

Tuesday, October 24, 2023

6:00 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 - 6:00 pm
2. ROLL CALL.
3. CLOSED SESSION.
 - a. Discussion and action on entering into Closed Session in accordance with Wis. Stats 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved in, specifically regarding an insurance claim related to the sinkhole during construction of the Public Safety Center located at 6001 Broadhead Street.
4. RECONVENE INTO OPEN SESSION - 7:00 pm
5. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.
6. 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 October 5, 2023 Village Board meeting.
 - 2) Motion to approve the minutes of the October 10, 2023 Village Board meeting.
 - 3) Motion to approve the minutes of the Special October 12, 2023 Village Board meeting.
 - 4) Motion to approve checks in the amount of \$183,381.77.
 - 5) Motion to approve the 2023 order of a new street sweeper within the Public Works Department for delivery and payment in 2024.
7. 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.

8. BUSINESS.

- a. Presentation by the McFarland Youth Center regarding prior year's operations.
- b. Discussion and review of the 2024 Budget including the following sections:
 - 1) Changes since the last distribution.
 - 2) Youth Center Fund (210)
 - 3) Retiree Fund (700).
- c. Personnel Committee (Trustees Fessler, Jerke, & Wreh)
 - 1) Discussion and action regarding the job description and classification to create the Full-Time Diversity, Equity, and Inclusion (DEI) Strategist position within the Village and authorizing Staff to fill the vacancy.
 - 2) Discussion and action on a proposed amendment to Chapter 28 of the Personnel Policy Manual regarding meals.
- d. Discussion and action on approval of a Request for Proposals (RFP) for owner's representation services for the McFarland Municipal Center Campus project.
- e. Discussion and possible action to authorize litigation relating to Hanover Insurance Co. Builder's Risk Policy Claim at the Public Safety Center.

9. SCHEDULE NEXT MEETING DATE.

- a. October 26, 2023 - 6:00 pm - Special Village Board (Budget Review)
- b. November 2, 2023 - 6:00 p.m. Special Village Board (Budget Review)
- c. November 9, 2023 - 6:00 p.m. Special Village Board (Budget Review) (If needed).
- d. November 14, 2023 - 7:00 p.m. - Village Board

10. ADJOURNMENT.

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

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, October 24, 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

Thursday, October 5, 2023 - 7:00 PM

1. CALL TO ORDER.

Village President Clow called the special 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 Michael Flaherty, Village Trustee TJ Jerke, Village Trustee Edward Wreh

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Deputy Administrator/Clerk Cassandra Suettinger, Community and Economic Development Director Andrew Bremer, Public Works Director Lee Igl, and Outreach Director Lori Andersen.

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 and review of the 2024 Budget including the following sections:*

- 1) *Changes since the last distribution.*

Village Administrator Schuenke noted there were no changes since the last distribution.

- 2) *General Fund (100).*

Department Heads presented an overview of each of their respective budgets within the General Fund.

- 3) *Communications and Technology Fund (200).*

Village Administrator Schuenke provided an overview of the proposed 2024 budget for the Communications and Technology Fund.

- 4) *Affordable Housing Fund (215)*

Village Administrator Schuenke provided an overview of the proposed 2024 budget for the Affordable Housing Fund. The Board provided feedback on concerns that the Village find a sustainable funding mechanism for fund 215.

5) American Rescue Plan Act (ARPA) Fund (295)

Village Administrator Schuenke provided an overview of the proposed 2024 budget for the American Rescue Plan Act Fund. Funds will be used for the inclusive park and once funds are utilized, the fund will be closed out.

6) Debt Service Fund (300).

Village Administrator Schuenke provided an overview of the proposed 2024 budget for the Debt Service Fund.

7) Capital Projects Fund (400)

Village Administrator Schuenke provided an overview of the proposed 2024 budget for the Capital Projects Fund.

8) Parks Fund (405)

Village Administrator Schuenke provided an overview of the proposed 2024 budget for the Parks Fund.

9) Solid Waste Fund (610).

Public Works Director Lee Igl provided an overview of the proposed 2024 budget for the Solid Waste Fund.

10) Review schedule for future meetings.

Village Administrator Schuenke provided an overview of the review schedule for future meetings.

5. SCHEDULE NEXT MEETING DATE.

a. October 10, 2023 - 5:30 p.m. - Committee of the Whole

b. October 10, 2023 - 7:00 pm - Village Board

c. October 12, 2023 - 6:00 pm - Special Village Board (Budget Review)

d. October 24, 2023 - 7:00 pm - Village Board

e. October 26, 2023 - 6:00 pm - Special Village Board (Budget Review)

6. ADJOURNMENT.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to adjourn at 8:47 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, October 10, 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 Michael Flaherty, Village Trustee TJ Jerke, and Village Trustee Edward Wreh.

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Deputy Administrator/Clerk Cassandra Suettinger, Community and Economic Development Director Andrew Bremer, Public Works Director Lee Igl, Outreach Director Lori Andersen, and Fire/EMS Director Chris Dennis.

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

- a. Recognition to the McFarland Lions Club for their fundraising contributions to the Skate Park Project at William McFarland Park.

Village President Clow recognized and thanked the McFarland Lions Club for their fundraising contributions to the Skate Park Project at William McFarland Park.

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 September 26, 2023 meeting.
- 2) Motion to approve checks in the amount of \$384,050.47.
- 3) Motion to approve a limited license agreement between the Village and Stephen and Tiffany Bennethum for the property located at 5702 Main Street.
- 4) Motion to approve Change Order #18 and #19 for the Public Safety Center project regarding final authorization for grouting, credit to remove micro-piles, and final credits to release allowances.
- 5) Motion to approve a tower lease agreement between the Village and Cellco Partnership, D/B/A Verizon Wireless, for the water tower located at 4901 Burma Road.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve the consent agenda as presented. Motion carries 7 - 0 - 0 by acclamation.

5. PUBLIC APPEARANCES.

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

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.
Mike Moderski, 5305 Leanne Lane, spoke in favor of the Village constructing the 2-floor option for the future community center.

6. BUSINESS.

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

- 1) Discussion and action regarding the conventional rate case for test year 2024 for submission to the Public Service Commission.

Trustee Wreh provided an overview of the discussion and recommendation to approve the conventional rate case for the test year 2024 for submission to the Public Service Commission.

Motion by Village Trustee Edward Wreh, second by Village Trustee Hilary Brandt, to approve submitting the conventional rate case for test year 2024 for submission to the Public Service Commission. Motion carries 7 - 0 - 0 by acclamation.

- 2) Discussion and action regarding Resolution 2023-16: A resolution approving the change of Public Fire Protection to a direct charge to utility customers.

Motion by Village Trustee Edward Wreh, second by Village President Carolyn Clow, to approve Resolution 2023-16: A resolution approving the change of Public Fire Protection to a direct charge to utility customers. Motion carries 4 - 3 - 0 by acclamation with Brandt, Brassington, and Flaherty voting nay.

- b. Plan Commission (President Clow & Trustee Brassington)
Sustainability & Natural Resources Committee (Trustee Flaherty & President Clow)

- 1) Discussion and action regarding Ordinance 2023-09: an ordinance amending various sections of Chapter 62 - Zoning, related to solar energy collection systems.

Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty, to approve Ordinance 2023-09: an ordinance amending various sections of Chapter 62 - Zoning, related to solar energy collection systems. Motion carries 7 - 0 - 0 by acclamation.

- c. Discussion and action 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.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to the village selecting the two floor option for the Municipal Center renovation as presented within the McFarland Municipal Center Campus Master Plan project. Motion carries 4 - 3 - 0 by acclamation, with Trustees Hilary Brandt, Stephanie Brassington, Michael Flaherty voting nay.

7. REQUESTS FOR REFERRAL OF NEW ITEMS.

- a. Discussion and action on request to adjust policy to have each village meeting begin with a land acknowledgment. (Referral from Trustee Wreh, Fessler, and Brandt)

Motion by Village President Carolyn Clow, second by Trustee Ed Wreh, to refer creating a land acknowledgement at the beginning of each meeting and the wording of such to be recommended by the Diversity, Equity and Inclusion Committee. Motion carries 7 - 0 - 0 by acclamation.

8. SCHEDULE NEXT MEETING DATE.

- a. October 12, 2023 - 6:00 pm - Special Village Board (Budget Review)
- b. October 24, 2023 - 7:00 pm - Village Board
- c. October 26, 2023 - 6:00 pm - Special Village Board (Budget Review)
- d. November 9, 2023 - 6:00 p.m. Special Village Board (Budget Review)
- e. November 14, 2023 - 7:00 p.m. - Village Board

9. ADJOURNMENT.

Motion by Village Trustee TJ Jerke, second by None, to adjourn at 8:30 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

Thursday, October 12, 2023 - 6:00 PM

1. CALL TO ORDER.

Village President Clow called the special meeting of the McFarland Village Board to order at 6:00 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 Michael Flaherty, Village Trustee TJ Jerke, and Village Trustee Edward Wreh.

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Police Chief Aaron Chapin, Community and Economic Development Director Andrew Bremer, Public Works Director Lee Igl, Deputy Treasurer/Account Jennifer Haried and Fire/EMS Director Chris Dennis.

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 and review of the 2024 Budget including the following sections:*

- 1) *Changes since the last distribution.*

Village Administrator Schuenke had no changes to present since the last distribution.

- 2) *General Fund (100) - Police Department and Fire & Rescue Department.*

Police Chief Chapin and Fire & Rescue Chief Dennis presented their draft Police and Fire & Rescue budgets within the 100 General Fund.

- 3) *Library Fund (205).*

Library Director Heidi Cox presented the proposed 2024 Library Fund Budget.

- 4) *Tax Increment District #3 Fund (305).*

Community & Economic Development Director Andrew Bremer presented the draft

2024 Tax Increment District #3 Fund (305).

5) Tax Increment District #4 Fund (310).

Community & Economic Development Director Andrew Bremer presented the draft 2024 Tax Increment District #4 Fund (310).

6) Tax Increment District #5 Fund (315).

Community & Economic Development Director Andrew Bremer presented the draft 2024 Tax Increment District #5 Fund (315).

7) Utility Fund (600).

Public Works Director Lee Igl presented the Draft 2024 Utility Fund Budget.

8) Storm Water Fund (605).

Public Works Director presented the draft 2024 Storm Water fund.

9) Retiree Fund (700).

The Board deferred the review of the Retiree Fund (700) to the next budget review meeting.

10) Canine Fund (800).

Chief Chapin presented the draft 2024 Canine Fund budget.

11) Review schedule for future meetings.

Village Administrator Schuenke reviewed the schedule for future budget review meetings.

5. SCHEDULE NEXT MEETING DATE.

a. October 24, 2023 - 7:00 pm - Village Board

b. October 26, 2023 - 6:00 pm - Special Village Board (Budget Review)

c. November 9, 2023 - 6:00 p.m. Special Village Board (Budget Review)

