VILLAGE OF MCFARLAND

Finance Committee

NOTICE OF PUBLIC MEETING

Tuesday, August 1, 2023 **11:00 AM** **McFarland Municipal Center**
Conference Room A

AGENDA - ***AMENDED***

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/85638387610

Or by Telephone: +1 (312) 626-6799
Webinar ID: 856 3838 7610
Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.

2. PUBLIC APPEARANCES.

    a. This is an opportunity for members of the public to address the Finance 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 finance@mcfarland.wi.us to be included as part of the meeting.

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

3. APPROVAL OF MINUTES.

    a. Motion to approve the minutes of the May 17, 2023 meeting.

4. BUSINESS.

    a. Discussion and action to make a recommendation to the Village Board regarding a Community Grant Application from Dan Chin Homes Foundation.

    b. Discussion and action to make a recommendation to the Village Board regarding a Community Grant Application from McFarland Community Festival.

    c. Discussion regarding draft Library Impact Fee Study and Public Safety Center Impact Fee Study.

    d. Discussion regarding the creation of Chapter 14 of the Fiscal Policy Manual as the Affordable Housing Fund Policy.

5. SCHEDULE NEXT MEETING DATE.

a. Thursday, August 31, 2023 at 11:00 am.

6. ADJOURNMENT.

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

VILLAGE OF MCFARLAND

Finance Committee Minutes

Wednesday, May 17, 2023 - 11:00 AM

1. **CALL TO ORDER, ROLL CALL.**
   Village Trustee Hilary Brandt called the regular meeting of the Finance Committee to order at 11:08 AM in Conference Room A.

   Members present: Hilary Brandt, Stephanie Brassington, Michael Flaherty (11:08am)

   Members not present: None.

   Staff Present: Village Administrator Matt Schuenke, Community & Economic Development Director Andrew Bremer and Accountant/Deputy Treasurer Jennifer Haried

2. **PUBLIC APPEARANCES.**

   a. *This is an opportunity for members of the public to address the Finance 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 finance@mcfarland.wi.us to be included as part of the meeting.*

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

3. **APPROVAL OF MINUTES.**

   a. *Motion to approve the minutes of the April 25, 2023 meeting.*
      Motion by Village Trustee Hilary Brandt, second by Village Trustee Stephanie Brassington, to approve the minutes of the April 25, 2023 meeting. Motion carries 3 - 0 - 0 by acclamation.

4. **BUSINESS.**

   a. *Discussion and action to create Chapter 13 of the Fiscal Policy Manual as the Community Grant Policy.*
      Motion by Village Trustee Hilary Brandt, second by Village Trustee Michael Flaherty, to approve to create Chapter 13 of the Fiscal Policy Manual as the Community Grant Policy, with the changes noted. Motion carries 3 - 0 - 0 by acclamation.

   b. *Discussion regarding the creation of Chapter 14 of the Fiscal Policy Manual as the Affordable Housing Fund Policy.*
      Community and Economic Development Director Andrew Bremer provided the draft

Affordable Housing Fund Policy to the Committee for their review and discussion. Community and Economic Development Director Bremer will bring the policy back to the Committee for further review at a future meeting with the changes noted.

5. SCHEDULE NEXT MEETING DATE.

a. *Thursday, June 15, 2023 at 11:00 am.*

6. ADJOURNMENT.

Motion by Village Trustee Hilary Brandt, second by Village Trustee Michael Flaherty, to adjourn at 12:11 pm.

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,
Jennifer Haried
Accountant/Deputy Treasurer

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, August 1, 2023**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion and action to make a recommendation to the Village Board regarding a Community Grant Application from McFarland Community Festival.**

PREVIOUS ACTION:
None.

ISSUE SUMMARY:
Please find enclosed for review an application to the Community Grant Program from McFarland Community Festival. Staff conducted its review for completeness and completed a form also outlining our findings.

FINANCIAL/BUDGET IMPACT:
The request from the grant program is for $5,000. The Committee has discretion in how much it wishes to recommend within its approval to the Village Board.

The total allocation unspent from within this program is presently $20,000.

VILLAGE PLAN REFERENCE:
None

ORDINANCE REFERENCE:
Chapter 13 - Community Grant Policy
Enclosed within this item. This policy outlines the parameters by which the funds allocated for Community Grants can be expended. The Committee should review applications while considering the Program Objectives in Section 13.04 and the evaluation criteria outlined in Section 13.08 under Application Evaluation.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommended Action

> *Motion, second to recommend approval to the Village Board regarding a Community Grant Application from the McFarland Community Festival in the amount of ____.*

ATTACHMENTS:
1. Mcfarland Community Festival Community Grant Application
2. Community Grant Application Review - McFarland Community Festival 07282023

3. Chapter 13 - Community Grant Program 05232023 FINAL

Community Grant Program Application

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 Community, this Community Grant Program is created to catalyze projects that improve our local quality of life within eligible activities.

For more information, please review Chapter 13 of the Village's Fiscal Policy Manual or contact Village Administrator Matt Schuenke.

Eligibility Information

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.

Organization/Group Information

Organization/Group Name	Mcfarland Community Festival
Organization/Group Address	po box 110, mcfarland
Organization/Group Website, if applicable	mcfarlandcommunityfestival.org
Please describe mission/purpose/goals of Organization/Group	Community Festival

Main Contact Information

Main Contact First Name	Stephanie Brassington, Heidi Cox, Leah Hawley, Don Peterson
Main Contact Last Name	Brassington
Main Contact Address, Including City, State, Zip	5412 Broadhead St
Main Contact Phone Number	6083478707

Main Contact E-mail Address	mcfarlandfestival@gmail.com
Main Contact Role within Organization/Group	President
Main Contact Role within the Project	President
Describe Main Contact's Experience with Organization/Group and/or Similar Projects	my 2nd year as president of the festival

Community Grant Program Application

Key Personnel

In addition to the main contact identified on the previous page, please identify all key personnel within organization/group and/or involved in the project.

i. **First Name**

Leah

Last Name

Hawley

Role within Organization/Group and/or Project

Vice President

Describe Experience within Organization/Group and/or Similar Projects

2nd year

Please select plus sign below to add additional personnel.

Community Grant Program Application

Grant Request Information

The Organization/Group is requesting funding for: (Check all that apply)	• Enhancement of community/neighborhood engagement, special event development, and/or public education
Amount of funding being requested	5000
Describe funding request	cover expenses associated with the festival, tent/equipment rental etc
Describe goals/objectives of project	Community gathering
Describe budget of project	Est - 25k
Describe timeline of project	September 22,23,24,25 2023

VILLAGE OF McFarland

Community Grant Program Application

References

Please provide references

i. **Organization/Group Name, if applicable**

Lions Club

Contact Person's First Name

Bruce

Contact Person's Last Name

Voight

Contact Person's Phone Number

608-838-9626

Contact Person's E-mail Address

bfvoight@charter.net

Please describe the nature of the relationship with this reference, including any experience of working with your Organization/Group on a similar project

beer tent

Please select the plus sign below to add additional references.

Community Grant Program Application

Cover Letter

Please submit a Cover Letter summarizing your request.

File(s) attached:

MCF Sponsor list 2023.pdf

Additional Attachments

Please attach any other supplementary information supporting the funding request. This area could also include letters of support for the funding request.

Community Grant Program Application

Acknowlegements

The Organization/Group submitting this application acknowledges the following:	• The Organization/Group meets the eligibility requirements identified in Chapter 13 the Village of McFarland Fiscal Policy Manual. • Funding may be granted at the discretion of the Village of McFarland and subject to the availability of funds. • The Organization/Group is expected to seek additional resources to accomplish project goals. • At the completion of the project, the Organization/Group will submit to the Village of McFarland a Project Summary outlining how the funds were used within the proposal awarded.
Name of Person Submitting Application	Stephanie Brassington
Role within Organization/Group	President
As the person submitting this application, I certify that:	• I am authorized by the Organization/Group to submit this application on behalf of the Organization/Group. • To the best of my knowledge and belief with regard to the foregoing application and any attachments thereto, I have read and made complete answers to each question and that my answers in each instance are true and correct.
Signature	Stephanie Brassington
Date	07/13/2023

July 28, 2023

McFarland Community Grant Committee

To whom is may concern:

The McFarland Community Festival committee has applied for a community grant to help with the costs of our 2023 McFarland Community Festival to be held in September. This festival brings the community together for a weekend of celebration with a carnival, food, community vendors, a parade and beer tent with various activities, just to name a few. We hope you will be able to support this community event.

Thank you for your consideration.

McFarland Community Festival Committee

MCFARLAND COMMUNITY FESTIVAL

Sponsorship Levels

Festival Amount	Optional Festival Sponsor Benefits Include:
Friends of the Festival $250+	• Recognition as Festival Friend on web site.
Silver $500	• Recognition as event sponsor in print, web, and social media promotion. • Recognition on sponsor board at the event Sponsor name printed on festival t-shirts
Gold $1000	• Recognition as event sponsor in print, web, and social media promotion. • Recognition on sponsor board at the event Sponsor name printed on festival t-shirts • Link to your website on festival website
Platinum $2500	• Recognition as event sponsor in print, web, and social media promotion. • Recognition on sponsor board at the event • Link to your website on festival website • Large logo printed on festival shirts • Recognition on parade banner (closing)
Premier Platinum $5000	• Recognition as event sponsor in print, web, and social media promotion. • Recognition on sponsor board at the event • Link to your website on festival website • Large logo printed on festival shirts • Recognition on parade banner (closing) • Six tickets to the library 5K run/race

Community Grant Application

Staff Review

Applicant	McFarland Community Festival					Submittal	July 13, 2023
Cover Letter	Yes	No	Application	Yes	No	Supplemental "MCF Sponsor list 2023"	Yes No
Eligible	Yes	No					
Reason	Active Not for Profit						

Fundable Requests – Applicant Selected:

(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.

Application Complete Yes No

Staff Comments

None.

Reviewer Matt Schuenke Review Date July 28,2023

Committee Review August 1, 2023

Village Board Review August 8, 2023

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 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 one (1) grant within the same calendar 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 personal expenses.

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.

(i) Personal expenses.

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 Objections 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 23, 2023

Revised: None

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, August 1, 2023**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion and action to make a recommendation to the Village Board regarding a Community Grant Application from Dan Chin Homes Foundation.**

PREVIOUS ACTION:
None.

ISSUE SUMMARY:
Please find enclosed for review an application to the Community Grant Program from Dan Chin Homes Foundation. Staff conducted its review for completeness and completed a form also outlining our findings.

FINANCIAL/BUDGET IMPACT:
The request from the grant program is for $7,500. The Committee has discretion in how much it wishes to recommend within its approval to the Village Board.

The total allocation unspent from within this program is presently $20,000.

VILLAGE PLAN REFERENCE:
None

ORDINANCE REFERENCE:
Chapter 13 - Community Grant Policy
Enclosed within this item. This policy outlines the parameters by which the funds allocated for Community Grants can be expended. The Committee should review applications while considering the Program Objectives in Section 13.04 and the evaluation criteria outlined in Section 13.08 under Application Evaluation.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommended Action

> *Motion, second to recommend approval to the Village Board regarding a Community Grant Application from the Dan Chin Homes Foundation in the amount of ____.*

ATTACHMENTS:
1. Dan Chin Homes Foundation Community Grant Application
2. Community Grant Application Review - Dan Chin Homes Foundation 07282023

VILLAGE OF McFarland

3. Chapter 13 - Community Grant Program 05232023 FINAL

Community Grant Program Application

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 Community, this Community Grant Program is created to catalyze projects that improve our local quality of life within eligible activities.

For more information, please review Chapter 13 of the Village's Fiscal Policy Manual or contact Village Administrator Matt Schuenke.

Eligibility Information

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.

Organization/Group Information

Organization/Group Name	Dan Chin Homes Foundation
Organization/Group Address	5411 Bashford St., Suite 101, McFarland
Organization/Group Website, if applicable	https://www.danchinhomes.com/DCHfoundation
Please describe mission/purpose/goals of Organization/Group	We exist to help people in the McFarland Community that are struggling financially for a variety of reasons.

Main Contact Information

Main Contact First Name	Meg
Main Contact Last Name	Chin
Main Contact Address, Including City, State, Zip	5411 Bashford St., Suite 101 McFarland, WI 53558
Main Contact Phone Number	6084440310

Main Contact E-mail Address	meg@danchinhomes.com
Main Contact Role within Organization/Group	Executive Director
Main Contact Role within the Project	oversight/organization/distribution of funds via committee discussion/decision
Describe Main Contact's Experience with Organization/Group and/or Similar Projects	I am a social worker by background - I have worked in healthcare most of my career. Before joining the Dan Chin Homes real estate team 5 years ago, I was the Director of Population Health at UW Health, and my work was focused on promoting health, identifying those in need & program development to support those at-risk populations. As the Executive Director of the Foundation, I provide information to the Dan Chin Homes Board, who oversees the work. I also volunteer for meals-on-wheels and have strong relationships with key community groups that can identify those at-risk individuals & families (senior outreach, school, for example).

VILLAGE OF McFarland

Community Grant Program Application

Key Personnel

In addition to the main contact identified on the previous page, please identify all key personnel within organization/group and/or involved in the project.

i. **First Name**

Dan

Last Name

Chin

Role within Organization/Group and/or Project

President, Dan Chin Homes & Dan Chin Homes Foundation

Describe Experience within Organization/Group and/or Similar Projects

Dan used to work at Agrace HospiceCare as the VP of Marketing & Public Affairs and was very involved in the Agrace Foundation efforts.

Please select plus sign below to add additional personnel.

VILLAGE OF McFarland

Community Grant Program Application

Grant Request Information

The Organization/Group is requesting funding for: (Check all that apply)	• Promotion of health, wellness, food security, and/or natural care • Other

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.

Amount of funding being requested	7500
Describe funding request	We are open to the amount, we have no idea what is available. I put in $7500 because that was our understanding of what was initially slated for the Dan Chin Homes Foundation. We use the funds to go directly to those struggling into the community. We all volunteer our time & resources for this cause. Since the start of the Foundation in 2018, there has been $73,922.86 given to the community.
Describe goals/objectives of project	The money goes directly back into the community for people/families that are suffering. Single moms that have left abusive husbands, families struggling with terminal diagnoses or family members that have died, older adults with fixed budgets & malfunctioning equipment that they rely on to live/get by day-to-day.
Describe budget of project	We give what we can. We donate as a real estate team, we try to get donations from other businesses in the community. We organically get donations from our clients, etc.
Describe timeline of project	This Foundation exists to provide assistance to people year-round as they need it.

