

Tuesday, December 12, 2023

7:00 PM

McFarland Municipal Center
5915 Milwaukee St, McFarland
Community Room

AGENDA - AMENDED

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

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

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

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

Webinar ID: 819 2490 3354

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

1. CALL TO ORDER.
2. ROLL CALL.
3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.
4. CONSENT AGENDA.
 - a. All items listed under the Consent Agenda will be approved in one motion unless a Board member requests that the item be removed for individual discussion and action. Any item(s) removed for individual consideration shall be considered in the same order in which they were originally listed on the agenda under Business.
 - 1) Motion to approve checks in the amount of \$989,867.76.
 - 2) Motion to appoint Election Inspectors for the 2024-2025 term
 - 3) Motion to approve a service agreement with Dane County for funding to provide case management and nutrition services through the Senior Outreach Department as a Focal Point.
 - 4) Motion to approve the purchase of a new patrol truck for delivery and implementation in 2025
 - 5) Motion to approve ordinance amendment 2023-16: an ordinance requiring vehicles to stop for flashing lights on a school bus as recommended by the Public Safety Committee.
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. Public Works & Utilities Committee (Trustees Wreh & Brandt)
 - 1) Discussion and action to approve the final plans of the 2024 Exchange Street project and authorize the project for bid in accordance with WisDOT standards.
 - 2) Discussion and action to approve the final design for Lift Station 2 and authorize the project for bid.
 - 3) Discussion and action regarding adjustment to the rate for the Equivalent Residential Unit (ERU) within the Stormwater Utility.
- b. Personnel Committee (Trustees Fessler, Jerke, & Wreh)
 - 1) Motion to approve reclassification of the Assistant to the Public Works Director position within the Public Works department.
 - 2) Motion to approve updating the organizational chart of the Public Works Department
 - 3) Discussion on reorganization of Communication & Technology within Village Departments.
 - 4) Discussion and action on the job description and classification to create the Communication Manager within the Village.
 - 5) Discussion and action on reclassification of the Media Producer position.
 - 6) Discussion and action on updates to the Organizational Chart for the Village and Administration Department.
- c. Discussion and action regarding the selection of a proposal for owner's representation services for the McFarland Municipal Center Campus project.

7. SCHEDULE NEXT MEETING DATE.

- a. January 9, 2024 - 7:00 p.m. - Village Board
- b. January 23, 2024 - 7:00 p.m. - Village Board

8. ADJOURNMENT.

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

**VILLAGE OF
McFarland**
SUMMARY SHEET

MEETING DATE: Tuesday, December 12, 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.

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	6140285531	MAT RENTAL	1	11/24/2023	60.33	.00	60.33	12/07/2023
		6140289195	MAT RENTAL	1	12/01/2023	60.33	.00	60.33	12/07/2023
Total 10:						120.66	.00	120.66	
30	ALLIANT ENERGY/WP&L	112723	WATER TOWER BURMA	1	11/27/2023	85.13	.00	85.13	12/07/2023
		112723	WELL #1	2	11/27/2023	536.48	.00	536.48	12/07/2023
		112723	WELL #1	3	11/27/2023	53.30	.00	53.30	12/07/2023
		112723	TRAFFIC FLASHERS - FA	4	11/27/2023	19.28	.00	19.28	12/07/2023
		112723	TRAFFIC FLASHERS - FA	5	11/27/2023	19.84	.00	19.84	12/07/2023
		112723	TRAFFIC FLASHERS - BA	6	11/27/2023	20.82	.00	20.82	12/07/2023
		112723	STREET LIGHTING (2)	7	11/27/2023	428.61	.00	428.61	12/07/2023
		112723	CEDAR GLADE AERATOR	8	11/27/2023	16.77	.00	16.77	12/07/2023
		112723	GAZEBO	9	11/27/2023	77.39	.00	77.39	12/07/2023
		112723	TRAFFIC FLASHERS - CR	10	11/27/2023	19.56	.00	19.56	12/07/2023
		112723	FLOWER CORNER	11	11/27/2023	29.96	.00	29.96	12/07/2023
		112723	LIFT #5	12	11/27/2023	211.44	.00	211.44	12/07/2023
		112723	LIFT #3	13	11/27/2023	70.59	.00	70.59	12/07/2023
		112723	LIFT #2	14	11/27/2023	171.91	.00	171.91	12/07/2023
		112723	LIFT #1	15	11/27/2023	313.92	.00	313.92	12/07/2023
		112723	WELL #4	16	11/27/2023	28.21	.00	28.21	12/07/2023
		112723	BRANDT PARK	17	11/27/2023	35.89	.00	35.89	12/07/2023
		112723	LEWIS PARK	18	11/27/2023	158.99	.00	158.99	12/07/2023
		112723	WATER TOWER HOLSCH	19	11/27/2023	49.44	.00	49.44	12/07/2023
		112723	SIRENS	20	11/27/2023	30.32	.00	30.32	12/07/2023
		112723	STREET LIGHTING (1)	21	11/27/2023	9,101.36	.00	9,101.36	12/07/2023
Total 30:						11,479.21	.00	11,479.21	
68	BADGER WELDING SUPP	3798998	ACETYLENE & OXYGEN	1	11/30/2023	12.00	.00	12.00	12/07/2023
Total 68:						12.00	.00	12.00	
115	BRANDT, BRETT	BB110123	UNIFORM ALLOWANCE	1	11/01/2023	200.00	.00	200.00	12/07/2023
Total 115:						200.00	.00	200.00	
161	CHASE LUMBER AND FU	2311-970839	WOOD CHIPPER	1	11/20/2023	24.28	.00	24.28	12/07/2023
		2311-970839	WOOD CHIPPER	2	11/20/2023	6.62	.00	6.62	12/07/2023
		2311-970839	WOOD CHIPPER	3	11/20/2023	6.62	.00	6.62	12/07/2023
		2311-970839	WOOD CHIPPER	4	11/20/2023	6.62	.00	6.62	12/07/2023
Total 161:						44.14	.00	44.14	
166	CINTAS CORPORATION #	8406529840	FIRST AID SUPPLIES - RE	1	11/10/2023	8.58	.00	8.58	12/07/2023
		8406529840	FIRST AID SUPPLIES - RE	2	11/10/2023	8.58	.00	8.58	12/07/2023
		8406529840	FIRST AID SUPPLIES - RE	3	11/10/2023	8.58	.00	8.58	12/07/2023
		8406529840	FIRST AID SUPPLIES - RE	4	11/10/2023	31.48	.00	31.48	12/07/2023
Total 166:						57.22	.00	57.22	
172	CITY OF MADISON TREA	46933	SIGNS	1	11/13/2023	134.33	.00	134.33	12/07/2023
		47134	SIGNS	1	11/17/2023	73.14	.00	73.14	12/07/2023
		47181	SIGNS	1	11/22/2023	723.14	.00	723.14	12/07/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 172:						930.61	.00	930.61	
247	DANE CO TREASURER	113023	FINAL DOG SETTLEMEN	1	11/30/2023	185.00	.00	185.00	12/01/2023
		154-113023	JAIL & SURCHARGES - N	1	11/30/2023	1,180.12	.00	1,180.12	12/07/2023
Total 247:						1,365.12	.00	1,365.12	
261	DECKER SUPPLY CO INC	926285	SIGN POSTS	1	11/30/2023	33.00	.00	33.00	12/07/2023
Total 261:						33.00	.00	33.00	
287	DIXON ENGINEERING IN	23-1124	BURMA TOWER INSPECT	1	10/06/2023	1,850.00	.00	1,850.00	12/07/2023
Total 287:						1,850.00	.00	1,850.00	
408	GRAINGER INC	9914265724	SOCKET & PLUG	1	11/22/2023	83.37	.00	83.37	12/07/2023
		9923335864	SAFETY SIGNS	1	12/04/2023	20.76	.00	20.76	12/07/2023
		9924902381	BATTERIES	1	12/05/2023	47.28	.00	47.28	12/07/2023
Total 408:						151.41	.00	151.41	
444	HOOPER CORPORATION	HV 5420226	RENTAL FACILITY MAINT	1	11/20/2023	1,339.00	.00	1,339.00	12/07/2023
		PL 71303226	PAULSON CT PLUMBING	1	11/29/2023	1,378.00	.00	1,378.00	12/07/2023
Total 444:						2,717.00	.00	2,717.00	
476	JEFFERSON FIRE & SAF	PB001556	HOSE ROLLER	1	11/29/2023	179.00	.00	179.00	12/07/2023
Total 476:						179.00	.00	179.00	
581	MADISON TRUCK EQUIP	11-104840	VEHICLE MAINTENANCE	1	11/30/2023	40.79	.00	40.79	12/07/2023
		11-104840	VEHICLE MAINTENANCE	2	11/30/2023	40.79	.00	40.79	12/07/2023
		11-104840	VEHICLE MAINTENANCE	3	11/30/2023	40.79	.00	40.79	12/07/2023
		11-104840	VEHICLE MAINTENANCE	4	11/30/2023	149.57	.00	149.57	12/07/2023
Total 581:						271.94	.00	271.94	
600	MAURER, JOSEPH	JM103123	MAURER UNIFORM ALLO	1	10/31/2023	79.13	.00	79.13	12/07/2023
		JM103123	TRAINING MEALS	2	10/31/2023	42.44	.00	42.44	12/07/2023
Total 600:						121.57	.00	121.57	
634	MENARDS - MONONA	57942	MC HOLIDAY DECOR	1	11/14/2023	119.99	.00	119.99	12/07/2023
		57943	PARKS SUPPLIES	1	11/14/2023	44.54	.00	44.54	12/07/2023
		57944	PARKS SUPPLIES	1	11/14/2023	304.71	.00	304.71	12/07/2023
		58008	SALT SHED OUTSIDE LIG	1	11/15/2023	4.13	.00	4.13	12/07/2023
		58008	SALT SHED OUTSIDE LIG	2	11/15/2023	1.12	.00	1.12	12/07/2023
		58008	SALT SHED OUTSIDE LIG	3	11/15/2023	1.12	.00	1.12	12/07/2023
		58008	SALT SHED OUTSIDE LIG	4	11/15/2023	1.12	.00	1.12	12/07/2023
		58014	PARKS SUPPLIES	1	11/15/2023	44.95	.00	44.95	12/07/2023
Total 634:						521.68	.00	521.68	
640	MGE	1115413856-	BOCCE ELECTRICAL	1	11/28/2023	29.04	.00	29.04	12/07/2023
		1700324512-	4820 MARSH RD--SOCCE	1	11/28/2023	265.35	.00	265.35	12/01/2023
		3800120935-	STREET LIGHT	1	11/28/2023	44.01	.00	44.01	12/01/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		4900117592-	STREET LIGHT	1	11/28/2023	28.75	.00	28.75	12/01/2023
		6300112994-	STREET LIGHT	1	12/01/2023	697.03	.00	697.03	12/07/2023
		7400232719-	LIFT #5 GAS	1	11/28/2023	76.95	.00	76.95	12/01/2023
		8600157181-	LIFT #4 ELECT	1	11/29/2023	52.88	.00	52.88	12/07/2023
Total 640:						1,194.01	.00	1,194.01	
759	POSTMASTER	113023	UTILITY BILLS - ADD TO	1	11/30/2023	666.66	.00	666.66	12/07/2023
		113023	UTILITY BILLS - ADD TO	2	11/30/2023	666.67	.00	666.67	12/07/2023
		113023	UTILITY BILLS - ADD TO	3	11/30/2023	666.67	.00	666.67	12/07/2023
Total 759:						2,000.00	.00	2,000.00	
836	SCHILLING SUPPLY COM	941635-00	OPERATING SUPPLIES	1	11/20/2023	500.66	.00	500.66	12/07/2023
Total 836:						500.66	.00	500.66	
958	TOWN & COUNTRY ENGI	26012	VH ROSEWOODFIELDS	1	11/16/2023	330.50	.00	330.50	12/07/2023
Total 958:						330.50	.00	330.50	
992	US CELLULAR	0618931347	PARKS TABLETS	1	11/22/2023	79.00	.00	79.00	12/07/2023
		0618931347	SEWER TABLETS	2	11/22/2023	134.50	.00	134.50	12/07/2023
		0618931347	WATER TABLETS	3	11/22/2023	134.50	.00	134.50	12/07/2023
		0618931347	COMMDEV PHONE	4	11/22/2023	.50	.00	.50	12/07/2023
		0618931347	SEWER PHONE	5	11/22/2023	102.86	.00	102.86	12/07/2023
		0618931347	WATER PHONE	6	11/22/2023	102.86	.00	102.86	12/07/2023
		0618931347	PW PHONE	7	11/22/2023	102.85	.00	102.85	12/07/2023
		0618931347	CABLE/COMMTECH PHO	8	11/22/2023	42.50	.00	42.50	12/07/2023
		0618931347	OUTREACH PHONE	9	11/22/2023	115.00	.00	115.00	12/07/2023
		0618931347	FD/EMS PHONE	10	11/22/2023	263.97	.00	263.97	12/07/2023
		0618931347	PW TABLETS	11	11/22/2023	134.50	.00	134.50	12/07/2023
		0618931347	PD PHONE	12	11/22/2023	819.48	.00	819.48	12/07/2023
Total 992:						2,032.52	.00	2,032.52	
995	USABBLUEBOOK	INV0019660	BACKFLOW PREVENTER	1	11/15/2023	1,334.18	.00	1,334.18	12/07/2023
		SCN009564	MANHOLE LIFTER	1	09/26/2023	471.83-	.00	471.83-	12/07/2023
		SCN012433	MANHOLE LIFTER RETU	1	10/27/2023	469.09-	.00	469.09-	12/07/2023
Total 995:						393.26	.00	393.26	
1015	VILLAGE OF MCFARLAN	113023	DOG PARK 6300 ELVEHJ	1	11/30/2023	193.24	.00	193.24	12/07/2023
		113023	3234 CTY HWY AB	2	11/30/2023	129.02	.00	129.02	12/07/2023
		113023	GAZEBO	3	11/30/2023	64.94	.00	64.94	12/07/2023
		113023	MCDANIEL PARK - BUBB	4	11/30/2023	57.26	.00	57.26	12/07/2023
		113023	MCDANIEL PARK	5	11/30/2023	444.49	.00	444.49	12/07/2023
		113023	LEWIS PARK	6	11/30/2023	767.67	.00	767.67	12/07/2023
		113023	FLOWER CORNER	7	11/30/2023	78.08	.00	78.08	12/07/2023
		113023	LEWIS PARK ICE RINK	8	11/30/2023	26.00	.00	26.00	12/07/2023
		113023	VOM 5541 HOLSCHER R	9	11/30/2023	124.84	.00	124.84	12/07/2023
Total 1015:						1,885.54	.00	1,885.54	
1019	BAKER TILLY VIRCHOW	BT2615888	VILLAGE AUDIT	1	11/30/2023	3,576.30	.00	3,576.30	12/07/2023
		BT2615888	VILLAGE AUDIT - SW	2	11/30/2023	91.70	.00	91.70	12/07/2023
		BT2617287	IMPACT FEE STUDY - PS	1	11/30/2023	443.00	.00	443.00	12/07/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		BT2617287	VILLAGE AUDIT	2	11/30/2023	7,421.70	.00	7,421.70	12/07/2023
		BT2617287	UTILITY AUDIT SW	3	11/30/2023	190.30	.00	190.30	12/07/2023
		BT2617287	TIF #3 AUDIT COSTS	4	11/30/2023	1,240.00	.00	1,240.00	12/07/2023
	Total 1019:					12,963.00	.00	12,963.00	
1024	WALL STREET JOURNAL	0706210134	NEWSPAPER SUBSCRIP	1	11/08/2023	659.88	.00	659.88	12/07/2023
	Total 1024:					659.88	.00	659.88	
1128	ZARNOTH BRUSH WORK	0196284-IN	SWEEPER BROOMS	1	11/17/2023	960.00	.00	960.00	12/07/2023
	Total 1128:					960.00	.00	960.00	
1246	TOTAL WATER TREATME	508325-1129	MC WATER SOFTENER S	1	11/29/2023	50.10	.00	50.10	12/07/2023
	Total 1246:					50.10	.00	50.10	
1462	TASC	IN2933568	FSA ADMIN FEE	1	11/17/2023	159.20	.00	159.20	12/07/2023
	Total 1462:					159.20	.00	159.20	
1694	HEARTLAND LITHO	66596	UTILITY BILLS	1	11/30/2023	79.89	.00	79.89	12/07/2023
		66596	UTILITY BILLS	2	11/30/2023	79.89	.00	79.89	12/07/2023
		66596	UTILITY BILLS	3	11/30/2023	79.89	.00	79.89	12/07/2023
		66597	PREPRINTS	1	11/30/2023	308.56	.00	308.56	12/07/2023
		66597	PREPRINTS	2	11/30/2023	308.55	.00	308.55	12/07/2023
		66597	PREPRINTS	3	11/30/2023	308.55	.00	308.55	12/07/2023
	Total 1694:					1,165.33	.00	1,165.33	
1709	VON BRIESEN & ROPER	442656	PERSONNEL ISSUES	1	11/20/2023	130.00	.00	130.00	12/07/2023
	Total 1709:					130.00	.00	130.00	
1738	STATE OF WI TREASURE	154-113023	MONTHLY COURT FEES -	1	11/30/2023	2,431.87	.00	2,431.87	12/07/2023
	Total 1738:					2,431.87	.00	2,431.87	
1921	FRONTIER	112223	LIBRARY PHONE	1	11/22/2023	123.82	.00	123.82	12/07/2023
	Total 1921:					123.82	.00	123.82	
1955	FILE 13 E-WASTE SOLUTI	48071	ELECTRONIC DISPOSAL	1	11/28/2023	103.55	.00	103.55	12/07/2023
		48072	ELECTRONICS DISPOSA	1	11/28/2023	16.56	.00	16.56	12/07/2023
		48072	ELECTRONICS DISPOSA	2	11/28/2023	38.64	.00	38.64	12/07/2023
		48072	ELECTRONICS DISPOSA	3	11/28/2023	16.56	.00	16.56	12/07/2023
		48072	ELECTRONICS DISPOSA	4	11/28/2023	38.64	.00	38.64	12/07/2023
	Total 1955:					213.95	.00	213.95	
1989	CORPORATE BUSINESS	35364691	PW COPIER	1	11/23/2023	19.77	.00	19.77	12/07/2023
		35364691	PW COPIER	2	11/23/2023	19.77	.00	19.77	12/07/2023
		35364691	PW COPIER	3	11/23/2023	19.77	.00	19.77	12/07/2023
		35364691	PW COPIER	4	11/23/2023	72.55	.00	72.55	12/07/2023
		35379375	COPIER LEASE	1	11/27/2023	221.98	.00	221.98	12/07/2023
		35379376	COPIER LEASE	1	11/27/2023	114.00	.00	114.00	12/07/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 1989:						467.84	.00	467.84	
2008	THE HOMESTEADER'S S	100512	KUBOTA PLOW BLADE	1	11/28/2023	2,089.95	.00	2,089.95	12/07/2023
		100810	MOWER PARTS	1	11/13/2023	3.52	.00	3.52	12/07/2023
		100810	MOWER PARTS	2	11/13/2023	.96	.00	.96	12/07/2023
		100810	MOWER PARTS	3	11/13/2023	.96	.00	.96	12/07/2023
		100810	MOWER PARTS	4	11/13/2023	.96	.00	.96	12/07/2023
		101115	MOWER PARTS	1	11/28/2023	2.56	.00	2.56	12/07/2023
		101115	MOWER PARTS	2	11/28/2023	.70	.00	.70	12/07/2023
		101115	MOWER PARTS	3	11/28/2023	.70	.00	.70	12/07/2023
		101115	MOWER PARTS	4	11/28/2023	.70	.00	.70	12/07/2023
Total 2008:						2,101.01	.00	2,101.01	
2042	THOMSON REUTERS	849369552	WEST INFORMATION CH	1	12/01/2023	208.93	.00	208.93	12/07/2023
Total 2042:						208.93	.00	208.93	
2058	MICROMARKETING LLC	937744	AUDIO BOOKS	1	11/07/2023	282.86	.00	282.86	12/07/2023
		939040	AUDIO BOOKS	1	11/21/2023	131.98	.00	131.98	12/07/2023
		939281	AUDIO BOOKS	1	11/20/2023	153.82	.00	153.82	12/07/2023
Total 2058:						568.66	.00	568.66	
2066	PELLITTERI WASTE SYS	4161309	RECYCLING SERVICE	1	11/30/2023	15,370.00	.00	15,370.00	12/07/2023
		4161309	TRASH SERVICE	2	11/30/2023	23,403.05	.00	23,403.05	12/07/2023
		4161309	ADMIN SHRED	3	11/30/2023	59.79	.00	59.79	12/07/2023
		4161309	PD SHRED (50.03 CHARG	4	11/30/2023	59.79	.00	59.79	12/07/2023
		4161309	PSC TRASH SERVICE	5	11/30/2023	132.94	.00	132.94	12/07/2023
		4161309	PSC RECYCLING SERVIC	6	11/30/2023	107.53	.00	107.53	12/07/2023
		4161309	PW SHRED	7	11/30/2023	19.93	.00	19.93	12/07/2023
		4161309	PW SHRED	8	11/30/2023	19.93	.00	19.93	12/07/2023
		4161309	PW SHRED	9	11/30/2023	19.93	.00	19.93	12/07/2023
		4161309	LIBRARY SHRED	10	11/30/2023	58.04	.00	58.04	12/07/2023
Total 2066:						39,250.93	.00	39,250.93	
2070	KKS PROPERTY	2023-12	COMMON AREA MAINT. F	1	12/01/2023	400.00	.00	400.00	12/07/2023
Total 2070:						400.00	.00	400.00	
2082	NASSCO INC	6364811	CUSTODIAL SUPPLIES	1	11/29/2023	101.71	.00	101.71	12/07/2023
		6364811	CUSTODIAL SUPPLIES	2	11/29/2023	100.18	.00	100.18	12/07/2023
		6364811	CUSTODIAL SUPPLIES	3	11/29/2023	1.28	.00	1.28	12/07/2023
		6364811	CUSTODIAL SUPPLIES	4	11/29/2023	1.28	.00	1.28	12/07/2023
		6364811	CUSTODIAL SUPPLIES	5	11/29/2023	1.28	.00	1.28	12/07/2023
		6364811	CUSTODIAL SUPPLIES	6	11/29/2023	14.65	.00	14.65	12/07/2023
		6364811	CUSTODIAL SUPPLIES	7	11/29/2023	14.65	.00	14.65	12/07/2023
		6364811	CUSTODIAL SUPPLIES	8	11/29/2023	14.65	.00	14.65	12/07/2023
		6364811	CUSTODIAL SUPPLIES	9	11/29/2023	.77	.00	.77	12/07/2023
		6364811	PARK SUPPLIES	10	11/29/2023	147.30	.00	147.30	12/07/2023
Total 2082:						397.75	.00	397.75	
2121	LAKESIDE INTERNATION	8122102	VEHICLE MAINTENANCE	1	10/11/2023	6,868.11	.00	6,868.11	12/07/2023
		8122102	VEHICLE MAINTENANCE	2	10/11/2023	1,873.13	.00	1,873.13	12/07/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		8122102	VEHICLE MAINTENANCE	3	10/11/2023	1,873.13	.00	1,873.13	12/07/2023
		8122102	VEHICLE MAINTENANCE	4	10/11/2023	1,873.13	.00	1,873.13	12/07/2023
		Total 2121:				12,487.50	.00	12,487.50	
2278	BURKE TRUCK & EQUIP	32169	PLOW PARTS	1	11/29/2023	447.83	.00	447.83	12/07/2023
		32169	PLOW PARTS	2	11/29/2023	122.14	.00	122.14	12/07/2023
		32169	PLOW PARTS	3	11/29/2023	122.14	.00	122.14	12/07/2023
		32169	PLOW PARTS	4	11/29/2023	122.14	.00	122.14	12/07/2023
		Total 2278:				814.25	.00	814.25	
9143	ORIENTAL TRADING CO	7279602780	PROGRAM SUPPLIES	1	11/10/2023	82.92	.00	82.92	12/07/2023
		Total 9143:				82.92	.00	82.92	
16236	WEBER, MARK	MW1030202	UNIFORM ALLOWANCE	1	10/30/2023	350.00	.00	350.00	12/07/2023
		Total 16236:				350.00	.00	350.00	
16241	WI DEPT OF JUSTICE	L1373T-1130	BACKGROUND CHECKS	1	12/05/2023	62.00	.00	62.00	12/07/2023
		Total 16241:				62.00	.00	62.00	
16315	CRAFT, ANTHONY	AC111623	TRAINING MEALS - K9	1	11/16/2023	38.87	.00	38.87	12/07/2023
		Total 16315:				38.87	.00	38.87	
16347	WISCONSIN STATE LABO	761727	WATER TEST FLOURIDE	1	11/30/2023	56.00	.00	56.00	12/07/2023
		Total 16347:				56.00	.00	56.00	
16398	POSPYHALLA, DAVID	DP112723	UNIFORM ALLOWANCE	1	11/27/2023	314.99	.00	314.99	12/07/2023
		Total 16398:				314.99	.00	314.99	
16444	ANGELO'S	120523	HOLIDAY LUNCH	1	12/05/2023	760.00	.00	760.00	12/01/2023
		Total 16444:				760.00	.00	760.00	
16489	ZIETSMA, JOEL	JZ103123	ZIETSMA UNIFORM ALLO	1	10/31/2023	68.58	.00	68.58	12/07/2023
		JZ103123	TRAINING MEALS	2	10/31/2023	15.00	.00	15.00	12/07/2023
		Total 16489:				83.58	.00	83.58	
16577	SRB'S TREES INC	7999	STREET TREES	1	11/13/2023	2,352.00	.00	2,352.00	12/07/2023
		8000	STREET TREES	1	11/13/2023	19,662.00	.00	19,662.00	12/07/2023
		Total 16577:				22,014.00	.00	22,014.00	
16631	HARIED, JENNIFER	JH110123	MILEAGE FOR TRAINING	1	11/01/2023	14.41	.00	14.41	12/07/2023
		Total 16631:				14.41	.00	14.41	
16640	TOP PACK DEFENSE LLC	11956	UNIFORM INITIAL ISSUE	1	11/27/2023	37.79	.00	37.79	12/07/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16640:						37.79	.00	37.79	
16655	WI DEPT OF TRANSPORT	395-0000332	EXCHANGE ST PRELIMIN	1	12/01/2023	1,242.82	.00	1,242.82	12/07/2023
Total 16655:						1,242.82	.00	1,242.82	
16777	AT&T MOBILITY II LLC	2873326607	CELL PHONE	1	11/12/2023	234.21	.00	234.21	12/01/2023
Total 16777:						234.21	.00	234.21	
16782	MADISON EMERGENCY	INV1480	MEDICAL DIRECTION DE	1	12/06/2023	1,000.00	.00	1,000.00	12/07/2023
Total 16782:						1,000.00	.00	1,000.00	
17084	AMAZON CAPITAL SERVI	174F-XYMK-	DVDS & CDS	1	11/21/2023	195.84	.00	195.84	12/07/2023
		17FW-34ML-	PARK SUPPLIES	1	11/29/2023	129.96	.00	129.96	12/07/2023
		17KC-V4RP-	PARK SUPPLIES	1	12/04/2023	36.91	.00	36.91	12/07/2023
		1FPD-46QR-	DVDS & CDS	1	12/04/2023	24.96	.00	24.96	12/07/2023
		1LJJ-6C7N-C	DVDS & CDS	1	11/27/2023	11.98	.00	11.98	12/07/2023
		1LXV-4KQN-	PROGRAM SUPPLIES	1	11/27/2023	53.94	.00	53.94	12/07/2023
		1MFW-W66C	VIDEO GAMES	1	11/21/2023	59.99	.00	59.99	12/07/2023
		1RLK-9F47-4	RETURNED TABLET CAS	1	11/28/2023	67.92-	.00	67.92-	12/07/2023
		1V6M-NVV1-	PROGRAM SUPPLIES	1	12/02/2023	796.72	.00	796.72	12/07/2023
		1Y4J-6JQN-	PROGRAM SUPPLIES	1	11/25/2023	6.69	.00	6.69	12/07/2023
Total 17084:						1,249.07	.00	1,249.07	
17092	GENERAL ENGINEERING	57	BUILDING INSPECTION S	1	11/17/2023	6,434.90	.00	6,434.90	12/07/2023
Total 17092:						6,434.90	.00	6,434.90	
17134	CORE & MAIN	T741570	LEAK DETECTOR	1	11/28/2023	30,438.00	.00	30,438.00	12/07/2023
Total 17134:						30,438.00	.00	30,438.00	
17140	US BANK VOYAGER FLE	8694160992	PD FUEL	1	12/01/2023	1,769.83	.00	1,769.83	12/07/2023
		8694160992	PARKS FUEL	2	12/01/2023	287.66	.00	287.66	12/07/2023
		8694160992	FIRE/EMS FUEL	3	12/01/2023	1,661.10	.00	1,661.10	12/07/2023
		8694160992	PW FUEL	4	12/01/2023	1,426.95	.00	1,426.95	12/07/2023
		8694160992	PW FUEL	5	12/01/2023	129.72	.00	129.72	12/07/2023
		8694160992	PW FUEL	6	12/01/2023	259.44	.00	259.44	12/07/2023
		8694160992	PW FUEL	7	12/01/2023	259.44	.00	259.44	12/07/2023
		8694160992	PW FUEL	8	12/01/2023	129.72	.00	129.72	12/07/2023
		8694160992	PW FUEL	9	12/01/2023	389.17	.00	389.17	12/07/2023
Total 17140:						6,313.03	.00	6,313.03	
17318	TDS	112223-PW	PW TV/PHONE/INTERNE	1	11/22/2023	96.89	.00	96.89	12/01/2023
		112223-PW	PW TV/PHONE/INTERNE	2	11/22/2023	96.89	.00	96.89	12/01/2023
		112223-PW	PW TV/PHONE/INTERNE	3	11/22/2023	96.89	.00	96.89	12/01/2023
		112223-PW	PW TV/PHONE/INTERNE	4	11/22/2023	355.27	.00	355.27	12/01/2023
		112223-PW	ANN'S LINE FROM LIBRA	5	11/22/2023	4.98	.00	4.98	12/01/2023
		112223-VOM	FACILITIES PHONE	1	11/22/2023	103.30	.00	103.30	12/01/2023
		112223-VOM	FIRE/EMS TV/INTERNET/	2	11/22/2023	930.37	.00	930.37	12/01/2023
		112223-VOM	COMM&TECH PHONE/TV	3	11/22/2023	199.25	.00	199.25	12/01/2023
		112223-VOM	COMMDEV PHONE/INTE	4	11/22/2023	205.92	.00	205.92	12/01/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		112223-VOM	COURT PHONE/INTERNE	5	11/22/2023	485.49	.00	485.49	12/01/2023
		112223-VOM	LIBRARY INTERNET/PHO	6	11/22/2023	322.17	.00	322.17	12/01/2023
		112223-VOM	OUTREACH INTERNET	7	11/22/2023	65.60	.00	65.60	12/01/2023
		112223-VOM	OUTREACH PHONE	8	11/22/2023	130.29	.00	130.29	12/01/2023
		112223-VOM	PD TV/INTERNET/PHONE	9	11/22/2023	1,122.83	.00	1,122.83	12/01/2023
		112223-VOM	ADMIN PHONE/INTERNE	10	11/22/2023	340.73	.00	340.73	12/01/2023
		112223-VOM	LINE 022-460-0243	11	11/22/2023	23.33	.00	23.33	12/01/2023
Total 17318:						4,580.20	.00	4,580.20	
17320	PARKITECTURE & PLANN	11-21.045A	COMMUNITY PARK PHAS	1	12/01/2023	579.60	.00	579.60	12/07/2023
		4-20.011	AQUATICS PLANNING	1	12/01/2023	3,000.00	.00	3,000.00	12/07/2023
		4-23.039	INCLUSIVE PARK PLANNI	1	12/01/2023	10,421.25	.00	10,421.25	12/07/2023
Total 17320:						14,000.85	.00	14,000.85	
17426	IDEMIA IDENTITY & SECU	164256	LIVESCAN FINGERPRINT	1	11/21/2023	7,050.00	.00	7,050.00	12/07/2023
Total 17426:						7,050.00	.00	7,050.00	
17528	HGA	245504	PUBLIC SAFETY CENTER	1	12/01/2023	2,175.00	.00	2,175.00	12/07/2023
		245505	HGA -PSB MICROGRID	1	12/01/2023	1,640.00	.00	1,640.00	12/07/2023
Total 17528:						3,815.00	.00	3,815.00	
17556	VOIANCE LANGUAGE SE	2023064518	INTERPRETATION SERVI	1	09/30/2023	2.07	.00	2.07	12/07/2023
		2023080044	INTERPRETATION SERVI	1	11/30/2023	29.67	.00	29.67	12/07/2023
		SLA0920231	INTERPRETATION SERVI	1	09/30/2023	2.07-	.00	2.07-	12/07/2023
Total 17556:						29.67	.00	29.67	
17569	MCFARLAND ACE HARD	010167/T	PARKS SUPPLIES	1	11/20/2023	17.99	.00	17.99	12/07/2023
		010171/T	WELL 3 FACILITY MAINT	1	11/21/2023	24.08	.00	24.08	12/07/2023
		010172/T	EQUIPMENT MAINTENAN	1	11/21/2023	2.51	.00	2.51	12/07/2023
		010175/T	VEHICLE MAINTENACE	1	11/21/2023	5.93	.00	5.93	12/07/2023
		010175/T	VEHICLE MAINTENACE	2	11/21/2023	1.62	.00	1.62	12/07/2023
		010175/T	VEHICLE MAINTENACE	3	11/21/2023	1.62	.00	1.62	12/07/2023
		010175/T	VEHICLE MAINTENACE	4	11/21/2023	1.62	.00	1.62	12/07/2023
		010176/T	PW SUPPLIES	1	11/22/2023	1.08	.00	1.08	12/07/2023
		010176/T	PW SUPPLIES	2	11/22/2023	1.08	.00	1.08	12/07/2023
		010176/T	PW SUPPLIES	3	11/22/2023	1.08	.00	1.08	12/07/2023
		010176/T	PW SUPPLIES	4	11/22/2023	3.95	.00	3.95	12/07/2023
		010177/T	PW SUPPLIES	1	11/22/2023	1.62	.00	1.62	12/07/2023
		010177/T	PW SUPPLIES	2	11/22/2023	1.62	.00	1.62	12/07/2023
		010177/T	PW SUPPLIES	3	11/22/2023	1.62	.00	1.62	12/07/2023
		010177/T	PW SUPPLIES	4	11/22/2023	5.93	.00	5.93	12/07/2023
		010201/T	PARKS SUPPLIES	1	11/27/2023	33.61	.00	33.61	12/07/2023
		010202/T	PARKS SUPPLIES	1	11/27/2023	27.32-	.00	27.32-	12/07/2023
		010203/T	MC FACILITY MAINTENA	1	11/28/2023	4.49	.00	4.49	12/07/2023
		010226/T	BLUE TAPE	1	12/01/2023	24.79	.00	24.79	12/07/2023
		010236/T	EQUIPMENT MAINTENAN	1	12/04/2023	32.00	.00	32.00	12/07/2023
		010238/T	PW SUPPLIES	1	12/05/2023	8.88	.00	8.88	12/07/2023
		010238/T	PW SUPPLIES	2	12/05/2023	2.42	.00	2.42	12/07/2023
		010238/T	PW SUPPLIES	3	12/05/2023	2.42	.00	2.42	12/07/2023
		010238/T	PW SUPPLIES	4	12/05/2023	2.43	.00	2.43	12/07/2023
		010239/T	PW SUPPLIES	1	12/05/2023	7.51	.00	7.51	12/07/2023
		010239/T	PW SUPPLIES	2	12/05/2023	2.05	.00	2.05	12/07/2023