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

6. ADJOURNMENT.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to adjourn at 8:11 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	6140258300	MAT RENTAL	1	10/06/2023	59.15	.00	59.15	10/19/2023
		6140262119	MAT RENTAL	1	10/13/2023	59.15	.00	59.15	10/19/2023
Total 10:						118.30	.00	118.30	
30	ALLIANT ENERGY/WP&L	101223	MUNICIPAL CENTER	1	10/12/2023	1,865.93	.00	1,865.93	10/19/2023
		101223	LIBRARY	2	10/12/2023	1,870.55	.00	1,870.55	10/19/2023
		101223	WELL #4	3	10/12/2023	1,774.27	.00	1,774.27	10/19/2023
		101223	SOCCER BUILDING	4	10/12/2023	13.27	.00	13.27	10/19/2023
		101223	5307 HOUGH ST	5	10/12/2023	16.70	.00	16.70	10/19/2023
		101223	5802 MAIN ST (HOUSE/J	6	10/12/2023	78.61	.00	78.61	10/19/2023
		101223	4806 MCDANIEL	7	10/12/2023	235.22	.00	235.22	10/19/2023
		101223	FLOOD LIGHT	8	10/12/2023	30.25	.00	30.25	10/19/2023
		101223	DOG PARK	9	10/12/2023	78.57	.00	78.57	10/19/2023
		101223	3234 CTY RD AB	10	10/12/2023	48.14	.00	48.14	10/19/2023
	6922801707-	PSC ELECTRICITY	1	10/13/2023	2,227.53	.00	2,227.53	10/19/2023	
Total 30:						8,239.04	.00	8,239.04	
68	BADGER WELDING SUPP	3788796	BADGER WELDING LEAS	1	09/27/2023	78.03	.00	78.03	10/19/2023
		3789634	ACETYLENE & OXYGEN	1	09/30/2023	6.60	.00	6.60	10/19/2023
		3789634	ACETYLENE & OXYGEN	2	09/30/2023	1.80	.00	1.80	10/19/2023
		3789634	ACETYLENE & OXYGEN	3	09/30/2023	1.80	.00	1.80	10/19/2023
		3789634	ACETYLENE & OXYGEN	4	09/30/2023	1.80	.00	1.80	10/19/2023
		3792203	BADGER WELDING - OXY	1	10/10/2023	47.66	.00	47.66	10/19/2023
Total 68:						137.69	.00	137.69	
79	BAYCOM INC	EQUIPINV_0	MICS FOR RADIO	1	10/12/2023	245.32	.00	245.32	10/19/2023
Total 79:						245.32	.00	245.32	
104	BOBCAT OF MADISON IN	01-114213	TOOLCAT MAINTENANCE	1	10/16/2023	42.90	.00	42.90	10/19/2023
		01-114213	TOOLCAT MAINTENANCE	2	10/16/2023	11.70	.00	11.70	10/19/2023
		01-114213	TOOLCAT MAINTENANCE	3	10/16/2023	11.70	.00	11.70	10/19/2023
		01-114213	TOOLCAT MAINTENANCE	4	10/16/2023	11.70	.00	11.70	10/19/2023
Total 104:						78.00	.00	78.00	
174	CITY TREASURER	891643	STORMWATER FEES	1	10/06/2023	28.68	.00	28.68	10/19/2023
Total 174:						28.68	.00	28.68	
247	DANE CO TREASURER	154-093023	JAIL & SURCHARGES - S	1	09/30/2023	481.24	.00	481.24	10/19/2023
Total 247:						481.24	.00	481.24	
261	DECKER SUPPLY CO INC	925421	CONES & BARRICADES	1	10/05/2023	5,000.00	.00	5,000.00	10/19/2023
		925421	CONES & BARRICADES	2	10/05/2023	6,105.60	.00	6,105.60	10/19/2023
		925422	PUBLIC SAFETY CENTER	1	10/05/2023	467.20	.00	467.20	10/19/2023
Total 261:						11,572.80	.00	11,572.80	
267	DEMCO INC	7375490	LIBRARY SUPPLIES	1	10/03/2023	215.79	.00	215.79	10/19/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 267:						215.79	.00	215.79	
280	DIAMOND VOGEL CO	255207613	STREET PAINT	1	10/06/2023	73.75	.00	73.75	10/19/2023
Total 280:						73.75	.00	73.75	
287	DIXON ENGINEERING IN	23-1177	BURMA TOWER INSPECT	1	10/16/2023	1,250.00	.00	1,250.00	10/19/2023
Total 287:						1,250.00	.00	1,250.00	
395	GENERAL COMMUNICATI	324796	PSC LOBBY WALL DECO	1	10/05/2023	750.00	.00	750.00	10/19/2023
Total 395:						750.00	.00	750.00	
408	GRAINGER INC	9858353494	SHELVING UNIT	1	10/03/2023	174.29	.00	174.29	10/19/2023
		9858548317	WIRE SHELVING	1	10/03/2023	250.50	.00	250.50	10/19/2023
		9862720365	PINNED ROLL BRUSH VA	1	10/06/2023	43.17	.00	43.17	10/19/2023
		9864960720	GRAINGER MISC	1	10/09/2023	18.35	.00	18.35	10/19/2023
Total 408:						486.31	.00	486.31	
444	HOOPER CORPORATION	HV 5420187	MC FACILITY REPAIR FO	1	10/04/2023	718.00	.00	718.00	10/19/2023
		HV 5420188	MC FACILITY REPAIR AC	1	10/04/2023	346.75	.00	346.75	10/19/2023
		HV 5420194	MC FACILITY REPAIR	1	10/06/2023	305.50	.00	305.50	10/19/2023
Total 444:						1,370.25	.00	1,370.25	
476	JEFFERSON FIRE & SAF	IN30257	EXTINGUISHER INSPECT	1	09/22/2023	149.00	.00	149.00	10/19/2023
		IN307258	ANNUAL INSPECTION M	1	09/22/2023	189.50	.00	189.50	10/19/2023
		IN307259	ANNUAL INSPECTION YO	1	09/22/2023	350.00	.00	350.00	10/19/2023
		IN307260	EXTINGUISHER MAINTEN	1	09/22/2023	22.50	.00	22.50	10/19/2023
		IN307262	ANNUAL INSPECTION PU	1	09/22/2023	251.35	.00	251.35	10/19/2023
		IN307262	ANNUAL INSPECTION PU	2	09/22/2023	68.55	.00	68.55	10/19/2023
		IN307262	ANNUAL INSPECTION PU	3	09/22/2023	68.55	.00	68.55	10/19/2023
		IN307262	ANNUAL INSPECTION PU	4	09/22/2023	68.55	.00	68.55	10/19/2023
		IN307263	FIRE EXTINGUISHER	1	09/22/2023	189.00	.00	189.00	10/19/2023
		IN307489	FORCIBLE ENTRY AXES	1	10/10/2023	287.27	.00	287.27	10/19/2023
		IN307572	BAUER SOLENOID	1	10/02/2023	695.00	.00	695.00	10/19/2023
		IN307624	SCOTT BATTERY HOLDE	1	10/12/2023	358.00	.00	358.00	10/19/2023
Total 476:						2,697.27	.00	2,697.27	
492	KAYSER AUTOMOTIVE G	184213P	M4 MAINTENANCE	1	10/05/2023	98.46	.00	98.46	10/19/2023
		184413P	VEHICLE MAINTENANCE	1	10/10/2023	208.02	.00	208.02	10/19/2023
		184617PX1	M4 PART-HOSE	1	10/16/2023	62.97	.00	62.97	10/19/2023
		749660	SQUAD REPAIR	1	09/29/2023	2,302.17	.00	2,302.17	10/19/2023
Total 492:						2,671.62	.00	2,671.62	
634	MENARDS - MONONA	55000	LIBRARY MAINTENANCE	1	09/13/2023	90.97	.00	90.97	10/19/2023
		55008	FACILITIES MAINTENANC	1	09/13/2023	4.06-	.00	4.06-	10/19/2023
		55908	SAFETY EQUIPMENT	1	10/02/2023	41.58	.00	41.58	10/19/2023
		55908	SAFETY EQUIPMENT	2	10/02/2023	41.58	.00	41.58	10/19/2023
		55908	SAFETY EQUIPMENT	3	10/02/2023	41.58	.00	41.58	10/19/2023
		55908	SAFETY EQUIPMENT	4	10/02/2023	41.58	.00	41.58	10/19/2023
		55908	SAFETY EQUIPMENT	5	10/02/2023	41.58	.00	41.58	10/19/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		55991	PW SUPPLIES	1	10/04/2023	73.02	.00	73.02	10/19/2023
		55991	PW SUPPLIES	2	10/04/2023	19.91	.00	19.91	10/19/2023
		55991	PW SUPPLIES	3	10/04/2023	19.91	.00	19.91	10/19/2023
		55991	PW SUPPLIES	4	10/04/2023	19.91	.00	19.91	10/19/2023
Total 634:						427.56	.00	427.56	
640	MGE	6300112994-	STREET LIGHT	1	10/05/2023	690.45	.00	690.45	10/13/2023
		8600157181-	LIFT #4 ELECT	1	09/28/2023	44.26	.00	44.26	10/19/2023
Total 640:						734.71	.00	734.71	
765	LEGAL SHIELD	101523	LEGAL SHIELD	1	10/15/2023	131.60	.00	131.60	10/19/2023
Total 765:						131.60	.00	131.60	
818	ROTO ROOTER SEWER	216441	LIFTSTATION CLEANING	1	09/27/2023	1,785.00	.00	1,785.00	10/19/2023
Total 818:						1,785.00	.00	1,785.00	
879	SOUTH CENTRAL LIBRA	23-559	CURBSIDE PICKUP SOFT	1	09/30/2023	489.05	.00	489.05	10/19/2023
		23-579	LIBRARY SUPPLIES	1	10/04/2023	8.70	.00	8.70	10/19/2023
Total 879:						497.75	.00	497.75	
926	AXON ENTERPRISE INC.	INUS195304	TASER CARTRIDGES	1	10/16/2023	1,474.00	.00	1,474.00	10/19/2023
		INUS195510	NEW TASERS	1	10/15/2023	4,664.40	.00	4,664.40	10/19/2023
Total 926:						6,138.40	.00	6,138.40	
992	US CELLULAR	0606458724	PARKS TABLETS	1	09/22/2023	79.00	.00	79.00	10/19/2023
		0606458724	SEWER TABLETS	2	09/22/2023	134.50	.00	134.50	10/19/2023
		0606458724	WATER TABLETS	3	09/22/2023	134.50	.00	134.50	10/19/2023
		0606458724	COMMDEV PHONE	4	09/22/2023	1.34	.00	1.34	10/19/2023
		0606458724	SEWER PHONE	5	09/22/2023	102.88	.00	102.88	10/19/2023
		0606458724	WATER PHONE	6	09/22/2023	102.88	.00	102.88	10/19/2023
		0606458724	PW PHONE	7	09/22/2023	102.88	.00	102.88	10/19/2023
		0606458724	CABLE/COMMTECH PHO	8	09/22/2023	42.50	.00	42.50	10/19/2023
		0606458724	OUTREACH PHONE	9	09/22/2023	115.00	.00	115.00	10/19/2023
		0606458724	FD/EMS PHONE	10	09/22/2023	302.76	.00	302.76	10/19/2023
		0606458724	PW TABLETS	11	09/22/2023	134.50	.00	134.50	10/19/2023
		0606458724	PD PHONE	12	09/22/2023	819.56	.00	819.56	10/19/2023
Total 992:						2,072.30	.00	2,072.30	
1005	VANNGUARD UTILITY PA	10002	STREETLIGHT LOCATES	1	10/02/2023	107.76	.00	107.76	10/19/2023
Total 1005:						107.76	.00	107.76	
1015	VILLAGE OF MCFARLAN	091922	RESTITUTION PAYOFF -	1	09/19/2022	1,700.00	.00	1,700.00	Multiple
Total 1015:						1,700.00	.00	1,700.00	
1210	PERSONNEL EVALUATIO	49150	RECRUIT TESTS	1	09/30/2023	300.00	.00	300.00	10/19/2023
Total 1210:						300.00	.00	300.00	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
1256	BOUND TREE MEDICAL,	85107065	EMS - SUPPLIES	1	09/29/2023	497.97	.00	497.97	10/19/2023
		85117452	MEDICAL - SUPPLIES	1	10/10/2023	153.99	.00	153.99	10/19/2023
		85118854	MEDICAL - SUPPLIES	1	10/11/2023	341.52	.00	341.52	10/19/2023
Total 1256:						993.48	.00	993.48	
1264	BARNES INC	178096	MAIN ST/HOUGH ST REN	1	09/30/2023	340.00	.00	340.00	10/19/2023
		178319	MITA/5705 LEANNE LN M	1	09/30/2023	930.00	.00	930.00	10/19/2023
Total 1264:						1,270.00	.00	1,270.00	
1452	JACOBSEN, NATE	NJ092223	TRAINING MEAL	1	09/22/2023	10.13	.00	10.13	10/19/2023
Total 1452:						10.13	.00	10.13	
1694	HEARTLAND LITHO	66549	ENVELOPES	1	09/26/2023	444.00	.00	444.00	10/19/2023
Total 1694:						444.00	.00	444.00	
1738	STATE OF WI TREASURE	154-093023	MONTHLY COURT FEES -	1	09/30/2023	1,867.41	.00	1,867.41	10/19/2023
Total 1738:						1,867.41	.00	1,867.41	
1759	MANDT SANDFILL TRUC	75950	GRAVEL	1	09/07/2023	1,482.91	.00	1,482.91	10/19/2023
		76524	WATER MAIN SPOILS	1	09/07/2023	600.00	.00	600.00	10/19/2023
Total 1759:						2,082.91	.00	2,082.91	
1896	NAPA AUTO PARTS	912636	VEHICLE MAINTENANCE	1	10/13/2023	30.58	.00	30.58	10/19/2023
		912636	VEHICLE MAINTENANCE	2	10/13/2023	8.34	.00	8.34	10/19/2023
		912636	VEHICLE MAINTENANCE	3	10/13/2023	8.34	.00	8.34	10/19/2023
		912636	VEHICLE MAINTENANCE	4	10/13/2023	8.34	.00	8.34	10/19/2023
Total 1896:						55.60	.00	55.60	
1910	ZURBUCHEN OIL INC	272489	DYED DIESEL FUEL	1	10/04/2023	919.01	.00	919.01	10/19/2023
Total 1910:						919.01	.00	919.01	
1989	CORPORATE BUSINESS	348811	COPIER BASE FEE AND	1	10/13/2023	64.94	.00	64.94	10/19/2023
		348826	COPIER LEASE	1	10/13/2023	62.55	.00	62.55	10/19/2023
Total 1989:						127.49	.00	127.49	
2042	THOMSON REUTERS	849057534	WEST INFORMATION CH	1	10/01/2023	208.93	.00	208.93	10/19/2023
Total 2042:						208.93	.00	208.93	
2058	MICROMARKETING LLC	934666	AUDIO BOOKS	1	10/03/2023	40.00	.00	40.00	10/19/2023
		934929	AUDIO BOOKS	1	10/05/2023	37.99	.00	37.99	10/19/2023
		935261	AUDIO BOOKS	1	10/10/2023	44.99	.00	44.99	10/19/2023
Total 2058:						122.98	.00	122.98	
2082	NASSCO INC	6344567	PW SUPPLIES	1	10/05/2023	62.91	.00	62.91	10/19/2023
		6344567	PW SUPPLIES	2	10/05/2023	17.16	.00	17.16	10/19/2023
		6344567	PW SUPPLIES	3	10/05/2023	17.16	.00	17.16	10/19/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		6344567	PW SUPPLIES	4	10/05/2023	17.16	.00	17.16	10/19/2023
	Total 2082:					114.39	.00	114.39	
2093	CREAM CITY STATELINE	0000107870	WELLHOUSE SCALE REP	1	10/06/2023	251.50	.00	251.50	10/19/2023
		0000107892	WELLHOUSE SCALE REP	1	10/12/2023	251.50	.00	251.50	10/19/2023
	Total 2093:					503.00	.00	503.00	
2100	WAUKESHA COUNTY TE	S0811484	TUITION AND FEES- BAR	1	09/26/2023	495.00	.00	495.00	10/19/2023
	Total 2100:					495.00	.00	495.00	
