration, inspection, and contingency for a total project cost in an amount of*

$545,000.

ATTACHMENTS:

1. MC203 Recommendation Ltr
2. mc203-water_bidtab
3. MC 203 ROLL

TOWN & COUNTRY
ENGINEERING, INC.

February 23, 2023

Village of McFarland
5915 Milwaukee Street, P.O. Box 110
McFarland, WI 53558

Attention: Mr. Matthew Schuenke, Administrator

Subject: Analysis of Bids and Recommendation for Award of Contracts; 2023 Water Main Improvements; Village of McFarland

Bid Deadline: 2023 Water Main Improvements; Village of McFarland

Ladies and Gentlemen:

The purpose of this letter is to analyze the bids received for the 2023 Water Main Improvements project and to recommend award of a contract. This project involves installation of new water main via trenchless and open cut installation methods, new path construction, sidewalk construction, and pavement patching, and the construction of a new off-street path connection between the Northern end of Spartan Drive and Taylor Road. An alternative to extend the completion date is included, as well as supplemental items for property corner replacement, excavation and disposal of bad subbase below subgrade, and removal and replacement of unsuitable trench backfill.

The pre-bid estimate for the base bid was $517,309.50. Thirteen general contractors, subcontractors, and material suppliers requested sets of the plans, specifications and bidding documents. Three contractors submitted bids.

A summary of the bids is as follows:

Contractor	Base Bid	Alternate Bid Total	Supplemental Bid Total
Speedway Sand & Gravel Inc.	$433,907.03	$(3,000.00)	$30,455.00
Maddrell Excavating, LLC	$441,021.00	$-	$14,164.00
E & N Hughes Co. Inc.	$514,506.42	$(1.00)	$23,495.00

All of the bids were properly submitted.

The low bidder, using the base bid only, is Speedway Sand & Gravel Inc. of Middleton, Wisconsin, an experienced excavation, utility and street contractor that completed a similar project for the Village of Oregon in 2022 and has completed many similar projects in the Dane County area in communities such as the Cities of Middleton, Madison, and Sun Prairie. The bid prices are lower than the original budget due to lower than expected excavation costs. We recommend that Speedway Sand & Gravel, Inc. be awarded a contract for the base bid, with no alternate or supplemental bid, for a total of $433,907.03.

The low bidder, using the sum of the base bid and supplemental bid, is Maddrell Excavating, LLC, an experienced street and utility contractor that completed a similar project in the Village of

McFarland in 2019 on Main Street, Eighmy Road, Tina Lane, and Scott Street. Due to the uncertainty in the need for supplemental bid items and after discussions with Village staff, it is recommended that the bid be awarded on the basis of base bid alone, as stated in the paragraph above.

This will be a unit price contract. That is, the contractor will be paid for the work actually performed on the basis on the unit prices bid. This means that the final line item costs could be either greater than or less than the bid totals. Also, unexpected conditions are sometimes encountered which result in increased project costs. Therefore, it would be wise to continue to carry the recommended 10% contingency.

If you have any questions with respect to our thoughts on this matter, I am available at your convenience to discuss them with you.

Respectfully,
TOWN & COUNTRY ENGINEERING, INC.

Tim Stieve, P.E.
Project Engineer

TS:sai
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BID TABULATION

Project: 2023 Water Main Improvements; Village of McFarland

Engineer's Project Number: MC 203 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	BID UNITS	PRE-BID ESTIMATE UNIT PRICE	PRE-BID ESTIMATE AMOUNT	Speedway Sand & Gravel Inc. UNIT PRICE	Speedway Sand & Gravel Inc. AMOUNT	Maddrell Excavating, LLC UNIT PRICE	Maddrell Excavating, LLC AMOUNT	E & N Hughes Co. Inc. UNIT PRICE	E & N Hughes Co. Inc. AMOUNT
BASE BID											
UTILITY WORK											
1.	Sanitary Manhole Castings	5	each	$ 700.00	$ 3,500.00	$ 1,758.00	$ 8,790.00	$ 950.00	$ 4,750.00	$1,222.57	$ 6,112.85
2.	8" Water Main, STA 1+40 to STA10+16	895	lin. ft.	$ 200.00	$ 179,000.00	$ 166.08	$ 148,641.60	$ 190.00	$ 170,050.00	$227.06	$ 203,218.70
3.	8" Water Main, STA 10+16 to STA16+40	622	lin. ft.	$ 110.00	$ 68,420.00	$ 122.16	$ 75,983.52	$ 190.00	$ 118,180.00	$134.52	$ 83,671.44
4.	6" Ductile Iron CL52 Water Main or Hydrant Lead	61	lin. ft.	$ 95.00	$ 5,795.00	$ 83.92	$ 5,119.12	$ 95.00	$ 5,795.00	$108.69	$ 6,630.09
5.	8" Gate Valve & Box	6	each	$ 2,700.00	$ 16,200.00	$ 3,549.60	$ 21,297.60	$ 2,950.00	$ 17,700.00	$3,135.50	$ 18,813.00
6.	6" Gate Valve & Box	3	each	$ 2,000.00	$ 6,000.00	$ 2,492.00	$ 7,476.00	$ 2,600.00	$ 7,800.00	$2,314.44	$ 6,943.32
7.	Hydrants	3	each	$ 6,000.00	$ 18,000.00	$ 8,541.45	$ 25,624.35	$ 5,850.00	$ 17,550.00	$7,345.19	$ 22,035.57
8.	1" Corporation Stops	3	each	$ 450.00	$ 1,350.00	$ 3,285.10	$ 9,855.30	$ 350.00	$ 1,050.00	$134.63	$ 403.89
9.	1" Curb Stops	3	each	$ 420.00	$ 1,260.00	$ 376.00	$ 1,128.00	$ 350.00	$ 1,050.00	$378.36	$ 1,135.08
10.	1" Copper Water Service Laterals	68	lin. ft.	$ 65.00	$ 4,420.00	$ 46.33	$ 3,150.44	$ 25.00	$ 1,700.00	$65.70	$ 4,467.60
11.	Water Service Lateral Reconnections	3	each	$ 420.00	$ 1,260.00	$ 3,235.00	$ 9,705.00	$ 300.00	$ 900.00	$153.61	$ 460.83
12.	Existing Main Reconnections	5	each	$ 3,000.00	$ 15,000.00	$ 5,009.00	$ 25,045.00	$ 3,750.00	$ 18,750.00	$3,270.37	$ 16,351.85
13.	12" RCP Apron Endwalls	2	each	$ 70.00	$ 140.00	$ 1,250.00	$ 2,500.00	$ 950.00	$ 1,900.00	$2,042.49	$ 4,084.98
14.	12" RCP CL III Storm Sewer	30	lin. ft.	$ 2,000.00	$ 60,000.00	$ 78.75	$ 2,362.50	$ 85.00	$ 2,550.00	$138.30	$ 4,149.00
STREET WORK											
15.	Excavation/Fill to Plan Subgrade	1	lump sum	$ 75,000.00	$ 75,000.00	$ 31,070.00	$ 31,070.00	$ 30,771.75	$ 30,771.75	$ 25,107.09	$ 25,107.09
16.	Truncated Dome Panels	48	sq. ft.	$ 45.00	$ 2,160.00	$ 50.00	$ 2,400.00	$ 55.00	$ 2,640.00	$ 49.20	$ 2,361.60
17.	5" Thick Concrete Sidewalk	363	sq. ft.	$ 5.00	$ 1,815.00	$ 6.70	$ 2,432.10	$ 16.00	$ 5,808.00	$ 13.53	$ 4,911.39
18.	Remove and Replace 30" Concrete Curb & Gutter (< 50-foot sections)	30	lin. ft.	$ 45.00	$ 1,350.00	$ 50.00	$ 1,500.00	$ 110.00	$ 3,300.00	$ 79.73	$ 2,391.90
19.	3" Hot-Mix Asphalt Path (10' Wide)	698	sq. yd.	$ 16.00	$ 11,168.00	$ 19.50	$ 13,611.00	$ 20.00	$ 13,960.00	$ 42.43	$ 29,616.14
20.	0.75" Crushed Aggregate Base Course	485	ton	$ 16.00	$ 7,760.00	$ 34.00	$ 16,490.00	$ 8.00	$ 3,880.00	$ 38.83	$ 18,832.55
21.	Clean & Tack	0	sq. yds.		$ -	$ 0.65	$ -	$ 1.00	$ -	$ 0.80	$ -
22.	Permanent Signage	1	lump sum	$ 5,000.00	$ 5,000.00	$ 1,350.00	$ 1,350.00	$ 1,250.00	$ 1,250.00	$ 1,223.85	$ 1,223.85
23.	Permanent Pavement Markings	1	lump sum	$ 5,000.00	$ 5,000.00	$ 2,829.00	$ 2,829.00	$ 3,000.00	$ 3,000.00	$ 3,536.25	$ 3,536.25
24.	Sawcutting Existing Concrete and Asphalt Pavements	76	lin. ft.	$ 3.00	$ 228.00	$ 9.00	$ 684.00	$ 8.00	$ 608.00	$ 13.45	$ 1,022.20
25.	Topsoil Restoration, Seeding, Fertilizing & Mulching or Matting	1,017	sq. yds.	$ 5.50	$ 5,593.50	$ 4.00	$ 4,068.00	$ 1.75	$ 1,779.75	$ 16.79	$ 17,075.43
26.	Straw Erosion Mat	630	sq yds.	$ 3.00	$ 1,890.00	$ 1.95	$ 1,228.50	$ 0.95	$ 598.50	$ 7.25	$ 4,567.50
27.	Erosion Control	1	lump sum	$ 10,000.00	$ 10,000.00	$ 4,566.00	$ 4,566.00	$ 2,200.00	$ 2,200.00	$ 18,897.76	$ 18,897.76
28.	Traffic Control	1	lump sum	$ 10,000.00	$ 10,000.00	$ 5,000.00	$ 5,000.00	$ 1,500.00	$ 1,500.00	$ 6,484.56	$ 6,484.56
	BASE BID TOTAL				$ 517,309.50		$ 433,907.03		$ 441,021.00		$ 514,506.42

BID TABULATION

Project: 2023 Water Main Improvements; Village of McFarland

Engineer's Project Number: MC 203 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	BID UNITS	PRE-BID ESTIMATE UNIT PRICE	PRE-BID ESTIMATE AMOUNT	Speedway Sand & Gravel Inc. UNIT PRICE	Speedway Sand & Gravel Inc. AMOUNT	Maddrell Excavating, LLC UNIT PRICE	Maddrell Excavating, LLC AMOUNT	E & N Hughes Co. Inc. UNIT PRICE	E & N Hughes Co. Inc. AMOUNT
ALTERNATIVE BID ITEM											
A1	Add/Deduct to Extend Substantial Completion Date to October 15, 2023	1	lump sum	$ (30,000.00)	$ (30,000.00)	$ (3,000.00)	$ (3,000.00)	$ -	$ -	$ (1.00)	$ (1.00)
SUPPLEMENTAL BID ITEMS											
S1	Property Corner Replacement	1	each	$ 500.00	$ 500.00	$ 300.00	$ 300.00	$ 750.00	$ 750.00	$ 1,000.00	$ 1,000.00
S2	Excavation and Disposal of Bad Subbase Below Subgrade	175	cu. yds.	$ 15.00	$ 2,625.00	$ 35.00	$ 6,125.00	$ 22.00	$ 3,850.00	$ 25.00	$ 4,375.00
S3	3" Breaker Run Replacement of Excavation of Bad Subbase Below Subgrade	351	tons	$ 16.00	$ 5,616.00	$ 30.00	$ 10,530.00	$ 14.00	$ 4,914.00	$ 20.00	$ 7,020.00
S4	Removal and Replacement of Unsuitable Backfill	300	cu. yds. in the trench	$ 20.00	$ 6,000.00	$ 45.00	$ 13,500.00	$ 15.50	$ 4,650.00	$ 37.00	$ 11,100.00
	SUPPLEMENTAL BID TOTAL				$ 14,741.00		$ 30,455.00		$ 14,164.00		$ 23,495.00

BID TABULATION

Project: 2023 Water Main Improvements; Village of McFarland

Engineer's Project Number: MC 203 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

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BASE BID											
UTILITY WORK											
1.	Sanitary Manhole Castings	5	each	$ 700.00	$ 3,500.00	$ 1,758.00	$ 8,790.00	$ 950.00	$ 4,750.00	$1,222.57	$ 6,112.85
2.	8" Water Main, STA 1+40 to STA10+16	895	lin. ft.	$ 200.00	$ 179,000.00	$ 166.08	$ 148,641.60	$ 190.00	$ 170,050.00	$227.06	$ 203,218.70
3.	8" Water Main, STA 10+16 to STA16+40	622	lin. ft.	$ 110.00	$ 68,420.00	$ 122.16	$ 75,983.52	$ 190.00	$ 118,180.00	$134.52	$ 83,671.44
4.	6" Ductile Iron CL52 Water Main or Hydrant Lead	61	lin. ft.	$ 95.00	$ 5,795.00	$ 83.92	$ 5,119.12	$ 95.00	$ 5,795.00	$108.69	$ 6,630.09
5.	8" Gate Valve & Box	6	each	$ 2,700.00	$ 16,200.00	$ 3,549.60	$ 21,297.60	$ 2,950.00	$ 17,700.00	$3,135.50	$ 18,813.00
6.	6" Gate Valve & Box	3	each	$ 2,000.00	$ 6,000.00	$ 2,492.00	$ 7,476.00	$ 2,600.00	$ 7,800.00	$2,314.44	$ 6,943.32
7.	Hydrants	3	each	$ 6,000.00	$ 18,000.00	$ 8,541.45	$ 25,624.35	$ 5,850.00	$ 17,550.00	$7,345.19	$ 22,035.57
8.	1" Corporation Stops	3	each	$ 450.00	$ 1,350.00	$ 3,285.10	$ 9,855.30	$ 350.00	$ 1,050.00	$134.63	$ 403.89
9.	1" Curb Stops	3	each	$ 420.00	$ 1,260.00	$ 376.00	$ 1,128.00	$ 350.00	$ 1,050.00	$378.36	$ 1,135.08
10.	1" Copper Water Service Laterals	68	lin. ft.	$ 65.00	$ 4,420.00	$ 46.33	$ 3,150.44	$ 25.00	$ 1,700.00	$65.70	$ 4,467.60
11.	Water Service Lateral Reconnections	3	each	$ 420.00	$ 1,260.00	$ 3,235.00	$ 9,705.00	$ 300.00	$ 900.00	$153.61	$ 460.83
12.	Existing Main Reconnections	5	each	$ 3,000.00	$ 15,000.00	$ 5,009.00	$ 25,045.00	$ 3,750.00	$ 18,750.00	$3,270.37	$ 16,351.85
13.	12" RCP Apron Endwalls	2	each	$ 70.00	$ 140.00	$ 1,250.00	$ 2,500.00	$ 950.00	$ 1,900.00	$2,042.49	$ 4,084.98
14.	12" RCP CL III Storm Sewer	30	lin. ft.	$ 2,000.00	$ 60,000.00	$ 78.75	$ 2,362.50	$ 85.00	$ 2,550.00	$138.30	$ 4,149.00
STREET WORK											
15.	Excavation/Fill to Plan Subgrade	1	lump sum	$ 75,000.00	$ 75,000.00	$ 31,070.00	$ 31,070.00	$ 30,771.75	$ 30,771.75	$ 25,107.09	$ 25,107.09
16.	Truncated Dome Panels	48	sq. ft.	$ 45.00	$ 2,160.00	$ 50.00	$ 2,400.00	$ 55.00	$ 2,640.00	$ 49.20	$ 2,361.60
17.	5" Thick Concrete Sidewalk	363	sq. ft.	$ 5.00	$ 1,815.00	$ 6.70	$ 2,432.10	$ 16.00	$ 5,808.00	$ 13.53	$ 4,911.39
18.	Remove and Replace 30" Concrete Curb & Gutter (< 50-foot sections)	30	lin. ft.	$ 45.00	$ 1,350.00	$ 50.00	$ 1,500.00	$ 110.00	$ 3,300.00	$ 79.73	$ 2,391.90
19.	3" Hot-Mix Asphalt Path (10' Wide)	698	sq. yd.	$ 16.00	$ 11,168.00	$ 19.50	$ 13,611.00	$ 20.00	$ 13,960.00	$ 42.43	$ 29,616.14
20.	0.75" Crushed Aggregate Base Course	485	ton	$ 16.00	$ 7,760.00	$ 34.00	$ 16,490.00	$ 8.00	$ 3,880.00	$ 38.83	$ 18,832.55
21.	Clean & Tack	0	sq. yds.		$ -	$ 0.65	$ -	$ 1.00	$ -	$ 0.80	$ -
22.	Permanent Signage	1	lump sum	$ 5,000.00	$ 5,000.00	$ 1,350.00	$ 1,350.00	$ 1,250.00	$ 1,250.00	$ 1,223.85	$ 1,223.85
23.	Permanent Pavement Markings	1	lump sum	$ 5,000.00	$ 5,000.00	$ 2,829.00	$ 2,829.00	$ 3,000.00	$ 3,000.00	$ 3,536.25	$ 3,536.25
24.	Sawcutting Existing Concrete and Asphalt Pavements	76	lin. ft.	$ 3.00	$ 228.00	$ 9.00	$ 684.00	$ 8.00	$ 608.00	$ 13.45	$ 1,022.20
25.	Topsoil Restoration, Seeding, Fertilizing & Mulching or Matting	1,017	sq. yds.	$ 5.50	$ 5,593.50	$ 4.00	$ 4,068.00	$ 1.75	$ 1,779.75	$ 16.79	$ 17,075.43
26.	Straw Erosion Mat	630	sq yds.	$ 3.00	$ 1,890.00	$ 1.95	$ 1,228.50	$ 0.95	$ 598.50	$ 7.25	$ 4,567.50
27.	Erosion Control	1	lump sum	$ 10,000.00	$ 10,000.00	$ 4,566.00	$ 4,566.00	$ 2,200.00	$ 2,200.00	$ 18,897.76	$ 18,897.76
28.	Traffic Control	1	lump sum	$ 10,000.00	$ 10,000.00	$ 5,000.00	$ 5,000.00	$ 1,500.00	$ 1,500.00	$ 6,484.56	$ 6,484.56
	BASE BID TOTAL				$ 517,309.50		$ 433,907.03		$ 441,021.00		$ 514,506.42