VILLAGE OF McFarland

Community Grant Program Application

References

Please provide references

i. **Organization/Group Name, if applicable**

Senior Outreach

Contact Person's First Name

Sara

Contact Person's Last Name

Sprang

Contact Person's Phone Number

(608) 838-2396

Contact Person's E-mail Address

sara.sprang@mcfarland.wi.us

Please describe the nature of the relationship with this reference, including any experience of working with your Organization/Group on a similar project

We have worked closely with them to identify those in need in the community

Please select the plus sign below to add additional references.

ii. **Organization/Group Name, if applicable**

McFarland School District

Contact Person's First Name

Zak

Contact Person's Last Name

Sprenger

Contact Person's Phone Number

608-838-4541

Contact Person's E-mail Address

sprengz@mcfsd.org

Please describe the nature of the relationship with this reference, including any experience of working with your Organization/Group on a similar project

We have worked with Zak to identify many families in the community struggling that need some additional financial assistance for a variety of reasons.

Please select the plus sign below to add additional references.

VILLAGE OF McFarland

Community Grant Program Application

Cover Letter

Please submit a Cover Letter summarizing your request.

File(s) attached:

Village Funding Cover Letter - DCH Foundation - 7.24.23.pdf

Additional Attachments

Please attach any other supplementary information supporting the funding request. This area could also include letters of support for the funding request.

Supplementary Attachments

File(s) attached:

DCH Foundation Annual Report 2022 (3).pdf

VILLAGE OF McFarland

Community Grant Program Application

Acknowlegements

The Organization/Group submitting this application acknowledges the following:

- The Organization/Group meets the eligibility requirements identified in Chapter 13 the Village of McFarland Fiscal Policy Manual.
- Funding may be granted at the discretion of the Village of McFarland and subject to the availability of funds.
- The Organization/Group is expected to seek additional resources to accomplish project goals.
- At the completion of the project, the Organization/Group will submit to the Village of McFarland a Project Summary outlining how the funds were used within the proposal awarded.

Name of Person Submitting Application	Meg Chin
Role within Organization/Group	Executive Director

As the person submitting this application, I certify that:	• I am authorized by the Organization/Group to submit this application on behalf of the Organization/Group. • To the best of my knowledge and belief with regard to the foregoing application and any attachments thereto, I have read and made complete answers to each question and that my answers in each instance are true and correct.
Signature	
Date	07/24/2023

Monday, July 24, 2023

To Whom it May Concern:

We appreciate your time in reviewing this letter & application to receive funding for the Dan Chin Homes Foundation. We exist to help identify & alleviate financial stress of those individuals & families in our community that are struggling for many different reasons - single parents, significant family illnesses, significant family deaths, etc.

We work closely with community partners & have an application process that is reviewed by a workgroup of people well-connected in the community. Our Board of Directors provides oversight to the workgroup. We work closely with Senior Outreach & the McFarland School District in particular. We also have connections with the Food Pantry, churches and other key stakeholders that have direct connections with those in the community.

Please see our annual report to see our impact we've had thus far. In 2022, we started to accept outside donations, and the efforts of the Foundation were not completely funded by Dan Chin Homes (real estate team). Prior to 2022, all funds were 100% provided by Dan Chin Homes (real estate team).

All efforts of the Dan Chin Homes Foundation are completely, 100% volunteer-based. We donate our time, resources, and team members to staff & run the Dan Chin Homes Foundation. Each donation given goes directly back to the community.

We are now gratefully well-known in the community as a source of support for those struggling. The more this community can work together to support those suffering, the better the community as a whole. The Dan Chin Homes Foundation provides a strong hub & operating infrastructure for those efforts. We are a 501(c)(3).

Our website is www.danchinhomes.com/DCHfoundation. This is where our applications are submitted, and applications are accepted & funded year-round, based on funds available.

If you have any questions, please feel free to reach out.

Thank you again so much for your consideration.

Sincerely,

Meg Chin
Executive Director
Dan Chin Homes Foundation

DAN CHIN HOMES FOUNDATION

2022 ANNUAL REPORT

The Dan Chin Homes Foundation was officially established in 2018 as a 501(c)(3). Since being founded in 2018, the Dan Chin Homes Foundation has been honored to help numerous people/families within the McFarland community each year. Examples of recent impact made include paying for utility bills, household items, and rent for older adults, single parents, and families living in our community that have experienced hardships and/or health issues. **Dan Chin Homes matches every single dollar donated to the foundation, and 100% of donations go back into the community.**

IN 2022

TOTAL AMOUNT GIFTED TO COMMUNITY MEMBERS → **$12,339.75**

TOTAL AMOUNT OF PEOPLE/ FAMILIES HELPED → **17**

SINCE 2018

TOTAL AMOUNT GIFTED TO COMMUNITY MEMBERS → **$73,922.86**

TOTAL AMOUNT OF PEOPLE/ FAMILIES HELPED → **44**

"Thank you all for your kindness! I feel very lucky to live in a community that is so caring and helpful."

"This truly means the world to me. I can't even begin to describe the weight that I feel has been lifted off of my shoulders."

- Program recipients

APPLY FOR ASSISTANCE OR MAKE A DONATION

danchinhomes.com/dchfoundation

DAN CHIN HOMES WILL MATCH EVERY DOLLAR DONATED

Community Grant Application

Staff Review

Applicant	Dan Chin Homes Foundation				Submittal	July 24, 2023	
Cover Letter	Yes	No	Application	Yes	No	Supplemental "2022 Annual Report"	Yes No
Eligible	Yes	No					
Reason	Active 501(c)(3)						

Fundable Requests – Applicant Selected:

(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.

Application Complete Yes No

Staff Comments

The use of the funds related to the fundable requests selected by the applicant could be better defined. The organization itself provides a wide array of support within the Community some activities of which while worthy are not eligible expenses within this specific grant program. Additional clarity could be provided on how they intend to spend these funds related to the fundable requests identified. The Finance Committee can review with the applicant in line with the Program Objectives and evaluation criteria of the grant program.

Reviewer Matt Schuenke Review Date July 28,2023

Committee Review August 1, 2023

Village Board Review August 8, 2023

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 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 one (1) grant within the same calendar 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 personal expenses.

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.

(i) Personal expenses.

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 Objections 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 23, 2023

Revised: None

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, August 1, 2023**

SECTION: **Business**

DEPARTMENT: **Community Development**

CONTACT: **Andrew Bremer, Comm & Eco Dev Director, Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion regarding draft Library Impact Fee Study and Public Safety Center Impact Fee Study.**

PREVIOUS ACTION:

ISSUE SUMMARY:
Within the packet are copies of a draft Library Impact Fee Study and Public Safety Center Impact Fee Study prepared by the Village's consultant, Baker Tilly and Village staff. The purpose of impact fees is to recoup a portion of facility construction costs related to the oversizing of facilities to meet future population demand. It is common that during the construction and upgrade of public infrastructure/facilities, the majority of residents and businesses that will occupy the newly developed areas of the community may not yet be present. Development of land precedes the inhabiting of the property. While this may be an obvious fact, it holds important consequences for the public financing of new development. In order to apportion the public costs of new development fairly and responsibly, some measure must be undertaken to ensure that the entire cost of accommodating future development is not born solely by the current residents of the municipality. One such measure to accomplish this goal is the use of an impact fee on the new development to offset the initial cost to local taxpayers of satisfying the additional demand on the public infrastructure/facilities attributed to future growth of the Village.

Communities that desire to collect impact fees are required to prepare Public Needs Assessments, which follows a prescribed process under State Statute 66.0617. The purpose of the attached draft studies is to meet these state statute requirements. Staff plans to review the preliminary study results to obtain initial feedback from the Finance Committee. Staff anticipates completion of the final studies for recommendation of acceptance to the Village Board at the Finance Committee's September meeting. This meeting will also include separate recommendation regarding adoption of an ordinance prepared by the Village Attorney to update Appendix A - Fees of the Municipal Code to include the updated PSC impact fee. Per State Statutes, the Village Board will hold a public hearing on the impact fee changes prior to adopting the changes. Once adopted, they are applied to applicable future new development projects through the building permit.

Library Impact Fee Study
The last Public Needs Assessment for the Library was completed in 2006 as part of the

construction of the current facility. The facility was designed for a future service population (Village + surrounding towns) of 15,755, which was estimated to be reached by year 2025. The current Library impact fee is $710 per new single family dwelling units and $431 per duplex and multi-family dwelling units. In 2021, the Library completed a facilities study by EUA and VOGEL. This study provides the basis for estimating the future costs to add a second story to the Library to serve future service demands of the Library. Based on the analysis completed by Baker Tilly, the proposed impact fee for the second story addition is $3,513 per single family dwelling unit, $2,573 per duplex and multi-family dwelling unit and $1,306 for group quarters.

Although the 2021 Public Library Facilities Study and this Library Public Facility Needs Assessment provide justification for a future impact fee adjustment, no changes to the amount of fee collected are recommended at this time. The Village should continue to collect the current library impact fee until either the service level reaches 15,755 (the level at which the existing Library was built to serve), or when the amount of impact fees collected reaches $831,980.00 (the total 2006 impact fee for the existing Library), or at which time the Library is expanded (or funds have been borrowed for the project), whichever comes first. At that time, staff recommends updating this report prior to adopting any new Library impact fee. State Statute requires any impact fees collected to be utilized within 8 years of collection otherwise those funds must be reimbursed. The 2006 Public Needs Assessment estimated the Village would reach the 15,755 serve level by year 2025. The 2006 study also estimated the second story would be added to the Library in 2035. The Village's current 2023-2027 Capital Improvement Plan does not include expansion of the Library. This study estimates the Library's current service population is 13,722, or 884 persons less than the 15,755 service level. This equates to adding approximately 329 new single family households to the service area, assuming 2.69 persons per household. From 2006 through 2022, the Village has collected $453,302 in Library impact fees, leaving a balance of $378,678 to be collected based on the 2006 total library impact fee of $831,980. Based on the above rationale, staff recommend the acceptance of the new Library Impact Fee Study but no changes in the fee collected at this time.

Public Safety Center Impact Fee Study

The Village currently does not have an existing Public Safety Center impact fee. Unlike the existing Library and Park impact fees, the Public Safety Center impact fee would be applicable to both new residential development and new commercial/industrial development as fire, EMS, and police services are necessary to support commercial/industrial development. Based on the an $808 for group quarters. The impact fee for commercial and industrial development would be based on the square footage of new development at a cost of $1,157 per 1,000 square feet of area.

With the adoption or amendment of any impact fee, an important consideration is the impact on future growth and development of the Village, particularly the impact on affordable housing. The Village Attorney is drafting an ordinance to codify the PSC impact fee for future recommendation by the Finance Committee and adoption by the Village Board. As part of that ordinance, staff has requested amendment of Chapter 8, Article X to allow the Village Board to consider partial or full waivers of both the new PSC impact fee and the existing Library impact fee for the purpose of developing affordable housing. Similar to the authorization currently allowed for park impact fees under Sec. 8-464(d)(4).

VILLAGE OF McFarland

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
This agenda item is presented for discussin only.

ATTACHMENTS:
1. 2023-07-27 McFarland Library Impact Fees-DRAFTv8
2. 2023-07-27-McFarland PSC Impact Fees-DRAFTv7

Village of McFarland, Wisconsin

Library Impact Fee Study and Public Facilities Needs Assessment

July 26, 2023

Contents

Executive Summary

The purpose of this project is to evaluate and update the Village's current library impact fee.

The Village of McFarland is expected to continue to experience steady growth over the next two decades. This growth, coupled with the evolution of library services, has required the Village to expand its library facilities. A library impact fee will assist in financing the capital costs associated with these facility additions.

This document serves to establish the basis for such impact fees in accordance with Wisconsin Statute 66.0617. In addition to developing the fee structure, this document also satisfies the statutory obligation to produce a public facility needs assessment.

The Village currently charges a library impact fee as established by the following reports and ordinance:

- *Public Facilities Needs Assessment (Virchow, Krause & Company, LLP 2006)*
- *Village of McFarland (Ord No. 2006-10, §4 (15-1-24), 4/24/2006; Ord. No. 2014-02, §4, 3/31/2014)*

The Village has not changed its library impact fee amounts since original implementation in 2006. The current fee is $710 per single-family dwelling and $431 per multi-family dwelling.

A portion of the capital costs attributable to the library facilities will be paid by new development through impact fees. The library impact fee will be charged only to residential units in the Village of McFarland because the Village does not have statutory authority to charge the impact fee to non-residents (commercial, industrial) within the Village limits.

The impact fee was determined to be $1,306 per person. Based on Census data regarding persons per household for owner-occupied and renter-occupied housing units, this equates to the following fees:

Type of Dwelling	Persons per HH	Cost per Person	Fee
Single Family (owner-occupied)	2.69	$ 1,306	$ 3,513
Multi Family (renter-occupied)	1.97	$ 1,306	$ 2,573
Group Quarters	1.00	$ 1,306	$ 1,306

The primary resources used to prepare this document include the E.D. Locke Public Library Facilities Study, dated August 12, 2021 and information provided by Village staff.

While the 2021 Public Library Facilities Study and the 2023 Public Facility Needs Assessment (this report) provide justification for a future impact fee adjustment, no changes to the amount of fee collected are recommended at this time. We recommend that the Village continue to collect its existing library impact fee until one of the following conditions is met:

- The library's service level reaches 15,755 (the level the existing library was built to serve),
- The total library impact fees collected reaches $831,980 (the total 2006 impact fee for the existing library),
- The library is expanded.

When one of the conditions above is met, we recommend that this report be updated prior to the adoption of a new library impact fee.

The 2006 Public Needs Assessment estimated that the Village would reach the 15,755 service level by 2025. The 2006 study also estimated that a second story would be added to the library in 2035. The Village's current 2023-2027 Capital Improvement Plan does not include expansion of the library.

We estimate that the library's current service population is 13,722, or 2,033 persons less than the 15,755 service level. This equates to adding approximately 755 new single family households to the service area, assuming 2.69 persons per household. From 2006 through 2022 the Village has collected $453,302 in library impact fees, leaving a balance of $378,678 to be collected based on the 2006 total library impact fee of $831,980.

All aspects of the Wisconsin statute governing impact fees (66.0617) have been considered in the preparation of this report.

Introduction

The Village of McFarland expects to experience population growth through 2040. Planning responsibly for new growth within a community is one of many challenges facing local governments. Effective accommodation of this development requires the construction of public facilities and infrastructure to serve new residents.

The Wisconsin Department of Administration estimated the Village's population to be 8,991 in 2020. Village staff estimates the population will grow to 13,378 by 2040, representing an average growth rate of approximately 219 persons per year. The Village estimates that the library has a current service population of approximately 13,772. Of this total, approximately 65% are Village residents and 35% are nonresidents.

It is common that during the construction and upgrade of public infrastructure, the majority of residents and businesses that will occupy the newly developed areas of the community may not yet be present. Development of land precedes the inhabiting of the property. While this may seem an obvious fact, it holds important consequences for the public financing of new development.

In order to apportion the public costs of new development fairly and responsibly, some measure must be undertaken to ensure that the entire cost of accommodating new development is not born solely by the current residents of the municipality. One such measure to accomplish this goal is the use of an impact fee on the new development to offset the initial cost to local taxpayers of satisfying the additional demand on the public infrastructure.