2185	MSA PROFESSIONAL SE	R09361030.0	TERMINAL/TRIANGLE, D	1	10/11/2023	17,036.26	.00	17,036.26	10/19/2023
	Total 2185:					17,036.26	.00	17,036.26	
2216	ANDRES MEDICAL	102023MFWI	SEPTEMBER COLLECTIO	1	09/30/2023	2,273.68	.00	2,273.68	10/19/2023
	Total 2216:					2,273.68	.00	2,273.68	
2219	INTOXIMETERS	741040	INTOXIMETER SUPPLIES	1	08/15/2023	1,335.00	.00	1,335.00	10/19/2023
	Total 2219:					1,335.00	.00	1,335.00	
2237	MADISON COLLEGE	CORP-00000	BARNIER, JOB, SCHROE	1	10/13/2023	135.00	.00	135.00	10/19/2023
	Total 2237:					135.00	.00	135.00	
9140	TRITECH FORENSICS IN	00935483	EVIDENCE SUPPLIES	1	10/16/2023	142.96	.00	142.96	10/19/2023
	Total 9140:					142.96	.00	142.96	
9145	DANE CO LIBRARY SERV	2023 GBRM	ADULT BOOKS	1	09/01/2023	42.00	.00	42.00	10/19/2023
	Total 9145:					42.00	.00	42.00	
16234	GALLS, LLC	024818794	GALLS UNIFORM	1	06/16/2023	105.99	.00	105.99	10/19/2023
		024888864	GALLS BOOTS	1	06/23/2023	194.65	.00	194.65	10/19/2023
		025653499	UNIFORM ALLOWANCE K	1	09/13/2023	140.98	.00	140.98	10/19/2023
	Total 16234:					52.32	.00	52.32	
16257	CORPORATE BUSINESS	348396	COPIER LEASE	1	10/06/2023	96.08	.00	96.08	10/13/2023
		348823	PW COLOR COPY OVER	1	10/13/2023	17.55	.00	17.55	10/19/2023
		348823	PW COLOR COPY OVER	2	10/13/2023	17.55	.00	17.55	10/19/2023
		348823	PW COLOR COPY OVER	3	10/13/2023	17.55	.00	17.55	10/19/2023
		348823	PW COLOR COPY OVER	4	10/13/2023	64.38	.00	64.38	10/19/2023
		35043574	ADMIN COPIER LEASE	1	10/09/2023	190.00	.00	190.00	10/19/2023
	Total 16257:					403.11	.00	403.11	
16322	STRYKER SALES, LLC	9204761230	STRYKER BATTERY KIT	1	10/02/2023	351.26	.00	351.26	10/19/2023
	Total 16322:					351.26	.00	351.26	
16347	WISCONSIN STATE LABO	755759	WATER TEST FLOURIDE	1	09/30/2023	56.00	.00	56.00	10/19/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		755759	WATER TEST LEAD & CO	2	09/30/2023	1,280.00	.00	1,280.00	10/19/2023
	Total 16347:					1,336.00	.00	1,336.00	
16348	PECHMANN MEMORIALS	100723	MEMORIAL RELOCATION	1	10/07/2023	1,970.00	.00	1,970.00	10/19/2023
	Total 16348:					1,970.00	.00	1,970.00	
16448	TRUCKSTAR COLLISION	18841	ENGINE REPAIR	1	10/05/2023	1,683.00	.00	1,683.00	10/19/2023
	Total 16448:					1,683.00	.00	1,683.00	
16489	ZIETSMA, JOEL	JZ100323	ZIETSMA UNIFORM ALLO	1	10/03/2023	64.02	.00	64.02	10/19/2023
	Total 16489:					64.02	.00	64.02	
16503	NOTARY BOND RENEWA	101123-TB	NOTARY BOND APP	1	10/11/2023	30.00	.00	30.00	10/19/2023
	Total 16503:					30.00	.00	30.00	
16504	WI DEPT OF FINANCIAL I	101123-TB	NOTARY APP	1	10/11/2023	20.00	.00	20.00	10/19/2023
	Total 16504:					20.00	.00	20.00	
16517	EUROFINS EATON ANAL	8100069568	WATER TESTING	1	10/09/2023	3,810.00	.00	3,810.00	10/19/2023
	Total 16517:					3,810.00	.00	3,810.00	
16640	TOP PACK DEFENSE LLC	11657	UNIFORM ALLOWANCE	1	10/10/2023	74.69	.00	74.69	10/19/2023
	Total 16640:					74.69	.00	74.69	
16655	WI DEPT OF TRANSPORT	395-0000324	EXCHANGE ST PRELIMIN	1	10/02/2023	102.90	.00	102.90	10/19/2023
	Total 16655:					102.90	.00	102.90	
16667	O'MALLEY, TANYA	TO091423	TRAINING MEALS/MILEA	1	09/14/2023	84.75	.00	84.75	10/19/2023
	Total 16667:					84.75	.00	84.75	
16701	GOODLUND, JENNY	100623	PARK DEPOSIT REFUND	1	10/06/2023	200.00	.00	200.00	10/19/2023
	Total 16701:					200.00	.00	200.00	
16782	MADISON EMERGENCY	INV1450	MEDICAL DIRECTION SE	1	10/11/2023	1,000.00	.00	1,000.00	10/19/2023
	Total 16782:					1,000.00	.00	1,000.00	
16921	AVANT GARDENING & LA	20231120	LANDSCAPE MAINTENA	1	10/16/2023	521.38	.00	521.38	10/19/2023
	Total 16921:					521.38	.00	521.38	
17001	STATZ-PAYNTER, JAMIE	105	PROGRAM FEE	1	10/10/2023	103.00	.00	103.00	10/19/2023
	Total 17001:					103.00	.00	103.00	
17084	AMAZON CAPITAL SERVI	13CY-XFDC-	DVDS & CDS	1	10/16/2023	44.92	.00	44.92	10/19/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		14RT-Y1KR-	DVDS & CDS	1	10/14/2023	20.29	.00	20.29	10/19/2023
		1FKF-Y43W-	DVDS & CDS	1	10/17/2023	22.96	.00	22.96	10/19/2023
		1J71-CVV6-J	LIBRARY OFFICE SUPPLI	1	10/02/2023	53.27	.00	53.27	10/19/2023
		1KGQ-C14-3	MUNICIPAL CENTER FILT	1	10/14/2023	182.32-	.00	182.32-	10/19/2023
		1M16-F6ND-	VIDEO GAMES	1	10/14/2023	285.62	.00	285.62	10/19/2023
		1PJ9-GTR9-	DVDS & CDS	1	10/16/2023	44.92	.00	44.92	10/19/2023
		1R9G-VGHD	DVDS & CDS	1	10/07/2023	21.99	.00	21.99	10/19/2023
		1TMK-JQJQ-	ADMIN SUPPLIES	1	10/09/2023	15.31	.00	15.31	10/19/2023
	Total 17084:					326.96	.00	326.96	
17096	PETERSON, SYDNEY	SP091223	PETERSON UNIFORM AL	1	09/12/2023	175.00	.00	175.00	10/19/2023
	Total 17096:					175.00	.00	175.00	
17134	CORE & MAIN	T758426	WATER SERVICE REPAIR	1	10/13/2023	633.70	.00	633.70	10/19/2023
	Total 17134:					633.70	.00	633.70	
17187	B&H PHOTO	217452975	SPEAKERPHONE	1	10/12/2023	135.44	.00	135.44	10/19/2023
		217528740	PSC TV	1	10/16/2023	247.32	.00	247.32	10/19/2023
	Total 17187:					382.76	.00	382.76	
17197	FRIENDS OF THE MCFAR	093023	QUARTERLY REIMBURS	1	09/30/2023	161.00	.00	161.00	10/19/2023
	Total 17197:					161.00	.00	161.00	
17205	THE MCFARLAND THISTL	MNA-192419	THISTLE SUBSCRIPTION	1	10/13/2023	96.95	.00	96.95	10/19/2023
	Total 17205:					96.95	.00	96.95	
17217	BREMER, ANDREW	AB092223	APA CONFERENCE MILE	1	09/22/2023	84.80	.00	84.80	10/19/2023
	Total 17217:					84.80	.00	84.80	
17320	PARKITECTURE & PLANN	22.053	SKATE PARK DESIGN	1	10/06/2023	1,075.00	.00	1,075.00	10/19/2023
		23-039	INCLUSIVE PARK PLANNI	1	10/06/2023	6,947.50	.00	6,947.50	10/19/2023
	Total 17320:					8,022.50	.00	8,022.50	
17429	GREEN BAY PIPE & TV	3440	STORM SEWER CLEAN &	1	10/02/2023	29,544.00	.00	29,544.00	10/19/2023
	Total 17429:					29,544.00	.00	29,544.00	
17528	HGA	243653	PROF. SRVC. ENERGY P	1	10/06/2023	19,400.00	.00	19,400.00	10/19/2023
		243679	PUBLIC SAFETY CENTER	1	10/09/2023	2,175.00	.00	2,175.00	10/19/2023
		243680	LIFT STATION #2 SOLAR	1	10/09/2023	1,368.60	.00	1,368.60	10/19/2023
		243685	HGA -PSB MICROGRID	1	10/09/2023	4,100.00	.00	4,100.00	10/19/2023
	Total 17528:					27,043.60	.00	27,043.60	
17569	MCFARLAND ACE HARD	009847/T	PW SUPPLIES	1	10/03/2023	36.83	.00	36.83	10/19/2023
		009847/T	PW SUPPLIES	2	10/03/2023	10.05	.00	10.05	10/19/2023
		009847/T	PW SUPPLIES	3	10/03/2023	10.05	.00	10.05	10/19/2023
		009847/T	PW SUPPLIES	4	10/03/2023	10.04	.00	10.04	10/19/2023
		009853/T	EQUIPMENT MAINTENAN	1	10/04/2023	10.40	.00	10.40	10/19/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		009860/T	WATER SERVICES MAINT	1	10/05/2023	16.08	.00	16.08	10/19/2023
		009863/T	DISPLAY CASE SUPPLIE	1	10/05/2023	18.87	.00	18.87	10/19/2023
		009878/T	PW SUPPLIES	1	10/06/2023	14.30	.00	14.30	10/19/2023
		009878/T	PW SUPPLIES	2	10/06/2023	3.90	.00	3.90	10/19/2023
		009878/T	PW SUPPLIES	3	10/06/2023	3.90	.00	3.90	10/19/2023
		009878/T	PW SUPPLIES	4	10/06/2023	3.90	.00	3.90	10/19/2023
		009886/T	EQUIPMENT MAINTENAN	1	10/09/2023	19.89	.00	19.89	10/19/2023
		009894/T	PICTURE WIRE	1	10/10/2023	15.28	.00	15.28	10/19/2023
		009916/T	FASTENERS	1	10/13/2023	5.88	.00	5.88	10/19/2023
		009917/T	PARKS SUPPLIES	1	10/13/2023	4.95	.00	4.95	10/19/2023
		009928/T	METER MAINTENANCE S	1	10/16/2023	8.99	.00	8.99	10/19/2023
Total 17569:						193.31	.00	193.31	
17590	REIMER, TRICIA	TR051223	TRAINING MEAL	1	05/12/2023	11.31	.00	11.31	Multiple
Total 17590:						11.31	.00	11.31	
17596	AMERICAN AWARDS & P	57247	ACCOUNTABILITY TAGS	1	10/12/2023	735.83	.00	735.83	10/19/2023
Total 17596:						735.83	.00	735.83	
17685	INGRAM LIBRARY SERVI	62980775	BOOKS	1	10/02/2023	245.08	.00	245.08	10/19/2023
		62981517	BOOKS	1	10/03/2023	122.97	.00	122.97	10/19/2023
		62983590	BOOKS	1	10/06/2023	669.48	.00	669.48	10/19/2023
Total 17685:						1,037.53	.00	1,037.53	
17734	BOYD, STEVEN	SB100823	BOYD UNIFORM ALLOWA	1	10/08/2023	145.29	.00	145.29	10/19/2023
Total 17734:						145.29	.00	145.29	
17782	GFC LEASING - WI	I00859937	COPIER LEASE	1	10/05/2023	181.93	.00	181.93	10/13/2023
Total 17782:						181.93	.00	181.93	
17845	DANE COUNTY TREASU	44184	MEDICAL SUPPLIES	1	10/04/2023	18.70	.00	18.70	10/19/2023
Total 17845:						18.70	.00	18.70	
17870	STANARD & ASSOCIATE	SA00005559	RECRUIT TESTING	1	09/28/2023	225.50	.00	225.50	10/19/2023
Total 17870:						225.50	.00	225.50	
17908	BADGER METER	80140344	CELLULAR SERVICE UNI	1	09/28/2023	1,542.91	.00	1,542.91	10/19/2023
		80140344	CELLULAR SERVICE UNI	2	09/28/2023	1,542.90	.00	1,542.90	10/19/2023
Total 17908:						3,085.81	.00	3,085.81	
17909	SHORT ELLIOTT HENDRI	454216	SIGGELKOW ROAD - SE	1	10/06/2023	5,960.00	.00	5,960.00	10/19/2023
Total 17909:						5,960.00	.00	5,960.00	
17924	THAO, KONG	KT100523	DUES	1	10/05/2023	111.00	.00	111.00	10/19/2023
Total 17924:						111.00	.00	111.00	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
17933	RACE DAY EVENTS	2023-451	5K TIMING	1	09/25/2023	1,354.82	.00	1,354.82	10/19/2023
Total 17933:						1,354.82	.00	1,354.82	
18014	SCHUELLER, JOSH	JS022323	PLOW MEALS	1	02/23/2023	36.05	.00	36.05	Multiple
		JS022323	ADDITIONAL ENDORSEM	2	02/23/2023	20.00	.00	20.00	Multiple
Total 18014:						56.05	.00	56.05	
18034	HAWKINS, INC	6601006	WATER SYSTEM CHEMIC	1	10/12/2023	1,080.93	.00	1,080.93	10/19/2023
Total 18034:						1,080.93	.00	1,080.93	
18131	LONG, JEFFERY	03232023	EXCHANGE ST. EASEME	1	03/23/2023	550.00	.00	550.00	Multiple
Total 18131:						550.00	.00	550.00	
18164	REVELATION PR, ADVER	1431	COMMUNICATIONS AND	1	10/11/2023	2,655.00	.00	2,655.00	10/13/2023
Total 18164:						2,655.00	.00	2,655.00	
18240	HOMBURG CONTRACTO	18301	CURB STOP REPAIR	1	09/30/2023	5,188.11	.00	5,188.11	10/19/2023
Total 18240:						5,188.11	.00	5,188.11	
18266	NAVIANT	00148429	DIGITIZATION PROJECT	1	10/03/2023	2,800.00	.00	2,800.00	10/19/2023
Total 18266:						2,800.00	.00	2,800.00	
18270	ECONOPRINT INC	939118	PIM REDEVELOPMENT D	1	09/25/2023	1,437.07	.00	1,437.07	10/19/2023
Total 18270:						1,437.07	.00	1,437.07	
18279	BURSE, STACI	10062023	2024 EXCHANGE STREE	1	10/06/2023	840.00	.00	840.00	10/13/2023
Total 18279:						840.00	.00	840.00	
18280	JENSEN, DEREK & MIKAI	10062023	2024 EXCHANGE STREE	1	10/06/2023	720.00	.00	720.00	10/13/2023
Total 18280:						720.00	.00	720.00	
18281	KNUTSON, ADAM & ELIZ	10062023	2024 EXCHANGE STREE	1	10/06/2023	720.00	.00	720.00	10/13/2023
Total 18281:						720.00	.00	720.00	
18282	DELMORE ENTERPRISE	2023-0010	TRAINING REGISTRATIO	1	10/03/2023	395.00	.00	395.00	10/19/2023
Total 18282:						395.00	.00	395.00	
18283	HARTWIGS CUSTOM WIN	4428	INSTALL SOLAR SHADES	1	11/01/2023	1,262.00	.00	1,262.00	10/19/2023
Total 18283:						1,262.00	.00	1,262.00	
18284	CHARTER COMMUNICATI	17088480110	CHARTER CABLE	1	10/01/2023	111.69	.00	111.69	10/13/2023
Total 18284:						111.69	.00	111.69	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
18285	FOY, PETER	101323	REFUND CREDIT BALAN	1	10/13/2023	314.61	.00	314.61	10/19/2023
Total 18285:						314.61	.00	314.61	
Grand Totals:						183,959.56	.00	183,959.56	

