

Tuesday, March 14, 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/81924903354>

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

Webinar ID: 819 2490 3354

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. Board, Committee, Commission Vacancy announcement.
 - b. April 4, 2023 - Spring Election Information
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 28, 2023 meeting.
 - 2) Motion to approve checks in the amount of \$267,907.35.
 - 3) Motion to approve the MS4 Annual Report.
 - 4) Motion to approve the purchase of a replacement vehicle for the Detective position within the Police Department.
 - 5) Motion to approve Ordinance amendment 2023-04: An ordinance to update the sewer fees within Appendix A of the Village Code of Ordinances.
 - 6) Motion to approve a proposal from Baker Tilly to conduct a water impact fee study as recommended by the Public Works & Utilities Committee.
 - 7) Motion to approve an agreement for Road Maintenance Technology software.
 - 8) Motion to approve an agreement with Dixon Engineering Inc. for various services associated with the Water Tower Painting project.

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. Update on progress on the construction of the Public Safety Center.
- b. Discussion and action regarding proposed Change Order #12 for the Public Safety Center project regarding pathway connection and miscellaneous costs.
- c. Parks and Recreation Committee (Trustees Jerke & Nelson)
Sustainability and Natural Resources Committee (Trustees Wreh & President Clow)
 - 1) Discussion and action regarding the award of contract for the 2023 McDaniel Park beach improvements project.
- d. Public Works & Utilities Committee (Trustee Brandt & President Clow)
 - 1) Discussion and action regarding the award of contract for the 2023 Street and Utility Improvements project on Paulson Road.
 - 2) Discussion and action regarding the award of contract for the 2023 Water Main Improvements project along Taylor Road, and between Taylor Road and Spartan Drive.
 - 3) Discussion and action regarding a proposal from Baker Tilly to conduct a conventional rate case and a five-year financial forecast for the water utility.
- e. Personnel Committee (Trustees Nelson, Jerke, & Wreh)
 - 1) Discussion on updates to the Personnel Policy manual including:

Amendment of Chapter 11, Safety, of the Personnel Policy Manual.

Amendment of Chapter 34, Violence in the Workplace, of the Personnel Policy Manual.

Amendment of Chapter 14, General Conditions of Employment, of the Personnel Policy Manual.

Creation of an Equal Employment Opportunity Policy.

Creation of a Benefits policy within the Personnel Policy Manual.

Creation of a Catastrophic Leave Policy within the Personnel Policy Manual.

- f. Discussion and introduction of land acknowledgement.

7. REQUESTS FOR REFERRAL OF NEW ITEMS.

- a. Discussion and action on a referral from Trustee Wreh to refer the issue of working with the Fire & Rescue Chief and Police Chief to plan a panel discussion for the Community.

8. CLOSED SESSION.

- a. Discussion and action on entering into Closed Session in accordance with the following:
- b. 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.

9. RECONVENE INTO OPEN SESSION.

10. ACTION ON ITEMS DISCUSSED IN CLOSED SESSION.

- a. Discussion and action regarding the 2022 performance evaluation data and applicable compensation for the Village Administrator position.

11. SCHEDULE NEXT MEETING DATE.

- a. March 28, 2023 - Committee of the Whole - 5:30 p.m.
- b. March 28, 2023 - Village Board - 7:00 p.m.
- c. April 10, 2023 - Committee of the Whole - 5:30 p.m. (Monday, special day)
- d. April 10, 2023 - Village Board - 7:00 p.m. (Monday, special day) (Last meeting of current seated Board)

12. ADJOURNMENT.

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

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 14, 2023

SECTION: Public Announcements & Communications

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Board, Committee, Commission Vacancy announcement.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Village has begun its annual process for Board, Committee, and Commission Vacancies. BCC members with expiring terms were provided the opportunity to notify the Village if they no longer wished to serve beyond their current term. Members have until end of the day March 10th to notify the Village if they will not be continuing on serving. As of the packet, the upcoming Board, Committee, and Commission vacancies the Village will look to fill includes:

[Public Safety \(2\)](#)

[Parks & Recreation \(1\)](#)

[Sustainability & NR \(1\)](#)

[Senior Outreach \(1\)](#)

[Public Works & Utilities \(1\)](#)

[Plan Commission \(1\)](#)

[Landmarks Commission \(1\)](#)

The Village will be recruiting to fill these vacancies March 14th through March 31st. Residents interested in applying for one of the vacant positions should fill out the [Board, Committee, Commission Application](#).

Appointments will be made at the annual organizational meeting on April 18th beginning at 5:30 p.m.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

[Village Ordinance 2-185](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion.



ATTACHMENTS:

None

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 14, 2023

SECTION: Public Announcements & Communications

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: April 4, 2023 - Spring Election Information

PREVIOUS ACTION:

ISSUE SUMMARY:

The Spring Election Cycle has begun and the Village encourages all residents to make a plan to vote for the upcoming April 4, 2023 Election!

Make a Plan – Start thinking now about how you would like to complete your ballot (via mailed absentee, in-person absentee, or on Election Day) and if voting via absentee ballot, plan to take the necessary steps in a timely manner.

By mail – by mail ballots will begin going out March 14th up through Thursday March 30th. To request a ballot by mail visit: <https://myvote.wi.gov/en-us/VoteAbsentee>

Reminder: Ballots by mail can only be returned via mail or in-person to the Clerk's Office. **BALLOTS CANNOT BE RETURNED IN THE DROPBOX.** Additionally, only the voter is allowed to return their own ballot in the Clerk's Office, certain exceptions apply for voters with disabilities. **If you intend to vote by mail, make your request early to ensure you have enough time to receive and return your ballot.**

In-Person Absentee – Tuesday March 21st through Friday March 31st, with special Saturday absentee voting hours on Saturday April 1st from 9 a.m. to 12 p.m.

Make it Count –

If voting via absentee ballot, be sure comply with all instructions to complete and return your ballot in a manner that will allow it to be counted. Also, make sure you have valid Photo ID for whichever method you intend to vote. For more information on valid forms of photo ID for the purpose of voting, visit: <https://bringit.wi.gov/>

For any and all voting related questions, please contact the Administration office at 608-838-3153 or email village.clerk@mcfarland.wi.us

FINANCIAL/BUDGET IMPACT:

None.



VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion on, but it is recommended the all Village residents Make a Plan to Make it Count!

ATTACHMENTS:

None

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, February 28, 2023 - 7:00 PM

1. CALL TO ORDER.

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

2. ROLL CALL.

Village Board members present: Village Trustee Hilary Brandt, Village Trustee Stephanie Brassington, Village President Carolyn Clow, Village Trustee Michael Flaherty, Village Trustee TJ Jerke, Village Trustee Carrie Nelson, Village Trustee Edward Wreh (joined at 7:12 p.m.)

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Deputy Administrator/Clerk Cassandra Suettinger, Police Chief Aaron Chapin, Public Works Director Lee Igl, Fire/EMS Director Chris Dennis, and Communications & Technology Director Stephanie Miller.

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.

Village President Clow announced that Tasha Schuch will be presenting to the McFarland Community on March 1, 2023 at 6 p.m.

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

Deputy Administrator/Clerk Suettinger provided an overview of the results of 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.
Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve the consent agenda as presented. 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.

- a. Discussion and action on Resolution 2023-02: A resolution of commendation for Wendy Motl.
Motion by Village President Carolyn Clow, second by Village Trustee TJ Jerke, to approve Resolution 2023-02: A resolution of commendation for Wendy Motl. Motion carries 6 - 0 - 0 by acclamation.
- b. Presentation of Resolution 2023-02: A resolution of commendation for Wendy Motl.
President Clow presented Wendy Motl with Resolution 2023-02: A Resolution of commendation for Wendy Motl and thanked her for service to the Village.
- 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.
Motion by President Clow, second by Trustee Brassington, to postpone presentation and discussion of the McFarland Lion's Club on fundraising efforts to support the reconstruction of the skate park within William McFarland Park. Motion carries 6 - 0 - 0 by acclamation.
- 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.
Carol Wirth, representative of Wisconsin Public Finance Professionals, presented an overview of the proposed borrowing to fund the 2023 Capital Improvement Plan. Based on market conditions, along with the village's history of success and rating, it was recommended that the bonds be sold by public safe.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to

approve the plan for borrowing in order to fund the 2023 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Public Finance Professionals. Motion carries 7 - 0 - 0 by acclamation.

- 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.

The Board reviewed the proposed revisions to the Personnel Policy manual regarding vacation and holidays and approved the addition of adding Juneteenth and Indigenous People's Day as celebrated holidays.

- f. Discussion and action on updates to the Village Board Handbook.
Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to approve updates to the Village Board Handbook. Motion carries 7 - 0 - 0 by acclamation.
- 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.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, 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. Motion carries 7 - 0 - 0 by acclamation.

7. CLOSED SESSION.

Motion by President Clow, second by Trustee Stephanie Brassington to enter 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 at 8:41 p.m. Motion carries on a roll call vote with all voting aye.

Trustee Flaherty did not join closed session.

8. RECONVENE INTO OPEN SESSION.

Motion by President Carolyn Clow, second by Trustee Ed Wreh, to reconvene in open session at 9:59 p.m. Motion carries 6 - 0 - 0 by acclamation.

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.

Motion by Trustee Stephanie Brassington, second by Trustee TJ Jerke, to adjourn at 10:04 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 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	6140133391	MAT RENTAL	1	02/24/2023	52.33	.00	52.33	03/09/2023
		6140137234	MAT RENTAL	1	03/03/2023	52.33	.00	52.33	03/09/2023
Total 10:						104.66	.00	104.66	
30	ALLIANT ENERGY/WP&L	021723	MCDANIEL LANE	1	02/17/2023	75.46	.00	75.46	03/03/2023
		021723	DOG PARK/6300 ELVEHJ	2	02/17/2023	1,588.82	.00	1,588.82	03/03/2023
		022223	SIRENS	1	02/22/2023	26.09	.00	26.09	03/09/2023
		022223	WATER TOWER BURMA	2	02/22/2023	67.69	.00	67.69	03/09/2023
		022223	LEWIS PARK	3	02/22/2023	332.30	.00	332.30	03/09/2023
		022223	BRANDT PARK	4	02/22/2023	38.41	.00	38.41	03/09/2023
		022223	WELL #3	5	02/22/2023	1,757.92	.00	1,757.92	03/09/2023
		022223	WELL #3	6	02/22/2023	129.56	.00	129.56	03/09/2023
		022223	WELL #4	7	02/22/2023	82.79	.00	82.79	03/09/2023
		022223	LIFT #1	8	02/22/2023	393.24	.00	393.24	03/09/2023
		022223	LIFT #2	9	02/22/2023	156.94	.00	156.94	03/09/2023
		022223	LIFT #3	10	02/22/2023	61.41	.00	61.41	03/09/2023
		022223	WATER TOWER HOLSCH	11	02/22/2023	19.16	.00	19.16	03/09/2023
		022223	LIFT #5	12	02/22/2023	269.13	.00	269.13	03/09/2023
		022223	TRAFFIC FLASHERS - CR	13	02/22/2023	17.10	.00	17.10	03/09/2023
		022223	GAZEBO	14	02/22/2023	32.30	.00	32.30	03/09/2023
		022223	CEDAR GLADE AERATOR	15	02/22/2023	14.73	.00	14.73	03/09/2023
		022223	STREET LIGHTING (2)	16	02/22/2023	354.70	.00	354.70	03/09/2023
		022223	TRAFFIC FLASHERS - BA	17	02/22/2023	18.32	.00	18.32	03/09/2023
		022223	TRAFFIC FLASHERS - FA	18	02/22/2023	17.51	.00	17.51	03/09/2023
		022223	TRAFFIC FLASHERS - FA	19	02/22/2023	16.97	.00	16.97	03/09/2023
		022223	WELL #1	20	02/22/2023	118.41	.00	118.41	03/09/2023
		022223	WELL #1	21	02/22/2023	620.12	.00	620.12	03/09/2023
		022223	FLOWER CORNER	22	02/22/2023	27.01	.00	27.01	03/09/2023
		022223	STREET LIGHTING (1)	23	02/22/2023	9,040.60	.00	9,040.60	03/09/2023
Total 30:						15,276.69	.00	15,276.69	
68	BADGER WELDING SUPP	3748141	BADGER WELDING - OXY	1	01/06/2023	92.98	.00	92.98	03/09/2023
		3754635	BADGER WELDING - OXY	1	02/21/2023	70.32	.00	70.32	03/09/2023
		3754636	ACETYLENE & OXYGEN	1	02/22/2023	265.13	.00	265.13	03/09/2023
		3754636	ACETYLENE & OXYGEN	2	02/22/2023	72.31	.00	72.31	03/09/2023
		3754636	ACETYLENE & OXYGEN	3	02/22/2023	72.31	.00	72.31	03/09/2023
		3754636	ACETYLENE & OXYGEN	4	02/22/2023	72.31	.00	72.31	03/09/2023
		3755571	ACETYLENE & OXYGEN	1	02/28/2023	1.68	.00	1.68	03/09/2023
		3755571	ACETYLENE & OXYGEN	2	02/28/2023	1.68	.00	1.68	03/09/2023
		3755571	ACETYLENE & OXYGEN	3	02/28/2023	1.68	.00	1.68	03/09/2023
		3755571	ACETYLENE & OXYGEN	4	02/28/2023	6.16	.00	6.16	03/09/2023
Total 68:						656.56	.00	656.56	
78	BATTERIES PLUS LLC	P60245372	VEHICLE MAINTENANCE	1	02/28/2023	685.95	.00	685.95	03/09/2023
		P60251630	CREDIT	1	02/28/2023	30.00-	.00	30.00-	03/09/2023
Total 78:						655.95	.00	655.95	
115	BRANDT, BRETT	BB022323	PLOW MEALS	1	02/23/2023	57.96	.00	57.96	03/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
						57.96	.00	57.96	
158	CHARTER COMMUNICATI	0003261030	CHARTER CABLE	1	03/01/2023	117.94	.00	117.94	03/09/2023
						117.94	.00	117.94	
196	CONNEY SAFETY PROD	06160157	WELL HOUSE MAINTENA	1	03/07/2023	43.38	.00	43.38	03/09/2023
						43.38	.00	43.38	
247	DANE CO TREASURER	154-022823	JAIL & SURCHARGES - F	1	02/28/2023	867.00	.00	867.00	03/09/2023
						867.00	.00	867.00	
249	DANE COUNTY TREASU	0610-031-64	2022 RE TAXES AND PEN	1	03/01/2023	5,757.35	.00	5,757.35	03/09/2023
						5,757.35	.00	5,757.35	
261	DECKER SUPPLY CO INC	922738	SIGNS	1	03/03/2023	201.00	.00	201.00	03/09/2023
						201.00	.00	201.00	
303	DWD-UI	0000122981	UI PW	1	02/28/2023	269.48	.00	269.48	03/09/2023
						269.48	.00	269.48	
341	ENVIRONMENT CONTRO	26164-613	JANITORIAL SERVICES	1	03/01/2023	2,699.00	.00	2,699.00	03/09/2023
		26245-613	MC CLEANING	1	03/01/2023	2,079.00	.00	2,079.00	03/09/2023
		26467-613	PUBLIC WORKS CLEANI	1	03/01/2023	138.00	.00	138.00	03/09/2023
		26467-613	PUBLIC WORKS CLEANI	2	03/01/2023	138.00	.00	138.00	03/09/2023
		26467-613	PUBLIC WORKS CLEANI	3	03/01/2023	138.00	.00	138.00	03/09/2023
		26467-613	PUBLIC WORKS CLEANI	4	03/01/2023	506.00	.00	506.00	03/09/2023
						5,698.00	.00	5,698.00	
361	FIRST SUPPLY LLC MADI	13605295-00	WATER SUPPLIES	1	03/06/2023	609.31	.00	609.31	03/09/2023
		13605295-00	SEWER SUPPLIES	2	03/06/2023	609.31	.00	609.31	03/09/2023
		13606237-00	CREDIT DUE TO INCORR	1	03/07/2023	226.91-	.00	226.91-	03/09/2023
		13606237-00	CREDIT DUE TO INCORR	2	03/07/2023	226.90-	.00	226.90-	03/09/2023
						764.81	.00	764.81	
395	GENERAL COMMUNICATI	316734	M5 MAINTENANCE	1	02/27/2023	50.00	.00	50.00	03/09/2023
						50.00	.00	50.00	
408	GRAINGER INC	9626087796	REFLECTIVE TAPE	1	03/02/2023	7.83	.00	7.83	03/09/2023
						7.83	.00	7.83	
439	HJ PERTZBORN	84430	BATHROOM REPAIR	1	03/07/2023	416.07	.00	416.07	03/09/2023
						416.07	.00	416.07	
444	HOOPER CORPORATION	342020416	PW FACILITY MAINTENA	1	02/24/2023	213.40	.00	213.40	03/09/2023
		342020416	PW FACILITY MAINTENA	2	02/24/2023	58.20	.00	58.20	03/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		342020416	PW FACILITY MAINTENA	3	02/24/2023	58.20	.00	58.20	03/09/2023
		342020416	PW FACILITY MAINTENA	4	02/24/2023	58.20	.00	58.20	03/09/2023
	Total 444:					388.00	.00	388.00	
476	JEFFERSON FIRE & SAF	IN300487	THERMAL IMAGING CAM	1	03/03/2023	900.00	.00	900.00	03/09/2023
	Total 476:					900.00	.00	900.00	
556	LIQUI SYSTEMS INC	30227	CHEMICAL TREATMENT	1	02/27/2023	180.00	.00	180.00	03/09/2023
	Total 556:					180.00	.00	180.00	
583	MADISON WATER UTILIT	022823	2022 TAX ROLL PAYMENT	1	02/28/2023	338.05	.00	338.05	03/09/2023
	Total 583:					338.05	.00	338.05	
600	MAURER, JOSEPH	JM022323	TRAINING MEALS	1	02/23/2023	75.94	.00	75.94	03/09/2023
	Total 600:					75.94	.00	75.94	
613	MCFARLAND SCHOOL DI	022423	REFUND CREDIT BALAN	1	02/24/2023	1,613.40	.00	1,613.40	03/09/2023
		1281	SCHUH PROGRAM	1	02/22/2023	500.00	.00	500.00	03/09/2023
	Total 613:					2,113.40	.00	2,113.40	
634	MENARDS - MONONA	44370	4901 TERMINAL - MAINT	1	02/14/2023	13.67	.00	13.67	03/09/2023
		44465	LIBRARY BUILDING SUP	1	02/16/2023	71.96	.00	71.96	03/09/2023
		44981	PW SHOP FACILITY MAIN	1	02/28/2023	14.98	.00	14.98	03/09/2023
		44981	PW SHOP FACILITY MAIN	2	02/28/2023	14.98	.00	14.98	03/09/2023
		44981	PW SHOP FACILITY MAIN	3	02/28/2023	14.98	.00	14.98	03/09/2023
		44981	PW SHOP FACILITY MAIN	4	02/28/2023	54.94	.00	54.94	03/09/2023
		44993	LIBRARY BUILDING SUP	1	02/28/2023	11.99	.00	11.99	03/09/2023
		45038	YOUTH CENTER	1	03/01/2023	116.93	.00	116.93	03/09/2023
		45075	MUNICIPAL CENTER OUT	1	03/02/2023	39.98	.00	39.98	03/09/2023
		45094	MUNICIPAL CENTER OUT	1	03/02/2023	49.98	.00	49.98	03/09/2023
		45141	PW SHOP FACILITY MAIN	1	03/03/2023	1.72	.00	1.72	03/09/2023
		45141	PW SHOP FACILITY MAIN	2	03/03/2023	1.72	.00	1.72	03/09/2023
		45141	PW SHOP FACILITY MAIN	3	03/03/2023	1.72	.00	1.72	03/09/2023
		45141	PW SHOP FACILITY MAIN	4	03/03/2023	6.31	.00	6.31	03/09/2023
	Total 634:					415.86	.00	415.86	
640	MGE	1700324512-	4820 MARSH RD--SOCCE	1	02/24/2023	142.54	.00	142.54	03/03/2023
		3800120935-	STREET LIGHTS	1	02/24/2023	35.18	.00	35.18	03/03/2023
		4700117592-	STREET LIGHTS	1	02/24/2023	24.23	.00	24.23	03/03/2023
		6300112994-	STREET LIGHT	1	03/01/2023	690.45	.00	690.45	03/09/2023
		7400232719-	LIFT #5 GAS	1	02/24/2023	139.93	.00	139.93	03/03/2023
		8600157181-	LIFT #4 ELECT	1	02/27/2023	46.29	.00	46.29	03/09/2023
		9281913525-	STREET LIGHTS	1	02/24/2023	32.92	.00	32.92	03/03/2023
	Total 640:					1,111.54	.00	1,111.54	
667	MINNESOTA LIFE INS CO	002832L-AP	LIFE INSURANCE	1	03/01/2023	1,442.47	.00	1,442.47	03/09/2023
	Total 667:					1,442.47	.00	1,442.47	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
759	POSTMASTER	030223	UTILITY BILLS - ADD TO	1	03/02/2023	666.67	.00	666.67	03/02/2023
		030223	UTILITY BILLS - ADD TO	2	03/02/2023	666.67	.00	666.67	03/02/2023
		030223	UTILITY BILLS - ADD TO	3	03/02/2023	666.66	.00	666.66	03/02/2023
Total 759:						2,000.00	.00	2,000.00	
764	PREMIER PAINT & WALLP	72378	LIBRARY PAINT SUPPLIE	1	03/06/2023	2.55	.00	2.55	03/09/2023
		72393	LIBRARY PAINT SUPPLIE	1	03/07/2023	59.99	.00	59.99	03/09/2023
Total 764:						62.54	.00	62.54	
797	REINDERS INC	2295236-00	FACILITY MAINTENANCE	1	03/01/2023	151.00	.00	151.00	03/09/2023
		2295236-00	SALT PW & PARKS	2	03/01/2023	152.25	.00	152.25	03/09/2023
		2295236-00	SALT MUNICIPAL CENTE	3	03/01/2023	150.00	.00	150.00	03/09/2023
		2295255-00	PARK SUPPLIES	1	03/03/2023	103.00	.00	103.00	03/09/2023
Total 797:						556.25	.00	556.25	
818	ROTO ROOTER SEWER	212354	SANITARY MAIN MAINTEN	1	02/19/2023	1,181.25	.00	1,181.25	03/09/2023
		213566	SANITARY SEWER MAIN	1	03/02/2023	619.00	.00	619.00	03/09/2023
Total 818:						1,800.25	.00	1,800.25	
1005	VANGUARD UTILITY PA	9796	STREETLIGHT LOCATES	1	03/01/2023	107.76	.00	107.76	03/09/2023
Total 1005:						107.76	.00	107.76	
1015	VILLAGE OF MCFARLAN	022823	6001 BROADHEAD - PSC	1	02/28/2023	832.92	.00	832.92	03/09/2023
		022823	LIFT #1	2	02/28/2023	14.83	.00	14.83	03/09/2023
		022823	WELL #3	3	02/28/2023	14.83	.00	14.83	03/09/2023
		022823	WELL #1	4	02/28/2023	14.83	.00	14.83	03/09/2023
		022823	WATER TOWER - HOLSC	5	02/28/2023	45.97	.00	45.97	03/09/2023
		022823	WATER TOWER - BURMA	6	02/28/2023	74.15	.00	74.15	03/09/2023
		022823	OLD WELL HOUSE	7	02/28/2023	14.83	.00	14.83	03/09/2023
		022823	ROW CREAMERY RD	8	02/28/2023	14.83	.00	14.83	03/09/2023
		022823	PARKING LOT	9	02/28/2023	14.83	.00	14.83	03/09/2023
		022823	VOM - HOLSCHER	10	02/28/2023	14.83	.00	14.83	03/09/2023
		022823	MUNICIPAL CENTER	11	02/28/2023	662.40	.00	662.40	03/09/2023
		022823	LIBRARY	12	02/28/2023	164.61	.00	164.61	03/09/2023
		022823	LIBRARY	13	02/28/2023	366.39	.00	366.39	03/09/2023
		022823	OLD LIBRARY	14	02/28/2023	37.08	.00	37.08	03/09/2023
		022823	PW	15	02/28/2023	482.12	.00	482.12	03/09/2023
		022823	PW GARAGE	16	02/28/2023	430.07	.00	430.07	03/09/2023
		022823	LIFT #2	17	02/28/2023	14.83	.00	14.83	03/09/2023
		022823	WM MCFARLAND PARK	18	02/28/2023	715.07	.00	715.07	03/09/2023
		022823	LIFT #4	19	02/28/2023	14.83	.00	14.83	03/09/2023
		022823	PED PATH - RUNNING DE	20	02/28/2023	14.83	.00	14.83	03/09/2023
		022823	5802 & 5804 MAIN ST	21	02/28/2023	162.15	.00	162.15	03/09/2023
		022823	PED PATH - DALE CURTI	22	02/28/2023	14.83	.00	14.83	03/09/2023
		022823	COMM GARDEN	23	02/28/2023	16.00	.00	16.00	03/09/2023
		022823	HIGHLAND OAK PARK	24	02/28/2023	32.63	.00	32.63	03/09/2023
		022823	EGNER PARK	25	02/28/2023	44.49	.00	44.49	03/09/2023
		022823	BOCCE BALL COURT	26	02/28/2023	16.00	.00	16.00	03/09/2023
		022823	CEDAR GLADE PARK	27	02/28/2023	16.31	.00	16.31	03/09/2023
		022823	CEDAR RIDGE	28	02/28/2023	53.39	.00	53.39	03/09/2023
		022823	AUTUMN GROVE PARK	29	02/28/2023	38.56	.00	38.56	03/09/2023
		022823	WOODLAND ESTATES PA	30	02/28/2023	32.63	.00	32.63	03/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		022823	BRANDT PARK	31	02/28/2023	93.49	.00	93.49	03/09/2023
		022823	LEGION MEMORIAL PAR	32	02/28/2023	88.98	.00	88.98	03/09/2023
		022823	PED PATH - OSBORN	33	02/28/2023	14.83	.00	14.83	03/09/2023
		022823	PED PATH	34	02/28/2023	14.83	.00	14.83	03/09/2023
		022823	YAHARA RIVER PARK	35	02/28/2023	14.83	.00	14.83	03/09/2023
		022823	RIDGE VIEW	36	02/28/2023	14.83	.00	14.83	03/09/2023
		022823	MUNICIPAL CENTER	37	02/28/2023	345.54	.00	345.54	03/09/2023
Total 1015:						4,973.40	.00	4,973.40	
1041	WERNER ELECTRIC SUP	S7008955.00	PW LIGHTS	1	02/27/2023	14.68	.00	14.68	03/09/2023
		S7008955.00	PW LIGHTS	2	02/27/2023	4.00	.00	4.00	03/09/2023
		S7008955.00	PW LIGHTS	3	02/27/2023	4.00	.00	4.00	03/09/2023
		S7008955.00	PW LIGHTS	4	02/27/2023	4.01	.00	4.01	03/09/2023
		S7029151.00	MC LIGHTS	1	02/27/2023	59.90	.00	59.90	03/09/2023
Total 1041:						86.59	.00	86.59	
1085	WI RURAL WATER ASSN	S5730	MEMBERSHIP RENEWAL	1	03/01/2023	550.00	.00	550.00	03/09/2023
Total 1085:						550.00	.00	550.00	
1093	WI STATE LABORATORY	737195	FLUORIDE TEST	1	02/28/2023	28.00	.00	28.00	03/09/2023
Total 1093:						28.00	.00	28.00	
1256	BOUND TREE MEDICAL,	84877858	EMS - SUPPLIES	1	03/02/2023	118.44	.00	118.44	03/09/2023
Total 1256:						118.44	.00	118.44	
1462	TASC	IN2661027	FSA ADMIN FEE	1	02/15/2023	175.12	.00	175.12	03/09/2023
Total 1462:						175.12	.00	175.12	
1738	STATE OF WI TREASURE	154-022823	MONTHLY COURT FEES -	1	02/28/2023	3,435.64	.00	3,435.64	03/09/2023
Total 1738:						3,435.64	.00	3,435.64	
1896	NAPA AUTO PARTS	879105	BATHROOM EXHAUST FA	1	03/01/2023	22.85	.00	22.85	03/09/2023
		879745	CHAINSAW EQUIPMENT	1	03/06/2023	7.15	.00	7.15	03/09/2023
		879745	CHAINSAW EQUIPMENT	2	03/06/2023	1.95	.00	1.95	03/09/2023
		879745	CHAINSAW EQUIPMENT	3	03/06/2023	1.95	.00	1.95	03/09/2023
		879745	CHAINSAW EQUIPMENT	4	03/06/2023	1.95	.00	1.95	03/09/2023
		879747	VEHICLE MAINTENANCE	1	03/06/2023	102.91	.00	102.91	03/09/2023
Total 1896:						138.76	.00	138.76	
1909	CATERPILLAR FINANCIA	33567226	LOADER LEASE	1	02/20/2023	253.23	.00	253.23	03/09/2023
		33567226	LOADER LEASE	2	02/20/2023	253.23	.00	253.23	03/09/2023
		33567226	LOADER LEASE	3	02/20/2023	253.23	.00	253.23	03/09/2023
		33567226	LOADER LEASE	4	02/20/2023	759.66	.00	759.66	03/09/2023
Total 1909:						1,519.35	.00	1,519.35	
1910	ZURBUCHEN OIL INC	267438	DRUM CREDIT	1	02/14/2023	3.00-	.00	3.00-	03/09/2023
		267438	DRUM CREDIT	2	02/14/2023	3.00-	.00	3.00-	03/09/2023
		267438	DRUM CREDIT	3	02/14/2023	3.00-	.00	3.00-	03/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		267438	DRUM CREDIT	4	02/14/2023	11.00-	.00	11.00-	03/09/2023
		267819	DYED DIESEL FUEL	1	03/03/2023	777.48	.00	777.48	03/09/2023
	Total 1910:					757.48	.00	757.48	
1921	FRONTIER	022223	LIBRARY PHONE	1	02/22/2023	113.82	.00	113.82	03/09/2023
	Total 1921:					113.82	.00	113.82	
1948	MCFARLAND KWIK TRIP	022823	RESTITUTION - CHAUS	1	02/28/2023	32.00	.00	32.00	03/09/2023
	Total 1948:					32.00	.00	32.00	
1955	FILE 13 E-WASTE SOLUTI	47434	RECYCLED METER COM	1	03/06/2023	418.00	.00	418.00	03/09/2023
	Total 1955:					418.00	.00	418.00	
1989	CORPORATE BUSINESS	33504135	PW COPIER	1	02/21/2023	19.77	.00	19.77	03/03/2023
		33504135	PW COPIER	2	02/21/2023	19.77	.00	19.77	03/03/2023
		33504135	PW COPIER	3	02/21/2023	19.77	.00	19.77	03/03/2023
		33504135	PW COPIER	4	02/21/2023	72.55	.00	72.55	03/03/2023
		3351650	COPIER LEASE	1	02/23/2023	221.98	.00	221.98	03/03/2023
	Total 1989:					353.84	.00	353.84	
2042	THOMSON REUTERS	847943556	WEST INFORMATION CH	1	03/01/2023	208.93	.00	208.93	03/09/2023
	Total 2042:					208.93	.00	208.93	
2058	MICROMARKETING LLC	914034	AUDIO BOOKS	1	02/16/2023	44.99	.00	44.99	03/09/2023
		914705	AUDIOBOOKS	1	02/24/2023	66.98	.00	66.98	03/09/2023
	Total 2058:					111.97	.00	111.97	
2066	PELLITTERI WASTE SYS	3522075	TRASH SERVICE	1	02/28/2023	23,266.20	.00	23,266.20	03/03/2023
		3522075	RECYCLING SERVICE	2	02/28/2023	15,330.00	.00	15,330.00	03/03/2023
		3522075	LIBRARY SHRED	3	02/28/2023	54.74	.00	54.74	03/03/2023
		3522075	PW SHRED	4	02/28/2023	18.80	.00	18.80	03/03/2023
		3522075	PD SHRED	5	02/28/2023	56.38	.00	56.38	03/03/2023
		3522075	ADMIN SHRED	6	02/28/2023	42.29	.00	42.29	03/03/2023
		3522075	FIRE/EMS SHRED	7	02/28/2023	14.10	.00	14.10	03/03/2023
		3522075	PW SHRED	8	02/28/2023	18.79	.00	18.79	03/03/2023
		3522075	PW SHRED	9	02/28/2023	18.79	.00	18.79	03/03/2023
	Total 2066:					38,820.09	.00	38,820.09	
2070	KKS PROPERTY	2023-3	COMMON AREA MAINT. F	1	03/01/2023	400.00	.00	400.00	03/09/2023
	Total 2070:					400.00	.00	400.00	
2082	NASSCO INC	6266672	CLEANING SUPPLIES	1	03/01/2023	95.96	.00	95.96	03/09/2023
	Total 2082:					95.96	.00	95.96	
2100	WAUKESHA COUNTY TE	S0794607	GRADY AND KILCOYNE S	1	02/28/2023	700.00	.00	700.00	03/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 2100:						700.00	.00	700.00	
2109	MCKAY NURSERY COMP	02-08-23293	TERMINAL DRIVE RECO	1	02/28/2023	2,500.00	.00	2,500.00	03/09/2023
Total 2109:						2,500.00	.00	2,500.00	
2185	MSA PROFESSIONAL SE	R09361025.0	EAST SIDE NEIGHBORH	1	02/21/2023	3,036.30	.00	3,036.30	03/09/2023
Total 2185:						3,036.30	.00	3,036.30	
2219	INTOXIMETERS	727407	INTOXIMETER SUPPLIES	1	02/22/2023	150.00	.00	150.00	03/09/2023
Total 2219:						150.00	.00	150.00	
16174	DNR ACCOUNTS RECEIV	370-0000028	PARK SUPPLIES	1	03/02/2023	305.02	.00	305.02	03/09/2023
		370-0000028	PW SHOP SUPPLIES	2	03/02/2023	78.84	.00	78.84	03/09/2023
		370-0000028	PW SHOP SUPPLIES	3	03/02/2023	21.50	.00	21.50	03/09/2023
		370-0000028	PW SHOP SUPPLIES	4	03/02/2023	21.50	.00	21.50	03/09/2023
		370-0000028	PW SHOP SUPPLIES	5	03/02/2023	21.50	.00	21.50	03/09/2023
Total 16174:						448.36	.00	448.36	
16234	GALLS, LLC	023440411	UNIFORM ALLOWANCE G	1	02/03/2023	404.29	.00	404.29	03/09/2023
Total 16234:						404.29	.00	404.29	
16236	WEBER, MARK	MW021723	PLOW MEALS	1	02/17/2023	46.95	.00	46.95	03/09/2023
Total 16236:						46.95	.00	46.95	
16238	PUBLIC HEALTH MADISO	022823	JAN & FEB TAX SETTLEM	1	02/28/2023	572.40	.00	572.40	03/09/2023
Total 16238:						572.40	.00	572.40	
16241	WI DEPT OF JUSTICE	L1373T-0228	HIRING BACKGROUND C	1	02/28/2023	14.00	.00	14.00	03/09/2023
		L1373T-0228	BACKGROUND CHECKS	2	02/28/2023	182.00	.00	182.00	03/09/2023
Total 16241:						196.00	.00	196.00	
16248	MEDIA CONTROL SYSTE	00003809	TIGHTROPE SOFTWARE	1	03/07/2023	800.00	.00	800.00	03/09/2023
Total 16248:						800.00	.00	800.00	
16257	CORPORATE BUSINESS	336173	COPY CHARGES	1	03/02/2023	319.19	.00	319.19	03/03/2023
		336173	COPY CHARGES	2	03/02/2023	63.92	.00	63.92	03/03/2023
		336173	COPY CHARGES	3	03/02/2023	63.84	.00	63.84	03/03/2023
		336173	COPY CHARGES	4	03/02/2023	63.94	.00	63.94	03/03/2023
		336173	COPY CHARGES	5	03/02/2023	63.84	.00	63.84	03/03/2023
		336173	COPY CHARGES	6	03/02/2023	63.95	.00	63.95	03/03/2023
		336255	COPIER LEASE	1	03/03/2023	61.99	.00	61.99	03/09/2023
		336608	PW COLOR COPY OVER	1	03/09/2023	53.23	.00	53.23	03/09/2023
		336608	PW COLOR COPY OVER	2	03/09/2023	14.52	.00	14.52	03/09/2023
		336608	PW COLOR COPY OVER	3	03/09/2023	14.52	.00	14.52	03/09/2023
		336608	PW COLOR COPY OVER	4	03/09/2023	14.52	.00	14.52	03/09/2023

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Total 16257:						797.46	.00	797.46	
16288	CNA SURETY DIRECT BIL	68736627-20	COURT CLERK BOND	1	03/08/2023	50.00	.00	50.00	03/09/2023
Total 16288:						50.00	.00	50.00	
16319	DANE CO TREASURER	43249	DANECOM COSTS JUL-D	1	02/20/2023	1,226.65	.00	1,226.65	02/28/2023
		43249	DANECOM COSTS JUL-D	2	02/20/2023	1,226.65	.00	1,226.65	02/28/2023
		43249	DANECOM COSTS JUL-D	3	02/20/2023	1,226.65	.00	1,226.65	02/28/2023
Total 16319:						3,679.95	.00	3,679.95	
16357	PROTECTION TECHNOL	22777	FIRE ALARM MONITORIN	1	03/07/2023	375.00	.00	375.00	03/09/2023
		22780	PW MONITORING SERVI	1	03/07/2023	206.25	.00	206.25	03/09/2023
		22780	PW MONITORING SERVI	2	03/07/2023	56.25	.00	56.25	03/09/2023
		22780	PW MONITORING SERVI	3	03/07/2023	56.25	.00	56.25	03/09/2023
		22780	PW MONITORING SERVI	4	03/07/2023	56.25	.00	56.25	03/09/2023
Total 16357:						750.00	.00	750.00	
16365	SCHUENKE, MATT	MS030323	REIMBURSE MILEAGE/M	1	03/03/2023	154.65	.00	154.65	03/09/2023
Total 16365:						154.65	.00	154.65	
16398	POSPYHALLA, DAVID	DP020723	TRAINING MEAL	1	02/07/2023	6.75	.00	6.75	03/09/2023
		DP020723	TRAINING MEAL	2	02/07/2023	5.25	.00	5.25	03/09/2023
		DP020723	TRAINING MEAL	3	02/07/2023	7.75	.00	7.75	03/09/2023
		DP020723	TRAINING MEAL	4	02/07/2023	5.25	.00	5.25	03/09/2023
Total 16398:						25.00	.00	25.00	
16489	ZIETSMAS, JOEL	JZ022323	CONFERENCE MEALS	1	02/23/2023	99.18	.00	99.18	03/09/2023
Total 16489:						99.18	.00	99.18	
16515	WMJA	022223	ASSOCIATION DUES	1	02/22/2023	100.00	.00	100.00	03/09/2023
Total 16515:						100.00	.00	100.00	
16545	DEPT OF SAFETY AND P	022823	FIRE ALARM FEE	1	02/28/2023	10.00	.00	10.00	03/09/2023
Total 16545:						10.00	.00	10.00	
16547	PELLION BENEFITS	022323-MOT	RETIREMENT VEBA PAY	1	02/23/2023	20,622.95	.00	20,622.95	03/09/2023
Total 16547:						20,622.95	.00	20,622.95	
16569	FITCH RONA EMS DISTRI	030323	INTERCEPT FEE	1	03/03/2023	394.45	.00	394.45	03/09/2023
Total 16569:						394.45	.00	394.45	
16640	TOP PACK DEFENSE LLC	10112	UNIFORM ALLOWANCE	1	02/20/2023	74.69	.00	74.69	03/09/2023
Total 16640:						74.69	.00	74.69	
16655	WI DEPT OF TRANSPORT	395-0000297	EXCHANGE ST PRELIMIN	1	03/01/2023	12.79	.00	12.79	03/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16655:						12.79	.00	12.79	
16680	CARDMEMBER SERVICE	MSB021723	SCHUENKE	1	02/17/2023	27.99	.00	27.99	03/03/2023
		MSB021723	COX	2	02/17/2023	1,341.72	.00	1,341.72	03/03/2023
		MSB021723	ANDERSEN	3	02/17/2023	19.99	.00	19.99	03/03/2023
		MSB021723	MILLER	4	02/17/2023	570.32	.00	570.32	03/03/2023
		MSB021723	DENNIS	5	02/17/2023	196.00	.00	196.00	03/03/2023
		MSB021723	CHAPIN	6	02/17/2023	90.00	.00	90.00	03/03/2023
		MSB021723	D WALLACE	7	02/17/2023	71.17	.00	71.17	03/03/2023
		MSB021723	J REITER	8	02/17/2023	1,205.13	.00	1,205.13	03/03/2023
Total 16680:						3,522.32	.00	3,522.32	
16747	WISCONSIN PRINTING	22591	NEWSLETTER-(APRIL) 20	1	02/28/2023	768.75	.00	768.75	03/09/2023
		22591	NEWSLETTER POSTAGE	2	02/28/2023	116.70	.00	116.70	03/09/2023
Total 16747:						885.45	.00	885.45	
16776	CIVICPLUS	254779	PERSONNEL CODE BOO	1	02/24/2023	253.92	.00	253.92	03/09/2023
Total 16776:						253.92	.00	253.92	
16782	MADISON EMERGENCY	INV1334	MEDICAL DIRECTION MA	1	02/27/2023	1,300.00	.00	1,300.00	03/09/2023
Total 16782:						1,300.00	.00	1,300.00	
17051	UW HEALTH - EEC	1310071	BLS CARD STAFF	1	02/28/2023	60.00	.00	60.00	03/09/2023
Total 17051:						60.00	.00	60.00	
17084	AMAZON CAPITAL SERVI	11G9-773C-1	PROGRAM SUPPLIES	1	02/21/2023	18.47	.00	18.47	03/09/2023
		11G9-773C-1	DVDS & CDS	2	02/21/2023	61.97	.00	61.97	03/09/2023
		11MX-KHTH-	DVDS & CDS	1	03/03/2023	23.57	.00	23.57	03/09/2023
		13FF-RFQW-	PROGRAM SUPPLIES	1	02/22/2023	57.58	.00	57.58	03/09/2023
		16GP-7KKP-	VEHICLE MAINTENANCE	1	02/22/2023	34.98	.00	34.98	03/09/2023
		1C7T-FHKN-	PW OFFICE SUPPLIES	1	02/24/2023	34.07	.00	34.07	03/09/2023
		1C7T-FHKN-	PW OFFICE SUPPLIES	2	02/24/2023	9.29	.00	9.29	03/09/2023
		1C7T-FHKN-	PW OFFICE SUPPLIES	3	02/24/2023	9.29	.00	9.29	03/09/2023
		1C7T-FHKN-	PW OFFICE SUPPLIES	4	02/24/2023	9.29	.00	9.29	03/09/2023
		1FHW-39VF-	LIBRARY SUPPLIES	1	03/06/2023	411.25	.00	411.25	03/09/2023
		1GFT-XDFG-	TRAINING TEXTBOOK FO	1	02/23/2023	30.20	.00	30.20	03/09/2023
		1GFT-XDFG-	TRAINING TEXTBOOK FO	2	02/23/2023	23.49	.00	23.49	03/09/2023
		1GFT-XDFG-	TRAINING TEXTBOOK FO	3	02/23/2023	34.67	.00	34.67	03/09/2023
		1GFT-XDFG-	TRAINING TEXTBOOK FO	4	02/23/2023	23.49	.00	23.49	03/09/2023
		1LDP-CHCY-	DVDS & CDS	1	03/04/2023	11.98	.00	11.98	03/09/2023
		1MTR-WV4H	PW SHOP SUPPLIES EM	1	02/24/2023	50.70	.00	50.70	03/09/2023
		1MTR-WV4H	PW SHOP SUPPLIES EM	2	02/24/2023	13.82	.00	13.82	03/09/2023
		1MTR-WV4H	PW SHOP SUPPLIES EM	3	02/24/2023	13.82	.00	13.82	03/09/2023
		1MTR-WV4H	PW SHOP SUPPLIES EM	4	02/24/2023	13.82	.00	13.82	03/09/2023
		1MWV-WYV	LIBRARY TECHNOLOGY	1	03/08/2023	89.98	.00	89.98	03/09/2023
		1N7T-GCHQ-	DVDS & CDS	1	03/03/2023	64.92	.00	64.92	03/09/2023
		1NK9-FG9P-	OFFICE SUPPLIES	1	03/08/2023	121.54	.00	121.54	03/09/2023
		1QGJ-NH6M-	DVDS & CDS	1	03/08/2023	24.95	.00	24.95	03/09/2023
		1QYH-31JH-	PW PHONE CASE	1	03/08/2023	14.29	.00	14.29	03/09/2023
		1QYH-31JH-	PW PHONE CASE	2	03/08/2023	3.90	.00	3.90	03/09/2023
		1QYH-31JH-	PW PHONE CASE	3	03/08/2023	3.90	.00	3.90	03/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		1QYH-31JH-	PW PHONE CASE	4	03/08/2023	3.89	.00	3.89	03/09/2023
		1R36-HG1H-	DVDS & CDS	1	02/26/2023	24.99	.00	24.99	03/09/2023
		1TRQ-YG6P-	DVDS & CDS	1	02/25/2023	13.99	.00	13.99	03/09/2023
		1TRQ-YG6P-	LIGHTS	2	02/25/2023	116.81	.00	116.81	03/09/2023
		1XCD-T1DN-	DVDS & CDS	1	02/27/2023	22.95	.00	22.95	03/09/2023
Total 17084:						1,391.86	.00	1,391.86	
17140	US BANK VOYAGER FLE	8694160992	PD FUEL	1	03/01/2023	2,010.62	.00	2,010.62	03/09/2023
		8694160992	PARKS FUEL	2	03/01/2023	682.96	.00	682.96	03/09/2023
		8694160992	FIRE/EMS FUEL	3	03/01/2023	1,587.30	.00	1,587.30	03/09/2023
		8694160992	PW FUEL	4	03/01/2023	2,195.97	.00	2,195.97	03/09/2023
		8694160992	PW FUEL	5	03/01/2023	199.63	.00	199.63	03/09/2023
		8694160992	PW FUEL	6	03/01/2023	399.27	.00	399.27	03/09/2023
		8694160992	PW FUEL	7	03/01/2023	399.27	.00	399.27	03/09/2023
		8694160992	PW FUEL	8	03/01/2023	199.63	.00	199.63	03/09/2023
		8694160992	PW FUEL	9	03/01/2023	598.90	.00	598.90	03/09/2023
Total 17140:						8,273.55	.00	8,273.55	
17195	GRADY, BRUCE	BG020223	TRAINING MEALS	1	02/02/2023	23.00	.00	23.00	03/09/2023
Total 17195:						23.00	.00	23.00	
17226	LARSON, SAYER	SL021623	ADDITIONAL ENDORSEM	1	02/16/2023	15.30	.00	15.30	03/09/2023
		SL021623	PLOW MEAL	2	02/16/2023	17.66	.00	17.66	03/09/2023
Total 17226:						32.96	.00	32.96	
17232	APG OF SOUTHERN WIS	24777-0223	OUTLOOK	1	02/28/2023	1,698.75	.00	1,698.75	03/09/2023
		24777-0223	OUTLOOK	2	02/28/2023	169.87	.00	169.87	03/09/2023
		24777-0223	OUTLOOK	3	02/28/2023	169.88	.00	169.88	03/09/2023
		24777-0223	OUTLOOK	4	02/28/2023	679.50	.00	679.50	03/09/2023
		24777-0223	OUTLOOK	5	02/28/2023	679.50	.00	679.50	03/09/2023
		28886-0223	PLAN PUBLIC HEARING -	1	02/28/2023	77.20	.00	77.20	03/09/2023
		28886-0223	PLAN PUBLIC HEARING -	2	02/28/2023	74.03	.00	74.03	03/09/2023
		28886-0223	PLAN PUBLIC HEARING -	3	02/28/2023	47.71	.00	47.71	03/09/2023
		28886-0223	ADS FOR BIDS - 2023 ST	4	02/28/2023	146.00	.00	146.00	03/09/2023
		28886-0223	PUBLIC TEST NOTICE	5	02/28/2023	11.05	.00	11.05	03/09/2023
		28886-0223	TYPE D NOTICE	6	02/28/2023	28.20	.00	28.20	03/09/2023
		28886-0223	VILLAGE BOARD MINUTE	7	02/28/2023	199.50	.00	199.50	03/09/2023
Total 17232:						3,981.19	.00	3,981.19	
17318	TDS	022223-PW	PW INTERNET/TV/PHON	1	02/22/2023	95.12	.00	95.12	02/28/2023
		022223-PW	PW INTERNET/TV/PHON	2	02/22/2023	95.12	.00	95.12	02/28/2023
		022223-PW	PW INTERNET/TV/PHON	3	02/22/2023	95.12	.00	95.12	02/28/2023
		022223-PW	PW INTERNET/TV/PHON	4	02/22/2023	348.78	.00	348.78	02/28/2023
		022223-VOM	FACILITIES PHONE	1	02/22/2023	103.24	.00	103.24	02/28/2023
		022223-VOM	FIRE/EMS TV/INTERNET/	2	02/22/2023	537.08	.00	537.08	02/28/2023
		022223-VOM	COMM&TECH PHONE/TV	3	02/22/2023	168.64	.00	168.64	02/28/2023
		022223-VOM	COMMDEV PHONE/INTE	4	02/22/2023	167.61	.00	167.61	02/28/2023
		022223-VOM	COURT PHONE/INTERNE	5	02/22/2023	86.57	.00	86.57	02/28/2023
		022223-VOM	LIBRARY INTERNET/PHO	6	02/22/2023	283.26	.00	283.26	02/28/2023
		022223-VOM	OUTREACH INTERNET	7	02/22/2023	41.00	.00	41.00	02/28/2023
		022223-VOM	OUTREACH PHONE	8	02/22/2023	116.58	.00	116.58	02/28/2023
		022223-VOM	PD TV/INTERNET/PHONE	9	02/22/2023	736.90	.00	736.90	02/28/2023

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		022223-VOM	ADMIN PHONE/INTERNE	10	02/22/2023	299.54	.00	299.54	02/28/2023
Total 17318:						3,174.56	.00	3,174.56	
17362	ELEVITY	IN14099142	COURT	1	02/22/2023	88.64	.00	88.64	03/09/2023
		IN14099142	GEN ADMIN	2	02/22/2023	354.58	.00	354.58	03/09/2023
		IN14099142	POLICE	3	02/22/2023	911.58	.00	911.58	03/09/2023
		IN14099142	FIRE/EMS	4	02/22/2023	388.56	.00	388.56	03/09/2023
		IN14099142	OUTREACH	5	02/22/2023	118.29	.00	118.29	03/09/2023
		IN14099142	COMM DEV	6	02/22/2023	88.64	.00	88.64	03/09/2023
		IN14099142	PUBLIC WORKS	7	02/22/2023	120.87	.00	120.87	03/09/2023
		IN14099142	WATER	8	02/22/2023	48.30	.00	48.30	03/09/2023
		IN14099142	SEWER	9	02/22/2023	48.30	.00	48.30	03/09/2023
		IN14099142	STORMWATER	10	02/22/2023	48.17	.00	48.17	03/09/2023
		IN14099142	EM MGT	11	02/22/2023	29.54	.00	29.54	03/09/2023
		IN14099142	FAMILY FESTIVAL	12	02/22/2023	29.54	.00	29.54	03/09/2023
		IN14099142	SERVER & BACKUP	13	02/22/2023	180.90	.00	180.90	03/09/2023
		IN14099142	SERVER & BACKUP	14	02/22/2023	1,628.06	.00	1,628.06	03/09/2023
		IN14099142	SERVER & BACKUP	15	02/22/2023	602.75	.00	602.75	03/09/2023
		IN14099142	SERVER & BACKUP	16	02/22/2023	603.11	.00	603.11	03/09/2023
		IN14099142	SERVER & BACKUP	17	02/22/2023	603.11	.00	603.11	03/09/2023
Total 17362:						5,892.94	.00	5,892.94	
17428	IGL, LEE	LI022323	PLOW MEALS	1	02/23/2023	66.36	.00	66.36	03/09/2023
Total 17428:						66.36	.00	66.36	
17528	HGA	237503	LIFT STATION #2 SOLAR	1	03/02/2023	484.25	.00	484.25	03/09/2023
Total 17528:						484.25	.00	484.25	
17556	VOIANCE LANGUAGE SE	2023004799	INTERPRETATION SERVI	1	12/31/2022	17.25	.00	17.25	03/09/2023
		2023015957	INTERPRETATION SERVI	1	02/28/2023	14.49	.00	14.49	03/09/2023
		SLA1120221	INTERPRETATION SERVI	1	12/28/2022	22.08-	.00	22.08-	03/09/2023
Total 17556:						9.66	.00	9.66	
17569	MCFARLAND ACE HARD	007959/1	FUEL SUPPLIES	1	02/24/2023	16.18	.00	16.18	03/09/2023
		007986/1	PW SHOP SUPPLIES	1	03/01/2023	1.35	.00	1.35	03/09/2023
		007986/1	PW SHOP SUPPLIES	2	03/01/2023	1.35	.00	1.35	03/09/2023
		007986/1	PW SHOP SUPPLIES	3	03/01/2023	1.35	.00	1.35	03/09/2023
		007986/1	PW SHOP SUPPLIES	4	03/01/2023	4.94	.00	4.94	03/09/2023
		008007/1	PW SHOP MAINTENANC	1	03/03/2023	.94	.00	.94	03/09/2023
		008007/1	PW SHOP MAINTENANC	2	03/03/2023	.26	.00	.26	03/09/2023
		008007/1	PW SHOP MAINTENANC	3	03/03/2023	.26	.00	.26	03/09/2023
		008007/1	PW SHOP MAINTENANC	4	03/03/2023	.26	.00	.26	03/09/2023
		008008/1	PW SHOP SUPPLIES	1	03/03/2023	.98	.00	.98	03/09/2023
		008008/1	PW SHOP SUPPLIES	2	03/03/2023	.27	.00	.27	03/09/2023
		008008/1	PW SHOP SUPPLIES	3	03/03/2023	.27	.00	.27	03/09/2023
		008008/1	PW SHOP SUPPLIES	4	03/03/2023	.27	.00	.27	03/09/2023
		008031/1	WELL 4 MAINTENANCE	1	03/07/2023	14.39	.00	14.39	03/09/2023
		008032/1	WELL 1 MAINTENANCE	1	03/07/2023	11.69	.00	11.69	03/09/2023
		008034/1	WATER SUPPLIES	1	03/07/2023	11.69	.00	11.69	03/09/2023
		008048/1	PW SHOP SUPPLIES RET	1	03/08/2023	4.94-	.00	4.94-	03/09/2023
		008048/1	PW SHOP SUPPLIES RET	2	03/08/2023	1.35-	.00	1.35-	03/09/2023
		008048/1	PW SHOP SUPPLIES RET	3	03/08/2023	1.35-	.00	1.35-	03/09/2023

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		008048/1	PW SHOP SUPPLIES RET	4	03/08/2023	1.35-	.00	1.35-	03/09/2023
	Total 17569:					57.46	.00	57.46	
17685	INGRAM LIBRARY SERVI	62896520	BOOKS	1	02/22/2023	394.43	.00	394.43	03/09/2023
		62896947	BOOKS	1	02/23/2023	390.36	.00	390.36	03/09/2023
		62897760	BOOKS	1	02/27/2023	219.26	.00	219.26	03/09/2023
		62898015	BOOKS	1	02/28/2023	101.18	.00	101.18	03/09/2023
		62899328	BOOKS	1	03/03/2023	490.82	.00	490.82	03/09/2023
		67576583	BOOKS	1	02/23/2023	224.24	.00	224.24	03/09/2023
	Total 17685:					1,820.29	.00	1,820.29	
17734	BOYD, STEVEN	SB030323	TRAINING MEALS	1	03/03/2023	59.75	.00	59.75	03/09/2023
	Total 17734:					59.75	.00	59.75	
17742	KILCOYNE, HADEN	HK020223	TRAINING MEALS	1	02/02/2023	30.00	.00	30.00	03/09/2023
	Total 17742:					30.00	.00	30.00	
17759	WESTBURY, BRYAN	BW022323	PLOW MEALS	1	02/23/2023	26.86	.00	26.86	03/09/2023
	Total 17759:					26.86	.00	26.86	
17760	WILSON, CLAYTON	CW022323	PLOW MEALS	1	02/23/2023	63.42	.00	63.42	03/09/2023
		CW022323	ADD'L ENDORSEMENT F	2	02/23/2023	15.30	.00	15.30	03/09/2023
	Total 17760:					78.72	.00	78.72	
17770	SJE	CD99473234	LIFT STATION REPAIR	1	03/06/2023	308.70	.00	308.70	03/09/2023
	Total 17770:					308.70	.00	308.70	
17782	GFC LEASING - WI	I00804169	COPIER LEASE	1	02/28/2023	181.93	.00	181.93	03/09/2023
	Total 17782:					181.93	.00	181.93	
17855	THOMPSON, JORDAN	JT022323	PLOW MEALS	1	02/23/2023	10.00	.00	10.00	03/09/2023
	Total 17855:					10.00	.00	10.00	
17908	BADGER METER	80121703	CELLULAR SERVICE UNI	1	02/28/2023	801.71	.00	801.71	03/09/2023
		80121703	CELLULAR SERVICE UNI	2	02/28/2023	801.71	.00	801.71	03/09/2023
	Total 17908:					1,603.42	.00	1,603.42	
17909	SHORT ELLIOTT HENDRI	442444	MUNICIPAL CENTER MAS	1	03/05/2023	18,000.00	.00	18,000.00	03/09/2023
	Total 17909:					18,000.00	.00	18,000.00	
17953	RES GREAT LAKES, LLC	IN34678	CONSERVANCY MANAG	1	02/28/2023	2,580.00	.00	2,580.00	03/09/2023
	Total 17953:					2,580.00	.00	2,580.00	
17976	GAFFNEY, AUSTIN	AG022323	PLOW MEALS	1	02/23/2023	40.15	.00	40.15	03/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17976:						40.15	.00	40.15	
17982	SVENSSON, FRED	022823	INTERPRETER SERVICE	1	02/28/2023	50.00	.00	50.00	03/09/2023
Total 17982:						50.00	.00	50.00	
18000	WISCONSIN POWER & LI	020723	CLOSE ESCROW ACCOU	1	02/07/2023	1,000.00	.00	1,000.00	03/09/2023
Total 18000:						1,000.00	.00	1,000.00	
18014	SCHUELLER, JOSH	JS022323	PLOW MEALS	1	02/23/2023	36.05	.00	36.05	03/09/2023
		JS022323	ADDITIONAL ENDORSEM	2	02/23/2023	20.00	.00	20.00	03/09/2023
Total 18014:						56.05	.00	56.05	
18019	NEWTON, DAVE	DN021723	PLOW MEALS/MEAL AT T	1	02/17/2023	33.09	.00	33.09	03/09/2023
Total 18019:						33.09	.00	33.09	
18030	INTERNATIONAL BUSINE	INV-001607	ANNUAL SUBSCRIPTION	1	02/24/2023	2,665.00	.00	2,665.00	03/09/2023
Total 18030:						2,665.00	.00	2,665.00	
18033	MEISE CONSTRUCTION,	2	COMMUNITY PARK PHAS	1	01/20/2023	45,719.32	.00	45,719.32	03/09/2023
Total 18033:						45,719.32	.00	45,719.32	
18034	HAWKINS, INC	6413841	WATER SYSTEM CHEMIC	1	03/01/2023	1,184.00	.00	1,184.00	03/09/2023
Total 18034:						1,184.00	.00	1,184.00	
18035	ALLIANCE LAUNDRY SYS	4682	PUBLIC SAFETY CENTER	1	03/01/2023	9,651.96	.00	9,651.96	03/09/2023
Total 18035:						9,651.96	.00	9,651.96	
18043	OVERDRIVE, INC	CD00669224	DIGITAL MATERIALS	1	12/29/2022	345.00	.00	345.00	02/28/2023
Total 18043:						345.00	.00	345.00	
18052	ORLOFF, DANIEL	DO022323	PLOW MEALS	1	02/23/2023	81.97	.00	81.97	03/09/2023
Total 18052:						81.97	.00	81.97	
18068	SIMPLE NETWORK CON	MSP-29489	COURT	1	03/01/2023	113.42	.00	113.42	03/09/2023
		MSP-29489	GEN ADMIN	2	03/01/2023	453.67	.00	453.67	03/09/2023
		MSP-29489	POLICE	3	03/01/2023	1,166.43	.00	1,166.43	03/09/2023
		MSP-29489	FIRE/EMS	4	03/01/2023	497.19	.00	497.19	03/09/2023
		MSP-29489	OUTREACH	5	03/01/2023	151.36	.00	151.36	03/09/2023
		MSP-29489	COMMDEV	6	03/01/2023	113.42	.00	113.42	03/09/2023
		MSP-29489	PUBLIC WORKS	7	03/01/2023	154.67	.00	154.67	03/09/2023
		MSP-29489	WATER	8	03/01/2023	61.80	.00	61.80	03/09/2023
		MSP-29489	SEWER	9	03/01/2023	61.80	.00	61.80	03/09/2023
		MSP-29489	STW	10	03/01/2023	61.64	.00	61.64	03/09/2023
		MSP-29489	EM MGT	11	03/01/2023	37.80	.00	37.80	03/09/2023
		MSP-29489	FAMILY FESTIVAL	12	03/01/2023	37.80	.00	37.80	03/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 18068:						2,911.00	.00	2,911.00	
18103	VISA	OCB-022423	SCHUENKE	1	02/24/2023	585.00	.00	585.00	03/09/2023
		OCB-022423	ANDERSON	2	02/24/2023	393.34	.00	393.34	03/09/2023
		OCB-022423	T REITER	3	02/24/2023	1,453.69	.00	1,453.69	03/09/2023
		OCB-022423	COX	4	02/24/2023	419.50	.00	419.50	03/09/2023
		OCB-022423	KENT	5	02/24/2023	382.89	.00	382.89	03/09/2023
		OCB-022423	JACOBSEN	6	02/24/2023	1,169.74	.00	1,169.74	03/09/2023
		OCB-022423	ANDERSEN	7	02/24/2023	1,317.92	.00	1,317.92	03/09/2023
		OCB-022423	JOB	8	02/24/2023	1,478.97	.00	1,478.97	03/09/2023
		OCB-022423	REIMER	9	02/24/2023	1,872.73	.00	1,872.73	03/09/2023
		OCB-022423	LAWRENCE	10	02/24/2023	124.10	.00	124.10	03/09/2023
		OCB-022423	SUETTINGER	11	02/24/2023	313.28	.00	313.28	03/09/2023
		OCB-022423	IRWIN	12	02/24/2023	355.99	.00	355.99	03/09/2023
		OCB-022423	BREMER	13	02/24/2023	1,204.99	.00	1,204.99	03/09/2023
		OCB-022423	MILLER	14	02/24/2023	620.93	.00	620.93	03/09/2023
		OCB-022423	IGL	15	02/24/2023	773.24	.00	773.24	03/09/2023
		OCB-022423	DENNIS	16	02/24/2023	225.00	.00	225.00	03/09/2023
		OCB-022423	CHAPIN	17	02/24/2023	111.00	.00	111.00	03/09/2023
		OCB-022423	D WALLACE	18	02/24/2023	624.83	.00	624.83	03/09/2023
		OCB-022423	LARSON	19	02/24/2023	249.43	.00	249.43	03/09/2023
		OCB-022423	MAURER	20	02/24/2023	778.00	.00	778.00	03/09/2023
		OCB-022423	MARKHAM	21	02/24/2023	49.39	.00	49.39	03/09/2023
Total 18103:						14,503.96	.00	14,503.96	
18113	J. M. BRENNAN, INC	SALES00001	HVAC REPAIR	1	02/28/2023	3,559.82	.00	3,559.82	02/28/2023
Total 18113:						3,559.82	.00	3,559.82	
18114	DALE CENTRE LLC	022723	REFUND OVERPAYMENT	1	02/27/2023	27.31	.00	27.31	03/09/2023
Total 18114:						27.31	.00	27.31	
18115	SPAENI, JEFFREY	022823	RESTITUTION FROM L S	1	02/28/2023	314.55	.00	314.55	03/09/2023
Total 18115:						314.55	.00	314.55	
18116	FORWARD PHARMACY O	022823	MEDICATIONS	1	02/28/2023	134.96	.00	134.96	03/09/2023
Total 18116:						134.96	.00	134.96	
18117	DEFOREST POLICE DEP	7	TRAINING FOR TRICIA &	1	03/08/2023	300.00	.00	300.00	03/09/2023
Total 18117:						300.00	.00	300.00	
Grand Totals:						267,086.84	.00	267,086.84	

Report Criteria:
Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
02/25/2023	CDPT	03/03/2023		FIRE FIGHTERS LOCAL 31	8	173.51
02/25/2023	CDPT	03/03/2023		WPPA TREASURER	6	647.00

PAYROLL RELATED

\$820.51

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 14, 2023

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Motion to approve the MS4 Annual Report.

PREVIOUS ACTION:

The Public Works & Utilities Committee recommended approval to the Village Board regarding the 2022 MS4 Annual report as presented at their February 27, 2023 meeting.

ISSUE SUMMARY:

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

Staff are seeking approval of the enclosed annual report. After approval by the Village Board, the report will be electronically submitted to the DNR. The report is required to be completed and submitted by March 31, 2023.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

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

ATTACHMENTS:

1. FINAL REPORT- MS5416-2022
2. AdaptiveManagementPlanSummary
3. McFarland MS4 Program Plan 02.22.23



4. MS4 Map 3-2-22

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

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

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Form 3400-224(R8/2021)

Reporting Information :

Will you be completing the Annual Report or other submittal type? ☒ Annual Report ☐ Other

Project Name: 2022 Annual Report

County: Dane

Municipality: McFarland Village

Permit Number: S058416

Facility Number: 30905

Reporting Year: 2022

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ☐ Yes ☒ No

Required Attachments and Supplemental Information

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

Annual Report

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

- Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment
 - TMDL Attachment
 - Storm Water Consortium/Group Report
 - Municipal Cooperation Attachment
 - Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
- Storm Water Management Program
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
 - Total Maximum Daily Load documents (**If applicable, see permit for due dates.*)
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
 - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31, 2023*)
- Sign and Submit form

Municipal Contact Information- Complete

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

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality McFarland Village

Facility ID # or (FIN): 30905

Updated Information: ☐ Check to update mailing address information

Mailing Address: 5915 Milwaukee St

Mailing Address 2:

City: McFarland Village

State: WI

Zip Code: 53558-0110 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

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

☒ Select to **create new** primary contact

First Name: Lee

Last Name: Igl

☐ Select to **update** current contact information

Title: DPW

Mailing Address: 5915 Milwaukee St

Mailing Address 2:

City: McFarland

State: WI

Zip Code: 53558-0110 xxxxx or xxxxx-xxxx

Phone Number: 608-838-7287 Ext: xxx-xxx-xxxx

Email: lee.igl@mcfarland.wi.us

Additional Contacts Information (Optional)

**Individual with responsibility for:
(Check all that apply)**

- ☐ I&E Program
- ☐ IDDE Program
- ☐ IDDE Response Procedure Manual
- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☐ Pollution Prevention Program
- ☐ Post-Construction Program
- ☐ Winter roadway maintenance

First Name:

Last Name:

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code:

xxxxx or xxxxx-xxxx

Phone Number:

Ext:

xxx-xxx-xxxx

Email:

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

☒ Select to ***create new*** Billing contact

First Name:

Lee

Last Name:

Igl

☒ Select to ***update*** current contact information

Title:

Director of Public Works

Mailing Address:

5915 Milwaukee Street

Mailing Address 2:

City:

McFarland

State:

WI

Zip Code:

53558-0110

xxxxx or xxxxx-xxxx

Phone Number:

608-838-7287

Ext:

xxx-xxx-xxxx

Email:

Lee.Igl@mcfarland.wi.us

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

- a. Does MS4 conduct any educational efforts or events independently (not with a group) ☒ Yes
☐ No
- b. How many total educational events were held during the reporting year:
- c. The permit requires that both passive and interactive mechanisms are utilized. How many interactive mechanisms were used during the reporting year?

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

- d. Will additional information/summary of education events be attached to the annual report? ☐ Yes
☒ No

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

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

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

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

Event Start Date	3/23/2022		
Project/Event Name	Public Meetings- Village Committee and Board		
Delivery Mechanism	Government Event (Public Hearing, Council Meeting, etc)		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☒ MS4 Annual Report ☒ Storm Water Management Program ☒ Storm Water related ordinance ☐ Other: 	☒ General Public ☐ Public Employees ☒ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☒ Public Officials ☐ Other	11-50	☐ Yes ☒ No

Event Start Date	5/1/2022		
Project/Event Name	Library Event- Household Hazardous Waste		
Delivery Mechanism	Presentation of Storm Water Information		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☒ MS4 Annual Report ☒ Storm Water Management Program ☐ Storm Water related ordinance ☐ Other: 	☒ General Public ☐ Public Employees ☒ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials ☐ Other	1 - 10	☐ Yes ☒ No

Event Start Date	8/1/2022		
Project/Event Name	Library Event- Yard Waste Management and Fertilizer Application		
Delivery Mechanism	Presentation of Storm Water Information		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☒ MS4 Annual Report ☒ Storm Water Management Program ☐ Storm Water related ordinance ☐ Other: 	☒ General Public ☐ Public Employees ☒ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials ☐ Other	1 - 10	☐ Yes ☒ No

Event Start Date	9/1/2022		
Project/Event Name	Library Event- Leaf Free Streets/Adopt a Storm Drain		
Delivery Mechanism	Presentation of Storm Water Information		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☒ MS4 Annual Report ☒ Storm Water Management Program ☐ Storm Water related ordinance ☐ Other: 	☒ General Public ☐ Public Employees ☒ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials ☐ Other	1 - 10	☐ Yes ☒ No

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

Event Start Date	1/1/2022 ☐ NA (Individual Permittee).		
Project/Event Name	Adopt A Storm Drain Program		
Delivery Mechanism	Other hands-on event		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	☒ General Public ☐ Public Employees ☒ Residents ☒ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials ☐ Other	11-50	☒ Yes ☐ No

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

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

Missing Information

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have? ☐ Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? ☐ Unsure
- c. From the municipality's routine screening, how many were confirmed illicit discharges? ☐ Unsure
- d. How many illicit discharge complaints did the municipality receive? ☐ Unsure
- e. From the complaints received, how many were confirmed illicit discharges? ☐ Unsure
- f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? ☐ Unsure

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

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

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

Additional Information:

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

Missing Information

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

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

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

- How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year? ☐ Unsure
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)? ☐ Unsure
-
- d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure
- | | |
|---|--------------------------------|
| ☐ No Authority | |
| ☒ Verbal Warning | <input type="text" value="0"/> |
| ☒ Written Warning (including email) | <input type="text" value="0"/> |
| ☒ Notice of Violation | <input type="text" value="0"/> |
| ☒ Civil Penalty/ Citation | <input type="text" value="0"/> |
| ☒ Stop Work Order | <input type="text" value="0"/> |
| ☒ Forfeiture of Deposit | <input type="text" value="0"/> |
| ☐ Other - Describe below | <input type="text"/> |
- e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*
-

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many sites with new structural storm water management Best Management Practice (BMP) have received local approval ? ☐ Unsure
- *Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,
- b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? ☒ Yes ☐ No ☐ Unsure
- c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? ☐ Unsure

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

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

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

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

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

☐ No Authority

☒ Verbal Warning

☒ Written Warning (including email)

☒ Notice of Violation

☒ Civil Penalty/ Citation

☒ Forfeiture of Deposit

☒ Complete Maintenance

☒ Bill Responsible Party

☐ Other - Describe below

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

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections ☐ Not Applicable

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

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

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

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

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

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

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

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

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

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

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

i. Have amendments to the SWPPPs been made?

☐ Yes ☒ No ☐ Unsure

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

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

Collection Services - Street Sweeping / Cleaning Program ☐ Not Applicable

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

☒ Yes ☐ No ☐ Unsure

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

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

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

☒ Yes - Explain frequency Weekly, Yes

☐ No - Explain _____

☐ Not Applicable

Collection Services - Catch Basin Sump Cleaning Program ☐ Not Applicable

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

- year? ☒ Yes ☐ No ☐ Unsure
- q. How many catch basin sumps were cleaned in the reporting year? ☒ Unsure
- r. If known, how many tons of material was collected? ☒ Unsure
- s. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
- ☐ Yes- Explain frequency _____
- ☐ No - Explain _____
- ☒ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

- u. Does the municipality conduct curbside leaf collection? ☐ Yes ☒ No ☐ Unsure
- v. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No ☐ Unsure
- w. Where are the residents directed to store the leaves for collection?
- ☐ Pile on terrace ☐ Pile in street ☐ Bags on terrace ☐ Unsure
- ☒ Other - Describe Residents bring material to the compost site at PW
- x. What is the frequency of collection?
N/A
- y. Is collection followed by street sweeping/cleaning? ☐ Yes ☒ No ☐ Unsure
- z. Brief explanation on Collection Services reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Winter Road Management ☐ Not Applicable

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

- aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (*One mile of a two-way road equals two lane miles.*) ☐ Unsure
- ab. Provide amount of de-icing products used by month last winter season?
Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt</u>	0	0	50	150	75	25

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Brine</u>	0	0	250	750	375	125

- ac. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No ☐ Unsure

- ad. Have municipal personnel attended salt reduction strategy training in the reporting year? ☒ Yes ☐ No ☐ Unsure

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

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

Training on calibration of road maintenance equipment

Internal (Staff) Education & Communication

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

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

Snow Plow Rodeo, Winter Maintenance Management

When: 8/10/2022

How many attended: 8

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

Elected Officials

Newsletter and approval of MS4 Annual Report

Municipal Officials

Newsletter and approval of MS4 Annual Report

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

Newsletter and approval of MS4 Annual Report

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

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

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

☒ Yes ☐ No ☐ Unsure

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

☒ Storm water treatment facilities

☒ Storm pipes

☐ Vegetated swales

☐ Outfalls

☐ Other - Describe below

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

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Final Evaluation - Has Missing Items

Fiscal Analysis

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

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
--------------------------------------	--------------------------	----------------------------	-----------------

Element: Public Education and Outreach

50558	63539	69066	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Element: Public Involvement and Participation

22092	27764	30179	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Element: Illicit Discharge Detection and Elimination

28656	36014	39146	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Element: Construction Site Pollutant Control

63750	80118	87087	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Element: Post-Construction Storm Water Management

284351	357359	388444	<u>Storm water utility</u>
--------	--------	--------	----------------------------

Element: Pollution Prevention

181783	228456	248328	<u>Storm water utility</u>
--------	--------	--------	----------------------------

Other (describe)

			<u>Select...</u>
--	--	--	------------------

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

Water Quality

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

municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

☐ Yes ☒ No ☐ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

☒ Yes ☐ No ☐ Unsure

Storm Water Quality Management

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

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

Total suspended solids (TSS)

Total phosphorus (TP)

Status of Total Maximum Daily Loads (TMDLs) Implementation

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

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

[A.3.2] The Permittee is participating in an approved Adaptive Management Project.

Attach a summary of adaptive management implementation actions for the reporting year, including:

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

Additional Information

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

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

Missing Information

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

Do not close your work until you SAVE.

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Form 3400-224 (R8/2021)

Requests for Assistance on Understanding Permit Programs

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

Please select all that apply:

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

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

Form 3400-224(R8/2021)

Required Attachments and Supplemental Information

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

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

***Required Item**

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

Storm Sewer System Map

 File Attachment

[MS4Map3-2-22.pdf](#)

Adaptive Management Summary

 File Attachment

[AdaptiveManagementPlanSummary.pdf](#)

Attach - Other Supporting Documents

AR Other

 File Attachment

[McFarlandMS4ProgramPlan02.pdf](#)

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

Attach - Permit Compliance Documents

EO Program

 File Attachment

[McFarlandMS4ProgramPlan02.pdf](#)

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

Missing Information

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

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

Form 3400-224(R8/2021)

Complete and Submit Your Application

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

Contact Information: [Complete](#)

Minimum Control Measures Section 1: [Complete](#)

Minimum Control Measures Section 2: [Complete](#)

Minimum Control Measures Section 3: [Complete](#)

Minimum Control Measures Section 4: [Complete](#)

Minimum Control Measures Section 5: [Complete](#)

Minimum Control Measures Section 6: [Complete](#)

Minimum Control Measures Section 7: [Complete](#)

Attachments: [Complete](#)

Final Evaluation: [Has Missing Items](#)

Summary of Adaptive Management Participation to Achieve TMDL Compliance

Village of McFarland 2022 Annual Report

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

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

1. Estimated Pollutant Reduction Levels

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

2. Pollutant Reduction Level Goals

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

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

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

3. Adaptive Management Financial Contribution

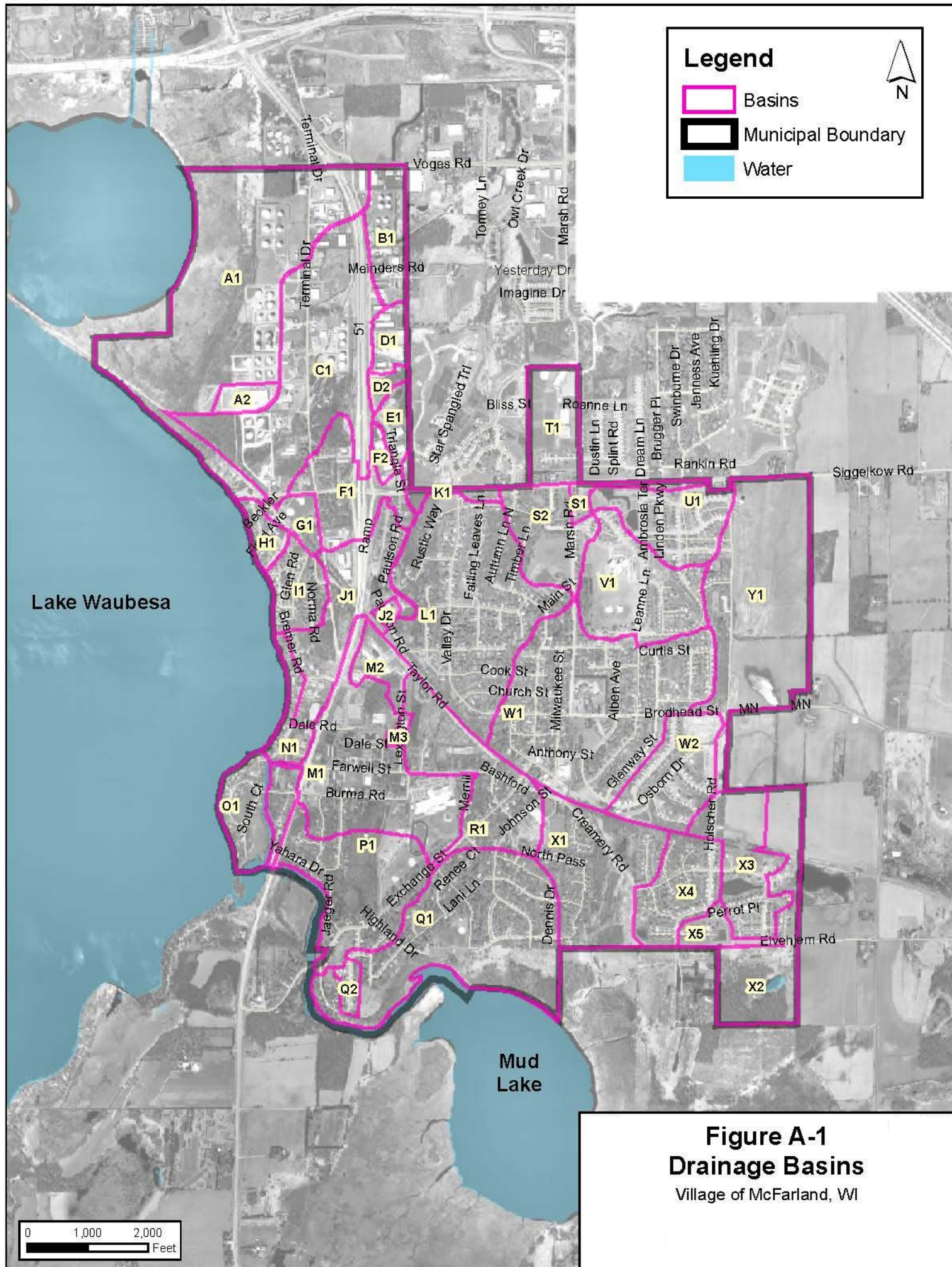
An invoice record of the Village's annual payment to the adaptive management program is attached in Appendix B.

