

Tuesday, November 14, 2023

7:00 PM

McFarland Municipal Center
5915 Milwaukee St, McFarland
Community Room

AGENDA

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

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/81924903354>

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

Webinar ID: 819 2490 3354

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

1. CALL TO ORDER.
2. ROLL CALL.
3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.
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 October 24, 2023 Village Board meeting.
 - 2) Motion to approve the minutes of the special October 26, 2023 Village Board meeting.
 - 3) Motion to approve checks in the amount of \$1,651,198.98.
 - 4) Motion to approve an Event Permit Application and a license application for a temporary Class B fermented malt beverage and wine license from the Madison Curling Club for the MadTown Double Down Event to take place January 4, 2024 through January 7, 2024 at the Madison Curling Club located at 4802 Marsh Road with the conditions provided by the Police Chief.
 - 5) Motion to approve the change of agent to appoint Patricia Copeland to serve as the new liquor license agent for Walgreens Inc.
 - 6) Motion to accept the Communications & Engagement Plan from Revelation, PR, Advertising and Social Media.
 - 7) Motion to approve design engineering services agreement to conduct a traffic study for Broadhead/Holscher and Paulson/Ridge intersections.
 - 8) Motion to authorize the Village Administrator to lease 5810 Milwaukee Street.
5. PUBLIC APPEARANCES.

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

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

6. PUBLIC HEARINGS.

- a. On the proposed budget for the year 2024 and establishing the 2023 payable in 2024 property tax levy for the Village of McFarland.

7. BUSINESS.

- a. Parks and Recreation Committee (Trustees Jerke & Fessler)
 - 1) Discussion and action regarding design services for lake access at Lewis Park.
 - 2) Discussion and action regarding updates to Chapter 1 Parks and Park Facilities Naming Policy.
- b. Community Development Authority (Trustees Brassington & Jerke)
 - 1) Discussion and action regarding updates to the Village's Tax Increment Financing Development Incentives Policy Manual.
- c. Sustainability and Natural Resources Committee (Trustee Flaherty & President Clow)
 - 1) Discussion and action to accept the Village of McFarland Community Center Net Zero Energy Predesign Report.
 - 2) Discussion and action to accept the Comprehensive Energy Plan Report.
- d. Discussion and action on approval of a Request for Proposals (RFP) for architectural services for the McFarland Municipal Center Campus project.
- e. Discussion and action on proposed changes to the 2024 Budget presented by Village Board members:
 - 1) Changes since the last distribution.
 - 2) General Fund (100)
 - a. Add funding to the Village Board budget to address additional supplies for the Village's annual Community Service Day.

- b Add funding to the Municipal Court budget to address increasing rate of pay for the Municipal Judge.
- c Remove funding for the DEI Strategist position or transition funding for position to communications responsibilities.
- d Add funding to the Fires & Rescue budget to address the Village participating in the CARES program.

3) Capital Projects Fund (400)

- a Add funding to the Community Development capital projects budget to address additional funding to support planning services for the east side business park.
- b Add funding to the Community Development capital projects budget to address commemorating the McFarland Land Acknowledgement on four Village-owned facilities.

4) Utility Fund (600)

- a Remove funding within the Water Services budget to fix duplication within formula.

8. CLOSED SESSION.

- a. Discussion and action to convene into Closed Session in accordance with Wis. Stats. 19.85(1)(e) to deliberate or negotiate the investment of public funds or other specified public business whenever competitive or bargaining reasons require a closed session, specifically related to.
 - 1) Resolution 2023-19, a resolution ratifying and approving a purchase agreement for the property located at 5810 Main Street, McFarland, WI.
 - 2) Resolution 2023-20, a resolution ratifying and approving a purchase agreement for the property located at 4903 Terminal Drive, McFarland, WI.
 - 3) Acquisition of property located at 4008 and 4012 Terminal Drive, including parcel 0710-273-8620-1, Tax Increment District #3.

9. RECONVENE INTO OPEN SESSION.

10. ACTION ON ITEMS DISCUSSED IN CLOSED SESSION.

- a. Discussion and action on Resolution 2023-19: a resolution ratifying and approving a purchase agreement for the property located at 5810 Main Street, McFarland, WI.
- b. Discussion and action on Resolution 2023-20: a resolution ratifying and approving a purchase agreement for the property located at 4903 Terminal Drive, McFarland, WI.
- c. Discussion and action on acquisition of property located at 4008 and 4012 Terminal Drive, including parcel 0710-273-8620-1, Tax Increment District #3.

11. SCHEDULE NEXT MEETING DATE.

- a. November 28, 2023 - 7:00 p.m. - Village Board

- b. December 12, 2023 - 7:00 p.m. - Village Board
- c. December 26, 2023 at 7:00 pm - Village Board - Planned for Cancellation.

12. ADJOURNMENT.

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

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 14, 2023

SECTION: Consent Agenda

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

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, October 24, 2023 - 6:00 PM

1. CALL TO ORDER - 6:00 pm

Village President Clow called the regular 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 (left the meeting at 6:28 p.m., rejoined at 7:18 p.m.), Village Trustee Edward Wreh, Village Trustee TJ Jerke, and Village Trustee Michael Flaherty.

Village Board members not present: None.

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

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.*

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to enter 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. Motion carries unanimously on a roll call vote 7 - 0 - 0.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to adjourn closed session at 6:41 p.m. Motion carries 6 - 0 - 0 by acclamation.

4. RECONVENE INTO OPEN SESSION - 7:00 pm

President Clow reconvened the meeting into open session at 7:00 p.m.

5. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

Trustee TJ Jerke announced the Skate Park Grand Opening to take place on October 25, 2023 beginning at 4:00 p.m.

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.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve the consent agenda as presented. Motion carries 6 - 0 - 0 by acclamation.

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.
None.

8. BUSINESS.

- a. Presentation by the McFarland Youth Center regarding prior year's operations.
Shawn Miller, President of the McFarland Youth Center, provided an overview of the 2023 McFarland Youth Center operations.
- b. Discussion and review of the 2024 Budget including the following sections:
 - 1) Changes since the last distribution.
Village Administrator Schuenke reported there were no changes to the proposed 2024 budget since the last distribution.
 - 2) Youth Center Fund (210)
Village Administrator Schuenke presented the proposed 2024 Youth Center Fund (210) budget.
 - 3) Retiree Fund (700).

Deputy Administrator/Clerk Suettinger provided an overview of the proposed 2024 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.

Motion by Trustee Mike Flaherty, to postpone action regarding the job description and classification until the 2024 budget process was complete. Motion died for lack of a 2nd.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve 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. Motion carries 6 - 1 - 0 by acclamation with Trustee Mike Flaherty voting nay.

2) Discussion and action on a proposed amendment to Chapter 28 of the Personnel Policy Manual regarding meals.

Motion by Village President Carolyn Clow, second by Village Trustee Luke Fessler, to approve amendment to Chapter 28 of the Personnel Policy Manual regarding meals to be effective January 1, 2024. Motion carries 7 - 0 - 0 by acclamation.

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

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve a Request for Proposals (RFP) for owner's representation services for the McFarland Municipal Center Campus project. Motion carries 7 - 0 - 0 by acclamation.

e. Discussion and possible action to authorize litigation relating to Hanover Insurance Co. Builder's Risk Policy Claim at the Public Safety Center.

Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to authorize litigation relating to Hanover Insurance Co. Builder's Risk Policy Claim at the Public Safety Center. Motion carries 7 - 0 - 0 by acclamation.

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.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to adjourn at 8:09 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 26, 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 Michael Flaherty, Village Trustee Edward Wreh (joined at 6:10 p.m.), and Village Trustee Luke Fessler(joined at 6:33 p.m.)

Village Board members not present: Village Trustee TJ Jerke

Staff Present: Administrator Matt Schuenke, Deputy Administrator/Clerk Cassandra Suettinger, and Deputy Treasurer/Accountant Jennifer Haried.

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 on proposed changes to the 2024 Budget presented by Village Board members.

Board members presented proposed changes to the 2024 Budget. Village Board members discussed budget amendments accordingly. Each change will be presented for action at the November 14, 2023 Village Board meeting.

5. SCHEDULE NEXT MEETING DATE.

a. November 2, 2023 - 6:00 p.m. Special Village Board (Budget Review)

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

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

6. ADJOURNMENT.

Motion by Village Trustee Edward Wreh, second by Village Trustee Hilary Brandt, to adjourn at 6:51 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	6140265948	MAT RENTAL	1	10/20/2023	59.15	.00	59.15	11/09/2023
		6140269815	MAT RENTAL	1	10/27/2023	59.15	.00	59.15	11/09/2023
Total 10:						118.30	.00	118.30	
30	ALLIANT ENERGY/WP&L	102523	WATER TOWER BURMA	1	10/25/2023	74.21	.00	74.21	11/02/2023
		102523	WELL #1	2	10/25/2023	533.56	.00	533.56	11/02/2023
		102523	WELL #1	3	10/25/2023	17.10	.00	17.10	11/02/2023
		102523	TRAFFIC FLASHERS - FA	4	10/25/2023	17.41	.00	17.41	11/02/2023
		102523	TRAFFIC FLASHERS - FA	5	10/25/2023	17.55	.00	17.55	11/02/2023
		102523	TRAFFIC FLASHERS - BA	6	10/25/2023	18.96	.00	18.96	11/02/2023
		102523	STREET LIGHTING (2)	7	10/25/2023	351.21	.00	351.21	11/02/2023
		102523	CEDAR GLADE AERATOR	8	10/25/2023	15.24	.00	15.24	11/02/2023
		102523	GAZEBO	9	10/25/2023	33.36	.00	33.36	11/02/2023
		102523	TRAFFIC FLASHERS - CR	10	10/25/2023	17.69	.00	17.69	11/02/2023
		102523	FLOWER CORNER	11	10/25/2023	27.77	.00	27.77	11/02/2023
		102523	LIFT #5	12	10/25/2023	179.78	.00	179.78	11/02/2023
		102523	LIFT #3	13	10/25/2023	61.44	.00	61.44	11/02/2023
		102523	LIFT #2	14	10/25/2023	161.03	.00	161.03	11/02/2023
		102523	LIFT #1	15	10/25/2023	225.24	.00	225.24	11/02/2023
		102523	WELL #4	16	10/25/2023	14.46	.00	14.46	11/02/2023
		102523	WELL #3	17	10/25/2023	14.22	.00	14.22	11/02/2023
		102523	WELL #3	18	10/25/2023	1,472.44	.00	1,472.44	11/02/2023
		102523	BRANDT PARK	19	10/25/2023	45.25	.00	45.25	11/02/2023
		102523	LEWIS PARK	20	10/25/2023	103.67	.00	103.67	11/02/2023
		102523	WATER TOWER HOLSCH	21	10/25/2023	48.17	.00	48.17	11/02/2023
		102523	SIRENS	22	10/25/2023	27.87	.00	27.87	11/02/2023
		1124750000-	STREET LIGHTING (1)	1	10/30/2023	9,097.57	.00	9,097.57	11/09/2023
		4812040000-	PW FACILITY	1	10/13/2023	269.03	.00	269.03	10/27/2023
Total 30:						12,844.23	.00	12,844.23	
68	BADGER WELDING SUPP	3792958	BADGER WELDING - OXY	1	10/18/2023	115.64	.00	115.64	11/09/2023
		3794430	ACETYLENE & OXYGEN	1	10/31/2023	1.86	.00	1.86	11/09/2023
		3794430	ACETYLENE & OXYGEN	2	10/31/2023	1.86	.00	1.86	11/09/2023
		3794430	ACETYLENE & OXYGEN	3	10/31/2023	1.86	.00	1.86	11/09/2023
		3794430	ACETYLENE & OXYGEN	4	10/31/2023	6.82	.00	6.82	11/09/2023
Total 68:						128.04	.00	128.04	
104	BOBCAT OF MADISON IN	01-114559	TOOLCAT MAINTENANCE	1	10/31/2023	12.94	.00	12.94	11/09/2023
		01-114559	TOOLCAT MAINTENANCE	2	10/31/2023	12.94	.00	12.94	11/09/2023
		01-114559	TOOLCAT MAINTENANCE	3	10/31/2023	12.94	.00	12.94	11/09/2023
		01-114559	TOOLCAT MAINTENANCE	4	10/31/2023	47.43	.00	47.43	11/09/2023
Total 104:						86.25	.00	86.25	
115	BRANDT, BRETT	BB102623	UNIFORM ALLOWANCE -	1	10/26/2023	143.48	.00	143.48	11/09/2023
		BB102623	MEAL REIMBURSEMENT	2	10/26/2023	19.62	.00	19.62	11/09/2023
Total 115:						163.10	.00	163.10	
161	CHASE LUMBER AND FU	2310-929892	PW SUPPLIES	1	10/17/2023	4.61	.00	4.61	10/27/2023
		2310-929892	PW SUPPLIES	2	10/17/2023	1.26	.00	1.26	10/27/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		2310-929892	PW SUPPLIES	3	10/17/2023	1.26	.00	1.26	10/27/2023
		2310-929892	PW SUPPLIES	4	10/17/2023	1.26	.00	1.26	10/27/2023
		2310-934120	BRINE TANKS	1	10/19/2023	39.42	.00	39.42	10/27/2023
Total 161:						47.81	.00	47.81	
166	CINTAS CORPORATION #	8406484966	FIRST AID SUPPLIES - RE	1	10/13/2023	52.48	.00	52.48	11/09/2023
		8406484966	FIRST AID SUPPLIES - RE	2	10/13/2023	14.31	.00	14.31	11/09/2023
		8406484966	FIRST AID SUPPLIES - RE	3	10/13/2023	14.31	.00	14.31	11/09/2023
		8406484966	FIRST AID SUPPLIES - RE	4	10/13/2023	14.31	.00	14.31	11/09/2023
Total 166:						95.41	.00	95.41	
194	CONCENTRA	103863344	FIRE HIRING	1	10/20/2023	390.00	.00	390.00	11/09/2023
Total 194:						390.00	.00	390.00	
247	DANE CO TREASURER	154-103123	JAIL & SURCHARGES - O	1	10/31/2023	1,066.32	.00	1,066.32	11/09/2023
Total 247:						1,066.32	.00	1,066.32	
287	DIXON ENGINEERING IN	23-1030	BURMA TOWER INSPECT	1	09/15/2023	18,400.00	.00	18,400.00	11/09/2023
Total 287:						18,400.00	.00	18,400.00	
288	DNR-SS/7	102323- OP	WATER LICENSE RENEW	1	10/23/2023	45.00	.00	45.00	10/27/2023
Total 288:						45.00	.00	45.00	
324	ELECTION SYSTEMS & S	CD2064605	ANNUAL MAINTENANCE	1	08/18/2023	234.88	.00	234.88	11/09/2023
Total 324:						234.88	.00	234.88	
348	FAHRNER ASPHALT SEA	8300017375	CRACK FILL/CHIP SEAL	1	10/30/2023	13,369.00	.00	13,369.00	11/09/2023
Total 348:						13,369.00	.00	13,369.00	
350	FASTENAL COMPANY	WIMAD4563	SHOP SUPPLIES	1	10/18/2023	7.14	.00	7.14	11/09/2023
		WIMAD4563	SHOP SUPPLIES	2	10/18/2023	7.14	.00	7.14	11/09/2023
		WIMAD4563	SHOP SUPPLIES	3	10/18/2023	7.14	.00	7.14	11/09/2023
		WIMAD4563	SHOP SUPPLIES	4	10/18/2023	26.18	.00	26.18	11/09/2023
		WIMAD4565	SIGN PARTS	1	10/25/2023	7.01	.00	7.01	11/09/2023
Total 350:						54.61	.00	54.61	
395	GENERAL COMMUNICATI	325505	BUILDING DECALS	1	10/26/2023	250.00	.00	250.00	11/09/2023
		325506	CUTTING EDGE DECALS	1	10/26/2023	35.00	.00	35.00	11/09/2023
		325799	HAVIS HARDWARE KIT	1	11/07/2023	80.50	.00	80.50	11/09/2023
Total 395:						365.50	.00	365.50	
408	GRAINGER INC	9881434527	PSC LIGHTING CONTRO	1	10/24/2023	383.05	.00	383.05	11/09/2023
		9886034942	WILDLAND SPRAYER KIT	1	10/27/2023	173.77	.00	173.77	11/09/2023
		9886034959	BATTERIES	1	10/27/2023	39.40	.00	39.40	11/09/2023
		9886034991	GRAINGER MISC	1	10/27/2023	11.16-	.00	11.16-	11/09/2023
		9886895524	PSC TRASH CANS	1	10/30/2023	138.38	.00	138.38	11/09/2023
		9886895532	PSC LIGHTING CONTRO	1	10/30/2023	216.25	.00	216.25	11/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		989852753	GRAINGER GLOVE DISP	1	11/01/2023	150.54	.00	150.54	11/09/2023
	Total 408:					1,090.23	.00	1,090.23	
439	HJ PERTZBORN	92171	MC ANNUAL SPRINKLER	1	10/30/2023	395.00	.00	395.00	11/09/2023
		92172	PW ANNUAL SPRINKLER	1	10/30/2023	217.25	.00	217.25	11/09/2023
		92172	PW ANNUAL SPRINKLER	2	10/30/2023	59.25	.00	59.25	11/09/2023
		92172	PW ANNUAL SPRINKLER	3	10/30/2023	59.25	.00	59.25	11/09/2023
		92172	PW ANNUAL SPRINKLER	4	10/30/2023	59.25	.00	59.25	11/09/2023
	Total 439:					790.00	.00	790.00	
444	HOOPER CORPORATION	HV 5420204	MC FACILITY REPAIR	1	10/23/2023	1,394.50	.00	1,394.50	11/09/2023
	Total 444:					1,394.50	.00	1,394.50	
492	KAYSER AUTOMOTIVE G	753901	SQUAD BODY REPAIR	1	10/24/2023	348.00	.00	348.00	11/09/2023
	Total 492:					348.00	.00	348.00	
553	LINCOLN CONTRACTOR	I73061	MARKING PAINT	1	10/18/2023	123.99	.00	123.99	11/09/2023
		I73061	MARKING PAINT	2	10/18/2023	123.99	.00	123.99	11/09/2023
		I73061	MARKING PAINT	3	10/18/2023	123.99	.00	123.99	11/09/2023
		I73061	MARKING PAINT	4	10/18/2023	123.99	.00	123.99	11/09/2023
		I74271	SAFETY PAINT	1	10/25/2023	43.50	.00	43.50	11/09/2023
		I74271	SAFETY PAINT	2	10/25/2023	11.86	.00	11.86	11/09/2023
		I74271	SAFETY PAINT	3	10/25/2023	11.86	.00	11.86	11/09/2023
		I74271	SAFETY PAINT	4	10/25/2023	11.86	.00	11.86	11/09/2023
		R21497	PARK FACILITY MAINTEN	1	10/19/2023	199.29	.00	199.29	11/09/2023
	Total 553:					774.33	.00	774.33	
575	MADISON MET SEWERA	IN00001885	3RD QUARTER CHARGE	1	10/01/2023	242,806.15	.00	242,806.15	11/09/2023
	Total 575:					242,806.15	.00	242,806.15	
603	MCFARLAND CHAMBER	103123	ROOM TAX DISBURSEME	1	10/31/2023	9,874.52	.00	9,874.52	11/09/2023
	Total 603:					9,874.52	.00	9,874.52	
634	MENARDS - MONONA	55450	PSC SUPPLIES	1	09/22/2023	46.53	.00	46.53	11/09/2023
		56383	CURB BOX EXTENSION	1	10/12/2023	47.48	.00	47.48	11/09/2023
		56411	PW SUPPLIES	1	10/12/2023	4.19	.00	4.19	11/09/2023
		56466	PW SUPPLIES	1	10/13/2023	4.19-	.00	4.19-	11/09/2023
		56579	PARKS SUPPLIES	1	10/16/2023	192.71	.00	192.71	11/09/2023
		56626	BRINE TANKS	1	10/17/2023	34.60	.00	34.60	11/09/2023
		56626	BRINE TANKS	2	10/17/2023	9.43	.00	9.43	11/09/2023
		56626	BRINE TANKS	3	10/17/2023	9.43	.00	9.43	11/09/2023
		56626	BRINE TANKS	4	10/17/2023	9.43	.00	9.43	11/09/2023
		56629	PARKS SUPPLIES	1	10/17/2023	5.99	.00	5.99	11/09/2023
		56639	BRINE TANKS	1	10/17/2023	11.14	.00	11.14	11/09/2023
		56639	BRINE TANKS	2	10/17/2023	3.03	.00	3.03	11/09/2023
		56639	BRINE TANKS	3	10/17/2023	3.03	.00	3.03	11/09/2023
		56639	BRINE TANKS	4	10/17/2023	3.03	.00	3.03	11/09/2023
		56742	PW SHOP SUPPLIES	1	10/19/2023	8.63	.00	8.63	11/09/2023
		56742	PW SHOP SUPPLIES	2	10/19/2023	2.35	.00	2.35	11/09/2023
		56742	PW SHOP SUPPLIES	3	10/19/2023	2.35	.00	2.35	11/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		56742	PW SHOP SUPPLIES	4	10/19/2023	2.35	.00	2.35	11/09/2023
		56781	PARKS SUPPLIES	1	10/20/2023	44.67	.00	44.67	11/09/2023
		56795	HOLSCHER TOWER SUP	1	10/20/2023	32.33	.00	32.33	11/09/2023
		56940	RENTAL PROPERTY SAL	1	10/23/2023	41.93	.00	41.93	11/09/2023
		56940	PSC SUPPLIES	2	10/23/2023	83.88	.00	83.88	11/09/2023
		56940	PW SUPPLIES	3	10/23/2023	7.69	.00	7.69	11/09/2023
		56940	PW SUPPLIES	4	10/23/2023	2.10	.00	2.10	11/09/2023
		56940	PW SUPPLIES	5	10/23/2023	2.10	.00	2.10	11/09/2023
		56940	PW SUPPLIES	6	10/23/2023	2.10	.00	2.10	11/09/2023
		57014	BRINE TANKS	1	10/25/2023	7.59	.00	7.59	11/09/2023
		57014	BRINE TANKS	2	10/25/2023	7.59	.00	7.59	11/09/2023
		57014	BRINE TANKS	3	10/25/2023	7.59	.00	7.59	11/09/2023
		57014	BRINE TANKS	4	10/25/2023	27.84	.00	27.84	11/09/2023
		57024	PARKS SUPPLIES	1	10/25/2023	40.21	.00	40.21	11/09/2023
		57033	BRINE TANKS	1	10/25/2023	.34	.00	.34	11/09/2023
		57033	BRINE TANKS	2	10/25/2023	.34	.00	.34	11/09/2023
		57033	BRINE TANKS	3	10/25/2023	.34	.00	.34	11/09/2023
		57033	BRINE TANKS	4	10/25/2023	1.22	.00	1.22	11/09/2023
		57128	VEHICLE MAINTENANCE	1	10/27/2023	39.55	.00	39.55	11/09/2023
		57128	VEHICLE MAINTENANCE	2	10/27/2023	10.79	.00	10.79	11/09/2023
		57128	VEHICLE MAINTENANCE	3	10/27/2023	10.79	.00	10.79	11/09/2023
		57128	VEHICLE MAINTENANCE	4	10/27/2023	10.79	.00	10.79	11/09/2023
Total 634:						773.29	.00	773.29	
640	MGE	1115413856-	BOCCE ELECTRICAL	1	10/26/2023	25.51	.00	25.51	11/09/2023
		1700324512-	4820 MARSH RD--SOCCE	1	10/26/2023	344.30	.00	344.30	11/09/2023
		3800120935-	STREET LIGHT	1	10/26/2023	37.83	.00	37.83	11/09/2023
		4900117592-	STREET LIGHT	1	10/26/2023	25.07	.00	25.07	11/09/2023
		6300112994	STREET LIGHT	1	11/01/2023	696.82	.00	696.82	11/09/2023
		7400232719-	LIFT #5 GAS	1	10/26/2023	28.22	.00	28.22	11/09/2023
		8600157181-	LIFT #4 ELECT	1	10/27/2023	45.68	.00	45.68	11/09/2023
Total 640:						1,203.43	.00	1,203.43	
667	MINNESOTA LIFE INS CO	002832L-DE	LIFE INSURANCE	1	11/06/2023	1,687.23	.00	1,687.23	11/09/2023
Total 667:						1,687.23	.00	1,687.23	
756	POMP'S TIRE SERVICE I	80297887	MOWER TM11	1	10/23/2023	61.13	.00	61.13	11/09/2023
		80297887	MOWER TM11	2	10/23/2023	16.67	.00	16.67	11/09/2023
		80297887	MOWER TM11	3	10/23/2023	16.67	.00	16.67	11/09/2023
		80297887	MOWER TM11	4	10/23/2023	16.67	.00	16.67	11/09/2023
		80298002	MOWER TIRES	1	10/23/2023	14.38	.00	14.38	11/09/2023
		80298002	MOWER TIRES	2	10/23/2023	3.92	.00	3.92	11/09/2023
		80298002	MOWER TIRES	3	10/23/2023	3.92	.00	3.92	11/09/2023
		80298002	MOWER TIRES	4	10/23/2023	3.92	.00	3.92	11/09/2023
		80298993	MOWER TIRES	1	10/26/2023	12.28	.00	12.28	11/09/2023
		80298993	MOWER TIRES	2	10/26/2023	12.28	.00	12.28	11/09/2023
		80298993	MOWER TIRES	3	10/26/2023	12.28	.00	12.28	11/09/2023
		80298993	MOWER TIRES	4	10/26/2023	45.05	.00	45.05	11/09/2023
		80299470	TIRE REPAIR	1	10/25/2023	81.02	.00	81.02	11/09/2023
Total 756:						300.19	.00	300.19	
775	PUBLIC SERVICE COMM	23091-03490	PSC FORMAL COMPLAIN	1	10/17/2023	595.17	.00	595.17	11/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 775:						595.17	.00	595.17	
796	REGISTRATION FEE TRU	110223	VEHICLE REGISTRATION	1	11/02/2023	135.30	.00	135.30	11/09/2023
		110223	VEHICLE REGISTRATION	2	11/02/2023	36.90	.00	36.90	11/09/2023
		110223	VEHICLE REGISTRATION	3	11/02/2023	36.90	.00	36.90	11/09/2023
		110223	VEHICLE REGISTRATION	4	11/02/2023	36.90	.00	36.90	11/09/2023
Total 796:						246.00	.00	246.00	
800	RELIANT FIRE APPARAT	CI006971	CUSTOMER SERVICE GR	1	11/03/2023	340.13	.00	340.13	11/09/2023
Total 800:						340.13	.00	340.13	
818	ROTO ROOTER SEWER	217161	PIT PUMP	1	10/19/2023	295.00	.00	295.00	11/09/2023
		217179	LIFTSTATION CLEANING	1	10/31/2023	250.00	.00	250.00	11/09/2023
Total 818:						545.00	.00	545.00	
879	SOUTH CENTRAL LIBRA	23-615	LIBRARY SUPPLIES	1	10/10/2023	791.77	.00	791.77	11/09/2023
		23-658	EQUIPMENT MAINTENAN	1	10/31/2023	805.00	.00	805.00	11/09/2023
Total 879:						1,596.77	.00	1,596.77	
958	TOWN & COUNTRY ENGI	25885	MC203 2023 WATER MAI	1	10/12/2023	583.75	.00	583.75	11/09/2023
		25886	MC213 WAUBESA INTER	1	10/12/2023	5,084.30	.00	5,084.30	11/09/2023
		25887	EXCHANGE ST FINAL EN	1	10/12/2023	20,239.17	.00	20,239.17	11/09/2023
		25888	MC197 PAULSON RD STR	1	10/12/2023	7,625.60	.00	7,625.60	11/09/2023
		25889	MC198 LIFT STATION #2 I	1	10/12/2023	13,082.50	.00	13,082.50	11/09/2023
		25890	MC208 USH 51 DOT PRO	1	10/12/2023	1,538.74	.00	1,538.74	11/09/2023
		25891	MC210 STORMWATER S	1	10/12/2023	671.25	.00	671.25	11/09/2023
		25892	MC215 STORMWATER RA	1	10/12/2023	3,137.50	.00	3,137.50	11/09/2023
Total 958:						51,962.81	.00	51,962.81	
992	US CELLULAR	0607715523	LIBRARY PHONE	1	09/28/2023	43.75	.00	43.75	10/27/2023
		0612420423	PARKS TABLETS	1	10/22/2023	79.00	.00	79.00	11/09/2023
		0612420423	SEWER TABLETS	2	10/22/2023	134.50	.00	134.50	11/09/2023
		0612420423	WATER TABLETS	3	10/22/2023	134.50	.00	134.50	11/09/2023
		0612420423	COMMDEV PHONE	4	10/22/2023	.50	.00	.50	11/09/2023
		0612420423	SEWER PHONE	5	10/22/2023	102.88	.00	102.88	11/09/2023
		0612420423	WATER PHONE	6	10/22/2023	102.88	.00	102.88	11/09/2023
		0612420423	PW PHONE	7	10/22/2023	102.88	.00	102.88	11/09/2023
		0612420423	CABLE/COMMTECH PHO	8	10/22/2023	42.50	.00	42.50	11/09/2023
		0612420423	OUTREACH PHONE	9	10/22/2023	115.00	.00	115.00	11/09/2023
		0612420423	FD/EMS PHONE	10	10/22/2023	302.80	.00	302.80	11/09/2023
		0612420423	PW TABLETS	11	10/22/2023	134.50	.00	134.50	11/09/2023
		0612420423	PD PHONE	12	10/22/2023	819.56	.00	819.56	11/09/2023
Total 992:						2,115.25	.00	2,115.25	
1015	VILLAGE OF MCFARLAN	103123	WM MCFARLAND PARK	1	10/31/2023	1,002.21	.00	1,002.21	11/09/2023
		103123	YAHARA RIVER PARK	2	10/31/2023	14.83	.00	14.83	11/09/2023
		103123	PED PATH	3	10/31/2023	2.97	.00	2.97	11/09/2023
		103123	PED PATH - OSBORN	4	10/31/2023	14.83	.00	14.83	11/09/2023
		103123	LEGION MEMORIAL PAR	5	10/31/2023	88.98	.00	88.98	11/09/2023
		103123	BRANDT PARK	6	10/31/2023	323.98	.00	323.98	11/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		103123	WOODLAND ESTATES PA	7	10/31/2023	32.63	.00	32.63	11/09/2023
		103123	AUTUMN GROVE PARK	8	10/31/2023	38.56	.00	38.56	11/09/2023
		103123	CEDAR RIDGE	9	10/31/2023	69.70	.00	69.70	11/09/2023
		103123	CEDAR GLADE PARK	10	10/31/2023	14.83	.00	14.83	11/09/2023
		103123	BOCCE BALL COURT	11	10/31/2023	16.00	.00	16.00	11/09/2023
		103123	EGNER PARK	12	10/31/2023	44.49	.00	44.49	11/09/2023
		103123	HIGHLAND OAK PARK	13	10/31/2023	72.67	.00	72.67	11/09/2023
		103123	COMM GARDEN	14	10/31/2023	16.00	.00	16.00	11/09/2023
		103123	PED PATH - DALE CURTI	15	10/31/2023	14.83	.00	14.83	11/09/2023
		103123	5802 & 5804 MAIN ST	16	10/31/2023	169.52	.00	169.52	11/09/2023
		103123	PED PATH - RUNNING DE	17	10/31/2023	14.83	.00	14.83	11/09/2023
		103123	MUNICIPAL CENTER	18	10/31/2023	336.64	.00	336.64	11/09/2023
		103123	RIDGE VIEW	19	10/31/2023	14.83	.00	14.83	11/09/2023
		103123	LIFT #2	20	10/31/2023	14.83	.00	14.83	11/09/2023
		103123	PW GARAGE	21	10/31/2023	1,053.38	.00	1,053.38	11/09/2023
		103123	PW - ST	22	10/31/2023	430.07	.00	430.07	11/09/2023
		103123	OLD LIBRARY	23	10/31/2023	37.08	.00	37.08	11/09/2023
		103123	LIBRARY	24	10/31/2023	374.43	.00	374.43	11/09/2023
		103123	LIBRARY	25	10/31/2023	176.48	.00	176.48	11/09/2023
		103123	MUNICIPAL CENTER	26	10/31/2023	531.37	.00	531.37	11/09/2023
		103123	VOM - HOLSCHER	27	10/31/2023	59.32	.00	59.32	11/09/2023
		103123	PARKING LOT	28	10/31/2023	14.83	.00	14.83	11/09/2023
		103123	OLD WELL HOUSE	29	10/31/2023	14.83	.00	14.83	11/09/2023
		103123	WATER TOWER - BURMA	30	10/31/2023	74.15	.00	74.15	11/09/2023
		103123	WATER TOWER - HOLSC	31	10/31/2023	45.97	.00	45.97	11/09/2023
		103123	WELL #1	32	10/31/2023	14.83	.00	14.83	11/09/2023
		103123	WELL #3	33	10/31/2023	14.83	.00	14.83	11/09/2023
		103123	LIFT #4	34	10/31/2023	14.83	.00	14.83	11/09/2023
		103123	6001 BROADHEAD - PSC	35	10/31/2023	2,150.60	.00	2,150.60	11/09/2023
		103123	6001 BROADHEAD - PSC	36	10/31/2023	124.28	.00	124.28	11/09/2023
		103123	5810 MILWAUKEE ST	37	10/31/2023	6.28	.00	6.28	11/09/2023
Total 1015:						7,455.72	.00	7,455.72	
1019	BAKER TILLY VIRCHOW	BT2588614	TIF #3 AUDIT COSTS	1	10/31/2023	5,765.00	.00	5,765.00	11/09/2023
		BT2592898	WATER UTILITY RATE CA	1	10/31/2023	486.00	.00	486.00	11/09/2023
Total 1019:						6,251.00	.00	6,251.00	
1093	WI STATE LABORATORY	758921	WATER TESTING	1	10/31/2023	1,142.00	.00	1,142.00	11/09/2023
Total 1093:						1,142.00	.00	1,142.00	
1128	ZARNOTH BRUSH WORK	0195812-IN	SWEEPER BRUSHES	1	10/11/2023	960.00	.00	960.00	11/09/2023
Total 1128:						960.00	.00	960.00	
1165	SPRANG, SARA	SS101123	NUTDC MILEAGE	1	10/11/2023	20.96	.00	20.96	11/09/2023
		SS101123	CMDC MILEAGE	2	10/11/2023	34.06	.00	34.06	11/09/2023
		SS102523	CMDC MILEAGE	1	10/25/2023	5.24	.00	5.24	11/09/2023
		SS102523	NUTDC MILEAGE	2	10/25/2023	1.31	.00	1.31	11/09/2023
Total 1165:						61.57	.00	61.57	
1245	PROFESSIONAL PEST C	645756	PW PEST CONTROL	1	10/18/2023	6.15	.00	6.15	11/09/2023
		645756	PW PEST CONTROL	2	10/18/2023	6.15	.00	6.15	11/09/2023
		645756	PW PEST CONTROL	3	10/18/2023	6.15	.00	6.15	11/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		645756	PW PEST CONTROL	4	10/18/2023	22.55	.00	22.55	11/09/2023
		645757	MC PEST CONTROL	1	10/18/2023	48.00	.00	48.00	11/09/2023
		647711	PARKS PEST CONTROL	1	10/18/2023	71.00	.00	71.00	11/09/2023
Total 1245:						160.00	.00	160.00	
1256	BOUND TREE MEDICAL,	85121489	MEDICAL - SUPPLIES	1	10/13/2023	133.14	.00	133.14	11/09/2023
		85124560	MEDICAL - SUPPLIES	1	10/17/2023	109.75	.00	109.75	11/09/2023
		85126150	MEDICAL - SUPPLIES	1	10/18/2023	4.18	.00	4.18	11/09/2023
		85127644	MEDICAL - SUPPLIES	1	10/19/2023	180.98	.00	180.98	11/09/2023
		85135073	MEDICAL - SUPPLIES	1	10/25/2023	282.40	.00	282.40	11/09/2023
		85139549	EMS - SUPPLIES	1	10/30/2023	268.62	.00	268.62	11/09/2023
		85141624	TRAINING	1	10/31/2023	2.52	.00	2.52	11/09/2023
		85141625	EMS - SUPPLIES	1	10/31/2023	13.19	.00	13.19	11/09/2023
Total 1256:						994.78	.00	994.78	
1358	EBI INC	219438	SHELVING	1	10/17/2023	7,262.03	.00	7,262.03	11/09/2023
Total 1358:						7,262.03	.00	7,262.03	
1462	TASC	IN2894319	RENEWAL FEE AND ADMI	1	10/17/2023	341.20	.00	341.20	11/09/2023
Total 1462:						341.20	.00	341.20	
1738	STATE OF WI TREASURE	154-103123	MONTHLY COURT FEES -	1	10/31/2023	1,801.82	.00	1,801.82	11/09/2023
Total 1738:						1,801.82	.00	1,801.82	
1759	MANDT SANDFILL TRUC	78249	WATER MAIN SPOILS	1	10/31/2023	910.00	.00	910.00	11/09/2023
		78249	LIMESTONE WITH FINES	2	10/31/2023	1,686.03	.00	1,686.03	11/09/2023
Total 1759:						2,596.03	.00	2,596.03	
1896	NAPA AUTO PARTS	913091	VEHICLE MAINTENANCE	1	10/17/2023	40.14	.00	40.14	11/09/2023
		913091	VEHICLE MAINTENANCE	2	10/17/2023	10.95	.00	10.95	11/09/2023
		913091	VEHICLE MAINTENANCE	3	10/17/2023	10.95	.00	10.95	11/09/2023
		913091	VEHICLE MAINTENANCE	4	10/17/2023	10.95	.00	10.95	11/09/2023
		914031	VEHICLE MAINTENANCE	1	10/24/2023	6.29	.00	6.29	11/09/2023
		914031	VEHICLE MAINTENANCE	2	10/24/2023	6.29	.00	6.29	11/09/2023
		914031	VEHICLE MAINTENANCE	3	10/24/2023	6.29	.00	6.29	11/09/2023
		914031	VEHICLE MAINTENANCE	4	10/24/2023	23.08	.00	23.08	11/09/2023
		914055	VEHICLE MAINTENANCE	1	10/24/2023	9.14	.00	9.14	11/09/2023
		914055	VEHICLE MAINTENANCE	2	10/24/2023	9.14	.00	9.14	11/09/2023
		914055	VEHICLE MAINTENANCE	3	10/24/2023	9.14	.00	9.14	11/09/2023
		914055	VEHICLE MAINTENANCE	4	10/24/2023	33.48	.00	33.48	11/09/2023
		914479	BACKHOE FILTERS	1	10/26/2023	39.56	.00	39.56	11/09/2023
		914479	BACKHOE FILTERS	2	10/26/2023	10.79	.00	10.79	11/09/2023
		914479	BACKHOE FILTERS	3	10/26/2023	10.79	.00	10.79	11/09/2023
		914479	BACKHOE FILTERS	4	10/26/2023	10.79	.00	10.79	11/09/2023
		914521	MOWER FILTERS	1	10/26/2023	36.27	.00	36.27	11/09/2023
		914521	MOWER FILTERS	2	10/26/2023	9.89	.00	9.89	11/09/2023
		914521	MOWER FILTERS	3	10/26/2023	9.89	.00	9.89	11/09/2023
		914521	MOWER FILTERS	4	10/26/2023	9.89	.00	9.89	11/09/2023
		915903	SWEEPER MAINTENANC	1	11/06/2023	19.67	.00	19.67	11/09/2023
		916007	VEHICLE MAINTENANCE	1	11/06/2023	25.57	.00	25.57	11/09/2023
		916007	VEHICLE MAINTENANCE	2	11/06/2023	25.57	.00	25.57	11/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		916007	VEHICLE MAINTENANCE	3	11/06/2023	25.57	.00	25.57	11/09/2023
		916007	VEHICLE MAINTENANCE	4	11/06/2023	93.76	.00	93.76	11/09/2023
	Total 1896:					503.85	.00	503.85	
1909	CATERPILLAR FINANCIA	34552812	LOADER LEASE	1	10/23/2023	759.66	.00	759.66	11/09/2023
		34552812	LOADER LEASE	2	10/23/2023	253.23	.00	253.23	11/09/2023
		34552812	LOADER LEASE	3	10/23/2023	253.23	.00	253.23	11/09/2023
		34552812	LOADER LEASE	4	10/23/2023	253.23	.00	253.23	11/09/2023
	Total 1909:					1,519.35	.00	1,519.35	
1910	ZURBUCHEN OIL INC	605479	FIRE/EMS OIL	1	10/20/2023	284.52	.00	284.52	11/09/2023
		605479	POLICE DEPARTMENT OI	2	10/20/2023	284.52	.00	284.52	11/09/2023
		605479	PW OIL	3	10/20/2023	42.68	.00	42.68	11/09/2023
		605479	PW OIL	4	10/20/2023	42.68	.00	42.68	11/09/2023
		605479	PW OIL	5	10/20/2023	42.67	.00	42.67	11/09/2023
		605479	PW OIL	6	10/20/2023	156.48	.00	156.48	11/09/2023
	Total 1910:					853.55	.00	853.55	
1921	FRONTIER	102223	LIBRARY PHONE	1	10/22/2023	123.82	.00	123.82	11/09/2023
	Total 1921:					123.82	.00	123.82	
1989	CORPORATE BUSINESS	35153670	PW COPIER	1	10/24/2023	72.55	.00	72.55	11/02/2023
		35153670	PW COPIER	2	10/24/2023	19.77	.00	19.77	11/02/2023
		35153670	PW COPIER	3	10/24/2023	19.77	.00	19.77	11/02/2023
		35153670	PW COPIER	4	10/24/2023	19.77	.00	19.77	11/02/2023
		35166086	COPIER LEASE	1	10/26/2023	221.98	.00	221.98	11/09/2023
		35177137	COPIER LEASE	1	10/27/2023	114.00	.00	114.00	11/09/2023
	Total 1989:					467.84	.00	467.84	
2008	THE HOMESTEADER'S S	100307	MOWER PARTS	1	10/23/2023	249.46	.00	249.46	11/09/2023
		100307	MOWER PARTS	2	10/23/2023	249.46	.00	249.46	11/09/2023
		100307	MOWER PARTS	3	10/23/2023	249.46	.00	249.46	11/09/2023
		100307	MOWER PARTS	4	10/23/2023	914.69	.00	914.69	11/09/2023
	Total 2008:					1,663.07	.00	1,663.07	
2032	TEN-41	877	CRAFT UNIFORM ALLOW	1	10/12/2023	82.50	.00	82.50	11/09/2023
		878	UNIFORM ALLOWANCE J	1	10/25/2023	95.00	.00	95.00	11/09/2023
		879	UNIFORMS	1	10/25/2023	17.00	.00	17.00	11/09/2023
	Total 2032:					194.50	.00	194.50	
2058	MICROMARKETING LLC	935728	AUDIO BOOKS	1	10/17/2023	76.94	.00	76.94	11/09/2023
		936426	AUDIO BOOKS	1	10/26/2023	39.99	.00	39.99	11/09/2023
		936645	AUDIO BOOKS	1	10/26/2023	33.49	.00	33.49	11/09/2023
	Total 2058:					150.42	.00	150.42	
2066	PELLITTERI WASTE SYS	4084004	RECYCLING SERVICE	1	10/31/2023	15,375.00	.00	15,375.00	11/02/2023
		4084004	TRASH SERVICE	2	10/31/2023	23,410.70	.00	23,410.70	11/02/2023
		4084004	PSC TRASH SERVICE	3	10/31/2023	138.14	.00	138.14	11/02/2023
		4084004	PSC RECYCLING SERVIC	4	10/31/2023	111.73	.00	111.73	11/02/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 2066:						39,035.57	.00	39,035.57	
2070	KKS PROPERTY	2023-11	COMMON AREA MAINT. F	1	11/01/2023	400.00	.00	400.00	11/09/2023
Total 2070:						400.00	.00	400.00	
2089	MIDWEST METER INC	0160942-IN	METERS FOR CELLULAR	1	10/20/2023	6,960.00	.00	6,960.00	11/09/2023
Total 2089:						6,960.00	.00	6,960.00	
2121	LAKESIDE INTERNATION	8279508P	VEHICLE MAINTENANCE	1	10/24/2023	159.30	.00	159.30	11/09/2023
		8279508P	VEHICLE MAINTENANCE	2	10/24/2023	43.44	.00	43.44	11/09/2023
		8279508P	VEHICLE MAINTENANCE	3	10/24/2023	43.44	.00	43.44	11/09/2023
		8279508P	VEHICLE MAINTENANCE	4	10/24/2023	43.44	.00	43.44	11/09/2023
		8279508PX1	VEHICLE MAINTENANCE	1	10/25/2023	57.43	.00	57.43	11/09/2023
		8279508PX1	VEHICLE MAINTENANCE	2	10/25/2023	15.66	.00	15.66	11/09/2023
		8279508PX1	VEHICLE MAINTENANCE	3	10/25/2023	15.66	.00	15.66	11/09/2023
		8279508PX1	VEHICLE MAINTENANCE	4	10/25/2023	15.66	.00	15.66	11/09/2023
Total 2121:						394.03	.00	394.03	
2165	JL RICHARDS CATERING	090922	BALANCE DUE - SENIOR	1	09/09/2022	967.62	.00	967.62	Multiple
Total 2165:						967.62	.00	967.62	
2216	ANDRES MEDICAL	112023MFWI	OCTOBER COLLECTION	1	10/31/2023	3,008.14	.00	3,008.14	11/09/2023
Total 2216:						3,008.14	.00	3,008.14	
2270	UNITY POINT HEALTH	100523	SUSPECT BLOODWORK	1	10/05/2023	87.38	.00	87.38	11/09/2023
Total 2270:						87.38	.00	87.38	
2279	FRIENDS OF THE WAUB	WSC-202301	PIER REMOVAL	1	10/16/2023	1,500.00	.00	1,500.00	11/09/2023
Total 2279:						1,500.00	.00	1,500.00	
16055	JENSEN, RALPH	03232023	EXCHANGE ST EASEME	1	03/23/2023	840.00	.00	840.00	Multiple
Total 16055:						840.00	.00	840.00	
16172	AMERICAN LIBRARY ASS	102423	MEMBERSHIP DUES	1	10/24/2023	247.00	.00	247.00	11/09/2023
Total 16172:						247.00	.00	247.00	
16181	WILS	499702	DATABASE FEES	1	10/17/2023	11,183.69	.00	11,183.69	11/09/2023
Total 16181:						11,183.69	.00	11,183.69	
16236	WEBER, MARK	MW100423	MEAL REIMBURSEMENT	1	10/04/2023	39.97	.00	39.97	11/09/2023
Total 16236:						39.97	.00	39.97	
16257	CORPORATE BUSINESS	350182	PW COLOR COPY OVER	1	11/08/2023	40.77	.00	40.77	11/09/2023
		350182	PW COLOR COPY OVER	2	11/08/2023	11.12	.00	11.12	11/09/2023
		350182	PW COLOR COPY OVER	3	11/08/2023	11.12	.00	11.12	11/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		350182	PW COLOR COPY OVER	4	11/08/2023	11.12	.00	11.12	11/09/2023
	Total 16257:					74.13	.00	74.13	
16268	SCHROECKENTHALER,	MS100223	TRAINING MEALS	1	10/02/2023	23.39	.00	23.39	11/09/2023
	Total 16268:					23.39	.00	23.39	
16296	DANE CO DEPT OF HUM	OCT2023	MEALSITE DONATION - M	1	10/19/2023	2,466.10	.00	2,466.10	11/09/2023
		OCT2023	MEALSITE DONATION - C	2	10/19/2023	464.00	.00	464.00	11/09/2023
	Total 16296:					2,930.10	.00	2,930.10	
16315	CRAFT, ANTHONY	AC101123	FENCING FOR K9 RUDY	1	10/11/2023	4,420.00	.00	4,420.00	11/09/2023
	Total 16315:					4,420.00	.00	4,420.00	
16332	SPEEDWAY SAND & GRA	PAYAPP3	2023 STREET & UTIL IMP	1	10/23/2023	387,417.12	.00	387,417.12	11/09/2023
	Total 16332:					387,417.12	.00	387,417.12	
16333	WI DEPT OF JUSTICE - TI	455TIME-000	TIME ACCESS	1	10/10/2023	384.00	.00	384.00	11/09/2023
	Total 16333:					384.00	.00	384.00	
16346	WOLF PAVING & EXCAVA	PAYAPP5-FI	PAYAPP5 - 2022 STREET	1	10/16/2023	55,126.28	.00	55,126.28	11/09/2023
	Total 16346:					55,126.28	.00	55,126.28	
16545	DEPT OF SAFETY AND P	103123	FIRE ALARM FEE	1	10/31/2023	5.00	.00	5.00	11/09/2023
		103123	FIRE SPRINKLER PLAN R	2	10/31/2023	5.00	.00	5.00	11/09/2023
	Total 16545:					10.00	.00	10.00	
16655	WI DEPT OF TRANSPORT	395-0000328	EXCHANGE ST PRELIMIN	1	11/01/2023	487.03	.00	487.03	11/09/2023
	Total 16655:					487.03	.00	487.03	
16741	PRO-TECH SECURITY SA	INV2356	HELMET RETENTION SY	1	08/10/2023	658.00	.00	658.00	11/09/2023
	Total 16741:					658.00	.00	658.00	
16747	WISCONSIN PRINTING	23111	NEWSLETTER-(OCT) 202	1	10/26/2023	885.80	.00	885.80	11/09/2023
		23111	NEWSLETTER POSTAGE	2	10/26/2023	141.16	.00	141.16	11/09/2023
	Total 16747:					1,026.96	.00	1,026.96	
16777	AT&T MOBILITY II LLC	2873326607	MDC TABLET	1	10/12/2023	618.97	.00	618.97	10/27/2023
		2873326607	CELL PHONE	2	10/12/2023	71.69	.00	71.69	10/27/2023
	Total 16777:					547.28	.00	547.28	
16782	MADISON EMERGENCY	INV1463	MEDICAL DIRECTION NO	1	11/08/2023	1,000.00	.00	1,000.00	11/09/2023
	Total 16782:					1,000.00	.00	1,000.00	
16921	AVANT GARDENING & LA	101023	CLOSE ESCROW ACCOU	1	10/10/2023	1,000.00	.00	1,000.00	11/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		20231185	LANDSCAPE MAINTENA	1	11/06/2023	989.07	.00	989.07	11/09/2023
	Total 16921:					1,989.07	.00	1,989.07	
16942	MAPPING SPECIALISTS	32090	ELECTION MAPS	1	10/17/2023	250.00	.00	250.00	11/09/2023
		32090	PD MAP	2	10/17/2023	150.00	.00	150.00	11/09/2023
		32090	F&R MAP	3	10/17/2023	150.00	.00	150.00	11/09/2023
	Total 16942:					550.00	.00	550.00	
16980	BOLDTRONICS, INC.	20230084	SOFTWARE UPDATE	1	10/09/2023	90.00	.00	90.00	11/09/2023
		20230112	DOG PARK CAMERA MAI	1	10/30/2023	153.75	.00	153.75	11/09/2023
		20230128	DOOR LOCKING REPAIR	1	10/31/2023	119.00	.00	119.00	11/09/2023
	Total 16980:					362.75	.00	362.75	
17084	AMAZON CAPITAL SERVI	11X-G3CH-C	VIDEO GAMES	1	10/22/2023	59.99	.00	59.99	11/09/2023
		1473-9YJF-3	DVDS & CDS	1	10/31/2023	42.95	.00	42.95	11/09/2023
		161C-WJYT-	PW SUPPLIES	1	10/18/2023	5.01	.00	5.01	11/09/2023
		161C-WJYT-	PW SUPPLIES	2	10/18/2023	5.01	.00	5.01	11/09/2023
		161C-WJYT-	PW SUPPLIES	3	10/18/2023	5.01	.00	5.01	11/09/2023
		161C-WJYT-	PW SUPPLIES	4	10/18/2023	18.34	.00	18.34	11/09/2023
		16QQ-L7XR-	PROGRAM SUPPLIES	1	10/29/2023	1,725.67	.00	1,725.67	11/09/2023
		171X-N74K-	DVDS & CDS	1	11/05/2023	40.92	.00	40.92	11/09/2023
		1D1P-RH7R-	DVDS & CDS	1	10/29/2023	40.93	.00	40.93	11/09/2023
		1DMN-MV1Q	DVDS & CDS	1	10/30/2023	9.99	.00	9.99	11/09/2023
		1DMN-MV1Q	DVDS & CDS	1	10/31/2023	44.92	.00	44.92	11/09/2023
		1F67-TJCJ-7	VIDEO GAMES	1	10/27/2023	.47-	.00	.47-	11/09/2023
		1FG1-TVLC-	PW SHOP SUPPLIES	1	10/25/2023	13.97	.00	13.97	11/09/2023
		1FG1-TVLC-	PW SHOP SUPPLIES	2	10/25/2023	3.81	.00	3.81	11/09/2023
		1FG1-TVLC-	PW SHOP SUPPLIES	3	10/25/2023	3.81	.00	3.81	11/09/2023
		1FG1-TVLC-	PW SHOP SUPPLIES	4	10/25/2023	3.81	.00	3.81	11/09/2023
		1GK7-MK3N-	AIR FILTERS	1	10/13/2023	135.33	.00	135.33	11/09/2023
		1GK7-MK3N-	ELECTION KEYBOARD &	2	10/13/2023	27.99	.00	27.99	11/09/2023
		1GK7-MK3N-	KEYBOARD & MOUSE	3	10/13/2023	27.99	.00	27.99	11/09/2023
		1GYL-1KYM-	DVDS & CDS	1	10/21/2023	44.92	.00	44.92	11/09/2023
		1H41-MFQD-	PARK SUPPLIES	1	10/27/2023	334.23	.00	334.23	11/09/2023
		1HW9-VCTD	PROGRAM SUPPLIES	1	10/21/2023	225.67	.00	225.67	11/09/2023
		1NVP-1TT7-	CUSTODIAL SUPPLIES	1	10/23/2023	14.83	.00	14.83	11/09/2023
		1NVP-1TT7-	CUSTODIAL SUPPLIES	2	10/23/2023	14.60	.00	14.60	11/09/2023
		1NVP-1TT7-	CUSTODIAL SUPPLIES	3	10/23/2023	.19	.00	.19	11/09/2023
		1NVP-1TT7-	CUSTODIAL SUPPLIES	4	10/23/2023	.19	.00	.19	11/09/2023
		1NVP-1TT7-	CUSTODIAL SUPPLIES	5	10/23/2023	.19	.00	.19	11/09/2023
		1NVP-1TT7-	CUSTODIAL SUPPLIES	6	10/23/2023	2.14	.00	2.14	11/09/2023
		1NVP-1TT7-	CUSTODIAL SUPPLIES	7	10/23/2023	2.14	.00	2.14	11/09/2023
		1NVP-1TT7-	CUSTODIAL SUPPLIES	8	10/23/2023	2.14	.00	2.14	11/09/2023
		1NVP-1TT7-	CUSTODIAL SUPPLIES	9	10/23/2023	.09	.00	.09	11/09/2023
		1QHF-QK1P-	CREDIT	1	10/22/2023	.11-	.00	.11-	11/09/2023
		1QTM-TQWP	OFFICE SUPPLIES	1	11/05/2023	120.62	.00	120.62	11/09/2023
		1RKN-N7C9-	LIBRARY FILTERS	1	10/17/2023	181.72	.00	181.72	11/09/2023
		1RKN-N7C9-	YOUTH CENTER FILTERS	2	10/17/2023	102.49	.00	102.49	11/09/2023
		1RKN-N7C9-	MUNICIPAL CENTER FILT	3	10/17/2023	308.97	.00	308.97	11/09/2023
		1RTC-FWYW	SPEED SIGN REPAIR	1	10/17/2023	104.00	.00	104.00	11/09/2023
		1VHQ-L3YD-	VIDEO GAMES	1	10/27/2023	128.99	.00	128.99	11/09/2023
		1WQ4-J4HC-	DVDS & CDS	1	10/25/2023	24.18	.00	24.18	11/09/2023
		1YQN-L31Q-	DVDS & CDS	1	10/31/2023	44.92	.00	44.92	11/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17084:						3,872.09	.00	3,872.09	
17092	GENERAL ENGINEERING	56	BUILDING INSPECTION S	1	10/18/2023	5,983.30	.00	5,983.30	11/09/2023
Total 17092:						5,983.30	.00	5,983.30	
17134	CORE & MAIN	T792468	HYDRANT PARTS	1	10/23/2023	139.00	.00	139.00	11/09/2023
Total 17134:						139.00	.00	139.00	
17140	US BANK VOYAGER FLE	8694160992	PD FUEL	1	11/01/2023	2,325.32	.00	2,325.32	11/09/2023
		8694160992	PARKS FUEL	2	11/01/2023	840.30	.00	840.30	11/09/2023
		8694160992	FIRE/EMS FUEL	3	11/01/2023	1,757.33	.00	1,757.33	11/09/2023
		8694160992	PW FUEL	4	11/01/2023	1,661.50	.00	1,661.50	11/09/2023
		8694160992	PW FUEL	5	11/01/2023	151.04	.00	151.04	11/09/2023
		8694160992	PW FUEL	6	11/01/2023	302.09	.00	302.09	11/09/2023
		8694160992	PW FUEL	7	11/01/2023	302.09	.00	302.09	11/09/2023
		8694160992	PW FUEL	8	11/01/2023	151.04	.00	151.04	11/09/2023
		8694160992	PW FUEL	9	11/01/2023	453.13	.00	453.13	11/09/2023
		8694160992	CAR4 FUEL	10	11/01/2023	37.99	.00	37.99	11/09/2023
Total 17140:						7,981.83	.00	7,981.83	
17183	HEARTLAND AG SYSTEM	IF43733	BRINE TANKS	1	10/24/2023	948.08	.00	948.08	11/09/2023
		IF43753	BRINE TANKS	1	10/25/2023	13.07	.00	13.07	11/09/2023
		IF43945	BRINE TANKS	1	11/06/2023	5.48	.00	5.48	11/09/2023
		IF43945	BRINE TANKS	2	11/06/2023	1.49	.00	1.49	11/09/2023
		IF43945	BRINE TANKS	3	11/06/2023	1.49	.00	1.49	11/09/2023
		IF43945	BRINE TANKS	4	11/06/2023	1.49	.00	1.49	11/09/2023
Total 17183:						971.10	.00	971.10	
17184	TELEFLEX LLC	9507589582	EMS - SUPPLIES	1	10/17/2023	59.50	.00	59.50	11/09/2023
Total 17184:						59.50	.00	59.50	
17187	B&H PHOTO	218011853	PSC COURT/TRAINING R	1	11/02/2023	171.94	.00	171.94	11/09/2023
Total 17187:						171.94	.00	171.94	
17196	ASSOCIATED TRUST CO	102323	VILLAGE 2020 GO NOTE	1	10/23/2023	300,000.00	.00	300,000.00	11/09/2023
		102323	VILLAGE 2020 GO NOTE	2	10/23/2023	27,737.50	.00	27,737.50	11/09/2023
		102323	WATER 2020 GO NOTES	3	10/23/2023	70,000.00	.00	70,000.00	11/09/2023
		102323	WATER 2020 GO NOTES I	4	10/23/2023	4,200.00	.00	4,200.00	11/09/2023
Total 17196:						401,937.50	.00	401,937.50	
17220	BCS INC	110223	TAX BILL MAILING - SOLI	1	11/02/2023	99.00	.00	99.00	11/09/2023
		110223	TAX BILL MAILING - TID#3	2	11/02/2023	180.00	.00	180.00	11/09/2023
		110223	TAX BILL MAILING - TID#4	3	11/02/2023	180.00	.00	180.00	11/09/2023
		110223	TAX BILL MAILING - TID#5	4	11/02/2023	180.00	.00	180.00	11/09/2023
		110223	TAX BILL MAILING - GF	5	11/02/2023	1,080.00	.00	1,080.00	11/09/2023
		110223	TAX BILL MAILING - UTIL	6	11/02/2023	27.00	.00	27.00	11/09/2023
		110223	TAX BILL MAILING - UTIL	7	11/02/2023	27.00	.00	27.00	11/09/2023
		110223	TAX BILL MAILING - SW	8	11/02/2023	27.00	.00	27.00	11/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17220:						1,800.00	.00	1,800.00	
17232	APG OF SOUTHERN WIS	28886-1023	ZBA PUBLIC HEARING N	1	10/31/2023	62.39	.00	62.39	11/09/2023
		28886-1023	VB PUBLIC NOTICES	2	10/31/2023	247.85	.00	247.85	11/09/2023
		28886-1023	VB PUBLIC HEARING NO	3	10/31/2023	90.75	.00	90.75	11/09/2023
		28886-1023	VB PUBLIC HEARING NO	4	10/31/2023	165.00	.00	165.00	11/09/2023
		28886-1023	VB PUBLIC HEARING NO	5	10/31/2023	165.00	.00	165.00	11/09/2023
		28886-1023	VB PUBLIC HEARING NO	6	10/31/2023	165.00	.00	165.00	11/09/2023
		28886-1023	VB PUBLIC HEARING NO	7	10/31/2023	990.00	.00	990.00	11/09/2023
		28886-1023	VB PUBLIC HEARING NO	8	10/31/2023	24.75	.00	24.75	11/09/2023
		28886-1023	VB PUBLIC HEARING NO	9	10/31/2023	24.75	.00	24.75	11/09/2023
		28886-1023	VB PUBLIC HEARING NO	10	10/31/2023	24.75	.00	24.75	11/09/2023
Total 17232:						1,960.24	.00	1,960.24	
17318	TDS	102223-PW	PW TV/PHONE/INTERNE	1	10/23/2023	337.35	.00	337.35	10/27/2023
		102223-PW	PW TV/PHONE/INTERNE	2	10/23/2023	91.99	.00	91.99	10/27/2023
		102223-PW	PW TV/PHONE/INTERNE	3	10/23/2023	91.99	.00	91.99	10/27/2023
		102223-PW	PW TV/PHONE/INTERNE	4	10/23/2023	91.99	.00	91.99	10/27/2023
		102223-VOM	FACILITIES PHONE	1	10/22/2023	103.30	.00	103.30	10/27/2023
		102223-VOM	FIRE/EMS TV/INTERNET/	2	10/22/2023	683.52	.00	683.52	10/27/2023
		102223-VOM	COMM&TECH PHONE/TV	3	10/22/2023	163.65	.00	163.65	10/27/2023
		102223-VOM	COMMDEV PHONE/INTE	4	10/22/2023	193.37	.00	193.37	10/27/2023
		102223-VOM	COURT PHONE/INTERNE	5	10/22/2023	101.47	.00	101.47	10/27/2023
		102223-VOM	LIBRARY INTERNET/PHO	6	10/22/2023	318.57	.00	318.57	10/27/2023
		102223-VOM	OUTREACH INTERNET	7	10/22/2023	41.00	.00	41.00	10/27/2023
		102223-VOM	OUTREACH PHONE	8	10/22/2023	142.34	.00	142.34	10/27/2023
		102223-VOM	PD TV/INTERNET/PHONE	9	10/22/2023	842.20	.00	842.20	10/27/2023
		102223-VOM	ADMIN PHONE/INTERNE	10	10/22/2023	308.60	.00	308.60	10/27/2023
Total 17318:						3,511.34	.00	3,511.34	
17394	MID-WISCONSIN SECURI	87753	SECURITY AGREEMENT	1	09/04/2023	310.00	.00	310.00	11/09/2023
Total 17394:						310.00	.00	310.00	
17420	BIG RIVER MAGAZINE	101923 SUB	MAGAZINE SUBSCRIPTI	1	10/03/2023	40.00	.00	40.00	11/09/2023
Total 17420:						40.00	.00	40.00	
17476	MED ALLIANCE GROUP, I	263514	CPAP	1	07/17/2023	298.94	.00	298.94	Multiple
Total 17476:						298.94	.00	298.94	
17484	FEARING'S AUDIO-VIDEO	72483D	FINAL PAYMENT - PSC T	1	10/30/2023	2,657.64	.00	2,657.64	11/09/2023
Total 17484:						2,657.64	.00	2,657.64	
17488	DOG WASTE DEPOT	577183	DOG WASTE BAGS	1	10/20/2023	999.75	.00	999.75	11/09/2023
Total 17488:						999.75	.00	999.75	
17528	HGA	244540	LIFT STATION #2 SOLAR	1	11/02/2023	677.95	.00	677.95	11/09/2023
		244541	PUBLIC SAFETY CENTER	1	11/02/2023	2,175.00	.00	2,175.00	11/09/2023
		244542	PROF. SRVC. ENERGY P	1	11/02/2023	2,460.00	.00	2,460.00	11/09/2023
		244550	PROF. SRVC. ENERGY P	1	11/03/2023	2,425.00	.00	2,425.00	11/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17528:						7,737.95	.00	7,737.95	
17563	NET OF MCFARLAND LLC	041823	REFUND OF OVERPAYM	1	04/18/2023	148.40	.00	148.40	Multiple
Total 17563:						148.40	.00	148.40	
17569	MCFARLAND ACE HARD	009942/T	M4 MAINTENANCE	1	10/18/2023	2.88	.00	2.88	11/09/2023
		009971/T	SMALL ENGINE FUEL	1	10/23/2023	12.88	.00	12.88	11/09/2023
		009989/T	PW SUPPLIES	1	10/25/2023	1.69	.00	1.69	11/09/2023
		009989/T	PW SUPPLIES	2	10/25/2023	1.69	.00	1.69	11/09/2023
		009989/T	PW SUPPLIES	3	10/25/2023	1.69	.00	1.69	11/09/2023
		009989/T	PW SUPPLIES	4	10/25/2023	6.22	.00	6.22	11/09/2023
		009990/T	BRINE TANKS	1	10/25/2023	4.45	.00	4.45	11/09/2023
		009990/T	BRINE TANKS	2	10/25/2023	1.21	.00	1.21	11/09/2023
		009990/T	BRINE TANKS	3	10/25/2023	1.21	.00	1.21	11/09/2023
		009990/T	BRINE TANKS	4	10/25/2023	1.21	.00	1.21	11/09/2023
		010024/T	EQUIPMENT MAINTENAN	1	10/30/2023	5.93	.00	5.93	11/09/2023
		010025/T	PW SUPPLIES	1	10/30/2023	8.01	.00	8.01	11/09/2023
		010025/T	PW SUPPLIES	2	10/30/2023	8.01	.00	8.01	11/09/2023
		010025/T	PW SUPPLIES	3	10/30/2023	8.01	.00	8.01	11/09/2023
		010025/T	PW SUPPLIES	4	10/30/2023	29.34	.00	29.34	11/09/2023
		010038/T	PW SUPPLIES	1	11/01/2023	8.42	.00	8.42	11/09/2023
		010038/T	PW SUPPLIES	2	11/01/2023	2.29	.00	2.29	11/09/2023
		010038/T	PW SUPPLIES	3	11/01/2023	2.29	.00	2.29	11/09/2023
		010038/T	PW SUPPLIES	4	11/01/2023	2.29	.00	2.29	11/09/2023
		010043/T	PW SUPPLIES	1	11/01/2023	10.95	.00	10.95	11/09/2023
		010043/T	PW SUPPLIES	2	11/01/2023	2.99	.00	2.99	11/09/2023
		010043/T	PW SUPPLIES	3	11/01/2023	2.99	.00	2.99	11/09/2023
		010043/T	PW SUPPLIES	4	11/01/2023	2.99	.00	2.99	11/09/2023
		010065/T	TRAILER MAINTENANCE	1	11/03/2023	16.80	.00	16.80	11/09/2023
		010065/T	TRAILER MAINTENANCE	2	11/03/2023	4.58	.00	4.58	11/09/2023
		010065/T	TRAILER MAINTENANCE	3	11/03/2023	4.58	.00	4.58	11/09/2023
		010065/T	TRAILER MAINTENANCE	4	11/03/2023	4.58	.00	4.58	11/09/2023
Total 17569:						160.18	.00	160.18	
17600	QUADIENT FINANCE USA	102423	POSTAGE	1	10/24/2023	2,029.63	.00	2,029.63	11/02/2023
Total 17600:						2,029.63	.00	2,029.63	
17677	CHAPIN, AARON	AC101823	TRAINING MEALS AND E	1	10/18/2023	202.92	.00	202.92	11/09/2023
Total 17677:						202.92	.00	202.92	
17685	INGRAM LIBRARY SERVI	62986048	BOOKS	1	10/11/2023	479.72	.00	479.72	11/09/2023
		62986892	BOOKS	1	10/12/2023	988.43	.00	988.43	11/09/2023
		62987203	BOOKS	1	10/13/2023	289.07	.00	289.07	11/09/2023
		62988793	BOOKS	1	10/17/2023	124.98	.00	124.98	11/09/2023
		62989313	BOOKS	1	10/18/2023	167.61	.00	167.61	11/09/2023
		62990642	BOOKS	1	10/20/2023	230.31	.00	230.31	11/09/2023
		62991463	BOOKS	1	10/24/2023	131.51	.00	131.51	11/09/2023
		62991662	BOOKS	1	10/24/2023	39.24	.00	39.24	11/09/2023
		62992659	BOOKS	1	10/25/2023	207.76	.00	207.76	11/09/2023
		62994095	BOOKS	1	10/27/2023	241.78	.00	241.78	11/09/2023
		62995087	BOOKS	1	10/31/2023	82.52	.00	82.52	11/09/2023
		67652058	BOOKS	1	10/09/2023	276.01	.00	276.01	11/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		67658404	BOOKS	1	10/27/2023	202.28	.00	202.28	11/09/2023
	Total 17685:					3,461.22	.00	3,461.22	
17742	KILCOYNE, HADEN	HK102023	TRAINING MEALS	1	10/20/2023	53.39	.00	53.39	11/09/2023
	Total 17742:					53.39	.00	53.39	
17759	WESTBURY, BRYAN	BW101623	UNIFORM ALLOWANCE	1	10/16/2023	200.00	.00	200.00	11/09/2023
	Total 17759:					200.00	.00	200.00	
17760	WILSON, CLAYTON	CW100223	UNIFORM ALLOWANCE	1	10/02/2023	200.00	.00	200.00	11/09/2023
	Total 17760:					200.00	.00	200.00	
17770	SJE	CD99500617	WATER SYSTEM MAINTENANCE	1	10/26/2023	371.86	.00	371.86	11/09/2023
		CD99500973	PUBLIC SAFETY CENTER	1	10/27/2023	18,948.00	.00	18,948.00	11/09/2023
	Total 17770:					19,319.86	.00	19,319.86	
17782	GFC LEASING - WI	I00867679	COPIER LEASE	1	11/01/2023	181.93	.00	181.93	11/09/2023
	Total 17782:					181.93	.00	181.93	
17789	TRANSUNION RISK AND	6174432-202	DATA SEARCH SERVICE	1	09/01/2023	136.40	.00	136.40	11/09/2023
		6174432-202	DATA SEARCH SERVICE	1	10/01/2023	129.60	.00	129.60	11/09/2023
		6174432-202	DATA SEARCH SERVICE	1	11/01/2023	103.20	.00	103.20	11/09/2023
	Total 17789:					369.20	.00	369.20	
17845	DANE COUNTY TREASU	44267	MEDICAL SUPPLIES	1	10/25/2023	64.34	.00	64.34	11/09/2023
	Total 17845:					64.34	.00	64.34	
17855	THOMPSON, JORDAN	JT102923	UNIFORM ALLOWANCE	1	10/29/2023	189.87	.00	189.87	11/09/2023
		JT102923	MEAL REIMBURSEMENT	2	10/29/2023	11.71	.00	11.71	11/09/2023
	Total 17855:					201.58	.00	201.58	
17901	HYDROCORP	0075082-IN	METER INSTALLATION	1	11/01/2023	4,141.00	.00	4,141.00	11/09/2023
	Total 17901:					4,141.00	.00	4,141.00	
17908	BADGER METER	80143117	CELLULAR SERVICE UNI	1	10/30/2023	1,639.37	.00	1,639.37	11/09/2023
		80143117	CELLULAR SERVICE UNI	2	10/30/2023	1,639.36	.00	1,639.36	11/09/2023
	Total 17908:					3,278.73	.00	3,278.73	
17909	SHORT ELLIOTT HENDRI	455780	SIGGELKOW ROAD - SE	1	11/02/2023	3,427.00	.00	3,427.00	11/09/2023
	Total 17909:					3,427.00	.00	3,427.00	
17920	GORDON FLESCHE CO, IN	IN14414564	EXTRA COPIES-PRINTED	1	10/20/2023	40.62	.00	40.62	11/09/2023
	Total 17920:					40.62	.00	40.62	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
17921	DINGES FIRE COMPANY	46498	STRUCTURAL BOOTS	1	10/31/2023	370.00	.00	370.00	11/09/2023
		46587	BATTERY PAC	1	11/02/2023	61.90	.00	61.90	11/09/2023
Total 17921:						431.90	.00	431.90	
17924	THAO, KONG	KT102023	TRAINING	1	10/20/2023	452.72	.00	452.72	11/09/2023
Total 17924:						452.72	.00	452.72	
17959	PARISI CONSTRUCTION	PR#4-10312	SKATE PARK CONSTRUC	1	10/31/2023	12,302.50	.00	12,302.50	11/09/2023
Total 17959:						12,302.50	.00	12,302.50	
17982	SVENSSON, FRED	101023	INTERPRETER SERVICE	1	10/10/2023	50.00	.00	50.00	11/09/2023
		102423	INTERPRETER SERVICE	1	10/24/2023	50.00	.00	50.00	11/09/2023
Total 17982:						100.00	.00	100.00	
18003	ALLAIN, SCOTT	SA101723	FIRE INSPECTOR TRAINI	1	10/17/2023	13.60	.00	13.60	11/09/2023
		SA102223	UNIFORM	1	10/22/2023	135.99	.00	135.99	11/09/2023
Total 18003:						149.59	.00	149.59	
18004	CONROY, GINGER	GC102223	UNIFORM ALLOW - PANT	1	10/22/2023	179.60	.00	179.60	11/09/2023
Total 18004:						179.60	.00	179.60	
18014	SCHUELLER, JOSH	JS102623	UNIFORM ALLOWANCE	1	10/26/2023	92.82	.00	92.82	11/09/2023
Total 18014:						92.82	.00	92.82	
18019	NEWTON, DAVE	DN100423	MEAL REIMBURSEMENT	1	10/04/2023	24.84	.00	24.84	11/09/2023
Total 18019:						24.84	.00	24.84	
18023	RAMKEY, JOHN & CHRIS	112222	REFUND OVERPAYMENT	1	11/22/2022	131.43	.00	131.43	Multiple
Total 18023:						131.43	.00	131.43	
18027	CENTRAL LAKE ARMOR	IN-0151245	ZIETSMA, TOWNS, BLOC	1	10/19/2023	3,018.83	.00	3,018.83	11/09/2023
Total 18027:						3,018.83	.00	3,018.83	
18028	MADISON COMMUNITY F	106	5K PROCEEDS	1	10/30/2023	1,689.00	.00	1,689.00	11/09/2023
Total 18028:						1,689.00	.00	1,689.00	
18034	HAWKINS, INC	6619897	WATER SYSTEM CHEMIC	1	11/07/2023	1,986.25	.00	1,986.25	11/09/2023
Total 18034:						1,986.25	.00	1,986.25	
18052	ORLOFF, DANIEL	DO101223	MEALS AT TRAINING	1	10/12/2023	12.65	.00	12.65	11/09/2023
Total 18052:						12.65	.00	12.65	
18068	SIMPLE NETWORK CON	30565	PD STORAGE AND VIDE	1	10/24/2023	394.68	.00	394.68	11/09/2023
		30666	SW	1	11/01/2023	18.53	.00	18.53	11/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		30666	EM MGT	2	11/01/2023	3.03	.00	3.03	11/09/2023
		30666	STW	3	11/01/2023	66.70	.00	66.70	11/09/2023
		30666	SEWER	4	11/01/2023	66.71	.00	66.71	11/09/2023
		30666	WATER	5	11/01/2023	66.67	.00	66.67	11/09/2023
		30666	PUBLIC WORKS	6	11/01/2023	12.38	.00	12.38	11/09/2023
		30666	COMMDEV	7	11/01/2023	9.08	.00	9.08	11/09/2023
		30666	OUTREACH	8	11/01/2023	12.11	.00	12.11	11/09/2023
		30666	FIRE/EMS	9	11/01/2023	39.79	.00	39.79	11/09/2023
		30666	POLICE	10	11/01/2023	93.36	.00	93.36	11/09/2023
		30666	GEN ADMIN	11	11/01/2023	203.03	.00	203.03	11/09/2023
		30666	FAMILY FESTIVAL	12	11/01/2023	3.03	.00	3.03	11/09/2023
		30666	COURT	13	11/01/2023	9.08	.00	9.08	11/09/2023
		30667	COURT	1	11/01/2023	21.62	.00	21.62	11/09/2023
		30667	GEN ADMIN	2	11/01/2023	483.61	.00	483.61	11/09/2023
		30667	POLICE	3	11/01/2023	222.35	.00	222.35	11/09/2023
		30667	FIRE/EMS	4	11/01/2023	94.78	.00	94.78	11/09/2023
		30667	OUTREACH	5	11/01/2023	28.86	.00	28.86	11/09/2023
		30667	COMM DEV	6	11/01/2023	21.62	.00	21.62	11/09/2023
		30667	PUBLIC WORKS	7	11/01/2023	29.49	.00	29.49	11/09/2023
		30667	WATER	8	11/01/2023	158.80	.00	158.80	11/09/2023
		30667	SEWER	9	11/01/2023	158.89	.00	158.89	11/09/2023
		30667	STORMWATER	10	11/01/2023	158.86	.00	158.86	11/09/2023
		30667	EMMGT	11	11/01/2023	7.21	.00	7.21	11/09/2023
		30667	FAMILY FESTIVAL	12	11/01/2023	7.21	.00	7.21	11/09/2023
		30667	SW ALLOCATION	13	11/01/2023	44.12	.00	44.12	11/09/2023
		30668	COURT - CLOUD BACKU	1	11/01/2023	1.56	.00	1.56	11/09/2023
		30668	GEN ADMIN - CLOUD BA	2	11/01/2023	34.97	.00	34.97	11/09/2023
		30668	POLICE - CLOUD BACKU	3	11/01/2023	16.08	.00	16.08	11/09/2023
		30668	FIRE/EMS - CLOUD BACK	4	11/01/2023	6.85	.00	6.85	11/09/2023
		30668	OUTREACH - CLOUD BA	5	11/01/2023	2.09	.00	2.09	11/09/2023
		30668	COMMDEV - CLOUD BAC	6	11/01/2023	1.56	.00	1.56	11/09/2023
		30668	PUBLIC WORKS - CLOUD	7	11/01/2023	2.13	.00	2.13	11/09/2023
		30668	WATER - CLOUD BACKU	8	11/01/2023	11.48	.00	11.48	11/09/2023
		30668	SEWER - CLOUD BACKU	9	11/01/2023	11.50	.00	11.50	11/09/2023
		30668	STORMWATER - CLOUD	10	11/01/2023	11.50	.00	11.50	11/09/2023
		30668	EMMGT - CLOUD BACKU	11	11/01/2023	.52	.00	.52	11/09/2023
		30668	FAMILY FESTIVAL - CLOU	12	11/01/2023	.52	.00	.52	11/09/2023
		30668	SW ALLOCATION - CLOU	13	11/01/2023	3.19	.00	3.19	11/09/2023
		MSP-30665	COURT	1	11/01/2023	43.79	.00	43.79	11/09/2023
		MSP-30665	GEN ADMIN	2	11/01/2023	979.37	.00	979.37	11/09/2023
		MSP-30665	POLICE	3	11/01/2023	450.30	.00	450.30	11/09/2023
		MSP-30665	FIRE/EMS	4	11/01/2023	191.94	.00	191.94	11/09/2023
		MSP-30665	OUTREACH	5	11/01/2023	58.44	.00	58.44	11/09/2023
		MSP-30665	COMM DEV	6	11/01/2023	43.79	.00	43.79	11/09/2023
		MSP-30665	PUBLIC WORKS	7	11/01/2023	59.71	.00	59.71	11/09/2023
		MSP-30665	WATER	8	11/01/2023	321.60	.00	321.60	11/09/2023
		MSP-30665	SEWER	9	11/01/2023	321.78	.00	321.78	11/09/2023
		MSP-30665	STORMWATER	10	11/01/2023	321.72	.00	321.72	11/09/2023
		MSP-30665	EMMGT	11	11/01/2023	14.60	.00	14.60	11/09/2023
		MSP-30665	FAMILY FESTIVAL	12	11/01/2023	14.60	.00	14.60	11/09/2023
		MSP-30665	SW ALLOCATION	13	11/01/2023	89.36	.00	89.36	11/09/2023
Total 18068:						5,450.55	.00	5,450.55	
18103	VISA	OCB102723	SCHUENKE	1	10/27/2023	1,550.62	.00	1,550.62	11/09/2023
		OCB102723	LARSON	2	10/27/2023	150.00	.00	150.00	11/09/2023
		OCB102723	D WALLACE	3	10/27/2023	522.52	.00	522.52	11/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		OCB102723	CHAPIN	4	10/27/2023	1,928.65	.00	1,928.65	11/09/2023
		OCB102723	HENDRICKSON	5	10/27/2023	109.95	.00	109.95	11/09/2023
		OCB102723	DENNIS	6	10/27/2023	3,146.51	.00	3,146.51	11/09/2023
		OCB102723	IGL	7	10/27/2023	1,130.78	.00	1,130.78	11/09/2023
		OCB102723	MILLER	8	10/27/2023	3,119.93	.00	3,119.93	11/09/2023
		OCB102723	BREMER	9	10/27/2023	1,056.68	.00	1,056.68	11/09/2023
		OCB102723	IRWIN	10	10/27/2023	34.40	.00	34.40	11/09/2023
		OCB102723	SUETTINGER	11	10/27/2023	864.24	.00	864.24	11/09/2023
		OCB102723	REIMER	12	10/27/2023	138.04	.00	138.04	11/09/2023
		OCB102723	JOB	13	10/27/2023	2,096.20	.00	2,096.20	11/09/2023
		OCB102723	ANDERSEN	14	10/27/2023	1,337.92	.00	1,337.92	11/09/2023
		OCB102723	JACOBSEN	15	10/27/2023	390.72	.00	390.72	11/09/2023
		OCB102723	T REITER	16	10/27/2023	564.19	.00	564.19	11/09/2023
		OCB102723	ANDERSON	17	10/27/2023	639.19	.00	639.19	11/09/2023
		OCB102723	LAWRENCE	18	10/27/2023	198.34	.00	198.34	11/09/2023
		OCB102723	JACOBS	19	10/27/2023	646.13	.00	646.13	11/09/2023
		OCB102723	JOHNSON	20	10/27/2023	180.00	.00	180.00	11/09/2023
		OCB102723	KENT	21	10/27/2023	22.12	.00	22.12	11/09/2023
Total 18103:						19,827.13	.00	19,827.13	
18116	FORWARD PHARMACY O	103123	MEDICATIONS	1	10/31/2023	45.00	.00	45.00	11/09/2023
Total 18116:						45.00	.00	45.00	
18144	ELAN FINANCIAL SERVIC	MSB101823	COX	1	10/18/2023	468.00	.00	468.00	10/27/2023
		MSB101823	ENGLER	2	10/18/2023	39.50	.00	39.50	10/27/2023
		MSB101823	J REITER	3	10/18/2023	744.64	.00	744.64	10/27/2023
Total 18144:						1,252.14	.00	1,252.14	
18164	REVELATION PR, ADVER	1448	SOCIAL MEDIA CONSULT	1	11/01/2023	1,000.00	.00	1,000.00	11/09/2023
Total 18164:						1,000.00	.00	1,000.00	
18175	BUCKY'S DUMPSTERS &	95612	PORTABLE RESTROOMS	1	10/20/2023	150.00	.00	150.00	11/09/2023
		95613	PORTABLE RESTROOMS	1	10/20/2023	150.00	.00	150.00	11/09/2023
		95614	PORTABLE RESTROOMS	1	10/20/2023	150.00	.00	150.00	11/09/2023
		95615	PORTABLE RESTROOMS	1	10/20/2023	150.00	.00	150.00	11/09/2023
Total 18175:						600.00	.00	600.00	
18185	HELMING, DAVID	061323	REFUND OVERPAYMENT	1	06/13/2023	322.02	.00	322.02	Multiple
Total 18185:						322.02	.00	322.02	
18201	RENO, LINDSEY	LR102023	MEAL AND MILEAGE - TR	1	10/20/2023	190.90	.00	190.90	11/09/2023
Total 18201:						190.90	.00	190.90	
18240	HOMBURG CONTRACTO	18320	CURB STOP REPAIR	1	10/30/2023	6,629.20	.00	6,629.20	11/09/2023
Total 18240:						6,629.20	.00	6,629.20	
18243	MADISON COLLEGE CPR	PS-274	ACLS PROVIDER ECARD	1	10/26/2023	22.00	.00	22.00	11/09/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 18243:						22.00	.00	22.00	
18266	NAVIANT	00148641	DIGITIZATION PROJECT	1	11/02/2023	11,700.00	.00	11,700.00	11/09/2023
Total 18266:						11,700.00	.00	11,700.00	
18270	ECONOPRINT INC	942742	PIM AQUATICS POSTAGE	1	10/31/2023	1,129.17	.00	1,129.17	11/09/2023
Total 18270:						1,129.17	.00	1,129.17	
18282	DELMORE ENTERPRISE	2023-0010	TRAINING REGISTRATIO	1	10/03/2023	395.00	.00	.00	Multiple
		2023-0010	TRAINING REGISTRATIO	2	10/03/2023	395.00-			
Total 18282:						.00	.00	.00	
18284	CHARTER COMMUNICATI	17088480111	CHARTER CABLE	1	11/01/2023	117.94	.00	117.94	11/09/2023
Total 18284:						117.94	.00	117.94	
18287	ILLINI HARDWARE	000853	PSC - DORM LOCKSETS	1	10/23/2023	5,375.00	.00	5,375.00	11/09/2023
Total 18287:						5,375.00	.00	5,375.00	
18288	5411 BASHFORD LLC	102423	TID 4	1	10/24/2023	172,000.00	.00	172,000.00	11/09/2023
Total 18288:						172,000.00	.00	172,000.00	
18289	E.H. WOLF & SONS, INC	393260	FIRE/EMS OIL	1	10/11/2023	900.00	.00	900.00	11/09/2023
		393260	POLICE DEPARTMENT OI	2	10/11/2023	900.00	.00	900.00	11/09/2023
		393260	PW OIL	3	10/11/2023	496.08	.00	496.08	11/09/2023
		393260	PW OIL	4	10/11/2023	135.29	.00	135.29	11/09/2023
		393260	PW OIL	5	10/11/2023	135.29	.00	135.29	11/09/2023
		393260	PW OIL	6	10/11/2023	135.30	.00	135.30	11/09/2023
Total 18289:						2,701.96	.00	2,701.96	
18290	TURNER, REESE	RT101223	MEAL REIMBURSEMENT	1	10/12/2023	11.70	.00	11.70	11/09/2023
Total 18290:						11.70	.00	11.70	
18291	UNIVERSAL POWER & S	558-3788	UNIVERSAL POWER - O	1	10/24/2023	715.00	.00	715.00	11/09/2023
Total 18291:						715.00	.00	715.00	
18292	IGLESIA PENTECOSTAL J	110723	REFUND CREDIT BALAN	1	11/07/2023	404.39	.00	404.39	11/09/2023
Total 18292:						404.39	.00	404.39	
Grand Totals:						1,650,001.	.00	1,650,001.	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
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Report Criteria:

Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Payee	Payee ID	Amount
10/21/2023	PC	10/27/2023	SCHOFIELD, KATIE	4074	188.12
10/21/2023	CDPT	10/27/2023	FIRE FIGHTERS LOCAL 31	8	201.67
11/04/2023	CDPT	11/09/2023	FIRE FIGHTERS LOCAL 31	8	203.33
11/04/2023	CDPT	11/09/2023	WPPA TREASURER	6	604.00

PAYROLL RELATED

\$1,197.12

Event Permit Application

10/25/2023 9:49 AM (CDT)

Event Permit Application

Fees

Application Fee	\$100 00
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Applicant Information

Name of Primary Contact (First, Middle Initial, Last)	Scott Hamilton
Phone Number	
Address	
Email Address	

Agency / Organization Information (If Applicable)

Agency / Organization Name	Madison Curling Club
Phone Number	608-838-5875
Address	4802 Marsh Road McFarland WI 53558

Event Information

Name of Event	MadTown Double Down
Type of Event	Mixed Doubles Tournament
Location of Event	4802 Marsh Road McFarland WI 53558
Event Date(s)	January 4-7, 2024
Event Time(s)	8 a.m. to 10 p.m.
Total Number of Anticipated Attendees	100

Total Number of Attendees Anticipated Being at the Event at One Time	50
Setup Start Time	8 a.m.
Tear-Down End Time	10 p.m.
Public or Private Event	Open to the Public
Is any part of the event proposed to take place on a Village street?	No
Will there be outdoor amplified sound?	No
Will the event generate excessive noise or amplified sound after 10 pm? All events generating noise after 10 pm require a variance from the Village Board.	No
Will alcohol be sold?	Yes, a Temporary Alcohol License Application is included as part of this Event Permit Application.
Will minors be present where alcohol is served? All events that allow for the presence of minors where alcohol is served require a variance from the Village Board.	No
Will a Village park be used?	No
Will the event involve tents or any other activities that will require digging or turf disturbance?	No
Has this event been previously approved in prior years by the Village?	Yes
When? (Month / Year)	January 2023
Have any of the event details changed from the prior years?	No
Will the event include any mobile food carts?	No
Will the event include any vendors?	No



Application for Temporary Class "B"/"Class B" Retailer's License

For additional information and instruction, please review the second page of the [Department of Revenue's Application](#).

Fee

Application Fee

\$10.00

Total Cost = \$10.00

Organization Information

By submitting this application, the named organization agrees to comply with all laws, resolutions, ordinances, and regulations (state, federal, or local) affecting the sale of fermented malt beverages and or/wine if the license is granted.

Type of Organization Bona fide Club

Organization Name Madison Curling Club

Organization Address 4802 Marsh Road McFarland WI 53558

Date Organized 07/01/2024

Names and Addresses of All Officers

i. **Officer Type**

President

Officer Name

Aaron Bertsch

Officer Address

[REDACTED]

Select plus sign to add additional officers.

Type of License(s) Applied For:

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
- A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125-51(10), Wis. Stats.

Name of Event Madtown Double Down

Start Date 01/04/2024

End Date 01/07/2024

Name of Person in Charge Scott Hamilton

Address of Person in Charge

[REDACTED]

Phone Number of Person in Charge

E-mail Address of Person in Charge

Location, including address, of Premises where fermented malt beverages and/or wine will be sold, served, consumed, or stored, and areas where alcohol beverage records will be stored:

4802 Mar h Road McFarland WI 53558

Do premises occupy all or part of building?

Yes

Describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

Entire Building

Declaration

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Name

Aaron Bert ch

Officer Title

President

Officer Signature



Date

10/25/2023

Required Attachments

Event Details & Security Plan

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

Any time call cell to arrange meeting.

Event Coordinators

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

i. Event Coordinator Name

Scott Hamilton

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

Curling Club

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

8 a.m. to 10 pm

Cell Phone Number

[REDACTED]

ii. Event Coordinator Name

Steve Trac

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

Curling Club

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

8 a.m. to 10 pm

Cell Phone Number

[REDACTED]

iii. Event Coordinator Name

Kroy Nernberger

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

Madison Curling Club

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

8 a.m. to 10 pm

Cell Phone Number

[REDACTED]

Indemnification Agreement

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

Applicant Signature



Date

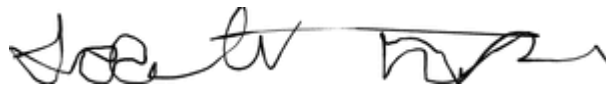
10/25/2023

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

Certifications

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

Applicant Signature



Date

10/25/2023

Total Amount Owed = \$110.00

Payment Details

10/25/2023 9:49 AM (CDT)

Transaction Id	9adf45f1-5aa8-45a6-b1fc-908a5f906d7b
Order Number	1ffaeeaf-a508-44de-b224-c187eafcbc95
Payment Type	CreditDebitCard
Card Number	xxxx xxxx xxxx 2366
Amount	\$110.00
Created At	10/25/2023 9:49 AM (CDT)

McFarland

VILLAGE OF

Police Department

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

Aaron P. Chapin | Chief of Police

DATE: November 8, 2023

TO: McFarland Village Board

FROM: Aaron P. Chapin, Chief of Police

RE: Recommendation of Approval, Madtown Double Down

I have reviewed the Special Event Permit Application and Temporary Class B Alcohol License submitted for the Madtown Double Down Event to be held on January 4-7, 2024. The organizers expect roughly 100 participants.

Note that alcohol will be served, and the organizers have hired a licensed bartender for the event. The organizers are also requesting an ordinance variance allowing for minors to be present where alcohol is distributed/consumed. I recommend the following requirements be placed on the applicant(s):

- Organizers will provide 1 staff member per 50 anticipated attendees, devoted to the function of assisting and directing attendees as needed.
- Each staff member will wear a nametag that clearly identifies them as event staff.
- Event staff will be required to card attendees that appear to be under the age of 30 at or prior to the point of sale of alcohol to assure compliance with underage drinking laws.
- They will also be required to utilize a wrist band, hand stamp or other means of identifying those of legal age subsequent to being carded.
- They will be required to have in place a plan to mitigate a fire, severe weather, medical or other emergency.

Any questions, feel free to contact me.

Thanks,



Aaron P. Chapin – Chief of Police

f17915
Form
AT-200

Appointment of Successor Agent – Retail Licenses

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

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

Section 1: Licensee Information and Acknowledgement

Licensee Name

Walgreen Co. dba Walgreens #10554

Reason for Cancellation of Appointed Agent

Agent no longer at store

The undersigned appoints Patricia Copeland
agent in accordance with sec. 125.04(6), Wis. Stats.

[Signature]
Signature of President / Member

10/24/23
Date

Section 2: Agent Information and Acknowledgement

Agent Name

Patricia Copeland

Mailing Address

City or Post Office

State

Zip Code

Agent Questions

1. Are you of legal drinking age?
2. Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent?
3. Have you ever been convicted of a federal law violation?
4. Have you ever been convicted of a state law violation?
5. Have you ever been convicted of a local ordinance violation?
6. Have you completed the required responsible beverage server training course per sec. 125.04(5)(a)5, Wis. Stats.?

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

I hereby accept appointment as agent for Walgreens #10554 and
assume full responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors.

Patricia A. Copeland
Signature of Agent

10/26/2023
Date

Section 3: Licensing Authority Approval

Municipality Name

VILLAGE OF McFARLAND

[Signature]
Signature of Official

11/06/2023
Date

CHIEF OF POLICE

Title of Official

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 14, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Motion to accept the Communications & Engagement Plan from Revelation, PR, Advertising and Social Media.

PREVIOUS ACTION:

On January 10th, the Village Board selected Revelation PR, Advertising & Social Media to put together a Communications and Engagement Plan for the Village.

On June 13, 2023, the Village Board approved the Public Input plan for the Communications and Engagement Plan for the Village.

At its meeting on October 10, 2023 the Committee of the Whole met with Brian Lee from Revelations to go over the enclosed plan that is drafted.

ISSUE SUMMARY:

Revelation, PR, Advertising and Social Media spent the summer conducting interviews, focus groups, and surveying the community. Attached is the Communication and Engagement plans and recommendations from Revelation PR, Advertising and social media put together from their findings and feedback from the community. Brian Lee was present previously at the Committee of the Whole to present the plan and discuss its recommendations with the board. No additional comments have been received since that time and finalizing this work is to accept the plan as presented to finalize the work.

FINANCIAL/BUDGET IMPACT:

Creation of a Communications and Engagement Plan was included as part of the 2023 Village Budget.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for action.

ATTACHMENTS:



1. Village of McFarland - Communications and Engagement Plan_v2 - FINAL



Communications and Engagement Plan

Prepared by Revelation PR, Advertising & Social Media

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Executive Summary

The purpose of this plan is to help the Village of McFarland enhance engagement with citizenry using cost-effective platforms tailored to local government; interconnect communications among the public, elected officials and staff; and meet the community's expectations for communication from a diverse, equitable, inclusive and sustainable standpoint.

The plan takes into account the current communications plan, comprehensive plan and strategic plan, including their goals and objectives as they relate to message conveyance. It also includes sections for emergencies/crises, special events and projects.

As you will see on the following pages, we have made recommendations on strategies and related tactics for achieving the Village's objectives. Based on staffing and financial resources, it is possible that not all tactics can be or will be executed, but the most important resource is going to be time. It will take time to strategically and rationally reorganize how the Village communicates as an organization. That requires onboarding new staff to take on these roles, and existing staff to learn new processes. Expectation on completion of these recommendations should be considered over a period of time to allow for the proper utilization of the ideas suggested.

Plan Objectives

1. Use creative solutions to enhance engagement with citizenry (herein after "enhance engagement").
2. Recommend cost effective and realistic platforms tailored to local government (herein after "platforms").
3. Interconnect communications among the public, elected officials and staff (herein after "interconnect").
4. Meet the community's expectations for communication from a diverse, equitable, inclusive, and sustainable standpoint (herein after "DEI").
5. Consider past planning, goals, and objectives as it relates to message conveyance (herein after "past planning").

Target Audiences

- Residents, including underrepresented populations
- Businesses and organizations
- Internal (staff and board)

Roles and Responsibilities (Staffing Structure)

Task: Evaluate leadership communications structure and make recommendations to improve hierarchy to disseminate information.

Recommendation: Create a PIO position

The PIO may be an entirely new position, or more likely, it can replace the Communications & Technology Director position. Alternative titles could include Communications Director/Manager/Coordinator, or Community and Outreach Director/Manager/Coordinator.

The PIO should be a director-level position within the communications department or division head-level within the administration department. Either way, the PIO should report directly to the Deputy Village Administrator or the Village Administrator.

Currently, many of the PIO tasks are being handled by the village administrator. While PIO-type positions typically are found in larger communities, the fact that the Village of McFarland has a communications department makes it structurally easier to have this defined role.

Technology should be managed by another department or area of the Village. The PIO should focus on Communication related duties.

Lastly, the PIO should meet with the McFarland School District monthly to discuss shared communications.

Following is a potential job description:

The PIO shall have responsibility for managing the Village's communication and public relations efforts, including the following:

- Proactively building mutually beneficial relationships between the Village and its publics.
- Responding to media inquiries and public information requests in a timely and accurate manner, sometimes acting as the Village's official spokesperson.
- Developing and distributing news releases, announcements, and other communications (e.g., newsletters) to inform the public about Village activities and issues.
- Maintaining the Village's website and social media accounts as well as responding to messages received on the website and social media accounts.
- Coordinating public outreach efforts and special events to promote Village programs and capital projects.
- Coordinating internal communications to keep Village staff and trustees informed of Village directives, news, announcements, events and projects.
- Serving as a liaison between the Village and the media and providing guidance and assistance to Village staff and trustees regarding media relations.
- Coordinating public information and media relations during an emergency, in accordance with the Village's crisis communications plan.

Recommendation: Transfer Village Administrator's PIO duties to PIO

Given that we have recommended the creation of the PIO position, the Village Administrator no longer needs to handle PIO duties, such as writing and issuing press releases. However, the Village Administrator should continue to act as the official spokesperson for the Village.

To keep staff and trustees apprised of important issues and events and apprised on how to discuss these issues and events, we recommend that the PIO, instead of the Village Administrator, send weekly communications (e.g., in an internal Microsoft Teams community) using key talking points that can be used with external audiences. The Village Administrator, PIO and DEI Coordinator should work together to create these talking points.

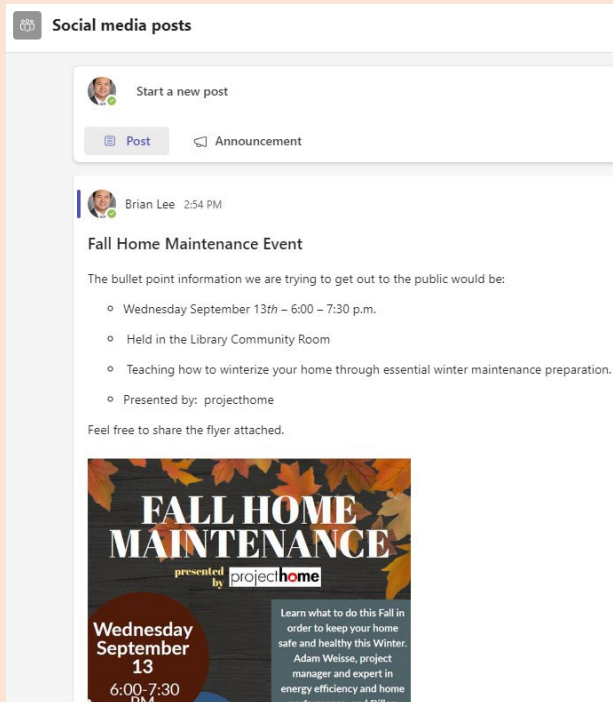
In addition, the Village Administrator should have administrator-level access to all social media accounts and communications software. The Village Administrator and PIO should add/remove access to these platforms when the other is hired/leaves.

Recommendation: All employees should redirect media requests to the Village PIO, and department heads should keep the PIO and Village Administrator informed

Employees who are contacted by the media should refer the inquiry to the PIO, who in turn shall determine the appropriate response and coordinate with the employee as necessary. Employees who receive public information requests should forward the request to the PIO for processing. (In addition, the website needs to have a media section that states all media requests should be sent to the PIO with their contact info listed.)

Department heads should submit any content requests to the PIO for inclusion on the website, in social media, in text communications and in print or electronic newsletters at least one week in advance whenever possible (or at least one week prior to the print deadline for The Outlook) via Teams. By using Teams, staff will be able to see all content requests, allowing for collaboration and input [see image]. Using Hootsuite, the PIO can share a link to a schedule of social media posts with department heads so that they know what is planned.

Department heads also should direct any department-specific updates to the Village Administrator for inclusion in weekly communications to all department heads and



trustees. This information should be submitted via Microsoft Teams at least three business days in advance whenever possible.

Recommendation: Create a separate DEI Coordinator position that reports directly to the Village Administrator

DEI is a strategy and imperative for the entire Village. Thus, for DEI to be integrated in the entire organization, the DEI Coordinator should report directly to the Village Administrator rather than be housed under the communications or HR departments. That structure aligns with studies/reports/articles that make the same case (see [Fast Company article](#) and [SHRM article](#)).

In addition, in our interview with Sun Prairie's Communications and Diversity Strategist, we learned that there is limited crossover in the communications and DEI tasks, and it doesn't appear common to find candidates who have work experience and/or skillsets in both fields. For example, the Strategist said that it would be rare to find someone with a communications background that also has a diversity certification (CDP, CDE or CCDP).

Thus, the main duty of this position will be to work with the Village Administrator and department heads on developing and executing DEI initiatives to support DEI efforts internally and externally.

In addition to the duties listed in the Village's draft job description, other duties (in red) are included below:

- Facilitating communication, coordination, and collaboration with Village departments, employees, community members, and other stakeholders to make meaningful movement toward a more equitable Village
- Developing and managing initiatives that incorporate best practices in DEI while ensuring that the initiatives align with the Village's strategic plan and operations and contribute to achievement of the Village's equity goals
- Developing and leading Village programming and events, including events on diversity, equity and inclusion, to internally and externally engage Village staff, community members and community partners
- Working with and providing support to the Village's Diversity, Equity, and Inclusion Committee **or employee resource group (ERG)**
- Leading development, implementation, and updates of the Village's DEI S.M.A.R.T Goals
- Researching and developing recommendations to Village-wide plans, programs, ordinances and policies to support the Village's diversity, equity and inclusion efforts
- Assisting Village departments to audit operations from an accessibility perspective; analyzes data; recommends solutions and improvements
- Maintaining records and data to prepare reports for the annual Equity Audit
- Managing and monitoring the Village's compliance with Americans with Disabilities Act (ADA), Title VI, and other related Federal mandates.
- Collaborating with Village staff to provide DEI leadership, training, and education to staff and the community
- Providing advice, guidance, and support on DEI to community members, businesses, and city employees and **serving as a liaison between the Village and community groups**
- Facilitating collaboration of interdepartmental/agency task forces, teams, and working groups; build effective partnerships with external organizations, both public and private, to support and achieve broad community DEI efforts.
- **Serving as a liaison between the Village and the McFarland School District**

General Engagement Strategies and Tactics

Strategy: Position the Village staff and trustees as knowledgeable of and approachable to discuss Village matters by interconnecting communications among the public, elected officials and staff

Objective(s) addressed: Enhance engagement, Interconnect, DEI

Examples of Tactics	KPIs	Costs
Have the PIO send weekly internal communications to keep village staff and trustees apprised of important issues and events and save updates to Microsoft Teams community.* *Give access to this Microsoft Teams community to staff and trustees	- Awareness of Village matters among staff, trustees and the community - Accurate information circulated throughout community (e.g., shared in Facebook groups)	Microsoft Teams: \$6/user per month for Business Basic plan with an annual subscription
Have trustees host in-person “office” hours at various family-friendly locations in the community (e.g., library) and/or virtual “office” hours in the evenings (4-7 p.m.) and/or at night (after 7 p.m.) at least once a month, using Constant Contact to collect registrations. NOTE: Times are supported by survey responses	- Constant Contact registrations - Community engagement level (e.g., in-person/virtual meeting attendance) - Awareness of Village matters among community - Perception of Village DEI focus	Constant Contact: \$35/month for the Standard plan
Have staff (especially Village Administrator) and trustees attend community events for underrepresented groups throughout the year	- Recognition of staff and trustees among underrepresented residents [Future] Direct communications to staff and trustees from members of underrepresented groups	
Have staff and trustees wear name badges when attending community events	Recognition of staff and trustees among residents	
Have PIO work with staff to write (blog) articles for the News section of the website and for The Outlook	- Traffic to the news section of website and individual blogs - Awareness of Village matters among community	Microsoft Teams: \$6/user per month for Business Basic plan with an

	• Recognition of staff among residents	annual subscription
Create dedicated email address for feedback [according to survey]	• Community engagement level (e.g., communications to the email address)	
Have an ambassador/greeter (e.g., trustee) at board meetings to welcome attendees and explain procedures to them [according to survey]	• Community engagement level (e.g., in-person/virtual board meeting attendance) • Positive feedback from attendees	
Have trustees personally invite residents, businesses, etc. to attend community engagement meetings	• Recognition of trustees among residents • Community engagement level (e.g., attendance at meeting, communications with trustees)	
Have trustees share recaps of meetings (e.g., board meetings, community engagement meetings, etc.) to their personal social media accounts	• Awareness of Village matters among community • Engagement parameters on the trustees' social media posts: reactions/likes, comments, shares, post clicks	
Create social media posts in Hootsuite that highlight and/or discuss trustees' duties and how they work together	• Recognition of trustees among residents • Engagement parameters for the posts: reactions/likes, comments, shares, post clicks	• Hootsuite: \$8,868-\$17,758/year depending on features and the number of users
Have trustees (continue) to participate in local organizations	• Awareness of Village matters among community • Recognition of trustees among residents • Relationship strength between trustees and local organizations • Village/trustee mentions on organizations' social media accounts	
On website and in board agendas, explain how community members can share their input if they can't attend the meeting	• Community engagement level (e.g., increased input from residents through email, phone calls, etc.)	
Have department heads go live on Facebook once a month (or when new projects/programs arise) to	• Facebook Live engagement level (e.g., comments, reactions, attendance)	

answer residents' questions in real-time (e.g., 4-7 p.m.)	• Recognition of staff among residents	
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Strategy: Use organic and paid digital media to reach target audiences and enhance engagement.
Objective(s) addressed: Enhance engagement, Platforms, DEI

Examples of Tactics	KPIs	Costs
Create social media posts that each trustee can share with their followers as they desire; these posts would be saved as drafts in Hootsuite.	- Post engagement parameters: reactions/likes, comments, shares, private messages, video views, post clicks - Reach, impressions, link clicks, CTR, landing page views/web traffic	Hootsuite: \$8,868-\$17,758/year depending on features and the number of users
Create Facebook groups for various Village topics (e.g., Capital projects, Village events, etc.) on the Village of McFarland Facebook page and post updates	- Community engagement level (e.g., number of group members, participation in group discussions) - Post engagement parameters: reactions/likes, comments, shares	
Alert McFarland-based Facebook groups of important Village posts to share amongst their members [interviews and survey responses indicated most people engage with community Facebook groups for an external source of information]	- Engagement parameters on the shared posts: reactions/likes, comments, shares, post clicks - Reach, impressions, link clicks, CTR, landing page views/web traffic (for posts w/ links) on shared posts - New followers to the Village of McFarland Facebook page - Awareness of Village matters and events among community	
Boost Facebook posts that contain important community information (e.g., yard waste pickup days, public involvement meetings, upcoming community events) and advertise this information on Nextdoor	- Reach, impressions, link clicks, CTR, landing page views/web traffic - Awareness of Village matters among community - Community engagement level (e.g., meeting and event attendance)	- Facebook boosts: ~\$50-\$75 per boost - Nextdoor: \$5/day (~\$70 per 2-week ad; \$150-155 per 1-month ad)
Create and boost Village Facebook events, especially events serving underrepresented populations and advertise events on Nextdoor	- Community engagement level (e.g., event attendance, diversity of attendees) - Facebook event engagement: people “interested” or “going”, likes, comments, event discussions, shares	- Facebook boosts: ~\$50-\$75 per boost - Nextdoor: \$5/day (~\$70 per 2-week ad; \$150-155 per 1-month ad)

	• Boost reach, impressions, link clicks, CTR, landing page views/web traffic (for boosts that include links to the website) • Perception of Village DEI focus	
Use Hootsuite to create individual social media posts from articles in The Outlook and/or The Lookout, and boost the posts as necessary	• Awareness of Village matters among community • Post engagement parameters: reactions/likes, comments, shares, private messages, video views, post clicks • Post/boost reach, impressions, link clicks, CTR, landing page views/web traffic	• Hootsuite: \$8,868-\$17,758/year depending on features and the number of users • Facebook boosts: ~\$50-\$75 per boost
Post YouTube video links to the website, to Facebook page (using Hootsuite) and in The Lookout, and annotate the videos	• Awareness of Village matters among community • You Tube video views/engagement • Outbound link clicks from the website • Link clicks in The Lookout and Facebook posts	• Hootsuite: \$8,868-\$17,758/year depending on features and the number of users
Promote community events and news (e.g., Lions, school, chamber, etc.) and tag the organizations on social media	• Relationship strength between staff/trustees and community • Perception of Village DEI focus • Social media engagement from tagged organizations (e.g., comments, shares, likes/reactions)	
Share/pin digital “new resident welcome” resources to the Village Facebook page monthly and have apartments/local realty groups share to their accounts [based on feedback from the survey]	• Awareness of Village resources among new residents • Website traffic to the resource pages • Post engagement parameters: reactions/likes, comments, shares, private messages, video views, link clicks	
Send out a link to the “all calendars” monthly community calendar via The Lookout and post	• Awareness of Village events and meetings among community	

on social media [based on feedback from the survey]	Website traffic to the monthly calendar	
Use Hootsuite's "social listening" feature to gain insights on topics residents are talking about (e.g., track conversations that mention the Village) and post content that address common inquiries and/or engage with residents	- Post engagement parameters: reactions/likes, comments, shares, private messages, video views, link clicks [Enhanced] Awareness of the topics posted	Hootsuite: \$10,668 or \$17,758/year for the packages that include social listening (5 or 10 users)
Create/share social media posts showcasing the business community to help with business retention and make McFarland businesses more visible	- Relationship strength with McFarland Businesses - Post engagement parameters: reactions/likes, comments, shares, private messages, video views, link clicks	
Create a "Community" subpage on the website showcasing the Village's relationship with the Ho-Chunk Nation (e.g., history, land acknowledgement, news, events, new programs)	- Traffic to the web page - Perception of Village DEI focus	

Strategy: Use print, email and digital communications to push information into the community and meet their expectations from a DEI perspective

Objective(s) addressed: Platforms, DEI, Past Plans

Examples of Tactics	KPIs	Costs
Send more frequent direct mail communications in English and Spanish (one month out + one week out), especially for important dates or upcoming events and expand mailing radius for capital projects	• Participation in community events • Awareness of Village matters among community • Perception of Village DEI focus • Web traffic (if QR codes w/ UTM tracking are included)	• Direct mail printing and postage costs: ~\$1,385-\$1,515 per send • Gengo: \$0.06-\$0.12 per word
Create a Spanish version of The Lookout using Gengo	• Awareness of Village events and matters among Spanish speakers • Perception of Village DEI focus • Web traffic (for links included in The Lookout)	• Gengo: \$0.06-\$0.12 per word
Create a Spanish version the McFarland Area Senior News newsletter using Gengo	• Awareness of senior news, programs and events among Spanish speakers • Perception of Village DEI focus	• Gengo: \$0.06-\$0.12 per word • McFarland Aea Senior News Newsletter (Spanish version) printing costs: ~\$895-\$1,200 per issue
Change the distribution schedule of The Outlook and The Lookout to monthly [according to survey]	• Awareness of Village events and matters • Link clicks/web traffic (for links included in The Lookout)	• The Outlook printing costs: ~\$4,500 per issue • Constant Contact: \$35/month for the Standard plan
Allow Village residents to subscribe to specific topics (e.g., events vs. community projects) for email/e-newsletters in Constant Contact	• Subscription rates for topics • Open rates for segmented e-newsletters • Awareness of Village events and matters	• Constant Contact: \$35/month for the Standard plan

	Community engagement level (e.g., meeting and event attendance)	
Distribute copies of The Outlook at senior centers, food pantries, Municipal Center, the library, etc.	- Awareness of Village events and matters among residents of diverse backgrounds - Perception of Village DEI focus	The Outlook printing costs: ~\$4,500 per issue
Distribute copies of McFarland Area Senior News newsletter (English and Spanish versions) to senior centers, food pantries, Municipal Center, the library, etc.	- Awareness of senior news, programs and events among residents of diverse backgrounds - Perception of Village DEI focus	- McFarland Aea Senior News Newsletter printing costs (English version): ~\$3,150 - McFarland Aea Senior News Newsletter (Spanish version) printing costs: ~\$895-\$1,200 per issue
Submit upcoming events to the McFarland Thistle	- Awareness of Village events - Event attendance	
Send out text communications in English and Spanish (push notifications) as something occurs (e.g., changes to trash schedule) using CivicPlus	- Awareness of Village events and matters - Meeting/event attendance - Perception of Village DEI focus	- Text message service (through CivicPlus): \$7,500/year - Gengo: \$0.06-\$0.12 per word
Send press releases and pitch stories to outlets such as InBusiness Magazine, WisBusiness, Madison365, Spectrum 1, La Movida, etc. to reach specific audiences. Use Cision to build distribution lists and send releases	- Awareness of Village events and matters - Awareness of Village events and matters among residents of diverse backgrounds - Perception of Village DEI focus	Cision: ~\$7,200/year
Use inclusive pronouns (e.g., together, we) and avoid gendered pronouns (you guys, chairman)	Perception of Village DEI focus	

Advertise community events on specific language speaking online radio stations via Pandora or iHeartRadio	• Awareness of Village events and matters among residents of diverse backgrounds • Perception of Village DEI focus	• \$250 minimum spend
Provide info to village alders/community leaders to share with their constituents/members	• Awareness of Village events and matters	
Include Village-related news and announcements in the McFarland School District's weekly communications (in cooperation with the District Administrator)	• Awareness of Village events and matters among families (of all backgrounds) with school-aged children	
Send out monthly surveys in English and Spanish to gather feedback from Village businesses and residents via Constant Contact and distribute paper versions at various community hubs (e.g., Municipal Center, library, senior centers, etc.)	• Survey submissions • Perception of Village DEI focus	• Constant Contact: \$35/month for the Standard plan • Gengo: \$0.06-\$0.12 per word • Survey printing cost: ~\$135

Cable Channel

Following our recommendation to convert the Communications & Technology Director position to a PIO position, the cable channel responsibilities can be 1) reduced and 2) reassigned to another position in the communications department. Here are reasons why the responsibilities can be reduced:

Popularity of McFarland School District Content

In 2021 and 2022, the most-watched videos were MSD-related, other than the fire house tour. Examples include football games, boys' soccer games, girls' volleyball games, a high school talent show and the school board candidates forum. In fact, 23 of the top 30 most-watched videos were high school sports. As a result, we recommend that MSD gather video content using its own staff and provide it to the cable channel.

Ease of Alternatives for Recording Village Board Meetings

Since the Village Board Meetings are accessible via Zoom, we recommend that the Village record the meetings using Zoom. The resulting video file can be used for the cable channel.

At some point, the Village could also consider broadcasting the board meetings using YouTube Live, which only requires a webcam. The resulting video would then be automatically uploaded to the cable channel page.

Platform Preferences for Residents

According to the community survey, residents are primarily staying informed through Village social media accounts, "The Outlook" and the Village website. Residents also selected those three platforms for the Village to better engage with the community. Thus, more staff time and resources should be devoted to those platforms (along with "The Lookout"), and our corresponding recommendations are listed in the tactics section of this plan.

Special Events

Overview

The special events plan provides tactics and a general timeline that can be used as a template for all Village of McFarland special events, including smaller-scale events such as ribbon cuttings and grand openings, or larger community events such as the McFarland Community Festival.

For any events organized by the Village of McFarland, it is imperative to pick a date that 1) does not conflict with other (major) events taking place and 2) is not a religious holiday.

Strategies

- Leverage community members/groups and the media to spread the word
- Promote the event on social media (paid and organic)
- Use digital and print communications to build awareness

Tactics

- Disseminate information and/or provide materials (e.g., flyers, social media graphics) to local organizations (e.g., library, school district, historical society, chamber of commerce, etc.) to share with their networks
- Send a press release to relevant media outlets
- Communicate event details via Microsoft Teams to staff and trustees so they can help answer questions and engage with the public
- Post information about the event on social media channels
- Create Facebook events for official Village events
- Use social media ads to target potential attendees
- Add the event to the community calendar on the website
- Write a blog article about the event and use as event webpage; add link to registration if required
 - Use Facebook or Constant Contact to collect RSVPs
- Feature the event in The Outlook (e.g., save the dates) and The Lookout

Timeline

Two months before the event (or as early as possible)

- Add the event to the community calendar on the Village website (at least core details like name, date, time, location. Additional details can be added later if needed.)
- Publish a blog article to the website (will act as the event webpage)
- Include a save the date in The Outlook and The Lookout (Note: this may to be moved in the timeline depending on the publication deadline)
- Add the event to Facebook (create a Facebook event for official Village events) and add co-hosts if applicable (can add more details later if needed) OR add the event to Constant Contact to collect RSVPs

One month before the event

- Share the event link on social media
- Create an Instagram post and story with a “link sticker” that routes to the blog. Save the story as a highlight within an “Events” category
- Create print marketing materials (only for larger events)
- Create event info/talking points for staff and trustees
- Include a feature story of the event in The Lookout (Note: this may need to be moved in the timeline depending on the distribution schedule)

Three weeks before the event

- Distribute print and/or digital marketing materials to other organizations
- Write and send a press release (only for larger events)

Two weeks before the event

- Boost the event on Facebook (only for larger events)
- Run an ad on Nextdoor (only for larger events)
- Publish event reminder posts to Facebook and Instagram

One week before the event/week leading up to event

- Post event features on Facebook and Instagram (e.g., tease activities, vendors, etc.)