Section A – Statutory Requirements

Wisconsin's Impact Fee Statute 66.0617 clarified the previous uncertainty surrounding charging capital costs to developers. Largely sought by developers, this law prescribes the types of public infrastructure for which an impact fee may be charged, the costs which may be included in developing an impact fee, as well as the obligations on the part of the issuing municipality prior to and subsequent to the fee charged. These obligations are detailed below.

Section 66.0617(1) – Definitions:

The following definitions as outlined in Wisconsin State Statute 66.0617(1) have been addressed in the fee computation. The requirements are as follows:

- *Per Section(1)(a), "Capital costs" means the capital costs to construct, expand or improve public facilities, including the cost of land, and including legal, engineering and design costs to construct, expand or improve public facilities, except that not more than 10% of capital costs may consist of legal, engineering and design costs unless the municipality can demonstrate that its legal, engineering and design costs which relate directly to the public improvement for which the impact fees were imposed exceed 10% of capital costs. "Capital costs" does not include other noncapital costs to construct, expand or improve public facilities, vehicles; or the costs of equipment to construct, expand or improve public facilities.*

  Based on the definition above, only allowable capital costs are included in the impact fee computation. Library materials and equipment are not allowable capital costs.

- *Per Section (1)(f)(1), "Public Facilities" means….libraries".*

  The projects included in the fee computation meet this definition.

- *Per Section (1)(g), "Service area" means a geographic area delineated by a municipality within which there are public facilities.*

  For purposes of the library needs analysis, the service area is defined as the Village of McFarland as well as outside communities using the library facilities.

  Schedule A calculates the cost of the library addition per person, regardless of whether or not the user is a resident of the Village of McFarland. It is assumed that the costs related to non-residents are not recoverable through an impact fee.

- *Per Section (1)(h), "Service standard" means a certain quantity or quality of public facilities relative to a certain number of persons, parcels of land or other appropriate measure, as specified by the municipality.*

  The Village has established its level of service in Section B of this report.

Section 66.0617(6) – Standards:

This report adheres to what an impact fee should reflect according to Wisconsin State Statute 66.0617(6). The requirements are as follows:

- *Per Section (6)(a), shall bear a rational relationship to the need for new, expanded or improved public facilities that are required to serve land development.*

  The impact fees found herein are for new, expanded or improved library facilities that are required to serve future developed land and the service demands that development creates.

- *Per Section (6)(am), may not include amounts for an increase in service capacity greater than the capacity necessary to serve the development for which the fee is imposed.*

  The fees were developed to address the capacity necessary to service the development for which the fees are being imposed.

- *Per Section (6)(b), may not exceed the proportionate share of the capital costs that are required to serve land development, as compared to existing uses of land within the municipality.*

  The capital costs which form the basis for the impact fees developed as part of this study, include the proportional share of the newly constructed and improved facilities to accommodate future growth.

- *Per Section (6)(c), shall be based upon actual capital costs or reasonable estimates of capital costs for new, expanded or improved public facilities.*

  The costs used in this study are based on actual or reasonable estimates of capital costs, as provided by Village Staff.

- *Per Section (6)(d), shall be reduced to compensate for other capital costs imposed by the municipality with respect to land development to provide or pay for public facilities, including special assessments, special charges, land dedications or fees in lieu of land dedications under Chapter 236 or any other items of value.*

  It is assumed that there are no other financing sources listed above that need to be taken into consideration as a part of the impact fee computation.

- *Per Section (6)(e), shall be reduced to compensate for moneys received from the federal or state government specifically to provide or pay for the public facilities for which the impact fees are imposed.*

  Village staff has determined that state and federal grant funds cannot be relied upon to fund library construction projects. Therefore, the fees have not been reduced for such funds. If grant funds are received in the future they will be factored into future impact fee calculations.

- *Per Section (6)(f), may not include amounts necessary to address existing deficiencies in public facilities.*

  The capital costs included in the impact fee computations are not related to curing existing deficiencies.

  The E.D. Locke Public Library staff and the Space Needs Analysis supplied the forecasted costs and determined the allocation between new construction (future growth) and renovations (existing deficiencies). This allocation is required since statutes only allow impact fees for future growth; facility deficiencies are not recoverable in impact fees.

- *Per Section (6)(fm), may not include expenses for operation or maintenance of a public facility.*

  The costs included in the fee computations do not include expenses for operation or maintenance of a public facility.

- *Per Section (6)(g) except as provided under this paragraph, shall be payable by the developer or the property owner to the municipality in full upon issuance of a building permit by the municipality. There are exceptions to this outlined in the statute.*

  All fees will be due at the time of building permit issuance except for situations allowed for under this section of the impact fee statute.

Section 66.0617(4) – Needs Assessment:

The Impact Fee Statute also requires that a municipality prepare a public facility needs assessment for which it is anticipated that impact fees may be imposed. This document serves as the needs assessment for the Village of McFarland in the consideration of a library impact fee. In accordance with the statute, it provides each of the following required elements of the assessment:

1. *An inventory of existing public facilities, including an identification of existing deficiencies in the quantity or quality of those public facilities, for which it is anticipated that the impact fee may be imposed.*

   An inventory of the Village's library facilities is reflected in Section B of this report.

2. *An identification of new public facilities, or improvements and expansions of existing public facilities that will be required because of the new land development for which it is anticipated that impact fees may be imposed. This identification shall be based upon an explicitly identified service areas and service standards.*

   The future improvements and expansions are identified in Appendix A of this report. The level of service is identified in Section B. Both of these sections are found later in this report.

3. *A detailed estimate of the capital costs of providing the new public facilities or the improvements or expansions in existing public facilities previously mentioned, including an estimate of the cumulative effect of all proposed and existing impact fees on the availability of affordable housing within the political subdivision.*

   Appendix A lists average cost estimates provided by the Village for library facilities. A statement of the effect on affordable housing is contained in Section D of this report.

Section 66.0617(7r) – Impact Fee Report:

- *At the time that the municipality collects an impact fee, it shall provide to the developer from which it received the fee an accounting of how the fee will be spent.*

  The Village is aware of this requirement and utilizes the current library impact fee to pay debt related to its current facility. The Village will continue to comply with this requirement if a revised library impact fee is adopted in the future.

Section 66.0617(8) – Requirements for Impact Fee Revenues:

- *Revenues from each impact fee that is imposed shall be placed in a separate segregated interest−bearing account and shall be accounted for separately from the other funds of the municipality. Impact fee revenues and interest earned on impact fee revenues may be expended only for the particular capital costs for which the impact fee was imposed, unless the fee is refunded under sub. (9).*

  The Village accounts for its impact fees in a separate general ledger account. Interest income is allocated to this account on a monthly basis.

Section 66.0617(9) – Refund of Impact Fees:

Except as provided in this subsection, impact fees that are not used within 8 years after they are collected to pay capital costs for which they were imposed shall be refunded to the payer of fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated, as described in sub. (8). Impact fees that are collected for capital costs related to lift stations or collecting and treating sewage that are not used within 10 years after they are collected to pay the capital costs for which they were imposed, shall be refunded to the payer of the fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated, as described in sub.(8). The 10-year time limit for using impact fees that is specified under this subsection may be extended for 3 years if the municipality adopts a resolution stating that, due to extenuating circumstances or hardship in meeting the 10-year limit, it needs an additional 3 years to use the impact fees that were collected.

The resolution shall include detailed written findings that specify the extenuating circumstances or hardship that led to the need to adopt a resolution under this sub-section. For purposes of the time limits in this subsection, an impact fee is paid on the date the developer obtains a bond or irrevocable letter of credit in the amount of the unpaid fees executed in the name of the municipality under sub. (6) (g).

According to Village management, the Village has spent down its impact fee collections in accordance with state statute guidance and no refunds have been made to date.

NOTE: The impact fee requirements outlined in this section are subject to change by the legislature at any time. Refer to the state statute for the impact fee statutory requirements.

Section B – Inventory of Proposed Facilities

Inventory of Existing Library Facilities

The Village's existing library is approximately 17,820 square feet. The initial impact fee was determined upon original construction of the library and was designed to accommodate a service population of 15,755, or 1.13 square feet per person. The Library's current service population is 13,722. The proposed expansion is approximately 16,540 additional square feet above to the existing library space (expanding up). The new facility will accommodate a 2040 service population of 20,355. The projected 2040 service population is based on the following factors:

- 2040 projected Village population (13,378)
- 2040 projected Village circulation levels (103,477)
- 2040 projected non-Village circulation levels (53,953)

Source: Village Staff

Per the estimates above, residents of the Village represent 65.72% of the projected 2040 circulation level (103,477 / (103,477+53,953) = 65.72%) and non-Village patrons represent 34.28% of circulation (53,953 / (103,477+53,953) = 34.28%). Therefore, the Village's service level and projected population of 13,378 results in a total population served of 20,355 (13,378 / 65.72% = 20,355). The difference between the 2040 projected service population and the projected 2040 Village population indicates the population served of non-Village patrons is 6,977 (20,355 - 13,378 = 6,977).

This information fulfills the obligation under the Impact Fee Statute to give an inventory of the existing public infrastructure prior to development and the imposition of impact fees.

Service Standard - Library

The levels of service related to the library are part of the Public Library Standards issued by the Wisconsin Department of Public Instruction. The three levels of service are:

- Tier One – the minimum services that should be available to all residents of the state
- Tier Two – an expansion of services beyond the basic
- Tier Three – the highest level of service

The standards are met by meeting specific criteria as follows:

- Full time equivalent staff per 1,000 service population
- Volumes held per capita (print)
- Periodical titles received per 1,000 population (print)
- Audit recordings held per capita
- Video recordings held per capita
- Public Use Internet computers per 1,000 population
- Hours open
- Materials expenditures per capita
- Collection size (print, audio and video) per capita

The proposed facility has been sized to accommodate a collection which will allow the library to meet either the Tier 1 or Tier 2 level of collection size. Projected 2040 service level standards according to current DPI standards as well as Village projections are shown below.

Some standard levels drop considerably at populations above 13,000. This is particularly noticeable when comparing the 2020 levels against the projected 2040 levels for video recordings and public use internet computers in the second table below.

Quantitative Library Standards by Municipal Population (13,000-18,999)	Tier 1 Standard	Tier 2 Standard	Village Proposed 2040
Full time equiv. staff per 1,000 population	0.7	0.8	Tier 2
Volumes held per capita (print)	4.5	5.3	Tier 1
Periodical subscriptions held per 1,000 population (print)	8.7	10	Tier 1
Audio recordings held per capita	0.34	0.42	Tier 1
Video recordings held per capita	0.52	0.59	Tier 2
Public use Internet computers per 1,000 population	1.11	1.52	Tier 1
Hours open	61	63	Tier 1
Materials expenditures per capita	$5.92	$7.34	Tier 2
Collection size (print, audio and video) per capita	5.4	6.3	Tier 1

Quantitative Library Standards by Municipal Population (13,000-18,999)	2020 Levels	Proj. 2040 Based on DPI Standards
Population	8,952	13,378
Full time equivalent staff	10.18	10.7
Volumes held	58,847	60,201
Periodical subscriptions held	100	116
Audio recordings held	3,876	4,549
Video recordings held	8,187	7,893
Public use Internet computers	15	15
Hours open	59	61
Materials expenditures	$80,843	$98,195
Collection size (print, audio and video)	71,229	72,241

Section C – Impact Fee Methodology

Impact Fee Methodology

The proposed impact fee examined in this report is intended for the partial recovery of public costs associated with the expansion to the Village's library facilities. These improvements will be required as a result of projected growth and development of the Village and surrounding area. The Impact Fee Statute requires the proposed fee to bear a rational relationship to capital costs as well as to be proportional to the use of the added public facilities costs. The total amount to be collected through impact fees is calculated based on the proportional share of the increase in library facilities generated by the new growth in the Village.

Impact Fee Computation

The impact fee was determined to be $1,306 per person. Based on Census data regarding persons per household for owner-occupied and renter-occupied housing units, this equates to the following fees:

Type of Dwelling	Persons per HH	Cost per Person	Fee
Single Family (owner-occupied)	2.69	$ 1,306	$ 3,513
Multi Family (renter-occupied)	1.97	$ 1,306	$ 2,573
Group Quarters	1.00	$ 1,306	$ 1,306

While the 2021 Public Library Facilities Study and the 2023 Public Facility Needs Assessment (this report) provide justification for a future impact fee adjustment, no changes to the amount of fee collected are recommended at this time. We recommend that the Village continue to collect its existing library impact fee until one of the following conditions is met:

- The library's service level reaches 15,755 (the level the existing library was built to serve),
- The total library impact fees collected reaches $831,980 (the total 2006 impact fee for the existing library),
- The library is expanded.

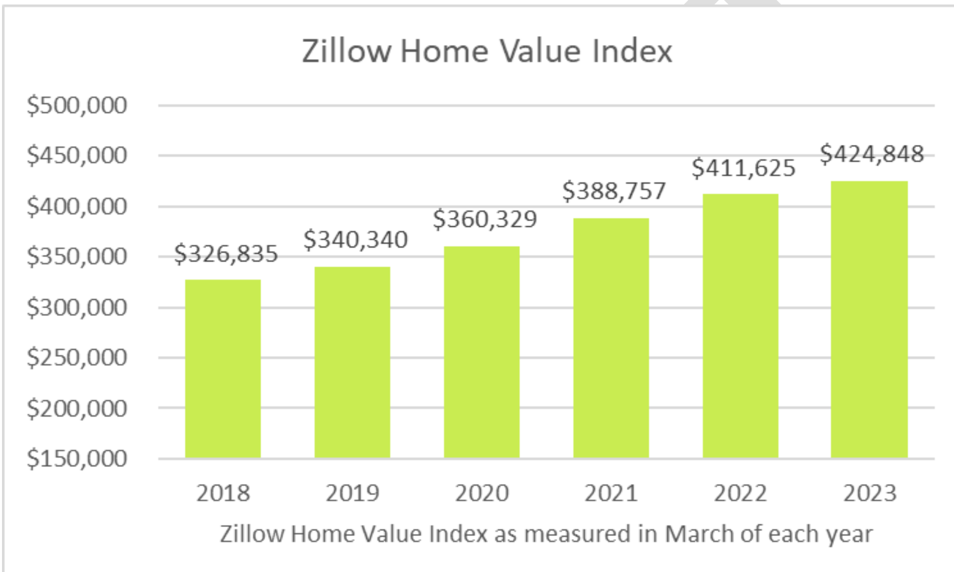
When one of the conditions above is met, we recommend that this report be updated prior to the adoption of a new library impact fee.

Details of the impact fee computation can be found in Appendix A.