Report Criteria:

Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Payee	Payee ID	Amount
10/07/2023	PC	10/13/2023	KLOTH, CORDELL	406	369.13
10/07/2023	CDPT	10/13/2023	FIRE FIGHTERS LOCAL 31	8	216.44
10/07/2023	CDPT	10/13/2023	WPPA TREASURER	6	604.00

PAYROLL RELATED 1,189.57

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, October 24, 2023

SECTION: Consent Agenda

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Motion to approve the 2023 order of a new street sweeper within the Public Works Department for delivery and payment in 2024.

PREVIOUS ACTION:

The Village Board accepted the 2024-2028 Capital Improvement Plan on August 24, 2023 which included funds to replace the sweeper within the 2024 Budget.

ISSUE SUMMARY:

The 2024-2028 Capital Improvement Plan was accepted with the inclusion of funds to replace the current street sweeper. The 2024 Budget has since been proposed to allocate the funds with final budget approval anticipated in November. Due to supply chain issues, we were informed we needed to order the vehicle now otherwise they will not be taking orders until late next year for delivery in 2025. Approving this order now will ensure we will take delivery as planned in the Summer of 2024 in accordance with our capital planning. The street sweeper is a vital piece of equipment that runs nearly year round removing harmful sediment and other vegetative material from the street. Information on the proposed purchase is included in your packet. The action sought here is to confirm ordering of the vehicle while actual payment will not be made until 2024 within the approved fiscal year for the project.

FINANCIAL/BUDGET IMPACT:

The total cost of the current quote as specified is \$329,555 and the proposed budgetary allocation is \$345,000. We currently have been setting aside some money annually via a sinking fund and will be reviewing using that allocation to avoid borrowing next year for the purchase.

VILLAGE PLAN REFERENCE:

[2024-2028 Capital Improvement Plan](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion to approve the 2023 order of a new street sweeper within the Public Works Department for delivery and payment in 2024.

ATTACHMENTS:

1. RegenX Brochure 2023-WEB

RegenX[®]



ELGIN[®]
Subsidiary of Federal Signal Corporation



EASY TO USE, EASY TO MAINTAIN, **THE EASY CHOICE FOR YOUR OPERATION**

Rugged construction for years of dependable service. Innovative features to simplify operation and maintenance. Superior performance to get the job done right—the first time, with less effort and expense. These are the qualities Elgin has been building in its equipment since it introduced the world's first self-propelled, motorized street sweeper in 1914.

Today, you will find all of these advantages in the Elgin RegenX regenerative air street sweeper. The product of years of development with input from municipal and contract customers, sweeper operators, service technicians and project supervisors, the RegenX delivers superior performance day in and day out.

As you explore its features, you will understand why we offer the RegenX with an industry leading one-year, unlimited hours warranty.





A SMARTER DESIGN TAKES PRODUCTIVITY TO NEW HEIGHTS

The RegenX features a roll-off dump height of 56" (142.24 cm) with a 50° dump angle and 8 yd³ (6.11 m³) hopper. This level of performance can help you avoid double-handling and driving back to a facility to dump. You can increase efficiency even more by placing roll-off containers along your route. All of this saves you time, effort, expense, and fuel costs.

EASY-TO-CLEAN HOPPER

To make cleaning faster and easier the RegenX hopper features:

- Rounded corners for easy cleaning and better load evacuation
- Self-deploying dust separator evacuates dust when hopper is dumped
- Easy access dust separator washout doors
- Simple inlet design with deflector loads debris evenly simplifying washout





A SIMPLER DESIGN MEANS GREAT SAVINGS FOR YOU

Throughout the design of the RegenX you will find performance advantages that improve productivity, reduce downtime, simplify maintenance, and enhance operator performance—all to help you create a cleaner environment for your community. RegenX performance advantages include:

- Overall simpler design with fewer moving parts
- Bolt-on parts in key areas (like the dust separator and hopper inlet) for easier servicing
- Easy access to all service and maintenance components
- Convenient switches for faster operation
- Water level indicator visible from side mirror while operating
- Dual quick disconnect on suction tube for easy maintenance and access to obstructions
- Extended steel suction tube for improved material flow
- Adjustable rear bumper for efficient offloading into containers
- Adjustable hopper door locks for proper seal



SUPERIOR SIDE BROOM FOR ENHANCED CLEANING

To provide superior cleaning action, the RegenX broom features:

- Innovative in-cab pneumatic float for adjustable side broom pressure
- Elgin's unique trailing arm design provides inward motion to avoid obstacles
- Standard parallelogram linkage allows side brooms to closely follow road contours and maintain a consistent broom tilt angle with the road surface



DESIGNED TO HELP OPERATORS DO MORE WITH LESS EFFORT

The best technology makes our lives and our work easier. That is why the RegenX has been designed for operators of all levels.

It has easy-to-master controls with no control modules, simple operation, and simplified maintenance. The result is higher productivity with less downtime, and a short learning curve for operators. With the RegenX, operators can focus on their work, not the controls, bringing added safety to every job. Advantages include:

- Simplified controls with preset throttle adjustments that can be made on the fly
- The ability to change from sweep to transport mode with the flip of a switch
- Simple dump controls
- Expedited, easier washout and cleanup
- Fast, easy access to maintenance and service points



RegenX[®]

INNOVATION AT WORK

A closer look at the Elgin RegenX reveals innovative design features, systems, and components that not only simplify operation and improve performance but also make maintenance and servicing faster and easier. The result is the optimal efficiency of your operations, as you reduce maintenance requirements and downtime. The RegenX brings you an array of innovative systems including:



Pickup Head

Our exclusive pickup head features a convenient port that allows you to totally clean out the head while the unit stays clean and dry.



Dust Separator

The high-efficiency dust separator features a centrifugal design that spins air at a high speed, isolating dust into a self-emptying collection chamber that evacuates as the hopper is dumped.



Fan Drive

Our high-performance, low-maintenance fan drive system allows for belt changes in less than five minutes with no tools required.



OUR COMMITMENT TO QUALITY ONLY BEGINS WITH OUR EQUIPMENT

The Elgin RegenX is manufactured in an ISO 9001 certified, advanced industrial plant with over 208,000 sq. ft. (19,350 sq. m.) of space. We employ the latest technology to build the most reliable equipment, including high-precision laser cutters, efficient, accurate computer numerical controls, and a sophisticated powder coating system.

When you build a quality product you can back it up with a full one-year, unlimited hours warranty. Elgin also backs up your investment with superior local service and support. Our goal is to keep your machine—and your entire operation—up and running.

The RegenX can be customized to your unique requirements to meet local standards and regulations by means of a broad selection of configurations, options and accessories.

Through our international dealer network, we maintain a vast inventory of spare parts and offer fast shipment to any region of the world.

Altogether, the rugged, reliable Elgin RegenX is easy to operate, easy to maintain, and an easy choice when you are looking for quality equipment that is built to last.



RegenX Truck Mounted Regenerative Air Sweeper Specifications

Auxiliary Engine	Fan Drive System	Electrical System	Dust Control System	Sweep System	Pick-up Head
John Deere 4045T Tier 4 Horsepower: 74 hp (55 kw) @ 2400 RPM Torque: 224 ft.-lb. (304 Nm) @ 1600 RPM 4-cylinder, turbocharged diesel High temperature and oil pressure automatic shutdown	Hardox Steel Fan Sealed-for-life bearings Fluid coupler Spring-loaded belt tensioner Keyed and tapered pan shaft	Heavy-duty, waterproof electrical connectors and color-coded wires with functional identification Wire harnesses include protective braiding	265 gal (1003 L) polyethylene water tank Heavy duty nozzles 2 water pumps with run dry capability High and low selectable pump speed In-cab low water visual and audible alarm	High performance regenerative air Sweeping path: 12 ft. (365.8 cm) Side brooms diameter: 42 in. (106.7 cm)	Length: 90 in. (2,286 mm) Area: Approx. 2,700 in. ² (17,420 cm ²) Hose Pressure: 14 in. (355 mm) Hose Suction: 13 in. (330 mm)

Sold in skids for local mounting on a large selection of chassis brands

RegenX®

POWERFUL VERSATILE SIMPLY BETTER

The RegenX regenerative air street sweeper is brought to you by Elgin, the company that introduced the first motorized street sweeper more than a century ago. Today, Elgin is part of Federal Signal, an international company with fifteen manufacturing facilities. Its broad range of quality equipment is sold all around the world.

The RegenX is a product of the vast resources of Elgin and Federal Signal. Innovative in design, rugged in construction, RegenX offers you advanced technology that delivers:

- Easy controls for operators at all levels
- Simplified maintenance to maximize uptime
- Greater efficiency in even the most demanding applications
- An industry leading warranty
- Strong, local service and support



Elginsweeper.com

Elgin Sweeper • 1300 W. Bartlett Road • Elgin, IL 60120 USA
Phone 847-741-5370

Specifications subject to change without notice. Some products shown with optional equipment. RegenX® is a registered trademarks of Elgin Sweeper.

Products may be covered by one or more United States Patents and/or pending patent applications.

Elgin Sweeper is a subsidiary of Federal Signal Corp. | Federal Signal Corp. is listed in the NYSE by the symbol FSS.

Effective Date 01/23

P/N 0705430-C

©2023 Elgin Sweeper

Printed in the USA

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, October 24, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Presentation by the McFarland Youth Center regarding prior year's operations.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Youth Center Board President and Executive Director will be presenting the enclosed report to provide their annual report on operations. Annually they provide a report regarding their utilization and programming in the Village.

FINANCIAL/BUDGET IMPACT:

The 2024 Budget for the Youth Center Fund is proposed for review later in the meeting under a separate agenda item.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presentation only, no action listed.

ATTACHMENTS:

1. MYC - presentation - VoM - 2023.10.24 DRAFT



McFarland Youth Center

McFarland Youth Center

10/24/2023 Update



Quick Facts

- **HISTORY:** **25th Anniversary!** MYC was started by McFarland High School students in 1998 and has served McFarland for 25 years now!
- **HOURS:** 3-6 M-F during the school year and 1-5 M-F during summer
- **ATTENDANCE:**
 - Typically average 25-30 youth per day during school-year
 - Typically average 10-20 youth per day during summer break
 - Typically serve over 100 unique youth per year



Staffing

- **MYC Director:** Shawn Close
 - Started November 2021
 - Experience MSCR, Boys & Girls Club
 - Sports Management Degree
 - New Lead Assistant Director in 2023
 - Several Interns in 2023



Programming

- Structured Programs
- Variety
- Leadership & Service

Day	Program
Mondays	Arts & Crafts
Tuesdays	Science Club / MYC Youth Council
Wednesdays	Community Service / Fitness
Thursdays	Computer Lab
Fridays	Fresh Food Cooking Club



Programming

2023
SEPTEMBER



McFarland Youth Center
5114 Farwell Street
PO BOX 362
McFarland, WI 53558
mcfarlandyouthcenter@gmail.com
www.mcfarlandyouthcenter.org

Managing Director: Shawn Close
Office: 608-838-3839
Center Hours:
Monday-Friday, 3-6 PM (School year hours)
Monday-Friday, 1-5 PM (Summer hours)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 MYC CLOSED	28 MYC CLOSED	29 MYC CLOSED	30 MYC CLOSED	31 MYC CLOSED	1 Cooking: Ice Cream and Caramel	2 MYC CLOSED
3 MYC CLOSED	4 Closed: Happy Holidays	5 Science: Bubbles	6 Service: Garden Club	7 Computer and Video Game Lab, Free Day	8 Cooking: Chickpea Salad	9 MYC CLOSED
10 MYC CLOSED	11 Arts & Crafts: Duct Tape Wallet	12 Science: Spaghetti Tower	13 Fitness: Relay Race	14 Mario Kart Tournament	15 Cooking: Chips and Salsa	16 MYC CLOSED
17 MYC CLOSED	18 Arts & Crafts: Crayon Resin Art	19 Science: DIY Amplifier	20 Fitness: Sharks and Minos	21 Computer and Video Game Lab, Free Day	22 Cooking: Baked Avocado	23 MYC CLOSED
24 MYC CLOSED	25 Arts & Crafts: Paperbag JellyFish	26 Science: Tornado in a Bottle	27 Fitness: Bump	28 Computer and Video Game Lab, Free Day	29 Cooking: Pretzels and Cheese Sauce	30 MYC CLOSED










McFarland Youth Center

MYC offers FUN and CREATIVE programming!



