

Tuesday, November 28, 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/89299227226>

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

Webinar ID: 892 9922 7226

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

1. CALL TO ORDER.
2. ROLL CALL.
3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.
 - a. Circulation of nomination papers begins December 1st
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 November 14, 2023 Village Board meeting.
 - 2) Motion to approve checks in the amount of \$172,325.54.
 - 3) Motion to approve proposals from Huffman Keel for owner's representation services to finalize construction of the Public Safety Center.
 - 4) Motion to approve a Community Grant Application from the McFarland United Church of Christ as recommended by the Finance Committee in the amount of \$2,500.
 - 5) Motion to approve updates to Chapter 14 of the Village Personnel Policy Manual regarding night shift differential as recommended by the Personnel Committee.
 - 6) Motion to approve purchase of two new ambulances for delivery and implementation in 2025.
5. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Village Board for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Board about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Board should fill out a public comment form and turn into

the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Board for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to village.clerk@mcfarland.wi.us to be included as part of the meeting.

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

6. BUSINESS.

- a. Presentation from the McFarland Food Pantry on 2023 operations.
- b. Sustainability & Natural Resources Committee (Trustee Flaherty & President Clow)
 - 1) Discussion and action to accept updates to the Mounds Policy for Preservation and Maintenance.
- c. Diversity, Equity, and Inclusion Committee (Trustees Brassington & Wreh)
 - 1) Discussion and action regarding scheduling for the 2024 McFarland Observed Holidays.
- d. Finance Committee (Trustees Brandt, Brassington, & Flaherty)
 - 1) Discussion and action regarding updates to Chapter 1 (Accounting and Auditing) of the Fiscal Policy manual.
- e. Plan Commission (President Clow & Trustee Brassington)
 - 1) Discussion and action regarding Ordinance 2023-14: An Ordinance Rezoning Parcel 071035483411 located in the 3400 block of Siggelkow Road from Dane County A-1 Exclusive Agriculture to the Village's A-1 Agriculture Transition district.
- f. Discussion and action on Ordinance amendment 2023-11: An Ordinance updating Appendix A of the Village Code of Ordinances regarding fees.
- g. Discussion and action on Ordinance 2023-15: an ordinance approving the budget for the year 2024 and establishing the 2023 payable in 2024 property tax levy for the Village of McFarland.

7. CLOSED SESSION.

- a. Discussion and action to convene in Closed Session in accordance with Wis. Stats. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to consider a successor labor agreement with the McFarland Professional Police Association.

8. RECONVENE INTO OPEN SESSION.

9. ACTION ON ITEMS DISCUSSED IN CLOSED SESSION.

- a. Discussion and action regarding a successor labor agreement with the McFarland Professional Police Association.

10. SCHEDULE NEXT MEETING DATE.

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

11. 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.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 28, 2023

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Circulation of nomination papers begins December 1st

PREVIOUS ACTION:

ISSUE SUMMARY:

Village Offices

The Village of McFarland will hold an election on April 2, 2024 to fill the following offices:

- Three Village Trustee seats on the Village Board - The term for these offices is two years and begins on the third Tuesday in April.
 - Current incumbents: Mike Flaherty, TJ Jerke, and Ed Wreh.

Nomination Paper Process and Required Forms

The Village of McFarland uses a nomination paper process for ballot access. The first date to begin circulating nomination papers is December 1st. The [Ballot Access Checklist](#) provides a list of required documentation and specific deadlines.

The following forms will need to be completed and filed with the Village Clerk.

- [Campaign Registration Statement](#) - All Candidates - This form must be filed with the Village Clerk before or at the same time as nomination papers are submitted and must be filed before campaign funds are collected or spent.
- [Declaration of Candidacy](#) - All Candidates - This form must be filed with the Village Clerk no later than 5 p.m. on the first Tuesday in January.
- [Nomination Paper for Nonpartisan Office](#) - All Candidates - These forms must be filed with the Village Clerk no later than 5 p.m. on the first Tuesday in January. Nomination papers may not be circulated before December 1st. The number of valid signatures required is 20 to 100. Candidates should review the instructions carefully prior to circulating to ensure forms are properly completed.
- [Statement of Interests \(PDF\)](#) - Village Board Candidates Only - This form must be filed with the Village Clerk within 7 days of the first Tuesday in January.



Non-Candidacy

If an incumbent chooses not to run for office again, the incumbent must file the [Notification of Non-Candidacy](#) form with the Village Clerk no later than 5 p.m. on Friday December 23, 2023.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, November 28, 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, November 14, 2023 - 7:00 PM

1. CALL TO ORDER.

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

2. ROLL CALL.

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

Village Board members not present: None.

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

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

President Clow announced that the Food Pantry thanked the Village for its annual contribution.

Speaker Mark Charles, a renowned Native American activist, scholar and author will be speaking at the Waubesa Intermediate School on November 18th at 6:30 p.m.

President Clow congratulated the Fire & Rescue Department on being rated as a Class 3/3Y Department through the ISO rating process.

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.

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

5. PUBLIC APPEARANCES.

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

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

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.

President Clow opened the hearing for the 2023 payable 2024 property tax levy for the Village of McFarland.

Farrel Smith, 5116 Church Street, spoke in opposition of the 2nd floor option for the Municipal Center Master Plan project and the DEI position.

7. BUSINESS.

a. Parks and Recreation Committee (Trustees Jerke & Fessler)

1) Discussion and action regarding design services for lake access at Lewis Park.

Motion by Village Trustee TJ Jerke, second by Village Trustee Luke Fessler, to approve design services for lake access at Lewis Park. Motion carries 7 - 0 - 0 by acclamation.

2) Discussion and action regarding updates to Chapter 1 Parks and Park Facilities Naming Policy.

Motion by Village Trustee TJ Jerke, second by Village Trustee Luke Fessler, to approve updates to Chapter 1 Parks and Park Facilities Naming Policy. Motion carries 7 - 0 - 0 by acclamation.

b. Community Development Authority (Trustees Brassington & Jerke)

1) Discussion and action regarding updates to the Village's Tax Increment Financing Development Incentives Policy Manual.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee TJ Jerke, to approve updates to the Village's Tax Increment Financing Development Incentives Policy Manual. Motion carries 6 - 0 - 1 by acclamation, with Trustee Edward Wreh abstaining.

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.

Motion by Village Trustee Michael Flaherty, second by Village President Carolyn Clow, to accept the Village of McFarland Community Center Net Zero Energy Predesign Report. Motion carries 7 - 0 - 0 by acclamation.

2) Discussion and action to accept the Comprehensive Energy Plan Report.

Motion by Village Trustee Michael Flaherty, second by Village President Carolyn Clow, to accept the Comprehensive Energy Plan Report. Motion carries 7 - 0 - 0 by acclamation.

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

Motion by Village President Carolyn Clow, second by Village Trustee Luke Fessler, to approve a Request for Proposals (RFP) for architectural services for the McFarland Municipal Center Campus project. Motion carries 7 - 0 - 0 by acclamation.

e. Discussion and action on proposed changes to the 2024 Budget presented by Village Board members:

1) Changes since the last distribution.

Village Administrator Schuenke provided an update on changes since the distribution of the budget.

2) General Fund (100)

a. Add funding to the Village Board budget to address additional supplies for the Village's annual Community Service Day.

Motion by Village Trustee Michael Flaherty, second by Village Trustee Hilary Brandt, to add funding to the Village Board budget to address additional supplies for the Village's annual Community Service Day. Motion carries 7 - 0 - 0 by acclamation.

b. Add funding to the Municipal Court budget to address increasing rate of pay for the Municipal Judge.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to add funding to the Municipal Court budget to address increasing rate of pay for the Municipal Judge. Motion carries 7 - 0 - 0 by acclamation.

c. Remove funding for the DEI Strategist position or transition funding for position to communications responsibilities.

Motion by Trustee Mike Flaherty, second by Trustee TJ Jerke, to shift funding for the position from utility and TIF funding to the property tax levy. Motion fails 1 - 6 - 0 with President Clow, and Trustees Brandt, Brassington, Fessler, Jerke, and Wreh voting nay.

Motion by Trustee Mike Flaherty, second by Trustee TJ Jerke, to shift the DEI position to be part of the communications and engagement team. Motion fails 1 - 6 - 0 with President Clow, and Trustees Brandt, Brassington, Fessler, Jerke, and Wreh voting nay.

- d Add funding to the Fires & Rescue budget to address *the Village participating in the CARES program.*

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to add funding to the Fires & Rescue budget to address the Village participating in the CARES program and to use 50,000 of fund balance. Motion carries 7 - 0 - 0 by acclamation.

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.

Motion by Village President Carolyn Clow, second by Village Trustee Luke Fessler, to add funding to the Community Development capital projects budget to address additional funding to support planning services for the east side business park and to increase funding by \$75,000. Motion carries 7 - 0 - 0 by acclamation.

- b Add funding to the Community Development capital projects budget to address commemorating the McFarland Land Acknowledgement on four Village-owned facilities.

Motion by Village President Carolyn Clow, second by Village Trustee Luke Fessler, to add funding to the Community Development capital projects budget to address commemorating the McFarland Land Acknowledgement on four Village-owned facilities and increase borrowing by \$5,000. Motion carries 7 - 0 - 0 by acclamation.

4) Utility Fund (600)

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

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to remove funding within the Water Services budget to fix duplication within formula. Motion carries 7 - 0 - 0 by acclamation.

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.

Motion by President Clow, second by Trustee Brassington, to enter 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 at 8:40 p.m..

Motion carries on a roll call vote 6- 0- 1 : Brandt - Aye, Brassington - Aye, Clow - Aye, Fessler - Aye, Flaherty - Aye, Jerke - Aye, Wreh - Abstain.

Following the vote, Trustee Wreh removed himself from the table and did not participate in closed session deliberations.

9. RECONVENE INTO OPEN SESSION.

Motion by President Clow, second by Trustee Brandt, to reconvene into open session at 9:22 p.m.

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.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve Resolution 2023-19: a resolution ratifying and approving a purchase agreement for the property located at 5810 Main Street, McFarland, WI. Motion carries 6 - 0 - 1 by acclamation with Trustee Wreh abstaining.

- 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.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve Resolution 2023-20: a resolution ratifying and approving a purchase agreement for the property located at 4903 Terminal Drive, McFarland, WI. Motion carries 6 - 0 - 1 by acclamation, with Trustee Wreh abstaining.

- 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.

Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to approve acquisition of property located at 4008 and 4012 Terminal Drive, including parcel 0710-273-8620-1, Tax Increment District #3. Motion carries 6 - 0 - 1 by acclamation, with Trustee Wreh abstaining.

Following the vote on item 10 c. Trustee Wreh rejoined the table.

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.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to adjourn at 9:26 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	6140273704	MAT RENTAL	1	11/03/2023	60.33	.00	60.33	11/21/2023
		6140277547	MAT RENTAL	1	11/10/2023	60.33	.00	60.33	11/21/2023
		6140281439	MAT RENTAL	1	11/17/2023	60.33	.00	60.33	11/21/2023
Total 10:						180.99	.00	180.99	
30	ALLIANT ENERGY/WP&L	110923	MUNICIPAL CENTER	1	11/09/2023	2,346.17	.00	2,346.17	11/17/2023
		110923	LIBRARY	2	11/09/2023	2,570.12	.00	2,570.12	11/17/2023
		110923	WELL #4	3	11/09/2023	1,746.70	.00	1,746.70	11/17/2023
		110923	SOCCER BUILDING	4	11/09/2023	37.44	.00	37.44	11/17/2023
		110923	FLOOD LIGHT	5	11/09/2023	30.34	.00	30.34	11/17/2023
		111323	5307 HOUGH ST	1	11/13/2023	16.70	.00	16.70	11/21/2023
		111323	5802 MAIN ST - HOUSE/J	2	11/13/2023	174.13	.00	174.13	11/21/2023
		111323	5115 TERMINAL DR	3	11/13/2023	592.70	.00	592.70	11/21/2023
		111323	6001 BROADHEAD ST	4	11/13/2023	4,985.92	.00	4,985.92	11/21/2023
		111323	4806 MCDANIEL LN	5	11/13/2023	138.71	.00	138.71	11/21/2023
		111323	6300 ELVEHJEM RD	6	11/13/2023	237.21	.00	237.21	11/21/2023
		111323	3234 COUNTY RD AB	7	11/13/2023	26.38	.00	26.38	11/21/2023
Total 30:						12,902.52	.00	12,902.52	
68	BADGER WELDING SUPP	3796817	BADGER WELDING - OXY	1	11/07/2023	25.00	.00	25.00	11/21/2023
		3797437	BADGER WELDING - OXY	1	11/14/2023	56.65	.00	56.65	11/21/2023
		3797438	BADGER WELDING - OXY	1	11/14/2023	46.30	.00	46.30	11/21/2023
Total 68:						127.95	.00	127.95	
79	BAYCOM INC	EQUIPINV_0	RADIO BATTERIES	1	11/13/2023	458.60	.00	458.60	11/21/2023
Total 79:						458.60	.00	458.60	
172	CITY OF MADISON TREA	46853	RADIO SHOP BILLING (M	1	11/08/2023	113.62	.00	113.62	11/21/2023
		46855	RADIO SHOP BILLING (JU	1	11/08/2023	584.45	.00	584.45	11/21/2023
Total 172:						698.07	.00	698.07	
194	CONCENTRA	103873264	CONCENTRA PHYSICAL-	1	11/01/2023	315.00	.00	315.00	11/21/2023
Total 194:						315.00	.00	315.00	
267	DEMCO INC	7393697	LIBRARY SUPPLIES	1	11/03/2023	442.59	.00	442.59	11/21/2023
		7399690-111	LIBRARY OPERATING SU	1	11/16/2023	1,360.52	.00	1,360.52	11/21/2023
Total 267:						1,803.11	.00	1,803.11	
408	GRAINGER INC	9905351525	GRAINGER SURFACE CL	1	11/14/2023	14.97	.00	14.97	11/21/2023
		9909380652	DOOR LUBRICANT	1	11/17/2023	48.60	.00	48.60	11/21/2023
Total 408:						63.57	.00	63.57	
492	KAYSER AUTOMOTIVE G	186201P	M3 BATTERY	1	11/14/2023	159.95	.00	159.95	11/21/2023
		186308P	K9 SQUAD REPAIR	1	11/16/2023	588.22	.00	588.22	11/21/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 492:						748.17	.00	748.17	
581	MADISON TRUCK EQUIP	11-104652	VEHICLE MAINTENANCE	1	11/10/2023	21.92	.00	21.92	11/21/2023
		11-104652	VEHICLE MAINTENANCE	2	11/10/2023	5.98	.00	5.98	11/21/2023
		11-104652	VEHICLE MAINTENANCE	3	11/10/2023	5.98	.00	5.98	11/21/2023
		11-104652	VEHICLE MAINTENANCE	4	11/10/2023	5.98	.00	5.98	11/21/2023
Total 581:						39.86	.00	39.86	
756	POMP'S TIRE SERVICE I	80300090	SENSORS	1	11/09/2023	303.40	.00	303.40	11/21/2023
		80300951	K9 SQUAD SENSOR AND	1	11/16/2023	316.12	.00	316.12	11/21/2023
Total 756:						619.52	.00	619.52	
765	LEGAL SHIELD	111523-1086	LEGAL SHIELD	1	11/15/2023	131.60	.00	131.60	11/21/2023
Total 765:						131.60	.00	131.60	
775	PUBLIC SERVICE COMM	2310-I-03490	PSC FEE FOR RATE CAS	1	11/16/2023	398.95	.00	398.95	11/21/2023
		2310-I-03490	PSC FORMAL COMPLAIN	2	11/16/2023	170.05	.00	170.05	11/21/2023
Total 775:						569.00	.00	569.00	
958	TOWN & COUNTRY ENGI	26004	MC203 2023 WATER MAI	1	11/16/2023	375.00	.00	375.00	11/21/2023
		26005	MC213 WAUBESA INTER	1	11/16/2023	869.15	.00	869.15	11/21/2023
		26006	MC217 HIGHLAND OAKS	1	11/16/2023	650.00	.00	650.00	11/21/2023
		26007	EXCHANGE ST FINAL EN	1	11/16/2023	25,204.61	.00	25,204.61	11/21/2023
		26008	MC197 PAULSON RD STR	1	11/16/2023	9,594.80	.00	9,594.80	11/21/2023
		26009	MC198 LIFT STATION #2 I	1	11/16/2023	28,418.75	.00	28,418.75	11/21/2023
		26010	MC205 2023 BURMA TOW	1	11/17/2023	280.00	.00	280.00	11/21/2023
		26011	MC208 USH 51 DOT PRO	1	11/16/2023	4,440.63	.00	4,440.63	11/21/2023
		26013	MC210 STORMWATER S	1	11/16/2023	1,405.55	.00	1,405.55	11/21/2023
		26014	MC211 2023 GIS SUPPOR	1	11/16/2023	453.84	.00	453.84	11/21/2023
		26014	MC211 2023 GIS SUPPOR	2	11/16/2023	453.84	.00	453.84	11/21/2023
		26014	MC211 2023 GIS SUPPOR	3	11/16/2023	453.84	.00	453.84	11/21/2023
		26014	MC211 2023 GIS SUPPOR	4	11/16/2023	1,664.08	.00	1,664.08	11/21/2023
		26015	MC220 WELL 5 PRELIMIN	1	11/16/2023	2,820.00	.00	2,820.00	11/21/2023
Total 958:						77,084.09	.00	77,084.09	
992	US CELLULAR	0613831184	LIBRARY PHONE	1	10/28/2023	43.75	.00	43.75	11/17/2023
Total 992:						43.75	.00	43.75	
1015	VILLAGE OF MCFARLAN	8809	2023 ROAD PROJECTS R	1	10/26/2023	46.04	.00	46.04	11/21/2023
Total 1015:						46.04	.00	46.04	
1256	BOUND TREE MEDICAL,	85147117	EMS - SUPPLIES	1	11/06/2023	415.23	.00	415.23	11/21/2023
		85150386	EMS - SUPPLIES	1	11/08/2023	376.47	.00	376.47	11/21/2023
		85151902	EMS - SUPPLIES	1	11/09/2023	203.71	.00	203.71	11/21/2023
Total 1256:						995.41	.00	995.41	
1264	BARNES INC	179608	MAIN ST/HOUGH ST REN	1	10/31/2023	340.00	.00	340.00	11/21/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 1264:						340.00	.00	340.00	
1694	HEARTLAND LITHO	66578	UTILITY BILLS	1	10/31/2023	79.77	.00	79.77	11/21/2023
		66578	UTILITY BILLS	2	10/31/2023	79.77	.00	79.77	11/21/2023
		66578	UTILITY BILLS	3	10/31/2023	79.77	.00	79.77	11/21/2023
		66583	ENVELOPES	1	11/08/2023	918.03	.00	918.03	11/21/2023
Total 1694:						1,157.34	.00	1,157.34	
1896	NAPA AUTO PARTS	916414	VEHICLE MAINTENANCE	1	11/08/2023	6.78	.00	6.78	11/21/2023
		916580	VEHICLE MAINTENANCE	1	11/10/2023	1.28	.00	1.28	11/21/2023
		917182	VEHICLE MAINTENANCE	1	11/14/2023	91.00	.00	91.00	11/21/2023
		917182	VEHICLE MAINTENANCE	2	11/14/2023	24.81	.00	24.81	11/21/2023
		917182	VEHICLE MAINTENANCE	3	11/14/2023	24.81	.00	24.81	11/21/2023
		917182	VEHICLE MAINTENANCE	4	11/14/2023	24.81	.00	24.81	11/21/2023
		917214	CORE DEPOSIT	1	11/14/2023	5.50-	.00	5.50-	11/21/2023
		917214	CORE DEPOSIT	2	11/14/2023	1.50-	.00	1.50-	11/21/2023
		917214	CORE DEPOSIT	3	11/14/2023	1.50-	.00	1.50-	11/21/2023
		917214	CORE DEPOSIT	4	11/14/2023	1.50-	.00	1.50-	11/21/2023
Total 1896:						163.49	.00	163.49	
1917	ULINE SHIPPING SUPPLY	170352680	LABEL HOLDER	1	10/31/2023	127.45	.00	127.45	11/21/2023
Total 1917:						127.45	.00	127.45	
1985	WI PUBLIC FINANCE PR	11082023	CONTINUING DESCLOSU	1	11/08/2023	750.00	.00	750.00	11/21/2023
Total 1985:						750.00	.00	750.00	
1989	CORPORATE BUSINESS	35239221	ADMIN COPIERS	1	11/06/2023	190.00	.00	190.00	11/17/2023
Total 1989:						190.00	.00	190.00	
2032	TEN-41	884	PANTS	1	11/08/2023	76.50	.00	76.50	11/21/2023
		885	CRAFT UNIFORM ALLOW	1	11/13/2023	115.00	.00	115.00	11/21/2023
Total 2032:						191.50	.00	191.50	
2042	THOMSON REUTERS	849222318	WEST INFORMATION CH	1	11/01/2023	208.93	.00	208.93	11/21/2023
Total 2042:						208.93	.00	208.93	
2058	MICROMARKETING LLC	933016	AUDIO BOOKS	1	09/19/2023	50.00	.00	50.00	11/21/2023
		937343	AUDIO BOOKS	1	11/02/2023	39.99	.00	39.99	11/21/2023
		937977	AUDIO BOOKS	1	11/09/2023	49.99	.00	49.99	11/21/2023
		937990	AUDIO BOOKS	1	11/09/2023	45.00	.00	45.00	11/21/2023
Total 2058:						184.98	.00	184.98	
2270	UNITY POINT HEALTH	110523	SUSPECT BLOODWORK	1	11/05/2023	262.14	.00	262.14	11/21/2023
Total 2270:						262.14	.00	262.14	
2298	VIKING ELECTRIC SUPPL	S007523476.	WELL HOUSE LIGHTING	1	11/15/2023	29.34	.00	29.34	11/21/2023
		S007523476.	WELL HOUSE LIGHTING	1	11/15/2023	9.78	.00	9.78	11/21/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 2298:						39.12	.00	39.12	
2312	LANCASTER, TANYA	040423	ELECTION WORKER	1	04/04/2023	34.00	.00	34.00	Multiple
		040522	ELECTION WORKER	1	04/05/2022	44.00	.00	44.00	Multiple
Total 2312:						78.00	.00	78.00	
9140	TRITECH FORENSICS IN	00948497	EVIDENCE SUPPLIES	1	11/17/2023	100.99	.00	100.99	11/21/2023
Total 9140:						100.99	.00	100.99	
16241	WI DEPT OF JUSTICE	L1373T-1031	BACKGROUND CHECKS`	1	10/31/2023	35.00	.00	35.00	11/21/2023
Total 16241:						35.00	.00	35.00	
16247	CITY TREASURER	107100600-1	STORMWATER CHARGE	1	11/07/2023	28.68	.00	28.68	11/21/2023
Total 16247:						28.68	.00	28.68	
16257	CORPORATE BUSINESS	350425	F&R COPIER LEASE	1	11/10/2023	59.10	.00	59.10	11/17/2023
		350522	COPIER LEASE	1	11/13/2023	82.08	.00	82.08	11/17/2023
		350525	COPIER LEASE	1	11/13/2023	69.52	.00	69.52	11/17/2023
Total 16257:						210.70	.00	210.70	
16268	SCHROECKENTHALER,	MS101923	TRAINING MEALS	1	10/19/2023	19.63	.00	19.63	11/21/2023
Total 16268:						19.63	.00	19.63	
16296	DANE CO DEPT OF HUM	NOV2023	MEALSITE DONATION - M	1	11/20/2023	1,872.00	.00	1,872.00	11/21/2023
		NOV2023	MEALSITE DONATION - C	2	11/20/2023	488.00	.00	488.00	11/21/2023
Total 16296:						2,360.00	.00	2,360.00	
16319	DANE CO TREASURER	44324	RANGE USAGE	1	11/09/2023	420.00	.00	420.00	11/21/2023
Total 16319:						420.00	.00	420.00	
16385	THE PSYCHOLOGY CEN	282856	BASIC-PRE EMPLOYMEN	1	11/06/2023	475.00	.00	475.00	11/21/2023
Total 16385:						475.00	.00	475.00	
16386	BEAR GRAPHICS	0924913UPD	ELECTION SUPPLIES	1	09/21/2023	127.01	.00	127.01	11/21/2023
Total 16386:						127.01	.00	127.01	
16640	TOP PACK DEFENSE LLC	11808	UNIFORM ALLOWANCE B	1	11/02/2023	59.98	.00	59.98	11/21/2023
		11809	UNIFORM ALLOWANCE-	1	11/02/2023	51.21	.00	51.21	11/21/2023
		11840	UNIFORM ALLOWANCE T	1	11/07/2023	74.69	.00	74.69	11/21/2023
		11895	UNIFORM INITIAL ISSUE	1	11/15/2023	2,147.95	.00	2,147.95	11/21/2023
		11896	UNIFORM ALLOWANCE	1	11/15/2023	275.67	.00	275.67	11/21/2023
Total 16640:						2,609.50	.00	2,609.50	
16747	WISCONSIN PRINTING	23173	NEWSLETTER-(DEC) 202	1	11/21/2023	885.80	.00	885.80	11/21/2023
		23173	NEWSLETTER POSTAGE	2	11/21/2023	139.91	.00	139.91	11/21/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16747:						1,025.71	.00	1,025.71	
16829	REUTER, WHITISH & EVA	72708	GENERAL LEGAL	1	11/06/2023	6,097.46	.00	6,097.46	11/21/2023
		72708	GENERAL LEGAL	2	11/06/2023	896.00	.00	896.00	11/21/2023
		72708	GENERAL LEGAL	3	11/06/2023	1,286.50	.00	1,286.50	11/21/2023
		72708	GENERAL LEGAL	4	11/06/2023	425.50	.00	425.50	11/21/2023
		72708	GENERAL LEGAL	5	11/06/2023	3,518.50	.00	3,518.50	11/21/2023
		72708	GENERAL LEGAL	6	11/06/2023	288.00	.00	288.00	11/21/2023
		72708	GENERAL LEGAL	7	11/06/2023	1,344.00	.00	1,344.00	11/21/2023
		72709	PROSECUTIONS	1	11/06/2023	4,490.22	.00	4,490.22	11/21/2023
		72710	LEGAL - TID3	1	11/06/2023	331.50	.00	331.50	11/21/2023
		72711	TID4 LEGAL	1	11/06/2023	994.50	.00	994.50	11/21/2023
		72717	PROSECUTIONS	1	11/06/2023	456.30	.00	456.30	11/21/2023
		72718	PROSECUTIONS	1	11/06/2023	112.00	.00	112.00	11/21/2023
		72719	PROSECUTIONS	1	11/06/2023	261.70	.00	261.70	11/21/2023
		72720	PROSECUTIONS	1	11/06/2023	10.20	.00	10.20	11/21/2023
		72721	PSC HANOVER INSURAN	1	11/06/2023	4,337.50	.00	4,337.50	11/21/2023
Total 16829:						24,849.88	.00	24,849.88	
16980	BOLDTRONICS, INC.	20230142	SKATE PARK PROJECT	1	11/13/2023	4,069.00	.00	4,069.00	11/21/2023
Total 16980:						4,069.00	.00	4,069.00	
17084	AMAZON CAPITAL SERVI	119P-YT6M-	LIGHT FIXTURE REPAIR	1	11/10/2023	75.00	.00	75.00	11/21/2023
		13TD-1GML-	DVDS & CDS	1	11/10/2023	11.59	.00	11.59	11/21/2023
		13TD-1GML-	DVDS & CDS	1	11/12/2023	59.94	.00	59.94	11/21/2023
		14YX-YYN3-	DVDS & CDS	1	11/18/2023	.11-	.00	.11-	11/21/2023
		16C-373V-JD	PROGRAM SUPPLIES	1	11/12/2023	359.97	.00	359.97	11/21/2023
		16HC-JVXC-	DVDS & CDS	1	11/13/2023	11.97	.00	11.97	11/21/2023
		19JM-PVKP-	PROGRAM SUPPLIES	1	11/14/2023	79.41	.00	79.41	11/21/2023
		1CXV-RC9T-	DVDS & CDS	1	11/11/2023	140.10	.00	140.10	11/21/2023
		1FNV-FFV3-	PROGRAM SUPPLIES	1	11/08/2023	181.95	.00	181.95	11/21/2023
		1FT9-M4L3-	DVDS & CDS	1	11/12/2023	44.92	.00	44.92	11/21/2023
		1H4H-PCGF-	DVDS & CDS	1	11/12/2023	.01-	.00	.01-	11/21/2023
		1H7DH37K-J	DVDS & CDS	1	11/12/2023	2.00-	.00	2.00-	11/21/2023
		1HHH-7XNQ-	VIDEO GAMES	1	11/17/2023	59.99	.00	59.99	11/21/2023
		1JKP-QFQ4-	PROGRAM SUPPLIES	1	11/19/2023	116.25	.00	116.25	11/21/2023
		1KQM-J6YG-	PROGRAM SUPPLIES	1	11/14/2023	50.74	.00	50.74	11/21/2023
		1LVCTWTY-	OFFICE SUPPLIES	1	11/11/2023	56.89	.00	56.89	11/21/2023
		1MFG-6P93-	ELECTION SUPPLIES	1	11/15/2023	89.53	.00	89.53	11/21/2023
		1MFG-6P93-	OFFICE SUPPLIES	2	11/15/2023	25.79	.00	25.79	11/21/2023
		1PCP-7L46-	DVDS & CDS	1	11/19/2023	19.96	.00	19.96	11/21/2023
		1TWF-X99G-	DVDS & CDS	1	11/09/2023	13.97	.00	13.97	11/21/2023
		1TWF-X99G-	PROGRAM SUPPLIES	2	11/09/2023	107.75	.00	107.75	11/21/2023
		1VTX-R991-	PROGRAM SUPPLIES	1	11/14/2023	254.64	.00	254.64	11/21/2023
		1WMD-DL6M	DVDS & CDS	1	11/14/2023	42.92	.00	42.92	11/21/2023
		1XRY-LPN9-	PROGRAM SUPPLIES	1	11/13/2023	68.66	.00	68.66	11/21/2023
Total 17084:						1,869.82	.00	1,869.82	
17133	GLETTY-SYOEN, KATIE	KGS082923	CMDC - MILEAGE	1	08/29/2023	13.76	.00	13.76	11/21/2023
		KGS092923	CMDC - MILEAGE	1	09/29/2023	30.79	.00	30.79	11/21/2023
		KGS103123	CMDC - MILEAGE	1	10/31/2023	37.99	.00	37.99	11/21/2023
		KGS103123	TRAINING	2	10/31/2023	30.00	.00	30.00	11/21/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17133:						112.54	.00	112.54	
17320	PARKITECTURE & PLANN	3-20.011	AQUATICS PLANNING	1	11/06/2023	3,000.00	.00	3,000.00	11/21/2023
		3-23.039	INCLUSIVE PARK PLANNI	1	11/06/2023	6,947.50	.00	6,947.50	11/21/2023
Total 17320:						9,947.50	.00	9,947.50	
17569	MCFARLAND ACE HARD	010112/T	FUSE FOR SNOWFLAKE	1	11/10/2023	.20	.00	.20	11/21/2023
		010113/T	F&R CLEANER	1	11/10/2023	6.29	.00	6.29	11/21/2023
		010149/T	PARKS SUPPLIES	1	11/16/2023	7.53	.00	7.53	11/21/2023
		010155/T	PARKS SUPPLIES HOLID	1	11/17/2023	17.99	.00	17.99	11/21/2023
		010156/T	PARKS SUPPLIES HOLID	1	11/17/2023	27.32	.00	27.32	11/21/2023
		1014T/T	FACILITY MAINTENANCE	1	11/16/2023	5.03	.00	5.03	11/21/2023
Total 17569:						64.36	.00	64.36	
17590	REIMER, TRICIA	TR103123	PD KITCHEN PANTRY SU	1	10/31/2023	40.64	.00	40.64	11/21/2023
Total 17590:						40.64	.00	40.64	
17671	UW HEALTH	1643093	HEARTSAVER CARDS ST	1	11/17/2023	289.00	.00	289.00	11/21/2023
Total 17671:						289.00	.00	289.00	
17685	INGRAM LIBRARY SERVI	62996290	BOOKS	1	11/02/2023	222.71	.00	222.71	11/21/2023
		62998670	BOOKS	1	11/08/2023	697.35	.00	697.35	11/21/2023
		62999030	BOOKS	1	11/08/2023	121.03	.00	121.03	11/21/2023
		62999681	BOOKS	1	11/09/2023	159.89	.00	159.89	11/21/2023
		62999798	BOOKS	1	11/10/2023	289.28	.00	289.28	11/21/2023
		67661575	BOOKS	1	11/08/2023	107.25	.00	107.25	11/21/2023
Total 17685:						1,597.51	.00	1,597.51	
17764	ALL TRAFFIC SOLUTION	SIN038818	TRAFFIC SUITE APP	1	11/13/2023	3,825.00	.00	3,825.00	11/21/2023
Total 17764:						3,825.00	.00	3,825.00	
17779	DANE CO TREASURER	NOV23LWAT	LAKE WAUBESA CLEANU	1	11/16/2023	2,156.00	.00	2,156.00	11/21/2023
Total 17779:						2,156.00	.00	2,156.00	
18027	CENTRAL LAKE ARMOR	IN-0240301	RIFLE RATED SHIELDS	1	11/13/2023	11,560.00	.00	11,560.00	11/21/2023
Total 18027:						11,560.00	.00	11,560.00	
18270	ECONOPRINT INC	942335	PIM AQUATICS MAILER	1	10/27/2023	1,388.33	.00	1,388.33	11/21/2023
Total 18270:						1,388.33	.00	1,388.33	
18294	MOTION PICTURE LICEN	504428008	ANNUAL MOVIE LICENSE	1	10/01/2023	269.42	.00	269.42	11/21/2023
Total 18294:						269.42	.00	269.42	
18295	CROWDER COLLEGE	1154MFR	TUITION	1	11/09/2023	1,380.82	.00	1,380.82	11/21/2023
		1154MFR	MEDIC TUITION	2	11/09/2023	425.18	.00	425.18	11/21/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 18295:						1,806.00	.00	1,806.00	
18296	FRANKE, OWEN	OF11723	MATC UNIFORM FRANKE	1	11/07/2023	54.80	.00	54.80	11/21/2023
Total 18296:						54.80	.00	54.80	
18297	TAYLOR, ANITA	111623	REFUND CREDIT ON FIN	1	11/16/2023	10.08	.00	10.08	11/21/2023
Total 18297:						10.08	.00	10.08	
18298	UW SPEECH AND HEARI	11162023	UNIFORM ALLOWANCE P	1	11/16/2023	300.00	.00	300.00	11/21/2023
Total 18298:						300.00	.00	300.00	
Grand Totals:						172,142.30	.00	172,142.30	

Report Criteria:

Detail report type printed

VILLAGE OF MCFARLAND			Check Register - Board Packet			Page: 1
			Pay Period Dates: 11/05/2023 - 11/18/2023			Nov 21, 2023 1:44PM
Pay Period Date	Journal Code	Check Issue Date	Payee	Payee ID	Amount	
11/18/2023	CDPT	11/24/2023	FIRE FIGHTERS LOCAL 31	8	183.24	

PAYROLL RELATED 183.24

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 28, 2023

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Motion to approve proposals from Huffman Keel for owner's representation services to finalize construction of the Public Safety Center.

PREVIOUS ACTION:

ISSUE SUMMARY:

Huffman Keel has been providing Owner's Representative services to the Village for the construction of the new Public Safety Center. The project extended once to a substantial completion date of April 2023 due to delays in material delivery to make the building occupiable. It was further delayed to August of 2023 to address a sink hole. Huffman Keel continued to provide these services well after occupancy was granted conducting additional work needed to finalize the project. Those costs are included within the enclosed invoices and presented for approval to satisfy outstanding work already completed. Invoice 2023-08 is tied to the sink hole and included within our claim related to insurance in which we expect reimbursement. The remaining costs will be picked up by remaining project funds.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for approval.

ATTACHMENTS:

1. 2023 08 VoM
2. 2023 09 VoM



September 30, 2023

Invoice #: 2023 09 VoM

Bill To:
Matthew Schuenke
Village Administrator
Village of McFarland
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

Please Send Payment to:
Huffman Keel Partners
N3970 West Cedar Road
Cambridge, WI 53523

Invoice for Services - Village of McFarland Public Safety Center

Description	Amount
Owner Project Management Services for 2023 (sinkhole delay/management invoiced separately) Travel Expenses: \$0.585/mile No travel expenses are being charged	\$ 13,000.00
Total Reimbursables	\$ -
Total Due	\$ 13,000.00

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 28, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Motion to approve a Community Grant Application from the McFarland United Church of Christ as recommended by the Finance Committee in the amount of \$2,500.

PREVIOUS ACTION:

The Finance Committee met on November 16, 2023 to conduct its review with the applicant and recommends its approval.

ISSUE SUMMARY:

Please find enclosed for review an application to the Community Grant Program from McFarland United Church of Christ.

Staff conducted its review for completeness and completed a form also outlining our findings.

Additionally, the Finance Committee has reviewed the application and unanimously recommended it for approval.

FINANCIAL/BUDGET IMPACT:

The request from the grant program is for \$2,500 and is the amount supported by Committee.

To date we have awarded \$6,055 from the program with \$13,945 left that has not been obligated.

VILLAGE PLAN REFERENCE:

None

ORDINANCE REFERENCE:

Chapter 13 - Community Grant Policy

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

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion to approve from the Consent Agenda, a Community Grant Application from the



McFarland United Church of Christ as recommended by the Finance Committee in the amount of \$2,500.

ATTACHMENTS:

1. McFarland UCC - Racial Justice Group - Indigenous Peoples Justice Project Community Grant Application
2. Community Grant Application Review - McFarland UCC 10242023
3. Chapter 13 - Community Grant Program 05232023 FINAL

Community Grant Program Application

Program Description

The Village of McFarland recognizes that support within the Community exists and develops in many different facets. In order to foster programs and ideas to create a healthier and more equitable environment within our Community, this Community Grant Program is created to catalyze projects that improve our local quality of life within eligible activities.

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

Eligibility Information

Community organizations that are an active group or organization that regularly meets within the Village of McFarland that is tax exempt pursuant to Section 501(c)(3) of the Internal Revenue Code or that provide charitable services, sponsorships, or donations within the Community without discrimination on the basis of sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military status, or any other legally protected status.

Organization/Group Information

Organization/Group Name	McFarland UCC - Racial Justice Group - Indigenous Peoples Justice Project
Organization/Group Address	5710 Anthony Strett, McFarland WI 53558
Please describe mission/purpose/goals of Organization/Group	-build on important community work with the Ho-Chunk Nation. -Community dialogue, identify meaningful action steps, and development of an implementation plan - Kick off: Mark Charles, national Indigenous author to present truthful knowledge of the "Doctrine of Discovery". Facilitated dialogue between Mr. Charles and members, partners and broader community will guide and define meaningful actions toward reconciling and healing; reception to follow

Main Contact Information

Main Contact First Name	Rachel
Main Contact Last Name	Saladis
Main Contact Address, Including City, State, Zip	2912 Camp Leonard Rd McFarland WI, 53558
Main Contact Phone Number	608-219-4345
Main Contact E-mail Address	rachel.saladis@gmail.com

Main Contact Role within Organization/Group	Racial Justice Committee Chair
Main Contact Role within the Project	Co-Lead - event coordination
Describe Main Contact's Experience with Organization/Group and/or Similar Projects	Chair of MUCC Racial Justice Committee - 4 years Member - MCF Equity Project

Community Grant Program Application

Key Personnel

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

i.	First Name
	Becky
	Last Name
	Cohen
	Role within Organization/Group and/or Project
	Co-Lead - event coordination
	Describe Experience within Organization/Group and/or Similar Projects
	Member MUCC Racial Justice Committee DHS - public health equity

Grant Request Information

The Organization/Group is requesting funding for: (Check all that apply)	• Enhancement of community/neighborhood engagement, special event development, and/or public education
Amount of funding being requested	2500

Describe funding request	Anticipated budget \$7,400 with planned expenses, for Mark Charles' visit to McFarland to include: - Saturday evening Community presentation and reception; event to be available to broad audience via ZOOM, and recorded for future learning opportunities - AV support for presentation - Mark Charles' travel expenses - ongoing community engagement - learning opportunities, collaboration, and action steps may include: book studies, relationship building/ collaborative activities with HoChunk Nation, meaningful action steps toward reparation, involvement in family festival and other community events
Describe goals/objectives of project	Within the our community, we foresee change happening within the hearts across all ages. We will act and discern our roles as individuals and institutions, determine next steps, advocacy, and build a truthful partnership within our community, our churches, and Ho-Chunk Nation, communicating honestly and openly to confront racism and injustice. All partners will gain collective knowledge of the Doctrine of Discovery and impact here in WI. Together we can address needed policy/legal changes and protect sacred lands. The Doctrine and Manifest Destiny must be unraveled and as a vision of Indigenous Peoples justice unfolds and a truthful history is told. All involved will learn about Native history, gain respect of their cultures, beliefs and their stewardship of the land. We seek to promote and lead interactions to discern the role each of us plays in confronting all racism.
Describe budget of project	7500.00 estimated cost of speaker fee plus travel expenses 1000.00 estimated cost of reception - simple catered food/beverage options - meat/cheese platters, fruit/veggie platters, coffee, tea, lemonade, 2000.00 - opportunities for ongoing collaboration, learning and meaningful action planning, including a book reading of Mark Charles' book "Unsettling Truths: The Ongoing Dehumanizing legacy of the Doctrine of Discovery" This book review is planned to be a facilitated discussion with Mr. Charles to further engage collaborative partners in a call to action toward confronting injustice and racism.
Describe timeline of project	Project began 08/10/23 initially with agreement to support the Racial Justice Ministries in moving forward to invite and secure Mark Charles as a presenter for our church and community partners. We will host Mark Charles for the weekend of November 18-20. During the weekend several learning opportunities are planned. Community dialogue, identify meaningful action steps, and development of an implementation plan are listed. A Saturday evening presentation and reception are open to our congregation, invited partners, members of the Ho-Chunk Nation and other Tribal Nations, students, community members and other congregations. The presentation will be available via Zoom and recorded providing access to other churches. Mr. Charles will provide the message during our Sunday service November 19th. After service members will discuss next action steps with Mr. Charles. On Monday he will speak to students at the high school. We will host a book reading of Mark Charles' book "Unsettling Truths: The Ongoing Dehumanizing legacy of the Doctrine of Discovery". Initial project plan includes a wrap-up session in 01/24, at which time there will be a discussion on whether there is a need to continue action development, and if it makes sense for MUCC to be the organizing entity for this work

References

Please provide references

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

Mc Farland UCC

Contact Person's First Name

Bryan

Contact Person's Last Name

Sirchio

Contact Person's Phone Number

608-838- 9322

Contact Person's E-mail Address

pastorb@mcfarlanducc.org

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

In addition to be a member of the MUCC Racial Justice team, Pastor Bryan is well connected in the community, is on the MCF Equity Project Leadership Team, and is a coordinator of Haiti Allies, Convergence Music Cooperative.

Please select the plus sign below to add additional references.

Cover Letter

Please submit a Cover Letter summarizing your request.

File(s) attached:



Cover Letter.docx

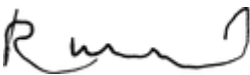
Additional Attachments

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

Acknowledgements

The Organization/Group submitting this application acknowledges the following:

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

Name of Person Submitting Application	Rachel Saladis
Role within Organization/Group	MUCC Racial Justice Committee Chair
As the person submitting this application, I certify that:	• To the best of my knowledge and belief with regard to the foregoing application and any attachments thereto, I have read and made complete answers to each question and that my answers in each instance are true and correct. • I am authorized by the Organization/Group to submit this application on behalf of the Organization/Group.
Signature	 
Date	10/23/2023

October 23, 2023

Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558

Matt Schuenke
Village Administrator

Dear Mr. Schuenke:

I am writing on behalf of the Racial Justice Committee at the McFarland United Church of Christ. Our committee is committed to efforts to address prejudice, injustice, and racism, in all forms. As part of this commitment, we have developed *The Indigenous Peoples Justice Project*.