Day before the event

- Publish reminder posts on Facebook and Instagram

Day-of the event/At the event

- Post photos/video of the event to encourage last-minute attendees
- (Optional) Go live on Facebook/Instagram at the event

Ongoing:

- Update blog, calendar and Facebook/Constant Contact event with new information
- Have Village staff and trustees share social media posts, monitor social media/answer questions and engage with community

Projects

Overview

The projects plan provides tactics and a general timeline that can be used as a template for informing residents, encouraging community participation (e.g., at board meetings) and gathering feedback on capital projects.

Strategies

- Use direct outreach for community members and groups, including underrepresented populations
- Promote the projects on social media and traditional media
- Use digital and print communications

Tactics

- Host community meetings between 4-7 p.m. [according to survey]
- Communicate project details via Microsoft Teams to staff and trustees so they can help answer questions and engage with the public
- Partner with the library or other community centers to help residents without internet/computers (learn how to) attend virtual board and community meetings
- Create Facebook groups for various Village projects on the Village of McFarland Facebook page and post updates
- Send direct mail to affected residents to introduce the project
- Create fact sheets [according to survey]
- Create guide for getting involved [according to survey]
- Create a project webpage (blog post) and include all relevant documents
- Share information in The Outlook, The Lookout and social media
- Create Facebook events for board meetings and community meetings (includes Zoom link, overview of topics that will be covered and/or link to agenda) and notify target audiences (e.g., residents near the project)
- Advertise on Facebook and Nextdoor to promote project meetings
- Send a press release to relevant media outlets

Timeline

As soon as you know details:

- Create project webpage, fact sheet, involvement guide
- Create project-specific talking points
- Identify stakeholders
- Schedule community engagement events between 4-7 p.m. [according to survey]

About six months before the start of the project or another milestone (e.g., board approval):

- Send out digital and print communications (e.g., text alerts, postcards) about project and its community meetings and include information in The Outlook/The Lookout
- Introduce project on social media channels (both Village and other groups)
- Announce project and community meetings via press release
- Run ads on Facebook and Nextdoor to promote community meetings
- Add relevant project information to the website
- Add community meetings to community calendars

About five months before the start of the project or another milestone (e.g., board approval):

- Host first set of community meetings for project
- Attend community events to discuss the project with residents, especially underrepresented populations
- Post exhibits to project page (after meeting)
- Post photos from meetings to social media (after meeting)

About two months before the start of the project or another milestone (e.g., board approval):

- Send out digital and print communications (e.g., text alerts, direct mail postcards) for second set of community meetings and include information in The Outlook/The Lookout
- Publish social media posts about what happened during the first set of community meetings and what will happen during the second set of community meetings (both Village and other groups)
- Run ads on Facebook and Nextdoor to promote community meetings
- Add relevant project information to the website
- Add community meetings to community calendars

About one month before the start of the project or another milestone (e.g., board approval):

- Host second set of community meetings for project
- Attend community events to discuss the project with residents, especially underrepresented populations
- Post exhibits to project page (after meeting)
- Post photos from meetings to social media (after meeting)

About 1-2 weeks before the start of the project or another milestone (e.g., board approval):

- Create reminder posts about upcoming board meetings on social media
- Post agenda updates within FB event

Ongoing:

- Update project website
- Post project updates on social media (both Village and other groups)
- Continue to answer community answers digitally (e.g., website form comments, emails, social media messages, etc.)
- Send e-newsletters, post on social media and send text communications to share project updates related to new project phases, milestones or traffic impacts

School District

Task: Review and provide recommendations regarding the Village's relationship with the School District of McFarland as it relates to Village communication and engagement efforts.

Cable Channel

The Oct. 7, 2022 version of the Communications & Technology Director job description lists duties related to the general supervision over the technical and programming operations of the cable channel. In the past, channel content has included McFarland School District (MSD) sporting events, graduation ceremonies, musical concerts and other school activities. While this programming does draw viewership—for example, 23 of the top 30 watched videos were sports, based on our analysis of the YouTube channel—**MSD should provide the content to the Village's cable channel, rather than the Village using its resources to record the events.**

As recommended in the staffing section of this plan, the Communications & Technology Director position should more closely align with the role of a PIO, and that does not include serving as a publicist for MSD. In addition, we learned from our interview with the district administrator that **MSD would consider outsourcing or hiring a videographer if that service was no longer provided to them by the Village.**

Shared Communications

A common theme that was brought up in our interviews was the need for the Village and MSD to collaborate, especially on communications. We also learned anecdotally that the average resident of McFarland is more likely to open and read communications from MSD than from the Village; however, there also are times when MSD needs to reach residents without children in school (e.g., to discuss an operational referendum).

As a result, the **Village should send important Village-related news to the district administrator for inclusion in the schools' weekly communications.** At the same time, the **Village should ask the district administrator what information or events they would like to include in the Village's communication channels,** such as The Outlook.

Until MSD hires its own PIO, which may not be for several years, the **Village of McFarland PIO should meet with the district administrator monthly to discuss shared communications.** The Village also could consider creating a Microsoft Teams community for school district and sharing access with the district administrator.

(We have incorporated these recommendations in the tactics section of this plan.)

DEI

MSD recently hired a Diversity, Equity, Inclusion, and Belonging Coordinator. We recommend that the **Village's eventual new DEI Coordinator meet with their MSD counterpart monthly.** Together, they can determine when it would make sense for joint organizational efforts for internal and external DEI events.

Key Messages

General

- The Village of McFarland is committed to maintaining and enhancing the quality of life for the community.
- We want our residents to be engaged, have their voices be heard and have a high level of confidence in Village government.
- We pledge to continue making the Village of McFarland an inclusive, safe and model place to live, work and play.

Village project

- The goal of this project is to [LIST 2-3 BENEFITS]
- We make it easy for the public to stay informed, including [LIST METHODS].
- Your input is important in shaping the project.

Business introduction

- The Village of McFarland supports our main street/locally owned/family-owned businesses, and we are pleased to welcome [BUSINESS NAME] to our community.

Special event

- This event is an example of what makes this community a desirable place to live, work and play.
- For annual events: We know the community always looks forward to [EVENT NAME], which is a staple of our active social calendar.

For use in RFPs

- The consultant shall develop and execute a public engagement plan to inform and gather input from stakeholders regarding this planning project. The plan must identify a representative group of stakeholders, including underserved communities, in addition to those who live or work within the study areas, and apply the principles of environmental justice, if applicable. The plan also must include key messages and messages tailored to each stakeholder group. Consultants are expected to work with Village Staff to inform and gather input from these stakeholders on an ongoing basis through a variety of methods, including, but not limited to, listening sessions, surveys, interviews, focus groups, open houses, virtual meetings, or other means to be suggested and determined.

Tools

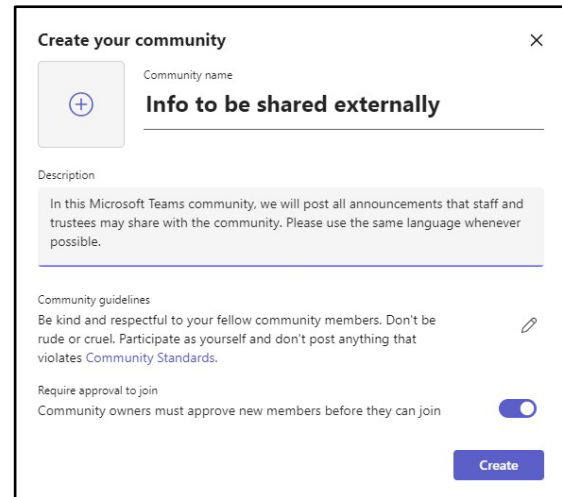
Primary

Constant Contact

- Website: <https://www.constantcontact.com/>
- Cost: Standard \$35/month
- Purpose: Send emails and newsletters to segmented lists; and use for event registration, event management and online surveys.

Microsoft Teams

- Website: <https://www.microsoft.com/en-us/microsoft-teams/group-chat-software/>
- Cost: \$6/user/month for the Business Basic plan, which includes Office 365 (Outlook, Word, Excel, etc.)
- Purpose: Intranet to store updates, messages, public-facing documents, files (up to 250 GB in size), community contacts, etc. in “communities” [see photo] for staff and board to access at any time; host internal discussions on various topics; submit requests to PIO; host team meetings with transcripts.



The screenshot shows the 'Create your community' form in Microsoft Teams. It includes a 'Community name' field with a placeholder 'Info to be shared externally', a 'Description' field with a sample text about announcements, and 'Community guidelines' with a sample text about being kind and respectful. There is a toggle switch for 'Require approval to join' which is currently turned on. A 'Create' button is at the bottom right.

Hootsuite

- Website: <https://www.hootsuite.com/>
- Cost: \$8,868/year (\$739/month) for five users, \$10,668/year (\$889/month) for five users with social listening feature, \$17,758/year (\$1,479/month) for 10 users with social listening feature. NOTE: Hootsuite offers up to a 30% discount on multi-year partnerships
- Purpose: Social media management tool to manage all department social media accounts, manage access to those accounts, allow collaboration among multiple users (with a workflow approval process) and organize content in an easy-to-use library; allows monitoring and “social listening” of other social media accounts and external channels and integrates with software such as Canva and Microsoft Teams.
- FedRAMP-certified and is used by more than 2,000 government and public sector agencies, including the County of Fairfax, Virginia.

Secondary

Canva Pro

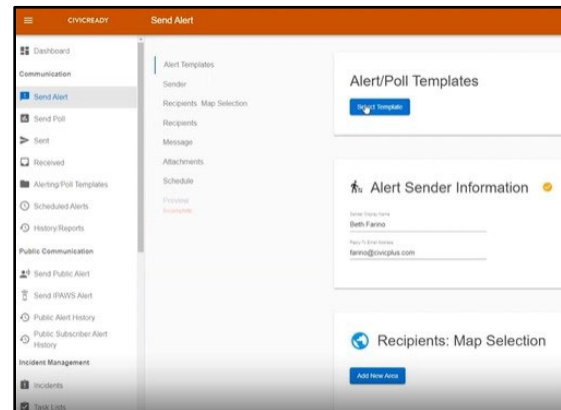
- Website: <https://www.canva.com/pro/>
- Cost: \$14.99/month (for one person) or \$119.99/year (for one person). Savings of 33% with yearly purchase.
- Purpose: Online graphic design tool that helps users create social media images, videos, animations, presentations and more.

Cision

- Website: <https://www.cision.com/>
- Cost: ~\$7,200/year
- Purpose: Acquire reporters' contact info, create media distribution lists, monitor media and social media for mentions (e.g., "Village of Cottage Grove," "Matt Schuenke," "Carolyn Clow").

CivicPlus

- Website:
<https://www.civicplus.com/civicready/mass-notification-system>
 - Video demos: <http://bit.ly/2MEIQXo>
- Cost: ~\$7,500/year
- Purpose: Communicate with community via SMS, email, voice and app (including multilingual); messages can include attachments, be scheduled and be sent within a specific geographic location; send internal alerts to staff/board; send polls.
- Used by other municipalities with similar population sizes, including Marshall, PA (9,355) and Vinyard, UT (8,628).

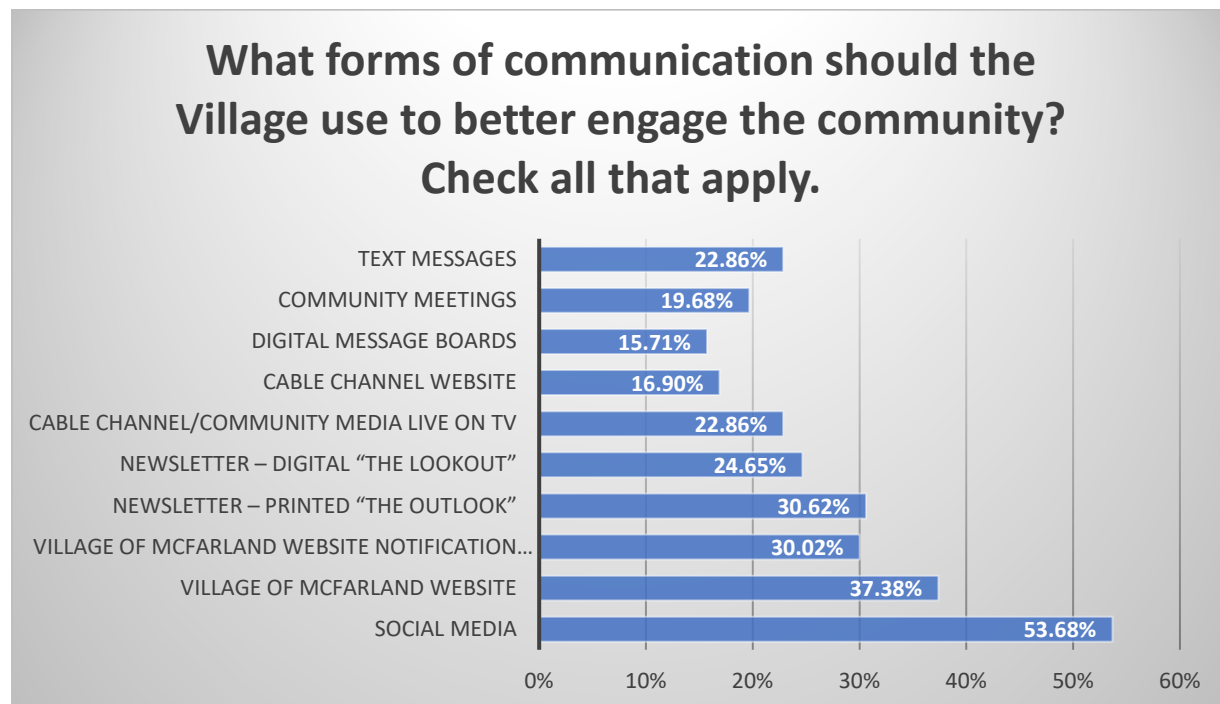
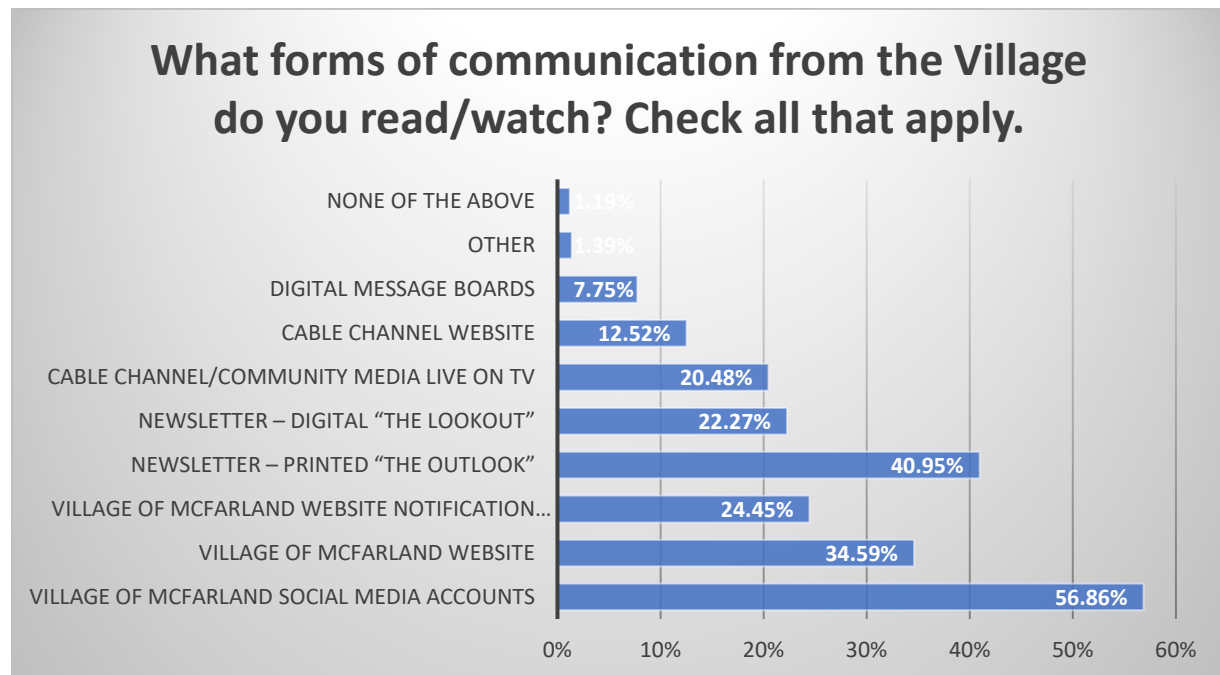


Gengo

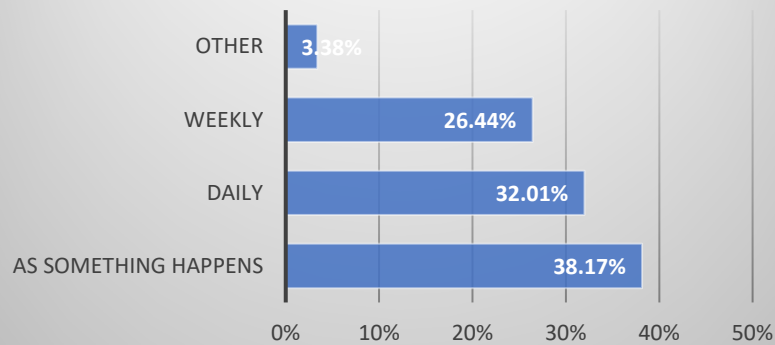
- Website: <https://gengo.com/>
- Cost: Standard: \$0.06 per word (best for casual content like internal communication, social media posts, emails and user reviews), \$0.12 per word (best for content requiring more accuracy like presentations, reports, mobile apps and websites)
- Purpose: Provides high-quality translation solutions from professional translators. Uses translation technology such as translation memory, automated quality checks and streamlined project management to provide a solution from start to finish.

Appendix A: Survey Results

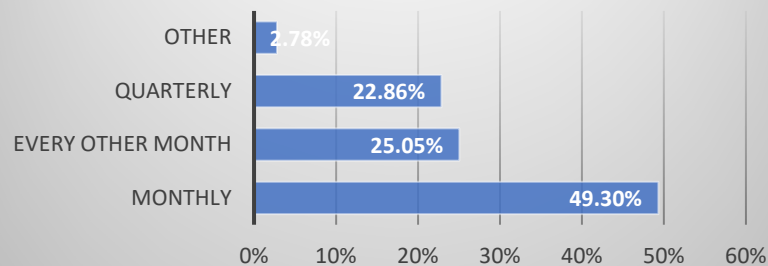
Summary: Using Facebook ads, we polled residents of McFarland ages 18-65+ from Aug. 18 to Aug. 31 and received 503 responses. According to the U.S. Census Bureau's July 2022 estimate, the Village of McFarland had a population of 9,378. That means the survey had a margin of error of $\pm 4\%$ with a confidence level of 95%.



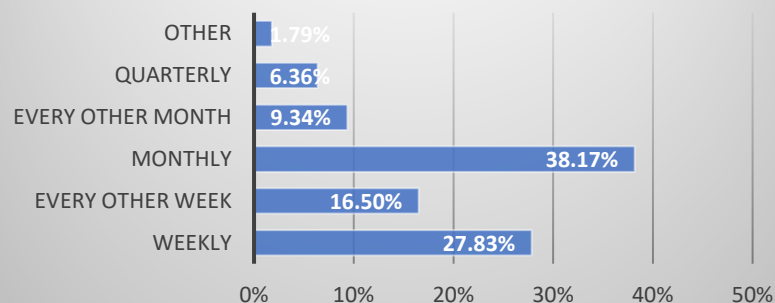
How frequently should the Village communicate on social media?



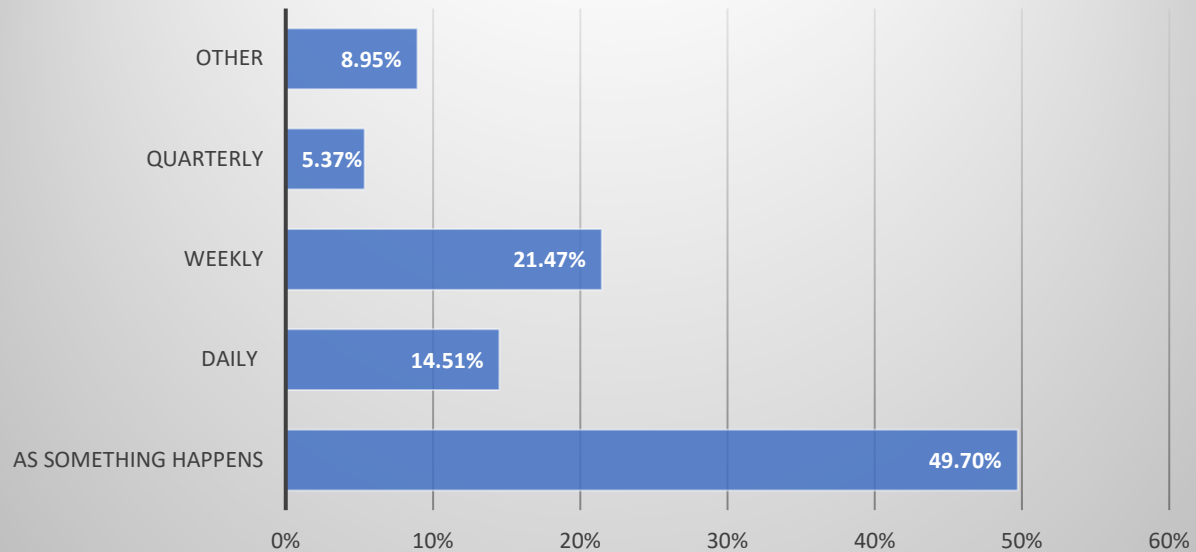
How frequently should the Village communicate via The Outlook?



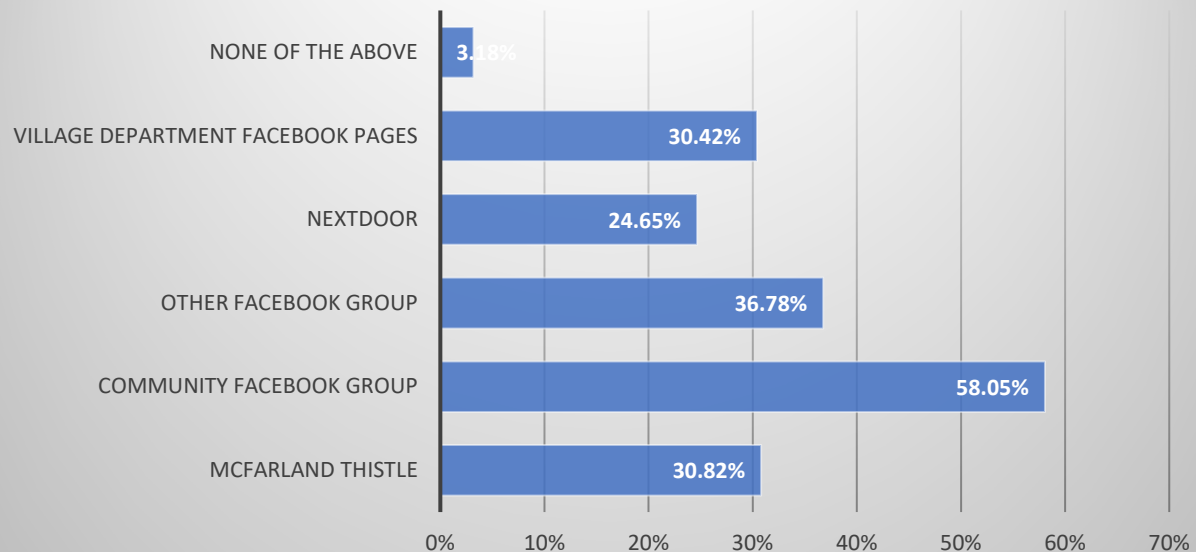
How frequently should the Village communicate via The Lookout?



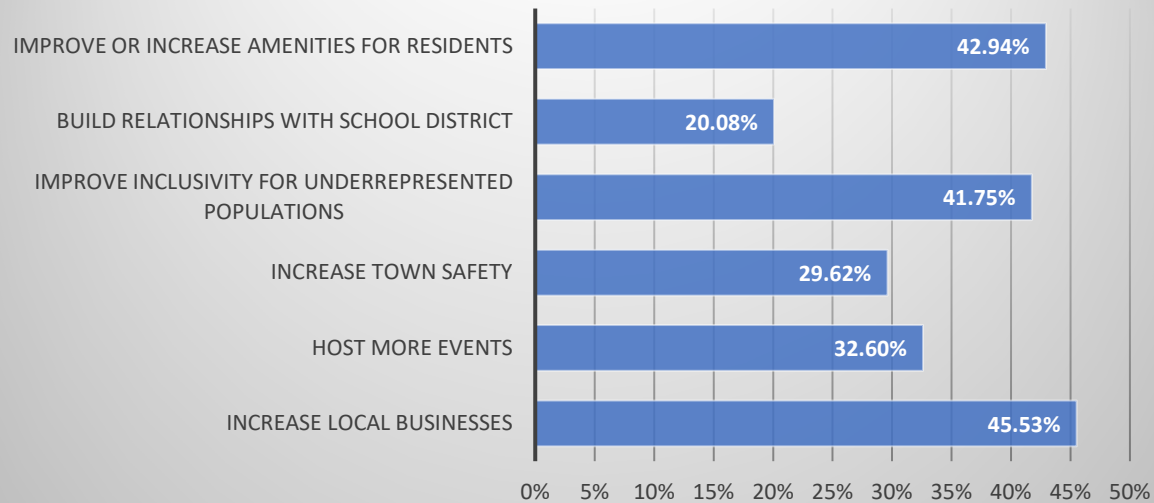
How frequently should the Village communicate via text message (if added in the future)?



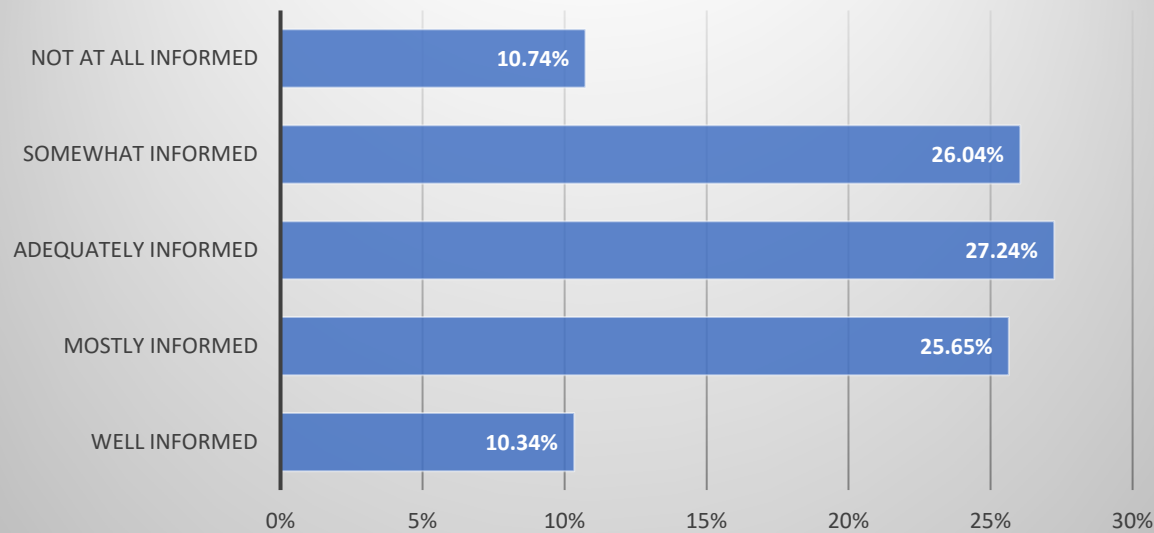
Which external sources do you use to get your Village information? Check all that apply.



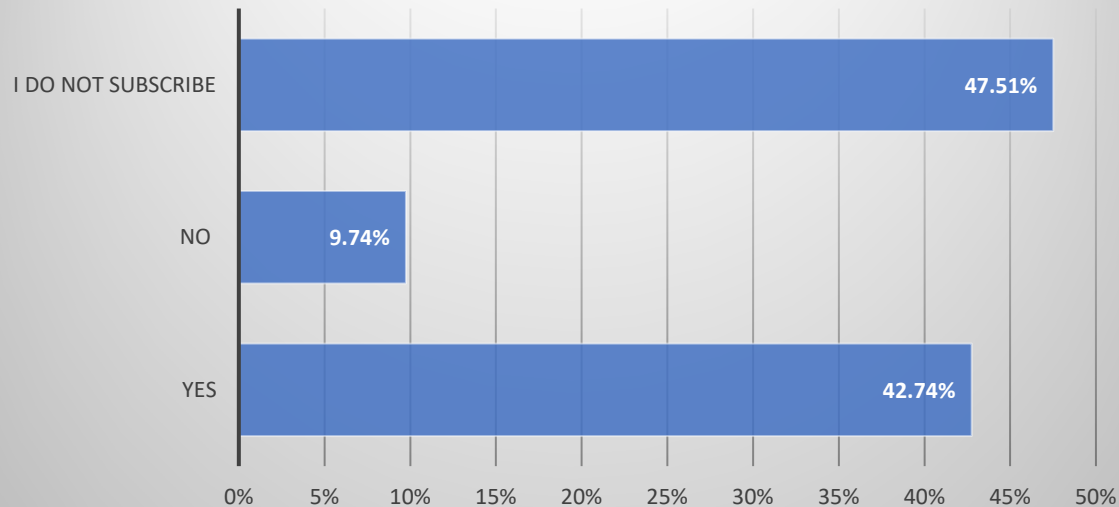
What are the top things you'd like to see the Village focus on? Select up to three.



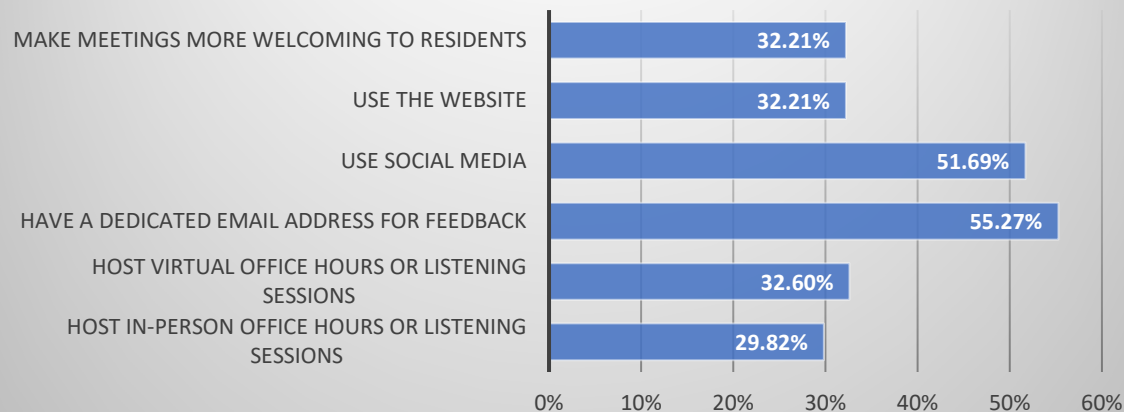
How would you rate how informed you are with upcoming capital projects in the Village?



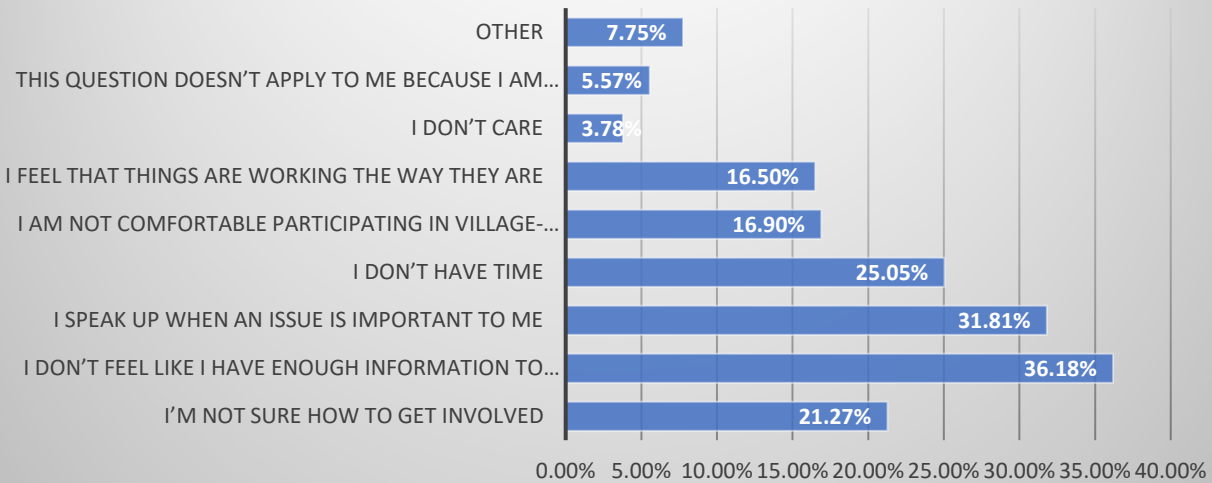
If you subscribe to the police department's alert service (Rave), do you find it useful?



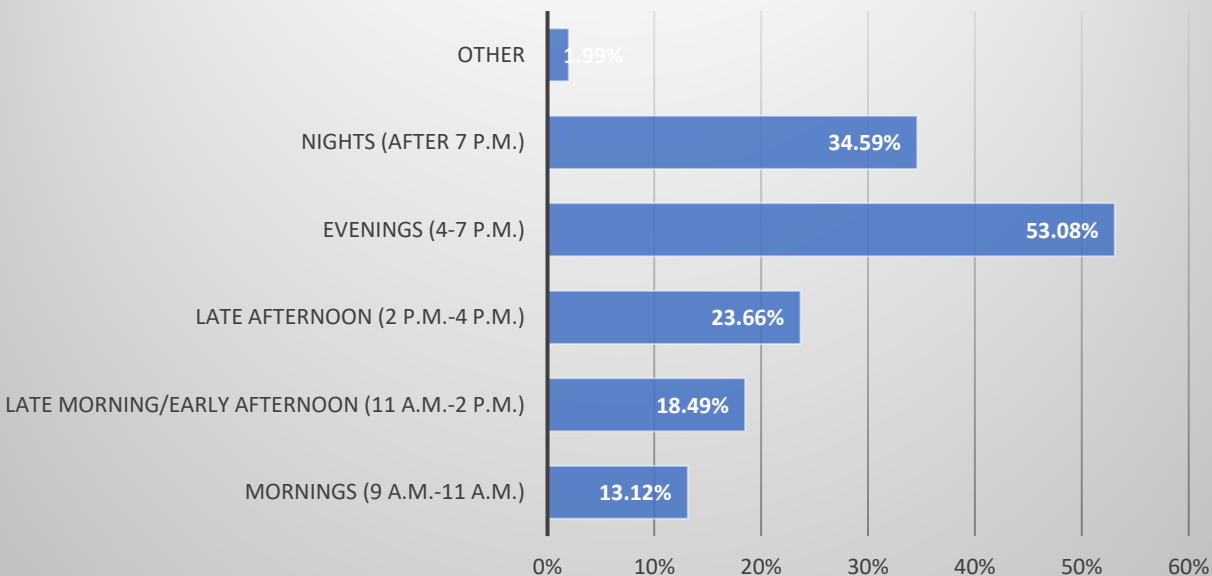
What should the Village and the board of trustees do to gather feedback from the community? Check all that apply.



If applicable, what are some of the reasons you haven't regularly engaged with or don't regularly engage with the Village? Check all that apply.



In general, what time of day would work best for you to attend in-person/virtual/hybrid public meetings? Check all that apply.



**What additional feedback do you have related to Village of McFarland communications?
(open-ended question)**

Social media accounts have been great - keep up the good work! Also, I hope that a splash pad/outdoor pool is in the works!

Communication on social media is the main way we find out info, please keep sharing on Facebook!

I do not find the website useful at all. I would like to get an organized monthly calendar with all meetings and links to meetings in one place.

I don't believe I have ever seen any communication directly from the village.

Should do these more often just to get feedback and insight. Thanks, have a good one! :)

I would love to hear more about what you guys are doing!!

I love the newsletter when it is delivered. It is an excellent resource for new members of the community and provides useful information about happenings around town.

Is there a welcome package for new residents? I don't know what's here or what I can be involved in.

It's important that we find ways to speak to our older community members who may not be using social media. And a way to communicate and get feedback from non-home owning residents/engage renters in village matters like safety and how being involved creates a stronger / better community.

I think what would be good is to have an outlet where people can submit ideas or advice through an email address and have a person who can write back to about their ideas. Maybe there is one already, but maybe making that more known then. Also, we do have a lot of new people who have moved into the area. We are a newer family too. Sometimes I think there just isn't a lot of communication out there to new people and how to get involved or when village meetings take place. Can public attend? Maybe having weekly communications on the McFarland Community page might help or weekly updates to the Village Facebook page. Maybe having village President do Facebook lives or Facebook posts on community happenings might help. Maybe hiring a social media person might help.

Needs to be more widely shared. A fifty plus house structure with a half mile of my home should mean notifying residents.

Events that involve multiple community groups (such as movie nights with Girl Scouts serving popcorn and Boy Scouts selling soda and the Lions Club selling burgers) would be a great way to increase attendance, offerings, and involvement while allowing natural mechanisms for fundraising.

You have been getting better over the years! Keep it up and keep up with technology.

I would like information via email to be complete and rather not just a link to the website to get the full details.

The Facebook posts are handy to see topics I otherwise would never see or admit I don't take the time to look at all committee agendas, topics etc.

I would like to see a big increase in communication from the Village, especially on Capital improvements.

Would be good to know how to learn about the various local social media options; I like the Outlook & that it's mailed, well organized & informative, thanks.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 14, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Motion to approve design engineering services agreement to conduct a traffic study for Broadhead/Holscher and Paulson/Ridge intersections.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The proposal within the packet addresses a traffic study at two different locations following recent completion of public improvements adjoining the intersections. They are as follows:

Broadhead/Holscher Road

This area was previously studied in 2019/2020 prior to localized development taking place.

Some of the recommendations at that time yielded the current configuration in which the adjoining highway east of the intersection was reconstructed in 2021. This included the RRFB system and some advanced warning signs on Holscher Road. Since that time the Public Safety Center was completed and taken occupancy in 2023 along with private development to the north which added further density to the area. The prior recommendation from the first study was for the items that have since been initiated and to revisit the data as well as assumptions once adjoining development has been completed. Now that we've reached that point we want to be able to conduct the study to see if recommendations have changed for traffic control at this intersection.

Paulson/Ridge Road

Paulson Road was reconstructed in 2023 and as part of that traffic counts were taken prior to the project with the intention of taking counts after the project as well to better understand its impact. Part of that reason is tied to the idea that the street is now a full through street from Larson Beach Road to Siggelkow Road whereas prior to construction was gate controlled.

Additionally, Staff would like to better analyze where the street intersects with Ridge and Larson Beach to help better understand traffic volumes, flow, and make recommendations on traffic control.

FINANCIAL/BUDGET IMPACT:

Total cost of the proposal is \$16,000 or roughly \$8,000 per study at each location. 2023 project funds from existing budget allocations will cover costs of the work. This is recommended as a sole source purchase to continue to work with our Traffic Engineer Lee Gibbs who works for AECOM. It is in excess of \$10,000 which requires Village Board approval.



VILLAGE PLAN REFERENCE:

Chapter 1 - Traffic Management Request Policy (enclosed)

Both locations have had inquiries regarding traffic control at the intersections for different reasons and different times. Current requests to advance additional study is further follow up on those efforts while utilized objective criteria to assist in the decision making process. Staff will review the data and recommendations within the guidelines established including Committee and Board consideration as applicable.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. McFarland Paulson proposal
2. Chapter 1 - Traffic Management Request Policy 03222021

DESIGN ENGINEERING SERVICES AGREEMENT

This Design Engineering Services Agreement ("Agreement") effective this October 17, 2023, is by and between *the Village of McFarland*, a *Village governmental agency in the State of Wisconsin*, ("Client"), and AECOM Technical Services, Inc., a California corporation, ("AECOM"); each also referred to individually as ("Party") and collectively as ("Parties").

In consideration of the mutual covenants and promises contained herein, the Parties agree as follows:

1. SCOPE OF SERVICES

1.1 AECOM shall perform the services set forth in **EXHIBIT A** ("Services"), incorporated herein by reference.

1.2 AECOM will provide the work products specifically commissioned by Client for delivery by AECOM to Client and listed in **EXHIBIT A** ("Deliverables") in accordance with the schedule ("Project Schedule").

2. TERM OF AGREEMENT Upon execution by the Parties, this Agreement shall have the effective date set forth above. This Agreement shall remain in force until all obligations related to the Services, other than those obligations which survive termination of this Agreement under Article 27, have been fulfilled, unless this Agreement is sooner terminated as set forth herein.

3. COMPENSATION AND PAYMENT AECOM shall be paid for the performance of the Services in accordance with **EXHIBIT B** ("Compensation and Payment"), incorporated herein by reference.

4. NOTICE All notices, requests, claims, demands and other official communications herein shall be in writing. Such notices shall be given (i) by delivery in person, (ii) by a nationally recognized commercial courier service; or (iii) by United States Postal Service, registered mail, postage prepaid and return receipt requested. Notices shall be effective upon actual delivery to the other Party at the following addresses:

TO CLIENT:

5915 Milwaukee Street
McFarland, WI 53558
Attn: Matt Schuenke, Village Administrator

TO AECOM:

1350 Deming Way, Suite 100
Middleton, WI 53562
Attn: Lee Gibbs, Project Manager

Claims-related notices shall be copied to:
AMER-DCSProjectClaimNotices@aecom.com

or to which address the receiving Party may from time to time give notice to the other Party. Rejection or other refusal to accept, or the inability to deliver because of changed address for which no notice was given, shall be deemed to be receipt of the notice as of the date of such rejection, refusal to accept, or inability to deliver. Claims-related notices need to include the AECOM project name and number found in this Agreement as well as contact information of the person submitting the notice.

5. AECOM'S RESPONSIBILITIES

5.1 AECOM shall perform the Services in accordance with the degree of professional skill, quality and care ordinarily exercised by members of the same profession currently practicing in the same locality under comparable circumstances and as expeditiously as is consistent with professional skill and the orderly progress of the Project. The full extent of AECOM's responsibility with respect to the Services shall be to perform in accordance with the above standards and to remedy any material deficiencies or defects in the Deliverables at AECOM's own expense, provided that AECOM is notified by Client, in writing, of any such deficiency or defect within a reasonable period after discovery thereof, but in no event later than 90 days after AECOM's completion or termination of the Services. AECOM MAKES NO OTHER REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, INFORMATIONAL CONTENT OR OTHERWISE.

5.2 AECOM will endeavor in good faith, as needed, to obtain from the appropriate authorities their interpretation of applicable codes and standards and will apply its professional judgment in interpreting the codes and standards as they apply to the Project at the time of performance of the Services. Notwithstanding the above, the Parties agree that, as the Project progresses, such codes or standards may change or the applicability of such codes or standards may vary from AECOM's original interpretation through no fault of AECOM and that additional costs necessary to conform to such changes or interpretations during or after execution of the Services will be subject to an equitable adjustment in the Compensation and Project Schedule.

5.3 AECOM shall be responsible for its performance and that of AECOM's lower-tier subcontractors and vendors. However, AECOM shall not be responsible for health or safety programs or precautions related to Client's activities or operations or those of Client's other contractors and consultants or their respective subcontractors and vendors ("Contractors"). AECOM shall have no responsibility for (i) construction means, methods, techniques, sequences or procedures; (ii) the direction of Contractors' personnel; (iii) selection of construction equipment; (iv) coordination of Contractors' work; (v) placing into operation any plant or equipment; or (vi) Contractors' failure to perform the work in accordance with any applicable construction contract. AECOM shall not be responsible for inspecting, observing, reporting or correcting health or safety conditions or deficiencies of Client, Contractors or others at the project site ("Project Site") other than AECOM's employees, subconsultants and vendors. So as not to discourage AECOM from voluntarily addressing health or safety issues while at the Project Site, in the event AECOM does identify such issues by making observations, reports, suggestions or otherwise, AECOM shall have no authority to direct the actions of others not under AECOM's responsibility and control and shall have no liability, responsibility, or affirmative duty arising on account of AECOM's actions or forbearance.

5.4 Notwithstanding anything contained in this Agreement, AECOM shall have no responsibility for the discovery, presence, handling, removal, transportation, storage or disposal of, or exposure of persons to hazardous materials in any form related to the Project. AECOM shall not be responsible for Client's pre-existing site conditions or the aggravation of those preexisting site conditions to the extent not caused by the negligence or willful misconduct of AECOM.

5.5 In the event that the Services include construction observation or similar field services, AECOM's responsibility shall be limited to determining general conformance with AECOM's design. Visits by AECOM to the Project Site and observations made by AECOM shall not relieve the Contractors of their obligation to conduct comprehensive inspections of the construction work sufficient to ensure conformance with the intent of the construction contract documents, and shall not relieve the Contractors of their responsibility for means, methods, techniques, sequences and procedures necessary for coordinating and completing all portions of the construction work and for all safety precautions incidental thereto.

5.6 Any opinions of probable construction costs provided by AECOM represent AECOM's good faith professional judgment in light of its experience, knowledge and the information reasonably available to AECOM at the time of preparation of the opinion. However, since AECOM has no control over the market, economic conditions or the bidding procedures, AECOM, its directors, officers and employees and subconsultants do not make any guarantees or warranties whatsoever, whether express or implied, with respect to such opinions and accept no responsibility for any loss or damage arising therefrom or in any way related thereto. Any reliance upon such opinions, whether by Client or third parties, do so at the relying party's own sole risk.

6. CLIENT'S RESPONSIBILITIES

6.1 Client shall provide in writing any specific Client requirements or criteria for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations.

6.2 Client shall furnish all information and technical data in Client's possession or under its control reasonably required for AECOM's proper performance of the Services prior to AECOM's commencement of the Services or at such other times as Client and AECOM mutually agree. AECOM is entitled and will rely upon the accuracy, completeness, currency and non-infringement of information and data provided by Client or obtained from generally accepted sources within the industry, except to the extent such verification by AECOM may be expressly required as a defined part of the Services. AECOM will not be responsible for defects in its Services attributable to its reliance upon or use of such information and data.

6.3 Client shall arrange for access and make all provisions necessary for AECOM to enter upon public and/or private property as required for AECOM to properly perform the Services. Client shall disclose to AECOM any known or suspected hazards at the Project Site which may pose a threat to human health, property or the environment.

6.4 If any document or inquiry requires Client to approve, comment, or to provide any decision or direction with regard to the Services, such approval, comment, decision or direction shall be provided within a reasonable time within the context of the Project Schedule, or if not identified in the Project Schedule, within a reasonable time to facilitate the timely performance of the Services.

7. INDEPENDENT CONTRACTOR Nothing contained in this Agreement shall be construed to create a partnership, joint venture, or create a relationship of employer/employee or principal/agent between Client or Client's Contractors and AECOM.

8. CONFIDENTIALITY

8.1 AECOM shall treat as confidential information and data delivered to it by Client or developed in the performance of the Services that are specified in writing by Client to be confidential ("Confidential Information"). Confidential Information shall not be disclosed to third parties by AECOM without the consent of Client, except to the extent reasonably believed necessary by AECOM for its performance of the Services, for a period of 5 years following completion or termination of this Agreement.

8.2 Notwithstanding the above, these restrictions shall not apply to Confidential Information which (i) is already known to AECOM at the time of its disclosure; (ii) becomes publicly known through no wrongful act or omission of AECOM; (iii) is communicated to a third party with the express written consent of Client and not subject to restrictions on further use or disclosure; (iv) is independently developed by AECOM; or, (v) to the extent such Confidential Information is required by Law to be disclosed; provided that the information required for disclosure shall remain Confidential Information as to all other persons or entities pursuant to the terms of this Agreement, and provided further that AECOM shall promptly provide Client with written notice of such requirement.

8.3 Upon termination of this Agreement or upon Client's written request, AECOM shall return the Confidential Information to Client or destroy the Confidential Information in AECOM's possession or control. Notwithstanding the above, AECOM shall not be required to destroy Confidential Information held electronically in archive or back-up systems in accordance with general systems archiving or backup policies or required for preservation by law, regulation, audit, data retention or corporate archival purposes or per regulatory, judicial or governmental order. All such retained Confidential Information shall be kept confidential by AECOM subject to and in accordance with the terms of this Agreement.

9. DATA RIGHTS

9.1 All right, title and interest in and to any Deliverables, and excluding any AECOM Intellectual Property, shall be assigned by AECOM to Client upon full payment for the Deliverables. Client acknowledges and agrees that AECOM is the author of, and retains all rights, title and interest in all other intellectual property, including work papers, templates, details, designs, drawings, plans, renderings, analyses, calculations, models,

software, macros, applications, specifications, processes, procedures, interim or draft documents, methodologies, know-how, and any other instruments of service: (a) belonging to AECOM or its consultants prior to the effective date of this Agreement; (b) developed by AECOM or its consultants outside the scope of, or not exclusively pursuant to, this Agreement; (c) licensed by AECOM or its consultants from a third-party; and (d) included within the Deliverables but which are generic, generally applicable to or standard in AECOM's business (collectively, "AECOM Intellectual Property"). To the extent the Deliverables contain, or Client's receipt of the Services require the use of AECOM Intellectual Property, to the extent of AECOM's ownership and control thereof, AECOM hereby grants to Client, upon full payment for the Deliverables and Services, a limited, non-exclusive, non-assignable, royalty-free license to use and sublicense said AECOM Intellectual Property solely and to the extent necessary to achieve the purposes stated in **EXHIBIT A**.

9.2 Nothing in this Agreement shall be construed to prohibit AECOM or its consultants from using for other purposes, clients or projects the skills, knowledge and experience gained by AECOM or its consultants in the performance of the Services and provision of the Deliverables pursuant to this Agreement, provided that AECOM and its consultants do not use Client's Confidential Information.

9.3 AECOM, in developing solutions, testing hypotheses, or documenting designs, may employ advanced technologies for simulation, information modeling, generative design, and the development of project documentation ("Technical Tools"). While these Technical Tools may result in digital files and/or simulations or models ("Datasets"), when not specifically defined within this Agreement, these Datasets will not constitute a Deliverable or portion thereof. Rather, the Technical Tools and Datasets will be a byproduct of AECOM's internal processes and will be AECOM's sole proprietary information. Notwithstanding anything to the contrary in this Agreement, any ownership and data rights provisions will not apply to such Technical Tools and Datasets and AECOM will remain the sole owner of such Technical Tools and Datasets.

9.4 Client understands and accepts that the Services and Deliverables provided by AECOM pursuant to this Agreement are intended by AECOM for the sole use by Client for the specific purpose stated in **EXHIBIT A**. Client agrees, to the fullest extent permitted by law, to indemnify, defend and hold harmless AECOM and its consultants and their directors, officers, employees, agents, representatives, affiliated and parent companies, ("AECOM Indemnities") against any and all claims, suits, causes of action, damages, losses, costs, expenses and liabilities (including the aggregate amount paid in reasonable settlement of any actions, suits, proceedings or claims), including reasonable attorneys' fees and costs of defense, to which AECOM or any of the AECOM Indemnities may become subject as a consequence of any use or modification of, reliance upon, or transmission to a third party of, said Services, Deliverables, AECOM Intellectual Property, by Client outside the scope of this Agreement without the express, written permission by AECOM.

10. RECORD DRAWINGS Client shall direct the Contractors to provide AECOM with updated red-line documentation which accurately and completely reflects any changes between the original design and the final construction. Record drawings to be delivered by AECOM to Client as a part of the Services ("Record Drawings") reflect the design provided by AECOM as modified by such updated information. Consistently with AECOM's defined Services, AECOM shall not have an obligation to independently validate such information related to the actual construction. AECOM makes no warranty or guarantee with regard to the accuracy or completeness of the information provided by the Contractors and third parties and shall bear no responsibility for any errors or omissions arising from or related to any defects or deficiencies in such information.

11. ELECTRONIC FILES

11.1 Electronic files to be delivered under this Agreement, if any, contain information to be used for the production of contract documents for the Project and are provided solely as an accommodation to Client. The official Contract Documents of Record ("Contract Documents") are those documents produced by AECOM which bear seals and/or signatures. Unless otherwise expressly set forth in the Services, no electronic files delivered under this Agreement are Contract Documents.

11.2 The electronic files, if any, were created to supplement the official Contract Documents. Due to the possibility that files of this nature can be modified, either unintentionally or otherwise; or that the information contained in these files can be used in a manner for which they were not originally intended; or that electronic data may be corrupted by electronic transmission, AECOM makes no representation that the files, after

delivery, will remain an accurate representation of the source data in AECOM's possession, or are suitable for any other purpose or use.

11.3 All indications of AECOM's and AECOM's subconsultants' involvement, including but not limited to seals and signatures, shall be removed from each electronic display and shall not be included in any prints produced therefrom.

11.4 Client understands and agrees that the right to use the electronic files, if such are provided under this Agreement, is specifically limited to the Project and the purpose defined by AECOM and is conditioned upon proper payment for such use.

11.5 If a third-party license is required to access or use electronic files, Client acknowledges its responsibility at its own expense to obtain all applicable hardware and software needed to legally access the electronic files. AECOM shall have no liability for third parties' use of or reliance on such files.

12. CERTIFICATION

12.1 For purposes of this Agreement, "certification" means to state or declare a professional opinion based on the standard of performance set forth in Section 5.1 above.

12.2 AECOM shall not be required to execute certificates that would (i) result in AECOM having to certify, guarantee or warrant the existence of conditions whose existence AECOM cannot reasonably ascertain under the existing Services; (ii) require knowledge, services or responsibilities beyond the Services; or (iii) may, in AECOM's reasonable judgment, require AECOM to make a certification that would not normally be covered by AECOM's professional or other liability insurance. In addition, Client agrees not to make resolution of any dispute with AECOM or payment of any amount due to AECOM in any way contingent upon AECOM executing such certificates.

12.3 A professional's certification in no way relieves other parties from meeting their respective requirements imposed by contract or other means, including commonly accepted industry standards and practices. If required as a part of its Services, AECOM will provide a written report stating whether, in AECOM's professional opinion and based on periodic site visits, the construction work complies generally with the Contract Documents.

13. CHANGED SITE CONDITIONS The discovery of hazardous materials, hazardous wastes, pollutants, contaminants or concealed obstructions or utilities that could not reasonably have been anticipated from information provided to and reasonably apparent to AECOM constitutes a changed site condition. To the extent that such changed site condition increases the health and safety risks associated with the Services or requires AECOM to perform services different or in excess compared to those set forth in the Services, AECOM may, at its sole discretion, elect to suspend and/or terminate the related Services and shall be paid for the related Services up through the date of such termination. To the extent that the changed site conditions impact the cost, level of effort or schedule of the Services, equitable adjustments shall be made to the Services, schedule and fee under this Agreement.

14. MATERIALS AND SAMPLES Any items, substances, materials or samples removed from the Project Site for testing, analysis, or other evaluation will be returned to the Project Site unless otherwise agreed to by the Parties in writing. Client recognizes and agrees that AECOM is acting as a bailee and at no time assumes title to said items, substances, materials or samples.

15. COMPLIANCE The Parties shall comply with applicable treaties, compacts, statutes, ordinances, codes, regulations, consent decrees, orders, judgments, rules, and other requirements of governmental or judicial entities that have jurisdiction over the Services ("Law").

16. FORCE MAJEURE Neither Party shall be responsible for a delay or disruption in, or inability to provide its respective performance under this Agreement, other than a delay in payment for Services already performed, if such delay is caused by events or contingencies, existing or future, beyond the reasonable control of the claiming Party, including "acts of God," abnormal weather conditions or other natural catastrophes, war (whether declared or not), terrorism, sabotage, computer viruses, civil unrest, strikes,

lockouts or other industrial disturbances, pandemics, epidemics, health emergencies, virus (e.g., SARS Cov-2), disease (e.g. COVID-19), plague, changes in law or regulations, quarantine, travel restrictions, discovery of hazardous materials, differing or unforeseeable site conditions, acts of governmental agencies or authorities (whether or not such acts are made in response to other Force Majeure Events), or any other events or circumstances not within the reasonable control of the party affected, whether or not of a similar kind or nature to any of the foregoing (a "Force Majeure Event"). The Party seeking application of this provision shall notify the other Party in writing promptly upon learning of the impact of the Force Majeure Event upon the notifying Party's performance of its obligations under this Agreement. Upon the occurrence of a Force Majeure Event, AECOM shall be entitled to an equitable adjustment to the project schedule and compensation sufficient to compensate AECOM for any increase in the time or costs necessary to perform the Services under this Agreement. Should a Force Majeure Event substantially prevent or be reasonably likely to substantially prevent AECOM's performance of the Services for more than thirty (30) days, then AECOM shall be entitled to terminate this Agreement without breach. In case of such termination, AECOM shall be entitled to compensation for those Services performed as of the date of termination.

17. INSURANCE

17.1 AECOM will maintain the following insurance coverages and amounts:

- 17.1.1 Workers Compensation insurance as required by Law;
- 17.1.2 Employer's Liability insurance with coverage of \$1,000,000 each accident/employee.
- 17.1.3 Commercial General Liability insurance with coverage of \$2,000,000 per occurrence/aggregate;
- 17.1.4 Automobile Liability insurance with coverage of \$1,000,000 combined single limit; and
- 17.1.5 Professional Liability insurance with coverage of \$2,000,000 per claim/aggregate.

18. INDEMNITY

18.1 AECOM agrees to indemnify Client, its officers, directors and employees, from third party claims of loss or damage, exclusive of defense obligations, for bodily injury or property damage ("Claims"), to the proportional extent caused by AECOM's negligence or willful misconduct.

18.2 If Services include AECOM's performance during the construction phase of the Project, Client shall require Client's Contractors working on the Project Site to include AECOM, its directors, officers and employees in any indemnity and in any insurance benefits that Client requires such Contractors to provide to Client.

19. CONSEQUENTIAL DAMAGES WAIVER NOTWITHSTANDING ANY OTHER PROVISION TO THE CONTRARY IN THIS AGREEMENT AND TO THE FULLEST EXTENT PERMITTED BY LAW, IN NO EVENT SHALL EITHER PARTY, ITS PARENTS, AFFILIATES AND SUBSIDIARIES OR THEIR RESPECTIVE DIRECTORS OFFICERS OR EMPLOYEES BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION, LOST PROFITS, LOSS OF REVENUE, LOSS OF USE OR INTERRUPTION OF BUSINESS) ARISING OUT OF OR RELATED TO THIS AGREEMENT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND AECOM HEREBY RELEASES CLIENT AND CLIENT HEREBY RELEASES AECOM FROM ANY SUCH LIABILITY.

