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

Tuesday, February 28, 2023 **7:00 PM** **McFarland Municipal Center**
Community Room

AGENDA

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

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:
https://us02web.zoom.us/j/84005381295

Or by Telephone: +1 (312) 626-6799
Webinar ID: 840 0538 1295
Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER.

2. ROLL CALL.

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.
   a. Resilience Expert Tasha Scuch will present to the McFarland Community on Wednesday March 1, 2023 at 6 p.m. addressing mental health.

   b. Results from the February 21, 2023 Spring Primary.

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

      1) Motion to approve the minutes of the February 14, 2023 Village Board meeting.

      2) Motion to approve checks in the amount of $4,128,655.39.

      3) Motion to approve an event permit for Meg Chin, with Dan Chin Homes, for the Easter Egg Hunt to be held in William McFarland Park on Saturday April 8th beginning at 11 a.m. with a 9 a.m. set up time.

      4) Motion to approve installation of new shade structures at the bocce courts.

      5) Motion to adopt Ordinance 2023-02, an ordinance amending Sec. 20-25 regulations concerning noxious weeds and lawn height to allow participation in No Mow May activities as recommended by the Sustainability & Natural Resource Committee.

      6) Motion to approve the purchase of a pickup truck for the Public Works Department.

5. PUBLIC APPEARANCES.
   a. This is an opportunity for members of the public to address the Village Board for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom

online meeting platform. Meeting attendees wishing to address the Board about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Board should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Board for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to village.clerk@mcfarland.wi.us to be included as part of the meeting.

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

6. BUSINESS.
   a. Discussion and action on Resolution 2023-02: A resolution of commendation for Wendy Motl.

   b. Presentation of Resolution 2023-02: A resolution of commendation for Wendy Motl.

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

   d. Discussion and action regarding the plan for borrowing in order to fund the 2023 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Public Finance Professionals.

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

      1) Discussion and recommendation on amendments to the Personnel Policy Manual and Compensation and Benefits Manual as it pertains to vacation and paid holidays, which would include:

         Amendment and consolidation of chapter 18, "Vacation Policy for Non-Represented Positions," of the Personnel Policy Manual, and chapter 8, "Vacation Policy for Department Head Positions," and chapter 9, "Vacation Policy for Non-Represented Positions other than Department Heads," of the Compensation and Benefits Manual.

         Amendment and consolidation of chapter 17, "Holidays," of the Personnel Policy Manual, and chapter 7, "Holidays," of the Compensation and Benefits Manual.

   f. Discussion and action on updates to the Village Board Handbook.

   g. Discussion and action to reschedule the Tuesday, April 11, 2023 regular Village Board and Committee of the Whole meetings for Monday, April 10, 2023 at their respective times to be determined in observance of Passover.

7. CLOSED SESSION.
   a. Discussion and action on entering into Closed Session in accordance with the following:

      1) Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or

exercises responsibility, specifically to consider 2022 performance evaluation data and applicable compensation for the Village Administrator position.

8. RECONVENE INTO OPEN SESSION.
   a. Discussion and action regarding the 2022 performance evaluation data and applicable compensation for the Village Administrator position.

9. SCHEDULE NEXT MEETING DATE.
   a. March 14, 2023 - Committee of the Whole - 5:30 p.m.
   b. March 14, 2023 - Village Board - 7:00 p.m.
   c. March 28, 2023 - Committee of the Whole - 5:30 p.m.
   d. March 28, 2023 - Village Board - 7:00 p.m.

10. 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.

The McFarland
Community Presents

TASHA SCHUH

TASHA SCHUH IS AN INSPIRATIONAL SPEAKER WHO EQUIPS YOUTH AND EDUCATORS TO BE RESILIENT FOR THEIR MENTAL AND EMOTIONAL HEALTH.

THE FOUR COMPONENTS OF HER SPEECH, **PATH** (PURPOSE, ATTITUDE, TEAM, AND HOPE), HELPED TASHA BE RESILIENT AFTER A LIFE-CHANGING THEATER ACCIDENT AT AGE 16, WHICH LEFT HER PARALYZED FROM THE CHEST DOWN. SHE NOW LIVES A VIBRANT, FULFILLING LIFE, SHARING HER MESSAGE OF PATH ACROSS THE NATION.

TASHA'S MESSAGE WILL EMPOWER OUR MCFARLAND STUDENTS, STAFF, AND COMMUNITY WITH TANGIBLE TOOLS TO IMPROVE THEIR MENTAL AND EMOTIONAL HEALTH AND OVERCOME LIFE'S CHALLENGES. WE ARE LOOKING FORWARD TO WELCOMING TASHA TO OUR SCHOOL AND COMMUNITY.

WEDNESDAY
01 MARCH 2023

6:00 PM - 7:15 PM

WAUBESA INTERMEDIATE SCHOOL
MULTIPURPOSE ROOM

THANK YOU TO OUR SPONSORS!

MSD McFARLAND SCHOOL DISTRICT

VILLAGE OF McFarland
Diversity, Equity & Inclusion Committee

GREEN BAY PACKERS FOUNDATION

FOR IMMEDIATE RELEASE

February 16, 2023

Contact:
Kelly Thompson
thompsk@mcfsd.org
608-838-4500 ex. 4117

Resilience Expert Tasha Schuh Will Present to McFarland Community on Wednesday, March 1, 2023, at 6 p.m., Addressing Mental Health

McFarland, WI – Tasha Schuh is an inspirational speaker who equips youth and educators to be resilient for their mental and emotional health. The four components of her speech, PATH (Purpose, Attitude, Team, and Hope), helped Tasha be resilient after a life-changing theater accident at age 16, which left her paralyzed from the chest down. She now lives a vibrant, fulfilling life, sharing her message of PATH across the nation.

Tasha's message will empower our McFarland students, staff, and community with tangible tools to improve their mental and emotional health and overcome life's challenges. We are looking forward to welcoming Tasha to our school and community.

"We're really excited to be a co-sponsor of this guest speaker event," says Stephanie Miller, Village of McFarland Director of Communications and Technology department and staff lead for the Diversity, Equity, and Inclusion (DEI) Committee. "One of our missions as a committee is to pair up with organizations in the community to bring education and awareness. When the school district presented us with this idea, we couldn't wait to be involved. Tasha's presentation is much anticipated by the DEI Committee."

Tasha will present at the Waubesa Intermedia School (5605 Red Oak Trail, McFarland, WI) Multipurpose Room beginning at 6 p.m. on Wednesday, March 1, 2023. Members of the media are welcome to attend Tasha's presentation.

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About Tasha Schuh

Tasha and her husband/manager, Doug, speak to audiences across the country, focusing on youth and educators, sharing her message of PATH and resilience. She is also the author of two books “My Last Step Backward” and “My Next Move Forward.” Tasha has received many awards, including The National Rehabilitation Champion Award and The Hometown Hero Award.

Beyond her inspirational message, Tasha is passionate about helping youth build a foundation for resilience in their lives. Tasha and a team of mental health and education professionals created The Power of PATH: Building Resilience for Mental Health and Suicide Awareness Curriculum™. This teacher-led program is designed for grades 6-12.

Tasha has spoken to over 70,000 students since the 2017/2018 school year. She makes an impact and inspires real progress with students' mental health awareness, along with skills-based coping.

Learn more: https://www.tashaschuh.com/

www.mcfarland.wi.us | 5915 Milwaukee St, McFarland, WI 53558 | 608.838.3153

Spring Primary – February 21, 2023

Final Results

TOTAL BALLOTS CAST	2308
% of Registered voters who cast a ballot	36.30%
Total Number of Absentee Ballots	708
Total Number In Person	1600
WI Supreme Court	
Janet C. Protasiewicz	1553
Daniel Kelly	278
Everett D. Mitchell	206
Jennifer Dorow	247
Write – In	0

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: Tuesday, February 28, 2023

SECTION: Consent Agenda

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

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, February 14, 2023 - 7:00 PM

1. **CALL TO ORDER.**
   Village President Clow called the regular meeting of the McFarland Village Board to order at 7:04 pm in the Community Room of the McFarland Municipal Center.
2. **ROLL CALL.**
   Village Board members present: Village Trustee Hilary Brandt, Village Trustee Stephanie Brassington, Village President Carolyn Clow, Village Trustee Mike Flaherty, Village Trustee TJ Jerke, Village Trustee Carrie Nelson

   Village Board members not present: Village Trustee Edward Wreh

   Staff Present: Administrator Matt Schuenke, Deputy Administrator/Clerk Cassandra Suettinger, Police Chief Aaron Chapin, Public Works Director Lee Igl, Outreach Director Lori Andersen, and Fire/EMS Director Chris Dennis.
3. **PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.**
   Deputy Administrator/Clerk Suettinger provided an update on the February 21, 2023 Primary.

   Public Works Director Lee Igl announced a public hearing on the long term conservancy plan upcoming.
4. **CONSENT AGENDA.**

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

   1) *Motion to approve the minutes of the January 24, 2023 meeting.*

   2) *Motion to approve checks in the amount of $2,235,799.96.*

   3) *Motion to approve an event permit for the McFarland Lions Club Foundation, Inc, for the 2023 food cart frenzy event to be held on May 17, June 21, July 19, August 16 and September 20th, with the rain dates identified on the application dated January 18, 2023, in Arnold Larson Park.*

   4) *Motion to approve the appointment of Joseph Swoboda to the Board of Review for a term expiring April 30, 2025.*

   5) *Motion to approve Resolution 2023-01: a resolution approving municipal court hours.*

   6) *Motion to approve the design for McDaniel Park site improvements and authorize the project for bid as recommended by the Parks/Recreation Committee and Sustainability/Natural Resources Committee.*

7) *Motion to approve updating Chapter 9 of the Fiscal Policy Manual regarding a Revenue Collection & Write-Off Policy as recommended by the Finance Committee.*

8) *Motion to approve acceptance of the the Water System Needs Assessment as recommended by the Public Works and Utilities Committee.*
Trustee Flaherty requested removal of item 6 from the consent agenda.

Motion by Village President Carolyn Clow, second by Village Trustee TJ Jerke, to approve the consent agenda as presented from items 1-5 and 7-8. Motion carries 6 - 0 - 0 by acclamation.

5. PUBLIC APPEARANCES.

a. *This is an opportunity for members of the public to address the Village Board for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Board about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Board should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Board for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to village.clerk@mcfarland.wi.us to be included as part of the meeting.*

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

6. BUSINESS.
The Board discussed consent agenda item 4. 6) motion to approve the design for the McDaniel Park site improvements and authorize the project for bid as recommended by the Parks & Recreation Committee and Sustainability/Natural Resources Committee.

Motion by President Clow, second by Trustee Flaherty to approve the design for the McDaniel park site improvements and authorize the project for bid as recommended by the Parks & Recreation Committee and Sustainability & Natural Resources Committee. Motion carries 6 - 0 - 0 b acclamation.

a. *Public Safety Committee (Trustees Wreh & Brassington)*

1) *Discussion and action on the operator's license for Mariah Crossman for the period ending June 30, 2023.*
Trustee Brandt provided an overview of the recommendation from the Public Safety Committee to conditionally grant an operator's license to Mariah Crossman for the period ending June 30, 2023 noting she had provided substantial evidence of rehabilitation.

Motion by President Clow, second by Trustee Brandt, to approve an operator's license for Mariah Crossman for the period ending June 30, 2023 with the condition that staff

run quarterly background checks on Mariah Crossman and that any offenses contained within the Operator's License Approval Policy, Section 4: Criteria for Denial that occur be grounds for staff to commence the revocation process.

Motion by President Clow, second by Trustee Brandt, to approve an operator's license for Mariah Crossman for the period ending June 30, 2023 with the condition that staff run quarterly background checks on Mariah Crossman and that any offenses contained within the Operator's License Approval Policy, Section 4: Criteria for Denial that occur be grounds for staff to commence the revocation process and that staff be allowed to issue an operator's license for the period ending June 30, 2024 with the same conditions and not require a hearing. Motion to amend the motion carries 6 - 0 - 0 by acclamation. Amended motion carries 6 - 0 - 0 by acclamation.

b. *Update on progress on the construction of the Public Safety Center.*
Jordan Schulz provided an overview on progress on the construction of the Public Safety Center.

c. *Discussion and action regarding proposed Change Order #11 for the Public Safety Center project regarding gate operator, trench change changes, carpeting, electrical, and other miscellaneous adjustments.*
Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve Change Order #11 for the Public Safety Center project regarding gate operator, trench change changes, carpeting, electrical, and other miscellaneous adjustments. Motion carries 6 - 0 - 0 by acclamation.

d. *Parks and Recreation Committee (Trustees Jerke & Nelson)*

1) *Discussion and action regarding the award of contract for the reconstruction of the skate park within William McFarland Park, including the alternate bid for the shade structures at the Bocce Courts.*
Village Administrator Schuenke reported two bids were received for the project and both were over budget. Additionally, Administrator Schuenke presented an overview of the proposal to cut some expenses related with the project and authorize additional funds for the project.

Motion by Trustee TJ Jerke, second by Trustee Carrie Nelson, to award a contract to Parisi Construction of Verona in an amount of $526,195 for the reconstruction of the skate park within McFarland Park including base bid and rejecting the contract alternate with additional expenses for engineering/construction administration, security, Village project responsibilities, and contingency for a total project cost in an amount of $645,000. Motion carries 6 - 0 - 0 by acclamation.

e. *Personnel Committee (Trustees Nelson, Jerke, & Wreh)*

1) *Discussion and action regarding the job description and classification to create the Full-Time and Part-Time Custodian positions within the Public Works Department.*
Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to approve the job description and classification to create the Full-Time and Part-Time

Custodian positions within the Public Works Department. Motion carries 6 - 0 - 0 by acclamation.

2) *Discussion on creation of a Vehicle Use policy within the Personnel Policy Manual*
HR Generalist Andrea Anderson provided an overview of the creation of a Vehicle Use policy. She noted the proposed policy is an expansion of the current policy on the usage of Village Vehicles. The Board discussed and did not propose any changes. The policy will come forward for approval with the updated manual.

3) *Discussion on amendment of Chapter 12, Employee Conduct and Disciplinary Action, of the Personnel Policy Manual.*
Deputy Administrator/Clerk Suettinger provided an overview of amendment of Chapter 12 regarding employee conduct and disciplinary action of the Personnel Policy Manual. The Board discussed and did not propose any changes. The policy will come forward for approval with the updated manual.

4) *Discussion on amendment of Chapter 13, Grievance Policy and Procedure, of the Personnel Policy Manual.*
Deputy Administrator/Clerk Suettinger provided an overview of amendment of Chapter 13 regarding the Village's Grievance Policy within the Personnel Policy Manual. The Board discussed and did not propose any changes. The policy will come forward for approval with the updated manual.

f. Presentation and discussion of updates to the Village Board Handbook.
President Clow presented and overview the proposed updates to the Village Board Handbook. She noted if Village Board members have additional changes they should submit them to staff and that final passage of the handbook will be put on the next agenda for action.

g. Discussion on performance of board, commission, and committee meetings following 2022 restructuring.
Village Administrator Schuenke provided feedback from staff regarding the 2022 restructuring of Boards, Committees, and Commissions. Overall, feedback was felt to show the process was positive for staff and has made work processes more efficient.

7. SCHEDULE NEXT MEETING DATE.

a. February 28, 2023 - Committee of the Whole - 5:30 p.m.

b. February 28, 2023 - Village Board - 7:00 p.m.

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

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

8. ADJOURNMENT.
Motion by Village Trustee Stephanie Brassington, second by Village Trustee TJ Jerke, to adjourn at 8:40 p.m.