Our Justice project begins by inviting Mark Charles the weekend of November 18-20. His presentation and a reception to follow are scheduled for Saturday. The presentation will be available via Zoom and will be recorded, to increase access. Our goal is to raise awareness and knowledge of this truthful learning on Saturday evening. On Monday he will also speak to students at the high school, and we have committed to financial support of this important component of the learning.

The McFarland community over the past few years demonstrated its commitment to understanding the history of the land we live on and in establishing relationships with Indigenous peoples, the Ho-Chunk. The McFarland Village Board, School Board, and the Indigenous Solidarity Collective worked with Native members from the Ho-Chunk Nation to create a formal Land Acknowledgement. A well-attended Ceremony to celebrate this Land Acknowledgement was held September 23, 2023. Relationships with the Ho-Chunk Nation will be ongoing.

McFarland UCC is taking an important step forward. We plan to foster community dialogue, discern our individual and institutional role in confronting **all** racism, promote awareness of Indigenous Peoples injustice made legal through the "Doctrine of Discovery". We seek funding to help with the costs to bring Mark Charles to our community, and to extend the learning beyond one event, to include opportunities for ongoing collaboration, relationship building, and meaningful actions toward reparations.

Thank you for your consideration of our project funding request.

Sincerely,
Rachel Saladis
MUCC Racial Justice Committee Chair

Community Grant Application

Staff Review

Applicant McFarland United Church of Christ Submittal: October 23, 2023

Cover Letter **Yes** No Application **Yes** No Supplemental Yes **No**

Eligible **Yes** No

Reason Active committee of a local operating church.

Fundable Requests – Applicant Selected:

- (a) Enhancement of community/neighborhood engagement, special event development, and/or public education.
- (b) Youth mentoring and education.
- (c) New, small capital projects and/or equipment.
- (d) Promotion of health, wellness, food security, and natural care.
- (e) Advancement of sustainable ideas for the better of the local environment.
- (f) Adult education and workforce development.
- (g) Other funding may be considered if in the sole discretion of the Village it is determined the request enhances the quality of life within the Community.

Application Complete **Yes** No

Staff Comments

The Committee will need to review the application and concur that the intended use of the funds is not for “religious purposes, whether directly or indirectly”. Section 13.03 within the policy determines eligibility and states the following under subsection (b)(5)... “Religious organizations seeking to use grant proceeds for religious purposes, whether directly or indirectly, as determined by the Village.”

Reviewer Matt Schuenke Review Date October 24, 2023

Committee Review November 16, 2023

Village Board Review November 28, 2023

CHAPTER 13 Community Grant Program

SECTION 13.01 Program Description

The Village of McFarland recognizes that support within the Community exists and develops in many different facets. In order to foster programs and ideas to create a healthier and more equitable environment within our Community, this Community Grant Program is created to catalyze projects that improve our local quality of life within the eligible activities.

SECTION 13.02 Purpose

The purpose of this policy is to provide uniform guidelines to:

- (a) Provide a framework for the fair and transparent disbursement of public funds in support of this program;
- (b) Ensure that all applicants to the program are treated fairly and equitably;
- (c) Minimize administrative oversight and encourage consistency in the application process; and
- (d) Provide Village Board and Staff with guidance on appropriate expenditures, record keeping, and reporting expenses related to this program.

SECTION 13.03 Eligibility

- (a) Community organizations that are an active group or organization that regularly meets within the Village of McFarland that is tax exempt pursuant to Section 501(c)(3) of the Internal Revenue Code or that provide charitable services, sponsorships, or donations within the Community without discrimination on the basis of sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military status, or any other legally protected status.

- (b) The following entities are not eligible to apply for the grant program:
- (1) Individual Applicant.
 - (2) Organizations awarded one (1) grant within the same calendar year.
 - (3) K-12 education institutions (unless said institution has an incorporated, non-profit element that submits an application).
 - (4) Post-secondary educational institutions.
 - (5) Religious organizations seeking to use grant proceeds for religious purposes, whether directly or indirectly, as determined by the Village.
 - (6) Foundations or other organizations utilizing funds exclusively for personal expenses.

SECTION 13.04 Program Objectives

- (a) Enhances the vibrancy and livability of the Village.
- (b) Demonstrates creativity, innovation, and addresses Community needs.
- (c) Aligns with the goals and objectives of the Village to partner in improving the local quality of life.
- (d) Provides realistic vision on Community impact and outreach.
- (e) Aligns with diversity, equity, and inclusion initiatives of the Village.

SECTION 13.05 Fundable Requests

Funding requests with a strong and realistic plan for success as follows:

- (a) Enhancement of community/neighborhood engagement, special event development, and/or public education.

- (b) Youth mentoring and education.
- (c) New, small capital projects and/or equipment.
- (d) Promotion of health, wellness, food security, and natural care.
- (e) Advancement of sustainable ideas for the better of the local environment.
- (f) Adult education and workforce development.
- (g) Other funding may be considered if in the sole discretion of the Village it is determined the request enhances the quality of life within the Community.

SECTION 13.06 Non-Fundable Requests

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

- (a) Annual and/or ongoing capital campaigns including support for debt service or endowment funds.
- (b) Building projects either new construction or remodeling.
- (c) Land acquisition.
- (d) Ongoing maintenance and operational support including personnel expenses.
- (e) Services otherwise supported through the health care system.
- (f) Lobbying.
- (g) Scholarships.
- (h) Sports and recreation events.
- (i) Personal expenses.

SECTION 13.07 Application Submittal

Each request to be submitted to the Village for consideration shall provide the following:

- (a) **Cover Letter.** Included within a separate heading summarizing the request.
- (b) **Application.** Included within Appendix A of this policy. The Application will bring together the relevant information outlining the request proposal the applicant is looking to see funded. This will include but not limited to identifying the organization, funding request, goals/objectives, experience, identifying key personnel, budget, timeline, references, and submittal requirements.
- (c) **Attachments.** Any other supplementary information needing to be attached to the application in order to support the funding request as filed. This area could also include letters of support for the funding request as provided.

SECTION 13.08 Application Evaluation

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

- (a) Request produces meaningful, reasonable, and sustainable outcomes.
- (b) Strengthens and enhances neighborhood/community assets.
- (c) Promotes self-sufficiency of individuals and/or organizations.
- (d) As part of the application evaluation process, the Village shall conduct a criminal background check on representatives responsible for the applicant organization. The following will be among the factors considered in determining whether or not the applicant will be eligible for a funding award based on the results of the background check:
 - (i) The nature and gravity of the offense(s).
 - (ii) The time that has passed since the conviction and/or completion of the sentence.

- (iii) The nature of the position held by the individual and/or principal member.
- (iv) Procedures and policies in place to ensure the appropriate handling and use of monies.
- (e) Encourages coordination/collaboration with other relevant Community partners.
- (f) Fosters innovation and entrepreneurship.
- (g) Experience of the organization and the individuals responsible for administering the funds.
- (h) Timeline and the realistic nature of implementation.
- (i) Aligned with Village Goals and Objectives through the annual Strategic Implementation Plan.
- (j) **Review Process.** Each application submitted shall be reviewed as follows:
 - (i) **Staff Review.** All applications shall be filed with the Administration Department to ensure completeness of the information provided. Completed applications will be forwarded to the Finance Committee for consideration at their next available meeting scheduled at the discretion of the Village.
 - (ii) **Committee Review.** The Finance Committee shall review all applications submitted following Staff determination of completeness. They will review and provide a recommendation as to whether it should be awarded to the Village Board to ensure applications are complete. This recommendation may include to award as requested, award with conditions/modifications, or to not award.
 - (iii) **Board Action.** The Village Board shall receive the recommendation from the Finance Committee and in its sole discretion take action on the request.

SECTION 13.09 Funding Awards

- (a) Grant applications may be requested subject to the availability of funds and within the discretion of the Village. Program funding through this grant may or may not be the sole financial supporter of projects, as applicants are expected to seek additional resources to accomplish project goals.
- (b) The grant program may provide payment upon award of funding.
- (c) All funding awards subject to the availability of funds as authorized within the Annual Budget by the Village Board for the Village of McFarland.

SECTION 13.10 Final Report

- (a) **Project Summary.** Included within Appendix B of this policy. A Project Summary will bring together the relevant information outlining how the funds were used within the proposal awarded. This will include but not limited to identifying the organization, providing the summary, detailing conclusions, outlining a final budget, and other relevant information needed as applicable.

* * *

Appendix A Application

Appendix B Final Report

Adopted: May 23, 2023

Revised: None

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 28, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Motion to approve updates to Chapter 14 of the Village Personnel Policy Manual regarding night shift differential as recommended by the Personnel Committee.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

As part of negotiations with the Village's Police Union WPPA, night shift differential provided for working the 2 p.m. to 10 p.m. shift and/or the 10 p.m. to 6 a.m. shift is proposed to increase from \$.50/hr to \$.75/hr. Making the change in the personnel policy manual provides this benefit increase for non-represented employees within the Police Department.

FINANCIAL/BUDGET IMPACT:

The estimated financial impact of change for non-represented employees is \$975 per year.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee unanimously recommended approval.

ATTACHMENTS:

1. CHAPTER 14 - Compensation Administration 11-2023 (Redlines)
2. CHAPTER 14 - Compensation Administration 11-2023 (CLEAN)

Compensatory time used or paid will not generate additional overtime payment to the employee and will not count as hours worked or hours paid for overtime calculation purposes.

2. Any accumulated compensatory time within the allowable forty (40) hours that remains unused at the end of the calendar year will automatically be rolled over to the following year. The Village reserves its right to payout compensatory time at any time.
3. An employee must obtain prior approval of the supervisor or Department Head in order to use compensatory time off. A supervisor or Department Head may deny a request as permitted under the law, if the employee's absence will clearly impair the department's ability to meet its responsibilities or requires other employees to work overtime.
4. As noted above, employees must record compensatory time used during each payroll period. Employees must also specify which overtime hours the employee would like to accrue as comp time in any week that overtime is earned. The Administration Department will maintain records of the running compensatory time balances of each employee.

14.07 Night Shift Differential

Any non-exempt employee may be paid night shift differential at the following rates, for the following regularly scheduled shifts:

1. 2 pm to 10 pm - \$0.~~50~~75 per hour
2. 10 pm to 6 am - \$0.~~50~~75 per hour

14.08 Payroll Deductions

1. It is Village policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. In order to ensure employees are paid properly for all time worked and that no improper deductions are made, employees must record all work time and review their paychecks promptly to identify and to report all errors. Employees should not engage in off-the-clock or unrecorded work.
2. The Village makes every effort to pay employees correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to the Village's attention, the Village will promptly make any correction necessary. Employees should review their pay report to make sure it is correct. If it appears a mistake has occurred or if there are questions, the reporting procedure described below should be used.
3. It is a violation of Village policy for any employee to falsify time entry or to alter another employee's time records. It is also a serious violation of policy for any employee to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time records to under- or over- report hours worked. Exempt salaried employees will receive a salary which is intended to compensate for all hours that worked for the Village. While salaries may be subject to review and modification from time to time, such as during salary review times, a salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed. However, under state and federal law, a salary is subject to certain deductions. For example, absent contrary state law requirements, a salary can be reduced for the following reasons:
 1. Full-day absences for which approved leave time is not used.

Compensatory time used or paid will not generate additional overtime payment to the employee and will not count as hours worked or hours paid for overtime calculation purposes.

2. Any accumulated compensatory time within the allowable forty (40) hours that remains unused at the end of the calendar year will automatically be rolled over to the following year. The Village reserves its right to payout compensatory time at any time.
3. An employee must obtain prior approval of the supervisor or Department Head in order to use compensatory time off. A supervisor or Department Head may deny a request as permitted under the law, if the employee's absence will clearly impair the department's ability to meet its responsibilities or requires other employees to work overtime.
4. As noted above, employees must record compensatory time used during each payroll period. Employees must also specify which overtime hours the employee would like to accrue as comp time in any week that overtime is earned. The Administration Department will maintain records of the running compensatory time balances of each employee.

14.07 Night Shift Differential

Any non-exempt employee may be paid night shift differential at the following rates, for the following regularly scheduled shifts:

1. 2 pm to 10 pm - \$0.75 per hour
2. 10 pm to 6 am - \$0.75 per hour

14.08 Payroll Deductions

1. It is Village policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. In order to ensure employees are paid properly for all time worked and that no improper deductions are made, employees must record all work time and review their paychecks promptly to identify and to report all errors. Employees should not engage in off-the-clock or unrecorded work.
2. The Village makes every effort to pay employees correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to the Village's attention, the Village will promptly make any correction necessary. Employees should review their pay report to make sure it is correct. If it appears a mistake has occurred or if there are questions, the reporting procedure described below should be used.
3. It is a violation of Village policy for any employee to falsify time entry or to alter another employee's time records. It is also a serious violation of policy for any employee to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time records to under- or over- report hours worked. Exempt salaried employees will receive a salary which is intended to compensate for all hours that worked for the Village. While salaries may be subject to review and modification from time to time, such as during salary review times, a salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed. However, under state and federal law, a salary is subject to certain deductions. For example, absent contrary state law requirements, a salary can be reduced for the following reasons:
 1. Full-day absences for which approved leave time is not used.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 28, 2023

SECTION: Consent Agenda

DEPARTMENT: Fire/EMS

CONTACT: Chris Dennis, Fire/Rescue Chief, Matt Schuenke, Village Administrator

AGENDA ITEM: Motion to approve purchase of two new ambulances for delivery and implementation in 2025.

PREVIOUS ACTION:

The Village Board accepted the 2024-2028 Capital Improvement Plan at its meeting on August 22, 2023 which includes the purchase of two ambulances in 2025. True approval is not granted until funding is allocated which for these ambulances will not be until this time next year.

However, for the reasons stated we are recommending moving forward now to save cost and time to align with the present plan that has been accepted.

ISSUE SUMMARY:

Enclosed is a letter of intent in order to enter into an agreement to purchase two ambulances for delivery in 2025 in line with the currently accept Capital Improvement Program. While delivery of these two items is projected to be about 18-20 months away, we need to consider ordering these vehicles now to avoid further cost increases and delivery delays.

The current priority is figuring out what to do with our ambulances and we have been reviewing options from our traditional gas to full electric options. The Fire and Rescue Chief is recommending we proceed with the purchase of two ambulances for delivery in 2025 as planned in the current CIP with true idle reduction technology. This is a step towards more sustainable vehicles but not the full transition to electric vehicles as might be desired. The market for full electric ambulances is developing still with the timing, performance, and cost not appearing to be viable to meet our needs at this time. The inclusion of the idle reduction will be new for us but something others have used to step into sustainability for these types of vehicles. [Here is a link to the ambulance manufacturer's website](#) for more information and also [a video on how the idle reduction technology works](#). City of Madison took the first step into this space several years ago using this same approach by first adding idle reduction.

This approach would also be consistent with the Comprehensive Energy Plan Report that was accepted by the board at its meeting on November 14th. Both ambulances are diesel vehicles which are not proposed for electrification within the planning range of 2035 pending new developments in the market for this type of vehicle (page 52). By that point, there are likely further advancements in all electric ambulances that make consideration of such a purchase more viable. Additionally, the incremental approach applied here with the inclusion of the idle reduction means we are still taking a step in that direction but recognizing its not the full step.



That is also something within the report that is highly recommended and consistent with approaches of other Departments elsewhere.

To accomplish this, we need to enter into a sales agreement by December 1, 2023 in order to take delivery at some point in 2025. That triggers the purchases of the truck chassis in 2024 which would be some of the expense a year sooner than planned which is not in our CIP or Budget presently. They are offering us the ability to cancel our order 120 days prior to completion which would be a window of sometime between the end of 2024 or early 2025.

That would align with next year's CIP and Budget process if the board elected not to want to fund the purchase at that point. The Village Attorney has reviewed the sales agreement and confirmed these provisions.

The other outcome is that we can wait till next year to move forward with these purchases following adoption of the 2025 Budget. The down side of that will be an increase in cost of at least \$80,000 and a delay in implementation to 2026. We are trying to balance the sensitivity of the cost increase with the timing, but if everyone agreed to those cons by not electing to approve the sales agreement now then that could be an outcome. This alternative is not recommended by Staff.

FINANCIAL/BUDGET IMPACT:

The 2024-2028 Capital Improvement Plan forecasts a cost of \$750,000 to purchase two ambulances. Two were proposed as the current versions are close in age and buying two at the same time helps consolidate design costs into one effort versus two. Additionally, this accounts for our transition from Advanced EMT level of service to Paramedic having both vehicles constructed to be identical to meet the elevated service needs.

The quoted price within the attachment is \$820,740 for the vehicle chassis and fabrication to construct the ambulances. The additional cost is due primarily to the idle reduction technology which runs an extra \$45,000 per vehicle but in the long run will help keep operating costs down through lower fuel costs and carbon emissions. It should be noted that if we were to pursue an all electric ambulance, likely the amount allocated is enough for the purchase of one vehicle at this time. Given the new technology also we would also keep both diesel engines to ensure responsiveness and redundancy in emergencies as we transition to the new vehicles. The cost benefit of what is proposed here is likely higher and more aligned with our approach to achieving our sustainability goals. Additionally, if we defer till the next year then we would see an increase of at least \$80,000 on top of this cost assuming chassis prices do not also go up.

We would expect to pay \$169,500 in 2024 for the vehicle chassis with the remainder coming due in 2025. Sometime near the end of 2024 or beginning 2025 if we wanted to cancel and be returned those funds, that is allowed as part of our agreement. We would use fund balance to facilitate the purchase next year and then pick up the funding in 2025 through a reimbursement in the borrowing to stay in line with our plans.

VILLAGE PLAN REFERENCE:

[2024-2028 Capital Improvement Plan](#) - August 2023



[McFarland Comprehensive Energy Plan Report](#) - November 2023

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action:

Via the consent agenda, motion to approve the purchase agreement for two new ambulances for delivery and implementation in 2025.

ATTACHMENTS:

1. 20231121 - McFarland Letter of Intent - Final

Purchase Agreement

This PURCHASE AGREEMENT made this 28th day of November, 2023 between ("Vendor") Sterling McCall Ford located at 6445 Southwest Freeway Houston, TX 77074 - and the Village of McFarland, Wisconsin located at 5915 Milwaukee Street McFarland WI 53558 ("Customer"). WHEREAS, Vendor desires to sell and Customer desires to purchase certain products, and/or services more specifically described in Q3708-0001 dated 09/1/23 for the total amount of \$820,740.00 (hereafter "Products"), 2 new units

Chassis details

- Chassis Make: 2024 Ford
- Chassis Model: F550 4x4
- Qty ordered: 2
- Quoted chassis price (each): \$84,750 each

NOW THEREFORE, the parties hereto, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, do hereby agree as follows:

1. Vendor agrees to sell and schedule pickup/delivery as described in Q3708-0001 dated 09/1/23 and Customer shall purchase from Vendor, the Products for the prices as set forth in detail on Q3708-0001 dated 9/1/23.
2. The sale of the Products is governed by the terms and conditions set forth on Exhibit A, which is attached hereto and made a part hereof.
3. If the parties have entered into any additional covenants, promises, terms and conditions not otherwise specified herein or in any schedule or Exhibit hereto, said special provisions shall be set forth in Exhibit A. If there shall be any conflict within the provisions of this Agreement, the following order of priority shall apply: this PURCHASE AGREEMENT, Exhibit A, Customer's purchase order, Vendor's invoice.

IN WITNESS WHEREOF, the undersigned have executed and delivered this Agreement as of the day and year first above written.

Title Information

Enter Exactly as it needs to appear on title.

Owner		Lien Holder (If Applicable)	
Name:	Village of McFarland	Name:	
Address:	5915 Milwaukee Street	Address:	
	McFarland, WI 53558		

Purchase Agreement Signature Page

Village of McFarland

Sign: _____

Print: _____

Title: _____

Date: _____

Insert Vendor Name (if applicable)

Sign: _____

Print: _____

Title: _____

Date: _____

Frazer, Ltd.

Sign:  _____

Print: Adam Fischer

Title: Vice President, Sales & Marketing

Date: _____

Village of McFarland
FAN/FIN#

LIST OF EXHIBITS:

EXHIBIT A: Standard Terms and Conditions

EXHIBIT A

Standard Terms and Conditions

INVOICING AND PAYMENT TERMS: Vendor shall submit one (1) original invoice per payment due. The invoice(s) shall include the items listed in accordance with the quote mentioned in the Sale Agreement with reference to the Customer's Purchase Order Number.

If the Sale Agreement provides for any progress (or advance) payments based on specific milestones or activities, Vendor's invoice shall certify to the accomplishment or performance by Vendor of said milestone or activity, and that Customer has obtained a security interest in such Products to the extent of such payment.

Payment shall be due upon receipt of the invoice and delivery of the unit to the Customer unless previously negotiated.

CANCELLATION POLICY: Cancellation of orders must be received 120 days prior to the agreed upon delivery date. If the order is canceled, all amounts paid by Customer shall be promptly refunded. If the order is canceled within the 120 day window, a fee of 25% of the total purchase order price will apply and any balance of prepaid amounts shall be promptly refunded. Agreed upon delivery date is 5/31/2025.

DELIVERY TERMS: The products listed in the estimate are to be delivered Free On Board (FOB) Destination to Houston, TX. Customer representative(s) will pick up the unit at upfitter location, 7219 Rampart St., Houston, TX 77081 and transport it to their final destination.

TERMINATION FOR CAUSE: Customer may terminate this Sale Agreement and any corresponding Purchase Order, or any part thereof, for cause including, but not limited to the following Vendor actions: (1) any default or breach of any of the terms and conditions of the Sale Agreement, (2) failure to provide Customer, upon request, a reasonable assurance of future performance, or (3) bankruptcy, dissolution, or suspension of payments by judicial decree. If Vendor does not cure such failure within a period of five (5) days or such a longer period as Customer may authorize in writing after the date a notice is sent to Vendor, then termination may proceed.

Vendor may also terminate this Sale Agreement and any corresponding Purchase Order for cause, and Vendor will not be in breach of same, in the event any supplier to Vendor fails to deliver Products and/or component parts in a timely fashion and Vendor cannot make alternate accommodations in order to comply with the Parties' agreed upon completion and delivery dates.

In the event of termination for cause under either of the previous paragraphs, all amounts prepaid by Customer shall be promptly refunded.

WARRANTY: All units shall be covered by the standard Frazer Warranty and Service Provisions previously provided to Customer.

CHANGE ORDERS: Vendor has the right to modify the Purchase Order requirements and conditions as needed and will advise Customer in writing of such requested changes. Vendor shall not proceed with any changes without Customer's written authorization. Any request by Customer to change the terms or conditions of the Purchase Order, including product specifications, options, and price, must be made in advance of the production job order release. Any changes made after the release of the production job order will incur a \$350 fee per change order. Multiple change orders made within a 24 hour period will be deemed a single change order. Change order fees will be included on a secondary invoice. Vendor reserves the right to refuse changes requested by the Customer.

Village of McFarland
FAN/FIN#

PROPRIETARY INFORMATION, CONFIDENTIALITY AND ADVERTISING: Trade secret information in any form that Vendor provides to Customer and identifies as such shall be deemed proprietary and confidential and Customer shall not disclose such information to third parties without Vendor's written consent or as otherwise required by law. Termination of the Sale Agreement shall not relieve Customer of this confidentiality obligation. Upon Vendor's request, Customer shall return all confidential information to Vendor along with any reproductions, in whole or in part. The confidentiality obligation does not apply to information that is in the public domain through no fault of Customer or to information lawfully within Customer's possession prior to the date of the Purchase Order, as evidenced by Customer's written records. Vendor acknowledges that Customer is a municipal corporation subject to the Wisconsin Public Records Law (Wis. Stats. §19.31, et seq.) and, consequently, most records received by the Customer must be made public upon request.

Vendor shall fully release, indemnify, defend and hold harmless Customer, its co-venturers, its contractors, and their respective affiliates, and the Customer's and their respective directors, officers and employees (including agency personnel) ("Customer Group") from and against any and all claims arising out of the Customer's purchase, use, sale or incorporation of any Products purchased from Vendor into Customer's products or equipment wherein it is claimed or alleged that Vendor's Products are defective or violate any warranty, standard of care, industry standard or governmental regulation or term or condition of any Purchase Order without regard to any allegation of negligence on the part of the Customer Group as it pertains to Vendor's Products.

Customer Initials: _____

LIMITATIONS ON DAMAGES: In the event of any breach alleged by Customer on the part of Vendor, Customer's exclusive and sole remedy shall be repair or replacement, if practical, of the module, or component part, by Vendor. If Vendor is not able to effectuate a repair, replacement, or cure that brings the module, or component part, into compliance with the Parties' agreement, then Vendor shall refund the sale price to Customer. In no event shall Vendor be liable to Customer, or to any third-party acting through Customer, for any consequential or punitive damages, or damages for lost sales, revenue or profits claimed by Customer or any third-party acting through Customer.

FORCE MAJEURE: A force majeure delay shall mean any delay or other unforeseeable causes beyond the reasonable control of the party affected, provided that any such delay is not caused, in whole or in part, by the acts or omissions of the party so delayed and further provided that such party is unable to make up for such delay with reasonable diligence and speed. If any such cause delays Vendor's performance, the delivery date or time for completion may be extended by a period of time reasonably necessary to overcome the effect of such delay; however, Vendor shall take all reasonable measures to mitigate the effects of the force majeure event and to minimize such delay. A party affected by a force majeure event shall notify the other party of such force majeure event within forty-eight (48) hours of its knowledge of such event for the event to be considered a bona fide force majeure event.

TITLE AND RISK OF LOSS: Title to the Products shall transfer to Customer upon receipt of Products by Customer or its agent unless otherwise stated in the Sale Agreement. Notwithstanding the above, risk of loss of the Products shall remain with Vendor until delivered to Customer.

WAIVER: Either party's failure to exercise or enforce any right in the Purchase Order, or any other right or privilege under law, or a waiver of any breach by the other party shall not constitute a waiver or modification of any terms, conditions, privileges or rights whether of the same or similar type, unless the party waiving its rights gives such waiver in writing.

LIENS: Vendor waives and relinquishes all existing and future liens and claims (statutory or otherwise) for the Products specified in the Purchase Order, and warrants that the Products will be free and clear of all liens, claims or encumbrances of any kind.

INSPECTION, REVIEW AND WITNESSING: Customer and/or the ultimate owner of the Products have the right to inspect and attend testing of the Products at Vendor's premises (or its supplier's or subcontractor's premises) with reasonable advance notice. If any inspection is made on the premises of Vendor or its supplier, Vendor, without additional charge, shall provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties.

APPLICABLE LAW AND VENUE: The Sale Agreement shall be governed and interpreted in accordance with the laws of the State of Texas, without reference to any principle of conflict of laws. Customer and Vendor expressly exclude the application of the Convention on International Sale of Goods to the Sale Agreement. Venue for all judicial, administrative, or regulatory proceedings shall be Houston, Harris County, Texas.

OWNERSHIP OF DOCUMENTS: Title to all drawings, specifications, calculations, technical data and other documents that Customer submits in accordance with the Purchase Order shall vest with Vendor. Vendor shall have the right to use such documents for any purpose pertaining to the manufacture, assembly, and delivery of the Products.

Title to all drawings, specifications, calculations, technical data, and other documents that Vendor submits to the Customer shall vest with the Customer. Customer shall have the right to use such documents for any purpose pertaining to the installation, operation, and maintenance of the Products.

INSURANCE: Vendor shall comply with the project insurance requirements for which the Products are being provided. Customer shall provide specific reasonable levels required as soon as such levels are available, which shall not exceed \$1,000,000 for any non-statutory category other than excess liability umbrella, which shall not exceed \$4,000,000. When requested by Customer, Vendor shall provide certificates of insurance as proof of same.

SURVIVAL: The provisions of the following Paragraphs of these Terms and Conditions shall survive any cancellation or termination of the Purchase Order: (Proprietary Information, Confidentiality and Advertising), (Indemnification), (Liens), and (Applicable Law and Venue).

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 28, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Presentation from the McFarland Food Pantry on 2023 operations.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The McFarland Food Pantry will be present to provide an overview of 2023 operations.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion only.

ATTACHMENTS:

1. 2022 Annual Report



McFarland Community Food Pantry 2022 Annual Report

2022 McFARLAND COMMUNITY FOOD PANTRY HIGHLIGHTS

The McFarland Community Food Pantry's mission is to provide food and household essentials to individuals and families within the McFarland community who are struggling with hunger and in need of assistance.

2022 brought a few changes to the pantry. After 12 years, co-managers Sue Steinmetz and Toni Hutter retired from their positions. A search by the Board of Directors brought us a new manager. Because of both Sue and Toni's generosity in sharing their time, knowledge, and love of our pantry, this transition to a new manager has been very smooth.

Also, in November, we reopened our doors, allowing our guests to come back inside and select their groceries themselves. During the pandemic our volunteers really rose to the occasion manning the labor-intensive drive-up service (which allowed guests as much customization as possible while remaining outside). We are so happy to have our guests back inside where we can renew our relationships on a much more personal level. As always, our guests are encouraged to come to the pantry as often as they want to ensure that they have the food and household items that they need.

Our home delivery service continues to grow at the pantry. We currently deliver to 15-18 households per month.

During 2022, the Pantry served 131 different households who made 1319 visits to the Pantry. These households included 124 adults, 79 seniors (60 and over), and 69 children.

We also continued to:

- Ensure each Pantry guest had access to a wide variety of nutritious food items including milk, eggs, meat, and fresh fruit and vegetables.
- Stocked household essentials and personal items, including toilet paper, paper towels, toothbrushes, toothpaste, bath soap, shampoo, dish soap, and laundry detergent.
- Distributed school supplies and school gift cards to students.
- Provided 85 Thanksgiving and 97 Winter Holiday meal baskets (including essentials to make a complete holiday meal) to Pantry households. Thanks to Second Harvest, and Mad-City Gobblers the meat and most meal ingredients were without cost.
- Coordinated the Holiday Giving Tree, providing 252 gifts to individuals (households and children). Due to the incredible generosity of both organizations and individuals in our community, we were able to provide at least 2 gifts to each household and children. As in past years, the McFarland High School Students, coordinated by the Ambassadors, donated additional gifts for the children.

COMMUNITY SUPPORT

Over 89,385 pounds of food and household essentials were distributed thanks to the community support. Our amazing community increased the amount that they donated by more than 6000 pounds, with a total amount donated from our community of over 43,000 pounds of food and household essentials (48% of what was distributed)!

2022 continued to bring out the best of the community, with many community organizations, churches, businesses, and individuals supporting the Pantry with special events, food drives and monetary donations. Over 210 different individuals and businesses made monetary donations in 2022. There were also several monetary fund raisers, such as the McFarland Fire and Rescue Association's food tent at the McFarland Community Festival.

There were a great many food drives and fundraising activities by individuals, organizations and churches, some of which included:

- Drive-thru food drives by the Lions, Lioness and the American Legion.
- Scouting for Food by the McFarland Scouts, cookie donations by individual Girl Scout Troops, and Thrivent Action Team food drives.
- McFarland School Support including:
 - o Conrad Elvehjem Primary School's food drive and Soctober with socks being distributed with holiday gifts
 - o Waubesa Food Drive, sponsored by the 3rd graders and the 3rd graders visits to the Pantry decorating grocery bags
 - o Indian Mound Middle School food drives
 - o High School food drives including DECA's annual Halloween Food Drive, and the Music Boosters club fresh fruit drive
 - o McFarland School District Superintendent Aaron Tarnutzer participation in the McFarland Community Festival's "Kiss the Pig" competition.
- One Community Bank-McFarland's community and employee food drives.
- AMTELCO and Temperature Control Systems' food drives; Hope Lutheran Church's Mountain of Food; and Crossroads Church food drive along with hat and mitten donations.
- Dan Chin Home's Stella's Spicy Cheese Bread and Thanksgiving pie donations, Edward Jones Thanksgiving pie donations and Mad-City Gobblers' turkey and ham donations.
- Kwik Trip food donations.
- Food Drives by Ferraro Real Estate Group, Total Body Training, and McFarland Family Chiropractic.
- Zelm Chiropractic Center's Patient Appreciation Day fundraiser and food drive.
- Food and household good donations from Becker's Bounty, Blain's Farm & Fleet, Kunes Buick of Stoughton, Toby's Supper Club, Stella's Bakery, and Focus 4 Energy.
- Food drives and fundraising by individuals, churches, and neighborhood groups.
- Stuff the Bus coordinated by the McFarland Lions, along with the Lioness, Lions, United Church of Christ, American Legion Auxiliary #534, McFarland Lutheran Church, One Community Bank-McFarland, and Thrivent Insurance. This also included a fundraiser by Spartan Pizza.
- Pool plunge, book sales and shoveling snow.

The Optimist Club continued "Cuddle Up with Books", and the UW's Department of Engineering Physics continued to donate science projects for the pantry's youth.

Thanks to the McFarland community, we were able to continue to provide Pantry guests with a wide variety of fresh produce. These produce donations were from gardens planted especially for the Pantry, including the McFarland Lutheran Church "Care of Creation" garden, the Community Garden, and by Norb and Kathy Krusiak. Additional ongoing produce donations were also received from Bill Alber, Nick Linden and Dale Marsden.

PANTRY EXPENSES

The Pantry received, at no cost, allotments of food through the federal emergency food assistance program (TEFAP) and Second Harvest. With this and the increased donations from the community, only 20% of the food and households essentials distributed were purchased by the Pantry in 2022.

VOLUNTEERS

The McFarland Community Food Pantry continues to be a 100% volunteer organization from the Pantry Board to the Pantry Manager and the wide range of individual and group volunteers. Volunteers ensure that the Pantry is cleaned and stocked, along with packing groceries for Pantry guests. Unfortunately, the pandemic continued the Pantry's requirements to limit the number of volunteers inside for most of the year. Due to this, we were unable to allow most groups stock, put together the holiday meal baskets, or assist with other Pantry needs. Now that we have opened our doors and increased the number of people in the pantry at any one time we are looking forward to once again having the support of these groups!

**THE MCFARLAND COMMUNITY FOOD PANTRY
CONTINUES TO BE AMAZED
BY THE SUPPORT OF THE COMMUNITY
AND PANTRY VOLUNTEERS.**

WE ARE SUCCESSFUL BECAUSE OF YOU!!

THANK YOU



McFarland Community Food Pantry

5404 Anthony Street

P.O. Box 101, McFarland, WI 53558

608-658-0927

e-mail: hello@mcfarlandfoodpantry.org

webpage: mcfarlandfoodpantry.com

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 28, 2023

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent, Kong Thao, Associate Planner

AGENDA ITEM: Discussion and action to accept updates to the Mounds Policy for Preservation and Maintenance.

PREVIOUS ACTION:

November 13, 2023, S&NR Committee unanimously recommended the Village Board accept the plan updates.

ISSUE SUMMARY:

Please find enclosed the updated Policy for Preservation and Maintenance of Native American Mounds. A copy of the original document has been included for reference. The original policy was adopted on August 9, 2010 and was created to provide direction to village staff. The updated policy incorporates recommendations from the Ho-Chunk Nation's Tribal Historic Preservation Officer, Bill Quackenbush. These recommendations were submitted by Mr. Quackenbush through a requested review by village staff.

The policy was previously presented to the committee at their September 11, 2023 meeting. There have been no changes made since the policy was presented. Staff are seeking recommendation of the committee to the Village Board.

FINANCIAL/BUDGET IMPACT:

There are no specific financial considerations to update this policy as work was completed by staff. There may be budgetary considerations to implement portions of the policy.

VILLAGE PLAN REFERENCE:

[Policy Preservation and Maintenance](#) of McFarland's Indian Mounds

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion and second to approve the Mounds Policy for Preservation and Maintenance as presented.

ATTACHMENTS:

1. Policy for Preservation & Maintenance of Native American Mounds 2023



2. Policy for Preservation and Maintenance of McFarlands Indian Mounds 2010
3. Policy review



POLICY FOR
PRESERVATION
~~AND~~
MAINTENANCE OF
NATIVE AMERICAN MOUNDS
~~MCFARLAND'S~~

[Reserved for photo]

INDIAN MOUNDS

ADOPTED August 9, 2010

UPDATED Month, X, 2023

Acknowledgments

Bill Quackenbush, Tribal Historic Preservation Officer,
Cultural Resources Division, Ho Chunk Nation
&
[The Indigenous People of the Ho Chunk Nation]

2010 Ad Hoc Advisory Committee on Indian Mounds (Original Document) Contributing Staff
from the Original Document

Don Peterson, Former Village Administrator
Steve Hoefft, Former Public Works Director Steve Jackson, Chair
Sally Hansen, [Former Chair of XXX]
Kevin Wernet, Former Trustee
Shelia Plotkin, Former Trustee
Coleen Baird, Former Trustee
Kate Barrett
Sally Hansen
John Hauser
John Hauser, Former Trustee
Patrick Kane, Former Trustee
Ron Larson, Former Trustee
Shelia Plotkin

Contributing Village Staff, 2022-23
Matt Schuenke, Village Administrator
Lee Igl, Public Works Director
Jim Hessling, Former Public Works Director
Sayer Larson, Parks Superintendent
Aimee Irwin, Assistant to the Public Works Director
Andrew Bremer, Community & Economic Development Director
Kong Thao, Associate Planner

Special Thanks
Jim Hessling, Public Works Director (Former)

Table of Contents

I. INTRODUCTION	4
II. CULTURAL IMPORTANCE	4
III. PRESERVATION AND MAINTENANCE OF THE MOUNDS.....	5
A. Legal Framework	5
B. Approach	5
C. Goals and Objectives	6
IV. SITE ASSESSMENTS.....	7
A. Archaeological Overview.....	7
B. Mapping	8
C. Vegetation Assessment	8
D. Risk Assessment	8
V. PHASED MAINTENANCE OF THE MOUNDS	10
A. Phase 1	10
B. Phase 2	11
C. Phase 3	11
D. Phase 4	12
VI. GENERAL MOUNDS MAINTENANCE CONSIDERATIONS	15
A. Tree and Shrub Removal	15
B. Burning	15
C. Chemical Treatment	15
D. Trails.....	16
E. Signage	16
F. Repair of Damaged Mounds	16
G. Use of Volunteers	16
VII. RECOMMENDED MAINTENANCE PLANS FOR SPECIFIC MOUND SITES	17
A. Indian Mound Conservation Park (IMCP).....	17
B. Siggelkow Park	20
C. Taylor Road Conservancy	21
D. Woodlands Commons Park.....	21
VIII. MONITORING AND EVALUATION OF MOUND SITES.....	23
IX. EDUCATION AND PUBLIC OUTREACH.....	23
X. CONCLUSION	24
APPENDICES	25
I. INTRODUCTION	4

II.—— CULTURAL IMPORTANCE.....	4
III.—— PRESERVATION AND MAINTENANCE OF THE MOUNDS.....	5
Legal Framework.....	5
Approach.....	5
Goals and Objectives.....	6
IV. SITE ASSESSMENTS.....	7
Archaeological Overview.....	7
Mapping.....	8
Vegetation Assessment.....	8
Risk Assessment.....	8
V.—— PHASED MAINTENANCE OF THE MOUNDS.....	10
Phase 1.....	10
Phase 2.....	11
Phase 3.....	11
Phase 4.....	12
VI. GENERAL MOUNDS MAINTENANCE CONSIDERATIONS.....	15
A. Tree and Shrub Removal.....	15
B. Burning.....	15
C. Chemical Treatment.....	15
D. Trails.....	16
E. Signage.....	16
F. Repair of Damaged Mounds.....	16
G.—— Use of Volunteers.....	16
VII. RECOMMENDED MAINTENANCE PLANS FOR SPECIFIC MOUND SITES.....	17
APPENDICES.....	25

I. —INTRODUCTION

Southern Wisconsin is known for its prehistoric IndianNative American mounds. The mounds were built by people of the Effigy Mound Culture, Late Woodland Stage, from approximately 650 to 1200 CE (Common Era).^{*} Many are burial grounds. Others may have served as man-made landmarks. The mounds are symbols/expressions of the mound ~~builders~~builder's religious faith and are considered sacred sites by Native Americans to this day. Fourteen of these rare and archaeologically significant treasures still exist on Village-owned property in McFarland. They are located in Indian Mound ~~Conservation~~Conservancy Park (IMCP), Siggelkow Road Park, the Taylor Road Conservancy, and Woodland Commons ConservancyPark. Other mounds exist on private property within Village limits, and there may be others yet to be discovered on Village-owned lands. The McFarland Village Board recognizes that these few remaining mounds are of enormous historical and cultural value and has adopted and implemented this policy to ensure their protection and preservation for many generations to come.

~~*Common Era~~

II. —CULTURAL IMPORTANCE

Over the centuries, Wisconsin's IndianNative American mounds have disappeared in large numbers. They have been destroyed, damaged or neglected — victims of agricultural practices, impacted by the advancement of urban development,¹ indifference and/or ignorance. To ~~halt~~prevent further destruction and ~~to~~ raise public consciousness, the Ho Chunk Nation, cultural descendants of the mound builders, has reached out to communities where mounds exist and provided information and expertise on mound preservation and maintenance through their Department of Heritage Preservation.¹ ~~Similarly~~Similarly, the Wisconsin Department of Natural Resources,² the Lower Wisconsin State Riverway Board,³ and the Wisconsin Historical Society⁴ have issued maintenance protocols aimed at preserving what remains of this part of Wisconsin's cultural and archaeological heritage. All of these land stewardship bodies recognize that IndianNative American mound sites are irreplaceable and stress the responsibility of the ~~land~~owner~~landowner~~ to protect these areas.

The Village of McFarland accepts this responsibility and further desires to become a role model for others to emulate.⁵ ~~It As a start, the~~The Village has taken public ownership of the lands containing most of the mounds within the Village and has established conservancy uses on these lands to help protect the mounds. At one time, more than 80 IndianNative American mounds graced the McFarland area. Prior to the Village taking ownership of what is now IMCP, two of the nine mounds that once occupied that land were destroyed by the grading of the hillside above Burma Road in the 1950's. Over the years, community volunteers and school groups have done maintenance work such as removing invasive species and woody brush from some of the mounds and relocating and improving trails. The importance of this matter connects the history of the land with its future occupants, emphasizing the auspices of the four lakes region.

¹ Mound Preservation and Maintenance, Ho-Chunk Department of Heritage Preservation

² Burials, Earthworks, And Mounds Preservation Policy & Plan, WI Dept. of Natural Resources

³ Proposed Protocols for Cultural Resources Protection and Preservation on Public and Private Lands In the Lower Wisconsin State Riverway

⁴ Wisconsin Historical Society Assessment ~~of~~Lewisof Lewis Mound Group - ~~October~~October 2007

III. —PRESERVATION AND MAINTENANCE OF THE MOUNDS

A. Legal Framework

Wisconsin statutes designate the Wisconsin Historical Society as the oversight authority for Indian Native American mound lands throughout the state. ~~Those Under Wis Stats. statutes [157.70(6m)-(b)(2 & 3)-2 and 3],~~ which regulates burial sites that are on public lands, imposes certain requirements on municipalities. These regulations include: prohibiting the transfer of any burial site to any person who is not a municipality unless the transfer provides for preservation of the burial site from any disturbance by any person and unless the transfer is approved by the Wisconsin Historical Society; and requiring that the municipality shall endeavor to take positive action to preserve any burial site on land it owns through appropriate land use management, including but not limited to appropriate multiuse purposes such as nature preserves.

~~All~~ All of the acreage in IMCP is listed on the National Register of Historic Places which means that no ground disturbing activities are allowed anywhere within that park. Any activities that might potentially cause ground disturbance on or near the mounds in other parks require prior approval from the Wisconsin Historical Society. This approval process typically involves preparation and submittal of a plan by the Village President, ~~or Village Administrator, or Village Parks Superintendent~~ for review by Wisconsin Historical Society staff. As appropriate, the Wisconsin Historical Society may circulate the proposed plan for review and comment by Native American nations in the state, with whom the agency is responsible for coordinating preservation efforts.

