

Tuesday, August 22, 2023

7:00 PM

McFarland Municipal Center
Community Room

AGENDA

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

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/89299227226>

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

Webinar ID: 892 9922 7226

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER.
2. ROLL CALL.
3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.
4. CONSENT AGENDA.
 - a. All items listed under the Consent Agenda will be approved in one motion unless a Board member requests that the item be removed for individual discussion and action. Any item(s) removed for individual consideration shall be considered in the same order in which they were originally listed on the agenda under Business.
 - 1) Motion to approve the minutes of the special August 2, 2023 Village Board meeting.
 - 2) Motion to approve the minutes of the August 8, 2023 meeting.
 - 3) Motion to approve checks in the amount of \$1,920,228.96.
 - 4) Motion to approve an event permit application for the Aly Wolff Foundation to hold the Honky Tonk Hustle on September 29th and September 30th with the conditions provided by the Police Chief, Fire & Rescue Chief and Public Works Director.
 - 5) Motion to approve an application from the McFarland School District for an event permit to hold the homecoming parade on October 4, 2023 with the conditions provided by the Police Chief, Fire & Rescue Chief, and Public Works Director.
 - 6) Motion to approve Gaganpreet Singh as the agent of the liquor license for Handyspot 107 LLC located at 4701 Burma Road for the period ending June 30, 2024.
 - 7) Motion to approve entering into a Memorandum of understanding with the Wisconsin Elections Commission for the 2023 Absentee ballot envelope subgrant program.
 - 8) Motion to approve Resolution 2023-14: A resolution to combine Wards 1-5 for the purpose of voting.
 - 9) Motion to approve Resolution 2023-15: A resolution to combine Wards 6-10 for the purpose of voting.

5. PUBLIC APPEARANCES.

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

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

6. BUSINESS.

- a. Community Development Authority (Trustees Brassington & Jerke)
Plan Commission (President Clow & Trustee Brassington)
 - 1) Discussion and action on a proposal from MSA Professional Services for Land Use Planning for Redevelopment District Plans No. 1 & 2.
- b. Discussion regarding process to revise and/or update the Village's mission, vision statement, and core values.
- c. Discussion and action to consider the proposed goals and objectives with action plan to be accepted as the 2023-2024 McFarland Strategic Implementation Plan.
- d. Discussion and action to accept the McFarland 2024-2028 Capital Improvement Plan.
- e. Discussion regarding the selection of the one floor option or the two floor option for the Municipal Center renovation as presented within the McFarland Municipal Center Campus Master Plan project.

7. SCHEDULE NEXT MEETING DATE.

- a. Joint Village Board & Library Board Meeting - September 12, 2023 - 5:30 pm
- b. Village Board - September 12, 2023 - 7:00 p.m.
- c. Village Board - September 26, 2022 - 7:00 p.m.

8. ADJOURNMENT.

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

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, August 22, 2023

SECTION: Consent Agenda

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

VILLAGE OF MCFARLAND

Village Board Minutes

Wednesday, August 2, 2023 - 5:30 PM

1. CALL TO ORDER.

Village President Carolyn Clow called the special meeting of the Village Board to order at 5:30 PM in the Community Room.

2. ROLL CALL.

Village Board members present: Village Trustee Hilary Brandt, Village Trustee Stephanie Brassington, Village President Carolyn Clow, Village Trustee Luke Fessler, Village Trustee Michael Flaherty(left the meeting at 7:20 p.m.), Village Trustee Edward Wreh and Village Trustee TJ Jerke.

Village Board members not present: None.

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

3. PUBLIC APPEARANCES.

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

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

4. BUSINESS.

- a. *Discussion regarding draft goals and objectives to be included within the 2023-2024 McFarland Strategic Implementation Plan.*

Village Administrator Schuenke reviewed the draft goals and objectives to be included within the 2023-2024 McFarland Strategic Implementation Plan. The Village Board provided feedback.

The 2023-2024 McFarland Strategic Implementation will be considered for formal action at the Village Board meeting on August 22nd.

5. SCHEDULE NEXT MEETING DATE.

- a. Village Board - August 8, 2023 - 7:00 p.m.
- b. Committee of the Whole - August 22, 2023 - 5:30 pm
- c. Village Board - August 22, 2023 - 7:00 p.m.

6. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee TJ Jerke, to adjourn at 7:32 p.m.

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

Respectfully submitted,
Cassandra Suettinger
Deputy Administrator/Clerk

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, August 8, 2023 - 7:00 PM

1. CALL TO ORDER.

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

2. ROLL CALL.

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

Village Board members not present: Village Trustee Michael Flaherty

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

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

None.

4. CONSENT AGENDA.

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

1) Motion to approve the minutes of the July 25, 2023 meeting.

2) Motion to approve checks in the amount of \$712,548.98

3) Motion to approve appointing Ryli Brown to serve on the Diversity, Equity, and Inclusion Committee for a term ending April 30, 2024.

4) Motion to approve appointing Alisa Leamy to serve on the Public Safety Committee for a term ending April 30, 2024.

5) Motion to approve current and future disconnection procedures for unresponsive meter change-out customers as recommended by the Public Works & Utilities Committee.

6) Motion to approve a "Class A" and Class "A" alcohol license for Handyspot 106 LLC; D/B/A Handyspot 106 LLC, located at 4800 Larson Beach Road, with Bayarmaa Wey acting as agent for the period ending June 30, 2024 as recommended by the Public Safety Committee.

7) Motion to approve a "Class A" and Class "A" alcohol license for Handyspot 107 LLC; D/B/A Handyspot 107 LLC, located at 4701 Burma Rd, with Tammy Downing acting as agent for the period ending June 30, 2024 as recommended by the Public Safety Committee.

- 8) Motion to approve entering into an agreement with Onbase for digitization of records software, including a cloud-based solution, with the final contract to be approved by the Village Attorney.
- 9) Motion to approve ordinance amendment 2023-07: an ordinance banning the sale of fireworks in the Village as recommended by the Public Safety Committee.
- 10) Motion to approve a Change Order for the Community Park Project to construct a new limestone trail within the Dog Park as recommended by the Parks and Recreation Committee.
- 11) Motion to approve a Community Grant Application from McFarland Community Festival as recommended by the Finance Committee.
- 12) Motion to approve the revised plat and relocation order for the 2024 Exchange Street Project from Sleepy Hollow Road to Farwell Street.

Consent agenda items 2, 9, and 12 were requested to be removed from the consent agenda

Motion by President Carolyn Clow, second by Trustee Luke Fessler to approve the consent agenda as presented with the exception of items 2, 9 and 12. Motion carries 6 - 0 - 0 by acclamation with Trustee Brassington abstaining on item 11.

5. PUBLIC APPEARANCES.

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

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

Mark Folco, Rustic Way, requested clarification on the width of the path and storm sewer drainage on the Paulson Road Project.

6. BUSINESS.

4a.2) Motion by President Carolyn Clow, second by Trustee Stephanie Brassington. Motion to approve checks in the amount of \$708,848.80. Motion carries 6 - 0 - 0 by acclamation.

4a.9) Motion by President Carolyn Clow, second by Trustee Ed Wreh, to approve ordinance amendment 2023-07: an ordinance banning the sale of fireworks in the Village as recommended by the Public Safety Committee. Motion carries 6 - 0 - 0 by acclamation.

4a.12) Motion by President Clow, second by Trustee Ed Wreh, to approve the revised plat and relocation order for the 2024 Exchange Street Project from Sleepy Hollow Road to Farwell Street. Motion carries 6 - 0 - 0 by acclamation.

a. Public Works & Utilities Committee (Trustees Wreh & Brandt)

1) Discussion and action regarding change order to the 2023 Paulson Road Project for the adjustment of and landscaping to the pedestrian path connection to Rustic Way.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve change order to the 2023 Paulson Road Project in the amount of for the adjustment of and landscaping to the pedestrian path connection to Rustic Way. Motion carries 6 - 0 - 0 by acclamation.

b. Update on progress on the construction of the Public Safety Center.

Jordan Schulz, owners representative, provided an update on the construction of the Public Safety Center.

c. Discussion regarding proposed Change Order #17 for the Public Safety Center project regarding additional sinkhole remediation.

Village Administrator Schuenke provided an update on Change Order #17 for the Public Safety Center project regarding additional sinkhole remediation. No action was taken on this item.

d. Diversity, Equity, and Inclusion Committee (Trustees Brassington and Wreh)

1) Discussion and action on revisiting the approved "Religious Holidays and Government Meetings for 2023" document.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to prefer the approved "Religious Holidays and Government Meetings for 2023" document back to the DE&I Committee for clarification on language regarding 'recommending' and 'events'. Motion carries 6 - 0 - 0 by acclamation.

e. Presentation and discussion regarding long term financial plan for facility improvements.

Village Administrator Schuenke presented on the long term financial plan for facility improvements. No action was taken on this item.

7. SCHEDULE NEXT MEETING DATE.

a. Village Board - August 22, 2023 - 7:00 p.m.

b. Committee of the Whole - August 22, 2023 - 5:30 p.m.

c. Village Board - September 12, 2023 - 7:00 p.m.

8. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee TJ Jerke, to adjourn at 8:46 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the

public bulletin board in accordance with Open Meetings Law.

Respectfully submitted,
Cassandra Suettinger
Deputy Administrator/Clerk

Report Criteria:

Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
10	ARAMARK	6140223225	MAT RENTAL	1	08/04/2023	59.15	.00	59.15	08/16/2023
		6140227109	MAT RENTAL	1	08/11/2023	59.15	.00	59.15	08/16/2023
Total 10:						118.30	.00	118.30	
30	ALLIANT ENERGY/WP&L	072823	STREET LIGHTING (1)	1	07/28/2023	9,040.60	.00	9,040.60	08/11/2023
		081123	5307 HOUGH ST	1	08/11/2023	16.70	.00	16.70	08/16/2023
		081123	5802/5804 MAIN ST JOINT	2	08/11/2023	123.75	.00	123.75	08/16/2023
Total 30:						9,181.05	.00	9,181.05	
68	BADGER WELDING SUPP	3779742	ACETYLENE & OXYGEN	1	07/31/2023	6.82	.00	6.82	08/16/2023
		3779742	ACETYLENE & OXYGEN	2	07/31/2023	1.86	.00	1.86	08/16/2023
		3779742	ACETYLENE & OXYGEN	3	07/31/2023	1.86	.00	1.86	08/16/2023
		3779742	ACETYLENE & OXYGEN	4	07/31/2023	1.86	.00	1.86	08/16/2023
Total 68:						12.40	.00	12.40	
79	BAYCOM INC	EQUIPINV_0	BAYCOM	1	08/08/2023	3,685.00	.00	3,685.00	08/16/2023
		EQUIPINV_0	PSC ITEMS	1	08/09/2023	295.00	.00	295.00	08/16/2023
Total 79:						3,980.00	.00	3,980.00	
158	CHARTER COMMUNICATI	0003261080	CHARTER CABLE	1	08/01/2023	117.94	.00	117.94	08/11/2023
Total 158:						117.94	.00	117.94	
161	CHASE LUMBER AND FU	2307-830146	PUBLIC SAFETY CENTER	1	07/27/2023	168.00	.00	168.00	08/16/2023
		2308-836753	SHORING TRAILER	1	08/02/2023	55.67	.00	55.67	08/11/2023
		2308-836753	SHORING TRAILER	2	08/02/2023	15.19	.00	15.19	08/11/2023
		2308-836753	SHORING TRAILER	3	08/02/2023	15.19	.00	15.19	08/11/2023
		2308-836753	SHORING TRAILER	4	08/02/2023	15.19	.00	15.19	08/11/2023
Total 161:						269.24	.00	269.24	
194	CONCENTRA	103806035	CONCENTRA PHYSICAL	1	07/18/2023	948.00	.00	948.00	08/16/2023
		103818864	CONCENTRA PHYSICAL	1	08/08/2023	390.00	.00	390.00	08/16/2023
Total 194:						1,338.00	.00	1,338.00	
196	CONNEY SAFETY PROD	06197112	PW SAFETY SUPPLIES	1	08/11/2023	141.18	.00	141.18	08/16/2023
		06197112	PW SAFETY SUPPLIES	2	08/11/2023	38.50	.00	38.50	08/16/2023
		06197112	PW SAFETY SUPPLIES	3	08/11/2023	38.50	.00	38.50	08/16/2023
		06197112	PW SAFETY SUPPLIES	4	08/11/2023	38.50	.00	38.50	08/16/2023
Total 196:						256.68	.00	256.68	
216	CTW CORPORATION	41031	WELL #4 WORK	1	07/31/2023	1,723.00	.00	1,723.00	08/16/2023
Total 216:						1,723.00	.00	1,723.00	
348	FAHRNER ASPHALT SEA	8300016346	CRACK FILL/CHIP SEAL	1	07/31/2023	60,335.00	.00	60,335.00	08/16/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 348:						60,335.00	.00	60,335.00	
408	GRAINGER INC	9789933414	RUST INHIBITOR	1	08/01/2023	16.58	.00	16.58	08/16/2023
		9791426522	BATTERY & TOWELETTE	1	08/02/2023	12.84	.00	12.84	08/16/2023
Total 408:						29.42	.00	29.42	
444	HOOPER CORPORATION	PL 71302479	MC FACILITY REPAIR FO	1	07/18/2023	8,772.00	.00	8,772.00	08/16/2023
		PL 71302624	MC FACILITY REPAIR FO	1	07/31/2023	401.92	.00	401.92	08/16/2023
		PL 71302810	MC FACILITY REPAIR FO	1	08/09/2023	668.00	.00	668.00	08/16/2023
Total 444:						9,841.92	.00	9,841.92	
476	JEFFERSON FIRE & SAF	IN305345	FIRE HOOKS PRO BAR	1	08/02/2023	569.89	.00	569.89	08/16/2023
		IN305391	FIRE HOOKS	1	08/03/2023	122.54	.00	122.54	08/16/2023
		IN305437	EXTINGUISHER RECHAR	1	07/31/2023	52.00	.00	52.00	08/16/2023
		INV305571	GASKET	1	08/08/2023	103.60	.00	103.60	08/16/2023
Total 476:						848.03	.00	848.03	
603	MCFARLAND CHAMBER	063023	ROOM TAX DISBURSEME	1	06/30/2023	4,653.10	.00	4,653.10	08/16/2023
Total 603:						4,653.10	.00	4,653.10	
634	MENARDS - MONONA	52605	PSC ITEMS	1	07/27/2023	278.40	.00	278.40	08/16/2023
		52868	PW SHOP SUPPLIES	1	08/01/2023	58.76	.00	58.76	08/16/2023
		52868	PW SHOP SUPPLIES	2	08/01/2023	16.02	.00	16.02	08/16/2023
		52868	PW SHOP SUPPLIES	3	08/01/2023	16.02	.00	16.02	08/16/2023
		52868	PW SHOP SUPPLIES	4	08/01/2023	16.02	.00	16.02	08/16/2023
		52869	PARKS SUPPLIES	1	08/01/2023	159.70	.00	159.70	08/16/2023
		53005	PSC ITEMS	1	08/03/2023	64.90	.00	64.90	08/16/2023
		53005	PW ITEMS	2	08/03/2023	25.96	.00	25.96	08/16/2023
		53070	PARKS SUPPLIES	1	08/04/2023	29.32	.00	29.32	08/16/2023
Total 634:						665.10	.00	665.10	
640	MGE	1700324512-	4820 MARSH RD--SOCCE	1	07/27/2023	316.49	.00	316.49	08/11/2023
		3800120935-	STREET LIGHT	1	07/27/2023	33.83	.00	33.83	08/11/2023
		4900117592-	STREET LIGHT	1	07/27/2023	25.43	.00	25.43	08/11/2023
		6300112994-	STREET LIGHT	1	08/01/2023	690.45	.00	690.45	08/11/2023
		7400232719-	LIFT #5 GAS	1	07/27/2023	26.46	.00	26.46	08/11/2023
		8600157181-	LIFT #4 ELECT	1	07/28/2023	44.64	.00	44.64	08/11/2023
Total 640:						1,137.30	.00	1,137.30	
667	MINNESOTA LIFE INS CO	00232L-SEP	LIFE INSURANCE	1	08/04/2023	1,633.22	.00	1,633.22	08/16/2023
Total 667:						1,633.22	.00	1,633.22	
756	POMP'S TIRE SERVICE I	80293282	SQUAD TIRES	1	07/31/2023	739.44	.00	739.44	08/16/2023
Total 756:						739.44	.00	739.44	
765	LEGAL SHIELD	108629-0815	LEGAL SHIELD	1	08/15/2023	157.50	.00	157.50	08/16/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 765:						157.50	.00	157.50	
797	REINDERS INC	2298389-00	PARKS PESTICIDE STAK	1	08/04/2023	72.00	.00	72.00	08/16/2023
Total 797:						72.00	.00	72.00	
957	TOM'S AUTO CENTER IN	0059046	TRUCK REPAIR	1	07/06/2023	24.93	.00	24.93	08/16/2023
		0059046	TRUCK REPAIR	2	07/06/2023	24.93	.00	24.93	08/16/2023
		0059046	TRUCK REPAIR	3	07/06/2023	24.93	.00	24.93	08/16/2023
		0059046	TRUCK REPAIR	4	07/06/2023	91.39	.00	91.39	08/16/2023
Total 957:						166.18	.00	166.18	
958	TOWN & COUNTRY ENGI	25627	MC189 2022 STREET & U	1	08/10/2023	842.50	.00	842.50	08/16/2023
		25628	MC203 2023 WATER MAI	1	08/10/2023	1,672.80	.00	1,672.80	08/16/2023
		25635	EXCHANGE ST FINAL EN	1	08/10/2023	38,709.43	.00	38,709.43	08/16/2023
		25636	MC197 PAULSON RD STR	1	08/10/2023	26,164.20	.00	26,164.20	08/16/2023
		25637	MC198 LIFT STATION #2 I	1	08/10/2023	15,497.50	.00	15,497.50	08/16/2023
		25638	MC208 USH 51 DOT PRO	1	08/10/2023	785.70	.00	785.70	08/16/2023
		25639	2023 ROSEWOOD FIELD	1	08/10/2023	2,276.60	.00	2,276.60	08/16/2023
		25640	MC214 FOG INVENTORY	1	08/10/2023	630.20	.00	630.20	08/16/2023
Total 958:						86,578.93	.00	86,578.93	
992	US CELLULAR	0594151828	PARKS TABLETS	1	07/22/2023	79.00	.00	79.00	08/11/2023
		0594151828	SEWER TABLETS	2	07/22/2023	134.50	.00	134.50	08/11/2023
		0594151828	WATER TABLETS	3	07/22/2023	134.50	.00	134.50	08/11/2023
		0594151828	COMMDEV PHONE	4	07/22/2023	.50	.00	.50	08/11/2023
		0594151828	SEWER PHONE	5	07/22/2023	106.19	.00	106.19	08/11/2023
		0594151828	WATER PHONE	6	07/22/2023	106.19	.00	106.19	08/11/2023
		0594151828	PW PHONE	7	07/22/2023	106.19	.00	106.19	08/11/2023
		0594151828	CABLE/COMMTECH PHO	8	07/22/2023	42.50	.00	42.50	08/11/2023
		0594151828	OUTREACH PHONE	9	07/22/2023	115.00	.00	115.00	08/11/2023
		0594151828	FD/EMS PHONE	10	07/22/2023	365.93	.00	365.93	08/11/2023
		0594151828	PW TABLETS	11	07/22/2023	134.50	.00	134.50	08/11/2023
		0594151828	PD PHONE	12	07/22/2023	819.58	.00	819.58	08/11/2023
		0595535107	LIBRARY PHONE	1	07/28/2023	44.61	.00	44.61	08/11/2023
Total 992:						2,189.19	.00	2,189.19	
1005	VANNGUARD UTILITY PA	9940	STREETLIGHT LOCATES	1	08/01/2023	161.64	.00	161.64	08/16/2023
Total 1005:						161.64	.00	161.64	
1015	VILLAGE OF MCFARLAN	073123	DOG PARK 6300 ELVEHJ	1	07/31/2023	209.76	.00	209.76	08/11/2023
		073123	3234 CTY HWY AB	2	07/31/2023	129.02	.00	129.02	08/11/2023
		073123	GAZEBO	3	07/31/2023	75.98	.00	75.98	08/11/2023
		073123	MCDANIEL PARK - BUBB	4	07/31/2023	49.00	.00	49.00	08/11/2023
		073123	MCDANIEL PARK	5	07/31/2023	551.87	.00	551.87	08/11/2023
		073123	LEWIS PARK	6	07/31/2023	346.41	.00	346.41	08/11/2023
		073123	FLOWER CORNER	7	07/31/2023	97.40	.00	97.40	08/11/2023
		073123	LEWIS PARK ICE RINK	8	07/31/2023	26.00	.00	26.00	08/11/2023
		073123	VOM 5541 HOLSCHE R	9	07/31/2023	141.36	.00	141.36	08/11/2023
		8756	PUBLIC SAFETY CENTER	1	07/31/2023	271.76	.00	271.76	08/16/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 1015:						1,898.56	.00	1,898.56	
1019	BAKER TILLY VIRCHOW	BT2495124	TIF #3 AUDIT COSTS	1	07/31/2023	840.00	.00	840.00	08/16/2023
		BT2495124	IMPACT FEE STUDY - PS	2	07/31/2023	3,637.00	.00	3,637.00	08/16/2023
		BT2499295	WATER UTILITY RATE CA	1	08/01/2023	25,725.00	.00	25,725.00	08/16/2023
Total 1019:						30,202.00	.00	30,202.00	
1093	WI STATE LABORATORY	750133	FLUORIDE TEST	1	07/31/2023	28.00	.00	28.00	08/16/2023
Total 1093:						28.00	.00	28.00	
1094	WI SUPREME COURT	081123	MUNICIPAL COURT CLER	1	08/11/2023	40.00	.00	40.00	08/16/2023
Total 1094:						40.00	.00	40.00	
1103	WINGRA STONE CO	29213	WATER MAIN REPAIR	1	08/05/2023	90.00	.00	90.00	08/16/2023
Total 1103:						90.00	.00	90.00	
1210	PERSONNEL EVALUATIO	48535	JV BILLING AND TEST FE	1	07/31/2023	140.00	.00	140.00	08/16/2023
Total 1210:						140.00	.00	140.00	
1245	PROFESSIONAL PEST C	635237	PW PEST CONTROL	1	08/14/2023	6.15	.00	6.15	08/16/2023
		635237	PW PEST CONTROL	2	08/14/2023	6.15	.00	6.15	08/16/2023
		635237	PW PEST CONTROL	3	08/14/2023	6.15	.00	6.15	08/16/2023
		635237	PW PEST CONTROL	4	08/14/2023	22.55	.00	22.55	08/16/2023
		635238	MC PEST CONTROL	1	08/14/2023	48.00	.00	48.00	08/16/2023
Total 1245:						89.00	.00	89.00	
1256	BOUND TREE MEDICAL,	85042985	EMS - SUPPLIES	1	08/01/2023	300.38	.00	300.38	08/16/2023
Total 1256:						300.38	.00	300.38	
1264	BARNES INC	175532	MAIN ST/HOUGH ST REN	1	07/31/2023	340.00	.00	340.00	08/16/2023
		176094	BRUSH CURBSIDE STOR	1	07/31/2023	4,137.00	.00	4,137.00	08/16/2023
		176094	BRUSH CURBSIDE STOR	2	07/31/2023	4,137.00	.00	4,137.00	08/16/2023
Total 1264:						8,614.00	.00	8,614.00	
1358	EBI INC	080323	LIBRARY FURNITURE	1	08/03/2023	80.00	.00	80.00	08/16/2023
Total 1358:						80.00	.00	80.00	
1452	JACOBSEN, NATE	NJ072723	TRAINING MEAL	1	07/27/2023	14.16	.00	14.16	08/16/2023
Total 1452:						14.16	.00	14.16	
1694	HEARTLAND LITHO	66492	CONSUMER CONFIDENE	1	07/31/2023	2,471.35	.00	2,471.35	08/16/2023
		66498	ENVELOPES	1	07/31/2023	291.39	.00	291.39	08/16/2023
		66498	ENVELOPES	2	07/31/2023	61.81	.00	61.81	08/16/2023
		66498	ENVELOPES	3	07/31/2023	52.98	.00	52.98	08/16/2023
		66498	ENVELOPES	4	07/31/2023	52.98	.00	52.98	08/16/2023
		66498	ENVELOPES	5	07/31/2023	150.11	.00	150.11	08/16/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		66498	ENVELOPES	6	07/31/2023	150.11	.00	150.11	08/16/2023
		66498	ENVELOPES	7	07/31/2023	88.30	.00	88.30	08/16/2023
		66498	ENVELOPES	8	07/31/2023	35.32	.00	35.32	08/16/2023
		66517	ENVELOPES	1	08/04/2023	248.80	.00	248.80	08/16/2023
		66517	ENVELOPES	2	08/04/2023	248.80	.00	248.80	08/16/2023
		66517	ENVELOPES	3	08/04/2023	248.80	.00	248.80	08/16/2023
		66517	ENVELOPES	4	08/04/2023	248.80	.00	248.80	08/16/2023
		66517	ENVELOPES	5	08/04/2023	248.80	.00	248.80	08/16/2023
		66524	UTILITY BILLS	1	08/04/2023	80.01	.00	80.01	08/16/2023
		66524	UTILITY BILLS	2	08/04/2023	80.01	.00	80.01	08/16/2023
		66524	UTILITY BILLS	3	08/04/2023	80.00	.00	80.00	08/16/2023
Total 1694:						4,838.37	.00	4,838.37	
1709	VON BRIESEN & ROPER	433414	PERSONNEL ISSUES	1	08/11/2023	1,072.50	.00	1,072.50	08/16/2023
Total 1709:						1,072.50	.00	1,072.50	
1896	NAPA AUTO PARTS	902049	VEHICLE MAINTENANCE	1	08/02/2023	90.36-	.00	90.36-	08/16/2023
		902049	VEHICLE MAINTENANCE	2	08/02/2023	24.64-	.00	24.64-	08/16/2023
		902049	VEHICLE MAINTENANCE	3	08/02/2023	24.64-	.00	24.64-	08/16/2023
		902049	VEHICLE MAINTENANCE	4	08/02/2023	24.65-	.00	24.65-	08/16/2023
		902220	VEHICLE MAINTENANCE	1	08/03/2023	82.49	.00	82.49	08/16/2023
		902220	VEHICLE MAINTENANCE	2	08/03/2023	22.50	.00	22.50	08/16/2023
		902220	VEHICLE MAINTENANCE	3	08/03/2023	22.50	.00	22.50	08/16/2023
		902220	VEHICLE MAINTENANCE	4	08/03/2023	22.50	.00	22.50	08/16/2023
		902684	VEHICLE MAINTENANCE	1	08/07/2023	103.93	.00	103.93	08/16/2023
		902684	VEHICLE MAINTENANCE	2	08/07/2023	28.35	.00	28.35	08/16/2023
		902684	VEHICLE MAINTENANCE	3	08/07/2023	28.35	.00	28.35	08/16/2023
		902684	VEHICLE MAINTENANCE	4	08/07/2023	28.35	.00	28.35	08/16/2023
		902743	VEHICLE MAINTENANCE	1	08/07/2023	57.20-	.00	57.20-	08/16/2023
		902743	VEHICLE MAINTENANCE	2	08/07/2023	15.60-	.00	15.60-	08/16/2023
		902743	VEHICLE MAINTENANCE	3	08/07/2023	15.60-	.00	15.60-	08/16/2023
		902743	VEHICLE MAINTENANCE	4	08/07/2023	15.60-	.00	15.60-	08/16/2023
		902994	VEHICLE MAINTENANCE	1	08/09/2023	14.10	.00	14.10	08/16/2023
		902994	VEHICLE MAINTENANCE	2	08/09/2023	14.10	.00	14.10	08/16/2023
		902994	VEHICLE MAINTENANCE	3	08/09/2023	14.10	.00	14.10	08/16/2023
		902994	VEHICLE MAINTENANCE	4	08/09/2023	51.69	.00	51.69	08/16/2023
		903411	VEHICLE MAINTENANCE	1	08/11/2023	6.91	.00	6.91	08/16/2023
		903411	VEHICLE MAINTENANCE	2	08/11/2023	1.88	.00	1.88	08/16/2023
		903411	VEHICLE MAINTENANCE	3	08/11/2023	1.88	.00	1.88	08/16/2023
		903411	VEHICLE MAINTENANCE	4	08/11/2023	1.88	.00	1.88	08/16/2023
Total 1896:						177.22	.00	177.22	
1910	ZURBUCHEN OIL INC	271178	DYED DIESEL FUEL	1	08/01/2023	609.80	.00	609.80	08/16/2023
		271444	DYED DIESEL FUEL	1	08/14/2023	819.07	.00	819.07	08/16/2023
Total 1910:						1,428.87	.00	1,428.87	
1917	ULINE SHIPPING SUPPLY	16644151	PW SUPPLIES	1	07/26/2023	47.76	.00	47.76	08/16/2023
		16644151	PW SUPPLIES	2	07/26/2023	47.76	.00	47.76	08/16/2023
		16644151	PW SUPPLIES	3	07/26/2023	47.76	.00	47.76	08/16/2023
		16644151	PW SUPPLIES	4	07/26/2023	175.14	.00	175.14	08/16/2023
Total 1917:						318.42	.00	318.42	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
1989	CORPORATE BUSINESS	34540058	COPIER LEASE	1	07/26/2023	221.98	.00	221.98	08/11/2023
		34616192	ADMIN COPIERS	1	08/07/2023	190.00	.00	190.00	08/16/2023
Total 1989:						411.98	.00	411.98	
2008	THE HOMESTEADER'S S	98240	MOWER PARTS	1	07/26/2023	12.52	.00	12.52	08/16/2023
		98240	MOWER PARTS	2	07/26/2023	3.41	.00	3.41	08/16/2023
		98240	MOWER PARTS	3	07/26/2023	3.41	.00	3.41	08/16/2023
		98240	MOWER PARTS	4	07/26/2023	3.41	.00	3.41	08/16/2023
		98443	MOWER PARTS	1	08/01/2023	6.14	.00	6.14	08/16/2023
		98443	MOWER PARTS	2	08/01/2023	1.67	.00	1.67	08/16/2023
		98443	MOWER PARTS	3	08/01/2023	1.67	.00	1.67	08/16/2023
		98443	MOWER PARTS	4	08/01/2023	1.67	.00	1.67	08/16/2023
		98548	MOWER PARTS	1	08/04/2023	438.44	.00	438.44	08/16/2023
		98548	MOWER PARTS	2	08/04/2023	119.57	.00	119.57	08/16/2023
		98548	MOWER PARTS	3	08/04/2023	119.57	.00	119.57	08/16/2023
		98548	MOWER PARTS	4	08/04/2023	119.57	.00	119.57	08/16/2023
Total 2008:						831.05	.00	831.05	
2058	MICROMARKETING LLC	928599	AUDIO BOOKS	1	07/27/2023	38.49	.00	38.49	08/16/2023
		928908	AUDIO BOOKS	1	07/31/2023	49.99	.00	49.99	08/16/2023
		929580	AUDIOBOOKS	1	08/08/2023	402.88	.00	402.88	08/16/2023
		929775	AUDIOBOOKS	1	08/10/2023	39.99	.00	39.99	08/16/2023
Total 2058:						531.35	.00	531.35	
2082	NASSCO INC	6321311	MC SUPPLIES	1	08/02/2023	201.29	.00	201.29	08/16/2023
Total 2082:						201.29	.00	201.29	
2089	MIDWEST METER INC	0158052-IN	METER ERT CELLULAR F	1	08/02/2023	320.00	.00	320.00	08/16/2023
		0158083-IN	METERS FOR CELLULAR	1	08/03/2023	3,295.00	.00	3,295.00	08/16/2023
		0158484-IN	METER GASKETS	1	08/14/2023	612.72	.00	612.72	08/16/2023
Total 2089:						4,227.72	.00	4,227.72	
2216	ANDRES MEDICAL	082023MFWI	JULY COLLECTIONS	1	07/31/2023	1,799.99	.00	1,799.99	08/16/2023
Total 2216:						1,799.99	.00	1,799.99	
2245	CGC, INC	65763	PSC - CONSULTATION	1	07/28/2023	9,294.31	.00	9,294.31	08/16/2023
Total 2245:						9,294.31	.00	9,294.31	
2268	THOMSON REUTERS	848740404	SOFTWARE SUBSCRIPTI	1	08/01/2023	208.93	.00	208.93	08/16/2023
Total 2268:						208.93	.00	208.93	
2298	VIKING ELECTRIC SUPPL	S007192629.	LIBRARY LIGHTING SUP	1	08/09/2023	38.49	.00	38.49	08/16/2023
Total 2298:						38.49	.00	38.49	
16241	WI DEPT OF JUSTICE	L1373T-2023	HIRING BACKGROUND C	1	07/31/2023	14.00	.00	14.00	08/16/2023
		L1373T-2023	BACKGROUND CHECKS	2	07/31/2023	376.00	.00	376.00	08/16/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16241:						390.00	.00	390.00	
16247	CITY TREASURER	734706	STORMWATER CHARGE	1	08/07/2023	28.68	.00	28.68	08/16/2023
Total 16247:						28.68	.00	28.68	
16257	CORPORATE BUSINESS	345278	PW COLOR COPY OVER	1	08/14/2023	19.23	.00	19.23	08/16/2023
		345278	PW COLOR COPY OVER	2	08/14/2023	19.23	.00	19.23	08/16/2023
		345278	PW COLOR COPY OVER	3	08/14/2023	19.23	.00	19.23	08/16/2023
		345278	PW COLOR COPY OVER	4	08/14/2023	70.50	.00	70.50	08/16/2023
		345299	COPIER LEASE	1	08/14/2023	33.29	.00	33.29	08/16/2023
Total 16257:						161.48	.00	161.48	
16296	DANE CO DEPT OF HUM	AUGUST202	MEALSITE DONATION - C	1	08/15/2023	3,950.00	.00	3,950.00	08/16/2023
Total 16296:						3,950.00	.00	3,950.00	
16318	HILL ELECTRIC, INC	S32254	LIGHTING CONTROLS	1	08/02/2023	194.00	.00	194.00	08/16/2023
Total 16318:						194.00	.00	194.00	
16322	STRYKER SALES, LLC	9204401617	STRYKER ANNUAL	1	08/01/2023	3,333.60	.00	3,333.60	08/16/2023
Total 16322:						3,333.60	.00	3,333.60	
16332	SPEEDWAY SAND & GRA	PAYAPP #1 -	2023 STREET & UTIL IMP	1	07/07/2023	745,748.64	.00	745,748.64	08/16/2023
		PAYAPP #2 -	MC203 - 2023 WATER MAI	1	08/03/2023	193,723.79	.00	193,723.79	08/16/2023
Total 16332:						939,472.43	.00	939,472.43	
16350	PHARO MARINE	45233	BOAT REPAIRS	1	08/01/2023	1,092.50	.00	1,092.50	08/16/2023
Total 16350:						1,092.50	.00	1,092.50	
16357	PROTECTION TECHNOL	22928	LEWIS PARK MONITORIN	1	08/11/2023	375.00	.00	375.00	08/16/2023
Total 16357:						375.00	.00	375.00	
16545	DEPT OF SAFETY AND P	073123	FIRE ALARM FEE	1	07/31/2023	5.00	.00	5.00	08/16/2023
Total 16545:						5.00	.00	5.00	
16640	TOP PACK DEFENSE LLC	11122	UNIFORM ALLOWANCE T	1	07/31/2023	74.69	.00	74.69	08/16/2023
		11123	UNIFORM ALLOWANCE P	1	07/27/2023	22.50	.00	22.50	08/16/2023
Total 16640:						97.19	.00	97.19	
16655	WI DEPT OF TRANSPORT	3955685000	EXCHANGE ST PRELIMIN	1	08/01/2023	874.71	.00	874.71	08/16/2023
Total 16655:						874.71	.00	874.71	
16657	RAYMOND P. CATTELL, I	PAYAPP6 - M	2022 STREETS & UTILITY	1	06/05/2023	6,550.00	.00	6,550.00	08/16/2023
Total 16657:						6,550.00	.00	6,550.00	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
16712	LIFE-ASSIST, INC	1348211	SIMULAID TRAINER	1	07/26/2023	1,848.95	.00	1,848.95	08/16/2023
Total 16712:						1,848.95	.00	1,848.95	
16782	MADISON EMERGENCY	INV1426	MEDICAL DIRECTION AU	1	08/10/2023	1,000.00	.00	1,000.00	08/16/2023
Total 16782:						1,000.00	.00	1,000.00	
16890	PIRTEK MADISON	MA-T000096	VEHICLE MAINTENANCE	1	08/10/2023	45.96	.00	45.96	08/16/2023
		MA-T000096	VEHICLE MAINTENANCE	2	08/10/2023	12.54	.00	12.54	08/16/2023
		MA-T000096	VEHICLE MAINTENANCE	3	08/10/2023	12.54	.00	12.54	08/16/2023
		MA-T000096	VEHICLE MAINTENANCE	4	08/10/2023	12.54	.00	12.54	08/16/2023
Total 16890:						83.58	.00	83.58	
16954	HRZ LLP	070723	CLOSE ESCROW	1	07/07/2023	1,000.00	.00	1,000.00	08/16/2023
Total 16954:						1,000.00	.00	1,000.00	
16992	GLASSWORKS OF WISC	116486	WINDSHIELD LABOR/REP	1	08/02/2023	60.00	.00	60.00	08/16/2023
Total 16992:						60.00	.00	60.00	
17084	AMAZON CAPITAL SERVI	11FC-KXN3-	PD SUPPLIES	1	08/04/2023	7.99	.00	7.99	08/16/2023
		11FC-KXN3-	CT SUPPLIES	2	08/04/2023	21.26	.00	21.26	08/16/2023
		13JD-THYJ-	PARKS SUPPLIES	1	08/11/2023	168.00	.00	168.00	08/16/2023
		13LY-9611-R	ADMIN OFFICE SUPPLIE	1	08/07/2023	98.51	.00	98.51	08/16/2023
		14F4-M46R-	DVDS & CDS	1	08/01/2023	39.95	.00	39.95	08/16/2023
		176G-6WWF	DVDS & CDS	1	08/15/2023	19.96	.00	19.96	08/16/2023
		1DWR-JWR	PROGRAM SUPPLIES	1	08/01/2023	28.60	.00	28.60	08/16/2023
		1FDQ-R9M-3	PW SHOP SUPPLIES	1	08/08/2023	60.49	.00	60.49	08/16/2023
		1FDQ-R9M-3	PW SHOP SUPPLIES	2	08/08/2023	16.49	.00	16.49	08/16/2023
		1FDQ-R9M-3	PW SHOP SUPPLIES	3	08/08/2023	16.49	.00	16.49	08/16/2023
		1FDQ-R9M-3	PW SHOP SUPPLIES	4	08/08/2023	16.49	.00	16.49	08/16/2023
		1HJH-DHND-	FACILITY MAINTENANCE	1	08/08/2023	50.18	.00	50.18	08/16/2023
		1J3C-R96J-T	DVDS & CDS	1	08/13/2023	17.99	.00	17.99	08/16/2023
		1LVV-RHFP-	PAINTING SUPPLIES	1	08/09/2023	14.27	.00	14.27	08/16/2023
		1LVV-RHFP-	PAINTING SUPPLIES	2	08/09/2023	3.90	.00	3.90	08/16/2023
		1LVV-RHFP-	PAINTING SUPPLIES	3	08/09/2023	3.90	.00	3.90	08/16/2023
		1LVV-RHFP-	PAINTING SUPPLIES	4	08/09/2023	3.90	.00	3.90	08/16/2023
		1NXN-GLNN-	DVDS & CDS	1	08/05/2023	58.89	.00	58.89	08/16/2023
		1VTG-XPQ7-	PARKS SUPPLIES	1	08/04/2023	141.31	.00	141.31	08/16/2023
		1VTP-1VQN-	DVDS & CDS	1	08/01/2023	12.97	.00	12.97	08/16/2023
Total 17084:						801.54	.00	801.54	
17092	GENERAL ENGINEERING	54	BUILDING INSPECTION S	1	08/15/2023	6,149.75	.00	6,149.75	08/16/2023
Total 17092:						6,149.75	.00	6,149.75	
17117	LARSON, RON	104	PROGRAMMING	1	08/11/2023	100.00	.00	100.00	08/16/2023
Total 17117:						100.00	.00	100.00	
17134	CORE & MAIN	T247545	WATER SERVICE REPAIR	1	08/02/2023	614.00	.00	614.00	08/16/2023
		T259723	HYDRANT PARTS	1	08/02/2023	250.00	.00	250.00	08/16/2023
		T264370	WATER SERVICE REPAIR	1	08/02/2023	286.43	.00	286.43	08/16/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		T264370	WATER MAIN REPAIR PA	2	08/02/2023	420.48	.00	420.48	08/16/2023
		T265401	HYDRANT PARTS	1	08/02/2023	1,220.00	.00	1,220.00	08/16/2023
		T306534	WATER MAIN REPAIR PA	1	08/02/2023	674.58	.00	674.58	08/16/2023
		T319813	WATER MAIN REPAIR PA	1	08/02/2023	120.00	.00	120.00	08/16/2023
		T320717	WATER MAIN REPAIR PA	1	08/11/2023	405.85	.00	405.85	08/16/2023
		T381619	WATER MAIN REPAIR PA	1	08/11/2023	690.00	.00	690.00	08/16/2023
		T386481	WATER MAIN REPAIR PA	1	08/14/2023	1,470.00	.00	1,470.00	08/16/2023
		T386481	WATER SERVICE REPAIR	2	08/14/2023	430.00	.00	430.00	08/16/2023
Total 17134:						6,581.34	.00	6,581.34	
17140	US BANK VOYAGER FLE	8694160992	PD FUEL	1	07/31/2023	2,580.00	.00	2,580.00	08/11/2023
		8694160992	PARKS FUEL	2	07/31/2023	1,194.91	.00	1,194.91	08/11/2023
		8694160992	FIRE/EMS FUEL	3	07/31/2023	1,326.80	.00	1,326.80	08/11/2023
		8694160992	PW FUEL	4	07/31/2023	816.92	.00	816.92	08/11/2023
		8694160992	PW FUEL	5	07/31/2023	74.27	.00	74.27	08/11/2023
		8694160992	PW FUEL	6	07/31/2023	148.53	.00	148.53	08/11/2023
		8694160992	PW FUEL	7	07/31/2023	148.53	.00	148.53	08/11/2023
		8694160992	PW FUEL	8	07/31/2023	74.27	.00	74.27	08/11/2023
		8694160992	PW FUEL	9	07/31/2023	222.81	.00	222.81	08/11/2023
Total 17140:						6,587.04	.00	6,587.04	
17184	TELEFLEX LLC	9507283599	IO POWER DRIVER	1	08/01/2023	751.89	.00	751.89	08/16/2023
		9507283601	TRAINING NEEDLE	1	08/01/2023	111.61	.00	111.61	08/16/2023
Total 17184:						863.50	.00	863.50	
17187	B&H PHOTO	210768083	PSC TV	1	02/15/2023	983.98	.00	983.98	08/16/2023
		210768083	TV FOR MC LOBBY	2	02/15/2023	644.67	.00	644.67	08/16/2023
		215683094	AV EQUIPMENT	1	08/10/2023	37.26	.00	37.26	08/16/2023
Total 17187:						1,665.91	.00	1,665.91	
17219	WAUBESA VILLAGE, LLC	070723	CLOSE ESCROW	1	07/07/2023	7.50	.00	7.50	08/16/2023
Total 17219:						7.50	.00	7.50	
17232	APG OF SOUTHERN WIS	28886-0723	PUBLICATIONS	1	07/31/2023	178.80	.00	178.80	08/16/2023
Total 17232:						178.80	.00	178.80	
17234	WOLTER POWER SYSTE	522340320	GENERATOR MAINTENA	1	08/04/2023	308.21	.00	308.21	08/16/2023
		522340320	GENERATOR MAINTENA	2	08/04/2023	84.06	.00	84.06	08/16/2023
		522340320	GENERATOR MAINTENA	3	08/04/2023	84.06	.00	84.06	08/16/2023
		522340320	GENERATOR MAINTENA	4	08/04/2023	84.05	.00	84.05	08/16/2023
Total 17234:						560.38	.00	560.38	
17320	PARKITECTURE & PLANN	1	PAULSON ROAD PROJEC	1	08/04/2023	4,600.00	.00	4,600.00	08/16/2023
		1 8423	SKATE PARK DESIGN	1	08/04/2023	860.00	.00	860.00	08/16/2023
		10	COMMUNITY PARK PHAS	1	08/03/2023	579.60	.00	579.60	08/16/2023
Total 17320:						6,039.60	.00	6,039.60	
17394	MID-WISCONSIN SECURI	87579	PANIC BUTTON MONITO	1	08/01/2023	310.00	.00	310.00	08/16/2023
		87580	SECURITY AGREEMENT	1	08/01/2023	310.00	.00	310.00	08/16/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17394:						620.00	.00	620.00	
17528	HGA	241902	PUBLIC SAFETY CENTER	1	08/01/2023	3,407.50	.00	3,407.50	08/16/2023
		241903	PROF. SRVC. ENERGY P	1	08/01/2023	7,275.00	.00	7,275.00	08/16/2023
Total 17528:						10,682.50	.00	10,682.50	
17569	MCFARLAND ACE HARD	009323/T	PARKS SUPPLIES	1	08/02/2023	22.49	.00	22.49	08/16/2023
		009325/T	FAST ACTING FUSE	1	08/02/2023	7.19	.00	7.19	08/16/2023
		009366/T	ANCHOR	1	08/07/2023	8.99	.00	8.99	08/16/2023
		009367/T	PARKS SUPPLIES	1	08/07/2023	11.99	.00	11.99	08/16/2023
		009368/T	FASTENERS	1	08/07/2023	9.55	.00	9.55	08/16/2023
		009372/T	PUBLIC SAFETY CENTER	1	08/07/2023	25.99	.00	25.99	08/16/2023
		009380/T	GRAFITTI SUPPLIES	1	08/08/2023	11.36	.00	11.36	08/16/2023
		009380/T	GRAFITTI SUPPLIES	2	08/08/2023	3.09	.00	3.09	08/16/2023
		009380/T	GRAFITTI SUPPLIES	3	08/08/2023	3.09	.00	3.09	08/16/2023
		009380/T	GRAFITTI SUPPLIES	4	08/08/2023	3.09	.00	3.09	08/16/2023
		009398/T	PW SUPPLIES	1	08/10/2023	9.88	.00	9.88	08/16/2023
		009398/T	PW SUPPLIES	2	08/10/2023	2.70	.00	2.70	08/16/2023
		009398/T	PW SUPPLIES	3	08/10/2023	2.70	.00	2.70	08/16/2023
		009398/T	PW SUPPLIES	4	08/10/2023	2.70	.00	2.70	08/16/2023
		009405/T	WATER MAIN REPAIR	1	08/10/2023	19.98	.00	19.98	08/16/2023
		009407/T	EQUIPMENT MAINTENAN	1	08/10/2023	22.72	.00	22.72	08/16/2023
		009409/T	EQUIPMENT MAINTENAN	1	08/10/2023	22.99	.00	22.99	08/16/2023
		009410/T	PW SUPPLIES	1	08/11/2023	2.02	.00	2.02	08/16/2023
		009410/T	PW SUPPLIES	2	08/11/2023	2.02	.00	2.02	08/16/2023
		009410/T	PW SUPPLIES	3	08/11/2023	2.02	.00	2.02	08/16/2023
		009410/T	PW SUPPLIES	4	08/11/2023	7.43	.00	7.43	08/16/2023
		009411/T	EQUIPMENT MAINTENAN	1	08/11/2023	16.18	.00	16.18	08/16/2023
		009416/T	EQUIPMENT MAINTENAN	1	08/11/2023	19.00	.00	19.00	08/16/2023
		009436/T	ACE HARDWARE MISC	1	08/14/2023	28.98	.00	28.98	08/16/2023
		9328/T	PARKS SUPPLIES	1	08/02/2023	3.58	.00	3.58	08/16/2023
Total 17569:						271.73	.00	271.73	
17596	AMERICAN AWARDS & P	56701	ACCOUNTABILITY TAGS	1	08/02/2023	183.00	.00	183.00	08/16/2023
Total 17596:						183.00	.00	183.00	
17607	LIBRARY IDEAS LLC	100732	VOX BOOKS	1	07/18/2023	306.81	.00	306.81	08/16/2023
		101341	VOX BOOKS	1	08/07/2023	88.80	.00	88.80	08/16/2023
Total 17607:						395.61	.00	395.61	
17671	UW HEALTH	1491081	HEARTSAVER CARDS PU	1	07/28/2023	323.00	.00	323.00	08/16/2023
Total 17671:						323.00	.00	323.00	
17677	CHAPIN, AARON	AC072123	TRAINING MEAL	1	07/21/2023	15.00	.00	15.00	08/16/2023
Total 17677:						15.00	.00	15.00	
17685	INGRAM LIBRARY SERVI	62900751	BOOKS	1	03/03/2023	138.63	.00	138.63	08/16/2023
		62939405	BOOKS	1	06/21/2023	269.02	.00	269.02	08/16/2023
		62953234	BOOKS	1	08/02/2023	295.92	.00	295.92	08/16/2023
		62954028	BOOKS	1	08/04/2023	132.26	.00	132.26	08/16/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		62955671	BOOKS	1	08/08/2023	495.65	.00	495.65	08/16/2023
		62955867	BOOKS	1	08/09/2023	109.44	.00	109.44	08/16/2023
		67569466-B	BOOKS	1	02/08/2023	78.03	.00	78.03	08/16/2023
	Total 17685:					1,518.95	.00	1,518.95	
17703	CYRACOM, LLC	2023053118	LANGUAGE SERVICES	1	07/31/2023	2.76	.00	2.76	08/16/2023
	Total 17703:					2.76	.00	2.76	
17778	JP CULLEN	25035	PAYAPP #20 - PUBLIC SA	1	06/30/2023	250,600.00	.00	250,600.00	08/16/2023
	Total 17778:					250,600.00	.00	250,600.00	
17789	TRANSUNION RISK AND	6174432-202	DATA SEARCH SERVICE	1	08/01/2023	109.20	.00	109.20	08/16/2023
	Total 17789:					109.20	.00	109.20	
17903	MCFARLAND FAMILY FES	081123	COMMUNITY GRANT AW	1	08/11/2023	5,000.00	.00	5,000.00	08/16/2023
	Total 17903:					5,000.00	.00	5,000.00	
17904	CLEVELAND HEARTLAB	9204981393	HEART ASSESSMENTS -	1	06/27/2023	2,975.00	.00	2,975.00	08/16/2023
	Total 17904:					2,975.00	.00	2,975.00	
17908	BADGER METER	80135030	CELLULAR SERVICE UNI	1	07/29/2023	1,099.74	.00	1,099.74	08/16/2023
		80135030	CELLULAR SERVICE UNI	2	07/29/2023	1,099.73	.00	1,099.73	08/16/2023
	Total 17908:					2,199.47	.00	2,199.47	
17986	SPARTAN ANIMAL HOSPI	170022	RUDY EXAM	1	07/26/2023	39.87	.00	39.87	08/16/2023
	Total 17986:					39.87	.00	39.87	
18033	MEISE CONSTRUCTION,	PAYAPP4	COMMUNITY PARK PHAS	1	07/25/2023	320,149.68	.00	320,149.68	08/16/2023
	Total 18033:					320,149.68	.00	320,149.68	
18068	SIMPLE NETWORK CON	30103	PUBLIC SAFETY CENTER	1	07/27/2023	1,963.00	.00	1,963.00	08/16/2023
	Total 18068:					1,963.00	.00	1,963.00	
18103	VISA	OCB-072723	SCHUENKE	1	07/27/2023	27.99	.00	27.99	08/11/2023
		OCB-072723	D WALLACE	2	07/27/2023	331.29	.00	331.29	08/11/2023
		OCB-072723	CHAPIN	3	07/27/2023	1,206.39	.00	1,206.39	08/11/2023
		OCB-072723	ENGLER	4	07/27/2023	11.15	.00	11.15	08/11/2023
		OCB-072723	DENNIS	5	07/27/2023	1,106.05	.00	1,106.05	08/11/2023
		OCB-072723	HEASTY	6	07/27/2023	500.00	.00	500.00	08/11/2023
		OCB-072723	IGL	7	07/27/2023	486.32	.00	486.32	08/11/2023
		OCB-072723	MILLER	8	07/27/2023	3,147.11	.00	3,147.11	08/11/2023
		OCB-072723	BREMER	9	07/27/2023	1,034.98	.00	1,034.98	08/11/2023
		OCB-072723	IRWIN	10	07/27/2023	377.32	.00	377.32	08/11/2023
		OCB-072723	SUETTINGER	11	07/27/2023	724.70	.00	724.70	08/11/2023
		OCB-072723	REIMER	12	07/27/2023	753.90	.00	753.90	08/11/2023
		OCB-072723	JOB	13	07/27/2023	2,098.23	.00	2,098.23	08/11/2023
		OCB-072723	ANDERSEN	14	07/27/2023	976.95	.00	976.95	08/11/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		OCB-072723	JACOBSEN	15	07/27/2023	771.37	.00	771.37	08/11/2023
		OCB-072723	COX	16	07/27/2023	1,437.55	.00	1,437.55	08/11/2023
		OCB-072723	T REITER	17	07/27/2023	310.25	.00	310.25	08/11/2023
		OCB-072723	ANDERSON	18	07/27/2023	507.80	.00	507.80	08/11/2023
		OCB-072723	LAWRENCE	19	07/27/2023	130.60	.00	130.60	08/11/2023
		OCB-072723	MARKHAM	20	07/27/2023	275.60	.00	275.60	08/11/2023
		OCB-072723	B WALLACE	21	07/27/2023	82.29	.00	82.29	08/11/2023
		OCB-072723	JOHNSON	22	07/27/2023	180.00	.00	180.00	08/11/2023
		OCB-072723	KENT	23	07/27/2023	178.74	.00	178.74	08/11/2023
Total 18103:						16,656.58	.00	16,656.58	
18122	HORIZON TREE SERVICE	080323	TREE REMOVAL FOR BU	1	08/03/2023	1,700.00	.00	1,700.00	08/16/2023
Total 18122:						1,700.00	.00	1,700.00	
18175	BUCKY'S DUMPSTERS &	93923	PORTABLE RESTROOMS	1	07/28/2023	150.00	.00	150.00	08/16/2023
		93924	PORTABLE RESTROOMS	1	07/28/2023	150.00	.00	150.00	08/16/2023
		93925	PORTABLE RESTROOMS	1	07/28/2023	150.00	.00	150.00	08/16/2023
		93926	PORTABLE RESTROOMS	1	07/28/2023	23.57	.00	23.57	08/16/2023
Total 18175:						473.57	.00	473.57	
18223	US CELLULAR	070723	CLOSE ESCROW	1	07/07/2023	1,300.00	.00	1,300.00	08/16/2023
Total 18223:						1,300.00	.00	1,300.00	
18224	MASTEC SELF-PERFOR	070723	CLOSE ESCROW	1	07/07/2023	7,500.00	.00	7,500.00	08/16/2023
Total 18224:						7,500.00	.00	7,500.00	
18225	4313, LLC	070723	CLOSE ESCROW	1	07/07/2023	1,192.25	.00	1,192.25	08/16/2023
		081523	TID#3 REDEVELOPMENT	1	08/15/2023	25,000.00	.00	25,000.00	08/16/2023
Total 18225:						26,192.25	.00	26,192.25	
18226	NORTHPOINTE DEVELO	070723	CLOSE ESCROW	1	07/07/2023	1,584.89	.00	1,584.89	08/16/2023
Total 18226:						1,584.89	.00	1,584.89	
18230	LANGLOIS, JOSH	080123	REFUND OVERPAYMENT	1	08/01/2023	27.34	.00	27.34	08/16/2023
Total 18230:						27.34	.00	27.34	
18233	LICHT, WES	080423	REFUND DISC GOLF PER	1	08/04/2023	25.00	.00	25.00	08/16/2023
Total 18233:						25.00	.00	25.00	
18234	CHIEF TECHNOLOGIES,	1407	CHIEF BACKSTAGE ANN	1	08/11/2023	948.00	.00	948.00	08/16/2023
Total 18234:						948.00	.00	948.00	
18235	CLARK III, LOUIS V	103	PROGRAMMING	1	08/11/2023	850.00	.00	850.00	08/16/2023
Total 18235:						850.00	.00	850.00	
18236	VISHVESHWARA, NAMIT	081423	LOST BOOK REFUND	1	08/14/2023	48.00	.00	48.00	08/16/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 18236:						48.00	.00	48.00	
18237	SUMMIT COMMERCIAL FI	27033	PUBLIC SAFETY CENTER	1	08/09/2023	20,942.75	.00	20,942.75	08/16/2023
Total 18237:						20,942.75	.00	20,942.75	
18238	WILLIAMSON SURVEYIN	8484	2022 PAVING AND UTILIT	1	08/14/2023	1,600.00	.00	1,600.00	08/16/2023
Total 18238:						1,600.00	.00	1,600.00	
Grand Totals:						1,920,030.	.00	1,920,030.	