BID TABULATION

Project: 2023 Water Main Improvements; Village of McFarland

Engineer's Project Number: MC 203 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	BID UNITS	PRE-BID ESTIMATE UNIT PRICE	PRE-BID ESTIMATE AMOUNT	Speedway Sand & Gravel Inc. UNIT PRICE	Speedway Sand & Gravel Inc. AMOUNT	Maddrell Excavating, LLC UNIT PRICE	Maddrell Excavating, LLC AMOUNT	E & N Hughes Co. Inc. UNIT PRICE	E & N Hughes Co. Inc. AMOUNT
ALTERNATIVE BID ITEM											
A1	Add/Deduct to Extend Substantial Completion Date to October 15, 2023	1	lump sum	$ (30,000.00)	$ (30,000.00)	$ (3,000.00)	$ (3,000.00)	$ -	$ -	$ (1.00)	$ (1.00)
SUPPLEMENTAL BID ITEMS											
S1	Property Corner Replacement	1	each	$ 500.00	$ 500.00	$ 300.00	$ 300.00	$ 750.00	$ 750.00	$ 1,000.00	$ 1,000.00
S2	Excavation and Disposal of Bad Subbase Below Subgrade	175	cu. yds.	$ 15.00	$ 2,625.00	$ 35.00	$ 6,125.00	$ 22.00	$ 3,850.00	$ 25.00	$ 4,375.00
S3	3" Breaker Run Replacement of Excavation of Bad Subbase Below Subgrade	351	tons	$ 16.00	$ 5,616.00	$ 30.00	$ 10,530.00	$ 14.00	$ 4,914.00	$ 20.00	$ 7,020.00
S4	Removal and Replacement of Unsuitable Backfill	300	cu. yds. in the trench	$ 20.00	$ 6,000.00	$ 45.00	$ 13,500.00	$ 15.50	$ 4,650.00	$ 37.00	$ 11,100.00
	SUPPLEMENTAL BID TOTAL				$ 14,741.00		$ 30,455.00		$ 14,164.00		$ 23,495.00

VILLAGE OF MCFARLAND
2023 WATER MAIN REPLACEMENT
SPARTAN DRIVE AND TAYLOR ROAD

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, February 27, 2023**

SECTION: **Business**

DEPARTMENT: **Public Works**

CONTACT: **Lee Igl, Streets/Utilities Superintendent**

AGENDA ITEM: **Discussion and action to make a recommendation to the Village Board regarding the MS4 Annual Report.**

PREVIOUS ACTION:
None.

ISSUE SUMMARY:
Attached is the 2022 DRAFT annual report for our Municipal Separate Storm Sewer System, otherwise known as an MS4 Permit. As part of the report, our Adaptive Management to Achieve TMDL Compliance and the village's stormwater system map are included. This report is a DNR mandate that we have been submitting for several years now. The permit governs storm water management practices in the Village and allows our discharge to area waterways. The Village remains compliant with these measures. The report is prepared by the village engineer, village staff and the staff of MAMSWaP and is presented for approval.

Staff are seeking the committee's recommendation for approval to the Village Board. After approval by the Village Board, the report will be electronically submitted to the DNR. The report is required to be completed and submitted by March 31, 2023.

FINANCIAL/BUDGET IMPACT:
None.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommended motion:

Motion, second to recommend approval to the Village Board regarding the 2022 MS4 Annual report as presented.

ATTACHMENTS:
1. FINAL REPORT- MS5416-2022
2. AdaptiveManagementPlanSummary

3. McFarland MS4 Program Plan 02.22.23
4. MS4 Map 3-2-22

Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted.**

Form 3400-224(R8/2021)

Reporting Information :

Will you be completing the Annual Report or other submittal type? ◉ **Annual Report** ○ **Other**

Project Name:	2022 Annual Report
County:	Dane
Municipality:	McFarland Village
Permit Number:	S058416
Facility Number:	30905
Reporting Year:	2022

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ○ **Yes** ◉ **No**

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for Municipal storm water permit eReporting [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
  - Public Education and Outreach Annual Report Summary
  - Public Involvement and Participation Annual Report Summary
  - Illicit Discharge Detection and Elimination Annual Report Summary
  - Construction Site Pollution Control Annual Report Summary
  - Post-Construction Storm Water Management Annual Report Summary
  - Pollution Prevention Annual Report Summary
    - Leaf and Yard Waste Management
    - Municipal Facility (BMP) Inspection Report

        - Municipal Property SWPPP
        - Municipally Property Inspection Report
        - Winter Road Maintenance
    - Storm Sewer Map Annual Report Attachment
    - Storm Water Quality Management Annual Report Attachment
    - TMDL Attachment
    - Storm Water Consortium/Group Report
    - Municipal Cooperation Attachment
    - Other Annual Report Attachment

- Attach the following permit compliance documents as appropriate using the attachments tab above

    - Storm Water Management Program
        - Public Education and Outreach Program
        - Public Involvement and Participation Program
        - Illicit Discharge Detection and Elimination Program
        - Construction Site Pollutant Control Program
        - Post-Construction Storm Water Management Program
        - Pollution Prevention Program
            - Municipal Storm Water Management Facility (BMP) Inventory
            - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
    - Total Maximum Daily Load documents *(*If applicable, see permit for due dates.)*
        - TMDL Mapping*
        - TMDL Modeling*
        - TMDL Implementation Plan*
        - Fecal Coliform Screening Parameter *
        - Fecal Coliform Inventory and Map *(S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022)*
        - Fecal Coliform Source Elimination Plan *(S050075-03 general permittees Appendix B - document due to the department by October 31,2023)*

- Sign and Submit form

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].
Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality	McFarland Village
Facility ID # or (FIN):	30905
Updated Information:	☐ Check to update mailing address information
Mailing Address:	5915 Milwaukee St
Mailing Address 2:	
City:	McFarland Village
State:	WI
Zip Code:	53558-0110 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☑ Select to ***create new*** primary contact

First Name:	Lee
Last Name:	Igl

☐ Select to ***update*** current contact information

Title:	DPW
Mailing Address:	5915 Milwaukee St
Mailing Address 2:	
City:	McFarland
State:	WI
Zip Code:	53558-0110 xxxxx or xxxxx-xxxx
Phone Number:	608-838-7287 Ext: xxx-xxx-xxxx
Email:	lee.igl@mcfarland.wi.us

Additional Contacts Information (Optional)

Individual with responsibility for: (Check all that apply)	☐ I&E Program ☐ IDDE Program ☐ IDDE Response Procedure Manual ☐ Municipal-wide Water Quality Plan ☐ Ordinances ☐ Pollution Prevention Program ☐ Post-Construction Program ☐ Winter roadway maintenance

First Name:	
Last Name:	
Title:	
Mailing Address:	
Mailing Address 2:	
City:	
State:	
Zip Code:	xxxxx or xxxxx-xxxx
Phone Number:	Ext: xxx-xxx-xxxx
Email:	

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

☑ Select to ***create new*** Billing contact

First Name:	Lee
Last Name:	Igl

☑ Select to ***update*** current contact information

Title:	Director of Public Works
Mailing Address:	5915 Milwaukee Street
Mailing Address 2:	
City:	McFarland
State:	WI
Zip Code:	53558-0110 xxxxx or xxxxx-xxxx
Phone Number:	608-838-7287 Ext: xxx-xxx-xxxx
Email:	Lee.Igl@mcfarland.wi.us

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

○ Yes ◉ No

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

○ Yes ◉ No

Missing Information

Do not close your work until you **SAVE.**

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (R8/2021)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

a. Does MS4 conduct any educational efforts or events independently (not with a group) ◉ Yes ○ No

b. How many total educational events were held during the reporting year: 3

c. The permit requires that both passive and interactive mechanisms are utilized. How many interactive mechanisms were used during the reporting year? 3

Topics Covered	Target Audience
☑ Illicit discharge detection and elimination	☑ General Public
☑ Household hazardous waste disposal/pet waste management/vehicle washing	☑ Public Employees
☑ Yard waste management/pesticide and fertilizer application	☑ Residents
☑ Stream and shoreline management	☑ Businesses
☑ Residential infiltration	☑ Contractors
☑ Construction sites and post-construction storm water management	☑ Developers
☑ Pollution prevention	☑ Industries
☑ Green infrastructure/low impact development	☑ Public Officials
☐ Other:	☐ Other

d. Will additional information/summary of education events be attached to the annual report? ○ Yes ◉ No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Various articles regarding above topics are included in newsletters, posted on the website, and on social media. The Village hosted in-person education events at the library.

Missing Information

Do not close your work until you **SAVE.**

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Permit Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how the permit activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	3/23/2022
Project/Event Name	Public Meetings- Village Committee and Board
Delivery Mechanism	Government Event (Public Hearing, Council Meeting, etc)

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☑ MS4 Annual Report ☑ Storm Water Management Program ☑ Storm Water related ordinance ☐ Other:	☑ General Public ☐ Public Employees ☑ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☑ Public Officials ☐ Other	11-50	○ Yes ◉ No

Event Start Date	5/1/2022
Project/Event Name	Library Event- Household Hazardous Waste
Delivery Mechanism	Presentation of Storm Water Information

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☑ MS4 Annual Report ☑ Storm Water Management Program ☐ Storm Water related ordinance ☐ Other:	☑ General Public ☐ Public Employees ☑ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials ☐ Other	1 - 10	○ Yes ◉ No

Event Start Date	8/1/2022
Project/Event Name	Library Event- Yard Waste Management and Fertilizer Application
Delivery Mechanism	Presentation of Storm Water Information

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☑ MS4 Annual Report ☑ Storm Water Management Program ☐ Storm Water related ordinance ☐ Other:	☑ General Public ☐ Public Employees ☑ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials ☐ Other	1 - 10	○ Yes ◉ No

Event Start Date	9/1/2022
Project/Event Name	Library Event- Leaf Free Streets/Adopt a Storm Drain
Delivery Mechanism	Presentation of Storm Water Information

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☑ MS4 Annual Report ☑ Storm Water Management Program ☐ Storm Water related ordinance ☐ Other:	☑ General Public ☐ Public Employees ☑ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials ☐ Other	1 - 10	○ Yes ◉ No

b. Volunteer Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how volunteer activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	1/1/2022 ☐ NA (Individual Permittee).
Project/Event Name	Adopt A Storm Drain Program
Delivery Mechanism	Other hands-on event

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	☑ General Public ☐ Public Employees ☑ Residents ☑ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials ☐ Other	11-50	◉ Yes ○ No

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The Village published information about and noted resident participation in the Adopt-A-Storm Drain Program

Missing Information

Do not close your work until you **SAVE.**

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

a. How many total outfalls does the municipality have? 19 ☐ Unsure

b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? 19 ☐ Unsure

c. From the municipality's routine screening, how many were confirmed illicit discharges? 0 ☐ Unsure

d. How many illicit discharge complaints did the municipality receive? 0 ☐ Unsure

e. From the complaints received, how many were confirmed illicit discharges? 0 ☐ Unsure

f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? 0 ☐ Unsure

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

- ☑ Verbal Warning 0
- ☑ Written Warning (including email) 0
- ☑ Notice of Violation 0
- ☑ Civil Penalty/ Citation 0

Additional Information:

h. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you **SAVE.**

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year? 6 ☐ Unsure

b.

How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year? 6 ☐ Unsure

c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)? 12 ☐ Unsure

d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

☐ No Authority	
☑ Verbal Warning	0
☑ Written Warning (including email)	0
☑ Notice of Violation	0
☑ Civil Penalty/ Citation	0
☑ Stop Work Order	0
☑ Forfeiture of Deposit	0
☐ Other - Describe below	

e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you **SAVE.**

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

a. How many sites with new structural storm water management Best Management Practice (BMP) have received local approval ? 0 ☐ Unsure

*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,

b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? ◉ Yes ○ No ☐ Unsure

c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? 0 ☐ Unsure

Inspections completed by private landowners should be included in the reported number.

d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? ○ Yes ◉ No ☐ Unsure

e. If yes, does MS4 have maintenance authority on these privately owned BMPs? ☐ Unsure

f. How many municipally owned storm water management BMPs were inspected in the reporting year? 15 ☐ Unsure

g. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

☐ No Authority	
☑ Verbal Warning	0
☑ Written Warning (including email)	0
☑ Notice of Violation	0
☑ Civil Penalty/ Citation	0
☑ Forfeiture of Deposit	0
☑ Complete Maintenance	0
☑ Bill Responsible Party	0
☐ Other - Describe below	

e. Brief explanation on Post-Construction Storm Water Management reporting . *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you **SAVE.**

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections ☐ Not Applicable

a. Enter the total number of municipally owned or operated structural storm water management best management practices. 15 ☐ Unsure

b. How many new municipally owned storm water management best management practices were installed in the reporting year ? 0 ☐ Unsure

c. How many municipally owned storm water management best management practices were inspected in the reporting year? 15 ☐ Unsure

d. What elements are looked at during inspections (250 character limit)?

Outfalls, sedimentation, vegetation, bank condition, access, ruts and rills, etc.

e. How many of these facilities required maintenance? 5 ☐ Unsure

f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*.

Village is planning to prepare a maintenance plan, including possible dredging, in 2023

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) ☐ Not Applicable

g. How many municipal properties require a SWPPP? 1 ☐ Unsure

h. How many inspections of municipal properties have been conducted in the reporting year? 1 ☐ Unsure

i. Have amendments to the SWPPPs been made?