B. Approach

McFarland's mounds do not exist in isolation. All of them are in conservancies, and any maintenance activities undertaken on the mounds will inevitably have some impact on the surrounding natural and man-made environments. Managing the mounds properly and avoiding detrimental impacts to the broader environmental context within which they exist is a complex challenge. Diverse perspectives on meeting this challenge were expressed via community input at a public meeting,⁵ within the Committee's internal discussions, and in documents submitted to the Committee by concerned residents.⁶ ~~There was no one-size-fits-all approach with which Committee members felt comfortable. As a result, the Committee's objective has been to determine a balanced approach to preservation and maintenance that meets McFarland's unique challenges.~~

~~In November 2022, two Village Staff members were invited to visit the Kingsley Bend Mound site located outside of Wisconsin Dells, to tour and discuss methods of preservation. On site to provide the tour was the local Tribal Historic Preservation Officer (THPO) of the Ho-Chunk Nation, Bill Quackenbush. With over 30 years of experience, the conversation covered many methods on how to best approach mound maintenance strategies and the importance of the mounds to the Native American community. Prior to the visit, the Official THPO also provided comments to the original 2010 Policy for Preservation and Maintenance of McFarland's Indian Mounds. As a result, the Committee's objective has been to determine a balanced approach to preservation and maintenance that meets McFarland's unique challenges.~~

⁵ Indian Mounds: Cultural Resources Fact Sheet 2, National Resource Conservation Service

⁶ Fact Sheet: How Trees Benefit Mounds and The Oaks in Indian Mound Conservancy, Alan R. Lulloff, P.E. CFM

The specific preservation and maintenance practices to be used will vary by mound site and from one individual mound to the next. This document henceforth establishes minimum requirements, as describe below, for the ~~There is, nonetheless, a~~ systematic series of protocols that should be followed at all sites to ensure that the desired goals are achieved.

~~That~~ common approach recommended herein would typically involve the following steps:

1. Have a comprehensive site assessment of each mound site conducted by the State Archeologist that would include an archeological overview and appropriate mapping.
- ~~1.~~ A vegetation assessment and an overall risk assessment should also be conducted by a certified arborist and an ecological restoration expert. Such site assessments for the mounds in IMCP were conducted in 2006-2007 by the Wisconsin Historical Society. A forester and an ecologist from the WDNR have also reviewed
2. surrounding conservancy areas in IMCP and provided suggestions on approaches to managing vegetation and improving forest health.
- ~~2.3.~~ Determine the optimal conditions for protection and preservation of the mound site and prepare a ~~long-term~~ long-term maintenance plan to establish and maintain those optimal conditions.
- ~~3.4.~~ Obtain necessary approvals of this maintenance plan from the Burial Preservation Office of the Wisconsin Historical Society.
- ~~4.5.~~ Stabilize the current condition of the mounds to prevent any deterioration.
- ~~5.6.~~ Prepare a ~~five-year~~ five-year plan, to be updated annually, which identifies phased maintenance projects and practices to be undertaken at each of the four mound sites. Allocate the necessary resources in the annual budget process or pursue available grant funding to implement those plans.
- ~~6.7.~~ At the completion of each phase of maintenance, photograph, monitor, and evaluate the results over the course of at least one full growing season prior to determining what maintenance activities should be undertaken in the next phase, how the activities should be prioritized, and when the next phase should commence.
- ~~7.8.~~ Conduct public education/outreach activities and provide appropriate site amenities to promote greater understanding and enjoyment of the mound sites by the public in a manner that does not pose additional risk to the mounds.
- ~~8.9.~~ Pursue local "landmark" status for Taylor Road Conservancy and Woodland Commons Conservancy. Evaluate the potential benefits-merits of having the Taylor Road Conservancy and Woodland Commons Park these mound sites listed on the National Register of Historic Places. ~~Pursue local "landmark" status for all four mound sites.~~
- ~~9.10.~~ Conduct regular assessments of progress and continue these preservation and maintenance policies, plans and practices or revise them accordingly.

~~C.~~ C. Goals and Objectives

The purpose of taking the common approach to preservation and maintenance described above is to meet goals and achieve results that should apply uniformly to all four IndianNative American mound sites identified in this plan. The desired outcome and end vision for all sites are defined in the following goals and would be achieved by accomplishing the following objectives:

GOAL #1 — Ensure that the IndianNative American mounds are protected from potential damage, stabilize the current condition of the mounds so they do not deteriorate, and improve the condition of the mounds as available resources permit.

OBJECTIVES:

1. Eliminate or minimize risks or threats that pose an unreasonable risk to the mounds and its surrounding areas.
2. If trail access to an area is deemed desirable, design or relocate trails so they do not encroach any closer than fifteen-twenty-five feet (2+5') from the mounds.
3. Direct bikers away from the mounds with appropriate signage and, if necessary, physical barriers.

GOAL #2 — Raise public awareness about the IndianNative American mound sites and their human and natural history by conducting an effective education and public outreach program.

OBJECTIVES:

1. 1. Provide suitable overlook points along the trails which permit observers to appreciate visually the shape of the mound(s) from a safe distance,
2. 2. Install non-obtrusive warning signs to protect the mounds and interpretive signs to help observers better understand the mounds and their history.
3. 3. Offer accompanying public education activities to foster a greater understanding of the historical, archeological, and cultural significance of the mounds.

GOAL #3 — In order to protect the mounds from potential damage and to respect the preferences of the Ho Chunk Nation regarding the presence of vegetation on their ancestral sites, and Wisc. Stat. 157.70(2)(a), the Village must achieve an eventual condition where no trees or shrubs are growing on the mounds or within a tfiven feet (105') buffer zone and where each distinct mound shape is clearly defined and visible to an observer.

OBJECTIVES:

1. 1. Remove all shrubsbrush, non-native, and invasive species.
2. Remove in-phases all trees except selected large, healthy, deep-rooted trees that are retained for forestry or environmental purposes, to preserve heritage trees, when significant unavoidable mound damage might occur during tree removal, or for other management purposes.
3. Remove these-any remaining trees as they deteriorate or die from natural causes.
4. Establish native ground cover on the mounds to protect against erosion and other potential damage and to minimize future maintenance efforts.
5. Emphasize the definition of each mound by using contrasting types of vegetation or in some other natural-looking manner.

IV. SITE ASSESSMENTS

Since the amount and quality of site assessment data that is currently available varies a-great-deal across the four mound sites, a comprehensive assessment by the Wisconsin Historical Society or other qualified professionals is required as an initial step for each IndianNative American mound site to evaluate the existing plant community and the opportunity for restoration of the native plant community. The process will help, to determine the current conditions of the mounds, to-determine if there is a need for additional mapping, and to assess potential risks to the mounds. This assessment will identify those features which render each site unique and will influence the maintenance regimen selected.

A. Archaeological Overview

If one has not been conducted previously, an archeological overview of the site should be conducted both before and after phased maintenance work is implemented. If possible, the "before" overview should be conducted by the State Archeologist. At a minimum, the number and type of mounds should be ~~described~~described, and surface observations should be ~~made~~recorded and which includes a narrative recording ~~ing in narrative and attached with in~~ photographic ~~forms~~images. The ~~current~~ condition of the mounds should be noted, such as whether the edges are well-defined or diffuse and whether the mounds are well-preserved or have been damaged. An additional walk through of ~~each the~~ site should be conducted ~~and with both the Archaeologist & Ho-Chunk Nation THPO. This meeting should include any recordings of additional activity made on or concerning the burial mounds. This data should be updated regularly notations made following the creation of a 5-year history of activities such as~~ extensive tree removal or introduction of fire to the site. To date, ~~a the IMCP is the only burial mound that has received a proper archeological overview has been completed only for the mounds in IMCP.~~

B. Mapping

Mapping is important to assure that an accurate record of each ~~IndianNative American~~ mound site is maintained. While adequate maps of the mound groups are generally available, ~~it might be very useful if the~~ maps contain ~~ing~~ greater detail ~~would be more useful~~. Village staff shall work with the Burial Sites Preservation staff in the Wisconsin Historical Society to acquire files from WHS that define the established mound protection boundaries for all ~~IndianNative American~~ mounds documented to exist on Village-owned lands. Where they have not been previously documented, new technologies are available ~~that would to~~ enhance existing maps. Furthermore, the application of Global Positioning System (GPS) coordinates along with LiDAR and Geographical Information Systems Mapping (GIS) with will an increase the accuracy level of one foot should be taken for all mounds. ~~Although the accuracy of this data will be limited by the tree canopy and the often ill-defined often ill-defined~~ nature of the mound edges. Maps of each individual mound site should be as accurate as possible and should document (as appropriate) the mound's shape, dimensions, mound-mound angles, and the presence of depressions or other potential burial features. Notations regarding proximity to water features, roads, trails, property lines, and nearby development, topographical information, and other notable features of the site should be added to the maps as site assessments are completed. The most complete maps currently exist for IMCP, but these maps lack much of the recommended detail. The existing maps for the other three mound sites ~~are even less require more~~ detail ~~sed~~ and need to be expanded.

C. Vegetation Assessment

An initial survey of trees, shrubs, and ground cover should be conducted and used in determining future vegetation management practices for each site. It may be appropriate to consult with a professional qualified in ecological restoration in developing this vegetation assessment. The assessment should describe the existing plant community and species, identify endangered or threatened species as well as invasive species. The assessment should also include, evaluateion of relics of similar native plant communities and the potential for future restoration and sustainability of native species. Other, and notes regarding existing tree canopy and ground cover are important details to include.

Next, aA general tree inventory detailing the species, size, and a generalcurrent rating of the condition of all those trees growing on or near the mounds and within a fifteen foottwenty-five-foot (2+5') buffer area from the base of the mounds should be completed by a certified arborist. This inventory should identify trees for removal based on objective criteria developed by the

arborist and approved by the Village. The inventory will also differentiate between native and non-native trees and between deep-rooted and shallow-rooted species. The assessment should also note whether the use of controlled burns might be an appropriate and desirable vegetation management tool for the mounds and/or adjacent areas. Finally, the Village should establish a policy on mowing management for grass on and around the mound's base. No surveys ~~that-which~~ fully satisfy ~~all~~ of all these assessment criteria have been completed for any of the four mound sites.

D. Risk Assessment

Using the information developed during the archeological survey, mapping, and vegetation assessment phases, each mound site should be assessed for inherent risks.⁷ Notations should be recorded regarding potential threats to the mound(s) from: erosion;⁵ proximity to neighboring development, roads, pedestrian or bicycle trails, playgrounds, and parks;² non-native or invasive species;² ~~and~~ tree species of concern due to disease or insects;² and damage caused by humans or wildlife activity. Mounds associated with a "high-risk" for damage should receive immediate attention to assure protection and preservation.

Shallow-~~—~~rooted trees can be a risk for *windthrow*, trees that can be uprooted due to extreme weather such as heavy wind or tornado. According to the National Resource Conservation Service, however, having tree cover on mounds can have both advantages and disadvantages. "The possibility of wind thrown trees is a potential area of concern. Overturned trees can pull up large chunks of soil with the root system causing damage to cultural deposits. Root penetration of trees and scrub can also have a significant impact on archeological deposits. However, removal of ~~long~~ establishedlong-established trees can be more detrimental to the mound than maintaining the existing cover."⁷

⁷ Indian Mounds: Cultural Resources Fact Sheet 2, National Resource Conservation Service

V. —PHASED MAINTENANCE OF THE MOUNDS

A good deal of deferred maintenance work on the mounds will be required. The phasing of maintenance is a practical reality given current limitations in available financial and labor resources. Another advantage ~~of for~~ a phased approach is that it allows an evaluation to be conducted at the conclusion of each management phase. If any unintended or unexpected effects have occurred, future maintenance plans can be adjusted accordingly.

As each of the ~~IndianNative American~~ mound sites is ~~different, with its own~~ unique with its own surroundings and potential risks, the specific protection and maintenance practices to be used will vary between sites. The pace of the maintenance efforts and the timing of various phases will also differ between sites based on priorities established through the site assessment process and funding availability.

Vegetation management on mound sites would follow the sequential phases described below. The phased maintenance project also includes a diagrammed ~~in-flow chart form in Table 1,~~ and ~~summarized in~~ Table 2 provides a summary of the phased process. No specific time frame ~~has been~~ established for the completion of a particular phase ~~at this time nor is there a planned the start date set of the for the phased maintenance following phase.~~ It is understood that steps to establish healthy ground cover of native species, including ongoing removal of non-native and invasive species, would be continuous throughout the process as sunlight conditions change with progressive removal of tree canopy. At least one full growing season should be allowed to pass before beginning a subsequent maintenance phase. This will allow a proper period for monitoring and evaluating the results of the previous phase.

Maintaining a photographic history of the appearance of each mound before, during, and after each maintenance phase is strongly recommended. The data base of photographs should be properly indexed and catalogued by specific mound, phase, and dated. Photographs ~~cs~~ should also be stored in a commonly available on-line format that is searchable and from which potential users can download and print selected material. Additionally, the Village should be sharing the photographic history of each mound's information with both the State Historical Society and Ho-Chunk Nation to gather feedback after each phase is completed.

~~A.~~ A. Phase 1, Initial Vegetation Management

1. ~~P(Before photos)~~ Catalog photos ~~of graph~~ each mound from ~~several-varying~~ angles, noting the ~~date location and time~~ taken for consistency.
2. On the mounds themselves:
 - ~~a. Remove all brush and all non-native or invasive species of groundcover and trees~~
 - ~~b. Remove all shrubs brush~~ and all non-native or invasive species of groundcover and a. trees.
 - ~~e.b.~~ Remove all dead, down, and unhealthy trees; all shallow-rooted trees, regardless of size; and any trees recommended for removal by a certified arborist if they pose an undue risk to the mounds for other reasons.
 - ~~d.c.~~ Remove all trees less than 5" diameter at breast height (DBH) in size.
 - ~~e.d.~~ Seed native vegetation in a mixture recommended by a qualified professional.
- ~~1. Within a twenty-five a fifteen feet (215'') buffer areas~~ from the base of the mounds:
- 3.

- a. — Remove all dead, down, and unhealthy trees; all shallow-rooted trees, regardless of size; and any trees recommended for removal by a certified arborist if they pose an undue risk to the mounds for other reasons.

a. —

3.4. (After Photos) Catalog photos of each mound from varying angles, noting the location and time taken for consistency ~~Photograph each mound from several angles, noting the date taken.~~

Evaluation Phase.

~~B.~~ Regularly scheduled evaluations ~~(should begin occur before and after work is completed on each mound after. Following this, staff should allow one complete growing season prior to transitioning to the next phase. The steps below provide additional context for the evaluation phase.)~~

1. (Before Photos) Catalog photos of each mound from varying angles, noting the location and time taken for consistency.
- ~~1. Photograph each mound from several angles, noting the date taken~~
2. Document the specific maintenance activities performed to ~~dated~~date.
 - a. Describe any detrimental results from the work done in the previous phase (e.g., an increase in invasive species, signs of erosion).
 - b. Describe any positive results from the previous phase (e.g., increased sunlight, improved growth of native vegetation).
- ~~3. 3.~~ Based on the analysis of results made during this Evaluation Phase, modify as appropriate the maintenance priorities and activities planned for the next phase.
4. (After Photos) Catalog photos of each mound from varying angles, noting the location and time taken for consistency ~~Photograph each mound from several angles, noting the date taken.~~

~~B. C.~~ Phase 2, Vegetation Management

1. (Before Photos) Catalog photos of each mound from varying angles, noting the location and time taken for consistency.
- ~~1. Photograph each mound from several angles, noting the date taken~~
2. On the mounds themselves:
 - a. Ongoing removal of all ~~shrubs~~brush, ~~small~~ trees, and all non-native or invasive species of groundcover
 - b. Remove all trees between 5" - 12" DBH in size. Also remove those trees so recommended by a certified arborist if they pose an undue risk to the ~~mounds~~mounds.
 - c. As necessary, continue seeding of native vegetation in a mixture recommended by a qualified ~~professional~~professional.
3. Within ~~a twenty-five feet (25')~~the 0-10ft buffer area from the base of the mounds:
 - ~~a.~~ Remove all brush and all non-native or invasive species of groundcover and ~~a.~~ trees
 - b. Remove all trees less than 5" DBH in size, and aAlso remove those trees so recommended by a certified arborist if they pose an undue risk to the ~~mounds~~mounds.
 - c. Seed native vegetation in a mixture recommended by a qualified ~~professional~~professional.
4. Within the 10-25ft buffer area:
 - a. Remove non-native and invasive species
5. (After Photos) Catalog photos of each mound from varying angles, noting the location and time taken for consistency.
- ~~4. Photograph each mound from several angles, noting the date taken~~

Repeat~~D.~~ Evaluation Phase included in Phase 1 (see above)

C. E. Phase 3, Vegetation Management

1. (Before Photos) Catalog photos of each mound from varying angles, noting the location and time taken for consistency.
- ~~1. Photograph each mound from several angles, noting the date taken~~
2. On the mounds themselves:
 - a. Ongoing removal of all ~~shrubs~~brush, ~~small~~ trees, and all non-native or invasive species of groundcover
 - b. Remove all remaining trees unless it is determined that selected large, healthy, deep-rooted trees should be retained for forestry or environmental purposes, to preserve heritage trees, when significant unavoidable mound damage would occur during tree removal, or for other management ~~purposes~~purposes.
 - c. As necessary, continue seeding of native vegetation in a mixture recommended by a qualified ~~professional~~professional.
3. Within ~~a five~~ twenty five feet (25') ~~the 0-10ft~~ buffer area from the base of the mounds:
 - a. Ongoing removal of all ~~shrubs~~brush, small trees and all non-native or invasive species of groundcover
 - b. Remove all trees less than 12" DBH in size. Also remove those trees so recommended by a certified arborist if they pose an undue risk to the ~~mounds~~mounds.
 - c. As necessary, continue seeding of native vegetation in a mixture recommended by a qualified ~~professional~~professional.
4. Within ~~a fifteen~~ twenty five feet (25') ~~the 10-25ft~~ buffer area from the base of the mounds:
 - a. Remove ~~all brush and~~ all non-native or invasive species ~~of groundcover and~~ ~~treestrees~~.
 - b. Remove all trees with shallow root systems less than 5" DBH in size. Also remove those trees so recommended by a certified arborist if they pose an undue risk to the ~~mounds~~mounds.
 - c. Seed native vegetation in a mixture recommended by a qualified professional
5. (After Photos) Catalog photos of each mound from varying angles, noting the location and time taken for consistency.
- ~~5. Photograph each mound from several angles, noting the date taken~~

Repeat Evaluation Phase included in Phase 1 above.

~~F. — Evaluation Phase (see above)~~

G. D. Phase 4, Vegetation Management

1. (Before Photos) Catalog photos of each mound from varying angles, noting the location and time taken for consistency.
- ~~1. Photograph each mound from several angles, noting the date taken~~
2. On the mounds themselves:
 - a. Ongoing removal of all ~~shrubs~~brush ~~and small~~ trees, and all non-native or invasive species of groundcover
 - b. As necessary, continue seeding of native vegetation in a mixture recommended by a qualified ~~professional~~professional.

3. Within ~~twenty-a five feet~~five feet (25') the 0-10ft buffer area from the base of the mounds:
 - a. Ongoing removal of ~~all brush and small trees and~~ all non-native or invasive species ~~of groundcover~~
 - b. Remove all remaining trees unless it is determined that selected large, healthy, deep-rooted trees should be retained for forestry or environmental purposes, to preserve heritage trees, when significant unavoidable mound damage would occur during tree removal, or for other management ~~purposes~~purposes.
 - c. As necessary, continue seeding of native vegetation in a mixture recommended by a qualified ~~professional~~professional.
4. Within the 10-25ft buffer area from the base of the mounds:
 - a. On going removal of all non-native and invasive species.
 - b. Monitor the health of remaining trees.
 - c. As necessary, continue seeding of native vegetation in a mixture recommended by a qualified professional.
5. (After Photos) Catalog photos of each mound from varying angles, noting the location and time taken for consistency.
4. ~~Photograph each mound from several angles, noting the date taken~~

TABLE 2
PHASES OF VEGETATION MANAGEMENT

	ON MOUNDS	5' BUFFER	BUFFER
Remove brush) non-native and invasive species	Phase 1	Phase 2	Phase 3
Remove dead, down, unhealthy, and shallow-rooted trees	Phase 1	Phase 1	Phase 1
Remove DBH trees. Also remove trees so recommended by a certified arborist	Phase 1	Phase 2	Phase 3
Seed native vegetation in a mixture recommended by a qualified professional	All phases as needed	All phases as needed	All phases as needed
Remove <12" DBH trees. Also remove trees so recommended by a certified arborist	Phase 2	Phase 3	Not applicable
Selective removal of 12" DBH and larger trees. Also remove trees so recommended by a certified arborist	Phase 3	Phase 4	Not applicable

NOTE: An evaluation phase should occur after each management phase. Evaluation should include photographing each mound noting the date, documenting specific maintenance activities that occurred in the previous management phase, and describing any positive or negative effects of those activities. This information should be used to guide appropriate modifications of the maintenance priorities and activities planned for the next management phase.

Table 2: Phases of Vegetation Management

	PHASE 1	PHASE 2	PHASE 3	PHASE 4
Recommended Mound Activity	Remove brush – nonnative, invasive species, dead, down, unhealthy, shallow-rooted trees, <5" DBM	Remove <12" DBM trees	Selective removal of >12: DBH trees	Continue to monitor invasives, health of remaining trees, native vegetations
	Evaluation phase	Evaluation phase	Evaluation phase	Evaluation phase
Within 5' Buffer	Remove dead, down unhealthy, shallow-rooted trees	Remove brush, non-native, invasive species, dead, down, unhealthy, shallow rooted trees; trees > 5" DBH	Remove < 12" DBH trees	Select removal of >12" DBH trees; continue to monitor invasives, health of remaining trees, native vegetation
	Evaluation phase	Evaluation phase	Evaluation phase	Evaluation phase
Within 25' Buffer	Remove dead, down unhealthy, shallow-rooted trees	Remove brush, non-native, invasive species	Remove trees <5", DBH	Continue to monitor invasives, health of remaining trees, native vegetation
Phase Evaluation	Proceed to Phase 2 after all activities of Phase 1 are met	Proceed to Phase 3 after all activities of Phase 2 are met	Proceed to Phase 4 after all activities of Phase 3 are met	

<u>WORK ZONE</u>	<u>PHASE 1</u>	<u>PHASE 2</u>	<u>PHASE 3</u>	<u>PHASE 4</u>
<u>Mound</u>	<u>Remove shrubs – non-native species, invasive species, dead, down, unhealthy, shallow-rooted trees, <5" DBH</u>	<u>Remove <12" DBM trees</u>	<u>Selective removal of >12: DBH trees</u>	<u>Continue to monitor invasives, health of remaining trees, native vegetations</u>
	<u>Evaluation phase</u>	<u>Evaluation phase</u>	<u>Evaluation phase</u>	<u>Evaluation phase</u>
<u>0 - 10' Buffer</u>	<u>Remove dead, down unhealthy, shallow-rooted trees</u>	<u>Remove shrubs, non-native species, invasive species, dead, down, unhealthy, shallow rooted trees; trees > 5" DBH</u>	<u>Remove < 12" DBH trees</u>	<u>Select removal of >12" DBH trees; continue to monitor invasives, health of remaining trees, native vegetation</u>
	<u>Evaluation phase</u>	<u>Evaluation phase</u>	<u>Evaluation phase</u>	<u>Evaluation phase</u>
<u>10 - 25' Buffer</u>	<u>Remove dead, down unhealthy, shallow-rooted trees</u>	<u>Remove non-native and invasive species</u>	<u>Remove shallow rooted trees <5", DBH</u>	<u>Continue to monitor invasives, health of remaining trees, native vegetation</u>
<u>Phase Evaluation</u>	<u>Proceed to Phase 2 after all activities of Phase 1 are met</u>	<u>Proceed to Phase 3 after all activities of Phase 2 are met</u>	<u>Proceed to Phase 4 after all activities of Phase 3 are met</u>	

NOTE: An evaluation phase should occur after each management phase. Evaluations should include photographing each mound noting the date, documenting specific maintenance activities that occurred in the previous management phase, and describing any positive or negative effects of those activities. This information should be used to guide appropriate modifications to the maintenance priorities and activities planned for the next management phase.

VI. GENERAL MOUNDS MAINTENANCE CONSIDERATIONS

~~A.~~ A. Tree and Shrub Removal

Removal of trees and shrubs from mounds and within ~~a twenty-a five feet~~~~five feet~~ (2510'-C) buffer area from the base of the mounds is generally desirable to protect them from windthrow and other damage, and to encourage growth of native groundcover that will help prevent erosion. To help mitigate the potential of windthrow, all shallow-rooted trees will be removed during Phase I of the maintenance. However, some selected large, healthy, deep-rooted trees may be retained for forestry or environmental purposes, to preserve heritage trees, when significant unavoidable mound damage might occur during tree removal, or for other management purposes. Heritage trees are defined in Sec. 59-20(g) as a tree on Village property that is deemed significant by virtue of its species, size or its historical, ecological or horticultural attributes and, as such, is protected from removal without written permission from the Village Forester. ~~the Village's Tree and Shrub Ordinance.~~ The condition of any large trees that are retained should be re-evaluated periodically to ensure that their health is stable and that they continue to pose no undue risk to the mounds. When removing a tree of any diameter, cut it off as close to the ground as possible. Score the stump(s) every year to speed up the decay process. Eventually, down to the point where Village staff can mow over these areas.

No ground disturbance is allowed. All tree removal should be done when the ground is frozen hard. Trees growing on the mounds should be hand ~~cut, or~~ cut with a machine that can stay at least ~~fifteen-twenty-five~~ feet (25') from the mounds. No machinery is permitted to be used, however, on slopes steeper than 12% or on lands listed on the National Register of Historic Places, unless approved by the Wisconsin Historical Society. The trees should be cut close to the ground and stumps should be left intact. The stumps can be treated to prevent regrowth. During tree removal, trees should not be dropped or dragged across the mounds, and machinery and other vehicles should not be driven across the mounds. The logs and other material should be hauled away or scattered or piled at least ~~fifteen-twenty-five~~~~twenty-five~~ feet (25-50') from the defined burial area or mound.

Woody shrubs and ~~other~~ invasive ~~species~~ can be removed at any time with proper care since their removal should not require use of heavy equipment or involve ground disturbance. All vegetative waste material should be removed from the area. Replacement vegetation should be appropriate for the current use or planned restoration objectives.

~~B.~~ B. Burning

- The use of fire to control woody vegetation and to enhance the native plant community in a prairie or savanna ecosystem is an important management tool, but the decision to use controlled burns should be made on an individual site basis and balanced against other factors that should be considered consistent with Village ordinances and protocols. Surveys should be conducted following any controlled burning to look for possible artifacts and to determine the response of the native plant community to fire. Installation of firebreaks and use of firefighting equipment at a site should be carefully monitored for both safety and potential ground disturbance reasons. Use fire preservation as a means of

maintenance and burn alternate times. Example: Burn the area in the spring of 2020 and return for a second burn in the fall of 2021. This helps to establish plants, growth, and the seedbank.

C. ~~C.~~ Chemical Treatment

Removal of the roots of mature woody vegetation via hand-pulling is not recommended due to the ground disturbance that results. When treating materials and invasives such as Buckthorn and briars it is ok to use Garlon or Tordon to treat when necessary. Chemical treatments to control woody vegetation or nonnative invasive species can be very effective when applied propertyproperly. To minimize the use of chemicals, however, hand pulling should be used for control of small seedlings and most herbaceous plants.

~~D.~~ D. Trails

Pedestrian and wheeled traffic should never be allowed on the mounds. Trails should be established at those sites where public visitation either is likely or is encouraged. Trails should be located a minimum of fifteentwenty-five feet (2+5') or more from the outer perimeter of the mound. Small trees and large brush stems that have been removed from the mounds in Phase I or II may be used for trail demarcation. The use of wood chips, shredded bark, or mowing may be considered for trail maintenance. In locating and designing trails, consideration should be given to the proximity of the mounds, aesthetics, view sheds and erosion control. All trails should be made as accessible to the disabled as possible.

~~E.~~ E. Signage

The Village should retain control of the wording and placement of all signage and coordinate the placement with the Wisconsin Historical Society. Signage at mound sites should be minimized but efforts should be made to educate and inform the public about the significance of the site and the people who constructed the earthworks. Maps of the mounds at specific sites or in a general context of other mound groups in the vicinity may be useful. A generic sign for selected sites that describes the effigy mound building cultureculture, and the types of mounds (effigy, linear or conical) may be appropriate. Affirmation of the sacred nature of the site to Native American peoples should be included in the signage. A strong statement about staying off the mounds and information on the burial sites preservation law should be included. Site specific signage should include a map of the site and information regarding the unique features of the site. In some circumstances, brochures or small maps could be provided to visitors.

F. —Repair of Damaged Mounds

Where appropriate, repair of mounds damaged by post Euro-Yankee settlement activities and/or natural causes may be considered. Burrowing animals are to be removed from mounds. Displaced soil from burrowing will be used to fill hole by hand. Coordination with the Wisconsin Historical Society ias required.

G. —Use of Volunteers

Volunteers may be enlisted to assist with mounds maintenance activities, monitoring, and education. The proximity of the mound site in IMCP to a number of local schools affords an ideal opportunity for student and parent involvement in the maintenance of the mounds. As described in Section VIII, involving community volunteers is also an effective way to expand education about the mound building culture and the sanctity of the surviving mounds to Native Americans.

Volunteers have been very active in the removal of invasive species and promoting the growth of native vegetation within IMCP. A Village program could be developed to assist in the management of Nneighborhood groups who are ~~should be~~ recruited and encouraged to adopt a particular site. A reference manual should be developed by Village Staff and provided to participating groups containing information useful to volunteers ~~and~~. This -a-standard system should be developed for tracking the time contributed and the work tasks performed by volunteers. The use of power equipment by volunteers should be monitored closely by a qualified team leader. Persons using chainsaws or mechanical brush cutters must be approved by Village staff and have appropriate safety training and equipment. The number of persons using mechanical equipment should be strictly limited to promote safety.

H. Reporting Disturbances

VII. RECOMMENDED MAINTENANCE PLANS FOR SPECIFIC MOUND SITES

A. Indian Mound ~~Conservation Park~~ Conservancy (IMCP)

IMCP contains the Lewis Mound Group which consists of nine (9) mounds, including one ~~sh014~~ ~~short~~-tailed quadruped in the shape of a bear, four linear, one long hook-shaped linear, one oval, and two conical mounds (see map ~~below on~~ page 28). Portions of the linear and a portion on one of the ~~conicals~~ ~~conical~~ mounds were destroyed by ~~development~~ ~~development~~, but partial restoration has occurred. The site is listed on the National Register of Historic Places and the nomination covers the entire ~~10-acre~~ ~~10-acre~~ area of IMCP. The mounds have been catalogued in small groups and as single mounds. No ground disturbing activities are permitted anywhere within IMCP.

Considerable maintenance work on the mounds in IMCP has already been completed by the Village, community volunteers, and through the McFarland School District's School Forest Program. A site assessment was completed in 2006-2007 by the Wisconsin Historical Society. On the subject of tree removal, the assessment found then that "At this point in time, all of the trees growing on the mounds seem to be healthy and they are not in immediate danger of tipping over."

⁸ Individually and in concert, these groups have completed a site assessment, relocated some segments of walking trails away from the mounds, removed invasive species (ongoing process), re-established native species (ongoing process), and erected some informational signage. The Village acknowledges these previous contributions to preserving and maintaining the mounds and thanks those who have participated.

IMCP was designated in 2010 as a Community Forest. It is located adjacent to the McFarland School Forest which was established in 2006. The McFarland School Forest Stewardship Plan, which included the ~~Indian~~ ~~Native American~~ mound area through a 2007 Land Use Agreement with the Village, was prepared in 2007 and updated in 2009 by WDNR Forester Steve Holaday. It outlines forest management objectives and recommendations throughout the School Forest. Appendix A of the Stewardship Plan, prepared by State Archeologist John Broihahn, contains an assessment of the ~~current~~ conditions of the mounds and a detailed set of recommendations for future maintenance of the mounds.

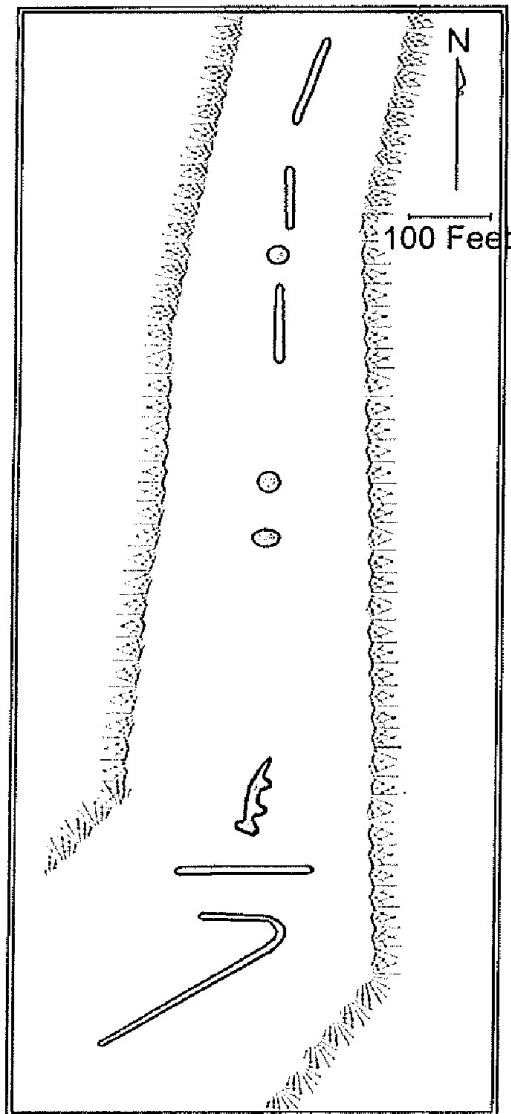
Village of McFarland's Plan Commission approved Ordinance 2022-18 on January 17, 2023, an ordinance rezoning certain lands at 6330 Exchange Street and 4901 Burma Road in respects to a land exchange agreement between the Village and the School District. The Commission also approved a Certified Survey Map, CSM, for lot line adjustments between the two lots. The approvals confirmed the transfer of the School Forest from the School District to the Village while remaining open for public use.

In view of the extensive studies that have been conducted on IMCP and the work already completed, the following maintenance priorities are established for the mounds in IMCP:

⁸ Wisconsin Historical Society Assessment of Lewis Mound Group – ~~October~~, ~~October~~ 2007

1. The June 2009 amendment to the McFarland School Forest Stewardship Plan, which splits the former "Stand 1 " into two separate forest stands, should be incorporated by the WDNR forester into a new Community Forest management plan for IMCP. This would lead to re-establishment of an oak woodland or oak opening community around the mound groupings, consistent with the native vegetation believed to be present at the time the mounds were built.
2. The October 2007 Wisconsin Historical Society Assessment for the Lewis Mound Group should be followed as a guideline to prioritize maintenance practices on each individual mound.
3. Trails should be relocated further away from the mounds where necessary, erosion of the trail surfaces minimized, and views of the mounds from the trails improved. Relocation of the trail that cuts into mound #2 should be an immediate priority.
4. Tree and shrub removal on and around the mounds should be completed in accordance with Section VI of this policy. Removal of non-native and invasive species and ~~reestablishment~~ re-establishment of native ground cover species should be ongoing.
5. Informational signage should be installed to protect the mounds and other environmentally sensitive areas, to lead visitors through the park, and to interpret the cultural significance of the mounds.
6. The misleading signage at the west entrance regarding the bike trail should be changed to clarify that the trails in IMCP are not intended for bike riding and that, if bikes are taken into the park, they should be walked and not ridden.
7. The bear mound, the linear mound at the top of the park, and the partial mound should be prioritized as the first mounds to receive Phase I maintenance and used as demonstration projects to assess the appropriateness and effectiveness of the recommended maintenance protocols. Once Phase I maintenance activities are completed on these higher priority mounds, Phase I work on all remaining mounds should commence as soon as time and resources permit.
8. Seek approval from Wisconsin Historical Society to remove man-made fill deposited years ago at the base area of the old water tower and along the southern edge of the access road. As an alternative, seek approval to augment and regrade these areas to create more natural looking contours.

IMCP Mound Site



B. Siggelkow Road Park

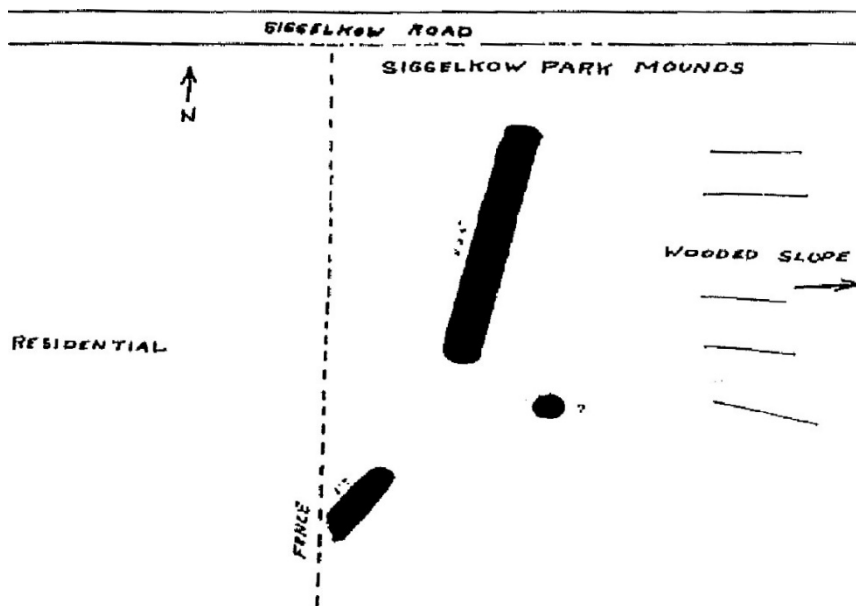
Siggelkow Road Park contains the Siggelkow Park Mounds Group which consists of at least two linear mounds and an unknown number of other potential mounds. The northernmost of these linears is approximately ~~22~~25 feet long, ten feet (10') wide, and two feet (2') high and has been potted or looted. The second mound, which is located southwest of the first, is about 57 feet long but has been truncated by residential development. There are also faint signs of a possible conical or effigy mound remnant. These mounds have been catalogued as a group with a fifteen feet (15') no disturbance buffer. The Siggelkow Park Mound Group is eligible for listing on the National Register of Historic Places "because it is likely to contain important information on the prehistoric Late Woodland cultural stage in Wisconsin and because it is a good representative of a distinctive type and period of construction."

The Siggelkow Park mound site has been mapped and broadly evaluated by the Wisconsin

Historical Society but they have not provided any specific recommendations on maintenance. The following short term maintenance priorities are established for the mounds site in Siggelkow Park:

1. ~~1.~~ Complete a comprehensive site assessment including a tree inventory, risk assessment, and a more thorough archeological evaluation of the possible remnant of a conical or effigy mound.
2. ~~2.~~ Complete Phase I of vegetation management consistent with Section VI of this policy.
3. ~~3.~~ 2. Prepare a Follow long term long-term plan of phased maintenance steps in Section V of this policy.

Siggelkow Park Mound Site



C. Taylor Road Conservancy

The Taylor Road Conservancy is located on the eastern drumlin of conjoined drumlins that now straddle Lexington Street. It contains the Evans-Nelson mound site which currently consists of one linear mound. Historical records indicate the earlier presence of more linear mounds at this [site site](#), but they apparently have been destroyed by a combination of cultivation and the huge cut made into the hill southwest of Taylor Road.⁵ The remaining linear mound has been truncated by a logging-style road at its southern end but is otherwise in good condition. Approximately one half of the mound is located on Village-owned park land and the other half was carved out of Lot 20 of Woodland Commons subdivision and dedicated to the Village, so the entire mound is under public ownership and protection. This mound has been catalogued with a fifteen feet (15') no disturbance buffer. As part of the [previous](#) subdivision platting process, the Village created a twenty feet (20') buffer and environmental corridor around the mound. [With the new mound update, the Village is looking to increase the buffer around the mound to twenty-five feet \(25'\).](#) (See map under "D" [below](#).)

The Taylor Road Conservancy mound site has been privately surveyed and also located and broadly evaluated by the Wisconsin Historical Society which did not provide any specific recommendations on maintenance. The following short term maintenance priorities are established for the mound site at the Taylor Road Conservancy:

1. Relocate as soon as possible the footpath that currently crosses a portion of the mound and block off the old footpath,
2. Complete a comprehensive site assessment including mapping and a risk assessment.
- ~~3. Complete Phase I of vegetation management consistent with Section VI of this policy.~~
- ~~4.3. Install warning signage and notify adjacent residents about the presence of the mound and educate them on its cultural significance and the importance of protecting the integrity of the mound.~~
- ~~4. 5. Prepare a long term long-term plan of Follow phased maintenance steps in Section V of this policy.~~

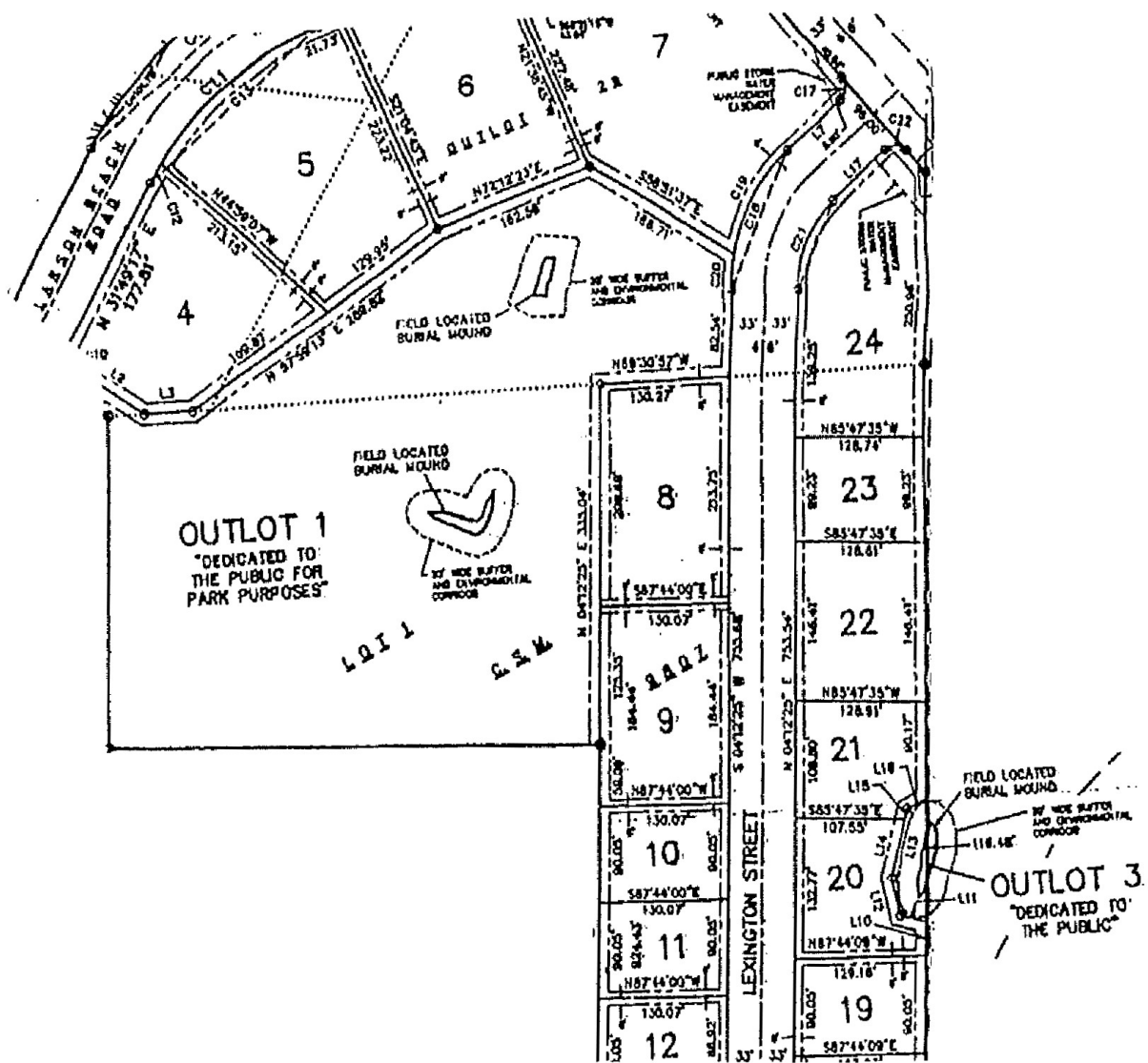
~~D.~~ D. Woodlands Commons Park Conservancy

Woodland Commons Park Conservancy is located on the western drumlin of conjoined drumlins that now straddle Lexington Street. It contains the Dale Mound Site which currently consists of one linear and one angular linear which is bent at right angles to itself. Historical records indicate the earlier presence of four mounds at this site, but some were apparently destroyed in 1984 when the hillside was excavated for fill for reconstructing US Highway 51. The northernmost surviving linear was also truncated by this excavation process. This mound site has been catalogued as a group with a fifteen feet (15) no disturbance buffer. As part of the subdivision platting process, the Village created a twenty feet (20') buffer and environmental corridor around each mound.