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

Respectfully submitted,
Cassandra Suettinger
Deputy Village Administrator/Clerk

Report Criteria:
Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
10	ARAMARK	6140125231	MAT RENTAL	1	02/10/2023	52.33	.00	52.33	02/23/2023
		6140129083	MAT RENTAL	1	02/17/2023	52.33	.00	52.33	02/23/2023
Total 10:						104.66	.00	104.66	
30	ALLIANT ENERGY/WP&L	020923	MUNICIPAL CENTER	1	02/09/2023	4,749.37	.00	4,749.37	02/17/2023
		020923	LIBRARY	2	02/09/2023	3,515.86	.00	3,515.86	02/17/2023
		020923	WELL #4	3	02/09/2023	1,753.37	.00	1,753.37	02/17/2023
		020923	SOCCER BUILDING	4	02/09/2023	363.42	.00	363.42	02/17/2023
		020923	5307 HOUGH ST	5	02/09/2023	16.70	.00	16.70	02/17/2023
		020923	5802 MAIN ST (HOUSE/J	6	02/09/2023	437.50	.00	437.50	02/17/2023
		021523	PUBLIC WORKS	1	02/15/2023	2,562.34	.00	2,562.34	02/23/2023
		021523	2860 HIDDEN FARM FLO	2	02/15/2023	30.20	.00	30.20	02/23/2023
		3248187314-	4901 TERMINAL DR - FIN	1	02/17/2023	76.50	.00	76.50	02/23/2023
		6922801707-	PSC ELECTRICITY	1	02/17/2023	9,991.62	.00	9,991.62	02/23/2023
Total 30:						23,496.88	.00	23,496.88	
68	BADGER WELDING SUPP	3753996	BADGER WELDING - OXY	1	02/14/2023	25.00	.00	25.00	02/23/2023
Total 68:						25.00	.00	25.00	
104	BOBCAT OF MADISON IN	01-109302	TOOLCAT MAINTENANCE	1	02/20/2023	48.37	.00	48.37	02/23/2023
		01-109302	TOOLCAT MAINTENANCE	2	02/20/2023	48.37	.00	48.37	02/23/2023
		01-109302	TOOLCAT MAINTENANCE	3	02/20/2023	48.37	.00	48.37	02/23/2023
		01-109302	TOOLCAT MAINTENANCE	4	02/20/2023	177.36	.00	177.36	02/23/2023
Total 104:						322.47	.00	322.47	
225	DANE CO HIGHWAY	29786	BRIDGE INSPECTIONS	1	01/31/2023	994.00	.00	994.00	02/23/2023
Total 225:						994.00	.00	994.00	
228	DANE CO CITIES & VILLA	100622	DCCVA DUES	1	10/06/2022	3,415.00	.00	3,415.00	02/23/2023
Total 228:						3,415.00	.00	3,415.00	
247	DANE CO TREASURER	021423	FEBRUARY TAX SETTLE	1	02/14/2023	682,333.57	.00	682,333.57	02/15/2023
		021423-LCP	LOTTERY CREDIT PENAL	1	02/14/2023	977.85	.00	977.85	02/15/2023
Total 247:						683,311.42	.00	683,311.42	
267	DEMCO INC	7258540	LIBRARY SUPPLIES	1	02/14/2023	279.00	.00	279.00	02/23/2023
Total 267:						279.00	.00	279.00	
303	DWD-UI	0000122273	UI FM	1	01/31/2023	7.09	.00	7.09	02/23/2023
		0000122273	UI PW	2	01/31/2023	305.14	.00	305.14	02/23/2023
		0000122273	UI PK	3	01/31/2023	53.22	.00	53.22	02/23/2023
		0000122273	UI - T3	4	01/31/2023	3.55	.00	3.55	02/23/2023
		0000122273	UI - T4	5	01/31/2023	3.55	.00	3.55	02/23/2023
		0000122273	UI - T5	6	01/31/2023	3.55	.00	3.55	02/23/2023
		0000122273	UI - SEW	7	01/31/2023	99.35	.00	99.35	02/23/2023
		0000122273	UI - WAT	8	01/31/2023	141.92	.00	141.92	02/23/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		0000122273	UI - STORM	9	01/31/2023	78.06	.00	78.06	02/23/2023
		0000122273	UI - SW	10	01/31/2023	14.19	.00	14.19	02/23/2023
Total 303:						709.62	.00	709.62	
345	JFTCO, INC	RIMR000217	BACKHOE RENTAL	1	02/12/2023	450.98	.00	450.98	02/23/2023
		RIMR000217	BACKHOE RENTAL	2	02/12/2023	450.98	.00	450.98	02/23/2023
		RIMR000217	BACKHOE RENTAL	3	02/12/2023	450.98	.00	450.98	02/23/2023
		RIMR000217	BACKHOE RENTAL	4	02/12/2023	1,653.56	.00	1,653.56	02/23/2023
Total 345:						3,006.50	.00	3,006.50	
353	FERGUSON ENTERPRIS	7076750	LIBRARY BATHROOM RE	1	02/06/2023	669.00	.00	669.00	02/23/2023
Total 353:						669.00	.00	669.00	
372	FOX VALLEY TECH COLL	051622-7003	ZIETSMA - SCHOOL RES	1	05/16/2022	235.00	.00	.00	Multiple
		051622-7003	ZIETSMA - SCHOOL RES	2	05/16/2022	235.00-			
Total 372:						.00	.00	.00	
408	GRAINGER INC	9607453058	BATTERIES	1	02/13/2023	21.29	.00	21.29	02/23/2023
Total 408:						21.29	.00	21.29	
439	HJ PERTZBORN	83476	YOUTH CENTER CROSS	1	02/10/2023	35.00	.00	35.00	02/23/2023
		83477	SOCCER SHELTER CRO	1	02/10/2023	35.00	.00	35.00	02/23/2023
		83478	LIBRARY CROSS CONNE	1	02/10/2023	170.00	.00	170.00	02/23/2023
		83886	PW CROSS CONNECTIO	1	02/22/2023	111.45	.00	111.45	02/23/2023
		83886	PW CROSS CONNECTIO	2	02/22/2023	30.39	.00	30.39	02/23/2023
		83886	PW CROSS CONNECTIO	3	02/22/2023	30.39	.00	30.39	02/23/2023
		83886	PW CROSS CONNECTIO	4	02/22/2023	30.40	.00	30.40	02/23/2023
		83887	MCDANIEL PARK CROSS	1	02/22/2023	143.22	.00	143.22	02/23/2023
		83888	BRANDT PARK CROSS C	1	02/22/2023	164.29	.00	164.29	02/23/2023
		83889	MC CROSS CONNECTIO	1	02/22/2023	479.40	.00	479.40	02/23/2023
		83889	MC CROSS CONNECTIO	2	02/22/2023	130.75	.00	130.75	02/23/2023
		83889	MC CROSS CONNECTIO	3	02/22/2023	130.75	.00	130.75	02/23/2023
		83889	MC CROSS CONNECTIO	4	02/22/2023	130.74	.00	130.74	02/23/2023
		83957	PW FACILITY MAINTENA	1	02/22/2023	149.70	.00	149.70	02/23/2023
		83957	PW FACILITY MAINTENA	2	02/22/2023	40.83	.00	40.83	02/23/2023
		83957	PW FACILITY MAINTENA	3	02/22/2023	40.83	.00	40.83	02/23/2023
		83957	PW FACILITY MAINTENA	4	02/22/2023	40.83	.00	40.83	02/23/2023
Total 439:						1,893.97	.00	1,893.97	
476	JEFFERSON FIRE & SAF	IN149309	FIRE HOSE	1	02/15/2023	1,212.00	.00	1,212.00	02/23/2023
		IN149313	FIRE HOSE	1	02/15/2023	770.29	.00	770.29	02/23/2023
		IN149416	SCBA COMPRESSOR AN	1	02/07/2023	657.25	.00	657.25	02/23/2023
Total 476:						2,639.54	.00	2,639.54	
492	KAYSER AUTOMOTIVE G	172650P	M7 SQUAD REPAIR	1	02/10/2023	25.84	.00	25.84	02/23/2023
		172963P	VEHICLE MAINT TRUCK 1	1	02/16/2023	1,929.84	.00	1,929.84	02/23/2023
		172963P	VEHICLE MAINT TRUCK 1	2	02/16/2023	526.32	.00	526.32	02/23/2023
		172963P	VEHICLE MAINT TRUCK 1	3	02/16/2023	526.32	.00	526.32	02/23/2023
		172963P	VEHICLE MAINT TRUCK 1	4	02/16/2023	526.32	.00	526.32	02/23/2023
		173247P	TRUCK 12 MAINTENANC	1	02/22/2023	26.71	.00	26.71	02/23/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		173247P	TRUCK 12 MAINTENANC	2	02/22/2023	7.29	.00	7.29	02/23/2023
		173247P	TRUCK 12 MAINTENANC	3	02/22/2023	7.29	.00	7.29	02/23/2023
		173247P	TRUCK 12 MAINTENANC	4	02/22/2023	7.29	.00	7.29	02/23/2023
		732164	VEHICLE MAINT	1	02/14/2023	338.74	.00	338.74	02/23/2023
Total 492:						3,921.96	.00	3,921.96	
569	MADISON AREA TECHNI	021423	FEB TAX SETTLEMENT	1	02/14/2023	180,857.33	.00	180,857.33	02/15/2023
Total 569:						180,857.33	.00	180,857.33	
613	MCFARLAND SCHOOL DI	021423	FEB TAX SETTLEMENT	1	02/14/2023	2,133,627.	.00	2,133,627.	02/15/2023
Total 613:						2,133,627.	.00	2,133,627.	
634	MENARDS - MONONA	44071	VEHICLE MAINTENANCE	1	02/07/2023	37.83	.00	37.83	02/23/2023
		44071	VEHICLE MAINTENANCE	2	02/07/2023	10.32	.00	10.32	02/23/2023
		44071	VEHICLE MAINTENANCE	3	02/07/2023	10.32	.00	10.32	02/23/2023
		44071	VEHICLE MAINTENANCE	4	02/07/2023	10.31	.00	10.31	02/23/2023
Total 634:						68.78	.00	68.78	
660	MILLER, JOHN	JM012023	UNIFORM ALLOW - MILLE	1	01/20/2023	103.69	.00	103.69	02/23/2023
Total 660:						103.69	.00	103.69	
664	MILWAUKEE JOURNAL S	MJ0927754-	NEWSPAPER SUBSCRIP	1	02/14/2023	865.80	.00	865.80	02/23/2023
Total 664:						865.80	.00	865.80	
747	PIONEER RIM & WHEEL	03CQ6813	VEHICLE #27 MAINTENA	1	02/08/2023	69.22	.00	69.22	02/23/2023
		03CQ6813	VEHICLE #27 MAINTENA	2	02/08/2023	18.88	.00	18.88	02/23/2023
		03CQ6813	VEHICLE #27 MAINTENA	3	02/08/2023	18.88	.00	18.88	02/23/2023
		03CQ6813	VEHICLE #27 MAINTENA	4	02/08/2023	18.87	.00	18.87	02/23/2023
		03CQ6937	PW SHOP	1	02/08/2023	8.91	.00	8.91	02/23/2023
		03CQ6937	PW SHOP	2	02/08/2023	2.43	.00	2.43	02/23/2023
		03CQ6937	PW SHOP	3	02/08/2023	2.43	.00	2.43	02/23/2023
		03CQ6937	PW SHOP	4	02/08/2023	2.43	.00	2.43	02/23/2023
Total 747:						142.05	.00	142.05	
756	POMP'S TIRE SERVICE I	80282725	M3 MAINTENANCE	1	02/22/2023	110.32	.00	110.32	02/23/2023
Total 756:						110.32	.00	110.32	
764	PREMIER PAINT & WALLP	72255	PW OFFICE PAINT	1	02/20/2023	22.86	.00	22.86	02/23/2023
		72255	PW OFFICE PAINT	2	02/20/2023	6.24	.00	6.24	02/23/2023
		72255	PW OFFICE PAINT	3	02/20/2023	6.24	.00	6.24	02/23/2023
		72255	PW OFFICE PAINT	4	02/20/2023	6.24	.00	6.24	02/23/2023
Total 764:						41.58	.00	41.58	
765	LEGAL SHIELD	108629-0215	LEGAL SHIELD	1	02/15/2023	176.45	.00	176.45	02/23/2023
Total 765:						176.45	.00	176.45	
911	STREICHER'S	I1616064	UNIFORM ALLOWANCE-	1	02/08/2023	187.95	.00	187.95	02/23/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 911:						187.95	.00	187.95	
958	TOWN & COUNTRY ENGI	24918	PSC ENGINEERING MC1	1	02/09/2023	272.50	.00	272.50	02/23/2023
		24919	2022 STREET/UTIL IMP	1	02/09/2023	1,351.25	.00	1,351.25	02/23/2023
		24920	2022 PUBLIC FACILITIES	1	02/09/2023	303.75	.00	303.75	02/23/2023
		24921	EXCHANGE ST FINAL EN	1	02/09/2023	1,406.25	.00	1,406.25	02/23/2023
		24922	MC197 PAULSON RD STR	1	02/09/2023	18,715.40	.00	18,715.40	02/23/2023
		24923	MC 198 LIFT STATION #2	1	02/09/2023	7,508.10	.00	7,508.10	02/23/2023
		24924	MC202 SIGGELKOW ROA	1	02/09/2023	687.50	.00	687.50	02/23/2023
		24925	2023 WATER MAIN IMPR	1	02/09/2023	5,660.00	.00	5,660.00	02/23/2023
		24926	MC204 MCDANIEL PARK	1	02/09/2023	1,609.35	.00	1,609.35	02/23/2023
		24927	MC205 BURMA ROAD TO	1	02/09/2023	1,174.30	.00	1,174.30	02/23/2023
		24928	2023 STORMWATER SUP	1	02/09/2023	436.25	.00	436.25	02/23/2023
Total 958:						39,124.65	.00	39,124.65	
995	USABLUEBOOK	253106	LOCATE FLAGS	1	01/31/2023	957.85	.00	957.85	02/23/2023
		253106	LOCATE FLAGS	2	01/31/2023	957.85	.00	957.85	02/23/2023
Total 995:						1,915.70	.00	1,915.70	
1015	VILLAGE OF MCFARLAN	021623-FINA	4901 TERMINAL DR - FIN	1	02/16/2023	50.85	.00	50.85	02/23/2023
Total 1015:						50.85	.00	50.85	
1245	PROFESSIONAL PEST C	607637	PW PEST CONTROL	1	02/13/2023	6.00	.00	6.00	02/23/2023
		607637	PW PEST CONTROL	2	02/13/2023	6.00	.00	6.00	02/23/2023
		607637	PW PEST CONTROL	3	02/13/2023	6.00	.00	6.00	02/23/2023
		607637	PW PEST CONTROL	4	02/13/2023	22.00	.00	22.00	02/23/2023
		607638	MC PEST CONTROL	1	02/13/2023	47.00	.00	47.00	02/23/2023
Total 1245:						87.00	.00	87.00	
1252	ASSOCIATED BANK	021323	TID #5 DEBT SERVICE PA	1	02/13/2023	50,000.00	.00	50,000.00	02/23/2023
		021323	TID #5 DEBT SERVICE PA	2	02/13/2023	13,065.00	.00	13,065.00	02/23/2023
Total 1252:						63,065.00	.00	63,065.00	
1256	BOUND TREE MEDICAL,	70332237	EMS - SUPPLIES	1	02/15/2023	35.00-	.00	35.00-	02/23/2023
		84848525	EMS - SUPPLIES	1	02/03/2023	19.96	.00	19.96	02/23/2023
		84848526	EMS - SUPPLIES	1	02/03/2023	93.79	.00	93.79	02/23/2023
		84852207	EMS - SUPPLIES	1	02/07/2023	176.77	.00	176.77	02/23/2023
		84853904	EMS - SUPPLIES	1	02/08/2023	7.70	.00	7.70	02/23/2023
		84853905	EMS - SUPPLIES	1	02/08/2023	102.69	.00	102.69	02/23/2023
		84858712	EMS - SUPPLIES	1	02/13/2023	213.99	.00	213.99	02/23/2023
		84858713	EMS - SUPPLIES	1	02/13/2023	15.64	.00	15.64	02/23/2023
Total 1256:						595.54	.00	595.54	
1397	ALL COMFORT SERVICE	75956535	MC HVAC REPAIRS	1	02/09/2023	175.00	.00	175.00	02/23/2023
Total 1397:						175.00	.00	175.00	
1462	TASC	IN2632251	FSA ADMIN FEE	1	01/15/2023	175.12	.00	175.12	02/23/2023

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Total 1462:						175.12	.00	175.12	
1694	HEARTLAND LITHO	66427	ENVELOPES FOR PUBLI	1	02/03/2023	233.80	.00	233.80	02/23/2023
		66427	ENVELOPES FOR PUBLI	2	02/03/2023	233.80	.00	233.80	02/23/2023
		66427	ENVELOPES FOR PUBLI	3	02/03/2023	233.80	.00	233.80	02/23/2023
		66427	ENVELOPES FOR PUBLI	4	02/03/2023	233.80	.00	233.80	02/23/2023
		66427	ENVELOPES FOR PUBLI	5	02/03/2023	233.80	.00	233.80	02/23/2023
		66430	UTILITY BILLS	1	02/03/2023	80.00	.00	80.00	02/23/2023
		66430	UTILITY BILLS	2	02/03/2023	80.00	.00	80.00	02/23/2023
		66430	UTILITY BILLS	3	02/03/2023	80.01	.00	80.01	02/23/2023
Total 1694:						1,409.01	.00	1,409.01	
1709	VON BRIESEN & ROPER	417965	PERSONNEL ISSUES	1	02/20/2023	2,242.50	.00	2,242.50	02/23/2023
Total 1709:						2,242.50	.00	2,242.50	
1720	THE EMBLEM AUTHORIT	41547	PATCHES	1	02/15/2023	479.50	.00	479.50	02/23/2023
Total 1720:						479.50	.00	479.50	
1896	NAPA AUTO PARTS	875911	EQUIPMENT MAINTENAN	1	02/06/2023	46.60	.00	46.60	02/23/2023
		877348	EQUIPMENT MAINTENAN	1	02/16/2023	5.38	.00	5.38	02/23/2023
		877964	VEHICLE MAINTENANCE	1	02/21/2023	5.79	.00	5.79	02/23/2023
		877964	VEHICLE MAINTENANCE	2	02/21/2023	5.79	.00	5.79	02/23/2023
		877964	VEHICLE MAINTENANCE	3	02/21/2023	5.79	.00	5.79	02/23/2023
		877964	VEHICLE MAINTENANCE	4	02/21/2023	21.20	.00	21.20	02/23/2023
Total 1896:						90.55	.00	90.55	
1917	ULINE SHIPPING SUPPLY	159703647	LEAD & COPPER SAMPLI	1	02/07/2023	30.30	.00	30.30	02/23/2023
Total 1917:						30.30	.00	30.30	
1955	FILE 13 E-WASTE SOLUTI	47399	ELECTRONIC DISPOSAL	1	02/13/2023	26.50	.00	26.50	02/23/2023
Total 1955:						26.50	.00	26.50	
1989	CORPORATE BUSINESS	33313988	COPIER LEASE	1	01/26/2023	221.98	.00	221.98	02/17/2023
		33397859	ADMIN COPIERS	1	02/06/2023	190.00	.00	190.00	02/17/2023
Total 1989:						411.98	.00	411.98	
2003	GERICK, PATRICK	022123	ELECTION WORKER	1	02/21/2023	44.00	.00	44.00	02/23/2023
Total 2003:						44.00	.00	44.00	
2058	MICROMARKETING LLC	912929	AUDIO BOOKS	1	02/01/2023	48.50	.00	48.50	02/23/2023
		913440	AUDIO BOOKS	1	02/09/2023	40.00	.00	40.00	02/23/2023
Total 2058:						88.50	.00	88.50	
2082	NASSCO INC	6261666	CLEANING SUPPLIES	1	02/15/2023	118.87	.00	118.87	02/23/2023
		6264083	CLEANING SUPPLIES	1	02/23/2023	65.41	.00	65.41	02/23/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 2082:						184.28	.00	184.28	
2107	LANDLORD SERVICES LL	32928	CREDIT CHECKS	1	02/06/2023	36.00	.00	36.00	02/23/2023
Total 2107:						36.00	.00	36.00	
2121	LAKESIDE INTERNATION	8263538P	VEHICLE MAINTENANCE	1	02/14/2023	2.52	.00	2.52	02/23/2023
		8263538P	VEHICLE MAINTENANCE	2	02/14/2023	2.52	.00	2.52	02/23/2023
		8263538P	VEHICLE MAINTENANCE	3	02/14/2023	2.52	.00	2.52	02/23/2023
		8263538P	VEHICLE MAINTENANCE	4	02/14/2023	9.24	.00	9.24	02/23/2023
Total 2121:						16.80	.00	16.80	
2145	NEWTON TAINTER, DEBB	022123	ELECTION INSPECTOR	1	02/21/2023	46.00	.00	46.00	02/23/2023
Total 2145:						46.00	.00	46.00	
2245	CGC, INC	64517	PUBLIC SAFETY CENTER	1	02/10/2023	1,462.20	.00	1,462.20	02/23/2023
Total 2245:						1,462.20	.00	1,462.20	
2278	BURKE TRUCK & EQUIP	31194	TRUCK 1 PLOW REPAIR	1	02/16/2023	2,207.42	.00	2,207.42	02/23/2023
		31194	TRUCK 1 PLOW REPAIR	2	02/16/2023	602.03	.00	602.03	02/23/2023
		31194	TRUCK 1 PLOW REPAIR	3	02/16/2023	602.03	.00	602.03	02/23/2023
		31194	TRUCK 1 PLOW REPAIR	4	02/16/2023	602.02	.00	602.02	02/23/2023
		31206	TRUCK 29 PLOW REPAIR	1	02/17/2023	209.64	.00	209.64	02/23/2023
		31206	TRUCK 29 PLOW REPAIR	2	02/17/2023	209.64	.00	209.64	02/23/2023
		31206	TRUCK 29 PLOW REPAIR	3	02/17/2023	209.64	.00	209.64	02/23/2023
		31206	TRUCK 29 PLOW REPAIR	4	02/17/2023	768.65	.00	768.65	02/23/2023
Total 2278:						5,411.07	.00	5,411.07	
2307	MACARRA, MONICA	022123	ELECTION INSPECTOR	1	02/21/2023	46.00	.00	46.00	02/23/2023
Total 2307:						46.00	.00	46.00	
2312	LANCASTER, TANYA	022123	ELECTION	1	02/21/2023	44.00	.00	44.00	02/23/2023
Total 2312:						44.00	.00	44.00	
16241	WI DEPT OF JUSTICE	L1373T-0131	HIRING BACKGROUND C	1	01/31/2023	7.00	.00	7.00	02/23/2023
		L1373T-0131	BACKGROUND CHECKS	2	01/31/2023	28.00	.00	28.00	02/23/2023
Total 16241:						35.00	.00	35.00	
16247	CITY TREASURER	00071006-02	STORMWATER CHARGE	1	02/07/2023	28.48	.00	28.48	02/17/2023
Total 16247:						28.48	.00	28.48	
16257	CORPORATE BUSINESS	335239	COPIER LEASE	1	02/14/2023	56.14	.00	56.14	02/23/2023
		335437	PW COLOR COPY OVER	1	02/17/2023	12.23	.00	12.23	02/23/2023
		335437	PW COLOR COPY OVER	2	02/17/2023	12.23	.00	12.23	02/23/2023
		335437	PW COLOR COPY OVER	3	02/17/2023	12.23	.00	12.23	02/23/2023
		335437	PW COLOR COPY OVER	4	02/17/2023	44.85	.00	44.85	02/23/2023

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Total 16257:						137.68	.00	137.68	
16421	HALEY, MARY	022123	ELECTION WORKER	1	02/21/2023	34.00	.00	34.00	02/23/2023
Total 16421:						34.00	.00	34.00	
16622	WROBLEWSKI, KELLY	022123	ELECTION INSPECTOR	1	02/21/2023	34.00	.00	34.00	02/23/2023
Total 16622:						34.00	.00	34.00	
16640	TOP PACK DEFENSE LLC	9775	UNIFORM INITIAL ISSUE -	1	01/11/2023	30.40	.00	30.40	02/23/2023
		9778	UNIFORM ALLOWANCE I	1	01/13/2023	99.00	.00	99.00	02/23/2023
		9939	UNIFORM ALLOWANCE C	1	01/25/2023	93.99	.00	93.99	02/23/2023
		9950	CLOTHING ALLOWANCE	1	01/27/2023	359.96	.00	359.96	02/23/2023
		9954	UNIFORM ALLOWANCE S	1	01/27/2023	74.97	.00	74.97	02/23/2023
		9967	UNIFORM ALLOWANCE J	1	01/28/2023	164.99	.00	164.99	02/23/2023
		9968	UNIFORM ALLOWANCE I	1	01/28/2023	104.99	.00	104.99	02/23/2023
Total 16640:						928.30	.00	928.30	
16712	LIFE-ASSIST, INC	1290959	EMS MEDICAL SUPPLIES	1	02/03/2023	110.00	.00	110.00	02/23/2023
Total 16712:						110.00	.00	110.00	
16747	WISCONSIN PRINTING	22454	NEWSLETTER - JAN (DC	1	01/03/2023	767.25	.00	767.25	02/23/2023
		22454	NEWSLETTER POSTAGE	2	01/03/2023	109.01	.00	109.01	02/23/2023
Total 16747:						876.26	.00	876.26	
16782	MADISON EMERGENCY	INV1329	MEDICAL DIRECTION FE	1	02/14/2023	700.00	.00	700.00	02/23/2023
Total 16782:						700.00	.00	700.00	
16890	PIRTEK MADISON	MA-T000080	VEHICLE MAINTENANCE	1	02/13/2023	210.49	.00	210.49	02/23/2023
		MA-T000080	VEHICLE MAINTENANCE	2	02/13/2023	57.41	.00	57.41	02/23/2023
		MA-T000080	VEHICLE MAINTENANCE	3	02/13/2023	57.41	.00	57.41	02/23/2023
		MA-T000080	VEHICLE MAINTENANCE	4	02/13/2023	57.41	.00	57.41	02/23/2023
Total 16890:						382.72	.00	382.72	
16928	COLBY, JEAN	022123	ELECTION WORKER	1	02/21/2023	34.00	.00	34.00	02/23/2023
Total 16928:						34.00	.00	34.00	
16931	DIETZEL, SUSAN	022123	ELECTION WORKER	1	02/21/2023	42.00	.00	42.00	02/23/2023
Total 16931:						42.00	.00	42.00	
16937	ESO SOLUTIONS INC.	ESO-103499	ESO	1	02/10/2023	2,363.42	.00	2,363.42	02/23/2023
Total 16937:						2,363.42	.00	2,363.42	
16967	JOURNAL COMMUNICATI	114351	MADISON REGION ECON	1	02/17/2023	2,720.00	.00	2,720.00	02/23/2023
Total 16967:						2,720.00	.00	2,720.00	