Report Criteria:
Detail report type printed

VILLAGE OF MCFARLAND

Check Register - Board Packet
Pay Period Dates: 07/30/2023 - 08/12/2023

Page: 1
Aug 16, 2023 12:26PM

Pay Period Date	Journal Code	Check Issue Date	Payee	Payee ID	Amount
08/12/2023	CDPT	08/18/2023	Void		
08/12/2023	CDPT	08/18/2023	FIRE FIGHTERS LOCAL 31	8	198.16

PAYROLL RELATED

198.16

Event Permit Application

08/02/2023 10:35 AM (CDT)

Event Permit Application

Fees

Application Fee	\$100 00
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Applicant Information

Name of Primary Contact (First, Middle Initial, Last)	Russell Wolff
Phone Number	
Address	
Email Address	

Agency / Organization Information (If Applicable)

Agency / Organization Name	The Aly Wolff Foundation
Phone Number	
Address	
Email Address	

Event Information

Name of Event	Russell Wolff
Type of Event	5K/10K Run/Walk
Location of Event	Brandt Park
Event Date(s)	September 29 and September 30, 2023
Event Time(s)	September 29 4:00 p.m. to 8:00 p.m. September 30 7:00 a.m. to 5:00 p.m.
Total Number of Anticipated Attendees	250

Total Number of Attendees Anticipated Being at the Event at One Time	250
Setup Start Time	7:00 a.m.
Tear-Down End Time	5:00 p.m.
Public or Private Event	Open to the Public
Is any part of the event proposed to take place on a Village street?	Yes
Will the event involve closure of a Village street?	No
Does this event include a parade? Only allowed for community organizations.	No
Please attach map of event, including all impacted intersections, road closures and parade routes.	File(s) attached:  5K.pdf  10K.pdf
Will there be outdoor amplified sound?	Yes
Please describe.	Dj will be playing music
Will the event generate excessive noise or amplified sound after 10 pm? All events generating noise after 10 pm require a variance from the Village Board.	No
Will alcohol be consumed?	No
Will a Village park be used?	Yes
Please identify the park.	Brandt Park
Will the event involve tents or any other activities that will require digging or turf disturbance?	No
Has this event been previously approved in prior years by the Village?	Yes
When? (Month / Year)	October 7 and October 8 2022
Have any of the event details changed from the prior years?	No
Will the event include any mobile food carts?	No
Will the event include any vendors?	No

Required Attachments

Detailed Event Schedule

File(s) attached:



Event schedule.pdf

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

File(s) attached:



Event schedule.pdf

Insurance - The applicant shall furnish a certificate to the Village demonstrating that applicant has in force and will maintain during the time the Event Permit is in effect public liability insurance of not less than \$1,000,000 per one person, \$2,000,000 per occurrence for personal injury, and \$1,000,000 for property damage naming the Village as an additional insured.

File(s) attached:



Insurance.pdf

Event Details & Security Plan

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

Almost anytime will work. Please reach out at your convenience to Russell Wolff

Event Coordinators

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

i. **Event Coordinator Name**

Russell Wolff

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

Race starting line

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

7:00 a.m. to 5:00 p.m.

Cell Phone Number

[REDACTED]

ii. **Event Coordinator Name**

Sheila Wolff

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

Race starting line

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

7:00 a.m. to 5:00 p.m.

Cell Phone Number

[REDACTED]

iii. **Event Coordinator Name**

Jessica Donohue

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

Race starting line

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

7:00 a.m. to 5:00 p.m.

Cell Phone Number

[REDACTED]

iv. **Event Coordinator Name**

Jossie Peterson

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

Race starting line

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

7:00 a.m. to 5:00 p.m.

Cell Phone Number

[REDACTED]

v. **Event Coordinator Name**

Michelle Hallada

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

Race starting line

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

7:00 a.m. to 5:00 p.m.

Cell Phone Number

[REDACTED]

vi. **Event Coordinator Name**

Tanya Brake

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

Race starting line

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

7:00 a.m. to 5:00 p.m.

Cell Phone Number

[REDACTED]

Indemnification Agreement

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

Applicant Signature

Russell Wolff

Date

08/02/2023

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

Certifications

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

Applicant Signature

Russell Wolff

Date

08/02/2023

Aly's Honky Tonk Hustle
Event Schedule

Friday September 29, 2023

Packet pickup from 5:00 p.m. – 7:00 p.m.

Preparation for next day race

Saturday September 30, 2023

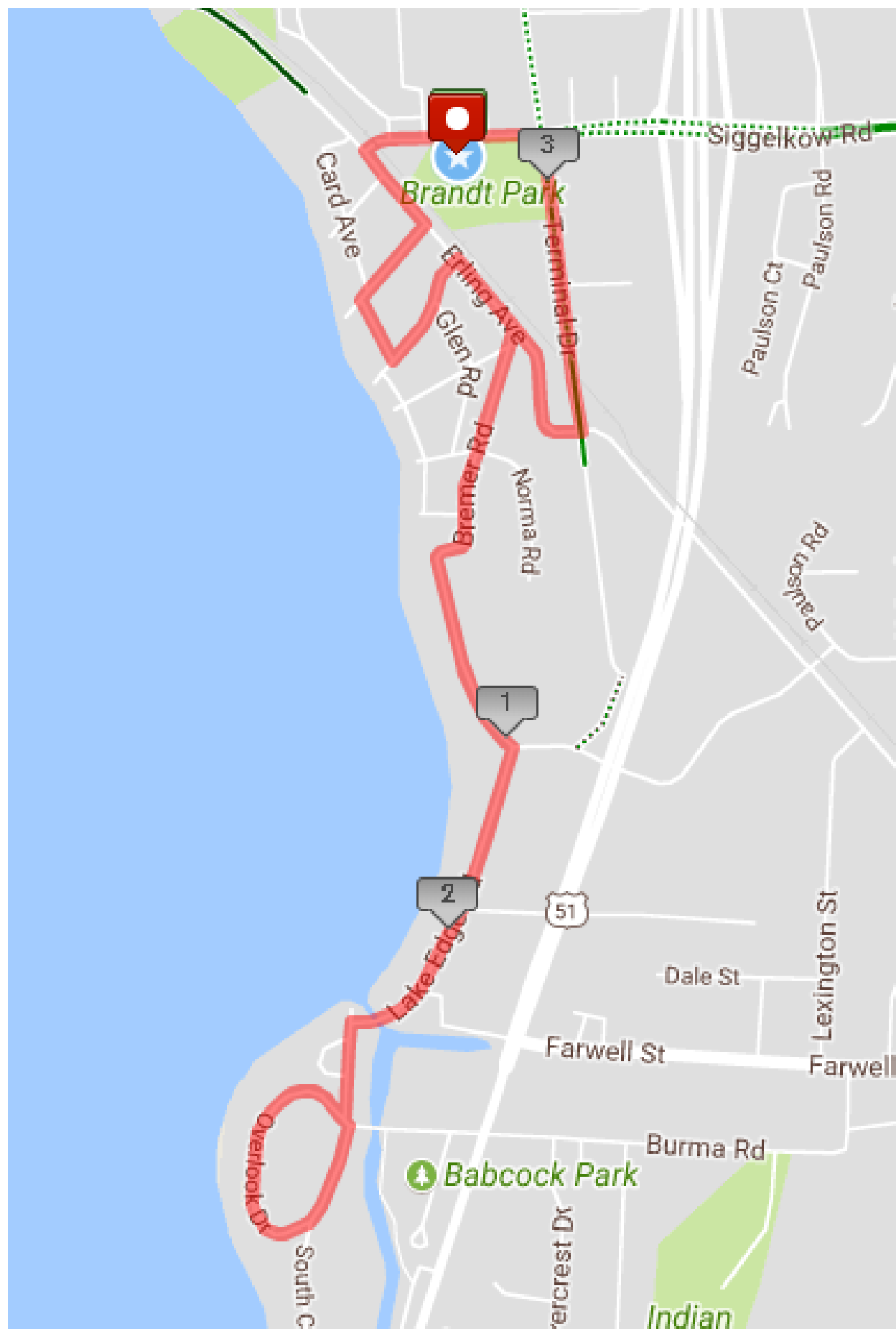
Preparation for event 7:00 a.m. -9:00 a.m.

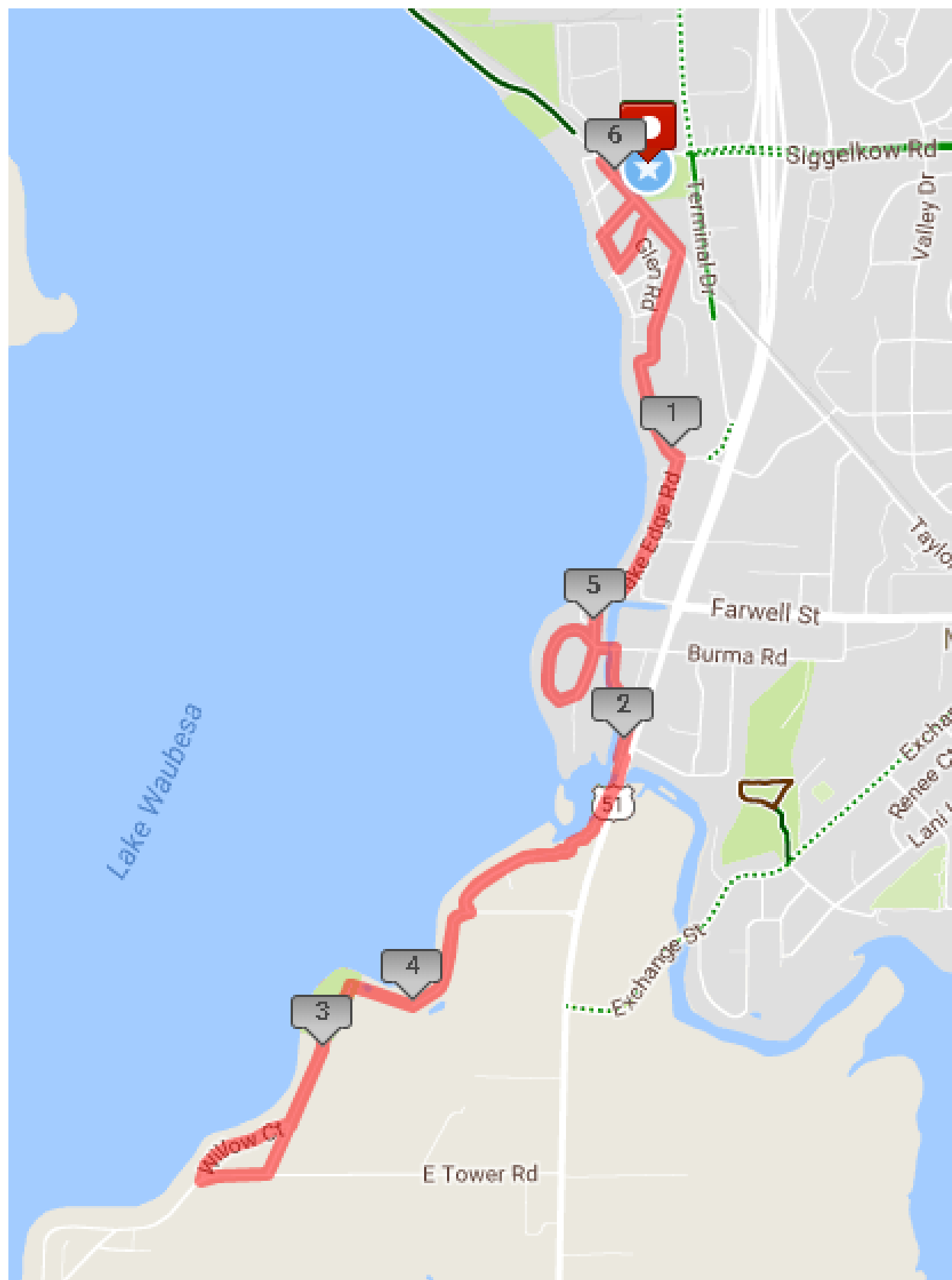
Participant line up 9:00 a.m. – 9:45 a.m.

Opening Ceremony 9:45 a.m. – 10:00 a.m.

Race starts 10:00 a.m.

Kids events 11:00 a.m.





McFarland

VILLAGE OF

Police Department

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

Aaron P. Chapin | Chief of Police

DATE: August 11, 2023

TO: McFarland Village Board

FROM: Aaron P. Chapin, Chief of Police

REFERENCE: Recommendation of Approval

I have reviewed the event license application for the Aly's Honky Tonk Hustle event to be held on September 29th from 4:00 pm to 8:00 pm and September 30th from 7:00 am to 5:00 pm, submitted by Russel Wolf.

I am recommending approval of the application with the stipulation that the event organizers agree to all requirements regarding staffing, reimbursement of overtime costs, safety and any other related requirements set forth by the Police, Fire or Public Works Departments, as defined below:

- As in years past, this event will include a 5K/10K walk/run event, beginning at 9:30 am.
 - Event staff will handle traffic control as they did last year; event organizer is put on notice that sufficient staffing to safely navigate street crossings and travel will be required of them.
 - Event staff working on roadways or road crossings will be required to wear a DOT approved colored shirt or traffic vest for visibility purposes.
 - Event staff will have communication ability (cell phone, radio to someone with a cell phone) to contact 911 if and when necessary.

As per Public Safety Committee policy, this approval is coming directly to the Village Board and has bypassed the Public Safety Committee due to the fact that it is a recurring, annual event with no significant changes from previous years.

Respectfully,



Aaron P. Chapin
Chief of Police

August 15, 2023

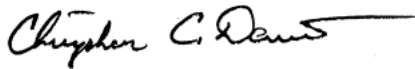
Re: Event Permit Review – Aly's Honk Tonk Hustle

I have reviewed the submitted event application by Russell Wolf, The Aly Wolff Foundation, Inc. for the Aly's Honk Tonk Hustle Event to occur on September 29 and 30, 2023 located at Brandt Park and adjacent streets in the Village.

The event has occurred before and limited changes are being presented. The application is substantially complete and complies with the EMS and fire requirements.

I recommend approval of the permit.

Sincerely,



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



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

August 17, 2023

Attn: Russell Wolff

Re: Aly's Honky Tonk Hustle, Brandt park September 29 and 30, 2023

The Public Works Department, approves this permitted event with the following conditions:

Bounce House

NO anchors are to penetrate the ground to support the bounce house, as underground wires are present in the park. Weighted anchors are permissible.

Pony Area

I am told that there will be no ponies this year. If this changes, please contact Public Works for further direction and discussion.

Petting Zoo

I am told that this was a consideration but is no longer an option. If this changes, please contact Public Works for further direction and discussion.

Vehicle loading and Unloading

All vehicle loading and unloading activities is to take place on the paved path only. No parking or driving on the turf will be allowed. No vehicles are permitted in the park during the event.

Damage and Clean Up

All damage to the park is the responsibility of the permittee. Clean-up of the site, including the restrooms and kitchen area during the event will be the permittees responsibility.

Extra trash or recycling containers

If desired, please contact Public Works at least one week prior to the event to arrange.

Barricades and cones for the run

If cones or barricades are needed for the runs, please contact Public Works at least one week prior to the event to arrange.

In closing, I wish them well with their event and hopefully the weather cooperates.

Please contact me through Public Works if you have any questions.

Best regards,

Leon J. Igl

Lee Igl

Director of Public Works

**Event Permit**

Pursuant to Village Ordinance Chapter 11

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

☐ - Application Fee - \$100 (due with application)

Public Property vs. Private Property	Notes/Instructions
1. Will any portion of this event take place on public property? ☒ - Yes ☐ - No	If yes, please complete entire application. If no, please complete question 1a.
1a. If no, will the event involve the sale of alcohol? ☐ - Yes ☒ - No	If yes, please complete the entire application. If no, please contact Village Administration to determine if you need to complete the application

Applicant Information	
Name (First, M.I., Last) of Primary Contact: <i>Angela Bazar</i>	Phone: [REDACTED]
Address: <i>5103 Faewell St, McFarland, WI 53558</i>	
Email Address: [REDACTED]	

Agency/Organization Information - (If applicable)	
Name: <i>McFarland School District</i>	Phone: <i>608-838-4500</i>
Address: <i>5103 Faewell St, McFarland, WI 53558</i>	
Email Address: [REDACTED]	

Event Information	
Name of Event: <i>Homecoming Parade</i>	Type of Event: <i>Parade</i>
Location of Event: <i>Exchange St - Faewell St - Buena Rd</i>	
Event Date(s): <i>Wed, Oct. 4, 2023</i>	Event Time(s): <i>6-7pm (setup @ 5:30 @ INNS)</i>
Total number of anticipated attendees: <i>500</i>	Total Number of attendees anticipated being at the event at one time: <i>500</i>
Set up Start Time: <i>5:30 pm</i>	Tear Down End Time: <i>7pm</i>

Event Questionnaire	Notes/Instructions
1. Is this event proposed to take place on a Village street? ☒ - Yes ☐ - No	If yes, please attach map of route including all intersections and road closures.
2. Will the event involve closure of a Village Street(s)? ☒ - Yes ☐ - No	
3. Does this event include a parade which will take place on any portion of a Village street? ☒ - Yes ☐ - No	If yes, please attach map of route. *only allowed for community organizations
4. Is this event predicted to have 200 attendees at one time? ☒ - Yes ☐ - No	This only pertains to events open to the public, not private parties.
5. Will there be outdoor amplified sound? ☐ - Yes ☒ - No	
6. Will the event generate amplified sound after 10 p.m.? ☐ - Yes, a variance is requested as part of this application ☒ - No	All events generating noise after 10 p.m. require a variance from the Village Board.
7. Will alcohol be consumed? ☐ - Yes ☒ - No	
7a. If yes, will minors be present where alcohol is served? ☐ - Yes, a variance is requested as part of this application ☐ - No	All events that allow for the presence of minors where alcohol is served require a variance from the Village Board.
7b. Will alcohol be sold? ☐ - Yes ☒ - No	If yes, a temporary alcohol license is required. Please contact the Clerk at 608-838-3153. Form may also be accessed at: Mcfarland.wi.us/licensespermits
8. Will a Village Park be used? ☐ - Yes ☒ - No Please identify the park: _____	Reservations should be made at: Mcfarland.wi.us/parks_reserve
9. Will the event involve tents, or any other activities that will require digging or turf disturbance? ☐ - Yes ☒ - No	*You are required to contact digger's hotline no less than 5 days prior to the event to provide a locate.
10. Has this event been previously approved in prior years by the Village? ☒ - Yes ☐ - No	If yes, when: <u>9/21</u> (month/year)
10a. If yes, have any of the event details changed from the prior years? ☐ - Yes ☒ - No	If yes, describe changes(attach additional sheets if necessary):
11. Will the event include any mobile food carts? ☐ - Yes ☒ - No	If yes, a Mobile Food Establishment Permit is required for each cart. Please contact the Clerk at 608-838-3153. Form may also be accessed at: Mcfarland.wi.us/licensespermits
12. Will the event include any vendors? ☐ - Yes ☒ - No	If yes, a Direct Seller Permit may be required for each vendor. Municipal Staff will contact you to obtain more information.

Required Attachments

- ☒ - Detailed event schedule
- ☒ - Site Plan Requirement – a site plan must be attached that identifies the event layout for the event including stages, tents, equipment, fencing, alcohol sale and carding areas, etc.
- ☒ (if applicable) If the event will take place on a Village street, include a map of all routes or activities.
- ☒ Insurance - The applicant shall furnish a certificate to the Village demonstrating that applicant has in force and will maintain during the time the Event Permit is in effect public liability insurance of not less than \$1,000,000 per one person, \$2,000,000 per occurrence for personal injury and \$1,000,000 for property damage naming the Village as an additional insured.

Event Details and Security Plan

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

Any - can also discuss with SRO Joel Zietsma

Event Coordinators

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

Identify Event coordinators (identify 1 for every 50 expected attendees) – attach additional sheets if necessary.

Name	Location at Event (Ex: Race Start, supply tent)	Time On-site (ex: 10 a.m. to 2 p.m.)	Cell Phone
<i>Angela Bazar</i>	<i>INMS</i>	<i>5³⁰-7pm</i>	
<i>Paul Ackley</i>	<i>INMS</i>	<i>5³⁰-7pm</i>	

Indemnification Agreement

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

Applicant Signature:

Angela Bazar

Date:

8/2/23

Certification Section

PLEASE READ CAREFULLY BEFORE SIGNING

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

☒ - I agree to adhere to all applicable, federal, state and municipal laws and understand the violation of such laws will be subject to applicable fines and penalties, and failure to do so is ground for revocation of the event permit.

☒ - I understand that my event permit may be revoked at any time, if the Chief of Police, Fire/EMS Chief, Public Works Director, or designee, in their sole discretion, determine that health or general welfare to the public is endangered.

☒ - I agree to return the site to the condition that existed before the event within twenty-four (24) hours or the expiration of my parks reservation.

☒ - I agree to abide by all including any additional conditions imposed by the Village, and understand failure to adhere to conditions will result in revocation of the event permit.

Applicant Signature:

Angela Bazar

Date:

8/2/23

FOR VILLAGE USE ONLY

☐ - Approved ☐ - Denied Police Chief: _____ Date: _____

Application Received: _____ 45-day application requirement met?: ☐ - Yes ☐ - No

Public Safety Committee Date: _____ ☐ - Approved ☐ - Denied ☐ - Not applicable

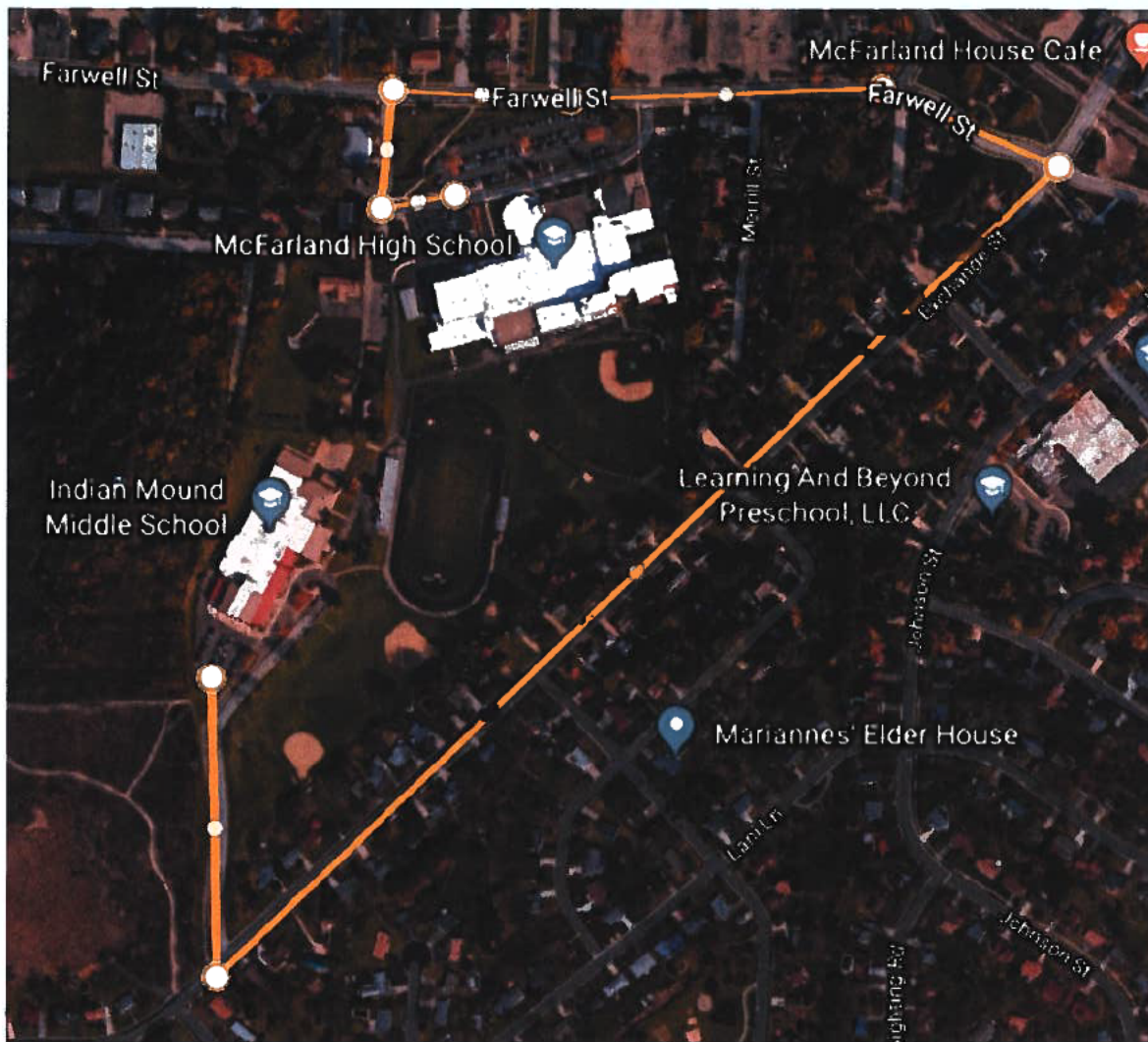
Village Board Meeting Date: _____ ☐ - Approved ☐ - Denied

Detailed Security Plan Requirements – Appendix A

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

Detailed Emergency Management Expectations and Requirements – Appendix B

- Actions to be taken in the event of a fire, hazardous condition, or similar emergency requiring building or tent evacuation.
 - Have an individual call 911, not all facilities that have a fire alarm notify the 911 center. The 911 operator will have several questions but know the Fire & Rescue Department will be notified while questions are being obtained.
 - If amplified music is playing, have the music stop and if possible calmly announce the need to evacuate to the nearest exit.
 - Individuals will need to be designated in assisting in evacuating individuals to the nearest exit. Keep in mind most individuals will attempt to exit the same way they accessed the area. The exit will most likely not be able to handle the number of individuals exiting and have people near the exits to allow them to exit quickly while ushering individuals to the exit.
 - Designate an area of event-goers to an assembly area that is away from the building, fire department vehicle access. We want to allow access for fire trucks and firefighters to address the situation.
 - In the event, an individual is unwilling to exit do not put individuals at risk in attempting to remove the individual. Notify the initial arriving first responders.
- Actions to be taken in the event of a medical emergency.
 - Call 911 to report the incident. The 911 operator will have several questions but know the Fire & Rescue Department will be notified while questions are being obtained.
 - Identify individuals that can assist in getting responders from the entrance of the area to the individual that is in need of medical care. Note more than one vehicle will often respond and maybe several depending on the situation. Having adequate staff to remain in locations to direct additional vehicles responding is preferred.



VILLAGE OF McFarland

Police Department

DATE: August 11, 2023

TO: McFarland Village Board

FROM: Aaron P Chapin, Chief of Police

REFERENCE: Recommendation of Approval

I have reviewed the Parade Permit Application submitted by the McFarland School District for the MHS Homecoming Parade scheduled to take place on 10-04-23 at 5:30pm, in the Village of McFarland.

I recommend approval of this application, with the condition that School District staff comply with all direction given by law enforcement, and provide adequate staffing to coordinate, prepare and execute the event plan. The McFarland Police Department is prepared to provide the necessary traffic direction required.

Respectfully,



Aaron P. Chapin
Chief of Police

August 15, 2023

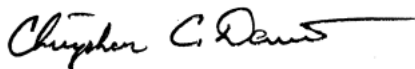
Re: Event Permit Review – Homecoming Parade

I have reviewed the submitted event application by Angela Bazan, McFarland School District for the Homecoming Parade Event to occur on October 4, 2023, from Indian Mound Middle School to the McFarland High School utilizing Exchange and Farwell Streets. The event is scheduled to occur from 5:30 pm to 7:00 pm.

The application is substantially complete and complies with the EMS and fire requirements. The organizer should coordinate with the Police and Fire & Rescue Departments to ensure traffic control is provided at the school entrances and the intersections of Farwell at Exchange and Burma by event staff or agency staff.

I recommend approval of the permit.

Sincerely,



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



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

August 4, 2023

Re: Homecoming Parade
October 4, 2023

Please contact Public Works at least one week in advance for cones and barricades.
No other comments regarding the parade.

Please contact me through Public Works if you have any questions.

Best Regards,
Leon J. Igl

Lee Igl
Director of Public Works

Appointment of Successor Agent – Retail Licenses

Submit this form to your licensing authority with a \$10 processing fee.

If there is a change in agent, each club, corporation, or limited liability company that holds a retail license to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent and have the appointment approved by the licensing authority pursuant to sec. 125.04(6), Wis. Stats. The following questions must be answered by the agent, and the appointment must be signed by an officer of the corporation/organization or one member of the limited liability company (only one signature is required).

Section 1: Licensee Information and Acknowledgement

Licensee Name

HANDYSPOT 107 LLC

Reason for Cancellation of Appointed Agent

She Quit

The undersigned appoints GAGANPREET SINGH as agent in accordance with sec. 125.04(6), Wis. Stats.


Signature of President / Member08-08-23
Date

Section 2: Agent Information and Acknowledgement

Agent Name

SINGH GAGANPREET

City or Post Office

State

WI

Agent Questions

- | | Yes | No |
|--|-------------------------------------|-------------------------------------|
| 1. Are you of legal drinking age? | ☒ | ☐ |
| 2. Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent? | ☒ | ☐ |
| 3. Have you ever been convicted of a federal law violation? | ☐ | ☒ |
| 4. Have you ever been convicted of a state law violation? | ☐ | ☒ |
| 5. Have you ever been convicted of a local ordinance violation? | ☐ | ☒ |
| 6. Have you completed the required responsible beverage server training course per sec. 125.04(5)(a)5, Wis. Stats.? ... | ☒ | ☐ |

UNDER PENALTY OF LAW, I declare that my answers above are true and correct to the best of my knowledge and belief.

I hereby accept appointment as agent for HANDYSPOT 107 LLC and assume full responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors.


Signature of Agent08-08-23
Date

Section 3: Licensing Authority Approval

Municipality Name

VILLAGE OF McFARLAND


Signature of Official08/09/23
DateCHIEF OF POLICE
Title of Official

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, August 22, 2023

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Motion to approve entering into a Memorandum of understanding with the Wisconsin Elections Commission for the 2023 Absentee ballot envelope subgrant program.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Wisconsin Elections Commission has redesigned the absentee certificate envelope for elections. WEC spent several months surveying users, clerks, and reconciling the previous envelope with the statutes. On August 4, 2023, the Wisconsin Elections Commission approved the redesigned envelope. A copy of the new envelopes are attached in the packet. The new envelopes are in color and much more user-friendly.

Unfortunately, as part of the redesign process, the Wisconsin Elections Commission ruled that municipalities cannot use up current absentee envelope stock, they must destroy their current envelopes and purchase the envelope for use beginning January 1, 2024. The Village will be ordering all new envelopes in 2023 in advance of this mandate. However, WEC is providing each municipality a grant to providing funding towards the purchase. The MOU required to access the grant funds is attached.

FINANCIAL/BUDGET IMPACT:

The estimated cost to replace the village's current absentee envelope stock and in preparation for 2024 is estimated at \$2,500. Village will receive \$880.13 toward this purchase.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion to approve entering into a Memorandum of understanding with the Wisconsin Elections Commission for the 2023 Absentee ballot envelope subgrant program.

ATTACHMENTS:

1. 2023 Envelope Subgrant Memo



2. 2023 Envelope Subgrant MOU
3. EL-120 Absentee Ballot Mailer Envelope_1
4. EL-122 Standard Absentee Ballot Certificate (rev. 2023-08)_2
5. EL-122SVD Special Voting Deputy Absentee Ballot Certificate (rev. 2023-08)_1
6. EL-122M Military & Overseas Absentee Ballot Certificate (rev. 2023-08)_1



Wisconsin Elections Commission

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

DATE: June 12, 2023

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

FROM: Wisconsin Elections Commission

SUBJECT: 2023 Absentee Ballot Envelope Subgrant Reimbursement Program

1. **SUMMARY.** On March 3, 2023, the Wisconsin Elections Commission (WEC) approved the allocation of federal funds for an absentee ballot envelope subgrant program. This subgrant is provided to partially offset the costs jurisdictions incur purchasing the redesigned absentee ballot envelopes (EL-120 and EL-122) planned for approval on August 4, 2023.

2. **BACKGROUND.**

The bipartisan Commission unanimously directed the creation of new absentee ballot envelope designs in order to ensure compliance with the law. The old envelope designs do not conform with guidance from recent court orders and do not fully comply with all statutory requirements. Furthermore, the old envelope designs do not incorporate design features (adopted in other states) that make them easily identifiable to the U.S. Postal Service. For these reasons, the Commission, on April 28 and again on June 1, unanimously determined that the current EL-120 and EL-122 shall not be used in 2024.

To partially offset the cost of adopting new envelope designs, the WEC will disburse up to \$600,000 of Federal funds through the approved 2023 Absentee Ballot Envelope Subgrant Program. Each jurisdiction may receive an award calculated proportionally based on their estimated January 1, 2022, voting age population as determined by the Department of Administration Demographic Services Center.¹ The minimum award is \$20.00. A list of award amounts is attached as Appendix A.

3. **AUTHORIZED USES.** All funds received must be expended to purchase the redesigned absentee envelopes which includes both the EL-120 and EL-122.

4. **HOW DO JURISDICTIONS APPLY?** An authorized representative of each jurisdiction must complete and return a 2023 Absentee Ballot Envelope Subgrant Memorandum of Understanding (MOU)

¹ https://doa.wi.gov/Pages/LocalGovtsGrants/Population_Estimates.aspx

Wisconsin Elections Commissioners

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

Administrator
Meagan Wolfe

to the WEC at elections.finance@wi.gov. This subgrant is available to municipalities, or to counties purchasing envelopes on behalf of a municipality, but only one award will be granted per municipality.

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



Wisconsin Elections Commission

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

2023 ABSENTEE BALLOT ENVELOPE **SUBGRANT PROGRAM**

REQUEST FOR FUNDS & MEMORANDUM OF UNDERSTANDING

BETWEEN

THE WISCONSIN ELECTIONS COMMISSION

AND

(NAME OF MUNICIPALITY, COUNTY)

I. PARTIES

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

II. PURPOSE

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

The purpose of the subgrant is to help improve overall election security of federal elections statewide by providing cities, villages, and towns across the State of Wisconsin with federal election security funds to safeguard and secure the integrity of the absentee voting process in federal elections.

Wisconsin Elections Commissioners

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

Administrator
Meagan Wolfe

III. SUBGRANT PROGRAM REQUIREMENTS

A. Introduction

The Commission's Election Security Subgrant Program ("subgrant") is intended to fund jurisdictions purchasing redesigned absentee ballot envelopes. Each jurisdiction may receive an amount determined based on their estimated January 1, 2022, voting age population as determined by the Department of Administration Demographic Services Center.¹ All funds received must be expended to purchase the redesigned absentee ballot envelopes or returned to the Commission.

B. Envelope Redesign.

At the Commission's February 2, 2023, meeting, WEC staff were directed to develop a timeline to implement a new absentee ballot envelope package that would allow for the Commission to approve the design no later than its September 20, 2023, meeting. The absentee ballot envelope package for voters includes two envelopes:

- EL-120: Absentee Ballot Mailer Envelope (outside envelope going to voter)
- EL-122: Official Absentee Ballot Application/Certification (inside envelope returning to clerk)

These envelopes were redesigned to ensure compliance with recent court decisions and the Wisconsin statutes. Old envelopes are not compliant with the law, and the Wisconsin Elections Commission unanimously voted not to permit their continued use, starting in 2024.

At the Commission's March 3, 2023, meeting, the Commission directed staff to allocate \$600,000 of federal funds towards an Absentee Ballot Envelope subgrant program, to partially offset the cost of transitioning to new absentee ballot envelopes now under development. The absentee ballot envelope performs several functions – each essential to the security of the voter's choice, and the integrity of the wider electoral process. A successful transition to the new design is therefore in the interest of all participants.