○ Yes ◉ No ○ Unsure

j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Collection Services - *Street Sweeping / Cleaning Program* ☐ Not Applicable

l. Did the municipality conduct street sweeping/cleaning during the reporting year?

◉ Yes ○ No ○ Unsure

m. If known, how many tons of material was removed? 1800 ☐ Unsure

n. Does the municipality have a low hazard exemption for this material? ○ Yes ◉ No

o. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?

◉ Yes - Explain frequency Weekly, Yes

○ No - Explain

○ Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* ☐ Not Applicable

p. Did the municipality conduct catch basin sump cleaning during the reporting

year? ◉ Yes ○ No ○ Unsure

q. How many catch basin sumps were cleaned in the reporting year? [ ] ☑ Unsure

r. If known, how many tons of material was collected? [ ] ☑ Unsure

s. Does the municipality have a low hazard exemption for this material? ○ Yes ◉ No

t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?

○ Yes- Explain frequency _____

○ No - Explain _____

◉ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

u. Does the municipality conduct curbside leaf collection? ○ Yes ◉ No ○ Unsure

v. Does the municipality notify homeowners about pickup? ◉ Yes ○ No ○ Unsure

w. Where are the residents directed to store the leaves for collection?

☐ Pile on terrace ☐ Pile in street ☐ Bags on terrace ☐ Unsure

☑ Other - Describe Residents bring material to the compost site at PW

x. What is the frequency of collection?

N/A

y. Is collection followed by street sweeping/cleaning? ○ Yes ◉ No ○ Unsure

z. Brief explanation on Collection Services reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Winter Road Management ☐ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (*One mile of a two-way road equals two lane miles*.) 108 ☐ Unsure

ab. Provide amount of de-icing products used by month last winter season?

Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
Salt	0	0	50	150	75	25

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
Brine	0	0	250	750	375	125

ac. Was salt applying machinery calibrated in the reporting year? ◉ Yes ○ No ○ Unsure

ad. Have municipal personnel attended salt reduction strategy training in the reporting year? ◉ Yes ○ No ○ Unsure

Training Date	Training Name	# Attendance
10/28/2022	Salt Calibration	2

ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Training on calibration of road maintenance equipment

Internal (Staff) Education & Communication

af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element ? ◉ Yes ○ No ○ Unsure

If yes, describe what training was provided (250 character limit):

Snow Plow Rodeo, Winter Maintenance Management

When: 8/10/2022

How many attended: 8

ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

Newsletter and approval of MS4 Annual Report

Municipal Officials

Newsletter and approval of MS4 Annual Report

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Newsletter and approval of MS4 Annual Report

ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you **SAVE.**

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

a. Did the municipality update their storm sewer map this year?

◉ Yes ○ No ○ Unsure

If yes, check the areas the map items that got updated or changed:

- [x] Storm water treatment facilities
- [x] Storm pipes
- [ ] Vegetated swales
- [ ] Outfalls
- [ ] Other - Describe below

b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*.

Missing Information

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Final Evaluation - Has Missing Items

Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	**Budget** Reporting Year	**Budget** Upcoming Year	**Source of Funds**
Element: Public Education and Outreach			
50558	63539	69066	Storm water utility
Element: Public Involvement and Participation			
22092	27764	30179	Storm water utility
Element: Illicit Discharge Detection and Elimination			
28656	36014	39146	Storm water utility
Element: Construction Site Pollutant Control			
63750	80118	87087	Storm water utility
Element: Post-Construction Storm Water Management			
284351	357359	388444	Storm water utility
Element: Pollution Prevention			
181783	228456	248328	Storm water utility
Other (describe)			
			Select...

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters*.

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the

municipality's storm sewer system directly discharges to?
○ Yes ◉ No ○ Unsure If Yes, explain below:

b : Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?
○ Yes ◉ No ○ Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?
○ Yes ◉ No ○ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?
◉ Yes ○ No ○ Unsure

Storm Water Quality Management

a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? ○ Yes ◉ No

b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

Status of Total Maximum Daily Loads (TMDLs) Implementation

The permittee McFarland Village is subject to the following approved TMDLs: Rock River Basin and/or and/or Beaver Dam Lake

The permittee intends to comply with the following permit requirements to show progress towards meeting the TMDL:

[A.3.2] The Permittee is participating in an approved Adaptive Management Project.
Attach a summary of adaptive management implementation actions for the reporting year, including:

- Most recent estimated pollutant of concern percent reduction levels (i.e. total phosphorus and total suspended solids/ sediment), as compared to no controls by reachshed, within the permittee's MS4 permitted area.
- Pollutant of concern percent reduction levels, as compared to no controls by reachshed, which the permittee intends to ultimately achieve within its own MS4 permitted area (not associated with AM buy-in).
- The financial dollar value contributed to an AM program for the reporting year.
- Identify any additional storm water measures that were initially implemented in the reporting year, which reduce the discharge of pollutants of concern from its MS4 permitted area (not associated with AM buy-in). If available, identify the incremental percent reduction gained by such measures relative to the MS4 permitted area.

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the

municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

Missing Information

Question a is required, Question d is required, Question b is required, Please enter expenditure amount, Please enter funding source, Question c is required, Please enter proposed budget amount, Please enter budgeted amount,

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☐ Public Education and Outreach
- ☐ Public Involvement and Participation
- ☐ Illicit Discharge Detection and Elimination
- ☐ Construction Site Pollutant Control
- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation

Do not close your work until you **SAVE.**

Form 3400-224(R8/2021)

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - Help reduce file size and trouble shoot file uploads
*Required Item

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Storm Sewer System Map

File Attachment

MS4Map3-2-22.pdf

Adaptive Management Summary

File Attachment

AdaptiveManagementPlanSummary.pdf

Attach - Other Supporting Documents

AR_Other

File Attachment

McFarlandMS4ProgramPlan02.pdf

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Attach - Permit Compliance Documents

EO_Program

File Attachment

McFarlandMS4ProgramPlan02.pdf

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Missing Information

Draft and Share PDF Report with the permittee's governing body or delegated representatives.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

Draft and Share PDF Report

Form 3400-224(R8/2021)

Complete and Submit Your Application

You have not completed all areas of the application. Please return to the application and complete all missing items.

Contact Information:	Complete
Minimum Control Measures Section 1:	Complete
Minimum Control Measures Section 2:	Complete
Minimum Control Measures Section 3:	Complete
Minimum Control Measures Section 4:	Complete
Minimum Control Measures Section 5:	Complete
Minimum Control Measures Section 6:	Complete
Minimum Control Measures Section 7:	Complete
Attachments:	Complete
Final Evaluation:	Has Missing Items

Summary of Adaptive Management Participation to Achieve TMDL Compliance

Village of McFarland 2022 Annual Report

This summary documents the Village's progress to date towards meeting the water quality goals required by the Rock River TMDL, and the Village's plan to meet those goals through participation in the Yahara WINS Adaptive Management program. The Village's MS4 permit requires that the following information be included in the annual report:

1. Most recent estimated pollutant of concern percent reduction levels (i.e. total phosphorus and total suspended solids/ sediment), as compared to no controls by reachshed, within the permittee's MS4 permitted area.
2. Pollutant of concern percent reduction levels, as compared to no controls by reachshed, which the permittee intends to ultimately achieve within its own MS4 permitted area (not associated with Adaptive Management buy-in).
3. The financial dollar value contributed to an Adaptive Management program for the reporting year.
4. Identify any additional storm water measures that were initially implemented in the reporting year, which reduce the discharge of pollutants of concern from its MS4 permitted area (not associated with Adaptive Managment buy-in). If available, identify the incremental percent reduction gained by such measures relative to the MS4 permitted area.

1. Estimated Pollutant Reduction Levels

The Village's WinSLAMM model is used for estimating the pollutant loading and reduction. The most recent update of the Village's WinSLAMM model was performed in 2016 for the purposes of participation in the adaptive management program. The Village currently achieves a 47% reduction in TSS and a 35% reduction of TP. This meets the permit requirements of 40%/27% TSS and TP reductions respectively. A more detailed summary table of these reductions by watershed is attached in Appendix A.

2. Pollutant Reduction Level Goals

Additional pollutant level reduction goals are set by the Rock River Basin TMDL (Rock River Recovery). Within this TMDL, the Village's MS4 is in the Yahara River and Lake Kegonsa Watershed (LR06) and discharges to Reach 66 (Yahara River, Lake Waubesa, Lake Kegonsa). The Rock River TMDL sets the ultimate reduction level goals of 62%/54% TSS and TP reductions respectively.

The Village intends to continue to make improvements in TSS and TP reduction levels through a combination of efforts, including but not limited to the following:

- Maintenance of existing stormwater system and controls.
- Post-construction stormwater standards set by municipal ordinance for both TSS reduction and volume control for redevelopment sites that exceed the WDNR-set uniform state standards for redevelopment post-construction stormwater management.
- Continued improvement of the Village's leaf management program.
- Continued improvement to the Village's sweeping program where practicable.

3. Adaptive Management Financial Contribution

An invoice record of the Village's annual payment to the adaptive management program is attached in Appendix B.

4. New Storm Water Measures

No new municipally-owned storm water measures were installed in the reporting year which would be relevant to the Village's stormwater modeling.

APPENDIX A

Summary of Modeling Results														
Watershed Characteristics			Total Suspended Solids (TSS)			Total Phosphorous			Stormwater BMPs employed*					
Drainage Area (label)	Area (acres)	Primary Land Use	Discharge No Controls (pounds)	Discharge with Controls (pounds)	TSS Control (%)	Discharge no controls (pounds)	Discharge with controls (pounds)	P control (%)	Source Area Control Practice 1	Drainage Area Control Practice 1	Drainage Area Control Practice 2	Drainage Area Control Practice 3	Drainage Area Control Practice 4	Description of BMPs
A1	62.5	MI	31515.6	21345	32%	58	46.82	20%	SC	CB	OD-Pond (80% efficient)			Wetpond at 84 Lumber
A2	10.3	LI	6557	2351	64%	58.76	30.87	47%		GS	OD - Pond (55%)			High Track Pond
B1	26.9	MI, R	16044.6	12073.4	25%	29.3	23.18	21%	SC	CB	OD- Pond (40%)			Voges Road Pond
C1	74.4	MI	36760	28330	23%	70.86	56.72	20%		GS	OD - Pond (40%)			84 Lumber Pond
D1	13.8	LI	8023	1933.4	76%	14.786	6.898	53%	SC	CB	GS	OD - Pond (69%)		Commerce Park Pond 4
D2	6.1	LI	2889	657	77%	5.622	2.678	52%	SC	CB	GS	OD - Pond (70%)		Commerce Park Pond 3
E1	12.8	LI	7098.6	1199.72	83%	13.242	5.772	56%	SC	CB	OD - Pond (80%)			Commerce Park Pond 2
F1	34.5	R	11315.8	7860.2	31%	34.26	28.32	17%	SC	CB	OD - Pond (80%)			Storage Shop USA Pond
F2	5.4	LI	3175.4	547.2	83%	6.016	2.684	55%	SC	CB	OD - Pond (80%)			Commerce Park Pond 1
G1	12.7	R	2143.8	1792.8	16%	8.946	8.018	10%	SC	CB				
H1	10.9	R	3683.2	3047.4	17%	13.206	11.616	12%	SC	CB				
I1	25.9	R	7102.8	5731.2	19%	27.1	23.62	13%	SC	CB				
J1	52.2	R	17146	14524	15%	52.02	46.56	10%	SC	CB				
J2	2.9	C	1734.2	1399.4	19%	3.694	3.132	15%	SC	CB				
K1	8.5	R	2588.4	2180.6	16%	8.102	7.284	10%	SC	CB				
L1	158.4	R	37190.6	14049.4	62%	149.82	85.88	43%	SC	CB	OD - Pond (80%)			Valley Drive Pond at Church St.
M1	101.4	R, C	40478.6	20152.2	50%	111.48	68.78	38%	SC	CB	OD- Pond (40%)	OD - Pond (80%)	OD - Pond (37%)	Kwik Trip Pond, Bisbee Dale St Pond, Sediment Lagoon
M2	15.4	C	7119.6	2755.2	61%	17.496	8.868	49%	SC	CB	OD-Pond (53%)	OD-Pond (67%)		Woodland Commons Ponds 1a & 1b
M3	3.0	R	1113.2	914	18%	3.204	2.806	12%	SC	CB				
N1	24.1	R, C	8939.2	4546	49%	26.38	16.482	38%	SC	CB	OD- Pond (80%)	OD Pond (37%)		Burma Condos Pond, Sediment Lagoon
O1	13.3	R	3933.8	3238.6	18%	14.858	13.06	12%	SC	CB				
P1	58.1	R	16045.6	13433.6	16%	60.12	53.6	11%	SC	CB				
Q1	104.9	R	24001.6	20168	16%	100.46	90.22	10%	SC	CB				
Q2	6.9	R	1558.4	252.8	84%	6.274	2.586	59%	SC	CB	OD-Pond (80%)			Meredith Heights Pond
R1	75.3	R	25042.6	11612.8	54%	82.08	45.82	44%		GS	OD- Pond (37%)			Sediment Lagoon
S1	9.2	R	2874	628.4	78%	10.274	4.022	61%		GS	OD-Pond (70%)			Marsh/Siggelkow Pond
S2	32.1	R	7864.2	1972	75%	32.06	15.338	52%	SC	CB	OD-Pond (70%)			Marsh/Siggelkow Pond
T1	37.3	R, O	10356	8347.8	19%	34.12	29.5	14%	SC	CB	OD-Pond (70%)			Marsh/Siggelkow Pond
U1	48.5	R	13655	2262	83%	52.42	21.78	58%	SC	CB	OD - Pond (80%)			Red Oak Addition Pond
V1	73.0	R	23325.6	3882.8	83%	84	32.84	61%	SC	CB	OD - Pond (80%)			Red Oak Addition Pond
W1	178.1	R	50499.2	18440.6	63%	184.4	101.24	45%	SC	CB + one 6'MH	OD- Pond (60%)			Osborn Pond at Osborn/Leanne
W2	52.2	R	12866.2	3656.2	72%	50.36	24.8	51%	SC	CB	OD-Pond (80%)	OD Pond (60%)		Lot 17 Fieldstone Pond, Highland Oaks Regional Pond
X1	54.9	R	13743.4	11194.8	19%	51.82	45.58	12%	SC	CB				
X2	14.5	R, O	2615.4	2120.8	19%	11.188	9.922	11%	SC	CB				
X3	53.1	R	12066	2019.4	83%	49.14	21.26	57%	SC	CB	OD - Pond (80%)			Parkview Estates 1 Pond
X4	43.5	R	9872.6	5975.4	39%	39.76	27.34	31%	SC	CB	GS - (to model Dry Pond)			Countrywood 1998 dry pond with outlet structure
X5	12.1	R	3099.8	505.4	84%	11.762	4.784	59%	SC	CB	OD- Pond (80%)			Parkview Estates 2 Pond
Y1	~~27.2~~	Internally Drained - EXCLUDE								Internally drained basin - exclude				
TOTALS	**1529**		**486038**	**257101**	**47%**	**1588**	**1031**	**35%**						
**Particle sizes routed between control practices*														