The Woodland Commons Park Conservancy mound site has been privately surveyed and also located and broadly evaluated by the Wisconsin Historical Society which did not provide any specific recommendations on maintenance. The following short term maintenance priorities are established for the mound site at Woodland Commons Conservancy Park:

- ~~1. 1. Remove immediately any evidence of human encroachment and inappropriate use of the area near the northernmost mound. Construct as soon as possible a low split rail fence to prevent future encroachment.~~
- ~~2. 2. Complete a comprehensive site assessment including mapping, a tree inventory, and a risk assessment.~~
- ~~3. 3. Complete Phase I of vegetation management consistent with Section VI of this policy.~~
- ~~4. 4. Prepare a long term long-term plan of Follow phased maintenance steps in Section V of this policy.~~

Taylor Road Conservancy Mound Site and Woodland Commons Mound Site



VIII. ——— MONITORING AND EVALUATION OF MOUND SITES

It is important that the Village make steady, annual progress in implementing these mound preservation and maintenance policies and goals. An example of an ongoing assessment grid has been created for potential use in keeping simultaneous track of the progress being made at all four mound sites (see Appendix A). Another example assessment grid, which is site-specific and more detailed, has also been created to monitor progress at each individual mound site (see Appendix B). Something similar to these example assessment grids should be updated annually and used by the Village Board (or a body to which it assigns the responsibility) Sustainability & Natural Resources Committee to re-evaluate the status and current condition of all mound sites.

The Village should establish and update annually a five-year plan which sets forth clear goals for preservation, maintenance, and possible restoration of the mounds in each of the four sites. The annual update should be completed in time to set priorities and establish funding needs as part of the Village's budget process.

This policy should be reviewed at least every five years with an eye to evaluating its continued applicability to the various mound sites. As appropriate, the policy should be updated to reflect changes in community thinking or approach, new discoveries, methods, or technological applications, unexpected field results, or changes in available funding or labor resources.

~~IX.~~ IX. EDUCATION AND PUBLIC OUTREACH

Indian Mound Conservation Park Conservancy (IMCP) is managed by the Village and is registered as a Community Forest. The McFarland School Forest occupies 69 acres adjacent to the mound site and is currently used for field trips and classes including Native American History and the mound building culture. ~~There exists~~ potential ~~programming exists~~ for ~~developing~~ cooperative educational activities between the Village and the School District, due to the proximity of the mound site to the schools. These entities share not only contiguous boundaries, but a strong commitment to fostering an informed and engaged citizenry. Their cooperative efforts provide a foundation for achieving the very desirable goal of education and public outreach. Effective education and public outreach at IMCP may encourage other Village civic or interest groups to become involved with the preservation and maintenance of the mounds.

Recommended objectives of an effective education and public outreach program would include:

1. To inform visitors about the human and natural history of the sites
2. To enhance existing cultural and historical resources with complementary educational activities (e.g., joint activities with the McFarland Historical Museum or the McFarland School District)
3. To foster teaching and learning related to Native American culture and history
- ~~4.~~ 4. ——— To develop awareness, appreciation, knowledge, and skills related to sustainable care of the environment and the Indian Native American mounds.
- ~~5.~~ 5. ——— To engage residents and students in experiential learning through field experiences
- ~~6.~~ To create a “Friends of McFarland Burial Mounds” buy-into assist with site maintenance activities.

7. Work with Village School ~~P~~programs to assist in various field activities.

Desirable components of an education and public outreach program ~~that~~ would help achieve the above objectives. The following could begin property trail signage along might include trails and informational signage designated pathways and entrances, classes/workshops organized by the Village and School District with, ~~and~~ speakers, ~~and perhaps~~ an interpretive center. Because of the natural settings in which most of the mounds are located, it would be possible to easily integrate educational objectives related to the environment on such topics as ecology, forest management, native and invasive species, wildlife, birding,

nature writing, storm water management, and water quality. The environmental education objectives for the McFarland School District, which incorporate all of these suggested ~~topics; topics~~, have been developed and are outlined in the School Forest Education Plan.

~~X.~~ X. CONCLUSION

The Village Board believes that the recommendations contained in this policy document ~~will~~ advance McFarland and its community ~~a long way~~ toward meeting desirable goals for preserving, maintaining, and restoring McFarland's IndianNative American mounds. The Board is confident that, as interim goals are reached, ongoing evaluations completed, and new goals established, the Village will make continuous progress in establishing the optimum environment for protecting and preserving the mounds at all four of the sites.

In adopting these policies, the Village Board has been guided by several over-arching principles. These are the enormous sense of responsibility engendered by the presence of the IndianNative American mounds, the profound desire to protect and preserve the mounds for future generations, and the recognition that McFarland, ~~though restricted by small size and fiscal limitations~~, can and must increase its efforts to do what must be done in the interests of ~~the IndianNative Americans and their culture. mounds.~~ The Village of McFarland and its residents should refocus on the fact that these burial mound sites are in essence large mortuaries and sacred sites that carry much history and connection to a group of people. The specific sites are no different than any other cemetery that we are familiar with.

On May 3, 2023, the Village Board and School Board approved Resolution #2023-07: a resolution acknowledging and celebrating the inherent sovereignty of the Ho-Chunk nation and the 11 additional Indigenous Nations within what is now referred to as the State of Wisconsin. Appendix X provides the details of the

APPENDICES

Appendix A — General Assessment Grid (example) for all Four Mound Sites

Appendix B — Specific Assessment Grids (example) for Each Mound Site

Appendix C — *Assessment of Current Conditions and Recommendations for the Lewis Mound Group in ~~IndianNative American~~Indian Mound Conservation Park* — John Broihahn, State Archeologist

Appendix D — *Restatement of the Lewis Mound Group Assessment* Alan Lulloff

Appendix ~~E~~ — *Mound Preservation and Maintenance*, Ho-Chunk Department of Heritage Preservation

Appendix ~~F~~ — ~~F~~ — *Burials, Earthworks, and Mounds Preservation Policy & Plan*, WI Dept. of Natural Resources

Appendix G — *Proposed Protocols for Cultural Resources Protection and Preservation on Public and Private Lands In the Lower Wisconsin State Riverway*

Appendix H — ~~IndianNative American~~Indian Mounds.' *Cultural Resources Fact Sheet 2*, National Resource Conservation Service

Appendix I — *Fact Sheet: How Trees Benefit Mounds and The Oaks in ~~IndianNative American~~Indian Mound Conservancy*, Alan R. Lulloff, P.E. CFM

**POLICY FOR
PRESERVATION
AND
MAINTENANCE OF
MCFARLAND'S
INDIAN MOUNDS**

ADOPTED August 9, 2010

I. INTRODUCTION

Southern Wisconsin is known for its prehistoric Indian mounds. The mounds were built by people of the Effigy Mound Culture, Late Woodland Stage, from approximately 650 to 1200 CE.* Many are burial grounds. Others may have served as man-made landmarks. The mounds are symbols/expressions of the mound builders religious faith and are considered sacred sites by Native Americans to this day. Fourteen of these rare and archaeologically significant treasures still exist on Village-owned property in McFarland. They are located in Indian Mound Conservation Park (IMCP), Siggelkow Park, the Taylor Road Conservancy, and Woodland Commons Park. Other mounds exist on private property within Village limits, and there may be others yet to be discovered on Village-owned lands. The McFarland Village Board recognizes that these few remaining mounds are of enormous historical and cultural value and has adopted and implemented this policy to ensure their protection and preservation for many generations to come.

*Common Era

II. CULTURAL IMPORTANCE

Over the centuries, Wisconsin's Indian mounds have disappeared in large numbers. They have been destroyed, damaged or neglected – victims of agricultural practices, the advance of urban development, indifference and/or ignorance. To halt further destruction and to raise public consciousness, the Ho Chunk Nation, cultural descendants of the mound builders, has reached out to communities where mounds exist and provided information and expertise on mound preservation and maintenance through their Department of Heritage Preservation.¹ Similarly, the Wisconsin Department of Natural Resources,² the Lower Wisconsin State Riverway Board,³ and the Wisconsin Historical Society⁴ have issued maintenance protocols aimed at preserving what remains of this part of Wisconsin's cultural and archaeological heritage. All of these land stewardship bodies recognize that Indian mound sites are irreplaceable and stress the responsibility of the land owner to protect these areas.

The Village of McFarland accepts this responsibility and further desires to become a role model for others to emulate. It has taken public ownership of the lands containing most of the mounds and has established conservancy uses on these lands to help protect the mounds. At one time, more than 80 Indian mounds graced the McFarland area. Prior to the Village taking ownership of what is now IMCP, two of the nine mounds that once occupied that land were destroyed by the grading of the hillside above Burma Road in the 1950's. Over the years community volunteers and school groups have done maintenance work such as removing invasive species and woody brush from some of the mounds and relocating and improving trails.

¹ *Mound Preservation and Maintenance*, Ho-Chunk Department of Heritage Preservation

² *Burials, Earthworks, And Mounds Preservation Policy & Plan*, WI Dept. of Natural Resources

³ *Proposed Protocols for Cultural Resources Protection and Preservation on Public and Private Lands In the Lower Wisconsin State Riverway*

⁴ *Wisconsin Historical Society Assessment of Lewis Mound Group - October, 2007*

III. PRESERVATION AND MAINTENANCE OF THE MOUNDS

A. Legal Framework

Wisconsin statutes designate the Wisconsin Historical Society as the oversight authority for Indian mound lands throughout the state. Those statutes [157.70(6m) (b) 2 and 3] which regulate burial sites that are on public lands impose certain requirements on municipalities. These regulations include: prohibiting the transfer of any burial site to any person who is not a municipality unless the transfer provides for preservation of the burial site from any disturbance by any person and unless the transfer is approved by the Wisconsin Historical Society; and requiring that the municipality shall endeavor to take positive action to preserve any burial site on land it owns through appropriate land use management, including but not limited to appropriate multiuse purposes such as nature preserves.

All of the acreage in IMCP is listed on the National Register of Historic Places which means that no ground disturbing activities are allowed anywhere within that park. Any activities that might potentially cause ground disturbance on or near the mounds in other parks require prior approval from the Wisconsin Historical Society. This approval process typically involves preparation and submittal of a plan by the Village President or Administrator for review by Wisconsin Historical Society staff. As appropriate, the Wisconsin Historical Society may circulate the proposed plan for review and comment by Native American nations in the state, with whom the agency is responsible for coordinating preservation efforts.

B. Approach

McFarland's mounds do not exist in isolation. All of them are in conservancies, and any maintenance activities undertaken on the mounds will inevitably have some impact on the surrounding natural and man-made environments. Managing the mounds properly and avoiding detrimental impacts to the broader environmental context within which they exist is a complex challenge. Diverse perspectives on meeting this challenge were expressed via community input at a public meeting,⁵ within the Committee's internal discussions, and in documents submitted to the Committee by concerned residents.⁶ There was no one-size-fits-all approach with which Committee members felt comfortable. As a result, the Committee's objective has been to determine a balanced approach to preservation and maintenance that meets McFarland's unique challenges.

The specific preservation and maintenance practices to be used will vary by mound site and from one individual mound to the next. There is, nonetheless, a systematic series of protocols that should be followed at all sites to ensure that the desired goals are achieved. That common approach recommended herein would typically involve the following steps:

1. Have a comprehensive site assessment of each mound site conducted by the State Archeologist that would include an archeological overview and appropriate mapping. A vegetation assessment and an overall risk assessment should also be conducted by a certified arborist and an ecological restoration expert. Such site assessments for the mounds in IMCP were conducted in 2006-2007 by the Wisconsin Historical Society. A forester and an ecologist from the WDNR have also reviewed

⁵ *Indian Mounds: Cultural Resources Fact Sheet 2*, National Resource Conservation Service

⁶ *Fact Sheet: How Trees Benefit Mounds and The Oaks in Indian Mound Conservancy*, Alan R. Lulloff, P.E. CFM

- surrounding conservancy areas in IMCP and provided suggestions on approaches to managing vegetation and improving forest health.
2. Determine the optimal conditions for protection and preservation of the mound site and prepare a long term maintenance plan to establish and maintain those optimal conditions.
 3. Obtain necessary approvals of this maintenance plan from the Burial Preservation Office of the Wisconsin Historical Society.
 4. Stabilize the current condition of the mounds to prevent any deterioration.
 5. Prepare a five year plan, to be updated annually, which identifies phased maintenance projects and practices to be undertaken at each of the four mound sites. Allocate the necessary resources in the annual budget process or pursue available grant funding to implement those plans.
 6. At the completion of each phase of maintenance, photograph, monitor, and evaluate the results over the course of at least one full growing season prior to determining what maintenance activities should be undertaken in the next phase, how the activities should be prioritized, and when the next phase should commence.
 7. Conduct public education/outreach activities and provide appropriate site amenities to promote greater understanding and enjoyment of the mound sites by the public in a manner that does not pose additional risk to the mounds.
 8. Evaluate the potential benefits of having the Taylor Road Conservancy and Woodland Commons Park mound sites listed on the National Register of Historic Places. Pursue local “landmark” status for all four mound sites.
 9. Conduct regular assessments of progress and continue these preservation and maintenance policies, plans and practices or revise them accordingly.

C. Goals and Objectives

The purpose of taking the common approach to preservation and maintenance described above is to meet goals and achieve results that should apply uniformly to all four Indian mound sites. The desired outcome and end vision for all sites are defined in the following goals and would be achieved by accomplishing the following objectives.

GOAL #1 – Ensure that the Indian mounds are protected from potential damage, stabilize the current condition of the mounds so they do not deteriorate, and improve the condition of the mounds as available resources permit.

OBJECTIVES:

1. Eliminate or minimize risks or threats that pose an unreasonable risk to the mounds.
2. If trail access to an area is deemed desirable, design or relocate trails so they do not encroach any closer than fifteen feet (15') from the mounds.
3. Direct bikers away from the mounds with appropriate signage and, if necessary, physical barriers.

GOAL #2 – Raise public awareness about the Indian mound sites and their human and natural history by conducting an effective education and public outreach program.

OBJECTIVES:

1. Provide suitable overlook points along the trails which permit observers to appreciate visually the shape of the mound(s) from a safe distance.
2. Install non-obtrusive warning signs to protect the mounds and interpretive signs to help observers better understand the mounds and their history.

3. Offer accompanying public education activities to foster a greater understanding of the historical, archeological, and cultural significance of the mounds.

GOAL #3 – In order to protect the mounds from potential damage and to respect the preferences of the Ho Chunk Nation regarding the presence of vegetation on their ancestral sites, achieve an eventual condition where no trees or shrubs are growing on the mounds or within a five feet (5') buffer zone and where each distinct mound shape is clearly defined and visible to an observer.

OBJECTIVES:

1. Remove all brush, non-native, and invasive species.
2. Remove in phases all trees except selected large, healthy, deep-rooted trees that are retained for forestry or environmental purposes, to preserve heritage trees, when significant unavoidable mound damage might occur during tree removal, or for other management purposes.
3. Remove these remaining trees as they deteriorate or die from natural causes.
4. Establish native ground cover on the mounds to protect against erosion and other potential damage and to minimize future maintenance efforts.
5. Emphasize the definition of each mound by using contrasting types of vegetation or in some other natural-looking manner.

IV. SITE ASSESSMENTS

Since the amount and quality of site assessment data that is currently available varies a great deal across the four mound sites, a comprehensive assessment by the Wisconsin Historical Society or other qualified professionals is required as an initial step for each Indian mound site to evaluate the existing plant community and the opportunity for restoration of the native plant community, to determine the current conditions of the mounds, to determine if there is a need for additional mapping, and to assess potential risks to the mounds. This assessment will identify those features which render each site unique and will influence the maintenance regimen selected.

A. Archaeological Overview

If one has not been conducted previously, an archeological overview of the site should be conducted both before and after phased maintenance work is implemented. If possible, the “before” overview should be conducted by the State Archeologist. At a minimum, the number and type of mounds should be described and surface observations should be made and recorded in narrative and in photographic forms. The condition of the mounds should be noted, such as whether the edges are well-defined or diffuse and whether the mounds are well-preserved or have been damaged. An additional walk through of the site should be conducted and updated notations made following extensive tree removal or introduction of fire to the site. To date, a proper archeological overview has been completed only for the mounds in IMCP.

B. Mapping

Mapping is important to assure that an accurate record of each Indian mound site is maintained. While adequate maps of the mound groups are generally available, it might be very useful if the maps contained greater detail. Village staff shall work with the Burial Sites Preservation staff in the Wisconsin Historical Society to acquire files from WHS that define the established mound protection boundaries for all Indian mounds documented to exist on Village-owned lands. Where they have not been previously documented new technologies are available that would enhance existing maps. Global Positioning System (GPS) coordinates with an accuracy level of

one foot should be taken for all mounds, although the accuracy of this data will be limited by the tree canopy and the often ill-defined nature of the mound edges. Maps of each individual mound site should be as accurate as possible and should document (as appropriate) the mound shape, dimensions, mound-mound angles, and the presence of depressions or other potential burial features. Notations regarding proximity to water features, roads, trails, property lines, and nearby development, topographical information, and other notable features of the site should be added to the maps as site assessments are completed. The most complete maps currently exist for IMCP, but these maps lack much of the recommended detail. The existing maps for the other three mound sites are even less detailed and need to be expanded.

C. Vegetation Assessment

An initial survey of trees, shrubs, and ground cover should be conducted and used in determining future vegetation management practices for each site. It may be appropriate to consult with a professional qualified in ecological restoration in developing this vegetation assessment. The assessment should describe the existing plant community and species, identify endangered or threatened species as well as invasive species, evaluate relics of native plant communities and the potential for future restoration and sustainability of native species, and note existing tree canopy and ground cover. A tree inventory detailing the species, size, and a general rating of the condition of all trees growing on the mounds and within a fifteen foot (15') buffer area from the base of the mounds should be completed by a certified arborist. This inventory should identify trees for removal based on objective criteria developed by the arborist and approved by the Village. The inventory will also differentiate between native and non-native trees and between deep-rooted and shallow-rooted species. The assessment should also note whether the use of controlled burns might be an appropriate and desirable vegetation management tool for the mounds and/or adjacent areas. No surveys that fully satisfy all of these assessment criteria have been completed for any of the four mound sites.

D. Risk Assessment

Using the information developed during the archeological survey, mapping, and vegetation assessment phases, each mound site should be assessed for inherent risks. Notations should be recorded regarding potential threats to the mound(s) from: erosion; proximity to neighboring development, roads, pedestrian or bicycle trails, playgrounds, and parks; non-native invasive species and tree species of concern due to disease or insects; and damage caused by humans or wildlife. Mounds associated with a “high-risk” for damage should receive immediate attention to assure protection and preservation.

Shallow – rooted trees can be a risk for windthrow. According to the National Resource Conservation Service, however, having tree cover on mounds can have both advantages and disadvantages. “The possibility of wind thrown trees is a potential area of concern. Overturned trees can pull up large chunks of soil with the root system causing damage to cultural deposits. Root penetration of trees and scrub can also have a significant impact on archeological deposits. However, removal of long established trees can be more detrimental to the mound than maintaining the existing cover.”⁷

⁷ *Indian Mounds: Cultural Resources Fact Sheet 2, National Resource Conservation Service*

V. PHASED MAINTENANCE OF THE MOUNDS

A good deal of deferred maintenance work on the mounds will be required. The phasing of maintenance is a practical reality given current limitations in available financial and labor resources. Another advantage of a phased approach is that it allows an evaluation to be conducted at the conclusion of each management phase. If any unintended or unexpected effects have occurred, future maintenance plans can be adjusted accordingly.

As each of the Indian mound sites is different, with its own unique surroundings and potential risks, the specific protection and maintenance practices to be used will vary between sites. The pace of the maintenance efforts and the timing of various phases will also differ between sites based on priorities established through the site assessment process and funding availability.

Vegetation management on mound sites would follow the sequential phases described below, diagrammed in flow chart form in Table 1, and summarized in Table 2. No specific time frame is established for the completion of a particular phase or the start of the following phase. It is understood that steps to establish healthy ground cover of native species, including ongoing removal of non-native and invasive species, would be continuous throughout the process as sunlight conditions change with progressive removal of tree canopy. At least one full growing season should be allowed to pass before beginning a subsequent maintenance phase. This will allow a proper period for monitoring and evaluating the results of the previous phase.

Maintaining a photographic history of the appearance of each mound before, during, and after each maintenance phase is strongly recommended. The data base of photographs should be properly indexed and catalogued by specific mound, phase, and date. Photographs should be stored in a commonly available on-line format that is searchable and from which potential users can download and print selected material.

A. Phase 1

1. Photograph each mound from several angles, noting the date taken
2. On the mounds themselves:
 - a. Remove all brush and all non-native or invasive species of groundcover and trees
 - b. Remove all dead, down, and unhealthy trees; all shallow-rooted trees, regardless of size; and any trees recommended for removal by a certified arborist if they pose an undue risk to the mounds for other reasons.
 - c. Remove all trees less than 5" diameter at breast height (DBH) in size
 - d. Seed native vegetation in a mixture recommended by a qualified professional
3. Within a fifteen feet (15') buffer area from the base of the mounds:
 - a. Remove all dead, down, and unhealthy trees; all shallow-rooted trees, regardless of size; and any trees recommended for removal by a certified arborist if they pose an undue risk to the mounds for other reasons.
4. Photograph each mound from several angles, noting the date taken

B. Evaluation Phase (should begin after one complete growing season)

1. Photograph each mound from several angles, noting the date taken
2. Document the specific maintenance activities performed to date
 - a. Describe any detrimental results from the work done in the previous phase (e.g., an increase in invasive species, signs of erosion)
 - b. Describe any positive results from the previous phase (e.g., increased sunlight, improved growth of native vegetation)

3. Based on the analysis of results made during this Evaluation Phase, modify as appropriate the maintenance priorities and activities planned for the next phase

C. Phase 2

1. Photograph each mound from several angles, noting the date taken
2. On the mounds themselves:
 - a. Ongoing removal of all brush, small trees, and all non-native or invasive species of groundcover
 - b. Remove all trees between 5" - 12" DBH in size. Also remove those trees so recommended by a certified arborist if they pose an undue risk to the mounds
 - c. As necessary, continue seeding of native vegetation in a mixture recommended by a qualified professional
3. Within a five feet (5') buffer area from the base of the mounds:
 - a. Remove all brush and all non-native or invasive species of groundcover and trees
 - b. Remove all trees less than 5" DBH in size. Also remove those trees so recommended by a certified arborist if they pose an undue risk to the mounds
 - c. Seed native vegetation in a mixture recommended by a qualified professional
4. Photograph each mound from several angles, noting the date taken

D. Evaluation Phase (see above)

E. Phase 3

1. Photograph each mound from several angles, noting the date taken
2. On the mounds themselves:
 - a. Ongoing removal of all brush, small trees, and all non-native or invasive species of groundcover
 - b. Remove all remaining trees unless it is determined that selected large, healthy, deep-rooted trees should be retained for forestry or environmental purposes, to preserve heritage trees, when significant unavoidable mound damage would occur during tree removal, or for other management purposes
 - c. As necessary, continue seeding of native vegetation in a mixture recommended by a qualified professional
3. Within a five feet (5') buffer area from the base of the mounds:
 - a. Ongoing removal of all brush, small trees and all non-native or invasive species of groundcover
 - b. Remove all trees less than 12" DBH in size. Also remove those trees so recommended by a certified arborist if they pose an undue risk to the mounds
 - c. As necessary, continue seeding of native vegetation in a mixture recommended by a qualified professional
4. Within a fifteen feet (15') buffer area from the base of the mounds:
 - a. Remove all brush and all non-native or invasive species of groundcover and trees
 - b. Remove all trees less than 5" DBH in size. Also remove those trees so recommended by a certified arborist if they pose an undue risk to the mounds
 - c. Seed native vegetation in a mixture recommended by a qualified professional
5. Photograph each mound from several angles, noting the date taken

F. Evaluation Phase (see above)

G. Phase 4

1. Photograph each mound from several angles, noting the date taken
2. On the mounds themselves:
 - a. Ongoing removal of all brush and small trees and all non-native or invasive species of groundcover
 - b. As necessary, continue seeding of native vegetation in a mixture recommended by a qualified professional
3. Within a five feet (5 ') buffer area from the base of the mounds:
 - a. Ongoing removal of all brush and small trees and all non-native or invasive species of groundcover
 - b. Remove all remaining trees unless it is determined that selected large, healthy, deep-rooted trees should be retained for forestry or environmental purposes, to preserve heritage trees, when significant unavoidable mound damage would occur during tree removal, or for other management purposes
 - c. As necessary, continue seeding of native vegetation in a mixture recommended by a qualified professional
4. Photograph each mound from several angles, noting the date taken

TABLE 1

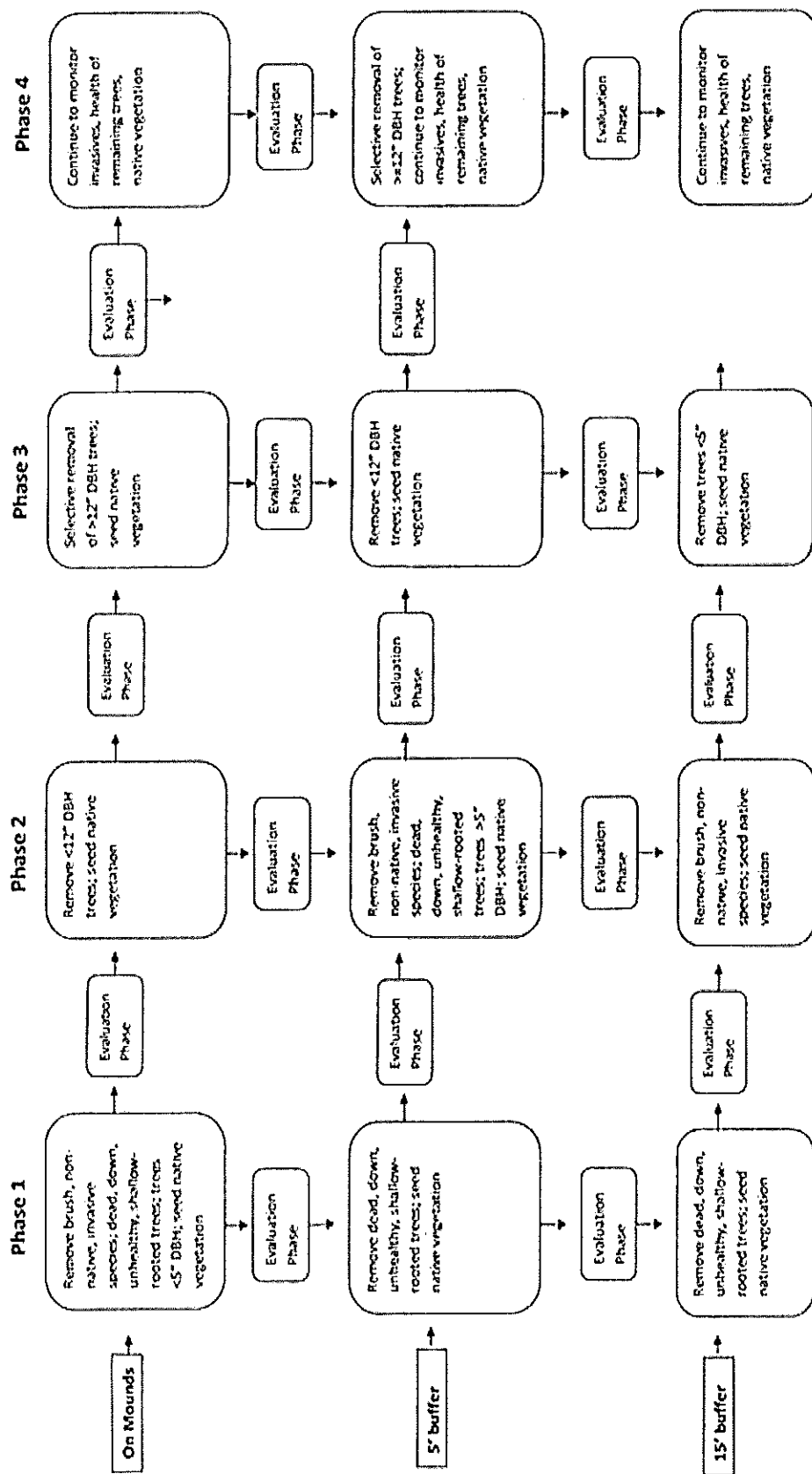


TABLE 2
PHASES OF VEGETATION MANAGEMENT

	ON MOUNDS	5' BUFFER	15' BUFFER
Remove brush, non-native and invasive species	Phase 1	Phase 2	Phase 3
Remove dead, down, unhealthy, and shallow-rooted trees	Phase 1	Phase 1	Phase 1
Remove <5" DBH trees. Also remove trees so recommended by a certified arborist	Phase 1	Phase 2	Phase 3
Seed native vegetation in a mixture recommended by a qualified professional	All phases as needed	All phases as needed	All phases as needed
Remove <12" DBH trees. Also remove trees so recommended by a certified arborist	Phase 2	Phase 3	Not applicable
Selective removal of 12" DBH and larger trees. Also remove trees so recommended by a certified arborist	Phase 3	Phase 4	Not applicable

NOTE: An evaluation phase should occur after each management phase. Evaluation should include photographing each mound noting the date, documenting specific maintenance activities that occurred in the previous management phase, and describing any positive or negative effects of those activities. This information should be used to guide appropriate modifications of the maintenance priorities and activities planned for the next management phase.

VI. GENERAL MOUNDS MAINTENANCE CONSIDERATIONS

A. Tree and Shrub Removal

Removal of trees and shrubs from mounds and within a five feet (5') buffer area from the base of the mounds is generally desirable to protect them from windthrow and other damage, and to encourage growth of native groundcover that will help prevent erosion. To help mitigate the potential of windthrow, all shallow-rooted trees will be removed during Phase 1 of the maintenance. However, some selected large, healthy, deep-rooted trees may be retained for forestry or environmental purposes, to preserve heritage trees, when significant unavoidable mound damage might occur during tree removal, or for other management purposes. Heritage trees are defined in the Village's Tree and Shrub Ordinance. The condition of any large trees that are retained should be re-evaluated periodically to ensure that their health is stable and that they continue to pose no undue risk to the mounds.

No ground disturbance is allowed. All tree removal should be done when the ground is frozen hard. Trees growing on the mounds should be hand cut, or cut with a machine that can stay at least fifteen feet (15') from the mounds. No machinery is permitted to be used, however, on

slopes steeper than 12% or on lands listed on the National Register of Historic Places, unless approved by the Wisconsin Historical Society. The trees should be cut close to the ground and stumps should be left intact. The stumps can be treated to prevent regrowth. During tree removal, trees should not be dropped or dragged across the mounds, and machinery and other vehicles should not be driven across the mounds. The logs and other material should be hauled away or scattered or piled at least fifteen feet (15') from the defined burial area or mound.

Woody shrubs and invasives can be removed at any time with proper care since their removal should not require use of heavy equipment or involve ground disturbance. All vegetative waste material should be removed from the area. Replacement vegetation should be appropriate for the current use or planned restoration objectives.

B. Burning

The use of fire to control woody vegetation and to enhance the native plant community in a prairie or savanna ecosystem is an important management tool, but the decision to use controlled burns should be made on an individual site basis and balanced against other factors that should be considered consistent with Village ordinances and protocols. Surveys should be conducted following any controlled burning to look for possible artifacts and to determine the response of the native plant community to fire. Installation of firebreaks and use of firefighting equipment at a site should be carefully monitored for both safety and potential ground disturbance reasons.

C. Chemical Treatment

Removal of the roots of mature woody vegetation via hand-pulling is not recommended due to the ground disturbance that results. Chemical treatments to control woody vegetation or non-native invasive species can be very effective when applied properly. To minimize the use of chemicals, however, hand pulling should be used for control of small seedlings and most herbaceous plants.

D. Trails

Pedestrian and wheeled traffic should never be allowed on the mounds. Trails should be established at those sites where public visitation either is likely or is encouraged. Trails should be located a minimum of fifteen feet (15') or more from the outer perimeter of the mound. Small trees and large brush stems that have been removed from the mounds in Phase I or II may be used for trail demarcation. The use of wood chips, shredded bark, or mowing may be considered for trail maintenance. In locating and designing trails, consideration should be given to the proximity of the mounds, aesthetics, view sheds and erosion control. All trails should be made as accessible to the disabled as possible.

E. Signage

The Village should retain control of the wording and placement of all signage and coordinate the placement with the Wisconsin Historical Society. Signage at mound sites should be minimized but efforts should be made to educate and inform the public about the significance of the site and the people who constructed the earthworks. Maps of the mounds at specific sites or in a general context of other mound groups in the vicinity may be useful. A generic sign for selected sites that describes the effigy mound building culture and the types of mounds (effigy, linear or conical) may be appropriate. Affirmation of the sacred nature of the site to Native American peoples should be included in the signage. A strong statement about staying off the mounds and information on the burial sites preservation law should be included. Site specific signage should

include a map of the site and information regarding the unique features of the site. In some circumstances, brochures or small maps could be provided to visitors.

F. Repair of Damaged Mounds

Where appropriate, repair of mounds damaged by post Euro-Yankee settlement activities and/or natural causes may be considered. Coordination with the Wisconsin Historical Society is required.

G. Use of Volunteers

Volunteers may be enlisted to assist with mounds maintenance activities, monitoring, and education. The proximity of the mound site in IMCP to a number of local schools affords an ideal opportunity for student and parent involvement in the maintenance of the mounds. As described in Section VIII, involving community volunteers is also an effective way to expand education about the mound building culture and the sanctity of the surviving mounds to Native Americans.

Volunteers have been very active in the removal of invasive species and promoting the growth of native vegetation within IMCP. Neighborhood groups should be recruited and encouraged to adopt a particular site. A reference manual should be provided containing information useful to volunteers and a system should be developed for tracking the time contributed and the work tasks performed by volunteers. The use of power equipment by volunteers should be monitored closely by a qualified team leader. Persons using chainsaws or mechanical brush cutters must be approved by Village staff and have appropriate safety training and equipment. The number of persons using mechanical equipment should be strictly limited to promote safety.

VII. RECOMMENDED MAINTENANCE PLANS FOR SPECIFIC MOUND SITES

A. Indian Mound Conservation Park (IMCP)

IMCP contains the Lewis Mound Group which consists of nine (9) mounds, including one short tailed quadruped in the shape of a bear, four linear, one long hook-shaped linear, one oval, and two conical mounds (see map below). Portions of the linear and a portion on one of the conicals were destroyed by development but partial restoration has occurred. The site is listed on the National Register of Historic Places and the nomination covers the entire 10 acre area of IMCP. The mounds have been catalogued in small groups and as single mounds. No ground disturbing activities are permitted anywhere within IMCP.

Considerable maintenance work on the mounds in IMCP has already been completed by the Village, community volunteers, and through the McFarland School District's School Forest Program. A site assessment was completed in 2006-2007 by the Wisconsin Historical Society. On the subject of tree removal, the assessment found then that "At this point in time, all of the trees growing on the mounds seem to be healthy and they are not in immediate danger of tipping over."⁸ Individually and in concert, these groups have completed a site assessment, relocated some segments of walking trails away from the mounds, removed invasive species (ongoing process), re-established native species (ongoing process), and erected some informational signage. The Village acknowledges these previous contributions to preserving and maintaining the mounds and thanks those who have participated.

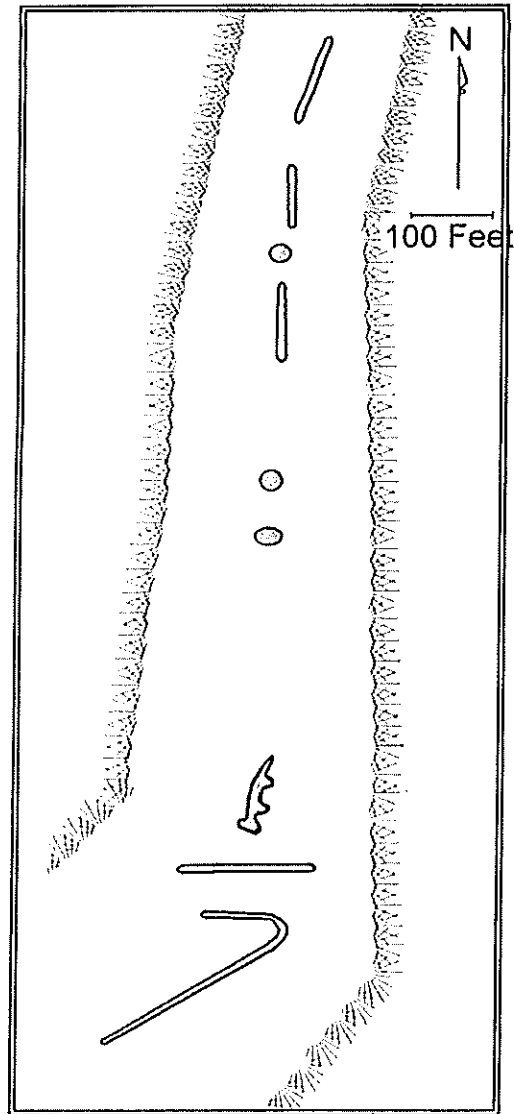
⁸ *Wisconsin Historical Society Assessment of Lewis Mound Group – October, 2007*

IMCP was designated in 2010 as a Community Forest. It is located adjacent to the McFarland School Forest which was established in 2006. The McFarland School Forest Stewardship Plan, which included the Indian mound area through a 2007 Land Use Agreement with the Village, was prepared in 2007 and updated in 2009 by WDNR Forester Steve Holaday. It outlines forest management objectives and recommendations throughout the School Forest. Appendix A of the Stewardship Plan, prepared by State Archeologist John Broihahn, contains an assessment of the current conditions of the mounds and a detailed set of recommendations for future maintenance of the mounds.

In view of the extensive studies that have been conducted on IMCP and the work already completed, the following maintenance priorities are established for the mounds in IMCP:

1. The June 2009 amendment to the McFarland School Forest Stewardship Plan, which splits the former "Stand 1" into two separate forest stands, should be incorporated by the WDNR forester into a new Community Forest management plan for IMCP. This would lead to re-establishment of an oak woodland or oak opening community around the mound groupings, consistent with the native vegetation believed to be present at the time the mounds were built.
2. The October 2007 Wisconsin Historical Society Assessment for the Lewis Mound Group should be followed as a guideline to prioritize maintenance practices on each individual mound.
3. Trails should be relocated further away from the mounds where necessary, erosion of the trail surfaces minimized, and views of the mounds from the trails improved. Relocation of the trail that cuts into mound #2 should be an immediate priority.
4. Tree and shrub removal on and around the mounds should be completed in accordance with Section VI of this policy. Removal of non-native and invasive species and re-establishment of native ground cover species should be ongoing.
5. Informational signage should be installed to protect the mounds and other environmentally sensitive areas, to lead visitors through the park, and to interpret the cultural significance of the mounds.
6. The misleading signage at the west entrance regarding the bike trail should be changed to clarify that the trails in IMCP are not intended for bike riding and that, if bikes are taken into the park, they should be walked and not ridden.
7. The bear mound, the linear mound at the top of the park, and the partial mound should be prioritized as the first mounds to receive Phase 1 maintenance and used as demonstration projects to assess the appropriateness and effectiveness of the recommended maintenance protocols. Once Phase 1 maintenance activities are completed on these higher priority mounds, Phase 1 work on all remaining mounds should commence as soon as time and resources permit.
8. Seek approval from Wisconsin Historical Society to remove man-made fill deposited years ago at the base area of the old water tower and along the southern edge of the access road. As an alternative, seek approval to augment and regrade these areas to create more natural looking contours.

IMCP Mound Site



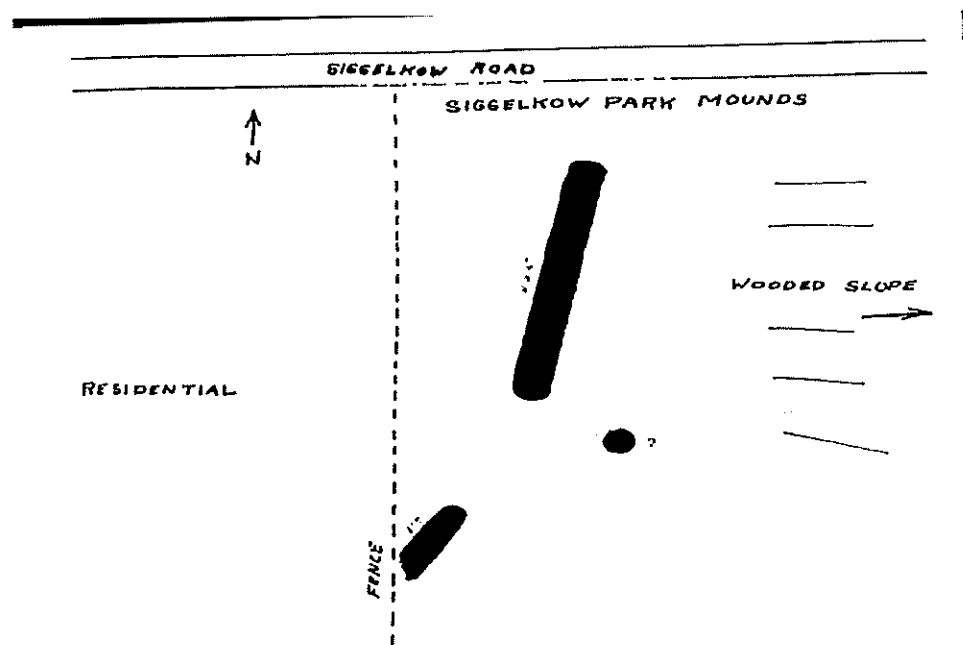
B. Siggelkow Park

Siggelkow Park contains the Siggelkow Park Mounds Group which consists of at least two linear mounds and an unknown number of other potential mounds. The northernmost of these linears is approximately 225 feet long, ten feet (10') wide, and two feet (2') high and has been potted or looted. The second mound, which is located southwest of the first, is about 57 feet long but has been truncated by residential development. There are also faint signs of a possible conical or effigy mound remnant. These mounds have been catalogued as a group with a fifteen feet (15') no disturbance buffer. The Siggelkow Park Mound Group is eligible for listing on the National Register of Historic Places "because it is likely to contain important information on the prehistoric Late Woodland cultural stage in Wisconsin and because it is a good representative of a distinctive type and period of construction."