4. New Storm Water Measures

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

APPENDIX A

Summary of Modeling Results															
Watershed Characteristics			Total Suspended Solids (TSS)			Total Phosphorous			Stormwater BMPs employed*						
Drainage Area (label)	Area (acres)	Primary Land Use	Discharge No Controls (pounds)	Discharge with Controls (pounds)	TSS Control (%)	Discharge no controls (pounds)	Discharge with controls (pounds)	P control (%)	Source Area Control Practice 1	Drainage Area Control Practice 1	Drainage Area Control Practice 2	Drainage Area Control Practice 3	Drainage Area Control Practice 4	Description of BMPs	
A1	62.5	MI	31515.6	21345	32%	58	46.82	20%	SC	CB	OD-Pond (80% efficient)			Wetpond at 84 Lumber	
A2	10.3	LI	6557	2351	64%	58.76	30.87	47%		GS	OD - Pond (55%)			High Track Pond	
B1	26.9	MI, R	16044.6	12073.4	25%	29.3	23.18	21%	SC	CB	OD- Pond (40%)			Voges Road Pond	
C1	74.4	MI	36760	28330	23%	70.86	56.72	20%		GS	OD - Pond (40%)			84 Lumber Pond	
D1	13.8	LI	8023	1933.4	76%	14.786	6.898	53%	SC	CB	GS	OD - Pond (69%)		Commerce Park Pond 4	
D2	6.1	LI	2889	657	77%	5.622	2.678	52%	SC	CB	GS	OD - Pond (70%)		Commerce Park Pond 3	
E1	12.8	LI	7098.6	1199.72	83%	13.242	5.772	56%	SC	CB	OD - Pond (80%)			Commerce Park Pond 2	
F1	34.5	R	11315.8	7860.2	31%	34.26	28.32	17%	SC	CB	OD - Pond (80%)			Storage Shop USA Pond	
F2	5.4	LI	3175.4	547.2	83%	6.016	2.684	55%	SC	CB	OD - Pond (80%)			Commerce Park Pond 1	
G1	12.7	R	2143.8	1792.8	16%	8.946	8.018	10%	SC	CB					
H1	10.9	R	3683.2	3047.4	17%	13.206	11.616	12%	SC	CB					
I1	25.9	R	7102.8	5731.2	19%	27.1	23.62	13%	SC	CB					
J1	52.2	R	17146	14524	15%	52.02	46.56	10%	SC	CB					
J2	2.9	C	1734.2	1399.4	19%	3.694	3.132	15%	SC	CB					
K1	8.5	R	2588.4	2180.6	16%	8.102	7.284	10%	SC	CB					
L1	158.4	R	37190.6	14049.4	62%	149.82	85.88	43%	SC	CB	OD - Pond (80%)			Valley Drive Pond at Church St.	
M1	101.4	R, C	40478.6	20152.2	50%	111.48	68.78	38%	SC	CB	OD- Pond (40%)		OD - Pond (80%)	OD - Pond (37%)	Kwik Trip Pond, Bisbee Dale St Pond, Sediment Lagoon
M2	15.4	C	7119.6	2755.2	61%	17.496	8.868	49%	SC	CB	OD-Pond (53%)		OD-Pond (67%)		Woodland Commons Ponds 1a & 1b
M3	3.0	R	1113.2	914	18%	3.204	2.806	12%	SC	CB					
N1	24.1	R, C	8939.2	4546	49%	26.38	16.482	38%	SC	CB	OD- Pond (80%)		OD Pond (37%)		Burma Condos Pond, Sediment Lagoon
O1	13.3	R	3933.8	3238.6	18%	14.858	13.06	12%	SC	CB					
P1	58.1	R	16045.6	13433.6	16%	60.12	53.6	11%	SC	CB					
Q1	104.9	R	24001.6	20168	16%	100.46	90.22	10%	SC	CB					
Q2	6.9	R	1558.4	252.8	84%	6.274	2.586	59%	SC	CB	OD-Pond (80%)				Meredith Heights Pond
R1	75.3	R	25042.6	11612.8	54%	82.08	45.82	44%		GS	OD- Pond (37%)				Sediment Lagoon
S1	9.2	R	2874	628.4	78%	10.274	4.022	61%		GS	OD-Pond (70%)				Marsh/Siggelkow Pond
S2	32.1	R	7864.2	1972	75%	32.06	15.338	52%	SC	CB	OD-Pond (70%)				Marsh/Siggelkow Pond
T1	37.3	R, O	10356	8347.8	19%	34.12	29.5	14%	SC	CB	OD-Pond (70%)				Marsh/Siggelkow Pond
U1	48.5	R	13655	2262	83%	52.42	21.78	58%	SC	CB	OD - Pond (80%)				Red Oak Addition Pond
V1	73.0	R	23325.6	3882.8	83%	84	32.84	61%	SC	CB	OD - Pond (80%)				Red Oak Addition Pond
W1	178.1	R	50499.2	18440.6	63%	184.4	101.24	45%	SC	CB + one 6'MH		OD- Pond (60%)			Osborn Pond at Osborn/Leanne
W2	52.2	R	12866.2	3656.2	72%	50.36	24.8	51%	SC	CB	OD-Pond (80%)		OD Pond (60%)		Lot 17 Fieldstone Pond, Highland Oaks Regional Pond
X1	54.9	R	13743.4	11194.8	19%	51.82	45.58	12%	SC	CB					
X2	14.5	R, O	2615.4	2120.8	19%	11.188	9.922	11%	SC	CB					
X3	53.1	R	12066	2019.4	83%	49.14	21.26	57%	SC	CB	OD - Pond (80%)				Parkview Estates 1 Pond
X4	43.5	R	9872.6	5975.4	39%	39.76	27.34	31%	SC	CB	GS - (to model Dry Pond)				Countrywood 1998 dry pond with outlet structure
X5	12.1	R	3099.8	505.4	84%	11.762	4.784	59%	SC	CB	OD- Pond (80%)				Parkview Estates 2 Pond
Y1	27-2 Internally Drained - EXCLUDE										Internally drained basin - exclude				
TOTALS	1529		486038	257101	47%	1588	1031	35%							



APPENDIX B

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

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

Sold To:	VILLAGE OF MCFARLAND ALLAN COVILLE 5915 MILWAUKEE ST PO BOX 110 MCFARLAND, WI 53558
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Reference - P.O. No.	Customer No.	Salesperson	Ship Via	Terms Code
	AMVMCFARLAND			WINS

	Description/Comments	Amount												
	Yahara Watershed Adaptive Mgmt	14,770.00												
	<table><tr><th>Due Date</th><th>Amount Due</th><th>Disc. Date</th><th>Disc. Amount</th></tr><tr><td>2/28/2022</td><td>7,385.00</td><td></td><td>0.00</td></tr><tr><td>6/30/2022</td><td>7,385.00</td><td></td><td>0.00</td></tr></table>	Due Date	Amount Due	Disc. Date	Disc. Amount	2/28/2022	7,385.00		0.00	6/30/2022	7,385.00		0.00	
Due Date	Amount Due	Disc. Date	Disc. Amount											
2/28/2022	7,385.00		0.00											
6/30/2022	7,385.00		0.00											

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

Total amount	14,770.00
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1% Interest per month after 30 days

Invoice

Village of McFarland MS4 Program Plan

Published: February 2022

1.0 INTRODUCTION

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

1.1 Plan Purpose

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

1.2 Plan Organization

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

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

2.0 PUBLIC EDUCATION AND OUTREACH

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

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

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

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

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

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

MADISON AREA MUNICIPAL STORMWATER PARTNERSHIP

2023 ANNUAL INFORMATION AND EDUCATION WORK PLAN

DISTRIBUTED TO PARTNERSHIP MEMBERS ON DECEMBER 15TH, 2022

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

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

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

- 3.1.4.1** Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.
- 3.1.4.2** Inform and educate the public about the proper management of materials that may cause stormwater pollution from sources including: automobiles, pet waste, household hazardous waste and household practices.
- 3.1.4.3** Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.
- 3.1.4.4** Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.
- 3.1.4.5** Promote infiltration of residential stormwater runoff from rooftop downspouts, driveways and sidewalks.

- 3.1.4.6** Inform and educate those responsible for the design, installation and maintenance of construction site erosion control practices and stormwater management facilities on how to design, install and maintain the practices.
- 3.1.4.7** Identify businesses and activities that may pose a stormwater contamination concern and educate those specific audiences on methods of stormwater pollution prevention.
- 3.1.4.8** Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development.

Municipal Responsibilities

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

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

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

Additional Activities and Ongoing Tasks

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

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

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

Acknowledgments

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

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

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

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

Table 1.1 – 2023 MAMSWaP Information and Education Programs and Activities

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

*from Table 1 of WPDES WI-S058416-04

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

*from Table 1 of WPDES WI-S058416-04

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

*from Table 1 of WPDES WI-S058416-04

3.0 PUBLIC INVOLVEMENT AND PARTICIPATION

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

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

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

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

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

*from Table 1 of WPDES WI-S058416-04

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

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

*from Table 1 of WPDES WI-S058416-04

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

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

*from Table 1 of WPDES WI-S058416-04

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

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

*from Table 1 of WPDES WI-S058416-04

*8 Public Education and Outreach Topic Areas - Circle topic areas that will be addressed in 2022 (co-permittees with populations over 5,000 need to address at least <u>six</u> topic areas, whereas co-permittees under 5,000 need to address at least <u>four</u> topic areas):	Active/Interactive Delivery Mechanisms	Passive Delivery Mechanisms
	Educational Activities (school presentation, summer camps, etc.)	Passive print media (brochures at front desk, posters, etc.)
	Informational booth at event	Distribution of print media (mailings, newsletters, etc.) via mail or email.
	Targeted group training (contractors, consultants, etc.)	Media offerings (radio and TV ads, press release, etc.)
	Gov. event (public hearings, council meeting)	Social media posts
	Workshops	Signage
	Tours	Website
	Other	Other

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

*from Table 1 of WPDES WI-S058416-04

4.0 ILLICIT DISCHARGE DETECTION AND ELIMINATION

As discussed in **Section 3.3.1**, the Village is required to have an illicit discharge ordinance. The Village's illicit discharge ordinance can be found in Section 47-337 - Illicit Discharges. The Village's Code of Ordinance can be accessed online at the location below:
<https://www.mcfarland.wi.us/342/Ordinances>

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

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

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

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

2022 MCFARLAND OUTFALL INSPECTIONSDATE: 11/30/2022START TIME 2:30 PMEND TIME 4:30 PM

INSPECTOR: Jodie Ross

COMPANY: Town & Country Engineering

clear Sky @ 20 degrees F w/30-40 MPH Winds

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

DATE: 12/1/2022START TIME 8:00 AMEND TIME 10:30 PM

INSPECTOR: Jodie Ross

COMPANY: Town & Country Engineering

Clear Sky @ 26 degrees F; light wind

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



WISCONSIN DEPARTMENT OF NATURAL RESOURCES NOTICE OF FINAL GUIDANCE & CERTIFICATION

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

DOCUMENT ID

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

DOCUMENT TITLE

Illicit Discharge Detection and Elimination

PROGRAM/BUREAU

Storm Water Program/Watershed Management Bureau

STATUTORY AUTHORITY OR LEGAL CITATION

Section NR 216.07(3), Wisconsin Administrative Code

DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)

09/02/2019

DATE FINALIZED

10/07/2019

DNR CERTIFICATION

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

Signature

09/30/2019

Date



BUREAU OF WATERSHED MANAGEMENT PROGRAM GUIDANCE

Storm Water Management Program

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

Illicit Discharge Detection and Elimination

March 2012

3800-2012-01

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

DATE: March 15, 2012

TO: SW Program Staff

FROM: Pam Biersach – Bureau Director
Bureau of Watershed Management 

SUBJECT: Program Guidance #3800-2012-01

Illicit Discharge Detection and Elimination

**March 2012
3800-2012-01**

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

A. Statement of Problem Being Addressed

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

B. Background

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

C. Discussion

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

- Narrative descriptions of color, odor, turbidity, oil sheen, surface scum, flow rate and other relevant observations.
- Sampling for pH, total chlorine, total copper, total phenol and detergents unless Department



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

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

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

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

D. Guidance

Outfall Selection

Currently, MS4 permits include a requirement that field screening is initially conducted at all major outfalls¹. However, a more targeted approach to illicit discharge detection and elimination (IDDE) is recommended. Outfalls should be prioritized based on illicit discharge potential in the contributing drainage area rather than solely on pipe or drainage area size. Outfalls selected for on-going field screening based on illicit discharge potential are considered “priority outfalls”. Contributing drainage area characteristics or land uses that should be considered when selecting priority outfalls include:

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

¹ “Major outfall” means a municipal separate storm sewer system outfall that meets one of the following criteria:

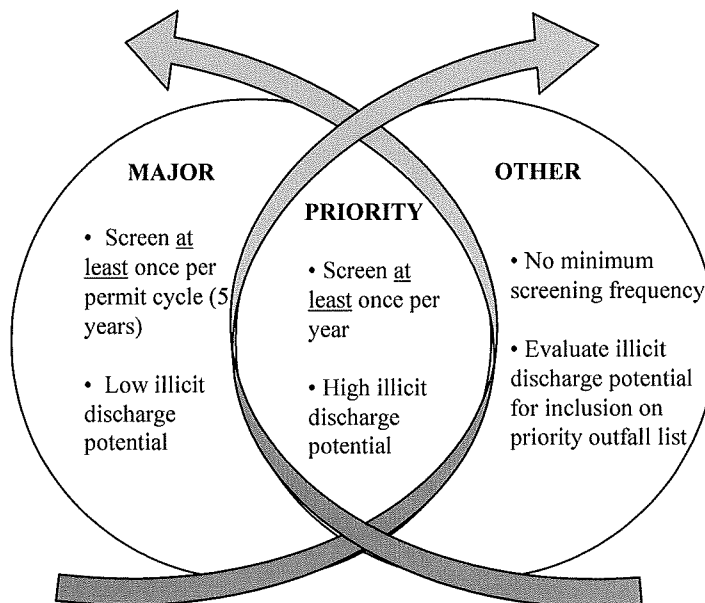
- (a) A single pipe with an inside diameter of 36 inches or more, or from an equivalent conveyance which is associated with a drainage area of more than 50 acres.
- (b) A single pipe with an inside diameter of 12 inches or more, or from an equivalent conveyance which receives storm water runoff from lands zoned for industrial activity with 2 or more acres of industrial activity.

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

Frequency

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

Figure 1 - Outfall Field Screening Frequency



Timing

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

Sensory Parameters

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

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

Indicator Parameters

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

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

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

Test Methods

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

Action Levels

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

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

TABLE 1 – Indicator Parameters Action Levels

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

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

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

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

- **Chlorine** residuals are typically short lived in the environment. Detection of chlorine at an outfall generally indicates a source that is relatively close to the outfall. However, chlorine detected at an outfall can be from an illicit or non-illicit source if chlorinated municipal drinking water supply is a component of the discharge (see “Non-Illicit Sources”).
- Leaching of **copper** from plumbing systems can be a source of copper even in areas where copper-based product use or manufacturing does not occur.
- Municipal drinking water supply systems that add **fluoride** typically maintain levels between 1 and 1.5 mg/l.
- **E. coli** is a commonly used sanitary sewage indicator. However, dry weather flow outfall monitoring in Wisconsin and other states indicates that E. coli levels are highly variable and can be produced by naturally occurring, non-illicit sources in the environment such as raccoons in storm sewers. Elevated dry weather E. coli levels in conjunction with detection of other indicator parameters (e.g., detergents, total chlorine) may be more indicative of the presence of sanitary sewage.
- The ratio of human **Bacteriodes** to total Bacteriodes may be particularly useful in determining sanitary sewage sources. However, the availability of Bacteriodes testing may be limited.

Non-Illicit Sources

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

- **Groundwater:** Flow rates associated with groundwater inflows can vary seasonally due to fluctuations in groundwater elevations. Groundwater inflows are typically highest in the early spring and lowest in the late summer. In some areas, groundwater inflows will also include natural levels of fluoride. Baseline conditions for outfalls with groundwater inflows can be established by documenting seasonal flow rates and/or fluoride levels over time. If baseline conditions have been established for an outfall, sampling for other indicator parameters can be avoided if flow rates and/or fluoride levels are consistent with the established baseline values.
- **Permitted Facilities:** In some areas, WPDES permitted industrial facilities are allowed to discharge wastewater to MS4s as long as discharge limits are met. These discharges can produce continuous or nearly continuous flows at outfalls. WPDES permitted discharges are considered non-illicit but can include one or more of the indicator parameters at detectable levels. In many cases, municipal drinking water supply is a component of WPDES permitted discharges and it may be difficult to distinguish non-illicit from illicit sources in these areas. However, establishing baseline flow rates and parameter levels for outfalls with WPDES permitted discharges is recommended. If necessary, the Department can assist in the identification and characterization of WPDES permitted discharge, including discharge limits.

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

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

Submerged & Enclosed Outfalls

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

Physically Interconnected Systems

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

Pump Stations

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

Swales Conveyance Systems

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

Storm Water Practices

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

Documentation and Program Evaluation

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

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

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

APPROVED:

Mary Anne Townsend 3/19/2012
Section Chief Date

APPROVED:

Joe R. Lanzetta 3/19/2012
Staff Attorney Date

DISCUSSED OR APPROVED:

PMT Approved on 3/15/2012
Date

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

5.0 CONSTRUCTION SITE POLLUTANT CONTROL

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

https://library.municode.com/wi/mcfarland/codes/code_of_ordinances?nodeId=PTIICOOR_CH8_BUBURE_ARTXVIISIERCO

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

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

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

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

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

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

Table 3: Construction Site Inspection Frequency

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

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

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

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

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

Construction Site Name and Location (Project, Municipality, and County):		Site/Facility ID No. (FIN):
Onsite Contact/Contractor:		Onsite Phone/Cell:
Note: Inspection reports, along with erosion control and storm water management plans, are required to be maintained on site in accordance with s. NR 216.48 (4) and made available upon request. PLEASE PRINT LEGIBLY.		
Date of inspection:	Time of inspection: Start: _____ ☐ am ☐ pm End: _____ ☐ am ☐ pm	Type of inspection: ☐ Weekly ☐ Precipitation Event ☐ Other (specify) _____
Weather/Site Conditions: Temp. _____ Antecedent Soil Moisture Last Rainfall Depth: _____ inches Last Rainfall Date: _____		Describe current phase of construction: Scheduled Final Stabilization Date for Universal Soil Loss Equation (USLE) ¹ : _____ Project on Schedule²? ☐ Yes ☐ No
Name(s) of individual(s) performing inspection:		Inspector Phone/Cell:
I certify that the information contained on this form is an accurate assessment of site conditions at the time of inspection: Inspector Signature _____ Date: _____		

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

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

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

CONSTRUCTION SITE INSPECTION REPORT

Form 3400-187 (R 11/16)

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

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

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

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

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

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

6.0 POST-CONSTRUCTION STORM WATER MANAGEMENT

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

https://library.municode.com/wi/mcfarland/codes/code_of_ordinances?nodeId=PTIIC_OOR_CH8BUBURE_ARTXVIIISTMA

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

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

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

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

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

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

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

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

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

7.0 POLLUTION PREVENTION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Street Sweeping Log

Section 3.6.5.a of our MS4 Reporting

Date (mm/dd/yyyy) | _____

Operator(s) | _____

Mileage Start | _____

Mileage End | _____

Total Mileage | _____

Loads of material collected today | _____

Amount of water used today | _____

Areas covered for todays sweeping | _____

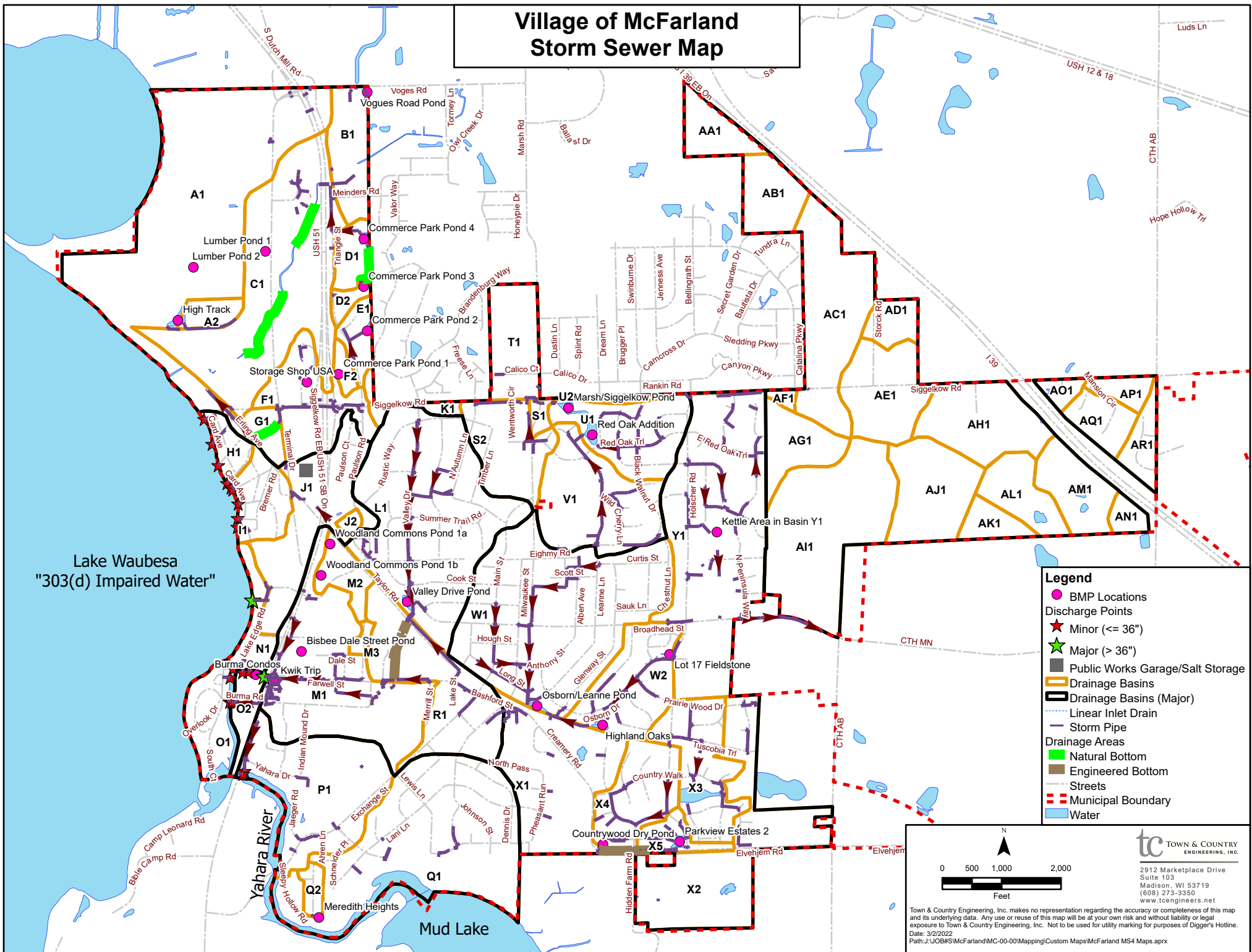
Any issues concerns? Y/N If yes, describe | _____

Catch Basin Sump Cleaning Log

Section 3.6.5.b of our MS4 Reporting

Date		
Operator(s)		
Number of basins cleaned today		
Machine Used to clean basins	street sweeper	valve turner
Amount of material collected today	Est. YD ³	Est. Pounds
Amount of water used today	Gallons	
Locations todays work		

Village of McFarland Storm Sewer Map



- Legend**
- BMP Locations
 - ★ Discharge Points
 - ★ Minor (<= 36")
 - ★ Major (> 36")
 - Public Works Garage/Salt Storage
 - ▭ Drainage Basins
 - ▭ Drainage Basins (Major)
 - Linear Inlet Drain
 - Storm Pipe
 - ▭ Drainage Areas
 - ▭ Natural Bottom
 - ▭ Engineered Bottom
 - Streets
 - ▭ Municipal Boundary
 - ▭ Water

0 500 1,000 2,000
Feet

tc TOWN & COUNTRY
ENGINEERING, INC.
2912 Marketplace Drive
Suite 103
Madison, WI 53719
(608) 273-3350
www.tcengineers.net

Town & Country Engineering, Inc. makes no representation regarding the accuracy or completeness of this map and its underlying data. Any use or reuse of this map will be at your own risk and without liability or legal exposure to Town & Country Engineering, Inc. Not to be used for utility marking for purposes of Digger's Hotline.
Date: 3/2/2022
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VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 14, 2023

SECTION: Consent Agenda

DEPARTMENT: Police

CONTACT: Aaron Chapin, Police Chief

AGENDA ITEM: Motion to approve the purchase of a replacement vehicle for the Detective position within the Police Department.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Police Department has already ordered three new patrol vehicles for 2023. This was authorized previously in 2022. A fourth vehicle following the patrol vehicle style (Ford Explorer Interceptor) was envisioned to replace a 10 year old detective vehicle. The other detective vehicle was replaced 2 years ago in this style and the plan at the time was to replace it to this style from its current sedan (Dodge Charger).

Staff have been reviewing options for this vehicle and wish to pursue a different style. They have proposed to purchase a Ford F150 Hybrid pickup truck. There are a few reasons for this:

- A full EV option (Ford Lightning) was considered but better range for this type of use was not recommended at this time. The hybrid is a more sustainable option than just a pickup truck alone and can function both on electricity or gas when needed.
- This vehicle is different than the rest of the fleet and less noticeable than a standard patrol vehicle. For the detectives work, this improves their functionality in responding to calls for service when people are looking for a standard patrol vehicle.
- Provides for additional storage capabilities for both personnel and gear in the rear of the truck.

FINANCIAL/BUDGET IMPACT:

The total budget for this vehicle is \$50,000. The total budget for the vehicle is requested to increase to \$80,000 of which the variance will be paid for through borrowed money.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



Motion to approve the purchase of a replacement vehicle for the Detective position within the Police Department.

ATTACHMENTS:

None

ORDINANCE NO. 2023-04

AN ORDINANCE TO UPDATE SEWER FEES CONTAINED WITHIN THE FEE SCHEDULE IN APPENDIX A OF THE CODE OF ORDINANCES

Purpose: Annually the Village Board reviews and adjusts certain fees for service established within the Code of Ordinances.

Sponsor: Public Works Director Lee Igl

Recommended Referral: None required.

Public Hearing: None required.

The Village of Board of the Village of McFarland, Dane County, Wisconsin do hereby ordain as follows:

1. The Portion in Appendix A, Fees, identifying the fees charged for Public Utilities regulations arising from charges in Chapter 47 is hereby amended to read as follows:

CHAPTER 47—PUBLIC UTILITIES		
47-79(d)(3)	Charge for each 1,000 gallons of normal domestic strength	\$4.00 5.50
47-79(d)(4)	Category A users service charge	Customer charge plus the volume charge for each applicable billing cycle
47-79(d)(5)	Category B users discharging normal domestic strength	\$79.10
	Additional charge for more than 12,500 gallons	\$4.00 5.50

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This resolution shall codify the rates that were approved b the Village Board on September 13, 2022, and went into effect January 11, 2023. The foregoing ordinance was duly adopted at a regular meeting of the Village Board on the 14th of March, 2023.

APPROVED:

Carolyn A Clow, Village President

ATTEST:

Cassandra Suettinger, Village Clerk/Treasurer

ORDINANCE 2023 – 04	
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:	

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 14, 2023

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Motion to approve a proposal from Baker Tilly to conduct a water impact fee study as recommended by the Public Works & Utilities Committee.

PREVIOUS ACTION:

The Public Works & Utilities Committee recommended approval to the Village Board regarding a proposal from Baker Tilly to conduct a water impact fee study.

ISSUE SUMMARY:

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

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

The steps of this study include:

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

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



FINANCIAL/BUDGET IMPACT:

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

VILLAGE PLAN REFERENCE:

[1997 Report on Impact Fees](#)

[2023 Public Facilities Needs Assessment Report](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

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

ATTACHMENTS:

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

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

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F: +1 (608) 249 8532

bakertilly.com

February 6, 2023

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

Dear Mr. Schuenke:

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

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

Services and Related Report

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

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

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

Water Impact Fee Study

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

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

Our Responsibilities and Limitations

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

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

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

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

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

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

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

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

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

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

Management's Responsibilities

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

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

Our Report

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

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

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

Nonattest Services

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

- > Reporting assistance (such as formatting) as requested.

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

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

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

Reproduction of the Reports

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

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

Ownership of Workpapers

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

Timing and Fees

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

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

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

Water impact fee study	\$ 8,000 - \$10,000
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In addition to professional fees, our invoices will include our standard administrative charge, plus travel and subsistence, and other out-of-pocket expenses related to the engagement. Our fees, as summarized above, are based upon the current Statements on Standards for Accounting and Review Services that have been issued and are effective as of the date of this letter. Should additional accounting or auditing standards be issued subsequent, to or become effective for the periods covered by this engagement, our estimated fees may be adjusted accordingly. We may use temporary contract staff to perform certain tasks on your engagement and will bill for that time at the rate that corresponds to Baker Tilly staff providing a similar level of service. Upon request, we will be happy to provide details on training, supervision and billing arrangements we use in connection with these professionals. Additionally, we may from time to time, and depending on the circumstances, use service providers (e.g., to act as a specialist or compile an element of the financial statements) in serving your account. We may share confidential information about you with these contract staff and service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all contract staff and service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the contract staff or third-party service provider. Furthermore, the firm will remain responsible for the work provided by any such contract staff or third-party service providers.

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

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

Matt Schuenke
Village of McFarland

February 6, 2023
Page 7

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

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

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

Resolution of Disagreements

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

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

Limitation on Damages and Indemnification

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

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

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

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

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

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

Other Matters

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

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

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

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

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

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

Matt Schuenke
Village of McFarland

February 6, 2023
Page 11

We appreciate the opportunity to be of service to you.

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

Sincerely,

BAKER TILLY US, LLP

Baker Tilly US, LLP

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

Official's Name

Official's Signature

Title

Date

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 14, 2023

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Motion to approve an agreement for Road Maintenance Technology software.

PREVIOUS ACTION:

November 2022 - Budget approval

ISSUE SUMMARY:

Public Works staff met with several work order, asset management software companies. We are requesting approval for Roadway Management Technologies (RMT) system that meets our needs for a work order and asset management system, but also provides a fleet maintenance system, a vehicle tracking and monitoring system, and a road monitoring system. The road monitoring, scans the road every time a village vehicle passes over and records defects and cracks with precise locations. Then reports can be generated, helping us determine the location of maintenance needs. The work order system will allow us to send work orders directly to the staff and eliminate paper tracking and gives records of time, date and any notes on the work completed or not completed. We can forward this information to the originator of the request and give them updates. The asset management portion will allow us to put notes of the work completed on a specific asset. Tablets have already been purchased for each staff member. Set up and on-site staff training is included with the contract.

FINANCIAL/BUDGET IMPACT:

Annual base cost - \$34,800

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion, second to approve an agreement for Road Maintenance Technology software.

ATTACHMENTS:

1. Contract w RMT 2-24-2023

VILLAGE OF MCFARLAND CONTRACT WITH ROADWAY MANAGEMENT TECHNOLOGIES, LLC FOR SERVICES

Expiration Date: June 4, 2027

Maximum Cost: \$34,800.00 each year

Registered Agent: _____

Street Address of
Registered Agent: _____

City, State, Zip: Madison, WI 53719-1284

THIS CONTRACT, made and entered into, by and between the Village of McFarland (hereinafter referred to as "VILLAGE") and Roadway Management Technologies, LLC (hereinafter referred to as "PROVIDER" and "RMT"),

WHEREAS VILLAGE, whose address is 5915 Milwaukee St., P.O. Box 110, McFarland, WI 53558, desires to purchase services from PROVIDER for the purpose of providing the following services: automated road surveying, fleet management services, and task and data management; and

WHEREAS PROVIDER, whose business address is 425 W. Capitol Ave., Ste 1202, Little Rock, AR 72201, is able and willing to provide such services;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which are acknowledged by each party, VILLAGE and PROVIDER agree as follows:

I. TERM. The term of this Contract shall commence as of the date on which all parties have executed this Contract and shall end as of the EXPIRATION DATE set forth on page 1 hereof, unless sooner agreed to in writing by the parties or as provided in Section IV. VILLAGE may, in its sole discretion, extend the completion date of PROVIDER's services, under the same terms and conditions. PROVIDER shall complete its obligations under this Contract not later than the EXPIRATION DATE, and by the date set by the VILLAGE and agreed to by PROVIDER if this Contract is extended.

II. SERVICES.

A. PROVIDER agrees to provide the services detailed in the attached Schedule A, which is fully incorporated herein by reference.

B. PROVIDER shall commence, carry on and complete its obligations under this Contract with all deliberate speed and in a sound, economical and efficient manner, in accordance with this Contract and all applicable laws. In providing services under this Contract, PROVIDER agrees

to cooperate with the various departments, agencies, employees and officers of VILLAGE. Time is of the essence with regard to all dates for completion of any services under this Contract unless expressly provided otherwise.

- C. PROVIDER agrees to secure at PROVIDER's own expense all personnel necessary to carry out PROVIDER's obligations under this Contract. Such personnel shall not be deemed to be employees of VILLAGE nor shall they or any of them have or be deemed to have any direct contractual relationship with VILLAGE.

- III. ASSIGNMENT/TRANSFER. PROVIDER shall neither assign nor transfer any interest or obligation in this Contract, without the prior written consent of VILLAGE unless otherwise provided herein, provided that claims for money due or to become due to PROVIDER from VILLAGE under this Contract may be assigned to a bank, trust company or other financial institution without such approval if and only if the instrument of assignment contains a provision substantially to the effect that the right of the assignee in and to any moneys due or to become due to PROVIDER shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this Contract. PROVIDER shall promptly provide notice of any such assignment or transfer to VILLAGE.

IV. TERMINATION.

- A. VILLAGE may terminate this Contract for any reason upon thirty (30) day written notice to PROVIDER.
- B. The following shall constitute grounds for immediate termination:
 - 1. violation by PROVIDER of applicable State, Federal or local law, or failure by PROVIDER to comply with applicable State and Federal service standards, as expressed by applicable statutes, rules and regulations.
 - 2. failure by PROVIDER to carry applicable licenses or certifications as required by law in order to complete the services to be provided under this Contract.
 - 3. failure of PROVIDER to comply with reporting requirements contained herein.
 - 4. inability of PROVIDER to perform the work provided for herein.
- C. Failure of the Village Board to appropriate sufficient funds to carry out VILLAGE's obligations hereunder shall result in automatic termination of this Contract as of the date funds are no longer available, without notice.
- D. Failure by VILLAGE to make payment to PROVIDER as required under the terms of this Contract, after PROVIDER has provided written notice to VILLAGE of non-payment and the failure continues unremedied for twenty-one (21) days.
- E. Upon the expiration or any termination of this Contract, all finished and unfinished documents, services, papers, data, products, and the like prepared, produced or made by PROVIDER under this Contract shall at the option of VILLAGE become the property of VILLAGE, and PROVIDER shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents, services, papers, data, and/or products. Notwithstanding the above, PROVIDER shall not be relieved of liability to VILLAGE for damages sustained by VILLAGE by virtue of any breach of this Contract by PROVIDER, and VILLAGE may withhold any payments to PROVIDER for the purpose of offset.

- V. PAYMENT. VILLAGE agrees to make such payments for services rendered under this Contract as and in the manner specified herein and in the attached Schedule B, which is fully incorporated herein by reference. Notwithstanding any language to the contrary in this Contract or its attachments,

VILLAGE shall never be required to pay more annually than the sum set forth on page 1 of this Contract under the heading MAXIMUM COST, for all services rendered by PROVIDER under this Contract for the contracted services, unless otherwise agreed to by the parties by written agreement.

- VI. REPORTS. PROVIDER agrees to make reports as are required in the attached Schedule C, which is fully incorporated herein by reference, and when requested by VILLAGE.
- VII. DELIVERY OF NOTICE. Notices, bills, invoices and reports required by this Contract shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's business address as set forth above. Either party may change the address to which notices should be sent by written notice to the other party.
- VIII. INSURANCE.

- A. PROVIDER shall indemnify, hold harmless and defend VILLAGE, its boards, committees, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which VILLAGE, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of PROVIDER's acts or omissions in the course of furnishing the services or goods required to be provided under this Contract, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses to the extent caused by or resulting from the acts or omissions of VILLAGE, its agencies, boards, commissions, officers, employees or representatives. The obligations of PROVIDER under this paragraph shall survive the expiration or termination of this Contract.
- B. In order to protect itself and VILLAGE, its officers, boards, committees, agencies, agents, volunteers, employees and representatives under the indemnity provisions of the subparagraph above, PROVIDER shall, at PROVIDER's own expense, obtain and at all times during the term of this Contract keep in full force and effect the insurance coverages, limits, and endorsements listed below. When obtaining required insurance under this Contract and otherwise, PROVIDER agrees to preserve VILLAGE's subrogation rights in all such matters that may arise that are covered by PROVIDER's insurance. Neither these requirements nor the VILLAGE's review or acceptance of PROVIDER's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the PROVIDER under this Contract.

Commercial General Liability.

PROVIDER agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent Providers and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage unless the VILLAGE waives such requirement in writing. The policy shall list the VILLAGE as an Additional Insured.

Professional Liability.

PROVIDER agrees to maintain Professional Liability insurance at a limit of not less than \$1,000,000 per occurrence. The policy shall list VILLAGE as an Additional Insured.

Commercial/Business Automobile Liability.

PROVIDER agrees to maintain Commercial/Business Automobile Liability insurance at a limit of not less than \$1,000,000 Each Occurrence. PROVIDER further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event PROVIDER does not own automobiles, PROVIDER agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Workers' Compensation.

PROVIDER agrees to maintain Workers' Compensation insurance to the extent required by law.

Umbrella or Excess Liability.

PROVIDER may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability through an Umbrella or Excess Liability policy provided that the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. PROVIDER agrees to list the VILLAGE as an "Additional Insured" on its Umbrella or Excess Liability policy.

- C. Upon execution of this Contract, PROVIDER shall furnish VILLAGE with a Certificate of Insurance listing VILLAGE as an additional insured and, upon request, certified copies of the required insurance policies. If PROVIDER's insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of this Contract. The Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services, is Claims-Made and indicate the Retroactive Date, and PROVIDER shall maintain coverage for the duration of this Contract and for six (6) years following the completion of this Contract. PROVIDER shall furnish VILLAGE, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that PROVIDER shall furnish the VILLAGE with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either PROVIDER or VILLAGE may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by PROVIDER. In the event any action, suit or other proceeding is brought against VILLAGE upon any matter herein indemnified against, VILLAGE shall give reasonable notice thereof to PROVIDER and shall cooperate with PROVIDER's attorneys in the defense of the action, suit or other proceeding. PROVIDER shall furnish evidence of adequate Workers' Compensation Insurance, if required. In case of any sublet of work under this Contract, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER.
 - D. The VILLAGE, acting at its sole option and through its Village Board, may waive any and all requirements contained in this Contract, such waiver to be in writing only. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by Village Board taking into account the nature of the work and other factors relevant to VILLAGE's exposure, if any, under this Contract.
- IX. NO WAIVER BY PAYMENT OR ACCEPTANCE. In no event shall the making of any payment or acceptance of any service or product required by this Contract constitute or be construed as a waiver by VILLAGE of any breach of the covenants of this Contract or a waiver of any default of PROVIDER and the making of any such payment or acceptance of any such service or product by VILLAGE while any such default or breach shall exist shall in no way impair or prejudice the right of VILLAGE with respect to recovery of damages or other remedy as a result of such breach or default.
- X. NON-DISCRIMINATION. During the term of this Contract, PROVIDER agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment, except to the extent that such factors are substantially related to the qualifications of such person to perform the work or receive the services. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s).

PROVIDER agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph.

- XI. PUBLIC RECORDS. The PROVIDER acknowledges and understands that the VILLAGE is a governmental entity. As such, all communications and other documents prepared or received by the PROVIDER in connection with the services provided by PROVIDER under this Contract may be governed by the Wisconsin Public Records Law and that, in the event of a request for such documents, the VILLAGE may be legally obligated to produce them. The PROVIDER agrees that it will provide all such documents to the VILLAGE if determined by VILLAGE to be necessary to comply with a proper Public Records Law request by either (1) retaining all such documents for a period of not less than seven (7) years after completion of the Work and providing copies to the VILLAGE promptly upon request in exchange for the reasonable cost of copying or (2) providing a copy of each such document to the VILLAGE upon the expiration of the Contract. In the event the PROVIDER fails to make such documents available to the VILLAGE as provided herein, the PROVIDER shall indemnify the VILLAGE for any penalties, costs, expenses (including reasonable attorney fees) incurred due to its inability to comply with the Public Records Law with respect to such documents. The obligations under this paragraph to produce and retain records, including the provisions for indemnity, shall survive the expiration or termination of this Contract.
- XII. ADDITIONAL TERMS. The additional terms contained in the attached Schedule D are fully incorporated herein by reference.
- XIII. MISCELLANEOUS.
- A. PROVIDER is registered to do business in the State of Wisconsin; the persons executing this Contract on its behalf are authorized to do so, and the name and address of PROVIDER's registered agent is as set forth opposite the heading REGISTERED AGENT on page 1 of this Contract. PROVIDER shall notify VILLAGE immediately, in writing, of any change in its registered agent, his or her address, and PROVIDER's legal status. For a partnership, the term 'registered agent' shall mean a general partner. The person(s) executing this Contract on behalf of PROVIDER individually represent(s) that he, she or they are duly authorized to enter into this Contract and bind the PROVIDER hereto, and that no signatures other than those shown in the signature blocks below are necessary to make this Contract binding on PROVIDER.
- B. Controlling Law and Venue. It is expressly agreed that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall lie solely in the Dane County Circuit Court.
- C. Limitation of Contract. This Contract is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Contract shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.
- D. Entire Contract. The entire agreement of the parties is contained herein and this Contract supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Contract shall not be amended in any fashion except in writing, executed by both parties.
- E. Counterparts. The parties may evidence their agreement to this contract upon one or several counterparts of this instrument, which together shall constitute a single instrument.
- F. Severability. In the event any provision, term or clause contained in this Contract shall be determined unlawful or unenforceable, such determination shall not affect the remaining provisions of this Contract which shall remain in full force and effect. In the event any such provision, term or clause shall be determined unlawful or unenforceable as to any particular

person or circumstances, such determination shall not affect the applicability of such provision to any other person or under any other circumstances.

- G. Neither Party shall be liable to the other Party for failure or delay in performance of this Contract due to acts of God, acts of governmental authorities other than the VILLAGE, extraordinary weather conditions or other natural catastrophes, or any other cause beyond the reasonable control or contemplation of either Party or as otherwise defined by law ("Force Majeure Event"), provided the delayed Party shall make reasonable efforts to avoid or mitigate such delay and shall promptly notify the other Party in writing of the cause of the delay and its extent.

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

FOR PROVIDER:

Date Signed: _____

FOR VILLAGE:

Date Signed: _____
Carolyn Clow, Village President

Date Signed: _____
Cassandra Suettinger, Deputy Administrator/Clerk

Approved as to form:

Daniel J. Evans
Attorney for the Village

VILLAGE OF MCFARLAND CONTRACT

Schedule A – Scope of Services

Pursuant to Section II(A) of this Contract, the PROVIDER (a.k.a. RMT) shall provide the following service:

- 1. Automated Road Surveying.**
- 2. Fleet Management Elite.**
- 3. Task and Data Management.**

These services are described in further detail as follows:

1. Automated Road Surveying.

- a. RMT will provide proprietary sensors that will be mounted underneath Village-owned vehicles.
 - i. Vehicles will be pre-determined by RMT.
 - ii. RMT will perform initial installation and train Village staff on installation of sensors - each sensor can be easily installed in about 30 minutes
 1. If Agency has no Mechanic on staff, RMT will work with a local shop for replacement installation in the event any sensors are damaged. This service will be quoted and priced separately, if needed.
- b. RMT will need access to an existing internet signal, but will not and cannot obtain any information regarding data sent through internet signal.
 - i. Village may make its own arrangements to ensure Wi-Fi connectivity in parking locations at its own expense.
 - ii. At Village's request, RMT will install routers, signal extenders, or access points in order to ensure WiFi connectivity in parking lots where vehicles will be parked each night. This service will be quoted and priced separately, if needed.
 1. Installation of internet hardware will be done under supervision of Village Staff.
- c. While vehicles are used in day-to-day operation, sensors will read vibrations in the road to determine road quality.
- d. When vehicle is parked in a WiFi-connected parking spot, data from sensors will be sent to RMT servers, where data will be automatically evaluated by RMT's proprietary algorithm.
- e. Information regarding road quality (as compared to other roads in Village) will be overlayed on a map interface available through RMT's website login portal.
 - i. Information may be filtered to show the worst/best roads in Village .
 - ii. Street view images of many roads can be viewed via map.
 1. Images are provided by Google Street View, and they will be updated occasionally (generally every 12-36 months) as determined by Google.
 2. If Village elects the Camera system from RMT, images are updated each time a vehicle travels a road (in increments of 30 days).

2. Fleet Management Elite.

- a. Fleet Management features include:
 - i. Live Vehicle Monitoring
 - ii. Optional Automated Driver Notifications
 1. Speed Notifications
 2. Idle Notifications
 3. Geofencing (vehicle leaving pre-defined area)
 - iii. Vehicle Preventative Maintenance Notifications

1. Customizable service notifications
 2. Ability to upload pictures or copies of invoices, as well as enter additional vehicle, maintenance, and repair information in online vehicle database
- Note: Vehicles must be mounted with sensors to receive Driver, Oil, and Transmission Notifications. Vehicles without sensors may be added in the online database to track vehicle, maintenance, repair information.

3. Task and Data Management.

- a. Maintenance Recordkeeping features include:
- i. Printable reports for various aspects of surveying, fleet management, and data management
 - ii. Task/Dispatch Management
 1. Quickly create work orders by clicking on their location in map interface and entering information
 - iii. Assign tasks to Village employees
 1. Employees can use web-based platform to navigate to tasks, mark as complete, upload photos, add new tasks, etc.
 - iv. Expenditure Tracking
 1. Ability to upload pictures or copies of invoices, as well as enter additional notes
 2. Ability to log and monitor expenditures across tasks, projects, vehicles, roads, and assets

Services include all Road Runner Survey Hardware, Road Imaging Hardware and Fleet Management Hardware. In addition, services include all annual maintenance fees, hardware installation costs, on site ender user training (up to 24 hours of training), tech support 7am to 6 pm CST, and cost of legacy system data migration (up to 40 hours).

Hardware shall be installed by PROVIDER no later than June 4, 2023, and hardware shall be timely repaired or replaced as may be required for services provided under this Contract.

In accomplishing the scope of services and providing the deliverables as outlined above, the PROVIDER will provide the services in a timely and professional manner.

VILLAGE personnel shall cooperate with the PROVIDER and its agents in the performance of the PROVIDER's obligations hereunder.

VILLAGE OF MCFARLAND CONTRACT

Schedule B – Payment for Services

For and in consideration of the services provided under this Contract, the VILLAGE will pay PROVIDER as follows:

Costs for the subscription period of 06/05/23 to 06/04/24 are \$34,800, which shall be paid upon execution of this Contract. The cost are broken down as follows:

Service	Price	Qty	Extended Price (Period)
RMT Base Software License	\$8,800	1	\$8,800
Road Imaging, Annual	\$4,400	1	\$4,400
Work Order Management Base License	\$12,000	1	\$12,000
Work Order Management User License, Annual	\$120	20	\$2,400
Fleet Management Unit License, Annual	\$240	30	\$7,200
TOTAL			\$34,800 USD

Thereafter, payment shall be made in full within 30 days of the commencement of a new prescription period, upon invoicing by PROVIDER, in the following amounts:

Subscription Periods:	
06/05/24 - 06/04/25 (midnight)	Total:\$34,800
06/05/25 - 06/04/26 (midnight)	Total:\$34,800
06/05/26 - 06/04/27 (midnight)	Total:\$34,800

Costs above include all labor, materials, supervision, and equipment to perform all operations and services, and are inclusive of all fees and expenses, including all Road Runner Survey Hardware, Road Imaging Hardware and Fleet Management Hardware, as well as all annual maintenance fees, hardware installation costs, on-site end user training (up to 24 hours of training), tech support 7am to 6 pm CST, and cost of legacy system data migration (up to 40 hours).

Optional services and devices cost as follows:

Additional devices:	Galaxy 8.4 inch tablet \$240 per unit.
	Galaxy 10.5 inch tablet \$480 per unit.
	IPad 10.2 inch \$460 per unit.
	Unlimited Data \$275 per unit per year.
	Case \$30 per unit.
	Tablet vehicle mount \$85 per unit.
Additional time above 40 hours for data integration and migration \$150 per hour.	
Custom Development \$10,000 per 40 hours.	

Custom Development Major Features \$30,000 per 160 hours.

Additional on-site end user training above 24 hours \$3,200 per 16 hour session.

Any additional services or devices must be preapproved by the Village Administrator.

VILLAGE OF MCFARLAND CONTRACT

Schedule C – Project Schedule

Please note the following project schedule:

<u>Task</u>	<u>Time Frame</u>
Commence Services- Hardware installation and staff training	April 4, 2023 to June 4, 2023.
Commencement of services	June 5, 2023
Provide reports summarizing status of current projects and tasks	Ongoing
Contract Termination Date	June 4, 2027

The term of the Contract shall be in effect within the dates stated unless otherwise provided according to the terms of this contract. The Project Schedule may be amended at any time by mutual agreement between the VILLAGE and PROVIDER.

VILLAGE OF MCFARLAND CONTRACT

Schedule D – Additional Terms.

As used herein, PROVIDER is referred to as RMT and VILLAGE is referred to as Agency.

1. Use Rights. During the term and subject to the terms of this Contract, RMT hereby grants to Agency a non-exclusive, non-transferable, non-sublicensable right to permit Agency's Users to use hardware, support, and documentation provided by RMT (together referred to as "Licensed Materials") as well as RMT's online software and services (together referred to as "Software") for operating purposes. Said use rights are non-transferable, except in the event of a voluntary transfer of substantially all assets by Agency to a transferee which executes RMT's form of agreement agreeing to be bound by all of the terms and conditions of this Contract. All rights in and to Software, intellectual property, and Licensed Materials owned by RMT not expressly granted herein are reserved to RMT.

2. License and Use Restrictions. Agency shall not, directly, indirectly, alone, or with another party, (i) copy, disassemble, reverse engineer, or decompile Licensed Material or Software; (ii) modify, create derivative works based upon, or translate the Licensed Material or Software; (iii) license, sell, rent, lease, transfer, grant any rights in or otherwise commercially exploit Licensed Material or Software in any form to any third party, nor shall Agency attempt to do any of the foregoing or cause or permit any third party to do or attempt to do any of the foregoing, except as expressly permitted hereunder; however, nothing in this Contract will be construed as any limitation on Agency's ability to comply with Wisconsin's Public Records Law, or any other Federal or State Law, or as exempting any record from disclosure pursuant to Wisconsin's Public Records Law.

RMT shall own all right, title and interest in and to all intellectual property rights (including all derivatives or improvements thereof) in Licensed Material and Software and any suggestions, enhancement requests, feedback, recommendations or other information provided by Agency or any of Agency's Users relating to the Licensed Material and Software.

3. Agency Responsibility. Agency is not permitted to resell the Licensed Materials or Software. Agency shall use the Licensed Materials and Software only for lawful purposes. To the extent deemed necessary by Agency, Agency shall implement security procedures necessary to limit access to the Licensed Materials and Software to Agency's authorized users and shall maintain a procedure external to the Software for reconstruction of lost or altered files, data or programs.

4. Data. All data collected by Licensed Material and Software is owned by both Agency and RMT. RMT will provide a copy of all data collected by Licensed Material and Software to Agency during the term of the contract at the termination of the contract. Because Agency is a governmental entity, RMT will not delete any data collected on or behalf of Agency prior to providing Agency a useable copy of the same, in a format approve by Agency. RMT will comply with section XI. Public Records of the Contract with regards to all data collected and related records.

All right, title and interest in and to the Licensed Material, and all copyrights, patents, trademarks, service marks or other intellectual property or proprietary rights relating thereto, belong exclusively to RMT. Any modification to the Software performed by Agency directly or indirectly extending the current capabilities shall be the property of RMT and all copyrights and other rights are hereby assigned to RMT.

5. System Administrator; User Access. Agency shall designate one or more System Administrators. System Administrators shall be responsible for managing User access, including adding and subtracting Users, as well as being a regular point of contact for RMT. The System Administrator shall ensure that multiple Users do not share a password or user name. Agency acknowledges and agrees that it is prohibited from sharing passwords and/or user names with unauthorized users.

6. Security. Agency is solely responsible for maintaining the security of all user names and passwords granted to it, for the security of its information systems used to access the System, and for its Users' compliance with the terms of this Contract. RMT will act as though any electronic communications it receives under Agency's user names have been sent by Agency. Agency will immediately notify RMT if it becomes aware of any loss or theft or unauthorized use of any of Agency's passwords or user names. RMT has the right at any time to terminate or suspend access to any User or to Agency if RMT believes in good faith that such termination or suspension is necessary to preserve the security, integrity, or accessibility of Software or RMT's network.

7. Representations and Warranties. Each Party represents and warrants that it has the right and authority to enter into this Contract, and that by entering into this Contract, it will not violate, conflict with or cause a material default under any other contract, agreement, indenture, decree, judgment, undertaking, conveyance, lien or encumbrance to which it is a party or by which it or any of its property is or may become subject or bound.

8. Compliance with the Laws. Each Party represents and warrants that no additional consent, approval or authorization of or designation, declaration or filing with any governmental authority is required in connection with the valid execution, delivery, and performance of this Contract. Each Party shall, at its own expense, comply with all laws, regulations and other legal requirements that apply to it and this Contract, including copyright, privacy and communications decency laws.

9. Acceptable Use. RMT represents and warrants to Agency that:

- (i) it has the right, power, and ability to enter into and perform under this Contract;
- (ii) it has all necessary rights to grant the rights and licenses granted under this Contract;
- (iii) its performance under this Contract and provision of the services will comply with all applicable laws; and
- (iv) it will maintain all licenses, permits and other permissions necessary to provide the services.

Agency is solely responsible for the content of any postings, data, or transmissions using the Software, or any other use of the Software by Agency or by any person or entity Agency permits to access the Software. Agency represents and warrants that it will:

- (i) not use the Services in a manner that: (a) is prohibited by any law or regulation, or to facilitate the violation of any law or regulation; or (b) will disrupt a third parties' similar use of Services;
- (ii) not violate or tamper with the security of any RMT computer equipment or program.

If RMT has reasonable grounds to believe that Agency is utilizing the Services for any such illegal or disruptive purpose, RMT may suspend the Services immediately with or without notice to Agency. RMT may terminate the Contract if Agency in fact fails to adhere to the foregoing acceptable use standards.

10. Warranty. RMT warrants the Licensed Material will not infringe any patent, trademarks, copyright or any proprietary rights of a third party or constitute a misuse or misappropriation of a trade secret. Agency shall notify RMT promptly in writing of any known action brought against Agency based on an allegation that Agency's use of any materials infringes any patent, trademark, copyright, or infringes any right of a third party, or constitutes misuse or misappropriation of a trade secret ("Infringement"). RMT will defend, indemnify and hold Agency harmless from any such action at RMT's sole expense, provided that RMT shall have the sole control of the defense of any such action, all negotiations and/or its settlement, and Agency reasonably cooperates with RMT in such defense. In the event that a final injunction is obtained against Agency's use of the Services by reason of an Infringement or Agency is otherwise prohibited from using same, RMT shall to the extent possible and at its expense, within three (3) months, either (a) procure for Agency the right to continue to use the Services that are infringing, or (b) replace or modify the Services to make its use noninfringing while being capable of performing the same function. If neither option is available to RMT, then Agency, at Agency's option, may terminate this Contract without penalty or further payment.

11. Accessibility/Performance. RMT shall use commercially reasonable efforts to make Services available on a continuous basis (twenty-four hours per day, seven days per week) during the term of the Contract, except for: (i) scheduled system back-up or other on-going maintenance as required and scheduled in advance by RMT, or (ii) for any unforeseen cause beyond RMT's reasonable control, including but not limited to internet service provider or communication network failures, denial of service attacks or similar attacks, or any Force Majeure events. RMT will monitor performance indicators on the systems network infrastructure in order to gauge the overall performance of its hosting services, and will take reasonable steps to address systems and network infrastructure as required to maintain satisfactory performance of the Software. RMT further reserves the right to monitor and reasonably restrict Agency's ability to use Services if Agency is using excessive computing resources which are impacting the performance of Services for other subscribers. RMT agrees to notify Agency in cases where it restricts such use and use good faith efforts to determine an appropriate alternative or work-around solution.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 14, 2023

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Motion to approve an agreement with Dixon Engineering Inc. for various services associated with the Water Tower Painting project.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Village has requested a proposal from Dixon Engineering, Inc, for consulting services on the painting of the Burma Water Tower. The services will include: Review of Technical Specifications from Town & Country, Project Administration, Preconstruction Meeting, Welding Observation, Mixer Installation Observation, Cathodic Protection Installation Observation, Exterior Coating Observation on the 500,000 Gallon Spheroid (Burma).

FINANCIAL/BUDGET IMPACT:

The proposal is estimated at \$32,850 paid for by the Water Utility.

VILLAGE PLAN REFERENCE:

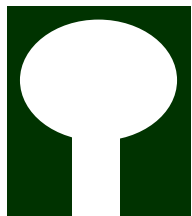
ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion to approve an agreement with Dixon Engineering Inc. for various services associated with the Water Tower Painting project.

ATTACHMENTS:

1. 2023 McFarland, WI Paint Proposal



DIXON

**ENGINEERING & INSPECTION SERVICES
FOR THE COATING INDUSTRY**

4811 S. 76th St., Suite 109
Greenfield, WI 53220
Telephone: (414) 529-1859
Fax: (414) 282-7830

**AGREEMENT BETWEEN OWNER AND DIXON
FOR PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of: _____ (“Effective date”) between **Village of McFarland, Wisconsin** (“Owner”) and Dixon Engineering, Inc. of Lake Odessa, Michigan (DIXON).

IN WITNESS WHEREOF, the (“Owner”) and (“DIXON”) have executed this Agreement. The Owner’s Project, of which DIXON’s Services under this Agreement are a part, is generally identified as follows: **Review of Technical Specifications from Town & Country, Project Administration, Preconstruction Meeting, Welding Observation, Mixer Installation Observation, Cathodic Protection Installation Observation, Exterior Coating Observation on the 500,000 Gallon Spheroid (Burma)** (“Project”).

Other terms used in this Agreement are defined in EXHIBIT GP and EJCDC C-700-18®, Standard General Conditions of the Construction Contract, incorporated by reference into this Agreement.

This service fee is the Estimated Amount of **\$32,850.**

Proposals / Agreement Signatures

<u>Kayla Mulcahy, Project Manager</u>	February 27, 2023
PROPOSED by DIXON (Not a contract until approved by Project Manager or Officer)	PROPOSAL DATE

CONTRACT APPROVED BY OWNER	POSITION	DATE
Co SIGNATURE (if required)	POSITION	DATE
AGREEMENT APPROVED by DIXON	POSITION	DATE

With the execution of this Agreement, DIXON and Owner shall designate specific individuals to act as DIXON’s and Owner’s representatives with respect to the services to be performed or furnished by DIXON and responsibilities of Owner under this Agreement, said individual shall have authority to transmit instructions, receive information, and render decisions relative to this Agreement on behalf of the respective party whom the individual represents.

<u>Designated Person: Lee Igl</u>
<u>Address for Owner’s receipt of notices:</u>
<u>Village of McFarland</u>
<u>5115 Terminal Drive</u>
<u>McFarland, WI 53558</u>
<u>Email: lee.igl@mcfarland.wi.us</u>

<u>Designated Person: Kayla Mulcahy</u>
<u>Address for DIXON’s receipt of notices:</u>
<u>Dixon Engineering, Inc.</u>
<u>4811 S. 76th Street, Suite 109</u>
<u>Greenfield, WI 53220</u>
<u>Email: kaylamulcahy@dixonengineering.net</u>

Any notice required under this Agreement shall be in writing, addressed to the Designated Contract Person at its address on this signature page, or given personally, or by registered or certified mail postage prepaid, or by a commercial courier service. All notices be shall effective upon the date of receipt.

Owner and DIXON further agree as follows:

ARTICLE 1 SERVICES OF DIXON

1.01 DIXON shall provide or cause to be provided:

- A. Contract and Project Management (Basic) Services: EXHIBIT A Part 1
- B. Resident Project Representative (RPR): EXHIBIT A Part 1
- C. Other Services: Services beyond the scope of Exhibit A are Additional Services.

ARTICLE 2 OWNER'S RESPONSIBILITIES

2.01 Owner shall provide or cause to be provided:

- A. Responsibilities set forth in Exhibit A, Part 1, Section C of each Phase.
- B. The Owner shall arrange for safe access to and make all provisions for DIXON to enter upon public and private property as required for DIXON to perform services under the agreement.

ARTICLE 3 SCHEDULE FOR RENDERING SERVICES

3.01 Commencement:

- A. DIXON is authorized to begin rendering services as of the Effective Date or mutually agreeable date.
- B. DIXON shall complete its obligations within a reasonable time. If a specific period for rendering services, or specific dates by which services are to be completed are required, the dates are provided in Exhibit A, and are hereby agreed to be reasonable.

ARTICLE 4 INVOICES AND PAYMENTS – PER EXHIBIT C

ARTICLE 5 OPINIONS OF COST – GENERAL PROVISIONS PER EXHIBIT GP

ARTICLE 6 GENERAL PROVISIONS PER EXHIBIT GP

ARTICLE 7 DEFINITIONS

- A. Whenever used in this Agreement (including the Exhibits hereto) terms (including the singular and plural forms) printed with initial capital letters have the same meaning indicated in the Construction Contract Documents, EJCDC C-700 18.
- B. Additional definitions pertinent to invoicing or payment can be found in Exhibit C.

ARTICLE 8 EXHIBITS AND SPECIAL PROVISIONS

- A. EXHIBITS Included:
 - 1. EXHIBIT A, DIXON's Services and Owner's Responsibilities.
 - 2. EXHIBIT C, Basis of Fees, Invoicing, and Payment Matters.
 - 3. EXHIBIT C, Attachments C-1, and C-2.
 - 4. EXHIBIT E, Electronic Documents Protocol (EDP).
 - 5. EXHIBIT GP, General Provisions from the Agreement and Exhibits.
 - 6. EXHIBIT IR, Insurance Requirements and Limits of Liability.
- B. EXHIBITS to be added as needed:
 - 1. EXHIBIT B, Antenna Services to be performed by DIXON or Owner.
 - 2. EXHIBIT J, Special Provisions. Services added at/before Effective date (included in original Agreement sometimes referred to as an Addendum).
 - 3. EXHIBIT K, Amendment to Owner-DIXON Agreement for Services added or changed after effective date of this Agreement or for clarification if requested.
- C. EXHIBITS D, F, and H from EJCDC merged with other EXHIBITS or not used.

ARTICLE 9 MISCELLANEOUS PROVISIONS

9.00 Miscellaneous Provisions are items that pertain to the legal terms of this Agreement. All General Provisions from Article 6 are in Exhibit GP. General Provisions are those Provisions that refer mostly to services that result from this Agreement and subsequent Task Orders. (The General Provisions relate to the Work to be performed as opposed to these Miscellaneous Provisions which relate to Contract formation.)

9.01 Survival:

- A. All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

9.02 Severability:

- A. Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and DIXON, which agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

9.03 Successors, Assigns, and Beneficiaries:

- A. Owners and DIXON are hereby bound, and the successors, executors, administrators, and legal representatives of Owner and DIXON are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Unless expressly provided otherwise in this Agreement:
 - 1. Nothing in this Agreement shall be constructed to create, impose, or give rise to any duty owed by Owner or DIXON to any Contractor, other third-party individual or entity, or to any surety for or employee of any of them and not for the benefit of any other party.
 - 2. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and DIXON and not for the benefit of any other party.

9.04 Waiver:

- A. A party's non-enforcement of any provision shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this agreement.

9.05 Accrual of Claims:

- A. To the fullest extent permitted by Laws and Regulations, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence, no later than the date of Substantial Completion.

9.06 DIXON's Certifications:

- A. DIXON certifies that it has not engaged in corrupt, fraudulent, or coercive practices in competing for or in executing the Agreement.

9.07 Total Agreement:

- A. This Agreement, (together with the included Exhibits) constitutes the entire agreement between Owner and DIXON and supersedes all prior written or oral understandings. This agreement may only be amended, supplemented, modified, or canceled by a written instrument duly executed by both parties. Amendments should be based, whenever possible, on the format of Exhibit K.

DIXON'S SERVICES AND OWNER'S RESPONSIBILITIES

Article 1 and 2 of the Agreement is supplemented to include the following agreement of the parties: DIXON shall provide Contract and Project Management (BASIC) Services, and Resident Project Representative (RPR).

PART 1

A1.01 Design Phase – Technical Specifications:

A. Basic Services:

1. Review Technical Specifications from Town & Country, use Design, Bid, Build Project Strategy.

A1.02 Construction Phase:

A. Basic Services:

1. DIXON will consult with Owner and act as Owner's representative as provided in the Construction Contract. The extent and limitations of the duties, responsibilities, and authority of DIXON shall be as assigned in EJCDC C-700-18 Standard General Conditions of the Construction Contract.
2. All of Owner's instructions to Contractor will be issued through DIXON, which shall have authority to act on behalf of Owner in dealings with Contractor to the extent provided in this Agreement and the Construction Contract except as otherwise provided in writing.
3. Engineer or RPR has authority to Stop Work if Engineer or RPR questions the quality of Work or rejects the Work, or if there (in the sole opinion of Engineer or RPR) a potential for creating an environmental contamination.
4. Finalize Project to observe all items in the contract specifications have been completed and review the quality of workmanship.
5. Duration of Construction Phase: The Construction Phase will terminate upon written recommendation by DIXON for final payment to Contractors.

B. RPR Services for Maintenance of Existing Structures

1. Perform services expected of DIXON RPR and as detailed in the EJCDC Construction Contract General Conditions, GC-700-18.
2. Attend a Preconstruction Meeting, and address questions regarding observation services and coordination of field observations.
3. Hold Point General:
 - a. Hold Point is a stage of the Construction Project where the Contractor stops Work. Work commences again after the Work is observed and reviewed for compliance.
4. Hold Point Weld/Modifications- Observe, Record, Report, and:
 - a. Observe repair, and or the installation of work for specifications compliance. All weld repairs will be visually observed for surface defects (i.e., undercut, negative reinforcement, non-fusion, etc.).
5. Hold Point Coating Exterior - Observe, Record, Report, and:
 - a. Verify test area for high pressure water blast cleaning (HPWC) meets or exceeds minimum specified standard.
 - b. HPWC for thoroughness and compliance with specifications and verify test area meets or exceeds minimum specified standard for spot tool cleaning (SP-11) or abrasive blast cleaning.
 - c. Spot power tool, feathering, and compliance with specifications.
 - d. Spot prime coat prior to application of the epoxy intermediate coat.
 - e. Prime coat prior to application of the epoxy intermediate coat.
 - f. Epoxy intermediate coat prior to application of the urethane intermediate coat.

- g. Urethane intermediate coat prior to application of the topcoat.
- h. Topcoat for compliance with specifications.
- i. Check foundations coating for compliance with specifications.
- j. Application of the lettering/logo for thoroughness, dimensions (visual only) and aesthetic appearance in accordance with specification requirements, and to verify no damage occurred during lettering.
- 6. Hold Point Cathodic Protection - Observe, Record, Report, and:
 - a. Cathodic protection repair/installation work for specification compliance.
- 7. Hold Point Mixer Installation - Observe, Record, Report, and:
 - a. Mixer installation work for specification compliance.
- 8. Hold Point Project Finalization:
 - a. Review all repairs not installed until after coating.
 - b. Examine entire project for damage that occurred during construction or post construction from rigging and de-rigging or other causes.
 - c. Observe the installation of screens, light bulbs, etc.
 - d. Observe Site for restoration to pre-project conditions.
 - e. Formulate a punch list of items to complete.
 - f. Finalize the project to ensure all items in the contract specifications have been completed, and the quality of workmanship meets contract requirements.
- C. Construction Phase - Owner's Responsibilities:
 - 1. Inform DIXON in writing of any specific requirements of safety or security programs that are applicable to DIXON, as a visitor to the Site.
 - 2. Attend and participate in the Preconstruction conferences, construction progress and other job-related meetings, and Site visits to determine Substantial Completion and readiness of the completed Work for final payment.
 - 3. If Owner, or Owner and Contractor, modify the duties, responsibilities, and authority of DIXON in the Construction Contract, or modify other terms of the Construction Contract having a direct bearing on DIXON, then Owner shall compensate DIXON for any related increases in the cost to provide Construction Phase services.

A1.03 Post Construction Phase:

- A. Basic Services:
 - 1. One Year Warranty Observation - Exterior only:
 - a. Inspect exterior surfaces to determine extent of paint intactness and quantify any damages or any item which fails to meet warranty requirements of prior paint contract.
 - b. Prepare and submit a letter report (2 copies) documenting all items found that meet or fail to meet warranty requirements and recommendations for repair.
- B. Post Construction Phase - Owner's Responsibilities:
 - 1. Warranty Observation - Exterior only:
 - a. Provide scheduling for mutually agreeable inspection date.
 - b. Provide access to DIXON personnel to all areas scheduled for inspection.

A2.01 ADDITIONAL SERVICES

- A. Any service not listed or referenced above in Part 1 will be considered an Additional Service.
 - 1. All additional requested services and associated fees shall be documented by Exhibit K, Contract Amendment signed by both parties.

BASIS OF FEES, INVOICING AND PAYMENT

General Provisions of Article 4 of the Agreement has been moved to this EXHIBIT C:

Part 1 BASIS OF FEES

C1.00 Owner's Responsibility:

- A. Owner shall pay DIXON for Basic (Project Management and Contract Administration), Resident Project Representative (RPR), Post Construction Observation and Additional Services as detailed below and as summarized in Attachment 1 to Exhibit C. (Exhibit C-1).

C1.01 Basis:

- A. Standard Hourly Rates - An amount equal to the cumulative hours charged to the Project by each classification of DIXON's personnel, times Standard Hourly Rates and Overtime rates for each applicable billing classification. (Exhibit C-2)
- B. Lump Sum (LS) Method: One agreed fee for completing an agreed defined scope of services.
- C. Unit Price (UP) Method: Can be considered individual Lump Sum amounts.

C1.02 Methods of Rate Calculation and Definitions including Limitations:

- A. Standard Hourly Rate (SHR) Method:
 - 1. The SHR method may be used for all services. It is more commonly used on portions of various Phase Services where scheduling and speed are controlled by the Contractor and may result in unforeseen project expenses; in Phase 3 Construction, Basic, and RPR services, and for Additional Services during all phases.
 - a. Overtime rates apply to over 40 hours worked between Monday and Friday.
 - b. Overtime rates apply for all hours worked on weekends and holidays.
 - c. Weekend and Holiday hours do not count toward the accounting for 40 hours.
 - 2. The SHR charged by DIXON constitutes full and complete compensation for DIXON services including labor costs, overhead, and profit but not Reimbursable Expenses.
 - 3. The Standard Hourly Rates per employee classification listed in Attachment C-2 do not include reimbursable expenses. The estimated Reimbursable Expenses are NOT calculated and averaged over the classification rate.
 - a. The estimator calculates the number of days a project is expected to require and calculates manpower required to match number of hours and services required.
 - b. The estimator then calculates Reimbursable Expenses based on the same criteria.
 - c. Both the total manpower estimate, and Reimbursable Expenses total estimate are added. And the total estimate is included in the fee schedule shown in Attachment C-1.
- A. Lump Sum (LS) Method: One agreed fee for completing an agreed defined scope of services. The Lump Sum Method fee charged by DIXON constitutes full and completed compensation for DIXON's services including labor costs, overhead, and profit, and reimbursable expenses.
- B. The Lump Sum Method is more commonly used by DIXON for portions of the Phases where DIXON has control over a greater percentage of unknowns, such as the Technical Specifications, Bidding and Contract Documents, and Post Construction Phases excluding fees for Additional Services.
 - 1. DIXON may use a Lump Sum for the entire project.
- D. Unit Price (UP) Method: Can be considered individual Lump Sum amounts. Reimbursable expenses are calculated and included in the Unit Price methods.
 - 1. The Unit Price Method is used when DIXON completes Hold Point Observations, Project Progress or Preconstruction Meetings, known, controlled portions of the Contract and unknown Post Construction (Additional Services).

2. Exhibit J Amendment: If Amendment changes Scope of Services, then Additional Services may be negotiated Lump Sum or Standard Hourly Rate Method.
2. Exhibit B Antennas: LS, UP, or SHR or Combination per Exhibit K based on type of services.
3. Exhibit K Addendum: Addenda items (if any) may be negotiated according to any agreed method.
4. Subconsultants or Subcontractor Service Fees are not included in the SHR, LS, or UP methods. DIXON will invoice for Subconsultant's or Subcontractor's actual invoiced amount times a factor of 1.20. The 1.20 factor includes DIXON's overhead and profit associated with DIXON's responsibility for the administration of such services.
- E. Not every Method of Rate Calculation may be used in this or any Contract, but every contract may be amended by using Exhibit K. If additional Work proposed in Exhibit K involves a different Method of Rate Calculation, it will be clearly defined herein.

C1.03 Definitions including Limitations:

- A. Basic Services to be performed are identified as Basic Services in Exhibit A, or by reference, in the General Conditions (GC-700) of the Owner/Contractor Construction Documents. Basic Services are generally calculated using the SHR method. These services are contracted services and thus are prior authorized.
- B. RPR Services contractually agreed services per Exhibit A or by reference, in the General Conditions (GC-700) of the Owner/Contractor Construction Document RPR services. These services are primarily observation during the Construction phase. RPR Services are generally calculated using the SHR method for Full Time or Daily services and by Unit Price for Hold Point Observations. Often a Contract for RPR services involves a combination of the SHR and the Unit Price method. These are contracted services and thus are prior authorized.
- C. Contingent Services some services are Basic to every contract such as Preconstruction Meeting and review of Final Pay Request. Other Basic Services and the Project Manager's time associated with them are unknown. Some services are not used on all projects, such as review of multiple Pay Requests, Change Orders, Field Orders, and Work Change Directives. These are services which may or may not be needed, and thus Contingent. Contingent Services are generally calculated using the SHR method but may be Lump Sum or Unit Price method. These are contracted services and thus are prior authorized. Contingent services and fees may not be used in all contracts.
- D. Additional Services are services outside of the Scope of Services as defined in Exhibit A. These are NOT contracted services and prior authorization in the form of Exhibit K- Addendum to Agreement is required. The calculation of fees is Work dependent and may be calculated by the SHR method, or Lump Sum or Unit Price.
- E. Antenna Services are defined in Exhibit B and authorized by Exhibit K – Antenna Addendum. The calculation of the services is usually a combination of Unit Price and SHR methods. These are contracted services (by addendum) and thus are prior authorized.

C1.04 Fees:

- A. Contracted Fees are detailed in this Exhibit C Attachment 1.
- B. Contingency Allowance Fees, if identified or requested, are intended to allow the flexibility to continue the Project and Services, without the need for an Addendum for additional fees. Contingent Fees may be transferred within the Project Phase or transferred to other project Phases as needed. Transfer does not require prior authorization. It is intended that any fees in this Contingency be used when other accounts are exhausted or minor Additional Services are required. Contingency fees unused will not be invoiced. Basic and/or RPR Fees may be increased to accomplish the same benefits of a Contingency Allowance.
- C. Set-Off Fees contractual Set-off: (Applies to Construction and Post Construction Phases only) as defined in the Technical Specifications and General Conditions of the Owner/Contractor Contract, is a Contractually agreed remedy for small violations or nonadherence of the Contract terms which

result in extra or unnecessary expenses to the Owner. The cost for these unnecessary expenses is not foreseen and cannot be calculated. They are the same SHR or Unit Price method, that had the service been necessary would have been invoiced to Owner. These services generally do not require prior approval of Owner, because they are required in the administration of the Contract. Set-off fees are invoiced to the Owner, who pays DIXON. The Owner can then Set-off these charges from amounts owed to the Contractor.

1. A few examples of Set-off Fees are when the Owner has incurred extra charges or engineering costs related to:
 - a. Excessive submittal review,
 - b. Excessive evaluations of proposed substitutes,
 - c. Tests and inspections, or return Hold Point Observations to complete Field Work that were determined to be a failed inspection and,
 - d. Work is defective, requires correction or replacement including additional inspection costs.
2. Set-off is only used during the Construction and Post Construction Phases where additional Observation or engineering services are required to correct failed Work.