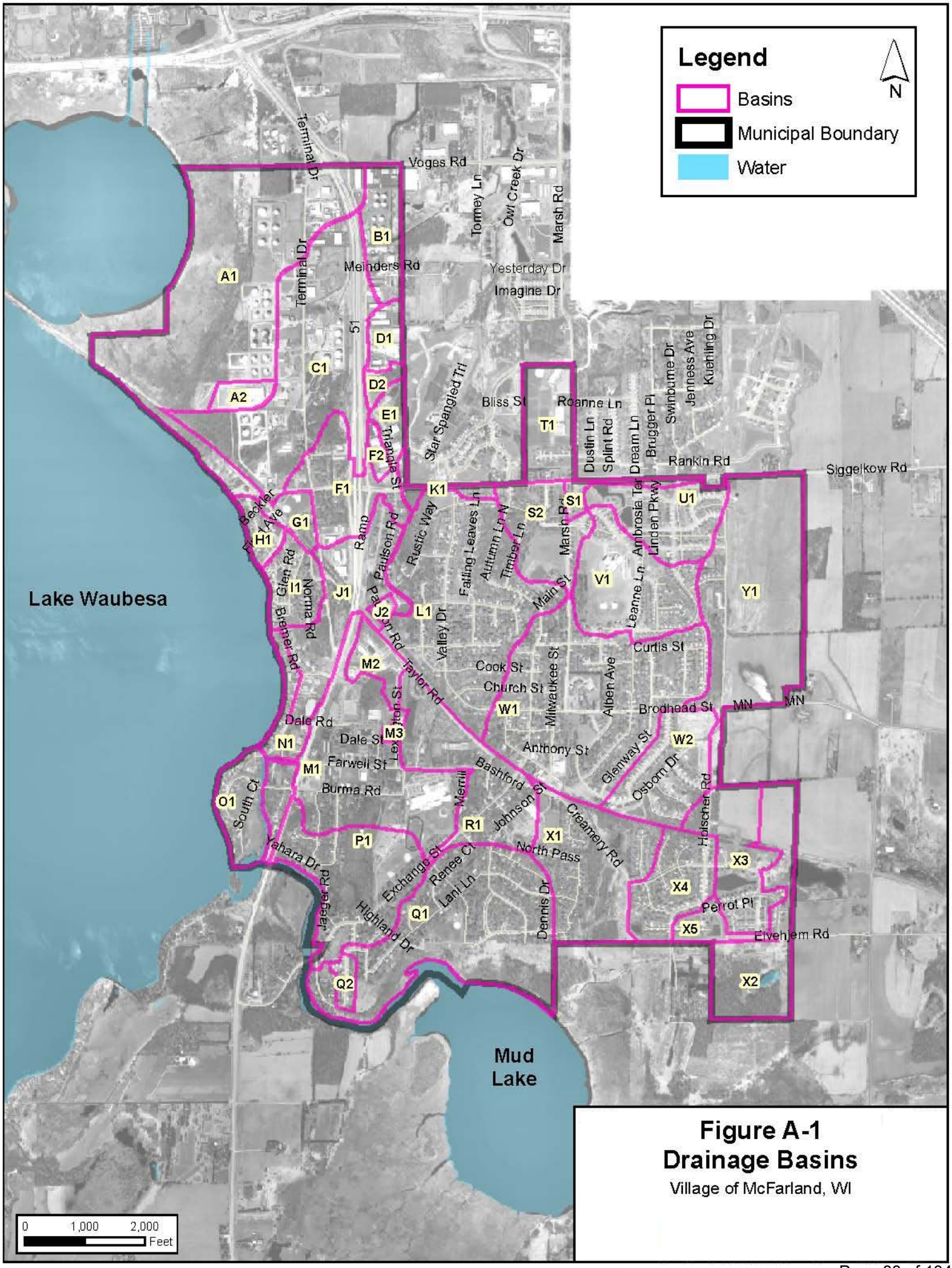

Figure A-1
Drainage Basins
Village of McFarland, WI

APPENDIX B

Madison Metro Sewerage Dist.
1610 Moorland Road
Madison, WI 53713-3398

Number:	RC000003754
Page:	1
Date:	12/1/2021

Sold To: VILLAGE OF MCFARLAND
ALLAN COVILLE
5915 MILWAUKEE ST
PO BOX 110
MCFARLAND, WI 53558

Reference - P.O. No.	Customer No.	Salesperson	Ship Via	Terms Code
	AMVMCFARLAND			WINS

	Description/Comments	Amount
	Yahara Watershed Adaptive Mgmt	14,770.00

Due Date	Amount Due	Disc. Date	Disc. Amount
2/28/2022	7,385.00		0.00
6/30/2022	7,385.00		0.00

Remit To:
Madison Met. Sewerage District
1610 Moorland Road
Madison, WI 53713
USA

Total amount	14,770.00

1% Interest per month after 30 days

Invoice

Village of McFarland MS4 Program Plan

Published: February 2022

1.0 INTRODUCTION

As an operator of a municipal separate storm sewer system (MS4), the Village is required to meet certain regulatory requirements with the aim of preventing polluted storm water runoff from entering local streams, rivers, and lakes. An MS4 is a conveyance or system of storm drains, pipes, ditches, etc., designed to collect or convey stormwater. Requirements are listed in WPDES Permit No. WI-S058416-4 ("MS4 Permit"), dated July 1, 2019, which was issued to 17 central Dane County communities, Dane County and UW-Madison, including the Village of McFarland. The goal of the municipal stormwater discharge program is to reduce adverse impacts to water quality in our lakes and streams from urban sources of stormwater runoff.

1.1 Plan Purpose

The purpose of this plan is to meet the following requirement, listed in Section 3 of the Village's MS4 Permit**: "**The co-permittee shall have a written stormwater management program that describes in detail how the co-permittee intends to comply with the permit's requirements for each minimum control measure."

1.2 Plan Organization

This plan has been organized to show compliance with each minimum control measure. The following sections are included in this plan:

- Section 2.0: Introduction
- Section 3.0: Public Education and Outreach
- Section 4.0: Public Involvement and Participation
- Section 5.0: Illicit Discharge Detection and Elimination
- Section 6.0: Construction Site Pollutant Control
- Section 7.0: Post Construction Stormwater Management
- Section 8.0: Pollution Prevention

2.0 PUBLIC EDUCATION AND OUTREACH

The Village of McFarland is required to maintain a public education and outreach program to increase the awareness of storm water pollution impacts on waters of the state and to encourage changes in public behavior to reduce such impacts.

The Village of McFarland is a member of the Madison Area Municipal Storm water Partnership (MAMSWaP). The group pools resources in order to work cooperatively on storm water information, education and outreach. The materials and products that result from this joint effort are expressly developed for the Parties to partially fulfill their information and education permit obligations. As discussed in **Section 3.1.2** of the MS4 Permit, the Village is required to participate in the implementation of the most recent MAMSWaP 5-Year Information and Education Plan, and assists in the development of an annual work plan for the following calendar year. This plan is attached at the end of this section.

In addition, the Village is required to have its own individual annual public education and outreach plan, which is attached to the end of this section.

The Village shall address the eight topics listed below at least once during the permit term, with a minimum of six topics being addressed each year:

1. Illicit Discharge Detection and Elimination
2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing
3. Yard Waste Management/Pesticide and Fertilizer Application
4. Stream and Shoreline Management
5. Residential Infiltration
6. Construction Sites and Post-Construction Storm Water Management
7. Pollution Prevention
8. Green Infrastructure/Low Impact Development

The Village should provide at least four public education delivery mechanisms each year, at least two of which would be considered an active/interactive mechanism (see **Section 3.1.5 of the MS4 Permit** for a list of active and inactive delivery mechanisms). The Village may take credit for active mechanisms organized by MAMSWaP as long as the Village uses its resources to advertise the event.

MADISON AREA MUNICIPAL STORMWATER PARTNERSHIP

2023 ANNUAL INFORMATION AND EDUCATION WORK PLAN

DISTRIBUTED TO PARTNERSHIP MEMBERS ON DECEMBER 15TH, 2022

The Madison Area Municipal Stormwater Partnership (MAMSWaP), under the auspices of a five-year memorandum of understanding through 2024, currently consists of 21 entities that have agreed to jointly implement stormwater outreach to reduce negative stormwater impacts. Members include the Cities of Fitchburg, Madison, Monona, Middleton, Stoughton, Sun Prairie and Verona; the Villages of Cottage Grove, Cross Plains, DeForest, Maple Bluff, McFarland, Shorewood Hills, Waunakee and Windsor; the Towns of Burke, Blooming Grove, Middleton, Westport; Dane County and the University of Wisconsin–Madison.

The MAMSWaP Information and Education (I&E) Committee assists the Dane County Stormwater Education Coordinator (SWEC) with development and implementation of projects and plans. Regular participation on the I&E Committee has included representatives from the Cities of Madison and Stoughton, Village of DeForest, Town of Burke, Dane County, Madison Metropolitan Sewerage District (MMSD), Wisconsin Department of Natural Resources (WDNR), AECOM, the University of Wisconsin – Madison and the University of Wisconsin- Madison Arboretum.

The MAMSWaP Annual I&E Work Plan seeks to meet or exceed the minimum requirements and elements outlined in the current WPDES Permit Number WI-S058416-4 (effective July 1, 2019 – June 30, 2024 and continuing until permit re-issuance); and, WPDES Permit Number WI-S050075-03 (effective May 1, 2019-April 30, 2024 and continuing until permit re-issuance) for the Village of Cross Plains, by developing and implementing a coordinated, regional outreach effort using consistent messages among and between communities to reduce the quantity and improve the quality of urban stormwater runoff and identify and eliminate illicit discharges. Numbered items are the specific elements from the permit language. Proposed programs and activities addressing the following required permit elements for 2023 are listed in Table 1.1.

3.1.4.1 Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.

3.1.4.2 Inform and educate the public about the proper management of materials that may cause stormwater pollution from sources including: automobiles, pet waste, household hazardous waste and household practices.

3.1.4.3 Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.

3.1.4.4 Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.

3.1.4.5 Promote infiltration of residential stormwater runoff from rooftop downspouts, driveways and sidewalks.

3.1.4.6 Inform and educate those responsible for the design, installation and maintenance of construction site erosion control practices and stormwater management facilities on how to design, install and maintain the practices.

3.1.4.7 Identify businesses and activities that may pose a stormwater contamination concern and educate those specific audiences on methods of stormwater pollution prevention.

3.1.4.8 Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development.

Municipal Responsibilities

It is not enough for municipalities to merely be an actively paying contributor to the Partnership. There are specific actions each municipality must do. For example, while MAMSWaP has created a useful website, each municipality needs to link to www.ripple-effects.com. Other examples include:

- using provided articles and other information in municipal newsletters or utility bill inserts,
- promoting MAMSWaP campaigns, events and trainings,
- providing information on municipal web sites,
- issuing press releases to local newspapers,
- implementing a local Adopt A Storm Drain program and
- promoting the storm drain marking program.

Municipalities must document in their reports to DNR how they have implemented outreach campaigns and used the materials developed by the I&E Committee.

Additional Activities and Ongoing Tasks

There are some administrative tasks and ongoing programs that must be performed every year that are essential to the program and need to be accounted for in the annual work plan. Following is a partial list of those tasks.

1. Quarterly reporting to member municipalities
2. Annual reporting to DNR.
3. Billing municipalities and track payments.
4. Developing annual work plans.
5. Updating and maintaining the www.ripple-effects.com website.
6. Continuing to be an active partner of WI Salt Wise
7. Continuing to promote North American Stormwater and Erosion Control Association Wisconsin Chapter events.
8. Developing and distributing outreach tools and articles to municipalities, friends groups, community groups and neighborhood association newsletters.
9. Developing and providing presentations (PowerPoint, demonstrations, etc.) focused on audience interests/concerns.
10. Continuing to maintain and use existing list serves and distribution lists to disseminate info.
11. Continuing to provide organizations and community groups assistance and

partnering with projects (presentations, displays etc. for communities).

12. Continuing to promote and support storm drain marking programs with supplies and other materials.
13. Promoting stormwater education materials and curriculum.
14. Publicizing training for building inspectors, contractors and staff.
15. Publicizing the availability of the Dane County Erosion Control and Stormwater Management Manual.
16. Promoting use of the Enviroscape model and Rainfall Simulator.
17. Continuing to coordinate outreach with partners such as Madison Metropolitan Sewerage District, Clean Sweep and others.
18. Continuing to actively participate in the Statewide Stormwater Collaborative group to learn from other stormwater groups across the state and discover possible projects to partner on.

Acknowledgments

The Madison Area Municipal Stormwater Partnership's 2023 Annual Information and Education Work Plan was developed by the MAMSWaP I&E Committee. Committee member expertise, input and municipal cooperation was crucial for plan development and will continue to play an integral role in addressing stormwater runoff in Dane County. Thank you to everyone who helped.

I&E Committee Members Contributing to the 2023 Annual I&E Work Plan

Jeremy Balousek, Dane County Land and Water Resources Department
Judd Blau, Village of DeForest
Christal Campbell, Dane County Land and Water Resources Department
Sue Eddy- City of Stoughton
Chris Egger, UW–Madison
Rick Eilertson, AECOM
Gail Epping Overholt- UW- Madison Arboretum
Phil Gaebler, City of Madison
Claudia Guy, Dane County Land and Water Resources Department
Jon Jackson, UW-Madison
Kathy Lake, Madison Metropolitan Sewerage District
Hannah Mohelnitzky, City of Madison
Rodney Scheel, City of Stoughton
PJ Lenz, Town of Burke

For more information, visit www.ripple-effects.com or contact Christal Campbell at 608-228-4493 or campbell.christal@countyofdane.com.

Table 1.1 – 2023 MAMSWaP Information and Education Programs and Activities

Program/Activity	Audience	Responsible Parties/Partners	Timing	Actions/Deliverables	Public Education and Outreach Topic(s) Addressed*
Storm Drain Mural Program	Residential Educational	SWEC, Local Artist, MAMSWaP Communities, Schools, Community Groups	1. Nov 2022 2. Dec 2022-Jan 2023 3. Feb 2023 4. Mar-Aug 2023 5. Jun-Aug 2023 6. Jun-Aug 2023	1. Update and post Storm Drain Mural Grant on Ripple Effects web site. 2. Promote Storm Drain Mural Grants. 3. Rank and select up to 5 applications for new murals and 5 repainted murals. 4. Work with municipalities, partner groups and artist to design and paint storm drain murals. 5. Provide partner groups with articles to promote new murals locally. 6. Add new storm drain murals to Storm Drain Mural Project map.	1. Illicit Discharge Detection and Elimination 7. Pollution Prevention
Illicit Discharge Reporting Program	Residential Public Sector Private Sector	SWEC, Madison/Dane County Public Health, MAMSWaP Communities	1. Dec 2022-Dec 2023 2. Dec 2022-Dec 2023	1. Work with City of Madison/Dane County Public Health to update reporting system and information sharing between agencies. 2. Share illicit discharge reports (calls or web reports). submitted to LWRD with municipal contact and assist with follow up, as needed.	1. Illicit Discharge Detection and Elimination 7. Pollution Prevention
Stormwater Awareness Week	Residential Public Sector Educational	SWEC, Statewide Stormwater Collaborative Group, MAMSWaP Communities	1. Sept 2022-Aug 2023 2. Apr-Aug 2023 3. Apr-Aug 2023	1. Participate on statewide Stormwater Awareness Week planning team. 2. Plan virtual learning opportunities and develop outreach resources to promote Stormwater Awareness Week. 3. Plan and hold at least one local outreach event during Stormwater Awareness Week.	1. Illicit Discharge Detection and Elimination 2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing 3. Yard Waste Management/Pesticide and Fertilizer Application 5. Residential Infiltration 7. Pollution Prevention
Clean Sweep Local Collection Event	Residential	SWEC, Dane County Waste and Renewables, MAMSWaP Communities	1. Apr-Aug 2023 2. Jun-Aug 2023 3. Aug 2023	1. Partner with Dane County Dept. of Waste and Renewables to plan a local Clean Sweep Hazardous Waste Collection Event in a MAMSWaP community (western Dane County). 2. Develop outreach tools and promote event. 3. Hold Hazardous Waste Collection Event.	1. Illicit Discharge Detection and Elimination 2. Household Hazardous Waste Disposal 7. Pollution Prevention