IV. FUNDING

- A. Commission staff will award subgrants based on receipt of a signed Memorandum of Understanding (MOU). Jurisdictions may receive a proportional amount of available subgrant funds based on their 2022 estimated voting age population as outlined in Appendix A. The minimum award is \$20.00.
- B. **All funds received must be expended to purchase the redesigned absentee ballot envelopes.** A county purchasing envelopes on behalf of a municipality may receive a subgrant award, however only one award will be granted per municipality. Any unused funds must be returned to the Commission by December 31, 2024.
- C. Subgrant period: **March 3, 2023 – December 31, 2024.** All costs must be incurred, including goods received, during this project period. Bids, proposals, or purchase orders are not adequate for this subgrant.

¹ https://doa.wi.gov/Pages/LocalGovtsGrants/Population_Estimates.aspx

- D. Documentation: Receipts or invoices for all subgrant expenditures, showing date and amount for all funds expended, must be retained by requesting jurisdictions for a minimum of **eight years**. A standard inventory list of all items purchased using subgrant funds must be created and maintained by the jurisdiction for purposes of any state or federal audit.
- E. Request Processing: Subgrant funds will be distributed in a timely manner after the WEC receives the completed and signed MOU from the jurisdiction. Subgrant funds will be disbursed by electronic transfer to a jurisdiction's shared revenues account (if available), or via a physical check sent to a jurisdiction's shared revenues location. For questions related to the processing of subgrant reimbursements, contact the Commission's financial team via the WEC Help Desk at 608-261-2028 or elections.finance@wi.gov.

V. SUBGRANT PROGRAM DEADLINES

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

New Envelope Design Available: August/September, 2023

Application (MOU) Deadline: June 30, 2024

Return Unused Funds Deadline: December 31, 2024

VI. COMPLIANCE MONITORING, CERTIFICATION, DOCUMENTATION AND AUDIT

A. Certification.

The receiving jurisdiction shall certify (by completing the MOU) that information provided is true and correct; it has complied with all terms of the subgrant; the election security subgrant funds will be used to meet the terms of the subgrant, including to increase the accessibility of federal elections; and that any falsification of information related to the subgrant could subject the jurisdiction official to civil or criminal penalties.

B. Documentation.

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

C. Audit.

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

D. Regulations.

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

VII. SIGNATURES

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

Receiving Jurisdiction

Signature _____
(Authorized Representative of Jurisdiction)

Date: _____

Printed Name _____
(Authorized Representative of Jurisdiction)

Jurisdiction Name: _____

County: _____

Jurisdiction Treasurer Name: _____

Jurisdiction Treasurer Mailing Address: _____

Jurisdiction Clerk E-mail: _____

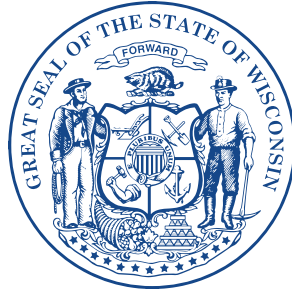
Submit completed form by June 30, 2024, to:

Wisconsin Elections Commission
201 West Washington Avenue, Second Floor
P.O. Box 7984
Madison, WI 53707-7984
elections.finance@wi.gov
Fax: 608-267-0500

Official Absentee Balloting Material

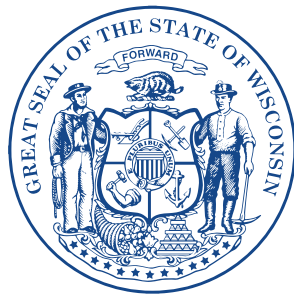
First Class Mail

EL-120



FIRST
CLASS
POSTAGE
REQUIRED

Return Service Requested



Official Absentee Balloting Material

Official Absentee Ballot Certificate & Application

**CLERK OR
DEPUTY >>**
Initial Here >>

In-person
absentee voter
showed valid POI _____

Voter exempt
from or met POI
requirement _____

**STEP
1**

CLERK OR VOTER must complete this part

Voter Information

_____/_____/_____
Election Date (mm/dd/yyyy)

- ☐ City Name:
☐ Village Name:
☐ Town Name:

Name (Last, First, Middle)

Street Address

County

City

State

Zip

Ward

Ald. Dist

**STEP
2**

VOTER must complete this part

**I certify, subject to the penalties for false statements of
Wis. Stat. § 12.60(1)(b), that:**

- I am a resident of the ward or of the aldermanic district of the municipality in the county of the state of Wisconsin indicated hereon **OR** I am entitled to vote in the ward or aldermanic district at the election indicated hereon
- I am not voting at any other location in this election
- I am unable or unwilling to appear at the polling place in the ward on Election Day, or I have changed my residence within the state from one ward to another less than 28 days before the election
- I displayed the ballot unmarked to the witness and in the presence of no other person marked the ballot and enclosed and sealed it in this envelope in a manner that no one but myself and an assistant under s. 6.87 (5), if I requested assistance, could know how I voted
- I requested this ballot and this is the original or a copy of that request

X

Voter Signature

Certification of Assistant (if applicable)

I certify that the voter is unable to sign their name due to a disability and that I signed the voter's name at the direction and request of the voter

Assistant Signature

**STEP
3**

WITNESS must complete this part

**I the undersigned witness, subject to the penalties for false
statements of Wis. Stat. § 12.60(1)(b), certify that:**



**WITNESS
REQUIRED**

- I am an adult U.S. citizen
- The above statements are true and the voting procedure was executed as stated
- I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk).
- I did not solicit or advise the elector to vote for or against any candidate or measure

X

Witness Signature

Witness Printed Name

Witness Address (Number, Street Name, City)

Absentee Ballot Return Envelope

Ballot must arrive
by 8 p.m. on
Election Day



FIRST
CLASS
POSTAGE
REQUIRED

Official Absentee Ballot Certificate & Application

CLERK OR DEPUTY
Initial Here >>

Voter exempt from or
met POI requirement _____

SVD

STEP
1

CLERK OR VOTER must complete this part

Voter Information

- ☐ City Name:
☐ Village Name:
☐ Town Name:

Election Date (mm/dd/yyyy) _____

Name (Last, First, Middle)

Street Address

County

City

State

Zip

Ward

Ald. Dist

STEP
2

VOTER must complete this part

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that:

- I am a resident of the ward or of the aldermanic district of the municipality in the county of the state of Wisconsin indicated hereon OR I am entitled to vote in the ward or aldermanic district at the election indicated hereon
- I am not voting at any other location in this election
- I am unable or unwilling to appear at the polling place in the ward on Election Day, or I have changed my residence within the state from one ward to another less than 28 days before the election.
- I displayed the ballot unmarked to the witness and in the presence of no other person marked the ballot and enclosed and sealed it in this envelope in a manner that no one but myself and an assistant under s. 6.87 (5), if I requested assistance, could know how I voted.
- I requested this ballot and this is the original or a copy of that request

X

Voter Signature

Certification of Assistant (If applicable)

I certify that the voter is unable to sign their name due to a disability and that I signed the voter's name at the direction and request of the voter

Assistant Signature

STEP
3

SVD must complete this part

I the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that:

- I am an adult U.S. citizen
- I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk).
- I did not solicit or advise the elector to vote for or against any candidate or measure.
- I further certify that the name and address of the voter is correct as shown

X

Deputy #1 Signature

Deputy #1 Printed Name

Deputy #1 Address (Number, Street Name, City)

X

Deputy #2 Signature

Deputy #2 Printed Name

Deputy #2 Address (Number, Street Name, City)

Absentee Ballot Return Envelope

For Special Voting
Deputies Only



Official Absentee Ballot Certificate & Application

CLERK OR DEPUTY
Initial Here >>

Voter exempt from or
met POI requirement _____

MILITARY &
OVERSEAS

STEP

1

CLERK OR VOTER must complete this part

Voter Information

- ☐ City Name:
☐ Village Name:
☐ Town Name:

____ / ____ / ____
Election Date (mm/dd/yyyy)

Name (Last, First, Middle)

Street Address

County

City

State

Zip

Ward

Ald. Dist

STEP

2

VOTER must complete this part

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that:

- I am a resident of the ward or of the aldermanic district of the municipality in the county of the state of Wisconsin indicated hereon **OR** I am entitled to vote in the ward or aldermanic district at the election indicated hereon
- I am not voting at any other location in this election
- I am unable or unwilling to appear at the polling place in the ward on Election Day, or I have changed my residence within the state from one ward to another less than 28 days before the election
- I displayed the ballot unmarked to the witness and in the presence of no other person marked the ballot and enclosed and sealed it in this envelope in a manner that no one but myself and an assistant under s. 6.87 (5), if I requested assistance, could know how I voted
- I requested this ballot and this is the original or a copy of that request

X

Voter Signature

Date of Birth ____ / ____ / ____

(mm/dd/yyyy)

Certification of Assistant (If applicable)

I certify that the voter is unable to sign their name due to a disability and that I signed the voter's name at the direction and request of the voter

Assistant signature

STEP

3

WITNESS must complete this part

I the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that:



**WITNESS
REQUIRED**

- I am at least 18 years old
- The above statements are true and the voting procedure was executed as stated
- I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk).
- I did not solicit or advise the elector to vote for or against any candidate or measure

X

Witness Signature

Witness Printed Name

Witness Address (Number, Street Name, City)

Absentee Ballot Return Envelope

Ballot must arrive
by 8 p.m. on
Election Day

EL-122M



OFFICIAL ABSENTEE BALLOTING MATERIAL — FIRST-CLASS MAIL

NO POSTAGE NECESSARY IN THE U. S. MAIL — DMM-703.8.0



U.S. POST-
AGE PAID,
39 USC
3406

PAR AVION
AIRMAIL

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, August 22, 2023

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Motion to approve Resolution 2023-14: A resolution to combine Wards 1-5 for the purpose of voting.

PREVIOUS ACTION:

ISSUE SUMMARY:

As provided in the 2023 Budget, the Village will split polling places beginning with the 2024 election cycle. Splitting polling places has been on the villages' radar for many years. The village's population has grown to the point where two polling places are needed. Voting equipment has been purchased, and the attached resolution formalizes that wards 1-5 will vote at the McFarland Public Safety Center located at 6001 Broadhead St. Wards 1-5 are depicted in purple on the attached map.

FINANCIAL/BUDGET IMPACT:

The 2023 Budget approved funding for equipment to support split polling locations in 2024.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion to approve Resolution 2023-14: A resolution to combine Wards 1-5 for the purpose of voting.

ATTACHMENTS:

1. 2023-14 Combining Wards 1-5
2. McFarland Voting Map

RESOLUTION 2023-14

TO COMBINE WARDS 1-5 FOR VOTING PURPOSES

WHEREAS, Section 5.15(6)(b) of the Wisconsin Statutes, provides that a municipality having a population of less than 35,000 may provide by resolution for the combination of two or more wards for voting purposes to facilitate using a common polling place, and that the resolution shall remain in effect for each election until modified or rescinded or until a new division is made under Section 5.15, Wisconsin Statutes, as further described in said statute; and

WHEREAS, the Village of McFarland has a population of less than 35,000 and has been divided into 10 wards pursuant to Resolution No. 2021-24; and

WHEREAS, to facilitate the administration of elections in the Village of McFarland, the Village Board finds that it is necessary and appropriate to combine Wards 1-5 for voting purposes so as to use a common polling place;

NOW, THEREFORE, BE IT RESOLVED, that the Village of McFarland hereby combines Wards 1, 2, 3, 4, and 5 for voting purposes, so as to share the common polling place indicated, and such combined wards shall use common ballots and voting machines and separate returns shall not be maintained for the combined wards at any election, except where separate ballots are required under Wisconsin Statutes § 5.58 to 5.64, in which case separate ballots and voting machines shall be maintained for any electors of one or more of the combined wards who are ineligible to vote for any office or referendum for which other electors in the combined wards may vote; and

BE IT FURTHER RESOLVED, that the polling place for Wards 1-5 shall be the McFarland Public Safety Center located at 6001 Broadhead St, McFarland, Wisconsin; and

BE IT FURTHER RESOLVED, that upon passage, this resolution shall remain in effect for each election until modified or rescinded, in accordance with Wisconsin Statutes, or until a new division of wards is made following the next federal decennial census.

The above and foregoing Resolution was duly adopted at a regular meeting of the McFarland Village Board on August 22, 2023.

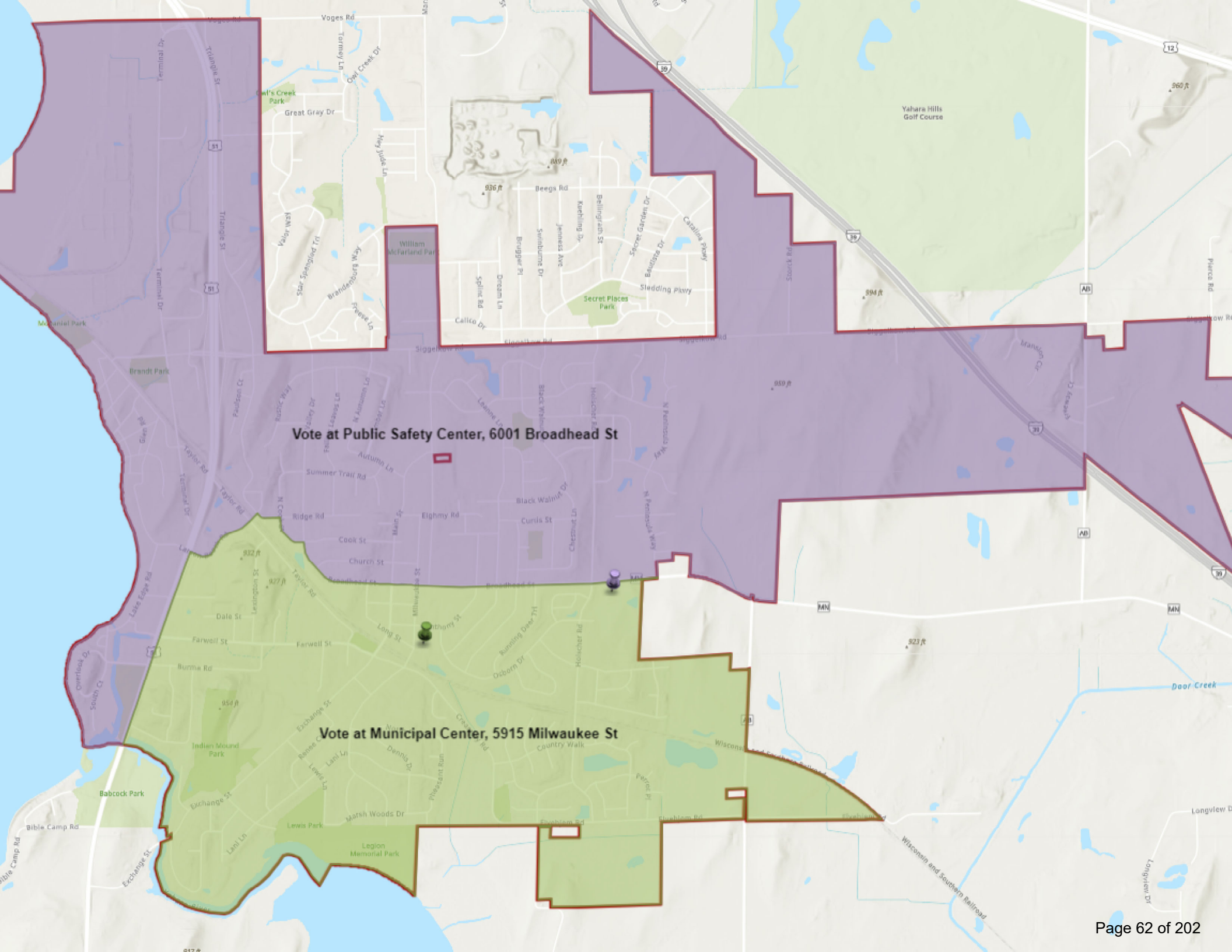
APPROVED:

Carolyn A. Clow, Village President

ATTEST:

Cassandra Suettinger, Deputy Administrator/Clerk

RESOLUTION # 2023-14	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brandt -	Flaherty -
Brassington -	Jerke -
Clow -	Wreh -
Fessler -	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	



Vote at Public Safety Center, 6001 Broadhead St

Vote at Municipal Center, 5915 Milwaukee St

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, August 22, 2023

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Motion to approve Resolution 2023-15: A resolution to combine Wards 6-10 for the purpose of voting.

PREVIOUS ACTION:

ISSUE SUMMARY:

As provided in the 2023 Budget, the Village will split polling places beginning with the 2024 election cycle. Splitting polling places has been on the villages' radar for many years. The village's population has grown to the point where two polling places are needed. Voting equipment has been purchased, and the attached resolution formalizes that wards 6-10 will vote at the McFarland Municipal Center located at 5915 Milwaukee St. Wards 6-10 are depicted in blue on the attached map.

FINANCIAL/BUDGET IMPACT:

The 2023 Budget approved funding for equipment to support split polling locations in 2024.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion to approve Resolution 2023-15: A resolution to combine Wards 6-10 for the purpose of voting.

ATTACHMENTS:

1. 2023-15 Combining Wards 6-10
2. McFarland Voting Map

RESOLUTION 2023-15

TO COMBINE WARDS 6-10 FOR VOTING PURPOSES

WHEREAS, Section 5.15(6)(b) of the Wisconsin Statutes, provides that a municipality having a population of less than 35,000 may provide by resolution for the combination of two or more wards for voting purposes to facilitate using a common polling place, and that the resolution shall remain in effect for each election until modified or rescinded or until a new division is made under Section 5.15, Wisconsin Statutes, as further described in said statute; and

WHEREAS, the Village of McFarland has a population of less than 35,000 and has been divided into 10 wards pursuant to Resolution No. 2021-24; and

WHEREAS, to facilitate the administration of elections in the Village of McFarland, the Village Board finds that it is necessary and appropriate to combine Wards 6-10 for voting purposes so as to use a common polling place;

NOW, THEREFORE, BE IT RESOLVED, that the Village of McFarland hereby combines Wards 6, 7, 8, 9, and 10 for voting purposes, so as to share the common polling place indicated, and such combined wards shall use common ballots and voting machines and separate returns shall not be maintained for the combined wards at any election, except where separate ballots are required under Wisconsin Statutes § 5.58 to 5.64, in which case separate ballots and voting machines shall be maintained for any electors of one or more of the combined wards who are ineligible to vote for any office or referendum for which other electors in the combined wards may vote; and

BE IT FURTHER RESOLVED, that the polling place for Wards 6-10 shall be the McFarland Municipal Center located at 5915 Milwaukee St, McFarland, Wisconsin; and

BE IT FURTHER RESOLVED, that upon passage, this resolution shall remain in effect for each election until modified or rescinded, in accordance with Wisconsin Statutes, or until a new division of wards is made following the next federal decennial census.

The above and foregoing Resolution was duly adopted at a regular meeting of the McFarland Village Board on August 22, 2023.

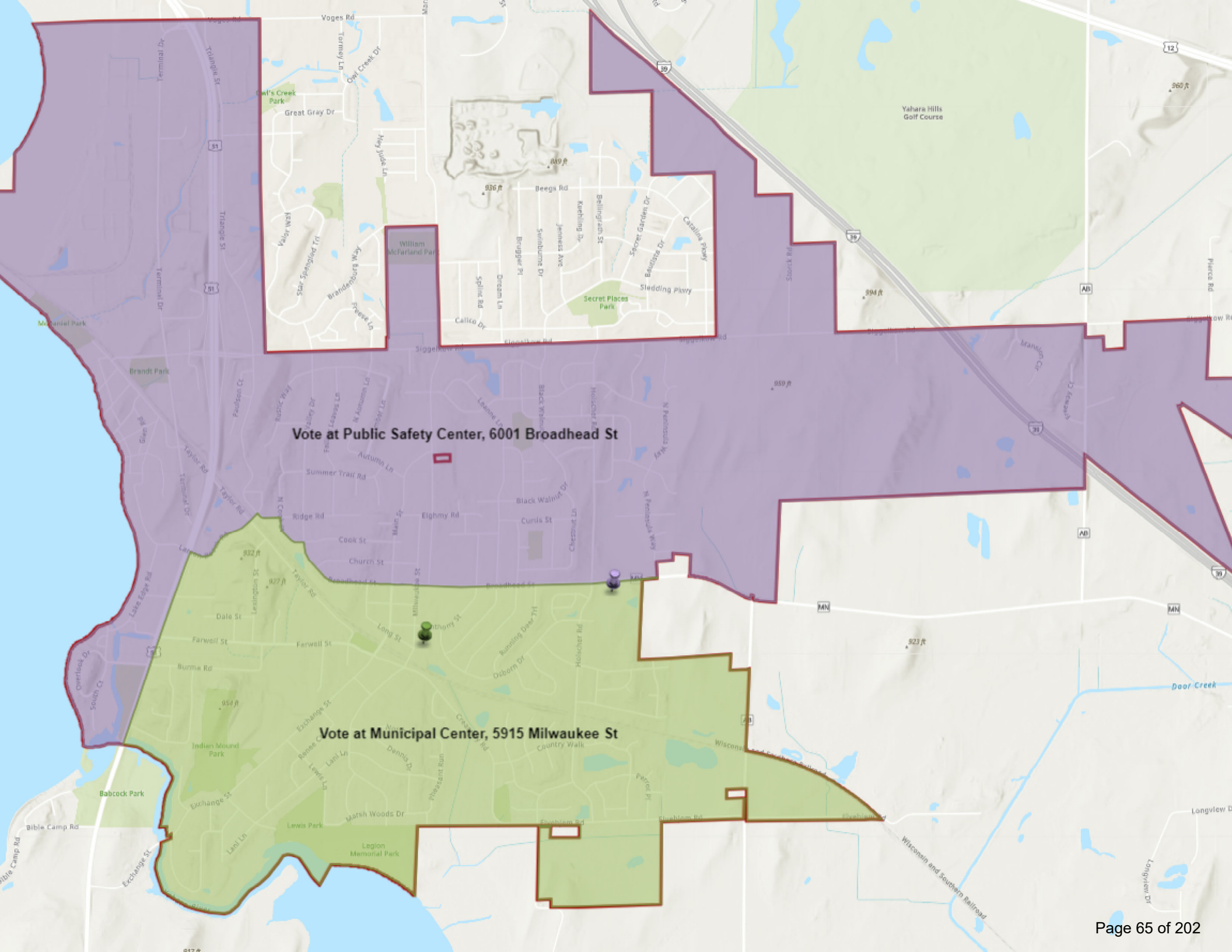
APPROVED:

Carolyn A. Clow, Village President

ATTEST:

Cassandra Suettinger, Deputy Administrator/Clerk

RESOLUTION # 2023-15	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brandt -	Flaherty -
Brassington -	Jerke -
Clow -	Wreh -
Fessler -	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	



Vote at Public Safety Center, 6001 Broadhead St

Vote at Municipal Center, 5915 Milwaukee St

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, August 22, 2023

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action on a proposal from MSA Professional Services for Land Use Planning for Redevelopment District Plans No. 1 & 2.

PREVIOUS ACTION:

May 10, 2023, CDA recommends issuance of Request for Proposals

May 16, 2023, Plan Commission recommends issuance of Request for Proposals

May 23, 2023, Village Board authorizes issuance of Request for Proposals

August 9, 2023, CDA unanimously recommends approval of proposal from MSA

August 15, 2023, Plan Commission unanimously recommends approval of proposal from MSA

ISSUE SUMMARY:

Included within the packet is a proposal from MSA Professional Services to assist the Village with the update of Redevelopment District Plans 1 & 2. A copy of the approved Request for Proposals (RFP) is also included in the packet for reference purposes. The Village advertised the RFP through the Wisconsin League of Municipalities, Wisconsin Chapter of the American Planning Association, and the Village's website. The Village only received the one proposal from MSA. The Evaluation Committee (President Clow, Trustee Brassington, Trustee Jerke, Administrator Schuenke, and C&ED Director Bremer) reviewed the proposal from MSA and determined that it met the requirements as requested in the Village's RFP. MSA has a good track record having recently worked with the Village on the 2023 East Side Neighborhood Plan, 2023 Economic Strategic Plan, 2023 Housing Needs Assessment, and 2021 Sustainability Plan.

MSA also has significant experience working on similar projects in other municipalities. The CDA will provide a recommendation to the Village Board on August 9th and the Plan Commission on August 15th. Pending action by the Village Board at their August 22nd meeting, the project would kickoff and is estimated to be completed by May 2024. There will be many opportunities for public engagement throughout the project including:

- 2 - Community Surveys
- 2 - Public Involvement Meetings
- 2 - Developer/Real Estate Broker Focus Group Meetings
- 4 - Stakeholder Focus Group Meetings
- 2 - Park & Recreation Committee Meetings
- 1 - Landmarks Commission Meeting
- 5 - Joint CDA & Plan Commission Working Sessions
- 1 - Public Hearing with the Plan Commission
- 1 - Village Board plan acceptance meeting



FINANCIAL/BUDGET IMPACT:

Funding for this project is provided through the 2023 Capital Funds and the proposal from MSA is within the project budget.

VILLAGE PLAN REFERENCE:

A number of recent Village plans have identified the need to update the land use plans for Redevelopment Districts No. 1 and No. 2:

- 2022-23 Strategic Plan, Goal C Housing & Economic Development, Action ii. Development RFP, bid, hire and complete Terminal & Triangle District Plan/Redevelopment District Plan No. 1, including new Overlay TIF District.
- 2022-23 Strategic Plan, Goal C Housing & Economic Development, Action iii. Begin process (i.e. RFP, Award, Plan Development) to establish a new Downtown Redevelopment Plan.
- 2017 Comprehensive Plan, Initiative #4. Implement and Update Plans for Downtown Revitalization.
- 2017 Comprehensive Plan, Initiative #5. Implement and Review the Terminal and Triangle District Plan.

Other relevant existing plans this project will build from or replace:

- 1999 Village Center Master Plan (replace)
- 2004 TIF District #3 Project Plan
- 2005 Terminal & Triangle District Plan (replace)
- 2005 Highway 51 Corridor Plan
- 2007 TIF District #3 Amendment Project Plan
- 2008 TIF District #4 Project Plan
- 2010 Redevelopment District #1 Plan (replace)
- 2010 Redevelopment District #2 Plan (replace)
- 2023 Housing Needs Assessment
- 2023 Economic Strategic Plan

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion, second, to approve a proposal from MSA Professional Services for Land Use Planning for Redevelopment District Plans 1 & 2.

ATTACHMENTS:

1. 09361030 McFarland Land Use Planning for Redevelopment Districts 1 & 2_2023_08_03
2. Village of McFarland RFP Land Use Planning for Redevelopment Districts 1 and 2_05.23.2023(final)



PROPOSAL TO PROVIDE Land Use Planning for Redevelopment Districts 1 & 2

Prepared for:
Village of McFarland Department of
Community & Economic Development
August 3, 2023 (updated)





MSA PLANNING + DESIGN STUDIO
1702 PANKRATZ STREET, MADISON, WI 53704

Contact: Steve Tremlett, AICP, CNU-A
Phone: (608) 242-6621
Email: stremlett@msa-ps.com

Dear Andrew,

We commend the Village for proactively updating your 2010 plans for Redevelopment Districts #1 and #2. Aging buildings and development formats, as underutilized properties, within two primary Village economic districts (Terminal & Triangle District and Downtown District) have primed these areas for redevelopment to accommodate new residents and businesses. But those changes must happen deliberately, with input from existing residents, property owners and businesses. We can facilitate that process.

Both study areas feature a wide variety of parcel sizes, uses, and ownership, presenting both challenges and opportunity. Some of the larger sites that may be identified as redevelopment targets are immediately adjacent to residential areas, requiring careful consideration of design strategies to effectively blend new infill development into the neighborhood. The planning process needs to engage residents and build consensus on acceptable infill uses and design strategies.

The MSA Planning + Design Studio has been working with communities to envision and guide redevelopment for the past 15 years. We fully understand the final planning document will need to take into account the interests of residents, property owners and business tenants, Village staff, elected officials and other stakeholders. Our team understands the importance of engaging stakeholders in the planning process using a genuine, multi-faceted approach. An effective public involvement process is paramount in creating the best plan possible and building support for its adoption and implementation.

We understand the objectives and are excited about the prospect to contribute to McFarland's Redevelopment Plans, which will serve as a guide for land use, infill development and provide implementation and placemaking strategies in the Village's two primary economic areas (51 Corridor and Downtown). While the plan will allow for incremental evolution of the corridor's character and identity, an important goal is to provide a bold vision and a set of immediate actions that the Village can implement to set that vision in motion.

We have worked closely with the Village on various projects, including the Sustainability Plan, Housing Study, and the East Side Neighborhood Plan. We have the staffing and experience to support and manage both plans as proposed. We welcome questions about our approach to the project and look forward to this opportunity to help McFarland realize the potential of these important areas!

Sincerely,
MSA Professional Services, Inc. | Planning + Design Studio



Stephen Tremlett, AICP, CNU-A

Statement of
Qualifications
to Provide:
LAND USE PLANNING
FOR REDEVELOPMENT
DISTRICTS 1 & 2

July 6, 2023
Andrew Bremer,
Community
& Economic
Development Director
5915 Milwaukee Street,
P.O. Box 110
McFarland, WI 53558

Steve Tremlett, AICP,
CNU-A
1702 Pankratz Street
Madison, WI 53704

stremlett@msa-ps.
com
(608) 242-6621



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PLANNING + DESIGN STUDIO

At MSA, we know that every project starts with a plan – a clear and consensus-driven vision for the future that can be realistically implemented. Our Planning and Design Studio is 29 strong consisting of:

- 12 American Institute of Certified Planners (AICP)
- 3 Professional Landscape Architects (PLA)
- 2 Landscape designers
- 2 Housing Specialists
- 10 Planning & Economic Development Specialists

Members of our studio regularly give presentations on various planning topics at state and national conferences. The professional planners that comprise the Studio have helped hundreds of communities and private organizations define their vision, obtain funding, and implement the improvements they seek. And, because our planners are part of a multi-disciplinary firm, they are able to engage our professional engineers and architects in the planning processes to aid our clients in developing sustainable, implementable plans.

CORE SERVICES

Below is a sample of the services that MSA's Planning and Design Studio can offer.

- Capital Improvement and Strategic Plans
- Comprehensive Plans
- Zoning: Ordinance Creation, Code Rewrites, Development Regulations and Zoning Administration
- Community Blight Studies
- Cooperative Boundary Agreements
- Economic Development: Market Analysis, Tax Increment Financing, Feasibility Studies
- Funding: Grant Writing, Grant Administration, Fundraising
- Housing Studies: Analysis of Impediments to Fair Housing, Market Analysis
- Impact Fee Studies
- Landscape Architecture
- Park and Recreation Planning: Park Master Plans, Comprehensive Outdoor Recreation Plans, ADA Studies
- Public Engagement
- Redevelopment Studies: Downtown, Neighborhood, Corridor, and Site Planning
- Transportation Planning: Bicycle + Pedestrian Plans, Safe Routes to Schools Plans, Access Management Studies
- Urban Design: Wayfinding, Streetscaping, and Design Standards

FIRM PROFILE

MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process. *It's more than a project. It's a commitment.*

MSA's roots reach back to 1919. Once a rural land survey company, our firm now consists of 400+ engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high-quality, cost-effective solutions.

CLIENT EXPERIENCE

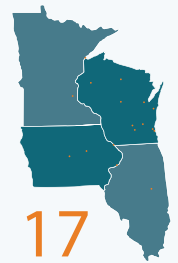
As part of our ongoing quality assurance program, we periodically request feedback from clients and project stakeholders to create better project outcomes for you.

These easy-to-complete surveys offer you the opportunity to comment on several areas of our performance throughout the duration of your project, which in turn helps us adapt our processes to your unique needs. Your feedback is specific to your project, and is returned directly to the people working with you. We pledge to respond to any issues you identify as the project proceeds.

To the right, you'll find the percentage of clients who say MSA met or exceeded their expectations based on the following categories.

WE'RE PROUD TO BE 100%
EMPLOYEE-OWNED

400+
TEAM MEMBERS



17
OFFICE
LOCATIONS



ENABLING PEOPLE TO POSITIVELY IMPACT
THE LIVES OF OTHERS SINCE 1919

33

INDUSTRY
AWARDS
EARNED SINCE
2017



\$625+ MILLION
GRANTS & LOW-INTEREST LOANS
We've helped our clients
secure to help offset the cost
of infrastructure projects

98%
ACCURACY



96%
HELPFULNESS



99%
QUALITY



98%
RESPONSIVENESS

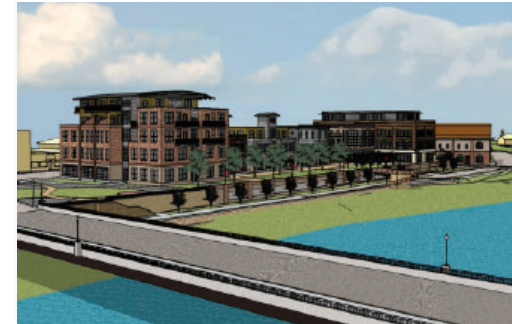


98%
SCHEDULE



97%
SCOPE & FEES





PLANNING EXPERIENCE

URBAN DESIGN | NEIGHBORHOOD PLANNING

MSA's Planning and Design Studio is an award-winning team with expertise in market analysis, stakeholder engagement and urban design. We help our clients identify opportunities and resolve barriers to positive change - this includes large to small communities and private developers.

RECENT PROJECT EXPERIENCE

NEIGHBORHOOD/CORRIDOR PLANNING

- City of Baraboo, WI
- City of Des Moines, IA
- City of Fitchburg, WI
- City of River Falls, WI
- City of Sun Prairie, WI
- City of Wilton, IA

• DOWNTOWN PLANNING

- City of Clinton, IA
- City of La Crescent, MN
- City of Solon, IA
- City of Tomah, WI
- City of Tuscola, IL
- City of Verona, WI

AREA PLANS/CONCEPTS

- City of Abbotsford, WI
- Village of Pardeeville, WI
- Village of Somerset, WI

HOUSING STUDIES AND PLANS

- City of Marshfield, WI
- City of Stevens Point, WI
- City of Sheboygan, WI

PRIVATE CLIENT NEIGHBORHOOD DEVELOPMENT

- Highlands of Ridgestone (Lodi, WI)
- Fieldstone Subdivision (Prairie du Sac, WI)
- Western Sunset Estates (Sun Prairie, WI)
- Stoneridge Commons (Sun Prairie, WI)
- 51 West Mixed Use District (Stoughton, WI)
- Pumpkin Patch Shopping District (Sun Prairie, WI)
- Mixed Use Subdivision Concept (Rice Lake, WI)
- City of Fitchburg, WI
- City of Park Falls, WI



DOWNTOWN PLAN

LA CRESCENT, MN

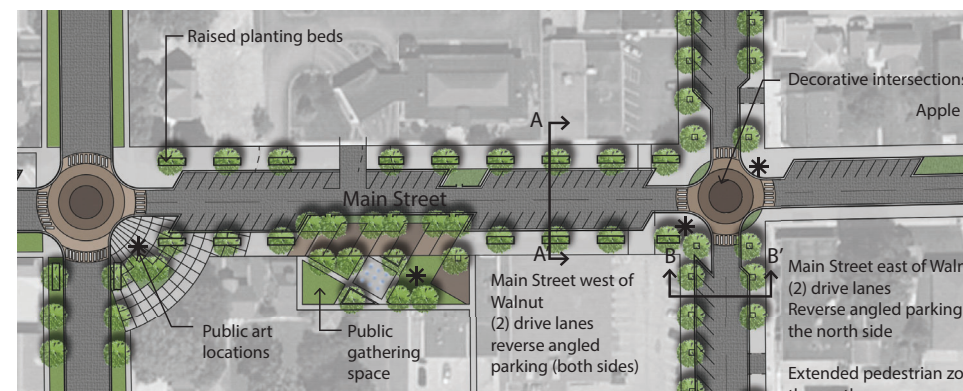
Small town, big opportunities

The City of La Crescent has big opportunities. Nestled between the bluffs and the marsh along the west shore of the Mississippi River, La Crescent has little land into which it can grow outward. But with just a five-minute drive to downtown La Crosse, Wisc., this city of 5,000 residents has the potential to add new housing and commercial space to its downtown that could attract a variety of new residents and visitors, as acknowledged in its 2016 Comprehensive Plan. The challenge? Accepting and encouraging narrower streets and multi-story redevelopment in a place where residents are accustomed to the way things are today.

City's downtown planning encourages economic development

The City retained MSA to continue the work begun in the comprehensive planning process, which encouraged downtown reinvestment. Our Planning and Design Studio worked with local stakeholders to explore the details of redevelopment so that everyone could see and understand the potential. Beginning with walking tours and proceeding through a series of site illustrations, we helped residents see how three-

and four-story buildings can fit in Downtown La Crescent. We designed streetscapes for primary downtown streets with more green space, including a new pocket park to facilitate public gathering and outdoor dining along Main Street. And we spent time to work out parking, to show that parking can remain convenient through a combination of public and below-grade parking lots without giving up valuable sites along Main Street. The resulting plan is guiding efforts to encourage the redevelopment of key sites, including the planned replacement of City Hall as a catalyst downtown project.





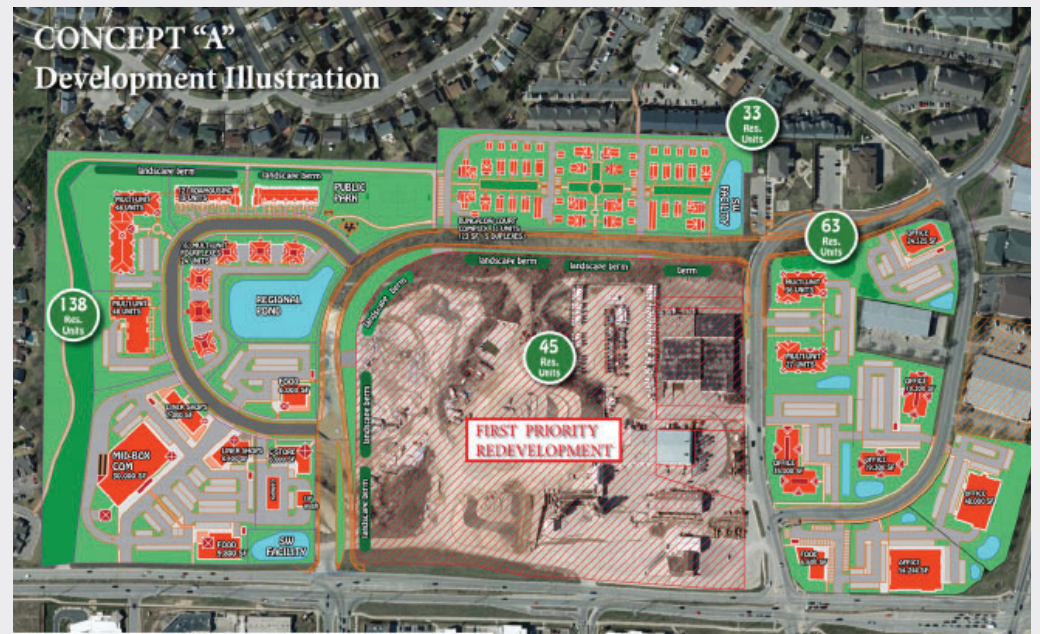
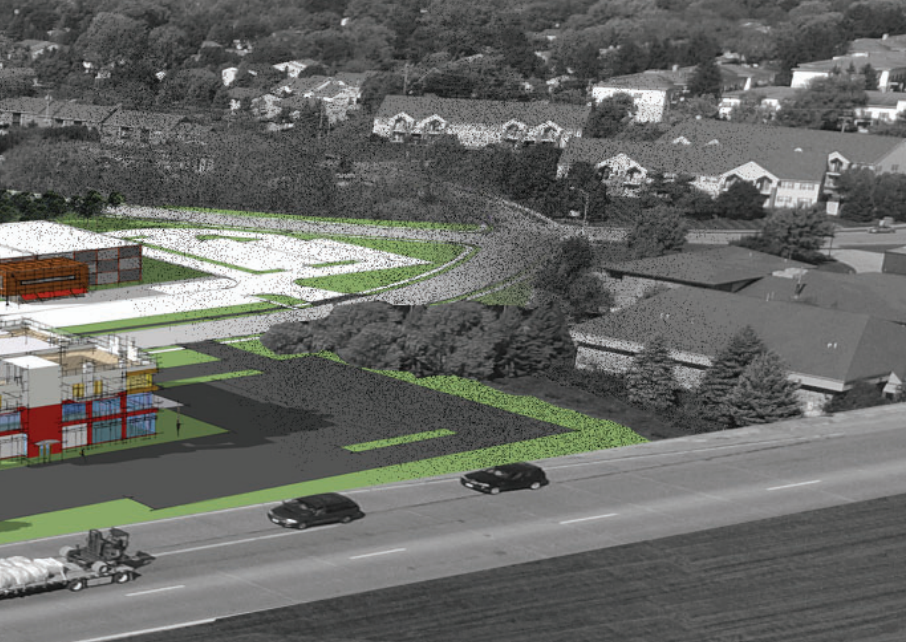
FITCHBURG, WI

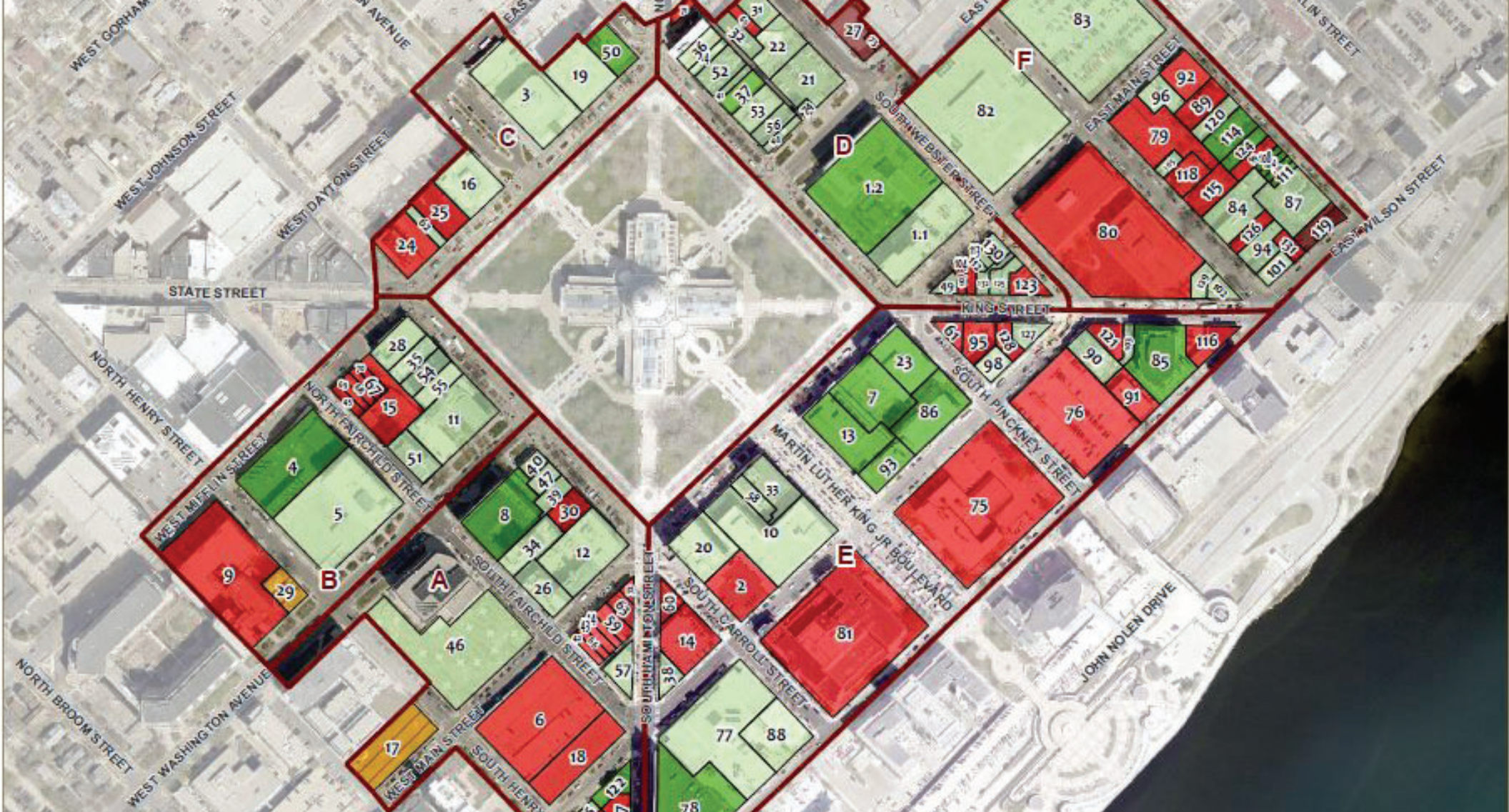
ANTON DRIVE REDEVELOPMENT PLAN

The purpose of this study was to create a redevelopment plan and implementation strategy for lands in the northwest quadrant of the US 18/151 and CTH PD intersection. The impetus for this study is a Wisconsin Department of Transportation's (WisDOT) major reconstruction project of US 18/151 (Verona Road), which started near the end of the planning process. The primary improvements planned with impacts on the planning area include two new grade-separated interchanges, a roundabout intersection conversion, and the extension of a major collector street through a large undeveloped portion of the study area (i.e., Wingra Stone Quarry). These changes will improve the overall regional transportation network, but will reduce the visibility of some Anton Drive parcels (from US 18/151) and change access routes to and from the planning area. The plan's overall vision will help guide land use, urban design, transportation, utilities and stormwater decisions during and after the US 18/151 reconstruction project and it was finished in 2020.

The objectives of this study included:

1. Identify development and redevelopment opportunities in the planning area, including planning for any sites where a change in use is likely or desirable.
2. Identify market opportunities and trends likely to influence redevelopment decisions and outcomes.
3. Identify any infrastructure improvements (water, wastewater, stormwater, etc.) needed to accommodate new development.
4. Project future traffic patterns and volumes to identify any traffic-related constraints on new uses in the planning area.
5. Enhance bike, pedestrian and transit accessibility throughout the planning area.
6. Identify opportunities to support and improve the adjacent Jamestown neighborhood.
7. Establish a plan for new development, including uses, intensity of use and urban design guidance, within the constraints of public infrastructure systems.
8. Create an action plan for things the City can do to implement the plan.