Section D – Impact Fee Collection

Low-Cost Housing

In general, the level of an impact fee in relation to average housing cost should not impede the affordability of low-cost housing. This section will examine the potential effects of the proposed impact fee on the housing affordability in the Village. According to Zillow, the median home value in McFarland in March of 2023 was estimated at $424,848.



Assuming that a homebuyer makes a down payment of 20% and takes a mortgage for the remaining 80% at an interest rate of 5%, the average monthly mortgage payment would be approximately $1,825.

Existing impact fees for water and parks total $7,661, which translates to a monthly payment of $41 on a mortgage as described above. The proposed public safety impact fee would add $2,173 to this amount, or approximately $12 per month. The proposed library impact fee would add $3,513 to this amount, or approximately $19 per month.

If these impact fees were not included in the cost of a new home, the cost of the home would be $411,501, resulting in a mortgage amount of $329,201 and monthly payments of $1,767. Comparing the two sets of values, we observe that impact fees add 3.24% to the cost of a median home in the Village of McFarland.

Existing fees are per Village Ordinances, Appendix A

Mortgage payment calculation		Amount		Monthly
Median home price:	$	424,848	$	2,280.68
less 20% down payment:	$	(84,970)	$	(456.14)
Mortgage principal & payments:	$	339,878	$	1,824.54
Existing impact fees		**Amount**		**Monthly**
Park improvement impact fee(1):	$	2,525	$	13.56
Park-land impact fee(1):	$	4,486	$	24.08
Public water impact fee(2):	$	650	$	3.49
Proposed impact fees		**Amount**		**Monthly**
Public safety impact fee:	$	2,173	$	11.67
Public library impact fee(3):	$	3,513	$	18.86
Total impact fees:	**$**	**13,347**	**$**	**71.65**
Mortgage without impact fees		**Amount**		**Monthly**
Mortgage principal & payments:	$	329,201	$	1,767.22
Difference				**3.24%**

(1) Park impact fees are lower than the fees described in the Village's 2020 Public Facilities Needs Assessments. The Village is phasing in the increases in park impact fees over a five-year period.

(2) Per single-family dwelling meter under 1 inch.

(3) The existing Library impact fee of $710 per single-family dwelling is recommended to remain steady until the Village reaches a service population of 15,755.

Information from the federal department of Housing and Urban Development indicates that the 2023 Low Income (80%) Limit for Dane County is $94,650. The monthly mortgage payments calculated above are the equivalent of 22.4% of the Low Income Limit before impact fees, and 23.1% if impact fees are included.

The impact fee statute allows for waived or reduced fees on new development that is approved for affordable housing. If a portion of the project has been approved for affordable housing, then the fee may be adjusted accordingly at the discretion of the Village Board.

Impact Fee Collection

Accounting

Revenues from impact fees shall be placed in a segregated interest-bearing account separate from the other funds of the Village. Impact fee revenues and interest may be expended only for capital costs for which the impact fees were imposed. Impact fees that are collected, but not used for which they were imposed within the time period specified per Wisconsin Statues 66.0617(9), which is currently eight years, shall be refunded to the to the payer of fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated.

Imposition of the Fee

All impact fees will be due at the time of building permit issuance unless otherwise agreed to by the Village Board per the terms of any approved development agreements.

Updates to the Report

If the Village implements a new fee in the future, the Village may also wish to adjust the fee periodically based on the Engineering News Record Municipal Cost Index or by utilizing the Consumer Price Index-All Urban Consumers-Midwest Region prepared by the United States Department of Labor, which is its current practice for park improvement impact fees.

Section E – Compliance with Wisconsin Impact Fee Requirements

See Wisconsin State Statute 66.0617 for the detailed process.

The process followed and information utilized in developing the fees included in this study pursuant to Wisconsin Statutes includes the following steps and documents:

- Requires a Public Hearing:
  Class 1 notice under Chapter 985
  Provide copy of proposed ordinances
  Provide public facilities needs assessment

- Based on a Public Facilities Needs Assessment: (for facilities included in the impact fee calculation)
  Inventory of existing facilities, including deficiencies
  Identification of new public facilities
  Estimated (or actual) capital cost of new public facilities
  Effect of recovering capital costs on affordable housing
  Available for public inspection at least 20 days before hearing

- Follow Impact Fee Standards:
  Rational relationship to the need for new facilities
  Proportionality
  Actual costs or reasonable estimates
  Net of other charges
  Net of grants
  Must exclude improvements to address deficiencies
  May not include expenses for operation or maintenance of a public facility
  Payable by a developer or property owner to the Village in full upon the issuance of a building permit by the Village

- Establish Accounting Requirements:
  Use of funds restricted
  Subject to refund

- Specify Appeal Procedure

Appendix A

Calculation of Impact fees

Cost Summary	Amount
Building costs - new construction	7,424,887
Building costs - renovations	3,940,504
Other costs - electrical, fixtures, signage	2,077,148
Survey & soils analysis	20,101
Professional design fees	1,022,885
Subtotal	14,485,525
Less renovations	(3,940,504)
Total cost	10,545,021

Construction amounts come from the Facilities Study completed August 12, 2021 by EUA and VOGEL. Per the Facilities Study, costs were based on construction in 2022. Study recommended inflating costs by 5% for each year construction is delayed after 2022. Per Village staff, the starting year for construction is currently estimated to be 2028.

Space needs were estimated from a 2040 service population based on Village population projections. The allocation of residents vs. non-residents was based on the Village's projected circulation within the Village vs. non-resident circulation. These estimates are summarized in the table below:

Service Population	2025	2040	Growth	Circulation	Percent
Village residents	10,451	13,378	2,927	103,447	65.72%
Non-residents	5,304	6,977	1,673	53,953	34.28%
Total	15,755	20,355	4,600	157,400	100%

The construction plans to add 16,540 square feet of library space, resulting in total library space of 34,360 square feet. Total service population is expected to be 20,355, resulting in a ratio of 1.69 square feet per person. This would represent an increase of 0.56 square feet per person over the current level.

Floor Area	Existing	Planned	Increase
Library area (sq ft)	17,820	34,360	16,540
Service population	15,755	20,355	4,600
Area per person	1.13	1.69	0.56

We allocate the 16,540 square feet of new space between existing and new users based on the ratios above. As seen in the table below, the calculations result in 8,775 square feet allocated to existing users and 7,765 square feet to new users.

Floor Area Allocation	Population	Sq Ft per Population	Area Allocated
Existing library users	15,755	0.56	8,775
New library users	4,600	1.69	7,765
Total new floor area			16,540

Reviewing the total square feet allocated to new and existing users, we confirm that the total allocations result in a consistent ratio for each class of user.

Floor Area Allocation	Population	Total Sq Ft	Sq Ft per Population
Existing library users	15,755	26,595	1.69
New library users	4,600	7,765	1.69

We next use the allocated square footage calculations to allocate the related construction costs between existing and new users. As noted earlier, the construction costs used in these calculations are based on 2022 estimates. Actual construction costs are likely to be considerably higher when the library project is eventually undertaken.

Construction Cost Allocation	Existing Users	New Users	Total
Building costs - new construction	3,939,153	3,485,734	7,424,887
Building costs - renovations	3,940,504	-	3,940,504
Other costs - electrical, fixtures, signage	-	2,077,148	2,077,148
Survey & soils analysis	-	20,101	20,101
Subtotal	7,879,657	5,582,983	13,462,640
Professional design fees	598,693	424,192	1,022,885
Total cost	8,478,350	6,007,175	14,485,525

Per the calculations shown above, the construction costs allocated to new users work out to $6,007,175. Total new users were estimated at 4,600, of which 1,673 (36.3%) were estimated to reside outside of the village. Removing the share of costs for new users outside of the village leaves $3,822,392 in recoverable costs. Dividing this amount by the 2,927 anticipated new residents, we arrive at a library cost of $1,306 per person.

Fee Calculation		Amount
Total cost allocated to new users	$	6,007,175
Less cost of users outside of Village (36.3%)		(2,184,784)
Total cost to new Village residents		3,822,392
Estimated new residents		2,927
Cost per new resident	**$**	**1,306**

Applying the per-person cost to different types of dwellings, we get the total library fees shown below:

Type of Dwelling	Persons per HH		Cost per Person		Fee
Single Family (owner-occupied)	2.69	$	1,306	$	3,513
Multi Family (renter-occupied)	1.97	$	1,306	$	2,573
Group Quarters	1.00	$	1,306	$	1,306

While the 2021 Public Library Facilities Study and the 2023 Public Facility Needs Assessment (this report) provide justification for a future impact fee adjustment, no changes to the amount of fee collected are recommended at this time. We recommend that the Village continue to collect its existing library impact fee until one of the following conditions is met:

- The library's service level reaches 15,755 (the level the existing library was built to serve),
- The total library impact fees collected reaches $831,980 (the total 2006 impact fee for the existing library),
- The library is expanded.

When one of the conditions above is met, we recommend that this report be updated prior to the adoption of a new library impact fee.

7

bakertilly

Village of McFarland, Wisconsin

Public Safety Center Impact Fee Study

July 5, 2023

Contents

bakertilly

Executive Summary

The purpose of this project is to prepare a new impact fee to recover a portion of the costs associated with the new Public Safety Center that will serve new growth in the Village of McFarland, Wisconsin.

The Village is expected to experience steady growth through 2050, the period for which Village staff has indicated the new Public Safety Center will be sufficiently sized.

This document serves to establish the basis for such an impact fee in accordance with Wisconsin Statute 66.0617. In addition to developing the fee structure, this document also satisfies the statutory obligation to produce a public facility needs assessment.

A portion of the capital costs attributable to the Public Safety Center facilities will be paid by new development through an impact fee. The impact fee will be charged to residential units as well as commercial and industrial development projected to occur in the Village of McFarland.

All aspects of the Wisconsin statute governing impact fees (66.0617) have been considered in the preparation of this report. The primary resources used to prepare this document include the Bray Architect report, dated June 25, 2021, the Village's Facilities Master Plan, dated June 20, 2017, the Public Safety Analysis Report, dated February 2019 and information from Village staff.

Impact fees for specific property types were calculated as follows:

Property Type	Impact Fee
Single-Family:	$2,173 per unit
Multi-Family:	$1,592 per unit
Group Quarters:	$808 per unit
Commercial/Industrial:	$1,157 per 1,000 sq. ft.

The details of the impact fee computation can be found in Appendix A.

This study should be read in conjunction with these resources. We provide no assurance on the accuracy of these resources used to develop this study.

Introduction

The Village of McFarland anticipates significant population growth from the present through the year 2050. Planning responsibly for new growth within a community is one of many challenges facing local governments. Effective accommodation of new development requires the construction and upgrade of public facilities and infrastructure to serve new residents.

Per the Wisconsin Department of Administration, the Village's population was estimated at 8,991 in 2020. Village management estimates that the population will grow to 16,318 by 2050, which equates to an average of approximately 244 persons per year.

The Village has a full-service Police Department ("Department") that provides law enforcement services 24 hours a day to Village residents and businesses. The Department responds to requests for service, provides protective patrols and investigates criminal activity in the Village. It also provides K-9 services and runs an extensive outreach program to engage community members.

The Village also has a full-service Fire Department which provides Advanced Emergency Medical Technician level of care. In addition to McFarland, the Fire Department also serves the Towns of Dunn and Pleasant Springs. Call volumes have been approximately 1,200 per year, with a typical year showing 70% EMS-related calls (lift assist and vehicle accidents) and 30% fire suppression calls.
Source: Call Statistics | McFarland, WI

To provide the facilities and space required for the public safety resources needed for current and future residents, the Village is constructing a new Public Safety Center to house its Police, Fire and Emergency Medical Services staff and equipment.

It is common that during the planning and construction of new public infrastructure, much of the residential and commercial development which drive demands for service may not yet be present in the community. While this may seem like an obvious observation, it holds important consequences for the financing of new public buildings and infrastructure.

In order to apportion the public costs of new development fairly and responsibly, some measure must be undertaken to ensure that the cost of accommodating new development is not borne solely by the current residents of the municipality. One such measure to accomplish this goal is the use of an impact fee on new development to offset the initial cost to local taxpayers of satisfying the additional demand on the public infrastructure.

Section A – Statutory Requirements

Wisconsin's Impact Fee Statute 66.0617 clarified the previous uncertainty surrounding the assignment of capital costs to developers. Largely sought by developers, this law prescribes the types of public infrastructure for which an impact fee may be charged and the specific types of costs which may be included, as well as the obligations on the part of the issuing municipality prior to and subsequent to charging an impact fee. These obligations are detailed below.

Section 66.0617(1) – Definitions:

The following definitions as outlined in Wisconsin State Statute 66.0617(1) have been addressed in the fee computation. The requirements are as follows:

- *Per Section(1)(a), "Capital costs" means the capital costs to construct, expand or improve public facilities, including the cost of land, and including legal, engineering and design costs to construct, expand or improve public facilities, except that not more than 10% of capital costs may consist of legal, engineering and design costs unless the municipality can demonstrate that its legal, engineering and design costs which relate directly to the public improvement for which the impact fees were imposed exceed 10% of capital costs. "Capital costs" does not include other noncapital costs to construct, expand or improve public facilities, vehicles; or the costs of equipment to construct, expand or improve public facilities.*

  Based on the definition above, only allowable capital costs are included in the impact fee computation. Vehicles and equipment are not allowable capital costs.

- *Per Section (1)(f)(1), "Public Facilities" means….fire protection facilities, law enforcement facilities, emergency medical facilities…".*

  The projects included in the fee computation meet this definition.

- *Per Section (1)(g), "Service area" means a geographic area delineated by a municipality within which there are public facilities.*

  For purposes of the Public Safety Center needs analysis, the service area is defined as the Village of McFarland as well as outside communities using the fire/EMS services.

  Schedule A calculates the cost of public safety facility per household and per 1,000 square feet for non-residential development. Costs related to provision of fire/EMS services to non-residents have been excluded from the calculations.

- *Per Section (1)(h), "Service standard" means a certain quantity or quality of public facilities relative to a certain number of persons, parcels of land or other appropriate measure, as specified by the municipality.*

  The Village has established its level of service in Section B of this report.

Section 66.0617(6) – Standards:

This report adheres to what an impact fee should reflect according to Wisconsin State Statute 66.0617(6). The requirements are as follows:

- *Per Section (6)(a), shall bear a rational relationship to the need for new, expanded or improved public facilities that are required to serve land development.*

  The impact fees found herein are for new, expanded or improved public safety facilities that are required to serve future developed land and the service demands created by that development.

- *Per Section (6)(am), may not include amounts for an increase in service capacity greater than the capacity necessary to serve the development for which the fee is imposed.*

  The fees were developed to address the capacity necessary to service the anticipated development for which the fees are being imposed.

- *Per Section (6)(b), may not exceed the proportionate share of the capital costs that are required to serve land development, as compared to existing uses of land within the municipality.*

  The impact fees calculated for this study include the proportional share of the newly constructed and improved facilities to accommodate future growth. Costs unrelated to growth are excluded from the calculations.