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		010239/T	PW SUPPLIES	3	12/05/2023	2.05	.00	2.05	12/07/2023
		010239/T	PW SUPPLIES	4	12/05/2023	2.05	.00	2.05	12/07/2023
	Total 17569:					170.73	.00	170.73	
17599	QUADIENT LEASING USA	Q1071753	POSTAGE MACHINE LEA	1	11/16/2023	459.10	.00	459.10	12/01/2023
	Total 17599:					459.10	.00	459.10	
17600	QUADIENT FINANCE USA	112323	POSTAGE	1	11/23/2023	2,000.00	.00	2,000.00	12/07/2023
	Total 17600:					2,000.00	.00	2,000.00	
17633	AMERICAN PRINTING	0160937-IN	BOOK MARKS	1	11/30/2023	350.00	.00	350.00	12/07/2023
	Total 17633:					350.00	.00	350.00	
17685	INGRAM LIBRARY SERVI	63002356	BOOKS	1	11/16/2023	334.25	.00	334.25	12/07/2023
		63002592	BOOKS	1	11/17/2023	48.52	.00	48.52	12/07/2023
		63002971	BOOKS	1	11/17/2023	302.62	.00	302.62	12/07/2023
		63003101	BOOKS	1	11/20/2023	292.23	.00	292.23	12/07/2023
		63006035	BOOKS	1	11/28/2023	619.74	.00	619.74	12/07/2023
		63006555	BOOKS	1	11/29/2023	164.76	.00	164.76	12/07/2023
		67666075	BOOKS	1	11/22/2023	209.44	.00	209.44	12/07/2023
	Total 17685:					1,971.56	.00	1,971.56	
17706	DEMARIO, SCOTT	SD090923	TRAINING MEAL & FDSO	1	09/09/2023	99.00	.00	99.00	12/07/2023
	Total 17706:					99.00	.00	99.00	
17712	HUFFMAN FACILITY DEV	2023 08 VO	PUBLIC SAFETY CENTER	1	08/31/2023	20,800.00	.00	20,800.00	12/07/2023
		2023 09 VO	PUBLIC SAFETY CENTER	1	09/30/2023	13,000.00	.00	13,000.00	12/07/2023
	Total 17712:					33,800.00	.00	33,800.00	
17747	POSTAL SOURCE, INC	61563	POSTAGE METER SUPPL	1	12/04/2023	46.90	.00	46.90	12/07/2023
	Total 17747:					46.90	.00	46.90	
17760	WILSON, CLAYTON	CW110823	UNIFORM ALLOWANCE -	1	11/08/2023	113.94	.00	113.94	12/07/2023
	Total 17760:					113.94	.00	113.94	
17778	JP CULLEN	26071	PAYAPP #22 - PUBLIC SA	1	08/31/2023	661,171.00	.00	661,171.00	12/07/2023
		27019	PAYAPP #23 - PUBLIC SA	1	11/20/2023	20,000.00	.00	20,000.00	12/07/2023
	Total 17778:					681,171.00	.00	681,171.00	
17789	TRANSUNION RISK AND	6174432-202	DATA SEARCH SERVICE	1	12/01/2023	75.00	.00	75.00	12/07/2023
	Total 17789:					75.00	.00	75.00	
17845	DANE COUNTY TREASU	44354	MEDICAL SUPPLIES	1	11/22/2023	357.00	.00	357.00	12/07/2023
	Total 17845:					357.00	.00	357.00	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
17908	BADGER METER	80145768	CELLULAR SERVICE UNI	1	11/29/2023	1,678.04	.00	1,678.04	12/07/2023
		80145768	CELLULAR SERVICE UNI	2	11/29/2023	1,678.04	.00	1,678.04	12/07/2023
	Total 17908:					3,356.08	.00	3,356.08	
17936	TABBY & JACK'S	24635	SUPPLIES FOR RUDY	1	12/03/2023	89.99	.00	89.99	12/07/2023
	Total 17936:					89.99	.00	89.99	
17956	MONARCH MEDIA DESIG	23-11913	SKATE PARK SIGNAGE	1	11/07/2023	114.07	.00	114.07	12/07/2023
	Total 17956:					114.07	.00	114.07	
17968	KELLER, DAWSON	DK110123	MEAL REIMBURSEMENT	1	11/01/2023	11.69	.00	11.69	12/07/2023
	Total 17968:					11.69	.00	11.69	
17976	GAFFNEY, AUSTIN	AG112723	UNIFORM ALLOWANCE	1	11/27/2023	304.33	.00	304.33	12/07/2023
	Total 17976:					304.33	.00	304.33	
17982	SVENSSON, FRED	111423	INTERPRETER SERVICE	1	11/14/2023	50.00	.00	50.00	12/07/2023
	Total 17982:					50.00	.00	50.00	
17993	LAKEVIEW DESIGNS	92123	DINNER RENTAL	1	09/21/2023	1,433.45	.00	1,433.45	12/07/2023
	Total 17993:					1,433.45	.00	1,433.45	
18014	SCHUELLER, JOSH	JS110823	UNIFORM ALLOWANCE -	1	11/08/2023	150.00	.00	150.00	12/07/2023
	Total 18014:					150.00	.00	150.00	
18019	NEWTON, DAVE	DN103123	UNIFORM ALLOWANCE	1	10/31/2023	48.11	.00	48.11	12/07/2023
	Total 18019:					48.11	.00	48.11	
18044	MEIERK9	124	K9 TRAINING	1	11/20/2023	450.00	.00	450.00	12/07/2023
	Total 18044:					450.00	.00	450.00	
18052	ORLOFF, DANIEL	DO120323	UNIFORM ALLOWANCE	1	12/03/2023	200.00	.00	200.00	12/07/2023
	Total 18052:					200.00	.00	200.00	
18068	SIMPLE NETWORK CON	30686	COMPUTER	1	11/20/2023	1,040.95	.00	1,040.95	12/07/2023
		30770	SW	1	12/01/2023	18.53	.00	18.53	12/07/2023
		30770	EM MGT	2	12/01/2023	3.03	.00	3.03	12/07/2023
		30770	STW	3	12/01/2023	66.70	.00	66.70	12/07/2023
		30770	SEWER	4	12/01/2023	66.71	.00	66.71	12/07/2023
		30770	WATER	5	12/01/2023	66.67	.00	66.67	12/07/2023
		30770	PUBLIC WORKS	6	12/01/2023	12.38	.00	12.38	12/07/2023
		30770	COMMDEV	7	12/01/2023	9.08	.00	9.08	12/07/2023
		30770	OUTREACH	8	12/01/2023	12.11	.00	12.11	12/07/2023
		30770	FIRE/EMS	9	12/01/2023	39.79	.00	39.79	12/07/2023
		30770	POLICE	10	12/01/2023	93.36	.00	93.36	12/07/2023
		30770	GEN ADMIN	11	12/01/2023	203.03	.00	203.03	12/07/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		30770	FAMILY FESTIVAL	12	12/01/2023	3.03	.00	3.03	12/07/2023
		30770	COURT	13	12/01/2023	9.08	.00	9.08	12/07/2023
		30771	COURT	1	12/01/2023	21.62	.00	21.62	12/07/2023
		30771	GEN ADMIN	2	12/01/2023	483.61	.00	483.61	12/07/2023
		30771	POLICE	3	12/01/2023	222.35	.00	222.35	12/07/2023
		30771	FIRE/EMS	4	12/01/2023	94.78	.00	94.78	12/07/2023
		30771	OUTREACH	5	12/01/2023	28.86	.00	28.86	12/07/2023
		30771	COMM DEV	6	12/01/2023	21.62	.00	21.62	12/07/2023
		30771	PUBLIC WORKS	7	12/01/2023	29.49	.00	29.49	12/07/2023
		30771	WATER	8	12/01/2023	158.80	.00	158.80	12/07/2023
		30771	SEWER	9	12/01/2023	158.89	.00	158.89	12/07/2023
		30771	STORMWATER	10	12/01/2023	158.86	.00	158.86	12/07/2023
		30771	EMMG	11	12/01/2023	7.21	.00	7.21	12/07/2023
		30771	FAMILY FESTIVAL	12	12/01/2023	7.21	.00	7.21	12/07/2023
		30771	SW ALLOCATION	13	12/01/2023	44.12	.00	44.12	12/07/2023
		30772	COURT - CLOUD BACKU	1	12/01/2023	1.56	.00	1.56	12/07/2023
		30772	GEN ADMIN - CLOUD BA	2	12/01/2023	34.97	.00	34.97	12/07/2023
		30772	POLICE - CLOUD BACKU	3	12/01/2023	16.08	.00	16.08	12/07/2023
		30772	FIRE/EMS - CLOUD BACK	4	12/01/2023	6.85	.00	6.85	12/07/2023
		30772	OUTREACH - CLOUD BA	5	12/01/2023	2.09	.00	2.09	12/07/2023
		30772	COMMDEV - CLOUD BAC	6	12/01/2023	1.56	.00	1.56	12/07/2023
		30772	PUBLIC WORKS - CLOUD	7	12/01/2023	2.13	.00	2.13	12/07/2023
		30772	WATER - CLOUD BACKU	8	12/01/2023	11.48	.00	11.48	12/07/2023
		30772	SEWER - CLOUD BACKU	9	12/01/2023	11.50	.00	11.50	12/07/2023
		30772	STORMWATER - CLOUD	10	12/01/2023	11.50	.00	11.50	12/07/2023
		30772	EMMG	11	12/01/2023	.52	.00	.52	12/07/2023
		30772	FAMILY FESTIVAL - CLOU	12	12/01/2023	.52	.00	.52	12/07/2023
		30772	SW ALLOCATION - CLOU	13	12/01/2023	3.19	.00	3.19	12/07/2023
		MSP-30769	COURT	1	12/01/2023	43.79	.00	43.79	12/07/2023
		MSP-30769	GEN ADMIN	2	12/01/2023	979.37	.00	979.37	12/07/2023
		MSP-30769	POLICE	3	12/01/2023	450.30	.00	450.30	12/07/2023
		MSP-30769	FIRE/EMS	4	12/01/2023	191.94	.00	191.94	12/07/2023
		MSP-30769	OUTREACH	5	12/01/2023	58.44	.00	58.44	12/07/2023
		MSP-30769	COMM DEV	6	12/01/2023	43.79	.00	43.79	12/07/2023
		MSP-30769	PUBLIC WORKS	7	12/01/2023	59.71	.00	59.71	12/07/2023
		MSP-30769	WATER	8	12/01/2023	321.60	.00	321.60	12/07/2023
		MSP-30769	SEWER	9	12/01/2023	321.78	.00	321.78	12/07/2023
		MSP-30769	STORMWATER	10	12/01/2023	321.72	.00	321.72	12/07/2023
		MSP-30769	EMMG	11	12/01/2023	14.60	.00	14.60	12/07/2023
		MSP-30769	FAMILY FESTIVAL	12	12/01/2023	14.60	.00	14.60	12/07/2023
		MSP-30769	SW ALLOCATION	13	12/01/2023	89.36	.00	89.36	12/07/2023
Total 18068:						6,096.82	.00	6,096.82	
18103	VISA	OCB-112623	SCHUENKE	1	11/26/2023	43.98	.00	43.98	12/07/2023
		OCB-112623	D WALLACE	2	11/26/2023	298.98	.00	298.98	12/07/2023
		OCB-112623	CHAPIN	3	11/26/2023	143.54	.00	143.54	12/07/2023
		OCB-112623	DENNIS	4	11/26/2023	1,517.34	.00	1,517.34	12/07/2023
		OCB-112623	IGL	5	11/26/2023	524.78-	.00	524.78-	12/07/2023
		OCB-112623	MILLER	6	11/26/2023	532.42	.00	532.42	12/07/2023
		OCB-112623	BREMER	7	11/26/2023	1,601.10	.00	1,601.10	12/07/2023
		OCB-112623	IRWIN	8	11/26/2023	56.55	.00	56.55	12/07/2023
		OCB-112623	SUETTINGER	9	11/26/2023	168.70	.00	168.70	12/07/2023
		OCB-112623	REIMER	10	11/26/2023	3.99	.00	3.99	12/07/2023
		OCB-112623	JOB	11	11/26/2023	894.42	.00	894.42	12/07/2023
		OCB-112623	ANDERSEN	12	11/26/2023	627.78	.00	627.78	12/07/2023
		OCB-112623	JACOBSEN	13	11/26/2023	74.38	.00	74.38	12/07/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		OCB-112623	COX	14	11/26/2023	1,389.11	.00	1,389.11	12/07/2023
		OCB-112623	T REITER	15	11/26/2023	286.94	.00	286.94	12/07/2023
		OCB-112623	ANDERSON	16	11/26/2023	773.00	.00	773.00	12/07/2023
		OCB-112623	LAWRENCE	17	11/26/2023	20.22	.00	20.22	12/07/2023
		OCB-112623	HENDRICKSON	18	11/26/2023	485.00	.00	485.00	12/07/2023
		OCB-112623	J REITER	19	11/26/2023	222.79	.00	222.79	12/07/2023
		OCB-112623	SEYMOUR	20	11/26/2023	206.00	.00	206.00	12/07/2023
	Total 18103:					8,821.46	.00	8,821.46	
18112	BADGERLAND COMPLIA	2500076	PRE EMPLOYMENT DRU	1	12/05/2023	610.00	.00	610.00	12/07/2023
	Total 18112:					610.00	.00	610.00	
18116	FORWARD PHARMACY O	113023	MEDICATIONS	1	11/30/2023	60.00	.00	60.00	12/07/2023
	Total 18116:					60.00	.00	60.00	
18122	HORIZON TREE SERVICE	100623	DOG PARK PATHWAY CL	1	10/06/2023	9,325.00	.00	9,325.00	12/07/2023
		100623-5509	TREE REMOVAL	1	10/06/2023	900.00	.00	900.00	12/07/2023
	Total 18122:					10,225.00	.00	10,225.00	
18144	ELAN FINANCIAL SERVIC	MSB111723	SUETTINGER	1	11/17/2023	207.90	.00	207.90	12/01/2023
		MSB111723	MILLER	2	11/17/2023	459.00	.00	459.00	12/01/2023
		MSB111723	J REITER	3	11/17/2023	645.07	.00	645.07	12/01/2023
	Total 18144:					1,311.97	.00	1,311.97	
18146	AIR ONE EQUIPMENT	200829	DECON WASHER	1	12/06/2023	190.00	.00	190.00	12/07/2023
	Total 18146:					190.00	.00	190.00	
18164	REVELATION PR, ADVER	1424	COMMUNICATIONS AND	1	11/17/2023	6,484.23	.00	6,484.23	12/07/2023
	Total 18164:					6,484.23	.00	6,484.23	
18171	JACOBS, ROBERT	RJ111423	UNIFORM ALLOWANCE B	1	11/14/2023	150.00	.00	150.00	12/07/2023
	Total 18171:					150.00	.00	150.00	
18175	BUCKY'S DUMPSTERS &	96094	PORTABLE RESTROOMS	1	11/17/2023	150.00	.00	150.00	12/07/2023
		96095	PORTABLE RESTROOMS	1	11/17/2023	150.00	.00	150.00	12/07/2023
		96096	PORTABLE RESTROOMS	1	11/17/2023	150.00	.00	150.00	12/07/2023
		96097	PORTABLE RESTROOMS	1	11/17/2023	150.00	.00	150.00	12/07/2023
		96098	PORTABLE RESTROOMS	1	11/17/2023	215.00	.00	215.00	12/07/2023
	Total 18175:					815.00	.00	815.00	
18237	SUMMIT COMMERCIAL FI	27190	PSC WORKOUT EQUIPM	1	09/15/2023	11,310.00	.00	11,310.00	12/07/2023
	Total 18237:					11,310.00	.00	11,310.00	
18245	FULL COLOR COPY LLC	399	COURT BROCHURES	1	11/11/2023	228.05	.00	228.05	12/07/2023
	Total 18245:					228.05	.00	228.05	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
18266	NAVIANT	00148858	DIGITIZATION PROJECT	1	12/05/2023	5,830.00	.00	5,830.00	12/07/2023
Total 18266:						5,830.00	.00	5,830.00	
18284	CHARTER COMMUNICATI	17088480112	CHARTER CABLE	1	12/01/2023	117.94	.00	117.94	12/07/2023
Total 18284:						117.94	.00	117.94	
18289	E.H. WOLF & SONS, INC	637544	FIRE/EMS OIL	1	11/21/2023	316.64	.00	316.64	12/07/2023
		637544	POLICE DEPARTMENT OI	2	11/21/2023	316.64	.00	316.64	12/07/2023
		637544	PW OIL	3	11/21/2023	47.49	.00	47.49	12/07/2023
		637544	PW OIL	4	11/21/2023	47.49	.00	47.49	12/07/2023
		637544	PW OIL	5	11/21/2023	47.49	.00	47.49	12/07/2023
		637544	PW OIL	6	11/21/2023	174.16	.00	174.16	12/07/2023
Total 18289:						949.91	.00	949.91	
18299	INPRO	2226843	WALL SIGNS	1	11/27/2023	171.33	.00	171.33	12/07/2023
Total 18299:						171.33	.00	171.33	
18300	DUFFY, KIERAN	112023	REFUND OF LOST BOOK	1	11/20/2023	25.00	.00	25.00	12/07/2023
Total 18300:						25.00	.00	25.00	
18301	GRAF TREE CARE	1901	URBAN FORESTRY MAN	1	09/30/2023	3,000.00	.00	3,000.00	12/07/2023
Total 18301:						3,000.00	.00	3,000.00	
18302	EILBES, ANGELA	112723	LOST BOOK REFUND	1	11/27/2023	27.00	.00	27.00	12/07/2023
Total 18302:						27.00	.00	27.00	
18303	ENDRES, AUDREY	120123	REFUND CREDIT BALAN	1	12/01/2023	1,267.62	.00	1,267.62	12/07/2023
Total 18303:						1,267.62	.00	1,267.62	
18304	MORRIS, AUSTIN	AM120323	UNIFORM ALLOWANCE	1	12/03/2023	323.76	.00	323.76	12/07/2023
Total 18304:						323.76	.00	323.76	
18306	WEHR, SCOTTY	112023	REFUND OVERPAYMENT	1	11/20/2023	2.26	.00	2.26	12/07/2023
Total 18306:						2.26	.00	2.26	
Grand Totals:						988,986.68	.00	988,986.68	

Report Criteria:

Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Payee	Payee ID	Amount
12/02/2023	CDPT	12/08/2023	FIRE FIGHTERS LOCAL 31	8	234.08
12/02/2023	CDPT	12/08/2023	WPPA TREASURER	6	647.00

PAYROLL RELATED

881.08

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, December 12, 2023

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Motion to appoint Election Inspectors for the 2024-2025 term

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

December 31, 2023, marks the end of the current term of Election Inspectors for the Village. WI Statutes 7.30(4)(a) provides that municipalities shall appoint Election Inspectors for a two-year term which begins January 1, 2024, and ends December 31, 2025. Additionally, Wis. Stat 7.30(4)(b)(c) provides that no later than November 30th of each odd year, the two major political parties (generally Democratic and Republican parties) whose candidates for governor or president at the last general election received the largest number of votes at an individual polling place may submit a certified list of Election Inspector nominees to the municipal governing body.

Attached is the proposed nominations for Election Inspectors for the term commencing on January 1, 2024, and ending on December 31, 2025. The list includes both affiliated inspectors nominated on behalf of their parties, and unaffiliated inspectors are nominated to round out the number of inspectors necessary to administer elections..

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion to approve appointing Election Inspector's for the 2024-2025 term.

ATTACHMENTS:

1. 2024-2025 Election Inspector Appointments
2. 2024-2025 Democratic Nominees_Redacted
3. 2024-2025 Republican Nominees_Redacted

2024-2025 Election Inspector Appointments

Last name	First name	Party
Allbaugh	Bonnie	
Anderson	Andrea	
Backes	Joe	
Bakk	Curtis	Republican
Bernfeld	Jack	
Brommer	Teresa	
Cherney	Samantha	
Choi	Cristina	
Coan	Matthew	
Colby	Jean	
Conger	Theresa	
Cullen	Terry	Republican
Dietzel	Jerry	
Dietzel	Susan	
Doll	Janet	Republican
Doll	Philip	Republican
Gerick	Patrick	
Haerle	Steven	
Haley	Mary	
Haried	Jenny	
Heaton-Amrhein	Jennifer	
Hudack	Allison	
Jacobsen	Joan	
Johnson	Linda	
Kane	Patrick	
Kloth	Debra	
Koerwitz	Kristian	
Kramer	Cheryl	
Krusiec	Kathy	
Kuykendall	Debra	
Kyser	Ellie	
Landphier	Laurna	
Larson	DeAnn	
LeFave	Timothy	
Leonard	Quinn	

Last name	First name	Party
Macarra	Monica	
McKay	Jim	
Morrison	Jenna	Democrat
Mullen	Carol	Republican
Mullen	Gerald	Republican
Nienstedt	Truman	
O'Malley	Tanya	
Patten	Patrick	
Peterson	Don	
Plankers	Robert	Republican
Plotkin	Sheila	
Reiter	Amy	
Reynolds	Michelle	
Riege	Nicole	
Ruzicka	Ronald	
Schlender-Adams	Katherine	
Severson	Aleta	
Sherman	Rob	
Smith	Sue	Republican
Sobol	Mary	
St. Clair	Russell	
Staszewski	Carolyn	
Stolarik	Toni	
Suettinger	Cassandra	
Symons	Nicola	
Taylor	Herbert	Republican
Thoresen	Erik	
Tschopik	Ella	
Vandyke	Steve	
Walk	Sharon	
Wilcke	David	
Wilcke	Julie	
Wright	Steven	
Wroblewski	Kelly	Democrat
Wrolstad	Debra	
Wyatt	Courtney	



Carolyn Clow
President, Village of McFarland
P.O. Box 110
McFarland, WI 53558

Cassandra Suettinger
Clerk, Village of McFarland
P.O. Box 110
McFarland, WI 53558

November 13, 2023

Dear President Clow and Clerk Suettinger:

On behalf of the Democratic Party of Dane County, and pursuant to Wis. Stat. § 7.30, enclosed please find the Democratic nominees for the position of Election Inspector. As required by Wis. Stat. § 7.30(4)(b), we certify that we or our designee has contacted each nominee who appears on the enclosed list and that each nominee has agreed to serve as an election official. We further certify that, as of the date each nominee was contacted and to the best of our ability to verify, they were an eligible elector of Dane County.

Best regards,

Alexia A Sabor (sign)
Alexia Sabor
Chair
Democratic Party of Dane County

Amani Latimer Burris (sign)
Amani Latimer Burris
Secretary
Democratic Party of Dane County

DEMOCRATIC PARTY OF DANE COUNTY
List of Election Inspector Nominees - November 2023

VILLAGE OF MCFARLAND - DANE COUNTY								
First Name	Last Name	Street Address	Mailing City	ZIP Code	Email Address	Phone Number	Voting Municipality	Notes
Jenna	Morrison						VILLAGE OF MCFARLAND - DANE COUNTY	
Kelly	Wroblewski						VILLAGE OF MCFARLAND - DANE COUNTY	

From: [Cassandra Suettinger](#)
To: [Tanya O'Malley](#)
Subject: FW: Village of McFarland - Poll Worker Nominations
Date: Tuesday, November 28, 2023 7:13:18 PM
Attachments: [Village of McFarland Inspector attachment template 2023.docx](#)

Please file and load into the 12/12 agenda item.

Thanks,
Cassandra

From: Head Quarters <hq@danegop.org>
Sent: Tuesday, November 28, 2023 4:43 PM
To: Cassandra Suettinger <Cassandra.Suettinger@mcfarland.wi.gov>
Subject: Village of McFarland - Poll Worker Nominations

Republican Party of Dane County

November 28, 2023

Cassandra Suettinger
P.O. Box 110, McFarland 53558
cassandra.suettinger@mcfarland.wi.us

Pursuant to Wisconsin Statute §7.30(4), the Republican Party of Dane County may submit a certified list of election inspector nominees to each municipal governing body in Dane County by November 30th of each odd numbered year. The Republican Party of Dane County nominates the enclosed list of individuals to serve as our first choice nominees for Election Inspectors during the next two calendar years.

Republican Party of Dane County has worked diligently to comply with Wisconsin State Statutes related to this responsibility as a Republican Party county organization. We have contacted each nominee whose name appears on the Election Inspector list and each nominee has agreed to work as an Election Inspector.

Please forward a copy of the minutes of the meeting in which the election inspectors are appointed. This information can either be emailed to Chair@DaneGOP.org or mailed to

Fair Elections Committee
c/o Republican Party of Dane County
437 S. Yellowstone Dr. #113
Madison, Wisconsin 53719

If there are any questions regarding this submission, please contact us either at (608) 720-1220 or through the e-mail above.

Sincerely,

Brandon Maly
Chair, Republican Party of Dane County

Navin Jarugumilli
Secretary, Republican Party of Dane County

Poll Worker Nominations Attached

--

Republican Party of Dane County
(608) 720-1220
437 S Yellowstone Drive Ste 113
Madison, WI 53719

SUBMITTAL OF ELECTION INSPECTOR NOMINEES

By: THE REPUBLICAN PARTY OF DANE COUNTY - ELECTION INSPECTOR REPUBLICAN NOMINEES:

Village of McFarland

Full Name	Phone Number	Email	Address	City	State	Zip
Terry Cullen						
Paul Logan						
Herb Taylor						
Jacob Wolf						
Marlene Richard						
Robert Busch						
Karen Burns						
Robert Plankers						
Curtis Bakk						
Janet Doll						
Susan Hundt						
Nancy Payne						
Phil Doll						
Carol Mullen						
Jerry Mullen						
Sue Smith						
Steven Clausen						
Jacqueline Clausen						

I hereby certify that these names are submitted by the Republican Party of Dane County.

A handwritten signature in black ink that reads "Brandon Maly". The signature is written in a cursive style with a large initial 'B'.

Brandon Maly
Chair, Republican Party of Dane County

A handwritten signature in black ink that reads "N. Jarugumilli". The signature is written in a cursive style with a large initial 'N'.

Navin Jarugumilli
Secretary, Republican Party of Dane County

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, December 12, 2023

SECTION: Business

DEPARTMENT: Outreach

CONTACT: Matt Schuenke, Village Administrator, Lori Andersen, Senior Outreach Director

AGENDA ITEM: Motion to approve a service agreement with Dane County for funding to provide case management and nutrition services through the Senior Outreach Department as a Focal Point.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Enclosed is our annual agreement with Dane County to receive funds to support services we provide through our Senior Outreach Department as a Focal Point. These services include case management and nutrition based services within the Village as well as our service territory. This does not change our agreements with the other Communities within the service territory. Services funded remain the same and in doing so continues to use these funds to support Seniors in our Community.

FINANCIAL/BUDGET IMPACT:

Proposed 2024 amount is \$8,000 higher than anticipated.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval on the Consent Agenda.

ATTACHMENTS:

1. 87341 Village of McFarland POS DAS

DCDHS - COUNTY OF DANE

Purchase of Services Agreement

Agreement No:	87341
Begin Date:	1/1/2024
Expiration Date:	12/31/2024
Authority: Res.	NA
Maximum Cost:	<u>\$119,116</u>
Number of Pages:	<u>42</u>
Corporation Counsel Approval:	<u>SHR 11.16.23</u>

THIS AGREEMENT is made and entered into by and between the County of Dane (hereafter referred to as "COUNTY") and Village of McFarland (hereafter, "PROVIDER"), as of the respective dates representatives of both parties have affixed their respective signatures.

WHEREAS COUNTY, whose address is 1202 Northport Drive, Madison, WI 53704, desires to purchase services from PROVIDER, whose address is 5915 Milwaukee St, McFarland WI 53558 for the purpose of:

- Congregate Meals (SPC 401)
- Home Delivered Meals (SPC 402)
- Case Management (SPC 604)

These services are more particularly described in Schedule A.

AND WHEREAS Provider is able and willing to provide such services;

NOW, THEREFORE, in consideration of the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, COUNTY and PROVIDER do agree as follows:

[End of Page]

I. TERM.

The term of this Agreement shall commence as of the *Begin Date* and shall end as of the *Expiration Date*, both of which are set forth on page one (1) hereof. PROVIDER shall complete its service obligations under this Agreement not later than the *Expiration Date*. COUNTY shall not be liable for any services performed by PROVIDER other than during the term of this Agreement. COUNTY shall never pay more than the *Maximum Cost* as stated above for all services.

II. SERVICES.

- A. PROVIDER agrees to provide the services detailed in the bid specifications, if any; the request for proposals (RFP) and PROVIDER's response thereto, if any; and on the attached *Schedule A*, which is fully incorporated herein by reference. In the event of a conflict between or among the bid specifications, the RFP or responses thereto, or the terms of *Schedule A* or any of them, it is agreed that the terms of *Schedule A*, to the extent of any conflict, are controlling.
- B. PROVIDER shall furnish the services contained in and comply with the performance and productivity requirements contained in the *Program Summary* document, which is attached hereto and fully incorporated herein by reference. PROVIDER shall complete its obligations under this Agreement in a sound, economical and efficient manner in accordance with this Agreement and all applicable laws.
- C. COUNTY will make payments for services rendered under this Agreement as and in the manner specified herein and in *Schedule B* if attached, which shall be fully incorporated herein by reference.
- D. PROVIDER agrees to make such reports as are required by this Agreement and in the attached *Schedule C*, which is fully incorporated herein by reference.
- E. PROVIDER agrees to secure at PROVIDER's own expense all personnel with the necessary training, supervision and qualifications necessary to carry out PROVIDER's obligations under this Agreement. Such personnel shall not be deemed to be employees of COUNTY. PROVIDER shall ensure PROVIDER's personnel are instructed that they will not have any direct contractual relationship with COUNTY. COUNTY shall not participate in or have any authority over any aspect of PROVIDER's personnel policies and practices, and shall not be liable for actions arising from such policies and practices.
- F. COUNTY shall have the right to request replacement of personnel. PROVIDER shall comply where such personnel are deemed by COUNTY to present a risk to consumers. In other instances, PROVIDER and COUNTY shall cooperate to reach a reasonable resolution on the issue presented.
- G. PROVIDER warrants that it has complied with all necessary requirements to do business in the State of Wisconsin and has met all applicable state and federal statutes, rules, regulations, service standards, certifications and assurances required to provide the services contracted for under this Agreement.
- H. PROVIDER shall notify COUNTY immediately, in writing, of any change in its registered agent, his or her address, and/or PROVIDER's legal status. For a partnership, the term 'registered agent' shall mean a general partner.
- I. PROVIDER understands that time is of the essence as to all PROVIDER requirements.
- J. Unless specified differently herein, a PROVIDER shall maintain a consistent volume of service delivery throughout the months of the Agreement as determined by COUNTY.

SECTION A
(Non-Discrimination)

III. NON-DISCRIMINATION.

- A. During the term of this Agreement, PROVIDER agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or

conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s).

- B. PROVIDER agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional bases, and exceptions shall be permitted only to the extent allowable in state or federal law.

IV. AFFIRMATIVE ACTION.

- A. If PROVIDER has twenty (20) or more employees and receives \$20,000 in annual contracts with COUNTY, PROVIDER shall file an Affirmative Action Plan with the Dane County Contract Compliance Officer in accord with Chapter 19 of the Dane County Code of Ordinances. Such plan must be filed within fifteen (15) days of the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by COUNTY.
- B. PROVIDER shall also, during the term of this Agreement, provide copies of all announcements of employment opportunities to COUNTY's Contract Compliance office, and shall report annually the number of persons, by race, ethnicity, gender, and disability, status, who apply for employment and, similarly classified, the number hired and the number rejected.
- C. PROVIDER agrees to furnish all information and reports required by COUNTY's Contract Compliance Officer as the same relate to affirmative action and nondiscrimination, which may include any books, records, or accounts deemed appropriate to determine compliance with Chapter 19, D. C. Ords., and the provisions of this Agreement.

V. AMERICANS WITH DISABILITIES ACT COMPLIANCE.

- A. PROVIDER and all Subcontractors agree not to discriminate on the basis of disability in accordance with The Americans with Disabilities Act (ADA) of 1990, the Wisconsin Statutes secs. 111.321 and 111.34, and Chapter 19 of the Dane County Code of Ordinances. PROVIDER agrees to post in conspicuous places, available to employees, service recipients, and applicants for employment and services, notices setting forth the provisions of this paragraph.
- B. PROVIDER shall give priority to those methods that offer programs and activities to disabled persons in the most integrated setting. Where service or program delivery is housed in an inaccessible location, and accessible alterations are not readily achievable, PROVIDER agrees to offer "programmatic accessibility" to recipients (real or potential) of said services and programs (e.g. change time/location of service).
- C. PROVIDER agrees that it will employ staff with special translation and sign language skills appropriate to the needs of the client population, or will purchase the services of qualified adult interpreters who are available within a reasonable time to communicate with hearing impaired clients. PROVIDER agrees to train staff in human relations techniques and sensitivity to persons with disabilities. PROVIDER agrees to make programs and facilities accessible, as appropriate, through outstations, authorized representatives, adjusted work hours, ramps, doorways, elevators, or ground floor rooms. PROVIDER agrees to provide, free of charge, all documents necessary to its clients' meaningful participation in PROVIDER's programs and services in alternative formats and languages appropriate to the needs of the client population, including, but not limited to, Braille, large print and verbally transcribed or translated taped information. The PROVIDER agrees that it will train its staff on the content of these policies and will invite its applicants and clients to identify themselves as persons needing additional assistance or accommodations in order to apply for or participate in PROVIDER's programs and services.

VI. BILINGUAL SERVICES.

PROVIDER agrees to maintain comprehensive policies to ensure compliance with Title VI of the Civil Rights Act of 1964, as updated to address the needs of employees and clients with limited English proficiency. PROVIDER agrees that it will employ staff with bilingual or special foreign language translation skills appropriate to the needs of the client population, or will purchase the services of qualified adult interpreters who are available within a reasonable time to communicate with clients who have limited English proficiency. PROVIDER will provide, free of charge, all documents necessary to its clients' meaningful participation in PROVIDER's programs and services in alternative languages appropriate to the needs of the client population. PROVIDER agrees that it will train its staff on the content of these policies and will invite its applicants and clients to identify themselves as persons needing additional assistance or accommodations in order to apply or participate in PROVIDER's programs and services.

VII. CIVIL RIGHTS COMPLIANCE.

- A. If PROVIDER has twenty (20) or more employees and receives \$20,000 in annual contracts with COUNTY, PROVIDER shall submit to the COUNTY a current Civil Rights Compliance Plan (CRC) for Meeting Equal Opportunity Requirements under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Service Health Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981 and Americans with Disabilities Act (ADA) of 1990. PROVIDER shall also file an Affirmative Action (AA) Plan with COUNTY in accordance with the requirements of Chapter 19 of the Dane County Code of Ordinances. PROVIDER shall submit a copy of its discrimination complaint form with its CRC/AA Plan. The CRC/AA Plan must be submitted prior to the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by COUNTY. If an approved plan has been received during the previous CALENDAR year, a plan update is acceptable. The plan may cover a two-year period. Providers who have less than twenty employees, but who receive more than \$20,000 from the COUNTY in annual contracts, may be required to submit a CRC Action Plan to correct any problems discovered as the result of a complaint investigation or other Civil Rights Compliance monitoring efforts. If PROVIDER submits a CRC/AA Plan to a Department of Workforce Development Division or to a Department of Health Services Division that covers the services purchased by Dane County, a verification of acceptance by the State of PROVIDER's Plan is sufficient.
- B. PROVIDER agrees to comply with the COUNTY's civil rights compliance policies and procedures. PROVIDER agrees to comply with civil rights monitoring reviews performed by the COUNTY, including the examination of records and relevant files maintained by the PROVIDER. PROVIDER agrees to furnish all information and reports required by the COUNTY as they relate to affirmative action and non-discrimination. The PROVIDER further agrees to cooperate with the COUNTY in developing, implementing, and monitoring corrective action plans that result from any reviews.
- C. PROVIDER shall post the Equal Opportunity Policy; the name of the PROVIDER's designated Equal Opportunity Coordinator and the discrimination complaint process in conspicuous places available to applicants and clients of services, and applicants for employment and employees. The complaint process will be according to COUNTY's policies and procedures and made available in languages and formats understandable to applicants, clients and employees. PROVIDER shall supply to the Dane County Contract Compliance Officer upon request a summary document of all client complaints related to perceived discrimination in service delivery. These documents shall include names of the involved persons, nature of the complaints, and a description of any attempts made to achieve complaint resolution.
- D. PROVIDER shall provide copies of all announcements of new employment opportunities to the Dane County Contract Compliance Officer when such announcements are issued.
- E. In lieu of the requirements of this section, if PROVIDER is a government entity having its own compliance plan, PROVIDER's plan shall govern PROVIDER's activities.

VIII. EQUAL OPPORTUNITY NOTICE.

In all solicitations for employment placed on PROVIDER's behalf during the term of this Agreement, PROVIDER shall include a statement to the effect that PROVIDER is an "Equal Opportunity Employer".

SECTION B
(General Terms)

IX. ACKNOWLEDGEMENT OF COUNTY SUPPORT.

PROVIDER shall acknowledge funding support by COUNTY in all publications, including social media statements, regarding services and programs funded by COUNTY. PROVIDER agrees to display the Dane County Department of Human Services logo in its waiting rooms and incorporate the logo in all PROVIDER publications, websites and stationery that pertain to services funded in whole or in part by COUNTY.

X. ASSIGNMENT AND TRANSFER.

PROVIDER shall not assign, subcontract or transfer any interest or obligation in this Agreement without the prior written consent of COUNTY, including the hiring of independent contract service providers, unless otherwise provided herein. Claims for money due to PROVIDER from COUNTY under this Agreement may be assigned to a bank, trust company or other financial institution without COUNTY consent if and only if the instrument of assignment provides that the right of the assignee in and to any amounts due or to become due to PROVIDER shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this Agreement. PROVIDER shall furnish COUNTY with notice of any such assignment or transfer.

XI. CONFIDENTIALITY.

A. PROVIDER agrees to comply with all pertinent federal and state statutes, rules, regulations and county ordinances related to confidentiality. Further, COUNTY and PROVIDER agree that:

1. Client specific information, including, but not limited to, information which would identify any of the individuals receiving services under this Agreement, shall at all times remain confidential and shall not be disclosed to any unauthorized person, forum, or agency except as permitted or required by law.
2. PROVIDER knows and understands it is not entitled to any client specific information unless it is released to persons who have a specific need for the information which is directly connected to the delivery of services to the client under the terms of this Agreement and only where such persons require the requested information to carry out official functions and responsibilities.
3. Upon request from COUNTY, client specific information, including but not limited to treatment information, shall be exchanged between PROVIDER and COUNTY, consistent with applicable federal and state statutes, for the following purposes:
 - a. Research (names and specific identifying information not to be disclosed);
 - b. Fiscal and clinical audits and evaluations;
 - c. Coordination of treatment or services; and
 - d. Determination of conformance with court-ordered service plans.

B. Health Insurance Portability and Accountability Act of 1996 (HIPAA) Applicability.

1. The PROVIDER agrees to comply with the federal regulations implementing the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all relevant regulations as from time to time amended, if PROVIDER receives Medicaid funding or as these regulations otherwise apply to the services the PROVIDER provides or purchases with funds provided under this Agreement. Such requirements, where applicable, include:
 - a. Holding protected health information (PHI) in confidence and using it or further disclosing it only for authorized purposes.

- b. Having a Notice of Privacy Practices.
 - c. Developing and maintaining current and appropriate administrative, technical, and physical safeguards to protect the confidentiality, integrity and availability of all PHI, in any form or media, including electronic storage and transmission.
 - d. Maintaining policies and procedures to protect against the identity theft of client/consumer information.
 - e. Tracking disclosures of PHI as required by law.
 - f. Having and maintaining procedures in the event of a breach of PHI, logging security events, providing notices and mitigating damages as required by law.
- 2. Where PROVIDER has access to COUNTY's client records and discovers any breach or unauthorized acquisition, access, use or disclosure of client records, PROVIDER shall inform COUNTY within five (5) business days after PROVIDER learns of such breach involving COUNTY's clients.
 - 3. If COUNTY has determined that PROVIDER is a "Business Associate" within the context of the law, PROVIDER will sign and return the attached Business Associate Addendum, which will be included and made part of this Agreement.

XII. COOPERATION.

- A. PROVIDER agrees to cooperate with departments, agencies, employees and officers of COUNTY in providing the services described herein.
- B. Where PROVIDER furnishes counseling, care, case management, service coordination or other client services and COUNTY requests PROVIDER or any of PROVIDER's employees to provide evidence in a court or other evidentiary proceeding regarding the services provided to any named client or regarding the client's progress given services provided, services purchased under this Agreement include PROVIDER making itself or its employees available to provide such evidence requested by COUNTY as authorized by law.

XIII. DELIVERY OF NOTICES.

Notices, bills, invoices and reports required by this Agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address as set forth in this Agreement. Any party changing its address shall notify the other party in writing within five (5) business days.

XIV. DISPUTE RESOLUTION.

- A. **Good Faith Efforts.** In the event of a dispute between PROVIDER and COUNTY involving the interpretation or application of the contents of the Schedule A and related service requirements, PROVIDER and COUNTY agree to make good faith efforts to resolve grievances informally.
- B. **Formal Procedure.** In the event informal resolution is not achieved, COUNTY and PROVIDER shall follow the following procedure to resolve all disputes:

Step 1: PROVIDER's Chief Executive Officer shall present a description of the dispute and PROVIDER's position, in writing, to COUNTY's Division Manager within fifteen (15) working days of gaining knowledge of the issue. The description shall cite the provision or provisions of this Agreement that are in dispute and shall present all available factual information supporting PROVIDER's position. Failure to timely provide said document constitutes a waiver of PROVIDER's right to dispute the item.

Step 2: Both parties shall designate representatives, who shall attempt to reach a mutually satisfactory resolution within the fifteen (15) working days after mailing of the written notice.

Step 3: If resolution is not reached in Step 2, COUNTY's Division Manager shall provide in writing by mail, an initial decision. Said decision shall be binding until and unless a different decision is reached as outlined below.

Step 4: PROVIDER's Chief Executive Officer or equivalent may request a review of the initial decision by mailing a written request to COUNTY's Human Services Director within fifteen (15) working days of the receipt of the initial decision. Failure to timely provide said request constitutes a waiver of PROVIDER's right to dispute the item.