20. RISK ALLOCATION AND RESTRICTION OF REMEDIES THE PARTIES HAVE EVALUATED THE RESPECTIVE RISKS AND REMEDIES UNDER THIS AGREEMENT AND AGREE TO ALLOCATE THE RISKS AND RESTRICT THE REMEDIES TO REFLECT THAT EVALUATION. NOTWITHSTANDING ANY OTHER PROVISION TO THE CONTRARY IN THIS AGREEMENT AND TO THE FULLEST EXTENT PERMITTED BY LAW, CLIENT AGREES TO RESTRICT ITS REMEDIES UNDER THIS AGREEMENT AGAINST AECOM, ITS PARENTS, AFFILIATES AND SUBSIDIARIES, AND THEIR RESPECTIVE

DIRECTORS, OFFICERS, SHAREHOLDERS AND EMPLOYEES, ("AECOM COVERED PARTIES"), SO THAT THE TOTAL AGGREGATE LIABILITY OF THE AECOM COVERED PARTIES SHALL NOT EXCEED \$250,000 OR THE ACTUAL PAID COMPENSATION FOR THE SERVICES, WHICHEVER IS GREATER. THIS RESTRICTION OF REMEDIES SHALL APPLY TO ALL SUITS, CLAIMS, ACTIONS, LOSSES, COSTS (INCLUDING ATTORNEY FEES) AND DAMAGES OF ANY NATURE ARISING FROM OR RELATED TO THIS AGREEMENT WITHOUT REGARD TO THE LEGAL THEORY UNDER WHICH SUCH LIABILITY IS IMPOSED. CLAIMS MUST BE BROUGHT WITHIN ONE CALENDAR YEAR FROM PERFORMANCE OF THE SERVICES UNLESS A LONGER PERIOD IS REQUIRED BY LAW.

21. DISPUTES RESOLUTION

21.1 Either Party may initiate a dispute resolution by providing written notice to the other Party setting forth the subject of the claim, dispute or controversy and the requested relief. The recipient of such notice shall respond within 5 business days with a written statement of its position and a recommended solution to the Claim.

21.2 If the Parties cannot resolve the dispute through negotiation, either Party may refer the claim, dispute or controversy to a panel ("Panel") consisting of a designated senior representative from each Party ("Representative"), who shall have the authority to resolve it. The Representatives shall not have been directly involved in the Services and shall negotiate in good faith. No written or verbal representation made by either Party in the course of any Panel proceeding or other settlement negotiations shall be deemed to be a Party's admission. If the representatives are unable to resolve the dispute within 15 business days, either Party may pursue its respective legal and equitable remedies.

22. GOVERNING LAW All contract issues and matters of law will be adjudicated in accordance with the laws of the state where the Project is located, excluding any provisions or principles thereof which would require the application of the laws of a different jurisdiction.

23. TERMINATION

23.1 This Agreement may be terminated for convenience by either Party upon 30 days advance written notice. On termination, AECOM will be paid for all Services performed up through the termination date.

23.2 This Agreement may be terminated for cause by either Party if the other Party materially fails to perform its obligations under this Agreement, does not commence correction of such non-performance within 10 business days of receipt of written notice and/or fails to diligently complete such correction thereafter. The respective rights and obligations of the Parties predating such termination shall survive termination of this Agreement.

24. ASSIGNMENT

24.1 Neither Party may assign this Agreement without the written consent of the other Party, which unconsented-to assignment shall be void ab initio.

24.2 Notwithstanding Section 24.1 above, the Parties recognize that AECOM has affiliated companies who have specialized expertise, necessary certifications/registrations or other capabilities that may make use of such affiliates more suitable for the performance of all or part of the Services. AECOM shall be entitled, without additional consent, to assign this Agreement or performance of the Services, in whole or in part, to any of AECOM's subsidiaries or affiliates upon written notice to Client.

25. PARTIES IN INTEREST Nothing in this Agreement, expressed or implied, is intended to confer on any person or entity other than the Parties any right or remedy under or by reason of this Agreement. The provisions of this Agreement shall bind and inure solely to the benefit of the Parties and their respective successors and permitted assigns.

26. WAIVER Either Party may in writing waive any provisions of this Agreement to the extent such provision is for the benefit of the waiving Party. No waiver by any Party of a breach of any provision of this Agreement shall be construed to be a waiver of any subsequent or different breach.

27. SEVERABILITY AND SURVIVAL The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions, and this Agreement shall be construed in all respects as if any invalid or unenforceable provisions were omitted. Articles 4 (Notice), 5 (AECOM's Responsibilities), 6.2 (Reliance on Data), 8 (Confidentiality), 9 (Data Rights), 10 (Record Drawings), 11 (Electronic Records), 12 (Certification), 14 (Materials and Samples), 17 (Insurance), 18 (Indemnity), 19 (Consequential Damages Waiver), 20 (Risk Allocation), 21 (Disputes Resolution), 22 (Governing Law), 24 (Assignment), 25 (Parties in Interest) and 27 (Severability and Survival) shall survive termination of this Agreement. To the extent any provision of this Agreement violates any law, or is otherwise invalid or unenforceable, said provision shall be revised to the limited extent necessary to make that provision legal and enforceable and, to the fullest extent permitted by law, consistent with Parties' original intent.

28. PREPARATION OF AGREEMENT Each Party has had the opportunity to avail itself of legal advice and counsel. Neither Party shall be deemed to be the drafter or author of this Agreement. In the event this Agreement is subject to interpretation or construction by a court of law or panel of arbitration, such court or panel shall not construe this Agreement, or any portion hereof, against either Party as the drafter of this Agreement.

29. SIGNATURES Each person executing this Agreement warrants that he/she has the necessary authority to do so on behalf of the respective Party. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute a single agreement.

30. ORDER OF PRECEDENCE

Executed Change Orders
Design Engineering Services Agreement Article 31 "Special Terms and Conditions"
Design Engineering Services Agreement Articles 1 through 30 and 32
EXHIBIT B Compensation and Payment
EXHIBIT A Services
Other contract documents

31. SPECIAL TERMS AND CONDITIONS

<i>None</i>

32. ENTIRE AGREEMENT This Agreement contains all of the promises, representations and understandings of the Parties and supersedes any previous understandings, commitments, proposals or agreements, whether oral or written. This Agreement shall not be altered, changed, or amended except as set forth in a written amendment to this Agreement, duly executed by both Parties. The attached **EXHIBIT C** ("Change Order"), incorporated herein by reference, is the preferred form for such use.

AECOM Technical Services, Inc.

CLIENT: Village of McFarland

Signature

Randall L. Fuchs, PE

Printed Name

Vice President

Printed Title

Date

Address
1350 Deming Way, Suite 100
Middleton, WI 53562
)

Signature

Printed Name

Printed Title

Date

Address

(End of page)

EXHIBIT A

SERVICES

Services: *Refer to Attachment 1 – Scope of Services*

Schedule: *Refer to Attachment 1 – Scope of Services*

Deliverables: *Refer to Attachment 1 – Scope of Services*

AECOM Project Manager

Name	Lee Gibbs	
Title	Senior Traffic Engineer	
Address	1350 Deming Way, Suite 100, Middleton, WI 53562	
Phone Number	608-206-6428	
Email Address	Lee.gibbs@aecom.com	

Client Project Manager

Name	Matt Schuenke	
Title	Village Administrator	
Address	5915 Milwaukee Street, McFarland, WI 53558	
Phone Number	608-838-3154	
Email Address	Matt.schuenke@mcfarland.wi.us	

(End of page)

EXHIBIT B

COMPENSATION AND PAYMENT

1 COMPENSATION The Services set forth in **EXHIBIT A** will be compensated on the following basis:

☐ Advance retainer of [\$] The advance retainer is to be applied to the final invoice. Any remainder will be returned to Client within 30 days of receipt of final payment.

:

☐ Time & Material - See Section 2.1 for Hourly Labor Rates

☒ Time and Materials with a Not-to-Exceed ("NTE") amount of (\$ **16,000**). The Hourly Labor Rates (if applicable) are as in Section 2.1 below. Reimbursable expenses are included in the overall NTE cap.

☐ Lump Sum [\$]:

Milestone/Deliverable & Date	Payment Amount
	\$

☐ Cost Plus Fixed Fee: [Cost \$ and Fee \$]

☐ Other: .

--

2. RATE SCHEDULE Compensation shall be based on the following Hourly Labor Rate Schedule:
INTENTIONALLY OMITTED.

2.1 HOURLY LABOR RATE SCHEDULE

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

2.2 OTHER HOURLY LABOR RATE CATAGORIES If additional labor categories are authorized during the performance of this Agreement, compensation for each additional category will be negotiated at the time the additional Services are authorized.

2.3 ANNUAL HOURLY LABOR RATE ADJUSTMENTS The Hourly Labor Rate Schedule is adjusted each calendar year to reflect updated labor cost categories. Labor cost of Services authorized in subsequent calendar years will be based on the applicable Hourly Labor Rate Schedule for those years.

3. REIMBURSEABLE EXPENSES Reimbursable expenses are expenditures made by AECOM for goods, travel expenses and vendor services in support of the performance of the Services. Such expenditures will be billed at the actual cost to AECOM plus ten percent (10%) to cover related administrative costs.

4. CHANGE ORDERS The Parties may at any time and by written agreement make changes in the Services, Project Schedule, Deliverables, Compensation or other terms and conditions in this Agreement. The Parties shall effect such change through the use of a written Change Order. **EXHIBIT C** is the preferred form for such use.

5. INVOICING AECOM will invoice Client on a monthly basis unless otherwise set forth herein.

6 PAYMENT

6.1 If payment is based on Time and Materials with a NTE, once AECOM reaches the NTE, AECOM will stop further Services pending a Change Order to adjust the budget and schedule for the continued performance of the Services.

6.2 Timely payment is a material term of this Agreement. Client shall pay all undisputed portions of AECOM's invoices within 30 days of receipt without holdback or retention. Client shall notify AECOM within fourteen (14) days of the receipt of the invoice of any disputed items. Such notice must be accompanied by a detailed description of any disputed items and include supporting documentation as well as references to the provision(s) of this Agreement which permit a holdback or retention. If such notice is not provided within fourteen (14) days, Client waives its rights to dispute the invoice. Undisputed amounts remaining unpaid 30 days after the invoice date shall bear interest at the rate of 1.5% per month on the unpaid balance and AECOM may suspend the Services pending receipt of such payment. In addition, AECOM retains its unrestricted rights under Article 23 (Termination) of the Agreement.

6.3 If the Project is suspended by Client for more than 30 days, AECOM shall be paid for all Services performed prior to the effective date of suspension within 30 days of such suspension. Upon resumption of the Project, AECOM shall be entitled to an equitable adjustment in cost and schedule to compensate AECOM for expenses incurred as a result of the interruption and resumption of the Services.

6.4 To the extent that completion of the Services is delayed beyond the original scheduled completion date and such delay is not the fault of AECOM, an equitable adjustment shall be made to AECOM's Compensation and Project Schedule.

6.5 Except as otherwise specifically provided herein, Client shall pay or reimburse AECOM, as appropriate, for all categories of taxes other than income tax, including without limitation, sales, consumer, use, value added, gross receipts, privilege, and local license taxes related to the Services.

6.6 Client shall make payments to AECOM using one of the following methods:

6.6.1 AECOM LOCKBOX:

AECOM Technical Services, Inc.
1178 Paysphere Circle
Chicago, IL 60674

6.6.2 ELECTRONIC FUNDS TRANSFER/ACH PAYMENT:

Account Name: AECOM Technical Services, Inc.
Bank Name: Bank of America
Address1: Building D
Address2: 2000 Clayton Road
City/State/Zip: Concord, CA 94520-2425
Account Number: 5800937020

ABA Routing Number: 071000039

6.6.3 WIRE TRANSFER:

Account Name: AECOM Technical Services, Inc.
Bank Name: Bank of America
Address: 100 West 33rd St
City/State/Zip: New York, NY 10001
Account Number: 5800937020
ABA Routing Number: 026009593
SWIFT Code: BOFAUS3N

6.6.4 Questions related to payment can be sent to:

AECOM Cash Applications Supervisor by phone at (804) 515-8490 or by email at
cashappsremittance@aecom.com

(End of page)

AECOM Project Name: _____
AECOM Project No.: _____
Change Order No.: _____

EXHIBIT C

SAMPLE CHANGE ORDER FORM

In accordance with the Consulting Services Agreement dated ____ 20____ between _____ ("Client"), and _____, a _____ corporation, ("AECOM"), this Change Order, with an effective date of _____, 20____ modifies that Agreement _____ as follows:

1. Changes to the Services:

2. Change to Deliverables:

--

3. Change in Project Schedule (attach schedule if appropriate):

--

4. Change in CONSULTANT's Compensation:

The Services set forth in this Change Order will be compensated on the following basis:

☐ No change to Compensation

☐ Time & Material (See **EXHIBIT B** for the Hourly Labor Rate Schedule)

☐ Time and Materials with a Not-to-Exceed amount of \$ _____. The Hourly Labor Rate Schedule is set forth in **EXHIBIT B** (if applicable). Reimbursable expenses are included in the overall Not to Exceed cap.

☐ Lump Sum \$ _____

Milestone/Deliverable & Date	Payment Amount
	\$ _____

☐ **Cost Plus Fixed Fee:** Cost \$ _____ and Fee \$ _____

Therefore, the total authorized Compensation, inclusive of this Change Order is \$ _____.

5. Project Impact:

--

6. **Other Changes** (including terms and conditions):

--

7. All other terms and conditions of the Agreement remain unchanged.

8. Each Party represents that the person executing this Change Order has the necessary legal authority to do so on behalf of the respective Party.

AECOM Technical Services, Inc.

CLIENT:

Signature

Signature

Printed Name

Printed Name

Printed Title

Printed Title

Date

Date

Address

Address

[End of Agreement]

ATTACHMENT 1 – SCOPE OF SERVICES

The following outlines a scope of services that AECOM will perform for the Village of McFarland:

I. CTH MN (Broadhead Street) and Holscher Road intersection study

1. Conduct a field review of the CTH MN and Holscher Road intersection and identify roadway characteristics, geometrics, land uses, and other pertinent information for the study.
2. Perform intersection turning movement counts at the CTH MN and Holscher Road intersection. Counts shall be conducted from 6:00 a.m. to 8:00 p.m. on a Tuesday through Thursday while school is in session. Passenger vehicles, trucks, pedestrians, and bicyclists will be identified and distinguished from the counts.
3. Obtain crash data from the past five years at the intersection via WisDOT's crash database.
4. Perform weekday morning and afternoon peak hour intersection traffic operations analysis for the intersection for base-year (Year 2023) and future-year (Year 2043) conditions.
 - o A straight-line growth rate will be applied to the traffic volumes to account for background traffic growth or nearby development.
5. Identify and evaluate alternatives (e.g., intersection geometrics, intersection control, bike/ped elements) to improve safety or mobility issues identified in the traffic operations and crash history analysis.
6. Develop a draft report that compiles methodologies, analyses, findings, and recommendations developed for the traffic study. The draft report will be submitted to the Village of McFarland for review. Comments will be addressed from Village of McFarland staff.
7. Develop a final report based on addressing comments from the draft report. The final report shall be submitted to the Village of McFarland for their use.

Deliverables: Draft study report, final study report

II. Paulson Road and Ridge Road intersection study

1. Conduct a field review of the Paulson Road and Ridge Road intersection and identify roadway characteristics, geometrics, land uses, and other pertinent information for the study.
2. Perform intersection turning movement counts at the Paulson Road and Ridge Road as well as the Larson Beach and Taylor Road intersections. Counts shall be conducted from 6:00 a.m. to 8:00 p.m. on a Tuesday through Thursday while school is in session. Passenger vehicles, trucks, pedestrians, and bicyclists will be identified and distinguished from the counts.
3. Obtain crash data from the past five years at the Paulson Road and Ridge Road intersection via WisDOT's crash database.
4. Perform weekday morning and afternoon peak hour intersection traffic operations analysis for the intersection for base-year (Year 2023) and future-year (Year 2043) conditions.
 - o A straight-line growth rate will be applied to the traffic volumes to account for background traffic growth or nearby development.

5. Identify and evaluate alternatives (e.g., intersection geometrics, intersection control, bike/ped elements) to improve safety or mobility issues identified in the traffic operations and crash history analysis.
6. Develop a draft report that compiles methodologies, analyses, findings, and recommendations developed for the traffic study. The draft report will be submitted to the Village of McFarland for review. Comments will be addressed from Village of McFarland staff.
7. Develop a final report based on addressing comments from the draft report. The final report shall be submitted to the Village of McFarland for their use.

The following items shall be provided to AECOM by the Village of McFarland to perform tasks outlined in the scope of services:

1. Previous traffic studies or reports for development within the Village's East Side Plan area
2. Assumed land uses and intensities of nearby properties for inclusion in this study

The schedule to complete tasks outlined in the scope of services will be discussed and agreed-upon by Village of McFarland and AECOM. Given the previous work and tasks described, AECOM anticipates that items outlined in the scope of services will be completed within three months after receiving notice to proceed.

CHAPTER 1 Traffic Management Request Policy

SECTION 1.01 Purpose

To establish guidelines to efficiently and effectively evaluate and respond to public requests for traffic management including but not limited to street signs, speed limit, and parking control within the Village.

SECTION 1.02 Procedure

- (a) Staff will utilize the Manual on Uniform Traffic Control Devices (“MUTCD”) as a guide in making decisions relating to applicable traffic management requests (“Requests”).
- (b) Requests for conceptual or routine additions, maintenance, repair, relocation, etc. shall be addressed as follows:
 - (1) Requests for conceptual or routine additions, maintenance, repair, relocation, etc. may be received verbally, via email, letter or phone call, or via the Application. For example, if someone calls to report that a stop sign has fallen down, action will be taken based upon that Request, and the submission of an Application will not be required. Additionally, individuals may inquire as to conceptual traffic management requests with Staff before submitting an application to better understand the parameters of such a request. Staff will provide preliminary response regarding compliance to Section 1.02(c)(3)(i).
 - (2) Requests for conceptual or routine additions, maintenance, repair, relocation, etc. will generally be evaluated and resolved by Staff, unless any of the preclusions of Section 1.02(c)(3)(i) exist.
- (c) Requests shall be provided as follows:
 - (1) All Requests shall be submitted via an official Traffic Management Request Form (“Application”). The form will be submitted, as per instructions, to the Police Department (“Police”). The Application will be formatted by Staff and at a minimum contain the following information to be supplied by the Applicant:
 - (i) Name.
 - (ii) Address.
 - (iii) Contact information including telephone number and email address.
 - (iv) Information about the request including a description of the issue, location, and suggested resolution.

- (2) Upon receipt of an Application, the Police Department shall forward a copy to the Public Works Department (“Public Works”).
- (3) Police and Public Works will jointly evaluate the Request, and make one of the following determinations:
 - (i) Under the following criteria, the Application will be considered by Staff when:
 - 1. The Request is clearly in compliance with the MUTCD and does not contain any of the preclusions listed in Section 1.02(b)(3)(i).
 - 2. The Request is clearly not defined nor recommended in the MUTCD, but may have merit due to other circumstances and does not contain any of the preclusions listed in Section 1.02(b)(3)(i)(1)-(4). Example: the addition of a School Zone warning sign.
 - 3. The Request is, in the opinion of Staff, emergent in nature but may otherwise require Committee review. In these situations Staff will handle the situation with temporary solutions to the degree possible, and refer the Request to the Committee for review of possible permanent solutions.
 - 4. The Request would be considered normal, obvious, everyday course of business situations. Example: a new roadway is opened up, requiring the addition of a stop sign or other traffic control sign.
 - 5. Notice will be provided to each property owner within 300 feet of the proposed Request if warranted. The notice shall be distributed by Public Works providing property owners with an opportunity to respond.
 - (ii) Under the following criteria, the Application will be forwarded to the Public Works Committee (“Committee”) with recommendation from Staff for consideration when:
 - 1. The Request requires approval due to the financial implications per the Fiscal Policy Manual.
 - 2. The Request is clearly not defined or recommended in the MUTCD, but may have merit due to other circumstances and contain one or more of the preclusions found in this section.

SECTION 1.03 Committee Referral

(a) Committee Referral

- (1) Upon determination that the Application will require review by the Committee, Staff shall forward the Request to the Committee along with their recommendation(s).
- (2) In most situations, the recommendations of Public Works and Police should be in line with the MUTCD. As noted; however, situations may exist that would suggest a course of action not in compliance with these recommendations. In these situations, the reasons for this and any supporting data or information should be included with the Staff recommendation(s).
- (3) As part of its review, Staff may also consult a Traffic Engineer in order to study the Application and present their recommendations to the Committee as appropriate.

(b) Committee Review

- (1) The Committee will review the Application, Staff report, Traffic Engineer recommendations, and public comments as applicable and available to make its decision on the Request. In doing so the Committee will adhere to the standards contained within the MUTCD as is practical and possible.
- (2) In the event that the action taken by the Committee on the Request necessitates a revision to Village Ordinance, the Committee shall recommend action to the Village Board for final decision.

(c) Final Disposition of the Request

- (1) Upon determination of a final disposition of an Application, Staff shall inform the Applicant of the disposition and what, if any, action will be taken.

SECTION 1.04 Requests for Federal, State, and/or County Highways

- (a) Applications pertaining to Federal and/or State roadways will be referred to the Wisconsin Department of Transportation (“WisDOT”) for review and recommendation. The Village will consider Applications within these roadways that fall within its jurisdiction based upon the findings of WisDOT.
- (b) Applications pertaining to County roadways will be referred to Dane County Highway and Transportation (“Dane County”) for review and recommendation. The Village will consider Applications within these roadways that fall within its jurisdiction based upon the findings of Dane County.

SECTION 1.05 Appeal Process

- (b) Upon receiving notification of the final disposition, the Applicant may appeal to the Village Board if action was taken by Staff that the Applicant does not feel properly addresses their Application. Decision by the Village Board is final.
- (c) The Applicant is responsible for the preparation and presentation of any and all evidence, documentation, or testimony they feel supports their Application.

Committee Adopted: March 9, 2021

Village Board Adopted: March 22, 2021 Revised: None.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, November 14, 2023

SECTION: Consent Agenda

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Motion to authorize the Village Administrator to lease 5810 Milwaukee Street.

PREVIOUS ACTION:

ISSUE SUMMARY:

On October 27, 2023, the Village closed on the acquisition of 5810 Milwaukee Street. Staff is seeking authorization from the Village Board to rent the single family home until such time that the Village is ready to redevelop the property. The Community Development Department would manage the property rental similar to the Village's other existing rental properties.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion, second, to authorize the Village Administrator to lease 5810 Milwaukee Street.

ATTACHMENTS:

None

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 14, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: On the proposed budget for the year 2024 and establishing the 2023 payable in 2024 property tax levy for the Village of McFarland.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Included within your packet is a copy of the public hearing notice. The public hearing will be opened like all other hearings, we will receive comment as provided, and then the hearing will be closed. Final action will take place at the November 28, 2023 regular Village Board meeting in order to finally adopt the 2024 Budget.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for the hearing to be held to receive comments from the public.

ATTACHMENTS:

1. 2024 Budget - Public Hearing Notice 10122023 mgs

VILLAGE OF MCFARLAND

NOTICE OF PUBLIC HEARING

Notice is hereby given that there will be a Public Hearing before the Village Board on Tuesday, November 14, 2023 at 7:00 pm in the Community Room of the Municipal Center located at 5915 Milwaukee Street, McFarland, WI 53558, at which time interested parties and citizens shall have an opportunity to be heard concerning the proposed 2024 Budget. The Budget is available for viewing at the McFarland Municipal Center lobby from 8:00 am to 4:30 pm, Monday through Friday or on the Village website at www.mcfarland.wi.us.

If you are not able to attend the meeting or would like to provide written comment in advance, please send to Village of McFarland, Attn: Village Administrator, PO Box 110, McFarland, WI 53558 or email to matt.schuenke@mcfarland.wi.us.

Detailed below are the summaries of revenues, expenses, and fund balances of all Village funds as is required for reporting purposes by Wisconsin State Statute 65.90.

SUMMARY OF GENERAL FUND

Revenues							Expenses						
Revenue Category	2022 Actual	2023 Budget	YTD 6/30/2023	2023 Projected	2024 Budget	% Change Prev Year	Expense Category	2022 Actual	2023 Budget	YTD 6/30/2023	2023 Projected	2024 Budget	% Change Prev Year
Taxes	4,345,750	4,393,750	4,393,750	4,345,750	4,526,250	3.02%	General Government	866,159	946,750	521,307	858,804	976,250	3.12%
Special Assessments	0	0	0	0	0	0.00%	Public Safety	4,074,415	4,345,250	2,201,806	4,478,608	4,537,500	4.42%
Intergovernmental Rev	717,393	743,000	287,990	767,647	1,059,250	42.56%	Public Works	791,857	941,000	475,738	905,086	1,125,500	19.61%
Licenses and Permits	250,609	316,500	118,417	237,980	277,250	-12.40%	Health & Human Serv	359,404	377,750	177,286	364,628	401,000	6.15%
Fines, Forf, and Penalties	85,881	110,000	68,105	112,000	122,000	10.91%	Culture, Rec, and Ed	422,865	432,750	220,524	497,957	555,500	28.37%
Public Charges for Services	504,442	546,250	231,099	573,900	623,000	14.05%	Conserve & Develop	226,676	278,750	119,973	263,829	281,750	1.08%
Intergovern Charges	403,393	465,000	230,437	468,460	506,750	8.98%	Debt Service	See Debt Service - Fund 300					
Miscellaneous Revenue	343,047	282,750	219,157	436,341	438,000	54.91%	Capital Outlay	See Capital Projects - Fund 400					
Other Financing Sources	258,404	465,000	0	436,500	325,000	-30.11%	Other Financing Uses	85,000	0	0	0	0	0.00%
Total REVENUES	6,908,919	7,322,250	5,548,955	7,378,578	7,877,500	7.58%	Total EXPENDITURES	6,826,376	7,322,250	3,716,633	7,368,912	7,877,500	7.58%

General Fund (Actual)	2022 Actual	2023 Budget	YTD 6/30/2023	2023 Projected	2024 Budget
Fund Balance - Begin	2,306,955	-----	-----	2,355,907	2,229,073
Fund Balance - End	2,355,907	-----	-----	2,229,073	2,204,073

				Difference	% Change
	12/31/2020	12/31/2021	12/31/2022	vs. 2021	vs. 2021
DEBT Service ** - as of					
Governmental Activities	16,508,934	34,008,701	42,461,927	8,453,226	24.86%
Business Type Activities	3,874,159	3,830,622	3,061,807	-768,815	-20.07%
Total Outstanding Debt	20,383,093	37,839,323	45,523,734	7,684,411	20.31%

** Outstanding General Obligation Debt including principal and interest expense.

Dated this 19th day of October, 2023.

Cassandra Suettinger, Deputy Village Administrator/Clerk
McFarland, Wisconsin

	2022 Actual	2023 Actual	2024 Budget	% Change Prev Year
Property Tax Rates	\$6.17	\$ 6.30	\$ 6.09	-3.30%

VILLAGE OF MCFARLAND

Summary of Other Governmental Funds

Comm/Tech Fund 200	2022 Actual	2023 Budget	YTD 6/30/2023	2023 Projected	2024 Budget	% Change Prev Year
Total Revenue	143,400	189,000	66,520	180,577	123,500	-34.66%
Taxes	23,000	43,250	43,250	23,000	0	-100.00%
Other Revenue	120,400	145,750	23,270	157,577	123,500	-15.27%
Total Expense	163,823	189,000	45,570	122,048	123,500	-34.66%
Fund Balance - Begin	61,080	-----	-----	34,257	65,959	
Fund Balance - End	34,257	-----	-----	65,959	65,959	
Minimum Fund Balance Requirement of 50% of Exp				94,500	61,750	

Debt Service Fund 300	2022 Actual	2023 Budget	YTD 6/30/2023	2023 Projected	2024 Budget	% Change Prev Year
Total Revenue	2,451,105	3,450,000	3,056,689	3,456,923	4,325,000	25.36%
Taxes	1,777,000	2,765,000	2,765,000	2,765,000	3,400,000	22.97%
Other Revenue	674,105	685,000	291,689	691,923	925,000	35.04%
Total Expense	2,692,068	3,450,000	1,471,328	3,456,923	4,325,000	25.36%
Fund Balance - Begin	1,276,429	-----	-----	1,035,466	722,847	
Fund Balance - End	1,035,466	-----	-----	722,847	722,847	
The Debt Service Fund is not required to maintain a minimum level of reserves beyond any unexpected revenues collected from impact fees.						

Library Fund 205	2022 Actual	2023 Budget	YTD 6/30/2023	2023 Projected	2024 Budget	% Change Prev Year
Total Revenue	1,007,286	1,064,000	1,077,594	1,064,542	1,124,250	5.66%
Taxes	674,250	733,000	733,000	733,000	768,000	4.77%
Other Revenue	333,036	331,000	344,594	331,542	356,250	7.63%
Total Expense	978,337	1,064,000	498,723	995,350	1,124,250	5.66%
Fund Balance - Begin	206,492	-----	-----	217,431	286,623	
Fund Balance - End	217,431	-----	-----	286,623	286,623	
Minimum Fund Balance Requirement of 10% of Exp				99,535	112,425	

TID #3 Fund 305	2022 Actual	2023 Budget	YTD 6/30/2023	2023 Projected	2024 Budget	% Change Prev Year
Total Revenue	2,808,978	1,948,500	1,293,840	1,642,186	1,798,250	-7.71%
Taxes	965,291	1,271,000	1,196,495	1,196,495	1,350,000	6.22%
Other Revenue	1,843,687	677,500	97,345	445,691	448,250	-33.84%
Total Expense	2,948,480	1,948,500	410,397	1,642,186	1,798,250	-7.71%
Fund Balance - Begin	1,469,944	-----	-----	1,286,693	1,042,888	
Fund Balance - End	1,286,693	-----	-----	1,042,888	799,888	

Youth Center Fund 210	2022 Actual	2023 Budget	YTD 6/30/2023	2023 Projected	2024 Budget	% Change Prev Year
Total Revenue	40,000	40,750	32,500	40,750	40,750	0.00%
Taxes	25,000	25,000	25,000	25,000	25,000	0.00%
Other Revenue	15,000	15,750	7,500	15,750	15,750	0.00%
Total Expense	40,250	40,750	40,250	40,750	40,750	0.00%
Fund Balance - Begin	2,428	-----	-----	2,178	2,178	
Fund Balance - End	2,178	-----	-----	2,178	1,428	

TID #4 Fund 310	2022 Actual	2023 Budget	YTD 6/30/2023	2023 Projected	2024 Budget	% Change Prev Year
Total Revenue	818,092	1,022,500	134,277	686,898	1,143,250	11.81%
Taxes	101,952	120,250	108,886	108,886	155,000	28.90%
Other Revenue	716,140	902,250	25,391	578,012	988,250	9.53%
Total Expense	616,183	1,022,500	56,366	663,766	1,143,250	11.81%
Fund Balance - Begin	223,674	-----	-----	425,583	448,715	
Fund Balance - End	425,583	-----	-----	448,715	488,715	

Dated this 19th day of October, 2023.

Cassandra Suettinger, Deputy Village Administrator/Clerk
McFarland, Wisconsin

VILLAGE OF MCFARLAND

Summary of Other Governmental Funds

TID #5 <i>Fund 315</i>	2022 Actual	2023 Budget	YTD 6/30/2023	2023 Projected	2024 Budget	% Change Prev Year
Total Revenue	204,093	451,500	237,940	233,115	613,500	35.88%
Taxes	201,753	251,500	232,834	232,834	313,500	0.00%
Other Revenue	2,340	200,000	5,106	281	300,000	50.00%
Total Expense	170,302	451,500	103,737	193,654	613,500	35.88%
Fund Balance - Begin	(562,507)	-----	-----	(484,966)	(445,505)	
Fund Balance - End	(484,966)	-----	-----	(445,505)	(445,505)	

Stormwater <i>Fund 605</i>	2022 Actual	2023 Budget	YTD 6/30/2023	2023 Projected	2024 Budget	% Change Prev Year
Total Revenue	571,327	862,250	290,529	1,026,323	1,570,500	82.14%
Taxes	0	0	0	0	0	0.00%
Other Revenue	571,327	862,250	290,529	1,026,323	1,570,500	82.14%
Total Expense	649,657	862,250	284,221	1,018,057	1,570,500	82.14%
Cash & Equiv - Begin	588,676	-----	-----	70,825	(358,982)	
Cash & Equiv - End	70,825	-----	-----	(358,982)	(703,982)	

Capital Projects <i>Fund 400</i>	2022 Actual	2023 Budget	YTD 6/30/2023	2023 Projected	2024 Budget	% Change Prev Year
Total Revenue	13,566,729	15,442,250	5,203,170	16,505,422	24,632,500	59.51%
Taxes	0	0	0	0	10,000	0.00%
Other Revenue	13,566,729	15,442,250	5,203,170	16,505,422	24,622,500	59.45%
Total Expense	20,754,566	15,442,250	6,025,509	16,486,035	24,632,500	59.51%
Fund Balance - Begin	13,657,186	-----	-----	6,461,605	280,045	
Fund Balance - End	6,461,605	-----	-----	280,045	(512,955)	
The Capital Projects Fund shall maintain reserves as of December 31 of each year sufficient to pay the cost of projects under construction but not yet finished.						

Solid Waste <i>Fund 610</i>	2022 Actual	2023 Budget	YTD 6/30/2023	2023 Projected	2024 Budget	% Change Prev Year
Total Revenue	555,656	638,750	579,292	652,669	647,250	1.33%
Taxes	74,750	79,500	79,500	74,750	54,250	-31.76%
Other Revenue	480,906	559,250	499,792	577,919	593,000	6.03%
Total Expense	601,187	638,750	295,329	612,115	647,250	1.33%
Fund Balance - Begin	177,530	-----	-----	129,890	114,444	
Fund Balance - End	129,890	-----	-----	114,444	54,444	
Minimum Fund Balance Requirement of 10% of Exp				61,212	64,725	

Parks <i>Fund 405</i>	2022 Actual	2023 Budget	YTD 6/30/2023	2023 Projected	2024 Budget	% Change Prev Year
Total Revenue	154,276	265,000	59,281	149,000	545,000	105.66%
Taxes	0	0	0	0	0	0.00%
Other Revenue	154,276	265,000	59,281	149,000	545,000	105.66%
Total Expense	37,147	265,000	32,106	149,000	545,000	105.66%
Fund Balance - Begin	1,069,574	-----	-----	1,186,704	1,186,704	
Fund Balance - End	1,186,704	-----	-----	1,186,704	846,704	

Retiree <i>Fund 700</i>	2022 Actual	2023 Budget	YTD 6/30/2023	2023 Projected	2024 Budget	% Change Prev Year
Total Revenue	51,918	150,000	54,094	58,000	150,000	0.00%
Taxes	50,000	50,000	50,000	50,000	50,000	0.00%
Other Revenue	1,918	100,000	4,094	8,000	100,000	0.00%
Total Expense	89,163	150,000	20,623	20,623	150,000	0.00%
Fund Balance - Begin	189,387	-----	-----	152,141	189,518	
Fund Balance - End	152,141	-----	-----	189,518	97,518	

Utilities <i>Fund 600</i>	2022 Actual	2023 Budget	YTD 6/30/2023	2023 Projected	2024 Budget	% Change Prev Year
Total Revenue	3,171,346	8,836,250	1,638,310	5,746,378	8,806,000	-0.34%
Taxes	0	0	0	0	0	0.00%
Other Revenue	3,171,346	8,836,250	1,638,310	5,746,378	8,806,000	-0.34%
Total Expense	3,323,893	8,836,250	1,339,608	6,004,417	8,806,000	-0.34%
Cash & Equivalent - Begin	3,615,440	-----	-----	5,574,414	2,967,821	
Cash & Equivalent - End	5,574,414	-----	-----	2,967,821	2,831,571	

Canine <i>Fund 800</i>	2022 Actual	2023 Budget	YTD 6/30/2023	2023 Projected	2024 Budget	% Change Prev Year
Total Revenue	23,652	24,250	24,972	25,250	27,000	11.34%
Taxes	0	0	0	0	0	0.00%
Other Revenue	23,652	24,250	24,972	25,250	27,000	11.34%
Total Expense	29,882	24,250	10,680	15,000	27,000	11.34%
Fund Balance - Begin	55,426	-----	-----	49,196	59,446	
Fund Balance - End	49,196	-----	-----	59,446	57,446	

Dated this 19th day of October, 2023.

Cassandra Suettinger, Deputy Village Administrator/Clerk
McFarland, Wisconsin

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 14, 2023

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Discussion and action regarding design services for lake access at Lewis Park.

PREVIOUS ACTION:

The Parks and Recreation Committee recommended acceptance of the plan for the project at its meeting on December 6, 2022.

The Sustainability and Natural Resources Committee recommended acceptance of the plan for the project at its meeting on January 9, 2023.

The Village Board accepted the plan at their meeting on January 24, 2023.

The Parks and Recreation Committee recommended acceptance of the proposal for design services for lake access at Lewis Park at their meeting on November 7, 2023.

ISSUE SUMMARY:

Attached is the Proposal from Parkitecture to complete final design, permit and put out to bid the Lewis Park lake access project. The design, permitting, and bid work would look to be completed in the Spring of 2024 for construction in the Summer of 2024. The Parks and Recreation Committee will work to review the elements proposed within the plan and specifically what might be desired on the pier. The proposed site plan and prospective images are included within the plan linked within this memo.

FINANCIAL/BUDGET IMPACT:

The 2024 Budget allocated \$250,000 towards the project carrying over funds from 2023 that were borrowed for the McDaniel Park beach project. The projected cost within the accepted plan was \$207,219.80 with \$14,048.80 committed to this work. The proposal is presented at \$24,844 which is higher to include what's needed to address permitting requirements through the DNR.

VILLAGE PLAN REFERENCE:

[Lewis Park Water Access Plan](#) - January 24, 2023

[Plan Exhibits](#)

ORDINANCE REFERENCE:



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to approve the proposal from Parkitecture in the amount of \$24,844 regarding design services for lake access at Lewis Park.

ATTACHMENTS:

1. 23_1025 TO Lewis Park cds

Lewis Park Pier CDs
TASK ORDER SCOPE OF SERVICES

General Project Scope:

Project scope includes preparation of construction documents and specifications and public bidding for a proposed boardwalk and associated site elements as depicted in the 2023 Concept Plan to be located within Lewis Park.

Task Items below are further described in the Master Planning Services Agreement set forth between Parkitecture + Planning and the Village of McFarland entered by the parties in 2020. All other terms of Master Planning Services Agreement between Parkitecture + Planning and the Village of McFarland not inconsistent with this Task Order are incorporated herein by reference.

Services to be completed:

- **Design Development Documents** – Parkitecture will prepare professional construction documents detailing the boardwalk, observation platform, and site-specific improvements.
 - o Layout Plan
 - o Grading & Drainage Plan
 - o Landscape Plan
 - o Boardwalk Structure Layout and Details
 - o Sections
 - o Construction Details
 - o Technical Specifications
- **Review Meeting** – The Client will review the Design Development Documents submittal and prepare redline comments. Parkitecture will lead a virtual meeting with the Client to review the redline comments and identify actions necessary to address the comments.
- **Final Construction Documents** – Parkitecture will incorporate feedback from the Design Development Documents Review Meeting and prepare a 100% Construction Documents submittal (plans and specifications).
- **Opinion of Probable Construction Cost** – Parkitecture will assemble a detailed opinion of probable cost to with aligned bid items for the final bid plan set.
- **PRC Meeting** – Parkitecture will present DD drawings to the PRC for final approval prior to establishing construction documents.
- **Village Board Meeting** – Parkitecture will present final drawings to the Village Board for final approval prior to soliciting public bids.
- **Public Bidding** – Parkitecture will facilitate a public bidding process via QUEST CDN. This will include answering bidder questions, issuing addenda, etc as needed. A bid opening will be held online and results reviewed/tabulated. This will also include a recommendation memo for potential award of bid.
- **Permitting** – Parkitecture will work with Wisconsin DNR for Chapter 30 permitting requirements and submit completed application on behalf of the Village.

Lewis Park Pier CDs

Outcomes and Deliverables

- o Design Development Documents (PDF)
- o 100% Construction Documents (PDF)
- o Project Specifications (PDF)
- o Opinion of Probable Construction Cost (OPCC) (PDF)
- o Meeting Minutes (PDF)
- o Bid Tabulation and Memo (PDF)

Assumptions

Village to provide timely feedback on submittals, and access to stakeholders within the community.

Schedule:

Parkitecture is prepared to begin work on the project on or about December 15, 2023 and anticipate completion of bid documents by March 1, 2024.

Fee:

In consideration of the scope outlined above, Parkitecture requests a fixed fee of \$24,844 including expenses.

Signature below shall serve as notification to proceed.

Accepted by:

Village of McFarland



Parkitecture + Planning

Date:

____10/25/2023____

Date:

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 14, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding updates to Chapter 1 Parks and Park Facilities Naming Policy.

PREVIOUS ACTION:

The former Parks, Recreation, and Natural Resources Committee recommended adoption of this policy at its meeting on March 16, 2017.

The Village Board formerly approved this policy at its meeting on March 27, 2017.

The Parks and Recreation Committee discussed this at the meeting on July 5, 2023.

The Parks and Recreation Committee discussed this at the meeting on August 1, 2023.

The Parks and Recreation Committee recommended approval at its meeting on November 7, 2023.

ISSUE SUMMARY:

Please find enclosed updates to Chapter 1, which is the Parks and Park Facilities Naming Policy. The changes presented are following review from Committee through out this Summer and Fall. Most of the changes are meant to clarify certain aspects of the standards to in order to ease its use when needed.

FINANCIAL/BUDGET IMPACT:

There are no specific financial considerations to draft the policy as this work is done by Staff. There may be some financial implications regarding the standards that it sets regarding donations and other similar conditions contained within the language.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to approve updates to Chapter 1 Parks and Park Facilities Naming



Policy.

ATTACHMENTS:

1. Chapter 1 - Parks and Park Facilities Naming Policy 11072023 mgs

CHAPTER 1 Parks and Park Facilities Naming ~~Rights~~ Policy

SECTION 1.01 Policy Purpose

~~The purpose is to establish a policy. To~~ provide standards and guidance for the naming or renaming of public parklands, features, and facilities under the ~~authority jurisdiction~~ of the Village of McFarland (herein after “Village”) for community recognition, sponsorship opportunities, and other identification needs. ~~The naming of existing Village parklands, features, and facilities may not have been determined within the scope of this policy. As such, existing names do not need to be changed to expressly conform to this policy. It is intended that this policy shall serve as the basis for future naming as may be desired.~~

SECTION 1.02 Authorization

The Parks ~~and~~ Recreation, ~~and Natural Resources (herein after “PRNR”)~~ Committee (herein after “PRC”) shall have the responsibility to consider and make recommendations regarding requests for the naming of sites. The ~~PRNR Committee~~ shall make its recommendation to the Village Board who, in its sole discretion, shall consider and take final action regarding requests for the naming of ~~sites~~ parks, park facilities, and major features. Diversity, balance, and creativity will be sought through the selection and recommendation process.

SECTION 1.03 Definitions

- (a) **Amenities:** Smaller furnishings and facilities in the parks system such as benches, drinking fountain, tables, etc. Amenities are not formally named but recognition for donated amenities is possible.
- (b) **Donations:** A gift of property, goods, or cash generally with no expectation of return. If the gift is contingent upon a special request it is made subject to “condition”.
- (c) **Major Feature:** Components of park facilities, e.g. sports fields, tennis courts, playgrounds, shelters, fountains, artwork, physical features, or distinctive natural elements.
- (d) **Naming:** The name approved by the Village Board to a given park, park facility, and/or major feature.
- (e) **Naming Request:** The proposal to name or rename a park, park facility, and/or major feature.

- (f) **Park:** All lands dedicated as a ~~traditionally designed~~ parks, gardens, natural open spaces, conservancy, woodlands, and other specialized parks under the stewardship of the Public Works Department.
- (g) **Park Facility:** Major structures such as community centers, pools, and ~~enclosed~~ pavilions within lands under the oversight of the Village.

SECTION 1.04 Objectives

- (a) Provide name identification for individual parks, ~~park areas~~, park facilities, or major features.
- (b) Encourage philanthropic support of parks, major features, and amenities.
- (c) Provide criteria for citizen input into the process of naming parks, ~~park areas~~, park facilities, or major features.
- (d) ~~E~~nsure that naming of parks, ~~park areas~~, park facilities, or major features is approved by the Village Board after receiving recommendations from the ~~PRNR~~ Committee.
- (e) Align the policy with the development of parks within new Village subdivisions.

SECTION 1.05 Selection Criteria

The naming of Village parks and/or park facilities should be reserved for circumstances that serve the interest of the Village and ensure a worthy and enduring legacy. Therefore, the potential names should be drawn from the following broad categories for consideration:

- (a) **Geographic Location or Natural Feature.** This can include reference to the natural aspects of the park, its adjacency to a natural feature, or proximity to an adjoining subdivision or street.
- (b) **Historic Events or People.** When considering a naming request to recognize events, people, and places of historic cultural or social significance, requests must demonstrate this significance through research and documentation and show there is continued importance to the city, region, state, and/or nation.
- (c) **Outstanding Individual.** This category is designed to acknowledge the sustained contribution that has been made by such individuals to the Village and/or the development and management of the Village's park system. Quality of the contribution should be considered in kind along with the length of service by the individual. The Applicant requesting the naming shall be responsible to fully

substantiate the contributions made by this individual. ~~Preference will be given to a request in which the individual has a tie to the park being requested to be named. Naming requests for an outstanding individual is encouraged only for those who have been deceased for at least three years in order to ensure that person's significance and good reputation have been accepted. This provision can be waived at the Village Board's directive. The naming requests for people who may have lost their lives due to war or a tragic event will be considered only after the shock of such event, a minimum of three years, has lessened within the community.~~

(d) **Major Donations.**

- (1) Submission of a naming request to recognize a donation in honor of or at the request of the donor will be considered. The threshold for naming under these circumstances will include one or more of the following:
 - (i) Land for the majority of the park was deeded to the Village.
 - (ii) Largest single contributor ~~Contribution of a minimum of 50%~~ of the capital construction costs associated with the development of the park and/or park facility.
 - (iii) Establishment of a minimum time period for an 20-year endowment to be determined at the discretion of the Village for the continued maintenance and/or programming of the park and/or park facility.

(e) **Donation of a Major Feature.**

- (1) Naming of major features will be considered, ~~but the threshold is as follows:~~ The threshold for naming under these circumstances will include one or more of the following:
 - (i) Contribution of 100% of the capital construction costs associated with the development of the major feature.
 - (ii) Establishment of a minimum time period for an long term endowment to be determined at the discretion of the Village for the repair and maintenance of the donated major feature.

(f) **Other Considerations.**

- (1) Donors seeking naming rights for major donations with respect to an individual will be encouraged to follow the principles that apply to naming a park for an outstanding individual. Exceptions to this will be considered on

their own merits at the discretion of the PR~~NR-Committee~~ and approval of the Village Board. Naming parks and/or park facilities with a company name is not permitted; however, company names will be considered for major features. Corporate logos, insignias, brands, or direct advertising text shall not be included within ~~naming requests~~ the proposed name requested.

- (2) Renaming proposals, whether for a major gift or by community request, are not encouraged. Likewise, names that have become widely accepted by the community will not be abandoned unless there are compelling reasons and strong public sentiment from the broader community for doing so. Historical or commonly used place names will be preserved wherever possible.
- (3) To minimize confusion, parks will not be subdivided for the purpose of naming unless there are readily identifiable physical divisions such as roads or waterways. However, naming of specific major facilities within parks will be permitted. Under these circumstances, such names should be different to the park name to avoid user confusion.
- (4) All signs that indicate the proposed name shall comply with the style guide established for the Village ~~brandgraphic and design standards~~. Specialized naming signage not adhering to brand standards will not be permitted.
- (5) The PR~~NR-Committee~~ reserves the right to recommend to the Village Board the renaming any park, park facility, and/or major feature if it is found that the continued use of the name would not be in the best interest of the Community~~the person, entity, or event for which it is named turns demonstrates malfeasance, is found to be disingenuous, and/or subsequently acts in a disreputable way.~~
- (6) In accordance with Section 2-385(e) regarding recommendations on parkland dedications and proposed park improvements within new subdivisions, the PRC shall review and include as part of their recommendation the proposed name of the park submitted as part of the project.
- (7) The Village may make application to change the name of a park, park facility, and/or major feature subject to the terms of this policy. In such cases the PRC will review the request and make recommendation to the Village Board for final approval.

SECTION 1.06 Procedures

The following procedures have been established to ensure that naming requests are considered in a consistent manner:

- (a) All naming requests shall be made by submitting an application ~~to the Director of Public Works.~~
- (b) The naming application will contain the following minimum information:
 - (1) The proposed name.
 - (2) Written narrative justifying the reasons for the proposed name.
 - (3) Written documentation indicating community support for the proposed name.
 - (4) Description/map showing location and boundaries of the park.
 - (5) If proposing to name a facility or major feature within a park, include a description/map showing the location of the facility.
 - (6) If proposing to rename a park or facility, include justification for changing an established name.
 - (7) If proposing to name a park or facility after an outstanding person, include documentation of that person's significance and good reputation in the Village's, State's, or Nation's history.
- (c) Upon receipt of a naming request, the following assessment shall be applied by the Village to consider the request:
 - (1) Review the proposed request for its adherence to the policies of the Village and to ensure it is in the best interest of the Community.
 - (2) Ensure that supporting information has been authenticated, particularly when an individual's name is proposed.
 - (3) Seek input from relevant neighborhood associations, historical groups, and other organizations, if deemed appropriate.
 - (4) Upon completion of Items (c)(1)-(3) above, ~~a recommendation will be provided to the PRNR Committee by~~ the Director of Public Works, or his/her designee, will determine if the application regarding the naming request that has been proposed is complete and if compliant with policy send to the PRC for review and recommendation.

- (5) The PR~~NR~~-Committee will allow for at least two meetings to consider naming requests once a recommendation has been provided by the Director of Public Works.
- (i) **First Meeting.** The naming request shall only be introduced for discussion ~~only~~ as part of the PR~~NR~~-Committee's first consideration. ~~Additionally, p~~Public comment will be solicited ~~by the Village regarding the naming request as part of the discussion. prior to the second meeting.~~ The Village shall use regular and available means of communication to announce the naming request as it has been presented ~~prior to the meeting.~~ ~~A Class I Public Hearing notice will be issued in conjunction with the Second Meeting for the Committee to receive comments from the Public regarding the naming request.~~
- (ii) **Second Meeting.** Following the introduction in the first meeting and the ~~receipt solicitation~~ of public comments, the PR~~NR~~-Committee may take action ~~following a Public Hearing~~ to forward a recommendation of the naming request to the Village Board.
- ~~(6) The recommendation of the PRNR Committee and Director of Public Works regarding the naming request will be presented to the Village Board for consideration and final action.~~

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 14, 2023

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action regarding updates to the Village's Tax Increment Financing Development Incentives Policy Manual.

PREVIOUS ACTION:

November 8, 2023, CDA unanimously recommended the attached revisions to the TIF Development Incentives Policy Manual.

ISSUE SUMMARY:

Staff is bringing forward two potential modifications to the Village's Tax Increment Financing Development Incentives Policy Manual.

1. The first is to clarify whether the Village would permit a lessee to be eligible for development incentives. The adopted Policy Manual states that the applicant must either be the property owner or have an agreed upon option to purchase the property. Historically, this is how most of the Village's TIF requests have been received. However, it would appear as written it might prevent a lessee from applying for funding or receiving pass through incentives from the property owner. Examples of this may include a lessee seeking funding assistance to build out or renovate interior or exterior portions of a commercial building (e.g. facade improvement). As with any TIF request, the scope of the project and the amount of funding assistance will be important determining factors regarding whether the Village would accept any particular application. Broadly speaking, the CDA and staff support keeping the Village's options open for considering funding for lessee improvements. The CDA recommended a small revision to clarify the Village would not exclude lessee's from potentially receiving TIF development incentives; however, the CDA recommended that the TIF application and development agreement continue to remain between the Village and the property owner. This allows the Village to continue to use traditional methods of surety, assessment guarantees and TIF loan mortgages, which are the responsibility of the property owner and not the lessee. Any surety required between the property owner and lessee is left to their discretion.
2. The second is to clarify language regarding conflict of interest. The adopted Policy Manual already includes a conflict of interest qualification requirement. The proposed change is to simply align the text of this section to match what is provided in the Village's existing Code of Ethics.

FINANCIAL/BUDGET IMPACT:



VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion, second, to approve the proposed changes to the Village's Tax Increment Financing Development Incentives Policy Manual.

ATTACHMENTS:

1. McFarland_TIF Incentives Policy Manual and Application_11.09.2023

TAX INCREMENT FINANCING DEVELOPMENT INCENTIVES POLICY MANUAL



1. PURPOSE

The attached policies, and associated application, have been adopted by the Village of McFarland for the purpose of guiding decisions related to requests for development incentives within Tax Increment Financing (TIF) Districts.

2. DISCLAIMER

Requests for TIF incentives are referred to the Village's Community Development Authority (CDA) for a recommendation to the Village Board. The Village Board has the sole authority to make final decisions regarding development incentive applications, which may or may not align with recommendations provided by the CDA. This policy manual and associated application have been prepared by the Village to provide both Village Officials and applicants a consistent process for reviewing requests for TIF incentives. The amount and form of payment of TIF incentives provided to a project will be determined at the discretion of the Village Board on the basis of applicant's demonstrated project need and "but for" requirements, existing and projected TID revenues, level of investment risk to the Village, quality of the proposed development, applicant qualifications, and the degree to which the project meets the public objectives of the Village described in Section 3 General Objectives and Section 6 Qualifications.

Variations from this policy manual may be considered for projects that provide extraordinary benefits to the community in terms of blight elimination and infill development, increases in property tax base, job creation or retention, improvements to public infrastructure, providing mixed-use development, providing affordable housing, providing sustainable development, providing businesses and services in high demand by McFarland residents, or other advantages to the McFarland economy/community. The Village Board also may reject any and all applications, even those which satisfy all of the attached qualifications for the use of TIF for any reason whatsoever, without regard for the viability of the project. The Village will provide the applicant with reasons for rejecting the application. Examples why a project may be rejected include but are not limited to: the Village/TID's own financial capacity to fund the project, the scale of the project is too small, the project results in minimal public benefits or services to McFarland residents, extent by which evaluation qualifications are met, other existing Village, County or State funding programs are available for the proposed project, the project results in a tax exempt property, etc.

3. GENERAL OBJECTIVES FOR THE USE OF TAX INCREMENT FINANCING – DEVELOPMENT INCENTIVES

The general objective of TIF incentives is to stimulate (re)development of vacant, underutilized or blighted properties within the boundaries of Village TIF districts. While TIF is an important and useful economic development tool, it is essential that it be used appropriately to accomplish the Village's economic development goals and objectives. A fundamental principle of TIF is that it is designed to encourage development that would not otherwise occur or would occur to a lesser extent, timeline, or quality under minimum zoning and building codes, "but for" the assistance provided through TIF incentives. It is the policy of the Village Board to consider the judicious use of TIF incentives for those projects that demonstrate a significant public benefit by achieving one or more objectives:

- ✓ Eliminating blight, unhealthy, or unsafe conditions
- ✓ Fostering the creation and retention of quality jobs (generally defined as jobs with an annual income or hourly rate at or exceeding the Per Capita Income of the Village as described in the most recent American Community Survey or other source).
- ✓ Increasing property values and tax revenues
- ✓ Fostering rehabilitation and conservation activities
- ✓ Improving Village infrastructure, including utilities, streetscaping and multi-modal transportation options (generally defined as road, rail, transit, bicycle, and pedestrian infrastructure)
- ✓ Implementing plans and development strategies adopted by the Village
- ✓ Providing high-quality affordable housing that can close the housing affordability gap (generally defined as housing units that are restricted to households with annual income at or below 60% of the Dane County Median Income. Visit www.wheda.com for more information on income limits for the current year.)

- ✓ Providing high-quality site & building designs and materials exceeding minimum zoning or building requirements, including placemaking amenities (generally defined as the inclusion of site or building amenities, exceeding minimum zoning or building requirements, that enhance the developments uniqueness, sense of place, and amenities for occupants, employees, or the public)
- ✓ Providing sustainable or green building and site development features (generally defined as the inclusion of solar, wind or geothermal energy systems, EV charging stations, LEED certified buildings, structured parking that maximizes the density on a site, green roofs that include gardens that can capture and retain stormwater, blue roofs that capture and store stormwater to mitigate runoff effects, under-parking water retention systems that capture and store stormwater to mitigate runoff effects, impervious pavement, or other stormwater management best practices that are above minimum zoning and building requirements)
- ✓ Providing infill development or serving as a catalyst for the (re)development of other adjacent properties

4. ELIGIBLE COSTS, PROJECT TYPES & PHASES

Eligible Costs. Allowable uses of TIF development incentives may include, but are not limited to:

- ✓ Land acquisition
- ✓ Environmental audits or remediation
- ✓ Rehabilitation of existing structures and utilities (interior or exterior)
- ✓ Demolition of buildings, remediation of soils, and site grading to bring sites to shovel ready status
- ✓ Construction costs of new building and utility improvements (interior or exterior)
- ✓ Installation of solar and geothermal energy systems, EV charging stations, or similar renewable energy improvements, sustainable building designs and green infrastructure site amenities
- ✓ Site improvements (parking, landscaping, lighting, stormwater, signage, placemaking amenities, etc.)
- ✓ Planning, surveying, legal, engineering, architectural, financing, permit costs and reasonable developer fees

Eligible Development Projects. Eligible development projects include those consisting of industrial, commercial, mixed-use, market rate multi-family residential (3+ units), or affordable housing developments within the boundaries of Village TIF districts.

Multi-Phased Development Projects. When a project involves multiple phases of new building construction, applicants may apply for TIF development incentives for each phase of development. The maximum amount of assistance, any merit-based adjustments, and payback qualifications under Section 6, will be evaluated individually for each phase at the time of submittal of the development incentives application. Where a development project is anticipated to be built in multiple phases, applicants shall provide general development plans at the time the first phase is under review in accordance with zoning requirements. Applicants are further encouraged to discuss with the Village the intent to apply for additional development incentives for future development phases. In cases where projects are buildout, but later expanded to add additional phases not original conceived, any requests for development incentives will be evaluated individually for the additional phases.

5. METHODS OF FINANCING & PROJECT COMPLETION ASSURANCES

Applications for TIF assistance require the applicant to indicate the type of financing method they are requesting from the Village from the list of options below. The list is ordered sequentially based on the Village's preferred methods of providing TIF assistance. Applicants seeking more advantageous financing terms (e.g. Tax Increment Loan at Project Start) should be aware that the Village reserves the right to both specify which form of financing the Village will offer based on the merits of the project AND to lower the amount of TIF assistance (i.e. as the Village incurs more risk the Village reserves the right to reduce the amount of assistance below the amount requested). The Village may also consider the use of a combination of financing methods.