- *Per Section (6)(c), shall be based upon actual capital costs or reasonable estimates of capital costs for new, expanded or improved public facilities.*

  The costs used in this study are based on actual or reasonable estimates of capital costs, as provided by Village Staff.

- *Per Section (6)(d), shall be reduced to compensate for other capital costs imposed by the municipality with respect to land development to provide or pay for public facilities, including special assessments, special charges, land dedications or fees in lieu of land dedications under Chapter 236 or any other items of value.*

  The Village currently has no capital charges as described above. Any charges implemented in the future will be factored into the Village's impact fee calculations.

- *Per Section (6)(e), shall be reduced to compensate for moneys received from the federal or state government specifically to provide or pay for the public facilities for which the impact fees are imposed.*

  The Village anticipates that it will receive $482,032 in grants and incentives for construction of the new facility. These incentives reduce the proposed impact fee as outlined in Appendix A. Any additional grant funds received in the future will be factored into future impact fee calculations.

- *Per Section (6)(f), may not include amounts necessary to address existing deficiencies in public facilities.*

  The public safety analysis report showed design needs of 57,830 square feet, or approximately 376 square feet/employee. If this service level were applied to the Village's current number of employees, the space requirement would be 30,980 square feet, which is 7,202 square feet larger than the existing facility. We treat this as a current deficiency, and the calculated impact fees do not include the costs of 7,202 square feet needed to remedy the deficiency.

- *Per Section (6)(fm), may not include expenses for operation or maintenance of a public facility.*

  The costs included in the fee computations are related to construction and do not include operating or maintenance expenses.

- *Per Section (6)(g) except as provided under this paragraph, shall be payable by the developer or the property owner to the municipality in full upon issuance of a building permit by the municipality. There are exceptions to this outlined in the statute.*

  All fees will be due at the time of building permit issuance except for situations allowed for under this section of the impact fee statute.

Section 66.0617(4) – Needs Assessment:

In addition to these requirements, the Impact Fee Statute also requires that a municipality prepare a public facility needs assessment for which it is anticipated that impact fees may be imposed. This document serves as the needs assessment for the Village of McFarland in the consideration of a public safety impact fee. In accordance with the statute, it provides each of the following required elements of the assessment:

1. *An inventory of existing public facilities, including an identification of existing deficiencies in the quantity or quality of those public facilities, for which it is anticipated that the impact fee may be imposed.*

   An inventory of the Village's public safety facilities is included in Section B of this report.

2. *An identification of new public facilities, or improvements and expansions of existing public facilities that will be required because of the new land development for which it is anticipated that impact fees may be imposed. This identification shall be based upon an explicitly identified service areas and service standards.*

   The future improvements and expansions are identified in Appendix A. The level of service is identified in Section B.

3. *A detailed estimate of the capital costs of providing the new public facilities or the improvements or expansions in existing public facilities previously mentioned, including an estimate of the cumulative effect of all proposed and existing impact fees on the availability of affordable housing within the political subdivision*

   Appendix A lists cost estimates provided by the Village for the public safety facilities. A statement of effects on affordable housing is included in Section D.

Section 66.0617(7r) – Impact Fee Report:

- *At the time that the municipality collects an impact fee, it shall provide to the developer for which it received the fee an accounting of how the fee will be spent.*

  The Village is aware of this requirement and intends to comply. The Village intends to use the fees it collects to fund the project as identified in Appendix A.

Section 66.0617(8) – Requirements for Impact Fee Revenues:

- *Revenues from each impact fee that is imposed shall be placed in a separate segregated interest−bearing account and shall be accounted for separately from the other funds of the municipality. Impact fee revenues and interest earned on impact fee revenues may be expended only for the particular capital costs for which the impact fee was imposed, unless the fee is refunded under sub. (9).*

  The Village accounts for its impact fees in a separate general ledger account. Interest income is allocated to this account on a monthly basis.

Section 66.0617(9) – Refund of Impact Fees:

Except as provided in this subsection, impact fees that are not used within 8 years after they are collected to pay capital costs for which they were imposed shall be refunded to the payer of fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated, as described in sub. (8). Impact fees that are collected for capital costs related to lift stations or collecting and treating sewage that are not used within 10 years after they are collected to pay the capital costs for which they were imposed, shall be refunded to the payer of the fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated, as described in sub.(8). The 10-year time limit for using impact fees that is specified under this subsection may be extended for 3 years if the municipality adopts a resolution stating that, due to extenuating circumstances or hardship in meeting the 10-year limit, it needs an additional 3 years to use the impact fees that were collected.

The resolution shall include detailed written findings that specify the extenuating circumstances or hardship that led to the need to adopt a resolution under this sub-section. For purposes of the time limits in this subsection, an impact fee is paid on the date the developer obtains a bond or irrevocable letter of credit in the amount of the unpaid fees executed in the name of the municipality under sub. (6) (g).

According to Village management, the Village intends to spend down its impact fee collections in accordance with state statute guidance; no refunds are anticipated.

NOTE: The impact fee requirements outlined in this section are subject to revision by the Wisconsin Legislature at any time. Refer to the state statutes for the impact fee statutory requirements.

Section B – Current Facilities and Service Standards

Inventory of Existing Public Safety Facilities

The Village's existing police facility is approximately 7,748 square feet. The proposed area dedicated to police in the new Public Safety Center is approximately 20,650 square feet. A large portion of the police space is attributable to garage space needed over the next 30 years, as well as additional offices and interview rooms.

The Village's existing fire facility is approximately 15,630 square feet. The proposed area dedicated to the fire department in the new Public Safety Center is approximately 25,940 square feet. A portion of the fire space is designed to address the need for more sleep space, space for turn-out gear and exercise equipment, as well as laundry and storage areas.

The municipal court currently occupies 400 square feet in the municipal building. The new facility allots 1,160 square feet for court operations.

The remaining 10,080 square feet in the new facility will be shared common space for a total square footage of 57,830.

The new facility will accommodate a 2050 service population of 16,318 Village residents and an estimated 1,979 non-residents with fire/EMS services.

This information fulfills the obligation under the Impact Fee Statute to provide an inventory of the existing public infrastructure prior to development and the imposition of impact fees.

Service Standard - Police

The levels of service related to the police department were part of the 2019 Public Safety Analysis Report. In that analysis, the consultant reviewed the Village's current public safety practices and methods of service delivery and compared them to best practices.

Per the Public Safety Analysis completed by RW Management Group, dated February 2019, "due in part to its proximity to Madison, the Police Department does devote a measurable amount of its response time dealing with drug-related crimes. These types of crimes create an increase in property offenses, most notably burglaries." The report also states that the increase in traffic accidents have necessitated the need for patrol response.

Police Staffing – current and proposed

Police	FTEs	
Position	**2021**	**2050***
Chief	1	1
Lieutenant	1	2
Sergeant	3	4
Detective	2	2
School Resource Officer	1	2
Comm. Service Officer	1	1
Patrol Officer	8	16
Investigator	0	1
Administrative Asst.	2	3
TOTALS	**19**	**32**

* 2050 staffing levels estimated by Village Staff.

Village plans to add 3 patrol & 1 investigator in next 10 years

Service Standard - Fire

The levels of service related to the fire department were also a part of the 2019 Public Safety Analysis Report. The report noted the need for "a higher level of integration" between firefighting and EMS functions. In addition, the Department has experienced difficulty in completing fire inspections. However, the biggest change in service will be the Department's transition from Advanced EMT to Paramedic levels of service, which is projected to occur over the next five years. This change in service was considered in the fee calculation in Appendix A.

Fire Staffing – current and proposed

Fire	FTEs	
Position	**2021**	**2050***
Chief	1	1
Asst. Chief	0	1
Administrative Captain	1	3
Fire Inspector/PES	1	1
Lieutenant	0	6
EMTs	6	12
Firefighters	0	18
POC Firefighters	24	35
POC Firefighters/EMTs	12	18
POC EMTs	11	16
POC Firefighters/EMRs	7	10
Administrative Assts.	0.5	1
TOTALS	**63.5**	**122**

* 2050 staffing levels estimated by Village Staff.

The proposed facility has been sized to accommodate the specific amount of staff, vehicles and equipment which will allow the Village to maintain response times due to the proximity of the proposed facility to the current facilities.

Section C – Impact Fee Methodology

Impact Fee Methodology

The proposed impact fee examined in this report is intended for the partial recovery of public costs associated with the Village's new public safety facilities. This new construction is required as a result of Village growth. The Impact Fee Statute requires the proposed fee to bear a rational relationship to capital costs and to be proportional to the use of the added public facilities costs. The total amount to be collected through impact fees is calculated based on the proportional share of the increase in facilities generated by the new growth in the Village.

Calculated Impact Fees

The impact fees related to construction of the new public safety facility were determined to be as follows:

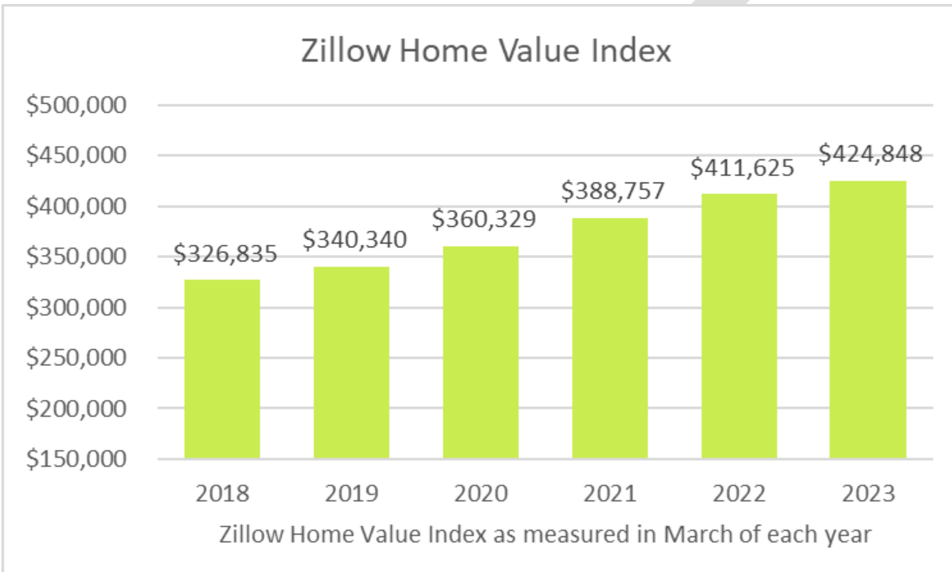
Property Type	Impact Fee
Single-Family:	$2,173 per unit
Multi-Family:	$1,592 per unit
Group Quarters:	$808 per unit
Commercial/Industrial:	$1,157 per 1,000 sq. ft.

Details of the impact fee calculation can be found in Appendix A.

Section D – Impact Fee Collection

Low-Cost Housing

In general, the level of an impact fee in relation to average housing cost should not impede the affordability of low-cost housing. This section will examine the potential effects of the proposed impact fee on the housing affordability in the Village. According to Zillow, the median home value in McFarland in March of 2023 was estimated at $424,848.



Assuming that a homebuyer makes a down payment of 20% and takes a mortgage for the remaining 80% at an interest rate of 5%, the average monthly mortgage payment would be approximately $1,825.

Existing impact fees for water, library and parks total $8,371, which translates to a monthly payment of $45 on a mortgage as described above. The proposed public safety impact fee would add $2,173 to this amount, or approximately $12 per month. If these impact fees were not included in the cost of a new home, the cost of the home would be $414,304, resulting in a mortgage amount of $331,443 and monthly payments of $1,779. Comparing the two sets of values, we observe that impact fees add 2.55% to the cost of a median home in the Village of McFarland.

Existing fees are per Village Ordinances, Appendix A

Mortgage payment calculation		**Amount**		**Monthly**
Median home price:	$	424,848	$	2,280.68
less 20% down payment:	$	(84,970)	$	(456.14)
Mortgage principal & payments:	$	339,878	$	1,824.54
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Park-land impact fee(1):	$	4,485.64	$	24.08
Public library impact fee(2):	$	710	$	3.81
Public water impact fee(3):	$	650	$	3.49
Proposed impact fee		**Amount**		**Monthly**
Public safety impact fee:	$	2,173	$	11.67
Total impact fees:	**$**	**10,544**	**$**	**56.60**
Mortgage without impact fees		**Amount**		**Monthly**
Mortgage principal & payments:	$	331,443	$	1,779.26
Difference				**2.55%**

(1) Park impact fees are lower than the fees described in the Village's 2020 Public Facilities Needs Assessments. The Village is phasing in the increases in park impact fees over a five-year period.

(2) The existing Library impact fee of $710 per single-family dwelling is recommended to remain steady until the Village reaches a service population of 15,755.

(3) Per single-family dwelling meter under 1 inch.

Information from the federal department of Housing and Urban Development indicates that the 2023 Low Income (80%) Limit for Dane County is $94,650. The monthly mortgage payments calculated above are the equivalent of 22.6% of the Low Income Limit before impact fees, and 23.1% if impact fees are included.

The impact fee statute allows for waived or reduced fees on new development that is approved for affordable housing. If a portion of the project has been approved for affordable housing, then the fee may be adjusted accordingly at the discretion of the Village Board.

Impact Fee Collection

Accounting

Revenues from impact fees shall be placed in a segregated interest-bearing account separate from the other funds of the Village. Impact fee revenues and interest may be expended only for capital costs for which the impact fees were imposed. Impact fees that are collected, but not used for which they were imposed within the time period specified per Wisconsin Statues 66.0617(9), which is currently eight years, shall be refunded to the payer of fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated.

Imposition of the Fee

All impact fees will be due at the time of building permit issuance unless otherwise agreed to by the Village Board per the terms of any approved development agreements.

Updates to the Report

If the actual public safety facility costs are less than those used in this report, the Village will need to refund the excess. If the actual public safety facility costs are higher than those used in this report, we recommend that the fee be adjusted accordingly.

Section E – Compliance with Wisconsin Impact Fee Requirements

See Wisconsin State Statute 66.0617 for the detailed process.

The process followed and information utilized in developing the fees included in this study pursuant to Wisconsin Statutes includes the following steps and documents:

- Requires a Public Hearing:
  Class 1 notice under Chapter 985
  Provide copy of proposed ordinances
  Provide public facilities needs assessment

- Based on a Public Facilities Needs Assessment (for facilities included in the impact fee calculation):
  Inventory of existing facilities, including deficiencies
  Identification of new public facilities
  Estimated (or actual) capital cost of new public facilities
  Effect of recovering capital costs on affordable housing
  Available for public inspection at least 20 days before hearing

- Follow Impact Fee Standards:
  Rational relationship to the need for new facilities
  Proportionality
  Actual costs or reasonable estimates
  Net of other charges
  Net of grants
  Must exclude improvements to address deficiencies
  May not include expenses for operation or maintenance of a public facility
  Payable by a developer or property owner to the Village in full upon the issuance of a building permit by the Village

- Establish Accounting Requirements:
  Use of funds restricted
  Subject to refund

- Specify Appeal Procedure

Appendix A

Calculation of Recoverable Costs

The estimated costs related to the public safety facility are $22,005,037, less incentives of $482,032 received by the Village. The current square footage (SF) of the areas to be combined in the new facility is 23,778 SF with a combined total of 82.5 FTEs. The proposed facility will be 57,830 SF with a useful life through 2050. At that time, the Village projects 154.0 FTEs will be needed to serve the population of the Village.

