

Tuesday, May 23, 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/89299227226>

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

Webinar ID: 892 9922 7226

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. Community Service Day 2023 Report
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 April 25, 2023 meeting.
 - 2) Motion to approve the minutes of the special Village Board School District meeting held on May 3, 2023.
 - 3) Motion to approve the minutes of the May 9, 2023 Village Board meeting.
 - 4) Motion to approve checks in the amount of \$743,610.65.
 - 5) Motion to approve entering into a Memorandum of Understanding with the Wisconsin Elections Committee regarding the 2023 Accessible Voting Equipment Subgrant Reimbursement Program.
 - 6) Motion to approve amending approval of the Event Permit for the Community Band changing dates from July 13th and August 17th to June 29th and August 17th with the conditions provided by the Public Works Director.
 - 7) Motion to approve Resolution 2023-09: A Resolution approving the renewal of applications for liquor and fermented malt beverage licenses for 2023-2024.
 - 8) Motion to approve a "Class A(Cider Only)" and Class "A" alcohol license for Ameer Investment Inc; D/B/A WI0100 Larson Beach, located at 4800 Larson Beach Road, with Bayarmaa Wey acting as agent for the period ending June 30, 2023 as recommended by the Public Safety Committee.

- 9) Motion to approve a "Class A" and Class "A" alcohol license for Ameer Investment Inc; D/B/A WI0102 Burma, located at 4701 Burma Road, with Tammy Downing acting as agent, for the period ending June 30, 2023 as recommended by the Public Safety Committee.

5. PUBLIC APPEARANCES.

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

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

6. BUSINESS.

- a. Discussion and action regarding the acceptance of the 2022 Municipal Financial Statements and Audit Results as presented by Baker Tilly Virchow Krause.
- b. Update on progress on the construction of the Public Safety Center.
- c. Discussion and action regarding proposed Change Order #14 for the Public Safety Center project regarding overhead doors, driveway approach, and miscellaneous expenses.
- d. Public Safety Committee (Trustees Wreh & Brandt)
 - 1) Discussion and action on Ordinance 2023-05: an Ordinance updating Tourist Rooming House Regulations.
- e. Community Development Authority (Trustees Brassington & Jerke)
Plan Commission (President Clow & Trustee Brassington)
 - 1) Discussion and action on a Request for Proposals for Land Use Planning for Redevelopment Districts 1 & 2.
- f. Finance Committee (Trustees Brandt, Brassington, & Flaherty)
 - 1) Discussion and action to create Chapter 13 of the Fiscal Policy Manual as the Community Grant Policy.
- g. Discussion and action to terminate the award of contract for the 2023 McDaniel Park Beach Improvements Project.
- h. Discussion and action to terminate the agreement with Dane County for the improvement of the beach within McDaniel Park.

- i. Discussion and action to accept the McFarland Municipal Center Campus Master Plan.
- j. Introduction to and discussion of the proposed McFarland 2024-2028 Capital Improvement Plan.

7. SCHEDULE NEXT MEETING DATE.

- a. May 31, 2023 - Special Village Board (Strategic Planning Meeting #1) - 5:30 pm
- b. June 13, 2023 - Committee of the Whole - 5:30 p.m.
- c. June 13, 2023 - Village Board - 7:00 pm
- d. June 21, 2023 - Special Village board (Strategic Planning Meeting #2) - 5:30 p.m.
- e. June 27, 2023 - Village Board - 7:00 p.m.

8. 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, May 23, 2023

SECTION: Consent Agenda

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

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, April 25, 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 Luke Fessler, Village Trustee Edward Wreh, Village Trustee TJ Jerke, Village Trustee Michael Flaherty

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Deputy Administrator/Clerk Cassandra Suettinger, Police Chief Aaron Chapin, Community and Economic Development Director Andrew Bremer, and Fire/EMS Director Chris Dennis.

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

4. CONSENT AGENDA.

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

1) Motion to approve the minutes of the March 28, 2023 Village Board meeting.

2) Motion to approve the minutes of the April 10, 2023 Village Board meeting.

3) Motion to approve the minutes of the April 18, 2023 Organizational meeting.

4) Motion to approve checks in the amount of \$1,729,586.38.

5) Motion to approve appointing Jessica Tokar to serve on the Parks & Recreation Committee for a term ending April 15, 2024.

6) Motion to approve appointing Lori Wisnicky to serve on the Parks & Recreation Committee for a term ending April 14, 2025.

7) Motion to approve an event permit for the Matt Splinter Softball Tournament to take place June 2-4, 2023 at Brandt Park with the variances requested regarding amplified sound after 10 p.m. and to allow minors to be present where alcohol is sold with the conditions outlined in Chief Chapin's letter dated April 17, 2023.

8) Motion to approve Resolution 2023-06: a Resolution acknowledging World Migratory Bird Day.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve the consent agenda as presented with item 4a.8) removed.

Motion carries 7 - 0 - 0 by acclamation.

5. PUBLIC APPEARANCES.

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

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

None.

6. BUSINESS.

President Clow read Resolution 2023-06: A Resolution acknowledging World Migratory Birds into the record.

Motion by President Carolyn Clow, second by Trustee Hilary Brandt, to approve Resolution 2023-06: A Resolution acknowledging World Migratory Bird Day into the record. Motion carries 7 - 0 - 0 by acclamation.

- a. *Discussion and action on Resolution 2023-05: A Resolution of commendation for John Stransky.*

Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty, to approve Resolution 2023-05: A Resolution of commendation for John Stransky. Motion carries 7 - 0 - 0 by acclamation.

- b. *Presentation of Resolution 2023-05: A Resolution of commendation for John Stransky.*

President Clow presented John Stransky with Resolution 2023-05 and thanked him for his tremendous service to the Village.

- c. *Discussion and action regarding proposed Change Order #13 for the Public Safety Center project regarding extending the final completion date and addressing sinkhole.*

Jordan Schulz, owner representative, provided an overview of Change Order #13 for the Public Safety project regarding extending the final completion date and addressing sinkhole.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve the proposed Change Order #13 for the Public Safety Center project regarding extending the final completion date and addressing sinkhole. Motion carries 7 - 0 - 0 by acclamation.

- d. *Community Development Authority (Trustees Brassington & Jerke) & Plan Commission (President Clow & Trustee Brassington)*

1) Discussion and action to accept the McFarland Economic Strategic Plan.

Community & Economic Development Director Andrew Bremer provided an overview of the McFarland Economic Strategic Plan and the unanimous recommendation from the Community Development Authority and Plan Commission for approval.

Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to accept the McFarland Economic Strategic Plan. Motion carries 7 - 0 - 0 by acclamation.

2) Discussion and action to accept the McFarland Housing Needs Assessment Study.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to accept the McFarland Housing Needs Assessment Study. Motion carries 7 - 0 - 0 by acclamation.

3) Discussion and action to approve Village Ordinance 2023-03 Amending the Village of McFarland Comprehensive Plan to Adopt and Incorporate the 2023 East Side Plan.

Motion by Village President Carolyn Clow, second by Trustee Brassington, to approve Village Ordinance 2023-03 Amending the Village of McFarland Comprehensive Plan to Adopt and Incorporate the 2023 East Side Plan with the following revisions:

1. Revise Policy 1.1, Chapter 2 to state "Ensure that a variety of housing types and sizes are included within the East Side growth area, including requiring each subdivision to consider 2-4 housing types/forms and encouraging every development to provide a unit mix that supports varying household sizes".
2. Chapter 4, LDR Policy 2. Strike "less than" and replace with "up to".
3. Chapter 4, MDR Policy 2. Strike "less than" and replace with "up to".
4. Add Appendix C providing a summary table of the implementation strategies within the plan organized by timeframe and then topic.

Motion carries 7 - 0 - 0 by acclamation.

e. Sustainability & Natural Resources Committee (Trustee Wreh & President Clow)

1) Discussion and action on a proposal from HGA for Comprehensive Energy Planning and Predesign Net Zero Energy Services for the Community Center.

President Clow requested for the credits identified in the proposal to be spelled out.

Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty, to approve a proposal from HGA for Comprehensive Energy Planning and Predesign Net Zero Energy Services for the Community Center.

Motion by Village President Carolyn Clow, second by Trustee Ed Wreh, to amend the motion to include the planning of all enclosed park planning facilities in the Village. Motion to amend the motion carries 7 - 0 - 0 by acclamation. Amended motion carries 7 - 0 - 0 by acclamation.

7. SCHEDULE NEXT MEETING DATE.

a. May 3, 2023 - Joint Meet with School District - Land Acknowledgement - 6:00 p.m.

b. May 9, 2023 - Committee of the Whole - 5:30 pm

- c. May 9, 2023 - Village Board - 7:00 pm
- d. May 23, 2023 - Committee of the Whole - 5:30 pm
- e. May 23, 2023 - Village Board - 7:00 pm

8. ADJOURNMENT.

Motion by Village Trustee Edward Wreh, second by Trustee Hilary Brandt, to adjourn at 8:21 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

VILLAGE OF MCFARLAND

Joint McFarland Village Board/McFarland School District Minutes

Wednesday, May 3, 2023 - 6:00 PM

1. CALL TO ORDER, ROLL CALL - McFarland School District Board.

Village President Clow called the special meeting of the McFarland Village Board and School District Board to order at 6:03 pm in the Community Room of the McFarland Municipal Center.

School Board Members Present: Craig Howery, Tom Mooney, Bruce Fischer, Kate Green, and Meghan Fessler.

2. CALL TO ORDER, ROLL CALL - McFarland Village Board.

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

Village Board members not present: None

Staff Present: Administrator Matt Schuenke, Deputy Administrator/Clerk Cassandra Suettinger, Police Chief Aaron Chapin, Community and Economic Development Director Andrew Bremer, Outreach Director Lori Andersen, Fire/EMS Director Chris Dennis, and Communications & Technology Director Stephanie Miller.

3. PUBLIC APPEARANCES.

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

4. BUSINESS.

- a. *Discussion and action by the McFarland School District Board on a resolution acknowledging and celebrating 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.*

Motion by Bruce Fischer second by Katie Green, to approve a resolution acknowledging and celebrating 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. Motion carries 5 - 0 - 0 by acclamation.

- b. Discussion and action by the McFarland Village Board on Resolution #2023-07: a resolution acknowledging and celebrating 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.

Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to approve Resolution #2023-07: a resolution acknowledging and celebrating 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. Motion carries 7 - 0 - 0 by acclamation.

- c. Recognition provided by the McFarland School District.

Superintendent Tarnutzer provided recognition of the tremendous work of all involved to date to bring forward the land acknowledgment resolution.

- d. Recognition provided by the Village of McFarland.

Village President Carolyn Clow recognized the work of all members involved in bringing the land acknowledgment resolution forward. She highlighted looking forward to the additional work both boards would do moving forward in regards to the land acknowledgement.

- e. Recognition provided by the Indigenous Solidarity Collective of McFarland.

Brian Ward provided an overview of the work of the Indigenous Solidarity Collective of McFarland and process of bringing the land acknowledgment forward. He emphasized the importance of the work and the purpose and intention put into all aspects.

- f. Recognition provided by the Ho-Chunk Nation.

Ryan Greendeer spoke on behalf of the Ho-Chunk Nation to recognize the work of bringing the land acknowledgment forward.

- g. Ceremonial raising of the Ho-Chunk Flag at the McFarland Municipal Center to recognize land acknowledgement.

President Clow noted, following adjournment of the joint meeting, everyone was invited to the parking lot to participate in a ceremony to raise the Ho-Chunk Flag outside of the McFarland Municipal Center to recognize the land acknowledgement.

5. ADJOURNMENT TO CEREMONIAL FLAG RAISING.

- a. McFarland School District Board Adjournment.

Motion by Craig Howery, second by Tom Mooney, to adjourn the School District Board meeting at 6:39 p.m.

- b. McFarland Village Board Adjournment

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to adjourn at 6:39 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	6140172870	MAT RENTAL	1	05/05/2023	52.33	.00	52.33	05/18/2023
Total 10:						52.33	.00	52.33	
30	ALLIANT ENERGY/WP&L	050923	MUNICIPAL CENTER	1	05/09/2023	2,855.90	.00	2,855.90	05/18/2023
		050923	LIBRARY	2	05/09/2023	3,025.95	.00	3,025.95	05/18/2023
		050923	WELL #4	3	05/09/2023	1,696.35	.00	1,696.35	05/18/2023
		050923	SOCCER BUILDING	4	05/09/2023	58.45	.00	58.45	05/18/2023
		1124750000-	STREET LIGHTING (1)	1	04/27/2023	9,040.60	.00	9,040.60	05/11/2023
Total 30:						16,677.25	.00	16,677.25	
68	BADGER WELDING SUPP	3765429	ACETYLENE & OXYGEN	1	04/30/2023	1.80	.00	1.80	05/18/2023
		3765429	ACETYLENE & OXYGEN	2	04/30/2023	1.80	.00	1.80	05/18/2023
		3765429	ACETYLENE & OXYGEN	3	04/30/2023	1.80	.00	1.80	05/18/2023
		3765429	ACETYLENE & OXYGEN	4	04/30/2023	6.60	.00	6.60	05/18/2023
Total 68:						12.00	.00	12.00	
158	CHARTER COMMUNICATI	0003261050	CHARTER CABLE	1	05/01/2023	117.94	.00	117.94	05/11/2023
Total 158:						117.94	.00	117.94	
166	CINTAS CORPORATION #	8406223143	FIRST AID SUPPLIES - RE	1	04/28/2023	50.77	.00	50.77	05/18/2023
		8406223143	FIRST AID SUPPLIES - RE	2	04/28/2023	13.84	.00	13.84	05/18/2023
		8406223143	FIRST AID SUPPLIES - RE	3	04/28/2023	13.84	.00	13.84	05/18/2023
		8406223143	FIRST AID SUPPLIES - RE	4	04/28/2023	13.84	.00	13.84	05/18/2023
Total 166:						92.29	.00	92.29	
172	CITY OF MADISON TREA	43709	MPD TRAINING	1	04/04/2023	6,200.00	.00	6,200.00	05/18/2023
Total 172:						6,200.00	.00	6,200.00	
350	FASTENAL COMPANY	WIMAD4507	SIGN PARTS	1	04/24/2023	24.05	.00	24.05	05/18/2023
Total 350:						24.05	.00	24.05	
408	GRAINGER INC	9707116282	GRAINGER WATER HOS	1	05/15/2023	71.60	.00	71.60	05/18/2023
		9708333464	EMERGENCY SIGN	1	05/16/2023	16.52	.00	16.52	05/18/2023
		9708333472	PSC - CORD DROPS	1	05/16/2023	1,322.83	.00	1,322.83	05/18/2023
Total 408:						1,410.95	.00	1,410.95	
476	JEFFERSON FIRE & SAF	IN302827	SUPER AUTO EJECT AM	1	05/15/2023	358.94	.00	358.94	05/18/2023
Total 476:						358.94	.00	358.94	
492	KAYSER AUTOMOTIVE G	177208P	VEHICLE MAINT TRUCK 1	1	05/10/2023	40.24	.00	40.24	05/18/2023
		177208P	VEHICLE MAINT TRUCK 1	2	05/10/2023	10.98	.00	10.98	05/18/2023
		177208P	VEHICLE MAINT TRUCK 1	3	05/10/2023	10.98	.00	10.98	05/18/2023
		177208P	VEHICLE MAINT TRUCK 1	4	05/10/2023	10.97	.00	10.97	05/18/2023
		739594	M3 MAINTENANCE	1	05/16/2023	219.39	.00	219.39	05/18/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 492:						292.56	.00	292.56	
553	LINCOLN CONTRACTOR	I44317	MARKING PAINT	1	05/03/2023	197.70	.00	197.70	05/18/2023
		I44317	MARKING PAINT	2	05/03/2023	197.70	.00	197.70	05/18/2023
		I44317	SAFETY SUPPLIES	3	05/03/2023	14.49	.00	14.49	05/18/2023
Total 553:						409.89	.00	409.89	
580	MADISON SPRING CO IN	30662	TRUCK REPAIR #6	1	05/04/2023	1,241.27	.00	1,241.27	05/18/2023
		30662	TRUCK REPAIR #6	2	05/04/2023	338.52	.00	338.52	05/18/2023
		30662	TRUCK REPAIR #6	3	05/04/2023	338.52	.00	338.52	05/18/2023
		30662	TRUCK REPAIR #6	4	05/04/2023	338.52	.00	338.52	05/18/2023
Total 580:						2,256.83	.00	2,256.83	
581	MADISON TRUCK EQUIP	4-103055	TRUCK PARTS TRUCK 1	1	04/17/2023	67.10	.00	67.10	05/18/2023
		4-103055	TRUCK PARTS TRUCK 1	2	04/17/2023	18.30	.00	18.30	05/18/2023
		4-103055	TRUCK PARTS TRUCK 1	3	04/17/2023	18.30	.00	18.30	05/18/2023
		4-103055	TRUCK PARTS TRUCK 1	4	04/17/2023	18.30	.00	18.30	05/18/2023
		5-103221	TRUCK PARTS-TRUCK 33	1	05/08/2023	344.00	.00	344.00	05/18/2023
		5-103221	TRUCK PARTS-TRUCK 33	2	05/08/2023	93.82	.00	93.82	05/18/2023
		5-103221	TRUCK PARTS-TRUCK 33	3	05/08/2023	93.82	.00	93.82	05/18/2023
		5-103221	TRUCK PARTS-TRUCK 33	4	05/08/2023	93.81	.00	93.81	05/18/2023
Total 581:						747.45	.00	747.45	
634	MENARDS - MONONA	48031	CURB STOP KEYS	1	05/02/2023	19.74	.00	19.74	05/18/2023
		48138	PW SHOP SUPPLIES	1	05/04/2023	13.15	.00	13.15	05/18/2023
		48138	PW SHOP SUPPLIES	2	05/04/2023	3.59	.00	3.59	05/18/2023
		48138	PW SHOP SUPPLIES	3	05/04/2023	3.59	.00	3.59	05/18/2023
		48138	PW SHOP SUPPLIES	4	05/04/2023	3.59	.00	3.59	05/18/2023
		48322	PARKS SUPPLIES	1	05/08/2023	109.93	.00	109.93	05/18/2023
Total 634:						153.59	.00	153.59	
640	MGE	6300112994-	STREET LIGHTS	1	05/01/2023	690.45	.00	690.45	05/11/2023
Total 640:						690.45	.00	690.45	
747	PIONEER RIM & WHEEL	03CS1646	M8 MAINTENANCE	1	05/04/2023	358.19	.00	358.19	05/18/2023
Total 747:						358.19	.00	358.19	
765	LEGAL SHIELD	108629-MAY	LEGAL SHIELD	1	05/15/2023	157.50	.00	157.50	05/18/2023
Total 765:						157.50	.00	157.50	
797	REINDERS INC	2296352-00	MUNICIPAL VACANT LOT	1	05/05/2023	281.93	.00	281.93	05/18/2023
		2296352-00	PUBLIC WORKS SEED MI	2	05/05/2023	140.96	.00	140.96	05/18/2023
		2296352-00	PUBLIC WORKS SEED MI	3	05/05/2023	140.96	.00	140.96	05/18/2023
		6027652-00	TORO WORKMAN	1	04/28/2023	14,302.43	.00	14,302.43	05/18/2023
		6027655-00	TORO ATTACHMENTS	1	04/28/2023	5,253.35	.00	5,253.35	05/18/2023
Total 797:						20,119.63	.00	20,119.63	
802	RENNERT'S FIRE EQUIP	INV-573	LADDER 8 REPAIRS	1	05/08/2023	544.27	.00	544.27	05/18/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 802:						544.27	.00	544.27	
818	ROTO ROOTER SEWER	214224	LIFTSTATION CLEANING	1	05/09/2023	1,250.00	.00	1,250.00	05/18/2023
		214593	SANITARY MAIN MAINTENANCE	1	05/09/2023	431.42	.00	431.42	05/18/2023
		214593	SANITARY MAIN MAINTENANCE	2	05/09/2023	117.66	.00	117.66	05/18/2023
		214593	SANITARY MAIN MAINTENANCE	3	05/09/2023	117.66	.00	117.66	05/18/2023
		214593	SANITARY MAIN MAINTENANCE	4	05/09/2023	117.66	.00	117.66	05/18/2023
Total 818:						2,034.40	.00	2,034.40	
958	TOWN & COUNTRY ENGINEERING	25272	EXCHANGE ST FINAL ENGINEERING	1	05/11/2023	12,709.86	.00	12,709.86	05/18/2023
		25273	2023 MCDANIEL PARK BE	1	05/11/2023	312.50	.00	312.50	05/18/2023
		25274	2023 BURMA RD TOWER	1	05/11/2023	456.05	.00	456.05	05/18/2023
		25277	MC189 2022 STREET & U	1	05/11/2023	1,063.75	.00	1,063.75	05/18/2023
		25278	2023 WATER MAIN IMPROVEMENT	1	05/11/2023	8,855.30	.00	8,855.30	05/18/2023
		25281	MC197 PAULSON RD STREET	1	05/11/2023	9,290.25	.00	9,290.25	05/18/2023
Total 958:						32,687.71	.00	32,687.71	
992	US CELLULAR	0576030091	PARKS TABLETS	1	04/22/2023	79.00	.00	79.00	05/18/2023
		0576030091	SEWER TABLETS	2	04/22/2023	134.50	.00	134.50	05/18/2023
		0576030091	WATER TABLETS	3	04/22/2023	134.50	.00	134.50	05/18/2023
		0576030091	COMMDEV PHONE	4	04/22/2023	.54	.00	.54	05/18/2023
		0576030091	SEWER PHONE	5	04/22/2023	90.40	.00	90.40	05/18/2023
		0576030091	WATER PHONE	6	04/22/2023	90.40	.00	90.40	05/18/2023
		0576030091	PW PHONE	7	04/22/2023	90.39	.00	90.39	05/18/2023
		0576030091	CABLE/COMMTECH PHONE	8	04/22/2023	42.50	.00	42.50	05/18/2023
		0576030091	OUTREACH PHONE	9	04/22/2023	115.00	.00	115.00	05/18/2023
		0576030091	FD/EMS PHONE	10	04/22/2023	332.38	.00	332.38	05/18/2023
		0576030091	PW TABLETS	11	04/22/2023	134.50	.00	134.50	05/18/2023
		0576030091	PD PHONE	12	04/22/2023	1,309.78	.00	1,309.78	05/18/2023
		0577312791	CELL PHONE	1	04/28/2023	144.06	.00	144.06	05/18/2023
Total 992:						2,697.95	.00	2,697.95	
995	USABLUBOOK	351961	LOCATORS	1	04/27/2023	649.94	.00	649.94	05/18/2023
		351961	LOCATORS	2	04/27/2023	649.94	.00	649.94	05/18/2023
		351961	LOCATORS	3	04/27/2023	649.94	.00	649.94	05/18/2023
Total 995:						1,949.82	.00	1,949.82	
1005	VANGUARD UTILITY PA	9860	STREETLIGHT LOCATES	1	05/01/2023	161.64	.00	161.64	05/18/2023
Total 1005:						161.64	.00	161.64	
1015	VILLAGE OF MCFARLAND	050923	REFUND OVERPAYMENT	1	05/09/2023	98.00	.00	98.00	05/18/2023
Total 1015:						98.00	.00	98.00	
1019	BAKER TILLY VIRCHOW	BT2407741	TIF #3 AUDIT COSTS	1	04/30/2023	640.00	.00	640.00	05/18/2023
		BT2407741	TIF #4 AUDIT COSTS	2	04/30/2023	640.00	.00	640.00	05/18/2023
		BT2407741	TIF #5 AUDIT COSTS	3	04/30/2023	640.00	.00	640.00	05/18/2023
		BT2407741	VILLAGE AUDIT	4	04/30/2023	12,196.28	.00	12,196.28	05/18/2023
		BT2407741	AUDIT - SOL WAS	5	04/30/2023	312.72	.00	312.72	05/18/2023
		BT2416275	UTILITY AUDIT H2O	1	05/05/2023	1,615.00	.00	1,615.00	05/18/2023
		BT2416275	UTILITY AUDIT SW	2	05/05/2023	1,615.00	.00	1,615.00	05/18/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		BT2416275	UTILITY AUDIT - STW	3	05/05/2023	807.50	.00	807.50	05/18/2023
	Total 1019:					18,466.50	.00	18,466.50	
1053	WI DEPT AG TRADE CON	115-0000030	WEIGHTS & MEASURES I	1	05/08/2023	1,200.00	.00	1,200.00	05/18/2023
	Total 1053:					1,200.00	.00	1,200.00	
1060	WI DEPT OF REVENUE	4270549-030	FEE PAYMENT	1	03/06/2023	20.00	.00	20.00	05/08/2023
	Total 1060:					20.00	.00	20.00	
1085	WI RURAL WATER ASSN	4575	SAFETY TRAINING PUBLI	1	05/11/2023	70.49	.00	70.49	05/18/2023
		4575	SAFETY TRAINING PUBLI	2	05/11/2023	70.49	.00	70.49	05/18/2023
		4575	SAFETY TRAINING PUBLI	3	05/11/2023	70.49	.00	70.49	05/18/2023
		4575	SAFETY TRAINING PUBLI	4	05/11/2023	70.49	.00	70.49	05/18/2023
	Total 1085:					281.96	.00	281.96	
1093	WI STATE LABORATORY	741794	FLUORIDE TEST	1	04/30/2023	28.00	.00	28.00	05/18/2023
	Total 1093:					28.00	.00	28.00	
1245	PROFESSIONAL PEST C	620822	PW PEST CONTROL	1	05/12/2023	22.55	.00	22.55	05/18/2023
		620822	PW PEST CONTROL	2	05/12/2023	6.15	.00	6.15	05/18/2023
		620822	PW PEST CONTROL	3	05/12/2023	6.15	.00	6.15	05/18/2023
		620822	PW PEST CONTROL	4	05/12/2023	6.15	.00	6.15	05/18/2023
		620823	MC PEST CONTROL	1	05/12/2023	26.40	.00	26.40	05/18/2023
		620823	MC PEST CONTROL	2	05/12/2023	7.20	.00	7.20	05/18/2023
		620823	MC PEST CONTROL	3	05/12/2023	7.20	.00	7.20	05/18/2023
		620823	MC PEST CONTROL	4	05/12/2023	7.20	.00	7.20	05/18/2023
		623024	PEST CONTROL	1	05/02/2023	150.00	.00	150.00	05/18/2023
	Total 1245:					239.00	.00	239.00	
1256	BOUND TREE MEDICAL,	84951817	FIRST AID SUPPLIES	1	05/09/2023	33.96	.00	33.96	05/18/2023
		84951818	EMS - SUPPLIES	1	05/09/2023	103.31	.00	103.31	05/18/2023
		84954960	EMS - SUPPLIES	1	05/11/2023	11.52	.00	11.52	05/18/2023
	Total 1256:					148.79	.00	148.79	
1264	BARNES INC	171894	BIN MAINTENANCE INST	1	04/30/2023	14,751.00	.00	14,751.00	05/18/2023
		171894	BIN MAINTENANCE INST	2	04/30/2023	14,751.00	.00	14,751.00	05/18/2023
		171894	BRUSH CURBSIDE ZONE	3	04/30/2023	2,337.41	.00	2,337.41	05/18/2023
		171894	BRUSH CURBSIDE ZONE	4	04/30/2023	2,337.40	.00	2,337.40	05/18/2023
	Total 1264:					34,176.81	.00	34,176.81	
1397	ALL COMFORT SERVICE	83934838	MC REPAIRS	1	05/05/2023	143.76	.00	143.76	05/18/2023
	Total 1397:					143.76	.00	143.76	
1414	DEER-GROVE EMS DIST	202306	BEEF STICKS AND WATE	1	04/27/2023	40.36	.00	40.36	05/18/2023
	Total 1414:					40.36	.00	40.36	
1694	HEARTLAND LITHO	66468	BANNER	1	04/30/2023	419.00	.00	419.00	05/18/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 1694:						419.00	.00	419.00	
1733	MOTOROLA SOLUTIONS	1411012904	BODYCAMERAS WARRA	1	05/16/2023	1,111.50	.00	1,111.50	05/18/2023
Total 1733:						1,111.50	.00	1,111.50	
1759	MANDT SANDFILL TRUC	72281	SPOILS AND GRAVEL	1	04/20/2023	385.00	.00	385.00	05/18/2023
		72729	SPOILS	1	04/10/2023	65.00	.00	65.00	05/18/2023
		72729	MATERIALS	2	04/10/2023	320.00	.00	320.00	05/18/2023
Total 1759:						770.00	.00	770.00	
1910	ZURBUCHEN OIL INC	269548	DYED DIESEL FUEL	1	05/17/2023	692.51	.00	692.51	05/18/2023
Total 1910:						692.51	.00	692.51	
1917	ULINE SHIPPING SUPPLY	162959458	CUSTODIAL SUPPLIES	1	04/27/2023	236.49	.00	236.49	05/18/2023
		162959458	CUSTODIAL SUPPLIES	2	04/27/2023	236.50	.00	236.50	05/18/2023
Total 1917:						472.99	.00	472.99	
1989	CORPORATE BUSINESS	34004228	ADMIN COPIERS	1	05/08/2023	190.00	.00	190.00	05/18/2023
Total 1989:						190.00	.00	190.00	
2042	THOMSON REUTERS	848260946	WEST INFORMATION CH	1	05/01/2023	208.93	.00	208.93	05/18/2023
Total 2042:						208.93	.00	208.93	
2058	MICROMARKETING LLC	921664	AUDIO BOOKS	1	05/04/2023	84.99	.00	84.99	05/18/2023
Total 2058:						84.99	.00	84.99	
2082	NASSCO INC	6290021	CUSTODIAL SUPPLIES	1	05/03/2023	52.13	.00	52.13	05/18/2023
		6290021	CUSTODIAL SUPPLIES	2	05/03/2023	52.13	.00	52.13	05/18/2023
Total 2082:						104.26	.00	104.26	
2089	MIDWEST METER INC	0155232-IN	METERS FOR CELLULAR	1	05/05/2023	21,000.00	.00	21,000.00	05/18/2023
Total 2089:						21,000.00	.00	21,000.00	
2250	ANNEN, STEVE	SA050423	BOR PER DIEM	1	05/04/2023	80.00	.00	80.00	05/18/2023
Total 2250:						80.00	.00	80.00	
2251	STRELOW, CLIFFORD	CS050423	BOR PER DIEM	1	05/04/2023	80.00	.00	80.00	05/18/2023
Total 2251:						80.00	.00	80.00	
2274	CAPITAL AREA REGIONA	# 969	CONTRIBUTION TOWARDS THE UW-MADISON DEPARTMENT	1	05/03/2023	500.00	.00	500.00	05/18/2023
Total 2274:						500.00	.00	500.00	
9140	TRITECH FORENSICS IN	00876716	EVIDENCE/INVESTIGATI	1	05/09/2023	68.97	.00	68.97	05/18/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 9140:						68.97	.00	68.97	
16241	WI DEPT OF JUSTICE	L1373T-0430	HIRING BACKGROUND C	1	04/30/2023	42.00	.00	42.00	05/18/2023
		L1373T-0430	BACKGROUND CHECKS	2	04/30/2023	805.00	.00	805.00	05/18/2023
Total 16241:						847.00	.00	847.00	
16247	CITY TREASURER	494470	STORMWATER CHARGE	1	05/05/2023	28.68	.00	28.68	05/18/2023
Total 16247:						28.68	.00	28.68	
16257	CORPORATE BUSINESS	339915	COPIER LEASE	1	05/04/2023	50.63	.00	50.63	05/11/2023
		340307	PW COLOR COPY OVER	1	05/11/2023	61.01	.00	61.01	05/18/2023
		340307	PW COLOR COPY OVER	2	05/11/2023	16.64	.00	16.64	05/18/2023
		340307	PW COLOR COPY OVER	3	05/11/2023	16.64	.00	16.64	05/18/2023
		340307	PW COLOR COPY OVER	4	05/11/2023	16.64	.00	16.64	05/18/2023
		340318	COPIER LEASE	1	05/11/2023	51.21	.00	51.21	05/18/2023
Total 16257:						212.77	.00	212.77	
16296	DANE CO DEPT OF HUM	MAY2023	MEALSITE DONATION - C	1	05/16/2023	193.50	.00	193.50	05/18/2023
		MAY2023	MEALSITE DONATION - M	2	05/16/2023	2,413.00	.00	2,413.00	05/18/2023
Total 16296:						2,606.50	.00	2,606.50	
16315	CRAFT, ANTHONY	AC050323	TRAINING MEALS - K9	1	05/03/2023	58.85	.00	58.85	05/18/2023
Total 16315:						58.85	.00	58.85	
16322	STRYKER SALES CORP	4148479M	STRYKER LUCAS ANNUA	1	05/01/2023	2,922.30	.00	2,922.30	05/18/2023
Total 16322:						2,922.30	.00	2,922.30	
16346	WOLF PAVING & EXCAVA	72540	STREET PATCH	1	05/03/2023	909.00	.00	909.00	05/18/2023
Total 16346:						909.00	.00	909.00	
16357	PROTECTION TECHNOL	22848	LEWIS PARK MONITORIN	1	05/15/2023	430.00	.00	430.00	05/18/2023
Total 16357:						430.00	.00	430.00	
16535	CHIN, DAN	DC050423	BOR PER DIEM	1	05/04/2023	40.00	.00	40.00	05/18/2023
Total 16535:						40.00	.00	40.00	
16542	PREMIUM APPRAISAL LL	2023-64	APPRAISAL 4705 IVYWO	1	05/06/2023	400.00	.00	400.00	05/18/2023
Total 16542:						400.00	.00	400.00	
16569	FITCH RONA EMS DISTRI	23-0263-1	INTERCEPT FEE	1	05/04/2023	394.45	.00	394.45	05/18/2023
Total 16569:						394.45	.00	394.45	
16585	MALY, KELLY	KM050423	BOR PER DIEM	1	05/04/2023	40.00	.00	40.00	05/18/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16585:						40.00	.00	40.00	
16640	TOP PACK DEFENSE LLC	10464	UNIFORM ALLOWANCE C	1	04/18/2023	224.07	.00	224.07	05/18/2023
		10465	UNIFORM ALLOWANCE S	1	04/28/2023	255.00	.00	255.00	05/18/2023
		10524	BLOCKER INITIAL ISSUE	1	05/01/2023	171.18	.00	171.18	05/18/2023
		10550	BLOCKER INITIAL ISSUE	1	05/08/2023	153.90	.00	153.90	05/18/2023
		10551	UNIFORM ALLOWANCE P	1	05/05/2023	149.38	.00	149.38	05/18/2023
		10552	UNIFORM ALLOWANCE C	1	05/05/2023	64.99	.00	64.99	05/18/2023
		10603	BLOCKER INITIAL ISSUE	1	05/10/2023	24.84	.00	24.84	05/18/2023
Total 16640:						1,043.36	.00	1,043.36	
16655	WI DEPT OF TRANSPORT	395-0000303	EXCHANGE ST PRELIMIN	1	05/01/2023	165.29	.00	165.29	05/18/2023
Total 16655:						165.29	.00	165.29	
16657	RAYMOND P. CATTELL, I	PAYAPP5	2022 STREETS & UTILITY	1	05/01/2023	34,474.64	.00	34,474.64	05/18/2023
Total 16657:						34,474.64	.00	34,474.64	
16799	VERONA SAFETY SUPPL	77663	UNIFORM SHIRTS FOR P	1	05/15/2023	1,107.02	.00	1,107.02	05/18/2023
		77663	UNIFORM SHIRTS FOR P	2	05/15/2023	1,107.02	.00	1,107.02	05/18/2023
		77663	UNIFORM SHIRTS FOR P	3	05/15/2023	1,107.02	.00	1,107.02	05/18/2023
		77663	UNIFORM SHIRTS FOR P	4	05/15/2023	1,107.02	.00	1,107.02	05/18/2023
		77663	UNIFORM SHIRTS FOR P	5	05/15/2023	1,107.01	.00	1,107.01	05/18/2023
Total 16799:						5,535.09	.00	5,535.09	
16845	WAEVT	050923-TR	WAEVT DINNER	1	05/09/2023	35.00	.00	35.00	05/11/2023
Total 16845:						35.00	.00	35.00	
16863	CONSTRUCTION FABRIC	204064	SOD MAINTENANCE ON	1	05/04/2023	680.00	.00	680.00	05/18/2023
Total 16863:						680.00	.00	680.00	
16890	PIRTEK MADISON	MA-T000084	VEHICLE MAINTENANCE	1	04/06/2023	97.04	.00	97.04	05/18/2023
		MA-T000084	VEHICLE MAINTENANCE	2	04/06/2023	26.47	.00	26.47	05/18/2023
		MA-T000084	VEHICLE MAINTENANCE	3	04/06/2023	26.47	.00	26.47	05/18/2023
		MA-T000084	VEHICLE MAINTENANCE	4	04/06/2023	26.47	.00	26.47	05/18/2023
		MA-T000087	VEHICLE MAINTENANCE	1	05/08/2023	1.44	.00	1.44	05/18/2023
		MA-T000087	VEHICLE MAINTENANCE	2	05/08/2023	1.44	.00	1.44	05/18/2023
		MA-T000087	VEHICLE MAINTENANCE	3	05/08/2023	1.44	.00	1.44	05/18/2023
		MA-T000087	VEHICLE MAINTENANCE	4	05/08/2023	5.31	.00	5.31	05/18/2023
		MA-T000087	VEHICLE MAINTENANCE	1	05/08/2023	2.20	.00	2.20	05/18/2023
		MA-T000087	VEHICLE MAINTENANCE	2	05/08/2023	.60	.00	.60	05/18/2023
		MA-T000087	VEHICLE MAINTENANCE	3	05/08/2023	.60	.00	.60	05/18/2023
		MA-T000087	VEHICLE MAINTENANCE	4	05/08/2023	.60	.00	.60	05/18/2023
Total 16890:						190.08	.00	190.08	
16897	GERBER LEISURE PROD	10065	PARK BENCH	1	05/15/2023	1,990.00	.00	1,990.00	05/18/2023
Total 16897:						1,990.00	.00	1,990.00	
16923	PERFECT TYPE & PRINT,	34632	NO PARKING SIGNS	1	04/20/2023	71.50	.00	71.50	05/18/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		34632	NO PARKING SIGNS	2	04/20/2023	19.50	.00	19.50	05/18/2023
		34632	NO PARKING SIGNS	3	04/20/2023	19.50	.00	19.50	05/18/2023
		34632	NO PARKING SIGNS	4	04/20/2023	19.50	.00	19.50	05/18/2023
		34669	K9 THANK YOU CARDS	1	05/05/2023	128.00	.00	128.00	05/18/2023
Total 16923:						258.00	.00	258.00	
17084	AMAZON CAPITAL SERVI	171Q-KM9P-	CUSTODIAL SUPPLIES	1	05/10/2023	138.99	.00	138.99	05/18/2023
		171Q-KM9P-	CUSTODIAL SUPPLIES	2	05/10/2023	138.99	.00	138.99	05/18/2023
		1DQX-HDDN	PROGRAM SUPPLIES	1	05/10/2023	23.90	.00	23.90	05/18/2023
		1DYJ-HYCL-	MEDICAL EQUIPMENT PA	1	05/11/2023	59.95	.00	59.95	05/18/2023
		1FG3-LC7C-	CUSTODIAL SUPPLIES	1	05/03/2023	12.99	.00	12.99	05/18/2023
		1FG3-LC7C-	CUSTODIAL SUPPLIES	2	05/03/2023	12.98	.00	12.98	05/18/2023
		1H1V-VKTG-	PW SUPPLIES	1	05/10/2023	29.67	.00	29.67	05/18/2023
		1H1V-VKTG-	PW SUPPLIES	2	05/10/2023	8.09	.00	8.09	05/18/2023
		1H1V-VKTG-	PW SUPPLIES	3	05/10/2023	8.09	.00	8.09	05/18/2023
		1H1V-VKTG-	PW SUPPLIES	4	05/10/2023	8.09	.00	8.09	05/18/2023
		1HLQ-M4QR	PROGRAM SUPPLIES	1	05/10/2023	47.42	.00	47.42	05/18/2023
		1J6X-16FM-	DVDS & CDS	1	05/05/2023	19.97	.00	19.97	05/18/2023
		1JRH-YCJL-	TABLE DECOR	1	05/10/2023	194.85	.00	194.85	05/18/2023
		1K1V-76FP-	PROGRAM SUPPLIES	1	05/07/2023	12.95	.00	12.95	05/18/2023
		1LXL-NGQJ-	PROGRAM SUPPLIES	1	05/11/2023	82.97	.00	82.97	05/18/2023
		1PFP-9D9X-	PARKS SUPPLIES	1	05/10/2023	42.09	.00	42.09	05/18/2023
		1Q3X-KVJK-	PROGRAM SUPPLIES	1	05/10/2023	35.98	.00	35.98	05/18/2023
		1QRP-1PGM	PLACEMATS	1	05/10/2023	45.61	.00	45.61	05/18/2023
		1RJ9-1FRN-	DVDS & CDS	1	05/07/2023	55.88	.00	55.88	05/18/2023
		1V1T-77VL-9	FURNITURE	1	05/13/2023	200.89	.00	200.89	05/18/2023
		1XNP-LM9X-	OFFICE SUPPLIES	1	05/08/2023	15.88	.00	15.88	05/18/2023
		1YPJ-M4TD-	PROGRAM SUPPLIES	1	05/10/2023	62.47	.00	62.47	05/18/2023
		1YYH-9KR9-	PLACEMATS	1	05/10/2023	26.94	.00	26.94	05/18/2023
Total 17084:						1,285.64	.00	1,285.64	
17092	GENERAL ENGINEERING	51	BUILDING INSPECTION S	1	05/10/2023	6,653.85	.00	6,653.85	05/18/2023
Total 17092:						6,653.85	.00	6,653.85	
17133	GLETTY-SYOEN, KATIE	KGS050223	CMDC - MILEAGE	1	05/02/2023	24.89	.00	24.89	05/18/2023
		KGS050223	NUTDC - MILEAGE	2	05/02/2023	21.62	.00	21.62	05/18/2023
		KGS050223	VOLUNTEER MILEAGE	3	05/02/2023	18.34	.00	18.34	05/18/2023
		KGS122722	PHOTOS FOR CLIENT	1	12/27/2022	4.61	.00	4.61	05/18/2023
Total 17133:						69.46	.00	69.46	
17134	CORE & MAIN	S629282	BURMA SANITARY REPAI	1	04/06/2023	138.46	.00	138.46	05/18/2023
		S667898	BURMA SANITARY REPAI	1	04/13/2023	275.84-	.00	275.84-	05/18/2023
		S827940	WATER SERVICE REPAIR	1	05/15/2023	401.48	.00	401.48	05/18/2023
Total 17134:						264.10	.00	264.10	
17187	B&H PHOTO	211412573	CREDIT FOR BROKEN PS	1	03/08/2023	983.98-	.00	983.98-	05/18/2023
		212433641	CREDIT FOR BROKEN PS	1	04/17/2023	644.67-	.00	644.67-	05/18/2023
		212966264	PSC ITEMS	1	05/04/2023	5,004.30	.00	5,004.30	05/18/2023
		213073974	ELEVATOR PHONE - PSC	1	05/08/2023	108.90	.00	108.90	05/18/2023
Total 17187:						3,484.55	.00	3,484.55	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
17226	LARSON, SAYER	SL042123	UNIFORM ALLOWANCE -	1	04/21/2023	148.74	.00	148.74	05/18/2023
Total 17226:						148.74	.00	148.74	
17232	APG OF SOUTHERN WIS	24777-0423	OUTLOOK	1	04/30/2023	1,552.50	.00	1,552.50	05/18/2023
		24777-0423	OUTLOOK	2	04/30/2023	155.25	.00	155.25	05/18/2023
		24777-0423	OUTLOOK	3	04/30/2023	155.25	.00	155.25	05/18/2023
		24777-0423	OUTLOOK	4	04/30/2023	621.00	.00	621.00	05/18/2023
		24777-0423	OUTLOOK	5	04/30/2023	621.00	.00	621.00	05/18/2023
		28886-0423	VILLAGE BOARD MINUTE	1	04/30/2023	90.88	.00	90.88	05/18/2023
		28886-0423	PLAN PUBLIC HEARING -	2	04/30/2023	72.97	.00	72.97	05/18/2023
		28886-0423	WASTEWATER DISCHAR	3	04/30/2023	17.56	.00	17.56	05/18/2023
Total 17232:						3,286.41	.00	3,286.41	
17281	BLUEGREEN	25340	FACILITY MAINTENANCE	1	04/03/2023	585.00	.00	585.00	05/18/2023
Total 17281:						585.00	.00	585.00	
17320	PARKITECTURE & PLANN	3-23.007	INCLUSIVE PARK PLANNI	1	05/05/2023	2,425.00	.00	2,425.00	05/18/2023
		8-21.045	COMMUNITY PARK PHAS	1	05/05/2023	966.00	.00	966.00	05/18/2023
Total 17320:						3,391.00	.00	3,391.00	
17352	BRAY ASSOCIATES ARC	3488-34	PUBLIC SAFETY CENTER	1	04/28/2023	1,943.00	.00	1,943.00	05/18/2023
Total 17352:						1,943.00	.00	1,943.00	
17528	HGA	239293	PUBLIC SAFETY CENTER	1	05/04/2023	2,972.50	.00	2,972.50	05/18/2023
Total 17528:						2,972.50	.00	2,972.50	
17531	ANDRE, JASON	051023	REFUND DUPLICATE PM	1	05/10/2023	144.25	.00	144.25	05/18/2023
Total 17531:						144.25	.00	144.25	
17556	VOIANCE LANGUAGE SE	2023031971	INTERPRETATION SERVI	1	04/30/2023	17.25	.00	17.25	05/18/2023
Total 17556:						17.25	.00	17.25	
17569	MCFARLAND ACE HARD	008395/1	PARK SUPPLIES	1	04/21/2023	8.09	.00	8.09	05/18/2023
		008497/1	WATER UTILITY SUPPLIE	1	05/04/2023	21.59	.00	21.59	05/18/2023
		008531/1	WELL 3 MAINTENANCE C	1	05/08/2023	24.29	.00	24.29	05/18/2023
		008546/1	PARK SUPPLIES	1	05/09/2023	52.02	.00	52.02	05/18/2023
		008551/1	AUTO CLEANING SUPPLI	1	05/09/2023	18.88	.00	18.88	05/18/2023
		008567/1	MUNICIPAL CENTER FAC	1	05/11/2023	19.79	.00	19.79	05/18/2023
		008575/1	WATER UTILITY SUPPLIE	1	05/12/2023	21.59	.00	21.59	05/18/2023
		008586/1	OIL MIX	1	05/12/2023	21.58	.00	21.58	05/18/2023
		008587/1	LIBRARY FACILTY MAINT	1	05/12/2023	5.39	.00	5.39	05/18/2023
		008588/1	PARK SUPPLIES	1	05/12/2023	9.00	.00	9.00	05/18/2023
		008589/1	PARK SUPPLIES DOG PA	1	05/12/2023	7.18	.00	7.18	05/18/2023
		008592/1	BOLTS NUTS & FASTENE	1	05/13/2023	3.23	.00	3.23	05/18/2023
		008605/1	PARK SUPPLIES	1	05/15/2023	37.79	.00	37.79	05/18/2023
Total 17569:						250.42	.00	250.42	
17626	BOB'S COPY SHOP	63011	COMMUNITY SERVICE D	1	03/28/2023	47.60	.00	47.60	05/18/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17626:						47.60	.00	47.60	
17671	UW HEALTH	1392085	HEARTSAVER CARDS PU	1	05/05/2023	85.00	.00	85.00	05/18/2023
Total 17671:						85.00	.00	85.00	
17675	POWERDMS, INC	INV-35757	POWER DMS ANNUAL SU	1	05/03/2023	5,735.25	.00	5,735.25	05/18/2023
Total 17675:						5,735.25	.00	5,735.25	
17685	INGRAM LIBRARY SERVI	62892143	BOOKS	1	02/08/2023	259.52	.00	259.52	05/18/2023
		62923109	BOOKS	1	05/03/2023	490.19	.00	490.19	05/18/2023
		62923411	BOOKS	1	05/04/2023	242.46	.00	242.46	05/18/2023
		62923563	BOOKS	1	05/04/2023	21.91	.00	21.91	05/18/2023
		62924338	BOOKS	1	05/08/2023	187.39	.00	187.39	05/18/2023
		67600100	BOOKS	1	05/02/2023	434.03	.00	434.03	05/18/2023
		67600134	BOOKS	1	05/02/2023	112.88	.00	112.88	05/18/2023
Total 17685:						1,748.38	.00	1,748.38	
17742	KILCOYNE, HADEN	HK050323	UNIFORM ALLOWANCE K	1	05/03/2023	170.91	.00	170.91	05/18/2023
Total 17742:						170.91	.00	170.91	
17776	RELIABLE FLOOR CARE	25229	CARPET CLEANING	1	02/11/2023	2,322.89	.00	2,322.89	05/18/2023
		25229	CARPET CLEANING	2	02/11/2023	580.72	.00	580.72	05/18/2023
		25229	CARPET CLEANING	3	02/11/2023	580.72	.00	580.72	05/18/2023
		25229	CARPET CLEANING	4	02/11/2023	387.15	.00	387.15	05/18/2023
Total 17776:						3,871.48	.00	3,871.48	
17778	JP CULLEN	24029	PAYAPP #18 - PUBLIC SA	1	04/30/2023	417,878.00	.00	417,878.00	05/18/2023
Total 17778:						417,878.00	.00	417,878.00	
17780	SUNSET LAW ENFORCE	0008273-IN	AMMO	1	05/02/2023	4,687.50	.00	4,687.50	05/18/2023
Total 17780:						4,687.50	.00	4,687.50	
17782	GFC LEASING - WI	I00820562	COPIER LEASE	1	05/01/2023	181.93	.00	181.93	05/11/2023
Total 17782:						181.93	.00	181.93	
17881	MACQUEEN EMERGENC	P15237	GAS DETECTORS	1	05/11/2023	2,109.21	.00	2,109.21	05/18/2023
Total 17881:						2,109.21	.00	2,109.21	
17909	SHORT ELLIOTT HENDRI	445662	MUNICIPAL CENTER MAS	1	05/08/2023	15,000.00	.00	15,000.00	05/18/2023
Total 17909:						15,000.00	.00	15,000.00	
17921	DINGES FIRE COMPANY	36496	GAS METER CALIBRATIO	1	01/30/2023	135.00	.00	135.00	05/18/2023
Total 17921:						135.00	.00	135.00	
17924	THAO, KONG	KT042523	MEETING EXPENSE	1	04/25/2023	162.82	.00	162.82	05/18/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17924:						162.82	.00	162.82	
17953	RES GREAT LAKES, LLC	IN36237	CONSERVANCY MANAG	1	05/03/2023	2,402.50	.00	2,402.50	05/18/2023
Total 17953:						2,402.50	.00	2,402.50	
17954	BELCO VEHICLE SOLUTI	8244	OUTFIT F150 - DETECTIV	1	04/28/2023	6,882.90	.00	6,882.90	05/18/2023
Total 17954:						6,882.90	.00	6,882.90	
17955	LL WASH LLC	7	CAR WASH ACCOUNT DE	1	05/02/2023	200.00	.00	200.00	05/18/2023
Total 17955:						200.00	.00	200.00	
17989	LRS HOLDINGS, LLC	0003661909	PORTABLE RESTROOM	1	05/04/2023	776.26	.00	776.26	05/18/2023
Total 17989:						776.26	.00	776.26	
17994	R&T VOGELI EXCAVATIN	2306	MCDANIEL PARK BEACH	1	05/12/2023	1,140.68	.00	1,140.68	05/18/2023
		PAYAPP2	2022 STREET & UTILITY I	1	05/12/2023	1,992.20	.00	1,992.20	05/18/2023
Total 17994:						3,132.88	.00	3,132.88	
18027	CENTRAL LAKE ARMOR	IN-0044236	INTERNAL CARRIER-DEP	1	04/28/2023	105.90	.00	105.90	05/18/2023
Total 18027:						105.90	.00	105.90	
18068	SIMPLE NETWORK CON	29655	MICROSOFT OFFICE SU	1	04/17/2023	1,437.42	.00	1,437.42	05/18/2023
		29657	SERVER DRIVE REPLAC	1	04/18/2023	418.85	.00	418.85	05/18/2023
		29698	MICROSOFT OFFICE SU	1	05/01/2023	1,437.42	.00	1,437.42	05/18/2023
Total 18068:						3,293.69	.00	3,293.69	
18103	VISA	OCB-042623	SCHUENKE	1	04/26/2023	1,239.34	.00	1,239.34	05/11/2023
		OCB-042623	LARSON	2	04/26/2023	906.87	.00	906.87	05/11/2023
		OCB-042623	D WALLACE	3	04/26/2023	280.15	.00	280.15	05/11/2023
		OCB-042623	CHAPIN	4	04/26/2023	700.00	.00	700.00	05/11/2023
		OCB-042623	DENNIS	5	04/26/2023	294.96	.00	294.96	05/11/2023
		OCB-042623	MILLER	6	04/26/2023	971.93	.00	971.93	05/11/2023
		OCB-042623	BREMER	7	04/26/2023	1,448.65	.00	1,448.65	05/11/2023
		OCB-042623	SUETTINGER	8	04/26/2023	718.90	.00	718.90	05/11/2023
		OCB-042623	JOB	9	04/26/2023	98.18	.00	98.18	05/11/2023
		OCB-042623	ANDERSEN	10	04/26/2023	1,792.04	.00	1,792.04	05/11/2023
		OCB-042623	JACOBSEN	11	04/26/2023	70.97	.00	70.97	05/11/2023
		OCB-042623	COX	12	04/26/2023	870.03	.00	870.03	05/11/2023
		OCB-042623	ANDERSON	13	04/26/2023	958.90	.00	958.90	05/11/2023
		OCB-042623	LAWRENCE	14	04/26/2023	112.13	.00	112.13	05/11/2023
		OCB-042623	MARKHAM	15	04/26/2023	186.57	.00	186.57	05/11/2023
		OCB-042623	B WALLACE	16	04/26/2023	151.96	.00	151.96	05/11/2023
		OCB-042623	ZIETSMA	17	04/26/2023	303.41	.00	303.41	05/11/2023
		OCB-042623	IGL	18	04/26/2023	250.00	.00	250.00	05/11/2023
		OCB-042623	ORLOFF	19	04/26/2023	379.90	.00	379.90	05/11/2023
		OCB-042623	JACOBS	20	04/26/2023	968.75	.00	968.75	05/11/2023
Total 18103:						12,703.64	.00	12,703.64	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
18122	HORIZON TREE SERVICE	042923	REMOVE HONEY LOCUS	1	04/29/2023	300.00	.00	300.00	05/18/2023
Total 18122:						300.00	.00	300.00	
18164	REVELATION PR, ADVER	1333	COMMUNICATIONS AND	1	05/01/2023	2,962.50	.00	2,962.50	05/18/2023
Total 18164:						2,962.50	.00	2,962.50	
18171	JACOBS, ROBERT	RJ042023	STRAW FOR SOD REPAI	1	04/20/2023	8.00	.00	8.00	05/18/2023
		RJ042023	STRAW FOR SOD REPAI	2	04/20/2023	8.00	.00	8.00	05/18/2023
		RJ042023	STRAW FOR SOD REPAI	3	04/20/2023	8.00	.00	8.00	05/18/2023
		RJ042023	STRAW FOR SOD REPAI	4	04/20/2023	8.00	.00	8.00	05/18/2023
		RJ042023	STRAW FOR SOD REPAI	5	04/20/2023	8.00	.00	8.00	05/18/2023
Total 18171:						40.00	.00	40.00	
18180	FURST, NATHAN & TARA	043023	CLOSE ESCROW ACCOU	1	04/30/2023	4,587.25	.00	4,587.25	05/18/2023
Total 18180:						4,587.25	.00	4,587.25	
18181	HOO'S WOODS RAPTOR	032823	PROGRAM FEE	1	03/28/2023	425.00	.00	425.00	05/11/2023
Total 18181:						425.00	.00	425.00	
18182	SWOBODA, JOSEPH	JS050423	BOR PER DIEM	1	05/04/2023	80.00	.00	80.00	05/18/2023
Total 18182:						80.00	.00	80.00	
18183	PAGENKOPF, DAVE	DP050823	MAILBOX REPAIR	1	05/08/2023	30.57	.00	30.57	05/18/2023
Total 18183:						30.57	.00	30.57	
18184	GABERT, BRUCE & KRIST	051023	REFUND CREDIT ON FIN	1	05/10/2023	100.37	.00	100.37	05/18/2023
Total 18184:						100.37	.00	100.37	
18185	HELMING, DAVID	051023	REFUND OVERPAYMENT	1	05/10/2023	315.60	.00	315.60	05/18/2023
Total 18185:						315.60	.00	315.60	
18186	ADVANCE AUTO PARTS	1732 521179	PW TOOLS	1	05/11/2023	26.44	.00	26.44	05/18/2023
Total 18186:						26.44	.00	26.44	
18187	NATURESCAPE	379598	NAT SCAPE APP PW	1	05/01/2023	329.45	.00	329.45	05/18/2023
		379598	NAT SCAPE APP PW	2	05/01/2023	89.85	.00	89.85	05/18/2023
		379598	NAT SCAPE APP PW	3	05/01/2023	89.85	.00	89.85	05/18/2023
		379598	NAT SCAPE APP PW	4	05/01/2023	89.85	.00	89.85	05/18/2023
		379601	MC 5 STEP APPLICATIOI	1	05/01/2023	169.95	.00	169.95	05/18/2023
		379601	MC 5 STEP APPLICATIOI	2	05/01/2023	46.35	.00	46.35	05/18/2023
		379601	MC 5 STEP APPLICATIOI	3	05/01/2023	46.35	.00	46.35	05/18/2023
		379601	MC 5 STEP APPLICATIOI	4	05/01/2023	46.35	.00	46.35	05/18/2023
		379608	NAT SCAPE APP GAZEB	1	05/01/2023	839.00	.00	839.00	05/18/2023
Total 18187:						1,747.00	.00	1,747.00	
18188	SIMPLASTICS	109284	MEDICAL EQUIPMENT R	1	05/11/2023	1,207.14	.00	1,207.14	05/18/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 18188:						1,207.14	.00	1,207.14	
Grand Totals:						741,723.86	.00	741,723.86	

Report Criteria:

Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
05/06/2023	PC	05/12/2023		MORRIS, JILL	397	960.04
05/06/2023	PC	05/12/2023		REISE, SCOTT	398	111.90
05/06/2023	CDPT	05/12/2023		FIRE FIGHTERS LOCAL 31	8	167.85
05/06/2023	CDPT	05/12/2023		WPPA TREASURER	6	647.00

PAYROLL RELATED

\$1,886.79

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 23, 2023

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Motion to approve entering into a Memorandum of Understanding with the Wisconsin Elections Committee regarding the 2023 Accessible Voting Equipment Subgrant Reimbursement Program.

PREVIOUS ACTION:

ISSUE SUMMARY:

The 2023 Budget approved \$25,000 in funds to purchase additional voting equipment for splitting polling places in 2024. As part of these budgeted purchases, the Village will need to purchase a new express vote machine. The expressvote machine is an accessible piece of voting equipment that prevents voters from overvoting, provides easier-to-read ballots, supports any language in audio and 12+ in text, and is ADA friendly with jacks for headphones and accessibility devices. More information on the Express can be found by visiting: <https://www.essvote.com/products/expressvote/>

In May of 2023, the Wisconsin Elections Committee released the 2023 Accessible Voting Equipment Subgrant Reimbursement program. The budgeted purchase qualifies for the grant.

FINANCIAL/BUDGET IMPACT:

The Express Vote machine costs \$3,910. The grant would provide a \$750 grant toward the purchase.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. 2023 Accessible Eqpt Subgrant to Muni Communication
2. 2023 Accessible Eqpt Subgrant MOU



Wisconsin Elections Commission

201 West Washington Avenue | Second Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

DATE: May 9, 2023

TO: Wisconsin Municipal Clerks
Wisconsin County Clerks
City of Milwaukee Election Commission
Milwaukee County Elections Commission

FROM: Wisconsin Elections Commission

SUBJECT: 2023 Accessible Voting Equipment Subgrant Reimbursement Program

1. **SUMMARY.** On March 3, 2023, the Wisconsin Elections Commission (WEC) approved the allocation of funds for an accessible voting equipment subgrant program.
2. **BACKGROUND.** Under the Consolidated Appropriations Act of 2023 (Public Law 117-328), the WEC was awarded additional federal funds to “improve the administration of elections for Federal office, including to enhance election technology and make election security improvements.” The WEC will disburse up to \$350,000 of these federal funds through the approved 2023 Accessible Voting Equipment Subgrant Program for Municipalities. Each jurisdiction may receive up to \$750.00 under this subgrant, until allocated funds are depleted.
3. **AUTHORIZED USES.** Subject to grant conditions, jurisdictions may request reimbursement for the purchase of approved accessible voting equipment or associated accessories. Approved equipment includes the following devices:
 - Clear Ballot ClearAccess 2.0.1
 - Dominion Voting - ImageCast Evolution (ICE)
 - Dominion Voting - ImageCast X (ICX) BMD
 - Dominion Voting - ImageCast X (ICX) VVPAT
 - ES&S ExpressVote
 - ES&S ExpressVote Tabulator

Purchases must improve the jurisdiction’s compliance with HAVA accessible voting requirements. Jurisdictions are encouraged to consult with WEC staff in advance to confirm a purchase is eligible for the subgrant.

4. **HOW DO JURISDICTIONS APPLY?** An authorized representative of each jurisdiction must complete and return a 2023 Accessible Voting Equipment Subgrant Memorandum of Understanding (MOU), and copies of receipts or invoices showing the purchase of approved equipment, to the WEC at

Wisconsin Elections Commissioners

Don M. Millis, chair | Marge Bostelmann | Joseph Czarnecki | Ann S. Jacobs | Robert Spindell | Mark L. Thomsen

Administrator
Meagan Wolfe

elections@wi.gov. Municipalities may receive reimbursement for the actual amount spent, or \$750.00, whichever is less. Subgrant requests will be processed in the order received until funds are exhausted or June 30, 2024, whichever occurs first. This subgrant is available to municipalities, or to counties purchasing equipment on behalf of a municipality, but only one award will be granted per municipality.

5. **QUESTIONS?** Call the WEC Help Desk at 608-261-2028 or e-mail elections@wi.gov.



Wisconsin Elections Commission

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(608) 266-8005 | elections@wi.gov | elections.wi.gov

2023 ACCESSIBLE VOTING EQUIPMENT SUBGRANT REIMBURSEMENT PROGRAM

REQUEST FOR FUNDS & MEMORANDUM OF UNDERSTANDING

BETWEEN

THE WISCONSIN ELECTIONS COMMISSION

AND

(NAME OF MUNICIPALITY, COUNTY)

I. PARTIES

The parties to this Memorandum of Understanding (hereinafter referred to as “MOU” or “agreement”) are the Wisconsin Elections Commission (hereinafter referred to as the “WEC” or the “Commission”) and the (City) (Village) (Town) of _____ in _____ County, Wisconsin. The Commission is the state agency providing an election security subgrant of federal funds to the city, village, or township. The City, Village or Town identified above is the entity receiving a local election security subgrant from the Commission and is referred to herein as the “receiving jurisdiction.” By signing and dating this agreement, the participating City, Village, or Town agrees to the terms of this agreement with the Commission.

II. PURPOSE

The purpose of this MOU is to set forth the requirements that cities, villages and towns must meet to be eligible to receive an accessible voting equipment subgrant from the Commission and the requirements for the use of the funds. The subgrant program is funded by the federal HAVA Election Security Grant which was authorized by the U.S. Congress under Section 101 of the Help America Vote Act of 2002 (P.L. 107-252) (HAVA) and provided for in the Consolidated Appropriations Act of 2023 (Public Law 117-328) and issued by the federal Election Assistance Commission. The purpose of the federal grant is to “improve the administration of elections for Federal office, including to enhance election technology and make election security improvements to the systems, equipment and processes used in federal elections” (CFDA Number 90.404; Federal Award Identification Number (FAIN) EAC-ELSEC18WI).

The purpose of the local election security subgrant is to help improve overall election security of federal elections statewide by providing cities, villages, and towns across the State of Wisconsin with federal election security funds to implement baseline and advanced election security measures.

Wisconsin Elections Commissioners

Don M. Millis, chair | Marge Bostelmann | Joseph Czarnecki | Ann S. Jacobs | Robert Spindell | Mark L. Thomsen

Administrator
Meagan Wolfe

III. SUBGRANT PROGRAM REQUIREMENTS

A. Introduction

The Commission’s Election Security Subgrant Reimbursement Program (“subgrant”) is intended to fund jurisdictions who require accessible voting equipment in order to facilitate voting for people with disabilities and ensure compliance with Wis. Stat. § 5.25(4)(a). Each jurisdiction may be reimbursed their actual costs up to \$750.00 under this subgrant.

B. Purchase Accessible Voting Equipment.

The Help America Vote Act of 2002 mandates that accessible voting equipment be available at every polling place so that all individuals can vote independently. HAVA Section 301 specifically requires, “at least one direct recording electronic voting system or other voting system equipped for individuals with disabilities at each polling place.” The voting system shall, “be accessible for individuals with disabilities, including nonvisual accessibility for the blind and visually impaired, in a manner that provides the same opportunity for access and participation (including privacy and independence) as for other voters.”

The following accessible voting systems are currently approved for use in Wisconsin:

Accessible Voting Equipment Vendor/Dealer-Model

Clear Ballot ClearAccess 2.0.1
Dominion Voting - ImageCast Evolution (ICE)
Dominion Voting - ImageCast X (ICX) BMD
Dominion Voting - ImageCast X (ICX) VVPAT
ES&S ExpressVote
ES&S ExpressVote Tabulator

Work with your vendor to ensure purchases are compatible with your existing equipment.

IV. FUNDING

- A. Commission staff will award subgrants based on a documented purchase of approved accessible voting equipment and a signed Memorandum of Understanding (MOU). Jurisdictions may receive reimbursement for the actual amount spent for accessible voting equipment or associated accessories, up to a maximum award of \$750.00. The Commission has authorized \$350,000.00 for the Accessible Voting Equipment Subgrant. MOU requests will be reviewed until allocated funds are expended and the submission term has ended.
- B. **Purchases must improve the jurisdiction’s compliance with HAVA accessible voting requirements.** The grant is not intended to provide for spare or excess equipment. Subgrant funding decisions based on a jurisdiction’s need, including the amount allocated, are at the sole discretion of the Commission staff administering the subgrant program. Jurisdictions are encouraged to consult with WEC staff in advance to confirm a purchase is eligible for the subgrant. A county purchasing equipment on behalf of a municipality may receive a subgrant award, however only one award will be granted per municipality.

- C. Subgrant period: **March 3, 2023 – June 30, 2024**. All costs must be incurred, including goods or services received during this project period. Invoices may contain future contractual or IT services. Bids, proposals, or purchase orders are not adequate for this subgrant.
- D. Documentation: Receipts or invoices for all subgrant expenditures, showing date and amount for all funds expended, must be submitted with the MOU before a subgrant request will be considered.
- E. Reimbursement processing. Subgrant funds will be distributed in a timely manner after the WEC receives the completed and signed MOU from the jurisdiction. Subgrant funds will be disbursed by electronic transfer to a jurisdiction's shared revenues account (if available), or via a physical check sent to a jurisdiction's shared revenues location. For questions related to the processing of subgrant reimbursements, contact the Commission's financial team via the WEC Help Desk at 608-261-2028 or elections.finance@wi.gov.

V. SUBGRANT PROGRAM DEADLINES

To help increase overall election security across the state, the election subgrant program has established the following deadlines:

Subgrant project period: March 3, 2023 – June 30, 2024

MOU (Application) Deadline: June 30, 2024: Jurisdictions must submit a completed MOU and receipts or invoices for approved accessible voting equipment no later than June 30, 2024. Requests will be processed in the order received. Funds will not be disbursed until a completed MOU is submitted and approved. No subgrants will be awarded after funds are exhausted.

VI. COMPLIANCE MONITORING, CERTIFICATION, DOCUMENTATION AND AUDIT

A. Certification.

The receiving jurisdiction shall certify (by completing the MOU) that information provided is true and correct; it has complied with all terms of the subgrant; the election security subgrant funds were used to meet the terms of the subgrant, including to increase the accessibility of federal elections; that all required documentation as requested on the Subgrant Compliance Form has been submitted; and that any falsification of information related to the subgrant could subject the jurisdiction official to civil or criminal penalties.

B. Documentation.

The receiving jurisdiction shall maintain all documentation of purchases made using subgrant funds provided by the Commission for a minimum of eight years from the date of the expenditure or until the WEC authorizes destruction of said records. A standard inventory list of all items purchased using subgrant funds must be created and maintained by the jurisdiction for purposes of any state or federal audit. Such original purchasing documentation and inventory lists shall be retained by the receiving jurisdiction until the WEC authorizes the destruction of said records. Submission of copies of all purchasing documentation is required.

C. Audit.

All subgrant funds received are subject to audit by the Commission and/or the federal government to ensure funds have been spent appropriately and in accordance with all applicable state and federal laws. Pursuant to Wis. Stat. § 5.05(11), if the federal government objects to the use of any funds provided to a county or municipality under the subgrant, the county or municipality shall repay the amount of the subgrant to the Commission.

D. Regulations.

As the receiving jurisdiction, we further certify that we will follow all state and federal laws, including adherence to all applicable federal requirements including Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200) found here: (<https://www.govinfo.gov/app/collection/cfr/2022/>)

VII. SIGNATURES

By signing and dating this agreement the receiving jurisdiction agrees to the terms of this MOU and certifies that the information provided in this MOU is true and correct.

Receiving Jurisdiction

Signature _____
(Authorized Representative of Jurisdiction)

Date: _____

Printed Name _____
(Authorized Representative of Jurisdiction)

Amount Requested: _____

Jurisdiction Name: _____

County: _____

Jurisdiction Clerk Name: _____

Jurisdiction Mailing Address: _____

Jurisdiction Contact Phone Number: _____

Jurisdiction Contact E-mail Address: _____

Submit completed form by June 30, 2024, to:

Wisconsin Elections Commission
201 West Washington Avenue, Second Floor
P.O. Box 7984
Madison, WI 53707-7984

elections@wi.gov
Fax: 608-267-0500



Event Permit Application - Community Organizations

Pursuant to Village Ordinance Chapter 11:

For parade , run/walk , car shows, community event , and special event in which 200 or more attendee are anticipated at one time or that is likely to have a significant impact on neighborhood parking or the free flow of traffic (only pertain to event that are open to the public)

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

Fee Waiver

Upon request, the Village Board may waive the fee for Community Organizations.

Section 36-2(b) of the Village Code defines Community Organization as "an active group or organization that regularly meets within the Village of McFarland, that is tax exempt pursuant to section 501(c)(3) of the Internal Revenue Code, and that provides charitable services, sponsorships or donations within the Village of McFarland community."

By submitting this application, you acknowledge that your group meets the definition of Community Organization and that you are requesting a fee waiver from the Village Board.

If you do not meet this definition, please [e-mail the Village Clerk/Treasurer](#) or contact the Village Clerk/Treasurer at (608) 838-3153 before submitting this application.

Community Organization Confirmation	I acknowledge that my group/organization meets the definition of Community Organization and hereby request a fee waiver from the Village Board.
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Applicant Information

Name of Primary Contact (First, Middle Initial, Last) Ben Petersen

Phone Number	
Address	
Email Address	



Event Permit Application - Community Organization

Agency / Organization Information (If Applicable)

Agency / Organization Name	McFarland Community Band
Phone Number	
Address	
Email Address	

Event Information

Name of Event	Community Band Performance/Concert Concert Band
Type of Event	concert
Location of Event	Arnold Lar on Park
Event Date(s)	Thursday, June 29th and Thursday, August 17th,
Event Time(s)	2pm-8:30pm
Total Number of Anticipated Attendees	250
Total Number of Attendees Anticipated Being at the Event at One Time	250
Setup Start Time	2:00pm
Tear-Down End Time	8:30pm

Event Permit Application - Community Organization

Public or Private Event

Open to the Public

Is any part of the event proposed to take place on a Village street?

No

Will there be outdoor amplified sound?

Yes

Please describe.

a single microphone and speaker

Will the event generate excessive noise or amplified sound after 10 pm? All events generating noise after 10 pm require a variance from the Village Board.

No

Will alcohol be consumed?

No

Will a Village park be used?

Yes

Please identify the park.

Arnold Larson Park

Reservations should be made on our [Park Shelter Reservations page](#).

Will the event involve tents or any other activities that will require digging or turf disturbance?

No

Has this event been previously approved in prior years by the Village?

Yes

When? (Month / Year)

6/2022

Have any of the event details changed from the prior years?

No

Will the event include any mobile food carts?

No

Will the event include any vendors?

No

Event Permit Application - Community Organization

Required Attachments

Detailed Event Schedule

File(s) attached



community band schedule 2023.pdf

Site Plan Requirement - A site plan must be attached that identifies the event layout for the event including stages, tents, equipment, fencing, alcohol sale and carding areas, etc.

File(s) attached:



Event Details & Security Plan

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

Any day between 11 30 12 15pm and 4 7pm

Event Coordinators

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

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

i. **Event Coordinator Name**

Ben Petersen (as well as Joe Hartson, Ryan Petersen, Glenn Nielsen, Quinn Leonard)

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

Arnold Larson Park

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

2pm-8:30pm

Cell Phone Number

[REDACTED]



Event Permit Application - Community Organization

Detail Security Plan Requirements

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

Detailed Emergency Management Expectations and Requirements

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

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

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

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



Event Permit Application - Community Organization

Indemnification Agreement

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

Applicant Signature

File(s) attached:

Two handwritten signatures in black ink. The first signature appears to be "Ben" and the second appears to be "T. Peters".

Date

02/09/2023

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

Certifications

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

Applicant Signature

File(s) attached:

Roger T. Peterson

Date

02/09/2023

March 23, 2023

Re: Event Permit Review – McFarland Community Band Concert

I reviewed the submitted event application by Benjamin Peterson, McFarland Community Band for the McFarland Community Band event on July 13, 2023, and August 17, 2023, located at Arnold Larson Park in the Village.

The application has provided the requirements needed for the review of the Fire & Rescue Department. The event has occurred in the past without major concerns occurring.

It is recommended to approve the permit.

Sincerely,



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

VILLAGE OF McFarland

Police Department

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

Aaron P. Chapin | Chief of Police

DATE: February 22, 2023

TO: McFarland Village Board

FROM: Aaron P. Chapin, Chief of Police

RE: Recommendation of Approval, McFarland Community Band Concert

I have reviewed the Special Event Permit Application submitted for the McFarland Community Band Concert to be held on July 13th and August 17th, 2023 from 2:00 pm to 8:35 pm at Arnold Larson Park. The organizers expect roughly 250 participants.

This event has been successfully held over the past several years in concert with other events and the organizers plan to conduct the event in a similar fashion. I have no concerns with the event and wish the planners a successful event.

Any questions, feel free to contact me.

Thanks,



Aaron P. Chapin – Chief of Police

February 28, 2023

Re: McFarland Community Band
Thursday, July 13th, 2023
Thursday, August 17th, 2023

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

- No driving on the turf. Vehicles need to stay on pavement prior to and after the event for loading and unloading purposes.
- No parking of any vehicle on the park turf, bike paths or sidewalks.
- Turf areas that are saturated are to be avoided. Failure to do so might result in additional charges to repair ruts.
- Please contact the Public Works department, one week prior to the event to work out any logistics and orchestrate any additional needs.

I hope your event is a success.

Best Regards,

Lee J Igl

Lee Igl
Director of Public Works

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 23, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Motion to approve Resolution 2023-09: A Resolution approving the renewal of applications for liquor and fermented malt beverage licenses for 2023-2024.

PREVIOUS ACTION:

ISSUE SUMMARY:

Attached is Resolution 2023-09: a resolution approving the renewal of applications for liquor and fermented malt beverages licenses for the period of July 1, 2023 through June 30, 2024.

Compliance checks have been performed by the Fire & Rescue, Community Development and Police Department, with no issues identified.

FINANCIAL/BUDGET IMPACT:

Revenue of approximately \$12,000

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Chapter 11 - Article II - Village Code of Ordinances regarding alcohol beverage licensing

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. 2023-09 Resolution Approving the Renewal Applications for Liquor and Fermented Malt Beverage Applications

RESOLUTION 2023-09

A RESOLUTION APPROVING THE RENEWAL OF APPLICATIONS FOR LIQUOR AND FERMENTED MALT BEVERAGE LICENSES FOR 2023-2024

WHEREAS, on Tuesday May 23, 2023, the Village Board met to consider the following applications for renewal of Liquor and Fermented Malt Beverage licenses for 2023-2024.

Class "A"/"Class A" (Combination Class A)

LEGAL NAME	D/B/A	ADDRESS	AGENT
Kwik Trip Inc.	Kwik Trip #766	4701 Farwell St	Michael Linton
Mangat Enterprises LLC	Terminal Citgo	4004 Terminal Dr	Gurmail Mangat
Monumental Enterprises Inc	McFarland Liquor	4716 Farwell St	Samuel Fassbender
Ultra Mart Foods LLC	Pick 'N Save #394	5709 US HWY 51	Matthew Brown
Walgreen Co	Walgreens #10554	4605 Larson Beach Rd	Jessica Wendling
JBT Ventures Inc	HWY 51 Liquor and Bait	5716 Hwy 51	Brian Shorey

Class "B"/"Class B" (Combination Class B)

LEGAL NAME	D/B/A	ADDRESS	AGENT
McFarland House Café Inc	McFarland House Café	5923 Exchange St	Shaun O'Hearn
Byrne's McFarland Tavern LLC	Byrne's McFarland Tavern	5915 Exchange St	Ashley Byrne
Green Lantern Restaurant Inc.	Green Lantern Restaurant	4412 Siggelkow Rd	Joy Wheeler
SWN Inc	Maple Tree Restaurant	6010 US HWY 51	Justin Couey
Parkside Pub LTD	Parkside Pub	5016 Erling Ave	Joshua Lavik
Spartan Bowl Inc	Spartan Bowl	4711 Farwell St	Robert Bloxham
Spartan Pizza LLC	Spartan Pizza	5813 Main St	Shena Scott
5100 Bar LLC	5100	5100 Erling Ave	Steve Racek
ARUBA0204	Angelo's McFarland	4706 Farwell St	Susan Hubanks
Palenque Mexican Restaurant LLC	Palenque Mexican Restaurant	5906 US HWY 51	Andres Castellano

Class "B"

LEGAL NAME	D/B/A	ADDRESS	AGENT
Hope Rod & Gun Club	Hope Rod & Gun Club	3435 Siggelkow Rd	John Basco

WHEREAS, all of the establishments have had the necessary reviews, background investigations of applicants, and inspections of premises as required by Municipal Code and State Statutes; and

WHEREAS, after review and consideration, it is recommended that the Village approve the Alcohol Beverage renewals; and

WHEREAS, all establishments are current on all fees, taxes, and/or invoices.

NOW THEREFORE, BE IT RESOLVED, that the Village Board of the Village of McFarland, Dane County, Wisconsin, hereby approves the renewal of applications for liquor and fermented malt beverage licenses for the period of July 1, 2023 through June 30, 2024 for all premise descriptions previously approved.

Approved:

Carolyn A. Clow, Village President

Attest: _____
Cassandra Suettinger, Clerk/Treasurer

RESOLUTION 2023-09	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brandt –	Fessler –
Brassington –	Jerke –
Clow –	Wreh –
Flaherty -	
VOTING RESULTS	
Motion Carried:	
Motion Defeated:	

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 23, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Motion to approve a "Class A(Cider Only)" and Class "A" alcohol license for Ameer Investment Inc; D/B/A WI0100 Larson Beach, located at 4800 Larson Beach Road, with Bayarmaa Wey acting as agent for the period ending June 30, 2023 as recommended by the Public Safety Committee.

PREVIOUS ACTION:

ISSUE SUMMARY:

IYS Ventures LLC has notified the Village they will be changing the name of their corporation. This requires a new license for the store located at 4800 Larson Beach Road.

FINANCIAL/BUDGET IMPACT:

Additional Permitting Revenues

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

[Chapter 11 - Article 11 - II Alcohol Beverages](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Public Safety Committee unanimously recommended approval.

Motion to recommend approval to the Village Board on a "Class A(Cider Only)" and Class "A" alcohol license for Ameer Investment Inc; D/B/A WI0100 Larson Beach, located at 4800 Larson Beach Road, with Bayarmaa Wey acting as agent for the period ending June 30, 2023.

ATTACHMENTS:

1. WI0100 Larson Beach

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: _____ ending: 06/30/2023
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of } MCFARLAND
☒ Village of }
☐ City of }

County of DANE Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☐ Limited Liability Company
☐ Partnership ☒ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number [REDACTED]	
FEIN Number [REDACTED]	
TYPE OF LICENSE REQUESTED	FEE
☒ Class A beer	\$
☐ Class B beer	\$
☐ Class C wine	\$
☐ Class A liquor	\$
☒ Class A liquor (cider only)	\$ N/A
☐ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

AMEER INVESTMENT INC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name <u>RIZEK</u>	(First) <u>MUNADEL</u>	(Middle Name) <u>SUBHI</u>	Home Address (Street, City or Post Office, & Zip Code) [REDACTED]
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name <u>WEY</u>	(First) <u>BAYARMAA</u>	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code) [REDACTED]
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name WI0100 LARSON BEACH Business Phone Number 608-838-4222

2. Address of Premises 4800 LARSON BEACH RD Post Office & Zip Code MCFARLAND WI 53558

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

SINGLE STORE RETAIL CONVENIENCE STORE

4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No

(b) If yes, under what name was license issued? IYS VENTURES LLC

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ☐ Yes ☒ No
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 12/07/22 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** ☒ Yes ☐ No
SEE ATTACHED LIST
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) MUNADEL S RIZEK	Title/Member PRESIDENT	Date 02-15-2023
Signature 	Phone Number [REDACTED]	Email Address [REDACTED]

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

AMEER INVESTMENT INC - WISCONSIN LOCATIONS				
LIQUOR LICENSE APPLICATIONS IN PROGRESS				
STORE #	ADDRESS	CITY		ZIP
Imart WI0003	237 Keller Ave S	Amery	WI	54001
Imart WI0005	1040 Bergslien St.	Baldwin	WI	54002
Imart WI0010	311 Belknap St	Superior	WI	54880
Imart WI0054	1 Hewett St	Neillsville	WI	54456
Imart WI0057	706 N 4th St	Tomahawk	WI	54487
Imart WI0063	406 Belknap st	Superior	WI	54880
Imart WI0075	314 E Badger St	Waupaca	WI	54981
Imart WI104	5551 Eastpark Blvd	Madison	WI	53718
Imart WI102	4701 Burma Rd.	McFarland	WI	53558
Imart WI100	4800 Larson Beach Rd.	McFarland	WI	53558
Imart WI106	109 N. Main St.	Deerfield	WI	53531
Imart WI116	206 W Madison St.	Lake Mills	WI	53551
Imart WI108	303 S. Main St.	Fort Atkinson	WI	53538
Imart WI114	819 N. Main St. (Tyranena)	Lake Mills	WI	53551
Imart WI112	300 W. Madison St.	Waterloo	WI	53594
Imart WI110	880 Linmar Ln.	Johnson Creek	WI	53038

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 23, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Motion to approve a "Class A" and Class "A" alcohol license for
Ameer Investment Inc; D/B/A WI0102 Burma, located at 4701 Burma
Road, with Tammy Downing acting as agent, for the period ending
June 30, 2023 as recommended by the Public Safety Committee.

PREVIOUS ACTION:

ISSUE SUMMARY:

IYS Ventures LLC has notified the Village they will be changing the name of their corporation.
This requires a new license for the store located at 4701 Burma Road.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

[Chapter 11 - Article 11 - II Alcohol Beverages](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

Motion to recommend approval to the Village Board of a "Class A" and Class "A" alcohol
license for Ameer Investment Inc; D/B/A WI0102 Burma, located at 4701 Burma Road, with
Tammy Downing acting as agent, for the period ending June 30, 2023.

ATTACHMENTS:

1. WI01012 Burma

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: _____ ending: 06/30/2023
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of } MCFARLAND
☒ Village of }
☐ City of }

County of DANE Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☐ Limited Liability Company
☐ Partnership ☒ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number [REDACTED]	
FEIN Number [REDACTED]	
TYPE OF LICENSE REQUESTED	FEE
☒ Class A beer	\$
☐ Class B beer	\$
☐ Class C wine	\$
☒ Class A liquor	\$
☐ Class A liquor (cider only)	\$ N/A
☐ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

AMEER INVESTMENT INC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>RIZEK</u>	<u>MUNADEL</u>	<u>SUBHI</u>	[REDACTED]
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>DOWNING</u>	<u>TAMMY</u>	<u>L</u>	[REDACTED]
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name WI0102 BURMA Business Phone Number 608-838-4222
2. Address of Premises 4701 BURMA RD Post Office & Zip Code MCFARLAND WI 53558

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

SINGLE STORE RETAIL CONVENIENCE STORE

4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No

(b) If yes, under what name was license issued? IYS VENTURES LLC

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ☐ Yes ☒ No
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 12/07/22 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☒ Yes ☐ No
If yes, explain.
SEE ATTACHED LIST
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) MUNADEL S RIZEK	Title/Member PRESIDENT	Date 02-15-2023
Signature 	Phone Number 	Email Address 

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

AMEER INVESTMENT INC - WISCONSIN LOCATIONS				
LIQUOR LICENSE APPLICATIONS IN PROGRESS				
STORE #	ADDRESS	CITY		ZIP
Imart WI0003	237 Keller Ave S	Amery	WI	54001
Imart WI0005	1040 Bergslien St.	Baldwin	WI	54002
Imart WI0010	311 Belknap St	Superior	WI	54880
Imart WI0054	1 Hewett St	Neillsville	WI	54456
Imart WI0057	706 N 4th St	Tomahawk	WI	54487
Imart WI0063	406 Belknap st	Superior	WI	54880
Imart WI0075	314 E Badger St	Waupaca	WI	54981
Imart WI104	5551 Eastpark Blvd	Madison	WI	53718
Imart WI102	4701 Burma Rd.	McFarland	WI	53558
Imart WI100	4800 Larson Beach Rd.	McFarland	WI	53558
Imart WI106	109 N. Main St.	Deerfield	WI	53531
Imart WI116	206 W Madison St.	Lake Mills	WI	53551
Imart WI108	303 S. Main St.	Fort Atkinson	WI	53538
Imart WI114	819 N. Main St. (Tyranena)	Lake Mills	WI	53551
Imart WI112	300 W. Madison St.	Waterloo	WI	53594
Imart WI110	880 Linmar Ln.	Johnson Creek	WI	53038

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, May 23, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action regarding the acceptance of the 2022 Municipal Financial Statements and Audit Results as presented by Baker Tilly Virchow Krause.

PREVIOUS ACTION:

The Public Utilities Committee will review and receive a presentation on the 2022 Utilities audit on May 22, 2023.

ISSUE SUMMARY:

Included within your packet are the financial statements and audit for the year ended December 31, 2022. These are done collectively to address the financial condition of the Village for everything but for the utilities which is addressed within its own report. The auditor will be present to go over this information and address the questions the group may have. This is a third party analysis and we rely on the Auditor to provide their financial review independently, meaning that they have conducted their review and this is what they have found within the enclosed reports.

FINANCIAL/BUDGET IMPACT:

The General Fund came pretty close to breaking even for 2022. The financials show a surplus of approximately \$48,000. This surplus increases the General fund undesignated balance to 2,355,907. This brings the balance to 22.5% of the 2022 expenditures and is compliant with the Village's policy of retaining at least 20% of the subsequent years' operating expenses.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action to be taken as follows:

Motion to accept the 2022 Municipal Financial Statements and Audit Results as presented by Baker Tilly Virchow Krause.



ATTACHMENTS:

1. FS Highlight - V McFarland 2022 audit
2. Village of McFarland AUD 12-31-2022 Audit Results FINAL
3. Village of McFarland AUD 12-31-2022 FS FINAL

Village of McFarland

Financial highlights

December 31, 2022

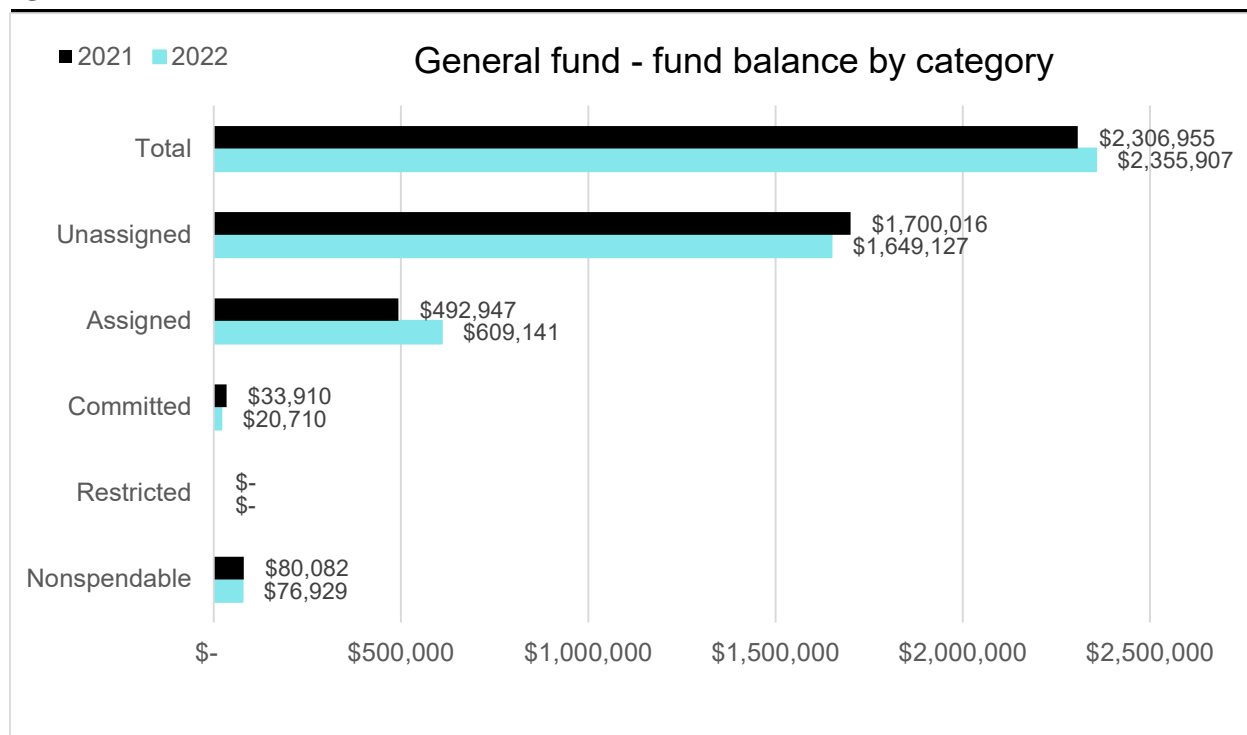
Client service team

Andrea Jansen, CPA, CFE, Partner
Casandra Chase, CPA, Manager

Jodi Dobson, CPA, Partner
Sarah Slaughter, CPA, Senior Manager

Village of McFarland

General fund results



Summarized income statement

	Actual	Final budget	Variance
Revenues and other financing sources	\$ 6,910,317	\$ 6,902,750	\$ 7,567
Expenditures and other financing uses	6,861,365	6,902,750	41,385
Net change in fund balance	<u>\$ 48,952</u>	<u>\$ -</u>	<u>\$ 48,952</u>

Fund balance category definitions

Nonspendable - amounts cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained in tact.

Restricted - amounts that can be spent only for the specific purposes stipulated by an external source.

Committed - amounts constrained for specific purposes that are internally imposed through formal action of the governing body.

Assigned - spendable amounts that are intended to be used for specific purposes that are not considered restricted or committed.