Service Club: MLK Day of Service

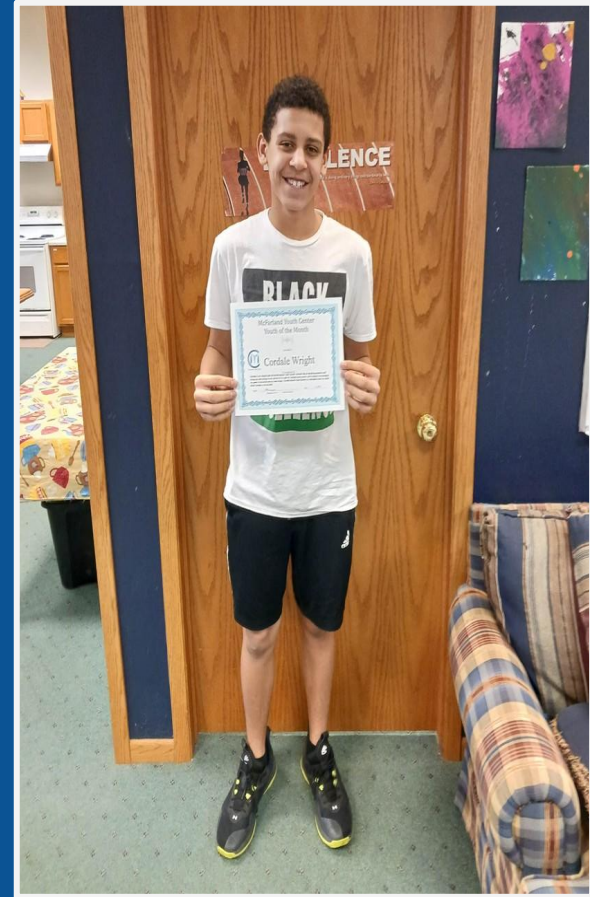


Sports & Rec: Indoor Gaga Ball

MYC offers **FUN** and **CREATIVE** programming!



Ping Pong Tournament



Youth of the Month Award

MYC offers **FUN** and **CREATIVE** programming!

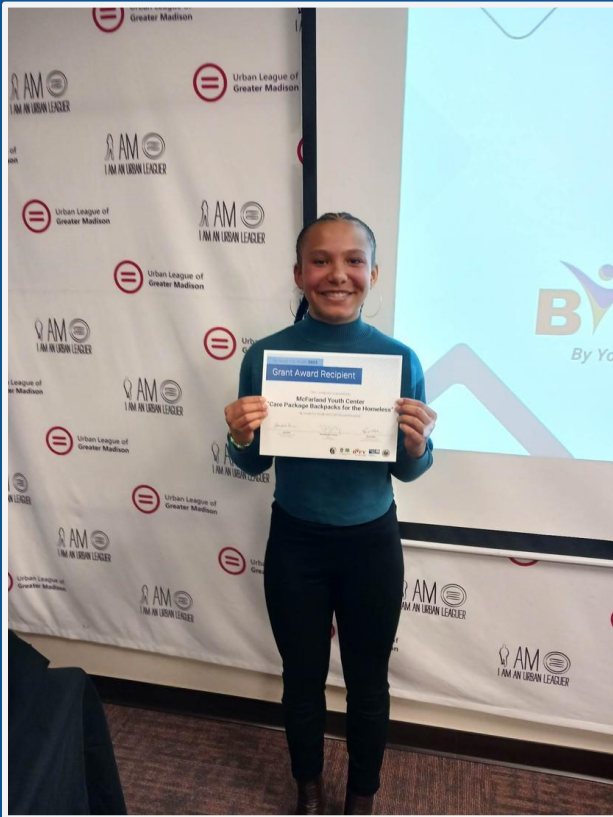


Science Club: Slime!



Basketball Games

MYC offers **FUN** and **CREATIVE** programming!



BYFY Grant Award



Field Trip: Spartan Bowl

MYC offers **FUN** and **CREATIVE** programming!



Chess Club



Cooking Club: Muffins

MYC offers **FUN** and **CREATIVE** programming!



Pool Table



McFarland Community Service Day

MYC offers **FUN** and **CREATIVE** programming!



Ducklings!



Service Club: Nextrex Recycling Program

MYC offers **FUN** and **CREATIVE** programming!



Raspberry Harvesting



Arts & Crafts Club; Painting Day

MYC offers **FUN** and **CREATIVE** programming!



Summer Field-Trip: Mt. Olympus

MYC offers **FUN** and **CREATIVE** programming!



Quiet Room Remodel – Hand Print Wall

MYC Budget

MYC - Operating Budget - 2023 Frozen

Revenue (expected):		Expenses:	
Fundraisers:		Payroll:	
Targeted [4206]	\$2,000	Managing Director [7005]	\$35,000
Misc. [4204]	\$200	Managing Director - Work Study [7006]	
		Assistant Director [7010]	\$23,600
Grants [4300]:	\$2,500	Assistant Director - Work Study [7011]	
		Taxes/SSA [7050]	\$4,500
Donations:		Rent [7770]:	\$15,000
Friends of MYC [4004]	\$6,500	CAM Fees [7780]:	\$7,300
Optimists [4006]	\$3,000		
McFarland Lions Club [4001]	\$2,000	Utilities [7800]:	\$5,000
MISC [4005]	\$750		
Revenue:		Facility Maintenance [6030]:	\$3,000
Rental Income [4401]	\$400	IT Services [TBD]:	\$3,600
		Insurance [6050]:	\$2,300
Funding:		Professional Development [6010]:	\$700
United Way of Dane County [4104]	\$4,800	Public Relations [7260]:	\$2,600
Dane County Human Services [4102]		Financial Services [6040]:	\$4,000
McFarland, Village of [4105]	\$40,250	Programming [7250]:	\$5,800
Dunn, Town of [4103]	\$4,000		
Madison, City of [4107]	\$10,900	Petty Cash [7220]:	\$1,800
Blooming Grove, Town of [4108]	\$0	Capital Maintenance [7255]:	\$1,000
Pleasant Springs, Town of [4109]	\$0	Transportation [7792]:	\$1,500
Cottage Grove, Town of [4110]	\$0		
McFarland School District [4106]	\$29,300		
Reserves:			
MYC Reserve Fund	\$10,000		
TOTAL	\$116,600	TOTAL	\$116,700
Increase over 2022	3.92%	Increase over 2022	2.11%

2023 MYC Budget:

- Budget Balanced
- Market conditions for staffing
- MSD funding for MYC \$26K

2024 MYC Budget:

- Projecting stable budget
- MSD and Village working with MYC on long-term solutions to MYC funding



Partnership

SERVING McFarland Youth: Since 1998...

- MYC has provided over 20,000 hours of safe after school activities for youth in grades 6-8 in the McFarland Community
- MYC has had 1,000's of unique youth attendees
- MYC has provided over 34,000 asset-building hours for individual youth

Support – MYC is very grateful for the support of the McFarland Village Board throughout the years



MYC Operational Request

Due to the increasing popularity and complexity in running McFarland Youth Center as a small 501c3 non-profit over the last 25 years, the MYC Board respectfully requests both the Village of McFarland Board and the McFarland School Board to consider assuming ownership of youth-center operations by approximately 2025.

- This would coincide with the potential facility-change to a new Village Community Center
- If possible, the MYC Board would like to have a continuing role, using our expertise, in guiding programming strategy/policy



Questions?

Comments?



McFarland Youth Center

Thank you for your support!

Appendix



McFarland Youth Center

Developmental Assets



THE EIGHT CATEGORIES OF DEVELOPMENTAL ASSETS MEASURED IN THE DAP

External Assets	Internal Assets
 SUPPORT Measures whether children have caring adults in their lives, which may include parents, neighbors, and/or teachers.	 COMMITMENT TO LEARNING Asks questions related to whether children care about school and completing their homework, as well as appreciate learning new things.
 EMPOWERMENT Asks questions about how safe children feel at school and at home, as well as their perception of being valued and appreciated.	 POSITIVE VALUES Seeks to understand if children value taking responsibility for their actions and helping others, are honest and have respect for others and their community.
 BOUNDARIES AND EXPECTATIONS Hones in on whether a child feels he or she must abide by boundaries and expectations set at home, in school and in their neighborhood.	 SOCIAL COMPETENCIES Measures a child's willingness to express his or her feelings, establish relationships with others, say no to activities or suggestions that are dangerous, and can find positive ways to deal with hardships.
 CONSTRUCTIVE USE OF TIME Evaluates whether children are involved in outside activities like clubs, music or art programs or religious groups.	 POSITIVE IDENTITY Measures a child's self-worth.

External Assets	Support	Family Support—Family continues to be a consistent provider of love and support for the child's unique physical and emotional needs. Positive Family Communication—Parent(s) and child communicate openly, respectfully, and frequently, with child receiving praise for her or his efforts and accomplishments. Other Adult Relationships—Child receives support from adults other than her or his parent(s), with the child sometimes experiencing relationships with a nonparent adult. Caring Neighborhood—Parent(s) and child experience friendly neighbors who affirm and support the child's growth and sense of belonging. Caring School Climate—Child experiences warm, welcoming relationships with teachers, caregivers, and peers at school. Parent Involvement in Schooling—Parent(s) talk about the importance of education and are actively involved in the child's school success.
	Empowerment	Community Values Children—Children are welcomed and included throughout community life. Children as Resources—Child contributes to family decisions and has opportunities to participate in positive community events. Service to Others—Child has opportunities to serve in the community with adult support and approval. Safety—Parents and community adults ensure the child's safety while keeping in mind her or his increasing independence.
	Boundaries & Expectations	Family Boundaries—The family maintains supervision of the child, has reasonable guidelines for behavior, and always knows where the child is. School Boundaries—Schools have clear, consistent rules and consequences and use a positive approach to discipline. Neighborhood Boundaries—Neighbors and friends' parents help monitor the child's behavior and provide feedback to the parent(s). Adult Role Models—Parent(s) and other adults model positive, responsible behavior and encourage the child to follow these examples. Positive Peer Influence—Parent(s) monitor the child's friends and encourage spending time with those who set good examples. High Expectations—Parent(s), teachers, and other influential adults encourage the child to do her or his best in all tasks and celebrate their successes.
	Constructive Use of Time	Creative Activities—Child participates weekly in music, dance, or other form of artistic expression outside of school. Child Programs—Child participates weekly in at least one sport, club, or organization within the school or community. Religious Community—Child participates in age-appropriate religious activities and caring relationships that nurture her or his spiritual development. Time at Home—Child spends time at home playing and doing positive activities with the family.

Internal Assets	Commitment to Learning	Achievement Motivation—Child is encouraged to remain curious and demonstrates an interest in doing well at school. Learning Engagement—Child is enthused about learning and enjoys going to school. Homework—With appropriate parental support, child completes assigned homework. Bonding to School—Child is encouraged to have and feels a sense of belonging at school. Reading for Pleasure—Child listens to and/or reads books outside of school daily.
	Positive Values	Caring—Parent(s) help child grow in empathy, understanding, and helping others. Equality and Social Justice—Parent(s) encourage child to be concerned about rules and being fair to everyone. Integrity—Parent(s) help child develop her or his own sense of right and wrong behavior. Honesty—Parent(s) encourage child's development in recognizing and telling the truth. Responsibility—Parent(s) encourage child to accept and take responsibility for her or his actions at school and at home. Self-Regulation—Parents encourage child's growth in regulating her or his own emotions and behaviors and in understanding the importance of healthy habits and choices.
	Social Competencies	Planning and Decision Making—Parent(s) help child think through and plan school and play activities. Interpersonal Competence—Child seeks to build friendships and is learning about self-control. Cultural Competence—Child continues to learn about her or his own cultural identity and is encouraged to interact positively with children of different racial, ethnic, and cultural backgrounds. Resistance Skills—Child is learning to recognize risky or dangerous situations and is able to seek help from trusted adults. Peaceful Conflict Resolution—Child continues learning to resolve conflicts without hitting, throwing a tantrum, or using hurtful language.
	Positive Identity	Personal Power—Child has a growing sense of having influence over some of the things that happen in her or his life. Self-Esteem—Child likes herself or himself and feels valued by others. Sense of Purpose—Child welcomes new experiences and imagines what he or she might do or be in the future. Positive View of Personal Future—Child has a growing curiosity about the world and finding her or his place in it.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, October 24, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and review of the 2024 Budget including the following sections:

PREVIOUS ACTION:

The Staff Submittal of the 2024 Budget was transmitted to the Village Board at their meeting on September 26, 2023.

Budget Review #1 was held by the Village Board on October 5, 2023.

Budget Review #2 was scheduled by the Village Board for October 10, 2023, but was not needed as part of that meeting.

Budget Review #3 was held by the Village Board on October 12, 2023.

Budget Review #4 is this agenda item as part of the Village Board meeting on October 24, 2023.

ISSUE SUMMARY:

The entire 2024 Budget as submitted by Village Staff was distributed to the Village Board for their review on September 26, 2023. An electronic version of the full budget can be downloaded from the Village Website at <https://www.mcfarland.wi.us/163/Annual-Budget..> You will need this electronic version or your paper copy within the budget binder as we begin our review at this meeting. Each of the reviews to be conducted in this meeting are listed on the agenda.

The following outlines the remaining schedule:

- Thursday, October 26th - Discussion on changes submitted by Village Board members.
- Thursday, November 2nd - Action on changes submitted by Village Board members.
- Tuesday, November 14th - Public Hearing on submitted budget.
- Tuesday, November 28th - Action on proposed budget with approved changes.

FINANCIAL/BUDGET IMPACT:

Each review meeting will cover several financial impacts of the budget and discuss their implications.

VILLAGE PLAN REFERENCE:

None.



ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action is needed for the review as we will be discussing the information in order of how its presented on the agenda.