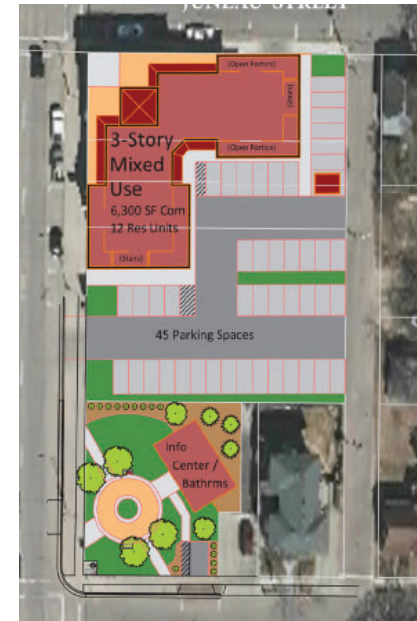




MADISON, WI

BLIGHT STUDIES

The MSA Planning and Design Studio is under contract with the City of Madison to provide blight evaluation services on an as-needed basis. The City requires independent evaluations of blight status for certain projects involving eminent domain, redevelopment districts and tax incremental districts. MSA planners visit, photograph and evaluate each parcel for blighting conditions as defined by Wisconsin statutes. Each project includes 1 to 300+ parcels and is completed in one to eight weeks. MSA evaluates each parcel using a detailed spreadsheet to note the condition of various building and site elements. The City receives an overall blight score for the entire study area and for blocks or sub-areas within the study area, indicating the percentage of land area deemed blighted. Photos and evaluation forms are provided for every parcel. With these evaluations the City can decide if and how to proceed with property acquisition or TID creation.



DOWNTOWN MASTER PLAN

TOMAH, WI

In 2013, MSA assisted the City of Tomah with adoption of a new comprehensive plan, which identified through a series of community surveys a strong desire to revitalize Downtown Tomah as one of 10 community enhancement projects. In 2015, MSA assisted the City with creation of a new Tax Increment Finance District within the downtown to provide a funding mechanism to support future public and private enhancement projects. Having established a community desire to revitalize the downtown and a funding mechanism, the City retained MSA to assist with the development of a detail-oriented master plan for the area.

Through a series of community surveys, downtown walkabouts, public involvement meetings and steering committee meetings, MSA developed a Downtown Master Plan Manual. The manual includes three volumes.

- Volume One includes a summary of the extensive public feedback obtained during the planning process and an analysis and summary of key study area conditions including a parking study and retail market analysis completed by MSA.
- Volume Two includes the overall vision, strategies and actions to guide public and private improvements within the Downtown. This manual includes detailed recommendations on the style of new streetlights; streetscaping furniture; decorative crosswalk and terrace improvements; wayfinding signs; and conceptual site plans and renderings illustrating how a number of underutilized properties can be redevelopment to meet the vision of the plan.
- Volume Three includes detailed site and building design guidelines and standards, presented in a highly illustrative format, for the purpose of regulating future public and private building construction in a manner that reflects the historic look and feel of the downtown.

Scale, Articulation & Roofline

INTENT: To reinforce the existing character of downtown area, and to provide variety and visual interest.

BUILDING DESIGN

APPROPRIATE This building using material and building plane variation to produce a vertically-proportioned building that mitigates the length of buildings.

APPROPRIATE Setting the upper story back from the primary facade helps to mitigate its impact on the District.

APPROPRIATE The above example illustrates the desired historic storefront base with a decorative cornice top with the horizontal expression line defining the middle of the building between the first and upper floors.

APPROPRIATE This example illustrates techniques used to vary the facade heights along a long facade.

Standards

1. New buildings **shall** be at least eighteen (18) feet in height from grade to the top of the parapet or midpoint of a pitched roof.
2. Any building over three (3) stories **shall** set back the upper stories from the lower floors. This technique could be utilized for buildings over two stories as well.
3. New buildings **shall** establish vertical proportions for the street facade, and for the elements within that facade (windows, doors, structural expressions, etc).
4. Any building with a total width equal to or greater than its height **shall** utilize one or more of the following techniques:
 - expression of structural bays,
 - variations in material, and/or
 - variation in the building plane.
5. All new buildings **shall** utilize details or changes in materials to create a discernible base, middle and top. A discernible "base" **shall** be at least two (2) feet in height, but may include the entire first floor.
6. Any secondary facade facing a public street (corner buildings) **shall** incorporate design qualities similar to the primary front facade.
7. **Downtown Core Only:** new buildings **shall** utilize a horizontal expression line that projects at least two (2) inches, articulating the transition between the first floor and upper floors.
8. Street-facing building facades over hundred (100) feet in length **shall** have a minimum of twenty-five (25) percent of the facade vary in overall height, with such difference being four (4) feet or more measured eave to eave or parapet to parapet.

(continued on the next page)

20 City of Tomah, WI



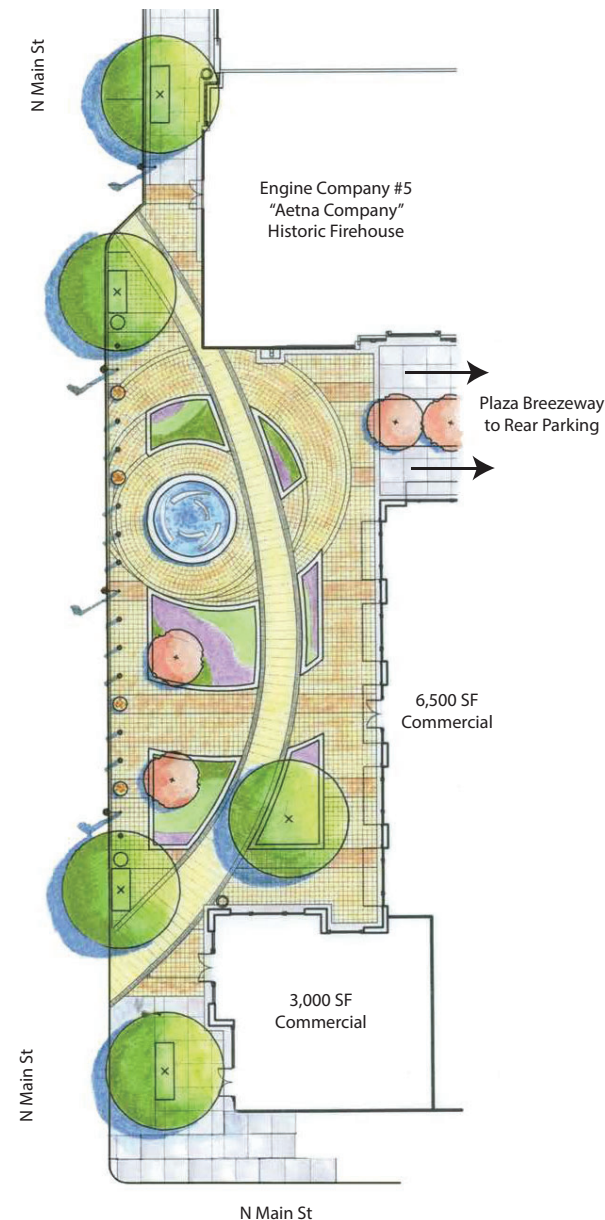
NORTH MAIN STREET CORRIDOR PLAN

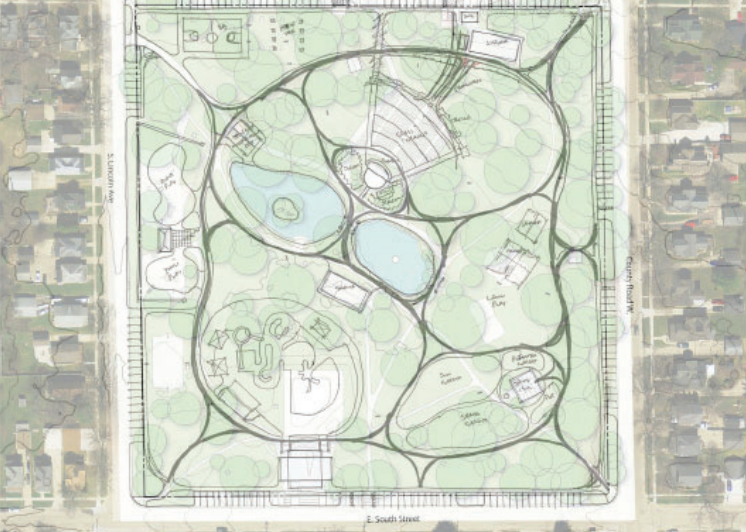
FOND DU LAC, WI

The City has recently undertaken a number of initiatives in the Downtown and Lakeside Park areas to enhance the quality of life for residents, employees and visitors. North Main Street corridor connects both assets, but lacks streetscape character and an overall sense of place. During development of the 2040 Comprehensive Plan, the public reinforced the need to improve this corridor as identified in a community survey.

One of the major focal points of this plan will be the redevelopment of a former cheese factory which was recently demolished by the City. The use, density and scale of this site can set the stage for future redevelopment along the corridor. A major concern is that larger sites identified for redevelopment opportunities are immediately adjacent to one- and two-unit homes, requiring careful consideration of design strategies to effectively blend new infill development into the existing neighborhood fabric.

MSA evaluated the urban environment and identified overarching goals and policies to create a corridor reinvestment guidebook, including recommendations on land use, infill development, streetscaping and other placemaking strategies. Stakeholders, City residents and the general public were actively involved through interviews, an online survey and a public open house.





SWAN PARK MASTER PLAN

BEAVER DAM, WI

Swan Park in the City of Beaver Dam, Wisconsin, is the community's most heavily used park. Encompassing 10.5 acres and containing a play area, amphitheater/bandshell, wading pool, picnic shelters, lagoons, sport courts and the beautiful 1880s-era Vita Spring Park Pavilion, it is a favorite destination for summer concerts, fairs and recreation.

Swan Park was beginning to show its age, however, and the City hired MSA to lead a master planning effort to assess infrastructure and use, and create a vision to revitalize this beloved community gathering place. The master plan will allow the City to plan, budget and implement park improvements in a thoughtful and phased manner.

Next, we initiated a robust public and stakeholder engagement effort to collect information about Swan Park from the vantage of the people who use it most. Utilizing public information meetings, interviews, and an online survey, MSA collected opinions on park use, needs and wants to inform and define conceptual designs for the Master Plan. 1,269 people participated in the online survey.

The Comprehensive Master Plan for Swan Park outlines a variety of exciting park enhancements and upgrades that will carry it confidently into the future. A new walking path will wind through the property past the park's original stone light posts and columns. The amphitheater will continue to be a focal point, with grass terraces added for increased seating, picnicking and play areas during events. The deteriorating wading pool will be replaced with a vibrant new splash pad to provide safe, accessible aquatic play for visitors of all ages and abilities. A new garden will be added near the historic Vita Spring Park Pavilion, and repairs will be made to existing lagoons and retaining walls to bring the fountains back to life — a central theme of this property which is home to a renowned ancient spring and former resort and spa. The playground areas will also be upgraded, adding a second basketball court, improved horseshoe court, new sand volleyball court and shade structures. Access and ramps to park amenities and parking areas will all be ADA compliant. Site landscaping will include native gardens and strategic plantings of sun, shade and perennial plant varieties that will be resilient and low maintenance.

When complete, Swan Park will continue to shine as a beloved gathering place — one that retains its historic character while celebrating the next phase of its evolution, with water and community camaraderie remaining at the heart of its legacy.

WHAT OUR CLIENTS ARE SAYING

CITY OF FITCHBURG

PROJECT: ANTON DRIVE NEIGHBORHOOD PLAN

Mike Zimmerman, Economic Development Director
(608) 270-4245
michael.zimmerman@fitchburgwi.gov

CITY OF MADISON

PROJECT: BLIGHT STUDIES

Dan Rolfs, Community Development Project Manager;
Office of Real Estate Services - Economic Development
Division
(608) 267-8722
drolds@cityofmadison.com

CITY OF LA CRESCENT, MN

PROJECT: DOWNTOWN VISION PLAN

Bill Waller, Administrator
(507) 895-4668
bwaller@cityoflacrescent-mn.gov

CITY OF FOND DU LAC, WI

PROJECT: NORTH MAIN STREET CORRIDOR PLAN

Dyann Benson, AICP, Community Development Director
(920) 322-3440
dbenson@fdl.wi.gov



SCOPE OF WORK | APPROACH

MSA will work with the Village to craft a final scope, work plan and budget; however, based on our experience, we recommend the following approach per the RFP scope of work.

PLAN ITEM #1: BACKGROUND ANALYSIS + DEFINE THE PLANNING AREA

Task 1.1: Review Relevant Studies/Plans

MSA will review the existing Redevelopment Districts plans to verify what has been accomplished and highlight elements/recommendations that should be included in the updated plans. We will also review relevant documents and studies noted in the RFP, summarizing issues, concerns, policies, and recommendations that should be shared and considered in developing a long-term vision and policies for McFarland's Redevelopment Districts #1 and #2.

Task 1.2: Inventory Existing Conditions

MSA will inventory the two study areas, documenting the existing conditions through photo logs and digital GIS data sources.

Task 1.3: Planning Area Identification

Based on Tasks 1.1–1.2, MSA will work with the Village staff to identify the full extents of the planning area. The boundary will be verified by the Plan Commission. The legal description will be updated to the agreed-upon redevelopment district boundaries.

PLAN ITEM #2: EXISTING CONDITIONS ANALYSIS + BLIGHT EVALUATIONS

Task 2.1: Demographic Profile, Economic Assessment+ Housing Assessment

MSA will utilize the recently completed Housing Needs Assessment Study and Economic Strategic Plan to inform the process, including pulling pertinent data to support proposed policies, recommendations, and concepts. We will review materials available from the County's regional housing strategy. It's unknown if draft/final recommendations will be available during this planning process, but we will incorporate pertinent findings if information is available.

Plan Item 2.2: Physical Assessment

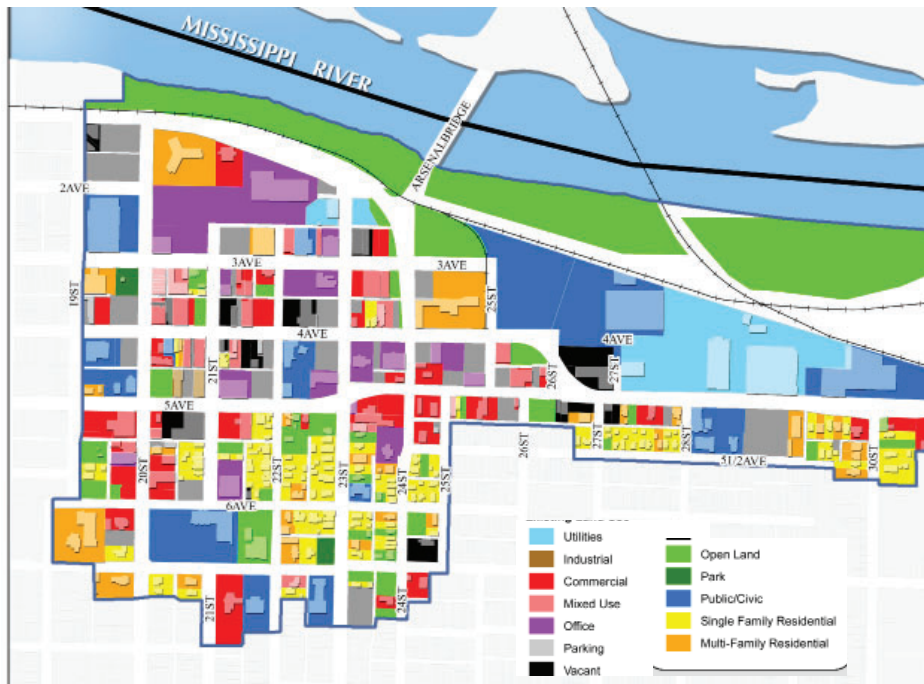
MSA will review existing land uses and assess the physical environment to identify opportunities for reinvestment and redevelopment. Below is a list of questions that will be asked and answered during this assessment. These questions will be summarized in a series of existing conditions maps. The result will be a reinvestment opportunities map.

1. **Building Conditions:** Is the exterior of the building in poor repair?
2. **Historic Quality:** Is the building historically significant?
3. **Design and Scale:** Is the building appropriate for its setting?
4. **Current Use Viability:** Are the current uses appropriate to the corridor? Is the property currently for sale or vacant? Is the property contributing positively to the Village's tax base (i.e. is the (assessed) land value worth more than the (assessed) improvement value)? Are the existing lot and/or building suited to the uses identified in the market assessment (see Work Plan #3)?

5. Current Zoning: Is the parcel current zoning district a hindrance to redevelopment?

Plan Item 2.3: Blight Evaluation

While there is not a defined expiration date on blight evaluations, we generally suggest an evaluation is good for 3-4 years before a new evaluation is necessary. Also a new evaluation is recommended if eminent domain is being considered for a property. For these reasons, we propose reviewing a subset of the properties in the proposed district areas based on those designated as “blighted” in the current Redevelopment District Plans, as well as other properties we determine could be blighted based on a windshield survey. This list of potential (or previously identified) blighted parcels will be vetted by staff to determine all properties that should be evaluated for blight. This selection process will efficiently use project funds (vs. evaluating all properties in the districts), especially if a future evaluation will be required per our comments above.



Existing Land Use Map | Rock Island, IL
(Arsenal Gateway Neighborhood Plan)

Using the photo inventory from Task 1.2, we evaluate the conditions of each parcel and score the site using an excel spreadsheet evaluation tool. The parcel evaluation tool was developed to standardize the parcel evaluation process and to ensure that the evaluation focuses on conditions consistent with the statutory definition of blight. The law indicates that the presence of any of a variety of conditions that impair the growth of the Village, or are an economic or social liability, allows for the “blighted” designation. Our approach with all parcels is to begin with an assumption of satisfactory conditions and a full 100-point rating, and then to deduct points as blighting conditions are observed. There are four categories reviewed with several elements within each category, as shown below. Elements not visible from the public right of way will be excluded from the calculation, as we would not be able to evaluate that item. If any of the sections (i.e., Utilization, Primary Structure Exterior Condition, Accessory Structure & Site Improvements Condition, Other Blighting Influences) result in a score below 50, the property will be determined to be blighted in accordance with the statutory definition.

Redevelopment District:				Evaluator:			
Blight Study #:				Date:			
Parcel #:				Preferred Land Use:			
Address:				Zoning:			
Property Owner:				Improvement Value:			
Total Assessed Value				Land Value:			
A. UTILIZATION							
	Factor	Value	Minor 50%	Major 0%	Condition	Points	Comments
Lot Utilization (compared to Land Use Plan)	25	100%			100%	25	
Occupancy (percent of building used)	25	100%			100%	25	
Lot Size/Layout (suitability for preferred land use)	25	100%			100%	25	
Zoning/Plating Issue	25				100%	25	
Total		100				100	
B. PRIMARY STRUCTURE EXTERIOR CONDITION							
	Factor		Minor 50%	Major 0%	Condition	Points	Comments
Foundation, Walls & Cladding	40				100%	40	
Roof, Gutters & Downspouts	25				100%	25	
Windows & Awnings	15				100%	15	
Porches & Overhangs	5				100%	5	
Chimneys & Vents	5				100%	5	
Exterior Stairs/Stoops/Ramps	5				100%	5	
Exterior Doors & Entranceways	5				100%	5	
Total		100				100	
C. ACCESSORY STRUCTURE & SITE IMPROVEMENTS CONDITION							
	Factor		Minor 50%	Major 0%	Condition	Points	Comments
Accessory Structures	40				100%	40	
Storage & Screening	20				100%	20	
Signage & Lighting	20				100%	20	
Drives/Parking/Walks	20				100%	20	
Total		100				100	
D. OTHER BLIGHTING INFLUENCES							
	Factor		Minor 50%	Major 0%	Condition	Points	Comments
Minor Maintenance Issues (weeds, overgrown landscape, etc.)	20				100%	20	
Major Maintenance Issues (piles of trash, dead landscaping, graffiti, etc.)	40				100%	40	
Use Incompatible with Adjacent Use	20				100%	20	
Building Bulk Incompatible with Neighborhood	10				100%	10	
Safety Hazards, Erosion Issues	10				100%	10	
Total		100				100	

Potential Blight Evaluation Form (simplified Madison Blight Evaluations)

PLAN ITEM #3: LAND USE + CONCEPTS

Plan Item 3.1: Redevelopment Map

Based on the physical and market assessments, MSA will develop a Redevelopment Opportunities Map that prioritizes potential redevelopment sites based on their marketability (location, visibility, size, etc.), relationship to other reinvestment sites (with the potential to be combined for more intensive development), and assumed effort/cost to ready the site for new development.

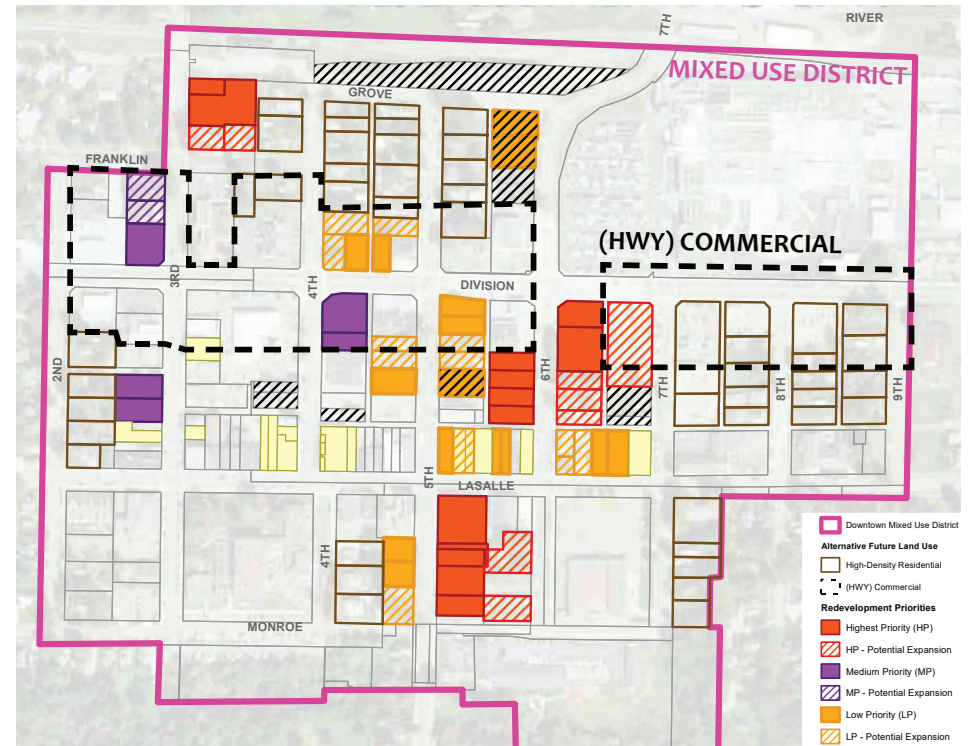
Task 3.2: Land Use Scenario Planning

The land use scenario planning is broken into three parts, as outlined below, and further detailed in the Master Plan (see Plan Item #5). Concepts will cover all areas identified in the RFP.

- 1. Initial Development + Park Scenarios.** Based on the analysis in Plan Items #1 and #2, MSA will prepare three (3) “generalized” land use concept alternatives. Based on feedback from the staff and Plan Commission / CDA (see Plan Item #8), two (2) concepts will be further analyzed.
- 2. Detailed Development + Park Concepts.** The two (2) detailed development concept alternatives will identify uses inclusive of building footprints, open spaces, parking areas with representative images defining typical development character and scale. These concepts will be vetted by the Village staff, Plan Commission/CDA and the general public through an online preference survey (see Task 8.2 A).
- 3. Preferred (or Further Refined) Concepts.** We can either further refine the initial concepts to provide two alternative development scenarios, or provide a preferred concept. These concepts will be developed per stakeholder and Village feedback (see Plan Item #6) inclusive of building footprints, walkways, parking stalls, etc. This concept will receive edits per feedback from Working Meeting #4.



Generalized Concept | Rock Island, IL



Redevelopment Opportunities Map | Barron, WI



Redevelopment Concept | Fond du Lac, WI

Task 3.3: Design Policies

Design policies and standards for all elements of the development will be established based on this preferred concept (e.g., location of preferred land uses, suggested development density and intensity, preferred building materials or styles, recommended building heights, floor area ratios, principal building setbacks, minimum or maximum parking requirements, and typical implementing zoning districts).

Task 3.4: Vision Graphic + Typical Sections

Vision graphics can be provided through Sketchup and/or Lumion to support the vision statement and policies. This likely will be several images from one area of the district establishing the general character and/or highlighting a primary node. We will also provide typical sections for roadway improvements to support final recommendations within the plan.

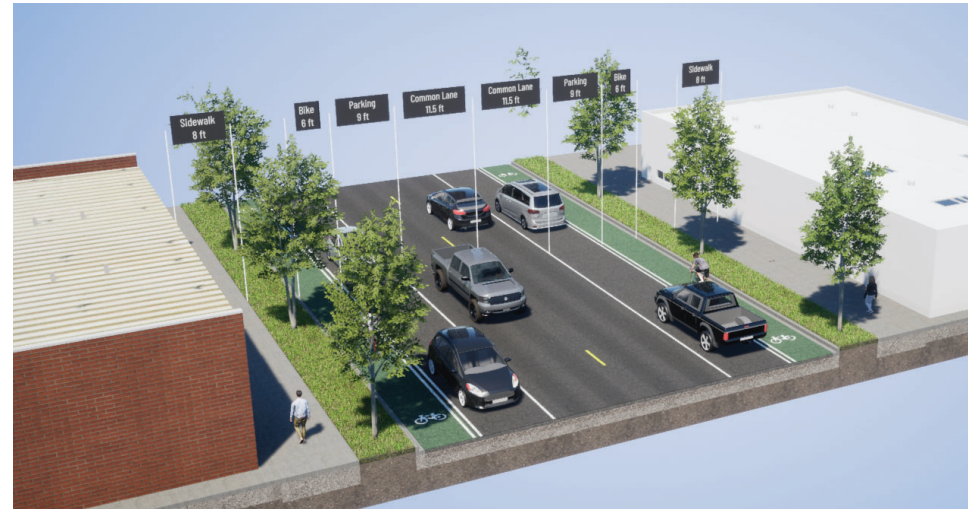
PLAN ITEM #4: DESIGN STANDARDS

Task 4.1 - Design Guidelines & Standards

Through discussions with steering committee (CDA and Plan Commission) and input obtained through the survey MSA will assist the Village in establish an identified design theme or vision for the study area. This vision will be illustrated through representative photos in the final master plan and implemented through design standards. The design standards will be a stand-alone document and will be available in the appendix of the plan. It will be provided in the form of a color handbook that will be referenced in the Village's zoning code ordinance. Results from the Vision Preference Survey will serve to inform decisions regarding design guidelines and standards. The handbook will include the following sections:

- Administration
- Site Design (*setbacks, building orientation, parking, service areas, stormwater and rear frontages adjacent to public parking*)
- Building Design (*height, massing, roof, projection features, colors and materials*)
- Historic Preservation (Redevelopment District #2 only)
- Checklist (to be filled out by the applicant and reviewed by the Village)

The handbook will include both guidelines and standards for each aspect of site and building design. Guidelines will be considered best practice but generally not enforceable by ordinance. Standards will be requirements that must be adhered to by ordinance. The distinction allows the Village to provide flexibility to the property owner for certain aspects of construction projects while provide a mechanism to ensure that some design elements



Typical Section | Juneau, WI

Scale & Articulation

INTENT: To strengthen the character within the neighborhood/district by providing visual interest and human scale.

BUILDING DESIGN	
 The above images show how a building can differentiate its facade to break up the facade (varying building planes, structural bay expression, and varying building heights). An example of a well-defined base, body, and cap.	Recommendations - Structures should be consistent or compatible with the surrounding area. Compatibility may be achieved through the use of various visual architectural elements, such as similar rooflines, building orientations, forms/shapes, proportions (scale and mass), door and window patterns (fenestration), materials, and other architectural detailing. - Building design should have details and proportions that are scaled to the pedestrian. - Two story buildings are encouraged with additional stories where appropriate. - Avoid large, undifferentiated building walls and roof lines. Desired design features include variation in materials and colors, projecting and recessed bays, and variation in building heights. - All architectural elevations of buildings should consist of a base, middle and top. The base and the cap should be clearly distinguishable from the body through changes in color, material, profile or texture. - New buildings should establish vertical proportions to complement the character and theme of the street facade, and for the elements within that facade (windows, doors, structural expressions, etc). Seven Bridges: Building design is encouraged to complement the character and theme of the Seven Bridges Master Plan, including franchise businesses. Retail and Mixed Use: Buildings should be easily utilized for a wide variety of businesses, avoiding franchise design that signifies a particular brand or product. Big Box Commercial: Integrating smaller retail stores as part of a larger retail building is encouraged.
 The images above illustrate techniques used to vary the facade heights along a long facade.	Minimum Standards - An accurately-measured elevation of each exposed building facade shall be submitted with the Design Standards Checklist. - One-story buildings shall be designed with extended facades and parapets to give the impression of a two-story building; however, they shall be designed three-dimensionally to hide their "fake" characteristics. - Each principal building shall have clearly defined, highly visible customer entrances featuring architectural elements such as canopies or porticos, overhangs, arcades, raised parapets, arches or roof forms. - Any building with a total width equal to or greater than its height shall utilize one or more of the following techniques: • expression of structural bays, • variation in roofline, • variations in material, and/or • variation in the building plane. - Accessory buildings and structures shall be compatible with the principal building in terms of building facade character, roof shapes, materials, colors and architectural details. - All building facades facing a public street shall receive full design consideration. This means that the facades shall be subdivided and proportioned using features such as windows, frames, sills and lintels, shading devices, and wall modulations. Industrial: Office components shall be subdivided and proportioned using architectural features such as windows, entrance features, arcades, porches, trellises, and/or stainless steel cables with vines along no less than fifty (50) percent of the facade.
 The images provide examples of the desired design for a retail building (upper) and a franchise fast-food restaurant (lower). Also the color/material palette fits the "naturalistic" theme desired in the Seven Bridges Neighborhood.	

24 Village of Holmen, WI

VILLAGE WIDE design standards 25

Village-Wide Design Standards (multiple design districts) | Holmen, WI

are specifically adhered to. The Village may choose to make some or all guidelines requirements if the applicant is seeking tax increment financing assistance (potentially through a Village-sponsored façade improvement program).

Plan Item 4.2: Placemaking Strategies

Placemaking is the process of creating quality places that attract people. MSA will identify opportunities to create unique public spaces or elements to enhance the design of the corridor, considering accessibility, comfortability, and engagement/activity opportunities. This will be provided through conceptual streetscape plans and specific strategies and actions in the final documents.

PLAN ITEM #5: REDEVELOPMENT DISTRICT PLAN + IMPLEMENTATION STRATEGY

Task 5.1: Redevelopment District Plans

MSA will complete final and separate Redevelopment District Plan No. 1 and No. 2 plan documents that contain the background information, analyses, concepts, tables and maps produced through this planning process. The final plan documents will be user friendly, incorporating graphics and minimizing text to present clear and concise planning documents. We will develop the plans per the principles outlined in the RFP, as follows:

1. Build on what has been accomplished or worked well and revisit planning assumptions, concepts and strategies that have not worked well or have yet to come to fruition in the 2010 Redevelopment Plans.
2. Strengthen opportunities to diversify the Village's housing stock, including affordable rental and homeowner units, accessory dwelling units, and mixed-use developments.
3. Identify locations that are most desirable and feasible for the (re)development of new recreation, residential, mixed-use, retail, commercial, office, and light industrial businesses.
4. Identify specific strategies to implement the vision and recommendations within the plan and to ensure land use development occurs in a sustainable manner.
5. Identify the type and location of future transportation infrastructure, including streetscaping enhancements applicable to the desired design character of each redevelopment area, including subareas. Identify what type of land use and zoning design considerations would support future opportunities to provide transit services within these areas.

6. Obtain input from a broad set of community stakeholders. Provide innovative approaches to educate and obtain input from stakeholders on desired urban planning principles.

Task 5.2: Implementation Strategy

The reward of completing a planning project is watching it become a reality. Creating a detailed Implementation Plan is a critical step towards that reality, including identifying key activities to implement the short-term and long-term goals. We will provide implementation strategies and actions addressing housing, marketing commercial/industrial development, sustainability, transportation, and open space/parks. Tools to be reviewed include Village ordinances (i.e., zoning, subdivision, etc.), capital improvement plan, and outdoor recreation plan.

PLAN ITEM #6: MAPPING

Task 6.1: Existing Conditions Maps

We will provide the following maps to aid in the plan development:

1. *Planning Area*
2. *Existing Land Use*
3. *Existing Zoning*
4. *Natural Resources*
5. *Existing Infrastructure*
6. *Blight Conditions*

Task 6.2: Implementation Maps

We will provide the following maps to aid in the plan development:

1. *Proposed Infrastructure*
2. *Park Concepts*
3. *Future Land Use / Redevelopment Concepts*
4. *Updated Comp Plan Future Land Use Maps*



PLAN ITEM #7: TID #6 OVERLAY DISTRICT PROJECT PLAN

Task 7.1: TID Project Plan

Prepare Tax Incremental District (TID) Project Plan, including preliminary cost estimates for proposed projects, economic feasibility analysis, and projected tax increment shares for inclusion in the TIF Project Plans as required. This work does not assume creating the base packet or attending any adoption or JRB meetings.

PLAN ITEM #8: ENGAGEMENT + OUTREACH

We view this project as a conversation and collaboration with many stakeholders, including Village staff, elected and appointed officials, business and property owners, and the general public (especially nearby residents). We have designed a process that will enable an effective exchange of ideas on a variety of topics. While we know we cannot satisfy all interests and preferences, we are committed to honest, open discussion about future changes in the district areas. Public participation is critical to the success of this plan. The Village should understand the interests and intentions of business and property owners in the corridor, and also the interests of nearby residents most likely to be affected by changes to the corridor. The purpose of this plan is to facilitate infill development, by seeking input and vetting alternatives now so that the Village can make the path to

redevelopment more predictable for everyone involved.

We have budgeted for meetings and public participation and we will work with you to optimize the use of that budget. Our cost proposal is based on the following specific activities.

Plan Item 8.1: Engagement Plan

We understand the need for quality and frequent communication to make the process run smoothly. As such, we propose the following procedure for communication between MSA and the Village regarding materials, draft documents, and meetings:

Typical Schedule

- **3 weeks** prior to the working meeting: MSA to provide draft materials to Village staff.
- **2 weeks** prior to the working meeting: Teams/Zoom call with staff to review revisions and comments.
- **1 week** prior to the working meeting: Provide meeting materials.

1. Working Meetings (Plan Commission with CDA): MSA will attend five (5) interactive working meetings, utilizing breakout tables based on defined objectives or discussing specific issues. The topics of each meeting is described below. Steve (project manager) will attend in person with support staff attending remotely.

- **Meeting #1:** Review existing conditions findings, discuss issues and opportunities, and market assessments.
- **Meeting #2:** Priority redevelopment site identifications and initial concepts. A public input summary will be provided to support this discussion.
- **Meeting #3:** Review preferred/refined concepts and placemaking recommendations/strategies.
- **Meeting #4:** Review full draft plan, including draft implementation plan.
- **Meeting #5:** Review stakeholder feedback and consider recommendation for adoption by the Village Board.

- 2. Village Committees/Commissions.** We will attend a two (2) Parks and Recreation Committee meetings to discuss initial and preferred/refined concepts for the parks and a Landmarks Commission meeting once initial recommendations and concepts have been created.
- 3. Public Hearing:** MSA will present the Final Plan at a public hearing.
- 4. Village Board:** Adoption by the Village Board will be done without MSA attendance. It is encouraged to have Board members invited to some of the public outreach activities and Working Meetings (especially meeting #4 and #5).

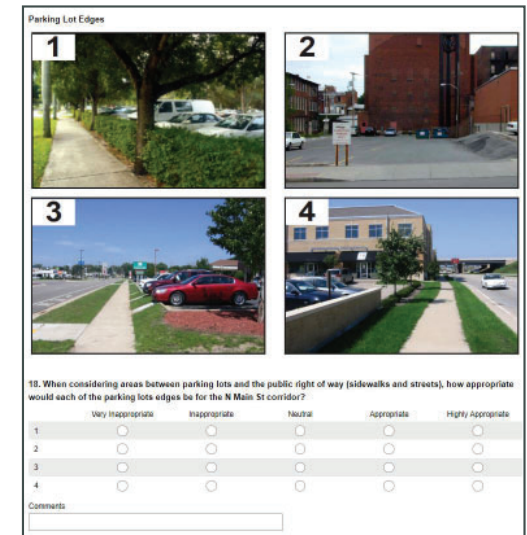
Plan Item 8.2: Outreach Plan

Providing opportunities for elected officials, property owners and other stakeholders will offer valuable input and increase support of the final plan. Based on our past successful public outreach projects, we are recommending the following process to involve a diverse population with varying interests.

- 1. Online Preference Survey.** We propose administering two (2) online surveys (using surveymonkey.com) covering both district areas with the first identifying public preferences on redevelopment massing, heights and general character to support crafting concepts and design guidelines/standards. The second survey will request preferences on the design concept alternatives both as an overall concept, as well as specific elements within each planned project area.



Preference Surveys | Fond du Lac, WI



- 2. Stakeholder Focus Groups.** MSA will conduct a total of (4) stakeholder focus groups meetings (i.e., two rounds for each district - reviewing initial concepts and then preferred/refined concepts).
- 3. (Remote) Developer Focus Groups.** We will facilitate two (2) remote focus group meetings with local developers and real estate brokers, community leaders and business leaders. MSA has some contacts with local real estate brokers and developers but would welcome Village contacts as well. The first focus group will verify our market conditions analysis, as well as review previous concepts in the current Redevelopment District Plans. The second focus group will review the initial concepts, offering an opportunity to suggest potential modifications to the concepts. Remote meetings utilizing Zoom and/or Microsoft Teams allows greater flexibility for the participants to identify a time that works into their daily lives (vs. in-person interviews designated to time slots over one or couple days).
- 4. Public Open Houses.** MSA will facilitate two (2) public open houses with one to kick-off the project and another after Working Meeting #5 to garner feedback and review the draft document and implementation strategy. Both district plans will be discussed in the same room, but divided to allow for feedback on specific areas. This can bring additional voices to the fold, as participants can choose to discuss/review one or both areas on the same night. A MSA staff person will be stationed around each of the district area tables with assistance from Village staff.

ORGANIZATIONAL CHART

The team we have organized includes experienced planners and technical service leads who bring an efficient blend of skills that will assist the Village of McFarland with the upcoming projects. What you may not see, however, is that this team is backed by 400+ engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. **Rest assured, you will always have the support necessary to achieve a successful project.**

PROJECT MANAGEMENT: At MSA, our client service approach is simple: We strive to be our clients' trusted partner. We proactively communicate opportunities and identify potential issues early on so small concerns do not grow into big problems. To do this, you need a trusted planner who is well versed in managing a full range of projects and can effectively communicate back to all vested stakeholders. **Steve Tremlett is just that. He believes that effective, efficient communication is critical to project success. Steve will serve at the Village's main point of contact throughout the project.**

AVAILABILITY: Based on our honest commitment to our clients, we immediately establish accountability of all personnel involved in a project's completion. When our team starts a project, we analyze the proposed schedule and compare it to each team member's potential workload. We then obtain commitments from all individuals on the project team to complete the work as identified within the proposed schedule. This approach helps to foster a team mentality and results in personal accountability of all team members involved.

QUALITY CONTROL: We assign a senior staff member to provide QA/QC review at identified milestones in the project. Jason Valerius will serve in this role. Steve Tremlett, as project manager, will utilize our project management software to review hours and budget based on regular basis to verify individual tasks are staying on budget.



Steve Tremlett, AICP, CNU-A
Project Manager



Brad Vowels-Katter
Urban Designer | Associate Planner



Jason Valerius, AICP
Principal In Charge



Yusuf Tayo
Project Planner

The planning and urban design staff above will be the primary team members working with the Village on this project with the three technical senior staff below providing a wealth of knowledge and support the planning process. Redevelopment Resources staff will support economic development tasks.



Dan Schmitt, PLA, ASLA, CPSI, CPO
Landscape Architect II



Sarah Morrison
GIS Analyst



Jeff Thelen
Associate Planner



Stephen Tremlett, AICP, CNU-A

PROJECT MANAGER | URBAN DESIGNER

Steve will be responsible for the planning, coordinating and conducting the majority of the work, including meeting attendance with Village Staff, Plan Commission and CDA.

With more than 15 years of consulting experience, Steve has taken on primary roles in downtown planning and design projects, commercial/residential development concept plans, bike/pedestrian plans, and the development of comprehensive plans and design standards. His architectural and planning background includes emphases in site planning, urban redevelopment, zoning administration and urban design using a variety of applications, including AutoCAD, Photoshop, InDesign, Illustrator, GIS, SketchUp, Lumion and Microsoft Office applications.

EDUCATION

M.S., Architecture & Urban Planning
University of Wisconsin-Milwaukee

B.S., Architecture
University of Wisconsin-Milwaukee

CERTIFICATIONS

American Institute of Certified
Planners

AFFILIATIONS

Congress of New Urbanism –
Accredited American Planning
Association

AREAS OF EXPERTISE

- Urban Design and
Redevelopment
- Comprehensive Planning
- Park Planning
- Streetscape Planning
- 3-D Modeling

SELECTED PROJECT EXPERTISE

East Side Neighborhood Economic Development and Land Use Plan, McFarland, WI

Project manager for an ambitious community-oriented guidebook that is economically practical, environmentally focused and locally sustainable. Provided a full range of planning services from background analysis to neighborhood master plan and design standards and implementation strategy.

Anton Drive Redevelopment Plan, Fitchburg, WI

The purpose of this study was to create a redevelopment plan and implementation strategy for lands in the northwest quadrant of the US 18/151 and CTH PD intersection. The primary improvements impacted the planning area include two new grade-separated interchanges, a roundabout intersection conversion, and the extension of major collector street through a large undeveloped portion of the study area (i.e., Wingra Stone Quarry). The changes improved the overall regional transportation network, and change access routes to and from the planning area. The Plan's overall vision guided land use, urban design, transportation, utilities and stormwater decisions during and after the US 18/151 reconstruction project in 2020.

Westside Neighborhood Plan Update, Sun Prairie, WI

From the initial 2003 neighborhood plan to MSA-led 2015 amendment, the west side of Sun Prairie is thriving with a mix

of uses supporting housing diversity, economic development, and workforce opportunities. The approved amendment to the neighborhood plan paved the way for a well-planned mixed-use neighborhood with 600+ residential units already approved and planned, ample open space and thriving commercial district – adding to the ever growing west side of Sun Prairie.

Additional Neighborhood/Corridor Plans:

Cross Plains, WI; Holmen, WI; Middleton, WI; Fitchburg, WI; Rothschild, WI; Sun Prairie, WI; Verona, WI; Rock Island, IL

Downtown Plans:

Over 20 communities across the Upper Midwest

Economic Development Strategies:

Black River Falls, WI; LeRoy, IL; Casey, IL

Industrial/Business Park:

Alliant Energy (Beaver Dam | Sheboygan properties); Fitchburg, WI; Prairie du Sac, WI; River Falls, WI; Sparta, WI; Whitewater, WI

Private Development:

Cambridge, WI; DeForest, WI; Lodi, WI; Madison, WI; Merrimac, WI; Richfield, WI; Stoughton, WI; Sun Prairie, WI; Sussex, WI



Brad Vowels-Katter

Urban Designer | Associate Planner

Brad specializes in spatial analysis, community planning, and landscape design with experience across a variety of project types and scales. Brad combines his experience of landscape architecture, planning, and social science into an interdisciplinary approach toward planning, design, and research projects. Brad has worked as a landscape designer at small private design firms, coordinated community grant programs, and managed park development for a rural municipality.

Education

M.S., Water Resources Management, University of Wisconsin-Madison

M.S., Landscape Architecture, University of Wisconsin-Madison

B.S., Landscape Architecture, University of Kentucky

Selected Project Experience

- Zoning Administration and Planning Services, Lodi, WI
- North Main Street Redevelopment Plan, Fond du Lac, WI
- Downtown Master Planning and Street Reconstruction Preliminary Engineering 2021, Ely, IA
- LaFollette Street Area Development, Pardeeville, WI
- Stockbridge Munsee Community Civil Engineering for New Subdivision, Red Springs, WI
- 2023 Comprehensive Plan Update, Somerset, WI
- East Neighborhood Plan, McFarland, WI
- Junction Road Conceptual Design, Jefferson, WI
- Zoning Administration, Fulton, WI
- Rock River Threshere Master Plan, Fulton, WI
- Community Outreach Coordinator/Landscape Designer, Mazomanie, WI*
- Transportation Master Plan, Somerset, WI
- Comprehensive, Bike, and Ped/Parks Plans, Waverly, IA
- Moffit Lake Park Restoration and Redevelopment, Morganfield, KY*
- Community Outreach Coordinator/Landscape Designer, Mazomanie, WI*
- Restoration and Recreational Enhancement of Lake Marion and the Black Earth Creek Corridor, Mazomanie, WI*

*Denotes experience prior to MSA.



Jason Valerius, AICP

Principal In Charge | QA/QC

Jason has more than 20 years of community planning and design experience across the Midwest. He has led the development of housing plans and studies, comprehensive plans, neighborhood plans, redevelopment plans, and zoning ordinances. As team leader for the Madison-based Planning and Design Studio team, Jason manages a talented staff with expertise ranging from comprehensive planning and transportation planning to park and recreation plans, landscape architecture, and urban design. Jason has presented at many state chapter American Planning Association conferences across the Midwest, most recently in 2022 on the topic of the Lean Comprehensive Plan.

Education

M.S., Architecture and Urban Planning, University of Wisconsin-Milwaukee

B.A., Government/Psychology, Lawrence University

Certifications

American Institute of Certified Planners

Selected Project Experience

- East Side Neighborhood Plan (*Principal in Charge*), McFarland, WI
- Sustainability Plan (*Project Manager*), McFarland, WI
- **Economic Development Planning:** Black River Falls, WI; Casey, IL; Le Roy, IL; Lyndon Station, WI
- **TIF Creation, Amendment And Management:** 51 West Development, Stoughton, WI; City of Waupun; Village of Cross Plains; Village of New Glarus; City of Sparta; City of Lodi; Village of Pardeeville
- **Neighborhood/Corridor Plans:** Balsam Lake, WI; Clinton, IA; Cross Plains, WI; Gilbert, MN; Guthrie Center, IA; Holmen, WI; La Crescent, MN; Mauston, WI; Middleton, WI; Platteville, WI; Port Byron, IL; Richland Center, WI; River Falls, WI; Rothschild, WI; Sauk City, WI; Sun Prairie, WI; Tomah, WI; Verona, WI
- **Downtown Plans:** Over 10 communities
- **Private Development:** Madison, WI; Merrimac, WI; Prairie du Sac, WI; Roxbury, WI; Stoughton, WI; Sun Prairie, WI
- **Housing Studies:** More than 12 communities



Yusuf Tayo

Project Planner

Yusuf recently joined MSA and has more than eight years of experience developing and planning various development projects worth over \$500 million in Lagos, Nigeria. He also has experience working at an intern at the Iowa State University GIS Facility where he worked on Agricultural Conservation Planning Framework (ACPF) using ArcGIS toolbox that leverages high-resolution geo-spatial data to help local farming communities better address their soil and water conservation needs.