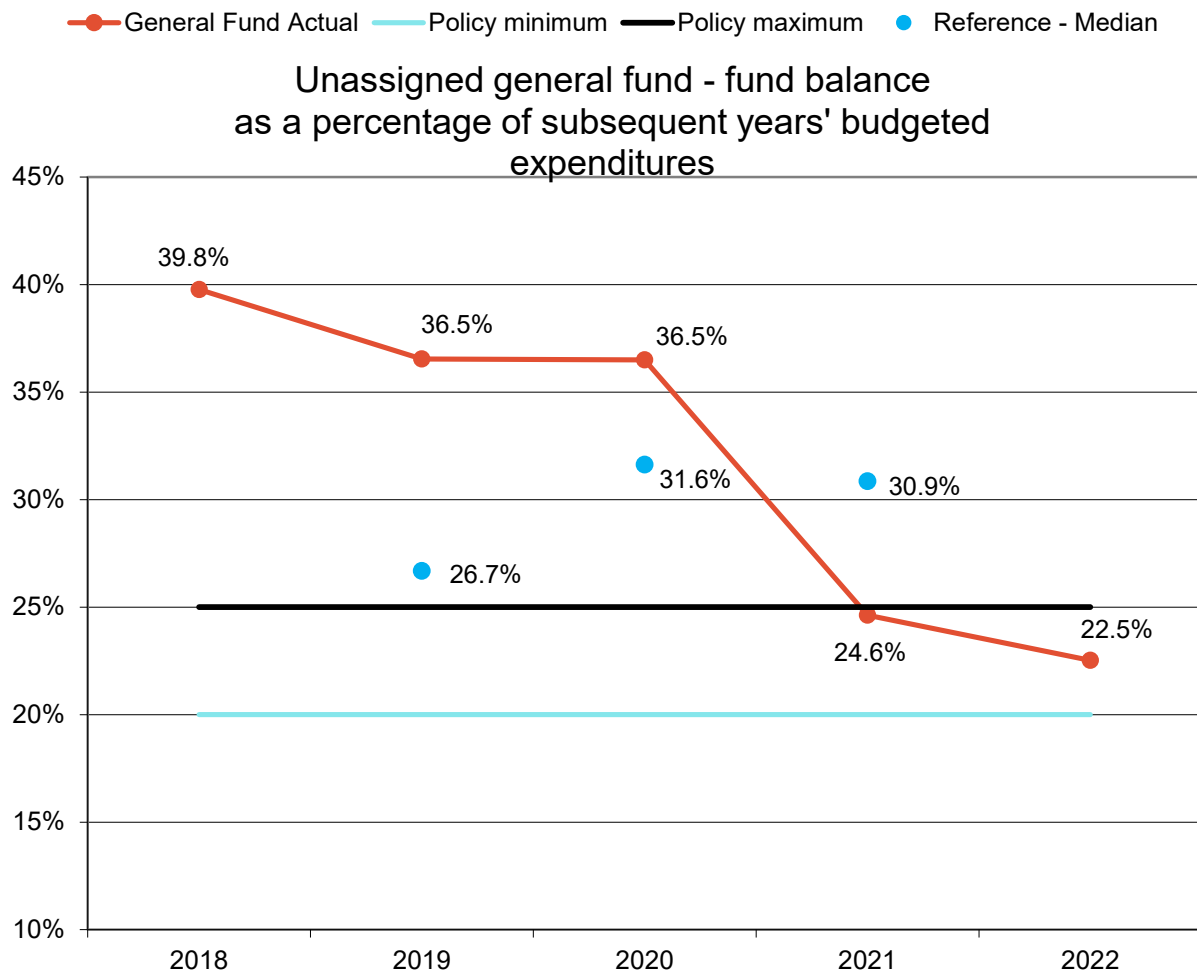
Unassigned - residual amounts that have not been classified within other categories above.

Village of McFarland

General fund - fund balance trends

Fund balance policy:

The village has a formal minimum fund balance policy. The policy is to maintain unassigned fund balance of 20% of the subsequent years budgeted general fund expenditures, with a target maximum of 25%. The balance at 12/31/22 was \$1,649,127 or 23.9%.



Other reference values

GFOA recommends a minimum of no less than 2 months (16.7%) of general fund expenditures.

Median reference value generated from 2018 - 2021 Baker Tilly municipal client data for population range of under 10,000. Note: references show unassigned fund balance as a percent of actual expenditures.

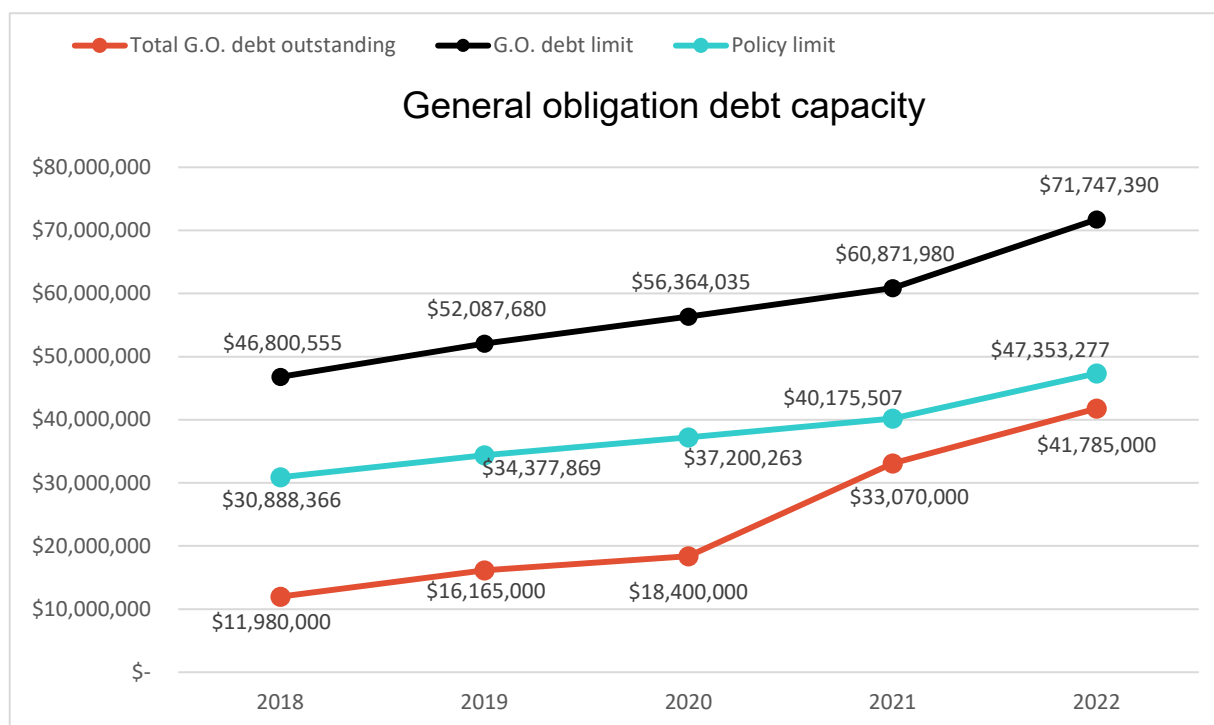
Village of McFarland

General obligation debt

Debt management policy:

The Village intends to keep total outstanding general obligations debt within 3.33% of the Village's total equalized value. Additionally, the total annual debt service expense for GO debt (exclusive of that funded by proprietary operations) should not exceed 25% of the Village's total operating expense less capital outlay.

Actual percentage of debt limit at 12/31/22: **2.91%**



Total debt outstanding by type at 12/31/2022

	General obligation	Revenue debt	Financed purchases	Total
City	\$ 35,867,000	\$ -	\$ 59,926	\$ 35,926,926
Utility	2,885,000	3,650,000	59,925	6,594,925
TIF-related	3,033,000	-	-	3,033,000
Total	\$ 41,785,000	\$ 3,650,000	\$ 119,851	\$ 45,554,851

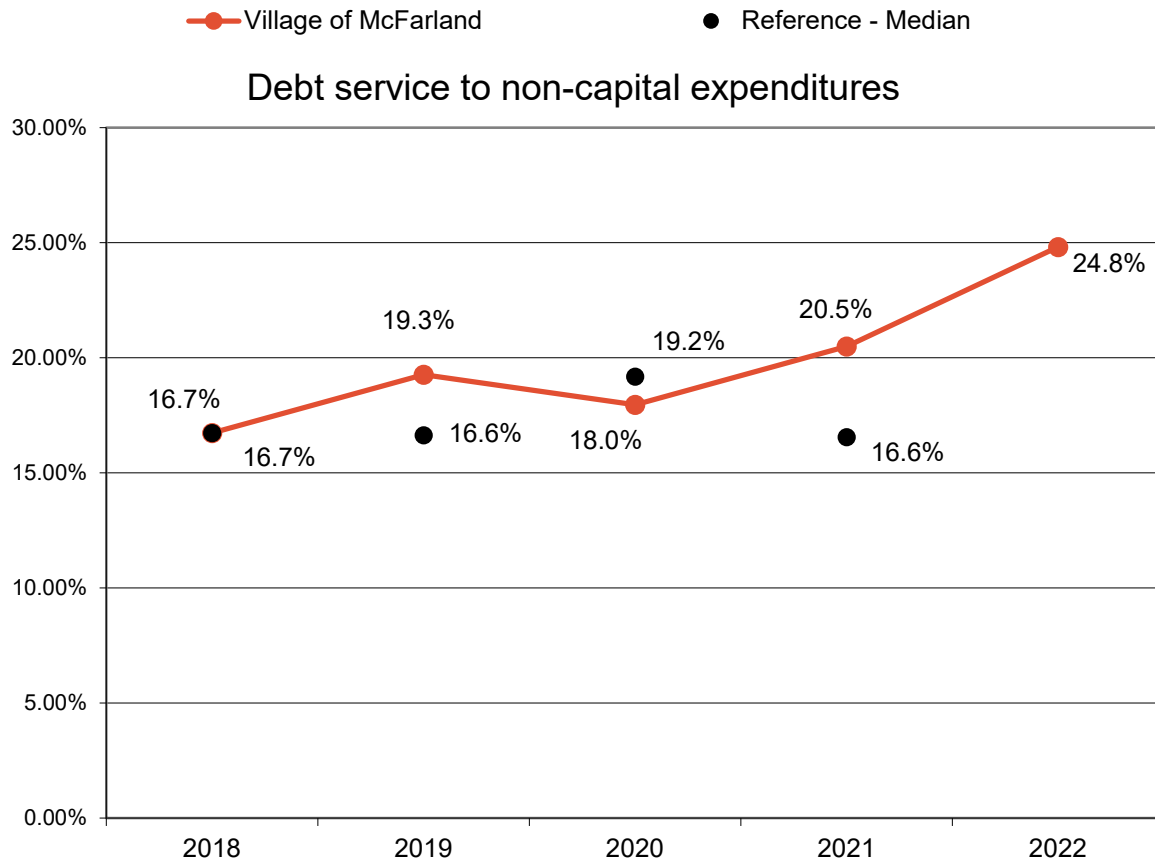
Comparative metrics available online through the Wisconsin Policy Forum.

<https://wispolicyforum.org/research/municipal-datatool-examining-and-comparing-wisconsin-cities-and-villages/>

Select "Debt" -- options for custom comparisons or comparisons by county

Village of McFarland

Governmental funds - debt service



Current and prior year data

	<u>2022</u>	<u>2021</u>
Principal	\$ 2,175,903	\$ 1,820,000
Interest	1,016,961	384,802
Total	<u>\$ 3,192,864</u>	<u>\$ 2,204,802</u>
Non-capital expenditures	<u>\$ 12,866,402</u>	<u>\$ 10,757,726</u>

Other reference values

Median reference value generated from 2018 - 2021 Baker Tilly municipal client data for population range of under 10,000.

Reporting and insights from 2022 audit:

Village of McFarland

December 31, 2022

Executive summary

May 17, 2023

Village Board
Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558

We have completed our audit of the financial statements of the Village of McFarland (the Village) for the year ended December 31, 2022, and have issued our report thereon dated May 17, 2023. This letter presents communications required by our professional standards.

Your audit should provide you with confidence in your financial statements. The audit was performed based on information obtained from meetings with management, data from your systems, knowledge of your Village's operating environment and our risk assessment procedures. We strive to provide you clear, concise communication throughout the audit process and of the final results of our audit.

Additionally, we have included information on key risk areas the Village of McFarland should be aware of in your strategic planning. We are available to discuss these risks as they relate to your organization's financial stability and future planning.

If you have questions at any point, please connect with us:

- Andrea Jansen, Partner: andrea.jansen@bakertilly.com or +1 (608) 240 2338
- Casandra C. Chase, Manager: casandra.chase@bakertilly.com or +1 (608) 751 3984

Sincerely,

Baker Tilly US, LLP

A handwritten signature in dark ink, appearing to read 'A. Jansen', followed by a horizontal line.

Andrea Jansen, CPA, CFE, Partner

Responsibilities

Our responsibilities

As your independent auditor, our responsibilities include:

- Planning and performing the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. Reasonable assurance is a high level of assurance.
- Assessing the risks of material misstatement of the financial statements, whether due to fraud or error. Included in that assessment is a consideration of the Village's internal control over financial reporting.
- Performing appropriate procedures based upon our risk assessment.
- Evaluating the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management.
- Forming and expressing an opinion based on our audit about whether the financial statements prepared by management, with the oversight of those charged with governance:
 - Are free from material misstatement
 - Present fairly, in all material respects and in accordance with accounting principles generally accepted in the United States of America
- Our audit does not relieve management or those charged with governance of their responsibilities.

We are also required to communicate significant matters related to our audit that are relevant to the responsibilities of those charged with governance, including:

- Internal control matters
- Qualitative aspects of Village's accounting practice including policies, accounting estimates and financial statement disclosures
- Significant unusual transactions
- Significant difficulties encountered
- Disagreements with management
- Circumstances that affect the form and content of the auditors' report
- Audit consultations outside the engagement team
- Corrected and uncorrected misstatements
- Other audit findings or issues

Audit status

Significant changes to the audit plan

There were no significant changes made to either our planned audit strategy or to the significant risks and other areas of emphasis identified during the performance of our risk assessment procedures.

Audit approach and results

Planned scope and timing

Audit focus

Based on our understanding of the Village and environment in which you operate, we focused our audit on the following key areas:

- Key transaction cycles
- Areas with significant estimates
- Implementation of new accounting standards
- Areas of complexity including Tax Incremental Districts

Our areas of audit focus were informed by, among other things, our assessment of materiality. Materiality in the context of our audit was determined based on specific qualitative and quantitative factors combined with our expectations about the Village's current year results.

Key areas of focus and significant findings

Significant risks of material misstatement

A significant risk is an identified and assessed risk of material misstatement that, in the auditor's professional judgment, requires special audit consideration. Within our audit, we focused on the following areas below.

Significant risk areas	Testing approach	Conclusion
Management override of controls	Incorporate unpredictability into audit procedures, emphasize professional skepticism and utilize audit team with industry expertise	Procedures identified provided sufficient evidence for our audit opinion
Improper revenue recognition due to fraud	Confirmation or validation of certain revenues supplemented with detailed predictive analytics based on non-financial data and substantive testing of related receivables	Procedures identified provided sufficient evidence for our audit opinion

Other areas of emphasis

We also focused on other areas that did not meet the definition of a significant risk, but were determined to require specific awareness and a unique audit response.

Other areas of emphasis		
Cash and investments	Revenues and receivables	General disbursements
Payroll	Pension liabilities (assets)	Long-term debt
Capital assets including infrastructure	Net position calculations	Financial reporting and required disclosures

Internal control matters

We considered the Village's internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing an opinion on the financial statements. We are not expressing an opinion on the effectiveness of the Village's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis.

A material weakness is a deficiency or combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We identified the following deficiencies as material weaknesses:

- **Missing key controls**

There are certain controls that are not currently in place related to significant transaction cycles. As a result, there is a risk that erroneous or unauthorized transactions or misstatements could occur without the knowledge of management or the governing body. Our recommendations for strengthening controls are listed below.

- Controls over accounts payable/disbursements

- There should be a process to review, record, and approve retainages and encumbrances at year end.

- **Financial statement close process**

Properly designed systems of internal control provide your organization with the ability to process and record accurate monthly and year-end transactions and annual financial reports.

Our audit includes a review and evaluation of the internal controls relating to financial reporting. Common attributes of a properly designed system of internal control for financial reporting are as follows:

- There is adequate staffing to prepare financial reports throughout the year and at year-end.
 - Material misstatements are identified and corrected during the normal course of duties.
 - Complete and accurate financial statements, including footnotes, are prepared.
 - Financial reports are independently reviewed for completeness and accuracy.

Our evaluation of the internal controls over financial reporting has identified control deficiencies that are considered to be a material weakness surrounding the preparation of financial statements and footnotes, adjusting journal entries identified by the auditors and an independent review of financial reports.

Management has not prepared financial statements that are in conformity with generally accepted accounting principles. In addition, material misstatements in the general ledger were identified during the financial audit.

This level of internal control over financial reporting can be a difficult task for governments that operate with only enough staff to process monthly transactions and reports and often rely on their auditors to prepare certain year-end audit entries and financial statements. This point is common for municipalities of a similar size.

Required communications

Qualitative aspect of accounting practices

- **Accounting policies:** Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we have advised management about the appropriateness of accounting policies and their application. The significant accounting policies used by Village are described in Note 1 to the financial statements. As described in Note 1, the Village changed accounting policies related to lease accounting by adopting GASB Statement No. 87 in 2022. We noted no transactions entered into by the Village during the year for which accounting policies are controversial or for which there is a lack of authoritative guidance or consensus or diversity in practice.
- **Accounting estimates:** Accounting estimates, including fair value estimates, are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements, the degree of subjectivity involved in their development and because of the possibility that future events affecting them may differ significantly from those expected. The following estimates are of most significance to the financial statements:

Estimate	Management's process to determine	Baker Tilly's conclusions regarding reasonableness
Net pension liability (asset) and related deferrals	Evaluation of information provided by the Wisconsin Retirement System	Reasonable in relation to the financial statements as a whole
Depreciation	Evaluate estimated useful life of the asset and original acquisition value	Reasonable in relation to the financial statements as a whole

There have been no significant changes made by management to either the processes used to develop the particularly sensitive accounting estimates, or to the significant assumptions used to develop the estimates, noted above.

- **Financial statement disclosures:** The disclosures in the financial statements are neutral, consistent and clear.

Significant unusual transactions

There have been no significant transactions that are outside the normal course of business for the Village or that otherwise appear to be unusual due to their timing, size or nature.

Significant difficulties encountered during the audit

We encountered no significant difficulties in dealing with management and completing our audit.

Disagreements with management

Professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Audit report

There have been no departures from the auditors' standard report.

Audit consultations outside the engagement team

We encountered no difficult or contentious matters for which we consulted outside of the engagement team.

Uncorrected misstatements and corrected misstatements

Professional standards require us to accumulate misstatements identified during the audit, other than those that are clearly trivial, and to communicate accumulated misstatements to management. An uncorrected misstatement exists related to accrued liabilities. As a result, general fund liabilities are overstated and fund balance is understated by \$50,257. This net effect on fund balance was caused by prior year's expenditures being understated by \$49,706 and 2022 expenditures being overstated by \$99,963. The schedule within the attachments summarizes the material corrected misstatements that, in our judgment, may not have been detected except through our auditing procedures. The internal control matters section of this report describes the effects on the financial reporting process indicated by the uncorrected misstatements and corrected misstatements, other than those that we consider to be of a lesser magnitude than significant deficiencies and material weaknesses.

Management has determined that the effects of the uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. The uncorrected misstatements or the matters underlying them could potentially cause future period financial statements to be materially misstated, even though, in our judgment, such uncorrected misstatements are immaterial to the basic financial statements under audit.

Other audit findings or issues

We encountered no other audit findings or issues that require communication at this time.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Village's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other information in documents containing audited basic financial statements

Official statements (or other equivalent document which we may not read unless engaged separately)

The Village's audited financial statements are "general purpose" financial statements. General purpose financial statements consist of the basic financial statements that can be used by a broad group of people for a broad range of activities. Once we have issued our audit report, we have no further obligation to update our report for events occurring subsequent to the date of our report. The Village can use the audited financial statements in other client prepare documents, such as official statements related to the issuance of debt, without our acknowledgement. Unless we have been engaged to perform services in connection with any subsequent transaction requiring the inclusion of our audit report, as well as to issue an auditor's acknowledgment letter, we have neither read the document nor performed subsequent event procedures in order to determine whether or not our report remains appropriate.

Management's consultations with other accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing or accounting matters.

Written communications between management and Baker Tilly

The attachments include copies of other material written communications, including a copy of the management representation letter.

Compliance with laws and regulations

We did not identify any non-compliance with laws and regulations during our audit.

Fraud

We did not identify any known or suspected fraud during our audit.

Going concern

Pursuant to professional standards, we are required to communicate to you, when applicable, certain matters relating to our evaluation of the Village's ability to continue as a going concern for a reasonable period of time but no less than 12 months from the date of the financial statements, including the effects on the financial statements and the adequacy of the related disclosures, and the effects on the auditor's report. No such matters or conditions have come to our attention during our engagement.

Independence

We are not aware of any relationships between Baker Tilly and the Village that, in our professional judgment, may reasonably be thought to bear on our independence.

Related parties

We did not have any significant findings or issues arise during the audit in connection with the Village's related parties.

Other matters

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information which accompanies the financial statements but is not RSI. With respect to the supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America or the modified cash basis of accounting, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Nonattest services

The following nonattest services were provided by Baker Tilly:

- Financial statement preparation
- Proposing general adjusting or correcting journal entries
- Civic Systems software
- Park impact fee needs assessment
- Compilation services (TIF / State Report / PSC Report)

In addition, we prepared GASB No. 34 conversion entries which are summarized in the "Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position" and the "Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities" in the financial statements.

None of these nonattest services constitute an audit under generally accepted auditing standards, including *Government Auditing Standards*.

Resources for Those Charged with Governance

Visit our resource page for regulatory updates, trending challenges and opportunities in your industry and other timely updates.

Visit the resource page at <https://www.bakertilly.com/insights/audit-committee-resource-page>.

Management representation letter



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

May 17, 2023

Baker Tilly US, LLP

4807 Innovate Ln
P.O. Box 7398
Madison, Wisconsin 53707-7398

Dear Baker Tilly US, LLP:

We are providing this letter in connection with your audit of the financial statements of the Village of McFarland as of December 31, 2022 and for the year then ended and for the Water, Sewer and Storm Water Utilities as of December 31, 2022 and 2021 and for the years then ended for the purpose of expressing opinions as to whether the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of McFarland and the respective changes in financial position and cash flows, where applicable, in conformity with accounting principles generally accepted in the United States of America (GAAP). We confirm that we are responsible for the fair presentation of the previously mentioned financial statements in conformity with accounting principles generally accepted in the United States of America. We are also responsible for adopting sound accounting policies, establishing and maintaining internal control over financial reporting, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated January 5, 2021.
- 2) The financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America. We have engaged you to advise us in fulfilling that responsibility. The financial statements include all properly classified funds of the primary government required by accounting principles generally accepted in the United States of America to be included in the financial reporting entity.

- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, if any, are reasonable.
- 6) All events subsequent to the date of the financial statements and for which accounting principles generally accepted in the United States of America require adjustment or disclosure have been adjusted or disclosed. No other events, including instances of noncompliance, have occurred subsequent to the financial statement date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements.
- 7) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 8) We believe the effects of the uncorrected financial statement misstatements listed here are immaterial, both individually and in the aggregate, to the basic financial statements as a whole. An uncorrected misstatement exists related to accrued liabilities. As a result, general fund liabilities and expenditures are overstated by \$50,257 and \$99,963, respectively, and fund balance is understated by \$50,257. In addition, you have recommended adjusting journal entries, and we are in agreement with those adjustments.
- 9) There are no known or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements. There are no unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with accounting principles generally accepted in the United States of America.
- 10) Guarantees, whether written or oral, under which the Village is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 11) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as financial records and related data, documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of Village board, finance committee and utility comments or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) We have disclosed to you results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

- 13) We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
- 14) We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others.
- 15) We have no knowledge of known instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 16) There are no related parties or related party relationships and transactions, including side agreements, of which we are aware.

Other

- 17) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 18) We have a process to track the status of audit findings and recommendations.
- 19) We have identified to you any previous financial audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 20) The Village has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources or fund balance or net position.
- 21) We are responsible for compliance with federal, state, and local laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits, debt contracts, and IRS arbitrage regulations; and we have identified and disclosed to you all federal, state, and local laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
- 22) There are no:
 - a) Violations or possible violations of budget ordinances, federal, state, and local laws or regulations (including those pertaining to adopting, approving and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, or for reporting on noncompliance, except those already disclosed in the financial statement, if any.
 - b) Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by accounting principles generally accepted in the United States of America.
 - c) Nonspendable, restricted, committed, or assigned fund balances that were not properly authorized and approved.

- d) Rates being charged to customers other than the rates as authorized by the applicable authoritative body.
 - e) Violations of restrictions placed on revenues as a result of bond resolution covenants such as revenue distribution or debt service funding.
- 23) In regards to the nonattest services performed by you listed below, we acknowledge our responsibility related to these nonattest services and have 1) accepted all management responsibility; 2) designated an individual with suitable skill, knowledge, or experience to oversee the services; 3) evaluated the adequacy and results of the services performed, and 4) accepted responsibility for the results of the services.
- a) Financial statement preparation
 - b) Adjusting journal entries
 - c) Compiled TIF financial statements
 - d) Compiled regulatory reports
 - e) Civic Systems software
 - f) Park impact fee needs assessment

None of these nonattest services constitute an audit under generally accepted auditing standards, including *Government Auditing Standards*.

- 24) The Village of McFarland has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 25) The Village of McFarland has complied with all aspects of contractual agreements that would have a material effect on the financial statement in the event of noncompliance.
- 26) There are no component units that should be reported in the financial statements, as well as no joint ventures with an equity interest, or other joint ventures or other related organizations that should be reported in the financial statements.
- 27) The financial statements include all fiduciary activities required by GASB No. 84.
- 28) The financial statements properly classify all funds and activities.
- 29) All funds that meet the quantitative criteria in GASB Statement No. 34 and No. 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 30) Components of net position (net investment in capital assets; restricted; and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned and unassigned) are properly classified and, if applicable, approved.
- 31) The Village of McFarland has no derivative financial instruments such as contracts that could be assigned to someone else or net settled, interest rate swaps, collars or caps.

- 32) Provisions for uncollectible receivables, if any, have been properly identified and recorded.
- 33) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 34) Revenues are appropriately classified in the statement of activities within program revenues and general revenues.
- 35) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 36) Deposits and investments are properly classified, valued, and disclosed (including risk disclosures, collateralization agreements, valuation methods, and key inputs, as applicable).
- 37) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated/amortized. Any known impairments have been recorded and disclosed.
- 38) Tax-exempt bonds issued have retained their tax-exempt status.
- 39) We have appropriately disclosed the Village of McFarland's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available and have determined that net position were properly recognized under the policy. We have also disclosed our policy regarding which resources (that is, restricted, committed, assigned or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available.
- 40) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 41) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 42) With respect to the supplementary information, (SI):
 - a) We acknowledge our responsibility for presenting the SI in accordance with accounting principles generally accepted in the United States of America, and we believe the SI, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the SI have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
 - b) If the SI is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.
- 43) We assume responsibility for, and agree with, the information provided by the Wisconsin Retirement System as audited by the Legislative Audit Bureau relating to the net pension asset/liability and related deferred outflows and deferred inflows and have adequately considered the reasonableness of the amounts and disclosures used in the financial statements and underlying accounting records. We also assume responsibility for the census data that has been reported to the plan.

- 44) We have evaluated and considered all potential tax abatements and believe all material tax abatements have been properly reported and disclosed.
- 45) We have implemented GASB Statement No. 87, *Leases*, and believe that all required disclosures and accounting considerations have been identified and properly classified in the financial statements in compliance with the Standard.
- 46) We have identified any leases or other contracts that are required to be reported as leases and are in agreement with the key assumptions used in the measurement of any lease related assets, liabilities or deferred inflows of resources.
- 47) The auditing standards define an annual report as "a document, or combination of documents, typically prepared on an annual basis by management or those charged with governance in accordance with law, regulation, or custom, the purpose of which is to provide owners (or similar stakeholders) with information on the entity's operations and the financial results and financial position as set out in the financial statements." Among other items, an annual report contains, accompanies, or incorporates by reference the financial statements and the auditors' report thereon. We confirm that we do not prepare and have no plans to prepare an annual report.
- 48) We believe that the Village's liability for other post-employment benefits under GASB No. 75 is not material to the financial statements as outlined above.

Sincerely,

Village of McFarland

Signed:


Mathew Schuenke, Village Administrator

Signed:


Cassandra Suettinger, Village Clerk/Treasurer

Client service team



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Accounting changes relevant to the Village of McFarland

Future accounting standards update

GASB Statement Number	Description	Potentially Impacts you	Effective Date (
94	Public-Private and Public-Public Partnerships and Availability Payment Arrangements	✓	12/31/23
96	Subscription-Based Information Technology Arrangements	✓	12/31/23
99	Omnibus 2022	✓	12/31/23
100	Accounting Changes and Error Corrections	✓	12/31/24
101	Compensated Absences	✓	12/31/24

Further information on upcoming [GASB pronouncements](#).

Determining if GASB 94 applies for your organization

GASB 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements* provides guidance related to public-private and public-public partnerships (PPP) and availability payment arrangements (APA).

A PPP is an arrangement in which an entity contracts with an operator to provide public services by conveying control of the right to operate or use infrastructure or other capital asset. A common example of PPP is a service concession arrangement.

An APA is an arrangement in which an entity compensates an operator for services that may include designing, constructing, financing, maintaining, or operating an asset.

The Village should start to identify any contracts that could meet either definition to ensure they are reviewed for applicability and accounted for correctly when the standard is effective. Initial steps include reviewing contracts that didn't meet the definition of a lease under GASB 87 and identifying any other agreements where the organization contracts with or partners with another entity to provide services.

Future accounting for subscription-based IT arrangements

Subscription-based IT arrangements include contracts that convey control of the right to use another party's IT software. It would not include any licensing arrangements that provide a perpetual license, which would still be accounted for as an intangible asset. Subscription-based IT arrangements are becoming more and more popular with IT vendors. This standard mirrors the new lease standard. The Village will be able to utilize the systems put into place to implement the lease standard to properly account for these contracts. Common examples of these contracts in the utility industry include:

- Leasing space in the cloud
- GIS systems
- SCADA systems
- Some work order or inventory systems as well as some general ledger or billing systems

The Village should work with its IT department and department managers to determine a population listing of contracts that would fall under this standard to determine the potential future impact to financial reporting.

Material corrected misstatements

Description	Opinion unit	Amount
*To record beginning of year unearned revenue for unspent ARPA funds	American Rescue Plan Fund	\$ 472,631
*To record retainage payable at year-end for the public safety building	Other Capital Projects Fund	\$ 482,648
*To recognize 2022 ARPA allocation as unearned revenue	American Rescue Plan Fund	\$ 472,631
*To record current year pension activity	Water Utility and Stormwater Utility	\$ 288,519
*To remove expense items from construction in progress	Water Utility and Stormwater Utility	\$312,583
*Record utility depreciation expense	Stormwater, Water and Sewer Utility	\$770,528
**To record lease receivable and deferred inflows	Water Utility	\$1,728,875
*Record completed projects to asset accounts	Water Utility, Stormwater Utility	\$1,081,761
*Adjustments to restricted cash	Water Utility	\$965,976

* This is material audit adjustment that the Village prefers to be proposed as part of the external audit process.

**This is the initial year of the GASB-87 implementation, staff identified wanting to work interactively through the process and have the audit adjustments suggested as part of the external audit process to ensure proper implementation of a complex new GASB standard.

The remaining misstatements that were identified and corrected by management were not material individually or in the aggregate to the financial statements taken as a whole.

Two-way audit communications

As part of our audit of your financial statements, we are providing communications to you throughout the audit process. Auditing requirements provide for two-way communication and are important in assisting the auditor and you with more information relevant to the audit.

As this past audit is concluded, we use what we have learned to begin the planning process for next year's audit. It is important that you understand the following points about the scope and timing of our next audit:

- a. We address the significant risks of material misstatement, whether due to fraud or error, through our detailed audit procedures.
- b. We will obtain an understanding of the five components of internal control sufficient to assess the risk of material misstatement of the financial statements whether due to error or fraud, and to design the nature, timing and extent of further audit procedures. We will obtain a sufficient understanding by performing risk assessment procedures to evaluate the design of controls relevant to an audit of financial statements and to determine whether they have been implemented. We will use such knowledge to:
 - Identify types of potential misstatements.
 - Consider factors that affect the risks of material misstatement.
 - Design tests of controls, when applicable, and substantive procedures.
- c. We will not express an opinion on the effectiveness of internal control over financial reporting or compliance with laws, regulations and provisions of contracts or grant programs.
- d. The concept of materiality recognizes that some matters, either individually or in the aggregate, are important for fair presentation of financial statements in conformity with generally accepted accounting principles while other matters are not important. In performing the audit, we are concerned with matters that, either individually or in the aggregate, could be material to the financial statements. Our responsibility is to plan and perform the audit to obtain reasonable assurance that material misstatements, whether caused by errors or fraud, are detected.

Our audit will be performed in accordance with auditing standards generally accepted in the United States of America.

We are very interested in your views regarding certain matters. Those matters are listed here:

- a. We typically will communicate with your top level of management unless you tell us otherwise.
- b. We understand that the governing board has the responsibility to oversee the strategic direction of your organization, as well as the overall accountability of the entity. Management has the responsibility for achieving the objectives of the entity.
- c. We need to know your views about your organization's objectives and strategies, and the related business risks that may result in material misstatements.
- d. We anticipate that the Village will receive unmodified opinion on its financial statements.
- e. Which matters do you consider warrant particular attention during the audit, and are there any areas where you request additional procedures to be undertaken?
- f. Have you had any significant communications with regulators or grantor agencies?
- g. Are there other matters that you believe are relevant to the audit of the financial statements?

Also, is there anything that we need to know about the attitudes, awareness and actions of the governing body concerning:

- a. The entity's internal control and its importance in the entity, including how those charged with governance oversee the effectiveness of internal control?
- b. The detection or the possibility of fraud?

We also need to know if you have taken actions in response to developments in financial reporting, laws, accounting standards, governance practices, or other related matters, or in response to previous communications with us.

With regard to the timing of our audit, here is some general information. If necessary, we may do preliminary financial audit work during the months of November-December, and sometimes early in January. Our final financial fieldwork is scheduled during the spring to best coincide with your readiness and report deadlines. After fieldwork, we wrap up our financial audit procedures at our office and may issue drafts of our report for your review. Final copies of our report and other communications are issued after approval by your staff. This is typically 6-12 weeks after final fieldwork, but may vary depending on a number of factors.

Keep in mind that while this communication may assist us with planning the scope and timing of the audit, it does not change the auditor's sole responsibility to determine the overall audit strategy and the audit plan, including the nature, timing and extent of procedures necessary to obtain sufficient appropriate audit evidence.

We realize that you may have questions on what this all means, or wish to provide other feedback. We welcome the opportunity to hear from you.

Village of McFarland

Financial Statements and
Supplementary Information

December 31, 2022

Village of McFarland

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Independent Auditors' Report

To the Village Board of
Village of McFarland

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Village of McFarland, Wisconsin (the Village), as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Village's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Village as of December 31, 2022 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Village and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter

As discussed in Note 1, the Village adopted the provisions of GASB Statement No. 87, *Leases*, effective January 1, 2022. Our opinions are not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the required supplementary information, as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village's basic financial statements. The accompanying supplementary information as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects, in relation to the basic financial statements as a whole.

Baker Tilly US, LLP

Madison, Wisconsin
May 17, 2023

Village of McFarland

Management's Discussion and Analysis
December 31, 2022
(Unaudited)

The management of the Village of McFarland (Village) offers this narrative discussion and analysis (MD&A) of the financial performance of the Village for the year ended December 31, 2022. The MD&A is designed to: (1) assist the reader in focusing on significant financial issues; (2) provide an overview of the Village's financial activity; (3) identify changes in the Village's financial position; (4) identify material deviations from the approved budget and (5) identify individual fund issues or concerns.

Since the MD&A focuses primarily on the current year's activities, resulting changes and currently known facts, it should be read in conjunction with the Village's more detailed financial statements which follow this section.

Financial Highlights

When revenues exceed expenses, the result is an increase in net position; when expenses exceed revenues, the result is a decrease in net position. This relationship between revenues and expenses illustrates the Village's operating results. The Village's net position, as measured in the Statement of Net Position, is an important indicator of the Village's financial position or health. Over time, increases or decreases in the Village's net position, as measured in the Statement of Activities, are important indicators of whether its financial health is improving or deteriorating. The Village's mission, however, is to provide services that improve the quality of life for its residents, rather than generate profits as companies do. For this reason, it is also necessary to consider many other nonfinancial factors, such as the condition of roads or quality of services, in assessing the overall health of the Village.

- The assets and deferred outflows of resources of the Village exceeded its liabilities and deferred inflows of resources as of December 31, 2022 by \$65,294,930 (net position). Total net position includes all major infrastructure networks.
- The Village's total net position increased by \$585,135 in 2022.
- As of December 31, 2022, the Village's governmental funds reported combined ending fund balances of \$12,934,802, a decrease of \$7,198,930 (35.7%) from the prior year. The main contributor to this increase was the debt issued in the capital equipment and projects fund in 2022 for the construction of the Public Safety Center.
- As of December 31, 2022, the unassigned fund balance for the General Fund was \$1,649,127 or approximately 23% of total general fund expenditures budgeted for 2023. The total fund balance in the General Fund – also including Nonspendable, Restricted, Committed and Assigned amounts – was \$2,355,907, an increase of \$48,952 (2.1%) over the previous year.
- The Village's total general obligation debt increased by \$8,715,000 as of December 31, 2022. At year-end, the Village was utilizing 58% of its general obligation debt capacity, an increase from 54.3% the previous year. \$3,033,000 of the general obligation debt is for TIF No. 3, TIF No. 4 and TIF No. 5 purposes and will be repaid from revenue sources other than general property taxes. If the TIF debt is subtracted out, the Village is utilizing 54% of its allowable debt capacity for general purposes.
- The Village implemented GASB Statement No. 87, *Leases*, effective January 1, 2022.

Overview of the Financial Statements

Government-Wide Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Village's finances, in a manner similar to a private sector business.

The *Statement of Net Position* presents information on all of the Village's assets, deferred outflows of resources, liabilities and deferred inflows of resources with the difference between the four reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Village is improving or deteriorating. To assess the overall health of the Village it is also necessary to consider additional nonfinancial factors such as changes in the Village's property tax base and the condition of the Village's infrastructure.

The *Statement of Activities* presents information showing how the Village's net position changed during the fiscal year. All changes in net position are reported when the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused compensated absences).

Both of the government-wide financial statements distinguish functions of the Village that are principally supported by taxes and intergovernmental revenues (governmental activities) from those functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the Village include general government; public safety; health and social services; public works; leisure activities; and conservation and development. The business-type activities of the Village include the Water, Sewer and Storm Water Utilities.

The government-wide financial statements can be found on pages 1 to 3 of this report.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Village, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Village can be divided into three categories: governmental funds; proprietary funds; and fiduciary funds.

Governmental Funds – Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. Unlike the government-wide financial statements, however, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's short-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

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The Village maintains fifteen (15) individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the General Fund, General Debt Service, TIF No. 3 and the Capital Equipment and Projects Fund, all of which are considered to be major funds. Data from the other governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of combining statements elsewhere in this report.

The basic governmental fund financial statements can be found on pages 4 to 9 of this report.

Proprietary Funds – The Village maintains two (2) proprietary enterprise funds – the Water and Sewer Utility and the Storm Water Utility, both of which are major funds. These enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements.

Proprietary funds provide the same type of information as the government-wide financial statements.

The basic proprietary fund financial statements can be found on pages 10 to 14 of this report.

Custodial Funds – Custodial funds are used to account for resources held for the benefit of parties outside the government. Custodial funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Village's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. The Village is the trustee or fiduciary, for collection of all property taxes within the Village for all taxing jurisdictions. These jurisdictions include the McFarland School District, Dane County, Madison Area Technical College and the State of Wisconsin forestry tax.

The basic fiduciary fund financial statements can be found on pages 15 to 16 of this report.

Notes to the Financial Statements – The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 18 to 50 of this report.

Other Information – In addition to the basic financial statements and accompanying notes, required supplementary information presents a budgetary comparison schedule for the General Fund to demonstrate compliance with the budget and information relating to the Village's net pension asset and related contributions. These schedules can be found on pages 51 to 53 of this report. The combining statements referred to earlier in connection with nonmajor governmental funds are presented following the required supplementary information and can be found on pages 54 to 60 of this report.

Financial Analysis of the Village as a Whole

An analysis of the Village's financial position should begin with a review of the Statement of Net Position and the Statement of Revenues, Expenses and Changes in Net Position. These two statements report the Village's net position and changes therein. It should be noted that the financial position can also be affected by nonfinancial factors, including economic conditions, population growth and new regulations.

Net Position

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Village, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$65,294,930 as of December 31, 2022. This is an increase of \$585,135 (1%) compared to 2021 when the net position improved \$3,032,293 (4.9%) over the prior year.

The largest portion of the Village's net position (approximately 82.5%) reflects its investments in capital assets (e.g. land, buildings, equipment, improvements, construction in progress and infrastructure), less any debt used to acquire those assets that is still outstanding. The Village uses these capital assets to provide service to citizens; consequently, these assets are not available for future spending. Although the Village's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be liquidated to satisfy these liabilities.

An additional portion of the Village's net position (approximately 14.4%) represents resources that are subject to external restriction on how they may be used. The remaining balance of unrestricted net position is \$4,395,366, a 11.2% increase from the previous year.

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A summary of the Village's Statement of Net Position is presented in the table below.

Village of McFarland's Net Position

	Governmental Activities		Business-Type Activities		Total	
	2022	2021	2022	2021	2022	2021
Current and other assets	\$ 30,433,069	\$ 33,232,623	\$ 8,002,089	\$ 4,770,974	\$ 38,435,158	\$ 38,002,597
Capital assets	68,830,944	52,068,137	23,875,582	22,763,477	92,706,526	74,831,614
Total assets	99,264,013	85,300,760	31,877,671	27,534,451	131,141,684	112,834,211
Deferred outflows	4,490,275	2,862,640	440,601	271,129	4,930,876	3,133,769
Long-term liabilities	41,217,361	31,332,482	6,945,541	3,865,792	48,162,902	35,198,274
Other liabilities	4,734,355	2,860,195	271,374	434,001	5,005,729	3,294,196
Total liabilities	45,951,716	34,192,677	7,216,915	4,299,793	53,168,631	38,492,470
Deferred inflows	15,461,398	12,444,905	2,147,601	320,810	17,608,999	12,765,715
Net position:						
Net investment in capital assets	34,003,004	35,665,432	19,841,046	19,006,987	53,844,050	54,336,419
Restricted	6,113,420	5,713,157	942,094	708,050	7,055,514	6,421,207
Unrestricted	2,224,750	147,229	2,170,616	3,468,940	4,395,366	3,952,169
Total net position	<u>\$ 42,341,174</u>	<u>\$ 41,525,818</u>	<u>\$ 22,953,756</u>	<u>\$ 23,183,977</u>	<u>\$ 65,294,930</u>	<u>\$ 64,709,795</u>

For 2021, the net position section includes an adjustment for capital assets owned by the business-type activities column but financed by the debt of the governmental activities column.

Changes in Net Position

The following table provides a summary of the Village's operations for the year ended December 31, 2022. Governmental activities increased the Village's net position by \$815,356 (1.9%). This compares to an increase of \$1,764,216 (4.4%) in 2021.

Business-type activities decreased the net position by \$230,221 (1%). This compares to an increase of \$1,268,077 (5.8%) in the prior year.

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The following tables and narrative review separately the operational results of governmental and business-type activities.

Village of McFarland						
Condensed Statement of Revenues, Expenses and Changes in Net Position						
	Governmental Activities		Business-Type Activities		Total	
	2022	2021	2022	2021	2022	2021
Revenues						
Program revenues:						
Charges for services	\$ 1,444,267	\$ 1,469,509	\$ 3,492,316	\$ 3,338,615	\$ 4,936,583	\$ 4,808,124
Operating grants and contributions	1,358,020	1,412,537	-	-	1,358,020	1,412,537
Capital grants and contributions	290,302	1,226,988	66,152	1,476,165	356,454	2,703,153
General revenues:						
Property taxes	8,238,746	7,650,289	-	-	8,238,746	7,650,289
Other taxes	151,400	207,731	-	-	151,400	207,731
Intergovernmental	301,889	235,931	-	-	301,889	235,931
Investment income	325,190	19,092	183,442	5,049	508,632	24,141
Gain on asset disposal	-	297,096	-	-	-	297,096
Miscellaneous	226,953	196,978	1,412	23,169	228,365	220,147
Total revenues	12,336,767	12,716,151	3,743,322	4,842,998	16,080,089	17,559,149
Expenses						
General government	1,773,812	1,261,843	-	-	1,773,812	1,261,843
Public safety	4,413,486	4,140,692	-	-	4,413,486	4,140,692
Health and social services	328,976	271,136	-	-	328,976	271,136
Public works	2,078,827	2,169,045	-	-	2,078,827	2,169,045
Leisure activities	1,892,234	1,723,802	-	-	1,892,234	1,723,802
Conservation and development	279,649	924,542	-	-	279,649	924,542
Interest and fiscal charges	1,012,831	801,932	-	-	1,012,831	801,932
Water, sewer and storm water	-	-	3,715,139	3,233,864	3,715,139	3,233,864
Total expenses	11,779,815	11,292,992	3,715,139	3,233,864	15,494,954	14,526,856
Increase (decrease) in net position before transfers	556,952	1,423,159	28,183	1,609,134	585,135	3,032,293
Transfers	258,404	341,057	(258,404)	(341,057)	-	-
Changes in net position	815,356	1,764,216	(230,221)	1,268,077	585,135	3,032,293
Net Position, Beginning	41,525,818	39,761,602	23,183,977	21,915,900	64,709,795	61,677,502
Net Position, Ending	\$ 42,341,174	\$ 41,525,818	\$ 22,953,756	\$ 23,183,977	\$ 65,294,930	\$ 64,709,795

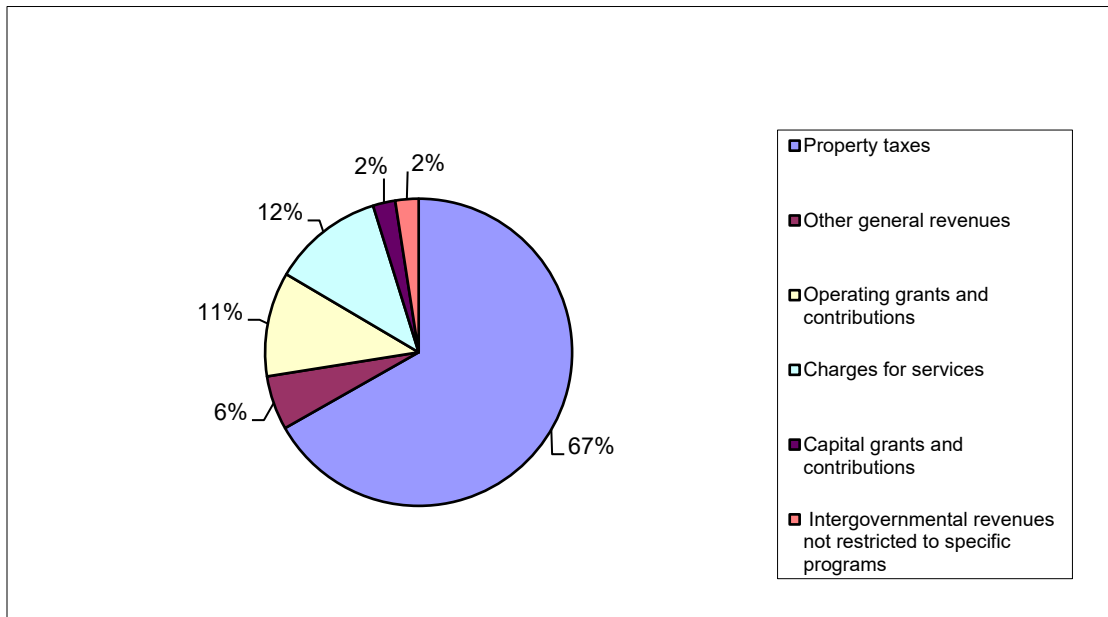
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Governmental Activities

The Village received a total of \$12,336,767 in governmental activity revenues in 2022. This is a decrease of \$379,384 (2.9%) from the prior year. The overall tax levy increased, and capital grants and contributions and operating grants and contributions decreased. As the following chart indicates, property taxes account for about 67% of all revenues.

Revenue by Source – Governmental Activities



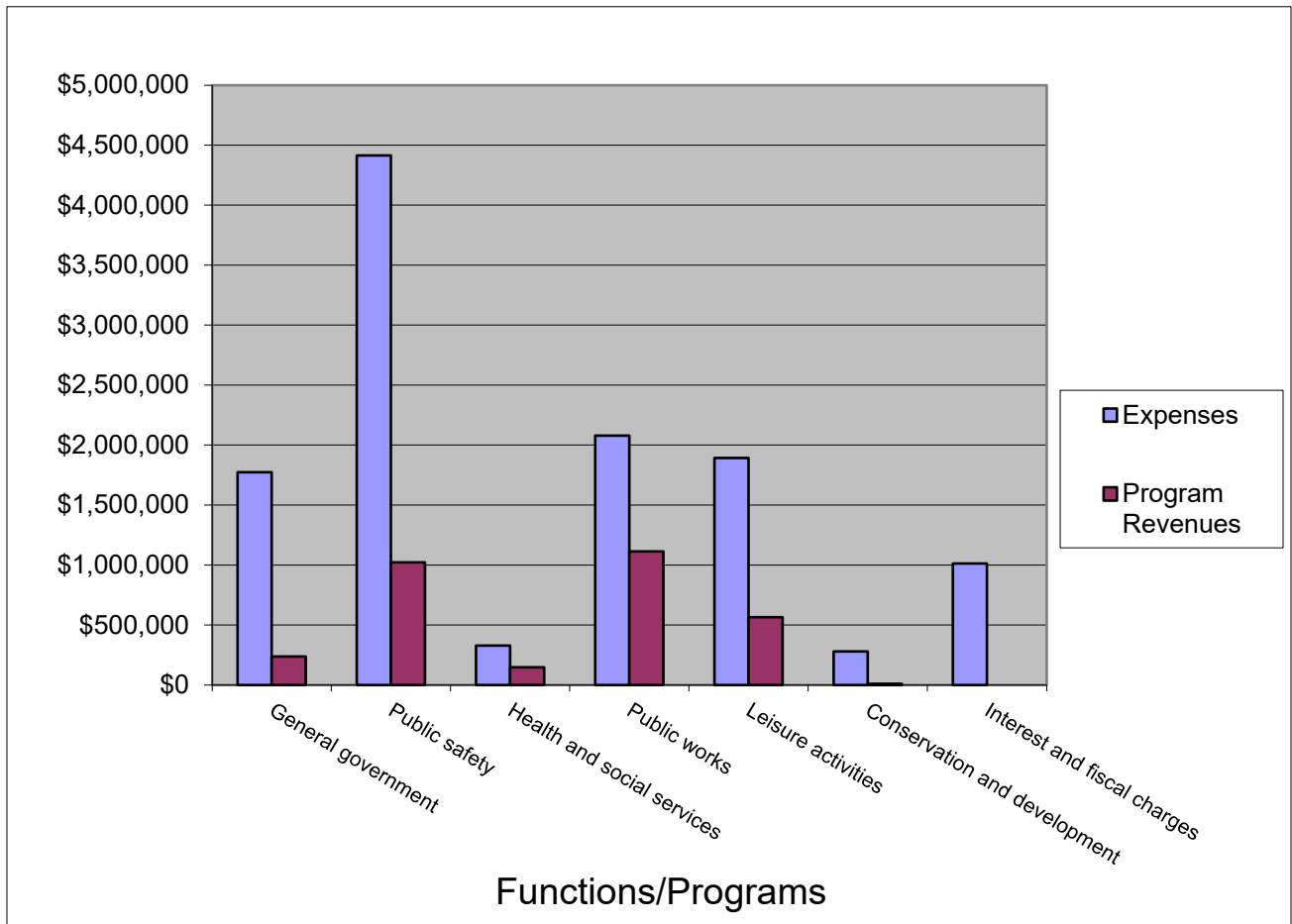
Total governmental activities expenses were \$11,779,815 in 2022, an increase of \$486,823 (4.3%) from the prior year. The increase in 2022 stems from an increase in public safety and general government. Revenues exceeded expenses by \$556,952, down \$866,207 from the prior year when expenses exceeded revenues by \$1,423,159. After transfers, there was an increase in net position of \$815,356.

In 2022, Public Safety (police, fire, EMS, emergency management) activities accounted for the largest share of Village expenditures at 37.5%, up from 14.9% the prior year. This was followed by expenditures on Public Works activities at 17.6%, down from 5.4%. Other expenditure areas included Leisure activities at 16.1%, General Government at 15.1%, Health and Social Services at 2.8% and Conservation and Development at 2.4%. Interest and fiscal charges accounted for the remaining 8.6% of governmental activity expenses, up from 5.2% in 2021.

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Expenses and Program Revenue – Governmental Activities



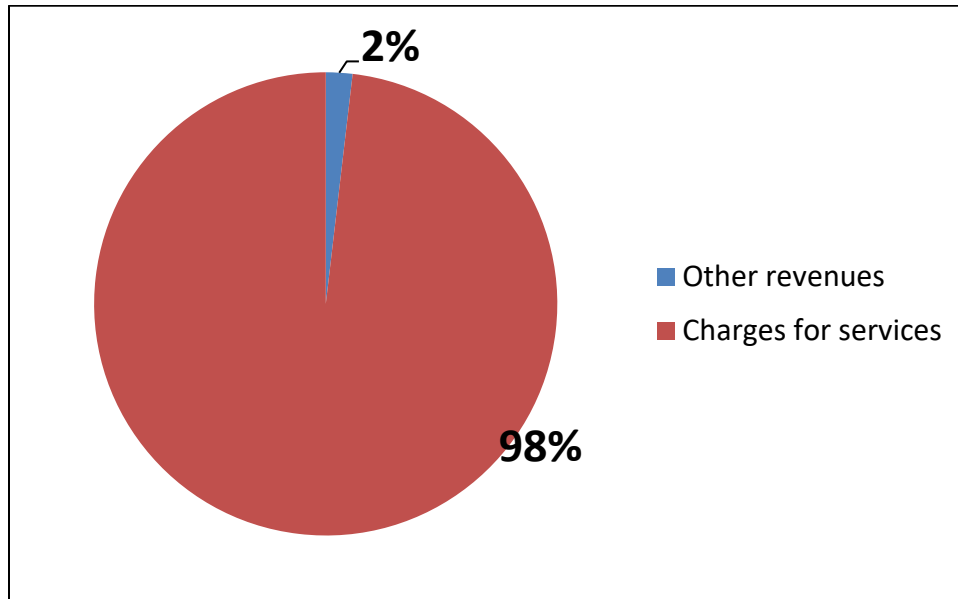
Business-Type Activities

The Village generated \$3,743,322 in business-type activity revenue in 2022 from its Water, Sewer and Storm Water Utility Funds. This is a 22.7% decrease compared to 2021 when revenues were \$4,842,998. Charges for services are the largest revenue source for these operations, representing 93.2% of revenues.

Village of McFarland

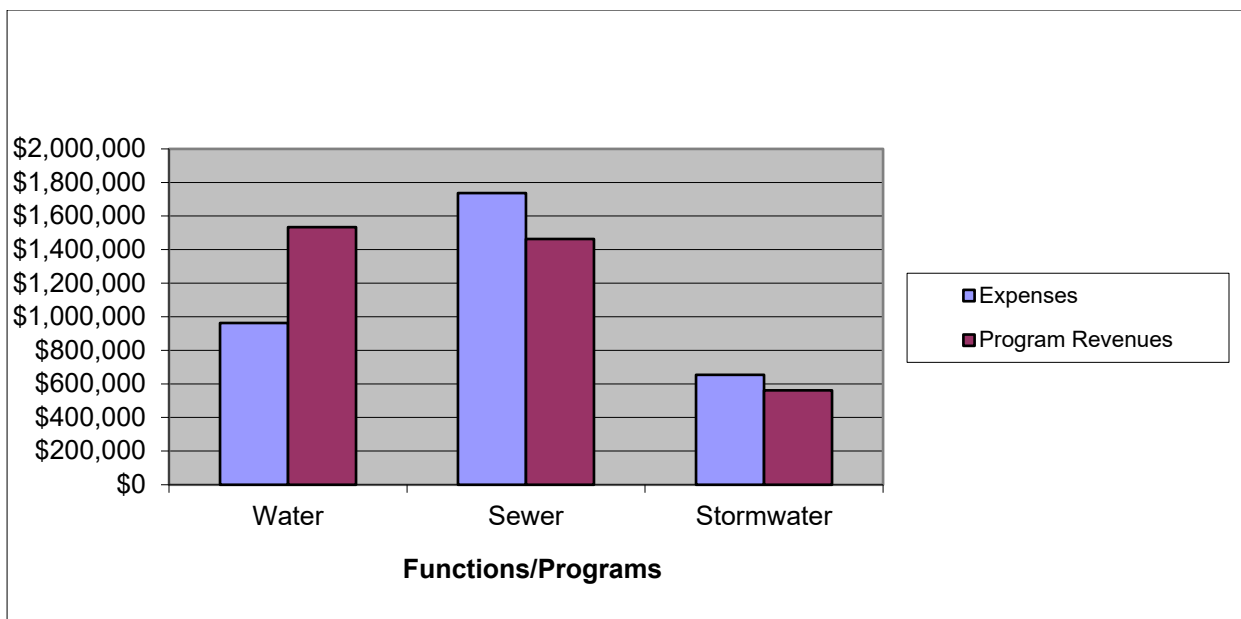
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Revenue by Source – Business-type Activities



Business-type activities decreased the Village's net position by \$230,221 (1%) in 2022. This compares to an increase of \$1,268,077 (5.7%) in 2021. The net operating income of the business-type activities was \$25,064, down \$201,085 (12.4%) from the prior year. The following graph compares the charges for services to the operating expenses for each utility. The authorized rate of return for the PSCW regulated Water Utility is 4.9%. The actual rate of return for 2022 was 3.45%, up from 0.15% in 2021. The sewer rates in effect during 2022 were implemented on August 5, 2020, the water rates became effective August 13, 2021 and the storm water rates became effective January 1, 2016.

Expenses and Program Revenues – Business-type Activities



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Financial Analysis of the Government's Funds

As noted earlier, the Village uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the Village's governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the Village's financing requirement. In particular, unassigned fund balance may serve as a useful measure of the government's net resources available for spending at the end of the fiscal year.

At the end of the current fiscal year, the Village's governmental funds reported combined ending fund balances of \$12,934,802, down \$7,198,930 (35.7%) from 2021. Approximately 8.6% of this total \$1,164,161 constitutes unassigned fund balance, a decrease of \$17,098 from 2021. The remainder of the fund balance, \$11,770,641, is reported in the following categories: 1) nonspendable (\$111,324), 2) restricted (\$8,764,290), 3) committed (\$418,194) and 4) assigned (\$2,476,833).

General Fund

The General Fund is the main operating fund of the Village. The general fund balance increased from \$2,306,955 to \$2,355,907, an increase of \$48,952 (2.1%). This is the result of expenditures coming in \$116,385 under budget and transfers out coming \$75,000 over budget for creation of the affordable housing fund.

General Debt Service Fund

The General Debt Service Fund balance decreased \$240,963 from \$1,276,429 to \$1,305,466.

Tax Incremental District No. 3 – Capital Projects

The district was created in 2004. The district exists to recover project costs from tax increments over its remaining statutory life. The district encompasses the Terminal Drive and Triangle Street areas which parallel the Highway 51 corridor at the northern end of the Village. The district has made and will continue to make needed street, sanitary sewer and storm water public improvements in the area and provides economic development assistance to stimulate development and redevelopment. Fund balance decreased by \$183,251 during the year. This decrease is primarily due to expenditures exceeding TIF increments.

Capital Equipment and Projects Fund

This fund is used to account for financial resources to be used for the acquisition or construction of equipment and major facilities. Fund balance decreased by \$7,195,581 from \$13,657,186 to \$6,461,605. The main reason for the decrease is due to expenditures related to the public safety building.

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Proprietary Funds

The Village's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

Water and Sewer Utility: The McFarland Water and Sewer Utility is an enterprise fund of the Village. The utility's operating expenses in 2022, excluding depreciation, increased by \$235,691 from \$2,007,545 in 2021 to \$2,243,236 in 2022. Operating revenues of the Utility increased from \$2,789,029 in 2021 to \$2,930,499 in 2022. The Utility has an unrestricted cash balance of \$1,360,207.

Storm Water Utility: The Storm Water Utility was created July 1, 2008 and is an enterprise fund of the Village. Operating expenses in 2022, excluding depreciation, were \$61,280 higher than those in 2021. Operating revenues increased \$12,231 (2.2%) from the prior year. The unrestricted cash balance at year-end was \$70,825.

General Fund Budgetary Highlights

Total expenditures and other financing uses in the General Fund budget for 2022 was less than the approved budget by \$41,385. The adopted appropriations were \$6,902,750, while the actual expenditures and other financing uses totaled \$6,861,365. This difference is related primarily to the transfer made from the general fund to the affordable housing fund.

On the revenue side, the actual operating revenues and other financing sources of \$6,910,317 were less than the final budgeted revenues and other financing sources by \$7,567.

The net operating results for the General Fund budget for 2022 thus generated a net gain of \$48,952.

Capital Assets

At the end of 2022, the Village had invested a total of \$92,706,526 in capital assets (net of accumulated depreciation). This investment in capital assets includes land, land improvements, buildings, machinery and equipment, vehicles, library improvements/collection, infrastructure and construction work in progress.

Significant capital asset additions during 2022 included the following:

• Streets	\$ 1,867,291
• Machinery, equipment and vehicles	425,486
• Continued construction of the Public Safety Center	15,312,133
• Library improvements and collections	85,645
• Water	2,229,154
• Sewer	93,339
• Storm Water	989,291

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Capital Assets at Year-End Net of Accumulated Depreciation

	Governmental Activities		Business-Type Activities		Total	
	2022	2021	2022	2021	2022	2021
Land	\$ 14,832,451	\$ 14,832,451	\$ 325,845	\$ 325,845	\$ 15,158,296	\$ 15,158,296
Land improvements	2,567,281	1,673,097	-	-	2,567,281	1,673,097
Buildings	13,396,067	13,115,512	-	-	13,396,067	13,115,512
Machinery and equipment	2,831,188	2,722,320	-	-	2,831,188	2,722,320
Vehicles	5,594,282	6,026,889	-	-	5,594,282	6,026,889
Library improvements/ collection	1,579,190	1,503,642	-	-	1,579,190	1,503,642
Intangibles	188,120	188,120	-	-	188,120	188,120
Streets	24,152,600	23,252,135	-	-	24,152,600	23,252,135
Sidewalks	4,852,600	4,852,600	-	-	4,852,600	4,852,600
Water plant	-	-	19,258,863	18,097,102	19,258,863	18,097,102
Sewer plant	-	-	8,345,654	8,340,300	8,345,654	8,340,300
Storm water	-	-	6,701,499	6,387,157	6,701,499	6,387,157
Construction in progress	19,604,132	4,314,709	76,794	25,628	19,680,926	4,340,337
Total capital assets	89,597,911	72,481,475	34,708,655	33,176,032	124,478,733	105,657,507
Less accumulated depreciation/ amortization	(20,766,967)	(20,413,338)	(10,833,073)	(10,412,555)	(31,600,040)	(30,825,893)
Capital assets, net of accumulated depreciation/ amortization	<u>\$ 68,830,944</u>	<u>\$ 52,068,137</u>	<u>\$ 23,875,582</u>	<u>\$ 22,763,477</u>	<u>\$ 92,706,526</u>	<u>\$ 74,831,614</u>

Long-Term Debt

During 2022, the Village issued \$11,565,000 of new debt and \$2,135,000 of debt was retired. A total of \$38,900,000 in general obligation debt for governmental activities was outstanding at the end of 2022, some of which was incurred for future capital projects.

In 2022, the Water and Sewer Utility did not issue new general obligation debt and had \$2,750,000 of general obligation debt outstanding. The Storm Water Utility had total general obligation debt outstanding of \$135,000.

In 2022, the Water and Sewer Utility issued \$3,650,000 in new revenue bonds and had \$3,650,000 of revenue bonds outstanding.

Under Wisconsin State Statutes, Chapter 67, the Village's aggregate general obligation indebtedness may not exceed 5% of the equalized value of taxable property located in the Village. The net amount of debt at year-end that was applicable to the statutory limit was \$41,785,000 which was 58% of the maximum allowed of \$71,747,390. \$37,784,200 (53%) of the general obligation debt was issued for the capital projects fund.

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Village of McFarland's Outstanding Debt

	Governmental Activities		Business-Type Activities		Total	
	2022	2021	2022	2021	2022	2021
General obligation bonds and notes payable	\$ 38,900,000	\$ 29,470,000	\$ 2,885,000	\$ 3,600,000	\$ 41,785,000	\$ 33,070,000
Revenue Bond	-	-	3,650,000	-	3,650,000	-
Financed purchase	59,926	100,829	59,925	67,132	119,851	167,961
Total outstanding debt	<u>\$ 38,959,926</u>	<u>\$ 29,570,829</u>	<u>\$ 6,594,925</u>	<u>\$ 3,667,132</u>	<u>\$ 45,554,851</u>	<u>\$ 33,237,961</u>

Currently Known Facts / Economic Conditions

The Village is located adjacent to the southeast edge of the City of Madison. This proximity to a major regional commercial center which is the capital of state government and home to the flagship campus of the University of Wisconsin produces a very favorable economic climate and has resulted in steady Village growth. The local economy has remained relatively stable even during periods of slowdown in the national economy. The market for existing homes strengthened significantly in 2018 and there are promising signs of increased growth in new residential construction. The local unemployment rate is well below state and federal rates. The Village's 2022 population was 9,268.

The property tax base remained relatively stable, despite the challenging real estate market. With the exception of sales of certain distressed properties, sales data showed that properties generally maintained their previous value as the market for sales of existing homes continued to rebound in 2022.

The McFarland Village Board adopted the 2023 budget in November 2022. The budget authorizes General Fund expenditures of \$7,332,250, up 6% over the previous year. The combined property tax levy for all funds is \$8,089,500. The General Fund retains unassigned reserves well in excess of the Village's policy of maintaining a minimum 20% of budgeted expenditures.

The Village has been proactive in dealing with the effects of the nationwide COVID-19 pandemic, where effects continue into 2022. The federal government passed the American Rescue Plan Act (ARPA) on March 11, 2021. The Village's estimated award is approximately \$890,000, which will be used to combat the negative effects of the pandemic in the local economy. The Village received 50% of the funds in 2021 and received the remaining 50% of the funds in 2022.

Requests for Information

The financial report is designed to provide our citizens, customers, investors and creditors with a general overview of the Village's finances. If you have any questions about this report or need any additional information, contact the Village of McFarland, PO Box 110, McFarland, WI 53558-0110 or at (608) 838-3153.

General information relating to the Village of McFarland, Wisconsin, can be found at the Village's website, www.mcfarland.wi.us.

Village of McFarland

Statement of Net Position

December 31, 2022

	Governmental Activities	Business- Type Activities	Total
Assets			
Cash and investments	\$ 15,248,420	\$ 2,100,777	\$ 17,349,197
Receivables (net):			
Taxes	10,032,510	-	10,032,510
Delinquent personal property taxes	1,599	-	1,599
Accounts	484,315	438,670	922,985
Other	-	7,562	7,562
Special assessments	-	36,109	36,109
Delinquent special assessments	615	-	615
Lease	-	1,656,889	1,656,889
Loans	233,757	-	233,757
Internal balances	258,404	(258,404)	-
Assets held for resale	774,926	-	774,926
Materials and supplies	-	19,450	19,450
Prepaid items	109,110	-	109,110
Other assets	-	224,112	224,112
Restricted assets:			
Cash and investments	1,016,706	3,544,462	4,561,168
Net pension asset	2,272,707	232,462	2,505,169
Capital assets:			
Land	14,832,451	325,845	15,158,296
Construction in progress	19,604,132	76,794	19,680,926
Other capital assets, net of depreciation	34,394,361	23,472,943	57,867,304
Total assets	<u>99,264,013</u>	<u>31,877,671</u>	<u>131,141,684</u>
Deferred Outflows of Resources			
Pension-related amounts	<u>4,490,275</u>	<u>440,601</u>	<u>4,930,876</u>
Total deferred outflows of resources	<u>4,490,275</u>	<u>440,601</u>	<u>4,930,876</u>
Liabilities			
Accounts payable	2,933,376	248,669	3,182,045
Accrued liabilities	829,256	17,705	846,961
Deposits	25,503	5,000	30,503
Due to other governmental units	958	-	958
Unearned revenues	945,262	-	945,262
Noncurrent liabilities:			
Due within one year	3,714,511	935,345	4,649,856
Due in more than one year	<u>37,502,850</u>	<u>6,010,196</u>	<u>43,513,046</u>
Total liabilities	<u>45,951,716</u>	<u>7,216,915</u>	<u>53,168,631</u>
Deferred Inflows of Resources			
Unearned revenues	10,047,061	-	10,047,061
Pension related amounts	5,414,337	490,712	5,905,049
Lease related amounts	-	1,656,889	1,656,889
Total deferred inflows of resources	<u>15,461,398</u>	<u>2,147,601</u>	<u>17,608,999</u>

See notes to financial statements

Village of McFarland

Statement of Net Position
December 31, 2022

	Governmental Activities	Business- Type Activities	Total
Net Position			
Net investment in capital assets	\$ 34,003,004	\$ 19,841,046	\$ 53,844,050
Restricted for:			
Debt service	627,657	83,333	710,990
Equipment replacement	-	564,847	564,847
Impact fees	1,182,686	61,452	1,244,138
Pension	2,272,707	232,462	2,505,169
Library	217,431	-	217,431
TIF related activities	1,756,026	-	1,756,026
Public canine	49,196	-	49,196
American Rescue Plan Grant	7,717	-	7,717
Unrestricted	<u>2,224,750</u>	<u>2,170,616</u>	<u>4,395,366</u>
Total net position	<u>\$ 42,341,174</u>	<u>\$ 22,953,756</u>	<u>\$ 65,294,930</u>

See notes to financial statements

Village of McFarland

Statement of Activities

Year Ended December 31, 2022

Functions/Programs	Program Revenues				Net (Expenses) Revenues and Changes in Net Position		
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Governmental activities:							
General government	\$ 1,773,812	\$ 69,936	\$ 166,750	\$ -	\$ (1,537,126)	\$ -	\$ (1,537,126)
Public safety	4,413,486	884,880	136,358	-	(3,392,248)	-	(3,392,248)
Health and social services	328,976	-	146,865	-	(182,111)	-	(182,111)
Public works	2,078,827	453,524	494,431	164,774	(966,098)	-	(966,098)
Leisure activities	1,892,234	25,840	413,616	125,528	(1,327,250)	-	(1,327,250)
Conservation and development	279,649	10,087	-	-	(269,562)	-	(269,562)
Interest and fiscal charges	1,012,831	-	-	-	(1,012,831)	-	(1,012,831)
Total governmental activities	11,779,815	1,444,267	1,358,020	290,302	(8,687,226)	-	(8,687,226)
Business-type activities:							
Water and sewer utility	3,065,479	2,930,499	-	66,152	-	(68,828)	(68,828)
Storm water utility	649,660	561,817	-	-	-	(87,843)	(87,843)
Total business-type activities	3,715,139	3,492,316	-	66,152	-	(156,671)	(156,671)
Total	\$ 15,494,954	\$ 4,936,583	\$ 1,358,020	\$ 356,454	(8,687,226)	(156,671)	(8,843,897)
General Revenues							
Taxes:							
Property taxes, levied for general purposes					5,192,750	-	5,192,750
Property taxes, levied for debt service					1,777,000	-	1,777,000
Property taxes, levied for TIF districts					1,268,996	-	1,268,996
Other taxes					151,400	-	151,400
Intergovernmental revenues not restricted to specific programs					301,889	-	301,889
Investment income					325,190	183,442	508,632
Miscellaneous					226,953	1,412	228,365
Total general revenues					9,244,178	184,854	9,429,032
Transfers					258,404	(258,404)	-
Total general revenues and transfers					9,502,582	(73,550)	9,429,032
Change in net position					815,356	(230,221)	585,135
Net Position, Beginning					41,525,818	23,183,977	64,709,795
Net Position, Ending					\$ 42,341,174	\$ 22,953,756	\$ 65,294,930

See notes to financial statements

Village of McFarland

Balance Sheet
Governmental Funds
December 31, 2022

	General	General Debt Service	TIF No. 3 Capital Project	Capital Equipment and Projects
Assets				
Cash and investments	\$ 2,329,382	\$ 1,035,466	\$ 782,358	\$ 9,130,289
Restricted cash and investments	-	-	-	-
Receivables (net):				
Ensuing year levy	4,333,622	2,765,000	1,196,495	-
Delinquent taxes	1,599	-	-	-
Accounts	395,254	-	19,484	46,305
Delinquent special assessments	615	-	-	-
Loans	-	-	-	-
Due from other funds	258,404	-	-	-
Prepaid items	74,715	-	-	34,395
Advances to other funds	-	-	484,966	-
Total assets	\$ 7,393,591	\$ 3,800,466	\$ 2,483,303	\$ 9,210,989
Liabilities, Deferred Inflows of Resources and Fund Balances				
Liabilities				
Accounts payable	\$ 181,076	\$ -	\$ 115	\$ 2,732,884
Accrued liabilities	421,447	-	-	-
Deposits	25,503	-	-	-
Due to other governments	958	-	-	-
Unearned revenue	-	-	-	-
Advances from other funds	-	-	-	-
Total liabilities	628,984	-	115	2,732,884
Deferred Inflows of Resources				
Unearned revenues	4,331,673	2,765,000	1,196,495	16,500
Unavailable revenues	77,027	-	-	-
Total deferred inflows of resources	4,408,700	2,765,000	1,196,495	16,500
Fund Balance (Deficit)				
Nonspendable	76,929	-	-	34,395
Restricted	-	1,035,466	1,286,693	4,559,518
Committed	20,710	-	-	-
Assigned	609,141	-	-	1,867,692
Unassigned (deficit)	1,649,127	-	-	-
Total fund balances	2,355,907	1,035,466	1,286,693	6,461,605
Total liabilities, deferred inflows of resources and fund balances	\$ 7,393,591	\$ 3,800,466	\$ 2,483,303	\$ 9,210,989

See notes to financial statements

Nonmajor Governmental Funds	Total
\$ 1,970,925	\$ 15,248,420
1,016,706	1,016,706
1,737,393	10,032,510
-	1,599
23,272	484,315
-	615
233,757	233,757
-	258,404
-	109,110
-	484,966
<u>\$ 4,982,053</u>	<u>\$ 27,870,402</u>

\$ 19,301	\$ 2,933,376
-	421,447
-	25,503
-	958
945,262	945,262
<u>484,966</u>	<u>484,966</u>

<u>1,449,529</u>	<u>4,811,512</u>
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1,737,393	10,047,061
<u>-</u>	<u>77,027</u>

<u>1,737,393</u>	<u>10,124,088</u>
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-	111,324
1,882,613	8,764,290
397,484	418,194
-	2,476,833
<u>(484,966)</u>	<u>1,164,161</u>

<u>1,795,131</u>	<u>12,934,802</u>
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<u>\$ 4,982,053</u>	<u>\$ 27,870,402</u>
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See notes to financial statements

Village of McFarland

Reconciliation of the Balance Sheet of Governmental Funds
to the Statement of Net Position
December 31, 2022

Total Fund Balances, Governmental Funds	\$ 12,934,802
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Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental funds are not financial resources and therefore are not reported in the funds.

Land	14,832,451
Construction in progress	19,604,132
Other capital assets	55,161,328
Less accumulated depreciation	(20,766,967)

Assets held for resale are not reported in funds.	774,926
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Some receivables that are not currently available are reported as unavailable revenues in the fund financial statements but are recognized as revenue when earned in the government-wide statements.	77,027
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The net pension asset does not relate to current financial resources and is not reported in the governmental funds.	2,272,707
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Deferred outflows of resources related to pensions do not relate to current financial resources and are not reported in the governmental funds.	4,490,275
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Deferred inflows of resources related to pensions do not relate to current financial resources and are not reported in the governmental funds.	(5,414,337)
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Some liabilities, including long-term debt, are not due and payable in the current period and, therefore, are not reported in the funds.

Bonds and notes payable	(38,900,000)
Compensated absences	(714,103)
Accrued interest	(407,809)
Financed purchase payable	(59,926)
Unamortized premium on bonds and notes	<u>(1,543,332)</u>

Net Position of Governmental Activities	<u>\$ 42,341,174</u>
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Village of McFarland

Statement of Revenues, Expenditures and Changes in Fund Balances -
Governmental Funds
Year Ended December 31, 2022

	<u>General</u>	<u>General Debt Service</u>	<u>TIF No. 3 Capital Project</u>	<u>Capital Equipment and Projects</u>
Revenues				
Taxes	\$ 4,476,642	\$ 1,777,000	\$ 984,775	\$ -
Intergovernmental	807,181	-	52,721	202,259
Licenses and permits	246,770	-	-	-
Fines, forfeitures and penalties	85,880	-	-	-
Public charges for services	378,113	36,081	-	-
Intergovernmental charges for services	314,524	-	-	-
Investment income	81,378	33,146	38,550	128,726
Miscellaneous	261,425	-	-	6,628
	<u>6,651,913</u>	<u>1,846,227</u>	<u>1,076,046</u>	<u>337,613</u>
Total revenues				
Expenditures				
Current:				
General government	979,146	-	77,722	-
Public safety	4,082,319	-	-	-
Health and social services	359,405	-	-	-
Public works	693,749	-	-	-
Leisure activities	431,342	-	-	-
Conservation and development	230,404	-	306,688	-
Capital outlay	-	-	-	19,064,512
Debt service:				
Principal retirement	-	1,760,000	295,000	40,903
Other interest and fiscal charges	-	932,069	54,517	-
	<u>6,776,365</u>	<u>2,692,069</u>	<u>733,927</u>	<u>19,105,415</u>
Total expenditures				
Excess (deficiency) of revenues over expenditures	<u>(124,452)</u>	<u>(845,842)</u>	<u>342,119</u>	<u>(18,767,802)</u>
Other Financing Sources (Uses)				
Debt issued	-	-	1,658,000	9,907,000
Debt premium	-	604,879	31,183	33,160
Sale of capital assets	-	-	-	120,258
Transfers in	258,404	-	-	1,511,803
Transfers out	(85,000)	-	(2,214,553)	-
	<u>173,404</u>	<u>604,879</u>	<u>(525,370)</u>	<u>11,572,221</u>
Total other financing sources (uses)				
Net change in fund balances	48,952	(240,963)	(183,251)	(7,195,581)
Fund Balances, Beginning	<u>2,306,955</u>	<u>1,276,429</u>	<u>1,469,944</u>	<u>13,657,186</u>
Fund Balances, Ending	<u>\$ 2,355,907</u>	<u>\$ 1,035,466</u>	<u>\$ 1,286,693</u>	<u>\$ 6,461,605</u>

See notes to financial statements

Nonmajor Governmental Funds	Total
\$ 1,150,705	\$ 8,389,122
373,586	1,435,747
89,592	336,362
-	85,880
594,666	1,008,860
-	314,524
43,390	325,190
41,269	309,322
<u>2,293,208</u>	<u>12,205,007</u>
199,357	1,256,225
29,882	4,112,201
-	359,405
587,969	1,281,718
1,173,387	1,604,729
522,168	1,059,260
85,907	19,150,419
80,000	2,175,903
30,375	1,016,961
<u>2,709,045</u>	<u>32,016,821</u>
<u>(415,837)</u>	<u>(19,811,814)</u>
-	11,565,000
-	669,222
-	120,258
787,750	2,557,957
-	(2,299,553)
<u>787,750</u>	<u>12,612,884</u>
371,913	(7,198,930)
<u>1,423,218</u>	<u>20,133,732</u>
<u>\$ 1,795,131</u>	<u>\$ 12,934,802</u>

See notes to financial statements

Village of McFarland

Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balances of Governmental Funds
to the Statement of Activities
Year Ended December 31, 2022

Net Change in Fund Balances, Total Governmental Funds \$ (7,198,930)

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of net position the cost of these assets is capitalized and they are depreciated over their estimated useful lives and reported as depreciation expense in the statement of activities.

Capital outlay is reported as an expenditure in the fund financial statements but is capitalized in the government-wide financial statements	19,150,419
Some items reported as capital outlay in the fund financial statements were not capitalized on the government wide statements	(231,643)
Depreciation is reported in the government-wide financial statements	(1,924,173)
Net book value of assets retired	(231,796)

Land held for resale is reported as an expenditure in the governmental funds when purchased and revenue when sold. However, in the statement of net position, these assets are capitalized at the lower of cost or market and held until the time of sale.	718,361
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Receivables not currently available are reported as revenue when collected or currently available in the fund financial statements but are recognized as revenue when earned in the government-wide financial statements.	11,502
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Debt issued provides current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.

Debt issued	(11,565,000)
Principal repaid, debt	2,135,000
Principal repaid, financed purchases	40,903

Governmental funds report debt premiums and discounts as other financing sources (uses) or financing sources or uses. However, in the statement of net position, these are reported as additions to or deductions from long-term debt. These are allocated over the period the debt is outstanding in the statement of activities and are reported as interest expense.

Debt premium	(669,222)
Amortization of premium	117,769

Some expenses in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Compensated absences	55,671
Accrued interest on debt	(113,639)
Net pension asset	553,575
Deferred outflows of resources related to pensions	1,627,635
Deferred inflows of resources related to pensions	(1,661,076)

Change in Net Position of Governmental Activities \$ 815,356

Village of McFarland

Statement of Net Position
Proprietary Funds
December 31, 2022

	Business-Type Activities - Enterprise Funds		
	Water and Sewer Utility	Storm Water Utility	Total
Assets			
Current assets			
Cash and investments	\$ 1,360,207	\$ 70,825	\$ 1,431,032
Receivables:			
Accounts	354,920	83,750	438,670
Other	-	7,562	7,562
Lease	45,765	-	45,765
Materials and supplies	19,450	-	19,450
Restricted assets:			
Redemption account	95,025	-	95,025
Total current assets	<u>1,875,367</u>	<u>162,137</u>	<u>2,037,504</u>
Noncurrent assets:			
Restricted assets:			
Construction account	2,555,938	-	2,555,938
Reserve account	267,200	-	267,200
Replacement account	564,847	-	564,847
Impact fee account	61,452	-	61,452
Net pension asset	166,077	66,385	232,462
Capital assets:			
Land	165,570	160,275	325,845
Construction work in progress	64,902	11,892	76,794
Property and equipment	27,604,517	6,701,499	34,306,016
Less accumulated depreciation	(8,596,701)	(2,236,372)	(10,833,073)
Other assets:			
Water tower reserve	589,249	-	589,249
Depreciation reserve	80,496	-	80,496
Special assessment receivable	36,109	-	36,109
Property held for future use	224,112	-	224,112
Lease receivable	1,611,124	-	1,611,124
Total noncurrent assets	<u>25,394,892</u>	<u>4,703,679</u>	<u>30,098,571</u>
Total assets	<u>27,270,259</u>	<u>4,865,816</u>	<u>32,136,075</u>
Deferred Outflows of Resources			
Pension-related amounts	316,564	124,037	440,601
Total deferred outflows of resources	<u>316,564</u>	<u>124,037</u>	<u>440,601</u>

See notes to financial statements

Village of McFarland

Statement of Net Position
Proprietary Funds
December 31, 2022

	Business-Type Activities - Enterprise Funds		
	Water and Sewer Utility	Storm Water Utility	Total
Liabilities			
Current liabilities:			
Accounts payable	\$ 246,469	\$ 2,200	\$ 248,669
Customer deposits	5,000	-	5,000
Due to municipality	258,404	-	258,404
Accrued interest	5,676	337	6,013
Compensated absences	10,995	4,425	15,420
Current portion of financed purchase	39,950	19,975	59,925
Current portion of general obligation debt	670,000	65,000	735,000
Current liabilities payable from restricted assets:			
Current portion of revenue bonds	125,000	-	125,000
Accrued interest	11,692	-	11,692
Total current liabilities	<u>1,373,186</u>	<u>91,937</u>	<u>1,465,123</u>
Noncurrent liabilities:			
Long-term debt:			
Revenue bonds	3,525,000	-	3,525,000
General obligation debt	2,080,000	70,000	2,150,000
Unamortized debt premium	262,467	282	262,749
Other liabilities:			
Compensated absences	<u>52,987</u>	<u>19,460</u>	<u>72,447</u>
Total noncurrent liabilities	<u>5,920,454</u>	<u>89,742</u>	<u>6,010,196</u>
Total liabilities	<u>7,293,640</u>	<u>181,679</u>	<u>7,475,319</u>
Deferred Inflows of Resources			
Pension-related amounts	350,387	140,325	490,712
Lease-related amounts	<u>1,656,889</u>	<u>-</u>	<u>1,656,889</u>
Total deferred inflows of resources	<u>2,007,276</u>	<u>140,325</u>	<u>2,147,601</u>
Net Position			
Net investment in capital assets	15,359,009	4,482,037	19,841,046
Restricted for:			
Debt service	83,333	-	83,333
Equipment replacement	564,847	-	564,847
Impact fees	61,452	-	61,452
Pension	166,077	66,385	232,462
Unrestricted net position	<u>2,051,189</u>	<u>119,427</u>	<u>2,170,616</u>
Total net position	<u>\$ 18,285,907</u>	<u>\$ 4,667,849</u>	<u>\$ 22,953,756</u>

See notes to financial statements

Village of McFarland

Statement of Revenues, Expenses and Changes in Net Position

Proprietary Funds

Year Ended December 31, 2022

	Business-Type Activities - Enterprise Funds		
	Water and Sewer Utility	Storm Water Utility	Total
Operating Revenues			
Water	\$ 1,467,683	\$ -	\$ 1,467,683
Sewer	1,462,816	-	1,462,816
Storm water	-	561,817	561,817
Total operating revenues	<u>2,930,499</u>	<u>561,817</u>	<u>3,492,316</u>
Operating Expenses			
Depreciation	578,362	160,151	738,513
Operation and maintenance	<u>2,243,236</u>	<u>485,503</u>	<u>2,728,739</u>
Total operating expenses	<u>2,821,598</u>	<u>645,654</u>	<u>3,467,252</u>
Operating income (loss)	<u>108,901</u>	<u>(83,837)</u>	<u>25,064</u>
Nonoperating Revenues (Expenses)			
Interest on investments	174,384	9,058	183,442
Interest expense	(153,986)	(4,411)	(158,397)
Debt issuance cost	(124,119)	-	(124,119)
Amortization of debt premium	34,224	405	34,629
Miscellaneous revenues	<u>960</u>	<u>452</u>	<u>1,412</u>
Total nonoperating revenues (expenses)	<u>(68,537)</u>	<u>5,504</u>	<u>(63,033)</u>
Income (loss) before contributions and transfers	<u>40,364</u>	<u>(78,333)</u>	<u>(37,969)</u>
Contributions and Transfers			
Capital contributions	66,152	-	66,152
Transfers out, tax equivalents	<u>(258,404)</u>	<u>-</u>	<u>(258,404)</u>
Total contributions and transfers	<u>(192,252)</u>	<u>-</u>	<u>(192,252)</u>
Change in net position	(151,888)	(78,333)	(230,221)
Net Position, Beginning	<u>18,437,795</u>	<u>4,746,182</u>	<u>23,183,977</u>
Net Position, Ending	<u>\$ 18,285,907</u>	<u>\$ 4,667,849</u>	<u>\$ 22,953,756</u>

See notes to financial statements

Village of McFarland

Statement of Cash Flows

Proprietary Funds

Year Ended December 31, 2022

	Business-Type Activities - Enterprise Funds		
	Water and Sewer Utility	Storm Water Utility	Total
Cash Flows From Operating Activities			
Received from customers	\$ 2,483,162	\$ 548,491	\$ 3,031,653
Received from village for services	472,300	-	472,300
Paid to suppliers for goods and services	(2,301,327)	(348,901)	(2,650,228)
Paid to employees for services	<u>(180,162)</u>	<u>(180,162)</u>	<u>(360,324)</u>
Net cash flows from operating activities	<u>473,973</u>	<u>19,428</u>	<u>493,401</u>
Cash Flows From Investing Activities			
Investment income	<u>174,385</u>	<u>9,058</u>	<u>183,443</u>
Net cash flows from investing activities	<u>174,385</u>	<u>9,058</u>	<u>183,443</u>
Cash Flows From Noncapital Financing Activities			
Paid to municipality for tax equivalent	<u>(279,069)</u>	<u>-</u>	<u>(279,069)</u>
Net cash flows from noncapital financing activities	<u>(279,069)</u>	<u>-</u>	<u>(279,069)</u>
Cash Flows From Capital and Related Financing Activities			
Debt retired	(650,000)	(65,000)	(715,000)
Interest paid	(147,453)	(4,411)	(151,864)
Net premium and issuance costs	83,901	-	83,901
Proceeds from debt issue	3,650,000	-	3,650,000
Acquisition and construction of capital assets	(1,408,110)	(474,524)	(1,882,634)
Capital contributions	66,152	-	66,152
Financed purchase payments	<u>(4,805)</u>	<u>(2,402)</u>	<u>(7,207)</u>
Net cash flows from capital and related financing activities	<u>1,589,685</u>	<u>(546,337)</u>	<u>1,043,348</u>
Net change in cash and cash equivalents	1,958,974	(517,851)	1,441,123
Cash and Cash Equivalents, Beginning	<u>3,615,440</u>	<u>588,676</u>	<u>4,204,116</u>
Cash and Cash Equivalents, Ending	<u>\$ 5,574,414</u>	<u>\$ 70,825</u>	<u>\$ 5,645,239</u>

See notes to financial statements

Village of McFarland

Statement of Cash Flows

Proprietary Funds

Year Ended December 31, 2022

	Business-Type Activities - Enterprise Funds		
	Water and Sewer Utility	Storm Water Utility	Total
Reconciliation of Operating Income (Loss) to Net Cash			
Flows From Operating Activities			
Operating income (loss)	\$ 108,901	\$ (83,837)	\$ 25,064
Nonoperating revenue (expense)	960	452	1,412
Adjustments to reconcile operating income (loss) to net cash flows from operating activities:			
Depreciation	578,362	160,151	738,513
Depreciation charged to other funds	32,014	-	32,014
Changes in assets and liabilities:			
Accounts receivable	(47,747)	(9,561)	(57,308)
Other receivables	39,043	(4,217)	34,826
Due from/to other funds	39,736	-	39,736
Accounts payable	(157,323)	(11,836)	(169,159)
Compensated absences	(15,999)	(6,106)	(22,105)
Other current liabilities	670	-	670
Pension-related amounts	(65,601)	(25,618)	(91,219)
Deferred inflow of resources	(39,043)	-	(39,043)
Net cash flows from operating activities	<u>\$ 473,973</u>	<u>\$ 19,428</u>	<u>\$ 493,401</u>
Reconciliation of Cash and Cash Equivalents to the Statement of Net Position, Proprietary Funds			
Cash and investments	\$ 1,360,207	\$ 70,825	\$ 1,431,032
Restricted cash and investments:			
Construction account	2,555,938	-	2,555,938
Replacement account	564,847	-	564,847
Redemption account	95,025	-	95,025
Impact fee account	61,452	-	61,452
Reserve account	267,200	-	267,200
Other assets:			
Water tower reserve	589,249	-	589,249
Depreciation reserve	80,496	-	80,496
Cash and cash equivalents	<u>\$ 5,574,414</u>	<u>\$ 70,825</u>	<u>\$ 5,645,239</u>
Noncash Capital and Related Financing Activities			
Amortization of debt premium	<u>\$ 34,224</u>	<u>\$ 405</u>	

See notes to financial statements

Village of McFarland

Statement of Fiduciary Net Position
Custodial Fund
December 31, 2022

	Custodial Fund Tax Collection Fund
Assets	
Cash and investments	\$ 14,667,406
Taxes	<u>1,464,866</u>
Total assets	<u>16,132,272</u>
Liabilities	
Due to other governments	<u>16,132,272</u>
Total liabilities	<u>16,132,272</u>
Net Position	
Total net position	<u>\$ -</u>

See notes to financial statements

Village of McFarland

Statement of Changes in Fiduciary Net Position

Custodial Fund

Year Ended December 31, 2022

	<u>Custodial Fund Tax Collection Fund</u>
Additions	
Property taxes collected for other governments	<u>\$ 12,233,511</u>
Total additions	<u>12,233,511</u>
Deductions	
Property taxes distributed to other governments	<u>12,233,511</u>
Total deductions	<u>12,233,511</u>
Change in fiduciary net position	-
Net Position, Beginning	<u>-</u>
Net Position, Ending	<u><u>\$ -</u></u>

See notes to financial statements

Village of McFarland

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December 31, 2022

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Village of McFarland

Notes to Financial Statements
December 31, 2022

1. Summary of Significant Accounting Policies

The accounting policies of the Village of McFarland, Wisconsin (the Village) conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The accepted standard-setting body for establishing governmental accounting and financial reporting principles is the Governmental Accounting Standards Board (GASB).