Project Costs		
Pre-development	$	72,838
Professional Services	$	1,295,946
Owner FFE	$	952,165
Construction	$	18,825,401
Other Project Expenses	$	72,419
Contingency	$	936,268
Income	$	(150,000)
	$	22,005,037
Less Incentives	$	(482,032)
Total Costs	**$**	**21,523,005**
Cost per SF	$	372.18

Facility Comparison		
	Current	**Proposed**
Police SF	7,748	20,650
Fire/EMS SF	15,630	25,940
Courts SF	400	1,160
Shared SF	-	10,080
TOTAL SF	**23,778**	**57,830**
# Employees	82.5	154.0
SF per Employee	**288**	**376**

Based on the proposed building size and staffing levels in 2050, there is projected to be 376 SF per employee in the new facility. If we apply that service standard to the Village's current number of employees, existing facilities should be approximately 30,980 SF (82.5 FTEs x 376). Current facilities are 23,778 SF. We treat the difference between these values (7,202 SF) as a current deficiency, which we do not include in our calculation of impact fees.

Proposed total SF		57,830
Current facility SF		23,778
New SF		34,052
Less calculated deficiency		(7,202)
Adjusted new SF		26,850
Cost per SF	$	372.18
Recoverable Costs	$	9,992,957

Allocating recoverable costs by the square footage of each area in the building, these costs are calculated as follows:

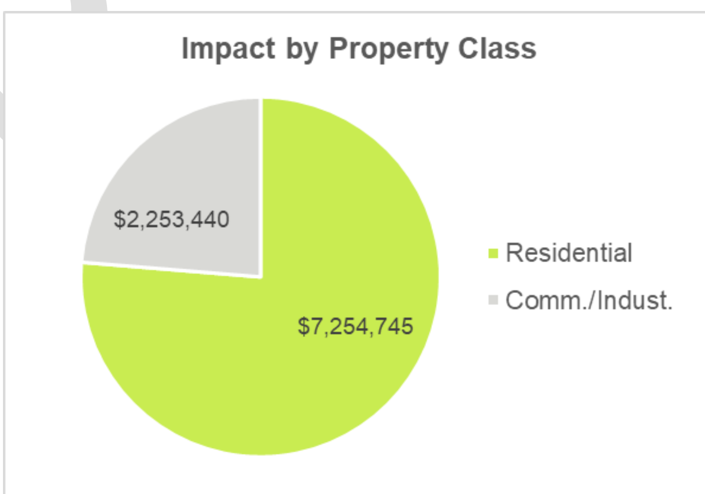
Department	Share	Cost
Police	35.7%	$ 3,568,296
Fire/EMS	44.9%	$ 4,482,402
Courts	2.0%	$ 200,447
Shared	17.4%	$ 1,741,812
		$ 9,992,957

As mentioned in the body of this report, a portion of the Village's Fire/EMS capacity is used to serve areas outside of the Village boundary. Based on population projected to be served in 2050, staff estimates that approximately 89% of the service area consists of Village residents, with the remaining 11% of the service area covering the Town of Dunn and the Town of Pleasant Springs. The costs related to services provided outside the Village should not be included in the impact fee calculations. Reducing the recoverable costs for Fire/EMS services results in total recoverable costs of $9,508,185 as shown in the table below.

Department	Recoverable	Cost
Police	100.0%	$ 3,568,296
Fire/EMS	89.2%	$ 3,997,630
Courts	100.0%	$ 200,447
Shared	100.0%	$ 1,741,812
Net Recoverable Costs		**$ 9,508,185**

Calculation of Impact Fees

Based on the assumption that future growth will follow a pattern consistent with current development, Village staff estimates that approximately 76% of land use will be residential and 24% will be commercial/industrial in 2050. Allocating costs based on these proportions results in total recoverable costs of $7,254,745 from new residential development and $2,253,440 from commercial and industrial development.



Planning staff estimate that growth through 2050 will add 3,338 new housing units and 7,327 in population to the Village. Allocating residential impacts across this growth results in impact fees as shown below.

Residential Impact Fee Calculations			
Recoverable Costs - Residential			$ 7,254,745
New Housing Units			3,338
Fee per Housing Unit			**$ 2,173**
	Pop/HU	**Ratio**	**Impact Fee**
Single Family	2.69	100%	$ 2,173
Multi-Family	1.97	73%	$ 1,592
Group Quarters	1.00	37%	$ 808

As shown above, the standard residential impact fee comes to $2,173 per housing unit, based on a person-per-household ratio of 2.69. For new multi-family and group quarters construction, this impact fee is discounted based on the lower person-per-household ratios for these residential property types.

We next turn our focus to impact fees from future commercial and industrial development. Village staff reviewed assessment records for current commercial and industrial properties to estimate the density of development on these parcels. Where assessment data was missing or unclear, the data was supplemented with information from Dane County GIS sources. Each parcel was reviewed to determine its lot size and total build area. Lot sizes were adjusted to account for properties spanning more than one parcel, and total build area was adjusted to remove unpopulated areas (e.g. garage space) and to account for multi-story structures.

After reviewing each commercial and industrial parcel and adjusting build areas and lot sizes where needed, the average floor area ratio (FAR) of commercial and industrial properties in the Village was calculated as 0.2258 (22.58%). This ratio results in an average developed area of 9,836 square feet per acre of commercial/industrial land.

Village staff estimate that approximately 198 acres of land area will be developed into commercial and industrial uses by 2050. Given these assumptions, we calculate commercial and industrial impact fees of $1,157 per 1,000 square feet of development, as shown below.

Commercial/Industrial Impact Fee Calculations	
Available Comm/Ind Area (acres)	198
Average FAR	22.58%
Developed sq ft per acre @ 22.58%	9,836
Estimated Comm/Ind development (sq ft)	1,947,498
Recoverable Costs - Comm./Ind.	$ 2,253,440
Fee per 1,000 SF	**$ 1,157**

For mixed-use developments which include both residential and commercial components, the impact fee would be calculated for each component based on the values described above. Assuming that the residential component of the development is multi-family housing, it would be charged the corresponding impact fee per residential unit. The commercial portion of the development would be charged an impact fee based on square footage. The development as a whole would pay an impact fee equal to the combination of the two.

As discussed in the body of the report, the calculated impact fees may need to be adjusted if the Village's facilities costs differ from estimates, or if development patterns differ significantly from the Village's projections.

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Tuesday, August 1, 2023**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Andrew Bremer, Comm & Eco Dev Director**

AGENDA ITEM: **Discussion regarding the creation of Chapter 14 of the Fiscal Policy Manual as the Affordable Housing Fund Policy.**

PREVIOUS ACTION:
March 14, 2022, Village Board adopted Resolution 2022-08, a resolution to create an affordable housing fund and commit funds to support affordable housing projects.
January 19, 2023 the Finance Committee met to discuss the creation of the policy and review examples affordable housing programs from other communities.
May 17, 2023 the Finance Committee met to review a preliminary draft of Chapter 14.

ISSUE SUMMARY:
Resolution 2022-08 established an Affordable Housing Fund as a special revenue fund (215) to support and incentivize affordable housing projects within the Village. The purpose of this project is to develop a set of policies, procedures and application form, as applicable, related to how these funds may be utilized in the future by the Village, residents, property owners, or developers. This is a new concept as we currently have not had this type of fund before nor a policy to guide its use.

Staff previously provided some examples of similar funds from other communities in Wisconsin. Some communities have affordable housing programs that are specifically directed only toward providing micro grants or loans to qualified existing single family or duplex owners (housing rehabs), while others might be used strictly for encouraging development of new affordable housing units, either through land purchases or incentives to developers. The former is more typical in larger communities that have dedicated Housing Authorities, public housing, directly receive state/federal housing funds (CDBG), and have housing specific staff. The Finance Committee previously provided directions that at this time, the Village should focus the purpose of the fund on projects that result in the development of new affordable housing units, rather than or in addition to, micro loans or grants to qualified existing single family or duplex homes for rehabilitation projects.

Within the packet is an updated redline draft of the new Affordable Housing Development Fund Policy incorporating feedback received at the May 17 Finance Committee meeting. The packet also includes a draft of the application modeled after Dane County's Affordable Housing Development Fund (AHDF) application. Staff will review these materials with the Committee to obtain input on additional desired revisions. Staff has also shared these draft materials with Dane County housing staff for additional guidance and is awaiting feedback prior to bringing the final draft back to the Finance Committee for recommendation of approval to the Village Board.

FINANCIAL/BUDGET IMPACT:
Resolution 2022-08 authorized a transfer to the new Affordable Housing Fund in the amount of $75,000 from unassigned fund balance with the General Fund. Additional funding can be considered on an annual basis to build project revenues. Other sources of future fund revenues could be provided through Affordable Housing Extensions of existing Tax Increment Finance Districts. TIF statutes allow a community to keep a TID open for one additional year before it closes with the increment designated for a local housing fund for activities that benefit affordable housing and improve housing stock. State Statute requires 75% of the funds to be used for affordable housing while the remaining 25% can be used for other housing improvement projects. McFarland won't be able to benefit from this TIF provision until TID #3 closes in 2028; however, at that time the funds can be transferred into the Affordable Housing Fund.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
This agenda item is presented for discussion only.

ATTACHMENTS:
1. 2022-08 To Create an Affordable Housing Fund and Commit Funds to Support Affordable Housing Projects
2. Chapter 14 - Affordable Housing Fund Program 07202023 DRAFT
3. McFarland Affordable Housing Fund Application_draft_07.17.23

RESOLUTION 2022-08

A RESOLUTION TO CREATE AN AFFORDABLE HOUSING FUND AND COMMIT FUNDS TO SUPPORT AFFORDABLE HOUSING PROJECTS

WHEREAS, the inclusion of affordable housing within the Community provides for a healthy local economy by offering a diverse array of options to individuals and families that otherwise could not afford to live here; that the Village recognizes the value in being a partner to support and incentivize affordable housing projects within the Community;

WHEREAS, the Village recognizes the value in being a partner to support and incentivize affordable housing projects within the Community to create these opportunities for economic growth; and

WHEREAS, the creation of an affordable housing fund can establish parameters by which the Village will be proactive to incentivize opportunities for affordable housing for the benefit of all residents.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of McFarland does hereby create an Affordable Housing Fund (215) as a special revenue fund, and

BE IT FURTHER RESOLVED, that the Village Board authorizes a transfer to the new Affordable Housing Fund in the amount of $75,000 from unassigned fund balance within the General Fund (100).

Adopted at a regular meeting of the Village Board this 14th day of March, 2022.

APPROVED:

Carolyn A. Clow

Carolyn A. Clow, Village President

ATTEST:

Cassandra Suettinger, Clerk-Treasurer

RESOLUTION # 2022-08	
MOTION	SECOND
St. Clair	Brassington
ACTION	DATE
Adopted	03/14/2022
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brassington-Aye	St. Clair-Aye
Clow-Aye	Nelson-Aye
Flaherty-Aye	Wreh-Aye
Rupert-Aye	
VOTING RESULTS	
Motion Carried	7 – 0 – 0
Motion Defeated:	

CHAPTER 14 Affordable Housing Development Fund ~~Program~~

SECTION 14.01 Program Description

The Village of McFarland recognizes that the inclusion of affordable housing within the Community provides for a healthy local economy by offering a diverse array of housing options to individuals and families that otherwise could not afford to live here. The Village's 2023 Housing Needs Assessment includes~~identifies~~ a goal to increase the supply of ownership and rental housing units to meet the Village's existing and projected housing needs. The Housing Needs Assessment further describes that the priority for the Village should focus on the unit types that the market is less likely to produce on its own, including affordable ownership and rental units. The Affordable Housing Development Fund ~~Program~~ is created to support the development of affordable housing units that might not otherwise be feasible within McFarland but for local funding assistance.

SECTION 14.02 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 regardless of outcomes;

(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 14.03 Eligibility

(a) The Village of McFarland.

(b) Housing developers, including affordable housing land trusts and non-profit housing organizations exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code or equivalent, that conduct business 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.

(c) The following entities are not eligible to apply for the grant program:

(1) Individual homeowners or renters.

(2) Organizations awarded more than one (1) application within the same year.

(3) Housing developers, affordable housing land trusts or non-profits housing organizations that would create housing units exempt from property taxes unless the tax exempt entity has entered into a development agreement with the Village guaranteeing payment of a municipal service fee for municipal services on behalf of real estate tax exempt units provided to the residents and occupants of the property.

Commented [AB1]: This is how the existing Skaalen Village operates.

SECTION 14.04 Program Objectives

(a) Increase the diversity and supply of affordable owner and rental housing units within the Village.

(b) Align with the goals and strategies of the Village's Housing Needs Assessment, Comprehensive Plan, and any sub-area land use plans of the Village.

(c) Support the Village's Fair Housing Ordinance, Chapter 29 of the McFarland Municipal Code.

(d) Provide an alternative form of local housing funding assistance in addition, or in lieu of, requests for impact fee waivers or development incentives through local tax increment finance districts.

SECTION 14.05 Fundable Requests

The following requests may be funded in accordance with this policy:

(a) Housing, and mixed-use developments, that will result in the creation of new affordable owner or renter occupied housing units. Affordable housing units are generally defined as housing units that are restricted to households with annual income at or below 60% of the Dane County median income at the time of application. Rental occupied units shall be deed restricted for a minimum of 30 years, or as determined through an approved development agreement. New owner occupied housing units shall be restricted to first time buyers with annual income at or below 60% of the Dane County median income, or as determined through an approved development agreement ~~or deed restriction~~. The Village at its discretion may fund projects that include a mix of affordable and market rate units. Visit www.wheda.com for more information on income limits for the current year.

(b) Affordable housing site due diligence activities including but not limited to property appraisals, surveys, Phase 1 and 2 Environmental Site Assessments, certified survey maps or plats, site concepts and engineering plans, environmental remediation and building demolition to bring a property to shovel ready status for an affordable housing development.

(c) Village of McFarland acquisition of property that could be marketed and sold, including at below market prices, to developers or non-profit housing organizations pursuing the development of affordable housing developments, including mixed-use affordable housing developments.

(d) Updates to the Village's Housing Needs Assessment or any other long-range planning efforts that aim to address increasing and improving the Village's affordable housing supply.