*from Table 1 of WPDES WI-S058416-04

Program/Activity	Audience	Responsible Parties/Partners	Timing	Actions/Deliverables	Public Education and Outreach Topic(s) Addressed*
Stormwater Pollution/Prevention Education Tools (Rainfall Simulator, Enviroscape, Stormwater Animation, Lawns and Water Quality video, Stormwater Pollution and Solutions video and Storm Drain Marking)	Residential Educational	SWEC, MAMSWaP Communities, Schools, Community Groups	1. Jan-Dec 2023 2. Jan-Dec 2023 3. Jan-Dec 2023	1. Promote stormwater ed. tools to groups and educators. 2. Use stormwater ed. tools in at least 5 presentations, in-person or virtual. 3. Check out stormwater ed. tools to at least 5 educators/groups.	1. Illicit Discharge Detection and Elimination 2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing 3. Yard Waste Management/Pesticide and Fertilizer Application 4. Stream and Shoreline Management 5. Residential Infiltration 7. Pollution Prevention
Leaf-free Streets for Clean Waters	Residential Educational Private Sector	SWEC, MAMSWaP Communities, Community Groups	1. Sept 2023 2. Oct-Nov 2023 3. Oct-Nov 2023	1. Update and distribute Leaf-free Streets for Clean Waters Toolkit to municipalities and groups. 2. Promote actions and rain alert system through social media, flyers, newsletter articles, signs, presentations, newspaper and online advertising. 3. Monitor weather and issue email/text rain alerts.	3. Yard Waste Management/Pesticide and Fertilizer Application
Plant Dane Native Plant Program and Free Native Plants for School and Community Projects (FNPSCP) Program	Residential Educational Private Sector	SWEC, MAMSWaP Communities, Schools, Community Groups	1. Nov 2022-Jan 2023 2. Nov- Dec 2022 3. Dec 2022-Jan 2023 4. Feb 2023 5. Feb-Mar 2023 6. Feb-Mar 2023 7. Feb-Mar 2023 8. Feb-Mar 2023 9. May-Jun 2023	1. Work with Agrecol to update plant list/order system. 2. Update and post FNPSCP Grant Application. 3. Promote and review FNPSCP Grants. 4. Launch Plant Dane online order site. 5. Solicit and collect donations for at least 10 FNPSCPs. 6. Update and distribute Plant Dane Toolkit to municipalities and groups. 7. Host rain garden workshop with at least 20 people. 8. Sell at least 20,000 native plants through Plant Dane. 9. Distribute native plant orders/donations.	4. Stream and Shoreline Management 5. Residential Infiltration 7. Pollution Prevention 8. Green Infrastructure/Low Impact Development
Adopt A Storm Drain Program (AASD)	Residential	SWEC, MAMSWaP Communities, Community Groups, Dane Co. Land Info. Office	1. Jan-Dec 2023 2. Jan-Dec 2023 3. Jan-Dec 2023 4. Jan-Dec 2023 5. Jan-Dec 2023 6. Jan-Dec 2023 7. Jan-Dec 2023 8. Jan-Dec 2023	1. Recruit at least 1 new partner community. 2. Maintain and improve AASD app. 3. Assist volunteers with web issues. 4. Supply municipalities with cleaning kit materials. 5. Distribute cleaning kits to volunteers. 6. Develop outreach tools and promote program 7. Coordinate and implement program. 8. Develop and distribute volunteer newsletter 3-4x/year.	1. Illicit Discharge Detection and Elimination 3. Yard Waste Management/Pesticide and Fertilizer Application 7. Pollution Prevention

*from Table 1 of WPDES WI-S058416-04

Program/Activity	Audience	Responsible Party/Partners	Timing	Actions/Deliverables	Public Education and Outreach Topic(s) Addressed*
NASECA Trainings	Construction Professionals Public Sector	SWEC, MAMSWaP Communities	1. Jan-Dec 2023 2. Jan-Dec 2023 3. Jan-Dec 2023	1. Promote NASECA Trainings. 2. Provide discounts to attend trainings for MAMSWaP communities. 3. Encourage municipal staff and contractors to attend NASECA events.	6. Construction Sites and Post-Construction Storm Water Management
WI Salt Wise Program and Salt Certification Trainings	Residential Private Sector Public Sector	SWEC, WI Salt Wise Partners, MAMSWaP Communities, CARPC	1. Jan-Dec 2023 2. Jan-Mar 2023, Sept-Dec 2023 3. Sept-Dec 2023 4. Sept-Dec 2023	1. Participate on WI Salt Wise Team and attend meetings. 2. Collaborate with WI Salt Wise partners to promote, develop and distribute resources to reduce winter salt use. 3. Host one in-person salt related training (certification or specialized training) in Dane County with at least 20 participants. 4. Contract with Bolton and Menk to run one virtual salt certification training.	2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing 7. Pollution Prevention
Stormwater and Erosion Control Plan Review and Inspections	Construction Professionals Residential	MAMSWaP Communities, Dane County Water Resource Engineering	1. Jan-Dec 2023 2. Jan-Dec 2023	1. Review erosion control and stormwater management plans. 2. Conduct inspections of erosion control and stormwater practices.	6. Construction Sites and Post-Construction Storm Water Management
Green Infrastructure Tour	Consultants Public Sector	SWEC, MAMSWaP Communities, Dane County Water Resource Engineering	1. Apr-Aug 2023 2. Jun-Aug 2023 3. Aug 2023	1. Plan tour and identify locations and partners. 2. Promote tour to consultants and municipal staff working in MAMSWaP communities. 3. Host Green Infrastructure tour.	6. Construction Sites and Post-Construction Storm Water Management 8. Green Infrastructure/Low Impact Development
Rain Barrel Sale	Residential	SWEC, MAMSWaP Communities	1. Apr-Oct 2023 2. Apr-Oct 2023 3. Apr-Oct 2023 4. Apr-Oct 2023 5. Apr-Oct 2023	1. Develop outreach tools to promote program. 2. Order rain barrels and maintain supply. 3. Maintain online order system to sell rain barrels. 4. Collect and process reimbursement requests for residents in MAMSWaP communities. 5. Partner with City of Middleton and Village of Deforest to store and distribute barrels.	5. Residential Infiltration
5-year Stormwater Outreach Survey	Residential	SWEC, MAMSWaP Communities	1. Jun-Oct 2023 2. Oct-Dec 2023 3. Nov-Dec 2023	1. Develop proposal and reach out to potential partners to contract with. 2. Select contractor/partner. 3. Review existing survey and determine what, if any modifications need to be made. CONTINUE IN 2024	ALL

*from Table 1 of WPDES WI-S058416-04

3.0 PUBLIC INVOLVEMENT AND PARTICIPATION

The purpose of the public involvement and participation program is to notify the public of activities required by this permit and to encourage input and participation from the public regarding these activities.

The Village is required to provide a minimum of one opportunity annually for the public to provide input on each of the following permit activities: annual report, storm water management program, and if applicable, adoption or amendment of storm water related ordinances. The Village provides the annual report to the Public Utilities Committee and the Village Board. The annual report is also available for the public to view upon request at the Village Offices.

The Village meets the requirements of **Section 3.2.3** by providing at least one public involvement and participation program a year, which can include events such as storm drain stenciling, waterway cleanups, and public workshops.

WPDES Permit (MAMSWaP) – 2023 Annual Work Plan for Village of McFarland

Program/Activity	Audience	Public Education and Outreach Topic(s) Addressed*	Municipal I&E Activities (check all activities that will be completed in 2023)	Additional Municipal Activities, Goals and Comments
Storm Drain Mural Program	Residential Educational	1. Illicit Discharge Detection and Elimination 7. Pollution Prevention	☐Provide location/group to work with and assist group with storm drain mural application. ☐Select and approve storm drain mural design.	
Illicit Discharge Reporting Program	Residential Public Sector Private Sector	1. Illicit Discharge Detection and Elimination 7. Pollution Prevention	☒Provide Dane County with a list and addresses of local businesses of concern (concrete contractors, restaurants, carpet cleaners, painters, automotive shops, landscapers, other with outdoor waste storage containers) to share illicit discharge ordinance and BMP information with. ☐Reach out to local businesses of concern directly and share illicit discharge ordinance and BMP information.	
Stormwater Awareness Week (SAW)	Residential Public Sector Educational	1. Illicit Discharge Detection and Elimination 2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing 3. Yard Waste Management/Pesticide and Fertilizer Application 5. Residential Infiltration 7. Pollution Prevention	☐ Participate a member of a SAW working group. ☒ Promote SAW messages and events using provided outreach tools. ☒Host a local water related event during SAW.	
Clean Sweep Local Collection Event	Residential	1. Illicit Discharge Detection and Elimination 2. Household Hazardous Waste Disposal 7. Pollution Prevention	☐Partner with Dane County to hold a Clean Sweep Hazardous Waste Collection Event in local community. ***This is limited to one municipality in western Dane County. Contact the SWEC, if interested.*** ☒Promote Clean Sweep Hazardous Waste Collection Event (open to all Dane County residents).	

*from Table 1 of WPDES WI-S058416-04

WPDES Permit (MAMSWaP) – 2023 Annual Work Plan for Village of McFarland

Program/Activity	Audience	Public Education and Outreach Topic(s) Addressed*	Municipal I&E Activities (check all activities that will be completed in 2023)	Additional Municipal Activities, Goals and Comments
Stormwater Pollution/Prevention Education Tools (Rainfall Simulator, Enviroscape, Stormwater Animation, Lawns and Water Quality video, Stormwater Pollution and Solutions video and Storm Drain Marking)	Residential Educational	1. Illicit Discharge Detection and Elimination 2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing 3. Yard Waste Management/Pesticide and Fertilizer Application 4. Stream and Shoreline Management 5. Residential Infiltration 7. Pollution Prevention	☒Promote stormwater ed. tools to local partners, groups and educators. ☒Post links to virtual resources on municipal web site. ☐Checkout the Enviroscape or Rainfall Simulator to use at local event(s) or presentation(s). ☐Engage one or more local groups in Storm Drain Marking efforts. ☐Provide SWEC with a local presentation opportunity along with contact information. ***Limited to 10 SWEC-led presentations per year for all MAMSWaP partners***	
Leaf-free Streets for Clean Waters	Residential Educational Private Sector	3. Yard Waste Management/Pesticide and Fertilizer Application	☒Promote Leaf-free Streets program, encourage residents to remove street leaves before the rain and sign up for rain alerts using campaign tools through newsletters, local newspaper, mailings, web site, meetings, social media, etc. ☐Engage local groups in heavy street tree areas and reward good practices.	
Plant Dane Native Plant Program and Free Native Plants for School and Community Projects (FNPSCP) Program	Residential Educational Private Sector	4. Stream and Shoreline Management 5. Residential Infiltration 7. Pollution Prevention 8. Green Infrastructure/Low Impact Development	☒Promote Plant Dane program and encourage residents and groups to plant native plants and build rain gardens using campaign tools through newsletters, local newspaper, mailings, web site, meetings, social media, etc. ☒Promote Rain Garden Workshop and encourage residents to sign up. ☒Promote FNPSCP program to local schools, groups, non-profits, neighborhood associations, etc. and encourage groups to apply.	
Adopt A Storm Drain Program	Residential	1. Illicit Discharge Detection and Elimination	☒Participate in program and provide storm drain location data. ☒Distribute cleaning kits to local volunteers.	

*from Table 1 of WPDES WI-S058416-04

WPDES Permit (MAMSWaP) – 2023 Annual Work Plan for Village of McFarland

Program/Activity	Audience	Public Education and Outreach Topic(s) Addressed*	Municipal I&E Activities (check all activities that will be completed in 2023)	Additional Municipal Activities, Goals and Comments
		3. Yard Waste Management/Pesticide and Fertilizer Application 7. Pollution Prevention	☒Promote program locally using campaign tools through newsletters, local newspaper, mailings, web site, meetings, social media, etc. ***Contact SWEC, if interested.***	
NASECA Trainings	Construction Professionals Public Sector	6. Construction Sites and Post-Construction Storm Water Management	☒Promote NASECA Trainings to local construction professionals and municipal staff and encourage attendance through MAMSWaP provided discounts.	
WI Salt Wise Program and Salt Certification Trainings	Residential Private Sector Public Sector	2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing 7. Pollution Prevention	☒Promote Salt Wise resources and practices to businesses, residents, schools, organizations, and facility managers using WI Salt Wise campaign tools through newsletters, local newspaper, mailings, web site, meetings, social media, etc. ☐Provide Salt Wise Coordinator with a local presentation opportunity along with contact information (school district, local company, etc). **Limited to 2 WI Salt Wise-led presentations per year for all MAMSWaP partners*** ☒Send municipal staff to Salt Certification Trainings. ☒Promote Salt Certification Trainings to local winter maintenance professionals and facilities managers. ☐Partner with Salt Wise to host a salt related training in your community and actively participate by sharing local efforts with group to reduce salt use. ***Limited to one MAMSWaP partner per year***	
Stormwater and Erosion Control Plan Review and Inspections	Construction Professionals Residential	6. Construction Sites and Post-Construction Storm Water Management	☒Review erosion control and stormwater management plans within municipality or contract with Dane County to review plans. ☒Conduct inspections of erosion control and stormwater practices within municipality or contract with Dane County to conduct inspections.	

*from Table 1 of WPDES WI-S058416-04

WPDES Permit (MAMSWaP) – 2023 Annual Work Plan for Village of McFarland

Program/Activity	Audience	Public Education and Outreach Topic(s) Addressed*	Municipal I&E Activities (check all activities that will be completed in 2023)	Additional Municipal Activities, Goals and Comments
Green Infrastructure Tour	Consultants Public Sector	6. Construction Sites and Post Construction Storm Water Management 8. Green Infrastructure/Low Impact Development	☐Identify a site in local community that incorporated innovative green infrastructure practices and provide contact and information to include as a tour stop. ☐ Assist with planning Green Infrastructure tour. ☒ Promote tour to consultants and encourage local municipal staff to attend.	
Rain Barrel Sale	Residential	5. Residential Infiltration	☒Promote use of rain barrels and purchase of discounted rain barrels using MAMSWaP outreach tools through newsletters, local newspaper, mailings, web site, social media, etc.	
5-year Stormwater Outreach Survey	Residential	ALL	☒Provide list of residential addresses, if needed.	

*from Table 1 of WPDES WI-S058416-04

***8 Public Education and Outreach Topic Areas - Circle topic areas that will be addressed in 2022** (co-permittees with populations over 5,000 need to address at least six topic areas, whereas co-permittees under 5,000 need to address at least four topic areas):	**Active/Interactive Delivery Mechanisms**	**Passive Delivery Mechanisms**
1. Illicit Discharge Detection and Elimination	Educational Activities (school presentation, summer camps, etc.)	Passive print media (brochures at front desk, posters, etc.)
2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing	Informational booth at event	Distribution of print media (mailings, newsletters, etc.) via mail or email.
3. Yard Waste Management/Pesticide and Fertilizer Application	Targeted group training (contractors, consultants, etc.)	Media offerings (radio and TV ads, press release, etc.)
4. Stream and Shoreline Management	Gov. event (public hearings, council meeting)	Social media posts
5. Residential Infiltration	Workshops	Signage
6. Construction Sites and Post-Construction Storm Water Management	Tours	Website
7. Pollution Prevention	Other	Other
8. Green Infrastructure/Low Impact Development		

List active delivery mechanisms that will be used in 2022: (co-permittees with populations 5,000 need to use at least two active mechanisms, whereas co-permittees under 5,000 need to address at least one active mechanism)	
	1. Government Event
	2.Education Activities
	3.
	4.