- Pay-As-You-Go (Developer Financed Loan): Under a pay-as-you-go incentive the applicant finances the upfront costs related to the construction project and the Village agrees to make an annual payment back to the applicant

starting with the first year the Village receives taxes from the improved property (i.e., two years after project completion). The terms of the annual payment are subject to the development agreement negotiated and signed by both parties. The terms are typically represented as a percentage of the annual tax increment collected over a set period of years (e.g., 90% of the actual tax increment collect over 10 years or until the total requested financing amount has been reached, whichever comes first, provided the TID hasn't closed).

- **Tax Increment Loan at Occupancy.** The Village may provide financing in the form of a tax increment loan at occupancy. Under this form of financing the Village provides a cash payment at the time the applicant completes the project (e.g., within 60 days of receiving a building occupancy permit from the Village). The Village reserves the right to withhold a percentage of the TIF assistance until all landscaping or other site features have been installed on the property in accordance with approved site plans, even if the Village has issued the building occupancy permit. The loan is paid back through future tax increments generated from the project based on the terms of the development agreement with the applicant. The Village reserves the right to include interest on the loan as part of the Payback Period qualifications.
- **Tax Increment Loan at Project Start.** The Village may provide financing in the form of a loan at the start of a project. Under this form of financing the Village provides a cash payment at the time the project starts (e.g., after completion of the development agreement and within 60 days of approving all necessary building permits). The Village reserves the right to stagger payments to the applicant from the time of obtaining building permits to the time of receiving a building occupancy permit based on meeting predetermined construction milestones. The Village reserves the right to withhold a percentage of the TIF assistance until all landscaping has been installed on the property in accordance with approved site plans. The loan is paid back through future tax increments generated from the project. The Village reserves the right to include interest on the loan as part of the Payback Period qualifications.

Other forms of incentives:

- **Traditional Loan.** The Village may provide financing in the form of a loan at project start (e.g., after completion of the development agreement and within 60 days of receiving all necessary building permits). The terms of the loan (i.e., interest rate, amortization schedule, collateral) will be negotiated as part of the development agreement. The Village may also consider the use of no-interest loans or loans with forgivable payments (e.g., waiving a final payment) to provide an additional incentive to the applicant based on the merits of the proposed project. The use of future tax increments generated from the project to pay back the loan from the Village is not applicable. This type of financing is generally best suited for improvement projects that may generate minimal, or no tax increment value, yet provides other community benefits (e.g., installation of solar panels to an existing business, roof, sign or façade maintenance, etc.).
- **Land Donations or Write-Down.** Where the project involves the sale of Village property, the Village may provide a development incentive through the sale of property at less than market value. The Village reserves the right to include the value of any donated lands, or write downs, as part of the maximum assistance qualification.

Applicants are advised that the Village will require certain financial and project completion guarantees. These may include, but are not limited to, assessment guarantees, letters of credit, personal or corporate guarantees, minimum payment agreements, lien waivers for contractors, consent of mortgagee or other loan security instruments. In addition, the Village reserves the right to require an applicant to provide copies of paid invoices demonstrating actual costs incurred and to adjust accordingly any assistance provided by the Village in proportion to the ratio of estimated to actual project costs. **All terms and obligations of the Village and the applicant shall be finalized through the execution of a development agreement.**

6. QUALIFICATIONS

The following qualifications will be used by the Village to evaluate requests for development incentives. All terms and obligations of the Village and the applicant shall be finalized through the execution of a development agreement.

- ☐ Location: The proposed project must be within the boundaries of a Village TIF district at the time of approval of a development agreement.
- ☐ OwnershipEligible Applicants: The applicant must be the owner of the property or have a written agreed option to purchase the property from the current owner at the time of approval of a development agreement. Proof of property ownership will be required prior to receiving financial assistance from the Village. Eligible applicants may also include lessee holders of property provided proof of the lease agreement; however, the property owner shall be the entity to file the TIF application and sign the development agreement.
- ☐ “But For”: The applicant must demonstrate to the Village’s satisfaction that “but for” the TIF assistance, the project is not financially feasible on the proposed site, or would occur to a lesser extent or timeframe, and that the public benefits described in Section 3 General Objectives would not be achieved but for the development incentive. The burden is on the requesting party to prove that the proposed project would not be feasible without TIF assistance. Every other financial alternative should be explored prior to the use of TIF, including equity participation, other federal and state funds, tax credits, loans, etc.
- ☐ Financial Capability: Each TIF application must include evidence that the applicant possesses the financial ability to complete and operate the project and will be liable for or contribute equity of at least 15% of the total cost of the project, which may include investor equity and non-Village grant funding sources. Proof of equity and private commercial lending commitment will be required prior to receiving financial assistance from the Village.
- ☐ Maximum Assistance: The amount of TIF assistance is based on the demonstrated needs (financial gap) of the project. Where feasible, TIF assistance should be in the form of “pay-as-you-go”. As further inducement to utilize TIF financing payment forms that reduce the overall risk to the TIF Districts, and achieve higher community and economic development goals, the Village has developed the following guidelines for the maximum amount of assistance based on funding format and project type. The amount of TIF assistance should still be limited to the amount necessary to make a project competitive with other similar projects in the McFarland market area, versus simply the maximums percentages provided below. For applicants requesting a combination of financing (e.g., pay-go and tax increment loan at occupancy) the maximum amount of assistance shall not exceed 30% of the estimated total project costs, unless further adjusted for merit considerations below, with the final percentage within each form of financing determined by the Village Board. The Village at its discretion may include in the total percentage of project costs other costs incurred by the Village in support of creating the TID and bringing the subject property to shovel ready status (e.g., prior land acquisition costs, environmental remediation costs, public works costs, etc.).
 - ☐ For Pay-As-You-Go (Developer Financed) Agreements, the maximum amount of assistance is capped at 30% of the estimated total project costs, for industrial, commercial, mixed-use, and affordable housing developments and 25% for market rate multi-family housing (non-mixed-use buildings).
 - ☐ For Tax Increment Loan at Occupancy Agreements, the maximum amount of assistance is capped at 20% of the estimated total project costs, for industrial, commercial, mixed-use, and affordable housing developments and 15% for market rate multi-family housing (non-mixed-use buildings).
 - ☐ For Tax Increment Loan at Project Start Agreements, the maximum amount of assistance is capped at 10% of the estimated total project costs, for industrial, commercial, mixed-use, and affordable housing developments and 5% for market rate multi-family housing (non-mixed-use buildings).
 - ☐ For Traditional Loan Agreements, the maximum amount of assistance is capped at 20% of the estimated total project costs.

Merit Based Adjustments to Maximum Assistance. In recognition of the Village’s goals and priorities for the use of TIF development incentives, the following adjustments to the maximum amount of assistance may be considered provided the total amount of incentives can be recovered prior to closure of the TID:

- ☐ Affordable Housing¹. For projects involving the construction of affordable housing units, the maximum amount of assistance may be increased by 5% provided at least 20% of all units in a development must be reserved for households at or below 50% of the area median income, or at least 40% of all units must be reserved for households at or below 60% of the area median income, for a minimum of 30 years, or as determined through the development agreement. In lieu of providing any applicable partial or full waivers of impact fees under the Municipal Code for affordable housing projects, the Village may elect to increase the amount of TIF assistance in lieu of providing a partial or full impact fee waiver.
- ☐ Renewable Energy Systems & EV Charging Stations. For projects involving the installation of renewable energy systems, the maximum amount of assistance may be increased by 5%, or 25% of the net cost of the renewable energy installation after applicable federal tax credits and grants, whichever is less. To be eligible, the renewable energy system must provide for at least 50% of the total electrical or natural gas consumed by the development, or a minimum of 20% of the parking spaces must be electric vehicle (EV) installed with a Level 2 or 3 charging station. Electric vehicle includes a battery electric vehicle or a plug in hybrid electric vehicle.

Note, the maximum amount of assistance, excluding any merit-based adjustments, are further subject to adjustments in order to meet the Payback Period qualification.

- ☐ Payback Period: All requests for TIF assistance will be required to demonstrate that the tax increment estimated to be generated by the project will be sufficient to payback any TIF assistance provided by the Village (including applicable interest expenses) in support of the project according to the following terms:
 - ☐ For Pay-As-You-Go (Developer Financed) Agreements. Payments to the Developer shall commence with the first year in which the Village receives tax increment from the completed project and continue no longer than the year in which the applicable TID terminates, or until the maximum amount of assistance is reached, whichever comes first. In addition, the annual amount of tax increment applied toward retirement of the developer loan shall not exceed 90% of the actual annual amount of tax increment collected from the project, unless a higher percentage is granted by the Village Board.
 - ☐ For Tax Increment Loan at Occupancy Agreements. Within 12 years starting with the year the loan is dispersed (i.e., within 10 years of tax increment collection from the development). For example, development construction completed in 2022 will be first valued as of January 1, 2023, with first incremental taxes collected in 2024 through 2033, or 10 years of collection. In cases where the applicable TIF district has less than 12 years remaining, the Village may extrapolate whether the tax increment from the proposed development would be sufficient to retire the tax increment loan provided the TIF district would have 12 years remaining life and provided the TIF district has sufficient existing or projected fund revenues to offset any tax increment from the development project that can't be collected within 12 years due to closure of the TID.
 - ☐ For Tax Increment Loan at Project Start Agreements. Within 7 years starting with the year the loan is dispersed (i.e., within 5 years of tax increment collection from the development). For example, development construction completed in 2022 will be first valued as of January 1, 2023, with first incremental taxes collected in 2024 through 2028, or 5 years of collection. In cases where the applicable TIF district has less than 7 years remaining, the Village may extrapolate whether the tax increment from the proposed development would be sufficient to retire the tax increment loan provided the TIF district would have 7 years remaining life and provided the TIF district has sufficient existing or projected fund revenues to offset any tax increment from the development project that can't be collected within 7 years due to closure of the TID.
 - ☐ For Traditional Loan Agreements. Within 12 years starting with the year the loan is dispersed and no longer than the year in which the applicable TID terminates. Interest shall be charged based on current general obligation loan interest rates from the Wisconsin Board of Commissioners of Public Lands, for the applicable loan term, at the time of Village disbursement of funds, plus 0.15%.

¹ The thresholds to receive the affordable housing merit adjustment are aligned with the WHEDA Low Income Housing Tax Credit (LIHTC) Program as of October 2022 and it is the intention of the Village to continue to align TIF merit increases with the WHEDA LIHTC eligibility thresholds.

- ☐ Financial/Project Assurances: The applicant must agree to provide financial and project completion guarantees to the Village. These may include, but are not limited to, assessment guarantees, letters of credit, personal or corporate guarantees, minimum payment agreements, lien waivers for contractors, consent of mortgagee or other loan security instrument.
- ☐ Technical & Operational Capability: The applicant must provide evidence satisfactory to the Village that the applicant possesses the technical ability to complete the project or has obtained construction cost estimates from professional businesses capable of performing the work. Applicants must demonstrate that they have the ability to operate the proposed use. The Village may require applicants to submit copies of contracts with design professionals and construction contractors prior to receiving financial assistance from the Village.
- ☐ Adherence to Local Land Use Plans: The project is consistent with the Village of McFarland Comprehensive Land Use Plan, Village Building or Zoning Ordinances, or any other applicable plans and ordinances adopted by the Village which includes the subject property.
- ☐ Insurance: Applicants shall furnish to the Village certificates of insurance for all insurance policies required under the development agreement prior to receiving financial assistance from the Village.
- ☐ Adherence to TIF Project Plan: All requests for TIF assistance must clearly comply with the requirements of the Wisconsin TIF Statutes and the Village's adopted TID Project Plan applicable to the subject property.
- ☐ Creation of Tax Increment: The project will not result in a tax exempt property, aside from any remnant portions of a parcel which are specifically dedicated to the Village for public use. Applicants will be required to return any TIF assistance provided to the Village if during the terms of the development agreement the property becomes exempt from property taxes.
- ☐ Applicant in Good Standing: The applicant does not have a history of delinquent property tax payments or own any property within the Village with known zoning or building code violations.

- ☐ Absence of Conflict of Interest: Is the applicant, or an immediate family member, a member of the Village Board or a Village Committee, or any other official, employee or agent of the Village who is authorized to exercise policy-making functions or responsibilities in connection with the application? ☐ No ☐ Yes

If yes, no public official or public employee of the Village shall engage in any business or transaction or shall take any official action in regard to associational, financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of their official duties in the public interest contrary to the Village Code of Ethics or which would tend to impair independence of judgment or action in the performance of official duties.

I understand that any public official, or public employee who has an associational, financial or personal interest in any matter pending before the Village Board or any authority, board, commission or committee upon which the public official or public employee has any influence or input or of which the public official or public employee is a member that is to make a recommendation or decision on the pending matter shall disclose on the record, orally or in writing, the nature and extent of such interest. Public officials and/or public employee shall not participate in debate or discussion or vote for adoption or defeat of such matter. If the public official or public employee wishes to comment as a private citizen, the public official or public employee shall remove to the audience.

~~☐ The applicant, or an immediate family member, is not a member of the Village Board or a Village Committee, or any other official, employee, or agent of the Village who is authorized to exercise policy decision-making functions or responsibilities in connection with the application.~~

- ☐ Application & Fee: A completed application, fee, and escrow have been filed with the Community & Economic Development Department.

7. APPLICATION PROCEDURE

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

- ☐ Initial Staff Consultation. Applicants are encouraged to meet with the Village Administrator and Community & Economic Development Director to discuss proposed TIF assistance requests and conceptual development plans prior to submitting an application.
- ☐ Preapplication Meetings (Non-mandatory). Applicants are encouraged to meet with the Community Development Authority (CDA), and/or the Village's Plan Commission, for a preapplication meeting to discuss the proposed project in order to gain better insight on how to design the project to meet the Village's TIF development incentives policies, planning objectives, and applicable zoning permit requirements. Note, it is not the intent of the Plan Commission to make recommendations regarding the financing requested, only design aspects of projects. Feedback provided by the CDA and Plan Commission is non-binding.
- ☐ TIF Application. Application materials, including the required fee and escrow shall be submitted to the Village Community & Economic Development Director who will notify the appropriate Village Staff, Village Attorney or any consultants who provide services to the Village whom are directed by the Village Community & Economic Development Director to review the application.
- ☐ Fees and Escrow Deposit. A nonrefundable processing fee in the amount of \$500 per application must be submitted with the application. In addition, the applicant will be required to submit an initial escrow deposit in the amount of \$5,000 per application to reimburse fees for professional services incurred by the Village related to the review of the application and development agreement. If additional expenses are incurred beyond the \$5,000 the applicant shall be notified in writing and the applicant will be required to deposit additional funds upon notice. These application fees and escrow deposits are in addition to those fees and escrow deposits required for zoning permit approvals.
- ☐ Preliminary Determination of Completeness. The Village Community & Economic Development Director, and other designated staff, will review the application for completeness and applicability. If the application is incomplete or if additional information is needed the applicant will be notified that the application is not complete, and the reasons will be stated referring to the specific additional information required. The applicant may then resubmit the application with additional information/modifications or may withdraw the application.
- ☐ Staff Review. Village staff, and/or Village consultants, will review the application for eligibility and complete a pro forma analysis of the project. In order to better understand the needs of the project, the applicant or staff may request a meeting(s). Review time will be approximately 30 days from the date the completed application is submitted to the Village; however, more or less time may be required for particular applications. Upon completion of staff review, the application and a supplemental staff report will be submitted to the CDA for recommendation to the Village Board.
- ☐ CDA TIF Application Recommendation. Upon completion of staff review, the application and associated staff report, will be scheduled for the next available CDA meeting. The applicant will be notified of the date of the meeting(s)² in which the application is reviewed. Applicants, or their agents, will be required to be present at the CDA meeting to answer questions regarding the proposed project. The CDA will make a recommendation to the Village Board to approve, approve with conditions, deny the application, or postpone action on the application pending further discussion or information by the applicant.

² The CDA and/or Village Board may meet in closed session, pursuant to Wisconsin statutes, to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss the TIF application or Development Agreement.

- ☐ Village Board Preliminary Approval of TIF Application. The application will be reviewed by the Village Board at its next scheduled meeting following action by the CDA. The applicant will be notified of the date of Village Board meeting(s)² in which the application is reviewed. Applicants, or their agents, will be required to be present at the Village Board meeting to answer questions regarding the proposed project. The Village Board may approve, approve with conditions, deny the application, or postpone the application pending further discussion or information by the applicant. The Village Board may also refer the matter back to the CDA, or another Village committee, for further consideration. *Note, at this stage in the process the Village Board may make a determination as to whether to provide TIF assistance, a maximum amount of assistance, the form of incentives, and required assurances. These decision points will provide parameters for Village Staff and the applicant to draft a Development Agreement for future consideration by the Village Board.*
- ☐ Draft Development Agreement. Upon preliminary approval of the TIF Application by the Village Board, Village Staff and the Village Attorney shall draft a Development Agreement based on the direction provided by Village Board. The draft Development Agreement will be reviewed with the applicant. The Development Agreement will describe the obligations of both the Village and the applicant, and the terms and conditions of TIF assistance.
- ☐ Financial Background Review. Village Staff, or the Village Attorney, may complete an additional financial background review of the applicant. The applicant shall work in good faith to provide financial background materials requested by the Village, including but not limited to, commercial loan commitments, credit reports, personal and business financial statements and tax returns for at least the last two years.
- ☐ CDA Recommendation on Development Agreement. The CDA will meet² to provide a recommendation to the Village Board regarding the Development Agreement.
- ☐ Village Board Final Approval of Development Agreement. The Development Agreement will be considered for approval by the Village Board².
- ☐ Expiration. Approved TIF applications shall become void if after six months (6) from the date of approval the applicant and Village have not executed the Development Agreement, unless both parties agree to an extension.

Planning & Zoning Permits

Development projects are also subject to separate planning and zoning permit reviews by the Plan Commission and Village Board as applicable. Typically, these reviews will occur concurrently with the review of the TIF application. Approval processes, required permits, and meeting schedules can be reviewed during the Initial Staff Consultation.

Amendments to Existing TIF Development Agreements

Where the developer has identified a need to make a minor amendment to an existing TIF development agreement (e.g. loan subordination requests, or adjustments to terms unrelated to additional proposed development), said requests shall be submitted in writing to the Community & Economic Development Director, including those terms proposed for minor amendment and the reason for the request. The minor amendment will be placed on a CDA agenda for discussion and recommendation to the Village Board for action. For amendment requests involving the construction of additional phases of development which include requests for additional TIF incentives (major amendments), the procedures in Section 7 shall be followed. The Community Development Authority shall decide whether a proposed amendment is minor, with appeal made to the Village Board.

**TAX INCREMENT FINANCING
DEVELOPMENT INCENTIVES
POLICY MANUAL**



Application ID: _____ (Year) - _____ (#) to be completed by Village Staff upon submittal

Please complete and submit the following information to the Village Community & Economic Development Director for a more detailed review of the feasibility of your request for Tax Incremental Financing (TIF) Development Incentives. The application is comprised of five sections: (A) Applicant Information, (B) Property Information, (C) Project/Business Information, (D) TIF Request, (E) Budget/Financing Strategy, and (F) Applicant Certification and Acknowledgement. Where there is not enough room for responses provided, please use an attachment. Where questions do not apply, mark NA (not applicable). Applicants are encouraged and may be required to submit additional information such as site plans, environmental studies, market studies, business plans, business or personal financial statements, or financial commitment letters to be included for review and consideration.

A. APPLICANT INFORMATION

Project Name: _____

Applicant: _____

Mailing Address: _____

Primary Contact: _____ Telephone: _____

Email: _____ Fax: _____

Legal Entity: ☐ Individual(s) ☐ Joint Tenants ☐ Tenants in Common
 ☐ Corporation ☐ LLC ☐ Partnership ☐ Other: _____

If not a Wisconsin corporation/partnership/LLC, state where organized: _____

Will new entity be created for ownership? ☐ No ☐ Yes

Is any owner, member, stockholder, partner, officer or director of any previously identified entities, or any member of the immediate family of any such person, an employee or elected official of the Village of McFarland?

☐ No ☐ Yes, If yes, give the name and relationship of the employee: _____

Provide the names of consultants (e.g., attorneys, engineers, planners, architects, contractors, etc.) authorized to act on behalf of the applicant.

Name	Title/Company	Email	Phone #
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B. PROPERTY INFORMATION

Parcel(s) Address: _____

Parcel(s) Tax Number: _____

As the Applicant, are you the current owner of this parcel(s)? ☐ No ☐ Yes

If no, current owner is: _____

If no, do you have an agreed upon option to purchase the property? ☐ No ☐ Yes (provide documentation and note the expiration date here): _____

Total Lot Size: _____ square feet

Parcel Contains Existing Buildings? ☐ No ☐ Yes

If yes, indicate Total Building Size _____ sq.ft.

Most recent property assessment (PA):

\$ _____ Land \$ _____ Improvements \$ _____ Total

Existing Uses: _____

Existing Zoning: _____

Existing Uses, Adjacent Parcels: _____ N _____ S _____ E _____ W

Existing Zoning, Adjacent Parcels: _____ N _____ S _____ E _____ W

Will a zoning change be requested? ☐ No ☐ Yes

If yes, indicate new zoning _____

Identify other approvals, permits, or licenses your project may need (e.g., County, State or Federal permits).

Existing Mortgage Holder: _____

Contact Person & Phone Number: _____

Does the property have any existing tax delinquencies, zoning or building violations? ☐ No ☐ Yes

If yes, explain: _____

C. PROJECT/BUSINESS INFORMATION

Proposed Use (check all that apply): ☐ Industrial ☐ Commercial ☐ Mixed-Use
☐ Market Rate Multi-Family Development ☐ Affordable Housing

Project Description. Provide a description of the project. Where applicable, a concept site plan and architectural building elevations shall be submitted with the application. Applicants may supplement these materials by including a portfolio of similar/past projects.

Will the project incorporate any affordable housing units? Describe.

Will the project incorporate any renewable energy systems, “sustainability” or “green design” concepts? Describe.

Will the project incorporate any exterior art or placemaking amenities? Describe.

Current annual revenue: \$_____ Estimated annual revenue: \$_____

Current annual expenses: \$_____ Estimated annual expenses: \$_____

Cap rate: _____

Business Plan and/or Marketing Plan attached? ☐ No ☐ Yes

Balance Sheets and Profit and Loss Statements for the past three years attached? ☐ No ☐ Yes

Describe the project schedule.

Final Plan/Specification Preparation Date: _____

Preliminary Construction Start Date: _____

Preliminary Construction Completion Date: _____

Date Occupied or Opened: _____

Number of principal buildings: _____ Estimated total building square footage: _____

Estimated equalized assessed valuation after project completion (EAV)

\$ _____ Land \$ _____ Improvements \$ _____ Total

Estimate the incremental property taxes to be generated by the project (attach any independent appraisals).

Pre-improvements: \$ _____ PA x _____ Mill Rate = \$ _____ Total (A)

Post-improvements: \$ _____ PA x _____ Mill Rate = \$ _____ Total (B)

Additional increment (B-A) = \$ _____

Will the proposed project result in the relocation of economic activity/businesses from another location within the Village? ☐ No ☐ Yes

If yes, discuss the nature of any anticipated relocations and the impact the relocation would have on the existing property or neighborhood where such activity is currently located.

Identify any proposed tenants of the project. Have leases been negotiated or signed? ☐ No ☐ Yes

Who will own and operate the developed property? _____

Do similar businesses/uses already exist in McFarland?

☐ No ☐ Yes, If yes, indicate _____

Describe any differences in your proposed business/uses to existing businesses/uses

Current and Created Jobs by Annual Wage Range (Full Time ≥ 30 hrs/week). Applicant may also provide a list of employment positions and wages.

\$19,000 or less

_____ Full Time (current) _____ Part Time (current) _____ FT (created) _____ PT (created)

\$20,000-\$39,000

_____ Full Time (current) _____ Part Time (current) _____ FT (created) _____ PT (created)

\$40,000-\$59,000

_____ Full Time (current) _____ Part Time (current) _____ FT (created) _____ PT (created)

\$60,000-\$79,000

_____ Full Time (current) _____ Part Time (current) _____ FT (created) _____ PT (created)

\$80,000 or more

_____ Full Time (current) _____ Part Time (current) _____ FT (created) _____ PT (created)

Average per hour wage rate of all employees (not including benefits) \$ _____

Minimum hourly wage rate (not including benefits) \$ _____

Approximately what percentage of employees do you expect will be hired from the McFarland area (i.e. 53558 zip code) _____.

Will the proposed business offer its employees a benefit package including health care and retirement benefits?

☐ No ☐ Yes

Discuss neighborhood impact/support for the project. Has the applicant discussed the project with neighboring property owners? ☐ No ☐ Yes

Discuss any history of community involvement by the applicant or business within the Village.

Has any portion of the project already been started or completed? ☐ No ☐ Yes

If yes, describe the portions of the project completed, the work remaining, and why public financing is necessary to complete the project.

D. TIF REQUEST

State the total amount of TIF assistance being requested: \$ _____

State the form of incentives requested:

- ☐ Developer Loan (pay-as-you-go) ☐ Traditional Loan ☐ Tax Increment Loan at Occupancy
☐ Tax Increment Loan at Project Start ☐ Other _____

State the need and justification for TIF assistance. Explain how the applicant intends to demonstrate compliance with the “but for” test. Provide a 10-year projected cash flow pro forma for the project showing revenues, expenses, net operating income, and the anticipated rate of return with and without TIF assistance. Substantiate that other alternative methods of financing have been thoroughly explored. The burden is on the requesting party to prove that the proposed project would not be feasible without TIF assistance. Every other financial alternative should be explored prior to the use of TIF, including equity participation, other federal and state funds, tax credits, loans, etc.

[illegible]

Identify any Merit Based Adjustments to Maximum Assistance and how the project qualifies:

- ☐ Affordable Housing ☐ Renewable Energy Systems

Check which box(s) best describe the use of TIF funds:

- | | | |
|---|--|--|
| ☐ Land Acquisition | ☐ Environmental Audits | ☐ Surveying/Site Grading |
| ☐ Demolition/Remediation | ☐ New Construction | ☐ Rehabilitation/Expansion |
| ☐ Utility Improvements | ☐ Streets/Parking/Access | ☐ Landscaping/Recreation/Conservation |
| ☐ Renewable Energy Systems | ☐ Exterior Art/Place Making Amenities | ☐ Financing Costs |
| ☐ Professional Fees | ☐ Other | |

E. PROJECT BUDGET AND FINANCIAL STRATEGYBudget source: ☐ Developer ☐ Arch/Eng ☐ Contractor ☐ Other _____

Project Costs	Amount (\$)	Source(s) of Financing
Property Acquisition*		
Environmental Audits		
Site Grading/Soil Remediation		
Demolition/Remediation		
Construction of New Building(s)		
Renovation of Existing Structures		
Utility Improvements (water, sewer, storm, etc.)		
Streets/Parking/Access		
Landscaping/Recreation/Conservation		
Renewable Energy Systems		
Exterior Art/Placemaking Amenities		
Architectural/Engineering/Surveying fees		
Legal & other professional fees		
Permit fees		
Financing fees		
Developer fees		
Other (please specify)		
Total Project Costs		

*If land will be purchased for the project, please describe the purchase price, and supply any appraisal or other documentation available that provides information relating to the fair market value of the property.

Sources of Financing	Amount (\$)	Percent of Total Costs
TIF		%
Developer Equity		%
Investor Equity		%
Loans		%
Grants		%
Other (please specify)		%
Total Project Costs		100.0 %

Lender for Project if in addition to the Village: _____

Officer _____ Phone _____ Email _____

Preapproved: ☐ No ☐ Yes, attach a Letter of Commitment from the Lender indicating that the applicant has sufficient financial resources to obtain the private financing for the project.

Grant Sources: _____ Grant Amount: _____

Grant Officer: _____ Phone _____ Email _____

Application Status: _____

Date of Grant Announcement: _____

F. APPLICANT CERTIFICATION AND ACKNOWLEDGEMENT

I acknowledge being informed that the Village of McFarland (Village) will, upon request by a member of the public or in the course of reporting its activities to the public, disclose the names of individuals requesting Tax Incremental Financing (TIF), the amount of TIF requested, state/federal programs used, if any, and the development impact of the TIF requested (e.g. jobs created, tax base impact and total project investment), as may be required under applicable state statutes regarding open records or open meetings. I have been assured by the Village, and I understand, that other financial information provided by me in connection with this application or with assistance from the Village, if any is given (including, but not necessarily limited to business and personal financial statements, business operating statements, data on historical and projected future sales or other aspects of business performance, and business plans) will, to the extent permissible by law, and except for use in collection proceedings, if any, be treated as confidential. This will confirm that I have relied upon such assurance by the Village in providing financial information to the Village, and that, but for such assurances, such information would not be provided.

I certify that the information contained in this application is, to the best of my knowledge, true and correct. I agree to notify the Village, in writing, of any changes that materially affect the accuracy of this statement. I authorize the Village or its agents to verify the information provided in this application and to obtain additional information concerning the applicant(s) financial condition.

I certify through signing the TIF application that the final form and amount of financing the Village offers may differ from that requested. The form and amount of financing shall be finalized through the execution of a development agreement.

I certify that financial, insurance, and project assurances will be required as part of the final development agreement to be negotiated with the Village upon preliminary approval of this application. These may include, but are not limited to, assessment guarantees, letters of credit, personal or corporate guarantees, minimum payment agreements, lien waivers for contractors, consent of mortgagee or other loan security instrument. All terms and obligations of the Village and the applicant shall be finalized through the execution of a development agreement.

I certify, by signing and submitting this application, that additional costs, above the amount of the application fee, incurred by the Village for outside professional review or expertise of this application, and any development agreement resulting from this application, will be the responsibility of the applicant. I further certify that denial of the application or failure to reach agreement with the Village on a development agreement shall not entitle the applicant to a refund of the application fee or any amounts of the escrow used in the review of the application.

Applicant _____ Title _____

Signature _____ Date _____

Return To:

Village of McFarland
Attn: Village Community & Economic Development Director
5915 Milwaukee Street
McFarland, WI 53558
P: 608-838-3153

**VILLAGE OF
McFarland**
SUMMARY SHEET

MEETING DATE: Tuesday, November 14, 2023

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director, Kong Thao, Associate Planner

AGENDA ITEM: Discussion and action to accept the Village of McFarland Community Center Net Zero Energy Predesign Report.

PREVIOUS ACTION:

April 19, 2023 - SNR Committee recommended approval to the Village Board for HGA's energy planning services.

April 25, 2023 - Village Board approves HGA as consultants for energy planning services.

November 13, 2023 - SNR Committee recommendation.

ISSUE SUMMARY:

The packet includes a Net Zero Energy Predesign draft report for the proposed new Community Center. The report is a detailed analysis to determine the feasibility of turning the Municipal Center into a net zero energy building as part of the planned Community Center remodeling project. The U.S. Department of Energy defines net zero energy as the following: "An energy-efficient building where, on a source energy basis, the actual annual delivered energy is less than or equal to the on-site renewable exported energy." The report serves to inform the Village Board's decision regarding the final design of the building, including recommendations reflecting the Master Campus Plan 2023 for a second story addition. The associated report discusses options for rooftop solar, geothermal, EV infrastructure, and funding sources. This report is similar to the one that HGA drafted for the Public Safety Center. The Village Staff will utilize the report as part of the RFP for architectural design services for the new Community Center. One difference between this project and the PSC, is that HGA study came after the Village had already selected an architect for the project. By completing this report before the Village hires an architect, the Village will be better positioned to communicate our project goals from the start. The Village Board is anticipated to release the RFP for the Community Center project in November, with design services occurring through 2024, bidding for construction in 2025 and construction occurring in 2025 through 2026. Each of these steps requires further Village Board discussion and action. The attached study demonstrates that it would be feasible to make the Community Center a net zero building.

FINANCIAL/BUDGET IMPACT:

The 2023 Capital Improvement Budget includes \$25,000 in C&ED Department funds for Comprehensive Energy Planning. The balance of the project costs (\$23,500) allocated budget funding in 2023 for Facility Management within the capital budget for the design of the Community Center.



VILLAGE PLAN REFERENCE:

2022-2023 Strategic Plan, Goal B Public Infrastructure, Action IV - Completion of a Village wide energy audit and planning to implement energy efficiencies within operations.

2021 Sustainability Plan

- Near-Term Energy Action - Conduct energy audits of all municipal facilities to identify potential energy efficiency improvements.
- Energy Goal - Municipal percentage of total energy consumed generated from renewables per year = 50% by 2030 and 100% by 2040.

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion, and second, to accept the Village of McFarland Community Center Net Zero Energy Predesign Report.

ATTACHMENTS:

1. McFarland Community Center Report 11.8.23



VILLAGE OF MCFARLAND NEW COMMUNITY CENTER
NET ZERO ENERGY PREDESIGN REPORT

November 2023

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Acknowledgements

HGA would like to thank the Village staff and others for their work on this report. Additionally, we would like to recognize the Sustainability & Natural Resource Committee and the members of the Village Board for their support and leadership of this project.

Village Staff

Kong Thao

Andrew Bremer

Matt Schuenke

The Sustainability and Natural Resource Committee

Members of the Village Board

HGA Staff

Alex Harris

Michael Barnett

Amanda Wendling

Adam Jablonski

Executive Summary

The Village of McFarland is renovating their Municipal Center into a new Community Center. The multi-purpose building will be up to 60,000 SF and include 2 stories. The current facility is located at the corner of Milwaukee Street and Long Street. The original Municipal Building was constructed in 2002.

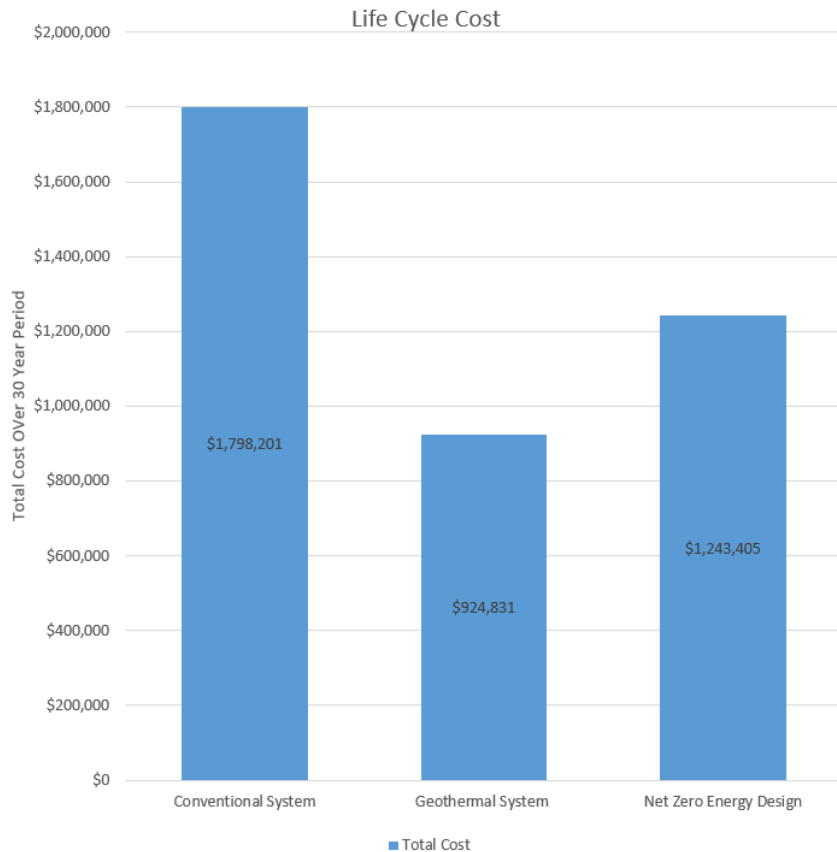
The Village is looking to continue its commitment to sustainability through the renovations at the new community center. Based on these goals, the Village engaged HGA to develop a net zero energy predesign plan for the facility. By taking a proactive approach to the design of the energy elements of the renovated facility prior to engagement of an Architect, the energy goals are more likely to be achieved.

Additionally, the current incentives associated with the Inflation Reduction Act provide a tremendous opportunity for the Village to leverage its current capital budget to achieve these lofty sustainability and energy performance goals with minimal first cost impacts. Additional information about these incentives and rebates are expanded on in the report.

HGA explored options to achieve net zero energy for the Community Center project for the Village of McFarland. The options included are solar photovoltaic systems, geothermal energy systems, and general sustainable building design features. In addition to energy and carbon emissions reductions, HGA also evaluated first costs and life cycle costs with and without incentives to help inform the Village's decisions.

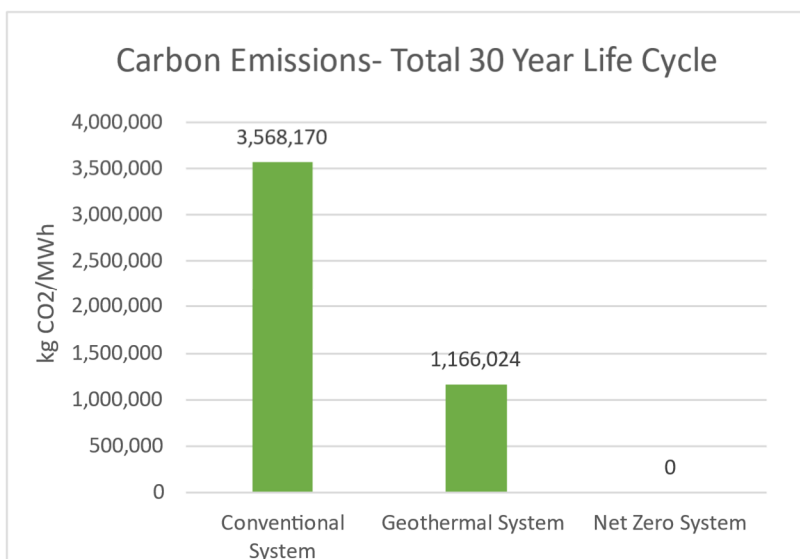
Based on our analysis, it is feasible for the New Community Center to achieve net zero energy and net zero carbon, while also achieving life cycle costs less than a conventional building. The figures below summarize the life cycle costs and life cycle carbon emissions associated with the new proposed facility.

Figure 1: Life Cycle Costs of 3 Building Types



As indicated below in figure 2, a facility incorporating both geothermal HVAC systems and solar PV result in a net zero energy and carbon facility. A facility with geothermal and no solar PV reduces the carbon emissions by over 67% when compared to a conventional system utilizing natural gas for heating.

Figure 2: 30 Year Life Cycle Net Carbon Emissions of 3 Building Types



In addition to incorporating high performance building improvements, HGA also evaluated incorporating electric vehicle charging infrastructure at the site. Additional information on grants and incentives are in the body of the report.

A Battery Energy Storage System (BESS) was also evaluated for the facility but was not recommended at this time due to high costs and early adopter challenges associated with the technology. However, designing the facility as “battery ready” is possible and can future proof the facility for this technology when more mature.

Introduction

The Village of McFarland is renovating their Municipal Center into a new Community Center. The new Community Center will include youth and senior services and the Administration, Senior Outreach, Communications & Technology, and Community & Economic Development Departments. The multi-purpose building will be up to 60,000 SF. The current facility is located at the corner of Milwaukee Street and Long Street. The original Municipal Building was constructed in 2002. The building systems are detailed in the most recent SEH Building assessment report. Generally speaking, the building is of traditional construction and contains conventional mechanical, electrical and plumbing systems. The HVAC system consists of natural gas fired boilers producing hot water for variable air volume (VAV) boxes. VAV's are fed from DX and gas fired roof top units. The building performance is consistent with a code minimum facility built in the early 2000's.

The new Public Safety Center was constructed in 2022 and 2023 and opened in the fall of 2023. The Public Safety Building was designed and constructed to net zero energy standards including a geothermal (ground source heat pump) HVAC system and solar PV array sized to produce as much energy as the building uses. The Village is looking to continue its commitment to sustainability through the renovations at the new community center. Based on these goals, the Village engaged HGA to develop a net zero energy predesign plan for the facility. By taking a proactive approach to the design of the energy elements of the renovated facility prior to engagement of an Architect, the energy goals are more likely to be achieved.

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The U.S. Department of Energy defines net zero energy as the following: "An energy-efficient building where, on a source energy basis, the actual annual delivered energy is less than or equal to the on-site renewable exported energy".

$$\frac{\textit{Building Energy Consumed}}{\textit{year}} = \frac{\textit{Renewable Energy Produced}}{\textit{year}}$$

Building Energy Consumed = energy used as recorded by the electric and natural gas meters that are connected to the grid through the local utility (Alliant Energy). This energy is used to heat, cool, light and power the building loads.

Renewable Energy Produced = energy produced onsite (at the building) or offsite from renewable resources (Solar Photovoltaic for example). Over the course of a year, this renewable energy must offset the energy consumption of the building to reach the net zero energy goal.

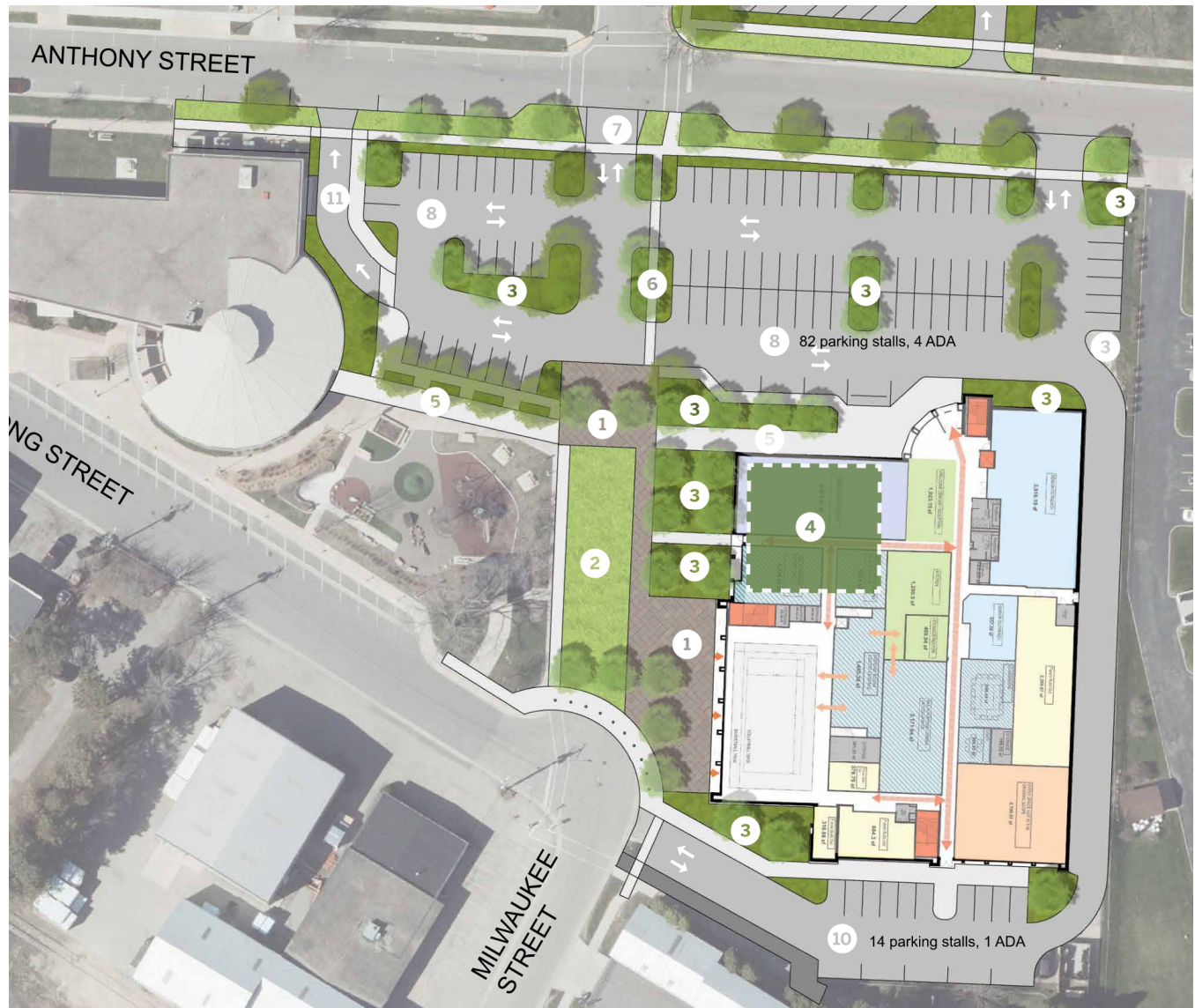


Figure 3- Conceptual site plan from 2023 McFarland Municipal Campus Plan

Energy Benchmarking

The first step to determine the net zero energy feasibility for the new Community Center was to predict the energy use of the proposed building. HGA used a combination of benchmarking, baseline comparisons, and energy modeling to predict the energy use of McFarland's new Community Center. This allowed the team to set an energy utilization intensity goal for the project. Energy use intensity (EUI) is the metric used for describing the building energy use per area. The traditional unit of measure of site energy use intensity is kBtu/ft².

HGA utilized a combination of publicly available benchmarks for other community center buildings. The table below provides additional context for the comparable buildings used in the benchmarking exercise.

Table 1: Summary of Benchmark Sources

Database / Building	Description
2018 Commercial Buildings Energy Consumption Survey (CBECS) – Public Assembly	CBECS is a national database that is comprised of a sample of building's energy consumption
Building Performance Database	Dept. of Energy building energy consumption database for "Other education and Public Assembly" between 20,000 ft ² and 90,000 ft ² in climate zone 6A.
City of Madison – East Madison Community Center	Local community center with conventional HVAC systems
Current McFarland Municipal Center	Existing performance as currently used
City of Madison Warner Park Community Center	30,000 ft ² facility constructed in 1999 with conventional HVAC systems
Zero Tool Baseline	Architecture 2030 tool based on CBECS database to compare EUI targets of similar building types
ASHRAE Benchmarking	ASHRAE/IES Standard 100 provides criteria for reduced energy consumption through improved energy efficiency and performance in existing buildings.
Madison Senior Center	20,000 ft ² facility constructed in 2000
City of Madison Meadowridge Library and Community Center	Geothermal Community Center
Lubber Run Community Center (VA)	From New Building Institute comprehensive list of zero energy commercial buildings.
Skokomish Tribal Community Center (WA)	From New Building Institute comprehensive list of zero energy commercial buildings.
New McFarland Community Center	Target EUI for new facility

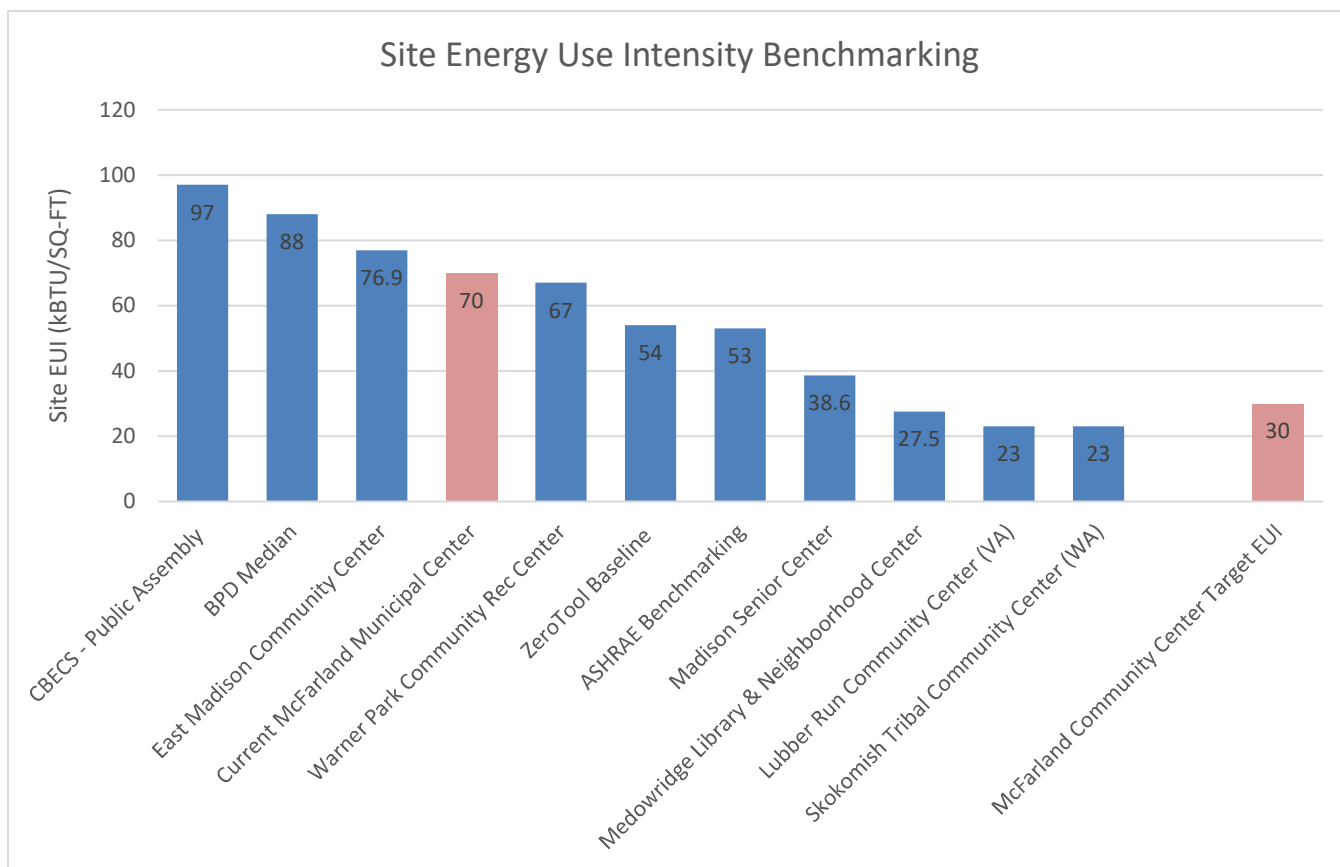


Figure 4: Target energy use intensity (site energy) comparisons and the proposed Community Center project

Based on the current performance of the building, other area community centers, and other net zero energy building usage, the team set the project target EUI at 30 kBtu/ft²/yr site energy. A reduction of the energy use intensity from the current building causes offsetting 100% of energy usage with energy generation more achievable. Figure 2 above compares EUI data from similar projects, in blue, to the Community Center's current energy use and target EUI, in red.

Energy Efficiency Opportunities

HGA evaluated the building envelope, mechanical systems, lighting, plumbing equipment and future kitchen equipment for the most cost-effective energy efficiency improvements to meet the EUI goal developed in the benchmarking section.

As part of the net zero predesign process, HGA performed energy modeling studies for the Community Center. An energy model helps to show relative differences in design alternatives and to determine the impact of various improvements on building performance. HGA used Design Builder energy modeling software to develop these models and perform energy and thermal calculations to estimate building energy consumption. These comparisons can then inform decisions about improvements.

Envelope Improvements

Improvement	Budget Cost	Utility Savings (\$/yr)	Simple Payback
Upgraded Window Assembly	\$39,000	\$780	50 years
Additional Wall Insulation	\$35,000	\$652	54 years
Additional Roof Insulation	\$70,000	\$1,780	39 years

Window Assembly

The building's existing window assemblies are original to the building but appear to be in good condition. The energy model investigates effect of replacing the windows (circa 2001) with an assumed U-value of 0.52 with a lower U-value window. The new window used meets current energy codes and had a U-value of 0.32. The energy model shows that this upgrade would reduce the EUI of the new community center by 2%.

Upgrading the glazing was evaluated at \$15/ft². Replacing all the glazing would upgrade 2,600 ft² of glazing, costing the project \$39,000 for a reduction of 0.6 kBtu/ft² energy usage. At a utility cost of \$.089/kWh this would save \$780 per year and would offer a simple payback of 50 years.



Figure 5 Existing glazing

Wall Insulation

The existing exterior walls are constructed of 8" CMU, 2" of rigid insulation, 1 3/4" air gap, and 4" face brick and assumed to have an assembly R value of R-16. The energy model investigated adding 2" of spray foam insulation to the existing construction creating an assembly of R-20. The energy model shows that this would reduce the EUI of the new community center by 1%.

Increasing the wall insulation was evaluated at \$1/inch/ft². Adding a total of 2" of spray foam insulation to the 17,800 ft² of wall area would cost the project \$35,000 for a reduction of 0.3 kBtu/ft² energy usage. At a utility cost of \$.089/kWh this would save \$652 per year and would offer a simple payback of 54 years.

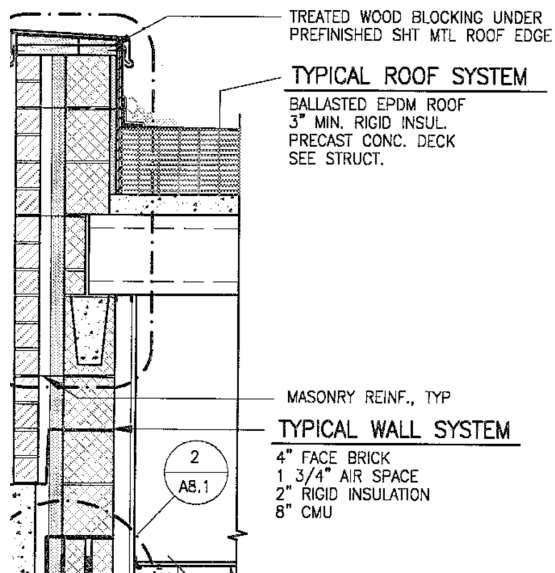


Figure 6 Diagram of original wall and roof construction.

Roof Insulation

The existing roof is a ballasted EPDM roof with 3" minimum of insulation above deck. The roof is in poor condition and in need of replacement. The energy model investigated the benefit of increasing the insulation when replacing the roof. The existing roof was estimated to have an R value of R-18 and the increased insulation used an R value of R-30. The energy model shows that this would reduce the EUI of the new community center by 1%.

Increasing the roof insulation was evaluated at \$1/inch/ft². Replacing the roof like for like with the existing roof would be included in the project construction cost. Adding an additional 2" of insulation to the 42,000 ft² of roof area would cost the project \$70,000 for a reduction of 0.3 kBtu/ ft² energy usage. At a utility cost of \$.089/kWh this would save \$1,782 per year and would offer a simple payback of 39 years.



Figure 7 Existing Roof Structure

Mechanical Systems

To achieve net zero energy the building energy use must not consume more energy than the site can produce. In this case the maximum building energy use is defined by the size of the rooftop solar. Using energy modeling HGA investigated the different types of mechanical systems that would be able to meet this energy use requirement.

Geothermal

A geothermal system was modeled as the main alternative to the existing natural gas heating systems. The major components of this system include:

- Vertical geothermal borefield
- Dedicated outdoor air system (DOAS)
- Distributed water to air heat pumps

The model showed that the building used 30 kBtu/ ft² which keeps the energy usage within the limitations of rooftop solar energy generation.

Geothermal borefield feasibility was analyzed using test bore information from the new Public Safety Building a mile from the Community Center site. Tables 4 and 5 indicate the borefield size and configuration using the results from the thermal conductivity test, existing mechanical loads, and outputs from the energy model.

Building loads were determined by combining assumptions from the energy model and existing building operation data. A peak cooling load of 100 tons and a peak heating load of 1,400 MBH was assumed for a building of this size.

Table 2 - Design Data Used for the Borefield

Design Data	
Building Area	42,000 ft²
Peak Cooling Load	800 MBH
Peak Heating Load	1000 MBH
Minimum Grout Thermal Conductivity	1.00 BTU/H-FT-°F
Heat Pump Entering Water Temperature	87°F Cooling, 30°F Heating
Heat Transfer Liquid	30% Propylene Glycol

Table 3 - Geothermal Borefield Construction Data

Borefield Data	
Number of Geothermal Bores	40
Depth of Bores	400 ft
Maximum Bore Diameter	6 inches o.c.
Minimum Bore Spacing	20 ft o.c.
Bore Pipe Diameter	1.25 inches o.c.
Pipe Material & Classification	HSPE SDR 11 PE4710

Figure 8 shows feasible areas in red that could support the geothermal borefield. The existing parking lot is a good candidate as it offers easy access to the building spaces and contains very few existing utilities. Other feasible areas include the closed section of Milwaukee St that is being reworked as a part of the Community Center plaza project. The borefield location would require only the use of the plaza area OR the parking lot. In either location, the borefield would not interfere with the ability to continue to use the space for their intended functions.

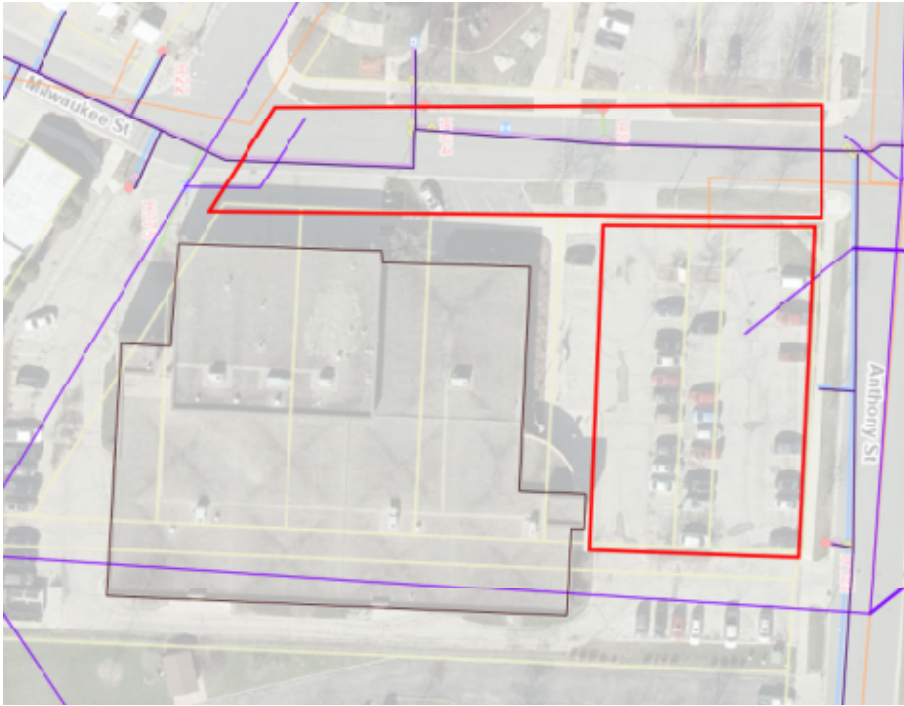


Figure 8 - Geothermal borefield options on project site

Based on drilling conditions at the site, the opinion of cost to install a borefield and lateral piping to the building is \$35/LF. This amounts to a total borefield cost of \$560,000 but this depends on market pricing of materials and trade labor at the time of construction.

Other Mechanical Options

To consider other mechanical systems, they must be as or more efficient than the modeled geothermal system discussed above. Using the outputs from the energy model the below table identifies the efficiencies of the distributed heat pumps required to contribute to the overall efficiency of the mechanical systems selection without having to increase the amount of on-site energy generation.

Table 4 Heat Pump Efficiencies

Heat Pump Efficiency Required	
Heating COP (at 87° EWT & 75°/63° EAT)	3.2
Cooling EER (at 30° EWT & 70° EAT)	16.0

The below table details industry accepted values for other mechanical system options. As the efficiency decreases from the values above the EUI of the building will increase and require additional solar generation above what is available from the roof array. Based on the fact that the goal was net zero and geothermal (ground source heat pump) technology was the only system that met the owner's goals, no other HVAC systems were evaluated. Additionally, air source heat pumps are not incentivized through the Inflation Reduction Act, which further improves the economics of the geothermal HVAC retrofit.