SECTION 14.06 Non-Fundable Requests

The following requests may not be funded in accordance with this policy:

(a) Requests to rehabilitate existing housing units where no new affordable housing units will be created.

(b) Requests to develop accessory housing units.

(c) Private developer, housing land trust or non-profit housing organization, requests to fund the acquisition of property or the demolition of existing buildings which do not include an approved development agreement to construct new affordable housing developments ~~within a specified period of time~~.

3

Commented [AB2]: This is essentially how an organization like Habitat for Humanity operates. The new home is sold to an income eligible homeowner. Future resale of the property is not restricted to owners that meet the original income restrictions or required to be sold back to Habitat. However, the homes are generally smaller than similar aged market rate housing and thus generally stay at price points at or below median home values.

(d) Housing projects that are not located within the Village of McFarland at the time of application for a building permit.

(e) Organizational and administrative costs related to providing and maintaining affordable housing units or services to residents within an affordable housing unit.

~~(d)~~(f) Rental or mortgage monthly payment subsides.

SECTION 14.07 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/references, identifying key personnel, detailed budget, development proforma, timeline, 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 14.08 Application Evaluation

The following criteria will be applied to the review of applications for funding:

(a) The type, diversity and total number of housing units proposed.

(b) The estimated impacts to the Village's property tax base.

(c) The extent to which the project implements adopted Village housing and land use plans.

(d) The extent to which the project may serve as a catalyst for the redevelopment of adjacent properties.

(e) The quality of the proposed site and building design.

(f) The extent to which the project includes sustainable design features including, but not limited to, solar, geothermal, and EV charging stations.

(g) The extent to which the project provides supportive services, site and building amenities to owners and renters.

(h) Experience of the developer or organization.

(i) Timeline and the realistic nature of implementation.

(j) As part of the application evaluation process, Village Staff, or the Village Attorney, may complete an additional financial background review of the applicant. The applicant shall work in good faith to provide financial background materials requested by the Village, including but not limited to, commercial loan commitments, credit reports, personal and business financial statements and tax returns for at least the last two years.

SECTION 14.09 Funding Awards

(a) The amount of grant awards shall be determined on a case by case basis based on the needs of the project. Applicants are expected to demonstrate that but for the Village contribution the project is not feasible or would not be feasible to the same extent. Program funding through this program is rarely the sole financial supporter of projects outside of developer equity and commercial lending. Village funding assistance should be the last dollar in the financial stack to make the project viable. Applicants are expected to seek additional resources to accomplish project goals including tax credits or other affordable housing programs and partners whenever possible.

(b) The grant program follows a reimbursement model and payment will be issued upon completion of the development project and issuance of a building occupancy permit. Exceptions to this policy may include where the Village has entered into a development agreement with an eligible applicant to provide funding assistance for land acquisition and site preparation costs in support of a future affordable housing construction project. An invoice, with accompanying receipts for all expenses, will be required for reimbursement.

(c) All funding awards are subject to the availability of funds as authorized within the Annual Budget by the Village Board for the Village of McFarland.

SECTION 14.10 ~~Final~~ Annual Reporting

Commented [AB3]: Unlike the Community Grant the outcomes of the funding request are established at the time of funding approval. Simply annual accounting should be sufficient.

(a) The Village Administrator shall provide the Village Board with an annual report with details concerning the current balance of funds and a summary of any funds received or dispersed in the previous 12 months, including a summary of each development project funded~~Final **Report**. Included within Appendix B of this policy. The Final Report 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 a project summary, detailing outcomes, summarizing conclusions, outlining a final budget, and other relevant information needed as applicable~~.

~~(b) The Final Report will be filed with Village Staff as confirmation to disperse funding to Applicant.~~

~~(c) The Applicant will provide a presentation of the Final Report to the Village Board.~~

* * *

Appendix A Application

~~**Appendix B** Final Report~~

Adopted: XX/XX/23

Revised: None

MCFARLAND APPLICATION FOR AFFORDABLE HOUSING DEVELOPMENT FUND

This application should be used for project seeking McFarland AHDF funds. Applications must be submitted electronically to the Community & Economic Development Director. Applications maybe submitted at any time subject to funding availability.

APPLICATION SUMMARY

ORGANIZATION NAME		
MAILING ADDRESS If P.O. Box, include Street Address on second line		
TELEPHONE		**LEGAL STATUS**
FAX NUMBER		☐ Private, Non-Profit ☐ Private, For Profit ☐ Other: LLC, LLP, Sole Proprietor Federal EIN: ___________________ Unique Entity Identifier (UEI):
NAME CHIEF ADMIN/ CONTACT		
INTERNET WEBSITE (if applicable)		
E-MAIL ADDRESS		

PROJECT NAME: Please list the project for which you are applying.

PROJECT NAME	PROJECT CONTACT PERSON	PHONE NUMBER	E-MAIL

FUNDS REQUESTED: Please list the amount and source of funding for which you are applying.

TOTAL PROJECT COST	AMOUNT OF AHDF FUNDS REQUESTED	PECENT OF AHDF FUNDS TO TOTAL PROJECT COST
$	$	

Signature of Chief Elected Official/Organization Head

Title

Printed Name

Date

PROJECT DESCRIPTION

A. **PROJECT NAME AND LOCATION:** Indicate the name, address, and census tract where the project will be located. Attach maps to the application indicating the location of the proposed project.

Project Name:	
Project Address:	
Parcel Number:	

B. **PARTNERSHIPS:** Please describe any partner resources Dane County, WHEDA, or other organizations will be dedicating to support your project including but not limited to grants, low interest loans, or low income housing tax credits.

C. **ZONING:** Provide the current zoning classifications of the site and describe any changes in zoning, variances, special or conditional use permits, or other items that are needed to develop this proposal. Indicate if the project is consistent with the Village's Comprehensive Plan or sub area plans.

D. **PROJECT DESCRIPTION**: Provide a detailed description of the project, including proposed affordability period.

E. **TARGETED POPULATIONS**: Will the project serve any of the listed targeted populations?

Yes	No	
☐	☐	Chronically homeless, meaning those who are either: 1) an unaccompanied homeless individual with a disabling condition who has been continuously homeless for a year or more, or 2) an unaccompanied individual with a disabling who has had at least four episodes of homelessness the past three years. Disabling conditions include mental illness and alcohol and drug conditions
☐	☐	Veterans experiencing homelessness
☐	☐	Very low-income families and/or families experiencing homelessness.
☐	☐	Persons with arrest and conviction records
☐	☐	Individuals who are elderly
☐	☐	Individuals with disabilities

F. **GREEN TECHNOLOGIES/SUSTAINABILITY** Indicate if the project will be pursuing any of the listed energy and sustainability standards or incorporate applicable renewable energy systems. Submit certification of registration for any selected certification.

☐	2020 Enterprise Green Communities Certification
☐	ENERGY STAR Multifamily New Construction and EPA Indoor airPLUS
☐	2020 Enterprise Green Communities Certification Plus
☐	Passive House (PHIUS)
☐	US Green Build LEED Certification
☐	Solar energy systems
☐	Geothermal energy systems
☐	Level 2 or 3 electric vehicle charging stations

G. **WORK PLAN WITH TIMELINE AND MILESTONES:** In the space below, provide a work plan for how the project will be organized, implemented, and administered. Include a timeline and accomplishments from initiation through project completion. Add in extra quarters as needed. Examples of milestones are: acquisition, bid packages released, bids awarded, site preparation, excavation, construction begins, substantial completion, certificate of occupancy, lease-up begins, etc.

ON OR BEFORE	MILESTONES

H. **UNITS:** In the space below, please list each site (street address) and building where the work will be undertaken. For each address list the number of each units by size, income category, etc. Use additional pages as needed.

ADDRESS #1:											
	# of Bedrooms						**Projected Monthly Unit, including Utilities**				
% of County Median Income (CMI)	**Total # of Units**	**# of Studios**	**# of 1 BRs**	**# of 2 BRs**	**# of 3 BRs**	**# of 4+ BRs**	**$ Rent for Studios**	**$ Rent for 1 BRs**	**$ Rent for 2 BRs**	**$ Rent for 3 BRs**	**$ Rent for 4+ BRs**
≤30%											
40%											
50%											
60%											
80%											
Affordable Sub total											
Market											
Total Units							Notes:				

*40% = 31 to 40% CMI, 50%=41%-50% CMI, 60%=51-60% CMI, 80%=61-80% CMI, Market = ≥81%

ADDRESS #2:											
	# of Bedrooms						**Projected Monthly Unit, including Utilities**				
% of County Median Income (CMI)	**Total # of Units**	**# of Studios**	**# of 1 BRs**	**# of 2 BRs**	**# of 3 BRs**	**# of 4+ BRs**	**$ Rent for Studios**	**$ Rent for 1 BRs**	**$ Rent for 2 BRs**	**$ Rent for 3 BRs**	**$ Rent for 4+ BRs**
≤30%											
40%											
50%											
60%											
80%											
Affordable Sub total											
Market											
Total Units							Notes:				

*40% = 31 to 40% CMI, 50%=41%-50% CMI, 60%=51-60% CMI, 80%=61-80% CMI, Market = ≥81%

ADDRESS #2:											
	# of Bedrooms						**Projected Monthly Unit, including Utilities**				
% of County Median Income (CMI)	**Total # of Units**	**# of Studios**	**# of 1 BRs**	**# of 2 BRs**	**# of 3 BRs**	**# of 4+ BRs**	**$ Rent for Studios**	**$ Rent for 1 BRs**	**$ Rent for 2 BRs**	**$ Rent for 3 BRs**	**$ Rent for 4+ BRs**
≤30%											
40%											
50%											
60%											
80%											
Affordable Sub total											
Market											
Total Units							Notes:				

*40% = 31 to 40% CMI, 50%=41%-50% CMI, 60%=51-60% CMI, 80%=61-80% CMI, Market = ≥81%

I. **SITE AMENITIES:** Check all that apply.

☐	Community Building, square feet:
☐	Community Room, square feet:
☐	Garages, number: and monthly rent:
☐	Surface parking, number: and monthly rent:
☐	Underground parking, number and monthly rent:
☐	Bike parking, number:

J. **OTHER SITE AMENITIES**: In the following space, describe the other site amenities for tenants and/or their guests.

LOCATION

K. **NEIGHBORHOOD AMENITIES:** Describe the neighborhood in which the project will be located noting access to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services.

Identify the distance the following amenities are from the proposed site.

Type of Amenities & Services	**Name of Facility**	**Distance from Site**
Full Service Grocery Store		
Public Elementary School		
Public Middle School		
Public High School		
Job-Training Facility, Community College, or Continuing Education Programs		
Childcare		
Public Library		
Neighborhood, Community, or Senior Center		
Full Service Medical Clinic or Hospital		
Pharmacy		
Public Park or Hiking/Biking Trails		
Banking		
Retail		
Other (list the amenities)		

L. **TRANSPORTATION:** Identify the travel time and cost via public transportation or public automobile from the neighborhood to places of employment providing a range of jobs for lower-income workers.

PROJECT APPROACH

M. **PARTNERHIPS:** In the space below, provide information on any partnerships that have been or will be formed in order to ensure the success of the project.

N. **PARTNERHING TO END HOMELESSNESS:** In the space below, indicate the project's willingness to partner with Homeless Services Consortium member agencies and to end homelessness for individuals and /or families by providing a preferences for households experiencing homelessness. If project will not implement an HSC preference on any project units, indicate how the proposed project will forward the goal of ending homelessness without the HSC preference.

Total # of Project Units	**# of Units Targeted to Individuals/Families on HSC community by-name list**	**% of Units Targeted to Individuals/Families on HSC community by name list**

Describe the process and anticipated timeline for outreach, application submittal, and tenant screening for HSC-set aside units. Also, indicate support that will be made available to for potential applicants during the application process (e.g. transportation to application site, assistance gathering required documents).

O. **ACCESS TO UNITS FOR HOUSEHOLDS EXPERIENCING HOMELESSNESS:** Will the project incorporate ALL of the listed flexible tenant screening criteria detailed below for applicants referred to units that are being targeted for individuals/families experiencing homelessness?

Yes	No
☐	☐

• Inability to meet a minimum income requirement if the applicant can demonstrate the ability to comply with the rent obligation based on a rental history of paying at an equivalent rent to income ratio for 24 months
• Lack of housing history
• Membership in a class protected by Dane County fair housing ordinances and non-discrimination ordinances in the municipality where the project is located.
• Credit score
• Information on credit report that is disputed, in repayment, or unrelated to a past housing or utility (gas, electric, and water only) obligations.
• Inability to meet financial obligations other than housing and utilities necessary for housing (gas, electric, water).
• Owing money to a prior landlord or negative rent payment history if the tenant's housing and utility costs were more than 50% of their monthly income.
• Owing money to a prior landlord or negative rent or utility payment history if applicant does one of the following: (1) establishes a regular record of repayment of the obligation; 2) signs up for automatic payment of rent to the housing provider; or (3) obtains a representative payee.
• Wisconsin Circuit Court Access records;
• Criminal activity, except: (i) a criminal conviction within the last two years for violent criminal activity or drug related criminal activity resulting in a criminal conviction, and (ii) if the program or project is federally assisted, criminal activity for which federal law currently requires denial. (Violent criminal activity is defined in 24 C.F.R § 5.100 and means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage. "Drug related criminal activity is defined in Wis. Stat. s. 704.17(3m)(a)(2). "Drug-related criminal activity" means criminal activity that involves the manufacture or distribution of a controlled substance. "Drug-related criminal activity" does not include the manufacture, possession, or use of a controlled substance that is prescribed by a physician for the use of by a disabled person, as defined in s. 100.264(1)(a), and manufactured by, used, by or in the possession of the disabled person or in the possession of the disabled person's personal care worker or other caregiver.

P. **FAIR TENANT SELECTION CRITERIA**: Will the project incorporate tenant selection criteria detailed below? Check all that apply and attached copy of proposed tenant screening criteria for project.

General Screening Process – will not deny applicants based on the following:

	Yes	No	
Required for funding	☐	☐	Inability to meet a minimum income requirement if the applicant can demonstrate the ability to comply with the rent obligation based on a rental history of paying at an equivalent rent to income ratio for 24 months
	☐	☐	Lack of housing history
	☐	☐	Membership in a class protected by Dane County fair housing ordinances and non-discrimination ordinances in the municipality where the project is located.
	☐	☐	Credit score
	☐	☐	Information on credit report that is disputed, in repayment, or unrelated to a past housing or utility (gas, electric, and water only) obligations.
	☐	☐	Inability to meet financial obligations other than housing and utilities necessary for housing (gas, electric, water).
	☐	☐	Owing money to a prior landlord or negative rent payment history if the tenant's housing and utility costs were more than 50% of their monthly income.
	☐	☐	Owing money to a prior landlord or negative rent or utility payment history if applicant does one of the following: (1) establishes a regular record of repayment of the obligation; 2) signs up for automatic payment of rent to the housing provider; or (3) obtains a representative payee.
	☐	☐	Wisconsin Circuit Court Access records;
	☐	☐	Criminal activity, except: (i) a criminal conviction within the last two years for violent criminal activity or drug related criminal activity resulting in a criminal conviction, and (ii) if the program or project is federally assisted, criminal activity for which federal law currently requires denial. (*Violent criminal activity* is defined in 24 C.F.R § 5.100 and means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage. "Drug related criminal activity is defined in Wis. Stat. s. 704.17(3m)(a)(2). "Drug-related criminal activity" means criminal activity that involves the manufacture or distribution of a controlled substance. "Drug-related criminal activity" does not include the manufacture, possession, or use of a controlled substance that is prescribed by a physician for the use of by a disabled person, as defined in s. 100.264(1)(a), and manufactured by, used, by or in the possession of the disabled person or in the possession of the disabled person's personal care worker or other caregiver)

Will the project incorporate the denial process detailed below?