The Siggelkow Park mound site has been mapped and broadly evaluated by the Wisconsin Historical Society but they have not provided any specific recommendations on maintenance. The following short term maintenance priorities are established for the mounds site in Siggelkow Park:

1. Complete a comprehensive site assessment including a tree inventory, risk assessment, and a more thorough archeological evaluation of the possible remnant of a conical or effigy mound.
2. Complete Phase 1 of vegetation management consistent with Section VI of this policy.
3. Prepare a long term plan of phased maintenance.

Siggelkow Park Mound Site



C. Taylor Road Conservancy

The Taylor Road Conservancy is located on the eastern drumlin of conjoined drumlins that now straddle Lexington Street. It contains the Evans-Nelson mound site which currently consists of one linear mound. Historical records indicate the earlier presence of more linear mounds at this site but they apparently have been destroyed by a combination of cultivation and the huge cut made into the hill southwest of Taylor Road. The remaining linear mound has been truncated by a logging-style road at its southern end but is otherwise in good condition. Approximately one half of the mound is located on Village-owned park land and the other half was carved out of Lot 20 of Woodland Commons subdivision and dedicated to the Village, so the entire mound is under public ownership and protection. This mound has been catalogued with a fifteen feet (15') no disturbance buffer. As part of the subdivision platting process, the Village created a twenty feet (20') buffer and environmental corridor around the mound. (See map under "D" below.)

The Taylor Road Conservancy mound site has been privately surveyed and also located and broadly evaluated by the Wisconsin Historical Society which did not provide any specific recommendations on maintenance. The following short term maintenance priorities are established for the mound site at the Taylor Road Conservancy:

1. Relocate as soon as possible the footpath that currently crosses a portion of the mound and block off the old footpath.
2. Complete a comprehensive site assessment including mapping and a risk assessment.
3. Complete Phase 1 of vegetation management consistent with Section VI of this policy.
4. Install warning signage and notify adjacent residents about the presence of the mound and educate them on its cultural significance and the importance of protecting the integrity of the mound.
5. Prepare a long term plan of phased maintenance.

D. Woodlands Commons Park

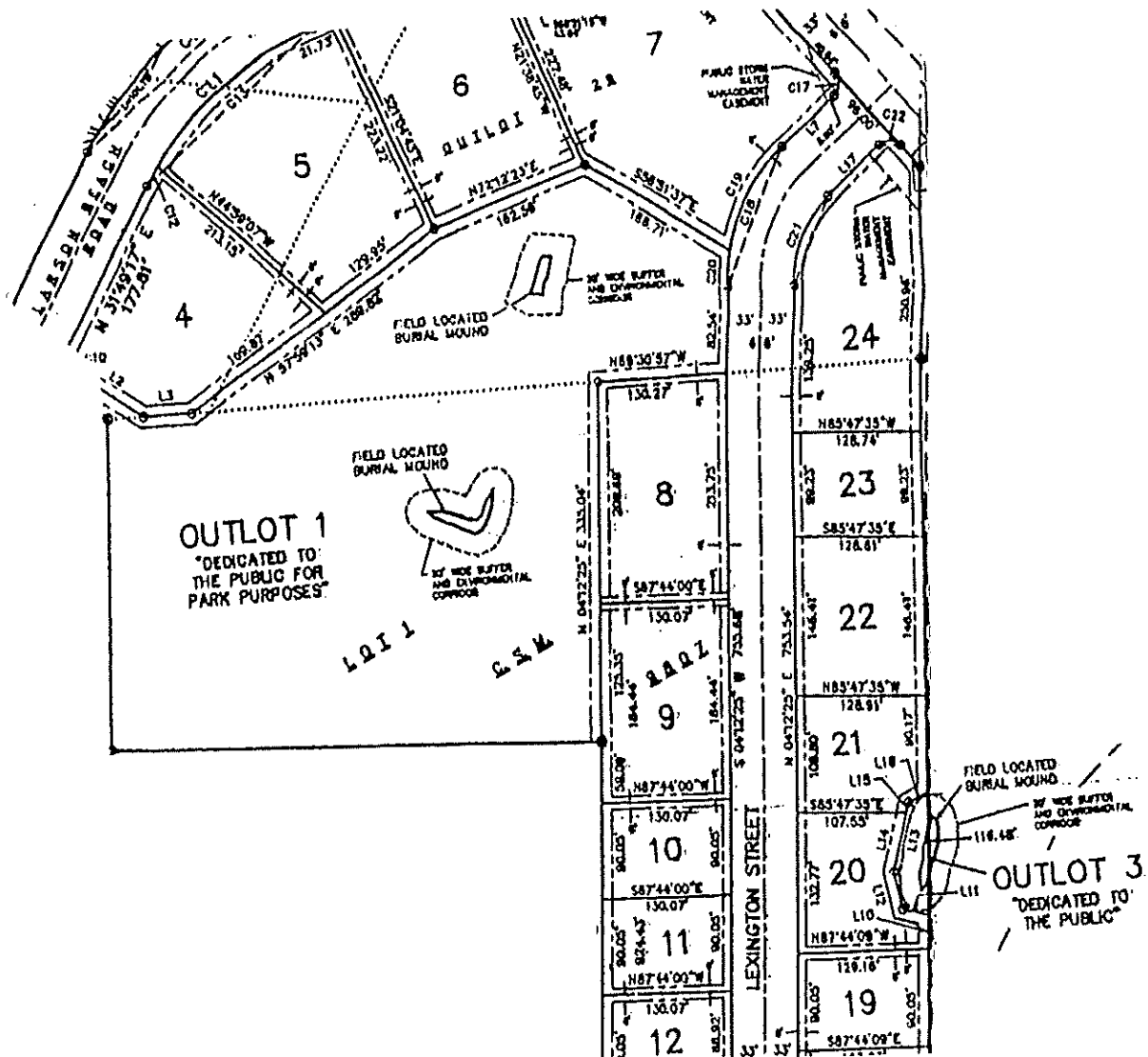
Woodland Commons Park is located on the western drumlin of conjoined drumlins that now straddle Lexington Street. It contains the Dale Mound Site which currently consists of one linear and one angular linear which is bent at right angles to itself. Historical records indicate the earlier presence of four mounds at this site but some were apparently destroyed in 1984 when the hillside was excavated for fill for reconstructing US Highway 51. The northernmost surviving linear was also truncated by this excavation process. This mound site has been catalogued as a group with a fifteen feet (15') no disturbance buffer. As part of the subdivision platting process, the Village created a twenty feet (20') buffer and environmental corridor around each mound.

The Woodland Commons Park mound site has been privately surveyed and also located and broadly evaluated by the Wisconsin Historical Society which did not provide any specific recommendations on maintenance. The following short term maintenance priorities are established for the mound site at Woodland Commons Park:

1. Remove immediately any evidence of human encroachment and inappropriate use of the area near the northernmost mound. Construct as soon as possible a low split rail fence to prevent future encroachment.

2. Complete a comprehensive site assessment including mapping, a tree inventory, and a risk assessment.
3. Complete Phase 1 of vegetation management consistent with Section VI of this policy.
4. Prepare a long term plan of phased maintenance.

Taylor Road Conservancy Mound Site and Woodland Commons Mound Site



VIII. MONITORING AND EVALUATION OF MOUND SITES

It is important that the Village make steady, annual progress in implementing these mound preservation and maintenance policies and goals. An example of an ongoing assessment grid has been created for potential use in keeping simultaneous track of the progress being made at all four mound sites (see Appendix A). Another example assessment grid, which is site-specific and more detailed, has also been created to monitor progress at each individual mound site (see Appendix B). Something similar to these example assessment grids should be updated annually and used by the Village Board (or a body to which it assigns the responsibility) to re-evaluate the status and current condition of all mound sites.

The Village should establish and update annually a five-year plan which sets forth clear goals for preservation, maintenance, and possible restoration of the mounds in each of the four sites. The annual update should be completed in time to set priorities and establish funding needs as part of the Village's budget process.

This policy should be reviewed at least every five years with an eye to evaluating its continued applicability to the various mound sites. As appropriate, the policy should be updated to reflect changes in community thinking or approach, new discoveries, methods, or technological applications, unexpected field results, or changes in available funding or labor resources.

IX. EDUCATION AND PUBLIC OUTREACH

Indian Mound Conservation Park (IMCP) is managed by the Village and is registered as a Community Forest. The McFarland School Forest occupies 6.9 acres adjacent to the mound site and is currently used for field trips and classes including Native American History and the mound building culture. The potential exists for developing cooperative educational activities due to the proximity of the mound site to the schools. These entities share not only contiguous boundaries, but a strong commitment to fostering an informed and engaged citizenry. Their cooperative efforts provide a foundation for achieving the very desirable goal of education and public outreach. Effective education and public outreach at IMCP may encourage other Village civic or interest groups to become involved with the preservation and maintenance of the mounds.

Recommended objectives of an effective education and public outreach program would include:

1. To inform visitors about the human and natural history of the sites
2. To enhance existing cultural and historical resources with complementary educational activities (e.g. joint activities with the McFarland Historical Museum or the McFarland School District)
3. To foster teaching and learning related to Native American culture and history
4. To develop awareness, appreciation, knowledge, and skills related to sustainable care of the environment and the Indian mounds
5. To engage residents and students in experiential learning through field experiences

Desirable components of an education and public outreach program that would help achieve the above objectives might include trails and informational signage, classes/workshops, speakers, and perhaps an interpretive center. Because of the natural settings in which most of the mounds are located, it would be possible to easily integrate educational objectives related to the environment on such topics as ecology, forest management, native and invasive species, wildlife, birding,

nature writing, storm water management, and water quality. The environmental education objectives for the McFarland School District, which incorporate all of these suggested topics, have been developed and are outlined in the School Forest Education Plan.

X. CONCLUSION

The Village Board believes that the recommendations contained in this policy document will advance McFarland a long way toward meeting desirable goals for preserving, maintaining, and restoring McFarland's Indian mounds. The Board is confident that, as interim goals are reached, ongoing evaluations completed, and new goals established, the Village will make continuous progress in establishing the optimum environment for protecting and preserving the mounds at all four of the sites.

In adopting these policies, the Village Board has been guided by several over-arching principles. These are the enormous sense of responsibility engendered by the presence of the Indian mounds, the profound desire to protect and preserve the mounds for future generations, and the recognition that McFarland, though restricted by small size and fiscal limitations, can and must increase its efforts to do what must be done in the interests of the Indian mounds.

APPENDICES

Appendix A – General Assessment Grid (example) for all Four Mound Sites

Appendix B – Specific Assessment Grids (example) for Each Mound Site

Appendix C – *Assessment of Current Conditions and Recommendations for the Lewis Mound Group in Indian Mound Conservation Park* – John Broihahn, State Archeologist

Appendix D – *Restatement of the Lewis Mound Group Assessment* – Alan Lulloff

Appendix E – *Mound Preservation and Maintenance*, Ho-Chunk Department of Heritage Preservation

Appendix F – *Burials, Earthworks, and Mounds Preservation Policy & Plan*, WI Dept. of Natural Resources

Appendix G – *Proposed Protocols for Cultural Resources Protection and Preservation on Public and Private Lands In the Lower Wisconsin State Riverway*

Appendix H – *Indian Mounds: Cultural Resources Fact Sheet 2*, National Resource Conservation Service

Appendix I – *Fact Sheet: How Trees Benefit Mounds and The Oaks in Indian Mound Conservancy*, Alan R. Lulloff, P.E. CFM

August, 2010

1

Sample All-Sites Assessment Grid

McFarland Indian Mounds - All Sites Assessment Grid				
Long-term Goals	Indian Mound Conservation Park 9	Siggelkow Group 3	Taylor Road Conservancy 1	Woodland Commons 2
Number of recognized mounds				
Maintenance and Preservation				
Completed archaeological & risk assessment				
Completed tree inventory				
Optimal conditions determined				
Optimal conditions established				
Assessment and Evaluation				
Annual				
Five-Year				
Public Education/Information Activities				
Speakers				
Interpretive trails				
Signs/maps				
Recruitment/training of volunteers				
Official Status				
Registered as National Landmark				
Registered as local landmark				
Grants applied for/received				

Sample Assessment Grid
Indian Mound Conservation Park

Indian Mound Conservation Park Mounds	Hook	Linear 1	Bear (effigy)	Oval	Conical 1	Linear 2	Conical 2	Linear 3	Linear 4
Maintenance/Preservation 2010-11									
Continue/complete trail relocation									
Create brush barriers									
Phase I tree removal									
Treat all stumps									
Continue removal of invasive species									
Continue removal of woody brush									
Begin/continue seeding of native species									
Conduct annual assessment one year from beginning of Phase 1									

Sample Assessment Grid
Indian Mound Conservation Park

Indian Mound Conservation Park Mounds	Hook	Linear 1	Bear (effigy)	Oval	Conical 1	Linear 2	Conical 2	Linear 3	Linear 4
Long Term Goals									
Mound clearly visible with well defined shape									
Trails are outside the 15' perimeter and prevent undesireable foot traffic									
invasive species are under control									
Undesirable woody brush is under control									
Desirable native species are thriving									
Mound is covered with desirable native species; erosion is controlled									
Designated trees have been removed									
Official Status									
Archaeological/SHS Assessment									
Registered as National Landmark									
Registered as a Local Landmark									

Sample Assessment Grid
Indian Mound Conservation Park

Indian Mound Conservation Park Mounds	Hook	Linear 1	Bear (effigy)	Oval	Conical 1	Linear 2	Conical 2	Linear 3	Linear 4
Grants applied for/received									
Education/Public Outreach									
Begin education/public outreach activities									

Sample Evaluation Phase 1
Indian Mound Conservation Park

Indian Mound Conservation Park Mounds Evaluation Phase 1	Hook	Linear 1	Bear (effigy)	Oval	Conical 1	Linear 2	Conical 2	Linear 3	Linear 4
Photograph each mound where Phase 1 work has been completed									
Record specific maintenance activities performed to date									
Record any detrimental results of Phase 1 work									
Record any positive results of Phase 1 work									
Recommend maintenance priorities for Phase 2 work									

2
Sample Evaluation Phase 1
Indian Mound Conservation Park

3

Sample Evaluation Phase 1

[illegible]

Preliminary Assessment Grid - Siggelkow Park

Siggelkow Park	Northern linear	SW linear	Remnant
Maintenance & Preservation Goals - 2010-11			
Photograph mounds prior to beginning work			
Archaeological and risk assessment including mapping	Priority	Priority	Priority
Tree inventory	Priority	Priority	Priority
Begin Phase 1 tree removal			
Long Term Goals			
All mounds clearly visible with well defined shapes			
Trails provide views of mounds and prevent undesirable foot traffic			
Invasive species are under control			
Undesirable woody brush is under control			
Desirable native species are thriving			
Mounds are covered with desirable native species			
Erosion is controlled			
Hazardous, unhealthy, trees have been removed along with those designated for removal by a qualified arborist			
Official Status			
Archaeological/Historical Soc. Survey	Priority	Priority	Priority
Registered as National Landmark			
Registered as a Local Landmark			
Grants applied for/received			
Education/Public Outreach Goals 2010-11			
Begin education/public outreach activities			

1
Evaluation Phase 1
Siggelkow Park

Siggelkow Park	Northern Linear	SW Linear	Remnant
Evaluation Phase #1 photograph each mound where Phase 1 work has been completed record specific maintenance activities performed to date record any detrimental results of Phase 1 work record any positive results of Phase 1 work recommend maintenance priorities for Phase 2 work			

**Lewis Mound Group (47 DA74)
McFarland Indian Mounds Park**

Assessment of Current Conditions and Recommendations

This site was listed on the National Register of Historic Places in 1984. The National Register boundary includes the entire hill ending near the base, or just above the private parcels with houses that surround the bluff. Because the site is listed on the National Register and is publicly owned, all projects occurring on the parcel must be reviewed by the Wisconsin Historical Society.

The site was cataloged as a cemetery under 157.70 in 1998. The mounds were cataloged individually with a 5.0 ft. buffer. Any ground disturbing activities, or potential ground disturbing activities, that occur on the mounds or within the 5.0 ft. buffer must be reviewed by the Wisconsin Historical Society.

We have been asked to provide information for long term planning associated with this site. The school is now managing the forest and they want to make sure the mounds are appropriately treated and I hope incorporated in the curriculum.

These comments are based upon on a 21 August 2007 and 26-27 September 2007 site visits.

Area A. Southwest Entrance - The two existing paths (east and northwest) come within 5.0 ft. and/or are cutting into the base of Mound #1 (the Hook Mound).

Recommendation: We suggest that the entrance be pushed west and that the two paths diverge further to the west. The East path should be moved south and the Northeast path should be moved northwest. Both paths should be at least 15.0 ft. away from the mound.

Area B. A volunteer path crossed Mound #1 at this point. It is now blocked on both sides by brush. No recent use or the re-development of the path was noted. The main path that runs on the north side of the mound has developed some alluvial fans that threatened to encroach on the mound.

Recommendation: Additional brush should be piled in this area to deter any re-routing of the path. The volunteer path will disappear over time. The main path should be stabilized to stop erosion and moved away from the mound so that it is at least 15.0 ft. distant. The existing paths should be obliterated and seeded.

Mound #1 (The Hook Mound). It is presently covered primarily with a light understory and ground vegetation. Several trees are growing along the east-west portion of the mound. There are some dead trees on the mound.

Recommendation: The dead trees and the trees growing on the mound should be removed. The area should be re-seeded with appropriate vegetation, or vegetation that will stabilize the surface of the mound and keep woody vegetation from returning. The visible outline of the mound should be preserved as part of the vegetation management plan.

Area C. The main path at this point cuts across the end of the linear mound (Mound #2).

Recommendation: The entire path should be pushed west and the east-west sections of the path around the mound should be moved north and south so that the path is at least 15.0 ft. away from the mound. The existing paths should be obliterated and seeded.

Area D. A volunteer path crossed Mound #2 at this point. It included both foot and probably bicycle travel. It is now blocked on both sides by brush. The brush is occasionally moved and the path used for foot and bike traffic. The main path that runs on the north side of the mound at this point has developed some alluvial fans.

Recommendation: The main path should be moved north and west so that it is at least 15.0 ft. from the mound. The path on the north side of the mound should be stabilized to prevent erosion. This may help prevent use of the volunteer path. This path should be obliterated and the area seeded. The volunteer path should be blocked with large logs and brush.

Mound #2 (Linear). There is an obvious depression in the mound caused by the volunteer path. No trees were observed on this mound. There are some dead trees on the mound.

Recommendation: The obvious depression in the mound should be repaired with clean soil—in this case clean soil means that the source and the soil have been checked for the presence of artifacts. The dead trees on the mound should be removed. This area and the remainder of the mound should be re-seeded with appropriate vegetation, or vegetation that will stabilize the surface of the mound and keep woody vegetation from returning. The visible outline of the mound should be preserved as part of the vegetation management plan.

Area E. The current path cuts into the back of the bear (Mound #3).

Recommendation: This path needs to be moved to the west and configured in such a way that erosion is controlled and it is at least 15.0 ft. from the mound.

Mound #3 (The Bear). Trees are growing near the head and feet of the bear. There are also trees growing along the edge of the mound

Recommendation: Trees growing near the head and feet of the bear should be removed as should the trees growing adjacent to the mound. This area and the remainder of the mound should be re-seeded with appropriate vegetation, or vegetation that will stabilize

the surface of the mound and keep woody vegetation from returning. The visible outline of the mound should be preserved as part of the vegetation management plan.

Area F. The main trail runs within 5.0 ft. of the mound.

Recommendation: This trail should be re-routed to the west to go around the mounds and not through the mounds. It should be at least 15.0 ft. from the mounds. The existing trail should be blocked and obliterated.

Mound #4. This conical mound is covered with low grassy and sedge vegetation. There are two trees growing near the base of the mound.

Recommendation: The trees near the base of the mound should be removed.

Area G. The main trail runs within 5.0 ft. of the mound.

Recommendation: This trail should be re-routed to the west to go around the mounds and not through the mounds. It should be at least 15.0 ft. from the mounds. The existing trail should be blocked and obliterated.

Mound #5. This conical mound is covered with low grassy and sedge vegetation.

Area H. Area H is the disturbance associated with the building of the earlier water tower. This concrete circular (22.0 ft dia.) base has a pile of soil on top of it.

Mound #6. This linear mound is covered with low grassy and sedge vegetation. A few small trees are present. Much larger trees are present along both longer sides of the mound.

Recommendation: The small trees on the mound and those lining the mound should be removed.

Area I. The main trail runs within 5.0 ft. of the mound.

Recommendation: This trail should be re-routed to the east so that it is at least 15.0 ft. away from the mounds. The existing trail should be blocked and obliterated.

Mound #7. One small tree is growing on the mound and woody plants are present.

Recommendation: The tree should be removed. The mound should be re-seeded with appropriate vegetation, or vegetation that will stabilize the surface of the mound and keep woody vegetation from returning. The visible outline of the mound should be preserved as part of the vegetation management plan.

Mound #8. Trees are present near the base of the mound. The current path is 7.0 ft. from the mound.

Recommendation: The trees near the base of the mound should be removed.

Other Burials. During pipeline work for the water tower in 1996, one human burial was unearthed. It was not associated with a mound, or mound remnant. The remains were removed and reburied. The reburial area is marked on the attached map. A minimum 15.0 ft. buffer should be maintained on all sides of the reburial.

Recommendation: A 15.0 ft. buffer should be established around the reburial.

Signage. We suggest that signage that introduces people to the Native history of the area, the importance of the mounds, and the protections provided under 157.70 be present at all entrances to the area. Marking each mound with a small sign may prevent disturbances and inappropriate use.

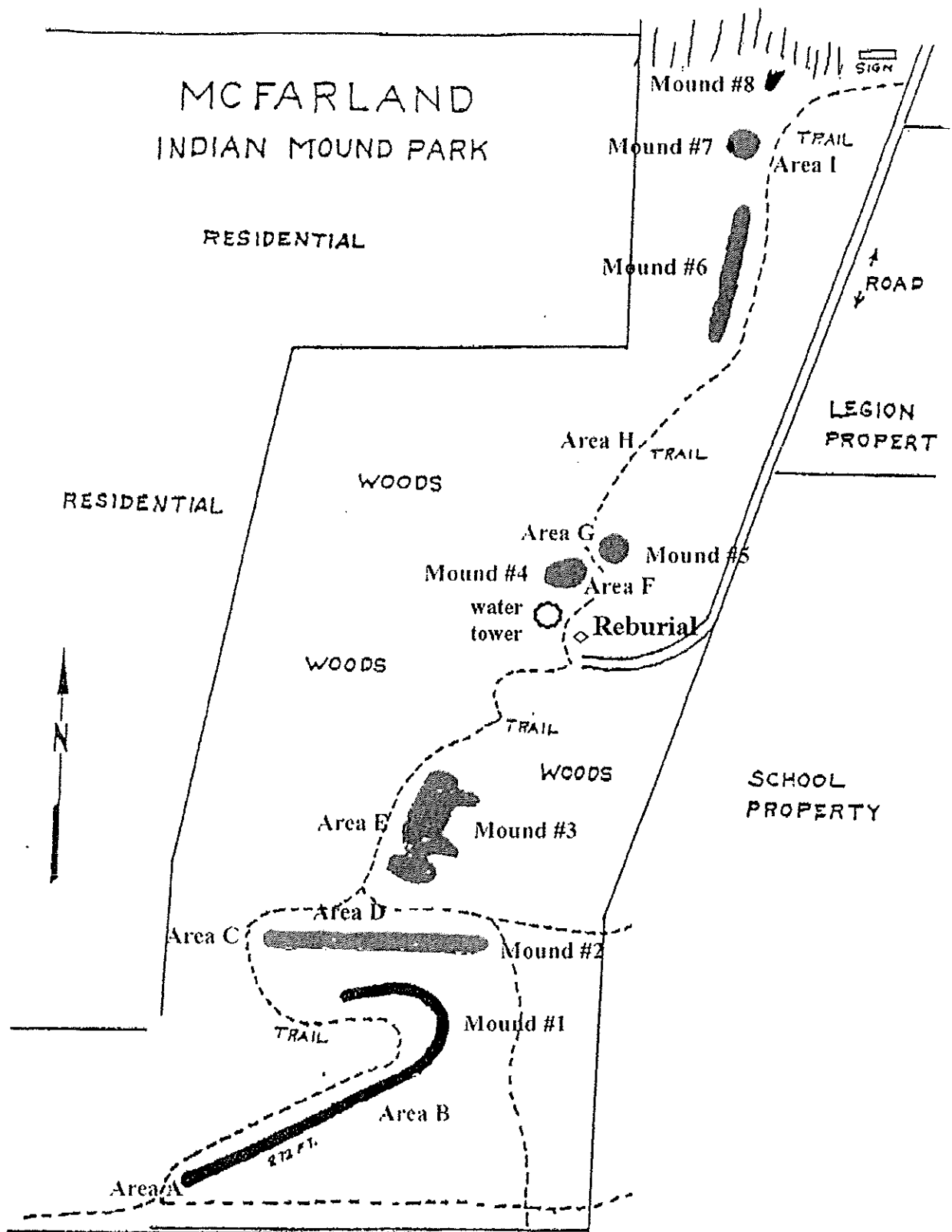
Tree removal. At this point in time, all of the trees growing on the mounds seem to be healthy and they are not in immediate danger of tipping over.

Removal of trees and shrubs from mounds and immediately adjacent areas (ca. 15.0 ft.) is generally desirable to protect them from windthrow and other damage, and to encourage growth of ground cover that prevents erosion. However, in some instances selected trees may be retained for forestry purposes or when significant, unavoidable mound damage might occur during tree removal; or for other management purposes.

All tree removal should be done during frozen ground. Trees growing on the mounds should be hand cut, or cut with a machine that can stay at least 15.0 ft. from the mounds. The trees should be cut close to the ground and stumps should be left intact. The stumps can be treated to prevent regrowth. During tree removal, trees should not be dropped or drag across the mounds, and machinery and other vehicles should not be driven across the mounds. The logs and other material should be hauled away or scattered or piled at least 15 ft. from the defined burial area or mound.

Vegetation. Vegetation replacement should be appropriate for the current use, or planned restoration.

Trails. All trails should be moved back at least 15.0 ft. from the mounds. The trails should be stabilized to prevent erosion. It may be desirable to cover the new trails with material that helps not only stabilize them but also clearly marks them as the "official" routes. When existing trails are removed, they need to be obliterated and/or blocked and vegetated.



APPENDIX D

Lewis Mound Group (47 DA74) - McFarland Indian Mound Conservation Park
Assessment of Current Conditions and Recommendations
John Broihan - State Archaeologist - October 2007

Area	Recommendations	WHS Indicates "Desirable"	Issues
Area A. Southwest Entrance - The two existing paths (east and northwest) come within 5.0 ft. and/or are cutting into the base of Mound #1 (the Hook Mound).	Recommendation: We suggest that the entrance be pushed west and that the two paths diverge further to the west. The East path should be moved south and the Northeast path should be moved northwest. Both paths should be at least 15.0 ft. away from the mound.		None
Area B. A volunteer path crossed Mound #1 at this point. It is now blocked on both sides by brush. No recent use or the re-development of the path was noted. The main path that runs on the north side of the mound has developed some alluvial fans that threatened to encroach on the mound.	Recommendation: Additional brush should be piled in this area to deter any re-routing of the path. The volunteer path will disappear over time. The main path should be stabilized to stop erosion and moved away from the mound so that it is at least 15.0 ft. distant. The existing paths should be obliterated and seeded.		None
Mound #1 (The Hook Mound). It is presently covered primarily with a light understory and ground vegetation. Several trees are growing along the east-west portion of the mound. There are some dead trees on the mound.	Recommendation: The dead trees and the trees growing on the mound should be removed. The area should be re-seeded with appropriate vegetation, or vegetation that will stabilize the surface of the mound and keep woody vegetation from returning. The visible outline of the mound should be preserved as part of the vegetation management plan.		4 large oaks
Area C. The main path at this point cuts across the end of the linear mound (Mound #2).	Recommendation: The entire path should be pushed west and the east-west sections of the path around the mound should be moved north and south so that the path is at least 15.0 ft. away from the mound. The existing paths should be obliterated and seeded.		None
Area D. A volunteer path crossed Mound #2 at this point. It included both foot and probably bicycle travel. It is now blocked on both sides by brush. The brush is occasionally moved and the path used for foot and bike traffic. The main path that runs on the north side of the mound at this point has developed some alluvial fans.	Recommendation: The main path should be moved north and west so that it is at least 15.0 ft. from the mound. The path on the north side of the mound should be stabilized to prevent erosion. This may help prevent use of the volunteer path. This path should be obliterated and the area seeded. The volunteer path should be blocked with large logs and brush.		None
Mound #2 (Linear). There is an obvious depression in the mound caused by the volunteer path. No trees were observed on this mound. There are some dead trees on the mound.	Recommendation: The obvious depression in the mound should be repaired with clean soil—in this case clean soil means that the source and the soil have been checked for the presence of artifacts. The dead trees on the mound should be removed. This area and the remainder of the mound should be re-seeded with appropriate vegetation, or vegetation that will stabilize the surface of the mound and keep woody vegetation from returning. The visible outline of the mound should be preserved as part of the vegetation management plan.		Bicycles using mounds as jump ramps has been reoccurring problem. Note: WHS does not recommend removing any live oak trees near this mound

Area	Recommendations	WHS Indicates "Desirable"	Issues
<u>Area E.</u> The current path cuts into the back of the bear (Mound #3).	<u>Recommendation:</u> This path needs to be moved to the west and configured in such a way that erosion is controlled and it is at least 15.0 ft. from the mound.		Proper routing to manage stormwater runoff needed before trail route can be finalized.
<u>Mound #3 (The Bear).</u> Trees are growing near the head and feet of the bear. There are also trees growing along the edge of the mound	<u>Recommendation:</u> Trees growing near the head and feet of the bear should be removed as should the trees growing adjacent to the mound. This area and the remainder of the mound should be re-seeded with appropriate vegetation, or vegetation that will stabilize the surface of the mound and keep woody vegetation from returning. The visible outline of the mound should be preserved as part of the vegetation management plan.		None
<u>Area F.</u> The main trail runs within 5.0 ft. of the mound.	<u>Recommendation:</u> This trail should be re-routed to the west to go around the mounds and not through the mounds. It should be at least 15.0 ft. from the mounds. The existing trail should be blocked and obliterated.		None
<u>Mound #4.</u> This conical mound is covered with low grassy and sedge vegetation. There are two trees growing near the base of the mound.	<u>Recommendation:</u> The trees near the base of the mound should be removed.		1 Burr Oak
<u>Area G.</u> The main trail runs within 5.0 ft. of the mound.	<u>Recommendation:</u> This trail should be re-routed to the west to go around the mounds and not through the mounds. It should be at least 15.0 ft. from the mounds. The existing trail should be blocked and obliterated.		None
<u>Mound #5.</u> This conical mound is covered with low grassy and sedge vegetation.			
<u>Area H.</u> Area H is the disturbance associated with the building of the earlier water tower. This concrete circular (22.0 ft dia.) base has a pile of soil on top of it.			
<u>Mound #6.</u> This linear mound is covered with low grassy and sedge vegetation. A few small trees are present. Much larger trees are present along both longer sides of the mound.	<u>Recommendation:</u> The small trees on the mound and those lining the mound should be removed.		1 Oak - North End 3 Oaks - South End
<u>Area I.</u> The main trail runs within 5.0 ft. of the mound.	<u>Recommendation:</u> This trail should be re-routed to the east so that it is at least 15.0 ft. away from the mounds. The existing trail should be blocked and obliterated.		Trail relocated off top of mound in late '80s Moving trail down the slope to the east may prompt people to ignore trail and instead walk along top of linear mound as they had in the past.

Area	Recommendations	WHS Indicates "Desirable"	Issues
Mound #7. One small tree is growing on the mound and woody plants are present.	<u>Recommendation:</u> The tree should be removed. The mound should be re-seeded with appropriate vegetation, or vegetation that will stabilize the surface of the mound and keep woody vegetation from returning. The visible outline of the mound should be preserved as part of the vegetation management plan.		Note: WHS does not recommend removing large oak tree near mound
Mound #8. Trees are present near the base of the mound. The current path is 7.0 ft. from the mound.	<u>Recommendation:</u> The trees near the base of the mound should be removed.		None
Other Burials. During pipeline work for the water tower in 1996, one human burial was unearthed. It was not associated with a mound, or mound remnant. The remains were removed and reburied. The reburial area is marked on the attached map. A minimum 15.0 ft. buffer should be maintained on all sides of the reburial.	<u>Recommendation:</u> A 15.0 ft. buffer should be established around the reburial.		WHS needs to mark burial site so that buffer can be established
		<u>Signage.</u> We suggest that signage that introduces people to the Native history of the area, the importance of the mounds, and the protections provided under 157.70 be present at all entrances to the area. Marking each mound with a small sign may prevent disturbances and inappropriate use.	Sign locations near mounds need to be approved by WHS.
Tree removal. At this point in time, all of the trees growing on the mounds seem to be healthy and they are not in immediate danger of tipping over.		Removal of trees and shrubs from mounds and immediately adjacent areas (ca. 15.0 ft.) is generally desirable to protect them from windthrow and other damage, and to encourage growth of ground cover that prevents erosion. However, in some instances selected trees may be retained for forestry purposes or when significant, unavoidable mound damage might occur during tree removal, or for other management purposes.	What process will be used to evaluate which trees should be retained? There appears to be 8 to 10 oaks that should be evaluated for retention.
	All tree removal should be done during frozen ground. Trees growing on the mounds should be hand cut, or cut with a machine that can stay at least 15.0 ft. from the mounds. The trees should be cut close to the ground and stumps should be left intact. The stumps can be treated to prevent regrowth. During tree removal, trees should not be dropped or drag across the mounds, and machinery and other vehicles should not be driven across the mounds. The logs and other material should be hauled away or scattered or piled at least 15 ft. from the defined burial area or mound.		

Area	Recommendations	WHS Indicates "Desirable"	Issues
		<u>Vegetation.</u> Vegetation replacement should be appropriate for the current use, or planned restoration.	
		<u>Trails.</u> All trails should be moved back at least 15.0 ft. from the mounds. The trails should be stabilized to prevent erosion. It may be desirable to cover the new trails with material that helps not only stabilize them but also clearly marks them as the "official" routes. When existing trails are removed, they need to be obliterated and/or blocked and vegetated.	



Ho-Chunk Department of Heritage Preservation
 Cultural Resources Division
 P.O. Box 667
 Black River Falls, WI 54615
 (715) 284-7181/ (800) 561-9918 FAX (715) 284-7449

Mound Preservation and Maintenance

Mound builders took great care in construction and maintaining their expressions of their religious faith. The most intimate human emotions were shared with the creator at these symbolic expressions of religion from birth to death.

It is through this intense faith that these mounds have endured nature's wrath for 1,000 years. Many were lost not to time, but to a new and indifferent people with religious intolerants that came and occupied this land. After the last 150 years, only a fraction remains of these sacred sites. The remaining mounds yet continue to endure and reflect the passion of faith that those who stood before them a thousand years ago.

The existing mounds continue to be threatened today by indifference. This lack of connection and respect for other religions is seen in how protected mounds are cared for. It is not uncommon to run power mowers over them that hack, and mutilate the delicate contours that were so patiently applied, or to allow trees and brush to grow that threatens the integrity and promotes deterioration of the mounds. Yet the caretakers of today would not plant trees in their house of worship or deface their family or church cemetery. It is with this concern to insure that these sacred sites remain for the next seven generations that the following educational guidelines are used in caring for these most sacred ancient sites.

Tree Maintenance

Tree removal: benefit: (1) promote light for growth of protective grass; (2) prevent tree falls and loss of integrity of mound.

Phase I. Remove all hazard dead leaning trees, decayed trees, trees with excessive branch loss.

Phase II. Remove all trees on mounds.

Phase III. Remove all trees within five feet of mounds.

Phase IV. Create an Oak savannah/White Pine grove or native grassland area.

1. Alternative: remove all low land trees that have surface roots and no taproots.

Note: 1. All cutting is done when ground is frozen to minimize ground disturbance.

2. No removal of stumps.

A new growth/suckers from stumps to be treated with herbicide, such as garlon, to limit growth of woody vegetation. Recommend painting or swabbing application method to reduce amount to herbicide used.

Ground Maintenance

The best method applied by mound builders.

Natural means: Prescribe burn – setting the area to fire.

Benefit: reduces the woody plants;

 Lowers the ph;

 Promotes growth of protective grasses;

 Low cost.

Negative: not always possible due to fire hazards.

Mechanical

Mowing alternatives: (1) hand mow at a high setting to minimize ground disturbance; (2) mow around the mounds regularly and push mow mounds only in early spring to promote grasses and to remove emergent seedlings.

Benefit: high grass on mounds – discourages pedestrian traffic and provides a protective cover.

Negative: labor costs.

Prepared by: Ho-Chunk Nation Heritage Preservation Department, Jay Toth, Archeologist, Randy Polema, Aquatic Biologist, and David Olson, Forestry Tech.

WISCONSIN DEPARTMENT OF NATURAL RESOURCES BURIALS, EARTHWORKS, AND MOUNDS PRESERVATION POLICY & PLAN

People have settled here, raised families here, worked here, and died here for thousands of years. Common people built this land, this place we call Wisconsin. They hunted mammoth along the edges of continental glaciers. They cleared the land and they raised crops. They built towns and cities. And they buried their dead ...

The Department of Natural Resources (DNR) is the State's single largest owner of archaeological sites, historic structures, and other important cultural resources, including burial areas. The DNR *manages* these important cultural resources - physical records of our common past - on behalf of the people of Wisconsin.

Burial sites are universally considered sacred, and it is DNR policy that all such areas on DNR properties will be appropriately cared for, and will be treated with the respect they deserve.

Indian earthworks or "mounds" are by far the most conspicuous and numerous of burial features occurring within DNR properties. More mounds were built by American Indian communities in Wisconsin than in any other region of North America. Prior to EuroAmerican settlement, there may have been 15,000 to 20,000 mounds in the state - perhaps 4,000 of these remain today. The earliest mounds, dating as far back as 500 BC were round or "conical" in shape. At about AD 800, people began to build mounds in other forms as well, including linear-shaped, and "effigy" mounds made in the shape of birds, turtles, bears, panthers and other animals (more effigy mounds occur in Wisconsin than anywhere else in the world). Still later, a small number of platform or pyramidal mounds were constructed. Mounds may exist singly, or as "mound groups" of several to over 100 individual mounds, sometimes clustered as "sub-groups" within a larger group. Additionally, both Indian (prehistoric as well as historic) and non-Indian peoples (EuroAmerican settlers and others) have been buried in *non-mound* settings.

All of these sites are protected from disturbance under the State's burial sites law (Wisconsin Statutes s.157.70). An important feature of WS 157.70 stipulates that there may be no disturbance of the burial or within (a minimum of) five feet from the perimeter or base of a mound or other defined burial area. A buffer greater of 15 feet or greater is preferred, and is the DNR standard (exceptions considered in consultation with the Wisconsin Historical Society).

The DNR recognizes that it has a responsibility for the proper stewardship of all burial areas occurring on DNR properties, and has developed these standards to better care for these important places. The following standards apply to human burial sites of all forms – including non-mound burials; conical, linear, effigy and platform mounds; and other types of burial sites. This policy and standards do not apply to areas where cremated human remains have been recently deposited or dispersed. The policy and plan components apply to all DNR properties. Submerged burials require additional considerations; please consult with the Departmental Archaeologist for further guidance.

This policy and plan recognizes that the pace of implementation will reflect the availability of needed resources, including both staffing and funding. That noted, implementation of this policy is a priority for the Department, and should be realized sooner rather than later.

For management purposes, it may be useful to think of burial areas as "preserves" which occur within a larger setting, and which have different management needs than other areas of the DNR property within which they occur.

DNR BURIAL SITE MAINTENANCE PLAN

General Considerations

Each burial site is unique and should be assessed according to the condition of the burial area proper, general conditions of the site, location (including public accessibility/remoteness), and risk of damage. Features of this Burial Site Maintenance Plan can generally be applied to all burial sites (non-mound and mound), but may need tailoring to better accommodate the unique characteristics of specific burial sites.

Individual Bureaus and Property Managers should consider prioritizing which sites first need attention, and will generally be those considered to be "at risk" (e.g., due to erosion caused by pedestrian or vehicular traffic, or by natural forces), burial sites which are relatively accessible, and burial sites which occur in developed areas of State Parks and other high traffic or high profile areas.

As noted above, state law requires that there may be no disturbance of a burial or within (a minimum of) five feet from the perimeter or base of a mound or other defined burial area, and without a permit from the Director of the Wisconsin Historical Society (WHS). A **buffer** greater than fifteen feet is always preferred (as noted previously, and in consultation with WHS, fifteen feet is the DNR standard). However, *when they occur in "groups" or "sub-groups" (e.g., distinct clusters of burial features [e.g., mounds] which form a larger "group"), burial features should generally be maintained as a group or sub-group, with the buffer area extending out from a perimeter line which circumscribes the group or sub-group, rather than out from individual burial features.* Trails through such areas should be carefully planned to avoid impacts to burial features (see below also). Existing trails running through mound groups or other burial areas should be evaluated and re-routed, if necessary, to avoid adverse impacts to the burial area.

At this time, burial sites located in more remote areas and/or away from public use areas should not be signed and should remain in a more natural condition than described below – as appropriate, you may consider removing dead or diseased trees (to ground surface only – no stump removal), deadfall, brush, and small trees (≈10 inch diameter or less) occurring on or within ≈15 feet of the perimeter of defined non-mound burial sites or mound bases on such remote sites.

It may be desirable and efficient to organize **regional work teams** to implement vegetation control measures, especially for wooded areas. Development of such teams would be useful both for establishing local "experts" better able to recognize burial sites, as well as for creating capable and efficient functional units that can more expeditiously implement woody vegetation control and other maintenance measures.

The Departmental Archaeologist is available to provide training in the recognition of burial mounds and other burial sites.

Archaeological Assessment

The first steps in the development of a maintenance plan for a mound or non-mound burial site are: (1) contact the Departmental Archaeologist to discuss the proposal and to determine if the site has been previously recorded with the Office of the State Archaeologist at the WHS; and (2) identify associated, extant records which may include detailed maps, descriptions, photographs of the burial area, and records of previous investigations. At the end of this process, copies of newly-developed, maps, photos, etc. should be provided to the Departmental Archaeologist.

After identifying and reviewing such information, it may be desirable to conduct an archaeological survey via pedestrian reconnaissance to identify extant mounds or other burial features. If one is not already available, an *accurate* map of the burial area should then be made, including (as appropriate) mound shapes, dimensions, mound-mound angle(s), presence of "spirit houses", depressions or other burial features, general condition (e.g., obvious looters pits, animal burrows, other actual/potential impacts), and relationship to nearby (relatively) prominent topographic features. DNR personnel, DNR-approved hired consultants, or DNR-approved cooperative partners may complete this mapping. Include GPS coordinates and elevations for each mound/burial feature as able (or at least first and last mounds in the group). All notes, maps and photos should include dates. *Any observed artifacts or bone materials observed at-surface should be immediately reported to the Departmental Archaeologist – do not attempt to remove them!*

Vegetation Assessment

After completing the archaeological survey, conduct a vegetation assessment – if wooded, consult with the area DNR forester or plant ecologist at the outset of this assessment component. Include a description of the existing plant community, including endangered and threatened species and invasives, and a discussion of forest health (especially impacts of tree removal on mounds) if the area is wooded. Also identify the probable pre-modern vegetation, address suitable methods for restoration of the native plant community, and evaluate the sustainability of future vegetation. Note whether the use of fire is an appropriate and desirable vegetation management tool for mounds and adjacent areas.

Vegetation Control / Tree Removal

Removal of trees and shrubs from mounds and immediately adjacent areas (within ≈15 feet of mound base) is generally desirable to protect them from windthrow and other damage, and to encourage growth of ground cover that helps prevent erosion. However, at some locations, selected trees may be retained for forestry purposes; when significant, unavoidable mound damage would occur during tree removal; or for other management purposes.