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16974	KYSER, ELLIE	022123	CHIEF INSPECTOR	1	02/21/2023	70.00	.00	70.00	02/23/2023
Total 16974:						70.00	.00	70.00	
17084	AMAZON CAPITAL SERVI	147K-L9QY-	PARKS SUPPLIES	1	02/12/2023	66.99	.00	66.99	02/23/2023
		17RH-TKXV-	PARKS SUPPLIES	1	02/20/2023	26.94	.00	26.94	02/23/2023
		1DD3-QNQ1-	PARKS SUPPLIES	1	02/20/2023	177.99	.00	177.99	02/23/2023
		1GRN-QPKR	OPERATING SUPPLIES	1	02/12/2023	28.99	.00	28.99	02/23/2023
		1K91-GCQY-	PARKS SUPPLIES	1	02/12/2023	28.59	.00	28.59	02/23/2023
		1KWF-RMM	OFFICE SUPPLIES AND T	1	02/14/2023	164.77	.00	164.77	02/23/2023
		1N4W-DTK1-	DVDS & CDS	1	02/19/2023	68.75	.00	68.75	02/23/2023
		1RCD-Q63D-	DVDS & CDS	1	02/12/2023	17.96	.00	17.96	02/23/2023
		1TH3-DWN9-	PW SHOP TOOL	1	02/15/2023	97.77	.00	97.77	02/23/2023
		1TH3-DWN9-	PW SHOP TOOL	2	02/15/2023	26.67	.00	26.67	02/23/2023
		1TH3-DWN9-	PW SHOP TOOL	3	02/15/2023	26.67	.00	26.67	02/23/2023
		1TH3-DWN9-	PW SHOP TOOL	4	02/15/2023	26.67	.00	26.67	02/23/2023
		1W6W-W4C	PROGRAM SUPPLIES	1	02/12/2023	166.58	.00	166.58	02/23/2023
Total 17084:						925.34	.00	925.34	
17092	GENERAL ENGINEERING	48	BUILDING INSPECTION S	1	02/09/2023	7,817.10	.00	7,817.10	02/23/2023
Total 17092:						7,817.10	.00	7,817.10	
17216	ADVANTAGE POLICE SU	22-0448	SUPER SOCK	1	02/17/2023	237.10	.00	237.10	02/23/2023
Total 17216:						237.10	.00	237.10	
17228	HEALTHYMINDS, LLC	HM000608	ANNUAL WELLNESS CHE	1	02/09/2023	630.00	.00	630.00	02/23/2023
Total 17228:						630.00	.00	630.00	
17232	APG OF SOUTHERN WIS	24777-0123	EMPLOYMENT AD - PW	1	01/31/2023	434.56	.00	434.56	02/23/2023
		24777-0123	EMPLOYMENT AD - T3	2	01/31/2023	4.22	.00	4.22	02/23/2023
		24777-0123	EMPLOYMENT AD - T4	3	01/31/2023	4.21	.00	4.21	02/23/2023
		24777-0123	EMPLOYMENT AD - T5	4	01/31/2023	4.22	.00	4.22	02/23/2023
		24777-0123	EMPLOYMENT AD - SEW	5	01/31/2023	118.13	.00	118.13	02/23/2023
		24777-0123	EMPLOYMENT AD - H20	6	01/31/2023	168.76	.00	168.76	02/23/2023
		24777-0123	EMPLOYMENT AD - STM	7	01/31/2023	92.82	.00	92.82	02/23/2023
		24777-0123	EMPLOYMENT AD - SW	8	01/31/2023	16.88	.00	16.88	02/23/2023
Total 17232:						843.80	.00	843.80	
17234	WOLTER POWER SYSTE	532325706	GENERATOR MAINTENA	1	01/03/2023	74.58	.00	74.58	Multiple
		532325706	GENERATOR MAINTENA	2	01/03/2023	20.34	.00	20.34	Multiple
		532325706	GENERATOR MAINTENA	3	01/03/2023	20.34	.00	20.34	Multiple
		532325706	GENERATOR MAINTENA	4	01/03/2023	20.34	.00	20.34	Multiple
Total 17234:						135.60	.00	135.60	
17329	HEATON-AMRHEIN, JENN	022123	CHIEF INSPECTOR	1	02/21/2023	75.00	.00	75.00	02/23/2023
Total 17329:						75.00	.00	75.00	
17332	WILCKE, JULIE	022123	ELECTION INSPECTOR	1	02/21/2023	42.00	.00	42.00	02/23/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17332:						42.00	.00	42.00	
17382	LAKE WAUBESA CONSE	021423	MEMBERSHIP DUES	1	02/14/2023	100.00	.00	100.00	02/23/2023
Total 17382:						100.00	.00	100.00	
17433	CHOI, CRISTINA	022123	ELECTION INSPECTOR	1	02/21/2023	44.00	.00	44.00	02/23/2023
Total 17433:						44.00	.00	44.00	
17484	FEARING'S AUDIO-VIDEO	64380	PSC HEARING LOOP DO	1	02/10/2023	7,350.90	.00	7,350.90	02/17/2023
Total 17484:						7,350.90	.00	7,350.90	
17569	MCFARLAND ACE HARD	007800/1	SQUAD M4 MAINTENANC	1	02/06/2023	6.67	.00	6.67	02/23/2023
		007838/1	DORM ROOM LAMPS	1	02/09/2023	9.99	.00	9.99	02/23/2023
		007877/1	LIBRARY REPAIRS	1	02/14/2023	4.17	.00	4.17	02/23/2023
		007879/1	SPRAY PAINT	1	02/14/2023	24.27	.00	24.27	02/23/2023
		007883/1	SIGNS	1	02/14/2023	20.53	.00	20.53	02/23/2023
		007889/1	4901 TERMINAL DR SUP	1	02/15/2023	17.58	.00	17.58	02/23/2023
		007891/1	PARKS SUPPLIES	1	02/15/2023	17.09	.00	17.09	02/23/2023
		007894/1	EQUIPMENT MAINTENAN	1	02/15/2023	15.98	.00	15.98	02/23/2023
		007895/1	PW SHOP SUPPLIES	1	02/15/2023	2.22	.00	2.22	02/23/2023
		007895/1	PW SHOP SUPPLIES	2	02/15/2023	.60	.00	.60	02/23/2023
		007895/1	PW SHOP SUPPLIES	3	02/15/2023	.60	.00	.60	02/23/2023
		007895/1	PW SHOP SUPPLIES	4	02/15/2023	.60	.00	.60	02/23/2023
		007907/1	EQUIPMENT MAINTENAN	1	02/17/2023	10.78	.00	10.78	02/23/2023
		007910/1	PW SHOP SUPPLIES	1	02/17/2023	12.70	.00	12.70	02/23/2023
		007910/1	PW SHOP SUPPLIES	2	02/17/2023	3.46	.00	3.46	02/23/2023
		007910/1	PW SHOP SUPPLIES	3	02/17/2023	3.46	.00	3.46	02/23/2023
		007910/1	PW SHOP SUPPLIES	4	02/17/2023	3.46	.00	3.46	02/23/2023
		007921/1	VEHICLE MAINTENANCE	1	02/20/2023	.80	.00	.80	02/23/2023
		007921/1	VEHICLE MAINTENANCE	2	02/20/2023	.80	.00	.80	02/23/2023
		007921/1	VEHICLE MAINTENANCE	3	02/20/2023	.80	.00	.80	02/23/2023
		007921/1	VEHICLE MAINTENANCE	4	02/20/2023	2.94	.00	2.94	02/23/2023
		007929/1	PW SHOP SUPPLIES/CLI	1	02/21/2023	68.12	.00	68.12	02/23/2023
		007929/1	PW SHOP SUPPLIES/CLI	2	02/21/2023	18.57	.00	18.57	02/23/2023
		007929/1	PW SHOP SUPPLIES/CLI	3	02/21/2023	18.57	.00	18.57	02/23/2023
		007929/1	PW SHOP SUPPLIES/CLI	4	02/21/2023	18.57	.00	18.57	02/23/2023
		007930/1	PW SHOP SUPPLIES	1	02/21/2023	61.28	.00	61.28	02/23/2023
		007930/1	PW SHOP SUPPLIES	2	02/21/2023	16.71	.00	16.71	02/23/2023
		007930/1	PW SHOP SUPPLIES	3	02/21/2023	16.71	.00	16.71	02/23/2023
		007930/1	PW SHOP SUPPLIES	4	02/21/2023	16.71	.00	16.71	02/23/2023
		007934/1	PARKS SUPPLIES	1	02/21/2023	7.19	.00	7.19	02/23/2023
		007942/1	PARKS SUPPLIES	1	02/22/2023	20.69	.00	20.69	02/23/2023
		007948/1	MC FACILITY MAINTENA	1	02/22/2023	1.34	.00	1.34	02/23/2023
Total 17569:						423.96	.00	423.96	
17578	ILLINGWORTH-KILGUST	930026552	HVAC MAINTENANCE	1	11/18/2022	1,909.00	.00	1,909.00	02/23/2023
Total 17578:						1,909.00	.00	1,909.00	
17588	SPRINGSHARE, LLC	23-R1375	MEETING ROOM SOFTW	1	02/14/2023	1,344.00	.00	1,344.00	02/23/2023
		23-R1375	STAFF SCHEDULING SO	2	02/14/2023	748.00	.00	748.00	02/23/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17588:						2,092.00	.00	2,092.00	
17596	AMERICAN AWARDS & P	55424	ACCOUNTABILITY TAGS	1	02/14/2023	107.70	.00	107.70	02/23/2023
Total 17596:						107.70	.00	107.70	
17599	QUADIENT LEASING USA	N9812876	POSTAGE MACHINE LEA	1	02/14/2023	458.10	.00	458.10	02/23/2023
Total 17599:						458.10	.00	458.10	
17685	INGRAM LIBRARY SERVI	62891041	BOOKS	1	02/03/2023	603.12	.00	603.12	02/23/2023
		62892837	BOOKS	1	02/10/2023	200.49	.00	200.49	02/23/2023
		62894094	BOOKS	1	02/15/2023	221.52	.00	221.52	02/23/2023
		62894564	BOOKS	1	02/16/2023	270.33	.00	270.33	02/23/2023
		62894875	BOOKS	1	02/17/2023	494.15	.00	494.15	02/23/2023
		67569466	BOOKS	1	02/08/2023	259.52	.00	259.52	02/23/2023
		67570205	BOOKS	1	02/09/2023	266.03	.00	266.03	02/23/2023
		67571526	BOOKS	1	02/13/2023	186.00	.00	186.00	02/23/2023
Total 17685:						2,501.16	.00	2,501.16	
17778	JP CULLEN	22055	PAYAPP #15 - PUBLIC SA	1	01/31/2023	894,604.00	.00	894,604.00	02/23/2023
Total 17778:						894,604.00	.00	894,604.00	
17782	GFC LEASING - WI	I00767812	COPIER LEASE	1	10/11/2022	181.93	.00	181.93	02/23/2023
Total 17782:						181.93	.00	181.93	
17845	DANE COUNTY TREASU	43169	MEDICAL SUPPLIES	1	02/14/2023	277.95	.00	277.95	02/23/2023
Total 17845:						277.95	.00	277.95	
17872	BAKK, CURTIS	022123	ELECTION INSPECTOR	1	02/21/2023	42.00	.00	42.00	02/23/2023
Total 17872:						42.00	.00	42.00	
17875	MULLEN, CAROL	022123	ELECTION INSPECTOR	1	02/21/2023	34.00	.00	34.00	02/23/2023
Total 17875:						34.00	.00	34.00	
17877	PATTEN, PATRICK	022123	ELECTION INSPECTOR	1	02/21/2023	44.00	.00	44.00	02/23/2023
Total 17877:						44.00	.00	44.00	
17920	GORDON FLESCH CO, IN	IN14096540	EXTRA COPIES	1	02/20/2023	10.39	.00	10.39	02/23/2023
Total 17920:						10.39	.00	10.39	
17950	BRADFORD SYSTEMS C	38891-1	EVIDENCE STORAGE FO	1	02/15/2023	26,634.66	.00	26,634.66	02/23/2023
Total 17950:						26,634.66	.00	26,634.66	
17955	LL WASH LLC	6	CAR WASH ACCOUNT DE	1	01/18/2023	140.00	.00	140.00	02/23/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17955:						140.00	.00	140.00	
17970	DOLL, PHILLIP	022123	ELECTION INSPECTOR	1	02/21/2023	42.00	.00	42.00	02/23/2023
Total 17970:						42.00	.00	42.00	
17977	PERSINGER, JACLYN	021723	LOST BOOK REFUND	1	02/17/2023	20.00	.00	20.00	02/23/2023
Total 17977:						20.00	.00	20.00	
17982	SVENSSON, FRED	011023	INTERPRETER SERVICE	1	01/10/2023	50.00	.00	50.00	02/23/2023
Total 17982:						50.00	.00	50.00	
17989	LRS HOLDINGS, LLC	0003390466	PORTABLE RESTROOM	1	02/09/2023	1,229.00	.00	1,229.00	02/23/2023
Total 17989:						1,229.00	.00	1,229.00	
18027	CENTRAL LAKE ARMOR	IN-0021547	C JOHNSON INITIAL ISSU	1	02/18/2023	1,020.74	.00	1,020.74	02/23/2023
Total 18027:						1,020.74	.00	1,020.74	
18047	911 RESPONSE LIGHTS L	SO-220230	VEHICLE WIRING INSTAL	1	02/15/2023	1,300.00	.00	1,300.00	02/23/2023
Total 18047:						1,300.00	.00	1,300.00	
18107	BUREAU OF CORRECTIO	312861	COMMUNITY PARK GATE	1	01/30/2023	1,895.08	.00	1,895.08	02/23/2023
Total 18107:						1,895.08	.00	1,895.08	
18108	IOWA FARM EQUIPMENT	20230105	FLAIL MOWER	1	02/09/2023	6,676.02	.00	6,676.02	02/23/2023
Total 18108:						6,676.02	.00	6,676.02	
18109	IAN'S PIZZA GARVER LLC	2069	MEETING EXPENSES	1	02/09/2023	42.09	.00	42.09	02/23/2023
Total 18109:						42.09	.00	42.09	
18110	PICHON SERRANO, EDW	021423	VACATED CONVICTION	1	02/14/2023	766.50	.00	766.50	02/23/2023
Total 18110:						766.50	.00	766.50	
18111	IEDC	021723	TRAINING	1	02/17/2023	630.00	.00	630.00	02/23/2023
Total 18111:						630.00	.00	630.00	
18112	BADGERLAND COMPLIA	2500029	ANNUAL CONSORTIUM -	1	02/20/2023	200.00	.00	200.00	02/23/2023
		2500029	ANNUAL CONSORTIUM -	2	02/20/2023	100.00	.00	100.00	02/23/2023
		2500029	ANNUAL CONSORTIUM -	3	02/20/2023	100.00	.00	100.00	02/23/2023
Total 18112:						400.00	.00	400.00	
Grand Totals:						4,128,478.	.00	4,128,478.	

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

Report Criteria:
Detail report type printed

VILLAGE OF MCFARLAND | Check Register | Page: 1
Check Issue Dates: 02/17/2023 - 02/23/2023 | Feb 23, 2023 8:20AM

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
02/11/2023	CDPT	02/17/2023	[redacted]	FIRE FIGHTERS LOCAL 31	8	176.88

PAYROLL RELATED $176.88

Event Permit Application

Pursuant to Village Ordinance Chapter 11:

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

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

Fees

Application Fee	$100.00

Application Fee = $100.00

Applicant Information

Name of Primary Contact (First, Middle Initial, Last)	Meg E Chin
Phone Number	[redacted]
Address	[redacted]
Email Address	[redacted]

Event Permit Application

Agency / Organization Information (If Applicable)

Agency / Organization Name	Dan Chin Homes

Event Information

Name of Event	Easter Egg Hunt
Type of Event	easter egg hunt
Location of Event	William McFarland Park
Event Date(s)	Saturday 4/8
Event Time(s)	11am (set up around 9am, take down around noon)
Total Number of Anticipated Attendees	500? I have no idea
Total Number of Attendees Anticipated Being at the Event at One Time	500? again, no idea!
Setup Start Time	9am
Tear-Down End Time	noon-1pm

Event Permit Application

Public or Private Event	Open to the Public
Is any part of the event proposed to take place on a Village street?	No
Will there be outdoor amplified sound?	Yes
Please describe.	speakers with fun kids music playing
Will the event generate excessive noise or amplified sound after 10 pm? All events generating noise after 10 pm require a variance from the Village Board.	No
Will alcohol be consumed?	Yes

Will minors be present where alcohol is served? All events that allow for the presence of minors where alcohol is served require a variance from the Village Board.	Yes, a variance is requested as part of this application
Will alcohol be sold?	No
Will a Village park be used?	Yes
Please identify the park.	William McFarland

Reservations should be made on our Park Shelter Reservations page.

Will the event involve tents or any other activities that will require digging or turf disturbance?	No
Has this event been previously approved in prior years by the Village?	Yes
When? (Month / Year)	since 2019 I think?
Have any of the event details changed from the prior years?	Yes
Please describe the changes.	Just the location, as suggested by the Village b/c we wanted a bigger park.
Will the event include any mobile food carts?	Yes

If yes, a Mobile Food Establishment Permit is required for each cart. Please contact the Clerk/Treasurer at 608-838-3153.

Will the event include any vendors?	No

VILLAGE OF McFarland

Event Permit Application

Required Attachments

Event Details & Security Plan

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

Event Coordinators

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

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

¡

Event Coordinator Name

Meg Chin & the Dan Chin Homes Team

Location at Event (ex. Race Start, Supply Tent)

William McFarland Park

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

approx 9am-1pm

Cell Phone Number

[redacted]

Event Permit Application

Detail Security Plan Requirements

Police Department to provide criteria regarding ecurity plan requirement Thi would include number of event coordinator required per number of attendee , ecurity requirement when alcohol i erved, etc

Detailed Emergency Management Expectations and Requirements

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

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

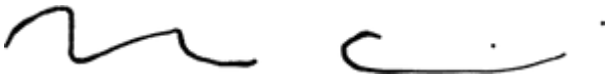
Actions to be taken in the event of a medical emergency:

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

Event Permit Application

Indemnification Agreement

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

Applicant Signature	*File(s) attached:* 
Date	01/30/2023

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

Certifications	• I agree to adhere to all applicable federal, state, and municipal laws and understand the violation of such laws will be subject to applicable fines and penalties, and failure to do so is grounds for revocation of the event permit. • I understand that my event permit may be revoked at any time, if the Chief of Police, Fire/EMS Chief, Public Works Director, or designee, in their sole discretion, determine that health or general welfare to the public is endangered. • I agree to return the site to the condition that existed before the event within twenty-four (24) hours or the expiration of my park reservation. • I agree to abide by all conditions, including any additional conditions imposed by the Village, and understand failure to adhere to conditions will result in revocation of the event permit.
Applicant Signature	*File(s) attached:*
Date	01/30/2023

February 6, 2023

Re: Event Permit Review – Annual Easter Egg Hunt

I have reviewed the submitted event application by Meg Chin, Dan Chin Homes, for the Annual Easter Egg Hunt event to occur on April 8, 2023.

The application is substantially complete and complies with the EMS and fire requirements. The event has been held previously without significant concerns. occurring. The organizers are requesting a location change and not stating any other changes in the event from previous events. The new location appears to be appropriate and provide additional room for the event.

I recommend approval of the permit.

Sincerely,

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

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

February 1, 2023

Re: Easter Egg hunt at William McFarland Park

The Public Works Department does have the following conditions for this event:

- At least two weeks prior to the event contact Public Works to arrange any additional trash cans or picnic tables.
- No driving on the turf. Vehicles need to stay on pavement prior to and after the event for loading and unloading purposes.
- No parking of any vehicle on the park turf, bike paths or sidewalks.
- Turf areas that are saturated are to be avoided. Failure to do so might result in additional charges to repair ruts.

I hope your event is a success.

Best Regards,

Leon J Igl

Lee Igl
Director of Public Works

VILLAGE OF McFarland Police Department

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

Aaron P. Chapin | Chief of Police

DATE: February 22, 2023

TO: McFarland Village Board

FROM: Aaron P. Chapin, Chief of Police

RE: Recommendation of Approval, Annual Easter Egg Hunt

I have reviewed the Special Event Permit Application submitted for the Community Easter Egg Hunt Event to be held on April 8th, 2022 from 11:00 am to 1:00 pm at William McFarland Park. The organizers expect roughly 500 participants. This event has occurred in the past without issues and the only change to the plan this year is a different location to accommodate more attendees.

Note that alcohol will be served, but not sold. The organizers are also requesting an ordinance variance allowing for minors to be present where alcohol is distributed/consumed. I recommend the following requirements be placed on the applicant(s):

- Organizers will provide 1 staff member per 50 anticipated attendees, devoted to the function of assisting and directing attendees as needed.
- Each staff member will wear a brightly colored shirt, coat or vest that clearly identifies them as event staff.
- Organizers will be cognizant of the anticipated weather forecast and have a plan in place to communicate with and evacuate and/or shelter attendees in the event of severe weather.
- Organizers will dedicate, in addition to the aforementioned requirements, sufficient staff members so as to prohibit the distribution of alcohol to minors.
- Organizers agree to card (to verify age) anyone that appears to be under or close to the legal age to consume alcohol.

Any questions, feel free to contact me.

Thanks,

Aaron P. Chapin – Chief of Police

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, February 28, 2023**

SECTION: **Consent Agenda**

DEPARTMENT: **Public Works**

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

AGENDA ITEM: **Motion to approve installation of new shade structures at the bocce courts.**

PREVIOUS ACTION:
The Parks and Recreation Committee reviewed this matter at their meeting on January 3, 2023 and opted to include this as an alternate in the skate park project which had a similar structure. The cost for this item was $40,000 and $58,285 respectively within the two bids for that project, both alternates as a result were rejected by the Village Board at their meeting on February 14, 2023. The Committee supports this effort and the enclosed is the most economical solution Staff can locate for the project to accomplish their objectives.