Step 5: COUNTY's Human Services Director shall respond to the request for review by mailing a final written decision to PROVIDER within fifteen (15) working days of receipt of the request.

Step 6: PROVIDER's Chief Executive Officer or equivalent may request a review by the County Executive of the final decision by mailing said request within fifteen (15) working days of the postmarked date of the final decision. Failure to timely provide said request constitutes a waiver of PROVIDER's right to dispute the item.

Step 7: The County Executive shall provide a final decision by mailing it to PROVIDER within fifteen (15) working days following the postmarked date of the request for a review. The decision of the County Executive is final and binding on the parties.

C. **Client Grievance Procedure.**

1. PROVIDER shall have a written client grievance procedure approved by COUNTY, posted in its service area, at all times during the term of this Agreement and made available to each client upon admission.
2. Where clients may be entitled to an administrative hearing concerning eligibility, PROVIDER will cooperate with COUNTY in providing notice of said eligibility to clients.

XV. EMERGENCY PLANNING.

- A. In order for PROVIDER and the people PROVIDER serves to be prepared for an emergency such as a tornado, flood, blizzard, electrical blackout, pandemic and/or other natural or man-made disaster, PROVIDER shall develop a written plan that at a minimum addresses:
1. The steps PROVIDER has taken or will be taking to prepare for an emergency;
 2. Which of PROVIDER's services will remain operational during an emergency;
 3. The role of staff members during an emergency;
 4. PROVIDER's order of succession, evacuation and emergency communications plans, including who will have authority to execute the plans and/or to evacuate the facility;
 5. Evacuation routes, means of transportation and use of alternate care facilities and service providers, (such as pharmacies) with which PROVIDER has emergency care agreements in place;
 6. How PROVIDER will assist clients/consumers to individually prepare for an emergency; and
 7. How essential care records will be protected, maintained and accessible during an emergency.
- A copy of the written plan should be kept at each of PROVIDER's office(s).
- B. Providers who offer case management or residential care for individuals with substantial cognitive, medical, or physical needs shall assure at-risk clients/consumers are provided for during an emergency.

XVI. FAIR LABOR STANDARDS COMPLIANCE.

- A. **Reporting Adverse Findings.** During the term of this Agreement, PROVIDER shall report to the County Contract Compliance Officer, within ten (10) days, any allegations to, or findings by the National Labor Relations Board (NLRB) or Wisconsin Employment Relations Commission (WERC) that PROVIDER has violated a statute or regulation regarding labor standards or relations. If an investigation by the Contract Compliance Officer results in a final determination that the matter adversely affects PROVIDER's responsibilities under this Agreement, and which recommends termination, suspension or cancellation of this Agreement, COUNTY may take such action.
- B. **Appeal Process.** PROVIDER may appeal any adverse finding by the Contract Compliance Officer as set forth in sec. 25.08(20)(c), D.C. Ords.
- C. **Notice Requirement.** PROVIDER shall post the following statement in a prominent place visible to employees: "As a condition of receiving and maintaining a contract with Dane County, this employer shall comply with federal, state and all other applicable laws prohibiting retaliation for union organizing."

XVII. INDEMNIFICATION BY PROVIDER.

- A. To the fullest extent permitted by law, PROVIDER shall indemnify, hold harmless and defend COUNTY, its boards, commissions, agencies, officers, agents, volunteers, employees and representatives against any and all liability, claims, losses (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses (including, but not limited to, court costs, as well as fees and charges of attorney(s)) which COUNTY, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of PROVIDER furnishing the services or goods required to be provided under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, claims, damages, losses, charges, costs, or expenses caused by or arising from the acts or omissions of COUNTY, its agencies, boards, commissions, officers, agents, volunteers, employees or representatives. The obligations of PROVIDER under the paragraph shall apply to liability, claims, losses, damages, costs or expenses arising from any aspect of PROVIDER's personnel policies or practices, because, except as otherwise provided herein, it is understood that COUNTY assumes no control over PROVIDER's business operations, methods or procedures.
- B. COUNTY reserves the right, but not the obligation, to participate in defense without relieving PROVIDER of any obligation under this paragraph.
- C. The obligations of PROVIDER under this paragraph shall survive the expiration or termination of this Agreement.
- D. The requirements of this section are waived where PROVIDER is the State of Wisconsin.

XVIII. INSURANCE.

- A. In order to protect itself and COUNTY, its officers, boards, commissions, agencies, agents, volunteers, employees and representatives under the indemnity provisions of *paragraph XVII*, PROVIDER shall, at PROVIDER's own expense, obtain and at all times during the term of this Agreement keep in full force and effect the insurance coverages, limits, and endorsements listed below. Neither these requirements nor the COUNTY's review or acceptance of PROVIDER's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the PROVIDER under this Agreement.
 - 1. **Commercial General Liability.**
PROVIDER agrees to maintain Commercial General Liability at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent PROVIDERS and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage. The policy shall list DANE COUNTY as an Additional Insured.

2. Commercial/Business Automobile Liability.
PROVIDER agrees to maintain Commercial/Business Automobile Liability at a limit of not less than \$1,000,000 Each Occurrence. PROVIDER further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event PROVIDER does not own automobiles, PROVIDER agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.
 3. Professional Liability.
PROVIDER agrees to maintain Professional Liability at a limit of not less than \$1,000,000 per claim with a \$1,000,000 aggregate for all PROVIDER's professional employees. The coverage shall include Unintentional Errors/Omissions Endorsement. There shall be an extended reporting period provision of not less than two years.
 4. Umbrella or Excess Liability.
PROVIDER may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. PROVIDER agrees to list DANE COUNTY as an "Additional Insured" on its Umbrella or Excess Liability policy.
 5. Workers' Compensation.
PROVIDER agrees to maintain Workers Compensation insurance at Wisconsin statutory limits.
- B. PROVIDER Prohibited from Waiving COUNTY's Right to Subrogation: When obtaining required insurance under this Agreement and otherwise, PROVIDER agrees to preserve COUNTY's subrogation rights in all such matters that may arise that are covered by PROVIDER's insurance.
 - C. Upon execution of this Agreement, PROVIDER shall furnish COUNTY with a Certificate of Insurance listing COUNTY as an additional insured and, upon request, certified copies of the required insurance policies. If PROVIDER's insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of this Agreement, the Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services coverage is Claims-Made and indicate the Retroactive Date, PROVIDER shall maintain coverage for the duration of this Agreement and for six (6) years following the completion of this Agreement. PROVIDER shall furnish COUNTY, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that PROVIDER shall furnish the COUNTY with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either PROVIDER or COUNTY may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by PROVIDER. In the event any action, suit or other proceeding is brought against COUNTY upon any matter herein indemnified against, COUNTY shall give reasonable notice thereof to PROVIDER and shall cooperate with PROVIDER's attorneys in the defense of the action, suit or other proceeding. PROVIDER shall furnish evidence of adequate Worker's Compensation Insurance. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER.
 - D. COUNTY, acting at its sole option and through its Risk Manager, may waive any and all insurance requirements. Waiver is not effective unless in writing. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by COUNTY's Risk Manager taking into account the nature of the work and other factors relevant to COUNTY's exposure, if any, under this Agreement.

- E. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER.
- F. The requirements of this section are waived where PROVIDER is the State of Wisconsin.

XIX. LICENSE, CERTIFICATION AND STANDARD COMPLIANCE.

- A. **All Service Standards Met.** PROVIDER shall meet State and Federal service standards, certifications and assurances as expressed by State and Federal statutes, rules, and regulations applicable to the services covered by this Agreement, including all regulations applicable to the expenditure and reporting of funds for services purchased by this Agreement.
- B. **Background Checks.** PROVIDER agrees to do background checks for all its workforce, including interns and volunteers, having regular contact with children, the elderly or vulnerable adults, including caregiver background checks where required by law.
- C. **Debarment.** PROVIDER certifies that it is not debarred, suspended or declared ineligible from participating in federal procurements. COUNTY reserves the right to cancel this Contract if PROVIDER is presently, or is in the future, on the list of parties excluded from federal procurements.
- D. **County Standards.** Where COUNTY wants to apply a specific set of standards to PROVIDER not contrary to state and federal regulations, the same are specified or are specifically referred to in this Agreement.
- E. **Licenses and Certifications.** Where required by law, PROVIDER must, at all times, be licensed or certified by either the State or County as a qualified provider of the services purchased hereby. PROVIDER shall fully cooperate with licensing and certification authorities. PROVIDER shall submit copies of the required licenses or certifications upon request by COUNTY. PROVIDER shall promptly notify COUNTY in writing of any citation PROVIDER receives from any licensing or certification authority, including all responses and correction plans.
- F. **Public Health Standards.** PROVIDER will follow applicable public health guidelines to provide safe services and a safe workplace. In addition, by signing this Agreement, PROVIDER acknowledges the contagious nature of COVID-19 and voluntarily assumes the risk that PROVIDER and its staff may be exposed to or infected by COVID-19 by providing services under this Agreement and that such exposure or infection may result in personal injury, illness, permanent disability, and death.

PROVIDER further acknowledges that PROVIDER is assuming all of the foregoing risks and accepts sole responsibility for any injury to itself and staff, including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense of any kind, that PROVIDER or its staff may experience or incur in connection with providing services. PROVIDER hereby releases, covenants not to sue, discharges, and holds harmless and indemnifies the COUNTY, its employees, agents, and representatives, of and from any and all claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. Provider understands and agrees that this release includes any claims based on the actions, omissions, or negligence of COUNTY, its employees, agents and representatives, whether a COVID-19 infection occurs before, during, or after the provision of services under this Agreement.

- G. **Notification.** PROVIDER shall notify the COUNTY promptly, in writing, if it is unable to comply with any of the above requirements.

XX. NO WAIVER OF RIGHT OF RECOVERY.

In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by COUNTY of any breach of the covenants of this Agreement or a waiver of any default of PROVIDER. The making of any such payment or acceptance of any such service or product by COUNTY while any such default or breach shall exist

shall in no way impair or prejudice the right of COUNTY with respect to recovery of damages or other remedy as a result of such breach or default.

XXI. PATENTS, COPYRIGHTS AND INVENTIONS. PROVIDER may elect to retain the entire right, title and interest to any invention conceived or first actually reduced to practice in the performance of this Agreement as provided by 37 CFR 401. In the event any invention results from work performed jointly by PROVIDER and COUNTY, the invention(s) shall be jointly owned. COUNTY is licensed to use information and materials in any publication produced by COUNTY resulting from joint projects between COUNTY and PROVIDER.

XXII. PENALTIES.

- A. PROVIDER shall provide immediate notice in the event it will be unable to meet any deadline, including deadlines for filing reports, set by COUNTY. Concurrent with notification, PROVIDER shall submit either a request for an alternative deadline or other course of action or both. COUNTY may grant or deny the request. COUNTY has the prerogative to withhold payment to PROVIDER upon denial of request or until any condition set by COUNTY is met. In the case of contracts that have been renewed or continued from a previous contractual period, COUNTY may withhold payment in the current period for failures that occurred in a previous period.
- B. If COUNTY is liable for damages sustained as a result of breach of this Agreement by PROVIDER, COUNTY may withhold payments to PROVIDER as set off against said damages.
- C. If, through any act of or failure of action by PROVIDER, COUNTY is required to refund money to a funding source or granting agency, PROVIDER shall pay to COUNTY within ten (10) working days, any such amount along with any interest and penalties.

XXIII. RECORDS.

- A. **Open Records Requests.** PROVIDER agrees to assist COUNTY in promptly fulfilling or answering any open records request, in the manner determined by COUNTY, of a record not protected by a law requiring confidentiality that PROVIDER keeps or maintains on behalf of COUNTY.
- B. **Records Retention.** PROVIDER shall retain any record required to be kept on behalf of COUNTY for a period of not less than seven (7) years unless a shorter period of retention is authorized by applicable law or for a longer period of time if required by law. PROVIDER shall preserve Medicaid funded service and billing records for a period of not less than ten (10) years from the last service provided unless a shorter period or retention is specifically authorized by law. This provision survives the term of this contract.
- C. **Records Ownership and Control.**
 - 1. It is understood that in the event this Agreement terminates for any reason, COUNTY, at its option may take ownership and control of all records created for the purpose of providing and facilitating provision of services under the Agreement.
 - 2. If, as the result of the expiration or termination of this Agreement, PROVIDER discontinues services provided under this Agreement to any client who continues to require such service, COUNTY shall have the right to take immediate physical custody of any of the client's records that are necessary to facilitate the transition of services to another provider of such service, including, but not limited to, all documents, electronic data, products and services prepared or produced by PROVIDER under this Agreement. Further, COUNTY may direct PROVIDER to transfer any client record as COUNTY deems necessary to a new service provider in order to provide continuity of care and services to affected clients.

XXIV. RENEGOTIATION.

- A. This Agreement or any part thereof, may be renegotiated at the option of COUNTY in the case of: 1) increased or decreased volume of services; 2) changes required by Federal or State law or regulations or court action; 3) cancellation, increase or decrease in funding; 4) changes in service needs identified by COUNTY; 5) PROVIDER's failure to provide monthly services purchased; or 6) upon any mutual agreement. PROVIDER agrees to renegotiate in good faith if COUNTY exercises this option.
- B. Any agreement reached pursuant to renegotiation shall be acknowledged through a written Agreement addendum signed by COUNTY and PROVIDER.
- C. Changes to the number of units purchased under this Agreement pursuant to renegotiation shall be reflected by amendment to the *Program Summary*.
- D. If PROVIDER refuses to renegotiate in good faith as required by this section, COUNTY may either terminate the Agreement or unilaterally adjust payments downward to reflect COUNTY's best estimate of the volume of services actually delivered by PROVIDER under this Agreement.

XXV. TERMINATION, SUSPENSION AND/OR MODIFICATION.

This Agreement may be terminated and/or its terms may be modified or altered as follows:

- A. Either party may terminate the Agreement without stating cause at any time upon ninety (90) days' written notice.
- B. Failure of PROVIDER to fulfill any of its obligations under the Agreement in a timely manner or violation by PROVIDER of any covenants or stipulations contained in this Agreement shall constitute grounds for COUNTY to terminate this Agreement upon ten (10) days' written notice of the effective date of termination.
- C. The following shall constitute grounds for immediate termination:
 - 1. Violation by PROVIDER of any state, federal or local law, or failure by PROVIDER to comply with any applicable state and federal service standards, as expressed by applicable statutes, rules and regulations.
 - 2. Failure by PROVIDER to carry applicable licenses or certifications as required by law.
 - 3. Failure of PROVIDER to comply with reporting requirements contained herein.
 - 4. Inability of PROVIDER to perform the work provided for herein.
 - 5. Exposure of a client to immediate danger when interacting with PROVIDER.
- D. In the event of cancellation or reduction of state, federal or county funding upon which COUNTY relies to fulfill its obligations under this Agreement, PROVIDER agrees and understands that COUNTY may take any of the following actions:
 - 1. COUNTY may terminate this Agreement, upon thirty (30) days written notice.
 - 2. COUNTY may suspend this Agreement without notice for purposes of evaluating the impact of changed funding.
 - 3. COUNTY may reduce funding to PROVIDER upon thirty (30) days written notice. If COUNTY opts to reduce funding under this provision, COUNTY may, after consultation between PROVIDER and COUNTY's contract manager or designee, specify the manner in which PROVIDER accomplishes said reduction, including, but not limited to, directing PROVIDER to reduce expenditures on designated goods, services and/or costs.
- E. Failure of the Dane County Board of Supervisors or the State or Federal Governments to appropriate sufficient funds to carry out COUNTY's obligations hereunder or failure of PROVIDER to timely commence the contracted for services, shall result in automatic termination of this Agreement as of the date funds are no longer available, without notice.
- F. Termination or reduction actions taken by COUNTY under this Agreement are not subject to the Dispute Resolution Process, Section XIV of this document.

SECTION C
(Financial Terms)

XXVI. FINANCIAL PROVISIONS.

A. **Accounting.** PROVIDER shall maintain such records, financial statements and necessary evidences of accounting procedures and practices sufficient to document the funding received and disbursements made under this contract. Accounting records must be supported by such source documentation as cancelled checks/electronic payments, paid bills, bank statements, payrolls, time and attendance records, contract award documentation, etc. PROVIDER shall adhere to the *Wisconsin Department of Health Services and/or Wisconsin Department of Children and Families Allowable Cost Policy Manual(s)*, including revisions and updates and return to COUNTY any funding paid in excess of allowable costs.

B. **Method of Payment.** PROVIDER shall be paid for its services as indicated below.

1. *Monthly Expense Reimbursement:* Expenses incurred by PROVIDER shall be reimbursed by COUNTY on a monthly basis. Requests for payment shall be made on COUNTY's Payment Voucher (Form 014-64-05) or PROVIDER's monthly billing statement and submitted to COUNTY within twenty-five (25) days after the month of service. This provision will be applicable to the following programs:

2. *Unit of Service Reimbursement:* Units of service provided shall be paid by COUNTY on a monthly basis. Requests for payment shall be made on COUNTY's Payment Voucher (Form 014-64-05) or PROVIDER's monthly billing statement and submitted to COUNTY within twenty-five (25) days after the month of service. This provision will be applicable to the following programs:

3. *Monthly Advance Payment with Year End Reconciliation:* PROVIDER shall be advanced equal monthly payments consisting of the annual Agreement amount divided by the number of months covered under this Agreement. The last monthly payment to PROVIDER may be adjusted to actual expenses anticipated for the Agreement term. Request for payment shall be made on COUNTY's Payment Voucher (Form 014-64-05) or PROVIDER's monthly billing statement and submitted to COUNTY by the first of the month previous to the month the payment is to be issued. This provision will be applicable to the following programs:

4368, 1236, 12670

4. *Other Method of Payment:* This method is described in Schedule B for the following programs:

C. **Alternate Method of Payment.** Notwithstanding the agreed upon method of payment stated above, COUNTY may at its option refuse to advance all or part of any unearned payment otherwise due to PROVIDER if COUNTY reasonably suspects any of the following:

1. PROVIDER has mismanaged any funds provided by COUNTY.

2. Funds in PROVIDER's possession are at risk of being seized by PROVIDER's creditors or other adverse interest.
 3. PROVIDER appears incapable of maintaining itself as a going business concern.
 4. PROVIDER fails to meet reporting requirements.
- D. **Administrative Cost Ceiling.** PROVIDER agrees to keep actual administrative costs for each program group at or below the percentage approved by COUNTY. The approved administrative cost is the percentage of approved program group cost devoted to administrative activity most recently approved by COUNTY. No variance in excess of the approved administrative percentage will be allowed unless approved by COUNTY in advance and in writing. In no event will COUNTY approve an administrative cost percentage in excess of 15% of the cost of each program.
- E. **Exemptions from Administrative Cost Ceiling.** At the discretion of COUNTY, programs will be exempt from the prescribed ceiling if any of the following applies:
1. The program is 100% administrative, or
 2. The program is paid monthly under the unit of service reimbursement method of payment, or
 3. The program is 100% funded from medical assistance or another federal source; in such case the administrative expense shall be limited to the requirements of the funding source.
- F. **Bond.** At all times during the term of this Agreement PROVIDER shall maintain an employee dishonesty bond in an amount sufficient to hold PROVIDER harmless in the event of employee fraud or defalcation. Said bond shall insure PROVIDER against the loss of funds provided through this Agreement and the loss of client funds to which the PROVIDER or its employees has access through the services provided through this Agreement. PROVIDER shall furnish evidence of having met this requirement upon request by COUNTY.
- G. **Budgets and Personnel Schedules.**
1. Programs paid under the unit of service reimbursement method of payment shall be exempt from the requirements of this section.
 2. For each program funded by COUNTY, PROVIDER shall prepare a program budget and supporting personnel schedule and submit it to COUNTY for approval within fifty-six (56) days after the effective date of this Agreement. PROVIDER agrees to submit its program budgets and personnel schedules on forms provided by COUNTY and according to guidelines provided by COUNTY. Program budgets and personnel schedules shall be considered approved when signed by both PROVIDER and COUNTY. Upon approval by COUNTY, both the program budget and personnel schedule shall be made a part of this Agreement.
 3. Variances in any program account category (categories are: Personnel, Operating, Space, Special Costs, and Other Expense) in excess of \$5,000.00 or 10%, whichever is less, shall not be allowed unless PROVIDER obtains written approval of COUNTY at COUNTY's discretion for good cause shown. Overall program under-spending is not considered a variance.
 4. Funds allocated to each program must be used as allocated in accordance with the approved program budget and may not be transferred between programs without the written agreement of COUNTY at COUNTY's discretion for good cause shown.
 5. If there is a change in program funding under this Agreement, PROVIDER shall submit a revised budget and personnel schedule, unless waived in writing by COUNTY.
 6. In performing services required under this Agreement, PROVIDER shall not exceed either the approved program budget or the staffing level indicated in the approved personnel schedule.
- H. **Client Accounts.**
1. Under no circumstances is PROVIDER permitted to commingle funds belonging to clients with PROVIDER's funds. When PROVIDER handles client funds, these funds shall be kept in separate accounts ("Client Accounts") such that all monies

- can be accounted for at all times, and a monthly accounting shall be made available to each client or his or her legal representative.
2. Client Accounts established pursuant to this section shall be subject to audit at any time during normal business hours and without prior notice.
 3. If COUNTY discovers a deficiency in any Client Account or if a formal complaint is filed pertaining to such an account, COUNTY or its representative may withhold from PROVIDER funds equivalent to the sum in dispute until settlement is reached.
- I. **Collection of Client Fees.**
1. COUNTY shall determine which programs operated by PROVIDER are required under Wis. Stats. 46.03(18) to participate in the Wisconsin Administrative Code (DHS 1) Uniform Fee System of charging clients for services provided and inform PROVIDER. PROVIDER shall assume responsibility for the billing and collection of fees, unless specified otherwise in this Agreement.
 2. PROVIDER shall not delegate collection of fees to private collection firms without written permission from COUNTY.
- J. **Deadline for Requesting Cost Variances and Transfers of Funds between Programs.** Requests for approval of cost variances and transfers of funds between programs must be made in writing with a letter of explanation requesting funds transfer no later than November 15 of the Agreement year. Fund transfer request letters shall be electronically submitted with detailed justification to COUNTY assigned accountant, see Schedule C. COUNTY will not consider written requests for further revisions unless they are the result of auditing adjustments detailed in a letter from PROVIDER's auditor and submitted prior to or with the annual audit report.
- K. **Deposits in FDIC or NCUA-Insured Account.** Any payments of monies to PROVIDER by COUNTY for services provided under this Agreement shall be deposited in a financial institution with Federal Deposit Insurance Corporation (FDIC) or National Credit Union Administration (NCUA) insurance coverage. For any balance exceeding FDIC or NCUA coverage PROVIDER must obtain additional insurance.
- L. **Donations.** PROVIDER shall account for donations in accordance with the *Wisconsin Department of Health Services and/or Wisconsin Department of Children and Families Allowable Cost Policy Manual(s)* and other applicable laws.
- M. **Expense Reports.** PROVIDER shall submit expense reports on the form provided by COUNTY. The report shall be submitted on a quarterly basis and is due no later than the 25th of the month following the end of the quarter. COUNTY may require reports more frequently upon thirty (30) day notice. Programs paid under the unit of service reimbursement method of payment shall be exempt from submitting the expense reports described in this paragraph.
- N. **Financial and Compliance Audit by PROVIDER.**
1. PROVIDER, if it receives departmental funding over \$100,000, shall submit a copy of its agency-wide annual audit to COUNTY within one hundred eighty (180) days of the end of its fiscal year. In determining the amount of annual funding provided by the COUNTY, the PROVIDER shall consider funds provided through all direct contracts with the COUNTY.
 2. Audit waiver requests are subject to approval on a case-by-case basis according to Dane County Human Services and State of Wisconsin review. Requests may be made only due to extenuating circumstances. PROVIDER shall electronically submit audit waiver requests, through submission of Audit Waiver Request form, to COUNTY assigned accountant, see Schedule C, in advance of the Agreement effective date.
 3. Audit Requirements: The audit shall be performed on behalf of PROVIDER by an independent certified public accountant and shall be conducted in accordance with generally accepted auditing standards, Wisconsin Statute Section 46.036, Government Auditing Standards as issued by the U.S. Government Accountability

Office and the applicable state and federal regulations and guidelines, including but not limited to:

- a. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Chapters 1 and 2;
 - b. The State Single Audit Guidelines;
 - c. State of Wisconsin's Department of Health Services Audit Guide;
 - d. State of Wisconsin's Department of Children and Families Provider Agency Audit Guide.
4. When an audit is required, the audit shall include the following items:
- a. Financial Statements of the overall agency, including the independent auditor's opinion on the statement.
 - b. Schedule of Findings and Questioned Costs, Schedule of Prior Audit Findings, Corrective Action Plan and the Management Letter (if issued).
 - c. Report on Compliance and a Report on Internal Control over Financial Reporting based on an audit performed in accordance with Government Auditing Standards.
 - d. Report on Compliance with Requirements Applicable to the Federal and State Program and a Report on Internal Control over Compliance in Accordance with the Program-Specific Audit Option.
 - e. A Supplementary Cost Reimbursement Award Schedule identifying expenses and revenues by funding source and program, including the independent auditor's opinion on the supplementary schedule. This schedule shall be presented in a worksheet format with programs and funding sources as columns, revenues and expenses as line items, with expenditures reflected by category as defined by COUNTY as allocated between "administrative" and "program" categories, and an excess or deficit computed at the foot of each column. Expenditure categories shall include: Personnel, Operating, Space, Special Costs, and Other Expenses.
 - f. For each program funded by COUNTY, a supplementary schedule in the form of a final expense report as prescribed by COUNTY, including the independent auditor's opinion on the supplementary schedule.
 - g. Allowable Profit Schedule if PROVIDER is a for-profit entity and a Reserve Schedule if the PROVIDER is a non-profit entity, if applicable.
5. Where the Agreement period and PROVIDER's fiscal year do not coincide, the audit shall include a bridging schedule by program identifying expenses to the Agreement period. "By program" means that the bridging schedule must show each program individually.
6. PROVIDER must secure its auditor by the month following PROVIDER'S fiscal year. PROVIDER must provide the auditor with access to personnel, accounts, books, records, supporting documentation, and other information as needed for the auditor to perform the required audit. The PROVIDER shall permit appropriate representatives of the COUNTY to have access to the PROVIDER's records and financial statements as necessary to review the PROVIDER's compliance with Federal and State requirements for the use of the funding. COUNTY may contact PROVIDER's auditor regarding the preparation of audit and supporting materials at any time. Having an independent audit does not limit the authority of the COUNTY to conduct or arrange for other audits or review of Federal or State programs. The COUNTY shall use information from the audit to conduct its own reviews without duplication of the independent auditor's work.
7. Auditor shall provide electronic submission of audit report directly to COUNTY assigned accountant.
8. The auditor shall make audit work papers available upon request to the PROVIDER, the COUNTY or its designee as part of performing a quality review, resolving audit findings, or carrying out oversight responsibilities. Access to working papers includes the right to obtain copies of working papers.

9. COUNTY shall comment on the audit in writing to PROVIDER within one hundred eighty (180) days of when the audit is due or received whichever is later. COUNTY shall identify in writing to PROVIDER those findings or recommendations in the audit which shall require a written response and plan of corrective action by PROVIDER.
 10. PROVIDER understands and acknowledges that all auditing requirements survive the Expiration Date of this Agreement. If this contract terminates or is assigned with COUNTY's permission to another entity before the expiration date, these audit provisions shall be due within 120 days of the termination or assignment.
- O. **Financial Interest Prohibited.** Under s. 946.13, Wis. Stats. COUNTY employees and officials are prohibited from holding a private pecuniary interest, direct or indirect, in any public contract. By executing this Agreement, each party represents that it has no knowledge of a COUNTY employee or official involved in the making or performance of the Agreement that has a private pecuniary interest therein. It is expressly understood and agreed that any subsequent finding of a violation of s. 946.13, Wis. Stat. may result in this Agreement being voided at the discretion of the COUNTY.
- P. **Final Settlement Where County Pays PROVIDER's Costs.**
1. If this Agreement employs Method of Payment under sub term B., paragraphs 1., 3. or 4. above, COUNTY shall pay the lesser of net audited expenses or the annual Agreement amount on a per program basis. Net audited expenses shall be determined as follows:
 - a. As required by the terms of this Agreement, PROVIDER shall submit an audit, which shall include a supplementary schedule identifying expenses and revenues by funding source and by program. Where there are other revenues in COUNTY program columns of the audit, except for interest and dividends, the revenues shall be deducted from the expenses in those columns to give the net expense to COUNTY.
 - b. In the event the audit requirement is waived by COUNTY or if PROVIDER receives combined COUNTY funding of less than \$100,000, PROVIDER shall provide COUNTY an unaudited supplementary schedule by program showing net county-funded expenditures by category (i.e., Personnel, Operating, Space, Special Costs, and Other Expense) compared to the most recently approved program budget for this Agreement, which shall be submitted to COUNTY no later than January 25 of the year following the Agreement year. Said schedule shall include an actual vs. budget analysis of expenditures as allocated between "administrative" and "program". The percentage actual expenses vary from the budget shall be calculated and displayed for each account category. This schedule shall be submitted on the form provided by COUNTY and COUNTY shall pay the lesser of unaudited expenses or the annual Agreement amount on a per program basis.
 - c. On a per program basis, any account category or administrative cost variance not approved by COUNTY will be considered an overpayment and PROVIDER shall reimburse any such amount to COUNTY within ten (10) working days of notification. Overall program under spending is not considered a variance issue.
 - d. If PROVIDER is a nonprofit organization, it may not keep excess revenue over the approved program budget described in Section C, term XXVI, sub term G.2.
 - e. If PROVIDER is a profit organization, Final Settlement on a per program basis, excluding Systems Management programs, shall be the lesser of audited expenses plus five percent (5%) of audited expenses less other related program revenue versus the *Maximum Cost* as stated on page one of this Agreement.
 - f. PROVIDER must claim any alleged underpayment by COUNTY by the time of final settlement or such claims are waived.

2. If this Agreement employs Method of Payment under sub term B., paragraph 2. Unit of Service Reimbursement above, COUNTY shall pay the lesser of net audited expenses or the annual Agreement amount on a per program basis. Net audited expenses shall be determined as follows:
 - a. In the event the audit requirement is waived by COUNTY, or if PROVIDER receives combined COUNTY funding of less than \$100,000, PROVIDER shall provide COUNTY an unaudited supplementary schedule identifying reserves (non-profit organization) or allowable profit computation (profit organization) by funding source and by program.
 - b. If PROVIDER is a profit organization, final settlement on a per program basis, shall be the lesser of audited expenses plus five percent (5%) of audited expenses less other related program revenue versus the Maximum Cost as stated on page one of this Agreement
 - c. If PROVIDER is a non-profit organization, final settlement on a per program basis, shall be in accordance with Wis. Stat. 46.036(5m).
- Q. **Notice of Financial Instability.** PROVIDER shall give COUNTY immediate notice of any of the following events:
1. That PROVIDER is unable to meet its financial obligations to its employees, to the state or federal governments, or to any creditor.
 2. That PROVIDER has written a check drawn on insufficient funds.
 3. That PROVIDER has received notice that it has been sued or that a lawsuit against PROVIDER is pending.
 4. That PROVIDER has filed a bankruptcy action.
 5. That PROVIDER has sustained or will sustain a loss for which it has insufficient financial resources.
 6. That PROVIDER has ceased doing business or sold the business contracted for in this Agreement to another entity.
 7. Any other event that impedes PROVIDER's ability to perform under this Agreement.
- R. **Organizations with Religious Affiliations.** No portion of funds under this Agreement may be used to support or advance religious activities.
- S. **Overpayment.** Any overpayment due COUNTY shall be paid within ten (10) working days of notification. PROVIDER understands that time is of the essence with respect to repayments and agrees that if PROVIDER fails to timely submit repayment, COUNTY may withhold payment due from either a previous year Agreement or the current year Agreement.
- T. **Purchased Equipment.**
1. Any asset with an acquisition cost in excess of \$5,000 must be capitalized. PROVIDER shall make requests for any exceptions to this policy in writing to the Fiscal and Management Services Administrator for COUNTY. These requests shall be made prior to the purchase of any such asset.
 2. If COUNTY approves an exception under sub. (1), above, and any assets are expensed to COUNTY, said assets shall become the property of COUNTY upon termination or non-renewal of this or any extension or future Agreement.
 3. Any item capitalized on PROVIDER's books and depreciated to COUNTY shall remain the property of PROVIDER.
 4. PROVIDER agrees to maintain records that clearly identify all items expensed or depreciated to COUNTY and shall provide those records to COUNTY upon request. Where the records are unclear, it shall be assumed that COUNTY is the owner of the property upon termination or non-renewal of the Agreement.
- U. **Purchase of Computer Equipment.**
1. Any of PROVIDER's hardware intended to link with the COUNTY network, shall meet Dane County Department of Administration, Management Information Services standards in effect at the time the linkage is desired.

2. PROVIDER shall be responsible for the costs associated with connectivity hardware and software, including, but not limited to, installation of data lines and associated monthly costs, port patch panels (hubs), patch cables, network interface cards and network software.
3. PROVIDER shall be responsible for all maintenance of its computer equipment. Dane County Department of Administration, Management Information Services shall be responsible for maintenance of the network.
4. COUNTY shall be responsible for completing and submitting current and accurate Security Access forms for all staff who will be logging on to a Dane County network. COUNTY has the discretion to refuse access to the network for any reason.

SECTION D

(Reporting and Evaluation Requirements)

XXVII. REPORTS AND EVALUATION.

- A. **Audits and Contract Reviews.** PROVIDER agrees to submit to such random audits by COUNTY as COUNTY may request. Unless a violation of State, Federal or local law is alleged, COUNTY will give no less than ten (10) working days notice before a review or monitoring procedure. COUNTY's review and monitoring responsibilities under the terms of this Agreement may include, but are not limited to: Agreement compliance, certification status, financial expenditures, reporting requirements, units of service provided, Affirmative Action Plan, Civil Rights Compliance Plan, American Disability Act Compliance, on-site visits by COUNTY staff and/or county board members, or both, interviews with program consumers, families and guardians, interviews with direct service and management personnel. The State and/or Federal government may also conduct program reviews in connection with their financial oversight functions. PROVIDER agrees to cooperate with COUNTY, State and Federal governments in these reviews.
- B. **Client Reporting.** PROVIDER shall submit monthly client registration and/or client service participation reports in a format provided by COUNTY. Reports for January through November are due on the tenth of the following month. The December report is due no later than January 5.
- C. **Copies to be Supplied.** Copies of any evaluative information obtained by PROVIDER during the year, such as, outside evaluation or accreditation will be submitted to COUNTY at the time received.
- D. **Data Gathering.** PROVIDER will cooperate with COUNTY and other providers to define common data elements to be reported to COUNTY to assist in developing baseline data about program delivery, efficiency, and effectiveness.
- E. **Evaluation Compliance.** PROVIDER will comply with all COUNTY requirements regarding program evaluation COUNTY deems required under Wis. Stats. 46.23(6m)(g).
- F. **Quarterly Report.** PROVIDER will report, in a format as required by COUNTY, to COUNTY's designee on a quarterly basis, beginning on May 1. The final report shall be provided on April 1 of the following year. Reports shall include:
 1. Information on client waiting lists.
 2. Quantity of services by Agreement/client category.
 3. Progress or problems in achieving Agreement goals and performance outcomes.
 4. Progress or problems associated with overall PROVIDER operations.
 5. Other information as may reasonably be required by COUNTY.
 6. The fourth quarter report will also include a description of:
 - a. Agency and program objectives for that year;
 - b. Achievement of or progress toward those objectives;
 - c. Problems encountered in meeting the objectives.
 7. Reports on services provided in specific geographical areas as identified to PROVIDER by COUNTY.

- G. **Timeliness.** PROVIDER understands that time is of the essence with respect to all reports and agrees to make all reports in a timely manner as provided below, and agrees that if PROVIDER fails to timely submit any report due under the terms of this Agreement, COUNTY may withhold payment until such report is provided, including payment due from either a previous year or the current year.
- H. **Reporting Requirements.** PROVIDER understands and acknowledges that all reporting requirements survive the *Expiration Date* of this Agreement.

SECTION E

(Contract Construction and Legal Process)

XXVIII. CONTRACT CONSTRUCTION AND LEGAL PROCESS.

- A. **Choice of Law.** It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling.
- B. **Copies Valid.** This Agreement, and any amendment or addendum relating to it, may be executed and transmitted to any other party by legible facsimile reproduction or by scanned legible electronic PDF copy, and utilized in all respects as, an original, wet-inked manually executed document. Further, this Agreement and any amendment or addendum thereto, may be stored and reproduced by each party electronically, photographically, by photocopy or other similar process, and each party may at its option destroy any original document so reproduced. All parties hereto stipulate that any such legible reproduction shall be admissible in evidence as the original itself in any judicial, arbitration or administrative proceeding whether or not the original is in existence and whether or not such reproduction was made by each party in the regular course of business. This term does not apply to the service of notices under this Agreement.
- C. **Construction.** This Agreement shall not be construed against the drafter.
- D. **Counterparts.** The parties may evidence their agreement to the foregoing upon one or several counterparts of this instrument, which together shall constitute a single instrument.
- E. **Entire Agreement.** The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by both parties.
- F. **Execution.** This Agreement has no effect until signed by both parties. The submission of this Agreement to PROVIDER for examination does not constitute an offer. PROVIDER warrants that the persons executing this Agreement on its behalf are authorized to do so. The parties further agree that execution of this document may be made by electronic signatures. Any party not agreeing to execute this document by electronic signature will instead print out this Agreement, execute it by hand-inked signature and notate near the signature line that the organization either refuses to recognize electronic signatures of COUNTY or refuses to be bound by electronic signatures purporting to represent agreement of PROVIDER or both. The parties may make electronic signatures by typing the name of the authorized signature followed by the words, "electronically signed" or by any other electronic means representing an authorized signature by PROVIDER. PROVIDER shall ensure that only authorized persons may affix electronic signatures to this Agreement and COUNTY may rely that the electronic signature provided by PROVIDER is authentic.
- G. **Limitation of Agreement.** This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees or subcontractors of either of the parties. Except, where PROVIDER intends to meet its obligations under this or any part of this Agreement through a subcontract with another entity, PROVIDER shall first obtain the written permission of COUNTY; and further,

PROVIDER shall ensure that it requires of its subcontractor the same obligations incurred by PROVIDER under this Agreement.

- H. **Severability.** The invalidity or un-enforceability of any particular provision of this Agreement shall not affect the other provisions herein, and this Agreement shall be construed, in all respects, as though all such invalid or unenforceable provisions were omitted.
- I. **Venue.** Venue for any legal proceedings shall be in the Dane County Circuit Court.

The remainder of this page intentionally left blank.