C1.05 Estimated Fee:

- A. The SHR Method of Rate Calculation is an estimate. The SHR Method is prepared based on extensive experience and is intended to be conservative.
 1. Calculating SHR includes, DIXON's estimate of the amounts that will become payable for specified services are only estimates for planning purposes, are not binding on the parties, and are not the minimum or maximum amounts payable to DIXON under the agreement.
 2. When estimated compensation amounts have been stated herein and it subsequently becomes apparent to DIXON that the total compensation amount thus estimated will be exceeded, DIXON shall give Owner notice thereof, allowing Owner to consider its options, including suspension or termination of DIXON's services for Owner's Convenience. Upon notice, Owner and DIXON promptly shall review the matter of services remaining to be performed and compensation for such services. Owner shall either exercise its right to suspend or terminate DIXON's services for Owner's convenience, agree to such compensation exceeding said estimated amount, or agree to a reduction in the remaining services to be rendered by DIXON, so that total compensation for such services will not exceed said estimated amount when such services are completed. If Owner decides not to suspend DIXON's services during the negotiations and DIXON exceeds the estimated amount before Owner and DIXON have agreed to an increase in the compensation due DIXON or a reduction in the remaining services, then DIXON shall be paid for all services rendered hereunder.
 3. The requirements of minimum work hours and weeks shall remain in effect through negotiations and the minimum requirements of these paragraphs are not negotiable. An RPR is a professional, and if he remains on Site, he is guaranteed the minimum number of hours. Negotiations may Full Time or Daily RPR to Hold Point Observation Services or reduce the number of Daily Inspections. Then minimum hour requirements apply only to demobilization if RPR was Full Time.

C1.06 DIXON's Reimbursable Expenses Schedule and Standard Hourly and Overtime Rates:

- A. Attached to this Exhibit C is Attachment C-2, Standard Hourly Rate and Reimbursable Expense Schedule
- B. Annual Cost Adjustment – January 1 each year.
 1. The Standard Hourly Rates and Reimbursable Expenses Schedule will be adjusted annually as of the first January 1 date past expiration date printed on Attachment C-2 to reflect equitable changes in the compensation payable to DIXON. Proposals sent after August 1st will have Attachment C-2 with effective rates through December 31 of the subsequent year.

2. Unit Price for Hold Point observations and Lump Sum items shall be increased at the same time as hourly rate by the same percentage increase as Standard Hourly Rates.
3. Notification of these cost adjustments, or the issuance of an Addendum or Change Order are not required, but DIXON shall endeavor to so advise. Failure to supply notification does not waive the right to implement rate increases.

PART 2 INVOICING AND PAYMENT for Services in EXHIBIT A per EXHIBIT C-1:

- A. Preparation and Submittal of Invoices: DIXON will prepare invoices in accordance with its standard invoicing practices and the terms of this Exhibit C and Attachments C-1 and C-2. DIXON will submit its invoices to Owner monthly. Invoices are due and payable within 30 days of receipt. Small monthly invoices may be held by DIXON only, for a month or more and combined.
- B. Application to Interest and Principal: Payment will be credited first to any interest owed to DIXON and then to principal.
- C. Failure to Pay: If Owner fails to make any payment due DIXON for services and expenses within 30 days after receipt of DIXON's invoice, then:
 1. Amounts due DIXON will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said 30th day.
- D. Disputed Invoices: If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise DIXON in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.
- E. Sales or Use Taxes: If after the Effective Date any governmental entity takes an action that imposes additional sales or use taxes on DIXON's services or compensation, then DIXON may invoice such additional sales or use taxes for reimbursement by the Owner.

PART 3 SELECTION OF RPR SERVICES

C3.01 Hold Point Observations:

- A. The RPR travels to site to complete the observation and travels back to the Base Office. On site time at a minimum is time to complete observation and to complete report.

SUMMARY OF DIXON'S COMPENSATION FEES SCHEDULE of VALUES

1. The total compensation for services under this Agreement is the estimated total compensation amount of **Thirty-Two Thousand, Eight Hundred, Fifty Dollars, \$32,850** and summarized as follows:

Schedule of Values				
Description of Services	# of Units	Unit Price	Amount	Basis of Compensation
A1.01-Technical Specifications (Review of Town & Country Specifications)			\$3,500	Lump Sum
A1.02-Preconstruction Meeting			\$1,550	Unit Price
A1.02-Other Defined Basic Services - Project Administration			\$2,500	Lump Sum
A1.02-RPR Services Cathodic Protection Installation	1	\$1,150	\$1,150	Unit Price
A1.02-RPR Services Mixer Installation	1	\$1,150	\$1,150	Unit Price
A1.02-RPR Services Weld	2	\$1,250	\$2,500	Unit Price
A1.02-RPR Critical Phase Coating	13	\$1,150	\$14,950	Unit Price
A1.02-Finalization Site Review by PM	1	\$1,550	\$1,550	Unit Price
A1.03-Warranty Observation			\$4,000	Lump Sum
Total			\$32,850	

2. In the event of a conflict with the number in the Total and the written amount in 1 above or with the number on the Signature Page, the first governance shall be a review of math in this schedule of values.
3. DIXON may alter the distribution of compensation consistent with services actually rendered between individual phases of Basic and RPR Service with unused fees calculated by any method. Reallocation of fees shall not result in a total fee in excess of the total compensation amount unless approved by the Owner.

EXHIBIT C ATTACHMENT C-2: Agreement Between
Owner and DIXON

STANDARD HOURLY RATE AND REIMBURSABLE EXPENSE SCHEDULE

<u>Labor Class</u>	<u>Per Hour</u>	<u>Overtime Rate</u>
Principal	\$400.00	
Officer/Associate	\$200.00	
Project Manager	\$170.00	\$255.00
Engineer	\$175.00	\$263.00
CWI Welding RPR	\$187.00-\$205.70	\$277.50-\$308.00
DIXON Level 3 or NACE Certified Level 3 RPR	\$130.00-\$171.00	\$195.00-\$256.00
DIXON Level 2 or NACE Level 2 RPR	\$118.00-\$149.00	\$176.00-\$223.00
DIXON Level 1 or NACE Level 1 RPR	\$106.00-\$129.00	\$159.00-\$193.00
Contract Support Staff	\$135.00-\$165.00	\$204.00-\$248.00

<u>Expenses</u>	<u>Metropolitan</u>	<u>Out-State</u>
Mileage	\$0.80/mile + tolls	\$0.70/mile
Lodging	\$168.00 per diem	\$158.00 per diem
Meals	\$62.00 per diem	\$57.00 per diem

FEES EFFECTIVE THROUGH: December 31, 2023, Revised 9/8/2022

ELECTRONIC DOCUMENTS PROTOCOL (EDP)

With so many personnel and parties involved in Construction, it is essential, especially through the Construction Phase, that all means of EDP, and communication be kept as simple and uniform as possible. Following is a consolidated Protocol prepared by EJCDC which DIXON will complete if contracted to follow. Otherwise, DIXON will open a line of communication as directed by email and when that contact has responded then by simple email, using the agreed addresses will be followed. This excludes Notice and Contract requirements of a contact Person (page One).

ARTICLE 1—ELECTRONIC DOCUMENTS PROTOCOL (EDP)

The Main Agreement is supplemented by the following consolidated Exhibit E and Exhibit E-Attachment 1: Software Requirements for Electronic Document Exchange:

E1.01 Electronic Documents Protocol

- A. Electronic Transmittals: The parties shall conform to the following provisions together referred to as the Electronic Documents Protocol ("EDP" or "Protocol") for exchange of electronic transmittals.
 - 1. Basic Requirements
 - a. To the fullest extent practical, the parties agree to and will transmit and accept Electronic Documents by Electronic Means using the procedures described in this Protocol. Use of the Electronic Documents and any information contained therein is subject to the requirements of this Protocol and other provisions of the Agreement.
 - b. The contents of the information in any Electronic Document will be the responsibility of the transmitting party.
 - c. Electronic Documents as exchanged by this Protocol may be used in the same manner as the printed versions of the same documents that are exchanged using non-electronic format and methods, subject to the same governing requirements, limitations, and restrictions, set forth in the Agreement.
 - d. Except as otherwise explicitly stated herein, the terms of this Protocol will be incorporated into any other agreement or subcontract between the Owner and DIXON and any third party for the Project. Nothing herein will modify the requirements of the Agreement and applicable Construction Contract Documents regarding communications.
 - e. When transmitting Electronic Documents, the transmitting Party makes no representations as to long term compatibility, usability, or readability of the items resulting from the receiving Party's use of software application packages, operating systems, or computer hardware differing from those established in this Protocol.
 - 2. System Infrastructure for Electronic Document Exchange
 - a. Each party will provide hardware, operating system(s) software, internet, e-mail, and large file transfer functions ("System Infrastructure") at its own cost and sufficient for complying with the EDP requirements. Except for minimum standards set forth in this EDP and any explicit system requirements specified by attachment to this EDP, it will be the obligation of each party to determine, for itself, its own System Infrastructure.
 - b. Each party is responsible for its own system operations, security, back-up, archiving, audits, printing resources, and other Information Technology ("IT") for maintaining operations of its System Infrastructure during the Project.
 - c. Each party will operate and maintain industry-standard, industry-accepted, ISO-standard, commercial-grade security software and systems that are intended to protect the other party from: software viruses and other malicious software like worms, trojans, adware; data breaches; loss of confidentiality; and other threats in the transmission to or storage of information from the other parties, including transmission of Electronic Documents by physical media such as CD/DVD/flash drive/hard drive. To the extent that a party

maintains and operates such security software and systems, it will not be liable to the other party for any breach of system security.

- d. In the case of disputes, conflicts, or modifications to the EDP required to address issues affecting System Infrastructure, the parties will cooperatively resolve the issues; but, failing resolution, the Owner is authorized to make and require reasonable and necessary changes to the EDP to effectuate its original intent.
 - e. Each party is responsible for its own back-up and archive of documents sent and received during the term of any Project contract/agreement under this EDP. Further, each party remains solely responsible for its own post-Project back-up and archive of project documents, as each party deems necessary for its own purposes, after the term of the contract.
 - f. If a receiving party receives an obviously corrupted, damaged, or unreadable Electronic Document, the receiving party will advise the sending party of the incomplete transmission.
 - g. The parties will bring any non-conforming Electronic Documents into compliance with the EDP.
 - h. If the Owner operates a Project information management system (also referred to in this EDP as "Project Website") for use of Owner, DIXON, Contractors, during the Project for exchange and storage of Project-related communications and information, then that provision and requirements shall be identified in an Exhibit J - Amendment.
- B. Software Requirements for Electronic Document Exchange; Limitations
- 1. Each party will acquire the software necessary to create and transmit and read Electronic Documents received from the other party (and if relevant from third parties).
 - 2. Software and data formats for exchange of Electronic Documents will conform to the requirements set forth in the following Attachment 1 to this EDP, including software version, if listed.

EXHIBIT E ATTACHMENT 1: Agreement Between
Owner and DIXON

SOFTWARE REQUIREMENTS FOR ELECTRONIC DOCUMENT EXCHANGE

Item	Electronic Documents	Transmittal Means	Data Format	Note (1)
a.1	General communications, transmittal covers, meeting notices, and responses to general information requests for which there is no specific prescribed form.	Email	EML	
a.2	Meeting agendas; meeting minutes; RFI's and Responses to RFI's; and Construction Contract administrative forms.	Email w/ Attach	PDF	(2)
a.3	Contractor's Submittals (Shop Drawings, "Or Equal" requests, Substitute requests, documentation accompanying Sample submittals and other Submittals) to Owner and DIXON; and Owner's and DIXON's Responses to Contractor's Submittals, Shop Drawings, Correspondence, and Applications for Payment	Email w/ Attach	PDF	
a.4	Correspondence; Interim and Final Versions of reports, layouts, Specifications, Drawings, maps, calculations and spreadsheets, Construction Contract, Bidding/Proposal Documents, and Front-End Construction Contract Documents.	Email w/ Attach or LFE	PDF	(3)
a.5	Layouts, plans, maps, and Drawings to be submitted to Owner by DIXON for future use and modification	Email w/ Attach or LFE	DWG	
a.6	Correspondence, reports, and specifications to be submitted by DIXON to Owner for future word processing use and modification	Email w/ Attach or LFE	DOCX	
a.7	Spreadsheets and data to be submitted to Owner by DIXON for future data processing use and modification DIXON can PDF any Spreadsheet.	Email w/ Attach or LFE	XLSX	
Notes				
(1)	All exchanges and uses of transmitted data are subject to the appropriate provisions of the Agreement and Construction Contract.			
(2)	Transmittal of written notices is governed by requirements of the Agreement and Construction Contract.			
(3)	Transmittal of Bidding/Proposal Documents and Front-End Construction Contract Documents will be in manner selected by Owner in Exhibit A, Paragraph 1.05.A.1.a. Unless otherwise expressly stated, these documents and the Construction Contract will be transmitted in PDF format, including transmittals to bidders and Contractor.			
Key				
EML	Standard Email formats (.eml). Do not use stationery formatting or other features that impair legibility of content on screen or in printed copies.			
LFE	Agreed upon Large File Exchange method (FTP, CD, DVD, Flash Drive, File Sharing Services.)			
PDF	Portable Document Format readable by Adobe® Acrobat Reader.			
DWG	Autodesk® AutoCAD. dwg format.			
DOCX	Microsoft® Word. docx format.			
DB	Microsoft® Access .mdb DIXON does not transmit Database material If required for your future use you will have the program.			

**GENERAL PROVISIONS AND RELATED CONDITIONS FROM AGREEMENT OR
EXHIBITS**

GP1.00 Time for Completion:

- A. The Effective Date of the Task Order and the times for completing services will be stated in each Task Order.
- B. If there is a change in the Scope of Services, or in Scope of Project, if Projects are delayed or suspended through no fault of DIXON, if the orderly and continuous progress of DIXON's services is impaired, if the agreed periods of time or dates are changed, if construction contract dates are extended, then the time for completion of DIXON's services, and the rates and amounts of DIXON's compensation, shall be adjusted equitably. Delay of Projects by Owner or Contractor until the next season (past the expiration date of Exhibit C-Attachment 2), is considered a Change in Scope of Services and the rates and amounts of DIXON's compensation shall be adjusted equitably in accordance with the succeeding year's Exhibit C Attachment 1 and 2.
- C. Owner shall give prompt written notice to DIXON whenever Owner observes or otherwise becomes aware of any development that affects the scope or time of performance of DIXON's services; the presence at the Site of any Constituents of Concern; or any relevant, material defect or nonconformance in: (a) DIXON's services, (b) the Work, (c) the performance of any Contractor, or (d) Owner's performance of its responsibilities under this Agreement.
- D. The Owner shall make decisions and carry out its other responsibilities in a timely manner so as not to delay DIXON's performance of its services.
- E. If DIXON fails, through its own fault (for reasons within their control), to complete the performance required in this Agreement within the time set forth, as duly adjusted, then Owner shall be entitled, as its sole remedy, to the recovery of direct damages, if any, resulting from such failure.

GP1.01 Opinions of Probable Construction Cost:

- A. DIXON's opinions (if any) of probable Construction Cost are to be made on the basis of DIXON's experience, qualifications, and general familiarity with the construction industry. However, because DIXON has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive Bidding or market conditions, DIXON cannot and does not guarantee that proposals, Bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by DIXON in Evaluation Reports or verbally by DIXON.

GP1.02 Standards of Performance and Limitations of Authority of DIXON with Owner and Owner's Contractor:

- A. Standard of Care: The Standard of Care for all services performed or furnished by DIXON under this Agreement will be the care and skill ordinarily used by members of this subject profession practicing under similar circumstances at the same time and in the same locality.
- B. Conflict of Interest: Nothing in this Agreement will be construed to create or impose any duty on the part of DIXON that would conflict with DIXON's paramount obligations to the public health, safety, and welfare under the professional practice requirements governing DIXON, its Subconsultants or, and all licensed professionals employed by DIXON or its Subconsultants. If during the term of this Agreement a potential or actual conflict of interest arises or is identified.
 - 1. DIXON and Owner together will make reasonable, good faith efforts to avoid or eliminate the conflict of interest; to mitigate any adverse consequences of the conflict of interest; and, if necessary and feasible, to modify this Agreement to address the conflict of interest and its consequences, such that progress under the Agreement may continue.

2. Such efforts will be governed by applicable Laws and Regulations and by any pertinent Owner's policies, procedures, and requirements (including any conflict-of-interest resolution methodologies) provided DIXON under this Agreement.
- C. Technical accuracy: Owner shall not be responsible for discovering deficiencies in the technical accuracy of DIXON's services. If deficiencies are discovered by DIXON/Owner/or Bidder; DIXON shall correct deficiencies in technical accuracy without additional compensation unless such corrective action is directly attributable to deficiencies in Owner-furnished information.
- D. Reliance on Others: Subject to the Standard of Care set forth above in Paragraph GP1.02. A, DIXON, and its Consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers and their publishers, or technical standards.
- E. DIXON will make visits to the Site at intervals appropriate to the various stages of construction as DIXON deems necessary to observe, as an experienced and qualified design professional, the progress that has been made and the quality of the various aspects of Contractor's executed Work. Based on information obtained during such visits and observations, DIXON, for the benefit of Owner, will determine, in general, if the Work is proceeding in accordance with the Contract Documents.
- F. DIXON shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall DIXON have authority over or be responsible:
 1. for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor or
 2. the safety precautions and programs incident thereto,
 3. or security or safety at the Project site, nor
 4. for any failure of a Constructor's furnishing and performing of its work.
 5. DIXON shall not be responsible for the acts or omissions of any Constructor or
 6. for Constructor's compliance with Laws and Regulations.
- G. DIXON makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services, nor assumes responsibilities for Contractor's failure to furnish material and provide the Work in accordance with Owner/Contractor Agreement.
- H. DIXON shall not be responsible for any decisions made regarding the construction Agreement requirements, or any application, interpretation, clarification, or modification of the construction Agreement documents other than those made by DIXON or its consultants.
- I. DIXON's Services and Additional Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of the Section 975 of the Dodd-Frank Wall Street Reform and the Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements, or (4) providing legal advice or representation.
- J. DIXON shall not be required to sign any document, no matter by whom requested, that would result in DIXON having to certify, guarantee, or warrant conditions whose existence DIXON cannot ascertain within the authorized scope of DIXON's services. The Owner agrees not to make resolution of any dispute with DIXON or payment of any amount due to DIXON in any way contingent upon DIXON signing any such document.
- K. DIXON will obtain Owner's consent, which will not be unreasonably withheld, prior to releasing any publicity, including news and press releases, promotional publications, award and prize competition submittals, and other advertising regarding the subject matter of this Agreement. Nothing herein will limit DIXON's right to include information in statements of qualifications and proposals to others accurately describing its participation and participation of employees in the Project.

GP1.03 Use of Documents:

- A. All Documents are instruments of service, and DIXON shall retain an ownership and property interest therein (including the copyright and the right of reuse at the discretion of DIXON) whether the Project is completed or not. NOTE: A delayed project may require revisions of the Bid Documents.
 - 1. Owner may make and retain copies of Documents for information and reference in connection with the use of the Documents on the Specific Project.
 - 2. DIXON grants Owner a limited license to use the Documents on the Specific Project.
 - 3. Owner shall not use, reuse, or modify the Documents without written verification, completion, or adaptation by DIXON. If Owner reuses or modifies documents without authorization, Owner shall indemnify and defend DIXON from any liabilities that result from the reuse.
 - 4. The limited license to the Owner shall not create any rights in third parties.

GP1.04 Records Retention:

- A. DIXON shall maintain on file in digital format, for a period of five years following completion or termination of its services under a specific Task Order, or such other period as required by Laws and Regulations, all Documents, records (including cost records), and design calculations related to DIXON's services or pertinent to DIXON's performance under the Task Order. Upon Owner's request, DIXON shall provide a copy of any such item to Owner at cost.

GP1.05 Suspension and Termination:

- A. Suspension:
 - 1. By Owner: Owner may suspend the Project for up to 90 days upon seven days written notice to DIXON.
 - 2. By DIXON: DIXON may, after giving seven days written notice to Owner, suspend services under this Agreement if Owner has failed to pay DIXON for invoiced services and expenses, or in response to the presence of Constituents of Concern at the Site.
 - 3. If persistent circumstances beyond the control of DIXON have prevented it from performing its obligations under the Task Order.
 - 4. A suspension under a specific Task Order, whether by Owner or DIXON, does not affect the duty of the two parties to proceed with their obligations under other Task Orders.
- B. Termination for Cause – Main Agreement: The obligation to provide further services under this Agreement may be terminated.
 - 1. For cause, by either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.
 - 2. By DIXON:
 - a. Upon seven days written notice if Owner demands that DIXON furnish or perform services contrary to DIXON's responsibilities as a licensed professional; or if services for the Project are delayed or suspended for more than 90 days for reasons beyond DIXON's control, or as the result of the presence at the Site of undisclosed Constituents of Concern.
 - b. DIXON shall have no liability to the Owner on account of either such termination. This Agreement will not terminate; however, if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof.
 - 3. For convenience, by Owner effective upon DIXON's receipt of notice from Owner.
- C. Termination for Cause – Task Order:
 - 1. Either party may terminate a Task Order for cause upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement and the specific Task Order, through no fault of the terminating party.
 - a. Notwithstanding the foregoing, the Task Order will not terminate under Paragraph GP1.05.B.1 if the party receiving such notice begins, within 7 days of receipt of such

notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein will extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. In addition to its termination rights in Paragraph GP1.05. B.1, DIXON may terminate a Task Order for cause upon 7 days' written notice:
 - a. If Owner demands that DIXON furnish or perform services contrary to DIXON's responsibilities as a licensed professional.
 - b. If DIXON's services under the Task Order are delayed or suspended for more than 90 days for reasons beyond DIXON's control: or
 - c. As the result of the presence at or adjacent to the Site of undisclosed Constituents of Concern.
 3. DIXON will have no liability to the Owner on account of any termination by DIXON for cause.
- D. Effective Date of Termination: If Owner terminates the Main Agreement for cause or convenience, Owner may set the effective date of termination at a time up to 30 days later than otherwise provided to allow DIXON to demobilize personnel and equipment from the Site to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble project materials in orderly files. DIXON shall be entitled to compensation for such tasks.
- E. Payments Upon Termination:
1. In the event of termination by Owner or by DIXON for cause, DIXON shall be entitled to invoice Owner and receive payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, and other related close-out costs, using methods and rates for Additional Services as set forth in Exhibit C.
 2. The scheduled time between Contract Award and the physical start of Construction, or if Construction is postponed for the off season (winter), shall not be considered a "suspension."

GP1.06 Controlling Law and Compliance with Laws and Regulations:

- A. DIXON shall comply with all instructions of Owner, and all requirements of Contractor's or Owner's safety program that are applicable to DIXON's performance of services under this Agreement and that Owner provides to DIXON in writing, prior to the Effective Date; subject to the Standard of Care set forth in Paragraph GP1.02. A above, and to the extent compliance is not inconsistent with professional practice requirements.
- B. The following may be the basis for modifications to Owner's responsibilities or to DIXON's scope of services, times of performance, or compensation:
 1. Changes after the Effective Date to Laws and Regulations.
 2. The receipt by DIXON; of changes after the Effective Date, of Owner-provided written policies and procedures.
- C. The General Conditions for any construction contract documents prepared hereunder are to be EJCDC C-700 "Standard General Conditions of the Construction Contract" prepared by the Engineer's Joint Contract Documents Committee, and as modified by DIXON unless expressly indicated otherwise. If Owner supplied General Conditions are used, then DIXON supplied Additions shall also be used to the extent they do not conflict with Owner's.

GP1.07 Dispute Resolution:

- A. The Owner and DIXON agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice prior to invoking nonbinding mediation or exercising their rights at law.

- B. If negotiations fail then Owner and DIXON shall proceed to nonbinding mediation before a panel of three, one panel member selected by each party, and one mutually agreeable person. The only requirements are that neither party has any financial or relational control over any panel member. DIXON will select, based on expertise in dispute. (DIXON pays fees for their panel member, Owner pays fees of their member, and third member's fees are to be paid as directed by the panel, even though the panel's final dispute resolution is not accepted).
- C. After one trial mediation, unless an additional attempt is accepted by both parties either party may exercise their rights at law.

GP1.08 Environmental Condition of Site:

- A. Owner represents to DIXON that as of the Effective Date to the best of Owner's knowledge, there are no Constituents of Concern, other than those disclosed in writing to DIXON, exist at or adjacent to the Site.
- B. Undisclosed Constituents of Concern. For purposes of this Paragraph GP1.08 the presence at or adjacent to the Site of Constituents of Concern that was not disclosed to DIXON pursuant to Paragraph GP1.08. A, in such quantities or circumstances that such Constituents of Concern may present a danger to persons or property exposed to them, will be referred to as "undisclosed" Constituents of Concern.
 - 1. The presence at the Site of materials that are necessary for the execution of the Work, or that are to be incorporated in the Work, and that are controlled and contained pursuant to industry practices, Laws and Regulations, and the requirements of this Agreement or the Construction Contract, are not undisclosed Constituents of Concern.
 - 2. Constituents of Concern that are to be located, identified, studied, removed, or remediated as part of the services under a Task Order are not undisclosed Constituents of Concern.
 - 3. Constituents of Concern that are to be located, identified, studied, removed, or remediated as part of the services under another professional services contract for Owner, or as part of the work under a construction or remediation contract, are not undisclosed Constituents of Concern if DIXON has been informed of the general scope of such contract.
 - 4. Constituents of Concern in the Coating Industry – DIXON and Owner acknowledge that the coating industry may generate hazardous waste or Constituents of Concern (C of C) when removing old coatings, C of C may be existing in soils from coating removal in the past, and some gasket materials contained asbestos. Old coatings may contain heavy metals such as lead, chrome, and cadmium. Hazardous solvents may be present in new coatings, thinners, or used in the cleaning of equipment. These materials may be C of C but are considered Disclosed C of C.
- C. If DIXON Encounters or learns of an undisclosed Constituents of Concern at the Site, then DIXON shall notify Owner. State and Federal notifications, if required, are the responsibility of the Owner.
- D. Owner acknowledges that DIXON is performing professional services for Owner and that DIXON is not and shall not be required to become an "owner," "arranger," "operator," "generator," or "transporter" of hazardous substances, as determined in the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, which are or may be encountered at or near the Site in connection with DIXON's activities under this Agreement.

INSURANCE REQUIREMENTS AND LIABILITY CONCERNS

The Agreement is supplemented to include the following agreement of the parties:

IR1.00 Insurance:

- A. The limits of liability for the insurance required on this project are as follows:
- B. By DIXON:
 - 1. Workers' Compensation: Statutory
 - 2. Employer's Liability:
 - 1) Bodily injury, each accident \$1,000,000
 - 2) Bodily injury by disease, each employee \$1,000,000
 - 3) Bodily injury/disease, aggregate \$1,000,000
 - 3. General Liability:
 - 1) Each Occurrence (Bodily Injury and Property Damage) \$1,000,000
 - 2) General Aggregate \$2,000,000
 - 4. Excess or Umbrella Liability:
 - 1) Per Occurrence \$5,000,000
 - 2) General Aggregate \$5,000,000
 - 5. Automobile Liability:
 - 1) Combined Single Limit (Bodily Injury and Property Damage): \$1,000,000
 - 6. Professional Liability:
 - 1) Each Claim Made \$2,000,000
 - 2) Annual Aggregate \$2,000,000
- C. Additional Insured's: The following individuals or entities are to be listed on DIXON's general liability policies of insurance as additional insured's: Owner and other parties requested by Owner Electronic Data Transmittal Protocol within reason.
- D. Owner shall require Contractor to purchase and maintain policies of insurance covering workers' compensation, general liability, motor vehicle damage and injuries, and other insurance necessary to protect Owner's and DIXON's interests in the Project. Owner shall also require Contractor to cause DIXON and its Consultants to be listed as additional insureds with respect to such liability insurance purchased and maintained by Contractor for the Project.
- E. DIXON shall deliver to the Owner certificates of insurance evidencing the coverages. Such certificates shall be furnished prior to commencement of DIXON's services and at renewals thereafter during the life of the Agreement.
- F. All policies of property insurance relating to the Project, including but not limited to any builder's risk policy, shall allow for waiver of subrogation rights, and contain provisions to the effect that in the event of payment of any loss or damage the insurers will have no rights of recovery against any insured thereunder or against DIXON or its Consultants. Owner and DIXON waive all rights against each other, Contractor, the Consultants, and the respective officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, for all losses and damages caused by, arising out of, or resulting from any of the perils or causes of loss covered by any builder's risk policy and any other property insurance relating to the Project. The Owner shall take appropriate measures in other Project-related contracts to secure waivers of rights.
- G. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement, and that renewal will not be refused, until at least 10 days prior written notice has been given to the primary insured. Upon receipt of such notice, the receiving party shall promptly forward a copy of the notice to the other party to this Agreement.
- H. At any time, Owner may request that DIXON or its Consultants, at Owner's sole expense, provide additional insurance coverage, increased limits, or revised deductibles that are more protective than those specified in Exhibit IR. If so, requested by Owner, and if commercially available, DIXON

shall obtain and shall require its Consultants to obtain such additional insurance coverage, different limits, or revised deductibles for such periods of time as requested by Owner, and Exhibit IR will be supplemented to incorporate this requirement.

I. Definitions:

1. Owner and Party 1 is Owner and Owner's officers, directors, membership, partners, agents, employees, consultants, or others retained by or under contract to the Owner with respect to this Agreement or to the Project.
2. DIXON and Party 2 is DIXON and/or DIXON's officers, directors, members, partners, agents, employees, consultants, subcontractors, or others under contract to DIXON relative to this Project or Agreement.

IR1.01 Limitation of Liability:

- A. DIXON's Liability Limited to Amount of Insurance Proceeds: DIXON shall procure and maintain insurance as required by and set forth in Exhibit IR to this Agreement. Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by Laws and Regulations, the total liability, in the aggregate, of DIXON and Party 2 to Owner and anyone claiming by, through, or under Owner shall not exceed the total insurance proceeds paid on behalf of or to DIXON by DIXON's insurers in settlement or satisfaction of Owner's Claims under the terms and conditions of DIXON's insurance policies applicable thereto (excluding fees, costs and expenses of investigation, claims adjustment, defense, and appeal), up to the amount of insurance required under this Agreement

IR1.02 Exclusion of Special, Incidental, Indirect, and Consequential Damages:

- A. To the fullest extent permitted by Laws and Regulations, and notwithstanding any other provision in the Agreement, DIXON and Party 2 shall not be liable for special, incidental, indirect, or consequential damages arising out of, or related to this Agreement or the Project, from any cause or causes, including but not limited to: damage to water supply or reduction in fire protection.

IR1.03 Percentage Share of Negligence:

- A. To the fullest extent permitted by Laws and Regulations, a party's total liability to the other party and anyone claiming under the other party for damages caused in part by the negligence of the party and in part by the negligence of the other party or any other negligent entity or individual, shall not exceed the percentage share that the party's negligence bears to the total negligence of Owner, DIXON, and all other negligent entities and individuals.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, March 14, 2023

SECTION: Business

DEPARTMENT: Administration

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

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

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

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

FINANCIAL/BUDGET IMPACT:

Financial progress is included in the report. Thus far costs are tracking as they should be.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action is needed on this item. Provided as an update.

ATTACHMENTS:

1. McFarland PSC Report 2023 03



Project Status Report for

Village of McFarland Public Safety Center

March 2023

Jordan Schulz, HKP
Your Partner in Development

Project Status

1. Furniture: install underway as areas are completed
2. Punchlisting: beginning this month
 1. Police Dept: punchlist walk March 20
 2. Fire Dept, Common/Court, 2nd floor, roof, exterior to follow
3. Electric:
 1. Switchgear arriving this week
 2. CT cabinets set, Alliant work underway this week
4. Equipment: purchasing is ongoing as well as cost reconciliation
5. TelCom coordination: fiber service, network structure and service, etc.
6. Project Costs: The next couple of months will include final cost reconciliation, including change orders and allowances

Budget Updates

DESCRIPTION	BUDGET	FINAL PROJECTED COST	INVOICED TO DATE	% Complete
Pre-Development	56,322	62,838	62,838	100%
Professional Services <i>Design, Project Mgmt, Legal, Quality Testing</i>	1,221,585	1,295,946	1,235,565	95%
Owner Direct <i>Furniture, Equipment, etc.</i>	858,515	952,165	552,455	58%
Construction	18,834,443	19,641,587	17,750,179	90%
Other Project Expense	85,000	72,419	63,949	88%
Income	(32,000)	(32,000)	0	0%
Owner Contingency	1,003,700	34,610	0	97%
TOTAL	22,027,565	22,027,565	19,664,986	89%
FINAL PROJECTED COST	22,027,565			
Balance - Under / (Over)	0			

Budget Updates

PCO*	CO	PS**	SCOPE	SUBMITTED	PENDING	STATUS	RECOMMENDED	APPROVED
	01		PCOs 4r2.2	55,295		Approved		28,000
	02		PCOs 004r2.1, 015	167,312		Approved		136,492
	03		PCOs 010, 016r1, 019r1, 023, 025	198,838		Approved		172,833
	04		PCOs 028, 030r1, 031r2	109,305		Approved		82,757
	05		PCOs 018r1, 029r1, 033r2, 043r2, 045r2, 046	152,252		Approved		102,888
	06		PCO 066 Door Hdwr Change	5,982		Approved		5,982
	07		PCOs 049r2, 056.2	38,802		Approved		18,479
	08		PCOs 057, 061r1, 062r1, 063, 069, 072r1, 075	87,277		Approved		65,121
	09		PCO 059.1 Weather Delays	94,521		Approved		68,000
	10		PCO 059.2 Switchgear Delay	163,905		Approved		95,867
	11		PCO 080r1, 082, 093r1	60,218		Approved		46,741
079			Apparatus Bay OHD (COSTS BEING FINALIZED)	121,242	40,414	Pending		
081			Glazing Testing Allowance Allocation			Pending		
086			Interior Signage Allowance Allocation			Pending		
091			Jan misc costs	1,061		Recommended	1,061	
097			Field Connector Path	29,678		Recommended	29,678	
101			Feb misc costs (added mail slots)	3,250		Recommended	3,250	
TOTAL					40,414		33,989	823,160

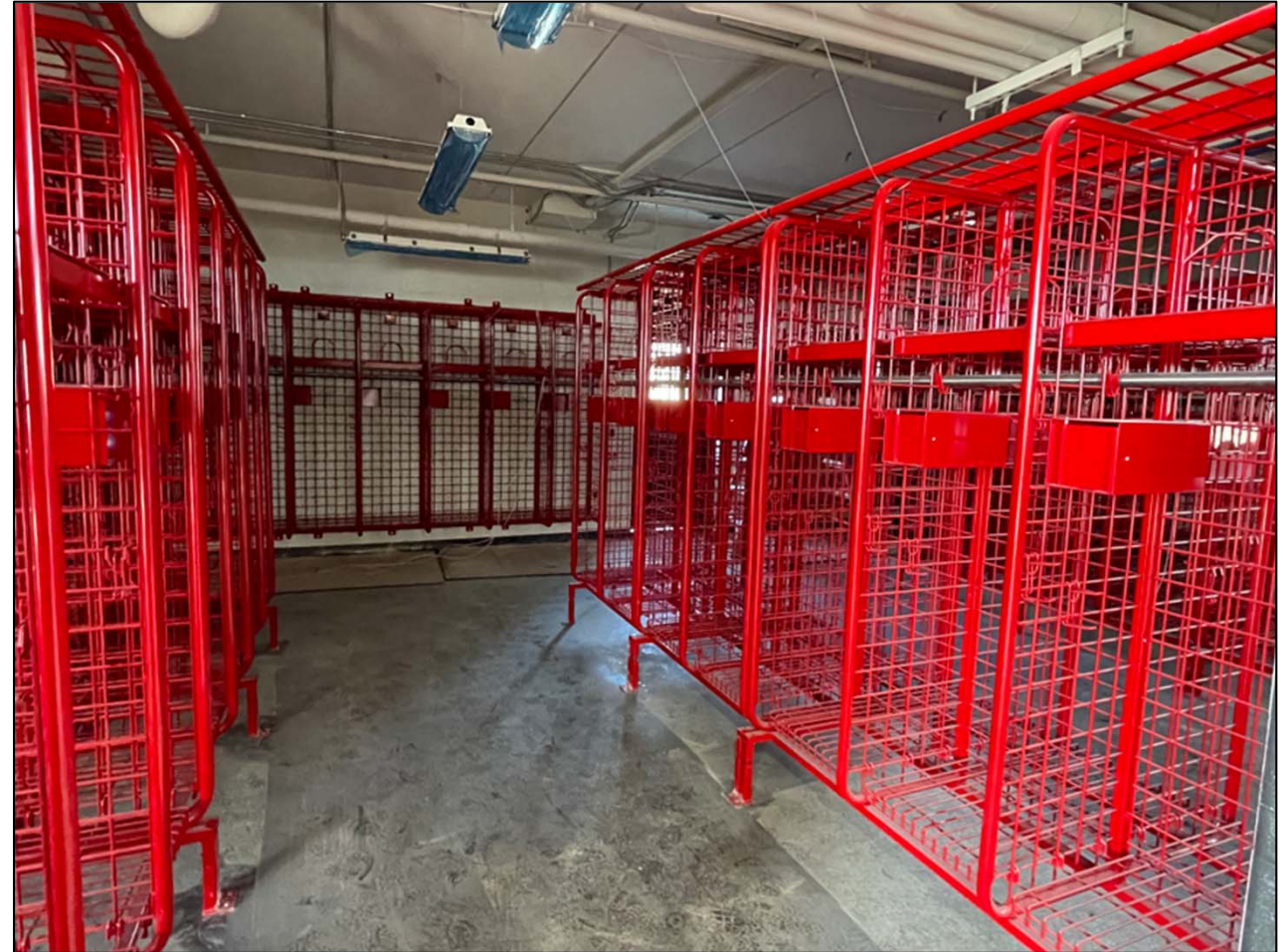
* Intermediate PCO numbers not shown do not currently have any associated costs

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

Project Update Photos



FD Kitchen



FD Gear Lockers

Project Update Photos



Main Entrance



Main Lobby

Project Update Photos



Conference Room



Evidence Storage

Project Update Photos



PD Office



Squad Room

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 14, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding proposed Change Order #12 for the Public Safety Center project regarding pathway connection and miscellaneous costs.

PREVIOUS ACTION:

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

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

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

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

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

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

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

Change Order #08, #09, and #10 were approved by the Village Board at their meeting on December 13, 2022.

Change Order #11 was approved by the Village Board at their meeting on February 14, 2023.

ISSUE SUMMARY:

Please find enclosed Change Order #11 that address a variety of different funding requests for the project since our last approval granted in December. The following is included within this change order:

- **23-0221** - The first item is a proposal for the construction of an ADA pathway between the baseball field parking lot and Public Safety Center. This is meant to provide more accessible connection between the sites and provides for overflow parking where needed. It will be completed with the remainder of the site work to come this Spring prior to completion. The total cost of this item is \$29,678.
- **6005-230210 PCO-91** - These are for a variety of miscellaneous costs experienced by the project in January including a combination of credits and debits within the different



items. The total cost of this item is \$1,061.

- **6005-230209 PCO-082r2** - These are for a variety of miscellaneous costs experienced by the project in February. The total cost of this item is \$3,250.

The Owner's Representative will be present to provide a summary overview of these changes.

FINANCIAL/BUDGET IMPACT:

The total cost of all 3 items in this change order is this proposed \$33,989. This amount will be charged to contingency bringing our utilization of those funds up to \$857,104 or ~85% of available funds for this purpose (this would be the 12th draw, if approved, into the contingency via change order for this project).

We will plan to take a deeper dive in cost reconciliation at our next meeting on the project in April. While contingency is nearly expended, we remain in good shape to finish the project within the available funds.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to approve Change Order #12 for the Public Safety Center project regarding pathway connection and miscellaneous costs.

ATTACHMENTS:

1. 23-0221 McFarland PSC Field Connector Path Proposal Letter
2. 6005 - 230210 PCO-091 January 2023 Misc Costs Proposal
3. 6005 - 230303 PCO-101 February 2023 Misc Costs Proposal



February 21, 2023

Village of McFarland
Attn: Matt Schuenke
6001 Broadhead St.
McFarland, WI 53558

RE: McFarland Public Safety Project – Field Connector Path Addition

We are pleased to submit our quotation of **\$29,678** for the above-mentioned project. This proposal is based on the document plan titled “MC 186 BASE-PLAN” provided on February 3, 2023.

SCOPE:

Supply all labor, material, and equipment required for the above project unless noted:

1. Install 18" storm sewer and end walls.
2. Fill and sub-grade above storm sewer and end walls.
3. Place gravel for preparation of asphalt and concrete aprons.
4. Install a 3" lift for the asphalt path.
5. Sawcut curb heads to meet final apron elevation
6. Establish and prep gravel for final grade for aprons
7. Form and pour concrete aprons with mix including fiber additive in lieu of rebar.
 - a. This includes the install of the truncated domes for both aprons.
 - b. Total concrete amount (3cuyds) is less than a full load (9cuyds), which incurs a small load charge.
8. Strip and sawcut concrete aprons post pour.
9. General grass restoration as needed.
10. General clean up for all related activities.

SCHEDULE:

1. Require formal approval three (3) weeks before work is to begin.
2. Estimate nine (9) days to complete work.
3. Quote is good for ten (10) days.
4. Quote is based on work being performed between March 20 and April 28, 2023.

We appreciate the opportunity to work with you on this and all future projects. If you should have any questions, or require additional information, I may be reached at 608-751-2081.

Sincerely,

Taylor Blake | Assistant Project Manager | JP Cullen and Sons, Inc.



REQUEST FOR QUOTATION

Project:	McFarland Public Safety Center	10 February 2023
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JPC PCO #: 091

Description: Miscellaneous costs from field changes and RFIs -147, -148, & -150

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

Labor Rates valid through 05/31/23

Activity Description

JP Cullen & Sons Inc.

General Contractor Work	Units	Quantity	Base Rate	PT&I (25%)	Total Rate	TOTAL
Carpenter Foreman - RFI-148 CREDIT	HR	-2	\$86.71	\$21.68	\$108.39	(\$216.77)
Carpenter - P134A Egress Hardware Change	HR	1	\$66.06	\$16.51	\$82.57	\$82.57
Carpenter - RFI-148 CREDIT	HR	-2	\$66.06	\$16.51	\$82.57	(\$165.14)
Labor Subtotal						(\$299.34)
Self-Performed Labor OH&P 15%						\$0.00
JP Cullen Labor Total						(\$299.34)

MATERIALS	Units	Quantity	Unit Price	Material	Tax (0%)	TOTAL
Aluminum Pole - RFI-148	LS	0	\$ -	\$0.00	\$0.00	\$0.00
IHC - P134A Egress Hardware Change	LS	1	\$ (800.00)	(\$800.00)	\$0.00	(\$800.00)
		0	\$ -	\$0.00	\$0.00	\$0.00
Material Subtotal						\$40.00
Self-Performed Material OH&P @ 15%						\$6.00
Material Total						\$46.00

SUBCONTRACTORS	Services	TOTAL
		\$0.00
		\$0.00
Hooper	RFI-147 HR-1 Hoses	\$3,465.00
Universal Power	Removal of outlets in Lockers in P142 Men's and P144 Women's	(\$2,702.00)
Hallmark Drywall	RFI-150 Knee Wall Changes	\$270.00
Universal Power	RFI-150 Knee Wall Changes	\$180.00
		\$0.00
Subtotal		\$1,213.00
Subcontractor OH&P @ 7.5%		\$90.98
Subcontract Total		\$1,303.98
Bond @ 1%		\$10.51
TOTAL		\$1,061

Tayler Blake

From: Sam Shaw <SamS@goihc.com>
Sent: Monday, February 6, 2023 8:41 AM
To: Tayler Blake
Cc: Bronson Duhr; Bradley Kuschel
Subject: RE: McFarland PSC - P134A Hardware Change
Attachments: Authorization-Village of McFarland-09-16-2022.pdf

Morning Tayler,

Cost impact for this change is \$840 (Includes direct shipment).

Includes:

- New institutional function lock
- 'A2' permanent core
 - Lead Time = 5-6 weeks

Before this can be formally released, we will need ownership to process a new restricted product authorization form.

Let me know if you have any questions.

Thanks!

Sam Shaw

Assistant Project Manager



D: 312-234-0190
M: 262-716-8797
SamS@goihc.com - www.goihc.com
8330 196th Ave Bristol, WI 53104

From: Tayler Blake <tayler.blake@jpcullen.com>
Sent: Monday, February 6, 2023 7:21 AM
To: Sam Shaw <SamS@goihc.com>
Cc: Bronson Duhr <bronson.duhr@jpcullen.com>; Bradley Kuschel <bradley.kuschel@jpcullen.com>
Subject: RE: McFarland PSC - P134A Hardware Change

Happy Monday Sam,

We would like cylinders on both sides:

- Exterior keyed to 'A'
- Interior keyed to 'A2'

Thank you,

TAYLER BLAKE

ASSISTANT PROJECT MANAGER | **JP CULLEN**

c : 608.751.2081 | o : 608.754.6601



CHANGE ESTIMATE SUMMARY

PROJECT NAME	Village of McFarland Public Safety Center
OWNERS PROJECT NUMBER	3488
HOOPER JOB NUMBER	13962
DATE	1/19/2023
CB OR CHANGE NUMBER	RFI #147
DESCRIPTION	Provide hoses for qty-20 HR-1 compressed air hose reels

MATERIAL

MATERIAL COST(PER ATTACHED)	\$	3,000.00
FREIGHT	\$	150.00
SALES TAX 0.0%	\$	-
TOTAL MATERIAL	\$	3,150.00

LABOR

	HOURS	RATE	AMOUNT
GENERAL FOREMAN	0.00	\$106.45	\$ -
FOREMAN	0.00	\$101.73	\$ -
JOURNEYMAN	0.00	\$96.32	\$ -
APPRENTICE	0.00	\$82.80	\$ -
MAT'L HANDLER	0.00	\$65.83	\$ -
OPERATOR	0.00	\$90.95	\$ -
FAB SHOP OVERHEAD	0.00	\$30.00	\$ -
TOTAL LABOR			\$ -

EQUIPMENT

	HOURS	RATE	AMOUNT
Pick up Truck	0	\$18.23	\$ -
Electric Welder	0	\$3.20	\$ -
Threading Machine	0	\$3.75	\$ -
Delivery Truck	0	\$24.73	\$ -
TOTAL RENTALS			\$ -

SUBTOTAL (MATERIAL, LABOR, EQUIPMENT COSTS)

SUBTOTAL	\$	3,150
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OVERHEAD AND PROFIT AT

10.0%	PERCENT	\$	315.00
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SUBCONTRACTS

Plumbing Insulation	\$	-
	\$	-
	\$	-
(Carried forward from Summary Sheet)	\$	-

TOTAL SUBCONTRACT PLUS

10.0%	PERCENT	\$	-
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BOND @

0.0%	PERCENT	\$	-
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TOTAL CONSTRUCTION BULLETIN COST

TOTAL	\$	3,465
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PIPE & FITTING TAKEOFF

Hooper Corporation
2030 Pennsylvania Ave
Madison, WI 53704

PROJECT: Village of McFarland Public Safety Center
HOOPER JOB #: 13962
CB or CO #: RFI #147
CB or CO DESCRIPTION: Provide hoses for qty-20 HR-1 compressed air hose reels

Material Group	Qty	Size	Description	Unit Price	Total Price	Unit Labor	Total Labor
Job Items	20	1/2	Compressed Air Hose, 300 PSI, 100' Long	\$ 150.00	\$ 3,000.00	0.00	0.00
TOTALS					\$ 3,000.00		0.0

UNIVERSAL POWER & SYSTEMS, INC.

4430 Helgesen Drive, Madison, Wisconsin 53718 | 608.226.8600

CHANGE PROPOSAL

TO: JP Cullen & Sons, Inc.
Attn: Tayler Blake

DATE: January 27, 2023

PROJECT NAME: McFarland Public Safety Center
PROJECT LOCATION: McFarland, WI
PROJECT NUMBER: 2118
PROPOSAL NUMBER: 025

Ph: 608-751-2779

Email: tayler.blake@jpcullen.com

Re: REMOVE LOCKER OUTLETS P142 & P144

PROPOSAL PER REQUEST TO REMOVE LOCKER OUTLETS IN P142 & P144. CIRCUIT WIRING WAS ALREADY IN PLACE ABOVE LOCATIONS, SO NO CREDIT AVAILABLE FOR THAT PORTION OF THE INSTALLATION.

(See attached summary.)

MATERIAL					\$	(565.02)
SUBCONTRACTOR QUOTE						
MATERIAL FREIGHT	2%					
LIFT RENTAL						
SUBTOTAL					\$	(565.02)
LABOR	-23.74 hours at	\$	90.00	=	\$	(2,136.60)
SUPERVISION LABOR	hours at	\$	90.00	=	\$	-
SUBTOTAL					\$	(2,701.62)
MARKUP	10.0%					
TOTAL					\$	(2,701.62)

Please call me with any questions.

Thank you.

We propose to provide and install electrical wiring, material, and equipment per plans and specifications and the attached scope of work. Billed upon progression, net 30 days from invoice or pay request date. (Retention per contract documents, if applicable.)

Authorized Signature: *Justin Chase*

Universal Power & Systems, Inc. reserves the right to withdraw this proposal if not accepted within 15 business days. Due to the current environment, we are experiencing unusual lead times in global supply, as well as, material price increases, with little notice. Universal Power & Systems, Inc. cannot be held responsible for any project schedule delays due to these unusual circumstances for long lead time items. These items consist of, but are not limited to light fixtures, switchgear, and special systems equipment. If more detailed information is required, please contact the Project Manager for further clarification.

ACCEPTANCE OF PROPOSAL The above specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____

Date of Acceptance: _____

Signature: _____

Customer Acknowledges receipt of Universal Power & Systems, Inc.'s Standard Terms & Conditions

excel/proposals/changeproposal

Job ID	2118
Job Name	McFarland Public Safety Center
Report	025
Notes	

Universal Power & Systems, Inc.
 4430 Helgesen Dr.
 Madison, WI 53718
 Phone: (608)226-8600

Time	Page
	1
Date	
27-Jan-23	

Report Generated From: Summary - All Levels

Qty	Size	Item Description	Mat. Unit	Mat. Ext.	Labor Unit	Labor Ext.
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Summary:

-125		1/2" EMT	1.040	-129.975	0.020	-2.500
-64		1/2" EMT STL SS CONN	0.158	-10.110	0.037	-2.370
-13		1/2" EMT STL SS CPLG	0.204	-2.655	0.038	-0.490
-16		1/2" EMT STRAP 1-H	0.383	-6.135	0.040	-0.640
-438		#12 THHN	0.318	-139.290	0.005	-2.060
-96		B1-1 YELLOW WIRE CONN	0.206	-19.740	0.020	-1.920
-32		4" SQ BOX 2-1/8 D COMBO	1.575	-50.400	0.230	-7.360
-32		8365 4" SQ DPLX COVER	1.141	-36.525	0.025	-0.800
-32		20A 125V DUPLEX REC (SG)	4.777	-152.850	0.115	-3.680
-16		#6-10 PL ANCHOR (3/16)	0.173	-2.775	0.020	-0.320
-80		1"x10 S-TAP SCREW	0.182	-14.565	0.020	-1.600
		GRAND TOTAL		-565.02		-23.740

HALLMARK DRYWALL, INC.

3135 Meier Road
MADISON, WISCONSIN 53718

CHANGE ORDER

Number

TO

PHONE	DATE
JOB NAME / LOCATION <i>McFarland Police/Fire Station</i>	
JOB NUMBER	JOB PHONE
EXISTING CONTRACT NO.	DATE OF EXISTING CONTRACT

We hereby agree to make the change(s) specified below:

REFRAME KNEE WALLS In Admin. SERVICE
Room - RE ROCK KNEE WALLS.

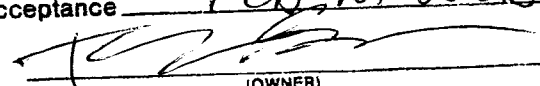
3 hours TOTAL @ \$90 = 270⁰⁰

Chris Johnson
Hallmark Drywall


NOTE: This Change Order becomes part of and in conformance with the existing contract.

WE AGREE hereby to make the change(s) specified above at this price ☒		\$ 270 ⁰⁰
DATE	PREVIOUS CONTRACT AMOUNT	\$
AUTHORIZED SIGNATURE (CONTRACTOR)	REVISED CONTRACT TOTAL	\$

ACCEPTED — The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Date of acceptance Feb. 1st 2023
Signature  (OWNER)

UNIVERSAL POWER & SYSTEMS, INC.

4430 Helgesen Drive, Madison, Wisconsin 53718 | 608.226.8600

CHANGE PROPOSAL

TO: JP Cullen & Sons, Inc.
Attn: Tayler Blake

DATE: February 6, 2023

PROJECT NAME: McFarland Public Safety Center
PROJECT LOCATION: McFarland, WI
PROJECT NUMBER: 2118
PROPOSAL NUMBER: 026

Ph: 608-751-2779
Email: tayler.blake@jpcullen.com
Re: RFI-150

Proposal for work associated with RFI-150. No additional material needed.

(See attached summary.)

MATERIAL				\$	-
SUBCONTRACTOR QUOTE					
MATERIAL FREIGHT	2%				
LIFT RENTAL					
SUBTOTAL				\$	-
LABOR	2 hours at	\$ 90.00	=	\$	180.00
SUPERVISION LABOR	hours at	\$ 90.00	=	\$	-
SUBTOTAL				\$	180.00
MARKUP	10.0%				
TOTAL				\$	180.00

Please call me with any questions.

Thank you.

We propose to provide and install electrical wiring, material, and equipment per plans and specifications and the attached scope of work. Billed upon progression, net 30 days from invoice or pay request date. (Retention per contract documents, if applicable.)

Authorized Signature: *Justin Chase*

Universal Power & Systems, Inc. reserves the right to withdraw this proposal if not accepted within 15 business days. Due to the current environment, we are experiencing unusual lead times in global supply, as well as, material price increases, with little notice. Universal Power & Systems, Inc. cannot be held responsible for any project schedule delays due to these unusual circumstances for long lead time items. These items consist of, but are not limited to light fixtures, switchgear, and special systems equipment. If more detailed information is required, please contact the Project Manager for further clarification.

ACCEPTANCE OF PROPOSAL The above specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____

Date of Acceptance: _____

Signature: _____

Customer Acknowledges receipt of Universal Power & Systems, Inc.'s Standard Terms & Conditions

excel/proposals/changeproposal

REQUEST FOR QUOTATION

Project: McFarland Public Safety Center

3 March 2023

JPC PCO #: 101

Description: Miscellaneous Costs associated with: Additional mail slots in the PD per request, RFI-155, and RFI-156. RFI-154 is no cost.

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

Labor Rates valid through 05/31/23

Activity Description

JP Cullen & Sons Inc.

General Contractor Work	Units	Quantity	Base Rate	PT&I (25%)	Total Rate	TOTAL
Carpenter Foreman - Mail Slots Install	HR	2	\$86.71	\$21.68	\$108.39	\$216.77
Carpenter - Mail Slots Install	HR	2	\$66.06	\$16.51	\$82.57	\$165.14
Carpenter Foreman - RFI-155 Demo	HR	2	\$86.71	\$21.68	\$108.39	\$216.77
Carpenter - RFI-155 Demo	HR	2	\$66.06	\$16.51	\$82.57	\$165.14
Labor Subtotal						\$763.82
Self-Performed Labor OH&P 15%						\$114.57
JP Cullen Labor Total						\$878.40

MATERIALS	Units	Quantity	Unit Price	Material	Tax (0%)	TOTAL
		0	\$ -	\$0.00	\$0.00	\$0.00
Starved Rock	LS	1	\$ 1,800.00	\$1,800.00	\$0.00	\$1,800.00
		0	\$ -	\$0.00	\$0.00	\$0.00
Material Subtotal						\$1,800.00
Self-Performed Material OH&P @ 15%						\$270.00
Material Total						\$2,070.00

SUBCONTRACTORS	Services	TOTAL
		\$0.00
Hooper	RFI-156 Sinks	\$251.00
		\$0.00
Subtotal		\$251.00
Subcontractor OH&P @ 7.5%		\$18.83
Subcontract Total		\$269.83
Bond @ 1%		\$32.18
TOTAL		\$3,250

PROPOSED CHANGE ORDER #03

2/27/23

As Per JP Cullen

SR wood products will **NOT** proceed with manufacturing or installation without a Change Order from the General Contractor referencing this PCO and indicating the value of the change.

Item	Qty.	Unit	Description	Unit Price	Total
1					
2			Mail Slot Cabinet		
3	1	ea	48"w x 30"h Open Mail Slot Cabinet		
4			Minimum 30 mail slots		
5			PL-2 (Formica 8906-58 'Danish Maple')		
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28				MATERIALS:	\$1,800.00
29				TAX:	\$117.00
30				INSTALLATION:	\$0.00
31				PCO TOTAL:	\$1,917.00

Job is tax exempt.
Total is \$1,800.00

Acceptance of Proposed Change Order

The above prices, specifications and conditions are satisfactory and hereby accepted.

SR wood products is authorized to perform the work as specified.

Pricing is valid for 30 days

By signing below you indicate you are a duly authorized representative of the company and are able to approve change orders that have financial and/or scheduling impacts on the base contract

Name Printed: _____

Name Signed: _____

Date: _____

Company: _____

Prepared By: Charles Watson



CHANGE ESTIMATE SUMMARY

PROJECT NAME	Village of McFarland Public Safety Center
OWNERS PROJECT NUMBER	3488
HOOPER JOB NUMBER	13962
DATE	2/28/023
CB OR CHANGE NUMBER	RFI 156
DESCRIPTION	Change the S-1 sink model in rooms F113 and F115 due to installed countertop depth. Return two S-1 sinks for credit

MATERIAL

MATERIAL COST(PER ATTACHED)	\$	152.00
FREIGHT	\$	76.00
SALES TAX 0.0%	\$	-
TOTAL MATERIAL	\$	228.00

LABOR

	HOURS	RATE	AMOUNT
GENERAL FOREMAN	0.00	\$106.45	\$ -
FOREMAN	0.00	\$101.73	\$ -
JOURNEYMAN	0.00	\$96.32	\$ -
APPRENTICE	0.00	\$82.80	\$ -
MAT'L HANDLER	0.00	\$65.83	\$ -
OPERATOR	0.00	\$90.95	\$ -
FAB SHOP OVERHEAD	0.00	\$30.00	\$ -
TOTAL LABOR			\$ -

EQUIPMENT

	HOURS	RATE	AMOUNT
Pick up Truck	0	\$18.23	\$ -
Electric Welder	0	\$3.20	\$ -
Threading Machine	0	\$3.75	\$ -
Delivery Truck	0	\$24.73	\$ -
TOTAL RENTALS			\$ -

SUBTOTAL (MATERIAL, LABOR, EQUIPMENT COSTS)

SUBTOTAL	\$	228
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OVERHEAD AND PROFIT AT

10.0%	PERCENT	\$	22.80
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SUBCONTRACTS

Plumbing Insulation	\$	-
	\$	-
	\$	-
(Carried forward from Summary Sheet)	\$	-

TOTAL SUBCONTRACT PLUS

10.0%	PERCENT	\$	-
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BOND @

0.0%	PERCENT	\$	-
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TOTAL CONSTRUCTION BULLETIN COST

TOTAL	\$	251
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PIPE & FITTING TAKEOFF

Hooper Corporation
2030 Pennsylvania Ave
Madison, WI 53704

PROJECT: Village of McFarland Public Safety Center
HOOPER JOB #: 13962
CB or CO #: RFI 156
CB or CO DESCRIPTION: Change the S-1 sink model in rooms F113 and F115 due to installed countertop depth. Return two S-1 sinks for credit

Material Group	Qty	Size	Description	Unit Price	Total Price	Unit Labor	Total Labor
Job Items	-2	NA	S-1 Sink (As-Bid)	\$ 196.00	\$ (392.00)	0.00	0.00
Job Items	2	NA	Alternate Bar Sink	\$ 272.00	\$ 544.00	0.00	0.00
TOTALS					\$ 152.00		0.0

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 14, 2023

SECTION: Business

DEPARTMENT: Public Works

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

AGENDA ITEM: Discussion and action regarding the award of contract for the 2023 McDaniel Park beach improvements project.

PREVIOUS ACTION:

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

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

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

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

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

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

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

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

The Village Board recommended approval at their meeting on November 22, 2022.

The Parks & Recreation committee recommended approval to the Village Board regarding the Town and Country's design as presented and authorized the project for bid at their February 7, 2023 meeting.

The Sustainability and Natural Resources Committee recommended approval to the Village Board regarding the Town and Country's design as presented and authorized the project for bid at their February 13, 2023 meeting.

The Village Board recommended approval at their meeting on February 14, 2023.

ISSUE SUMMARY:

The Parks & Recreation Committee, Sustainability & Natural Resources Committee and the Village Board recently approved the design for McDaniel Park site improvements and



authorized the project for bid. The bid opening occurred on March 9, 2023.

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

Responsibilities for the project are generally laid out as follows:

Dane County

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

Village

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

FINANCIAL/BUDGET IMPACT:

The 2023 Budget was approved to allocate \$1,532,000 for the project.



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

\$250,000 Total Project Revenue

This represents the Village's share in the project which some elements will be provided directly or in kind through Dane County. The Village's funds will be through the annual borrowing.

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

\$154,896	Base Bid
\$ 25,000	Engineering
\$ 20,000	Contingency
\$ 104	Rounding
\$200,000	Total Project Expense

Project costs demonstrate a surplus against revenues allocated for the project. The base bid includes an allowance for the pre-fabricated concrete shelter which will be delivered and set on site. The contractor will be responsible for all other elements but for what Dane County will be providing.

Due to the surplus, the anticipated borrowing for 2023 will be lowered by \$50,000 to align with the project's expected cost.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to award contract to R & T Voegeli Excavating, LLC of Monroe for an amount of \$154,896 for the 2023 McDaniel Park beach improvements project including base bid with additional expenses for engineering and contingency for a total project cost in an amount of \$200,000.

ATTACHMENTS:

1. Recommendation Ltr- on ltrhead
2. MC 204 CURRENT SET

March 9, 2023

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

Attention: Mr. Matthew Schuenke, Administrator

Subject: Analysis of Bids and Recommendation for Award of Contracts; 2023 McDaniel Park Beach Improvements; Village of McFarland

Bid Deadline: March 9, 2023 at 10:00 a.m. local time

To Whom it May Concern:

The purpose of this letter is to analyze the bids received for the 2023 McDaniel Park Beach Improvements project and to recommend award of a contract. This project involves installation of a new prefabricated utility building, utility piping, electrical service, and removal and replacement of an existing beach surface at McDaniel Park Beach. The project will be part of an effort to create a filtered beach swimming area.

The pre-bid estimate for the base bid was \$145,200. Seven general contractors, subcontractors, and material suppliers requested sets of the plans, specifications and bidding documents. Four contractors submitted bids.

A summary of the bids is as follows:

Contractor	Base Bid
R & T Voegeli Excavating, LLC	\$154,896.00
Greener Valley Landscaping	\$171,860.00
Speedway Sand & Gravel Inc.	\$241,275.54
Drax, Inc.	\$274,300.00

All of the bids were properly submitted.

The low bidder is R & T Voegeli Excavating, LLC of Monroe, Wisconsin, an experienced contractor that completed a stormwater improvements project for the Village in 2022. The bid prices are within the expected estimate and budget range. We recommend that R & T Voegeli Excavating, LLC be awarded a contract for the base bid for a total of \$154,896.00.

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

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

Respectfully,

TOWN & COUNTRY ENGINEERING, INC.

A handwritten signature in black ink, appearing to read 'Tim Stieve', with a stylized flourish at the end.

Tim Stieve, P.E., ENV-SP
Stormwater Lead

TS:sai

J:\JOB#S\McFarland\MC-204-M9 2023 McDaniel Park Beach Improvements\Bidding\Recommendation Ltr.docx

BID TABULATION

Project: 2023 McDaniel Park Beach Improvements; Village of McFarland
 Engineer's Project Number: MC 204 Bid Deadline: March 9, 2023 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	R & T Voegeli Excavating, LLC UNIT PRICE	AMOUNT	Greener Valley Landscaping UNIT PRICE	AMOUNT	Speedway Sand & Gravel Inc. UNIT PRICE	AMOUNT	Drax, Inc. UNIT PRICE	AMOUNT
BASE BID											
1.	2" PVC SCH 40 Piping	360	lin. ft.	\$ 18.95	\$ 6,822.00	\$ 38.00	\$ 13,680.00	\$ 75.90	\$ 27,324.00	\$ 40.00	\$ 14,400.00
2.	Prefabricated Utility Building	0	lump sum	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3.	Frost Wall Footing	48	lin. ft.	\$ 228.00	\$ 10,944.00	L.S. 15,000	\$ 15,000.00	\$ 290.73	\$ 13,955.04	\$ 800.00	\$ 38,400.00
4.	Excavation/Fill to Plan Subgrade	1	lump sum	\$ 18,200.00	\$ 18,200.00	\$ 17,000.00	\$ 17,000.00	\$ 79,720.00	\$ 79,720.00	\$ 15,000.00	\$ 15,000.00
5.	5" Thick Concrete Sidewalk	60	sq. ft.	\$ 18.00	\$ 1,080.00	\$ 48.00	\$ 2,880.00	\$ 31.00	\$ 1,860.00	\$ 25.00	\$ 1,500.00
6.	Beach Sand	900	tons	\$ 19.75	\$ 17,775.00	\$ 30.00	\$ 27,000.00	\$ 30.10	\$ 27,090.00	\$ 100.00	\$ 90,000.00
7.	Excavation of Large Rock Below Water Line	1	lump sum	\$ 13,500.00	\$ 13,500.00	\$ 12,800.00	\$ 12,800.00	\$ 14,589.00	\$ 14,589.00	\$ 25,000.00	\$ 25,000.00
8.	Bioretention Area	150	sq. ft.	\$ 34.50	\$ 5,175.00	\$ 50.00	\$ 7,500.00	\$ 32.97	\$ 4,945.50	\$ 100.00	\$ 15,000.00
9.	Site Restoration	1	lump sum	\$ 17,150.00	\$ 17,150.00	\$ 5,000.00	\$ 5,000.00	\$ 5,542.00	\$ 5,542.00	\$ 4,000.00	\$ 4,000.00
10.	Erosion Control	1	lump sum	\$ 1,450.00	\$ 1,450.00	\$ 3,000.00	\$ 3,000.00	\$ 8,000.00	\$ 8,000.00	\$ 2,000.00	\$ 2,000.00
11.	Prefabricated Utility Building Coordination and Installation	1	lump sum	\$ 7,800.00	\$ 7,800.00	\$ 13,000.00	\$ 13,000.00	\$ 3,250.00	\$ 3,250.00	\$ 14,000.00	\$ 14,000.00
11.	Electrical Allowance	1	lump sum	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
12.	Utility Building Allowance	1	lump sum	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
	BASE BID TOTAL				\$ 154,896.00		\$ 171,860.00		\$ 241,275.54		\$ 274,300.00

Village of McFarland, Wisconsin

MEMBER



TO OBTAIN LOCATION OF
PARTICIPANTS' UNDERGROUND
FACILITIES BEFORE YOU DIG
IN WISCONSIN

CALL DIGGERS HOTLINE
1-800-242-8511
TOLL FREE

WIS. STATUTE 182.0175 (1974)
REQUIRES MIN. OF 3 WORK DAYS
NOTICE BEFORE YOU EXCAVATE.

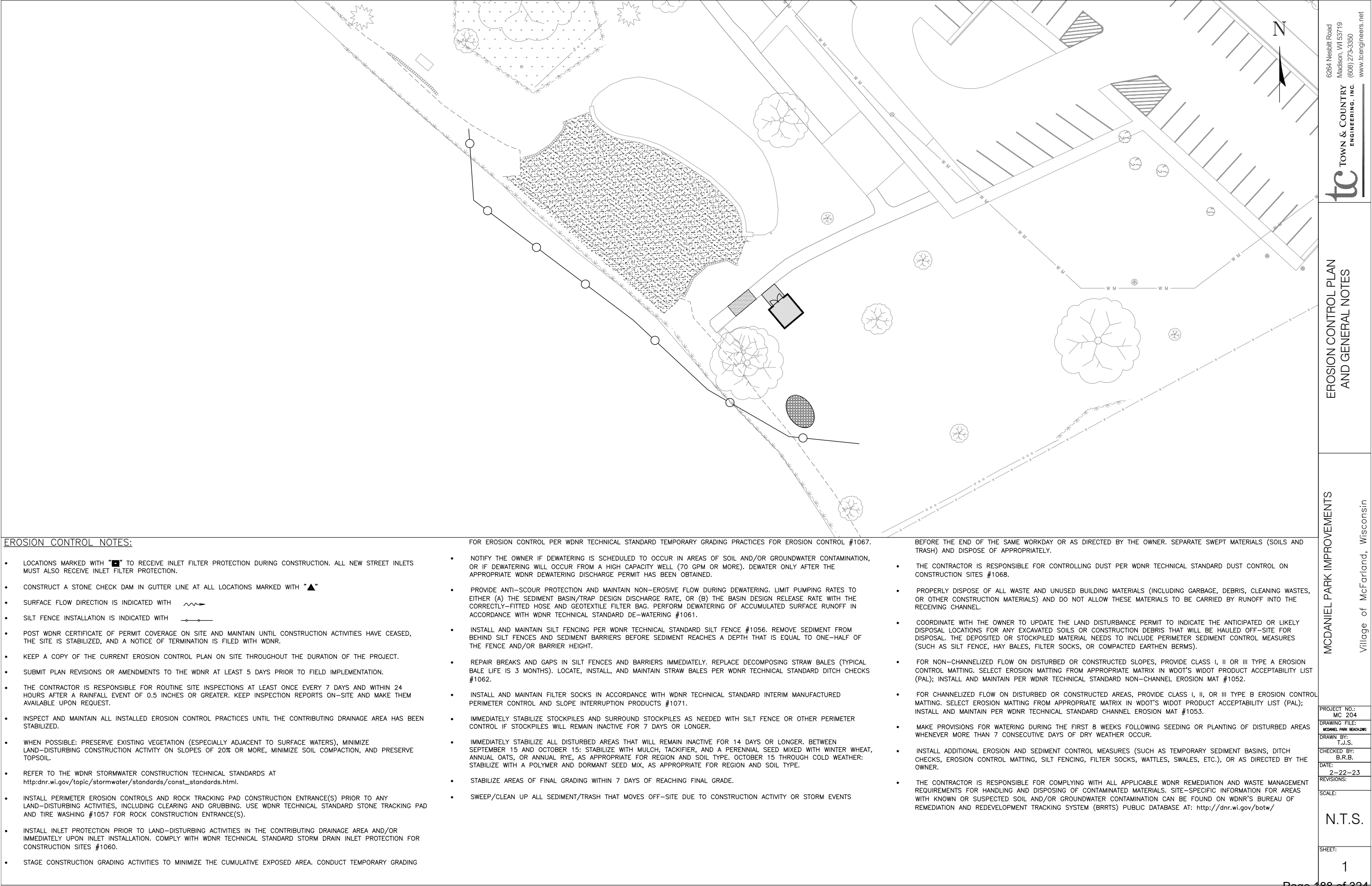
LEGEND

UNDERGROUND TELE.	— · — UT — · — UT — · — UT —
UNDERGROUND CATV.	———— UCATV ————
UNDERGROUND ELEC.	— UE — UE — UE — UE — UE — UE —
OVERHEAD	— OH — OH — OH — OH —
EXISTING GAS	— G — G — G — G — G —
PROPERTY LINE	————
EXISTING WATER MAIN	— W M — W M — W M —
EXISTING SANITARY SEWER	— SAN — SAN — SAN —
EXISTING STORM SEWER	— STM — STM — STM — STM —
EXISTING FENCE LINE	— x — x — x — x — x — x — x —
SAWCUT	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
NEW STORM SEWER	=====
NEW WATER MAIN	=====
NEW SANITARY SEWER	=====

NEW ITEMS:							
WATER VALVE	CURB STOP	HYDRANT	MANHOLE	CURB INLET	ENDWALL	GAS WARNING	

EXISTING ITEMS:						
FLAG POLE	MAILBOX	POWER POLE	LIGHT POLE	LAMP POST	PULL BOX	
WATER VALVE	CURB STOP	HYDRANT	WELL	MONITORING WELL	TRACER WIRE	
SANITARY MANHOLE	SANITARY VALVE	CLEANOUT	STORM MANHOLE	CURB INLET	CIRCULAR INLET	
SQUARE INLET	ENDWALL	STUMP	DECID. TREE (RELATIVE SIZE SHOWN)	EVERGREEN	SHRUB OR HEDGE	SIGN
CATV. PED.	TELE. PED.	ELEC. PED.	GAS VALVE	STREET SIGN	IRON PIPE	IRON ROD

NOTES: 1.) EXISTING FEATURES AND LABELS ARE SHOWN WITH SCREENED, LIGHTER LINES.
2.) NEW CONCRETE IS SHOWN SHADED IN PLAN VIEWS
3.) CONCRETE REMOVALS ARE SHOWN BY CROSS-HATCHING



EROSION CONTROL PLAN
AND GENERAL NOTES

MCDANIEL PARK IMPROVEMENTS
Village of McFarland, Wisconsin

tc

TOWN & COUNTRY
ENGINEERING, INC.

6264 Nesbitt Road
Madison, WI 53719
(608) 273-3350
www.tceengineers.net

EROSION CONTROL NOTES:

- LOCATIONS MARKED WITH "■" TO RECEIVE INLET FILTER PROTECTION DURING CONSTRUCTION. ALL NEW STREET INLETS MUST ALSO RECEIVE INLET FILTER PROTECTION.
- CONSTRUCT A STONE CHECK DAM IN GUTTER LINE AT ALL LOCATIONS MARKED WITH "▲"
- SURFACE FLOW DIRECTION IS INDICATED WITH 
- SILT FENCE INSTALLATION IS INDICATED WITH 
- POST WDNR CERTIFICATE OF PERMIT COVERAGE ON SITE AND MAINTAIN UNTIL CONSTRUCTION ACTIVITIES HAVE CEASED, THE SITE IS STABILIZED, AND A NOTICE OF TERMINATION IS FILED WITH WDNR.
- KEEP A COPY OF THE CURRENT EROSION CONTROL PLAN ON SITE THROUGHOUT THE DURATION OF THE PROJECT.
- SUBMIT PLAN REVISIONS OR AMENDMENTS TO THE WDNR AT LEAST 5 DAYS PRIOR TO FIELD IMPLEMENTATION.
- THE CONTRACTOR IS RESPONSIBLE FOR ROUTINE SITE INSPECTIONS AT LEAST ONCE EVERY 7 DAYS AND WITHIN 24 HOURS AFTER A RAINFALL EVENT OF 0.5 INCHES OR GREATER. KEEP INSPECTION REPORTS ON-SITE AND MAKE THEM AVAILABLE UPON REQUEST.
- INSPECT AND MAINTAIN ALL INSTALLED EROSION CONTROL PRACTICES UNTIL THE CONTRIBUTING DRAINAGE AREA HAS BEEN STABILIZED.
- WHEN POSSIBLE: PRESERVE EXISTING VEGETATION (ESPECIALLY ADJACENT TO SURFACE WATERS), MINIMIZE LAND-DISTURBING CONSTRUCTION ACTIVITY ON SLOPES OF 20% OR MORE, MINIMIZE SOIL COMPACTION, AND PRESERVE TOPSOIL.
- REFER TO THE WDNR STORMWATER CONSTRUCTION TECHNICAL STANDARDS AT http://dnr.wi.gov/topic/stormwater/standards/const_standards.html.
- INSTALL PERIMETER EROSION CONTROLS AND ROCK TRACKING PAD CONSTRUCTION ENTRANCE(S) PRIOR TO ANY LAND-DISTURBING ACTIVITIES, INCLUDING CLEARING AND GRUBBING. USE WDNR TECHNICAL STANDARD STONE TRACKING PAD AND TIRE WASHING #1057 FOR ROCK CONSTRUCTION ENTRANCE(S).
- INSTALL INLET PROTECTION PRIOR TO LAND-DISTURBING ACTIVITIES IN THE CONTRIBUTING DRAINAGE AREA AND/OR IMMEDIATELY UPON INLET INSTALLATION. COMPLY WITH WDNR TECHNICAL STANDARD STORM DRAIN INLET PROTECTION FOR CONSTRUCTION SITES #1060.
- STAGE CONSTRUCTION GRADING ACTIVITIES TO MINIMIZE THE CUMULATIVE EXPOSED AREA. CONDUCT TEMPORARY GRADING

FOR EROSION CONTROL PER WDNR TECHNICAL STANDARD TEMPORARY GRADING PRACTICES FOR EROSION CONTROL #1067.

- NOTIFY THE OWNER IF DEWATERING IS SCHEDULED TO OCCUR IN AREAS OF SOIL AND/OR GROUNDWATER CONTAMINATION, OR IF DEWATERING WILL OCCUR FROM A HIGH CAPACITY WELL (70 GPM OR MORE). DEWATER ONLY AFTER THE APPROPRIATE WDNR DEWATERING DISCHARGE PERMIT HAS BEEN OBTAINED.
- PROVIDE ANTI-SCOUR PROTECTION AND MAINTAIN NON-EROSIVE FLOW DURING DEWATERING. LIMIT PUMPING RATES TO EITHER (A) THE SEDIMENT BASIN/TRAP DESIGN DISCHARGE RATE, OR (B) THE BASIN DESIGN RELEASE RATE WITH THE CORRECTLY-FITTED HOSE AND GEOTEXTILE FILTER BAG. PERFORM DEWATERING OF ACCUMULATED SURFACE RUNOFF IN ACCORDANCE WITH WDNR TECHNICAL STANDARD DE-WATERING #1061.
- INSTALL AND MAINTAIN SILT FENCING PER WDNR TECHNICAL STANDARD SILT FENCE #1056. REMOVE SEDIMENT FROM BEHIND SILT FENCES AND SEDIMENT BARRIERS BEFORE SEDIMENT REACHES A DEPTH THAT IS EQUAL TO ONE-HALF OF THE FENCE AND/OR BARRIER HEIGHT.
- REPAIR BREAKS AND GAPS IN SILT FENCES AND BARRIERS IMMEDIATELY. REPLACE DECOMPOSING STRAW BALES (TYPICAL BALE LIFE IS 3 MONTHS). LOCATE, INSTALL, AND MAINTAIN STRAW BALES PER WDNR TECHNICAL STANDARD DITCH CHECKS #1062.
- INSTALL AND MAINTAIN FILTER SOCKS IN ACCORDANCE WITH WDNR TECHNICAL STANDARD INTERIM MANUFACTURED PERIMETER CONTROL AND SLOPE INTERRUPTION PRODUCTS #1071.
- IMMEDIATELY STABILIZE STOCKPILES AND SURROUND STOCKPILES AS NEEDED WITH SILT FENCE OR OTHER PERIMETER CONTROL IF STOCKPILES WILL REMAIN INACTIVE FOR 7 DAYS OR LONGER.
- IMMEDIATELY STABILIZE ALL DISTURBED AREAS THAT WILL REMAIN INACTIVE FOR 14 DAYS OR LONGER. BETWEEN SEPTEMBER 15 AND OCTOBER 15: STABILIZE WITH MULCH, TACKIFIER, AND A PERENNIAL SEED MIXED WITH WINTER WHEAT, ANNUAL OATS, OR ANNUAL RYE, AS APPROPRIATE FOR REGION AND SOIL TYPE. OCTOBER 15 THROUGH COLD WEATHER: STABILIZE WITH A POLYMER AND DORMANT SEED MIX, AS APPROPRIATE FOR REGION AND SOIL TYPE.
- STABILIZE AREAS OF FINAL GRADING WITHIN 7 DAYS OF REACHING FINAL GRADE.
- SWEEP/CLEAN UP ALL SEDIMENT/TRASH THAT MOVES OFF-SITE DUE TO CONSTRUCTION ACTIVITY OR STORM EVENTS

BEFORE THE END OF THE SAME WORKDAY OR AS DIRECTED BY THE OWNER. SEPARATE SWEEPED MATERIALS (SOILS AND TRASH) AND DISPOSE OF APPROPRIATELY.