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, October 24, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Changes since the last distribution.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

As we go through the process certain changes will pop up from time to time that will be reported through this agenda item. The Staff Submittal is essentially frozen as presented and changes are called out administratively through this form. Later additional changes will be proposed and considered by the Village Board, all of which upon approval will be incorporated together into one final document. Since the budget transmittal on September 27th, there are no changes to report as of yet.

FINANCIAL/BUDGET IMPACT:

Specific financial details will be reported when changes occur showing where the changes transpired, what level of funding was previously provided, and what now is needed. This will also show the impact on the levy and tax rate as we work through the process.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This item is presented as an update for discussion. No action needed.

ATTACHMENTS:

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, October 24, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist

AGENDA ITEM: Discussion and action regarding the job description and classification to create the Full-Time Diversity, Equity, and Inclusion (DEI) Strategist position within the Village and authorizing Staff to fill the vacancy.

PREVIOUS ACTION:

The Committee of the Whole met on June 13, 2023 to review the draft job description and referred it to the DEI Committee for a recommendation.

The DEI Committee met on July 17, 2023 to review the proposed job description.

The DEI Committee met again on September 18, 2023 to review the job description and took action to unanimously recommend approval to the Village Board.

The Committee of the Whole met on September 26, 2023 to review the recommendation of the DEI Committee and referred the job description to the Personnel Committee for final review and classification to determine compensation.

The Personnel Committee met on October 16, 2023 to review the position description and classification, and made a unanimous recommendation to the Village Board for approval.

Our meeting on Tuesday would be the final step prior to beginning recruitment for the position should it be approved.

ISSUE SUMMARY:

As part of the 2023 Budget, the Village Board approved funding for a Diversity, Equity and Inclusion related position. In the 1st quarter of the year, the Village Board spent a couple meetings reviewing different DEI related tasks and how those tasks are currently being performed by the Village using existing allocated resources. The board referred development of the position to the DEI Committee for a recommendation on how to proceed. The DEI Committee reviewed the position description on September 17, 2023 and referred the position and job description back to the Village Board. The board reviewed and discussed the proposed job description on September 26, 2023 and referred it the Personnel Committee to create and classify the Diversity, Equity, and Inclusion Strategist position. Please find enclosed a new draft of the position description that Staff has titled the Diversity, Equity, and Inclusion (DEI)



Strategist. The position would report to the Village Administrator but not as a Department Head. They would operate in a support role within the Organization and Community under the direction of the appointed Chief Administrative Officer for the Village.

Staff is bringing forward the attached job description and scoring worksheet for discussion with the Personnel Committee. Upon scoring the position based on the job description, review of external comparables, and review of internal equity among other Village positions, staff recommends the DEI Strategist position be classified in grade 8 of the pay range schedule, which has a salary range of \$63,468 to \$80,427. Grade 8 is within Pay Band B, which includes the following positions:

Pay Band B - Grade 6

Technical Services Supervisor	Library
PW Crewperson	Public Works
Youth Services Librarian	Library
Case Manager	Senior Outreach
Community Outreach Specialist	Senior Outreach
Adult Services Librarian	Library
Youth Adult Library	Library

Pay Band B - Grade 7

Mechanic	Public Works
Utilities Maintenance Worker	Public Works
Fire Insp/Pub. Edu Specialist	Fire & Rescue
Assistant to the PW Director	Public Works

Pay Band B - Grade 8

Assistant Library Director	Library
Associate Planner	Comm & Eco Development
Human Resource Generalist	Administration
Accountant/Deputy Treasurer	Administration

Assuming the Personnel Committee advances its portion of the work, the Village Board could take up all final aspects of the position at their October 24, 2023 meeting in order to create the position, which would allow staff to move forward with authorizing filling the vacancy. Once this occurs staff will begin the recruitment process with someone likely starting in the position near the end of 2023 or beginning of 2024.

FINANCIAL/BUDGET IMPACT:

Roughly half of the position funding was accounted for within the 2023 Budget with the remainder being allocated in the 2024 Budget. The salary range for the grade recommended is \$63,468 to \$80,427. Benefits for the position are going to range based on the final compensation and selected health insurance but has an estimated range of \$13,856 to \$34,234 with health insurance being the biggest impact. Total estimated cost is likely to fall somewhere between \$77,324 to \$114,661. Sufficient funding is proposed within the 2024 Budget within the Village Administrator budget following the same allocations as that position.

VILLAGE PLAN REFERENCE:



The 2021 Compensation and Classification study outlined the system for classifying new positions. The attached worksheet follows the procedure and metrics outlined by the study.

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action:

Motion, second to approve the job description, classification, and compensation in order to create the full time position of Diversity, Equity, and Inclusion (DEI) Strategist within the Village and authorizing Staff to fill the vacancy.

ATTACHMENTS:

1. DEI Strategist Position Description - 10.16.2023 Personnel Committee
2. DEI Strategist - Scoring Worksheet 10-2023

JOB OVERVIEW	
Job Title	Diversity, Equity, and Inclusion (DEI) Strategist
Department	Administrator
Grade	8
Employment Status	☒ Full-time ☐ Part-time ☐ Limited Term Employment (LTE)
FLSA Status	☐ Exempt ☒ Non-exempt

Our Commitment to Diversity, Equity, and Inclusion (DEI)

Diversity, equity, and inclusion form the basis of our work in the Village of McFarland, WI. We recognize having a diverse and inclusive organization allows us to benefit from a variety of perspectives and strengthens our ability to achieve our mission to best serve the residents of the Village. To promote equity in our community, we must first do the work to ensure our organization is diverse, equitable, and inclusive.

SCOPE OF WORK	
This position is responsible for the advancement of diversity, equity, and inclusion within the Village of McFarland as an organization and a community. This is accomplished through project management, application of best practices, preparation of goals, policy research, program/event development, resource collaboration, building of a training program, and stakeholder engagement in and around the Village. The position also serves as the lead Staff Support for the Diversity, Equity, and Inclusion Committee.	
SUPERVISION	
Received	Performs under the direction and general supervision of the Village Administrator but is expected to exercise a moderate degree of independent judgment in setting work priorities and determining work procedures.
Exercised	None.

ESSENTIAL JOB FUNCTIONS	
- Develops and manages initiatives that incorporate best practices in diversity, equity, and inclusion. Ensures that Village initiatives align with its strategic implementation plan and operations in order to contribute to the achievement of the Village's equity goals. - Serves as staff representation to the Village's Diversity, Equity, and Inclusion (DEI) Committee, and assists in the implementation of their work within the Village as an organization and community. Provides additional support as needed to the Employee Engagement Committee. - Leads development, implementation, and updates of the Village's Diversity, Equity, and Inclusion related Goals within the annual Strategic Implementation Plan. - Researches and develops recommendations to plans, programs, ordinances, and policies to support the Village and its diversity, equity, and inclusion efforts. - Establishes and leads Village programming and events, including but not limited to those on diversity, equity, and	

inclusion. Further monitor and evaluate all programs and events held within the Village, whether internal or external, to analyze issues and provide recommendations to improve engagement between Village staff, community members and community partners.

- Assists Village Departments to review operations from an accessibility perspective; analyzes data; recommends solutions and improvements.
- Assists in managing and monitoring the Village's compliance with Americans with Disabilities Act (ADA), Title VI, and other related federal mandates.
- Collects, analyzes, and reports on DEI related data, including community surveys, employee feedback, and demographic data. Uses this data to assess the effectiveness of DEI initiatives and make evidence-based recommendations.
- Collaborates with Village staff to provide DEI leadership, training, and education to staff and the community.
- Provides communication, resources and support on diversity, equity and inclusion to community members, businesses, and Village employees and serving as liaison between the Village and Community groups.
- Facilitates collaboration of interdepartmental/agency task forces, teams, and working groups; build effective partnerships and open lines of communication with external organizations, both public and private, to support and achieve broad community DEI efforts.
- Assists in project management with Village departments, employees, community members, community groups, school district, and other stakeholders including but not limited to planning, coordinating, and evaluating to improve implementation for a more equitable Village.
- Works closely with Department and Division Heads on routine matters, special projects, board/commission/committee inquiries, and general citizen requests. Includes efforts to assist in the advancement of Departmental goals and objectives within their action plans.
- Serves as a liaison between the Village and School District of McFarland regarding shared diversity, equity, and inclusion initiatives.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

OTHER JOB FUNCTIONS

- Performs related duties as assigned.

REQUIREMENTS OF WORK

- Bachelor's degree in Public Administration, Business, Psychology, Communications, Public Relations, Education, or a related field.
- Minimum of 1 to 3 years' experience in building partnerships with diverse stakeholders in a responsible role advancing social justice and racial equity.
- Experience in DEI, environmental justice, tribal affairs, or related role for an organization in government, non-profit, or the private sector.
- Experience in project management, strategic planning, and research with a demonstrated ability in identifying and implementing solutions.
- Certified Diversity Professional (CDP), Certified Diversity Executive (CDE) or Cornell Certified Diversity Professional (CCDP) or other related diversity certification is a plus.
- Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered.

KNOWLEDGE, ABILITY, AND SKILL

In addition to requirements of work, the individual should also have the following knowledge, abilities, and skills:

Knowledge of	- Title VI of the Civil Rights Act, Americans with Disabilities Act, and other relevant federal, state and local laws and mandates. - Racial equity, diversity, and inclusion concepts, societal trends and influences, social and environmental justice, equal employment opportunity, and effective institutional and behavioral change management principles and practice. - The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status. - The basic functions and organization of local municipal government. - Methods and techniques of data collection and analysis.
Ability to	- Build trust of community groups and Village staff. - Work effectively under tight deadlines and manage projects independently as both a leader and member of a team with minimum supervision. - Demonstrate and promote cultural sensitivity and competency in all interactions. - Demonstrate competence in working with people from diverse backgrounds across race, gender, ethnicity, language, ability, sexual orientation, and or income levels. - Maintain confidentiality of sensitive information, and an understanding of when confidentiality is required. - Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors, and the public. - Evaluate situations, identify problems and trends, project consequences of actions, and implement recommendations in support of goals. - Conduct unbiased research on a wide variety of topics. - Research, analyze, and evaluate programs, policies, and procedures. - Attend night and/or weekend meetings, events, or activities outside of normal business hours.
Skill in	- Highly effective written and oral communication skills with a strong attention to detail. - Problem solving, conflict resolution, and critical thinking. - Project management. - Public relations.

NECESSARY SPECIAL REQUIREMENTS

- Must possess or be able to obtain a valid Wisconsin driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels; hours beyond the normal work week required; attendance at evening meetings required.

Notes:

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act (ADA), must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village is an equal employment opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature _____

Date_____

Print Name _____

JOB EVALUATION INSTRUMENT SCORING SHEET

Factor 1: Education	Factor 2: Work Experience	Factor 3: Level of Discretion			
1 20	1 25	Minor	Moderate	Serious	Critical
2 40	2 50	Little	10 20	35	55
3 50	3 75	Some	15 25	45	70
4 60	4 100	Often	25 45	55	80
5 80	5 125	High	45 55	75	100
6 90		Very High	50 60	90	115
7 100					
License/ Certificate +10					

Factor 4: Policy Development
1 15
2 30
3 40
4 60
5 75
6 85
7* 100

Factor 5: Planning
1 35
2 50
3 65
4 80
5 95
6* 110

Factor 6: Contact with Others
1 15
2 30
3 45
4 60
5 75
6 85
7 100

Factor 7: Work of Others
No Supv 0
1 10
2 25
3 40
4 65
5 80
6 85
7 95
8 105*

Factor 8: Working Conditions		
1	Office work only. Good working conditions with almost complete absence of physically demanding, unpleasant, strenuous, and/or hazardous elements.	15
2	Minimal external work or occasional exposure to physically demanding, unpleasant, strenuous, and/or hazardous situations.	30
3	Frequent exposure to physically demanding, unpleasant, strenuous, and/or hazardous elements.	45
4	Regular exposure to particularly physically demanding, unpleasant, strenuous, and/or hazardous elements, such as, dealing with inclement weather, operating heavy equipment, etc.	60
5	Continuous exposure to life threatening public safety situations which could jeopardize personal safety.	75

Factor 9: Technology
1 0
2 10
3 30
4 50
5A 65
5B 65
6 75
7 85

TOTAL - 500

* These responses reserved for the highest-level of organization-wide authority, i.e. the Administrator/Manager



JOB EVALUATION INSTRUMENT
FACTOR 1: EDUCATION

This factor measures the minimum level of education required by the job that is normally acquired through formal instruction.

Level	Definition	Point Value
1	Level of knowledge that is below what is normally attained through high school graduation.	20
2	High school degree or equivalent (GED).	40
3	High school, plus elementary technical training, acquired on the job or through one year or less of technical or business school.	50
4	Extensive technical or specialized training such as that which would be acquired by an Associates Degree or two years of technical or business school.	60
5	Completion of four-year college degree program.	80
6	Additional professional level of education beyond a four-year college program, such as a CPA or Professional Engineer (P.E.) training.	90
7	Completion of graduate coursework equal to a Master's Degree or higher.	100
Add on to any level as needed	License or certificate required to perform job duties	10

JOB EVALUATION INSTRUMENT

FACTOR 2: WORK EXPERIENCE

This factor measures the amount of work experience an employee would need to possess before assuming full responsibility for the position and performing the work effectively.

Level	Definition	Point Value
1	Less than one year experience is required.	25
2	Between one year and three years experience is required.	50
3	Between four to six years experience is required.	75
4	Between seven to ten years experience is required.	100
5	More than ten years experience is required.	125

JOB EVALUATION INSTRUMENT

FACTOR 3: INDEPENDENT JUDGMENT & DECISION MAKING

This factor measures the level of discretion or judgment the individual exercises in making decisions and the potential impact of such decisions or judgments on the overall success of the organization and impact on the community.