Table 5 Mechanical System Efficiencies

Typical System Efficiencies		
System	Heating COP	Cooling EER
Air to Air Heat Pump COP	3.8	13
Gas Fired Hydronic Boiler	0.9	N/A
Electric Resistance Heat	1	N/A
Air Cooled Chiller	N/A	2.4
DX Cooling	N/A	9.8

Electrical Systems

The existing electrical system is at 208V-3 phase, with a 1,200A main service panel. Given the additional geothermal electrical loads and the size of the solar PV system needed, the electrical service and infrastructure of the building will likely need to be upgraded. This could include a transition to 480V-3 phase service from the utility, and a main service panel in the 3,000 amp size range.



Figure 9- Existing main service panel is likely too small for the NZE electrical systems and generation

A budget placeholder of \$200,000 has been added to the financial estimate at this time, but this will likely need to be developed during the scope of the design to refine and optimize electrical system.

Lighting

Existing interior and exterior florescent tube lighting is to be replaced with LED lighting. This will reduce the lighting power density and the amount of energy used by the lighting. The model used a lighting power density assumption of 0.5 W/ft². This offers an EUI reduction of 5 kBtu/ft² and a utility savings of \$5,500 per year. The installation of code required occupancy sensors and daylighting controls will offer additional savings by reducing energy consumption in unoccupied spaces.

Plumbing

To meet net zero requirements, it is recommended to select an electric option for water heating such as an air source heat pump or water source heat pump tied into the geothermal system. An electric option would both reduce energy use and eliminate the need for a natural gas connection. The energy model used an air source heat pump domestic hot water heater to achieve the energy reduction target. Operational savings of electric heat pump water heating is largely dependent on the difference in electric and gas costs.

Kitchen

Any cooking equipment planned for the kitchen spaces is also recommended to be selected as electric instead of the traditional gas equipment. Electric cooking options eliminate the need for a gas connection and allow energy used by the kitchen to be offset by the solar PV system. We recommend using high efficiency electric appliances that qualify for Energy Star rates and use new technologies such as induction stovetops.

On-Site Energy Generation

Solar Photovoltaic Systems

To achieve net zero energy the building energy use must offset energy consumed onsite with energy produced through onsite renewable generation. The most cost-effective method for producing renewable energy onsite is solar photovoltaic (PV) systems. Rooftop mounted and carport mounted solar PV are strategies suggested for the Community Center Building project.

Roof Mounted Solar Photovoltaic System

HGA reviewed the roof plan and master plan documents to see what size of solar PV system was feasible at the existing building site. Both the one story and two-story plans were reviewed to ensure there was enough roof area in either design to provide enough solar to offset the energy use.

Based on the available area in each design it was estimated that the roof could fit a maximum of 365 kW-dc on the one-story option or 340 kW-dc on the two-story option. These systems would produce around 440,000 kwh/yr or 412,000 kwh/yr respectively on an average solar year. Models show this would offset between 37 and 35 kBtu/ft²/yr of energy use from the building. Recently solar installations have been reporting generation around 2% less than models due to changes in weather conditions that are not reflected in historical data. This report uses the more conservative value of 35 kBtu/ ft²/yr and 1,200 kwh/kw.

Figure 10 and **Figure 11** show the modeled Community Center roof design used to help determine the size and production of the roof mounted solar PV system. **Table 6** lists the design assumption made for the solar PV systems.



Figure 10- Conceptual one-story roof area (left) and two-story roof are (right), 2023 McFarland Municipal Campus Plan

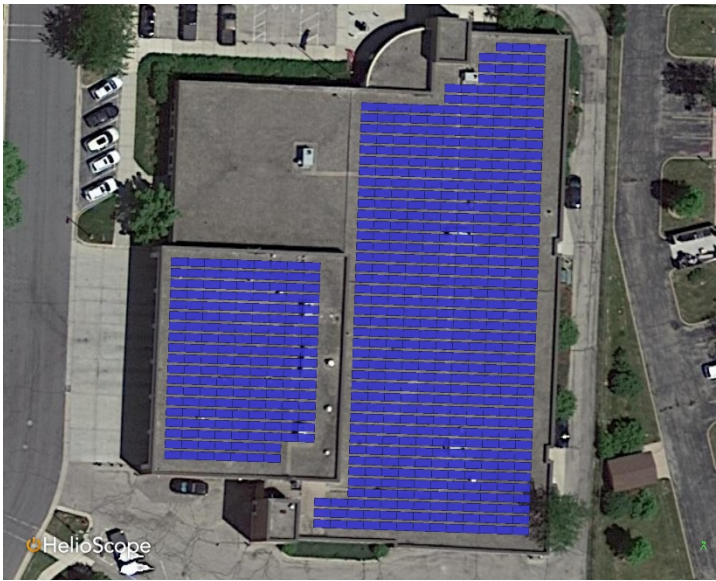


Figure 11- Helioscope solar PV modeling helps estimate the size and production of a proposed system, model shown here for the Community Center.

Table 6- Design assumptions made for the solar PV system proposed for the Community Center project.

PV System Parameter	Modeled Assumption
Array Tilt Angle	10°
Array Orientation	182°
Panel Wattage	530 W
Roof Setback	4 ft
Cost	\$1.80/W
PV Inverters	25 kW, 208V (qty: 12)

Carport Mounted Solar Photovoltaic System

If additional solar capacity is needed the parking areas on the community center site may be a good candidate for carport solar arrays. These arrays offer additional energy generation as well as shaded parking locations that can protect vehicles from the sun or snow accumulation.

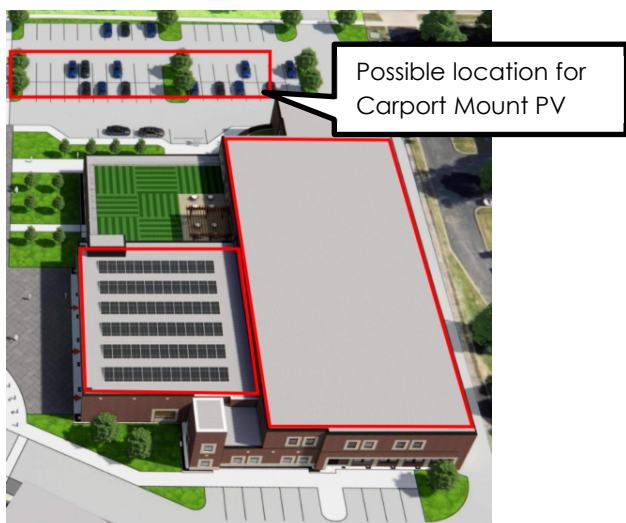


Figure 12 - Proposed locations for carport mounted solar PV systems for the Community Center

Because of the structure, design and labor needed to construct covered parking solar PV, these systems are more expensive than a rooftop or ground mounted solar system. However, the additional benefit of covered parking spots onsite is worth the premium price for some project teams.

Solar PV System	Typical Costs
Flat Roof Mounted	\$1.80/Watt
Ground Mount	\$2.00/Watt
Carport Mounted	\$4.00/Watt



Figure 13-Example structure detail and lighting concept, similar layout to what is being proposed

Solar Photovoltaic System Conclusion

The Community Center can accommodate at least a 340kW-dc system with a rooftop system. This system would be able to offset an EUI of 35 kBtu/ft². To meet the net zero goal the building HVAC, lighting, and water heating systems must not exceed that EUI. If building system are selected that consume more energy than the roof can provide, then additional carport PV would need to be considered to offset the additional energy use and maintain the net zero goal. For the budget of the solar PV system \$1.80/kW DC was used to calculate the \$615,000 number.

Alliant Energy now has some additional options for interconnecting the solar PV system. The traditional behind the meter installation is still feasible. However, there is also an additional option to connect part or all of the system in front of the meter while still maintaining ownership of the system. There is a separate tariff for this arrangement that currently provides for potentially better economics when compared to selling behind the meter solar generation back to the utility. As part of the design process, it is suggested that the optimal arrangement be analyzed and incorporated into the design. At this time, HGA recommends that as the solar design develops the Village analyze a combination of both behind the meter and in front of the meter options to achieve the most favorable economics over the long term. Neither of these arrangements would require Alliant or a third party to own the solar PV system.

Design Team Assistance

Based on the design team's and HGA's past project experience with net zero energy building projects, a few key additional services are needed to ensure a successful implementation of these strategies and goals.

Net Zero Energy Consulting Services

This would include design team guidance on achieving net zero energy goals. Tools and strategies used would include energy modeling, optimization of MEP systems, envelope analysis, and incentive program support. This would ensure that the design seamlessly incorporates the NZE technologies, takes full advantage of all grant program opportunities and is able to achieve the EUI/NZE goals.

Solar PV Design Services

The solar PV system needed to make the building NZE would be designed and integrated into the electrical systems of the building. This includes working with the electrical, structural, and mechanical engineers to coordinate the solar PV system into the documents and specifications. A performance specification is created for the solar PV contractor to bid on and support is given to the construction team as they work through the solar PV installation.

Commissioning

Commissioning of the building is a critical step in ensuring the net zero energy goals are carried through design, construction and operational phases. With the additional systems needed for the net zero energy goals, commissioning ensures that the construction team is supported in installing and controlling the systems that both use energy and produce energy onsite.

Measurement and verification of the net zero energy goals is also a key element of the commissioning after construction. The commissioning group tracks the building energy performance against goals and projections as well as trouble shooting system performance during the warranty phase.



Net Zero Energy Budget

The table below lists the items mentioned throughout the report that contribute to the most cost-effective solution to accomplish the buildings net zero goal. The budget numbers listed in this report are an opinion of costs based on similar past project and not a detailed cost estimate from contractors.

Table 7- Budget costs for accomplishing net zero energy goals

Budget Item	Budget
Solar PV System 340 kW (Rooftop)	\$615,000
HVAC Upgrades	
Geothermal Borefield	\$560,000
Envelope Upgrades	\$144,000
Upgraded Window Assembly	\$39,000
Additional Wall Insulation	\$35,000
Additional Roof Insulation	\$70,000
Electrical Service Upgrades	\$200,000
Additional Design Services	\$45,000
Commissioning	\$55,000
Total First Cost	\$1,619,000
Possible Incentives	
Focus on Energy New Construction	\$30,000
Focus on Energy Solar PV	\$50,000
Inflation Reduction Act- ITC @25%	\$722,500
Inflation Reduction Act-179D	\$31,000
Total Incentives	\$833,500
Net First Cost	\$785,500

Estimated Payback of Net Zero Energy

Table 8- Simple payback for NZE system

System Type	Estimated Utility Costs \$/yr
Traditional HVAC and no solar	\$43,000/yr
Geo, Solar PV and NZE	\$21,000/yr
Savings	\$22,000/yr
Simple Payback	29 yr

The simple payback may not be a useful tool in evaluating the NZE decision, as it does not account for the increasing cost of utility bills and the time value of money and labor. To understand a full picture of how the NZE components will change the cost of ownership to the Village for the Community Center we use a Life Cycle Cost Analysis.

Life Cycle Cost Analysis

The Life Cycle Cost method is used to assess the cost of a Net Zero building design in comparison with other systems over the buildings lifetime. The analysis looked at the various costs of constructing, maintaining, and operating the Community Center in three scenarios, Conventional, Geothermal, and NZE.

The conventional scenario assumed the building was served by rooftop units (RTU), hydronic heating and DX cooling. The geothermal system assumes the building is retrofit with a distributed heat pump system and a ground source heat exchanger. The system does remain eligible for a number of the incentives shown in the table above and this is reflected in its cost. The Net Zero system details what is described above and adds solar to the geothermal system option as well as additional incentives.

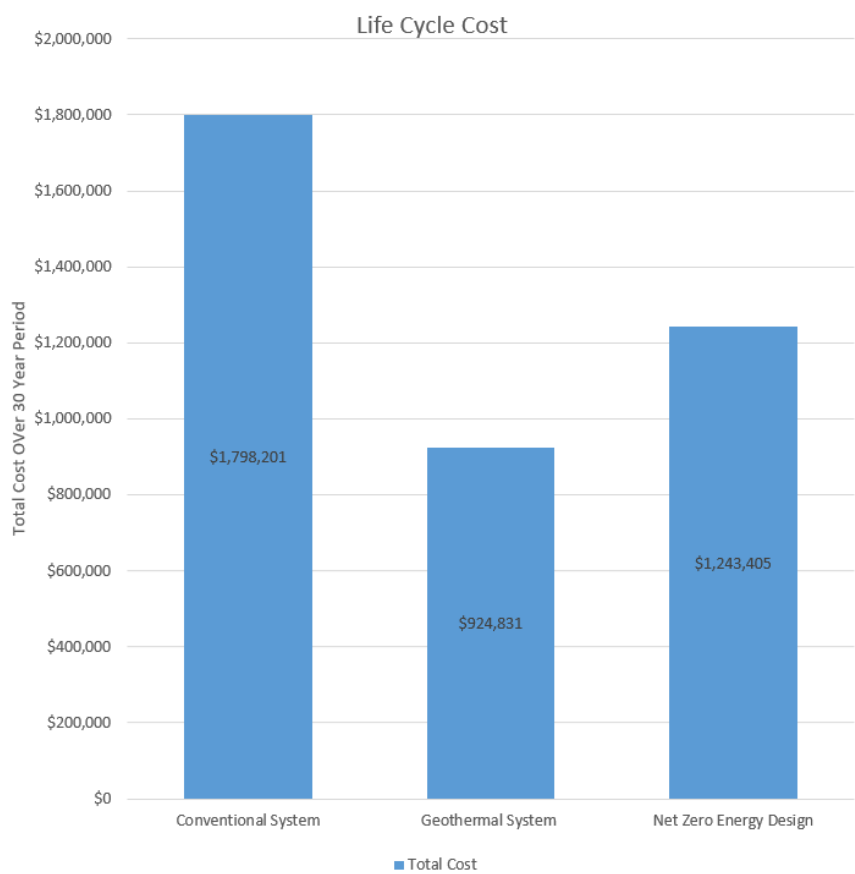


Figure 14- 30 Year Life Cycle Cost System Comparison

Carbon Emissions Comparison

The following tables and figures compare estimates on the carbon emissions produced by each system type for the Community Center over a 30-year period. Emission data was used from NREL Cambium Tool. The NREL Cambium Tool was developed by the National Renewable Energy Laboratory and includes forecasted electricity emissions data by state based on various forecasts. The scenarios utilized for this analysis includes the 95% Decarbonization Scenario by 2050 and used the average emissions rate (AER-Combustion) for Wisconsin. The table below summarizes the base carbon emission factors utilized for this analysis.

Table 9 Carbon Emissions Factors

Carbon Emissions Factor (kg CO ₂ /MWh)			
	2023	Average 2024-2053	2050
Electricity	363	95	14
Natural Gas	181	181	181

The first year of operation, operation in 2050, and total 30 years of operational carbon are shown in the graphs below. The conventional system produces the most carbon since it uses both electricity and gas. The geothermal system greatly reduces the amount of carbon produced since it eliminates the gas usage and reduces the amount of energy used overall. The net zero energy theoretically will produce no carbon over its lifetime as the energy used by the building is also produced on site.

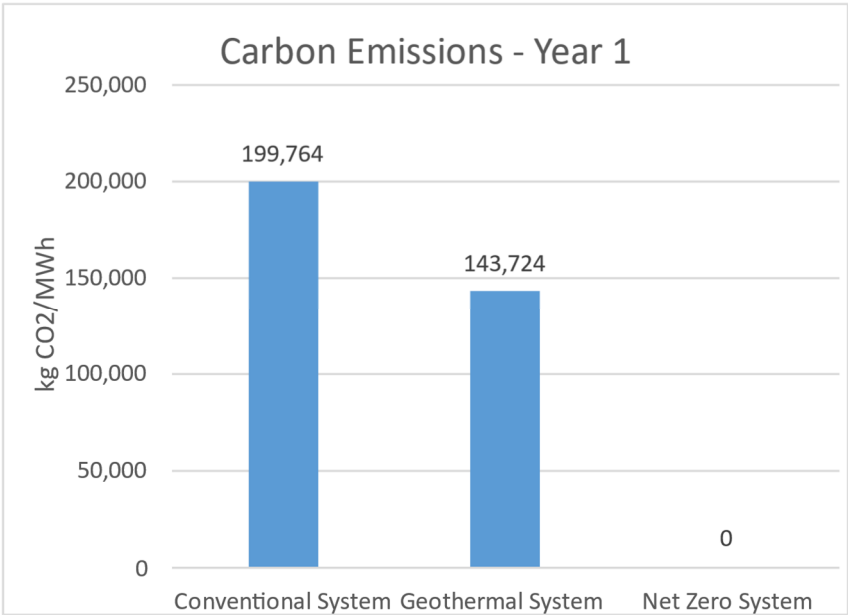


Figure 15 Carbon Emissions System Comparison- Year 1

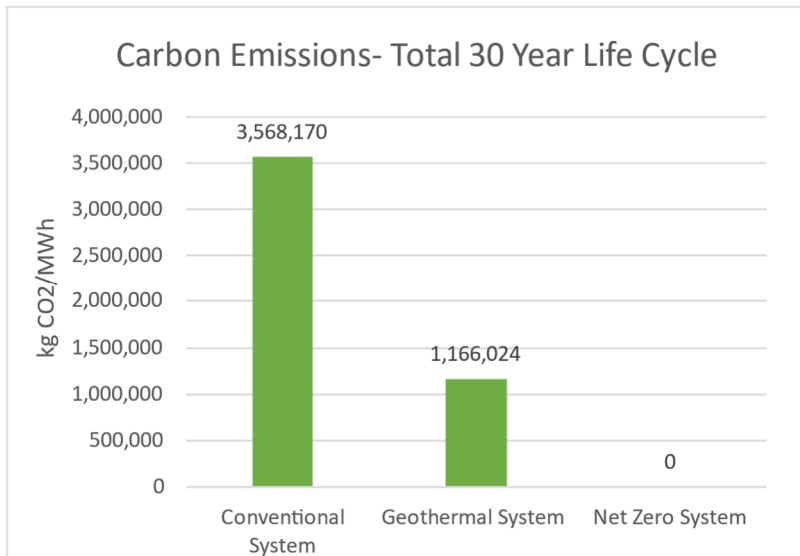


Figure 16: Carbon Emissions System Comparison- 30 Year Total

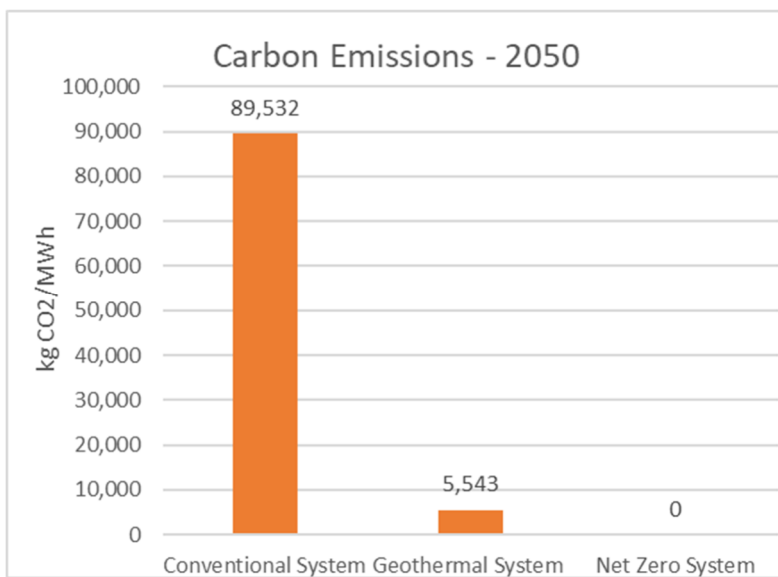


Figure 17: Carbon Emissions System Comparison- 2050

Incentive Programs

This section of the report expands on the numerous incentives and rebates that are available to the Village to offset the potential increased first costs of a net zero energy building.

Inflation Reduction Act – ITC

Program Availability: 2023 through 2033 with ramp down in 2034 and 2035

The Inflation Reduction Act offers the opportunity for direct pay incentives to the village for including energy efficient systems in the design of the project. The legislation would allow up to 30% of the cost of systems including geothermal and solar technologies. If the project is funded through tax exempt bonds, then the direct pay incentive would be approximately 25%. The direct pay incentives would apply to both the geothermal system and all the associated HVAC equipment served by the geothermal system. The solar PV system would also be covered under the IRA direct pay incentive. In many cases the direct pay incentives can reduce the first costs of the geo and solar system to the process of comparable traditional HVAC systems.

Additional information on the IRA direct pay incentive can be found at <https://daneclimateaction.org/what-you-can-do/Federal-Funding-for-business>

Inflation Reduction Act -179D

Program Availability: 2023 through 2031

While the Village cannot directly utilize the 179D tax deduction, it can sign over this tax deduction to its design consultants. The deduction can be up to \$5/ft² based on the actual energy savings achieved through the renovation. The Village can work with its consultants to assign the deduction to its consultants in exchange for services or reduced fees. HGA has worked with clients in the past to leverage the 179D for either future services or reduction in design related fees. HGA would suggest that the Village include some language about the 179D assignment and potential benefits to the Village in its RFP to the design team for this project.

Focus on Energy New Construction Program

Program Availability: Unknown but likely some form of program will be available for the foreseeable future

The new Community Center qualifies for the Focus on Energy New Construction program. This program incentivizes the owner and design team for choosing energy efficiency measures to be part of the new building design. For a building the size of the Community Center, the incentive will range from \$20,000 to \$40,000 depending on strategies selected.

Focus on Energy Renewable Energy Program

Program Availability: Unknown but likely some form of program will be available for the foreseeable future

The solar PV system qualifies for the Focus on Energy Renewable Energy program. A PV system of 365 kW would qualify for the 300kW to 500kW tier of incentives, valued at approximately \$50,000 in 2023 rates. This incentive must be applied for in advance, during the year of project completion. The incentive value may vary a small amount based on 2022 grant year rates. There is a reservation code and incentive budget.

Green Bond

Program Availability: Available for the foreseeable future

Assuming the community center upgrades will be financed through a bond, the Village can work with its bond underwriters to determine the feasibility of issuing a green bond to fund these improvements. Typically, green bonds can be handled through the Village's regular bond broker and will enable the project to be financed at a lower interest rate than it would have otherwise. In many cases, the interest rate savings are comparable to the first costs increased in the higher performance energy systems.

Additional Considerations

Battery Storage System

Lithium-ion battery storage systems are becoming more popular as prices drop, due in part to improved manufacturing and increased competition. There are numerous ways a battery storage system can be used at a facility; to increase electric reliability, generate utility grid revenue, store excess renewable energy, and lower utility demand charges.

The new PSB opted to include provisions to make the facility battery ready. Space for the exterior concrete pad, conduit routing to the pad, and a battery breaker were planned for the future of the facility.

Store Excess Solar Energy

During a sunny day, the battery system can be used to store excess solar energy production that would normally be sold back to the utility at a reduced rate. This stored energy could be used later during night or peak utility cost times.

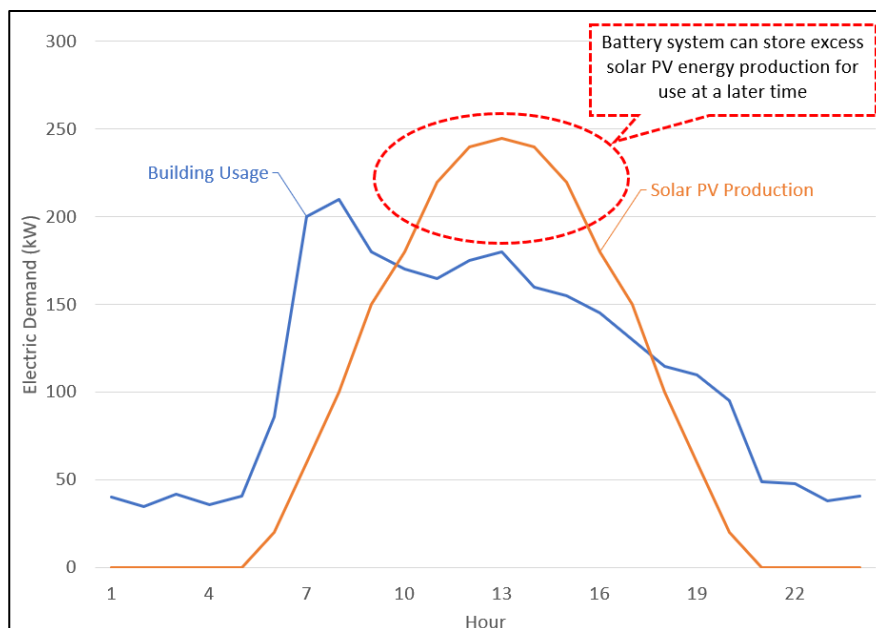


Figure 18- Example building usage and solar production graph during a typical sunny day

Peak Shaving

During a cloudy day the battery system can be used to shave a utility peak that would increase demand costs. The battery can use stored solar energy or off-peak energy to be used when electric utility costs are at their highest, and manage the demand charges that a facility will incur.

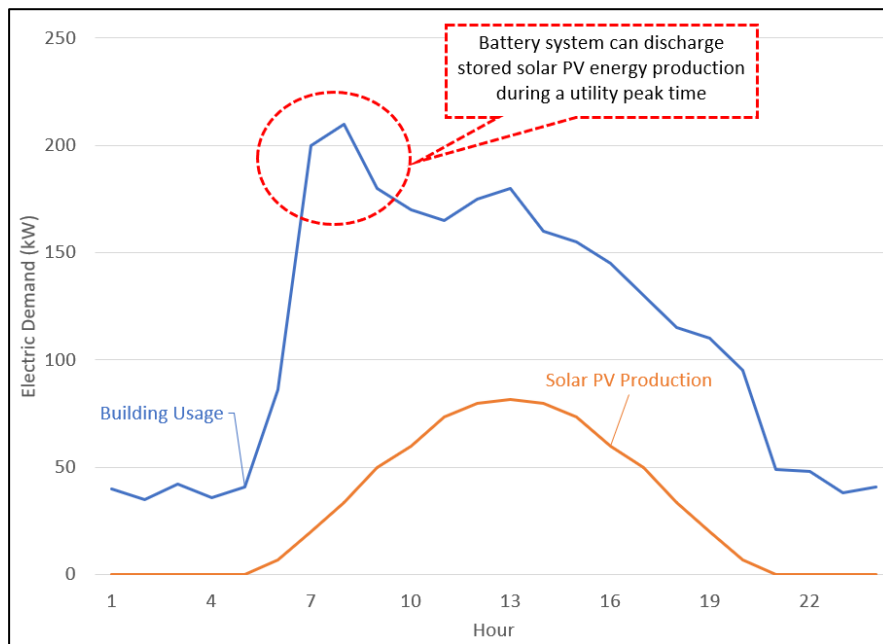


Figure 19 - Example building usage and solar production graph during a typical cloudy day

Battery Power Backup

Batteries can increase electric resiliency by providing back-up electric power during loss of building utility connection. These battery systems can be used in tandem with a conventional dual fuel gas generator, or as a standalone means of providing emergency power in an electric utility outage.

Depending on the emergency backup requirements of the new Community Center and the electrical design of the system, a battery storage system could be incorporated to provide back-up power or the ability to generate solar energy during utility outages.

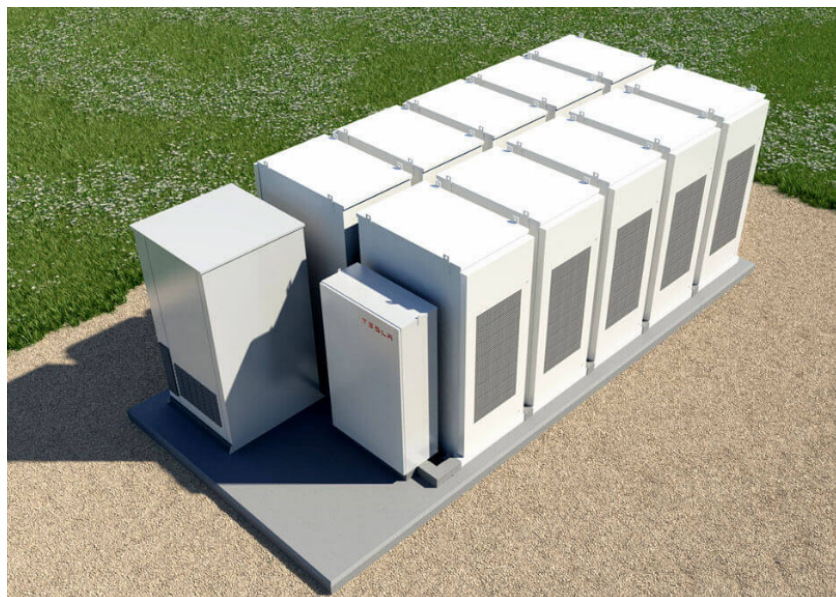


Figure 20- Example of a building battery storage system

Battery Ready Design

Based on HGA's recent experience with battery projects, we would recommend that a battery system not be included in the renovation project. We have seen a significant increase in battery project costs in recent months. Additionally, recent project experience has shown that the industry is still nascent and the potential savings are not being achieved in actual implementation.

If the village is still interested in the facility being future proofed for a future installation, the project can still be designed for a battery installation in the future with a few simple provisions. These include:

- Designate an outdoor location for future battery including costs for a concrete pad.
- Running cable conduit to locations during construction for the future battery
- Including a spot for the battery system to land on the Solar PV electrical subpanel
- Configuring the 1-line electrical design for the batteries future use

These provisions would add minimal extra cost in the current design package (similar provisions to getting the design ready for solar PV) but may save considerable of money in the future if a battery is later integrated into the building electrical systems.

Table 10: Summary of Battery Energy Storage Economics

Battery Energy Storage System (BESS)	Budget Cost	Utility Savings	Simple Payback
BESS 100kW/200kwh (10 year lifespan)	\$500,000	\$10,000	50 years
IRA 30% Savings	\$150,000	-	-
Total Cost	\$350,000	\$10,000	35 years

EV Charging Infrastructure

As part of this project scope, HGA was also tasked with identifying potential options to partner with EV charge operators, such as a third party or utility, to install DC fast chargers and or level 2 chargers on the Community Center through federal funding or potentially through PSC OEI grant money.

The renovations at the site do allow for a fresh look at how EV charging can be holistically designed into the project. With the proliferation of EV sales and the lag in charging infrastructure to support charging, the Village can play a role in meeting this need, while also charging users for this service. There are several multifamily apartment buildings adjacent to the future Community Center, so this site may be ideally situated to not only serve building users, but also serve nearby village residents who would otherwise not have access to charging infrastructure. The EV stations would also serve visitors of the Community Center, Library, and downtown businesses.

Level 2 charging is the most common type of charger offered in a commercial setting. The site could utilize a bank of level 2 chargers. However, level 2 chargers typically take many hours to recharge a car and typically provide around 25 miles of range per hour of charging. While level 2 chargers are ideally suited for building users that may be onsite for multiple hours, they are too low power to meet the needs

of an EV user looking to recharge their vehicle over a short visit to the library or city hall. Typically, a lower power DC fast charger would be utilized for this application, such as a 50kW charger.

If the Village is interested in installing robust charging infrastructure at the site, there are numerous opportunities to leverage incentives and rebates. Please see additional information below on the potential grant opportunities associated with EV charging infrastructure.

Federal Highway Administration Charging and Fueling Infrastructure Discretionary Grant Program

The Bipartisan Infrastructure Law established a competitive grant program of over \$2.5 billion over the 5-year program to support local governments implement EV charging infrastructure. Dane County partnered with a group of cities and villages, including McFarland, on the FY 2022 grant application which was due June 13, 2023. There will be another grant period in FY 2023. This would provide an opportunity for the Village to apply for a grant for charging infrastructure at the Community Center site. Prior to applying for the grant, collaboration with Alliant Energy is advised to determine if 480V power is located in this area to support DC fast charging infrastructure, or if additional electrical infrastructure, such as transformers, would be required.

Additional information about this program can be found here...
<https://www.fhwa.dot.gov/environment/cfi/>

Wisconsin PSC Office of Energy Innovation Grant Funding

There is one more round of grant funding through the PSC OEI funding this coming January of 2024. This program does offer grants to municipalities looking to install EV charging infrastructure. This could be an opportunity to combine both a solar carport and EV charging into one application. If there was engagement with the adjacent community to leverage this location as a neighborhood charging hub, HGA believes that this would be a strong candidate to receive funding. However, the current timeline for the facility does not align with the design and construction process for the new community center.



HGA

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McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 14, 2023

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director, Kong Thao, Associate Planner

AGENDA ITEM: Discussion and action to accept the Comprehensive Energy Plan Report.

PREVIOUS ACTION:

April 19, 2023 - SNR Committee recommended approval to the Village Board for HGA's energy planning services.

April 25, 2023 - Village Board approves HGA as consultants for energy planning services.

November 13, 2023 - SNR Committee recommendation.

ISSUE SUMMARY:

The report is a detailed analysis of all village-owned buildings, fleet, and property to determine the Village's existing carbon footprint and a path to achieving 100% net zero carbon emissions.

The energy data collected from Alliant Energy and MG&E helped HGA establish energy baselines and trends. The report serves to guide Village Board and Village Staff decisions on energy efficient opportunities, installation of sustainable features, and cost savings. These timelines are preliminary suggestions from the consultant and are not firm commitments to any particular project or project implementation date. It is worth noting that it will be to the Village's benefit to implement as many improvements as possible that qualify for Inflation Reduction Act Direct Pay incentives prior to the program phasing out in 2032.

FINANCIAL/BUDGET IMPACT:

The 2023 Capital Improvement Budget includes \$25,000 in C&ED Department funds for Comprehensive Energy Planning. The balance of the project costs (\$23,500) allocated budget funding in 2023 for Facility Management within the capital budget for the design of the Community Center.

VILLAGE PLAN REFERENCE:

2022-2023 Strategic Plan, Goal B Public Infrastructure, Action IV - Completion of a Village wide energy audit and planning to implement energy efficiencies within operations.

2021 Sustainability Plan

- Near-Term Energy Action - Conduct energy audits of all municipal facilities to identify potential energy efficiency improvements.
- Energy Goal - Municipal percentage of total energy consumed generated from



renewables per year = 50% by 2030 and 100% by 2040.

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion, and second, to accept the Village of McFarland Comprehensive Energy Plan Report.

ATTACHMENTS:

1. McFarland Comprehensive Energy Plan_Final_Draft_v2_11-9-2023



McFarland Comprehensive Energy Plan
Report
November 2023

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2.0 Acknowledgements

Table 1: Team Information

Name	Group	Title
Mike Barnett	HGA	Senior Project Manager
Adam Jablonski	HGA	Building Performance Engineer
Alex Harris	HGA	Sustainability Project Manager
Dewmi Pathinisekara	HGA	Building Performance Intern
Andrew Bremer	Village of McFarland	Community & Economic Development Director
Kong Thao	Village of McFarland	Associate Planner
Matt Schuenke	Village of McFarland	Village Administrator
Lee Igl	Village of McFarland	Public Works Director
Sayer Larson	Village of McFarland	Parks Superintendent
Heidi Cox	Village of McFarland	Public Library Director
Mike Flaherty	Village of McFarland	Sustainability & Natural Resource Committee, Village Chairperson
Carolyn Clow	Village of McFarland	Sustainability & Natural Resource Committee, Village President
Kitty Brussock	Village of McFarland	Sustainability & Natural Resource Committee
Bruce Fischer	Village of McFarland	Sustainability & Natural Resource Committee
Angela Freedman	Village of McFarland	Sustainability & Natural Resource Committee
Nina Schultz	Village of McFarland	Sustainability & Natural Resource Committee
Judy Taber	Village of McFarland	Sustainability & Natural Resource Committee

3.0 Executive Summary

Overview

In the Summer of 2023 HGA (further known as 'the consultant') was contracted by The Village of McFarland to develop a Comprehensive Energy Plan (CEP) for the entire Village of McFarland building portfolio totaling over 173,000 square feet and 54 vehicle fleet.

The Village of McFarland is looking to significantly reduce carbon emissions over the next 10 years. The intention of this report is to serve as a guide for project strategies and funding decisions for capital infrastructure projects over the next 10+ years.

Village of McFarland Energy and Carbon Footprint

In the baseline year of 2022, The Village of McFarland portfolio of buildings consumed 1,277,822 kWh of electricity, generated 33,029 kWh and consumed 50,310 Therms of natural gas. Converted to a common unit of energy (kBtu) shows that more natural gas energy than electrical energy was consumed by The Village of McFarland. Table 2 below shows the consumption by fuel type.

Table 2: Energy Consumption and Percentage by Fuel Type

Fuel Type	Consumption ¹	Electricity Generation	Net Consumption	kBtu	kBtu Percent of Total
Electricity	1,106,857 kWh	33,029 kWh	1,073,828 kWh	3,663,901 ²	32%
Natural Gas	43,329 Therms	N/A	50,310 Therms	5,029,793 ³	38%
Gasoline	16,717 Gallons	N/A	16,717 Gallons	2,009,596 ⁴	18%
Diesel	10,341 Gallons	N/A	10,341 Gallons	1,420,724 ⁵	12%
Total				12,354,266	100%

Each unit of electricity (kWh) and unit of natural gas (Therm) has an associated carbon value. Below in Table 3 are the conversion factors used to estimate the carbon footprint associated with the Village of McFarland's portfolio of buildings.

¹ This total does not include the electricity and natural gas use from the new McFarland Public Safety Center that is currently under construction. A complete year of data was not available for this building and recorded consumption at this facility is not likely representative of actual building operation.

² Conversion – 1 kWh = 3,412 kBtu

³ Conversion – 1 Therm = 99,976 kBtu

⁴ Conversion – 1 gallon gasoline = 120,214 kBtu

⁵ Conversion – 1 gallon diesel = 137,381 kBtu

Table 3: 2023 Carbon Conversion Factors by Fuel Type

Fuel Type	Carbon Conversion Factor	Source
Electricity	1,097.6 lbs CO2/MWh	EIA.gov and nrel.gov ⁶
Natural Gas	11.684 lbs CO2/Therm	EPA.gov ⁷
Gasoline	19.59 lbs CO2/Gallon	EPA.gov ⁸
Diesel	22.44 lbs CO2/Gallon	EPA.gov ⁹

Applying the factors to the Village of McFarland's portfolio shows that despite electricity's lower kBtu usage compared to natural gas, it makes up a larger portion of the carbon footprint. Electricity accounts for 53% of McFarland's Carbon Emissions and Natural gas accounts for 23%, with transportation and small engine fuels accounting for the remaining 24%, as shown in Table 4 below.

Table 4: Carbon Footprint by Fuel Type

Fuel Type	2022 Pounds CO2/year	Percent of Total
Electricity	1,178,634	52.5%
Natural Gas	506,277	22.6%
Gasoline	327,524	14.6%
Diesel	232,095	10.3%
Total	2,244,530	100.0%

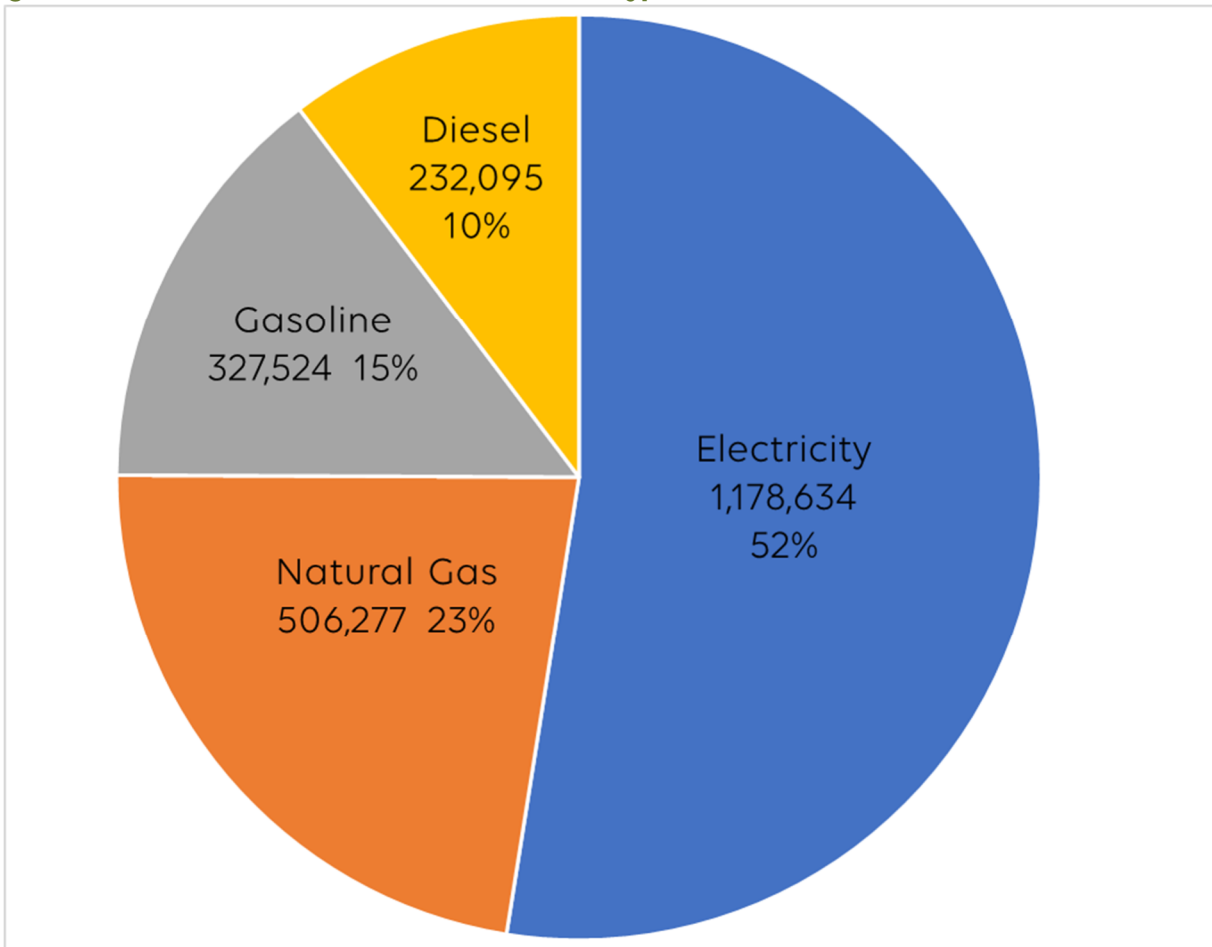
⁶ Carbon factor for the year 2022 was estimated by using the 2021 recorded carbon intensity per kWh for the state of Wisconsin from EPA.gov (1,246 lbs/MWh) and determining a linear relationship from 2021 to the 2024 carbon intensity forecast for the state of Wisconsin from NREL Cambium forecasting tool for AER load CO2 emissions from combustion (800.9 lbs/MWh)

⁷ 0.0053 metric tons per Therm x 2,204.62 lbs per metric ton - <https://www.epa.gov/energy/greenhouse-gases-equivalencies-calculator-calculations-and-references>

⁸ <https://www.epa.gov/energy/greenhouse-gases-equivalencies-calculator-calculations-and-references>

⁹ Ibid

Figure 1: Carbon Emission Pounds and Percent Fuel Type - 2022



Additional detail about carbon emissions can be found in the Energy and Emissions information section.

Timelines to 100% Net Zero Carbon Emissions

The consultant developed a timeline to achieve 100% Net Zero carbon emissions. The complete list of strategies, including costs and benefits, is included in the “Costs Analysis and Capital Spending Plan” section. A summary of the most significant categories of decarbonization strategies includes the following:

- HVAC retrofits, lighting upgrades and other infrastructure upgrades that increase energy performance.
- Major renovations to existing facilities to increase facility square footage while overhauling mechanical systems to increase energy performance and decrease carbon emissions, largely through beneficial electrification.
- Installation of on-site photovoltaic at many facilities.
- Upgrade select fleet vehicles to electric powered vehicles (EV's).
- Reduced carbon intensity of grid electricity associated with changing utility generation mix.
- Renewable energy credits and carbon offsets for remaining emissions currently accounting for 36% of current emissions in 2035.

After review of all facilities, a list of energy conservation, renewable energy generation, and fleet electrification measures were developed that are recommended to be implemented by the Village of McFarland between now and the year 2035. These measures were organized by system type and summarized in Table 5 and Table 6 below. These tables include the RECS associated with the proposed McFarland / Alliant Energy Customer Hosted Renewable Program solar installation to fully account for all costs, energy savings, and carbon savings. A complete list of measures is available in Table 48 at the end of this report.

Table 5: Energy Savings by Measure Type

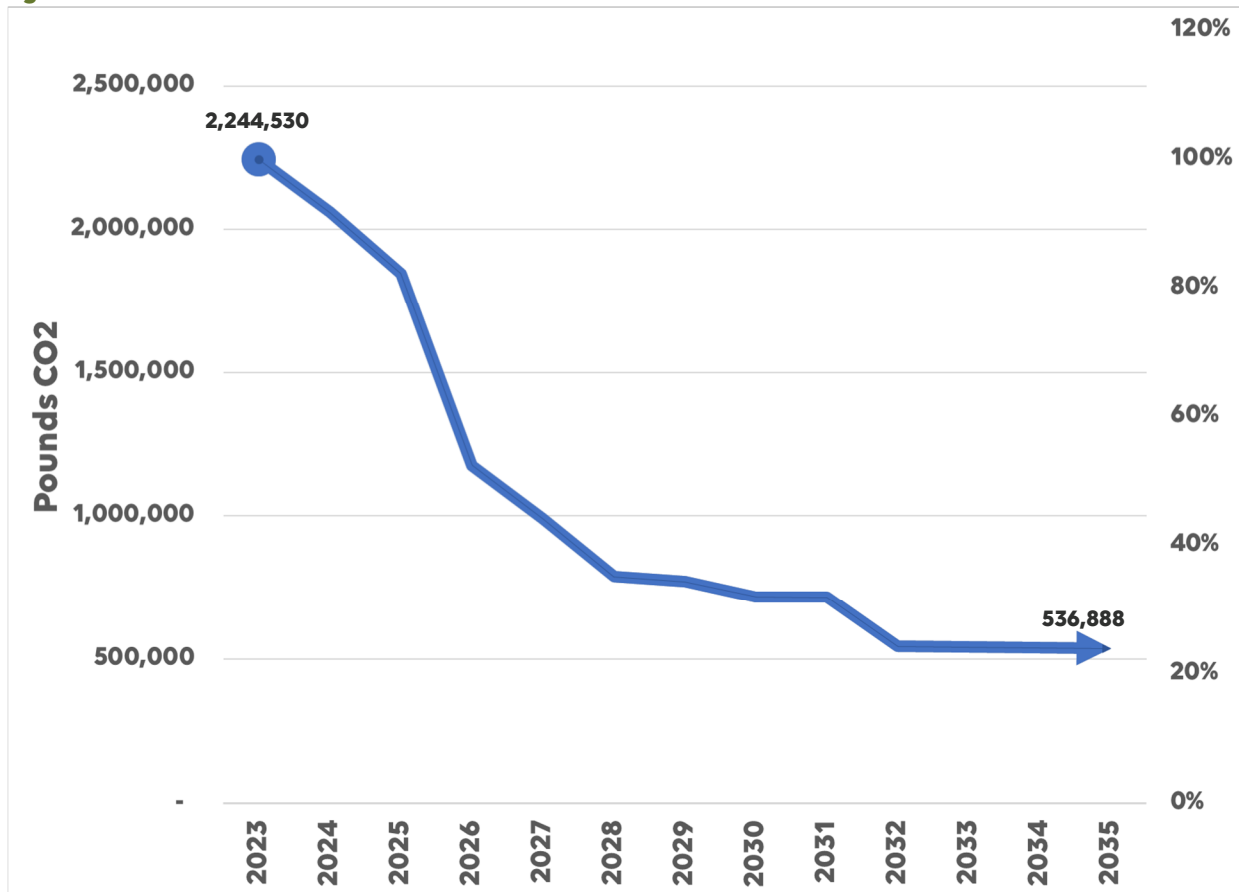
Measure Type	Electricity Savings/Offset (kWh)	Natural Gas Savings (Therms)	Gasoline Savings (Gallons)
Lighting Upgrades	17,880	-	-
HVAC Upgrades	165,702	31,944	-
Window/Envelope	5,802	392	-
Fleet Electrification	-65,369	-	10,376
Retrocommissioning	29,010	2,351	-
Misc. Other	2,670	-	-
Solar PV	759,500	-	-
VoM/Alliant RECs	1,324,000		
Total	2,239,196	34,686	10,376

Table 6: Cost and Carbon Savings by Measure Type

Measure Type	Carbon Savings – 2035 (lbs)	Measure Cost – Without Incentives	Measure Cost – With Incentives
Lighting Upgrades	4,218	\$143,925	\$140,361
HVAC Upgrades	412,337	\$1,241,700	\$927,401
Window/Envelope	5,946	\$300,000	\$300,000
Fleet Electrification	187,870	\$977,500	\$842,500
Retrocommissioning	34,308	\$20,000	\$16,245
Misc. Other	630	\$500	\$500
Solar PV	179,166	\$1,244,100	\$926,855
VoM/Alliant RECs	312,331	\$4,460	\$4,460
Total	824,475	\$3,932,185	\$3,158,321

The graphs below in Figure 2 illustrate the carbon emissions associated with the village as the recommended capital projects are implemented, while at the same time accounting for the electricity grid carbon intensity decreasing as the grid becomes cleaner. This represents a 76% reduction in carbon emissions. These figures do not account for any carbon offsets or renewable energy credits, such as those collected through the proposed McFarland / Alliant Energy Customer Hosted Renewable Program solar installation. The RECs shown in Table 6 are not included in the graph below to illustrate the potential impact of capital improvement projects and investments made to the infrastructure owned by the village. A second set of figures are included which include the impacts of Renewable Energy Credits associated with this project.

Figure 2: CO₂ Emissions Timeline - Without Recs



As indicated in the figure above, the most significant drop in emissions occurs between 2024 and 2026 when major energy conservation measures are estimated to take place.

Figure 3 shows the carbon footprint reduction by measure type. This chart compares the baseline carbon footprint from 2022 and the impact of the measures in the year 2035 and the resulting carbon footprint. HVAC measures such as the proposed Net Zero Energy Community Center and geothermal upgrades at the Library contribute to the largest carbon reduction. Changes to the cleanliness of the grid also contribute significantly to the overall carbon footprint reduction.

Figure 3: 2035 Carbon Footprint Impacts by Measure Type

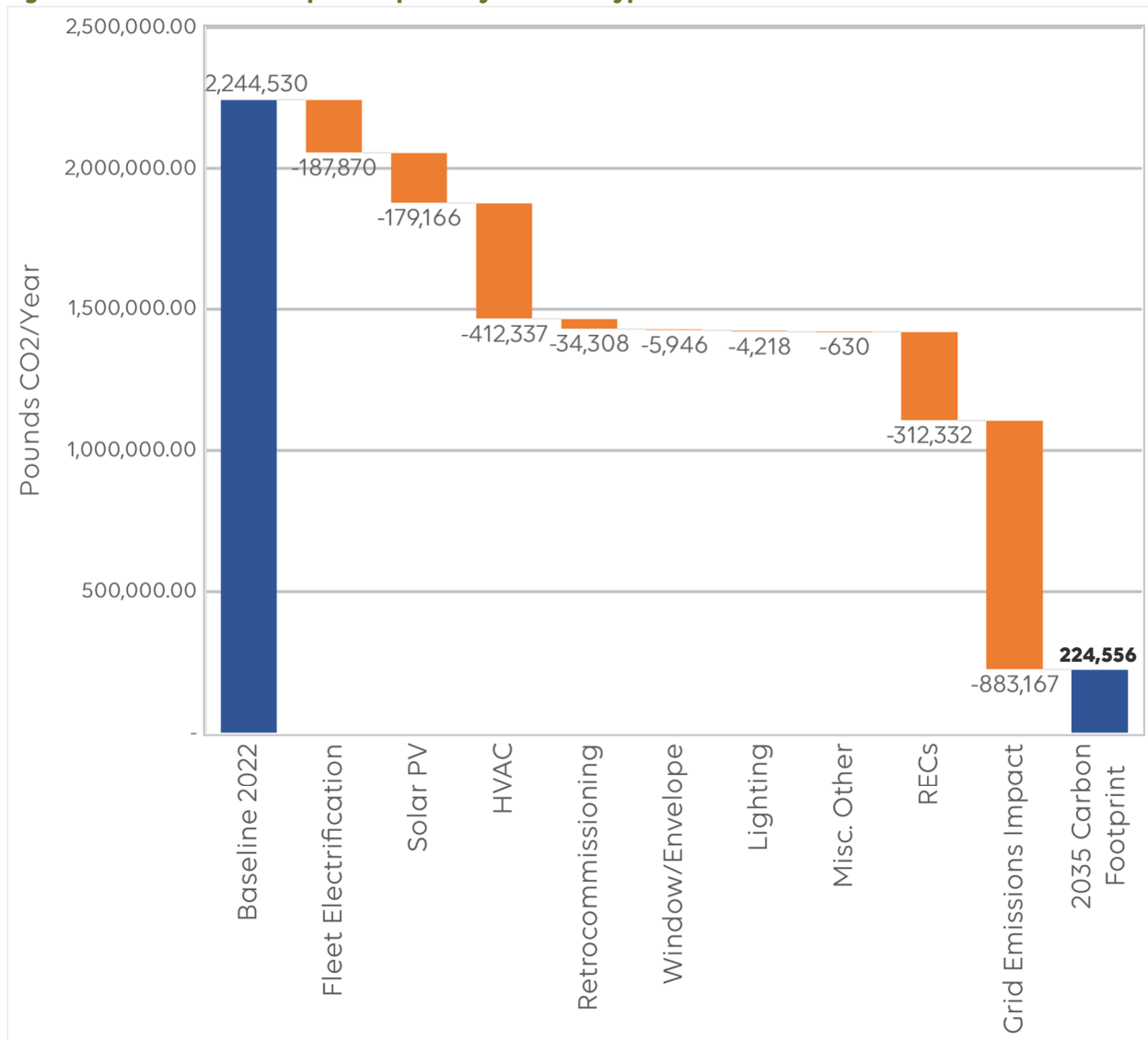


Figure 4 shows the 2035 carbon footprint if no electrification, energy savings, and renewable energy projects are undertaken by the Village of McFarland. This shows the impact of the grid becoming cleaner over time, and the measures that could be completed by the Village.