- THE CONTRACTOR IS RESPONSIBLE FOR CONTROLLING DUST PER WDNR TECHNICAL STANDARD DUST CONTROL ON CONSTRUCTION SITES #1068.
- PROPERLY DISPOSE OF ALL WASTE AND UNUSED BUILDING MATERIALS (INCLUDING GARBAGE, DEBRIS, CLEANING WASTES, OR OTHER CONSTRUCTION MATERIALS) AND DO NOT ALLOW THESE MATERIALS TO BE CARRIED BY RUNOFF INTO THE RECEIVING CHANNEL.
- COORDINATE WITH THE OWNER TO UPDATE THE LAND DISTURBANCE PERMIT TO INDICATE THE ANTICIPATED OR LIKELY DISPOSAL LOCATIONS FOR ANY EXCAVATED SOILS OR CONSTRUCTION DEBRIS THAT WILL BE HAULED OFF-SITE FOR DISPOSAL. THE DEPOSITED OR STOCKPILED MATERIAL NEEDS TO INCLUDE PERIMETER SEDIMENT CONTROL MEASURES (SUCH AS SILT FENCE, HAY BALES, FILTER SOCKS, OR COMPACTED EARTHEN BERMS).
- FOR NON-CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED SLOPES, PROVIDE CLASS I, II OR III TYPE A EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOT'S WIDOT PRODUCT ACCEPTABILITY LIST (PAL); INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD NON-CHANNEL EROSION MAT #1052.
- FOR CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED AREAS, PROVIDE CLASS I, II, OR III TYPE B EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOT'S WIDOT PRODUCT ACCEPTABILITY LIST (PAL); INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD CHANNEL EROSION MAT #1053.
- MAKE PROVISIONS FOR WATERING DURING THE FIRST 8 WEEKS FOLLOWING SEEDING OR PLANTING OF DISTURBED AREAS WHENEVER MORE THAN 7 CONSECUTIVE DAYS OF DRY WEATHER OCCUR.
- INSTALL ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES (SUCH AS TEMPORARY SEDIMENT BASINS, DITCH CHECKS, EROSION CONTROL MATTING, SILT FENCING, FILTER SOCKS, WATTLES, SWALES, ETC.), OR AS DIRECTED BY THE OWNER.
- THE CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE WDNR REMEDIATION AND WASTE MANAGEMENT REQUIREMENTS FOR HANDLING AND DISPOSING OF CONTAMINATED MATERIALS. SITE-SPECIFIC INFORMATION FOR AREAS WITH KNOWN OR SUSPECTED SOIL AND/OR GROUNDWATER CONTAMINATION CAN BE FOUND ON WDNR'S BUREAU OF REMEDIATION AND REDEVELOPMENT TRACKING SYSTEM (BRRTS) PUBLIC DATABASE AT: <http://dnr.wi.gov/botw/>

PROJECT NO.:
MC 204

DRAWING FILE:
MCDANIEL PARK BEACHING

DRAWN BY:
T.J.S.

CHECKED BY:
B.R.B.

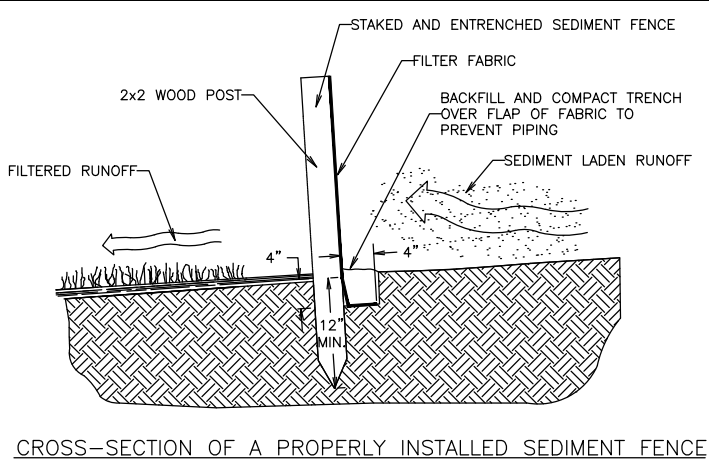
DATE:
2-22-23

REVISIONS:

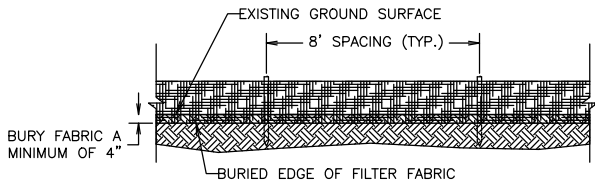
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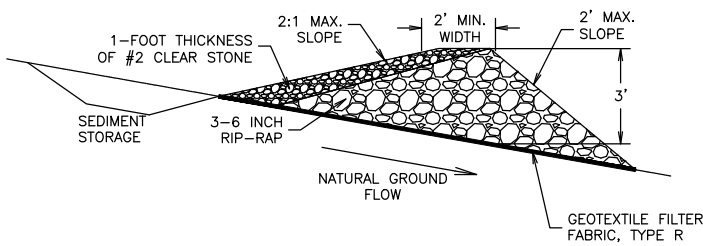


CROSS-SECTION OF A PROPERLY INSTALLED SEDIMENT FENCE

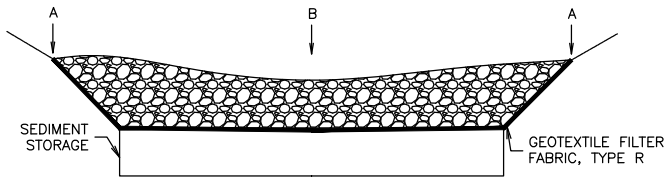


SEDIMENT FENCE DETAIL

DETAIL
SEDIMENT FENCE

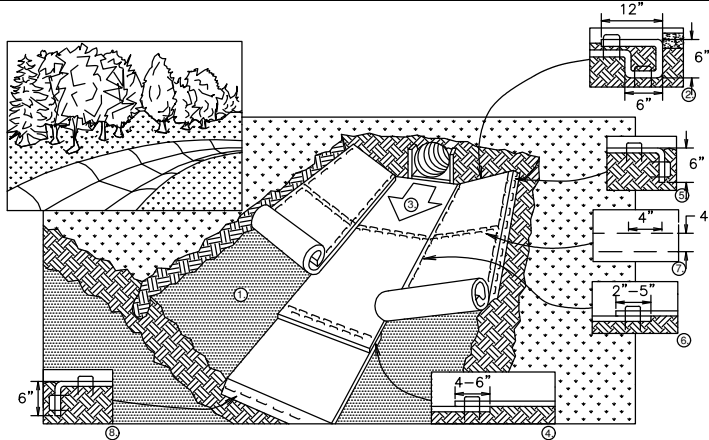


SECTION VIEW



FRONT VIEW

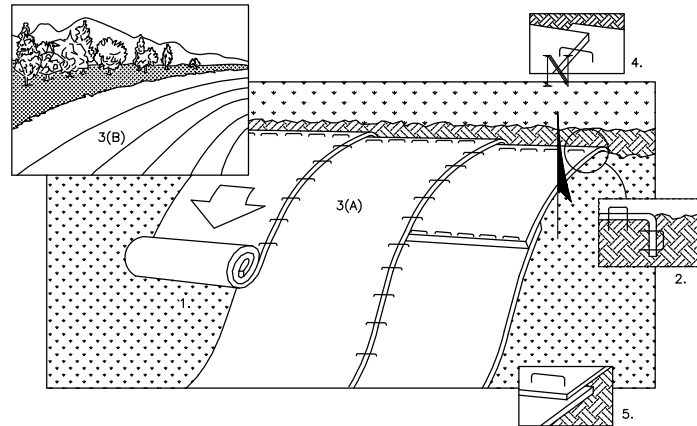
DETAIL
STONE CHECK DAM



1. PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING APPLICATION OF FERTILIZER AND SEED.
2. BEGIN AT THE TOP OF THE CHANNEL BY ANCHORING THE BLANKET IN A 6" DEEP X 6" WIDE TRENCH WITH APPROXIMATELY 12" OF BLANKET EXTENDED BEYOND THE UP-SLOPE PORTION OF THE TRENCH. ANCHOR THE BLANKET WITH A ROW OF STAPLES/STAKES APPROXIMATELY 12" APART IN THE BOTTOM OF THE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING. APPLY SEED TO COMPACTED SOIL AND FOLD REMAINING 12" PORTION OF BLANKET BACK OVER SEED AND COMPACTED SOIL. SECURE BLANKET OVER COMPACTED SOIL WITH A ROW OF STAPLES/STAKES SPACED APPROXIMATELY 12" APART ACROSS THE WIDTH OF THE BLANKET
3. ROLL CENTER BLANKET IN DIRECTION OF WATER FLOW IN BOTTOM OF CHANNEL. BLANKETS WILL UNROLL WITH APPROPRIATE SIDE AGAINST THE SOIL SURFACE. ALL BLANKETS MUST BE SECURELY FASTENED TO THE SOIL SURFACE BY PLACING STAPLES/STAKES IN APPROPRIATE LOCATIONS AS RECOMMENDED BY THE MANUFACTURER.
4. PLACE CONSECUTIVE BLANKETS END OVER END (SHINGLE STYLE) WITH A 4-6" OVERLAP. USE A DOUBLE ROW OF STAPLES STAGGERED 4" APART AND 4" ON CENTER TO SECURE BLANKETS.
5. FULL LENGTH EDGE OF BLANKETS AT TOP OF SIDE SLOPE MUST BE ANCHORED WITH A ROW OF STAPLES/STAKES APPROXIMATELY 12" APART IN A 6" DEEP X 6" WIDE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING.
6. ADJACENT BLANKETS MUST BE OVERLAPPED APPROXIMATELY 4" AND STAPLED.
7. A STAPLE CHECK SLOT IS RECOMMENDED AT 30 TO 40 FOOT INTERVALS. USE A DOUBLE ROW OF STAPLES STAGGERED 4" APART AND 4" ON CENTER OVER ENTIRE WIDTH OF THE CHANNEL.
8. THE TERMINAL END OF THE BLANKETS MUST BE ANCHORED WITH A ROW OF STAPLES/STAKES APPROXIMATELY 12" APART IN A 6" DEEP X 6" WIDE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING.

NOTE: IN LOOSE SOIL CONDITIONS, THE USE OF STAPLES OR STAKE LENGTHS GREATER THAN 6" MAY BE NECESSARY TO PROPERLY ANCHOR THE BLANKETS.

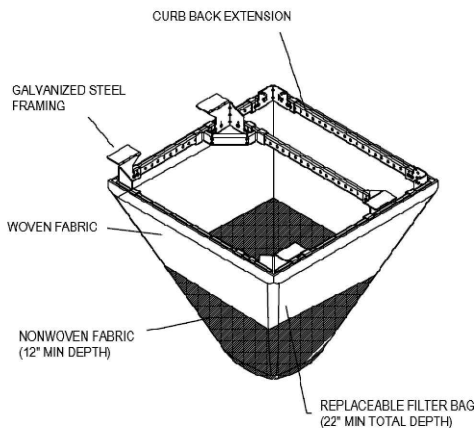
DETAIL
EROSION CONTROL MAT - CHANNEL INSTALLATION



NOTE:
REFER TO GENERAL STAPLE PATTERN GUIDE FOR CORRECT
STAPLE PATTERN RECOMMENDATIONS FOR SLOPE INSTALLATIONS.

1. PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING APPLICATION OF FERTILIZER AND SEED.
NOTE: WHEN USING CELL-O-SEED DO NOT SEED PREPARED AREA. CELL-O-SEED MUST BE INSTALLED WITH PAPER SIDE DOWN.
2. BEGIN AT THE TOP OF THE SLOPE BY ANCHORING THE BLANKET IN 6" DEEP X 6" WIDE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING.
3. ROLL THE BLANKETS (A.) DOWN OR (B.) HORIZONTALLY ACROSS THE SLOPE.
4. THE EDGES OF PARALLEL BLANKETS MUST BE STAPLED WITH APPROXIMATELY 2" OVERLAP.
5. WHEN BLANKETS MUST BE SPLICED DOWN THE SLOPE, PLACE BLANKETS END OVER END (SHINGLE STYLE) WITH APPROXIMATELY 4" OVERLAP. STAPLE THROUGH OVERLAPPED AREA, APPROXIMATELY 12" APART.
6. ALL BLANKETS MUST BE SECURELY FASTENED TO THE SLOPE BY PLACING STAPLES/STAKES IN APPROPRIATE LOCATIONS AS RECOMMENDED BY THE MANUFACTURER.

DETAIL
EROSION CONTROL MAT - SLOPE INSTALLATION

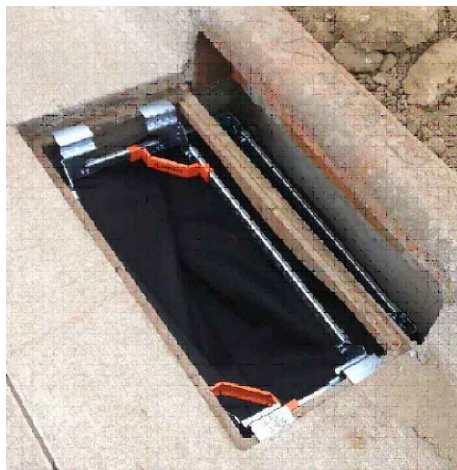


GENERAL NOTES:

WHEN REMOVING OR MAINTAINING INLET PROTECTION, CARE SHALL BE TAKEN SO THAT THE SEDIMENT TRAPPED IN THE GEOTEXTILE FABRIC DOES NOT FALL INTO THE INLET. ANY MATERIAL FALLING INTO THE INLET SHALL BE REMOVED IMMEDIATELY.

FRAMED INLET PROTECTION SHALL BE COMPLIANT WITH ALL ASTM STANDARD D8057-17 REQUIREMENTS, INCLUDING:
A. BYPASS OVERFLOW THAT MEETS OR EXCEEDS INLET DESIGN FLOW
B. FRAME AND BAG STRONG ENOUGH TO HANDLE FULL SEDIMENT LOAD.

DETAIL
INLET PROTECTION - FRAMED (W/ CURB BOX)



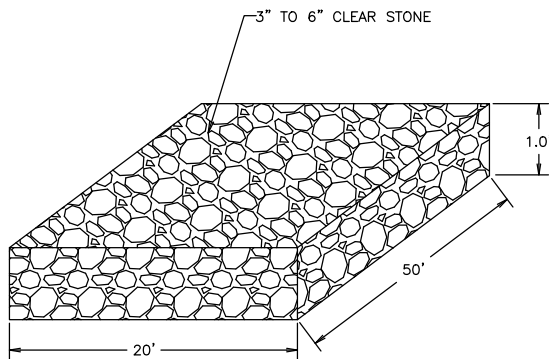
INSTALLATION NOTES:

NO PART OF INLET PROTECTION SHALL BE PROJECTING ABOVE THE GRATE.

FOR COMBINATION INLETS, PROTECTION SHALL CAPTURE RUNOFF ENTERING BOTH GRATE AND CURB OPENING.

A DUAL FABRIC FILTER BAG, WITH NON-WOVEN BOTTOM AND WOVEN TOP SHALL BE USED.

THE INSTALLED BAG SHALL HAVE A MINIMUM SIDE CLEARANCE, BETWEEN THE INLET WALLS AND THE BAG, MEASURED AT THE BOTTOM OF THE OVERFLOW HOLES, OF 3". WHERE NECESSARY THE CONTRACTOR SHALL CINCH THE BAG, USING PLASTIC ZIP TIES, TO ACHIEVE THE 3" CLEARANCE. THE TIES SHALL BE PLACED AT A MAXIMUM OF 4" FROM THE BOTTOM OF THE BAG.



NOTE:

- ON STREET SURFACES
CRUSHED AGGREGATE BASE STONE
SERVES AS TRACKING PAD.

DETAIL
CLEAR STONE TRACKING PAD



6264 Nesbitt Road
Madison, WI 53719
(608) 273-3350
www.tcengineers.net

tc TOWN & COUNTRY
ENGINEERING, INC.

MCDANIEL PARK IMPROVEMENTS
Village of McFarland, Wisconsin

PROJECT NO.:
MC 204

DRAWING FILE:
MCDANIEL PARK BEACH.DWG

DRAWN BY:
T.J.S.

CHECKED BY:
B.R.B.

DATE:
2-22-23

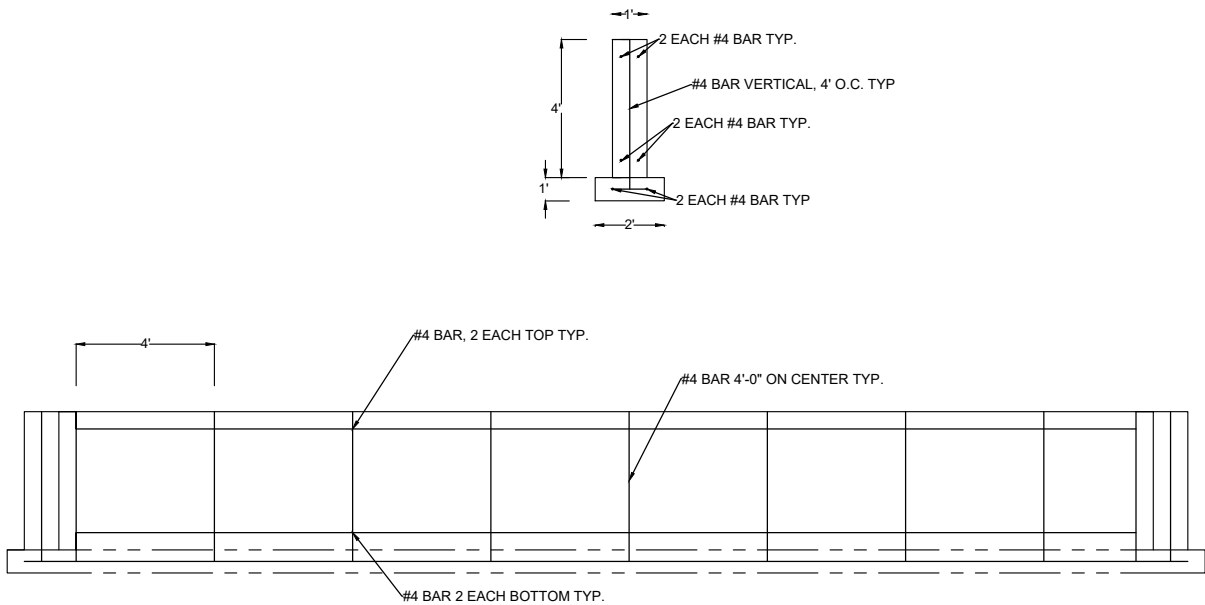
REVISIONS:

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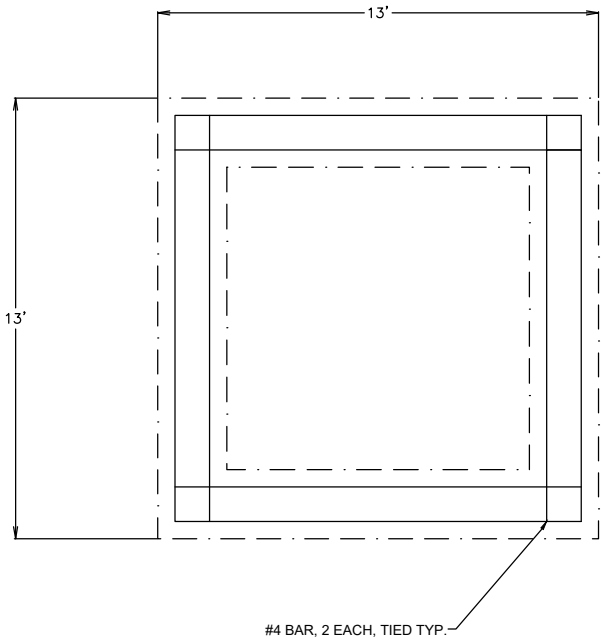
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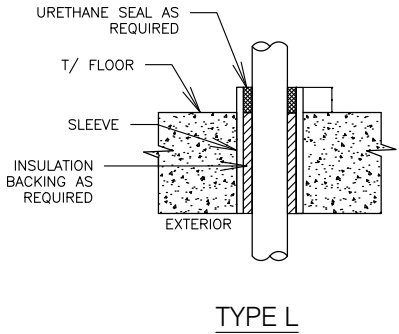
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DETAIL
FROST WALL SECTIONS

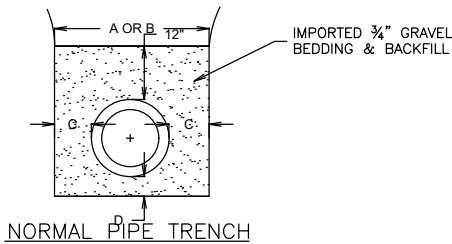


DETAIL
FROST WALL PLAN

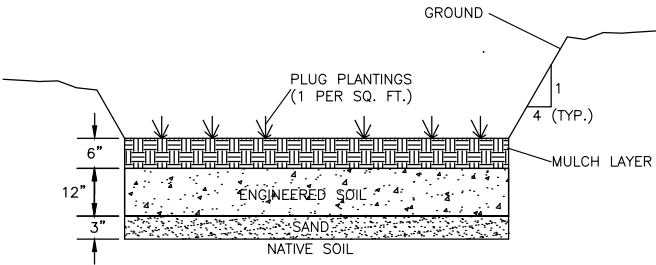


DETAIL
BASE/FLOOR PIPING PENETRATION

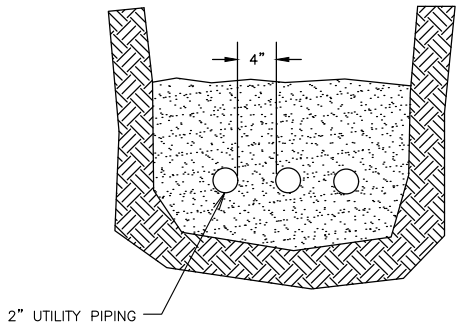
DIMENSIONS:
A: OUTSIDE DIAMETER OF PIPE PLUS 24" MAXIMUM, EXCEPT NEED NOT BE LESS THAN 36". TRENCH SHIELDS NARROWER THAN 4 FEET INSIDE WIDTH WILL NOT BE REQUIRED UNLESS SPECIFICALLY REQUIRED IN THE PROJECT SPECIFICATIONS.
B: FOR ROCK, OUTSIDE DIAMETER OF PIPE PLUS 18" MAXIMUM, EXCEPT NEED NOT BE LESS THAN 36".
C: MINIMUM - 6"
D: MINIMUM 4" BELOW BARREL AND 3" BELOW BELL.



DETAIL
TRENCH WIDTH AND BEDDING



DETAIL
BIORETENTION FLUSHING AREA



DETAIL
JOINT TRENCH INSTALLATION

GENERAL DETAILS

MCDANIEL PARK IMPROVEMENTS
Village of McFarland, Wisconsin

PROJECT NO.: MC 204
DRAWING FILE: MCDANIEL PARK BEACH/DWG
DRAWN BY: T.J.S.
CHECKED BY: B.R.B.
DATE: 2-22-23
REVISIONS:
SCALE:

N.T.S.

SHEET:

4

6264 Nesbitt Road
Madison, WI 53719
(608) 273-3350
www.tceengineers.net
TOWN & COUNTRY
ENGINEERING, INC.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 14, 2023

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Discussion and action regarding the award of contract for the 2023 Street and Utility Improvements project on Paulson Road.

PREVIOUS ACTION:

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

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

The Public Works and Utilities Committee recommended to the Village Board to award contract to Speedway Sand and Gravel of Madison in an amount of \$2,017,538 for the reconstruction of Paulson Road including base bid and supplementals, but rejecting the contract alternate with additional expenses for engineering, construction administration, inspection, and contingency for a total project cost up to \$2,536,000 at their February 27, 2023 meeting.

ISSUE SUMMARY:

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

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

FINANCIAL/BUDGET IMPACT:

The 2023 Budget was approved to allocate \$1,532,000 for the project.

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

\$ 100,000 Fund Monies - Each fund noted below provided an equal share beginning in 2022 to the project for design/bidding services.

\$1,191,611 Capital Projects Fund (2023 Note Issuance)...this was approved in the budget at



\$593,750.
\$ 585,443 Water Utility (2022/2023 Revenue Bond)...this was approved in the budget at \$517,500.
\$ 41,111 Sewer Utility (2022/2023 Revenue Bond)...this was approved in the budget at \$123,500.
\$ 354,073 Stormwater Utility (Fund Balance)...this was approved in the budget at \$134,250.
\$ 97,560 Other (Capital Projects, 2023 Note Issuance)...this was approved in the budget at \$63,000.
\$ 202 Rounding

\$2,370,000 Total Project Revenue...total project approved in the budget at \$1,532,000.

The total revenue demand for the project is estimated at \$2.37 million for the entire project as bid without accepting any of the alternates which is in excess of the amount authorized within the 2023 Budget at \$1.532 million. The Water Utility is expected to pay \$67,943 more than estimated but is offset by the Sewer Utility which is expected to pay \$82,389 less than expected. There are a few other projects too outside of this that are included in the bid that will pay a little bit more as well. Storm sewer will contribute a bit more to the project as well but not to the extent it will require a borrowing for that fund as it expects to put \$219,823 more towards the project. The real majority of the revenue needed to support the project is through the street construction at a cost of \$1.19 million which is almost \$600,000 more than estimated according to these bids. Additional monies will need to be added to the borrowing to advance the project and be able to move forward with this design.

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

\$1,834,731 Paulson Road
\$ 83,058 Other (CTH MN Paving, Oak Hollow Path)
\$ 0 Alternate (Defer final completion to October 15th, recommended to be declined)
\$ 99,749 Supplemental (Recommended to be accepted)
\$ 54,381 Design Engineering
\$ 130,000 Bidding/Construction Administration
\$ 67,000 Inspection
\$ 100,877 Contingency (5%)
\$ 204 Rounding

\$2,370,000 Total Project Expense

Project costs are significantly higher than project budgets forecasted within our long term plans, mainly within the street construction. Planning was completed in August and extended into the budget process in November where some cost escalation likely occurred that impacted these estimates. Additionally, this bid demonstrates known constraints or challenges within the market including availability of labor, timelines, materials, etc. Costs for general excavation were very high along with impacts on piping and specialty items. The bids were competitive though as the next bidder was even higher than what was proposed from the low bid. The only



way to lower the cost of what's presented here is to scale back the project into sections, pieces, or phases. Overall for the entire scope of the project that does not ultimately lower the cost and defers what's not done to a future year when at some point it will be needed. Staff did review elements to remove from the project or scope but was unable to locate material changes to drastically close the gap. The Village Engineer will review this with the Committee in the meeting as well as the plan to make up for the difference as it impacts the funds fueling the project.

VILLAGE PLAN REFERENCE:

[Long Range Capital Improvement Plan](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to award contract to Speedway Sand and Gravel of Madison for an amount of \$2,017,538 for the reconstruction of Paulson Road including base bid and supplementals, but rejecting the contract alternate with additional expenses for engineering, construction administration, inspection, and contingency for a total project cost in an amount of \$2,370,000.

ATTACHMENTS:

1. MC197 Recommendation Ltr
2. mc197_bidtab
3. MC 197 BID SET

February 23, 2023

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

Attention: Mr. Matthew Schuenke, Administrator

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

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

Ladies and Gentlemen:

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

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

A summary of the bids is as follows:

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

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

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

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

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

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

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

Respectfully,
TOWN & COUNTRY ENGINEERING, INC.

A handwritten signature in black ink, appearing to read 'Tim Stieve', is positioned below the company name.

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

TS:sai

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

BID TABULATION

PAGE 1 OF 6

Project: 2023 Street and Utility Improvements; Village of McFarland
 Engineer's Project Number: MC 197 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

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

BID TABULATION

PAGE 2 OF 6

Project: 2023 Street and Utility Improvements; Village of McFarland
 Engineer's Project Number: MC 197 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

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

BID TABULATION

PAGE 3 OF 6

Project: 2023 Street and Utility Improvements; Village of McFarland
 Engineer's Project Number: MC 197 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

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

BID TABULATION

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Project: 2023 Street and Utility Improvements; Village of McFarland
 Engineer's Project Number: MC 197 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

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

BID TABULATION

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Project: 2023 Street and Utility Improvements; Village of McFarland
 Engineer's Project Number: MC 197 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

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

BID TABULATION

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Project: 2023 Street and Utility Improvements; Village of McFarland
 Engineer's Project Number: MC 197 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

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

BID TABULATION

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Project: 2023 Street and Utility Improvements; Village of McFarland
 Engineer's Project Number: MC 197 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

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

BID TABULATION

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Project: 2023 Street and Utility Improvements; Village of McFarland
 Engineer's Project Number: MC 197 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

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

BID TABULATION

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Project: 2023 Street and Utility Improvements; Village of McFarland
 Engineer's Project Number: MC 197 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

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

BID TABULATION

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Project: 2023 Street and Utility Improvements; Village of McFarland
 Engineer's Project Number: MC 197 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

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

BID TABULATION

PAGE 5 OF 6

Project: 2023 Street and Utility Improvements; Village of McFarland
 Engineer's Project Number: MC 197 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

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

BID TABULATION

PAGE 6 OF 6

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

Village of McFarland, Wisconsin

MEMBER



TO OBTAIN LOCATION OF
PARTICIPANTS' UNDERGROUND
FACILITIES BEFORE YOU DIG
IN WISCONSIN

CALL DIGGERS HOTLINE
1-800-242-8511
TOLL FREE

WIS. STATUTE 182.0175 (1974)
REQUIRES MIN. OF 3 WORK DAYS
NOTICE BEFORE YOU EXCAVATE.



NEW ITEMS:

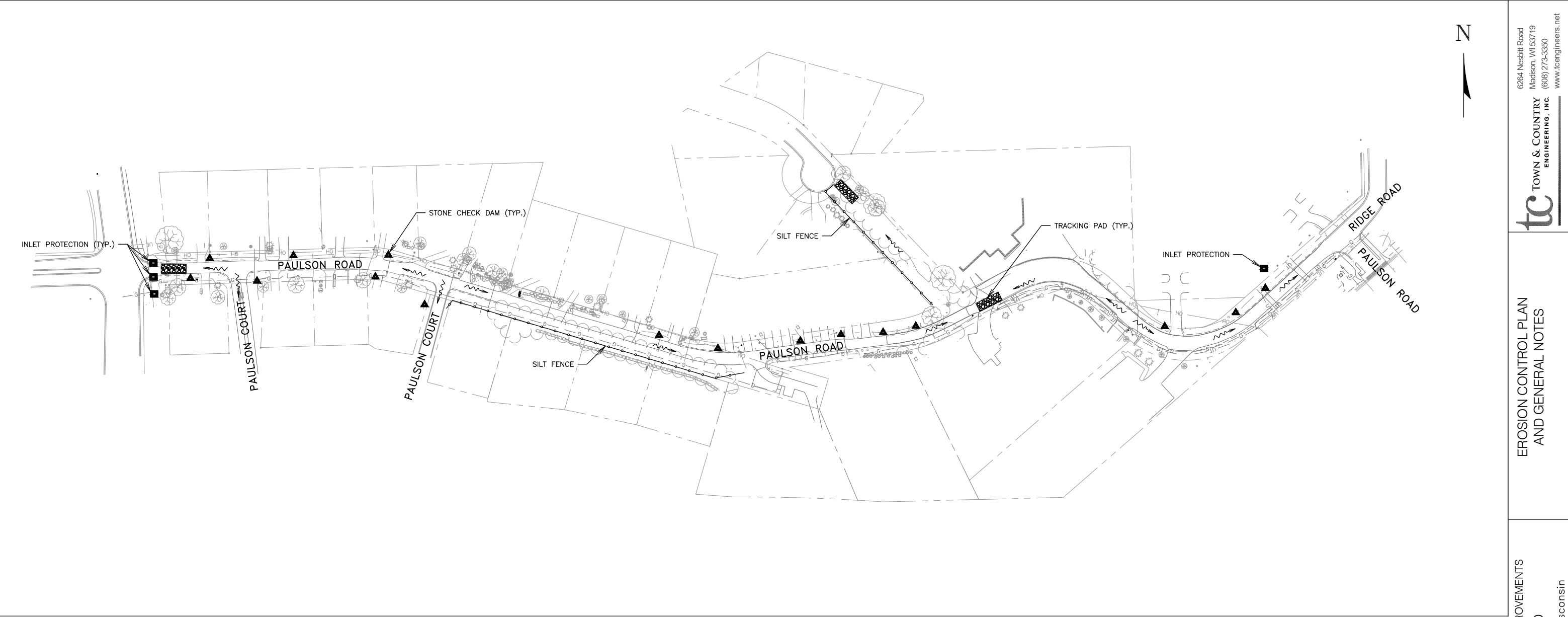
- WATER VALVE:** Circle with an 'X' inside.
- CURB STOP:** Circle with 'CS' inside.
- HYDRANT:** Circle with a small circle in the center.
- MANHOLE:** Circle with a concentric circle inside.
- CURB INLET:** Square with diagonal hatching.
- ENDWALL:** Square with a trapezoidal shape inside.
- GAS WARNING:** Starburst shape with the text 'CAUTION GAS WARNING'.

EXISTING ITEMS:

- FLAG POLE:** Circle with a horizontal line through the center.
- MAILBOX:** Vertical rectangle with a small circle on top.
- POWER POLE:** Square with a small circle on top.
- LIGHT POLE:** Circle with a cross inside.
- LAMP POST:** Square with a cross inside.
- PULL BOX:** Circle with a cross inside.
- WATER VALVE:** Circle with an 'X' inside.
- CURB STOP:** Circle with 'CS' inside.
- HYDRANT:** Circle with a small circle in the center.
- WELL:** Circle with a small circle in the center.
- MONITORING WELL:** Circle with a cross inside.
- TRACER WIRE:** Circle with 'TW' inside.
- SANITARY MANHOLE:** Circle with a concentric circle inside.
- SANITARY VALVE:** Circle with a small circle in the center.
- CLEANOUT:** Circle with a small circle in the center.
- STORM MANHOLE:** Circle with a concentric circle inside.
- CURB INLET:** Square with diagonal hatching.
- CIRCULAR INLET:** Circle with a cross inside.
- SQUARE INLET:** Square with diagonal hatching.
- ENDWALL:** Square with a trapezoidal shape inside.
- STUMP:** Circle with a cross inside.
- DECID. TREE (RELATIVE SIZE SHOWN):** Circle with a cross inside.
- EVERGREEN (RELATIVE SIZE SHOWN):** Circle with a cross inside.
- SHRUB OR HEDGE:** Circle with a cross inside.
- SIGN:** Circle with a cross inside.

NEW CONCRETE:

- CURB:** Square with 'C' inside.
- TRENCH:** Square with 'T' inside.
- ELEVATION:** Square with 'E' inside.
- STREET SIGN:** Square with a cross inside.
- IRON PIPE:** Circle with 'IP' inside.
- IRON ROD:** Circle with 'IR' inside.



EROSION CONTROL NOTES:

- LOCATIONS MARKED WITH "■" TO RECEIVE INLET FILTER PROTECTION DURING CONSTRUCTION. ALL NEW STREET INLETS MUST ALSO RECEIVE INLET FILTER PROTECTION.
- CONSTRUCT A STONE CHECK DAM IN GUTTER LINE AT ALL LOCATIONS MARKED WITH "▲"
- SURFACE FLOW DIRECTION IS INDICATED WITH ~~~~➔
- SILT FENCE INSTALLATION IS INDICATED WITH —○—
- POST WDNR CERTIFICATE OF PERMIT COVERAGE ON SITE AND MAINTAIN UNTIL CONSTRUCTION ACTIVITIES HAVE CEASED, THE SITE IS STABILIZED, AND A NOTICE OF TERMINATION IS FILED WITH WDNR.
- KEEP A COPY OF THE CURRENT EROSION CONTROL PLAN ON SITE THROUGHOUT THE DURATION OF THE PROJECT.
- SUBMIT PLAN REVISIONS OR AMENDMENTS TO THE WDNR AT LEAST 5 DAYS PRIOR TO FIELD IMPLEMENTATION.
- THE CONTRACTOR IS RESPONSIBLE FOR ROUTINE SITE INSPECTIONS AT LEAST ONCE EVERY 7 DAYS AND WITHIN 24 HOURS AFTER A RAINFALL EVENT OF 0.5 INCHES OR GREATER. KEEP INSPECTION REPORTS ON-SITE AND MAKE THEM AVAILABLE UPON REQUEST.
- INSPECT AND MAINTAIN ALL INSTALLED EROSION CONTROL PRACTICES UNTIL THE CONTRIBUTING DRAINAGE AREA HAS BEEN STABILIZED.
- WHEN POSSIBLE: PRESERVE EXISTING VEGETATION (ESPECIALLY ADJACENT TO SURFACE WATERS), MINIMIZE LAND-DISTURBING CONSTRUCTION ACTIVITY ON SLOPES OF 20% OR MORE, MINIMIZE SOIL COMPACTION, AND PRESERVE TOPSOIL.
- REFER TO THE WDNR STORMWATER CONSTRUCTION TECHNICAL STANDARDS AT http://dnr.wi.gov/topic/stormwater/standards/const_standards.html.
- INSTALL PERIMETER EROSION CONTROLS AND ROCK TRACKING PAD CONSTRUCTION ENTRANCE(S) PRIOR TO ANY LAND-DISTURBING ACTIVITIES, INCLUDING CLEARING AND GRUBBING. USE WDNR TECHNICAL STANDARD STONE TRACKING PAD AND TIRE WASHING #1057 FOR ROCK CONSTRUCTION ENTRANCE(S).
- INSTALL INLET PROTECTION PRIOR TO LAND-DISTURBING ACTIVITIES IN THE CONTRIBUTING DRAINAGE AREA AND/OR IMMEDIATELY UPON INLET INSTALLATION. COMPLY WITH WDNR TECHNICAL STANDARD STORM DRAIN INLET PROTECTION FOR CONSTRUCTION SITES #1060.
- STAGE CONSTRUCTION GRADING ACTIVITIES TO MINIMIZE THE CUMULATIVE EXPOSED AREA. CONDUCT TEMPORARY GRADING FOR EROSION CONTROL PER WDNR TECHNICAL STANDARD TEMPORARY GRADING PRACTICES FOR EROSION CONTROL #1067.

- NOTIFY THE OWNER IF DEWATERING IS SCHEDULED TO OCCUR IN AREAS OF SOIL AND/OR GROUNDWATER CONTAMINATION, OR IF DEWATERING WILL OCCUR FROM A HIGH CAPACITY WELL (70 GPM OR MORE). DEWATER ONLY AFTER THE APPROPRIATE WDNR DEWATERING DISCHARGE PERMIT HAS BEEN OBTAINED.
- PROVIDE ANTI-SCOUR PROTECTION AND MAINTAIN NON-EROSIVE FLOW DURING DEWATERING. LIMIT PUMPING RATES TO EITHER (A) THE SEDIMENT BASIN/TRAP DESIGN DISCHARGE RATE, OR (B) THE BASIN DESIGN RELEASE RATE WITH THE CORRECTLY-FITTED HOSE AND GEOTEXTILE FILTER BAG. PERFORM DEWATERING OF ACCUMULATED SURFACE RUNOFF IN ACCORDANCE WITH WDNR TECHNICAL STANDARD DE-WATERING #1061.
- INSTALL AND MAINTAIN SILT FENCING PER WDNR TECHNICAL STANDARD SILT FENCE #1056. REMOVE SEDIMENT FROM BEHIND SILT FENCES AND SEDIMENT BARRIERS BEFORE SEDIMENT REACHES A DEPTH THAT IS EQUAL TO ONE-HALF OF THE FENCE AND/OR BARRIER HEIGHT.
- REPAIR BREAKS AND GAPS IN SILT FENCES AND BARRIERS IMMEDIATELY. REPLACE DECOMPOSING STRAW BALES (TYPICAL BALE LIFE IS 3 MONTHS). LOCATE, INSTALL, AND MAINTAIN STRAW BALES PER WDNR TECHNICAL STANDARD DITCH CHECKS #1062.
- INSTALL AND MAINTAIN FILTER SOCKS IN ACCORDANCE WITH WDNR TECHNICAL STANDARD INTERIM MANUFACTURED PERIMETER CONTROL AND SLOPE INTERRUPTION PRODUCTS #1071.
- IMMEDIATELY STABILIZE STOCKPILES AND SURROUND STOCKPILES AS NEEDED WITH SILT FENCE OR OTHER PERIMETER CONTROL IF STOCKPILES WILL REMAIN INACTIVE FOR 7 DAYS OR LONGER.
- IMMEDIATELY STABILIZE ALL DISTURBED AREAS THAT WILL REMAIN INACTIVE FOR 14 DAYS OR LONGER. BETWEEN SEPTEMBER 15 AND OCTOBER 15: STABILIZE WITH MULCH, TACKIFIER, AND A PERENNIAL SEED MIXED WITH WINTER WHEAT, ANNUAL OATS, OR ANNUAL RYE, AS APPROPRIATE FOR REGION AND SOIL TYPE. OCTOBER 15 THROUGH COLD WEATHER: STABILIZE WITH A POLYMER AND DORMANT SEED MIX, AS APPROPRIATE FOR REGION AND SOIL TYPE.
- STABILIZE AREAS OF FINAL GRADING WITHIN 7 DAYS OF REACHING FINAL GRADE.
- SWEEP/CLEAN UP ALL SEDIMENT/TRASH THAT MOVES OFF-SITE DUE TO CONSTRUCTION ACTIVITY OR STORM EVENTS BEFORE THE END OF THE SAME WORKDAY OR AS DIRECTED BY THE OWNER. SEPARATE SWEEP MATERIALS (SOILS AND TRASH) AND DISPOSE OF APPROPRIATELY.
- THE CONTRACTOR IS RESPONSIBLE FOR CONTROLLING DUST PER WDNR TECHNICAL STANDARD DUST CONTROL ON CONSTRUCTION SITES #1068.
- PROPERLY DISPOSE OF ALL WASTE AND UNUSED BUILDING MATERIALS (INCLUDING GARBAGE, DEBRIS, CLEANING WASTES, OR OTHER CONSTRUCTION MATERIALS) AND DO NOT ALLOW THESE MATERIALS TO BE CARRIED BY RUNOFF INTO THE RECEIVING CHANNEL.

- COORDINATE WITH THE OWNER TO UPDATE THE LAND DISTURBANCE PERMIT TO INDICATE THE ANTICIPATED OR LIKELY DISPOSAL LOCATIONS FOR ANY EXCAVATED SOILS OR CONSTRUCTION DEBRIS THAT WILL BE HAULED OFF-SITE FOR DISPOSAL. THE DEPOSITED OR STOCKPILED MATERIAL NEEDS TO INCLUDE PERIMETER SEDIMENT CONTROL MEASURES (SUCH AS SILT FENCE, HAY BALES, FILTER SOCKS, OR COMPACTED EARTHEN BERMS).
- FOR NON-CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED SLOPES, PROVIDE CLASS I, II OR III TYPE A EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOT'S WIDOT PRODUCT ACCEPTABILITY LIST (PAL); INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD NON-CHANNEL EROSION MAT #1052.
- FOR CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED AREAS, PROVIDE CLASS I, II, OR III TYPE B EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOT'S WIDOT PRODUCT ACCEPTABILITY LIST (PAL); INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD CHANNEL EROSION MAT #1053.
- INSTALL ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES (SUCH AS TEMPORARY SEDIMENT BASINS, DITCH CHECKS, EROSION CONTROL MATTING, SILT FENCING, FILTER SOCKS, WATTLES, SWALES, ETC.), OR AS DIRECTED BY THE OWNER.
- THE CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE WDNR REMEDIATION AND WASTE MANAGEMENT REQUIREMENTS FOR HANDLING AND DISPOSING OF CONTAMINATED MATERIALS. SITE-SPECIFIC INFORMATION FOR AREAS WITH KNOWN OR SUSPECTED SOIL AND/OR GROUNDWATER CONTAMINATION CAN BE FOUND ON WDNR'S BUREAU OF REMEDIATION AND REDEVELOPMENT TRACKING SYSTEM (BRRTS) PUBLIC DATABASE AT: <http://dnr.wi.gov/botw/>

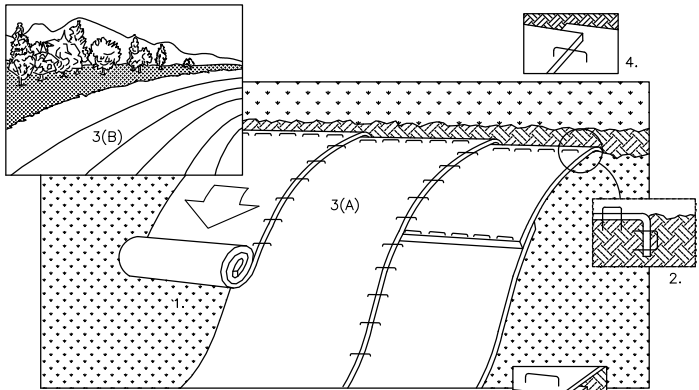
6264 Nesbitt Road
Madison, WI 53719
(608) 273-3350
www.townandcountryengineers.net

tc TOWN & COUNTRY
ENGINEERING, INC.

EROSION CONTROL PLAN
AND GENERAL NOTES

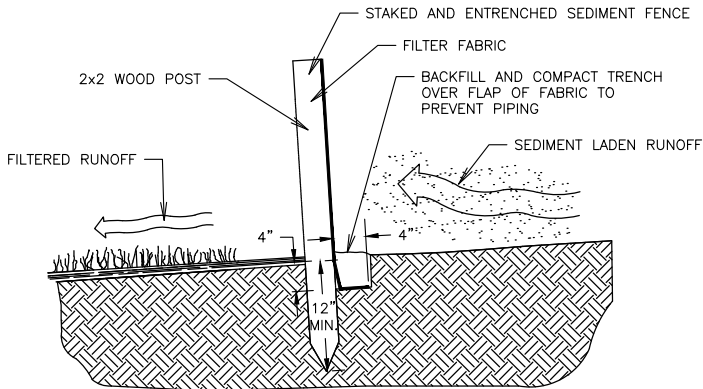
2023 STREET AND UTILITY IMPROVEMENTS
PAULSON ROAD
Village of McFarland, Wisconsin

PROJECT NO.:
MC 197
DRAWING FILE:
MC 197 SHEETS.DWG
DRAWN BY:
J.C.A.
CHECKED BY:
T.J.S.
DATE:
2-8-23
REVISIONS:
SCALE:
0 25 50 100
SHEET:
1

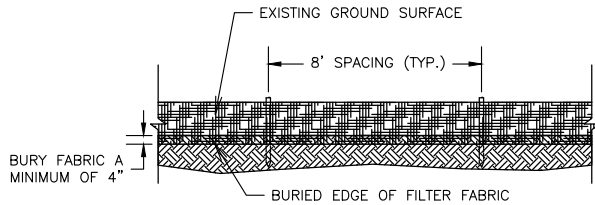


- NOTE:
REFER TO GENERAL PATTERN GUIDE FOR CORRECT STAPLE
PATTERN RECOMMENDATIONS FOR SLOPE INSTALLATIONS
1. PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING APPLICATION OF FERTILIZER AND SEED. NOTE: WHEN USING CELL-O-SEED DO NOT SEED PREPARED AREA. CELL-O-SEED MUST BE INSTALLED WITH PAPER SIDE DOWN.
 2. BEGIN AT THE TOP OF THE SLOPE BY ANCHORING THE BLANKET IN 6" DEEP X 6" WIDE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING.
 3. ROLL THE BLANKETS (A.) DOWN OR (B.) HORIZONTALLY ACROSS THE SLOPE.
 4. THE EDGES OF PARALLEL BLANKETS MUST BE STAPLED WITH APPROXIMATELY 2" OVERLAP
 5. WHEN BLANKETS MUST BE SPICED DOWN THE SLOPE, PLACE BLANKETS END OVER END (SHINGLE STYLE) WITH APPROXIMATELY 4" OVERLAP. STAPLE THROUGH OVERLAPPED AREA, APPROXIMATELY 12" APART.
 6. ALL BLANKETS MUST BE SECURELY FASTENED TO THE SLOPE BY PLACING STAPLES/STAKES IN APPROPRIATE LOCATIONS AS RECOMMENDED BY THE MANUFACTURER.

DETAIL
EROSION CONTROL MAT - SLOPE INSTALLATION

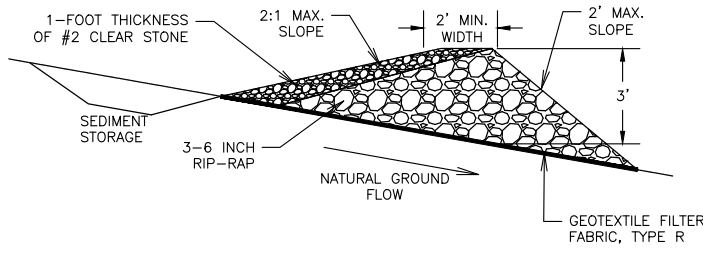


CROSS-SECTION OF A PROPERLY INSTALLED SEDIMENT FENCE

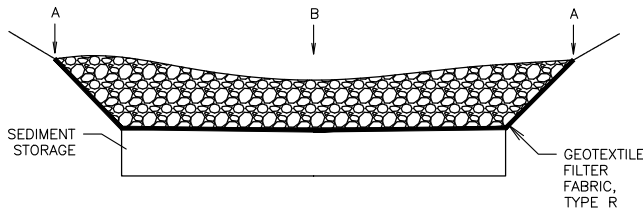


SEDIMENT FENCE DETAIL

DETAIL
SEDIMENT FENCE

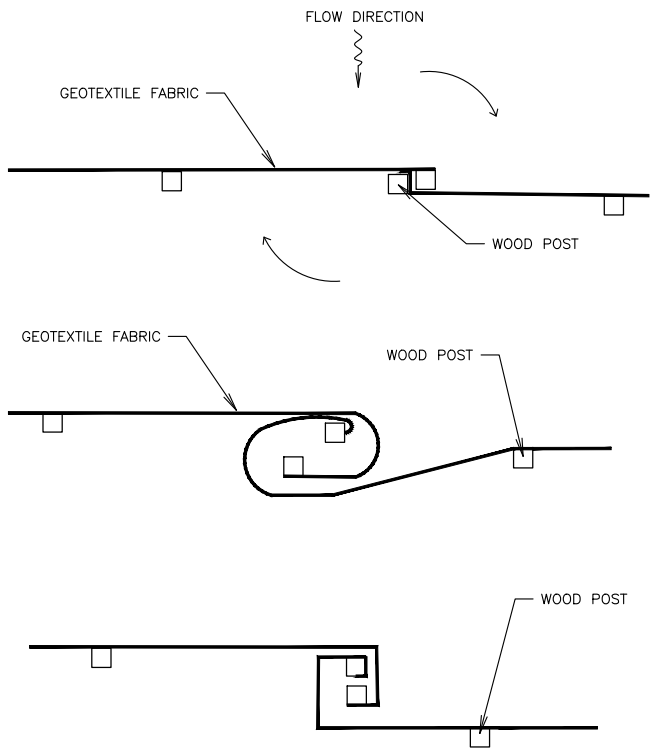


SECTION VIEW

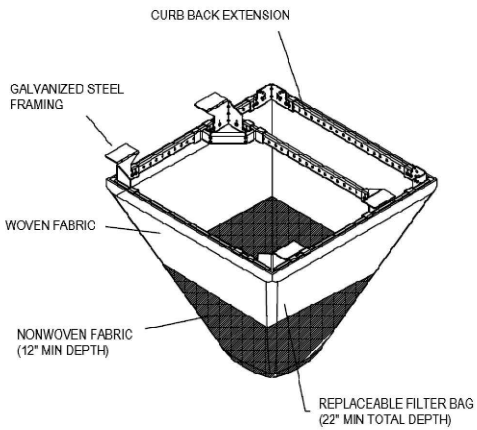


FRONT VIEW

DETAIL
STONE CHECK DAM



DETAIL
SEDIMENT FENCE JOINT

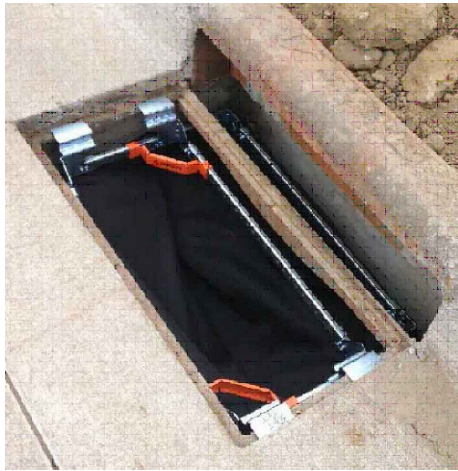


GENERAL NOTES:

WHEN REMOVING OR MAINTAINING INLET PROTECTION, CARE SHALL BE TAKEN SO THAT THE SEDIMENT TRAPPED IN THE GEOTEXTILE FABRIC DOES NOT FALL INTO THE INLET. ANY MATERIAL FALLING INTO THE INLET SHALL BE REMOVED IMMEDIATELY.

FRAMED INLET PROTECTION SHALL BE COMPLIANT WITH ALL ASTM STANDARD D8057-17 REQUIREMENTS, INCLUDING:
A. BYPASS OVERFLOW THAT MEETS OR EXCEEDS INLET DESIGN FLOW
B. FRAME AND BAG STRONG ENOUGH TO HANDLE FULL SEDIMENT LOAD.

DETAIL
INLET PROTECTION - FRAMED (W/ CURB BOX)



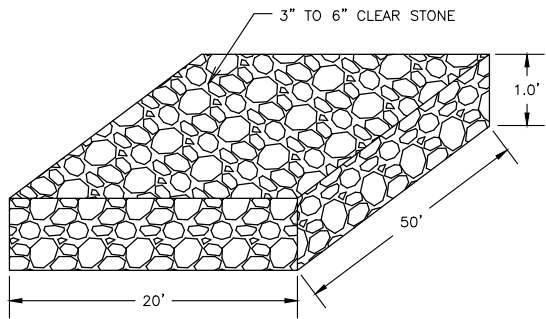
INSTALLATION NOTES:

NO PART OF INLET PROTECTION SHALL BE PROJECTING ABOVE THE GRATE.

FOR COMBINATION INLETS, PROTECTION SHALL CAPTURE RUNOFF ENTERING BOTH GRATE AND CURB OPENING.

A DUAL FABRIC FILTER BAG, WITH NON-WOVEN BOTTOM AND WOVEN TOP SHALL BE USED.

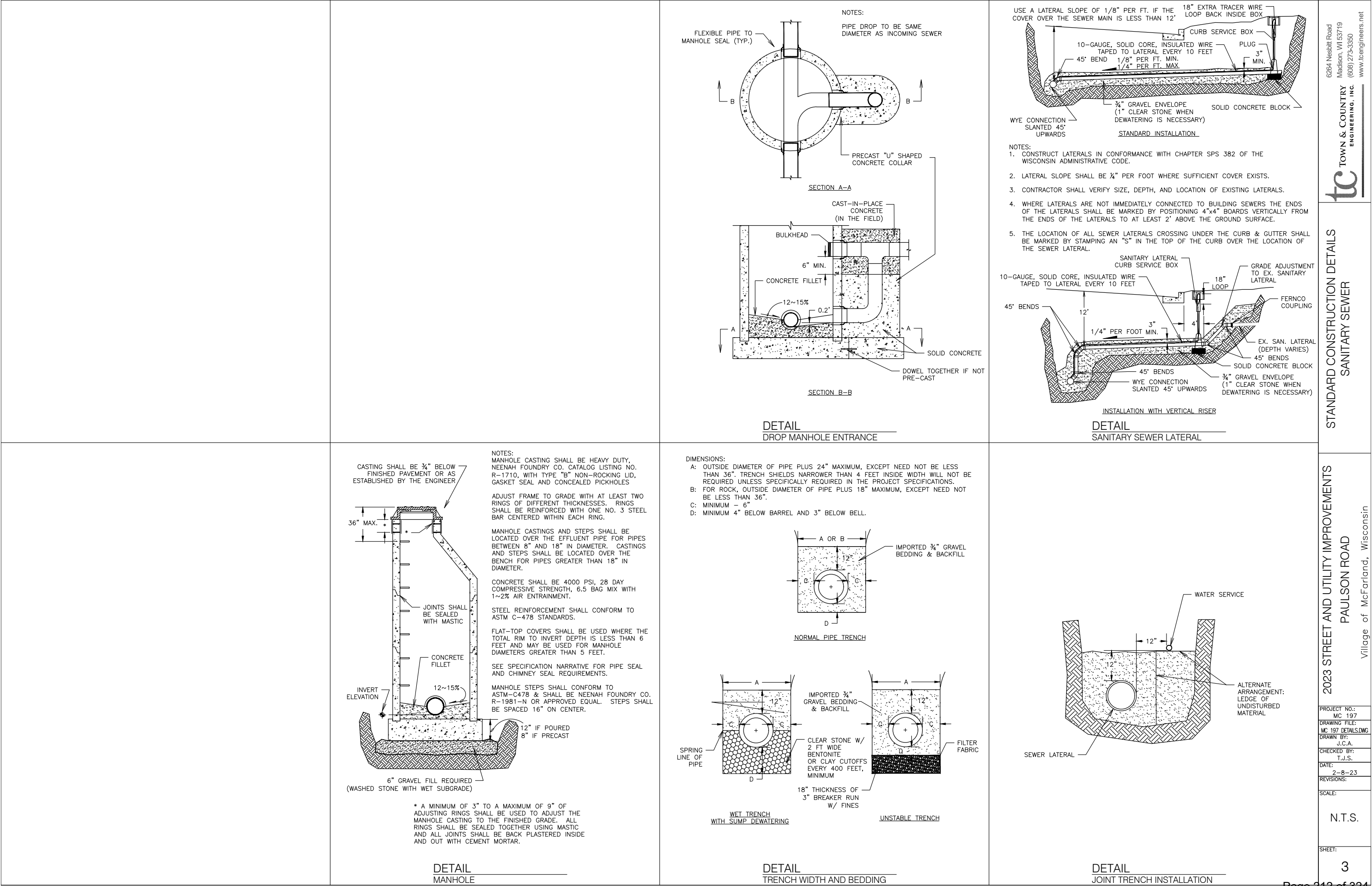
THE INSTALLED BAG SHALL HAVE A MINIMUM SIDE CLEARANCE, BETWEEN THE INLET WALLS AND THE BAG, MEASURED AT THE BOTTOM OF THE OVERFLOW HOLES, OF 3". WHERE NECESSARY THE CONTRACTOR SHALL CINCH THE BAG, USING PLASTIC ZIP TIES, TO ACHIEVE THE 3" CLEARANCE. THE TIES SHALL BE PLACED AT A MAXIMUM OF 4" FROM THE BOTTOM OF THE BAG.



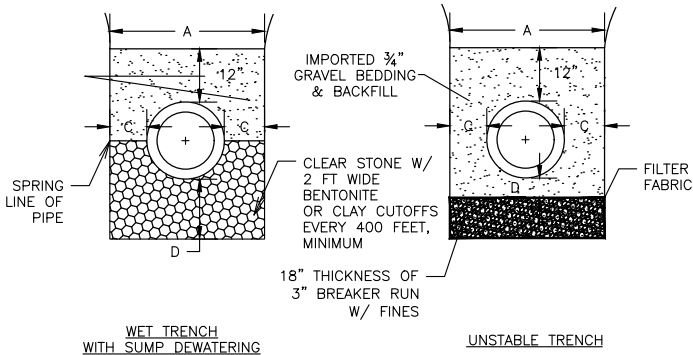
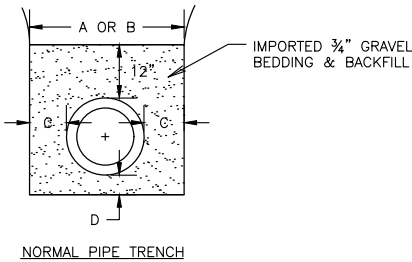
NOTE:

- ON STREET SURFACES
CRUSHED AGGREGATE BASE STONE
SERVES AS TRACKING PAD.

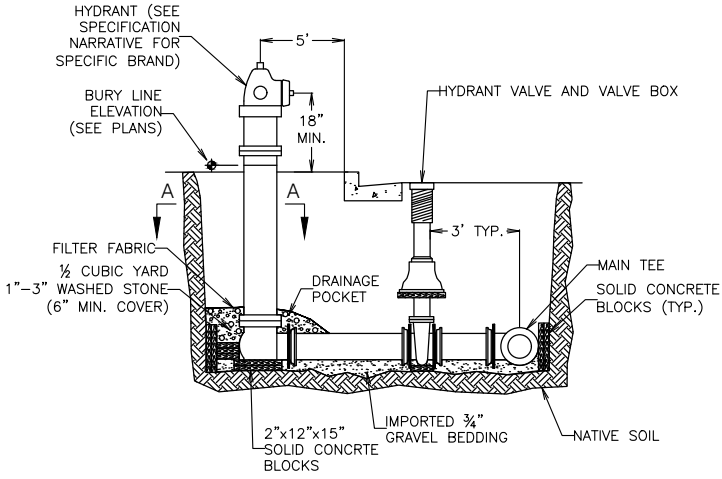
DETAIL
CLEAR STONE TRACKING PAD



DIMENSIONS:
A: OUTSIDE DIAMETER OF PIPE PLUS 24" MAXIMUM, EXCEPT NEED NOT BE LESS THAN 36". TRENCH SHIELDS NARROWER THAN 4 FEET INSIDE WIDTH WILL NOT BE REQUIRED UNLESS SPECIFICALLY REQUIRED IN THE PROJECT SPECIFICATIONS.
B: FOR ROCK, OUTSIDE DIAMETER OF PIPE PLUS 18" MAXIMUM, EXCEPT NEED NOT BE LESS THAN 36".
C: MINIMUM - 6"
D: MINIMUM 4" BELOW BARREL AND 3" BELOW BELL.



DETAIL
TRENCH WIDTH AND BEDDING

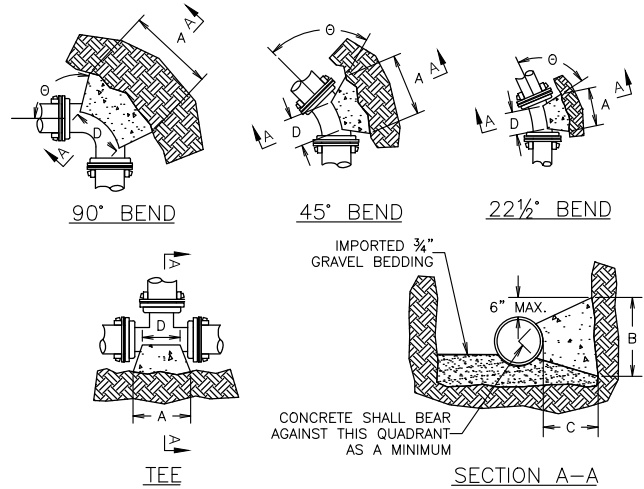


SECTION A-A

NOTES:

- THE HYDRANT AND HYDRANT VALVE SHALL BE CONNECTED TO THE MAIN TEE BY MEGALUGS.
- FILTER FABRIC SHALL BE WRAPPED AROUND THE DRAIN POCKET.
- WHERE THE HYDRANT IS INSTALLED AT THE HIGH POINT OF THE WATER MAIN ON MAINS 10 INCHES IN DIAMETER AND LARGER, THE CONTRACTOR SHALL TIP THE MAIN TEE UPWARDS 45 DEGREES AND USE A 45 DEGREE FITTING TO ALLOW AIR TO ESCAPE FROM THE MAIN.
- WHERE THE LOCATION OF THE HYDRANT VALVE BOX WOULD BE IN ANY PORTION OF THE CURB AND GUTTER, THE CONTRACTOR SHALL PLACE THE VALVE IN THE TERRACE AREA.

DETAIL
HYDRANT SETTING



DIMENSION "D" SHALL BE AS LARGE AS POSSIBLE, BUT THE CONCRETE SHALL NOT INTERFERE WITH THE MECHANICAL JOINTS.

DIMENSION "C" SHALL BE AT LEAST 6 INCHES, AND LARGE ENOUGH TO MAKE THE "6" ANGLE EQUAL TO OR GREATER THAN 45 DEGREES WITH THE DIMENSION "A" AS SHOWN ON THE TABLE, OR GREATER, AND WITH DIMENSION "D" AS LARGE AS POSSIBLE.

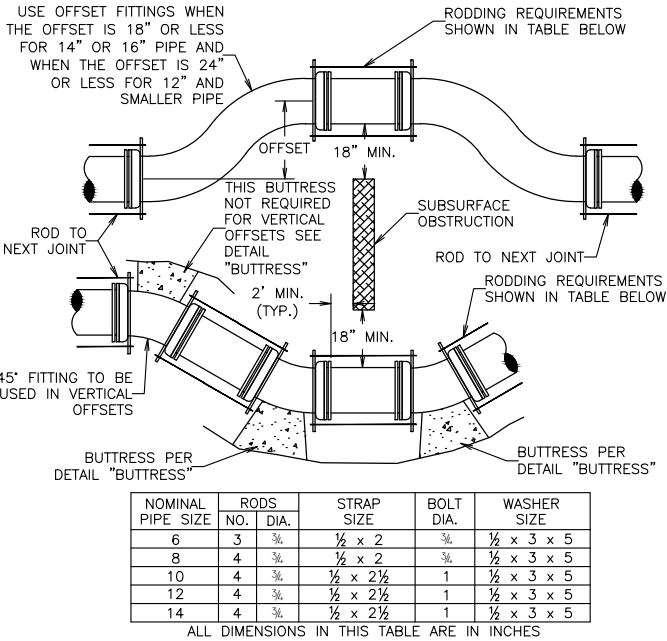
CONCRETE SHALL BE CLASS "CC". SEE SECTION 03301.

PIPE SIZE	BUTTRESS DIMENSIONS					
	TEES		22.5° BEND		45° BEND	
	A	B	A	B	A	B
6	1'-3"	1'-0"	1'-0"	1'-0"	1'-0"	1'-4"
8	1'-6"	1'-4"	1'-0"	1'-4"	1'-2"	1'-6"
10/12	2'-3"	2'-0"	1'-4"	1'-4"	1'-10"	2'-8"
14/16	3'-2"	2'-6"	1'-10"	2'-6"	2'-4"	3'-10"
18/20	4'-0"	3'-0"	2'-4"	3'-3"	2'-10"	5'-0"
22/24	5'-3"	3'-4"	2'-10"	2'-4"	3'-3"	6'-4"
30	6'-3"	4'-3"	3'-6"	3'-0"	5'-4"	8'-0"

* = FOR TEE THIS WILL BE THE BRANCH PIPE

DIMENSIONS IN THE TABLE ARE BASED ON A WATER PRESSURE OF 150 PSI AND SOIL RESISTANCE OF 2000 LBS./SQ.FT.

DETAIL
BUTTRESS



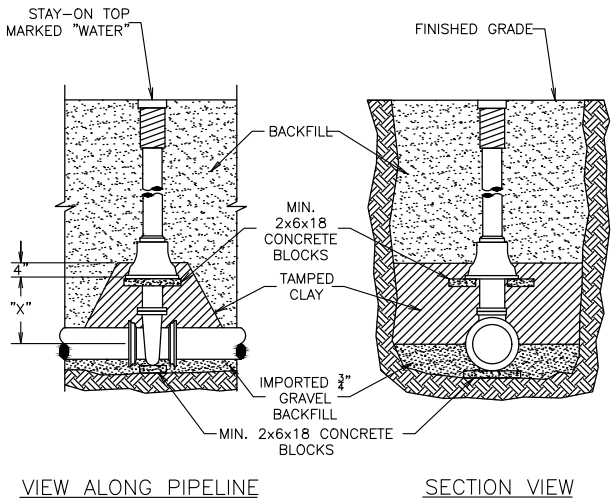
NOMINAL PIPE SIZE	RODS NO.	RODS DIA.	STRAP SIZE	BOLT DIA.	WASHER SIZE
6	3	3/8"	1/2" x 2	3/8"	1/2" x 3 x 5
8	4	3/8"	1/2" x 2	3/8"	1/2" x 3 x 5
10	4	3/8"	1/2" x 2 1/2	1"	1/2" x 3 x 5
12	4	3/8"	1/2" x 2 1/2	1"	1/2" x 3 x 5
14	4	3/8"	1/2" x 2 1/2	1"	1/2" x 3 x 5

ALL DIMENSIONS IN THIS TABLE ARE IN INCHES

NOTES:

- RODS AND WASHERS TO BE ASTM A-575 MERCHANT QUALITY 0.17-0.24 CARBON. NUTS TO BE AMERICAN STANDARD HEAVY, NOT PRESSED.
- TIE RODS, BOLTS, NUTS, BANDS AND WASHERS TO BE FURNISHED AND ASSEMBLED BY THE CONTRACTOR.
- ALL STEEL MATERIAL TO BE GALVANIZED OR THOROUGHLY COATED WITH ENGINEER APPROVED COATING.
- OFFSET FITTINGS REQUIRE CONTINUOUS RODDING IN ALL POSITIONS.
- VERTICAL OFFSETS SHALL NOT CREATE A HIGH POINT IN THE WATER MAIN. VERTICAL OFFSETS REQUIRE THE SAME RODDING AND BUTTRESSING AS SHOWN ABOVE.
- MEGALUG RESTRAINTS MAY BE USED IN LIEU OF RODDING.

DETAIL
OFFSET AND RODDING

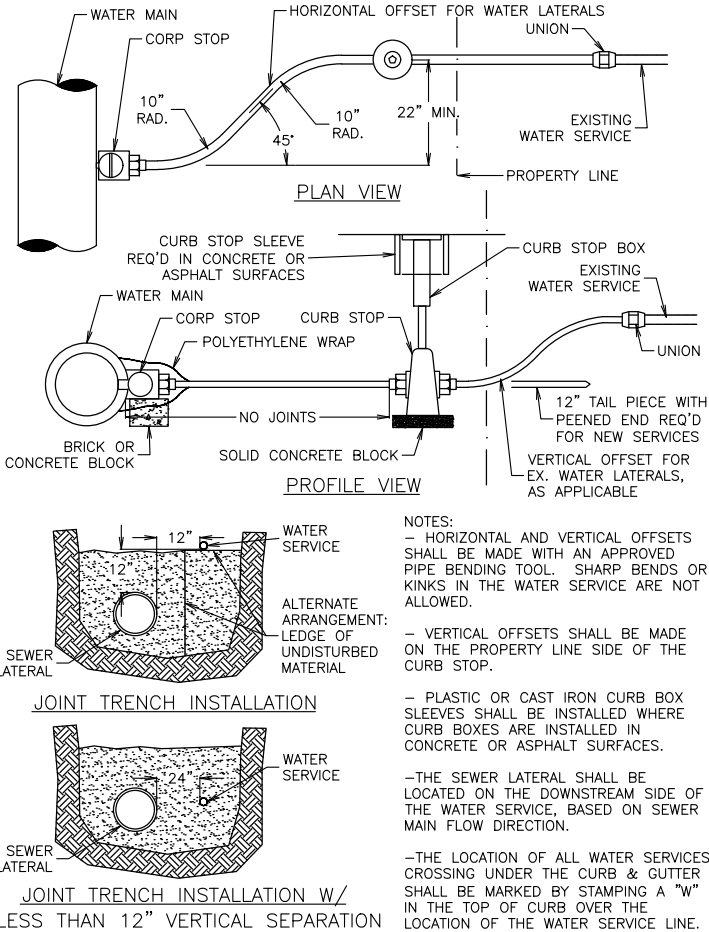


PIPE DIA., INCHES	6	8	10	12	14	16
"X" DIMENSION, INCHES	12	13	17	21	25	30

NOTES:

- SOLID CONCRETE BLOCKS MUST BE USED.
- VALVES SHALL BE SECURED WITH RODDING OR MEGALUGS TO THE NEAREST "TEE" FITTING OR TO THE FIRST JOINT CONNECTING A FULL SECTION OF WATER MAIN PIPE. SEE RODDING DETAIL "OFFSET AND RODDING".

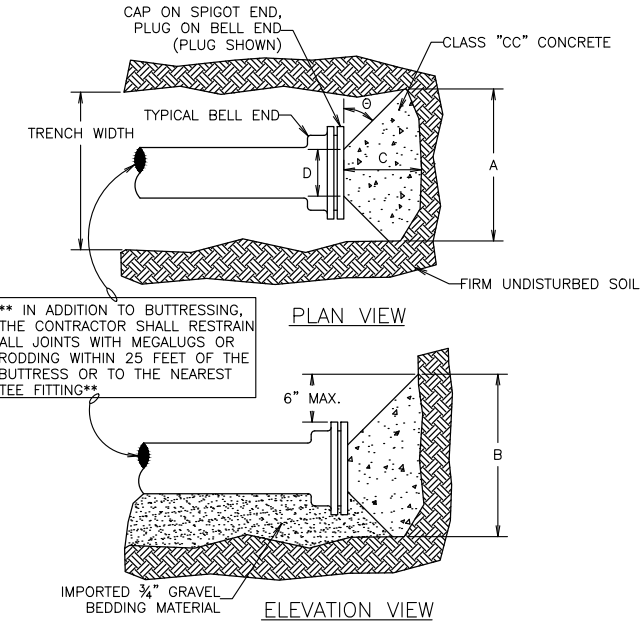
DETAIL
VALVE BOX SETTING



NOTES:

- HORIZONTAL AND VERTICAL OFFSETS SHALL BE MADE WITH AN APPROVED PIPE BENDING TOOL. SHARP BENDS OR KINKS IN THE WATER SERVICE ARE NOT ALLOWED.
- VERTICAL OFFSETS SHALL BE MADE ON THE PROPERTY LINE SIDE OF THE CURB STOP.
- PLASTIC OR CAST IRON CURB BOX SLEEVES SHALL BE INSTALLED WHERE CURB BOXES ARE INSTALLED IN CONCRETE OR ASPHALT SURFACES.
- THE SEWER LATERAL SHALL BE LOCATED ON THE DOWNSTREAM SIDE OF THE WATER SERVICE, BASED ON SEWER MAIN FLOW DIRECTION.
- THE LOCATION OF ALL WATER SERVICES CROSSING UNDER THE CURB & GUTTER SHALL BE MARKED BY STAMPING A "W" IN THE TOP OF CURB OVER THE LOCATION OF THE WATER SERVICE LINE.

DETAIL
WATER SERVICE INSTALLATION



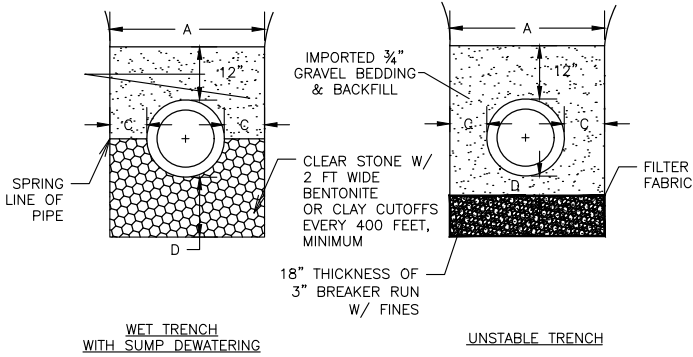
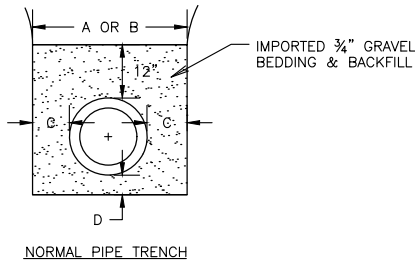
BUTTRESS DIMENSIONS				
DIA.	A	B	C	D
6"	1'-3"	1'-0"	SEE NOTES ABOVE	SEE NOTES ABOVE
8"	1'-8"	1'-6"		
10"	2'-0"	1'-8"		
12"	2'-5"	1'-10"		
16"	3'-4"	2'-4"		
20"	4'-3"	2'-10"	SEE NOTES ABOVE	SEE NOTES ABOVE
24"	5'-2"	3'-4"		
30"	6'-9"	4'-0"		

NOTES:

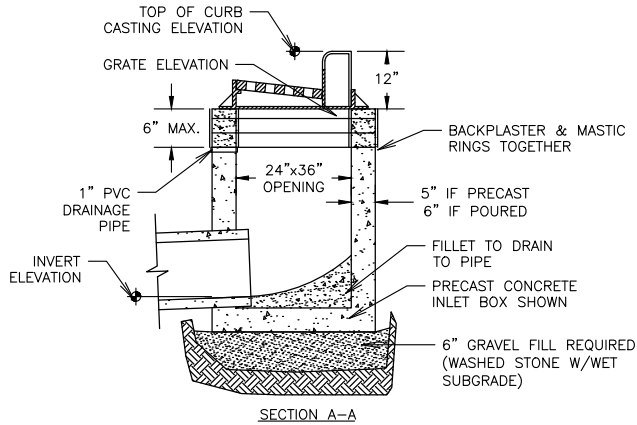
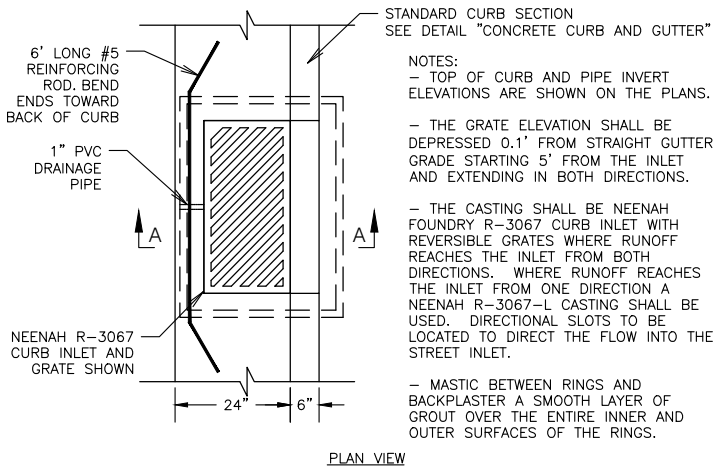
- DIMENSION "C" SHALL BE LARGE ENOUGH TO MAKE ANGLE Θ EQUAL TO OR GREATER THAN 45°.
- DIMENSION "D" EQUALS APPROX. I.D. OF PIPE, LESS 2 INCHES. CONTRACTOR SHALL PROTECT THE MECH. JOINT BOLTS FROM THE CONCRETE BUTTRESS.
- BUTTRESS DIMENSIONS ARE BASED UPON A SOIL RESISTANCE OF 2 TONS PER SQ. FT. AND A WATER PRESSURE OF 150 P.S.I.