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

FOR PROVIDER:

Date Signed: _____ Signature: _____

Print Name and Title of Authorized Agent: _____

Date Signed: _____ Signature: _____

Print Name and Title of Authorized Agent: _____

PROVIDER'S Registered Agent: _____

Agent's Address: _____

FOR COUNTY:

Date Signed: _____

ASTRA IHEUKUMERE, Interim Director of Human Services
(when applicable)

Date Signed: _____

JOE PARISI, County Executive
(when applicable)

Date Signed: _____

SCOTT MCDONELL, County Clerk
(when applicable)

rev. 9/20/2022

Created:	10/9/2023	Contract #: 87341	Division: Disability and Aging Services	Provider:	Village of McFarland	Funding Period: January 1, 2024 through December 31, 2024							
Revised:													
Contract Maximum Service Costs: Subject to the provisions specified elsewhere in this contract, the following summarizes and sets forth the rates and maximum payments available for services under this contract.													
Program Number	Program Group	Org. #	Obj. #	Program Name	SPC	# of Clients	# of Slots	Unit Cost	Unit Quantity	County Cost	Other Revenue*	Total Cost	Reporting
a. 4368	4368	41000	35604	Case Management	604			\$ 116.19	708	\$ 82,207	- \$	82,207	Monthly 610 & QTR Rpts
b. 1236	6514	41341	35401	Nutrition Site Management	401			\$ 27.77	196	\$ 5,437	\$	5,437	Nutrition Report
c. 12670	6514	41342	35401	Home Delivered Meal Nutrition	402			\$ 24.45	1,287	\$ 31,472	\$	31,472	SAMS Nutrition Report
d.													SAMS
e.													
f.													
g.													
h.													
i.													
j.													
Total									\$	119,116	\$	-	\$ 119,116

information above.

*Other Revenue-Include here the source and related amount for each program:

Funding reflects allocation based on the Case Management formula using the most recent (2017-2021) American Community Survey (ACS) data from the US Census Bureau and 2024 budget request. Funding: County Tax Levy and SHIP grant.1 unit of service = 1 hour of case management service.													
a.	1 unit of service = A "unit" is equivalent to one hour of staff work on activities related to congregate meal site management and related activities.												
b.	1 unit of service = A "unit" is equivalent to one hour of staff work on activities related to home delivered meal site management and related activities.												
c.													
d.													
e.													
f.													
g.													
h.													
i.													
j.													
<u>Standard Program Category (SPC) Code Description:</u>													
a.	604=Case Management	c.		402=home delivered meals	e.		g.		j.				
b.	401=congregate meals	d.			f.		h.		k.				
Contract Manager(s)/Programs:				Claire Purkis				Accountant(s)/Programs:				Mary Jacobson	

Village of McFarland
2024 SCHEDULE A PROGRAM REQUIREMENTS
Client-Centered Case Management Services
Program 4368

- A. Description of Services to be Purchased:** SPC 604 Case Management. This program funds professional and confidential client-centered case management services that are culturally and linguistically appropriate to financially eligible clients, age 60+ who live in Dane County. Financially eligible is determined as falling below 240% of the Federal Poverty Level. Client-centered and client/family-centered case management acknowledges the importance of respecting each client's values and beliefs, and their right to confidentiality, and self-determination and/or familial determination. In doing so, case managers are charged with building a trusting relationship with their client and/or client and family and one that seeks to empower such that clients and/or families will feel safe in discussing what they need in order to restore or maintain interdependent and/or independent functioning to the fullest extent possible. Building this relationship is a necessary foundation for linking the client and/or family with systems that include advocacy, services, resources, and opportunities. In cases where clients have immigrated to the U.S. and may lack knowledge of the health and social welfare systems, case managers will serve as educators to these clients such that they understand the systems and available benefits regardless of immigration status. For clients seeking legal status, coordinating immigration services and support, including linking to resources and assisting older adults with visa, residency, and citizenship processes. Using a collaborative client-centered and/or client/family centered approach, a case manager assesses the needs of the client and, when appropriate, the client's family, and then plans, implements, coordinates, monitors, evaluates, and advocates for options and services required to meet their needs and preferences.
1. **Service Location:** PROVIDER shall provide Client-Centered Case Management Services in the residence of the older adult. Clients may also receive the service over the telephone or walk into the PROVIDER'S office at 5915 Milwaukee St, McFarland, WI 53558.
 2. **Persons to be Served:**
 - a. **Target Population:** To be eligible for this service, a client must reside Village of McFarland, Village of Cambridge, Village of Rockdale, Town of Dunn, Town of Pleasant Springs, or Town of Christiana.
 - b. **Eligibility Requirements:** The client must be age 60 (or older), live in their own home, apartment, or home of a family member, and fall below 240% of the Federal Poverty Level. Clients eligible for Targeted Case Management (e.g., Medical Assistance) or for case management paid for by any Waiver program (e.g., Family Care, IRIS, Partnership) are not eligible for case management under this program. Three exceptions are allowed: clients requesting a home-delivered meal assessment/clients requiring a home-delivered meal reassessment, Medicare Part D enrollment assistance, and/or referrals from DCDHS Adult Protective Services.
 3. **Funding Source:** PROVIDER shall comply with all federal, state, and COUNTY requirements related to the funding source(s) for this program. Funding source is COUNTY GPR.
 4. **Units of Service:** A unit of service is defined as one hour of paid staff time providing Client-Centered Case Management Services.

B. Program Specifications

1. **Service Specifications:**

- a. **Referrals:** Referrals to the client-centered case management program come from individual older adults or their families, neighbors or friends, social service agencies (to include ADRC & APS), medical clinics, clergy, hospitals, first responders, skilled nursing facilities, or other professionals. During the referral process, the PROVIDER shall gather initial information from the potential client in order to determine what assistance is needed and verifies the client resides within the PROVIDER's defined service area, is not currently case managed under another program, and does not reside in an assisted-living facility, nursing home, or CBRF.
- b. **Assessment:** Assessment shall be conducted during an initial telephone call and/or face-to-face meetings, and information shall be gathered to determine whether the person needs on-going case management services. If appropriate, Client Intake and Functional Assessment forms shall be initiated. Requests for services shall be followed-up in a timely manner to determine eligibility for client-centered case management services.
- c. **Open Case:** PROVIDER shall open a case by completing the following:
 1. The case manager has a face-to-face meeting with the client, in the client's home*;
 2. The case manager determines on-going case management is needed;
 3. The client is financially eligible to receive case management services;
 4. The Client Intake and Functional Assessment Forms are complete;
 5. A Case Management Service Plan is developed with the client, approved by the client, and a copy offered to the client;
 6. A course of action for service is initiated; and
 7. A completed DHS 600 Client Registration Form is submitted to obtain a new client number.

*A case can be initially opened without a home-visit, but must be completed within three months of providing case management services. Exceptions to this must be approved by the PROVIDER director (or designated staff member).

PROVIDER shall provide proof of client services through case notes. Case notes are documented proof the client has received service from the case manager. Case notes shall reflect the service plan developed with the client. A case shall remain open as long as the needs of the client are being met with the service plan. An open case shall involve continued contact with the case manager to include an annual reassessment. Three exceptions are allowed: case managers shall open cases when providing home-delivered meal assessments/clients requiring a home-delivered meal reassessment, Medicare Part D enrollment assistance even if this is the only service provided to the client, and/or after receiving referrals from DCDHS Adult Protective Services.

- d. **Reportable Hours:** PROVIDER shall report specific, identifiable services for each client on the Dane County Monthly Client Service Report (610 Form). All reportable activities shall also be documented in case notes and shall include the amount of time spent on the activity to the nearest quarter of an hour. (The client doing something for himself/herself is not reportable client-centered case management time.) Examples of case manager reportable services include but are not limited to time spent:
 - Traveling to and from a client's home
 - Arranging for medical services
 - Arranging for home-delivered meals
 - Assisting in the completion of forms of some type
 - Arranging for client transportation
 - Arranging for home chore service
 - Providing specific information
 - Acting as an advocate on behalf of the client
 - Contacting family members and/or professionals to gather information
 - Providing information on public benefit program eligibility and assisting clients with applications and enrollment (e.g., Social Security, Medicare, Medicaid, FoodShare, and others)
 - Coordinating housing for clients
 - Engaging in activities directly related to meeting the goals of the client's service plan

- Providing Medicare Part D enrollment assistance/Plan Finder Reviews
 - Completing case notes
 - Documentation and record keeping management
- e. **Reporting:** PROVIDER shall report specific, identifiable services for each client on the Dane County Monthly Client Service Report (610 Form). This form shall be completed and emailed using encrypted software to Dane County Human Services by the dates indicated in Schedule C. Electronic documents sent by email shall include the standard confidentiality statement. Case managers shall securely maintain appropriate and up-to-date documentation in support of the monthly reports requested by the COUNTY. The hours reported on the monthly 610 form for each client shall match/equal the hours of service documented in case notes.
- f. **Closed Case:** The client-centered case management program has no time limit for a person to receive the service. In each case, the file shall be closed and be removed from the open case history count until reopened, or shall be archived for a period no less than seven (7) years. A case manager making a yearly phone call to a client to see how he/she is doing shall not be used to keep the case file open. The case manager shall close the file when the client withdraws from the program and/or the client's needs have been met. Cases shall be closed by the PROVIDER when any of the following events occurs:
1. There is no activity on a client file for a period of one year; or
 2. The client withdraws from the program or no longer needs client-centered case management services; or
 3. The client enrolls in a Family Care model (e.g., Family Care, IRIS, Partnership); or
 4. The client enters an assisted-living facility, nursing home, or CBRF; or
 5. The client moves to a residence outside of Dane County; or
 6. The client dies.
- g. **Information & Assistance (I&A):** This program provides information to the general public about services, resources, and programs in areas such as: disability and long-term care related services and living arrangements, health, adult protective services, employment and training for people with disabilities, transportation, home maintenance, and nutrition. While the COUNTY prefers to refer consumers seeking I&A to the Aging and Disability Resource Center (ADRC) of Dane County, it is aware consumers may access this type of assistance through the PROVIDER. This activity outside of on-going client-centered case management is not funded by the COUNTY. ADRC I&A activities are not to exceed a period of 90 days and are thus not considered on-going client-centered case management services.
2. **Frequency of Contact:** PROVIDER shall maintain and document contact with each client at least once during the year.
3. **Service Hours/Days:** PROVIDER shall maintain program service hours Monday through Friday 8 am-4:30 pm and other hours by appointment.
4. **Length of Service:** This program has no time limit for a client to receive the service.
5. **Capacity/Waiting List:** PROVIDER shall give priority to older adults most at risk; this includes victims of elder abuse and neglect, older adults experiencing imminent homelessness, and persons with dementia. A waiting list will occur when the PROVIDER is unable to contact a client within 10 business days of the initial referral to schedule a face-to-face meeting. PROVIDER shall maintain a waiting list, including a description of the client's current situation, notify COUNTY when a waiting list occurs, and provide COUNTY with monthly updates with the number of older adults on the list and the length of time before case management services will commence.
6. **PROVIDER Responsibilities:** During the term of this Agreement, PROVIDER shall:

- a. Require case management staff to adhere to the National Association of Social Worker's Code of Ethics, Dane County Client-Centered Case Management Standards, and Dane County Client-Centered Case Management Policy & Procedures and Logic Diagram;
- b. Require at least one case management staff member attend COUNTY coordinated case management trainings;
- c. Require all case management staff attend an Ethics and Boundaries course each year, hosted and funded by the COUNTY or another National Association of Social Workers (NASW) accredited course approved by the COUNTY and funded by the PROVIDER;
- d. Require PROVIDER director (or designated staff member) to attend COUNTY coordinated Focal Point Director meetings;
- e. Provide resumes of all case management staff funded by this contract to the AAA Manager;
- f. Report specific, identifiable services for each client on the Dane County Monthly Client Service Report (610 Form). All reportable activities shall also be documented in case notes and shall include the amount of time spent on the activity to the nearest quarter of an hour. This form is to be completed and emailed to Dane County Human Services by the dates indicated in Schedule C. The hours reported on the monthly 610 form for each client shall match/equal the hours of service documented in case notes;
- g. Require case management staff to complete and submit a Quarterly Client-Centered Case Management Report to the COUNTY as described in Schedule C;
- h. Require case management staff to include the standard confidentiality statement in all electronic documents sent by email;
- i. Require case management staff to offer their clients an opportunity to receive an injury prevention/home safety assessment and assistance in eliminating home safety dangers;
- j. Require case management staff to provide information on public benefit program eligibility and assist clients with applications and enrollment (e.g. Social Security, Medicare, Medicaid, FoodShare, and others);
- k. Require case management staff to provide their clients a directory that includes the telephone numbers for the Aging and Disability Resource Center of Dane County, Dane County Emergency Management's Disaster Preparedness Registry, Domestic Abuse Crisis Line, Elder Abuse Helpline, Home Safety Assessment, Mental Health 24-hour Crisis Line, and Senior Focal Points;
- l. Require case management staff to conduct home-delivered meal eligibility assessments within four (4) weeks of start of service. Reassessments will be completed at least annually for ongoing participants and more frequently as necessary to determine continued eligibility. The assessment/reassessment will be forwarded to the appropriate home-delivered meal provider;
- m. Require case management staff to conduct Medicare Part D enrollments and provide Medicare counseling for new beneficiaries;
- n. Require case management staff to provide case management services to clients referred by DCDHS Adult Protective Services to address the specific issue(s) reflected in the referral;
- o. Complete and submit an annual Emergency Planning Guide by the date indicated in Schedule C and provide an updated guide when changes are required;
- p. Require case management staff to refer MA eligible clients whenever they appear to meet the criteria for MA Case Management [excluding Colonial Club, McFarland, Middleton & Waunakee];
- q. Require case management staff to follow COUNTY Supportive Home Care (SHC) Program Guidelines when providing this service to clients; and
- r. Require case management staff to collect, record, and submit State Health Insurance Program (SHIP) participant data by the date indicated in Schedule C.

7. COUNTY Responsibilities: During the term of this Agreement, COUNTY agrees to:

- a. Facilitate case management trainings for PROVIDER's case management staff;
- b. Provide all standardized client-centered case management forms and reporting mechanisms to the PROVIDER; and

- c. Provide funding for this program (as indicated on the Program Summary Form).

C. Program Evaluation

1. **Goals:** The primary goal of client-centered and client/family-centered case management program is to optimize client functioning by conducting a thorough and culturally responsive assessment of needs. Using this assessment, the case manager and the client and/or their family can work together to develop a plan to provide services in the most culturally responsive, efficient, and effective manner. Client-centered and client/family-centered case management rests on a foundation of professional training, values, knowledge, theory, experience, and skills used in the service of attaining goals established in conjunction with the client and the client's family and/or significant individuals, when appropriate. Client-centered and client/family-centered case management is ongoing and includes the following specific goals:
 - a. Promote and enhance, when possible, the skills of the client and/or their family in accessing and utilizing supports and services;
 - b. Educate clients who have immigrated to the U.S. and their families about how the service system works and how to access and use it;
 - c. Use the capacities of social networks and relevant human services providers to promote the functioning and well-being of the client to enable independent or interdependent functioning;
 - d. Provide supportive services for clients seeking legal status, which can include providing services for their passing the citizenship test;
 - e. Monitor and evaluate service effectiveness while providing services and supports that align with the client and their family's culture; and
 - f. Create and/or promote formal and informal systems to provide the client and/or family with resources, services, and opportunities.
2. **Performance Indicators:** The following measures shall be used to evaluate program effectiveness:
 - a. PROVIDER shall serve a minimum number of unduplicated clients with client-centered case management services in 2024 (as indicated on the Program Summary Form);
 - b. PROVIDER shall provide a minimum number of service hours of client-centered case management services in 2024 (as indicated on the Program Summary Form); and
 - c. Compliance shall also be measured by timely submission of required reports as described in Schedule C.

D. Other Requirements:

1. COUNTY may withhold monthly payment in the event of contract non-compliance.
2. The mission of the Aging and Disability Resource Center of Dane County (ADRC) is to support older adults, adults with disabilities, their families and caregivers by providing useful information, assistance, and education on community services and long-term care options.
 - a. PROVIDER may refer individuals seeking information on adult services and long-term care options to the ADRC as the ADRC is the single entry point for publicly funded long-term care;
 - b. PROVIDER shall cooperate with ADRC staff in developing referral protocols, memorandum of understanding, and other areas related to the ADRC's mission; and
 - c. If PROVIDER has services listed in the database jointly managed by the ADRC and United Way 2-1-1, PROVIDER shall ensure the data is accurate and shall update the data whenever necessary.
3. PROVIDER understands the system of care for its consumers that may include court oversight. PROVIDER is responsible for knowing which of its consumers are subjects of Wisconsin Statutes Chapter 51 Commitments or Settlement Agreements, Chapter 54 Guardianship, Chapter 55 Protective Placement and/or Protective Services and any Probation and Parole orders/rules.
 - a. If PROVIDER is a residential provider or case manager, PROVIDER has the following responsibilities:

- i. PROVIDER shall maintain the following information in the individual's file or chart as is applicable:
 1. The guardian's name, current address, phone number, and e-mail address.
 2. A copy of the current Determination and Order for Protective Services/Protective Placement, or other specific court order/rules. PROVIDER shall confidentially maintain these documents.
 3. A copy of the Letters of Guardianship specifying the consumer's rights retained and the extent of the guardian's responsibility.
- ii. Nonemergency transfer of protective placement. If PROVIDER initiates a transfer/change of residential placement of a person under a protective placement order, it shall provide notice of transfer to the Probate Office, the guardian(s), the case manager/broker, COUNTY's Adult Protective Services Unit, and the consumer with 10 days prior written notice. PROVIDER must obtain written consent of the guardian prior to transfer. PROVIDER must have a safe discharge plan.
- iii. Emergency transfer of protective placement. If PROVIDER initiates an emergency residential transfer of a person under a protective placement order, it shall no later than 48-hours after the transfer provide notice of transfer to the Probate Office, the guardian(s), COUNTY's Adult Protective Services Unit and the consumer. PROVIDER must have a safe discharge plan.
- iv. Discharge or transfer of consumer not under protective placement. When a consumer who is not under a protective placement order is discharged or transferred to another service or residence, PROVIDER shall give at least 24-hours prior written notice to the guardian, the case manager/broker, unless an emergency event prevents this, in which case PROVIDER shall provide such notice within 48-hours of the transfer.
- v. The PROVIDER, when requested, shall submit on a timely basis a complete, clear, and signed WATTS Annual Review Form.
- vi. The PROVIDER shall prepare a Report to the Court when ordered by the Court or requested by the COUNTY.
- vii. Unless instructed otherwise, the PROVIDER shall accompany its consumers to all Court Hearings or otherwise assure the consumer's presence at them.
- viii. When requested, PROVIDER shall provide testimony in court hearings.
- ix. To facilitate the acquisition of medical reports required for Court Hearings, the PROVIDER, when requested shall schedule an appointment with the appropriate physician or psychologist and shall take the consumer to the appointment or otherwise assure the consumer's presence at the appointment.
- b. The COUNTY'S Adult Protective Services Unit will, at the PROVIDER'S request, assist the PROVIDER in identifying individuals under Chapters 51, 54, and 55.
- c. PROVIDER is responsible for meeting any Adult at Risk or Elder Adult at Risk reporting obligations it has pursuant to Wisconsin Statutes Chapters 46 and 55. In addition upon request of the COUNTY, PROVIDER will assist the COUNTY in investigating Adult at Risk or Elder Adult at Risk referrals received by the COUNTY regarding any consumer the PROVIDER serves in consultation with the COUNTY Contract Manager or designee and the COUNTY's Adult Protective Services Unit.

10/4/2023
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SCHEDULE C REPORTING REQUIREMENTS

The Agreement requires some reports to be filed upon request and other reports to be filed at a particular time. The following reports have specific due dates as provided below:

REPORT	WHERE SUBMITTED	DUE DATE
Affirmative Action Plan (Unless PROVIDER is exempt.)	Contract Compliance Officer Office of Equal Opportunity 210 Martin Luther King, Jr. Blvd. Rm. 421 Madison, WI 53703	January 15, 2024 (15 days after Agreement effective date.)
Civil Rights Compliance Plan (Unless PROVIDER is exempt.)	Contract Compliance Officer Office of Equal Opportunity 210 Martin Luther King, Jr. Blvd. Rm. 421 Madison, WI 53703	On or before the effective date of the Agreement.
NLRB or WERC complaints or findings that PROVIDER has violated labor standards.	Contract Compliance Officer Office of Equal Opportunity 210 Martin Luther King, Jr. Blvd. Rm. 421 Madison, WI 53703	Within 10 days of complaint or findings.
Certificate of Insurance listing Dane County as additional insured.	Dane County Department of Human Services Contract Coordination Assistant 1202 Northport Dr. Madison, WI 53704	At the time the Agreement is signed.
Program Budget and Supporting Personnel Schedule (Unless PROVIDER is exempt.)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	February 26, 2024 (56 days after Agreement effective date.) Final Revisions due January 25, 2025
Quarterly Expense Reports (Unless PROVIDER is exempt.)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	April 25, July 25, and October 25, 2024; and January 25, 2025
Annual Audit (Unless PROVIDER is exempt.)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	June 30, 2024, or 180 days after the end of PROVIDER's fiscal year.
Notice of Financial Instability	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	Upon triggering event occurring that requires notice.
Client Registration/Client Services Reports.	Client Registration is faxed to 242-6288. Client Services Reports are submitted electronically to your assigned keyer.	February 10, March 10, April 10, May 10, June 10, July 10, August 10, September 10, October 10, November 10, December 10, 2024 and January 5, 2025
Quarterly Client-Centered Case Management Report	Submitted electronically to: aaa@countyofdane.com	10 April, 10 July and 10 October 2024; and final quarter due 10 January 2025
2024 Emergency Planning Guide	Submitted electronically to: aaa@countyofdane.com	1 February 2024
State Health Insurance Program (SHIP) Participant Data	Submitted electronically to: aaa@countyofdane.com	20 th of Each Month

Village of McFarland
2024 SCHEDULE A PROGRAM REQUIREMENTS
Nutrition & Home Delivered Meal Nutrition
Program 1236 and 12670

- A. Description of Services to be Purchased: SPC 401 Congregate Meals and SPC 402 Home Delivered Meals.** This program is intended to provide Older American Act (OAA) Senior Nutrition Program (SNP) Site Management of congregate and home-delivered meal (HDM) services in accordance with: (1) Wisconsin Aging Network Policy Manual – Chapter 8 Nutrition Program Operations (Chapter 8), (2) Wisconsin Food Code (WFC), and (3) Area Agency on Aging of Dane County’s Senior Nutrition Program Policies and Procedures.

Senior Nutrition Program Site Management includes coordination and oversight of the following: (1) program outreach targeting low-income, minority, and rural seniors; (2) supervision to ensure SNP compliance of a safe and sanitary facility to serve and package meals; (3) service delivery of congregate meals; (4) service delivery of home delivered meals to eligible homebound older adults by trained volunteers; (5) collection and data entry of required participant registration and service delivery data; (6) utilization of a meal reservation system to accurately and timely order meals through the County contracted Caterer; (7) monthly solicitation of donations for home delivered meals utilizing a County approved letter; (8) the provision of nutrition education and isolation reducing activities for older adults.

1. **Service Location:** Congregate meals are offered at two locations within the PROVIDER’s service area as approved by the COUNTY: McFarland Outreach, 5915 Milwaukee Street, McFarland, WI 53558 (M-W-F).
 - a. Cambridge Community Center, 200 Spring Street, Cambridge, WI 53523 or Christiana Municipal Building (T, F)
2. Home-delivered meals are portioned and packaged Home-delivered meals are portioned and packaged 5 days per week (M-F) at the McFarland Outreach location and delivered by volunteers to eligible persons residing in the Village of McFarland, Village of Cambridge, Village of Rockdale, Town of Dunn, Town of Pleasant Springs, or Town of Christiana.
3. **Persons to be Served:**
 - a. **Target Population:** As required by the OAA, the PROVIDER shall target adults (age 60+) who have the greatest economic or social need with particular attention to low-income minority and rural individuals. PROVIDER shall attempt to serve these

target populations in the same proportion as their incidence in the population of the service area served by the PROVIDER.

b. Eligibility Requirements:

1) For Congregate Meals

- Any individual age 60 and older
- The spouse of an age 60 and over congregate participant—the spouse can be of any age
- A person with a disability, under age 60 who resides in housing facilities occupied primarily by older individuals at which congregate nutrition services are provided
- A disabled individual who resides at home with and accompanies an older individual to the site
- Any nutrition services staff over the age of 60
- Volunteers under or over age 60

2) For Home-Delivered Meals (HDM)

- Any individual age 60 and over who is frail and essentially homebound by reason of illness, disability, or isolation
- A spouse of a person eligible for a HDM as described above, regardless of age or condition, if an assessment concludes that it is in the best interest of the homebound older individual
- An individual with a disability who resides at home with older individuals if an assessment concludes that it is in the best interest of the homebound older individual

4. **Funding Source:** PROVIDER shall comply with all federal, state, and COUNTY requirements related to the funding source(s) for this program.
5. **Units of Service:** A unit of service is defined as one hour of paid staff time working on the provision of meals at congregate meals sites and/or for home-delivered meals.
6. **Referral Process:** Referrals for this service shall come from throughout the community and shall be made directly to the PROVIDER.

B. Program Specifications

1. Service Specifications:

- a. The meals for this program shall be provided by a caterer as decided by the COUNTY unless otherwise specified in this contract.
- b. PROVIDER shall coordinate and oversee daily nutrition program operation at the congregate site as well as the packaging and delivery of home-delivered meals subject to COUNTY contracts with caterers in accordance with : (1) Chapter 8 (2)

WFC and (3) Area Agency on Aging of Dane County's Senior Nutrition Program Policies and Procedures.

- c. PROVIDER is responsible for ordering congregate and home-delivered meals from the caterer contracted by the COUNTY by 11:00 am on the business day before the meal is to be provided. When PROVIDER anticipates serving 10 more meals than normally served on any given day, PROVIDER shall provide the caterer with advance notice of estimated meals needed according to deadlines established by the caterer. PROVIDER shall notify caterer 2 days in advance if the meal order shall be 10+ meals or fewer than the normal daily meal order. Individual consumers can reserve their meal by calling a local number operated by PROVIDER that is publicized in the community. Participant meal orders shall be accepted by the provider until at least 10 am the day before the meal is to be served.
- d. PROVIDER shall work cooperatively and remain respectful in all communications with catering staff and delivery drivers under contract for the site. PROVIDER shall work cooperatively on the following activities:
 - 1) Reserving the meal in advance of serving, as agreed upon by the caterer;
 - 2) Contacting caterer by telephone prior to 6 am on any day the meal needs to be cancelled due to weather or other emergencies; unless the school district assigned to the site closes for weather conditions prior to 7 am.
 - 3) Monitoring and recording temperatures as taken by the catering staff upon food delivery to ensure food safety at time of delivery;
 - 4) Keep pathways open and accept the delivery of all food prior to starting the packaging and moving of foods in order to expedite the delivery of food.
 - 5) Determining the level of consumer satisfaction with quality of food, special diet requests, special menus for special occasions, and other issues as they arise which are related to the meal; and
 - 6) Administering COUNTY approved customer satisfaction surveys as requested.
- e. Immediate problems requiring resolution, such as food shortages or preparation issues, shall be discussed by the PROVIDER directly with the caterer in accordance to the caterer contact instructions. PROVIDER shall report immediately, in writing via email to the COUNTY program DIETITIAN, all instances of food shortages, improper temperatures, food waste, or complaints regarding the quality of the food received from the COUNTY contracted caterer so that these issues can be proactively addressed by the COUNTY with the caterer. If the site is shorted portions of food items to complete each meal ordered, they should contact the caterer immediately upon notice of shortage. Caterer must be provided an opportunity to correct the shortage, within 15 minutes post serving time. If the shortage is not repaired, PROVIDER shall immediately report shortage of portions/number of incomplete meals for billing purposes to the COUNTY program DIETITIAN. If PROVIDER error, such as not submitting a meal order or entering incorrect meal

counts, causes a shortage of meals available to participants on any given day, PROVIDER is responsible for remedying the issue with the participants. PROVIDER is responsible for ensuring orders are submitted on time, and if out of the office, a back-up coordinator knows how to submit orders with the caterer. Meals purchased from anyone other than COUNTY contracted caterer are not the responsibility of the COUNTY.

- f. PROVIDER shall ensure site's facility and all food handling and storage is conducted in accordance with food safety regulations of the (1) Chapter 8 (2) WFC, and (3) Area Agency on Aging of Dane County's Senior Nutrition Program Policies and Procedures. PROVIDER shall cooperate with all required on-site inspections and make needed corrections required by the COUNTY program DIETITIAN or by the Public Health Department, depending on the type of license or certification held by the site's kitchen.
- g. PROVIDER shall:
 - 1) Employ a ServSafe certified Food Service Manager (certification must be received within first 90 days of employment and renewed every 5 years) and ensure a ServSafe certified individual is on-site any day a meal is served;
 - 2) Require other nutrition program staff to be certified in Serving Safe Food;
 - 3) Require all staff and volunteers, that are in direct contact with food, to complete a minimum of six (6) hours of annual position-related training as described by Chapter 8 and approved by the COUNTY;
 - 4) Require staff attendance at regional annual training as convened by the COUNTY. A representative of the PROVIDER shall attend the four regularly scheduled Nutrition Program Site Manager meetings during the year.
 - 5) Log training records for staff and volunteers.
- h. PROVIDER shall encourage all participants to contribute toward the cost of the meal and a confidential mechanism shall be established by the PROVIDER that provides a person the privacy to make the donation they determine that they can afford (including none); all signs regarding donations or other signs required by the COUNTY shall be maintained and posted in a visible manner. PROVIDER shall provide a County approved, written monthly home delivered meal donation letter to each person receiving home delivered meals. All outreach materials, to include monthly newsletters, shall state, "The suggested minimum donation is \$4.50. Please contribute the amount you can afford." Persons under the age of 60 must pay full cost of meal and a record of under 60 meals must be kept (see Requirements and Exceptions in 2004 Donation Best Practice document).
- i. PROVIDER shall initially interview all home-delivered meal participants to assess:
 - 1) Eligibility for home-delivered meals;
 - 2) Need for other services and/or information; and

3) Level of nutritional risk

- j. PROVIDER shall have all meal program participants complete a program registration and an in-person nutrition risk assessment within the first 30-days of participation and at least annually thereafter. PROVIDER shall enter this information in the SAMS data system within the first 30-days of service and within 30 days of reassessment.
 - k. PROVIDER shall ensure Congregate and home-delivered meal participants receive reputable information about nutrition at least four (4) times (once per quarter) during the year and a record of such activities shall be reported in SAMS data entry system the month in which it occurs.
2. **Service Hours/Days:** PROVIDER shall maintain program service hours of Monday through Friday. The congregate meal shall be served at a consistent time during the middle of the day as determined by the PROVIDER. Home-delivered meals shall be delivered between the hours of 11:00 am and 1:00 pm.
3. **Service Termination:** PROVIDER shall terminate service when an individual voluntarily withdraws from the program or when the participant no longer meets eligibility criteria.
4. **Transportation:** This contract provides no COUNTY-funded transportation for program participants. Home-delivery of meals is arranged by the PROVIDER through the COUNTY-funded Retired Senior Volunteer Program.
5. **Capacity/Waiting List:** PROVIDER shall use the nutrition risk assessment provided by the COUNTY for determining the number of home-delivered meals provided to eligible participants. If COUNTY institutes a waitlist, PROVIDER shall follow the Dane County Waitlist Policy dated 11/8/22.

C. Program Evaluation

1. **Goals:** The goals of the Senior Nutrition Program are:
- a. To reduce hunger, food insecurity, and malnutrition of older adults;
 - b. To promote socialization of older individuals; and
 - c. To promote the health and well-being of older individuals by assisting such individuals to gain access to nutrition and other disease prevention/health promotion services to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior.
2. **Performance Indicators:** The following measures shall be used to evaluate Nutrition Site Management effectiveness:

- a. Number of SNP safety, sanitation, and program standard violations requiring corrective action during annual site inspection by COUNTY program DIETITIAN shall indicate compliance with Chapter 8 and the WFC.
- b. Cost effectiveness shall be measured by the COUNTY by: (1) considering the total program budget and catering contract allowances for meals ordered divided by the number of meals served annually; and, (2) the percent of wasted meals as determined by the COUNTY based on a comparison of the number of meals ordered by the PROVIDER and the number of meals served by the PROVIDER and, (3) the provision of at least 15 congregate meals and 20 Home Delivered Meals on average each day.
- c. PROVIDER outreach to targeted populations shall be measured by the total number of participants, total number of meals served to eligible participants, average number of total and congregate meals served per day, and the proportion of those served that are of low-income, minority, and/or rural to the total number of persons served.
- d. Chapter 8 reporting compliance shall be measured by: (1) the number of instances wherein required data is not entered by the PROVIDER into the SAMS data entry system within 30-days of service provided; and, (2) timely submission of required monthly reports as described in Schedule C.

D. Reporting: Refer to Schedule C.

E. Other Requirements:

1. PROVIDER shall include the following statement on all menus used in the program: "All menu items are prepared in kitchens that are not allergen-free. We cannot guarantee that food allergens will not be transferred through cross-contact. No substitutions allowed."
2. PROVIDER is responsible for creating a welcoming, enjoyable, hospitable, dining atmosphere for all participants. Participant behaviors that require intervention beyond a verbal warning shall be made known to the COUNTY program DIETITIAN or COUNTY AGING PROGRAM SPECIALIST prior to further disciplinary action.
3. PROVIDER shall clearly post or periodically distribute cards provided by the COUNTY that identify the telephone numbers for the Elder Abuse Helpline.
4. The PROVIDER shall participate in meetings, as requested by the COUNTY, for the purpose of planning, coordinating, or improving the provision of congregate or home-delivered meal services.

5. PROVIDER shall solicit congregate and home-delivered meal consumer satisfaction using the approved State-wide survey provided by the COUNTY at least one time per year.

10/19/23

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2024 DCDHS SUBRECIPIENT SCHEDULE

Provider Name: Village of McFarland
 Program Name: Nutrition
 Program Number: 1236

Your contract has been identified as one that potentially contains subrecipient programs as defined by the State and/or Federal government. The following information associated with your contracted program(s) is included to comply with State/Federal subrecipient requirements.

FEDERAL AWARD IDENTIFICATION

Dane County Vendor Number:	8470
Unique Entity Identifier (UEI):	Request from accountant
Federal Award Identification Number (FAIN):	TBD
Assistance Listing (formerly CFDA) Number:	93.045
Amount of Federal Funds Obligated by this Action:	\$2597
Assistance Listing (formerly CFDA) Name:	Special Programs for the Aging, Title III, Part C, Nutrition Services
State Agency:	State of Wisconsin Department of Health Services, Division of Public Health
Awarding Official:	TBD
Federal Awarding Agency:	Department of Health and Human Services
Federal Award Date:	TBD
Contract Period:	1/1/2024 – 12/31/2024
Award Contains R & D Costs:	No
Indirect Cost Rate for Federal Award:	Not to exceed the Federal de minimis rate of 10%, unless provider has a federally negotiated indirect cost rate.
Requirements Imposed to Ensure Accordance with Federal Statutes:	Title 3C-1 Congregate Meals: Provider shall comply with all federal, state, and county requirements related to the funding source(s) for this program
Requirement to Permit Access to Financial Records:	Dane County Department of Human Services (DCDHS) - County of Dane Purchase of Services Agreement, Section C, XXVI, N. Financial and Compliance Audit by PROVIDER., Pgs. 15-16
Closeout Appropriate Terms and Conditions:	DCDHS - County of Dane Purchase of Services Agreement, Section C, XXVI, O. Final Settlement, Pg. 17
Project Description as Required by Federal Funding Accountability & Transparency Act (FFATA):	To provide grants to States and U.S. Territories to support nutrition services including nutritious meals, nutrition education and other appropriate nutrition services for older adults in order to maintain health, independence and quality of life. Meals and nutrition services are to be served in a congregate setting or delivered to the home, if the older adult is homebound.

2024 DCDHS SUBRECIPIENT SCHEDULE

Provider Name: Village of McFarland
 Program Name: Home Delivered Meal Nutrition
 Program Number: 12670

Your contract has been identified as one that potentially contains subrecipient programs as defined by the State and/or Federal government. The following information associated with your contracted program(s) is included to comply with State/Federal subrecipient requirements.

FEDERAL AWARD IDENTIFICATION

Dane County Vendor Number:	8470
Unique Entity Identifier (UEI):	Request from accountant
Federal Award Identification Number (FAIN):	TBD
Assistance Listing (formerly CFDA) Number:	93.045
Amount of Federal Funds Obligated by this Action:	\$2131
Assistance Listing (formerly CFDA) Name:	Special Programs for the Aging, Title III, Part C, Nutrition Services
State Agency:	State of Wisconsin Department of Health Services, Division of Public Health
Awarding Official:	TBD
Federal Awarding Agency:	Department of Health and Human Services
Federal Award Date:	TBD
Contract Period:	1/1/2024 – 12/31/2024
Award Contains R & D Costs:	No
Indirect Cost Rate for Federal Award:	Not to exceed the Federal de minimis rate of 10%, unless provider has a federally negotiated indirect cost rate.
Requirements Imposed to Ensure Accordance with Federal Statutes:	Title 3C-1 Congregate Meals: Provider shall comply with all federal, state, and county requirements related to the funding source(s) for this program
Requirement to Permit Access to Financial Records:	Dane County Department of Human Services (DCDHS) - County of Dane Purchase of Services Agreement, Section C, XXVI, N. Financial and Compliance Audit by PROVIDER., Pgs. 15-16
Closeout Appropriate Terms and Conditions:	DCDHS - County of Dane Purchase of Services Agreement, Section C, XXVI, O. Final Settlement, Pg. 17
Project Description as Required by Federal Funding Accountability & Transparency Act (FFATA):	To provide grants to States and U.S. Territories to support nutrition services including nutritious meals, nutrition education and other appropriate nutrition services for older adults in order to maintain health, independence and quality of life. Meals and nutrition services are to be served in a congregate setting or delivered to the home, if the older adult is homebound.

**VILLAGE OF MCFARLAND
SCHEDULE B - FISCAL**

NUTRITION 1236 AND 12670

As required by the Older Americans Act and the Wisconsin Bureau on Aging, the PROVIDER shall collect nutrition donations from persons who participate in the nutrition program. Persons age 60 and over are not obligated to make a contribution and shall not be required to do so. However, persons age 60 and over should be encouraged to contribute what they can reasonably afford to help defray the cost of the meal. Efforts may be made to increase the average donations, but such efforts should be positive in nature and should not discourage the participation of individuals who are unable to increase the amount of their donation.

All donations collected are the property of the COUNTY and shall be submitted monthly to the COUNTY. Per Wisconsin Bureau on Aging and Disability Resources requirements, collected donations shall be counted daily by two persons, both of whom should sign daily a register verifying the amount collected. The full amount of the collected donations shall be deposited in a bank or savings institution daily in an account designated for nutrition donations only. The deposited donations should be forwarded to the COUNTY monthly.