*from Table 1 of WPDES WI-S058416-04

4.0 ILLICIT DISCHARGE DETECTION AND ELIMINATION

As discussed in **Section 3.3.1**, the Village is required to have an illicit discharge ordinance. The Village's illicit discharge ordinance can be found in Section 47-337 - Illicit Discharges. The Village's Code of Ordinance can be accessed online at the location below:

https://www.mcfarland.wi.us/342/Ordinances

Section 3.3.2 requires the Village to perform illicit discharge detection and elimination (IDDE) field screening. During the permit term, the Village plans to inspect all major outfalls annually and all minor outfalls at least once during the permit term. The Villlage has a total of 2 major outfalls and 17 minor outfalls which discharge to waters of the state. If there is any suspected illicit activity, field screening will be located downstream of the suspected activity. Given the total number of outfalls the Village is responsible for screening, it is possible for the Village to screen all outfalls at least once during the permit term and more likely multiple times during the permit term. Field screening will be conducted according to the guidelines put forth in WDNR's Illicit Discharge Detection and Elimination guidance, which is attached to this document following this section. At outfall locations that tend to be perpetually wet, screening will be conducted at a typically dry upstream location.

Section 3.3.3 requires the Village to have written procedures for responding to known or suspected illicit discharges. Some response to this requirement is detailed in Village Ordinances 47-337 to 47-340. In the event that an illicit discharge or suspected illicit discharge becomes known to the Village, the Village shall investigate the event as soon as possible. The investigation efforts will include:

a. Attempting to locate the source of the spill or discharge
b. Prevention of further discharge or containment of the discharge
c. Recording details of the event including date of discovery, dates of any action taken, location, follow-up actions taken, and sources (if known)
d. Providing notification to the WDNR immediately in accordance with NR 706, Wis. Adm. Code if a spill or release of a hazardous substance is detected that has or may discharge to waters of the state. The Department shall be notified via the 24-hour toll free spill hotline at 1-800- 943-0003.
e. Sampling of discharge in accordance with WNDR's Illicit Discharge Detection and Elimination guidance

Section 3.3.6 requires the Village to provide the name, title and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills. The Village contact is Jim Hessling, Director of Public Works, 608-383-7287.

2022 MCFARLAND OUTFALL INSPECTIONS

DATE: 11/30/2022 **START TIME** 2:30 PM **END TIME** 4:30 PM

INSPECTOR: Jodie Ross

COMPANY: Town & Country Engineering **clear Sky @ 20 degrees F w/30-40 MPH Winds**

LOCATIONS	Street #	Street Name	No Flow	Minimal Flow	Steady Flow	Pipe Size	Pipe Type	Endwall (EW)	Notes
1	5006	Card Ave	X			10	SDR-35	OPEN	Pipe poured in concrete wall
2	4501	Beckler St	X			15-18	RCP	Yes	
3	4503	Field Ave	X			15	RCP	OPEN	RCP WITH PIPE LINING
4	4503	Larson St		X		24	RCP	OPEN	
5	5120	Card Ave	X			21	RCP	OPEN	Has 18" SDR-35 pipe inside
6	5122	Lakeview Ave	X			15	CMP	OPEN	Couldn't locate
7	4503	Wisconsin Ave	X			15	CMP	OPEN	HAS LINING
8	4507	Bellevue Ct	X			24	CMP	OPEN	
9	4511	Bremer Rd	X			24	CMP	OPEN	
10	5618	Lake Edge Rd		X		42X30	CMP	YES	STL GRATED EW WITH POURED-IN PLACE CONCRETE AROUND THE EW

DATE: 12/1/2022 **START TIME** 8:00 AM **END TIME** 10:30 PM

INSPECTOR: Jodie Ross

COMPANY: Town & Country Engineering **Clear Sky @ 26 degrees F; light wind**

LOCATIONS	Street #	Street Name	No Flow	Minimal Flow	Steady Flow	Pipe Size	Pipe Type	Endwall (EW)	Notes
11	One Community Bank		X*			94X72	COR-STL *	OPEN	BOTTOM OF PIPE IS 9" BELOW WATER LEVEL,so 9" of STANDING WATER IN THE PIPE (PIC)
12	One Community Bank		X**			15	RCP	YES	12" OF STANDING WATER IN THE PIPE;ROCK & DEBRIS CAUSING A POOL OF WATER AT THE EW
13	4601	SEVERSON	X			24	RCP	OPEN	
14	5911	Lake Edge Rd	X			9	COR-STL	OPEN	
15	6011	South Ct		X		21	RCP	OPEN	trickle of melting ice
16	6105	South Ct	X			18	COR-STL	OPEN	on Burma Rd @ SE Side bridge
17	BABCOCK CTY PARK			X		24	COR-STL	OPEN	on Burma Rd @ SW Side bridge
18	4607	Yahara Rd		X		12	COR-STL***	YES	At Hwy 51; TRICKLE OF MELTING ICE
19	NE SIDE OF THE BRIDGE on Hwy 51			X		18	RCP	YES	at Yahara Rd; LOOKS LIKE MELTING ICE

WISCONSIN DEPARTMENT OF NATURAL RESOURCES
NOTICE OF FINAL GUIDANCE & CERTIFICATION

Pursuant to ch. 227, Wis. Stats., the Wisconsin Department of Natural Resources has finalized and hereby certifies the following guidance document.

DOCUMENT ID

WT-19-0027-C EGAD: 3800-2012-01

DOCUMENT TITLE

Illicit Discharge Detection and Elimination

PROGRAM/BUREAU

Storm Water Program/Watershed Management Bureau

STATUTORY AUTHORITY OR LEGAL CITATION

Section NR 216.07(3), Wisconsin Administrative Code

DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)

09/02/2019

DATE FINALIZED

10/07/2019

DNR CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Signature 09/30/2019

Date

BUREAU OF WATERSHED MANAGEMENT
PROGRAM GUIDANCE

Storm Water Management Program

Wisconsin Department of Natural Resources
101 S. Webster Street, P.O. Box 7921
Madison, WI 53707-7921

Illicit Discharge Detection and Elimination

March 2012

3800-2012-01

This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

CORRESPONDENCE/MEMORANDUM

State of Wisconsin

DATE: March 15, 2012

TO: SW Program Staff

FROM: Pam Biersach – Bureau Director
Bureau of Watershed Management

SUBJECT: Program Guidance #3800-2012-01

Illicit Discharge Detection and Elimination

March 2012
3800-2012-01

This document is intended solely as guidance, and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. This guidance does not establish or affect legal rights or obligations, and is not finally determinative of any of the issues addressed. This guidance does not create any rights enforceable by any party in litigation with the State of Wisconsin or the Department of Natural Resources. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

A. Statement of Problem Being Addressed

Limited information is available to assist municipalities with the development of an effective program to determine the presence of illicit discharges from storm sewer system outfalls.

B. Background

State and federal storm water discharge regulations require permitted municipal separate storm sewer systems (MS4s) to develop, implement and enforce a program to detect and remove illicit connections and discharges to the MS4. In Wisconsin, this requirement is established in s. NR 216.07(3), Wis. Adm. Code. The program must include routine dry weather field screening at storm sewer system outfalls and procedures for locating the source of known or suspected illicit discharges. If flow is observed, a combination of sensory observations and indicator parameter sampling must be used to determine the presence of illicit discharges and assist in the tracking, location and elimination of sources.

C. Discussion

Section NR 216.07(3)(i), Wis. Adm. Code, requires that field screening is conducted at all major outfalls and any additional outfalls designated by the municipality or Department. Field screening must include the following when flow is observed:

- Narrative descriptions of color, odor, turbidity, oil sheen, surface scum, flow rate and other relevant observations.

- Sampling for pH, total chlorine, total copper, total phenol and detergents unless Department

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approval has been obtained for alternative parameters such as ammonia, potassium or bacteria.

The combination of sensory and indicator parameters is intended to provide insight regarding the presence and potential sources of illicit discharges. However, ch. NR 216, Wis. Adm. Code does not identify specific discharge limits, action levels or other criteria that should be used to determine if an illicit discharge is either present or absent. In addition, ch. NR 216, Wis. Adm. Code does not address the following:

- Selection of outfalls for on-going field screening after the initial major outfall field screening has been completed.
- Frequency and timing of outfall field screening activities.
- Outfalls with baseflow consisting of groundwater and other non-illicit discharges.
- Submerged,enclosed, or otherwise inaccessible outfalls.
- Outfalls from pumped storm water systems.
- Outfalls from swale conveyance systems and storm water treatment practices.
- Proper documentation and evaluation of outfall field screening activities.

The purpose of this guidance document is to provide supplemental information that can be used by MS4 owners and operators to maximize the efficiency and effectiveness of illicit discharge detection and elimination programs.

D. Guidance

Outfall Selection

Currently, MS4 permits include a requirement that field screening is initially conducted at all major outfalls[1]. However, a more targeted approach to illicit discharge detection and elimination (IDDE) is recommended. Outfalls should be prioritized based on illicit discharge potential in the contributing drainage area rather than solely on pipe or drainage area size. Outfalls selected for on-going field screening based on illicit discharge potential are considered "priority outfalls". Contributing drainage area characteristics or land uses that should be considered when selecting priority outfalls include:

- History of known or suspected illicit discharges reported within the last five years
- Sections of storm sewer and/or sanitary sewer infrastructure that have exceeded or are approaching their design/useful life.
- Contributing drainage areas with 80 or more percent imperviousness.

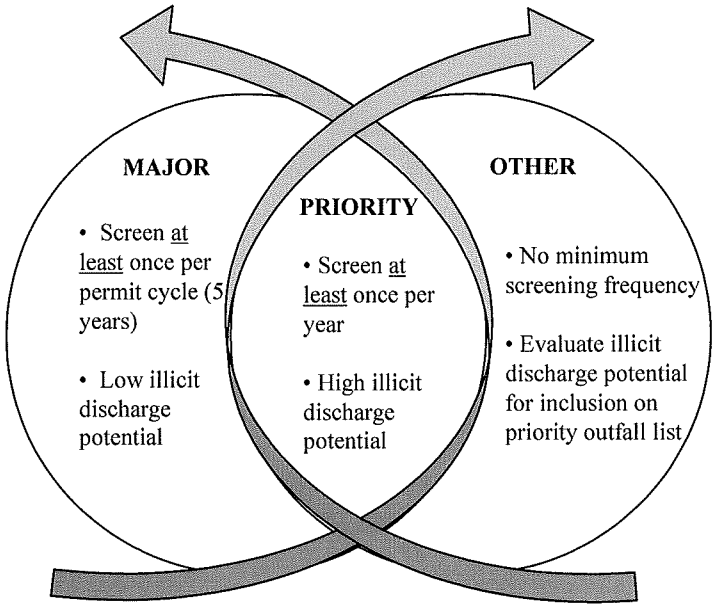
[1] "Major outfall" means a municipal separate storm sewer system outfall that meets one of the following criteria:
(a) A single pipe with an inside diameter of 36 inches or more, or from an equivalent conveyance which is associated with a drainage area of more than 50 acres.
(b) A single pipe with an inside diameter of 12 inches or more, or from an equivalent conveyance which receives storm water runoff from lands zoned for industrial activity with 2 or more acres of industrial activity.

- Business or industrial parks with frequent changes in property ownership or operations.
- Schools or other institutional facilities.
- Commercial or industrial operations that generate wastewater or wash water including food processing, metal plating or machining shops, auto and scrap recyclers, commercial car washes and chemical manufactures or users.

Frequency

The recommended approach to outfall field screening frequency is depicted in Figure 1. All priority outfalls should be screened at least once per year. In some cases, it may be appropriate to conduct more than one field screening per year at a particular priority outfall depending on initial screening results or illicit discharge potential. All other major outfalls not identified as priority outfalls should be screened at least once during each MS4 permit cycle (i.e., 5 years). The priority outfall list should be reviewed and modified if necessary during an annual program evaluation.

Figure 1 - Outfall Field Screening Frequency



Timing

Outfall field screening must be conducted during dry weather periods to minimize potential interference from non-illicit sources including runoff and groundwater. In general, field screening should not be conducted within 48 hours after a precipitation event that produces runoff. However, it may be necessary to wait longer than 48 hours after precipitation events depending on contributing drainage area characteristics, the presence of extended discharges from stormwater facilities or the size of the event. Field screening during periods of high groundwater, such as the early spring, should be avoided. However, spring or fall screening may be necessary if outfall access is significantly obstructed by vegetation.

Sensory Parameters

Obvious illicit discharges can potentially be identified by color, odor or other physical characteristics such as sheen or foam. However, proper interpretation of sensory observations can be complicated by the fact that some sources are naturally occurring (e.g., iron bacteria) or non-illicit (e.g., dye testing).

Chapter 11 of the Center for Watershed Protection's guidance manual for illicit discharge detection and elimination includes photos of common physical indicators for illicit and non-illicit sources. The entire manual can be downloaded from the USEPA website at http://www.epa.gov/npdes/pubs/idde_manualwithappendices.pdf

Indicator Parameters

Indicator parameter sampling is necessary to confirm sensory observations or distinguish illicit from non-illicit discharges. The following parameters are recommended for all observed discharges: **Ammonia, Detergents, pH and Total Chlorine**. Based on MS4 or outfall specific conditions, the following additional parameters should be considered:

- **Total Copper** in areas where industrial facilities that use or manufacture copper-based products are present.
- **Phenol** in areas where industrial facilities that utilize phenol in processes or products are present.
- **Potassium** when discharges of industrial wastewater or sanitary sewage are suspected.
- **Fluoride** when discharges with a drinking water supply component are suspected.
- **E. coli or Bacteriodes** when discharges of sanitary sewage are suspected.

The recommended parameters for all observed discharges are a deviation from the parameter lists identified in ch. NR 216, Wis. Adm Code and MS4 permits. Permitted MS4s should submit modified parameter list proposals to the Department for approval prior to implementation.

Test Methods

In order to provide relatively rapid results, indicator parameters should be analyzed using field test kits. However, field test kits should be used by staff with appropriate training and experience. Laboratory analysis is necessary for some parameters (e.g., E. coli, Bacteriodes) and recommended in cases where enforcement action may be necessary to eliminate illicit discharges or connections.

Action Levels

Recommended action levels for indicator parameters are found in Table 1. Sample results above these levels suggest the presence of an illicit discharge is likely. However, illicit discharges or connections should not be automatically ruled out in cases where parameters are detected below the recommended action levels. In some instances, illicit discharges can be masked by non-illicit sources depending on the time of the year, recent precipitation events, or other conditions, especially at outfalls with large

contributing drainage areas. With this in mind, the recommended action levels should be considered as starting points for decision making. Ultimately, identifying outliers to expected or past levels may be more important when determining if further investigation should be initiated. To determine when an outlier has been detected, each MS4 should maintain a database (or equivalent record) of indicator parameter test results for individual outfalls or groups of outfalls.

TABLE 1 – Indicator Parameters Action Levels

Parameter	Action Level	Illicit Sources	Non-Illicit Sources
Ammonia	0.1 mg/l	Sanitary sewage and industrial wastewater	Pets, wildlife and potentially WPDES permitted discharges
Detergents	0.5 mg/l	Industrial cleansers, commercial wash water and sanitary sewage	Residential car washing
pH	Less than 6 or greater than 9	Industrial wastewater and concrete truck wash-out	Groundwater and WPDES permitted discharges
Total Chlorine	Detection or positive test unless associated with a WPDES permitted discharge at background water supply levels	Industrial wastewater, swimming pools and sanitary sewage	WPDES permitted discharges
Total Copper	0.1 mg/l	Copper-based product use and manufacturing	WPDES permitted discharges
Phenol	Detection or positive test	Chemical, textile, paint, resin, tire, plastic, electronics and pharmaceutical manufacturing	None
Fluoride	Detection above background groundwater or water supply levels	Commercial and industrial wastewaters with a water supply component	Groundwater and WPDES permitted discharges
Potassium	10 mg/l	Sanitary sewage and industrial wastewater	Groundwater and WPDES permitted discharges
E. coli	10,000 MPN/100 mL	Sanitary sewage	Wildlife and pets
Human Bacteriodes	Detection or positive test	Sanitary sewage	None

Additional considerations for some of the indicator parameters are as follows:

- Field test methods for **detergents** are generally considered qualitative (i.e., positive or negative) tests. Some detergent test methods produce bubbles or a gel like substance that can be misinterpreted as a positive test for detergents. In addition, specific detergent test methods, such as the MBAS method, may not be capable of detecting all classes of detergents. Another potential

issue with detergent testing is distinguishing non-illicit discharges associated with residential car washing from illicit discharges.