ISSUE SUMMARY:
Four Lakes Bocce Association is requesting shade structures to be installed over the last uncovered benches at the north end of the bocce courts. The Village and Association have partnered on these types of projects before with the club providing a financial contribution to cover the material cost and the Village addressing the installation. This is a public amenity, the Village owns the responsibility for the maintenance and ongoing development of this structure. Material availability and labor shortage have made lining up an economical solution difficult. Enclosed within your packet is a quote for material and installation that is recommended by Village Staff and the Four Lakes Bocce Association to proceed with. The Village will pay for the installation and the two entities will split the cost of the materials.

FINANCIAL/BUDGET IMPACT:
Total cost for this amenity is $28,460 and will be paid for through the Parks Fund. Other bids through the skate park were $40,000 and $58,285. Staff was not able to locate additional cost options.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Motion, second to approve the installation of new shade structures at the bocce courts by commercial recreation specialists in the amount of $28,460.

ATTACHMENTS:

1. Quote #21753 City of McFarland Sports Park Shade Structures & Installation

COMMERCIAL RECREATION SPECIALISTS

Quote

Quote Number: 0021753
Quote Date: 2/9/2023

Commercial Recreation Specialists
807 Liberty Dr., Ste 101
Verona, WI 53593-9160
Ph: (877) 896-8442 Fx: (608) 848-8782
43-2046045

Bill To :
McFarland Public Works 5115 Terminal Drive Mc Farland, WI 53558

Ship To :
McFarland Public Works Sayer Larson 5115 Terminal Drive Mcfarland, WI 53558-9426 Ph: 608-838-7287

Customer ID	Customer PO Number	Sales Rep Name
MCFARLAND DPW		Brian R Stracke
Valid Through	**Shipping Method**	**Payment Terms**
3/11/2023	BEST WAY	SEE BELOW

Item	Description	Quantity	Unit Cost	Amount
/99999 SHADE	10'Wx20'L Offset T-Cantilever Shade Structure, 7' Eave Height, Pier-Mount Columns, w/ Turn 'N Slide Feature, Standard CoolNet Fabric & Powder Coat Metal Colors - TBD	2.00	7,206.00	14,412.00
/99999 SHADE	WI Engineer Sealed Drawings & Calcs	1.00	1,250.00	1,250.00
CRS SRV LABOR-SHADE STRUCTURES	Installation **INCLUDED:** * Anchoring Hardware * Concrete Footers * Erection of Shade Structures * Site Cleanup * Contacting Digger's Hotline **EXCLUDED:** * Receiving, Off-Loading & Storage Prior to Installation * Permits & Permit Fees * Additional Work for Bad Soils	1.00	10,624.00	10,624.00

Continued

COMMERCIAL RECREATION SPECIALISTS

Quote

Quote Number: 0021753
Quote Date: 2/9/2023

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Customer ID	Customer PO Number	Sales Rep Name
MCFARLAND DPW		Brian R Stracke
Valid Through	**Shipping Method**	**Payment Terms**
3/11/2023	BEST WAY	SEE BELOW

Item	Description	Quantity	Unit Cost	Amount
	IMPORTANT NOTES: * Current lead times are ~ 2 weeks for drawings and calcs and ~ 6 to 8 weeks for production after drawings and calcs are completed. * Sales Tax has been included and will only be removed upon presentation of a Tax-Exempt form, Resale Certificate, or Capitol Improvement form. * Freight is based on current quoted rates and is subject to change. Actual freight fees will be reflected on the final invoice. * Equipment pricing is valid for 30 days. **TERMS:** 50% DEPOSIT DUE UPON ACCEPTANCE OF QUOTE 50% BALANCE DUE UPON SUBSTANTIAL COMPLETION OF WORK			

Note: This quote is valid for 30 days. Please review the above information carefully. It defines your order as we understand it. If satisfactory, please sign and date below and fax to 608-848-8782, email back to your sales representative, or send a copy with your deposit to the address above. We will begin processing your order upon receipt of both your DEPOSIT AND APPROVAL SIGNATURE, per the terms indicated on your quote above. Additional surcharges may apply depending on final delivery address, actual delivery requirements and payment method. Please note that a 3% convenience fee may apply to credit card orders.

Net Order:	26,286.00
Freight:	2,174.00
Sales Tax:	980.98
Order Total:	**29,440.98**

Customer Acceptance: _____ Date: _____

Donna

COMMERCIAL RECREATION SPECIALISTS

Quote

Quote Number: 0021753
Quote Date: 2/9/2023

Commercial Recreation Specialists
807 Liberty Dr., Ste 101
Verona, WI 53593-9160
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Customer ID	Customer PO Number	Sales Rep Name
MCFARLAND DPW		Brian R Stracke
Valid Through	**Shipping Method**	**Payment Terms**
3/11/2023	BEST WAY	SEE BELOW

Item	Description	Quantity	Unit Cost	Amount

Terms and Conditions

1. When Installation or site work is specified in the proposal or quote, site security is not included. The customer is responsible for ensuring security during the project when Commercial Recreation Specialists, Inc. is not present installing the specified system and immediately upon completion of the installation. In the event of vandalism or unexpected damage, Commercial Recreation Specialists, Inc. reserves the right to charge the customer for repairs and/or replacement goods.
2. This proposal or quote may be withdrawn if not accepted within thirty (30) days of its issuance. Commercial Recreation Specialists, Inc. will consider reasonable revisions to this proposal included in the terms of a subcontract provided it accurately incorporates the terms and conditions of this proposal. A proposal or quote not accepted within thirty (30) days will be subject to price escalation fc Installation materials, equipment, and freight. Commercial Recreation Specialists, Inc. reserves the right to adjust its quoted price if the terms of a related subcontract increase its costs or add to Commercial Recreation Specialists, Inc.'s administrative time of compliance.
3. When Installation or site work is specified in the proposal or quote, all work shall be performed according to industry standards. Areas in which Commercial Recreation Specialists, Inc. Installation Team will be working shall be free and clear of all debris and accessible to any/all equipment necessary to perform the proposed work. Commercial Recreation Specialists, Inc. assumes the site is buildable and has suitable subsurface conditions to allow the proposed construction.
4. Unless waived in writing by Commercial Recreation Specialists, Inc., any changes to the scope of work, or the terms and conditions of this proposal shall be performed only after execution of a written change order.
5. Commercial Recreation Specialists, Inc. is not responsible for any delays due to strikes, accidents, weather, acts of God, and/or other delays beyond the control of Commercial Recreation Specialists, Inc. Commercial Recreation Specialists, Inc. is not responsible for any damages due to any of the above or similar causes outside of its control.
6. Commercial Recreation Specialists, Inc. is not responsible for receiving, off-loading, storage, installation, project management or coordination, piping, concrete, surfacing, electrical, plumbing, bonding, bonding payment, geotechnical survey work, excavation, removal of existing materials, removal of debris and packaging material, site restoration, permits or permit fees, stamped drawings or Health department approval unless otherwise specified in the above proposal or quote.
7. The Customer is responsible for inspecting all deliveries for damage, noting any damage on the bill of lading, and notifying Commercial Recreation Specialists, Inc. within one (1) day of receiving.
8. If applicable, sales tax has been included and will only be removed upon presentation of a Tax-Exempt form, Resale Certificate, or Capitol Improvement form. In the event any assertion of tax-exemp status is later denied by a taxing authority, the buyer will be responsible for the unpaid tax and any penalties and interest charges.
9. Freight shown is an estimate based on current quoted rates and is subject to change. Actual freight costs will be charged at the time of shipment and will be included on the final invoice. If applicable, the buyer is responsible for customs fees, duties, or taxes assessed by any port of entry.
10. When Installation or site work is specified in the proposal or quote, Commercial Recreation Specialists, Inc. is not responsible for private or public utility charges to locate services unless otherwise specified in the proposal or quote. Private and public utility efforts to locate services need to be completed and marked before Commercial Recreation Specialists, Inc. arrives on site. Commercial Recreation Specialists, Inc. is not responsible for damage to or repair of unmarked utilities.
11. The Customer is responsible for ensuring the scope of work in the quote or proposal meets all local standards and codes and that all required approvals and permits have been obtained, unless otherwise noted in the quote or proposal. This responsibility also extends to any changes requested.
12. Commercial Recreation Specialists, Inc. warrants all its labor and workmanship under the attached proposal's scope of work for a period of one (1) year from the date of substantial completion.
13. Any requested special or custom modifications and/or alterations made to products installed by Commercial Recreation Specialists, Inc. may void and null warranties provided by the manufacturer.

Note: This quote is valid for 30 days. Please review the above information carefully. It defines your order as we understand it. If satisfactory, please sign and date below and fax to 608-848-8782, email back to your sales representative, or send a copy with your deposit to the address above. We will begin processing your order upon receipt of both your DEPOSIT AND APPROVAL SIGNATURE, per the terms indicated on your quote above. Additional surcharges may apply depending on final delivery address, actual delivery requirements and payment method. Please note that a 3% convenience fee may apply to credit card orders.

Net Order:	26,286.00
Freight:	2,174.00
Sales Tax:	980.98
Order Total:	**29,440.98**

Customer Acceptance: _____ Date: _____

Donna

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, February 28, 2023**

SECTION: **Business**

DEPARTMENT: **Community Development**

CONTACT: **Kong Thao, Associate Planner**

AGENDA ITEM: **Motion to adopt Ordinance 2023-02, an ordinance amending Sec. 20-25 regulations concerning noxious weeds and lawn height to allow participation in No Mow May activities as recommended by the Sustainability & Natural Resource Committee.**

PREVIOUS ACTION:
November 10, 2022 - Village Board approved $500 budget for operating expenses for No Mow May/Low Mow May
November 14, 2022 - Discussion by the S&NR committee favored No Mow May Ordinance.
February 13, 2023 - S&NR committee recommended approval of No Mow May Ordinance with update to change "Village Superintendent" to "Village Public Works Director or designee."

ISSUE SUMMARY:
Discussion from the previous meeting in November 2022 helped guide the ordinance targets. In summary, the ordinance of No Mow May will temporarily suspend activities of mowing only in the month of May. Following May 31, the existing Village Code allows for five-day period, the Village will resume enforcement of the section standards. The ordinance ensures participation does not overlook the priority for safety such as the triangle vision clearance ordinance in Sec. 62-169, public right-of-ways, and Natural Landscaping under Sec. 59-59. See below for the definition for vision clearance. The packet includes Exhibit A, a redline copy of the ordinance where No Mo May will be included.

The budget for this program is $500, therefore there will be a limited number of signs available. Signs are available only to those who have registered on the Village's No Mow May website and a first-come first-serve basis. Signs are to be placed upright on the property's front lawn facing the right-of-way or road. The Village will not be mailing and/or placing signs on lawns.

Sec. 62-169. - Vision clearance
On a corner lot, no structure, screening or embankment of any kind shall be erected, placed, maintained or grown between the heights of three feet and ten feet above the curb level or its equivalent within the triangular space formed by two intersecting street lines or their projections and the line joining points on such street lines located a minimum of 25 feet from the street intersection in order to provide adequate vehicular vision clearance.

Additional tasks to be completed:

- Finalize sign design and confirm vendor for order. (See Exhibit B for sign designs)
- Develop No Mow May registration page
- Promotion of No Mow May participation on Village website, Outlook and Lookout article publications.

FINANCIAL/BUDGET IMPACT:
The Village Board approved an operating budget of $500 for yard signs in November 2022. Staff estimates yard signs will cost approximately $7-8 per sign with metal stakes, varying depending on the vendor. One sign per property will be available for pickup at the Community & Economic Development Office at no cost to participants who registered on the Village's No Mow May page.

VILLAGE PLAN REFERENCE:
Sustainability Plan, 2021 - Identified in the Land Use & Development category for Near-Term Actions as stated, *Amend Village ordinances to allow for a no-mow May.*

ORDINANCE REFERENCE:
Sec. 20-25. - Regulations concerning noxious weeds and lawn height
Sec. 62-169. - Vision clearance

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Motion, second, to approval Ordinance 2023-02, an ordinance amending Sec. 20-25. Regulations concerning noxious weeds and lawn height to allow participation in No Mow May activities.

ATTACHMENTS:
1. 2023-02 Ordinance to Amend Sec. 20-25
2. EXHIBIT A - Sec._20_25._Regulations_concerning_noxious_weeds_and_lawn_height. (REDLINE, 2.23.2023)
3. EXHIBIT B - Sign Designs

ORDINANCE 2023-02

AN ORDINANCE AMENDING SEC. 20-25. – REGULATIONS CONCERNING NOXIOUS WEEDS FOR THE PURPOSE OF NO-MOW MAY ACTIVITIES.

Purpose: To amend the Municipal Code to permit resident participation in No Mow May activity in the month of May of each calendar year.

Sponsor: Andrew Bremer, AICP, Community & Economic Development Director.

Recommended Referral: Sustainability & Natural Resources Committee

Public Hearing: Not Required

WHEREAS, the Village of McFarland recognizes the need to support pollinator-friendly habitats for pollinators such as bees, butterflies and moths, birds and bats and other insects species as an essential part of our ecosystems; and,

WHEREAS, in 2020, the City of Appleton became the first city in the U.S. to adopt "No-Mow May," an initiative aimed at boosting the population of bees and other pollinators; and,

WHEREAS, No-Mow May is a conservation initiative intended to reduce the frequency of mowing activity in the month of May to promote growth of natural habitat and resources for bees and other pollinators; and,

WHEREAS, the Village Code of Ordinance Sec. 20-25(b) identifies a homeowner's duty to destroy noxious weeds and maintain lawns under eight inches in height; and,

WHEREAS, other cities in Wisconsin have since followed Appleton to adopt similar No-Mow May programs including: Shorewood Hills, Monona, Middleton, Sun Prairie, Wausau, Oshkosh, Fort Atkinson, Stevens Point, De Pere, Wisconsin Rapids, La Crosse; and,

WHEREAS, No-Mow May is consistent with the efforts of the whole systems approach for the three "E's" identified in the Village's Sustainability Plan which includes Environment, social Equity, and Economy; and,

WHEREAS, adopting a No-Mow May ordinance is listed as a near-term action under the Land Use & Development Actions from the Village's Sustainability Plan accepted by the Village Board on July 26, 2021; and,

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

Section 20-25(g) of the Municipal Code is created to read as follows:

(g) No Mow May Exemption. The requirements under section 20-25(b) shall not apply during the month of May. Nothing in this section 20-25(g) shall be construed as an exemption or defense to any other provision of the Municipal Code, including, but not limited to, the requirements under section 59-59 regarding natural landscaping and the requirements under section 62-169 to maintain clearance in a vision triangle. The Village Public Works Director or designee will determine which Village-owned lands will not be subject to section 20-25(b) during the month of May.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the _____ day of _____, 2023.

APPROVED:

_____
Carolyn Clow, Village President

ATTEST:

_____
Cassandra Suettinger, Deputy Administrator/Clerk

ORDINANCE 2023 – 02	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brandt –	Jerke -
Brassington –	Nelson –
Clow –	Wreh –
Flaherty -	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

Sec. 20-25. Regulations concerning noxious weeds and lawn height.

(a) *Definition of Noxious Weeds*. Noxious weeds, as used in this Section, includes the following:

1. Alliaria petiolata (Garlic Mustard).
2. Ambrosia artemisiifolia (Common Ragweed).
3. Ambrosia trifida (Giant Ragweed).
4. Arctium minus (Burdock).
5. Cannabis sativa (Hemp).
6. Cirsium arvense (Canada Thistle).
7. Cirsium vulgaries (Bull Thistle).
8. Convolvulus arvensis (Creeping Jenny) (Field Bindweed).
9. Cornilla varia (Crown Vetch).
10. Dipsacus lacinatus (Cut-leaved Teasel).
11. Dipsacus slyvestris (Common Teasel).
12. Euphorbia esula (Leafy Spurge).
13. Lythrum salicara (Purple Loosestrife).
14. Pastinaca sativa (Wild Parsnip).
15. Plantago lanceolata (English Plantain).
16. Polygonum cuspidatum (Japanese Knotweed).
17. Rumex crispus (Curled Dock).
18. Toxicodendron diversilobrum (Poison Oak).
19. Toxicodendron radicans (Poison Ivy).
20. Tragopogon dubius (Goat's Beard).
21. Xanthium strumarium (Cocklebur).
22. The following grasses: Agrostis alba (Redtop), Dactylis glomerata (Orchard), Phleum pratensis (Timothy), Phragmites australis (Common reed grass), Poa pratensis (Kentucky Blue), Sorghum halepense (Johnson), and Setaria (Foxtail species).
23. Dandelions over eight inches in height.
24. Any yard grass or lawn over eight inches in height.
25. Any plant listed under Wis. Stats. §§ 23.235(1)(a) and 66.0407(1)(b) or prohibited under Wis. Admin. Code NR 40.

(b) *Duty to destroy noxious weeds and maintain lawn*. Except as otherwise provided, every person shall destroy or otherwise eliminate noxious weeds on lands that he or she owns or controls. All noxious weeds shall be destroyed or eliminated prior to the time in which such plants would mature to the bloom or flower state. Every person shall keep all yard grass and lawns on lands that he or she owns or controls under eight inches in height.

(c) *Abatement process*. The Village may provide written notice to any person failing to comply with this Section by sending notice to the property owner by first class mail or by electronic mail if the property owner provides an electronic mail address to the Village. In addition, the Village may post said notice at the subject property in a conspicuous location, such as the front door, and provide the notice personally to the owner or adult occupant of the property.

The notice shall state that the Village, after the expiration of a five-day period, will destroy or cause to be destroyed all such noxious weeds growing upon said lands, and/or will mow or cause to be mowed the grass or lawn upon said lands, and that the cost thereof, including chemical treatments, will be billed to the person and may be imposed as a special charge upon said lands if not paid. The notice shall also provide that the Village may repeat such action for future violations without additional notice. The notice shall also provide the Village's decision to issue the notice and take action to abate the nuisance is subject to administrative review pursuant to Article XI of this Code.

No additional notice is required for subsequent violations of this Section involving the same property if the same person has received a similar notice in the previous six months and failed to correct the violation.

After the five-day notice period has expired, or as soon as practicable if no notice is required, the Village or its designee may enter the lands and destroy the noxious weeds and/or mow the grass or lawn, the expense of which shall be billed and payable within 30 days of invoicing. Any unpaid charge may be imposed as a special charge against the property, as determined by the Village Board.

(d) The Weed Commissioner shall enforce this Section.

(e) Section 20-25(a)(24) does not apply to property located in a designated floodplain area and/or wetland area, or where the land is zoned A-1 Agriculture—Transition or RH-1 Rural Home Districts.

(f) Any person violating paragraph 20-25 (b) of this Section shall forfeit not less than $50.00 nor more than $100.00 for a first offense, and not less than $200.00 nor more than $300.00 for a second or subsequent offense occurring within the same calendar year. Each day of violation constitutes a separate offense. Citations may be issued irrespective of any abatement action commenced by the Village under paragraph 20-25 (c) of this Section, or other lawful remedies pursued by the Village.

(g) No Mow May Exemption. The requirements under section 20-25(b) shall not apply during the month of May. Nothing in this section 20-25(g) shall be construed as an exemption or defense to any other provision of the Municipal Code, including, but not limited to, the requirements under section 59-59 regarding natural landscaping and the requirements under section 62-169 to maintain clearance in a vision triangle. The Village Public Works Director or designee~~Parks Superintendent~~ will determine which Village-owned lands will not be subject to section 20-25(b) during the month of May.

(Ord. No. 2020-14 , § 2, 4-27-2020)

Editor's note(s)—Ord. No. 2020-14 , § 2, adopted April 27, 2020, amended § 20-25 in its entirety to read as herein set out. Former § 20-25 pertained to destruction of noxious weeds and derived from Code 1998, § 8-1-5; Ord. No. 98-10, § 1, adopted Oct. 12, 1998; Ord. No. 2003-05, §§ 26, 27, adopted March 24, 2003; and Ord. No. 2017-18 , § 1, adopted Aug. 14, 2017.

EXHIBIT B (2.13.2023)

Example 1

Example 2

Example 3

Example 4

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, February 28, 2023**

SECTION: **Consent Agenda**

DEPARTMENT: **Public Works**

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

AGENDA ITEM: **Motion to approve the purchase of a pickup truck for the Public Works Department.**

PREVIOUS ACTION:
None.

ISSUE SUMMARY:
After an extensive search for a replacement pick-up truck, a 2023 Ford F-250 pick-up truck was located and still available for purchase in 2023. Vehicle availability has been scarce, with most dealers stating that pickups specifically would not be available until 2024 or after. This truck would replace one of our 2000 model trucks and would be used for daily workload throughout the year and for plowing parking lots and bike paths in the winter.

FINANCIAL/BUDGET IMPACT:
Kayser Ford is offering the truck within the next couple of months, at a price of $54,365 plus title and license. The truck would need a plow and a plow package installed at Madison Truck at a cost of $8,140. The total cost estimate for the truck, plow package, title and license and decals would be approximately $64,000. The 2023 budget allowance is $48,000. The cost for this vehicle is split equally between the Capital Projects Fund and utilities as applicable.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Motion, second to apporve the purchase of a pickup truck for the Public Works Department from Kayser Ford in the amount of $64,000.