Education

M.S., Community and Regional Planning; Iowa State University

B.S., Urban and Regional Planning Obafemi Awolowo University Ile-Ife, Osun State, Nigeria

Selected Project Experience

- **Neighborhood/Corridor Plans:** East Side Plan, McFarland, WI; North Main Street Redevelopment Plan, Fond du Lac, WI
- **Private Development:** Magnolia Springs Subdivision, Stoughton, WI; Junction Road Development, Jefferson, WI; Mixed Residential Subdivision, Nekoosa, WI
- **Other Plans/Studies:** Blight Studies - Planning and Community and Economic Development, Madison, WI



Dan Schmitt, PLA, ASLA, CPSI, CPO

Landscape Architect II

Dan is a professional landscape architect and plays a key role in each of our recreation-based projects. His academic focus was to design enriching outdoor spaces for children and he enjoys working on playground projects and exploring techniques for implementing Natural Play. His experiences provide a comprehensive knowledge of site inventory, concept development, landscape plans, planting design and construction details.

Education

M.S., Landscape Architecture, University of Wisconsin-Madison

B.S., Landscape Architecture, University of Wisconsin-Madison

Registration | Certifications

Professional Engineer Landscape Architect, WI, MN, IL

Certified Playground Safety Inspector (CPSI)

Certified Pool & Spa Operator (CPO)

American Society of Landscape Architects (ASLA)

NCI Charrette System™ Certificate

Selected Project Experience

- **Housing Development Landscape Plans:** Wales, WI; Hales Corners, WI; Abbotsford, WI
- **Park (Master) Plans:** More than 10 communities
- Elm Street Downtown Plaza, Wisconsin Dells, WI
- Downtown Plaza Master Plan, Shawano, WI
- Vilas Park Master Plan, Madison, WI
- Greenspace Improvements, Sun Prairie, WI
- Indianhead Park Master Plan, Mukwonago, WI



Sarah Morrison
GIS Analyst | Mapping

Sarah is a GIS Analyst on MSA's Stormwater team, but her work expands to many disciplines at MSA. Sarah has more than six years of GIS experience, varying from planning corridor studies, to housing studies, to stormwater modeling, to producing applications in ArcGIS Online. She is familiar with creating maps and exhibits for both internal and external clients, and has experience coordinating with utilities and municipalities, assisting with public involvement meetings, and discussing projects with project staff, officials, and members of the public. Sarah also is proficient in creating online maps for field surveys with Survey123 and ArcGIS Field Maps, and using completed field collected data and translating it for use in ArcGIS and AutoCAD.

Education

B.S., Geography, University of Wisconsin-La Crosse

Selected Project Experience

Comprehensive Plans – *including multiple maps showing varied levels of data analysis for various aspects of developing urban areas and planned development. Focused on creating deliverables that were efficient data displays while also being visually appealing.*

- Fond du Lac, WI
- Shorewood Hills, WI
- Belleville, WI
- Cambridge, WI
- Dane, WI

Housing Affordability Studies and Plans – *where we analyzed and displayed city, county, and assessor's data highlighting key issues on housing market conditions to supplement and inform municipal strategy and plans.*

- Verona, WI
- Lake Delton, WI
- Monticello, MN



Jeff Thelen
Associate Planner

Jeff is a planner and funding specialist with a broad range of experience in the fields of economic development, land use planning and community finance. He has more than 12 years of experience administering federal grant programs including Community Development Block Grant and Economic Development Administration grant programs. Jeff is also a successful grant writer – he has attained more than \$25 million in CDBG funding for public infrastructure improvements and housing rehabilitation. In addition to Jeff's grant expertise, he has also assisted numerous communities in creating and amending tax increment finance (TIF) districts, and has prepared comprehensive plans, park and recreation plans and redevelopment plans.

Education

Master of Science in Planning (MSP), Urban and Regional Planning, Florida State University

B.S., Geography and Public Administration, University of Wisconsin-LaCrosse

Selected Project Experience

- 2022 Comprehensive Plan Update/TID Amendment, Westby, WI
- Comprehensive Plan Update, Belleville, WI
- Comprehensive Plan Update, Pardeeville, WI
- Comprehensive Plans-Smart Growth Plan, Friesland, WI and Plainfield, WI
- CDBG-Public Facilities Administration: Necedah, WI; Merrilan, WI; Elroy, WI; Richland Center, WI; Alma Center, WI; Westfield, WI; Kendall, WI; Fall River, WI; Pittsville WI
- TIF District Amendment/Creation, CDBG-CV Administration, and Haskins Park Stewardship Grant Admin., West Baraboo, WI
- 2017-2020 General Engineering Services, West Baraboo, WI



VILLAGE STAFF COMMITMENTS

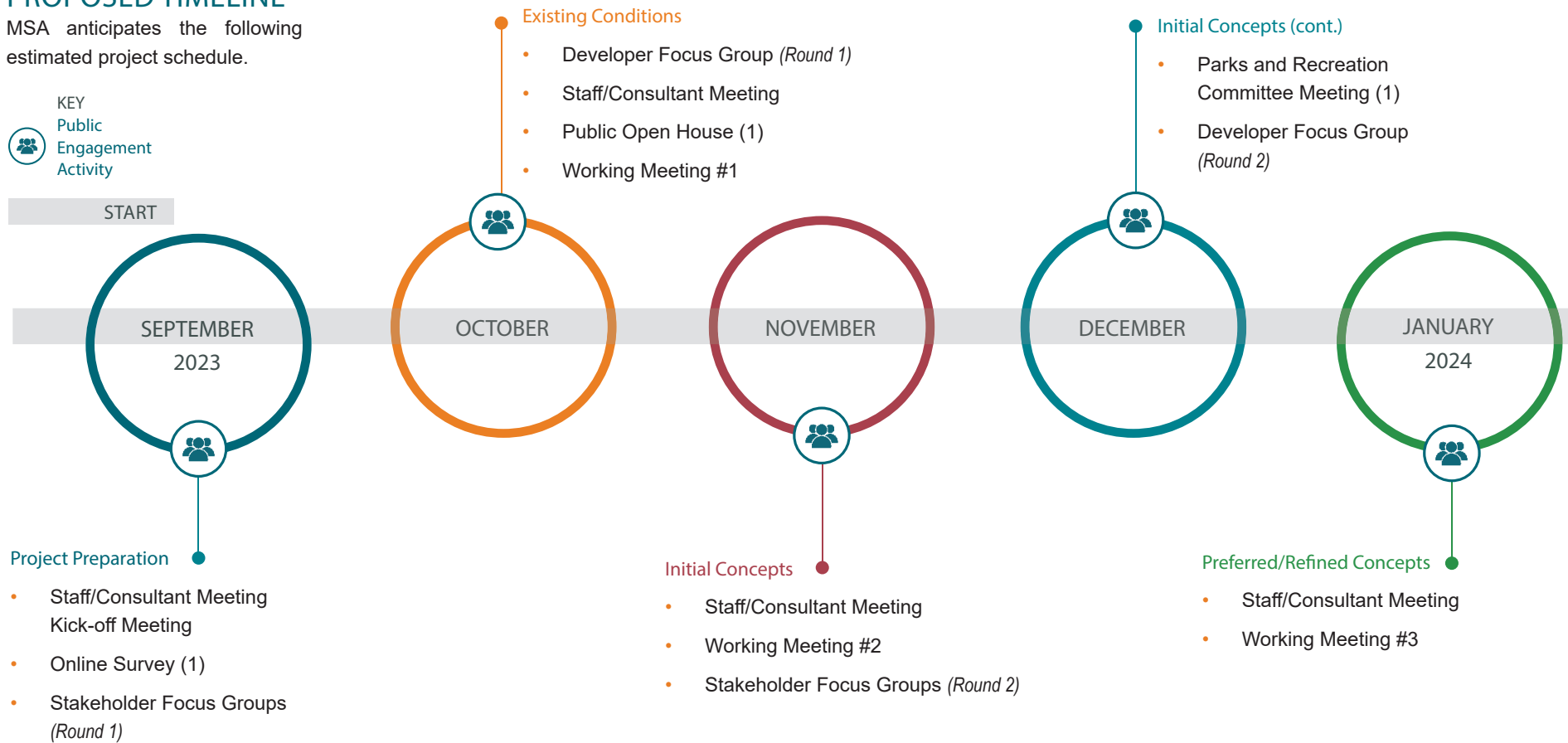
We value local perspective, knowledge, and leadership, and we see staff as critical stakeholders. Working knowledge of current conditions and other stakeholder needs is your daily work – and we see your input as vital to project success. MSA asks the following of McFarland Village staff during this process:

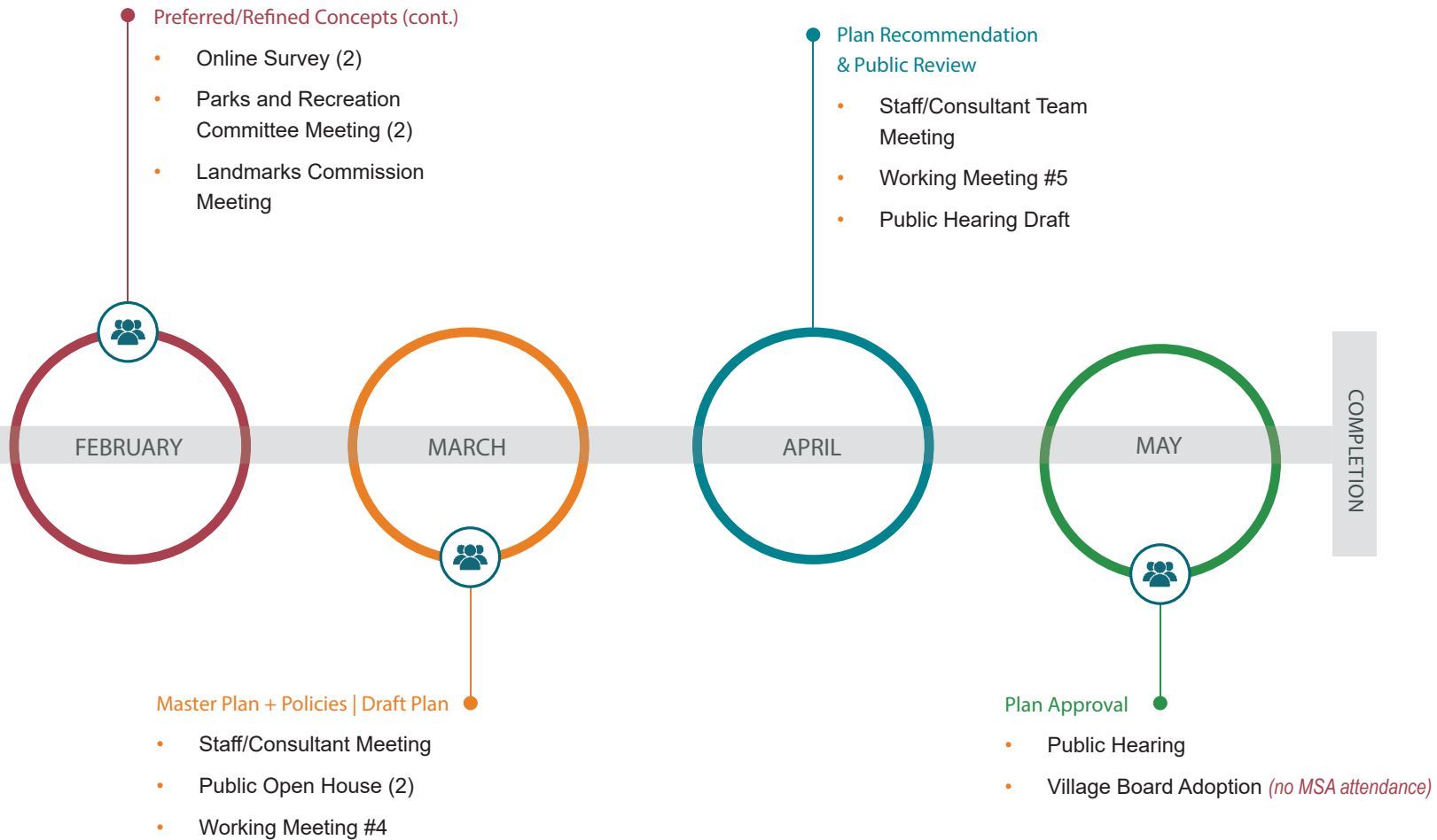
- All coordination and arrangement for engagement and outreach efforts, including the location, publishing and posting of public meeting notices, printing and distribution of draft meeting materials to committee members.

- A list of interview candidates with contact information and space to meet, if needed.
- Copies of all relevant studies that have been completed prior to this project.
- Assistance with obtaining existing relevant building permit, GIS and CADD data (e.g. land use, zoning, utilities, etc.) for the project.

PROPOSED TIMELINE

MSA anticipates the following estimated project schedule.





COST DETAIL

Based on the scope provided, the base cost of the project is \$143,470.

STAFF AVAILABILITY

TASK	RATE/HR	HOURS
Jason Valerius, AICP	\$200.00	14
Stephen Tremlett, AICP, CNU-A	\$145.00	388
Brad Vowels-Katter	\$120.00	262
Jeff Thelen	\$120.00	40
Yusuf Tayo	\$95.00	394
Dan Schmitt, PLA, ASLA, CPSI, CPO	\$140.00	26
Sarah Morrison	\$90.00	75
TOTAL HOURS		1,199

COST DETAIL

SCOPE ITEM	HOURS	COST
Plan Item 1 - Background Analysis + Photo Inventory		
Stephen Tremlett, AICP, CNU-A	10	\$1,450
Brad Vowels-Katter	8	\$ 960
Yusuf Tao	30	\$2,850
TOTAL	48	\$5,260
Plan Item 2 - Existing Conditions + Blight Evaluation		
Stephen Tremlett, AICP, CNU-A	25	\$3,625
Brad Vowels-Katter	14	\$1,680
Yusuf Tao	90	\$8,550
TOTAL	129	\$13,855

SCOPE ITEM	HOURS	COST
Plan Item 3 - Land Use + Concepts		
Stephen Tremlett, AICP, CNU-A	50	\$7,250
Brad Vowels-Katter	65	\$ 7,800
Yusuf Tayo	150	\$14,250
Jason Valerius, AICP	4	\$ 800
Dan Schmitt, PLA, ASLA, CPSI, CPO	26	\$ 3,640
TOTAL	295	\$33,740

COST DETAIL (CONT.)

SCOPE ITEM	HOURS	COST
Plan Item 4 - Design Standards		
Stephen Tremlett, AICP, CNU-A	20	\$2,900
Brad Vowels-Katter	8	\$ 960
Yusuf Tao	60	\$5,700
TOTAL	88	\$9,560

SCOPE ITEM	HOURS	COST
Plan Item 5 - Redevelopment District Plan		
Stephen Tremlett, AICP, CNU-A	44	\$6,380
Brad Vowels-Katter	66	\$7,920
Yusuf Tayo	40	\$3,800
Jason Valerius, AICP	2	\$400
TOTAL	152	\$18,500

SCOPE ITEM	HOURS	COST
Plan Item 6 - Mapping		
Stephen Tremlett, AICP, CNU-A	16	\$2,320
Sarah Morrison	75	\$6,750
TOTAL	91	\$9,070

SCOPE ITEM	HOURS	COST
Plan Item 7 - TID #6 Overlay		
Stephen Tremlett, AICP, CNU-A	8	\$1,160
Brad Vowels-Katter	16	\$1,920
Jeff Thelen	40	\$4,800
Jason Valerius, AICP	8	\$1,600
TOTAL	72	\$9,480

SCOPE ITEM	HOURS	COST
Plan Item 8 - Engagement + Outreach		
Stephen Tremlett, AICP, CNU-A	215	\$31,175
Brad Vowels-Katter	85	\$10,200
Yusuf Tao	24	\$ 2,280
TOTAL	324	\$43,655

SCOPE ITEM	HOURS	COST
Reimbursables		\$350

IT'S MORE THAN A PROJECT. IT'S A COMMITMENT.

LAND USE PLANNING FOR REDEVELOPMENT DISTRICTS 1 & 2

MCFARLAND, WI | JULY 6, 2023



www.msa-ps.com



Request For Proposals

Land Use Planning for Redevelopment Districts 1 & 2

RFP Issuance Date: May 23, 2023

RFP Due Date: By 4:00 PM on July 6, 2023

Please Submit to:

Village of McFarland
Department of Community & Economic Development
Attn: Andrew Bremer, AICP
Community & Economic Development Director
5915 Milwaukee Street
PO Box 110
McFarland, WI 53558

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SECTION 1 Purpose

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified consultants who are interested in completing updated land use plans for Redevelopment District Plan No. 1 and No. 2 for the Village of McFarland. The creation of these separate plans is meant to provide detailed recommendations regarding the development character of the Village's Redevelopment District No. 1 (aka Terminal & Triangle District) and Redevelopment District No. 2 (aka Downtown District), including the specific future locations, types, densities, and intensities of a variety of land uses and future public infrastructure improvements. The updates to Redevelopment District No. 1 are also anticipated to include the creation of a new overlay Tax Increment Finance District. The inclusion of redevelopment concepts, site and building design guidelines, affordable housing, sustainable land use and transportation planning strategies will be vital to the final deliverables of both plans. The planning process will require input from various Village committees/commissions/board, Village staff, residents, property, and business owners.

The selected consultant will need to demonstrate experience in the development of neighborhood, district, and downtown master plans and the creation of Tax Increment Finance District Project Plans under Wis. Stat. 66.1105, including performing blight analysis. A preferred consultant likely consists of a multidisciplinary team including urban planners, landscape architects, civil engineers, housing professionals, economic development professionals, commercial broker and real estate professionals. The Village prefers to work with one consultant to complete both Redevelopment Plans; however, consultants may submit a proposal for completion of just one of the Redevelopment Plans and the Village reserves the right to select separate consultants for each project if deemed in the best interests of the Village.

SECTION 2 History and Background

The Village of McFarland is located adjacent to the southeast side of the City of Madison in Dane County. The January 1, 2023 population of McFarland is estimated at 9,537 residents. US Highway 51 serves as the main connection point between the cities of Madison and Stoughton. The Village of McFarland has 75 permanent employees supplemented by seasonal, temporary, and part-time employees when necessary. The Village's primary departments include Administration, Community & Economic Development, Communications/Technology, Fire and Rescue, Library, Public Works (including Parks and Utilities), Police, and Senior Outreach. More information about the Village is available at www.mcfarland.wi.us.

Redevelopment District No. 1 (Terminal & Triangle District)

On August 9, 2004, the Village adopted the Project Plan for Tax Increment District #3 (TID #3). TID #3 is located along US 51 between Siggelow Road and Vogus Road. TID #3 was created as an Industrial post-95 TID. The expenditure period for TID #3 ended on August 9, 2022, and the TID is anticipated to close in 2027. The TID #3 Project Plan was amendment in 2007 to add additional territory and again in 2015 to establish TID #3 as a Donor to TID #4.

In 2005, the Village adopted the Terminal & Triangle District Plan to guide future public and private investments within and adjacent to TID #3, including areas within the City of Madison north of Terminal Drive. In 2010, the Village adopted Redevelopment District No. 1. The study area for Redevelopment District No. 1 matches the current TID #3 boundary. The 2010 plan carried forward many of the land use recommendations from the 2005 Terminal & Triangle District Plan, with the addition of a property blight analysis.

Several public and private redevelopment projects have occurred in Redevelopment District No. 1 since the inception of TID #3. Significant private redevelopment projects include the development of Lineage Logistics (4704 Terminal Drive), Lincoln Contractors Supply (4414 Terminal Drive), development of the Badger Business Park (McFarland Court), various fuel terminal improvements including the addition of 4110 Terminal Drive, Waubesa Village a mixed-use development at 4604-4608 Siggelkow Road & 4908 Terminal Drive, Humble Oaks Apartment at 4703 Terminal Drive (phase 1 of a four phase office and multi-family development site), and development of a new office and warehouse facility at 4313 Triangle Street. In 2021, Kwik Trip received approval of a conditional use permit to develop a new gas station and convenience store at 4015 Terminal Drive. Construction is anticipated to occur in 2025 or sooner based on existing property leases. In 2023, structures at 4008 and 4012 Terminal Drive were razed by the property owner in anticipation of future redevelopment. Despite these improvements, many properties within and adjacent to Redevelopment District No. 1 remain under-utilized including industrial, commercial, and residential areas. The Village desires to continue to improve these areas.

Recent and upcoming public infrastructure improvement projects include the 2022 reconstruction of Terminal Drive from Siggelkow Road to 4703 Terminal Drive. The Village's Capital Improvement Plan identifies reconstruction of the remaining portion of Siggelkow Road from 4703 Terminal Drive to US Highway 51 in 2027. There is also a segment of Triangle Street planned for reconstruction from a rural to urban cross-section in 2028. Future pavement rehabilitation projects include Ivywood Trail in 2024 and McFarland Court in 2025. The study area also includes two Village Parks (Brandt and McDaniel), adjacent to the Lower Yahara River Trail connecting McFarland to Madison. Several park improvement projects have occurred over the past two decades. In 2023, the Village may improve the beach at McDaniel Park with the installation of a water filtration system in collaboration with Dane County Parks Department. The Village desires to continue to improve these two parks, including potential expansion opportunities.

The WisDOT is also currently working on two USH 51 projects and studies that are included within the Redevelopment District No. 1 area. The first project is in the design phase and extends from Stoughton to Meinders Road ([US 51 Stoughton to McFarland](#)). The second project is in the study phase and extends from Vogus Road/Terminal Drive to WIS 30 ([US 51 Stoughton Road South Study](#)).

Redevelopment District No. 2 (Downtown District)

A desire to improve the Downtown area of McFarland has been a consistent theme within Village planning projects for many decades. In 1999, the Village adopted a Village Center Master Plan. The most significant outcome of this planning project was the development of the E.D. Locke Public Library. On January 14, 2008 the Village adopted the Project Plan for Tax Increment District #4 (TID #4). TID #4 was created as a Blighted post-95 TID. Due to the Great Recession, the financial performance of TID #4 underperformed until 2015 when the Village approved a Base-Value Redetermination and identified TID #4 as a Receipt to TID #3. Due to the Base-Value Redetermination, the expenditure period for TID #4 was revised to January 14, 2028 and the TID is anticipated to close in 2033. In 2010, the Village completed a Downtown Strategic Market Analysis Opportunities Assessment. This project included a retail market analysis to identify niche market opportunities. Concurrent with the Market Analysis, in 2010 the Village adopted Redevelopment District No. 2. The study area for Redevelopment District No. 2 matches the current TID #4 boundary. The 2010 plan carried forward many of the land use recommendations from the Market Analysis, with the addition of a property blight analysis.

Several public and private redevelopment projects have occurred in Redevelopment District No. 2 since the inception of TID #4. Significant private redevelopment projects include the development of the Farwell Place Apartments (5020 Farwell Street, phase 1 of a planned 2 or 3 phase development site), a new mixed-use building at 5411 Bashford Street opened in 2023, rehabilitation of 5910 Main Street a locally designated historical property, rehabilitation of 5923 Exchange Street (McFarland Café) a local and nationally designated historical property and the oldest building within McFarland. Despite these improvements, many properties within and adjacent to Redevelopment District No. 2 remain under-utilized including industrial, commercial, and residential areas. The Village desires to continue to improve these areas.

In 2017, Exchange Street was reconstructed from Bashford/Farwell Street to Broadhead Street. This project included new decorative terraces, benches, cross walks, trash receptacles, and bike lanes. In addition, a new public parking lot was added at 6001 Exchange Street. More recently the Village has purchased two residential properties (5802/04 Main Street and 5817 Milwaukee Street) with an eye toward future redevelopment opportunities. In 2022, the Village began construction of a new Public Safety Center at 6001 Broadhead Street. This building is nearing completion and the Village's Police, Fire/EMS, and Municipal Court services will relocate from the Municipal Center. The Village is also nearing completion of a [Municipal Campus Plan](#). The purpose of this study is to identify a plan for the adaptive reuse of the Municipal Building into a Community Center, including relocation of the existing Youth Center (5114 Farwell Street) within the building, adding a new Senior Center, space for additional Library programming, and growth for the remaining Village Departments and services (Administration, Community & Economic Development, Communications & Technology, Senior Outreach). The study area also includes Arnold Larson Park and the Lower Yahara River Trail. The Village desires to continue to build on these past and current public improvement projects. In 2020, the Village developed a draft Enhancement Plan for Arnold Larson Park and the Village desires to build-off this initial concept. This park is part of a closed WDNR BRRTS site (#03-13-000811) with a soil cover barrier maintenance plan.

The Village most recently updated its Comprehensive Plan in 2017, Land Use Initiatives #4 and #5 directly speak to this planning RFP:

- 2017 Comprehensive Plan, Initiative #4. Implement and Update Plans for Downtown Revitalization.
- 2017 Comprehensive Plan, Initiative #5. Implement and Review the Terminal and Triangle District Plan.

Other relevant previous studies include:

- 2023 Municipal Center Campus Master Plan
- 2023 Economic Strategic Plan
- 2023 Housing Needs Assessment Study
- 2021 Sustainability Plan
- 2020 Larson Park Enhancement Plan
- 2019 Outdoor Recreation & Open Space Plan
- 2019 Hotel Feasibility Study
- 2017 McDaniel Park Master Plan
- 2015 TIF #3 Amended Project Plan
- 2015 TIF #4 Amended Project Plan
- 2010 Redevelopment District No 1
- 2010 Redevelopment District No. 2
- 2010 Downtown Strategic Market Analysis and Opportunities Assessment
- 2008 TIF District #4 Project Plan
- 2007 TIF District #3 Amended Project Plan
- 2007 Larson Park Clay Cap Cover Barrier Maintenance Plan
- 2006 Brandt Park Master Plan
- 2005 Terminal & Triangle District Plan
- 2005 Highway 51 Corridor Concept Plan
- 2004 TIF District #3 Project Plan
- 1999 Village Center Master Plan

Copies of these plans are available on the Community & Economic Development website under the [Community Development Plans tab](#).

The planning area for the updated redevelopment plans will be finalized with input from the selected consultant but is anticipated to include those areas within the 2010 plans along with expansion to adjacent properties. Preliminary study area maps are provided in Exhibit A and B of this RFP.

This planning process will be guided under the Direction of the Community & Economic Development Director and the Village's Plan Commission and Community Development Authority. The Plan Commission holds its regular meeting on the Third Tuesday of the month at 7:00pm. The Community Development Authority holds its regular meeting on the Second Wednesday of the month at 7:00pm. For this project, the Plan Commission and CDA may consider holding joint meetings on either of these two nights. Consultants should anticipate project meetings with the Plan Commission and CDA on either of these dates throughout the project as needed. Additional input from other Village committees and boards is anticipated through the planning process including the Parks & Recreation Committee (park concepts), Public Works and Utilities Committee, Landmarks Commission, and the Village Board. The Village is

currently utilizing a hybrid of in-person and Zoom public meetings. The Consultant should anticipate a combination of in-person, remote, or hybrid meetings throughout the planning process.

SECTION 3 Plan Objectives

Broad objectives for this planning project include, but are not limited to:

1. Reassess the land use plans, concepts, and strategies identified in the 2010 Redevelopment Plans No. 1 & 2. Build on what has been accomplished or worked well and revisit planning assumptions, concepts and strategies that have not worked well or have yet to come to fruition. Build-off the work completed as part of the 2023 Municipal Center Master Plan, 2023 Housing Needs Assessment, 2023 Economic Strategic Plan, and the other prior plans identified in Section 2, including past park master plans.
2. Strengthen opportunities to diversify the Village's housing stock, including affordable rental and homeowner units, accessory dwelling units, and mixed-use developments.
3. Identifying locations that are most desirable and feasible for the (re)development of new recreation, residential, mixed-use, retail, commercial, office, and light industrial businesses. Based on market research, identify the types of retail, commercial, office, and light industrial businesses that are desired and likely to succeed within each redevelopment area. Identify how the Village's existing Zoning Map and list of permitted or conditional uses may need to be revised to implement the plan recommendations.
4. Identify specific strategies (e.g. plan policies, zoning and subdivision ordinance revisions, public and private infrastructure improvements, land acquisition, funding sources, etc.) to implement the vision and recommendations within the plan and to ensure land use development occurs in a sustainable manner.
5. Identify the type and location of future transportation infrastructure, including streetscaping enhancements (e.g. lighting, sidewalks, terraces, crosswalks, benches, receptacles, bike racks, etc.) applicable to the desired design character of each redevelopment area, including subareas. This includes the location and design characteristics of future new or reconstructed roadways, as well as the location of future on- and off-road recreational trails. Identify what type of land use and zoning design considerations would support future opportunities to provide transit services within these areas.
6. Obtain input from a broad set of community stakeholders including various Village committees/commissions/board, Village staff, residents, property, business owners, real estate and development professionals. Provide innovative approaches to educate and obtain input from stakeholders on desired urban planning principles, including reaching and obtaining input from typically unrepresented stakeholders and silent supporters.

Upon adoption, the plans will replace the Village's existing 2010 Redevelopment District No. 1 and No. 2, as well as replace the Village's 2005 Terminal & Triangle District Plan, 2010 Downtown Strategic Market Analysis and Opportunities Assessment, 2005 Terminal and Triangle District Plan, and 1999 Village Center Master Plan.

SECTION 4 Scope of Work

The selected Consultant will provide a full range of municipal planning services required to create new Redevelopment District No 1 & 2 Plans. While it is anticipated that the new plans will build off the prior 2010 plans, neither the planning process nor the final deliverable need to prescriptively follow those used in the creation of the 2010 plans. The desired services include, but are not specifically limited to the following:

1. Planning Area Identification & Background Analysis. Identification of the final planning area boundary. A description of the planning area, including a summary of prior planning activities, relevant planning documents and studies identified in Section 2, existing natural resources and infrastructure, issues & opportunities within the redevelopment districts, etc. This includes both Village plans, and those relevant plans adopted by regional entities such as the Capital Area Regional Planning Commission (e.g. [Regional Development Framework](#)), [Dane County Housing Initiative](#) (e.g. Dane County Housing Needs Assessment, Dane County Regional Housing Strategy), Greater Madison Metropolitan Planning Organization (e.g. [Connect Greater Madison 2050](#)), Madison Region Economic Partnership (e.g. [Advance Now 2.0 Strategy](#)), and [City of Madison Comprehensive Plan and neighborhood plans](#) (as related to Redevelopment District No. 1 only). Incorporate WisDOT US 51 design plans and studies as applicable (as related to Redevelopment District No. 1 only).
2. Existing Conditions Analysis & Blight Evaluations. The consultant shall perform a combination of land use, zoning, demographic, housing, and economic development market profiles and assessments in order to evaluate the planning areas and inform creation of concepts and recommendations within each redevelopment plan. This task shall also include a blight analysis of properties within the two studies areas following best practices and applicable Wis. Stat. (e.g. Wis. Stat. 66.1105, 66.1301 to 66.1329, 66.1331, 66.1333, and 66.1337).
3. Preferred Land Use Plan, Conceptual Renderings and Site Plans. The consultant shall develop a preferred land use map for each redevelopment area. The Preferred Land Use Plan for both redevelopment plans are expected to include more detailed subdistrict land use categories, maps, concepts, policies, and recommendations. This includes recommendations regarding the location of preferred land uses, suggested development density and intensity, preferred building materials or styles, recommended building heights, floor area ratios, principal building setbacks, minimum or maximum parking requirements, and typical implementing zoning districts. The use of representative images and more detailed conceptual renderings and scaled site plans for specific

strategic properties or land use categories is anticipated, including both public and private properties. The creation of roadway conceptual cross sections is also anticipated. The level of detail should match or exceed what was provided in the 2010 redevelopment plans. It is anticipated that the consultant will likely need to produce several alternative development scenarios, preferred land use maps, and conceptual renderings and site plans for review and consideration by the Village as part of an iterative planning process. Areas for more specific conceptual renderings and site plans may include, but are not limited to:

Redevelopment District No. 1:

- a. McDaniel Park. Potential future expansion south to include 4912 and 4914 McDaniel Lane.
- b. Brandt Park. Potential future expansion west to include 4519 Siggelkow Road, primarily for additional off-street parking and opportunities to add parking along the Terminal Drive side of the park.
- c. Areas adjacent to the intersection of Siggelkow Road and Terminal Drive, including the area by Ivywood Trail, Terminal Drive, Siggelkow Road, and US 51.
- d. Areas north of McFarland Court along Terminal Drive north to the Village limits.
- e. Properties in the vicinity of Meinders Road north to Vogus Road.
- f. Properties along Erling Avenue, including 5100 Erling Avenue.

Redevelopment District No. 2:

- a. McFarland Centre (5210 Farwell Street), including the existing Youth Center (5114 Farewell Street).
 - b. Farwell Street, from Merrill Street to Exchange Street.
 - c. Chase Lumber (5417 Long Street).
 - d. 5800 block of Main, Milwaukee and Wisconsin Street.
 - e. 5300 block of Long Street.
 - f. Arnold Larson Park.
4. Design Guidelines. The consultant shall prepare detailed site and building design guidelines for each redevelopment area and applicable subdistricts. This shall include representative photos and illustrations to convey design principles. Site and building design guidelines shall be tailored to the context of each redevelopment area and applicable to McFarland, including recommendations specific to [historically designated properties](#) within the project areas. This task shall also include the development of a checklist that developers, Village staff and Plan Commission can utilize in the future when reviewing actual development proposals. The consultant shall also identify recommended street and streetscaping enhancements within each redevelopment area including preliminary cost estimates.
5. Implementation Recommendations & Strategies. Describe implementation strategies including amendments to the Village's existing zoning, subdivision, capital improvement plan, outdoor recreation plan which will be necessary in order to implement the

recommendations of the plan. Identify strategies for addressing affordable housing, sustainability, or transportation related recommendations. Identify potential implementation, timelines, and marketing strategies to redevelop the planning areas, including potential land acquisition needs. Provide preliminary cost estimates for proposed recommendations and where applicable estimated impacts to future property values and tax increment generation. Identify specific funding programs or partners, including public or private, that would be applicable to McFarland.

6. Mapping. The planning project is anticipated to result in several planning maps for each redevelopment plan which may include, but are not limited to, the following:
 - a. Planning Area
 - b. Existing Land Use
 - c. Existing Zoning
 - d. Natural Resources, including WDNR wetlands, FEMA Floodplains, steep slopes, hydric soils, surface water, woodlands, existing Capital Area Regional Planning Commission (CARPC) mapped Environmental Corridors and Future Potential Environmental Corridors, etc.
 - e. Infrastructure & Project Locations Map. Locations of existing and future public utilities (e.g. sewer, water, etc.), stormwater management areas, transportation, landscaping and streetscaping improvements.
 - f. Blight Determination Parcels. A map of properties determined to be blighted based on the work completed within Task 2.
 - g. Park Concept Plans & Preliminary Cost Estimates. Park improvement concept plans for McDaniel Park, Brandt Park, and Arnold Larson Park including preliminary cost estimates.
 - h. Future Land Use. A map illustrating the locations of those future land uses described within Task 3, including conceptual locations for road improvements, bike and pedestrian facilities, park expansions, drainage areas and stormwater management facilities, etc.
 - i. Comprehensive Plan Future Land Use Map. The consultant will provide the Village with an updated Comprehensive Plan Future Land Use Map that incorporates the final Future Land Use Plan for both redevelopment areas.
7. TID #6 Overlay District Project Plan. Based on the analysis completed in Task 1-6, the consultant shall prepare a TID #6 Overlay District Project Plan meeting the requirements of Wis. Stat. 66.1105. The Village does not assume that all areas within the existing TID #3 and Redevelopment District No. 1 will be included in the new TID #6 Overlay District. Note, this task does not assume assistance with adoption of the TID #6 Project Plan. Adoption of the Project Plan will be coordinated by Village staff.
8. Community Input. The consultant shall develop and execute a public engagement plan to inform and gather input from stakeholders regarding this planning project. The plan must identify a representative group of stakeholders, including underserved

communities, in addition to those who live or work within the study areas, and apply the principles of environmental justice, if applicable. The plan also must include key messages and messages tailored to each stakeholder group. Consultants are expected to work with Village Staff to inform and gather input from these stakeholders on an ongoing basis through a variety of methods including but not limited to listening sessions, surveys, interviews, focus groups, open houses, virtual meetings, or other means to be suggested and determined. Given the distinct nature of each planning area, the consultant may need to consider separate public involvement meetings for each redevelopment plan. The consultant should also budget for an appropriate number of meetings with Village Staff, the Plan Commission/CDA, and other various Village committees and stakeholders, to develop the plan based on the experience of the Consultant and the needs of this project. A final presentation of the plans will be required once the document is complete to both the Plan Commission/CDA and Village Board. This includes public hearings on the final draft documents. Proposals shall specifically describe the public engagement tools and meetings the consultant proposes as part of their cost estimate.

These are the general requirements for the creation of a new Redevelopment District No. 1 and No. 2 Plans and are not intended to be an all-inclusive list of every task necessary to complete the project. It is expected that consultants will submit proposals that provide the Village with more specific recommendations for approaches, tasks, and deliverables based on their expertise from past work on similar projects. Innovative approaches that meet the intent of the Plan Objectives and Scope of Work are welcomed, these could be presented as additional services or additional approaches in the consultant response if desired.

SECTION 5 Deliverables

The selected consultant shall complete a final and separate Redevelopment District Plan No. 1 and No. 2 plan documents that contain at a minimum those items described in the final Scope of Services. The final plan documents shall be user friendly, incorporating graphics and minimizing text to present clear and concise planning documents.

The final plans put forth for acceptance shall be completed in such a way that they can be fully integrated with other plans and initiatives adopted by the Village. The selected Consultant shall provide the Village with an electronic copy of the final plan in its original and pdf format, including all maps, GIS data and GIS map packages, graphics, or tables used to create the plans. The selected Consultant shall provide the Village with one (1) hard copy of the final plans and an electronic PDF copy of the final plans. Draft deliverables may be provided in PDF format.

SECTION 6 RFP Submittal Requirements

1) Qualification Details consisting of:

- a. Cover Letter – Including, but not limited to a statement of understanding and approach to this project. Consultants shall clearly identify whether they are

submitting a proposal for completion of only one specific individual Redevelopment District Plan or both Redevelopment District Plans.

- b. Experience – A summary of five to seven similar or relevant projects that the consultant has executed within the last seven years. Electronic links to full copies of similar or relevant plans are encouraged. Hard copies of similar or relevant plans are not desired and can be provided electronically.
- c. References – Provide three to five municipal client references for which the consultant has provided similar planning services within the last seven years. Include the name, email, and telephone number of the contact person and a description of services provided to that contact.

2) Technical Proposal consisting of:

- a. Scope of Work – A description of the approach to be taken toward completion of each item listed under Section 4 of this RFP, including any draft and final deliverables. An explanation of any variances to the proposed Scope of Work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal or from past project experiences.

3) Project Management Plan Proposal consisting of:

- a. Key Personnel – A list or organization chart of personnel directly assigned to the project, along with responsibilities on this project and resumes. Clearly illustrate the responsibilities and lines of communication and authority relative to your project management team. Describe your plan to interface with Village staff. The Consultant's Project Manager, who will be responsible for planning, coordinating, and conducting the majority of the work, including meeting attendance with Village Staff, Plan Commission and CDA, must be identified and committed to the project. The Village reserves the right to approve Consultant's Project Manager and any requested personnel and subcontractor changes during the course of the project.
- b. Quality Control – Describe quality control measures and processes to ensure the project requirements are achieved within the project budget and schedule.
- c. Village Staff Commitments – Identification of those items within the Scope of Work for which the consultant anticipates assistance by Village Staff. Village Staff will serve as the point of contact for public inquires during the planning process, will attend all public meetings, will maintain a project website, and provide public outreach of planning activities through existing Village social media outlets, electronic and community newsletters. Village Staff can also assist in providing

parking occupancy counts within the study areas as needed and providing existing GIS data as available.

- d. Project Schedule – A proposed schedule that indicates project milestones by phases or tasks, delivery of draft and final project deliverables, and overall timeline for completion of the Redevelopment Plans. Identification of meetings with Village Staff, Village committees, and the public, including summary of targeted discusses and meeting outcomes.
- e. Supplemental Information – Any other information deemed necessary to address the requests of this RFP.

4) Cost and Labor Hours Proposal consisting of:

- a. Cost – Lump Sum price to complete the plan as proposed in the Consultant’s base Scope of Work.
- b. Estimated Labor Hours – A summary of estimated labor hours by task, or phase, that clearly identifies the project team members, their hourly rate, and the number of hours performed by each participant organized by task or phase.
- c. Additional Scope/Fees – Total fee, hours per employee, and hourly rates by employees, for any additional services not identified as included in the Consultant’s base Scope of Work.

5) General requirements consisting of:

- a. Due Date – **Responses to the RFP must be received by 4:00 PM CST on Thursday July 6, 2023.** Proposals received late, for any reason, shall not be accepted.
- b. Format & Location – Prospective consultants shall provide one (1) electronic PDF copy. RFP submittals shall be emailed to the Community & Economic Development Director at andrew.bremer@mcfarland.wi.us, subject: Proposal for Redevelopment Districts 1 & 2. Note, an email more than 30 MB won’t be accepted by the Village’s email server. Alternatively, consultants may submit an electronic PDF copy via a USB flash drive to the McFarland Department of Community & Economic Development:

Attn: Andrew Bremer, AICP
Community & Economic Development Director
Proposal for Redevelopment Districts 1 & 2
5915 Milwaukee Street, PO Box 110,
McFarland, WI 53558.

- c. Property – All information developed as part of this RFP, including graphics and data, shall become the property of the Village. All text shall be submitted electronically as is most convenient. All original graphics generated as a part of the RFP shall be submitted to the Village in an easily reproducible hardcopy and electronic format as applicable.

SECTION 7 Evaluation Criteria

The following criteria will be used to evaluate each proposal submitted:

- Key Personnel (15 points). Experience and qualifications relevant to key personnel and their associated project roles and estimated labor hours.
- Project Experience (15 points). Level of experience completing similar projects with local government entities of similar size, structure, and complexity.
- Scope of Work (25 points). Level of responsiveness and technical approaches to the scope of work outlined within the RFP. Demonstration of knowledge and innovative approaches particular to the desired Scope of Work and Plan Objectives.
- Cost Effectiveness (25 points). Ability to meet budget/value as related to proposed and additional costs. Hourly rates of key personnel. Estimated total labor hours. Total project budget.
- Project Schedule (10 points). Ability to be responsive in meeting schedule required to complete the plan and deliverables. Quality, clarity and creativity of proposed planning process and public engagement, including specific proposed engagement tools and project meetings.
- Quality of Submittal (10 points). Quality, clarity and completeness of submittal package, including identification of draft and final deliverables. Consultants shall not submit verbatim sections of this RFP as their proposal.

SECTION 8 Method & Timeline of Selection

The Village Administrator; Community and Economic Development Director; Chairperson and Vice-Chairperson for the Planning Commission, and the Chairperson and Vice-Chairperson of the Community Development Authority will conduct the evaluation of proposals submitted. This will comprise the RFP Evaluation Team. They will make a recommendation to the Planning Commission & Community Development Authority who will make the final joint recommendation to the Village Board for action. The following method and timeline will be utilized in order to select the desired proposal:

- **May 23rd – RFP Issuance Date.**

- **June 14th – Deadline for submittal of written questions.** Questions regarding this RFP shall be emailed to the Community & Economic Development Director at andrew.bremer@mcfarland.wi.us.
- **June 16th – Responses to written questions.** Responses to all submitted written questions will be posted to the Village website.
- **July 6th – RFP Due Date.** RFP's shall be submitted no later than 4:00 PM on Thursday, July 6th.
- **July 10-21 – Evaluation.** The Evaluation Team will review the proposals and decide which, in its sole discretion, it chooses to further consider via an in-person or virtual interview.
- **July 24th – August 2nd – Interviews.** At its discretion, the Evaluation Team may host interviews of perspective consultants in order to make a selection.
- **August 3rd – Evaluation Team Recommendation.** The Evaluation Team will make its recommendation to the Plan Commission & Community Development Authority for further consideration following completion of their work to evaluate the proposals. The Village prefers to work with one consultant to complete both Redevelopment Plans; however, the Village reserves the right to select separate consultants for each project if deemed in the best interests of the Village.
- **August 9th – Community Development Authority Recommendation.** The CDA will consider the recommendation of the Evaluation Team in order to make their own recommendation to the Village Board.
- **August 15th – Plan Commission Recommendation.** The Plan Commission will consider the recommendation of the Evaluation Team in order to make their own recommendation to the Village Board.
- **August 22nd – Village Board.** The Board will take final action to consider acceptance of the recommended proposal and enter into a contract for this purpose.
- **August 23rd – September 1st – Final Contract.** The Village Attorney will draft the final contract for signatures utilizing the approved proposal and the Village's Standard Contract.
- **September 5th – Estimated project commencement date.**
- **March 26th, 2024 – Estimated project completion date.** Village Board acceptance of final plans.

SECTION 9 Terms and Conditions

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection of the proposal. The Village may reject any proposal if it is conditional, incomplete, contains irregularities, or if in the sole discretion of the Village not considered in our best interest. The Village may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Consultant from compliance with the contract requirements if the Consultant is awarded a contract. A prospective Consultant may be requested for an interview at the sole discretion of the Village. The recommended Consultant will be selected and approved by the Village Board.

The Village uses a standard template contract for such services and will require its utilization for this project. A copy of the standard template can be provided for review upon request and will be updated to adapt to the proposal ultimately selected.

There is no expressed or implied obligation for the Village to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

The Village will not discriminate against individuals due to sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other characteristics protected by law. This applies to all Consultants submitting proposals to this project and their sub-consultants.

The Village reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Consultant.

All property rights, including publication rights of all reports produced by the selected firm in connection with services performed under this agreement shall be vested in the Village.