- **Chlorine** residuals are typically short lived in the environment. Detection of chlorine at an outfall generally indicates a source that is relatively close to the outfall. However, chlorine detected at an outfall can be from an illicit or non-illicit source if chlorinated municipal drinking water supply is a component of the discharge (see "Non-Illicit Sources").

- Leaching of **copper** from plumbing systems can be a source of copper even in areas where copper-based product use or manufacturing does not occur.

- Municipal drinking water supply systems that add **fluoride** typically maintain levels between 1 and 1.5 mg/l.

- **E. coli** is a commonly used sanitary sewage indicator. However, dry weather flow outfall monitoring in Wisconsin and other states indicates that E. coli levels are highly variable and can be produced by naturally occurring, non-illicit sources in the environment such as raccoons in storm sewers. Elevated dry weather E. coli levels in conjunction with detection of other indicator parameters (e.g., detergents, total chlorine) may be more indicative of the presence of sanitary sewage.

- The ratio of human **Bacteriodes** to total Bacteriodes may be particularly useful in determining sanitary sewage sources. However, the availability of Bacteriodes testing may be limited.

Non-Illicit Sources

Indicator parameters can be detected from non-illicit sources such as groundwater inflows, non-contact cooling water discharges or other WPDES permitted discharges from commercial and industrial facilities:

- Groundwater: Flow rates associated with groundwater inflows can vary seasonally due to fluctuations in groundwater elevations. Groundwater inflows are typically highest in the early spring and lowest in the late summer. In some areas, groundwater inflows will also include natural levels of fluoride. Baseline conditions for outfalls with groundwater inflows can be established by documenting seasonal flow rates and/or fluoride levels over time. If baseline conditions have been established for an outfall, sampling for other indicator parameters can be avoided if flow rates and/or fluoride levels are consistent with the established baseline values.

- Permitted Facilities: In some areas, WPDES permitted industrial facilities are allowed to discharge wastewater to MS4s as long as discharge limits are met. These discharges can produce continuous or nearly continuous flows at outfalls. WPDES permitted discharges are considered non-illicit but can include one or more of the indicator parameters at detectable levels. In many cases, municipal drinking water supply is a component of WPDES permitted discharges and it may be difficult to distinguish non-illicit from illicit sources in these areas. However, establishing baseline flow rates and parameter levels for outfalls with WPDES permitted discharges is recommended. If necessary, the Department can assist in the identification and characterization of WPDES permitted discharge, including discharge limits.

The Department maintains a listing of current WPDES permit holders online:

- **WPDES Wastewater Permittees**
  http://dnr.wi.gov/org/water/wm/ww/permlists.htm
- **WPDES Industrial Storm Water Permittees**
  http://dnr.wi.gov/runoff/stormwater/industrial/

Submerged & Enclosed Outfalls

It may be difficult or impossible to conduct outfall field screening activities at outfalls that are fully or partially submerged by receiving waters or located within enclosed waterways. For these cases, field screening activities should be conducted at appropriate upstream manholes. On-site illicit connection inspections should be considered for any high risk facilities that can potentially discharge to the MS4 between the outfall and field screening manholes. Another option to consider is televising the storm sewer segments located between field screening manholes and the outfall.

Physically Interconnected Systems

One MS4 that discharges directly to a second MS4 is considered physically interconnected. The point of interconnection is considered an outfall from the upstream or discharging MS4. Although field screening activities should be conducted by the upstream MS4 at the point of interconnection, it may be appropriate for interconnected MS4s to coordinate and potentially consolidate field screening activities.

Pump Stations

For pumped storm water systems, field screening activities should be conducted at appropriate manholes located upstream from the pump station or intake. If the first upstream manhole from the pump station is submerged, the pump should be operated if possible to remove accumulated water from the storm sewer system prior to conducting field screening activities.

Swales Conveyance Systems

For swale conveyance systems, it may be appropriate to conduct a visual or "windshield" survey within the swale area in conjunction with or as an alternative to field screening at the outfall. Locations where piped systems discharge to swales should be targeted during windshield surveys.

Storm Water Practices

Wet detention basins and other storm water treatment practices can potentially mask the presence of illicit discharges from the storm sewer system. Field screening activities should be conducted at inlets to storm water treatment practices rather than from the outlet. However, the size and location of practices can be considered when determining if field screening at inlets is necessary.

Documentation and Program Evaluation

Written or electronic documentation of all outfall screening activities should be kept. At minimum, the documentation should identify the following items for each outfall:

- Outfall location & description
- Inspector name
- Date of inspection
- Date & amount of last rainfall
- Weather conditions
- Narrative description of all sensory observations and flow rate estimates
- Test results for all indictor parameter sampling
- Narrative description of potential or confirmed illicit discharge sources and actions taken to track and eliminate sources.
- Additional comments or observations

As suggested in the "Action Level" section, it is important to develop and maintain a field screening database (or equivalent) to track changes and establish trends over time. Each permitted MS4 should conduct an annual evaluation of the field screening data and priority outfall list. Program modifications should be made as needed based on the annual evaluation.

APPROVED:

Mary Anne Lowndes 3/19/2012

Section Chief **Date**

APPROVED:

Jon R Rardinetti 3/19/2012

Staff Attorney **Date**

DISCUSSED OR APPROVED:

PMT Approved on **3/15/2012**
Date

This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

5.0 CONSTRUCTION SITE POLLUTANT CONTROL

As discussed in **Section 3.4.1**, the Village is required to have a construction site ordinance. The Village's construction site ordinance can be found in Part II, Chapter 8, Article XVII, Site Eorsion Control. Erosion Control requirements are at least as stringent as the requirements listed in **Section 3.4.1** of the permit. The Village's Code of Ordinance can be accessed online at the location below:

https://library.municode.com/wi/mcfarland/codes/code_of_ordinances?nodeId=PTIICOOR_CH8BUBURE_ARTXVIISIERCO

According to **Section 3.4.2**, the Village should have written procedures for construction site plan review. At the Village, construction site plans are reviewed by the Village Public Works department and the Village Community Development and/or their designee for consistency with Village requirements and best management practices.

Members of the public can submit complaints by calling the McFarland Public Works Department's main number (608-838-7287) or by e-mailing Public Works at public.works@mcfarland.wi.us

According to **Section 3.4.3** the Village should have written procedures for administration of the construction site pollutant control program. At the Village, these procedures are managed through the erosion control permit application and administration process as outlined in Village ordinances and on the Village website. The responsibility for this administration initially falls on the Village Community Development department and is then shared with the Village Public Works and/or their designee depending on the size and scope of the project.

According to **Section 3.4.4(a)**, the Village should have written procedures for construction site inspection and enforcement and provide an identification of the municipal departments or staff responsible for construction site inspections and enforcement Overall, the Village department responsible for construction site inspections is the Village Public Works Department. The Village Public Works Department utilizes professional services to perform the inspections. In general, on projects that are improvements to public infrastructure, the Village Engineer performs and records the inspections. On projects that are improvements to private property, a professional construction site inspection service is used. Inspection records from all sites are retained within a singular database. If a verbal warning with follow-up inspection is sufficient to correct any deficiencies, then that action is handled by the respective construction

site inspectors. If an additional enforcement action needs to take place, the Village Public Works Department would collaborate with Village Administration to proceed with the action.

The Village's procedures meet the inspection frequency requirements listed in **Section 3.4.4.b** of the Permit. Those frequencies are as follows:

Table 3: Construction Site Inspection Frequency

Site	Inspection Frequency
(1) All sites one acre or more in size	• New projects shall be inspected within the first two weeks of commencement of land disturbing construction activity • All active sites shall be inspected at least once every 45 days • All inactive sites shall be inspected at least once every 60 days
(2) Follow up inspection	• Follow up inspections are required within 7 days of any sediment discharge or inadequate control measure, unless corrections were made and observed by the inspector during initial inspection or corrections were verified via photographs submitted to the inspector
(3) Final inspection	• Confirm that all graded areas have reached final stabilization and that all temporary control measures are removed, and permanent storm water management BMPs are installed as designed

The frequencies noted above are the minimum frequency of inspection. More typically, inspections are actually conducted weekly or within 24 hours of every 0.5 inch of rainfall. If deficiencies are observed during an inspection, then the inspector directs the contractor to make the required corrections. As described above, if the corrections are not observed or photos submitted, then a follow-up inspection if conducted within 7 days. Follow-up inspections are recorded and records of those inspections are maintained in the same database.

According to **Section 3.4.4.c**, compliance with the inspection requirements shall be determined by proper documentation and maintenance of records. The Village utilizes WDNR form 3400-187 to document construction site inspections. For reference, a sample of this inspection form is attached to the end of this section. During an inspection of a site, the inspector would utilitize this form to document the inspection. If an inspection identifies any locations where actions are required, a follow-up inspection is completed. Follow-up inspections also use this same form and the inspector will refer to the previous inspection to confirm that the required actions have been completed. While a construction site is active, the inspection records are maintained by the Village agent responsible for conducting the inspections. At the end of each year or at the end of a site's active use, these records are transferred to a singular electronic file for retention by the Village Public Works Department.

Citations, verbal warnings, and stop work orders may be used to obtain erosion control compliance, in accordance with **Section 3.4.4.d** of the MS4 Permit.

Save... Print... Clear Data

State of WisconsinDepartment of Natural Resources (DNR)PO Box 7921, Madison WI 53707-7921dnr.wi.gov

CONSTRUCTION SITE INSPECTION REPORT

Form 3400-187 (R 11/16)

Notice: This form was developed in accordance with s. NR 216.48 Wis. Adm. Code for WPDES permittees' convenience; however, use of this specific form is voluntary. Multiple copies of this form may be made to compile the inspection report. Inspections of the construction site and implemented erosion and sediment control best management practices (BMPs) must be performed weekly and within 24 hours after a rainfall event 0.5 inches or greater.

Construction Site Name and Location (Project, Municipality, and County):	**Site/Facility ID No. (FIN):**
Onsite Contact/Contractor:	**Onsite Phone/Cell:**

Note: Inspection reports, along with erosion control and storm water management plans, are required to be maintained on site in accordance with s. NR 216.48 (4) and made available upon request. PLEASE PRINT LEGIBLY.

Date of inspection:	**Time of inspection:** **Start:** _____ ◯ **am** ◯ **pm** **End:** _____ ◯ **am** ◯ **pm**	**Type of inspection:** ◯ **Weekly** ◯ **Precipitation Event** ◯ **Other (specify)**
Weather/Site Conditions: **Temp.** _____ **Antecedent Soil Moisture** ◯ **Dry** ◯ **Variable** ◯ **Wet** ◯ **Frozen or snow covered** ◯ **Frozen (Thaw predicted in next week)** ◯ **Melting Snow/slush** **Last Rainfall Depth:** _____ **inches** **Last Rainfall Date:** _____		**Describe current phase of construction:** Scheduled Final Stabilization Date for Universal Soil Loss Equation (USLE) [1] : **Project on Schedule[2]?** ◯ **Yes** ◯ **No**
Name(s) of individual(s) performing inspection:		**Inspector Phone/Cell:**

I certify that the information contained on this form is an accurate assessment of site conditions at the time of inspection:

Inspector Signature _____ **Date:** _____

Inspection Questions:	Yes	No (Identify Actions Required):	Location/Comments:	Actions Completed by Date & Initials
1. Is the erosion control plan accessible to operators?	☐	☐ Provide onsite copy		
2. Is the permit certificate posted where visible?	☐	☐ Post certificate		
3. Is the current phase of construction on sequence with the site-specific erosion and sediment control plan, including installation/stabilization of ponds and ditches?	☐	☐ Add sediment control ☐ Install missing ditch/pipe/pond ☐ Stabilize bare soil		
4. Are all erosion and sediment control BMPs shown on plan properly installed and in functional condition?	☐	☐ Repair ☐ Modify ☐ Install/Replace		
5. Is inlet protection properly installed and functioning in all inlets likely to receive runoff from the site?	☐	☐ Clean ☐ Replace ☐ Install		

[1] The Universal Soil Loss Equation (USLE) model and the Construction Site Soil Loss and Sediment Discharge Guidance are available at: http://dnr.wi.gov/topic/stormwater/standards/const_standards.html

[2] If the project is not on schedule then the soil loss summary for the project should be reviewed and schedule, plan or practices modified accordingly.

CONSTRUCTION SITE INSPECTION REPORT

Form 3400-187 (R 11/16)

Inspection Questions:	Yes	No (Identify Actions Required):	Location/Comments:	Actions Completed by Date & Initials
6. Is the air free of fugitive dust resulting from construction activity and bare soil exposure?	☐	☐ Apply water ☐ Apply dust control product		
7. Is the public right of way curb line free of tracked soil and accumulation?	☐	☐ Install tracking pad ☐ Widen/lengthen pad ☐ Amend stone/Add geotextile ☐ Install wheel washing station ☐ Close entrance/exit ☐ Limit traffic across disturbed areas ☐ Sweep road and curb line		
8. Are wetlands, lakes, streams, ditches, or storm sewers downstream of the site free of sedimentation and turbid water leaving the site?[3]	☐	☐ Repair/Replace erosion control ☐ Add sediment controls ☐ Modify operations ☐ Contact DNR to verify extent of cleanup required		
9. Is dewatering and/or vehicle and equipment washing being done in a manner that prevents erosion and sediment discharge?	☐	☐ Install treatment train ☐ Install energy dissipation ☐ Modify discharge location ☐ Modify intake to reduce sediment		
10. Are soil stockpiles existing for more than 7 days covered and stabilized?	☐	☐ Seed ☐ Install mat/mulch/polymer ☐ Cover with tarp/plastic sheeting		
11. Are downstream channels and other downhill areas protected from scour and erosion?	☐	☐ Install energy dissipation at outfall ☐ Install ditch checks ☐ Install slope interruption ☐ Install onsite detention		
12. Are good housekeeping practices or treatment controls in place to prevent the discharge of chemicals, cement, trash, and other materials into wetlands, waterways, storm sewers, ditches, or drainage-ways?[4]	☐	☐ Properly dispose of trash ☐ Provide concrete washout station ☐ Contact DNR to verify extent of cleanup required		
13. Is the plan reflective of current site operations and does it address all erosion and sediment control issues identified during the inspection?	☐	☐ Revise sequence ☐ Revise sediment control BMP ☐ Revise erosion control BMP ☐ Revise post-construction storm water BMP		
14. Are all areas where construction has temporarily ceased (and will not resume for more than 2 weeks) temporarily stabilized?	☐	☐ Cover with tarp/plastic sheeting ☐ Install mat/mulch/polymer		
15. Are all areas at final grade permanently vegetated or stabilized with other treatments?	☐	☐ Install stone base ☐ Install mat/mulch/polymer		

3 If sediment discharge enters a wetland or waterbody, the permittee should consult with DNR staff to determine if sediment cleanup and/or additional control measures are required.

4 The permittee shall notify the DNR immediately via the spills hotline at (800)943-0003 of any release or spill of a hazardous substance to the environment in accordance with s. 292.11, Wis. Stats., and ch. NR 706, Wis. Adm. Code.

Inspection Questions:	Yes	No (Identify Actions Required):	Location/Comments:	Actions Completed by Date & Initials
16. Have temporary sediment controls been removed in areas of the site that meet the permit definition of 'final stabilization'?	☐	☐ Water to establish vegetation ☐ Repair or reseed areas ☐ Remove temporary practices		

3 If sediment discharge enters a wetland or waterbody, the permittee should consult with DNR staff to determine if sediment cleanup and/or additional control measures are required.

[4] The permittee shall notify the DNR immediately via the spills hotline at (800)943-0003 of any release or spill of a hazardous substance to the environment in accordance with s. 292.11, Wis. Stats., and ch. NR 706, Wis. Adm. Code.