Reporting Entity

This report includes all of the funds of the Village. The reporting entity for the Village consists of the primary government and its component units. Component units are legally separate organizations for which the primary government is financially accountable or other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading. The Village has not identified any organizations that meet this criteria.

Government-Wide and Fund Financial Statements

In June 2017, the GASB issued Statement No. 87, *Leases*. This Statement requires the recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. The standard establishes a single model for lease accounting based on the foundational principle that leases are financings of the right-to-use an underlying asset. Under the Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, which enhances the relevance and consistency of information about the Village's leasing activities. This standard was implemented January 1, 2022.

Government-Wide Financial Statements

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues and other nonexchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The Village does not allocate indirect expenses to functions in the statement of activities. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not included among program revenues are reported as general revenues. Internally dedicated resources are reported as general revenues rather than as program revenues.

Fund Financial Statements

Financial statements of the Village are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position/fund balance, revenues and expenditures/expenses.

Village of McFarland

Notes to Financial Statements
December 31, 2022

Funds are organized as major funds or nonmajor funds within the governmental and proprietary statements. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the Village or meets the following criteria:

- a. Total assets/deferred outflows of resources, liabilities/deferred inflows of resources, revenues or expenditures/expenses of that individual governmental or enterprise fund are at least 10% of the corresponding total for all funds of that category or type, and
- b. The same element of the individual governmental or enterprise fund that met the 10% test is at least 5% of the corresponding total for all governmental and enterprise funds combined.
- c. In addition, any other governmental or enterprise fund that the Village believes is particularly important to financial statement users may be reported as a major fund.

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The Village reports the following major governmental funds:

General Fund

General Fund accounts for the Village's primary operating activities. It is used to account for and report all financial resources except those accounted for and reported in another fund.

Debt Service Fund

General Debt Service Fund is used to account for and report financial resources that are restricted, committed, or assigned to expenditures for the payment of general long-term debt principal, interest and related costs, other than TIF or enterprise debt.

Capital Projects Funds

TIF No. 3 Capital Project Fund is used to account for expenditures outlined in the Tax Incremental Financing (TIF) District project plan and related revenues and proceeds from long-term borrowing.

Capital Equipment and Projects Fund is used to account for financial resources to be used for the acquisition or construction of equipment and/or major facilities.

Enterprise Funds

The Village reports the following major enterprise funds:

Water and Sewer Utility accounts for operations of the water and sewer system

Storm Water Utility accounts for operations of the storm water system

Village of McFarland

Notes to Financial Statements

December 31, 2022

The Village reports the following nonmajor governmental funds:

Special Revenue Funds

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes (other than debt service or capital projects).

Cable	Library
Parks	Solid Waste
Youth Center	Employee Retirement Fund
Canine	American Rescue Plan Fund
Affordable Housing	

Capital Projects Funds

Capital Projects Funds are used to account for and report financial resources that are restricted, committed or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

TIF No. 4

TIF No. 5

In addition, the Village reports the following fund type:

Custodial Fund

Custodial Fund is used to account for and report assets controlled by the Village and the assets are for the benefit of individuals, private organizations and/or other governmental units.

Tax Collection Fund

Measurement Focus, Basis of Accounting and Financial Statement Presentation

Government-Wide Financial Statements

The government-wide statement of net position and statement of activities are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Property taxes are recognized as revenues in the year for which they are levied. Taxes receivable for the following year are recorded as receivables and deferred inflows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider are met. Special assessments are recorded as revenue when earned. Unbilled receivables are recorded as revenues when services are provided.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the Village's water, sewer and storm water utilities and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recorded when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the Village considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on long-term debt, claims, judgments, compensated absences and pension expenditures, which are recorded as a fund liability when expected to be paid with expendable available financial resources.

Property taxes are recorded in the year levied as receivables and deferred inflows. They are recognized as revenues in the succeeding year when services financed by the levy are being provided.

Intergovernmental aids and grants are recognized as revenues in the period the Village is entitled to the resources and the amounts are available. Amounts owed to the Village which are not available are recorded as receivables and unavailable revenues. Amounts received before eligibility requirements (excluding time requirements) are met are recorded as liabilities. Amounts received in advance of meeting time requirements are recorded as deferred inflows.

Special assessments are recorded as revenues when they become measurable and available as current assets. Annual installments due in future years are reflected as receivables and unavailable revenues. Delinquent special assessments being held for collection by the county are reported as receivables and nonspendable fund balance in the general fund.

Revenues susceptible to accrual include property taxes, miscellaneous taxes, public charges for services, special assessments and interest. Other general revenues such as fines and forfeitures, inspection fees, recreation fees and miscellaneous revenues are recognized when received in cash or when measurable and available under the criteria described above.

Proprietary and Fiduciary Funds

Proprietary and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as described previously in this note.

The proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the water and sewer utility and storm water utility are charges to customers for sales and services. Special assessments are recorded as receivables and contribution revenue when levied. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

All Financial Statements

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities and deferred inflows of resources and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position or Equity

Deposits and Investments

For purposes of the statement of cash flows, the Village considers all highly liquid investments with an initial maturity of three months or less when acquired to be cash equivalents.

Investment of Village funds is restricted by Wisconsin state statutes. Available investments are limited to:

- a. Time deposits in any credit union, bank, savings bank or trust company.
- b. Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of the state. Also, bonds issued by a local exposition district, a local professional baseball park district, a local professional football stadium district, a local cultural arts district, the University of Wisconsin Hospitals and Clinics Authority or the Wisconsin Aerospace Authority.
- c. Bonds or securities issued or guaranteed by the federal government.
- d. The local government investment pool.
- e. Any security maturing in seven years or less and having the highest or second highest rating category of a nationally recognized rating agency.
- f. Securities of an open-end management investment company or investment trust, subject to various conditions and investment options.
- g. Repurchase agreements with public depositories, with certain conditions.

The Village has adopted an investment policy. As described in Note 3, the Village is exposed to the following deposit and investment risks: custodial credit risk and credit risk. The Village's investment policy addresses each of these risks in the following manner:

Custodial Credit Risk - The Village's investment policy addresses custodial credit risk by limiting all checking, savings, certificates of deposit, money market and overnight sweeps to be covered by FDIC, state guarantee fund, other insurance agreements, or are fully collateralized. Refer to Note 3 for compliance.

Credit Risk - The Village's investment policy addresses credit risk by limiting investments to state statute allowable investments.

Investments are stated at fair value, which is the amount at which an investment could be exchanged in a current transaction between willing parties. Fair values are based on methods and inputs as outlined in Note 3. No investments are reported at amortized cost. Adjustments necessary to record investments at fair value are recorded in the operating statement as increases or decreases in investment income. Investment income on commingled investments of municipal accounting funds is allocated based on average balances. The difference between the bank statement balance and carrying value is due to outstanding checks and/or deposits in transit.

Village of McFarland

Notes to Financial Statements December 31, 2022

The Wisconsin Local Government Investment Pool (LGIP) is part of the State Investment Fund (SIF) and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At December 31, 2022, the fair value of the Village's share of the LGIP's assets was substantially equal to the amount as reported in these statements.

PMA Financial Network, Inc. is the administrator for the Wisconsin Investment Series Cooperative (WISC). The investment manager for WISC is PMA Financial Network, Inc. The WISC is not registered with the Securities and Exchange Commission, but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in WISC are valued at WISC's share price, the price for which the investments could be sold. At December 31, 2022 the City's share of the WISC's assets was substantially equal to the amount reported in these statements.

See Note 3 for further information.

Receivables

Property taxes are levied in December on the assessed value as of the prior January 1. In addition to property taxes for the Village, taxes are collected for and remitted to the state and county governments as well as the local school district and technical college district. Taxes for all state and local governmental units billed in the current year for the succeeding year are reflected as receivables and due to other taxing units on the accompanying statement of fiduciary net position.

Property tax calendar - 2022 tax roll:

Lien date and levy date	December 2022
Tax bills mailed	December 2022
Payment in full, or	January 31, 2023
First installment due	January 31, 2023
Second installment due	July 31, 2023
Personal property taxes in full	January 31, 2023
Tax sale, 2022 delinquent real estate taxes	October 2025

Accounts receivable have been shown net of an allowance for uncollectible accounts. Delinquent real estate taxes as of July 31 are paid in full by the County, which assumes the collection thereof. No provision for uncollectible accounts receivable has been made for the water, sewer and storm water utilities because they have the right by law to place substantially all delinquent bills on the tax roll and other delinquent bills are generally not significant.

During the course of operations, transactions occur between individual funds that may result in amounts owed between funds. Short-term interfund loans are reported as "due to and from other funds." Long-term interfund loans (noncurrent portion) are reported as "advances from and to other funds." Interfund receivables and payables between funds within governmental activities are eliminated in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the governmental-wide financial statements as internal balances.

In the governmental fund financial statements, advances to other funds are offset equally by a nonspendable fund balance account which indicates that they do not constitute expendable available financial resources and, therefore, are not available for appropriation or by a restricted fund balance account, if the funds will ultimately be restricted when the advance is repaid.

Village of McFarland

Notes to Financial Statements
December 31, 2022

Inventories and Prepaid Items

Governmental fund inventory items are charged to expenditure accounts when purchased. Year-end inventory was not significant. Proprietary fund inventories are generally used for construction and/or for operation and maintenance work. They are not for resale.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

Restricted Assets

Mandatory segregations of assets are presented as restricted assets. Such segregations are required by bond agreements and other external parties. Current liabilities payable from these restricted assets are so classified. The excess of restricted assets over current liabilities payable from restricted assets will be used first for retirement of related long-term debt. The remainder, if generated from earnings, is shown as restricted net position.

Capital Assets

Government-Wide Financial Statements

Capital assets, which include property, plant and equipment, are reported in the government-wide financial statements. Capital assets are defined by the government as assets with an initial cost of more than \$10,000 for general capital assets and \$10,000 for infrastructure assets and an estimated useful life in excess of 1 year. All capital assets are valued at historical cost or estimated historical cost if actual amounts are unavailable. Donated capital assets are recorded at their estimated acquisition value at the date of donation.

Additions to and replacements of capital assets of business-type activities are recorded at original cost, which includes material, labor and overhead. The cost of renewals and betterments relating to retirement units is added to plant accounts. The cost of property replaced, retired or otherwise disposed of, is deducted from plant accounts and, generally, together with removal costs less salvage, is charged to accumulated depreciation.

Depreciation and amortization of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation and amortization reflected in the statement of net position. Depreciation and amortization is provided over the assets' estimated useful lives using the straight-line method. The range of estimated useful lives by type of asset is as follows:

Buildings	40-85 Years
Land improvements	15-40 Years
Machinery and equipment	4-35 Years
Utility system	4-100 Years
Infrastructure	30-50 Years
Vehicles	4-35 Years
Library improvements and collection	10-20 Years
Intangibles	10-20 Years

Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same way as in the government-wide statements.

Village of McFarland

Notes to Financial Statements
December 31, 2022

Other Assets

Other assets in the proprietary funds represent preliminary survey and investigation, property held for future use, cash and a long-term receivable.

Deferred Outflows of Resources

A deferred outflow of resources represents a consumption of net position/fund balance that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until that future time.

Compensated Absences

Under terms of employment, employees are granted sick leave and vacations in varying amounts. Only benefits considered to be vested are disclosed in these statements.

All vested vacation and sick leave pay is accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements, and are payable with expendable resources.

Payments for vacation and sick leave will be made at rates in effect when the benefits are used. Accumulated vacation and sick leave liabilities at December 31, 2022, are determined on the basis of current salary rates and include salary related payments.

Long-Term Obligations

All long-term obligations to be repaid from governmental and business-type resources are reported as liabilities in the government-wide statements. The long-term obligations consist primarily of notes and bonds payable and accrued compensated absences.

Long-term obligations for governmental funds are not reported as liabilities in the fund financial statements. The face value of debts (plus any premiums) are reported as other financing sources and payments of principal and interest are reported as expenditures. The accounting in proprietary funds is the same as it is in the government-wide statements.

For the government-wide statements and proprietary fund statements, bond premiums and discounts are amortized over the life of the issue using the straight-line method. The balance at year end is shown as an increase or decrease in the liability section of the statement of net position.

Leases

The Water and Sewer Utility is a lessor because it leases capital assets to other entities. As a lessor, the utility reports a lease receivable and corresponding deferred inflow of resources in both the fund financial statements and government-wide financial statements. The utility continues to report and depreciate the capital assets being leased as capital assets of the primary government.

Deferred Inflows of Resources

A deferred inflow of resources represents an acquisition of net position/fund balance that applies to a future period and therefore will not be recognized as an inflow of resources (revenue) until that future time.

Equity Classifications

Government-Wide Statements

Equity is classified as net position and displayed in three components:

- a. **Net Investment in Capital Assets** - Consists of capital assets including restricted capital assets, net of accumulated depreciation/amortization and reduced by the outstanding balances (excluding unspent debt proceeds) of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets.
- b. **Restricted Net Position** - Consists of net position with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors or laws or regulations of other governments or, 2) law through constitutional provisions or enabling legislation.
- c. **Unrestricted Net Position** - All other net positions that do not meet the definitions of "restricted" or "net investment in capital assets."

When both restricted and unrestricted resources are available for use, it is the Village's policy to use restricted resources first, then unrestricted resources as they are needed.

Fund Statements

Governmental fund balances are displayed as follows:

- a. **Nonspendable** - Includes fund balance amounts that cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained intact.
- b. **Restricted** - Consists of fund balances with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors or laws or regulations of other governments or 2) law through constitutional provisions or enabling legislation.
- c. **Committed** - Includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority. Fund balance amounts are committed through a formal action (resolution) of the Village Board. This formal action must occur prior to the end of the reporting period, but the amount of the commitment, which will be subject to the constraints, may be determined in the subsequent period. Any changes to the constraints imposed require the same formal action of the Village Board that originally created the commitment.
- d. **Assigned** - Includes spendable fund balance amounts that are intended to be used for specific purposes that do not meet the criteria to be classified as restricted or committed. The Board may take official action to assign amounts. Assignments may take place after the end of the reporting period.
- e. **Unassigned** - Includes residual positive fund balance within the general fund which has not been classified within the other above mentioned categories. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed or assigned for those purposes.

Proprietary fund equity is classified the same as in the government-wide statements.

Village of McFarland

Notes to Financial Statements

December 31, 2022

The Village considers restricted amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents / contracts that prohibit doing this, such as in grant agreements requiring dollar for dollar spending. Additionally, the Village would first use committed, then assigned and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

The Village has a formal minimum fund balance policy. That policy is to maintain a working capital fund of 20% of the subsequent years budgeted general fund expenditures, with a targeted maximum of 25%. The balance at year end was \$1,649,127 or 22.5% and is included in unassigned general fund balance.

See Note 3 for further information.

Pension

For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Basis for Existing Rates

Water

Current water rates became effective on August 13, 2021. The authorized rate of return is 4.9%.

Sewer

Current sewer rates were approved by the Village board on February 19, 2020 and implemented on August 5, 2020.

Storm Water

Current storm water utility rates were approved by the Village board on December 28, 2015 and implemented on January 1, 2016.

Assets Held for Resale

Land held for resale consists of land and land improvements and is valued at cost of acquisition, demolition and site improvements. Land held for resale is recorded at lower of cost or market value.

Village of McFarland

Notes to Financial Statements
December 31, 2022

2. Stewardship, Compliance and Accountability

Excess Expenditures and Other Financing Uses Over Budget

<u>Funds</u>	<u>Budgeted Expenditures and Other Financing Uses</u>	<u>Actual Expenditures and Other Financing Uses</u>	<u>Excess Expenditures and Other Financing Uses Over Budget</u>
General debt service	\$ 2,634,000	\$ 2,692,069	\$ 58,069
Solid waste	601,000	603,296	2,296

The Village controls expenditures at the function level. Some individual functions experienced expenditures which exceeded appropriations. The detail of those items can be found in the Village's year-end budget to actual report.

Deficit Balances

Generally accepted accounting principles require disclosure of individual funds that have deficit balances at year end.

As of December 31, 2022, the following individual funds held a deficit balance:

<u>Fund</u>	<u>Amount</u>	<u>Reason</u>
TIF No. 5 capital project	\$ (484,966)	Excess expenditures over appropriations

TIF district deficits are anticipated to be funded with future incremental taxes levied over the life of the districts, which is 27 years for the districts created before October 1, 1995, and 23 years for districts created thereafter through September 30, 2004. Beginning October 1, 2004, the life of new districts varies by type of district (20-27 years) and may be extended in some cases.

Limitations on the Village's Tax Levy

Wisconsin law limits the Village's future tax levies. Generally the Village is limited to its prior tax levy dollar amount (excluding TIF Districts), increased by the greater of the percentage change in the Village's equalized value due to net new construction or zero percent. Changes in debt service from one year to the next are generally exempt from this limit with certain exceptions. The Village is required to reduce its allowable levy by the estimated amount of fee revenue it collects for certain services, if those services were funded in 2013 by the property tax levy. Levies can be increased above the allowable limits if the amount is approved by referendum.

Village of McFarland

Notes to Financial Statements
December 31, 2022

3. Detailed Notes on All Funds

Deposits and Investments

The Village's deposits and investments at year end were comprised of the following:

	<u>Carrying Value</u>	<u>Statement Balances</u>	<u>Associated Risks</u>
Deposits	\$ 17,647,333	\$ 15,128,391	Custodial credit risk
US treasuries	3,429,959	3,429,959	Credit risk
LGIP	13,478,524	13,477,872	Credit risk
2a7-like pools	2,021,408	2,021,408	Credit risk
Petty cash	547	-	N/A
Total deposits and investments	<u>\$ 36,577,771</u>	<u>\$ 34,057,630</u>	
Reconciliation to financial statements			
Per statement of net position:			
Unrestricted cash and investments	\$ 17,349,197		
Restricted cash and investments	4,561,168		
Per statement of fiduciary net position			
custodial fund:			
Tax collection fund	<u>14,667,406</u>		
Total deposits and investments	<u>\$ 36,577,771</u>		

Deposits in each local and area bank are insured by the FDIC in the amount of \$250,000 for time and savings accounts (including NOW accounts) and \$250,000 for demand deposit accounts (interest-bearing and noninterest-bearing). In addition, if deposits are held in an institution outside of the state in which the government is located, insured amounts are further limited to a total of \$250,000 for the combined amount of all deposit accounts.

Bank accounts are also insured by the State Deposit Guarantee Fund in the amount of \$400,000. However, due to the nature of this fund, recovery of material principal losses may not be significant to individual municipalities. This coverage has been considered in computing custodial credit risk.

The Village maintains collateral agreements with its banks. At December 31, 2022, the banks had pledged various government securities in the amount of \$12,000,000 to secure the Village's deposits.

The Village categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The valuation methods for recurring fair value measurements are as follows:

<u>Investment Type</u>	<u>December 31, 2022</u>			
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
U.S. Treasuries	\$ 3,429,959	\$ -	\$ -	\$ 3,429,959
Total	<u>\$ 3,429,959</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,429,959</u>

Village of McFarland

Notes to Financial Statements

December 31, 2022

Custodial Credit Risk

Deposits

Custodial credit risk is the risk that in the event of a financial institution failure, the Village's deposits may not be returned to the Village.

The Village does not have any deposits exposed to custodial credit risk.

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations.

The Village had investments in the external Wisconsin Local Government Investment Pool which is not rated.

The Village also had investments in the Wisconsin Investment Series Cooperative - Investment Class which is rated AAA by S&P.

See Note 1 for further information on deposit and investment policies.

Receivables

All receivable balances are expected to be collected within one year with the exception of: delinquent personal property taxes (\$1,599), delinquent special assessments (\$615) and loans receivable (\$233,757).

Governmental funds report *unavailable* or *unearned revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Property taxes levied for the subsequent year are not earned and cannot be used to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the current fiscal year, the various components of *unavailable revenue* and *unearned revenue* reported in the governmental funds were as follows:

	<u>Unearned</u>	<u>Unavailable</u>
Property taxes receivable for subsequent year	\$ 10,047,061	\$ -
Accounts receivable, ambulance	-	77,027
Unspent American Rescue Plan funds	<u>945,262</u>	<u>-</u>
Total unearned/unavailable revenue for governmental funds	<u>\$ 10,992,323</u>	<u>\$ 77,027</u>
Unearned revenue included in liabilities	\$ 945,262	
Unearned revenue included in deferred inflows	<u>10,047,061</u>	
Total unearned revenue for governmental funds	<u>\$ 10,992,323</u>	

Village of McFarland

Notes to Financial Statements
December 31, 2022

Restricted Assets

The following represent the balances of the restricted assets:

Long-Term Debt Accounts

Redemption - Used to segregate resources accumulated for debt service payments over the next twelve months.

Reserve - Used to report resources set aside to make up potential future deficiencies in the redemption account.

Construction - Used to report proceeds of revenue bond issuances that are restricted for use in construction.

Equipment Replacement Account

The sewer utility established an equipment replacement account to be used for significant mechanical equipment replacement as required by the Wisconsin Department of Natural Resources.

Impact Fee Account

The Village has received impact fees which must be spent in accordance with the local ordinance and state statutes. Any unspent funds must be refunded to the current property owner.

Net Pension Asset

Restricted assets have been reported in connection with the net pension asset balance since this balance must be used to fund employee benefits.

Following is a list of restricted assets at December 31, 2022:

	Restricted Assets
Bond redemption account	\$ 95,025
Bond reserve account	267,200
Construction account	2,555,938
Replacement account	564,847
Impact fee account, utility	61,452
Net pension asset	2,505,169
Park impact fees	<u>1,016,706</u>
Total	<u><u>\$ 7,066,337</u></u>

Village of McFarland

Notes to Financial Statements

December 31, 2022

Capital Assets

Capital asset activity for the year ended December 31, 2022, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Governmental Activities				
Capital assets not being depreciated / amortized:				
Land	\$ 14,832,451	\$ -	\$ -	\$ 14,832,451
Construction in progress	4,314,709	16,540,354	1,250,931	19,604,132
Total capital assets not being depreciated / amortized	<u>19,147,160</u>	<u>16,540,354</u>	<u>1,250,931</u>	<u>34,436,583</u>
Capital assets being depreciated / amortized:				
Land improvements	1,673,097	894,184	-	2,567,281
Buildings	13,115,512	356,747	76,192	13,396,067
Machinery and equipment	2,722,320	139,117	30,249	2,831,188
Streets	23,252,135	1,867,291	966,826	24,152,600
Sidewalks	4,852,600	-	-	4,852,600
Vehicles	6,026,889	286,369	718,976	5,594,282
Library improvements and collection	1,503,642	85,645	10,097	1,579,190
Intangibles	188,120	-	-	188,120
Total capital assets being depreciated / amortized	<u>53,334,315</u>	<u>3,629,353</u>	<u>1,802,340</u>	<u>55,161,328</u>
Total capital assets	<u>72,481,475</u>	<u>20,169,707</u>	<u>3,053,271</u>	<u>89,597,911</u>
Less accumulated depreciation / amortization for:				
Land improvements	(577,821)	(64,656)	-	(642,477)
Buildings	(2,498,187)	(210,705)	5,143	(2,703,749)
Machinery and equipment	(1,252,641)	(181,574)	30,021	(1,404,194)
Streets	(9,141,008)	(805,087)	966,826	(8,979,269)
Sidewalks	(3,574,958)	(161,753)	-	(3,736,711)
Vehicles	(2,435,874)	(394,413)	558,457	(2,271,830)
Library improvements and collection	(872,800)	(91,700)	10,097	(954,403)
Intangibles	(60,049)	(14,285)	-	(74,334)
Total accumulated depreciation / amortization	<u>(20,413,338)</u>	<u>(1,924,173)</u>	<u>1,570,544</u>	<u>(20,766,967)</u>
Net capital assets being depreciated / amortized	<u>32,920,977</u>	<u>1,705,180</u>	<u>231,796</u>	<u>34,394,361</u>
Total governmental activities capital assets, net of accumulated depreciation / amortization	<u>\$ 52,068,137</u>	<u>\$ 18,245,534</u>	<u>\$ 1,482,727</u>	<u>\$ 68,830,944</u>

Depreciation / amortization expense was charged to functions as follows:

Governmental Activities

General government	\$ 121,077
Public safety	343,631
Public works, which includes the depreciation of infrastructure	1,146,192
Leisure activities	<u>313,273</u>
Total governmental activities depreciation / amortization expense	<u>\$ 1,924,173</u>

Village of McFarland

Notes to Financial Statements

December 31, 2022

Business-Type Activities

	Beginning Balance	Additions	Deletions	Ending Balance
Water				
Capital assets not being depreciated:				
Land and land rights	\$ 87,550	\$ -	\$ -	\$ 87,550
Construction in progress	22,736	956,549	914,383	64,902
Total capital assets not being depreciated	110,286	956,549	914,383	152,452
Capital assets being depreciated:				
Source of supply	211,239	-	-	211,239
Pumping	357,710	-	-	357,710
Water treatment	4,498	-	-	4,498
Transmission and distribution	16,867,980	1,240,380	76,050	18,032,310
General	655,675	32,225	34,794	653,106
Total capital assets being depreciated	18,097,102	1,272,605	110,844	19,258,863
Total capital assets	18,207,388	2,229,154	1,025,227	19,411,315
Less accumulated depreciation for:				
Water	(5,432,429)	(432,319)	110,844	(5,753,904)
Total accumulated depreciation	(5,432,429)	(432,319)	110,844	(5,753,904)
Net capital assets being depreciated	12,664,673	840,286	-	13,504,959
Net water capital assets	<u>\$ 12,774,959</u>	<u>\$ 1,796,835</u>	<u>\$ 914,383</u>	<u>\$ 13,657,411</u>
	Beginning Balance	Additions	Deletions	Ending Balance
Sewer				
Capital assets not being depreciated:				
Land and land rights	\$ 78,020	\$ -	\$ -	\$ 78,020
Total capital assets not being depreciated	78,020	-	-	78,020
Capital assets being depreciated:				
Collecting system	6,809,508	61,114	-	6,870,622
Collecting system pumping	1,043,088	-	-	1,043,088
General	487,704	32,225	87,985	431,944
Total capital assets being depreciated / amortized	8,340,300	93,339	87,985	8,345,654
Total capital assets	8,418,320	93,339	87,985	8,423,674
Less accumulated depreciation for:				
Sewer	(2,752,724)	(178,058)	87,985	(2,842,797)
Total accumulated depreciation	(2,752,724)	(178,058)	87,985	(2,842,797)
Net capital assets being depreciated	5,587,576	(84,719)	-	5,502,857
Net sewer capital assets	<u>\$ 5,665,596</u>	<u>\$ (84,719)</u>	<u>\$ -</u>	<u>\$ 5,580,877</u>

Village of McFarland

Notes to Financial Statements

December 31, 2022

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Storm Water				
Capital assets not being depreciated:				
Land and land rights	\$ 160,275	\$ -	\$ -	\$ 160,275
Construction in progress	<u>2,892</u>	<u>523,767</u>	<u>514,767</u>	<u>11,892</u>
Total capital assets not being depreciated	<u>163,167</u>	<u>523,767</u>	<u>514,767</u>	<u>172,167</u>
Capital assets being depreciated:				
Storm water	<u>6,387,157</u>	<u>465,524</u>	<u>151,182</u>	<u>6,701,499</u>
Total capital assets being depreciated	<u>6,387,157</u>	<u>465,524</u>	<u>151,182</u>	<u>6,701,499</u>
Total capital assets	<u>6,550,324</u>	<u>989,291</u>	<u>665,949</u>	<u>6,873,666</u>
Less accumulated depreciation for:				
Storm water	<u>(2,227,402)</u>	<u>(160,151)</u>	<u>151,181</u>	<u>(2,236,372)</u>
Total accumulated depreciation	<u>(2,227,402)</u>	<u>(160,151)</u>	<u>151,181</u>	<u>(2,236,372)</u>
Net capital assets being depreciated	<u>4,159,755</u>	<u>305,373</u>	<u>1</u>	<u>4,465,127</u>
Net storm water capital assets	<u>\$ 4,322,922</u>	<u>\$ 829,140</u>	<u>\$ 514,768</u>	<u>\$ 4,637,294</u>
Business-type capital assets, net of accumulated depreciation	<u>\$ 22,763,477</u>	<u>\$ 2,541,256</u>	<u>\$ 1,429,151</u>	<u>\$ 23,875,582</u>

Depreciation / amortization expense was charged to functions as follows:

Business-Type Activities

Water	\$ 400,304
Sewer	178,058
Storm water	<u>160,151</u>
Total business-type activities depreciation expense	<u>\$ 738,513</u>

Depreciation expense may be different from business-type activity accumulated depreciation additions because of joint metering, salvage, cost of removal, internal allocations or costs associated with the disposal of assets.

Interfund Receivables/Payables, Advances and Transfers

Interfund Receivables/Payables

The following is a schedule of interfund receivables and payables including any overdrafts on pooled cash and investment accounts:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
General fund	Water and sewer utility	<u>\$ 258,404</u>
Total, fund financial statements		<u>\$ 258,404</u>

All amounts are due within one year.

The principal purpose of this interfund is for utility items placed on the tax roll and the tax equivalent.

Village of McFarland

Notes to Financial Statements

December 31, 2022

Advances

TIF No. 3 capital project fund is advancing funds to TIF No. 5 capital project fund. The amount advanced is determined by the deficiency of revenues over expenditures and other financing uses. No repayment schedule has been established for this advance and no interest is being charged at this time.

The following is a schedule of interfund advances:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>	<u>Amount Not Due Within One Year</u>
TIF No. 3 capital projects	TIF No. 5 capital projects	\$ 484,966	\$ 484,966
Total, fund financial statements		484,966	
Less fund eliminations		<u>(484,966)</u>	
Total, interfund advances, government-wide statement of net position		<u>\$ -</u>	

The principal purpose of this advance is to make up for excess expenditures over revenues.

Transfers

The following is a schedule of interfund transfers:

<u>Fund Transferred To</u>	<u>Fund Transferred From</u>	<u>Amount</u>	<u>Principal Purpose</u>
General fund	Water and sewer utility	\$ 258,404	Payment in lieu of tax
Cable	General fund	10,000	Cost reimbursement
TIF No. 4	TIF No. 3	702,750	Forgiveness of advance for donee district
Capital equipment and projects	TIF No. 3	1,511,803	Reimburse capital costs
Affordable housing	General fund	<u>75,000</u>	Create new fund
Total, fund financial statements		2,557,957	
Less fund eliminations		<u>(2,299,553)</u>	
Total transfers, government-wide statement of activities		<u>\$ 258,404</u>	

Generally, transfers are used to (1) move revenues from the fund that collects them to the fund that the budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund and (3) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

Village of McFarland

Notes to Financial Statements
December 31, 2022

Long-Term Obligations

Long-term obligations activity for the year ended December 31, 2022, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Amounts Due Within One Year
Governmental Activities					
Bonds and notes payable:					
General obligation debt	\$ 29,470,000	\$ 11,565,000	\$ 2,135,000	\$ 38,900,000	\$ 3,460,000
(Discounts)/Premiums	991,879	669,222	117,769	1,543,332	124,757
Subtotal	<u>30,461,879</u>	<u>12,234,222</u>	<u>2,252,769</u>	<u>40,443,332</u>	<u>3,584,757</u>
Other liabilities:					
Vested compensated absences	769,774	26,765	82,436	714,103	69,828
Financed purchase	100,829	-	40,903	59,926	59,926
Total other liabilities	<u>870,603</u>	<u>26,765</u>	<u>123,339</u>	<u>774,029</u>	<u>129,754</u>
Total governmental activities long-term liabilities	<u>\$ 31,332,482</u>	<u>\$ 12,260,987</u>	<u>\$ 2,376,108</u>	<u>\$ 41,217,361</u>	<u>\$ 3,714,511</u>
Business-Type Activities					
Bonds and notes payable:					
General obligation debt	\$ 3,600,000	\$ -	\$ 715,000	\$ 2,885,000	\$ 735,000
Revenue bonds	-	3,650,000	-	3,650,000	125,000
(Discounts)/Premiums	89,358	208,020	34,629	262,749	-
Subtotal	<u>3,689,358</u>	<u>3,858,020</u>	<u>749,629</u>	<u>6,797,749</u>	<u>860,000</u>
Other liabilities:					
Vested compensated absences	109,302	-	21,435	87,867	15,420
Financed purchase	67,132	-	7,207	59,925	59,926
Total other liabilities	<u>176,434</u>	<u>-</u>	<u>28,642</u>	<u>147,792</u>	<u>75,346</u>
Total business-type activities long-term liabilities	<u>\$ 3,865,792</u>	<u>\$ 3,858,020</u>	<u>\$ 778,271</u>	<u>\$ 6,945,541</u>	<u>\$ 935,346</u>

In accordance with Wisconsin Statutes, total general obligation indebtedness of the Village may not exceed 5% of the equalized value of taxable property within the Village's jurisdiction. The debt limit as of December 31, 2022, was \$71,747,390. Total general obligation debt outstanding at year end was \$41,785,000.

Village of McFarland

Notes to Financial Statements

December 31, 2022

General Obligation Debt

All general obligation debt payable is backed by the full faith and credit of the Village. Debt in the governmental funds will be retired by future property tax levies or tax increments accumulated by the debt service fund. Business-type activities debt is payable by revenues from user fees of those funds or, if the revenues are not sufficient, by future tax levies.

Governmental Activities					Balance
General Obligation Debt	Date of Issue	Final Maturity	Interest Rates	Original Indebtedness	December 31, 2022
G.O. refunding bonds	12/15/08	12/01/23	4.50-4.875%	\$ 1,415,000	\$ 305,000
G.O. promissory notes	06/23/15	12/01/24	1.75-2.15	2,460,000	725,000
G.O. promissory notes	07/20/17	12/01/26	2.00-2.25	3,620,000	2,125,000
G.O. promissory note	06/21/18	12/01/27	3.00	3,550,000	2,555,000
G.O. promissory note	07/22/19	12/01/28	2.00-3.00	1,690,000	1,095,000
G.O. refunding bonds	07/22/19	04/01/38	2.10-3.05	995,000	945,000
G.O. promissory note	06/22/20	12/01/29	1.50-2.00	3,900,000	3,365,000
G.O. promissory note	03/01/21	03/01/30	1.00-2.00	2,490,000	2,390,000
G.O. public safety center bonds	03/01/21	03/01/41	1.00-3.00	14,000,000	13,830,000
G.O. public safety center bonds	03/24/22	03/01/32	3.00-4.00	7,200,000	7,200,000
G.O. promissory note	03/24/22	03/01/29	2.00-3.00	4,365,000	4,365,000
Total governmental activities, general obligation debt					<u>\$ 38,900,000</u>

Business-Type Activities					Balance
General Obligation Debt	Date of Issue	Final Maturity	Interest Rates	Original Indebtedness	December 31, 2022
G.O. promissory notes	06/23/15	12/01/24	1.75-2.15%	\$ 2,995,000	\$ 805,000
G.O. promissory notes	07/20/17	12/01/25	2.00-2.25	845,000	360,000
G.O. promissory note	07/22/19	12/01/28	2.00-3.00	720,000	555,000
G.O. promissory note	06/22/20	12/01/29	1.50-2.00	645,000	510,000
G.O. promissory note	03/01/21	03/01/30	1.00-2.00	725,000	655,000
Total business-type activities, general obligation debt					<u>\$ 2,885,000</u>

Debt service requirements to maturity are as follows:

Years	Governmental Activities General Obligation Debt		Business-Type Activities General Obligation Debt	
	Principal	Interest	Principal	Interest
2023	\$ 3,460,000	\$ 565,392	\$ 735,000	\$ 73,343
2024	2,565,000	504,566	770,000	40,214
2025	3,190,000	451,919	370,000	24,450
2026	3,565,000	390,569	250,000	17,300
2027	3,390,000	122,837	255,000	12,150
2028-2032	10,380,000	918,334	505,000	9,350
2033-2037	6,735,000	488,077	-	-
2038-2041	5,615,000	120,233	-	-
Total	<u>\$ 38,900,000</u>	<u>\$ 3,561,927</u>	<u>\$ 2,885,000</u>	<u>\$ 176,807</u>

Village of McFarland

Notes to Financial Statements

December 31, 2022

Revenue Debt

Business-type activities revenue bonds are payable only from revenues derived from the operation of the utilities.

All water and sewer utility revenues net of specified operating expenses are pledged as security of the revenue bonds until the bonds are defeased. Principal and interest paid for 2022 was \$71,709. Total customer gross revenues as defined for the same period was \$3,171,035. Annual principal and interest payments are expected to require 8% of gross revenues on average.

Revenue debt payable at December 31, 2022, consists of the following:

Business-Type Activities Revenue Debt

	<u>Date of Issue</u>	<u>Final Maturity</u>	<u>Interest Rates</u>	<u>Original Indebtedness</u>	<u>Balance December 31, 2022</u>
Water & Sewer Utility					
Water & Sewer System Revenue Bonds 2022	04/27/22	05/01/42	4.00%	\$ 3,650,000	<u>\$ 3,650,000</u>
Total business-type activities, revenue debt					<u><u>\$ 3,650,000</u></u>

Debt service requirements to maturity are as follows:

<u>Years</u>	<u>Business-Type Activities Revenue Debt</u>	
	<u>Principal</u>	<u>Interest</u>
2023	\$ 125,000	\$ 137,800
2024	130,000	132,700
2025	135,000	127,400
2026	140,000	121,900
2027	145,000	116,200
2028-2032	815,000	487,600
2033-2037	980,000	327,750
2038-2042	<u>1,180,000</u>	<u>121,600</u>
Total	<u><u>\$ 3,650,000</u></u>	<u><u>\$ 1,572,950</u></u>

Other Debt Information

Estimated payments of compensated absences are not included in the debt service requirement schedules. The compensated absences liability attributable to governmental activities will be liquidated primarily by the general fund.

Village of McFarland

Notes to Financial Statements
December 31, 2022

Lease Disclosures

Lessor - Lease Receivables

<u>Business-Type Activities</u>				<u>Receivable Balance December 31, 2022</u>
<u>Lease Receivables Description</u>	<u>Date of Inception</u>	<u>Final Maturity</u>	<u>Interest Rates</u>	
Tower Space (US Cellular)	04/01/2020	12/01/2033	4.00%	\$ 467,230
Tower Space (AT&T)	08/01/2005	07/31/2035	2.50	331,820
Tower Space (T-mobile)	11/11/2009	12/31/2044	4.00	<u>857,839</u>
Total business-type activities				<u>\$ 1,656,889</u>

The Village recognized \$0 of lease revenue during the fiscal year.

The Village recognized \$0 of interest revenue during the fiscal year.

Regulated Leases

The Village maintains certain regulated leases that, in accordance with GASB No. 87, do not recognize a lease receivable or a deferred inflow of resources. Regulated leases are subject to external laws, regulations, or legal rulings. The following summarizes these regulated leases:

Net Position/Fund Balances

Net position reported on the government-wide statement of net position at December 31, 2022, includes the following:

Governmental Activities

Net investment in capital assets:	
Land	\$ 14,832,451
Construction in progress	19,604,132
Other capital assets, net of accumulated depreciation/amortization	34,394,361
Less long-term debt outstanding	(38,900,000)
Plus unspent capital related debt proceeds	4,559,518
Plus noncapital debt proceeds	1,115,800
Less unamortized debt premium	(1,543,332)
Less financed purchases	<u>(59,926)</u>
Total net investment in capital assets	<u>\$ 34,003,004</u>

Village of McFarland

Notes to Financial Statements
December 31, 2022

Governmental Funds

Governmental fund balances reported on the fund financial statements at December 31, 2022, include the following:

	General Fund	General Debt Service	TIF No. 3 Capital Projects	Capital Equipment and Projects	Nonmajor Funds	Total
Fund Balances						
Nonspendable:						
Prepaid items	\$ 74,715	\$ -	\$ -	\$ 34,395	\$ -	\$ 109,110
Delinquent taxes and specials	2,214	-	-	-	-	2,214
Subtotal	76,929	-	-	34,395	-	111,324
Restricted for:						
Debt service	-	1,035,466	-	-	-	1,035,466
TIF related purposes	-	-	1,286,693	-	425,583	1,712,276
Capital projects, unspent proceeds	-	-	-	4,559,518	-	4,559,518
Library purposes	-	-	-	-	217,431	217,431
Canine costs	-	-	-	-	49,196	49,196
Impact fees	-	-	-	-	1,182,686	1,182,686
American rescue plan	-	-	-	-	7,717	7,717
Subtotal	-	1,035,466	1,286,693	4,559,518	1,882,613	8,764,290
Committed to:						
Affordable housing	-	-	-	-	75,000	75,000
Youth center	-	-	-	-	2,178	2,178
Employee retirement	-	-	-	-	152,141	152,141
EAB response/tree planting	20,710	-	-	-	-	20,710
Cable TV	-	-	-	-	34,257	34,257
Solid waste	-	-	-	-	129,890	129,890
Parks	-	-	-	-	4,018	4,018
Subtotal	20,710	-	-	-	397,484	418,194
Assigned to:						
General capital projects	-	-	-	953,420	-	953,420
Subsequent years' budget	165,000	-	-	-	-	165,000
PILOT	258,404	-	-	-	-	258,404
Developer capital project deposits	103,228	-	-	-	-	103,228
Election equipment	20,588	-	-	-	-	20,588
Vehicle replacement	-	-	-	27,649	-	27,649
Police seizures	3,312	-	-	-	-	3,312
Act 102	42,369	-	-	-	-	42,369
Facilities	-	-	-	726,623	-	726,623
Property	-	-	-	160,000	-	160,000
Community grants	7,500	-	-	-	-	7,500
Outreach	8,740	-	-	-	-	8,740
Subtotal	609,141	-	-	1,867,692	-	2,476,833
Unassigned (Deficit):	1,649,127	-	-	-	(484,966)	1,164,161
Total fund balances (deficit)	<u>\$ 2,355,907</u>	<u>\$ 1,035,466</u>	<u>\$ 1,286,693</u>	<u>\$ 6,461,605</u>	<u>\$ 1,795,131</u>	<u>\$ 12,934,802</u>

Village of McFarland

Notes to Financial Statements
December 31, 2022

Business-Type Activities

Net investment in capital assets:

Land	\$ 325,845
Construction in progress	76,794
Other capital assets, net of accumulated depreciation	23,472,943
Plus unspent debt proceeds, construction & reserve funds	2,823,138
Less unamortized debt premium	(262,749)
Less capital-related long-term debt	<u>(6,594,925)</u>
Total net investment in capital assets	<u>\$ 19,841,046</u>

4. Other Information

Employees' Retirement System

Plan Description

The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, expected to work at least 1,200 hours a year (880 hours for teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Annual Comprehensive Financial Report (ACFR), which can be found at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Additionally, ETF issued a standalone Wisconsin Retirement System Financial Report, which can also be found using the link above.

Vesting

For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Benefits Provided

Employees who retire at or after age 65 (54 for protective occupation employees, 62 for elected officials and executive service retirement participants, if hired on or before 12/31/2016) are entitled to retirement benefit based on a formula factor, their average earnings and creditable service.

Final average earnings is the average of the participant's three highest annual earnings period. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

Village of McFarland

Notes to Financial Statements
December 31, 2022

Vested participants may retire at age 55 (50 for protective occupations) and receive an actuarially reduced benefit. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

Post-Retirement Adjustments

The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the floor) set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

Year	Core Fund Adjustment %	Variable Fund Adjustment %
2012	(7.0)	(7.0)
2013	(9.6)	9.0
2014	4.7	25.0
2015	2.9	2.0
2016	0.5	(5.0)
2017	2.0	4.0
2018	2.4	17.0
2019	0.0	(10.0)
2020	1.7	21.0
2021	5.1	13.0

Village of McFarland

Notes to Financial Statements

December 31, 2022

Contributions

Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for General category employees, including teachers, executives and elected officials. Starting on January 1, 2016, the Executives and Elected Officials category was merged into the General Employee category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period, the WRS recognized \$373,377 in contributions from the Village.

Contribution rates for the plan year reported as of December 31, 2022 are:

Employee Category	Employee	Employer
General (executives & elected officials)	6.75 %	6.75 %
Protective with Social Security	6.75 %	11.75 %
Protective without Social Security	6.75 %	16.35 %

Pension (Asset)/Liability, Pension Expense (Revenue), Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2022, the Village reported an (asset)/liability of \$(2,505,169) for its proportionate share of the net pension (asset)/liability. The net pension (asset)/liability was measured as of December 31, 2021, and the total pension liability used to calculate the net pension (asset)/liability was determined by an actuarial valuation as of December 31, 2020 rolled forward to December 31, 2021. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Village's proportion of the net pension (asset)/liability was based on the Village's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2021, the Village's proportion was 0.03108080%, which was an increase of 0.00128896% from its proportion measured as of December 31, 2020.

For the year ended December 31, 2022, the Village recognized pension expense (revenue) of \$236,249.

Village of McFarland

Notes to Financial Statements
December 31, 2022

At December 31, 2022, the Village reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between projected and actual experience	\$ 4,046,974	\$ 291,830
Changes in assumptions	467,378	-
Net differences between projected and actual earnings on pension plan investments	-	5,604,273
Changes in proportion and differences between employer contributions and proportionate share of contributions	17,309	8,946
Employer contributions subsequent to the measurement date	<u>399,215</u>	<u>-</u>
Total	<u>\$ 4,930,876</u>	<u>\$ 5,905,049</u>

\$399,215 reported as deferred outflows of resources related to pension resulting from the WRS Employer's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the year ended December 31, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Years ending December 31:	Deferred Outflows of Resources and Deferred Inflows of Resources (Net)
2023	\$ (112,616)
2024	(675,080)
2025	(297,627)
2026	(288,065)

Actuarial Assumptions

The total pension liability in the December 31, 2021 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2020
Measurement Date of Net Pension Liability (Asset):	December 31, 2021
Experience Study:	January 1, 2018 - December 31, 2020 Published November 19, 2021
Actuarial Cost Method:	Entry Age Normal
Asset Valuation Method:	Fair Value
Long-Term Expected Rate of Return:	6.8%
Discount Rate:	6.8%
Salary Increases:	
Wage Inflation	3.0%
Seniority/Merit	0.1% - 5.6%
Mortality:	2020 WRS Experience Mortality Table
Post-Retirement Adjustments*:	1.7%

** No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 1.7% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.*

Actuarial assumptions are based upon an experience study conducted in 2021 that covered a three-year period from January 1, 2018 to December 31, 2020. Based on this experience study, actuarial assumptions used to measure the Total Pension Liability changed from prior year, including the discount rate, long-term expected rate of return, post-retirement adjustment, price inflation, mortality and separation rates. The Total Pension Liability for December 31, 2021 is based upon a roll-forward of the liability calculated from the December 31, 2020 actuarial valuation.

Long-Term Expected Return on Plan Assets

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Allocation Targets and Expected Returns* As of December 31, 2021			
Core Fund Asset Class	Asset Allocation %	Long-Term Expected Nominal Rate of Return %	Long-Term Expected Real Rate of Return %**
Global Equities	52	6.8	4.2
Fixed Income	25	4.3	1.8
Inflation Sensitive	19	2.7	0.2
Real Estate	7	5.6	3
Private Equity/Debt	12	9.7	7
Total Core Fund***	115	6.6	4
Variable Fund Asset			
U.S. Equities	70	6.3	3.7
International Equities	30	7.2	4.6
Total Variable Fund	100	6.8	4.2

* Asset Allocations are managed within established ranges; target percentages may differ from actual monthly allocations

** New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.5%

*** The investment policy used for the Core Fund involves reducing equity exposure by leveraging lower-volatility assets, such as fixed income securities. This results in an asset allocation beyond 100%. Currently, an asset allocation target of 15% policy leverage is used subject to an allowable range of up to 20%.

Single Discount Rate

A single discount rate of 6.8% was used to measure the total pension liability, as opposed to a discount rate of 7.0% for the prior year. This single discount rate is based on the expected rate of return on pension plan investments of 6.8% and a municipal bond rate of 1.84% (Source: Fixed-income municipal bonds with 20 years to maturity that include only federally tax-exempt municipal bonds as reported in Fidelity Index's "20-year Municipal GO AA Index" as of December 31, 2021. In describing this index, Fidelity notes that the Municipal Curves are constructed using option-adjusted analytics of a diverse population of over 10,000 tax-exempt securities.) Because of the unique structure of WRS, the 6.8% expected rate of return implies that a dividend of approximately 1.7% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the investment rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Village's Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the Village's proportionate share of the net pension liability (asset) calculated using the discount rate of 6.80%, as well as what the Village's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (5.80%) or 1-percentage-point higher (7.80%) than the current rate:

	1% Decrease to Discount Rate (5.8%)	Current Discount Rate (6.8%)	1% Increase to Discount Rate (7.8%)
Village's proportionate share of the net pension liability (asset)	<u>\$ 1,777,595</u>	<u>\$ (2,505,169)</u>	<u>\$ (5,587,963)</u>

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

At December 31, 2022, the Village reported a payable to the pension plan which represents contractually required contributions outstanding as of the end of the year.

Risk Management

The Village is exposed to various risks of loss related to torts; theft of, damage to or destruction of assets; errors and omissions; workers compensation; and health care of its employees. All of these risks are covered through the purchase of commercial insurance, with minimal deductibles. Settled claims have not exceeded the commercial coverage in any of the past three years. There were no significant reductions in coverage compared to the prior year.

Commitments and Contingencies

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncements are met. The liability and expenditure for claims and judgments are only reported in governmental funds if it has matured. Claims and judgments are recorded in the government-wide statements and proprietary funds as expenses when the related liabilities are incurred.

From time to time, the Village is party to various pending claims and legal proceedings. Although the outcome of such matters cannot be forecasted with certainty, it is the opinion of management and the Village attorney that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the Village's financial position or results of operations.

The Village has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to requests for reimbursements to the grantor agency for expenditures disallowed under terms of the grants. Management believes such disallowances, if any, would be immaterial.

Subsequent Events

On August 22, 2022, the Public Works and Utilities Committee approved a variable charge for sewer rate increase of \$1.50 effective January 11, 2023.

On March 28, 2023 the Village issued general obligation promissory notes in the amount of \$4,890,000 with an interest rate of 3.25-4.375%. This amount will be used for capital projects.

Tax Abatement

Tax abatements are a reduction in tax revenues that results from an agreement between one or more governments and an individual or entity in which (a) one or more governments promise to forgo tax revenues to which they are otherwise entitled and (b) the individual or entity promises to take a specific action after the agreement has been entered into that contributes to economic development or otherwise benefits the governments or the citizens of those governments.

The Village is disclosing all abatement agreements individually.

Village of McFarland

Notes to Financial Statements
December 31, 2022

The Village through its Tax Incremental Financing Districts (TID) Nos. 3, 4 and 5 has entered into tax abatement agreements with a developers in the form of tax incremental financing incentive payments to stimulate economic development. The abatements are authorized through the TID project plans. The developers pay property taxes as they become due, and after meeting the criteria established in the development agreements, are entitled to future incentive payments that directly correlate to the taxes paid.

Agreement Description	Calculation Method	Developer Commitment	2022 Payments
Farwell Place LLC Development Agreement	Excess Increment	Developer guarantees value set by agreement, 75% of tax payment goes toward loan retirement	\$ -
High Track Development Agreement	Excess Increment	Developer guarantees value set by agreement, 50% of tax payment goes toward loan retirement	-
Spartan Properties Development Agreement	Excess Increment	Developer guarantees value set by agreement, 50% of tax payment goes toward loan retirement	-
Hillcrest Rental LLC Development Agreement	Excess Increment	Developer guarantees value set by agreement, 100% of tax payment goes toward loan retirement	-
The Atwater, LLC & Lakesonte, LLC Developer Agreement - Phase I & II	Excess Increment	Developer guarantees value set by agreement, 100% and 90% of tax payment, for the respective phases, goes toward loan retirement	-
Ezra Properties, LLC Agreement	Excess Increment	Developer guarantees value set by agreement, 100% of tax payment goes toward loan retirement	-
O'Hearn Ventures, LLC Agreement	Excess Increment	Developer guarantees value set by agreement, 100% of tax payment goes toward loan retirement	40,000
Waubesa Village Phase 4, Clean up agreement	Excess Increment	Developer guarantees value set by agreement, 100% of tax payment goes toward loan retirement	-
4313, LLC	Excess Increment	Developer guarantees value set by agreement, 100% of tax payment goes toward loan retirement	-
5411 Bashford, LLC	Excess Increment	Developer guarantees value set by agreement, 100% of tax payment goes toward loan retirement	-

Effect of New Accounting Standards on Current-Period Financial Statements

The Governmental Accounting Standards Board (GASB) has approved the following:

- Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*
- Statement No. 96, *Subscription-Based Information Technology Arrangements*
- Statement No. 99, *Omnibus 2022*
- Statement No. 100, *Accounting Changes and Error Corrections - an Amendment of GASB Statement No. 62*
- Statement No. 101, *Compensated Absences*

When they become effective, application of these standards may restate portions of these financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

Village of McFarland

Schedule of Revenues, Expenditures and Changes
in Fund Balance - Budget and Actual - General Fund
Year Ended December 31, 2022

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget</u>
Revenues			
Taxes	\$ 4,470,500	\$ 4,476,642	\$ 6,142
Intergovernmental	753,250	807,181	53,931
Licenses and permits	322,500	246,770	(75,730)
Fines, forfeitures and penalties	96,000	85,880	(10,120)
Public charges for services	365,750	378,113	12,363
Intergovernmental charges for services	342,250	314,524	(27,726)
Investment income	25,000	81,378	56,378
Miscellaneous	<u>247,500</u>	<u>261,425</u>	<u>13,925</u>
Total revenues	<u>6,622,750</u>	<u>6,651,913</u>	<u>29,163</u>
Expenditures			
Current:			
General government	968,250	979,146	(10,896)
Public safety	3,980,250	4,082,319	(102,069)
Health and social services	328,000	359,405	(31,405)
Public works	933,000	693,749	239,251
Leisure activities	419,000	431,342	(12,342)
Conservation and development	<u>264,250</u>	<u>230,404</u>	<u>33,846</u>
Total expenditures	<u>6,892,750</u>	<u>6,776,365</u>	<u>116,385</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(270,000)</u>	<u>(124,452)</u>	<u>145,548</u>
Other Financing Sources (Uses)			
Transfers in	280,000	258,404	(21,596)
Transfers out	<u>(10,000)</u>	<u>(85,000)</u>	<u>(75,000)</u>
Total other financing sources (uses)	<u>270,000</u>	<u>173,404</u>	<u>(96,596)</u>
Net change in fund balance	-	48,952	48,952
Fund Balance, Beginning	<u>2,306,955</u>	<u>2,306,955</u>	<u>-</u>
Fund Balance, Ending	<u>\$ 2,306,955</u>	<u>\$ 2,355,907</u>	<u>\$ 48,952</u>

See notes to required supplementary information

Village of McFarland

Schedule of Proportionate Share of the Net Pension Liability (Asset) - Wisconsin Retirement System
Year Ended December 31, 2022

WRS Fiscal Year Ending	Proportion of the Net Pension Liability (Asset)	Proportionate Share of the Net Pension Liability (Asset)	Covered Payroll	Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
12/31/15	0.02466399 %	\$ (605,815)	\$ 2,735,705	22.14 %	102.74 %
12/31/16	0.02415237 %	392,471	2,901,661	13.53 %	98.20 %
12/31/17	0.02403967 %	198,144	2,943,233	6.73 %	99.12 %
12/31/18	0.02526343 %	(750,101)	3,178,136	23.60 %	102.93 %
12/31/19	0.02660430 %	946,359	3,365,238	28.12 %	96.45 %
12/31/20	0.02809358 %	(905,865)	3,570,057	25.37 %	102.96 %
12/31/21	0.02979184 %	(1,859,945)	3,973,133	46.81 %	105.26 %
12/31/22	0.03108080 %	(2,505,169)	4,110,245	60.95 %	106.02 %

Schedule of Employer Contributions - Wisconsin Retirement System
Year Ended December 31, 2022

Village Fiscal Year Ending	Contractually Required Contributions	Contributions in Relation to the Contractually Required Contributions	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
12/31/15	\$ 234,105	\$ 234,105	\$ -	\$ 2,902,870	8.06 %
12/31/16	232,586	232,586	-	2,944,883	7.90 %
12/31/17	275,790	275,790	-	3,178,137	8.68 %
12/31/18	293,935	293,935	-	3,365,238	8.73 %
12/31/19	303,691	303,691	-	3,570,057	8.51 %
12/31/20	361,083	361,083	-	3,987,492	9.06 %
12/31/21	375,104	375,104	-	4,110,245	9.13 %
12/31/22	399,215	399,215	-	4,443,862	8.98 %

See notes to required supplementary information

Village of McFarland

Notes to Required Supplementary Information
Year Ended December 31, 2022

Budgetary Information

Budgetary information is derived from the annual operating budget and is presented using the same basis of accounting for each fund as described in Note 1.

The budgeted amounts presented are as presented in the original budget and no amendments were adopted during the year. The Village may authorize transfers of budgeted amounts within departments. Transfers between departments and changes to the overall budget must be approved by a two-thirds board action.

Appropriations lapse at year end unless specifically carried over. There were no carryovers to the following year. Budgets are adopted at the function level of expenditure.

Wisconsin Retirement System

The amounts determined for each fiscal year were determined as of the calendar year-end and occurred within the fiscal year.

The Village is required to present the last ten years of data; however, accounting standards allow the presentation of as many years as are available until ten fiscal years are presented.

Changes in benefit terms. There were no changes of benefit terms for any participating employer in the Wisconsin Retirement System.

Changes in assumptions. Based on a three-year experience study conducted in 2021 covering January 1, 2018 through December 31, 2020, the ETF Board adopted assumption changes that were used to measure the total pension liability beginning with the year-end December 31, 2021, including the following:

- Lowering the long-term expected rate of return from 7.0% to 6.8%
- Lowering the discount rate from 7.0% to 6.8%
- Lowering the price inflation rate from 2.5% to 2.4%
- Lowering the post-retirement adjustments from 1.9% to 1.7%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2018 Mortality Table to the 2020 WRS Experience Mortality Table

Based on a three-year experience study conducted in 2018 covering January 1, 2015 through December 31, 2017, the ETF Board adopted assumption changes that were used to measure the total pension liability beginning with the year-ended December 31, 2018, including the following:

- Lowering the long-term expected rate of return from 7.2% to 7.0%
- Lowering the discount rate from 7.2% to 7.0%
- Lowering the wage inflation rate from 3.2% to 3.0%
- Lowering the price inflation rate from 2.7% to 2.5%
- Lowering the post-retirement adjustments from 2.1% to 1.9%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2012 Mortality Table to the Wisconsin 2018 Mortality Table

SUPPLEMENTARY INFORMATION

Village of McFarland

Detailed Schedule of Revenues and Other Financing Sources - Budget and Actual -

General Fund

Year Ended December 31, 2022

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget</u>
Taxes			
General property taxes	\$ 4,345,750	\$ 4,345,750	\$ -
Payments in lieu of taxes	117,750	117,630	(120)
Interest and penalties on taxes	3,000	824	(2,176)
Public accommodation (room) taxes	4,000	12,438	8,438
	<u>4,470,500</u>	<u>4,476,642</u>	<u>6,142</u>
Total taxes			
	<u>4,470,500</u>	<u>4,476,642</u>	<u>6,142</u>
Intergovernmental			
State shared revenues	50,000	59,908	9,908
Expenditure restraint payment	80,500	80,507	7
Fire insurance tax (2% fire dues)	47,500	45,156	(2,344)
Other state shared taxes	9,000	8,855	(145)
State aid, law enforcement improvement	1,000	18,006	17,006
State aid, other public safety	5,500	33,439	27,939
State aid, general transportation aids	466,000	463,538	(2,462)
Payments for municipal services	3,750	3,636	(114)
In lieu of taxes on state conservation lands	250	394	144
Grants from local governments	64,750	65,285	535
State aid, law enforcement	25,000	24,981	(19)
Federal grants	-	2,228	2,228
Federal aid, pandemic relief	-	1,248	1,248
	<u>753,250</u>	<u>807,181</u>	<u>53,931</u>
Total intergovernmental			
	<u>753,250</u>	<u>807,181</u>	<u>53,931</u>
Licenses and Permits			
Liquor and malt beverage licenses	12,000	12,026	26
Operators' license	6,500	6,245	(255)
Other business and occupational licenses	3,500	2,690	(810)
Bicycle licenses	9,000	12,974	3,974
Dog and cat licenses	3,500	3,505	5
Other nonbusiness licenses	9,000	17,465	8,465
Nonbusiness licenses	6,500	7,250	750
Building permits	103,000	87,176	(15,824)
Heating and air conditioning permits	37,000	26,587	(10,413)
Plumbing permits	37,000	26,248	(10,752)
Electrical permits	45,000	37,492	(7,508)
Other regulatory permits and fees	500	500	-
Other permits	50,000	6,612	(43,388)
	<u>322,500</u>	<u>246,770</u>	<u>(75,730)</u>
Total licenses and permits			
	<u>322,500</u>	<u>246,770</u>	<u>(75,730)</u>
Fines, Forfeitures and Penalties			
Court penalties and costs	89,000	83,201	(5,799)
Parking violations	7,000	2,679	(4,321)
	<u>96,000</u>	<u>85,880</u>	<u>(10,120)</u>
Total fines, forfeitures and penalties			
	<u>96,000</u>	<u>85,880</u>	<u>(10,120)</u>

Village of McFarland

Detailed Schedule of Revenues and Other Financing Sources - Budget and Actual -

General Fund

Year Ended December 31, 2022

	Original and Final Budget	Actual	Variance with Final Budget
Public Charges for Services			
Clerk's fees	\$ 11,000	\$ 8,788	\$ (2,212)
Publication fees	2,000	665	(1,335)
Law enforcement fees	3,000	8,546	5,546
Fire protection fees	4,000	2,182	(1,818)
Ambulance fees	315,000	324,664	9,664
County highway maintenance and construction	250	-	(250)
Park rental	15,000	14,309	(691)
Plan review fees	12,500	10,087	(2,413)
Other public charges for services	3,000	147	(2,853)
Watercraft/sailboat permits	-	8,725	8,725
Total public charges for services	<u>365,750</u>	<u>378,113</u>	<u>12,363</u>
Intergovernmental Charges for Services			
Local, law enforcement services	57,500	54,799	(2,701)
Local, fire services	240,000	210,873	(29,127)
Local, other services	<u>44,750</u>	<u>48,852</u>	<u>4,102</u>
Total intergovernmental charges for services	<u>342,250</u>	<u>314,524</u>	<u>(27,726)</u>
Investment income			
Interest on investments	<u>25,000</u>	<u>81,378</u>	<u>56,378</u>
Miscellaneous			
Rent	99,000	93,100	(5,900)
Insurance recoveries	12,500	93,031	80,531
Other miscellaneous	75,500	5,546	(69,954)
Other utility nonoperating revenue one	58,000	58,000	-
Donations	<u>2,500</u>	<u>11,748</u>	<u>9,248</u>
Total miscellaneous	<u>247,500</u>	<u>261,425</u>	<u>13,925</u>
Other financing sources			
Transfers in	<u>280,000</u>	<u>258,404</u>	<u>(21,596)</u>
Total revenues and other financing sources	<u>\$ 6,902,750</u>	<u>\$ 6,910,317</u>	<u>\$ 7,567</u>

Village of McFarland

Detailed Schedule of Expenditures and Other Financing Uses - Budget and Actual -

General Fund

Year Ended December 31, 2022

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget</u>
General Government			
Council/Board	\$ 82,250	\$ 80,120	\$ 2,130
Judicial	75,000	81,442	(6,442)
Administrator	80,250	80,807	(557)
Clerk	281,750	295,368	(13,618)
Elections	22,750	16,124	6,626
Data processing	52,750	45,645	7,105
Finance	5,500	2,676	2,824
Assessor	42,000	33,718	8,282
Legal	114,000	125,788	(11,788)
General buildings/plant/hall	111,750	111,918	(168)
Risk and property management	100,250	105,540	(5,290)
Total general government	968,250	979,146	(10,896)
Public Safety			
Police	2,347,250	2,416,292	(69,042)
Fire protection	1,249,500	1,141,508	107,992
Hydrant rental	350,000	472,300	(122,300)
Ambulance	23,500	51,890	(28,390)
Emergency government	10,000	329	9,671
Total public safety	3,980,250	4,082,319	(102,069)
Health and Social Services			
Senior outreach	328,000	359,405	(31,405)
Public Works			
Engineering	15,000	1,857	13,143
Highway and street maintenance for local	788,000	567,763	220,237
Street lighting	130,000	124,129	5,871
Total public works	933,000	693,749	239,251
Leisure Activities			
Parks	419,000	431,342	(12,342)
Conversation and Development			
Planning	264,250	230,404	33,846
Other Financing Uses			
Transfers out	10,000	85,000	(75,000)
Total expenditures	<u>\$ 6,902,750</u>	<u>\$ 6,861,365</u>	<u>\$ 41,385</u>

Village of McFarland

Combining Balance Sheet
Nonmajor Governmental Funds
December 31, 2022

	Special Revenue Funds				
	Cable	Library	Parks	Solid Waste	Employee Retirement Fund
Assets					
Cash and investments	\$ 11,565	\$ 232,116	\$ -	\$ 129,353	\$ 152,141
Restricted cash and investments	-	-	1,016,706	-	-
Receivables:					
Taxes	43,250	733,000	-	544,423	50,000
Accounts	22,735	-	-	537	-
Loans	-	-	169,998	-	-
Total assets	<u>\$ 77,550</u>	<u>\$ 965,116</u>	<u>\$ 1,186,704</u>	<u>\$ 674,313</u>	<u>\$ 202,141</u>
Liabilities, Deferred Inflows of Resources and Fund Balances					
Liabilities					
Accounts payable	\$ 43	\$ 14,685	\$ -	\$ -	\$ -
Unearned revenues	-	-	-	-	-
Advances from other funds	-	-	-	-	-
Total liabilities	<u>43</u>	<u>14,685</u>	<u>-</u>	<u>-</u>	<u>-</u>
Deferred Inflows of Resources					
Unearned revenues	<u>43,250</u>	<u>733,000</u>	<u>-</u>	<u>544,423</u>	<u>50,000</u>
Total deferred inflows of resources	<u>43,250</u>	<u>733,000</u>	<u>-</u>	<u>544,423</u>	<u>50,000</u>
Fund Balances					
Restricted	-	217,431	1,182,686	-	-
Committed	34,257	-	4,018	129,890	152,141
Unassigned (deficit)	-	-	-	-	-
Total fund balances	<u>34,257</u>	<u>217,431</u>	<u>1,186,704</u>	<u>129,890</u>	<u>152,141</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 77,550</u>	<u>\$ 965,116</u>	<u>\$ 1,186,704</u>	<u>\$ 674,313</u>	<u>\$ 202,141</u>

Special Revenue Funds				Capital Project Funds		Total Nonmajor Governmental Funds
Youth Center	Canine	American Rescue Plan Fund	Affordable Housing	TIF No. 4 Capital Project	TIF No. 5 Capital Project	
\$ 2,178	\$ 49,771	\$ 952,979	\$ 75,000	\$ 365,822	\$ -	\$ 1,970,925
-	-	-	-	-	-	1,016,706
25,000	-	-	-	108,886	232,834	1,737,393
-	-	-	-	-	-	23,272
-	-	-	-	63,759	-	233,757
<u>\$ 27,178</u>	<u>\$ 49,771</u>	<u>\$ 952,979</u>	<u>\$ 75,000</u>	<u>\$ 538,467</u>	<u>\$ 232,834</u>	<u>\$ 4,982,053</u>
\$ -	\$ 575	\$ -	\$ -	\$ 3,998	\$ -	\$ 19,301
-	-	945,262	-	-	-	945,262
-	-	-	-	-	484,966	484,966
-	575	945,262	-	3,998	484,966	1,449,529
25,000	-	-	-	108,886	232,834	1,737,393
25,000	-	-	-	108,886	232,834	1,737,393
-	49,196	7,717	-	425,583	-	1,882,613
2,178	-	-	75,000	-	-	397,484
-	-	-	-	-	(484,966)	(484,966)
2,178	49,196	7,717	75,000	425,583	(484,966)	1,795,131
<u>\$ 27,178</u>	<u>\$ 49,771</u>	<u>\$ 952,979</u>	<u>\$ 75,000</u>	<u>\$ 538,467</u>	<u>\$ 232,834</u>	<u>\$ 4,982,053</u>

Village of McFarland

Combining Statement of Revenues, Expenditures and Changes
in Fund Balances
Nonmajor Governmental Funds
Year Ended December 31, 2022

	Special Revenue Funds				
	Cable	Library	Parks	Solid Waste	Employee Retirement Fund
Revenues					
Taxes	\$ 23,000	\$ 674,250	\$ -	\$ 74,750	\$ 50,000
Intergovernmental	20,052	325,023	-	21,608	-
Licenses and permits	89,592	-	-	-	-
Public charges for services	-	2,806	138,336	453,524	-
Investment income	141	5,207	15,941	4,899	1,918
Miscellaneous	615	-	-	875	-
Total revenues	<u>133,400</u>	<u>1,007,286</u>	<u>154,277</u>	<u>555,656</u>	<u>51,918</u>
Expenditures					
Current:					
General government	-	-	-	-	89,164
Public safety	-	-	-	-	-
Public works	-	-	-	587,969	-
Leisure activities	136,790	996,347	-	-	-
Conservation and development	-	-	-	-	-
Capital outlay	33,433	-	37,147	15,327	-
Debt service:					
Principal retirement	-	-	-	-	-
Interest and fiscal charges	-	-	-	-	-
Total expenditures	<u>170,223</u>	<u>996,347</u>	<u>37,147</u>	<u>603,296</u>	<u>89,164</u>
Excess (deficiency) of revenues over expenditures	<u>(36,823)</u>	<u>10,939</u>	<u>117,130</u>	<u>(47,640)</u>	<u>(37,246)</u>
Other Financing Sources (Uses)					
Transfers in	<u>10,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total other financing sources (uses)	<u>10,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	(26,823)	10,939	117,130	(47,640)	(37,246)
Fund Balances (Deficit), Beginning	<u>61,080</u>	<u>206,492</u>	<u>1,069,574</u>	<u>177,530</u>	<u>189,387</u>
Fund Balances (Deficit), Ending	<u>\$ 34,257</u>	<u>\$ 217,431</u>	<u>\$ 1,186,704</u>	<u>\$ 129,890</u>	<u>\$ 152,141</u>

Special Revenue Funds				Capital Project Funds		Total Nonmajor Governmental Funds
Youth Center	Canine	American Rescue Plan Fund	Affordable Housing	TIF No. 4 Capital Project	TIF No. 5 Capital Project	
\$ 25,000	\$ -	\$ -	\$ -	\$ 101,952	\$ 201,753	\$ 1,150,705
-	-	-	-	6,903	-	373,586
-	-	-	-	-	-	89,592
-	-	-	-	-	-	594,666
-	547	7,583	-	4,814	2,340	43,390
15,000	23,105	-	-	1,674	-	41,269
40,000	23,652	7,583	-	115,343	204,093	2,293,208
-	-	-	-	68,196	41,997	199,357
-	29,882	-	-	-	-	29,882
-	-	-	-	-	-	587,969
40,250	-	-	-	-	-	1,173,387
-	-	-	-	514,743	7,425	522,168
-	-	-	-	-	-	85,907
-	-	-	-	30,000	50,000	80,000
-	-	-	-	3,245	27,130	30,375
40,250	29,882	-	-	616,184	126,552	2,709,045
(250)	(6,230)	7,583	-	(500,841)	77,541	(415,837)
-	-	-	75,000	702,750	-	787,750
-	-	-	75,000	702,750	-	787,750
(250)	(6,230)	7,583	75,000	201,909	77,541	371,913
2,428	55,426	134	-	223,674	(562,507)	1,423,218
<u>\$ 2,178</u>	<u>\$ 49,196</u>	<u>\$ 7,717</u>	<u>\$ 75,000</u>	<u>\$ 425,583</u>	<u>\$ (484,966)</u>	<u>\$ 1,795,131</u>

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 23, 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:

Please see enclosed monthly report. 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.

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 05



Project Status Report for

Village of McFarland Public Safety Center

May 2023

Jordan Schulz, HKP
Your Partner in Development

Project Status

1. SCHEDULE: on track for June 5th substantial completion
2. SINKHOLE: see next slide
3. FURNITURE: install nearly complete
4. PUNCHLIST: began 05/12, continuing through end of month. Involves VoM, Bray, HKP, JPC walking through building and site.
5. COMMISSIONING: ongoing, includes issues tracking log for corrective actions on MEP systems, a very important activity for a Net Zero building
6. EQUIPMENT: purchase and install ongoing
7. TELCOM: service installed, network coordination ongoing
8. COSTS: final cost reconciliation, including change orders and allowances
9. OWNER TRAINING: being scheduled, includes all major systems and operational needs

Sinkhole Update

1. INVESTIGATION:

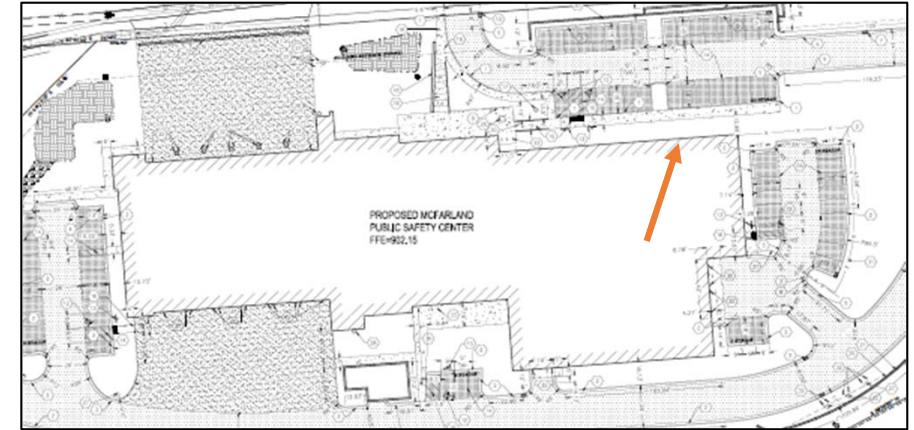
1. Camera storm pipe, partially complete, no findings
2. GPR, complete, no findings
3. Additional test borings, complete, found void 53' below depression

2. SOLUTION:

1. Immediate measure was slurry to support the foundation, no further issue to date
2. Micropiles to be installed June 1-2, six total. Provides further foundation support.
3. Grout to be installed June 1-2
4. Urethane concrete slab support to be installed June 1-2
 1. Weighs 20x less than light-weight concrete

3. IMPACT:

1. Currently on track for 06/05, however this assumes all tasks remain exactly on track. Also does not include remedial work.
2. Discussions with insurer and insurer's engineer are ongoing
3. Overall cost estimated at \$250 - 300k



Budget Updates

DESCRIPTION	BUDGET	FINAL PROJECTED COST	INVOICED TO DATE	% Complete
Pre-Development	56,322	72,838	67,609	93%
Professional Services <i>Design, Project Mgmt, Legal, Quality Testing</i>	1,221,585	1,295,946	1,249,252	96%
Owner Direct <i>Furniture, Equipment, etc.</i>	858,515	952,165	708,759	74%
Construction	18,834,443	19,761,669	18,744,833	95%
Other Project Expense	85,000	72,419	64,512	89%
Income	(32,000)	(32,000)	0	0%
Owner Contingency	1,003,700	291,033	0	71%
TOTAL	22,027,565	22,414,070	20,834,964	93%
FINAL PROJECTED COST *		22,123,037		
Balance - Under / (Over)		291,033		

* Does not include cost of soil depression issues

Budget Updates

PCO*	CO	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	PCOs 080r1, 082, 093r1	60,218		Approved		46,741
	12	PCOs 091, 097, 101	33,989		Approved		33,989
	13	Final Switchgear Delay (date change, no cost)	-		Approved		-
079r1		Apparatus Bay OHD	121,242	45,571	Recommended	45,571	
105		March Misc	496	496	Recommended	496	
111		Soil Depression Impacts (\$ +/- 300K)			TBD		
114r1		West Drive Regrade	24,010	24,010	Recommended	24,010	
115r1		April Misc Costs: Light Fix Ht, Fire Admin Door FA, Shutter FA, Sump Pump Power	8,050	6,910	Recommended	6,910	
119		Courts Training Outlets	5,475	5,474	Recommended	5,474	
121		RFI 171 MEP finishes	2,132	2,132	Recommended	2,132	
TOTAL				84,593		84,593	857,149

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

Project Update Photos



Apparatus Bays

Project Update Photos



FD Kitchen

Project Update Photos



Courts/Training

Project Update Photos



Conference Room

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 23, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding proposed Change Order #14 for the Public Safety Center project regarding overhead doors, driveway approach, and miscellaneous expenses.

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.

Change Order #12 was approved by the Village Board at their meeting on March 14, 2023.

Change Order #13 was approved by the Village Board at their meeting on April 25, 2023.

ISSUE SUMMARY:

Please find enclosed Change Order #14 that addresses a variety of different funding requests for the project since our last approval granted. The following is included within this change order:

- **079r1 Overhead Doors** - This work changed the height of the overhead doors within two of the garage bays of the Fire and Rescue Department. Their former height was such that maintaining the larger vehicles with doors open would not have been possible. The cost is presented at \$45,571.



- **105 March Miscellaneous Costs** - Minor changes to gas regulators. The cost is presented at \$496.
- **114 Driveway Approach** - The driveway approach off of Holscher Road needed to be re-lowered to allow for additional clearance of Fire and Rescue vehicles. The cost is presented at \$24,010.
- **115r1 April Miscellaneous Costs** - Changes needed to electrical configuration and lighting. The cost is presented at \$6,910.
- **121 Kitchen Finishes** - Final changes to coordination on kitchen finishes. The cost is presented at \$2,132.

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

FINANCIAL/BUDGET IMPACT:

Project funds and their utilization is accounted for within the adjoining monthly report. Costs are further outlined within the attachments.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to approve Change Order #14 for the Public Safety Center project regarding overhead doors, driveway approach, and miscellaneous expenses.

ATTACHMENTS:

1. CO 14 covers

REQUEST FOR QUOTATION

Project: McFarland Public Safety Center

14 April 2023

JPC PCO #: 079r1

Description: Costs to rework the overhead doors in the Apparatus Bay from their original height of 21' AFF. Costs include additional JPC labor needed to move on-site material due to its inability to be installed nor relocated off-site, as well as Ironworkers to install additional supports on the (2) North doors due to the windows along that face.

****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
Laborer Foreman	HR	4	\$71.34	\$17.83	\$89.17	\$356.69
Laborer	HR	4	\$53.31	\$13.33	\$66.64	\$266.54
Iron Worker Foreman	HR	24	\$107.17	\$26.79	\$133.97	\$3,215.21
Labor Subtotal						\$3,838.43
Self-Performed Labor OH&P 15%						\$575.76
JP Cullen Labor Total						\$4,414.20

MATERIALS	Units	Quantity	Unit Price	Material	Tax (0%)	TOTAL
Endres	LS	1	\$ -	\$0.00	\$0.00	\$0.00
			\$ 550.00	\$550.00	\$0.00	\$550.00
			\$ -	\$0.00	\$0.00	\$0.00
Material Subtotal						\$550.00
Self-Performed Material OH&P @ 15%						\$82.50
Material Total						\$632.50

LARGE TOOL & EQUIPMENT	Units	Quantity	Unit Price	Material	Tax (5.5%)	TOTAL
IW Work Truck	DAY	0	\$ -	\$0.00	\$0.00	\$0.00
		2	\$ 123.00	\$246.00	\$13.53	\$259.53
		0	\$ -	\$0.00	\$0.00	\$0.00
Large Tool & Equip Subtotal						\$259.53
Self-Performed Large Tool & Equip OH&P @ 15%						\$38.93
Large Tool & Equip Total						\$298.46

SUBCONTRACTORS	Services	TOTAL
Overhead Door Milwaukee	New overhead door tracks, springs, cables, & drum	\$37,000.00
		\$0.00
Subtotal		\$37,000.00
Subcontractor OH&P @ 7.5%		\$2,775.00
Subcontract Total		\$39,775.00

Bond @ 1% \$451.20

TOTAL \$45,571

REQUEST FOR QUOTATION

Project:	McFarland Public Safety Center	14 April 2023
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JPC PCO #: 105

Description:

Miscellaneous Costs for March 2023 include RFI-152.

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

Labor Rates valid through 05/31/23

Activity Description

SUBCONTRACTORS	Services	TOTAL
		\$0.00
Hooper	RFI-152 Gas Regulators	\$457.00
		\$0.00
	Subtotal	\$457.00
	Subcontractor OH&P @ 7.5%	\$34.28
	Subcontract Total	\$491.28
	Bond @ 1%	\$4.91
	TOTAL	\$496

REQUEST FOR QUOTATION

Project:	McFarland Public Safety Center	27 April 2023
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JPC PCO #: 114

Description: RFI-166 West Drive Regrade Cost Proposal

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

****Labor Rates valid through 05/31/23****

Activity Description

JP Cullen & Sons Inc.

General Contractor Work	Units	Quantity	Base Rate	PT&I (25%)	Total Rate	TOTAL
Superintendent	HR	16	\$115.00	\$28.75	\$143.75	\$2,300.00
Carpenter Foreman	HR	8	\$86.71	\$21.68	\$108.39	\$867.09
Labor Subtotal						\$3,167.09
Self-Performed Labor OH&P 15%						\$475.06
JP Cullen Labor Total						\$3,642.15

LARGE TOOL & EQUIPMENT	Units	Quantity	Unit Price	Material	Tax (5.5%)	TOTAL
		0	\$ -	\$0.00	\$0.00	\$0.00
Survey Equipment	LS	1	\$ 257.00	\$257.00	\$14.14	\$271.14
Dumpsters	EA	3	\$ 800.00	\$2,400.00	\$132.00	\$2,532.00
		0	\$ -	\$0.00	\$0.00	\$0.00
Large Tool & Equip Subtotal						\$2,803.14
Self-Performed Large Tool & Equip OH&P @ 15%						\$420.47
Large Tool & Equip Total						\$3,223.61

SUBCONTRACTORS	Services	TOTAL
		\$0.00
KMS	Demo and Regrade	\$6,897.00
Cattell	Curb and Gutter	\$5,330.00
Payne & Dolan	Asphalt	\$3,500.00
		\$0.00
Subtotal		\$15,727.00
Subcontractor OH&P @ 7.5%		\$1,179.53
Subcontract Total		\$16,906.53

Bond @ 1% \$237.72

TOTAL \$24,010

REQUEST FOR QUOTATION

Project: McFarland Public Safety Center

15 May 2023

JPC PCO #: 115r1

Description: April 2023 Miscellaneous costs including: RFIs: 160, 161, 162, & 177.

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

Labor Rates valid through 05/31/23

Activity Description

SUBCONTRACTORS	Services	TOTAL
		\$0.00
Universal	RFI-160	\$1,584.00
Universal	RFI-161	\$1,071.00
Universal	RFI-162	\$2,157.00
Universal	RFI-177	\$1,552.00
		\$0.00
	Subtotal	\$6,364.00
	Subcontractor OH&P @ 7.5%	\$477.30
	Subcontract Total	\$6,841.30
	Bond @ 1%	\$68.41
	TOTAL	\$6,910

REQUEST FOR QUOTATION

Project: McFarland Public Safety Center

21 April 2023

JPC PCO #: 119

Description: Costs to relocate coordinated TV outlets in Court/Training C113. Security Camera outlets to be relocated are at contractor cost. Costs are reflected in proposal.

****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 - Drywall Patching	HR	16	\$86.71	\$21.68	\$108.39	\$1,734.18
Carpenter - Drywall Patching	HR	16	\$66.06	\$16.51	\$82.57	\$1,321.11
Carpenter Foreman - Drywall Patching CREDIT	HR	-8	\$86.71	\$21.68	\$108.39	(\$867.09)
Carpenter - Drywall Patching CREDIT	HR	-8	\$66.06	\$16.51	\$82.57	(\$660.56)
Labor Subtotal						\$1,527.65
Self-Performed Labor OH&P 15%						\$229.15
JP Cullen Labor Total						\$1,756.79

MATERIALS	Units	Quantity	Unit Price	Material	Tax (0%)	TOTAL
		0	\$ -	\$0.00	\$0.00	\$0.00
Misc Drywall Patching materials	LS	1	\$ 534.00	\$534.00	\$0.00	\$534.00
Misc Drywall Patching materials CREDIT	LS	1	\$ (267.00)	(\$267.00)	\$0.00	(\$267.00)
		0	\$ -	\$0.00	\$0.00	\$0.00
Material Subtotal						\$267.00
Self-Performed Material OH&P @ 15%						\$40.05
Material Total						\$307.05

SUBCONTRACTORS	Services	TOTAL
		\$0.00
Universal	Total for outlets rework	\$3,608.00
Universal CREDIT	CREDIT for outlets not coordinated per plan	(\$1,254.00)
Schmelzer	Paint touchups	\$1,536.00
Schmelzer CREDIT	CREDIT Paint touchups	(\$768.00)
		\$0.00
Subtotal		\$3,122.00
Subcontractor OH&P @ 7.5%		\$234.15
Subcontract Total		\$3,356.15

Bond @ 1% \$54.20

TOTAL \$5,474

REQUEST FOR QUOTATION

Project: McFarland Public Safety Center

4 May 2023

JPC PCO #: 121

Description: Proposal for material and install of finishes requested via RFI-171 Misc MEPF Finishes

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

Labor Rates valid through 05/31/23

Activity Description

JP Cullen & Sons Inc.

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

MATERIALS	Units	Quantity	Unit Price	Material	Tax (0%)	TOTAL
		0	\$ -	\$0.00	\$0.00	\$0.00
Starved Rock	LS	0	\$ 600.00	\$0.00	\$0.00	\$0.00
Madison Sheet Metal	LS	1	\$ 85.00	\$85.00	\$0.00	\$85.00
		0	\$ -	\$0.00	\$0.00	\$0.00
Material Subtotal						\$85.00
Self-Performed Material OH&P @ 15%						\$12.75
Material Total						\$97.75

SUBCONTRACTORS	Services	TOTAL
		\$0.00
Southport	Kitchen F231 Exhaust Hood Cover	\$1,056.00
		\$0.00
Subtotal		\$1,056.00
Subcontractor OH&P @ 7.5%		\$79.20
Subcontract Total		\$1,135.20
Bond @ 1%		\$21.11
TOTAL		\$2,132

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 23, 2023

SECTION: Business

DEPARTMENT: Police

CONTACT:

AGENDA ITEM: Public Safety Committee (Trustees Wreh & Brandt)

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 23, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action on Ordinance 2023-05: an Ordinance updating
Tourist Rooming House Regulations.

PREVIOUS ACTION:

On January 24, 2023 Trustee Wreh referred the issue of reviewing the Village's tourist rooming house ordinance for possible updates.

February 26, 2023 - The Public Safety Committee discussed the referral being made an the process to bring the review process forward.

March 6, 2023 - The Public Safety Committee did an initial review of the ordinance with the Village Attorney to learn more about what changes may be possible in light of the State's Right to Rent Law.

April 3, 2023 - The Public Safety Committee held a public input session on the current ordinance. All residents within 300 feet of an active Tourist Rooming House were notified as well as public notification on Village social media of the event. The Committee listened to input from the community and directed members to email staff changes for review at the next meeting.

ISSUE SUMMARY:

The Public Safety Committee undertook a review process of the current Tourist Rooming House Ordinance. Through that process the Public Safety Committee provided notice to all property owners within 300 feet of an active Tourist Rooming House Permit, also the general public, of a public information session held on April 3, 2023. The public was provided an opportunity to provide feedback on the Village's Tourist Rooming House Ordinance adopted in 2017. Feedback was received from both members of the public and TRH Operators. Following the public input session, staff and Public Safety Committee members submitted their recommendations to be discussed by the Committee.

On May 1, 2023 the Public Safety Committee took up discussion on the proposed items for revisions. Attached is a summary of the proposals for revision to the current ordinance. Items highlighted in green were brought forward for revisions. Items highlighted in red were not recommended for advancement by the Public Safety Committee. Proposed Revisions to the



Ordinance include:

1. To operate a Tourist Rooming House for stays of 1-6 days, the owner must be a village resident. Non-Village residents would have a minimum stay requirement of 7 days.
2. Change the formula for maximum occupancy to be 2 people per legal bedroom with a maximum of 12.
3. Change the parking requirements to mirror already existing requirements in Village Ordinance 62-70.
4. Eliminate the public hearing requirement and provide the Public Safety Committee and Village Board as only getting involved for appears of staff decisions.
5. Require an information mailing to go out to property owners within 500 feet of the TRH. This informational mailing would include information on the State's Right to Rent Law and the requirements of the Village's Ordinance.
6. Ensure property maintenance violations are part of the inspection and of which any violations must be remediated.
7. Create a definition of what operating a TRH entails that would include both advertisement and marketing as actions that require a valid permit (after 10 days).
8. Insertion of additional regulations regarding to allow for safe outdoor burning.
9. Other small changes in the ordinance that we have identified over time for revision.

Attached is the full list of proposals considered by the Public Safety Committee. Items advanced for revision are highlighted in green, items declined for revision are highlighted in red.

All of the proposed revisions have been incorporated into the attached ordinance amendment. The Public Safety Committee did not approve legacying current permit holders from the changes. Accordingly, attached is a report outlining how the proposed changes will likely affect current active Tourist Rooming House permittees. The changes would take effect on July 1, 2023 with the new upcoming permitting cycle.

FINANCIAL/BUDGET IMPACT:

The proposed change requiring Village resident to rent for periods of 1-6 days could reduce room tax revenues. Detailed data regarding average night stays is not provide by TRH permittees as part of the process, so exact effects of revisions are hard to gauge.

VILLAGE PLAN REFERENCE:

N/A.

ORDINANCE REFERENCE:

[Tourist Rooming House Ordinance.](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Public Safety Committee unanimously recommended approval.

Motion to approve Ordinance 2023-05:An Ordinance updating Tourist Rooming House Regulations.



ATTACHMENTS:

1. 2023-05 Updates to TRH Regulations
2. TRH Memo - UPDATED - 03.29.2023
3. TRH Research - 3.30.2023
4. TRH Ordinance - UPDATES - 05.09.2023
5. Effect of Proposed Revisions - 05.16.2023

**VILLAGE OF MCFARLAND
ORDINANCE 2023-05**

**AN ORDINANCE UPDATING REGULATIONS FOR TOURIST ROOMING
HOUSES**

PURPOSE - To update regulation of short term rentals of dwellings in residential neighborhoods.

SPONSOR - Cassandra Suettinger, Deputy Administrator/Clerk, Community & Economic Development Director Andrew Bremer, Police Chief Aaron Chapin and Fire & Rescue Chief Chris Dennis.

NOW THEREFORE, be it ordained by the Village Board of the Village of McFarland, in the State of Wisconsin, as follows:

SECTION 1: **AMENDMENT** “11-350 Purpose” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

11-350 Purpose

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

SECTION 2: AMENDMENT “11-351 Definitions” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

11-351 Definitions

In this Article:

Bed and breakfast establishment means any place of lodging that satisfies all of the following:

- (a) Provides eight or fewer rooms for rent to no more than a total of 20 tourists or transients.
- (b) Provides no meals other than breakfast and provides the breakfast only to renters of the place.
- (c) Is the owner's primary place of residence.
- (d) Is occupied by the owner at the time of rental.
- (e) Was originally built and occupied as a single-family residence, or, prior to use as a place of lodging, was converted to use and occupied as a single-family residence.