The Village reserves the right to reject any or all proposals submitted.

SECTION 10 RFP Exhibits

Exhibit A: Draft Redevelopment District No. 1 Study Area

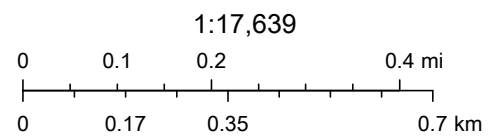
Exhibit B: Draft Redevelopment District No. 2 Study Area

Exhibit C: Standard Contract Template

Preliminary Redevelopment District No. 1 Study Area



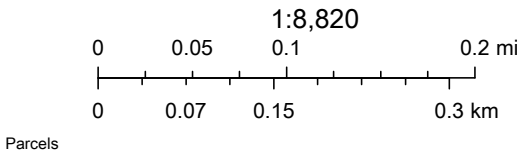
4/14/2023, 2:42:00 PM



Preliminary Redevelopment District No. 2 Study Area



4/14/2023, 2:52:49 PM



VILLAGE OF MCFARLAND CONTRACT

Expiration Date: _____

Maximum Cost: _____

Registered Agent: _____

Street Address of
Registered Agent: _____

City, State, Zip: _____

THIS CONTRACT, made and entered into, by and between the Village of McFarland (hereinafter referred to as "VILLAGE") and _____ (hereinafter referred to as "PROVIDER"),

WHEREAS VILLAGE, whose address is 5915 Milwaukee St., P.O. Box 110, McFarland, WI 53558, desires to purchase services from PROVIDER for the purpose of _____; and

WHEREAS PROVIDER, whose business address is _____, is able and willing to provide such services;

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

- I. TERM. The term of this Contract shall commence as of the date on which all parties have executed this Contract and shall end as of the EXPIRATION DATE set forth on page 1 hereof, unless sooner agreed to in writing by the parties or as provided in Section IV. VILLAGE may, in its sole discretion, extend the completion date of PROVIDER's services, under the same terms and conditions. PROVIDER shall complete its obligations under this Contract not later than the EXPIRATION DATE, and by the date set by the VILLAGE and agreed to by PROVIDER if this Contract is extended.
- II. SERVICES.
 - A. PROVIDER agrees to provide the services detailed in the attached Schedule A, which is fully incorporated herein by reference.
 - B. PROVIDER shall commence, carry on and complete its obligations under this Contract with all deliberate speed and in a sound, economical and efficient manner, in accordance with this Contract and all applicable laws. In providing services under this Contract, PROVIDER agrees to cooperate with the various departments, agencies, employees and officers of VILLAGE. Time is of the essence with regard to all dates for completion of any services under this Contract unless expressly provided otherwise.
 - C. PROVIDER agrees to secure at PROVIDER's own expense all personnel necessary to carry out PROVIDER's obligations under this Contract. Such personnel shall not be deemed to be

employees of VILLAGE nor shall they or any of them have or be deemed to have any direct contractual relationship with VILLAGE.

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

IV. TERMINATION.

A. VILLAGE may terminate this Contract for any reason upon thirty (30) day written notice to PROVIDER.

B. The following shall constitute grounds for immediate termination:

1. violation by PROVIDER of applicable State, Federal or local law, or failure by PROVIDER to comply with applicable State and Federal service standards, as expressed by applicable statutes, rules and regulations.
2. failure by PROVIDER to carry applicable licenses or certifications as required by law in order to complete the services to be provided under this Contract.
3. failure of PROVIDER to comply with reporting requirements contained herein.
4. inability of PROVIDER to perform the work provided for herein.

C. Failure of the Village Board to appropriate sufficient funds to carry out VILLAGE's obligations hereunder shall result in automatic termination of this Contract as of the date funds are no longer available, without notice.

D. Failure by VILLAGE to make payment to PROVIDER as required under the terms of this Contract, after PROVIDER has provided written notice to VILLAGE of non-payment and the failure continues unremedied for twenty-one (21) days.

E. Upon the expiration or any termination of this Contract, all finished and unfinished documents, services, papers, data, products, and the like prepared, produced or made by PROVIDER under this Contract shall at the option of VILLAGE become the property of VILLAGE, and PROVIDER shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents, services, papers, data, and/or products. Notwithstanding the above, PROVIDER shall not be relieved of liability to VILLAGE for damages sustained by VILLAGE by virtue of any breach of this Contract by PROVIDER, and VILLAGE may withhold any payments to PROVIDER for the purpose of offset.

V. PAYMENT. VILLAGE agrees to make such payments for services rendered under this Contract as and in the manner specified herein and in the attached Schedule B, which is fully incorporated herein by reference. Notwithstanding any language to the contrary in this Contract or its attachments, VILLAGE shall never be required to pay more than the sum set forth on page 1 of this Contract under the heading MAXIMUM COST, for all services rendered by PROVIDER under this Contract for the contracted services, unless otherwise agreed to by the parties by written agreement.

VI. REPORTS. PROVIDER agrees to make reports on the status of its services upon reasonable request by VILLAGE.

VII. DELIVERY OF NOTICE. Notices, bills, invoices and reports required by this Contract shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's business address as set forth above. Either party may change the address to which notices should be sent by written notice to the other party.

VIII. INSURANCE.

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

Commercial General Liability.

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

Professional Liability.

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

Commercial/Business Automobile Liability.

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

Workers' Compensation.

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

Umbrella or Excess Liability.

PROVIDER may satisfy the minimum liability limits required above for Commercial General

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

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

be governed by the Wisconsin Public Records Law and that, in the event of a request for such documents, the VILLAGE may be legally obligated to produce them. The PROVIDER agrees that it will provide all such documents to the VILLAGE if determined by VILLAGE to be necessary to comply with a proper Public Records Law request by either (1) retaining all such documents for a period of not less than seven (7) years after completion of the Work and providing copies to the VILLAGE promptly upon request in exchange for the reasonable cost of copying or (2) providing a copy of each such document to the VILLAGE upon the expiration of the Contract. In the event the PROVIDER fails to make such documents available to the VILLAGE as provided herein, the PROVIDER shall indemnify the VILLAGE for any penalties, costs, expenses (including reasonable attorney fees) incurred due to its inability to comply with the Public Records Law with respect to such documents. The obligations under this paragraph to produce and retain records, including the provisions for indemnity, shall survive the expiration or termination of this Contract.

XII. MISCELLANEOUS.

- A. PROVIDER is registered to do business in the State of Wisconsin; the persons executing this Contract on its behalf are authorized to do so, and the name and address of PROVIDER's registered agent is as set forth opposite the heading REGISTERED AGENT on page 1 of this Contract. PROVIDER shall notify VILLAGE immediately, in writing, of any change in its registered agent, his or her address, and PROVIDER's legal status. For a partnership, the term 'registered agent' shall mean a general partner. The person(s) executing this Contract on behalf of PROVIDER individually represent(s) that he, she or they are duly authorized to enter into this Contract and bind the PROVIDER hereto, and that no signatures other than those shown in the signature blocks below are necessary to make this Contract binding on PROVIDER.
- B. Controlling Law and Venue. It is expressly agreed that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall lie solely in the Dane County Circuit Court.
- C. Limitation of Contract. This Contract is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Contract shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.
- D. Entire Contract. The entire agreement of the parties is contained herein and this Contract supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Contract shall not be amended in any fashion except in writing, executed by both parties.
- E. Counterparts. The parties may evidence their agreement to this contract upon one or several counterparts of this instrument, which together shall constitute a single instrument.
- F. Severability. In the event any provision, term or clause contained in this Contract shall be determined unlawful or unenforceable, such determination shall not affect the remaining provisions of this Contract which shall remain in full force and effect. In the event any such provision, term or clause shall be determined unlawful or unenforceable as to any particular person or circumstances, such determination shall not affect the applicability of such provision to any other person or under any other circumstances.
- G. Neither Party shall be liable to the other Party for failure or delay in performance of this Contract due to acts of God, acts of governmental authorities other than the VILLAGE, extraordinary weather conditions or other natural catastrophes, or any other cause beyond the reasonable control or contemplation of either Party or as otherwise defined by law ("Force Majeure Event"), provided the delayed Party shall make reasonable efforts to avoid

or mitigate such delay and shall promptly notify the other Party in writing of the cause of the delay and its extent.

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

FOR PROVIDER:

Date Signed: _____

FOR VILLAGE:

Date Signed: _____
Carolyn Clow, Village President

Date Signed: _____
Cassandra Suettinger, Deputy Administrator/Clerk

Approved as to form:

Daniel J. Evans
Attorney for the Village

VILLAGE OF MCFARLAND CONTRACT

Schedule A – Scope of Services

Pursuant to Section II(A) of this Contract, the PROVIDER shall provide _____

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

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

VILLAGE OF MCFARLAND CONTRACT

Schedule B – Payment for Services

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

VILLAGE OF MCFARLAND CONTRACT

Schedule C – Project Schedule

Please note the following project schedule:

Task

Time Frame

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

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, August 22, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion regarding process to revise and/or update the Village's mission, vision statement, and core values.

PREVIOUS ACTION:

This was last updated by the Village Board in 2018 through that annual goal and objective setting process.

Additionally, it was evaluated through the Diversity, Equity, and Inclusion Committee Report completed in 2022 with no changes recommended.

ISSUE SUMMARY:

The Board began its discussion on review of the Village's current Mission and Vision Statement at its strategic planning meeting on May 31st. This continued at the second meeting on June 15th and July 13th. The prior direction to board members was to submit comments to Village Staff to compile for review at this meeting within the meeting. No comments have been submitted to date to review as far as revisions. The board however has stated it still wishes to develop a process to consider changes to the mission, vision, and core values.

Similar to our work to develop the 2020-2030 Strategic Plan, it is recommended that the Village Board engage with a Consultant to help lead this process. We could benefit from someone that specializes in this work that can take our ideas and turn them into actionable changes to consider for each of these very important items. We can begin the work this Fall to get someone hired and wrap up in the Spring of next year well before we begin the next round of goals and objectives.

If this is agreeable, it is suggested that Objective #6 be created under Goal D for Village Government. The objective would be to "Conduct a process to revise and/or update the Village's mission, vision statement, and core values." The board can certainly edit this as it desires. Action steps could be as simple as to hire someone by this Fall and then complete the work by the Spring. This would also signal the inclusion of funds for the 2024 Budget as well.

FINANCIAL/BUDGET IMPACT:

The cost for the Strategic Plan in 2019/2020 was \$26,500. The work proposed here is about a third of what that effort was. We would likely expect this work to cost between \$10,000 to \$15,000 as a rough range of costs to expect.

VILLAGE PLAN REFERENCE:



None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion only. No action needed.

If we want to add to the next year's goals and objectives, we'll pick that up as an action item within the next agenda item.

ATTACHMENTS:

1. McFarland Vision-Mission Statement FINAL

Village of McFarland

Updated July 26, 2018

VISION STATEMENT

The vision of the Village of McFarland is to create an inviting, dynamic, diverse community that offers a high quality of life and a supportive environment in which all citizens may practice their individual value choices. The community actively seeks to preserve its proud heritage, protect its abundant natural resources, plan for responsible and balanced residential and commercial growth, promote a viable economic base, support educational excellence, provide diverse leisure options, and foster a healthy social fabric.

MISSION STATEMENT

With direction encouraged from an engaged citizenry, Village elected officials and employees will maintain and enhance the quality of life of the community by delivering quality services in an efficient and accountable manner and by providing an orderly, unbiased system of government that is transparent and accessible. To create and sustain a high level of confidence in Village government, we pledge to function with: professional integrity; fiscal responsibility; open communications; environmental sustainability; sensitivity to the values of each individual; full cooperation in achieving the priority goals determined by the community.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, August 22, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to consider the proposed goals and objectives with action plan to be accepted as the 2023-2024 McFarland Strategic Implementation Plan.

PREVIOUS ACTION:

The Village Board met on April 10, 2023 to review the former year's progress on the 2021/2022 Goals and Objectives.

The Village Board met on May 31st, June 15th, and July 13th to discuss possible revivisions to the next year's Goals and Objectives.

The Village Board met with Staff on August 2, 2023 to review the Action Plan along with the updated Goals and Objectives.

ISSUE SUMMARY:

We have been reviewing the next year's draft Goals and Objectives over the course of the last several months. Most recently we reviewed the Goals and Objectives with the proposed Action Plan prepared by Village Staff. All of this was reviewed and advanced to the Village Board to consider acceptance in order to finalizing the planning process for the coming year. The version of the plan included in your packet is marked up showing the changes since we last reviewed this on August 2nd. We'll clean this up as a final version once accepted. Additional, this final draft did not include the current mission and vision as the Village Board continues that work as part of a separate process. This work will align with capital planning and development of the next year's budget which will begin review next month. This will serve as the 2023-2024 McFarland Strategic Implementation Plan once accepted by the Village Board.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:



Motion, second to accept the goals and objectives with action plan to serve as the 2023-2024 McFarland Strategic Implementation Plan.

ATTACHMENTS:

1. 2023-2024 McFarland Strategic Impl. Plan 08172023 DRAFT



2023-2024

McFarland Strategic Implementation Plan

August 22, 2023

Village Board Review and Acceptance

2023/2024 - McFarland Strategic Implementation Plan

Village Board Goals, Objectives, and Action Plan

All goals should be consistent with the Village Mission statement and vision statement.

Highlight notes items where new funding is required within the budget and not previously approved.

A. McFarland Municipal Center Campus

Develop *of the Master Plan to include implementation of* a multi-generational community center, *planned in conjunction with* expansion of the library, connecting Village plaza, and adjoining outdoor public spaces (i.e. - McFarland Municipal Campus) including the development of programs to serve seniors, youth, and families.

Objectives:

- (1) Determine future space needs and design features for the development of indoor and outdoor public spaces to support programming to be determined.
- (2) Identify and engage a broad spectrum of residents, including seniors, youth, adults, and community partners in all aspects of the planning process and operations/utilization.

Action Steps:

Cost

Timeline

Assignment

Objectives Completed.

McFarland Municipal Center Master Plan Accepted by Village Board on May 23, 2023.

- (3) Identify operational issues, challenges, and fiscal impacts associated with the *design of recommendations from the development* McFarland Municipal Campus Master Plan and the construction of desired improvements thereof.
- (4) Build accepted and recommended improvements for public infrastructure in accordance with the McFarland Municipal Center Campus Master Plan.

Action Steps:

Cost

Timeline

Assignment

Accept long term financial plan as appendix to 5 year CIP that depicts
i. implementation of all improvements for Municipal Center, Library, and surrounding public spaces.

None

August 2023

Administrator

Library

Village Board

Make decision(s) regarding options for facility and adjoining site plan presented within the Master Plan for the Municipal Center Project and adjoining public spaces.
ii.

None

August 2023

Administrator

Village Board

Issue RFP to hire Project Manager/Owner's Representative to assist in Design through Construction.
iii.

\$300,000

September 2023

Administrator

Issue RFP to hire Architect to conduct design, bidding, and construction administration services.
iv.

\$1,500,000

October 2023

Administrator

2023/2024 - McFarland Strategic Implementation Plan

Village Board Goals, Objectives, and Action Plan

A. McFarland Municipal Center Campus (CONTINUED)

Develop *of the Master Plan to include implementation of* a multi-generational community center, *planned in conjunction with* expansion of the library, connecting Village plaza, and adjoining outdoor public spaces (i.e. - McFarland Municipal Campus) including the development of programs to serve seniors, youth, and families.

Objectives:

(4)	Build accepted and recommended improvements for public infrastructure in accordance with the McFarland Municipal Center Campus Master Plan (CONTINUED) .		
v.	Develop temporary operating plan for impacted Municipal Center Departments.	TBD	January 2024 Administrator Departments
vi.	Complete design and award contract for Municipal Center Project.	None	December 2024 Administrator Consultants Departments Village Board
vii.	Begin construction of Municipal Center Project. <i>Implement tempoary operating plan for impacted Municipal Center Departments.</i>	TBD	January 2025 Administrator Consultants Contractors Departments
viii.	Collaborate with the Library Board on reviewing their needs for facility expansion in association with the above referenced Master Plan.	N/A	On Going Project Duration Administrator Library Village Board

2023/2024 - McFarland Strategic Implementation Plan

Village Board Goals, Objectives, and Action Plan

B. Public Infrastructure <i>Plan for and align physical facilities and open space to support future service delivery, quality of life and infrastructure needs.</i>			
Objectives			
(1) Complete construction and transition affected Departments to a standalone public safety facility for fire, EMS, police, and court services.			
<u>Action Steps:</u>	<u>Cost</u>	<u>Timeline</u>	<u>Assignment</u>
Objective Completed.			
Public Safety Center on schedule to take occupancy by August 31, 2023.			
(2) Improve current Village facilities, including maintenance enhancements, and identify new systems to promote sustainability.			
(3) Develop capital improvement plans to support infrastructure needs aligned with future growth to forecast cost implications and implementation schedule.			
<u>Action Steps:</u>	<u>Cost</u>	<u>Timeline</u>	<u>Assignment</u>
i. Completion of a Village wide energy audit and planning to implement energy efficiencies within operations.	\$75,000	March 2024	Community Development
ii. Create policy for utilization of uniform design concepts within facilities.	None	June 2024	Senior Outreach
iii. Annual preparation of 5 year CIP to inventory and outline public improvements leading into budget process.	None	Annually August 2024	Administrator Departments
iv. Develop plan for addressing Waubesa lagoon/channel waterways as recommended for inclusion within the CIP.	TBD	August 2024	Administrator Public Works
v. Prepare inventory and develop assessment of public restrooms to identify opportunities for gender neutral facilities.	\$15,000	September 2024	Administrator Public Works
vi. Install battery storage at Public Safety Center through OEI grant award for excess power created in solar array.	\$605,000 (\$255k local)	December 2024	Community Development
vii. Continue planning with partners as applicable to develop solar array to offset municipal energy consumption.	TBD	December 2024	Community Development
viii. Continued planning combined with implementation as appropriate for digital archiving project.	\$25,000	Duration	Administration Comm and Tech

2023/2024 - McFarland Strategic Implementation Plan

Village Board Goals, Objectives, and Action Plan

C. Housing & Economic Development

Promote responsible growth, affordable housing, increase economic development, and grow/retain existing businesses.

Objectives

- (1) **Attract and** enhance new and existing commercial, **restaurants**, retail, mixed-use, and civic uses in the downtown area, **USH 51/Farwell corridor, East Side Growth Area, and surrounding areas.**
- (2) ~~Improve the mix of commercial and mixed use development along Highway 51 and Farwell Street.~~
- (3) Develop incentives for business growth such as incubator programs, tax increment financing districts, ~~(TIF)~~ districts, **and recruitment/retention.**
- (4) ~~Identify areas for expanding commercial and industrial development.~~
- (5) ~~Improve business retention to support existing businesses and advance recruitment efforts to bring in new businesses.~~

Action Steps:	Cost	Timeline	Assignment
Develop RFP, bid, hire, and begin process to recodify the Subdivision and Zoning Codes as they impact planning decisions, density, zoning, diversity, and commercial uses.	\$110,000	July 2024	Administrator Community Development Plan Commission Village Board
ii. Complete Terminal & Triangle District Plan/Redevelop. Plan 1, including new Overlay TIF District.	\$75,000	October 2024	Community Development
iii. Complete updates to the Downtown redevelopment plan.	\$75,000	October 2024	Community Development
iv. Consider property acquisition where appropriate.	Case by Case	Duration	Administrator Comm Devel
v. Consider options for funding property acquisition opportunities.	Case by Case	Duration	Administrator Comm Devel
vi. Advance East Side Plan, pursue recommendations and consider projects as applicable.	Case by Case	Duration	Community Development
vii. Participate with Chamber and business communities at least annually regarding Village updates.	\$500	TBD	Administrator Community Development

- (6) Improve mix of housing within the Village, including consideration for affordable housing units within new development.

Action Steps:	Cost	Timeline	Assignment
i. Finalize and implement Affordable Housing Fund Policy.	Case by Case	September 2023	Community Development
ii. Evaluate opportunities to build Affordable Housing Fund through General Fund, TIF extensions, Couding funding, CDBG programs, etc.	TBD	Duration	Administrator Community Development
iii. Evaluate opportunities to implement recs. from the housing studies to encourage new affordable housing.	Case by Case	Duration	Community Development

2023/2024 - McFarland Strategic Implementation Plan

Village Board Goals, Objectives, and Action Plan

D. Village Government

Creation of a dynamic work place that is inclusive and diverse in our ability to demonstrate our commitment to employee growth and development for the betterment of the Community.

Objectives:

- (1) Evaluate staffing models and organization structure to meet future service delivery needs.

Action Steps:	Cost	Timeline	Assignment
i. Update staff planning for all Depts for 2024-2033 and build into the annual budgeting process there forward. Emphasize utilization of increases in State Shared Revenue.	None	September 2023	Administrator Administration Departments
ii. Study and report on recommendations to implement curbside yard waste/leaf collection program.	TBD	September 2024	Administrator Public Works
iii. Forecast cost and tax levy impacts of operating costs . Present forecasting annually through budget process.	None	August 2024	Administration Administrator

- (2) Prioritize community-based policing practices and identify areas for diversity initiatives, outreach, education, and program development.

Action Steps:	Cost	Timeline	Assignment
i. Pursue and complete policy updates for WILEAG Accreditation.	None.	December 2023	Police
ii. Consider assignment of Community Service Officer and develop workplan for position.	TBD	June 2024	Police
iii. Address recommendations of the Communications and Engagement Plan related to crisis communications, applicable emergency response, and general resident engagement.	TBD	Duration	Administrator Comm Tech Fire and Rescue Police Village Board

- (3) Enhance public engagement and presence within the Community through the use of a broad range of media.

Action Steps:	Cost	Timeline	Assignment
i. Finish and consider implementation strategies as recommended through the Communications and Engagement Plan.	\$24,750	October 2023	Administrator Comm Tech Departments Village Board
ii. Build out future goals, objectives, action plan, and staffing recommendations based on opportunities for enhanced engagement and communications.	TBD	August 2024	Administration Administrator Communications and Technology Village Board

2023/2024 - McFarland Strategic Implementation Plan

Village Board Goals, Objectives, and Action Plan

D. Village Government (CONTINUED)

Creation of a dynamic work place that is inclusive and diverse in our ability to demonstrate our commitment to employee growth and development for the betterment of the Community.

Objectives:

- (4) Continue discussions with School District on partnerships with the Village to share and expand services for the benefit of the Community.

Action Steps:	Cost	Timeline	Assignment
i. Collaborate with the School District regarding overlapping initiatives recommended through the Communications and Engagement Plan.	TBD	December 2023	Administrator Departments Village Board
ii. Formalize partnership addressing operational impacts and financial considerations for live programming of School District events.	TBD	June 2024	Administrator Communications and Technology Village Board
iii. Explore opportunities with the School District to connect with students and faculty for program development, BCC participation, internship, and other forms of outreach as applicable.	Case by Case	Duration	Administrator Departments Village Board

- (5) Plan for and implement the inclusion of the operations for the McFarland Youth Center.

Action Steps:	Cost	Timeline	Assignment
i. Study operations of the McFarland Youth Center on how it can transition into the Village.	None.	January 2024	Administrator
ii. Prepare plan/proposal for implementation to address their ongoing operations.	TBD	July 2024	Administrator

2023/2024 - McFarland Strategic Implementation Plan

Village Board Goals, Objectives, and Action Plan

E. Community <i>Improve the Community experience for residents, businesses, and visitors through its services, safety, history, and overall desired quality of life.</i>			
Objectives			
(1) Promote Village history using statues, murals, music, special programming, etc. (2) Create a public art program that enriches the community and enhances the local quality of life.			
Action Steps:	Cost	Timeline	Assignment
i. Continued funding of signage program implemented by the Landmarks Commission to note locally historic properties.	\$20,000	June 2024	Community Development Landmarks Commission
ii. Pursue locally initiated public art and design opportunities.	Case by Case.	Duration	Community Development
iii. Developing program(s) for when and where to conduct a land acknowledgment and recognize historically indigenous properties.	None	Duration	Communications and Technology
(3) Promote the concept of a safe and healthy community in an integrated way including diversity, equity, and inclusion initiatives; from policy to planning and development.			
Action Steps:	Cost	Timeline	Assignment
i. Finalize planning and conduct recruitment for new position focused around diversity, equity, and inclusion.	\$55,000	December 2023	Administration Comm and Tech DEI Committee Village Board
ii. Draft and develop policy for Village involvement in special events including sponsorship, operational support, etc.	None	March 2024	Administration Administrator
iii. Explore inclusion within the Dane County and City of Madison C.A.R.E.S. program, encourage continued funding and support.	TBD	June 2024	Administrator Village Board
iv. Cross develop community outreach/risk reduction training to develop strategies for medical and wellness risk reduction.	\$10,000	2024	Fire and Rescue Senior Outreach
v. Participate in the Trust Building Campaign by the IACP to ensure positive partnerships and improve general well being.	Varies	Duration	Police

2023/2024 - McFarland Strategic Implementation Plan

Village Board Goals, Objectives, and Action Plan

F. Transportation				
Improve Community connectivity along pedestrian and vehicular corridors.				
Objectives				
(1) Improve, maintain, and enhance bike/walking path connections throughout the Village and in cooperation with neighboring municipalities and government agencies.				
Action Steps:		Cost	Timeline	Assignment
i. Continued segregation of sidewalk and trail project planning. Further track condition and improvements within RMT System.		None	August 2024	Public Works
ii. Plan Siggelkow corridor for trail expansion from Juniper Ridge to Community Park on CTH AB.		TBD	Duration	Administrator Comm Devel Public Works
iii. Work with Dane County on planning for connection of Lower Yahara Trail from Fish Camp Park (County) to Urso/Schuetz Park (Village).		TBD	Duration	Administrator Community Development Public Works
iv. Work with WisDOT and Town of Dunn regarding Exchange Street, USH 51 trail extensions.		TBD	Duration	Administrator Community Development
(2) Review opportunities to provide all forms of public transportation within and outside of the Village.				
Action Steps:		Cost	Timeline	Assignment
i. Explore municipal and/or regional partnerships to develop localized public transportation.		TBD	Duration	Administrator Community Development
ii. Review opportunities through new State innovative fund.		Case by Case.	Duration	Administrator Comm Devel
iii. Pursue opportunities to add EV Charging Stations at Level 2/3 through private business, utility partnership, and/or other incentives.		Case by Case.	Duration	Community Development
(3) Enhance pedestrian safety for walkers and bicyclists throughout the community, including areas of Highway 51 that go through the Village.				
Action Steps:		Cost	Timeline	Assignment
i. Design streetscaping improvements for inclusion within Segment 7 project.		\$15,000	June 2024	Community Development
ii. Continued partnership with WisDOT and Dane County on Segment 7 as applicable, emphasis on Siggelkow round-a-bouts, pedestrian connectivity.		TBD	Duration 2025/2026	Administrator Community Development Village Board
iii. Continued partnership with WisDOT and Dane County on Segment 6 as applicable, emphasis on adding sidewalk, safe crossing, speed limit, round-a-bout, and bridge underpass.		TBD	Duration 2027/2028	Administrator Community Development Village Board

(4)	Pursue opportunities to add Electric Vehicle (EV) Charging Stations at Level 2 and 3 within the Village through private business, utility partnership, and/or other incentives.
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This item was moved to an action step within this Goal under Objective 2 as Action Step (iii).

2023/2024 - McFarland Strategic Implementation Plan

Village Board Goals, Objectives, and Action Plan

G. Park/Conservancy System <i>Support the development of active and passive park amenities that appeal to all age groups and abilities.</i>			
Objectives			
(1) Develop new and diverse park system amenities for indoor and outdoor use that are not currently offered in our Community.			
Action Steps:	Cost	Timeline	Assignment
i. Finish construction of new Skate Park amenities within McFarland Park.	\$645,000	October 2023	Public Works
ii. Finish community park phase 1 with in ground irrigation.	\$1,500,000	October 2023	Public Works
iii. Construct new gender neutral public restroom at Highland Oaks Park.	\$150,000	April 2024	Public Works
iv. Plan, Design, and/or Construct Phase 1 and 2 of the proposed Inclusive Park at Waubesa Intermediate School.	\$2,500,000	September 2024	Administrator Parks/Rec Committee Public Works School District Village Board
v. Consider land acquisitions where applicable to expand and/or create new opportunities within the parks.	Case by Case.	Duration	Community Development
(2) Dedicate resources to enhance and maintain existing parks and green spaces throughout the Village.			
Action Steps:	Cost	Timeline	Assignment
i. Improve access within dog park by installing new limestone path.	\$75,000	October 2023	Public Works
ii. Complete new tree management plan in line with tree inventory to help advise future management initiatives.	\$7,500	December 2023	Public Works
iii. Renovate bathrooms at Brandt Park to improve fixtures and enhance security, access control. Evaluate ability for gender neutral facilities.	\$110,000	May 2024	Public Works
iii. Replace playground equipment at Highland Oaks Park.	\$125,000	August 2024	Parks/Rec Committee Public Works
(3) Evaluate the costs and benefits of an outdoor aquatic facility, including construction and operation.			
Action Steps:	Cost	Timeline	Assignment
i. With location determined, finalize conceptual plan to estimate site plan, elevations, and probable cost.	\$10,000	February 2024	Administrator
ii. Discuss future capital/operating costs, gather public input, economic impact, determine fund raising parameters, create community partners as needed.	None	Duration	Administrator Parks and Recreation Committee Village Board

2023/2024 - McFarland Strategic Implementation Plan

Village Board Goals, Objectives, and Action Plan

G. Park/Conservancy System (Continued)

Support the development of active and passive park amenities that appeal to all age groups and abilities.

Objectives

- (4) Develop and implement park master plans that prioritize future developments.

Action Steps:	Cost	Timeline	Assignment
i. Drafting and development of 2024-2028 Parks and Open Space Plan.	\$10,000	December 2024	Comm Devel Public Works
ii. Advance permitting process for McDaniel Park Beach Project to include dredging to improve accessibility.	\$25,000	December 2024	Administrator Public Works
iii. Continue planning and engagement for design process on Phase 2 of Community Park.	\$175,000	December 2024	Administrator Parks/Rec Committee Public Works

- (5) Expand, enhance, and develop programs to increase access and promote greater use of the lakefront, wetland conservancy, and waterways.

Action Steps:	Cost	Timeline	Assignment
i. Design and construct lake access improvements at Lewis Park.	\$250,000	July 2024	Parks/Rec Committee Public Works
ii. Review opportunities for funding through Dane County at Lewis Park for lake access project.	TBD	July 2024	Administrator
iii. Continued promotion of McDaniel Park for commercial partnerships including new priority for water craft rental.	Case by Case.	Duration	Administrator
iv. Review opportunities within the system to acquire property to expand lake access.	Case by Case.	Duration	Community Development

2023/2024 - McFarland Strategic Implementation Plan

Village Board Goals, Objectives, and Action Plan

H. Diversity, Equity, and Inclusion

Create opportunities to advance initiatives that support the growth of diversity, equity, and inclusion within the Community and organization.

Objectives

- (1) Provide support for the ongoing development and utilization of the Diversity, Equity, and Inclusion Committee.

Action Steps:	Cost	Timeline	Assignment
i. Onboard new position focused around diversity, equity, and inclusion and integrate their work with Committee.	None.	January 2024	Communications and Technology Departments
ii. Consider recommendations from the Communications and Engagement Plan as it may pertain to the Committee and/or diversity, equity, and inclusion.	TBD	Duration	Communications and Technology
iii. Review parameters and limitations for data collection, establish concept for ongoing auditing.	None.	April 2024	Administration Administrator Comm and Tech
iv. Create policy for data collection and its impacts for use going forward (i.e. - tracking, evaluating, sharing, etc.)	None.	Duration	Administration Administrator Comm and Tech

- (2) Continued implementation of the Diversity, Equity, and Inclusion (DEI) Report.

Action Steps:	Cost	Timeline	Assignment
i. Consider holiday recognition and event schedules. Update policy as applicable.	None	December 2023	Comm and Tech
ii. Review DEI Report and reconcile progress.	None	June 2024	Communications and Technology
iii. Continue to support other events, initiatives, programs, trainings, etc. within the Community through the Village, School District, and other local groups.	Case by Case	Duration	Administration Communications and Technology
iv. Alignment of equity audit with expectations for data collection to be evaluated by the DEI Committee.	None.	Duration	Administration Administrator Comm and Tech

- (3) Work with Community Partners on the creation of a lasting land acknowledgement.

Action Steps:	Cost	Timeline	Assignment
i. Support public recognition of the land acknowledgement previously adopted during the Community Festival.	TBD.	September 2024	Administration Administrator Communications and Technology

- (4) Continue discussions with School District on partnerships with the Village for the advancement of diversity, equity, and inclusion within the Community.

Action Steps:	Cost	Timeline	Assignment
i. Engage and network with School District via DEIB Coordinator position.	None.	Duration	Administration Administrator Comm and Tech

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, August 22, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to accept the McFarland 2024-2028 Capital Improvement Plan.

PREVIOUS ACTION:

Please note the following schedule that was applied to prepare this plan and the review anticipated:

- April 10 – Begin Staff Process
- May 3 – Staff Submittal Deadline
- May 13 – Financial Advisor Report
- May 18 – Draft Plan Complete, transmitted to Village Board
- May 22 – Public Works and Utilities Committee: Intro draft plan for items related to streets, utilities, vehicles, and equipment within the Public Works Department.
- May 23 – Village Board: Intro the entire draft plan
- June 6 – Parks and Recreation Committee: Intro draft plan for items related to park amenities within the Public Works Department.
- June 26 - Public Works and Utilities Committee: Continue Review
- July 4 - Parks and Recreation Committee: Continue Review
- July 11 - Village Board: Continue Review
- July 24 – Public Works and Utilities Committee: Review and recommendation to the Village Board
- July 25 – Village Board: Continue Review
- August 1 – Parks and Recreation Committee: Review and recommendation to the Village Board
- **August 22 – Village Board: Accept and finalize the next 5 year plan**

ISSUE SUMMARY:

Enclosed is the draft 2024-2028 Capital Improvement Plan helping to plan out a multitude of projects, plans, designs, equipments, and various capital needs. Commitment to capital within this plan remains strong and in line with Village Board goals and objectives established for these purposes. This plan has previously been reviewed by the Village Board as well as within Committees with the objective for this upcoming meeting to consider acceptance of this final draft. The 2024 plan year once accepted will then be used to build the 2024 Budget for the Capital Projects Fund for your consideration to adopt this Fall.



The plan continues to forecast what is needed for our note issuances from year to year while also accounting for bonding needs of the Community Center addition to the Municipal Center. The funding outlined in this plan provides for the higher cost Option #2 to account for the larger forecasted impact. Regardless of the option selected, the amount of borrowing for 2024 will be the same for the project. The key decision point comes for 2025 when we reconcile what's needed to borrow in order to finish the project. Additionally, the long term ten year bond planning that was reviewed by the Village Board on August 8th is included in Appendix A. This forecasts the inclusion of the Library expansion in year ten as we have been planning.

Please remember these are projections taking into account a lot of assumptions on what may or may not happen in the next 5 years and longer regarding the presented variables. The true testament as to whether or not any implementation happens within this plan is through the annual budget process. As a plan, the use of assumptions is appropriate to be able to forecast certain impacts and attempt to avoid funding pitfalls. As we progress through the years, how elements are incorporated into the budget is the final say as to whether or not they may move forward.

FINANCIAL/BUDGET IMPACT:

On average over the 5 year life of this plan, the average tax rate increase is \$0.35 per thousand dollars of value. The median home value as of January 1, 2023 is estimated at \$390,600 and an individual with that level of value would expect to pay approximately \$135.28 more per year on average under this plan. By comparison, last year's plan was accepted at an average tax rate increase of \$0.48 per thousand dollars of value which the average homeowner would have expected to pay on average \$151.46 more per year.

- Debt Support - Overall, note issuances are planned to be slightly less over the next 5 years. Total note issuances accepted last year was \$24,473,000 at an average of \$4,894,600 per year within the plan. The enclosed plan proposes a total note issuance of \$22,225,250 which yields an average of \$4,445,050.
- Interest Rates - The plan accepted last year recognized rising interest rates and accounted for that within its forecasting. Interest rates on the municipal bond market have done a little bit better than expected and this plan carries forward similar assumptions/levels.
- Debt Utilization - This plan does add \$13 million in additional bonding to support Option #2 of the Municipal Center project. That is not decided but is included to show the full picture as to what the higher levels could look like. Certainly if Option #1 is selected later on then these estimates would change downward. As a result though, debt utilization will go up to 80.16% in 2025 before it starts to fall. Previously that percentage projected a max at 68.88% in 2024. A margin of 20% would yield about \$16 million in GO obligations that could still be borrowed if desired or needed.

VILLAGE PLAN REFERENCE:

Chapter 3 - Debt Management Policy

Last updated in 2020, this policy provides guidance on the utilization of debt to support capital project needs. Our planned borrowing past and present have conformed to the standards outlined within this document. By State law, our debt limit is 5% of our equalized value which



as part of the 2022 Audit was \$71,747,390 million with \$29,962,390 million outstanding. By policy the limit locally is set at not to exceed 67% of our legal debt limit which would be approximately \$48.07 million. Again, as of the end of 2022 we were below this threshold at \$41.79 million utility demonstrating a slightly above average utilization of debt.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to accept the McFarland 2024-2028 Capital Improvement Plan.

ATTACHMENTS:

1. 2024-2028 McFarland CIP - DRAFT - 08172023



5 Year
Capital Improvement Program

2024-2028

August 22, 2023
Village Board Review and Approval

DRAFT

2024-2028 McFarland Capital Improvement Plan

Funding Summary

By Department...	2024	2025	2026	2027	2028	Total
Administration	39,500	52,500	27,500	27,500	57,500	204,500
Facilities	12,733,000	12,734,500	236,000	238,000	238,000	26,179,500
Communications/Technology	5,000	5,000	5,000	5,000	5,000	25,000
Police	195,000	65,000	285,000	35,000	35,000	615,000
Fire and Rescue	110,000	1,009,000	188,250	1,413,000	584,250	3,304,500
Public Works	8,302,500	6,852,250	6,230,250	6,864,155	5,596,000	33,845,155
Senior Outreach	0	3,000	0	0	0	3,000
Library	362,000	8,000	8,000	8,000	8,000	394,000
Parks	3,208,000	3,525,000	3,305,000	1,860,000	7,665,000	19,563,000
Community Development	202,500	20,500	56,000	56,250	281,250	616,500
Total	25,157,500	24,274,750	10,341,000	10,506,905	14,470,000	84,750,155

By Fund...	2024	2025	2026	2027	2028	Total
General - Fund 100	4,500	4,500	4,500	4,500	4,500	22,500
Comm/Tech - Fund 200	5,000	5,000	5,000	5,000	5,000	25,000
TID #3 - Fund 305	-	-	-	3,070,750	1,686,500	4,757,250
TID #4 - Fund 310	-	-	-	-	-	-
TID #5 - Fund 315	-	-	-	-	-	-
Capital Projects - Fund 400	20,285,250	18,448,500	5,233,500	4,538,750	11,235,250	59,741,250
Parks - Fund 405	515,000	500,000	165,000	435,000	440,000	2,055,000
Utility - Fund 600	3,564,250	4,840,000	4,217,750	2,306,155	1,035,500	15,963,655
Stormwater - Fund 605	783,500	476,750	715,250	146,750	63,250	2,185,500
Total	25,157,500	24,274,750	10,341,000	10,506,905	14,470,000	84,750,155

Within Fund 400...	2024	2025	2026	2027	2028	Total
General Revenue	250,000	275,000	300,000	325,000	350,000	1,500,000
Grants	2,182,000	5,000	690,750	750	6,000,000	8,878,500
Intergovernmental	800,000	-	500,000	-	-	1,300,000
Borrowing	16,543,750	17,990,500	3,692,750	4,163,000	4,835,250	47,225,250
Reserves	509,500	178,000	50,000	50,000	50,000	837,500
Total	20,285,250	18,448,500	5,233,500	4,538,750	11,235,250	59,741,250

Within Borrowing...	2024	2025	2026	2027	2028	Total
Bonds	12,500,000	12,500,000	-	-	-	25,000,000
Notes	4,043,750	5,490,500	3,692,750	4,163,000	4,835,250	22,225,250
Total	16,543,750	17,990,500	3,692,750	4,163,000	4,835,250	47,225,250

Within Fund 600 and 605...	2024	2025	2026	2027	2028	Total
Water	1,330,000	4,715,750	3,187,750	2,191,905	1,004,750	12,430,155
Sanitary Sewer	2,234,250	124,250	1,030,000	114,250	30,750	3,533,500
Storm Sewer	783,500	476,750	715,250	146,750	63,250	2,185,500
Total	4,347,750	5,316,750	4,933,000	2,452,905	1,098,750	18,149,155

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2021 2022 2023 2024 2025 2026 2027 2028

Program Year: 2024

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400					Total	Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							General	Grants	Intergov	Borrow	Reserve			Water	Sewer		
Digital Records Mgmt	Admin						25,000					25,000					25,000
Equipment/Furniture	Admin	2,500										-					2,500
HR Software	Admin						12,000					12,000					12,000
Community Center (Build)	Facilities									12,500,000		12,500,000					12,500,000
Facility Improvement	Facilities										50,000	50,000					50,000
General Tech Equipment	Facilities									30,000		30,000					30,000
Land Acquisition	Facilities						40,000					40,000					40,000
Network Equip	Facilities						4,000					4,000		3,000	3,000	3,000	13,000
Sinking Fund	Facilities						100,000					100,000					100,000
Equipment Upgrade	C/T											-					-
	C/T		5,000									-					5,000
	C/T											-					-
Equipment	Police									25,000		25,000					25,000
RMS System	Police									150,000		150,000					150,000
Traffic Safety	Police									20,000		20,000					20,000
Car 1 Sinking Fund	Fire/EMS						7,750					7,750					7,750
EMS Equipment	Fire/EMS									24,250		24,250					24,250
Fire Equipment	Fire/EMS						14,500	5,000		37,250		56,750					56,750
Ice/Water Rescue	Fire/EMS						6,500					6,500					6,500
Technology	Fire/EMS									14,750		14,750					14,750
Exchange Street (Build)	DPW							1,177,000		2,101,250		3,278,250		1,039,750	164,000	390,750	4,872,750
Grapple Bucket	DPW									6,000		6,000					6,000
Landscape Rakes	DPW									20,000		20,000					20,000
Leased Equipment	DPW						9,000					9,000		8,000	8,000	8,000	33,000
Lift Station #2 (Build)	DPW											-			2,000,000		2,000,000
Paving and Utility Plan	DPW									311,250		311,250		20,000			331,250
Pickup Truck X 4	DPW									57,000		57,000			57,000	57,000	228,000
Sidewalk Replace	DPW									100,000		100,000					100,000
Sinking Fund	DPW						2,250					2,250		2,250	2,250	2,250	9,000
Small Capital	DPW											-				2,500	2,500
Street Maintenance	DPW									150,000		150,000				320,000	150,000
Street Sweeper	DPW											-					320,000
Street Tree Planting	DPW									30,000		30,000					30,000
Well #5 (Design)	DPW											-		200,000			200,000
Outreach	Outreach											-					-
Outreach	Outreach											-					-
Outreach	Outreach											-					-
Comp - Workstation	Library						8,000					8,000					8,000
HVAC Controls	Library									115,000		115,000					115,000
Parking Lot/Hardscape	Library									73,000		73,000					73,000
Roof Maintenance	Library									-	150,000	150,000					150,000
Scanner	Library									16,000		16,000					16,000
Bathroom (Design/Build)	Parks											-	75,000				75,000
Bocce Electrical/Light	Parks											-					-
Brandt Park Bathrooms	Parks									110,000		110,000					110,000
CP Phase 2 (Design)	Parks									175,000		175,000					175,000
Field Grading	Parks									40,000		40,000					40,000
Inclusive Park (Build)	Parks							1,000,000	800,000			1,800,000	300,000				2,100,000
Lake Access (Design/Build)	Parks									-	300,000	300,000					300,000
Lewis Park Flooring	Parks									30,000		30,000					30,000
McDaniel Park (Permitting)	Parks									25,000		25,000					25,000
Mower	Parks									28,000		28,000					28,000
Park Equipment	Parks											-	15,000				15,000
Pedestrian Ways (Trails)	Parks									100,000		100,000					100,000
Playground Const. (Highland)	Parks											-	125,000				125,000
Playground Plan. (Prairie Pla.)	Parks						10,000					10,000					10,000
Property Acquisition	Parks											-					-
Siggeikow Trail (Design)	Parks									75,000		75,000					75,000
Downtown TID	CD											-					-
East Side BP TID	CD									50,000		50,000					50,000
Historic Property Signs	CD									20,000		20,000					20,000
Hotel Feasibility Study	CD										7,500	7,500					7,500
Outdoor Rec Plan	CD						8,000				2,000	10,000					10,000
Property Acquisition	CD											-					-
Small Capital	CD	2,000										-					2,000
Sinking Fund	CD						3,000					3,000					3,000
Zoning Code	CD									110,000		110,000					110,000
Total Projects		4,500	5,000	-	-	-	250,000	2,182,000	800,000	16,543,750	509,500	20,285,250	515,000	1,330,000	2,234,250	783,500	25,157,500

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year: **2021** **2022** **2023** **2024** **2025** **2026** **2027** **2028**