2024 SCHEDULE C REPORTING REQUIREMENTS

The Agreement requires some reports to be filed upon request and other reports to be filed at a particular time. The following reports for **Nutrition & Home Delivered Meal Nutrition** have specific due dates as provided below:

Client Registration/Client Services Data Entry (Nutrition)	Client Registration/Nutrition Risk Assessment and ADL & IADL Assessment is entered in the SAMS data-entry system within 30 days of the onset of congregate or home delivered meals. Client Services (number of meals received each month) are entered into SAMS data-entry system by the 20 th of the month following service. Managed Care Organization meals must be entered to the SAMS system by the 10 th of the month following the month they were provided.	20 th of Each Month Except for Sept. which is due the 15 th of the Month
Monthly Nutrition Report	Submitted Electronically to: Gabriel.shannon@countyofdane.com and Matulle.Cindy@countyofdane.com	20 th of Each Month
Nutrition Education	Entered each month in the SAMS data entry system within 30 days of date of service	20 th of Each Month
Food Service Licensing & Inspection Reports	Submitted Electronically to: Gabriel.shannon@countyofdane.com	Within 10 days of Receipt

SCHEDULE C REPORTING REQUIREMENTS

The Agreement requires some reports to be filed upon request and other reports to be filed at a particular time. The following reports have specific due dates as provided below. If due date falls on a weekend or holiday, reporting is due the following business day.

REPORT	WHERE SUBMITTED	DUE DATE
Affirmative Action Plan (Unless PROVIDER is exempt)	Contract Compliance Specialist Office of Equity & Inclusion 210 Martin Luther King, Jr. Blvd. Rm. 356 Madison, WI 53703 oby.joe@countyofdane.com	January 15, 2024 (15 days after Agreement effective date.)
Civil Rights Compliance Plan (Unless PROVIDER is exempt)	Contract Compliance Specialist Office of Equity & Inclusion 210 Martin Luther King, Jr. Blvd. Rm. 356 Madison, WI 53703 oby.joe@countyofdane.com	On or before the effective date of the Agreement
NLRB or WERC complaints or findings that PROVIDER has violated labor standards.	Contract Compliance Specialist Office of Equity & Inclusion 210 Martin Luther King, Jr. Blvd. Rm. 356 Madison, WI 53703 oby.joe@countyofdane.com	Within 10 days of complaint or findings
Certificate of Insurance listing Dane County as additional insured.	Dane County Department of Human Services Contract Coordination Assistant 1202 Northport Dr. Madison, WI 53704 dcdhscontracts@countyofdane.com	At the time the Agreement is signed
Program Budget and Supporting Personnel Schedule (Unless PROVIDER is exempt)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	February 26, 2024 (56 days after Agreement effective date) Final Revisions due November 15, 2024
Quarterly Expense Reports (Unless PROVIDER is exempt)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	April 25, July 25, and October 25, 2024; and January 25, 2025
Annual Audit (Unless PROVIDER is exempt)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704 dcdhsaudits@countyofdane.com	June 30, 2025, or 180 days after the end of PROVIDER's fiscal year
Audit Waiver Request	Dane County Department of Human Services Accounting dcdhsaudits@countyofdane.com	Prior to Agreement effective date
Notice of Financial Instability	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	Upon triggering event occurring that requires notice
Client Registration/Client Services Reports.	Client Registration is faxed to 608-242-6288. Client Services Reports are submitted electronically to your assigned keyer.	February 10, March 10, April 10, May 10, June 10, July 10, August 10, September 10, October 10, November 10, December 10, 2024; and January 5, 2025
Quarterly Client Services Reports	County Designee	May 1, 2024, August 1, 2024, November 1, 2024 and final quarter due April 1, 2025

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, December 12, 2023

SECTION: Consent Agenda

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Motion to approve the purchase of a new patrol truck 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 a patrol truck in 2025. True approval is not granted until funding is allocated, which for this patrol truck 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:

Recently, we learned the patrol truck ordered in December 2022 for the 2023 CIP purchase, will not be delivered until maybe fall of 2024. When learning this information, we asked about our purchase of an additional patrol vehicle for 2025. The dealers have highly recommended ordering now to have any potential of seeing the vehicle in 2025. They also stated the anticipated 2 to 3 price increases from December 2023 to December 2024. Funds for these vehicles would not be payable until receipt of the truck. We are requesting approval to place the order for the 2025 patrol truck chassis now to avoid further delays and / or price increases. The cost of only the chassis would be \$121,108.41. The plow, wing, controls, salter, box and lights will be ordered at a later date, closer to the build date of the chassis.

FINANCIAL/BUDGET IMPACT:

Delaying the ordering of the 2025 patrol truck until the fall of 2024, would most likely push the receipt of the vehicle into 2026 and incur an additional price increases.

VILLAGE PLAN REFERENCE:

2024 - 2028 Capital Improvement Plan - August 2023

ORDINANCE REFERENCE:

None

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Via the consent agenda, motion to approve the purchase agreement for a patrol truck for delivery and implementation in 2025.

ATTACHMENTS:

None



VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, December 12, 2023

SECTION: Business

DEPARTMENT: Police

CONTACT: Aaron Chapin, Police Chief

AGENDA ITEM: Motion to approve ordinance amendment 2023-16: an ordinance requiring vehicles to stop for flashing lights on a school bus as recommended by the Public Safety Committee.

PREVIOUS ACTION:

The Public Safety Committee recommended approval at their meeting on December 4, 2023.

ISSUE SUMMARY:

The current ordinance mirrors State law, which allows for exemptions to when a driver must stop for a school bus with flashing lights and the stop arm activated. The revision would require vehicles to always stop for a bus with the lights and stop arm activated.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion to approve through the Consent Agenda.

ATTACHMENTS:

1. 2023-16 School Bus Warning Lights

**VILLAGE OF MCFARLAND
ORDINANCE 2023-16**

**AN ORDINANCE TO AMEND THE MUNICIPAL CODE REGARDING THE USE
OF SCHOOL BUS WARNING LIGHTS**

PURPOSE: To amend the Municipal Code to require school bus operators to use warning lights when loading and unloading pupils in all residence and business districts.

SPONSOR: Police Chief Aaron Chapin

RECOMMENDED REFERRAL: Public Safety Committee

PUBLIC HEARING:; None.

WHEREAS, the Village of McFarland Municipal Code regulates the use of school bus warning lights; and,

WHEREAS, the current Code is in need of updating and revision; and,

WHEREAS, the Public Safety Committee has reviewed the proposed ordinance and recommends it be approved by the Village Board; and

WHEREAS, the Village Board agrees with the recommendations, and that enacting the proposed ordinance is in the public interest; and,

WHEREAS, , the Village Board further finds that there is a public safety need for school bus operators to use flashing red or amber lights when loading and unloading pupils in the Village, and that pursuant to Wis. Stat. § 349.21(1), the Village Board intends by this ordinance to expand the area in residence and business districts in which warning lights are to be used.

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

SECTION 1: **AMENDMENT** “35-6 School Bus Warning Lights” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

35-6 School Bus Warning Lights

Notwithstanding the provisions of Wis. Stats. §§ 346.48(2)(b)2 and 346.48(2)(bm) adopted by Section 35-1 to the contrary:

(a) School bus operators shall use flashing red or amber warning lights when pupils or other authorized passengers are to be loaded or unloaded in residence and business districts, including, but not limited to, those areas where a sidewalk and curb are laid on both sides of the road. The requirements of this section do not apply to school grounds and to other areas where use of school bus warning lights is otherwise prohibited by law. This section is not a limitation on the lawful use of school bus warning lights in any other area in the Village.

- (a) ~~Pursuant to Wis. Stats. § 349.21(1), school bus operators shall use flashing red, and if so equipped, amber warning lights in residential and business districts when pupils or other authorized passengers are to be loaded or unloaded at locations at which there are no traffic signals and such persons must cross the street or highway before being loaded or after being unloaded. Pursuant to Wis. Stats. § 349.21(2), the use of flashing red, and if so equipped, amber warning lights by school bus operators is prohibited when pupils or other authorized passengers are loaded or unloaded directly from or onto the school grounds or that portion of the right-of-way between the roadway and the school grounds in a zone designated by school warning signs as provided in Wis. Stats. § 118.08(1), in which a street or highway borders the grounds of a school.~~

(Code 1998, § 10-1-5; Ord. No. 2011-12, §§ 1, 2, 7-25-2011; Ord. No. 2013-02, § 1, 2-25-2013)

State law reference(s)—School zone crossing, Wis. Stats. § 118.08.

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, December 12, 2023

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to approve the final plans of the 2024 Exchange Street project and authorize the project for bid in accordance with WisDOT standards.

PREVIOUS ACTION:

The Public Works Committee:

- Recommended approval regarding the State Municipal Agreement (SMA) at their June 9, 2020 meeting. [Please click on this link to view the adopted SMA.](#)
- Discussed the project and recommended scheduling of a Public Information Meeting on February 16, 2021 at their January 12, 2021 meeting.
- Discussed the project and recommended scheduling of the next Public Information Meeting on October 12, 2021 at their July 13, 2021 meeting.

The Public Utilities Committee:

- Recommended approval regarding the State Municipal Agreement (SMA) at their June 16, 2020 meeting.
- Discussed the project and recommended scheduling of a Public Information Meeting on February 16, 2021 at their January 19, 2021 meeting.

Joint Public Works & Public Utilities Committees:

- Public Information Meeting was held on February 16, 2021.

The Public Works & Utilities Committee:

- Update and discussion about the project on May 23, 2022. Committee members discussed updates related to driveway concerns on the north and south ends of the project corridor.
- Recommended scheduling of the next Public Information meeting on September 26, 2022 at their August 22, 2022 meeting.
- Public Information Meeting was held on September 26, 2022.
- Took action to make recommendation of approval on the final design and also to proceed



with bidding for the project.

ISSUE SUMMARY:

Exchange Street is planning for reconstruction in 2024 from Farwell Street to Sleepy Hollow Road. The project will include a full street reconstruction, addition of on-street bike lanes, a new sidewalk on the northern side of the road, and utility replacements. The Village is receiving grant funding for the project through the WisDOT Surface Transportation Program (STP) in the amount of \$1,177,000 and as such the Village has to bring the project forward in accordance to WisDOT standards. Actual bidding of the project is conducted by WisDOT. Once a contractor has been identified after award, we will schedule another Public Information Meeting prior to construction beginning. Bid results and final decision to award contract in order for it to move forward will be presented at a future board meeting.

This project has been in design and development since 2019. The project has held multiple public information meetings throughout the design process. Regulatory agencies have approved all of the project's cultural, historical, and environmental information. Detailed plan development, reporting documentation, and real estate documentation has been ongoing.

Provided is a link to the [final plan set](#) for the 2024 Exchange Street project. Staff are seeking the committee's approval recommendation to the Village Board for the presented plans and authorize the project for bid.

FINANCIAL/BUDGET IMPACT:

The Exchange Street project is partially funded by grant funding through the WisDOT Surface Transportation Program. The remaining funding was approved within the Capital Improvement Plan and is included in the upcoming 2024 budget. Total cost for the project is presently allocated as follows:

\$2,101,250 Capital Projects Fund
\$1,177,000 State/Federal Funding
\$1,039,750 Water Utility
\$ 390,750 Stormwater Utility
\$ 164,000 Sanitary Sewer Utility
\$4,872,750 Total Estimated Cost

VILLAGE PLAN REFERENCE:

[2024-2028 Capital Improvement Plan](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, second to approve the final plans of the 2024 Exchange Street project and authorize the project for bid in accordance with WisDOT standards.



ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, December 12, 2023

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Discussion and action to approve the final design for Lift Station 2 and authorize the project for bid.

PREVIOUS ACTION:

The Public Works & Utilities committee recommended approval to the Village Board regarding a proposal from Town & Country Engineering to complete final engineering design and bidding for Lift Station #2 at their May 22, 2023 meeting.

The Public Works and Utilities Committee recommended approval of the final design as well as to proceed with bidding at its meeting on October 23, 2023.

ISSUE SUMMARY:

Lift Station #2, located along Pheasant Run, is in need of an upgrade. This station was constructed back in the late 1970's and is an underground steel-canned unit that houses the pumps and motors along with controls below the surface. This station handles over 50% of the Village's daily volume of sewage pumped into Madison Metropolitan Sewerage District's interceptor. Lift station #2 is also responsible for handling the ongoing growth on the eastside of the Village.

Village staff met with engineering personnel from Town & Country Engineers to discuss the needs of a station to handle today's flows while looking into future projections related to village growth on the east side. As part of the concept of a building layout, confined space entry elimination was included. This elimination helps to promote worker safety and makes monitoring its performance more efficient. Another aspect of the design is the inclusion of a permanent indoor backup electrical generator with an instantaneous start. All new controls along with pumping apparatuses are being planned to be incorporated too.

The current wetwell, where the sewage is stored until pumping time, will be turned into a manhole structure. A new wetwell will be constructed to accommodate the new submissible pumping system along with capacity for future growth.

Plans are enclosed within the packet. Bid results and final decision to award contract in order for it to move forward will be presented at a future board meeting.

FINANCIAL/BUDGET IMPACT:

The Lift Station 2 project was approved in the 2024 Budget and CIP. It has been carried forward as proposed within the 2024 Budget as well. We are borrowing for the project through



the State of Wisconsin DNR Clean Water Fund Program to be paid back through sanitary sewer rates. The total cost is presently estimated at \$2,600,000.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, second to approve the final design for Lift Station 2 as presented and authorize the project for bid.

ATTACHMENTS:

1. LS2 Current Compilation 10.18.23

2023 LIFT STATION 2 IMPROVEMENTS

Marsh Woods Drive

Village of McFarland, Wisconsin

MEMBER

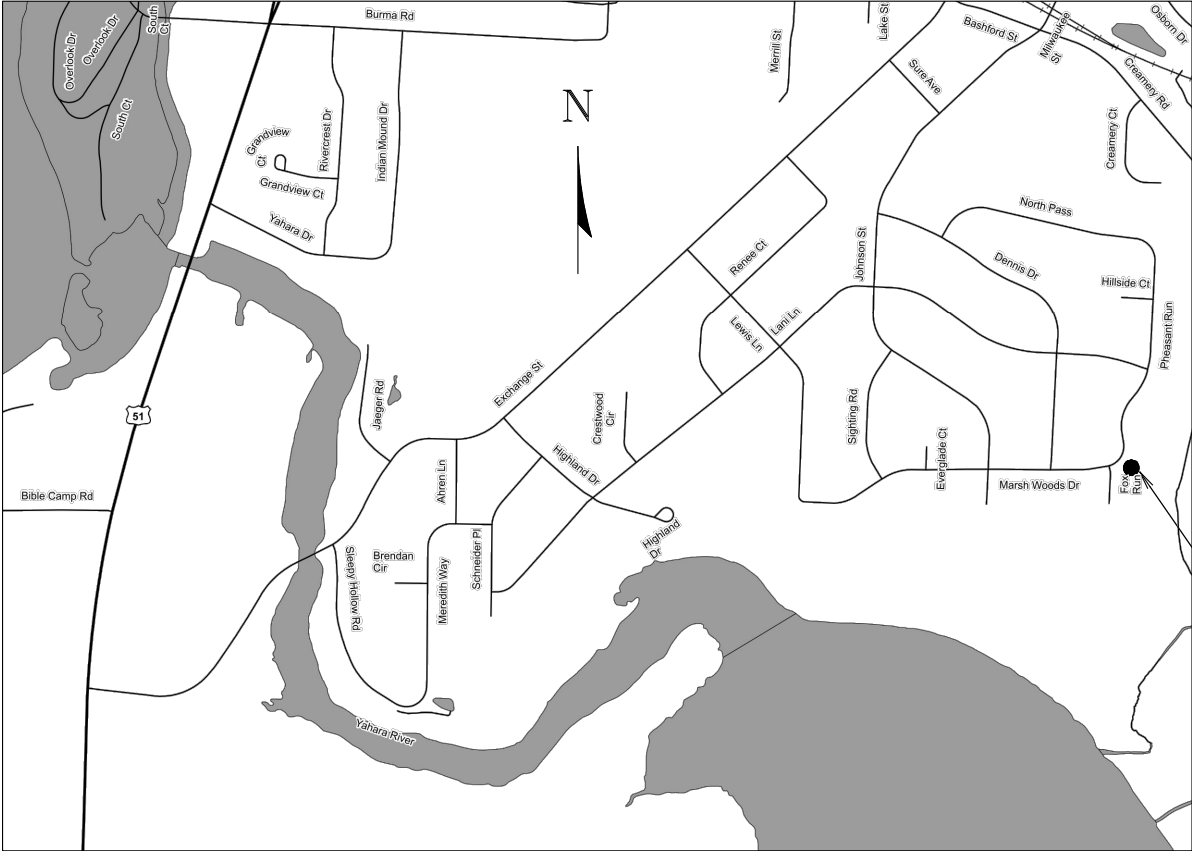
TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN

CALL DIGGERS HOTLINE

1-800-242-8511

TOLL FREE

WIS. STATUTE 182.0175 (1974)
REQUIRES MIN. OF 3 WORK DAYS
NOTICE BEFORE YOU EXCAVATE.



NO SCALE



VILLAGE OF MCFARLAND
DANE COUNTY, WISCONSIN

PROJECT SITE
MARSH WOODS DRIVE
MCFARLAND, WI 53558

ELECTRICAL ENGINEER	PROJECT NO.: MC 198 DRAWING FILE: 00—G DATE: 9—6—23	DRAWN BY: D.D.E. CHECKED BY: T.J.S. REV. DATE:	2023 LIFT STATION 2 IMPROVEMENTS					SHEET	REVISIONS	BY	DATE	
			Marsh Woods Drive									
			Village of McFarland, Wisconsin									
PLUMBING ENGINEER												

00 – GENERAL

00 – G – 01	INDEX SHEET
00 – G – 02	STANDARD ABBREVIATIONS, DESIGNATIONS, SITE/PROCESS LEGENDS & GENERAL NOTES
00 – G – 03	PLUMBING AND HVAC GENERAL NOTES, ABBREVIATIONS AND LEGENDS
00 – G – 04	ELECTRICAL SYMBOLS AND ABBREVIATIONS
00 – G – 05	ELECTRICAL SYMBOLS AND ABBREVIATIONS

05 – LIFT STATION SITE

05 – C – 01	EXISTING SITE PLAN AND REMOVAL PLAN
05 – C – 02	SITE IMPROVEMENTS PLAN
05 – C – 03	EROSION CONTROL AND GENERAL NOTES
05 – M – 01	SITE PIPING PLAN

10 – EXISTING INFLUENT STRUCTURE

10 – M – 01	PROCESS PLAN AND SECTIONS
10 – E – 01	ELECTRICAL PLAN

20 – EXISTING ADMIN/PROCESS BUILDING

20 – AS – 01	STRUCTURAL PLAN & CODE
20 – AS – 02	FOUNDATION PLAN
20 – AS – 03	ROOF FRAMING PLAN
20 – AS – 04	EXTERIOR ELEVATIONS
20 – AS – 05	BUILDING SECTIONS
20 – AS – 06	ENLARGED WALL SECTIONS
20 – M – 01	PROCESS PLAN
20 – M – 02	PROCESS SECTION
20 – P – 01	PLUMBING PLANS
20 – H – 01	HVAC PLAN
20 – E – 01	LIGHTING PLAN
20 – E – 02	POWER AND INSTRUMENTATION PLAN

100 – SCHEDULES/DETAILS

100 – C – 01	SITE DETAILS
100 – AS – 01	STANDARD DETAILS
100 – AS – 02	STANDARD DETAILS
100 – AS – 03	STANDARD DETAILS
100 – M – 01	PROCESS DETAILS
100 – H – 01	HVAC SCHEDULES
100 – E – 01	ONE–LINE
100 – E – 02	SCHEDULES
100 – E – 03	FIELD WIRING SCHEDULE
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100 – W – 03	SCADA ARCHITECTURE

INDEX SHEET

2023 LIFT STATION 2 IMPROVEMENTS
Marsh Woods Drive
Village of McFarland, Wisconsin

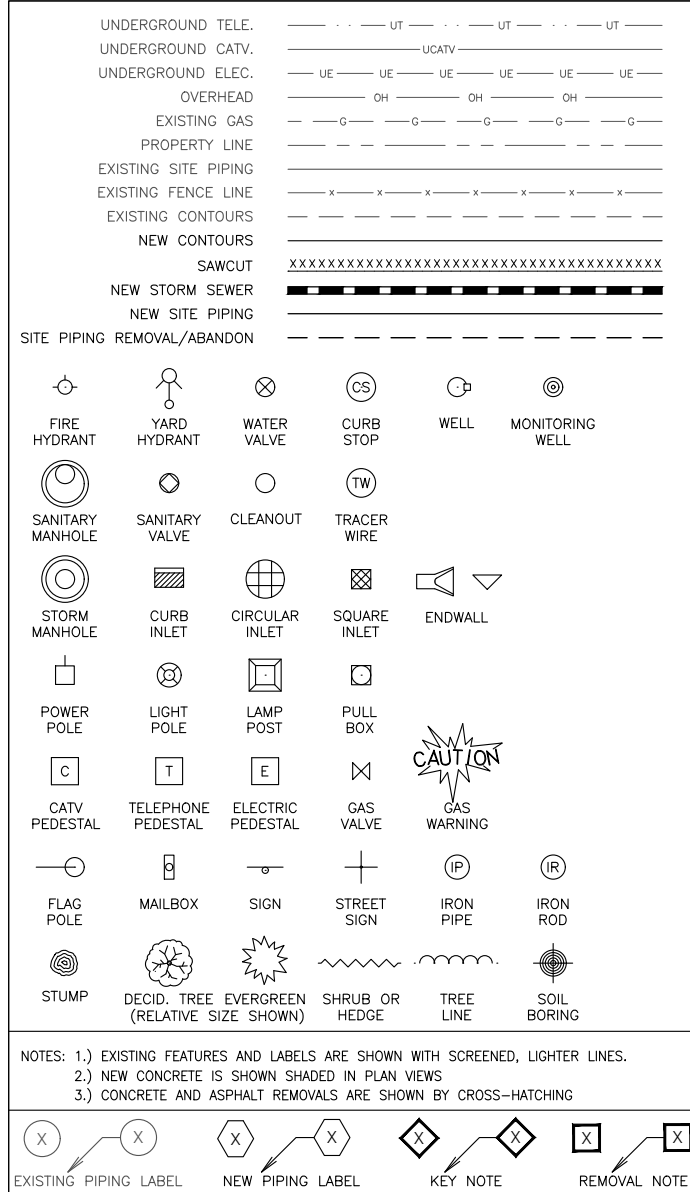
PROJECT NO.:
MC 198
DRAWING FILE:
00-G
DRAWN BY:
D.D.E.
CHECKED BY:
T.J.S.
DATE:
9-6-23
REVISIONS:
SCALE:

SHEET:
00-G-01

STANDARD ABBREVIATIONS

AER	ACTUATED	M	METER
AFF	AERATION, AEROBIC	MATL	MATERIAL
AHP	ABOVE FINISHED FLOOR	MAX	MAXIMUM
ALP	AIR — HIGH PRESSURE	MECH	MECHANICAL
ALT	AIR — LOW PRESSURE	MFR	MANUFACTURER
ALUM	ALTERNATE	MGD	MILLION GALLONS PER DAY
APPROX	ALUMINUM	MH	MANHOLE
ARCH	APPROXIMATE, —LY	MID	MIDDLE
ASPH	ARCHITECTUAL	MIN	MINIMUM
ASSY	ASPHALT	MISC	MISCELLANEOUS
AVG	ASSEMBLY	MJ	MECHANICAL JOINT
	AVERAGE	ML	MIXED LIQUOR
		MLSS	MIXED LIQUOR SUSPENDED SOLIDS
B/	BOTTOM OF	MM	MILLIMETER
BAF	BAFFLE	MOT	MOTOR, —IZED
BCKWSH	BACKWASH	MTL	METAL
BFV	BUTTERFLY VALVE		
BF	BLIND FLANGE	N	NORTHING
BIT	BITUMINOUS	NH3—N	AMMONIA—NITROGEN
BLDG	BUILDING	NO.	NUMBER
BM	BENCH MARK	NPT	NATIONAL PIPE THREAD
BOD	BIOCHEMICAL OXYGEN DEMAND	NPW	NONPOTABLE WATER
BOT	BOTTOM	NTS	NOT TO SCALE
BSMT	BASEMENT		
BV	BALL VALVE	OC	ON CENTER
BYP	BYPASS	OD	OUTSIDE DIAMETER
		OPNG	OPENING
C/C	CENTER TO CENTER	OVER	OVER, —FLOW
CF	CUBIC FEET		
CFM	CUBIC FEET PER MINUTE	P	PHOSPHORUS
CHAN	CHANNEL	PNEU	PNEUMATIC
CHEM	CHEMICAL	PNV	PINCH VALVE
CI	CAST IRON	PE	POLYETHYLENE
C/L	CENTERLINE	PLMB	PLUMBING
CLASS	CLASSIFICATION	POLY	POLYMER
CLG	CEILING	PP	POWER POLE
CMP	CORRUGATED METAL PIPE	PRV	PRESSURE REDUCING VALVE
CON	CONCENTRIC	PSF	POUNDS PER SQUARE FOOT
CONC	CONCRETE	PSI	POUNDS PER SQUARE INCH
CONN	CONNECTION	PT	POINT
CONTR	CONTRACTOR	PV	PLUG VALVE
CTR, CTRD	CENTER, —ED	PVC	POLYVINYL CHLORIDE
CV	CHECK VALVE	PVMT	PAVEMENT
CY	CUBIC YARD	PW	POTABLE WATER
DAF	DISSOLVED AIR FLOTATION THICKENER	R	RADIUS
DEC	DECANT	R/W	RIGHT—OF—WAY
DEG	DEGREE	RAS	RETURN ACTIVATED SLUDGE
DG	DIGESTER GAS	RCP	REINFORCED CONCRETE PIPE
DIA	DIAMETER	RCY	RECYCLE
DIG	DIGESTER	RED	REDUCER
DI	DUCTILE IRON	REF	REFERENCE
DISCH	DISCHARGE	REQ'D	REQUIRED
DN	DOWN	RM	ROOM
DNR	DEPARTMENT OF NATURAL RESOURCES	ROT	ROTATE, —D
DRN	DRAIN	RR	RAILROAD
DWG	DRAWING	RT	RIGHT
		RWW	RAW WASTEWATER
E	EASTING		
EA	EACH	SAN	SANITARY
ECC	ECCENTRIC	SBR	SEQUENCING BATCH REACTOR
EFFL	EFFLUENT	SCH	SCHEDULE
ELB	ELBOW	SDR	STRUCTURAL DIMENSION RATIO
ELEC	ELECTRIC, —AL	SEC	SECTION
EL, ELEV	ELEVATION	SEP	SEPTAGE
EQ	EQUALIZATION	SF	SQUARE FOOT
EQUIP	EQUIPMENT	SHT	SHEET
EST	ESTIMATE, —D	SLG	SLUDGE
EX	EXISTING	SPEC	SPECIFICATION
		SQ	SQUARE
FH	FIRE HYDRANT	SS	STAINLESS STEEL
FFC	FLANGED FLEXIBLE CONNECTOR	STA	STATION
FL	FLOW LINE	STL	STEEL
FLR	FLOOR	STR	STRUCTURE
FLTR	FILTER	SUP	SUPERNATANT
FM	FORCE MAIN	SNV	SOLENOID VALVE
FRP	FIBERGLASS REINFORCED PLASTIC	SW	SIDEWALK
FT	FEET	SY	SQUARE YARD
FTG	FOOTING		
		T/	TOP OF
GAL	GALLON	T/W	TOP OF WALL
GALV	GALVANIZED	TEMP	TEMPERATURE
GC	GENERAL CONTRACTOR	TSS	TOTAL SUSPENDED SOLIDS
GND	GROUND	TYP	TYPICAL
GR	GRIT		
GV	GATE VALVE	UV	ULTRAVIOLET
HORIZ	HORIZONTAL	VERT	VERTICAL
HP	HORSEPOWER	VF	VERTICAL FEET
HR	HOUR		
HVAC	HEATING, VENTILATING, AND AIR CONDITIONING	W/	WITH
HWL	HIGH WATER LEVEL	W/O	WITHOUT
HYD	HYDRANT	WAS	WASTE ACTIVATED SLUDGE
		WAT	WATER
ID	INSIDE DIAMETER	WW	WASTEWATER
IN	INCH		
INCL	INCLUDE, —ING	YD	YARD
INFL	INFLUENT	YR	YEAR
INV	INVERT		
LB(S)	POUND(S)		
LF	LINEAL FEET		
LIN	LINEAR		
LR	LONG RADIUS		
LS	LUMP SUM		
LT	LEFT		
LWL	LOW WATER LEVEL		

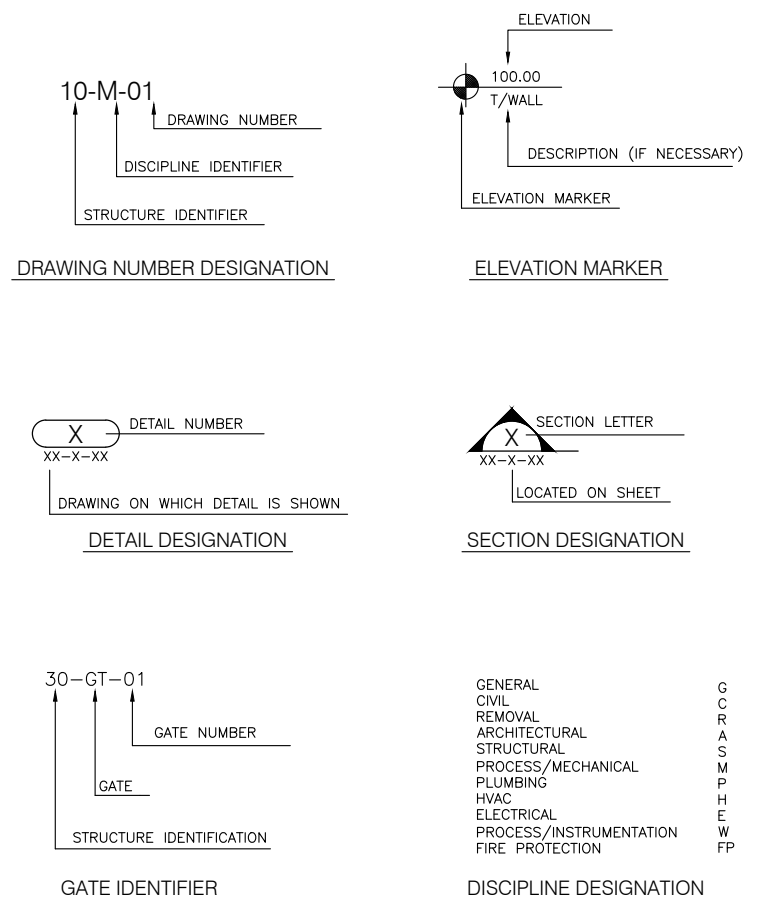
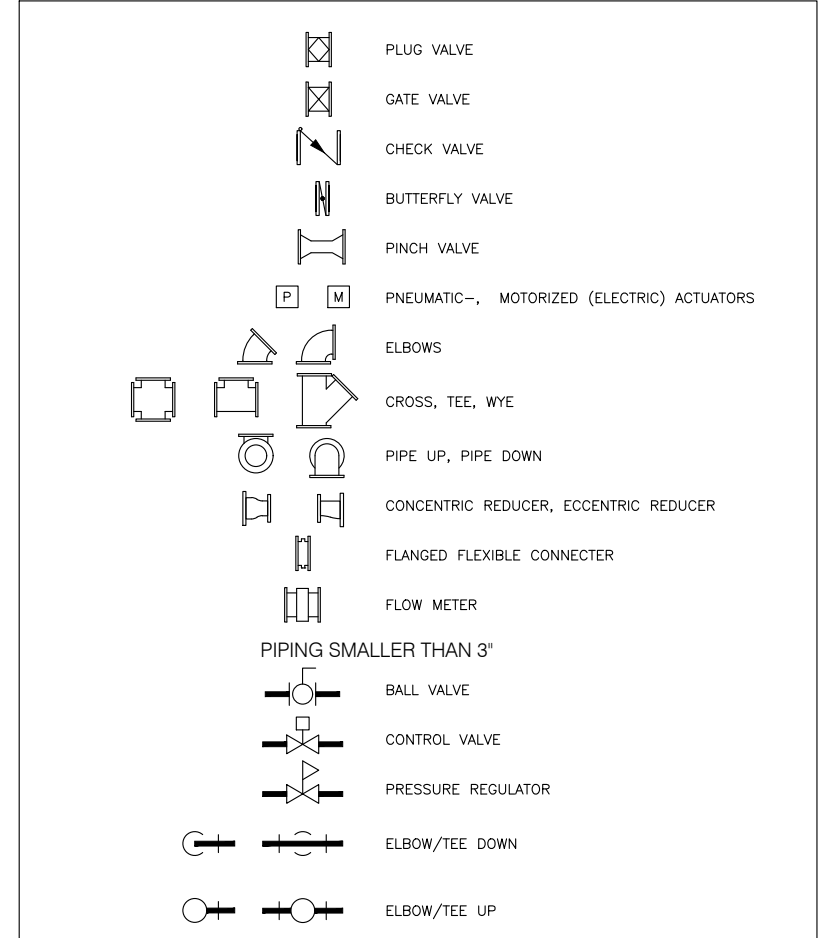
SITE LEGEND



GENERAL NOTES

1. EXISTING INFORMATION, INCLUDING UNDERGROUND PIPING AND UTILITIES, SHOWN ON THE PLANS WAS OBTAINED FROM OWNER INFORMATION AND FIELD MEASUREMENTS WHERE AVAILABLE. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE ACCURACY OF ALL EXISTING INFORMATION AS REQUIRED TO ACCOMMODATE NECESSARY CONSTRUCTION. UTILITIES THAT MAY BE AFFECTED BY CONSTRUCTION MUST BE MAINTAINED AND ANY DAMAGES TO EXISTING UTILITIES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
2. THE CONTRACTOR IS RESPONSIBLE FOR THE PRESERVATION OF PROPERTY AND RESTORATION OF DAMAGED PROPERTY CAUSED BY CONSTRUCTION ACTIVITIES. AFTER THE COMPLETION OF CONSTRUCTION, ANY EXISTING PROPERTY DAMAGED AS A RESULT OF THE CONTRACTOR'S ACTIVITIES DURING EXECUTION OF THE CONTRACT SHALL BE RESTORED SO AS TO MATCH THE EXISTING AT NO COST TO THE OWNER.
3. DRAWINGS SCALES MAY VARY FROM ONE SHEET TO THE NEXT. ALL PERSONS SHALL BE RESPONSIBLE FOR VERIFYING THE CORRECT SCALE OF ANY MEASUREMENTS MADE ON THE PLAN SHEETS. DRAWINGS IN GENERAL DO NOT SHOW DIMENSIONS OF EXISTING CONSTRUCTION, BUT ARE DRAWN APPROXIMATELY TO SCALE. CONTRACTOR SHALL OBTAIN ALL DIMENSIONS REQUIRED FOR CONSTRUCTION.
4. WHEN THE TERM "REMOVE" IS USED ON DRAWINGS IT SHALL MEAN THAT THE CONTRACTOR IS TO REMOVE THE REFERENCED MATERIAL OR EQUIPMENT AND DISPOSE OF IN A PROPER MANNER. WHEN THE TERM "REMOVE AND SALVAGE" IS USED THE CONTRACTOR SHALL REMOVE THE REFERENCED MATERIAL OR EQUIPMENT, TRANSPORT TO THE DESTINATION INDICATED, AND UNLOAD THE MATERIAL OR EQUIPMENT AS DIRECTED BY THE OWNER. THE PLANS DO NOT NECESSARILY SPELL OUT ALL ITEMS REQUIRING REMOVAL, DEMOLITION, OR PATCHING. WHERE NOT SHOWN, ALL REMOVAL, DEMOLITION, CUTTING, PATCHING AND OTHER WORK NECESSARY TO ACCOMMODATE NEW CONSTRUCTION SHALL BE PROVIDED AS A PART OF THE CONTRACT.

PROCESS PIPING LEGEND



ELECTRICAL PLAN SYMBOLS

OUTLETS AND DEVICES

	DUPLEX
	DUPLEX (COUNTER TOP HEIGHT)
	SINGLE
	DOUBLE DUPLEX
	SPECIAL OUTLET
	EQUIPMENT CONNECTION
	DATA OUTLET
	TELEPHONE/DATA OUTLET
	TELEPHONE OUTLET
	TELEPHONE BLACKBOARD

LIGHTING

	LUMINAIRE, CEILING MOUNTED, RECESSED OR SURFACE
	WALL MOUNTED FIXTURE
	FIXTURE - DOUBLE OR SINGLE HEAD SPOTLIGHT
	EXIT FIXTURE
	EMERGENCY BATTERY REMOTE HEADS
	EMERGENCY BATTERY UNIT WITH HEADS
	SINGLE POLE MOUNTED FIXTURE
	TWIN POLE MOUNTED FIXTURE

SWITCHES

\$	SINGLE POLE SWITCH
\$ ₂	DOUBLE POLE SWITCH
\$ ₃	THREE WAY SWITCH
\$ ₄	FOUR WAY SWITCH
\$ _a \$ _b \$ _c	SWITCH CONTROL A, B, C
\$ _K	KEY OPERATED
\$ _P	SWITCH WITH PILOT LIGHT
\$ _{WP}	WEATHERPROOF SWITCH
\$ _D	DIMMER SWITCH
	OCCUPANCY SENSOR, WALL MOUNTED
	OCCUPANCY SENSOR, CEILING MOUNTED
\$ _M	MOTOR RATED SWITCH
\$ _{MS}	MANUAL MOTOR STARTER

SERVICE AND DISTRIBUTION

	LIGHTING OR POWER PANEL - RECESSED
	LIGHTING OR POWER PANEL - SURFACE
	DISTRIBUTION PANEL
	MOTOR CONTROL CENTER
	TRANSFORMER - REFER TO ONE-LINE. XX-XFMR-01 INDICATES LOCATION AT STRUCTURE XX.
	CURRENT TRANSFORMER CABINET (UTILITY METERING)
	METER AND SOCKET

MOTOR CONTROL

	DISCONNECT SWITCH, NON-FUSED
	DISCONNECT SWITCH, FUSED
	ENCLOSED CIRCUIT BREAKER
	MAGNETIC CONTACTOR
	ADJUSTABLE FREQUENCY DRIVE
	MAGNETIC MOTOR STARTER
	COMBINATION MAGNETIC MOTOR STARTER
	EQUIPMENT CONTROL PANEL - XXX INDICATES EQUIPMENT SERVED
	PUSHBUTTON
	ON/OFF PUSHBUTTON
	THREE FUNCTION PUSHBUTTON (UP/DOWN/STOP)
	THERMOSTAT
	SOLENOID VALVE
	MOTOR - NUMBER INDICATES HORSEPOWER

GENERAL NOTES

- THIS DRAWING IS A STANDARD LEGEND. SYMBOLS SHOWN MAY NOT ALL APPEAR ON DRAWINGS FOR THIS PROJECT.
- ALL CONTACTS ARE SHOWN IN THE DE-ENERGIZED (SHELF) POSITION. BI-STABLE RELAYS ARE SHOWN IN THE RESET POSITION.
- ONE-LINE DIAGRAMS FOR POWER SWITCHGEAR, USE ANSI STANDARD SYMBOLS AND ABBREVIATIONS.
- SEE INSTRUMENTATION I + C SYMBOLS LEGEND FOR INSTRUMENTATION SYMBOLS AND DETAILS.
- OTHER ABBREVIATIONS PER NECA 100-213 AND ISA S5.1
- ELEVATIONS ADJACENT TO SYMBOLS ARE BASED ON STATION DATUM. HEIGHTS ADJACENT TO SYMBOLS (+4.0) ARE REFERENCED TO FINISHED FLOOR GRADE.
- SEE SPECIFICATIONS AND SCHEDULES FOR COMPONENT REQUIREMENTS FOR MOTOR CONTROLLERS AND FOR CONTRACTORS.