Yes	No
☐	☐

1.	Prior to a denial based on a criminal record, the housing provider shall provide the applicant access to a copy of the criminal record at least five days prior to the in-person appeal meeting and an opportunity to dispute the accuracy and relevance of the report, which is already required of HUD assisted housing providers. See 24 C.F.R. § 982.553(d), which applies to public housing agencies administering the section 8 rent assistance program.
2.	Prior to a denial based on a criminal record, the housing provider shall provide the applicant the opportunity to exclude the culpable family member as a condition of admission of the remaining family members.

3.	Prior to a denial decision, the housing provider is encouraged to meet with the applicant to review their application and make an individualized determination of their eligibility, considering: (a) factors identified in the provider's own screening policies, (b) if applicable, federal regulations, and (c) whether the applicant has a disability that relates to concerns with their eligibility and an exception to the admissions rules, policies, practices, and services is necessary as a reasonable accommodation of the applicant's disability. In making a denial decision, the housing provider shall consider all relevant circumstances such as the seriousness of the case, the extent of participation or culpability of individual family members, mitigating circumstances related to the disability of a family member, and the effects of denial on other family members who were not involved in the action or failure.
4.	The property manager will base any denial on sufficient evidence. An arrest record or police incident report is not sufficient evidence. Uncorroborated hearsay is not sufficient evidence.
5.	Denial notices shall include the following: a) The reason for denial with details sufficient for the applicant to prepare a defense, including: i) The action or inaction forming the basis for the denial, ii) Who participated in the action or inaction, iii) When the action or inaction was committed, and iv) The source(s) of information relied upon for the action or inaction. b) Notice of the applicant's right to a copy of their application file, which shall include all evidence upon which the denial decision was based. c) Notice of the applicant's right to copies of the property manager's screening criteria. d) Notice of the right to request an in-person appeal meeting on the denial decision by making a written request for a hearing within 45 days. The housing provider is not required to hold the unit open while the appeal is pending. e) Notice of the right to have an advocate present at the in-person appeal meeting and of the right to be represented by an attorney or other representative. f) Notice of the right to present evidence in support of their application, including, but not limited to evidence related to the applicant's completion or participation in a rehabilitation program, behavioral health treatment, or other supportive services.
6.	If the applicant requests an in-person appeal meeting, the hearing will be conducted by a person who was not involved in or consulted in making the decision to deny the application nor a subordinate of such a person so involved.
7.	The in-person appeal meeting shall be scheduled within ten working days of the request, unless the applicant requests a later date.
8.	A written decision on the application shall be provided to the applicant within ten working days after the in-person appeal meeting.

Q. **TENANCY ADDENDUM:** Will the project include the following provisions within all tenant leases or as an addendum to all tenant leases?

Yes	No
☐	☐

a.	**Security Deposits.** The amount of a security deposit shall not be more than one month's rent.

b.	**Late Fees and Other Fees.** Late fees must be set forth in the rental agreement. Late fees shall not exceed 5% of the tenant's portion of the monthly rent. Other penalty fees are prohibited. All other fees must be directly related to the cost for a specific amenity or service provided to the tenant and comply with all applicable laws.
c.	**Rights of Youth to Access Common Spaces.** Youth under the age of 18 are allow to use and enjoy common areas without supervision. This does not preclude reasonable rules in ensure the safety of children and youth.
d.	**Good Cause for Termination.** A tenancy may not be terminated during or at the end of the lease unless there is good cause. Good cause is defined in include the following: (i) a serious violation of the lease; (ii) repeated minor violations of the lease; or (iii) a refusal to re-certify program eligibility. Repeated means a pattern of minor violations, not isolated incidents. Termination notices and procedures shall comply with Chapter 704 of Wisconsin Statutes and federal law, when applicable. Written notice is required for non- renewal and shall include the specific grounds for non-renewal and the right of the tenant to request a meeting to discuss the non-renewal with the landlord or landlord's property management agent within fourteen (14) days of the notice. If requested, the landlord or property management agent will meet with the tenant to discuss the non-renewal, allow the tenant to respond to the alleged grounds for non-renewal, and pursue a mutually acceptable resolution.
e.	**Reasonable Guest Rules.** Tenants have the right to have guests. In the event the property management establishes rules related to guests, they must be reasonable. Unreasonable rules include, but are not limited to the following: (1) Prior authorization of guests by the property management, unless the guest is staying for an extended period of time (e.g. more than 2 weeks); (2) Prohibition on overnight guests; (3) Requiring that the resident be with the guest at all times on the property. (4) Requiring guests to show ID unless requested by the tenant. (5) Subjecting caregivers, whether caring for a child or children, or an adult with disabilities, to limitations on the number of days for guests. Landlord may ban a person who is not a tenant from the rental premises if the person has committed violent criminal activity or drug related criminal activity at rental premises. No person shall be banned from the rental premises without the consent of the tenant unless the following have taken place: (1) A notice of the ban is issued to the tenant stating the: (a) name of the person banned, (b) grounds for the ban including, (i) the specific facts detailing the activity resulting in the ban; (ii) the source of the information relied upon in making the ban decision; and (iii) a copy of any criminal record reviewed when making the ban decision; and (c) the right of the tenant to have a meeting to dispute the proposed ban, discuss alternatives to the ban, and address any unintended consequences of the proposed ban. (2) If requested, a hearing on the ban has taken place to provide the tenant an opportunity to dispute the proposed ban, discuss alternatives of the ban, and address any unintended consequences of the proposed ban. A tenant may not invite or allow a banned person as a guest on the premises, provided the Landlord has followed the proper procedure and given notice to Tenant as set forth herein. A tenant who violates the guest policy may be given a written warning detailing the facts of the alleged violation. The written warning shall detail the violation, and warn the tenant that repeated violations may result in termination of tenancy. Tenants that repeatedly violate the guest policy, (e.g. three (3) or more violations within a twelve (12) month period) may be issued a notice of termination in accordance with state and federal law. Nothing in this policy limits a person's right to pursue a civil order for protection against another individual.

f.	**Parking Policies.** Parking policies and practices must comply with applicable laws. Vehicles shall not be towed to a location that is more than 6 miles from the rental premises, unless there is not a towing company with a tow location available within 6 miles.

R. **SUPPORTIVE SERVICES PLAN:** Provide a detailed description of how supportive services will be secured for project tenants by using the table below. The plan should note any differences between services targeted to units with the HSC preference and services that will be available building-wide. Attach a letter from the identified partner(s) confirming the details of the plan.

Name of Supportive Services Partner, and number of staff dedicated to project:	
Scope of Services provided to tenants and approaches supportive service partner will use to address needs of tenant population:	
Where tenants will access services. For examples will services be on-site at development in designated space or by referral to off-site community supports:	
If services provided are referral to off-site community supports, please detail how tenants will receive information on supportive services that are available to them before and after needs arise:	
The frequency of services provided and/or a proposed schedule of when services are available to tenants:	
How will the supportive services partner identify and collaborate with other community service providers in the target area:	
How the supportive services partnership will be funded, including if the respondent is providing funding to support the partnership:	
Relevant performance data that provides insight into the supportive service partner's experience serving the target tenant population, and the outcomes for their tenants. Metrics could include the number of individuals served in a related program in a year, housing retention rates for individuals served in that program, connections to employment, etc:	
How the supportive services partner and the respondent will work together to ensure the best outcomes for tenants, such as housing retention:	

S. **SUPPORTIVE SERVICES**: Describe the experience and qualifications of the organization that will be providing supportive services.

EXPERIENCE AND QUALIFICATIONS

T. **EXPERIENCE AND QUALIFICATIONS**: Describe the experience and qualifications of your organization related to the development of multifamily housing for low-income households**.**

U. **PROPERTY MANAGEMENT:** Describe the experience and qualifications of the organization that will be handling the ongoing property management.

If a Property Manager has yet to be identified, please describe how one will be selected.

PROJECT FINANCING

V. **BUDGET SUMMARY:** Indicate the sources and uses of all funds for this project.

The County requires that the developer defer 40% of the developer fee as a financing source. If the sources and uses for a project indicate that less than 40% of the developer fee has been deferred, the amount requested will be reduced by the difference between the percentage of the developer fee deferred and 40%

For example: Assume the developer fee is $1,000,000 and $350,000, or 35% of the fee is deferred. Also assume the request for county funding is $500,000. The actual award would be reduced by $50,000 and the project would receive an award of $450,000, if selected.

SOURCE	AMOUNT
TOTAL	

USES	AMOUNT
TOTAL	

W. Which of the identified sources have been secured?

X. If the project will be applying for tax credits, please indicate which applications will be submitted (e.g. 4%, 9%, senior), the proposed timeline for submittal.

Y. **FUNDS NEEDED:** In the space below, please describe why AHDF funds are needed to ensure the viability of this project.

Z. **OPERATING BUDGET:** Complete the 20-Year Operating Budget, identifying the income and expenses, use additional pages as necessary. An Excel file may be submitted in lieu of the Operating Budget provided that it contains all of the same column and row headers.

OPERATING BUDGET

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
INCOME										
Gross Potential Rent										
Vacancy										
Other Income										
Total Income										
OPERATING EXPENSES										
Marketing										
Payroll										
Other Administrative Costs										
Management Fees										
Utilities										
Security										
Maintenance Expenses										
Property Taxes										
Insurance										
Reserves for Replacement										
Total Operating Expenses										
Net Operating Income										
Debt Service										
Asset Management										
Cash Flow										

	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
INCOME										
Gross Potential Rent										
Vacancy										
Other Income										
Total Income										
OPERATING EXPENSES										
Marketing										
Payroll										
Other Administrative Costs										
Management Fees										
Utilities										
Security										
Maintenance Expenses										
Property Taxes										
Insurance										
Reserves for Replacement										
Total Operating Expenses										
Net Operating Income										
Debt Service										
Asset Management										
Cash Flow										

Application Procedure

Applications submitted for AHDF assistance shall be reviewed through the following process:

- ☐ Initial Staff Consultation. Applicants are encouraged to meet with the Village Administrator and Community & Economic Development Director to discuss proposed AHDF assistance requests and conceptual development plans prior to submitting an application.

- ☐ Preapplication Meetings (Non-mandatory). Applicants are encouraged to meet with the Finance Committee for a preapplication meeting to discuss the proposed project in order to gain better insight on how to design the project to meet the Village's AHDF policies. Applicants are also encouraged to meet with the Plan Commission to review conceptual development plans, planning objectives, and applicable zoning permit requirements. Note, it is not the intent of the Plan Commission to make recommendations regarding the financing requested, only design aspects of projects. Feedback provided by the Finance Committee and Plan Commission is non-binding.

- ☐ AHDF Application. Application materials shall be submitted to the Village Community & Economic Development Director who will notify the appropriate Village Staff, Village Attorney or any consultants who provide services to the Village whom are directed by the Village Community & Economic Development Director to review the application.

- ☐ Preliminary Determination of Completeness. The Village Community & Economic Development Director, and other designated staff, will review the application for completeness and applicability. If the application is incomplete or if additional information is needed the applicant will be notified that the application is not complete, and the reasons will be stated referring to the specific additional information required. The applicant may then resubmit the application with additional information/modifications or may withdraw the application.

- ☐ Staff Review. Village staff, and/or Village consultants, will review the application for eligibility and complete a pro forma analysis of the project. In order to better understand the needs of the project, the applicant or staff may request a meeting(s). Review time will be approximately 30 days from the date the completed application is submitted to the Village; however, more or less time may be required for particular applications. Upon completion of staff review, the application and a supplemental staff report will be submitted to the Finance Committee for recommendation to the Village Board.

- ☐ Finance Committee AHDF Application Recommendation. Upon completion of staff review, the application and associated staff report, will be scheduled for the next available Finance Committee meeting. The applicant will be notified of the date of the meeting(s)[1] in which the application is reviewed. Applicants, or their agents, will be required to be present at the Finance Committee meeting to answer questions regarding the proposed project. The Finance Committee will make a recommendation to the Village Board to approve, approve with conditions, deny the application, or postpone action on the application pending further discussion or information by the applicant.

- ☐ Village Board Preliminary Approval of AHDF Application. The application will be reviewed by the Village Board at its next scheduled meeting following action by the Finance Committee. The applicant will be notified of the date of Village Board meeting(s)[2] in which the application is reviewed. Applicants, or their agents, will be required to be present at the Village Board meeting to answer questions regarding the proposed project. The Village Board may approve, approve with conditions, deny the application, or postpone the application pending further discussion or information by the applicant. The Village Board may also refer the matter back to the Finance Committee, or another Village committee, for further consideration. *Note, at this stage in the process the Village Board may make a determination as to whether to provide AHDF assistance, a maximum amount of assistance, the form of incentives, and required assurances. These decision points will provide parameters for Village Staff and the applicant to draft a Development Agreement for future consideration by the Village Board*.

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[1] The Finance Committee and/or Village Board may meet in closed session, pursuant to Wisconsin statutes, to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss the AHDF application or Development Agreement.

- ☐ Draft Development Agreement. Upon preliminary approval of the AHDF Application by the Village Board, Village Staff and the Village Attorney shall draft a Development Agreement based on the direction provided by Village Board. The draft Development Agreement will be reviewed with the applicant. The Development Agreement will describe the obligations of both the Village and the applicant, and the terms and conditions of AHDF assistance.

- ☐ Financial Background Review. Village Staff, or the Village Attorney, may complete an additional financial background review of the applicant. The applicant shall work in good faith to provide financial background materials requested by the Village, including but not limited to, commercial loan commitments, credit reports, personal and business financial statements and tax returns for at least the last two years.

- ☐ Finance Committee Recommendation on Development Agreement. The Finance Committee will meet[2] to provide a recommendation to the Village Board regarding the Development Agreement.

- ☐ Village Board Final Approval of Development Agreement. The Development Agreement will be considered for approval by the Village Board[2].

- ☐ Expiration. Approved AHDF applications shall become void if after six months (6) from the date of approval the applicant and Village have not executed the Development Agreement, unless both parties agree to an extension.