During tree removal, avoid disturbing the burial site in any way. Do not drop trees on or drag them across the burial areas, drive machinery over the areas, or stage vehicles or material on them. Remove trees only when the ground is frozen. Stumps are to be left in place or cut to ground level (see below). Remove vegetative material by hauling it away or scattering or piling it at least 15 feet from the defined burial area or mound (consider trail development issues!). Ideally, volunteers must be supervised by a person with experience in the recognition of early burial sites, especially in the case of mound sites (also consult with the Departmental Archaeologist).

For burial areas that are overgrown with WOODY VEGETATION, as needed (due to personnel, budget, or other constraints), scheduling of tree removal on burial sites can be done in phases (refer also to DNR "Chain Saw" policy), and would reasonably progress from more heavily visited areas to less visited areas. Using a phased approach:

Phase I involves the removal of trees that are dead, leaners, damaged, diseased, or insect infested; brush; trees less than ≈5 inches in diameter; herbaceous plants; and invasive species on or within ≈15 feet of a defined burial area or mound base.

Phase II involves removal of all trees that are less than ≈10 inches in diameter from the mounds, and the removal of all dead, down and hazardous trees on or within ≈15 feet of a defined burial area or mound base.

Phase III involves the removal of all remaining trees on or within ≈15 feet of a defined burial area or mound base.

Stump removal is prohibited; stumps may only be cut or ground only to ground level and, if needed, one should only utilize smaller equipment to grind/cut the stump, and should not penetrate below the "natural" surface and into the soil of a burial area/mound or adjacent areas (remember, per state law, there is to be no soil disturbance within at least five feet of a burial site/mound base).

Chemical treatment may be a necessary component of invasives and/or woody (including stumps) vegetation control. Ideally, herbicide application is selective and targeted rather than broadcast type (although broadcast spraying may be required to control or eradicate certain undesirable species).

Grassy vegetation (ideally no- or low-maintenance, preferably with native species) should be established to stabilize area soils and inhibit woody plant succession. Mowing and/or periodic, controlled burning may be useful in maintaining such cover (see also below).

For burial areas covered by TURF-TYPE VEGETATION, vegetation control typically consists of mowing, augmented, as needed, by periodic controlled burning. Be careful to AVOID having mowing equipment blades or deck "clip" or other wise cut into the burial area, especially when cutting on or over mounds. Consider that mounds do not need to be mowed with every mowing; indeed, it is desirable to not mow mounds routinely or cut the grass as short – this can help to minimize inadvertent impacts to mounds, as well as "highlight" mound shape and so make them more evident to the public (see also below). Mowing of mounds should not occur when soils are water-saturated. Hand-mowing of mounds is preferable.

LONG TERM MAINTENANCE CONSIDERATIONS

Long term maintenance of burial areas focuses on developing and maintaining appropriate ground cover to prevent erosion and limit growth of new invasive and/or woody vegetation, and to prevent inadvertent impacts due to poor trail design or other unintentional or intentional damage. Species selection depends on soil and canopy conditions and should consist of native species commonly found in the area. Issues of public accessibility, the relative remoteness of the burial site, and the ability (or inability) to periodically monitor it must also be considered when contemplating selective revegetation. Ideally, vegetation suppression and subsequent revegetation efforts will result in an area plant mix which requires little or no routine maintenance.

All trail development proposals adjacent or proximal to burial sites on DNR properties must be reviewed by the Departmental Archaeologist prior to implementation (see also below).

Chemical treatment should be limited, but may be necessary in some circumstances, especially to control re-growth of invasives or woody vegetation. While broadcast spraying is generally discouraged on burial sites, it may be needed in order to control invasives or other undesirable species on or adjacent to burial areas.

As above, limit or avoid mowing on mounds because it can damage mound contours, cause soil compaction, result in edge diffusion, and encourage people to walk on the mounds. In some cases mowing may be necessary to promote a thick ground cover and control growth of woody plants and invasives. Mow once in the spring and once again in the fall, with the mower deck set

high to avoid ground disturbance. When mowing with a lawn tractor rather than a push mower, the use of a four wheel drive vehicle with low impact tires is recommended. An alternative to mowing mounds is to mow around them; again, this serves to highlight their shapes and reduce negative impacts. The equipment operator should be well trained and use extra caution to avoid cutting into the edges of the mounds.

In a prairie or oak savanna setting, **prescribed burns** may be conducted to control invasives and woody vegetation, as well as to enhance the growth of native plants. The use of fire will depend on local circumstances. Consult plant resource management professionals to determine if fire is appropriate and how frequently it should be used as a control measure. During burns, monitor installation of firebreaks and use of firefighting equipment to ensure that mounds are not disturbed.

MOUND/BURIAL SITE RESTORATION

In some cases, the repair of damaged mounds or other burial areas may be appropriate, and requires consultation with a number of parties. The Departmental Archaeologist will coordinate restoration requests with the WHS, interested tribal governments, and other interested parties. A recommended general procedure is to: (1) record the nature and extent of the damage and current condition of the mound (include sketch map and photographs); (2) remove leaf litter from the damaged area; (3) lay geotextile fabric on the ground surface in the area of the damage, (4) scatter current year coins (year of restoration; nickel preferred) on the fabric to indicate the time of restoration, and (5) use hand tools to place new soil from an off-site location on the fabric to replace missing soil. The restored section will likely require seeding to inhibit erosion. Photographs should be taken once the restoration has been completed.

The "restoration" or "reconstruction" of burial sites/mounds that appear to have been completely destroyed requires similar consultation. Work may involve complete reconstruction of the site if its original location and configuration can be accurately established. *Note: even though the above-ground portion of a burial site (e.g., a "mound") may appear to be destroyed, associated sub-surface pit burials may remain intact – do not assume that a burial is completely destroyed just because the above-ground component is gone!*

Neither chalk nor lime should be applied to the ground surface to outline extant or destroyed mounds (among other things, this changes soils chemistry, and may adversely impact revegetation efforts).

PUBLIC USE, TRAILS, SIGNS, AND FENCES

Burial/mound sites located in more **remote areas**, away from more readily monitored, higher traffic public use areas, should not be signed and should remain in a more natural condition. Such sites should not have trails built to, around, or proximal to them.

Except for maintenance, **pedestrian (or other) traffic should not be allowed on burial sites/mounds**. Do not locate signs, fence posts, picnic tables, or public events on them. For sites located in public use areas, erect signage indicating that the site is protected from disturbance by State law and, when appropriate, affirming the sacred nature of burial sites/mounds to Indian or other related communities, and directing people to stay on the trail and off the mounds or other burial site. **Signs** may also inform the public about the significance of mounds and the people who built them, and may include maps of a specific mound group or mound groups in the vicinity. Interpretive signage should be developed in consultation with the

Departmental Archaeologist, in cooperation with respective Bureau interpretive staff (e.g., for Parks, this would be the Chief Naturalist). Signs must be located a minimum of 15 feet away from the burial sites perimeter or mound base.

Trails may be established in the vicinity of burial sites, especially mounds, both to encourage public visitation and to direct associated traffic, but they must be located a minimum of five feet from the defined burial site perimeter or mound base (more than five feet is preferable). A trail does not need to be built to provide access to every mound in a group of mounds – too often, that kind of approach unnecessarily complicates trail design and compromises the long-term integrity of the mounds. The trunks of small diameter trees that have been removed from the burial areas/mounds may be used to mark the edges of trails. Use wood chips, shredded bark, or mowing for trail maintenance. Trail design should also take into account aesthetics, viewsheds, and erosion control; however, *avoiding impacts to the burial area is a primary consideration in any trail design proposal*. Developing trails in and around mound groups requires having an accurate map of mound(s) and mound groups!

Fencing may be considered to help direct and limit traffic flow, and to prevent the development of informal trails which may result in adverse burial site impacts. If needed, fencing should ideally be a "low-profile" type, such as a waist or mid-thigh high, split-rail fence. In some instances, barrier-type vegetation may be a desirable alternative or adjunct to fencing; selection of plant type(s) should be made in consultation with a DNR Forester or other plant specialist.

APPROVALS AND RELATED ISSUES

The Departmental Archaeologist will review and approve all related signage, burial site de-vegetation, maintenance, restoration, or trail development and relocation proposals and, as indicated, will consult with interested third parties (e.g., individual families, tribal governments) when such burial areas are known to be associated with such parties.

Copies of all pertinent documentation, including maps, photos, etc., should be retained by the respective property manager, and two copies of these documents should be forwarded to the Departmental Archaeologist.

LOWER WISCONSIN STATE RIVERWAY BOARD

PROPOSED PROTOCOLS FOR CULTURAL RESOURCES PROTECTION AND PRESERVATION ON PUBLIC AND PRIVATE LANDS IN THE LOWER WISCONSIN STATE RIVERWAY

Introduction

The Lower Wisconsin State Riverway (Riverway) encompasses nearly 80,000 acres along the final 92 miles of the Wisconsin River, beginning below the dam at Prairie du Sac and extending to the confluence with the Mississippi River near Prairie du Chien. The project encompasses bluffs, bottomlands, islands, sandbars, swamps, prairies and woods within the lower Wisconsin River valley. The project was created in 1989 to protect the scenic beauty and natural character of the valley, to provide a quality public use recreational area and to manage the corridor's resources for the long term benefit of the citizens of the State of Wisconsin. The Wisconsin Department of Natural Resources (WDNR) was charged with acquisition of lands within the project boundary from willing sellers, either fee title acquisition or scenic easement. Currently (April – 2006), over 46,000 acres within the project boundary are owned or controlled by WDNR.

Cultural Resources

The Riverway and surrounding lands contain an abundance of archeological and historical resources, many of which are located on state owned or managed lands. These resources include rock art, earthworks (effigy, conical and linear mounds), Native American habitation sites and agricultural fields, historic sites associated with Euro-Yankee exploration (missionaries, fur traders, etc.) as well as post-settlement farmsteads, cemeteries and ghost towns.

Of special note, the Riverway contains a high concentration of effigy mounds and numerous conical and linear mounds. The Town of Eagle, Richland County, is believed to have the highest concentration of bird forms (thunderbird, eagle, hawk, falcon, etc.) within the effigy mound region. Due to the mapping and surveying of earthworks by T.H. Lewis, C.E. Brown, S. Taylor and others in the mid to late 19th century and early 20th century, the previous existence of thousands of mounds is known. As we view the landscape in the early 21st century, there remain mounds in the Riverway but the once rich tapestry of tumuli that covered the prairies and hills has dwindled substantially and the extant earthworks created by the hand of a once thriving culture over 1000 years ago now are numbered in the dozens. Some of these mounds are on privately owned lands, some are on tribal lands and many are located on public lands. The Ho-Chunk Nation has stated that the effigy mound builders were their ancestors and the mound sites are sacred. The religious or spiritual aspects of these sites to the Ho-Chunk Nation and other Native Americans are important considerations in any discussion of protection or preservation.

With land ownership, there is an ethical responsibility for proper stewardship and, in the case of known archeological or historical sites; the burden of responsibility for stewardship is greater to assure proper protection of these unique features. The State of Wisconsin should be a leader in protecting and preserving these sites and should offer a model for other units of government and private citizens to emulate. Therefore, the following maintenance protocol is provided as a general guideline for proper stewardship of archeological sites containing effigy, conical and/or linear mounds.

MOUNDS MAINTENANCE PROTOCOL

Page -2-

Site Assessment

A comprehensive site assessment is required at each site to evaluate the existing plant community and opportunity for restoration of the native plant community, to determine the conditions of the mounds, to determine the need for mapping, and to assess risks to the mounds. The assessment will identify those features which render each site unique and will influence the maintenance regimen selected.

Vegetative Survey

An initial survey of trees, shrubs and herbaceous is required to create an inventory to be used in management decisions. Notations should be made regarding listed species. An assessment of native plant community relicts should be recorded and an evaluation of the treatment necessary to restore the native plant community should be detailed. Tree canopy and ground cover should be noted. Comments regarding tree species and potential for adverse impact from disease or insect infestation should be included. The potential for use of fire at the site should be recorded. Following implementation of Phases I-III at the site, which may include the use of fire, another survey should be conducted to evaluate the response of the native plant community at the site.

Archeological Survey

An archeological survey of the site should be conducted both before and after phased work is implemented. At minimum, the number and type of mounds should be recorded and surface observations should be conducted. The condition of the mounds should be noted, such as whether the edges are well-defined or diffuse and whether the mounds are well-preserved or have been damaged. An additional walk through the site should be conducted following extensive tree removal or introduction of fire to the site. Artifacts found should be left at the site and not moved and should be reported to the DNR archeologist or Wisconsin Historical Society. **Artifacts may not be removed from the site!**

Mapping

While adequate maps of some mound groups are available, the vast majority of mound groups require mapping. New technologies are available that would enhance existing maps. Global Positioning System (GPS) coordinates for the mounds should be taken. Mapping is important to assure an accurate record of the site is maintained. Site assessment should include notations regarding proximity to water features, proximity to roads and other notable features of the site.

Mapping of sites on state owned lands also is important for fire control personnel. Heavy equipment operating in thick smoke or under night conditions may have difficulty seeing a mound or mound group. GPS coordinates for mounds will assist fire control personnel in avoiding disturbance of important cultural resources when engaged in firefighting.

Cooperative efforts between federal and state agencies, local units of government, the university or technical school system, the Ho-Chunk Nation or other tribal entities, or 501c(3) organizations should be encouraged. Funding for mapping of mound sites should be sought through agency budgets, local governmental budgets, grant resources and private donations.

MOUNDS MAINTENANCE PROTOCOL

Page -3-

Risk Assessment

Each mound site should be assessed for inherent risks. Notations should be recorded regarding potential threats to the mound(s) from erosion (destabilized river banks, encroaching gullies); proximity to residential/commercial/industrial development, roads, agriculture, pedestrian or bicycle trails, playgrounds and parks; non-native invasive species and tree species of concern due to disease or insects. For example, property managers may wish to evaluate the number of ash trees at a site due to the potential for infestation by the emerald ash borer and the subsequent treatment recommended for infested areas (removal of all ash trees within ½ mile and removal of stumps and roots). Removal of all ash trees from the mounds or within 5 feet of the mounds may be considered a priority in areas where EAB infestation is incipient. Other species may come with a different suite of potential calamitous diseases or insect problems (Dutch elm, gypsy moth, oak wilt, etc.) Mounds associated with a "high risk" for damage should receive immediate attention to assure protection and preservation.

Mounds maintenance: A Phased Approach

The phased approach to mounds maintenance in the Riverway was developed by the Ho-Chunk Nation and Lower Wisconsin State Riverway Board (LWSRB) in regard to a project to maintain the mound group identified as McClary #4 in the Town of Eagle, Richland County. The site was purchased by the Ho-Chunk Nation in 1994. Because the site is located within the Riverway boundary, a permit for vegetative removal from the LWSRB was required. The phased approach was developed in order to assess visual impacts when viewed from the river, as required by the Riverway law. The Ho-Chunk Nation successfully has implemented Phases I & II and is in the process of implementing Phase III. The phased approach (Phases I/II) has been utilized at state owned sites in the Riverway including the Dingman, Hamilton, Jonas and Bloyer mound groups. (NOTE: An LWSRB permit is required for maintenance of a known archeological site pursuant to RB 2.06, Wisconsin Administrative Code.)

The phased approach is designed for sites that have not been managed or maintained and are generally overgrown with trees and/or woody vegetation. Activities should occur when the ground is frozen or dry and the leaves are off the deciduous trees. Frozen ground conditions are preferred. Ground disturbance should be minimized at all times. (NOTE: Each mound or mound group is unique and should be assessed according to the condition of the mound(s), condition of the site and risk of damage.)

Phase I

Phase I involves removal of dead or down trees, trees which represent an imminent hazard to the mounds (leaners in danger of uprooting, storm damaged, diseased or insect infested), woody vegetation - trees and brush less than 5" diameter at breast height (DBH) - and non-native invasive species. Healthy trees larger than 5" DBH remain. Material should be taken off the mounds and scattered or piled 25 feet or more from the mound wherever possible. A minimum of 15 feet should be maintained between brush piles and the mound. Pole size material may be utilized for trail demarcation or material may be chipped and used on trails. In some cases, material may be removed and transported to a compost area or burn pile.

MOUNDS MAINTENANCE PROTOCOL

Page -4-

Phase II

Phase II involves removal of all trees <14" DBH from the mound as well as continuing with brush removal efforts. Within 5 feet of the mound, all dead, down and hazard trees are removed.

Phase III

Phase III involves removal of all trees, healthy or not and regardless of size, from the mound and from within 5 feet of the mound.

Phase IV

Phase IV represents the long term maintenance of the site including establishment of appropriate ground cover to prevent or minimize erosion. Control of woody vegetation continues. Where feasible, restoration of the native plant community is encouraged. Seed should be collected from the adjacent area. Local genotype seed also may be purchased and planted. Ideally, seed would be hand broadcast planted following a fall prescribed burn. Attention should be paid to species selection when considering trees to be retained at a site in regard to long term canopy cover, suitability for the site, susceptibility to disease and/or insect infestation and longevity. Stump removal, if done at all, should only utilize small equipment to grind the stump and should not penetrate the soil of the mound.

Mounds maintenance: Other considerations

Mowing

Mowing should be limited or avoided. The use of native plants to establish ground cover is preferred. In some cases, occasional mowing may be appropriate. Where mowing does occur, the mower deck should be set at a high level to avoid ground disturbance, enhance vegetative growth and avoid erosion. Hand mowing (push mower) or mechanical mowing (lawn tractors) should be evaluated carefully. Compaction and exacerbation of edge diffusion should be avoided. If lawn tractors are used, 4WD or AWD vehicles with low impact tires are recommended to minimize compaction and ground disturbance. An alternative to mowing over the mounds is to mow around the mounds, preferably, maintaining a minimum 5-foot buffer area. Careful consideration should be given to mowing around the mounds to avoid ground disturbance and adverse impact to the mound edges. Any equipment operator should be trained thoroughly and should have extensive knowledge of the equipment being used at the site. An alternative to mowing is to use a hand held motorized brush cutter. As with any activity related to mounds maintenance, assessment of soil conditions is critical. Again, activities should only occur when the ground is frozen or dry to avoid compaction.

MOUNDS MAINTENANCE PROTOCOL

Page -5-

Burning

The use of fire to control woody vegetation and to enhance the native plant community in a prairie or savanna ecosystem is a viable tool for the property manager. The use of fire as a tool should be made on an individual site basis. While restoration of the native plant community at each mound site is the ultimate goal, other factors may preclude the restoration effort, including the re-introduction of fire. Surveys of the site should be conducted prior to burning to assess the native plant community and to determine if artifacts are present on the surface. Additional surveys should be conducted following the controlled burning to look for artifacts and to determine the response of the native plant community to fire. The frequency of fire at a site should be determined following consultation with appropriate resource management professionals. Installation of firebreaks and use of firefighting equipment at a site should be carefully monitored.

Chemicals

The use of chemical treatments to control woody vegetation or non-native invasive species should be limited but may be required in some circumstances. Removal of woody vegetation by hand, both initially and on a routine maintenance basis, is preferred. However, herbicide use may be required to control some species. The use of chemicals is an important decision for a site. The type of herbicide used is a critical component of the decision making process as is the application. In general, stump treatment of trees or woody vegetation with a small brush is preferred. Again, generally speaking, the broadcasting of chemicals is discouraged. A distinction should be made between chemical use on the mounds versus chemical use on the land adjacent to the mounds.

Trails

Pedestrian traffic should not be allowed on the mounds! Trails should be established at those sites where public visitation either is likely or is encouraged. Trails should be located 10 feet or more from the mound where possible (a minimum of 5 feet). Small trees and large brush stems that have been removed from the mounds in phase I or II successfully have been used for trail demarcation. The use of wood chips, shredded bark or mowing may be considered for trail maintenance. Location and design of trails should consider proximity to mounds, aesthetics, viewsheds and erosion control.

Signage

Signage at mound sites should be minimized but efforts should be made to educate and inform the public about the significance of the site and the people who constructed the earthworks. Maps of the mounds at specific sites or in a general context of other mound groups in the vicinity may be useful. A generic sign for selected sites that describes the effigy mound building culture and the types of mounds (effigy, linear or conical) may be appropriate. Affirmation of the sacred nature of the site to Native American peoples should be included in the signage. A strong statement about staying off the mounds and information on the burial sites preservation law should be included. Site specific signage should include a map of the site and information regarding the unique features of the site. In some circumstances, brochures or small maps could be provided to visitors.

MOUNDS MAINTENANCE PROTOCOL

Page -6-

Repair of damaged mounds

Where appropriate, repair of mounds damaged by post Euro-Yankee settlement activities and/or natural causes may be considered. Coordination with the Wisconsin Historical Society (WHS), WDNR archeologist and Ho-Chunk Nation is required.

At the Dingman mound group in the Town of Eagle, Richland County, repair of three conical mounds was accomplished in May of 2005. The mounds were damaged by looters at an unknown point in time within the previous 150 years. Permission to execute the repairs was secured from the WHS, WDNR and Ho-Chunk Nation. The project was undertaken with supervision from the WDNR archeologist. Leaf litter was removed from the damaged area. Geotextile fabric was placed in the excavated area to present a barrier from the original soil and the new soil. Coins minted in 2005 (in this case, buffalo nickels) were placed on the fabric at points throughout the bottom of the disturbed area to indicate the time of introduction of the new soil. Soil was then placed in the damaged area by hand (bucket by bucket) until the mound was restored. The soil was obtained off-site to provide distinction between the original soils and the newly introduced soil. Ground cover was quickly established during the late spring and summer months. No erosion was evident during periodic monitoring. Significant canopy cover was present which may have assisted with erosion control during the time immediately following repairs.

Restoration of destroyed mounds

Restoration of destroyed mounds (as opposed to repair of damaged mounds) should be discussed with WHS, the DNR archeologist, the Ho-Chunk Nation and other interested tribal governments. In some locations, establishment of chalk or lime outlines of destroyed mounds may enhance educational opportunities. In other cases, the actual reconstruction of a destroyed mound may be appropriate. Restoration of the Panther Spirit Mound near Mauston involved cooperative efforts by the Ho-Chunk Nation and students from the Mauston School District.

Volunteers

Volunteers often are enlisted to assist with mounds maintenance activities, monitoring and education. In the Riverway, volunteer groups have provided hundreds of labor hours to protect significant archeological sites on state owned lands. Two prominent groups include Cultural Landscape Legacies, Inc. (CLL) and the Friends of the Lower Wisconsin (FLOW). CLL & FLOW volunteers provided equipment and labor to remove brush and trees and create trails at sites near Muscoda. In addition, one building was razed utilizing the CLL and FLOW labor force.

Volunteers require supervision and instruction. CLL has used the opportunity for education and sets aside time for volunteers to be instructed on the sanctity of the mounds to Native Americans and to discuss the effigy mound building culture. Use of volunteers requires a qualified team leader, either a person with an archeological/anthropological background or with experience in maintenance of archeological sites. The use of equipment by volunteers should be monitored closely. While well-meaning, most volunteers are not "expert" operators of mechanical equipment. Persons using chainsaws or mechanical brush cutters should have appropriate safety equipment and the number of persons using mechanical equipment should be limited to avoid safety issues.

MOUNDS MAINTENANCE PROTOCOL

Page -7-

Conclusions

State officials and private landowners both have a tremendous responsibility to properly maintain the known archeological sites on lands within or adjacent to the Riverway (and elsewhere). The Lower Wisconsin State Riverway Board and Cultural Landscape Legacies recognized a unique opportunity exists to create a model of mound protection to be emulated statewide by other governmental units and by private landowners. This document is a result of efforts spearheaded by Riverway Board staff with the cooperation of many people on the mounds maintenance protocol committee.

The Riverway Board and Cultural Landscape Legacies also recognizes great potential exists for education of the general public on the mound building culture, the sacred aspects of the mounds and the importance of the mounds to contemporary Native Americans, including the Ho-Chunk Nation. A synergistic approach to the mounds protection and preservation effort with involvement of federal and state agencies, local governments, the educational system, tribal governments, nonprofit organizations and private landowners could result in a truly magnificent outcome, not only for the current generation but also for future generations.

*Proposal prepared by
Mark E. Cupp, Executive Director
Lower Wisconsin State Riverway Board
Final revisions completed April 20, 2006*

Contact information: Mark Cupp
P.O. Box 187
Muscodia, WI 53573
(608) 739-3188 or 1-800-221-3792
Mark.Cupp@wisconsin.gov
www.lwr.state.wi.us
www.clfi.org

Original draft and revisions reviewed by the Lower Wisconsin State Riverway
Mound Maintenance Protocol Ad Hoc Committee (membership list attached)

**LOWER WISCONSIN STATE RIVERWAY
MOUNDS MAINTENANCE PROTOCOL AD HOC COMMITTEE**

LOWER WISCONSIN STATE RIVERWAY BOARD

Mark Cupp, Executive Director

CULTURAL LANDSCAPE LEGACIES, INC.

Robert Salzer, President
William G. Gartner, Board of Directors
Richard Cupp, Board of Directors
Frank Shadewald, Member & private landowner

HO-CHUNK NATION

Jay Toth, HCN Archeologist

NATIONAL PARK SERVICE
EFFIGY MOUNDS NATIONAL MONUMENT

Tom Sinclair, Facilities Manager

NATURAL RESOURCES CONSERVATION SERVICE

Sam Skemp, District Conservationist
Greg Yakle, District Conservationist &
Ho-Chunk Liaison

WISCONSIN DEPARTMENT OF NATURAL RESOURCES

Steve Colden, DNR Riverway Manager
Victoria Dirst, DNR Archeologist
Brad Hutnik, DNR Riverway Forester
Mark Martin, DNR Conservation Biologist
Maggie Haas, Riverway LTE Forester
Jacob Elder, Riverway LTE Forester

Indian Mounds



Large Flat-Topped Mounds in Cultivated Field

What Are Indian Mounds?

Indian mounds are the visible testament of the first Mississippians. Mounds are planned earthen architecture made by Native American people for a variety of reasons including ceremonial and domestic uses.

Many people today believe that any elevated area with artifacts is an Indian mound, but actual mounds only make up a small fraction of the known archaeological sites in Mississippi.

How Were Mounds Made?

Construction of mounds was accomplished by heaping basket loads of soil and other materials onto natural land surfaces. Some mounds were built in multiple construction stages over long periods of time and others were built quickly in single episodes.

Where Are Mounds Found?

Mounds are found in nearly every county in Mississippi, but they are most common in the Delta counties and along major waterways. Mounds tend to be located on high natural levees or on terraces adjacent to floodplains, but can also be found in upland areas—especially in the Loess Bluffs region.

Nearly all mounds are located on private land. Therefore, landowner cooperation is crucial for their long-term preservation.

How Old are Mounds?

Indians first built mounds in the Lower Mississippi Valley by about 4000 B.C. Widespread construction of mounds, however, began around 100 B.C. Mounds continued to be built for another 1,800 years until around A.D. 1700.

Characteristics:

- ◆ Conical Mounds
 - Rounded top
 - Usually small 3-10 feet tall
 - 50-100 feet diameter
 - Burial often primary purpose
 - Built during most time periods
- ◆ Rectangular Platform Mounds
 - Flat-topped pyramid
 - Often large, 15-60 feet tall
 - covering 0.1 to several acres
 - Platform for buildings
 - primary purpose
 - Often burial location of important individuals
 - 100 B.C.—A.D. 1700
- ◆ Mounds can stand alone or be in groups of 20 or more.
- ◆ Mounds can be associated with large villages, or have little evidence of habitation.
- ◆ About 1,100 mound sites are recorded in Mississippi. (There are about 26,000 archaeological sites.)



Conical Mound in Grass Cover



Cultural Resources Fact Sheet 2
Cliff Jenkins, Cultural Resources Specialist

How Were Mounds Used?

The purpose of some of the most ancient mounds is still shrouded in mystery, although it has been proposed that they possibly functioned as territorial markers.

People buried their dead in some of the mounds, while at other sites great temples were built atop the mounds.

The shape and size of the mound can give clues to its intended purpose. Conical mounds were frequently constructed primarily for mortuary purposes. Rectangular, flat-topped mounds were primarily built as a platform for a building such as a temple or residence for a chief. Many later mounds were used to bury important people.

Mounds are often believed to have been used to escape flooding. However, mounds are typically located on high natural levees or terraces above the flood plains, and many mounds were constructed in upland areas where flooding would not be a concern.

Why Are Mounds Important?

Mounds are irreplaceable resources. Indian mounds and the archaeological deposits they contain are the only evidence we have for most of Mississippi's human history.

Each mound has a story to tell. Careful archaeological investigations at mounds provide valuable information about how people lived in the past.

Mounds provide many Native American people today with an important link to their culture and their past. Mounds that contain burials are particularly significant.

Threats To Mounds

Development spreading into rural areas and some agricultural practices are the main threats to mounds. Deliberate destruction by looting is also a serious problem.

However, a lack of awareness is perhaps the most serious threat to the survival of many mounds. Because mounds lack the visual impact of other historic monuments, such as the cliff dwellings in the Southwest or antebellum homes, many people are unaware of why they are important.

Are Indian Mounds Protected?

Protection of Indian mounds in Mississippi primarily relies on voluntary stewardship. State burial laws do provide some protection for mounds on private land by making it illegal to desecrate a cemetery or open graves.

Mounds on State and Federal property are protected by a number of laws and regulations. Severe penalties are imposed for illegal digging or removal of artifacts on public lands.



Destruction of the Blaine Mound, Hinds County

Best Management Practices

Effective resource management comes from understanding the values of the mounds and ensuring that any decision tries to balance the effects of any management action so that negative effects are minimized and positive effects are maximized.

Some recommended Best Management Practices for mounds:

- Document mounds located on your property in the State Archaeological Site File.
- Check the mound condition on a regular basis, and take action to stop destabilizing actions such as erosion.
- Contact professionals for help in dealing with your mound.
- Avoid ground disturbing activities and frequent traffic (pedestrian, vehicles and livestock) on mounds.
- Remove mounds from cultivation. Consider establishing permanent grass cover on the mound, and create a 30 foot buffer zone around the base of the mound.
- Mounds with tree cover: The possibility of wind thrown trees is a potential concern. Overturned trees can pull up large chunks of soil with the root system causing damage to cultural deposits. Root penetration of trees and scrub can also have a significant impact on archaeological deposits. However, removal of long established trees can be more detrimental to the mound than maintaining the existing cover.
 - Clear small underbrush from mounds. As needed, removal and reduction of scrub growth should be carried out with hand tools during the winter and concentrate on scrub with stems over 1 inch in diameter cutting as near the base as possible.
 - Scrub growth and brush piles can also attract burrowing animals which damage cultural deposits.

For more information contact:

Cultural Resources Specialist
Natural Resources Conservation Service
McCoy Federal Building, Suite 1321
100 W. Capitol Street
Jackson, MS 39269
(601)965-4139
www.ms.nrcs.usda.gov



Fact Sheet

How Trees Benefit Mounds

This document is a summary of research on the relationship of trees and mounds. The information was compiled to provide information for the Village of McFarland policy on preservation and maintenance of mounds in the village.

Trees Provide Erosion Protection - The book Native American Mounds in Madison and Dane County makes the following statement regarding the mounds built by the Woodland mound builders in McFarland's Indian Mound Conservancy: "Situated on the ridge of a glacial drumlin, this group overlooks Lake Waubesa and Mud Lake to the west and south ...**These mounds are in very good condition...**". (Birmingham and Rankin, 1994)

This is consistent with a 1998 assessment of earthworks in the United Kingdom that states: "Many sites now under grass cover have been wooded at some stage in their land management history and they have better overall surface condition from this stabilizing cover of former woodland. Today we admire the condition of a particular earthwork but fail to recognize that this is historically due to a former woodland". (Jones, 1998)

Rain is one of the most efficient causal forces of erosion. Several studies have looked at the kinetic forces of rain drops and how they can physically dislodge soil particles (Evans, 1980; Imeson, 1984; Allen, 1991; Tamm, 1991). When rainfall occurs on a slope, a downward movement of any exposed soil particles will result, producing a slow but steady form of erosion. (Evans, 1980)

A woodland canopy with its increased evapotranspiration and interception, reduces the quantity of rainfall that reaches the soil compared with open ground or grassland. Where rain does reach the forest soil it has a reduced kinetic energy resulting from impacts with vegetation on its way through the canopy, and understory thus minimizing any soil movements from rain splash. (Wilson and Cooke, 1980)

The removal of trees from raised earthworks such as banks or burial mounds can have an adverse effect on the stability of the remaining soil. Soil consists of particles capable of moving past each other and allowing larger scale migration, especially on slopes. Shear strength is a function of the friction created between adjacent particles. A wet soil will have an increased volume that expands the spaces between particles thus reducing their friction and the soil shear strength (Biddle, 1998). The presence of roots within soil significantly increases its resistance to shearing (Waldron and Dakessian, 1981) by providing a lattice to support it. [Note: A good example of this is on the linear mound just south of the Bear Mound. The trail is cutting into the west end of the mound. The roots from two trees are helping minimize the damage by keeping the trail from cutting further into the mound.]

Adverse Impacts of Tree Removal - A US Dept of Agriculture – National Resource Conservation Service publication states: "The possibly of wind thrown trees is a concern. However, **removal of long established trees can be more detrimental to the mound than maintaining the existing cover.**" www.ms.nrcs.usda.gov/technical/IndianMounds_2.pdf

The author of the NRCS publication indicates that the physical process of removing long established trees causes substantial damage to the mounds and the surrounding environment. In addition to rutting which is very visible, soil compaction is a common problem. (Cliff Jenkins, 2010). This is consistent with damage that occurred in Indian Mound Conservation Park during some tree removal associated with oak wilt in 2005 and again in January 2010.

While the SHS does indicate that "Removal of trees from mounds and immediately adjacent areas is **generally desirable** to protect them from windthrow" ... At the same time, the SHS recognizes the potential risks associated with tree removal when it states: "However, at some locations, **selected trees may be retained ... when significant, unavoidable mound damage would occur during tree removal ...**"

Where the decision has been made to remove trees from sensitive sites, they are usually felled and the stumps left in the ground to rot, thus minimizing below ground disturbance. Tree removal and subsequent root death on a sloping soil ... may lead to a higher risk of soil erosion. Once a root has decayed, voids may be left within the soil. Water can drain through these channels and the surrounding soil will creep in from the sides. (Richardson, 1995; Biddle, 1998)

Mitigating windthrow risk: The Wisconsin State Historical Society risk assessment of the mounds in Indian Mound Conservancy states "all of the trees growing on the mounds seem to be healthy and not in immediate danger of tipping over."

While the SHS risk assessment indicates there is no immediate danger, there are ways to further minimize windthrow risks. Jones (1998) suggested that "the use of species that favor a more vertical root system, such as oak, may be beneficial in the stabilization of earth banks". Research conducted after a major storm in England in 1987 states: "Trees with a tap root (e.g. oaks) have a strong main root that descends vertically from the underside of the trunk. Tap root trees are much less susceptible to windthrow". Of the 4511 wind thrown trees surveyed, only 2.4 % were found to have tap roots (Cutler, Gasson and Farmer 1990).

This is consistent with the published Ho Chunk protocol on mound maintenance (p. 33 of the draft policy) which states that as an alternative to removing all trees: "remove all low land trees that have surface roots".

References

- Allen, M.J. (1991). Analysing the landscape: a geographical approach to archaeological problems. In: A.J. Schofield, ed. *Interpreting artefact scatters; Contributions to the ploughzone*. Oxbow Monograph 4. 39-57. Oxbow Books, Oxford.
- Biddle, P.G. (1998). *Tree root damage to buildings: causes, diagnosis and remedy*. Willowmead Publishing, Wantage.
- Birmingham, R. A. and Rankin, K.H. (1994). Native American Mounds in Madison and Dane County, A Madison Heritage Publication, 15-16.
- Crow, Peter, (2004) Trees and Forestry on Archaeological sites in the UK" by Forest Research – an agency of the UK Forestry Commission.
- Cutler, D.F., Gasson, P.E and Farmer, M.C. (1990). The wind blown tree survey: Analysis of results. *Arboricultural Journal*, 14, 265-286.
- Evans, R. (1980). Mechanics of water erosion. In: M.J. Kirkby and R.P.C. Morgan, (eds.) *Soil erosion*, 109-128. John Wiley and Sons, Chichester.
- Imeson, A.C. and Vis, M. (1984). Seasonal variations in soil erodibility under different land-use types in Luxembourg. *Journal of Soil Science*, 35, 323-331.
- Jenkins, Cliff. 2010. Personal communication with Alan Lulloff on January 27, 2010.
- Jones, K.L. (1998). The state of large earthworks in the UK. *Antiquity*, 72, 293-307.
- Richardson, I.B.K. (1995). Dead or alive? Is it really that simple? *Arboricultural Journal*, 19, 395-400.
- Tamm, C.O. (1991). What ecological lessons can we learn from deforestation processes in the past? In: H.A. Mooney et al. (eds.) *Ecosystem Experiments Scope* 45, 45-58. John Wiley, Chichester.
- Waldron, L.J. and Dakessian, S. (1981). Soil reinforcement by roots: calculation of increased soil shear resistance from root properties. *Soil Science*, 132, 427-435.
- Wilson, S.J. and Cooke, R.U. (1980). Wind erosion. In: M.J. Kirkby and R.P.C. Morgan, (eds.) *Soil erosion*, 217-251. John Wiley and Sons, Chichester.

Subject: FW: Village of McFarland - Policy for mound preservation and maintenance.

Hi Sayer,

I have now looked over the documents sent. Sorry for the delay – we’re right smack dab in the middle of our tribal budget work, as well as two grants we’re working to fulfill before spring.

Let’s see, I would consider the following when you begin to revisit these documents in earnest:

POLICY FOR PRESERVATION AND MAINTENANCE OF MCFARLAND’S INDIAN MOUNDS

- Try to eliminate the term “Indian” from the document
 - You can use terms such as, indigenous, native american, etc. if possible. Some federal regulations utilize the term indian though, so you’d want to conform to the prevailing terminology being discussed
 - The term indian mound could be re-termed burial mound (in accordance to 157.70) in some of the instances it is used
- The cultural importance should extend to all of us, as they are part of all of our history within the auspices of the four lakes region
- Increasing mound buffer sizes
 - Wisc. Stat. 157.70 increased the states recognized soil disturbance buffer area from 5’ to 10’
 - As land managers, I would want to increase the protection and preservation buffer to 25’ for the soil disturbance, tree & vegetation management processes
 - I believe the WHS asks for this as a consideration
- Review the ongoing documentation of the various phases of implementation
 - Review the changes to the management plan that were based off the initial implementation
- Place within the policy, the request to meet onsite with both the State Archaeologist & Ho-Chunk Nation THPO
 - Do a walk-through to discuss better administrative practices that can be instilled within the next review phase of the implemented plan
 - Create a 5 year revisit to the various documents
- Review the Photographic History of each mound
 - Share this information with both the State and HCN
- Instill an educational outreach program for the local community(s)
 - Create a “Friends of McFarland Burial Mounds” buy-in
 - Work with the Village School Programs to assist in various field activities
- Begin to focus on the fact; burial mound sites are in essence large mortuaries & sacred sites that carry much history and connection to that specific site (Compare to Arlington Cemetery), and that they are much more than just conservancy/park space
 - Land use should be viewed as Religious/Sacred/Cemetery sites first and foremost
- Include lidar imagery for each mound group
- I don’t agree with some of the Lower Wisconsin State Riverway Board policies for mound maintenance/management. We can discuss at a later date though

MOUNDS TREE INVENTORY

- I’d be interested in seeing the results from the work completed regarding the tree removals, along with the adjustment of the management of the mounds, buffer areas and other environmentals effected by this work.
 - If there’s been a file created to assist the management needs for the four mound sites, who would have this
- Was there a need to address the stumps left
 - Did sucker/volunteer trees begin to grow from the stumps, or were they treated
- What steps were taken to adjust for the woody material and invasive plants that come afterwards
 - Mowing, herbicides, hand removal, spring burns

MOUNDS VEGETATION ASSESSMENT

- Was there going to be an ongoing process of development that directs what is being followed that can be adjusted for effects of the work needed
 - I didn't see too much information about the remnant prairie plant seed base, and what mixtures should be considered, that would assist the remnant source
 - I don't think I seen anything written regarding burrowing animal protocols on and around the mounds
- Will the vegetation on and around the mounds be mechanical and/or hand mowed – this is something that requires a firm understanding on soil disturbance protocols
- Is there the possibility of creating Programmatic Agreements with volunteer/interest groups to assume certain management/maintenance responsibilities
- How did tree management work effect the vegetation management protocols, and were there needed adjustments when the tree canopy was adjusted by the plans
 - Tree cutting distance from mounds for the tree management & vegetation management are different it seems – how did this become resolved

Of course these are only my thoughts on the matter, as I am sure there's a lot of administrative allowances being taking to address the maintenance and management of these sites that can be codified into the updated documents during the revisit of these.

I'll be anxious to come visit the sites with you folks soon now, as spring is just around the corner it seems. If it'd help some, we also manage mound sites and we could always meet onsite of one of these to talk shop on how to make it work more effectively, efficiently as well as educationally.

Again, I apologize for the late response. I hope this finds you all in good spirits.

Best regards,

Bill Quackenbush
Tribal Historic Preservation Officer
Cultural Resources Division Manager
Ho-Chunk Nation of Wisconsin
(715) 284-7181 Ext. 11121
Bill.Quackenbush@ho-chunk.com

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 28, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding scheduling for the 2024 McFarland Observed Holidays.

PREVIOUS ACTION:

The DEI Committee recommended approval of the schedule at its meeting on November 20, 2023.

ISSUE SUMMARY:

Please find enclosed the updated schedule for 2024 based upon recommended observed holidays for the coming year. This reconciles with the recommendations from Dane County which are included and also now includes holidays observed by policy within the Village. Meetings, events, and other possible known conflicts are listed within the memo which will help Staff identify areas where rescheduling needs to occur throughout the year.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to approve the schedule for the 2024 McFarland Observed Holidays.

ATTACHMENTS:

1. 2024 McFarland Observed Holidays 11162023 mgs

Memorandum

To: Village Board

From: Matthew G. Schuenke, Village Administrator 

Cc: Diversity, Equity, and Inclusion (DEI) Committee
Department Heads
Village Staff

Date: November 16, 2023

Re: 2024 McFarland Observed Holidays

Executive Summary

In 2023, the Village approved a process to avoid holding meetings on dates that are observed for holidays. Later in the year we added Village events to that schedule. This memorandum is provided to note which holidays are observed, provide direction on scheduling, and identify possible conflicts during the year to be resolved.

Observed Holidays

To facilitate public and employee participation and inclusion, it is recommended that the Village meetings and events be considered for rescheduling in accordance with the following holidays in 2024:

New Year's Day (Work Restricted Holiday) – Monday, January 1st

- Library Board on January 1st at 5:15 pm
- Public Safety Committee on January 1st at 6:30 pm

Martin Luther King Jr. Day (Work Restricted Holiday) – Monday, January 15th

- DEI Committee on January 15th at 6:00 pm

Ash Wednesday (Christian) * – Wednesday, February 14th

- Community Development Authority on February 14th at 7:00 pm

Purim (Jewish) * – Begins at sunset of Saturday, March 23rd to nightfall of Sunday, March 24th. Avoid scheduling on March 23rd.

- No known conflicts.

Maundy Thursday (Christian) * – Thursday, March 28th

- No known conflicts.

Good Friday (Christian) * – Friday, March 29th

- No known conflicts.

Eid-al-Fitr (Muslim) – Begins at sunset of Tuesday, April 9th to Wednesday, April 10th. Avoid scheduling on both days.

- Village Board on April 9th at 7:00 pm
- Community Development Authority on April 10th at 7:00 pm

Passover (Jewish) – Begins at sunset of Monday, April 22nd to nightfall of Tuesday, April 30th. Avoid scheduling on April 22-24 and April 27-30. Meetings are acceptable April 25-26.

- Public Works and Utilities Committee on April 22nd at 6:00 pm
- Village Board on April 23rd at 7:00 pm

Memorial Day (Work Restricted Holiday) – Monday, May 27th

- Public Works and Utilities Committee on May 27th at 6:00 pm

Shavuot (Jewish) – Begins at sunset of Tuesday, June 11th to nightfall of Thursday, June 13th. Avoid scheduling on all days.