SECURITY AND FIRE PROTECTION

	DOOR HOLDER
	HORN AND STROBE
	HORN ONLY
	STROBE ONLY
	MANUAL PULL STATION
	SMOKE DETECTOR
	HEAT DETECTOR - RATE OF RISE
	HEAT DETECTOR - FIXED TEMPERATURE
	WATER FLOW SWITCH
	LOW PRESSURE SWITCH
	TAMPER SWITCH
	SECURITY CAMERA - WP INDICATES WEATHERPROOF EXTERIOR CAMERA
	MOTION DETECTOR
	FIRE ALARM ANNUNCIATOR
	FIRE ALARM CONTROL PANEL

WIRING AND CONDUIT

- SIZE CONDUIT PER NEC. MINIMUM SIZE $\frac{3}{4}$ ".
- (X)#12 & #12G

REFERS TO NUMBER OF WIRE(S) AND SIZE OF WIRE(S) REQUIRED, WHERE AS:
(1)= ONE WIRE
#12 = THE SIZE OF WIRE REQUIRED
G = GROUND WIRE

- (X) 1-1/2"C

REFERS TO NUMBER OF CONDUIT(S) AND SIZE OF CONDUIT(S) REQUIRED, WHERE AS:

(1)= ONE CONDUIT
1-1/2"C = THE SIZE OF CONDUIT REQUIRED

*REFER TO DRAWINGS FOR REQ'D WIRE AND CONDUIT SIZES AND AMOUNTS

CIRCUITS

	CONDUIT STUB - TERMINATE WITH CAP
	CONDUIT TURNING UP
	CONDUIT TURNING DOWN
	HOMERUN TO PANELBOARD - H(X)-(Y,Z) OR L(X)-(Y,Z) - HIGH OR LOW VOLTAGE PANEL (X) - CIRCUIT (Y,Z) AS INDICATED
	JUNCTION BOX

ELECTRICAL ABBREVIATIONS

1P	ONE POLE
2P	TWO POLE
3P	THREE POLE
4P	FOUR POLE
1P1W	ONE POLE, ONE WIRE
1P2W	ONE POLE, TWO WIRE
2P2W	TWO POLE, TWO WIRE
2P3W	TWO POLE, THREE WIRE
3P2W	THREE POLE, TWO WIRE
3P3W	THREE POLE, THREE WIRE
3P4W	THREE POLE, FOUR WIRE
4P4W	FOUR POLE, FOUR WIRE
A	AMPERE
AC	ALTERNATING CURRENT
AF	AMP FRAME
AFCI	ARC-FAULT CIRCUIT INTERRUPTER
AFD	ADJUSTABLE FREQUENCY DRIVE
AFF	ABOVE FINISHED FLOOR
AFG	ABOVE FINISHED GRADE
AHU	AIR HANDLING UNIT
AIC	AMPERE INTERRUPTING CAPACITY
ALUM	ALUMINUM
AS	AMP SWITCH
AT	AMP TRIP
ARCH	ARCHITECT
ATS	AUTOMATIC TRANSFER SWITCH
AUD	AUDIOMETER BOX CONNECTION
AUX	AUXILIARY
A/V	AUDIO VISUAL
AWG	AMERICAN WIRE GAUGE
BLDG	BUILDING
C	CONDUIT (GENERIC TERM FOR RACEWAY.)
CAM	CAMERA
CAT	CATALOG
CATV	CABLE TELEVISION
CB	CIRCUIT BREAKER
CKT	CIRCUIT
COL	COLUMN
C.T.	CURRENT TRANSFORMER
CU	COPPER
CL	CENTERLINE
DC	DIRECT CURRENT
Δ	DELTA
DET	DETECTOR
DISC	DISCONNECT
DIST	DISTRIBUTION
DN	DOWN
DWG	DRAWING

E	WIRED ON EMERGENCY CIRCUIT
EA	EACH
EC	ELECTRICAL CONTRACTOR
ECB	ENCLOSED CIRCUIT BREAKER
EDH	ELECTRICAL DUCT HEATER
EF	EXHAUST FAN
ELEC	ELECTRIC(AL)
ELEV	ELEVATION
EM	EMERGENCY
EMT	ELECTRIC METALLIC TUBING
ENCL	ENCLOSURE
EOL	END OF LINE
EP	EXPLOSION PROOF
EPO	EMERGENCY POWER OFF
EQUIP	EQUIPMENT
EUH	ELECTRIC UNIT HEATER
EW	ELECTRIC WATER COOLER
EW	ELECTRIC WATER HEATER
EXIST.	EXISTING
F	FLUSH
FA	FIRE ALARM
FBO	FURNISHED BY OTHERS
FC	FIRE PROTECTION CONTRACTOR
FCU	FAN COIL UNIT
FDN	FOUNDATION
FIXT	FIXTURE
FLA	FULL LOAD AMPS
FLEX	FLEXIBLE
FLR	FLOOR
FMC	FLEXIBLE METALLIC CONDUIT
FRE	FIBERGLASS REINFORCED EPOXY CONDUIT
FURN	FURNITURE
G	GROUND
GC	GENERAL CONTRACTOR
GEN	GENERATOR
GFCI	GROUND FAULT CIRCUIT INTERRUPTER
GFPE	GROUND FAULT PROTECTION EQUIPMENT
GND	GROUND
GRC	GALVANIZED RIGID CONDUIT
HGT	HEIGHT
HP	HORSEPOWER
HTR	HEATER
HV	HIGH VOLTAGE
HVAC	HEATING, VENTILATING AND AIR CONDITIONING
HW	HOT WATER
HZ	HERTZ (CYCLE) PER SECOND

IAM	INDIVIDUAL ADDRESSABLE MODULE
ID	IDENTIFICATION
IG	ISOLATED GROUND
IMC	INTERMEDIATE METAL CONDUIT
I/O	INPUT/OUTPUT
IR	PASSIVE INFARED
I.S.	INTRINSICALLY SAFE
J-JO	JUNCTION BOX
KCMIL	ONE THOUSAND CIRCULAR MILS
K/O	KNOCK-OUT
KVA	KILOVOLT AMPERE
KVAR	KILOVOLT AMPERE REACTIVE
KW	KILOWATT
LFMC	LIQUIDTIGHT FLEXIBLE METALLIC CONDUIT
LFNC	LIQUIDTIGHT FLEXIBLE NONMETALLIC CONDUIT
LP	LIGHTING PANELBOARD
LS	LIMIT SWITCH
LTG	LIGHTING
LV	LOW VOLTAGE
MAINT	MAINTAINED
MAU	MAKE-UP AIR UNIT
MAX	MAXIMUM
MC	METAL CLAD CABLE
MCB	MAIN CIRCUIT BREAKER
MCC	MOTOR CONTROL CENTER
MD	MOTORIZED DAMPER
MDP	MAIN DISTRIBUTION PANEL
MISC	MISCELLANEOUS
MFR	MANUFACTURER
MLO	MAIN LUGS ONLY
MOD	MOTOR OPERATED DISCONNECT SWITCH
MTD	MOUNTED
MTG	MOUNTING
MTS	MANUAL TRANSFER SWITCH
N	NORTH
N/A	NOT APPLICABLE
NC	NORMALLY CLOSED
NEC	NATIONAL ELECTRIC CODE
NF	NON-FUSED
NIC	NOT IN CONTRACT
NL	NIGHT LIGHT
NM	NONMETALLIC SHEATHED CABLE
NO	NORMALLY OPEN
NRTL	NATIONALLY RECOGNIZED TESTING LAB
#	NUMBER
NTS	NOT TO SCALE

OHD	OVERHEAD DOOR OPERATOR
OL	OVERLOAD
P	POLE
PB	PULL BOX
PC	PLUMBING SYSTEM CONTRACTOR
PE	PRIMARY SERVICE
PEC	PHOTO ELECTRIC CONTROL
PH	PHASE
PIV	POST INDICATING VALVE
PNL	PANEL(BOARD)
PP	POWER PANEL
PR	PAIR
PRI	PRIMARY
PT	POTENTIAL TRANSFORMER
PVC	POLYVINYL CHLORIDE CONDUIT
PWR	POWER
RE	REMOVE EXISTING
REC	RECESSED
RECP	RECEPTACLE
REQD	REQUIRED
RM	ROOM
RMC	RIGID METAL CONDUIT
RTU	ROOFTOP UNIT
S	SURFACE MOUNTED
SCH	SCHEDULE
SEC	SECONDARY
SIG	SIGNAL
SN	SOLID NEUTRAL
SP	SPARE
SPD	160KA/ PHASE MINIMUM SURGE PROTECTIVE DEVICE
SPEC	SPECIFICATION
SPKR	SPEAKER
SS	STAINLESS STEEL
STP	SHIELDED TWISTED PAIR
STL	CARBON STEEL
SUSP	SUSPENDED
SW	SWITCH
SWBD	SWITCHBOARD
SWGR	SWITCHGEAR
TC	TELEPHONE CABINET
TCI	TELECOMMUNICATIONS CABLING INSTALLER
TCP	TEMPERATURE CONTROL PANEL
TEL	TELEPHONE/DATA
TEL/DATA	TELEPHONE
TEMP	TEMPORARY
TERM	TERMINAL(S)
TV	TELEVISION
TYP	TYPICAL

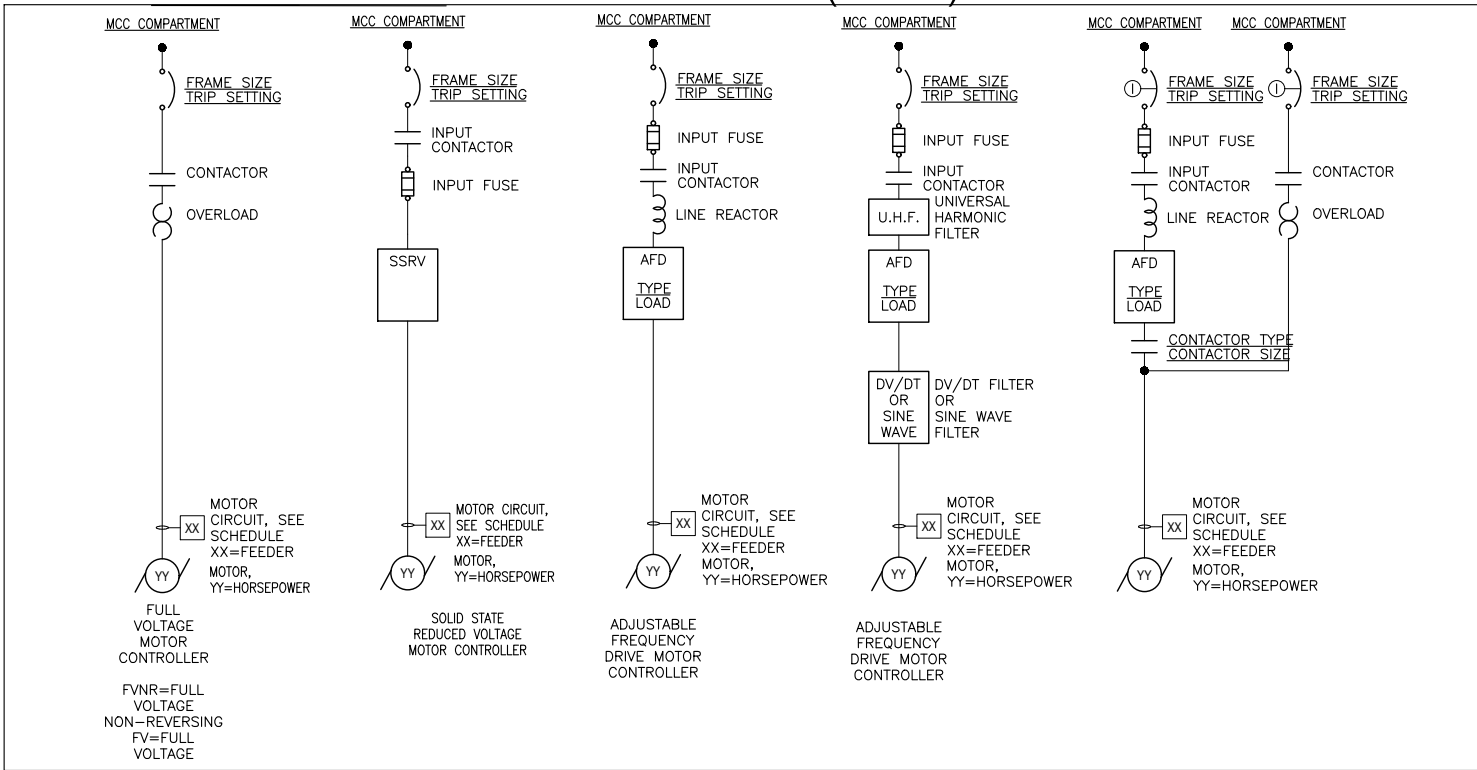
UC	UNDER COUNTER
UG	UNDERGROUND
UH	UNIT HEATER
UPS	UNINTERRUPTIBLE POWER SOURCE
UTIL	UTILITY
UTP	UNSHIELDED TWISTED PAIR
V	VOLT
VPD	VARIABLE FREQUENCY DRIVE
W	WATT
W/	WITH
WH	WATTHOUR
WP	WEATHERPROOF
XFMR	TRANSFORMER
XLP	CROSS LINKED POLETHYLENE
Y	WYE
ZAM	ZONE ADAPTER MODULE

PROJECT NO.: MC 198
DRAWING FILE: 00-G-03
DRAWN BY: N.W.W
CHECKED BY: S.R.M.
DATE: 7-17-23
REVISIONS:
SCALE:
N.T.S.
SHEET:

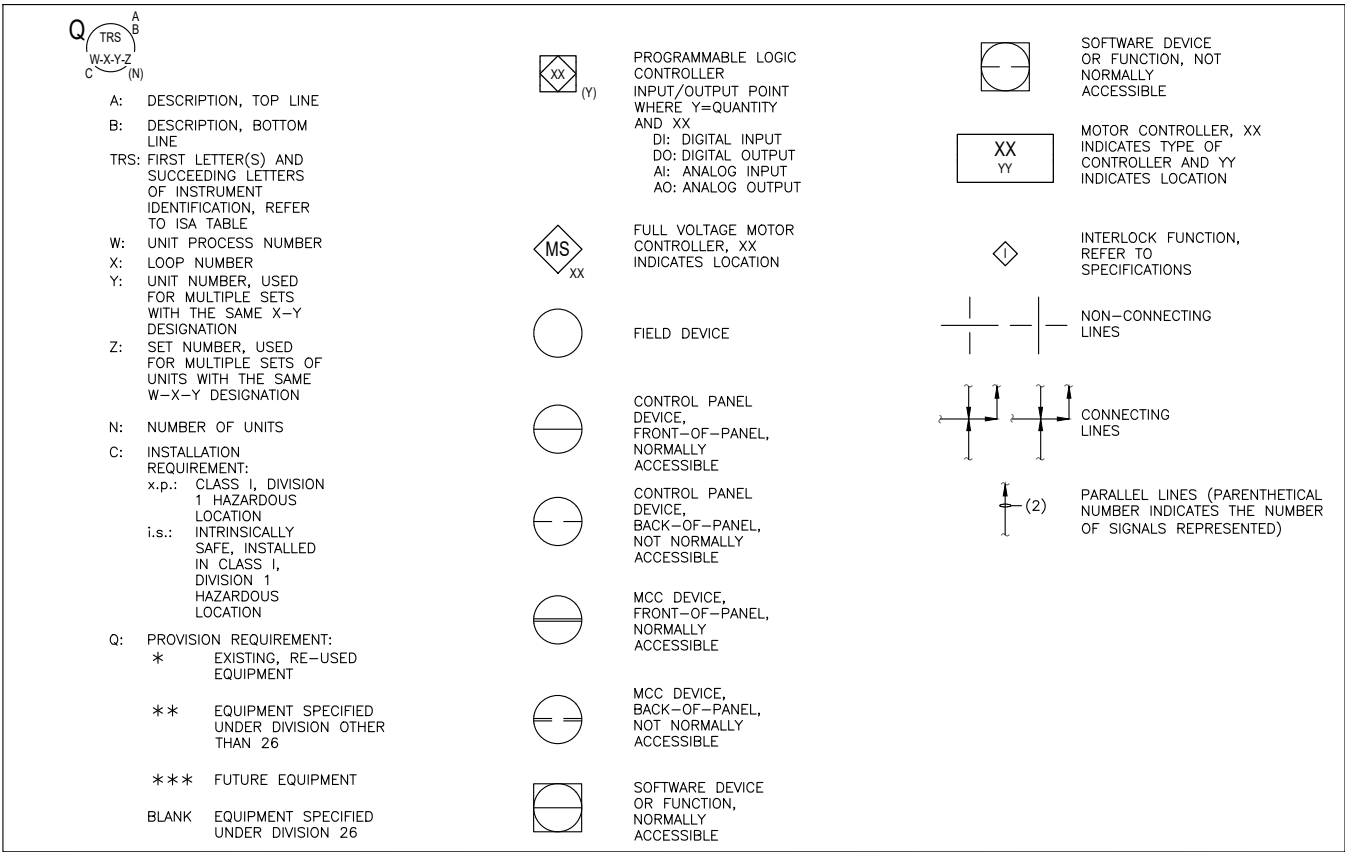
INTERNATIONAL SOCIETY OF AUTOMATION
INSTRUMENT IDENTIFICATION

	FIRST LETTER(S)		SUCCEEDING LETTERS		
	MEASURED OR INITIATING VARIABLE	VARIABLE	READOUT / PASSIVE FUNCTION	OUTPUT / ACTIVE FUNCTION	FUNCTION
A	ANALYSIS		ALARM		
B	BURNER, COMBUSTION		USER'S CHOICE	USER'S CHOICE	USER'S CHOICE
C	USER'S CHOICE			CONTROL	CLOSE
D	USER'S CHOICE	DIFFERENCES			DEVIATION
E	VOLTAGE		SENSOR (PRIMARY ELEMENT)		
F	FLOW, FLOW RATE	RATIO			
G	USER'S CHOICE		GLASS, VIEWING DEVICE		
H	HAND				HIGH
I	CURRENT		INDICATE		
J	POWER				
K	TIME, SCHEDULE	TIME RATE OF CHANGE		CONTROL STATION	
L	LEVEL		LIGHT		LOW
M	MOISTURE				MIDDLE, INTERMEDIATE
N	TORQUE		USER'S CHOICE	USER'S CHOICE	USER'S CHOICE
O	USER'S CHOICE		ORIFICE, RESTRICTION		OPEN
P	PRESSURE (VACUUM)		POINT, TEST CONNECTION		
Q	QUANTITY	INTEGRATE, TOTALIZE			
R	RADIATION		RECORD		RUN
S	SPEED, FREQUENCY	SAFETY		SWITCH	STOP
T	TEMPERATURE			TRANSMIT	
U	MULTIVARIABLE		MULTIFUNCTION	MULTIFUNCTION	
V	VIBRATION, MECHANICAL ANALYSIS			VALVE, DAMPER, LOUVER	
W	WEIGHT, FORCE		WELL		
X	UNCLASSIFIED	X AXIS	UNCLASSIFIED	UNCLASSIFIED	UNCLASSIFIED
Y	EVENT, STATE, PRESENCE	Y AXIS	AUXILIARY DEVICES		
Z	POSITION, DIMENSION	Z AXIS, SAFETY INSTRUMENT OF SYSTEM		DRIVE ACTUATE OR UNCLASSIFIED FINAL CONTROL ELEMENT	

MOTOR CONTROL (MCC) SYMBOLS



P&ID SYMBOLS (TYPICAL)



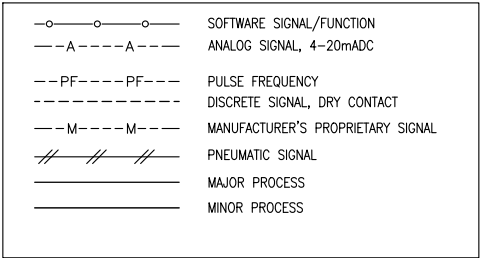
INSTRUMENT WIRING LEGEND

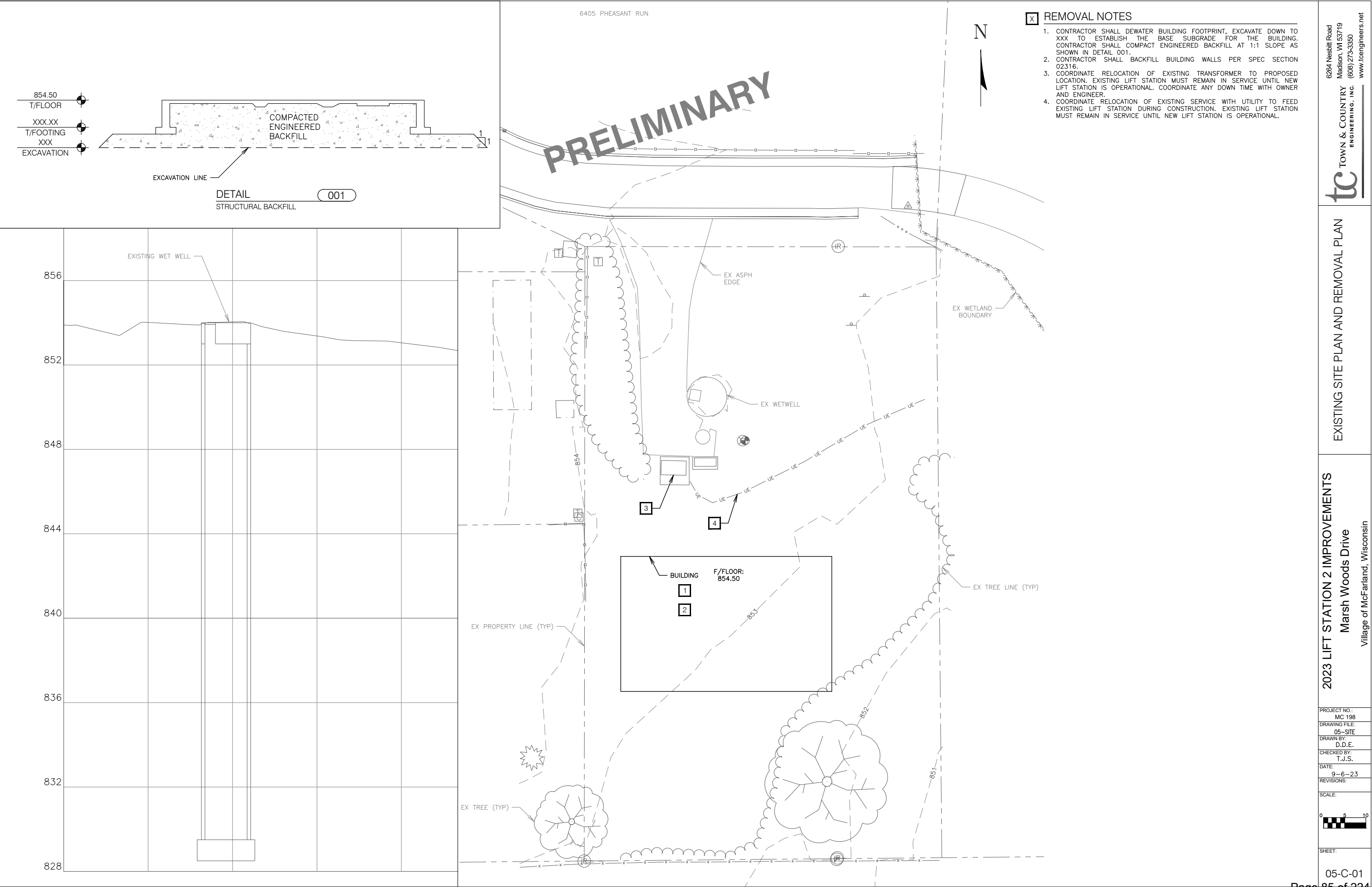
- AX = 2C#16 SHIELDED, TWISTED PAIR CABLE (X = NUMBER OF CABLES)
- DX = #14 THHN WIRE (X = NUMBER OF WIRES)
- MX = 1" CONDUIT FOR CABLE SUPPLIED BY MANUFACTURER (X = NUMBER OF CONDUITS)
- ELX = 3/4" CONDUIT AND CAT6(X) 300V CABLE(S) (X = NUMBER OF CABLES)
- EHX = 3/4" CONDUIT AND CAT6(X) 600V CABLE(S)
- FO(X) = CONDUIT AND FIBER OPTIC CABLE (X = NUMBER OF STRANDS)

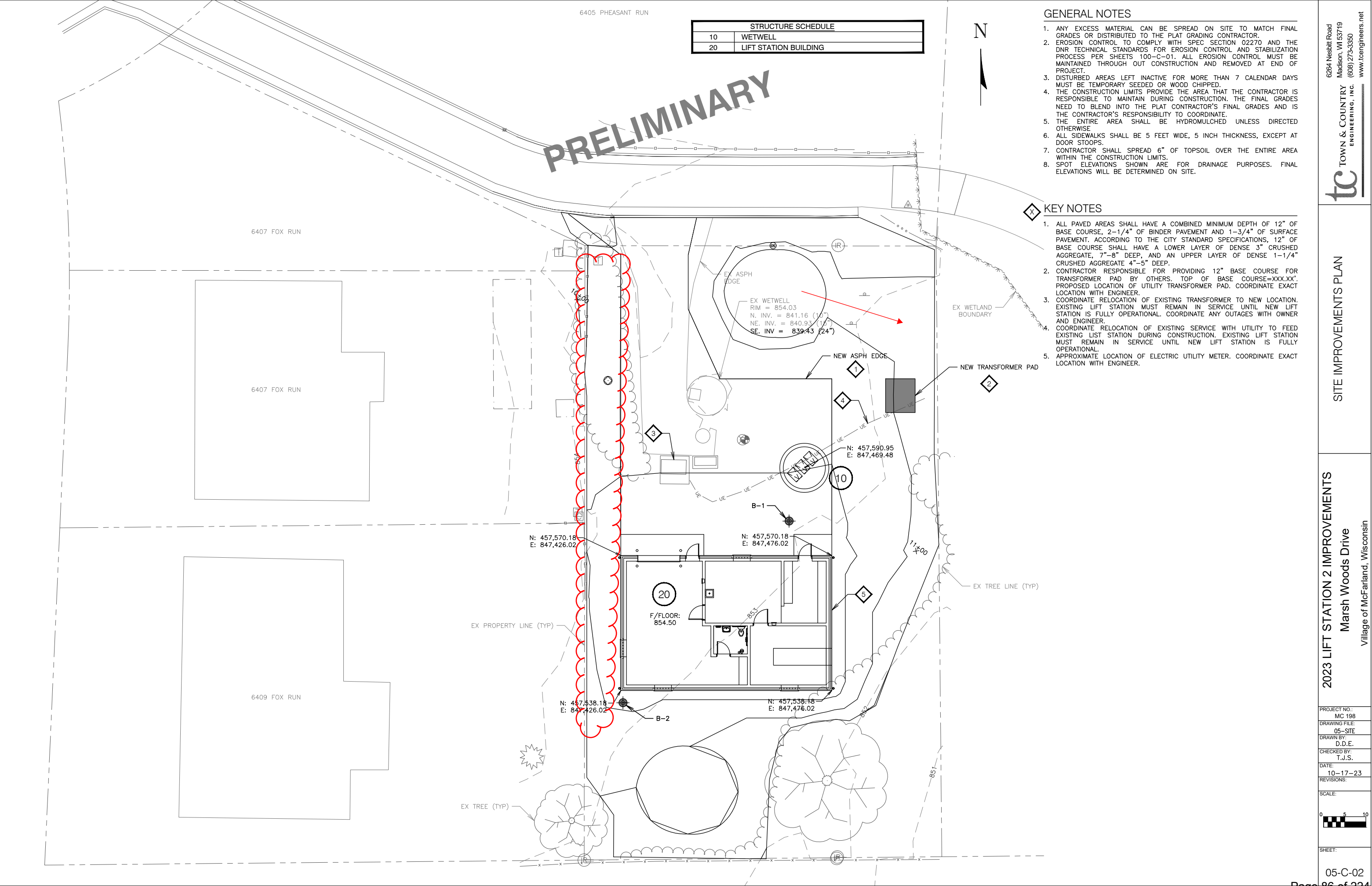
PROCESS NOTES

- PROVIDE SEPARATE CONDUITS FOR THE FOLLOWING:
 - 24 V DC ANALOG
 - 24 V DC CONTROL/ DC PULSE
 - INTRINSICALLY SAFE
 - MANUFACTURERS CABLE
 - 120 VOLT CONTROL
 - 120 VOLT POWER
 - 480 VOLT POWER
 - LOW VOLTAGE INSTRUMENTATION
 - COMMUNICATION
- REFER TO SPECIFICATION 26 90 00 FOR LOOP AND OPERATOR INTERFACE FUNCTIONS.
- REFER TO RESPECTIVE DIVISION SPECIFICATIONS FOR ADDITIONAL DETAILS REGARDING INSTRUMENTATION AND CONTROL EQUIPMENT FURNISHED UNDER THOSE SPECIFICATIONS.

LINETYPE LEGEND







STRUCTURE SCHEDULE	
10	WETWELL
20	LIFT STATION BUILDING

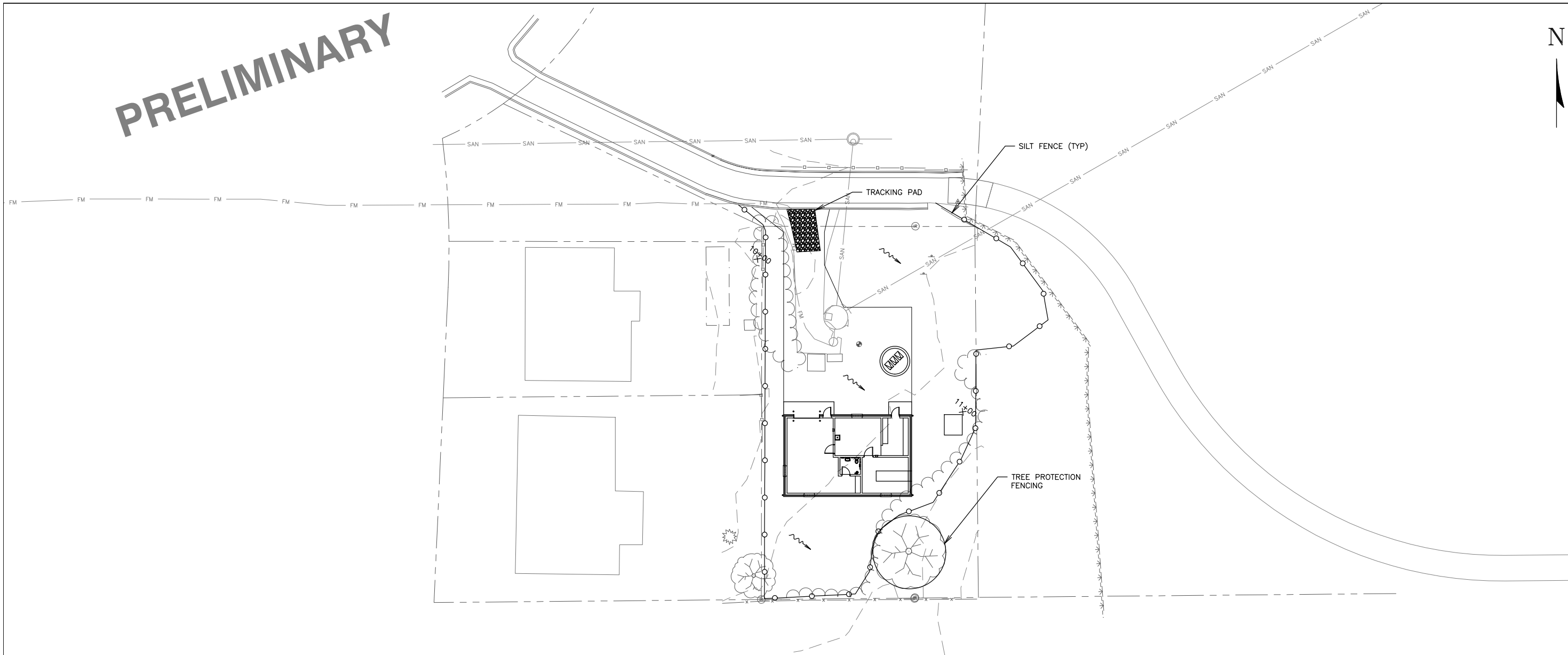
GENERAL NOTES

1. ANY EXCESS MATERIAL CAN BE SPREAD ON SITE TO MATCH FINAL GRADES OR DISTRIBUTED TO THE PLAT GRADING CONTRACTOR.
2. EROSION CONTROL TO COMPLY WITH SPEC SECTION 02270 AND THE DNR TECHNICAL STANDARDS FOR EROSION CONTROL AND STABILIZATION PROCESS PER SHEETS 100-C-01. ALL EROSION CONTROL MUST BE MAINTAINED THROUGH OUT CONSTRUCTION AND REMOVED AT END OF PROJECT.
3. DISTURBED AREAS LEFT INACTIVE FOR MORE THAN 7 CALENDAR DAYS MUST BE TEMPORARY SEEDED OR WOOD CHIPPED.
4. THE CONSTRUCTION LIMITS PROVIDE THE AREA THAT THE CONTRACTOR IS RESPONSIBLE TO MAINTAIN DURING CONSTRUCTION. THE FINAL GRADES NEED TO BLEND INTO THE PLAT CONTRACTOR'S FINAL GRADES AND IS THE CONTRACTOR'S RESPONSIBILITY TO COORDINATE.
5. THE ENTIRE AREA SHALL BE HYDROMULCHED UNLESS DIRECTED OTHERWISE
6. ALL SIDEWALKS SHALL BE 5 FEET WIDE, 5 INCH THICKNESS, EXCEPT AT DOOR STOOPS.
7. CONTRACTOR SHALL SPREAD 6" OF TOPSOIL OVER THE ENTIRE AREA WITHIN THE CONSTRUCTION LIMITS.
8. SPOT ELEVATIONS SHOWN ARE FOR DRAINAGE PURPOSES. FINAL ELEVATIONS WILL BE DETERMINED ON SITE.

KEY NOTES

1. ALL PAVED AREAS SHALL HAVE A COMBINED MINIMUM DEPTH OF 12" OF BASE COURSE, 2-1/4" OF BINDER PAVEMENT AND 1-3/4" OF SURFACE PAVEMENT. ACCORDING TO THE CITY STANDARD SPECIFICATIONS, 12" OF BASE COURSE SHALL HAVE A LOWER LAYER OF DENSE 3" CRUSHED AGGREGATE, 7"-8" DEEP, AND AN UPPER LAYER OF DENSE 1-1/4" CRUSHED AGGREGATE 4"-5" DEEP.
2. CONTRACTOR RESPONSIBLE FOR PROVIDING 12" BASE COURSE FOR TRANSFORMER PAD BY OTHERS. TOP OF BASE COURSE=XXX.XX'. PROPOSED LOCATION OF UTILITY TRANSFORMER PAD. COORDINATE EXACT LOCATION WITH ENGINEER.
3. COORDINATE RELOCATION OF EXISTING TRANSFORMER TO NEW LOCATION. EXISTING LIFT STATION MUST REMAIN IN SERVICE UNTIL NEW LIFT STATION IS FULLY OPERATIONAL. COORDINATE ANY OUTAGES WITH OWNER AND ENGINEER.
4. COORDINATE RELOCATION OF EXISTING SERVICE WITH UTILITY TO FEED EXISTING LIST STATION DURING CONSTRUCTION. EXISTING LIFT STATION MUST REMAIN IN SERVICE UNTIL NEW LIFT STATION IS FULLY OPERATIONAL.
5. APPROXIMATE LOCATION OF ELECTRIC UTILITY METER. COORDINATE EXACT LOCATION WITH ENGINEER.

PRELIMINARY



EROSION CONTROL NOTES:

- LOCATIONS MARKED WITH "■" TO RECEIVE INLET FILTER PROTECTION DURING CONSTRUCTION. ALL NEW STREET INLETS MUST ALSO RECEIVE INLET FILTER PROTECTION.
- CONSTRUCT A STONE CHECK DAM IN GUTTER LINE AT ALL LOCATIONS MARKED WITH "▲"
- SURFACE FLOW DIRECTION IS INDICATED WITH
- SILT FENCE INSTALLATION IS INDICATED WITH
- POST WDNR CERTIFICATE OF PERMIT COVERAGE ON SITE AND MAINTAIN UNTIL CONSTRUCTION ACTIVITIES HAVE CEASED, THE SITE IS STABILIZED, AND A NOTICE OF TERMINATION IS FILED WITH WDNR.
- KEEP A COPY OF THE CURRENT EROSION CONTROL PLAN ON SITE THROUGHOUT THE DURATION OF THE PROJECT.
- SUBMIT PLAN REVISIONS OR AMENDMENTS TO THE WDNR AT LEAST 5 DAYS PRIOR TO FIELD IMPLEMENTATION.
- THE CONTRACTOR IS RESPONSIBLE FOR ROUTINE SITE INSPECTIONS AT LEAST ONCE EVERY 7 DAYS AND WITHIN 24 HOURS AFTER A RAINFALL EVENT OF 0.5 INCHES OR GREATER. KEEP INSPECTION REPORTS ON-SITE AND MAKE THEM AVAILABLE UPON REQUEST.
- INSPECT AND MAINTAIN ALL INSTALLED EROSION CONTROL PRACTICES UNTIL THE CONTRIBUTING DRAINAGE AREA HAS BEEN STABILIZED.
- WHEN POSSIBLE: PRESERVE EXISTING VEGETATION (ESPECIALLY ADJACENT TO SURFACE WATERS), MINIMIZE LAND-DISTURBING CONSTRUCTION ACTIVITY ON SLOPES OF 20% OR MORE, MINIMIZE SOIL COMPACTION, AND PRESERVE TOPSOIL.
- REFER TO THE WDNR STORMWATER CONSTRUCTION TECHNICAL STANDARDS AT http://dnr.wi.gov/topic/stormwater/standards/const_standards.html.
- INSTALL PERIMETER EROSION CONTROLS AND ROCK TRACKING PAD CONSTRUCTION ENTRANCE(S) PRIOR TO ANY LAND-DISTURBING ACTIVITIES, INCLUDING CLEARING AND GRUBBING. USE WDNR TECHNICAL STANDARD STONE TRACKING PAD AND TIRE WASHING #1057 FOR ROCK CONSTRUCTION ENTRANCE(S).
- INSTALL INLET PROTECTION PRIOR TO LAND-DISTURBING ACTIVITIES IN THE CONTRIBUTING DRAINAGE AREA AND/OR IMMEDIATELY UPON INLET INSTALLATION. COMPLY WITH WDNR TECHNICAL STANDARD STORM DRAIN INLET PROTECTION FOR CONSTRUCTION SITES #1060.
- STAGE CONSTRUCTION GRADING ACTIVITIES TO MINIMIZE THE CUMULATIVE EXPOSED AREA. CONDUCT TEMPORARY GRADING

FOR EROSION CONTROL PER WDNR TECHNICAL STANDARD TEMPORARY GRADING PRACTICES FOR EROSION CONTROL #1067.