DETAIL
BUTTRESS FOR DEAD ENDS

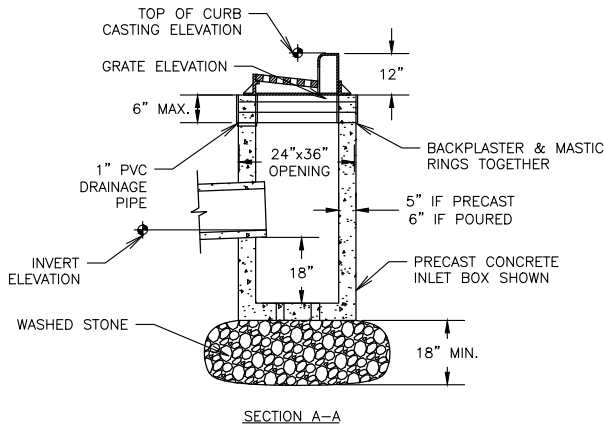
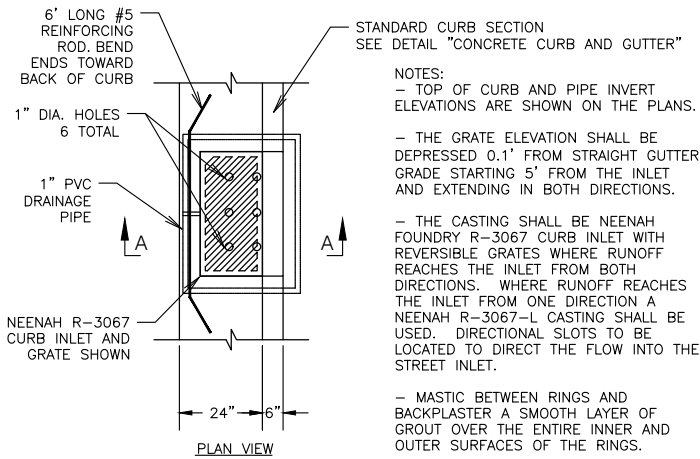
DIMENSIONS:
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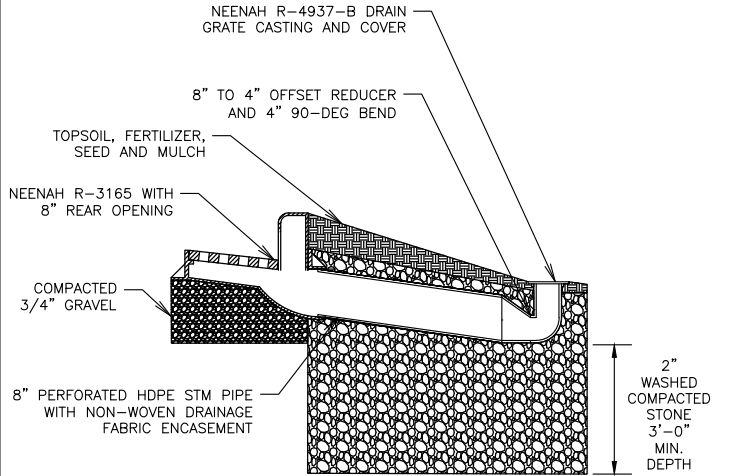
DETAIL
TRENCH WIDTH AND BEDDING



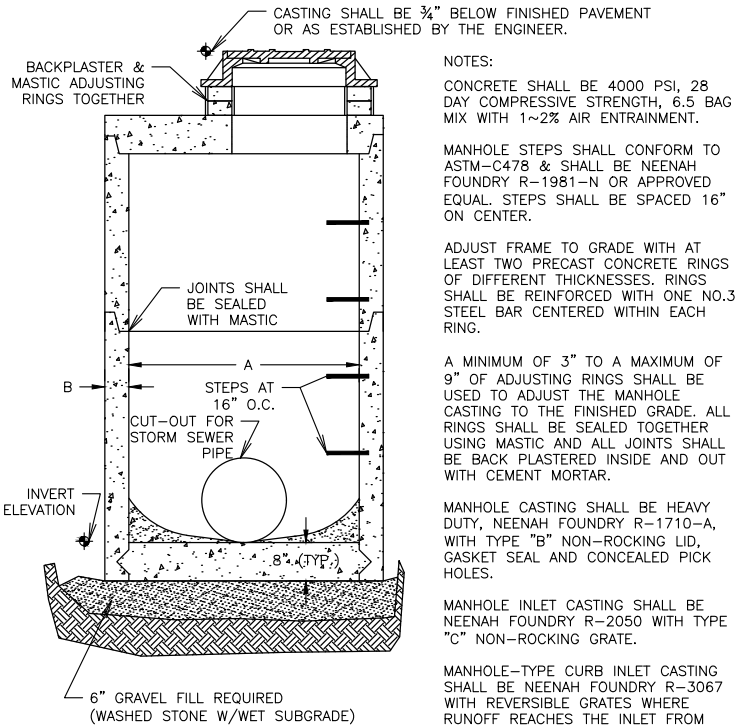
DETAIL
RECTANGULAR CURB INLET



DETAIL
RECTANGULAR CATCH BASIN

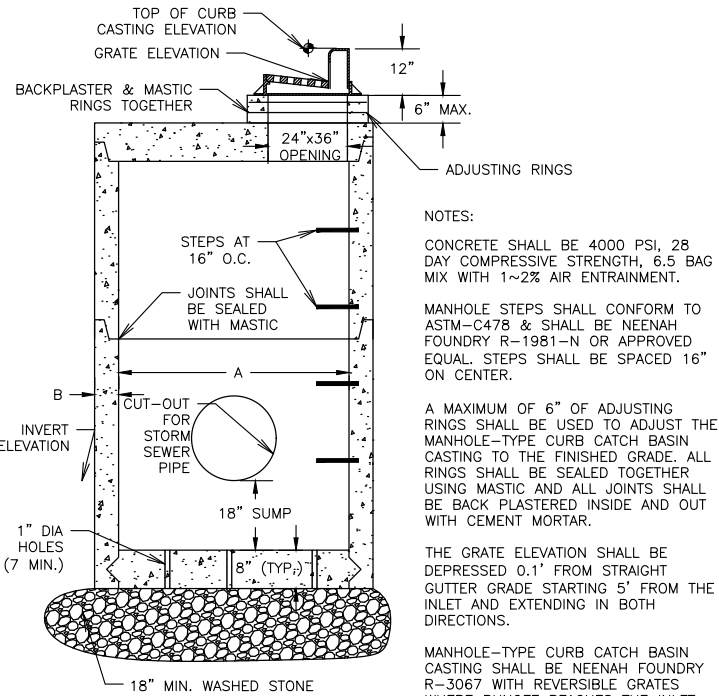


DETAIL
INLET AND TRENCH DRAIN COMBINATION



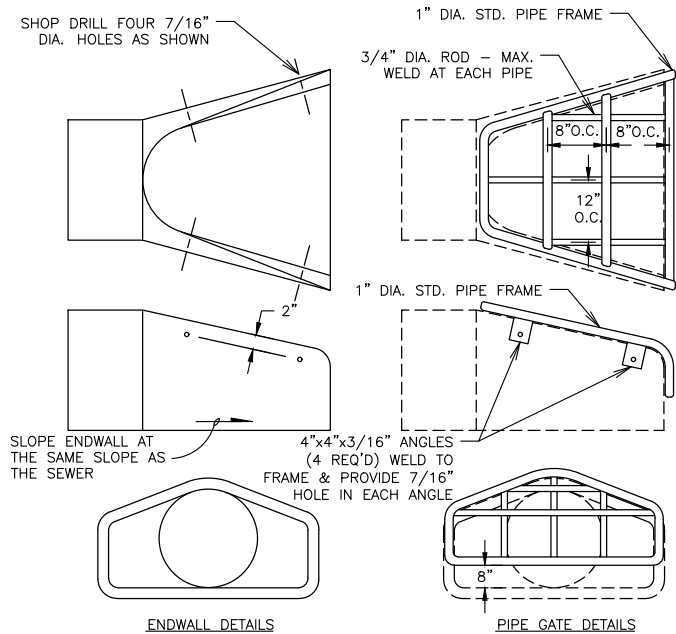
MANHOLE SIZE	DIMENSION	
	A	B (MIN.)
48"	48"	5"
60"	60"	6"
72"	72"	7"
84"	84"	7"
96"	96"	9"

DETAIL
STORM SEWER MANHOLE AND INLET



MANHOLE SIZE	DIMENSION	
	A	B (MIN.)
48"	48"	5"
60"	60"	6"
72"	72"	7"
84"	84"	7"
96"	96"	9"

DETAIL
STORM SEWER MANHOLE CATCH BASIN

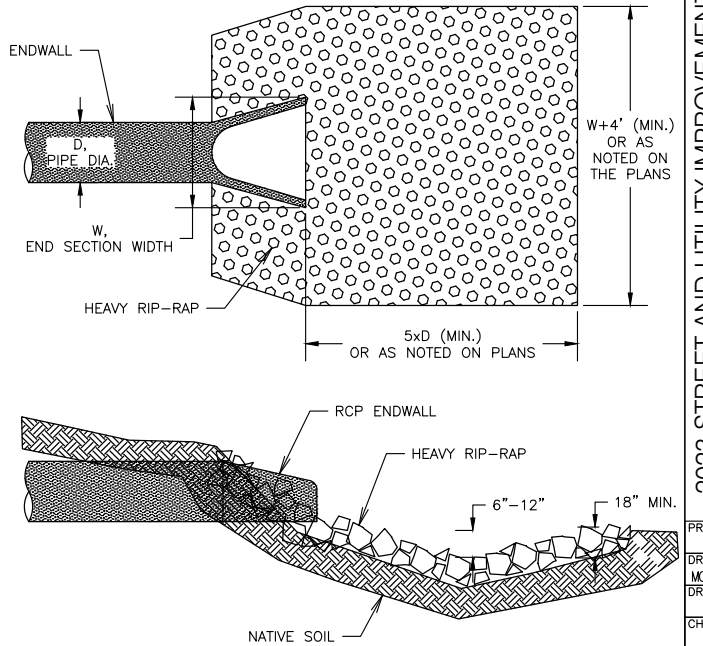


NOTES:
- THE CONTRACTOR SHALL BOLT THE PIPE GATE TO THE CONCRETE ENDWALL WITH FOUR 3/8"x6" MACHINE BOLTS WITH NUTS ON INSIDE WALL.

PAINTING SPECIFICATIONS:
- THE PIPE GATE SHALL RECEIVE THE FOLLOWING PREPARATION & PAINTING. THE FIRST COAT SHALL BE RUS-OLEUM X-60 RED BARE METAL PRIMER OR APPROVED EQUAL. THE SECOND COAT SHALL BE RUS-OLEUM 960 ZINC CHROMATE PRIMER OR APPROVED EQUAL. THE THIRD COAT SHALL BE RUS-OLEUM 1282 HIGH GLOSS METAL FINISH OR APPROVED EQUAL.

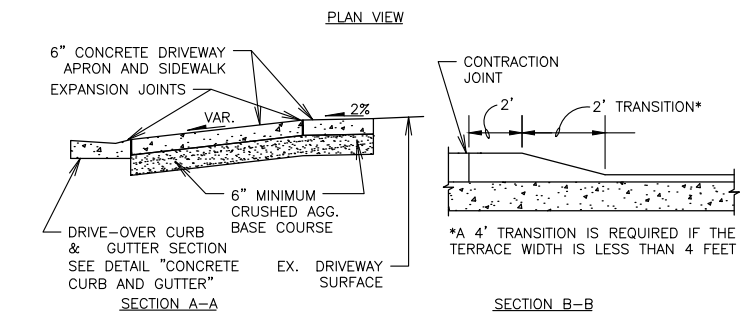
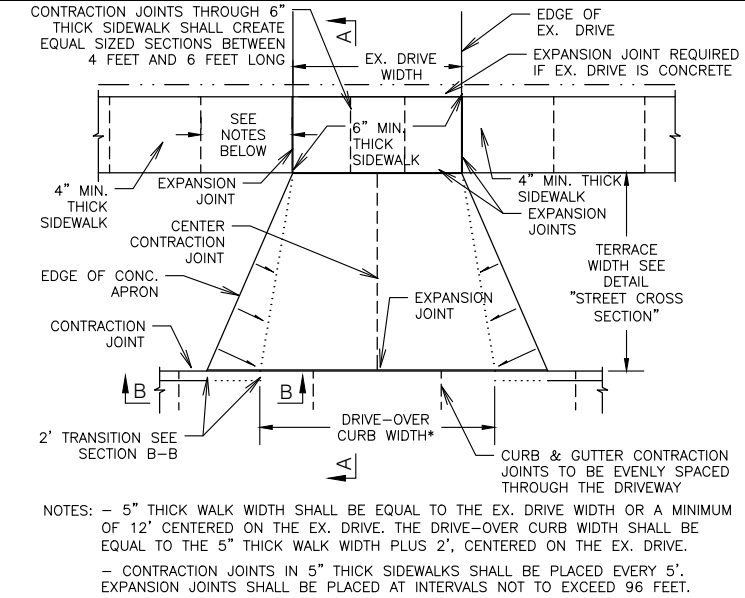
PREPARATION STEPS:
1. BARE METAL SURFACES - TREAT WITH THE THREE-COAT PAINTING SYSTEM LISTED AFTER A THOROUGH SCRAPING, WIRE BRUSHING & CLEANING.
2. EACH COAT OF PAINT SHALL BE APPLIED OVER THE ENTIRE GATE SURFACE.
3. ALLOW 24-48 HOURS DRYING TIME AT 60° OR ABOVE BETWEEN COATS.

DETAIL
ENDWALLS

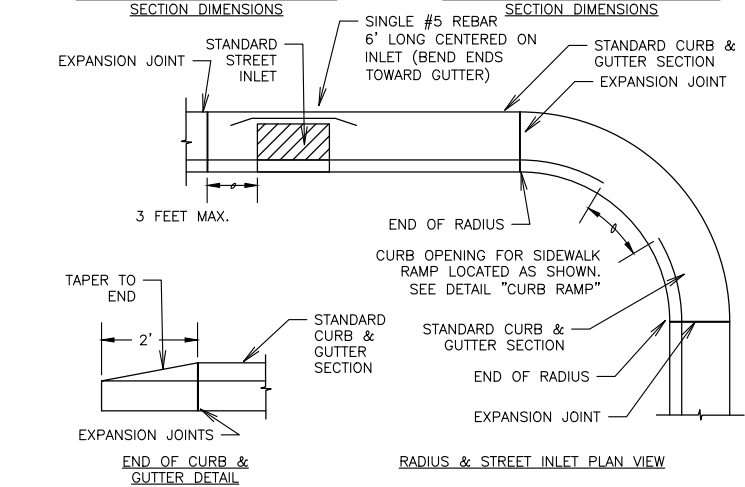
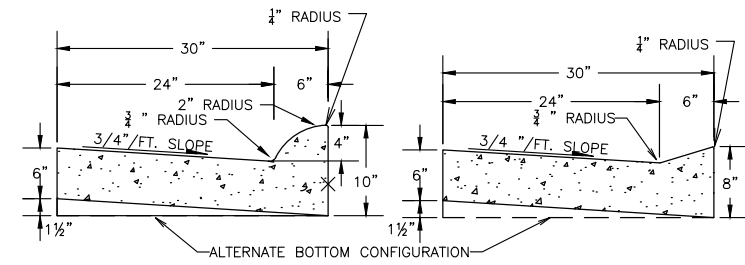


NOTE:
RIP-RAP SHALL BE A MINIMUM OF 2 C.Y. PER ENDWALL.

DETAIL
ENDWALL AND RIP-RAP

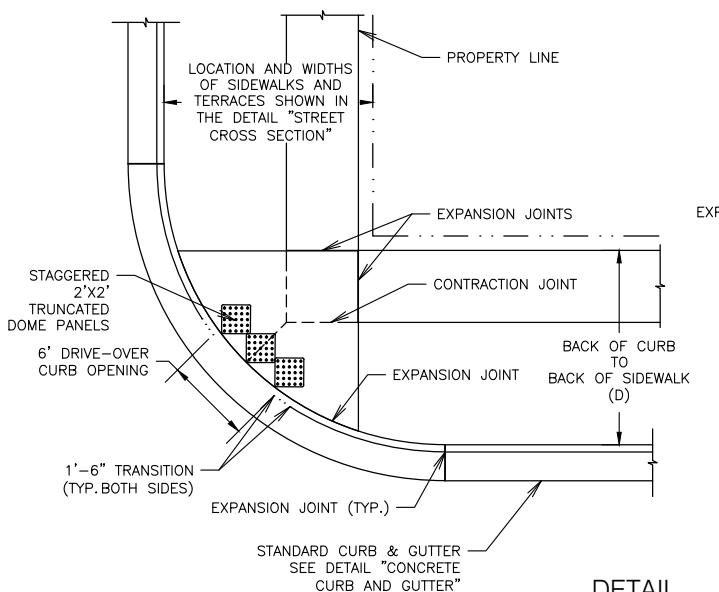
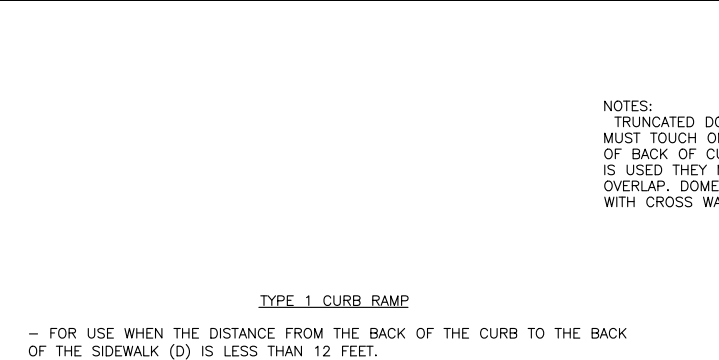


DETAIL DRIVEWAY

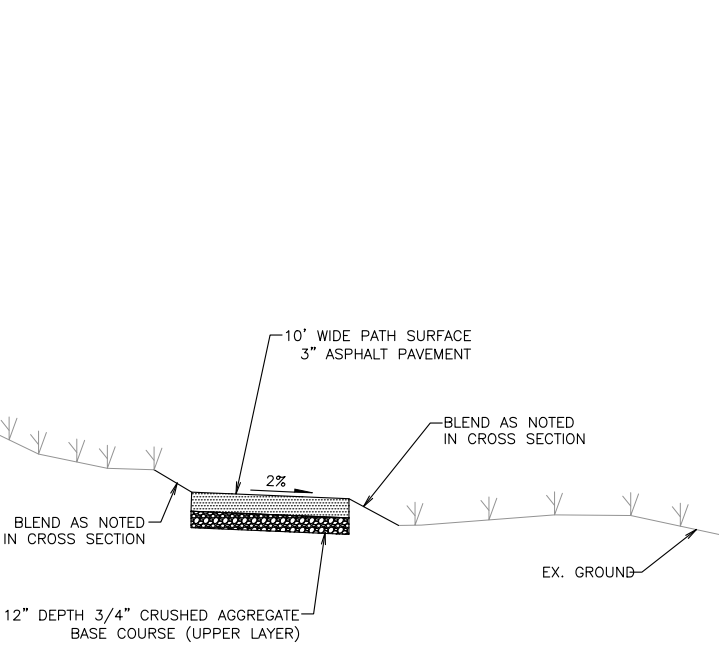


NOTES:
1.) CONTRACTION JOINTS SHALL BE PLACED EVERY 6 TO 12 FEET AND AT LOCATIONS SHOWN IN THE CURB RAMP AND DRIVEWAY DETAILS.
2.) EXPANSION JOINTS SHALL BE PLACED AT EVERY END OF RADIUS, 3 FEET ON ONE SIDE OF EACH STREET INLET AND AT INTERVALS NOT TO EXCEED 300 FEET.

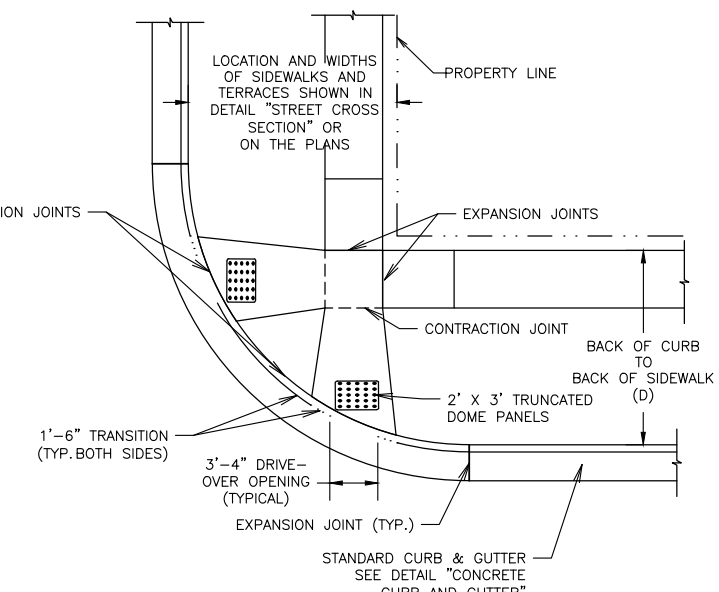
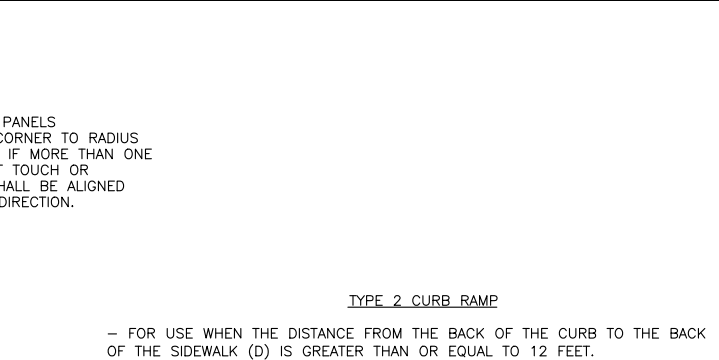
DETAIL CONCRETE CURB AND GUTTER



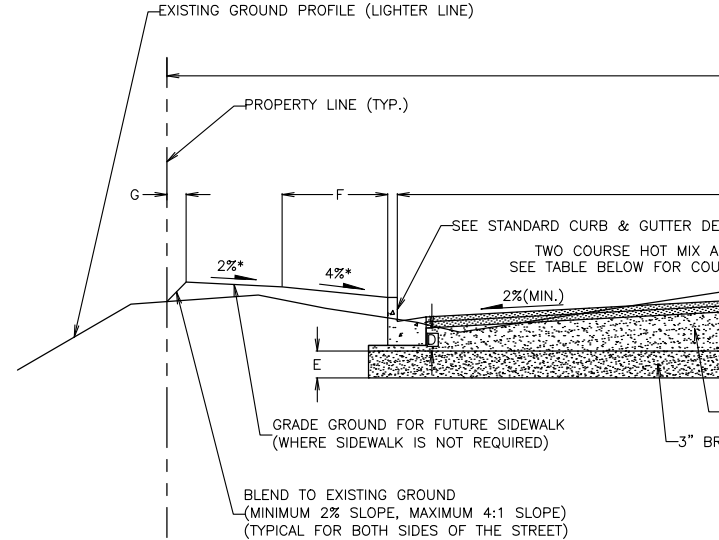
DETAIL CURB RAMP



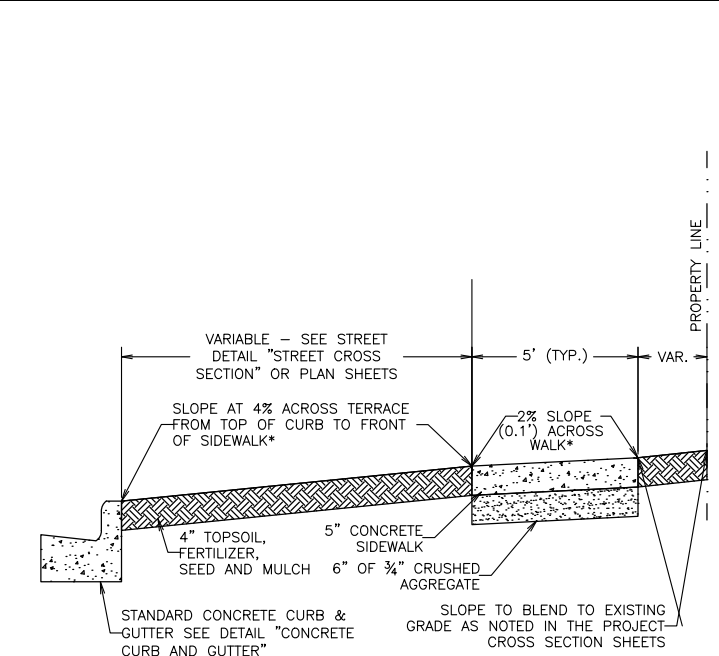
DETAIL PEDESTRIAN PATH



DETAIL CURB RAMP



DETAIL STREET CROSS SECTION



* WHERE PLAN CROSS SECTIONS CONFLICT WITH THIS DETAIL THE PLAN CROSS SECTIONS SHALL GOVERN.

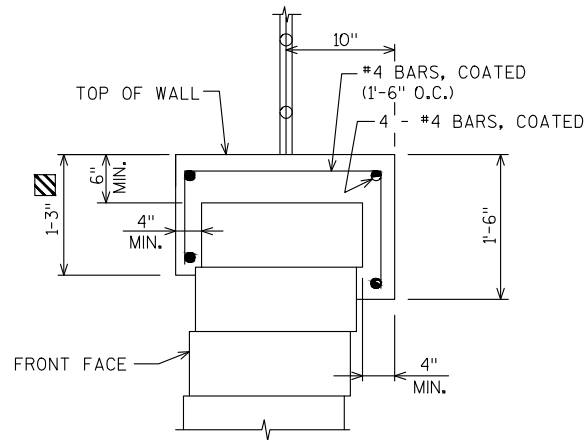
DETAIL SIDEWALK - TERRACE SECTION

	A	B	C1	C2	D	E	F	G
	RIGHT OF WAY WIDTH	CURB FACE TO CURB FACE WIDTH	LOWER COURSE THICKNESS	SURFACE COURSE THICKNESS	C.A.B.C. THICKNESS*	3" BREAKER RUN B.C. THICKNESS	TERRACE WIDTH	BACK OF WALK TO PROP. LINE
STREET NAME	66'	28'	1 1/4"	1 1/2"	6"	12" MIN.	4.5'	1'
PAULSON ROAD								

*WHERE PLAN CROSS SECTIONS CONFLICT WITH THIS DETAIL, THE PLAN CROSS SECTION SHALL GOVERN.

NOTES:
THE CROWN OF THE ROAD SHALL BE CREATED USING THE 3/4" CRUSHED AGGREGATE BASE COURSE. THE THICKNESS SHOWN IS THE MINIMUM THICKNESS REQUIRED AS MEASURED AT THE CONCRETE CURB & GUTTER SECTION.

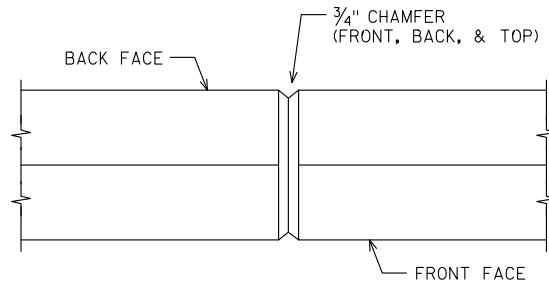
THE 3" BREAKER RUN BASE COURSE THICKNESS MAY NEED TO BE INCREASED DEPENDING UPON SUBGRADE CONDITIONS.



COPING DETAIL

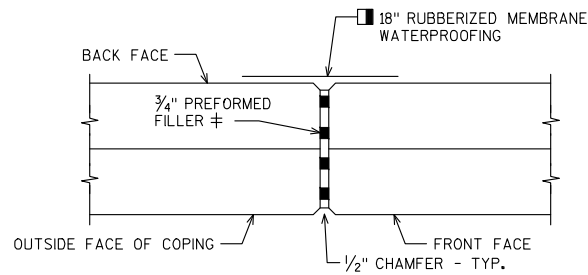
THIS DIMENSION MAY CHANGE DEPENDING ON HEIGHT OF BLOCKS. THIS DIMENSION TO BE CONSTANT FOR ENTIRE LENGTH OF WALL. MAXIMUM ALLOWABLE HEIGHT OF BLOCKS TO BE 9 INCHES.

MAINTAIN 2" MINIMUM COVER ON ALL REBAR.



COPING CONTRACTION JOINT

DO NOT RUN BAR STEEL THRU JOINT
MAXIMUM SPACING OF JOINT = 12'



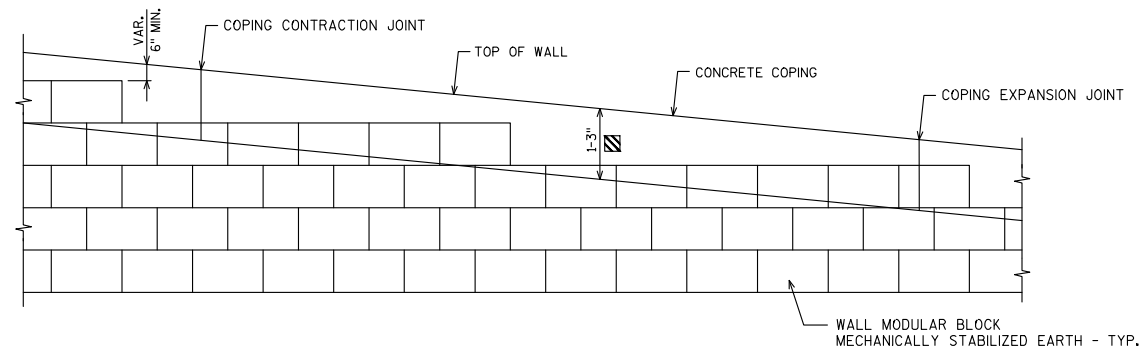
COPING EXPANSION JOINT

DO NOT RUN BAR STEEL THRU JOINT
MAXIMUM SPACING OF JOINT = 50'

MEMBRANE WATERPROOFING TO EXTEND FROM TOP OF COPING TO 6" BELOW TOP OF PANELS.

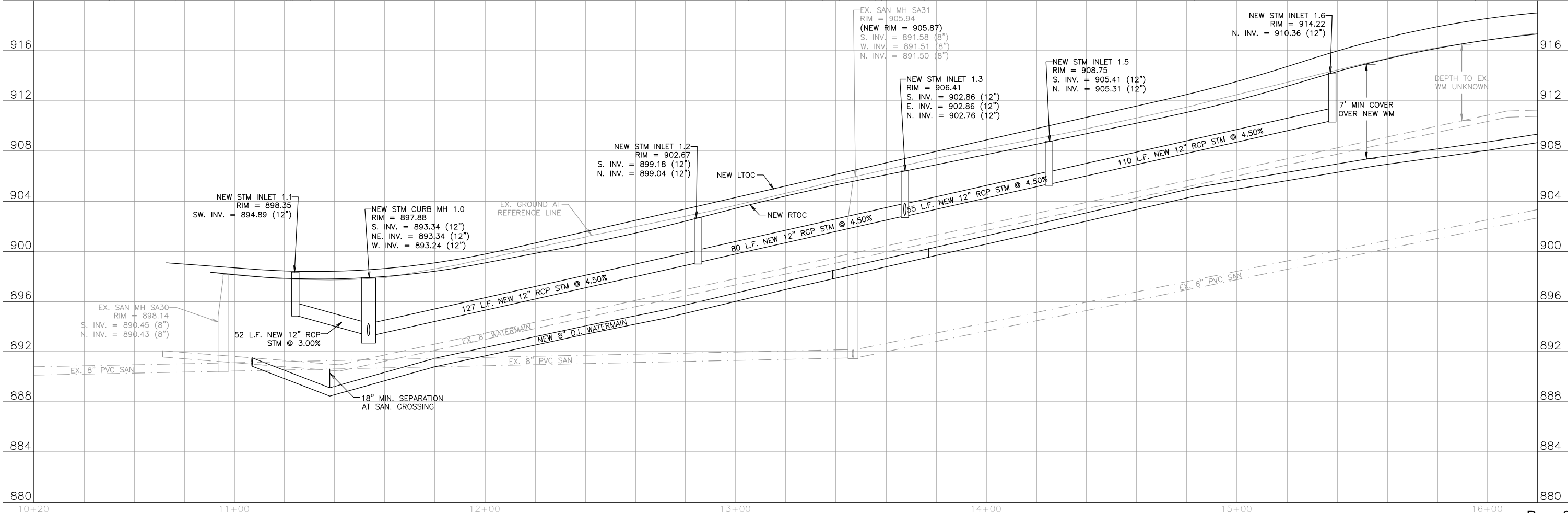
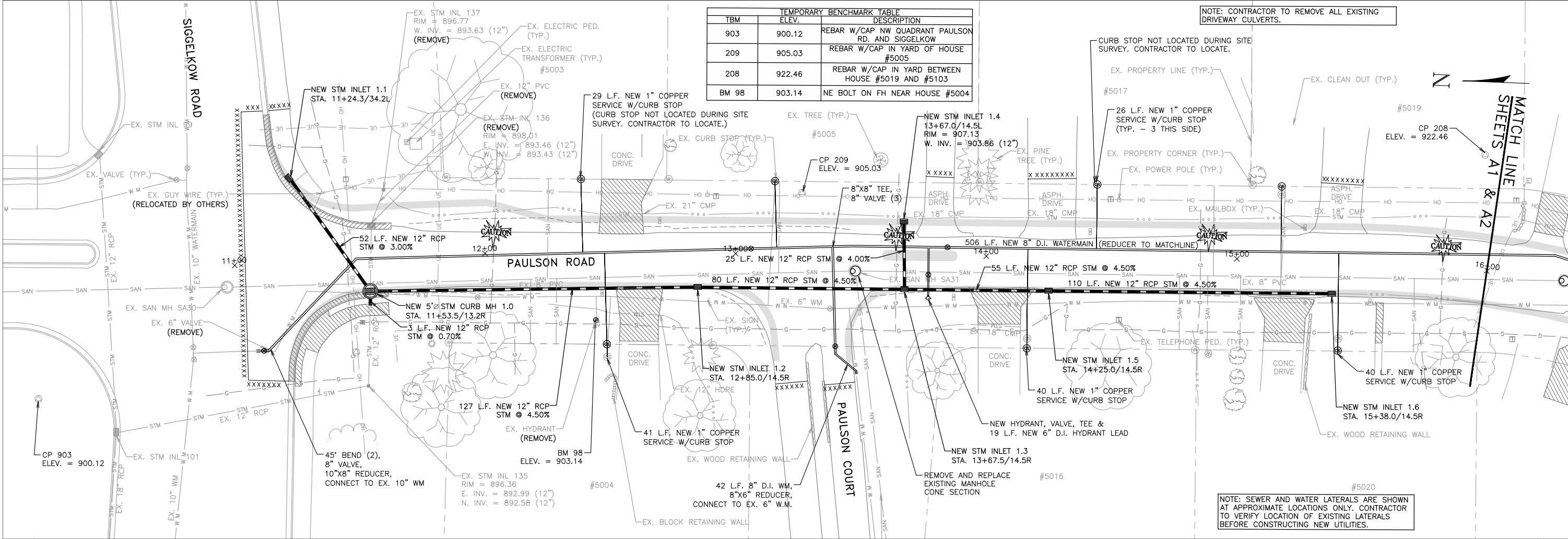
SEAL ALL EXPOSED HORIZ. & VERT. SURFACES OF FILLER WITH NON-STAINING GRAY NON-BITUMINOUS JOINT SEALER. (1" DEEP AND HOLD 1/8" BELOW SURFACE OF CONC.)

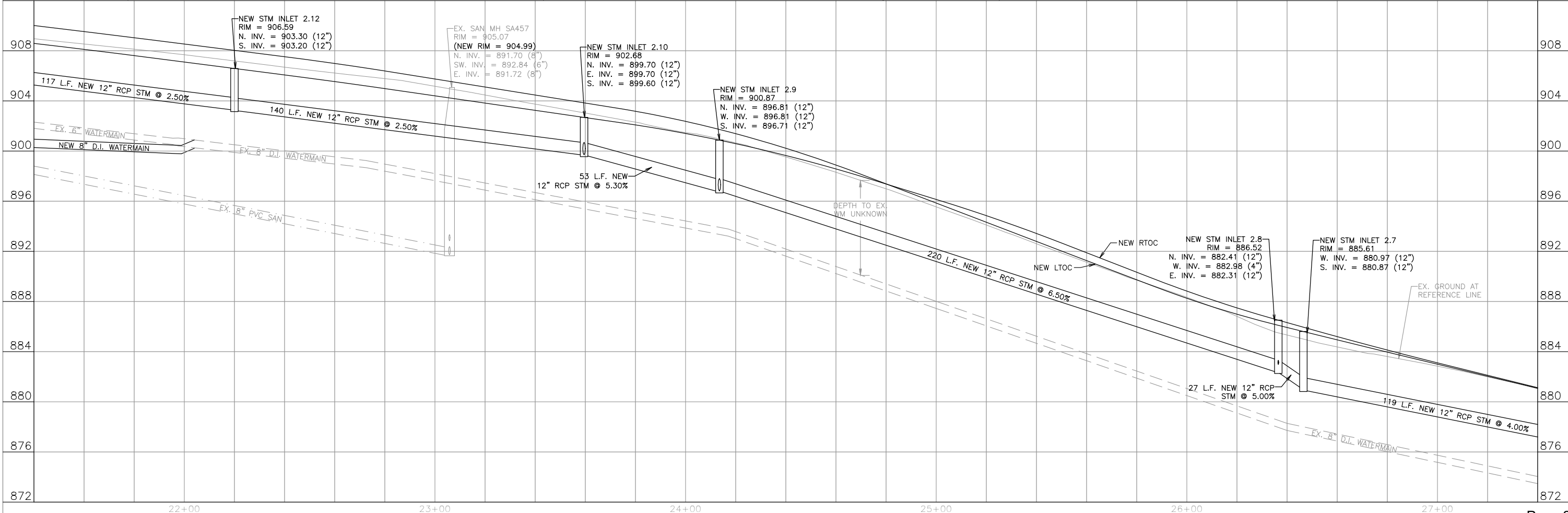
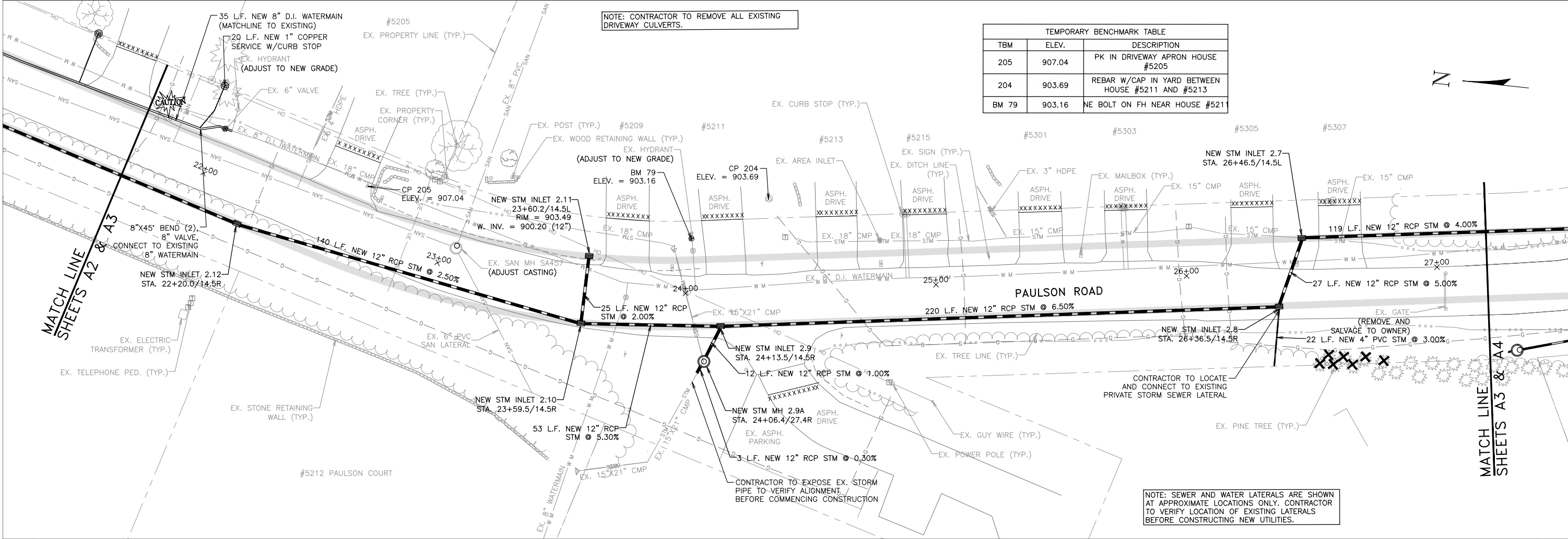
PLACE EXPANSION JOINTS AT EVERY THIRD JOINT AND AT ALL WALL RADIUS PC/PT POINTS AND BEND POINTS.

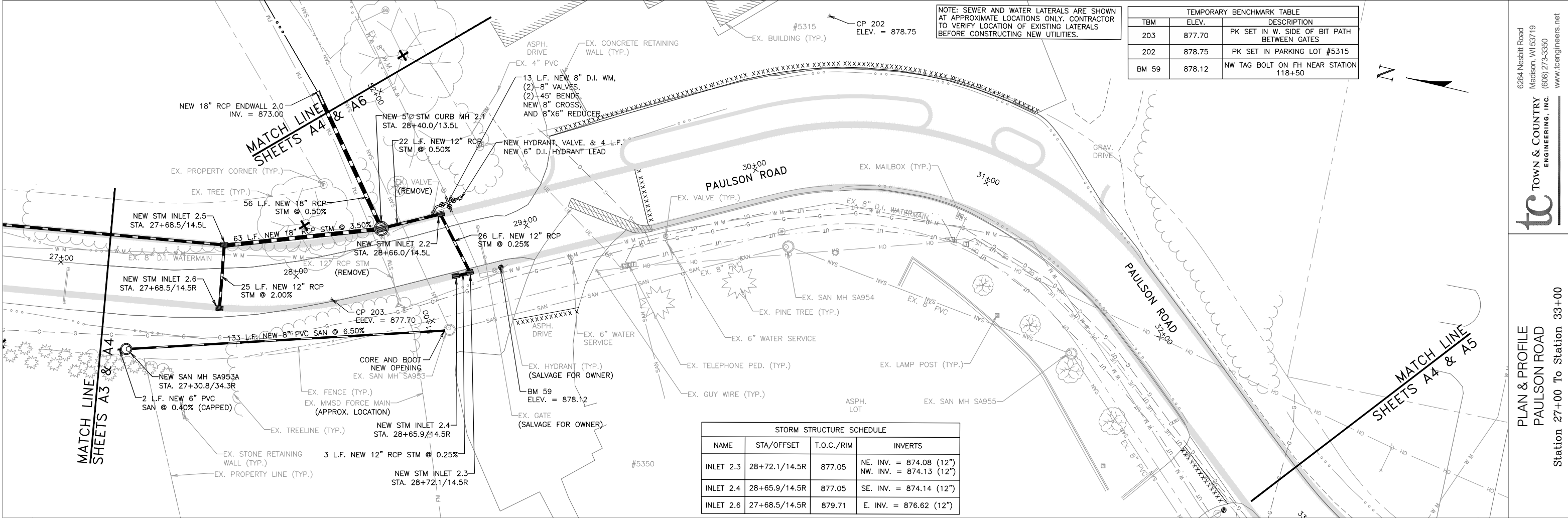


RETAINING WALL FACE & CONCRETE COPING DETAIL

THIS DIMENSION MAY CHANGE DEPENDING ON HEIGHT OF BLOCKS. THIS DIMENSION TO BE CONSTANT FOR ENTIRE LENGTH OF WALL. MAXIMUM ALLOWABLE HEIGHT OF BLOCKS TO BE 9 INCHES.



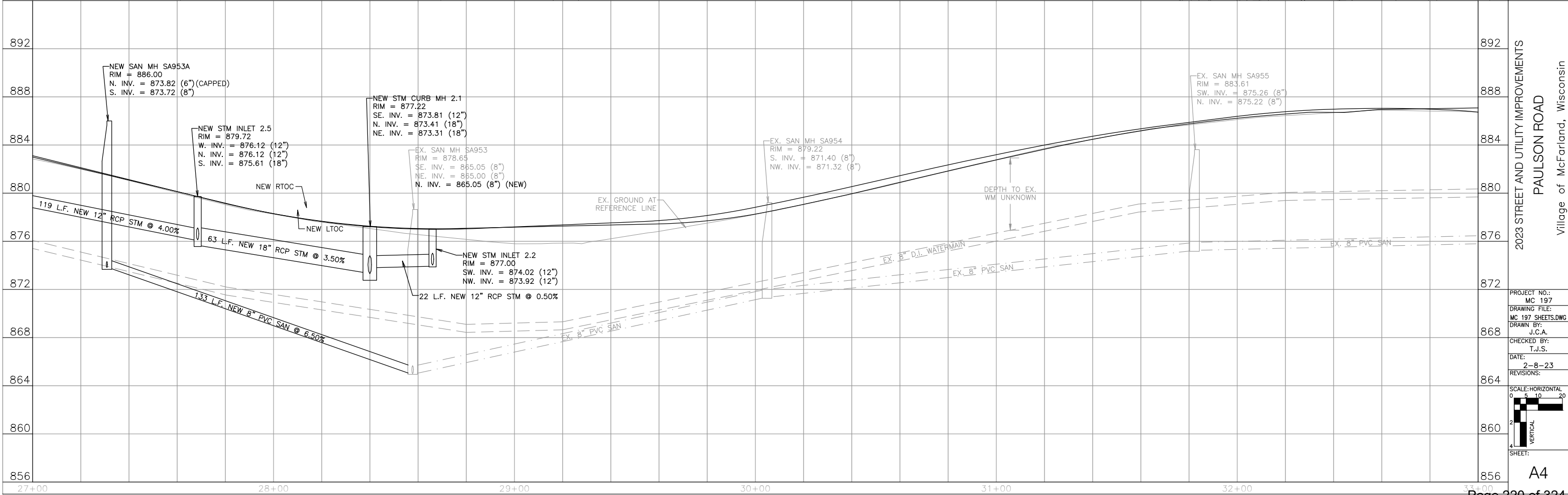


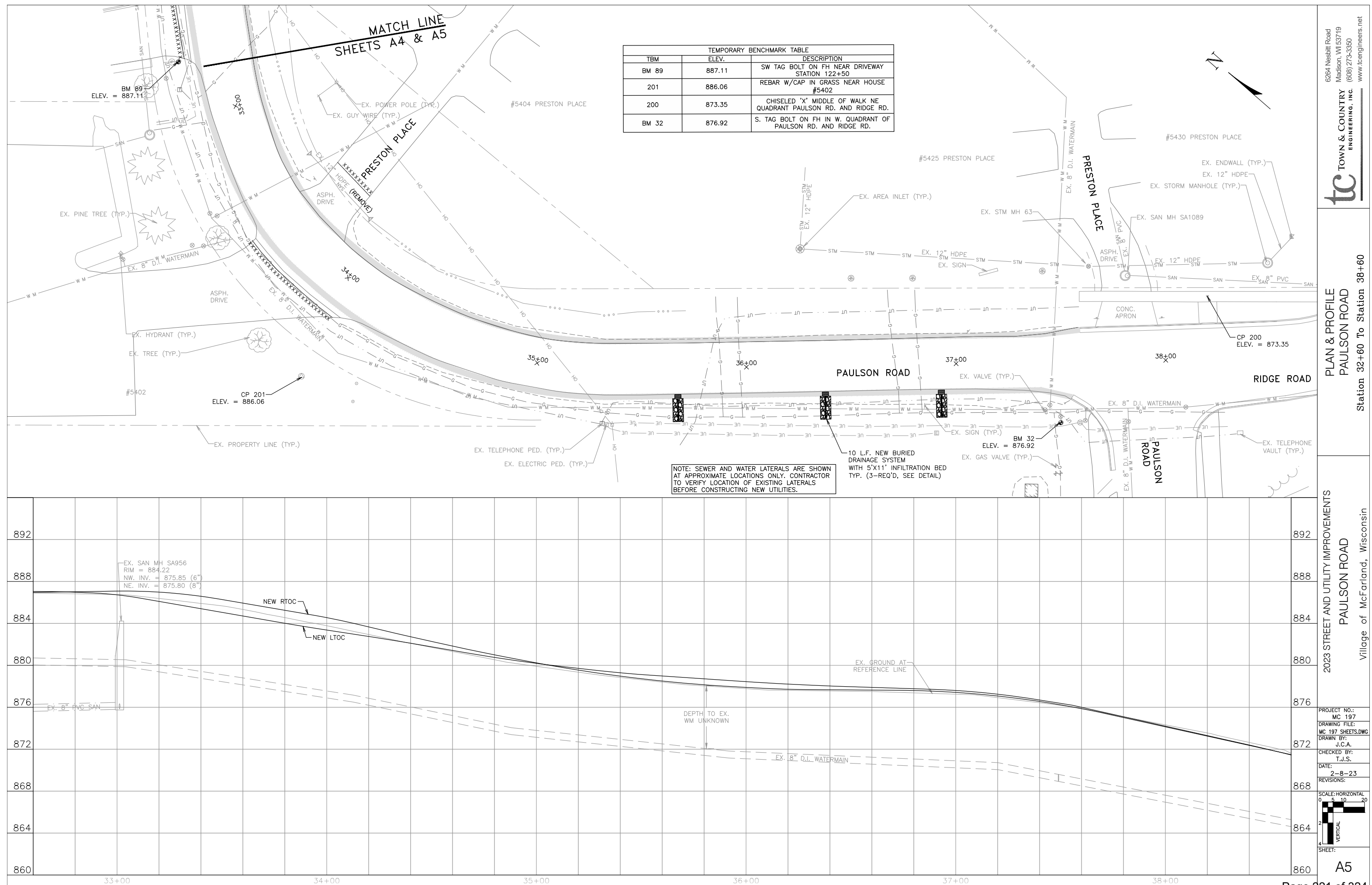


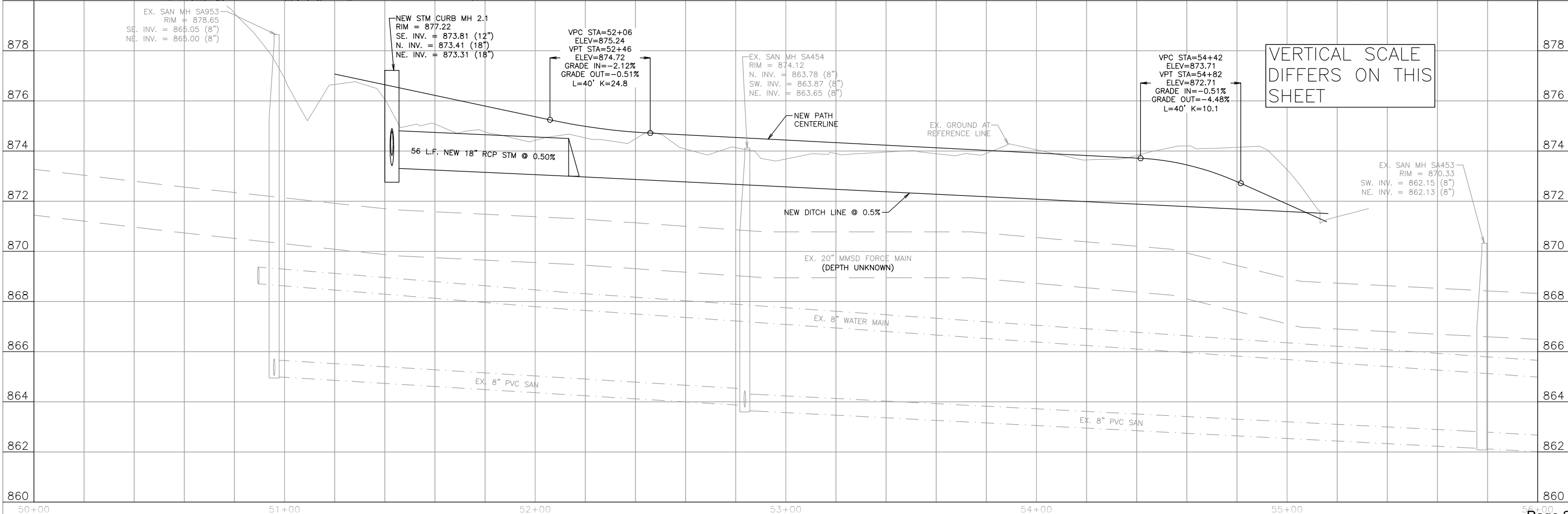
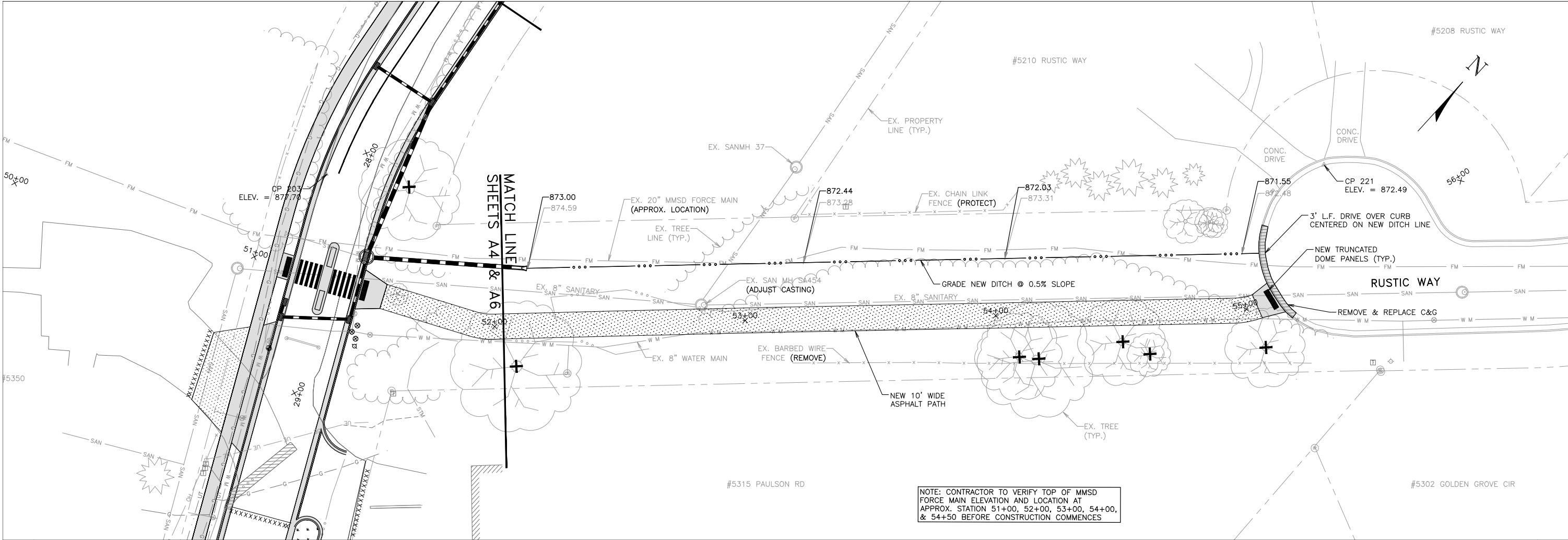
NOTE: SEWER AND WATER LATERALS ARE SHOWN AT APPROXIMATE LOCATIONS ONLY. CONTRACTOR TO VERIFY LOCATION OF EXISTING LATERALS BEFORE CONSTRUCTING NEW UTILITIES.

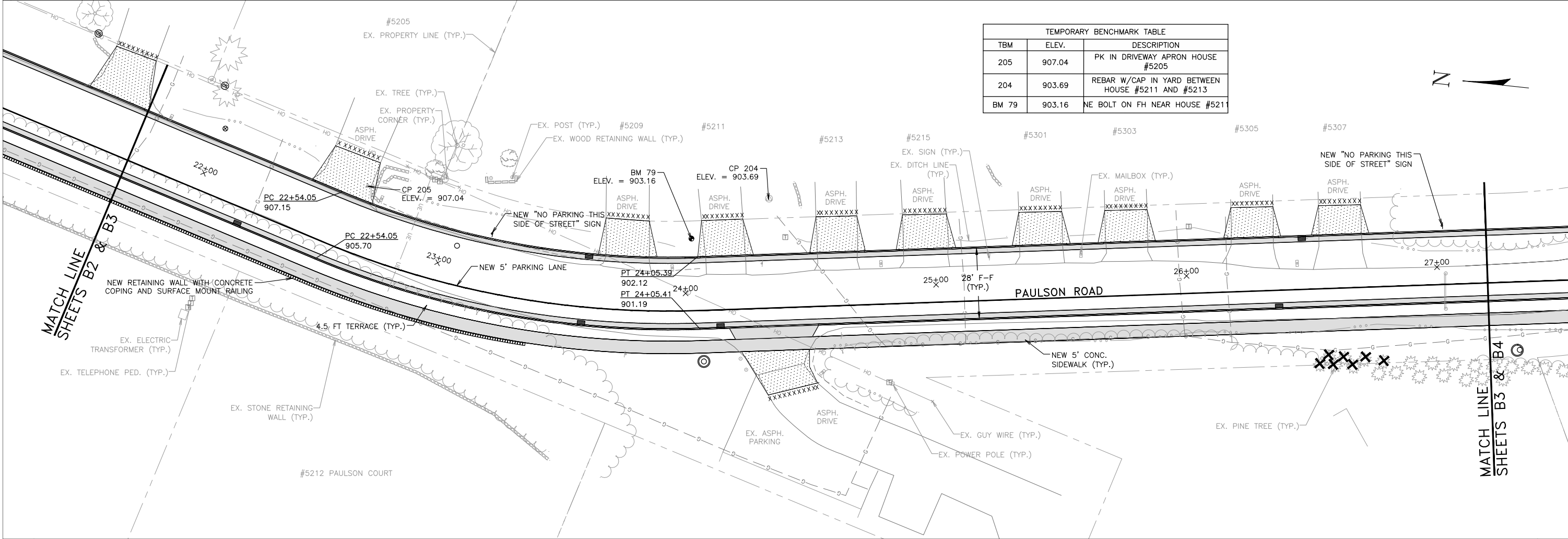
TEMPORARY BENCHMARK TABLE		
TBM	ELEV.	DESCRIPTION
203	877.70	PK SET IN W. SIDE OF BIT PATH BETWEEN GATES
202	878.75	PK SET IN PARKING LOT #5315
BM 59	878.12	NW TAG BOLT ON FH NEAR STATION 118+50

STORM STRUCTURE SCHEDULE			
NAME	STA/OFFSET	T.O.C./RIM	INVERTS
INLET 2.3	28+72.1/14.5R	877.05	NE. INV. = 874.08 (12") NW. INV. = 874.13 (12")
INLET 2.4	28+65.9/14.5R	877.05	SE. INV. = 874.14 (12")
INLET 2.6	27+68.5/14.5R	879.71	E. INV. = 876.62 (12")

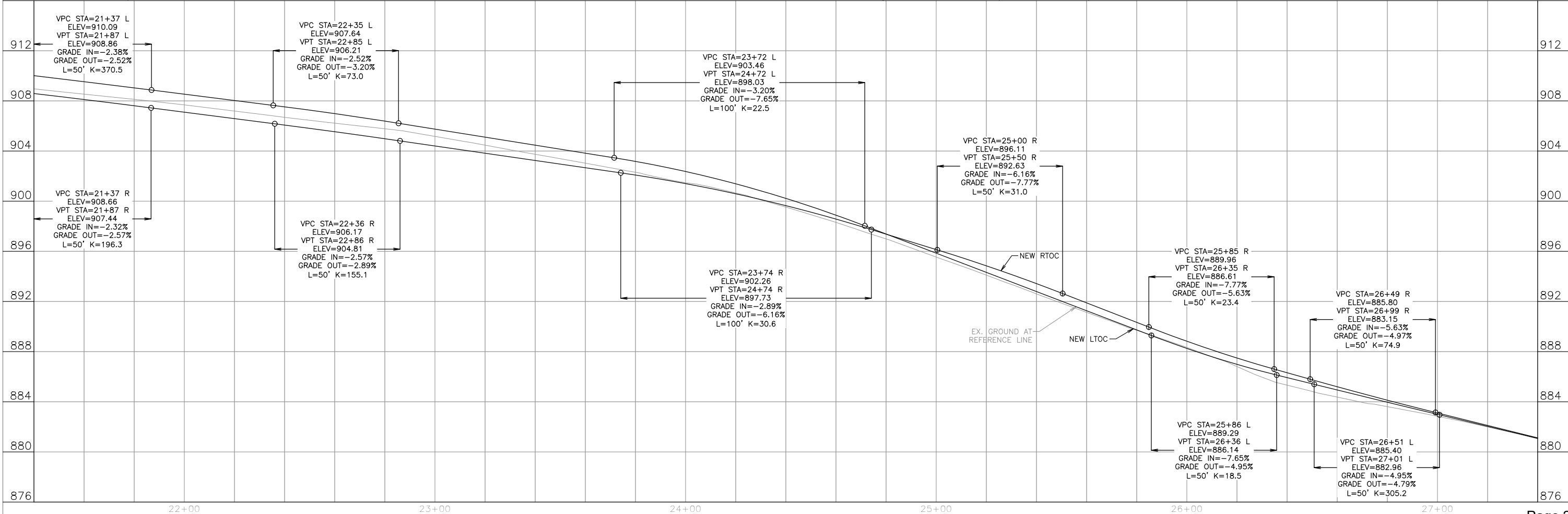








TEMPORARY BENCHMARK TABLE		
TBM	ELEV.	DESCRIPTION
205	907.04	PK IN DRIVEWAY APRON HOUSE #5205
204	903.69	REBAR W/CAP IN YARD BETWEEN HOUSE #5211 AND #5213
BM 79	903.16	NE BOLT ON FH NEAR HOUSE #521



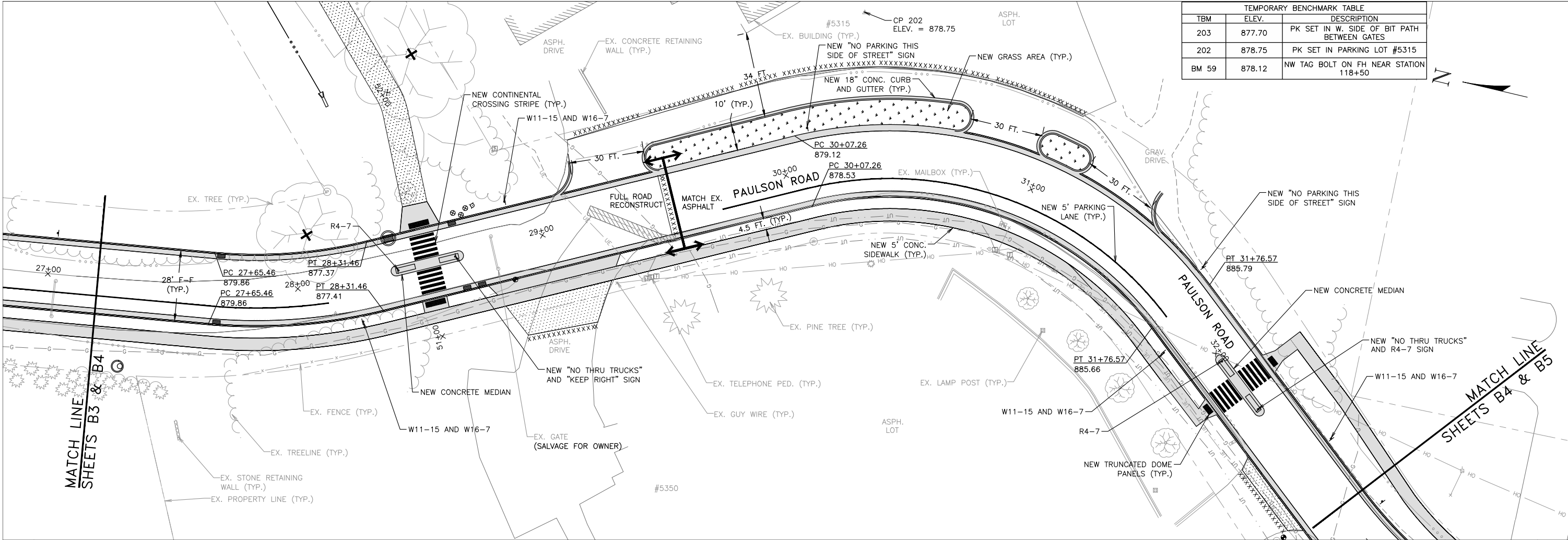
6264 Nesbitt Road
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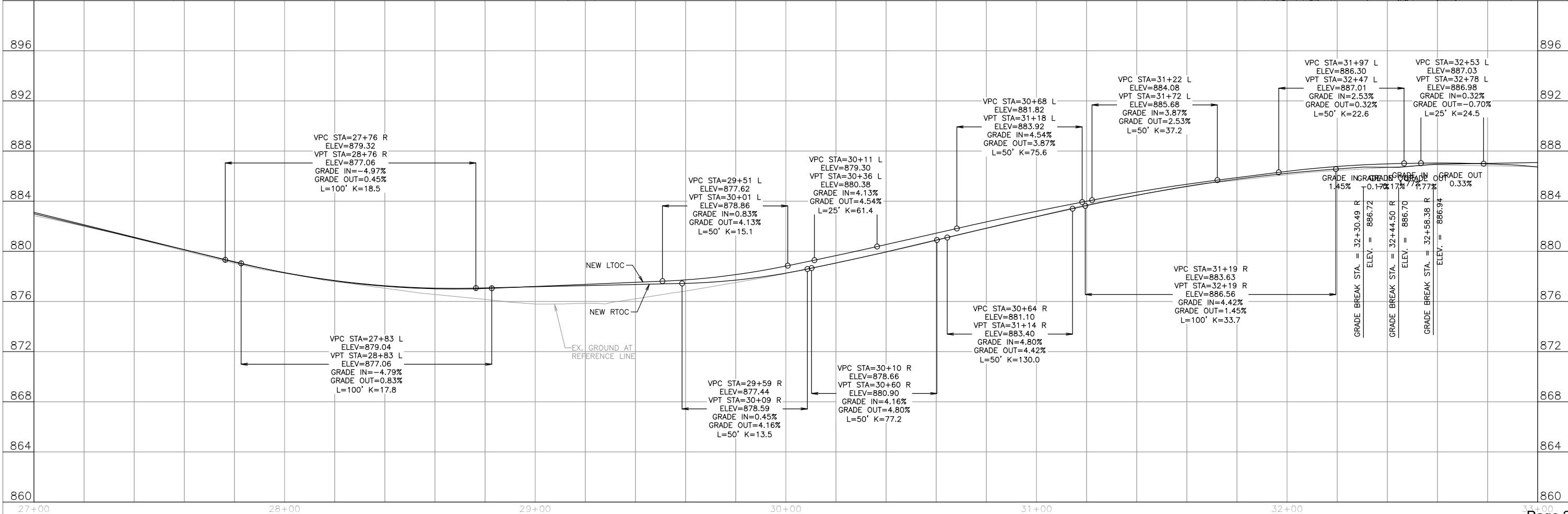
PLAN & PROFILE
PAULSON ROAD
Station 21+40 To Station 27+40

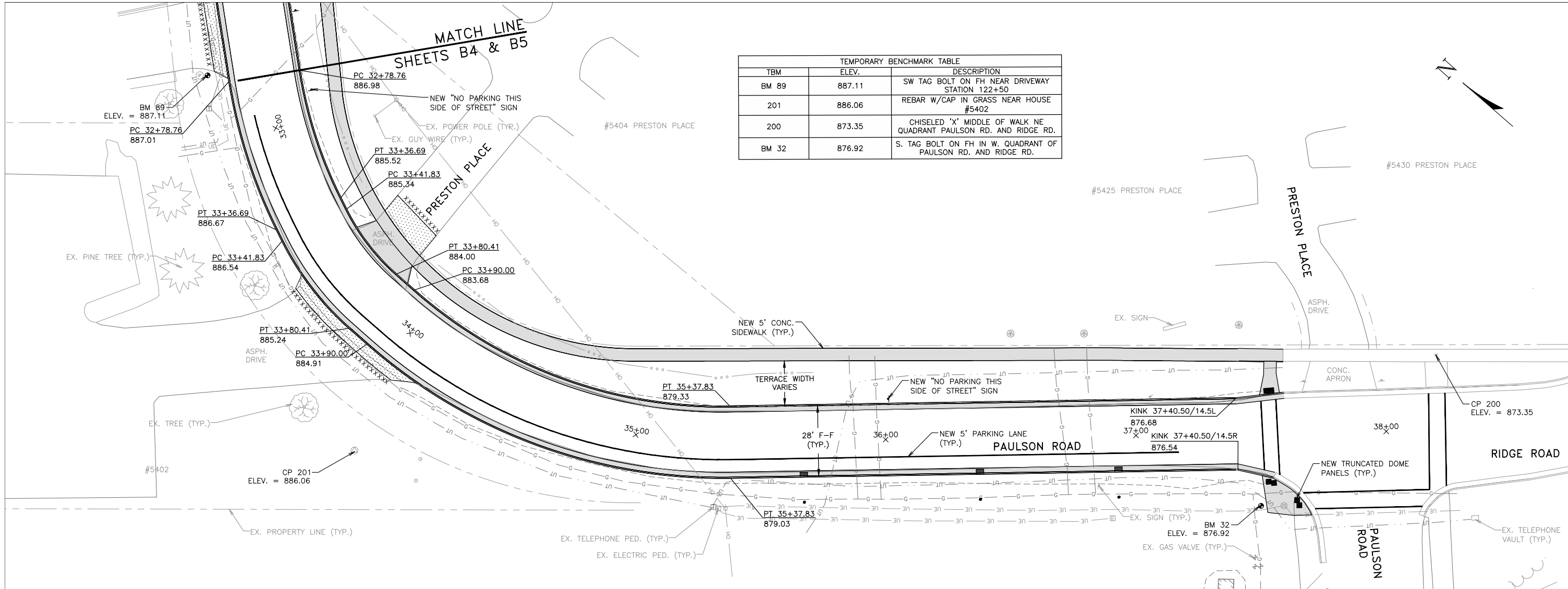
2023 STREET AND UTILITY IMPROVEMENTS
PAULSON ROAD
Village of McFarland, Wisconsin

PROJECT NO.: MC 197
DRAWING FILE: MC 197 SHEETS.DWG
DRAWN BY: J.C.A.
CHECKED BY: T.J.S.
DATE: 2-8-23
REVISIONS:
SCALE: HORIZONTAL 0 5 10 20
VERTICAL 0 2 4
SHEET: B3

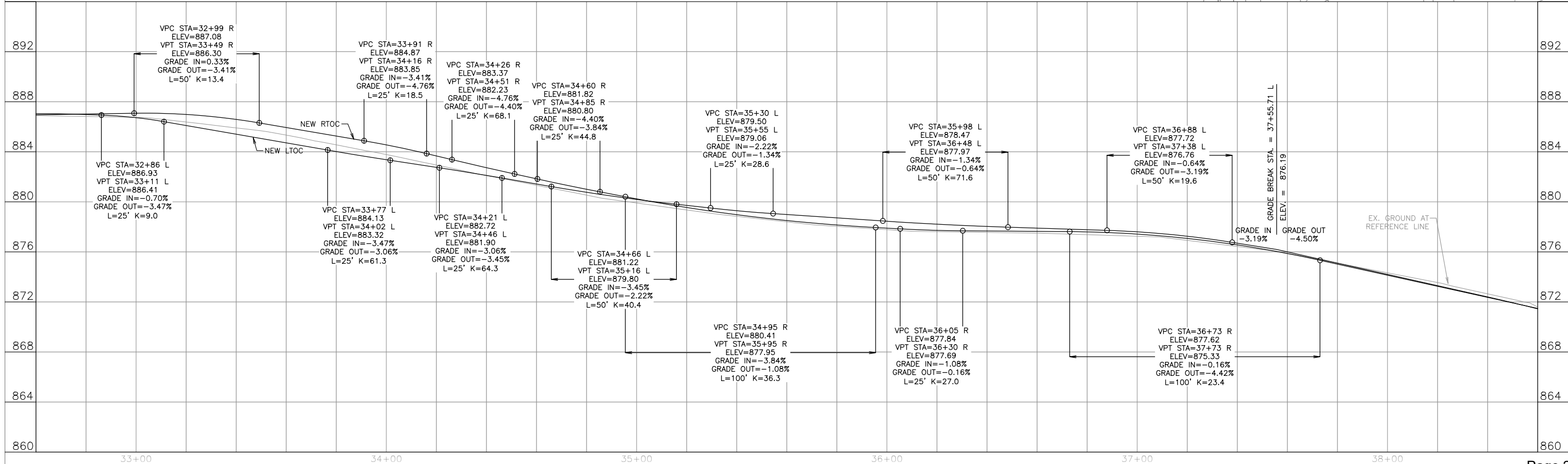


TEMPORARY BENCHMARK TABLE		
TBM	ELEV.	DESCRIPTION
203	877.70	PK SET IN W. SIDE OF BIT PATH BETWEEN GATES
202	878.75	PK SET IN PARKING LOT #5315
BM 59	878.12	NW TAG BOLT ON FH NEAR STATION 118+50

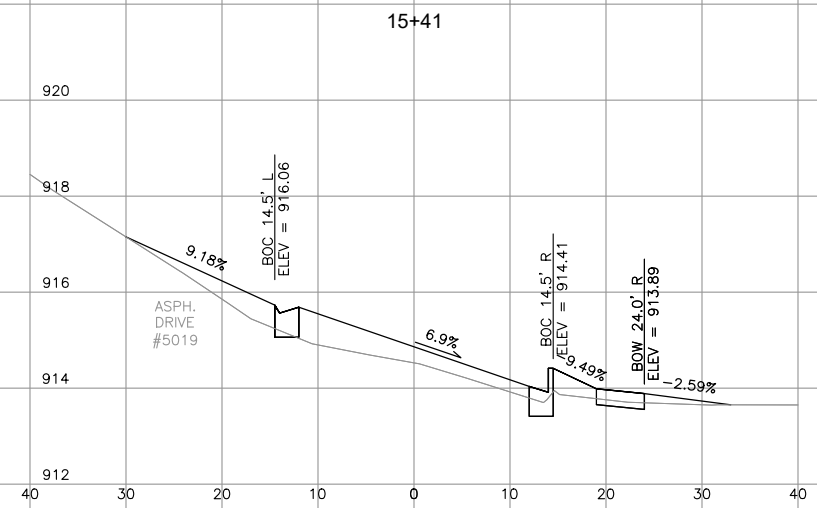
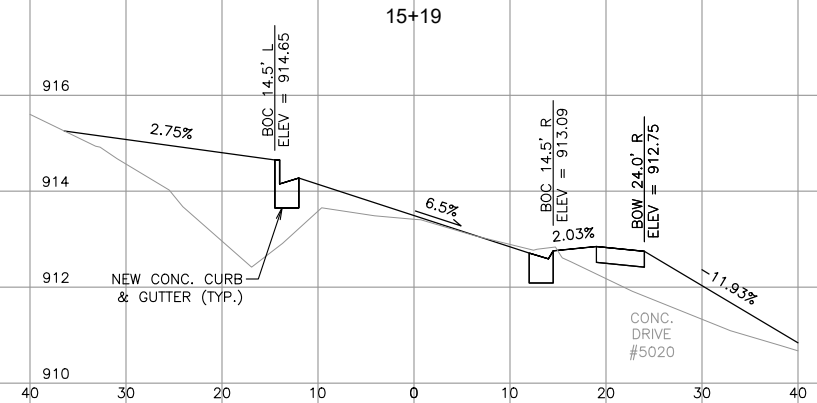
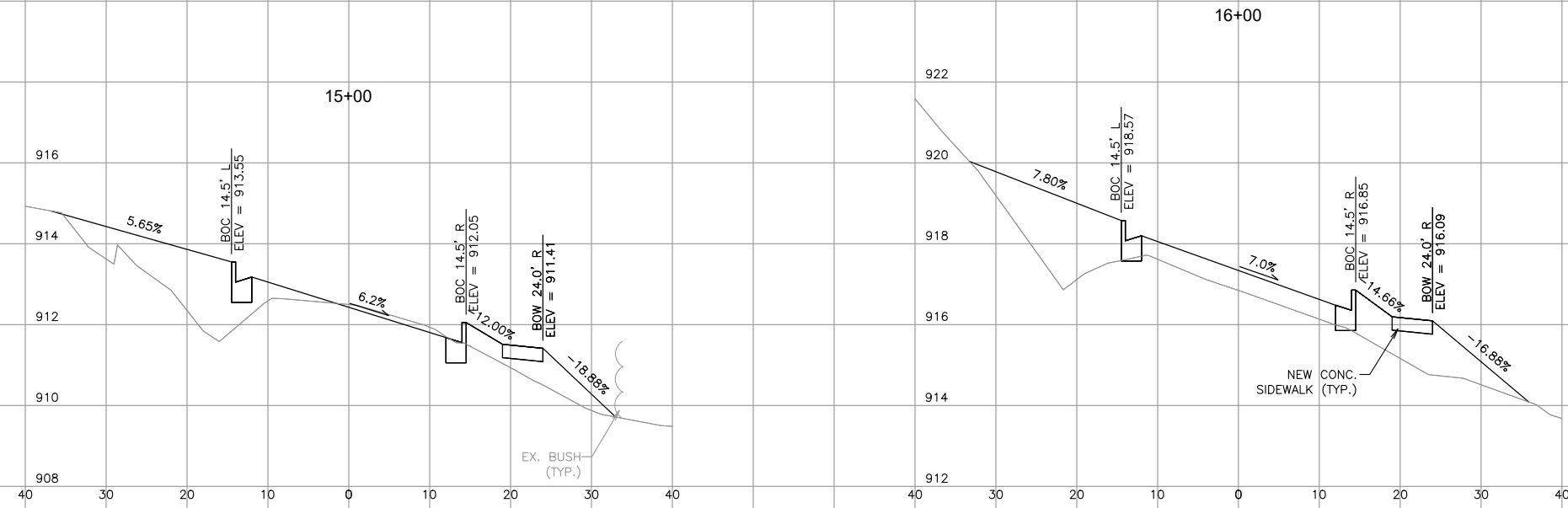




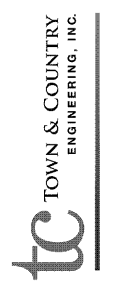
TEMPORARY BENCHMARK TABLE		
TBM	ELEV.	DESCRIPTION
BM 89	887.11	SW TAG BOLT ON FH NEAR DRIVEWAY STATION 122+50
201	886.06	REBAR W/CAP IN GRASS NEAR HOUSE #5402
200	873.35	CHISELED 'X' MIDDLE OF WALK NE QUADRANT PAULSON RD. AND RIDGE RD.
BM 32	876.92	S. TAG BOLT ON FH IN W. QUADRANT OF PAULSON RD. AND RIDGE RD.