6.0 POST-CONSTRUCTION STORM WATER MANAGEMENT

According to **Section 3.5.1**, the Village is required to have an ordinance or other regulatory mechanisms to regulate post-construction storm water discharges from new and redevelopment. The Village's storm water management ordinance can be found in in Part II, Chapter 8, Article XVII, Storm water Management. Storm water management requirements are at least as stringent as the requirements listed in **Section 3.5.1**. The Village's Code of Ordinance can be accessed online at the location below:

https://library.municode.com/wi/mcfarland/codes/code_of_ordinances?nodeId=PTIICOOR_CH8BUBURE_ARTXVIIISTMA

According to **Section 3.5.2**, the Village is required to have written procedures for the administration of the post-construction storm water management program, including a process for obtaining local approval and responding to complaints. The Village manages the administration of this program through the Village's Community Development department in conjunction with the Village Public Works Department and/or their designee. Local approval for new development is obtained by verifying the construction post-construction controls meet the approved requirements, with the verification by the Community Development department, Public Works department, and/or their designee. The response to complaints is handled by the Village Public Works Department.

According to **Section 3.5.3**, the Village is required to have written procedures for post-construction site plan review. At the Village, these plans are reviewed as part of the Erosion Control and Storm water Management permitting process. This is described more fully in Section 5.0 of this plan and the plan review is handled by the Village Public Works Department, Community Development Department, and/or their designee.

According to **Section 3.5.4**, the Village is required to have written procedures to, at a minimum, track and enforce the long-term maintenance of storm water management facilities implemented to meet applicable post-construction performance standards. The ability of the Village to enforce the long-term maintenance and inspection requirements is codified in the Village's Code of Ordinances within the section linked to above. Additionally, these facilities all have maintenance agreements giving the Village authority to maintain them if the owner fails to do so.

According to **Section 3.5.4.a**, the Village is required to have a mechanism for tracking regulated sites. These facilities are shown on the Village storm water map and listed in the table below:

Basin Location	BMP Name	Basin Area	BMP Type	Year Constructed	O&M Plan?	Record Drawing?
A1	84 Lumber Pond 2	13	Wet Pond	2004	UNK	Yes
B1	Voges Road Pond	7.1	Wet Pond		UNK	
C1	84 Lumber Pond 1	4.5	Biofiltration	2012	UNK	Yes
F1	Storage Shop USA	3.45	Biofiltration			
M1	Kwik Trip	1.6	Biofiltration			
M1	Bisbee Dale St Pond	2.1	Wet Pond			
N1	Burma Condos	2.3	Biofiltration			
W2	Lot 17 Fieldstone	7.8	Wet Pond			
X4	Countrywood Dry Pond	43.5	Grass Swale			

According to **Section 3.5.4.b,** the Village is required to inspect these facilities no less than once per permit term. The Village shall inspect all of these facilities a minimum of once per permit term.

According to **Section 3.5.4.c,** the Village is required to have procedures for documentation of these inspections. A sample inspection form and a screenshot from the GIS-based inspection form is included at the end of this section for reference. Inspections are typically documented electronically and recorded using an application on the Village's GIS. The GIS application allows for the storage of photos with each inspection and provides quick confirmation of compliance with required inspection frequency. Inspection documentation shall be maintained by the Village Public Works Department within the Village's GIS database.

According to **Section 3.5.4.d**, the Village is required to have procedures for follow up enforcement with timeframes for corrective maintenance. If issues are noted during an inspection, then the owner of the facility is promptly notified of the issues and any necessary maintenance. A formal notification of the issues noted is given to the owner by email or letter. The maximum timeframe given for corrective action is 6 months from date of notification. If

deemed reasonable by Village staff, then the timeframe given may be shortened. A follow-up inspection is conducted after the owner notifies the Village that actions have been taken. Documentation of follow-up enforcement is maintained electronically within the Village Public Works Department files.

7.0 POLLUTION PREVENTION

According to **Section 3.6.1**, the Village must update and maintain an inventory of municipally-owned or operated stormwater best management practices, such as wet ponds, bioretention devices, infiltration bains, etc. An inventory of Village-owned stormwater facilities can be found on the villages storm water map and is detailed in this table:

Basin Location	BMP Name	Basin Area (acres)	BMP Type	Year Constructed	O&M Plan?	Record Drawing?
D2	Commerce Park Pond 3	6.2	Wet Pond	1991	Annual Inspection	Yes
D1	Commerce Park Pond 4	13.8	Wet Pond	1991	Annual Inspection	Yes
A2	High Track	13.5	Wet Pond	2013	Annual Inspection	Yes
W2	Highland Oaks	52.6	Wet Pond		Annual Inspection	
Q2	Meredith Heights	6.9	Wet Pond	1999	Annual Inspection	
X5	Parkview Estates 2	13.2	Wet Pond	2001	Annual Inspection	Yes
X3	Parkview Estates 1	53.1	Wet Pond	2001	Annual Inspection	Yes
U1, U2	Red Oak Addition	122	Wet Pond	1999	Annual Inspection	Yes
M1, N1, R1	Sediment Lagoon	194	Wet Pond		Annual Inspection	
M2	Woodland Commons Pond 1a	4.9	Wet Pond		Annual Inspection	
M2	Woodland Commons Pond 1b	8.7	Wet Pond		Annual Inspection	
F2	Commerce Park Pond 1	5	Wet Pond	1991	Annual Inspection	Yes
S2	Marsh/Siggelkow Pond	44	Wet Pond	1993	Annual Inspection	
E1	Commerce Park Pond 2	13	Wet Pond	1991	Annual Inspection	Yes
L1	Valley Drive Pond	146	Wet Pond	2012	Annual Inspection	Yes
W1	Osborn/Leanne Pond	167	Wet Pond	2011	Annual Inspection	Yes

According to **Section 3.6.2**, the Village shall develop and implement a maintenance plan with inspection procedures and a schedule for the BMPs listed in the table above. The Village practice is to inspect all listed facilities a minimum of once annually and perform

maintenance of the device following inspection if necessary. Records of these inspections are maintained by the Village Public Works Department.

According to **Section 3.6.3**, municipally-owned facilities (such as municipal storage yards) should have a Stormwater Pollution Prevention Plan (SWPPP). A hard copy of the SWPPP for the Public Works Maintenance Yard can be obtained at the Public Works office or requested by either calling or e-mailing the McFarland Public Works Department's main number (608-838-7287) or by e-mailing Public Works at public.works@mcfarland.wi.us

Section 3.6.5.a of the MS4 Permit contains requirements for street sweeping documentation. The Village utilizes monthly street sweeping in its current storm water model. This documentation is submitted annually with the MS4 annual report and additional documentation is maintained by the Village Public Works Department.

Pavement sweeping is an effective stormwater management practice. The Village performs street sweeping along forty-four (44) miles of Village streets at least one (1) time per month in the summer months. Additional street sweeping is performed as time, weather and personnel staffing issues allow.

The Village uses a high-efficiency vacuum sweeper which consists of a Tymco 600 Regenerative Air System on a 2014 International Chassis. Street sweeping for the Village is completed by the Public Works Department. All street sweeping debris is collected and disposed of at the Village of McFarland Public Works Center. It is later hauled to a vendor for disposal.

The Village of McFarland Public Works Department records all street sweeping activities. Village personnel currently utilize paper logs and some GIS to track sweeping activities. Additionally, the estimated or actual amount of debris collected during sweeping activities, will be reported on the MS4 Annual Report. A sample log is included at the end of this section for reference.

Section 3.6.5.b of the MS4 permit contains requirements for catch basin cleaning documentation. The Village utilizes annual catch basin cleaning in its current storm water model. A The Village does maintain a documentation record of the number of catch basins cleaned and an estimate of the weight in tons of material collected annually.

The Village of McFarland plans to cleans all catch basins annually, or once per year. The Village maintains numerous catch basins, as reflected on the stormwater map. All debris is

collected and disposed of at the Village of McFarland Public Works Center. It is later hauled to a vendor for disposal.

The Village of McFarland Public Works Department records all catch basin sump cleaning activities. Village personnel currently utilize paper logs and some GIS to track this work. Additionally, the estimated or actual amount of debris collected during sweeping activities, will be reported on the MS4 Annual Report. A sample log is included at the end of this section for reference.

According to **Section 3.6.5.c**, material collected from street sweeping and sump cleaning should be disposed of or beneficially reused in accordance with applicable solid waste and hazardous waste statuses and administrative codes. Non-storm water discharges associated with dewatering and drying material are not authorized by the permit.

According to **Section 3.6.5.d(1)**,the Village should maintain a description of the leaf collection program, including type of pick-up methodology and equipment used. Brush and yardwaste collection is contracted out in five-year increments. Currently (2020-2024), brush and yardwaste is collected by Barnes. Residents are required to bring yard waste to the compost site for disposal. Brush should meet size requirements and be stacked neatly in the bunker for dsisposal terrace. Brush and yardwaste collection instructions can be found at the website below:

https://www.mcfarland.wi.us/294/Yard-Waste-Brush

The compost/brush site is operates from approximately April 1st of year until approximately mid-November and is open from 7:00a.m. to 7:00p.m., 7 days per week.

Brush and yard waste are picked up and is assumed that the material is processed into compost. It is not possible to estimate the weight in tons of material collected annually, as there is currently no scale available at the site.

According to **Section 3.6.5.d(3)**, the Village shall maintain documentation of the municipally-operated leaf disposal location. The Village's leaf disposal location is located at the Village of McFarland's Public Works Department (5115 Terminal Drive).

According to **Section 3.6.6**, no more salt or deicers may be applied than necessary to maintain public safety. Documentation on deicing activities shall be maintained including the following:

Contact Information for the department with overall responsibility for winter roadway maintenance.	Village of McFarland Public Works Dept. public.works@mcfarland.wi.us (608) 838-7287
A description of the types of deicing products used.	Salt, brine
Amount of deicing product used per month or per storm event.	Available in the Street Supervisor's files.
A description of type of equipment used.	
An estimate of the number of lane-miles treated with deicing products, as well as an estimate of the total area of municipally-owned parking lots treated.	
A description of snow disposal locations.	Not applicable.
A description of anti-icing, pre-wetting and bringing, equipment calibration, pavement temperature monitoring, and/or salt reduction strategies implemented or being considered.	

In **Section 3.6.7**, fertilizer and/or pesticide application on municipally-controlled properties may be implemented in accordance with site-specific requirements.

According to **Section 3.6.8**, consideration of environmentally sensitive land development designs for municipal projects, including green infrastructure and low impact development, shall be designed, installed, and maintained to comply with a water quality requirement under the MS4 Permit.

According to **Section 3.6.9**, the Village hold one annual training event for appropriate municipal staff and other personnel involved in implementing each of the elements of the pollution prevention program under this section (Pollution Prevention). Documentation shall be maintained including the date, number of people attending the training, the names of each person and a summary of their responsibilities, and the content of the training. This documentation will be maintained at the public works department.

As outlined in **Section 3.7** of the MS4 Permit, the Village should implement and maintain structural and non-structural BMPs to achieve a reduction of 20% or more of total suspended solids (TSS) carried from existing development to waters of the state.

According to **Section 3.8**, the Village is required to maintain a map of the MS4. This information is available at public works. Information is provided to the Village of Madison annually, so they can maintain a common storm sewer system map for the entire group permit area in accordance with **Section 3.8.2**. This information should be updated annually and provided to the Village of Madison by January 31 each year.

Street Sweeping Log

Section 3.6.5.a of our MS4 Reporting

Date (mm/dd/yyyy) _____

Operator(s) _____

Mileage Start _____

Mileage End _____

Total Mileage _____

Loads of material collected today _____

Amount of water used today _____

Areas covered for todays sweeping _____

_____

_____

_____

_____

Any issues concerns? Y/N If yes, describe _____

_____

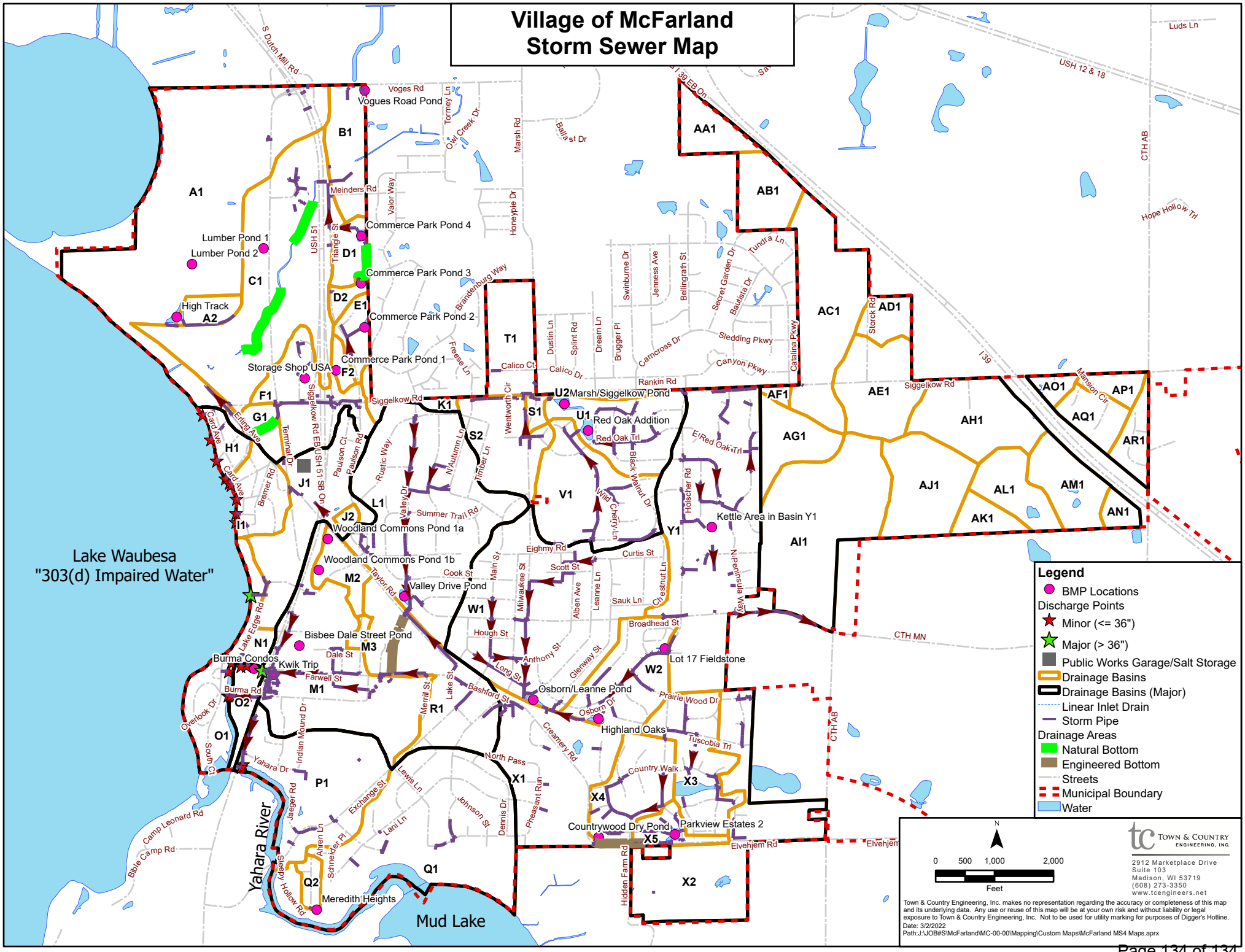
_____

_____

_____

Catch Basin Sump Cleaning Log

Section 3.6.5.b of our MS4 Reporting

Date		
Operator(s)		
Number of basins cleaned today		
Machine Used to clean basins	**street sweeper**	**valve turner**
Amount of material collected today	**Est. YD³**	**Est. Pounds**
Amount of water used today		**Gallons**
Locations todays work		

Village of McFarland Storm Sewer Map