Figure 4: 2035 Carbon Footprint Before and After Measure Implementation

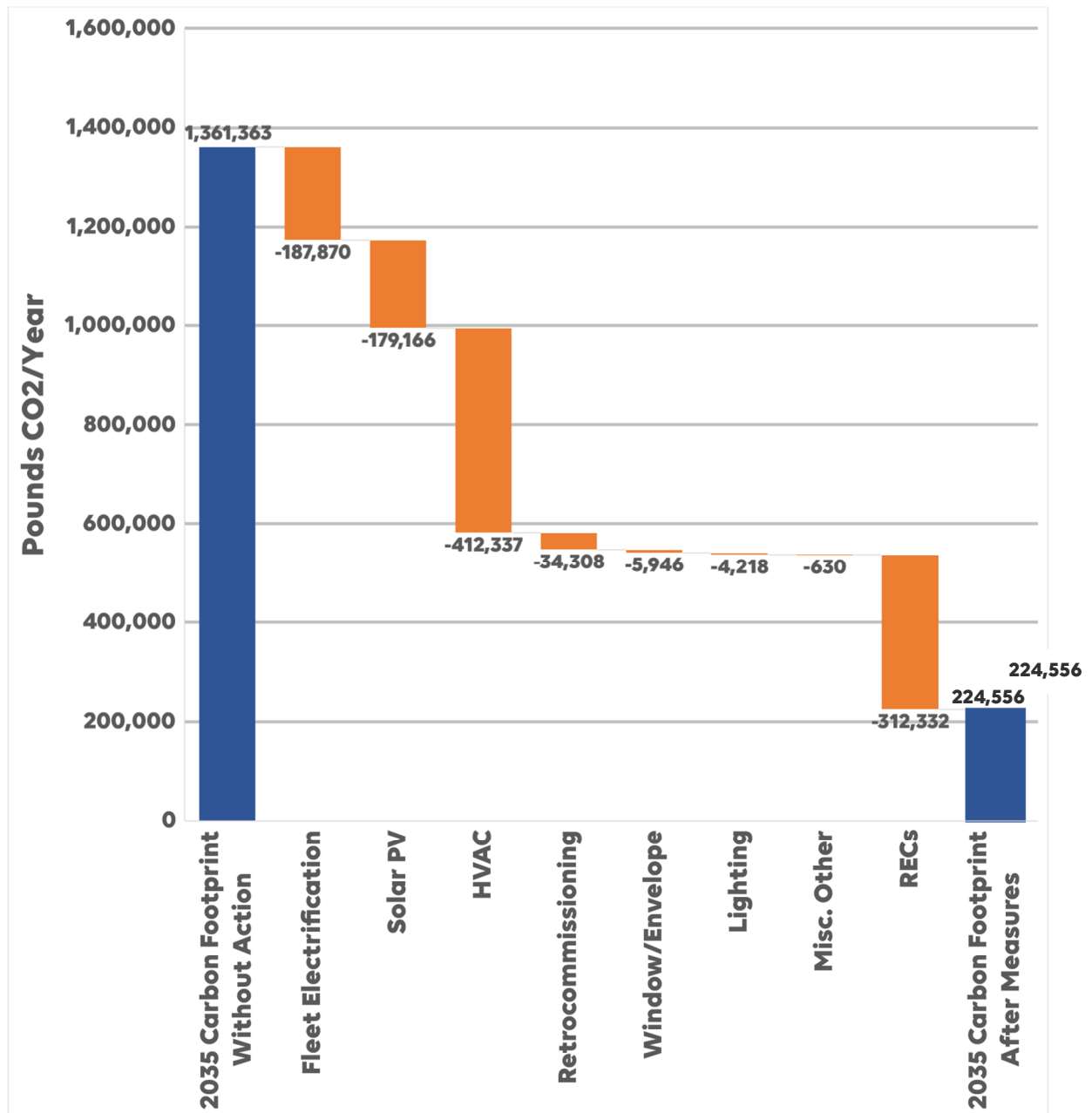


Figure 5: CO₂ Emissions Timeline by Fuel Type – Without Recs

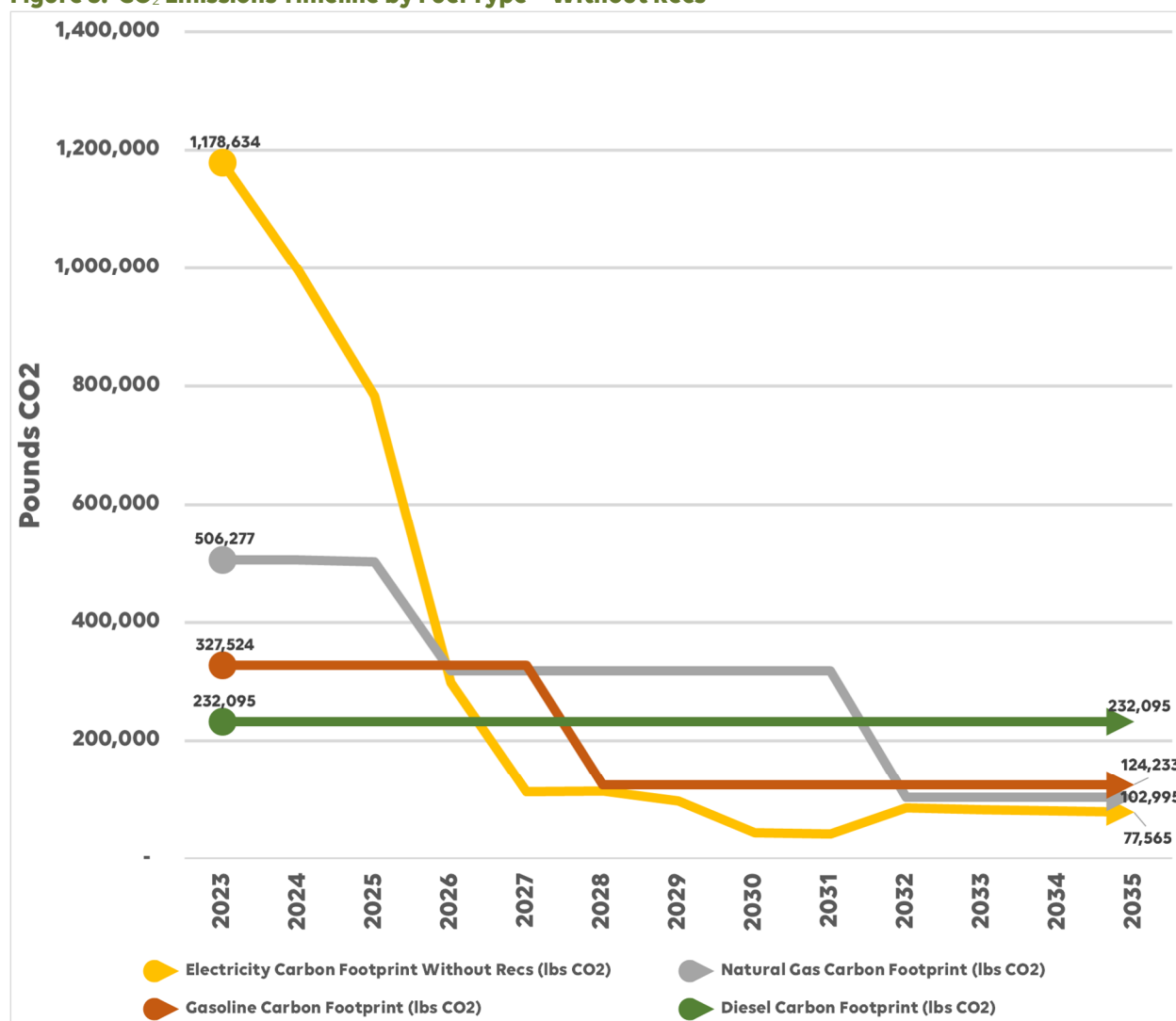


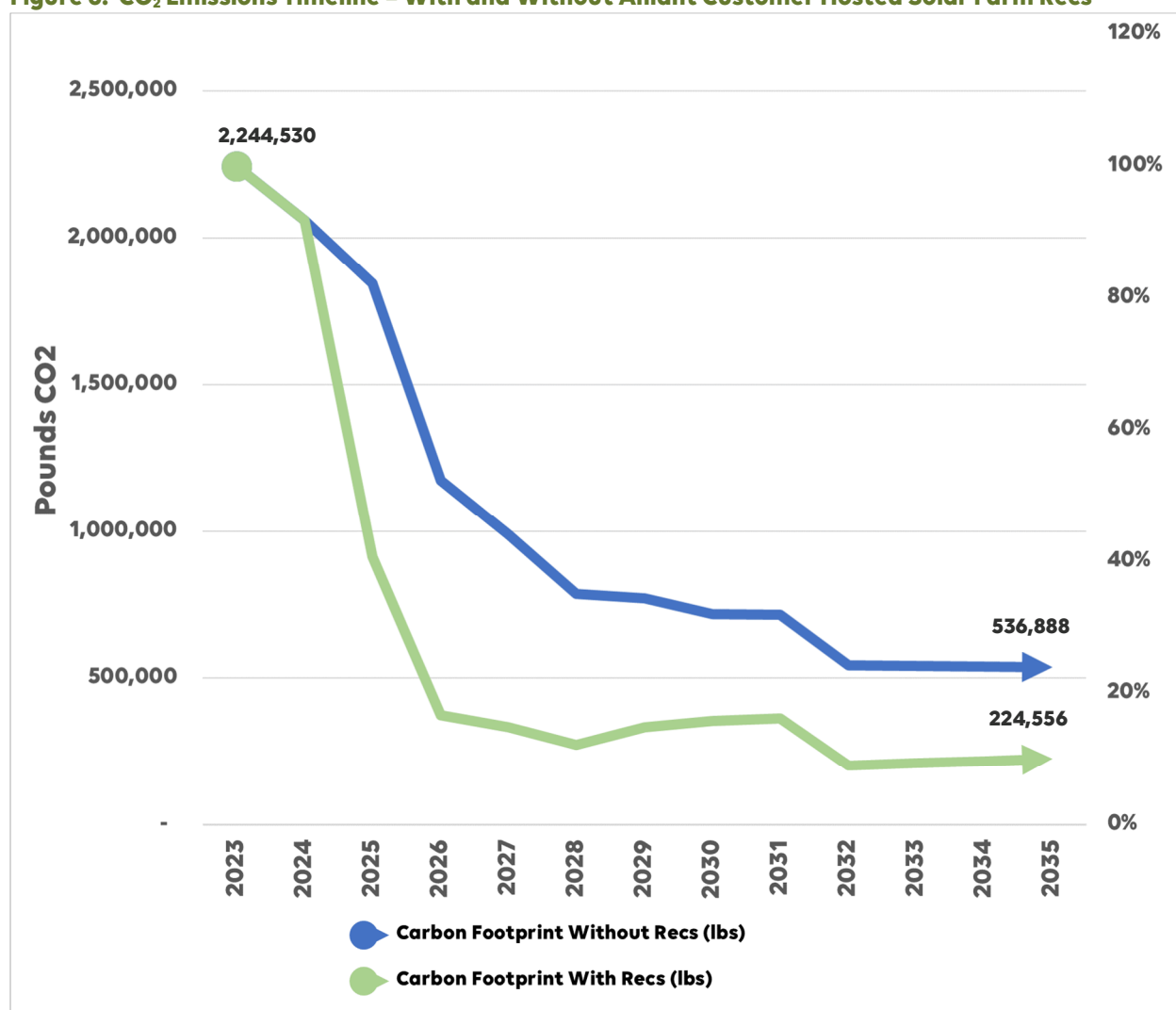
Figure 5 above indicates where the carbon emission reductions are achieved. Onsite solar PV installations and electricity conservation strategies account for largest reduction in carbon footprint but major building electrification and vehicle electrification projects also contribute to natural gas and gasoline carbon footprint reductions, respectively. No changes to the diesel fleet were planned so the carbon footprint remains constant over the study period. Diesel vehicles are usually high specialized equipment with very specific uses that need to be closely studied to inform electrification recommendations. Information on the annual mileage, diesel consumption, and use cases for each vehicle would need to be gathered in order to calculate expected costs and carbon savings.

As discussed later in the report, ICLEI and the Greenhouse Gas Protocol reporting requirements require total carbon emissions to be reported in 2 formats, with carbon offsets and without carbon offsets. This reporting methodology allows the public more transparency in

understanding how an organization is achieving its carbon reduction goals. Direct carbon reductions are considered significantly more impactful than carbon offsets and RECs. The end goal is to achieve zero carbon emissions without the need for REC's or carbon offsets.

In the graphs below, RECs associated with the Alliant solar farm are incorporated into the overall carbon emissions total. It is assumed that the Alliant RECs would be 60% of the total project RECs, or approximately 1,324 MWH of RECs per year. Figure 6 below shows a comparison of the total carbon footprint through 2035 with and without RECs. From the baseline, CO2 emissions would be reduced 76% without the RECs and 90% with the RECs

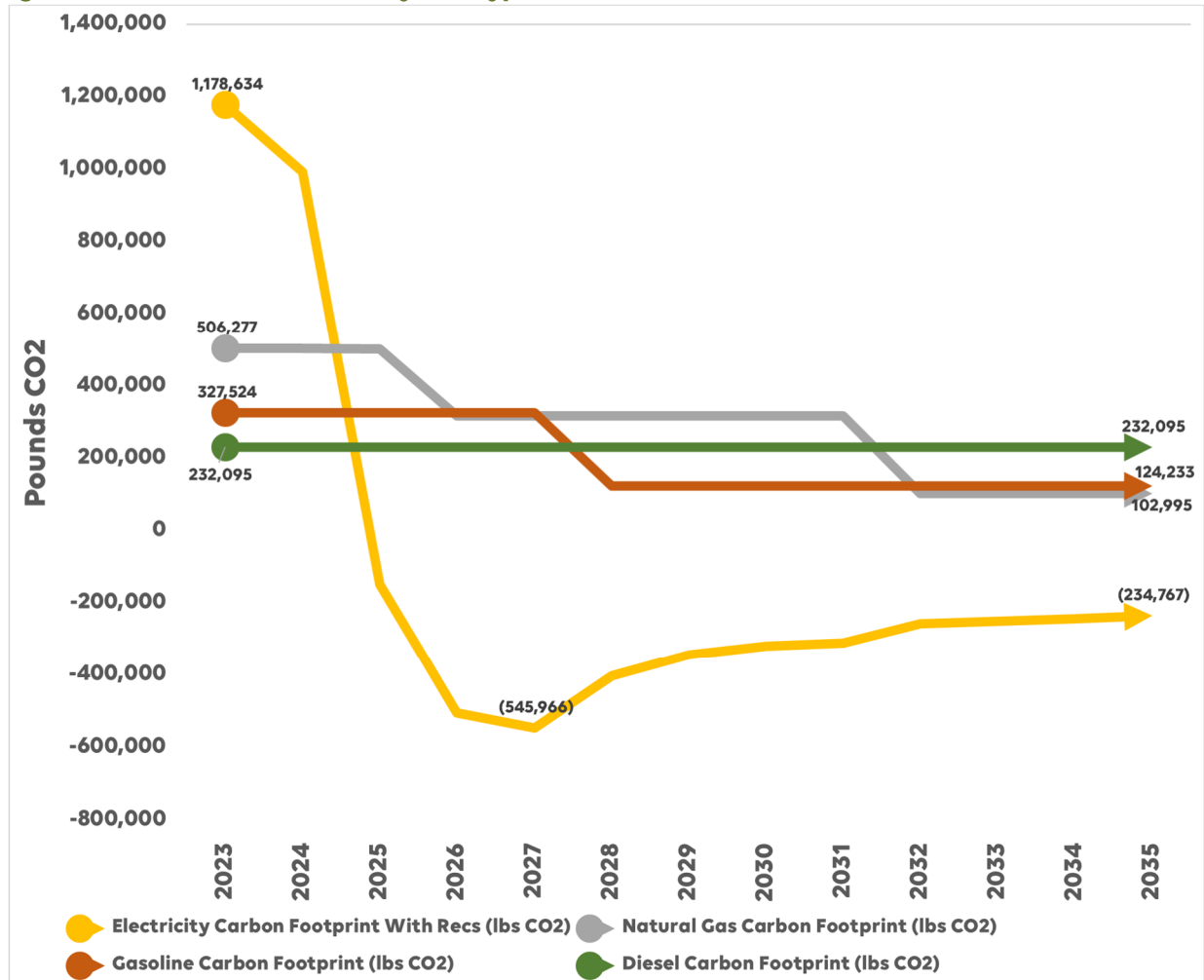
Figure 6: CO₂ Emissions Timeline – With and Without Alliant Customer Hosted Solar Farm Recs



The RECs purchased by the Village of McFarland will impact the carbon footprint of electricity. Figure 7 below shows the carbon footprint by fuel type with RECs included. The carbon footprint

of electricity is negative beginning in 2025 with a maximum negative carbon footprint occurring in 2027. The carbon footprint goes negative due to the additional onsite solar that is installed at all sites identified in Table 48 including the new proposed net zero Community Center as being eligible for solar which reduces the overall electricity consumption of the Village. The carbon footprint begins to increase to approximately negative 235,000 pounds per year in 2035. This increase is due to electrification projects like the geothermal upgrades at the Library and fleet electrification increasing electricity use and the grid becoming cleaner which as a result, the purchased RECs do not have as large of an impact per kWh year over year.

Figure 7: CO₂ Emissions Timeline by Fuel Type – With Recs



Recommendations and Next Steps

The consultant recommends considering all energy efficiency measures, renewable energy projects, facility renovation projects, and carbon offset purchases described in this report. The timeline should be reviewed internally, and consensus should be reached about an appropriate timeline for implementation based on budget.

4.0 Introduction

Project Overview

In July of 2023 HGA (further known as ‘the consultant’) was contracted by The Village of McFarland to develop a Comprehensive Energy Plan (CEP) for the entire Village of McFarland building portfolio totaling over 173,000 square feet and a fleet of 54 vehicles.

The Village of McFarland is looking to significantly reduce carbon emissions over the next 10 years. The intention of this report is to serve as a guide for project strategies and funding decisions for capital infrastructure projects over the next 10+ years.

Project Schedule

Table 7: Project Schedule

TASK	MILESTONE	TIMELINE
Task 1 – Preliminary Assessment	Kick-off Meeting	Early July 2023
	Benchmark Building Energy Use	July 2023
	Building Survey	July/August 2023
	Preliminary Assessment Report	August 2023
Task 2 – Draft Recommendations	Draft CEP Report	August 2023
Task 3 - Final Report	Final Report Staff Review	September 2023
	Sustainability & Natural Resource Committee	November 2023
	Closing Meeting	November 2023
	Final Report/Stakeholder Meetings	November 2023

Facility Energy-Related Emissions Scope and Framework

At the time of this report, carbon accounting practices might be considered nascent and evolving rapidly in terms of available guidelines, procedures, and a lack of widely adopted standards. Facility emissions calculations and factors utilized for this report generally followed

industry accepted practices detailed in the ICLEI Local Government Operations Protocol. The ICLEI document provides a framework for local government for quantifying and reporting greenhouse gas emissions. Ultimately the Village should aspire toward a holistic view of decarbonization in their operations, including Scope 1, 2, and 3 emissions as defined by the EPA.¹⁰ This study is focused on reducing Scope 1 natural gas consumed by buildings, preparing Village buildings to reduce Scope 1 fleet vehicle emissions through electrification, and reducing scope 2 purchased electricity emissions.

Emissions accounting guidelines and standards are rapidly evolving as corporations respond to stricter requirements from both the Securities Exchange Commission (SEC) and the European Union (EU) on the rigor with which carbon emissions are reported. While developing detailed emission accounting procedures for the Village was not part of this project scope, adopting best practices on emissions accounting standards that provide relevance, completeness, consistency, transparency, and accuracy are paramount to any organization's sustainability and decarbonization efforts.

As renewable energy credits and carbon offsets become a significant portion of organizations short-term decarbonization strategies, emissions standards such as the Greenhouse Gas Protocol¹¹ are now requiring emissions reporting using a dual reporting methodology where emissions are reported using a location-based method and a market-based method. This methodology allows organizations to provide transparency to the level of emissions reductions that have been achieved through carbon offsets and Renewable Energy Credits (RECs) versus more conventional emission reductions accounted for in the ICLEI protocol such as decreased grid-wide emissions factors, onsite renewable energy systems or energy efficiency improvements. Leading edge organizations such as Google and Microsoft are evaluating carbon emissions on a higher resolution time scale. Rather than looking at net annual emissions, emissions are being accounted for on an hourly basis. To support similar efforts, the Midwest Renewable Energy Tracking System (M-RETS) has enabled its system to integrate hourly values to associated RECs in 2019.¹²

As the Village looks to make investment decisions on projects that reduce total emissions on a wide variety of investments, from facility improvements to fleet electrification projects, adopting best practices in carbon accounting is necessary to enable a deeper understanding of how specific projects can provide meaningful impacts to the Village's carbon reduction goals. The GHG Protocol for Project Accounting may be another standard that provides guidance on such questions.¹³

¹⁰ [Greenhouse Gases at EPA | US EPA](#)

¹¹ <https://ghgprotocol.org/scope-2-guidance>

¹² <https://www.mrets.org/hourlydata/>

¹³ <https://ghgprotocol.org/project-protocol>

5.0 Building Energy Use

Building Benchmarking

Table 8 below highlights both the quantity and connection of utility meters for the Village of McFarland's portfolio of buildings. With the exception of three buildings at McDaniel Park, each individual building is served by a single electric and gas meter. Alliant and Madison Gas and Electric (MG&E) serve McFarland facilities with generally one utility serving both electric and gas. In two cases, Alliant and MG&E both provide utilities to a single facility.

Table 8: Utility Meter Summary by Building

Building	Square Footage	Utility Company	Electric Meter	Gas Meter
Municipal Buildings				
McFarland Public Safety Center	58,000	Alliant	1 meter	1 meter
McFarland Municipal Center	38,150	Alliant	1 meter	1 meter
McFarland Public Works building	29,338	Alliant	1 meter	1 meter
McFarland ED Locke Public Library	18,775	Alliant	1 meter	1 meter
Parks Department				
William McFarland Park Shelter	5,715	Alliant – Natural gas MG&E - Electricity	1 meter	1 meter
Brandt Park Shelter	4,238	Alliant	1 meter	None
McFarland Lewis Park Shelter	3,425	Alliant	1 meter	1 meter
Egner Park Shelter ¹⁴	0	Alliant	1 meter	None
McDaniel Park Shelters & Facilities	1,320	Alliant	1 meter serving 3 buildings	None
McFarland Dog Park Shelter	1,200	Alliant	1 meter	None
Farwell St Gazebo/Arnold Larson Park	816	Alliant	1 meter	None
Bocce Courts	N/A	MG&E	1 meter	None

¹⁴ Egner Park Shelter and Well House #4 occupy the same building and share the same electric meter. Square footage for Egner Park Shelter was included with Well House #4

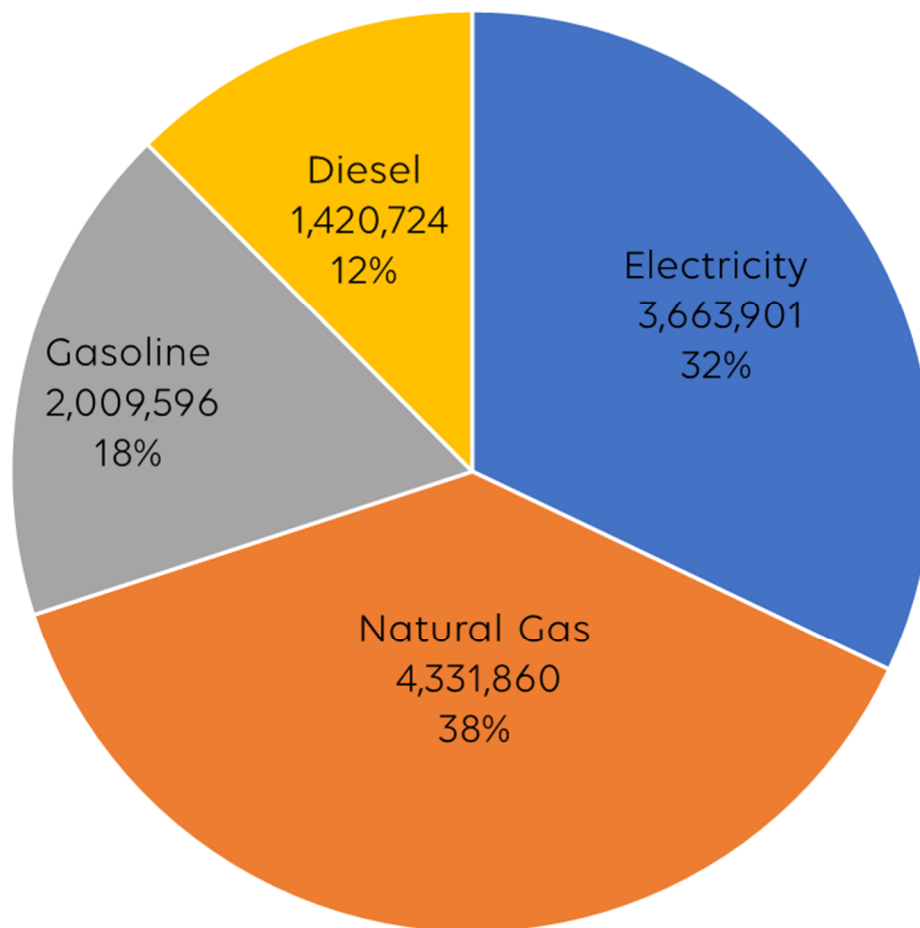
Building	Square Footage	Utility Company	Electric Meter	Gas Meter
Well Houses				
Well House #1	400	Alliant	1 meter	1 meter
Well House #3	1,580	Alliant	1 meter	1 meter
Well House #4	1,500	Alliant	1 meter	1 meter
Lift Stations				
Lift Station #1	N/A	Alliant – Electricity MG&E – Natural gas	1 meter	1 meter
Lift Station #2	N/A	Alliant	1 meter	None
Lift Station #3	N/A	Alliant	1 meter	None
Lift Station #4	N/A	Alliant	1 meter	None
Lift Station #5	864	MG&E	1 meter	None
Water Towers				
Holscher Road Water Tower	4,119	Alliant	1 meter	None
Burma Road Water Tower	2,297	Alliant	1 meter	None
Street Lighting				
US Highway 51 Lighting	N/A	Alliant	1 meter	None
6001 Exchange Street Lighting	N/A	Alliant	1 meter	None
Siren at Public Works Building	N/A	Alliant	1 meter	None
McFarland Gateway Sign	N/A	MG&E	1 meter	None
Bashford Street Flasher	N/A	Alliant	1 meter	None
5204 Farwell Street Flasher	N/A	Alliant	1 meter	None
4905 Farwell Street Flasher	N/A	Alliant	1 meter	None
Creamery Rd Flasher	N/A	Alliant	1 meter	None
McFarland Municipal Center - Street lighting	N/A	MG&E	1 meter	None

Table 9: 2022 Village of McFarland Building Utility Consumption

Metric	Site Energy	Cost
Electricity – Consumed kWh	1,106,857 kWh	\$139,528
Electricity – Generated kWh	33,029 kWh	\$3,632
Natural Gas Therms	43,329 Therms	\$37,088
Total Calculated <u>Source</u> CO ₂ Emissions (lbs/year) ¹⁵	1,684,911 Lbs CO2	N/A

Figure 8 shows the percent of energy consumption by fuel type by converting each fuel to a common unit - kBtu

Figure 8: kBtu Energy Consumption and Percent by Fuel Type



¹⁵ This total does not include the carbon emission for gasoline and diesel powered vehicles

Energy and Emissions Information

Electricity

McFarland is served by both Alliant Energy and MG&E for electricity, depending on the building. Carbon emissions factors were calculated using the 2021 recorded carbon intensity per kWh for the state of Wisconsin from EPA.gov (1,246 lbs/MWh) and determining a linear relationship from 2021 to the 2024 carbon intensity forecast for the state of Wisconsin from the National Renewable Energy Lab (NREL) Cambium forecasting tool for AER load CO₂ emissions from combustion (800.9 lbs/MWh). The idealized linear emissions reduction between 2021 and 2024 allowed for a calculated 2022 emissions factor of 1,097.6 pounds per MWh.

Table 10: Electricity Carbon Emissions Factors

Year	Carbon Emissions (lbs/MWh)
2021 Actual – EIA.gov ¹⁶	1,246
2024 Predicted – NREL ¹⁷	800.9
2022 Report Year Estimated	1,097.6

For the purposes of the study, the utility emissions factor for electricity generation was required to be forecast over a 12-year period to 2035. Predicted emissions data from NREL for the state of Wisconsin for average emission rate (AER) load CO₂ emissions from combustion based on the 95% decarbonization by 2050 scenario. Predicted data from NREL is available in two-year increments from 2024 through 2030 and then in 5-year increments from 2030 through 2050.

Table 11: NREL Cambium 95% Decarbonization by 2050 Predicted Emissions Factors by Year

Year	Carbon Emissions (lbs/MWh)	Carbon Emissions (lbs/kWh)
2021	1,246.0	1.2460
2024	800.9	0.8009
2026	605.4	0.6054
2028	389.6	0.3896
2030	273.6	0.2736
2035	235.9	0.2359
2040	183.2	0.1832

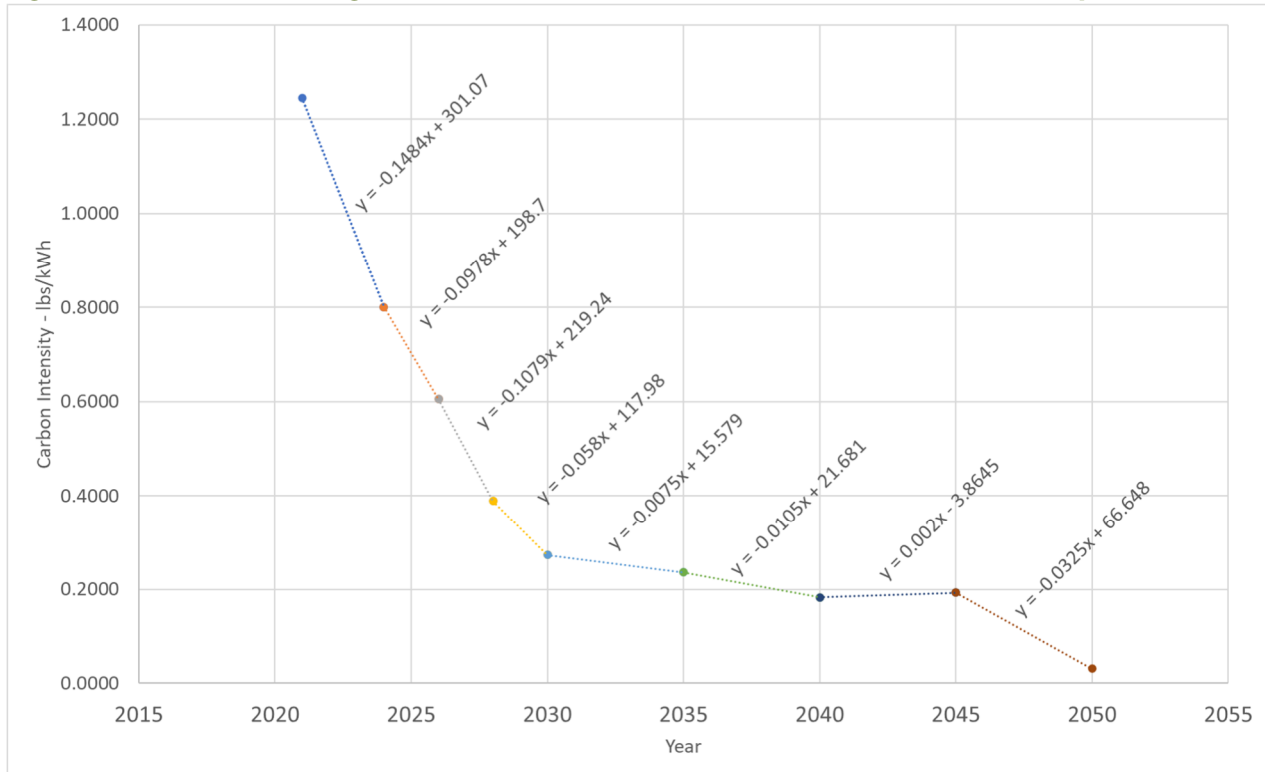
¹⁶ <https://www.eia.gov/electricity/state/wisconsin/>

¹⁷ <https://scenarioviewer.nrel.gov/?project=82460f06-548c-4954-b2d9-b84ba92d63e2&mode=view&layout=Default>

Year	Carbon Emissions (lbs/MWh)	Carbon Emissions (lbs/kWh)
2045	193.1	0.1931
2050	30.6	0.0306

For the analysis, the consultant found a linear equation defining the relationship between each increment of predicted data shown in Figure 9.

Figure 9: Carbon Forecasting lbs/kWh - eGrid and Cambium Sources - Linear Relationships



The linear equations were then used to estimate the carbon factors for years between the provided NREL increments shown Table 12 below through the year 2035.

Table 12: Actual, Predicted, and Estimated Carbon Emissions by Year through 2035

Year	Carbon Emissions (lbs/kWh)	Notes
2021	1.246	EIA Actual emissions data
2022	1.0976	HGA Estimated
2023	0.9493	HGA Estimated
2024	0.8009	NREL Predicted data
2025	0.7032	HGA Estimated
2026	0.6054	Predicted data

Year	Carbon Emissions (lbs/kWh)	Notes
2027	0.4975	HGA Estimated
2028	0.3896	NREL Predicted data
2029	0.3316	HGA Estimated
2030	0.2736	NREL Predicted data
2031	0.2661	HGA Estimated
2032	0.2585	HGA Estimated
2033	0.251	HGA Estimated
2034	0.2434	HGA Estimated
2035	0.2359	NREL Predicted data

Table 13 summarizes the Alliant Energy and MG&E electric rate structures used by the Village of McFarland.

Table 13: Alliant Energy and MG&E Electric Rate Structure Summary¹⁸

Rate Structure	Facility Charge (Per Day)	Customer Demand Charge \$/kW	Demand Time Period (ON Peak)*	Energy Charge \$/kWh
Alliant Energy				
CG-2 TOD	\$1.15	\$2.20	High Rate (Summer) 11 a.m. to 7 p.m. High Rate (Winter) 5 p.m. to 9 p.m. Low Rate 11 p.m. to 6 a.m.	High Rate: \$0.08604 Regular Rate: \$0.06500 Low Rate: \$0.05190
GS-1	1PH - \$0.5589 3PH - \$0.8384	N/A	N/A	\$0.12400
RG-1	1PH - \$0.4932 3PH - \$0.7398	N/A	N/A	\$0.13091
PGS-3 (Parallel Generation)	20kW-200kW - \$0.3205 >200kW - \$0.6411	N/A	N/A	High Rate: \$0.10280 Regular Rate: \$0.07680 Low Rate: \$0.05990 Sell Rate - \$0.11248 during high period

¹⁸ Wisconsin Electric Power Company WI Service Rates:
<https://www.we-energies.com/pdfs/etariffs/wisconsin/elecateswi.pdf#pagemode>

Rate Structure	Facility Charge (Per Day)	Customer Demand Charge \$/kW	Demand Time Period (ON Peak)*	Energy Charge \$/kWh
Madison Gas and Electric				
CG-5	\$0.78584	N/A	N/A	\$0.13819
SL-1	\$3.20 per lamp per month + addl. Based on lamp type	N/A	N/A	\$0.07280
SL-3	\$3.20 per lamp per month + addl. Based on lamp type	N/A	N/A	\$0.07280

Natural Gas

Similar to electricity, both Alliant Energy and MG&E serve natural gas to different buildings in the Village of McFarland. The emission factor for natural gas was 11.684 lbs/therm for both utilities.¹⁹

Table 14 summarizes the Alliant and MG&E natural gas rate structures used by the Village of McFarland

Table 14: Alliant Energy and MG&E Natural Gas Rate Structure Summary²⁰

Rate Structure	Total Facility Charge Per Day	Energy Charge \$/Therm
Alliant Energy		
GG-1	\$0.4113	\$0.5942
GC-1F	\$0.4741	\$0.6364
GC-2F	\$3.00	\$0.7789
MG&E		
GSD-1	\$0.80	\$0.2056

¹⁹ <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>

²⁰ Wisconsin Electric-Gas Operations Gas Service Rates:
https://www.we-energies.com/pdfs/tariffs_volXVI/WEGOTariffbk_volXVI.pdf#pagemode

Energy Use Intensity

Energy use intensity is a metric to help understand energy consumption per square foot per year (kBtu/sq.ft./year). This is a useful metric because it allows comparison of relative energy performance between buildings of different sizes. Table 15 summarizes the energy use intensity for each building in McFarland portfolio organized from largest to smallest building by square footage for year 2022. Note that this table does not include any facilities or places which do not have a measurable square footage such as street lighting or most lift stations. The new McFarland Public Safety Center is not included in this list because an EUI is not able to be calculated for this facility, given that a full 12 months of energy use are not available yet. However, it is anticipated that as a net zero designed energy facility the EUI is zero or even negative!

Table 15: Site Energy Use Intensity by Building and Fuel Type

Building Name	Square Feet	Site Electric EUI (kBtu/SqFt/year)	Site Natural Gas EUI (kBtu/SqFt/year)	Total EUI (kBtu/SqFt/year)
McFarland Municipal Center	38,150	28.2	41.5	69.7
McFarland Public Works Building	29,338	4.1	25.0	29.1
McFarland E.D. Locke Public Library	18,775	35.1	83.4	118.6
William McFarland Park	5,715	9.0	21.3	30.3
Brandt Park	4,238	8.0	0.0	8.0
Holscher Road Water Tower	4,119	0.4	0.0	0.4
McFarland Lewis Park	3,425	7.0	31.5	38.4
Burma Road Water Tower	2,297	7.0	0.0	7.0
Well House #3	1,580	269.6	47.5	317.1
Well House #4 / Egner Park Shelter	1,500	293.7	16.3	310.0
Egner Park Shelter ²¹	0	N/A	N/A	N/A
McDaniel Park	1,320	30.3	0.0	30.3
McFarland Dog Park (Urso Park)	1,200	197.2	0.0	197.2
Lift Station #5	864	76.2	76.5	152.7
Farwell St Gazebo/Arnold Larson Park	816	12.7	0.0	12.7
Well House #1	400	403.8	137.5	541.2

²¹ Egner Park Shelter and Well House #4 occupy the same building and share the same electric meter. Square footage and EUI metrics for Egner Park Shelter were included with Well House #4.

Energy Star Portfolio Manager

Energy Star Portfolio Manager (ESPM) is a free, EPA-created online tool which is commonly used by building owners to measure and track energy usage data for a single building or portfolio of buildings. That entered data can then be used to benchmark a building's energy performance and compare it against similar usage type buildings via the calculated Energy Utilization Index (EUI). The raw utility data from MG&E and Alliant data was provided by the Village of McFarland and entered in to ESPM.

Energy Star Portfolio Manager also provides an Energy Star Score for eligible building types. None of the buildings are eligible for an Energy Star Score currently. For the Library, Municipal Center, and Public Works Building, the building types selected for these properties are not eligible for an Energy Star Score because there is only short list of 20 different building types available for an Energy Star Score²². Utility bill tracking and an EUI calculation are still available for these building, just not the Energy Star Score. The Public Safety Center does not have a full 12 months of energy use data yet, so an Energy Star Score is not available for this building at this time either. Table 16 shows the building, Energy Star Building Type, and Energy Star EUI for all properties entered into Energy Star Portfolio Manager.

Table 16: Energy Star Portfolio Manager Detail Summary

Building	Energy Star Building Type	2023 Energy Star Score	Energy Star Source EUI	Notes
E.D. Locke Public Library	Library	N/A	118.6	Building type not available for an Energy Star score.
Municipal Center	Mixed Use Property	N/A	69.7	Building type not available for an Energy Star score.
Public Safety Center	Fire Station	N/A	N/A	Not enough energy data for Energy Star Score
Public Works Building	Public Service - Other	N/A	29.8	Building type not available for an Energy Star score.

²² List of building types available for an Energy Star Score - https://www.energystar.gov/buildings/benchmark/understand_metrics/score_details

6.0 Building Equipment Surveys and Recommendations

The following section provides a brief description of each building's energy systems, outlines key recommendations and includes references to other relevant documents and report. The proposed Energy Conservation Measures (ECM's) for each building are mentioned for each building section. Some select village wide ECMs are mentioned below. Costs and savings of specific measure are included in Table 48.

McFarland Public Works

Table 17– Energy Efficiency Opportunities for McFarland Public Works

Property	Energy Efficiency Opportunity
McFarland Public Works Building	• Replace any linear fluorescent lights with LED lights.
Well House 1	• Replace any linear fluorescent lights with LED lights.
Well House 3	• Replace any linear fluorescent lights with LED lights. • Review temperatures and control strategies of AC and heating equipment to ensure the space is not being overcooled in the summer when not necessary and space is heated adequately to prevent pipe freezing but not over-heating space in winter.
Well house 4	• Replace any linear fluorescent lights with LED lights. • Review temperatures and control strategies of AC and heating equipment to ensure the space is not being overcooled in the summer when not necessary and space is heated adequately to prevent pipe freezing but not over-heating space in winter.
Lift Station 5	• Replace any linear fluorescent lights with LED lights. • Review temperatures and control strategies of heating equipment to ensure the space is heated adequately to prevent pipe freezing but not over-heating space in winter.

Table 18– Renewable Energy Opportunities for McFarland Public Works

Property	Renewable Opportunity
McFarland Public Works Building	• Additional Solar PV on roof
Well House 1	• None
Well House 3	• Solar PV on roof. Flat roof could be a good candidate for solar PV
Well house 4	• Solar PV in the field South of the shelter. Solar PV on roof.
Lift Station 5	• Potential for solar PV on roof.

McFarland Public Works Building- 5115 Terminal Dr, McFarland, WI 53558

This facility consists of one main building with office and vehicle storage, repair, and shop space. The large interior vehicle storage, repair, and shop space is heated with one gas fired make-up-air unit and ceiling mounted radiant heaters. The office space makes up approximately 15% of the building's square footage. This area is heated and cooled with two residential style central AC and furnaces which were recently replaced. There are three additional buildings on this site which are only used for storage and are not heated or cooled. There is an existing 23 kW DC solar PV array on the roof of the main building which produced approximately 33,000 kWh of electricity in 2022 which is about 48% of the total electric consumption of the facility. The existing PV array only occupies a small portion of the roof so adding additional solar PV at this facility could allow this facility to produce more electricity on-site than it consumes.

Figure 10: McFarland Public Works Building



Table 19: Public Works Building Summary

System	Description
Building Schedule	6:00am – 5:00pm on weekdays, varies by week based on public works project and seasonal fluctuations.
HVAC Systems	Office – central AC with gas heat Vehicle storage, repair, shop – Gas fired make-up air unit and gas fired radiant heaters. Make-up air unit is manually timer operated. No AC unit. Storage buildings - None
Interior - Lighting and Lighting Control Systems	Vehicle storage, repair, shop – linear fluorescent lighting with occupancy sensor controls. The Director of Public Works noted that the lights in this area were not quite adequate when the garage doors are closed. Office – Linear LED lights with occupancy sensor controls in all spaces.
Exterior - Lighting and Lighting Control Systems	Exterior lights appeared to be LED but not able to confirm. Lights are all operated by dusk-to-dawn photocell sensors.
Domestic Hot Water	Natural gas hot water serves the restroom sinks in the shop area.
Planned changes to facility	Looking to extend the vehicle storage, repair, shop further west which likely won't happen for 5 or more years.

Well House #1 - 5412 Long St, McFarland, WI 53558

This is a small brick single room building which houses the pump. This is the smallest pump and smallest well house that McFarland operates. This well house may be decommissioned in 2026 after the Village builds a new Well House #5 (6040 Prairie Wood Drive) in 2025.

Figure 11: Well House #1



Table 20: Well House #1 Summary

System	Description
Building Schedule	N/A. This building is visited generally weekly for routine check-up and when maintenance is needed. No staff are permanently on-site.
HVAC Systems	Gas fired unit heater, ventilation fan, no AC
Interior - Lighting and Lighting Control Systems	Manually operated linear fluorescent lights.
Exterior - Lighting and Lighting Control Systems	LED fixtures with dusk-to-dawn photocell control
Domestic Hot Water	None
Planned changes to facility	None

Well House #3- 5001 N Autumn Ln, McFarland, WI 53558

This is a small brick two-room building which houses the pump in one room and is used for general public works storage in the other room. This is the largest and most frequently visited well house because of the on-site storage that is often accessed.

Figure 12: Well House #3



Table 21: Well House #3 Summary

System	Description
Building Schedule	N/A. This building is visited generally weekly for routine check-up and when maintenance is needed. No staff are permanently on-site.
HVAC Systems	Gas fired unit ducted central heat for the main pump room, ventilation fan, window AC unit in this room. Secondary storage room is not heated or cooled.
Interior - Lighting and Lighting Control Systems	Manually operated linear fluorescent lights with occupancy sensor.
Exterior - Lighting and Lighting Control Systems	LED fixtures with dusk-to-dawn photocell control
Domestic Hot Water	None
Planned changes to facility	None

Well House #4- 5703 Bird Song Ct, McFarland, WI 53558

This is a small brick three-room building with wood siding which houses the pump in one room, chemical storage in another room, and a water testing room in the last room. This building is located at Egner Park and has an awning on one side for use as a park shelter. The interior and exterior of the building are showing some signs of wear.

Figure 13: Well House #4



Table 22: Well House #4 Summary

System	Description
Building Schedule	N/A. This building is visited generally weekly for routine check-up and when maintenance is needed. No staff are permanently on-site.
HVAC Systems	Gas fired unit heaters in the pump and water sampling room and an electric unit heater in the chemical storage room.
Interior - Lighting and Lighting Control Systems	Manually operated linear fluorescent lights with occupancy sensor.
Exterior - Lighting and Lighting Control Systems	LED fixtures with dusk-to-dawn photocell control
Domestic Hot Water	None
Planned changes to facility	None

Lift Station 5- 5541 Holscher Rd, McFarland, WI 53558

This is a small brick two-room building which houses lift station controls and backup generator in one room and storage in the other room. This is a relatively new building.

Figure 14: Lift Station #5



Table 23: Lift Station 5 Summary

System	Description
Building Schedule	N/A. This building is visited generally weekly for routine check-up and when maintenance is needed. No staff are permanently on-site.
HVAC Systems	Gas fired unit heaters
Interior - Lighting and Lighting Control Systems	Manually operated linear fluorescent lights with occupancy sensor.
Exterior - Lighting and Lighting Control Systems	LED fixtures with dusk-to-dawn photocell control
Domestic Hot Water	Small electric instantaneous hot water heater serves a single sink.
Planned changes to facility	None

McFarland E.D. Locke Public Library

The E.D. Locke Public Library is a single-story 18,775 sq.ft. standalone building that was built in 2005. It is served by Alliant for both electricity and natural gas. The Library employs 15 both full and part time employees. Staff generally arrive 7:30-8:00am most days and leave approximately 15 minutes after close.

A few near-term opportunities for energy efficiency were identified at the Library, but the bulk of the recommended changes expected to take place happen when major renovations are expected to take place in approximately 10 years. Future plans for this building are to add an additional story to the building which will require a major overhaul of the HVAC system. At this time, it is recommended to switch this facility to geothermal heating and cooling and eliminate natural gas usage which would have the largest impact on building energy use and carbon footprint.

It is recommended that this work be completed prior to the expiration of the Inflation Reduction Act which is planned for 2032, in order to reduce the overall project costs for the Village. Additionally, all the work associated with the new proposed Community Center should plan for a future Library expansion and associated geothermal field.

Table 24: Energy Efficiency Opportunities at McFarland Public Library

E.D. Locke Public Library	• Retrocommissioning effort for the HVAC building automation system and lighting control system. ◦ Verify all equipment including control valves, pumps, and other HVAC equipment are functioning optimally. ◦ Implement temperature setback schedules. ◦ Implement outdoor air schedules to reduce or eliminate outdoor air from being brought in when the building is unoccupied. ◦ Review sequences of operation to ensure that equipment is scheduled and operate in optimal ways for energy conservation. • Add daylighting control to automatically dim lights near windows when enough natural light is available. • Replace windows with high efficiency low-E glazing
Future plans and recommended facility changes	• Expand Library by adding a second story • Eliminate natural gas use for domestic hot water • Replace all existing HVAC system with geothermal heating and cooling

Table 25: Renewable Energy Opportunities at McFarland Public Library

E.D. Locke Public Library	Solar PV on roof. Roof could support up to approximately 101.5 kW of solar PV.
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Figure 15: E.D. Locke Public Library



Table 26: E.D. Locke Public Summary

System	Description	
Building Schedule	Monday - Thursday	9:00am – 8:00pm
	Friday - Saturday	9:00am – 5:30pm
	Sunday	12:00pm – 4:00pm
HVAC Systems	- Two air handling units and two separate condensing units original to the facility. - Cooling is DX expansion and heating is through a combination of in-floor radiant heat and VAVs with hot water reheat. - Approximately 20 VAV boxes serve the facility. - Hot water is supplied by two natural gas boilers which were installed in May 2023. - At the same time as the boiler upgrades, a new relief air system was installed which operates dampers in a plenum space to relieve excess building pressure. JDR Engineers and JM Brennan completed this work. - No dehumidification system is currently operating. One is installed but has been disconnected because it no longer works likely due to calcification from hard water being used. - One air handling unit is suspended from the ceiling which make maintenance access difficult. The other AHU is located on a mezzanine level which also make access for repair or potential replacement a challenge.	

System	Description
	The HVAC system is scheduled to run 24 hours per day to maintain a constant setpoint. No schedules or reset controls based on occupancy have been implemented.
Interior - Lighting and Lighting Control Systems	- These are a mixture of linear LED troffer fixtures, suspended linear LED fixtures, LED pendant lights, and compact fluorescent can lights. - Interior lights are on a building automation system with the ability to set schedules. - Occupancy sensor controls are also in a handful of areas of the building. The Library Director reported that the lighting automated control system and occupancy sensor controls were not in use, however, and instead the lights are operated manually by staff and are turned on when they arrive and turned off when they leave for the day.
Exterior - Lighting and Lighting Control Systems	Exterior lighting includes LED parking lot lights, pathway lighting, and architectural lighting and is controlled by the building-wide lighting automation system. Photo sensor controls exterior lights on from dusk to dawn.
Domestic Hot Water	- Natural gas hot water heater was installed in 2019. - A water softener is used for all domestic hot water. - There is no hot water recirculation and the Library Director noted that it takes a very long time for hot water to reach faucets on the far end of the facility relative to the water heater.
Planned changes to facility	- A rough 10-year plan is being designed to expand the Library. This expansion would likely be done by adding a second story. - In the shorter term, new windows are desired by the facility. The existing windows are not low-E and allow allot of solar heat gain in certain areas of the facility. Condensation is noted inside on some of the windows in winter. The windows are also causing book tags and furniture near the window to fade in the sunlight. The existing windows are original to the facility, so they are approaching 20 years old. - The roof is original to the building and is being repaired in the near future – exact timeline unknown

McFarland Parks

Table 27 outlines all possible opportunities for energy savings at each park.

Table 27: Energy Efficiency Opportunities at McFarland parks

McDaniel Park	Review plug loads to ensure nothing is plugged in and running when the facility is closed for long durations (e.g. refrigerators, dehumidifiers, battery chargers)
Brandt Park	- Replace any linear fluorescent lights with LED lights - Review plug loads to ensure nothing is plugged in and running when the facility is closed for long durations (e.g. refrigerators, dehumidifiers, battery chargers)
William McFarland Park	- Reduce hot water temp if temp exceeds 130F - Review plug loads to ensure nothing is plugged in and running when the facility is closed for long durations (e.g. refrigerators, dehumidifiers, battery chargers). - Add temperature setbacks to thermostat schedules when the building is unoccupied - Add lockout controls to prevent the HVAC system from running in the main area of the building when the large garage doors are open.
McFarland Dog Park (Urso Park)	- Verify thermostat settings on the electric unit heaters in each room. These are believed to drive the majority of the electricity use at the facility. - Review plug loads to ensure nothing is plugged in and running when the facility is closed for long durations (e.g. refrigerators, dehumidifiers, battery chargers)
Highland Oaks Park	None
McFarland Lewis Park	- Review plug loads to ensure nothing is plugged in and running when the facility is closed for long durations (e.g. refrigerators, dehumidifiers, battery chargers). - Add temperature setbacks to thermostat schedules when the building is unoccupied.
Farwell St Gazebo/ Arnold Larson Park	- Ensure that the electric unit heater in the storage building is either off if not needed or set to a minimum temperature needed to condition that space should that heater be used. - Recommend not using the heater since the building is minimally insulated.

Table 28: Renewable Energy Opportunities at McFarland parks

McDaniel Park	• Solar PV on main restroom/concession building roof • Solar canopy on north end of park near Yahara bike trail
Brandt Park	• Solar PV on roof
William McFarland Park	• Solar PV on roof
McFarland Dog Park (Urso Park)	• Solar PV on roof
Highland Oaks Park	• Solar PV on roof. A modest sized solar PV system at this location would easily offset all annual electricity consumption at the park.
McFarland Lewis Park	• Solar PV on roof
Farwell St Gazebo/ Arnold Larson Park	• Limited roof area for solar PV. Possible room on site for a solar PV canopy if additional park shelter space is desired.

McDaniel Park- 4806 McDaniel Ln, McFarland, WI 53558

This park houses one main restroom and concessions building and two park shelters. Both park shelters have power, but one of the shelter's power is capped and currently not in use. The other park shelter has lighting and a small number of electrical outlets. Exterior parking lot and pathway lighting is LED. In the winter, the park restroom and concession facility are closed.

Figure 16: McDaniel Park Shelters



Table 29: McDaniel Park Summary

System	Description
Schedule	6:00am – 10:00 PM daily, closed in winter
HVAC Systems	No heating or cooling at park, exhaust fans on occupancy sensor controls in restroom.
Interior - Lighting and Lighting Control Systems	LED lighting with occupancy sensor controls
Exterior - Lighting and Lighting Control Systems	LED lighting with automatic dusk-to dawn control
Domestic Hot Water	Electric hot water service for restroom and concession area
Planned changes to facility	Add electrical outlets and lighting to one existing park shelter

Brandt Park- 4601 Siggelkow Rd, McFarland, WI 53558

The facility houses one restroom, a concession area and two baseball diamonds with LED lighting, with a scheduled control system. The concession area was reported to be used frequently when the building is rented out by the public. The facility's exterior and interior has mostly LED lighting and the concession area has T8 linear fluorescent lighting. Park is closed for the winter.

Figure 17: Brandt Park shelter and baseball diamond



Table 30: Brandt Park Summary

System	Description
Schedule	6:00am – 10:00 PM daily, closed in winter
HVAC Systems	No heating or cooling at park.
Interior - Lighting and Lighting Control Systems	LED lighting, with occupancy sensor controls in the restroom. T8 linear fluorescent in concession area.
Exterior - Lighting and Lighting Control Systems	LED lighting with automatic dusk-to-dawn control. LED lighting in baseball fields with a scheduled control system and manual overrides, and are on only during games.
Domestic Hot Water	Electric hot water service for restroom and concession area
Planned changes to facility	Update to restrooms planned for 2024

William McFarland Park- 4820 Marsh Rd, McFarland, WI 53558

The facility houses restrooms, storage area and a concessions area. The park includes unlit soccer fields and pickleball courts. There is LED lighting throughout interiors and exteriors, with lights in the pickleball courts. The park is open all winter.

Figure 18: William McFarland Park shelter



Table 31: William McFarland Park Summary

System	Description
Schedule	6:00am – 10:00 PM daily, park opened in winter
HVAC Systems	One air handling unit with DX cooling and gas fired heat. Thermostat is set to 72 in the summer and about 62 in the winter.
Interior - Lighting and Lighting Control Systems	LED lighting, with occupancy sensor controls in restrooms
Exterior - Lighting and Lighting Control Systems	Park LED lighting with automatic dusk-to dawn control. Pickleball court lighting is controlled by public when in use and are on a 30 minute increment timer. They can be turned on only from dusk until 9.45PM
Domestic Hot Water	Electric hot water service for restroom, storage, and concession area
Planned changes to facility	A skate park is being added currently and will not require any additional power. The soccer fields to be converted to baseball diamonds but it is unknown if it will be powered.

McFarland Dog Park- 6201 Elvehjem Rd, McFarland, WI 53558

The facility houses a restroom and dog wash area. There are LED lights on the interior and exterior. The park is open in the winter. The park was reported to be one of the largest consumers of electricity of any of the park buildings even though it is one of the smallest.

Figure 19: McFarland Dog Park shelter and parking lot



Table 32: McFarland Dog Park (Urso Park) Summary

System	Description
Schedule	6:00am – 10:00 PM daily, park opened in winter
HVAC Systems	Electric unit heaters in the restrooms and dog wash area.
Interior - Lighting and Lighting Control Systems	LED lighting with motion sensors.
Exterior - Lighting and Lighting Control Systems	LED lighting controlled with dusk-to dawn photocell sensors.
Domestic Hot Water	Electric hot water service for restrooms and dog wash area.
Planned changes to facility	None

Highland Oaks Park- 5945 Osborn Dr, McFarland, WI 53558

This facility will be a new addition in 2024, therefore it isn't included in our list. Currently the site only houses a park and shelter that has no power and no electricity use. Restrooms and electricity service to be added to the new facility in 2024.

Figure 20: Highland Oaks Park



Table 33: Highland Oaks Park Summary

System	Description
Schedule	6:00am – 10:00 PM daily
HVAC Systems	None
Interior - Lighting and Lighting Control Systems	None
Exterior - Lighting and Lighting Control Systems	None
Domestic Hot Water	None
Planned changes to facility	Electricity and lighting will be added to the park shelter and a single stall restroom will be added in 2024. A new playground will also be installed at the same time.

Lewis Park Shelter- 5012 Highland Dr, McFarland, WI 53558

The facility houses restrooms, storage area, and a concession area. It includes LED lighting throughout all interiors and exteriors. The park and shelter are open all winter.

Figure 21: McFarland Lewis Park



Table 34: McFarland Lewis Park Summary

System	Description
Schedule	6:00am – 10:00 PM daily, park opened in winter
HVAC Systems	No cooling. Gas fired in floor heating throughout building. One “air exchanger” used to bring in fresh air. This unit was off at the time of the site visit. The Park Superintendent noted that this “air exchanger” does not temper the air before fresh air enters space. Not able to verify during site visit.
Interior - Lighting and Lighting Control Systems	LED lighting, with occupancy sensors in restrooms
Exterior - Lighting and Lighting Control Systems	LED lighting on exterior and parking lot, which are on dusk until dawn. There are six pole mounted lights in the field which are used for the ice rinks in the winter. These lights are only on in the winter from dusk until park close.
Domestic Hot Water	Gas fired hot water heater serves restrooms.
Planned changes to facility	None

Farwell St. Gazebo and Arnold Larson Park

The facility includes one main gazebo with pole mounted lights in the parking lot and along foot paths. There is also a large storage shed used by the parks department, which has power going to it, but the power was currently off at the entrance to the building. It is reported that the electricity/ lighting is rarely- if ever, turned on at the shed.

Figure 22: Farwell St Gazebo/ Arnold Larson Park and shed



Table 35: Farwell St Gazebo/ Arnold Larson Park Summary

System	Description
Schedule	6:00am – 10:00 PM daily
HVAC Systems	A large electric resistance heater was in the storage shed but power to that building was not on at the time of the site visit.
Interior - Lighting and Lighting Control Systems	LED lighting throughout the whole gazebo
Exterior - Lighting and Lighting Control Systems	LED lighting throughout parking lot, and footpath lighting. All lights are controlled by photocell sensors and run from dusk to dawn. This park is lit with Christmas lights during the winter. The controls strategy of these lights is not known.
Domestic Hot Water	None
Planned changes to facility	A distant plan in the next five years or so is to add a restroom and electric outlets to the west side of the park. The electric outlets would be used by food trucks and vendors during street fairs and farmers market type events.

7.0 Proposed Net Zero Energy Community Center

The U.S. Department of Energy defines net zero energy as the following: “An energy-efficient building where, on a source energy basis, the actual annual delivered energy is less than or equal to the on-site renewable exported energy”.

A comprehensive net zero energy predesign assessment of the current Municipal Center, which will become the new proposed Community Center, was completed by the consultant as part of a separate project. The complete report of results of this effort can be found in the “Village of McFarland New Community Net Zero Energy Predesign Report”. This report provides details of potential future expansion plans for this facility, upgrades to the HVAC system, adding solar PV, and other energy savings measures that would allow this building to achieve net zero status.

The results of this report were included in the list of energy savings measures and renewable energy projects that can move the Village of McFarland towards reducing its carbon footprint. The following tables summarize the results from this report.

The new proposed Community Center is expected to increase in size slightly, as shown in Table 35

Table 35 : Municipal Center and New Community Center Square Footage

Municipal Center Square Footage	New Community Center Square Footage
38,150	42,822

The list of recommended improvements made to the building to achieve net zero are as follows.

- New glazing on whole facility.
- Additional wall insulation.
- Replace existing HVAC system with geothermal heating and cooling.
- Replace interior and exterior fluorescent lighting with LED lighting.
- Replace natural gas domestic hot water heaters with electric.
- Replace natural gas kitchen equipment with electric.
- Solar PV onsite energy generation

As shown in Table 36 , electricity consumption increases with the upgrades to the size of the facility and new mechanical systems. This would be completely offset by the on-site solar PV generation. Natural gas consumption was planned to be removed completely in the new Community Center which results in 100% gas savings. The resulting facility will have net zero carbon emissions associated with its operational energy!

Table 36 : Current Municipal Center and new Community Center Energy Use

Fuel Type	Existing Public Safety Center	New Community Center	Savings
Electricity Consumption (kWh)	315,680 kWh	395,933 kWh	-80,253 kWh
Solar PV Generation (kWh)	0 kWh	412,000 kWh	412,000 kWh
Natural Gas (Therms)	15,823 Therms	0 Therms	15,823 Therms

8.0 Fleet Vehicles and Electrification

Electric vehicles are becoming increasingly popular as battery technology improves, charging infrastructure expands, and more makes and models are available. Upgrading to electric vehicles reduces the use of gasoline and can be charged using sustainable sources which could have a positive impact on the Village of McFarland's carbon footprint.

Limited information on annual mileage, how each vehicle is used, maintenance records, and planned future updates to the fleet were not known at the time of this report. A more in-depth study of the fleet and building infrastructure for electric vehicle charging should be conducted early in the process to a major shift to an electric vehicle fleet.

The Village of McFarland owns and operates a fleet of 51 gasoline and diesel-powered vehicles. McFarland owns and operates one electric vehicle for the Police Department. Two vehicles were removed from McFarland's inventory and two new vehicles were added in 2023. The average age across McFarland's range of vehicles is 9.25 years.

Table 36 details McFarland's vehicle inventory, assumed fuel type²³, equipment age, and McFarland's acquisition year.

Table 36: McFarland Vehicle Inventory

Description ²⁴	Fuel Type	Vehicle Year	Year Acquired
Public Works			
2013 Chevy Pick Up Truck	Gasoline	2013	2013
2014 7400 International - Dump/Plow-Patrol Truck	Diesel	2015	2014
2014 Ford F150 reg cab 4x2 pick up	Gasoline	2014	2014

²³ Fuel type was not noted in the vehicle equipment list provided by The Village of McFarland. Fuel type was assumed based on the vehicle description.

²⁴ Vehicle descriptions were provided by the Village of McFarland.