ATTACHMENTS:
None

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, February 28, 2023**

SECTION: **Public Announcements & Communications**

DEPARTMENT: **Administration**

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

AGENDA ITEM: **Discussion and action on Resolution 2023-02: A resolution of commendation for Wendy Motl.**

PREVIOUS ACTION:

ISSUE SUMMARY:
Judicial Assistant Wendy Motl will be retiring from the Village after 27 years of service. Included within the packet is a resolution outlining our recommendation for Wendy and the worker she has done for the community. Wendy's retirement was effective February 23, 2023.

FINANCIAL/BUDGET IMPACT:
None.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Presented for approval.

Motion to approve Resolution 2023-02: A Resolution of commendation for Wendy Motl.

ATTACHMENTS:
1. 2022-02 Motl Resolution - Ceremonious Copy

STATE OF WISCONSIN | VILLAGE OF MCFARLAND | DANE COUNTY

RESOLUTION NO. 2023-02

RESOLUTION OF COMMENDATION FOR *WENDY MOTL* FOR HER SERVICE TO THE VILLAGE

WHEREAS, *WENDY MOTL,* has served the Village of McFarland, Wisconsin, as the Court Clerk and Judicial Executive Assistant for the Village of McFarland since January 16, 1996;

WHEREAS, *WENDY MOTL,* began her 27-year career with the Village when the municipal court was located in the police department of the old Municipal Center at a time when citations were on hard cards and there was no electronic system for the court;

WHEREAS, *WENDY MOTL,* saw the Village through three Municipal Judges including Diane Norman from 1996 to 2004; Ann Molitor from 2004 to 2006; and Randi Othrow from 2006 to present;

WHEREAS, *WENDY MOTL,* has been dedicated to the Municipal Court field serving as one of the first courts to pilot the Praxis Quick Clerk program now used by several Municipal Courts, serving on the WI Municipal Court Clerk Association for many years including serving as the Executive Committee chair from 2003 to 2009, being the editor of the WMCCA newsletter,

WHEREAS, *WENDY MOTL,* Wendy has served as mentoring chair on the WMCCA for many years and been instrumental in lending her time and knowledge to developing and mentoring dozens of other court clerks,

WHEREAS, Wendy MOTL, has been accredited by the University of Wisconsin Milwaukee with the Judicial Education Certificate;

WHEREAS, *WENDY MOTL*, has embodied the essence of being a dedicated public servant in serving the Village of McFarland and is high respected and sincerely revered by her co-workers and peers alike,

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Village Board formally recognizes and commends *WENDY MOTL* for her public service to the Community and the lasting legacy that will be left as a result of her work for the Village of McFarland and the McFarland Municipal Court. To show our appreciation, the Village will be donating to the Michael J Fox Foundation.

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

Dated this 28th day of February, 2023.

_____

Carolyn A. Clow, Village President

_____

Cassandra Suettinger, Deputy Administrator/Clerk

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, February 28, 2023**

SECTION: **Business**

DEPARTMENT: **Administration**

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

AGENDA ITEM: **Presentation of Resolution 2023-02: A resolution of commendation for Wendy Motl.**

PREVIOUS ACTION:

ISSUE SUMMARY:
Village President Clow will read Resolution 2023-02: A resolution of commendation for Wendy Motl and present it to Wendy Motl.

FINANCIAL/BUDGET IMPACT:
None.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
No action.

ATTACHMENTS:
None

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, February 28, 2023**

SECTION: **Business**

DEPARTMENT: **Public Works**

CONTACT: **Matt Schuenke, Village Administrator**

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

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

The Village Board approved the award of contract for the project at its meeting on February 14, 2023.

ISSUE SUMMARY:
At our last meeting, the Village Board accepted the design plans for the reconstruction of the Skate Park and authorized the project for bidding. Construction will begin later this Summer for project completion in the Fall.

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

FINANCIAL/BUDGET IMPACT:
The targeted fundraising effort is $50,000.

VILLAGE PLAN REFERENCE:
William McFarland Park Master Plan

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Presentation and discussion only. No action needed on this item.

ATTACHMENTS:
None

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, February 28, 2023**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion and action regarding the plan for borrowing in order to fund the 2023 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Public Finance Professionals.**

PREVIOUS ACTION:
The Village Board adopted the budget for next year at its meeting on November 22, 2022 which is consistent for the included program year 2023 for the Capital Improvement Plan.

ISSUE SUMMARY:
Included within your packet is a report outlining the plan for borrowing in 2023. Carol will be present to go over this information with the Village Board and answer any questions that are raised. Our borrowing needs for 2023 are proposed in two different formats summarized as follows:

- **Note Issuance** - This funds our general capital needs for the year as we would normally consider them from year to year. The term is shorter at 10 years and the total amount is typically less than we would see in our bond issuances. The borrowing need next year for this purpose is presently proposed at $4,338,000 million (rounded up to $4.4 million within the financial forecasting). This will fund things like equipment, consulting, construction, etc. within the Capital Projects Fund with large portions dedicated to road construction and park projects. The full CIP sheet for the year is provided in the packet to give the full picture of all the capital projects and their funding sources for this year. This document was finalized last November and reconciled when the budget was adopted. The anticipated borrowing shows the same total amount needed for the year overall but the numbers noted in red show changes since the budget was adopted meaning some things went up and some things went down. This is subject to change until notes are issued within the schedule outlined as we still have some project bids to open for the year. Projected interest rate for this issuance is around 3.25% which has increased from the previous year due to economic conditions.
- **Bond Issuance** - None were planned for 2023 and none are proposed also. These were used previously over a longer term to fund the Public Safety Center project.
- **Water Revenue Bonds** - These were awarded in 2022 meant to cover water utility projects also in 2023. They were borrowed against the whole utility and can also benefit sewer projects as well. There are excess proceeds from the 2022/2023 water projects that will offset additional debt needs on sewer projects in 2023. Additional borrowing for either utility is not recommended to support general needs.

- **Clean Water Fund** - This was approved last Fall through the DNR's program and exclusively funds the construction of Lift Station #2 which will begin later this year. The amount is lower at $1.45 million while the total cost remains projected at around $2 million. The offset is due to impact fees collected for lift station construction which help to provide some savings to prevent the need for future debt service. Final approval of this loan will not take place until after the contract has been awarded and the final costs are known.

All of the applicable timelines are outlined within the report and will be discussed within our meeting. This is presented as a summary of the information generally to be discussed. The full program year for 2023 within the CIP is included in your packet that has been updated and reconciled with the 2023 Budget. The anticipated borrowing is updated to reflect new project cost estimates.

FINANCIAL/BUDGET IMPACT:
The financial impact is detailed within the attached report and will be reviewed as part of our meeting. The proposed borrowing amount of $4,338,000 is the same amount approved in the 2023 Budget.

VILLAGE PLAN REFERENCE:
2023-2027 Capital Improvement Plan

2023 Budget

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommended Action:

Motion, second to accept the plan for borrowing in order to fund the 2023 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Public Finance Professionals.

ATTACHMENTS:
1. 2023-2027 McFarland CIP - 2023 Funding REVISED
2. 2023 Anticipated Borrowing 02212023 mgs
3. Report on 2023 Financing 2023 CIP Projects

Capital Improvement Program

Village of McFarland — *Prior Plan Approval/Inclusion Year:* 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 — Program Year: 2023

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400						Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							General	Grants	Intergov	Borrow	Reserve	Total		Water	Sewer		
Digital Records Mgmt	Admin									27,000	98,000	125,000					125,000
Equipment/Furniture	Admin	2,500										-					2,500
Split Polling Place	Admin									25,000		25,000					25,000
Workstation Replace	Admin						-			-		-					-
Comm Center (Design)	Facilities									500,000		500,000					500,000
Conference Room A	Facilities									12,500		12,500					12,500
Facility Planning	Facilities										37,000	37,000					37,000
Land Acquisition	Facilities						40,000					40,000					40,000
General Tech Equip	Facilities						11,000			25,000		36,000		3,000	3,000	3,000	45,000
Public Safety Center	Facilities										4,750,000	4,750,000					4,750,000
Shared Vehicle	Facilities									50,000		50,000					50,000
Sinking Fund	Facilities						100,000					100,000					100,000
Closed Captioning	C/T									90,000		90,000					90,000
Equipment Upgrade	C/T		5,000									-					5,000
Equipment	Police						-			23,000		23,000					23,000
Patrol Vehicles	Police						-			150,000	8,000	158,000					158,000
Technology	Police						10,000					10,000					10,000
Traffic Safety	Police									20,000		20,000					20,000
Vehicle (Invest.)	Police									50,000		50,000					50,000
ATV Attachments	Fire/EMS							6,000	6,000		6,000	18,000					18,000
Car 1 Sinking Fund	Fire/EMS						7,000					7,000					7,000
EKG Monitors	Fire/EMS									88,000		88,000					88,000
EMS Equipment	Fire/EMS						4,500					4,500					4,500
Equip. Decon Washer	Fire/EMS									36,500		36,500					36,500
Fire Equipment	Fire/EMS									62,250		62,250					62,250
Ice/Water Rescue	Fire/EMS									5,500		5,500					5,500
Technology	Fire/EMS						13,500					13,500					13,500
~~E. Interceptor II (Design)~~	DPW											-					-
Exchange Street (Design)	DPW									50,000		50,000					50,000
Leak Locator	DPW											-		35,000			35,000
Leased Equipment	DPW						9,000					9,000		8,000	8,000	8,000	33,000
Lift Station #2 (Build)	DPW										550,000	550,000			1,450,000		2,000,000
Lining	DPW														100,000		100,000
Meters Phase 2	DPW													325,000	325,000		650,000
Patrol Truck	DPW									85,000		85,000		65,000	65,000	65,000	280,000
Paulson Road (Build)	DPW									593,750		593,750		517,500	123,500	134,250	1,369,000
Paving and Utility Plan	DPW									131,250		131,250		504,500			635,750
Pedestrian Ways	DPW									100,000		100,000					100,000
Pickup Truck	DPW									16,250		16,250		16,250	16,250	16,250	65,000
Salt Brine Containment	DPW									25,000		25,000					25,000
Sidewalk Replace	DPW									100,000		100,000					100,000
Sinking Fund	DPW						2,000					2,000		2,000	2,000	2,000	8,000
Small Capital	DPW											-				2,500	2,500
Street Maintenance	DPW									200,000		200,000					200,000
Street Sweeper	DPW											-				20,000	20,000
Street Tree Planting	DPW	27,250										-					27,250
Tower Paint (Burma)	DPW											-		830,000			830,000
Trailer	DPW						2,000					2,000		2,000	2,000	2,000	8,000
USH 51 (Design)	DPW									100,000		100,000		50,000			150,000
Water Impact Fee	DPW											-		15,000			15,000
Loan Closet	Outreach						3,000					3,000					3,000
Microwaves	Outreach						500					500					500
Technology	Outreach						2,000					2,000					2,000
Boiler Replacement	Library									175,000		175,000					175,000
Comp - Workstation	Library						8,000					8,000					8,000
Furniture	Library									6,000		6,000					6,000
Shelving	Library									55,000		55,000					55,000
Bathroom (Design/Build)	Parks											-	150,000				150,000
Comm Park Irrigation	Parks									275,000		275,000					275,000
Dog Park Trail	Parks									75,000		75,000					75,000
Equipment	Parks									26,000	1,750	27,750					27,750
Inclusive Park (Plan/Design)	Parks									75,000	25,000	100,000					100,000
Kiosks	Parks									-		-					-
Lake Access (Build)	Parks									-		-	-				-
McDaniel Park (Build)	Parks									200,000		200,000					200,000
Park Equipment	Parks											-	15,000				15,000
Planning/Consulting	Parks						10,000					10,000					10,000
Property Acquisition	Parks											-					-
Siggelkow Trail (Design)	Parks									-		-					-
Skatepark (Design/Build)	Parks							25,000		425,000	35,000	485,000	160,000				645,000
Tree Mgmt Plan	Parks							6,500				6,500					6,500
Wing Mower	Parks									135,000		135,000					135,000
Comp Plan - East Side/ED	CD										25,000	25,000					25,000
Downtown Plan	CD				75,000							-					75,000
Energy Audit/Plan	CD							25,000		25,000		50,000					50,000
PSC Solar Battery	CD							250,000			250,000	500,000					500,000
Property Acquisition	CD									300,000		300,000					300,000
Small Capital	CD	2,000										-					2,000
Sinking Fund	CD						2,500					2,500					2,500
TID Project Planning	CD			75,000								-					75,000
Wayfinding Signage	CD									-		-					-
Total Projects		31,750	5,000	75,000	75,000	-	225,000	312,500	6,000	4,338,000	5,785,750	10,667,250	325,000	2,373,250	2,094,750	253,000	15,900,000

Capital Improvement Program

Village of McFarland

Ancitipated Borrowing

Projects	Dept	Capital Projects Fund 400 Notes	Utilities (Sewer) Fund 600 Bonds		
Digital Records Mgmt	Admin	27,000			
Split Polling Place	Admin	25,000			
Comm Center (Design)	Facilities	500,000			
Conference Room A	Facilities	12,500		2,500	Increase
General Tech Equip	Facilities	25,000			
Shared Vehicle	Facilities	50,000			
Closed Captioning	C/T	90,000		35,000	Increase
Equipment	Police	23,000			
Patrol Vehicles	Police	150,000			
Traffic Safety	Police	20,000			
Vehicle (Invest.)	Police	50,000			
EKG Monitors	Fire/EMS	88,000			
Equip. Decon Washer	Fire/EMS	36,500			
Fire Equipment	Fire/EMS	62,250			
Ice/Water Rescue	Fire/EMS	5,500			
Exchange Street (Design)	DPW	50,000			
Lift Station #2 (Build)	DPW		1,450,000		Decrease
Patrol Truck	DPW	85,000			
Paulson Road (Build)	DPW	593,750			
Paving and Utility Plan	DPW	131,250			
Pedestrian Ways	DPW	100,000			
Pickup Truck	DPW	16,250		4,250	Increase
Salt Brine Containment	DPW	25,000		(45,000)	Decrease
Sidewalk Replace	DPW	100,000			
Street Maintenance	DPW	200,000			
USH 51 (Design)	DPW	100,000			
Boiler Replacement	Library	175,000		50,000	Increase
Furniture	Library	6,000			
Shelving	Library	55,000			
Comm Park Irrigation	Parks	275,000			
Dog Park Trail	Parks	75,000			
Equipment	Parks	26,000		(1,750)	Decrease
Inclusive Park (Plan/Design)	Parks	75,000			
Kiosks	Parks	-		(25,000)	Decrease
McDaniel Park (Build)	Parks	200,000		(50,000)	Decrease
Siggelkow Trail (Design)	Parks	-		(50,000)	Decrease
Skatepark (Design/Build)	Parks	425,000		150,000	Increase
Wing Mower	Parks	135,000			
Energy Audit/Plan	CD	25,000		(20,000)	Decrease
Property Acquisition	CD	300,000			
Wayfinding Signage	CD	-		(50,000)	Decrease
Total Projects		4,338,000	1,450,000		

McFarland Village Board

Report on Financing 2023 CIP Projects

Dated: February 28, 2023

Prepared by: Carol Ann Wirth, President

Wisconsin Public Finance Professionals, LLC

155 South Executive Drive, Suite 211, Brookfield WI 53005 (414) 434-9644

VILLAGE BOARD STATUTORY BORROWING AUTHORITY

The Village Board is authorized to issue **$4,340,000 General Obligation Promissory Notes ("Notes")** pursuant to Section 67.12(12) of the Wisconsin Statutes, with approval of a majority vote of a quorum of the Village Board on an award resolution.

Village Board action on an award resolution occurs at a future date, locking in final terms, including the principal amount, interest rates and repayment schedule. Notes are limited to a ten-year amortization.

Notes allow the Village to borrow for various capital projects and co-mingle the funds between the projects. This provides flexibility with expending the funds based on actual costs of each project.

MUNICIPAL BOND MARKET

The supply of municipal securities in the market was extremely light in January, with a slight uptick in February, and the expectation of additional supply coming in March. During the week of February 20th, yields rose for the second consecutive week fueled by economic data. The release of worse than expected inflation data is discouraging for any hopes that the Fed will end its rate hiking anytime soon and has forced markets to expect a higher peak of 5.30% versus 4.75% for interest rates for a longer period of time through the end of 2023. More rate hikes are anticipated for both March and May.

Yields shown in this report reflect a recent sale for a Wisconsin City with a similar bond rating, bank qualified general obligation bonds, which sold on February 14, 2023. The yields were adjusted upward by 10 basis points in consideration of the market adjustment referenced above, and used for the preliminary structuring schedules for the Village's 2023 Notes described herein, but are not guaranteed. Final yields and rates will be locked in on the date the Notes are sold in the marketplace and the Village Board acts upon the award resolution.

$4,340,000 GENERAL OBLIGATION PROMISSORY NOTES – 2023 CIP

Annually, the Village issues general obligation securities to fund capital improvement projects. The borrowed funds can be co-mingled between projects based on actual costs of each project. All projects included in the 2023 CIP borrowing are for general Village purposes as shown below.

2023 CIP Projects	Dept	Notes		2023 CIP Projects	Dept	Notes
Digital Records Mgmt	Admin	27,000		Pedestrian Ways	DPW	100,000
Split Polling Place	Admin	25,000		Pickup Truck	DPW	16,250
Comm Center (Design)	Facilities	500,000		Salt Brine Containment	DPW	25,000
Conference Room A	Facilities	12,500		Sidewalk Replace	DPW	100,000
General Tech Equip	Facilities	25,000		Street Maintenance	DPW	200,000
Shared Vehicle	Facilities	50,000		USH 51 (Design)	DPW	100,000
Closed Captioning	C/T	90,000		Boiler Replacement	Library	175,000
Equipment	Police	23,000		Furniture	Library	6,000
Patrol Vehicles	Police	150,000		Shelving	Library	55,000
Traffic Safety	Police	20,000		Comm. Park Irrigation	Parks	275,000
Vehicle (Invest.)	Police	50,000		Dog Park Trail	Parks	75,000
EKG Monitors	Fire/EMS	88,000		Equipment	Parks	26,000
Equip. Decon Washer	Fire/EMS	36,500		Inclusive Park (Plan/Design)	Parks	75,000
Fire Equipment	Fire/EMS	62,250		McDaniel Park (Build)	Parks	200,000
Ice/Water Rescue	Fire/EMS	5,500		Skatepark (Design/Build)	Parks	425,000
Exchange Street (Design)	DPW	50,000		Wing Mower	Parks	135,000
Patrol Truck	DPW	85,000		Energy Audit/Plan	CD	25,000
Paulson Road (Build)	DPW	593,750		Property Acquisition	CD	300,000
Paving and Utility Plan	DPW	131,250				
				Total Projects		$4,338,000

$4,340,000 GENERAL OBLIGATION PROMISSORY NOTES – 2023 - SOURCES AND USES

Below is the estimated Sources and Uses of Funds for the $4,340,000 General Obligation Promissory Note issue.

$4,340,000 General Obligation Promissory Notes Preliminary Sources & Uses

Dated 04/12/2023 | Delivered 04/12/2023

Sources Of Funds

Par Amount of Notes	$4,340,000.00
Est. Reoffering Premium	266,501.80
Total Sources	**$4,606,501.80**

Uses Of Funds

Total Est. Underwriter's Expenses (Municipal Advisor, Bond Counsel, Rating, Underwriting)	93,820.00
Deposit to Project Construction Fund	4,340,000.00
Est. Excess Premium Deposited to Debt Service	172,681.80
Total Uses	**$4,606,501.80**

$4,340,000 GENERAL OBLIGATION PROMISSORY NOTES – 2023 – EST. REPAYMENT SCHEDULE

Below is the estimated debt service schedule for the 2023 Notes combined with the existing Village purpose debt service supported by tax levy. The existing debt service does not reflect general obligation debt issued by the Village for utility or tax increment district purposes.

Principal payments will be paid on March 1, 2024 through 2033, with semiannual interest payments. The 2032 and 2033 principal maturities will be callable beginning in 2031.

$4,340,000 G.O. Prom. Notes Est. Debt Service Combined with Existing Village Purpose D/S

Calendar Year	Principal (3/01)	Coupon	Estimated Interest	2023 Notes Total Est. Debt Service	Village Purpose Existing Debt Service	Combined Est. Debt Service
2023	-	-	-	-	3,374,967.00	3,374,967.00
2024	470,000.00	4.000%	231,228.89	701,228.89	3,289,642.00	3,990,870.89
2025	240,000.00	4.000%	150,000.00	390,000.00	3,473,794.00	3,863,794.00
2026	230,000.00	4.000%	140,600.00	370,600.00	3,757,644.00	4,128,244.00
2027	335,000.00	4.000%	129,300.00	464,300.00	3,509,394.00	3,973,694.00
2028	430,000.00	4.000%	114,000.00	544,000.00	2,904,944.00	3,448,944.00
2029	455,000.00	4.000%	96,300.00	551,300.00	2,776,744.00	3,328,044.00
2030	495,000.00	4.000%	77,300.00	572,300.00	2,362,769.00	2,935,069.00
2031	525,000.00	4.000%	56,900.00	581,900.00	1,852,619.00	2,434,519.00
2032	565,000.00	4.000%	35,100.00	600,100.00	1,907,834.00	2,507,934.00
2033	595,000.00	4.000%	11,900.00	606,900.00	1,513,356.00	2,120,256.00
-	**$4,340,000.00**	**TIC 3.25%**	**$1,042,628.89**	**$5,382,628.89**	**$30,723,707.00**	**$36,106,335.89**

The increase in debt service from 2023 to 2024 may be offset with funds on deposit in the Village's debt service account.