- Village Board on June 11th at 7:00 pm
- Community Development Authority on June 12th at 7:00 pm

Eid-al-Adha (Muslim) – Begins at sunset of Sunday, June 16th to Monday, June 17th. Avoid scheduling on both days.

- DEI Committee on June 17th at 6:00 pm

Juneteenth (Work Restricted Holiday) – Wednesday, June 19th

- Senior Outreach Committee on June 19th at 8:30 am

Independence Day (Work Restricted Holiday) – Thursday, July 4th

- No known conflicts.

Labor Day (Work Restricted Holiday) – Monday, September 2nd

- Library Board on September 2nd at 5:15 pm
- Public Safety Committee on September 2nd at 6:30 pm

Rosh Hashanah (Jewish) – Begins at sunset of Wednesday, October 2nd to nightfall of Friday, October 4th. Avoid scheduling on all days.

- No known conflicts.

Yom Kippur (Jewish) – Begins at sunset of Friday, October 11th to nightfall of Saturday, October 12th. Avoid scheduling on both days.

- No known conflicts.

Indigenous Peoples' Day (Work Restricted Holiday) – Monday, October 14, 2024

- Sustainability and Natural Resources Committee on October 14th at 6:00 pm

Sukkot (Jewish) – Begins at sunset of Wednesday, October 16th to nightfall of Wednesday, October 23rd. Avoid scheduling on October 16-19. Meetings are acceptable October 20-22.

- Senior Outreach Committee on October 16 at 8:30 am (Conflict)
- DEI Committee on October 21st at 6:00 pm (No Conflict)
- Village Board on October 22nd at 7:00 pm (No Conflict)

Shemini Atzeret & Simchat Torah (Jewish) – Begins at sunset of Wednesday, October 23rd to nightfall of Friday, October 25th. Avoid scheduling on all days.

- No known conflicts.

Diwali (Hinduism) * – Thursday, October 31st

- No known conflicts.

Thanksgiving (Work Restricted Holiday) – Thursday, November 28th and Friday, November 29th.

- No known conflicts.

Christmas Eve/Day (Work Restricted Holiday) – Tuesday, December 24th and Wednesday, December 25th.

- Village Board on December 24th at 7:00 pm

Hanukkah (Jewish) – Begins at sunset of Wednesday, December 25th to nightfall of Thursday, January 2, 2025. Avoid scheduling on December 28th. Meetings are acceptable all other days.

- No known conflicts.

* This is not a work-restricted holiday. Meetings are permissible unless otherwise specified.

The above schedule was derived from the recommendations of the Dane County Office for Equity and Inclusion regarding a memorandum dated October 16, 2023 (Appendix A). The schedule was also reconciled with the [Village Personnel Policy Manual](#) to ensure consistency with scheduling and work restricted holidays by policy.

Closing

If the public or employees believe there are other religious observances that need to be addressed, please feel free to contact Village Staff for additional inclusions or clarifications. We are aiming to be cautious and not put anyone in an uncompromising position with meeting responsibilities at work and their most serious religious responsibilities. Please note the Village may still be open and conducting other business on some dates indicated to avoid scheduling.

DATE: October 16, 2023
TO: Department Heads, Managers and Supervisors, Elected Officials, County Board
FROM: Wesley Sparkman
The Tamara D. Grigsby Office for Equity and Inclusion
RE: Observance of Religious Holidays

In order to facilitate public participation, we recommend that you avoid scheduling any meetings on the following religious holidays in 2024:

Ash Wednesday*: Wednesday, February 14

Purim*: Begins at sunset of Saturday, March 23 to nightfall of Sunday, March 24. Avoid meetings March 23.

Maundy Thursday*: Thursday, March 28

Good Friday*: Friday, March 29

Eid-al-Fitr: Begins at sunset of Tuesday, April 9 to Wednesday, April 10. Avoid meetings April 9-10.

Passover: Begins at sunset of Monday, April 22 to nightfall Tuesday, April 30. Avoid meetings April 22-24 and April 27-30. Meetings are acceptable April 25-26.

Shavuot: Begins at sunset of Tuesday, June 11 to nightfall Thursday, June 13. Avoid meetings June 11-13.

Eid-al-Adha: Begins at sunset of Sunday, June 16-Monday, June 17. Avoid meetings June 16-17.

Rosh Hashanah: Begins at sunset of Wednesday, October 2 to nightfall Friday, October 4. Avoid meetings October 2-4.

Yom Kippur: Begins at sunset of Friday, October 11 to nightfall Saturday, October 12. Avoid meetings October 11-12.

Sukkot: Begins at sunset of Wednesday, October 16 to nightfall of Wednesday, October 23. Avoid meetings October 16-19. Meetings are acceptable October 20-22.

Shemini Atzeret & Simchat Torah: Begins at sunset of Wednesday, October 23 to nightfall Friday, October 25. Avoid meetings October 23-25

Diwali*: Thursday, October 31.

Hanukkah*: Begins at sunset Wednesday, December 25 to nightfall Thursday, January 2. Avoid meetings December 28.

If you or your employees believe there are other religious observances that need to be addressed, please feel free to let me know. We are aiming to be cautious and not put anyone in an uncompromising position with meeting responsibilities at work and their most serious religious responsibilities. Please note these are dates where the county may be open for business. Thank you for your cooperation.

**This is not a work-restricted holiday; meetings are permissible unless otherwise specified.*

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 28, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Jennifer Haried,
Accountant/Deputy Treasurer

AGENDA ITEM: Discussion and action regarding updates to Chapter 1 (Accounting
and Auditing) of the Fiscal Policy manual.

PREVIOUS ACTION:

N/A

ISSUE SUMMARY:

Attached is suggested revisions and updates to Chapter 1(Accounting and Auditing) of the fiscal policy manual. Most changes are minor in nature and related to position changes and process changes the Village has been utilizing for years that is codified in the policy update.

FINANCIAL/BUDGET IMPACT:

None

VILLAGE PLAN REFERENCE:

None

ORDINANCE REFERENCE:

None

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Finance Committee unanimously recommended approval.

Motion to approve updates to Chapter 1(accounting and Auditing) of the Fiscal Policy Manual.

ATTACHMENTS:

1. Chapter 1 - Accounting and Audit Policy 11092023

CHAPTER 1 Accounting and Audit Policy

SECTION 9.01 Policy Purpose

The purpose of this policy is to set forth the accounting and audit procedures under which the Village will structure and operate its financial systems. Those financial systems will incorporate necessary internal controls to monitor revenues, expenditures, and program performance on an ongoing basis. The policy provisions herein shall apply to all fund types maintained by the Village, including the General fund, various Special Revenue funds, the Debt Service fund, Capital Projects fund, and Utility enterprise funds.

SECTION 1.02 General Principles

- A. The Village's accounting and financial reporting systems will be maintained in conformance with all state and federal laws, Ggenerally Aaccepted Accounting Pprinciples (GAAP) and the standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA).
- B. An annual audit will be performed by an independent public accounting firm which will issue an official opinion on the annual financial statements, with a management letter detailing areas that need improvement. In addition, full disclosure will be provided in the financial statements and bond representations.
- ~~C. Financial systems will be maintained to monitor expenditures and revenues on a monthly basis and all revenue collections will be consolidated under the Deputy Administrator/Clerk. A Treasurer's Report will be prepared and submitted to the Village Board monthly detailing budget-to-actuals regarding revenues and expenses of all funds. In addition, the Treasurer's report shall provide an overview of the depository location and balances of all Village funds.~~
- ~~C. Financial systems will be maintained to monitor expenditures and revenues on a monthly basis and all revenue collections will be consolidated under the Administrator/Treasurer. A cash flow analysis, including disbursements, collections, and investments, will be prepared on a regular basis indicating that sufficient cash is available for daily financial needs.~~
- D. Encumbrances represent commitments related to unperformed contracts for goods or services, and will be recorded when incurred. Encumbrances outstanding at year-end will be reported as reservations of fund balance.

- E. The Village will establish and maintain a depreciation schedule based on the straight-line method. The useful life of capital assets will be based on internal information, information on comparable assets from other governments, and general guidelines from professional or industry organizations.

SECTION 1.03 Fund Accounting

The accounts of the Village are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenses. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped in the annual financial statements into five generic fund types as follows:

- A. General Fund – The General fund is the primary operating fund of the Village. It is used to account for all financial resources except those required to be accounted for in another fund.
- B. Special Revenue Funds – Special revenue funds are used to account for the proceeds of certain specific revenue sources that are legally restricted to expenditures for specified purposes. The special revenue funds include the Library Fund, Solid Waste Fund, Communication & Technology Fund, Youth Center Fund, Affordable Housing Fund, ARPA Fund, TIF Funds, Retiree Fund, Canine Fund and the Parks capital projects fund.
- C. Debt Service Funds – Debt service funds are used to account for the accumulation of resources for, and the payment of general long-term debt principal, interest, and related costs.
- D. Capital Projects Funds – Capital projects funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary funds. Tax incremental district funds are treated as capital projects funds.
- E. Enterprise Funds – Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. With these funds, the intent of the governing body is that the costs (expenses, including depreciation) of providing the goods or services to the public on a

continuing basis be financed or recovered primarily through user charges. The Village has two enterprise funds, the Water and Sewer Utility and the Stormwater Utility.

A. SECTION 1.04 Fund Accounting

- ~~1.A.~~ The modified accrual basis of accounting is followed by the governmental funds and agency funds. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Village defines this period to be one year. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on long-term debt, claims, judgements, compensated absences, and pension expenditures, which are recorded as a fund liability when expected to be paid with expendable available financial resources.
- ~~2.B.~~ Property taxes are recorded in the year levied as receivables and deferred revenues. They are recognized as revenues in the succeeding year when services financed by the levy are being provided. In addition to property taxes for the Village, taxes are collected for and remitted to the state and county governments as well as the local school district and technical college district. Taxes for all state and local governmental units billed in the current year for the succeeding year are reflected as deferred revenues and due to other taxing units on the accompanying balance sheet. Taxes are levied in December on the assessed value as of the prior January 1.
- ~~3.C.~~ Intergovernmental aids and grants are recognized as revenues in the period the related expenditures are incurred, if applicable, or when the Village is entitled to the aids.
- ~~4.D.~~ Special assessments are recorded as revenues when collected. Annual installments due in future years are reflected as receivables and deferred revenues.
- ~~5.E.~~ Revenues susceptible to accrual include property taxes, miscellaneous taxes, public charges for services and interest.
- ~~6.F.~~ Other general revenues such as fines and forfeitures, inspection fees, recreation fees, and miscellaneous revenues are recognized when received in cash or when measurable and available under the criteria described above.

7.G. The Village reports deferred revenues on its combined balance sheet. Deferred revenues arise when potential revenue does not meet both the “measurable” and “available” criteria for recognition in the current period. Deferred revenues also arise when resources are received before the Village has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the Village has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

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

Adopted: November XX, 2023

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 28, 2023

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action regarding Ordinance 2023-14: An Ordinance Rezoning Parcel 071035483411 located in the 3400 block of Siggelkow Road from Dane County A-1 Exclusive Agriculture to the Village's A-1 Agriculture Transition district.

PREVIOUS ACTION:

The subject property was annexed to the Village on June 26, 2017. At the time of annexation the property was zoned A-1 Exclusive Agriculture under the Dane County Zoning Code. The zoning of the property has remained unchanged; however, the administration of the zoning has been by the Village since the annexation was approved.

On May 23, 2023 the Village Board approved a lease and sublease agreement with the McFarland School District and Alliant Energy to lease the property under Alliant's Customer Host Renewable Program for an approximate 1.4MW solar farm. The term of the lease is for 20 years with three 5-year extensions. Both the Village and the School District will share the lease revenue and renewable energy credits from the solar farm under the terms of the lease agreement.

November 21, 2023, Plan Commission unanimously recommended approval of Ordinance 2023-14.

ISSUE SUMMARY:

The Village Administrator is requesting a rezone of an approximate 8-acre Village-owned property south of the existing Alliant/WPL Substation located at 3451 Siggelkow Road in preparation for the construction of a future solar energy collection system (solar farm). The property is currently zoned A-1 Exclusive Agriculture (Dane County) zoning. This was the zoning designation of the property when it was annexed to the Village in 2017. The request is to rezone the property to the Village's A-1 Agricultural Transition district. On October 10, 2023, the Village Board approved Ordinance 2023-09: An Ordinance Amending Chapter 62, Zoning Code related to Solar Energy Collection Systems. Within the adopted Ordinance, Solar Energy Collection Systems, Ground mounted (Principle Use), such as a solar farm, is identified as a conditional use in the Village's A-1 Agricultural Transition district. Rezoning of the property to the Village's A-1 district will permit Alliant/WPL to submit a conditional use permit and site design review permit for approval by the Plan Commission prior to commencing construction of the solar farm in 2024. Alliant's general timeline for advancing this project includes:



- Fall/Winter 2023, Alliant will issue an RFP for construction of the solar farm along with other project sites outside of the Village in their pipeline.
- Spring/Summer 2024, Alliant or their contractor will submit a conditional use permit and site design review permit for the proposed solar farm.
- Summer/Fall 2024, Alliant will begin construction of the solar farm pending zoning permit approvals.
- Summer/Fall 2025, Alliant anticipated completion date.

Existing Conditions

The property is an 8-acre vacant parcel previously used as farmland. This property is zoned A-1 Exclusive Agriculture (Dane County). Adjacent to the south is 3435 Siggelkow Road, the Hope Rode & Gun Club. Adjacent to the west is agricultural/open space. The properties to the north, west and south are all zoned A-1 Agricultural Transition. Adjacent to the east is a vacant 60 acre parcel used as farmland. This property is the only adjacent property that is currently zoned A-1 Exclusive Agriculture (Dane County). This property was purchased earlier this year by Interstate Partners LLC with the intent to develop the property as a business park per the Village's East Side Plan. Adjacent to the north is 3341 Storck Rd, a farmland parcel that was included in the annexation in 2017 and maintains Dane County's A-1 Exclusive Agriculture zoning.

Staff Comments

No other comments or concerns were received from the Village Engineer, Public Works Director, Fire Chief, and Police Chief.

Public Comments

The Department did not receive any written comments or concerns prior to the publication of this packet.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

Comprehensive Plan, 2017. The Future Land Use Map 6 identifies the location as Institutional and Governmental. The general description of land uses allowed states: *"Buildings and land owned by governmental, educational, religious, and other non-profit organizations intended for public uses, gathering places, membership clubs, or elderly care. Small-scale institutional uses may be located in areas mapped in other future land use categories."* The property maintains ownership under the Village and the future use will serve public entities.

East Side Plan, 2023. The initiative for the proposed rezone is consistent with Chapter 2's Vision, Policies, & Implementation - Action Utility Systems 3. *Work with Wisconsin Power & Light Company to install a small solar farm connected to their substation located on Siggelkow Road.*

2023/2024 Strategic Plan. Goal B, Action VII, *Continue planning with partners as applicable*



to develop solar array to offset municipal energy consumption.

ORDINANCE REFERENCE:

Chapter 62, Division 4 - Changes and Amendments to the Zoning Code

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion, second, to approve Ordinance 2023-14.

ATTACHMENTS:

1. Parcel 071035483411 PC App_10.10.2023
2. McFarland Future Land Use Map_04.25.2023
3. 2023-14 Rezoning Solar Farm

McFarland

VILLAGE OF
Community & Economic Development

Plan Commission Application – 2023

~Application must be completed in full~

Applicant - Owner	Village of McFarland	Applicant's Agent	Matt Schuenke
		Name	
Address	5915 Milwaukee Street	Address	
Email	matt.schuenke@mcfarland.wi.gov	Email	
Phone #	608-838-3153	Phone #	
Fax #		Fax #	

Parcel No(s). 071035483411

Type of Proposal – Please check boxes below that apply

Requires Public Hearing (Class One)	FEES	Requires Public Hearing (Class Two)	FEES	Public Hearing Not required	FEES
☐ Preliminary Plat	\$500+AF	☐ Conditional Use	\$425+F	☐ Annexation	At cost
☐ Preliminary Plat (reapplication)	\$500+BF	☒ Rezoning (map)	\$475+F	☐ Dev. Agreement Including Addendums	\$400 F
☐ Certified Survey Map	\$300+FG	☐ Zoning Amendment (text)	\$475 +F	☐ Final Plat	\$500 +CF
☐ Condominium	\$300+EF	☐ USA/MMSD Annexation	At cost	☐ Final Plat (reapplication)	\$400 +DF
☐ Comprehensive Plan Amendment	\$500+F			☐ Site/Design Review	\$400 + F

+ = Plus publication and notification charges

A = Plus \$50.00 per lot

B = Any preliminary plat which has previously been reviewed/revised within the last 36 months

C = Plus \$50.00 for each lot within the final plat

D = Any final plat which has been previously reviewed or/ revised within the last 36 months

E = Plus \$40.00 for each unit shown

F = Plus actual legal, engineering and financial consulting costs incurred by the Village

G = Plus \$25.00 per lot for two or more lots.

Escrow Deposits (covers costs for outside consultants; e.g., engineers, attorneys, etc.)	
☐ R-E, R-3 & PD (up to 50 acres)	\$5,000
☐ R-E, R-3 & PD (greater than 50 acres)	\$10,000
☐ Site/Design Review (less than 2,000 sq. ft.)	\$1,000
☐ Site/Design Review (2,000 sq. ft. or more)	\$2,000
☐ All Plats including condominiums	\$5,000

Nature of the development proposal: Must provide address of proposed development, legal description, current zoning and description of proposal/request. (Attach additional paper if needed)

Requesting to rezone property from existing Dane County zoning district A-1 Exclusive Agriculture to Village zoning district A1 Agricultural Transition. Eventual use of property is for a small scale solar energy collection system (solar farm) in collaboration with McFarland School District and Alliant Energy. See attached legal description. Property currently not addressed.

PLEASE READ AND SIGN AT THE BOTTOM ON THE REVERSE SIDE

Has this specific proposal been previously discussed or acted upon by the Plan Commission?

☐ YES ☒ NO (If "yes" state the nature and the date(s) of the previous application.)

Submittal Requirements: One (1) hard copy 8 ½ x 11, except site plan sheets which should be 11 x 17, and one (1) electronic (pdf) copy. A completed in full application can be submitted to the Community Development Department (5915 Milwaukee Street, McFarland, WI 53558, community.development@mcfarland.wi.us), with fees included with submittal **by *NOON of the deadline day**, according to the schedule below.

Village of McFarland Plan Commission 2023 Schedule

The Village of McFarland Plan Commission normally conducts meetings on the third Tuesday of each month, unless otherwise noted below at 7:00 p.m. at the McFarland Municipal Center in the Community Room. To ensure adequate time for staff review, and publication of legal notices; potential agenda item materials are required to be submitted per the schedule listed below.

***Submittal Deadline Noon on:**

For Scheduled 2023 Meeting date of:

December 6 (2023) -----	January 17
January 10 -----	February 21
February 7 -----	March 21
March 7 -----	April 18
April 4 -----	May 16
May 9 -----	June 20
June 6 -----	July 18
July 5 -----	August 15
August 8 -----	September 19
September 5 -----	October 17
October 10 -----	November 21
November 7 -----	December 19 (Pending)
December 5 -----	January 16, 2024 (Pending)

Applications requiring a public hearing will be scheduled for a hearing according to the schedule above. If there is written or verbal public opposition submitted as part of the public hearing the Plan Commission will postpone action on the application to a subsequent meeting so that concerns can be analyzed. If there is no public opposition and no unresolved issues by Village Staff or Plan Commission members, the Plan Commission may take action on the application at the same meeting as the public hearing. Applicants are encouraged to contact the Community & Economic Development Director for a pre-application meeting to review the project and submittal requirements prior to submitting an official application.

Acknowledgements:

- I understand failure to provide required materials/information/fees by the submittal deadline can result in this application being withdrawn for consideration by the Plan Commission. Materials submitted for review after the submittal deadline date, or incomplete submittals, may be held over until the next scheduled meeting.
- I understand any fees not paid for (i.e. legal notices, mailings, consultant review costs, etc.) will require any permits to be withheld until all payments are made in full. In addition, all application fees are non-refundable.
- I understand Plan Commission applications requiring a Public Hearing may not be acted on the same night as the Public Hearing.

X


Signature of Applicant/Agent

Date

10/10/2023

Legal Description of the Premises

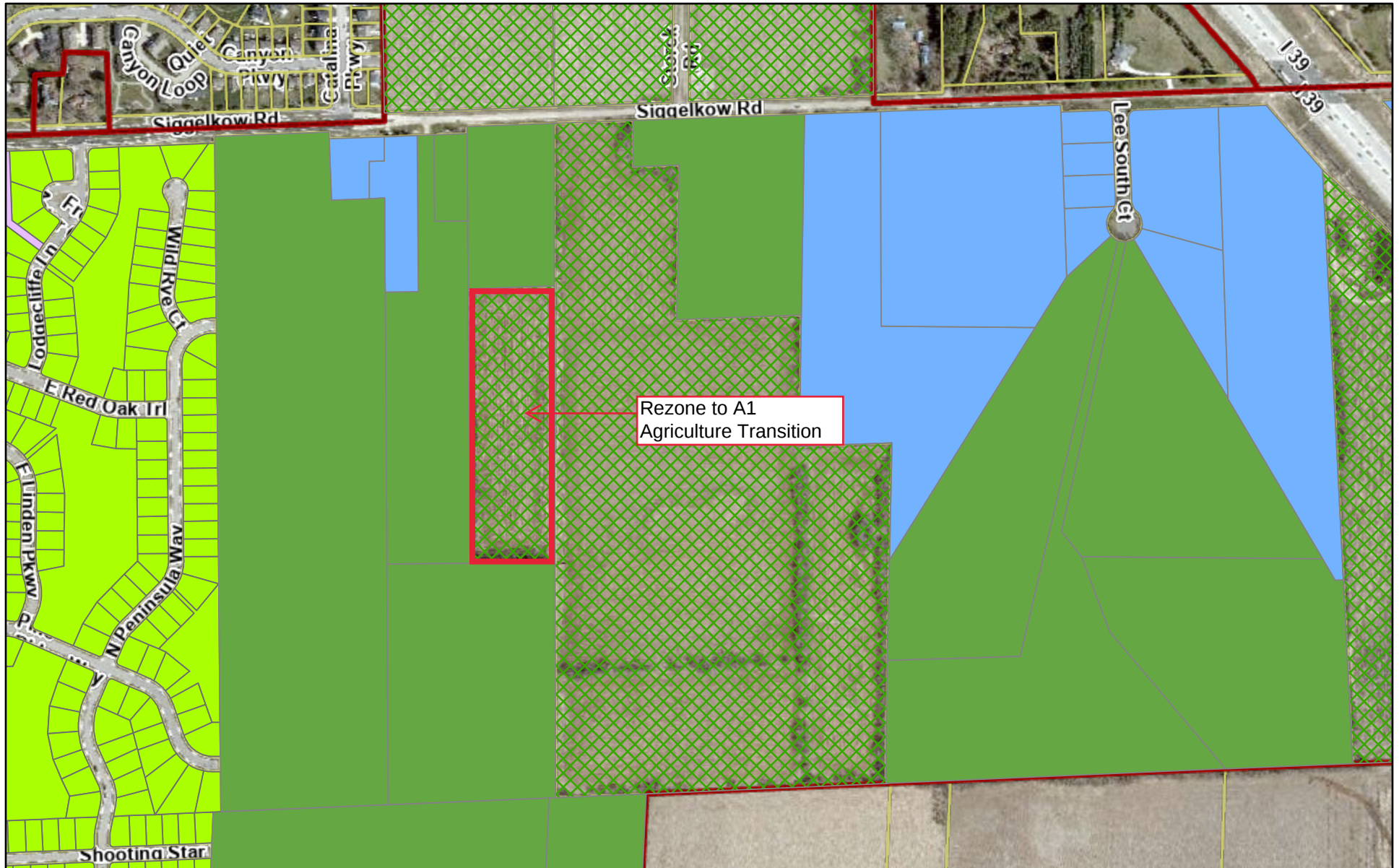
The land is described as follows:

The Land referred to herein below is situated in the County of Dane, State of Wisconsin, and is described as follows:

All that part of the East 1/2 of the Southeast 1/4 of Section Thirty-five (35), Township Seven (7) North, Range Ten (10) East, in the Village of McFarland, Dane County, Wisconsin lying East of an existing fence whose North end is 340.9 feet West of the East 1/4 corner of said Section 35 and whose South end is 327.9 feet West of the Southeast corner of said Section 35, reserving the North 33 feet for road purposes, EXCEPTING lands conveyed in the following:

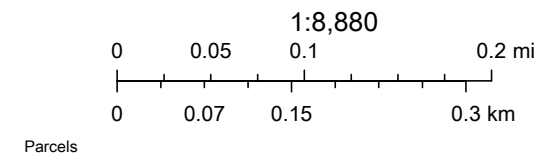
1. Warranty Deed recorded January 31, 1962 in Volume 735 of Deeds, page 596 as Document No. 1041767.
2. Warranty Deed recorded September 17, 1969 in Volume 133 of Records, page 428 as Document No. 1250421.
3. Warranty Deed recorded February 3, 1970 in Volume 157 of Records, page 477 as Document No. 1258407.

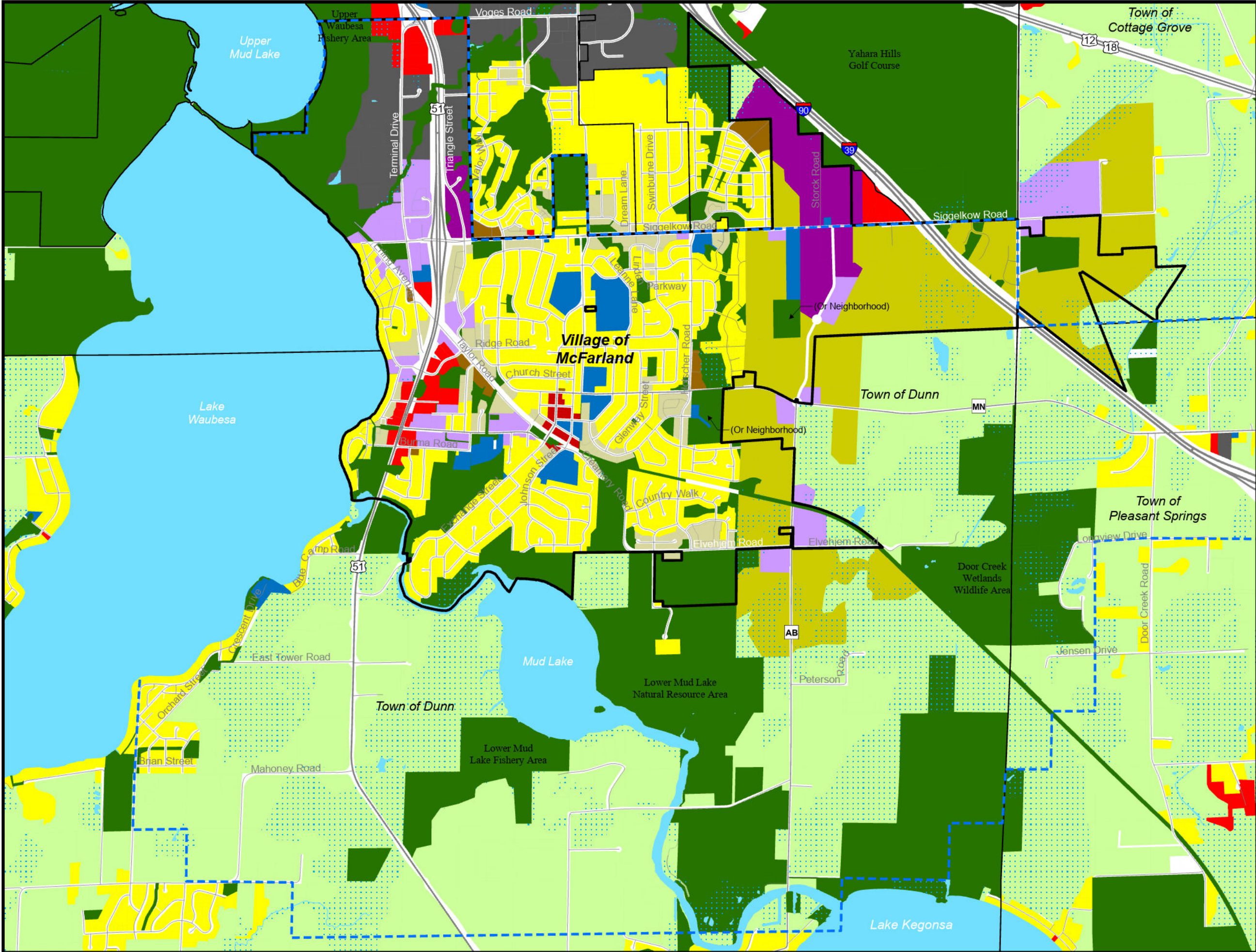
Parcel 071035483411



10/10/2023, 1:08:59 PM

Zoning			Municipalities	
	R-1A Single Family Residence		City	
	A1 Agricultural Transition		Village	
	RH-1 Rural Homes			
	C-G General Commercial			
	A-1 Exclusive Agriculture (Dane County)			





MAP 6

FUTURE LAND USE

COMPREHENSIVE PLAN

Legend

Future Land Use

- Single Family Residential
- Two Family and Townhouse Residential
- Multiple Family Residential
- Neighborhood
- Downtown
- Highway and General Commercial
- Commercial Park
- Industrial
- Mixed Use/Flex Commercial
- Institutional and Governmental
- Public Lands, Recreation, and Environmental Corridor
- Agricultural Preservation
- Urban Reserve
- Rights-of-Way
- Water
- DNR Wetlands and Potential
- Wetland Indicators over Undeveloped Lands

----- Village of McFarland Extraterritorial Jurisdiction Boundary

Village of McFarland Limits (11/2022)

Other Municipal Limits (11/2022)

Shapes on this map represent the Village's vision for future land use within the Village and its extraterritorial jurisdiction. For such lands, this map is not intended to represent existing land use or zoning, or to compel property owners to change the use of their land. For example, owners of agricultural or other rural land may maintain their current land use. Actual boundaries between different future use categories and implementing zoning districts may vary somewhat from representations on this map. This map also identifies the City's Marsh Road Neighborhood Plan west of the Interstate and north of Siggeikow Road, and existing land use elsewhere beyond the Village's extraterritorial jurisdiction.

0 500 1,000 2,000
Feet

Date: February 2023

Data Sources: Village of McFarland, Dane County LIO, WDNR, and CARPC

N

W

E

S

ORDINANCE 2023-14

AN ORDINANCE TO REZONE PARCEL #0710-354-8341-1 LOCATED IN THE 3400 BLOCK OF SIGGEKLOW ROAD FROM DANE COUNTY A-1 EXCLUSIVE AGRICULTURE TO MCFARLAND A-1 AGRICULTURAL TRANSITION DISTRICT

Purpose: To rezone certain lands on Siggelkow Road to A-1 Agricultural Transition.

Sponsor: Community & Economic Development Director Bremer

Recommended Referral: Plan Commission (Required)

Public Hearing: Required; Preceded by Class 2 Notice

WHEREAS, the lands described under Section 1 of this Ordinance, as shown in Exhibit A, where annexed to the Village of McFarland on June 26, 2017; and

WHEREAS, at the time of annexation the lands were zoned Dane County A-1 Exclusive Agriculture; and

WHEREAS, the Village Administrator has applied to rezone the lands described under Section 1 of this Ordinance from Dane County A-1 Exclusive Agriculture to McFarland A-1 Agricultural Transition; and,

WHEREAS, the purpose of the rezoning is to provide for the eventual use of the property for a Customer Hosted Renewable Energy Solar Farm under a lease agreement with the McFarland School District and Alliant Energy approved by the Village Board on May 23, 2023; and

WHEREAS, the proposed rezoning is consistent with the Village of McFarland Comprehensive Plan, which designates the subject land as Institutional and Governmental; and

WHEREAS, the Plan Commission held a public hearing on the proposed rezone at their November 21, 2023 meeting; and

WHEREAS, the Village Board is willing to grant approval of the request to rezone and the Village Board finds approval thereof is in the public interest;

NOW, THEREFORE, the Village Board of the Village of McFarland, does ordain as follows:

1. Section 62-62(a) of the McFarland Municipal Code and the Official Zoning Map are hereby amended so that the following described real estate is hereby rezoned from the Dane County A-1 Exclusive Agriculture to McFarland A-1 Agricultural Transition:

All that part of the East 1/2 of the Southeast 1/4 of Section Thirty-five (35), Township Seven (7) North, Range Ten (10) East, in the Village of McFarland, Dane County, Wisconsin lying East of an existing fence whose North end is 340.9 feet West of the East 1/4 corner of said Section 35 and whose South end is 327.9 feet West of the Southeast corner of said Section 35, reserving the North 33 feet for road purposes, EXCEPTING lands conveyed in the following:

1. Warranty Deed recorded January 31, 1962 in Volume 735 of Deeds, page 596 as Document No. 1041767.
2. Warranty Deed recorded September 17, 1969 in Volume 133 of Records, page 428 as Document No. 1250421.
3. Warranty Deed recorded February 3, 1970 in Volume 157 of Records, page 477 as Document No. 1258407.

Said parcel contains 359,294 square feet or 8.0 acres more or less.

2. The Zoning Administrator is hereby directed to label these changes on the Official Zoning Map, once the rezoning is effective.

3. This ordinance does not constitute approval of any building construction within any of the property described in the ordinance. No construction of any kind, including earthwork or building construction, is permitted on the parcel described in Section 1 of this ordinance until applicable conditional use permit, site design review, erosion control and building permits are approved by the Village.

The above and foregoing Ordinance was duly adopted at a regular meeting of the Village Board of the Village of McFarland held on the 28th day of November, 2023.

[signature page follows]

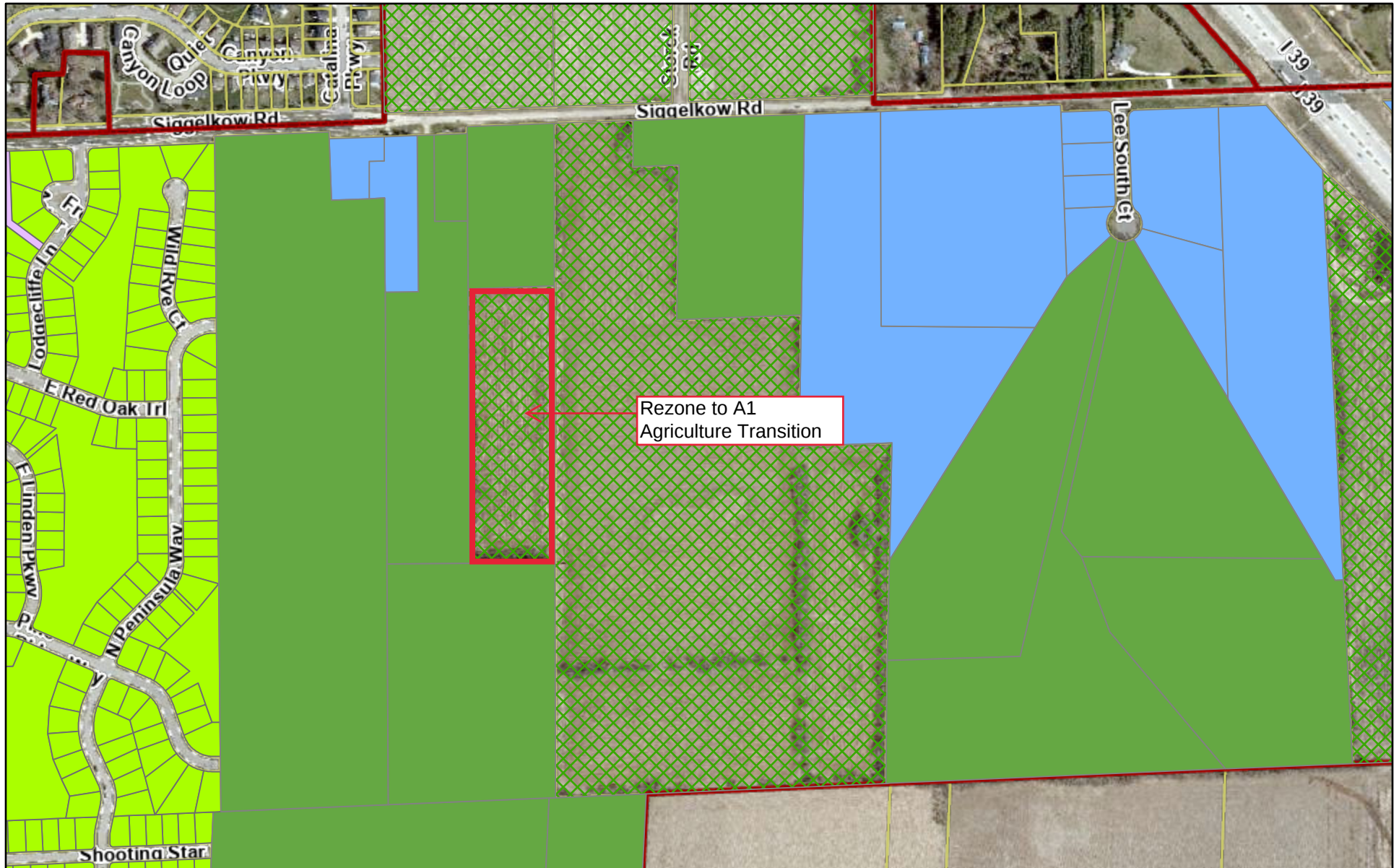
APPROVED:

Carolyn Clow, Village President

ATTEST:

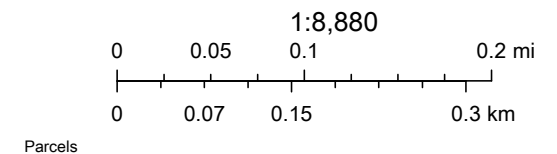
Cassandra Suettinger, Deputy
Administrator/Clerk

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



10/10/2023, 1:08:59 PM

Zoning		Municipalities	
 	R-1A Single Family Residence	 	City
 	A1 Agricultural Transition	 	Village
 	RH-1 Rural Homes	 	A-1 Exclusive Agriculture (Dane County)
 	C-G General Commercial		



VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 28, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Lee Igl, Public Works Director

AGENDA ITEM: Discussion and action on Ordinance amendment 2023-11: An Ordinance updating Appendix A of the Village Code of Ordinances regarding fees.

PREVIOUS ACTION:

ISSUE SUMMARY:

As is customary, the Village reviews and updates fees contained within Appendix A of the Village Code of Ordinances. Proposed changes would be effective 1/1/2024 and include the following:

1. *Update of Park Fees & Cleanup of park fee language in Chapter 44* - Staff reviewed the current fee structure for park usage and compared Village fees to surrounding municipalities. Proposed changes bring the Village in line with other comparables. Additional clean up language is proposed in Chapter 44 to provide more generality to language, and additional move all fees to Appendix A as opposed to being contained within Chapter 44. The Parks & Recreation Committee reviewed the proposed changes at their September meeting and recommended approval.
2. *Creation of a late fee for alcohol license renewals* - The new provision provides a due date for submittal of alcohol licensing renewals. The Village has always provided the due date for alcohol licensing to be April 15th. The new provision provides late fees for not submitting on time. All alcohol licenses require inspection by the Police Chief, Fire Inspection and Building Inspector. Those inspections are lined up annually to ensure they are completed in an efficient and timely manner. Those who do not review on time, often require specific follow up visits from each of the three entities that require inspection. In a review of comparables, a late fee of this nature is fairly common for municipalities.
3. *Increase of pet licensing fees.* State Law requires all dogs be licensed. Additionally, the Village Code of Ordinance requires all cats to be licensed. The Village collects the Dog Fee and remits most of it to the County for the animal services provided by the County. The Village has not increased its collection fee for the license in over 10 years. In review of comparable, the Village proposed increasing the fee for each license by \$2.

FINANCIAL/BUDGET IMPACT:

Proposed changes increase revenues for 2024.



VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

[Appendix A of the Village Code of Ordinances.](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

Motion to approve ordinance amendment 2023-11: An Ordinance updating Chapter 11, Chapter 44 and Appendix A of the Village Code of Ordinances regrading fees.

ATTACHMENTS:

1. 2023-11 Updating Various Fees

**VILLAGE OF MCFARLAND
ORDINANCE 2023-11**

**AN ORDINANCE UPDATING CHAPTER 11, CHAPTER 44, AND APPENDIX A OF
THE VILLAGE CODE OF ORDINANCES**

PURPOSE: To update Chapter 11, Chapter 44 and Appendix A of the Village Code of Ordinances regarding various park fees, creation of a late fee for alcohol license renewals, and update of licensing fees for pets.

SPONSOR: Public Works Director Lee Igl and Deputy Village Administrator/Clerk Cassandra Suettinger

RECOMMENDED REFERRAL: Parks & Recreation Committee

PUBLIC HEARING: None

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

SECTION 1: **AMENDMENT** “44-24 Reservation Of Park Space” of the Village of McFarland Municipal Code is hereby *amended* as follows:

A M E N D M E N T

44-24 Reservation Of Park Space

- (a) *Policy on reservation.* The Village-owned park and park facilities and shelter areas are primarily for the nonexclusive use of the residents and visitors of the Village. However, under proper circumstances, exclusive use of the same or parts thereof may be permitted. This Section is intended to regulate exclusive use of municipally-owned parks, park facilities, park shelters or parts thereof in the Village to the end that the general welfare of the Village is protected.
- (b) *Reservation of park space.* A permit is required for any special usage of any park within the Village. An organized gathering desiring to reserve a specific portion of any park in the Village shall constitute a special usage. A person or group, firm, organization, partnership or corporation may reserve the use of a park facility or a park shelter by written application filed with the Village Clerk-Treasurer for a permit for exclusive use of the same. The Village Clerk-Treasurer shall issue permits for the exclusive use of a portion of a park or park shelter, while the Village Board shall issue permits for the exclusive use of the Village parks. Park facilities are reserved on a first-requested, first-reserved basis. Certain proposed uses and gatherings may require the issuance of an event permit, subject to the requirements of Chapter 36, instead of a permit issued under this Section.

- (c) *Application.* Reservation or special use permit applications shall be filed with the Public Works Department at least seven days prior to the date on which the exclusive use of the entire park is requested, or at least three days prior to the date on which a park shelter or a portion of a park is to be reserved, and shall set forth the following information regarding the proposed exclusive use:
- (1) The name, address and telephone number of the applicant.
 - (2) If the exclusive use is proposed for a group, firm, organization, partnership or corporation, the name, address and telephone number of the headquarters of the same and the responsible and authorized heads or partners of the same.
 - (3) The name, address and telephone number of the person who will be responsible for the use of the said park, area or facility.
 - (4) The date when the exclusive use is requested and the hours of the proposed exclusive date.
 - (5) The anticipated number of persons to use the said park, area or facility.
 - (6) Any additional information which the Village Board or Village Clerk-Treasurer finds reasonably necessary to a fair determination as to whether a permit should be issued.
 - (7) Whether applicant contemplates consumption of alcohol beverages and, if so, copies of permits issued pursuant to Sections 11-61, 11-66 and 38-127.
- (d) *Fee.* All applications for reservation of park ~~space, shelters or baseball diamonds~~ facilities, including but not limited to shelters, storage or access areas, or spaces designated for a specific sport or recreation activity, for which a permit is required shall pay the application fees established by the Village Board from time to time and provided in Appendix A to this Code.
- (e) *Deposit.* At the time of application, all applicants shall also provide a deposit as established by the Village Board from time to time and provided in Appendix A to this Code, which is refundable in full or in part after completion of the event if the Village incurs expenses of less than the amount of the deposit established by the Village Board from time to time and provided in Appendix A in clean up or repair of the Village facility rented.
- (f) *Reasons for denial.* Applicants may be denied for any of the following reasons:
- (1) If it is for a use that would involve a violation of federal or state law or any provision of this Code.
 - (2) If the granting of the permit would conflict with another permit already granted or for which application is already pending.
 - (3) If the application does not contain the information required by Subsection (c) of this Section.
 - (4) The application is made less than the required days in advance of the scheduled exclusive use.
 - (5) If it is for a use of the park or park facility at a date and time when, in addition to the proposed use, anticipated nonexclusive use by others of the park or park facility is expected and would be seriously adversely affected.
 - (6) If the law enforcement requirements of the exclusive use will require so large a number of persons as to prevent adequate law enforcement to the park, park

facility or shelter area involved or of the rest of the Village.