Dwelling unit means a structure consisting of one or more rooms with provisions for living, cooking, sanitary, and sleeping facilities and a bathroom designed for or suited to the exclusive use by one person or one family.

Hotel means all places wherein sleeping accommodations are offered for pay to transients, in five or more rooms, and all places used in connection therewith. "Inn", "motel" and "hotel" are synonymous.

Local agent means a person that, subject to the conditions established in Section 11-352, is authorized by the owner of a tourist rooming house to manage a tourist rooming house.

Operate a tourist rooming house means any of the following:

- (a) Renting a dwelling unit as a tourist rooming house to a tourist or transient.
- (b) Renting a dwelling unit as a tourist rooming house through a marketplace provider such as VRBO and Airbnb.
- (c) Managing a tourist rooming house.
- (d) Advertising a tourist rooming house for rent through a marketplace provider, such as VRBO and Airbnb.

Short term rental means the rental of a dwelling unit for a period of less than ~~30~~²⁹ consecutive days.

Tourist rooming house means any dwelling unit where sleeping accommodations are offered for pay on a short term rental basis to tourists or transients except that the following are expressly excluded:

- (a) Bed and breakfast establishments.
- (b) Hotels.
- (c) Any private boarding or rooming houses, ordinarily conducted as such, that do not accommodate tourists or transients.

Tourist or transient means a person who travels from place to place away from his or her permanent residence for vacation, pleasure, recreation, culture, business or employment.

Village Resident means an individual whose residence serves as the individual's true, fixed, and permanent home for at least 183 days in a calendar year and to which, whenever absent therefrom, that individual intends to return. Additional characteristics of a primary residence including, but are not limited to, where an individual receives government-issued mail, receives a Wisconsin lottery credit, claims residence for purposes of voter registration, federal or state income tax forms that is located within the Village of McFarland.

SECTION 3: AMENDMENT “11-352 Operation Of Tourist Rooming Houses” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

11-352 Operation Of Tourist Rooming Houses

- (a) Every owner of a tourist rooming house shall appoint a local agent to manage the tourist rooming house if the owner resides outside a 30-mile radius from the tourist rooming house or if the owner will be absent while the property is being rented as a tourist rooming house. For purposes of this requirement, an owner shall be considered absent if he or she cannot be contacted and be present at the touring rooming house within 45 minutes. The owner shall provide notice to the Village of the agent's name, address, telephone number and email address. The local agent shall:
- (1) If a natural person, keep their permanent residence within 30 miles of the tourist rooming house, or if a property management company or similar business entity, have offices within 30 miles of the tourist rooming house;
 - (2) Be authorized as owner, or on behalf of the owner of the tourist rooming house, to accept service of all notices from the Village or service of legal process relating to any and all matters relating to the tourist rooming house;
 - (3) Be authorized to allow Village officers, employees, or agents, to enter the owner's property for purposes of inspection and enforcement of this Article or any other ordinance, statute, rule or regulation the Village may have the duty or authority to enforce;
 - (4) Be authorized to act as owner, or on behalf of the owner, of the tourist rooming house in all matters relating to dealing with renters of the tourist rooming house;
 - (5) Be authorized to undertake, or cause to be undertaken, any repair or act of maintenance of the tourist rooming house necessary to comply with any Village ordinance, or any applicable state building regulations.
 - (6) Subject to Wis. Stats. §§ 111.321, 111.322 and 111.335 has not been convicted of or have any pending charges for any offense as a felony, misdemeanor, or civil forfeiture, involving dishonesty, fraud, deceit, robbery, the use or threatened use of force or violence upon the person of another, or sexual immorality under Wis. Stats. ch. 944; and
- (b) Each tourist rooming house shall have and maintain the following licenses and permits:
- (1) All required permits from State of Wisconsin Department of Agriculture, Trade and Consumer Protection or authorized agent including a permit for operation of a tourist rooming house under Wis. Stats. § 97.605 including any permits or licenses required by Dane County Public Health of Madison Dane County;
 - (2) A seller's permit issued by the Wisconsin Department of Revenue;
 - (3) Any permit required under this Article.

SECTION 4: AMENDMENT “11-354 Application” of the Village of McFarland Municipal Code is hereby *amended* as follows:

A M E N D M E N T

11-354 Application

- (a) All applications for a new tourist rooming house permit or renewal shall be filed with the Village Clerk-Treasurer on forms provided by the Village Clerk-Treasurer. All applications must be filed by the property owner. Each applicant shall certify to the Village that the tourist rooming house included in the permit is in compliance with the provisions of this Chapter. No permit shall be issued unless the completed application form is accompanied by payment of the required fee.
- (b) Each application for a new permit shall include the following information and documentation for each tourist rooming house:
 - (1) A nuisance response plan as described in Section 11-359.
 - (2) A current Tourist Rooming House License issued by Public Health of Madison and Dane County, or other applicable entity, under Wis. Stats. § 97.605, or a copy of the completed application submitted for said license if the license has not been issued.
 - (3) A copy of a completed Public Health of Madison and Dane County, or other applicable entity, tourist rooming house inspection form dated within one year of the date of issuance or renewal.
 - (4) Proof of liability insurance. Such insurance shall be a commercial general liability, hotel or short-term rental policy that specifically covers liabilities arising from rental of the tourist rooming house for short-term rentals. The policy shall provide no less than \$1,000,000.00 coverage, per occurrence. Claims-made coverage shall not be acceptable insurance under this Article.
 - (5) Seller's permit from the State of Wisconsin Department of Revenue. (Not required for those operator's solely utilizing a lodging marketplace for bookings).
 - (6) Floor plan and requested maximum occupancy.
 - (7) Site plan including available onsite parking.
 - (8) Local agent agreement reflecting the local agent's authority and acceptance of all responsibilities under this Article. if applicable.-
 - (9) Designation of the local agent. if applicable.-
 - (10) Proof of a successful inspection by the Village Building Inspector and Village Fire Inspector, required under Section 11-358.
 - (11) A statement if the applicant intends to rent the tourist rooming house for periods of time fewer than seven (7) days.
 - (12) For those owners renting the tourist rooming house for periods of time fewer than seven (7) days, two separate items of documentation showing that the proposed Tourist Rooming House owner is a Village resident. Identifying

documents must contain the owner's current and complete name, and a current and complete residential address. Adequate identifying documents that contain the required information include the following, documents must be unexpired or issued within 90 days of proposed permitting period: a valid identification card issued under Wis. Stats. 343.50, a residential lease, a bank statement a paycheck or paystub, or a check or other document issued by a unit of government, an identification card issued by a federally recognized tribe in this state, and other document deemed acceptable by the Village Clerk-Treasurer.

- (13) Any other information requested on the application form deemed necessary in the reasonable discretion of the Village Clerk-Treasurer to evaluate the application under this Article.
- (c) Applications for renewal of a permit are not required to include the documentation for items listed in paragraphs (6) through (9) unless the information has changed from the preceding application.

SECTION 5: **AMENDMENT** “11-355 Terms And Filing Date” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

11-355 Terms And Filing Date

Each permit shall run from July 1 through June 30 of the following year and shall not be transferrable to any other place or person. All renewal applications must be filed by May 1 of each year. The filing fee shall be paid upon filing of the application. The Clerk-Treasurer may conditionally accept late applications, subject to payment of the late filing fee. Any application which does not include all of the information and documentation shall not be considered as complete. The permit may not be issued unless and until a Tourist Rooming House License has been issued by Public Health of Madison and Dane County.

SECTION 6: **AMENDMENT** “11-356 New Application Review Procedure” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

11-356 New Application Review Procedure

- (a) ~~Committee review. When satisfied that the application is complete, the Village Clerk-Treasurer shall forward initial applications for permits to the Public Safety Committee for review. The Clerk-Treasurer shall notify the owners of all properties lying within~~

~~300 feet of the property proposed as a tourist rooming house by regular mail that such application has been filed, the address of the proposed tourist rooming house and the date of the meeting at which the Public Safety Committee will review the application. Such notice shall be mailed no later than ten days prior to the meeting. If the application is filed 14 days or more prior to its next scheduled meeting, provided the application is complete, the application shall be considered at that meeting. Otherwise, the application, provided the application is complete, will be considered within 40 days of the filing date. The Public Safety Committee shall consider the application and supporting documents. If the Committee determines that the application meets the requirements of this Article it shall forward the application to the Village Board for approval. If the Committee determines that the application does not meet the requirements of this Chapter, it shall recommend denial of the application to the Village Board. Any denial or conditional approval by the Committee shall be in writing setting forth the reasons for the determination.~~
Issuance of a permit by the Village Clerk-Treasurer

- (1) Prior to issuance of the permit, the Village Clerk-Treasurer shall send a notification to all property owners within 500 feet of the proposed tourist rooming house. The notice shall contain the application and information on tourist rooming houses, standards of Tourist Rooming houses contained in the Village Ordinance, and the process to report violations or nuisances outlined in this chapter. The applicant shall prepay the cost of sending such notice for the notices are sent.
- (2) The Village Clerk-Treasurer shall issue a permit as soon as practicable, unless the Village clerk-Treasurer determines one or more of the following:
 - a. The application is incomplete, or information required in section 11-354 has not been met.
 - b. The application or support documents contain any false or materially misleading information or any material omission.
- (3) The permit shall contain all of the following information:
 - a. The name and address of the property owner.
 - b. The name, address and phone number of the local agent.
 - c. The maximum occupancy for the premises
 - d. The permit term.

(b) Non-Issuance of a permit by the Village Clerk-Treasurer

~~(e) **Issuance.** The Village Clerk-Treasurer shall issue a permit for each tourist rooming house approved by the Village Board, subject to any required inspections under subsection (b) and payment of taxes, assessments and claims under Section 11-1. The permit shall contain all of the following information:
The name and address of the property owner. The name, address and phone number of the local agent. The maximum occupancy for the premises. The permit term. State lodging permit number. Contact information for the Village.~~

- (1) Except as provided in 11-356(2), if an application is not approved by the Village Clerk-Treasurer, a notice shall be provided to the applicant, in writing, contained a statement of the reasons for the denial, including specifics regarding reason for denial. The written notice to the applicant shall also provide notice of right to a hearing as provided under 11-365(c) below.

(d) Appeals Process

- (1) Any person whose application has not been approved by the Village clerk-Treasurer may appeal that decision to the Public Safety Committee by providing written notice to the Village Clerk-Treasurer within 14 days of the Village clerk-Treasurer mailing notice of denial of the permit.
- (2) Upon appeal, the Public Safety Committee shall conduct a hearing to make a recommendation to the Village Board regarding the issuance of a Tourist Rooming House permit. If the applicant fails to appear before the Public Safety Committee, the Public Safety Committee shall forward a recommendation for non-issuance of the permit. At the hearing, both the Village and the applicant may introduce evidence, produce witnesses, cross-examine witnesses, and be represented by counsel. The hearing shall be recorded.
- (3) The Village Board shall issue written findings an decision regarding the issuance of the permit within 30 days after the hearing.

SECTION 7: AMENDMENT “11-357 Renewal” of the Village of McFarland Municipal Code is hereby *amended* as follows:

A M E N D M E N T

11-357 Renewal

- (a) Upon receipt of any renewal application and determination that the application is complete, the Village Clerk-Treasurer shall request reports from the Police Department and the ~~Director of~~ Community Development Department regarding any complaints received, calls for service or actions taken regarding the permitted properties. The Clerk-Treasurer shall issue renewal permits within 45 days of the filing of the application unless the information provided is incomplete or otherwise not in compliance with the requirements of this Article or the reports from the Police Department and the ~~Zoning Administrator~~ Community Development Department indicate that there have been complaints or actions involving the property.
- (b) If the Clerk-Treasurer finds that the permit should not be renewed because the application demonstrates that the requirements of Sections 11-352~~(b) and (c)~~ and 11-354~~(a) and (b)~~ are not met, or that due to complaints or actions during previous permit year, the application should be ~~considered by the~~ forwarded on to the Public Safety Committee, to hold a hearing on non-renewal of the permit in accordance with the procedure set forth in 11-356(b) and (c). ~~the Clerk-Treasurer shall forward the~~

~~application to the Public Safety Committee for action along with a written explanation of the reason for referral. Upon referral to the Public Safety Committee the procedures set forth in Section 11-356 shall apply.~~

SECTION 8: **AMENDMENT** “11-358 Inspections” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

11-358 Inspections

No building may be used as a tourist rooming house unless it has been inspected by the Village Fire Inspector and Village Building Inspector and the inspection shows no violations or hazards adversely affecting the health and safety of occupants or property maintenance violations. Each separate dwelling unit that is offered for rental as a tourist rooming house is required to be inspected annually by the Village Fire Inspector and Village Building Inspector. The holder of or applicant for the ~~temporary~~tourist rooming house permit, or property owner if no permit is required, is responsible for payment of the inspection fees.

SECTION 9: **AMENDMENT** “11-359 Content Of Nuisance Response Plans” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

11-359 Content Of Nuisance Response Plans

Each nuisance response plan accompanying an application for a permit required by this chapter shall contain the following information and otherwise be in a form required by the Village Clerk-Treasurer:

- (a) The mailing address and telephone number of the owner or owners of the residential dwelling unit or units to be used as a ~~short-term vacation rental~~ tourist rooming house pursuant to the permit;
- (b) The name, address and telephone number of the local agent(s) who will be available by telephone, and who will be responsible for promptly responding to or causing a prompt response to a nuisance complaint arising out of the occupancy or use of the ~~short-term rental~~ tourist rooming house by tenants, their visitors or their guests. For the purposes of this Section, a return telephone call to a complainant within 45 minutes of the initial complaint shall be deemed "prompt."
 - (1) No more than a total of three persons shall be designated in the response plan as a person responsible for responding to or causing a response to a nuisance

- complaint; and
- (2) Only one such person shall be designated as the person responsible for responding to a nuisance complaint during any particular hours of the day, different days in a week, or different weeks of the year;
 - (3) Any such person designated shall have the powers of a local agent.
- (c) The manner of responding to or causing a response to a nuisance complaint, including but not limited to the manner in which the complainant or complainants will be notified of the response and the method of documenting prompt responses and timely corrective action.
 - (d) The manner of assuring timely corrective action to remedy the conditions that caused the nuisance complaint. For the purposes of this chapter, "timely corrective action" shall include, at a minimum, a telephone call to the primary adult occupant of the ~~short-term vacation rental~~ tourist rooming house within 30 minutes of the initial nuisance complaint.
 - (e) ~~The proposed maximum number of overnight occupants.~~
 - (f) The number of off-street parking spaces and number of bedrooms available at the ~~short-term vacation rental~~ tourist rooming house.

SECTION 10: AMENDMENT "11-361 Standards For Tourist Rooming Houses" of the Village of McFarland Municipal Code is hereby *amended* as follows:

A M E N D M E N T

11-361 Standards For Tourist Rooming Houses

Each tourist rooming house shall comply with all applicable Village ordinances and all the following requirements:

- (a) *Space, occupancy and parking.* Each tourist rooming house shall have:
 - (1) Not less than one bathroom for every six occupants;
 - (2) ~~Not less than 150 square feet of floor space for the first occupant thereof and at least an additional 100 square feet of floor space for every additional occupant thereof; the floor space shall be calculated on the basis of total habitable room area. Floor space is determined using interior measurements of each room. Floor space does not include kitchens, bathrooms, closets, garages, or rooms not meeting Uniform Dwelling Code requirements for occupancy.~~ Maximum renter occupancy shall not exceed the lesser of two times the number of legal bedrooms to be rented in the residential dwelling or 12.
 - (3) A maximum occupancy for any premises without a separate enclosed bedroom is two people;
 - (4) ~~Not less than one and one-quarter onsite off-street parking spaces for every four occupants based upon maximum occupancy.~~ The minimum number of off-street parking spaces available for renters shall be as required for the type

of dwelling unit as set forth in the Village Zoning code. The operator shall designate off-street parking spaces for renters on the property in accordance with the standards outlined in the Village Zoning Code, including but not limited to Subdivision IV, Vision Clearance, PArking and Loading Facilities. Parking space limit shall appear in all advertising for the tourist rooming house. Parking spaces must be considered accessible at all times to be considered valid under this section.

(b) *Safety requirements.* Each tourist rooming house shall comply with the following~~have~~:

- (1) Shall have ~~A~~ safe, unobstructed means of egress leading to safe, open space at ground level;
- (2) Shall have ~~F~~functional smoke detectors and carbon monoxide detectors in accordance with the requirements of Wis. Admin. Code Ch. SPS 362;
- (3) No accessible wood burning fireplace unless the owner provides a certificate from a licensed commercial building inspector, dated not more than 30 days prior to submission, certifying that the fireplace and chimney have been inspected and are in compliance with National Fire Prevention Association Fire Code Chapter 211 Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances.
- (4) No hibachi, gas-fired grill, charcoal grill, or other similar devices used for cooking, heating, or any other purpose on any balcony, deck or under any overhanging structure or within ten feet of any structure.
- (5) Outdoor fireplaces and pits or bowls or pits designed for the holding or burning of wood shall be allowed, as long as the following conditions are met:
 - a. Pits shall have an enclosure, heavy screen, or spark arrestor to control and contain embers and sparks.
 - b. Fireplaces or pits shall not be used within ten (10) feet of a building, combustible structure or lot line.
 - c. Only clean, dry wood is permitted to be burned in fireplaces or pits. No trash, yard waste or construction material shall be burned.
 - d. The smoke from a fireplace or pit shall not create a nuisance.
 - e. A fire extinguisher, garden hose, or other method of fire control shall be readily available.
 - f. The fireplace or pit must be supervised at all times by a responsible adult. the first must be completely extinguished before the fireplace or pit is left unsupervised.
- (6) A functional fire extinguisher shall be provided within 30' of any indoor cooking equipment. Any required fire extinguisher shall be UL rated 1-A: 10-B:C Any provided fire extinguisher shall be maintained (including annual inspection by a licensed fire extinguisher service provider) and installed in accordance with the National Fire Protection Association standard for Portable Fire Extinguishers.

(c) *Orderly operation and use.*

- (1) The owner and local agent shall comply with all terms of an approved nuisance response plan.
- (2) ~~No tourist rooming house shall permit any number of daytime guests of renters~~

~~in excess of 100 percent of the maximum occupancy limit of the tourist rooming house to be present on the property at any time~~Owners and renters of the tourist rooming house are prohibited from allowing guests in excess of the maximum occupancy limit established in 11-361(a) at any time.

- (3) The owner shall require the primary overnight and daytime occupant of the tourist rooming house to be an adult 18 years of age or older. This adult shall provide a telephone number to the owner or local agent and shall be accessible to the owner or local agent by telephone at all times.
- (4) Prior to occupancy, the owner or local agent shall obtain the name, address, and driver's license number or a copy of the passport of the primary adult occupant of the tourist rooming house. The owner shall require that adult to sign a formal acknowledgement that he or she is legally responsible for compliance of all occupants of the tourist rooming house or their guests with all provisions of this chapter. This information shall be readily available upon request of any police officer or employee of the ~~village~~~~city~~ authorized to enforce this chapter or state law.
- (5) Trash and refuse shall not be left stored within public view, except in proper containers for the purpose of collection. The owner of the tourist rooming house shall provide sufficient trash collection containers and service to meet the demand of the occupants.
- (6) Each lease or rental agreement for a tourist rooming house shall include the following terms, notifications and disclosures, which shall also be posted in a conspicuous location inside the unit:
 - a. The maximum number of overnight occupants and day use visitors that are permitted.
 - b. The number of off-street parking spaces that are provided.
 - c. Notification that on-street parking is extremely limited in some areas of the Village.
 - d. The trash pick-up day and applicable rules and regulations pertaining to leaving or storing trash or refuse on the exterior of the property.
 - e. Notification that the occupant may be cited or fined by the Village or immediately evicted by the owner or local agent, in addition to any other remedies available at law, for violating any other provisions of this Article.
 - f. Notification that failure to conform to the occupancy requirements of the tourist rooming house is a violation of this Article.
 - g. Notification that amplified sound, including radios, televisions and other electronic devices are subject to the Village's noise regulations as set forth in Sections 20-58, 20-59, 20-77, 20-79 and 20-80, copies of which shall also be provided.
 - h. A recommendation that the occupant participate voluntarily in neighborhood quiet hours by avoiding parties and loud social events between the hours of 10:00 p.m. and 7:00 a.m.
 - i. The name of the owner of the unit, local agent and a telephone number at which at least one or the other may be reached at all times.

- j. A copy of the "Good Neighbor Guidelines" which may from time to time be prepared by the permit administrator. These guidelines may include location-specific information, such as local speed limits and parking limitations.
 - k. Notification that usage of outdoor fireplaces and pits are required to comply with section 11-361(b)(5).
 - l. A copy of this Article and Sections 20-58, 20-59, 20-77, 20-79 and 20-80 of the McFarland Municipal Code, as it may be amended from time to time.
- (7) Upon receipt of a nuisance complaint or upon notification that any occupant or guest of the ~~short-term vacation rental~~ tourist rooming house has created unreasonable noise or disturbances, engaged in disorderly conduct, or committed violations of the McFarland Municipal Code or any state law, the owner or local agent shall promptly respond and take timely corrective action to prevent a recurrence of such conduct by those occupants or guests. Failure of the owner or local agent to respond promptly or to take timely corrective action regarding the condition, operation, or conduct of occupants of the tourist rooming house shall be a violation of this chapter. An owner or local agent is not required or authorized to act as a peace officer or to intervene in situations that pose a risk to personal safety. The owner, or local agent, shall maintain records of the name, violation, date, and time of each complaint, disturbance, response and corrective action.
- (8) The owner and local agent shall keep written records documenting compliance with all elements of the performance standards and the approved nuisance response plan.
- (9) At all times the use and occupancy of a tourist rooming house shall comply with the McFarland Zoning Code.
- (10) At all times the owner of the tourist rooming house shall maintain the dwelling unit as required under the McFarland Building Code, Article 8-XIII, Minimum Maintenance Requirements for Real Property.
- (11) Restrictions on rentals of fewer than seven (7) days. No Tourist rooming house may be rented for periods of time less than seven (7) consecutive days unless the dwelling is owned and operated by a resident of the Village of McFarland.
- (12) A Tourist Rooming House permit is required to be obtained no later than the tenth day of advertising or operating a tourist rooming house. All advertisements of the tourist rooming house, including advertisements on the website of a lodging marketplace, must contain a valid tourist rooming house permit number, clearly state the minimum duration of stays allowed, and state the limit for renter parking spaces. Lodging marketplace calendars must block renters from making reservations that are not compliant with minimum duration of stay requirements.

SECTION 11: **AMENDMENT** “11-362 Taxes And Fees” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

11-362 Taxes And Fees

The owner of a tourist rooming house shall pay room tax in accordance with Chapter 23, Article II, Division 6 of the McFarland Municipal Code. Fees under this Article shall be as established by the Village Board from time to time and set forth in Appendix A of this Code. Failure of the operator to submit two (2) such reports, or two incidents of inaccurate reporting, in a one-year period shall be grounds for automatic revocation of a tourist rooming house permit.

PASSED AND ADOPTED BY THE VILLAGE OF MCFARLAND VILLAGE BOARD

	AYE	NAY	ABSENT	ABSTAIN
Brandt	_____	_____	_____	_____
Brassington	_____	_____	_____	_____
Clow	_____	_____	_____	_____
Flaherty	_____	_____	_____	_____
Jerke	_____	_____	_____	_____
Nelson	_____	_____	_____	_____
Wreh	_____	_____	_____	_____

Presiding Officer

Attest

Carolyn Clow, Village President,
Village of McFarland

Cassandra Suettinger, Village Clerk-
Treasurer, Village of McFarland

MEMORANDUM

To: Public Safety Committee

From: Cassandra Suettinger, Deputy Administrator Clerk

Date: March 2, 2023

UPDATED – March 29, 2023

RE: Tourist Rooming House Ordinance

Background

On March 13, 2017, the Village adopted an ordinance to regulate Tourist Rooming Houses. In the preceding years, the Village had begun to experience issues with nuisances associated with TRH's and adopted the ordinance to allow a process to manage those nuisances.

In November of 2017, the Wisconsin Legislature passed the Right to Rent law which provided a new law to protect the ability of the homeowners to rent out their homes on a short term basis.

In April of 2021, in response to some challenges of to the 2017 ordinance, removed provisions of the ordinance found to be unlawful in light of the Right to Rent Law.

Since the ordinances adoption in 2017, the Village had not seen many TRH's operating in the Village, however, in 2022 the Village began to see a steep increase in the number of permits.

It is also of note, in 2017 the Village also adopted a room tax ordinance. All TRHs are required to collect the 8% Room Tax. 70% of the Room tax collected go to the Village's Tourist Entity which is currently comprised of members of the McFarland Chamber of Commerce. The Village retains 30% of these revenues for administration of the tax. Adoption of the tax has allowed the Village to track annual sales associated with TRHS within the Village.

Year	Total Room Tax Revenues	Gross TRH Sales	Total TRH Applications	Total TRH Application Approvals	Total TRH Application Denials
2018	\$1,615.58	\$20,194.75	2	2	0
2019	\$7,075.99	\$88,449.88	3	3	0
2020	\$8,289.11	\$103,613.88	2	2	0
2021	\$8,434.23	\$105,427.88	4	4	0
2022	\$12,438.49	\$155,481.13	9	9	0

Referral for Review

In February of 2023, Public Safety Chair Ed Wreh referred to the Public Safety Committee review of the current ordinance. The 2017 Right to Rent Law provides the Village cannot

prohibit Tourist Rooming Houses between 7 and 29 days, but there are additional regulations the Village could consider. Those regulations include, but are not limited to:

1. Prohibit rentals of less than 7 days.
2. Consider minimum night stay requirement.
3. Consider addition regulations for TRH's that are not the primary residence of the owner
3. Limit the user of short-term rentals to a block of 180 days every 365 days. Within this we've also seen some comparable communities establish different tiers of restrictions for TRH's that are owner occupied and those that are not.
4. Consider addition for serious violations of the ordinance be grounds for immediate suspension.

Tourist Rooming House Complaints/Incidents

Only one complaint/incident has been recorded to date at an active TRH permitted residence. In 2022 a TRH violated the maximum occupancy requirement by taking a group photo of a wedding party. No other incidents/violations have been reported to date.

Staff Review

In addition, staff has also reviewed the current ordinance to provide areas for revision based on administration of the ordinance over the last 5+ years. Suggested revisions include:

1. Revision of 11-356 Regarding New Application Review Procedure – The current ordinance provides:

Such notice shall be mailed no later than ten days prior to the meeting. If the application is filed 14 days or more prior to its next scheduled meeting, provided the application is complete, the application shall be considered at that meeting. Otherwise, the application, provided the application is complete, will be considered within 40 days of the filing date.

Staff recommends these deadlines be lengthened to allow more flexibility. The current 40-day limit is too restrictive in instances in which more information may be needed as part of the Public Safety Committee review process.

2. 11-352 Operation of Tourist Rooming Houses

Be authorized to undertake, or cause to be undertaken, any repair or act of maintenance of the tourist rooming house necessary to comply with any Village ordinance, or any applicable state building regulations.

Staff recommends this be amended to add properties be in compliance with state building regulations and Village property maintenance standards.

3. Revision to various issues of 11-361 Standards for Tourist Rooming Houses

(2) Not less than 150 square feet of floor space for the first occupant thereof and at least an additional 100 square feet of floor space for every additional occupant thereof; the floor space shall be calculated on the basis of total habitable room area. Floor space is determined using interior measurements of each room. Floor space does not include kitchens, bathrooms, closets, garages, or rooms not meeting Uniform Dwelling Code requirements for occupancy.

Staff recommends regulating occupants-based number of bedrooms that meet Uniform Dwelling Code requirements vs a square footage requirement. For example, 2 people per bedroom. The change would provide simplicity and transparency.

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

Staff recommends removal of the fraction and regulating off-street parking based on the number of bedrooms. Village Ordinance 62-70 already provides regulations for the number of parking stalls per bedroom and these standards make sense to apply TRHs. This provision should also provide specificity that off-street parking is provided and accessible to renters. For example, parking spots in a garage would only count if they intended to be made available to renters.

4. Insertion of Addition regulations on the usage of fireplaces and pits. Attached is a memo from Chief Dennis outlining proposed revisions an safety background on the issue.

Sec. 11-361 (b) (#)

Outdoor fireplaces and pits are bowls or pits designed for the holding or burning of wood and shall be allowed, as long as the following conditions are met:

- a. Pits shall have an enclosure, heavy screen, or spark arrestor to control and contain embers and sparks.*
- b. Fireplaces or pits shall not be used within ten (10) feet of a building, combustible structure, or lot line.*
- c. Only clean, dry wood is permitted to be burned in fireplaces or pits. No trash, yard waste or construction material shall be burned.*
- d. The smoke from a fireplace or pit shall not create a nuisance.*
- e. A fire extinguisher, garden hose or other method of fire control shall be readily available.*
- f. The fireplace or pit must be supervised at all times by a responsible adult. The fire must be completely extinguished before the fireplace or pit is left unsupervised.*

Sec. 11-361 (c) (6) x.

Notification that usage outdoor fireplaces and pits are required to comply with Section 11-361 (b) (#).

Sec. 11-361 (b) (#)

A functional type K fire extinguisher shall be provided within 30' of any indoor cooking equipment. Any provided fire extinguishers shall be maintained (including annual inspection by a licensed fire extinguisher service provider) and installed in accordance with National Fire Protection Association 10 Standard for Portable Fire Extinguishers.

5. Insert requirement for the applicant to identify a listing of all websites and places where the TRH operator will advertise.

This will assist staff in ensuring all room tax submits are received from applicable marketplace providers.

Recommendation

The above items are submitted for discussion and information purposes only. The Public Safety Committee will hear input from the Community on April 3rd and decide how it would like to proceed.

Community	Approved ordinance?	Public Health of Madison & DC License Required?	Other licensing required?	Minimum stay before permit required	Minimum stay Requirement?	Max stays allowed per year	Max # of Guests	# of occurrences before revocation process	Primary Residence Clause?	Restrictions tied to Primary Residence clause?	Transferrable?	Off-Street Parking	Comments and other restrictions
McFarland	Yes	Yes	Seller's Permit	10 days/year	N/A	UNKWN	150 SF + (100 SF of habitable room area) = Total # of Guests	2	No	N/A	No	1.25/4 occupants	does not cap the maximum # of guests, based on SF available. 2 people max for non-bedroom spaces
Madison	Yes	Yes	ZTRH Permit	UNKWN	1-6 daysfor Primary Resident, 6-29 days for non-primary residence	UNKWN	2 times the legal bedrooms or 12. Children do not count towards the limit.	2	Yes	Yes. If operator occupies the residence, there is no limit to the days they may operate. If not, may only operate 30 days per year.	No	UNKWN	ZTRH Permit = Zoning Tourist Rooming House Permit (implemented 10/1/2020)
Mt Horeb	Yes	Yes	Conditional Use Permit	UNKWN	2+	UNKWN	UNKWN	By Plan Commission's review	N/A	N/A	No	1 space/sleeping room	Quiet Hours 10:00 PM - 7:00 AM; requires map of property lines, but not floor plan; on-street parking not allowed
Monona	Yes	Yes	No	14 days/year	1-6 daysfor Primary Resident, 6-29 days for non-primary residence	If non-primary residence, stays must between 6 -29 days, only operate 180 days in a 365 day period, only operate 30 days per permitting year.	2 times the legal bedrooms or 12. Children do not count towards the limit.	UNKWN	Yes	Must be the operator's primary residence to operate stays of 1 to 6 days.	No	UNKWN	it shall be unlawful for any person to operate a short term rental property (STR) in the City of Monona for fifteen (15) or more days in any calendar year without a permit issued by the City Administrator or designee
Waunakee	Yes	Yes	Seller's Permit	10 days/year	6-29 days	180 days of 365 days;	150 SF + (100 SF of habitable room area) = Total # of Guests	3	Yes	Not specific, baseline requirement to operate is that the TRH be the primary residence	UNKWN	1 space/sleeping room	Quiet Hours 10:00 PM - 7:00 AM; Property manager within 25 miles
Town of Dunn	Yes	Yes	N/A		1-6 daysfor Primary Resident, 6-29 days for non-primary residence	If non-primary residence, stays must between 6 -29 days, only operate 180 days in a 365 day period, only operate 30 days per permitting year.	2 times the legal bedrooms or 12. Children do not count towards the limit.	N/A	Yes	Must be the operator's primary residence to operate stays of 1 to 6 days.	No	Only off-street parking allowed. Parking space limit to be included in advertisements	Mus+J1:N7t stay with guest the entire duration under the primary residence rules. Contain a clause that a permit is rquired before they can advertise.

PART II - CODE OF ORDINANCES
Chapter 11 - BUSINESSES
ARTICLE XI. TOURIST ROOMING HOUSES¹

Sec. 11-350. Purpose.

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

(Ord. No. 2017-22 , § 1, 11-13-2017)

Sec. 11-351. Definitions.

In this Article:

Bed and breakfast establishment means any place of lodging that satisfies all of the following:

- (1) Provides eight or fewer rooms for rent to no more than a total of 20 tourists or transients.
- (2) Provides no meals other than breakfast and provides the breakfast only to renters of the place.
- (3) Is the owner's primary place of residence.
- (4) Is occupied by the owner at the time of rental.
- (5) Was originally built and occupied as a single-family residence, or, prior to use as a place of lodging, was converted to use and occupied as a single-family residence.

Dwelling unit means a structure consisting of one or more rooms with provisions for living, cooking, sanitary, and sleeping facilities and a bathroom designed for or suited to the exclusive use by one person or one family.

Hotel means all places wherein sleeping accommodations are offered for pay to transients, in five or more rooms, and all places used in connection therewith. "Inn", "motel" and "hotel" are synonymous.

Local agent means a person that, subject to the conditions established in Section 11-352, is authorized by the owner of a tourist rooming house to manage a tourist rooming house.

¹Editor's note(s)—Ord. No. 2017-22 , § 1, adopted Nov. 13, 2017, amended Art. XI in its entirety to read as herein set out. Former Art. XI, §§ 11-350—11-363 pertained to similar subject matter, and derived from Ord. No. 2017-05 , § 1, adopted March 13, 2017.

Operate means advertising, marketing, maintaining, managing, or renting residential dwellings as tourist rooming houses.

Village Resident means an individual whose residence serves as the individual's true, fixed, and permanent home for 183 days in a calendar year and to which, whenever absent therefrom, that individual intends to return. Additional characteristics of a primary residence including, but are not limited to, where an individual receives government-issued mail, receives a Wisconsin lottery credit, claims residence for purposes of voter registration, federal or state income tax forms that is located within the Village of McFarland.

Short term rental means the rental of a dwelling unit for a period of less than 29 consecutive days.

Tourist rooming house means any dwelling unit where sleeping accommodations are offered for pay on a ~~short-term~~*short-term* rental basis to tourists or transients except that the following are expressly excluded:

- (1) Bed and breakfast establishments.
- (2) Hotels.
- (3) Any private boarding or rooming houses, ordinarily conducted as such, that do not accommodate tourists or transients.

Tourist or transient means a person who travels from place to place away from his or her permanent residence for vacation, pleasure, recreation, culture, business or employment.

(Ord. No. 2017-22 , § 1, 11-13-2017)

Sec. 11-352. Operation of tourist rooming houses.

- (a) Every owner of a tourist rooming house shall appoint a local agent to manage the tourist rooming house if the owner resides outside a 30-mile radius from the tourist rooming house or if the owner will be absent while the property is being rented as a tourist rooming house. For purposes of this requirement, an owner shall be considered absent if he or she cannot be contacted and be present at the touring rooming house within 45 minutes. The owner shall provide notice to the Village of the agent's name, address, telephone number and email address. The local agent shall:
- (1) If a natural person, keep their permanent residence within 30 miles of the tourist rooming house, or if a property management company or similar business entity, have offices within 30 miles of the tourist rooming house;
 - (2) Be authorized as owner, or on behalf of the owner of the tourist rooming house, to accept service of all notices from the Village or service of legal process relating to any and all matters relating to the tourist rooming house;
 - (3) Be authorized to allow Village officers, employees, or agents, to enter the owner's property for purposes of inspection and enforcement of this Article or any other ordinance, statute, rule or regulation the Village may have the duty or authority to enforce;
 - (4) Be authorized to act as owner, or on behalf of the owner, of the tourist rooming house in all matters relating to dealing with renters of the tourist rooming house;
 - (5) Be authorized to undertake, or cause to be undertaken, any repair or act of maintenance of the tourist rooming house necessary to comply with any Village ordinance, or any applicable state building regulations.
 - (6) Subject to Wis. Stats. §§ 111.321, 111.322 and 111.335 has not been convicted of or have any pending charges for any offense as a felony, misdemeanor, or civil forfeiture, involving dishonesty, fraud, deceit, robbery, the use or threatened use of force or violence upon the person of another, or sexual immorality under Wis. Stats. ch. 944; and
- (b) Each tourist rooming house shall have and maintain the following licenses and permits:

Commented [T01]: Should there be a reference to the License required by PHMDC?
Or is this part redundant with some of the things listed in 11-354(b)?

-
- (1) All required permits from State of Wisconsin Department of Agriculture, Trade and Consumer Protection or authorized agent including a permit for operation of a tourist rooming house under Wis. Stats. § 97.605;
 - (2) A seller's permit issued by the Wisconsin Department of Revenue;
 - (3) Any permit required under this Article.

(Ord. No. 2017-22 , § 1, 11-13-2017; Ord. No. 2021-03 , § 1, 4-26-2021)

(c) Rental Periods

(1) If the short term-rental owner is not a Village Resident, the minimum stay shall be seven (7) consecutive days up to a maximum of 29 consecutive days.

(2) if a short-term rental owner is a Village resident, then there is no requirement for the minimum stays.

Commented [CS2]: Is this owner or operator? I think the intent is that the operator be the property owner and a Village resident.

Sec. 11-353. Tourist rooming house permit.

- (a) No person may operate or permit to be operated a tourist rooming house in the Village of McFarland for more than ten nights each year except upon receipt of a permit under this Article and subject to all the terms and conditions thereof.
- (b) A person operating or owning a tourist rooming house in the Village of McFarland shall comply with the following Sections of this Article XI, irrespective of the permit requirement in Section 11-353(a):
 - (1) Section 11-352—Operation of tourist rooming houses.
 - (2) Section 11-358—Inspections.
 - (3) Section 11-361—Standards for tourist rooming houses.
 - (4) Section 11-362—Taxes and fees.

(Ord. No. 2017-22 , § 1, 11-13-2017; Ord. No. 2021-03 , § 2, 4-26-2021)

Sec. 11-354. Application.

- (a) All applications for a new tourist rooming house permit or renewal shall be filed with the Village Clerk-Treasurer on forms provided by the Village Clerk-Treasurer. All applications must be filed by the property owner. Each applicant shall certify to the Village that the tourist rooming house included in the permit is in compliance with the provisions of this Chapter. No permit shall be issued unless the completed application form is accompanied by payment of the required fee.
- (b) Each application for a new permit shall include the following information and documentation for each tourist rooming house:
 - (1) A nuisance response plan as described in Section 11-359.
 - (2) A current Tourist Rooming House License issued by Public Health of Madison and Dane County, or other applicable entity, under Wis. Stats. § 97.605, or a copy of the completed application submitted for said license if the license has not been issued.
 - (3) A copy of a completed Public Health of Madison and Dane County, or other applicable entity, tourist rooming house inspection form dated within one year of the date of issuance or renewal.

(Supp. No. 22)

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- (4) Proof of liability insurance. Such insurance shall be a commercial general liability, hotel or short-term rental policy that specifically covers liabilities arising from rental of the tourist rooming house for short-term rentals. The policy shall provide no less than \$1,000,000.00 coverage, per occurrence. Claims-made coverage shall not be acceptable insurance under this Article.
- (5) Seller's permit from the State of Wisconsin Department of Revenue (not required for those utilizing a lodging marketplace for bookings).
- (6) Floor plan and requested maximum occupancy.
- (7) Site plan including available onsite parking.
- (8) Local agent agreement reflecting the local agent's authority and acceptance of all responsibilities under this Article, if applicable.
- (9) Designation of the local agent, if applicable.
- (10) Proof of a successful inspection by the Village Building Inspector and Village Fire Inspector, required under Section 11-358.

(10) Two separate items of documentation showing that the proposed Tourist Rooming House owner/operator is a Village resident or a statement that the owner/operator is not a Village resident. Identifying documents must contain the owner/operator's current and complete name, and a current and complete residential address. Adequate identifying documents that contain the required information include the following, documents must be unexpired or issued within 90 days of proposed permitting period: A valid identification card issued under Wis. State. 343.50, a residential lease, a bank statement, a paycheck or paystub, a check or other document issued by a unit of government, an identification card issued by a federally recognized Indian tribe in this state, and other document deemed acceptable by the Village Clerk-Treasurer.

- (11) Any other information requested on the application form deemed necessary in the reasonable discretion of the Village Clerk-Treasurer to evaluate the application under this Article.

(c) Applications for renewal of a permit are not required to include the documentation for items listed in paragraphs (6) through (9) unless the information has changed from the preceding application.

(Ord. No. 2017-22 , § 1, 11-13-2017; Ord. No. 2021-03 , § 3, 4-26-2021)

Sec. 11-355. Terms and filing date.

Each permit shall run from July 1 through June 30 of the following year and shall not be transferrable to any other place or person. All renewal applications must be filed by May 1 of each year. The filing fee shall be paid upon filing of the application. The Clerk-Treasurer may conditionally accept late applications, subject to payment of the late filing fee. Any application which does not include all of the information and documentation shall not be considered as complete. The permit may not be issued unless and until a Tourist Rooming House License has been issued by Public Health of Madison and Dane County.

(Ord. No. 2017-22 , § 1, 11-13-2017; Ord. No. 2021-03 , § 4, 4-26-2021)

Sec. 11-356. ~~New application review procedure.~~Initial Issuance of permit

- (a) ~~Committee review.~~ When satisfied that the application is complete, the Village Clerk-Treasurer shall forward initial applications for permits to the Public Safety Committee for review. The Clerk-Treasurer shall notify the owners of all properties lying within 300 feet of the property proposed as a tourist rooming house by regular mail that such application has been filed, the address of the proposed tourist rooming house and the date of the meeting at which the Public Safety Committee will review the application. Such notice shall be mailed no later than ten days prior to the meeting. If the application is filed 14 days or more prior to its next scheduled

Commented [TO3]: This isn't really part of the application but rather steps that the Village takes once an application is received. This seems to indicate that these inspections should be done before they file an application.

Commented [TO4]: We do not have a late filing fee listed in the Fee Schedule.

meeting, provided the application is complete, the application shall be considered at that meeting. Otherwise, the application, provided the application is complete, will be considered within 40 days of the filing date. The Public Safety Committee shall consider the application and supporting documents. If the Committee determines that the application meets the requirements of this Article it shall forward the application to the Village Board for approval. If the Committee determines that the application does not meet the requirements of this Chapter, it shall recommend denial of the application to the Village Board. Any recommended denial or conditional approval by the Committee shall be in writing setting forth the reasons for the determination recommendation.

(b) Village Board. The Village Board shall consider the application and the recommendation of the Public Safety Committee at its next scheduled meeting. The Village Board may approve, approve with conditions, or deny the application. Any denial or conditional approval by the Village Board shall be in writing setting forth the reasons for the determination.

(c) Issuance of a permit by the Village Clerk-Treasurer.

(1) Prior to issuance of the permit, the Village Clerk-Treasurer shall send a notification to all property owners within 500 feet of the proposed tourist rooming house. The notice shall contain the application and information on tourist rooming houses, regulations of the Village ordinance, and the process to report violations or nuisances outlined in this chapter. The applicant shall prepay the cost of sending such notice before the notices are sent.

(2) The Village Clerk-Treasurer shall issue a permit as soon as practicable, unless the Village Clerk-Treasurer determines one or more of the following:

a. the application is incomplete, or information required by 11-354 has not been met.

b. the application or supporting documents contain any false or materially misleading information or any material omission.

for each tourist rooming house approved by the Village Board, subject to any required inspections under subsection (b), and payment of taxes, assessments and claims under Section 11-1.

(3) The permit shall contain all of the following information:

- (1) The name and address of the property owner.
- (2) The name, address and phone number of the local agent.
- (3) The maximum occupancy for the premises.
- (4) The permit term.
- (5) State lodging permit number.
- (6) Contact information for the Village.

(Ord. No. 2017-22 , § 1, 11-13-2017; Ord. No. 2021-03 , § 5, 4-26-2021)

(b) Non-Issuance of a permit by the Village Clerk-Treasurer

a. Except as provided in 11-356 (2), if an application is not approved by the Village Clerk-Treasurer shall provide to the applicant, in writing, a statement of the reasons for the denial, including specifics regarding reason for denial. The written notice to the applicant shall also provide notice of a right to a hearing as provided under 11-356 (c) below.

(c) Appeals

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(Supp. No. 22)

a. Any person whose application has not been approved by the Village Clerk-Treasurer may appeal that decision to the Public Safety Committee by providing written notice to the Village Clerk-Treasurer within 14 days of the Village Clerk-Treasurer mailing notice of denial of the permit.

b. Upon appeal, the Public Safety Committee shall conduct a hearing to make a recommendation to the Village board regarding the issuance of the Tourist Rooming House permit. If the applicant fails to appear before the Public Safety Committee, the Public Safety Committee shall forward a recommendation for non-issuance of the permit. At the hearing, both the Village and the applicant may introduce evidence, produce witnesses, cross-examine witnesses, and be represented by counsel the hearing shall be recorded.

c. The Village board shall issue written findings and a decision regarding the issuance of the license within 30 days after the hearing.

Sec. 11-357. Renewal.

- (a) Upon receipt of any renewal application and determination that the application is complete, the Village Clerk-Treasurer shall request reports from the Police Department and the ~~Director of Community Development~~Community Development Department regarding any complaints received, calls for service or actions taken regarding the permitted properties. The Clerk-Treasurer shall issue renewal permits within 45 days of the filing of the application unless the information provided is incomplete or otherwise not in compliance with the requirements of this Article or the reports from the Police Department and the ~~Zoning Administrator~~Community Development Department indicate that there have been complaints or actions involving the property.
- (b) If the Clerk-Treasurer finds that the permit should not be renewed because the application demonstrates that the requirements of Sections 11-352(b) and (c) and 11-354(a) and (b) are not met, or that due to complaints or actions during previous permit year, the application should be ~~considered reviewed by the forwarded on to the~~ Public Safety Committee to hold a hearing on non-renewal of the permit in accordance with the procedure set forth in section 11-356(b) and (c). ~~The Clerk-Treasurer shall forward the application to the Public Safety Committee for action recommendation along with a written explanation of the reason for referral. Upon referral to the Public Safety Committee the procedures set forth in Section 11-356 shall apply.~~

(Ord. No. 2017-22 , § 1, 11-13-2017)

Sec. 11-358. Inspections.

No building may be used as a tourist rooming house unless it has been inspected by the Village Fire Inspector and Village Building Inspector and the inspection shows no violations or hazards adversely affecting the health and safety of occupants or property maintenance violatons. Each separate dwelling unit that is offered for rental as a tourist rooming house is required to be inspected annually by the Village Fire Inspector and Village Building Inspector. The holder of or applicant for the ~~tourist temporary~~ rooming house permit, or property owner if no permit is required, is responsible for payment of the inspection fees.

(Ord. No. 2017-22 , § 1, 11-13-2017; Ord. No. 2021-03 , § 6, 4-26-2021)

Sec. 11-359. Content of nuisance response plans.

Each nuisance response plan accompanying an application for a permit required by this chapter shall contain the following information and otherwise be in a form required by the Village Clerk-Treasurer:

- (a) The mailing address and telephone number of the owner or owners of the residential dwelling unit or units to be used as a ~~short-term-vacation-rental~~ tourist rooming house pursuant to the permit;
- (b) The name, address and telephone number of the local agent(s) who will be available by telephone, and who will be responsible for promptly responding to or causing a prompt response to a nuisance complaint arising out of the occupancy or use of the ~~short-term-rental~~ tourist rooming house by tenants, their visitors or their guests. For the purposes of this Section, a return telephone call to a complainant within 45 minutes of the initial complaint shall be deemed "prompt."
 - (1) No more than a total of three persons shall be designated in the response plan as a person responsible for responding to or causing a response to a nuisance complaint; and
 - (2) Only one such person shall be designated as the person responsible for responding to a nuisance complaint during any particular hours of the day, different days in a week, or different weeks of the year;
 - (3) Any such person designated shall have the powers of a local agent.
- (c) The manner of responding to or causing a response to a nuisance complaint, including but not limited to the manner in which the complainant or complainants will be notified of the response and the method of documenting prompt responses and timely corrective action.
- (d) The manner of assuring timely corrective action to remedy the conditions that caused the nuisance complaint. For the purposes of this chapter, "timely corrective action" shall include, at a minimum, a telephone call to the primary adult occupant of the ~~short-term-vacation-rental~~ tourist rooming house within 30 minutes of the initial nuisance complaint.

~~(e) The proposed maximum number of overnight occupants.~~

~~(f) The number of off-street parking spaces and number of bedrooms available at the short-term-vacation rental.~~

Commented [CS5]: These are set by the Village and really do not belong here.

(Ord. No. 2017-22 , § 1, 11-13-2017)

Sec. 11-360. Display of permit.

Each permit shall be displayed on the inside of the main entrance door of each tourist rooming house.

(Ord. No. 2017-22 , § 1, 11-13-2017)

Sec. 11-361. Standards for tourist rooming houses.

Each tourist rooming house shall comply with all applicable Village ordinances and all the following requirements:

- (a) *Space, occupancy and parking.* Each tourist rooming house shall have:
 - (1) Not less than one bathroom for every six occupants;
 - (2) ~~Not less than 150 square feet of floor space for the first occupant thereof and at least an additional 100 square feet of floor space for every additional occupant thereof; the floor space shall be calculated on the basis of total habitable room area. Floor space is determined using interior measurements of each room. Floor space does not include kitchens, bathrooms, closets, garages, or rooms not meeting Uniform Dwelling Code requirements for occupancy. Maximum renter occupancy shall not exceed the lesser of two times the number of legal bedrooms to be rented in the residential dwelling or 12.~~
 - (3) A maximum occupancy for any premises without a separate enclosed bedroom is two people;

- (4) ~~Not less than one and one-quarter onsite off-street parking spaces for every four occupants based upon maximum occupancy. The operator shall designate off-street parking spaces for renters on the property in accordance with the standards outlined in Village Ordinance 62-70. Parking space limit shall appear in all advertising for the tourist rooming house. Parking spaces must be accessible at all times to be considered valid under this section.~~

Commented [CS6]: I've had complaints that applicants list for example the garage as off-street parking but never provide renters the code to actually use it.

(b) *Safety requirements.* Each tourist rooming house shall have:

- (1) A safe, unobstructed means of egress leading to safe, open space at ground level;
- (2) Functional smoke detectors and carbon monoxide detectors in accordance with the requirements of Wis. Admin. Code Ch. SPS 362;
- (3) No accessible wood burning fireplace unless the owner provides a certificate from a licensed commercial building inspector, dated not more than 30 days prior to submission, certifying that the fireplace and chimney have been inspected and are in compliance with National Fire Prevention Association Fire Code Chapter 211 Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances.
- (4) No hibachi, gas-fired grill, charcoal grill, or other similar devices used for cooking, heating, or any other purpose on any balcony, deck or under any overhanging structure or within ten feet of any structure.

(5) Outdoor fireplaces and pits or bowls or pits designed for the holding or burning of wood shall be allowed, as long as the following conditions are met:

a. Pits shall have an enclosure, heavy screen, or spark arrestor to control and contain embers and sparks.

b. Fireplaces or pits shall not be used within ten (10) feet of a building, combustible structure, or lot line.

c. Only clean, dry wood is permitted to be burned in fireplaces or pits. No trash, yard waste or construction material shall be burned.

d. The smoke from a fireplace or pit shall not create a nuisance.

e. A fire extinguisher, garden hose, or other method of fire control shall be readily available.

f. The fireplace or pit must be supervised at all times by a responsible adult. The fire must be completely extinguished before the fireplace or pit is left unsupervised.

(6) A functional fire extinguisher shall be provided within 30' of any indoor cooking equipment. Any required fire extinguisher shall be UL rated 1-A: 10-B:C. Any provided fire extinguisher shall be maintained (including annual inspection by a licensed fire extinguisher service provider) and installed in accordance with the National Fire Protection Association 10 standard for Portable Fire Extinguishers.

(c) *Orderly operation and use.*

- (1) The owner and local agent shall comply with all terms of an approved nuisance response plan.
- (2) ~~No tourist rooming house shall permit any number of daytime guests or renters in excess of 100 percent of the maximum occupancy limit of the tourist rooming house to be present on the property at any time. Owner and occupants of the tourist rooming house are prohibited from allowing guests in excess of the maximum occupancy limit established in 11-361(a) at any time.~~
- (3) The owner shall require the primary overnight and daytime occupant of the tourist rooming house to be an adult 18 years of age or older. This adult shall provide a telephone number to the owner or local agent and shall be accessible to the owner or local agent by telephone at all times.

Commented [CS7]: Original statement is confusing.

- (4) Prior to occupancy, the owner or local agent shall obtain the name, address, and driver's license number or a copy of the passport of the primary adult occupant of the tourist rooming house. The owner shall require that adult to sign a formal acknowledgement that he or she is legally responsible for compliance of all occupants of the tourist rooming house or their guests with all provisions of this chapter. This information shall be readily available upon request of any police officer or employee of the [city-village](#) authorized to enforce this chapter or state law.
- (5) Trash and refuse shall not be left stored within public view, except in proper containers for the purpose of collection. The owner of the tourist rooming house shall provide sufficient trash collection containers and service to meet the demand of the occupants.
- (6) Each lease or rental agreement for a tourist rooming house shall include the following terms, notifications and disclosures, which shall also be posted in a conspicuous location inside the unit:
 - a. The maximum number of overnight occupants and day use visitors that are permitted.
 - b. The number of off-street parking spaces that are provided.
 - c. Notification that on-street parking is extremely limited in some areas of the Village.
 - d. The trash pick-up day and applicable rules and regulations pertaining to leaving or storing trash or refuse on the exterior of the property.
 - e. Notification that the occupant may be cited or fined by the Village or immediately evicted by the owner or local agent, in addition to any other remedies available at law, for violating any other provisions of this Article.
 - f. Notification that failure to conform to the occupancy requirements of the tourist rooming house is a violation of this Article.
 - g. Notification that amplified sound, including radios, televisions and other electronic devices are subject to the Village's noise regulations as set forth in Sections 20-58, 20-59, 20-77, 20-79 and 20-80, copies of which shall also be provided.
 - h. A recommendation that the occupant participate voluntarily in neighborhood quiet hours by avoiding parties and loud social events between the hours of 10:00 p.m. and 7:00 a.m.
 - i. The name of the owner of the unit, local agent and a telephone number at which at least one or the other may be reached at all times.
 - j. A copy of the "Good Neighbor Guidelines" which may from time to time be prepared by the permit administrator. These guidelines may include location-specific information, such as local speed limits and parking limitations.
 - k. A copy of this Article and Sections 20-58, 20-59, 20-77, 20-79 and 20-80 of the McFarland Municipal Code, as it may be amended from time to time.
 - l. Notification that usage of outdoor fireplaces and pits are required to comply with Section 11-361 (b)(5).
- (7) Upon receipt of a nuisance complaint or upon notification that any occupant or guest of the short-term vacation rental has created unreasonable noise or disturbances, engaged in disorderly conduct, or committed violations of the McFarland Municipal Code or any state law, the owner or local agent shall promptly respond and take timely corrective action to prevent a recurrence of such conduct by those occupants or guests. Failure of the owner or local agent to respond promptly or to take timely corrective action regarding the condition, operation, or conduct of occupants of the tourist rooming house shall be a violation of this chapter. An owner or local agent is not required or authorized to act as a peace officer or to intervene in situations that pose a risk to personal safety. The owner, or local agent, shall maintain records of the name, violation, date, and time of each complaint, disturbance, response and corrective action.

- (8) The owner and local agent shall keep written records documenting compliance with all elements of the performance standards and the approved nuisance response plan.

- (9) A Tourist Rooming House permit is required to be obtained no later than the tenth day of advertising or operating a tourist rooming house. All advertisements of the tourist rooming house, including advertisements on the website of a lodging marketplace, must contain a valid tourist rooming house permit number, clearly state the minimum duration of stays allowed, and state the limit for renter parking spaces. Lodging marketplace calendars must block renters from making reservations that are not compliant with the minimum duration of stay requirements.

(Ord. No. 2017-22 , § 1, 11-13-2017)

Sec. 11-362. Taxes and fees.

The owner of a tourist rooming house shall pay room tax in accordance with Chapter 23, Article II, Division 6 of the McFarland Municipal Code. Fees under this Article shall be as established by the Village Board from time to time and set forth in Appendix A of this Code. Failure of the operator to submit 2 such reports, or two incidents of inaccurate reporting, in an one-year period shall be grounds for automatic revocation of a tourist rooming house permit.

(Ord. No. 2017-22 , § 1, 11-13-2017)

Sec. 11-363. Enforcement and penalties.

The following penalties shall be assessed for violations of this Article:

- (a) A violation of Section 11-353 shall be punishable by a forfeiture of not less than \$500.00, nor more than \$1,000.00 for each violation committed hereunder.
- (b) Any other violation of any provision of this Article shall be punishable by a forfeiture of not less than \$100.00, nor more than \$500.0 for each violation committed hereunder.
- (c) In addition to any other penalty, any violation of this Article or any other applicable statute, regulation or ordinance may result in the suspension or revocation of the permit in accordance with Section 11-364 or any other procedure authorized by law.
- (d) Penalties set forth in this section shall be in addition to all other remedies of injunction, abatement or costs whether existing under this Chapter or otherwise.

(Ord. No. 2017-22 , § 1, 11-13-2017)

Sec. 11-364. Suspension and revocation.

- (a) A permit issued under this Article may be suspended or revoked for the reasons set forth herein. For purposes of this subsection, "habitual" means two occurrences of any violation or combination of violations within any 12-month period or three such occurrences within any five-year period. Violations include those committed by the owner, local agent, or any guest of the tourist rooming house.
 - (1) Habitual violations of Sections 11-359 or 11-361(c).
 - (2) Habitual violations of Sections 20-58, 20-59, 20-77, 20-79 or 20-80 of the McFarland Municipal Code.
 - (3) Habitual occurrences of any conduct on the premises that could be prosecuted under Wis. Stats. chs. 940 to 967 or local ordinance substantially similar thereto.
 - (4) Habitual violations of Sections 38-94, 38-98 or 38-128 of the McFarland Municipal Code.

- (5) Habitual violations of any other local ordinance arising out of or connected to the operation of the tourist rooming house and that would tend to impair the peaceful use and enjoyment of other property in the neighborhood.
 - (6) Notwithstanding any other provision of this Section, the occurrence of any violation of local ordinance or state statute that causes or creates an imminent threat of death or substantial bodily harm to any person.
- (b) A permit issued under this Article shall be suspended or revoked for any violation of this Article that establishes a fundamental conditions or prerequisite to the lawful operation of the tourist rooming house or the violation of any state or local statute, ordinance or regulation that relates to the health or safety of the occupants of a tourist rooming house.
- (c) Procedure.
- (1) *Summary suspension.* In the event the Building Inspector or Fire Inspector determines the tourist rooming house is in violation of any building or fire code that presents a substantial and imminent risk to the health or safety of occupants of the tourist rooming house an order for immediate suspension of the tourist rooming house permit shall be issued which shall be effective until such violation is corrected. Such order shall be served upon the owner or local agent in writing and shall include notice of the right to appeal such determination pursuant to Chapter 2, Article XI of the McFarland Municipal Code.
 - (2) *Suspension or revocation after notice and hearing.*
 - a. The Building Inspector, Chief of Police, or Village Administrator may, upon determining that grounds exist for suspension or revocation of a permit under this chapter, may commence proceedings therefor by serving a complaint upon the owner or local agent setting forth the grounds for such proceedings. Service of the complaint shall be obtained in the manner for service of civil complaints pursuant to Wis. Stats. § 801.11. The complaint shall be accompanied by notice stating that the owner shall, within 20 days of the date of service, file with the Village Clerk-Treasurer, an answer to the complaint admitting or denying the allegations in the complaint and if any allegations are denied, an explanation of the basis for denial.
 - b. Upon receipt of the answer, the Village Clerk-Treasurer shall provide notice to the owner of the date and time of a hearing before the Public Safety Committee at which evidence will be heard on all contested issues of fact and, if grounds for suspension or revocation are admitted or found, whether the Public Safety Committee will recommend to the Village Board whether the permit shall be suspended or revoked. The hearing shall be conducted in accordance with Section 2-996 of the McFarland Municipal Code. The Public Safety Committee shall make written findings of fact and conclusions of law supporting its recommendation which shall be based upon the documents and evidence presented at the hearing.
 - c. The Public Safety Committee in making its recommendation and the Village Board, in determining whether the permit shall be suspended or revoked, shall consider the purposes of this Article which shall include specific consideration of the following factors:
 - 1. The seriousness of the offense or offenses.
 - 2. The owner's actions and diligence in responding to violations.
 - 3. The owner and local agent's cooperativeness with Village officers, agents and employees.
 - 4. The history of the tourist rooming house operation.
 - d. If the Village Board determines the permit should be suspended, such suspension shall be for no less than 30 days, nor greater than 120 days.
 - e. The permit may be revoked if the Village Board determines that the owner has demonstrated an inability or unwillingness to ensure compliance with all applicable rules and regulations or the

alleged violations are of such a serious nature that revocation is necessary to protect the public health or safety.

f. The Village Board's determination shall be considered a final determination under Section 2-997 and judicial review may be had pursuant to Section 2-998 of the McFarland Municipal Code.

(3) **Costs.** If the Village Board determines that the permit shall be suspended or revoked, the costs incurred by the Village in conducting the hearing shall be paid by the owner. An invoice for such costs shall be mailed to the owner at the address on the most current tax roll or as otherwise specified by the owner and if not paid, shall be placed on the tax roll as a special charge against the property upon which the tourist rooming house is operated pursuant to Wis. Stats. § 66.0627.

(d) This Subsection is not the exclusive procedure by which action may be taken that directly or effectively constitutes a suspension or revocation of a permit under this Article. The Village may pursue any other actions affecting the tourist rooming house authorized by law in addition to or in lieu of the remedies set forth herein.

(Ord. No. 2017-22 , § 1, 11-13-2017)

Sec. 11-365. Severability.

If any provision of this Article is deemed invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of other provisions of this Article which can be given effect without the invalid provision.

(Ord. No. 2021-03 , § 7, 4-26-2021)

Secs. 11-366—11-399. Reserved.

				Effects of changing Occupany Calculation				Effects of Changing Parking Calculation				Effects of Residency Change	
Permit Number	Name	Address	Agent	Current Maximum guests	# of Bedrooms	New Maximum Occupany	Effect of Occupancy Change	Current Parking Stalls Required	Parking Stalls Available	New Parking Requirements	Effect of Parking Change	Village Resident?	Effect of Residency Change
2022-01	Qwest Sustainabilities, LLC/Matthew Duffy	the property located at 5703 Red Oak Trl	None	8	4.00	8.00	No Change	2.50	4.00	3.00	Reduction in what's required	Yes	No Change
2022-02	Nora Bird/Nick Hougas	the property located at 4514 Wisconsin Ave	None	2	1.00	2.00	No Change	1.25	2.00	2.00	No effect	No*	Effect 7/1/23 can only rent for stays of 7 days or more
2022-03	Lake Edge Ventures LLC	the property located at 5720 Lake Edge Road	Kelvin Veldre	6	2.00	4.00	Reduction in occupancy by 2	1.88	2.00	2.00	No effect	No*	Effect 7/1/23 can only rent for stays of 7 days or more
2022-04	Bolha Short-Terms Rentals	the property located at 6011 South Court	None	6	2.00	4.00	Reduction in occupancy by 2	1.88	3.00	2.00	Reduction in what's required	No*	Effect 7/1/23 can only rent for stays of 7 days or more
2022-05	Wendy Unke	the property located at 5438 Bremer Rd	None	6	3.00	6.00	0.00	1.88	3.00	2.00	Reduction in what's required	Yes	No Change
2022-06	McFarland House Café, Inc.	5923 Exchange St, Second Floor, Unit 1	None	4	1.00	2.00	Reduction in occupancy by 3	1.25	7.00	2.00	No effect	Yes	No Change
2022-07	TSM Rentals	the property located at 5024 Card Ave	Jennifer Sonnentag	6	3.00	6.00	0.00	1.88	2.00	2.00	No effect	Yes	No Change
2022-08	6131 Exchange LLC	the property located at 6131 Exchange St	Shaun O'Hearn	6	3.00	6.00	0.00	1.88	3.00	2.00	Increase, but can meet	Yes	No Change
2022-09	Carolyn Rink/Chris Fugate	the property located at 6611 Sleepy Hollow Rd	None	8	3.00	6.00	Reduction in occupancy by 2	2.5	5.00	2.00	No effect	Yes	No Change
												*Based on known information, verification would be needed.	

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 23, 2023

SECTION: Business

DEPARTMENT: Community Development

CONTACT:

AGENDA ITEM: Community Development Authority (Trustees Brassington & Jerke)
Plan Commission (President Clow & Trustee Brassington)

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 23, 2023

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action on a Request for Proposals for Land Use Planning for Redevelopment Districts 1 & 2.

PREVIOUS ACTION:

February 2, 2023 CDA meeting to discuss RFP preparation.

February 20, 2023 Plan Commission meeting to discuss RFP preparation.

May 10, 2023 CDA unanimously recommends issuance of RFP.

May 16, 2023 Plan Commission unanimously recommends issuance of RFP.

ISSUE SUMMARY:

Within the packet is a copy of a Request for Proposals to update Redevelopment District No. 1 (Terminal & Triangle District Plan) and Redevelopment District No. 2 (Downtown Master Plan). Staff is seeking approval to issue the RFP as presented.

FINANCIAL/BUDGET IMPACT:

Funding for this project is included within the Village's 2023 Budget.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

A number of recent Village plans have identified the need to update the land use plans for Redevelopment Districts No. 1 and No. 2:

- 2022-23 Strategic Plan, Goal C Housing & Economic Development, Action ii. Development RFP, bid, hire and complete Terminal & Triangle District Plan/Redevelopment District Plan No. 1, including new Overlay TIF District.
- 2022-23 Strategic Plan, Goal C Housing & Economic Development, Action iii. Begin process (i.e. RFP, Award, Plan Development) to establish a new Downtown Redevelopment Plan.
- 2017 Comprehensive Plan, Initiative #4. Implement and Update Plans for Downtown Revitalization.
- 2017 Comprehensive Plan, Initiative #5. Implement and Review the Terminal and Triangle District Plan.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion, and second, to issue a Request for Proposals for Land Use Planning for Redevelopment



Districts 1 & 2.

ATTACHMENTS:

1. Village of McFarland RFP Land Use Planning for Redevelopment Districts 1 & 2_05.23.2023



Request For Proposals

Land Use Planning for Redevelopment Districts 1 & 2

RFP Issuance Date: May 23, 2023

RFP Due Date: By 4:00 PM on July 6, 2023

Please Submit to:

Village of McFarland
Department of Community & Economic Development
Attn: Andrew Bremer, AICP
Community & Economic Development Director
5915 Milwaukee Street
PO Box 110
McFarland, WI 53558

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SECTION 1 Purpose

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified consultants who are interested in completing updated land use plans for Redevelopment District Plan No. 1 and No. 2 for the Village of McFarland. The creation of these separate plans is meant to provide detailed recommendations regarding the development character of the Village's Redevelopment District No. 1 (aka Terminal & Triangle District) and Redevelopment District No. 2 (aka Downtown District), including the specific future locations, types, densities, and intensities of a variety of land uses and future public infrastructure improvements. The updates to Redevelopment District No. 1 are also anticipated to include the creation of a new overlay Tax Increment Finance District. The inclusion of redevelopment concepts, site and building design guidelines, affordable housing, sustainable land use and transportation planning strategies will be vital to the final deliverables of both plans. The planning process will require input from various Village committees/commissions/board, Village staff, residents, property, and business owners.

The selected consultant will need to demonstrate experience in the development of neighborhood, district, and downtown master plans and the creation of Tax Increment Finance District Project Plans under Wis. Stat. 66.1105, including performing blight analysis. A preferred consultant likely consists of a multidisciplinary team including urban planners, landscape architects, civil engineers, housing professionals, economic development professionals, commercial broker and real estate professionals. The Village prefers to work with one consultant to complete both Redevelopment Plans; however, consultants may submit a proposal for completion of just one of the Redevelopment Plans and the Village reserves the right to select separate consultants for each project if deemed in the best interests of the Village.

SECTION 2 History and Background

The Village of McFarland is located adjacent to the southeast side of the City of Madison in Dane County. The January 1, 2023 population of McFarland is estimated at 9,537 residents. US Highway 51 serves as the main connection point between the cities of Madison and Stoughton. The Village of McFarland has 75 permanent employees supplemented by seasonal, temporary, and part-time employees when necessary. The Village's primary departments include Administration, Community & Economic Development, Communications/Technology, Fire and Rescue, Library, Public Works (including Parks and Utilities), Police, and Senior Outreach. More information about the Village is available at www.mcfarland.wi.us.

Redevelopment District No. 1 (Terminal & Triangle District)

On August 9, 2004, the Village adopted the Project Plan for Tax Increment District #3 (TID #3). TID #3 is located along US 51 between Siggelow Road and Vogus Road. TID #3 was created as an Industrial post-95 TID. The expenditure period for TID #3 ended on August 9, 2022, and the TID is anticipated to close in 2027. The TID #3 Project Plan was amendment in 2007 to add additional territory and again in 2015 to establish TID #3 as a Donor to TID #4.

In 2005, the Village adopted the Terminal & Triangle District Plan to guide future public and private investments within and adjacent to TID #3, including areas within the City of Madison north of Terminal Drive. In 2010, the Village adopted Redevelopment District No. 1. The study area for Redevelopment District No. 1 matches the current TID #3 boundary. The 2010 plan carried forward many of the land use recommendations from the 2005 Terminal & Triangle District Plan, with the addition of a property blight analysis.

Several public and private redevelopment projects have occurred in Redevelopment District No. 1 since the inception of TID #3. Significant private redevelopment projects include the development of Lineage Logistics (4704 Terminal Drive), Lincoln Contractors Supply (4414 Terminal Drive), development of the Badger Business Park (McFarland Court), various fuel terminal improvements including the addition of 4110 Terminal Drive, Waubesa Village a mixed-use development at 4604-4608 Siggelkow Road & 4908 Terminal Drive, Humble Oaks Apartment at 4703 Terminal Drive (phase 1 of a four phase office and multi-family development site), and development of a new office and warehouse facility at 4313 Triangle Street. In 2021, Kwik Trip received approval of a conditional use permit to develop a new gas station and convenience store at 4015 Terminal Drive. Construction is anticipated to occur in 2025 or sooner based on existing property leases. In 2023, structures at 4008 and 4012 Terminal Drive were razed by the property owner in anticipation of future redevelopment. Despite these improvements, many properties within and adjacent to Redevelopment District No. 1 remain under-utilized including industrial, commercial, and residential areas. The Village desires to continue to improve these areas.

Recent and upcoming public infrastructure improvement projects include the 2022 reconstruction of Terminal Drive from Siggelkow Road to 4703 Terminal Drive. The Village's Capital Improvement Plan identifies reconstruction of the remaining portion of Siggelkow Road from 4703 Terminal Drive to US Highway 51 in 2027. There is also a segment of Triangle Street planned for reconstruction from a rural to urban cross-section in 2028. Future pavement rehabilitation projects include Ivywood Trail in 2024 and McFarland Court in 2025. The study area also includes two Village Parks (Brandt and McDaniel), adjacent to the Lower Yahara River Trail connecting McFarland to Madison. Several park improvement projects have occurred over the past two decades. In 2023, the Village is anticipated to improve the beach at McDaniel Park with the installation of a water filtration system in collaboration with Dane County Parks Department. The Village desires to continue to improve these two parks, including potential expansion opportunities.

The WisDOT is also currently working on two USH 51 projects and studies that are included within the Redevelopment District No. 1 area. The first project is in the design phase and extends from Stoughton to Meinders Road ([US 51 Stoughton to McFarland](#)). The second project is in the study phase and extends from Vogus Road/Terminal Drive to WIS 30 ([US 51 Stoughton Road South Study](#)).

Redevelopment District No. 2 (Downtown District)

A desire to improve the Downtown area of McFarland has been a consistent theme within Village planning projects for many decades. In 1999, the Village adopted a Village Center Master Plan. The most significant outcome of this planning project was the development of the E.D. Locke Public Library. On January 14, 2008 the Village adopted the Project Plan for Tax Increment District #4 (TID #4). TID #4 was created as a Blighted post-95 TID. Due to the Great Recession, the financial performance of TID #4 underperformed until 2015 when the Village approved a Base-Value Redetermination and identified TID #4 as a Receipt to TID #3. Due to the Base-Value Redetermination, the expenditure period for TID #4 was revised to January 14, 2028 and the TID is anticipated to close in 2033. In 2010, the Village completed a Downtown Strategic Market Analysis Opportunities Assessment. This project included a retail market analysis to identify niche market opportunities. Concurrent with the Market Analysis, in 2010 the Village adopted Redevelopment District No. 2. The study area for Redevelopment District No. 2 matches the current TID #4 boundary. The 2010 plan carried forward many of the land use recommendations from the Market Analysis, with the addition of a property blight analysis.

Several public and private redevelopment projects have occurred in Redevelopment District No. 2 since the inception of TID #4. Significant private redevelopment projects include the development of the Farwell Place Apartments (5020 Farwell Street, phase 1 of a planned 2 or 3 phase development site), a new mixed-use building at 5411 Bashford Street opened in 2023, rehabilitation of 5910 Main Street a locally designated historical property, rehabilitation of 5923 Exchange Street (McFarland Café) a local and nationally designated historical property and the oldest building within McFarland. Despite these improvements, many properties within and adjacent to Redevelopment District No. 2 remain under-utilized including industrial, commercial, and residential areas. The Village desires to continue to improve these areas.

In 2017, Exchange Street was reconstructed from Bashford/Farwell Street to Broadhead Street. This project included new decorative terraces, benches, cross walks, trash receptacles, and bike lanes. In addition, a new public parking lot was added at 6001 Exchange Street. More recently the Village has purchased two residential properties (5802/04 Main Street and 5817 Milwaukee Street) with an eye toward future redevelopment opportunities. In 2022, the Village began construction of a new Public Safety Center at 6001 Broadhead Street. This building is nearing completion and the Village's Police, Fire/EMS, and Municipal Court services will relocate from the Municipal Center. The Village is also nearing completion of a [Municipal Campus Plan](#). The purpose of this study is to identify a plan for the adaptive reuse of the Municipal Building into a Community Center, including relocation of the existing Youth Center (5114 Farwell Street) within the building, adding a new Senior Center, space for additional Library programming, and growth for the remaining Village Departments and services (Administration, Community & Economic Development, Communications & Technology, Senior Outreach). The study area also includes Arnold Larson Park and the Lower Yahara River Trail. The Village desires to continue to build on these past and current public improvement projects. In 2020, the Village developed a draft Enhancement Plan for Arnold Larson Park and the Village desires to build-off this initial concept. This park is part of a closed WDNR BRRS site (#03-13-000811).

The Village most recently updated its Comprehensive Plan in 2017, Land Use Initiatives #4 and #5 directly speak to this planning RFP:

- 2017 Comprehensive Plan, Initiative #4. Implement and Update Plans for Downtown Revitalization.
- 2017 Comprehensive Plan, Initiative #5. Implement and Review the Terminal and Triangle District Plan.

Other relevant previous studies include:

- 2023 Municipal Center Campus Master Plan
- 2023 Economic Strategic Plan
- 2023 Housing Needs Assessment Study
- 2021 Sustainability Plan
- 2020 Larson Park Enhancement Plan
- 2019 Outdoor Recreation & Open Space Plan
- 2019 Hotel Feasibility Study
- 2017 McDaniel Park Master Plan
- 2015 TIF #3 Amended Project Plan
- 2015 TIF #4 Amended Project Plan
- 2010 Redevelopment District No 1
- 2010 Redevelopment District No. 2
- 2010 Downtown Strategic Market Analysis and Opportunities Assessment
- 2008 TIF District #4 Project Plan
- 2007 TIF District #3 Amended Project Plan
- 2007 Larson Park Clay Cap Cover Barrier Maintenance Plan
- 2006 Brandt Park Master Plan
- 2005 Terminal & Triangle District Plan
- 2005 Highway 51 Corridor Concept Plan
- 2004 TIF District #3 Project Plan
- 1999 Village Center Master Plan

Copies of these plans are available on the Community & Economic Development website under the [Community Development Plans tab](#).

The planning area for the updated redevelopment plans will be finalized with input from the selected consultant but is anticipated to include those areas within the 2010 plans along with expansion to adjacent properties. Preliminary study area maps are provided in Exhibit A and B of this RFP.

This planning process will be guided under the Direction of the Community & Economic Development Director and the Village's Plan Commission and Community Development Authority. The Plan Commission holds its regular meeting on the Third Tuesday of the month at 7:00pm. The Community Development Authority holds its regular meeting on the Second Wednesday of the month at 7:00pm. For this project, the Plan Commission and CDA may consider holding joint meetings on either of these two nights. Consultants should anticipate project meetings with the Plan Commission and CDA on either of these dates throughout the project as needed. Additional input from other Village committees and boards is anticipated through the planning process including the Public Works and Utilities Committee, Parks & Recreation Committee, Landmarks Commission, and the Village Board. The Village is currently

utilizing a hybrid of in-person and Zoom public meetings. The Consultant should anticipate a combination of in-person, remote, or hybrid meetings throughout the planning process.

SECTION 3 Plan Objectives

Broad objectives for this planning project include, but are not limited to:

1. Reassess the land use plans, concepts, and strategies identified in the 2010 Redevelopment Plans No. 1 & 2. Build on what has been accomplished or worked well and revisit planning assumptions, concepts and strategies that have not worked well or have yet to come to fruition. Build-off the work completed as part of the 2023 Municipal Center Master Plan, 2023 Housing Needs Assessment, 2023 Economic Strategic Plan, and the other prior plans identified in Section 2, including past park master plans.
2. Strengthen opportunities to diversify the Village's housing stock, including affordable rental and homeowner units, accessory dwelling units, and mixed-use developments.
3. Identifying locations that are most desirable and feasible for the (re)development of new recreation, residential, mixed-use, retail, commercial, office, and light industrial businesses. Based on market research, identify the types of retail, commercial, office, and light industrial businesses that are desired and likely to succeed within each redevelopment area. Identify how the Village's existing Zoning Map and list of permitted or conditional uses may need to be revised to implement the plan recommendations.
4. Identify specific strategies (e.g. plan policies, zoning and subdivision ordinance revisions, public and private infrastructure improvements, land acquisition, funding sources, etc.) to implement the vision and recommendations within the plan and to ensure land use development occurs in a sustainable manner.
5. Identify the type and location of future transportation infrastructure, including streetscaping enhancements applicable to the desired design character of each redevelopment area, including subareas. This includes the location and design characteristics of future new or reconstructed roadways, as well as the location of future on- and off-road recreational trails. Identify what type of land use and zoning design considerations would support future opportunities to provide transit services within these areas.
6. Obtain input from a broad set of community stakeholders including various Village committees/commissions/board, Village staff, residents, property, business owners, real estate and development professionals. Provide innovative approaches to educate stakeholders on urban planning principles, including reaching and obtaining input from typically unrepresented stakeholders and silent supporters.

Upon adoption, the plans will replace the Village's existing 2010 Redevelopment District No. 1 and No. 2, as well as replace the Village's 2005 Terminal & Triangle District Plan, 2010 Downtown Strategic Market Analysis and Opportunities Assessment, 2005 Terminal and Triangle District Plan, and 1999 Village Center Master Plan.

SECTION 4 Scope of Work

The selected Consultant will provide a full range of municipal planning services required to create new Redevelopment District No 1 & 2 Plans. While it is anticipated that the new plans will build off the prior 2010 plans, neither the planning process nor the final deliverable need to prescriptively follow those used in the creation of the 2010 plans. The desired services include, but are not specifically limited to the following:

1. Planning Area Identification & Background Analysis. Identification of the final planning area boundary. A description of the planning area, including a summary of prior planning activities, relevant planning documents and studies identified in Section 2, existing natural resources and infrastructure, issues & opportunities within the redevelopment districts, etc. This includes both Village plans, and those relevant plans adopted by regional entities such as the Capital Area Regional Planning Commission (e.g. [Regional Development Framework](#)), [Dane County Housing Initiative](#) (e.g. Dane County Housing Needs Assessment, Dane County Regional Housing Strategy), Greater Madison Metropolitan Planning Organization (e.g. [Connect Greater Madison 2050](#)), Madison Region Economic Partnership (e.g. [Advance Now 2.0 Strategy](#)), and [City of Madison Comprehensive Plan and neighborhood plans](#) (as related to Redevelopment District No. 1 only). Incorporate WisDOT US 51 design plans and studies as applicable (as related to Redevelopment District No. 1 only).
2. Existing Conditions Analysis & Blight Evaluations. The consultant shall perform a combination of land use, zoning, demographic, housing, and economic development market profiles and assessments in order to evaluate the planning areas and inform creation of concepts and recommendations within each redevelopment plan. This task shall also include a blight analysis of properties within the two studies areas following best practices and applicable Wis. Stat. (e.g. Wis. Stat. 66.1105, 66.1301 to 66.1329, 66.1331, 66.1333, and 66.1337).
3. Preferred Land Use Plan, Conceptual Renderings and Site Plans. The consultant shall develop a preferred land use map for each redevelopment area. The Preferred Land Use Plan for both redevelopment plans are expected to include more detailed subdistrict land use categories, maps, concepts, policies, and recommendations. This includes recommendations regarding the location of preferred land uses, suggested development density and intensity, recommended building heights, floor area ratios, principal building setbacks, minimum or maximum parking requirements, and typical implementing zoning districts. The use of representative images and more detailed conceptual renderings and scaled site plans for specific strategic properties or land use categories is anticipated,

including both public and private properties. The creation of roadway conceptual cross sections is also anticipated. The level of detail should match or exceed what was provided in the 2010 redevelopment plans. It is anticipated that the consultant will likely need to produce several alternative development scenarios, preferred land use maps, and conceptual renderings and site plans for review and consideration by the Village as part of an iterative planning process. Areas for more specific conceptual renderings and site plans may include, but are not limited to:

Redevelopment District No. 1:

- a. McDaniel Park. Potential future expansion south to include 4912 and 4914 McDaniel Lane.
- b. Brandt Park. Potential future expansion west to include 4519 Siggelkow Road, primarily for additional off-street parking and opportunities to add parking along the Terminal Drive side of the park.
- c. Areas adjacent to the intersection of Siggelkow Road and Terminal Drive, including the area bounded by Ivywood Trail, Terminal Drive, Siggelkow Road, and US 51.
- d. Areas north of McFarland Court along Terminal Drive north to the Village limits.
- e. Properties in the vicinity of Meinders Road north to Vogus Road.
- f. Properties along Erling Avenue, including 5100 Erling Avenue.

Redevelopment District No. 2:

- a. McFarland Centre (5210 Farwell Street), including the existing Youth Center (5114 Farewell Street).
 - b. Farwell Street, from Merrill Street to Exchange Street.
 - c. Chase Lumber (5417 Long Street).
 - d. 5800 block of Main, Milwaukee and Wisconsin Street.
 - e. 5300 block of Long Street.
 - f. Arnold Larson Park.
4. Design Guidelines. The consultant shall prepare detailed site and building design guidelines for each redevelopment area and applicable subdistricts. This shall include representative photos and illustrations to convey design principles. Site and building design guidelines shall be tailored to the context of each redevelopment area and applicable to McFarland, including recommendations specific to historically designated properties within the project areas. This task shall also include the development of a checklist that developers, Village staff and Plan Commission can utilize in the future when reviewing actual development proposals. The consultant shall also identify recommended streetscaping enhancements within each redevelopment area including preliminary cost estimates.
5. Implementation Recommendations & Strategies. Describe implementation strategies including amendments to the Village's existing zoning, subdivision, capital improvement plan, outdoor recreation plan which will be necessary in order to implement the recommendations of the plan. Identify strategies for addressing affordable housing,

sustainability, or transportation related recommendations. Identify potential implementation, timelines, and marketing strategies to redevelop the planning areas, including potential land acquisition needs. Provide preliminary cost estimates for proposed recommendations and where applicable estimated impacts to property values and tax increment. Identify specific funding programs or partners, including public or private, that would be applicable to McFarland.

6. Mapping. The planning project is anticipated to result in several planning maps for each redevelopment plan which may include, but are not limited to, the following:
 - a. Planning Area
 - b. Existing Land Use
 - c. Existing Zoning
 - d. Natural Resources, including WDNR wetlands, FEMA Floodplains, steep slopes, hydric soils, surface water, woodlands, existing Capital Area Regional Planning Commission (CARPC) mapped Environmental Corridors and Future Potential Environmental Corridors, etc.
 - e. Infrastructure & Project Locations Map. Locations of existing and future public utilities (e.g. sewer, water, etc.), stormwater management areas, transportation, landscaping and streetscaping improvements.
 - f. Blight Determination Parcels. A map of properties determined to be blighted based on the work completed within Task 2.
 - g. Park Concept Plans & Preliminary Cost Estimates. Park improvement concept plans for McDaniel Park, Brandt Park, and Arnold Larson Park including preliminary cost estimates.
 - h. Future Land Use. A map illustrating the locations of those future land uses described within Task 3, including conceptual locations for road improvements, bike and pedestrian facilities, park expansions, drainage areas and stormwater management facilities, etc.
 - i. Comprehensive Plan Future Land Use Map. The consultant will provide the Village with an updated Comprehensive Plan Future Land Use Map that incorporates the final Future Land Use Plan for both redevelopment areas.
7. TID #6 Overlay District Project Plan. Based on the analysis completed in Task 1-6, the consultant shall prepare a TID #6 Overlay District Project Plan meeting the requirements of Wis. Stat. 66.1105. The Village does not assume that all areas within the existing TID #3 and Redevelopment District No. 1 will be included in the new TID #6 Overlay District. Note, this task does not assume assistance with adoption of the TID #6 Project Plan. Adoption of the Project Plan will be coordinated by Village staff.
8. Community Input. The consultant shall develop and execute a public engagement plan to inform and gather input from stakeholders regarding this planning project. The planning process will require input from various Village committees/commissions/board, Village staff, residents, property, business owners, real estate and development

professionals. The consultant may engage these audiences through a variety of methods including but not limited to listening sessions, surveys, interviews, focus groups, open houses, virtual meetings, or other means to be suggested and determined. Consultants are expected to gather input from a variety of stakeholders in addition to those who live or work within the study areas. Given the distinct nature of each planning area, the consultant may need to consider separate public involvement meetings for each redevelopment plan. The consultant should also budget for an appropriate number of meetings with Village Staff, the Plan Commission/CDA, and other various Village committees and stakeholders, to develop the plan based on the experience of the Consultant and the needs of this project. A final presentation of the plans will be required once the document is complete to both the Plan Commission/CDA and Village Board. This includes public hearings on the final draft documents. Proposals shall specifically describe the public engagement tools and meetings the consultant proposes as part of their cost estimate.

These are the general requirements for the creation of a new Redevelopment District No. 1 and No. 2 Plans and are not intended to be an all-inclusive list of every task necessary to complete the project. It is expected that consultants will submit proposals that provide the Village with more specific recommendations for approaches, tasks, and deliverables based on their expertise from past work on similar projects. Innovative approaches that meet the intent of the Plan Objectives and Scope of Work are welcomed, these could be presented as additional services or additional approaches in the consultant response.

SECTION 5 **Deliverables**

The selected consultant shall complete a final and separate Redevelopment District Plan No. 1 and No. 2 plan documents that contain at a minimum those items described in the final Scope of Services. The final plan documents shall be user friendly, incorporating graphics and minimizing text to present clear and concise planning documents.

The final plans put forth for acceptance shall be completed in such a way that they can be fully integrated with other plans and initiatives adopted by the Village. The selected Consultant shall provide the Village with an electronic copy of the final plan in its original and pdf format, including all maps, GIS data and GIS map packages, graphics, or tables used to create the plans. The selected Consultant shall provide the Village with one (1) hard copy of the final plans and an electronic PDF copy of the final plans. Draft deliverables may be provided in PDF format.

SECTION 6 **RFP Submittal Requirements**

1) Qualification Details consisting of:

- a. Cover Letter – Including, but not limited to a statement of understanding and approach to this project. Consultants shall clearly identify whether they are

submitting a proposal for completion of only one specific individual Redevelopment District Plan or both Redevelopment District Plans.

- b. Experience – A summary of five to seven similar or relevant projects that the consultant has executed within the last seven years. Electronic links to full copies of similar or relevant plans are encouraged. Hard copies of similar or relevant plans are not desired and can be provided electronically.
- c. References – Provide three to five municipal client references for which the consultant has provided similar planning services within the last seven years. Include the name, email, and telephone number of the contact person and a description of services provided to that contact.

2) Technical Proposal consisting of:

- a. Scope of Work – A description of the approach to be taken toward completion of each item listed under Section 4 of this RFP, including any draft and final deliverables. An explanation of any variances to the proposed Scope of Work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal or from past project experiences.

3) Project Management Plan Proposal consisting of:

- a. Key Personnel – A list or organization chart of personnel directly assigned to the project, along with responsibilities on this project and resumes. Clearly illustrate the responsibilities and lines of communication and authority relative to your project management team. Describe your plan to interface with Village staff. The Consultant's Project Manager, who will be responsible for planning, coordinating, and conducting the majority of the work, including meeting attendance with Village Staff, Plan Commission and CDA, must be identified and committed to the project. The Village reserves the right to approve Consultant's Project Manager and any requested personnel and subcontractor changes during the course of the project.
- b. Quality Control – Describe quality control measures and processes to ensure the project requirements are achieved within the project budget and schedule.
- c. Village Staff Commitments – Identification of those items within the Scope of Work for which the consultant anticipates assistance by Village Staff. Village Staff will serve as the point of contact for public inquires during the planning process, will attend all public meetings, will maintain a project website, and provide public outreach of planning activities through existing Village social media outlets, electronic and community newsletters. Village Staff can also assist in providing

parking occupancy counts within the study areas as needed and providing existing GIS data.

- d. Project Schedule – A proposed schedule that indicates project milestones by phases or tasks, delivery of draft and final project deliverables, and overall timeline for completion of the Redevelopment Plans. Identification of meetings with Village Staff, Village committees, and the public, including summary of targeted discusses and meeting outcomes.
- e. Supplemental Information – Any other information deemed necessary to address the requests of this RFP.

4) Cost and Labor Hours Proposal consisting of:

- a. Cost – Lump Sum price to complete the plan as proposed in the Consultant’s base Scope of Work.
- b. Estimated Labor Hours – A summary of estimated labor hours by task, or phase, that clearly identifies the project team members, their hourly rate, and the number of hours performed by each participant organized by task or phase.
- c. Additional Scope/Fees – Total fee, hours per employee, and hourly rates by employees, for any additional services not identified as included in the Consultant’s base Scope of Work.

5) General requirements consisting of:

- a. Due Date – **Responses to the RFP must be received by 4:00 PM CST on Thursday July 6, 2023.** Proposals received late, for any reason, shall not be accepted.
- b. Format & Location – Prospective consultants shall provide one (1) electronic PDF copy. RFP submittals shall be emailed to the Community & Economic Development Director at andrew.bremer@mcfarland.wi.us, subject: Proposal for Redevelopment Districts 1 & 2. Note, an email more than 30 MB won’t be accepted by the Village’s email server. Alternatively, consultants may submit an electronic PDF copy via a USB flash drive to the McFarland Department of Community & Economic Development:

Attn: Andrew Bremer, AICP
Community & Economic Development Director
Proposal for Redevelopment Districts 1 & 2
5915 Milwaukee Street, PO Box 110,
McFarland, WI 53558.