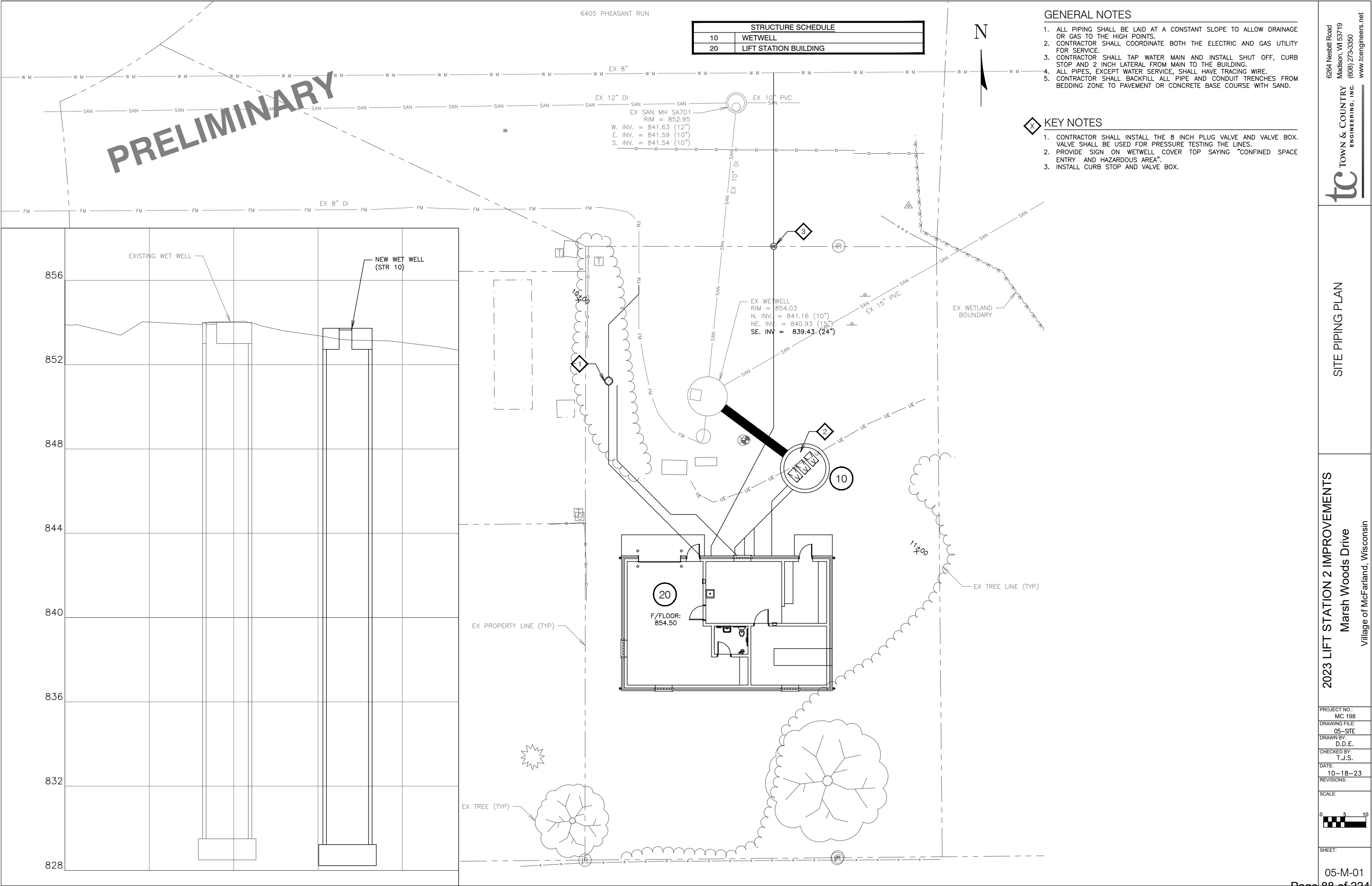
- NOTIFY THE OWNER IF DEWATERING IS SCHEDULED TO OCCUR IN AREAS OF SOIL AND/OR GROUNDWATER CONTAMINATION, OR IF DEWATERING WILL OCCUR FROM A HIGH CAPACITY WELL (70 GPM OR MORE). DEWATER ONLY AFTER THE APPROPRIATE WDNR DEWATERING DISCHARGE PERMIT HAS BEEN OBTAINED.
- PROVIDE ANTI-SCOUR PROTECTION AND MAINTAIN NON-EROSIVE FLOW DURING DEWATERING. LIMIT PUMPING RATES TO EITHER (A) THE SEDIMENT BASIN/TRAP DESIGN DISCHARGE RATE, OR (B) THE BASIN DESIGN RELEASE RATE WITH THE CORRECTLY-FITTED HOSE AND GEOTEXTILE FILTER BAG. PERFORM DEWATERING OF ACCUMULATED SURFACE RUNOFF IN ACCORDANCE WITH WDNR TECHNICAL STANDARD DE-WATERING #1061.
- COMPLETE AND STABILIZE SEDIMENT BASINS/TRAPS OR WET PONDS PRIOR TO MASS LAND DISTURBANCE TO CONTROL RUNOFF DURING CONSTRUCTION. REMOVE SEDIMENT AS NEEDED TO MAINTAIN 3 FEET OF DEPTH TO THE OUTLET, AND PROPERLY DISPOSE OF SEDIMENT REMOVED DURING MAINTENANCE (REFER TO NR 528). CONSTRUCT AND MAINTAIN THE SEDIMENT BASIN PER WDNR TECHNICAL STANDARD SEDIMENT BASIN #1064 AND SEDIMENT TRAP #1063.
- CONSTRUCT AND PROTECT THE BIOINFILTRATION BASIN AND VEGETATION FROM RUNOFF AND SEDIMENT DURING CONSTRUCTION. REFERENCE THE WDNR TECHNICAL STANDARD BIORETENTION FOR INFILTRATION #1004.
- INSTALL AND MAINTAIN SILT FENCING PER WDNR TECHNICAL STANDARD SILT FENCE #1056. REMOVE SEDIMENT FROM BEHIND SILT FENCES AND SEDIMENT BARRIERS BEFORE SEDIMENT REACHES A DEPTH THAT IS EQUAL TO ONE-HALF OF THE FENCE AND/OR BARRIER HEIGHT.
- REPAIR BREAKS AND GAPS IN SILT FENCES AND BARRIERS IMMEDIATELY. REPLACE DECOMPOSING STRAW BALES (TYPICAL BALE LIFE IS 3 MONTHS). LOCATE, INSTALL, AND MAINTAIN STRAW BALES PER WDNR TECHNICAL STANDARD DITCH CHECKS #1062.
- INSTALL AND MAINTAIN FILTER SOCKS IN ACCORDANCE WITH WDNR TECHNICAL STANDARD INTERIM MANUFACTURED PERIMETER CONTROL AND SLOPE INTERRUPTION PRODUCTS #1071.
- IMMEDIATELY STABILIZE STOCKPILES AND SURROUND STOCKPILES AS NEEDED WITH SILT FENCE OR OTHER PERIMETER CONTROL IF STOCKPILES WILL REMAIN INACTIVE FOR 7 DAYS OR LONGER.
- IMMEDIATELY STABILIZE ALL DISTURBED AREAS THAT WILL REMAIN INACTIVE FOR 14 DAYS OR LONGER. BETWEEN SEPTEMBER 15 AND OCTOBER 15: STABILIZE WITH MULCH, TACKIFIER, AND A PERENNIAL SEED MIXED WITH WINTER WHEAT, ANNUAL OATS, OR ANNUAL RYE, AS APPROPRIATE FOR REGION AND SOIL TYPE. OCTOBER 15 THROUGH COLD WEATHER: STABILIZE WITH A POLYMER AND DORMANT SEED MIX, AS APPROPRIATE FOR REGION AND SOIL TYPE.
- STABILIZE AREAS OF FINAL GRADING WITHIN 7 DAYS OF REACHING FINAL GRADE.
- SWEEP/CLEAN UP ALL SEDIMENT/TRASH THAT MOVES OFF-SITE DUE TO CONSTRUCTION ACTIVITY OR STORM EVENTS

- BEFORE THE END OF THE SAME WORKDAY OR AS DIRECTED BY THE OWNER. SEPARATE SWEEP MATERIALS (SOILS AND TRASH) AND DISPOSE OF APPROPRIATELY. THE CONTRACTOR IS RESPONSIBLE FOR CONTROLLING DUST PER WDNR TECHNICAL STANDARD DUST CONTROL ON CONSTRUCTION SITES #1068.
- PROPERLY DISPOSE OF ALL WASTE AND UNUSED BUILDING MATERIALS (INCLUDING GARBAGE, DEBRIS, CLEANING WASTES, OR OTHER CONSTRUCTION MATERIALS) AND DO NOT ALLOW THESE MATERIALS TO BE CARRIED BY RUNOFF INTO THE RECEIVING CHANNEL.
- COORDINATE WITH THE OWNER TO UPDATE THE LAND DISTURBANCE PERMIT TO INDICATE THE ANTICIPATED OR LIKELY DISPOSAL LOCATIONS FOR ANY EXCAVATED SOILS OR CONSTRUCTION DEBRIS THAT WILL BE HAULED OFF-SITE FOR DISPOSAL. THE DEPOSITED OR STOCKPILED MATERIAL NEEDS TO INCLUDE PERIMETER SEDIMENT CONTROL MEASURES (SUCH AS SILT FENCE, HAY BALES, FILTER SOCKS, OR COMPACTED EARTHEN BERMS).
- FOR NON-CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED SLOPES, PROVIDE CLASS I, II OR III TYPE A EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOT'S WIDOT PRODUCT ACCEPTABILITY LIST (PAL); INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD NON-CHANNEL EROSION MAT #1052.
- FOR CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED AREAS, PROVIDE CLASS I, II, OR III TYPE B EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOT'S WIDOT PRODUCT ACCEPTABILITY LIST (PAL); INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD CHANNEL EROSION MAT #1053.
- MAKE PROVISIONS FOR WATERING DURING THE FIRST 8 WEEKS FOLLOWING SEEDING OR PLANTING OF DISTURBED AREAS WHENEVER MORE THAN 7 CONSECUTIVE DAYS OF DRY WEATHER OCCUR.
- INSTALL ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES (SUCH AS TEMPORARY SEDIMENT BASINS, DITCH CHECKS, EROSION CONTROL MATTING, SILT FENCING, FILTER SOCKS, WATTLES, SWALES, ETC.), OR AS DIRECTED BY THE OWNER.
- THE CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE WDNR REMEDIATION AND WASTE MANAGEMENT REQUIREMENTS FOR HANDLING AND DISPOSING OF CONTAMINATED MATERIALS. SITE-SPECIFIC INFORMATION FOR AREAS WITH KNOWN OR SUSPECTED SOIL AND/OR GROUNDWATER CONTAMINATION CAN BE FOUND ON WDNR'S BUREAU OF REMEDIATION AND REDEVELOPMENT TRACKING SYSTEM (BRRTS) PUBLIC DATABASE AT: <http://dnr.wi.gov/botw/>

EROSION CONTROL PLAN
AND GENERAL NOTES

2023 LIFT STATION 2 IMPROVEMENTS
Marsh Woods Drive
Village of McFarland, Wisconsin

PROJECT NO.: MC 198
DRAWING FILE: 05-SITE
DRAWN BY: D.D.E.
CHECKED BY: T.J.S.
DATE: 9-27-23
REVISIONS:
SCALE:
0 5 10 20
SHEET:



STRUCTURE SCHEDULE	
10	WETWELL
20	LIFT STATION BUILDING

- GENERAL NOTES
1. ALL PIPING SHALL BE LAID AT A CONSTANT SLOPE TO ALLOW DRAINAGE OR GAS TO THE HIGH POINTS.
 2. CONTRACTOR SHALL COORDINATE BOTH THE ELECTRIC AND GAS UTILITY FOR SERVICE.
 3. CONTRACTOR SHALL TAP WATER MAIN AND INSTALL SHUT OFF, CURB STOP AND 2 INCH LATERAL FROM MAIN TO THE BUILDING.
 4. ALL PIPES, EXCEPT WATER SERVICE, SHALL HAVE TRACING WIRE.
 5. CONTRACTOR SHALL BACKFILL ALL PIPE AND CONDUIT TRENCHES FROM BEDDING ZONE TO PAVEMENT OR CONCRETE BASE COURSE WITH SAND.

- KEY NOTES
1. CONTRACTOR SHALL INSTALL THE 8 INCH PLUG VALVE AND VALVE BOX. VALVE SHALL BE USED FOR PRESSURE TESTING THE LINES.
 2. PROVIDE SIGN ON WETWELL COVER TOP SAYING "CONFINED SPACE ENTRY AND HAZARDOUS AREA".
 3. INSTALL CURB STOP AND VALVE BOX.

SITE PIPING PLAN

2023 LIFT STATION 2 IMPROVEMENTS
Marsh Woods Drive
Village of McFarland, Wisconsin

PROJECT NO.:	MC 198
DRAWING FILE:	05-SITE
DRAWN BY:	D.D.E.
CHECKED BY:	T.J.S.
DATE:	10-18-23
REVISIONS:	
SCALE:	
SHEET:	

4" DI AIR VENT
W/STAINLESS STEEL
SCREEN (#24 MESH)

ACCESS HATCH (TYP-3)

XXX.XX
T/SLAB

6" 90° ELB
(TYP-3)

10'-0"

4" TEE

4" MJ CONNECTOR

847.50

INV 4" DRN

846.50

C/L 6" SAN FM

845.17

C/L 6" SAN FM

843.84

C/L 6" SAN FM

6" MJ
CONNECTOR
(TYP-3)

5

XXX.XX
T/BASE

SUBMERSIBLE PUMP (TYP-3)

SECTION

B

ACCESS HATCH (TYP-3)

SUBMERSIBLE PUMP (TYP-3)

4" DI AIR VENT
W/STAINLESS STEEL
SCREEN (#24 MESH)

4" TEE

4" MJ CONNECTOR

4" DRN
STR 20

6" SAN FM
STR 20

6" MJ CONNECTOR (TYP-3)

PROCESS PLAN

Wetwell

SUBMERSIBLE
PUMP (TYP-3)

6"x4" RED

XXX.XX
T/BASE

SECTION

A

GENERAL NOTES

1. ALL PIPING THROUGH THE WETWELL WALLS SHALL BE CORED WITH WATER TIGHT SEALS.
2. CONTRACTOR SHALL GROUT THE BOTTOM OF WETWELL AS SHOWN AND PER MANUFACTURER'S RECOMMENDATIONS.
3. ALL EXPOSED PIPING SHALL BE EPOXY PAINTED CLASS 53 DI AND PAINTED ACCORDING TO THE HIGH PERFORMANCE COATINGS SPECIFICATION UNLESS NOTED OTHERWISE.
4. ALL MATERIAL IN WETWELL WILL BE 304SS, DUCTILE IRON EPOXY COATED, AND PVC COATED RIGID ELECTRIC CONDUIT.

KEY NOTES

1. ALL CONSTRUCTION MATERIALS INSTALLED IN THE WETWELL SHALL BE 304 STAINLESS STEEL UNLESS NOTED OTHERWISE.
2. PROVIDE SS PIPE BRACING PER THE PIPING SPECIFICATIONS.
3. PROVIDE SS GUIDE RAILINGS AND APPROPRIATE INTERMEDIATE SUPPORT BRACING AS PER THE PUMP MANUFACTURERS RECOMMENDATIONS.
4. CONTRACTOR SHALL CORE AND LINK SEAL ALL NEW OPENINGS PER DETAIL 414-TYPE H ON 100-M-01.
5. GROUT ACCORDING TO MANUFACTURERS RECOMMENDATIONS.

PROJECT NO.:
MC 198
DRAWING FILE:
10-M
DRAWN BY:
D.D.E.
CHECKED BY:
T.J.S.

DATE:
9-6-23
REVISIONS:

SCALE:

0 1/2 1 2
FEET

SHEET:

10-M-01

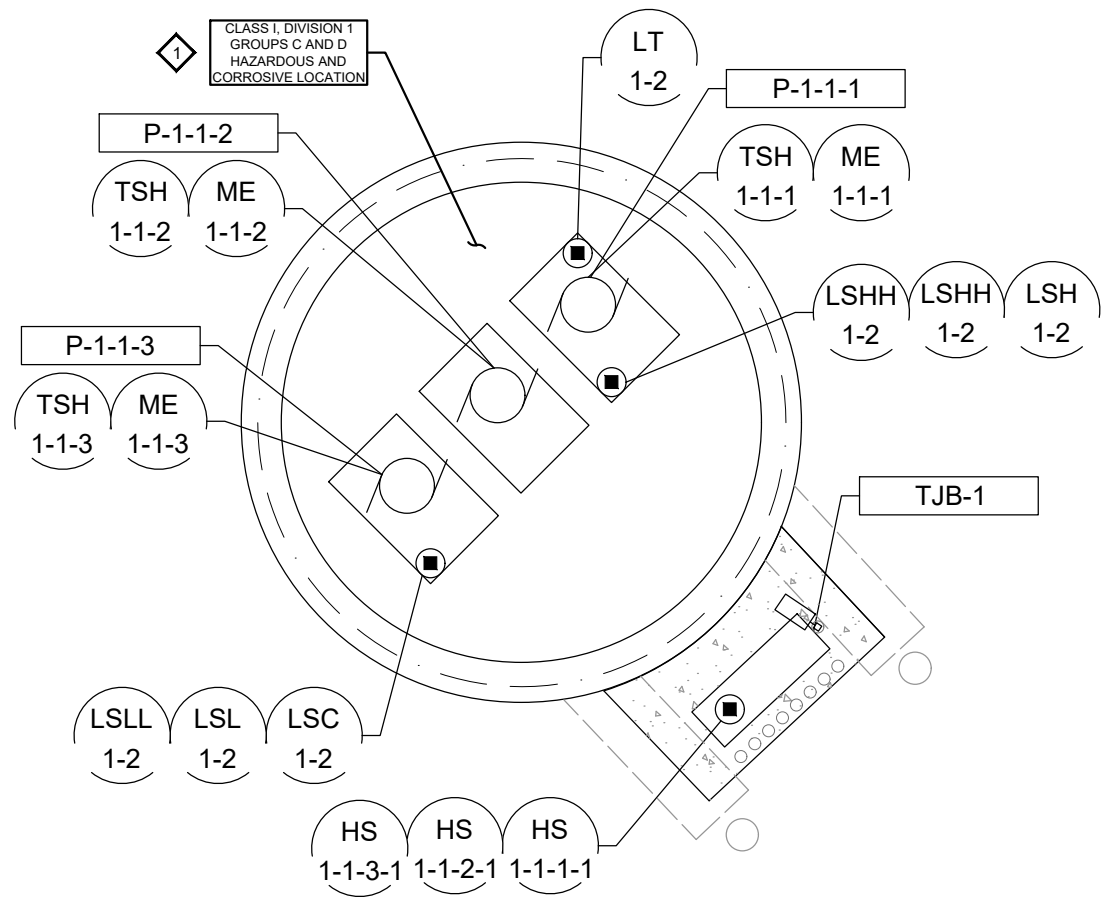
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PROCESS PLAN AND SECTIONS
STRUCTURE 10

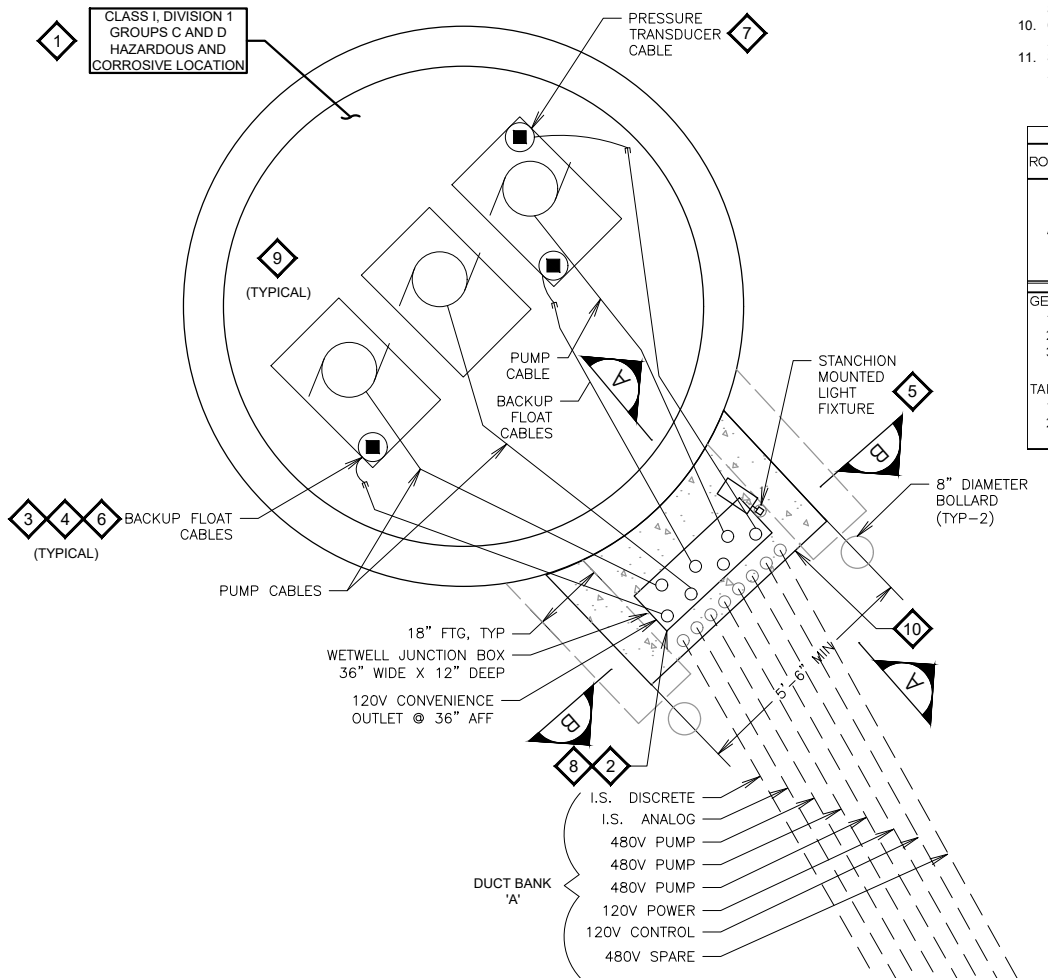
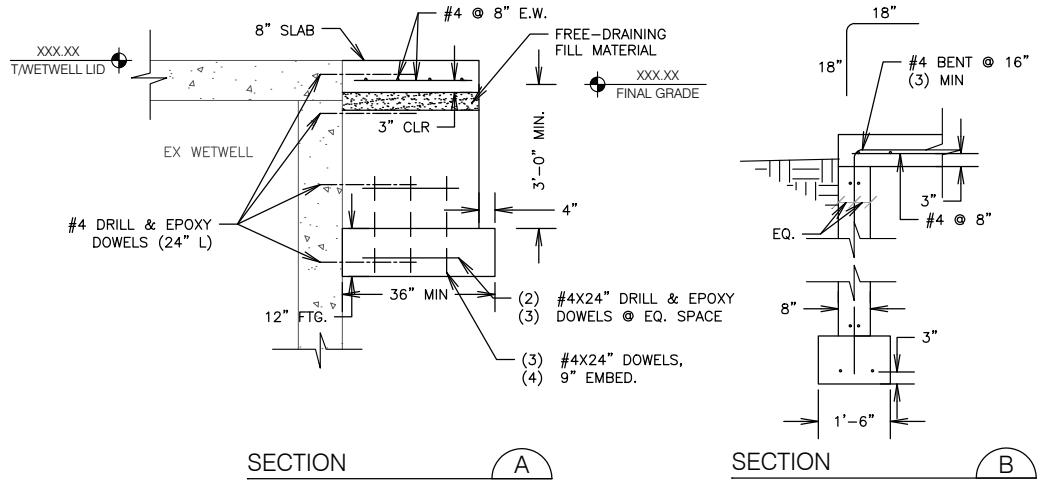
2023 LIFT STATION 2 IMPROVEMENTS
Marsh Woods Drive
Village of McFarland, Wisconsin

6264 Nesbitt Road
Madison, WI 53719
(608) 273-3350
www.tceengineers.net

TOWN & COUNTRY
ENGINEERING, INC.



POWER AND INSTRUMENTATION PLAN



POWER DISTRIBUTION AND CONDUIT ROUTING PLAN

GENERAL NOTES

- DO NOT SCALE DRAWINGS TO DETERMINE EXACT LOCATION OF ELECTRICAL EQUIPMENT AND CONNECTIONS.
- 120V HOMERUN WIRING SHALL BE A MINIMUM OF (2) #12 & #12G IN 3/4" UNLESS OTHERWISE NOTED. SIZE FOR VOLTAGE DROP.
- SEE ONE-LINE DIAGRAM, PANEL SCHEDULE, AND FIELD DEVICE WIRING SCHEDULE FOR WIRING OF ALL PROCESS AND INSTRUMENTATION.
- PROVIDE RACEWAY FOR ALL HVAC EQUIPMENT. PROVIDE WIRING FOR LINE VOLTAGE AND ABOVE POWER AND CONTROL WIRING.
- INSTALL FIELD INSTRUMENTS PER DETAIL REFERENCED IN FIELD DEVICE WIRING SCHEDULE.
- ALL CONDUIT STUBBED UP THROUGH CONCRETE SHALL BE PVC COATED GRS.
- SEE SCADA OVERVIEW FOR COMMUNICATIONS CABLING REQUIREMENTS.
- TRANSITION FROM PVC TO FMCCS PRIOR TO TRANSITIONING FROM UNDERGROUND TO EXPOSED CONDUIT.
- UNDERGROUND CONDUIT ROUTING IS DIAGRAMMATIC IN NATURE AND NOT INTENDED TO DICTATE EXACT ROUTING CONTRACTOR IS TO COORDINATE WITH ENGINEER AND DETERMINE BEST ROUTING BASED ON OTHER UTILITIES AND FIELD CONDITIONS.
- ALL EQUIPMENT SHALL BE LABELED PER CITY'S REQUIREMENT.

KEY NOTES

- WETWELL IS CLASS I DIV 1, GROUPS C AND DE ENVIRONMENT. AREA ABOUT WETWELL VENT IS CLASS I DIV 1 TO A RADIUS OF 3 FEET, AND CLASS I DIV 2 FOR A RADIUS OF 3 TO 5 FEET. AREA ABOUT WETWELL HATCH WHEN OPEN IS CLASS I DIV 2 TO A HEIGHT OF 1.5 FEET AND AN AREA EXTENDING 3 FEET FROM THE HATCH OPENING.
- PROVIDE WETWELL JUNCTION BOX AND CONDUIT ROUTING PER DETAIL E1-18.
- PROVIDE SEPARATE STAINLESS STEEL SUPPORTS IN WETWELL FOR EACH CABLE.
- PROVIDE TWO FLOAT MOUNTING KITS, ONE FOR LSSL-1-2 AD LSL-1-2, LSC-1-2 AND THE SECOND FOR LSH-1-2, LSHH-1-2, AND LSHH-1-2.
- INSTALL FIXTURE POLE AND BASE PER DETAIL E3-04. FIXTURE TO BE MOUNTED AT 15' AFG AND CONTROLLED BY ON-OFF-AUTO SWITCH IN STRUCTURE 20.
- FLOAT INSTALLATION PER DETAIL E5-L01.
- TRANSDUCER INSTALLATION PER DETAIL E5-L03.
- LB ENTERS WETWELL VENTILATED JUNCTION PANEL ON BACK SIDE.
- ALL CONDUIT IN WETWELL SHALL BE SLOPED TO DRAIN BACK TO WETWELL, AND SHALL BE BRACED WITH STAINLESS STEEL SUPPORTS.
- CONTRACTOR SHALL DETERMINE FINAL LENGTH AND WIDTH OF PLATFORM TO ALLOW SPACE FOR LBS. DIMENSIONS SHOWN ARE MINIMUM.
- SEE SECTION 01000 FOR DIVISION OF WORK BETWEEN THE ELECTRIC UTILITY AND THE CONTRACTOR.

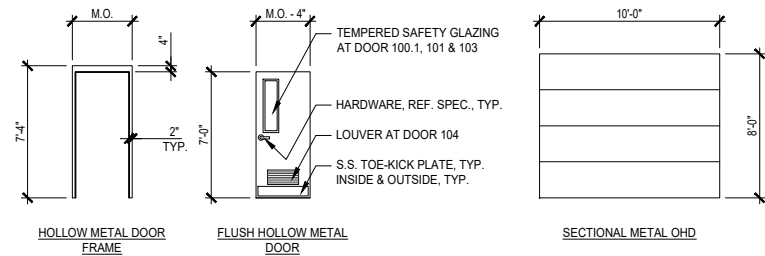
UNDERGROUND CONDUIT SCHEDULE					
ROUTE	CIRCUIT TYPE	CONDUIT QTY	CONDUIT SIZE	CONDUIT TYPE	NOTES
A	480V POWER	3	2"	RNC	
	120V POWER	1	2"	RNC	
	120V DISCRETE SIGNAL	1	2"	RNC	
	I.S. SIGNAL	1	2"	RNC	
	SPARE POWER	1	2"	RNC	
	SPARE SIGNAL	1	2"	RNC	
GENERAL NOTES:					
1. TRANSITION TO PVC COATED GRC PRIOR TO EXITING GROUND.					
2. REFER TO SECTION 26 90 10 FOR ADDITIONAL REQUIREMENTS.					
3. WHERE MORE THAN ONE CONDUIT SIZE IS CALLED OUT IN PLANS, USE LARGEST CONDUIT SIZE SPECIFIED.					
TABLE NOTES:					
1. CONCRETE ENCASED CONDUIT PER DETAIL E2-09					
2. DIRECT-BURIED CONDUIT PER DETAIL E2-10.					

BUILDING CODE SUMMARY	
BUILDING INFORMATION	
PROJECT TYPE	NEW
STRUCTURE PURPOSE	NOTE-3
USE & OCCUPANCY	NOTE-4
NO. STORIES	1
CONSTRUCTION CLASS	IIIB
GROSS AREA NEW CONSTRUCTION	1,600 SF
GROSS AREA EXIST. & NEW	N/A
GROSS ENCLOSED VOLUME	22,000 CF
FIRE SUPPRESSION (Y/N)	N
FIRE ALARM (Y/N)	N
EXIT TRAVEL DIST. (MAX. PER T.1017.2)	NOTE-6
ACCESSIBILITY	NOTE-5
CODE AUTHORITY SUBMITTAL (Y/N)	N

- BUILDING CODE SUMMARY NOTES:**
- PROJECT ADDRESS:
 - COMMERCIAL BUILDINGS DELEGATED AUTHORITY: WISCONSIN DEPARTMENT OF SAFETY & PROFESSIONAL SERVICES (IBC 2015)
 - STRUCTURE PURPOSE:
CONSTRUCT NEW MUNICIPAL SEWAGE LIFT STATION
 - USE & OCCUPANCY:
FACTORY GROUP F-2, NO SEPARATIONS REQUIRED, TABLE 508.4, ALLOWABLE BUILDING AREA:
GROUP F-2 = 19,000 SQ. FT. (NS. MOST RESTRICTIVE), TABLE 506.2
 - ACCESSIBILITY: EXEMPT PER IBC 1103.2.7 AND/OR 1103.2.9
 - ALLOWABLE EXIT TRAVEL DISTANCE: 300' (GROUP F-2)

BASIS OF STRUCTURAL DESIGN	
[1.0] ROOF LIVE LOADS:	
SNOW, GROUND (P _g)/ROOF FLAT (P _f)	30/25 PSF
UNBAL. SNOW LOAD (ASCE-7 FIG. 7-5)	40/25 PSF
IMPORTANCE FACTOR (I _s)	1.0
THERMAL FACTOR (C _t)	1.0
SNOW EXPOSURE FACTOR (C _e)	1.2
[1.1] SUPERIMPOSED ROOF DEAD LOADS (LOADS ON COMPONENTS):	
ROOFING, INSUL., FP, GWB, MISC.	18 PSF
[1.2] FLOOR LIVE LOADS:	
SLAB-ON-GRADE	250 PSF
[2.0] WIND (SIMPLIFIED PROCEDURE LOW-RISE BUILDINGS):	
WIND RISK CATEGORY	II
ENCLOSURE LEVEL	FULL
ULTIMATE DESIGN WIND SPEED (V _{ult})	115 MPH
NOMINAL DESIGN WIND SPEED (V _{asd})	90 MPH
IMPORTANCE FACTOR (I _w)	1.0
EXPOSURE CATEGORY	C
INTERNAL PRESSURE COEFFICIENT	±0.18
[3.0] SEISMIC (EQUIVALENT LATERAL FORCE PROCEDURE):	
SEISMIC RISK CATEGORY	II
SEISMIC IMPORTANCE FACTOR (I _s)	1.00
SITE CLASS	D
SEISMIC DESIGN CATEGORY	A
SEISMIC FORCE-RESISTING SYSTEM	NOTE-2
[4.0] ALLOWABLE SOIL BEARING CAPACITY & SUBGRADE MODULUS:	
FOOTINGS	2,000 PSF
SLAB-ON-GRADE	150 PCI

- BASIS OF STRUCTURAL DESIGN NOTES:**
- PROVIDE FOR ADDITIONAL 5 PSF LL AT ALL ATTIC SPACES.
 - SEISMIC FORCE-RESISTING SYSTEM: A. BEARING WALL SYSTEMS, 9. ORDINARY REINFORCED MASONRY SHEAR WALLS (PER ASCE 7).
 - COMPONENT DELEGATED DESIGN AND CONSTRUCTION SHALL BE IN ACCORDANCE WITH PROVISIONS OF THE WISCONSIN DEPARTMENT OF ADMINISTRATIVE CODE, CHAPTER SPS 362 (CURRENT EDITION). COMPONENT SUBMITTAL SHALL INCLUDE: WOOD ROOF TRUSSES.



- DOOR NOTES:**
- REF. SPECIFICATION SECTION 08 71 00 (3.3) FOR DOOR HARDWARE SETS. HARDWARE TYPE & FINISHES AS SPECIFIED. COORDINATE LOCKSET KEYING WITH OWNER.
 - PROVIDE SHAFT-MOUNTED ELECTRIC OPERATOR (SIDE MOUNT), ACCESS KEYPAD, DOOR SENSING EDGE, & (4) REMOTES. TRACKS SHALL BE HIGH-CLEARANCE.
 - EXTERIOR DOORS 100.1 AND 100.2 & 102 SHALL BE INSULATED.
 - INTERIOR DOOR 103 SHALL BE 2-HR RATED, TEMPERED SAFETY GLAZING SHALL BE RATED FOR 1 1/2 HRS.

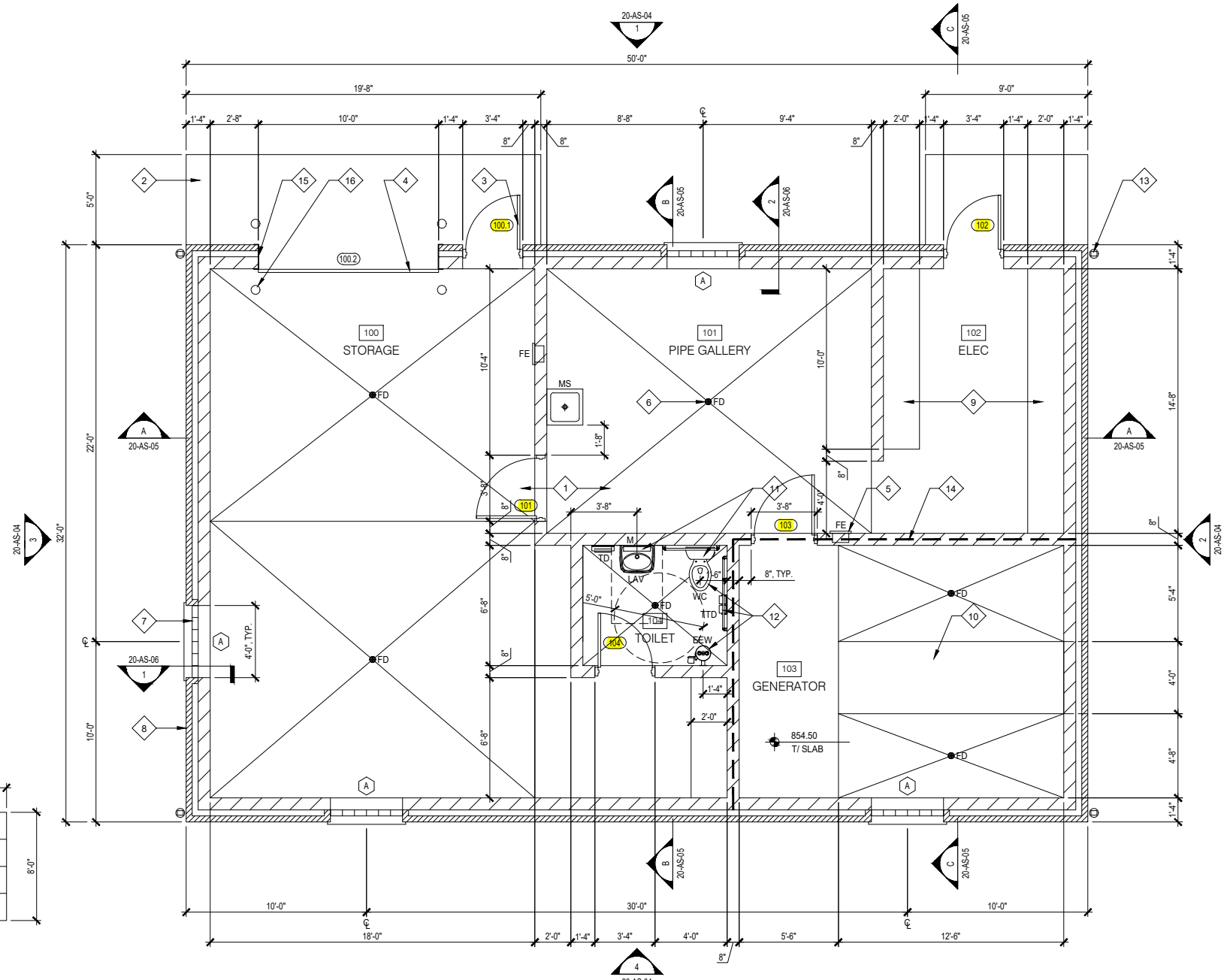
ROOM FINISH SCHEDULE											
BUILDING	ROOM NO.	ROOM NAME	WALLS				FLOOR	BASE	CEILING		REMARKS
			N	E	S	W			MAT'L	HEIGHT	
LIFT STATION NO. 2	100	STORAGE	CMU/PT	CMU/PT	CMU/PT	CMU/PT	SC	N/A	GWB	10'-2"±	NOTE-1, 2
	101	PIPE GALLERY	CMU/PT	CMU/PT	CMU/PT	CMU/PT	SC	N/A	GWB	10'-2"±	NOTE-1, 2
	102	ELECTRICAL	CMU/PT	CMU/PT	CMU/PT	CMU/PT	SC	N/A	GWB	10'-2"±	NOTE-1, 2
	103	EMERGENCY GENERATOR	CMU/PT	CMU/PT	CMU/PT	CMU/PT	SC	N/A	GWB	10'-2"±	NOTE-1, 2, 3
	104	TOILET	CMU/PT	CMU/PT	CMU/PT	CMU/PT	SC	N/A	GWB	10'-2"±	NOTE-1, 2

ROOM FINISH SCHEDULE ABBREVIATIONS:

C - CONCRETE
CMU - CONCRETE MASONRY UNIT
GWB - 5/8" TYPE-X MOISTURE-RESISTANT GYPSUM WALL BOARD, FINISHED, ORANGE-PEEL TEXTURED & PAINTED

PT - PAINTED
SC - SEALED CONCRETE

- ROOM FINISH SCHEDULE NOTES:**
- SEALED CONCRETE FINISH: (2) COATS ARMOR 'AR350' OR EQ., FOLLOW MFR RECOMMENDATIONS FOR SURFACE PREP, MIXING & APPLICATION RATES.
 - GWB 5/8" MOISTURE-RESISTANT, TYPE-X, MAX. INSTALLATION GAP 1/16".
 - 2-HR FIRE SEPARATION AREA: PROVIDE (2) LAYERS 5/8" TYPE-X GWB AT RM 103 CEILING. MUD & TAPE BOTH LAYERS; FINISHED, PAINTED & TEXTURED EXPOSED SURFACE ONLY.