Program Year: **2025**

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400						Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							General	Grants	Intergov	Borrow	Reserve	Total		Water	Sewer		
Badger Book Replacement	Admin									25,000		25,000					25,000
Digital Records Mgmt	Admin						25,000					25,000					25,000
Equipment/Furniture	Admin	2,500										-					2,500
Community Center (Build)	Facilities									12,500,000		12,500,000					12,500,000
Facility Improvement	Facilities										50,000	50,000					50,000
General Tech Equipment	Facilities									30,000		30,000					30,000
Land Acquisition	Facilities						40,000					40,000					40,000
Network Equip	Facilities						4,000					4,000		3,500	3,500	3,500	14,500
Sinking Fund	Facilities						100,000					100,000					100,000
	C/T											-					-
Equipment Upgrade	C/T		5,000									-					5,000
	C/T											-					-
Equipment	Police						15,000					15,000					15,000
Squad Car Video	Police						22,750			7,250		30,000					30,000
Traffic Safety	Police						2,000			15,000	3,000	20,000					20,000
Ambulance (x 2)	Fire/EMS									625,000	125,000	750,000					750,000
Car 1 Sinking Fund	Fire/EMS						8,500					8,500					8,500
Chief Vehicle	Fire/EMS									127,000		127,000					127,000
EMS Equipment	Fire/EMS						4,750					4,750					4,750
Fire Equipment	Fire/EMS							5,000		55,500		60,500					60,500
Ice/Water Rescue	Fire/EMS									5,250		5,250					5,250
Technology	Fire/EMS						11,750			41,250		53,000					53,000
CTH MN 5 (Design)	DPW									50,000		50,000					50,000
E. Interceptor II (Design)	DPW											-			30,000		30,000
Leased Equipment	DPW						9,000					9,000		8,000	8,000	8,000	33,000
Patrol Truck	DPW									80,000		80,000		80,000	80,000	80,000	320,000
Paving and Utility Plan	DPW									895,250		895,250		1,401,500			2,296,750
Pickup Truck	DPW									44,000		44,000					44,000
Sidewalk Replace	DPW									100,000		100,000					100,000
Sinking Fund	DPW						2,750					2,750		2,750	2,750	2,750	11,000
Small Capital	DPW											-				2,500	2,500
Stormwater Maintenance	DPW											-				350,000	350,000
Street Maintenance	DPW								150,000			150,000					150,000
Street Sweeper	DPW											-				30,000	30,000
Street Tree Planting	DPW									30,000		30,000					30,000
Tool Cat Machine	DPW									85,000		85,000					85,000
Vehicle Lift	DPW									200,000		200,000					200,000
Well #5 (Build)	DPW											-		3,120,000			3,120,000
	Outreach											-					-
Equipment	Outreach						3,000					3,000					3,000
	Outreach											-					-
Comp - Workstation	Library						8,000					8,000					8,000
Roof Replacement	Library											-					-
Arnold Larson Park	Parks									100,000		100,000					100,000
Bathroom (Design/Build)	Parks											-					-
CP Phase 2 (Build)	Parks									2,000,000		2,000,000	325,000				2,325,000
Egner Park Facility (Design)	Parks									75,000		75,000		100,000			175,000
McDaniel Park (Build)	Parks									250,000		250,000					250,000
McF Park Ph 3.1 (Design)	Parks									75,000		75,000					75,000
McF Park (Facility)	Parks									250,000		250,000					250,000
Park Equipment	Parks											-	15,000				15,000
Pedestrian Ways (Trails)	Parks									100,000		100,000					100,000
Playground Const. (Prairie Pla.)	Parks											-	160,000				160,000
Property Acquisition	Parks											-					-
Siggelkow Trail (Design)	Parks									75,000		75,000					75,000
Parks PF Needs Assessment	CD						15,000					15,000					15,000
Property Acquisition	CD											-					-
Small Capital	CD	2,000										-					2,000
Sinking Fund	CD						3,500					3,500					3,500
Total Projects		4,500	5,000	-	-	-	275,000	5,000	-	17,990,500	178,000	18,448,500	500,000	4,715,750	124,250	476,750	24,274,750

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2021	2022	2023	2024	2025	2026	2027	2028
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Program Year: 2026

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400						Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							General	Grants	Intergov	Borrow	Reserve	Total		Water	Sewer		
Digital Records Mgmt	Admin						25,000					25,000					25,000
Equipment/Furniture	Admin	2,500										-					2,500
Facility Improvement	Facilities										50,000	50,000					50,000
General Tech Equipment	Facilities									30,000		30,000					30,000
Land Acquisition	Facilities						40,000					40,000					40,000
Network Equip	Facilities						4,000					4,000		4,000	4,000	4,000	16,000
Sinking Fund	Facilities						100,000					100,000					100,000
Equipment Upgrade	C/T											-					-
	C/T		5,000									-					5,000
	C/T											-					-
Equipment	Police						15,000					15,000					15,000
Patrol Vehicles	Police									200,000		200,000					200,000
Traffic Safety	Police						20,000					20,000					20,000
USH 51 Cameras	Police									50,000		50,000					50,000
Car 1 Sinking Fund	Fire/EMS						9,000					9,000					9,000
EMS Equipment	Fire/EMS						5,000					5,000					5,000
Fire Equipment	Fire/EMS						1,750	5,000		66,500		73,250					73,250
Ice/Water Rescue	Fire/EMS									4,500		4,500					4,500
Staff Vehicle	Fire/EMS									80,250		80,250					80,250
Technology	Fire/EMS						8,500			7,750		16,250					16,250
CTH MN 5 (Build)	DPW							685,750		319,000		1,004,750		882,250		366,750	2,253,750
E. Interceptor II (Build)	DPW											-			1,000,000		1,000,000
Leased Equipment	DPW						9,000					9,000		8,000	8,000	8,000	33,000
Paving and Utility Plan	DPW									497,500		497,500		500,500		286,000	1,284,000
Pickup Truck	DPW									15,000		15,000		15,000	15,000	15,000	60,000
Property Acquisition	DPW									350,000		350,000					350,000
Sidewalk Replace	DPW									100,000		100,000					100,000
Sinking Fund	DPW						3,000					3,000		3,000	3,000	3,000	12,000
Small Capital	DPW											-				2,500	2,500
Street Maintenance	DPW									150,000		150,000					150,000
Street Sweeper	DPW											-				30,000	30,000
Street Tree Planting	DPW									30,000		30,000					30,000
Tool Cat	DPW									-		-					-
Tower Paint (Holscher)	DPW											-		500,000			500,000
USH 51 Seg 7 (Build)	DPW									250,000		250,000					250,000
Well #3 (Design)	DPW											-		175,000			175,000
Outreach	Outreach											-					-
Outreach	Outreach											-					-
Outreach	Outreach											-					-
Comp - Workstation	Library											-					-
	Library						8,000					8,000					8,000
	Library											-					-
CP Phase 3 (Design)	Parks									50,000		50,000					50,000
Egner Park Facility (Build)	Parks									350,000		350,000		1,100,000			1,450,000
Lake Access Study	Parks									15,000		15,000					15,000
McF Park Ph 3.1 (Build)	Parks									425,000		425,000					425,000
Park Equipment	Parks											-	15,000				15,000
Pedestrian Ways (Trails)	Parks						47,750			52,250		100,000					100,000
Playground (Cedar Ridge)	Parks											-	150,000				150,000
Property Acquisition	Parks											-					-
Siggelkow Trail (Build)	Parks								500,000	600,000		1,100,000					1,100,000
Comprehensive Plan	CD									50,000		50,000					50,000
Property Acquisition	CD											-					-
Small Capital	CD	2,000										-					2,000
Sinking Fund	CD						4,000					4,000					4,000
Total Projects		4,500	5,000	-	-	-	300,000	690,750	500,000	3,692,750	50,000	5,233,500	165,000	3,187,750	1,030,000	715,250	10,341,000

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2021	2022	2023	2024	2025	2026	2027	2028
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Program Year: 2027

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400						Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							General	Grants	Intergov	Borrow	Reserve	Total		Water	Sewer		
Digital Records Mgmt	Admin						25,000					25,000					25,000
Equipment/Furniture	Admin	2,500										-					2,500
Facility Improvement	Facilities										50,000	50,000					50,000
General Tech Equipment	Facilities									30,000		30,000					30,000
Land Acquisition	Facilities						40,000					40,000					40,000
Network Equip	Facilities						4,500					4,500		4,500	4,500	4,500	18,000
Sinking Fund	Facilities						100,000					100,000					100,000
	C/T											-					-
Equipment Upgrade	C/T		5,000									-					5,000
	C/T											-					-
Equipment	Police						15,000					15,000					15,000
Patrol Vehicles x 3	Police											-					-
Traffic Safety	Police						20,000					20,000					20,000
Car 1 Sinking Fund	Fire/EMS						10,000					10,000					10,000
CPR Compressors	Fire/EMS									55,500		55,500					55,500
EMS Equipment	Fire/EMS						5,000					5,000					5,000
Fire Equipment	Fire/EMS						38,500	750		4,500		43,750					43,750
Pumper/Engine	Fire/EMS									1,281,750		1,281,750					1,281,750
Technology	Fire/EMS						17,000					17,000					17,000
Facility (Plan)	DPW									100,000		100,000					100,000
Leased Equipment	DPW						9,000					9,000		8,000	8,000	8,000	33,000
Patrol Truck	DPW									82,500		82,500		82,500	82,500	82,500	330,000
Paving and Utility Plan	DPW			3,070,750						777,250		777,250		532,655			4,380,655
Pickup Truck	DPW						500			16,500		17,000		16,000	16,000	16,000	65,000
Sidewalk Replace	DPW									100,000		100,000					100,000
Sinking Fund	DPW						3,250					3,250		3,250	3,250	3,250	13,000
Small Capital	DPW											-				2,500	2,500
Street Maintenance	DPW									150,000		150,000					150,000
Street Sweeper	DPW											-				30,000	30,000
Street Tree Planting	DPW									30,000		30,000					30,000
Tractor	DPW									85,000		85,000					85,000
Well #3 (Build)	DPW											-		1,545,000			1,545,000
	Outreach											-					-
	Outreach											-					-
	Outreach											-					-
	Library											-					-
Comp - Workstation	Library						8,000					8,000					8,000
	Library											-					-
Aquatics (Design)	Parks									500,000		500,000					500,000
Bathroom (Design/Build)	Parks											-	170,000				170,000
CP Phase 3 (Build)	Parks									250,000		250,000	250,000				500,000
Lower Yahara (Design)	Parks									150,000		150,000					150,000
McF Park Ph 3.2 (Build)	Parks									425,000		425,000					425,000
Park Equipment	Parks											-	15,000				15,000
Pedestrian Ways (Trails)	Parks									100,000		100,000					100,000
Property Acquisition	Parks											-					-
Comprehensie Plan	CD						25,000			25,000		50,000					50,000
Property Acquisition	CD											-					-
Small Capital	CD	2,000										-					2,000
Sinking Fund	CD						4,250					4,250					4,250
Total Projects		4,500	5,000	3,070,750	-	-	325,000	750	-	4,163,000	50,000	4,538,750	435,000	2,191,905	114,250	146,750	10,506,905

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2021	2022	2023	2024	2025	2026	2027	2028
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Program Year: 2028

Funding by Project

Projects	Dept	General	Comm/Tech	TID #3	TID #4	TID #5	Capital Projects - Fund 400						Parks	Utility - 600		Stormwater	Total
		Fund 100	Fund 200	Fund 305	Fund 310	Fund 315	General	Grants	Intergov	Borrow	Reserve	Total	Fund 405	Water	Sewer	Fund 605	
Digital Records Mgmt	Admin	2,500					25,000					25,000					25,000
Equipment/Furniture	Admin											-					2,500
Voting Equipment	Admin									30,000		30,000					30,000
Facility Improvement	Facilities										50,000	50,000					50,000
General Tech Equipment	Facilities						30,000					30,000					30,000
Land Acquisition	Facilities						40,000					40,000					40,000
Network Equip	Facilities						4,500					4,500		4,500	4,500	4,500	18,000
Sinking Fund	Facilities						100,000					100,000					100,000
Equipment Upgrade	C/T		5,000									-					-
	C/T											-					5,000
	C/T											-					-
Equipment	Police						15,000					15,000					15,000
Traffic Safety	Police						20,000					20,000					20,000
AED Machines	Fire/EMS									39,500		39,500					39,500
Brush Truck	Fire/EMS									90,000		90,000					90,000
Car 1 Sinking Fund	Fire/EMS						10,250					10,250					10,250
EMS Equipment	Fire/EMS						5,500					5,500					5,500
Fire Equipment	Fire/EMS						40,500			4,750		45,250					45,250
SCBA Replacements	Fire/EMS									375,000		375,000					375,000
Technology	Fire/EMS						18,750					18,750					18,750
Facility (Design)	DPW			1,686,500								-					-
Leased Equipment	DPW						9,000					9,000		8,000	8,000	8,000	33,000
Paving and Utility Plan	DPW									767,000		767,000		769,500			3,223,000
Pickup Truck	DPW						15,000					15,000		15,000	15,000	15,000	60,000
Sidewalk Replace	DPW									100,000		100,000					100,000
Sinking Fund	DPW						3,250					3,250		3,250	3,250	3,250	13,000
Small Capital	DPW											-				2,500	2,500
Street Maintenance	DPW									150,000		150,000					150,000
Street Sweeper	DPW											-				30,000	30,000
Street Tree Planting	DPW									30,000		30,000					30,000
USH 51 Seg 6 (Build)	DPW									1,750,000		1,750,000		204,500			1,954,500
Well #3 (Build)	DPW											-		-			-
Outreach	Outreach											-					-
Outreach	Outreach											-					-
Outreach	Outreach											-					-
Comp - Workstation	Library											-					-
	Library						8,000					8,000					8,000
	Library											-					-
Aquatics (Build)	Parks							6,000,000				6,000,000					6,000,000
Arnold Larson (Plan/Design)	Parks						1,000			74,000		75,000					75,000
Brandt Parking Lot (Design/Build)	Parks									250,000		250,000					250,000
Dredging (Design)	Parks									50,000		50,000					50,000
Lower Yahara (Build)	Parks									750,000		750,000	250,000				1,000,000
Park Equipment	Parks											-	15,000				15,000
Pedestrian Ways (Trails)	Parks									100,000		100,000					100,000
Playground (???)	Parks											-	175,000				175,000
Property Acquisition	Parks											-					-
Downtown TID	CD									25,000		25,000					25,000
Property Acquisition	CD											-					-
Small Capital	CD	2,000										-					2,000
Sinking Fund	CD						4,250					4,250					4,250
Gateway/Wayfinding Signage	CD									250,000		250,000					250,000
Total Projects		4,500	5,000	1,686,500	-	-	350,000	6,000,000	-	4,835,250	50,000	11,235,250	440,000	1,004,750	30,750	63,250	14,470,000

2023-2027 CAPITAL IMPROVEMENT PLAN (CIP)

Appendix A

Financial Analysis

Appendix B

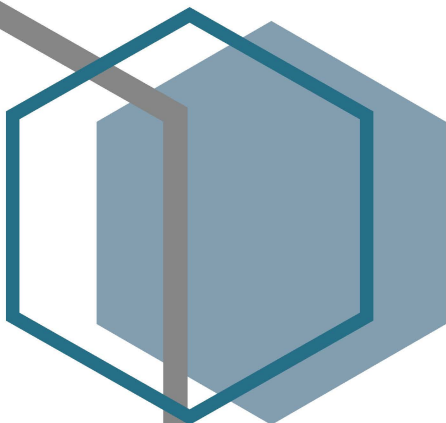
Project Summaries

Appendix C

Paving and Utility Plan 2023-2032

Appendix D

Park System Capital Improvements 2023 - 2032



**2023-2027
CAPITAL
IMPROVEMENT
PLAN (CIP)**

Appendix A

Financial
Analysis

Village of McFarland
2024 - 2028 Capital Improvement Program
Estimated Debt Service - Village Purposes Notes & Bonds - With Growth

Year Due	Existing Debt Service	2024 \$12,500,000 Bonds		2024 \$3,940,000 Notes		2025 \$12,500,000 Bonds		2025 \$5,565,000 Notes		2026 \$3,695,000 Notes		2027 \$4,165,000 Notes		2028 \$4,835,000 Notes	
		Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2023	3,374,967														
2024	4,067,749														
2025	3,910,869	425,000	693,562	130,000	182,250										
2026	4,173,244	425,000	533,813	300,000	137,250		703,125	135,000	275,550						
2027	4,021,628	475,000	513,562	300,000	126,000	475,000	551,813	400,000	209,200	175,000	192,578				
2028	3,499,647	500,000	491,625	325,000	114,281	450,000	531,000	400,000	193,200	390,000	141,313	525,000	210,109		
2029	3,400,822	525,000	468,563	400,000	100,688	275,000	514,687	430,000	176,600	390,000	124,737	480,000	144,500	250,000	251,547
2030	2,990,019	550,000	444,375	425,000	85,219	300,000	501,750	600,000	156,000	390,000	108,162	550,000	122,613	300,000	188,488
2031	2,506,869	625,000	417,937	450,000	68,812	350,000	487,125	700,000	130,000	390,000	91,587	600,000	98,175	300,000	175,737
2032	2,564,928	650,000	389,250	525,000	50,531	400,000	470,250	700,000	102,000	390,000	75,012	200,000	81,175	300,000	162,987
2033	2,199,325	650,000	360,000	525,000	30,844	400,000	452,250	700,000	74,000	390,000	58,438	200,000	72,675	300,000	150,238
2034	1,491,509	650,000	330,750	560,000	10,500	450,000	433,125	700,000	46,000	390,000	41,863	200,000	64,175	300,000	137,487
2035	1,466,469	650,000	301,500			450,000	412,875	800,000	16,000	390,000	25,288	300,000	53,550	350,000	123,675
2036	1,440,894	600,000	273,375			500,000	391,500			400,000	8,500	525,000	36,019	650,000	102,425
2037	1,415,319	600,000	246,375			650,000	365,625					585,000	12,431	1,000,000	67,363
2038	1,389,209	600,000	219,375			675,000	335,813							1,085,000	23,056
2039	1,362,031	600,000	192,375			700,000	304,875								
2040	1,334,318	600,000	165,375			725,000	272,813								
2041	1,306,606	600,000	138,375			900,000	236,250								
2042	431,375	925,000	104,063			1,200,000	189,000								
2043		925,000	62,437			1,200,000	135,000								
2044		925,000	20,813			1,200,000	81,000								
2045						1,200,000	27,000								
\$48,347,797		\$12,500,000	\$6,367,500	\$3,940,000	\$906,375	\$12,500,000	\$7,396,876	\$5,565,000	\$1,378,550	\$3,695,000	\$867,478	\$4,165,000	\$895,422	\$4,835,000	\$1,383,003
Est. Int. Rate		4.50%		3.75%		4.50%		4.00%		4.25%		4.25%		4.25%	

* Based on Villages 2023 Est. Assessed Value - \$1,550,326,800

*** Calculation based on All General Obligations, 5% of Equalized Value using same growth assumptions as above.

**** Median Home Value as of 1/1/2023 \$ 390,600

\$1,364,907,000 22 Actual
\$1,550,326,800 23 Est.
\$1,643,346,408 ^ 6%
\$1,725,513,728 ^ 5%
\$1,794,534,278 ^ 4%
\$1,848,370,306 ^ 3%
\$1,885,337,712 ^2% and thereafter

					Est. Tax	Percentage	
Year Due	Combined Debt Service	Tax Rate	Est. Tax Rate Increase *	Est. Tax Increase ****	Cumulative Inc. Total	of Legal Debt Limit Used	Year Due
2023	3,374,967	\$2.47				59.72%	2023
2024	4,067,749	\$2.62	\$0.15	\$59.03	\$59.03	68.06%	2024
2025	5,341,681	\$3.25	\$0.63	\$244.78	\$303.82	80.16%	2025
2026	6,682,982	\$3.87	\$0.62	\$243.17	\$546.98	74.96%	2026
2027	7,439,781	\$4.15	\$0.27	\$106.54	\$653.52	75.45%	2027
2028	7,771,175	\$4.20	\$0.06	\$22.87	\$676.39	67.20%	2028
2029	7,932,144	\$4.21	\$0.00	\$1.15	\$677.54	59.90%	2029
2030	7,711,626	\$4.01	(\$0.20)	(\$77.01)	\$600.52	52.91%	2030
2031	7,391,242	\$3.77	(\$0.24)	(\$94.51)	\$506.01	46.36%	2031
2032	7,061,133	\$3.53	(\$0.24)	(\$93.31)	\$412.71	40.18%	2032
2033	6,562,770	\$3.22	(\$0.31)	(\$122.42)	\$290.29	34.53%	2033
2034	5,805,409	\$2.79	(\$0.43)	(\$166.75)	\$123.54	29.62%	2034
2035	5,339,357	\$2.51	(\$0.27)	(\$107.10)	\$16.44	25.17%	2035
2036	4,927,713	\$2.28	(\$0.24)	(\$93.50)	(\$77.06)	21.11%	2036
2037	4,942,113	\$2.24	(\$0.04)	(\$14.88)	(\$91.94)	17.07%	2037
2038	4,327,453	\$1.92	(\$0.32)	(\$123.69)	(\$215.63)	13.58%	2038
2039	3,159,281	\$1.37	(\$0.55)	(\$213.25)	(\$428.88)	11.16%	2039
2040	3,097,506	\$1.32	(\$0.05)	(\$20.82)	(\$449.70)	8.81%	2040
2041	3,181,231	\$1.33	\$0.01	\$3.56	(\$446.15)	6.41%	2041
2042	2,849,438	\$1.17	(\$0.16)	(\$63.33)	(\$509.47)	4.28%	2042
2043	2,322,437	\$0.93	(\$0.23)	(\$91.70)	(\$601.17)	2.56%	2043
2044	2,226,813	\$0.88	(\$0.06)	(\$21.87)	(\$623.04)	0.91%	2044
2045	1,227,000	\$0.47	(\$0.40)	(\$157.61)	(\$780.65)		2045
\$114,743,001			\$0.35	\$135.28	\$676.39	80.16%	2025
			5 Year Average				

Village of McFarland
2024 - 2033 Capital Improvement Program - Municipal Center Option 2
Estimated Debt Service - Village Purposes Notes & Bonds - With Growth

Year Due	Existing Debt Service	2024 \$12,500,000 Bonds		2024 \$4,750,000 Notes		2025 \$12,500,000 Bonds		2025 \$4,930,000 Notes		2026 \$3,770,000 Notes		2027 \$4,505,000 Notes		2028 \$4,695,000 Bonds (13 Yr)	
		Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2023	3,374,967														
2024	4,067,749														
2025	3,910,869	425,000	693,562	100,000	220,781										
2026	4,173,244	425,000	533,813	300,000	168,750	-	703,125	130,000	243,900						
2027	4,021,628	475,000	513,562	400,000	155,625	375,000	554,063	400,000	184,000	170,000	196,669				
2028	3,499,647	500,000	491,625	450,000	139,688	300,000	538,875	400,000	168,000	400,000	144,500	525,000	228,172		
2029	3,400,822	525,000	468,563	500,000	121,875	225,000	527,062	400,000	152,000	400,000	127,500	480,000	158,950	200,000	259,594
2030	2,990,019	550,000	444,375	525,000	102,656	275,000	515,813	600,000	132,000	400,000	110,500	550,000	137,063	250,000	196,650
2031	2,506,869	625,000	417,937	550,000	82,500	300,000	502,875	600,000	108,000	400,000	93,500	600,000	112,625	250,000	185,400
2032	2,564,928	650,000	389,250	625,000	60,469	350,000	488,250	600,000	84,000	400,000	76,500	100,000	97,750	250,000	174,150
2033	2,199,325	650,000	360,000	650,000	36,562	400,000	471,375	600,000	60,000	400,000	59,500	100,000	93,500	250,000	162,900
2034	1,491,509	650,000	330,750	650,000	12,188	375,000	453,938	600,000	36,000	400,000	42,500	100,000	89,250	200,000	152,775
2035	1,466,469	650,000	301,500			450,000	435,375	600,000	12,000	400,000	25,500	250,000	81,813	250,000	142,650
2036	1,440,894	600,000	273,375			450,000	415,125			400,000	8,500	900,000	57,375	320,000	129,825
2037	1,415,319	600,000	246,375			500,000	393,750					900,000	19,125	325,000	115,312
2038	1,389,209	600,000	219,375			650,000	367,875							600,000	94,500
2039	1,362,031	600,000	192,375			650,000	338,625							600,000	67,500
2040	1,334,318	600,000	165,375			675,000	308,813							600,000	40,500
2041	1,306,606	600,000	138,375			700,000	277,875							600,000	13,500
2042	431,375	925,000	104,063			1,200,000	235,125								
2043		925,000	62,437			1,300,000	178,875								
2044		925,000	20,813			1,325,000	119,813								
2045						2,000,000	45,000								
2046															
2047															
2048															
2049															
2050															
2051															
2052															
2053															
\$48,347,797		\$12,500,000	\$6,367,500	\$4,750,000	\$1,101,094	\$12,500,000	\$7,871,627	\$4,930,000	\$1,179,900	\$3,770,000	\$885,169	\$4,505,000	\$1,075,623	\$4,695,000	\$1,735,256
Est. Int. Rate		4.50%		3.75%		4.50%		4.00%		4.25%		4.25%		4.50%	

* Based on Villages 2023 Est. Assessed Value -

\$1,550,326,800

\$1,364,907,000

22 Actual

\$1,550,326,800

23 Est.

** Calculation based on All General Obligations, 5% of Equalized

\$1,643,346,408

^ 6%

Value using same growth assumptions as above.

\$1,725,513,728

^ 5%

\$1,794,534,278

^ 4%

\$1,848,370,306

^ 3%

*** Median Home Value as of 1/1/2023

\$ 390,600

\$1,885,337,712

^2% and thereafter

Village of McFarland
2024 - 2033 Capital Improvement Program - Municipal Center Option 2
Estimated Debt Service - Village Purposes Notes & Bonds - With Growth

Year Due	2029 \$5,000,000 Bonds (15 Yr)		2030 \$5,000,000 Bonds (15 Yr)		2031 \$5,000,000 Bonds (15 Yr)		2032 \$5,000,000 Bonds (15 Yr)		2033 \$20,000,000 Bonds (20 Yr) dated 9/01		2033 \$5,000,000 Bonds (15 Yr)	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2023												
2024												
2025												
2026												
2027												
2028												
2029												
2030		296,875										
2031	200,000	232,750		296,875								
2032	200,000	223,250	200,000	232,750		296,875						
2033	200,000	213,750	200,000	223,250	200,000	232,750		296,875				
2034	100,000	206,625	100,000	216,125	100,000	225,625		237,500		1,000,000		296,875
2035	225,000	198,906	200,000	209,000	200,000	218,500	200,000	232,750		1,000,000	100,000	235,125
2036	225,000	188,219	225,000	198,906	200,000	209,000	200,000	223,250		1,000,000	200,000	228,000
2037	225,000	177,531	225,000	188,219	225,000	198,906	200,000	213,750	500,000	987,500	200,000	218,500
2038	400,000	162,688	225,000	177,531	225,000	188,219	225,000	203,656	750,000	956,250	200,000	209,000
2039	250,000	147,250	225,000	166,844	225,000	177,531	225,000	192,969	1,100,000	910,000	225,000	198,906
2040	250,000	135,375	250,000	155,562	300,000	165,063	225,000	182,281	1,200,000	852,500	225,000	188,219
2041	500,000	117,562	250,000	143,687	275,000	151,406	225,000	171,594	1,200,000	792,500	225,000	177,531
2042	625,000	90,844	600,000	123,500	400,000	135,375	350,000	157,938	1,200,000	732,500	250,000	166,250
2043	800,000	57,000	750,000	91,438	500,000	114,000	500,000	137,750	1,200,000	672,500	250,000	154,375
2044	800,000	19,000	750,000	55,813	650,000	86,687	500,000	114,000	1,200,000	612,500	300,000	141,312
2045			800,000	19,000	700,000	54,625	650,000	86,687	1,250,000	551,250	650,000	118,750
2046					800,000	19,000	700,000	54,625	1,300,000	487,500	700,000	86,688
2047							800,000	19,000	1,300,000	422,500	725,000	52,844
2048									1,300,000	357,500	750,000	17,812
2049									1,300,000	292,500		
2050									1,300,000	227,500		
2051									1,300,000	162,500		
2052									1,300,000	97,500		
2053									1,300,000	32,500		
	\$5,000,000	\$2,467,625	\$5,000,000	\$2,498,500	\$5,000,000	\$2,473,562	\$5,000,000	\$2,524,625	\$20,000,000	\$12,147,500	\$5,000,000	\$2,490,187
	4.75%		4.75%		4.75%		4.75%		5.00%		4.75%	

Village of McFarland
2024 - 2033 Capital Improvement Program - Municipal Center Option 2
Estimated Debt Service - Village Purposes Notes & Bonds - With Growth

Year Due	Combined Debt Service	Tax Rate	Est. Tax Rate Increase *	Est. Tax Increase ****	Est. Tax Cumulative Inc. Total	*** Percentage of Legal Debt Limit Used	Year Due
2023	3,376,990	\$2.47				52.96%	2023
2024	4,069,773	\$2.63	\$0.15	\$58.96	\$58.96	65.16%	2024
2025	5,352,237	\$3.26	\$0.63	\$246.78	\$305.75	76.57%	2025
2026	6,679,858	\$3.87	\$0.61	\$239.95	\$545.70	72.38%	2026
2027	7,447,574	\$4.15	\$0.28	\$108.94	\$654.64	68.89%	2027
2028	7,787,535	\$4.21	\$0.06	\$24.63	\$679.27	66.39%	2028
2029	7,948,395	\$4.22	\$0.00	\$1.06	\$680.33	64.24%	2029
2030	8,077,981	\$4.20	(\$0.02)	(\$5.97)	\$674.36	62.12%	2030
2031	8,066,362	\$4.11	(\$0.09)	(\$34.49)	\$639.87	59.42%	2031
2032	8,065,204	\$4.03	(\$0.08)	(\$31.72)	\$608.15	56.18%	2032
2033	8,061,820	\$3.95	(\$0.08)	(\$31.52)	\$576.63	74.99%	2033
2034	8,068,694	\$3.88	(\$0.07)	(\$28.97)	\$547.66	69.35%	2034
2035	8,086,623	\$3.81	(\$0.07)	(\$26.39)	\$521.27	63.68%	2035
2036	8,094,505	\$3.74	(\$0.07)	(\$27.75)	\$493.53	58.03%	2036
2037	8,076,324	\$3.66	(\$0.08)	(\$31.84)	\$461.69	52.43%	2037
2038	7,845,341	\$3.48	(\$0.17)	(\$68.04)	\$393.64	47.05%	2038
2039	7,856,070	\$3.42	(\$0.06)	(\$24.84)	\$368.80	41.72%	2039
2040	7,855,046	\$3.35	(\$0.07)	(\$26.35)	\$342.45	36.41%	2040
2041	7,867,677	\$3.29	(\$0.06)	(\$23.60)	\$318.85	31.10%	2041
2042	7,729,012	\$3.17	(\$0.12)	(\$47.41)	\$271.44	25.89%	2042
2043	7,695,418	\$3.09	(\$0.08)	(\$29.55)	\$241.89	20.68%	2043
2044	7,621,982	\$3.00	(\$0.09)	(\$35.00)	\$206.89	15.49%	2044
2045	6,927,357	\$2.68	(\$0.33)	(\$127.84)	\$79.06	10.80%	2045
2046	4,149,859	\$1.57	(\$1.10)	(\$431.45)	(\$352.40)	8.10%	2046
2047	3,321,391	\$1.23	(\$0.34)	(\$132.21)	(\$484.61)	5.97%	2047
2048	2,427,360	\$0.88	(\$0.35)	(\$136.59)	(\$621.20)	4.45%	2048
2049	1,594,549	\$0.57	(\$0.31)	(\$122.88)	(\$744.09)	3.49%	2049
2050	1,529,550	\$0.54	(\$0.03)	(\$13.24)	(\$757.33)	2.56%	2050
2051	1,464,551	\$0.50	(\$0.03)	(\$12.81)	(\$770.14)	1.68%	2051
2052	1,399,552	\$0.47	(\$0.03)	(\$12.39)	(\$782.53)	0.82%	2052
2053	1,334,553	\$0.44	(\$0.03)	(\$11.98)	(\$794.50)	0.00%	2053
	\$185,879,143	30	\$0.35	\$135.85	\$679.27	76.57%	2025
	6,195,971	Years	5 Year Average				
			\$0.15	\$57.66	\$576.63	76.57%	2025
			10 Year Average				

**2023-2027
CAPITAL
IMPROVEMENT
PLAN (CIP)**

Appendix B

Project
Summaries

McFarland Capital Improvement Program (CIP)

2024 – 2028

Administration

Planned Projects:

Badger Book Replacement

- *Description* – The first round of Badger Books (digital poll book equipment) used for voting is scheduled for its first replacement. This is needed equipment to help digitize the improve the voting experience.
- *Years* – 2025
- *Funding* – Borrowed money within Capital Projects Fund (400).

Digital Records Management

- *Description* – In an effort to continue paperless initiatives and be more efficient the intent of this project would be to convert the current paper method of storing documents to digital record keeping.
- *Years* – All
- *Funding* – General revenue within Capital Projects Fund (400).

Equipment/Furniture

- *Description* – Small capital contribution from the General Fund to purchase various small office, furniture, and other related needs.
- *Years* – All.
- *Funding* – General revenue within Capital Projects Fund (400).

HR Software

- *Description* – The growth of our HR support staff has provided us with the opportunity to expand our software within personnel management. Staff is reviewing possible options for implementation in 2024 to be more efficient in human resources oversight.
- *Years* – 2024.
- *Funding* – General revenue within Capital Projects Fund (400).

Voting Equipment

- *Description* – The DS200 voting machines were certified in the early 2010's and will likely be reaching the end of their useful life as a voting device. They are included in the CIP for replacement; however, their replacement will need to be tied to a County wide initiative to switch machines uniformly amongst all municipalities.
- *Years* – 2028
- *Funding* – Borrowed money within Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2024 – 2028

Facilities

Planned Projects:

Community Center

- *Description* – The Village completed a Master Plan in 2023 to help guide improvements for the Municipal Center Campus including the implementation of a Community Center. There were two options considered within that plan with Option #1 considering a one story renovation and Option #2 considering a second story expansion with first floor renovation. The amount shown within the plan is enough funding for Option #2 at the present but regardless of the option selected, the same amount of borrowing need is forecasted in 2024. This is a placeholder within the planning process allowing for the Village Board to continue to review the options.
- *Year(s)* – 2023/2024 (Design/Bid) and 2025/2026 (Build).
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Facility Improvement

- *Description* – Annually the Village saves money to address facility maintenance where needed and from year to year has to address maintenance needs within its array of facilities. This line is added to allow for maintenance to be conducted on any of its facilities from year to year as needs arise. Since the money is coming from assigned fund balance, whatever is not expended from year to year will remain within our reserves. Larger maintenance projects will be budgeted and likely funded as their own project utilizing borrowing depending on their size.
- *Year(s)* – All.
- *Funding* – Assigned fund balance within the Capital Projects Fund (400).

General Tech Equipment

- *Description* – The Village sets aside funds in order to replace computer workstations as they fail and on a rotating schedule to cycle out obsolete and aging machines on an annual basis.
- *Years* – All.
- *Funding* – Combination of borrowed money and general revenue within Capital Projects Fund (400).

Facilities (continued)

Land Acquisition

- *Description* – This reserve account sets aside funds to be used to fund land acquisitions as might be necessary and would be determined by the Village Board.
- *Years* – All.
- *Funding* – General revenue within Capital Projects Fund (400).

Network Equipment

- *Description* – Funds are set aside annually for the replacement and upgrading of network equipment to help maintain the Village's technology network.
- *Years* – All.
- *Funding* – General revenue within the Capital Projects Fund (400) with equal shares from the Utility Fund (600) and Stormwater Utility Fund (605).

Sinking Fund

- *Description* – Savings set aside for the development, expansion, and/or maintenance of Village owned facilities.
- *Years* – All.
- *Funding* – General revenue within Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2024 – 2028

Communications and Technology

Planned Projects:

Equipment/Technology Upgrade

- *Description* – Funding for equipment purchases, replacements, and general upgrades to support operations and service delivery.
- *Year(s)* – All.
- *Funding* – General revenues from within the Communications and Technology Fund (200).

McFarland Capital Improvement Program (CIP)

2024 – 2028

Police Department

Planned Projects:

Equipment

- *Description* – Several small equipment items are included annually to replace handheld tools, small items, safety equipment, and various other needs to outfit officers. A drone replacement is proposed for 2024.
- *Years* – All.
- *Funding* – Combination of borrowed money and general revenue within Capital Projects Fund (400).

Records Management Software (RMS) System

- *Description* – Currently the Village contracts with Madison for this service which is not uncommon for smaller Departments. This has worked, but as we have grown we continue to have more and more needs from this system and the City than is currently offered. Planning for the implementation of a new system that is direct sourced would be more efficient for Staff's utilization and give us more oversight in its general management.
- *Years* – 2024.
- *Funding* – Borrowed money within Capital Projects Fund (400).

Patrol Vehicles

- *Description* – This includes the purchased replacement of the Department's which typically is three every 3 to 4 years. The last replacement was planned in 2023 but based upon order delays may not be delivered for use until 2024.
- *Years* – 2027.
- *Funding* – Borrowed money within Capital Projects Fund (400).

Squad Car Video

- *Description* – The current Watchguard brand in-squad video system was purchased and deployed in 2015. The normal shelf life for a squad car video recording system is 8 to 10 years. In 2025 the current system will be 10 years old.
- *Years* – 2025.
- *Funding* – Combination of borrowed money and general revenue within Capital Projects Fund (400).

Police Department (Continued)

Traffic Safety

- *Description* – Annual allocation for the Department to implement various traffic safety measures including speed boards, RRFB's, flashing signs, and other related improvements.
- *Years* – All.
- *Funding* – Combination of borrowed money and general revenue within Capital Projects Fund (400).

USH 51 Cameras

- *Description* – In line with the reconstruction of USH 51 planned in 2026, the Department is recommending the inclusion of traffic cameras to help monitor traffic issues within our busiest thoroughfare. This will help monitor traffic violations and conditions as they develop, but not as a means of enforcement.
- *Year(s)* – 2026.
- *Funding* – Borrowed money within Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2024 – 2028

Fire and Rescue

Planned Projects:

AED Replacement

- *Description* – Each of the emergency response vehicles including the ambulance contains an AED device as well as within facilities. The machines will be 10 years old by this point necessitating replacement and the need for proper support.
- *Year(s)* – 2028.
- *Funding* – Borrowed money within Capital Projects Fund (400).

Ambulance Replacement

- *Description* – The 2015 Ambulance is scheduled for replacement in 2025 after 10 years of service. It was put into backup status when the 2019 ambulance was put into service which is customary to alternate their utilization. Alternatively this allows enough funding for one electric ambulance within the same time period. A decision will be needed in 2024 as to which format of vehicle the Village should pursue.
- *Year(s)* – 2025.
- *Funding* – Borrowed Money and surplus equipment proceeds within the Capital Projects Fund (400).

Brush Truck

- *Description* – Includes the replacement of truck and skid unit that are used to respond to brush fires in the coverage area. Current truck was acquired in 2018.
- *Year(s)* – 2028.
- *Funding* – Borrowed money within Capital Projects Fund (400).

Car 1 Sinking Fund

- *Description* – Annual savings set aside for the replacement of Car 1 which is the full-size SUV style used as the main incident command response vehicle. The sinking fund amount has been increased to compensate for current vehicle inflation rate.
- *Years* – All.
- *Funding* – General revenue within Capital Projects Fund (400).

Fire and Rescue (continued)

Chief Vehicle

- *Description* – Purchase of a new vehicle to serve the Fire and Rescue Chief position. Current vehicle has been transitioned into a shared response vehicle for the Department and the addition of this vehicle would be dedicated to this position. Funding allocated in anticipation of purchasing an electric vehicle.
- *Years* – 2025.
- *Funding* – Borrowed money within Capital Projects Fund (400).

CPR Compressors

- *Description* – The Department's automatic CPR Compressors will be ten years old and expected to be at the end of their serviceable life with more advanced devices are expected to be on the market. The CPR compressors are utilized during cardiac arrest and have provided life-saving CPR that is difficult to reproduce manually over long periods of time.
- *Years* – 2027.
- *Funding* – Borrowed money within Capital Projects Fund (400).

EMS Equipment

- *Description* – Provides annual funding for small equipment needs, turnout gear as is needed from year to year, and other general items needed to support this service. The shift to more career cross-trained staff has reduced the need for EMS-only turnout gear which is worn at car accidents and during inclement weather. 2024 includes replacement stair chairs for the ambulances. An improved version is expected to be released in 2023/2024 that will assist in lifting patients upstairs.
- *Years* – All.
- *Funding* – Combination of borrowed money and general revenue within Capital Projects Fund (400).

Fire Equipment Replacement

- *Description* – Provides annual funding for small equipment needs, turnout gear as is needed from year to year, and other general items needed to support this service. The equipment costs are expected to increase due to inflation, especially for fire equipment and PPE. Additionally, years 2024, and 2025 will continue the replacement of wildland firefighting PPE that is expected to be 50% funded by DNR grant.
- *Years* – All.
- *Funding* – General revenue and borrowed money within Capital Projects Fund (400).

Fire and Rescue (continued)

Ice/Water Rescue Equipment

- *Description* – The Department provides rescue to a large portion of Upper Mud Lake, over half of Lake Waubesa, all of Lower Mud Lake, and the northern portion of Lake Kegonsa. The current cache of the ice/water rescue equipment has aged and is beyond usable service life. The project would replace and enhance the current equipment to provide more safety for responders.
- *Years* – 2024, 2025, and 2026.
- *Funding* – General revenue and borrowed money within Capital Projects Fund (400).

Pumper/Engine

- *Description* – The Department maintains two Engines (pumpers) with a service life of 20 years with 10 years primary and 10 years secondary. The Department utilizes a unique foam system referred to as Compressed Air Foam (CAFS) which increases the capabilities of water to extinguish fires. The CAFS allowed the Department to reduce the fleet by reducing to one Tender (water tanker) from two. Additionally included in the project is providing idle reduction technology for the truck. Availability and applicability of an all-electric fire apparatus will continue to be monitored.
- *Years* – 2027.
- *Funding* – Borrowed money within Capital Projects Fund (400).

SCBA Replacements

- *Description* – These are the Self Contained Breathing Apparatus used by the Fire and Rescue Staff to enter a burning/smoking building where possible. These are a necessary component of providing this emergency service and scheduled for replacement within the Department due to their age and present use.
- *Years* – 2028.
- *Funding* – Borrowed money within Capital Projects Fund (400).

Staff Car

- *Description* – The Department's 2016 Ford SUV Inceptor (and former Chief's Vehicle) will be 10 years old and due for replacement. The project includes funding for a Hybrid pickup to allow for more equipment while still providing space for four passengers. The full EV will continue to be monitored but will need to be consistent with emergency response and electronic utilization needs.
- *Years* – 2026.
- *Funding* – Borrowed money within Capital Projects Fund (400).

Fire and Rescue (continued)

Technology

- *Description* – Annual replacement for mobile computers located within fleet vehicles. The computers provide information from dispatch and department pre-plan data for facilities. The funding provides for one replacement per year. This line also assists with other Department specific technology needs as they arise. 2025 includes the replacement of the Department's thermal imaging cameras.
- *Years* – All.
- *Funding* – General revenue and borrowed money within Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2024 – 2028

Department of Public Works

Planned Projects:

County MN – Phase 5

- *Description* – A fifth phase of this project is planned in the future to pace with future development. This would be from N. Peninsula Way through the County Highway AB interchange. Finalizing design and further study of the CTH AB intersection would also be considered. Tentative and again to follow pace of adjoining development as practical.
- *Years* – 2025 (Design) and 2026 (Build).
- *Funding* – Road construction costs split with Dane County and Village share paid for through Borrowed Money within the Capital Projects Fund (400). Adjoining property owners on the two developed sites will also contribute to the project. Construction costs also spread to various utility funds as applicable.

East Side Interceptor – Phase 2

- *Description* – The second phase will carry the pipe from the northern end of the Rosewood Fields Subdivision to the north side of County Highway MN (Broadhead). The progression of this pipe will likely flow with the progression of development that it is meant to serve. Tentatively it is scheduled to finalize design in 2025 and construction shortly thereafter as is appropriate. This will also be paid back through the special assessment process through new development.
- *Year(s)* – 2025 (Design) and 2026 (Build).
- *Funding* – Borrowed money within the Utilities Fund (600).

Exchange Street

- *Description* – This project will be a complete reconstruction (street, curb/gutter, sidewalk, utilities, etc.) from Farwell to the Yahara River. The Village has been approved for Federal funding through the Madison Area Transportation Planning Board within their 5-year Transportation Improvement Program. This will allow the Village to access Federal money set aside for smaller communities within this regional transportation area. There will be multiple years of planning and engineering for the project leading up to construction.
- *Years* – 2024.
- *Funding* – Combination of Grants and Borrowed Money within the Capital Projects Fund (400) as well as from the Utilities Fund (600) and Stormwater Utility Fund (605).

Department of Public Works (continued)

Facility (Plan/Design)

- *Description* – The Public Works Facility was last remodeled in 2020/2021 addressing offices, mechanicals, paving, roof, solar, storage, and other general maintenance. Next phase of improvements would study expansion of the garage area and other ancillary buildings to continue facility support needs.
- *Years* – 2027 and 2028.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Grapple Bucket

- *Description* – Used as an attachment to the loader to pick up large items especially downed trees within the forestry program.
- *Years* – 2024
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Landscape Rakes

- *Description* – Used to help maintain public lands and large green spaces on large equipment.
- *Years* – 2024
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Leased Equipment

- *Description* – Includes annual charges for the use of the skid steer and front-end loader.
- *Years* – All.
- *Funding* – General revenue within Capital Projects Fund (400) plus equal shares from Utility Fund (600) and Stormwater Utility (605).

Lift Station #2

- *Description* – Design continues throughout 2023 with construction scheduled for 2024. Full replacement of the existing lift station will address current maintenance problems and account for future growth needs of the East Side of which the new interceptor flows into.
- *Year(s)* – 2024 (Build).
- *Funding* – Funding provided through Utility Fund (600).

Patrol Truck Replacement

- *Description* – Includes the full replacement with trade in of a Patrol Truck (Snowplow) with associated equipment for both listed years.
- *Year(s)* – 2025 and 2027.
- *Funding* – Trade-in value deducted from gross cost of the vehicle. Remaining expense split equally between Capital Projects Fund (400), Utility Fund (600), and Stormwater Utility Fund (605).

Department of Public Works (continued)

Paving and Utility Plan

- *Description* – In 2021, the Village Board upon recommendation of the Public Works and Utilities Committee(s) accepted a 10 year Paving and Utility Plan. This plan outlined paving needs in accordance with State pavement condition ratings and condition of underground utilities. Each of the next 5 years is included within this CIP and can be updated based upon shifting priorities where applicable.
- *Year(s)* – All.
- *Funding* – Borrowed Money within the Capital Projects Fund (400) with corresponding contribution from the Utility Fund (600).

Pickup Truck Replacement

- *Description* – Replacement of various levels of pickup trucks for general service responsibilities.
- *Year(s)* – All.
- *Funding* – Cost split equally between the Capital Projects Fund (400), Utilities Fund (600), and Stormwater Utility Fund (605).