Level of Discretion	Potential Impact of Erroneous Decisions or Judgment			
	<u>Minor:</u> Some inconvenience and delays but minor costs in terms of time, money, or public/employee good will.	<u>Moderate:</u> Moderate costs in time, money, or public/employee good will would be incurred. Delays in important projects/schedules likely	<u>Serious:</u> Important goals would not be achieved and the financial, employee, or public relations posture of the Organization would be seriously affected	<u>Critical:</u> Critical goals and objectives of the Organization would be adversely and very seriously affected. Error could likely result in critical financial loss, property damage, or bodily harm/loss of life
<u>LITTLE:</u> Little discretion or independent judgment exercised	10	20	35	55
<u>SOME:</u> Some discretion or judgment exercised, but supervisor is normally available	15	25	45	70
<u>OFTEN:</u> Job often requires making decisions in absence of specific policies and/or guidance from supervisors, but some direct guidance is received from supervisors	25	45	55	80
<u>HIGH:</u> High level of discretion with decisions restricted only by Departmental policies and little direct guidance from supervisors	45	55	75	100
<u>VERY HIGH:</u> Very high level of discretion with decisions only restricted by the broadest policies of the Organization	50	60	90	115

JOB EVALUATION INSTRUMENT

FACTOR 4: RESPONSIBILITY FOR POLICY DEVELOPMENT

This factor is a measure of the extent to which the position requires the employee to participate in the development of policies and procedures both within the department and between departments in the organization.

Level	Definition	Point Value
1	Position involves only the execution of policies or existing standard operating procedures.	15
2	May provide some input to supervisor when policies or standard operating procedures are updated.	30
3	Position involves some development of policies/procedures for the Department and/or the interpretation or explanation of departmental policies for others in the organization or residents.	40
4	Position involves significant or primary responsibility for the development of policies and procedures for a division or organizational component of a department, as well as the interpretation, execution and recommendation of changes to department policies.	60
5	Position involves significant or primary responsibility for the development of policies and procedures for an entire department, plus occasional participation in the development of policies which affect other departments in the organization.	75
6	Position involves the primary responsibility for the development of departmental policies and procedures and regular participation in the development of policies that affect other departments and occasionally involves participation in the development of organization-wide policies.	85
7	Position involves primary responsibility for the overall development of organization-wide policies.	100

JOB EVALUATION INSTRUMENT

FACTOR 5: PLANNING

This factor measures the degree to which the incumbent plans, either their own daily work or for the use of resources (manpower, equipment, supplies, etc.) in the attainment of departmental objectives and organization-wide goals.

Level	Definition	Point Value
1	Position requires that my daily work load and activities are assigned to me by my supervisor.	35
2	Position requires that I plan my own daily work load and work independently according to established procedures or standards.	50
3	Position requires that I plan my own daily work load and those of others in the department (first-level supervision).	65
4	Position requires an above average ability to analyze data and develop departmental plans, including plans where a number of difficult, technical and/or administrative problems must be addressed (Manager/Division level planning).	80
5	Position requires a high level of analytical ability to develop plans for a department or complex situation, including plans that involve integrating/involving/impacting other departments (Department Head level planning).	95
6	An extremely high level of planning and analysis is required for the entire organization. Work at this level often includes strategic planning for the organization, long range (five years or more) plans, etc (City Manager/Administrator level).	110

JOB EVALUATION INSTRUMENT

FACTOR 6: CONTACT WITH OTHERS

This factor considers the extent to which the employee requires meeting and dealing with the public and influencing other persons, as well as the level of authority the employee has to make commitments on behalf of the organization.

Level	Definition	Point Value
1	Position involves interaction with fellow workers on routine matters with relatively little public contact.	15
2	Position involves frequent internal and external contact, but generally on routine matters such as furnishing or obtaining information.	30
3	Position involves frequent internal contact and regular contact with outsiders generally on routine matters, including contacts with irate outsiders which require some public relations skill for taking complaints for others to follow up upon.	45
4	Position involves frequent internal and external contacts which require public relations skills in handling complaints. Contacts involve non-routine problems and require in-depth discussion and/or persuasion in order to resolve the problem. Handles more difficult contacts that are referred by front line employees.	60
5	Position involves frequent internal and external contacts which require skill in dealing with, and influencing others, and initiating changes in policy/procedures to address the issue so as to avoid having to deal with the issue again in the future.	75
6	Position involves frequent internal and external contacts in which position acts as the spokesperson for the department and is authorized to make commitments of significant resources on behalf of the department.	85
7	Position involves frequent internal and external contacts where position represents the entire organization and is authorized to make commitments in matters of broad or critical interest to the entire organization.	100

JOB EVALUATION INSTRUMENT

FACTOR 7: WORK OF OTHERS

This factor measures the extent to which the employee is responsible for determining work levels and work content for other employees.

Level	Size of Group	Point Value
0	No responsibility for the work of others.	0
1	Responsible for assigning work to an employee or employees, without acting in a supervisory role.	10
2	Responsible for the supervision of one full time or several part time employees.	25
3	Responsible for the supervision of two to five full time (or full time equivalent) employees.	40
4	Responsible for the supervision of six to 15 full time (or full time equivalent) employees.	65
5	Responsible for direct and/or indirect supervision of 16 to 29 full time (or full time equivalent) employees.	80
6	Responsible for direct and/or indirect supervision of 30 to 50 full time (or full time equivalent) employees.	85
7	Responsible for direct and/or indirect supervision of more than 51 full time (or full time equivalent) employees.	95
8	Responsible for direct and indirect supervision of the entire organization.	105

JOB EVALUATION INSTRUMENT

FACTOR 8: WORKING CONDITIONS

This factor considers the physical conditions surrounding the job that are beyond the employee's control, but which may be physically demanding, unpleasant, strenuous, and/or hazardous, and may impact the employee's physical well-being.

Level	Definition	Point Value
1	Office work only. Good working conditions with almost complete absence of physically demanding, unpleasant, strenuous, and/or hazardous elements.	15
2	Minimal external work or occasional exposure to physically demanding, unpleasant, strenuous, and/or hazardous situations.	30
3	Frequent exposure to physically demanding, unpleasant, strenuous, and/or hazardous elements.	45
4	Regular exposure to particularly physically demanding, unpleasant, strenuous, and/or hazardous elements such as dealing with inclement weather, operating heavy equipment, etc.	60
5	Continuous exposure to life threatening public safety situations which could jeopardize personal safety.	75

JOB EVALUATION INSTRUMENT

FACTOR 9: USE OF TECHNOLOGY/SPECIALIZED EQUIPMENT

This factor considers the extent to which the employee utilizes and supports technology, enhancing the efficiency and communication on behalf of the organization.

Level	Definition	Point Value
1	Position has no responsibility for, or use of, technology.	0
2	Position has some basic use of computers for data entry, and some use of the telephone, copier, etc.	10
3	Position has daily use of computers for data entry and use of the telephone, radios, fax machine, copier, etc. Position has daily use of light equipment such as push mowers, weed whackers, pole saws, custodial equipment, etc.	30
4	Position has daily use of computers, the Internet, Smartphones, etc. to create databases, spreadsheets, or reports. Position designs and creates customized reports, presentations, and/or documents using advanced software skills.	50
5A	Position provides routine consultation and technology support for everyday computer programming and/or software requests/questions to others in the organization; is an applications super user; or uses specialized software such as GIS, SCADA or telecommunications software.	65
5B	Position uses, repairs, and/or troubleshoots specialized equipment such as HVAC, lighting, gas flares, blowers, engines, heavy equipment, diagnostic equipment, large vehicles (vacuum trucks, street sweepers, fire apparatus) and/or medical or public safety equipment.	65
6	Position is responsible for advanced computer programming, system security, maintenance, training, and purchasing of items such as computers, printers, scanners, etc., for the computer system for the organization (IT personnel).	75
7	Position is responsible for the overall direction and supervision of the staff that are responsible for the computer and technology needs of the organization, including responsibility for developing technology policies for the organization (IT personnel).	85

**VILLAGE OF
McFarland**

SUMMARY SHEET

MEETING DATE: Tuesday, October 24, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist

AGENDA ITEM: Discussion and action on a proposed amendment to Chapter 28 of the Personnel Policy Manual regarding meals.

PREVIOUS ACTION:

The Personnel Committee reviewed this at their meeting on October 16, 2023 and unanimously recommended approval.

ISSUE SUMMARY:

The Personnel Policy Manual (PPM) was reviewed and updated in its entirety with an effective date of May 1, 2023. Since the new manual was adopted, staff has come across some additional changes they would like to propose to Chapter 28, Meals, of the PPM. The proposed changes to the policy include the following:

- Moving away from reimbursing the actual cost of the meals authorized for reimbursement (which requires itemized receipt submittal) to a per diem allowance as follows:
 - Breakfast - \$10.00
 - Lunch - \$15.00
 - Dinner - \$25.00
- The removal of the requirement to submit itemized receipts for meals reimbursed.
- Inclusion of an in-state meal rate for the day of \$50.00.
- Out of state travel per diem rates will be determined by the United States General Services Administration current per diem rates.
- Addition of language to allow for meal reimbursements for employees on work-related trips that require overnight lodging expenses as well as non-overnight trips in accordance with the set forth time requirements.

Other organizations utilize a per diem system as opposed to submittal of itemized receipts. It is important to note the new per diem system will still have an approval process in which employees will need to have meal per diems approved. Requests for travel and conferences will need to be accompanied by a conference syllabus to verify meals already paid for by the Village through the registration process. Once approved, meal reimbursements will be run directly through payroll and paid out through direct deposit. Overall, the change will cut down on staff tremendously and be a far more efficient process.



FINANCIAL/BUDGET IMPACT:

The proposal would reduce staff time associated with the current reimbursement process. Currently, the employee has to provide an itemized receipt. The itemized receipt is reviewed by the Department Head, signed for approval. The reimbursement is then reviewed by the Deputy Treasurer/Accountant for compliance with policy. Often the Deputy Treasurer/Account has to follow up on non-itemized receipts, or other deviations from policy that require follow up. Once approved, a check is cut from accounts payable and then tracked appropriately through the Village's bank reconciliation process. Overall, the process is labor intensive and costly.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action:

Motion to recommend the amendment of Chapter 28, Meals, of the Personnel Policy Manual effective beginning January 1, 2024.

ATTACHMENTS:

1. CHAPTER 28 - Meals - Redlined 9-2023

CHAPTER 28 - MEALS

28.01 Policy

The Village provides meal allowances in certain circumstances associated with travel and work outside of an employee's normal working schedule. The meal allowances provided in this policy are meant to be a benefit to employees and should be treated as such.

28.02 Meal Allowances

1. ~~The Village will reimburse the employee subject to the Authorized Reimbursement Allowances in Subsection (b) for the actual cost of Meals Authorized for Reimbursement defined in Section (2). Claims for reimbursement of meal costs are expected to represent reasonable and necessary costs and may include a maximum gratuity of 20% as well as any state or local tax.~~ When employees are traveling on an authorized function away from the Village, a per diem allowance will be paid to the employee for meals. Receipts for meals are not required. Amounts are subject to eligibility as outlined in Section 28.03.
2. ~~Authorized Reimbursement Allowances Per Day~~ Per Diem rates will be as follows:
 1. Breakfast: \$10.00
 2. Lunch: \$15.00
 3. Dinner: \$25.00
3. In-state meal rate for the day is \$50.00. For out of state travel, the Village will utilize the per diem rates established by the United States General Services Administration to determine the amount of meal allowance. Current per diem rates can be found by visiting www.gsa.gov.
- 3.4. ~~Requests for reimbursement for amounts in excess of the above schedule must be accompanied by receipts for the entire day with a full explanation of the extraordinary reason for such expenses.~~ Requests to exceed authorized ~~daily reimbursement allowances~~ per diem rates shall be approved by the Department Head or Village Administrator.

28.03 Meals Authorized for Reimbursement

1. Employees who are working overtime at the normal time for breakfast, lunch or dinner, or are on work-related trips that require overnight lodging expenses as well as non-overnight trips in accordance with the following time requirements will be reimbursed ~~with actual receipts for meals~~ based on the per diem rates in Section 28.02. Employees will not be eligible for breakfast unless they start work two (2) hours prior to their normal work schedule and will not be eligible for dinner unless they work two (2) hours past their normal work schedule. Time spent eating a meal will be considered paid time, but such paid time will not exceed ½ hour.
2. ~~The maximum amount for one or more meals may be exceeded and the employee may claim the actual amount spent for each meal as long as the total amount~~

~~claimed for the eligible meals per day is not greater than the combined maximum reimbursement rate for those meals in that day. If meal maximums are not reached on one day, the excess amount does not accrue and cannot be applied to meals on another day or other costs incurred.~~

~~3.2.~~ If a meal is part of the conference, convention or instruction program being attended by the Village employee and a higher amount is charged each participant, the full amount will be reimbursed with proper documentation. Employees are required to attach a copy of the conference or training brochure to the reimbursement form.

~~4.3.~~ Meals that occur when employees are traveling on authorized functions away from the Village.

~~5.4.~~ It shall be responsibility of the Department Head or Village Administrator to approve all requests for reimbursements in accordance with the policies outlined in this chapter.

~~6.5.~~ All meal reimbursement requests shall be submitted on a form approved by the Deputy Village Administrator. Reimbursements should be made on a monthly basis.

~~7.~~ Requests for meal reimbursements must include an itemized receipt identifying the meal requested for reimbursement.

~~8.6.~~ Exempt employees called in outside of normal working hours for emergency operations shall be eligible for meals in accordance with the standards provided in this policy.

28.04 Limitations

1. If meals are included in registration fees for a conference, the employee will not be eligible for a per meal rate for that meal.
2. Reimbursements shall not be made for expenses incurred in purchasing alcoholic beverages.
3. Reimbursements must be claimed within 30 days or reimbursement will be forfeited.
4. The Emergency Management Director, Fire & Rescue Chief, Police Chief, and Director of Public Works may authorize reasonable meal expenses for employees and volunteers staffing the emergency operations center or responding to an emergency situation.
5. Meals not taken during the period of eligibility shall be forfeited.
6. Paid time to eat meals is not compensable if the employee does not take the allotted meal.
7. Consumption of alcohol during a paid break, including when a meal is taken at the end of a shift, is a violation of the Village's Drug & Alcohol policy and shall be subject to discipline.
8. The Village shall have the sole discretion to approve or deny requests for meal reimbursements.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, October 24, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action on approval of a Request for Proposals (RFP) for owner's representation services for the McFarland Municipal Center Campus project.