$4,340,000 GENERAL OBLIGATION PROMISSORY NOTES – 2023 – PRELIMINARY PRICING SCHEDULE
(Reflecting Market – Week of February 20, 2023)

The Village will be issuing less than $10 million of tax-exempt securities in 2023. Therefore, the securities will carry the bank qualified designation. Bank qualified securities allow banks to receive certain tax advantages on the interest earned on the investment and the securities carry a slightly lower interest rate than non-bank qualified securities.

$4,340,000 General Obligation Promissory Notes 2023 Preliminary Pricing Summary

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price		Dollar Price
03/01/2024	Serial Coupon	4.000%	3.100%	470,000.00	100.777%		473,651.90
03/01/2025	Serial Coupon	4.000%	2.800%	240,000.00	102.187%		245,248.80
03/01/2026	Serial Coupon	4.000%	2.750%	230,000.00	103.443%		237,918.90
03/01/2027	Serial Coupon	4.000%	2.700%	335,000.00	104.763%		350,956.05
03/01/2028	Serial Coupon	4.000%	2.720%	430,000.00	105.817%		455,013.10
03/01/2029	Serial Coupon	4.000%	2.730%	455,000.00	106.860%		486,213.00
03/01/2030	Serial Coupon	4.000%	2.750%	495,000.00	107.790%		533,560.50
03/01/2031	Serial Coupon	4.000%	2.770%	525,000.00	108.657%		570,449.25
03/01/2032	Serial Coupon	4.000%	2.800%	565,000.00	108.436%	c	612,663.40
03/01/2033	Serial Coupon	4.000%	2.900%	595,000.00	107.702%	c	640,826.90
Total	-	-	-	**$4,340,000.00**	-	-	**$4,606,501.80**

Bid Information

Par Amount of Notes	$4,340,000.00
Reoffering Premium or (Discount)	266,501.80
Gross Production	$4,606,501.80
Total Est. Underwriter's Expenses	$(93,820.00)
Total Purchase Price	$4,512,681.80
True Interest Cost (TIC)	3.2458829%

Interest rates and yields shown reflect sale results for a comparable Wisconsin issuer during the week of February 20, 2023 and are not intended to represent or guaranteed the actual interest rates and yields for the Village's Notes selling at a later date in 2023.

LEGAL DEBT LIMIT CALCULATION FOR GENERAL OBLIGATION DEBT

Equalized Valuation (2022) as certified by Wisconsin Department of Revenue		$1,434,947,800
Legal Debt Percentage Allowed		5.00%
Legal Debt Limit		$71,747,390
General Obligation Debt Outstanding as of 12-31-2022	- $41,785,000	
Less: 2023 Principal Payments	- $ (3,830,000)	
Plus: 2023 G.O. Notes	- $ 4,340,000	
Net General Obligation Debt Outstanding		$42,295,000
Legal Debt Limit Remaining		$29,452,390
		or 41.05%

METHOD OF SALE

Wisconsin Law allows General Obligation Notes and Refunding Bonds to be sold at Public or Negotiated Sale.

- **Public Sale** – Village Advertises for Underwriter Nation-wide – to Submit Bid on Specific Date and Time Underwriter's Bid Dependent Upon –

  Market Conditions on Day of Bid
  Number of Issues Underwriter Will Bid on (Bidding Calendar) or Purchase That Day
  Limited Ability to Pre-sell Notes - Risk May be Built into Bid as Cost to Village
  Underwriting Cost Locked in on the Day of Sale
  Underwriter Submits Bid on Bid Form per Bidding Parameters in "Official Notice of Sale"
  Market Conditions are Monitored by Municipal Advisor Throughout Borrowing Timeline
  Local Banks Participate Through Their Broker/Dealer Relationships
  Village Has Flexibility to Change Dollar Amount and Structuring Terms After Bids are Opened

- **Negotiated Sale** – Underwriter is Selected by Village Through RFP Process or Based on Historical Experience Underwriter Provides Assistance to Village in Advance of Entering the Bond Market -

  Updates and Advises Village of Changes to Market Conditions, Interest Rates
  Investors and Local Banks Contacted Early to Determine Interest in Purchasing Notes/Bonds
  Reduces Underwriter's Risk of Unsold Notes - Potential for Lower Underwriting Cost
  Cost of Underwriting Locked in Prior to Sale Date
  Underwriter Has Flexibility to Capture Market Opportunities Several Days in Advance of Award
  Village Has Flexibility to Change Dollar Amount and Structuring Terms Up to Time of Order Period
  Underwriter Provides Village with Comparable Sales in Market

The Village of McFarland has used both sale methods

The Village used negotiated sales 2015 - 2018 with Bankers' Bank, Madison, in association with the McFarland State Bank.

The Village used public sales for both 2019 financings resulting in five bids on the 2019 Bonds and seven bids on the 2019 Notes. The Village used the public sale method for the 2020 Notes which received four bids. The Village used public sales for both 2021 financings resulting in five bids on the 2021 Bonds and five bids on the 2021 Notes. The Village used public sales for both 2022 financings resulting in four bids on the 2022 Bonds and six bids on the 2022 Notes.

FINANCING TIMELINE

Village Board Presentation – Report on Financing 2023 CIP	February 28
Coordinate Financing Team / Prepare Official Statement Official Statement to Village for Review	Jan – March 6
Official Statement Submitted to Moody's	March 9
Moody's Conference Call	March 15 – 16
Official Statement Distributed to Underwriter(s)	March 16
Moody's Rating Released; Credit Report Available	March 22
Bids Received 10:30 A.M. Village Board Adopts Final Award Resolution P.M. (Sale)	March 28
Closing; Delivery of Funds to Village	April 12

Note: All borrowed funds must be spent within 18 months (October 12, 2024).

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, February 28, 2023**

SECTION: **Business**

DEPARTMENT: **Administration**

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

AGENDA ITEM: **Discussion and recommendation on amendments to the Personnel Policy Manual and Compensation and Benefits Manual as it pertains to vacation and paid holidays, which would include:**

PREVIOUS ACTION:
In 2021, the Village Board approved and accepted the 2021 Compensation, Classification and Future staffing plan from GOVHR. As part of the plan and project, employees were surveyed regarding current benefits and policies and their feedback. The study provided recommendations and benefits, and also recommended creation of an Employee Engagement committee to provide employees with a voice to collaborate with management on policies, employee recognition, events, etc. A full copy of the study can be found by clicking here.

In May of 2022, the Village Board referred to the Personnel Committee the combining of the Personnel Policy Manual and Compensation and Benefits manual and bringing forward revisions as recommended by the Compensation and Classification study.

ISSUE SUMMARY:
Attached is a memo outlining proposals for updates to vacation and paid holidays for Village employees.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommended for discussion.

ATTACHMENTS:
1. Memo - Jt. DEI Personnel - 11.17.2022 - FINAL

www.mcfarland.wi.us | 5915 Milwaukee St, McFarland, WI 53558 | 608.838.3153

MEMO

To: Personnel Committee & Diversity, Equity and Inclusion Committee

From: Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, Human Resource Generalist

Date: November 17, 2022

Subject: Recommended revisions to Vacation Policy and Holiday Policy

Background:
In 2021, the Village Board approved and accepted the 2021 Compensation, Classification and Future staffing plan from GOVHR. As part of the plan and project, employees were surveyed regarding current benefits and policies and provided the opportunity to confidentially provide feedback. The study provided recommendations and benefits, as well as a recommendation to create an Employee Engagement Committee to provide employees with a voice to collaborate with management on policies, employee recognition, events, etc. A full copy of the study can be found by clicking here.

In May of 2022, the Village Board referred to the Personnel Committee the combining of the Personnel Policy Manual and Compensation and Benefits manual and bringing forward revisions as recommended by the Compensation and Classification study.

In August of 2022, with the addition of the HR Generalist, an employee engagement committee was created. The Employee Engagement Committee is comprised of one non-management member of each department and discussion lead by the HR Generalist.

Summary:

1. **Recommendations from the Compensation, Classification and Future Staffing analysis.**
   The 2021 Compensation and Classification study provided the following recommendations for review and consideration by the Village (note: the listed provisions only pertain to the items listed for discussion on the agenda):
   a. Review the vacation leave policy and consider adding more leave time after one (1) year of service.
   b. Change personal days to floating holidays and consider adding one (1) additional floating holiday, for a total of three (3) floating holidays per year. This transition recognizes the original intent that employees may have

additional holidays they celebrate that are not captured as designated holidays by policy. It also proposes to expand this to an additional day to provide more latitude and inclusivity.

c. In the future, the Village should review the vacation buyback program and consider changes, if needed.

2. Employee Engagement Committee Feedback

The Committee was asked to review the three areas identified above from the study and provided the following feedback:

a. Review the vacation leave policy and consider adding more leave time after one (1) year of service.

The Employee Engagement Committee felt the idea of vacation was very important to employees and they recommended expansion of the Village's current vacation schedule. Employees identified valuing work life balance and valuing the opportunity to have additional time away from work for the things that were important to them.

b. Change personal days to floating holidays and consider adding one (1) additional floating holiday, for a total of three (3) floating holidays per year. This transition recognizes the original intent that employees may have additional holidays they celebrate that are not captured as designated holidays by policy. It also proposes to expand this to an additional day it to provide more latitude and inclusivity.

The Employee Engagement Committee supported the idea of adding additional floating holidays. The idea of floating holidays very much aligned with feedback on vacation time. The Committee recommended and was supportive of additional time to recognize additional holidays employees may celebrate that are not contained within the Village's current celebrated holiday schedule and promote inclusivity.

Additionally, the Engagement Committee reviewed the idea of inclusion of Juneteenth as a celebrated holiday within the Village's current holiday schedule. The Committee liked the idea of celebrating Juneteenth as holiday but recognized the challenge of choosing to celebrate some holidays that may not be celebrated by all employees and struggled how to choose which ones we celebrate.

c. In the future, the Village should review the vacation buyback program and consider changes, if needed.

Current Village policy provides that non-department head employees can carryover up to 40 hours of vacation at year end, while Department Heads can carry over up to 60 hours of vacation time. Any vacation time in excess of this, unless otherwise approved by a waiver, is

paid out into a medical VEBA account at the number of hours in excess of 40 remaining at year end, multiplied by the employees' current rate, and then reduced by half.
The engagement Committee wanted to see the Village re-visit this policy and change the payout to 100% as opposed to the current 50% reduction.

Recommendation
In reviewing the recommendations from the study, the recommendations from the Engagement Committee, feedback from Department Heads, and additional research of comparable communities, we have put forth the following recommendation for consideration:

1. All vacation levels be increased by one level, and all employees provided an additional week of vacation accordingly.
This recommendation is related to vacation, but also considers holidays and the idea that the Village wants to provide more time for employees to celebrate the things that are important to them. This could be additional holidays that aren't in the current holiday schedule, time with family, or any other reason an employee might have for wanting time away from work. Studies have shown that there has been a shift in attitudes of the work force. While previous attitudes and feelings may have valued additional opportunity to work and earn overtime, new trends in the workforce overwhelmingly show employees value time off to further achieve work life balance. Taking time away from work is also a big proponent of wellness for employees.

In addition to this, from a recruitment standpoint, other communities have moved toward this same shift in increasing vacation levels. Mostly notably of our comparables, Sun Prairie and Waunakee have made this shift. Offering additional vacation time is an extremely helpful recruitment tool. We find the current labor market extremely competitive, and this increase allows for the Village to recruit and retain talent.

Additionally, within this proposal, this would increase vacation limits for current employees, we want to make sure we recognize the longevity and appreciation of our current employees. Employees are critical to the effective delivery of local government services and being responsive to valuing our current employees is also a very important component of the recommendation.

2. Floating holidays remain at 2, but inclusion of Juneteenth be considered.
While staff is supportive of the idea at expanding the number of floating holidays in concept and recognizing inclusion, it was felt providing the extra week of vacation is dual purpose and achieves this recommendation as well. Adding additional days is a balancing act, and management had concerns with the ability to add an additional floating holiday, on top of the extra week of vacation, and not cause staffing constraints among departments.

Staff recommends discussion and consideration to adding Juneteenth as a celebrated holiday for Village employees. In June of 2022, the Village Board adopted a resolution celebrating Juneteenth and encouraging citizens and residents to act. Because of this, we feel it makes sense for the Committee and Board to discuss whether the Village would like to recognize this as a holiday celebrated by employees.

3. The Vacation buyback clause remain as is with a 50 % reduction.

In reviewing this recommendation from the study and the Employee Engagement Committee, we do not recommend changing the vacation buyback clause. There are a couple reasons for this recommendation:

i. *Counter intuitive to its purpose* – As identified previously, vacation time is awarded for employees to take time away from work. This is a very important concept from a wellness perspective, that we would like to preserve. Studies overwhelmingly show, employees who utilize vacation are more productive and are generally happier employees. Providing a payout mechanism seems counterproductive to the purpose of vacation time. It is also of note, The current policy provides the ability to request a higher roll over amount if extenuating circumstances prevented an employee from utilizing their vacation time.

iii. *Comparable communities survey* – The Village surveyed comparable communities both from the Comp and Class study, and within Dane County, and were not able to identify other communities who had a 100% cash out payout clause. The majority of communities surveyed had a rollover limit similar to the Villages but did not offer any payout or VEBA contribution option.

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, February 28, 2023**

SECTION: **Business**

DEPARTMENT: **Administration**

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

AGENDA ITEM: **Amendment and consolidation of chapter 18, "Vacation Policy for Non-Represented Positions," of the Personnel Policy Manual, and chapter 8, "Vacation Policy for Department Head Positions," and chapter 9, "Vacation Policy for Non-Represented Positions other than Department Heads," of the Compensation and Benefits Manual.**

PREVIOUS ACTION:

ISSUE SUMMARY:
The previously attached memo outlines the proposal for increasing vacation.

FINANCIAL/BUDGET IMPACT:
Financial Impact of Increasing Vacation Levels by one.
For most employees of the Village there is no direct cost for the proposal. Essentially, the increase in vacation is less hours worked by employees. This then requires departments to navigate work to get tasks completed. However, both Fire & Rescue and the Police Department have minimum staffing requirements that would have a direct financial impact. The direct financial implication depends on a variety of variables and is presented as a range.

Fire & Rescue -
2023 - Cost impact would be minimal as non-represented employees are not part of minimum staffing numbers
2024 - If the additional week were bargained and approved for IAFF members, the cost would range from $0 to $18,379.20.

Police
2023 - Cost impact would be minimal. The only employees who are part of the minimum staffing numbers are the Sergeants of the Department. Cost implications would range from $0 to $8,500.
2024 - If the additional week was bargained and approved for WPPA members, cost implications would range from $0 to $25,500.

VILLAGE PLAN REFERENCE:
2021 Comp and Class study

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
The Personnel and DEI Committee recommended approval of updates to the policy.

Item is presented as discussion only.

ATTACHMENTS:
1. Chapter 18 PP - Ch. 8 9 CBM - Vacations - Final Draft 11.21.2022 (Redlines)

CHAPTER XX – VACATION POLICY

The Village of McFarland recognizes the importance of time away from work for the overall well-being of the employee. The Village encourages employees to utilize their vacation time for the purposes of time off and to recognize any days of personal significance, ~~or~~ celebration, or any purpose the employee deems to be away from work.

XX.01 Eligibility

(a) Full-time employees and part time employees who are regularly scheduled to work at least twenty hours (20) hours per week, or at least 1,040 hours per year, will be eligible for vacation time.

XX.02 Vacation Credited in Advance

(a) At the time of initial hire, an employee may be credited in advance with prorated vacation time for the balance of that calendar year, unless determined otherwise by the Village Board.

(b) On January 1st of each preceding year, an employee may be credited in advance with vacation time in accordance with the schedule outlined in XX.XX based on the years of service that will be completed on the employee's anniversary date during that coming year.

XX.03 Vacation Schedule for Full-Time Employees

(a) *Standard Schedule*. This schedule is for full-time employees who are regularly scheduled to work 2,080 hours per year based on a five-day work week:

YEARS OF COMPLETED SERVICE	VACATION ELIGIBILITY
0-through 5 years	up to ~~10~~ 15 days
6-through 10 years	up to ~~15~~ 20 days
11 years through 20 years	up to ~~20~~ 25 days
21 years and thereafter	up to ~~25~~ 30 days

(b) *6-3 Schedule*. This schedule is for protective service employees who are scheduled to work 1,950 hours per year based on a six-day work week:

YEARS OF COMPLETED SERVICE	VACATION ELIGIBILITY

0-through 5 years	up to 12 days
6-through 10 years	up to 18 days
11 years through 20 years	up to 24 days
21 years and thereafter	up to 30 days

(c) *Department Head Schedule.* This schedule is for positions identified as Department Heads within the Village's organization chart.

YEARS OF COMPLETED SERVICE	VACATION ELIGIBILITY
0-through 5 years	up to ~~15~~ 20 days
6-through 10 years	up to ~~20~~ 25 days
11 years and thereafter	up to ~~25~~ 30 days

(d) *Part Time Employees*. Part-time employees may earn prorated vacation credits based on the applicable schedule above based on their percentage FTE status upon which the position is budgeted. The Village's determination of the prorated amount is final.

XX.04 Vacation Payout at Termination

(a) Although vacation hours are credited in advance under this policy, if an employee's employment ends during the year, the employee will be eligible to receive only the prorated amount of vacation time earned for the part of the year actually worked. The employee will be paid at the current rate of pay for any unused vacation time that was earned and not used.

~~(a)~~(b) Employees who employment ends prior to the completion of their orientation period are not eligible for being paid out for unused vacation time.

~~(b)~~(c) If a terminating employee has used more than the prorated amount of vacation actually earned for that year at the time of termination, the employee will have an appropriate amount withheld from the final paycheck to reimburse the Village for any unearned vacation time that was used. The amount to be withheld will be calculated at the current rate of pay times the number of unearned vacation hours that had been used.

XX.05 Carryover Limit

(a) An Employee is permitted to maintain and carryover to the following calendar year subject to the following limits:

1. *Non-Department Head Carryover* - A maximum of 40 hours of unused vacation may be carried over if earned after January 1st of each year. If the total vacation balance of an employee exceeds 40 after that time, 50% of the equivalent monetary value of all remaining hours in excess of the allowable maximum will be paid into the employee's VEBA account.

2. *Department Head Carryover Limits* - A maximum of 60 hours of unused vacation may be carried over if earned after ~~January 1, 2018.~~January 1st of each year. If the total vacation balance of a Department Head exceeds 60 hours after this time, 50% of the equivalent monetary value of all remaining hours in excess of the allowable maximum will be paid into the Department Head's VEBA account.

(b) ~~Any request for any carry over amount is subject to approval by the Village Administrator upon recommendation of their Department Head.~~The Deputy Administrator and/or Village Administrator shall have the discretion to consider requests from employees, upon recommendation of their Department Heads, to exceed the maximum hours for the carryover of unused vacation as identified above. ~~Employees must demonstrate that a concerted effort was made to use the vacation proposed to be carried over.~~These requests should generally be limited to instances where operational constraints didn't allow for adequate usage of time off for the employee. ~~The employee must demonstrate that a concerted effort was made to use the vacation proposed to be carried over. The Village Administrator shall have the discretion to consider requests from employees upon recommendation from their Department Heads to exceed the maximum hours for the carryover of unused vacation~~

XX.06 – Vacation crediting when employees convert from Part-Time to Full-T~~t~~ime

Employees who convert from a part-time status to a full-time status shall be credited pro-rated years of service based on actual hours work.

XX.07 Exceptions

(a) No additional vacation hours will be earned for time worked by an employee in excess of the normal work schedule.

(b) No vacation hours will be earned by an employee during the time that the employee is on a leave of absence without pay, a disciplinary suspension without pay, or is otherwise in a non-compensable status.

XX.0~~7~~8 Vacation Scheduling

(a) Vacations will be scheduled by mutual agreement between the employee and their immediate supervisor.

(b) Unless unusual or extenuating circumstances exist, vacations in excess of two (2) days' duration shall be requested at least two (2) weeks in advance.

~~(b)~~(c) The Village reserves the right to adjust the vacation schedule of any Village employee.

XX.0~~8~~9 Determining Vacation for New Hires

(a) Unless unusual circumstances exist as determined by the Village Administrator or Deputy Administrator, new employees shall be provided at the time of hire the vacation allocation as approved by the Village Board and detailed within the Personnel Policy Manual.

~~XX.XX Use of Vacation for Sick Leave Purposes~~

~~An employee who is on authorized sick leave may elect to use earned vacation time in lieu of or in the absence of paid sick leave. For attendance review purposes, however, the reason for the absence will still be considered for sick leave purposes.~~

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, February 28, 2023**

SECTION: **Business**

DEPARTMENT: **Communications & Technology**

CONTACT:

AGENDA ITEM: **Amendment and consolidation of chapter 17, "Holidays," of the Personnel Policy Manual, and chapter 7, "Holidays," of the Compensation and Benefits Manual.**

PREVIOUS ACTION:

ISSUE SUMMARY:
The previously attached memo outlines the proposal for changes to holidays within the Personnel Policy Manual.