EXISTING CONTOURS ARE DENOTED BY LIGHTER LINES.
FINISHED CONTOURS ARE DENOTED BY DARKER LINES.
DRIVE OVER CURB ELEVATIONS ARE LABELED AT FULL
CURB HEIGHT.



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CROSS SECTIONS
PAULSON ROAD
Station 15+00 To Station 16+00

2023 STREET AND UTILITY IMPROVEMENTS
PAULSON ROAD
Village of McFarland, Wisconsin

PROJECT NO.:
MC 197
DRAWING FILE:
MC 197 CORRIDOR.DWG
DRAWN BY:
J.C.A.
CHECKED BY:
T.J.S.

DATE:
2-8-23
REVISIONS:

SCALE: HORIZONTAL
0 2.5 5 10

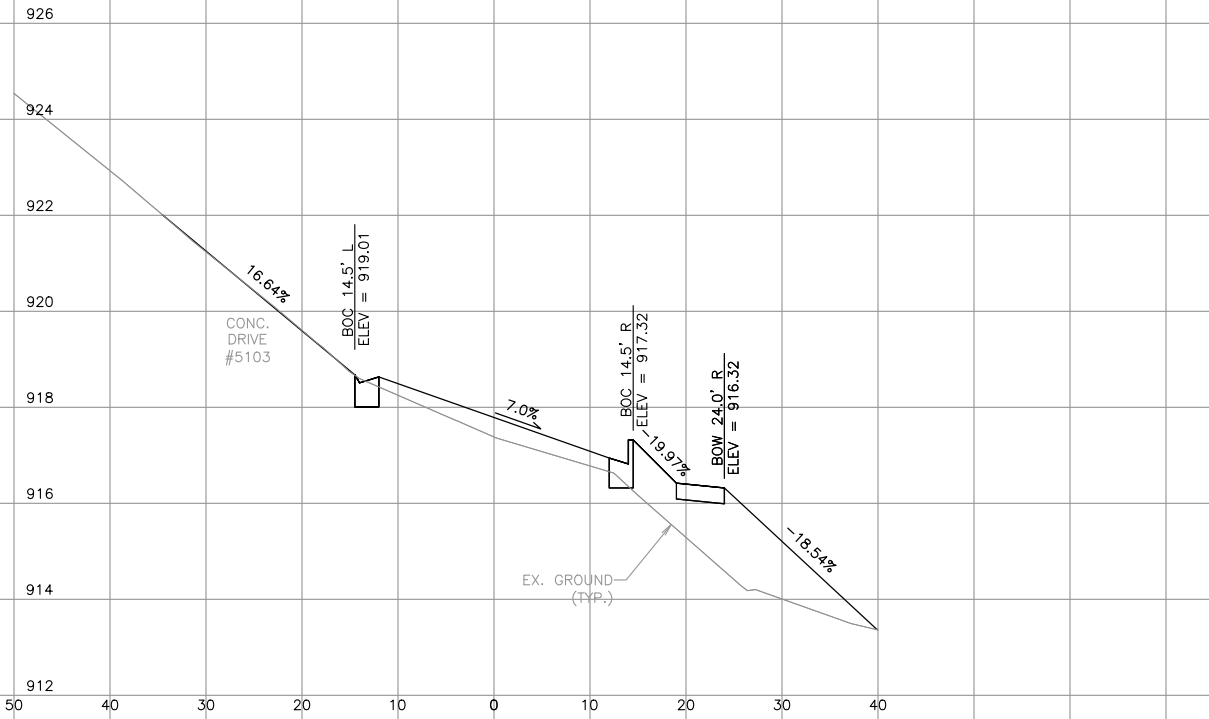


SHEET:

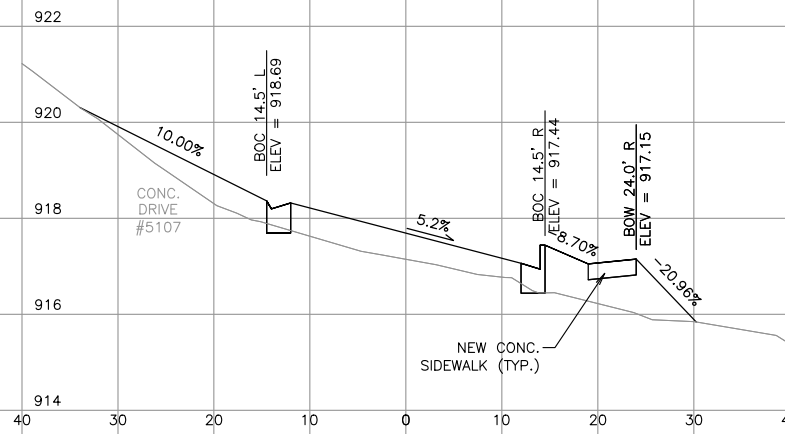
X2

EXISTING CONTOURS ARE DENOTED BY LIGHTER LINES.
FINISHED CONTOURS ARE DENOTED BY DARKER LINES.
DRIVE OVER CURB ELEVATIONS ARE LABELED AT FULL
CURB HEIGHT.

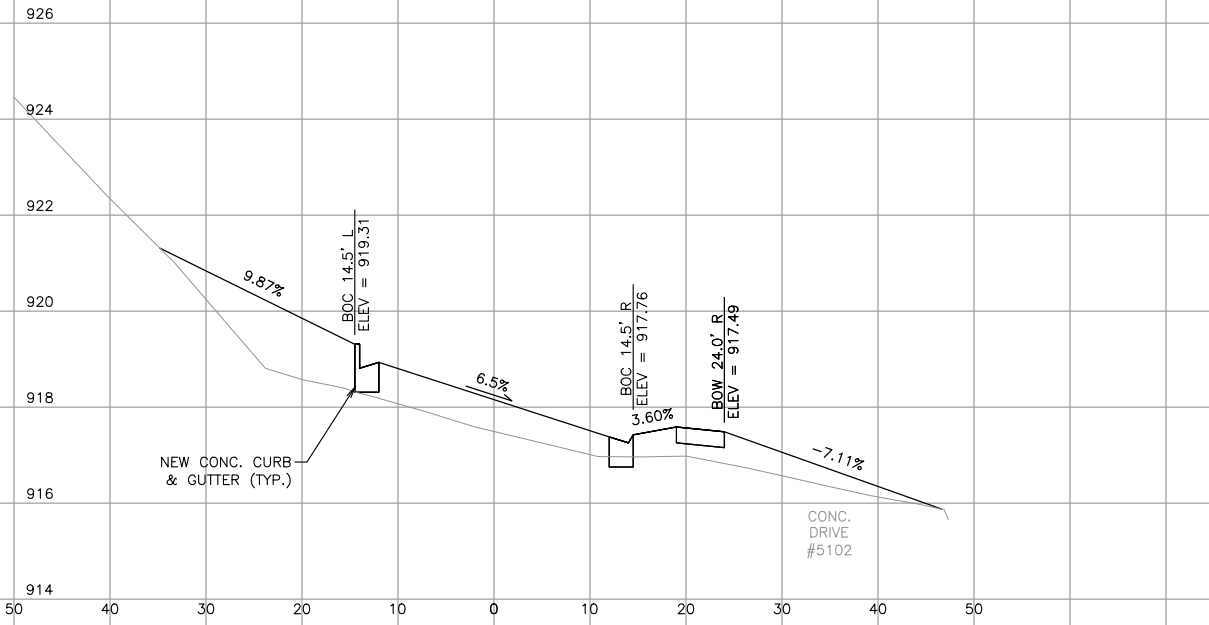
16+19



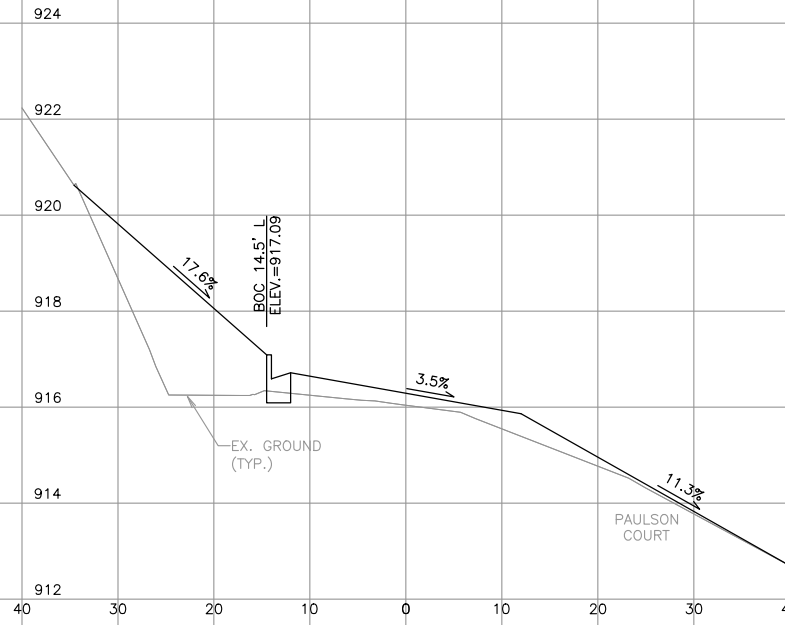
17+02



16+56



17+65



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CROSS SECTIONS
PAULSON ROAD
Station 18+02 To Station 19+19

TREET AND UTILITY IMPROVEMENTS
PAULSON ROAD
Village of McFarland, Wisconsin

PROJECT NO.:	MC 197
DRAWING FILE:	MC 197 CORRIDOR.DWG
DRAWN BY:	J.C.A.
CHECKED BY:	T.J.S.

DATE: 2-8-23

SCALE: HORIZONTAL

0 2.5 5 10

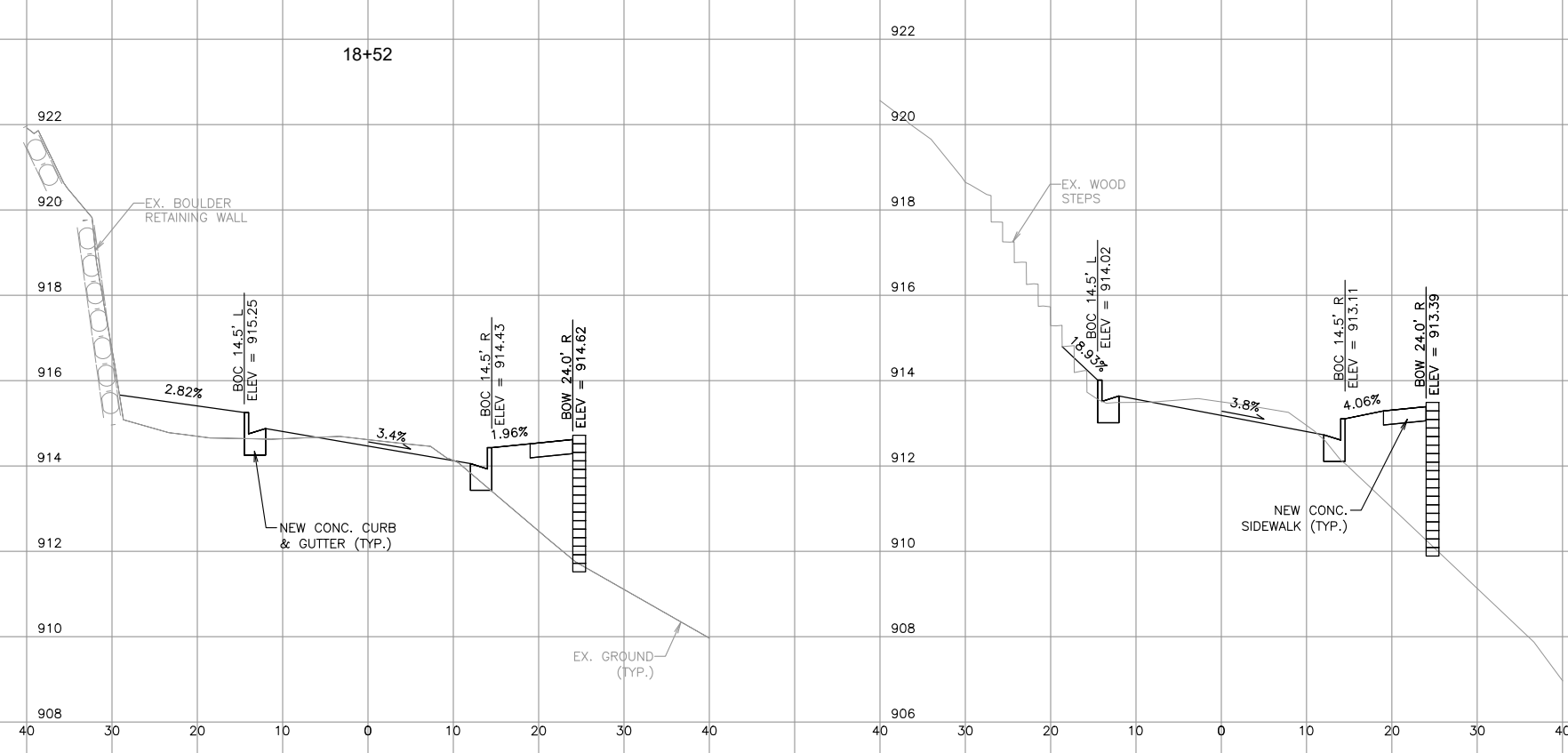
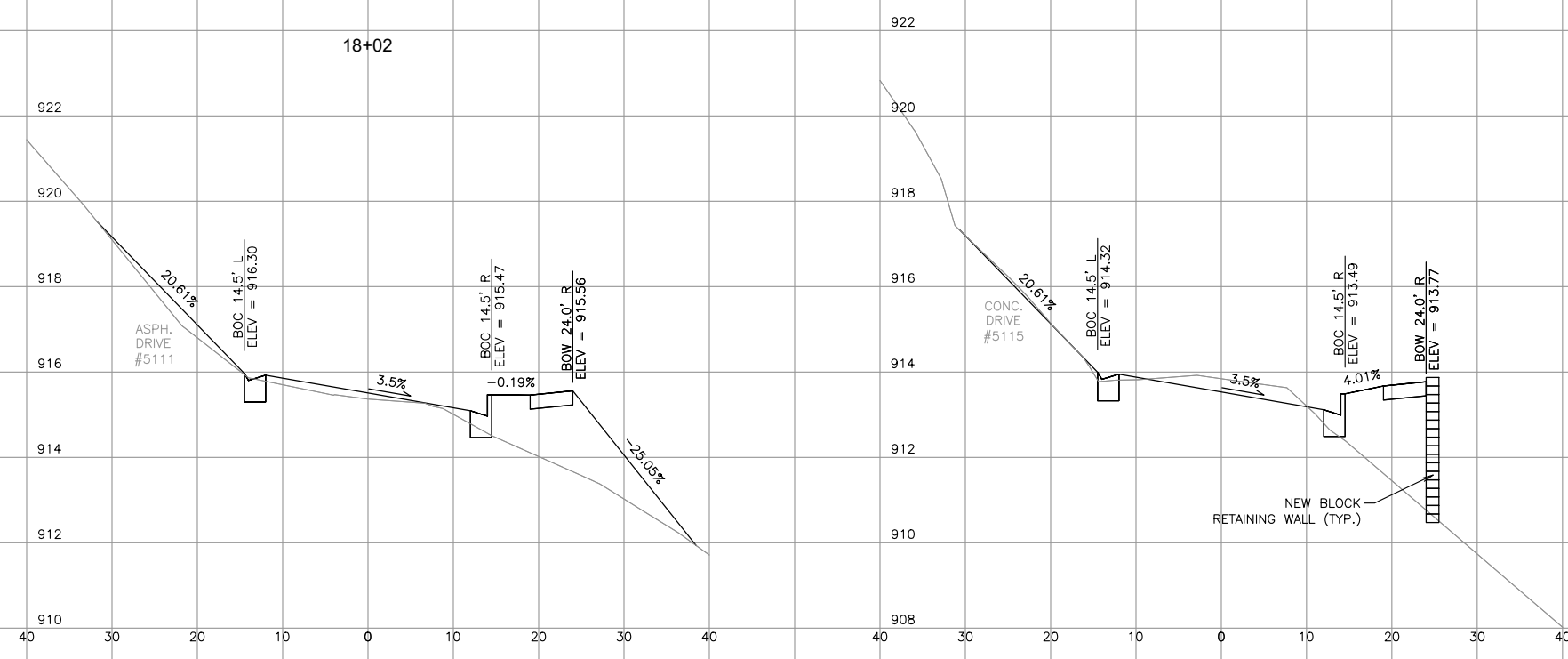
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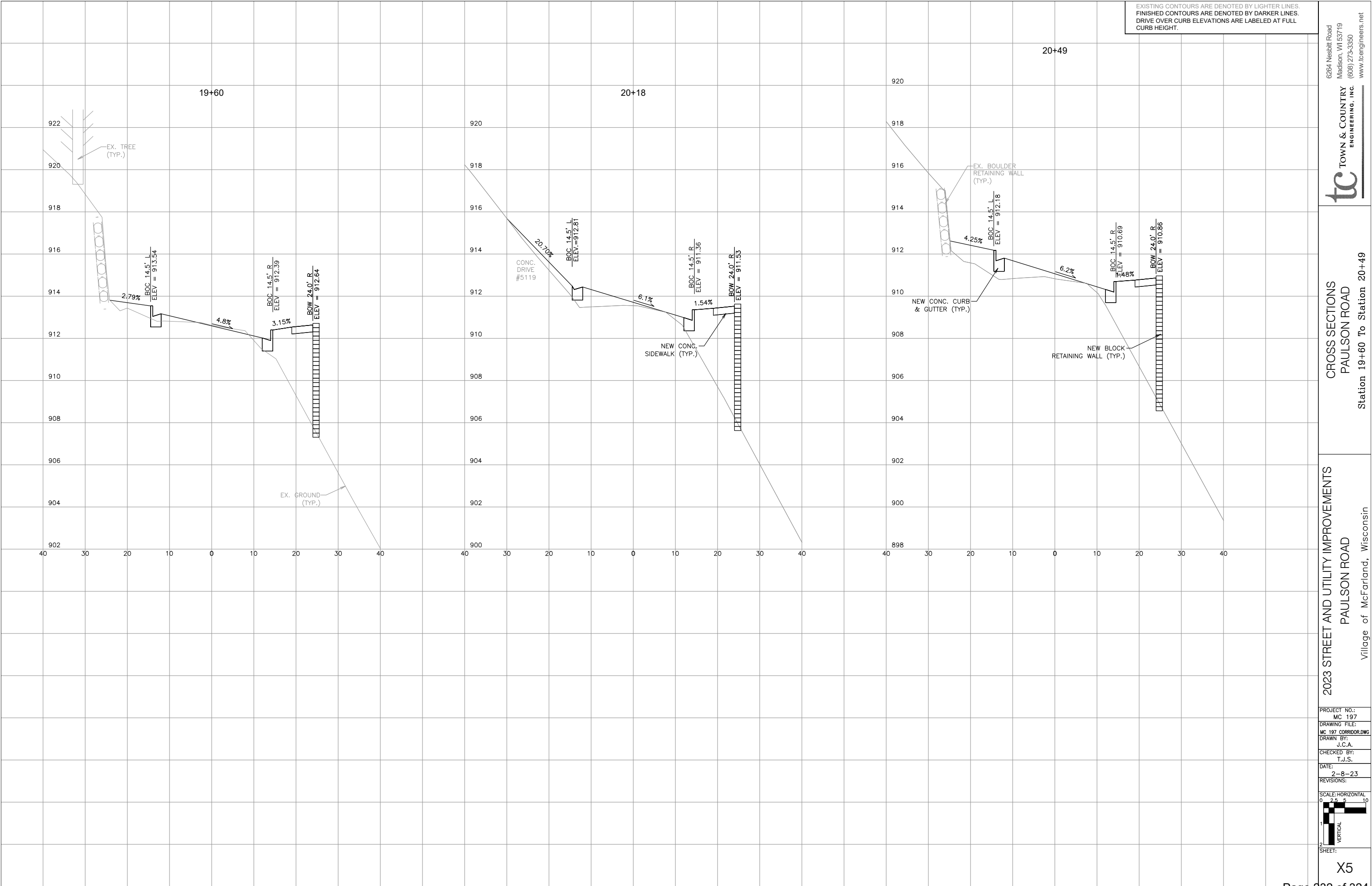
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SHEET:

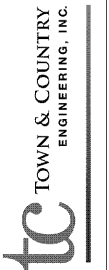
VERTICAL

X4





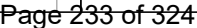
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CROSS SECTIONS
PAULSON ROAD
Station 19+60 To Station 20+49

2023 STREET AND UTILITY IMPROVEMENTS
PAULSON ROAD
Village of McFarland, Wisconsin

PROJECT NO.:	MC 197
DRAWING FILE:	MC 197 CORRIDOR.DWG
DRAWN BY:	J.C.A.
CHECKED BY:	T.J.S.
DATE:	2-8-23
REVISIONS:	
SCALE: HORIZONTAL	0 2.5 5 10
SCALE: VERTICAL	1 2
SHEET:	



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CROSS SECTIONS
PAULSON ROAD
Station 22+54 To Station 22+99

PAULSON ROAD
Village of McFarland, Wisconsin

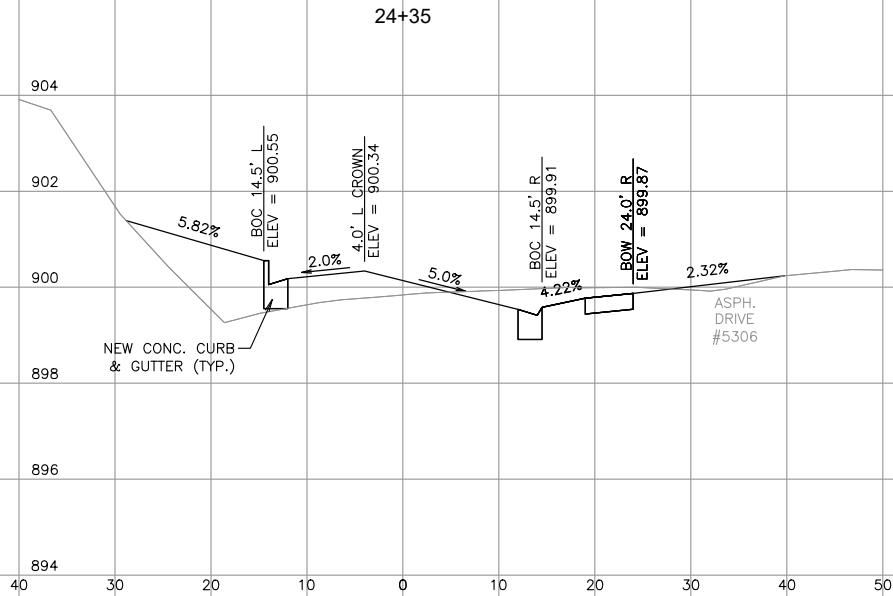
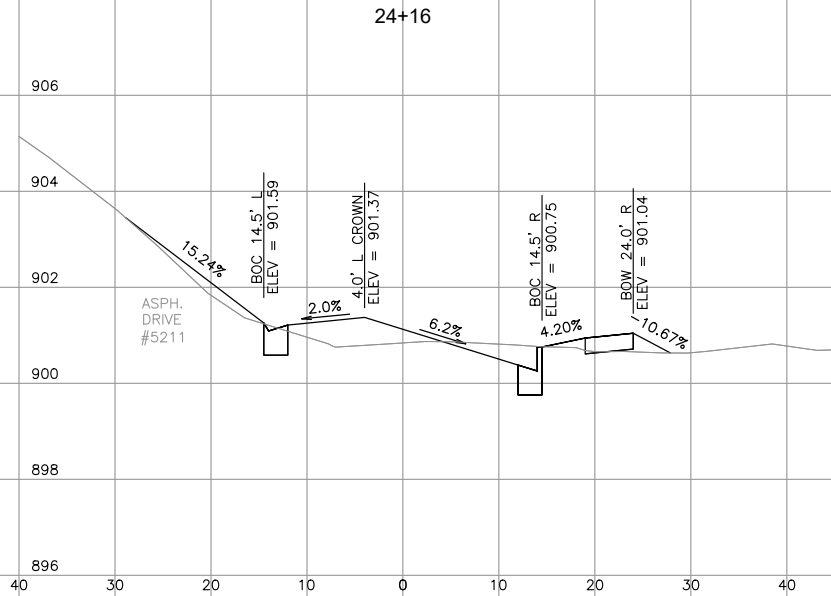
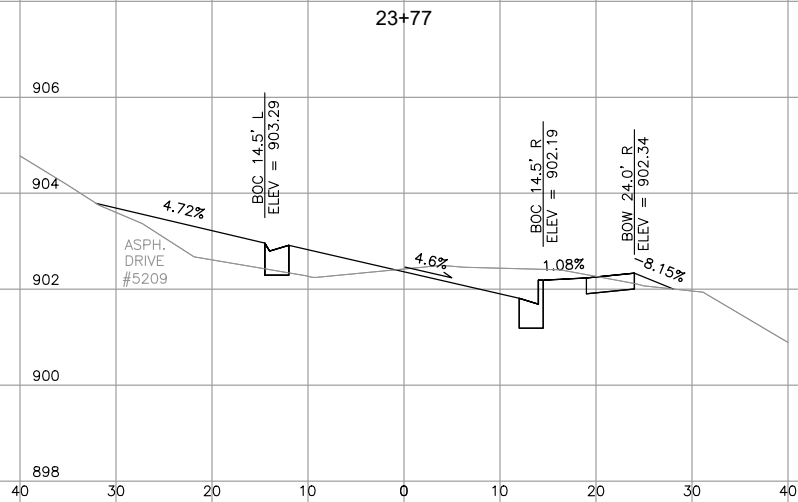
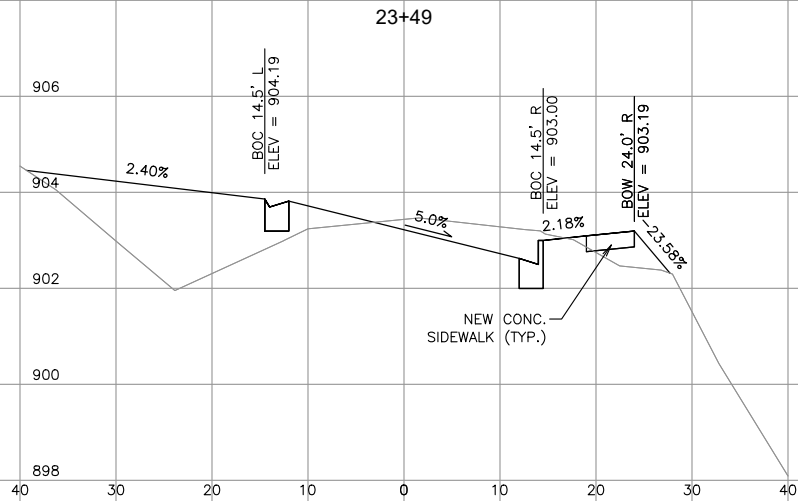
TE:
2-8-23
VISIONS:

VERTICAL

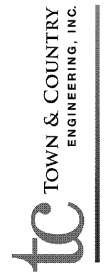
MEET:

X7

EXISTING CONTOURS ARE DENOTED BY LIGHTER LINES.
FINISHED CONTOURS ARE DENOTED BY DARKER LINES.
DRIVE OVER CURB ELEVATIONS ARE LABELED AT FULL CURB HEIGHT.



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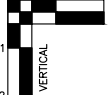
CROSS SECTIONS
PAULSON ROAD
Station 23+49 To Station 24+35

2023 STREET AND UTILITY IMPROVEMENTS
PAULSON ROAD
Village of McFarland, Wisconsin

PROJECT NO.:
MC 197
DRAWING FILE:
MC 197 CORRIDOR.DWG
DRAWN BY:
J.C.A.
CHECKED BY:
T.J.S.

DATE:
2-8-23
REVISIONS:

SCALE: HORIZONTAL
0 2.5 5 10



SHEET:

X8

EXISTING CONTOURS ARE DENOTED BY LIGHTER LINES.
FINISHED CONTOURS ARE DENOTED BY DARKER LINES.
DRIVE OVER CURB ELEVATIONS ARE LABELED AT FULL
CURB HEIGHT.

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CROSS SECTIONS
PAULSON ROAD
Station 24+62 To Station 25+78

2023 STREET AND UTILITY IMPROVEMENTS
PAULSON ROAD
Village of McFarland, Wisconsin

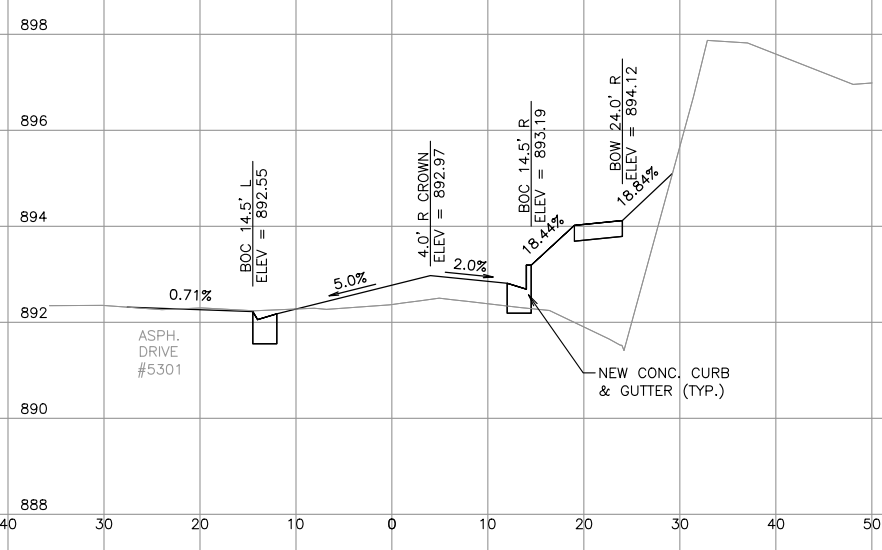
PROJECT NO.:
MC 197
DRAWING FILE:
MC 197 CORRIDOR.DWG
DRAWN BY:
J.C.A.
CHECKED BY:
T.J.S.

DATE:
2-8-23
REVISIONS:

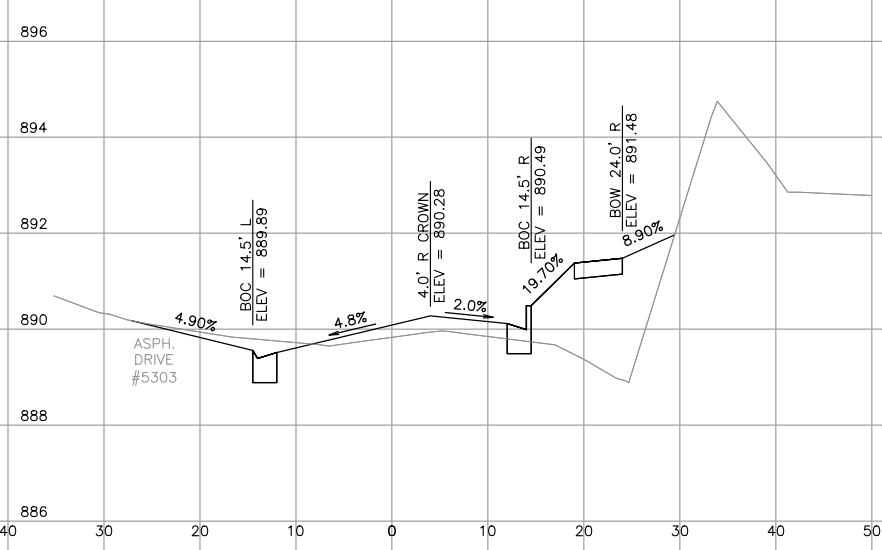
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VERTICAL
1 2
SHEET:

X9

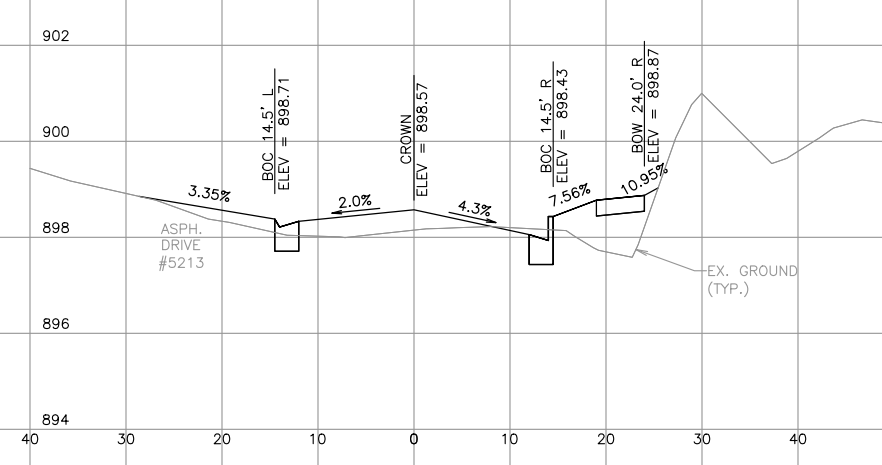
25+43



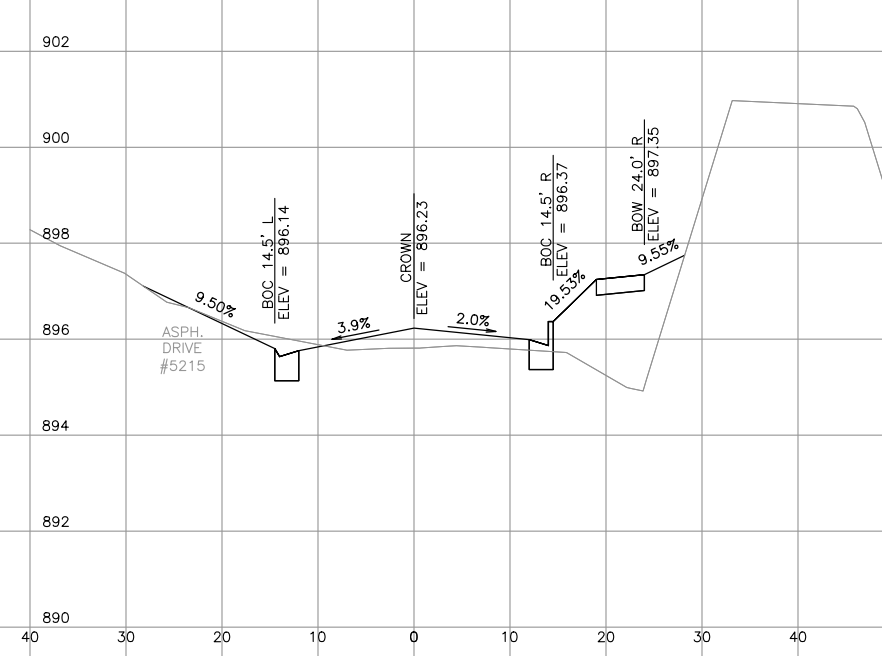
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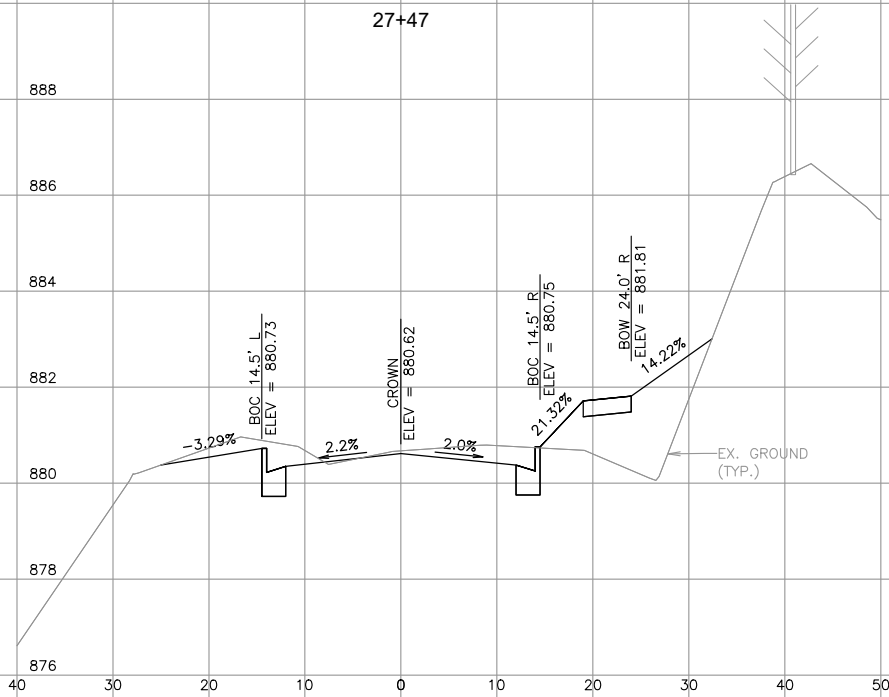
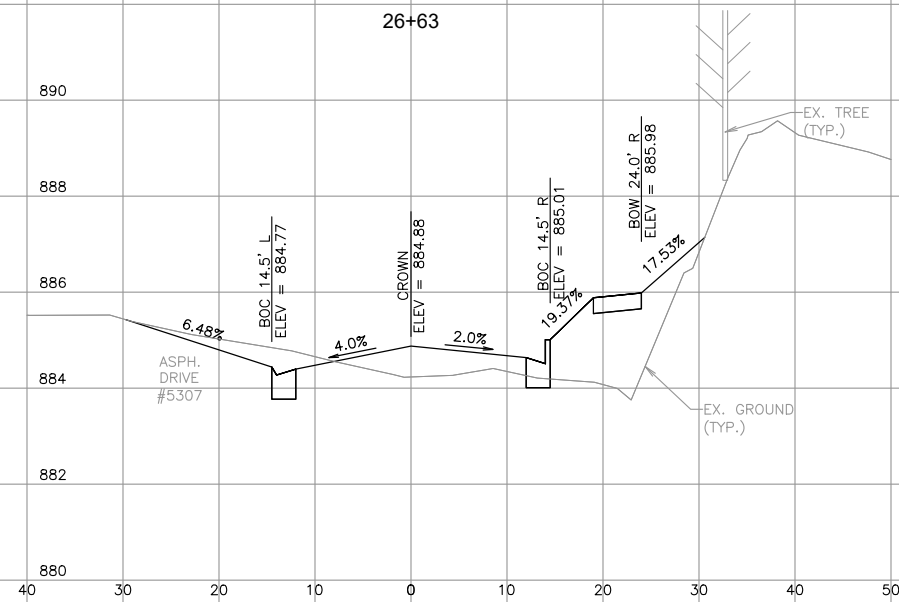
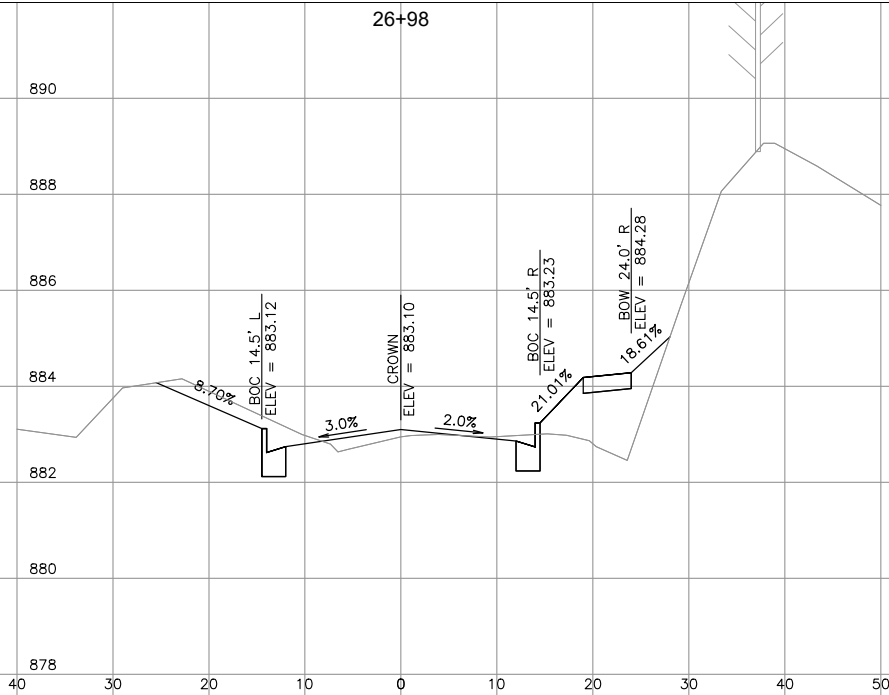
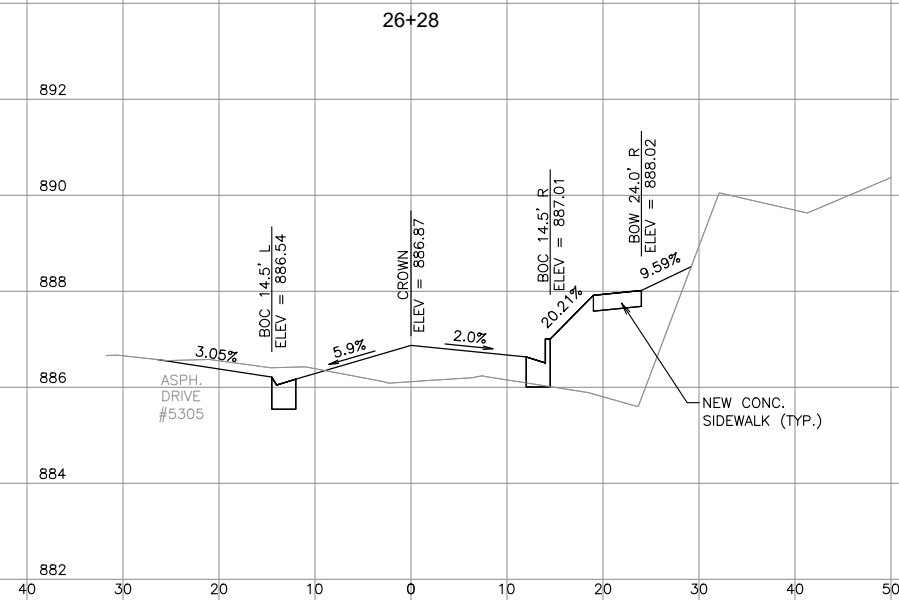


24+62



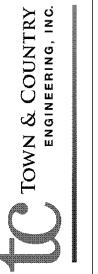
24+96





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FINISHED CONTOURS ARE DENOTED BY DARKER LINES.
DRIVE OVER CURB ELEVATIONS ARE LABELED AT FULL
CURB HEIGHT.

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CROSS SECTIONS
PAULSON ROAD
Station 26+28 To Station 27+47

PAULSON ROAD
Village of McFarland, Wisconsin

SUBJECT NO.:	MC 197
DRAWING FILE:	197 CORRIDOR.DWG
DRAWN BY:	J.C.A.
CHECKED BY:	T.J.S.

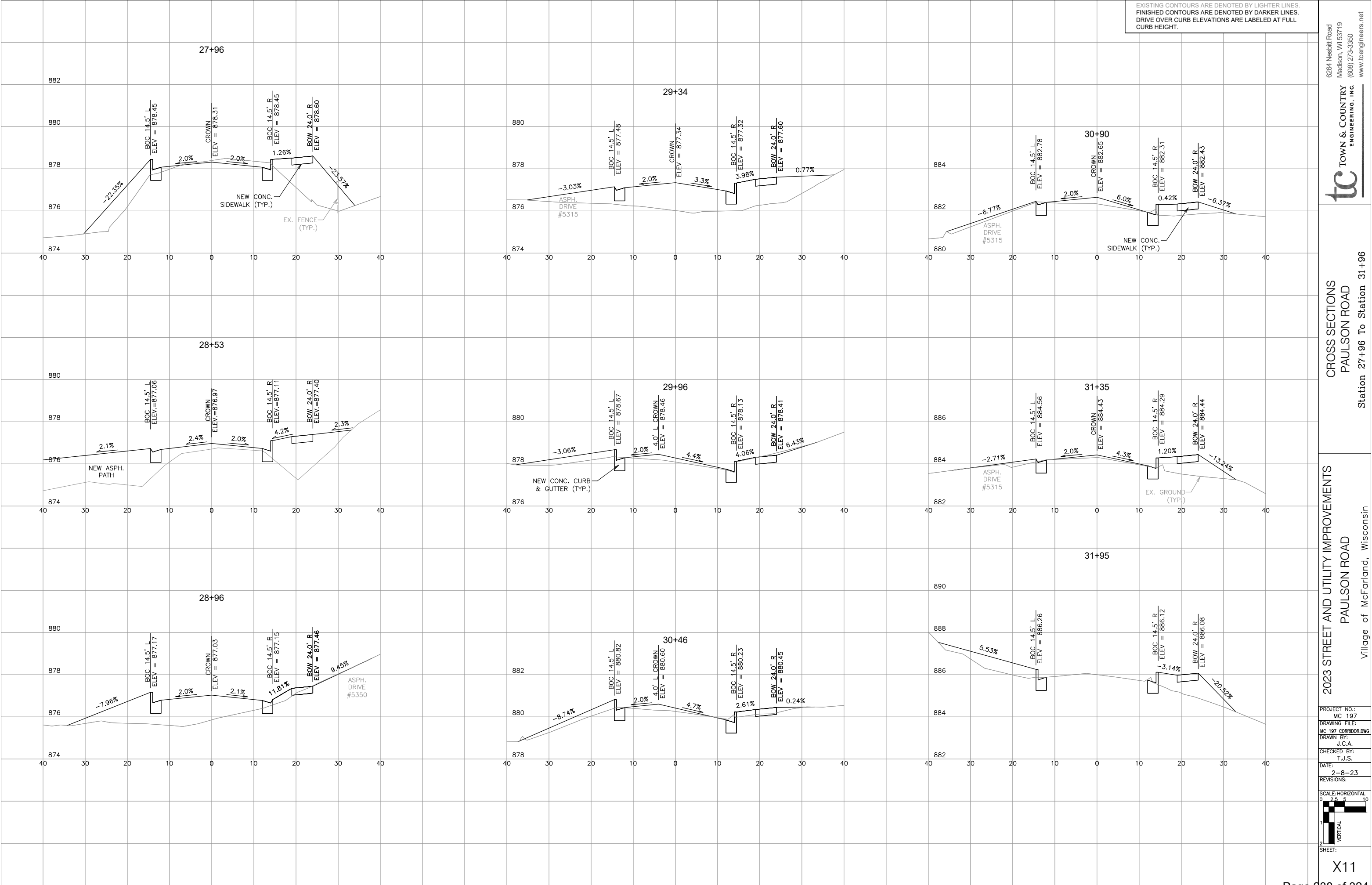
2-8-23

LE: HORIZONTAL
2.5 5 10

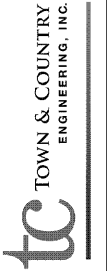


ET:

K10



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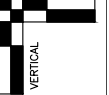
CROSS SECTIONS
PAULSON ROAD
Station 27+96 To Station 31+96

2023 STREET AND UTILITY IMPROVEMENTS
PAULSON ROAD
Village of McFarland, Wisconsin

PROJECT NO.: MC 197
DRAWING FILE: MC 197 CORRIDOR.DWG
DRAWN BY: J.C.A.
CHECKED BY: T.J.S.

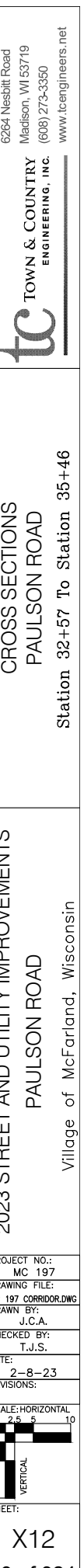
DATE: 2-8-23
REVISIONS:

SCALE: HORIZONTAL
0 2.5 5 10

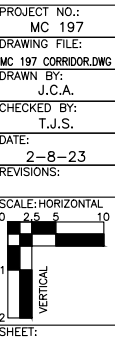
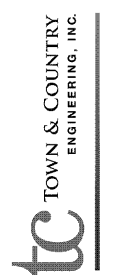


SHEET:

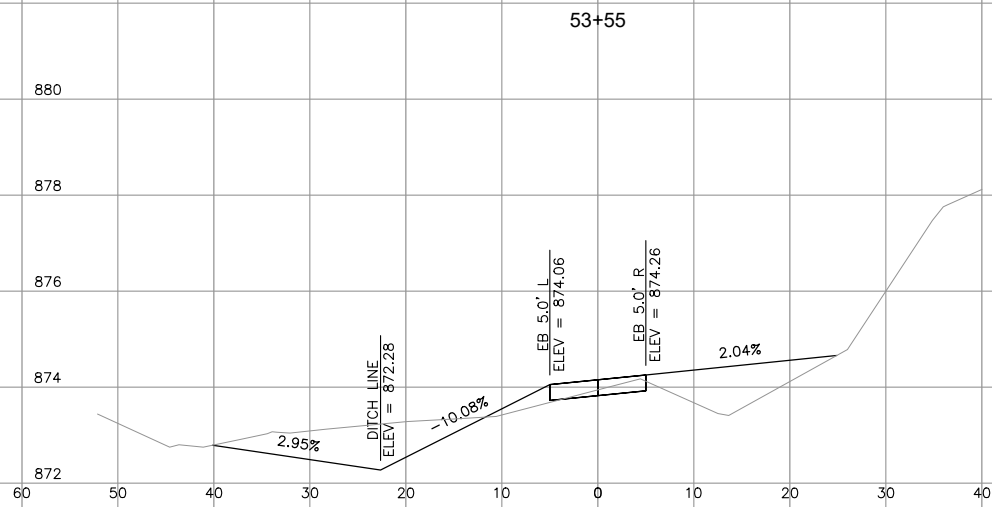
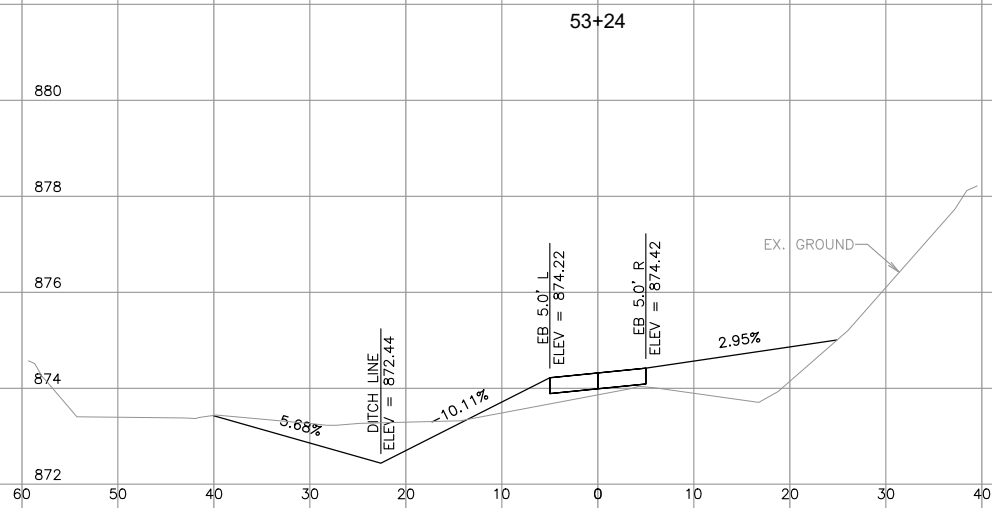
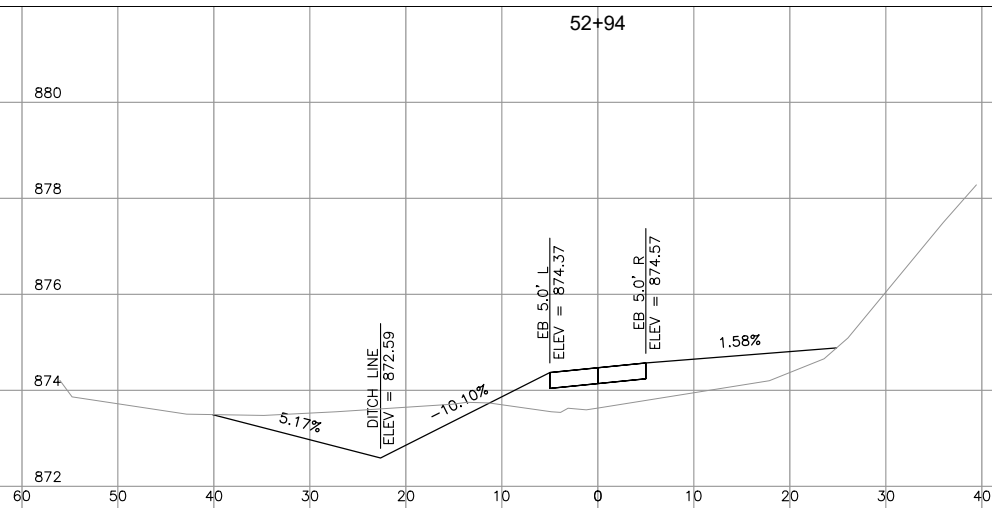
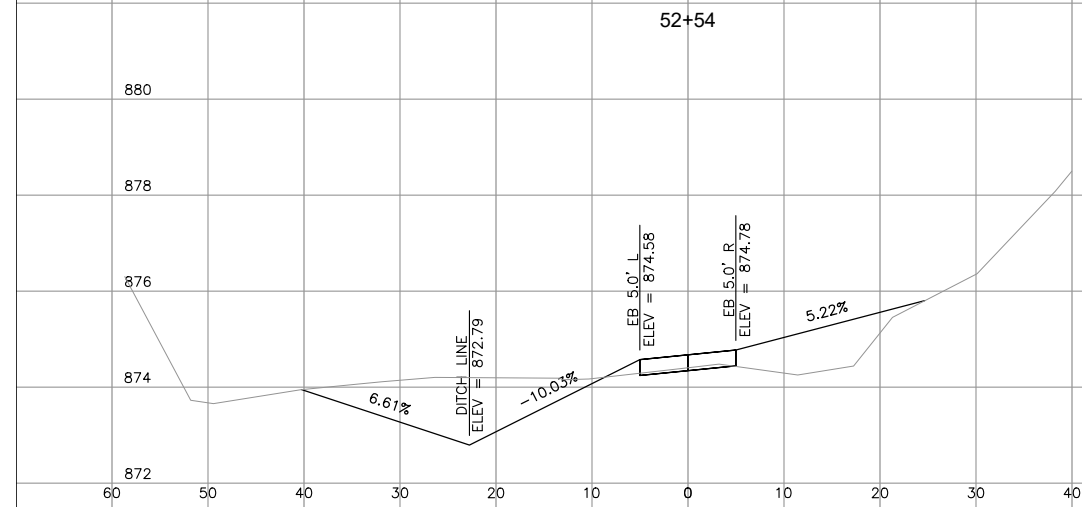
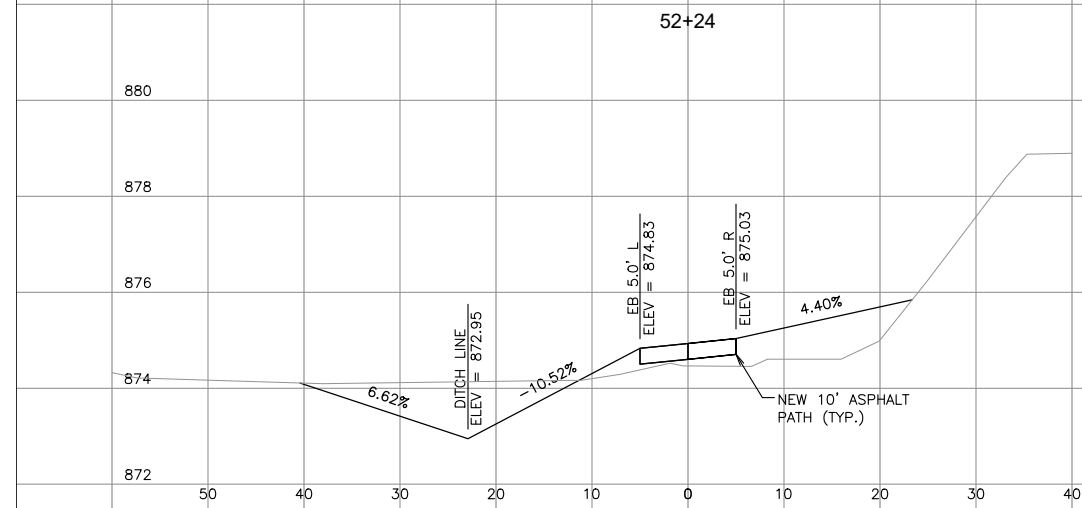
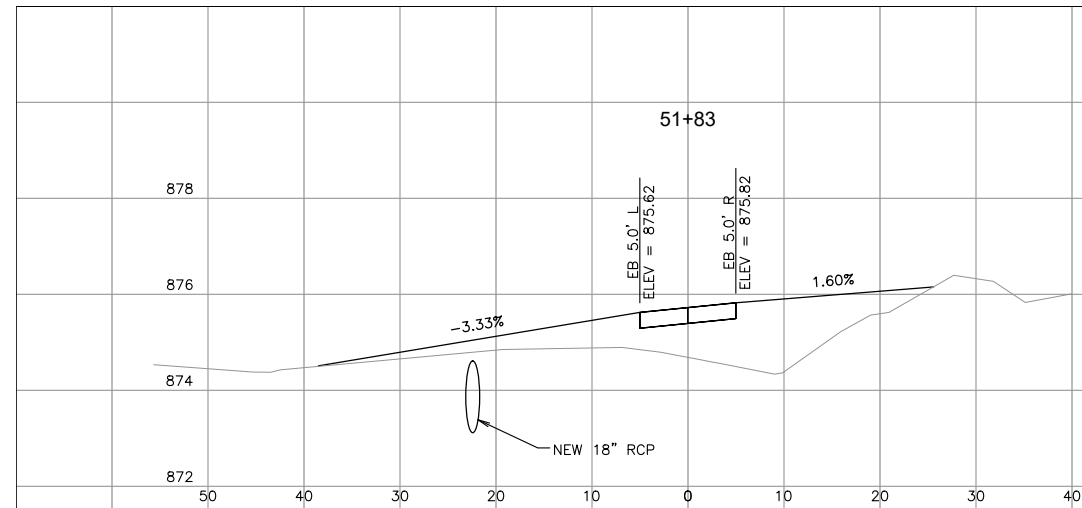
X11



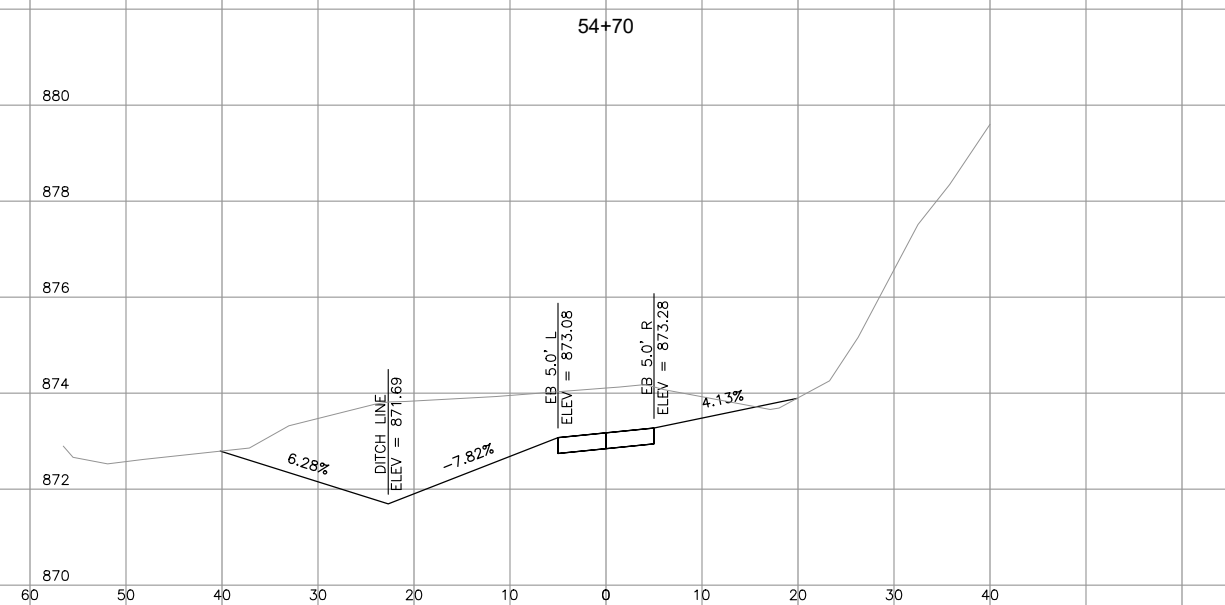
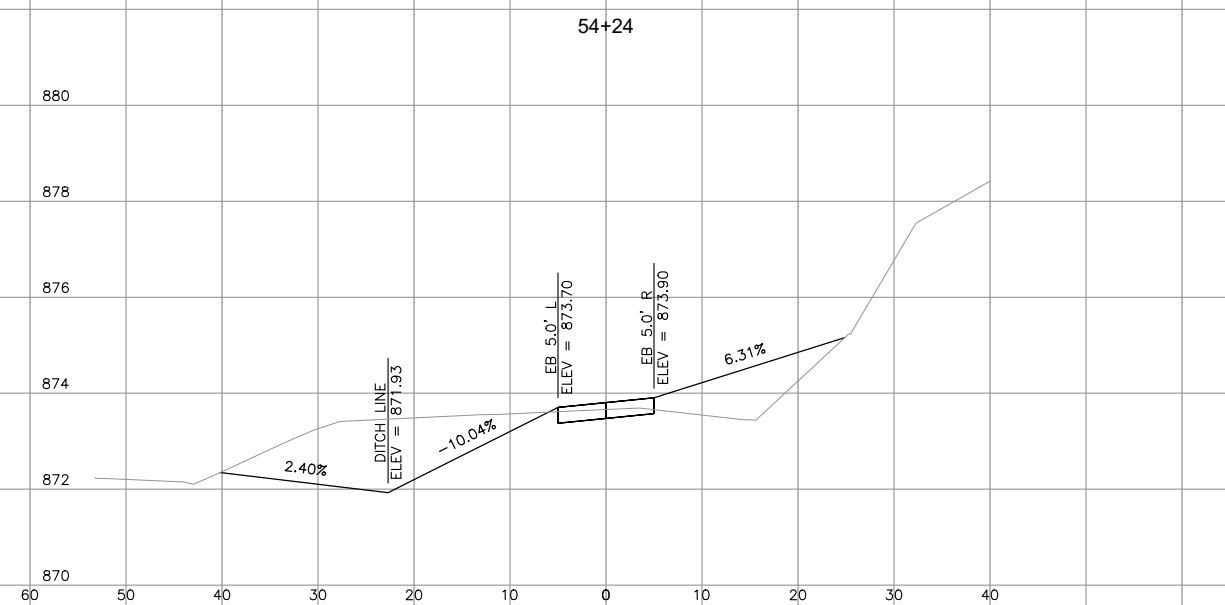
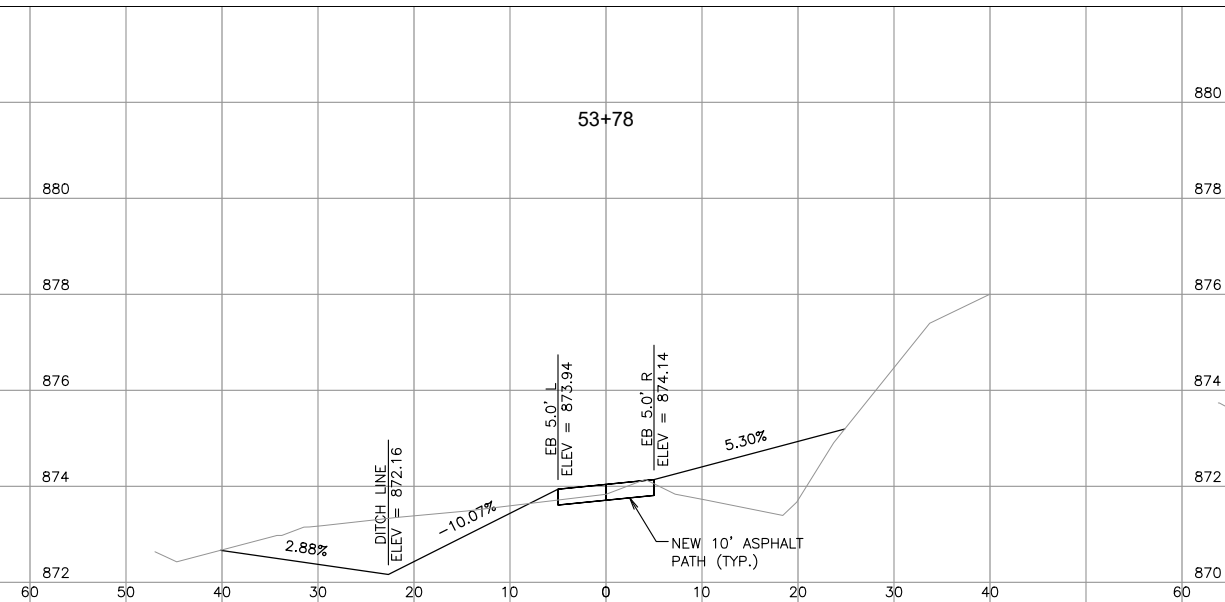
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X13



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DRIVE OVER CURB ELEVATIONS ARE LABELED AT FULL
CURB HEIGHT.



EXISTING CONTOURS ARE DENOTED BY LIGHTER LINES.
FINISHED CONTOURS ARE DENOTED BY DARKER LINES.
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CURB HEIGHT.

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CROSS SECTIONS
RUSTIC PATH
Station 53+55 To Station 54+70

2023 STREET AND UTILITY IMPROVEMENTS

PAULSON ROAD

Village of McFarland, Wisconsin

PROJECT NO.:	MC 197
DRAWING FILE:	MC 197 SHEETS.DWG
DRAWN BY:	J.C.A.
CHECKED BY:	T.J.S.

DATE:	2-8-23
REVISIONS:	

SCALE: HORIZONTAL
0 2.5 5 10

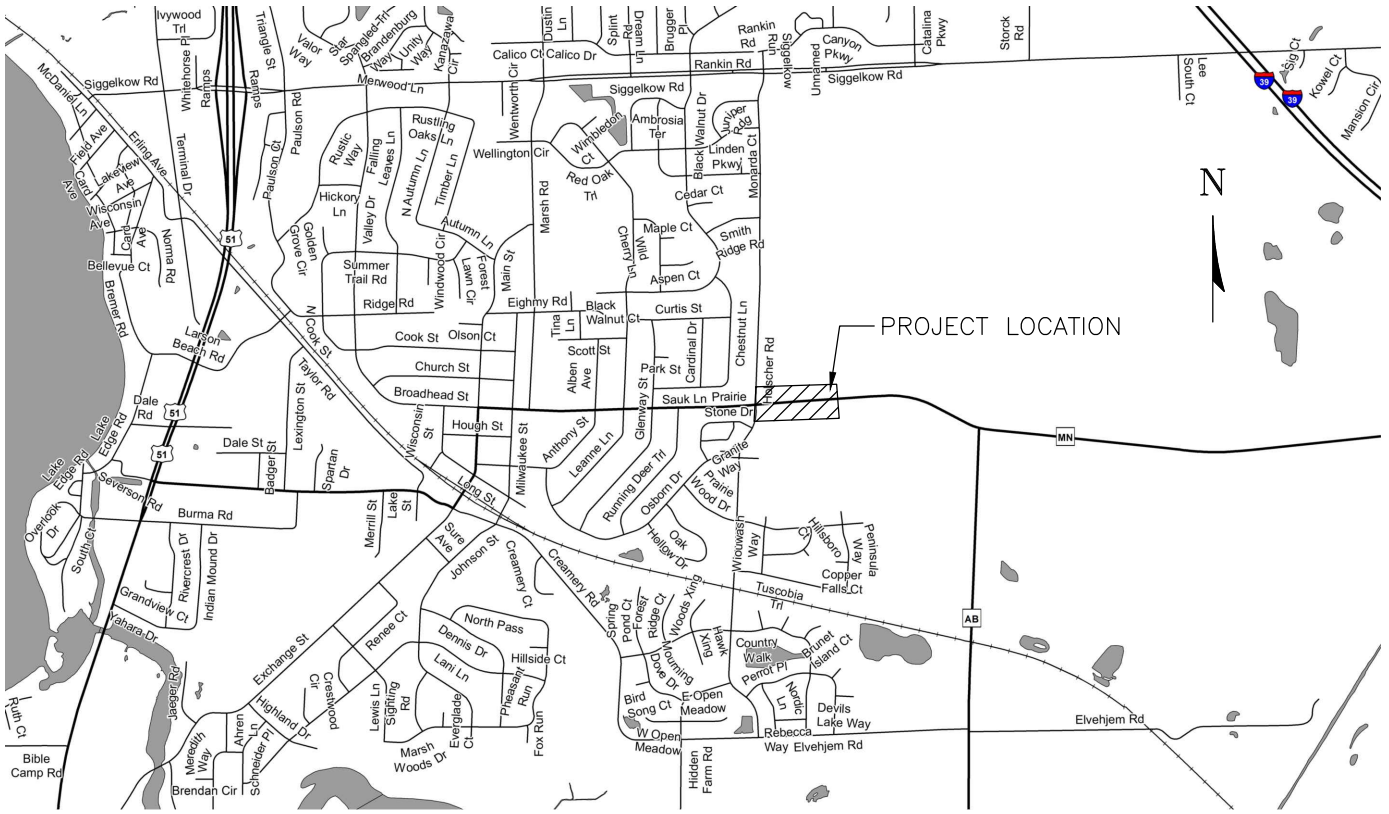
X15

2021 CTH MN/BROADHEAD STREET UTILITY AND STREET IMPROVEMENTS

Village of McFarland, Wisconsin

2023 FINAL SURFACE PAVING BID SET

SHEET INDEX	
SHEET NO.	SHEET DESCRIPTION
1	EROSION CONTROL - STANDARD
2	CONSTRUCTION DETAILS
3	ROAD CLOSURE & DETOUR PLAN
SANITARY SEWER, WATER MAIN, AND STORM SEWER	
A	PLAN & PROFILE - CTH MN/BROADHEAD STREET STATION 11+20 TO STATION 17+20
A	PLAN & PROFILE - CTH MN/BROADHEAD STREET STATION 16+80 TO STATION 22+80
A	SANITARY SEWER - STANDARD
A	CONSTRUCTION DETAILS
A	STORM SEWER - STANDARD
A	CONSTRUCTION DETAILS
B1	PLAN & PROFILE - CTH MN/BROADHEAD STREET STATION 11+20 TO STATION 17+20
B2	PLAN & PROFILE - CTH MN/BROADHEAD STREET STATION 16+80 TO STATION 22+80
B3	CONSTRUCTION DETAILS
B4	STREET IMPROVEMENTS - STANDARD
X1	CROSS SECTIONS - CTH MN/BROADHEAD STREET STATION 15+00 TO STATION 15+50
X2	CROSS SECTIONS - CTH MN/BROADHEAD STREET STATION 16+00 TO STATION 17+50
X3	CROSS SECTIONS - CTH MN/BROADHEAD STREET STATION 18+02 TO STATION 19+50
X4	CROSS SECTIONS - CTH MN/BROADHEAD STREET STATION 20+00 TO STATION 21+50



NO SCALE



TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN

CALL DIGGERS HOTLINE
1-800-242-8511
TOLL FREE

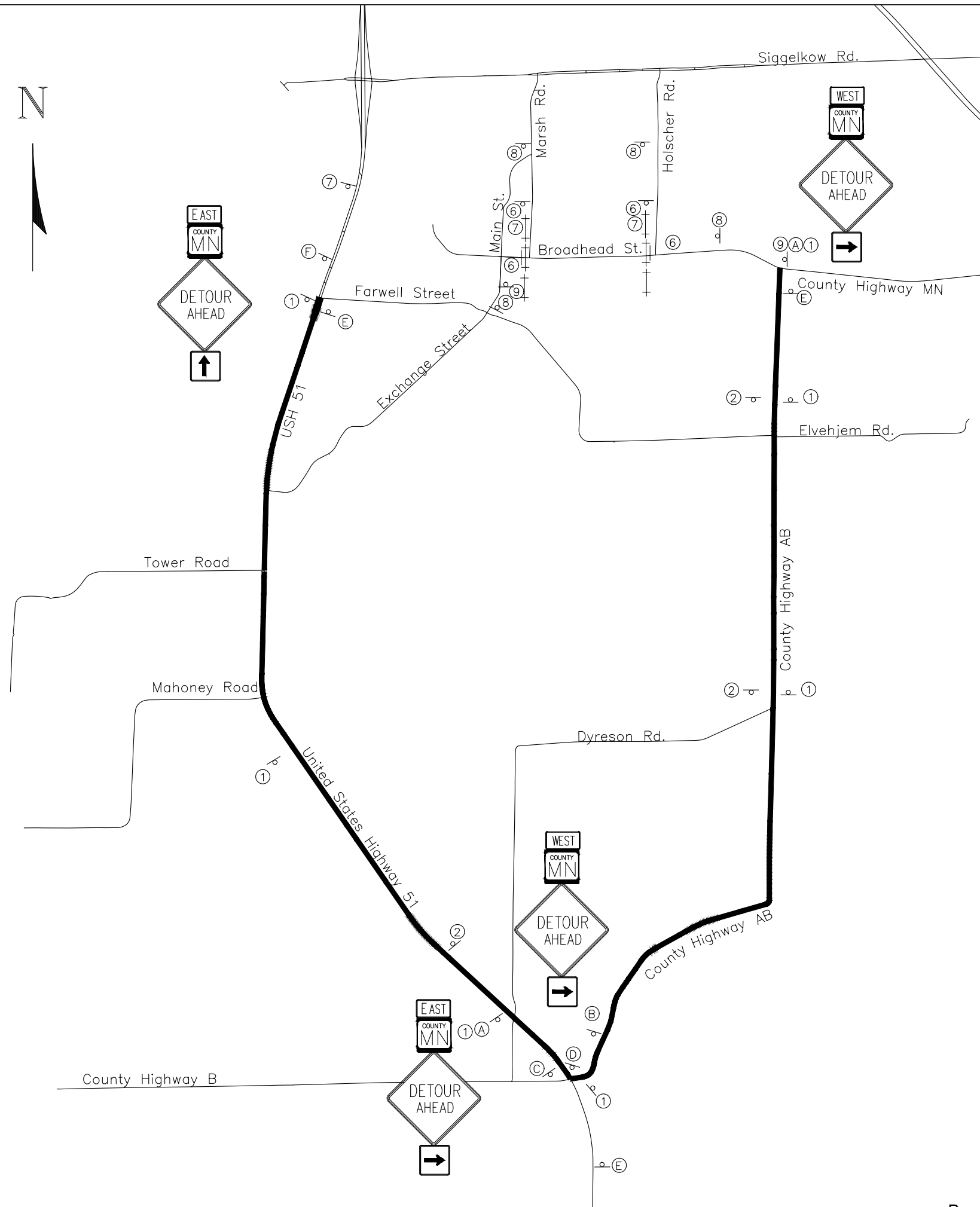
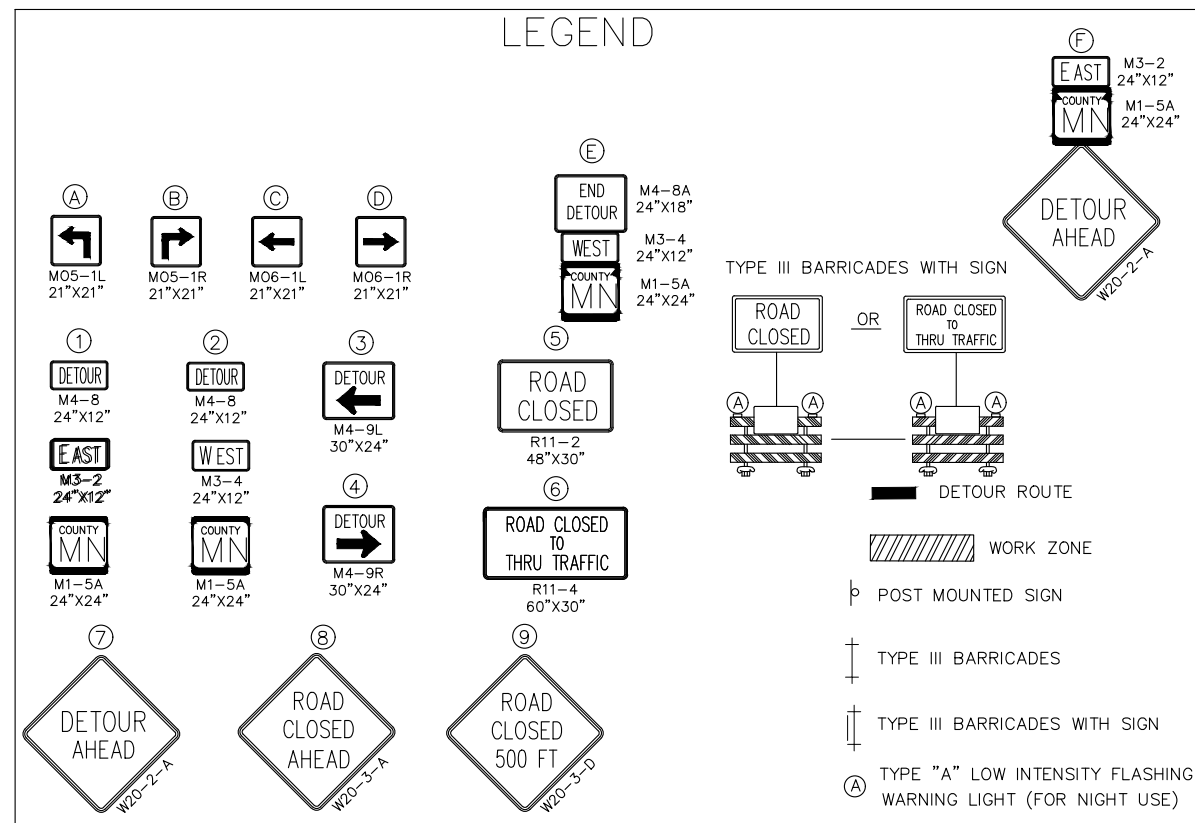
WIS. STATUTE 182.0175 (1974)
REQUIRES MIN. OF 3 WORK DAYS
NOTICE BEFORE YOU EXCAVATE.