PREVIOUS ACTION:

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

The Village Board took action to move forward with Option #2 from the Master Plan at their meeting on October 10, 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. We have included funding for the project in the 2024 Budget that is currently under review and it has been accepted into the 2024-2028 Capital Improvement Plan. Action had previously been taken to proceed with the construction of a two story project based on the options presented within the Master Plan. As such, our next steps are to put together the project team that will transition from the planning phase to design, specification, and bidding phase of the project in order to begin construction with a contractor. This next phase of the project is very detailed as all elements have to be specified within a project bid in order to properly build the desired improvement. To do that we need to hire an Owner's Representative to serve as the Project Manager and eventually an Architect to address the design elements.

The first step is to authorize issuance of the enclosed RFP to solicit proposals to hire an Owner's Representative. This is being done first on the front end to have in place to assist in the process to hire an architect as they'll be needed to assist Staff in reviewing their work to prepare the design. We had previously hired an architect and then brought the owner's representative in near the bidding process after the design was complete which was not ideal at that point in the project. Having them from the beginning is intended to help Staff and make for a more efficient project throughout as they will be more involved overseeing the day-to-day operations of the project from start to finish. We would expect to advertise after the board grants approval and finalize a selection with the board in December. The request to issue the RFP for an architect will come forward to the next meeting and be timed so that we have someone hired to review those proposals when they come in. We are targeting beginning the design work sometime in



February once all new consultants are on board.

FINANCIAL/BUDGET IMPACT:

The 2023 Budget was proposed with \$500,000 to begin the design process including funding for this work. The 2024 Budget is proposed with \$12,500,000 to begin financing the project in 2024 and/or early 2025. Costs for this work are typically 1-2% of the total project cost which for this project would yield an expense somewhere between \$250,000 to \$500,000. A majority of their work would not begin until 2024 though as they begin in the mid-part of December 2023.

VILLAGE PLAN REFERENCE:

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

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action:

Motion, second to approve the issuance of a Request for Proposal (RFP) for owner's representation services for the McFarland Municipal Center Campus project.

ATTACHMENTS:

1. Construction Manager RFP Process 10182023 mgs



Request For Proposals

Owner's Representative and Construction Management
Services

McFarland Municipal/Community Center

-

Request Issuance Date: October 25, 2023

Response Due Date: November 17, 2023 by 4:00 pm

Please Submit to:

Village of McFarland
Attn: Matt Schuenke
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

SECTION 1

Purpose/Introduction

- A. The purpose and intent of this Request for Proposals is to solicit proposals from qualified Consultants for Owner's Representative and Construction Management Services. The selected Consultant will oversee the construction of improvements to the existing McFarland Municipal Center on behalf of and in collaboration with Village Staff. The Village desires to hire a third party in this capacity to oversee the Construction and Post-Construction phases of the project. The selected Consultant will assist the Village in the selection of an Architect for the project. The work to be completed by the selected Consultant will aid in the process to manage in more detail the day-to-day oversight for the construction of the facility. This will ensure all elements of the project are executed for the best interests of the Village.

SECTION 2

Background

- A. The Village is located adjacent to the southeast side of the City of Madison in Dane County. The current population is estimated just under 10,000. The Village has approximately 43.50 road miles and is a little under 5 square miles in total land area. The Village is serviced by US Highway 51 as the main connection point between the cities of Madison and Stoughton. The Community is home to a high quality of life within the Madison metropolitan area as demonstrated by its excellent schools, variety in commercial enterprises, vast parks, and safe neighborhoods. More information about the Village is available at www.mcfarland.wi.us.
- B. The Village has completed the construction of a new Public Safety Center that houses the Fire/Rescue, Municipal Court, and Police Departments. It is also believed to be the first net zero energy building constructed in the State specifically for public safety. Those departments formerly resided within the Municipal Center and this project will renovate the spaces they vacated as well as add new space to the facility overall. The location of the facility is at 5915 Milwaukee Street and is presently approximately 38,000 square feet in which approximately 25,000 square feet has been vacated.

The Village completed the McFarland Municipal Center Campus Master Plan which studies the current facility, assesses space needs, and makes recommendations on improvements. The Administration, Communications/Technology, and Community Development Departments will be located within the facility upon completion. As well as the Senior Outreach, Youth Center, and Library spaces identified within the Master Plan to make up the Community Center. This planning document is meant to serve as a guide for the design process to follow regarding general themes for improvements to the layout of the facility. Please view that document within Appendix A of this RFP. The Village intends to design and construct Option 2 from that report which is the renovation of the first floor and the addition of a new second floor.

The Village also desires for this project to be constructed in such a manner that it achieves net zero energy consumption as outlined in Appendix B of this RFP. Project timeline will be dependent upon design progression but we desire to begin construction by the first quarter of 2025.

SECTION 3

Scope of Work

This Scope of Work will become an integral part of the contract between the Village and the Consultant. The Consultant hereby agrees to provide services and/or materials to the Village, in all cases acting on behalf of and in collaboration with Village Staff for the best interests of the Village, pursuant to the provisions set forth as follows:

A. Design Phase

- Assist the Village in the selection of an Architect to design, bid, and provide construction administration services.
- Shall review the Master Plan furnished by the Owner to ascertain the requirements of the Project and shall arrive at a mutual understanding of design direction with the Owner. Further analyze Project requirements and develop a preconstruction and construction strategy that addresses requirements for function, cost, quality, time, and logistics.
- Develop a Project Master Schedule that establishes duration and responsibility for all major activities during all phases of the Project. This includes phasing of construction, times of commencement and completion required.
- Advise the Owner on other project delivery discussions that could include: the relative feasibility of construction methods, bidding format, availability of materials and labor, time requirements for procurement, installation, and construction, and factors related to construction cost including, costs of alternative designs or materials, preliminary budgets, and possible economies. All of this is done in order to avoid potential problems and to minimize potential change orders.
- Review documents, advise the Owner on the applicability of various systems and, if needed, review Value Engineering options as required for the project in order to advise the Owner on the appropriate course of action.

- Continuously review the design documents and provided by the Architect. In consultation with the Architect, advise the Owner of the appropriate steps to take on items that include but are not limited to: proposed site use and improvements, selection of materials, building systems and equipment, and methods of Project delivery.
- Assist Architect in the development of cost estimates for all building construction/renovation and site development work and advise the Owner on the appropriateness of all items included in these estimates.
- Develop and maintain a detailed project budget that identifies all costs.
- Coordinate and consult with Owner on the development of a draw schedule to assist in the financial planning for the project.
- Organize and participate in design coordination meetings on a regular basis with the Owner, Architect, and other relevant consultants (i.e. Design Team) to discuss and review all items pertinent to the design phase. At a minimum, one meeting per month will be held with the Owner and one meeting per month with Design Team. The Owner's Representative will ensure that an agenda is prepared for each meeting and that minutes of the meetings are completed in a timeline manner.
- Track and provide confirmation of all design directives to ensure inclusion within project design.
- Prepare and distribute monthly reports to the Owner on the design progress, project budget, the status of the project schedule, and on general Project information. Owner may elect to request presentations to the Village Board.
- Assist in developing the project bidding format and participate in bidding process to assist Owner in selection of a Contractor.

- Review proposed construction contract to provide recommendations on contract provisions that establish contractor performance requirements to promote quality cost effectiveness and schedule compliance.
- Assist Owner in finding solutions for temporary offices for those Departments and services displaced during construction.

B. Construction Phase

- Review the project design for operational efficiency in order to recommend changes during construction as is appropriate.
- Review plans and specifications for accuracy and completeness.
- Receive and process Request for Information (RFIs). Assist with the development of Solutions for RFIs.
- Perform detailed quality assurance site inspections and prepare site inspection reports. Notify Owner, Contractor, and Owner Consultants regarding issues of non-compliance.
- Track project budget and schedule on a monthly basis.
- Hold project meetings during construction on a weekly basis.
- Monitor and expedite the shop drawing approval process.
- Review regulatory compliance surrounding building permit issues.
- Coordinate the services of Owner's testing firms and inspection activities. Additionally, review Contractor's daily reports.
- Review items of change and change orders including Contractors' proposals, changes in quantity, contract time and price.
- Review contractor applications for payment as follows:
 - Review Progress Update;
 - Review Direct Payments;
 - Review Certified Payrolls/Lien Waivers; and
 - Review Submittal Logs.

- Maintain a central control file of contract documents such as design and construction contracts, plans and specifications, correspondence reports, and change orders.
- Provide written and oral progress reports to Owner through its Village Board including monthly updates of the Master Project Budget and Schedule.
- Assist Owner with external relations regarding the project, including representation of the Owner with Village Departments, the media, and public.
- Maintain a photo log of construction progress.
- Prepare substantial completion punch lists.
- Prepare walk-through and final punch lists. Monitor all punch list work.

B. Project Close Out

- Review final completion submittals as follows:
 - Record drawings from the field;
 - Reproducible of record drawings;
 - Equipment data & maintenance manuals;
 - Consent of surety;
 - Review final lien waivers and releases, obtain title search; and
 - Guarantees, warranties, service contracts, and affidavits.
- Coordinate furniture, fixture, and equipment items (FF&E).
- Schedule FF&E deliveries and coordinate installation
- Monitor commission activities.
- Review final pay request and close out contracts.
- Assist in obtaining a certificate of occupancy.
- Prepare move-in schedule and coordinate activities.
- Coordinate building operator training and assist in establishing operational procedures.

SECTION 4

Submittal Requirements

- A. Provide a company profile including principal areas of expertise and experience providing Owner's Representative and Construction Management Services. Proposals must also include the following information:
 - i. Company history and background.
 - ii. List of all key personnel with resumes and main point of contact for the Owner. Consultant must notify Owner of any personnel changes during project duration.
 - iii. Familiarity with facility construction for related municipal services.
 - iv. Experience with sustainable construction methods and net zero energy buildings. Please submit references.
 - v. Availability of resources and reliance on subcontractors.
 - vi. Relevant past project experience of the Consultant. No fewer than three municipal references. Within Wisconsin preferred.
 - vii. Past history with the Village and/or current Owner Consultants as applicable.
 - viii. Costs shall be based on a fixed fee lump sum to complete the work listed within Section 3 (Scope of Services).
- B. Responses must be received by 4:00 pm on Friday, November 17, 2023.
- C. Responses shall be provided to the Village of McFarland, Attn: Matt Schuenke, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.
- D. Prospective Consultants shall provide one (1) electronic copy of the proposal as their submittal. It may be transmitted via email to matt.schuenke@mcfarland.wi.us.

SECTION 5

Evaluation and Timeline

- A. All submitted proposals will be evaluated against the Submittal Requirements outlined in Section 4 as to how well they demonstrate the Scope of Services to be provided in Section 3 will provide the Owner with the best possible project upon completion.
- B. The Village President, Administrator, Deputy Administrator/Clerk, Community/Economic Development Director, Library Director, and Senior Outreach Director ("Evaluation Team") will be responsible for performing an evaluation of each proposal submitted and jointly making a recommendation for selection to the Village Board. The Village Board shall hold the final decision regarding award for these services. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies, and risks associated with each submittal. Interviews with perspective Consultants will be held at the sole discretion of the Village. The Village reserves the right to obtain clarification or additional information from any firm regarding its submittal as is needed.
- C. The Village reserves the sole right to select the most qualified Consultant on the basis of the best overall proposal that is most advantageous to the Village. Firms that submit proposals will be notified of the selection results. Final approval of any selected Consultant is subject to the approval of the Village Board.
- D. Evaluation timeline is as follows:
 - i. October 25, 2023 – Open Advertisement
 - ii. November 17, 2023 at 4:00 pm – Deadline for Submission
 - iii. November 20 and November 27, 2023 (weeks of) – Evaluation Team Conducts Review: If interviews are to be conducted, they will be held within this time period. Please identify any scheduling conflicts when submitting proposal.

- iv. December 12, 2023 – Village Board considers recommendation of the Evaluation Team.
 - v. December 18, 2024 – Work Commences
- E. Any questions regarding this request, its contents, and the proposed project may be directed to...

Matt Schuenke, Village Administrator
matt.schuenke@mcfarland.wi.us
(608) 838-2303

SECTION 7

Terms and Conditions

- A. Each submittal will be reviewed to determine if it meets the submittal requirements contained within this request. Failure to meet the requirements for this request may be cause for rejection. The Village may reject any submittal if it is conditional, incomplete, contains irregularities, or if in the sole discretion of the Village not considered in its best interest. The Village may waive an immaterial deviation in the submittal, but this shall in no way modify the document or excuse the Consultant from compliance with the contract requirements if the Consultant is awarded a contract.
- B. The Village will require the use of its standard contract template set by policy. It can be made available upon request. Modifications to this standard may be required or considered subject to review and approval by the Village Attorney under the direction of the Village Board.
- C. There is no expressed or implied obligation for the Village to reimburse firms for any expenses incurred in preparing submittals in response to this request. Materials submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the submittal, or any part thereof, confidential or proprietary will be ineffective and will be disregarded unless consistent with the Wisconsin Public Records Law.
- D. The Village reserves the right to retain all submittals, and to use any idea in a submittal, regardless of whether the submittal was selected. Submission of a proposal indicates acceptance by the Consultant of the terms and conditions contained in this request, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and Consultant.
- E. All property rights, including ownership and publication rights of all conceptual plans, designs, bidding documents, and reports produced by the selected Consultant in connection with services performed under this agreement shall be vested in the Village.
- F. The Village reserves the right to reject any or all proposals submitted.

Appendices

Appendix A McFarland Municipal Center Complex Master Plan

Appendix B New Community Center Net Zero Energy Predesign