Description ²⁴	Fuel Type	Vehicle Year	Year Acquired
2015 Ford F-150	Gasoline	2015	2015
2019 White Ford	Gasoline	2019	2019
2020 Ford F550 All Tech Bucket Truck	Diesel	2020	2020
2020 INTL Blue Truck	Diesel	2020	2019
2020 White F250	Diesel	2020	2020
2020 White Ford Transit Van	Gasoline	2020	2020
2022 Blue Tandem Axel Dump Truck INTL	Diesel	2022	2021
2022 White Pickup Truck	Gasoline	2022	2022
Chevrolet 4WD Pick-up	Gasoline	1996	1996
DPW Patrol Truck	Gasoline	2012	2011
DPW Pick-up Truck	Gasoline	2010	2011
DPW Pick-up Truck	Gasoline	2007	2006
Ford F-250 Pick Up	Diesel	2002	2002
Ford F350 Pick Up	Diesel	2000	2000
Ford F450	Diesel	2016	2016
Ford Interceptor	Gasoline	2016	2016
Ford Ranger 4 x 2 Pickup	Gasoline	2003	2002
Ford Ranger Pick Up	Gasoline	2008	2008
Ford SUV	Gasoline	2016	2016
International Thymco Street Sweep	Diesel	2014	2014
White Ford F250	Diesel	2022	2022
White Ford F250 Pickup Truck	Diesel	2023	2023
International Truck	Diesel	2017	2017
Police Department			
2022 Ford Mach E	Electricity	2022	2022
2013 Ford Explorer	Gasoline	2013	2013
2015 Ford Explorer	Gasoline	2015	2015
2023 Ford Silver Supercrew	Gasoline	2023	2023
Black Sport Utility Truck	Gasoline	2022	2022
Ford Explorer	Gasoline	2016	2015

Description ²⁴	Fuel Type	Vehicle Year	Year Acquired
Ford Explorer Detective Gray unmarked car	Gasoline	2018	2018
Ford Interceptor	Gasoline	2016	2016
Ford Police Interceptor	Gasoline	2020	2020
Polaris Ranger UTV	Gasoline	2017	2018
Fire Department			
2014 Pierce Tanker Fire Truck	Diesel	2015	2015
2022 Red Ford Expedition	Gasoline	2022	2022
Antique Fire Truck	Diesel	1942	1988
Argo ATV11	Gasoline	2007	2007
Fire Truck Car 2	Gasoline	2018	2018
Fire Truck F250	Diesel	2008	2008
Ford Explorer	Gasoline	2017	2017
Ford Explorer	Gasoline	2016	2016
Pierce Pumper	Diesel	2018	2018
Pumper Fire Truck, Pierce	Diesel	2006	2006
Red Ford Pierce Utility Fire Truck	Diesel	2020	2021
Red/Black Aerial Ladder Fire Truck	Diesel	2022	2022
Emergency Services			
Ford F-550 Ambulance	Diesel	2014	2015
Ford F-550 Red Ambulance	Diesel	2019	2019
Community & Economic Development Department			
Inspector vehicle	Gasoline	2014	2014

Mileage and fuel consumption for individual vehicles was not provided, but the total annual purchased gasoline and diesel across the whole fleet made it possible to calculate the carbon footprint.

Table 37: McFarland Fleet Fuel Consumption and Carbon Footprint

Fuel	Gallons	kBtu	Carbon Footprint (lbs)
Gasoline	16,717	2,009,596	327,524
Diesel	10,341	1,420,724	232,095
Total	27,058	3,430,320	559,619

Table 38: Average Fuel Consumption per Vehicle

Fuel	Gallons	Number of Vehicles	Average Gallons of Gasoline per year ²⁵
Gasoline	16,717	29	576
Diesel	10,341	21	492

With the limited detail on each individual vehicle, the consultant identified possible vehicles suitable for electrification by looking at fuel type and intended purpose of each vehicle. For this study, only gasoline powered vehicles were identified as candidates for electrification. All passenger vehicles and light trucks (such as Ford Rangers) were selected as possible electrification candidates. Approximately half of the regular sized pickup trucks like the Ford F-150s were also identified as possible electrification candidates. As a result, 18 of the 29 gasoline powered vehicles were identified as electrification targets for this study.

No changes to the diesel fleet were planned during this study. Diesel vehicles are usually high specialized equipment with very specific uses that need to be closely studied to inform electrification recommendations. Information on the annual mileage, diesel consumption, and use cases for each vehicle would need to be gathered to calculate expected costs and carbon savings. With rapidly advancing battery technology and reduction in prices of electric vehicles, replacing diesel fleet vehicles may be possible within the window of the study of 2035. It is recommended to continually monitor the market offerings suitable large commercial electric vehicles intended to replace diesel vehicles that fit specific use cases.

The total pounds of carbon saved was estimated using the average annual gallons of fuel consumed per vehicle as shown below.

²⁵ This estimate assumes that all gasoline was used by vehicles listed on the fleet inventory list. This figure does not account for gasoline that is used in lawnmowers, generators, and other small engine equipment which was not included in the fleet inventory. It also does not include employee's use of personal vehicles for business travel that was reimbursed by the Village

Table 39: Average Fuel Consumption per Vehicle

Gasoline vehicles	Annual Gallons Gasoline Saved Per Vehicle	Total Gallons of Gasoline Saved	Total Pounds CO2 saved per year
18	576	10,375.96	203,291

Table 40: Vehicles Identified for Possible Electrification

Vehicle Description	Vehicle Year	Vehicle Age (Years)
Public Works		
2013 Chevy Pick Up Truck	2013	10
2014 Ford F150 reg cab 4x2 pick up	2014	9
2015 Ford F-150	2015	8
2022 White Pickup Truck	2022	1
Chevrolet 4WD Pick-up	1996	27
DPW Patrol Truck	2012	11
Ford Ranger 4 x 2 Pickup	2003	20
Ford Ranger Pick Up	2008	15
Ford SUV	2016	7
Police Department		
2013 Ford Explorer	2013	10
2015 Ford Explorer	2015	8
Ford Explorer Detective Gray unmarked car	2018	5
Ford Interceptor	2016	7
Ford Police Interceptor	2020	3
Fire Department		
Fire Truck Car 2	2018	5
Ford Explorer	2017	6
Ford Explorer	2016	7
Community & Economic Development Department		
Inspector vehicle	2014	9

To estimate total electrified fleet mileage per year, the consultant assumed that all vehicles average 17.5²⁶ miles per gallon. With the previously calculated 576 average gallons used per vehicle at 17.5 miles per gallon, each vehicle was estimated to travel approximately 10,088 miles each, and 181,579 miles for all 18 electric vehicles.

Table 41: Estimated Milage of Electrified Vehicles

Gasoline vehicles	Annual Gallons Gasoline Used Per Vehicle	Average MPG	Total Estimated Electrified Miles
18	576.44	17.5	181,579

Adding 18 electric vehicles will increase to the total electrical consumption of the Village of McFarland. To estimate this added electrical load, the total estimated electrified miles (181,579) was divided by the average kWh per mile traveled of 0.36 kWh/mile²⁷ resulting in an increased annual electrical consumption of 65,369 kWh.

Table 42: Estimated Milage of Electrified Vehicles

Total Estimated Electrified Miles	kWh/Mile	Total kWh Consumption of Electrified Fleet
181,579	0.36	65,369

Table 43: Estimated Cost of Gas and Electric Vehicles

Vehicle Type	Vehicles	Annual Consumption	Cost Per Unit	Annual Cost
Gasoline	18	181,579 gallons	\$3.650 /gallon ²⁸	\$37,872
Electric	18	65,369 kWh	\$0.126 / kWh	\$8,240
Annual Cost Savings				\$29,632

Upfront costs of electric vehicles are higher than traditional internal combustion vehicles. Additional costs associated with the charging infrastructure must also be considered when investing in an electric vehicle fleet. The Commercial Clean Vehicle Credit is available for non-tax paying entities and can reduce the upfront cost of each vehicle by \$7,500²⁹. This premium cost of an electric vehicle compared to the cost of an internal combustion vehicle is called the

²⁶ Energy.gov – Average Fuel Economy by Major Vehicle Category - <https://afdc.energy.gov/data/10310>. Light truck/van MPG was used for all vehicles.

²⁷ EPA.gov - 36 kWh per 100 miles traveled = 0.36 kWh/mile <https://www.epa.gov/greenvehicles/comparison-your-car-vs-electric-vehicle#:~:text=For%20a%20E2%80%9Ctypical%20E2%80%9D%20electric%20vehicle,emission%20factor%20from%20eGRID%202020.>

²⁸ Current gas average for Wisconsin – updated 9-14-2023 - <https://gasprices.aaa.com/?state=WI>

²⁹ <https://www.irs.gov/credits-deductions/commercial-clean-vehicle-credit>

incremental cost. Table 44 shows the average cost of various internal combustion and electric vehicle types and the incremental cost of an electric vehicle from the Department of Energy.

Table 44: Electric Vehicle Incremental Cost³⁰

Vehicle Type	Conventional Internal Combustion Cost	Electric Vehicle Cost	EV Incremental Cost
Midsize Car	\$28,500	\$37,000	\$8,500
Midsize SUV	\$33,500	\$47,500	\$14,000
Pickup Truck	\$36,000	\$55,500	\$19,500

Another cost associated with investing in an electric vehicle fleet is the cost of the charging infrastructure. For the purposes of this study, the consultant estimated that one Level 2³¹ charger would be installed per vehicle at a cost of \$5,000 each.

Table 45 summarizes the vehicle types, comparative costs of conventional internal combustion and electric vehicles and the total incremental cost of the electric vehicles. The EV vehicle and charging infrastructure cost includes a \$7,500 rebate through the Commercial Clean Vehicle Credit Program.

Table 45: Electric Vehicle Fleet Cost By Department

Vehicle Description	Vehicle Type	Conventional Internal Combustion Cost	EV Vehicle + Charging Infrastructure Cost	Total Incremental Cost
Public Works				
2013 Chevy Pick Up Truck	Pickup Truck	\$36,000	\$53,000	\$17,000
2014 Ford F150 reg cab 4x2 pick up	Pickup Truck	\$36,000	\$53,000	\$17,000
2015 Ford F-150	Pickup Truck	\$36,000	\$53,000	\$17,000
2022 White Pickup Truck	Pickup Truck	\$36,000	\$53,000	\$17,000
Chevrolet 4WD Pick-up	Pickup Truck	\$36,000	\$53,000	\$17,000
DPW Patrol Truck	Pickup Truck	\$36,000	\$53,000	\$17,000
Ford Ranger 4 x 2 Pickup	Pickup Truck	\$36,000	\$53,000	\$17,000

³⁰ <https://www.energy.gov/sites/default/files/2022-12/2022.12.23%20Incremental%20Purchase%20Cost%20Methodology%20and%20Results%20for%20Clean%20Vehicles.pdf>

³¹ <https://www.epa.gov/greenvehicles/plug-electric-vehicle-charging#:~:text=And%20Level%20is%20similar,and%20other%20high%2Dpowered%20appliances.&text=You%20can%20plug%20your%20car,PEV%20via%20the%20240V%20outlet.>

Vehicle Description	Vehicle Type	Conventional Internal Combustion Cost	EV Vehicle + Charging Infrastructure Cost	Total Incremental Cost
Ford Ranger Pick Up	Pickup Truck	\$36,000	\$53,000	\$17,000
Ford SUV	Midsized SUV	\$33,500	\$45,000	\$11,500
Public Works Total		\$321,500	\$469,000	\$147,500
Police Department				
2013 Ford Explorer	Midsized SUV	\$33,500	\$45,000	\$11,500
2015 Ford Explorer	Midsized SUV	\$33,500	\$45,000	\$11,500
Ford Explorer Detective Gray unmarked car	Midsized Car	\$28,500	\$34,500	\$6,000
Ford Interceptor	Midsized SUV	\$33,500	\$45,000	\$11,500
Ford Police Interceptor	Midsized SUV	\$33,500	\$45,000	\$11,500
Police Department Total		\$162,500	\$214,500	\$52,000
Fire Department				
Fire Truck Car 2	Midsized Car	\$28,500	\$34,500	\$6,000
Ford Explorer	Midsized SUV	\$33,500	\$45,000	\$11,500
Ford Explorer	Midsized SUV	\$33,500	\$45,000	\$11,500
Fire Department Total		\$95,500	\$124,500	\$29,000
Community and Economic Development Department				
Inspector vehicle	Midsized Car	\$28,500	\$34,500	\$6,000
Building Inspector Total		\$28,500	\$34,500	\$6,000
Overall Total		\$608,000	\$842,500	\$234,500

9.0 Solar PV Study

During the site visits and from study of aerial photography, many Village buildings were identified as good candidates for rooftop solar PV. Other opportunities such as parking lot canopy or ground mount PV were identified at some sites as well. During the on-site visits at each site, consideration for various site conditions such as roof condition, aerial obstructions, and shading from trees and nearby buildings helped inform the recommendation for pursuing solar PV at each site.

Helioscope is a solar PV modeling tool used to estimate PV size and potential annual production (kWh) where a 3D model of a solar PV system is built on top of a view from Google Maps. The model can include the building or structure, solar panels, and nearby shading objects such as trees and other buildings. This is a powerful design tool that was used to explore solar opportunities at all Village buildings.

Figure 23 and Figure 24 are examples of the Helioscope models that were created for each site.

Table 46 Summarizes the total solar system sizes that were identified at all buildings owned by the Village of McFarland. Detail of each location and solar PV array is available in Table 47.

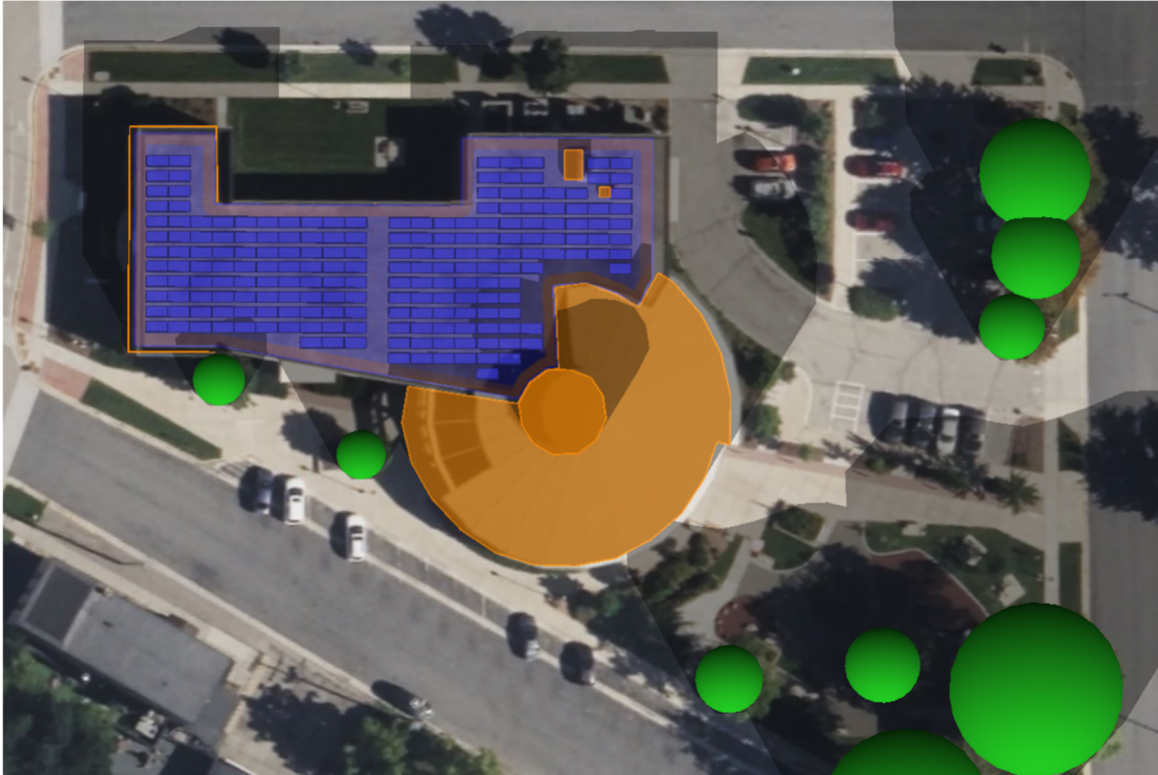
Table 46: Total Solar Potential

Sum of All Solar Sizes (kW DC)	Annual Production (kWh)	Estimated Measure Cost	Estimated Annual Cost Savings	Simple Payback (Years)
598 kW	795,500	\$926,855	\$101,833.71	10

All facilities were analyzed for solar PV capacity. The E.D. Locke Public Library and the McFarland Dog park below are shown as examples of the types of analysis that went into each facility.

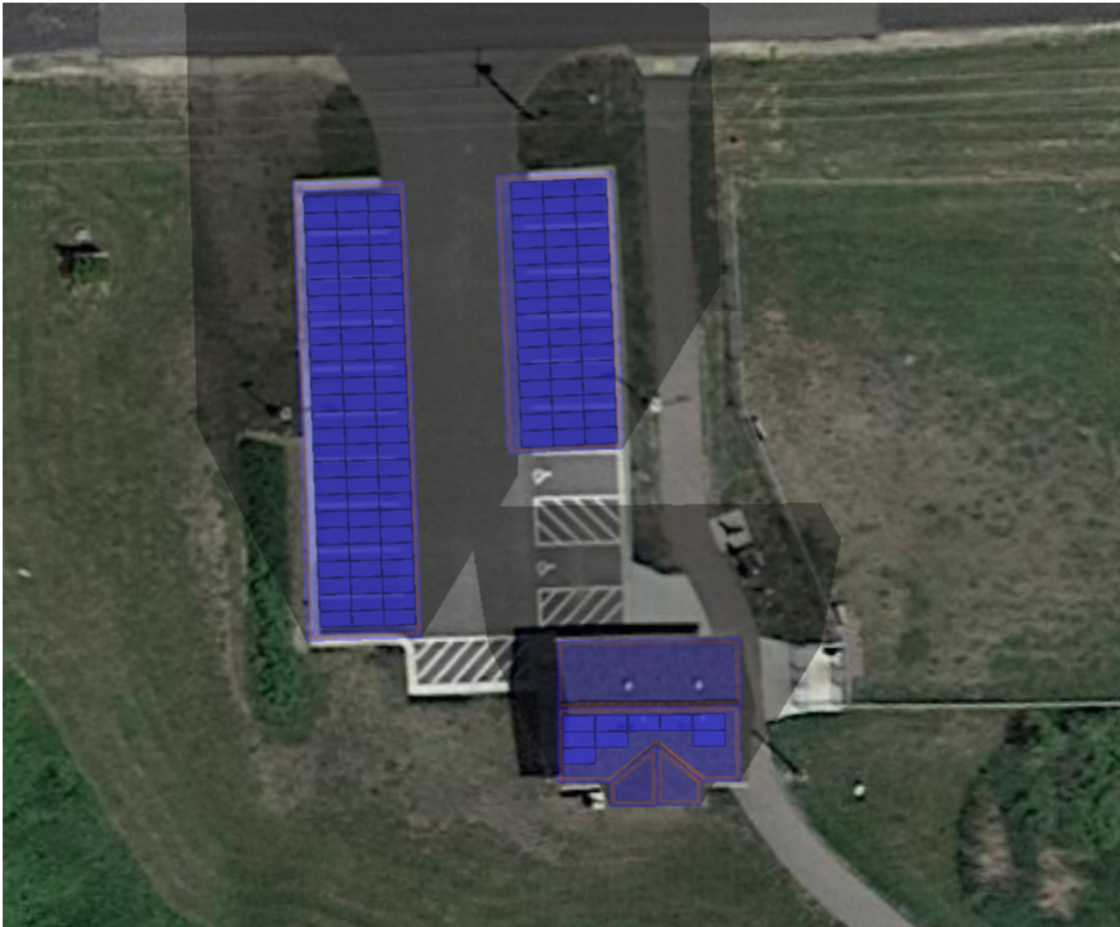
The E.D. Locke Public Library shows good potential for solar PV on the flat roof. The blue rectangles represent solar panels and the orange area is the front lobby which was modeled to identify any areas of shading this structure may produce on the solar panels to the North. The trees shown in green also were added for shading consideration.

Figure 23: Helioscope Model of E.D. Locke Public Library



The McFarland Dog Park offers just a small amount of area for solar PV on the existing structure but a site like this with a large, clear parking lot also offers the opportunity for carport solar PV. A system like this is often more expensive per Watt than roof mounted solar PV but comes with the added benefits of shading for cars in the summer and protection from snow on cars and the parking lot in the winter. Both of these perks suiting this park well which operates and is used all year round.

Figure 24: Helioscope model of McFarland Dog Park



On-site solar PV at sites like the ones that the Village of McFarland owns are typically installed in a configuration called “behind the meter” where the solar PV is tied directly into the main electrical panel at the facility which is located downstream from the utility meter. This configuration allows the electricity production to feed directly into the building offsetting electricity purchased from the grid. This configuration typically also allows excess electricity not used on-site to be sold back to the electricity company further offsetting that buildings consumption and overall electric bill.

Up front cost and anticipated payback period are important factors when considering on-site solar PV. A cost analysis was conducted to estimate initial up-front costs and payback period.

Solar PV system typically have a lifespan of 20 to 25 years, so a payback period of less than 15 years is typically most desirable. Costs were estimated at \$2.00 per Watt for roof mounted, and \$3.00 per watt for carport solar, but with the Inflation Reduction Act tax credits, this was reduced to \$1.49/Watt. And \$2.24/Watt respectively. This is from a 25.5% cost reduction that is available through the IRA, which includes a 30% cost reduction which is reduced to 25.5% if funding is through tax-exempt bonds. Most solar projects were planned around the 2025 to 2026 timeline except for the Library in which the PV was anticipated to be installed once the new second story addition is added. Solar PV projects were targeted early in the energy planning window because offsetting as much electricity from the grid prior to electrification projects is crucial for maximizing the carbon reduction early on. Electricity from the grid is relatively carbon intense, so before recommending switching from natural gas to electricity such as in the case of the Library and proposed new Community Center geothermal projects, it is ideal to receive as much electricity as possible from carbon-free sources such as solar PV.

Table 47: Renewable Energy Generation Measures

Building	Proposed Implementation Year	Measure Description	Savings (kWh)	Estimated Measure Cost	Estimated Annual Cost Savings	Simple Payback (Years)
Parks Department						
McDaniel Park	2026	Solar PV on main restroom/concession building roof – 13.0 kW DC	14,700	\$19,370	\$2,137	9
McDaniel Park	2026	Solar canopy on north end of park near Yahara bike trail or parking lot canopy – 203 kW DC	263,000	\$302,470	\$38,240	8
Brandt Park	2025	Solar PV on roof – 11.3 kW DC	13,800	\$16,837	\$2,049	8
William McFarland Park	2025	Solar PV on roof – 13.0 kW DC	16,600	\$19,370	\$2,447	8
McFarland Dog Park (Urso Park)	2025	Solar PV on roof and parking lot canopy – 51.7 kW DC	58,400	\$115,550	\$7,414	16
Lewis Park	2025	Solar PV on roof – 5.7 kW DC	7,540	\$8,493	\$1,186	7
Public Works						

Building	Proposed Implementation Year	Measure Description	Savings (kWh)	Estimated Measure Cost	Estimated Annual Cost Savings	Simple Payback (Years)
McFarland Public Works Building	2025	Additional Solar PV on roof – 69.7 kW DC	78,700	\$101,171	\$4,477	23
Well House #3	2025	Solar PV on roof – 12.4 kW DC	15,900	\$18,476	\$2,011	9
Well House #4 / Egner Park Shelter	2026	Solar PV in the field South of the shelter – 108.0 kW DC	150,900	\$160,920	\$25,053	6
Lift Station #5	2025	Solar PV on roof – 5.4 kW DC	5,260	\$8,046	\$756	11
Library						
McFarland E.D. Locke Public Library	2032	Solar PV On Roof	134,700	\$156,152	\$16,114	10

10.0 Implementation Details of Energy Conservation Measures

The consultant developed an extensive list of energy efficiency measures to achieve a 76% CO₂ reduction by 2035 without RECs and a 90% reduction with RECs. These measures are focused primarily on investments that will reduce energy consumption while maintaining or improving occupant comfort. Project cost, energy savings, and annual cost savings allowed for an estimated simple payback period calculation. This is a comprehensive list and includes some measures that do not appear to have a favorable simple payback period. Despite this, those measures were still included in this list to show overall total possible energy and carbon reduction potential. The planned schedule was built by focusing on inexpensive yet impactful projects early on with larger capital projects happening later when funding is available.

At all parks department buildings, opportunities were mostly found in replacing old lighting, unplugging unused equipment and some small HVAC controls project at William McFarland Park. Urso Park saw the largest potential for energy savings where large electric heaters in the restrooms and dog wash area were noted to be the primary driver of electricity use and were over-heating the building during the winter months. From talking with park staff, it sounds like this was a known issue and may have been remedied already, but special attention should be kept on energy use through the winter.

Similar opportunities were noted at Public Works buildings – lighting upgrades at the main Public Works Building and the well houses and lift stations were consistent findings. At the main Public Works Building, Well House #4, and Lift Station #5, HVAC temperature setback, control strategies, and efficient operation should be explored through a retrocommissioning (RCx) effort. Focus on Energy offers incentives for such projects which is included in the cost estimates for these measures.

A retrocommissioning effort is also recommended for the Library. The Library was found to operate largely without any set schedules, temperature setbacks and have been in-use without any major review of the HVAC sequence of operation since the facility was opened. The windows were observed to be at or near end of life and a replacement cost and energy savings was also included. A 10-year master plan for this building includes a second story addition at which time switching over to a completely new ground source heat pump (geothermal) heating and cooling system is recommended.

Table 48: Energy Conservation Measures

Building	Proposed Implementation Year	Measure Description	Savings (kWh)	Savings (Therms)	Estimated Measure Cost	Estimated Annual Cost Savings	Simple Payback (Years)
Parks Department							
McDaniel Park	2025	Review plug loads to ensure nothing is plugged in and running when the facility is closed for long durations (e.g. refrigerators, dehumidifiers, battery chargers)	585	-	\$100	\$85	5
Brandt Park	2025	Replace any linear fluorescent lights with LED lights	224	-	\$170	\$33	1
Brandt Park	2025	Review plug loads to ensure nothing is plugged in and running when the facility is closed for long durations (e.g. refrigerators, dehumidifiers, battery chargers)	496	-	\$100	\$74	1
William McFarland Park	2025	Review plug loads to ensure nothing is plugged in and running when the facility is closed for long durations (e.g. refrigerators, dehumidifiers, battery chargers)	755	-	\$100	\$111	1

Building	Proposed Implementation Year	Measure Description	Savings (kWh)	Savings (Therms)	Estimated Measure Cost	Estimated Annual Cost Savings	Simple Payback (Years)
William McFarland Park	2025	Add temperature setbacks to thermostat schedules when the building is unoccupied	1,417	184	\$500	\$396	4
William McFarland Park	2025	Add lockout controls to prevent the HVAC system from running in the main area of the building when the large garage doors are open.	3,021	-	\$2,000	\$445	5
McFarland Dog Park (Urso Park)	2025	Verify thermostat settings on the electric unit heaters in each room. These are believed to drive the majority of the electricity use at the facility.	34,675	-	\$200	\$4,402	1
McFarland Dog Park (Urso Park)	2025	Review plug loads to ensure nothing is plugged in and running when the facility is closed for long durations (e.g. refrigerators, dehumidifiers, battery chargers)	693		\$100	\$88	5
Lewis Park	2025	Review plug loads to ensure nothing is plugged in and running when the facility is closed for long durations (e.g. refrigerators, dehumidifiers, battery chargers)	140		\$100	\$22	3

Building	Proposed Implementation Year	Measure Description	Savings (kWh)	Savings (Therms)	Estimated Measure Cost	Estimated Annual Cost Savings	Simple Payback (Years)
Lewis Park	2025	Add temperature setbacks to thermostat schedules when the building is unoccupied	-	184	\$500	\$196	5.1
Public Works							
McFarland Public Works Building	2026	Replace linear fluorescent lights with LED lights.	12,924	-	\$128,535	\$735	174.8
Well House #1	2025	Replace linear fluorescent lights with LED lights.	64	-	\$34	\$8	4.0
Well House #3	2025	Replace linear fluorescent lights with LED lights.	384	-	\$136	\$49	2.8
Well House #3	2025	Review temperatures and control strategies of AC and heating equipment to ensure the space is not being overcooled in the summer when not necessary and space is heated adequately to prevent pipe freezing but not over-heating space in winter.	2,497	38	\$2,342	\$358	6.5

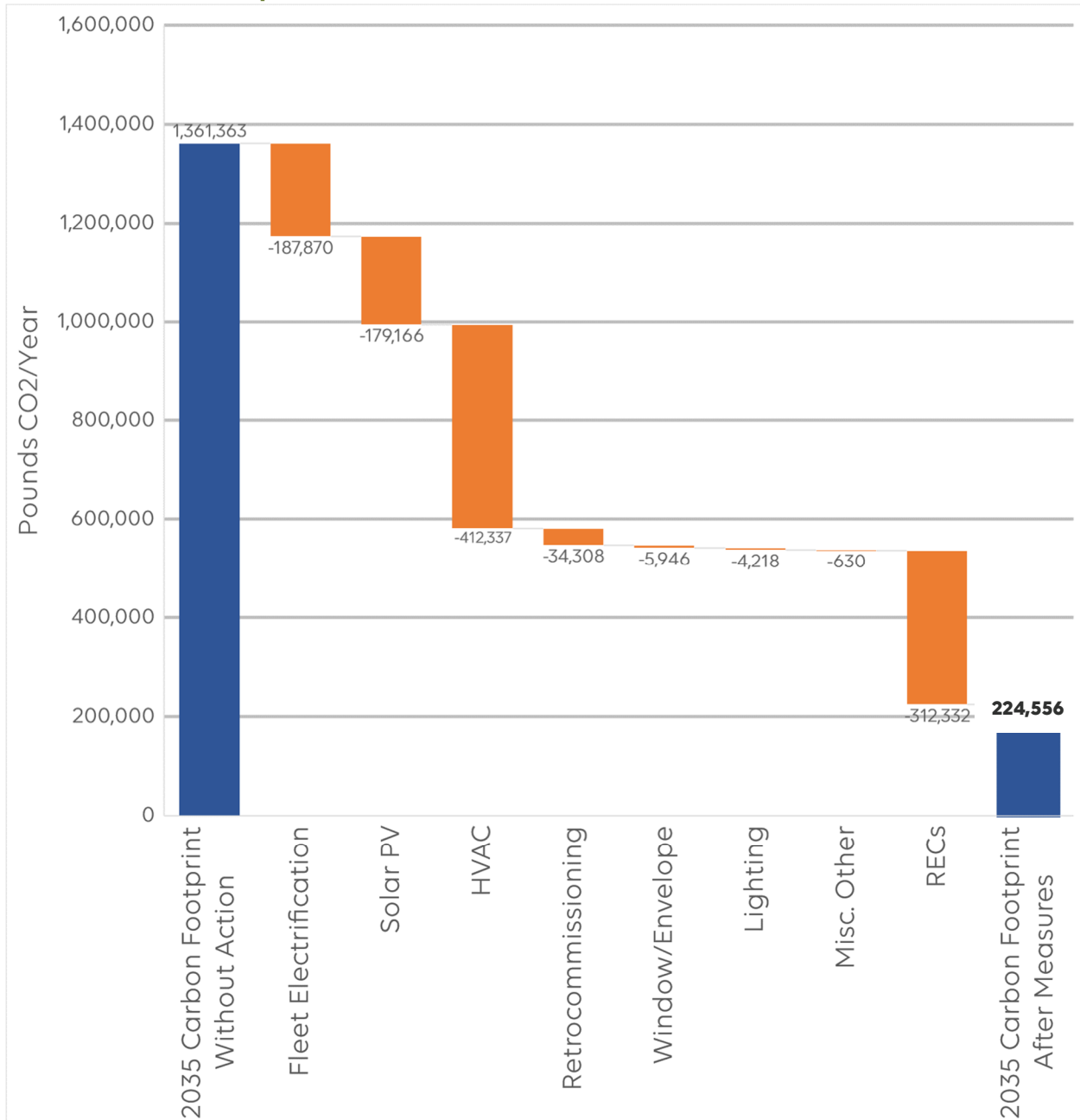
Building	Proposed Implementation Year	Measure Description	Savings (kWh)	Savings (Therms)	Estimated Measure Cost	Estimated Annual Cost Savings	Simple Payback (Years)
Well House #4 / Egner Park Shelter	2025	Replace linear fluorescent lights with LED lights.	192	-	\$102	\$32	3
Well House #4 / Egner Park Shelter	2025	Review temperatures and control strategies of AC and heating equipment to ensure the space is not being overcooled in the summer when not necessary and space is heated adequately to prevent pipe freezing but not over-heating space in winter.	2,582	12	\$2,350	\$448	5
Lift Station #5	2024	Replace linear fluorescent lights with LED lights.	224	-	\$119	\$32	3
Lift Station #5	2024	Review temperatures and control strategies of heating equipment to ensure the space is heated adequately to prevent pipe freezing but not over-heating space in winter.	-	33	\$2,414	\$45	54
Library							
E.D. Locke Public Library	2025	Retrocommissioning effort for the HVAC building automation system and lighting control system. o Verify all equipment including control valves,	29,010	2,351	\$20,000	\$5,363	3.

Building	Proposed Implementation Year	Measure Description	Savings (kWh)	Savings (Therms)	Estimated Measure Cost	Estimated Annual Cost Savings	Simple Payback (Years)
		pumps, and other HVAC equipment are functioning optimally. o Implement temperature setback schedules. o Implement outdoor air schedules to reduce or eliminate outdoor air from being brought in when the building is unoccupied. o Review sequences of operation to ensure that equipment is scheduled and operate in optimal ways for energy conservation.					
E.D. Locke Public Library	2026	Add daylighting control to automatically dim lights near windows when enough natural light is available.	3,868	-	\$11,265	\$463	24.
E.D. Locke Public Library	2032	Whole building geothermal retrofit. New HVAC	(210,236)	15,670	\$1,231,000	\$(12,537)	(73)
E.D. Locke Public Library	2025	New glazing – Low solar gain windows	5,802	392	\$300,000	\$1,009	297

11.0 Future Opportunities

The carbon reduction timeline presented in Figure 4 and shown below in Figure 25 shows a 2035 carbon footprint of 224,556 pounds per year after all measures and have been purchased and completed. This represents a 90% drop in carbon from the baseline year of 2022.

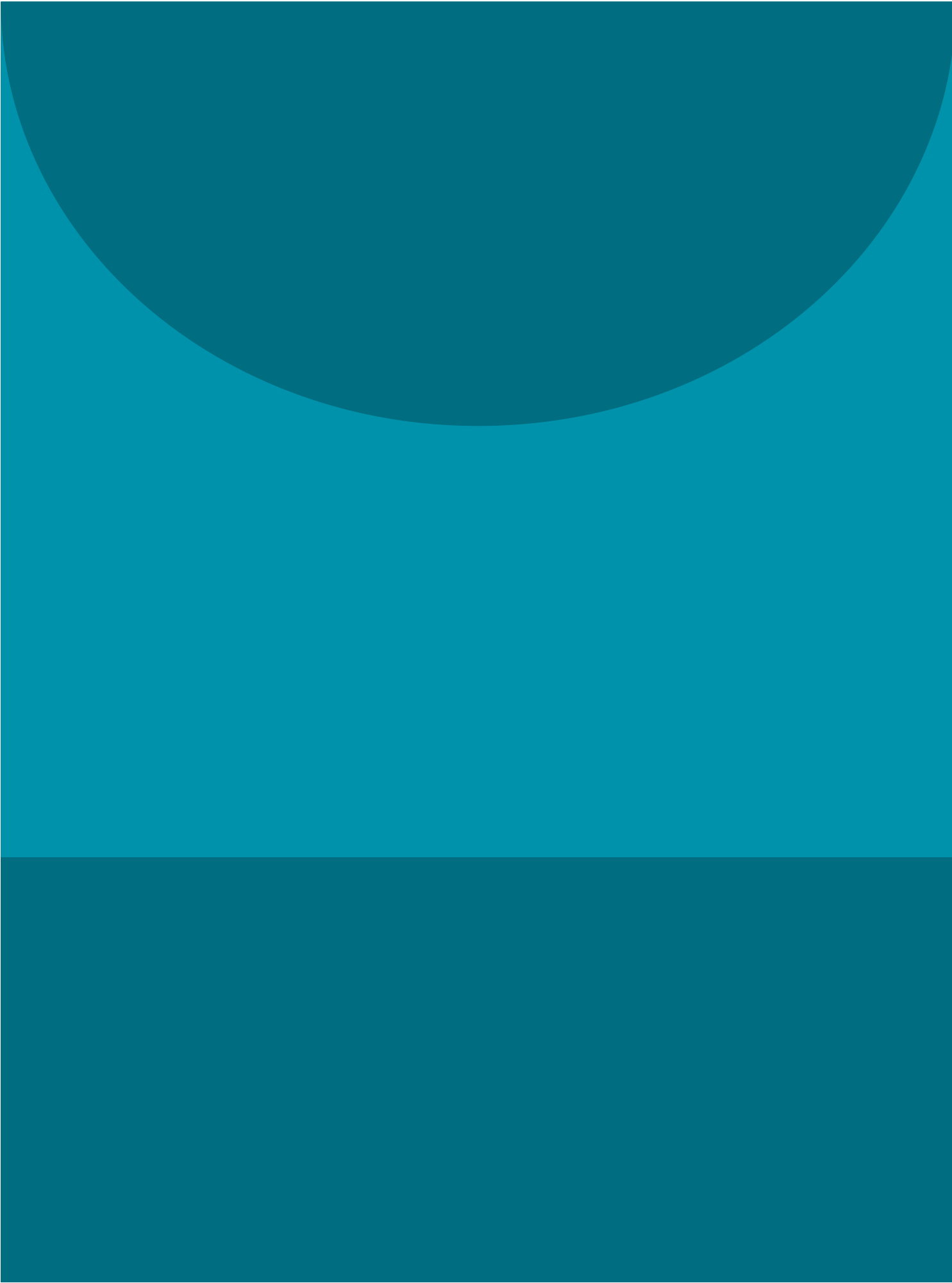
Figure 25: 2035 Carbon Footprint with and Without Action



The Village of McFarland could become a net zero carbon community with continued effort identifying and implementing carbon reduction opportunities. For example, no diesel reduction measures were targeted in this report, but aggressive fleet vehicle electrification of the heavy-duty diesel equipment would significantly impact the carbon footprint.

Lawn mowers, trimmers, chainsaws, and other small gas engine equipment could be replaced with electric counterparts. Electric tools and even riding lawnmowers have become a lot more common with improved battery technology. This could also be a unique opportunity to couple electric fleet vehicles with electric tools where the electric tools can be charged onboard the vehicles in between use. Besides the carbon benefits of such tools, reduced noise, and maintenance costs could be a bonus for the maintenance workers and the community.

The survey of the Public Works Building identified solar PV as the sole carbon reduction measure, mainly due to the absence of long-term planned changes or upgrades at this facility. To enhance carbon reduction efforts, the consultant recommends pursuing ambitious strategies when the facility undergoes significant renovations or plans for a new facility. A primary focus should involve transitioning away from natural gas heating, especially in the garage area, which is the primary energy end use at this facility. With the implementation of fleet electrification, substantial electrical renovations may become necessary to support the charging infrastructure. This presents an excellent opportunity to consider additional carbon reduction upgrades within the facility during that time.



McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 14, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action on approval of a Request for Proposals (RFP) for architectural 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.

The Village Board took action to approve issuance of an RFP for an Owner's Representative at its meeting on October 24, 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. Additionally, the board has taken action to issue an RFP for owner's representative services to help us manage the project. Those proposals are due back to Staff by November 17th with a decision to the Village Board on December 12th. As we continue to bring the plan into the design phase and build our project team, we need to issue an RFP now to find an architect for the project. This Consultant will be responsible for the design, specification, bidding, and construction management 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 Architect to address these design elements with Village Staff and the Owner's Representative.

The Owner's Representative will be decided on December 12th with proposals due back for architectural services by December 15th. The Owner's Representative will help the Village to hire an architect and aid in the design/construction process. A decision on hiring an architect is anticipated on January 9, 2024 with the design work to begin in February of next year. Contract award and the beginning of the project is anticipated some time in the first quarter of 2025 for



completion in 2026.

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 was estimated at \$1,540,000 for architectural and related engineering within the facility. This work would not begin until 2024 and continue until the project was completed in 2026.

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 architectural services for the McFarland Municipal Center Campus project.

ATTACHMENTS:

1. Municipal Center Architectural RFP 11032023 mgs



Request For Proposals

Architectural Services

McFarland Municipal/Community Center

-

Request Issuance Date: November 15, 2023

Response Due Date: December 15, 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 in order to provide architectural services. The selected Consultant design, bid, and assist in the construction management for improvements to the existing McFarland Municipal Center on behalf of and in collaboration with Village Staff and its Owners Representative. The work to be completed by the selected Consultant will bring existing planning efforts to implementation as we desire to move forward with renovation and additions to the facility.

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 layout the details of the facility. Please view the Master Plan 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. A predesign plan to achieve this metric has been drafted and is available for viewing within Appendix B of this RFP.

Overall project timeline will be dependent upon design progression but we desire to begin construction within 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. Phase 1 – Design

- i. The Consultant will conduct a review of the already completed Master Plan and existing facility as part of their background.
- ii. Using industry standards, project experience, and input from Village Staff, the Consultant will verify space programming with Village Departments for the building interior including basic information such as sizes, space requirements, workflows, activities, and special uses.
- iii. The Consultant will facilitate meetings with Village Staff as needed to develop basic components of the building program, including building systems, equipment, materials, and code compliance in order to support service needs.
- iv. The Consultant will include within its design services provided the ability for the Village to achieve its goal of constructing a net zero facility as outlined within Appendix B.
- v. The Consultant shall prepare all construction documents, civil engineering plans, specifications, site plans, elevations, renderings (internal/external), construction cost estimates, and timelines for completion of the project. Anticipated basic services include but are not limited to:
 - (a) Civil Engineering;

- (b) Landscape Design;
- (c) Stormwater Management Design/Plan;
- (d) Structural Engineering;
- (e) Plumbing design and engineering;
- (f) Fire protection design and engineer;
- (g) Heating, ventilating, and air conditioning (HVAC) design and engineering;
- (h) Electrical engineering;
- (i) Technology wiring design;
- (j) Furniture, fixture, and equipment (FFE) planning;
- (k) Interior design and wayfinding signage coordination;
- (l) Sustainable Project Services;
- (m) Acoustical, audio, and visual design;
- (n) Food service equipment design where applicable within plan; and
- (o) Security system design (i.e. card readers, cameras, etc.)

- vi. The Consultant will assist the Village in submitting any all necessary review and approval requirements for permitting, land use, or otherwise.
- vii. The Consultant will attend all applicable public meetings associated with the review and approval of the proposed design.

B. Phase 2 – Bidding

- i. The Consultant shall prepare all of the bid documents and specifications suitable for public bidding according to applicable standards.
- ii. The Consultant shall respond to all questions posed by prospective bidders during the construction bid process.
- iii. The Consultant shall also prepare and distribute any necessary addenda, distribute plans and bid documents, and keep a record of the plan holder's list.
- iv. The Consultant shall make a recommendation to the Village on bid award taking into account their evaluation of the bids based on bidders qualifications, compliance with bid requirements, and price.

C. Phase 3 – Construction Services

- i. Assist Village and Owner's Representative in monitoring, recording, and administering construction activities.
- ii. Provide all necessary personnel, resources, and sub-consultants to assist the Village in administering construction of the project.
- iii. Construction administration and documentation to include but not limited to:
 - (a) Shop drawings;
 - (b) Schedule compliance;
 - (c) Contract compliance;
 - (d) Regular attendance at construction meetings;
 - (e) Request for information and changes;
 - (f) Change Order review and approval;

- (g) Monthly pay request review and approval;
- (h) Operation and maintenance manuals including training;
- (i) Test results;
- (j) Conduct final inspection and review/approve punch list;
- (k) Contract Closeout including review and approval of substantial completion.
- (l) Other tasks normal to facility construction administration in conformance with fulfilling this scope of services, project design, and AIA Contract.

iv. Construction Inspection Services and/or Resident Engineer:

- (a) The Village will work with the selected firm to discuss options for inspection services
- (b) Provide a reasonable amount of on-site coordination and inspection to adequately protect the Village's interests and to ensure that the facility is constructed in compliance with project's contract documents.
- (c) Resident inspector/engineer shall provide written site reports to the Municipal Building Committee each time the inspector/engineer is on site.
- (d) Resident inspector/engineer shall witness and document startup and testing of the facility.
- (e) Any other work noted in this Request for Proposals and the project Scope of Work required to successfully complete construction, startup, and commissioning of the facility.

SECTION 4

Submittal Requirements

- A. Provide a company profile including principal areas of expertise and experience providing Architectural 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 Village of any personnel changes during project duration.
 - iii. A proposed approach to the project in order to complete the enclosed Scope of Work within Section 3 including key activities, milestones, possible design concepts, potential challenges, and areas of concern.
 - iv. Familiarity with facility design and construction for related municipal services.
 - v. Experience with sustainable construction methods and net zero energy buildings. Please submit references.
 - vi. Availability of resources and reliance on subcontractors.
 - vii. Examples of at least three (3) relevant municipal facility projects completed by the Architect. Information provided for each shall list their name/location, summary of work performed, project size, construction cost, duration of the construction activities, and a key contact from that municipality. Within Wisconsin preferred.
 - viii. Past history with the Village and/or current Village Consultants as applicable.

- ix. At statement verifying the Architect's ability to execute a contract upon award of proposal. It should be noted that the Village will require the use of standard contract template set by the American Institute of Architects with modifications subject to approval by the Village Attorney.
 - x. Completion of the Fee Proposal Form included as Appendix C of this RFP.
- B. Responses must be received by 4:00 pm on Friday, December 15, 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 and seven (7) hard copies. It may be transmitted via email to matt.schuenke@mcfarland.wi.us or other means so as to meet the submittal deadline.

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. November 15, 2023 – Open Advertisement of RFP
 - ii. December 15, 2023 – Closed Advertisement of RFP
 - iii. December 18, 2023 through January 3, 2024:
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. January 4, 2024 – Evaluation Team Finalizes Selection and Makes Recommendation
 - v. January 9, 2024 – Village Board Approves Proposal
 - vi. February 1, 2024 – Project 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. 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 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.
- 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.

SECTION 8 Appendices

Appendix A [McFarland Municipal Center Complex Master Plan](#)

Appendix B Net Zero Pre-Design Assessment

Appendix C Fee Proposal

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 14, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action on proposed changes to the 2024 Budget presented by Village Board members:

PREVIOUS ACTION:

The Village Board discussed the enclosed changes at its meeting on October 26, 2023.

ISSUE SUMMARY:

Enclosed within this agenda item are a couple of different documents.

The first of which is a list of Administrative Changes to the 2024 Budget since the Staff transmittal in September. We have received notification of our final assessment, updated transportation aid, and estimated billing for 2024 from MMSD. The first attachment addresses these three things and will be reviewed in the meeting.

The second item is a summary of the changes that are listed on the agenda for action. These were discussed at our meeting on October 26th and presented as part of this meeting to finish the budgetary process. A summary is also provided at the end to review some of the cumulative effects of these changes. This summary is purely speculative at this point since additional discussion and final action has not been had yet on these changes. The total effect will be monitored throughout the discussion and then reviewed based on the progress of our meeting.

We will go through each item one by one attempting action for each to make a decision on what has been requested by Trustees.

The third item is a summary by Department and Fund of the allocations for wages and benefits presented within this budget.

The Village Board is scheduled to consider action via ordinance regarding the adoption of the 2024 Budget at its meeting on November 28, 2023 at 7:00 pm.

FINANCIAL/BUDGET IMPACT:

Financial impacts of these changes are included within the packet and can be addressed further in the meeting.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:



None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Each item is presented for action and will require a motion/second with corresponding vote of a simple majority to advance.

ATTACHMENTS:

1. 11.06.2023 - 2024 Budget Administrative Changes
2. 11.06.2023 - 2024 Budget Changes Action
3. 2024 Wages and Benefits - Percentage Allocations

2024 Budget Changes Since Distribution

Change Date	Change Number	Fund	Name	Type	Page	Dept	Line Item Description	Line Item Number	Old	New	Rev & (Exp)	New Cumulative Levy Increase or (Decrease)	Change from Draft	New Rate
10/27/2023	1	100	General	Rev	47	Intergov Rev	State - Highway Aid	43530-000	550,000	564,000	14,000	(14,000)	-0.16%	(0.01)
				Rev							0	(14,000)	-0.16%	(0.01)
				Rev							0	(14,000)	-0.16%	(0.01)
				Exp							0	(14,000)	-0.16%	(0.01)
				Exp							0	(14,000)	-0.16%	(0.01)
				Exp							0	(14,000)	-0.16%	(0.01)
											14,000	8,819,500	-0.16%	6.09

Notes Regarding Budget Changes

Changes made as of October 27, 2023:

- The State released the final allocaton on road aid and it is higher than the estimate included within the Staff Transmittal of the budget in September. Staff had estimated \$642,576 (roughly 5% higher than the previous year) and the final amount came out to \$703,773. It is proposed to include some of this additional money in the General Fund to provide flexibility on final changes with the remainder carried in Capital Projects Fund. Carrying the bulk of the additional funds in the Capital Projects Fund will reduce the anticipated borrowing for next year and all the Village to bank utilization of this money within the General Fund in 2025. This effectively banks our use of these funds in future years since most of our funding plan for the current year is now set.

2024 Budget Changes Since Distribution

Original Submitted Budget Summary - September 26, 2023

	2023 Budget	2024 Budget	Difference vs. 2023	% Change vs. 2023
TOTAL ASSESSED VALUATION	1,364,907,000	1,550,326,800	185,419,800	13.58%
TID INCREMENT ASSESSED VALUATION	81,506,270	101,005,953	19,499,683	23.92%
ASSESSED VALUATION MINUS TID INCREMENT	1,283,400,730	1,449,320,847	165,920,117	12.93%
MUNICIPAL PROPERTY TAX LEVY	8,089,500	8,833,500	744,000	9.20%
MUNICIPAL TAX RATE	6.30	6.09	(0.21)	-3.30%

1/1/2022 Median Home Value \$ 335,000 \$ 2,111.56

1/1/2023 Median Home Value \$ 390,600 \$ 2,380.68 \$ 269.11

16.60% 12.74%

Amended Budget Summary following Village Board Review

	2023 Budget	2024 Budget	Change vs. 2023	% Change vs. 2023
TOTAL ASSESSED VALUATION	1,364,907,000	1,550,015,000	185,108,000	13.56%
TID INCREMENT ASSESSED VALUATION	81,506,270	100,985,639	19,479,369	23.90%
ASSESSED VALUATION MINUS TID INCREMENT	1,283,400,730	1,449,029,361	165,628,631	12.91%
MUNICIPAL PROPERTY TAX LEVY	8,089,500	8,819,500	730,000	9.02%
MUNICIPAL TAX RATE	6.30	6.09	-0.22	-3.44%

*** Final Statement of Assessment released by WisDOR on October 27, 2023 which now adds the final total for Manufacturing values to the value already set by the Village BOR. Staff's estimate in September was \$311,800 higher than the actual which does not equate to a material change in the calculation for the tax rate.***

Levy Limit	
8,835,637	
Levy Capacity	(16,137)

1/1/2022 Median Home Value \$ 335,000 \$ 2,111.56

1/1/2023 Median Home Value \$ 390,600 \$ 2,377.38 \$ 265.82

16.60% 12.59%

2024 Budget Changes Since Distribution

Other Funds (Non-Tax Levy)

Capital Projects Fund (400)

Change Date	Change Number	Fund	Name	Type	Page	Dept	Line Item Description	Line Item Number	Old	New	Rev & (Exp)	Change Increase or (Decrease)
10/27/2023	1	400	Capital	Rev	171	Intergov Rev	State - Highway Aid	43530-000	100,000	140,000	40,000	(40,000)
10/27/2023	1	400	Capital	Rev	171	Other	Borrowing Proceeds	49100-000	16,702,000	16,662,000	(40,000)	0
		400	Capital	Exp							0	0
		400	Capital	Exp							0	0
		400	Capital	Exp							0	0
											(40,000)	40,000

Notes Regarding Capital Projects Fund (400) Changes

Changes made as of October 27, 2023:

- 1 The State released the final allocaton on road aid and it is higher than the estimate included within the Staff Transmittal of the budget in September. Staff had estimated \$642,576 (roughly 5% higher than the previous year) and the final amount came out to \$703,773. It is proposed to include some of this additional money in the General Fund to provide flexibility on final changes with the remainder carried in Capital Projects Fund. Carrying the bulk of the additional funds in the Capital Projects Fund will reduce the anticipated borrowing for next year and all the Village to bank utilization of this money within the General Fund in 2025. This effectively banks our use of these funds in future years since most of our funding plan for the current year is now set.

2024 Budget Changes Since Distribution

Other Funds (Non-Tax Levy) CONTINUED

Utility Fund (600)

Change Date	Change	Fund	Name	Type	Page	Dept	Line Item Description	Line Item	Old	New	Rev & (Exp)	Change
		600	Utility	Rev							0	0
11/02/2023	1	600	Utility	Rev	203	Sewer	Residential Use Charges	46410-101	1,625,000	1,659,000	34,000	(34,000)
11/02/2023	1	600	Utility	Rev	203	Sewer	Commercial Use Charges	46410-101	350,000	359,000	9,000	(43,000)
		600	Utility	Rev							0	(43,000)
		600	Utility	Exp							0	(43,000)
11/02/2023	1	600	Utility	Exp	209	Sewer	Support Services	53615-210	1,000,000	1,043,000	(43,000)	0
		600	Utility	Exp							0	0
											0	0
											0	0

Notes Regarding Utility Fund (600) Changes

Changes made November 2, 2023:

- 1 MMSD recently took action to set their treatment rates for the coming year by finalizing their portion of the budget for 2024. The estimate entered in for the Staff Transmittal was less than the final amount set and the adjustment put forther here balances the difference.

2024 Budget - Village Board Changes Review

ACCEPTED

REJECTED

i. General - Fund 100

Item	Elected Official	Fund	Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
1)	MF	100	General	Exp	52	Village Board	Programming	51100-391	\$ 4,000	\$ 4,250	Funding for supplies for the village's annual volunteer day.	Increases use of tax levy by \$250.
2)	CC	100	General	Exp	53	Municipal Court	Part-Time	51200-120	\$ 9,500	\$ 12,000	Increase the payment to Municipal Judge elected position that has not been addressed in several years.	Increases tax levy by \$2,500.
3)	MF	100	General	Exp	56	Administrator	Salaries	51410-110 thru 135	\$ 95,500	\$ 48,500	This amendment proposes to merge DEI with communications as they're both outreach, relationship building and engagement positions. Department allocations across all funds are included for review within the packet.	Decreases tax levy by \$47,000. The reduction amount is the impact on the General Fund as it relates to the Tax Levy. Alternatively this is the amount that could be shifted to Communications.
4)	CC	100	General	Exp	70	Fire and Rescue	Miscellaneous	52200-390	\$ 250	\$ 50,250	Utilize fund balance to include funds to apply to Dane County for grant to access CARES services.	Increases use of fund balance by \$50,000.

ii. Capital Projects - Fund 400

Item	Elected Official	Fund	Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
1)	CC	400	Capital Projects	Exp	187	Community Development	Support Services	57700-210	\$ 303,500	\$ 378,500	Increase borrowing to support planning efforts as part of the new east side business park.	Increases borrowing by \$75,000.
2)	LF	400	Capital Projects	Exp	187	Community Development	Equipment Acquisition	57700-811-101	\$ 20,000	\$ 25,000	Increase borrowing to purchase additional signage for land acknowledgement.	Increases borrowing by \$5,000.

iii. Utility - Fund 600

Item	Elected Official	Fund	Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
1)	MS	600	Utility	Exp	213, 214	Water	Wages and Benefits	53716-53718 (130)-(135)	\$ 305,750	\$ 54,500	Correcting formula error and removing duplications of wages and benefits within water service.	Reduces charges collected in water by \$251,250.

2024 Budget - Village Board Changes Review

Amended Budget Summary following Administrative Changes

As of Administrative Change Sheet Dated November 6, 2023

	2023 Budget	2024 Budget	Difference vs. 2023	% Change vs. 2023
TOTAL ASSESSED VALUATION	1,364,907,000	1,550,015,000	185,108,000	13.56%
TID INCREMENT ASSESSED VALUATION	81,506,270	100,985,639	19,479,369	23.90%
ASSESSED VALUATION MINUS TID INCREMENT	1,283,400,730	1,449,029,361	165,628,631	12.91%
MUNICIPAL PROPERTY TAX LEVY	8,089,500	8,819,500	730,000	9.02%
MUNICIPAL TAX RATE	6.30	6.09	-0.22	-3.44%

1/1/2022 Median Home Value \$ 335,000 \$ 2,111.56

1/1/2023 Median Home Value \$ 390,600 \$ 2,377.38 \$ 265.82

16.60% 12.59%

Amended Budget Summary following Village Board Changes

As of Village Board Change Sheet Submitted on November 14, 2022

	2023 Budget	2024 Budget	Change vs. 2023	% Change vs. 2023
TOTAL ASSESSED VALUATION	1,364,907,000	1,550,015,000	185,108,000	13.56%
TID INCREMENT ASSESSED VALUATION	81,506,270	100,985,639	19,479,369	23.90%
ASSESSED VALUATION MINUS TID INCREMENT	1,283,400,730	1,449,029,361	165,628,631	12.91%
MUNICIPAL PROPERTY TAX LEVY	8,089,500	8,775,250	685,750	8.48%
MUNICIPAL TAX RATE	6.30	6.06	-0.25	-3.92%

1/1/2022 Median Home Value \$ 335,000 \$ 2,111.56

1/1/2023 Median Home Value \$ 390,600 \$ 2,365.45 \$ 253.89

16.60% 12.02%

Requested Changes Effect on Borrowed Money:

Increases	80,000
(Decreases)	0
Inc or Dec in Borrowing	80,000

Bond	12,500,000
Note	4,282,000
New Est. Borrowing	16,782,000

Requested Changes Effect on Property Tax Levy:

Increases	2,750
Decreases	(47,000)
New Levy Increase or (Decrease)	(44,250)

Projected Levy Limit	8,835,637
Levy Limit Variance	(60,387)

2024 Budget - Wage and Benefit Allocations

Department	Base Fund	Account Code	100 General	200 Comm & Tech	205 Library	210 Youth Center	215 Afford. Housing	295 ARPA	300 Debt Service	305 TID #3	310 TID #4	315 TID #5	400 Capital Projects	405 Parks	600 Utility Sewer	600 Utility Water	605 Stormwater Utility	610 Solid Waste	700 Retiree	800 Canine	Total
Village Board	100	51100	42.0%							8.0%	8.0%	8.0%			12.0%	12.0%	6.5%	3.5%			100%
Municipal Court	100	51200	100.0%																		100%
Village Administrator	100	51410	43.5%							7.0%	5.0%	5.0%			15.0%	15.0%	7.5%	2.0%			100%
Administration	100	51420	33.0%							7.0%	6.0%	6.0%			17.0%	17.0%	10.0%	4.0%			100%
Police	100	52100	100.0%																		100%
Fire and Rescue	100	52200	100.0%																		100%
Community Development	100	52400	47.0%							13.0%	7.0%	7.0%			8.0%	8.0%	10.0%				100%
Public Works (PW Crewperson)	100	53000	65.8%							0.02%	0.02%	0.00%			11.50%	17.28%	5.23%	0.17%			100%
Public Works (Parks Crewperson)	100	55200	98.59%							0.0%	0.0%	0.0%			0.1%	0.1%	1.0%	0.2%			100%
Senior Outreach	100	54600	100.0%																		100%
Communications and Technology	200	55600	2.0%	31.0%						7.0%	6.0%	6.0%			17.0%	17.0%	10.0%	4.0%			100%
Library	205	55110			100.00%																100%

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 14, 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