- c. Property – All information developed as part of this RFP, including graphics and data, shall become the property of the Village. All text shall be submitted electronically as is most convenient. All original graphics generated as a part of the RFP shall be submitted to the Village in an easily reproducible hardcopy and electronic format as applicable.

SECTION 7 Evaluation Criteria

The following criteria will be used to evaluate each proposal submitted:

- Key Personnel (15 points). Experience and qualifications relevant to key personnel and their associated project roles and estimated labor hours.
- Project Experience (15 points). Level of experience completing similar projects with local government entities of similar size, structure, and complexity.
- Scope of Work (25 points). Level of responsiveness and technical approaches to the scope of work outlined within the RFP. Demonstration of knowledge and innovative approaches particular to the desired Scope of Work and Plan Objectives.
- Cost Effectiveness (25 points). Ability to meet budget/value as related to proposed and additional costs. Hourly rates of key personnel. Estimated total labor hours. Total project budget.
- Project Schedule (10 points). Ability to be responsive in meeting schedule required to complete the plan and deliverables. Quality, clarity and creativity of proposed planning process and public engagement, including specific proposed engagement tools and project meetings.
- Quality of Submittal (10 points). Quality, clarity and completeness of submittal package, including identification of draft and final deliverables. Consultants shall not submit verbatim sections of this RFP as their proposal.

SECTION 8 Method & Timeline of Selection

The Village Administrator; Community and Economic Development Director; Chairperson and Vice-Chairperson for the Planning Commission, and the Chairperson and Vice-Chairperson of the Community Development Authority will conduct the evaluation of proposals submitted. This will comprise the RFP Evaluation Team. They will make a recommendation to the Planning Commission & Community Development Authority who will make the final joint recommendation to the Village Board for action. The following method and timeline will be utilized in order to select the desired proposal:

- **May 23rd – RFP Issuance Date.**

- **June 14th – Deadline for submittal of written questions.** Questions regarding this RFP shall be emailed to the Community & Economic Development Director at andrew.bremer@mcfarland.wi.us.
- **June 16th – Responses to written questions.** Responses to all submitted written questions will be posted to the Village website.
- **July 6th – RFP Due Date.** RFP's shall be submitted no later than 4:00 PM on Thursday, July 6th.
- **July 10-21 – Evaluation.** The Evaluation Team will review the proposals and decide which, in its sole discretion, it chooses to further consider via an in-person or virtual interview.
- **July 24th – August 2nd – Interviews.** At its discretion, the Evaluation Team may host interviews of perspective consultants in order to make a selection.
- **August 3rd – Evaluation Team Recommendation.** The Evaluation Team will make its recommendation to the Plan Commission & Community Development Authority for further consideration following completion of their work to evaluate the proposals. The Village prefers to work with one consultant to complete both Redevelopment Plans; however, the Village reserves the right to select separate consultants for each project if deemed in the best interests of the Village.
- **August 9th – Community Development Authority Recommendation.** The CDA will consider the recommendation of the Evaluation Team in order to make their own recommendation to the Village Board.
- **August 15th – Plan Commission Recommendation.** The Plan Commission will consider the recommendation of the Evaluation Team in order to make their own recommendation to the Village Board.
- **August 22nd – Village Board.** The Board will take final action to consider acceptance of the recommended proposal and enter into a contract for this purpose.
- **August 23rd – September 1st – Final Contract.** The Village Attorney will draft the final contract for signatures utilizing the approved proposal and the Village's Standard Contract.
- **September 5th – Estimated project commencement date.**
- **March 26th, 2024 – Estimated project completion date.** Village Board acceptance of final plans.

SECTION 9 Terms and Conditions

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection of the proposal. The Village may reject any proposal if it is conditional, incomplete, contains irregularities, or if in the sole discretion of the Village not considered in our best interest. The Village may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Consultant from compliance with the contract requirements if the Consultant is awarded a contract. A prospective Consultant may be requested for an interview at the sole discretion of the Village. The recommended Consultant will be selected and approved by the Village Board.

The Village uses a standard template contract for such services and will require its utilization for this project. A copy of the standard template can be provided for review upon request and will be updated to adapt to the proposal ultimately selected.

There is no expressed or implied obligation for the Village to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

The Village will not discriminate against individuals due to sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other characteristics protected by law. This applies to all Consultants submitting proposals to this project and their sub-consultants.

The Village reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Consultant.

All property rights, including publication rights of all reports produced by the selected firm in connection with services performed under this agreement shall be vested in the Village.

The Village reserves the right to reject any or all proposals submitted.

SECTION 10 RFP Exhibits

Exhibit A: Draft Redevelopment District No. 1 Study Area

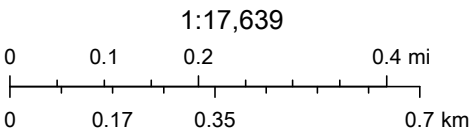
Exhibit B: Draft Redevelopment District No. 2 Study Area

Exhibit C: Standard Contract Template

Preliminary Redevelopment District No. 1 Study Area



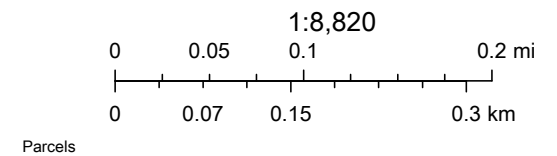
4/14/2023, 2:42:00 PM



Preliminary Redevelopment District No. 2 Study Area



4/14/2023, 2:52:49 PM



VILLAGE OF MCFARLAND CONTRACT

Expiration Date: _____

Maximum Cost: _____

Registered Agent: _____

Street Address of
Registered Agent: _____

City, State, Zip: _____

THIS CONTRACT, made and entered into, by and between the Village of McFarland (hereinafter referred to as "VILLAGE") and _____ (hereinafter referred to as "PROVIDER"),

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 _____; and

WHEREAS PROVIDER, whose business address is _____, 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 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 on the status of its services upon reasonable request 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. 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 shall provide _____

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:

VILLAGE OF MCFARLAND CONTRACT

Schedule C – Project Schedule

Please note the following project schedule:

Task

Time Frame

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
SUMMARY SHEET

MEETING DATE: Tuesday, May 23, 2023

SECTION: Business

DEPARTMENT:

CONTACT:

AGENDA ITEM: Finance Committee (Trustees Brandt, Brassington, & Flaherty)

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 23, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to create Chapter 13 of the Fiscal Policy Manual as the Community Grant Policy.

PREVIOUS ACTION:

This matter was introduced to the Finance Committee at its meeting on January 19, 2023.

The draft policy was discussed at the last meeting on March 23, 2023.

The final draft of the policy was reviewed at their meeting on April 20, 2023 in which they unanimously recommended approval.

The Village Board reviewed the recommendation of Committee at their meeting on May 9, 2023. They took action to refer the policy back to Committee for further review.

The Finance Committee further reviewed the policy at their meeting on May 17, 2023 and made a recommendation of approval.

ISSUE SUMMARY:

The Village Board adopted the 2022 Budget with funding to support a Community Grant Program. The funds are carried within the General Fund and meant to serve various community efforts to be determined through the creation of this policy. This funding was again carried forward and approved in the 2023 Budget cycle as well. With the funds now established, the creation of a policy is meant to guide how the funds can be accessed and used.

Please find enclosed the draft proposed Chapter 13 as the Community Grant Program Policy. The Village Board asked the Finance Committee to review this again and how funds passing through foundations should be addressed within the eligibility. The following three revisions were upheld by Committee as part of their recommendation:

- **Section 13.01 Program Description** - Added language of "healthier and more equitable environment" when describing the program description. This aligns with language approved within the Vision Statement for the East Side Plan.
- **Section 13.03(b)(2)** - Added language of "Village fiscal [year]" to clarify ineligible status when submitting applications once per year.
- **Section 13.03(b)(6)** - Added this section clarify that foundations or other organizations passing through funds to be used exclusively for personnel expenses would not be



eligible.

The last change generated the referral back to Committee following the first review by the Village Board. The Committee reviewed the matter and recommends that foundations may apply to the program so long as they made fundable requests in line with our policy. Fundable requests are already defined under Section 13.05. The Committee didn't want to exclude anyone that met the merits of the program description while making requests that we say are fundable through this policy. The policy also already outlines requests that are non-fundable under Section 13.06. Any entity that makes requests of this nature would be grounds for denial regardless of whom the applicant is. The language added under eligibility clarifies this going forward.

FINANCIAL/BUDGET IMPACT:

The 2022 Budget allocated \$12,500 for this purpose of which \$5,000 was committed last year to a request from the McFarland Community Festival. The remaining \$7,500 will be assigned for this purpose in fund balance and be joined with \$12,500 budgeted in 2023. Total availability of funds presently is \$20,000. Unspent funds from year to year will continue to be assigned within fund balance and tracked by the Village Auditor.

VILLAGE PLAN REFERENCE:

[Village Fiscal Policy Manual](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Possible action:

Motion, second to approve the creation of Chapter 13 of the Fiscal Policy Manual as the Community Grant Policy.

ATTACHMENTS:

1. Chapter 13 - Community Grant Program 05172023 DRAFT mgs

CHAPTER 13 Community Grant Program

SECTION 13.01 Program Description

The Village of McFarland recognizes that support within the Community exists and develops in many different facets. In order to foster programs and ideas to create a healthier and more equitable environment within our for the good of the Community, this Community Grant Program is created to catalyze projects that improve our local quality of life within the eligible activities.

SECTION 13.02 Purpose

The purpose of this policy is to provide uniform guidelines to:

- (a) Provide a framework for the fair and transparent disbursement of public funds in support of this program;
- (b) Ensure that all applicants to the program are treated fairly and equitably;
- (c) Minimize administrative oversight and encourage consistency in the application process; and
- (d) Provide Village Board and Staff with guidance on appropriate expenditures, record keeping, and reporting expenses related to this program.

SECTION 13.03 Eligibility

- (a) Community organizations that are an active group or organization that regularly meets within the Village of McFarland that is tax exempt pursuant to Section 501(c)(3) of the Internal Revenue Code or that provide charitable services, sponsorships, or donations within the Community without discrimination on the basis of sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military status, or any other legally protected status.

(b) The following entities are not eligible to apply for the grant program:

- (1) Individual Applicant.
- (2) Organizations awarded more than one (1) application within the same Village fiscal year.
- (3) K-12 education institutions (unless said institution has an incorporated, non-profit element that submits an application).
- (4) Post-secondary educational institutions.
- (5) Religious organizations seeking to use grant proceeds for religious purposes, whether directly or indirectly, as determined by the Village.
- (6) Foundations or other organizations utilizing funds exclusively for personnel expenses outlined in subsection 13.06(d) of this policy.

SECTION 13.04 Program Objectives

- (a) Enhances the vibrancy and livability of the Village.
- (b) Demonstrates creativity, innovation, and addresses Community needs.
- (c) Aligns with the goals and objectives of the Village to partner in improving the local quality of life.
- (d) Provides realistic vision on Community impact and outreach.
- (e) Aligns with diversity, equity, and inclusion initiatives of the Village.

SECTION 13.05 Fundable Requests

Funding requests with a strong and realistic plan for success as follows:

- (a) Enhancement of community/neighborhood engagement, special event development, and/or public education.
- (b) Youth mentoring and education.
- (c) New, small capital projects and/or equipment.
- (d) Promotion of health, wellness, food security, and natural care.
- (e) Advancement of sustainable ideas for the better of the local environment.
- (f) Adult education and workforce development.
- (g) Other funding may be considered if in the sole discretion of the Village it is determined the request enhances the quality of life within the Community.

SECTION 13.06 Non-Fundable Requests

The following requests may not be funded in accordance with this policy:

- (a) Annual and/or ongoing capital campaigns including support for debt service or endowment funds.
- (b) Building projects either new construction or remodeling.
- (c) Land acquisition.
- (d) Ongoing maintenance and operational support including personnel expenses.
- (e) Services otherwise supported through the health care system.
- (f) Lobbying.
- (g) Scholarships.
- (h) Sports and recreation events.

SECTION 13.07 Application Submittal

Each request to be submitted to the Village for consideration shall provide the following:

- (a) **Cover Letter.** Included within a separate heading summarizing the request.
- (b) **Application.** Included within Appendix A of this policy. The Application will bring together the relevant information outlining the request proposal the applicant is looking to see funded. This will include but not limited to identifying the organization, funding request, goals/objectives, experience, identifying key personnel, budget, timeline, references, and submittal requirements.
- (c) **Attachments.** Any other supplementary information needing to be attached to the application in order to support the funding request as filed. This area could also include letters of support for the funding request as provided.

SECTION 13.08 Application Evaluation

The following criteria will be applied to the review of applications for funding:

- (a) Request produces meaningful, reasonable, and sustainable outcomes.
- (b) Strengthens and enhances neighborhood/community assets.
- (c) Promotes self-sufficiency of individuals and/or organizations.
- (d) As part of the application evaluation process, the Village shall conduct a criminal background check on representatives responsible for the applicant organization. The following will be among the factors considered in determining whether or not the applicant will be eligible for a funding award based on the results of the background check:
 - (i) The nature and gravity of the offense(s).
 - (ii) The time that has passed since the conviction and/or completion of the sentence.
 - (iii) The nature of the position held by the individual and/or principal member.
 - (iv) Procedures and policies in place to ensure the appropriate handling and use of monies.

- (e) Encourages coordination/collaboration with other relevant Community partners.
- (f) Fosters innovation and entrepreneurship.
- (g) Experience of the organization and the individuals responsible for administering the funds.
- (h) Timeline and the realistic nature of implementation.
- (i) Aligned with Village Goals and Objectives through the annual Strategic Implementation Plan.
- (j) **Review Process.** Each application submitted shall be reviewed as follows:
 - (i) **Staff Review.** All applications shall be filed with the Administration Department to ensure completeness of the information provided. Completed applications will be forwarded to the Finance Committee for consideration at their next available meeting scheduled at the discretion of the Village.
 - (ii) **Committee Review.** The Finance Committee shall review all applications submitted following Staff determination of completeness. They will review and provide a recommendation as to whether it should be awarded to the Village Board to ensure applications are complete. This recommendation may include to award as requested, award with conditions/modifications, or to not award.
 - (iii) **Board Action.** The Village Board shall receive the recommendation from the Finance Committee and in its sole discretion take action on the request.

SECTION 13.09 Funding Awards

- (a) Grant applications may be requested subject to the availability of funds and within the discretion of the Village. Program funding through this grant may or may not be the sole financial supporter of projects, as applicants are expected to seek additional resources to accomplish project goals.

- (b) The grant program may provide payment upon award of funding.
- (c) All funding awards subject to the availability of funds as authorized within the Annual Budget by the Village Board for the Village of McFarland.

SECTION 13.10 Final Report

- (a) **Project Summary.** Included within Appendix B of this policy. A Project Summary will bring together the relevant information outlining how the funds were used within the proposal awarded. This will include but not limited to identifying the organization, providing the summary, detailing conclusions, outlining a final budget, and other relevant information needed as applicable.

* * *

Appendix A Application

Appendix B Final Report

Adopted: May 9, 2023

Revised: None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, May 23, 2023

SECTION: Business

DEPARTMENT: Public Works

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

AGENDA ITEM: Discussion and action to terminate 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.

The Parks and Recreation Committee reviewed the project again at its meeting on September 6, 2022.

The Sustainability and Natural Resources Committee reviewed the project at its meeting on September 12, 2022.

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

The Sustainability and Natural Resources Committee recommended to the Village Board the 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 at their meeting March 13, 2023.

The Village Board awarded the contract at their meeting on March 14, 2023.

The Parks and Recreation Committee discussed the matter at their meeting on May 2, 2023 offering support for the project while acknowledging the challenges of the situation.

The Sustainability and Natural Resources Committee discussed the matter at their meeting on May 8, 2023 noting their prior support for the project may have changed as a result of this information and that the scope of the project seems to have evolved beyond what was intended.

ISSUE SUMMARY:

Earlier this year we approved a contract to improve the beach at McDaniel Park to convert from gravel to sand. Additionally, a barrier was to be installed with water filtration in partnership with Dane County (termination recommended also for this in the next agenda item). This work requires a permit with the Wisconsin Department of Resources. During the permitting process it was discovered that additional excavation of rocks of varying sizes was needed along the shortline and within the entry point to the water. The Village pursued permission to remove these rocks through the DNR which led to a meeting with their Staff on April 7th and 25th. We discussed past park planning to outline the public interest in developing the beach as well as the permitting process. Generally speaking the conversion of the beach material, addition of the barrier, and water filtration were all fine but the DNR has taken exception to the removal of the rocks.

The rock issue was conceptually discussed at the first meeting with the DNR and then more definitive feedback provided by the State at the second meeting to further address Village and County questions on their apprehension to remove the rocks. Following that additional review, the DNR feels the aquatic habitat is of good quality making it valuable to remain in place which upholds the public trust and cannot be further mitigated. Essentially, the area in question is on the eastern side of Lake Waubesa which then catches western driven waves that are most prominent. The varying rock sizes are key to walleye spawning specifically as they lay eggs around these rocks even within the shallow areas. The waves then help to aerate the eggs which promotes the natural reproduction of the fish whereas its been more predominant to stock within this fishery. In their sole opinion, they struggle to remove what they feel to be quality habitat and feel that statutorily are bound by State law and their Administrative code. The Village would need to apply for a standard dredging permit and they will conduct a full review of that permit as would be customary, but they cannot find a reason in which they would approve the permit should one be filed. There are no other known natural uses identified for this location.

The Village has offered to mitigate this issue by replacing the habitat elsewhere, contributing to restocking, and/or other ideas. Dane County has offered their support in this as well outlining



the numerous ways they have voluntarily contributed to these efforts. DNR has thus far declined these requests nor acknowledged these efforts are beneficial within this process.

Again, they will permit the swimming area without removing the rocks as spawning takes place in the Spring when the barrier would not be in place and then the barrier would be in place for swimming in the Summer when the walleye do not need the area. The Village also contends that approving the permit without mitigation will lead to the loss of what they consider quality habitat over time based on the use of the space for swimming. They will not acknowledge the Village's concern and consider this issue purely speculative.

We were scheduled to have this work completed by June 1st as a tentative date and that will no longer be possible as we've again hung up in permitted by the DNR. Historically this has been an issue as past permits simply to convert the beach were also denied and now the rocks are holding us up. The problem identified by the Village is that the presence of the rock impedes accessibility of the swimming area. If people then cannot access the water, it is difficult or painful then the amenity will not be used wasting the resources expended by the Village and County to bring it forward. We have tried to work with the DNR to address this but its not clear how much weight if any they are willing to provide to the recreational component of this project. Current DNR Staff review has not offered any support. As we sit here today, these are the three options we feel we have to consider for this project:

1. Proceed with the Project this Summer - We would implement the project without the rock removal in question. Users will have to deal with the rocks when they use the amenity. We would be allowed to conduct "de minimis dredging". Anyone is allowed to dredge up to 2 cubic yards without a permit. DNR Staff confirmed this. Annually we would remove this amount in rocks which over time would address the issue. If we pursue this option, the timeline will be adjusted to do most of the excavation work by the Village to be ready for implementation next Summer.
2. Proceed with the Dredging Permit - We would not further pursue the project in 2023 in hopes of a successful permit request that we could implement in 2024. We will likely need to connect with fish biologists to assist us in this process and possible special Attorney's to submit the application. This option probably also deploys a political route as we contact our State elected officials to assist us in addressing this issue with the Department. Again, the hope would be to address it by this Winter in order to implement next Summer but this route could take a while.
3. Proceed with No Project - Acknowledging that the path to making the beach/water accessible is likely not to be reached within the first two options and based on our initial feedback from meetings with the DNR. The beach in its current condition would remain as is and ultimately monitor changes in how it could be implemented in the future.

The Village will be a good steward of the land and water which is why we have proposed to mitigate these impacts through a number of ways. DNR would seemingly prefer we just proceed as planned knowing full well that the quality of the habitat will decline over time. We do not agree that their approach represents good balance between protecting natural resources and the introduction of recreational uses. We would prefer a better path forward for all involved.



FINANCIAL/BUDGET IMPACT:

The 2023 Budget was approved to allocate \$250,000 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 terminate the award of contract to R & T Voegeli Excavating, LLC of Monroe for the 2023 McDaniel Park Beach Improvements Project effective as of June 1, 2023.

ATTACHMENTS:

1. MC 204 CURRENT SET

2023 MCDANIEL PARK IMPROVEMENTS

Village of McFarland, Wisconsin

SHEET INDEX	
SHEET NO.	SHEET DESCRIPTION
1	EROSION CONTROL PLAN AND GENERAL NOTES
2	EROSION CONTROL – STANDARD CONSTRUCTION DETAILS
3	MCDANIEL PARK IMPROVEMENTS – PLAN VIEW
4	GENERAL CONSTRUCTION DETAILS



NO SCALE



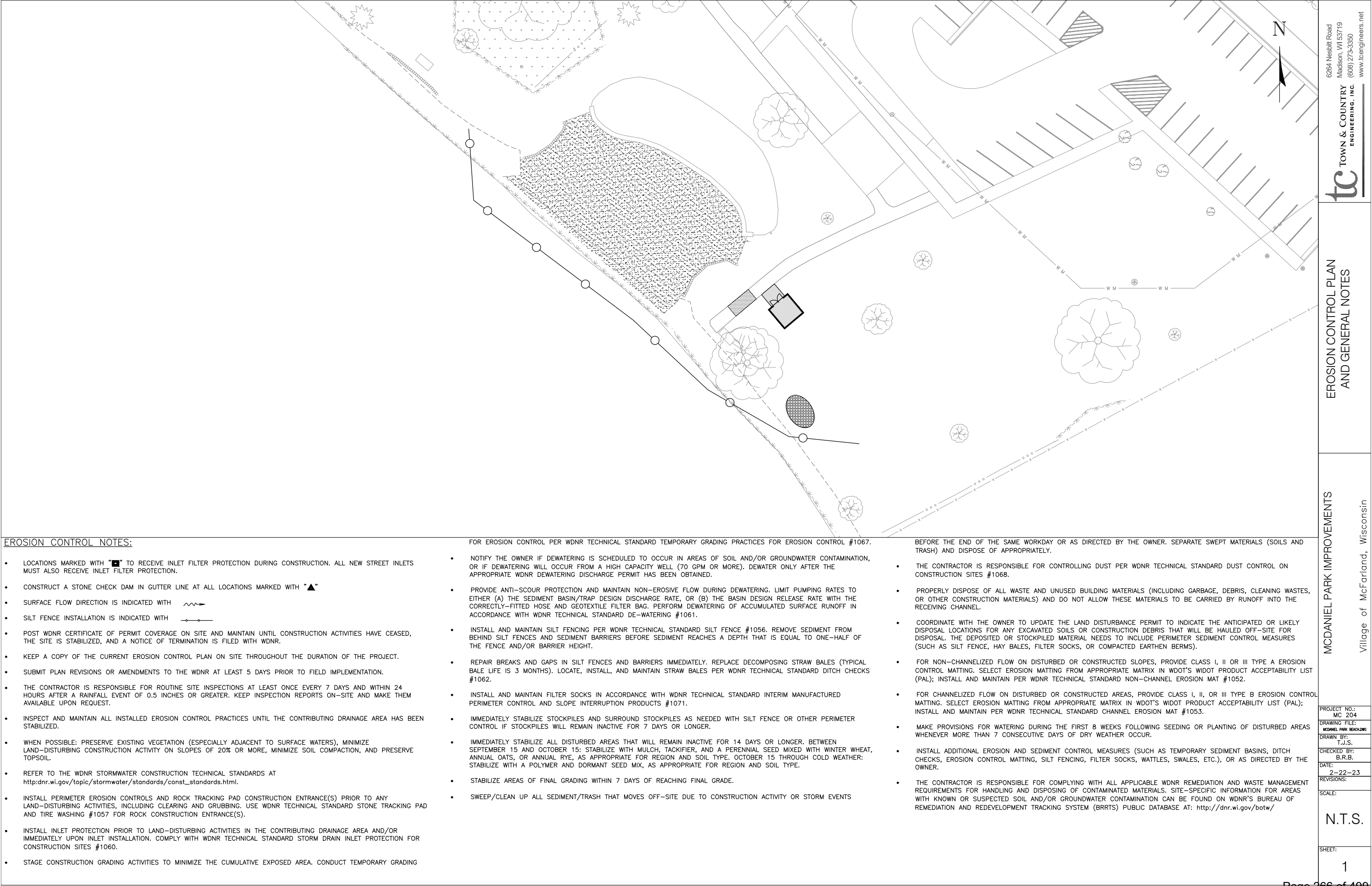
LEGEND

UNDERGROUND TELE.	— . . — UT — . . — UT — . . — UT —
UNDERGROUND CATV.	————— UCATV —————
UNDERGROUND ELEC.	— UE — UE — UE — UE — UE — UE —
OVERHEAD	— 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 —
SAWCUT	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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	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 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/>

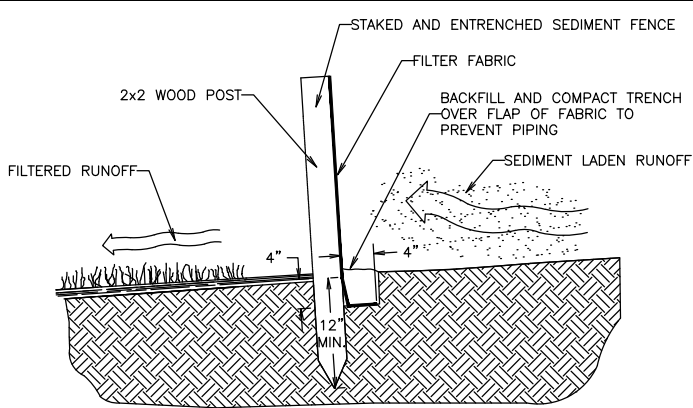
**EROSION CONTROL PLAN
AND GENERAL NOTES**

MCDANIEL PARK IMPROVEMENTS
Village of McFarland, Wisconsin

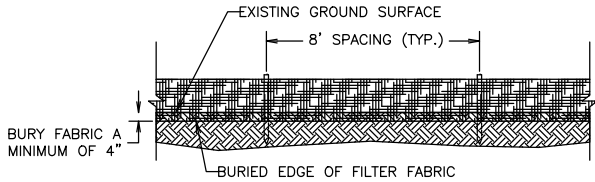
PROJECT NO.: MC 204
DRAWING FILE: MCDANIEL PARK BEACHING
DRAWN BY: T.J.S.
CHECKED BY: B.R.B.
DATE: 2-22-23
REVISIONS:
SCALE:
SHEET: 1

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



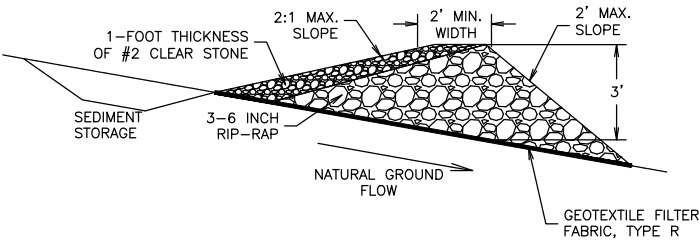


CROSS-SECTION OF A PROPERLY INSTALLED SEDIMENT FENCE

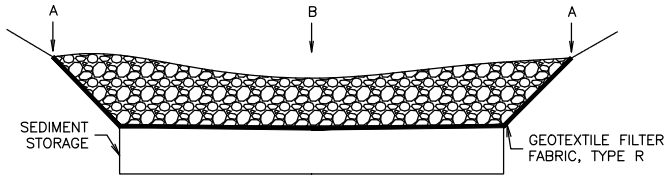


SEDIMENT FENCE DETAIL

DETAIL
SEDIMENT FENCE

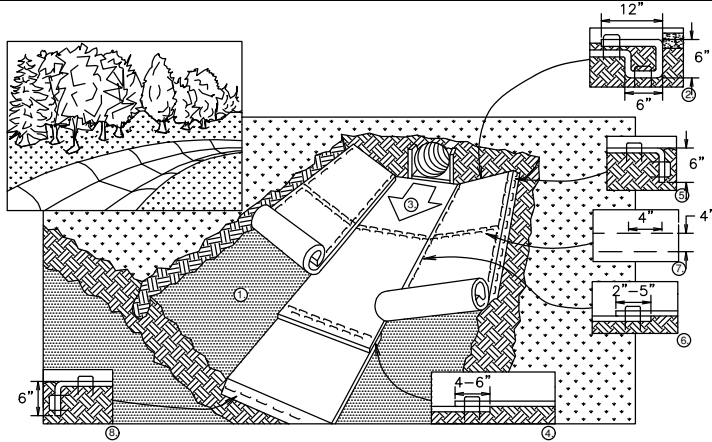


SECTION VIEW



FRONT VIEW

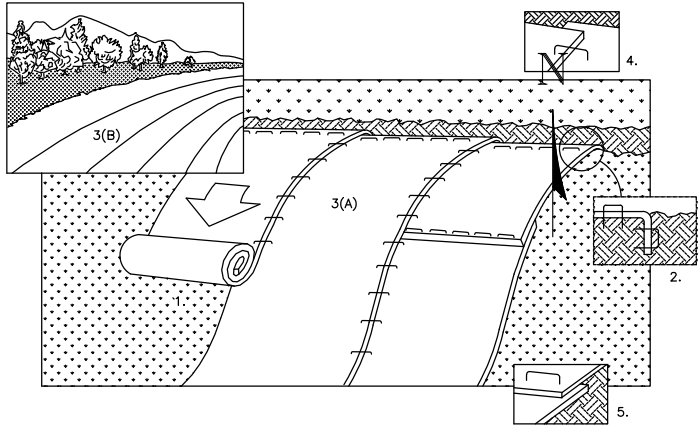
DETAIL
STONE CHECK DAM



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.

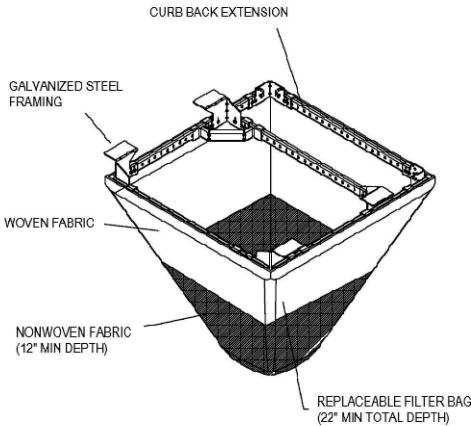
DETAIL
EROSION CONTROL MAT - CHANNEL INSTALLATION



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 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



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.



INSTALLATION NOTES:

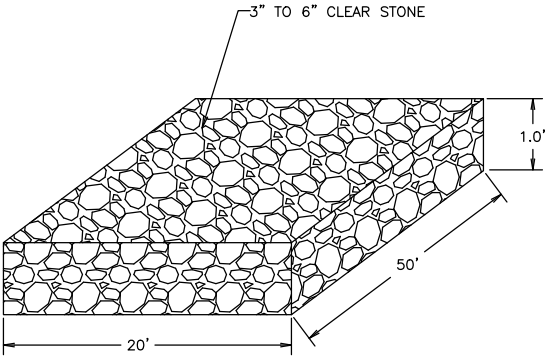
NO PART OF INLET PROTECTION SHALL BE PROJECTING ABOVE THE GRATE.

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.

DETAIL
INLET PROTECTION - FRAMED (W/ CURB BOX)

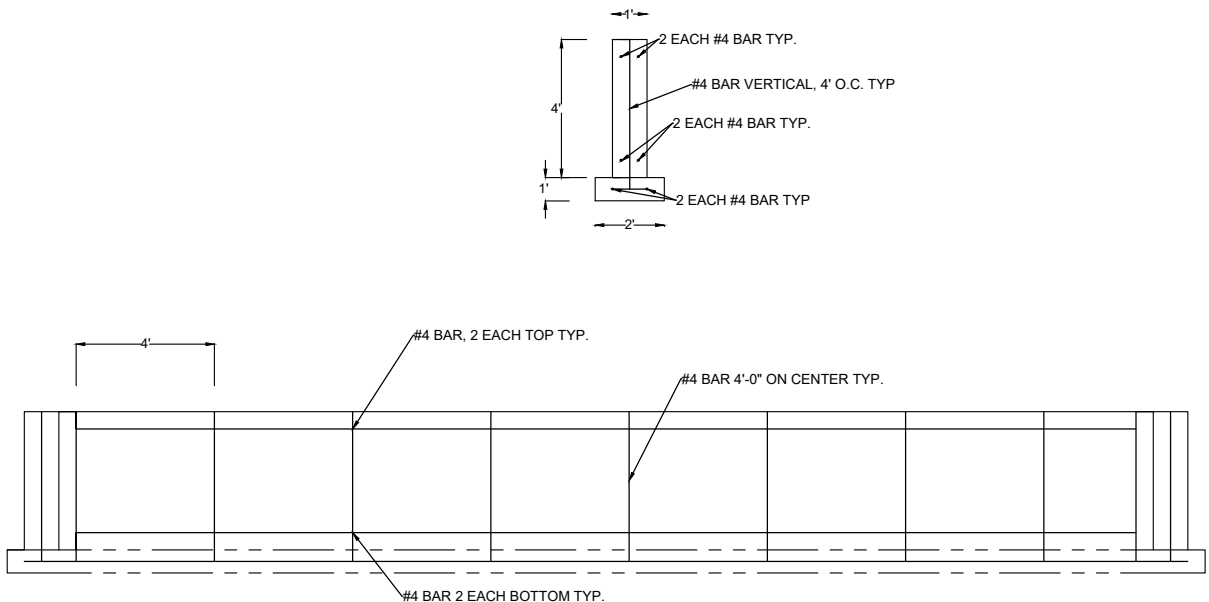


NOTE:

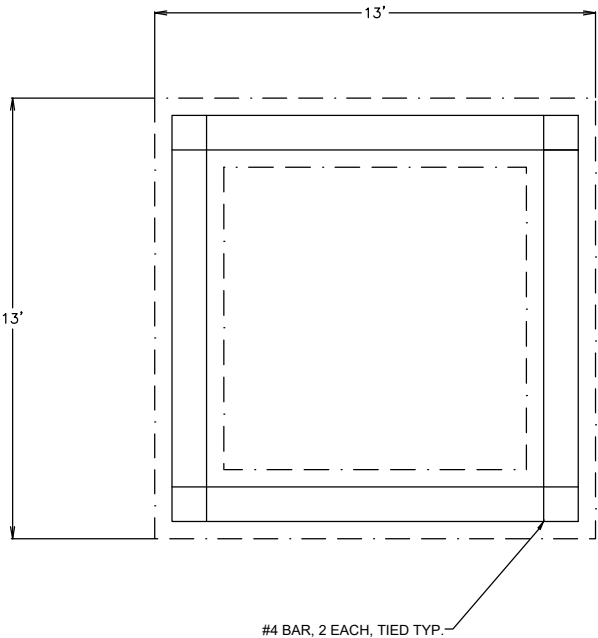
- ON STREET SURFACES CRUSHED AGGREGATE BASE STONE SERVES AS TRACKING PAD.

DETAIL
CLEAR STONE TRACKING PAD

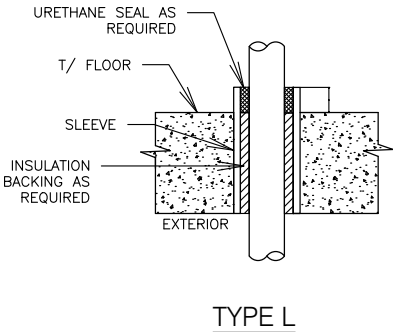




DETAIL
FROST WALL SECTIONS

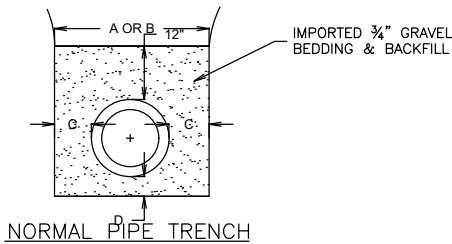


DETAIL
FROST WALL PLAN

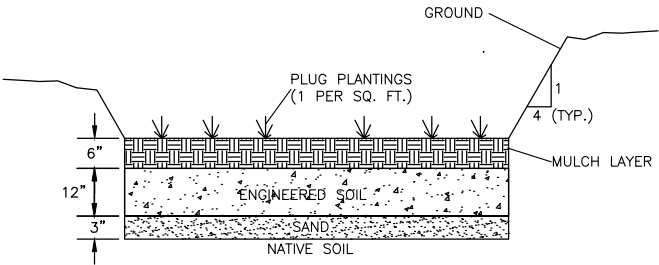


DETAIL
BASE/FLOOR PIPING PENETRATION

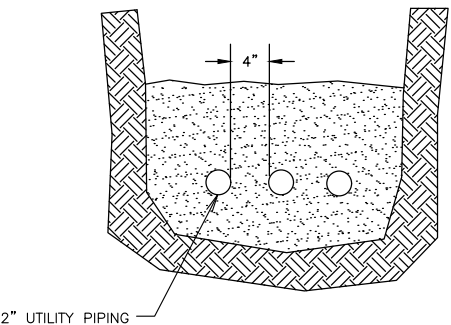
DIMENSIONS:
A: OUTSIDE DIAMETER OF PIPE PLUS 24" MAXIMUM, EXCEPT NEED NOT BE LESS THAN 36". TRENCH SHIELDS NARROWER THAN 4 FEET INSIDE WIDTH WILL NOT BE REQUIRED UNLESS SPECIFICALLY REQUIRED IN THE PROJECT SPECIFICATIONS.
B: FOR ROCK, OUTSIDE DIAMETER OF PIPE PLUS 18" MAXIMUM, EXCEPT NEED NOT BE LESS 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:

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, May 23, 2023

SECTION: Business

DEPARTMENT: Public Works

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

AGENDA ITEM: Discussion and action to terminate the agreement with Dane County for the improvement of the beach within McDaniel Park.

PREVIOUS ACTION:

Detailed under the previous agenda item.

ISSUE SUMMARY:

As noted in the preceding agenda item, the Village was partnering with Dane County on improving the beach at McDaniel Park. The reasons for which and background on the project are contained within that agenda item and will not be restated here.

The agreement with Dane County as adopted is enclosed within your packet as background. Staff would be requesting it also be terminated similar to the previous agenda item.

FINANCIAL/BUDGET IMPACT:

Detailed under the previous agenda item.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action:

Motion, second to terminate the agreement with Dane County for the improvement of the beach within McDaniel Park effective as of June 1, 2023.

ATTACHMENTS:

1. Beach Equipment Agreement

A beach water filtration system is under consideration for McDaniel Beach on Lake Waubesa. The beach is located at McDaniel Park and is owned and operated by the Village of McFarland. Currently, the beach is a pebble beach that is prone to closures due to *E.coli* and blue-green algae accumulation. Frequently, geese reside at the beach which can cause closures due to high *E. coli* contamination. Furthermore, the beach is not used much by the public likely due to it being a pebble beach with no sand. McFarland would like to upgrade the beach by replacing the pebbles with sand to promote more beach users, which in turn will help discourage geese from using the space. Below is a picture of the current state of the beach. Dane County would like to partner with McFarland to improve the beach by installing a water filtration system to minimize beach closing caused by *E. coli* and blue-green algae. The following sections describe responsibilities of Dane County and McFarland for partnering on upgrades to McDaniel Beach.



Dane County Responsibilities:

- Dane County will design and provide a beach water filtration system skid. The skid is sized to fit through a 6' wide standard height double doorway opening in a 10' wide x 12' long area. The treatment system skid consists of piping, pump, sand filter, uv disinfection, and valves. The system is automated to monitor and control backwashes with system alarms.
- Dane County will provide a water curtain enclosure, anchors, and chain necessary to install system. The curtain will separate lake water from beach swimming water. This will be required to be installed and removed per beach season.
- Dane County will provide and install PVC piping and strainer baskets from shore into water.
- Dane County will purchase the water filtration skid, curtain enclosure, and strainer baskets.
- Dane County will submit for permits on McFarland behalf and coordinate with DNR as necessary.
- Dane County will provide equipment manuals of the filtration skid in hard copy and digital formats.
- The estimated value of the beach water filtration system skid, water curtain enclosure and associated parts is \$90,000.

McFarland Responsibilities

- McFarland will be required to operate and maintain the filtration system for a minimum of 5 years.
- McFarland will provide and install a building to house the filtration skid. The filtration skid will be delivered to site by Dane County and McFarland will be required to install/move skid into the building.
- McFarland will install and connect the filtration skid to input power (1/60/208-230, 60 amp). McFarland will pay for operating costs such as electricity expenses necessary for the filtration skid.
- McFarland will install underground PVC piping consisting of two influent lines from beach, one effluent line for clean water, and one waste discharge line for backwash water. McFarland will also connect the underground PVC piping to the filtration skid.
- McFarland will be responsible for installation and removal of enclosure for the beach season. Alternatively, Dane County can perform installation and costs will be charged to McFarland. Typically the install and removal takes 1 day each for a total of 2 days. Costs associated for the work would be charged to McFarland as actual staff time of hourly wages plus fringe and would be scheduled by Dane County.
- McFarland will be responsible for future costs of repairs or replacement of the water enclosure. Dane County will purchase and provide one water enclosure system. It is expected the system will last around 5 years. Typically, at other beaches replacement has occurred around year 7.
- McFarland will be responsible for any repair parts necessary for the filtration skid. The repair of the filtration shall be conducted as timely as possible. The filtration skid will come with a 1 year warranty on equipment but McFarland will be responsible for repair parts after then.

- McFarland will be responsible for maintaining and cleaning the beach grounds for a minimum of 5 years following installation. This includes raking the beach to remove trash, aquatic plants, and other debris, removing goose droppings, and performing in water algae removal as needed. The beach cleaning shall occur at a minimum of 1 day per week. For reference, Dane County-owned beaches are typically cleaned 3 times per week.
- McFarland will be responsible for replacing the pebble beach with sand if they chose to do so. Ongoing annual maintenance such as fixing erosion and sand beach nourishment will be performed by McFarland and shall be conducted for a minimum of 5 years when the filtration system is in operation.
- McFarland will be responsible for winterizing the treatment skid at the end of the year to prevent winter damages. Typically, this involves draining water, disconnecting pipes, and removing sand from the sand filter.
- McFarland will be responsible for changing and adding new sand media at the beginning of the year. Dane County will provide the sand media for the first year and it will be McFarland responsibility thereafter.
- McFarland shall insure, or self-insure, and replace the beach water filtration system skid, water curtain enclosure and associated parts to keep it operational for the first five years after installation.

These terms and conditions will be incorporated into a formal contract between the County of Dane and the Village of McFarland if the project moves forward.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 23, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to accept the McFarland Municipal Center Campus Master Plan.

PREVIOUS ACTION:

The Village Board authorized the issuance of the enclosed RFP at their meeting on December 13, 2021.

The Village Board approved hiring the consultant to complete the Master Plan following the RFP process at their meeting on February 28, 2022. [Please click on this link to view the proposal](#) and [click on this link to view the Request for Proposals \(RFP\)](#).

The Village Board met with the Consultant through its Committee of the Whole meeting on May 24, 2022 in order to introduce and begin the project.

The Village Board met with the Consultant through its Committee of the Whole meeting on June 28, 2022 in order to provide input on the project through stakeholder engagement.

The Village Board met with the Consultant through its Committee of the Whole meeting on July 26, 2022 in order to receive summary updates, provide design directives, and plan for the design workshop.

The Design Workshop was held with the Village Board and Departments on October 6, 2022.

The Committee of the Whole met with Staff and Consultants to review the conceptual floor and site plan layouts for the project at its meeting on February 14, 2023.

A Public Information Meeting was held on Thursday, April 20, 2023 with about 40 public attendees present to meet with the Consulting Team and Department Heads of impacted Staff. [The presentation can be viewed by clicking on this link](#) and the presentation provided is included within this packet.

The Committee of the Whole met with Staff and Consultants on April 25, 2023 to review the updates to the conceptual floor plans and site plan layouts as well as feedback from the Public Information Meeting.

ISSUE SUMMARY:

Please find enclosed the draft McFarland Municipal Center Campus Master Plan. The draft plan



was emailed to Village Board members on May 12th. This work has been the culmination of several efforts over the last year in our most recent history but spawns from efforts dating back to at least 2007 to bring this project forward. Information provided is at a planning level of detail to help guide future decision making on the project as it moves to the next phase.

Typically once plans are complete, they need to move into design to properly create the drawings and specifications that are needed for bidding and then construction. Before we do that, the Village Board needs to make a decision on which option to pursue. Option #1 remodels the Municipal Center facility within a single story while Option #2 adds a second story to the project. Information on public input, floor plans, site plans, aesthetics, costs, and timelines are included within the plan. Final step in the process for this element of the project is simply to accept the plan and then future meetings will address next steps.

Next steps in the project are generally outlined as follows:

- June 13, 2023 - Village Board: Decision on Option #1 versus Option #2. This decision will guide the process to hire an Owner's Representative and Architect.
- June-July - Village Board: Request for Proposals process to hire an Owner's Representative to serve on the Village's behalf as its Project Manager.
- June-Aug - Village Board: Request for Proposals process to hire an Architect to design, specify for construction, bid, and oversee construction administration of the project.
- October - Begin Design Phase: Likely this Fall if we move forward this Summer, we'll have the next round of consultants in place to begin the process to design the facility for bidding next year. If we are to move forward with construction next year, we need to begin the design process by the end of this year.

All of these documents can always be found through the project webpage at <https://mcfarlandmunicipalcampusplan.squarespace.com/>

Please see below the background/history for this project. This was presented as part of the initial meeting in May of 2022 and carried forward within these memos for reference as background regarding the years of consideration thus far put towards this project.

Most of our current facility utilization came out of planning that began in and around 1995 through a Facilities Study Subcommittee that helped plan out the implementation of the current Municipal Center and Public Works facility. The current Library facility was also in its early planning stages as well during this time. The Village took occupancy of the Municipal Center in 2000 while the Library was completed a few years later.

Discussions surrounding the addition of community center style spaces to the Municipal Center began in and around 2008 through the creation of an Ad-Hoc Facilities Study Committee. This group's work began to look at the current spaces and talk about how changes could be made to address additional needs to support Senior Outreach, Youth Center, and Food Pantry.

Discussions amongst this group continued through 2014. This was Committee led by the



individuals appointed to the group and they had limited consulting resources provided to study the changes desired. Some of this work was used as part of discussions with the School District to see if community center spaces as was planned through these past efforts could be worked into the District's 2016 referendum question. The District was planning for the referendum in 2014/2015 at the time and did include discussions on the community center within their planning process. The idea did not advance within their planning process when the referendum was passed for their school projects in 2016.

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Continued planning through the Steering Committee went into 2018 but was regularly challenged by how to fit all the space needs into the available foot print with the biggest challenge being the continued inclusion of the Fire and Rescue Department within the Municipal Center. To that end, a Public Safety Analysis was completed in 2019 to further study the future of these Departments and provide a recommendation on their space needs as well as their operations. [Please click this link to view the Public Safety Analysis.](#) Through this study, it was recommended that both Police and Fire/Rescue move out of the Municipal Center along with Municipal Court and that they be properly established within a new facility that is planned for use over several decades. This would address their challenges they currently face with the existing facility and also better position the Community Center to be constructed within the areas they vacate. We were able to work out the location of the new facility in 2019/2020 as a land swap with the School District and hired the architect for the new Public Safety Center in 2020.

Construction on the new Public Safety Center began in October of 2021. Its timeline for completion is presently estimated in June of 2023. By that time, the current public safety spaces within the Municipal Center will be fully vacant and be available for repurposing as is desired in accordance with the master plan we are developing. Looking ahead, this planning process is anticipated for completion in May of 2023. The design/bidding process could begin in the Fall of this year which will then take about a year to complete. Bidding and contract award are feasible prior to the end of 2024 which construction slated to follow at the very end of next year or early in 2025. Actual construction then is about a 12 month process in order to take occupancy in late 2025 or early 2026. Timing for this project can be fluid though, this future schedule is meant to provide perspective and allow for discussion in concept. It is not a request



or requirement, just a guide.

FINANCIAL/BUDGET IMPACT:

Costs associated with either option are included within the packet. Tax impacts will be reviewed as part of the meeting and included within the presentation document to be shared.

VILLAGE PLAN REFERENCE:

[2017 Facilities Master Plan](#) - This plan created the idea of a public safety use moving out of the existing location to make room for the Community Center. This latest plan will further study that concept in greater detail knowing the full extent of the space availability. This 2017 effort also established space needs for other Departments that are remaining within the facility and those estimates will be revisited as a result of this work.

[2022 Library Space Needs Study \(Final\)](#) - This plan was accepted by the Library Board at its meeting in July of 2022 as it considered options for facility improvements. The work of this Master Plan does not need to revisit this work, but simply understand it as background and relate to it as practicable.

[2022-2023 McFarland Strategic Implementation Plan](#) - This plan sets the goals and objectives approved by the Village Board. The work within the Master Plan presents one of the highest priorities of the board in the coming year and Action Step (i) within Goal A specifically states to complete the Master Plan in order to help guide future decisions on use of the facility.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to accept the McFarland Municipal Center Campus Master Plan.

ATTACHMENTS:

1. Municipal Campus Plan_2023.05.12



MCFARLAND MUNICIPAL CAMPUS PLAN

MAY 2023





To learn more about the McFarland Municipal
Campus Plan, scan the QR code or visit:

<https://mcfarlandmunicipalcampusplan.squarespace.com>



McFARLAND MUNICIPAL CAMPUS PLAN

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INTRODUCTION

The Village of McFarland engaged the consultant team to complete a Master Plan to help guide future public improvements to the McFarland Municipal Center, E.D. Locke Public Library, and adjoining public open spaces.

GENERAL PURPOSE

The creation of the plan is meant to provide recommendations regarding the renovation of the Municipal Center for the inclusion of a Community Center to serve seniors, youth, and the Community at large. The development of a Community Center has long been sought after and serves as the cornerstone for the project. The relocation of public safety services from the Municipal Center to a new Public Safety Center provides an opportunity to renovate the building and re-purpose this space into a community center.

The Village currently provides senior services through the Senior Outreach Department as a municipal service. They are looking to expand their service delivery capabilities through new amenities offered within a Community Center concept similar in nature to that of a senior center.

Separate from the Village is the McFarland Youth Center which is a stand-alone service renting space within an existing Village facility. This plan studies their inclusion into the Community Center concept.

Additionally, the Plan accounts for the future space needs of other Departments set to remain in the Municipal Center post renovation, as well as planned improvements to expand the programming space of the adjacent public library. Site improvements, including adjoining hardscape will support Municipal Center users, as well as host future outdoor Community events.

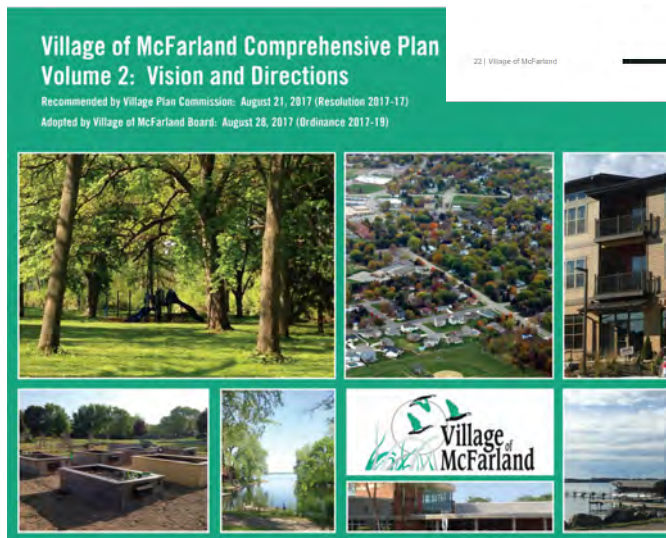
This Master Plan provides architectural solutions to support space needs and creative urban design solutions that bring the Municipal Center and Library areas together. The Master Plan is a product of the collaboration between Village and Library Staff, Village Board, the public, as well as consultants. The two Master Plan options developed through this process represent a dynamic and engaging collaboration between Village and Library Staff, the Village Board, members of the public, and the Consultant team of SEH, EUA, and Vogel Bros. Building Co.



McFarland Municipal Center



E.D. Locke Public Library



PREVIOUS PLANNING EFFORTS

The Village completed its Facilities Master Plan on June 26, 2017 and within it studied the space needs for all Village Departments. Most Village services are contained within the Municipal Center with the exception of the Library and Public Works services. The Municipal Center was constructed in 2000 and the 2017 study identified challenging future space needs as well as current complications. This was combined with the fact that it was desired to add a Community Center to this facility through the construction of a second floor, a current user moving out, or a combination thereof.

The Village opted to begin construction of a new standalone Public Safety Center while also still considering the feasibility of a second floor at the Municipal Center.

In 2022 the Library completed their space needs study, looking at their space needs for the next several years to plan their future growth of offerings within their existing facility. The preferred library expansion concept is adding a second story to the existing Library building footprint.

Other previous plans guiding the Municipal Campus Master Plan work include:

- [2017 Facilities Master Plan](#)
- [2017 Comprehensive Plan](#)
- [2020 Strategic Plan](#)
- [2021 Senior Outreach Plan](#)
- [2022 Facilities Conditions Assessment](#)
- [2022 Traffic Study](#)

Most of our current facility utilization came out of planning that began in and around 1995 through a Facilities Study Subcommittee that helped plan out the implementation of the current Municipal Center and Public Works facility. The current Library facility was also in its early planning stages as well during this time. The Village took occupancy of the Municipal Center in 2000 while the Library was completed a few years later.

Discussions surrounding the addition of community center style spaces to the Municipal Center began in and around 2008 through the creation of an Ad-Hoc Facilities Study Committee. This group's work began to look at the current spaces and talk about how changes could be made to address additional needs to support Senior Outreach, Youth Center, and Food Pantry. Discussions amongst this group continued through 2014. This was Committee led by the individuals appointed to the group and they had limited consulting resources provided to study the changes desired. Some of this work was used as part of discussions with the School District to see if community center spaces as was planned through these past efforts could be worked into the District's 2016 referendum question. The District was planning for the referendum in 2014/2015 at the time and did include discussions on the community center within their planning process. The idea did not advance within their planning process when the referendum was passed for their school projects in 2016.

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Committee, Senior Outreach Committee, etc.) The work here was high level planning meant to address current deficiencies with our facilities, talk about future needs (planned 10 years out), and provide different ideas/options to consider in the future to address growth. There were locations studied as part of this work as well as floor plan adjustments to consider adding a second floor to the Municipal Center to add the community center spaces uses while also accommodating growth of other Departments. The full plan link is available later in this memorandum. This plan was important as it laid the groundwork for the challenges we are faced within our facilities and established the idea that one of the public safety users needed to move out to accommodate adding the community center to the Municipal Center.

Continued planning through the Steering Committee went into 2018 but was regularly challenged by how to fit all the space needs into the available footprint with the biggest challenge being the continued inclusion of the Fire and Rescue Department within the Municipal Center. To that end, a Public Safety Analysis was completed in 2019 to further study the future of these Departments and provide a recommendation on their space needs as well as their operations. Through this study, it was recommended that both Police and Fire/Rescue move out of the Municipal Center along with Municipal Court and that they be properly established within a new facility that is planned for use over several decades. This would address their challenges they currently face with the existing facility and better position the Community Center to be constructed within the areas they vacate. We were able to work out the location of the new facility in 2019/2020 as a land swap with the School District and hired the architect for the new Public Safety Center in 2020.

Construction on the new Public Safety Center began in October of 2021. Its timeline for completion is presently estimated in June of 2023. By that time, the current public safety spaces within the Municipal Center will be fully vacant and be available for repurposing as is desired in accordance with the master plan we are developing. This planning process is anticipated for completion in May of 2023. The design/bidding process could begin in the Fall of this year which will then take about a year to complete. Bidding and contract award are feasible prior to the end of 2024 which construction slated to follow at the very end of next year or early in 2025. Actual construction then is about a 12-month process to take occupancy in late 2025 or early 2026. Timing for this project can be fluid though, this future schedule is meant to provide perspective and allow for discussion in concept. It is not a request or requirement, just a guide.

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PROJECT GOALS

- Adaptive reuse of the Municipal Building into a Community Center, various Village services together.
- Enhance and create a downtown center connecting the Library, Community Center, and Outdoor Spaces through an integrated accessible plan.
- Identify opportunities for more efficient utilization of space through shared use flexible spaces.
- Public engagement using surveys and in-person workshop with staff and the Village Board.
- Working sessions to establish current and future space needs.

MCFARLAND SUSTAINABILITY GOALS

- Utilize native landscaping on municipal properties that are not used for recreational purposes.
- Native landscaping in buffer areas around surface water and wetlands
- Create a second community garden
- Protection of green spaces that play a key role in water infiltration
- Install rain barrels at all municipal facilities and use the collection for watering.
- During road or public parking lot reconstruction, develop a plan for reduction of paved surfaces or inclusion of permeable pavement where possible.
- Bike parking for all new commercial and multi-family buildings.
- Reduce minimum off-street parking requirement, or add parking maximums for new development to limit excessive pavement
- Provide electric vehicle charging station at municipal facilities.



Integrated Public Space



Top Survey Result: Natural Landscape



Character of Indoor Space Exposed Ceiling



Connect Indoor and Outdoor Space

"I LOVE the idea of a 'campus' area; closing Milwaukee St. and creating a large green space between the library and Village Hall.

EXISTING SITE

The Village is located adjacent to the southeast side of the City of Madison in Dane County. The current population of McFarland is estimated at 9,331 residents. The Village is serviced by US Highway 51 serving as the main connection point between Madison and Stoughton.

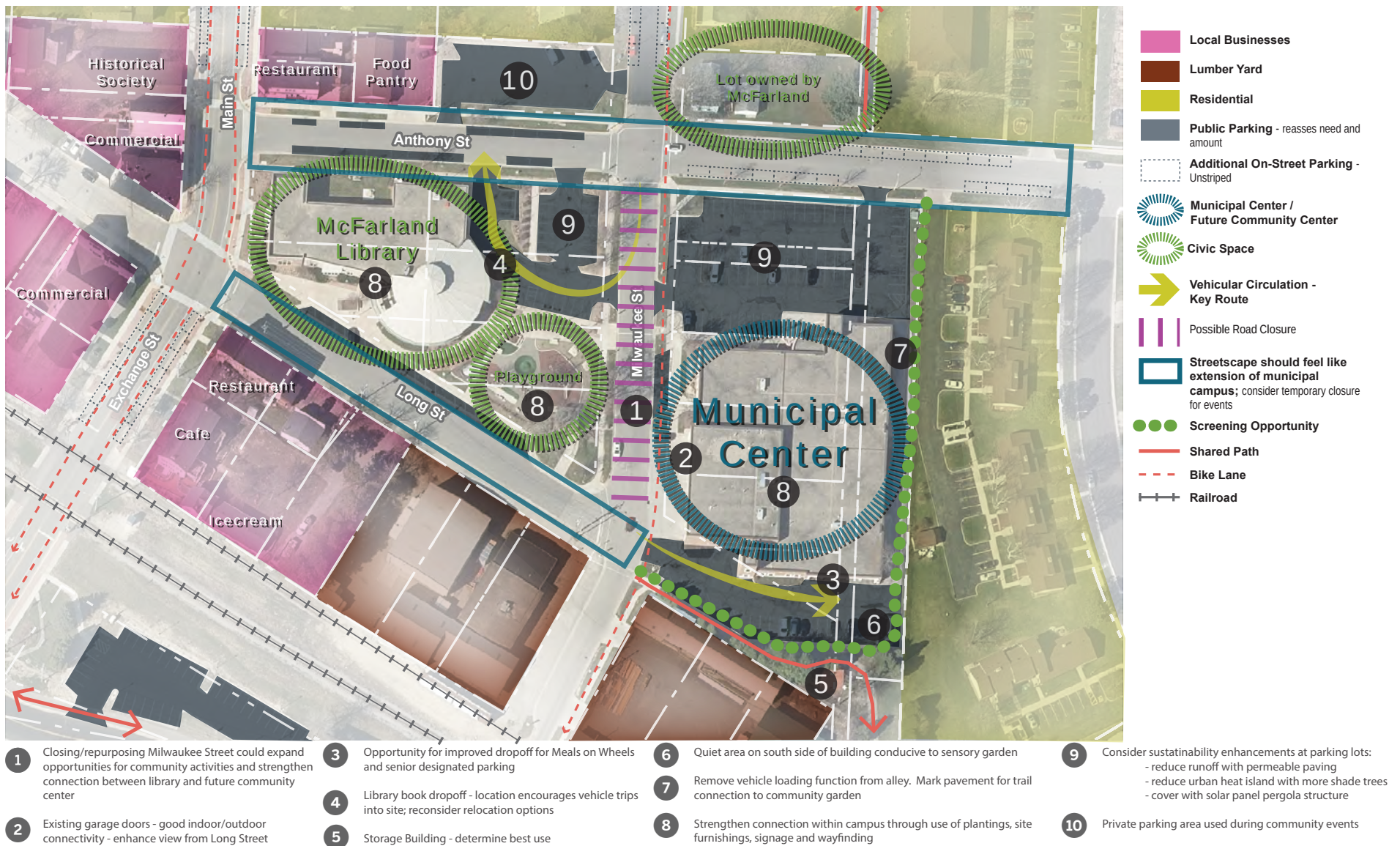
The Village's Municipal Center houses Administration, Community and Economic Development, Communications/Technology, and Senior Outreach.

The campus is surrounded by Anthony Street to the north, Exchange/Main Street to the west, Long Street to the south, and private property to the east.

The campus is bisected by Milwaukee street; closing or repurposing Milwaukee Street expands opportunities for community activities and strengthens the connection between the Library and Municipal Center.



Community Analysis Map



Issues and Opportunities Map

PARKING AND TRAFFIC STUDY CONCLUSION

Based on a review of the existing traffic volumes the closure of Milwaukee Street between Long Street and Anthony Street will not have a major impact on traffic operations in the study area. If Milwaukee Street is closed consideration should be given to removing the stop signs on Anthony Street and placing a stop sign for southbound Milwaukee Street traffic. The closure will also enhance the pedestrian experience in the study area. Finally, parking needs should be reviewed upon final design of the Campus facility.





Almost
700
participants

"This is a great opportunity for our village to lay foundations for what our community will look like in future decades. A great investment!"

"Mixture of ages in one spot."

"A small rentable event space"

"This should be the heart of our village. Most people think McFarland is just Hwy 51. "

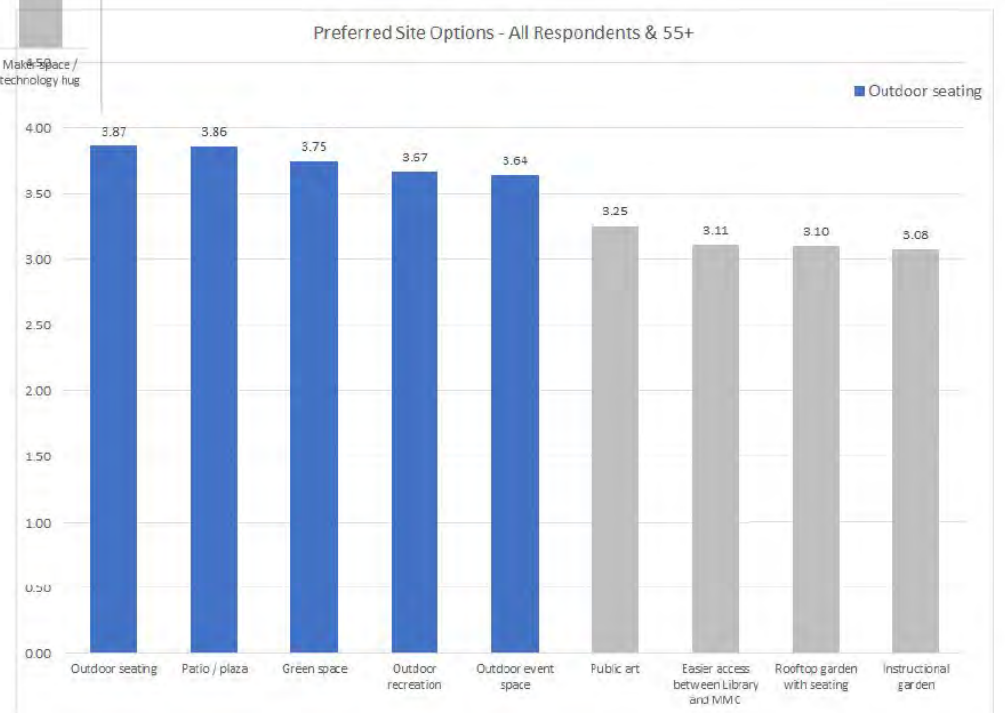
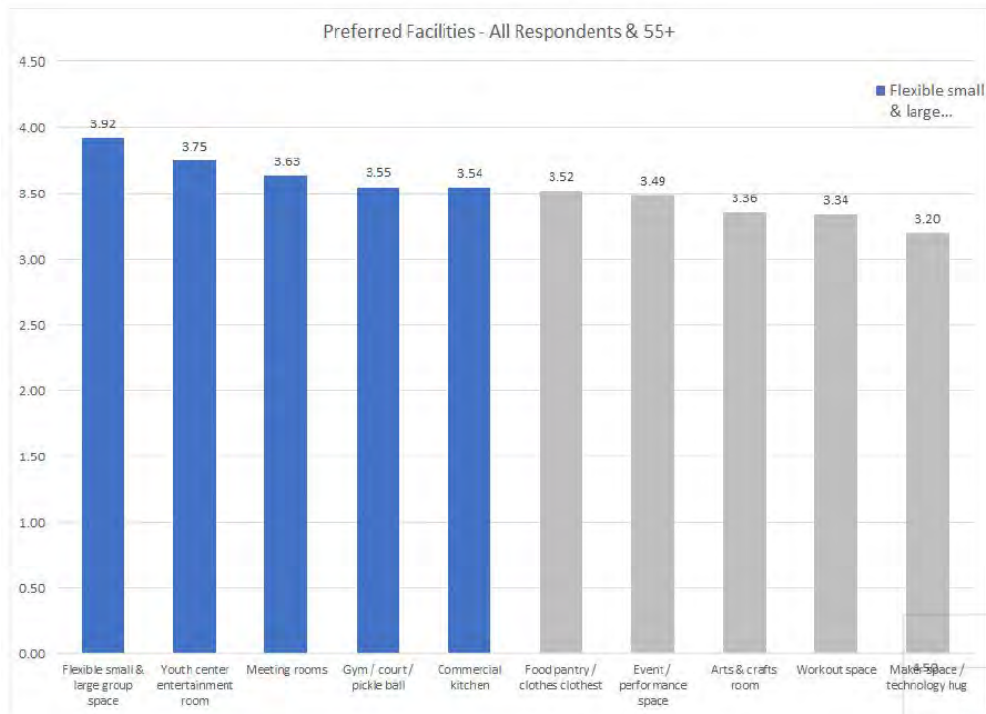
PUBLIC INVOLVEMENT

COMMUNITY CENTER SURVEY (JUNE 14 - JULY 1, 2022)

An online survey was utilized to gain public feedback on the project. Survey links were delivered electronically via Village email system and through various stakeholder partners. 660 respondents provided insights and feedback. The survey was also available in hard copy format (for which we received 35 responses).

Trends encountered in the survey feedback included:

- Close Milwaukee Street to create a connection between the Library and the Community Center.
- Incorporate grass for seating and activity. Paved areas for seating and community functions.
- Align with the Village's Near-Term, Mid-Term, and Long-Term sustainability goals:
 - * Green Infrastructure and design elements.
 - * Stormwater management
 - * Photovoltaics.
 - * Green roofs when appropriate.
 - * Adaptive reuse.
- Flexible interior spaces with multiple uses.
- Universal accessibility on the site and interior spaces.
- Provide areas with exercise equipment that can be used by all users of the Community Center.
- Kitchen for meal preparation:
 - * Senior program
 - * Youth
 - * Events
 - * Teaching diet and meal preparation



DESIGN WORKSHOP - OCTOBER 6, 2022

Village Board and Staff, and members of the public were encouraged to participate in a design workshop at the October 6, 2022 Village Board meeting. Participants were broken into three groups, with each group providing feedback at each of the three stations.

Station 1 - Milwaukee Street Cross Section

Participants were encouraged to rethink Milwaukee street as an outdoor space.

Station 2 - Public Realm

Participants were given a series of tiles representing site amenities they would like to see included in the campus.

Station 3 - Building Interior

Participants manipulated building use tiles within the footprint of the existing building to convey preferred location of building uses and the relationships between them.

Design Preference Survey

MentiMeter was used to poll participants in real time for their design preferences. Results of the design preference survey were used to guide design, material selection, and cost estimating. Five options were provided per category. Categories included: pavement, outdoor seating, shade, lighting, rooftop, bike parking, parking lot, indoor/outdoor space, interactive water feature, bollards, large meeting space, small meeting space, and gym space.



MILWAUKEE STREET CROSS SECTION

- Closed to car traffic
- Staggered pavement and grass areas
- Pavement connection from Municipal Center to Library
- Pollinator gardens
- Connect parking lots to increase parking space
- Central Village Green
- Pavement, decor and seating outside bay doors



Pavement



Shade



Bike Parking



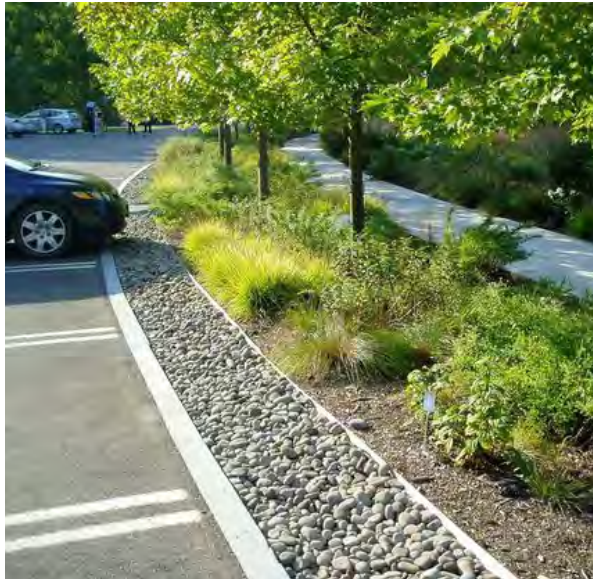
Outdoor Seating



Rooftop (tie)



Lighting



Parking Lot

DESIGN PREFERENCE SURVEY RESULTS - PREFERRED AMENITY OPTIONS



Indoor/Outdoor Space



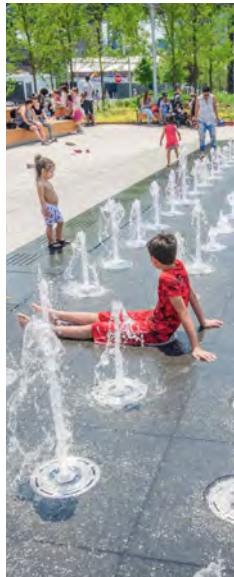
Bollards



Small Meeting Space



Interactive Water Feature (tie)



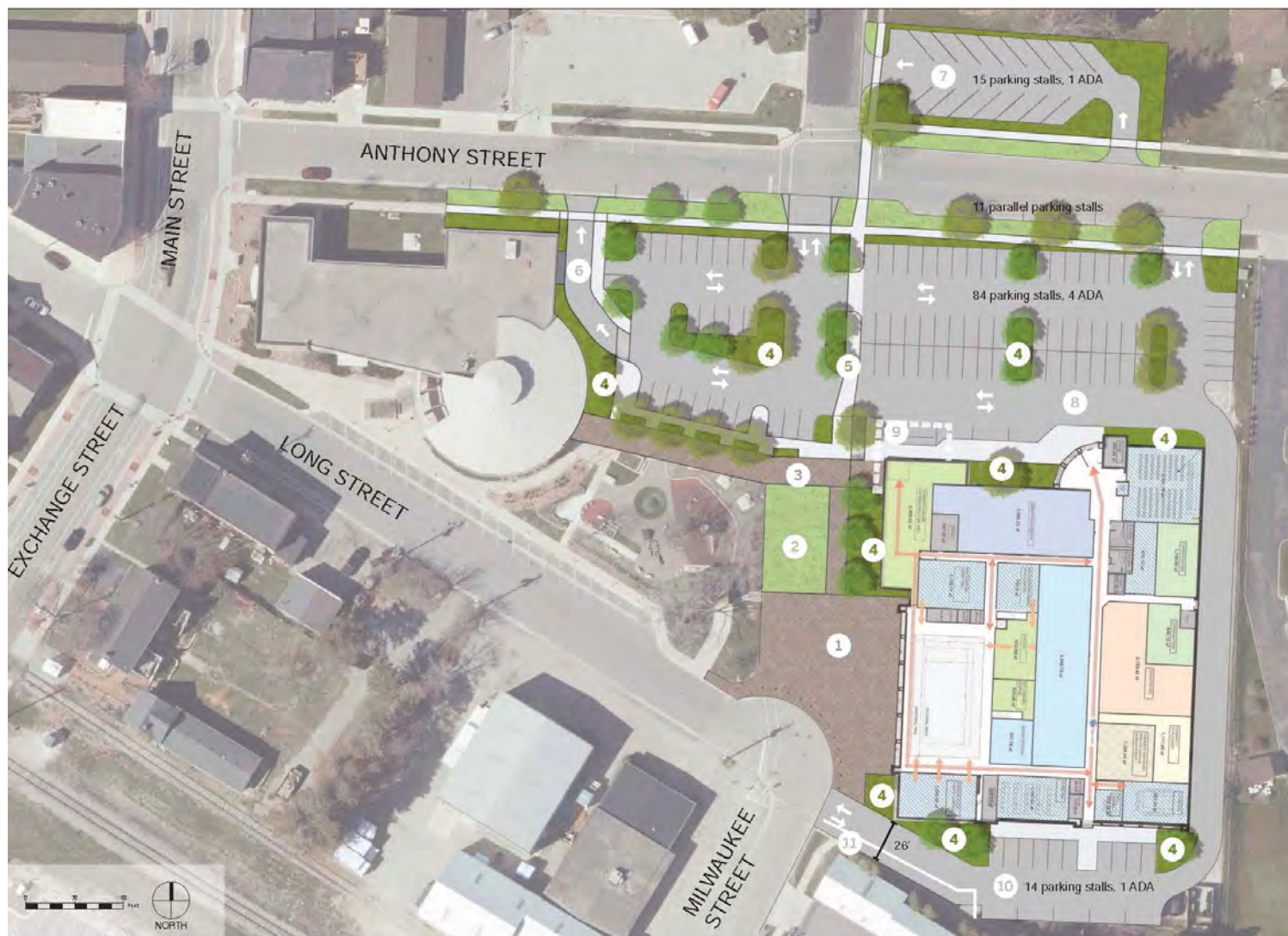
Large Meeting Space



Gym Space



OPTION 1 - ONE STORY



LEGEND

- PLAZA PAVING,
up to 10,000 sf pervious pavement
contributing to stormwater management
and TSS removal requirements
- PEDESTRIAN PAVING
- PARKING LOT PAVING
- LANDSCAPING
up to 2,300 sf infiltration gardens
contributing to stormwater management
and TSS removal
- LAWN

NOTES

ONE STORY REMODEL OF COMMUNITY CENTER

- ① GATHERING PLAZA
- ② GATHERING LAWN
- ③ ENHANCE CONNECTION
BETWEEN LIBRARY AND
COMMUNITY CENTER
- ④ NATIVE PLANT GARDEN
- ⑤ PROTECTED SIDEWALK
THROUGH PARKING
- ⑥ BOOK DROP - NARROW
LANE TO IMPROVE
'LEGIBILITY OF USE'
- ⑦ ANTHONY STREET
PARKING LOT
- ⑧ RECONFIGURED PARKING LOT
- ⑨ ACCESSIBLE DROP OFF/
LOADING ZONE WITH ROOF
- ⑩ STAFF PARKING LOT
- ⑪ MULTIUSE TRAIL STRIPING

OPTION 1 - ONE-STORY ESTIMATED COSTS

Facility Construction:	\$11,483,330	Escalation:	\$776,570
Exterior Site Improvements:	\$1,459,350	Contingency:	\$1,294,270
Furniture, Fixtures, and Equipment:	\$500,000	Total:	\$17,083,930
Consulting (Soft) Costs:	\$1,570,410		



Option 1
McFarland Municipal Campus Plan

APRIL 20, 2023
 McFarland VILLAGE OF
Naturally Connected
 SEH eua



Option 1
McFarland Municipal Campus Plan

APRIL 20, 2023
 McFarland VILLAGE OF
Naturally Connected
 SEH eua

OPTION 1 - ONE STORY

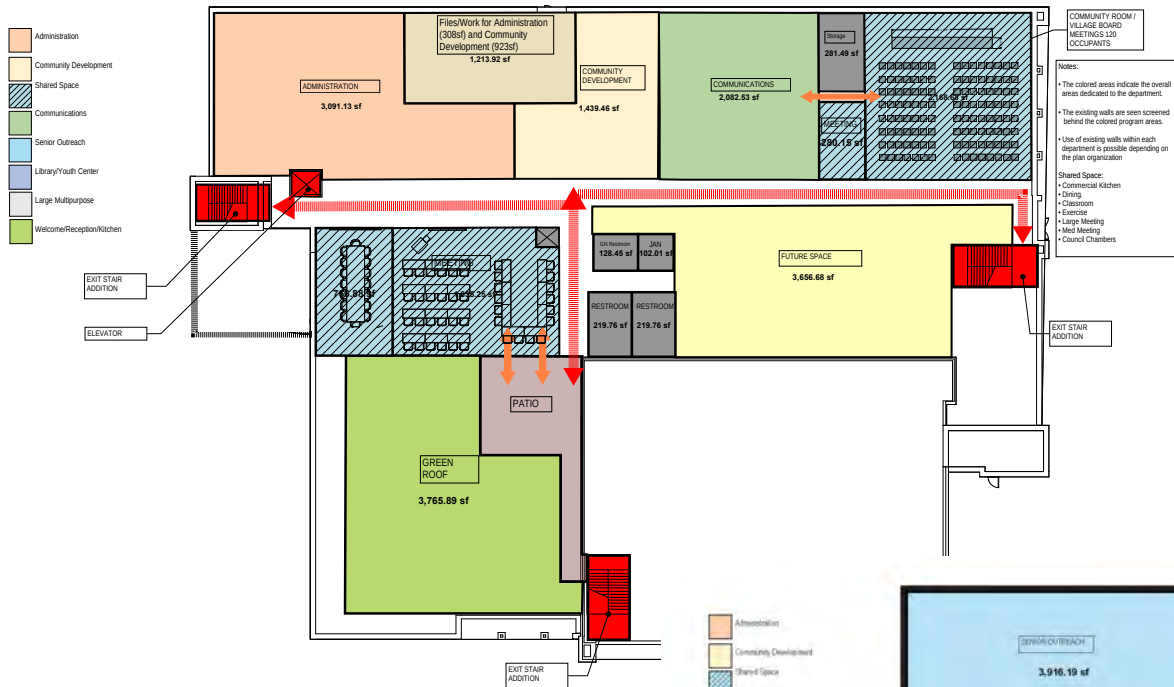


APRIL 20, 2023

Option 1

McFarland Municipal Campus Plan





Option 2 Second Floor Plan (Two Story)
McFarland Municipal Campus Plan



Option 2 First Floor Plan (Two Story)
McFarland Municipal Campus Plan

OPTION 2 - TWO STORY



LEGEND

- PLAZA PAVING,
up to 6,800 sf pervious pavement
contributing to stormwater management
and TSS removal requirements
- PEDESTRIAN PAVING
- PARKING LOT PAVING
- LANDSCAPING
up to 5,400 sf infiltration gardens
contributing to stormwater management
and TSS removal
- LAWN
- GREENROOF
up to 2,900 sf of greenroof contributing
to stormwater management, benefits
dependent on section and species
selection

NOTES

TWO STORY BUILD-OUT OF
COMMUNITY CENTER

- ① GATHERING PLAZA
- ② GATHERING LAWN
- ③ SITE LANDSCAPING - POSSIBLE
INFILTRATION GARDENS
- ④ OUTDOOR TERRACE AND
GREEN ROOF
- ⑤ ENHANCE CONNECTION BETWEEN
LIBRARY AND COMMUNITY CENTER
- ⑥ PROTECTED SIDEWALK THROUGH
PARKING
- ⑦ ALIGN PARKING DRIVEWAY
WITH MILWAUKEE STREET FOR
INCREASED DISTANCE BETWEEN
DRIVEWAYS
- ⑧ RECONFIGURED PARKING LOT
- ⑨ ANTHONY STREET PARKING LOT
- ⑩ STAFF PARKING LOT
- ⑪ BOOK DROP - NARROW LANE TO
IMPROVE UTILITY OF USE

OPTION 2 - TWO-STORY ESTIMATED COSTS

Facility Construction:	\$16,925,270	Escalation:	\$1,101,580
Exterior Site Improvements:	\$1,434,350	Contingency:	\$1,835,970
Furniture, Fixtures, and Equipment:	\$500,000	Total:	\$23,976,090
Consulting (Soft) Costs:	\$2,178,920		



Option 2
McFarland Municipal Campus Plan

APRIL 20, 2023
 McFarland VILLAGE OF
Naturally Connected
 SEH eua



Option 2
McFarland Municipal Campus Plan

APRIL 20, 2023
 McFarland VILLAGE OF
Naturally Connected
 SEH eua



APRIL 20, 2023

Option 2

McFarland Municipal Campus Plan



OPERATING STRUCTURE

With the development of the Community Center building, the operational structure should continue to be further developed during future phases to implement the project. To date to assist in understanding operational needs, the Village developed a new Compensation and Classification Study in 2021 that allowed it to make recommendations on future staffing levels through a Staffing Analysis prepared in 2022. It is important to note the 2021 study and subsequent 2022 analysis made recommendations based on continuity of services offered by the Village at that time mainly because this work within the Master Plan had not yet been completed. That work did not address future staffing needs of the Community Center, but with this Master Plan now complete we can start to better understand those operational needs in line with the concepts put forth to make new assumptions on future staffing levels. Departments such as Administration, Community and Economic Development, and Communications and Technology should continue to utilize the recommendations of the 2021 Compensation and Classification Study in line with how service needs evolve. These Departments have less compatibility with the Community Center spaces to be introduced and within the design process can continue to forecast staffing needs in line with what is proposed for space improvements.

This Master Plan also recognizes the presence of the Community Center does affect compatibility with Departments such as the Library and Senior Outreach differently than the aforementioned Departments, especially also with the infusion of the Youth Center into this plan. The following is offered to continue to address operational issues within these Departments going forward within future phases of this project:

LIBRARY/YOUTH CENTER

The McFarland Youth Center is an independent non-profit operation offering after school youth services to middle school students. The work of this Master Plan within its advertised scope was to study the conceptual inclusion of their operations within the Community Center concept. During this project, the Youth Center made a request to the Village that it consider absorbing their operations. Also, during this project, the Library requested to be able to have access to space within the Community Center concept, specifically to expand offering for youth programming. Village Staff met with representatives from both entities throughout the course of this project to propose in concept the inclusion of the Library into the Community Center while they would also absorb the Youth Center's operations.

There remains a lot of synergies and overlap in the work that both entities do within the Community and further exploration is needed to formalize this relationship. There are operational considerations of such a proposal that will need to be addressed in a design environment that basic planning such as this cannot address. Thus far the Village Board is supportive of the absorption of the Youth Center into Village operations through the adoption of Resolution #2023-03 recognizing more work is needed to properly address this element of the operational structure. This Master Plan offers no finite outcomes on this proposal, and simply restates the concept as has been discussed thus far within the planning process.

SENIOR OUTREACH

The Village through its Senior Outreach Committee completed a Senior Outreach/Community Center Planning document in 2021. This plan studied their service delivery in the present and how it could change in the future within a new physical space. It also considered operational changes to their structure in understanding the resources that would be needed under different scenarios to meet that service demand.

The advertised scope of this Master Plan project was to evaluate this planning work from 2021 and update space needs previously identified by the Village in 2017. The work of both efforts was used to rebuild the space needs for the Department considering the desire to grow into the Community Center concepts presented within this Master Plan. The departmental planning work was essential in helping summarize space needs for staffing, nutritional services, health/wellness, and general programming. The next phase of this project will look at the details of these spaces within the design process. The operational structure should continue to be considered in how best to align resources to use these spaces by continuing to build concepts from the planning work completed to date. The interaction of design elements both within the Department and within the facility will be key to continuing to determine the most appropriate operational structure going forward.

COMMUNITY CENTER

The presence of all previously mentioned Departments and/or services provided all currently have a role within the Community. The addition of the Community Center concept is new within that realm and will need to be further considered within the design process as the details of the facility improvements come together. One of the key facets to be considered is coordination on the use of the facility within its identified shared spaces. Various groups within the facility and outside it will need access at different times that will require coordination to facilitate their access. Currently for the Municipal Center that aspect is provided by the Administration Department, but going forward with the expansion of this facility into a new area of space use that is not recommended to continue long term. There are multiple models to consider and most notably a recommendation is provided to further review the format deployed in the Village of Waunakee for their Village Center facility. This facility provides a variety of similar uses as to what the Village is proposing while also using a fee for use model to help address revenue generation to support related expenses. The design process can continue to help identify the space interactions that can be possible better showing the sharing opportunities and overlap that may exist. The continued discussion of this element will help better tie the uses together and allow for their seamless use by both internal and external groups.

NEXT STEPS





VOGEL
BROS. BUILDING CO.

APPENDIX

McFarland Municipal Campus Plan
May 2023

Public Engagement

Detailed Cost Estimates

Traffic Study

Facilities Condition Assessment

Space Needs Evaluation

Engagement Log

Meeting	Date
Kick Off Meeting	4/21/2022
Village Staff Meeting	5/10/2022
Village Board Meeting #1	5/24/2022
Electrical Engineer	6/6/2022
Structural Engineer	6/6/2022
Mech/Plumbing Engineer	6/8/2022
Senior Coffee Talk	6/15/2022
Department Head Meetings	6/20/2022
Senior Outreach	6/20/2022
Community Development	6/20/2022
Comm and Technology	6/20/2022
Administration	6/20/2022
Youth Center	6/29/2022
Library	6/30/2022
Village Board Meeting (Matt, Carolyn)	6/21/2022
Senior Coffee Hour	6/22/2022
Public Meeting	6/23/2022
Village Board Meeting #2	6/28/2022
McFarland School District	7/14/2022
Village Board Meeting #3	7/26/2022
Village Board Meeting #4	8/30/2022
Village Staff Meeting	9/6/2022
Village Board/Staff Workshop	10/6/2022
Village Staff Meeting	10/18/2022
Village Staff Meeting	12/5/2022
Village Staff Meeting	12/13/2022
Village Staff Meeting	1/13/2023
Village Staff Meeting	1/25/2023
Village Board Meeting	2/14/2023
Public Meeting	4/20/2023
Committee of the Whole	4/25/2023
Village Board Meeting	5/23/2023

McFarland Municipal Campus Master Plan Kickoff Meeting

April 21, 2022

2:00 p.m.