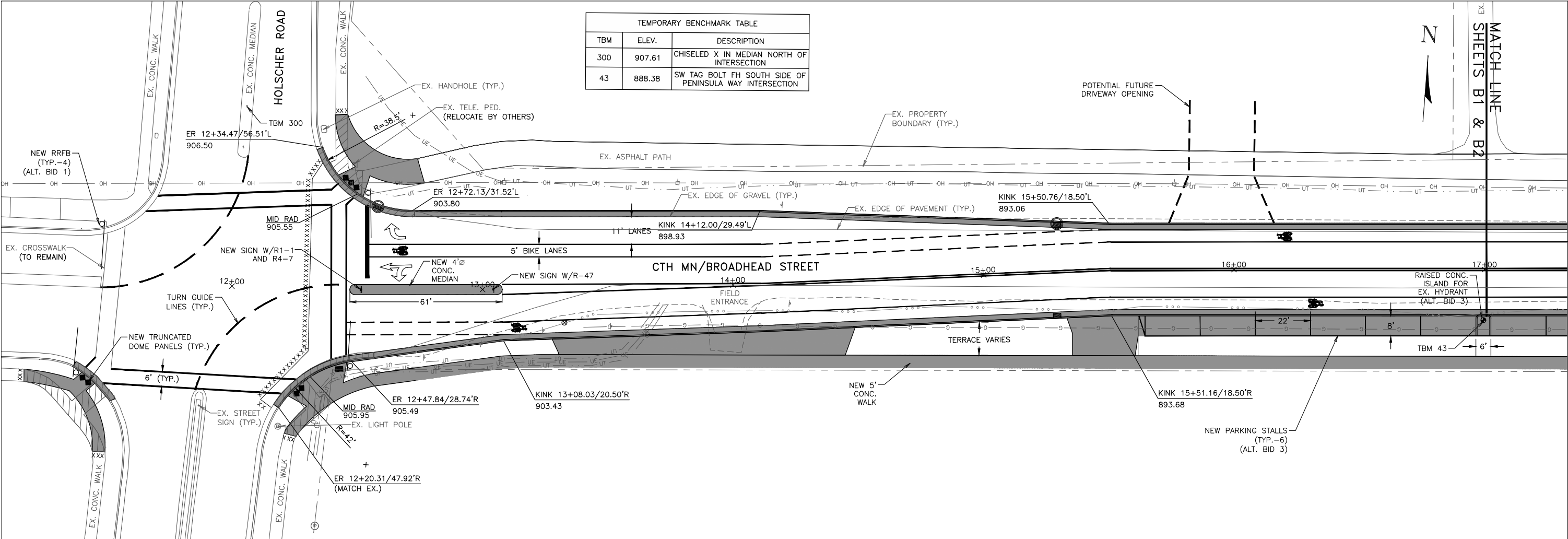
LEGEND

UNDERGROUND TELE.	UT	UT	UT
UNDERGROUND CATV.	UCATV		
UNDERGROUND ELEC.	UE	UE	UE
OVERHEAD	OH	OH	OH
EXISTING GAS	G	G	G
PROPERTY LINE	WM	WM	WM
EXISTING WATER MAIN	WM	WM	WM
EXISTING SANITARY SEWER	SAN	SAN	SAN
EXISTING STORM SEWER	STM	STM	STM
EXISTING FENCE LINE	X	X	X
SAWCUT	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
NEW STORM SEWER			
NEW WATER MAIN			
NEW SANITARY SEWER			
NEW ITEMS:			
WATER VALVE	CS	HYDRANT	MANHOLE
CURB STOP		CURB INLET	ENDWALL
			GAS WARNING
EXISTING ITEMS:			
FLAG POLE	MAILBOX	POWER POLE	LIGHT POLE
LAMP POST	PULL BOX		
WATER VALVE	CURB STOP	HYDRANT	WELL
MONITORING WELL	TRACER WIRE		
SANITARY MANHOLE	SANITARY VALVE	CLEANOUT	STORM MANHOLE
CURB INLET	CIRCULAR INLET		
SQUARE INLET	ENDWALL	STUMP	DECID. TREE (RELATIVE SIZE SHOWN)
EVERGREEN	SHRUB OR HEDGE	SIGN	
CATV. PED.	TELE. PED.	ELEC. PED.	GAS VALVE
STREET SIGN	IRON PIPE	IRON ROD	

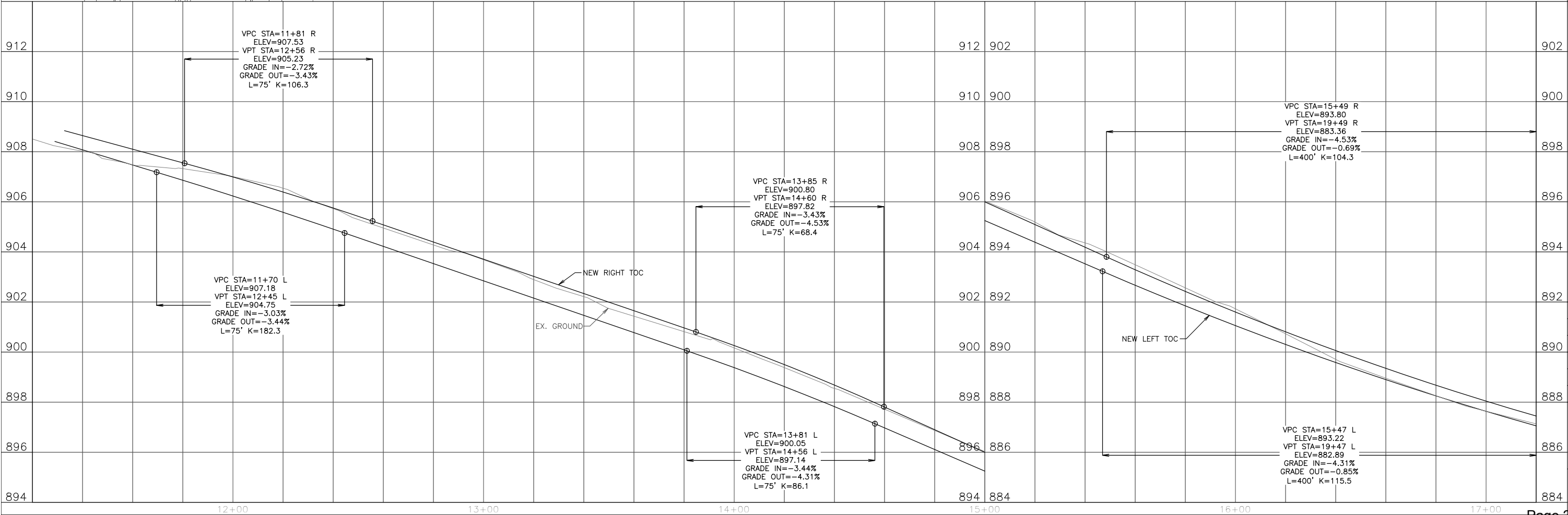
NOTES: 1.) EXISTING FEATURES AND LABELS ARE SHOWN WITH SCREENED, LIGHTER LINES.
2.) NEW CONCRETE IS SHOWN SHADED IN PLAN VIEWS
3.) CONCRETE REMOVALS ARE SHOWN BY CROSS-HATCHING

DRAWINGS 15C2-5a & 15C2-5c
FOR REQUIRED SIGN SPACING DISTANCES





TEMPORARY BENCHMARK TABLE		
TBM	ELEV.	DESCRIPTION
300	907.61	CHISELED X IN MEDIAN NORTH OF INTERSECTION
43	888.38	SW TAG BOLT FH SOUTH SIDE OF PENINSULA WAY INTERSECTION



TEMPORARY BENCHMARK TABLE		
TBM	ELEV.	DESCRIPTION
301	881.83	CHISELED X IN SIDEWALK ON EAST SIDE OF N. PENINSULA
43	888.38	SW TAG BOLT FH SOUTH SIDE OF PENINSULA WAY INTERSECTION
98	883.68	NE TAG BOLT OF FH IN NE QUADRANT OF PENINSULA & CTH MN

tc TOWN & COUNTRY
ENGINEERING, INC.

Suite 103
Madison, WI 53719
(608) 273-3350
www.tcengineers.net

PLAN & PROFILE
CTH MN/BROADHEAD STREET
Station 16+80 To Station 22+80

2021 CTH MN/BROADHEAD STREET
UTILITY AND STREET IMPROVEMENTS

PROJECT NO.:	MC 174
DRAWING FILE:	MC 174 SHEETS.DWG
DRAWN BY:	J.C.A.
CHECKED BY:	T.J.S.
DATE:	

REVISIONS:

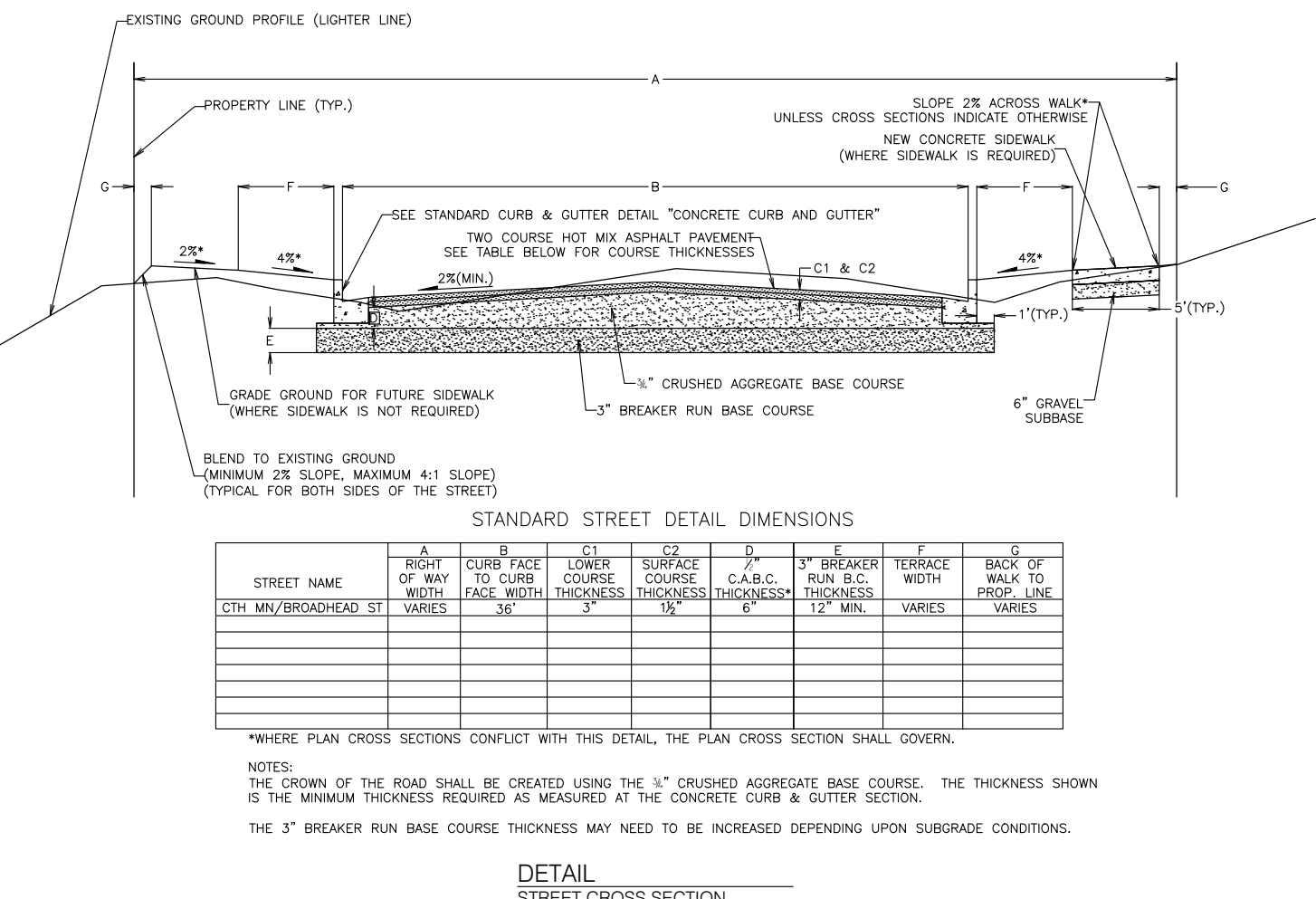
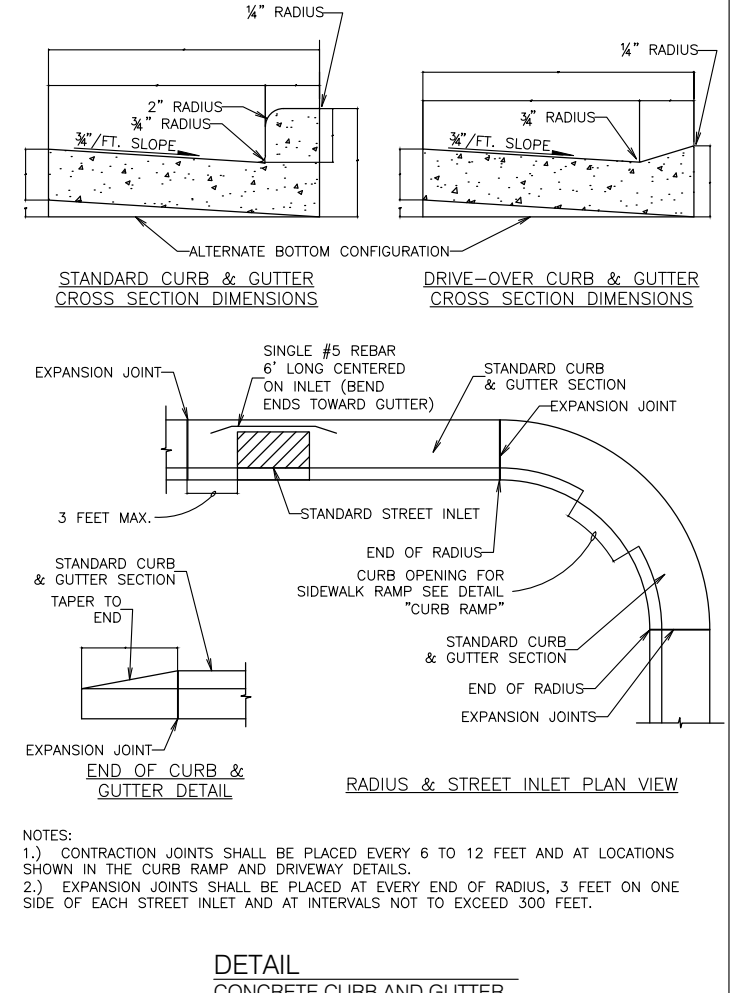
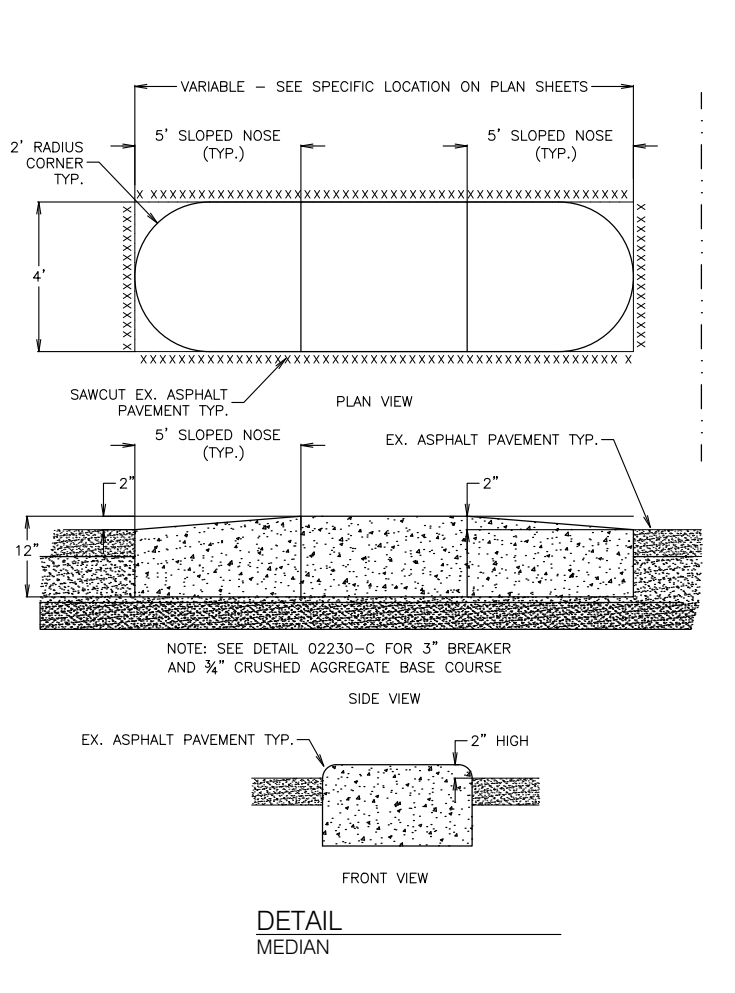
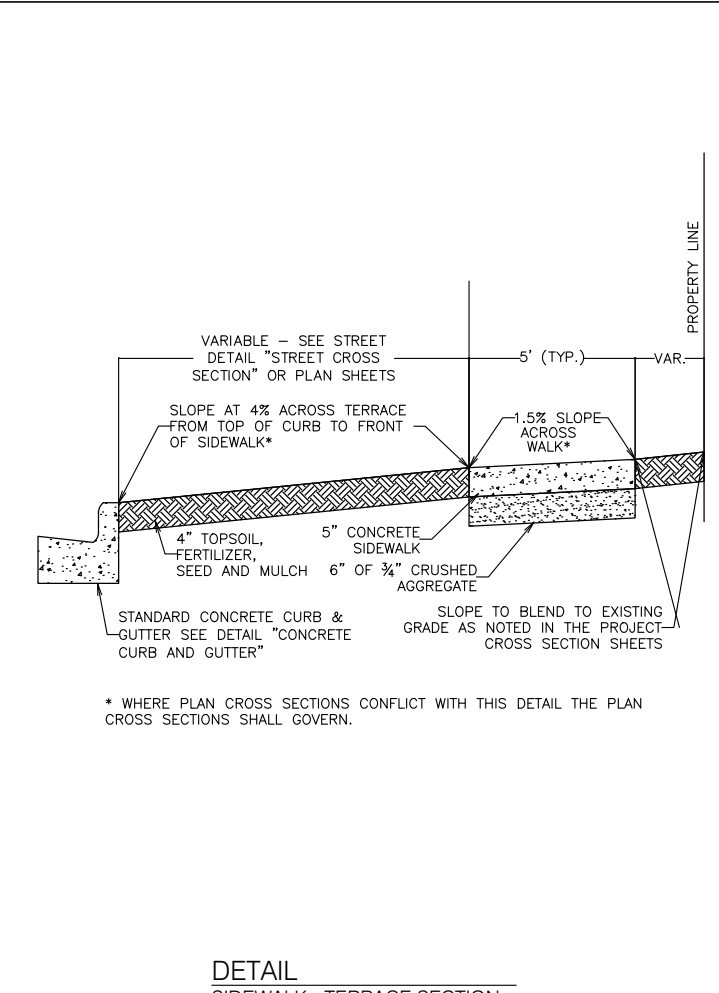
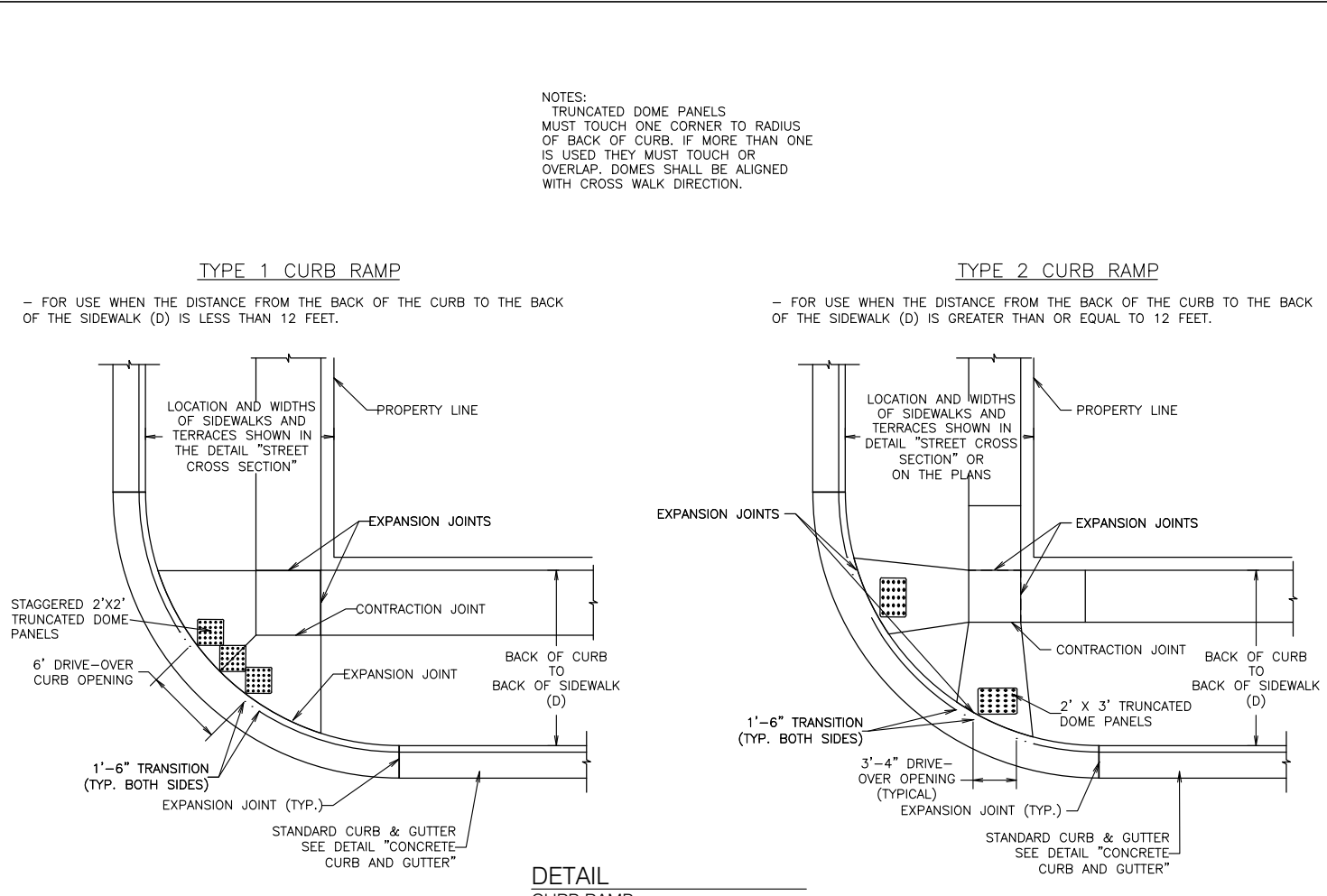
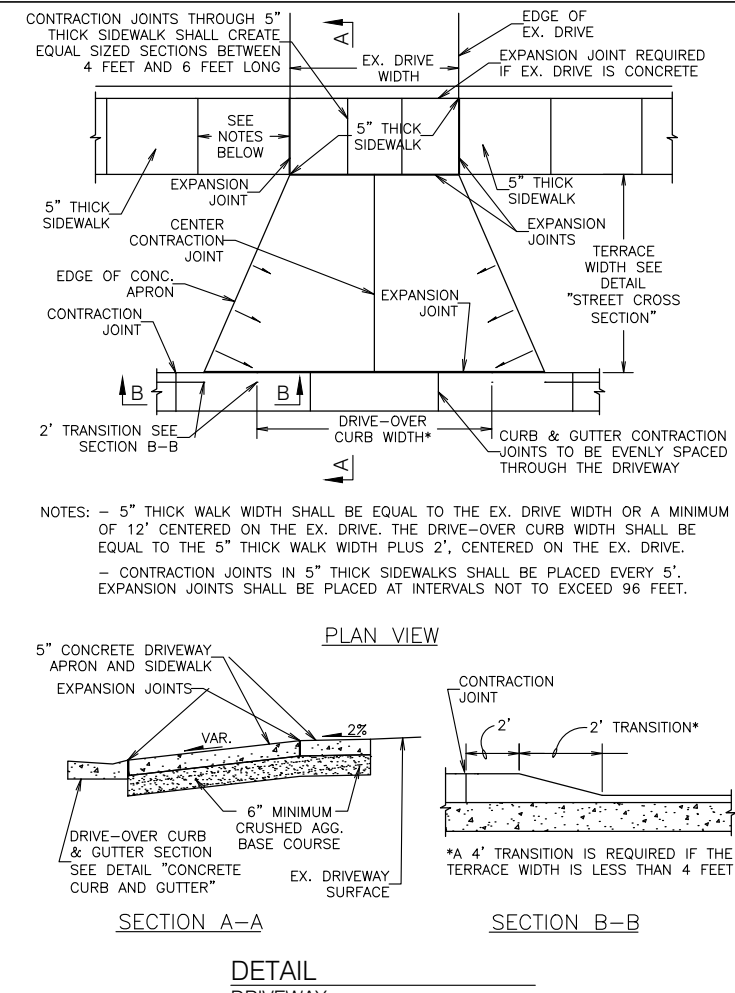
SCALE: HORIZONTAL

0 5 10 20

VERTICAL

SHEET:

B2



McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 14, 2023

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding the award of contract for the 2023 Water Main Improvements project along Taylor Road, and between Taylor Road and Spartan Drive.

PREVIOUS ACTION:

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

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

The Public Works & Utilities Committee recommended to the Village Board to award contract to Speedway Sand and Gravel of Maidson for an amount of \$433,907 for the reconstruction of water main along Taylor Road, including base bid with the rejection of all alternates and supplemental items with additional expenses for engineering, construction administration, inspection, and contingency for a total project cost in amount of \$545,000 at their February 27, 2023 meeting.

ISSUE SUMMARY:

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

The project will involve the installation of approximately 1,450 lineal feet of new 8" water main. The new water main is planned for installation within the same corridors as the existing water main. Between the northern end of Spartan Drive and Taylor Road, the new main will be installed in the off street property area owned by the Village. The new main parallel to Taylor Road is planned for installation under the southern edge of the existing roadway. Due to the existing pavement condition of Taylor Road and lack of existing utilities, the water main along this area is being planned for trenchless installation. Trenchless installation for the southern half



of the project will be evaluated for potential alternate bidding as well. The project is expected to be bid with alternate pipe material options for all project areas.

Bids were opened on Thursday, February 23rd. There were 3 bids in all with a 19% spread from low to high. The presumed low bidder is Speedway Sand and Gravel of Madison. They were also qualified through this process as well and recommended for award.

FINANCIAL/BUDGET IMPACT:

The 2023 Budget was approved to allocate \$685,750 for the project.

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

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

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

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

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

Project costs for this bid are trending in a surplus status which will help fund other projects that may be in deficit (i.e. Paulson Road).

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to award contract to Speedway Sand and Gravel of Madison in an amount of \$433,907 for the reconstruction of water main along Taylor Road, including base bid



with the rejection of all alternates and supplemental items with additional expenses for engineering, construction administration, inspection, and contingency for a total project cost in an amount of \$545,000.

ATTACHMENTS:

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

February 23, 2023

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

Attention: Mr. Matthew Schuenke, Administrator

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

Bid Deadline: 2023 Water Main Improvements; Village of McFarland

Ladies and Gentlemen:

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

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

A summary of the bids is as follows:

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

All of the bids were properly submitted.

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

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

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

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

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

Respectfully,
TOWN & COUNTRY ENGINEERING, INC.

A handwritten signature in black ink, appearing to read 'Tim Stieve', with a stylized flourish at the end.

Tim Stieve, P.E.
Project Engineer

TS:sai

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BID TABULATION

PAGE 1 OF 2

Project: 2023 Water Main Improvements; Village of McFarland
 Engineer's Project Number: MC 203 Bid Deadline: February 23, 2023 at 10:00 a.m. local time

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

BID TABULATION

PAGE 2 OF 2

Project: 2023 Water Main Improvements; Village of McFarland

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

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

BID TABULATION

PAGE 1 OF 2

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

BID TABULATION

PAGE 2 OF 2

Project: 2023 Water Main Improvements; Village of McFarland

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

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

2023 WATER MAIN IMPROVEMENTS

TAYLOR ROAD AND SPARTAN DRIVE

Village of McFarland, Wisconsin



TO OBTAIN LOCATION OF
PARTICIPANTS' UNDERGROUND
FACILITIES BEFORE YOU DIG
IN WISCONSIN

CALL DIGGERS HOTLINE
1-800-242-8511
TOLL FREE

WIS. STATUTE 182.0175 (1974)
REQUIRES MIN. OF 3 WORK DAYS
NOTICE BEFORE YOU EXCAVATE.



NO SCALE

LEGEND

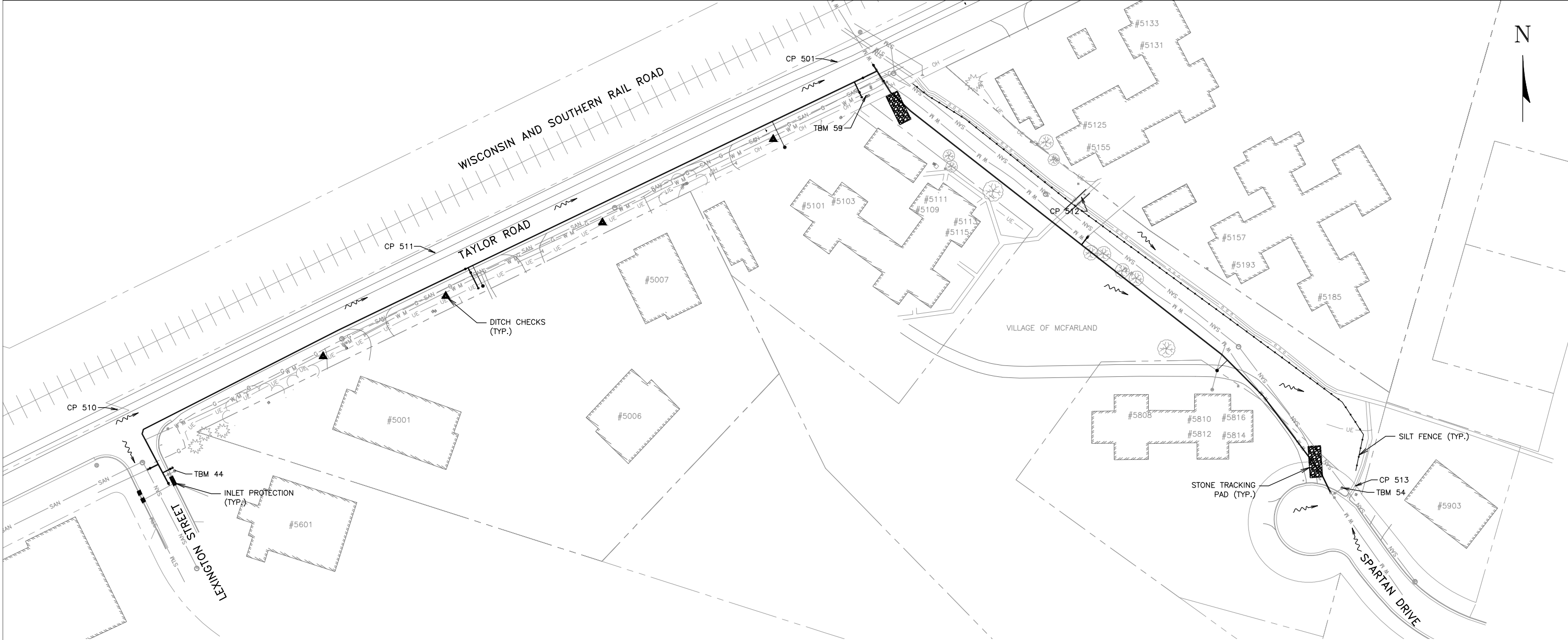
NEW ITEMS:

- UNDERGROUND TELE. (Line with 'UT' labels)
- UNDERGROUND CATV. (Line with 'UCATV' label)
- UNDERGROUND ELEC. (Line with 'UE' labels)
- OVERHEAD EXISTING GAS (Line with 'OH' labels)
- PROPERTY LINE (Dashed line)
- EXISTING WATER MAIN (Line with 'WM' labels)
- EXISTING SANITARY SEWER (Line with 'SAN' labels)
- EXISTING STORM SEWER (Line with 'STM' labels)
- EXISTING FENCE LINE (Line with 'X' labels)
- SAWCUT (Line with 'X' labels)
- NEW STORM SEWER (Thick solid line)
- NEW WATER MAIN (Thick solid line)
- NEW SANITARY SEWER (Thick solid line)

EXISTING ITEMS:

- FLAG POLE (Flag on pole)
- MAILBOX (Mailbox symbol)
- POWER POLE (Square on pole)
- LIGHT POLE (Circle with cross on pole)
- LAMP POST (Lamp post symbol)
- PULL BOX (Square with circle inside)
- WATER VALVE (Circle with cross)
- CURB STOP (Circle with 'CS')
- HYDRANT (Hydrant symbol)
- WELL (Circle with cross)
- MONITORING WELL (Circle with cross and dot)
- TRACER WIRE (Circle with 'TW')
- SANITARY MANHOLE (Circle with concentric circles)
- SANITARY VALVE (Circle with cross)
- CLEANOUT (Circle with cross)
- STORM MANHOLE (Circle with concentric circles)
- CURB INLET (Circle with cross)
- CIRCULAR INLET (Circle with concentric circles)
- SQUARE INLET (Square with cross)
- ENDWALL (Triangle)
- STUMP (Stump symbol)
- DECID. TREE (Relative Size Shown) (Tree symbol)
- EVERGREEN (Relative Size Shown) (Tree symbol)
- SHRUB OR HEDGE (Shrub symbol)
- SIGN (Sign symbol)

NOTES: 1.) EXISTING FEATURES AND LABELS ARE SHOWN WITH SCREENED, LIGHTER LINES
2.) NEW CONCRETE IS SHOWN SHADED IN PLAN VIEWS
3.) CONCRETE REMOVALS ARE SHOWN BY CROSS-HATCHING



EROSION CONTROL NOTES:

- LOCATIONS MARKED WITH "■" TO RECEIVE INLET FILTER PROTECTION DURING CONSTRUCTION. ALL NEW STREET INLETS MUST ALSO RECEIVE INLET FILTER PROTECTION.
- CONSTRUCT A STONE CHECK DAM IN GUTTER LINE AT ALL LOCATIONS MARKED WITH "▲"
- SURFACE FLOW DIRECTION IS INDICATED WITH 
- SILT FENCE INSTALLATION IS INDICATED WITH 
- POST WDNR CERTIFICATE OF PERMIT COVERAGE ON SITE AND MAINTAIN UNTIL CONSTRUCTION ACTIVITIES HAVE CEASED, THE SITE IS STABILIZED, AND A NOTICE OF TERMINATION IS FILED WITH WDNR.
- KEEP A COPY OF THE CURRENT EROSION CONTROL PLAN ON SITE THROUGHOUT THE DURATION OF THE PROJECT.
- SUBMIT PLAN REVISIONS OR AMENDMENTS TO THE WDNR AT LEAST 5 DAYS PRIOR TO FIELD IMPLEMENTATION.
- THE CONTRACTOR IS RESPONSIBLE FOR ROUTINE SITE INSPECTIONS AT LEAST ONCE EVERY 7 DAYS AND WITHIN 24 HOURS AFTER A RAINFALL EVENT OF 0.5 INCHES OR GREATER. KEEP INSPECTION REPORTS ON-SITE AND MAKE THEM AVAILABLE UPON REQUEST.
- INSPECT AND MAINTAIN ALL INSTALLED EROSION CONTROL PRACTICES UNTIL THE CONTRIBUTING DRAINAGE AREA HAS BEEN STABILIZED.
- WHEN POSSIBLE: PRESERVE EXISTING VEGETATION (ESPECIALLY ADJACENT TO SURFACE WATERS), MINIMIZE LAND-DISTURBING CONSTRUCTION ACTIVITY ON SLOPES OF 20% OR MORE, MINIMIZE SOIL COMPACTION, AND PRESERVE TOPSOIL.
- REFER TO THE WDNR STORMWATER CONSTRUCTION TECHNICAL STANDARDS AT http://dnr.wi.gov/topic/stormwater/standards/const_standards.html.
- INSTALL PERIMETER EROSION CONTROLS AND ROCK TRACKING PAD CONSTRUCTION ENTRANCE(S) PRIOR TO ANY LAND-DISTURBING ACTIVITIES, INCLUDING CLEARING AND GRUBBING. USE WDNR TECHNICAL STANDARD STONE TRACKING PAD AND TIRE WASHING #1057 FOR ROCK CONSTRUCTION ENTRANCE(S).
- INSTALL INLET PROTECTION PRIOR TO LAND-DISTURBING ACTIVITIES IN THE CONTRIBUTING DRAINAGE AREA AND/OR IMMEDIATELY UPON INLET INSTALLATION. COMPLY WITH WDNR TECHNICAL STANDARD STORM DRAIN INLET PROTECTION FOR CONSTRUCTION SITES #1060.

- STAGE CONSTRUCTION GRADING ACTIVITIES TO MINIMIZE THE CUMULATIVE EXPOSED AREA. CONDUCT TEMPORARY GRADING FOR EROSION CONTROL PER WDNR TECHNICAL STANDARD TEMPORARY GRADING PRACTICES FOR EROSION CONTROL #1067.
- NOTIFY THE OWNER IF DEWATERING IS SCHEDULED TO OCCUR IN AREAS OF SOIL AND/OR GROUNDWATER CONTAMINATION, OR IF DEWATERING WILL OCCUR FROM A HIGH CAPACITY WELL (70 GPM OR MORE). DEWATER ONLY AFTER THE APPROPRIATE WDNR DEWATERING DISCHARGE PERMIT HAS BEEN OBTAINED.
- PROVIDE ANTI-SCOUR PROTECTION AND MAINTAIN NON-EROSIVE FLOW DURING DEWATERING. LIMIT PUMPING RATES TO EITHER (A) THE SEDIMENT BASIN/TRAP DESIGN DISCHARGE RATE, OR (B) THE BASIN DESIGN RELEASE RATE WITH THE CORRECTLY-FITTED HOSE AND GEOTEXTILE FILTER BAG. PERFORM DEWATERING OF ACCUMULATED SURFACE RUNOFF IN ACCORDANCE WITH WDNR TECHNICAL STANDARD DE-WATERING #1061.
- INSTALL AND MAINTAIN SILT FENCING PER WDNR TECHNICAL STANDARD SILT FENCE #1056. REMOVE SEDIMENT FROM BEHIND SILT FENCES AND SEDIMENT BARRIERS BEFORE SEDIMENT REACHES A DEPTH THAT IS EQUAL TO ONE-HALF OF THE FENCE AND/OR BARRIER HEIGHT.
- REPAIR BREAKS AND GAPS IN SILT FENCES AND BARRIERS IMMEDIATELY. REPLACE DECOMPOSING STRAW BALES (TYPICAL BALE LIFE IS 3 MONTHS). LOCATE, INSTALL, AND MAINTAIN STRAW BALES PER WDNR TECHNICAL STANDARD DITCH CHECKS #1062.
- INSTALL AND MAINTAIN FILTER SOCKS IN ACCORDANCE WITH WDNR TECHNICAL STANDARD INTERIM MANUFACTURED PERIMETER CONTROL AND SLOPE INTERRUPTION PRODUCTS #1071.
- IMMEDIATELY STABILIZE STOCKPILES AND SURROUND STOCKPILES AS NEEDED WITH SILT FENCE OR OTHER PERIMETER CONTROL IF STOCKPILES WILL REMAIN INACTIVE FOR 7 DAYS OR LONGER.
- IMMEDIATELY STABILIZE ALL DISTURBED AREAS THAT WILL REMAIN INACTIVE FOR 14 DAYS OR LONGER. BETWEEN SEPTEMBER 15 AND OCTOBER 15: STABILIZE WITH MULCH, TACKIFIER, AND A PERENNIAL SEED MIXED WITH WINTER WHEAT, ANNUAL OATS, OR ANNUAL RYE, AS APPROPRIATE FOR REGION AND SOIL TYPE. OCTOBER 15 THROUGH COLD WEATHER: STABILIZE WITH A POLYMER AND DORMANT SEED MIX, AS APPROPRIATE FOR REGION AND SOIL TYPE.
- STABILIZE AREAS OF FINAL GRADING WITHIN 7 DAYS OF REACHING FINAL GRADE.
- SWEEP/CLEAN UP ALL SEDIMENT/TRASH THAT MOVES OFF-SITE DUE TO CONSTRUCTION ACTIVITY OR STORM EVENTS BEFORE THE END OF THE SAME WORKDAY OR AS DIRECTED BY THE OWNER. SEPARATE SWEEP MATERIALS (SOILS AND TRASH) AND DISPOSE OF APPROPRIATELY.
- THE CONTRACTOR IS RESPONSIBLE FOR CONTROLLING DUST PER WDNR TECHNICAL STANDARD DUST CONTROL ON CONSTRUCTION SITES #1068.

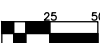
- PROPERLY DISPOSE OF ALL WASTE AND UNUSED BUILDING MATERIALS (INCLUDING GARBAGE, DEBRIS, CLEANING WASTES, OR OTHER CONSTRUCTION MATERIALS) AND DO NOT ALLOW THESE MATERIALS TO BE CARRIED BY RUNOFF INTO THE RECEIVING CHANNEL.
- COORDINATE WITH THE OWNER TO UPDATE THE LAND DISTURBANCE PERMIT TO INDICATE THE ANTICIPATED OR LIKELY DISPOSAL LOCATIONS FOR ANY EXCAVATED SOILS OR CONSTRUCTION DEBRIS THAT WILL BE HAULED OFF-SITE FOR DISPOSAL. THE DEPOSITED OR STOCKPILED MATERIAL NEEDS TO INCLUDE PERIMETER SEDIMENT CONTROL MEASURES (SUCH AS SILT FENCE, HAY BALES, FILTER SOCKS, OR COMPACTED EARTHEN BERMS).
- FOR NON-CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED SLOPES, PROVIDE CLASS I, II OR III TYPE A EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOT'S WIDOT PRODUCT ACCEPTABILITY LIST (PAL); INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD NON-CHANNEL EROSION MAT #1052.
- FOR CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED AREAS, PROVIDE CLASS I, II, OR III TYPE B EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOT'S WIDOT PRODUCT ACCEPTABILITY LIST (PAL); INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD CHANNEL EROSION MAT #1053.
- MAKE PROVISIONS FOR WATERING DURING THE FIRST 8 WEEKS FOLLOWING SEEDING OR PLANTING OF DISTURBED AREAS WHENEVER MORE THAN 7 CONSECUTIVE DAYS OF DRY WEATHER OCCUR.
- INSTALL ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES (SUCH AS TEMPORARY SEDIMENT BASINS, DITCH CHECKS, EROSION CONTROL MATTING, SILT FENCING, FILTER SOCKS, WATTLES, SWALES, ETC.), OR AS DIRECTED BY THE OWNER.
- THE CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE WDNR REMEDIATION AND WASTE MANAGEMENT REQUIREMENTS FOR HANDLING AND DISPOSING OF CONTAMINATED MATERIALS. SITE-SPECIFIC INFORMATION FOR AREAS WITH KNOWN OR SUSPECTED SOIL AND/OR GROUNDWATER CONTAMINATION CAN BE FOUND ON WDNR'S BUREAU OF REMEDIATION AND REDEVELOPMENT TRACKING SYSTEM (BRRTS) PUBLIC DATABASE AT: <http://dnr.wi.gov/botw/>

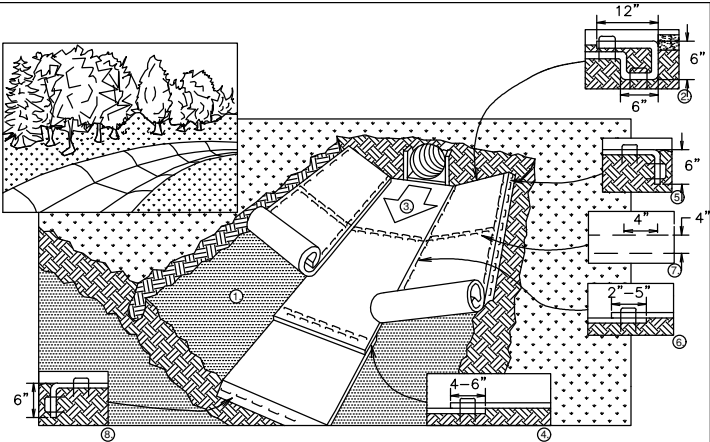
6264 Nesbitt Road
Madison, WI 53719
(608) 273-3350
www.tceengineers.net

tc
TOWN & COUNTRY
ENGINEERING, INC.

EROSION CONTROL PLAN
AND GENERAL NOTES

2023 WATER MAIN IMPROVEMENTS
Taylor Road and Spartan Drive
Village of McFarland, Wisconsin

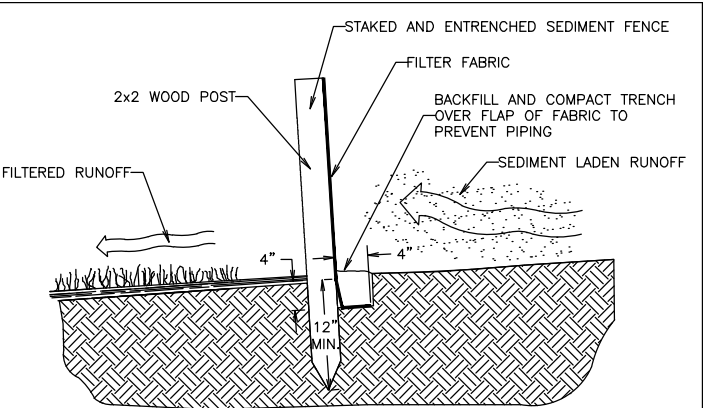
PROJECT NO.:
MC 203
DRAWING NO.:
SHEETS.DWG
DRAWN BY:
A.M.C.
CHECKED BY:
T.J.S.
DATE:
2-8-23
REVISIONS:
SCALE:

SHEET:
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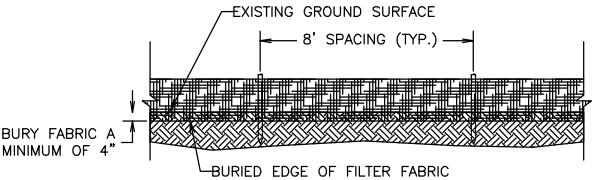
1. PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING APPLICATION OF FERTILIZER AND SEED.
2. BEGIN AT THE TOP OF THE CHANNEL BY ANCHORING THE BLANKET IN A 6" DEEP X 6" WIDE TRENCH WITH APPROXIMATELY 12" OF BLANKET EXTENDED BEYOND THE UP-SLOPE PORTION OF THE TRENCH. ANCHOR THE BLANKET WITH A ROW OF STAPLES/STAKES APPROXIMATELY 12" APART IN THE BOTTOM OF THE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING. APPLY SEED TO COMPACTED SOIL AND FOLD REMAINING 12" PORTION OF BLANKET BACK OVER SEED AND COMPACTED SOIL. SECURE BLANKET OVER COMPACTED SOIL WITH A ROW OF STAPLES/STAKES SPACED APPROXIMATELY 12" APART ACROSS THE WIDTH OF THE BLANKET
3. ROLL CENTER BLANKET IN DIRECTION OF WATER FLOW IN BOTTOM OF CHANNEL. BLANKETS WILL UNROLL WITH APPROPRIATE SIDE AGAINST THE SOIL SURFACE. ALL BLANKETS MUST BE SECURELY FASTENED TO THE SOIL SURFACE BY PLACING STAPLES/STAKES IN APPROPRIATE LOCATIONS AS RECOMMENDED BY THE MANUFACTURER.
4. PLACE CONSECUTIVE BLANKETS END OVER END (SHINGLE STYLE) WITH A 4-6" OVERLAP. USE A DOUBLE ROW OF STAPLES STAGGERED 4" APART AND 4" ON CENTER TO SECURE BLANKETS.
5. FULL LENGTH EDGE OF BLANKETS AT TOP OF SIDE SLOPE MUST BE ANCHORED WITH A ROW OF STAPLES/STAKES APPROXIMATELY 12" APART IN A 6" DEEP X 6" WIDE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING.
6. ADJACENT BLANKETS MUST BE OVERLAPPED APPROXIMATELY 4" AND STAPLED.
7. A STAPLE CHECK SLOT IS RECOMMENDED AT 30 TO 40 FOOT INTERVALS. USE A DOUBLE ROW OF STAPLES STAGGERED 4" APART AND 4" ON CENTER OVER ENTIRE WIDTH OF THE CHANNEL.
8. THE TERMINAL END OF THE BLANKETS MUST BE ANCHORED WITH A ROW OF STAPLES/STAKES APPROXIMATELY 12" APART IN A 6" DEEP X 6" WIDE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING.

NOTE: IN LOOSE SOIL CONDITIONS, THE USE OF STAPLES OR STAKE LENGTHS GREATER THAN 6" MAY BE NECESSARY TO PROPERLY ANCHOR THE BLANKETS.

DETAIL
EROSION CONTROL MAT - CHANNEL INSTALLATION

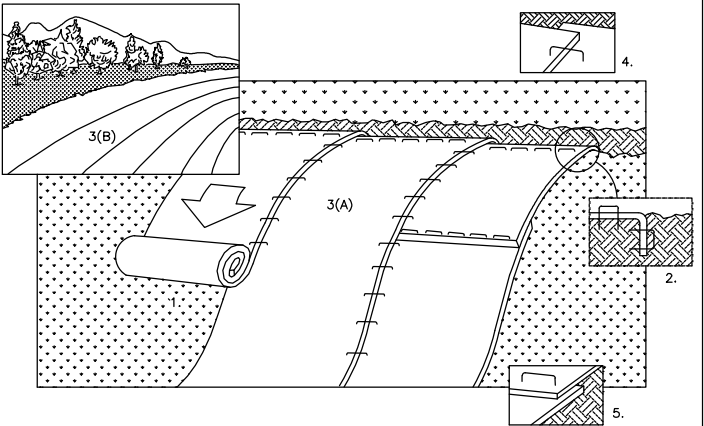


CROSS-SECTION OF A PROPERLY INSTALLED SEDIMENT FENCE



SEDIMENT FENCE DETAIL

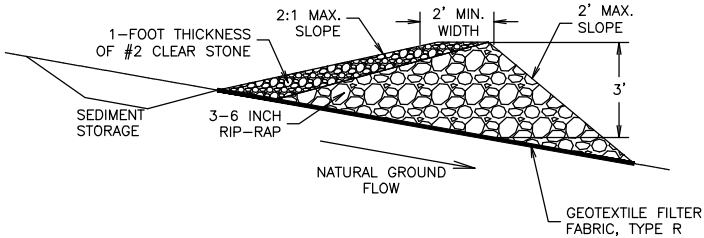
DETAIL
SEDIMENT FENCE



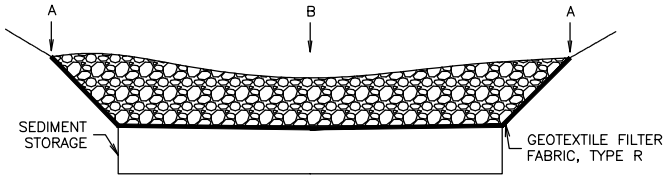
NOTE:
REFER TO GENERAL STAPLE PATTERN GUIDE FOR CORRECT
STAPLE PATTERN RECOMMENDATIONS FOR SLOPE INSTALLATIONS.

1. PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING APPLICATION OF FERTILIZER AND SEED. NOTE: WHEN USING CELL-O-SEED DO NOT SEED PREPARED AREA. CELL-O-SEED MUST BE INSTALLED WITH PAPER SIDE DOWN.
2. BEGIN AT THE TOP OF THE SLOPE BY ANCHORING THE BLANKET IN 6" DEEP X 6" WIDE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING.
3. ROLL THE BLANKETS (A) DOWN OR (B.) HORIZONTALLY ACROSS THE SLOPE.
4. THE EDGES OF PARALLEL BLANKETS MUST BE STAPLED WITH APPROXIMATELY 2" OVERLAP.
5. WHEN BLANKETS MUST BE SPLED DOWN THE SLOPE, PLACE BLANKETS END OVER END (SHINGLE STYLE) WITH APPROXIMATELY 4" OVERLAP. STAPLE THROUGH OVERLAPPED AREA, APPROXIMATELY 12" APART.
6. ALL BLANKETS MUST BE SECURELY FASTENED TO THE SLOPE BY PLACING STAPLES/STAKES IN APPROPRIATE LOCATIONS AS RECOMMENDED BY THE MANUFACTURER.

DETAIL
EROSION CONTROL MAT - SLOPE INSTALLATION

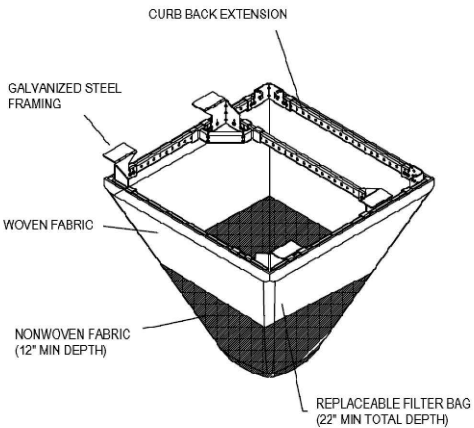


SECTION VIEW



FRONT VIEW

DETAIL
STONE CHECK DAM



GENERAL NOTES:

WHEN REMOVING OR MAINTAINING INLET PROTECTION, CARE SHALL BE TAKEN SO THAT THE SEDIMENT TRAPPED IN THE GEOTEXTILE FABRIC DOES NOT FALL INTO THE INLET. ANY MATERIAL FALLING INTO THE INLET SHALL BE REMOVED IMMEDIATELY.

FRAMED INLET PROTECTION SHALL BE COMPLIANT WITH ALL ASTM STANDARD D8057-17 REQUIREMENTS, INCLUDING:
A. BYPASS OVERFLOW THAT MEETS OR EXCEEDS INLET DESIGN FLOW
B. FRAME AND BAG STRONG ENOUGH TO HANDLE FULL SEDIMENT LOAD.

DETAIL
INLET PROTECTION - FRAMED (W/ CURB BOX)



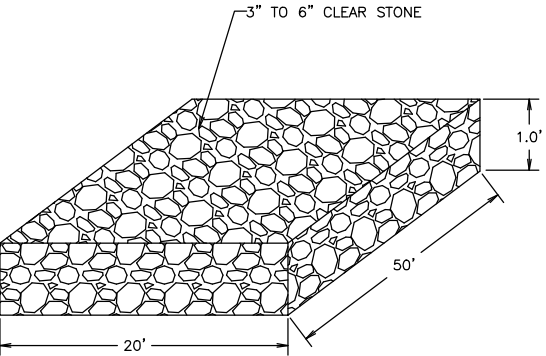
INSTALLATION NOTES:

NO PART OF INLET PROTECTION SHALL BE PROJECTING ABOVE THE GRATE.

FOR COMBINATION INLETS, PROTECTION SHALL CAPTURE RUNOFF ENTERING BOTH GRATE AND CURB OPENING.

A DUAL FABRIC FILTER BAG, WITH NON-WOVEN BOTTOM AND WOVEN TOP SHALL BE USED.

THE INSTALLED BAG SHALL HAVE A MINIMUM SIDE CLEARANCE, BETWEEN THE INLET WALLS AND THE BAG, MEASURED AT THE BOTTOM OF THE OVERFLOW HOLES, OF 3". WHERE NECESSARY THE CONTRACTOR SHALL CINCH THE BAG, USING PLASTIC ZIP TIES, TO ACHIEVE THE 3" CLEARANCE. THE TIES SHALL BE PLACED AT A MAXIMUM OF 4" FROM THE BOTTOM OF THE BAG.

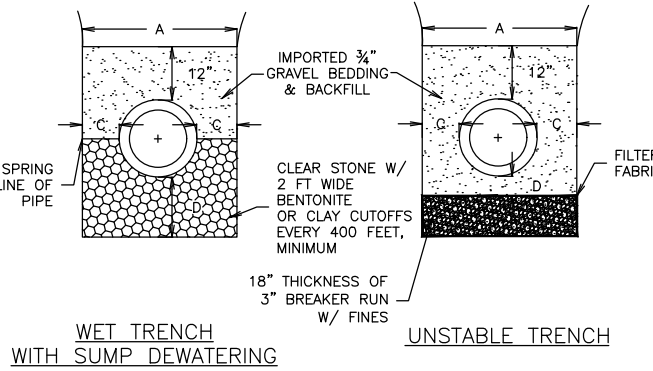
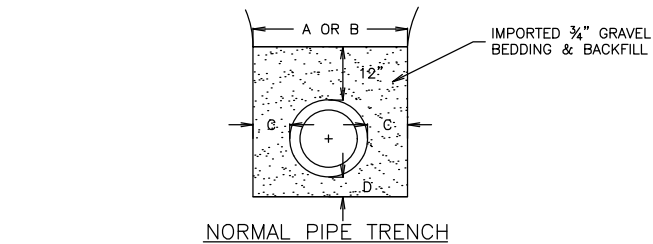


NOTE:

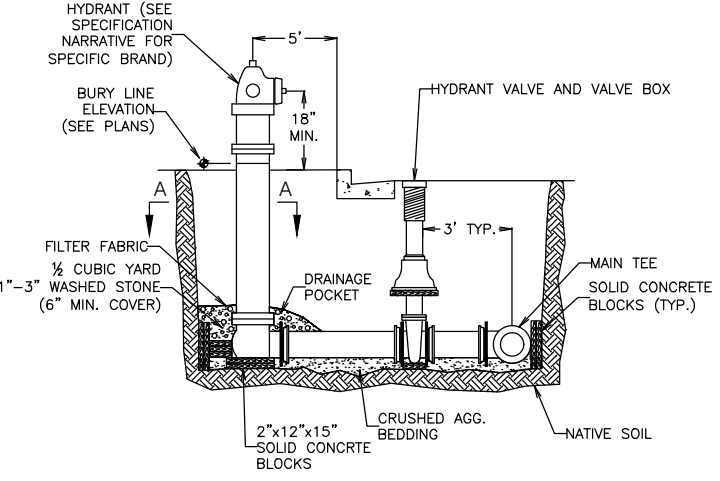
- ON STREET SURFACES
CRUSHED AGGREGATE BASE STONE
SERVES AS TRACKING PAD.

DETAIL
CLEAR STONE TRACKING PAD

DIMENSIONS:
A: OUTSIDE DIAMETER OF PIPE PLUS 24" MAXIMUM, EXCEPT NEED NOT BE LESS THAN 36". TRENCH SHIELDS NARROWER THAN 4 FEET INSIDE WIDTH WILL NOT BE REQUIRED UNLESS SPECIFICALLY REQUIRED IN THE PROJECT SPECIFICATIONS.
B: FOR ROCK, OUTSIDE DIAMETER OF PIPE PLUS 18" MAXIMUM, EXCEPT NEED NOT BE LESS THAN 36".
C: MINIMUM - 6"
D: MINIMUM 4" BELOW BARREL AND 3" BELOW BELL.



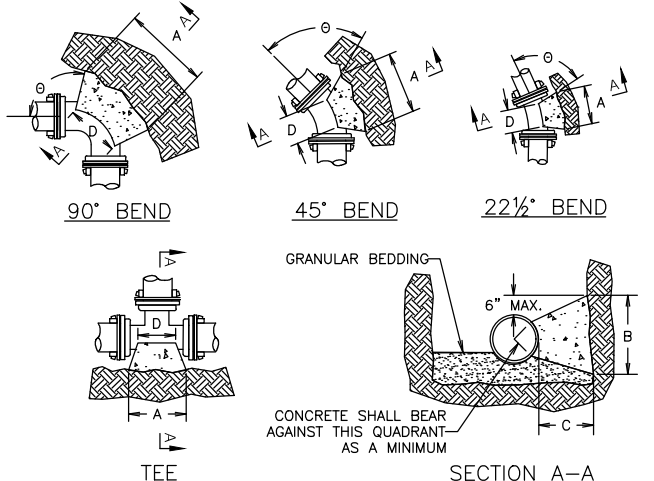
DETAIL
TRENCH WIDTH AND BEDDING



NOTES:
- THE HYDRANT AND HYDRANT VALVE SHALL BE CONNECTED TO THE MAIN TEE BY MEGALUGS.
- FILTER FABRIC SHALL BE WRAPPED AROUND THE DRAIN POCKET.
- WHERE THE HYDRANT IS INSTALLED AT THE HIGH POINT OF THE WATER MAIN ON MAINS 10 INCHES IN DIAMETER AND LARGER, THE CONTRACTOR SHALL TIP THE MAIN TEE UPWARDS 45 DEGREES AND USE A 45 DEGREE FITTING TO ALLOW AIR TO ESCAPE FROM THE MAIN.
- WHERE THE LOCATION OF THE HYDRANT VALVE BOX WOULD BE IN ANY PORTION OF THE CURB AND GUTTER, THE CONTRACTOR SHALL PLACE THE VALVE IN THE TERRACE AREA.

SECTION A-A

DETAIL
HYDRANT SETTING



WOOD BLOCKING MAY NOT BE USED. ONLY SOLID CONCRETE BLOCKS ARE ALLOWED.
DIMENSION "D" SHALL BE AS LARGE AS POSSIBLE, BUT THE CONCRETE SHALL NOT INTERFERE WITH THE MECHANICAL JOINTS.
DIMENSION "C" SHALL BE AT LEAST 6 INCHES, AND LARGE ENOUGH TO MAKE THE "theta" ANGLE EQUAL TO OR GREATER THAN 45 DEGREES WITH THE DIMENSION "A" AS SHOWN ON THE TABLE, OR GREATER, AND WITH DIMENSION "D" AS LARGE AS POSSIBLE.

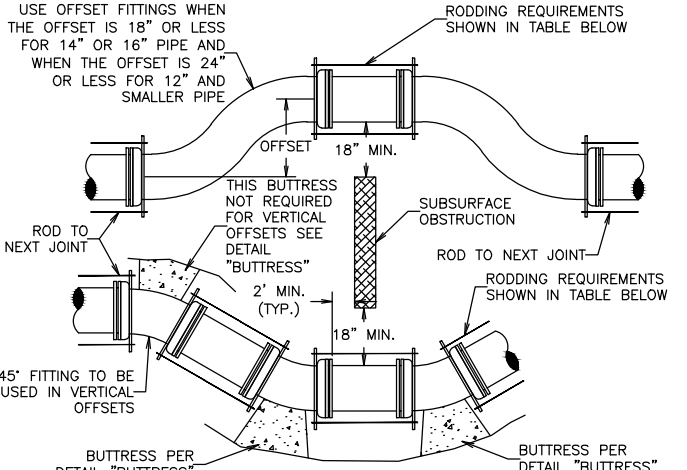
CONCRETE SHALL BE CLASS "CC". SEE SECTION 03301.

BUTTRESS DIMENSIONS									
PIPE SIZE	TEES		22.5° BEND		45° BEND		90° BEND		
	A	B	A	B	A	B	A	B	
6	1'-3"	1'-0"	1'-0"	1'-0"	1'-0"	1'-0"	1'-4"	1'-2"	
8	1'-6"	1'-4"	1'-0"	1'-4"	1'-4"	1'-2"	1'-10"	1'-6"	
10/12	2'-3"	2'-0"	1'-4"	1'-4"	1'-10"	1'-10"	2'-8"	2'-3"	
14/16	3'-2"	2'-6"	1'-10"	1'-8"	2'-6"	2'-4"	3'-10"	2'-10"	
18/20	4'-0"	3'-0"	2'-4"	2'-0"	3'-3"	2'-10"	5'-0"	3'-4"	
22/24	5'-3"	3'-4"	2'-10"	2'-4"	4'-0"	3'-3"	6'-4"	3'-10"	
30	6'-3"	4'-3"	3'-6"	3'-0"	5'-4"	3'-10"	8'-0"	4'-8"	

* = FOR TEE THIS WILL BE THE BRANCH PIPE

DIMENSIONS IN THE TABLE ARE BASED ON A WATER PRESSURE OF 150 PSI AND SOIL RESISTANCE OF 2000 LBS./SQ.FT.

DETAIL
BUTTRESS



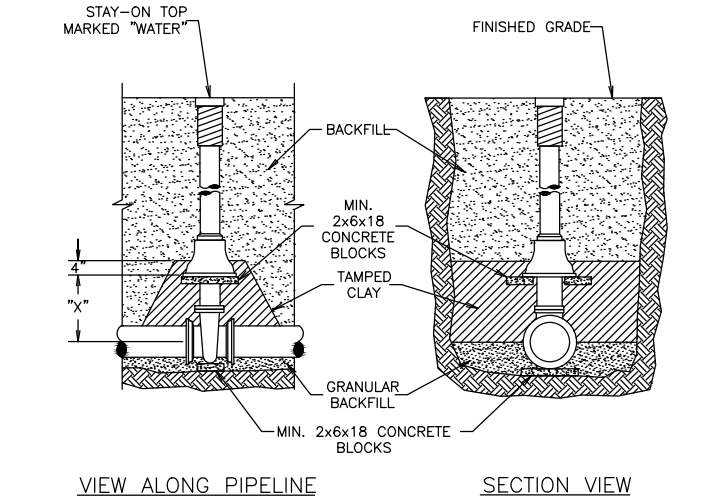
USE OFFSET FITTINGS WHEN THE OFFSET IS 18" OR LESS FOR 14" OR 16" PIPE AND WHEN THE OFFSET IS 24" OR LESS FOR 12" AND SMALLER PIPE

NOMINAL PIPE SIZE	RODS NO.	RODS DIA.	STRAP SIZE	BOLT DIA.	WASHER SIZE
6	3	3/8"	1/2 x 2	3/8"	1/2 x 3 x 5
8	4	3/8"	1/2 x 2	3/8"	1/2 x 3 x 5
10	4	3/8"	1/2 x 2 1/2	1	1/2 x 3 x 5
12	4	3/8"	1/2 x 2 1/2	1	1/2 x 3 x 5
14	4	3/8"	1/2 x 2 1/2	1	1/2 x 3 x 5

ALL DIMENSIONS IN THIS TABLE ARE IN INCHES

NOTES:
- RODS AND WASHERS TO BE ASTM A-575 MERCHANT QUALITY 0.17-0.24 CARBON. NUTS TO BE AMERICAN STANDARD HEAVY, NOT PRESSED.
- TIE RODS, BOLTS, NUTS, BANDS AND WASHERS TO BE FURNISHED AND ASSEMBLED BY THE CONTRACTOR.
- ALL STEEL MATERIAL TO BE GALVANIZED OR THOROUGHLY COATED WITH ENGINEER APPROVED COATING.
- OFFSET FITTINGS REQUIRE CONTINUOUS RODDING IN ALL POSITIONS.
- VERTICAL OFFSETS SHALL NOT CREATE A HIGH POINT IN THE WATER MAIN. VERTICAL OFFSETS REQUIRE THE SAME RODDING AND BUTTRESSING AS SHOWN ABOVE.
- MEGALUG RESTRAINTS MAY BE USED IN LIEU OF RODDING.

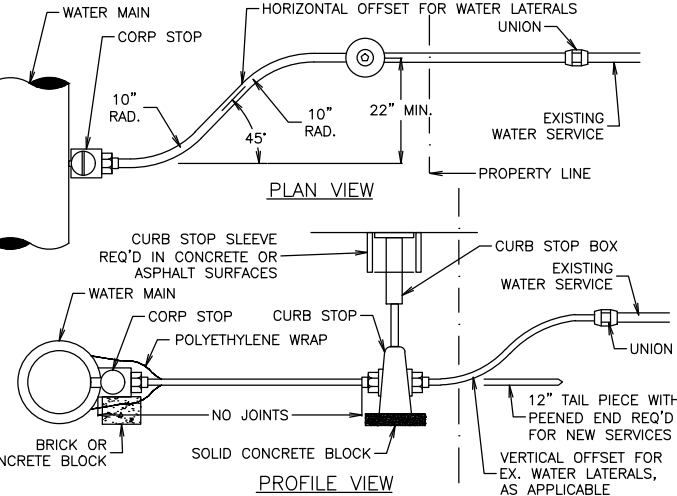
DETAIL
OFFSET AND RODDING



PIPE DIA., INCHES	6	8	10	12	14	16
"X" DIMENSION, INCHES	12	13	17	21	25	30

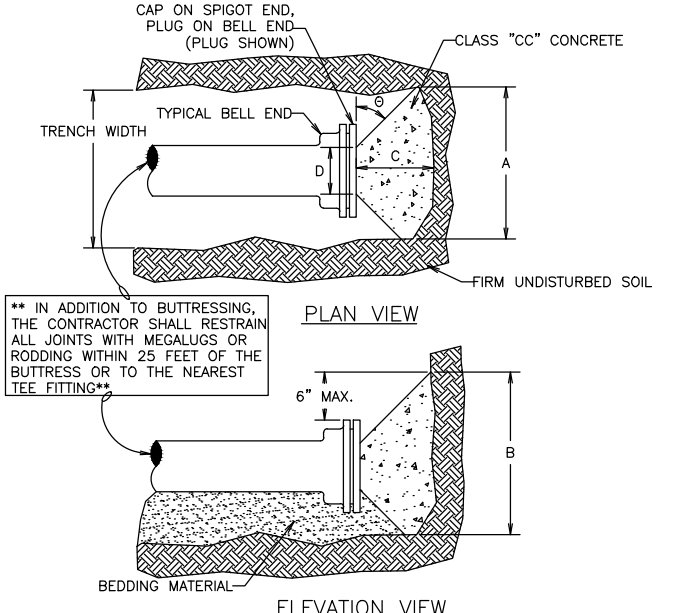
NOTES:
- SOLID CONCRETE BLOCKS MUST BE USED.
- VALVES SHALL BE SECURED WITH RODDING OR MEGALUGS TO THE NEAREST "TEE" FITTING OR TO THE FIRST JOINT CONNECTING A FULL SECTION OF WATER MAIN PIPE. SEE RODDING DETAIL "OFFSET AND RODDING".

DETAIL
VALVE BOX SETTING



NOTES:
- HORIZONTAL AND VERTICAL OFFSETS SHALL BE MADE WITH AN APPROVED PIPE BENDING TOOL. SHARP BENDS OR KINKS IN THE WATER SERVICE ARE NOT ALLOWED.
- VERTICAL OFFSETS SHALL BE MADE ON THE PROPERTY LINE SIDE OF THE CURB STOP.
- PLASTIC OR CAST IRON CURB BOX SLEEVES SHALL BE INSTALLED WHERE CURB BOXES ARE INSTALLED IN CONCRETE OR ASPHALT SURFACES.
- THE SEWER LATERAL SHALL BE LOCATED ON THE DOWNSTREAM SIDE OF THE WATER SERVICE, BASED ON SEWER MAIN FLOW DIRECTION.
- THE LOCATION OF ALL WATER SERVICES CROSSING UNDER THE CURB & GUTTER SHALL BE MARKED BY STAMPING A "W" IN THE TOP OF CURB OVER THE LOCATION OF THE WATER SERVICE LINE.

DETAIL
WATER SERVICE INSTALLATION

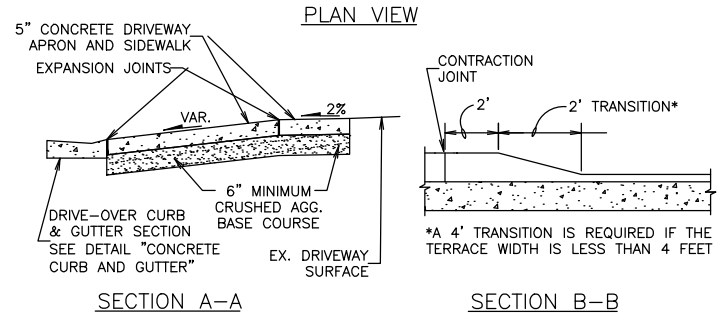
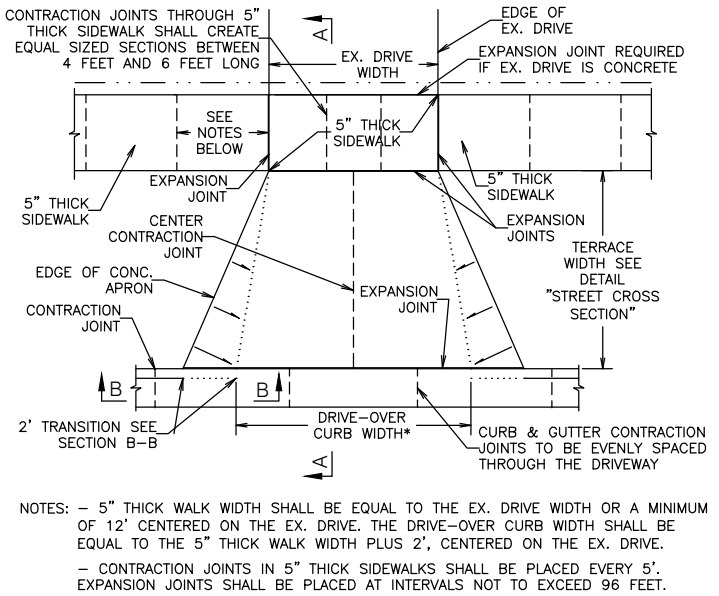


** IN ADDITION TO BUTTRESSING, THE CONTRACTOR SHALL RESTRAIN ALL JOINTS WITH MEGALUGS OR RODDING WITHIN 25 FEET OF THE BUTTRESS OR TO THE NEAREST TEE FITTING**

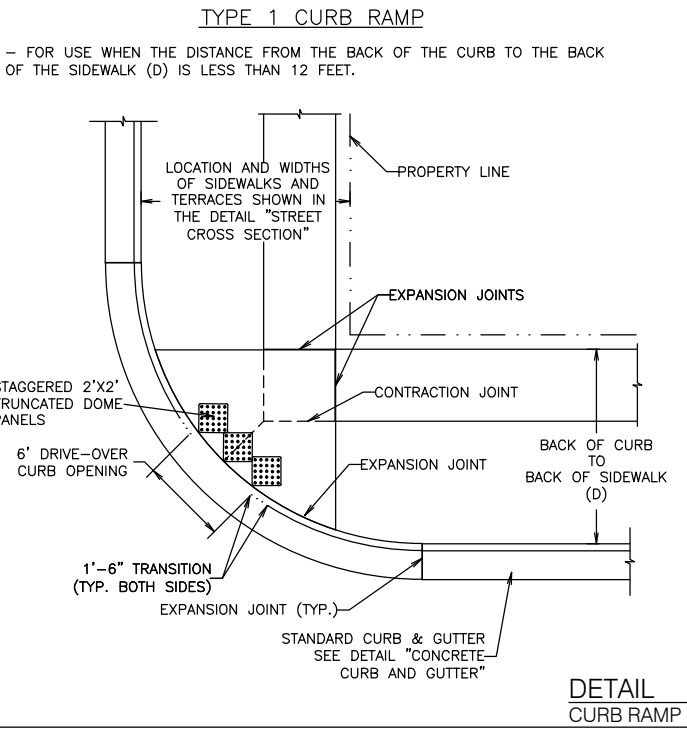
BUTTRESS DIMENSIONS				
DIA.	A	B	C	D
6"	1'-3"	1'-0"	SEE NOTES ABOVE	SEE NOTES ABOVE
8"	1'-8"	1'-6"		
10"	2'-0"	1'-8"		
12"	2'-5"	1'-10"		
16"	3'-4"	2'-4"		
20"	4'-3"	2'-10"	SEE NOTES ABOVE	SEE NOTES ABOVE
24"	5'-2"	3'-4"		
30"	6'-9"	4'-0"		

NOTES:
- DIMENSION "C" SHALL BE LARGE ENOUGH TO MAKE ANGLE theta EQUAL TO OR GREATER THAN 45°.
- DIMENSION "D" EQUALS APPROX. I.D. OF PIPE, LESS 2 INCHES. CONTRACTOR SHALL PROTECT THE MECH. JOINT BOLTS FROM THE CONCRETE BUTTRESS.
- BUTTRESS DIMENSIONS ARE BASED UPON A SOIL RESISTANCE OF 2 TONS PER SQ. FT. AND A WATER PRESSURE OF 150 P.S.I.