Property Acquisition

- *Description* – At some point in the future neighboring properties to the existing Public Works Center are likely to come up for sale. This placeholder is included to pursue those options if that does happen or we desire to pursue such an opportunity.
- *Year(s)* – 2026.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Sidewalk Replacement

- *Description* – Annually, funds are set aside for the replacement of sidewalk slabs that are not able to be ground or ramped. These present a trip hazard and replacing the squares is a safety consideration.
- *Year(s)* – All.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Sinking Fund

- *Description* – Annual savings set aside for the replacement of the Director's vehicle.
- *Year(s)* – All.
- *Funding* – General revenues within the Capital Projects Fund (400) plus Utility Fund (600).

Small Capital

- *Description* – The Stormwater Utility is provided funds for small capital items for its administration including equipment, materials, and other supplies as needed.
- *Year(s)* – All.
- *Funding* – Charges for Public Services collected within the Stormwater Utility Fund (605).

Department of Public Works (continued)

Stormwater Maintenance

- *Description* – Includes the possibility of maintaining stormwater features through at places like the lagoon on USH 51, Country Walk Detention Basin, and others.
- *Year(s)* – 2025.
- *Funding* – Charges for Public Services collected within the Stormwater Utility Fund (605).

Street Maintenance

- *Description* – Includes street repairs needed on an annual basis that have a longer than one year useful life including chip sealing, crack filling, and various areas for patch work.
- *Year(s)* – All.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Street Sweeper – Replacement

- *Description* – The useful life of the existing street sweeper will have exceeded 10 years of service in 2024. It is recommended for replacement at that time utilizing reserves within the fund that have been assigned for this purpose.
- *Funding* – Assigned fund balance within the Stormwater Utility Fund (605).

Street Sweeper – Sinking Fund

- *Description* – Annual savings set aside for the future replacement of the street sweeper.
- *Year(s)* – All with exception to 2024 when its replaced.
- *Funding* – Charges for Public Services collected within the Stormwater Utility Fund (605).

Street Tree Planting

- *Description* – Annual program for street/public tree installation and replacement.
- *Year(s)* – All.
- *Funding* – Fund Balance within the General Fund (100).

Tool Cat Machine

- *Description* – Purchase of a second tool cat machine which is a multi-faceted vehicle that provides for a variety of different tasks from snow plowing sidewalks, small excavating projects, heavy lifting, utility work, and many more features. Present vehicle is indispensable and adding a second one would expand these capabilities.
- *Year(s)* – 2025.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Department of Public Works (continued)

Tower Clean/Paint

- *Description* – Consideration for cleaning and repainting the water towers to keep up with their exterior maintenance requirements. Burma Road tower was completed in 2023 and Holscher Road tower will be completed in 2026.
- *Year(s)* – 2026.
- *Funding* – Cost is paid for by water funding within the Utilities Fund (600).

Tractor

- *Description* – Light duty vehicle utilized in different capacities for grounds maintenance and other support.
- *Year(s)* – 2027.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

USH 51 Seg 6 (Build) & USH 51 Seg 7 (Build)

- *Description* – WisDOT has informed the Village they intend to repave and reconstruct the northern phase of US Highway 51 by 2026. This would be from Larson Beach to Voges Road. The southern phase would be programmed for 2028 which is from Larson Beach Road to southern Village limits. Most of this cost will be born by WisDOT through the Federal Government; however, the Village may incur some cost sharing items on sidewalks, street lighting, aesthetics, and other related expenses. Planning is underway presently for these efforts and will continue now through its construction.
- *Year(s)* – 2026 and 2028.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Vehicle Lift

- *Description* – The vehicle lift is utilized by the mechanic to raise all types of vehicles and equipment off the ground for maintenance.
- *Year(s)* – 2025.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Well #3

- *Description* – Planning for the remodeling and rehabilitation of the structure at Siggelkow and N. Autumn. This will allow for the reuse of the existing well which along with current Well #4 provides most of the Village's drinking water.
- *Year(s)* – 2026 (Design) and 2027 (Construction).
- *Funding* – Cost is paid for by water funding within the Utilities Fund (600).

Well #5

- *Description* – Planning for the construction of a new well on Prairie Wood Drive where the utility owns land for this service. It would expand our current capacity and allow for additional growth to the East.
- *Year(s)* – 2024 (Design) and 2025 (Construction).
- *Funding* – Cost is paid for by water funding within the Utilities Fund (600).

McFarland Capital Improvement Program (CIP)

2024 – 2028

Senior Outreach

Planned Projects:

Equipment

- *Description* – The Department proposes to replace the steam table used to support the meal program as well as some tables, chairs, and other equipment used to support their operations.
- *Year(s)* – 2025.
- *Funding* – General revenue within Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2024 – 2028

Library

Planned Projects:

Computer – Workstation(s)

- *Description* – Includes funds to replace both computers used by the public for either adults, teens, or children and those used by Staff on an annual basis.
- *Year(s)* – All.
- *Funding* – General Revenue within the Capital Projects Fund (400).

HVAC Controls

- *Description* – Improved functionality of the HVAC system through new controls.
- *Year(s)* – All.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Parking Lot/Hardscape

- *Description* – The parking lot and stormwater outlets are in need of rehabilitation.
- *Year(s)* – 2024.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Roof Replacement

- *Description* – Providing enhanced maintenance and repair to the roof structure as is needed.
- *Year(s)* – 2024.
- *Funding* – Assigned fund balance within the Capital Projects Fund (400).

Scanner

- *Description* – New public scanning machine to be made available for scanning into multiple languages and additional functionality.
- *Year(s)* – 2024.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2024 – 2028

Parks

Planned Projects:

Aquatics

- *Description* – The McFarland Park master plan was accepted with the inclusion of an aquatics improvement. Aquatics is included on the backend of this 5 year plan as a reflection of that phasing but is contingent upon further planning specific to its development in this location. The project also envisions very significant fundraising that likely serves as a guide on whether or not it advances through this plan to construction.
- *Year(s)* – 2027 (Design) and 2028 (Build).
- *Funding* – Fundraising and borrowed money within the Capital Projects Fund (400).

Arnold Larson Park

- *Description* – Maintenance is identified here for the gazebo structure and brick path. The gazebo itself last was reroofed as part of project in 2019 and likely is inline for additional structural maintenance, painting, and other improvements. The internal path within the park will be in need of brick replacement and refurbishment where applicable. The funding in 2028 is to reconsider larger capital improvement elements last studied for implementation in 2020 (i.e. – stage, bathroom, hardscape, etc.)
- *Year(s)* – 2025 and 2028.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Bathroom (Design/Build)

- *Description* – The Committee has desired to induce more public restroom opportunities within the system. These are standalone bathroom facilities meant to fill in gaps where portable restrooms are presently utilized. Highland Oaks began construction of a single unit gender neutral restroom in 2023 that will be completed in 2024. We will refine this process and look at to again install one in 2027.
- *Year(s)* – 2024 and 2027.
- *Funding* – Impact Fees collected within Parks Fund (405).

Brandt Park

- *Description* – The facility is in need of some improvement to the bathrooms as well as technology to add cameras and improve access control. Expanding parking capabilities is an opportunity as well in the future.
- *Year(s)* – 2024 (restroom) and 2028 (parking lot).
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Parks (continued)

Community Park

- *Description* – The Village purchased the property for the Community Park in 2019 and completed a Master Plan in 2021. Phase 1 for the park is scheduled to begin in 2022 which includes mass grading the site for future playing fields. Design funds are included in 2024 for Phase 2 which will be the largest phase to construct facility improvements, parking lot, playground, and other support amenities needed to make the park operational to transition soccer from McFarland Park. Design work will continue into 2024 in anticipation of construction in 2025. Phase 3 (bicycle pump track) for the project is not as costly which could include design in 2026 followed by implementation in 2027.
- *Year(s)* – 2024, 2025, 2026, and 2027.
- *Funding* – Borrowed money and impact fees collected within Parks Fund (405).

Egner Park Facility

- *Description* – Egner Park is currently supported by a playground structure, basketball court, and green space with some covered shelter associated with well maintained by the water utility. This facility is envisioned for replaced in partnership between parks and the water utility to continue to provide for the shelter but also add restrooms. A new facility would be designed for this purpose as a shared expense between both funds helping to modernize the well and also improve park amenities.
- *Year(s)* – 2025 (Design) and 2026 (Build).
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Field Grading

- *Description* – Various regarding activities to improve drainage within area playing fields.
- *Year(s)* – 2024.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Inclusive Park

- *Description* – The Village completed a Master Plan in 2020 to develop an Inclusive Playground within Cedar Ridge Park. Funds to support design were included in the 2022 budget and Staff has partnered with the School District to study development of this park at Waubesa Intermediate School. This is in close proximity to the park, and would leverage additional funding to implement the park while creating opportunity for Cedar Ridge in the future. Planning/Design work commenced in 2023 and will continue into next year leading up to construction. Both the School District and Village have committed to Phase 1 of the project as work to get Phase 2 ready is underway.
- *Year(s)* – 2024.
- *Funding* – Combination of impact fees, grants, and funding from the School District out of the Capital Projects Fund (400) and Parks Fund (405).

Parks (continued)

Lake Access

- *Description* – Planning has been completed to improve lake access within Lewis Park. The project will provide for a new path and water access where presently there is none.
- *Year(s)* – 2025.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Lewis Park Flooring

- *Description* – This structure was installed with a high traffic carpet surface. It will need to be replaced at some point likely recommended for a rubber surface to improve durability within the colder months (i.e. – ice skating).
- *Year(s)* – 2024.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Lower Yahara River Trail

- *Description* – The master plan for Urso/Schuetz Park includes a connection of the Lower Yahara River Trail. This work though is dependent upon planning by Dane County to connect McFarland to Fish Camp County Park. Presently, Dane County is focusing their efforts to connect Fish Camp County Park to Lake Kegonsa State Park which in doing so provides a trail connection to the City of Stoughton. They have indicated that upon completion of this construction they would return their focus to the McFarland connection helping to fill in one of the final off-street gaps in their network. Construction of the Fish Camp connection is scheduled to begin in 2023 which then lines up for planning, design, and construction on the next segment a few years after that. Funding also includes additional amenities to support the trail and park from the master plan.
- *Year(s)* – 2027 (Design) and 2028 (Build).
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

McFarland Park

- *Description* – A new master plan for McFarland Park was accepted in 2021. These plans recommended transitioning soccer to the new Community Park and repurposing fields they vacated for new uses. Prior to this point, pickleball and a new skate park have been implemented. Future phases of this work envision additional amenities for basketball, baseball, playground, aquatics, trails, and more. The current 5 year Capital Improvement Plan presents a scenario where improvements at the Community Park will be completed in 2025 allowing for transition for soccer in 2026 as one example, could be sooner or later. This would allow for the Village to begin to implement future phases of McFarland Park thereafter once a more formal transition plan has been developed. Funding within this plan also accounts for remaining financial obligations within the existing park shelter.
- *Year(s)* – 2025 (Design), 2026 (Build), and 2027 (Build).
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Parks (continued)

McDaniel Park

- *Description* – The Village attempted to install a new water quality area to improve swimming and access to the water on Lake Waubesa. Additional permitting is needed for proper dredging to improve the proposed area. Staff will work to prepare the permit in 2024 for possible implementation in 2025. Most of the design work is complete and more emphasis is needed on the permitting process.
- *Year(s)* – 2024 and 2025.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Mower

- *Description* – Funding to purchase small equipment items to improve maintenance of the park. The funding for 2024 includes a small mower addition.
- *Year(s)* – 2024.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Park Equipment

- *Description* – Money set aside annually to be used for general park improvements through the use of fees collected within new developments.
- *Year(s)* – All.
- *Funding* – Impact Fees collected within Parks Fund (405).

Pedestrian Ways (Trails)

- *Description* – Annual funds to repair and replace sidewalks, bike paths, and other pedestrian ways. Future year projects will include various opportunities for maintenance within and expansion of the trail network where applicable.
- *Year(s)* – All.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Playground (Construction)

- *Description* – Every other year, the Village looks to replace and/or repair certain park amenities and play structures as well as park signage as needed. Highland Oaks is planned in 2024, we are planning for a new playground in Prairie Place in 2025, Cedar Ridge would be considered for 2026, and would need to identify a new location in 2028.
- *Year(s)* – 2024, 2025, 2026, and 2028.
- *Funding* – Impact Fees collected within Parks Fund (405).

Parks (continued)

Playground (Planning)

- *Description* – Prairie Place was platted with a vacant outlot that was dedicated as a park with only green space. The Village would study how best to utilize this space and consider various options for improvements within it for implementation to be considered in future years.
- *Year(s)* – 2024.
- *Funding* – General revenues within the Capital Projects Fund (400).

Property Acquisition

- *Description* – Annually this is held as a placeholder depending on needs and opportunities that may arise. No acquisitions are presently targeted within this 5 year plan.
- *Year(s)* – All.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Siggelkow Road Trail

- *Description* – During the master planning process for the new Community Park, it was discussed about providing off-street pedestrian connection to this far eastside amenity. One solution to this was creating a bike trail along Siggelkow Road. The concept has been studied as part of developing the road cross section within the Eastside Plan. Dane County is likely a partner on this project as it meets their goals for off-street pedestrian/trail connections.
- *Year(s)* – 2024/2025 (Plan/Design) and 2026 (Build).
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2024 – 2028

Community Development

Planned Projects:

Comprehensive Plan

- *Description* – The Village is required under Statutes to update its Comprehensive Plan every 10 years. The existing plan was adopted August 28, 2017. The existing plan includes those elements as described under Stat. 66.1001. The plan is used to guide future land use related decisions with the Village and its extraterritorial plan review jurisdiction.
- *Years* – 2026 & 2027
- *Funding* – Combination of borrowed money and general revenue within Capital Projects Fund (400).

Downtown TID Overlay District

- *Description* – Adopt new TID #7 Project Plan as an overlay to existing TID #4 to extend the number of years this financial redevelopment tool is available to assist with redevelopment of underutilized property within and adjacent to the Downtown.
- *Years* – 2028.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

East Side Business Park TID

- *Description* – Adopt a new TID Project Plan for the development of an east side business park.
- *Years* – 2024.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Hotel Feasibility Study

- *Description* – An update to the 2019 Hotel Feasibility Study. This study is used by the Village to determine the feasibility of attracting a hotel to the Village to further support community and economic development goals.
- *Years* – 2024.
- *Funding* – Reserves within the Capital Projects Fund (400).

Community Development (continued)

Historic Property Signs

- *Description* – This project includes providing historical marker signs for all locally designated historic properties. In 2023, the Village purchased signs for 13 of the 19 historic structures. Funding in 2024 includes the remaining six historic structures and additional funding for the placement of outdoor community history sign(s).
- *Years* – 2024.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Outdoor Recreation and Open Space Plan

- *Description* – An update to the Village's 2019 Outdoor Recreation and Open Space Plan. This plan analyzes the Village's current system of parks, trails, and open space and sets forth the Village's vision, goals, and action steps for future improvement projects. The plan is updated every five years to remain eligible for WDNR recreational grant funding.
- *Years* – 2024.
- *Funding* – General revenue and borrowed money within the Capital Projects Fund (400).

Parks Public Facilities Needs Assessment

- *Description* – An update to the Village's 2020 Study which establishes the Village's park improvement impact fees and parkland dedication impact fees based, in part, on the results from the Village's updated Outdoor Recreation and Open Space Plan.
- *Years* – 2025.
- *Funding* – General revenues within the General Fund (100).

Property Acquisition

- *Description* – From year to year there are likely opportunities that we will consider for property acquisition in order to advance economic development objectives of the Village. These items will be on a case by case basis likely for properties on and off the market.
- *Years* – All.
- *Funding* – Likely borrowed money within the Capital Projects Fund (400).

Small Capital

- *Description* – The Department is provided funds for small capital items within the office including furniture, equipment, and other supplies as needed.
- *Years* – All.
- *Funding* – General revenues within the General Fund (100).

Community Development (continued)

Sinking Fund

- *Description* – Annual contribution towards savings for the future replacement of the Building Inspector's vehicle.
- *Years* – All.
- *Funding* – General revenue within the Capital Projects Fund (400).

Gateway/Wayfinding Signage

- *Description* – Working on a plan to update the layout, mapping, design, and finalize installation of new wayfinding signs throughout the Village. Finalize the bid documents and install two US 51 gateway sign replacements. Conceptual designs were completed and accepted by the Village Board in 2022 for replacing the two existing US 51 gateway signs. Final bid documents and installation were postponed to align with WisDOT reconstruction of US 51.
- *Years* – 2028.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

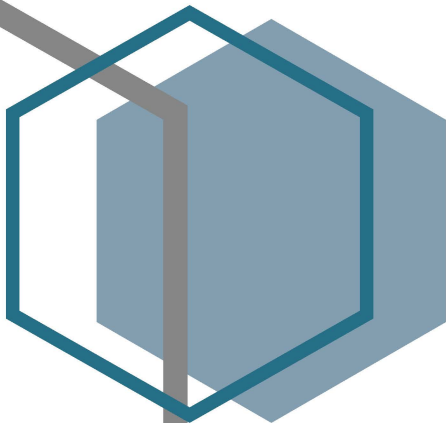
Zoning Code

- *Description* – A comprehensive update to the Village's Zoning Code resulting in the repeal of the existing Code and enactment of a replacement Code, including updates to the Official Zoning Map as necessary.
- *Years* – 2024
- *Funding* – Borrowed money within the Capital Projects Fund (400).

**2023-2027
CAPITAL
IMPROVEMENT
PLAN (CIP)**

Appendix C

Paving and
Utility Plan
2023-2032



Notes:
1. Costs shown assumed entire scope described, and will need adjustment if scope is changed.
2. PR= Pavement Rehabilitation, SSR= Storm Sewer Rehabilitation, PUR= Pavement and Utility Rehabilitation, WR= Water Main Replacement, W= New Watermain, RC= Rural Conversion
3. Project costs assume that 35% of street replacement costs for projects that include water main replacement will be funded by the Water Utility.
4. Project costs assume 25% curb replacement.
5. Previous iterations of this document have been accepted by the Village Board. This is a living document and as such is continually updated as additional project details become known.
6. All costs shown are in current date dollars. No inflation has been applied.

								PROJECT COSTS										General Comments	
Year	Street	From	To	Length	Width	Pvmt Rating	Action	Street	TIF/TID Street	Sewer Utility	Water Utility	Storm Utility	TIF/TID Non-Street	Pedestrian	Off-Street Sewer	Off-Street Water	Off-Street Storm		Total
2024	Exchange Street	Sleepy Hollow Road	Farwell St			5	PUR	\$2,101,300		\$164,000	\$1,039,700	\$390,700						\$3,695,700	Partially funded by STP-URBAN grant (\$1,177,000). Amounts represent Village expenditures. Not included in year total where noted.
2024	Ivywood Trl	Terminal Dr	Termini	1170	36	4	PR	\$164,600										\$164,600	This project scope is for pulverize and overlay with some allowance for base repair. Partially funded by LRIP grant (\$20,500).
2024		Public Works Surface Asphalt				3	Parking Lot	\$146,700			\$20,000							\$166,700	Includes Filling Station
2024		Soccer	Curling Club	408	8	N/A	Path Resurfacing							\$33,800				\$33,800	
2024		Lewis Park Shelter	Marsh Woods Drive	521	10	N/A	Path Resurfacing							\$33,865				\$33,900	
2024	Various					N/A	Path Resurfacing							\$32,335				\$32,400	
2024	Various					N/A	Sidewalk Replacements							\$100,000				\$100,000	
2024	Off-Street					N/A	Lift Station 2 Replacement								\$2,000,000			\$2,000,000	The 2018 East Basin Utility Service Study identified Lift Station 2 as a future capacity restraint within the Village's existing sanitary system. Resonctruction of this station will be required to support continued expansion of the Village's existing sanitary sewer system to the east. If new development continues to occur at it's current pace, it is anticipated that critical capacity at this station could be reached by 2032. Updrages to this station should be done in conjunction with upgrades to the lift station 2 force main. Additionally, capacity improvments to the Village's existing Highland Drive Interceptor will be required to support capacity increases at the station.
2024	Off-Street					N/A	Well 5- Preliminary Design									\$200,000		\$200,000	The Village completed a Water System Needs Assessment in 2023. This study projected that water usage rates would require the construction of a new well and house in 2024-2026.
Year Total (Including Exchange Street)								\$2,412,600	\$0	\$164,000	\$1,059,700	\$390,700	\$0	\$200,000	\$2,000,000	\$200,000	\$0	\$6,427,100	
Year Total (Excludes Exchange Street)								\$311,300	\$0	\$0	\$20,000	\$0	\$0	\$200,000	\$2,000,000	\$200,000	\$0	\$2,731,400	

									PROJECT COSTS										General Comments
Year	Street	From	To	Length	Width	Pvmt Rating	Action	Street	TIF/TID Street	Sewer Utility	Water Utility	Storm Utility	TIF/TID Non-Street	Pedestrian	Off-Street Sewer	Off-Street Water	Off-Street Storm	Total	
2	2025	Larson St	Erling Ave	Termini	751	28	2	PUR	\$108,000		\$223,500							\$331,500	Pair with Glen
2	2025	Glen Rd	Larson St	Wisconsin Ave	850	21	3	PUR	\$94,200		\$322,100							\$416,300	Pair with Larson
2	2025	Badger St	Dale St	Farwell St	350	32	5	PUR	\$63,000		\$165,972							\$228,972	Pair with Dale St
2	2025	Dale St	Lexington St	Termini	850	32	4	PUR	\$122,241		\$286,755							\$408,996	Pair with Badger St
2	2025	McFarland Ct	Terminal Dr	Termini	634	32	4	PR	\$90,700									\$90,700	
2	2025	Lakeview Ave	Bremer Rd	Termini	686	22	3	PUR	\$99,295		\$286,953							\$386,300	
2	2025	Yahara Dr	USH 51	Rivercrest Dr	581	32	5	PR	\$90,100									\$90,100	
2	2025	Yahara Dr	Rivercrest Dr	Indian Mound Dr	422	32	5	PR	\$60,400									\$60,400	
2	2025	Siggelkow Rd	CTH AB / Siggelkow Rd plus 601 ft	Pierce Rd / Siggelkow Rd	676	20	5	PR	\$66,000									\$66,000	
2	2025	Severson Rd	Lake Edge Rd	Farwell St	650	32	5	PUR	\$101,250		\$116,109							\$217,400	
2	2025		Glenway	Running Deer	256	8	N/A	Path Resurfacing						\$21,200				\$21,200	
2	2025	Various				N/A	Path Resurfacing							\$78,800				\$78,800	
2	2025	Various				N/A	Sidewalk Replacements							\$100,000				\$100,000	
2	2025	Off-Street				N/A	Well 5- New Construction									\$3,120,000		\$3,120,000	The Village completed a Water System Needs Assessment in 2023. This study projected that water usage rates would require the construction of a new well and house in 2024-2026.
2	2025	Off-Street				N/A	Stormwater Treatment Device Maintenance										\$350,000	\$350,000	As part of the Village's ongoing MS4 permit responsibilities, storm water management areas require regular investiagion and cleaning. This effort will involve dredging of accumulated sediment and removal of unwanted vegetation/woody growth.
2	2025	Off-Street					Well 4 Rehabilitation-Preliminary Design									\$175,000		\$175,000	The wells were reviewed in 2019 with WNDR staff. Several items were identified during the inspection, including: the pumps need to be pulled and inspected, piping needs painting as a means of protection from sweating, entry point sample taps are needed, A/C as a means of climate and humidity control is perferred, separate checmical room needs to be constructed, the vent is undersized and needs to be replaced, and significant electrical upgrades are required. The scope of this project is to address all of these issues, replace most of the well house itself to provide room for a generator and working space, replace all corrodede electrical/controls, and remove the right-angle backup engine.
Year Total									\$895,187	\$0	\$0	\$1,401,389	\$0	\$0	\$200,000	\$0	\$3,295,000	\$350,000	\$6,141,668

									PROJECT COSTS										General Comments
Year	Street	From	To	Length	Width	Pvmt Rating	Action	Street	TIF/TID Street	Sewer Utility	Water Utility	Storm Utility	TIF/TID Non-Street	Pedestrian	Off-Street Sewer	Off-Street Water	Off-Street Storm	Total	
3	2026	Broadhead Street/CTH MN Phase 4B	North Peninsula Way	CTH AB	1958	36	6	RC	\$318,900		\$882,300	\$366,800						\$1,568,000	Partially paid for by Dane County. Amounts represent Village expenditures.
3	2026	Creamery/Elvehjem Road	Milwaukee Street	Country Walk Lane	2165	36	5	RC	\$497,400		\$500,600	\$286,000						\$1,284,000	
3	2026		Black Walnut Ct	Wild Cherry Ln	370	8	N/A	Path Resurfacing						\$30,600				\$30,600	
3	2026		Cedar Ridge Park	Gazebo Loop	604	8	N/A	Path Resurfacing						\$49,900				\$49,900	
3	2026	Various				N/A	Path Resurfacing							\$19,500				\$19,500	
3	2026	Various				N/A	Sidewalk Replacements							\$100,000				\$100,000	
3	2026	Off-Street					Well 4 Rehabilitation									\$1,445,000		\$1,445,000	The wells were reviewed in 2019 with WNDR staff. Several items were identified during the inspection, including: the pumps need to be pulled and inspected, piping needs painting as a means of protection from sweating, entry point sample taps are needed, A/C as a means of climate and humidity control is preferred, separate checmical room needs to be constructed, the vent is undersized and needs to be replaced, and significant electrical upgrades are required. The scope of this project is to address all of these issues, replace most of the well house itself to provide room for a generator and working space, replace all corrodede electrical/controls, and remove the right-angle backup engine.
3	2026	Off-Street					Holscher Water Tower									\$500,000			An inspection of the tower was performed in June of 2020 by Lane Tank Company. The results of the inspection included maintenance and painting recommendations with cost estimates. The total cost in this item includes addressing all maintenance and code items identified in the inspection as well as a full repainting of the interior and exterior of the tank. The exterior painting work would include provisions for full containment of overspray as well as the addition of a "McFarland" logo.
4	2027	Off-Street					Well 3 Rehabilitation									\$175,000		\$175,000	The wells were reviewed in 2019 with WNDR staff. Several items were identified during the inspection, including: the pumps need to be pulled and inspected, piping needs painting as a means of protection from sweating, entry point sample taps are needed, A/C as a means of climate and humidity control is preferred, separate checmical room needs to be constructed, the vent is undersized and needs to be replaced, and significant electrical upgrades are required. The scope of this project is to address these issues, replace all corroded electrical/controls, update the backup generator, and remove the right-angle backup engine.
Year Total									\$816,300	\$0	\$0	\$1,382,900	\$652,800	\$0	\$200,000	\$0	\$2,120,000	\$0	\$4,672,000

									PROJECT COSTS											General Comments
Year	Street	From	To	Length	Width	Pvmt Rating	Action		Street	TIF/TID Street	Sewer Utility	Water Utility	Storm Utility	TIF/TID Non-Street	Pedestrian	Off-Street Sewer	Off-Street Water	Off-Street Storm	Total	
4	2027	South Ct	Burma Rd	Overlook Dr plus 600 ft	1200	18	3	PUR	\$186,842			\$395,155							\$582,000	This budget inlcudes the addition of curb and gutter from Overlook Drive to the end
4	2027	South Ct	Overlook Dr plus 600 ft	Yahara Drive	550		W					\$137,500							\$137,500	Pair with South Ct PUR
4	2027	N Terminal Drive	Lift Station 4	USH 51	3500	32	5	RC		\$2,412,686				\$657,987					\$3,070,673	
4	2027	Marsh Rd	Red Oak Trl / Wellington Cir	Siggelkow Rd	739	44	5	PR	\$228,500										\$228,500	This estimate includes concrete pavement replacement at the intersection with Siggelkow
4	2027	Marsh Rd	Eighmy Rd	Red Oak Trl / Wellington Cir	2000	42	5	PR	\$361,900										\$361,900	
4	2027		Osborn Drive	Milwaukee St	640	8	N/A	Path Resurfacing							\$52,900				\$52,900	
4	2027	Various				N/A	Path Resurfacing								\$47,100				\$47,100	
4	2027	Various				N/A	Sidewalk Replacements								\$100,000				\$100,000	
4	2027	Off-Street					Well 3 Rehabilitation										\$1,545,000		\$1,545,000	The wells were reviewed in 2019 with WNDR staff. Several items were identified during the inspection, including: the pumps need to be pulled and inspected, piping needs painting as a means of protection from sweating, entry point sample taps are needed, A/C as a means of climate and humidity control is preferred, separate checmical room needs to be constructed, the vent is undersized and needs to be replaced, and significant electrical upgrades are required. The scope of this project is to address these issues, replace all corroded electrical/controls, update the backup generator, and remove the right-angle backup engine.
Year Total									\$777,242	\$2,412,686	\$0	\$532,655	\$0	\$657,987	\$200,000	\$0	\$1,545,000	\$0	\$6,125,573	

								PROJECT COSTS											General Comments
Year	Street	From	To	Length	Width	Pvmt Rating	Action	Street	TIF/TID Street	Sewer Utility	Water Utility	Storm Utility	TIF/TID Non-Street	Pedestrian	Off-Street Sewer	Off-Street Water	Off-Street Storm	Total	
2028	USH 51 WM Crossing	Dale Rd Xing & along USH 51					WR				\$204,500							\$204,500	Pair with Dale Curtian and Dale Rd
2028	Dale Curtian Rd	USH 51	Termini	600	32	5	PR	\$85,900										\$85,900	Pair with WM Crossing
2028	Dale Rd	Lake Edge Rd	USH 51	375	37	4	PUR	\$57,000			\$160,100							\$217,100	Pair with WM Crossing
2028	Triangle Street	Siggelkow Rd plus 2700 feet	Voges	2609	40	6	RC		\$1,267,300				\$419,100					\$1,686,400	This estimate amount includes the installation of a new path for the length of the entire project.
2028	Wisconsin Ave	Bremer Rd / Norma Rd	Termini	318	20	3	PUR	\$58,796			\$104,019							\$162,815	
2028	Field Ave	Erling Ave	Card Ave	650	42	4	PUR	\$117,700			\$183,801							\$301,501	
2028	Wild Flower Ct	Country Walk / Forest Ridge Ct	Termini	264	32	5	PR	\$37,800										\$37,800	
2028	Lake Edge Dr	South Ct	loop	400	35	6	PUR	\$48,413			\$117,245							\$165,658	
2028	Beckler	Card Ave	Erling Ave	264	26	5	PR	\$31,800										\$31,800	
2028	Bird Song Ct	Morning Dove Dr	Termini	158	32	5	PR	\$22,600										\$22,600	
2028	Morning Dove Dr	Hidden Farm Rd plus 422 ft	Country Walk / Spring Pond Ct	423	32	5	PR	\$60,500										\$60,500	
2028	Morning Dove Dr	Hidden Farm Rd	Bird Song Ct	320	32	5	PR	\$45,800										\$45,800	
2028	Burma Rd	Overlook Dr / South Ct	USH51	640	32	4	PR	\$91,600										\$91,600	
2028		Soccer Parking Lot				4	Parking Lot	\$108,600										\$108,600	
2028	Various					N/A	Path Resurfacing							\$100,000				\$100,000	
2028	Various					N/A	Sidewalk Replacements							\$100,000				\$100,000	
							Year Total	\$766,509	\$1,267,300	\$0	\$769,665	\$0	\$419,100	\$200,000	\$0	\$0	\$0	\$3,422,575	
2029	Creamery/Elvehjem Road	Country Walk	CTH AB	7132	36	5	RC	\$800,494			\$635,553	\$530,179						\$1,966,300	
2029	Various					N/A	Path Resurfacing							\$100,000				\$100,000	
2029	Various					N/A	Sidewalk Replacements							\$100,000				\$100,000	
							Year Total	\$800,494	\$0	\$0	\$635,553	\$530,179	\$0	\$200,000	\$0	\$0	\$0	\$2,166,300	
2030	Black Walnut Dr	Wild Cherry Ln	Smith Ridge Rd	1267	36	6	PR	\$200,500										\$200,500	
2030	Black Walnut Dr	Smith Ridge Rd	Siggelkow Rd / Carncross Dr	1900	36	6	PR	\$300,600										\$300,600	
2030	Black Walnut Dr	Black Walnut Ct / Leanne Ln plus 316 ft	Wild Cherry Ln	106	36	5	PR	\$16,800										\$16,800	
2030	Various					N/A	Path Resurfacing							\$100,000				\$100,000	
2030	Various					N/A	Sidewalk Replacements							\$100,000				\$100,000	
2030	Off-Street						Lift Station 2 Force Main								\$450,000			\$450,000	The Lift Station #2 Force Main is approaching 40 years of age and is a cast iron force main. Capacity improvments to this force main will need to be constructed in coordination with any reconstruction and capacity increases of lift station 2.
							Year Total	\$517,900	\$0	\$0	\$0	\$0	\$0	\$200,000	\$450,000	\$0	\$0	\$1,167,900	

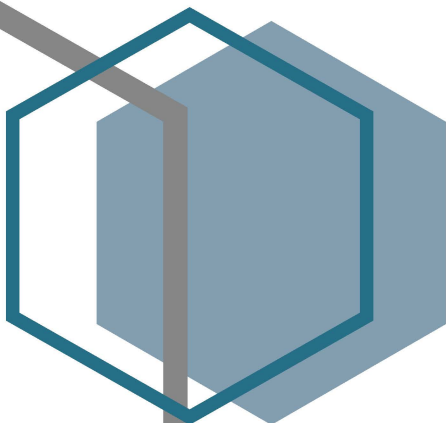
								PROJECT COSTS											General Comments	
Year	Street	From	To	Length	Width	Pvmt Rating	Action	Street	TIF/TID Street	Sewer Utility	Water Utility	Storm Utility	TIF/TID Non-Street	Pedestrian	Off-Street Sewer	Off-Street Water	Off-Street Storm	Total		
2031	N Bremer Road	Erling Ave	Bellevue Ct	1000	32	6	PUR	\$184,584			\$385,082							\$569,700	Includes new sidewalk, one side. Sidewalk is not in capital improvement plan.	
2031	Ahren Ln	Meredith Way	Exchange St	528	32	7	PR	\$75,600									\$75,600			
2031	S Bremer Road	Larson Beach Rd plus 200 ft	Bellevue Ct	1200	32	7	PUR	\$234,231			\$642,200						\$876,500			
2031	Brendan Ct	Termini	Meredith Way	211	32	7	PR	\$30,200									\$30,200			
2031	Cardinal Dr	Curtis St	Sauk Ln	739	36	6	PR	\$116,900									\$116,900			
2031	Calico Ct	Marsh Rd / Calico Dr	Termini	580	32	5	PR	\$83,000									\$83,000			
2031	Various					N/A	Path Resurfacing							\$100,000			\$100,000			
2031	Various					N/A	Sidewalk Replacements							\$100,000			\$100,000			
							Year Total	\$724,515	\$0	\$0	\$1,027,282	\$0	\$0	\$200,000			\$1,951,900			
2032	Valley Drive	Siggelkow Road	Ridge Road	2600	42	6	p	\$843,406									\$843,500			
2032	Various					N/A	Path Resurfacing							\$100,000			\$100,000			
2032	Various					N/A	Sidewalk Replacements							\$100,000			\$100,000			
							Year Total	\$843,406	\$0	\$0	\$0	\$0	\$0	\$200,000			\$1,043,500			
2033	Overlook Dr	Burma Rd / South Ct	South Ct	1373	18	8	PUR	\$181,072			\$444,533						\$625,700			
2033	Erling Ave	Bremer Rd	Terminal Dr	700	36	8	PUR	\$89,100			\$200,000						\$289,100			
2033	Norma Rd	Termini	Bremer Rd / Wisconsin Ave	898	36	8	PUR	\$130,100			\$363,600						\$493,700			
2033	Renee Ct	Lewis Lane	Exchange St	1676	32	4	PUR	\$238,359			\$492,896						\$731,300			
2033	Various					N/A	Path Resurfacing							\$100,000			\$100,000			
2033	Various					N/A	Sidewalk Replacements							\$100,000			\$100,000			
							Year Total	\$638,631	\$0	\$0	\$1,501,029	\$0	\$0	\$200,000			\$2,339,800			

								PROJECT COSTS											General Comments
Year	Street	From	To	Length	Width	Pvmt Rating	Action	Street	TIF/TID Street	Sewer Utility	Water Utility	Storm Utility	TIF/TID Non-Street	Pedestrian	Off-Street Sewer	Off-Street Water	Off-Street Storm	Total	
11	2034	Main St	Eighmy Rd	Broadhead St	1000	32	5	PUR	\$229,377		\$489,479							\$718,900	
11	2034	Sighting Road	Johnson St	Marsh Woods Drive	720	32	4	PUR	\$106,501		\$235,714							\$342,300	
11	2034	Everglade Ct	Termini	Marsh Woods Drive	142	38	4	PR	\$23,600									\$23,600	
11	2034	Forest Lawn Cir	Summer Trail Rd	Termini	463	36	4	PUR	\$106,501		\$235,714							\$342,300	
11	2034	Hough St	Main St	Milwaukee St	397	32	4	PR	\$56,800									\$56,800	
11	2034	Hillside Ct	Termini	Pheasant Run	196	36	4	PUR	\$40,339		\$99,417							\$139,800	
11	2034	Jager Rd	Termini	Exchange Street	670	16	4	PUR	\$54,403		\$103,761							\$158,200	
11	2034	Various				N/A	Path Resurfacing							\$100,000				\$100,000	
11	2034	Various				N/A	Sidewalk Replacements							\$100,000				\$100,000	
							Year Total	\$617,521	\$0	\$0	\$1,164,086	\$0	\$0	\$200,000				\$1,981,900	
12	2035	Broadhead Street/(Wisconsin St	Main St	376	38	9	PUR	\$69,364			\$137,262							\$206,700	
12	2035	Leanne Ln	Scott St	Broadhead St	782	32	7	PUR	\$117,651		\$260,199							\$377,900	
12	2035	Rivercrest Dr	Burma Rd	Yahara Drive	1200	28	4	PR	\$153,400									\$153,400	
12	2035	Various				N/A	Path Resurfacing							\$100,000				\$100,000	
12	2035	Various				N/A	Sidewalk Replacements							\$100,000				\$100,000	
							Year Total	\$340,415	\$0	\$0	\$397,461	\$0	\$0	\$200,000				\$938,000	
TOTAL FOR YEARS 1-12 (Excludes Exchange Street)								\$8,049,419	\$3,679,986	\$0	\$8,832,020	\$1,182,979	\$1,077,087	\$2,400,000				\$34,682,516	
TOTAL FOR YEARS 1-12 (Includes Exchange Street)								\$10,150,719	\$3,679,986	\$164,000	\$9,871,720	\$1,573,679	\$1,077,087	\$2,400,000				\$38,378,216	

**2023-2027
CAPITAL
IMPROVEMENT
PLAN (CIP)**

Appendix D

**Park System
Capital
Improvements
2023-2032**



McFarland Parks Capital Improvement Plan

Project/Amenity	Location	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Notes
Small Projects, Furniture, Equipment	Varies	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	General application on the replacement of items and new small amenities.
Equipment	Varies	28,000										
Miscellaneous Projects	Varies	70,000										Field Grading and Lewis Floor (2024).
Planning	Varies	10,000										
Playground, Park Amenities	Case by Case	125,000	160,000	150,000		175,000		180,000		185,000		Update/upgrade old playground equipment. Locations to be determined in CIP.
Bathrooms	Case by Case	75,000			170,000		180,000		190,000		200,000	
Pedestrian Path (Trails)	Case by Case	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	Continued maintenance from year to year of existing trail system.
Property Acquisition	Case by Case	TBD		TBD		TBD		TBD		TBD		
Siggelkow Road Bike Trail	Community Park		150,000	1,100,000								Plan/County Grant/Design 2024-2025, and Construct 2026.
Parking Lot, Shelter, Playground (Phase 2)	Community Park	175,000	2,325,000									
Trails, Pump Track, Prairie Restoration (Phase 3)	Community Park			50,000	500,000							Design 2026 and Construct 2027. All remaining items but for new facility.
Indoor Athletic Complex (Phase 4)	Community Park						50,000	250,000	5,000,000			
McFarland Park Facility Purchase	McFarland Park		250,000									Village paid for a portion when constructed, would need to payoff remaining debt.
Fitness Court, Trails, Baseball, Playground (Phase 3)	McFarland Park		75,000	425,000	425,000							
Aquatics (Phase 4)	McFarland Park				500,000	6,000,000						Plan/Design 2026-2027 and Construct 2028.
Lake Access	Lewis Park, Other	300,000		15,000								
Inclusive Park	WIS	2,100,000										Construct 2024. Partnership with School District.
Restroom Renovation, Technology Upgrades	Brandt Park	110,000										
Parking Lot	Brandt Park					250,000						Design/Build 2028. Upper diamond, support park and trail.
Water Quality Boom System	McDaniel Park	25,000	250,000									
Band Shelter, Event Space	Arnold Larson Park		100,000			75,000		750,000				General Improvements in 2025, Plan/Design 2028 and Construct 2029/2030.
Shelter/Bathroom Facility	Egner Park		175,000	1,450,000								
Lower Yahara River Trail (Phase 1)	Urso/Schuetz Park				50,000	250,000						Design/Grant Application 2027 and Construct 2028. Southern entrance thru park.
Disc Golf Facility/Trailhead (Phase 2)	Urso/Schuetz Park				100,000	750,000						
Dredging Work (Phase 3)	Urso/Schuetz Park					50,000	350,000					Design 2028 and Construct 2029. Partner with channel, lagoon, and ponds.
		3,133,000	3,600,000	3,305,000	1,860,000	7,665,000	695,000	1,295,000	5,305,000	300,000		
Parks Fund		515,000	500,000	165,000	435,000	440,000	195,000	195,000	205,000	200,000		
General Capital Revenue		10,000		47,750		1,000						
Fundraising						6,000,000			5,000,000			
Grants		1,000,000										
Intergovernmental		800,000		500,000								
Other Funds		300,000	100,000	1,100,000								
Private Funding												
Borrowing		508,000	3,000,000	1,492,250	1,425,000	1,224,000	500,000	1,100,000	100,000	100,000		

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, August 22, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion regarding the selection of the one floor option or the two floor option for the Municipal Center renovation as presented within the McFarland Municipal Center Campus Master Plan project.

PREVIOUS ACTION:

The Village Board authorized the issuance of the enclosed RFP at their meeting on December 13, 2021.

The Village Board approved hiring the consultant to complete the Master Plan following the RFP process at their meeting on February 28, 2022. [Please click on this link to view the proposal](#) and [click on this link to view the Request for Proposals \(RFP\)](#).

The Village Board met with the Consultant through its Committee of the Whole meeting on May 24, 2022 in order to introduce and begin the project.

The Village Board met with the Consultant through its Committee of the Whole meeting on June 28, 2022 in order to provide input on the project through stakeholder engagement.

The Village Board met with the Consultant through its Committee of the Whole meeting on July 26, 2022 in order to receive summary updates, provide design directives, and plan for the design workshop.

The Design Workshop was held with the Village Board and Departments on October 6, 2022.

The Committee of the Whole met with Staff and Consultants to review the conceptual floor and site plan layouts for the project at its meeting on February 14, 2023.

A Public Information Meeting was held on Thursday, April 20, 2023 with about 40 public attendees present to meet with the Consulting Team and Department Heads of impacted Staff. [The presentation can be viewed by clicking on this link](#) and the presentation provided is included within this packet.

The Committee of the Whole met with Staff and Consultants on April 25, 2023 to review the updates to the conceptual floor plans and site plan layouts as well as feedback from the Public Information Meeting.



The Village Board accepted the Master Plan at its meeting on May 23, 2023.

ISSUE SUMMARY:

The Village Board had previously accepted the Master Plan for the McFarland Municipal Center Campus. The signature element of this project includes two options for improvements to the Municipal Center to add spaces for a Community Center to the facility as well as supporting growth of departments to remain.

Option #1 is to renovate the facility within a single story concept. Essentially using the space to be vacated by Public Safety users in August and remodeling it to better align with space needs.

This does have additions to the facility to create a new and second entrance for the facility as well as to the south as well adjacent the current garage bay. As much as it is solely a renovation, it does have elements of new construction as well.

Option #2 will also address the first floor but also adds a second floor to the project. Senior Outreach, Library with Youth Center, and general shared Community Center spaces will be located on the first floor. Second floor will capture Administration, Communications and Technology, Community Development, and public meeting room spaces. Both floors will also have space that can be earmarked for future growth and expansion without completing build out initially.

Before we can proceed with next steps to implement the project, we need to consider which option should be selected in order to move forward. At our last meeting we took a deeper look into the longterm finances for the project with the inclusion of the Library into the financial forecast. The Village Administrator will be presenting this to the Library Board at their September meeting and also something we can discuss as part of the joint board meeting scheduled for next month. The Master Plan has the work that will guide us for either option but in order to bring on the next consulting team we need to pick one path forward to follow. The meeting for Tuesday is to only discuss the options before us and continue to further evaluate both directions. Action then will not be considered until the September 26th to allow the board time to prepare for that decision as well as provide space for additional research or follow up as is needed.

[Please click on this link to view the Master Plan](#) that was accepted.

Additionally, [please click on this link to view the project webpage](#) as additional background.

Please click on this link for the long term financial forecast for [Option #1 \(One Story\)](#) and [Option #2 \(Two Story\)](#).

FINANCIAL/BUDGET IMPACT:

Either option is not without a significant investment in our infrastructure in order to bring forward. The costs are summarized and detailed within the Master Plan but presented as roughly \$17 million for Option #1 and \$25 million for Option #2 (with some rounding applied). The impacts for which have been built into our 2024-2028 Capital Improvement Plan that has been under review by the board since May.



[Please click on this link for the long term financial overview](#) we discussed at our last meeting. Additionally, the most current 2024-2028 Capital Improvement Plan is included as a separate agenda item as part of this meeting.

VILLAGE PLAN REFERENCE:

[2017 Facilities Master Plan](#) - This plan created the idea of a public safety use moving out of the existing location to make room for the Community Center. This latest plan will further study that concept in greater detail knowing the full extent of the space availability. This 2017 effort also established space needs for other Departments that are remaining within the facility and those estimates will be revisited as a result of this work.

[2022 Library Space Needs Study \(Final\)](#) - This plan was accepted by the Library Board at its meeting in July of 2022 as it considered options for facility improvements. The work of this Master Plan does not need to revisit this work, but simply understand it as background and relate to it as practicable.

[2022-2023 McFarland Strategic Implementation Plan](#) - This plan sets the goals and objectives approved by the Village Board. The work within the Master Plan presents one of the highest priorities of the board in the coming year and Action Step (i) within Goal A specifically states to complete the Master Plan in order to help guide future decisions on use of the facility.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action is needed on this item. It is presented at this time for discussion only.

ATTACHMENTS:

None