FINANCIAL/BUDGET IMPACT:
Financial Implication of Added Celebrated Holidays
Adding a paid holiday has similar impacts as adding additional vacation time. However, with adding a paid holiday, there are additional costs associated with additional hours for the on-call Public Works employee to perform duties on the holiday.

Fire & Rescue -
2023 - Cost impact would be minimal as non-represented employees are not part of minimum staffing numbers
2024 - If the additional week were bargained and approved for IAFF members, the cost of *each* added celebrated holiday would range from $0 to $5,907.60.

Police
2023 - Cost impact would be minimal. The only employees who are part of the minimum staffing requirements are the Sergeants of the Department. Cost implications would range from $0 to $2,800.
2024 - If the additional week were bargained and approved for WPPA members, the cost of *each* added celebrated holiday would range from $0 to $10,000.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
The Personnel and DEI Committee recommended adding Juneteenth as a holiday and investigation in to the cost of adding Indigenous People's Day. The per holiday cost implications are outlined in the financial/budget impact section.

Presented for discussion.

ATTACHMENTS:

1. Chapter 17 PP - Ch 7 CBM - Holidays - Final Draft 11.21.2022 (Redlines)

CHAPTER 17 - HOLIDAYS

~~17.01 Personal Holidays~~

(1) Eligibility

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

(b) No employee will be eligible for pay for a holiday which occurs after that employee's last day on the job, except that a terminating employee who is entitled to a ~~personal~~ holiday(s) may convert that holiday(s) to pay upon termination.

(c) ~~No employee will be allowed to take a personal holiday off until the employee has completed at least three (3) months of service.~~

(d) Eligible employees may be eligible for holiday pay for any designated paid holidays that occur after the first full day on the job.

(e) In order for an employee to be eligible for holiday pay, the employee must work the employee's regularly scheduled workday immediately preceding and following the holiday. This provision will be waived if the employee is using approved leave time~~,~~ such as but not limited to vacation, sick, compensatory time, floating holiday and/or funeral leave ~~sick.~~. Employees on unpaid leave or using other leave are not eligible for holiday pay for that holiday.

(2) ~~Personal Holidays~~Designated Paid Holidays

(a) The following designated paid holidays will be observed by the Village:

- New Year's Day
- Martin Luther King Jr.
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

(b) When a designated legal paid holiday falls on a Saturday, it will normally be celebrated on the preceding Friday. When a paid holiday falls on a Sunday, it will normally be celebrated on the following Monday.

(c) Whenever a designated paid holiday falls on a full-time employee's scheduled day off, an additional floating holiday may be granted in lieu thereof.

(3) Additional Floating Holidays

(a) Recognizing that employees may have holidays that are not recognized as ~~designed~~designated paid holidays, the Village will provide ~~E~~each eligible employee ~~will receive~~ two (2) floating~~personal~~ holidays per year.

(b) An employee hired between January 1 - March 31 will receive two (2) ~~personal~~ floating holidays for that year; an employee hired between April 1 - September 30 will receive only one (1) ~~personal~~ floating holiday for that year; an employee hired after September 30 will not receive any ~~personal~~ floating holidays for that year.

(c) Scheduling of floating holidays will be by mutual agreement between the supervisor or Department Head and the e~~E~~mployee.

(d) All unused floating holidays shall be paid out at the straight hourly rate with the second paycheck in January of the next year.

~~(3) Scheduling~~

~~(a) Personal holidays will be scheduled by mutual agreement between the supervisor or Department Head and the employee.~~

~~(b) Personal holidays will normally be requested at least two (2) weeks in advance.~~

~~(c) Personal holidays must be taken in the calendar year they are earned or they will be forfeited. The employee will not be compensated for these forfeited hours.~~

(4) Pay

(a) Full-time employees will be entitled to eight (8) hours of pay for each ~~personal~~ holiday and/or floating holiday.

(b) Part-time employees may be entitled to pay for paid holidays based on a pro-ration of their regular weekly work schedule compared to a full-time schedule. (Example: An employer who regularly works twenty-five (25) hours per week would receive five (5) hours of pay on a holiday). The Village's determination of the amount of paid time the part-time employee receives is final. ~~Part-time employees will be entitled to pay for personal holidays based on a pro-ration of their regular weekly work schedule compared to a full-time schedule. (Example: An employer who~~

~~regularly works twenty-five (25) hours per week would receive five (5) hours of pay on a personal holiday).~~

(c) Employees scheduled to work on specified paid holidays when Village offices are closed may be paid at a time and one-half (1 ½) rate and allowed a floating holiday to be used at a time approved by the Village.

(e) Employees who are called in to work or otherwise perform on call duties on a specified paid holiday may be paid at two (2) times their hourly rate of pay.

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, February 28, 2023**

SECTION: **Business**

DEPARTMENT: **Administration**

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

AGENDA ITEM: **Discussion and action on updates to the Village Board Handbook.**

PREVIOUS ACTION:
None.

ISSUE SUMMARY:
The updated Village Board Handbook is attached for discussion and possible action.

FINANCIAL/BUDGET IMPACT:
None.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Presented for approval.

Motion to approve the updated Village Board Handbook as presented.

ATTACHMENTS:
1. New Trustee Hand Book REVISED - 02242023

VILLAGE BOARD~~TRUSTEE~~ HANDBOOK

Approved: March 28, 2022

Revised: March XX, 2023

WELCOME

Welcome to the McFarland Village Board! Your fellow citizens have elected you to protect and preserve the public interest. Village Board members individually, and as a whole, represent not only the entire Village of McFarland but are the face the Village presents to other municipalities, government agencies, organizations, and the public at large. It is sometimes difficult to balance differing interests and opinions, but if you keep informed, have an open mind, listen to your colleagues, and make use of professional staff, the open exchange of opinions and viewpoints in a constructive manner will generally lead to the best solution for the Village.

The *Handbook for Village Board Members* has been compiled to provide an easily accessible informational resource for elected officials. It will provide you with a basic understanding of Village operations, Wisconsin laws for the operation of public bodies, provisions that generally apply to members of public bodies, and commonly accepted standards of conduct. We hope it will help you quickly adjust to your new role and help avoid some of the common pitfalls associated with public service.

This guide has been created in an electronic format with links to relevant information. If you would like a copy of any of the aforementioned resources or publications, please contact the ~~Village Clerk/Treasurer~~Deputy Administrator/Clerk cassandra.suettinger@mcfarland.wi.us or via phone at 608-838-3153.

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CHAPTER 1: GETTING STARTED

Attendance/Compensation

Wisconsin State Law provides that in order for a government meeting to be conducted a quorum of members must be present. A 'quorum' is the minimum number of a governmental bodies membership necessary to act. A majority of members must be present to conduct a meeting. Based on this, if you are unable to attend a meeting, please let the Village Administrator or ~~Clerk/Treasurer~~Deputy Administrator/Clerk know as soon as you become aware you will be absent.

Village Administrator, Matt Schuenke, matt.schuenke@mcfarland.wi.us,
Phone: 608-838-3153 or 608-520-1694 (outside normal working hours and weekends).

Village Deputy Administrator/Clerk ~~Clerk Treasurer~~, Cassandra Suettinger,
Cassandra.suettinger@mcfarland.wi.us
Phone: 608-838-3153

Compensation/Meeting Attendance Record

Village Board members are compensated the following:

~~2022 through April 17, 2023:~~
~~Village President: $1,800 per year plus $40 per meeting attended*~~
~~Village Trustee: $40 per meeting attended*~~

Beginning April 18, 2023:
Trustees - $4,250 per year paid on a quarterly basis.
President - $8,500 per year paid on a quarterly basis.

*Per meeting attended – This includes Village government meetings you attend as an elected or appointed member of that Village authority, board, commission, or committee. You are not compensated for meetings of other bodies that you attend for informational purposes.

Village Board compensation shall be paid out on a quarterly basis through direct deposit. ~~Village Staff will track meeting attendance through its agenda management~~

~~system and send it out quarterly for verification. Once verified payments~~Payments will be made on the following schedule:

1. 1st Quarter (January – March) – paid out first full payroll in April
2. 2nd Quarter (April-June) – Paid out first full payroll in July
3. 3rd Quarter (July-September) – Paid out first full payroll in October
4. 4th Quarter (October-December) – Paid out first full payroll in January

Expense Reimbursement

Expenses such as mileage, conference registration fees, and other items will be reimbursed in accordance with the Village's Elected Official Reimbursement Policy. Please click on this link to view that policy.

Access

Keys/Building Access

The Municipal Center is open daily Monday through Friday from 7:45 a.m. to 4:30 p.m. and for evening meetings. Staff will provide you an ID card or fob to access the building after hours. The fob will allow you to access all entrances to Village Hall as well as the hallway and mailroom doors.

The Trustee/President bin is located inside of the copy room. This is where staff will leave any mail or correspondence for you. You should plan to check your trustee mail bin when you are at Village Hall for meetings.

Tablet

The Village will issue you an electronic tablet for Village Business. As part of this process, you will be assigned a username and password. You also will be required to review and sign off on the Village's electronic media policy. A full copy of the policy can be found at: https://www.mcfarland.wi.us/Committee-Orientation

*Village Tablets (Microsoft Surface Pros) must be taken care of and properly maintained. In the event maintenance is required and you are asked to turn your machine in for updates, Village staff ask that you attempt to clean your device off and return it in sanitary condition. Staff recommends using the rubbing alcohol wipes provided to you in your carrying case for this purpose. When sanitizing, do not use Lysol wipes, Clorox Wipes, or any other brand similar. Additionally, do not use soap and/or water, as it will damage the tablet.

~~All officials will be required to sign off on the Village's Electronic Media Device Guidelines.~~ Where permitted by law, an elected official may be financially responsible if equipment is lost or damaged while in their care. This includes both the device and ~~pen~~stylus issued from the Village.

Email

The Village will provide you a new Village email address. Once the address is assigned, you should only use your Village email account for Village Business moving forward. Also be aware the Village has electronic archival software that will automatically save a copy of all emails sent and received through your Village email address.

Public Records Law

The Wisconsin Statutes govern public records law. In the State of Wisconsin, the legislature has concluded that transparency is the cornerstone of democracy, and accountability is only possible when government is performed in the open.

The public has the right to access any 'records' as defined by state law. Records include any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form ~~for~~ or characteristics. This includes electronic correspondence by elected officials including emails, both on your public email address and/or your private email address should you choose to use it, and text messages.

Please also be aware you are the records custodian of all emails, text messages, and correspondence that occurs outside of your Village email. All records requests for such documents, are your responsibility to fulfill and provide in accordance with Wisconsin Public Records Law. Using personal devices and/or personal email addresses are not a way to circumvent public records law.

The Village encourages all elected officials to keep this in mind as they engage in correspondence with others in their capacity as a Village official. With very limited exception, the public has a right to access any and all records and correspondence created by their elected officials. A good rule of thumb is if you would not feel comfortable emailing the information to the local news media, it likely should not be put in an email or electronic correspondence.

The Village encourages all elected officials to review the Wisconsin Department of Justice Wisconsin Public Records Law Compliance Guide for more information on relevant public records law.

Also be aware the Village has an archiving software called Mimecast that will automatically save a copy of your emails.

Orientation Meeting

After you are elected the Deputy Administrator/Clerk ~~Clerk/Treasurer~~ will contact you to schedule an orientation meeting. During the orientation meeting the Village Administrator and Deputy Administrator/Clerk ~~**Clerk/Treasurer**~~ will provide an overview of relevant topics and help you to get acclimated into your new role and where to find resources you may need.

CHAPTER 2: ROLES AND RESPONSIBILITIES

Village President

The Village President presides over all meetings of the Village Board, ~~have~~ has a vote as trustee, as well as signs all ordinances, rules, bylaws, and regulations. The Village President also has the responsibility to maintain peace and good order, see that ordinances are faithfully obeyed.

In the event the Village President is unavailable to preside over a meeting, the Village Clerk shall call the meeting to order, and the Trustees present shall elect one of their members as acting President. Village tradition has been that the Trustee with the most seniority is selected to serve as Acting President.

The Village President has the authority to set the Village Board agenda unless agenda items are otherwise approved for inclusion by the Board as a whole. To have an item be placed on an agenda Trustee should first discuss the matter with the Village President or Village Administrator as applicable.

If a Village Trustee desires to refer an issue, please note the following process:

1. Board member submits a referral request to the Village Deputy Administrator/Clerk ~~Clerk/Treasurer~~ on the Village Trustee Item referral request form.
2. Village Deputy Administrator/Clerk ~~Clerk/Treasurer~~ shall place the referral request on the next regular agenda for the Village Board meeting.
3. The Village President shall approve the agenda.
4. The Village Board shall consider the referral request upon receipt and take action as is necessary to address it under the 'Referral' Section of the Agenda~~.~~.

Also note Village Ordinance 2-163(a) provides that the Village President has the authority to decide which items are placed on a Village Board agenda, unless Village Trustees call a special meeting. In accordance with Ordinance 2-159, Village Trustees do have the authority to all a special meeting, and also have the authority to decide which items shall first be considered at the special meeting.

This process can be followed for referrals on items and issues, budgetary requests/amendments.

Full Village Ordinance Chapter 2, Article II, Division 3 – Village Board

Village Trustees

The Village Board serves as the legislative body at the local level. Trustees do not have individual authority, but rather the Village Board as a whole is granted decision making authority. Trustees do still serve in their individual capacity as a liaison between the Village and its constituents.

Trustees are leaders responsible for setting policy for the municipality. A policy is a course of action for a community that often takes the form of passing ordinances and resolutions. Trustees should rely on ideas from many sources to help make decisions and shape policy. These sources including staff, citizens' groups, boards, commissions, local organizations, and others. Officials are elected at large by the people to serve for the people. Decisions are best made keeping this ideal in mind and how decisions impact the Community as a whole.

Full Village Ordinance Chapter 2, Article II, Division 3 – Village Board

Village Administrator/Village Staff

An important distinction to remember is the Village Board sets policy, and it is then the Village Administrator and Department Head's administrative responsibility to carry out all policies and plans. Additionally, the Village Administrator is responsible for coordinating the day-to-day operations by overseeing service delivery, financial and personnel issues.

It is not the responsibility of elected officials to supervise Village employees on the job or become involved in the day-to-day administration of Village affairs. Maintaining this hierarchy is important to the delivery of municipal services. The Board may from time to time be concerned about employment matters; however, they should refrain from becoming directly involved. The Village Board establishes personnel policies that serve as the employment guidelines for the organization. Board members may voice their concern to the Village Administrator or Deputy Village Administrator/Clerk., ~~and i~~It is the responsibility of the Administrator and/or Deputy Administrator/Clerk, through the

Department Heads to address employment matters ~~as the Personnel Officer~~ for the Village. It is also important to remember the Village Board serves as the appeal body for most non-protective service employee grievances. Therefore, it is important elected officials follow the proper chain of command and remain impartial.

Full Village Code Reference – Chapter 2, Article VII, Division 2 – Village Administrator

~~**Organizational Chart to be Inserted Here**~~Village Wide Organization Chart

Professional Services

The Village contracts with a variety of professional services to round out needed Village Services. The following are the main core services and contractors the Village Utilizes:

Assessment Services	**Accurate Appraisal** PO Box 415, Menasha WI 54952 920-749-8098 info@accurateassessor.com http://www.accurateassessor.com
Engineering	**Town & Country** Brian Berquist 6264 Nesbitt Road, Madison WI 53719 608-873-3350 brian@tcengineers.net https://tcengineers.net/
Legal Services (General Counsel)	**Reuter, Whitish and Evans** Attorney Allen Reuter Attorney Dan Evans (Village Prosecutor) 44 E Mifflin St, Madison WI 53703 608-250-9053 areuter@rwelaw.net devans@rwelaw.net https://www.rwelaw.net/
Legal Services (Labor Relations)	**Von Briesen & Ropert** Attorney Kyle Gulya 10 East Doty St, Madison WI 53703 kgulya@vonbriesen.com 414-276-1122 https://www.vonbriesen.com/
Financial Auditing Services	**Baker Tilly US, LLP** *Carla Gogin, CPA*

	4807 Innovate Lane, PO Box 7398, Madison WI 53707 **carla.gogin@bakertilly.com** 608-240-2460 http://www.bakertilly.com/
IT Support	**Elevity** **Live Service Desk Support:** **Monday - Friday** **6:00 AM -6:00 PM CT** 888-733-4060 support@elevityit.com https://www.gflesch.com/elevity-managed-it
Waste/Recycling Services	**Pelliteri** 7035 Raywood Rd, Madison, WI 53713 (608) 257-4285 info@pelliteri.com https://www.pellitteri.com/
Bond/Debt Counsel	**Wisconsin Public Finance Professionals, LLC** Carol Wirth, President 155 South Executive Drive, Suite 211 Brookfield, WI 53005 cawirth@wipublicfinance.com
Building Inspection Services	**General Engineering Company** Jim Trebian 916 Silver Lake Dr, Portage, WI 53901 Buildinginspector@mcfarland.wi.us https://www.generalengineering.net/
State/County Representatives	**Various – Click for Full Listing**

As a reminder, Trustees in their individual capacity should not be reaching out to Village consultants and directing consultants without the authorization of the Board.

Responding to Citizen Complaints

Residents often contact Board members when they have a problem, whether it involves a land use matter, a barking dog, or a pothole. You should not hesitate to send them to the appropriate Village Staff or department for resolution to the problem. Please always copy the Village Administrator on any emails to Village staff, so that they can be aware of such contacts and ensure the matter is followed up on appropriately. Attached to this handbook is an appendix outlining various issues that may come up from time to time and the appropriate department that would be able to assist with the matter.

Relationship with the Village Attorney

The Village Attorney serves at the pleasure of the Village Board to assist the board and its members of the legal questions it may have. For financial reasons, the Village President and Village Administrator, request that questions to the Attorney should be channeled through the Administrator, to allow Staff an opportunity to address the issue and if not then to make sure the questions are presented clearly. Also remember, Village Board members individually do not have authority to direct projects and work, only the Village Board as a whole has the authority to direct policy and work of applicable consultants and staff. The full list of responsibilities for the Village Attorney can be found within Section 2-517. Please click on this link to view the code of ordinance.

CHAPTER 3: VILLAGE BOARD MEETINGS

The Village Board meets the 2nd and 4th ~~Monday~~ Tuesday of each month at 7 p.m.

Open Meetings Law

Effective citizen oversight of the workings of government is essential to our democracy and promotes confidence in it. Public access to meetings of governmental bodies is a vital aspect of this principle. Please consider reading *Wisconsin Open Meetings Law: A Compliance Guide*. It offers explanations of some of the fundamental principles in Wisconsin Open Meetings Law, and answers questions that arise on a regular basis.

As such it is also important to keep in mind all Village Board, Committee, Commission and Authority meetings are filmed and archived on the Village website.

Conduct of Deliberations/Parliamentary Procedure

The Village Code of Ordinances, Sec 2-166 through 2-170, addresses the conduct of deliberations. Village Boards members should review this section of the code and familiarize themselves with Robert's Rules of Order. Additional information on parliamentary procedures and Robert's Rules of Order can be found by visiting: https://www.parli.com/

Agenda

Perhaps one of the most crucial tools in providing for orderly meetings is a well-organized and well-prepared agenda. The agenda must be handled so that Board members and the public, are given adequate information, in advance, on items to be considered. The Village Deputy Administrator/Clerk ~~Clerk/Treasurer~~ prepares the agenda, and the Village President has the final authority to determine what items are on the agenda.

Each Agenda will contain the following items:

1. Call to Order – The Village President will call each Village Board meeting to order (in the event the Village President is unavailable, the Deputy Administrator/Clerk ~~Clerk/Treasurer~~ will call the meeting to order and the Board shall elect a Board member to preside over the meeting). Village Ordinance 2-190. Provides A quorum exists whenever one more than half of the number of members of a statutorily authorized authority, board, committee, commission, and standing committee meeting are present. Any meeting will adjourn ten minutes after the noticed starting time if no quorum is present. BCC Chairs are expected to be aware of

quorum requirements and to adjourn meetings after ten minutes if a quorum is not present.

2. Roll Call – the Village Deputy Administrator/Clerk ~~Clerk/Treasurer~~ will read Village Board member names and take the roll. Village Board members should state 'here' when their name is called.
3. Public Announcements, Communications, & Proclamations – The Village President will announce and review all public announcements, communications, and proclamations.
4. Consent Agenda – The Consent Agenda is for routine, procedural, and self-explanatory non-controversial items. Items will be approved by one motion unless a Board member requests that the item be removed. Board members who have a question on an item on the consent agenda or would like to have additional discussion on an item, should request the item(s) be removed from the consent agenda and discussed separately. Items requested to be dealt with separately, will be dealt with in the same order in which they were originally listed on the consent agenda under business.
5. Public Appearances – This is an opportunity for members of the public to provide public comment on items both on and off the agenda. Members of the public are provided a time limit of 3-minutes. Board members should review the Village's Public Comment Policy for more information. It is important to note that additional discussion cannot occur during public comment. This is intended for elected officials to be aware of concerns. If referral or action is desired it should be done by submitting a referral request to the Deputy Administrator/Clerk on the Village Trustee Item referral request form.~~during the 'Future Authority, Board, Commission and Committee agenda items and referrals.'~~
6. Public Hearings – (only when applicable) – Public hearings occur from time to time on specific topics. The Village President will open up the public hearing for any public comment. Once all comments are received, the Village President will close the public hearing.
7. Business – The business section will include normal business items. These business items will be freestanding issues and also referrals from Board, Commission and Committees. For Board, Committee or Commission referrals the respective chair will be asked to provide an overview of the item and discussion as well as the recommendation from the Board, Committee or Commission. The Chair should be prepared to make the motion, and the vice-chair Trustee should be prepared to second the motion.