MS Teams Virtual Meeting

I. Attendees

- Matt Schuenke, Village Administrator
- Andrew Bremer, Economic Director
- Cassandra Suettinger, Clerk/Treasurer
- Stephanie Miller, Communications Director
- Lori Andersen, Senior Services Director
- Nate Day, SEH
- Bob Kost, SEH
- Andy Lyons, EUA
- Paul Raisleger, EUA
- Jay Thomson, Vogel Brothers

II. Community Center Definition and Goals for the Project

- Create resources and facilities that are multigenerational
- Hub/draw/gathering place for specific demographics (youth, seniors, etc.)
- Inclusionary and welcoming
- Additional meeting room space needed
- Library has meeting space
- Identifying correct programming (exercise programs are not currently working)
- Larger flex space needed for larger events
- Central gathering area would help
- Work to share space with library
- Community comments are found in the Strategic Plan
- Need to establish when and how people can use private rental space. Currently, it's only available for use by non-profits.
- McFarland is a county meal site - potential to share kitchen space with food pantry
- Overgrown space for medical equipment loan closet and meal site area
- Challenge has been where the overlap exists

III. Big Picture Ideas

- Need space for existing services and staffing
- Technology needs upgrading
- Potential of second story will be reviewed. Cost and space are increased. Consider uses
- Waunakee library green roof is a good example to review
- Outdoor space for staff and community needed. At grade or on the roof?
- Consider dividable rooms
- Will be a push to include the youth center. There are opportunities for indoor and outdoor rec space.
- Aquatics will not be part of the facility since the school district built a new indoor pool

MINUTES

McFarland Municipal Campus Master Plan
Kickoff Meeting – April 21, 2022

IV. LEARN (April>May>June)

1. Attendees reviewed Attachment A
2. Data Collection and Base Mapping
 - a. Matt provided PDFs of the building to SEH on 4/21/2022. No CAD files available.
3. Review and Verify Plans/Reports
 - a. [Facilities Master Plan](#)
 - b. Prior to the Facilities Master Plan, the last effort around this was in 2007. There is a hard copy binder with information on that process.
 - c. [Comprehensive Plan](#)
 - d. [Annual Budget](#)
 - e. [Strategic Plan](#)
 - f. [Senior Outreach Planning](#)
4. Site and Building Assessment
 - a. Site assessment has been started; MEP analysis planned for June
 - (1) Roof is constantly leaking in winter
 - (2) HVAC is an issue. All units have been replaced.
 - (3) Temp is still an issue. Controls do not interact with the equipment.
 - (4) Exhaust issues from bays
5. Traffic Assessment – Scheduled for May
 - a. Attendees reviewed Attachment B
 - b. Multimodal study considering cars, bikes, and pedestrians
 - c. Will count parking spaces and utilization during the day.
 - d. Potential Milwaukee Street closure
 - e. Ped/bike/vehicle data (tubes)
 - (1) Northbound of railroad tracks on Milwaukee Street
 - (2) Long Street, near the Municipal Center
 - (3) Milwaukee between Long Street and Anthony Street
 - (4) Between driveways on Milwaukee Street
 - (5) Bike traffic on Milwaukee Street
 - (6) From Andrew Bremer on 4/25/2022:
Chase Lumber has a forklift that operates across Milwaukee to reach both sides of their property. Might want to consider putting the tube just to the south of the railroad tracks to avoid picking up any counts from their operations as I think the point is to get a handle on the amount of north bound traffic coming from Bashford. Could also place one on Milwaukee where it meets Long Street to better understand the amount of north bound traffic to Chase.
 - f. Parking count and village code
 - (1) Consider use of spaces
 - (2) No off-street parking requirements
 - (3) Village staff can assist with occupancy counts and photos



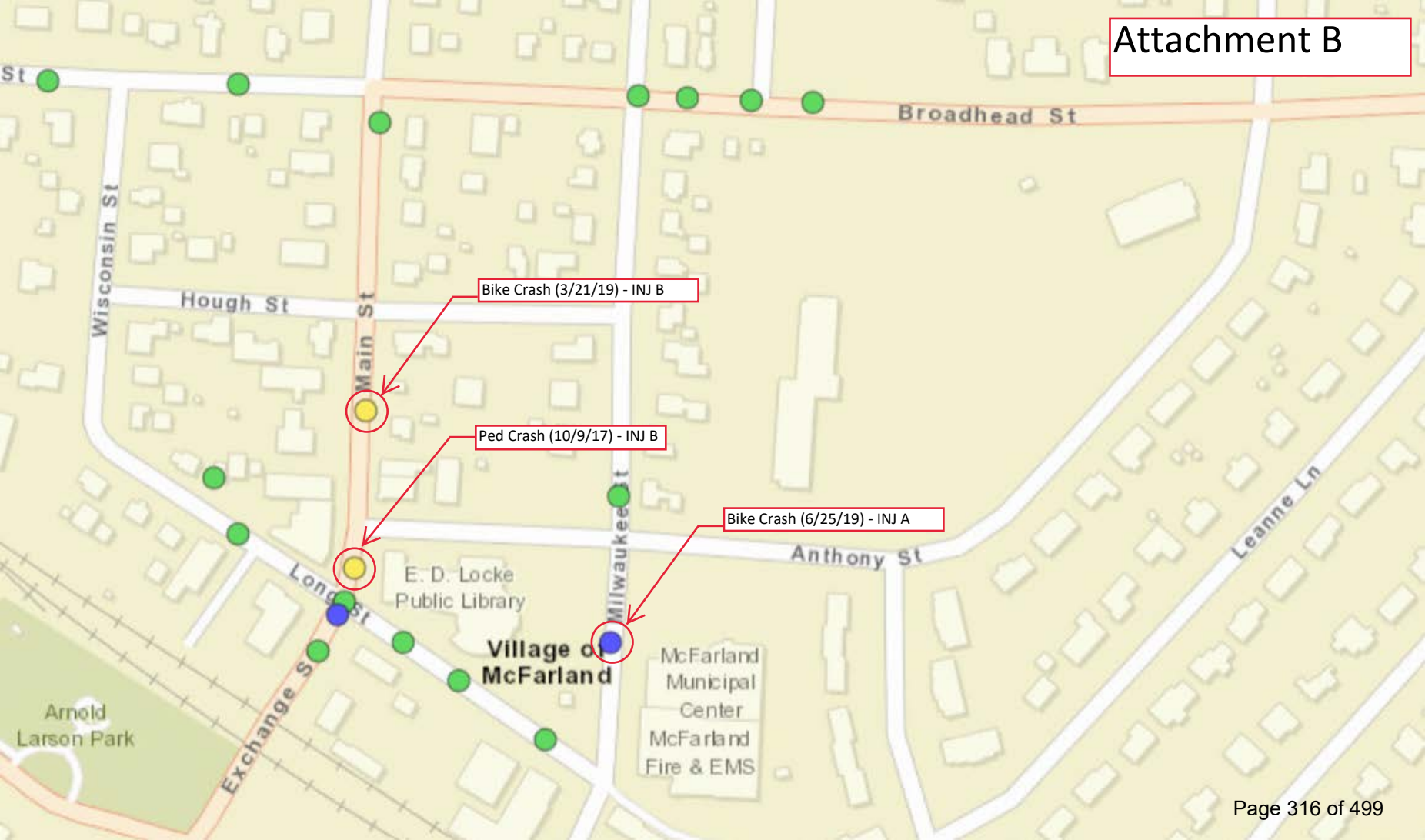
MINUTES

McFarland Municipal Campus Master Plan
Kickoff Meeting – April 21, 2022

6. Space Needs Assessment
 - a. Indoor space
 - (1) What is needed?
 - (2) Set up a time to tour the facility
 - b. Outdoor space
 - (1) Playground is owned and maintained by village.
 - (2) Meant to be inclusive with many amenities and special needs
7. Community Engagement
 1. SEH Team will prepare a proposed public involvement plan
 2. Webpage – Squarespace
 - a. Stephanie will review the webpage when created
 3. Engagement Sessions Planned for June
 - a. Who is invited? Which stakeholder groups?
 - (1) Food pantry
 - (2) School district – education and recreation
 - (3) Chamber of commerce – placemaking hub for markets
 - (4) Lions Club
 - (5) Optimists – Young people
 - (6) McFarland Youth Center
 - (7) Scouts
 - (8) Garden Club
 - (9) Library
 - (10) Churches
 - (11) Equity project group – underrepresented groups
 - (12) Community Festival
 - (13) Nonprofits
 - (14) Senior citizens (vocal and younger) – comfortable with in-person meetings
8. Upcoming Meetings
 1. Village Staff Meeting and Facility Walk-through (May 10)
 2. Village Board Meeting (May 24)
 - a. Align with second Tuesday board meetings of month during odd number months.
 - b. The Board will decide if the project is accepted and how it moves forward through referendum or otherwise.
- V. To Do and Next Steps
 - A. SEH Team
 1. Previous plan and study review
 2. Site assessment
 3. Space needs assessment – set date/time to tour the facility
 - a. Meet with Village Staff (May 10)
 - b. Facility evaluation
 4. Create high-level public involvement plan
 5. Create project website and share with Matt/Stephanie
 6. Traffic and parking analysis in May, prior to school letting out
 7. Tentatively prepare for Village Board Meeting on May 24
 - B. Village Staff
 1. Assist in gathering parking data in the area (week of May 9)

LEAD PROCESS PROJECT SCHEDULE

2022					2023
MARCH APRIL MAY		JUNE JULY AUGUST	SEPTEMBER OCTOBER NOVEMBER	DECEMBER JANUARY FEBRUARY	
TASKS	- o Data Collection and Base Mapping - o Review and Verify Plans/Reports - o Site and Building Assessment - o Traffic Assessment - o Validate Planning Objectives - o Space Needs Assessment - o Community Center Definition	- o Space and Site Programming - o Sustainability Goals and Options - o Universal Design Parameters - o Social Infrastructure Opportunities - o Multiple Design Options - o High-Level Cost Estimates	- o Confirm Design Principles and Objectives - o Community Center Operational Structure Options - o Evaluate Design Options - o Refine Design Options - o Phasing and Timing - o Cost Estimate Updates	- o Select Recommended Concept Design Alternative(s) - o Exterior and Interior Renderings - o Floor Plans, Site Plans, etc. - o Community Center Operational Structure - o Final Master Plan Document - o Master Plan Approval	
MEETINGS	May - o Village Staff Meeting 1 - o Village Board Meeting 1	July - o Village Staff Meeting 2 - o Village Board Meeting 2	September - o Village Staff Meeting 3 - o Village Board Meeting 3 October - o Village Staff Meeting 4 - o Village Board Meeting 4	December - o Village Staff Meeting 5 - o Village Board Meeting 5 February - o Village Staff Meeting 6 - o Village Board Meeting 6	
ENGAGEMENT	- o Project Webpage - o Online Community Survey 1 - o 4 Community Engagement Sessions - o "All Our Ideas" Online Activity	- o Project Webpage - o Food Cart Pop-Up	- o Project Webpage - o Online Community Survey 2 - o 2 Community Engagement Sessions	- o Project Webpage - o Online Community Open House	
LEARN		EXPLORE	ARTICULATE	DELIVER	



McFarland Municipal Campus Master Plan Village Staff Meeting #1

May 10, 2022

10:00 a.m. – 12:30 p.m.

5915 Milwaukee St, McFarland, Wisconsin 53558

Attendees

Village: Matt Schuenke, Lori Anderson, Stephanie Miller, Andrew Bremer

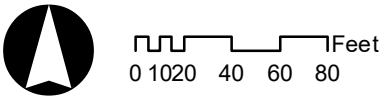
Consultants: Nate Day, Molly Wagner, Caitlin Blue, Josh Woller, Paul Raisleger, Andy Lyons

- I. Matt provided historical context of project
 - A. Discussions started in 2007
 - B. The Facilities Master Plan (2017) was the last big effort to look at the Municipal Center
 - 1. This included staff feedback, cost analysis, and programming information
- II. Traffic
 - A. SEH (Josh) will set out tube counters in May
 - B. Visual logging of pedestrians in the area will also be completed
 - C. Account for the forklifts at Chase Lumber
 - D. There will no longer be Fire/Police/EMS traffic in one year when they move out
- III. Public Involvement Plan
 - A. Survey should begin in June and be available for the entire month
 - B. The local paper prints one time per week on Thursdays
 - C. The group discussed some potential public involvement dates/times
 - 1. The Senior Center Committee meets June 15 at 8:30am
 - 2. The seniors visit for “Coffee Hour” on June 22
 - 3. The food carts congregate on the third Wednesday of each month
 - 4. Chamber e-newsletter
 - 5. Youth Center – prior to school letting out...Library after that time
 - 6. Bands By the Boardwalk
 - 7. Book sale at the library in June
 - D. QR Codes may be helpful at the “go to them” events like food carts and Bands by the Boardwalk
- IV. Urban Design
 - A. More greenspace needed in the area
 - B. Universal design should be included indoors and outdoors
 - C. The park is mostly used by children <10 years old
 - D. More outdoor program space is needed
 - E. The basemap (Attachment A) will be used for site planning
- V. Municipal Services building tour
 - A. Matt gave the group a tour of the building including the spaces that will be vacated in approximately one year’s time. The police, EMS, and Fire Departments will all be moving out upon the construction of the new facility.

ND



- Parcels
- Elevation Contours**
- 5 Ft Contour
 - 5 Ft Contour - Depression
 - 1 Ft Contour
 - 1 Ft Contour - Depression



VILLAGE OF MCFARLAND
Committee of the Whole Minutes

Tuesday, May 24, 2022 - 5:30 PM

1. CALL TO ORDER.

Village President Clow called the Committee of the Whole meeting to order at 5:30 pm in the Community Room of the McFarland Municipal Center.

2. ROLL CALL.

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

Village Board members not present: Village Trustee Chris St. Clair

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Community and Economic Development Director Andrew Bremer, Outreach Director Lori Andersen, and Communications & Technology Director Stephanie Miller.

3. PUBLIC APPEARANCES.

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

None.

4. APPROVAL OF MINUTES.

- a. *Motion to approve the minutes of the May 24, 2022 meeting.*

Motion by Village President Carolyn Clow, second by Village Trustee TJ Jerke, to approve the minutes of the May 24, 2022 meeting.

Motion by President Clow, second by Trustee Wreh, to amend the motion to approve the minutes of the May 10, 2022 meeting. Motion carries 6 - 0 - 0 by acclamation.

5. BUSINESS.

- a. *Discussion regarding Master Plan development for the McFarland Municipal Center.*

Village Administrator Schuenke provided a history and background on the master-plan development for the McFarland Municipal Center. He reported the Village has been undertaking community center planning for many years. Additionally, he outlined the proposed schedule for continuing to carry master planning of the Municipal Center

forward with selected consultant SEH and EUA.

The Board provided feedback on the proposed engagement plan.

Village Administrator Schuenke reported SEH would be on hand at the June 28th Committee of the Whole meeting to further discuss feedback on master planning for the McFarland Municipal Center.

6. SCHEDULE NEXT MEETING DATE.

a. To be determined.

7. ADJOURNMENT.

Motion by Village Trustee Edward Wreh, second by Village Trustee Stephanie Brassington, to adjourn at 6:52 p.m.

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

Respectfully submitted,
Cassandra Suettinger
Village Clerk/Treasurer

McFarland Municipal Campus Master Plan Senior Coffee Talk

June 22, 2022
9:00 – 10:00 a.m.

What programs do you currently use? What do you value?

- Strong “women” Bodies – 2x per week – small fee – low impact, stretching – see the same people
 - Kicked out of space because of other meetings – need consistency
- Yoga class was cancelled – the space was too small – 20 people – moved to parking lot, Zoom
- Coffee Hour
- Mai Jong and games
- Library offers computers
- Oregon SC has pool and ping pong
- Meals
 - Dedicated space to see outdoors, good access
 - Doors are very heavy

What time of day is ideal for you to participate in programming?

- Daytime – everyone goes to bed by 9pm
- Youth could use it after school in evenings
- Could have dinners and dances later

What programs would you like to have in McFarland?

- Exercise equipment
- Game room
- Large rooms for social events and dinners – flexible
- Movie nights
- Craft group
- Play club
- Sewing club meets offsite
- Presenters and Speakers
- Technology
- Indoor heated pool
- Community education
 - health and wellbeing class
 - Health services (foot care, flu shot, blood pressure, info, sink)
- Shamrock dinner, thanksgiving dinner

- Dedicated space for programming
- Separate entrances for senior center
- Indoor gym
- Indoor pickleball
- Audio improvements
- Doorless bathrooms
- Second floor office space
- Gazebo onsite for outdoor activities
- Indoor/Outdoor space
- Need to borrow equipment
- Volunteer desk for answering phones and questions
- Music groups
- Rehearsal space

How did you get here today?

- Walking (2) and car (38)

ND

Department: Senior Outreach

Date: 6/20/2022

Please review the 2021 Study, comment on what has changed with assumptions on space needs for those things that were proposed for inclusion or other things that could be removed.

Briefly describe the primary function and goals of your department.

Currently our primary function is to provide social services and outreach to seniors in a Dane County contract defined area which includes McFarland along with a large rural area, including Cambridge. We also provide nutrition services through a home delivered meal program based out of the McFarland meal site, and two meal sites including McFarland and Cambridge. In addition our goal is to provide outreach, education and social opportunities to seniors in McFarland

Where are your spaces located on the plan? (if applicable)

What programs do you have currently?

- Meal and Nutrition home delivered meals daily and meal site M/W/F Cambridge T/F
- Cultural Diversity for Older Adults Collaborate with Newbridge. None on site.
- Health Care Counseling, connection with resources and educational presentations
- Loan Closet very heavily used resource
- Transportation Focal point contracts with Dane County to provide transportation to grocery shopping and other shopping. We coordinate medical rides through volunteer recruitment
- Case Management daily and we have seen a steady increase over the years
- Tax Clinic- has not been feasible the last two years but is heavily used with over 100 clients usually on 5 separate half days .
- Medicare Options Counseling- mandated through Dane County contract on a yearly basis in Fall and as needed.
- RSVP sewing group- HELD OFF SITE Would like to bring it in house
- Foot clinic- had to change due to COVID . Was held at a local senior club house. Currently clients need to go to "clinic" site near Stoughton or local salon. Bring it on site potentially
- Exercise groups- Strong Bodies -8 sessions a week in community room, Yoga has relocated due to space issue, Tai Chi, temporarily located in park during summer. **By far the most used area for participation**
- Education on various topics related to seniors -scams, health advocacy, Medicare etc.
- Social opportunities- ie. Coffee hour, mother's day tea, root beer floats, annual picnic, Christmas program, and various other events
- Recreation- cards (has been on hiatus), maj jong, Spanish club, TOPS GROUP (NOT DIRECTLY UNDER US BUT MOSTLY SENIORS THAT MEET IN EVENING)

What Programs would you like to expand? Which programs are showing the most growth? What spaces are needed to support the programs?

- Our nutrition, particularly the home delivered meal program has grown tremendously over the last 3 years. Expanding the need for space for set up and volunteer pool to deliver. After years of seeing a decline in the meal site here in McFarland we are seeing an uptick, especially related to Lunch and Learns.
- Case management services have grown a lot. Particularly to the McFarland residents. Due to COVID , We have done more contacts via phone but still prefer in person office visits or home visits We have worked closely with the police and EMS departments for shared clients.
- More need for medically based interventions based on community care model. Heavily used loan closet.
- Social opportunities has increased per demand of seniors in community. Heavier turn out post COVID with a new group of seniors coming forward.
- Exercise based activities. No room available for more classes.
- Programming -exclusive space for easier scheduling, set up and take down. Storage space for event supplies and decorations.

**What programs would you like to pursue in a new community Center.
What spaces are needed to support the programs?**

- Better office set up. No room for volunteers to assist in office functions or to se clients comfortably. --- Loan closet severely overcrowded and unsafe.
 - Better kitchen design for home delivered meals and programming AND WASHER AND DRYER AREA
 - Storage, storage and storage - Our offices are filled with medical equipment and supplies, program items, kitchen and holiday storage filled to the max
 - Exclusive exercise area and additional overlap space for two classes at once, Storage for supplies, easy access to water source for drinking,
 - Educational room with hearing assistance, video capabilities
 - Health room -could be used for one on one in person visits, foot clinic, telehealth, private practitioner room to rent (?)
 - Arts and Crafts area (storage for RSVP Sewing supplies- yarn and fabric)
 - small computer access for public
 - More accessible bathrooms – electric doors
- Would love to see an outside area and/or rooftop area for programs like tai chi, gardening, meditation or eating. Would need to be able to reserve the space for dedicated use.

What spaces would you need to support the future programs?

- Larger and preferred dedicated exercise space, multipurpose room, arts and crafts, health room and a gathering drop in space for coffee etc.

- Safe and welcoming office space (not shared) with a dedicated adjacent conference room, room for volunteers, storage
- Commercial kitchen with a safe drive-up area for food delivery and volunteer drivers
- Ample storage in kitchen and for program items
- much larger on-site loan closet with cleaning area

From the Comprehensive Village plan p 27. The term Intergenerational Senior Center used. Can you define this?

My definition may be a bit different because initially we were asked to share space with youth services. I am not in favor of complete shared space with them for a variety of reason. I feel our seniors will in fact use the space during all times, and not just during the day.

Programs could be collaborated on based on staffing since they operate 3-6pm and we operated 8-5pm normally.

Definitely do not want to share office space with them. Strongly prefer a separate kitchen area as well due to health and safety standards and cleanliness and organization. Even if kitchen is shared to for rental we would need a locked storage area for our supplies and equipment. This includes refrigerators, freezers and steam table.

How many visitor/s users do you have daily. Weekly or annually?

This is very deceiving. Covid has changed the way we serve clients and classes weren't being held during that time. We have since secured our hallway which has discouraged people from dropping in. I would say on any given day, between classes, our meal delivery and appointments we have contact with approximately 130 clients a day who could potentially come in and approximately 10 volunteers a day just to support CM, nutrition, and medical rides.

We provide close TO 900 hours of CM services to over 170 clients a year. This does not count SOS programs or exercise hours, just social service. With that I would guess would be an additional 1000 hours of (service) programming a year.

Last year we served over 11,000 meals out of this building, both home delivered and on site.

What are your busiest times of the day, week month, time of year?

-CM-The morning until lunch time is the busiest for calls/visits etc. Afternoon is usually home visits/loan closet pickups or other outreach. There used to be cyclical times, but I would say March /April and then again October – December.

-Meal program -10am -2 clean up unless there is a program then until 3:00. Try to schedule Tuesday-Friday Lately has been doing mostly Wednesday and Friday very successfully.

-Exercise – Monday thru Friday mid-morning is the time slot everyone wants but we have from 7am-10 30 due to room and one slated in afternoon but not the preference and the other relocated for that same time slot in the morning

How many staff do you have currently?

Director Full time
Case manager Full time
Community Outreach Specialist/case manager Full time
Nutrition manager Full time
Nutrition coordinator Part time Cambridge

There has been an increase in hours of staff since 2018- all were part time prior to then so an increase of approx. 54 hours a week. This has allowed us to keep up with our increase nutrition and case management needs, volunteer management for the village and our department and with a recent addition of 320 hours, program planning.

How many staff will you need in the future?

That largely depends on how the structure of the community center is handled. If it centers on us being the primary programmer, it would involve a lot more than we have now. Especially support staff. If our primary service is seniors, then a 1.0 or 1.5 FTE Case manager, 1 FTE Programming, 2 part time Nutrition staff (as needed) Administrative assistant, 1 FTE

How many private offices/workstations?

- Director with conference area if possible, Depending on how facility is managed there could be an additional Director
- Case manager 2 and 1 additional depending on student status and /or shared position with safety departments
- Nutrition manager and a computer set up also in kitchen area
- Volunteer area- small computer area
- Program manager
- Community Outreach Specialist (could be located elsewhere potentially as time goes on)
- Receptionist/administrative assistant
- Health room with a work station and ability to do telehealth /adjacent to health room that can offer massage, acupuncture, reiki etc. . PRIVATE PRACTITIONERS TO USE THE SPACE FOR RENTAL OR EMS check in

Conference Rooms.

1 exclusive and adjacent to CM offices
Access to others in building when needed

What functions can be shared with other city departments? Conference Rooms, Break area, other.

Break area, additional conference room area
Shared space with library for programming
Volunteer area potentially. Need a separate small area by meal site since this is our heaviest daily volunteer need

What is your vision for the Senior Center?

Senior Center Background

[Senior Center Facts \(ncoa.org\)](http://ncoa.org)

- Administration
- Kitchen
- Meal prep for functions
 - Meal prep for delivery to the community
 - Number of meals and state licensing
 - Deliveries and shipping
- Activity Rooms
- Meeting rooms
- Exam and health care support rooms
- Outdoor area.
- Information and assistance
- Health, fitness, and wellness programs. Self-advocacy.
- Transportation services
 - Bus drop off and pick up
 - Car
- Public benefits counseling
- Employment assistance
- Volunteer and civic engagement opportunities
- Social and recreational activities
- Educational and arts programs
- Intergenerational programs
- ADA and design for inclusivity
- Flexibility Shared spaces.
- Little Library
- Casual location to congregate. Eyes on front desk.

McFarland Senior Center Current Programs

- Meal and nutrition programs: [Nutrition Services | McFarland, WI](#)
 - McFarland Senior Outreach, in conjunction with the Area Agency on Aging of Dane County and Dane County Department of Human Services, offers options for Senior Meals. Balanced and nutritious meals are designed following dietary guidelines for older adults and are approved by a Registered Dietician. Meals are prepared off-site by an approved catering company, Consolidated Food Systems, and are delivered hot and fresh to our facility for serving. Meatless options are available daily. A fresh salad is available as an alternative to the main dish on Salad Tuesdays.
Certain special diets can be accommodated with a prescription from a physician such as: Diabetic, No Added Salt, Pureed, and Mechanical Soft. However, our caterer cannot guarantee that meals can be allergen free. Suggested donation of \$4.00 per meal
 - McFarland Meal Site
 - Meal on Wheels
 - Nutritional Counseling
 - My Meal, My Way

- Cultural Diversity Program for Older Adults [Cultural Diversity Program for Older Adults | McFarland, WI](#)
 - The Dane County Cultural Diversity Program for Older Adults is a Countywide program to provide services and reduce isolation for African American and Spanish speaking adults 60 years of age and older. The Cultural Diversity Program for Older Adults identifies and assists in removing barriers that prevent seniors from accessing community services. Services center around health education, socialization, and building a sense of community. African American and Spanish speaking seniors increase their knowledge of local resources and become more comfortable attending community events. NewBridge is currently contracted by Dane County to administer the countywide program.

Services Offered Through the Program

- **Exercise Classes:** English and Spanish
- **Monthly Health and Safety Education Discussion Groups:** Addresses topics such as nutrition, relaxation and stress release, cancer, heart disease, home safety, chronic conditions, dementia, diabetes, brain exercises, accessing health benefits, bilingual wellness fair, energy assistance, severe weather safety, home safety, and food safety.
- **Monthly Support Groups:** Currently two support groups are held for African American and Spanish speaking senior adults; one for seniors with diabetes and another for grandparents as caregivers.
- **Social Activities:** Activities include bilingual bingo, art class, musical concerts, cultural events, and much more.
- **Wellness Workshops:** Workshops include Alzheimer's and dementia screenings, fall prevention, healthy cooking classes, and wellness fairs.

Program participants are referred by family and friends, clinics, churches, senior focal point case managers, the Aging and Disability Resource Center, and other service providers throughout Dane county.

For information on programs for African American seniors, contact Pam Bracey at 608-243-5252 ext 205 or pbracey@nescoinc.org.

For information on programs for Latino seniors, contact Rodrigo Valdivia at 608-243-5252 ext 203 or rvaldivia@nescoinc.org.

From <<https://www.mcfarland.wi.us/244/Cultural-Diversity-Program-for-Older-Adu>>

- Health Care
 - Foot Care [Foot Care | McFarland, WI](#)
 - Coordinate with Artistic Salon and Spa and Stoughton Health Community Health and Wellness Centers for a reduced fee.
- Loan Closet
 - A selection of Durable Medical Equipment is available for short term loan (approximately 6 months or less) to older adults (over age 60) in the Village of McFarland, Town of Dunn, Town of Pleasant Springs, Village of Cambridge, Town of Rockdale and Town of Christiana. Items are available to check out with a suggested donation of \$5.00 per item. Please call ahead at 608-838-7117 to check the availability

of items and to schedule an appointment to pick up from the McFarland Municipal Center, located at 5915 Milwaukee St.

- Transportation [Transportation Services | McFarland, WI](#)
 - Wheels to Meals
 - Medical Rides
 - Shopping Trips
 - Veyo Transportation for Medicaid Customers
 - Dane County Transportation for Seniors to Medical Appointments.
- Case Management [Case Management | McFarland, WI](#)

The Case Management program is a contracted service unique to Dane County, which links older adults with services (i.e. food, housing, legal, medical, financial, social well-being etc.) to help them remain as independent as possible in their homes. McFarland Senior Outreach has two Case Managers who are devoted to coordinating, evaluating and advocating for services to meet each individual's needs and preferences. Case Managers meet with clients either in their homes or at the McFarland Municipal Center.
- Tax Clinic [Tax Clinic | McFarland, WI](#)
- Medicare Options Counseling [Medicare Options Counseling | McFarland, WI](#)
- **Current Program**
 - 6 Secure offices, Volunteer Offices, Medical consultation office, 1 conference room, storage for loan closet and supply area.

Department: Community Development

Date: 6/20/2022

Please review the 2017 Study, comment on what has changed with assumptions on space needs for those things that were proposed for inclusion or other things that could be removed.

- 2021, added PT Planning & Zoning Assistance (position currently vacant). Position does not have any designated in-house office space. An additional general work station is planned for the Building Inspector's office as a temporary place to work as needed.
- 2022, Code Inspector position was eliminated. There is no 12x8 cube station for this position as previously listed in the 2017 Study.
- 2022, Clerk III was reclassified as Community Development Specialist, position is also responsible for Property Maintenance inspections
- 2022, added FT Associate Planner
- Building Inspector is now contracted, working PT (4-6 hrs/day) but maintains in-house office. Future on-staff could be pushed out to 2032.
- Commercial Electrical Inspector is still contracted on a PT basis. Position does not have any designated in-house office space. An additional general work station is planned for the Building Inspector's office as a temporary place to work as needed.
- 2027, Village Engineer currently is contracted, future on staff could be pushed out to 2032.

Briefly describe the primary function and goals of your department.

- Oversees the review of building permits and building inspections
- Responds to property maintenance complaints, inspections, and citations
- Oversees the review of various zoning and land division permits (e.g., zoning amendments, conditional use permits, site design permits, historic preservation permits, Certified Survey Maps, subdivisions, condominiums, and variances)
- Leads the creation and amendment of Village long-range plans (e.g. Comprehensive Plan, Outdoor Recreation Plan, Sustainability Plan, neighborhood, corridor, and downtown master plans, etc.)
- Manages Village Tax Increment Finance Districts, including overseeing the review of development incentive requests, WDOR reporting, etc.
- Leads economic development initiatives
- Leads sustainability initiatives
- Assist with updates to the Municipal Code of Ordinances

Where are your spaces located on the plan? (if applicable)

- ?

What programs do you have currently?

- No current programs other than zoning and building permitting.

What programs would you like to pursue in a new community Center.

- Within the next 20 years it is conceivable that the Village might develop its own housing assistance programs.

What spaces would you need to support the future programs?

- Additional space is needed for Department staff

How many staff do you have currently?

- FT Director
- FT Community Development Specialist
- FT Associate Planner
- PT contracted Building Inspector
- PT contracted Electrical Inspector
- PT Planning & Zoning Assistant (currently vacant)

How many staff will you need in the future?

- Assuming PT Planning & Zoning Assistant will transition into FT
- Two FT Building Inspectors
- One FT Engineer (in collaboration with PW)
- FT Clerk
- PT Intern

How many private offices/workstations?

- 4-6 private offices, 6-10 total work stations

Storage

- Storage for Department records is reaching capacity with filing cabinets being added to hallways. Digitization of Department files could lead to reduced needs for hard copy filing cabinets but some storage of historical maps, plans, permits, records is still likely needed to some extent.

Conference Rooms.

- Current conference room is not audio video enabled and too small for long-term needs.
- An internal staff conference room would be ideal

What functions can be shared with other city departments? Conference Rooms, Break area, other.

- Conference rooms (based on proximity)
- Break area
- Print room (based on proximity)
- Records storage (based on proximity)
- Reception/permit desk

Department: Communications and Technology

Date: June 20, 2022

Please review the 2017 Study, comment on what has changed with assumptions on space needs for those things that were proposed for inclusion or other things that could be removed.

- The proposed plan still checks majority of what is needed for our department and its projected growth.

Briefly describe the primary function and goals of your department.

- The Communications and Technology Dept. can essentially be seen in three avenues, but all overlap in various aspects:
- 1) Communications – social media management, website management, marketing, public relations, emergency communications (only when needed), branding and design management
- 2) Technology – cable infrastructure and management, various internal IT support, website management, phone system management, network management
- 3) Cable – live and pre-recorded productions, including, but not limited to, government meetings, high school athletics, high school music, PSAs, local/community programming

Where are your spaces located on the plan? (if applicable)

- Second floor

What programs do you have currently?

(See answers to question 2)

What infrastructure do you need for communications and technology?

- Individual office space + communal staff space
- Control room
- Production storage
- Production Studio
- Server room

What programs would you like to pursue in a new community Center?

- A large meeting space for the community to use/rent. Right now, the biggest conference room within McFarland is at the intermediate school and therefore, not easily accessible to the entire community. Considering a large space that could also be sectioned off would be great.
- Accessibility for seniors and all the programming the SOS dept. offers to them.
- Distinguishing spaces between each dept. and community areas.
- Outdoor spaces to gather/take breaks
- Sustainability/green measures, i.e., net-zero building

What spaces would you need to support the future programs?

- A production studio

How many staff do you have currently?

- 6 (3 full-time; 3 part-time)

How many staff will you need in the future?

- Hard to say as changes have developed nearly on a year-to-year basis for needs. I think within the next 5-10 years, I could see the full-time employment needing to be 4 or 5 employees, while still maintaining part-time employees as well.

How many private offices/workstations?

- 2 to 5; At least one for the department head and for the full-time employees, though those could be shared (maybe 2 in an office) if necessary.

Storage

- Definitely needed. We have an entire room full of production equipment, tools, technology hardware, and racks for servers and cable equipment.
- We also utilize storage in our server room, which is overflowing and too tight of a space for what is required.

Conference Rooms

- A space for the department to have for meetings and team gatherings would be beneficial.
- We also need to be near, if not connected directly to the main meeting/conference room for our cable channel broadcasts.

What functions can be shared with other village departments? Conference Rooms, Break area, other.

- What's listed – conference rooms and break rooms can easily be shared.

Department: Administration

Date: 06/20/2022

Please review the 2017 Study, comment on what has changed with assumptions on space needs for those things that were proposed for inclusion or other things that could be removed.

As I review the 2017 study, I do not believe the staffing projections of the administration department were accurate. At the time the data was taken the Administration Department was in transition. In May of 2017, the Administration Department completed a restructuring that laid the groundwork for how staffing would grow in the future.

Briefly describe the primary function and goals of your department.

The primary function of the Administration Department is

1. To provide support for Village Departments in the areas of Finance and Human Resources.
2. Serve as the main customer service contact point for Village residents for general questions and directions inquiries accordingly.
3. Administer several areas of licensing and permitting
4. Administer Elections
5. Manage Municipal Center Room Usage

The goal of the department is to achieve our work in the functions in a transparent and efficient manner that provides good customer service to the Public and Village Departments.

Where are your spaces located on the plan? (if applicable)

Labeled as Administration.

What spaces for Administration would you like to pursue in a new community Center?

Would like to pursue spaces for Administration that allow for the staffing growth that will occur in the next 1-20 years.

What spaces would you need to support the future growth?

The main space the administration department needs is mainly related to staffing, however, ideally a community center would provide a location to be used as a second polling place. Currently the Municipal Center serves as the only polling place in the future. The Public Safety Center will have a polling location and the Community Center will house the second.

How many staff do you have currently?

Currently the Administration Department has 4 Full-time Staff members (5 if you count the Village Administrator) and 1 FTE shared with fire rescue

How many staff will you need in the future?

More specificity is likely needed regarding the period of time we are looking to cover staff in the future. The administration department future staffing plan calls for phased growth of employees. Within the next 10 years, the Administration Department would grow from 4.5 employees to 6.5 employees. (Village Administrator is in this 5.5 grows to 7.8)

Within 10-20 years – the Administration Department could potentially grow by another 2 employees.

However, these staffing projections are based on the functions currently utilized by the department as they sit today. Creation of a Community Center would like require dedicated staff to programming that would pickup coordination of room usage within the Community Center. Where and how that task is handled, would have an affect on staffing projections. Current staffing projections just cover current services offered.

How many private offices/workstations?

In looking ahead, currently the Clerk/Treasurer, Village Administrator, and Human Resource Generalist utilize private offices. In next 10 years, an additional 2 private office spaces would be needed.

Additional space would need for a general area for administrative staff to be available to assist the public. Current cubicle space does not allow for much privacy for most employees. Future growth should factor in an office configuration that allows for the employees to be able to meet the needs of the public, but for each employee to have some private space. A more modern office set up.

****Have private restroom facilities for employees (this does not need to be specific to the administration department, but just employees in general) should absolutely be part of future considerations for security reasons. Ensuring Village employee rooms such as breakrooms or restrooms that can be shared by the four departments, but not accessible to the public should be taken into consideration. Also considering the future and DEI initiatives by considering creation of non-gendered restrooms and facilities for staff and the public.**

Storage

The Administration Department is responsible for the retention of records. Currently there are two storage rooms and a small election closet utilized by the department. Additional space could be better utilized by purging non-needed records and getting the Village organized and on a regular schedule for purging. Additionally the Village has identified digitizing records in the future. The future of that process and project will have a direct impact on storage and space needs. But regarding the department needs storage space for permanent records, and election equipment and supplies of the department.

Conference Rooms.

The Department has meetings from time to time with the public and employees of the Village. Have conference space is necessary. Current conference rooms create distractions from an access standpoint.

What functions can be shared with other city departments? Conference Rooms, Break area, other.

Conference Rooms are shared now and likely can remain shared among the departments that remain in the building. Break room can be shared, but should be designed so it is easily accessible and in a shared location for all departments. The current breakroom is way on one side of the building, directly adjacent to an entrance.

Department: McFarland Youth Center

Please review the 2017 Study, comment on what has changed with assumptions on space needs for those things that were proposed for inclusion or other things that could be removed.

What are the ages of the Youth Center users? What are the peaks during the year?

Grades 6-8 (approx 12-14 years old)

Peak attendance is M-F during the school year with pre-COVID levels at 25-30 youth/day.

3-6pm every day

Summer 1-5pm

<12 years old – day care, after school programs, sports

What programs do you have currently?

Game Recreation Space (pool table, air hockey, ping pong)

Electronic Recreation Space (video games, computer stations)

Science Club

Arts & Crafts Club

Service Club

Fresh Cooking Club – stove, fridge, cabinets

MYC Leadership Council

Etc.

Each program is one day/wk

Other programs are mixed in (magician, seasonal)

What programs would you like to pursue in a new community Center. Where is the greatest need?

Indoor recreation space (small gym, etc.)

Expanded homework/tutoring program.

Quiet room (10-15 kids)

Tutoring – staff assistants

Americorp – shared a position with school district

Physical constraints – homework/tutoring area is cramped. No indoor space for recreation

Kitchen improvements

Current space in old library 4,000 sq ft. Office, quiet room, storage, M/F bathrooms, open area with pool table, video games, tables for crafting

What spaces would you need to support the future programs?

Indoor gym of half gym.

Larger “quiet room” with space for tables, chairs and computer workstations.

How many staff do you have currently?

Managing Director (1)

Assistant Directors (2-3) (some of these are technically interns or work-study college students)

Board of Directors – Shawn (president) – all voluntary

How many staff will you need in the future?

Similar to current levels. What we need is more HOURS for all positions.

Perhaps more Assistant Directors if each person cannot handle more hours within their schedules.

25-30 kids feels at capacity and difficult to manage – pre-covid levels

How many private offices/workstations?

One office with desk/computer space for:

(1) Managing Director

(1) Assistant Director (we will have more employed, but they can share one work desk/computer)

Office storage space (file cabinets, general storage)

Etc.

Shared office space would be ok.

Storage

Need space for storage YES. Several cabinets for indoor programming materials. Several large cabinets for outdoor recreation equipment (sports balls, etc.)

No current functional storage

Conference Rooms.

We generally need a room or two that is “quiet” and cordoned off from the general space. This could be shared space for programming and occasional staff meetings (as well as shared space with other community center stakeholders, such as Senior Services)

What functions can be shared with other village departments? Conference Rooms, Break area, other.

Conference Rooms (i.e. Quiet Rooms)

Break Area

Kitchen / Cooking area

Stage

General Comments:

ROOMS – Any interior cordoned off space/rooms would be best to have interior WINDOWS (in order to allow supervision without the supervisor being always physically in the room). Dividable space would also be good (room dividers, etc.)

NOTE – We need to understand OPERATIONAL aspects in parallel with physical space design.

Staff needed for both areas

Indoor Space: separate rooms with windows, protected

Outdoor Space: safe

Shared spaces: kitchen, youth-only activities, stage, outdoor sport courts

Funding: \$120k/yr budget - Village, School District (Fund 80), DC Human Services, Town of Dunn, Friends of Youth Center (\$5k), fundraising car wash/bands, grant writing (alliant, capitol kids funds), local service clubs (optimist, lions).

Youth Center as 501c3 or village dept./service – not opposed if there's long term support. Always looking for revenue streams instead of providing youth center training.

Currently rent spaces

Big Wish – Indoor recreation space with rock climbing wall. Green space with garden, basketball

McFarland Community Center

MYC Youth Requests, July 2022

These items are what the youth console of the McFarland Youth Center requested when asked what they would like to see in the new community center.

NOTE - This list also includes things that are more closely related to MYC programming and less to do with building concerns, but we felt they were important to include them anyway:

General Space Needs - Outdoor:

- Outdoor activity/Athletics space
- Four Square Court
- Gardening Space
- Slide / playground equipment

General Space Needs - Indoor:

- Basketball/Gymnastics/other indoor athletics area
- Kitchen space
- Multiple, smaller activity areas (instead of large single activity are like current MYC Building)
- More dedicated activity space (art area, science area, Escape/puzzle room)
- Better Quiet/sensory space
- Elevated / Stage area
- Library (For Youth Center)
- Indoor workout / exercise space
- Video game room
- Large (conference) style table
- More Storage space
- Student of the Month Wall

Infrastructure Ideas:

- Good security system
- More bathrooms
- Better bathrooms
- Transportation services (field trips)
- Hammock, bean bag chairs and other comfortable furniture.
- Gaming chairs for computers
- New / more dry erase boards

Specific Activity Ideas:

- New ping pong table
- Ice cream machine
- VR Headset
- More video game equipment
- New TV/TVs
- New Pool Table
- Video Projector
- New Computers
- Youth Center pet (Hamster/rat/fish)
- Pinball Machine
- New/better air hockey table

Ideas Not Considered At This Time:

- High School age programming
- Lower volunteer age limit
- Swimming pool
- Archery Room
- Movie Theater
- New Logo
- Basement (youth members didn't really elaborate on this one)
- Trampoline space
- Better AC (our AC is fine, Don't know why this was a concern TBH)

- Cassandra, Paul, Nate, Heidi
- Out of space now – need dedicated library space (6,500 sq ft)
- Do not want to compete for space
- Largest demand in children's services
- Funding is based on check out's
- Children's services could be in the new community center
 - o 1,000 books (picture)
 - o Express library setup
- Turning people away
- 4-5 FTEs needed in 10 yrs, 6-7 in 20 years
- Mornings 9-12, M-F staffed at new space with current staff
- 2/3 funding comes from Village
- \$325k came from Dane County
- Adjacent counties provide funding too
- Currently one meeting room (134 capacity) – amoeba shaped does not work
- Need access to a room holding 220-250 people – Could be shared space
- Not using it evenings or weekends
- Dedicated staff meeting space
- Storage includes arts/crafts, instruments, scarves, etc.
- Parking is limited
- Monday morning story time has 70 people
- Outdoor programming
 - o Outlets
 - o Water
 - o Indoor/outdoor splash pad
- Restroom facilities – family gender neutral bathrooms, stools
- Staff-only bathrooms
- Public building open to all - tough not to profile (adults going into children's area)
- 22 security cameras now
- Good A/V – dedicated through Fearings – cannot share data so the network needs to be dedicated – Library System (MUFFIN)
- Coordination with the Youth Center – Want more!
- Wish List
 - o Discovery Park w/ band stage
 - o Outdoor programming
 - o Shade structures, trees
 - o Movie night outside
- Outdoor story time
- Battery back up
- Stormwater education teaming up with Public Works

Also feel like the new building should have a shared service model in mind. Finding ways so all departments are easier to access. This would lead to easier access for the Public, as well as potentially efficiencies by sharing administrative staff among departments.

Sign-In

Community Center Planning Public Meeting

McFarland VILLAGE OF

NAME

Nate Day

Molly Wagner

Shawn Miller

TJ Jerke

Aaron Sprang

Sara Sprang

Katie Gletty-Syoen

Community Center Planning Public Meeting

COMMENTS

- Personal care (senior center)
- Tonail clipping
- Space programming based on actual needs
- Close Milwaukee Street
- Flexible space for seniors, scouts, etc.
- Outdoor space on Milwaukee Street
- Class space for adults

- Bike rodeo
- Community meal or weekly tailgate
- Splash pad
- Learn to bike area, path
- Meeting rooms
- Exercise equipment
- Walking track
- Senior outreach should focus on younger seniors

Youth Center (501c3)

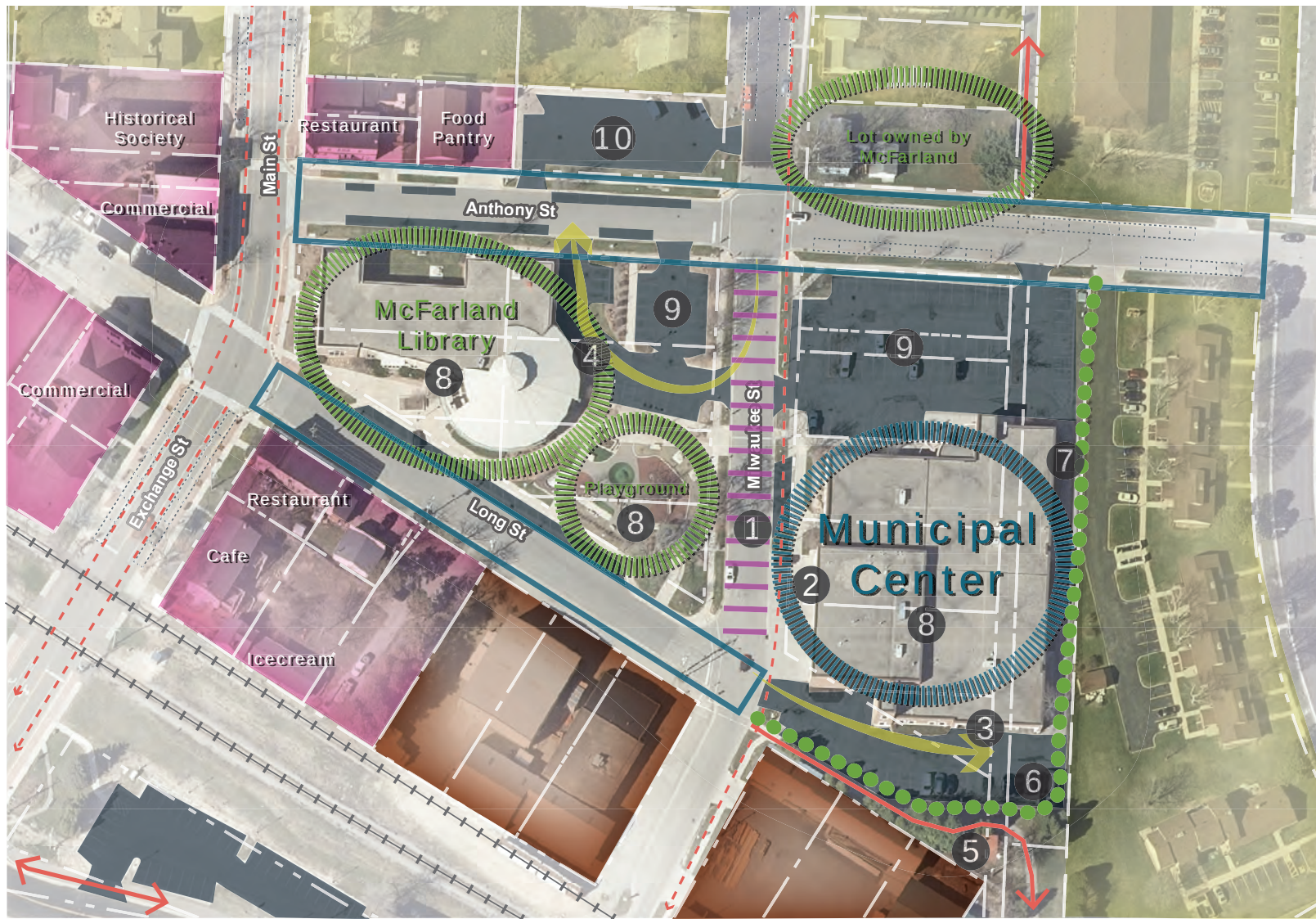
- Youth services should be represented
- Rely on donations for 25 years
- 25-30 kids/day
- Volunteer board menders
- Former library 4,000 sq. ft
- Pool, ping pong, video games
- Small green space
- Managing Director 30hr/wk (office)
- Assistants 10-15hrs/wk: (2-4) (desks)
- Board of Directors
- Fund 80 + MRAP
- Programming Wants/Needs
- quiet spare
- Real kitchen
- partitionable space
- Windows
- indoor physical education



Public Art
 After School Programming
 Senior Meal Preparation
 Tax Preparation
 Arts and Crafts
 Outdoor Seating
 Arts and Crafts Room
 Youth Center Entertainment Room
 Family Education
 Live Music/Poetry
 Rooftop Garden with Seating
 Technology Classes
 Patio
 Garden
 Maker Space
 Workout Room
 Gardening Classes
 Gym/Court/Pickleball
 Outdoor Event Space
 Sustainability
 Meeting Room
 Tables with Sun and Shade
 Food/Clothing/Medical Supply Distribution
 Food Bank/Clothing Closet
 Accessibility
 Personal Care
 Easier Access between Library and Municipal Center
 Cooking Classes
 Plaza with Indoor/Outdoor Access
 Flex Spaces
 Green Space
 Commercial Kitchen/Meal Prep Storage
 Outdoor Recreation
 Health Education
 Makerspace/Techhub
 Cooking Classes
 Remote Work Stations
 WORD PROMPT
 McFarland Municipal Campus



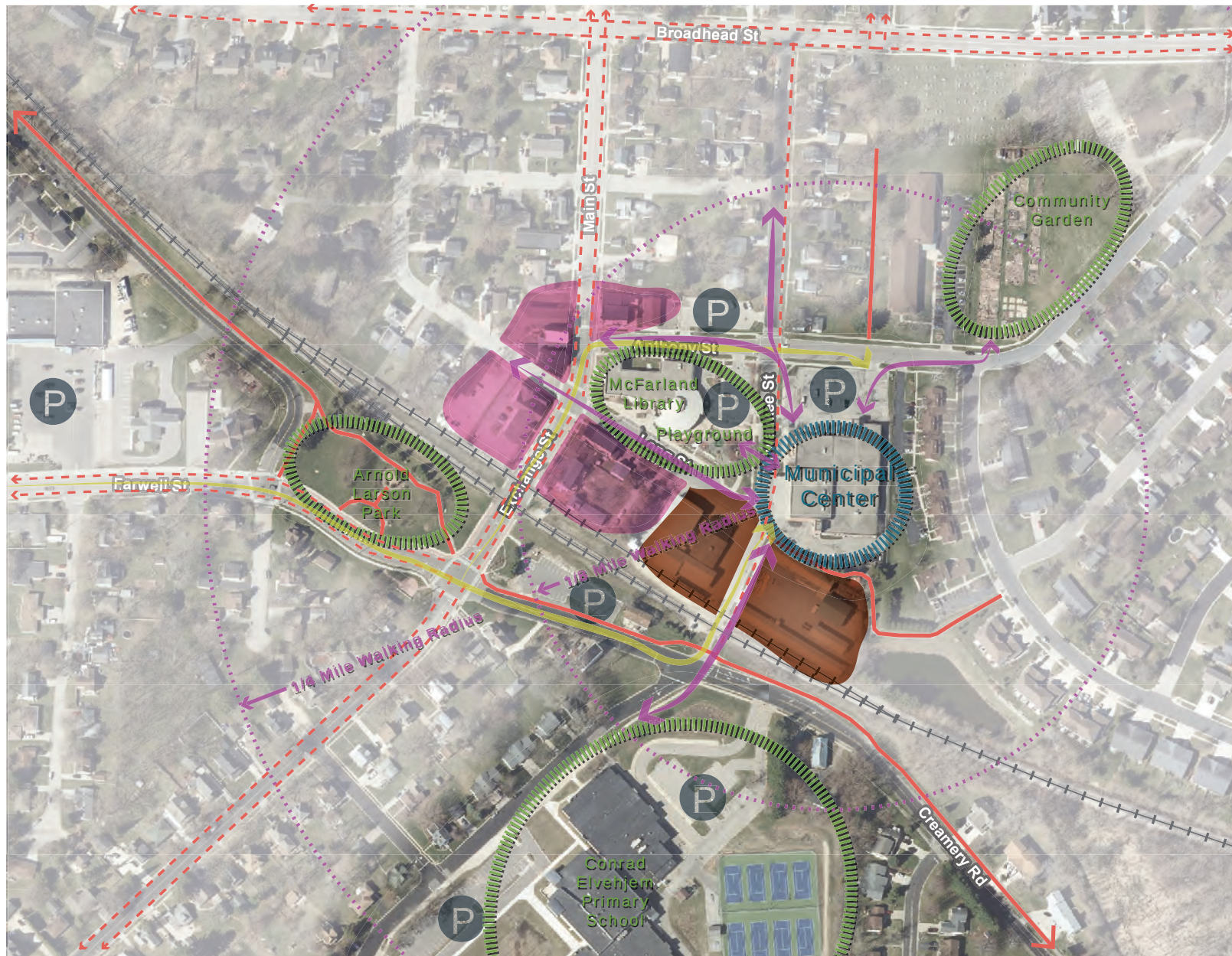
McFarland Municipal Campus Site Analysis - Issues & Opportunities



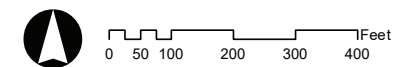
- Local Businesses
- Lumber Yard
- Residential
- Public Parking - reasses need and amount
- Additional On-Street Parking - Unstriped
- Municipal Center / Future Community Center
- Civic Space
- Vehicular Circulation - Key Route
- Possible Road Closure
- Streetscape should feel like extension of municipal campus; consider temporary closure for events
- Screening Opportunity
- Shared Path
- Bike Lane
- Railroad

- 1** Closing/repurposing Milwaukee Street could expand opportunities for community activities and strengthen connection between library and future community center
- 2** Existing garage doors - good indoor/outdoor connectivity - enhance view from Long Street
- 3** Opportunity for improved dropoff for Meals on Wheels and senior designated parking
- 4** Library book dropoff - location encourages vehicle trips into site; reconsider relocation options
- 5** Storage Building - determine best use
- 6** Quiet area on south side of building conducive to sensory garden
- 7** Remove vehicle loading function from alley. Mark pavement for trail connection to community garden
- 8** Strengthen connection within campus through use of plantings, site furnishings, signage and wayfinding
- 9** Consider sustainability enhancements at parking lots:
 - reduce runoff with permeable paving
 - reduce urban heat island with more shade trees
 - cover with solar panel pergola structure
- 10** Private parking area used during community events

McFarland Municipal Campus Site Analysis - Connections



-  **Local Businesses**
-  **Lumber Yard**
-  **Public Parking**
-  **Municipal Center / Future Community Center**
-  **Civic Space** - Explore opportunities to strengthen identity, wayfinding, and pedestrian and bike connectivity
-  **Vehicular Circulation - Key Route**
-  **Pedestrian Circulation - Key Route**
-  **Walking Radius**
-  **Shared Path**
-  **Bike Lane**
-  **Railroad**



McFarland Municipal Campus Master Plan Committee of the Whole (Village Board) Meeting #2

June 28, 2022

5:30 – 6:30 p.m.

MS Teams Virtual Meeting OR In-Person

I. What are your main needs or must haves for a community center – programs, services, or spaces you couldn't accept a master plan without?

TJ: Expand senior outreach services, youth space, community space with technology.

Stephanie: Expand senior and youth areas.

Carrie: Accessibility for all ages and abilities. Meeting space. Village government must be here. Flexibility and coordination with many groups.

Ed: Be intentional about the end product. Don't want new space in 10-20 years. Flexibility. Inclusivity – resources available to the entire population. Space available for all groups. Young couples and preschool programming.

Carolyn: Senior, youth, meeting, and gathering space. What will the initial building look like? Operations...need more space in 20 years. Flexible space in the future. Cannot be full when the doors open.

II. What are your main wants (dreams) for a community center?

Carolyn: Actual community center. Actionable items that lead to construction. Cut a ribbon.

Ed: Gym, splash pad/aquatic feature, Exercise

Carrie: The campus becoming a destination/campus/place to hang out (ice rink in monona), Bay doors could be open for indoor/outdoor space (street dancing), walkable, ice cream, art

Stephanie: Used every day, all day, things are happening. See your friends, neighbors, and the municipal gov't.

TJ: Close Milwaukee Street for a downtown plaza area. Farmers market, pop up tents, to attract people downtown. Walking path or track to connect to trail. Indoor/outdoor areas. Bike/ped educational area. Splash pad. Outdoor feature allowing acting or music. performance

III. How will you prioritize space needs within the facility? What sort of factors, data sets, or other guidelines will you be looking for to aide in the decision-making process?

Carrie: Would concur with the community feedback. flexibility and funding

Stephanie: staff will be using the space more than anyone. Make sure we have met those needs for IT, storage, etc. More active space for seniors.

NOTES

McFarland Municipal Campus Master Plan
Village Board Meeting #2 – June 28, 2022

Ed: Staff space takes priority. Considering the programs that are doing well or ones that may need to be revamped.

TJ: How would survey respondents use the facility? Would they be inclined to use the space with specific features? Look to other communities for hints on what to expect with a community center.

Carolyn: Flexibility and funding

IV. Ultimately the Village Board will make the final decision to accept the master plan when it is complete. The master plan will be used to build a design off and then construct the facility. What will it take for you to accept the Master Plan with the preferred alternative for the Community Center when it is presented at the end of the process?

Carolyn: A room of happy people. Flexibility and a model to help fund and build out.

Ed: Enough info from the board, etc. Innovative, something that makes the community proud.

Carrie: The plan should be a responsible use of funds. No significant things brought up.

BIGGIES

How we pay for the ongoing operations

MRAP and other funding

Funding and programming

Aligning the program into design and space needs

Flexibility and funding

Notes:

Community Center Planning

Village of McFarland

Matt Schuenke

McFarland School District

Jeff Mahoney, Stu Schaefer, Alisha Fix

EUA

Andy Lyons

Date

7/14/2022

What programs and services are offered through MRAP?

- MRAP – McFarland Recreational, Aquatics, Play
- Programming is year-round, but most intensive in the summer months
- Programming is focused on 4K-12 students, however, MRAP does provide limited programming to an older population (40+) and a younger population, largely through the pool.
- Programs are segmented into aquatics and non-aquatics. Non-aquatic includes a recreational athletics program and an art/drama program
- All programs are fee-based and must be self-supporting. However, the school district provides the facilities – pool most notably.
- All-day-every-day in summer. Shift focus to weekends and after-school-based programming during the school year.
- Previous seasons' programming guides are available online to review offerings.

What facilities do you currently use?

- Primarily school district and municipal facilities.
- Significant outdoor facilities use in the summertime
- School District co-curricular programs have first priority over MRAP

Demand for school district / MRAP facilities is very high

- Annually approximately 6,000 individual requests for courts. The school district is turning down court requests. High demand in the hours of 5-8.
- Basketball, futsal, baseball cage / softball cage are all high-demand items
- School district to provide EUA / SEH / Village data on court requests and court turn-downs annually over the last several years.

Dream Space

- Stu
 - o Where are kids going now – what do those spaces look like:
 - Legacy Academy
 - GBH (?) GRB (?)
 - Forward
 - Trampoline place
 - Unplug - Ping Pong / Air Hockey
 - Staffing is really important – must be fun and engaging

- o Turfed indoor space for baseball / softball cage
 - o Weights / safe surface
- Alisha
 - o Need meeting rooms
 - o Flexible spaces
 - o Commercial kitchen
 - o Multi-uses area with appropriate flooring for a variety of athletics / dance
 - o Way to get kids not interested in athletics engaged and doing things together. Gaming / Inclusive / Accessibility
 - o Indoor / outdoor
 - o Mentioned an MSCR facility in Fitchburg.
- Jeff
 - o Large space with appropriate flooring / surface / materiality
 - o Multi-purpose room

Other

- Jeff – kids don't want to be in the school for another hour or two after school. They want to escape
- Jeff – agree that 6-8 participation in Youth Center would increase if space/funding was available. However, 1/3 to 1/2 of kids are open enrollees waiting to be picked up
- Jeff – challenged by cap / freeze on Fund 80 levy
- Jeff mentioned a good working relationship with Village
- Likely operating referendum in November 2022.

Tuesday, July 26, 2022

5:30 PM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/85202872532>

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

Webinar ID: 852 0287 2532

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

1. CALL TO ORDER.
2. ROLL CALL.
3. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Committee of the Whole. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the Committee may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the Committee for their consideration. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to village.clerk@mcfarland.wi.us to be included as part of the meeting.
4. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the June 28, 2022 meeting.
5. BUSINESS.
 - a. Introduction of new HR Generalist.
 - b. Update and Discussion regarding the McFarland Municipal Center Campus Master Planning Project.
6. SCHEDULE NEXT MEETING DATE.
 - a. Tuesday, August 23, 2022 at 5:30 pm.
7. ADJOURNMENT.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, July 26, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Lori Andersen, Senior Outreach Director, Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Update and Discussion regarding the McFarland Municipal Center Campus Master Planning Project.

PREVIOUS ACTION:

The Village Board authorized the issuance of the enclosed RFP at their meeting on December 13, 2021.

The Village Board approved hiring the consultant to complete the Master Plan following the RFP process at their meeting on February 28, 2022. [Please click on this link to view the proposal](#) and [click on this link to view the Request for Proposals \(RFP\)](#).

The Village Board met with the Consultant through its Committee of the Whole meeting on May 24, 2022 in order to introduce and begin the project.

The Village Board met with the Consultant through its Committee of the Whole meeting on June 28, 2022 in order to provide input on the project through stakeholder engagement.

ISSUE SUMMARY:

We continue to work on developing the Master Plan for the McFarland Municipal Center Campus. This project was introduced previously back in May and the Village Board met with the Consultant in June to provide input on the project. The first phase of this work is to "Learn" about its various elements by gathering input, studying the existing facility, and familiarizing ourselves with the world around the area in question. Our plan for Tuesday is to review and update on the work that has been done to date and discuss next steps in the process. Please note the following summary to outline our discussion for the meeting:

- Summary Updates
 - Public Engagement
 - Existing Conditions
 - Traffic Study
- Design Directions
 - Sustainability Goals
 - Introduction to Universal Design Parameters
 - Social Infrastructure Opportunities
- Concept Development



O Plan for Concept Design Workshop

These elements will be presented on by the Consultant(s) as the update and discussed by the Village Board as part of the meeting.

Please see below the background/history for this project. This was presented as part of the initial meeting in May of 2022 and carried forward within these memos for reference.

Most of our current facility utilization came out of planning that began in and around 1995 through a Facilities Study Subcommittee that helped plan out the implementation of the current Municipal Center and Public Works facility. The current Library facility was also in its early planning stages as well during this time. The Village took occupancy of the Municipal Center in 2000 while the Library was completed a few years later.

Discussions surrounding the addition of community center style spaces to the Municipal Center began in and around 2008 through the creation of an Ad-Hoc Facilities Study Committee. This group's work began to look at the current spaces and talk about how changes could be made to address additional needs to support Senior Outreach, Youth Center, and Food Pantry.

Discussions amongst this group continued through 2014. This was Committee led by the individuals appointed to the group and they had limited consulting resources provided to study the changes desired. Included in your packet is an excerpt from their work outlining who they were, what they were tasked with doing by the board at the time, general future space planning, survey feedback, and conceptual adjustments to the Municipal Center. Some of this work was used as part of discussions with the School District to see if community center spaces as was planned here could be worked into the referendum project. The District was planning for the referendum in 2014/2015 and did include discussions on the community center within the planning process. The idea did not advance from the planning process when the referendum was passed for their projects in 2016.

The Village Board moved forward with a Facilities Master Plan process in 2017 to better account for space needs across all Departments including the Youth Center (external agency). This work was completed in combination with the Architect from the Municipal Center project, Staff, and the Facility Master Plan Steering Committee. The Committee was made up of a combination of Village Board members and residents from different Committees (i.e. Public Works Committee, Senior Outreach Committee, etc.) The work here was high level planning meant to address current deficiencies with our facilities, talk about future needs (planned 10 years out), and provide different ideas/options to consider in the future to address growth. There were locations studied as part of this work as well as floor plan adjustments to consider adding a second floor to the Municipal Center to add the community center spaces uses while also accommodating growth of other Departments. The full plan link is available later in this memorandum. Included as an attachment are excerpts from this plan showing the space needs planning, floor plan concepts, and site plan adjustments. This plan was important as it laid the ground work for the challenges we are faced with in our facilities and established the idea that one of the public safety users needed to move out in order to accommodate adding the community center.



Continued planning through the Steering Committee went into 2018 but was regularly challenged by how to fit all the space needs into the available foot print with the biggest challenge being the continued inclusion of the Fire and Rescue Department within the Municipal Center. To that end, a Public Safety Analysis was completed in 2019 to further study the future of these Departments and provide a recommendation on their space needs. [Please click this link to view the Public Safety Analysis](#). Through this study, it was recommended that both Police and Fire/Rescue move out of the Municipal Center along with Municipal Court and that they be properly established within a new facility that is planned for use over several decades. This would address their challenges they currently face with the existing facility and also allow for the Community Center to be constructed within the areas they vacate. We were able to work out the location of the new facility in 2019/2020 as a land swap with the School District and hired the architect for the new Public Safety Center in 2020.

Construction on the new Public Safety Center began in October of 2021. Its timeline for completion is a little elongated at the present due to the current economy, but is anticipated for completion in the late Spring of 2023. Generally speaking then about a year from now the current public safety spaces within the Municipal Center will be fully vacant and be available for repurposing as is desired. Looking ahead, this planning process is anticipated for completion in March of 2023. The design/bidding process is anticipated to take about a year to complete which would place that in the Spring of 2024 if we proceed immediately to design following completion of the plan. Construction then can be anticipated to take 12-18 months so likely we take occupancy of the newly renovated building no later than the end of 2025 or early 2026.

Timing for this project can be fluid though, this future schedule is meant to provide perspective and allow for discussion in concept. It is not a request or requirement, just a guide.

The Village is now beginning the process to create a Master Plan for the Municipal Center to finalize a direction on how to improve the space vacated by the public safety users as a Community Center as well as address the campus area surrounding the facility and its connection to the Library. SEH and EUA have been hired to assist the Village for this purpose.

FINANCIAL/BUDGET IMPACT:

Costs associated with the Public Engagement Plan are included with the proposal with SEH.

Costs associated with the improvements will be developed later in the project to help plan what's needed to fund the project.

VILLAGE PLAN REFERENCE:

[2017 Facilities Master Plan](#) - This plan created the idea of a public safety use moving out of the existing location to make room for the Community Center. This latest plan will further study that concept in greater detail knowing the full extent of the space availability. This 2017 effort also established space needs for other Departments that are remaining within the facility and those estimates will be revisited as a result of this work.

[2021 Library Space Needs Study \(Draft\)](#) - This plan is still in draft form but provides an analysis of the space needs for the Library and options for facility improvement to be consider. This RFP does not need to revisit this work, but simply understand it as background and relate



to it as practicable.

2021-2022 McFarland Strategic Implementation Plan - This plan sets the goals and objectives approved by the Village Board. The work within the RFP presents one of the highest priorities of the board in the coming year and Action Step (vi) within Goal A specifically states to "draft, develop, and solicit Request for Proposals (RFP) to create a plan outlining facility improvements at the Municipal Center, Library, and Plaza." The enclosed RFP was drafted in concert with this action step and presented to move this goal forward.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action needed on this item. Presented for discussion.

ATTACHMENTS:

1. Excerpt from Ad-Hoc Committee Facility Planning 2012-2014
2. Excerpt from Facilities Master Plan 062020217
3. Public Engagement Plan 05192022



Community Center Survey Comment Analysis



Summary

- Respondents = 660
 - Plurality of respondents fell in 35 - 44 category
- Open - June 14 to July 1
- Delivered electronically via Village email system & various stakeholder partners
 - Limited number of hardcopy responses (approx 35)

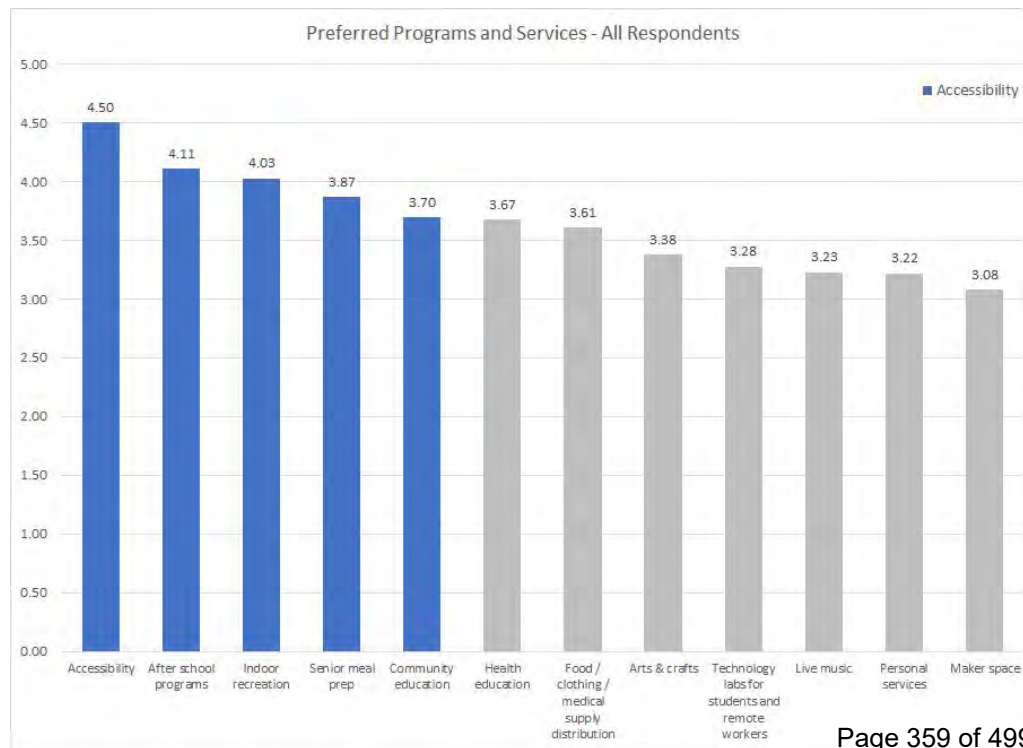
Age Range	Percent Respondents
18 or Under	0.3%
19 to 24	0.8%
25 to 34	9.6%
35 to 44	36.7%
45 to 54	24.9%
55 to 64	8.2%
65+	19.6%

Top 5 Programs & Services

- After School Programs
- Indoor Recreation
- Senior Meal Prep
- Community Education

Themes

- Those 55+ have different priorities
 - Senior Meal Prep
 - Health Education
 - Food Distribution
 - Personal Services



Comments: Programs & Services

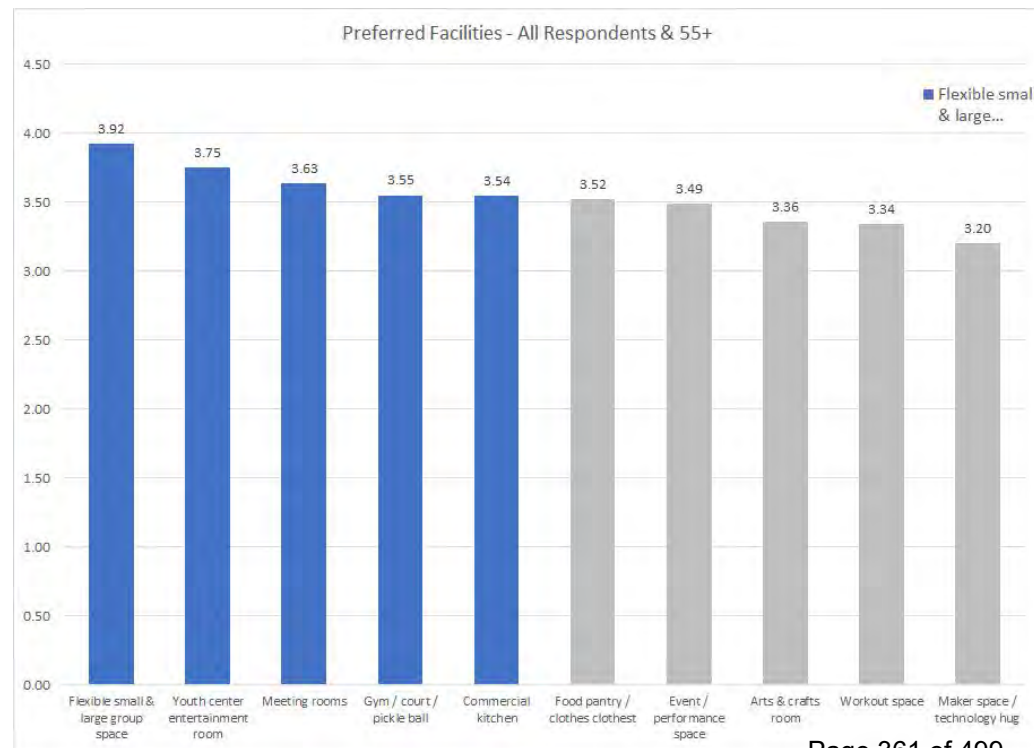
- **Flexibility and efficiency**
- Multi-function **indoor recreation** programs
 - Basketball, pickleball, yoga, weights, meditation, ballet, batting cages, tennis
- **Programs for seniors** to socialize, engage in civic activity, learn, recreate, etc.
- **Avoid overlap** between Village (community center) functions and various other functions (e.g. school, Youth Center) to **protect taxpayers**
- Child care, Youth Center / MRAP offerings and / or **youth services**
- **Community splash pad** or pool
- High demand for **large group** and **small group** meeting rooms
- Ensure the Village meets the needs of **disabled** and **underserved** populations
- **RSVP** needs a home

Top 5 Facilities

- Flexible Small / Large Group Space
- Youth Center Entertainment Room
- Meeting Rooms
- Gym / Court / Pickleball
- Commercial Kitchen

Themes

- Those 55+ have different priorities
 - Flexible Small / Large Group Space
 - Meeting Rooms
 - Commercial Kitchen
 - Event / Performance Space
 - Workout Space



Comments: Facilities

- **Accessibility**
- **Do not duplicate facilities.** The community center could overlap with existing facilities like the Youth Center, E.D. Locke Public Library and private business.
- Indoor / winter **farmers market**
- Indoor **recreation space**
- Indoor **walking track**
- **Youth space** for entertainment, gathering, education, recreation, etc
- Free or low cost **large and small meeting / event** facilities
- **Senior spaces** for social activities, social services, commercial kitchen, recreation, etc.

Comments: Facilities, Continued

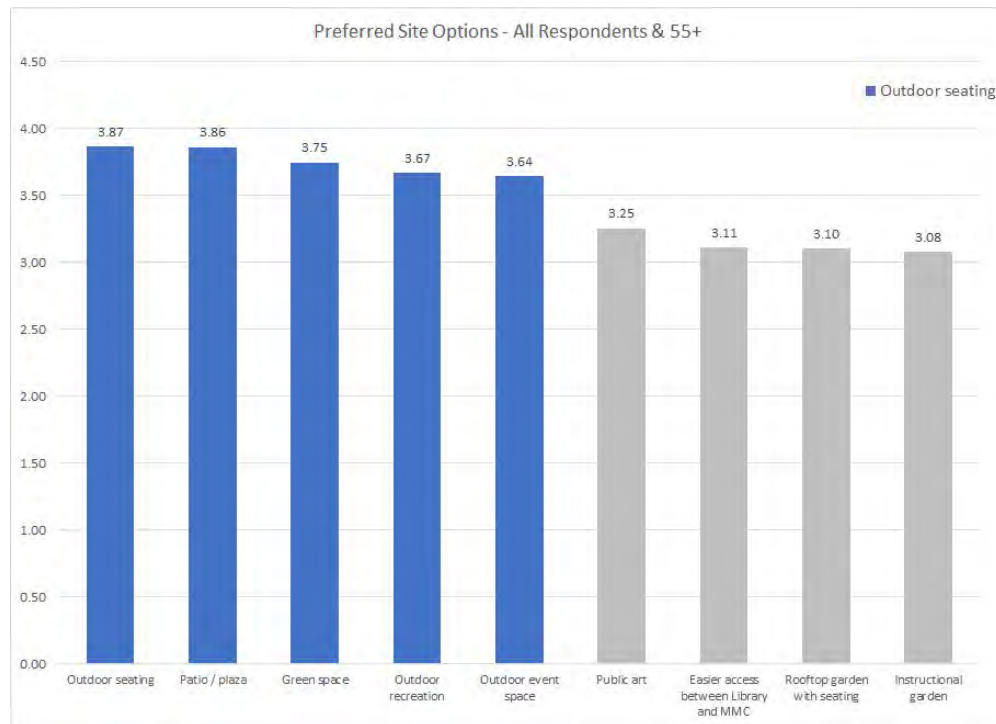
- **Pool / splash pad**
- **Technology space** for a variety of users / purposes
- **Clothes closet**
- **Food pantry**
- **Dedicated storage** for regular users of the community center (e.g. could include Strong Bodies, RSVP, etc)

Top 5 Site Amenities

- Outdoor Seating
- Patio / Plaza
- Greenspace
- Outdoor Recreation
- Outdoor Event Space

Themes

- Both those 55+ and those in the 24 - 45 year-old demographic have the same top-5 priorities.



Comments: Site Amenities

- **Bike racks** and bike safety instruction
- **Sufficient and easily accessible parking**
- **Greenspace**, highlighting the natural environment / landscape however, don't need another park
- Close **Milwaukee St.** between the library and municipal center (greenspace, pedestrian, splash pad, etc)
 - NOTE: fewer respondents were opposed to this idea
- Hope that improvements will **draw people to the center of the Village**

Comments: Sustainability

- Materials and systems need to be **low maintenance**
- Sustainability is important, provided the Village **remains within budget**
 - **Cost benefit analysis** should justify investment (consider future ROI)
- McFarland should **continue to lead** on sustainability
- Be thoughtful about **using existing structure** so as to not create waste
- Consider **solar**
- Use the construction process and building as a **teaching tool** for kids

Comments: Final Thoughts

- Be **practical**
- Be **inclusive and intergenerational**
- **Programming and staffing** will be critical components in the long-term success of the project
- Look to other communities for **examples of success**
- **Avoid duplication** with existing facilities when programming the community center
- **Continue the conversation** with the community
- Concern about **costs, tax impact**
- **Can't wait**, this is a great idea - a long-time-coming
- Thank you for the **opportunity to provide input**

Village Board Meeting and Design Workshop

McFarland Municipal Campus Master Plan

October 6, 2022

7:00 p.m.

5915 Milwaukee Street, McFarland, WI 53558

1. Station 1 – Milwaukee Street Cross Section (Nate Day)
2. Station 2 – Public Realm (Molly Wagner)
3. Station 3 – Building Interior (Paul Raisleger)
4. Design Preference Survey – Mentimeter

Station 1: Milwaukee Street Cross-Section “Community Center Green”



- Closed to car traffic
- Staggered pavement and grass areas
- Pavement connection from City Hall to Library
- Mountable curbs for bikes, strollers, etc.
- Pollinator gardens along bike path

Station 1: Milwaukee Street Cross-Section “Enhanced Parking/Southern Green”



- Closed to car traffic from Long Street to Library driveway access
- Connected parking lots increases parking space
- Anthony Street access remains
- Paved connection from Library to City Hall
- Southside parking replaced with lawn and pollinator gardens
- Grass connection from playground to bay doors

Station 1: Milwaukee Street Cross-Section “South Plaza, Linear Green”



- Closed to car traffic
- 12' or 20' path along Milwaukee
- Paved connection between City Hall and Library
- Pavement, décor, and seating outside bay doors
- “Village Green” between parking lots

Station 2: Public Realm

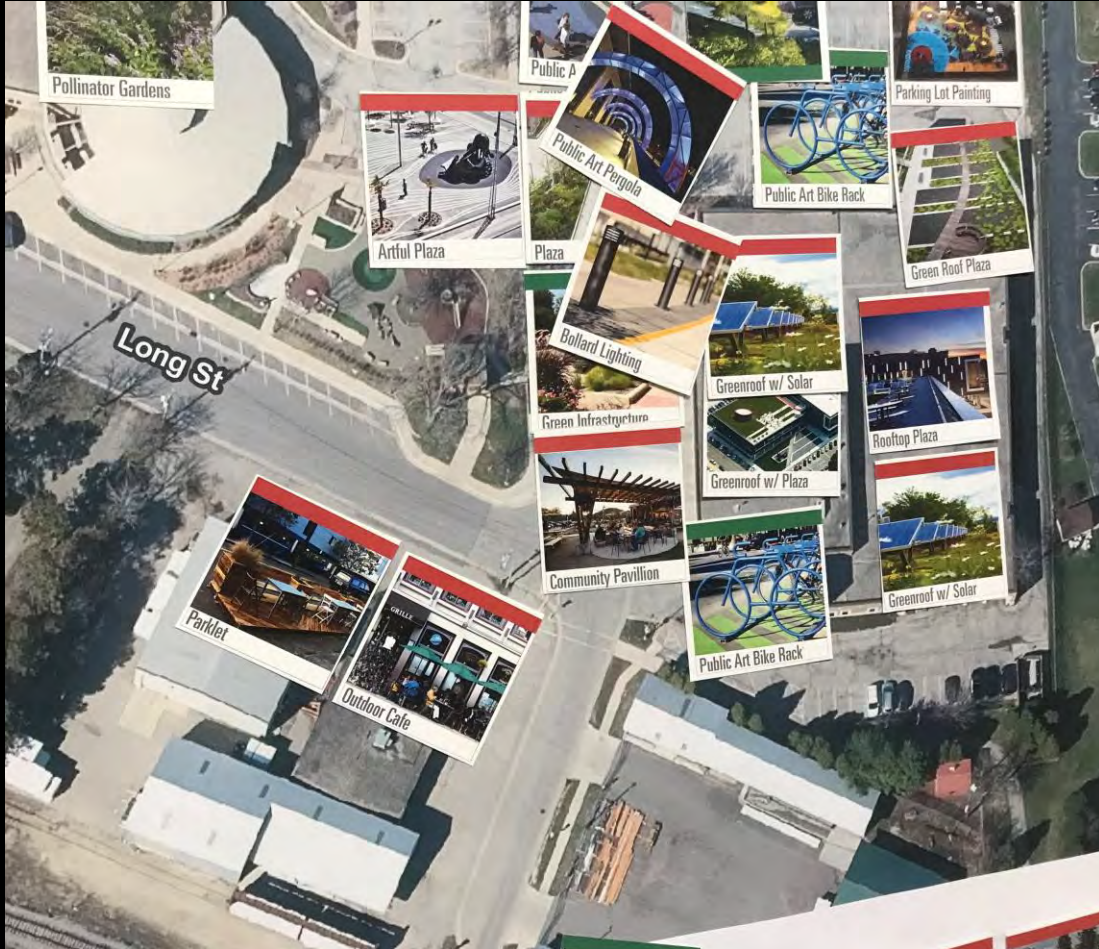


- Anthony Street to include Streetscaping and lighting with area for outdoor dining and food trucks in front of the Municipal Building parking lot
- Convert Milwaukee Street to Artistic Plaza between the playground and Municipal Building
- Municipal Building Greenroof with Plaza and Solar
- Provide Green Infrastructure throughout the site
- Provide site benches/seating



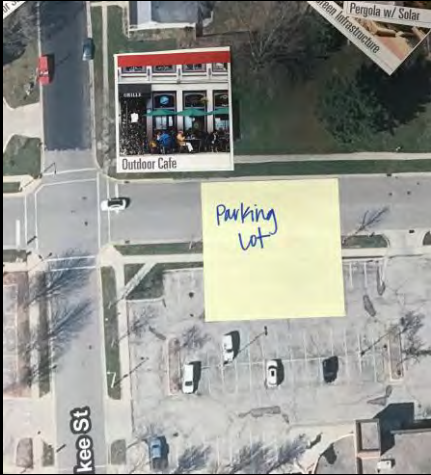
- Municipal Building and Library Greenroof with Plaza and Solar
- Milwaukee Street Plaza
- Public Art
- Green Infrastructure and Pollinator gardens throughout the site
- Site benches/seating
- Multiple sources of lighting: decorative and utilitarian
- Indoor Outdoor space desired
- Empty lot for parking and greenspace with solar pergola

Station 2: Public Realm



- Municipal Building Greenroof with Plaza and Solar
- Milwaukee Street Plaza to include Farmers Market stalls
- Public Art
- Public Art Bike Racks throughout
- Artful Plaza near playground and library
- Geothermal System
- Future redevelopment of Chase Lumber to include outdoor café and parklet

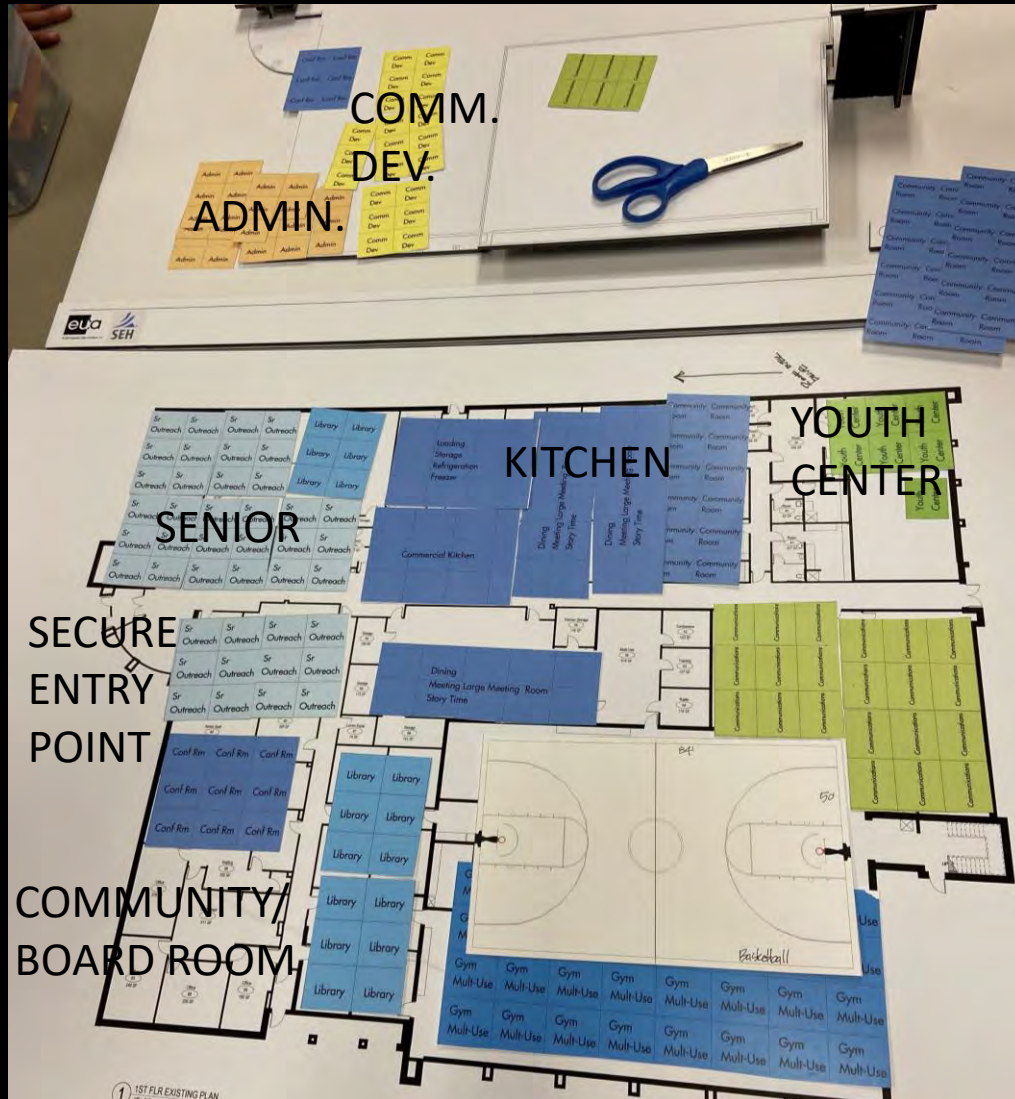
Station 2: Public Realm



- Expand Municipal parking into Anthony Street
- Activities for all Seasons
- Bike Safety Village near playground
- Painted Paving along Milwaukee Street
- Pergola with Solar to provide shade at playground
- Municipal Building Greenroof
- Green Infrastructure and Pollinator Gardens
- Parking Lot Screening
- Pedestrian Lighting

Station 3: Building Interior

OPTION 1



- Includes second floor – Administrative, conference room space, IT
- Expanded communications

Station 3: Building Interior

OPTION 2



- All one level
- Children's Library extension
- Expanded communications

OPTION 3



- All one level with multiple shared uses
- New secure access addition on Milwaukee Street
- Clusters Village Functions to east of building

Design Preference Survey

- Pavement
- Outdoor Seating
- Shade
- Lighting
- Rooftop
- Bike Parking
- Parking Lot
- Indoor/Outdoor Space
- Interactive Water Feature
- Bollards
- Large Meeting Space
- Small Meeting Space
- Gym Space



Mentimeter



Mentimeter



Mentimeter



Mentimeter



Mentimeter



PAVEMENT

1



Mentimeter



Mentimeter



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OUTDOOR SEATING



Mentimeter

Solar



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Mentimeter



Mentimeter



SHADE

1



Mentimeter



Mentimeter



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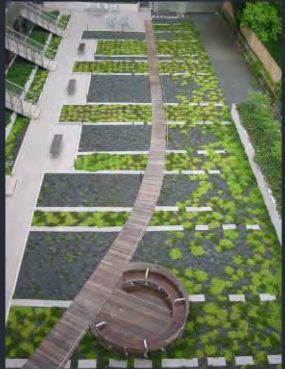
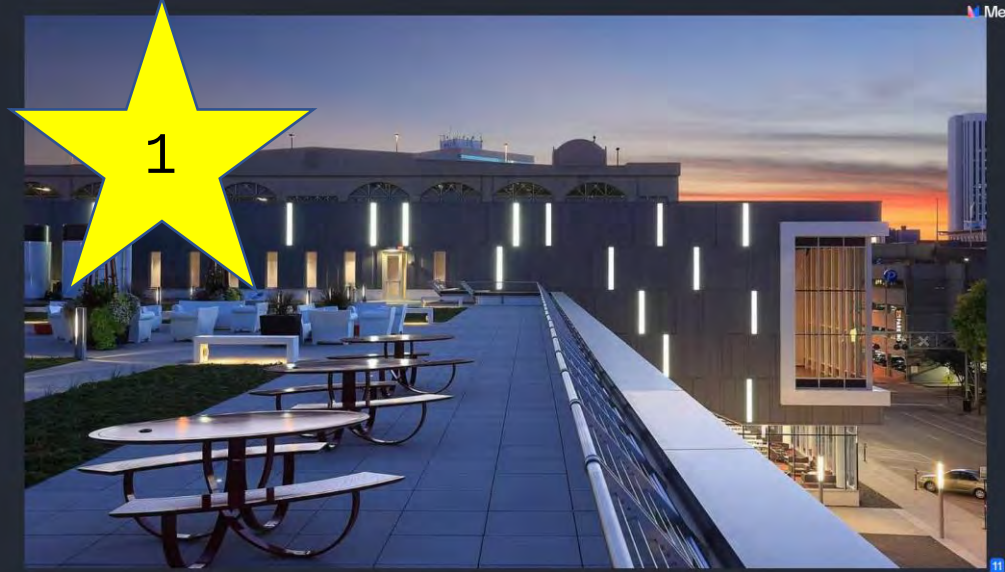
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LIGHTING



ROOFTOP



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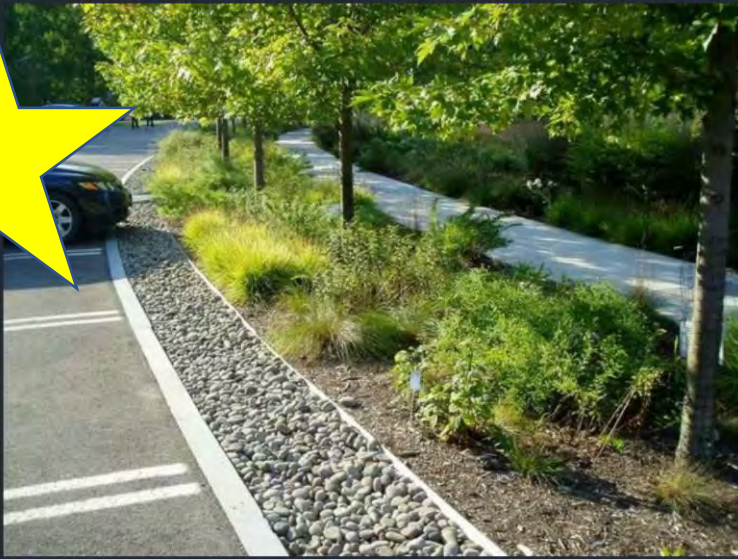


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BIKE PARKING

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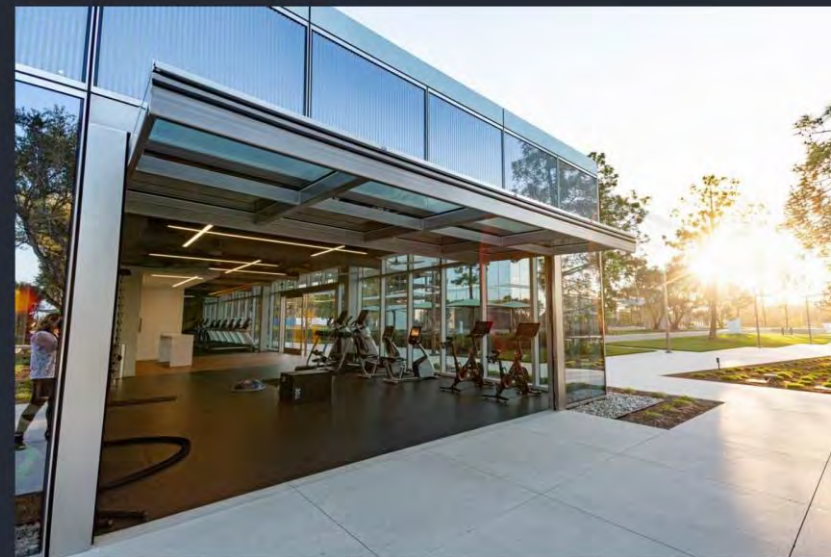


PARKING LOT

1



Mentimeter



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Mentimeter



INDOOR/OUTDOOR SPACE



Mentimeter



Mentimeter



Mentimeter



Mentimeter



Mentimeter



INTERACTIVE WATER FEATURE



Mentimeter



Mentimeter



Mentimeter



Mentimeter



BOLLARDS

1



Mentimeter



Mentimeter



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LARGE MEETING SPACE



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SMALL MEETING SPACE



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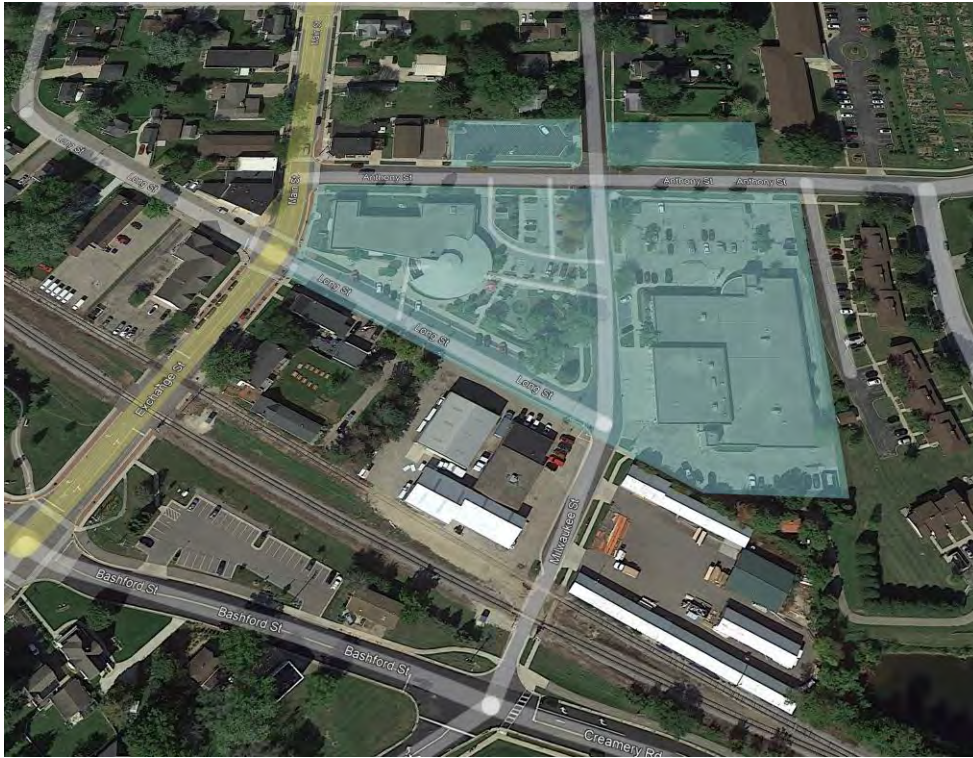
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GYM SPACE



Public Meeting – Municipal Campus Plan

April 20, 2023



Building a Better World for All of Us®

Meet Our Team



NATE DAY
PROJECT MANAGER



PAUL RAISLEGER
ARCHITECT



CAITLIN BLUE
LANDSCAPE ARCHITECT



BOB KOST
URBAN DESIGNER



NICK SCHUCH
COST ESTIMATOR



ANDY LYONS
PUBLIC INVOLVEMENT

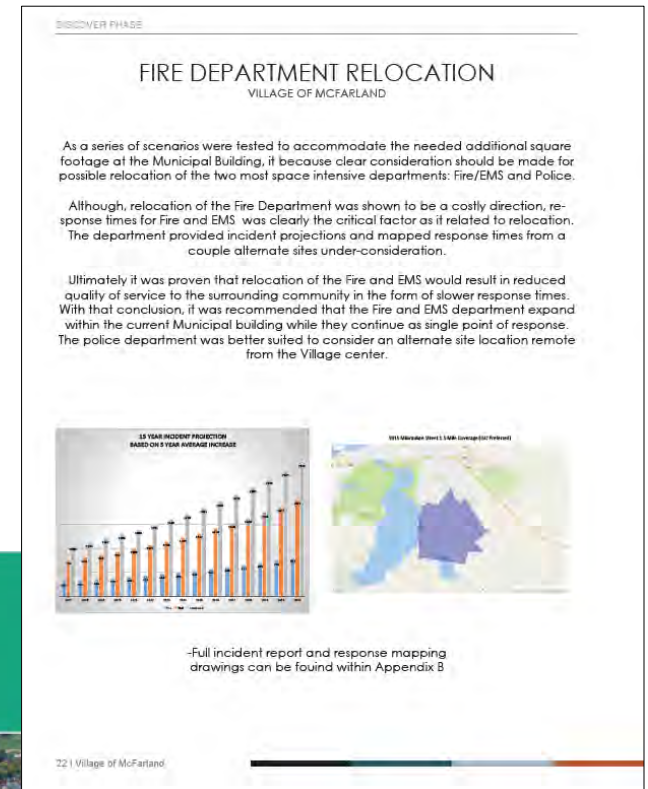
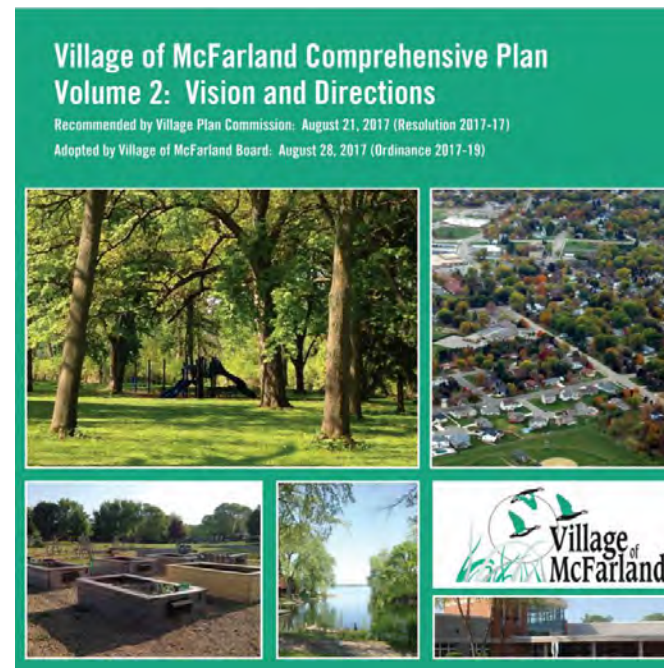


Agenda



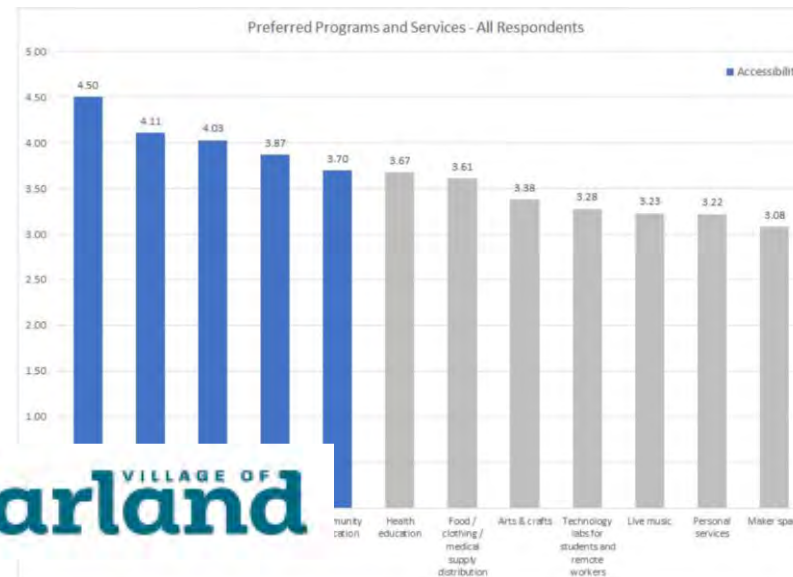
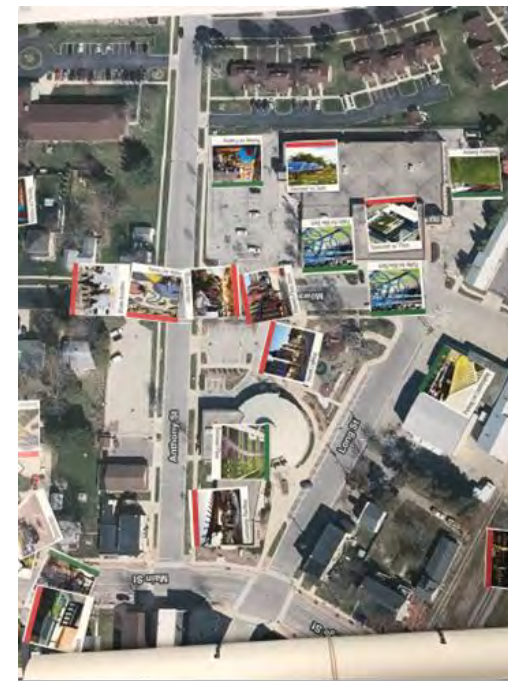
Past

- 2017 Facilities Master Plan
- 2017 Comprehensive Plan
- 2020 Strategic Plan – Management Partners
- 2021 Senior Outreach Plan
- 2022 Facilities Conditions Assessment
- 2022 Traffic Study



Past – Public Involvement

- June/July/August 2022
 - Public Meeting #1
 - Online Survey
 - Senior Outreach
 - Department Head Meetings
 - Village Board Meetings



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Past – Public Involvement

- Close Milwaukee Street to create a connection between the Library and the Community Center.
- Incorporate grass for seating and activity. Paved areas for seating and community functions.
- Align with the Villages Near-Term, Mid-Term and Long-Term sustainability goals.
 - ☐ Green infrastructure and design elements.
 - ☐ Stormwater management.
 - ☐ Photovoltaics
 - ☐ Green roofs when appropriate
 - ☐ Adaptive reuse.
- Flexible interior spaces with multiple uses.
- Universal accessibility on the site and interior spaces.
- Provide areas with exercise equipment that can be used by all users of the Community Center.
- Kitchen for meal preparation.
 - ☐ Senior program.
 - ☐ Youth.
 - ☐ Events.
 - ☐ Teaching diet and meal preparation.