- (7) The exclusive use will reasonably create a substantial risk of injury to persons or damage to property.
- (8) The exclusive use is so poorly organized that participants are likely to engage in aggressive or destructive activity.
- (g) *Indemnification.* A permit shall be issued only upon condition that the applicant submit to the Village Clerk-Treasurer satisfactory written evidence that applicant has in force and will maintain during the time the permit is in effect public liability insurance of not less than \$500,000.00 per one person, \$500,000.00 for one accident and property damage coverage of not less than \$500,000.00. The policy shall name the Village as the third party insured.
- (h) *Permit not required for Village activity.* A permit is not required for exclusive use of the park or a park facility sponsored by the Village.
- (i) *Permit revocation.* The Village Board and/or Chief of Police after granting a permit may revoke a permit already issued if it is deemed that such action is justified by an actual or potential emergency due to weather, fire, riot, other catastrophe or likelihood of a breach of the peace or by a major change in the conditions forming the basis of the issuance of the permit.
- (j) *Form of permit.* Each permit shall be in a form prescribed by the Village Board and shall designate the park, park facility or shelter area involved, date, hours of the exclusive use, purpose of the exclusive use and the name of the person, group, firm, organization, partnership or corporation to which the permit is issued.
- (k) *Class B fermented malt beverage licenses.* When fermented malt beverages are sold at any event authorized by this Section, a valid fermented malt beverage license shall be obtained and the provisions of Sections 11-44, 11-66 and 38-127 shall be fully complied with. Said license must be held by the person who filed the original license and shall be presented to any law enforcement officer upon request.

(Code 1998, § 12-1-6; Ord. No. 98-20, § 4, 12-14-1998; Ord. No. 99-24, § 1, 12-13-1999; Ord. No. 2002-02, §§ 7, 8, 1-14-2002; Ord. No. 2003-02, §§ 138—141, 1-27-2002; Ord. No. 2006-01, § 5, 2-23-2006)

SECTION 2: **AMENDMENT** “44-26 Dog Exercise Areas” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

44-26 Dog Exercise Areas

- (a) *Establishment of dog exercise areas.* The Village Board may establish one or more dog exercise areas. All dog exercise areas shall be designated by erecting adequate fencing to fully enclose such area and by erecting conspicuous signage at the entrance of such area indicating it has been designated as a dog exercise area.

(b) *Permit.* No person may allow any dog they own or that is within their custody or control to be present in a dog exercise area without having obtained a dog exercise area permit for the dog in accordance with this Subsection. Permits from other jurisdictions shall not be a substitute for a permit from the Village.

(1) Permits shall be obtained from the Village Clerk-Treasurer. The Village Clerk-Treasurer shall establish an application form, which shall request all information necessary to determine whether the dog is eligible for a permit. The Village Clerk-Treasurer may, in cooperation with other Village departments, establish self-service application and payment facilities located at any dog exercise area.

(2) Permits may be issued on an annual or daily basis. The annual permit shall be issued in the form of a tag made of any durable material that may be worn on a dog's collar. Upon application and payment of the prescribed fee, a copy of the application shall be given to the applicant, which shall serve as a temporary permit until a tag can be issued. For a daily permit, the copy of the application shall constitute the permit.

(3) If, upon review of any application, it is determined that any of the information provided is false or if it is determined the dog is not eligible for a permit, the permit shall be considered void and notice thereof shall be sent by regular mail to the applicant. The fee for the permit shall not be refunded.

(4) To be eligible for a permit:

- a. The dog must display a valid dog license tag issued by the Village or other local government where the dog resides. This requirement shall not apply if the jurisdiction where the dog resides does not require the dog to be licensed or if the dog is less than five months of age.
- b. The dog must be current on rabies vaccinations.
- c. The dog may not be considered a dangerous dog pursuant to Chapter 5, Article IV, of the McFarland Municipal Code or pursuant to Wis. Stats. §§ 173.21(1)(b) and 173.23(4)(b) or (c) and 174.02(3a).
- d. The appropriate fee established by the Village Board from time to time and provided in Appendix A to this Code shall be paid. ~~Fees for a dog exercise permit shall be as follows:-~~

Village Residents	Nonresidents	
Annual permit	\$15.00-	\$25.00-
Daily permit	3.00-	4.00-
Seniors (55 and older)	10.00-	N/A-
Each additional dog	6.00-	6.00-

- e. Annual permits shall be renewed each year as of January 1. Fees shall not be prorated; however, permits issued 15 days prior to January 1 shall be valid through the following year.

(c) *Rules.* The following rules shall be observed at all times. Failure to observe the rules established herein shall be grounds for suspension, revocation, or refusal to issue any dog exercise permit for the individual dog or any dog owned by the person found to be in violation.

- (1) Dogs shall be under the control of the owner or other person in lawful custody at all times.
- (2) Dogs shall not intimidate, attack or threaten any person or another pet.
- (3) All feces shall be picked up and placed in designated receptacles.
- (4) Female dogs in heat are prohibited.
- (5) At all times while present in the dog exercise area, each dog shall wear the permit tag issued for it or, where no tag has been issued, the owner or person in custody and control shall carry a copy of the permit.
- (6) Unless expressly provided in this Section, all other Village ordinances applicable to Village parks shall apply to dog exercise areas.

~~(d) Notwithstanding Subsections (b)(4)d and (b)(4)e of this Section, annual permits issued prior to December 15, 2009, shall be valid until January 1, 2011. The fee for such permits shall be as follows:-~~

Village Residents	Nonresidents	
Annual permit	\$20.00-	\$30.00-
Seniors residents (55 and older)	15.00-	N/A-
Each additional dog	6.00-	6.00-

(Ord. No. 2009-14, § 3, 7-13-2009)

SECTION 3: AMENDMENT “CHAPTER 44 - PARKS AND RECREATION FEES” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

CHAPTER 44 - PARKS AND RECREATION FEES

<u>Section</u>	Description	Fee
	Park Facility Rentals (fees are per hour charges)	
	Diamond reservation—Resident	\$10.00
	Diamond reservation—Nonresident	\$25.00
	Soccer field reservations—Resident	\$10.00

44-24(d)	Soccer field reservations—Nonresident	\$25.00
	Temporary structure fee	Based on actual cost
	Park rental fees (no fields):	
	Limited basic parks (gazebo and small parks)	\$20.00 10.00
	McDaniel—shelter (resident)	\$75.00 50.00
	McDaniel—shelter (nonresident)	\$100.00 75.00
	McDaniel—shelter local business group	\$75.00
	McDaniel—shelter nonlocal business group	\$140.00
	Lewis, Brandt and Wm McFarland—shelter only (resident)	\$100.00
	Lewis, Brandt and Wm McFarland—shelter only (nonresident)	\$200.00 150.00
	Lewis, Brandt and Wm McFarland—local business group	\$150.00
	Lewis, Brandt and Wm McFarland—nonlocal business group	\$300.00
	<u>William McFarland Park - Bocce Courts:</u>	
	<u>Resident</u>	<u>\$25.00</u>
	<u>Non-Resident</u>	<u>\$50.00</u>
	<u>Watercraft Storage Permit (Annual fee):</u>	
	<u>Resident</u>	<u>\$100.00</u>
	<u>Nonresident</u>	<u>\$200.00</u>
	<u>Watercraft removal fee</u>	<u>\$75.00</u>
	<u>Disc Golf Permit:</u>	
	<u>Daily</u>	<u>\$5.00</u>
	<u>Annual Resident</u>	<u>\$15.00</u>
	<u>Annual Resident - Senior (55 and over)/Veteran</u>	<u>\$10.00</u>
	<u>Annual Nonresident</u>	<u>\$30.00</u>
	<u>Annual Nonresident - Senior (55 and over)/Veteran</u>	<u>\$20.00</u>
	<u>Under 16</u>	<u>Free</u>
	<u>Replacement Permit Tag</u>	<u>\$5.00</u>
	Refundable security deposit—Fields and Diamonds	\$100.00

44-24(e)	Refundable Security Deposit - Shelter Unless otherwise specified	\$200.00 100.00
	Lewis and Wm McFarland Shelter refundable deposit	\$200.00
44-26(4) (d)	Dog park permit:	
	Resident:	\$15.00 annual
	Seniors 55 and older/Veteran	\$10.00
	Additional dog annual	\$8.00 6.00
	Daily permit	\$3 5.00
	Nonresident:	\$30.00 25.00 annual
	Seniors 55 and older/Veteran	\$15.00
	Additional dog annual	\$8.00 6.00
	Daily permit	\$4 5.00
	Watercraft Storage Permit (Annual fee):	
	Resident	\$75.00
	Nonresident	\$150.00
	Watercraft removal fee	\$50.00
	Disc Golf Permit:	
	Daily	\$5.00
	Annual Resident	\$15.00
	Annual Resident—Senior (55 and over)/Veteran	\$10.00
	Annual Nonresident	\$30.00
	Annual Nonresident—Senior (55 and over)/Veteran	\$20.00
	Under 16	Free

SECTION 4: **AMENDMENT** “11-54 License Fees” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

11-54 License Fees

(a) *Generally.* The following license fees shall be charged for licenses issued by the Village Board for the sale of intoxicating liquors and fermented malt beverages within the Village. All such fees are payable after approval of the application by the Village Board and prior to the release of the license being delivered to the licensee, except that the fee for a temporary Class "B" fermented malt beverages licenses and temporary "Class B" wine license shall be paid at the time application is submitted.

- (1) *Class "A" fermented malt beverages license.* The annual fee for this license will be the fee established by the Village Board from time to time and provided in Appendix A to this Code. The fee for a license for less than 12 months shall be prorated according to the number of months or fraction thereof for which the license is issued.
- (2) *Class "B" fermented malt beverage license.* The annual fee for this license shall be the fee established by the Village Board from time to time and provided in Appendix A to this Code. This license may be issued at any time for six months in any calendar year, for which 50 percent of the applicable license fee shall be paid, but such license shall not be renewable during the calendar year in which issued. The fee for a license for less than 12 months shall be prorated according to the number of months or fraction thereof for which the license issued.
- (3) *Temporary Class "B" fermented malt beverage license.* The fee for this license shall be the fee established by the Village Board from time to time and provided in Appendix A to this Code, per event.
- (4) *Temporary "Class B" wine license.* The fee for this license shall be the fee established by the Village Board from time to time and provided in Appendix A to this Code, per event. However, there shall be no fee if the temporary "Class B" license is obtained along with a temporary Class "B" fermented malt beverage license.
- (5) *Retail "Class A" intoxicating liquor license.* The annual fee for this license shall be the fee established by the Village Board from time to time and provided in Appendix A to this Code. This license may be issued at any time for six months in any calendar year, for which 50 percent of the applicable license fee shall be paid, but such license shall not be renewable during the calendar year in which issued. The fee for less than 12 months shall be prorated according to the number of months or fraction thereof for which the license issued.
- (6) *Retail "Class B" intoxicating liquor license.* The annual fee for this license shall be the fee established by the Village Board from time to time and provided in Appendix A to this Code. This license may be issued at any time for six months in any calendar year, for which 50 percent of the applicable license fee shall be paid, but such license shall not be renewable during the calendar year in which issued. The fee for less than 12 months shall be prorated according to the number of months or fraction thereof for which the license issued.
- (7) *Retail "Class C" license.* The annual fee for this license shall be the fee established by the Village Board from time to time and provided in Appendix

A to this Code. This license may be issued at any time for six months in any calendar year, for which 50 percent of the applicable license fee shall be paid, but such license shall not be renewable during the calendar year in which issued. The fee for less than 12 months shall be prorated according to the number of months or fraction thereof for which the license issued.

(8) *Reserve "Class B" intoxicating liquor license.* The fee for an initial issuance of a reserve "Class B" license shall be the fee established by the Village Board from time to time and provided in Appendix A to this Code, except that the fee for the initial issuance of a reserve "Class B" license to a bona fide club or lodge situated and incorporated in the state for at least six years is the fee established by the Village Board from time to time and provided in Appendix A to this Code for such a club or lodge. The annual fee for renewal of a reserve "Class B" license is the fee established by the Village Board from time to time and provided in Appendix A to this Code.

(9) *"Class B" license for full-service restaurants and hotels.* For those "Class B" licenses issued pursuant to Wis. Stats. § 125.51(4)(v), the initial and annual fee for a "Class B" license shall be the fee established by the Village Board from time to time and provided in Appendix A to this Code.

(10) Late Fees. Alcohol licenses shall be applied for by April 15th annually or be subject to a late filing fee to be provided in Appendix A of this code. Any application for which there is a deficiency or lack of compliance that is corrected after April 15th shall be subject to a late filing fee to be provided in Appendix A of this code. Applications submitted May 1st and after, shall be subject to an additional late filing fee to be provided in Appendix A of this code. Any application for which there is a deficiency or lack of compliance that is corrected May 1st or after shall be subject to an additional late filing fee to be provided in Appendix A of this code. Payment of the late filing fee shall not relieve any person from the requirement to obtain a license on or before June 30th of year year. Payment of the late filing fee shall not relieve any person from any other penalties prescribed for failure to obtain the license.

(11) Payment of fees after June 20th must be made with a credit card, certified check or cash.

(b) *Cancellation for failure to pay fee.* The Village Clerk-Treasurer shall issue each license approved by the Village Board and shall make the same available at the Village Clerk-Treasurer's office in Village Hall. Any licenses for which the license fee is not paid within 15 days of approval of the application by the Village Board shall be returned to the Village Board for cancellation or other disposition.

(Code 1998, § 7-2-5; Ord. No. 98-07, §§ 2, 3, 8-10-1998; Ord. No. 99-02, § 4, 1-11-1999; Ord. No. 2003-02, § 81, 1-27-2002)

State law reference(s)—Retail "Class A" licenses, Wis. Stats. § 125.51(2); retail "Class B" licenses, Wis. Stats. § 125.51(3); reserve "Class B" licenses, Wis. Stats. § 125.51(3)(e)2; retail "Class C" license, Wis. Stats. § 125.51(3m).

SECTION 5: **AMENDMENT** “CHAPTER 5 - ANIMAL FEES” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

CHAPTER 5 - ANIMAL FEES

Section	Description	Fee
5-43	Dog and cat licenses:	
	Neutered male dog or cat /spayed female dog or cat	\$20.00 18.00
	Unneutered male dog or cat /unspayed female dog or cat	\$25.00 23.00
	<u>Cat Licenses:</u>	
	<u>Neutered male cat/spayed female cat</u>	<u>\$15.00</u>
	<u>Unneutered male cat/unspayed female cat</u>	<u>\$20.00</u>
5-48(a)	Kennel license (per year)	\$100.00 (up to 12) plus \$3.00 each additional animal over 12
5-49	Late fee	\$5.00

SECTION 6: **AMENDMENT** “CHAPTER 11 - BUSINESSES FEES” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

CHAPTER 11 - BUSINESSES FEES

Section	Description	Fee
11-51	Provisional retail license	\$15.00
11-54	Alcohol beverages:	
	License fees:	
11-54(a)(1)	Class "A" fermented malt beverages license (per year)	\$200.00
11-54(a)(2)	Class "B" fermented malt	\$100.00

	beverage license (per year)	
11-54(a)(3) or 11-49(b)	Temporary class "B" fermented malt beverage license (per event)	\$10.00
11-54(a)(4)	Temporary "class B" wine license (per event)	\$10.00
11-54(a)(5)	"Class A" intoxicating liquor license (per year)	\$500.00
11-54(a)(6)	"Class B" intoxicating liquor license (Per year)	\$500.00
11-54(a)(7)	"Class C" wine license (per year)	\$100.00
11-54(a)(8)	Reserve "Class B" intoxicating liquor license	
	Fee for initial issuance	\$10,000.00
	Renewal fee:	\$500.00
11-54(a)(9)	"Class B" license issued pursuant to Wis. Stats. § 125.51(4)(v):	
	Fee for initial issuance	\$10,000.00
	Renewal fee	\$500.00
<u>11-54(a)(10)</u>	<u>Late Filing Fee - After April 15</u>	<u>\$50.00</u>
	<u>Additional Late Filing Fee - On or after May 1</u>	<u>\$150.00</u>
11-61(a)	License transfer fee	\$10.00
11-61(b)	Change of agent fee	\$10.00
11-69(d)	Outdoor sports activities with "Class B" licenses event application review fee	\$50.00
11-73(a)	Operator's license fee	
	If no additional background checks are required during license period	\$35.00
	If additional background checks are required during license period	\$50.00 one check \$65.00 two checks \$80.00 three checks
11-73(b)	Temporary operator's license fee	\$15.00

11-73(c)	Provisional operator's license fee	\$15.00
11-99	Cigarette license	\$100.00
11-132(c)	Direct seller application filing fee (annual)	
	Annual license	\$100.00
	30-day license	\$40.00
	Seven-day license	\$20.00
11-155(a)(1)	License to operate amusement devices	\$15.00
11-155(a)(2)	Video game of chance license	
11-155(b)(1)	Minor arcade license (per year)	\$100.00
11-155(c)(1)	Major arcade license (per year)	\$300.00
11-157(b)	Minor arcade license transfer fee	
11-220	Nonmetallic mining permit fee	\$100.00
11-251	Blasting and rock crushing:	
	Permit fee, quarries	\$50.00
	Permit fee, gravel crushing operations	\$50.00
11-362(a)	Tourist rooming house permit fees (per rooming house):	
11-362(a)(1)	Initial permit application fee	\$500.00 (includes any initial Village inspections necessary), plus \$50.00 for each non-owner local agent.
11-362(a)(2)	Renewal permit application fee	\$100.00
11-362(a)(3)	Change or addition of local agent	\$50.00
11-362(b)	Tourist Rooming House Inspection Fees:	
11-362(b)(1)	Building Inspection	\$100.00
11-362(b)(2)	Fire Inspection	\$100.00
11-402	Mobile Food Establishment fees:	
	Annual Fee	\$150.00

	Single Event Permit	\$50.00
--	---------------------	---------

SECTION 7: **EFFECTIVE DATE** This Ordinance shall be in full force and effect beginning January 1, 2024.

PASSED AND ADOPTED BY THE VILLAGE OF MCFARLAND VILLAGE BOARD

_____.

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

Presiding Officer

Attest

Carolyn Clow, Village President,
Village of McFarland

Cassandra Suettinger, Deputy
Administrator/Clerk, Village of
McFarland

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 28, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Cassandra Suettinger, Deputy Administrator/Clerk, Jennifer Haried, Accountant/Deputy Treasurer

AGENDA ITEM: Discussion and action on Ordinance 2023-15: an ordinance approving the budget for the year 2024 and establishing the 2023 payable in 2024 property tax levy for the Village of McFarland.

PREVIOUS ACTION:

May 31 - Retreat I

June 15 - Retreat II

July 13 - Retreat III

July 25 - Set 2024 Budget Review Process and Schedule

August 2 - Retreat IV

August 22 - Strategic Implementation Plan Adopted

September 26 - Draft 2022 Budget Transmittal to Village Board

October 5 - Review Meeting #1

October 12 - Review Meeting #2

October 23 - Public Works and Utilities Committee Review

October 25 - Review Meeting #3

October 26 - Review Meeting #4 - Discuss Changes

November 14 - Public Hearing and Review Meeting #5 (Action on Changes)

ISSUE SUMMARY:

Included within your packets is an ordinance to officially adopt the 2024 Budget. The required public hearing has already been completed at a previous meeting. This is the culmination of our work that began earlier this Summer with the review beginning in September and final changes authorized in November. Each of the 17 funds that have been reviewed by the Village Board are included within the ordinance followed with an 18th section to summarize and establish the tax levy. The total levy for the Village in 2023 payable in 2024 is \$8,822,250 which is 9.06% higher than the previous year. The Village tax rate will decrease by 3.41% than it was the previous year. The proposed adopted rate is \$6.09 per thousand which is a 21 cent reduction from the prior year. The increase in the levy while still seeing a reduction in the tax rate is a result of the large increase on the assessed value for the year.

Also included in the packet are the changes that were initiated and authorized by the Village Board, full list of all changes, and final summary of taxation from all jurisdictions.

FINANCIAL/BUDGET IMPACT:

The median home value as of January 1st increased from \$335,000 in 2022 to \$390,600 in 2023.



A home owner with a median value of \$390,600 in 2023 would expect to see a tax bill 12.62% higher than the previous year for Village services or an increase of about \$266.56.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action:

Motion and second to approve Ordinance 2023-15, an ordinance approving the budget for the year 2024 and establishing the 2023 payable in 2024 property tax levy for the Village of McFarland.

ATTACHMENTS:

1. 2023-15 Ordinance to Adopt 2024 Budget
2. 11.14.2023 - 2024 Budget Changes Action
3. 11.20.2023 - 2024 Budget Administrative Changes
4. 2024 Budget - Taxation Summary

ORDINANCE #2023-15

AN ORDINANCE APPROVING THE BUDGETS AND APPROPRIATING FUNDS FOR THE GENERAL, COMMUNICATIONS/TECHNOLOGY, LIBRARY, YOUTH CENTER, AFFORDABLE HOUSING, AMERICAN RESUCE PLAN ACT (ARPA), DEBT SERVICE, TID #3, TID #4, TID #5, CAPITAL PROJECTS, PARKS, UTILITIES, STORMWATER UTILITY, SOLID WASTE, RETIREE, AND CANINE FUNDS FOR THE YEAR 2024 BUDGET AND ESTABLISHING THE 2023 PAYABLE IN 2024 PROPERTY TAX LEVY FOR THE VILLAGE OF MCFARLAND, WISCONSIN

The Village Board of the Village of McFarland do ordain as follows:

SECTION 1. – There is hereby appropriated out of the receipts of the Village of McFarland for the year 2024, including monies received from the general property tax levy, to the various purposes specified in the General Fund (100) budget presented herewith for the purposes therein stated, the following amounts:

General Government	\$979,000
Public Safety	\$4,587,500
Public Works	\$1,125,500
Health and Social Services	\$401,000
Culture and Recreation	\$555,500
Conservation and Development	\$281,750
Other Financing Uses	<u>\$0</u>
Total All Expenses	\$7,930,250
Property Tax Levy	\$4,515,000
Fund Balance Applied	\$75,000
Other Revenue	<u>\$3,340,250</u>
Total All Revenues	\$7,930,250

SECTION 2. – There is hereby appropriated out of the receipts of the Communications and Technology Fund (200) of the Village of McFarland for the year 2024, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$123,500
Property Tax Levy	\$0
Fund Balance Applied	\$0
Other Revenue	<u>\$123,500</u>
Total All Revenues	\$123,500

SECTION 3. - There is hereby appropriated out of the receipts of the Library Fund (205) of the Village of McFarland for the year 2024, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$1,124,250
Property Tax Levy	\$768,000
Fund Balance Applied	\$0
Other Revenue	<u>\$356,250</u>
Total All Revenue	\$1,124,250

SECTION 4. – There is hereby appropriated out of the receipts of the Youth Center Fund (210) of the Village of McFarland for the year 2024, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$40,750
Property Tax Levy	\$25,000
Fund Balance Applied	\$750
Other Revenue	<u>\$15,000</u>
Total All Revenues	\$40,750

SECTION 5. – There is hereby appropriated out of the receipts of the Affordable Housing Fund (215) of the Village of McFarland for the year 2024, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$0
Property Tax Levy	\$0
Fund Balance Applied	\$0
Other Revenues	<u>\$0</u>
Total All Revenue	\$0

SECTION 6. – There is hereby appropriated out of the receipts of the American Rescue Plan Act (ARPA) Fund (295) of the Village of McFarland for the year 2024, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$1,000,000
Property Tax Levy	\$0
Fund Balance Applied	\$1,000,000
Other Revenue	<u>\$0</u>
Total All Revenues	\$1,000,000

SECTION 7. – There is hereby appropriated out of the receipts of the Debt Service Fund (300) of the Village of McFarland for the year 2024, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$4,325,000
Property Tax Levy	\$3,400,000
Fund Balance Applied	\$0
Other Revenues	<u>\$925,000</u>
Total All Revenue	\$4,325,000

SECTION 8. – There is hereby appropriated out of the receipts of the Tax Incremental District #3 Fund (305) of the Village of McFarland for the year 2024, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$1,798,250
Property Tax Levy	\$0
Property Tax Increment	\$1,350,000
Fund Balance Applied	\$243,000
Other Revenue	<u>\$205,250</u>
Total All Revenues	\$1,798,250

SECTION 9. – There is hereby appropriated out of the receipts of the Tax Incremental District #4 Fund (310) of the Village of McFarland for the year 2024, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$1,143,250
Property Tax Levy	\$0
Property Tax Increment	\$155,000
Fund Balance Applied	\$0
Other Revenue	<u>\$988,250</u>
Total All Revenues	\$1,143,250

SECTION 10. – There is hereby appropriated out of the receipts of the Tax Incremental District #5 Fund (315) of the Village of McFarland for the year 2024, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$613,500
Property Tax Levy	\$0
Property Tax Increment	\$313,500
Fund Balance Applied	\$0
Other Revenue	<u>\$300,000</u>
Total All Revenues	\$613,500

SECTION 11. – There is hereby appropriated out of the receipts of the Capital Projects Fund (400) of the Village of McFarland for the year 2024, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$24,712,500
Property Tax Levy	\$10,000
Fund Balance Applied	\$793,000
New Borrowings (Note)	\$4,242,000
New Borrowings (Bond)	\$12,500,000
Other Revenues	<u>\$7,167,500</u>
Total All Revenues	\$24,712,500

SECTION 12. – There is hereby appropriated out of the receipts of the Parks Fund (405) of the Village of McFarland for the year 2024, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$545,000
Property Tax Levy	\$0
Fund Balance Applied	\$340,000
Other Revenue	<u>\$205,000</u>
Total All Revenues	\$545,000

SECTION 13. – There is hereby appropriated out of the receipts of the Utilities Fund (600) of the Village of McFarland for the year 2024, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Sewer Service	\$5,108,500
Water Service	<u>\$3,489,250</u>
Total All Expenses	\$8,597,750
Special Assessments	\$30,000
Public Charges for Services	\$2,059,750
Miscellaneous	\$125,250
Other Financing Sources	<u>\$2,893,500</u>
Total Sewer Revenue	\$5,108,500
Special Assessments	\$55,000
Public Charges for Services	\$1,630,000
Miscellaneous	\$125,250
Other Financing Sources	<u>\$1,679,000</u>
Total Water Revenue	\$3,489,250
Total All Revenues	\$8,597,750

SECTION 14. – There is hereby appropriated out of the receipts of the Stormwater Utility Fund (605) of the Village of McFarland for the year 2024, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$1,570,500
Special Assessments	\$0
Licenses and Permits	\$20,250
Public Charges for Services	\$617,750
Miscellaneous	\$15,500
Other Financing Sources	<u>\$917,000</u>
Total All Revenues	\$1,570,500

SECTION 15. – There is hereby appropriated out of the receipts of the Solid Waste Fund (610) of the Village of McFarland for the year 2024, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$647,250
Property Tax Levy	\$54,250
User Charge (\$149.40 per Res. Parcel)	\$480,000
Fund Balance Applied	\$60,000
Other Revenue	<u>\$53,000</u>
Total All Revenues	\$647,250

SECTION 16. – There is hereby appropriated out of the receipts of the Retiree Fund (700) of the Village of McFarland for the year 2024, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$150,000
Property Tax Levy	\$50,000
Fund Balance Applied	\$92,000
Other Revenue	<u>\$8,000</u>
Total All Revenues	\$150,000

SECTION 17. – There is hereby appropriated out of the receipts of the Canine Fund (800) of the Village of McFarland for the year 2024, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$27,000
Property Tax Levy	\$0
Fund Balance Applied	\$2,000
Other Revenue	<u>\$25,000</u>
Total All Revenues	\$27,000

SECTION 18. – There is hereby levied a tax of \$8,822,250 upon all taxable property in the Village of McFarland as returned by the Assessor as of January 1, 2023 for the uses and purposes set forth in the 2024 Budget as follows:

General Fund (100)	\$4,515,000
Communications/Technology Fund (200)	\$0
Library Fund (205)	\$768,000
Youth Center Fund (210)	\$25,000
Affordable Housing Fund (215)	\$0
American Rescue Plan Act (ARPA) Fund (295)	\$0
Debt Service Fund (300)	\$3,400,000
Tax Increment District #3 Fund (305)	\$0
Tax Increment District #4 Fund (310)	\$0
Tax Increment District #5 Fund (315)	\$0
Capital Projects Fund (400)	\$10,000
Parks Fund (405)	\$0
Utilities Fund (600)	\$0
Stormwater Utility Fund (605)	\$0
Solid Waste Fund (610)	\$54,250
Retiree Fund (700)	\$50,000
Canine Fund (800)	<u>\$0</u>
Total 2023 Tax Levy Payable 2024	\$8,822,250

SECTION 19. – The Deputy Administrator/Clerk is hereby authorized and directed to spread the said tax upon the current tax roll of the Village of McFarland, Wisconsin.

SECTION 18. – This ordinance shall be in force and effect from and after its adoption.

The above and foregoing ordinance was duly adopted at a regular meeting of the McFarland Village Board on the 28th day of November, 2023.

APPROVED:

Carolyn A. Clow
Village President

ATTEST:

Cassandra Suettinger
Deputy Administrator/Clerk

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

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	\$ 95,500	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	8,822,250	732,750	9.06%
MUNICIPAL TAX RATE	6.30	6.09	-0.21	-3.41%

1/1/2022 Median Home Value \$ 335,000 \$ 2,111.56

1/1/2023 Median Home Value \$ 390,600 \$ 2,378.12 \$ 266.56

16.60% 12.62%

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	0
New Levy Increase or (Decrease)	2,750

Projected Levy Limit	8,835,637
Levy Limit Variance	(13,387)

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)
11/14/2023	3	100	General	Rev	49	Other	Fund Balances Applied	49300-000	25,000	75,000	50,000	(64,000)	-0.72%	(0.04)
11/14/2023	1	100	General	Exp	52	Village Board	Programming	51100-391	4,000	4,250	(250)	(63,750)	-0.72%	(0.04)
11/14/2023	2	100	General	Exp	53	Municipal Court	Part-Time	51200-120	9,500	12,000	(2,500)	(61,250)	-0.69%	(0.04)
11/14/2023	3	100	General	Exp	70	Fire and Rescue	Miscellaneous	52200-390	250	50,250	(50,000)	(11,250)	-0.13%	(0.01)
											11,250	8,822,250	-0.13%	6.09

Notes Regarding Budget Changes

Changes made as of October 27, 2023:

- 1 The State released the final allocation 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 lower the need for the anticipated borrowing next year and allow the Village to bank utilization of this money within the General Fund in 2025.

Changes made as of November 14, 2023:

- 1 The Village Board discussed and took action to include additional funding to support Community Service Day.
- 2 The Village Board discussed and took action to include additional funding for the compensation provided to the Municipal Judge elected official position.
- 3 The Village Board discussed and took action to include additional funding for funding to apply to Dane County as part of their effort to partner with the City of Madison to expand the C.A.R.E.S. program. The additional cost is proposed for offset with fund balance as the submittal requirements were not known at the time of budget adoption.

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	8,822,250	732,750	9.06%
MUNICIPAL TAX RATE	6.30	6.09	(0.21)	-3.41%

*** 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	(13,387)

1/1/2022 Median Home Value \$ 335,000 \$ 2,111.56

1/1/2023 Median Home Value \$ 390,600 \$ 2,378.12 \$ 266.56

16.60% 12.62%

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)
11/14/2023	1	400	Capital	Rev	171	Other	Borrowing Proceeds	49100-000	16,702,000	16,742,000	40,000	(80,000)
11/14/2023	1	400	Capital	Exp	187	Comm Devel	Support Services	57700-210	303,500	378,500	(75,000)	(5,000)
11/14/2023	2	400	Capital	Exp	187	Comm Devel	Equipment Acquisition	57700-811-101	20,000	25,000	(5,000)	0
											0	0

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 lower the need for the anticipated borrowing next year and allow the Village to bank utilization of this money within the General Fund in 2025.

Changes made as of November 14, 2023:

- 1 The Village Board discussed and took action to include additional funding to support planning efforts around the creation of an Eastside Business Park.
- 2 The Village Board discussed and took action to include additional funding to support the purchase of additional signs recognizing the land acknowledgements within Village buildings.

2024 Budget Changes Since Distribution

Other Funds (Non-Tax Levy) CONTINUED

Utility Fund (600)

Change Date	Change Number	Fund	Name	Type	Page	Dept	Line Item Description	Line Item Number	Old	New	Rev & (Exp)	Change Increase or (Decrease)
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)
11/14/2023	1	600	Utility	Rev	204	Water	Residential Use Charges	46450-101	861,500	652,500	(209,000)	166,000
11/14/2023	1	600	Utility	Rev	204	Water	Commercial Use Charges	46450-102	105,000	79,500	(25,500)	191,500
11/14/2023	1	600	Utility	Rev	204	Water	Multi-Family Use Charges	46450-103	69,000	52,250	(16,750)	208,250
11/02/2023	1	600	Utility	Exp	209	Sewer	Support Services	53615-210	1,000,000	1,043,000	(43,000)	251,250
11/14/2023	1	600	Utility	Exp	213	Water-Pump	Health Insurance	53716-130	7,500	0	7,500	243,750
11/14/2023	1	600	Utility	Exp	213	Water-Pump	Retirement	53716-131	9,750	0	9,750	234,000
11/14/2023	1	600	Utility	Exp	213	Water-Pump	Social Security/Medicare	53716-132	7,500	0	7,500	226,500
11/14/2023	1	600	Utility	Exp	213	Water-Pump	Fringe Benefits	53716-133	250	0	250	226,250
11/14/2023	1	600	Utility	Exp	213	Water-Pump	Other Employee Benefits	53716-135	45,000	0	45,000	181,250
11/14/2023	1	600	Utility	Exp	213	Water-Treat	Health Insurance	53717-130	10,000	0	10,000	171,250
11/14/2023	1	600	Utility	Exp	213	Water-Treat	Retirement	53717-131	25,000	0	25,000	146,250
11/14/2023	1	600	Utility	Exp	213	Water-Treat	Social Security/Medicare	53717-132	25,000	0	25,000	121,250
11/14/2023	1	600	Utility	Exp	213	Water-Treat	Fringe Benefits	53717-133	8,750	0	8,750	112,500
11/14/2023	1	600	Utility	Exp	213	Water-Treat	Other Employee Benefits	53717-135	50,000	0	50,000	62,500
11/14/2023	1	600	Utility	Exp	214	Water-T&D	Health Insurance	53718-130	5,000	0	5,000	57,500
11/14/2023	1	600	Utility	Exp	214	Water-T&D	Retirement	53718-131	30,000	0	30,000	27,500
11/14/2023	1	600	Utility	Exp	214	Water-T&D	Social Security/Medicare	53718-132	10,000	0	10,000	17,500
11/14/2023	1	600	Utility	Exp	214	Water-T&D	Fringe Benefits	53718-133	5,000	0	5,000	12,500
11/14/2023	1	600	Utility	Exp	214	Water-T&D	Other Employee Benefits	53718-135	12,500	0	12,500	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 forth here balances the difference.

Changes made November 14, 2023:

- 1 The Village Board discussed and took action to correct a line item error which remove funding that was duplicated within the Staff submittal.

2024 Village of McFarland Budget

	'22 payable '23	'23 payable '24	% Change
Total Operating Expenditures	\$ 10,711,000	\$ 10,657,500	-0.50%
Property Tax Levy for Village Services	\$ 8,089,500	\$ 8,833,500	9.20%
Assessed Valuation	\$ 1,364,907,000	\$ 1,550,326,800	13.58%
Assessed Valuation (excluding TID)	\$ 1,283,400,730	\$ 1,449,320,847	12.93%
Tax Rate	\$ 6.30	\$ 6.09	-3.30%

Where Your Property Taxes Go

Taxing Jurisdiction	2022 Levy Payable 2023	2023 Levy Payable 2024	% Change
McFarland School District	\$ 11,484,904.00	\$ 11,999,209.88	4.48%
Village of McFarland	\$ 8,089,500.00	\$ 8,833,500.00	9.20%
Dane County	\$ 3,672,869.91	\$ 4,167,697.93	13.47%
Madison Area Technical College	\$ 973,520.16	\$ 1,000,907.91	2.81%
State of Wisconsin	\$ -	\$ -	0.00%
Tax Increment Districts (#3, #4, and #5)	\$ 1,538,215.05	\$ 1,812,081.61	17.80%
Minus School Property Tax Credit *	\$ (2,070,533.53)	\$ (2,601,850.95)	25.66%
Total Property Tax Levy	\$ 23,688,476	\$ 25,211,546	6.43%

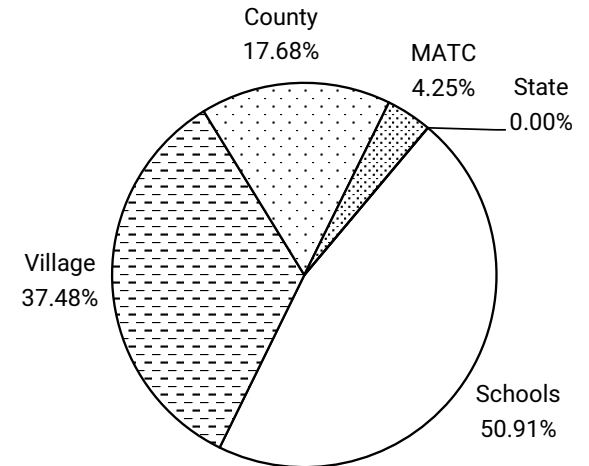
Overall Property Tax Rate \$ 17.36 \$ 16.26 -6.30%

Example of Property Taxes On Median Home Value

1/1/2022 1/1/2023

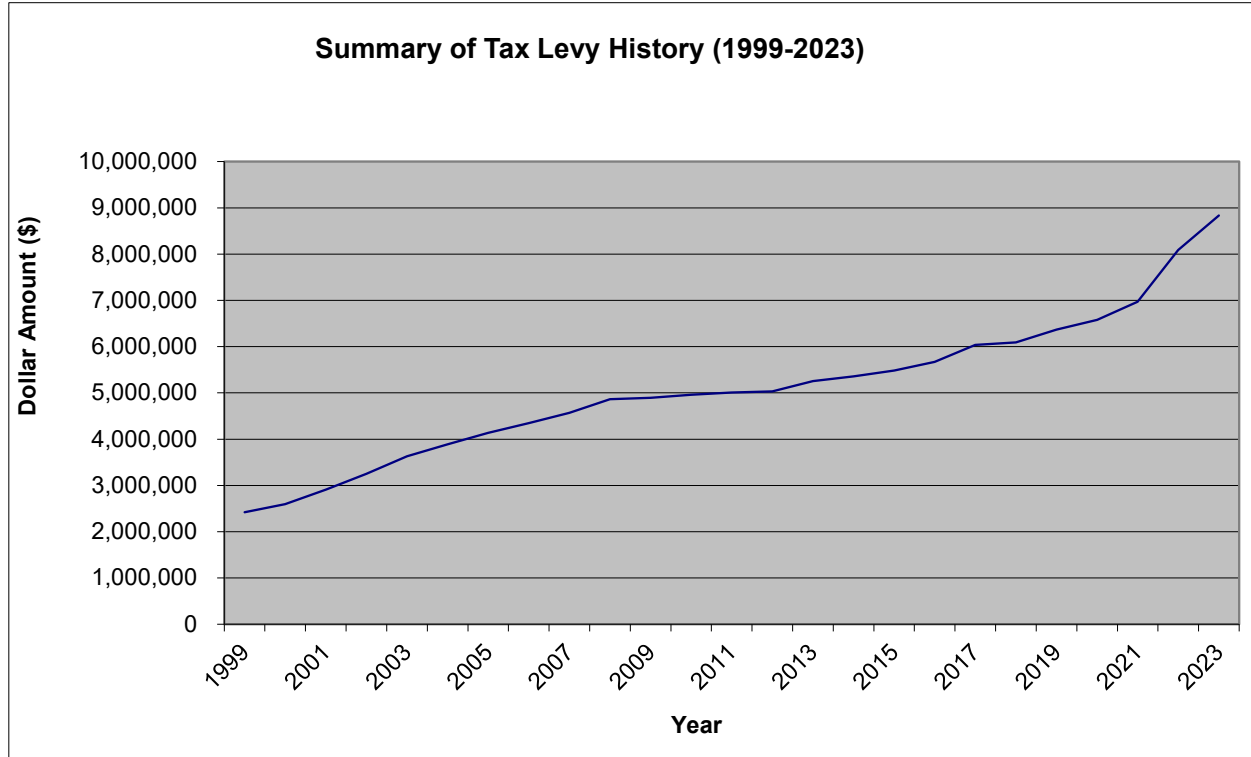
Median Home Value \$ 335,000.00 \$ 390,600.00

Taxing Jurisdiction	2022 Payable 2023	2023 Payable 2024	\$ Change	2024 % of Total
McFarland School District	\$ 2,997.85	\$ 3,233.85	\$ 236.00	50.91%
Village of McFarland	\$ 2,111.56	\$ 2,380.68	\$ 269.11	37.48%
Dane County	\$ 958.71	\$ 1,123.22	\$ 164.51	17.68%
Madison Area Technical College	\$ 254.11	\$ 269.75	\$ 15.64	4.25%
State of Wisconsin	\$ -	\$ -	\$ -	0.00%
Minus School Property Tax Credit	\$ (508.19)	\$ (655.53)	\$ (147.34)	-10.32%
Total	\$ 5,814	\$ 6,352	\$ 537.92	100.00%



* Jurisdiction levy plus portion of TID Levy as determined by State.

Summary of Tax Levy History (1999-2023)



	Population	Percent Change	Levy in Dollars	Percent Change	10-Year Average	5-Year Average
1999	6,199		2,420,404			
2000	6,416	3.50%	2,594,097	7.18%		
2001	6,540	1.93%	2,907,222	12.07%		
2002	6,682	2.17%	3,250,695	11.81%		
2003	6,919	3.55%	3,629,242	11.65%		
2004	7,051	1.91%	3,886,521	7.09%		9.96%
2005	7,179	1.82%	4,137,258	6.45%		9.81%
2006	7,289	1.53%	4,343,851	4.99%		8.40%
2007	7,336	0.64%	4,568,300	5.17%		7.07%
2008	7,359	0.31%	4,860,700	6.40%		6.02%
2009	7,368	0.12%	4,896,300	0.73%	7.35%	4.75%
2010	7,808	5.97%	4,957,000	1.24%	6.76%	3.71%
2011	7,818	0.13%	5,006,300	0.99%	5.65%	2.91%
2012	7,839	0.27%	5,034,743	0.57%	4.53%	1.99%
2013	7,876	0.47%	5,255,971	4.39%	3.80%	1.59%
2014	7,902	0.33%	5,358,054	1.94%	3.29%	1.83%
2015	7,946	0.56%	5,486,200	2.39%	2.88%	2.06%
2016	8,044	1.23%	5,672,559	3.40%	2.72%	2.54%
2017	8,200	1.94%	6,035,250	6.39%	2.85%	3.70%
2018	8,527	3.99%	6,091,750	0.94%	2.30%	3.01%
2019	8,700	2.03%	6,366,250	4.51%	2.68%	3.52%
2020	8,952	2.90%	6,575,750	3.29%	2.88%	3.70%
2021	9,331	4.23%	6,969,750	5.99%	3.38%	4.22%
2022	9,537	2.21%	8,089,500	16.07%	4.93%	6.16%
2023	9,625	0.92%	8,833,500	9.20%	5.41%	7.81%