8. Requests for Referral of new items to Committees, Commissions or Boards – This is where Village Board member referrals will be taken up for discussion and possible review. Trustee who made the referral will be prepared to discuss and present the proposed referral. The Village Board will then vote whether or not to make the applicable referral. Discussion should be limited to topic of whether or not to refer the item accordingly.
9. Closed Session (If needed) – WI State Statute 19.45 outlines the reasons by which a governing body may go into closed session. Closed session matters are confidential. A separate closed session packet will be distributed directly to Board members. Closed session materials are confidential and not made available to the public until action is taken on the matter considered in closed session. The Village President will announce the closed session agenda item and then ask the Deputy Administrator/Clerk ~~Clerk/Treasurer~~ to take a roll call vote to go into closed session. Each Board member will need to vote either 'aye' or 'nay' to go into closed session. Once the motion passes to go into closed session, the Board will use a different Zoom ~~or~~ link or go into Conference Room A as discussions in closed session are not broadcast nor available to the public.
10. Reconvene in Open Session (if needed) – Once Closed Session discussion has concluded, a motion must be made to return to open session. Once the Board has approved to return to open session, it would either take formal action on matters discussed in closed session or move to adjournment
11. Action on items discussed in Closed Session (if needed) – Once back in open session, the Village Board can take formal action on items discussed in closed session if needed.
12. Adjournment – The Village President will accept a motion and a second to adjourn the meeting after all items of business have been concluded.

Camera and Microphone Etiquette

All Village Board meetings and most other authority, board, commission, and committee meetings are broadcast~~ed~~ live and rerun throughout the month on our local public, educational, or government (PEG) station. McFarland Cable is available on TDS cable channel 1009 in high definition and Charter-Spectrum cable channel 982 in standard definition. Meetings are also available "on demand" on the cable channel website at www.mcfarlandcablechannel.com. To present a professional image, a high-quality broadcast, and avoid citizen complaints, please follow the guidelines below.

- When speaking keep the microphone between 6 to 10 inches from your mouth, speak directly into the microphone, and use your normal voice and volume level.
- Do not move the microphone(s) without approval or assistance from the on-site camera operator. They have been placed accordingly for optimal audio.
- Refrain from critical facial expressions and eye rolling. You never know when you are on camera.
- Refrain from mumbling to yourself or conducting side conversations. The microphones may hear you and interfere with the current speaker.
- Refrain from eating or drinking at or near microphones. In addition to the noise, equipment may be damaged.
- Avoid pen clicking, finger drumming, paper shuffling, or other distracting noises as the microphones will hear and amplify it.
- Avoid having hands, laptops, or other objects between your mouth and the microphone when speaking.
- Please avoid coughing into, sneezing on, or striking the microphones.

Consent Agenda Guidance

As noted above, items are placed on the consent agenda that are more routine in nature or have been recommended for approval unanimously by the Committee they came from. However, If there is something you see on the Consent Agenda that you wish to pull of for additional discussion, or to ask a question, you are free to do so. However, the additional items should be noted:

- Question for Staff – If the intent is to simply ask Staff a question on the Consent Agenda item, it is recommended to reach out to staff ahead of time. With packets being released on Thursdays and then the meeting being Tuesday, there is opportunity for staff to answer the question Friday, Monday, and/or Tuesday following the packet release (this could apply to anything on the agenda). Please feel free to reach out to the Village Administrator or the Staff Member connected with the item to gather additional information. Staff are happy to be of assistance in this manner.

- Discussion with Board Members – If the intent to remove an item is to discuss the matter with your fellow board members, then this would be a situation in which you would do so. Please follow the current process to

remove an item if you desire to further discuss the matter prior to a decision being reached.

The choice to remove the item is at the discretion of the Board member but the above guidance is provided to keep the meetings efficient. dbook

CHAPTER 4: BOARD, COMMITTEE & COMMISSION MEETINGS

Board, Committee, Commission Schedule

In general, two Village Trustees serve on each authority, board, commission, and committee with one serving as chairperson and the other as a Trustee member. The Village President annually makes liaison appointments for Trustees to the various Board, Committees and Commissions. Annually on March 15th of each year, all BCC members with expiring terms shall be notified of their term expiration and allowed the opportunity to request reappointment.

Regular monthly meeting dates and times have been established for the majority of committees in order to coordinate meeting room availability for both public and private use and avoid both room and personnel scheduling conflicts. In addition to elected officials, staff and some citizen members are also assigned to more than one authority, board, commission, or committee and regular monthly meeting dates ensure that all members can plan ahead so they are able to actively and regularly participate in the meetings they are assigned to.

Board, Committee, Commission or Authority Duties as Chairperson

The Committee Chairperson is responsible for conducting an orderly and legal meeting, recording the attendance of all present, making notations that will assist in the compiling of meeting Minutes, encouraging and fostering discussion amongst members, and ensuring that decisions are in compliance with Village, County, and State laws.

The Chair is allowed to vote, has the same responsibilities as committee members, and has no more or less decision-making power than any other committee member. ~~Committee Minutes are included in the packet for the first Village Board meeting of the month.~~ Committee recommendations are forwarded for Board action at a Village Board meeting following the Committee meeting and information is relayed to the Board by the Trustee presiding as Chairperson of the meeting.

Agendas

The Village Administrator and Department Head of the department of jurisdiction coordinate the preparation of agendas with the Committee Chairperson. Agenda items are also derived from referrals from the Village Board; other authorities, boards,

commissions, and committees; and staff as well as items of business carried over from the previous meeting.

The Monday of the week preceding the meeting, staff will send an agenda, or request for cancellation, to the respective Chair. Each chair is provided 48 hours to provide confirmation, approval, edits, etc. for the agenda. Village Board members are encouraged to familiarize themselves with the Agenda/Packet Creation Process. Creating Agenda packets is a very timing consuming process for staff, and it helps out tremendously if chairs stick to the timelines outlined in the document.

Minutes

Meeting Minutes are a permanent written record of the actions taken by a governmental body. They summarize substantive discussion and specifically document all actions taken by the body. Meeting Minutes are not a transcript nor are they documentation of any one individual's thoughts, ideas, or statements.

Many meeting Minutes are created from the video recording of the meeting by a designated non-attendee recorder. To ensure that accurate Minutes are produced, the Chairperson must make the following oral and written documentation.

Oral documentation.

1. Call to order. State the time the meeting is called to order.
2. Read the agenda item aloud.
3. Motions. Repeat the names of the members making and seconding the motion, repeat the motion made, and announce the vote total. Example: *Motion by Ed Smith and seconded by Tom Jones to recommend to the Village Board that the contract for 2010 water main and sanitary sewer improvements on U.S.H. 51, Lani Lane, and Lewis Lane (Base Bid plus Alternate A) be awarded to G. Fox and Son, Inc. in the amount of $330,142.00 and that the unit pricing on the Supplemental Bid Items be accepted. Motion carried 4 to 1.*
4. Adjournment. Announce the agenda item Adjournment, repeat the name of the members making and seconding the motion to adjourn, and state the time of adjournment.

Written documentation.

1. Attendance record. Staff will take attendance of all members present for meetings.
2. Materials distributed at meeting**.** Make sure that a copy of all materials not included in the packet, but distributed at the meeting, are given to the Administrator or another staff member, who will deliver them to the Clerk.

Draft minutes will be submitted to the Board, Committee, Commission or Authority at its next scheduled meeting. This is member's opportunity to make corrections or changes. Once minutes are approved, unless otherwise amended by the body cannot be changed.

Forwarding Recommendations

Authority, board, commission, and committee recommendations are forwarded to the next Village Board meeting for action, unless a different date is noted.

The process for bringing BCC recommendations forward shall be as follows:

1. Village President reads the agenda item.
2. If the Board, Committee, Authority or Commission recommended approval of the item, the Trustee Chair of the Committee makes the motion to approve the agenda item.
3. The Vice-Chair Trustee of the Committee makes the second on the motion.
4. Discussion can then take place on the agenda item. The respective liaisons would have an opportunity to provide background on the recommendations. In the event the elected official voted against the referral made by the Committee, they would have the opportunity to speak to their position.
5. The Village President would call the question and take a vote on the item.

Packets

-Meeting packets will be delivered the Thursday of the preceding week. The Village utilizes CivicClerk for the delivery of agenda packets. You will receive an automated email notifying you when each respective Board, Committee, Commission packet is available. For more information on agenda packet delivery and CivicClerk, please click here.

Conducting the meeting

The Chairperson is responsible for conducting a legal, timely, and orderly meeting. These suggestions may be helpful.

- Be prepared and have thoroughly review materials ahead of time. If you have additional questions or need additional information on an item, reach out to staff ahead of time to obtain more information.
- Solicit input from all members but be careful not to limit discussion or cut off fellow members.
- Although the length of a meeting is left to the discretion of the Chairperson, we have generally found that members tend to lose their focus if a meeting extends beyond two hours.
- Encourage courteous and considerate interactions. If needed, talk to disruptive members privately after the meeting.
- Keep discussions on track.
- Limit public comment to the beginning of the meeting or just prior to taking up a pertinent agenda item. Make sure that the speaker states their name and address.

Work Plan Development

Boards, commissions, and committees may prepare their own work plan with assistance from Village Staff. Each group will generally follow the same outline when preparing their work plan with Village Staff that is aligned with their essential responsibilities as defined by Village Ordinance. The process for this would be initiated by Staff with the new board year which for Committees that would begin at the end of April or beginning of May of each year.

- **Introduction (Meetings 1-2):**
    - Roles and Responsibilities…review the code, policies, meeting format, etc.
    - General summary on the work completed in the previous year.
    - Committee can identify areas they wish to learn more about or need additional background information.
    - General summary on the work on the horizon for the coming year.
    - Update work plan as needed.
    - Other business items that may be applicable as part of their regular course of work.

- **General (Meetings 3-11)** – Each meeting then throughout the year may encompass any of the following activities in line with their roles and responsibilities outlined in the code:
    - Capital Planning
    - Presentations from relevant Community Groups
    - Fee Schedule Review
    - Ordinance/Policy Review
    - Other business items that may be applicable as part of their regular course of work.

- **Conclusion (Meeting 12):**
    - Look ahead to the next year.
    - Discussion on reappointment process.
    - General inquiries on feedback on the groups work in the previous year.
    - Other business items that may be applicable as part of their regular course of work.

Board, Committee, Commission Appointment Process

1. Annually at the end of December, the Deputy Administrator/Clerk shall notify every Board, Committee and Commission members of their expiring term in the preceding April. BCC members shall be allowed the opportunity to request appointment for another term or to end their service at the end of their term.

2. All Board, Committee, Commission vacancies shall be published in mid-March via the Village's standard posting procedures.

3. The Village President shall be forwarded all BCC applications to make appointments at the annual meeting held the third Thursday in April.

4. Unfilled BCC vacancies shall continued to be recruited for until they are filled.

CHAPTER 5: VILLAGE BOARD WORK PLAN –

The Village Board has a standard annual work plan that it works through on an annual basis. The work plan helps guide work the coming year. The "Board Year" does not follow a calendar year and is instead aligned with the term durations established for elected officials. Each year on the third Tuesday in April, the new Board Year will begin as the first day of office for officials elected earlier in that month during the Spring Local Election held on the first Tuesday in April. This begins the Board Year, and the following work plan helps to guide the board's work during that time frame:

- April – Organizational Meeting
    - Appointment of Village Board members to boards, commissions, and committees.
    - Appointment of Resident members to boards, commissions, and committees

- May – Board, Commission, and Committee
    - Annual joint meeting with Diversity, Equity, and Inclusion Committee
    - Refer policy development matters to boards, commissions, and committees

- June – Annual Retreat (See Chapter 6)
    - Review Prior Year Strategic Implementation Plan
    - Draft Next Year Strategic Implementation Plan
    - Staff presentation of budget process and schedule.
    - Finalize Action Plan with Department Heads

- July – Annual Retreat (See Chapter 6)
    - Continue as needed from previous month.

- August – Capital Improvement Planning
    - Present draft 5-year Capital Improvement Plan
    - Accept 5-year Capital Improvement plan prior to Staff Submittal of Annual Budget

- September – Community Group Updates
    - Annual reporting for local groups as available (i.e. – Library, Food Pantry, Youth Center, etc.)
    - Schedule joint meetings with other local groups as requested/needed.

- October – Budget Review (See Chapter 7)
    - Staff Submittal transmitted in September each year.
    - Complete fund review including all Departments.
    - Hold Public Hearing.
    - Identify budget issues needing further discussion.

- November – Budget Review (See Chapter 7)
    - Finalize Village Board Changes.
    - Enact ordinance to approve budget.

- December – Board, Commission, and Committee Connection
    - Joint Meetings as Applicable
        - Example – Joint meeting with the Community Development Authority to discuss economic development goals for next calendar year.
    - Address ordinances, guidelines, and other items with group as needed.
        - Example – Update Tax Increment Financing Guidelines as needed to align with economic development objectives.
    - Plan review and updates as needed.
        - Example – Reviewing progress on implementation of Sustainability Plan.
    - Other special projects as applicable.

- January – Board, Commission, and Committee Connection
    - TIF Guideline review and possible update.

- February – Board, Commission, and Committee Connection
    - Sustainability Plan Review and possible update.

- March – Transition Period
    - Final month before next local election and new members as determined through that process.

CHAPTER 6: STRATEGIC PLANNING & ANNUAL BOARD GOALS

In 2020, the Village created a strategic plan to help provide a road mar~~k~~p for the Village to follow. In addition, the Village Board undertakes the process to review its strategic plan and establish goals and objectives as the implementation plan for the coming year. This plan from year to year addresses the long-term vision within capital improvement planning and also short-term vision incorporating elements from the action plan into the annual budget.

The process for this discussion is as follows:

- Retreat Meeting #1
    - Review Prior Year Implementation Plan
    - Introduce Next Year Implementation Plan
    - Members present their ideas as applicable
    - Staff presentation of budget process and schedule.
- Retreat Meeting #2
    - Finalize Draft Next Year Implementation Plan
    - Schedule Additional Meetings to Finalize as needed
- Retreat Meeting #3
    - Staff Presentation of Next Year Implementation Plan with Action Steps
    - Joint Discussion Between Village Board and Department Heads
    - Action by Village Board to accept the Next Year Implementation Plan

A copy the Strategic Plan and the current Goals & Objectives for the Board can be found under 'Additional Information' by visiting:

https://wi-mcfarland.civicplus.com/313/Village-Board

CHAPTER 7: ANNUAL VILLAGE BUDGET

The annual budget is one of the single most important tasks of any municipal governing body as it sets the level of funding for the programs and services that are to be provided. Through this process it also establishes the tax levy to fund these programs and services which is then charged to property owners through the tax rate. Municipal budgeting is quite complex with most of the work to prepare the budget falling on Village Staff to complete and administer once adopted. The Village Board's role is to set expectations through the retreat (see Chapter 6), review the Staff Submittal, consider revisions, and ultimately adopt the budget for the coming year. Please click on this link to view prior year budget documents and capital improvement plans. The below outline sets the process and schedule applied for the annual budget cycle.

TASK	OWNER	DEADLINE*
Retreat 1	Village Board	June
Set Process/Schedule	Village Board	June
Retreat 2	Village Board	June/July
Introduce draft Goals/Objectives	Staff	July
Retreat 3	Village Board/Dept Heads	July
Draft Budget	Staff	August
Staff Budget Submittal	Village Board	2nd Meeting in Sept.
Review Meeting #1-3 – Review	Village Board	1st, 2nd, and 3rd Thursday of Oct.
Review Meeting #4-5 – Review	Village Board	2nd & 4th Tuesday of Oct.
Public Hearing	Village Board	4th Tuesday of Oct.
Review Meeting #6 – Discussion Items/Changes	Village Board	4th Thursday of Oct.
Review Meeting #7 – Action on Changes	Village Board	1st Thursday of Nov.
Review Meeting #8 – Optional, As Needed	Village Board	2nd Tuesday of Nov.
Adopt Budget	Village Board	4th Tuesday of Nov.

* Please note that these dates provided are a general estimation of the budget review schedule and serve as a guide to prepare a more detailed schedule from year to year. It attempts to provide a general depiction of the number of meetings needed to complete the review process. This proposed schedule will be applied annually to the actual calendar to create a specific schedule subject to the board's approval. This is known as establishing the budget process and schedule in which the board will review those specifics through the annual retreat in order to take action on what the schedule will be for the coming cycle.

CHAPTER 8 - HELPFUL TIPS

How to Deal with Criticism

- The Board should listen actively to its critics – listen to learn and understand, not to argue, dispute or to silence those critics. Attempt to find some area of agreement by sorting out the issues into those that can be dealt with and those that are outside the scope of authority or the range of possibility to be resolved.
- It is helpful to state that you understand how the person or group feels. Perhaps you might even restate their concerns. If you feel personally attacked, it is okay to say that you feel hurt by the comments.
- At some point, the Board's action must be defended. Try to help people understand the factors that influenced the Board or discuss the parameters that will influence an impending decision which is under attack.
- When attacked, think carefully before responding. Know your facts. Be truthful. Credibility is your most important asset in dealing with your critics.
- Do not belittle small but vocal sources of opposition. Do not label people.
- Keep in mind that anger is directed at your role, not at you as an individual. Last but not least, remain respectful of all constituents.

Interaction with Staff

- Get to know staff and what they do.
- Say thank you! Let staff know how much you appreciate them and give credit where credit is due. Often times staff only hear when there are complaints, and positive feedback always goes much further.
- Deal openly with Village staff and use and trust their expertise and assistance.
- Remember everyone is on the same team. Village staff and elected officials share the commonality of wanting what's best for the Village. While disagreement can certainly always occur in how to achieve that goal, elected officials should always strive to keep a respectful positive relationship with staff.

Guidelines of Conduct for Village Board Members

1. Listen to all sides.
2. Treat everyone with respect.
3. Be honest with your fellow members.
4. ~~Deal openly with Village staff and use and trust their expertise and assistance.~~

~~5.~~4. Arrive at all appointments and meetings on time or call/email if you will be unable to attend or will be late.

~~6.~~5. If you must miss a meeting or arrive late, inform the Village Administrator or Village Deputy Administrator/Clerk ~~Clerk/Treasurer~~ as soon as possible prior to the meeting date.

~~7.~~6. DO NOT HOLD side conversations while business is being conducted. You may not think the topic is important, but the person you are talking to might. Side conversations distract others and make it difficult to hear the main discussion. Remember that Village Board meetings are audio and video taped. Side conversations do get picked up by the microphone and can interfere with, or override, the main discussion.

~~8.~~7. You may not always agree or share the same opinions as that of other members. Please refrain from making critical and negative gestures, facial expressions, or comments while others are speaking. Rather, wait for recognition by the Chairperson and use that opportunity to express your thoughts and opinions.

~~9.~~8. Do not be afraid to disagree in a constructive manner with a fellow member or staff person, but do not make your disagreement a personal attack. Learn to agree to disagree.

~~10.~~9. Study the materials in your meeting packet PRIOR to the meeting.

~~11.~~10. If you have questions or desire additional information regarding a meeting agenda item, contact the Village Administrator, Village Deputy Administrator/Clerk~~Clerk/Treasurer~~, or pertinent Department Head. Often it is easier for staff to answer questions ahead of time and be prepared to provide additional resources if necessary. Putting staff on the spot rarely provides benefit to the issue or item.

~~12.~~11. Keep your comments on the topic under discussion.

~~13.~~12. Remember that the audience and cable viewers judge the Village Board by the conduct displayed individually and collectively. If you embarrass yourself, you embarrass the other Village Board and staff members as well.

~~14.~~13. During the Public Comment portion of the meeting, listen respectfully to the speakers.

~~15.~~14. Try to keep an open mind.

~~16.~~15. Read the Ethics Code to ensure that you do not involve yourself in a Village issue where you have, or appear to have, an associational, financial, personal, or other interest. If you are uncertain if a conflict arises, reach out to the Village Administrator or Village Deputy Administrator/Clerk ~~Clerk/Treasurer~~ who can

assist in making a determination and ascertain legal counsel's opinion on the matter if necessary.

~~17.~~16. If you have a conflict of interest, you will need to recuse yourself when that issue is being discussed by the Board. Refer to Sec. 2-818 of the Ethics Code or contact the Village Deputy Administrator/Clerk ~~Clerk/Treasurer~~ for the correct process.

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, February 28, 2023**

SECTION: **Business**

DEPARTMENT: **Administration**

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

AGENDA ITEM: **Discussion and action to reschedule the Tuesday, April 11, 2023 regular Village Board and Committee of the Whole meetings for Monday, April 10, 2023 at their respective times to be determined in observance of Passover.**

PREVIOUS ACTION:

ISSUE SUMMARY:
On January 10, 2023 the Village Board approved not scheduling Village meetings on the religious holidays outlined in the document. The April 11, 2023 Village board meeting conflicts with passover and needs to be rescheduled.

FINANCIAL/BUDGET IMPACT:
None.

VILLAGE PLAN REFERENCE:
none.

ORDINANCE REFERENCE:
https://mcfarland.municipalcodeonline.com/book?type=ordinances#name=2-155_Regular_Meetings

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommended for approval.

Motion to reschedule the Tuesday, April 11, 2023 Village Board and Committee of the Whole meetings to Monday, April 10, 2023 at their respective times to be determined in observance of Passover.

ATTACHMENTS:
None