Past – Project Goals

- Adaptive reuse of the Municipal Building into a Community Center, various Village services together.
- Enhance and create a downtown center connecting the Library, Community Center, and Outdoor Spaces through an integrated accessible plan.
- Identify opportunities for more efficient utilization of space through shared use flexible spaces.
- Public engagement using surveys and in-person workshop with staff and the Village Board.
- Working sessions to establish current and future space needs.
- Align with the Villages sustainability goals.



Integrated Public Space



Top Survey Result: Natural Landscape



Character of Indoor Space Exposed Ceiling



Connect Indoor and Outdoor Space

Present

- Space Needs Study
- Site Plan
- Two Conceptual Options
 - Single Story
 - Two Story
- Cost Estimates



Present – Space Needs Study



McFarland Municipal Center Master Plan 4/7/2023

Administration

	QTY	2017 Study Area	Proposed Area	NSF	GSF @ 65% Efficiency	Shared Space	Notes
Positions							
Village Administrator	1	22x12	22x12	264	406	N	Room for 6' desk credenza, side table and 4 person meeting table
Deputy Village Administrator	1	22x12	22x12	264	406	N	Room for 6' desk credenza, side table and 4 person meeting table
Clerk	1	12x18	12x18	216	332	N	Is there a need for a meeting table
Finance	1	12x18	12x18	216	332	N	Is there a need for a meeting table
Human Resources	1	12x18	12x18	216	332	N	
Admin	1.0	6x8	6x8	64	128	N	Desk at Entry. 50% efficiency
Admin	1.0	6x8	6x8	64	128	N	Department support within 10 years. 50% efficiency
Admin	1.0		6x8	64	128	N	Community Center Support 10 year Staffing. 50% efficiency
Total Positions	8.0			1,368	2,193		

Support Spaces

Waiting	1	210	210	210	323	Maybe	Can be shared with Community Center. 95% efficiency
Conference Room A	1	20x32	20x32	645	992	Y	
Medium Conf Room	1		15x20	300	462	Y	
Storage	1	170	170	170	262	N	Secure
Shared Work Room	1	320	320	320	492	N	
File Storage	1	200	200	200	308	N	
Break Room	1	185	185	185	285	N	
Mothers Room	1		80	80	123	Maybe	
Total Support Spaces	8			2,110	3,246		

Restrooms

Gender Neutral	1		8x8	64	98	N	Dedicated for staff. 95% efficiency
Gender Neutral	1		8x8	64	98	N	Dedicated for staff. 95% efficiency
Total Restrooms	2			128	197		

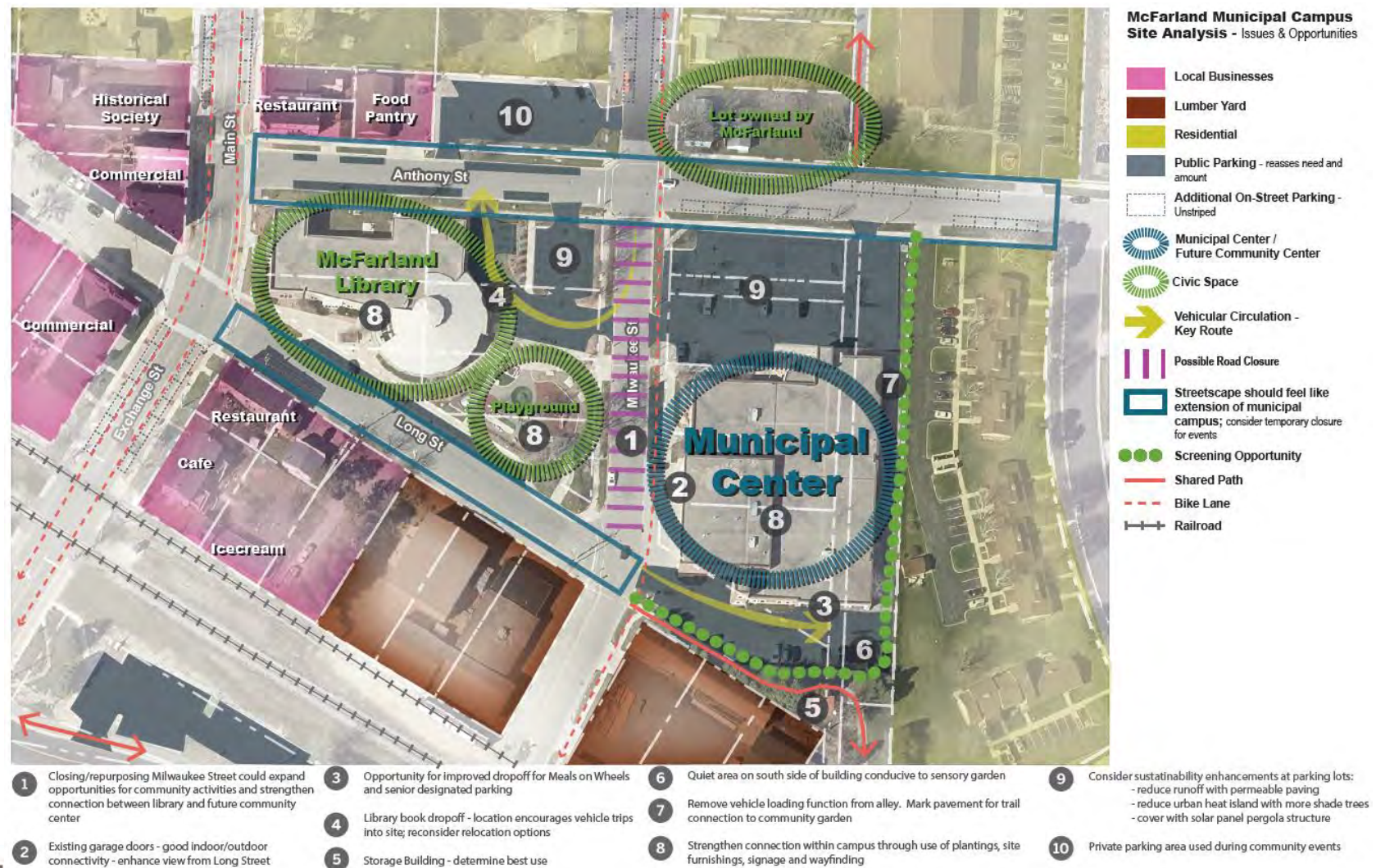
Total	18.0			3,606	5,636		
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Administration Total Dedicated Space

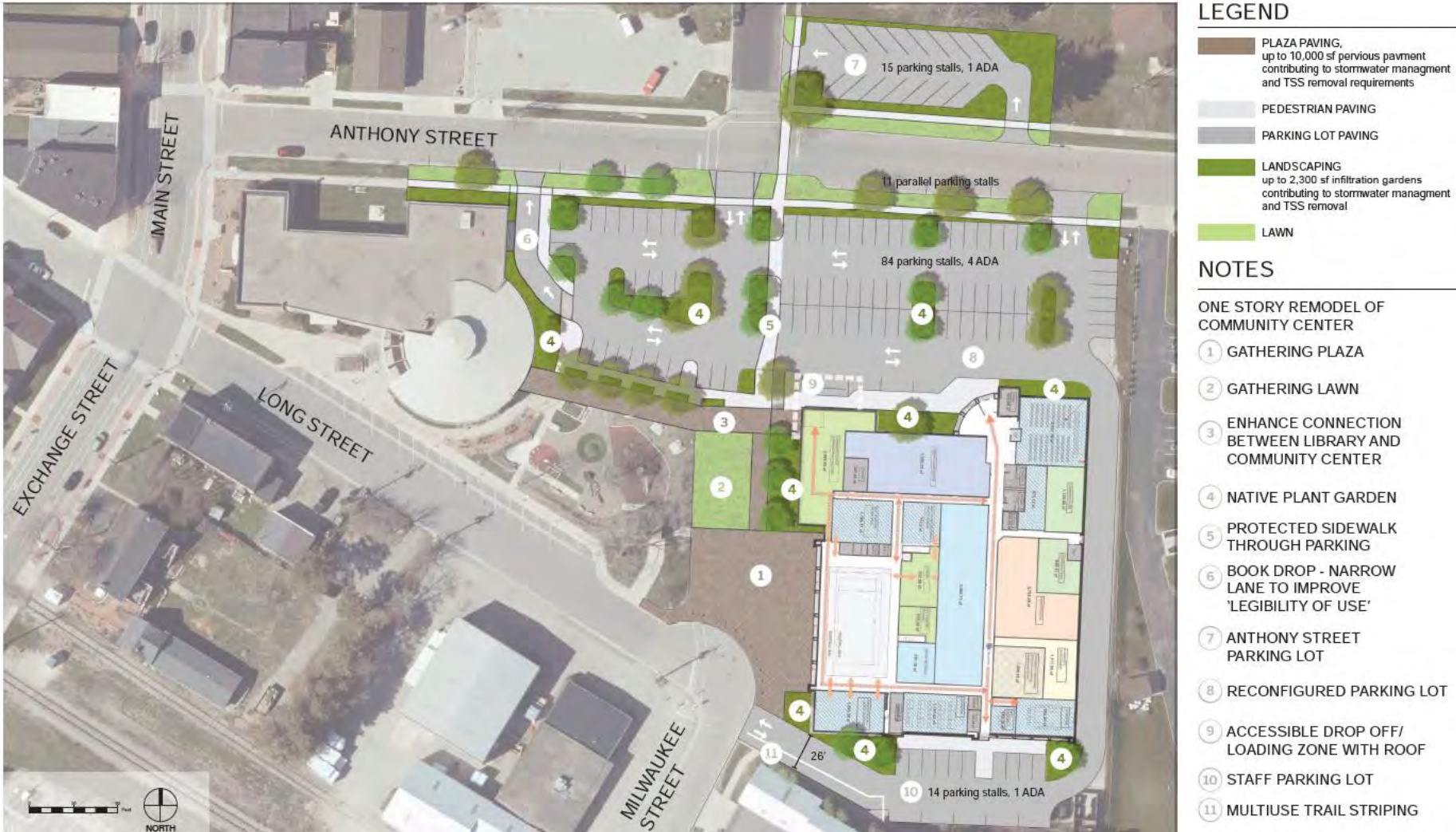
Shared Space				2,371	3,736		
				1,235	1,900		Can be shared with the Community Center
Total Administrative Space				3,606	5,636		



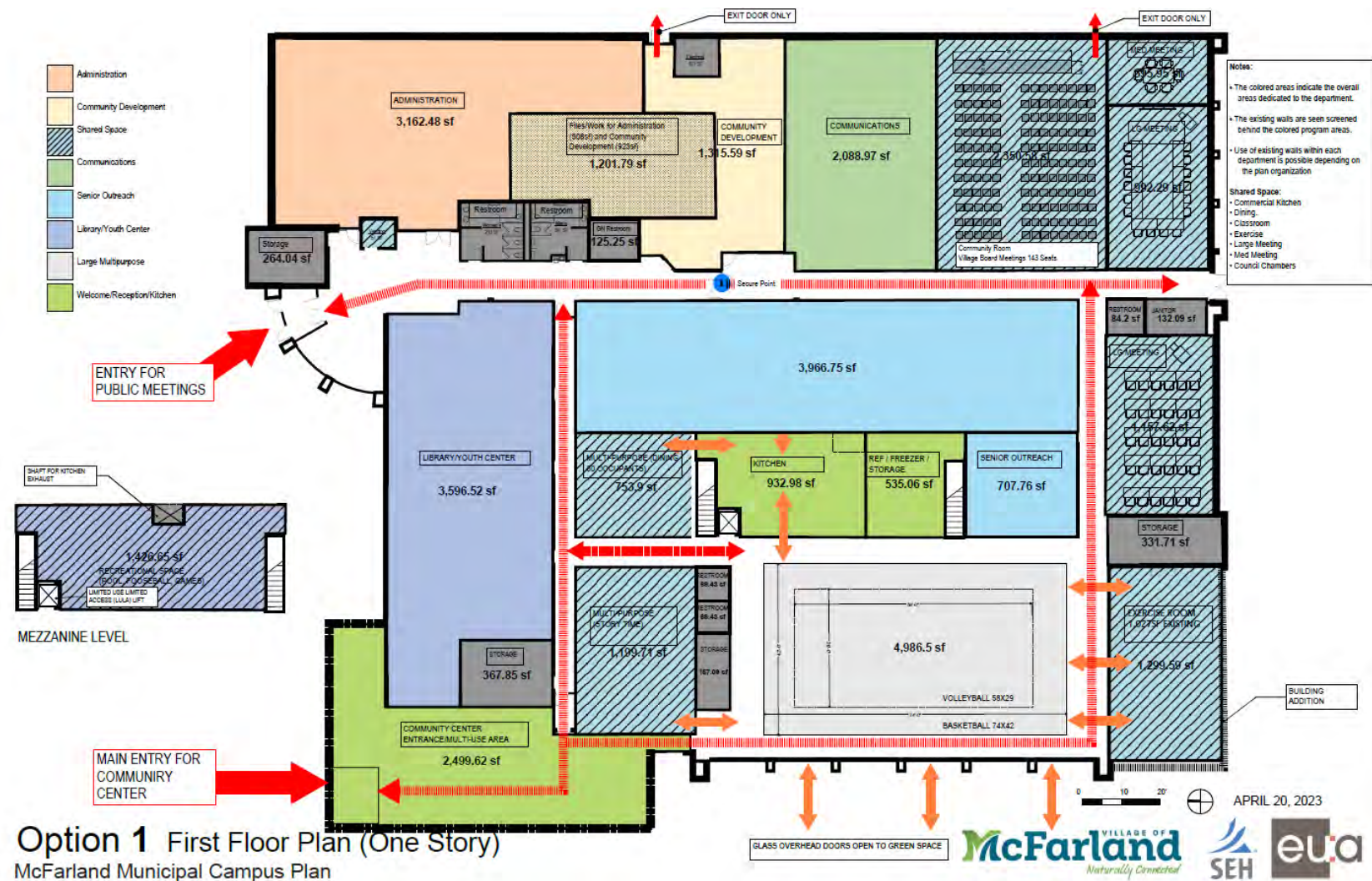
Present – Option 1 (Site Plan Analysis)



Present – Option 1 (Site Plan)



Present – Option 1 (Floor Plan)



Present – Option 1 (Campus Plan)



Present – Option 1 (Campus Plan)



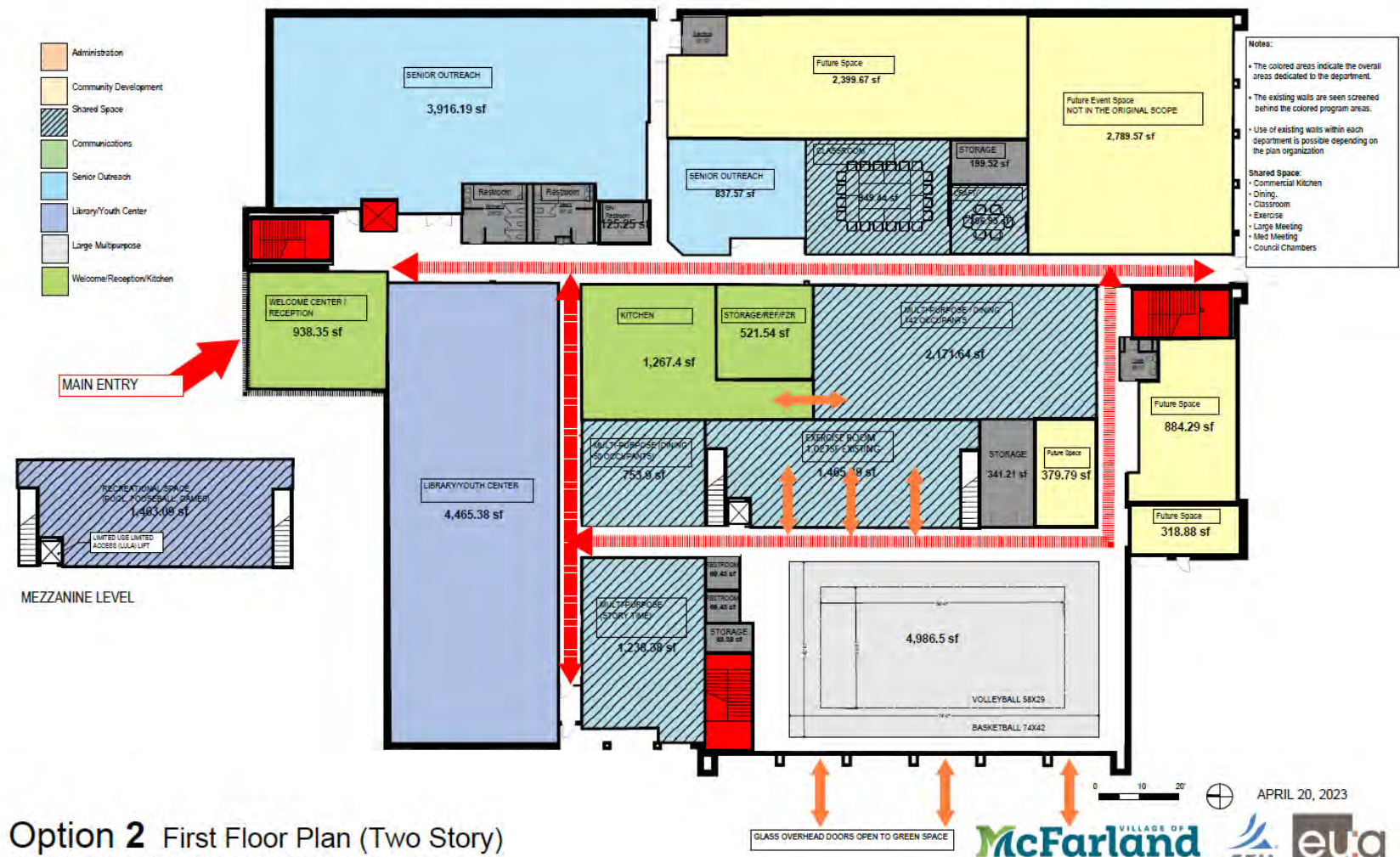
Present – Option 1 (Campus Plan)



Present – Option 2 (Site Plan)



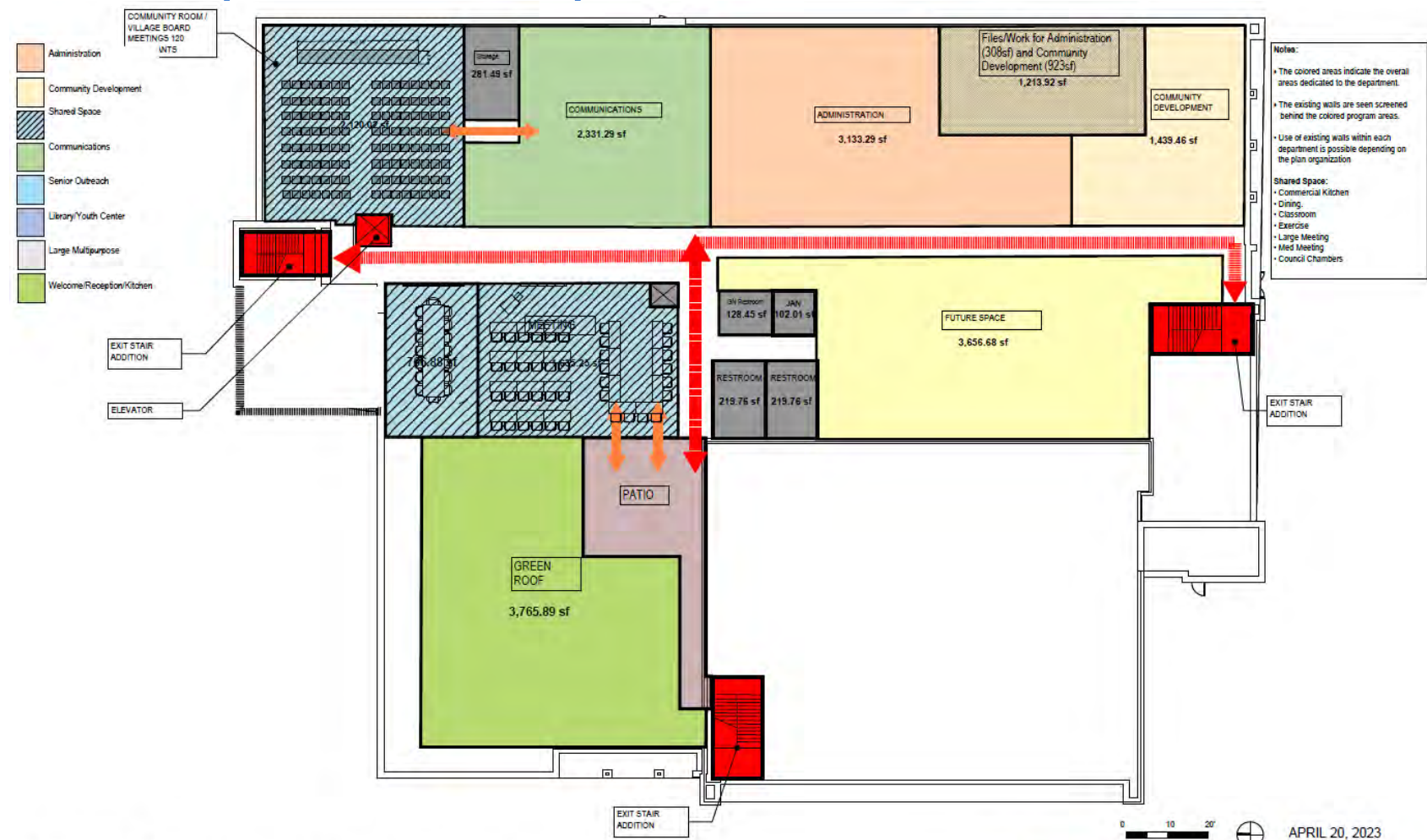
Present – Option 2 (Floor Plan)



Option 2 First Floor Plan (Two Story)
McFarland Municipal Campus Plan



Present – Option 2 (Floor Plan)



Option 2 Second Floor Plan (Two Story)
McFarland Municipal Campus Plan



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Present – Option 2 (Campus Plan)



Present – Option 2 (Campus Plan)



Present – Option 2 (Campus Plan)



Present – Option 1 (One-Story) Estimated Costs

- Facility Construction - \$11,483,330
- Exterior Site Improvements - \$1,459,350
- Furniture, Fixtures, and Equipment - \$500,000
- Consulting (Soft) Costs - \$1,570,410
- Escalation - \$776,570
- Contingency - \$1,294,270
- Total - **\$17,083,930**



Present – Option 2 (Two-Story) Estimated Costs

- Facility Construction - \$16,925,270
- Exterior Site Improvements - \$1,434,350
- Furniture, Fixtures, and Equipment - \$500,000
- Consulting (Soft) Costs - \$2,178,920
- Escalation - \$1,101,580
- Contingency - \$1,835,970
- Total - **\$23,976,090**



Escalation – What is it?

Cost overruns in large infrastructure projects have been common. Budgeting for cost escalation is a major consideration in the planning phase.

Covid-19 made this a difficult task with widely varying material costs.

Typically, escalation is calculated applying an annual percentage for the duration from the estimate date to the end of construction.

- 3% in 2023
- 3% in 2024
- Construction to begin in late 2024



Other Costs – Not Included In Totals

- Hazardous materials management
- Temporary office for the Village
- Assumes contractor has entire building to themselves
- Bond costs
- Additional reinforcement for roof solar panels

Green Roof on New Canopy	\$62,000
Roof Solar Panels	\$250,000
Geothermal	\$426,000



Tax Impact

- Equalized Value \$1,365,247,900
- Legal Debt Limit 5% of Equal Value
- Total Limit \$68,262,395
- Policy Guidance 67% of Total Limit
- Total Policy Guide \$45,735,805



Percent of Legal Debt Used

Year	Current No Bond	Current	Option #1	Option #2
2023	56.34%	55.12%	56.34%	56.34%
2024	54.64%	68.88%	69.66%	69.66%
2025	54.45%	68.62%	75.07%	83.23%
2026	52.62%	66.17%	72.25%	80.11%
2027	52.06%	64.83%	70.50%	77.95%
5 year Avg.	54.02%	64.72%	68.76%	73.46%
	-10.70%		4.04%	8.73%



Estimated Impact on Tax Rate

Year	Current No Bond	Current	Option #1	Option #2
2023	\$ 0.90	\$ 0.90	\$ 0.90	\$ 0.90
2024	\$ 0.34	\$ 0.24	\$ 0.34	\$ 0.34
2025	\$ 0.19	\$ 0.46	\$ 0.56	\$ 0.70
2026	\$ 0.20	\$ 0.46	\$ 0.56	\$ 0.69
2027	\$ 0.21	\$ 0.36	\$ 0.36	\$ 0.41
5 year Avg.	\$ 0.37	\$ 0.48	\$ 0.54	\$ 0.61

Bond Amt. (mil)	\$ -	\$ 12.25	\$ 17.00	\$ 24.00
Bond Diff. (mil)	\$ (12.25)		\$ 4.75	\$ 11.75

Estimated Impact on Tax Payment

- Median Home Value as of January 1, 2021: \$312,300

Year	Current No Bond	Current	Option #1	Option #2
2023	\$ 282	\$ 281	\$ 282	\$ 282
2024	\$ 106	\$ 75	\$ 106	\$ 106
2025	\$ 60	\$ 144	\$ 173	\$ 219
2026	\$ 61	\$ 144	\$ 175	\$ 216
2027	\$ 65	\$ 112	\$ 113	\$ 128
5 year Avg.	\$ 115	\$ 151	\$ 170	\$ 190
	\$ (36)		\$ 19	\$ 39

Timeline

Master Plan Acceptance

Hire Owner's Rep/Architect

May 2023

Design Process

Prepare Plans/Specifications

Oct 2023 - Sept 2024

Bidding Process

Notice to Proceed, Contract Award

Sept 2024 - Nov 2024

Construction

Approximately 12 months +/-

2025

Occupancy

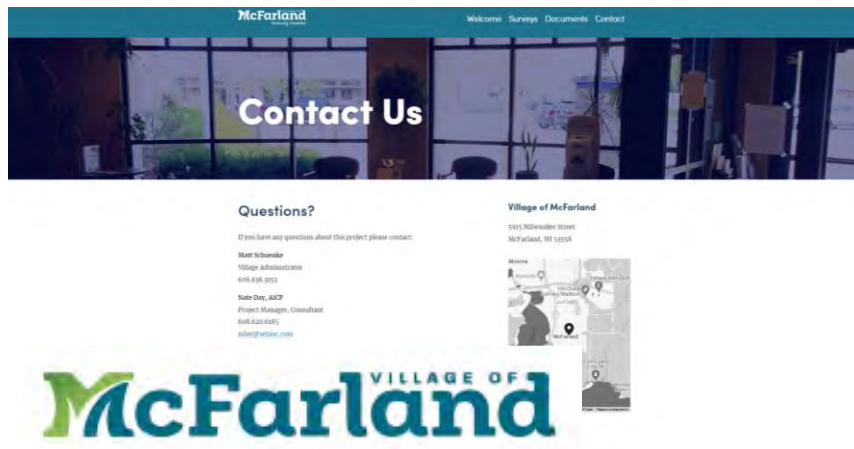
2026



We Need Your Input!

- Write your thoughts on the input form
- Speak to one of our team members
- Email your comments

www.mcfarlandmunicipalcampusplan.squarespace.com

A screenshot of a 'COMMENT FORM' for the 'Municipal Center Campus Plan Public Meeting'. The form has a header with the 'McFarland' logo and the title 'COMMENT FORM'. Below the header is a large text area for comments, divided into four horizontal sections. At the bottom of the form, there is a submission instruction: 'PLEASE SUBMIT BEFORE YOU LEAVE OR EMAIL TO: NDAY@SEHINC.COM'. Below this are logos for 'SEH' and 'eua'. At the very bottom, there is a footer bar with the text 'MUNICIPAL CENTER CAMPUS PLAN PUBLIC MEETING', the date 'APRIL 10, 2020', and the time '5:00 - 8:00 PM'.

Thank you!

Q&A



BUDGET

Project Name: McFarland Municipal Center - Two Story Budget

Date: 3-31-2023

SCOPE DESCRIPTION

Perimeter of Total Building	830
Perimeter of Addition	240
Total SQFT	59500
Duration (Months)	14

DESCRIPTION OF WORK

COMMENTS

Building Construction Concept Budget 3-31-2023

Division 2 - Existing Conditions

1	Interior Building Demo	\$	218,076	Interior walls, flooring, ceilings, casework, etc.
2	Demo Interior Slab On Grade	\$	116,350	Slab demo at old vehicle bays and new plumbing trench
3	Building Enclosure	\$	50,000	Temporary building enclosure
4	Structural Demo For Second Floor	\$	10,000	Structural demo related to adding the second floor
5	Asbestos Removal		EXCLUDED	
6	Division 2 - Existing Conditions	\$	394,426	

Division 3 - Concrete

7	Building Foundation		EXCLUDED	Existing building footprint is assumed to be designed for second floor
8	Building Slabs	\$	104,715	4" Interior slab on grade for areas removed
9	Concrete Topping	\$	12,113	4" concrete topping at new mez. Level
10	Precast Concrete Plank	\$	78,270	Mez. Plank and addition SQFT
11	Concrete Testing		EXCLUDED	
12	Cold Weather Protection for Concrete		EXCLUDED	
13	Rebar		EXCLUDED	
14	Division 3 - Concrete	\$	195,098	

Division 4 - Masonry

15	Brick Veneer	\$	551,980	New brick veneer at 2nd floor addition
16	CMU Load Bearing Walls	\$	385,736	New 1st floor load bearing walls at new mez. And 2nd floor addition
17	CMU at Dumpster Enclosure		EXCLUDED	
18	Cast Stone Coping/Sills		EXCLUDED	
19	Spray Air/Vapor Barrier	\$	55,198	Spray air/vapor barrier behind new brick veneer
20	Cold Weather Protection for Masonry		EXCLUDED	Allowance for brick veneer and CMU wall construction
21	Division 4 - Masonry	\$	992,914	

Division 5 - Metals

22	Structural Steel	\$	630,000	New steel columns and beams at 2nd floor addition
23	Canopy Steel	\$	108,500	Allowance for new steel canopy
24	Steel Testing and Inspections		EXCLUDED	
25	Roof Railing	\$	37,500	Decorative roof railing at green roof
26	Steel Erection	\$	361,500	Steel erection
27	Division 5 - Metals	\$	1,137,500	

Division 6 - Wood, Plastics and Composites

28	Rough Carpentry	\$	193,375	Misc. Interior and exterior blocking
29	Vertical Transition Strip		EXCLUDED	
30	Finish Carpentry	\$	300,000	Allowance for new casework, trims, panels, etc.
31	Reception Desk	\$	120,000	Allowance for new reception desk
32	Solid Surface Window Sills	\$	34,000	new solid surface window sills throughout the building
33	Solid Surface Vanities	\$	15,750	Solid surface vanities at new bathrooms
34	Division 6 - Wood, Plastics and Composites	\$	663,125	

Division 7 - Thermal & Moisture Protection

35	Waterproofing		EXCLUDED	
36	Waterproofing At Elev. Pit		EXCLUDED	Existing pit was designed in original building
37	Perimeter Insulation		EXCLUDED	Existing building footprint
38	Batt Insulation		INCLUDED	Included in Div. 9 - Metal Stud Framing
39	Spray Foam Insulation	\$	13,280	New parapet insulation above roof deck
40	Fire Proofing		EXCLUDED	
41	Fire Safing		EXCLUDED	
42	Remove Membrane Roofing	\$	553,680	Remove existing membrane roof for new addition
43	New Membrane Roofing	\$	516,688	Demo existing EPDM roof and replace with new
44	Waterproofing at Green Roof and Pavers	\$	95,440	Waterproofing at Green Roof
45	Green Roof	\$	205,260	Trays and plants
46	Roof Patio Pavers	\$	41,600	Rooftop patio pavers

SCOPE DESCRIPTION

Perimeter of Total Building	830
Perimeter of Addition	240
Total SQFT	59500
Duration (Months)	14

DESCRIPTION OF WORK			COMMENTS
47	Canopy Soffit	\$ 124,000	Metal canopy soffit panels
48	Sheet Metal Flashing	\$ 38,400	Roof sheet metal flashings
49	Caulking and Sealants	\$ 15,054	Caulking between materials
50	Division 7 - Thermal & Moisture Protection	\$ 1,603,402	
Division 8 - Openings			
51	HM Frames	\$ 187,500	Mixture of 3' and 6' wide door frames
52	HM Borrowed Lite Frames	\$ -	
53	HM Doors	\$ -	
54	Wood Doors	\$ 180,000	Wood doors
55	Access Panels	\$ 10,000	Access panels at ceilings or drywall walls
56	Sectional Overhead Garage Doors	\$ 45,000	(3) new Standard R-7 Insulated Steel Doors with three rows of 1/4" clear lexan inserts
57	Remove Existing Overhead Garage Doors	\$ 4,500	Remove existing overhead doors
58	Aluminum Storefront	\$ 144,720	Storefront entrance and windows on new addition
59	Aluminum Windows	\$ -	
60	Aluminum Doors	\$ 25,000	New aluminum storefront doors and hardware
61	Finish Hardware	\$ 240,000	New door hardware for interior openings
62	Auto Door Operators	\$ 7,500	Auto door operators
63	Interior Glazing	\$ 108,000	Interior misc. door and borrow lite glazing
64	Division 8 - Openings	\$ 952,220	
Division 9 - Finishes			
65	Exterior Stud Framing and Sheathing	EXCLUDED	All exterior walls are CMU Load bearing.
66	Exterior Furring Wall	\$ 179,160	Exterior wall furring and gypsum board
67	Interior Metal Studs and Drywall	\$ 584,000	Interior stud walls with batt insulation and gypsum board
68	Canopy Soffit Framing	\$ 40,300	Exterior canopy soffit framing for metal panel attachment
69	Drywall Ceilings	\$ 154,700	Interior drywall ceiling framing and gypsum board
70	Lobby Finishes Allowance	EXCLUDED	
71	Quarry Tile Flooring	EXCLUDED	
72	Restroom Floor and Wall Tile	\$ 75,923	Tile flooring at kitchen and bathrooms
73	Acoustical Ceiling	\$ 267,750	Assumes 75% of ceiling area to be acoustical ceilings
74	Acoustical Wall Panels	\$ 60,000	Allowance for acoustical wall panels - similar to McFarland Public Safety Building
75	Specialties Ceilings	\$ 178,500	Assumes 5% of ceiling area to be some kind of specialties ceilings
76	Carpeting	\$ 168,250	Carpet at all rooms except main corridors, kitchen, and gym
77	LVT	\$ 45,450	LVT at all main corridors
78	Gym Flooring	\$ 130,500	Vulcanized rubber floor (OSST Team Play)
79	Sealed Concrete	\$ 425	Sealed concrete at storage rooms
80	Painting	\$ 181,832	Paint walls and drywall ceilings
81	Wall Coverings	EXCLUDED	
82	Division 9 - Finishes	\$ 2,066,790	
Division 10 - Specialties			
83	Mark boards and Tack boards	\$ 32,000	General allowance for marker boards
84	Toilet Compartments	\$ 20,000	New toilet compartments at restrooms
85	Corner Guards	\$ 25,000	General allowance for new corner guards
86	Wall Protection	EXCLUDED	
87	Interior Signage	\$ 16,800	Interior room signage
88	Exterior Signage	EXCLUDED	
89	Fire Extinguisher Cabinets	\$ 7,000	Code compliant fire extinguishers
90	Toilet Room Accessories	\$ 7,700	Grab bars, paper towel disp., soap disp. Etc.
91	Flag Pole	EXCLUDED	
92	Division 10 - Specialties	\$ 108,500	
Division 11 - Equipment			
93	Loading Dock Equipment	EXCLUDED	
94	Residential Appliances	EXCLUDED	
95	A/V Equipment, Ceiling Mounted Projector	EXCLUDED	By owner
96	Gym Equipment	\$ 25,000	(2) Basketball Hoops, (1) Volleyball system, Excludes wall pads
97	Scoreboards	EXCLUDED	
98	Projection Screens	EXCLUDED	
99	Division 11 - Equipment	\$ 25,000	

SCOPE DESCRIPTION

Perimeter of Total Building	830
Perimeter of Addition	240
Total SQFT	59500
Duration (Months)	14

DESCRIPTION OF WORK			COMMENTS
Division 12 - Furnishings			
100	Window Coverings	\$ 30,920	Manual Mecho Shades
101	Interior Lobby Furniture	EXCLUDED	
102	Kitchen Equipment	\$ 300,000	Community kitchen
103	Entrance Floor Mats and Frames	EXCLUDED	
104	Division 12 - Furnishings	\$ 330,920	
Division 14 - Conveying			
105	LULA Lift	\$ 40,000	At new mez. Framing
106	Hydraulic Elevator	\$ 50,000	At existing elevator shaft wall
107		\$ 90,000	
Division 21 - Fire Suppression			
107	Fire Protection System	\$ 208,250	Adjust existing fire protection system for new layout - Fire riser to remain at current location
108	Division 21 - Fire Suppression	\$ 208,250	
Division 22 - Plumbing			
109	Plumbing	\$ 862,750	Plumbing modifications for new layout. Assumes main restroom will remain as is.
110	Upgrade Fixtures	\$ -	
111	Division 22 - Plumbing	\$ 862,750	
Division 23 - HVAC			
112	HVAC	\$ 2,677,500	\$35/SQFT would reuse existing units and mains. If a new system is to be installed, more in the 50-55/SQFT range. This would include hot water reheat.
113	Hot Water Reheat System	\$ 595,000	
114	Temporary Heat / Equipment	\$ 80,000	
115	Gas Service	\$ -	
116	Division 23 - HVAC	\$ 3,352,500	
Division 26 - Electrical			
117	Electrical	\$ 2,380,000	Existing main service to remain as is. New lighting, power, and switching
118	Communications	\$ 119,000	
119	Temporary Electric Power	\$ 50,000	
120	Security/Card Access	\$ 135,000	
121	Emergency Generator	EXCLUDED	
122	Division 26 - Electrical	\$ 2,684,000	
Division 1 - General Requirements			
123	Building Permits	\$ 17,850	General building permit
124	Site Plan Approval Fee	EXCLUDED	
125	General Conditions	\$ 346,480	Full time onsite Superintendent
126	Project Executive	\$ 46,500	
127	Project Management	\$ 170,800	Half time Project Manager
128	Safety Director	\$ 40,300	Part time Safety Director onsite
129	Field Operations Manager	\$ 40,300	Part time Field Operations Manager
130	Project Assistant	\$ 20,770	Part time Project Assistant for office support
131	General Requirements	\$ 280,000	Temporary toilets, progress cleaning, roof/slab barriers, trailers, computer, etc.
132	Insurance	\$ 45,000	
133	Temporary Electric Power	INCLUDED ABOVE	
134	Temporary Heat / Equipment	INCLUDED ABOVE	
135	Construction Fencing	\$ 10,000	Site Construction Fence
136	Final Construction Cleaning	\$ 14,875	Final Ceilings
137	Winter Conditions	\$ 200,000	
138	Division 1 - General Requirements	\$ 1,232,875	
139	Building Construction	\$ 16,900,270	

SCOPE DESCRIPTION

Perimeter of Total Building	830
Perimeter of Addition	240
Total SQFT	59500
Duration (Months)	14

DESCRIPTION OF WORK

COMMENTS

Site Development/Utilities

Division 31 - Earthwork

140	Earthwork	\$	100,000	Earthwork work related to site improvements and slab grading
141	Bio-Retention / Engineered Soil		EXCLUDED	
142	Soil Testing		EXCLUDED	
143	Dewatering		EXCLUDED	
144	Division 31 - Earthwork	\$	100,000	

Division 32 - Exterior Improvements

145	Site Concrete Paving		EXCLUDED	
146	Curb & Gutter	\$	66,250	New curb and gutter throughout site
147	Sidewalks	\$	122,700	New sidewalks all around the building
148	Pipe Bollards	\$	72,000	
149	Asphalt Paving	\$	167,500	Mill and overlay existing asphalt parking lot
150	Bicycle Racks / Benches / Tables	\$	60,000	Misc. exterior furniture
151	Brick Pavers	\$	307,900	Unilock brick pavers
152	Landscaping	\$	200,000	General allowance for new seed/plantings
153	Pedestrian Lighting	\$	108,000	
154	EV Charging Station	\$	180,000	level 2 or 3 charging station
155	Site Lighting	\$	75,000	additional light fixtures for new site improvements
156	Division 32 - Exterior Improvements	\$	1,359,350	

Division 33 - Utilities

157	Water Lateral Extension		EXCLUDED	Assumes existing service to remain
158	Sanitary Sewer Extension		EXCLUDED	Assumes existing service to remain
159	Storm Sewer		EXCLUDED	Assumes existing service to remain
160	Division 33 - Utilities		EXCLUDED	

161	Site Development/Utilities	\$	1,459,350	
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Summary

162	Building Construction	\$	16,900,270	
163	Site Development/Utilities	\$	1,459,350	
164	Construction Contingency (10%)	\$	1,835,970	
165	Escalation (6%)	\$	1,101,580	Typically 3% per year but has varied with Covid
166	Construction Management Fee (3%)	\$	638,920	
167	A/E Fee	\$	1,540,000	
168	Owner Furniture, Fixtures and Equipment Allowance	\$	500,000	Allowance provided by Village of McFarland
169	Summary	\$	23,976,090	

\$ 402.96 /SQFT

170	Add Photo Voltaic To Roof - Preliminary	\$	250,000.00
171	Add Geothermal - Preliminary	\$	450,000.00

172 Excludes:

173 Additional reinforcement for photo voltaic

174 Furniture, Fixtures, and Equipment

175 hazardous materials

176 Temp. Office For Village

177 Assumes contractor has entire building to themselves.

178 Assumes existing roof level already has the 3" topping placed for new second floor

179 Bonds

SUMMARY



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Project Name: McFarland Municipal Center - Two Story Budget

Date: 3-31-2023

SCOPE DESCRIPTION

Remodel existing municipal center and construct a new second story to expand exiting building square footage

DESCRIPTION OF WORK		BUDGET	COMMENTS
		59,500 Sqft	
1	Municipal Center Remodel	\$ 16,925,270	
2	Exterior Site Improvements	\$ 1,434,350	
3	Construction Contingency (10%)	\$ 1,835,970	
4	Escalation (6%)	\$ 1,101,580	Typically 3% per year, but Covid has made this vary
5	Construction Management Fee (3%)	\$ 638,920	
6	A/E Fee	\$ 1,540,000	
7	Furniture, Fixtures and Equipment	\$ 500,000	Allowance provided by Village of McFarland
8	Total Construction Budget	\$ 23,976,090	

Add Photo Voltaic To Roof - Preliminary	\$ 250,000.00
Add Geothermal - Preliminary	\$ 426,000.00

Excludes:

Additional reinforcement for photo voltaic
Furniture, Fixtures, and Equipment
Hazardous materials
Temp. office for the Village
Assumes contractor has entire building to themselves
Assumes existing roof level already has the 3" topping placed for new second floor
Bonds

BUDGET

Project Name: McFarland Municipal Center - Single Story Budget

Date: 3-31-2023

SCOPE DESCRIPTION

Perimeter of Total Building	890
Perimeter of Addition	240
Total SQFT	41350
Duration (Months)	12

DESCRIPTION OF WORK

COMMENTS

Building Construction

Concept Budget 3-31-2023

Division 2 - Existing Conditions

1	Interior Demo	\$	218,076	Interior walls, flooring, ceilings, casework demo
2	Demo Interior Slab On Grade	\$	116,350	Slab demo at old vehicle bays and new plumbing trench
3	Building Enclosure	\$	25,000	Temporary building enclosure at new addition
4	Asbestos Removal		EXCLUDED	
5	Division 2 - Existing Conditions	\$	359,426	

Division 3 - Concrete

6	Building Foundation	\$	120,000	New Building Foundation at addition
7	Building Slabs	\$	144,360	4" slab at areas removed and new addition
8	Concrete Topping	\$	12,113	4" topping at new mez. Level
9	Precast Concrete Plank	\$	78,270	Mez. Plank and addition SQFT
10	Concrete Testing		EXCLUDED	
11	Cold Weather Protection for Concrete		EXCLUDED	
12	Rebar	\$	12,000	Foundation rebar
13	Division 3 - Concrete	\$	366,743	

Division 4 - Masonry

14	Brick Veneer	\$	274,120	New brick veneer at addition
15	CMU Interior Walls	\$	210,184	New CMU walls at addition and interior load bearing walls for new Mez. Framing
16	CMU at Dumpster Enclosure		EXCLUDED	
17	Cast Stone Coping/Sills		EXCLUDED	
18	Spray Air/Vapor Barrier	\$	27,412	Spray air/vapor barrier behind new brick veneer
19	Cold Weather Protection for Masonry		EXCLUDED	
20	Division 4 - Masonry	\$	511,716	

Division 5 - Metals

21	Structural Steel	\$	150,000	New steel columns and beams at addition
22	Canopy Steel	\$	68,250	Allowance for new steel canopy
23	Steel Testing and Inspections		EXCLUDED	
24	Steel Erection	\$	104,250	Steel erection
25	Division 5 - Metals	\$	322,500	

Division 6 - Wood, Plastics and Composites

26	Rough Carpentry	\$	134,397	Misc. Interior and exterior blocking
27	Vertical Transition Strip		EXCLUDED	
28	Finish Carpentry	\$	300,000	Allowance for new casework, trims, panels, etc.
29	Reception Desk	\$	120,000	Allowance for new reception desk.
30	Hazardous materials	\$	17,000	New solid surface window sill throughout the building
31	Temp. Office for the Village	\$	9,000	Solid surface vanities at new bathrooms
32	Division 6 - Wood, Plastics and Composites	\$	580,397	

Division 7 - Thermal & Moisture Protection

33	Waterproofing		EXCLUDED	
34	Waterproofing At Elev. Pit		EXCLUDED	Existing pit was designed in original building
35	Perimeter Insulation	\$	2,880	Foundation Insulation
36	Batt Insulation		INCLUDED	Included in Div. 9 - Metal Stud Framing
37	Spray Foam Insulation	\$	3,840	Insulation at parapet new walls
38	Fire Proofing		EXCLUDED	
39	Fire Safing		EXCLUDED	
40	Remove and Replace Membrane Roofing	\$	1,107,360	Demo existing EPDM roof and replace with new
41	Membrane Roofing At Addition	\$	116,000	EPDM Roof at new addition and canopy
42	Green Roof		EXCLUDED	See add alternate below
43	Canopy Soffit	\$	78,000	Metal canopy soffit panels
44	Sheet Metal Flashing	\$	26,700	Roof sheet metal flashings
45	Caulking and Sealants	\$	7,476	Caulking between materials
46	Division 7 - Thermal & Moisture Protection	\$	1,342,256	

SCOPE DESCRIPTION

Perimeter of Total Building	890
Perimeter of Addition	240
Total SQFT	41350
Duration (Months)	12

DESCRIPTION OF WORK			COMMENTS
Division 8 - Openings			
47	HM Frames	\$ 175,000	Mixture of 3' and 6' wide door frames
48	HM Borrowed Lite Frames	\$ -	
49	HM Doors	\$ -	
50	Wood Doors	\$ 168,000	Wood doors
51	Access Panels	\$ 10,000	Access panels at ceilings or drywall walls
52	Sectional overhead garage doors	\$ 45,000	Assume existing doors will remain
53	Remove Existing Overhead Garage Doors	\$ 4,500	(3) new Standard R-7 Insulated Steel Doors with three rows of 1/4" clear lexan inserts storefront entrance and windows on new addition only. Assumes existing windows to remain.
54	Aluminum Storefront	\$ 106,800	
55	Aluminum Windows	EXCLUDED	
56	Aluminum Doors	\$ 20,000	New aluminum entrance doors at addition.
57	Finish Hardware	\$ 224,000	Interior door hardware
58	Auto Door Operators	\$ 5,000	New auto door operators at addition
59	Interior Glazing	\$ 108,000	Interior misc. door and borrow lite glazing
60	Division 8 - Openings	\$ 866,300	
Division 9 - Finishes			
61	Exterior Stud Framing and Sheathing	EXCLUDED	All exterior walls are CMU Load bearing.
62	Exterior Wall Furring	\$ 106,800	Exterior wall furring and gypsum board
63	Interior Metal Studs and Drywall	\$ 584,000	Interior stud walls with batt insulation
64	Canopy Soffit Framing	\$ 25,350	framing for new canopy metal panel attachments
65	Drywall Ceilings	\$ 107,510	Assumes 20% of ceiling area to be drywall
66	Lobby Finishes Allowance	EXCLUDED	
67	Quarry Tile Flooring	EXCLUDED	
68	Floor and Wall Tile	\$ 46,575	Tile flooring at kitchen and bathrooms
69	Acoustical Ceiling	\$ 186,075	Assumes 75% of ceiling area to be acoustical ceilings
70	Acoustical Wall Panels	\$ 60,000	Allowance for acoustical wall panels - Similar to McFarland Public Safety Building
71	Specialties Ceilings	\$ 124,050	Assumes 5% of ceiling area to be of some kind of specialties ceilings
72	Carpeting	\$ 134,750	Carpet at all rooms except main corridors, kitchen, and gym
73	LVT	\$ 24,600	LVT at all main corridors
74	Gym Flooring	\$ 128,220	Vulcanized Rubber Floor (OSST Team Play)
75	Sealed Concrete	\$ 1,300	Sealed concrete at storage rooms
76	Painting	\$ 183,900	Paint walls and drywall ceilings
77	Wall Coverings	EXCLUDED	
78	Division 9 - Finishes	\$ 1,713,130	
Division 10 - Specialties			
79	Mark boards and Tack boards	\$ 32,000	General allowance for marker boards
80	Toilet Compartments	\$ 20,000	New Toilet compartments at restrooms
81	Corner Guards	\$ 15,000	General allowance for new corner guards
82	Wall Protection	EXCLUDED	
83	Interior Signage	\$ 16,800	Interior room signage
84	Exterior Signage	EXCLUDED	
85	Fire Extinguisher Cabinets	\$ 7,000	Code compliant fire extinguishers
86	Toilet Room Accessories	\$ 7,700	Grab bars, paper towel disp., soap disp. Etc.
87	Flag Pole	EXCLUDED	
88	Division 10 - Specialties	\$ 98,500	
Division 11 - Equipment			
89	Loading Dock Equipment	EXCLUDED	
90	Residential Appliances	EXCLUDED	
91	A/V Equipment, Ceiling Mounted Projector	EXCLUDED	By Owner
92	Gym Equipment	\$ 25,000	(2) Basketball Hoops, (1) Volleyball system, Excludes wall pads
93	Scoreboards	EXCLUDED	
94	Projection Screens	EXCLUDED	
95	Division 11 - Equipment	\$ 25,000	
Division 12 - Furnishings			
96	Window Coverings	\$ 24,600	Manual mecho shades at exterior windows
97	Interior Lobby Furniture	EXCLUDED	
98	Kitchen Equipment	\$ 300,000	Community kitchen
99	Entrance Floor Mats and Frames	EXCLUDED	
100	Division 12 - Furnishings	\$ 324,600	

SCOPE DESCRIPTION

Perimeter of Total Building	890
Perimeter of Addition	240
Total SQFT	41350
Duration (Months)	12

DESCRIPTION OF WORK			COMMENTS
Division 14 - Conveying			
101	LULA Lift	\$ 70,000	At new mez. Framing
102		\$ 70,000	
Division 21 - Fire Suppression			
103	Fire Protection System	\$ 144,725	Attach to existing fire protection riser and provide new mains and branch lines
104	Division 21 - Fire Suppression	\$ 144,725	
Division 22 - Plumbing			
105	Plumbing	\$ 599,575	Plumbing modifications for new layout. Assumes main restroom will remain as is
106	Upgrade Fixtures	EXCLUDED	Existing fixtures to remain, new fixtures at new bathrooms
107	Division 22 - Plumbing	\$ 599,575	
Division 23 - HVAC			
108	HVAC	\$ 1,654,000	\$35/SQFT would reuse existing units and mains. If a new system is to be installed, more in the 50-55/SQFT range. This would include hot water reheat.
109	Hot Water Reheat System	\$ 206,750	
110	Temporary Heat / Equipment	\$ 80,000	Temporary heat
111	Gas Service	EXCLUDED	Existing service to remain
112	Division 23 - HVAC	\$ 1,940,750	
Division 26 - Electrical			
113	Electrical	\$ 909,700	Existing main service to remain as is. New lighting, power, and switching
114	Communications	\$ 82,700	
115	Temporary Electric Power	\$ 50,000	
116	Security/Card Access	\$ 135,000	
117	Emergency Generator	EXCLUDED	
118	Division 26 - Electrical	\$ 1,177,400	
Division 1 - General Requirements			
119	Building Permits	\$ 12,405	General building permit
120	Site Plan Approval Fee	EXCLUDED	
121	Superintendent	\$ 296,780	Full time onsite Superintendent
122	Project Executive	\$ 40,500	
123	Project Management	\$ 147,000	Half time Project Manager
124	Safety Director	\$ 35,100	Part time Safety Director onsite
125	Field Operations Manager	\$ 35,100	Part time Field Operations Manager onsite
126	Project Assistant	\$ 18,090	Part time Project Assistant for office support
127	General Requirements	\$ 240,000	Temporary toilets, progress cleaning, roof/slab barriers, trailers, computers, etc.
128	Insurance	\$ 45,000	
129	Temporary Electric Power	INCLUDED ABOVE	
130	Temporary Heat / Equipment	INCLUDED ABOVE	
131	Construction Fencing	\$ 10,000	Site construction fence
132	Final Construction Cleaning	\$ 10,338	Final cleaning
133	Winter Conditions	\$ 100,000	
134	Division 1 - General Requirements	\$ 990,313	
135	Building Construction	\$ 11,433,330	
Site Development/Utilities			
Division 31 - Earthwork			
136	Earthwork	\$ 150,000	Addition excavation, street removal, general site prep
137	Bio-Retention / Engineered Soil	EXCLUDED	
138	Soil Testing	EXCLUDED	
139	Dewatering	EXCLUDED	
140	Division 31 - Earthwork	\$ 150,000	

SCOPE DESCRIPTION

Perimeter of Total Building	890
Perimeter of Addition	240
Total SQFT	41350
Duration (Months)	12

DESCRIPTION OF WORK	COMMENTS
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Division 32 - Exterior Improvements			
141	Site Concrete Paving	EXCLUDED	
142	Curb & Gutter	\$ 66,250	New Curb and Gutter throughout site
143	Sidewalks	\$ 122,700	New sidewalks all around the building
144	Bollards	\$ 72,000	
145	Asphalt Paving	\$ 167,500	Mill and overlay existing asphalt parking lot
146	Bicycle Racks / Benches / Tables	\$ 60,000	Misc. Exterior furniture
147	Brick Pavers	\$ 307,900	Unilock brick pavers
148	Landscaping	\$ 200,000	General allowance for new seed/plantings
149	Pedestrian Lighting	\$ 108,000	
150	EV Charging Station	\$ 180,000	Level 2 or 3 charging station
151	Parking Lot Lighting	\$ 75,000	addition light fixtures for new site improvements
152	Division 32 - Exterior Improvements	\$ 1,359,350	
Division 33 - Utilities			
153	Water Lateral Extension	EXCLUDED	Assumes existing service to remain
154	Sanitary Sewer Extension	EXCLUDED	Assumes existing service to remain
155	Storm Sewer	EXCLUDED	Assumes existing service to remain
156	Division 33 - Utilities	EXCLUDED	
157	Site Development/Utilities	\$ 1,509,350	
Summary			
158	Building Construction	\$ 11,433,330	
159	Site Development/Utilities	\$ 1,509,350	
160	Construction Contingency (10%)	\$ 1,294,270	
161	Escalation (6%)	\$ 776,570	Typically 3% per year but has varied with Covid
162	Construction Management Fee (3%)	\$ 450,410	
163	A/E Fee	\$ 1,120,000	Allowance for design and engineering
164	Owner Furniture, Fixtures and Equipment Allowance	\$ 500,000	Allowance provided by Village of McFarland
165	Summary	\$ 17,083,930	

\$ 413.15 /SQFT

166	Add Green Roof At New Canopy Only	\$ 61,984.00
167	Add Photo Voltaic to Roof - Preliminary	\$ 250,000.00
168	Add Geothermal - Preliminary	\$ 450,000.00

- 169 Excludes:
 170 Additional reinforcement for photo voltaic
 171 Furniture, Fixtures, and Equipment
 172 hazardous materials
 173 Temp. Office for Village
 174 Assumes contractor has entire building to themselves
 175 Bonds

SUMMARY



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Project Name: McFarland Municipal Center - Single Story Budget **Date: 3-31-2023**

SCOPE DESCRIPTION

Remodel existing municipal center and add two small additions to expand existing buildings square footage

DESCRIPTION OF WORK		BUDGET	COMMENTS
		41,350 Sqft	
1	<i>Municipal Center Remodel</i>	\$ 11,483,330	
2	<i>Exterior Site Improvements</i>	\$ 1,459,350	
3	<i>Construction Contingency (10%)</i>	\$ 1,294,270	
4	<i>Escalation (6%)</i>	\$ 776,570	Typically 3% per year, but Covid has made this vary
5	<i>Construction Management Fee (3%)</i>	\$ 450,410	
6	<i>A/E Fee</i>	\$ 1,120,000	
7	<i>Furniture, Fixtures and Equipment</i>	\$ 500,000	Allowance provided by Village of McFarland
8	Total Construction Budget	\$ 17,083,930	

Add Green Roof AT New Canopy Only	\$ 61,984.00
Add Photo Voltaic To Roof - Preliminary	\$ 250,000.00
Add Geothermal - Preliminary	\$ 426,000.00

Excludes:

Additional reinforcement for photo voltaic
Hazardous materials
Temp. Office for the Village
Assumes contractor has entire building to themselves
Bond Costs

MEMORANDUM

TO: Nate Day, AICP

FROM: Josh Woller, PE (Lic. WI, IL, IN, MI)

DATE: July 22, 2022

RE: City of McFarland Traffic Review
SEH No. 166924 14.00

As part of the Village of McFarland's Community Campus Master Plan, Short Elliott Hendrickson, Inc (SEH) conducted a review of the current traffic conditions on roadways adjacent to the current Village Hall. The traffic review consisted of three separate areas. Those areas were data collection, crash analysis, and a review of potential parking needs. Overall, the goal of this study is to determine if closing a one block segment of Milwaukee Street between Long Street and Anthony Street will have a negative impact on the surrounding street network.

Data Collection

Data collection consisted of collecting average annual daily traffic (AADT) counts at four locations. Those locations consisted of:

- Site 1 - Long Street between Milwaukee Street and Exchange Street/Main Street
- Site 2 - Anthony Street between Milwaukee Street and Main Street
- Site 3 - Milwaukee Street between Bashford Street and Long Street
- Site 4 - Milwaukee Street between Long Street and Anthony Street

Those counts were collected from Thursday, June 2, 2022, to Saturday June 4, 2022. The results of those counts are as follows:

- Site 1 – 270 vehicles per day (VPD)
- Site 2 – 900 VPD
- Site 3 – 650 VPD
- Site 4 – 410 VPD

Based on the data collected an average of 650 vehicles per day will be directly affected by the closure of Milwaukee Street. Most of those vehicles are traveling northbound. Based on the low volumes of all the adjacent roadways the closure of Milwaukee Street will not have any major impacts on the adjacent roadway network. Based upon Wisconsin Department of Transportation (WisDOT) planning thresholds an urban 2-lane unsignalized roadway can accommodate 16,100 VPD before the overall roadway Level of Service (LOS) becomes level D, which represents some congestion and slowing of vehicles along the roadway.

In addition, PM peak hour traffic counts were also collected along Milwaukee Street. The counts collected both vehicle and bike/pedestrian volumes. These counts included the following intersections (See Attachment A for a complete summary):

- Milwaukee Street & Long Street
- Milwaukee Street & Village Hall/Library Driveways (collected vehicles accessing/exiting driveways)
- Anthony Street & Milwaukee Street

Pedestrian Volumes

The study area was observed to have a heavy pedestrian usage during the PM peak times. Most of the traffic observed were parents and children walking to/from school. These pedestrians traveled in several different directions. Most of the non-school pedestrian traffic utilized the area to access the multi-use path at the intersection of Milwaukee Street and Long Street. Overall, the potential closure of Milwaukee Street will enhance the pedestrian experience along Milwaukee Street by removing vehicular traffic and creating pedestrian crossings that do not conflict with vehicle movements.

Existing Conditions

Existing traffic volumes for the PM peak were entered into Synchro to evaluate the existing operations at the study area intersections. Based on the volumes collected all movements at the above intersections operate at LOS B or better under existing volumes and traffic control.

Diversion Traffic

A review of one diversion scenario was also reviewed. Vehicles that currently utilize Milwaukee Street between Long Street and Allen Street will have several options of routes. Based on the congestion observed along Bashford Street during school release times this analysis assumes all vehicles will continue to travel up Milwaukee Street, and then turn left on Long Street and then access Main Street and Anthony Street. Turning movement volumes were reallocated based on this assumption and all movements continue to operate at LOS B or better.

Crash Analysis

Five years (2017-2021) of crash data within the study area was obtained from the WisTransportal Site. During this 5-year period one crash occurred along Milwaukee Street. This crash involved a bike and a vehicle backing out of a parking stall. The collision severity was injury C which is a potential injury.

Three crashes occurred along Long Street. All crashes were angle crashes, with 2 involving vehicles making parking maneuvers and one turning vehicle. One of the parking crashes did involve an alcohol flag. All three crashes were property damage only severity.

No crashes were observed on Anthony Street in the study area during the 5-year review period.

Parking Needs

Potential parking needs were also reviewed utilizing the Institute of Transportation Engineers *Parking Generation Manual, 4th Edition*. Based on the information contained within the Parking Generation Manual the following number of stalls should be considered:

Library – 2.6 stalls per every 1,000 SF of gross floor area (GFA)

Government Office Building – 4.2 stalls per every 1,000 SF of gross floor area (GFA)

Recreational Community Center – 3.2 stalls per every 1,000 SF of gross floor area (GFA)

It should be noted that these rates are the average rates included in the manual. It should also be noted that on street parking can be included in the parking stall count. Overall parking needs will vary based on the final alternative chosen.

Conclusion

Based on a review of the existing traffic volumes the closure of Milwaukee Street between Long Street and Anthony Street will not have a major impact on traffic operations in the study area. If Milwaukee Street is closed consideration should be given to removing the stop signs on Anthony Street and placing a stop sign for SB Milwaukee Street traffic. The closure will also enhance the pedestrian experience in the study area. Finally, parking needs should be reviewed upon final design of the Campus facility. A recommended rate of parking is included in this memo.

jmw

Attachment – Traffic Count Summary

[https://sehincazure-my.sharepoint.com/personal/jwoller_sehinc_com/documents/desktop/mcfarland/traffic study memo.docx](https://sehincazure-my.sharepoint.com/personal/jwoller_sehinc_com/documents/desktop/mcfarland/traffic%20study%20memo.docx)

Village of McFarland Campus Master Plan Traffic Count Summary

Milwaukee Street & Long Street																							
	NB					WB					SB					EB					N/S Total	E/W Total	Overall Total
	Left	Thru	Right	Bike/Ped	Total	Left	Thru	Right	Bike/Ped	Total	Left	Thru	Right	Bike/Ped	Total	Left	Thru	Right	Bike/Ped	Total			
2:15	2	8	0	3	10	0	3	0	0	3	0	0	1	6	7	4	0	2	2	8	17	11	28
2:30	1	12	1	5	14	0	1	1	0	2	0	0	2	2	4	3	0	0	1	4	18	6	24
2:45	4	46	0	0	50	0	1	0	0	1	0	0	1	0	1	1	2	0	18	21	51	22	73
3:00	1	14	3	6	18	0	0	0	0	0	0	1	3	0	4	1	0	0	2	1	22	1	23
3:15	0	15	6	4	21	0	1	1	0	2	0	0	3	4	7	4	0	0	6	4	28	6	34
3:30	2	15	5	3	22	0	0	0	0	0	0	0	4	0	4	3	0	0	3	3	26	3	29
Total	10	110	15	21	135	0	6	2	0	8	0	1	14	12	27	16	2	2	32	41	162	49	211

Milwaukee Street & City Hall / Library Driveway																							
	NB					WB					SB					EB					N/S Total	E/W Total	Overall Total
	Left	Thru	Right	Bike/Ped	Total	Left	Thru	Right	Bike/Ped	Total	Left	Thru	Right	Bike/Ped	Total	Left	Thru	Right	Bike/Ped	Total			
2:15	1		0		1	0	0	0	0	0	0		0		0	1	0	0		1	1	1	2
2:30	3		1		4	0	0	1	0	1	1		1		2	0	0	1		1	6	2	8
2:45	4		1		5	0	0	0	0	0	1		0		1	1	0	0		1	6	1	7
3:00	0		1		1	0	0	1	1	2	1		2		3	1	0	2		3	4	5	9
3:15	1		1		2	0	0	0	0	0	0		2		2	1	0	0		1	4	1	5
3:30	3		0		3	0	0	0	2	2	0		0		0	1	0	0		1	3	3	6
Total	12		4		16	0	0	2		5	3		5		8	5	0	3		8	24	13	37

Milwaukee Street & Anthony Street																							
	NB					WB					SB					EB					N/S Total	E/W Total	Overall Total
	Left	Thru	Right	Bike/Ped	Total	Left	Thru	Right	Bike/Ped	Total	Left	Thru	Right	Bike/Ped	Total	Left	Thru	Right	Bike/Ped	Total			
2:15	2	4	6	2	12	0	7	2	0	9	0	0	1	6	7	0	7	2	1	10	19	19	38
2:30	0	10	1	2	11	1	5	1	0	7	0	2	2	2	6	2	7	0	0	9	17	16	33
2:45	2	32	7	0	41	0	8	4	0	12	4	1	0	0	5	0	4	2	0	6	46	18	64
3:00	3	7	6	0	16	3	7	0	0	10	5	2	1	0	8	1	5	1	3	10	24	20	44
3:15	1	11	4	1	16	1	16	0	7	24	2	2	1	6	11	3	20	2	0	25	27	49	76
3:30	1	8	3	0	12	3	16	1	7	27	3	2	0	3	8	0	13	1	4	18	20	45	65
Total	9	72	27	5	108	8	59	8	14	89	14	9	5	17	45	6	56	8	8	78	153	167	320

Site#	Location	AADT
Site 1	Long St	270
Site 2	Anthony St	900
Site 3	Milwaukee St (N)	650
Site 4	Milwaukee St (S)	410



McFarland Municipal Center Mechanical, Electrical, Plumbing, and Structural Conditions Assessment

The Village of McFarland
McFarland, WI

MCFAW 166924 | August 8, 2022



Building a Better World
for All of Us®

Engineers | Architects | Planners | Scientists

McFarland Municipal Center Mechanical, Electrical, Plumbing, and Structural Conditions Assessment

The Village of McFarland

SEH Project No. MCFAW 166924

August 8, 2022

Mechanical HVAC and Plumbing

Reviewed By: Owen Jensen Date: July 21, 2022

Electrical

Reviewed By: Jeff Mathis Date: July 21, 2022

Structural

Reviewed By: Benjamin Wolf Date: July 22, 2022

Project Manager

Reviewed By: Nate Day Date: July 26, 2022



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Conditions Assessment

The Village of McFarland

1 General

The McFarland Municipal Center is undergoing a process to repurpose the building for new use. The City of McFarland retained SEH to review the existing HVAC and plumbing equipment and provide an opinion on condition, life span, and operability. The results of this study will be used to determine how this equipment will be utilized, or when it will need replacement throughout the transitional period ahead. As part of this evaluation, SEH reviewed the existing equipment schedules, visited the site, and spoke with facility staff about maintenance and operability.

1.1 Overview

The McFarland Municipal Center was originally constructed in 1999. The largest update to original equipment was the replacement of the rooftop units between the years of 2019-2020. The other large HVAC improvement was a vehicle exhaust extraction system added to the Fire Department garage in 2016. No other major HVAC or plumbing renovations have been made in the time since, aside from as-needed replacement of equipment upon failure.

In general, the majority of original HVAC and plumbing equipment is reaching the end of its expected service life. Equipment that has replaced original equipment ranges from excellent to operational/fair condition with years remaining in expected life.

2 HVAC Conditions Assessment

This assessment is based upon visual inspection and personnel interviews. There were no maintenance documents provided to determine past failures of equipment or to quantify regular maintenance schedule.

2.1 VAV Units

2.1.1 Overview:

Carrier Single Duct Hydronic Variable Air Volume (VAV) units serve multiple areas throughout the building. Each VAV includes an inlet damper and hot water heating coil with piping run-out and valves. VAV box's manufacture date is unknown but appear to be original to the building (1999). These VAV units supply heat to most of the spaces in the building, and their proper function is crucial to building needs. The RTU's, boilers, pumps, and VAV's are all currently controlled through a Carrier BACnet system.

2.1.2 Unit Schedule:

Table 1 – VAV Unit Schedule

TAG	SERVES	MAX CFM	MIN CFM	MIN INLET SIZE (")	COIL MBH	COIL GPM
VAV-1.01	103	360	108	6	16	1.1
VAV-1.02	201	150	60	5	7	0.5
VAV-1.03	202	210	63	5	10	0.7
VAV-1.04	204	360	96	6	15	1.0
VAV-1.05	206	210	60	5	9	0.6
VAV-2.01	301	680	204	10	24	1.6
VAV-2.02	329	330	99	6	12	0.8
VAV-2.03	330	250	75	5	9	0.6
VAV-2.04	309	510	153	6	18	1.2
VAV-2.05	326	330	99	6	12	0.8
VAV-2.06	328	465	140	6	17	0.6
VAV-2.07	214	235	70	5	9	1.2
VAV-3.01	404	300	90	6	11	0.8
VAV-3.02	402	300	90	6	11	0.8
VAV-3.03	405	250	75	5	10	0.6
VAV-3.04	115	100	100	5	-	-
VAV-3.05	412	260	78	5	10	0.7
VAV-3.06	415	250	75	5	10	0.70.7
VAV-3.07	417	680	204	8	26	0.71.7
VAV-3.08	419	270	81	5	10	0.7
VAV-3.09	422	385	115	6	15	1.0
VAV-3.10	411	135	40	5	5	0.5
VAV-3.11	414	170	51	5	7	0.5
VAV-4.01	508	750	225	8	21	1.4
VAV-4.02	515	300	90	6	9	0.6
VAV-4.03	518	600	180	8	17	1.1
VAV-1	RTU-1	900	400	10	-	-
VAV-2	RTU-2	1900	850	14	-	-
VAV-3	RTU-3	2000	900	14	-	-
VAV-4	RTU-4	1000	450	10	-	-

2.1.3 Equipment Condition/Recommendations:

- VAV Boxes are in fair, operational condition with visible corrosion on most. Staff has indicated that the hydronic system has created many problems and needs to be overhauled upon building reconfiguration. Staff indicated that control valves have failed at several places around the hydronic system, resulting in water damage, and times when the entire building was without heat.
- Staff indicated that water flow through the system is too fast, resulting in multiple worn out pipe elbows.
- Staff indicated that isolation valves need to be added to the hydronic system to perform repairs, as the current configuration requires shutting down the entire system to fix any failures.
- All VAV Boxes are in approximately the same condition.
- It is recommended that the VAV boxes are replaced upon reconfiguration of the building along with associated control valves, piping, and controls.
- It is recommended that the hydronic system is rebalanced, and system pumps are replaced. (See section 2.5 Hydronic Pumps).

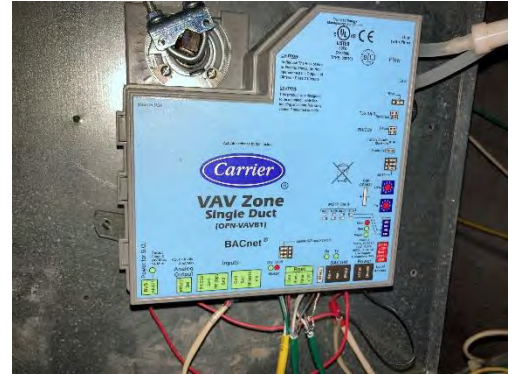


Figure 1: Carrier VAV Box Controller



Figure 2: Hot Water Coil for VAV-4.02

2.2 Fans

2.2.1 Overview:

2.2.1.1 Exhaust:

Jenco Centrifugal Direct Drive Downblast exhaust fans (EF-1, 2, 3, 4, 7, 8, and 10) serve restrooms, locker rooms, janitor closets, and laboratory exhaust throughout the building. EF-1 is interlocked in operation with RTU-1, 3, and 5. EF-2 is interlocked with RTU-2. EF-3 is interlocked with RTU-4. EF-7 is interlocked with MAU-1.

Carnes Centrifugal Direct Drive Downblast exhaust fan (EF-5) is interlocked in operation with MAU-1 and no longer appears to be in operation. A new vehicle exhaust extraction system was added to the fire department garage after the building was constructed, so operation of this system would be rare as the previous system was controlled via vehicle exhaust detection.

EF-6, 9, and 11 are exhaust hoods that serve the three kitchens that exist in the building.

2.2.1.2 Supply:

SF-1 is a supply air fan for the Mechanical Mezzanine 533 which circulates fresh air through the room interlocked with a motorized damper intake.

2.2.1.3 Destratification:

CF-1, 2, 3, 4, and 5 are destratification fans that circulate stratified air within the fire department garage. Manufacture dates of the fans are unknown due to unreadable tags, and no knowledge from building operators.

2.2.2 Unit Schedule:

Table 2 – Supply Return and Exhaust Fan Schedule

TAG	LOCATION	SERVICE	TYPE	CFM	S.P. (IN. WG)
EF-1	214 (ROOF)	MAIN TOILETS	BI - ROOF	950	0.5
EF-2	323 (ROOF)	LOCKER/TLTS	BI – ROOF	1000	0.5
EF-3	524 (ROOF)	DORM TOILETS	BI – ROOF	300	0.5
EF-4	524 (ROOF)	FD MAINT	BI – ROOF	750	0.5
EF-5	524 (ROOF)	FD GARAGE	BI – ROOF	3600	0.5
EF-6	507	TRNG KITCHEN	(W/HOOD)	150	0.125
EF-7	532 (ROOF)	EMS	BI – ROOF	700	0.5
EF-8	326 (ROOF)	EVID PREP	BI – ROOF	500	0.5
EF-9	212	COMM KITCHEN	(W/HOOD)	150	0.125
EF-10	522 (ROOF)	HOSE TOWER	BI – ROOF	400	0.125
EF-11	515	DORM KITCHEN	(W/HOOD)	150	-
EF-12	LOWER ROOF	FIRE GARAGE TAILPIPE EMISSIONS DUCT	FUME EXHAUST BLOWER	UNKNOWN	UNKNOWN
SF-1	533	MECH ROOM	WALL	1200	-
CF-1	524	FD GARAGE	CIRCULATING	12500	-
CF-2	524	FD GARAGE	CIRCULATING	12500	-
CF-3	524	FD GARAGE	CIRCULATING	12500	-
CF-4	524	FD GARAGE	CIRCULATING	12500	-
CF-5	524	FD GARAGE	CIRCULATING	12500	-

2.2.3 Equipment Condition/Recommendations:

- EF-1 appears in fair, operational condition with small amounts of visible corrosion. This fan is nearing the end of its serviceable lifetime. Manufacture date of the unit is not known. Continue regular maintenance as needed and expect replacement by 2025 or upon failure.



Figure 3: Jenco Downblast Exhaust Fan

- EF-2 appears in fair, operational condition with no visible corrosion. This fan is nearing the end of its serviceable lifetime. Manufacture date of the unit is not known. Continue regular maintenance as needed and expect replacement by 2025 or upon failure.
- EF-3 appears in fair, operational condition with small amounts of visible corrosion. This fan is nearing the end of its serviceable lifetime. Manufacture date of the unit is not known. Continue regular maintenance as needed and expect replacement by 2025 or upon failure.
- EF-4 appears in fair, operational condition with no visible corrosion. This fan is nearing the end of its serviceable lifetime. Manufacture date of the unit is not known. Continue regular maintenance as needed and expect replacement by 2025 or upon failure.
- EF-5 is no longer operational. Visible corrosion. This fan was originally designed to exhaust fumes from the fire garage but was replaced by the new tailpipe connected fume exhaust system. Demolish and replace if garage space is maintained as a garage through transition.
- EF-6 appears in fair, operational condition with no amount of visible corrosion. This fan is nearing the end of its serviceable lifetime. Manufacture date of the unit is not known. Continue regular maintenance as needed and expect replacement by 2025 or upon failure.
- EF-7 appears in fair, operational condition with no amount of visible corrosion. This fan is nearing the end of its serviceable lifetime. Manufacture date of the unit is not known. Continue regular maintenance as needed and expect replacement by 2025 or upon failure.
- EF-8 appears in fair, operational condition with no amount of visible corrosion. This fan is nearing the end of its serviceable lifetime. Manufacture date of the unit is not known. Continue regular maintenance as needed and expect replacement by 2025 or upon failure.
- EF-9 appears in fair, operational condition with no amount of visible corrosion. This fan is nearing the end of its serviceable lifetime. Manufacture date of the unit is not known. Continue regular maintenance as needed and expect replacement by 2025 or upon failure.
- EF-10 appears in fair, operational condition with no amount of visible corrosion. This fan is nearing the end of its serviceable lifetime. Manufacture date of the unit is not known. Continue regular maintenance as needed and expect replacement by 2025 or upon failure.



Figure 4: EF-5, visible corrosion. Carnes Downblast Exhaust Fan.

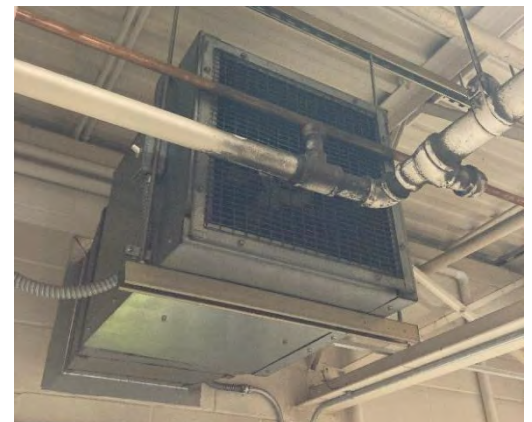


Figure 5: SF-1, Mechanical Mezzanine Wall Mount Ventilator

- EF-11 appears in fair, operational condition with no amount of visible corrosion. This fan is nearing the end of its serviceable lifetime. Manufacture date of the unit is not known. Continue regular maintenance as needed and expect replacement by 2025 or upon failure.
- EF-12 appears in fair, operational condition with no amount of visible corrosion. This fan was installed sometime around 2016 from manufacture date of the blower motor (assuming blower motor is original). Continue regular maintenance as needed and expect replacement by 2031 or upon failure. If tailpipe exhaust extraction is no longer needed in the garage space through transition, this system can be removed.
- SF-1 appears in fair, operational condition with no amount of visible corrosion. This fan is nearing the end of its serviceable lifetime. Manufacture date of the unit is not known. Continue regular maintenance as needed and expect replacement by 2025 or upon failure.
- All ceiling fans (CF-x) are in fair, operational condition. These fans appear original to building construction. Replace upon failure and perform regular maintenance as needed.

2.3 Rooftop Air Handling Units

2.3.1 Overview:

Rooftop Air Handling Units RTU-1, 2, 3, 4, 5, and 6 are Trane packaged rooftop units with DX cooling. These units were all replaced within the years 2019 to 2020. These systems provide cooling and airflow to the occupiable spaces and are connected to the VAV boxes to provide heat in the winter. The RTU's, boilers, pumps, and VAV's are all currently controlled through a Carrier BACnet system.

2.3.2 Equipment Schedule:

Table 3 – Rooftop Air Handling Unit Schedule

TAG	LOCATION	SERVES	COOLING MBH	HEATING MBH	SUPPLY CFM	OA CFM	ESP (IN. WG)
RTU-1	ROOF	OSS	44.5	-	1300	160	0.75
RTU-2	ROOF	POLICE	113.2	-	2800	530	1.25
RTU-3	ROOF	VILLAGE	83.0	-	3100	600	1.00
RTU-4	ROOF	FIRE	57.1	-	1650	300	0.75
RTU-5	ROOF	COMMUNITY	60.2	115	1800	940	0.75
RTU-6	ROOF	TRAINING	45.9	108	1200	300	0.75
MAU-1	ROOF	FIRE GARAGE	-	396	3750	3750	1.0

2.3.3 Equipment Condition/Recommendations:

- MAU-1 is original to the building and is past its serviceable lifetime with visible signs of corrosion. This unit should be demolished and replaced if the fire department garage remains a garage through transition. If the space is converted to a different use, ventilation, heat, and cooling requirements will change.
- RTU-1 is operational and in excellent condition with no signs of corrosion. This unit was manufactured in 2019. Continue regular maintenance and expect replacement of this unit between 2034-2039.
- RTU-2 is operational and in excellent condition with no signs of corrosion. This unit was manufactured in 2020. Continue regular maintenance and expect replacement of this unit between 2035-2040.
- RTU-3 is operational and in excellent condition with no signs of corrosion. This unit was manufactured in 2020. Continue regular maintenance and expect replacement of this unit between 2035-2040.
- RTU-4 is operational and in excellent condition with no signs of corrosion. This unit was manufactured in 2020. Continue regular maintenance and expect replacement of this unit between 2035-2040.
- RTU-5 is operational and in excellent condition with no signs of corrosion. This unit was manufactured in 2020. Continue regular maintenance and expect replacement of this unit between 2035-2040.
- RTU-6 is operational and in excellent condition with no signs of corrosion. This unit was manufactured in 2020. Continue regular maintenance and expect replacement of this unit between 2035-2040.



Figure 5: MAU-1, Fire Garage Make Up Air Unit.



Figure 6: RTU-2, Trane Rooftop Air Handling Unit.

2.4 Gas Fired Radiant Heaters

2.4.1 Overview:

The gas fired radiant heaters are hung in the Fire Department Garage and evenly distributed heat to the space. These radiant heaters are original to the building.

2.4.2 Equipment Schedule:

Table 4 – Gas Fired Radiant Heater Schedule

TAG	LOCATION	HEATING OUTPUT (MBH)	GAS RATE (CFH)
GRH-1	524	210	230
GRH-2	524	235	255

2.4.3 Equipment Condition/Recommendations:

- GRH-1 appears to be in fair, operational condition with slight corrosion visible on the heating element. This unit is nearing the end of its serviceable lifetime and should be demolished and removed upon transition of the building. The need for replacement will be determined by use of the space.
- GRH-2 appears to be in fair, operational condition with slight corrosion visible on the heating element. This unit is nearing the end of its serviceable lifetime and should be demolished and removed upon transition of the building. The need for replacement will be determined by use of the space.

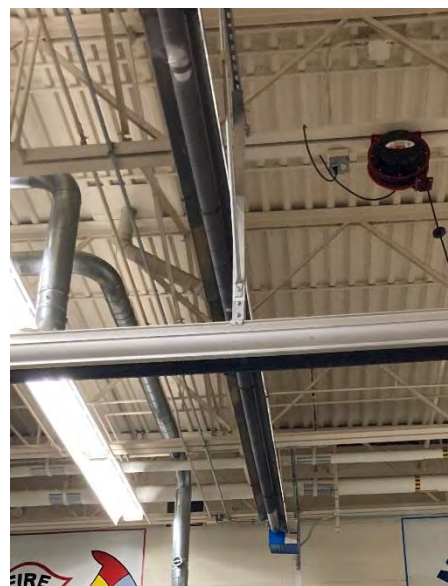


Figure 7: Gas Fired Radiant Heater

2.5 Hydronic Pumps/Hydronic System

2.5.1 Overview:

The boiler pumps (P-3, P-4, and P-6) are inline Grundfos three-speed circulating pumps that are designed for use in heating/hot water recirculation. These pumps are not original to the building and have been replaced in 2010 and 2020. Pumps P-1 and P-2 are Bell and Gossett inline pumps that serve circulation to the entire hydronic system. The RTU's, boilers, pumps, and VAV's are all currently controlled through a Carrier BACnet system.