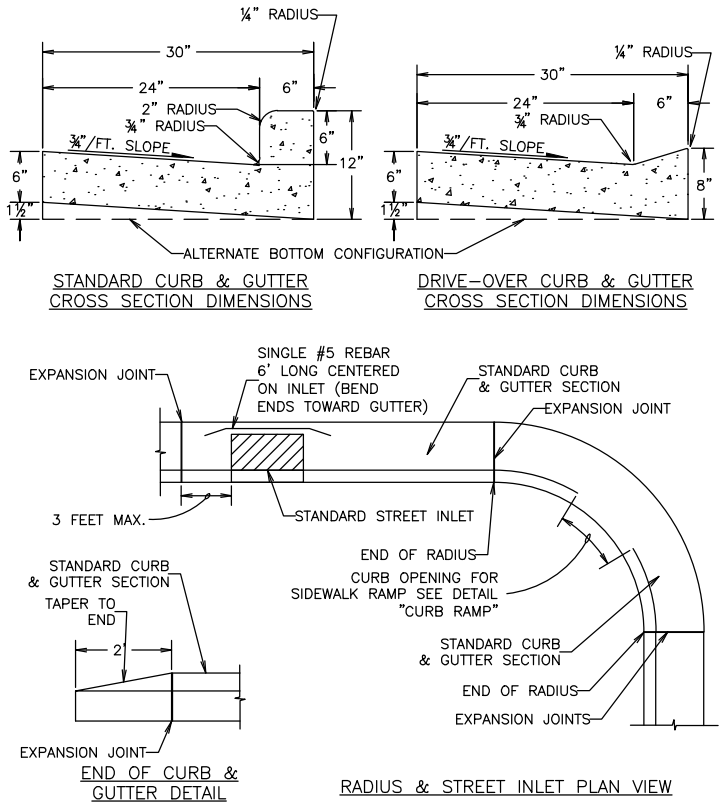
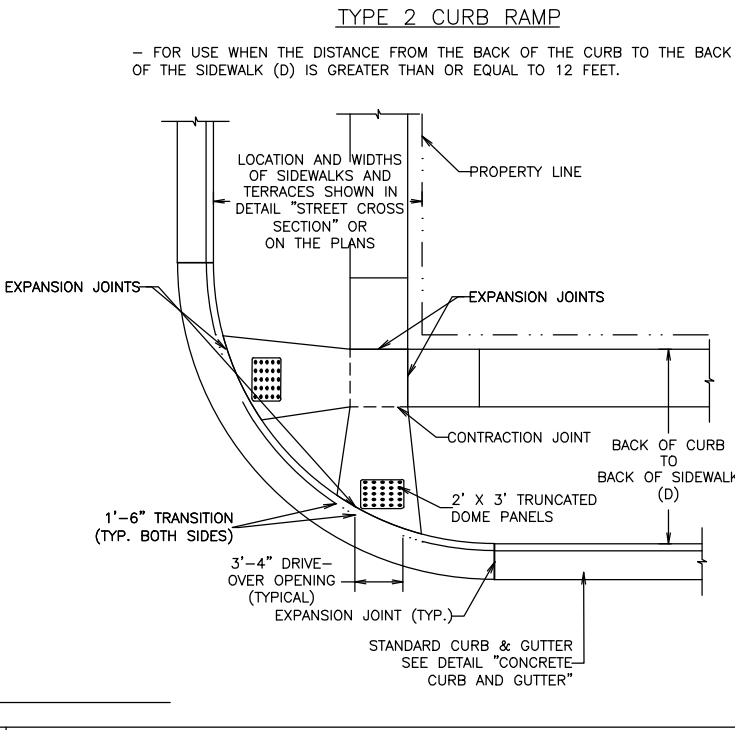
DETAIL
BUTTRESS FOR DEAD ENDS



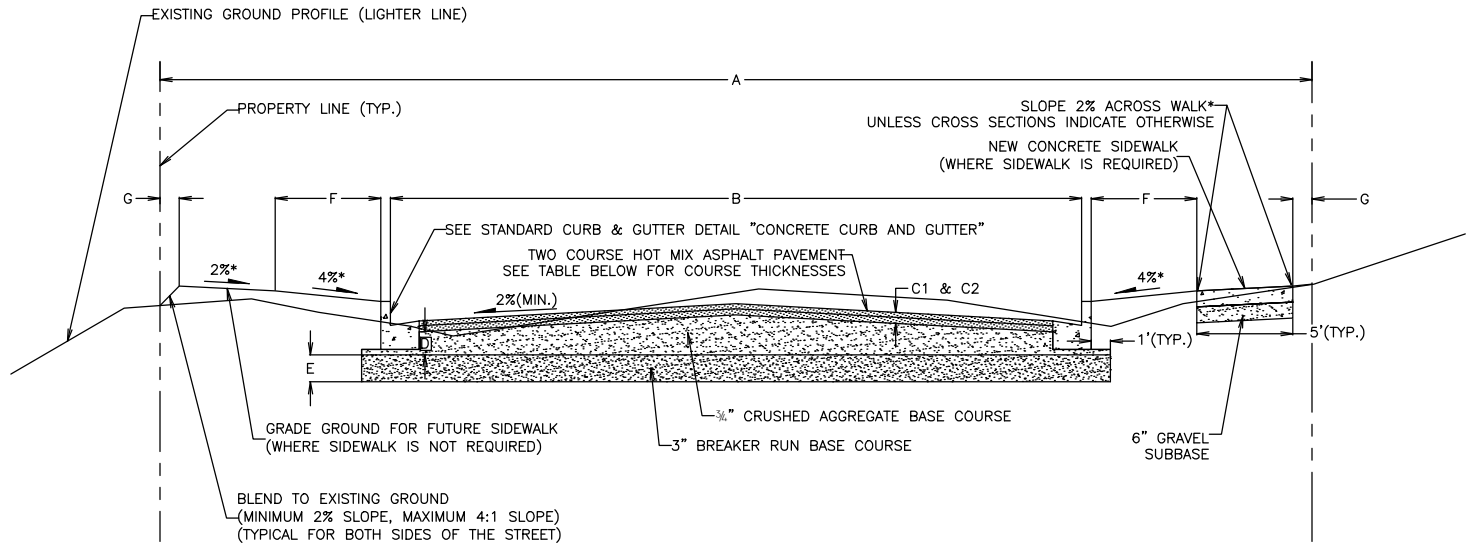
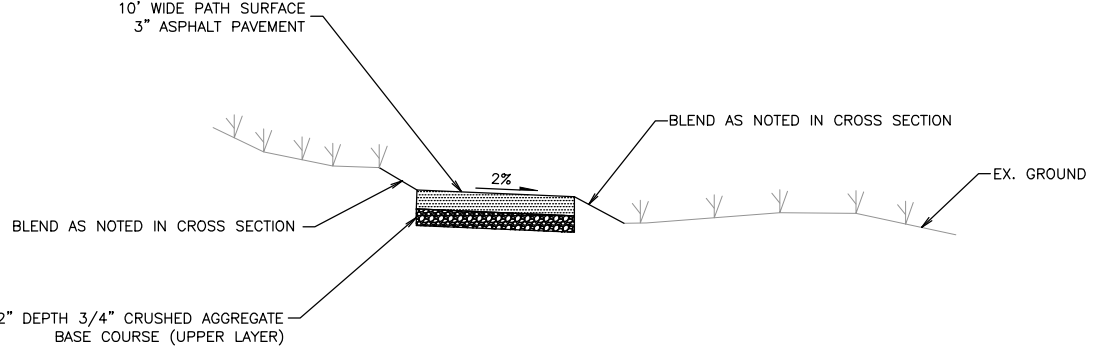
DETAIL DRIVEWAY



NOTES:
TRUNCATED DOME PANELS MUST TOUCH ONE CORNER TO RADIUS OF BACK OF CURB. IF MORE THAN ONE IS USED THEY MUST TOUCH OR OVERLAP. DOMES SHALL BE ALIGNED WITH CROSS WALK DIRECTION.



DETAIL CONCRETE CURB AND GUTTER



STANDARD STREET DETAIL DIMENSIONS

	A	B	C1	C2	D	E	F	G
	RIGHT OF WAY WIDTH	CURB FACE TO CURB FACE WIDTH	LOWER COURSE THICKNESS	SURFACE COURSE THICKNESS	3/4" C.A.B.C. THICKNESS*	3" BREAKER RUN B.C. THICKNESS	TERRACE WIDTH	BACK OF WALK TO PROP. LINE
STREET NAME VARIES	VARIES	VARIES	1.75"	1.5"	6"	12" MIN.	N/A	VARIES

*WHERE PLAN CROSS SECTIONS CONFLICT WITH THIS DETAIL, THE PLAN CROSS SECTION SHALL GOVERN.

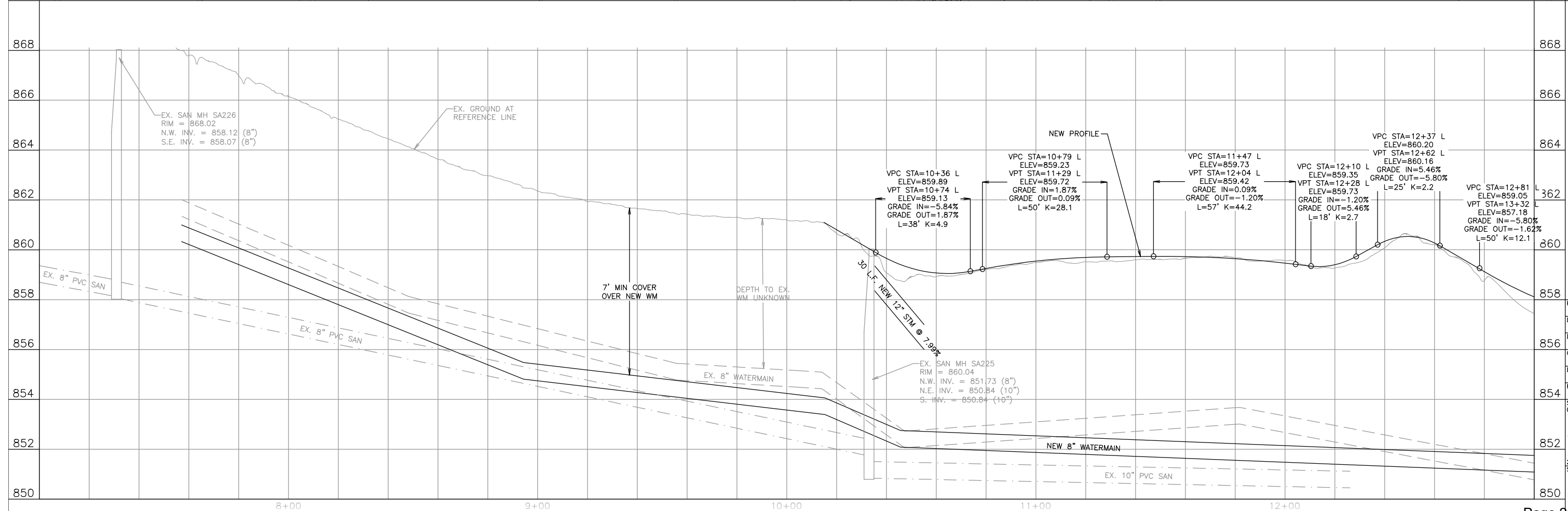
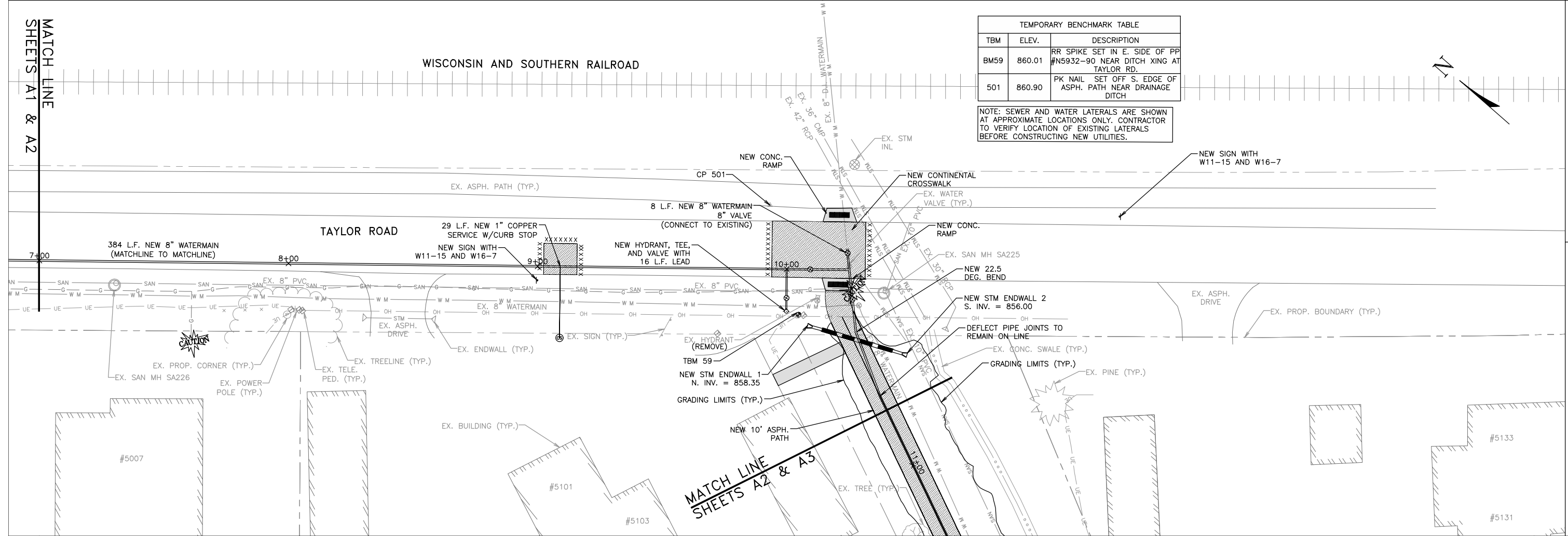
NOTES:
THE CROWN OF THE ROAD SHALL BE CREATED USING THE 3/4" CRUSHED AGGREGATE BASE COURSE. THE THICKNESS SHOWN IS THE MINIMUM THICKNESS REQUIRED AS MEASURED AT THE CONCRETE CURB & GUTTER SECTION.

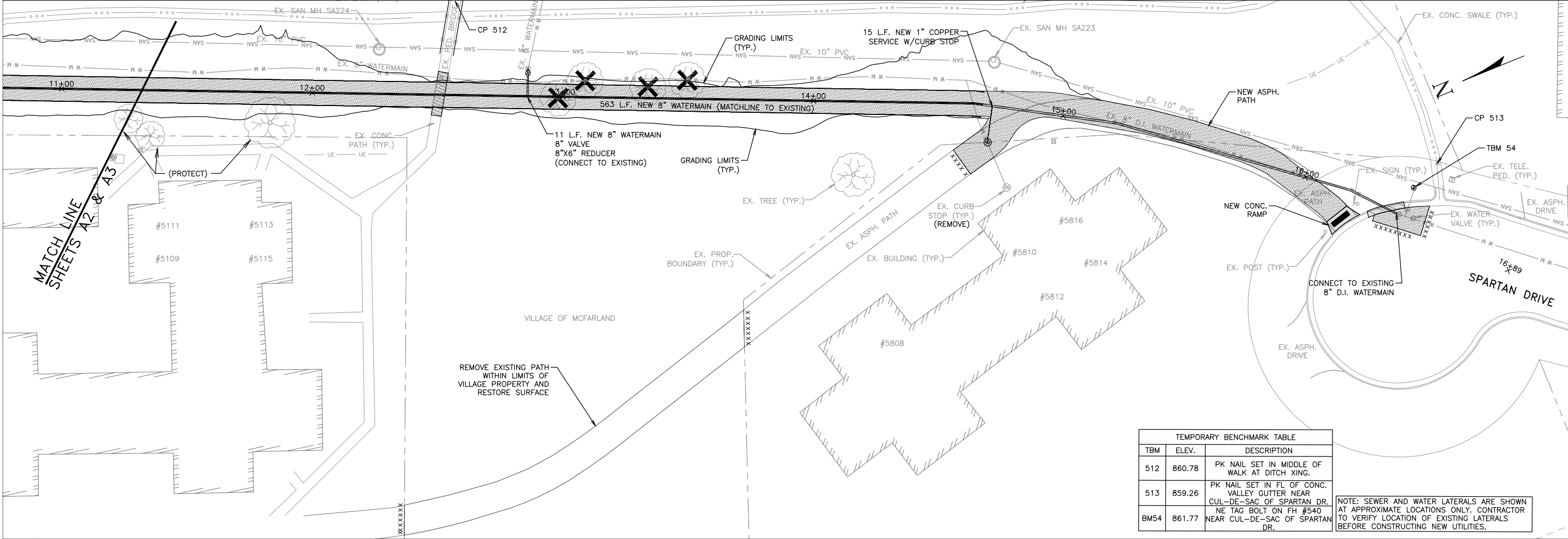
THE 3" BREAKER RUN BASE COURSE THICKNESS MAY NEED TO BE INCREASED DEPENDING UPON SUBGRADE CONDITIONS.

DETAIL STREET CROSS SECTION

TEMPORARY BENCHMARK TABLE		
TBM	ELEV.	DESCRIPTION
BM59	860.01	RR SPIKE SET IN E. SIDE OF PP #N5932-90 NEAR DITCH XING AT TAYLOR RD.
501	860.90	PK NAIL SET OFF S. EDGE OF ASPH. PATH NEAR DRAINAGE DITCH

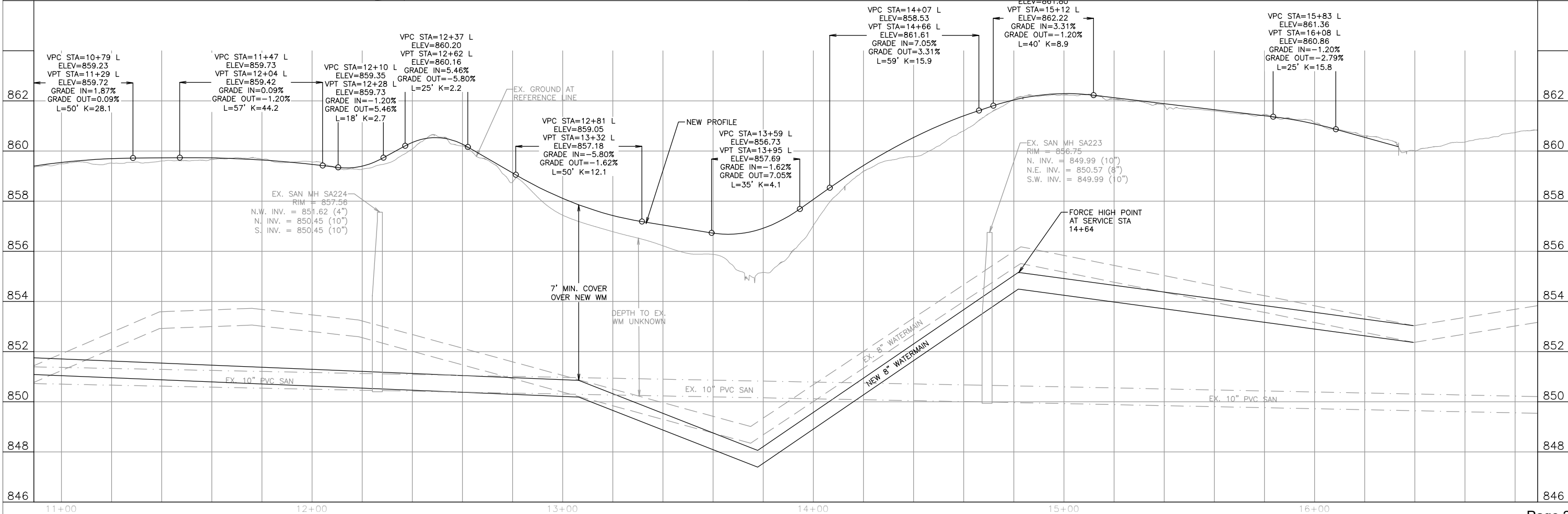
NOTE: SEWER AND WATER LATERALS ARE SHOWN AT APPROXIMATE LOCATIONS ONLY. CONTRACTOR TO VERIFY LOCATION OF EXISTING LATERALS BEFORE CONSTRUCTING NEW UTILITIES.





TEMPORARY BENCHMARK TABLE		
TBM	ELEV.	DESCRIPTION
512	860.78	PK NAIL SET IN MIDDLE OF WALK AT DITCH XING.
513	859.26	PK NAIL SET IN FL OF CONC. VALLEY GUTTER NEAR CUL-DE-SAC OF SPARTAN DR.
BM54	861.77	NE TAG BOLT ON FH #540 NEAR CUL-DE-SAC OF SPARTAN DR.

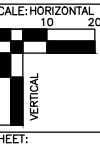
NOTE: SEWER AND WATER LATERALS ARE SHOWN AT APPROXIMATE LOCATIONS ONLY. CONTRACTOR TO VERIFY LOCATION OF EXISTING LATERALS BEFORE CONSTRUCTING NEW UTILITIES.



PLAN & PROFILE
SPARTAN DRIVE

2023 WATER MAIN IMPROVEMENTS
Taylor Road and Spartan Drive
Village of McFarland, Wisconsin

PROJECT NO.: MC 203
DRAWING NO.: SHEETS.DWG
DRAWN BY: A.M.C.
CHECKED BY: T.J.S.
DATE: 2-8-23
REVISIONS:



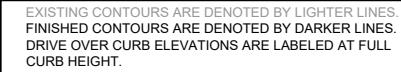
A3

6264 Nesbitt Road
Madison, WI 53719
(608) 273-3350
www.tcengineers.net

CROSS SECTIONS
PATH
Station 10+61 To Station 12+92

PROJECT NO.: MC 203
DRAWING NO.: MC 203
SHEETS: DWG
DRAWN BY: A.M.C.
CHECKED BY: T.J.S.
DATE: 2-8-23
REVISIONS:
SCALE: HORIZONTAL
2.5 5 10
VERTICAL
SHEET:

Page 265 of 324



6264 Nesbitt Road
Madison, WI 53719
(608) 273-3350
www.tcengineers.net



CROSS SECTIONS
PATH
Station 13+36 To Station 14+42

2023 WATER MAIN IMPROVEMENTS

PROJECT NO.:	MC 203
DRAWING NO.:	203
FILE NAME:	SHEETS.DWG
DRAWN BY:	A.M.C.
CHECKED BY:	T.J.S.

TE:
2-8-23
VISIONS:

SCALE: HORIZONTAL



MEET:

x2

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 14, 2023

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director, Matt Schuenke, Village Administrator

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

PREVIOUS ACTION:

The Public Works & Utilities Committee recommended approval to the Village Board regarding a proposal from Baker Tilly to conduct a conventional rate case and a five-year financial forecast for the water utility.

ISSUE SUMMARY:

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

The estimate from Baker Tilly for each of these services:

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

Staff recommend approval of the enclosed proposal for Baker Tilly to conduct a conventional water rate case and a water financial forecast. The original proposal presented to the committee had a typo on page 10 of the proposal. This has been corrected and the enclosed proposal is accurate.

FINANCIAL/BUDGET IMPACT:

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

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

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

ATTACHMENTS:

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

Baker Tilly US, LLP
4807 Innovate Ln, PO Box 7398
Madison, WI, 53707-7398
United States of America

T: +1 (608) 249 6622
F: +1 (608) 249 8532

bakertilly.com

February 6, 2023

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

Dear Mr. Schuenke:

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

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

Services and Related Report

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

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

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

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

Water Rate Study

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

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

Water Financial Forecast

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

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

Our Responsibilities and Limitations

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

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

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

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

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

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

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

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

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

Management's Responsibilities

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

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

Our Report

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

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

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

Nonattest Services

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

- > Reporting assistance (such as formatting) as requested.

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

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

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

Reproduction of the Reports

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

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

Ownership of Workpapers

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

Timing and Fees

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

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

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

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

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

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

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

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

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

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

Resolution of Disagreements

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

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

Limitation on Damages and Indemnification

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

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

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

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

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

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

Other Matters

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

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

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

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

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

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

Matt Schuenke
Village of McFarland

February 6, 2023
Page 11

We appreciate the opportunity to be of service to you.

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

Sincerely,

BAKER TILLY US, LLP

Baker Tilly US, LLP

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

Official's Name

Official's Signature

Title

Date

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 14, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Amendment of Chapter 11, Safety, of the Personnel Policy Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, staff and the Village's labor attorney reviewed Chapter 11, Safety, of the Personnel Policy Manual. It is of note that this section of the manual has not been updated in some time. Proposed revisions within this chapter provide updates to the following areas:

- Expansion of the language regarding the Village's commitment to safety.
- Revisions to the Department Head responsibilities section include language requiring the development of department policies outlining safety protocols, and to create an environment where employees feel free to discuss safety openly and bring forward concerns.
- Revisions to the Employee responsibilities section include language requiring employees to be aware of safety risks and standards, to report any safety risks to their supervisor or Department head, to read and understand all applicable safety manuals provided by the Village or equipment manufacturer, and to follow the safety practices of the Village and their department.
- Revisions to Workplace Injury Reporting Requirements to require employees to fully participate and cooperate in all post-injury/accident investigations and activities.
- Removal of 11.06, Access to Records, per our attorney's recommendation.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee recommended approval. Item is presented for discussion and feedback. Final approval will be proposed at the April 11, 2023 Village Board Meeting.



ATTACHMENTS:

1. PPM Chapter 11 - Safety - Final Draft 02.01.2023

CHAPTER 11 - SAFETY

11.01 Policy

The Village is committed to providing safe and healthful working conditions for its employees and a workplace that is free from recognized hazards. The Village is committed to protecting the health and safety of each employee and worker as a key priority of the organization. There is no job so important and no service so urgent that we cannot take the time to perform our work safely and correctly. We do not compromise an individual's health and safety in anything we do.

Through management leadership and employee participation, the Village pledges the following:

1. Safety is a shared responsibility of everyone in our organization every employee of the Village.

We never compromise - Safety is never compromised, and - This attitude is part of our everyday life. Safety is about caring for each other and everyone has an important role in creating an atmosphere where we consider safety as considered an overriding priority. It is important that we to react to small risks in our environment.

2. Executive management leads the safety improvement process.

Village management has the responsibility of setting the parameters for safety excellence. All employees are given the knowledge and skills necessary to safely perform their jobs.

3. We Safety performance is communicated safety performance openly to our Village employees, contractors and the public.

We encourage - Everyone is encouraged to develop safe working habits and to practice these rules. An employee is never required to do anything that he or she feels is unsafe.

11.02 Village Administrator

The Village Deputy Administrator or designee will be responsible for establishing and maintaining a Village-wide safety program that complies with all applicable state and federal occupational health and safety standards. This responsibility will include, but not be limited to: providing mechanical and physical safeguards; providing personal protective equipment; conducting safety inspections and accident investigations; developing and enforcing safety rules; providing safety training and offering a system of recognition and awards for outstanding safety performance.

11.03 Department Head

All Department Heads are responsible for the safety of employees under their direction. This responsibility will include, but not be limited to, the following areas: providing employees with a safe working environment; ensuring compliance with Federal, State and Village regulations and standards within their department; ensuring that their employees receive instruction and training in the safe performance of their jobs; supplying appropriate protective clothing and equipment; establishing department policies outlining safety protocols; creating a working environment where employees feel free and open to discuss safety honestly and bring forward any concerns; and seeing to it that employees perform their jobs with due regard for their own safety and for the safety of others.

11.04 Employee

All Village employees are responsible for performing their jobs with every possible regard for their own safety, for the rights and safety of others, and for compliance with all Federal, State and Village regulations and safety standards that apply to the performance of their job. This responsibility will include, but not be limited to: reading and following Village safety rules; wearing required personal protective and safety equipment; immediately reporting all accidents and injuries; and watching out for and reporting all unsafe conditions they may observe.

All Employees have an obligation to be aware of environmental, health and safety risks and standards and to advise senior management their supervisor and/or Department Head of any adverse situation which comes to their attention.

Each Employee is expected to have read and to understand all applicable additional safety manuals provided by the Village or equipment manufacturer. Precautions and safety devices are employed to keep you from being injured. All Employees You must follow the safety practices of the Village and the job specific safety practices adopted by the Village that are revised and updated as appropriate and necessary from time to time. Employees shall immediately notify their immediate supervisor if they are assigned a task or provided instruction that they have safety concerns regarding or need further clarification of how to safely perform said task.

~~– The prevention of accidents and injuries to employees is of utmost importance, and is the first consideration in the operation of our business. A formal safety and health program will be maintained which conforms to the best practices of municipal governments, with an objective of reducing the number of injuries and illnesses to an absolute minimum.~~

11.05 Workplace Injury Reporting Requirements

Employees must immediately report a Any workplace accident, injury, or debilitating illness, no matter how minor, must be reported as soon as possible to the immediate supervisor or Department Head, who is responsible for will promptly securing any appropriatee medical aid for the employee. All employees will be provided care, first aid and emergency service, as required, for injuries or illnesses incurred in the course of work for the Village. while on the premises. Employees should contact their supervisor, the nearest supervisor, and/or 911 in the event of an accident or emergency Employees will be expected to fully participate and cooperate in all post-injury/post-accident investigations and activities. The eAn employee should be advised to seek immediate medical aid off-premises if the-an injury cannot be treated on the premises. The supervisor or Department Head will also

~~provide any necessary assistance to an employee who must complete an accident report to be forwarded to appropriate Village personnel and the Village's workers compensation administrator. insure that all pertinent accident reporting forms are completed and forwarded to the appropriate personnel in a timely manner.~~ AllThe incidents will be documented as required by state ~~and federal~~ safety regulations, and an investigation will be conducted as to the cause and possible preventability of the incident.

~~11.06 Access to Records~~

~~Employees, former employees, and their authorized personal representatives are entitled to request access to Village records of work-related injuries and illnesses and exposures to toxic and harmful substances or conditions, subject to certain limitations imposed by 29 CFR 1904.35(b)(2).~~

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 14, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Amendment of Chapter 34, Violence in the Workplace, of the Personnel Policy Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, staff and the Village's labor attorney reviewed Chapter 34, Violence in the Workplace, of the Personnel Policy Manual. It is of note that this section of the manual has not been updated in some time. Proposed revisions within this chapter provide updates to the following areas:

- Expansion of language in the Policy section to include non-tolerance for threatening, violent or intimidating behavior.
- Removal of a majority of the Weapons Prohibition section as most of that is covered in the new policy, Concealed Weapons and Firearms in the Workplace.
- Expansion of language in the Responsibility section to more clearly state the responsibilities of all employees, contractors and volunteers in regards to refraining from violence in the workplace, and notifying supervisors or management of any intimidating, threatening, or violent behavior they are aware of. In addition, these revisions lay out the Village's responsibility to promptly and thoroughly investigate all reports of threats or actual violence, and the associated process for the investigation.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee recommended approval. Item is presented for discussion and feedback. Final approval will be proposed at the April 11, 2023 Village Board Meeting.

ATTACHMENTS:



1. PPM Chapter 34 - Violence in the Workplace.docx - Final Draft 03.01.2023

CHAPTER 34 - VIOLENCE IN THE WORKPLACE

34.01 Purpose

The Village of McFarland is committed to ~~providing, in so far as it reasonably can, aproviding policies that support a~~ safe environment for working and conducting business free from all forms of violence. The safety and security of our employees, customers, vendors, contractors, and the general public is of essential importance. The goals and objectives of this policy are to achieve the following: reduce the potential for violence in and around the workplace; encourage and foster a work environment that is characterized by respect and healthy conflict resolution; and mitigate the negative consequences for employees and volunteers who experience or encounter violence in their work lives.

34.02 Policy

The Village will not tolerate or ignore acts of violence committed by ~~either~~ employees, contractors, ~~or~~ volunteers, or any individuals while on Village property or while performing Village business at other locations. This includes any actions that threaten employees, nonemployees, vendors, or others in the workplace. The Village reserves the right to determine if particular actions are considered threatening, violent, or intimidating behavior. The Village intends to use reasonable legal, managerial, administrative, and disciplinary procedures to secure the workplace from violence and to reasonably protect employees, volunteers and members of the public.

Threats or acts of violence made by an employee against another person's life, health, well-being, family, or property will not be tolerated. Any act of intimidation, threat of violence, or act of violence committed against any person on Village property is prohibited.

34.03 Definition of Violence

The word violence in this policy will mean an act or behavior that:

- (1) Is physically assaultive;
- (2) Consists of a communicated or reasonably perceived threat to harm another individual or in any way endanger the safety of an employee, volunteer or member of the public.
- (3) Would be interpreted by a reasonable person as carrying potential for physical harm to the individual;
- (4) Is a behavior or action that reasonable person would perceive as menacing;
- (5) Involves but, is not limited to, carrying or displaying weapons, destroying property, or throwing objects in a manner reasonably perceived to be threatening; or,
- (6) Consists of a communicated or reasonably perceived threat to destroy property.

34.04 ~~Exception to~~ Weapons Prohibitions

All employees and volunteers are responsible for:

~~Refraining from acts of violence and for seeking outside assistance to resolve personal issues that may lead to acts of violence in the workplace; and~~

The Village's policy on weapons and firearms in the workplace is set forth in Chapter XX, Concealed Weapons and Firearms in the Workplace. ~~prohibits employees from possessing, carrying (whether openly or concealed), using, or threatening the use of a weapon on Village property, in the course of working on Village business, in a Village provided vehicle, or when offsite at a Village sponsored or supported event unless required to carry a firearm or other weapon as a condition of and in the course of employment subject to Department Orders (i.e. Police Officer). "Village property" is defined as all Village leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the Village's control. Moreover, this prohibition against carrying of a weapon and other aspects of this policy applies to all vehicles leased for or used on Village business. If an employee has a concealed weapon in their personal vehicle on Village property, or while performing any work or attending any function on behalf of the Village, said weapon must be locked in the trunk or glovebox of the vehicle and the key secured by the employee. "Concealed weapons" include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. A "weapon" is defined as anything that is designed to injure or harm another person. This includes visible or concealed weapons, even if licensed to carry the weapon. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.~~

The Village reserves the right at any time and at its discretion to search all Village-owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination. Employees having concealed weapons in their vehicles on Village property may also be required to produce a concealed weapon license.

The weapons prohibition policy does not apply to employees who are armed in the line of duty, such as Police Officers, except in designated restricted areas unless otherwise directed by the Police Chief. Also, employees required to utilize knives or jackknives on the job within the normal scope of their employment as authorized by their department head are not considered to be in violation of this policy.

34.05 Responsibilities

All employees, contractors and volunteers are responsible for refraining from acts of violence and for seeking outside assistance to resolve personal issues that may lead to acts of violence in the workplace.

Employees, contractors and volunteers have a responsibility to notify supervisors or any member of Village management of any intimidating, threatening, or violent behavior that they witness, receive, or have been told that another person has witnessed or received. Supervisors have a responsibility to report any act of violence or threatening behavior to the Human Resources Designee immediately. All suspicious individuals behaviors or activities should also be reported as soon as possible. Employees and volunteers are also encouraged to report to their department head/supervisor situations that occur outside of the workplace which may affect workplace safety, i.e., instances where protection orders have been issued, etc.

The Village will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as is practical. Anyone determined to be responsible for conduct that is in violation of these guidelines will be subject to disciplinary action up to and including termination of employment. Failure to report an incident, refusal to participate in a related investigation, or violations of this policy will could result in action, up to and including termination.

~~All employees and volunteers are responsible for:~~

~~(a) Refraining from acts of violence and for seeking outside assistance to resolve personal issues that may lead to acts of violence in the workplace; and~~

~~(b)(a) Reporting to department head/supervisor any dangerous or threatening situations that occur in the workplace.~~

~~(1) Employees and volunteers are encouraged to report to their department head/supervisor situations that occur outside of the workplace which may affect workplace safety, i.e., instances where protection orders have been issues, etc.~~

34.06 Procedures and Guidelines

When a violent act occurs:

(1) If the act or altercation constitutes an emergency, CALL 911. In instances that are not emergency situations, contact your department head or supervisor. ~~When Once 911 has been is~~ contacted, contact your department head/supervisor ~~after contacting 911 to report the incident.~~

(2) If violence is occurring all employees and persons nearby should immediately move to safety.

(3) If possible and **safe**, separate the parties involved in the altercation. If the parties cannot be separated, or it would be too dangerous to you or the department head/supervisor to attempt to separate the parties, CALL 911.

~~**(1)** If violence is occurring all employees and persons nearby should immediately move to safety.~~

~~(2)~~(4) If possible and safe, you or the department head/supervisor should contact the Deputy or Village Administrator.

~~(3)~~(5) The Deputy or Village Administrator will take responsibility for coordinating response to the non-emergency incident.

~~(4)~~(6) In instances that involve **emergency** situations or **criminal** activity, the employee should contact the the Village Administrator will contact the Police Department will be contacted.

~~(5)~~(7) In instances when it is not appropriate to refer an incident to the Police Department, the Deputy or Village Administrator will evaluate the situation and determine if further action is required. If an internal investigation is recommended, the Village Administrator will coordinate the investigation process.

**VILLAGE OF
McFarland**
SUMMARY SHEET

MEETING DATE: Tuesday, March 14, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Amendment of Chapter 14, General Conditions of Employment, of the Personnel Policy Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, staff and the Village's labor attorney reviewed Chapter 14, General Conditions of Employment, of the Personnel Policy Manual. It is of note that this section of the manual has not been updated in some time, with the exception of Section 14.04, Background Check, which was updated in August 2022. Proposed revisions within this chapter provide updates to the following areas:

- Addition of a section defining an orientation period for new employees.
- Revisions to the Employment of Minors section to reflect updated practices and to ensure compliance with laws and regulations.
- Removal of Section 14.07, Personal Status, per the attorney's recommendation.
- Revisions to provisions and requirements for secondary or outside employment or activities.
- Removal of Section 14.09, Liability and Representation, per the attorney's recommendation.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee recommended approval. Item is presented for discussion and feedback. Final approval will be proposed at the April 11, 2023 Village Board Meeting.

ATTACHMENTS:

1. PPM Chapter 14 - General Conditions of Employment - Final Draft 01.20.2023

CHAPTER 14 - GENERAL CONDITIONS OF EMPLOYMENT

14.01 Purpose

~~This chapter sets forth a definition of the relationship that exists between the Village and its employees. This chapter also defines other basic conditions of employment not set forth elsewhere in this manual.~~

14.02 Public Service Mission

~~Each employee of the Village is expected to deal with the public at all times in a prompt, polite, and helpful manner. Fulfillment of this requirement may mean occasional personal inconvenience.~~

14.01 Introductory Orientation Period

~~Unless specified differently by collective bargaining agreements, the Police and Fire Commission, the Library Board, or the Village Board, Aall employees will work on an introductory basis during their initial employment with the Village. The introductoryorientation period is three (3) months for all employees-employees.~~

~~The introductory orientation period is intended to give employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether they are able toir position meets their expectationsmeet expectations. The Village uses this period to evaluate an Employee's work habits and overall performance. It also allows an employee to gain an understanding of particular job duties, performance standards, expectations, and mutual responsibilities. The new employee should use this time to learn why this particular role is important, how errors or inefficiencies can affect internal and external customers, and exactly how the employee's role contributes to s-results.~~

~~During the introductoryorientation period, an employee is expected to discuss his or her progress with their supervisor and to ask questions about the duties he or shethey are-is performing. Either the employee or the Village may end the employment relationship at any time during the introductory period or at any time thereafter.~~

~~If the designated orientationintroductory period does not allow sufficient time to evaluate an Employee's performance or for any other reason, the-introductory orientation period may be extended in the Village's sole discretion. Any significant absence will automatically extend an introductory period by the length of the absence.~~

~~Employees who are promoted or transferred within the Village may be required to complete additional introductory period(s).~~

14.03 Medical Examinations

(1) Applicants for Village positions may be required to undergo a pre-employment medical examination, including a drug screen, and/or a psychological examination. In designated

positions, an annual medical examination may be required. Such exams will measure the individual's physical capabilities in terms of the job to be performed and will be consistent with the provisions of the Americans with Disabilities Act of 1990, as amended.

(2) The Village shall dictate the medical provider of such testing and will pay the cost of any medical examination that it requires of an applicant or employee.

(3) Any Village ordered examination should be conducted only to confirm the employee's ability to comply with the standards of physical fitness and general health that directly relates to the tasks they are required to perform as part of their job responsibilities. The purpose of these examinations is not to identify or penalize employees who can perform their assigned duties with or without reasonable accommodation.

—a. The standards of physical fitness and general health requirements for each position in the Village will be documented within the individual position description.

14.04 Background Check

The Village of McFarland requires applicants and employees to satisfactorily complete a background check. The Village will consider the job duties, among other factors, in determining what is necessary for and constitutes satisfactory completion of the background check. The background check will include a criminal background check. Depending upon the position sought, it may also include a driving record review, drug testing, psychological evaluation and credit check. All information obtained as a result of a background check will be used solely for employment purposes.

When the Village uses a consumer reporting agency to obtain background check information or make an employment decision based on that information, it complies with relevant requirements under the Fair Credit and Reporting Act (FCRA).

When a background check is required, the candidate or employee must complete the Village's authorization form. Failure to timely complete an authorization may result in termination of consideration for employment. Falsification or omission of information may result in denial of employment or discipline, up to and including termination.

Village employees who are moving to a position within the organization through transfer, promotion, or otherwise, will not be subject to a criminal background check unless the new position involves increased access to vulnerable populations, increased fiduciary responsibilities, or other factors in the sole discretion of the Village.

All background check information will be kept confidential. The Village of McFarland complies with all applicable federal, state, and local laws regarding background checks.

The Human Resources Generalist is responsible for the administration of this policy.

14.05 Verification of Employment Eligibility~~Authorized Employment Status~~

~~(1) As an employer, the Village will conform to the federal law that requires new employees with the Federal Immigration and Control Act in its hiring procedures.~~

~~(2) Federal law requires that, within three (3) days following the start of employment, new employees to provide evidence of their identity and of their eligibility proof of their authorization to be employed in the United States. Such evidence may be established by providing one or more acceptable documents from the list prescribed by Federal law.~~

14.06 Work Permit—Hiring Employees Under Age 18~~Employment of Minors~~

~~As a general policy, the Village shall may employ minors who are age 16 and older. Exceptions to this policy may be approved by the Deputy Village Administrator and/or Human Resources designee.~~

~~An application must be approved and work permit issued before anyone more under 16 years of age may begin work as a Village employee.~~

~~The offer letter for the hiring of a minor shall include the position title and work schedule. ÷~~

~~Position Title~~

~~Schedule:~~

~~Minors are not permitted to work more than 6 consecutive hours without a 30-minute duty free meal break. Meal periods shall be near the usual times of 6 a.m., 12 p.m. 6 p.m. and 12 a.m.~~

~~Description of the duties that will be performed:~~

~~Wisconsin State Law prohibits the use of minors to in performing hazardous work. Supervisors/Department Heads shall review the complete list of hazardous work as defined by the State of Wisconsin and found in Wis. Admin. Code DWD 270.12-270.13 to ensure all proposed duties conform to applicable laws and regulations.~~

~~(1) Part-time or seasonal employees who have not reached their 18th birthday are required to have a work permit issued by the State of Wisconsin before any work is performed. The form used to apply for a work permit is available from any public high school. Each work permit covers only the position or specific kind of work for which it is issued.~~

~~(2) A Department Head intending to employ an individual less than 18 years of age, or another official acting on behalf of the Village, will need to provide the prospective employee with a letter stating the Village's intention to employ the minor, the title of the position in which the minor will be hired, and a description of the duties that will be performed in the position. An application must be approved and a work permit issued (if the minor is under 16 years old) before a minor may begin work as a Village employee.~~

14.07 Personal Status

~~Employees are required to keep the Department Head and Village Clerk informed Human Resources Designee informed of their current residence address, home telephone number, and emergency contact information at all times. Any changes in status should be reported to the Village Clerk Human Resources Designee without delay so appropriate adjustments, if any, can be made in insurance benefits.~~

14.08 Secondary Outside or Incompatible Employment or Activity

~~(1) — The Village requires that employees not engage in work activities and conduct away from their Village job that competes, or conflict with, or compromises Village interests, or adversely affects the employee's job performance and ability to fulfill all responsibilities to the Village. Accordingly, No employee may regularly engage in other paid remunerative employment or activity without prior approval of the Department Head and Village Administrator. Initial requests are to be made on an Outside Employment Approval Request form and must be renewed annually that creates any such impact on their work or the Village. Should outside employment or service prove to be incompatible with an employee's proper discharge of their duties, the Village may require the employee to choose between continuing in their current position and the secondary employment or activity. Outside employment shall require the approval of the Village Administrator. The Department Head and Village Administrator may approve outside employment or activity if it is found to not interfere or conflict with the ability of the employee to perform their duties in an efficient and unbiased manner. Violations of this provision may be grounds for discharge.~~

~~(2) No employee will engage in or accept other employment or render service for any person or entity, when such employment or service is incompatible with the proper discharge of their official duties or would tend to impair such employee's independence of judgment or action in the performance of their official duties, unless otherwise permitted by law and unless disclosure is made and approval granted by the Village Administrator as provided above.~~

~~(3) No person will hold more than one full or part-time Village position at the same time without the consent of the Village Board. This prohibition will not apply to volunteer positions as long as the volunteer position is in a different department than that to which the regular employment position is assigned.~~

~~(4) — All fees, gratuities, honorarium or any other form of compensation for outside services performed during normal Village working hours or while being paid by the Village will be turned over to the Village and any such activities for which such compensation is paid will be reported to the Village Administrator. This subsection will not be construed to apply to activities performed after regular work hours, while an employee is on a bona fide vacation or floating holiday, or to part-time employees except during those times when they are actually performing services for the Village, nor will it apply to the reimbursement of actual and necessary expenses occurring under such circumstances. Failure to comply with these conditions will subject the employee to disciplinary action.~~

14.09 Liability and Representation

(1) — ~~Public employees may be held liable for acts they perform or fail to perform in their official capacity. The Village carries professional "errors and omissions" liability insurance on its employees and officers. Generally speaking, if an employee is found liable and required to pay damages, the costs will be paid by the insurer.~~

(2) — ~~There are instances, however, in which a court may require a public employee to pay damages, fines or forfeitures for which the individual may not claim reimbursement from either the employer or the insurer. Violations of the Wisconsin Open Meetings Law and the Public Records Law are two such instances.~~

(3) — ~~Most legal actions claiming liability on the part of a Village employee will usually be handled by the Village Attorney, although in some instances special counsel may be hired to represent the Village. Any Village employee has the right, however, to seek representation by legal counsel of the employee's choice if the employee is willing to bear the expense.~~

14.10 Employee Assistance Program??

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 14, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Creation of an Equal Employment Opportunity Policy.

PREVIOUS ACTION:

ISSUE SUMMARY:

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

- The Village's commitment to a policy of equal employment opportunity (EEO) and non-discrimination for all employees.
- The Village's policy to seek and employ the most appropriately qualified personnel in all positions; to provide equal opportunity for employment and advancement to all employees and applicants in hire, transfer, promotion, compensation, benefits, training and development; and all other terms and conditions of employment.
- The proper dissemination and implementation of the policy by each supervisor and Department Head, and the duty of every employee to help create a job environment which is conducive to the EEO policy.
- The procedures for administering this EEO policy fairly and consistently.
- The remedies for violations of this policy.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee recommended approval. Item is presented for discussion and feedback. Final approval will be proposed at the April 11, 2023 Village Board Meeting.



ATTACHMENTS:

1. Chapter XX - EEO Policy - Final Draft 1-20-2023

Chapter XX - Equal Employment Opportunity Policy

XX.01 Purpose

The Village is committed to a policy of equal employment opportunity (EEO) and non-discrimination for all employees. The personal development and success of individuals results from enhancing and utilizing the abilities of all individuals to the fullest extent that is practical within the working environment.

It is Village policy to seek and employ the most appropriately qualified personnel in all positions; to provide equal opportunity for employment and advancement to all employees and applicants, in hire, transfer, promotion, compensation, benefits, training and development; and all other terms and conditions of employment. It is the policy of the Village to administer these activities in a manner which will not discriminate against any person because of race, color, religion, age, sex, national origin, disability or handicap, gender preference or orientation, pregnancy, genetic information, veteran status, ancestry, marital status, or any other characteristic protected by applicable federal, state or local law.

The Village is further committed to providing a work environment in which employees are treated with courtesy, respect and dignity. As part of this commitment, the Village will not tolerate any form of harassment, verbal or physical, with regard to an individual's race, color, religion, age, sex, national origin, gender orientation or preference, disability or handicap, veteran status, ancestry, marital status, or any other characteristic protected

XX.02 Scope

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between the Village and its employees, including:

- Recruitment.
- Employment.
- Promotion.
- Transfer.
- Training.
- Working conditions.
- Wages and salary administration.
- Employee benefits and application of policies.

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with Village.

XX.03 Dissemination and Implementation of Policy

Each supervisor is responsible to give this policy full support through leadership and personal example. It is also the duty of every employee to help create a job environment which is conducive to this Equal Employment Opportunity Policy.

Department Heads and supervisors will be responsible for the dissemination of this policy as well as implementing equal employment practices within each department. The Deputy Village Administrator is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

XX.04 Procedures

The Village administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement "*We are an equal employment opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*"
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
- Encouraging employees to bring any concerns or complaints in this regard to the attention of management, by contacting their supervisor, a member of Village management or the Human Resources Designee.
- All complaints of harassment of any kind will be investigated promptly and, where necessary, immediate and appropriate action will be taken to stop and remedy any such conduct. Employees with EEO-related questions or concerns are encouraged to bring those issues to the attention of management or by speaking directly with the Human Resources designee. Refer to the Village Unlawful Harassment, Discrimination and Retaliation Policy for more information.

XX.05 Remedies

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. The Village will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 14, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Creation of a Benefits policy within the Personnel Policy Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

In an effort to move to one comprehensive manual from two separate manuals (the Personnel Policy Manual and the Compensation and Benefits Manual), it is required that a new chapter is created to account for the benefits information that is currently contained in the Compensation and Benefits Manual. As a result, the Village desires to bring forward the creation of this Benefits Policy for inclusion in the Personnel Policy Manual. Overall, the policy provides for:

- The policy, eligibility and individual benefit components of the Wisconsin Retirement System (WRS) benefits, which include health insurance, payment in-lieu of health insurance, group life insurance, income continuation insurance, and Wisconsin Deferred Compensation.
- The policy, eligibility and benefits offered by the Village separate from the WRS benefits, which include dental insurance, flexible spending account plans, VEBA healthcare reimbursement account, and other supplemental coverages.
- The policy, eligibility, and information regarding the employee assistance program offered by the Village to all employees.

FINANCIAL/BUDGET IMPACT:

N/A.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee recommended approval. Item is presented for discussion and feedback. Final approval will be proposed at the April 11, 2023 Village Board Meeting.

ATTACHMENTS:



1. Chapter XX - Benefits Policy - Final Draft 01.26.2023

Chapter 1 - WISCONSIN RETIREMENT SYSTEM BENEFITS

1.01 Policy

(1) The Village participates in the Wisconsin Retirement System and applicable benefits offered by the plan. All eligible employees shall be enrolled.

1.02 Eligibility

(1) Eligibility for Wisconsin Retirement System benefits including but not limited health, life insurance, income continuation insurance shall be in accordance with State Law and applicable plan requirements.

A. Employees expected to work 1,200 hours or more a year, shall be eligible for WRS Benefits.

B. Employees employed ~~dr~~ prior to, or with creditable service prior to July 1, 2011, who are expected to work 600 hours or more a year shall be eligible for WRS Benefits.

1.03 Health Insurance

a. Cost Share for Full-~~t~~Time Employees

(1) Full-time employees in classified positions may be eligible for health insurance coverage at the time determined by the Village and the plan provider.

(2) An employee who is budgeted to work 36 or more hours per week may be eligible to receive a health insurance premium contribution on the same basis as a full-time employee.

(3) The Village shall pay 88% of the monthly premium of the lowest cost option based on an average of the rates of the health care providers offered by the Village in the Dane County service area. Employees will be responsible for any remainder of the premium cost.

b. Cost Share Part-~~t~~ime Employees

(1) For WRS eligible ~~P~~part-time employees who are budgeted to work 20-35 ~~H~~hours per week, the Village will pay 50% of the lowest qualified health plan in the Dane County service area. Employees will be responsible for the remainder of the premium cost.

(2) For WRS eligible ~~P~~part-time employees who are budgeted to work 14-19 ~~H~~hours per week, the Village will pay 25% of the lowest qualified health plan in the Dane County service area. Employees will be responsible for the remainder of the premium cost.

c. Payment of Employee ~~s~~Share of ~~p~~Premiums

1) Any ~~H~~health insurance premiums owed by the employee will be deducted through the employee's paycheck.

~~12.05 — Eligibility of Seasonal Employees~~

~~Seasonal employees will be eligible for health insurance coverage only if required by the Village's Health Insurance Plan.~~

~~12.06 — Eligibility of Temporary Employees~~

~~Temporary employees will not be eligible for health insurance coverage~~

1.04 Payment In-Lieu of Health Insurance

- 1) Eligible full-time employees who are not enrolled in a health insurance plan offered by the Village will receive an amount equal to fifty percent (50%) of the employer's share of the cost of the lowest cost single plan offered for that month's premium.
- 2) Part-time employees, who are eligible for health insurance benefits as established by the plan provider, who are not enrolled in the health insurance plan offered by the Village will receive a prorated amount of fifty percent (50%) of the employer's share of the cost of the lowest single plan for that month's premium offered based on the amount of hours budgeted.
- 3) If an employee chooses not to participate in said health insurance plan, the Village will notify the employee of the potential risks of such a decision and the employee will be required to sign a waiver acknowledging the potential risks of the decision.
- 4) Employees who transition from WRS eligible full-time or part-time employment to paid on call status, are not eligible for payment in-lieu of health insurance.

1.05. GROUP LIFE INSURANCE

a. Coverages

- 1) Eligible employees may receive basic life insurance and accidental death and dismemberment coverages in an amount equal to their annual wages as reported to the Wisconsin Retirement System.
- 2) Supplemental and additional life insurance coverage for employees, their spouses, and their dependents may also be available as an option to employees at employee expense.

b. Village Contribution

- (1) The Village may pay up to the full premium cost of basic life insurance coverage for eligible employees.
- (2) If an employee desires to purchase supplemental life insurance coverage for themselves under the plan, the Village may pay up to 20% of the additional premium cost of such supplemental insurance and the employee must pay the balance on a payroll deduction basis.
- (3) The employee must pay 100% of the additional premium cost of any coverage for spouse or dependents.
- (4) The employee must pay 100% of the additional premium for any additional units of coverage.

1.06 INCOME CONTINUATION INSURANCE

- (1) The Village may pay up to the full premium cost of income continuation insurance coverage for eligible employees based on a 180-day waiting period.
- (2) If an employee wishes to purchase a plan which has a shorter waiting period, then the full amount of the additional premium cost above the base premium will be paid by the employee.
- (3) Employees electing a shorter waiting period must authorize the Village to deduct their portion of the premium from their paycheck.

1.07 WISCONSIN DEFERRED COMPENSATION

- (1) The Wisconsin Deferred Compensation Program (WDC) is a supplemental retirement savings program administered by the Wisconsin Department of Employee Trust Funds (ETF). Employees under the age of 50 may contribute up to \$17,500/year of their taxable income toward their retirement account. Employees over 50 may contribute an additional \$5,500/year. Costs for this program vary dependent on the amount of money the employee has being managed by the WDC.

Chapter 2 - OTHER BENEFITS OFFERED BY THE VILLAGE

2.01 Policy

The Village shall offer a variety of additional benefits to employees. The village retains the right to amend the benefits offered at any time. The Village retains the right to amend the terms and conditions of its benefit program at any time.

2.02 Eligibility

- (1) All eligible employees shall be entitled to the full benefit package offered by the Village as enumerated in this policy.
- (2) Eligibility for participation in all other Village offered benefits shall be as enumerated below and in accordance with eligibility requirements of each benefit.

2.03 Dental Insurance

The Village offers access to dental insurance for full-time and regular part-time employees. Current plans and employee contribution information can be obtained from the Human Resource Designee.

2.04 Flex System

Regular full-time and regular part-time employees may elect to participate, through payroll deductions, in a flexible spending account plan for medical and daycare reimbursements. Employees shall be eligible to deduct for the medical reimbursements or daycare reimbursements based on IRS guidelines.

2.05 VEBA Healthcare Reimbursement aAccount

The Village may participate on behalf of employees in a healthcare reimbursement account program (HRA) established as a VEBA trust under Section 501(c)(a) of the Internal Revenue Code. For qualifying employees, the Village may make tax-free contributions to employees' individual VEBA accounts.

2.06 Supplemental Coverages

The Village offers supplemental insurance through Aflac and Global Lifeadditional providers for those employees interested in the various options provided. The Village does not contribute to the premium costs for the insurance options provided but will allow for individual employees to deduct the amount of their premium from their individual paychecks. For more information about supplemental Insurance options, please contact Human Resources.

Chapter 3 - Employee Assistance Program

3.01 Policy

The Village offers confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital, relationship, and family difficulties, financial or legal troubles, and emotional distress. The EAP offers problem assessment, short-term counseling and referrals to appropriate community and private services. This service is provided by HealthyMinds LLCan external third-party provider.

3.02 Eligibility

All full-time, part-time, paid on call volunteer, active employees are eligible.

3.03 Procedures

(1) The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. Information given to the EAP counselor may be released to the Village only if requested by the employee in writing. All counselors are guided by a professional code of ethics.

Personal information concerning employee participation in the EAP is maintained in a confidential manner. Healthyminds LLCThe third-party provider does not release to the Village who participates in the program or services.

(2) There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will assist the employee in providing a referral based on the employee's healthcare coverage. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, March 14, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Creation of a Catastrophic Leave Policy within the Personnel Policy Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Village has had a Catastrophic Leave Policy that existed outside of the Personnel Policy Manual. The Village desires to bring a formal policy forward regarding Catastrophic Leave for inclusion in the Personnel Policy Manual. Overall, the policy provides for:

- A program that allows employees to donate earned paid leave credits to employees who have a catastrophic need, which would be defined as a significant financial hardship that is due to an illness, medical condition, or injury that incapacitates or is expected to incapacitate an employee or an employee's family member that requires the employee to take unpaid time off from work for an extended period of time.
- Eligibility requirements for both the recipient of the donated time and the donor of such time.
- A procedure for an employee to request the receipt of donated time.
- Conditions on the process for catastrophic leave time donations, including the type of time that can be donated, how donated time will be drawn on and applied to the recipient's time card, and that donated hours of leave are paid at the recipient's rate of pay.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee recommended approval. Item is presented for discussion and feedback. Final approval will be proposed at the April 11, 2023 Village Board Meeting.

ATTACHMENTS:

1. Chapter XX - Catastrophic Leave Policy - Final Draft 02.22.2023



Chapter XX – Catastrophic Leave

XX.01 Purpose

The purpose of this policy is to establish a catastrophic leave program for Village employees. This program allows employees to donate earned paid leave credits, to employees who have a catastrophic need.

A catastrophic need for the purpose of this policy shall be defined as a significant financial hardship that is due to an illness, medical condition, or injury that incapacitates or is expected to incapacitate an employee or an employee's immediate family member that requires the employee to take unpaid time off from work for an extended period of time.

For the purpose of administering this policy, an employee's immediate family shall be the following relations of the employee: their spouse or their Domestic Partner; spouse, children, step-children, foster children, siblings, step-siblings, parents, step-parents, foster parents, grandchildren, grandparents, brother-in-law, sister-in-law, siblings-in-law, son-in-law and daughter-in-law. Also included are other relatives of the employee, spouse or domestic partner residing in the employee's household.

XX.01 Eligibility

To be an eligible **recipient** an employee must meet all of the following conditions:

1. Must be an active Village employee who earns sick leave; and
2. Must be on an approved unpaid leave of absence due to a catastrophic need of the employee or an immediate family member as described above;
3. Must have used all personal accrued leave time benefits; and
4. Must not be receiving other salary replacement income including but not limited to replacement income from other employment, income continuation insurance, worker's compensation, unemployment compensation, social security, or other private insurance; and;
5. Employee must provide completed medical certification of the catastrophic need if required under FMLA or as requested by the Village under other laws.

To be an eligible **donor**, an employee must meet all of the following conditions:

1. To be an eligible donor, the employee must be actively employed by the Village and have accrued leave credits available for donation; and,;

2. Only employees with a sick leave balance of more than ~~fifteen (15)~~ten (10) days may donate time. After the donation is made to the Donation Program, the donating employee's sick leave balance may not fall below ~~fifteen (15)~~ten (10) days. Employees may donate up to ~~fifteen (15)~~ days of sick leave per recipient. There are no limits on the amount of vacation or personal leave time an employee may donate.

- ~~(a) The employee must have exhausted all personal accrued leave time benefits.~~
- ~~(b) The employee cannot be receiving temporary disability benefits under workers' compensation.~~
- ~~(c) The employee cannot be receiving income continuation or replacement benefits pursuant to any other Village programs or any program which the employee is eligible for as a result of his or her employment with the Village.~~
- ~~(d) Employee cannot be receiving unemployment compensation, social security, or private insurance compensation.~~
- ~~(e) Employee must provide completed medical certification of the catastrophic need if required under FMLA or as requested by the Village under other laws.~~
- ~~(f) Employee must be on approved unpaid leave due to a catastrophic need of the employee or an immediate family member~~

XX.02 Procedure

- a) A written request to receive donated time off ~~should~~**must** be completed by the employee or ~~their~~**his/her** designee within two weeks of the employee's accrued time off benefits expiring. A leave requesting employee must complete the authorization for requesting donation of leave form. By completing the form, the employee chooses to self-disclose and authorize the dissemination of that self-disclosed information by the Village for purposes of soliciting leave donations.
- b) The ~~Deputy Village~~ Administrator shall grant or deny the request based on the requirements set forth above in XX.01 Eligibility. ~~The final decision to approve or deny the donation of time will be determined by the Village Administrator. In making the decision, he/she will consider the following items:~~
 - ~~• Number of hours currently in the employee's leave time bank.~~
 - ~~• Employee's existing schedule and employment status.~~

- ~~Nature and duration of the event.~~
- ~~Whether absences will be intermittent.~~
- ~~Employee's ability to perform the essential functions of the job, with or without accommodation.~~

~~e.) Employee's ability to return to duty in a reasonable amount of time and foreseeable future.~~

~~d.)c)~~ The ~~Deputy Village~~ Administrator shall notify the employee and Department Head of the decision. If approved, the ~~Human Resource designee Village Clerk~~ shall be responsible for disseminating the necessary information to the appropriate employees.

XX.03 Conditions

- A donating employee must complete the authorization for donation of leave form from the Village. An employee may only donate their available unused vacation, personal leave time or sick leave.
- Compensatory time cannot be donated.
- Leave credits must be donated in whole-hour increments and on an hour-for-hour basis irrespective of the base hourly rates of the donor and recipient. The donating employee's decision to donate the leave is irrevocable by that employee. Time offered for donation may not be used by the donating employee unless the donation is rejected or withdrawn by the Village.

~~d.)a.) Only employees with a sick leave balance of more than fifteen (15) days may donate time. After the donation is made to the Donation Program, the donating employee's sick leave balance may not fall below fifteen (15) days. Employees may donate up to fifteen (15) days of sick leave per recipient. There are no limits on the amount of vacation or personal leave time an employee may donate.~~

~~e.)d.)~~ The Village shall establish a donated leave time schedule for the employee receiving the donated time and the donated time will be drawn on as needed basis by the receiving employee. Offers to donate the hours will be organized in chronological order according to the time the donation is offered. If hours are unused or unneeded, then the donated hours will not be withdrawn from the donator's leave time.

~~f.)e.)~~ In any biweekly pay period a recipient may only use the lesser of the following: ~~up to 80 hours of leave~~; up to the number of hours needed to offset the number of hours worked that pay period from the hours regularly scheduled; or the number of hours consistent

with the recipient's regularly scheduled hours per pay period at the time the recipient's unpaid leave began, unless the employee is working a reduced schedule due solely to the catastrophic need. "Regularly scheduled hours" does not include overtime hours, call-in time, or hours worked in excess of the employee's budgeted FTE.

~~g.)f.)~~ A recipient is eligible to be paid for any legal holiday which falls during a pay period if donated leave is used for either the last scheduled workday immediately preceding or the first scheduled work day immediately following the holiday.

~~h.)g.)~~ Leave credits donated to recipients are not subject to limitations on end-of-year carryover of leave credits.

~~i.)h.)~~ A recipient will not accrue leave time while receiving donated time unless required under FMLA.

~~j.)~~ Donated hours of leave are paid at the recipient's rate of pay.

~~k.)~~ Donated leave time shall not exceed 30 calendar days.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 14, 2023

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT: Stephanie Miller, Comm & Technology Director

AGENDA ITEM: Discussion and introduction of land acknowledgement.

PREVIOUS ACTION:

The Diversity, Equity, and Inclusion Committee reviewed this at their meeting on February 20, 2023 and recommended approval to the Village Board.

ISSUE SUMMARY:

As a part of the DEI Committee's S.M.A.R.T. Goals, a land acknowledgment is one step in accomplishing many within the village. Thanks to the assistance of the Indigenous Working Group of McFarland (members: Samantha Zeilenga, Tamie Klumpyan, Brian Ward, and Aaron Tarnutzer), they were able to draft a written acknowledgment and receive feedback from Ryan Greendeer, of the Ho-Chunk Nation. This group presented the written acknowledgment to Liaison, Stephanie Miller, at their January group meeting, asking for approval of the Village.

The DEI Committee reviewed the written land acknowledgment on January 30, 2023, but requested added language to include all eleven nations of Wisconsin. This language was then added and brought back to the committee for approval on February 20, 2023.

The enclosed items are examples of various land acknowledgments within nearby organizations, as well as the written acknowledgments in their various drafts. The final draft on page 4 of the enclosed was approved by the DEI Committee. They recommend acceptance of this to the Village Board in conjunction with the School Board, as a joint effort of the two largest decision-makers of the McFarland community.

After this written land acknowledgment is accepted, further initiatives of where it will be located, where and when it will be read, and an event to celebrate this, are to follow.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

[Village of McFarland DEI Committee Report](#) - June 20, 2022

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



Not presented for action and intended to be an introduction for informational purposes. The Village is planning a joint board meeting with the School District and Village boards to approve the land acknowledgment together. Date/time are presently being looked at for April. A separate event is being planned in the Fall to recognize this action as well.

ATTACHMENTS:

1. Land Acknowledgement McFarland WI
2. Land Acknowledgement Examples

ORIGINAL Land Acknowledgement

McFarland occupies ancestral Ho-Chunk land, the four lakes regions has been called Teejop (day-JOPE) since time immemorial.

In an 1832 treaty, the Ho-Chunk were forced to cede this territory. Decades of ethnic cleansing followed when both the federal and state government repeatedly, but unsuccessfully, sought to forcibly remove the Ho-Chunk from Wisconsin.

We acknowledge the circumstances that led to the forced removal of the Ho-Chunk people, and honor their legacy of resistance and resilience. This history of colonization informs our work and vision for a collaborative future. The Ho-Chunk Nation of Wisconsin is currently based out of Black River Falls, WI.

UPDATED - 11/14/2022 based on feedback from Ryan Greendeer

McFarland occupies ancestral and continuously inhabited Ho-Chunk land, the four lakes regions is known to the Ho-Chunk people as Teejop (day-JOPE) since time immemorial.

In an 1832 treaty, the Ho-Chunk were forced to cede this territory. Decades of ethnic cleansing followed when the federal government repeatedly, but unsuccessfully, sought to forcibly remove all Ho-Chunk people from Wisconsin.

We acknowledge the role that the United States government and settlers played that led to the forced removal of Ho-Chunk people, and honor their legacy of resistance and resilience. This history of colonization informs our work and vision for a collaborative future. The Ho-Chunk Nation's government is currently headquartered in Black River Falls, WI.

UPDATED - 1/31/23 based on DEI feedback - Long Form

McFarland occupies ancestral and continuously inhabited Ho-Chunk land, the four lakes region is known to the Ho-Chunk people as Teejop (day-JOPE) since time immemorial.

In an 1832 treaty, the Ho-Chunk were forced to cede this territory. Decades of ethnic cleansing followed when the federal government repeatedly, but unsuccessfully, sought to forcibly remove all Ho-Chunk people from Wisconsin.

We acknowledge the role that the United States government and settlers played that led to the forced removal of Ho-Chunk people, and honor their legacy of resistance and resilience. This history of colonization informs our work and vision for a collaborative future. The Ho-Chunk Nation's government is currently headquartered in Black River Falls.

It is with great respect that we acknowledge and celebrate the inherent sovereignty of the Ho-Chunk Nation and the 11 additional Indigenous Nations within what is now referred to as the State of Wisconsin.

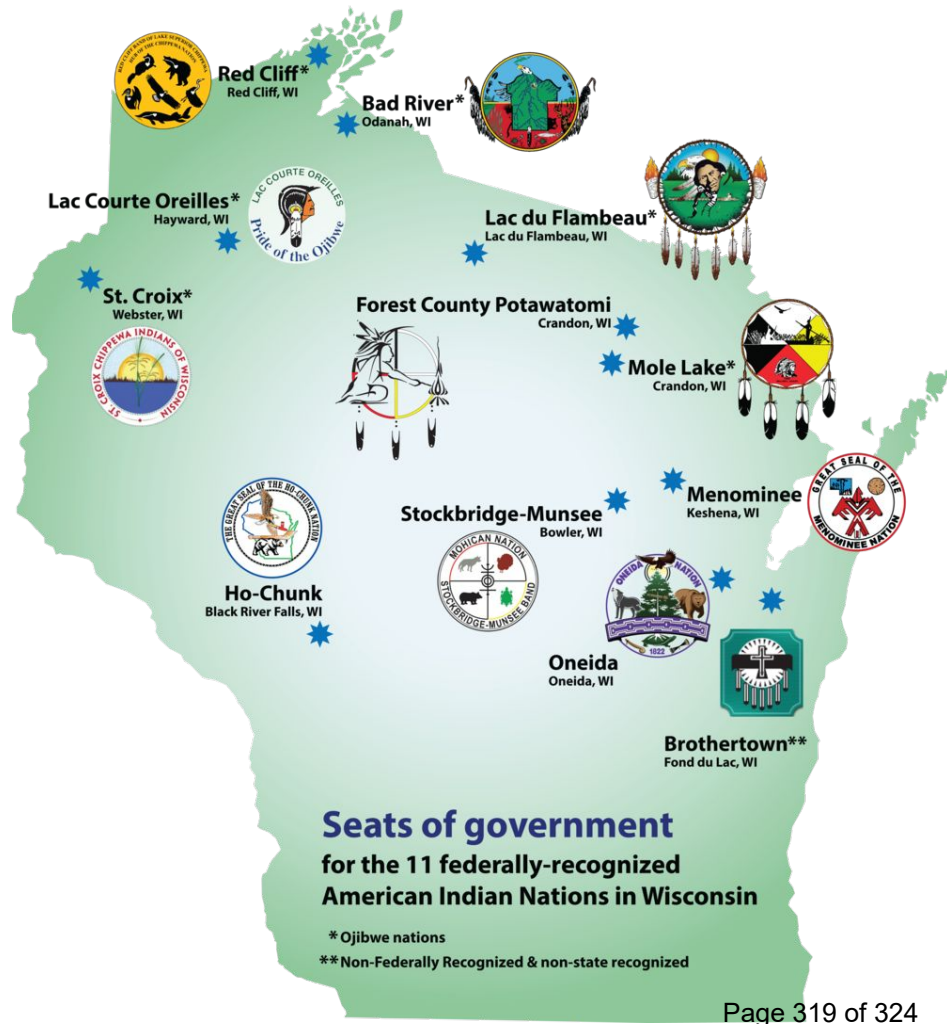
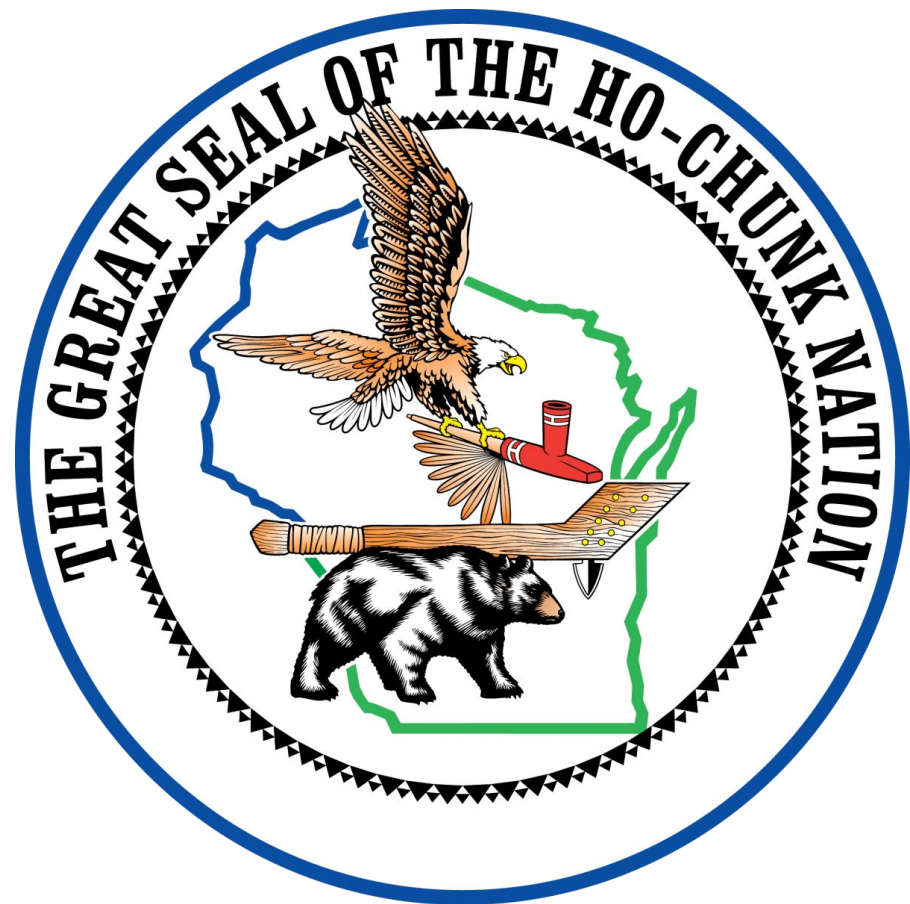
UPDATED from further input: 2/15/2023

McFarland occupies ancestral, sacred and continuously inhabited Ho-Chunk land, the four lakes region is known to the Ho-Chunk people as Teejop (day-JOPE) since time immemorial.

In an 1832 treaty, the Ho-Chunk were forced to cede this territory. Decades of ethnic cleansing followed when the federal government repeatedly, but unsuccessfully, sought to forcibly remove all Ho-Chunk people from Wisconsin.

We acknowledge the role that the United States government and settlers played that led to the forced removal of Ho-Chunk people, and honor their legacy of resistance and resilience. This history of colonization informs our work and vision for a collaborative future. The Ho-Chunk Nation's government is currently headquartered in Black River Falls.

It is with great respect that we acknowledge and celebrate the inherent sovereignty of the Ho-Chunk Nation and the 11 additional Indigenous Nations within what is now referred to as the State of Wisconsin.



Land Acknowledgement Examples

• Municipalities •

Village of Waunakee:

The Village of Waunakee acknowledges that the land we occupy is Teejop, ancestral territory of the Hooc ąkra (Ho-Chunk Nation), People of the Sacred Voice. Hooc ąkra are stewards of these lands and waters since time immemorial. Settlers attempted to forcibly remove them from their homelands by exploiting a series of land cessions and treaties, including the Treaty of 1832. However, the Hooc ąkra resisted these conquests and asserted their sovereignty as a nation. We address this trend of dispossession by upholding Hooc ąk woošg ąra (way of life), sovereignty, culture, language, and environmental practices. Acknowledging these atrocities is only the first step towards reconciliation. Through relationship building, education, and action, the Village will advocate for a shared future with the Hooc ąkra Nation.

Adopted Unanimously by Waunakee Village Board on 9/20/2021

[View webpage](#)

City of Monona

We recognize the sacred land upon which Monona exists and acknowledge the rich traditions, heritage and culture that thrived, long before the arrival of others. We respectfully acknowledge our local First Nation, the Ho-Chunk, and the additional 11 Indigenous Nations of Wisconsin that have shaped our state's history and our local community.

[View webpage](#)

Land Acknowledgement Examples

• Universities •

UW-Madison:

The University of Wisconsin - Madison occupies ancestral Ho-Chunk land, a place their nation has called Teejop (day-JOPE) since time immemorial.

In an 1832 treaty, the Ho-Chunk were forced to cede this territory. Decades of ethnic cleansing followed when both the federal and state government repeatedly, but unsuccessfully, sought to forcibly remove the Ho-Chunk from Wisconsin. This history of colonization informs our shared future of collaboration and innovation. Today, UW-Madison respects the inherent sovereignty of the Ho-Chunk Nation, along with the eleven other First Nations of Wisconsin.

[View webpage](#)

UW-Milwaukee:

We acknowledge in Milwaukee that we are on traditional Potawatomi, Ho-Chunk and Menominee homeland along the southwest shores of Michigami, North America's largest system of freshwater lakes, where the Milwaukee, Menominee and Kinnickinnic rivers meet and the people of Wisconsin's sovereign Anishinaabe, Ho-Chunk, Menominee, Oneida and Mohican nations remain present.

[View webpage](#)

Land Acknowledgement Examples

• University & School District •

UW-Green Bay:

We at the University of Wisconsin-Green Bay's Cofrin Center for Biodiversity acknowledge the First Nations people who are the original inhabitants of the region. The Ho-Chunk (Hoocąk) Nation and the Menominee (Kāēyā́s maceqtawak) Nation are the original First People of Wisconsin and both Nations have ancient historical and spiritual connections to the land that our institution now resides upon.

Today, Wisconsin is home to 12 First Nations communities including the Oneida Nation of Wisconsin (Onkʷyotéʔa·ká), Forest County Potawatomi (Bodwéwadmī), Ojibwe (Anishinaabe) Nation communities, Stockbridge (Moheconnew)-Munsee (Lunaapeew) Band of the Mohicans, and the Brothertown Indian Nation.

We acknowledge the First Nations Peoples of Wisconsin.

[View webpage](#)

Madison Metropolitan School District (MMSD):

It is with great respect that our school acknowledges and celebrates the inherent sovereignty of the Ho-Chunk Nation and the 11 Indigenous First Nations within what is now referred to as the State of Wisconsin. The land you are standing on is the sacred ancestral land of the Ho-Chunk People. Our school will continue to grow and build upon our partnerships with the Ho-Chunk Nation and all First Nations.

[View webpage](#)

Land Acknowledgement Examples

• State & Local Organizations •

WI Department of Agriculture, Trade, and Consumer Protection (DATCP):

The Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) has the privilege and responsibility to acknowledge the Indigenous people who have called this land home for generations. This acknowledgement demonstrates our strong commitment to collaborate and partner with the sovereign Tribal nations located in Wisconsin. There are now 12 Tribal nations that call this land home, 11 of which are federally recognized. No matter where you are in the state, you are on the ancestral land of a Tribal nation. The Department reminds each of us to take the opportunity to learn about and appreciate the history of the land we are on and the great historical, present, and future contributions of Indigenous people.

[View webpage](#)

Agrace Hospice:

Agrace operates within the traditional territories of the Ho-Chunk, Menominee and Potawatomi Nations. We acknowledge that we occupy this land due to settler colonialism and recognize the trauma all Native communities have faced and continue to endure. As we strive for deeper engagement with the hard truths of our shared histories, Agrace further acknowledges the inherent sovereignty of the twelve First Nations of Wisconsin. We offer our gratitude for their care of, and teaching about, our earth. We commit to continue learning and educating as we work to provide extraordinary, personalized care to all and to create a better future together.

[View webpage](#)



Village Board Trustee Referral Form

Requested By Trustee Wreh

Item/Issue Referral

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

Item/Issue Referral
A few months ago, Chief Chaplin and I briefly discussed having an event around educating the public about their rights. The concept was to have the police chief and an attorney have different discussions about commonly asked questions about policing. The objective is to educate the public while also continue our commitment to community policing. There is also added value to include the Fire Chief to educate the public on safety matters as well.

Action/Referral Request

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

Action/Referral Request
I am requesting a referral to the Public Safety committee and DEI community to work with the Chiefs (in partnership with the school) to plan a panel discussion with the community. The timeline will be late April or Early May. Location could be the new Public Safety or the school's auditorium.

Request Referral to (Please select all that apply)

- Diversity, Equity, and Inclusion Committee
- Public Safety Committee

Attachments/Background Information

Insert relevant websites or attach any additional background information.

Background Information
A few months ago, Chief Chaplin and I briefly discussed having an event around educating the public about their rights. The concept was to have the police chief and an attorney have different discussions about commonly asked questions about policing. The objective is to educate the public while also continue our commitment to community policing. There is also added value to include the Fire Chief to educate the public on safety matters as well.