2.5.2 Equipment Schedule:

Table 5 – Hydronic Pump Schedule

TAG	SERVES	TYPE	GPM	TOTAL HEAD (FT)
P-1 (Above P-2)	HEATING SYSTEM	IN-LINE	45	40
P-2 (Below P-1)	HEATING SYSTEM	IN-LINE	45	40
P-3	BOILER B-1	IN-LINE	55	11
P-4	BOILER B-2	IN-LINE	55	11
P-5	RTU-5 COIL	IN-LINE	8	11
P-6	BOILER B-3	IN-LINE	-	-

2.5.3 Equipment Condition/Recommendations:

- As staff at the facility has mentioned a large quantity of leaking valves, pipes, and worn-out elbows in the hydronic system, these pumps should be rebalanced as soon as possible to slow the flow of water within the system to 4-6 ft/s.
- As the pumps do not appear to be labeled and they are identical, pump P-1 will be designated as the pump installed above P-2. P-1 appears in fair, operational condition and original to the facility. In 2019 this pump received a replacement motor and bearing assembly. Continue regular maintenance and replace components as needed. Expect pump body replacement by 2040.
- Pump P-2 appears in fair, operational condition but has an original motor and bearing assembly. Replace both motor and bearing assembly and continue regular maintenance as needed. Expect pump body replacement by 2040.
- Pump P-3 was replaced in 2010 and appears in excellent condition with no visible corrosion. Continue regular maintenance and expect replacement by 2030.



Figure 8: Pump P-1, Bell and Gossett Hydronic System Circulation Pump



Figure 9: Grundfos Inline Three Speed Boiler Pump

- Pump P-4 was replaced in 2010 and appears in excellent condition with no visible corrosion. Continue regular maintenance and expect replacement by 2030.
- Pump P-6 was replaced in 2020 and appears in excellent condition with no visible corrosion. Continue regular maintenance and expect replacement by 2040.
- The hydronic piping should be evaluated to ensure it is sized correctly for the application and undersized piping should be replaced with correctly sized piping.

2.6 Boilers

2.6.1 Overview:

Peerless Purefire Boilers are high efficiency natural gas boilers that are in the Mechanical Mezzanine 533. These boilers have replaced the original boilers from 1999 and were manufactured in March of 2011. The boilers are in parallel and designed in a primary, secondary, tertiary arrangement with inline boiler pumps for each boiler. As the building demands more heat, each additional boiler and pump will fire sequentially to meet the need. The RTU's, boilers, pumps, and VAV's are all currently controlled through a Carrier BACnet system.

2.6.2 Equipment Schedule:

Table 6 – Boiler Schedule

TAG	WORKING FLUID	WORKING PRESSURE (PSI)	INPUT MBH	OUTPUT MBH	FUEL
B-1	WATER	30	399	373	NAT GAS
B-2	WATER	30	399	373	NAT GAS
B-3	WATER	30	140	130	NAT GAS

2.6.3 Equipment Condition:

- Boiler B-1 appears to be in fair condition, operational, and with no visible corrosion. From conversations with building operators, no large issues have arisen from this boiler aside from regular maintenance.
- Boiler B-2 appears to be in fair condition, operational, and with no visible corrosion. From conversations with building operators, no large issues have arisen from this boiler aside from regular maintenance.
- Boiler B-3 appears to be in fair condition, operational, and with no visible corrosion. From conversations with building operators, no large issues have arisen from this boiler aside from regular maintenance.



Figure 10: Peerless Boiler B-1

2.6.4 Recommendations:

- A typical boiler lifetime is 15-20 years under good maintenance. Boilers 1-3 will need replacement between 2026 and 2031 or as they fail. Continue regular maintenance for the remainder of their lifetime.
- Upon boiler replacement, ensure heating capacity matches what is appropriate for the space. Provide new controls, pumps, and associated piping.

2.7 Hydronic Unit Heaters

2.7.1 Overview:

Individual hydronic Trane unit heaters that provide heat to various places throughout the building are shown on original building drawings. Upon inspection of the building, only UH-3 was found.

2.7.2 Equipment Schedule:

Table 7 – Hydronic Unit Heater Schedule

TAG	LOCATION	MBH	CFM	GPM
UH-1	523	27	815	2.0
UH-2	524	38	1200	2.6
UH-3	321	79	2380	3.3

2.7.3 Equipment Condition/Recommendations:

- UH-3 serves the police garage and appears original to the building. The unit appears operational and has visible corrosion. This unit is nearing the end of its expected serviceable lifetime. Demolish and replace upon failure or by 2025.

2.8 Cabinet Unit Heaters

2.8.1 Overview:

Wall hung hydronic cabinet unit heaters serve various vestibules and entrance areas around the building. These are controlled with a thermostat near the unit and run when temperature is below the design set point.

2.8.2 Equipment Schedule:

Table 8 – Cabinet Unit Heater Schedule

TAG	LOCATION	MBH	GPM	CABINET TYPE
CUH-1	100	25	1.7	WALL RECESSED INVERTED FLOW
CUH-2	107	16	1.1	WALL HUNG INVERTED FLOW
CUH-3	317	16	1.1	WALL HUNG INVERTED FLOW
CUH-4	102	16	1.1	WALL RECESSED INVERTED FLOW
CUH-5	101	19	1.1	WALL HUNG INVERTED FLOW

2.8.3 Equipment Condition/Recommendations:

- All cabinet unit heaters are in the same approximate condition and are original to the building. All are in operational condition but nearing the end of their serviceable lifetime. Replace upon failure or by 2027.



Figure 11: CUH-4, Hydronic Cabinet Heater

2.9 Split System Heat Pumps

2.9.1 Overview:

HPU-1 and HPU-2 are Mitsubishi Electric heat pumps designed to supply supplemental heating and cooling to rooms 528/526. The respective condensing units are in the EMS vehicle garage (525).

2.9.2 Equipment Schedule:

Table 9 – Split System Heat Pump Schedule

TAG	LOCATION	HEATING MBH	COOLING MBH	CFM
HPU-1	525, 528	8.7	9.0	252
HPU-2	525, 526	8.7	9.0	252

2.9.3 Equipment Condition/Recommendations:

- HPU-1 and HPU-2 are in fair, operational condition. As these heat pumps appear original to the building, they are nearing the end of their serviceable lifetime. Expect replacement between 2025-2030.



Figure 12: Mitsubishi Split System Heat Pump

3 Plumbing Condition Assessment

This assessment is based upon visual inspection and personnel interviews. There were no maintenance documents provided to determine past failures of equipment or to quantify regular maintenance schedule.

3.1 Domestic Water Equipment

3.1.1 Overview:

This category includes all water heaters along with the circulating pump for the domestic water system. This equipment creates and transports hot water throughout the building for use in various bathrooms, kitchens, janitor sinks, etc. Most of the equipment is located in the Mechanical Mezzanine 533, with the exception of the local electric water heater paired with the dishwasher. The original gas water heaters are both still located in the Mechanical Mezzanine with neither appearing operational. A replacement water heater was installed in 2017.

3.1.2 Equipment Schedule:

Table 10 – Water Heaters

TAG #	LOCATION	MBH/KW	RECOVERY FLOW (GPH)	TANK SIZE (GAL)
GWH-1 (DECOMMISSIONED)	533	150 MBH	115	100
GWH-2 (DECOMMISSIONED)	533	150 MBH	115	100
GWH-3	533	300 MBH	460	95
EWH-1	DISHWASHER	4 KW	40	5

Table 11 – Circulating Pump Schedule

TAG #	LOCATION	FLOW (GPM)	HEAD (FT)
CP-1	533	15	14

3.1.3 Equipment Conditions/Recommendations:

- GWH-1 appears to be original to construction of the building. It appears to be in poor condition and not currently operational. Valves were closed on associated piping, and the power switch was in the off position. Demolish and remove all associated piping and valves.
- GWH-2 appears to be original to construction of the building. It appears to be in poor condition and not currently operational. Entire sections of pipe have been removed. Valves were closed on associated piping, and the power switch was in the off position. Demolish and remove all associated piping and valves.
- GWH-3 appears to be in excellent condition and was installed in 2017. Continue regular maintenance and expect replacement from 2032 to 2037.
- Staff did not mention any issues arising from only having a single water heater; one could be added for redundancy to help with repairs and demand.
- CP-1 was replaced in 2017 along with the water heater. Continue regular maintenance and expect replacement from 2032 to 2037.



Figure 14: GWH-3, Operational Water Heater



Figure 13: GWH-1,2 Decommissioned Water Heaters

3.2 Domestic Water Fixtures/Piping

3.2.1 Overview:

Domestic water fixtures are plentiful throughout the McFarland Municipal Center and serve the building via hot and cold-water domestic piping. These fixtures include toilets, sinks, washers, hose bibs, etc. Most fixtures and piping are original to construction of the building (1999) aside from replacements due to failure throughout the years.

3.2.2 Equipment Schedule:

Table 12 – Plumbing Fixtures - Domestic

TAG #	QUANTITY	CW SIZE (IN.)	HW SIZE (IN.)	COLD WSFU	HOT WSFU
WC-1*	14	3/4"	-	3	-
UR-1	4	3/4"	-	4	-
CU-1	1	1"	1/2"	7	0.5
L-1*	12	1/2"	1/2"	0.5	0.5
S-1*	8	1/2"	1/2"	1	1
US-1*	3	3/4"	3/4"	2	2
SH-1*	6	1/2"	1/2"	2	2
SH-4	1	3/4"	3/4"	2	2
MB-1*	2	3/4"	3/4"	2	2
EWC-1*	2	1/2"	-	0.5	-
EW-1	1	1/2"	-	1	-
WH-1	6	3/4"	-	4	-
HB-1	6	3/4"	-	4	-
DISHWASHER	2	-	1/2"	-	1
WASHER-EXTRACTOR	1	3/4"	3/4"	2	2
LU-1	1	3/4"	3/4"	1	1

*Multiple variations of the fixture exist, but connection sizes stay consistent. Refer to original building drawings for continuation.

3.2.3 Equipment Conditions/Recommendations:

- Staff did not indicate any large number of issues stemming from the domestic water piping or fixtures.
- Corrosion is visible on many fixture connections to the water system. This piping should be demolished and replaced as it is reaching the end of its serviceable lifetime.
- Most fixtures were installed in 1999 upon construction of the building. Due to this, all fixtures should be demolished and replaced by 2027, upon failure, or when the Municipal Center undergoes renovations for conversion to a new usage.
- 2" CW hose bib connections currently exist within the fire department garage to fill tanker trucks. If this space is converted to something else without the need for large amounts of water, these connections should be demolished back to the main and capped.



Figure 15: Visible Corrosion Example, Washer Box

3.3 Natural Gas Fixtures/Piping

3.3.1 Overview:

The natural gas piping on the McFarland Municipal Center serves the gas radiant heaters, make up air unit, boilers, and water heaters. The gas meter was sized for a maximum load of 3231 CFH at 5 PSI service pressure. Any additional connections to the system should be evaluated to ensure that the meter is appropriately sized for demand. The natural gas piping is original to building construction 1999.



Figure 16: Rusting Gas Meter

3.3.2 Equipment Conditions/Recommendations:

- The gas meter is showing signs of rusting. This meter is owned by the local utility and replacement should be handled through them when replacement is determined to be necessary.
- Regulators for individual equipment connections should be replaced when connected equipment is replaced. These regulators handle supply pressures of 5 PSIG and reduce to the correct supply pressure for each piece of equipment.

3.4 Sanitary Sewer Fixtures/Piping

3.4.1 Overview:

The sanitary sewer system transports waste and used water from the building. The sanitary system is original to building construction.

3.4.2 Equipment Schedule:

Table 13 – Plumbing Fixtures - Sanitary Waste and Vent

TAG #	QUANTITY	SAN SIZE (IN.)	VENT SIZE (IN.)	SAN DFU
WC-1*	14	3"	1-1/2"	4
UR-1	4	2"	1-1/2"	2
CU-1	1	4"	1-1/2"	7
L-1*	12	1-1/4"	1-1/2"	1
S-1*	8	1-1/2"	1-1/2"	2 OR 3*
US-1*	3	2"	1-1/2"	3
SH-1*	6	2"	1-1/2"	2
SH-4	1	-	-	2
MB-1*	2	3"	1-1/2"	3
EWC-1*	2	1-1/4"	1-1/4"	1
EW-1	1	1-1/4"	1-1/4"	2
DISHWASHER	2	3"	1-1/2"	2
WASHER-EXTRACTOR	1	4"	1-1/2"	4

TAG #	QUANTITY	SAN SIZE (IN.)	VENT SIZE (IN.)	SAN DFU
LU-1	1	4"	1-1/2"	4
FG-1	4	1-1/2"	1-1/2"	2
FD-1*	12	3"	1-1/2"	3

*Multiple variations of the fixture exist, but connection sizes stay consistent. Refer to original building drawings for continuation.

3.4.3 Equipment Conditions/Recommendations:

- Sanitary fixtures appear in good condition with no noticeable amounts of corrosion. Replace fixtures as needed or once corrosion is noticeable.
- Staff did not indicate any issues with sanitary sewer systems.
- Underfloor piping could not be analyzed.



Figure 17: Garage Catch Basin

4 Electrical Condition Assessment

4.1 Lighting

4.1.1 Interior Lighting

4.1.1.1 Overview:

The fixture types are a mix of T5, T8 and T12. Fluorescent tube lighting is still available today in T5 and T8 varieties. T12 tubes have been banned for newly manufactured units to be sold in the US by the Department of Energy (DOE). In 2018, the DOE banned some T8 lamps that did not meet the required lumens/watt efficiency ratio but are still available. No date is known for bans on the manufacture of these lamps.

The lighting was installed with lighting controls.

4.1.1.2 Equipment Condition:

The fixtures and lighting controls tend to be in fair condition.



Figure 18: Existing Fluorescent Tube



Figure 19: Existing Lighting Contractor



Figure 20: Existing Wall Occupancy Sensor

4.1.2 Exterior Lighting

4.1.2.1 Overview:

Fixture types are a mix of high-pressure sodium (HPS) and metal halide (MH).

4.1.2.2

Equipment Condition:

The fixtures tend to be in fair condition.



Figure 21: Existing Outdoor Light Pole



Figure 22: Existing Outdoor Wall Pack

4.1.3

Lighting Recommendations

All existing light fixtures are recommended to be replaced within the next 5 years, or during the renovation of the existing building.

Some of the benefits to lighting replacement

- LED lighting technology will provide quality lighting levels at 50% to 75% of the current energy usage.
- LED lighting fixtures provide average operating hours of 50,000+ hours.
- LED lights are dimmable at no extra fixture cost.
- LED lights can provide more comfortable and consistent color of light than fluorescent which makes the space more pleasant to be in.

Downsides to a lighting replacement:

- Although LED lighting lasts much longer than any other lighting source before failure, when it does fail you usually need to replace the entire fixture.

Lighting Controls: It is recommended to upgrade the existing lighting controls with a lighting replacement and comply with latest energy code for existing and additional rooms or changes in room type.

4.2 Power Distribution

4.2.1

Overview

The building's power distribution system is for the most part original. One major upgrade was the installation of an emergency panel in the Police Department.

4.2.2

Service Entrance Equipment

4.2.2.1

Overview:

The incoming service is a 1200A, 120/208V, 3-phase, 4-wire system feed by an outdoor 300kVA pad mount transformer and 400A automatic transfer switch.

4.2.2.2 Equipment Condition:

The service entrance equipment tends to be in fair-to-good condition.



Figure 23: Existing Service Entrance Equipment

Table 14 – Service Entrance Equipment

Name	Equipment Type	Voltage Rating	Rating (A)	Approximate Age (years)	Condition	Remaining Life (years)
MDP-1	Switchboard	120:208V/3PH/4W	1200	20	Fair	15-20

4.2.3 Panelboards

4.2.3.1 Overview:

The facility has seven (7) 120/208V panelboards and three (3) 120/208V emergency panelboards mainly originally to the facility.

4.2.3.2 Equipment Conditions:

The panelboards tend to be in fair-to-good condition.



Figure 24: Panelboard Exterior



Figure 25: Panelboard Interior

Table 15 – Panelboard Equipment Summary

Name	Equipment Type	Voltage Rating	Rating	Approximate Age (years)	Condition	Remaining Life (years)
Panel A	Panelboard	120:208V/3PH/4W	400A	20	Fair-to-Good	15-20
Panel B	Panelboard	120:208V/3PH/4W	225A	20	Fair-to-Good	15-20
Panel C	Panelboard	120:208V/3PH/4W	225A	20	Fair-to-Good	15-20
Panel D	Panelboard	120:208V/3PH/4W	225A	20	Fair-to-Good	15-20
Panel E	Panelboard	120:208V/3PH/4W	400A	20	Fair-to-Good	15-20
Panel F	Panelboard	120:208V/3PH/4W	225A	20	Fair-to-Good	15-20
Panel G	Panelboard	120:208V/3PH/4W	400A	20	Fair-to-Good	15-20
Panel EGA	Panelboard	120:208V/3PH/4W	225A	20	Fair-to-Good	15-20
Panel EGB	Panelboard	120:208V/3PH/4W	225A	20	Fair-to-Good	15-20

Panel EGC	Panelboard	120:208V/3PH/4W	225A	20	Fair-to-Good	15-20
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4.2.4 Power Distribution Recommendations:

The power distribution equipment has been exposed to a dry, clean environment which extends the useful life of the equipment. A renovation of the facility would not require a replacement of the electrical distribution equipment.

A review of existing power demand should be completed to evaluate the capacity of the electrical service size to support future expansion or changes in electrical loads due to repurposing of existing space.

4.3 Backup Generation

4.3.1 Overview:

The backup generation system for the facility consists of a 60kW, 120/208V genset, 400A automatic transfer switch (ATS) and 400A emergency distribution panel, EMDP.

4.3.2 Equipment Conditions:

The backup generation genset and ATS at or near the end of its service life. EMDP is in similar condition as the power distribution equipment and has 15-20 years of service life remaining.



Figure 27: Existing Genset



Figure 28: Existing ATS

4.3.3 Recommendations:

The backup generation requirements and size of a repurposed and expanded building will need to be reviewed.

The installed investment of an outdoor natural gas genset with ATS of similar size to the existing could exceed \$100,000. A diesel genset of the same size would increase the investment another \$10,000 - \$20,000.

Alternatively, the installation of a manual transfer switch with receptacle for a portable generator would be a less costly option.

5 Structural Conditions Assessment

This assessment is based upon visual observations, personnel interviews, and review of original construction documents, which were available at the time of observations.

Structural construction appeared consistent with the information in the construction documents in all locations where direct observations were made. Structural systems consist of load bearing masonry cavity walls at the perimeter and steel frames of wide flange beams and tube steel columns inside. According to the drawings, foundations consist of spread footings on soil with design allowable bearing capacity of 3,000 pounds per square foot (psf). The roof of the apparatus bay consists of long span bar joists and metal deck. The roof above the remainder of the building including office and meeting areas consists of hollowcore plank with 3" topping. This is a substantial roof system and original construction documents indicate it was designed for a future second level with live load of 100 psf, which provides broad flexibility for potential future expansion or installation of other roof top equipment. In field observations we visually confirmed areas where masonry is in place for stair and elevator shafts that could serve a second level.

No significant structural concerns were noted during observations inside and outside of the building. The veneer on the exterior cavity walls was in good condition, with no significant cracking. Sealant in veneer control joints is in fair condition but exhibited minor separation in some locations and hardening because of age. Some non-structural items, including steel protective covers at apparatus bay piers and hollow metal doors on the east side of the building exhibit surface rust from salt exposure and paint system flaking, but these do not affect the structural integrity of the building.

6 Summary

6.1 Recommendations

6.1.1 Mechanical/Plumbing

After concluding the analysis on the entirety of the Plumbing and HVAC systems within the McFarland Municipal Center, major findings can be summarized as follows. The hydronic system appears to be in the most need of attention. The system should be analyzed to ensure that pipe sizing is correct for the application. As this system has produced many leaks and worn pipe elbows, the water flow should be corrected to land between 4-6 ft/s. Major HVAC and Plumbing equipment do not need immediate replacement; however, a large portion of them are reaching the end of their serviceable lifetime and should be replaced by 2027 or when renovations or repurposing takes place.

6.1.2 Electrical

6.1.2.1 Lighting

From a service life perspective, lighting and lighting controls are not in need of immediate replacement. The increased energy efficiency and quality of light rendering can justify lighting

replacement especially when adding additional fixtures or changing the configuration. At the same time, it is advantageous to review the lighting controls for compliance with current energy code.

6.1.2.2 Power Distribution

The existing service entrance equipment and panelboard have many years of service life remaining. Budget for replacement in the next 10-15 years.

6.1.2.3 Backup Generation

A genset and ATS replacement is recommended in the next 1-5 years or with any major changes to the building.

6.1.3 Structural

The building structural systems are in good condition. No significant distress or evidence of structural issues was discovered during field observations. Provided roofing systems and walls are maintained to protect the structure from moisture, the structural systems are not expected to be a controlling factor in the useful service life of the building.

The building structural systems are particularly robust as the building appears to have been designed for a future second story. This allows flexibility in support of new or replacement roof top equipment and provides an opportunity for expansion of the building space.

During personnel interviews we were made aware of issues with past roof leaks over the entry lobby area. We did not observe structural issues associated with moisture intrusion, but ongoing monitoring and prompt attention to any leakage issues is recommended to protect the structural integrity of the building.

6.1.3.1 Structural Support of New and Replacement Roof Top Equipment

Because the existing roof of the building was designed to function as a future second floor, the design capacity of the roof system is greater than what is required for support of typical snow and roof dead loads. Therefore, the roof system allows flexibility in replacing existing mechanical units with larger, heavier units or units with different configurations. Some supplemental structural reinforcement may still be appropriate if unit weights or configurations are significantly different, but we do not expect that major modifications would be required. The high roof capacity also opens options for consideration of other roof top equipment, such as roof top solar panels.

6.1.3.2 Future Second Level

Because it was incorporated into the original building structural design, expansion of the building to a second level would be a viable option for consideration when evaluating space needs. This does not mean there would not be challenges proceeding with this approach. Structural considerations that should be considered when evaluating this option alongside others would include:

- Structural systems would need to be evaluated for the design loads applicable at the time of the proposed addition, some uses (such as storage or some assembly uses) may exceed capacities of existing systems
- The original construction documents are not explicit on the design height and support layout of a future addition, therefore careful attention would be needed in evaluating existing walls, lintels, columns, and foundations for a proposed second story addition

- Heavy construction work above an occupied space is probably not practical, so a second story addition would require temporary relocation of offices housed in the building during the construction process
- Opening the roof to allow construction above may expose existing spaces to the elements at least temporarily even if temporary protection measures are used, therefore repair or remodeling of intact and functional existing spaces may be necessary as part of an addition
- Costs of addition and renovation projects can be significantly higher than new construction, particularly a complex addition of additional stories
- Other non-structural considerations such as parking requirements, current zoning regulations regarding building heights, etc. may limit options for an addition



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We're confident in our ability to balance these requirements.





McFarland Community Center

4/7/2023

Space Needs Summary

2022 Programming				2017 Master Plan	Program Change
	NSF	GSF	Notes	GSF	
Senior Center Total Dedicated Space	2,917	4,488	Dedicated to use		
Shared Space	6,234	9,591	Can be shared with the Community Center		
Total Senior Center Space	9,151	14,078		5,414	38.46%
Administration Total Dedicated Space	2,371	3,736	Dedicated to use		
Shared Space	1,235	1,900	Can be shared with the Community Center		
Total Adminstrative Space	3,606	5,636		3,705	65.73%
Community Dev Total Dedicated Space	952	1,465	Dedicated to use		
Shared Space	980	1,508	Can be shared with the Community Center		
Total Community Dev Space	1,932	2,972		2,549	-1.10%
Communications Total Dedicated Space	1,397	2,149	Dedicated to use		
Shared Space	120	185	Can be shared with the Community Center		
Total Communications Space	1,517	2,334		1,865	79.91%
Youth Center Total Dedicated Space	428	658	Dedicated to use		
Shared Space	4,420	6,800	Can be shared with the Community Center		
Total Youth Center Space	4,848	7,458		8,975	-1.20%
Library Total Dedicated Space	1,650	2,538	Dedicated to use		
Shared Space	2,450	3,769	Can be shared with the Community Center		
Total Library Space	4,100	6,308		6,308	27,310 Libray Master Plan separate
School District Dedicated Space	0	0	Dedicated to use		
Shared Space	8,035	12,362	Can be shared with the Community Center		
Total School District Space	8,035	12,362			
Total Community Center Dedicated Area	9,715	21,094	This number will be verified		
Total Community Center Shared Area	23,474	36,114	This shared number will need to be adjusted down to accommodate sharing of spaces and space efficiency. The School distrcit is included in GSF		
Total Area	33,189	57,208	This shared number will need to be adjusted down to accommodate sharing of spaces and space efficiency	28,816	
Tota Area without School District	25,154	44,846	All areas larger exsept Youth Center and Library is included. Sr Center is the largest increase. Need to account for shared spaces.	28,816	

Total area will need to be updated to include common restrooms, Kitchen, Meeting rooms, storage

29592.94

McFarland Municipal Center Master Plan

4/7/2023

Senior Outreach

	QTY	2021 Study Area(1)	Proposed Area	NSF	GSF @ 65% Efficiency	Shared Space	Notes
Case Management							
Director Office	1	14x18	12x15	180	277	N	
Future TBD	1.0	10x12	10x12	120	185	N	Set up as a front office, maybe not separate space.
Volunteer/Outreach Office	1	14x18	10x12	120	185	N	Areas with open offices space for 2 workstations
Case Manager	2	14x18	12x15	360	554	N	Room for Meetings with family
Conference Room	1		10x12	120	185	Maybe	Private meetings for Case Manager and staff. Resource area.
Admin Assistant	0.5		8x8	64	98	Maybe	Desk at Entry, may be shared with Community Center TBD.
Total Case Management	6.5			964	1,483		

Nutrition Program

Nutrition Office	1	10x12	10x12	120	185	N	
Commercial Kitchen	1	20x40	20x40	800	1,231	Y	Can be shared with Community Center. With storage within. 55 up to 75 meals. Steam Table
Loading	1			432	665	N	Would prefer to be away from back alley and protected. Size to be determined
Storage	1	15x15	15x15	225	346	N	Secure. Size to be determined. Decorations and other for Sr Outreach. Could combine with Loan.
Refrigeration	1	10x12	10x12	120	185	N	Size to be determined. 2 commercial size. Separate from general use.
Freezer	1	10x12	10x12	120	185	N	Size to be determined. 2 commercial size. Separate from general use.
Laundry	1	8x10	8x10	80	123		Residential grade washer and dryer.
Volunteer Space	1	10x10	10x10	100	154		One computer sign in. Space for 5 volunteers. Personal belongings. Clip boards for routes. Messages.
Dining	1	47x47	47x47	2,250	3,462	Y	Seating for 150 accommodate special needs. Semi-Designated can be used for other uses. Plan for 15sf per person. Prefer not to share with board meetings. Stage. Can be partitioned. Food in at 10 done by 1:30
Dining Storage		10x20	10x20	200	308	N	Table and chair storage. Accommodate other storage uses. 6/8ft tables.
Indoor Lounge Area	1	20x25	20x25	500	769	Maybe	Separate food/kitchen area. Could have salad bar or breakfast area. Maybe a food cart for short term rentals.
Total Nutrition Program	10			4,947	7,611		

Health and Wellness

Coordinator	0.5	8x8	8x8	64	98	N	
Classroom	1	38x38	31x31	1,000	1,538	Y	50 Occupants. Set up to record and broadcast. 20 sf per person
Exercise	1	50x50	31x31	1,000	1,538	Y	50 Occupants. Set up to record and broadcast. 20 sf per person
Exercise Storage	1	15x15	200	200	308	Y	Outdoor games, connect 4, bags, bocci ball, golf, canopy tent, coolers
Treatment Room	1	10x10	10x10	100	154	N	Designated for BP, weigh in, foot care, diabetic monitoring. Access to waiting and restroom
Loan Closet	1	16x16	16x16	256	394	N	Close to the Admin Assistant. Combine with line 23 and cleaning supplies for equip.
Area to clean/sanitize equip		10x10	10x10	100	154	N	Close to the Loan Closet and outdoor. Floor drain/plumbing.
Storage	1	10x10	10x10	100	154	N	Designated for instructors
Restroom	2	7.5x8	7.5x8	120	185	N	All Gender close to Treatment Room
Waiting	1	10x10	10x10	100	154	Maybe	Close to the Admin Assistant.
Total Health and Wellness	9.5			3,040	4,677		

Recreational Programming

Craft Room	1			200	308	Y	Consider a shared space with the Community Center.
Open Area	1				0	Y	No general program area in the space needs
Total Recreational Programming	2			200	308		

Total				9,151	14,078		
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Outdoor Area	1			1,000	1,000	Y	Not included in SF totals
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Senior Outreach Total Dedicated Space				2,917	4,488		
Shared Space				6,234	9,591		Can be shared with the Community Center
Total Senior Outreach Space				9,151	14,078		

1. Senior Outreach completed an in-depth space needs in 2021. These are the spaces listed. When applicable the 2017 area requirements were used.

McFarland Municipal Center Master Plan

4/7/2023

Administration

	QTY	2017 Study Area	Proposed Area	NSF	GSF @ 65% Efficiency	Shared Space	Notes
Positions							
Village Administrator	1	22x12	22x12	264	406	N	Room for 6' desk credenza, side table and 4 person meeting table
Deputy Village Administrator	1	22x12	22x12	264	406	N	Room for 6' desk credenza, side table and 4 person meeting table
Clerk	1	12x18	12x18	216	332	N	Is there a need for a meeting table
Finance	1	12x18	12x18	216	332	N	Is there a need for a meeting table
Human Resources	1	12x18	12x18	216	332	N	
Admin	1.0	6x8	6x8	64	128	N	Desk at Entry. 50% efficiency
Admin	1.0	6x8	6x8	64	128	N	Department support within 10 years. 50% efficiency
Admin	1.0		6x8	64	128	N	Community Center Support 10 year Staffing. 50% efficiency
Total Positions	8.0			1,368	2,193		

Support Spaces

Waiting	1	210	210	210	323	Maybe	Can be shared with Community Center. 95% efficiency
Conference Room A	1	20x32	20x32	645	992	Y	
Medium Conf Room	1		15x20	300	462	Y	
Storage	1	170	170	170	262	N	Secure
Shared Work Room	1	320	320	320	492	N	
File Storage	1	200	200	200	308	N	
Break Room	1	185	185	185	285	N	
Mothers Room	1		80	80	123	Maybe	
Total Support Spaces	8			2,110	3,246		

Restrooms

Gender Neutral	1		8x8	64	98	N	Dedicated for staff. 95% efficiency
Gender Neutral	1		8x8	64	98	N	Dedicated for staff. 95% efficiency
Total Restrooms	2			128	197		

Total	18.0			3,606	5,636		
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Administration Total Dedicated Space				2,371	3,736		
Shared Space				1,235	1,900		Can be shared with the Community Center
Total Administrative Space				3,606	5,636		



McFarland Municipal Center Master Plan

4/7/2023

Community Development

	QTY	2017 Study Area	Proposed Area	NSF	GSF @ 65% Efficiency	Shared Space	Notes
Positions							
Director	1.0	12x18	12x18	216	332	N	Room for 6' desk credenza, side table and 4 person meeting table
Community Dev Specialist	1.0	16x15	10x12	120	185	N	Workstation in the files/reception area
Building Inspector	1.0	16x15	10x12	120	185	N	4 person meeting table
Commercial Elec Inspector I	1.0	6x8	8x8	64	98	N	
Associate Planner	1.0		10x12	120	185	N	
Planner/Zoning Administrator	1.0	10x18	10x12	120	185	N	Long term position
Building Inspector II	1.0		8x8	64	98		Long term position
Community Development Clerk	1.0		8x8	64	98	N	Long term position
Open Work station (intern)	1.0	6x8	8x8	64	98	N	Long term position
Total Positions	8.0			952	1,465		

Support Spaces

Waiting	1	180	180	180	277	Maybe	Can be shared with Community Center, increase if shared.
Files/Reception	1	400	600	600	923	Y	Would prefer to away from back alley and protected.
Medium Conf Room	1	165	200	200	308	Y	
Total Support Spaces	3			980	1,508		

Total	11.0			1,932	2,972		
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Community Dev Total Dedicated Space				952	1,465		
Shared Space				980	1,508		Can be shared with the Community Center
Total Community Dev Space				1,932	2,972		

Need access to restrooms including gender neutral



McFarland Municipal Center Master Plan

4/7/2023

Communications/IT

	QTY	2017 Study Area	Proposed Area	NSF	GSF @ 65% Efficiency	Shared Space	Notes
Positions							
Communications Tech Director	1	8x8	8x8	64	98	N	
Communications Specialist	1	6x8	6x8	64	98	N	
Sr Audio Visual Technician	1	6x8	6x8	48	74	N	
Audio Visual Technician	2	6x8	6x8	48	74	N	
Network IT	1	6x8	6x8	48	74	N	
Future Staff	1.0		6x8	64	98	N	
Total Positions	7.0			336	517		

Support Spaces

Control Room	1		10x15	150	231	N	Used during meetings will need 2 control stations. Ideal close to meeting rooms
Production Storage	1		10x12	120	185	N	Boxes for computers
Work Area	1		10x12	120	185	N	Work on Computers
Production Studio	1	14x20	14x20	280	431	N	like a green room no windows sound proof. Rig lighting from ceiling. Would like to be able to do local access programs
Server Room	1		10x10	100	154	N	Need to expand current
IT Closet	1	74	74	74	114		Space for 2 open workstations
Editing	1	112	120	120	185	Y	Editing of content. Provide 1 work station for community use
Storage		217	217	217	334	N	
Total Support Spaces	7			1,181	1,817		

Total	14.0			1,517	2,334		
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Communications Total Dedicated Space				1,397	2,149		
Shared Space				120	185		Can be shared with the Community Center
Total Communications Space				1,517	2,334		

Need access to restrooms including gender neutral



McFarland Municipal Center Master Plan

4/7/2023

Youth Center

	QTY	2017 Study Area	Proposed Area	NSF	GSF @ 65% Efficiency	Shared Space	Notes
Administration							
President MYC Board of Direc	1						
Managing Director	0.75	14x18	12x15	180	277	N	
Asst Director	1	8x8	8x8	64	98	N	
Support	1	4x8	4x8	32	49	N	
Admin Assistant	0.5		4x8	32	49	N	
Total Administration	4.3			308	474		

Support Spaces

Kitchen	1	320	320	320	492	Y	
Quiet Reading Room	1	300	320	320	492	Maybe	Storage area for supplies and books
Quiet Room (Special needs)	1	300	320	320	492	Maybe	25sf per student, 12.8 students per room
Restrooms	1	300	320	320	492	Y	
Storage for Students	1	20	20	20	31	N	Cubicles along circulation
Storage for operations	1	140	10x10	100	154	N	
Front Desk Area	1		300	300	462	Y	Can be shared need space for gathering
Computer Area	1	150	180	180	277	Y	10-12 computers
Recreational Indoor Space	1	1800	1800	1800	2,769	Maybe	Recreation fooseball or hockey. Located in the new Gym/Multi Purpose
Programming Areas	1	860	860	860	1,323	Maybe	Arts, Crafts, science 20 kids at a time. In one of the shared rooms.
Total Support Spaces	10			4,540	6,985		

Total	14.3			4,848	7,458		
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Outdoor Programming

Outdoor Area	1			1,250	1,250	Y	Tables and chairs 25-50. 25sf per person
Bike Racks	1					Y	
Outdoor Storage Shed	1	120	120	120	120	Y	Secure area for crafts 4-8 tables. 32 occupants 25sf per person
Total	3			1,370	1,370		Not Included in SF Totals

Youth Center Total Dedicated Space				428	658		
Shared Space				4,420	6,800		Can be shared with the Community Center
Total Youth Center Space				4,848	7,458		

Need access to restrooms including gender neutral



McFarland Municipal Center Master Plan

4/7/2023

Library

	QTY	2017 Study Area	Proposed Area	NSF	GSF @ 65% Efficiency	Shared Space	Notes
Support Spaces							Taken from Library Master Plan 2021
Express Library	1	1000	1200	1200	1,846	N	Collections
Storage Room	1	150	150	150	231	N	Crafts and musical items 72" high shelving
Craft Room	1	250	250	250	385	Maybe	Areas with open offices space for 2 workstations
Work Center Office for Staff	1	300	300	300	462	N	
Meeting Room for 220-250	1	2200	2200	2,200	3,385	Y	Can be shared but will need access for story time
Total	5.0			4,100	6,308		

Library Total Dedicated Space				1,650	2,538		
Shared Space				2,450	3,769		Can be shared with the Community Center
Total Library Space				4,100	6,308		

Need access to restrooms including gender neutral



McFarland Community Center

4/7/2023

School District

	QTY	2017 Study Area	Proposed Area	NSF	GSF @ 65% Efficiency	Shared Space	Notes
Case Management							
Legacy Academy	1		400	400	615		Room for activities
Commercial Kitchen	1			TBD	0	Y	Access to regular Kitchen
Staff	1		10x12	120	185	Maybe	Areas with open offices space for 2 workstations
Indoor Recreation Area	1.0		7515	7,515	11,562	Y	Trampoline, Turf surface for baseball/softball. Basketball. Other athletics/activities. Weights
Total	4.0			8,035	12,362		

Senior Center School District Space				0	0		
Shared Space				8,035	12,362		Can be shared with the Community Center
Total School District Space				8,035	12,362		

Need access to restrooms including gender neutral

These spaces are tracked but may all be shared space no dedicated.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 23, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Introduction to and discussion of the proposed McFarland 2024-2028 Capital Improvement Plan.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Enclosed is the draft 2024-2028 Capital Improvement Plan helping to plan out a multitude of projects, plans, designs, equipments, and various capital needs. Commitment to capital within this plan remains strong and in line with Village Board goals and objectives established for these purposes. The plan is to introduce this information at the meeting on Tuesday and then over the course of two-three additional meetings talk through its contents prior to consideration for acceptance. We are more than a month early providing this plan to allow plenty of time for its review prior to acceptance in August. The focus of our meeting on Tuesday will be brief to discuss its format and structure. We are not planning to otherwise discuss its contents.

The 2024 plan year will then be used to build the 2024 Budget for capital needs as it impacts the various funds. Relevant Committees will also be reviewing their plans associated with this work based on their essential functions within the process. A few items of note as to what is presented within this draft:

- The marquee inclusion within this 5 year plan is to begin funding the Community Center project in 2024. This was previously forecasted also within the last plan and can now be updated with the information from the McFarland Municipal Center Campus Master Plan. That plan provides two options to consider for improvements. Option #1 is a single story renovation at a cost of approximately \$17 million and Option #2 at a cost of approximately \$25 million. The Master Plan is scheduled for acceptance at the meeting on May 23rd and does not provide a recommendation for either option. The Village Board will consider a decision on the options at their meeting on June 13th. As a starting point for drafting purposes, this Capital Improvement Plan includes the higher cost Option #2 to forecast the larger cost implications. If ultimately Option #1 is selected, then this CIP will be revised prior to its acceptance in accordance with the boards direction.
- The narrative to accompany the projects is still being drafted for Appendix B. This will be completed for inclusion into the document for a future meeting.
- An updated 10 year Paving and Utility Plan is included within Appendix C. This is



being introduced to the Public Works and Utility Committee at their meeting on May 22nd and will be reviewed in concert with the 5 year plan.

- An updated 10 year Park Improvements Plan is not included yet within Appendix D. Costs and project recommendations are updated within the enclosed document and Staff is still working to build out the changes within the longer plan. This will be completed for introduction to the Parks Committee at their meeting on June 6th and then added to this document for review by the board as part of future meetings.
- All Departments are represented in this plan as they have recommended various items for consideration throughout the next 5 years.

Please note the following schedule that was applied to prepare this plan and the review anticipated:

- April 10 – Begin Staff Process
- May 3 – Staff Submittal Deadline
- May 13 – Financial Advisor Report
- May 18 – Draft Plan Complete, transmitted to Village Board
- May 22 – Public Works and Utilities Committee: Intro draft plan for items related to streets, utilities, vehicles, and equipment within the Public Works Department.
- May 23 – Village Board: Intro the entire draft plan
- June 6 – Parks and Recreation Committee: Intro draft plan for items related to park amenities within the Public Works Department.
- June 26 - Public Works and Utilities Committee: Continue Review
- June 27 - Village Board: Continue Review
- July 4 - Parks and Recreation Committee: Continue Review
- July 24 – Public Works and Utilities Committee: Review and recommendation to the Village Board
- July 25 – Village Board: Continue Review
- August 1 – Parks and Recreation Committee: Review and recommendation to the Village Board
- August 22 – Village Board: Accept and finalize the next 5 year plan

Please remember these are projections taking into account a lot of assumptions on what may or may not happen in the next 5 years regarding the presented variables. The true testament as to whether or not any implementation happens within this plan is through the annual budget process. As a plan, the use of assumptions is appropriate to be able to forecast certain impacts and attempt to avoid funding pitfalls. As we progress through the years, how elements are incorporated into the budget is the final say as to whether or not they may move forward.

FINANCIAL/BUDGET IMPACT:

On average over the 5 year life of this plan, the average tax rate increase is \$0.35 per thousand dollars of value. The median home value as of January 1, 2023 is estimated at \$368,500 and an individual with that level of value would expect to pay approximately \$128.83 more per year on



average under this plan. The median home value is still being calculated as Board of Review just adjourned setting the values for the year so this may adjust further once that is finalized. By comparison, last year's plan was accepted at an average tax rate increase of \$0.48 per thousand dollars of value which the average homeowner would have expected to pay on average \$151.46 more per year. Even with the larger Municipal Center project forecasted and higher median home values, the average increased cost is trending a little bit less than was considered a year ago.

- Debt Support - Overall, note issuances are planned to be slightly less over the next 5 years. Total note issuances accepted last year was \$24,473,000 at an average of \$4,894,600 per year within the plan. The latest plan proposes a total note issuance of \$22,647,500 which yields an average of \$4,529,500.
- Interest Rates - The plan accepted last year recognized rising interest rates and accounted for that within its forecasting. Interest rates on the municipal bond market have done a little bit better than expected and this plan carries forward similar assumptions/levels.
- Debt Utilization - This plan does add \$13 million in additional bonding to support Option #2 of the Municipal Center project. That is not decided but is included to show the full picture as to what the higher levels could look like. Certainly if Option #1 is selected then these estimates would change downward. As a result though, debt utilization will go up to 83.91% in 2025 before it starts to fall. Previously that percentage projected a max at 68.88% in 2024. A margin of 16% would yield about \$12-15 million in GO obligations that could still be borrowed if desired or needed.

VILLAGE PLAN REFERENCE:

Chapter 3 - Debt Management Policy

Last updated in 2020, this policy provides guidance on the utilization of debt to support capital project needs. Our planned borrowing past and present have conformed to the standards outlined within this document. By State law, our debt limit is 5% of our equalized value which as part of the 2022 Audit was \$71,747,390 million with \$29,962,390 million outstanding. By policy the limit locally is set at not to exceed 67% of our legal debt limit which would be approximately \$48.07 million. Again, as of the end of 2022 we were below this threshold at \$41.79 million utility demonstrating a slightly above average utilization of debt.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for introduction and discussion.

ATTACHMENTS:

1. 2024-2028 McFarland CIP - DRAFT - 05182023



5 Year
Capital Improvement Program

2024-2028

August 22, 2023
Village Board Review and Approval

DRAFT

2024-2028 McFarland Capital Improvement Plan

Funding Summary

By Department...	2024	2025	2026	2027	2028	Total
Administration	39,500	52,500	27,500	27,500	57,500	204,500
Facilities	12,683,000	12,684,500	186,000	188,000	188,000	25,929,500
Communications/Technology	5,000	5,000	5,000	5,000	5,000	25,000
Police	185,000	65,000	285,000	235,000	35,000	805,000
Fire and Rescue	110,000	1,009,000	188,250	1,413,000	584,250	3,304,500
Public Works	9,788,250	4,746,250	6,249,000	5,897,250	6,513,250	33,194,000
Senior Outreach	0	0	0	0	0	0
Library	371,000	113,000	8,000	8,000	8,000	508,000
Parks	2,938,000	3,250,000	3,090,000	1,760,000	7,565,000	18,603,000
Community Development	175,000	20,500	56,000	56,250	281,250	589,000
Total	26,294,750	21,945,750	10,094,750	9,590,000	15,237,250	83,162,500

By Fund...	2024	2025	2026	2027	2028	Total
General - Fund 100	4,500	4,500	4,500	4,500	4,500	22,500
Comm/Tech - Fund 200	5,000	5,000	5,000	5,000	5,000	25,000
TID #3 - Fund 305	-	-	-	3,070,750	1,686,500	4,757,250
TID #4 - Fund 310	-	-	-	-	-	-
TID #5 - Fund 315	-	-	-	-	-	-
Capital Projects - Fund 400	20,499,250	17,938,000	5,262,000	4,831,750	11,042,000	59,573,000
Parks - Fund 405	440,000	500,000	165,000	435,000	440,000	1,980,000
Utility - Fund 600	4,562,500	3,021,500	3,943,000	1,096,250	1,996,000	14,619,250
Stormwater - Fund 605	783,500	476,750	715,250	146,750	63,250	2,185,500
Total	26,294,750	21,945,750	10,094,750	9,590,000	15,237,250	83,162,500

Within Fund 400...	2024	2025	2026	2027	2028	Total
General Revenue	250,000	275,000	300,000	325,000	350,000	1,500,000
Grants	2,182,000	5,000	690,750	750	6,000,000	8,878,500
Intergovernmental	800,000	-	500,000	-	-	1,300,000
Borrowing	17,250,250	17,428,000	3,771,250	4,506,000	4,692,000	47,647,500
Reserves	17,000	230,000	-	-	-	247,000
Total	20,499,250	17,938,000	5,262,000	4,831,750	11,042,000	59,573,000

Within Borrowing...	2024	2025	2026	2027	2028	Total
Bonds	12,500,000	12,500,000	-	-	-	25,000,000
Notes	4,750,250	4,928,000	3,771,250	4,506,000	4,692,000	22,647,500
Total	17,250,250	17,428,000	3,771,250	4,506,000	4,692,000	47,647,500

Within Fund 600 and 605...	2024	2025	2026	2027	2028	Total
Water	2,328,250	2,897,250	2,913,000	982,000	1,965,250	11,085,750
Sanitary Sewer	2,234,250	124,250	1,030,000	114,250	30,750	3,533,500
Storm Sewer	783,500	476,750	715,250	146,750	63,250	2,185,500
Total	5,346,000	3,498,250	4,658,250	1,243,000	2,059,250	16,804,750

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2021	2022	2023	2024	2025	2026	2027	2028
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Program Year: 2024

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400					Parks Fund 405	Utility - 600		Stormwater Fund 605	Total	
							General	Grants	Intergov	Borrow	Reserve	Total		Water	Sewer		
Digital Records Mgmt	Admin	2,500					25,000					25,000					25,000
Equipment/Furniture	Admin											-					2,500
HR Software	Admin						12,000					12,000					
Community Center (Build)	Facilities									12,500,000		12,500,000					12,500,000
General Tech Equipment	Facilities									30,000		30,000					30,000
Land Acquisition	Facilities						40,000					40,000					40,000
Network Equip	Facilities						4,000					4,000		3,000	3,000	3,000	13,000
Sinking Fund	Facilities						100,000					100,000					100,000
	C/T											-					-
Equipment Upgrade	C/T		5,000									-					5,000
	C/T											-					-
Equipment	Police									15,000		15,000					15,000
RMS System	Police									150,000		150,000					150,000
Traffic Safety	Police									20,000		20,000					20,000
Car 1 Sinking Fund	Fire/EMS						7,750					7,750					7,750
EMS Equipment	Fire/EMS									24,250		24,250					24,250
Fire Equipment	Fire/EMS						24,500	5,000		27,250		56,750					56,750
Ice/Water Rescue	Fire/EMS						6,500					6,500					6,500
Technology	Fire/EMS									14,750		14,750					14,750
Exchange Street (Build)	DPW							1,177,000		2,101,250		3,278,250		1,039,750	164,000	390,750	4,872,750
Grapple Bucket	DPW									6,000		6,000					6,000
Landscape Rakes	DPW									20,000		20,000					20,000
Leased Equipment	DPW						9,000					9,000		8,000	8,000	8,000	33,000
Lift Station #2 (Build)	DPW											-			2,000,000		2,000,000
Paving and Utility Plan	DPW									698,750		698,750		1,018,250			1,717,000
Pedestrian Ways	DPW									100,000		100,000					100,000
Pickup Truck X 4	DPW									57,000		57,000		57,000	57,000	57,000	228,000
Sidewalk Replace	DPW									100,000		100,000					100,000
Sinking Fund	DPW						2,250					2,250		2,250	2,250	2,250	9,000
Small Capital	DPW											-				2,500	2,500
Street Maintenance	DPW									150,000		150,000					150,000
Street Sweeper	DPW											-				320,000	320,000
Street Tree Planting	DPW									30,000		30,000					30,000
Well #5 (Design)	DPW											-		200,000			200,000
	Outreach											-					-
	Outreach											-					-
	Outreach											-					-
Comp - Workstation	Library						8,000					8,000					8,000
HVAC Controls	Library									115,000		115,000					115,000
Parking Lot/Hardscape	Library									73,000		73,000					73,000
Roof Maintenance	Library									175,000		175,000					175,000
Bocce Electrical/Light	Parks									-		-					-
Brandt Park Bathrooms	Parks									110,000		110,000					110,000
CP Phase 2 (Design)	Parks									175,000		175,000					175,000
Field Grading	Parks									40,000		40,000					40,000
Inclusive Park (Build)	Parks							1,000,000	800,000			1,800,000	300,000				2,100,000
Lake Access Study	Parks										15,000	15,000					15,000
Lewis Park Flooring	Parks									30,000		30,000					30,000
Lake Access (Design/Build)	Parks									300,000		300,000	-				300,000
Mower	Parks									28,000		28,000					28,000
Park Equipment	Parks											-	15,000				15,000
Playground (Highland)	Parks											-	125,000				125,000
Property Acquisition	Parks											-					-
Downtown TID	CD									-		-					-
East Side BP TID	CD									50,000		50,000					50,000
Outdoor Rec Plan	CD						8,000			-	2,000	10,000					10,000
Property Acquisition	CD											-					-
Small Capital	CD	2,000										-					2,000
Sinking Fund	CD						3,000					3,000					3,000
Zoning Code	CD									110,000		110,000					110,000
Total Projects		4,500	5,000	-	-	-	250,000	2,182,000	800,000	17,250,250	17,000	20,499,250	440,000	2,328,250	2,234,250	783,500	26,294,750

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2021	2022	2023	2024	2025	2026	2027	2028
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Program Year: 2025

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400					Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							General	Grants	Intergov	Borrow	Reserve		Water	Sewer		
Badger Book Replacement	Admin									25,000						25,000
Digital Records Mgmt	Admin						25,000									25,000
Equipment/Furniture	Admin	2,500														2,500
Community Center (Build)	Facilities									12,500,000						12,500,000
General Tech Equipment	Facilities									30,000						30,000
Land Acquisition	Facilities						40,000									40,000
Network Equip	Facilities						4,000						3,500	3,500	3,500	14,500
Sinking Fund	Facilities						100,000									100,000
Equipment Upgrade	C/T															-
	C/T		5,000													5,000
	C/T															-
Equipment	Police						15,000									15,000
Squad Car Video	Police						22,750			7,250						30,000
Traffic Safety	Police						5,000			15,000						20,000
Ambulance (x 2)	Fire/EMS									625,000	125,000					750,000
Car 1 Sinking Fund	Fire/EMS						8,500									8,500
Chief Vehicle	Fire/EMS									127,000						127,000
EMS Equipment	Fire/EMS						4,750									4,750
								5,000		55,500						60,500
Ice/Water Rescue	Fire/EMS									5,250						5,250
Technology	Fire/EMS						11,750			41,250						53,000
CTH MN 5 (Design)	DPW									50,000						50,000
E. Interceptor II (Design)	DPW													30,000		30,000
Leased Equipment	DPW						9,000						8,000	8,000	8,000	33,000
Patrol Truck	DPW									80,000			80,000	80,000	80,000	320,000
Paving and Utility Plan	DPW									507,750			403,000			910,750
Pedestrian Ways	DPW									100,000						100,000
Pickup Truck	DPW									44,000						44,000
Sidewalk Replace	DPW									100,000						100,000
Sinking Fund	DPW						2,750						2,750	2,750	2,750	11,000
Small Capital	DPW														2,500	2,500
Stormwater Maintenance	DPW														350,000	350,000
Street Maintenance	DPW									150,000						150,000
Street Sweeper	DPW														30,000	30,000
Street Tree Planting	DPW									30,000						30,000
Tool Cat Machine	DPW									85,000						85,000
Vehicle Lift	DPW									200,000						200,000
Well #5 (Build)	DPW												2,300,000			2,300,000
	Outreach															-
	Outreach															-
	Outreach															-
Comp - Workstation	Library						8,000									8,000
Roof Replacement	Library										105,000					105,000
Bathroom (Design/Build)	Parks											160,000				160,000
CP Phase 2 (Build)	Parks									2,000,000		325,000				2,325,000
Egner Park Facility (Design)	Parks									75,000			100,000			175,000
Larson Park	Parks									100,000						100,000
McF Park Ph 3.1 (Design)	Parks									75,000						75,000
McF Park (Facility)	Parks									250,000						250,000
Park Equipment	Parks											15,000				15,000
Property Acquisition	Parks															-
Siggelkow Trail (Design)	Parks									150,000						150,000
Parks PF Needs Assessment	CD						15,000									15,000
Property Acquisition	CD															-
Small Capital	CD	2,000														2,000
Sinking Fund	CD						3,500									3,500
Total Projects		4,500	5,000	-	-	-	275,000	5,000	-	17,428,000	230,000	17,938,000	500,000	2,897,250	124,250	21,945,750

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2021

2022

2023

2024

2025

2026

2027

2028

Program Year: 2026

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400					Total	Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							General	Grants	Intergov	Borrow	Reserve			Water	Sewer		
Digital Records Mgmt	Admin						25,000					25,000					25,000
Equipment/Furniture	Admin	2,500										-					2,500
General Tech Equipment	Facilities									30,000		30,000					30,000
Land Acquisition	Facilities						40,000					40,000					40,000
Network Equip	Facilities						4,000					4,000		4,000	4,000	4,000	16,000
Sinking Fund	Facilities						100,000					100,000					100,000
Equipment Upgrade	C/T											-					-
	C/T		5,000									-					5,000
	C/T											-					-
Equipment	Police						15,000					15,000					15,000
Patrol Vehicles	Police									200,000		200,000					200,000
Traffic Safety	Police						20,000					20,000					20,000
USH 51 Cameras	Police									50,000		50,000					50,000
Car 1 Sinking Fund	Fire/EMS						9,000					9,000					9,000
EMS Equipment	Fire/EMS						5,000					5,000					5,000
Fire Equipment	Fire/EMS						1,750	5,000		66,500		73,250					73,250
Ice/Water Rescue	Fire/EMS									4,500		4,500					4,500
Staff Vehicle	Fire/EMS									80,250		80,250					80,250
Technology	Fire/EMS						8,500			7,750		16,250					16,250
CTH MN 5 (Build)	DPW							685,750		319,000		1,004,750		882,250		366,750	2,253,750
E. Interceptor II (Build)	DPW											-			1,000,000		1,000,000
Leased Equipment	DPW						9,000					9,000		8,000	8,000	8,000	33,000
Paving and Utility Plan	DPW									497,500		497,500		500,750		286,000	1,284,250
Pedestrian Ways	DPW						47,750			52,250		100,000					100,000
Pickup Truck	DPW									15,000		15,000		15,000	15,000	15,000	60,000
Property Acquisition	DPW									350,000		350,000					350,000
Sidewalk Replace	DPW									100,000		100,000					100,000
Sinking Fund	DPW						3,000					3,000		3,000	3,000	3,000	12,000
Small Capital	DPW											-				2,500	2,500
Street Maintenance	DPW									150,000		150,000					150,000
Street Sweeper	DPW											-				30,000	30,000
Street Tree Planting	DPW									30,000		30,000					30,000
Tool Cat	DPW									93,500		93,500					93,500
Tower Paint (Holscher)	DPW											-		500,000			500,000
USH 51 Seg 7 (Build)	DPW									250,000		250,000					250,000
Outreach	Outreach											-					-
	Outreach											-					-
	Outreach											-					-
Comp - Workstation	Library											-					-
	Library						8,000					8,000					8,000
	Library											-					-
CP Phase 3 (Design)	Parks									50,000		50,000					50,000
Egner Park Facility (Build)	Parks									350,000		350,000		1,000,000			1,350,000
McF Park Ph 3.1 (Build)	Parks									425,000		425,000					425,000
Park Equipment	Parks											-	15,000				15,000
Playground (Cedar Ridge)	Parks											-	150,000				150,000
Property Acquisition	Parks											-					-
Siggelkow Trail (Build)	Parks								500,000	600,000		1,100,000					1,100,000
Comprehensive Plan	CD									50,000		50,000					50,000
Property Acquisition	CD											-					-
Small Capital	CD	2,000										-					2,000
Sinking Fund	CD						4,000					4,000					4,000
Total Projects		4,500	5,000	-	-	-	300,000	690,750	500,000	3,771,250	-	5,262,000	165,000	2,913,000	1,030,000	715,250	10,094,750

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2021

2022

2023

2024

2025

2026

2027

2028

Program Year: 2027

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400						Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							General	Grants	Intergov	Borrow	Reserve	Total		Water	Sewer		
Digital Records Mgmt	Admin						25,000					25,000					25,000
Equipment/Furniture	Admin	2,500										-					2,500
General Tech Equipment	Facilities									30,000		30,000					30,000
Land Acquisition	Facilities						40,000					40,000					40,000
Network Equip	Facilities						4,500					4,500		4,500	4,500	4,500	18,000
Sinking Fund	Facilities						100,000					100,000					100,000
Equipment Upgrade	C/T											-					-
	C/T		5,000									-					5,000
	C/T											-					-
Equipment	Police						15,000					15,000					15,000
Patrol Vehicles x 3	Police									200,000		200,000					200,000
Traffic Safety	Police						20,000					20,000					20,000
Car 1 Sinking Fund	Fire/EMS						10,000					10,000					10,000
CPR Compressors	Fire/EMS									55,500		55,500					55,500
EMS Equipment	Fire/EMS						5,000					5,000					5,000
Fire Equipment	Fire/EMS						38,500	750		4,500		43,750					43,750
Pumper/Engine	Fire/EMS									1,281,750		1,281,750					1,281,750
Technology	Fire/EMS						17,000					17,000					17,000
Facility (Plan)	DPW									100,000		100,000					100,000
Leased Equipment	DPW						9,000					9,000		8,000	8,000	8,000	33,000
Patrol Truck	DPW									82,500		82,500		82,500	82,500	82,500	330,000
Paving and Utility Plan	DPW									920,250		920,250		692,750			4,683,750
Pedestrian Ways	DPW									100,000		100,000					100,000
Pickup Truck	DPW						500			16,500		17,000		16,000	16,000	16,000	65,000
Sidewalk Replace	DPW									100,000		100,000					100,000
Sinking Fund	DPW						3,250					3,250		3,250	3,250	3,250	13,000
Small Capital	DPW											-				2,500	2,500
Street Maintenance	DPW									150,000		150,000					150,000
Street Sweeper	DPW											-				30,000	30,000
Street Tree Planting	DPW									30,000		30,000					30,000
Tractor	DPW									85,000		85,000					85,000
Well #3 (Design)	DPW											-		175,000			175,000
	Outreach											-					-
	Outreach											-					-
	Outreach											-					-
Comp - Workstation	Library											-					-
	Library						8,000					8,000					8,000
	Library											-					-
Aquatics (Design)	Parks									500,000		500,000					500,000
Bathroom (Design/Build)	Parks											-	170,000				170,000
CP Phase 3 (Build)	Parks									250,000		250,000	250,000				500,000
Lower Yahara (Design)	Parks									150,000		150,000					150,000
McF Park Ph 3.2 (Build)	Parks									425,000		425,000					425,000
Park Equipment	Parks											-	15,000				15,000
Property Acquisition	Parks											-					-
Comprehensie Plan	CD						25,000			25,000		50,000					50,000
Property Acquisition	CD											-					-
Small Capital	CD	2,000										-					2,000
Sinking Fund	CD						4,250					4,250					4,250
Total Projects		4,500	5,000	3,070,750	-	-	325,000	750	-	4,506,000	-	4,831,750	435,000	982,000	114,250	146,750	9,590,000

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2021

2022

2023

2024

2025

2026

2027

2028

Program Year: 2028

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400						Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							General	Grants	Intergov	Borrow	Reserve	Total		Water	Sewer		
Digital Records Mgmt	Admin	2,500					25,000					25,000					25,000
Equipment/Furniture	Admin						-					-					2,500
Voting Equipment	Admin									30,000		30,000					30,000
General Tech Equipment	Facilities						30,000					30,000					30,000
Land Acquisition	Facilities						40,000					40,000					40,000
Network Equip	Facilities						4,500					4,500		4,500	4,500	4,500	18,000
Sinking Fund	Facilities						100,000					100,000					100,000
Equipment Upgrade	C/T						-					-					-
	C/T		5,000				-					-					5,000
	C/T						-					-					-
Equipment	Police						15,000					15,000					15,000
Traffic Safety	Police						20,000					20,000					20,000
AED Machines	Fire/EMS									39,500		39,500					39,500
Brush Truck	Fire/EMS									90,000		90,000					90,000
Car 1 Sinking Fund	Fire/EMS						10,250					10,250					10,250
EMS Equipment	Fire/EMS						5,500					5,500					5,500
Fire Equipment	Fire/EMS						40,500			4,750		45,250					45,250
SCBA Replacements	Fire/EMS									375,000		375,000					375,000
Technology	Fire/EMS						18,750					18,750					18,750
Facility (Design)	DPW						-					-					-
Leased Equipment	DPW						9,000					9,000		8,000	8,000	8,000	33,000
Paving and Utility Plan	DPW			1,686,500						623,750		623,750		405,000			2,715,250
Pedestrian Ways	DPW									100,000		100,000					100,000
Pickup Truck	DPW						15,000					15,000		15,000	15,000	15,000	60,000
Sidewalk Replace	DPW									100,000		100,000					100,000
Sinking Fund	DPW						3,250					3,250		3,250	3,250	3,250	13,000
Small Capital	DPW											-				2,500	2,500
Street Maintenance	DPW									150,000		150,000					150,000
Street Sweeper	DPW											-				30,000	30,000
Street Tree Planting	DPW									30,000		30,000					30,000
USH 51 Seg 6 (Build)	DPW									1,750,000		1,750,000		204,500			1,954,500
Well #3 (Build)	DPW											-		1,325,000			1,325,000
Outreach	Outreach											-					-
	Outreach											-					-
	Outreach											-					-
Comp - Workstation	Library											-					-
	Library						8,000					8,000					8,000
	Library											-					-
Aquatics (Build)	Parks							6,000,000				6,000,000					6,000,000
Arnold Larson (Plan/Design)	Parks						1,000			74,000		75,000					75,000
Brandt Parking Lot (Design/Build)	Parks									250,000		250,000					250,000
Dredging (Design)	Parks									50,000		50,000					50,000
Lower Yahara (Build)	Parks									750,000		750,000	250,000				1,000,000
Park Equipment	Parks											-	15,000				15,000
Playground (???)	Parks											-	175,000				175,000
Property Acquisition	Parks											-					-
Downtown TID	CD									25,000		25,000					25,000
Property Acquisition	CD											-					-
Small Capital	CD	2,000										-					2,000
Sinking Fund	CD						4,250					4,250					4,250
Wayfinding Signage	CD									250,000		250,000					250,000
Total Projects		4,500	5,000	1,686,500	-	-	350,000	6,000,000	-	4,692,000	-	11,042,000	440,000	1,965,250	30,750	63,250	15,237,250

2023-2027 CAPITAL IMPROVEMENT PLAN (CIP)

Appendix A

Financial Analysis

Appendix B

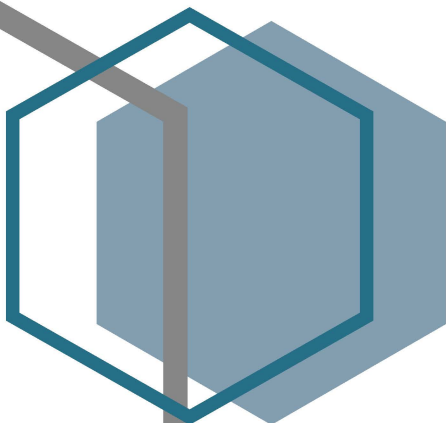
Project Summaries

Appendix C

Paving and Utility Plan 2023-2032

Appendix D

Park System Capital Improvements 2023 - 2032



**2023-2027
CAPITAL
IMPROVEMENT
PLAN (CIP)**

Appendix A

Financial
Analysis

Village of McFarland																					
2024 - 2028 Capital Improvement Program																					
Estimated Debt Service - Village Purposes Notes & Bonds - With Growth																					
Year Due	Existing Debt Service	2024 \$12,500,000 Bonds		2024 \$4,460,000 Notes		2025 \$12,500,000 Bonds		2025 \$4,930,000 Notes		2026 \$3,770,000 Notes		2027 \$4,505,000 Notes		2028 \$4,695,000 Notes		Combined Debt Service	Tax Rate	Est. Tax Rate Increase *	Est. Tax Increase ****	***	Year Due
		Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest					Percentage of Legal Debt Limit Used	
2023	3,374,967															3,374,967	\$2.47			59.72%	2023
2024	4,067,749															4,067,749	\$2.64	\$0.16	\$59.84	72.01%	2024
2025	3,910,869	425,000	693,562	100,000	207,187											5,336,618	\$3.26	\$0.63	\$230.79	83.91%	2025
2026	4,173,244	425,000	533,813	300,000	157,875	145,000	699,862		246,500							6,681,294	\$3.89	\$0.63	\$231.17	78.54%	2026
2027	4,021,628	475,000	513,562	350,000	145,688	475,000	545,288	425,000	188,700	200,000	196,031					7,535,897	\$4.22	\$0.33	\$121.13	79.16%	2027
2028	3,499,647	500,000	491,625	400,000	131,625	500,000	523,350	425,000	171,700	325,000	144,819	425,000	230,297			7,768,063	\$4.22	\$0.00	\$1.22	70.53%	2028
2029	3,400,822	525,000	468,563	475,000	115,219	525,000	500,287	450,000	154,200	325,000	131,006	425,000	164,369	120,000	246,872	8,026,338	\$4.28	\$0.05	\$20.20	62.78%	2029
2030	2,990,019	550,000	444,375	500,000	96,937	550,000	476,100	475,000	135,700	375,000	116,131	425,000	146,306	425,000	185,406	7,890,974	\$4.12	(\$0.15)	(\$56.94)	55.26%	2030
2031	2,506,869	625,000	417,937	525,000	77,719	575,000	450,788	525,000	115,700	400,000	99,663	450,000	127,712	450,000	166,813	7,513,201	\$3.85	(\$0.27)	(\$101.05)	48.26%	2031
2032	2,564,928	650,000	389,250	590,000	56,812	600,000	424,350	580,000	93,600	425,000	82,131	450,000	108,588	475,000	147,156	7,636,815	\$3.83	(\$0.01)	(\$4.93)	41.19%	2032
2033	2,199,325	650,000	360,000	600,000	34,500	625,000	396,787	675,000	68,500	425,000	64,069	450,000	89,463	500,000	126,438	7,264,082	\$3.57	(\$0.26)	(\$95.29)	34.53%	2033
2034	1,491,509	650,000	330,750	620,000	11,625	650,000	368,100	675,000	41,500	425,000	46,006	455,000	70,231	525,000	104,656	6,464,377	\$3.12	(\$0.46)	(\$168.01)	28.69%	2034
2035	1,466,469	650,000	301,500			675,000	338,287	700,000	14,000	425,000	27,944	475,000	50,469	550,000	81,813	5,755,482	\$2.72	(\$0.40)	(\$146.10)	23.57%	2035
2036	1,440,894	700,000	271,125			700,000	307,350			445,000	9,456	475,000	30,281	550,000	58,437	4,987,543	\$2.31	(\$0.41)	(\$150.90)	19.19%	2036
2037	1,415,319	700,000	239,625			720,000	275,400					475,000	10,094	550,000	35,063	4,420,501	\$2.01	(\$0.30)	(\$111.71)	15.37%	2037
2038	1,389,209	700,000	208,125			720,000	243,000							550,000	11,687	3,822,021	\$1.70	(\$0.31)	(\$112.82)	12.11%	2038
2039	1,362,031	700,000	176,625			720,000	210,600									3,169,256	\$1.38	(\$0.32)	(\$117.42)	9.51%	2039
2040	1,334,318	700,000	145,125			720,000	178,200									3,077,643	\$1.32	(\$0.07)	(\$24.47)	7.01%	2040
2041	1,306,606	700,000	113,625			720,000	145,800									2,986,031	\$1.25	(\$0.06)	(\$23.71)	4.60%	2041
2042	431,375	725,000	81,563			720,000	113,400									2,071,338	\$0.85	(\$0.40)	(\$147.86)	2.97%	2042
2043		725,000	48,937			720,000	81,000									1,574,937	\$0.64	(\$0.22)	(\$80.01)	1.75%	2043
2044		725,000	16,313			720,000	48,600									1,509,913	\$0.60	(\$0.04)	(\$14.08)	0.57%	2044
2045						720,000	16,200									736,200	0.29	(\$0.31)	(\$114.95)		2045
\$48,347,797		\$12,500,000	\$6,246,000	\$4,460,000	\$1,035,187	\$12,500,000	\$6,342,749	\$4,930,000	\$1,230,100	\$3,770,000	\$917,256	\$4,505,000	\$1,027,810	\$4,695,000	\$1,164,341	\$113,671,240	\$0.35		\$128.83		
Est. Int. Rate		4.50%		3.75%		4.50%		4.00%		4.25%		4.25%		4.25%				Average for 2024-2028 CIP			
* Based on Villages 2023 Est. Assessed Value -				\$1,543,697,303		**		\$1,364,907,000	22 Actual												
								\$1,543,697,303	23 Est.												
** Assuming growth at 6%, 5%, 4%, 3% and 2% thereafter								\$1,636,319,141													
								\$1,718,135,098													
*** Calculation based on All General Obligations, 5% of Equalized Value using same growth assumptions as above.								\$1,786,860,502													
								\$1,840,466,317													
								\$1,877,275,644													
**** Median Home Value				\$ 368,500				\$1,914,821,156													5/12/2023

**2023-2027
CAPITAL
IMPROVEMENT
PLAN (CIP)**

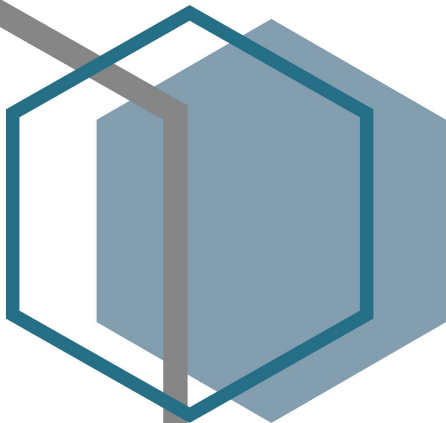
Appendix B

**Project
Summaries**

**2023-2027
CAPITAL
IMPROVEMENT
PLAN (CIP)**

Appendix C

Paving and
Utility Plan
2023-2032



- Notes:
- 1. Costs shown assumed entire scope described, and will need adjustment if scope is changed.
 - 2. PR= Pavement Rehabilitation, SSR= Storm Sewer Rehabilitation, PUR= Pavement and Utility Rehabilitation, WR= Water Main Replacement, W= New Watermain, RC= Rural Conversion
 - 3. Project costs assume that 35% of street replacement costs for projects that include water main replacement will be funded by the Water Utility.
 - 4. Project costs assume 25% curb replacement.
 - 5. Previous iterations of this document have been accepted by the Village Board. This is a living document and as such is continually updated as additional project details become known.
 - 6. All costs shown are in current date dollars. No inflation has been applied.

								PROJECT COSTS												
Year	Street	From	To	Length	Width	Pvmt Rating	Action	Street	TIF/TID Street	Sewer Utility	Water Utility	Storm Utility	TIF/TID Non-Street	Pedestrian	Off-Street Sewer	Off-Street Water	Off-Street Storm		Total	General Comments
2024	Exchange Street	Sleepy Hollow Road	Farwell St			5	PUR	\$2,101,300		\$164,000	\$1,039,700	\$390,700							\$3,695,700	Partially funded by STP-URBAN grant (\$1,177,000). Amounts represent Village expenditures. Not included in year total where noted.
2024	Larson St	Erling Ave	Termini	751	28	2	PUR	\$108,000			\$223,500								\$331,500	Pair with Glen
2024	Glen Rd	Larson St	Wisconsin Ave	850	21	3	PUR	\$94,200			\$322,100								\$416,300	Pair with Larson
2024	Badger St	Dale St	Farwell St	350	32	5	PUR	\$63,000			\$165,972								\$228,972	Pair with Dale St
2024	Dale St	Lexington St	Termini	850	32	4	PUR	\$122,241			\$286,755								\$408,996	Pair with Badger St
2024	Ivywood Trl	Terminal Dr	Termini	1170	36	4	PR	\$164,600											\$164,600	This project scope is for pulverize and overlay with some allowance for base repair. Partially funded by LRIP grant (\$20,500).
2024		Public Works Surface Asphalt				3	Parking Lot	\$146,700			\$20,000								\$166,700	Includes Filling Station
2024		Soccer	Curling Club	408	8	N/A	Path Resurfacing							\$33,800					\$33,800	
2024		Lewis Park Shelter	Marsh Woods Drive	521	10	N/A	Path Resurfacing							\$33,865					\$33,900	
2024	Various					N/A	Path Resurfacing							\$32,335					\$32,400	
2024	Various					N/A	Sidewalk Replacements							\$100,000					\$100,000	
2024	Off-Street					N/A	Lift Station 2 Replacement								\$2,000,000				\$2,000,000	The 2018 East Basin Utility Service Study identified Lift Station 2 as a future capacity restraint within the Village's existing sanitary system. Resonstruction of this station will be required to support continued expansion of the Village's existing sanitary sewer system to the east. If new development continues to occur at it's current pace, it is anticipated that critical capacity at this station could be reached by 2032. Updrages to this station should be done in conjunction with upgrades to the lift station 2 force main. Additionally, capacity improvments to the Village's existing Highland Drive Interceptor will be required to support capacity increases at the station.
2024	Off-Street					N/A	Well 5- Preliminary Design									\$200,000			\$200,000	The Village completed a Water System Needs Assessment in 2023. This study projected that water usage rates would require the construction of a new well and house in 2024-2026.
Year Total (Including Exchange Street)								\$2,800,041	\$0	\$164,000	\$2,058,027	\$390,700	\$0	\$200,000	\$2,000,000	\$200,000	\$0	\$7,812,868		
Year Total (Excludes Exchange Street)								\$698,741	\$0	\$0	\$1,018,327	\$0	\$0	\$200,000	\$2,000,000	\$200,000	\$0	\$4,117,168		

								PROJECT COSTS										General Comments		
Year	Street	From	To	Length	Width	Pvmt Rating	Action	Street	TIF/TID Street	Sewer Utility	Water Utility	Storm Utility	TIF/TID Non-Street	Pedestrian	Off-Street Sewer	Off-Street Water	Off-Street Storm		Total	
2025	McFarland Ct	Terminal Dr	Termini	634	32	4	PR	\$90,700											\$90,700	
2025	Lakeview Ave	Bremer Rd	Termini	686	22	3	PUR	\$99,295			\$286,953								\$386,300	
2025	Yahara Dr	USH 51	Rivercrest Dr	581	32	5	PR	\$90,100											\$90,100	
2025	Yahara Dr	Rivercrest Dr	Indian Mound Dr	422	32	5	PR	\$60,400											\$60,400	
2025	Siggelkow Rd	CTH AB / Siggelkow Rd plus 601 ft	Pierce Rd / Siggelkow Rd	676	20	5	PR	\$66,000											\$66,000	
2025	Severson Rd	Lake Edge Rd	Farwell St	650	32	5	PUR	\$101,250			\$116,109								\$217,400	
2025		Glenway	Running Deer	256	8	N/A	Path Resurfacing							\$21,200					\$21,200	
2025	Various					N/A	Path Resurfacing							\$78,800					\$78,800	
2025	Various					N/A	Sidewalk Replacements							\$100,000					\$100,000	
2025	Off-Street					N/A	Well 5- New Construction									\$2,300,000		\$2,300,000	The Village completed a Water System Needs Assessment in 2023. This study projected that water usage rates would require the construction of a new well and house in 2024-2026.	
2025	Off-Street					N/A	Stormwater Treatment Device Maintenance										\$350,000	\$350,000	As part of the Village's ongoing MS4 permit responsibilities, storm water management areas require regular investiagion and cleaning. This effort will involve dredging of accumulated sediment and removal of unwanted vegetation/woody growth.	
2025	Off-Street						Well 4 Rehabilitation- Preliminary Design									\$175,000		\$175,000	The wells were reviewed in 2019 with WNDR staff. Several items were identified during the inspection, including: the pumps need to be pulled and inspected, piping needs painting as a means of protection from sweating, entry point sample taps are needed, A/C as a means of climate and humidity control is perferred, separate checmical room needs to be constructed, the vent is undersized and needs to be replaced, and significant electrical upgrades are required. The scope of this project is to address all of these issues, replace most of the well house itself to provide room for a generator and working space, replace all corrodede electrical/controls, and remove the right-angle backup engine.	
Year Total								\$507,746	\$0	\$0	\$403,062	\$0	\$0	\$200,000	\$0	\$2,475,000	\$350,000	\$3,935,900		

								PROJECT COSTS										General Comments	
Year	Street	From	To	Length	Width	Pvmt Rating	Action	Street	TIF/TID Street	Sewer Utility	Water Utility	Storm Utility	TIF/TID Non-Street	Pedestrian	Off-Street Sewer	Off-Street Water	Off-Street Storm		Total
2026	Broadhead Street/CTH MN Phase 4B	North Peninsula Way	CTH AB	1958	36	6	RC	\$318,900			\$882,300	\$366,800						\$1,568,000	Partially paid for by Dane County. Amounts represent Village expenditures.
2026	Creamery/Elvehjem Road	Milwaukee Street	Country Walk Lane	2165	36	5	RC	\$497,400			\$500,600	\$286,000						\$1,284,000	
2026		Black Walnut Ct	Wild Cherry Ln	370	8	N/A	Path Resurfacing							\$30,600				\$30,600	
2026		Cedar Ridge Park	Gazebo Loop	604	8	N/A	Path Resurfacing							\$49,900				\$49,900	
2026	Various					N/A	Path Resurfacing							\$19,500				\$19,500	
2026	Various					N/A	Sidewalk Replacements							\$100,000				\$100,000	
2026	Off-Street						Well 4 Rehabilitation									\$1,325,000		\$1,325,000	The wells were reviewed in 2019 with WNDR staff. Several items were identified during the inspection, including: the pumps need to be pulled and inspected, piping needs painting as a means of protection from sweating, entry point sample taps are needed, A/C as a means of climate and humidity control is preferred, separate checmical room needs to be constructed, the vent is undersized and needs to be replaced, and significant electrical upgrades are required. The scope of this project is to address all of these issues, replace most of the well house itself to provide room for a generator and working space, replace all corrodede electrical/controls, and remove the right-angle backup engine.
2026	Off-Street						Holscher Water Tower									\$500,000			An inspection of the tower was performed in June of 2020 by Lane Tank Company. The results of the inspection included maintenance and painting recommendations with cost estimates. The total cost in this item includes addressing all maintenance and code items identified in the inspection as well as a full repainting of the interior and exterior of the tank. The exterior painting work would include provisions for full containment of overspray as well as the addition of a "McFarland" logo.
2027	Off-Street						Well 3 Rehabilitation									\$175,000		\$175,000	The wells were reviewed in 2019 with WNDR staff. Several items were identified during the inspection, including: the pumps need to be pulled and inspected, piping needs painting as a means of protection from sweating, entry point sample taps are needed, A/C as a means of climate and humidity control is preferred, separate checmical room needs to be constructed, the vent is undersized and needs to be replaced, and significant electrical upgrades are required. The scope of this project is to address these issues, replace all corroded electrical/controls, update the backup generator, and remove the right-angle backup engine.
Year Total								\$816,300	\$0	\$0	\$1,382,900	\$652,800	\$0	\$200,000	\$0	\$2,000,000	\$0	\$4,552,000	

								PROJECT COSTS										General Comments	
Year	Street	From	To	Length	Width	Pvmt Rating	Action	Street	TIF/TID Street	Sewer Utility	Water Utility	Storm Utility	TIF/TID Non-Street	Pedestrian	Off-Street Sewer	Off-Street Water	Off-Street Storm		Total
2027	South Ct	Burma Rd	Overlook Dr plus 600 ft	1200	18	3	PUR	\$186,842			\$395,155							\$582,000	This budget includes the addition of curb and gutter from Overlook Drive to the end
2027	South Ct	Overlook Dr plus 600 ft	Yahara Drive	550			W				\$137,500							\$137,500	Pair with South Ct PUR
2027	N Terminal Drive	Lift Station 4	USH 51	3500	32	5	RC		\$2,412,686				\$657,987					\$3,070,673	
2027	Marsh Rd	Red Oak Trl / Wellington Cir	Siggelkow Rd	739	44	5	PR	\$228,500										\$228,500	This estimate includes concrete pavement replacement at the intersection with Siggelkow
2027	Marsh Rd	Eighmy Rd	Red Oak Trl / Wellington Cir	2000	42	5	PR	\$361,900										\$361,900	
2027		Osborn Drive	Milwaukee St	640	8	N/A	Path Resurfacing							\$52,900				\$52,900	
2027	Various					N/A	Path Resurfacing							\$47,100				\$47,100	
2027	Various					N/A	Sidewalk Replacements							\$100,000				\$100,000	
2027	Off-Street						Well 3 Rehabilitation									\$1,325,000		\$1,325,000	The wells were reviewed in 2019 with WNDR staff. Several items were identified during the inspection, including: the pumps need to be pulled and inspected, piping needs painting as a means of protection from sweating, entry point sample taps are needed, A/C as a means of climate and humidity control is preferred, separate checmical room needs to be constructed, the vent is undersized and needs to be replaced, and significant electrical upgrades are required. The scope of this project is to address these issues, replace all corroded electrical/controls, update the backup generator, and remove the right-angle backup engine.
Year Total								\$777,242	\$2,412,686	\$0	\$532,655	\$0	\$657,987	\$200,000	\$0	\$1,325,000	\$0	\$5,905,573	

								PROJECT COSTS											
Year	Street	From	To	Length	Width	Pvmt Rating	Action	Street	TIF/TID Street	Sewer Utility	Water Utility	Storm Utility	TIF/TID Non-Street	Pedestrian	Off-Street Sewer	Off-Street Water	Off-Street Storm		
2028	USH 51 WM Crossing	Dale Rd Xing & along USH 51					WR				\$204,500							\$204,500	Pair with Dale Curtian and Dale Rd
2028	Dale Curtian Rd	USH 51	Termini	600	32	5	PR	\$85,900										\$85,900	Pair with WM Crossing
2028	Dale Rd	Lake Edge Rd	USH 51	375	37	4	PUR	\$57,000			\$160,100							\$217,100	Pair with WM Crossing
2028	Triangle Street	Siggelkow Rd plus 2700 feet	Voges	2609	40	6	RC		\$1,267,300				\$419,100					\$1,686,400	This estimate amount includes the installation of a new path for the length of the entire project.
2028	Wisconsin Ave	Bremer Rd / Norma Rd	Termini	318	20	3	PUR	\$58,796			\$104,019							\$162,815	
2028	Field Ave	Erling Ave	Card Ave	650	42	4	PUR	\$117,700			\$183,801							\$301,501	
2028	Wild Flower Ct	Country Walk / Forest Ridge Ct	Termini	264	32	5	PR	\$37,800										\$37,800	
2028	Lake Edge Dr	South Ct	loop	400	35	6	PUR	\$48,413			\$117,245							\$165,658	
2028	Beckler	Card Ave	Erling Ave	264	26	5	PR	\$31,800										\$31,800	
2028	Bird Song Ct	Morning Dove Dr	Termini	158	32	5	PR	\$22,600										\$22,600	
2028	Morning Dove Dr	Hidden Farm Rd plus 422 ft	Country Walk / Spring Pond Ct	423	32	5	PR	\$60,500										\$60,500	
2028	Morning Dove Dr	Hidden Farm Rd	Bird Song Ct	320	32	5	PR	\$45,800										\$45,800	
2028	Burma Rd	Overlook Dr / South Ct	USH51	640	32	4	PR	\$91,600										\$91,600	
2028		Soccer Parking Lot				4	Parking Lot	\$108,600										\$108,600	
2028	Various					N/A	Path Resurfacing							\$100,000				\$100,000	
2028	Various					N/A	Sidewalk Replacements							\$100,000				\$100,000	
Year Total								\$766,509	\$1,267,300	\$0	\$769,665	\$0	\$419,100	\$200,000	\$0	\$0	\$0	\$3,422,575	
2029	Creamery/Elvehjem Road	Country Walk	CTH AB	7132	36	5	RC	\$800,494			\$635,553	\$530,179						\$1,966,300	
2029	Various					N/A	Path Resurfacing							\$100,000				\$100,000	
2029	Various					N/A	Sidewalk Replacements							\$100,000				\$100,000	
Year Total								\$800,494	\$0	\$0	\$635,553	\$530,179	\$0	\$200,000	\$0	\$0	\$0	\$2,166,300	
2030	Black Walnut Dr	Wild Cherry Ln	Smith Ridge Rd	1267	36	6	PR	\$200,500										\$200,500	
2030	Black Walnut Dr	Smith Ridge Rd	Siggelkow Rd / Carncross Dr	1900	36	6	PR	\$300,600										\$300,600	
2030	Black Walnut Dr	Black Walnut Ct / Leanne Ln plus 316 ft	Wild Cherry Ln	106	36	5	PR	\$16,800										\$16,800	
2030	Various					N/A	Path Resurfacing							\$100,000				\$100,000	
2030	Various					N/A	Sidewalk Replacements							\$100,000				\$100,000	
2030	Off-Street						Lift Station 2 Force Main								\$450,000			\$450,000	The Lift Station #2 Force Main is approaching 40 years of age and is a cast iron force main. Capacity improvments to this force main will need to be constructed in coordination with any reconstruction and capacity increases of lift station 2.
Year Total								\$517,900	\$0	\$0	\$0	\$0	\$0	\$200,000	\$450,000	\$0	\$0	\$1,167,900	

								PROJECT COSTS											General Comments
Year	Street	From	To	Length	Width	Pvmt Rating	Action	Street	TIF/TID Street	Sewer Utility	Water Utility	Storm Utility	TIF/TID Non-Street	Pedestrian	Off-Street Sewer	Off-Street Water	Off-Street Storm	Total	
2031	N Bremer Road	Erling Ave	Bellevue Ct	1000	32	6	PUR	\$184,584			\$385,082							\$569,700	
2031	Ahren Ln	Meredith Way	Exchange St	528	32	7	PR	\$75,600										\$75,600	
2031	S Bremer Road	Larson Beach Rd plus 200 ft	Bellevue Ct	1200	32	7	PUR	\$234,231			\$642,200							\$876,500	
2031	Brendan Ct	Termini	Meredith Way	211	32	7	PR	\$30,200										\$30,200	
2031	Cardinal Dr	Curtis St	Sauk Ln	739	36	6	PR	\$116,900										\$116,900	
2031	Calico Ct	Marsh Rd / Calico Dr	Termini	580	32	5	PR	\$83,000										\$83,000	
2031	Various					N/A	Path Resurfacing							\$100,000				\$100,000	
2031	Various					N/A	Sidewalk Replacements							\$100,000				\$100,000	
							Year Total	\$724,515	\$0	\$0	\$1,027,282	\$0	\$0	\$200,000				\$1,951,900	
2032	Valley Drive	Siggelkow Road	Ridge Road	2600	42	6	p	\$843,406										\$843,500	Includes new sidewalk, one side. Sidewalk is not in capital improvement plan.
2032	Various					N/A	Path Resurfacing							\$100,000				\$100,000	
2032	Various					N/A	Sidewalk Replacements							\$100,000				\$100,000	
							Year Total	\$843,406	\$0	\$0	\$0	\$0	\$0	\$200,000				\$1,043,500	
2033	Overlook Dr	Burma Rd / South Ct	South Ct	1373	18	8	PUR	\$181,072			\$444,533							\$625,700	
2033	Erling Ave	Bremer Rd	Terminal Dr	700	36	8	PUR	\$89,100			\$200,000							\$289,100	
2033	Norma Rd	Termini	Bremer Rd / Wisconsin Ave	898	36	8	PUR	\$130,100			\$363,600							\$493,700	
2033	Renee Ct	Lewis Lane	Exchange St	1676	32	4	PUR	\$238,359			\$492,896							\$731,300	
2033	Various					N/A	Path Resurfacing							\$100,000				\$100,000	
2033	Various					N/A	Sidewalk Replacements							\$100,000				\$100,000	
							Year Total	\$638,631	\$0	\$0	\$1,501,029	\$0	\$0	\$200,000				\$2,339,800	

							PROJECT COSTS											General Comments	
Year	Street	From	To	Length	Width	Pvmt Rating	Action	Street	TIF/TID Street	Sewer Utility	Water Utility	Storm Utility	TIF/TID Non-Street	Pedestrian	Off-Street Sewer	Off-Street Water	Off-Street Storm		Total
2034	Main St	Eighmy Rd	Broadhead St	1000	32	5	PUR	\$229,377			\$489,479							\$718,900	
2034	Sighting Road	Johnson St	Marsh Woods Drive	720	32	4	PUR	\$106,501			\$235,714							\$342,300	
2034	Everglade Ct	Termini	Marsh Woods Drive	142	38	4	PR	\$23,600										\$23,600	
2034	Forest Lawn Cir	Summer Trail Rd	Termini	463	36	4	PUR	\$106,501			\$235,714							\$342,300	
2034	Hough St	Main St	Milwaukee St	397	32	4	PR	\$56,800										\$56,800	
2034	Hillside Ct	Termini	Pheasant Run	196	36	4	PUR	\$40,339			\$99,417							\$139,800	
2034	Jager Rd	Termini	Exchange Street	670	16	4	PUR	\$54,403			\$103,761							\$158,200	
2034	Various					N/A	Path Resurfacing							\$100,000				\$100,000	
2034	Various					N/A	Sidewalk Replacements							\$100,000				\$100,000	
							Year Total	\$617,521	\$0	\$0	\$1,164,086	\$0	\$0	\$200,000				\$1,981,900	
2035	Broadhead Street/(Wisconsin St	Main St		376	38	9	PUR	\$69,364			\$137,262							\$206,700	
2035	Leanne Ln	Scott St	Broadhead St	782	32	7	PUR	\$117,651			\$260,199							\$377,900	
2035	Rivercrest Dr	Burma Rd	Yahara Drive	1200	28	4	PR	\$153,400										\$153,400	
2035	Various					N/A	Path Resurfacing							\$100,000				\$100,000	
2035	Various					N/A	Sidewalk Replacements							\$100,000				\$100,000	
							Year Total	\$340,415	\$0	\$0	\$397,461	\$0	\$0	\$200,000				\$938,000	
TOTAL FOR YEARS 1-12 (Excludes Exchange Street)								\$8,049,419	\$3,679,986	\$0	\$8,832,020	\$1,182,979	\$1,077,087	\$2,400,000				\$33,522,516	
TOTAL FOR YEARS 1-12 (Includes Exchange Street)								\$10,150,719	\$3,679,986	\$164,000	\$9,871,720	\$1,573,679	\$1,077,087	\$2,400,000				\$37,218,216	

**2023-2027
CAPITAL
IMPROVEMENT
PLAN (CIP)**

Appendix D

**Park System
Capital
Improvements
2023-2032**