FLOOR PLAN

1
1/4" = 1'-0"

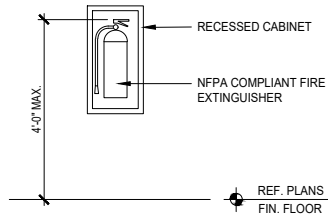
GENERAL NOTES

- KEY NOTES BELOW APPLY TO THIS SHEET ONLY.
- REFERENCE DETAIL 4/100-AS-02 & 5/100-AS-02 FOR APPLICABLE HEAD, JAMB, SILL AND/OR THRESHOLD DETAILS OF CONSTRUCTION.

KEY NOTES

- CONCRETE FLOOR SLAB-ON-GRADE: 4" THICK ROOMS 102 & 104, 6" THICK REMAINING ROOMS
- CONCRETE FROST-PROTECTED STRUCTURAL STOOP
- INSULATED HOLLOW METAL DOOR, FRAME & HARDWARE, REF. DETAIL THIS SHEET AND SPECIFICATIONS 08 11 13 & 08 71 00
- INSULATED METAL SECTIONAL OVERHEAD DOOR, REF. DETAIL THIS SHEET AND SPECIFICATION 08 36 13
- FIRE EXTINGUISHER IN CABINET: INSET-MOUNTED CABINET, REF. FIRE EXTINGUISHER MOUNTING ELEVATION THIS SHEET, TYP.
- FLOOR DRAIN (FD), REF. PLUMBING DRAWINGS & FOUNDATION PLAN FOR ELEVATION(S), TYP.
- GLASS BLOCK WINDOW ASSEMBLY AT LOCATIONS SHOWN AND DENOTED 'A', (4) LOCATIONS, TYP.
- 16" INSULATED MASONRY CAVITY WALL, REF. APPLICABLE DETAILS FOR CONSTRUCTION.
- 4" RAISED CONC. PAD, ALSO REF. ELEC. DWGS
- EMERGENCY GENERATOR RAISED ISOLATED BASE
- TOILET ROOM FIXTURES: WC = WATER CLOSET, LAV = LAVATORY, EEW = EMERGENCY EYE WASH, MS = MOP SINK, REF. PLUMBING DRAWINGS & SPECIFICATIONS, ALSO REF. 1/100-AS-03 & 2/100-AS-03 FOR APPLICABLE MOUNTING INFORMATION
- TOILET ROOM ACCESSORIES: GB = STAINLESS STEEL GRAB BARS, TTD = TOILET TISSUE DISPENSER, TD = TOWEL DISPENSER, M = MIRROR, REF. SPECIFICATION 10 80 00 AND REF. 1/100-AS-03 & 2/100-AS-03 FOR APPLICABLE MOUNTING INFORMATION, MOUNT FIXTURE 'EEW' OUTSIDE 5'-0" CLEARANCE RADIUS SHOWN
- FACTORY-FINISHED ALUM. DOWNSPOUT TO UNDERDRAIN SYSTEM, REF. SITE DWGS, TYP. (4) LOCATIONS SHOWN
- 2-HR RATED WALL AND CEILING SYSTEM REQUIRED BETWEEN GENERATOR ROOM 103 AND ADJACENT STRUCTURE (HEAVY DASHED LINE)
- 1/8" PLATE STEEL PROTECTIVE JAMB COVER, 2" RETURNS, GALVANIZED & PAINTED, (2) REQ'D
- 8" CONCRETE-FILLED STEEL PIPE BOLLARD

FIRE EXTINGUISHER NOTE:
PROVIDE (2) WALL FIRE EXTINGUISHERS (FE), GENERAL LOCATIONS AS SHOWN ON FLOOR PLAN. COORDINATE EXACT PLAN LOCATION TO ACCOMMODATE INSTALLATIONS BY OTHER TRADES.



FIRE EXTINGUISHER MOUNTING ELEVATION

6264 Nesbitt Road
Madison, WI 53719
(608) 273-3350
www.tcengineers.net

TC TOWN & COUNTRY
ENGINEERING, INC.

STRUCTURE PLAN & CODE

2023 LIFT STATION 2 IMPROVEMENTS

Marsh Woods Drive

Village of McFarland, Wisconsin

PROJECT NO.:
MC 198

DRAWING FILE:

DRAWN BY:
WTS

CHECKED BY:

DATE: 7/31/23

REVISIONS:

SCALE:

0 1 2 4
FEET

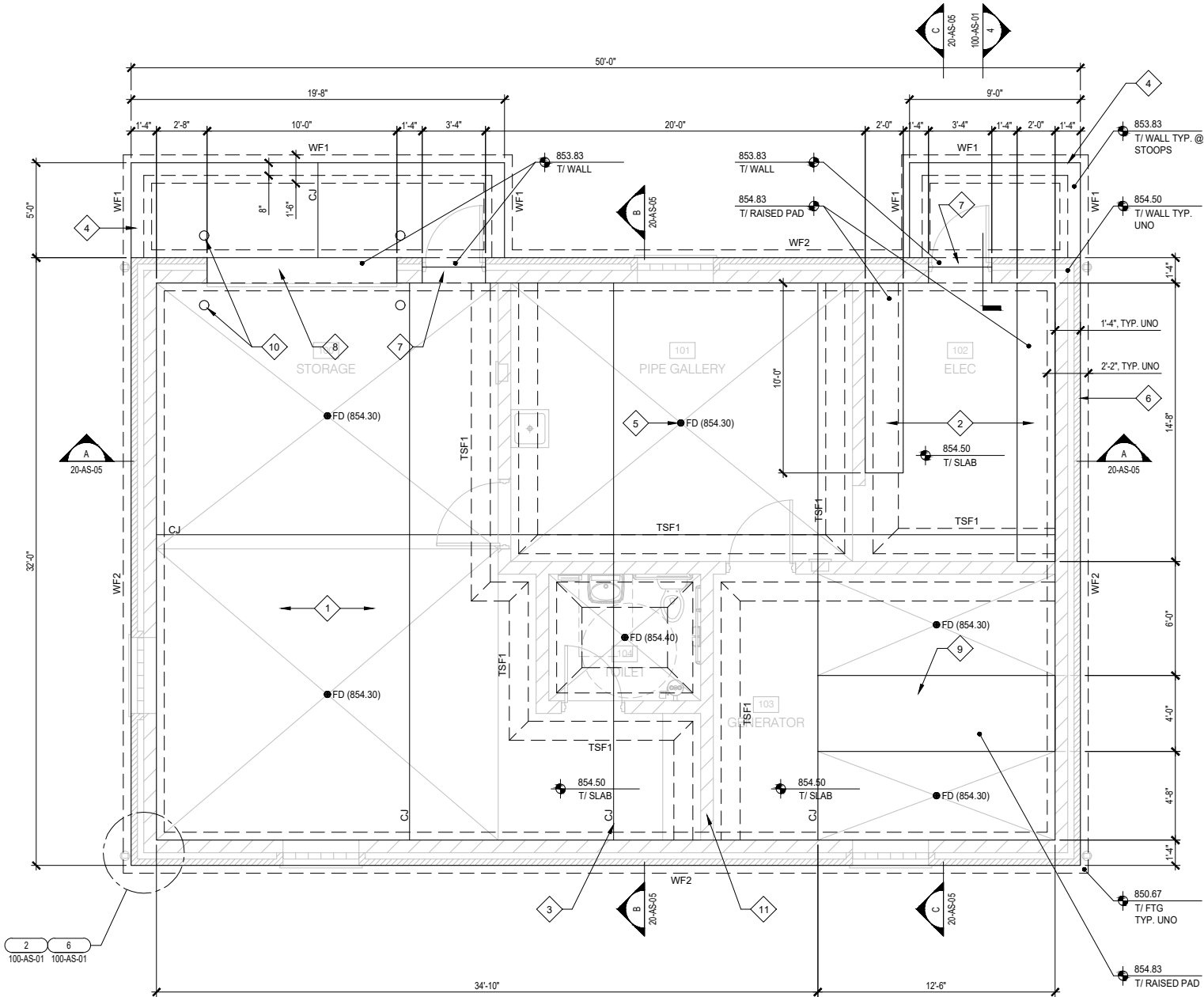
SHEET:

20-AS-01

NOTE:
ALL FINISH-EXPOSED FORMED CONCRETE SURFACES SHALL RECEIVE A SMOOTH RUBBED FINISH PER SPECIFICATION SECTION 03 30 00 (3.7). CONCRETE SLABS SHALL BE FINISHED TO TOLERANCE $F_F=25$, $F_L=20$, UNO.

WALL FOOTINGS				
MARK	SIZE		REINF.	REMARKS
	W (IN)	T (IN)		
WF1	1'-6"	12"	(2) #4 CONT.	-
WF2	2'-0"	12"	(3) #5 CONT.	-
TSF1	1'-8"	12"	-	REF. 12/100-AS-01

NOTES:
1. FOOTINGS ARE CENTERED BELOW CONCRETE (OR CMU) WALLS TYP. UNO.
2. INSTALL CONC. WALL-TO-FOOTING DOWELS, #4 X 24" STRAIGHT DOWELS @ 48" O.C., 9" EMBED. INTO FOOTING, TYP. UNO.



FOUNDATION PLAN

1

1/4" = 1'-0"

GENERAL NOTES

- KEY NOTES BELOW APPLY TO THIS SHEET ONLY.
- REF. 8/100-AS-01 FOR CONCRETE REINFORCING LAP SPLICE TABLE AND REINFORCING CLEAR COVER REQUIREMENTS.
- REF. 3/100-AS-01 FOR CONCRETE REINFORCING TYPICAL BAR BEND DETAILING.
- SEQUENCED CONCRETE PLACEMENT SHALL UTILIZE LAP SPLICES AS INDICATED IN 8/100-AS-01 EXCEPT WHERE APPROVED BY A/E IN ADVANCE WHERE DETAIL 7/100-AS-01 MAY BE PERMITTED.
- REF. 11/100-AS-01 FOR UTILITY PIPING/CONDUIT CONFLICTS WITH FOUNDATION, TYP.
- A SITE-SPECIFIC GEOTECHNICAL SUBSURFACE INVESTIGATION AND REPORT WAS COMPLETED FOR THE SITE. RECOMMENDATIONS THEREIN SHALL BE INCORPORATED INTO THE PROJECT REQUIREMENTS. IN GENERAL, BIDDER SHALL PROVIDE FOR ENTIRE PROJECT BASE BID TO INCLUDE THE FOLLOWING SOILS WORK:

- PREPARE BUILDING FOOTING BEARING SOILS TO MEET MINIMUM CAPACITY INDICATED IN 'BASIS OF BUILDING STRUCTURAL DESIGN' TABLE ON SHEET 02-AS-01. SUBSTANDARD SOILS THAT MAY BE ENCOUNTERED REQUIRING ADDITIONAL SUB-GRADE REMOVAL & REPLACEMENT WITH ENGINEERED FILL, AS APPROVED IN ADVANCE BY ENGINEER, SHALL BE PROVIDED FOR WITH UNIT COSTS UNDER SUPPLEMENTAL BID ITEM.

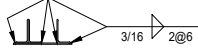
- PREPARE CONCRETE FLOOR SLAB-ON-GRADE SUB-GRADE AS DETAILED IN REPORT, OR AS OTHERWISE DETAILED ON DRAWINGS WHICHEVER PROVIDES FOR GREATER SUB-GRADE CAPACITY. MIN. 6" COMPACTED AGGREGATE BASE BELOW FLOOR SLAB-ON-GRADE REQUIRED. ALSO REF. 5/100-AS-01 FOR VAPOR RETARDER REQUIREMENTS.

- FOR DETAILED DESCRIPTION OF SOILS AND FOUNDATION SUB-GRADE PREPARATION, REFER TO:

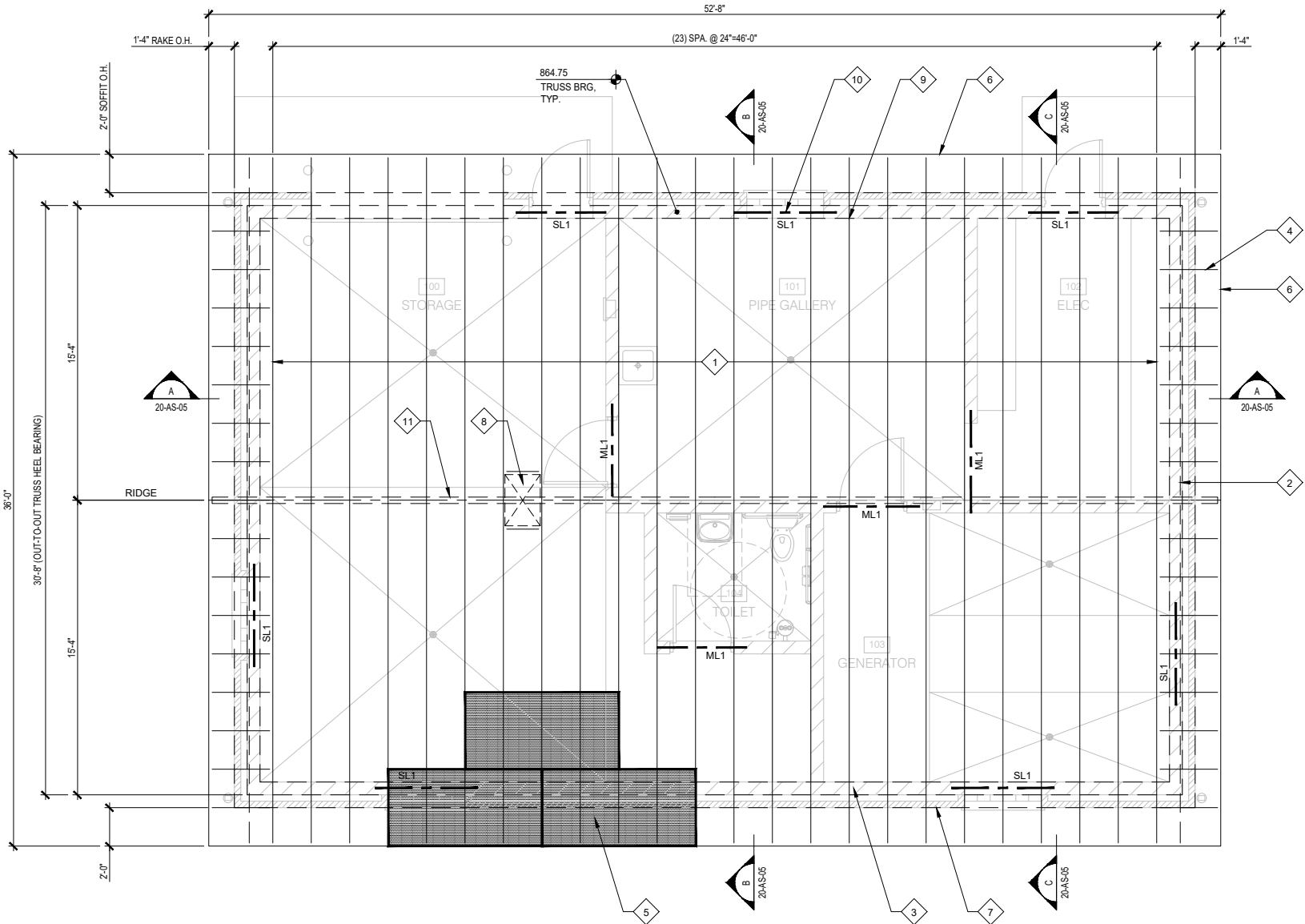
GEOTECHNICAL EXPLORATION REPORT
CGC, INC.
MAY 26, 2023
CGC REPORT NO.: C23162
CGC CONTACT:
TIM F. GASSENHEIMER, PE, CST
2921 PERRY ST., MADISON, WI 53713
608-288-7887

KEY NOTES

- CONCRETE SLAB-ON-GRADE:
 - ROOMS 102 & 104: 4" THICK, REINF. W/6X6 W1.4 X W1.4 WWF, SLAB PLACED OVER 10 MIL VAPOR RETARDER
 - ELSEWHERE: 6" THICK, REINFORCE W/ (1) MAT #4 BARS @ 16" O.C. E.W. CENTERED IN SLAB, SLAB PLACED OVER 10 MIL VAPOR RETARDER
 - STRUCTURAL STOOPS: REF. 4/100-AS-01
 - WHERE WWF SPECIFIED, FURNISH IN FLAT SHEETS, CENTER IN SLAB, MIN. 6" OVERLAP WWF SHEET EDGES, REF. 6/100-AS-03 FOR SUB-GRADE PREP. & POLY VAPOR RETARDER REQUIREMENTS, SLAB FINISH TOLERANCE F/F = 25, F/L = 20. STEEL TROWEL FINISH INTERIOR SLABS, BROOM FINISH EXT. SLABS, PITCH FLOOR TO FLOOR DRAINS WHERE PRESENT, TYP.
- 4" RAISED EQUIPMENT PAD, ALSO REF. ELEC. DWGS
- CONCRETE SLAB CONTROL JOINT (CJ), SAW-CUT WITHIN 12 HRS CONCRETE PLACEMENT/FINISHING, REF. 5/100-AS-01
- NEW STRUCTURAL CONCRETE STOOP AT EXTERIOR WALK DOORS & OVERHEAD DOOR
- FLOOR DRAIN, FLOOR SLOPE AS SHOWN, T/DRAIN EL. AS SHOWN IN PARENTHESIS, ALSO REF. PLUMBING DWGS
- CONCRETE FROST WALL AND CONT. FTG
- DROP T/WALL ELEVATION DOWN 8" AT WALK DOOR OPENINGS TO ALLOW STOOP SLAB OVER-POUR. LOCATE CONSTRUCTION JOINT BETWEEN INTERIOR SLAB AND EXT. STOOP SLAB BELOW THRESHOLD
- DROP T/WALL ELEVATION DOWN 8" AT OVERHEAD DOOR OPENING TO ALLOW GARAGE FLOOR SLAB OVER-POUR
- ISOLATED RAISED EQUIPMENT BASE, REF. 3/100-AS-03, SIM/TYP.
- 8" CONCRETE-FILLED STEEL PIPE BOLLARD, REF. 8/100-AS-02, TYP.
- THICKENED SLAB FOOTING, REF. SCHEDULE THIS SHEET, TYP.

LINTEL SCHEDULE		
MARK	TYPE	DETAIL/REMARKS
ML1	8"W. BOND BEAM W/2-#5 CONT. (& LOOSE STEEL LINTEL AT MASONRY VENEER LOCATIONS)	 GROUT W/ MIN. 3,000 PSI CONC.
SL1	B/B L6X3 1/2X3/8 (LLV) WITH 3/8" T. BOT. PL., PL. WIDTH = WALL MINUS 1"	 3/16 2@6

- NOTES:
- MINIMUM LINTEL BEARING 8" UNLESS DETAILED OTHERWISE.
 - INSTALL LINTEL TYPE 'ML1' AT MISC. HVAC OPENINGS < 24" WIDE (NOT SHOWN).



ROOF FRAMING PLAN

1

1/4" = 1'-0"



GENERAL NOTES

- KEY NOTES BELOW APPLY TO THIS SHEET ONLY.
- VERIFY SIZE AND LOCATION OF ANY AND ALL ROOF & WALL OPENINGS WITH MECHANICAL, HVAC AND ELECTRICAL CONTRACTORS. OPENINGS LESS THAN 24 INCHES IN DIMENSION ARE GENERALLY NOT SHOWN.
- UNO, WOOD FASTENING SHALL BE COMPLETED IN ACCORDANCE WITH IBC 2015 TABLE 2304.9.1
- TRUSS COMPONENT DELEGATED DESIGN AND CONSTRUCTION SHALL BE IN ACCORDANCE WITH PROVISIONS OF THE WISCONSIN DEPARTMENT OF ADMINISTRATIVE CODE, CHAPTER SPS 362 (CURRENT EDITION).
- G.C. SHALL SUBMIT THE FOLLOWING COMPONENT DESIGNS TO A/E: WOOD ROOF TRUSSES.
- NEW TRUSS WEB GEOMETRY SHALL BE AS DESIGNED BY TRUSS SUPPLIER.
- TRUSS DESIGN SUPERIMPOSED DEAD AND LIVE DESIGN LOADS:
 - DL: 15 PSF TOP CHORD, 5 PSF BOT. CHORD
 - LL: 25 PSF TOP CHORD, 5 PSF BOT. CHORD
- REF. 7/100-AS-02 FOR PERMANENT TRUSS BRACING REQUIREMENTS. BRACING INSTALLATION SHALL BE IN COMPLIANCE WITH 'BUILDING COMPONENT SAFETY INFORMATION' (BCSI) MANUAL JOINTLY PRODUCED BY THE TRUSS PLATE INSTITUTE (TPI) AND STRUCTURAL BUILDING COMPONENTS ASSOCIATION (SBCA), 2013 EDITION., UPDATED MARCH 2015.
- INSTALL PERMANENT TRUSS BRIDGING AS RECOMMENDED BY TRUSS SUPPLIER.
- ALL WOOD IN CONTACT WITH MASONRY SHALL BE PRESSURE-TREATED.

KEY NOTES

- WOOD COMMON TRUSSES AT 24" O.C., TYP.
- STEP-DOWN WOOD END WALL TRUSS, TYP.
- TRUSS BEARING ON 8" CMU STRUCTURAL WYTHE P.T. WOOD NAILER PLATES BELOW
- 2X LOOKOUTS @ 24" O.C.
- 19/32" STRUCTURAL USE OSB SHEATHING, SPAN RATING 32/16, SPAN PERPENDICULAR TO TRUSS, STAGGER JOINTS
- 2X8 FASCIA ALL AROUND
- MASONRY CAVITY WALL BELOW (DASHED LINES)
- 22"X32" ATTIC ACCESS, PROVIDE MITERED 1X4 FINISH WOOD TRIMMED OPENING, REMOVABLE ACCESS PANEL: PLYWOOD & 5/8" TYPE-X GWB FINISH SURFACE, GRAVITY MOUNTED, 3" MIN. POLYSTYRENE ON ATTIC SIDE, EXPOSED WOOD PAINTED
- SIMPSON STRONG-TIE 'H2.5' (OR EQ.) HOLD-DOWN ANCHOR, EA. TRUSS BRG. OPTION: USE (1) MITEK 'TIMBERLOK' THROUGH DOUBLE TOP PLATE INTO BOT. CHORD TRUSS AT EA. TRUSS AND/OR LOOKOUT BEARING (MIN. SERVICE CAPACITY UPLIFT = 420#, SHEAR = 320# EA. ANCHOR), OR APPROVED EQUAL
- STEEL (OR MASONRY) LINTEL OVER OPENING, REF. LINTEL SCHEDULE THIS SHEET, TYP.
- CONT. RIDGE VENT ABOVE (DASHED LINE)

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ENGINEERING, INC.

ROOF FRAMING PLAN

2023 LIFT STATION 2 IMPROVEMENTS

Marsh Woods Drive

Village of McFarland, Wisconsin

PROJECT NO.: MC 198

DRAWING FILE:

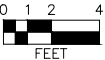
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DATE: 6/28/23

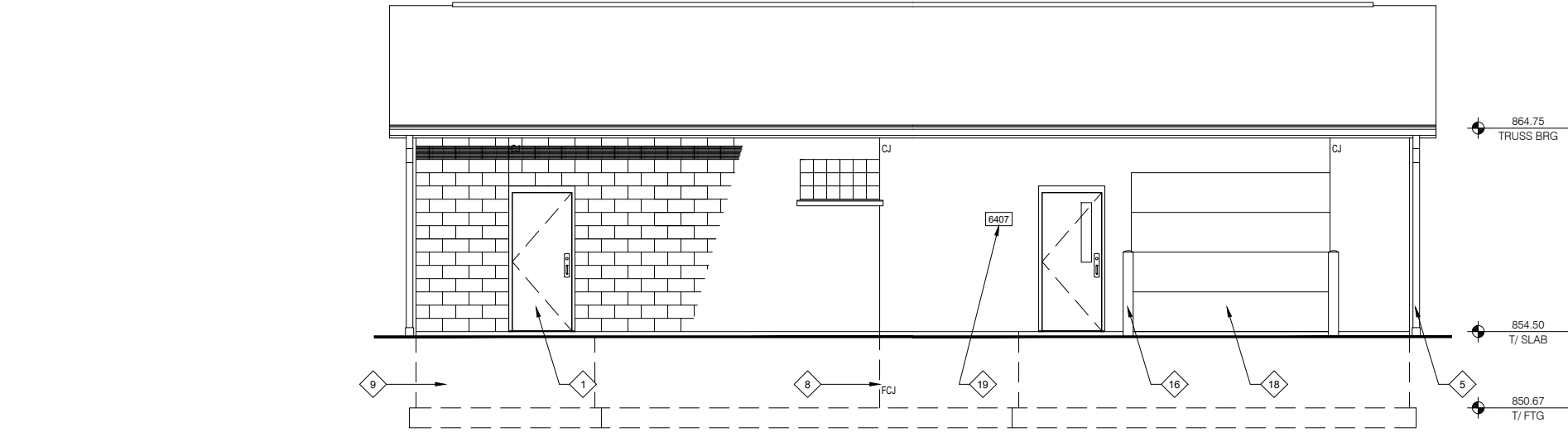
REVISIONS:

SCALE:

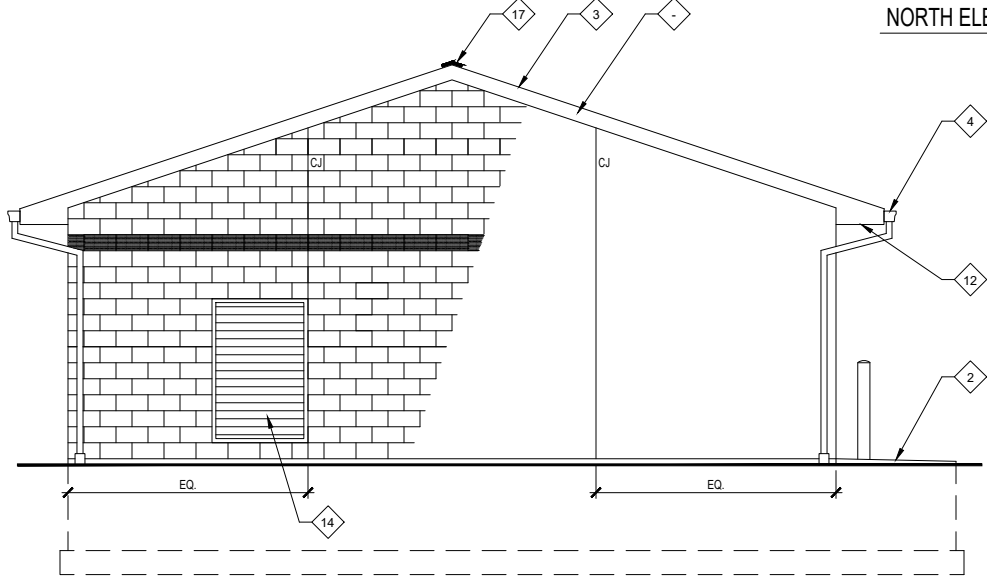


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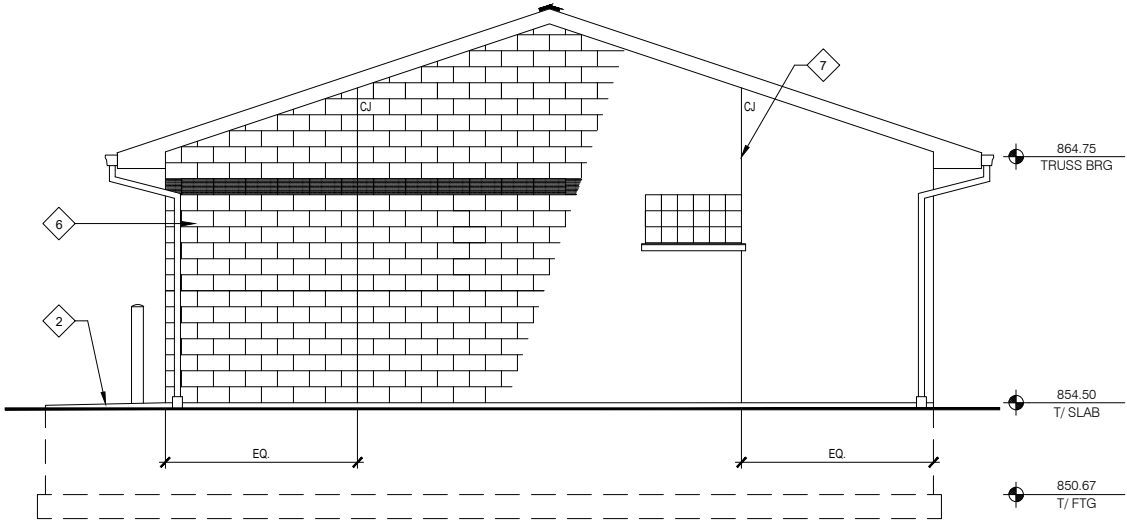
20-AS-03



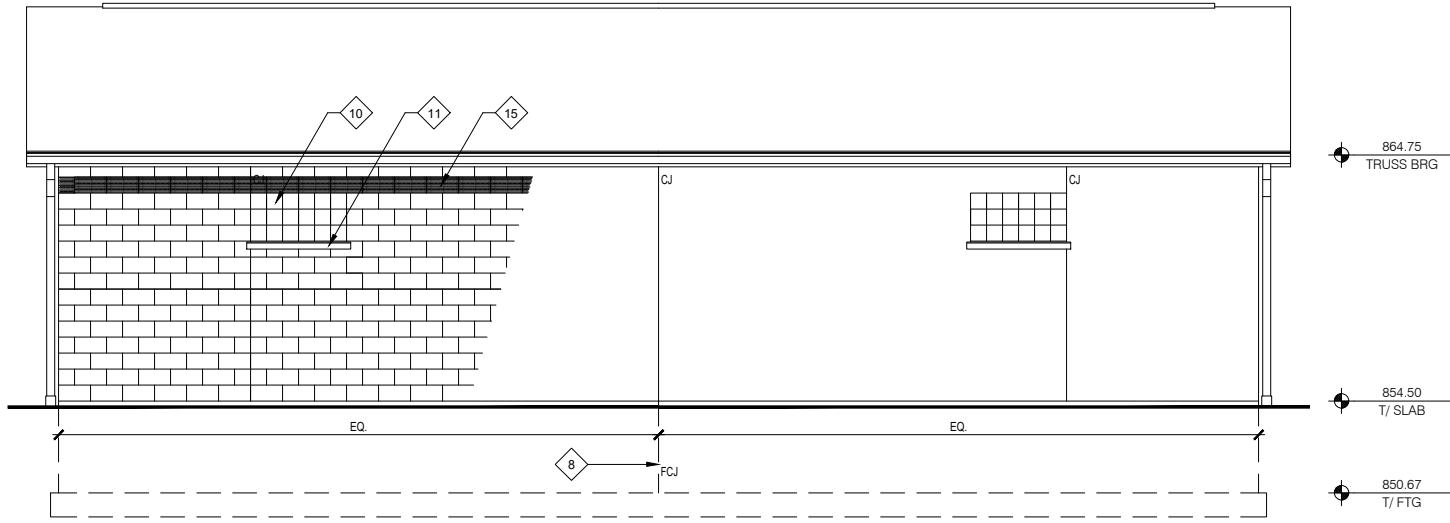
NORTH ELEVATION 1



EAST ELEVATION 2



WEST ELEVATION 3



SOUTH ELEVATION 4

- GENERAL NOTES
1.

KEY NOTES BELOW APPLY TO THIS SHEET ONLY.
2.

EXPOSED CONCRETE SURFACES TO RECEIVE 'GROUT-CLEAN RUBBED FINISH' PER SPECIFICATION SECTION 03 30 00, TYP. AS APPLICABLE.
- KEY NOTES

1.

HOLLOW METAL DOOR, FRAME & HARDWARE, AS SCHEDULED

2.

STRUCTURAL CONCRETE STOOP

3.

FIBERGLASS-ASPHALT ROOF SYSTEM. REF. SPECIFICATIONS & APPLICABLE DETAILS FOR UNDERLAYMENT, DRIP EDGE, FLASHING, AND ICE & WATER SHIELD REQUIREMENTS

4.

FACTORY-FINISHED SEAMLESS TYPE-K COMMERCIAL ALUMINUM 6"W. GUTTER

5.

FACTORY-FINISHED 3" X 4" DOWNSPOUT SYSTEM, DISCHARGE INTO BELOW-GRADE STORM WATER CONVEYANCE SYSTEM, TYP. AT (4) LOCATIONS SHOWN

6.

INSULATED CAVITY-WALL MASONRY STRUCTURE, SPLIT-FACED CMU VENEER, RUNNING BOND

7.

MASONRY CONTROL JOINT (CJ) AT LOCATIONS SHOWN. REF. 3/100-AS-02, TYP.

8.

FOUNDATION CONTROL JOINT (FCJ), ONLY AT (2) LOCATIONS SHOWN, ALIGN WITH MASONRY CONTROL JOINT, REF. 1/100-AS-01

9.

CAST-IN-PLACE CONCRETE FOUNDATION

10.

GLASS BLOCK WINDOW SYSTEM, TYP.

11.

PRECAST CONCRETE SILL WITH DRIP, TYP.

12.

FACTORY-FINISHED VENTED ALUMINUM SOFFIT, TYP. AT EAVE AND RAKE

13.

FACTORY-FINISHED ALUMINUM CLAD FASCIA SYSTEM, TYP.

14.

LOUVER, REF. HVAC DWGS

15.

CMU VENEER ACCENT COURSE, RUNNING BOND

16.

8" CONCRETE-FILLED PIPE BOLLARD, (2) LOC. SHOWN, REF. 8/100-AS-02

17.

CONT. RIDGE VENT SYSTEM, ASPHALT SHINGLE EXPOSED SURFACE TO MATCH ROOF SHINGLE SYSTEM

18.

INSULATED METAL SECTIONAL OVERHEAD DOOR

19.

ADDRESS INSERT BLOCK, COORDINATE MATERIAL, STYLE AND '6407' FONT WITH OWNER

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EXTERIOR ELEVATIONS

2023 LIFT STATION 2 IMPROVEMENTS
Marsh Woods Drive
Village of McFarland, Wisconsin

PROJECT NO.:
MC 198

DRAWING FILE:

DRAWN BY:
WTS

CHECKED BY:

DATE:
6/28/23

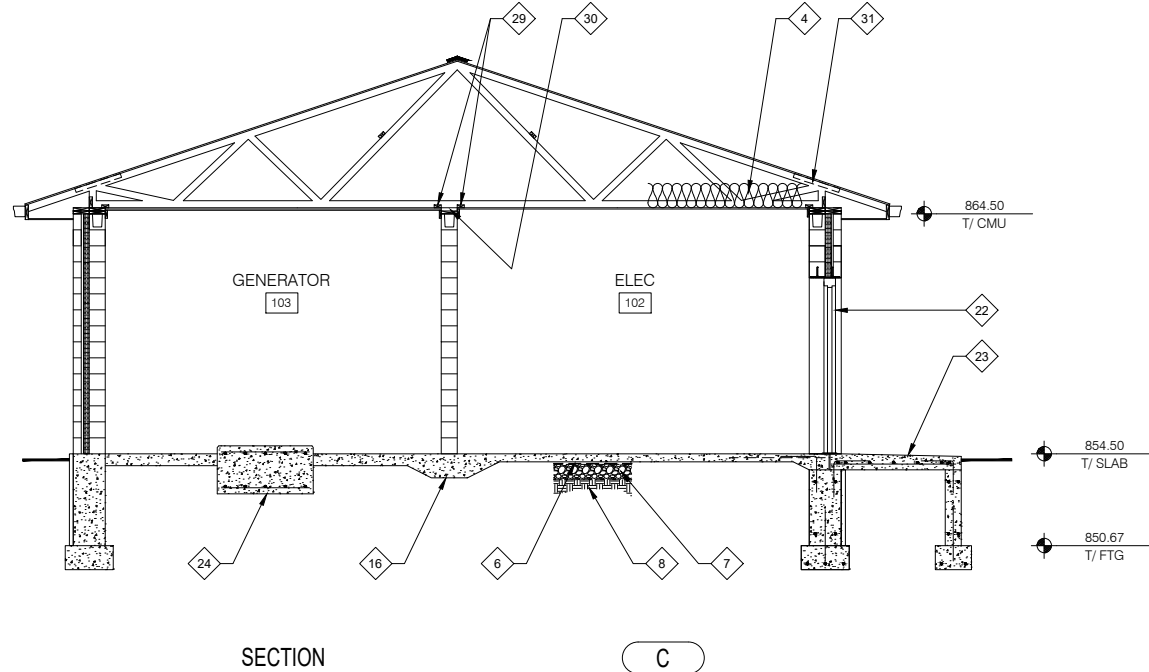
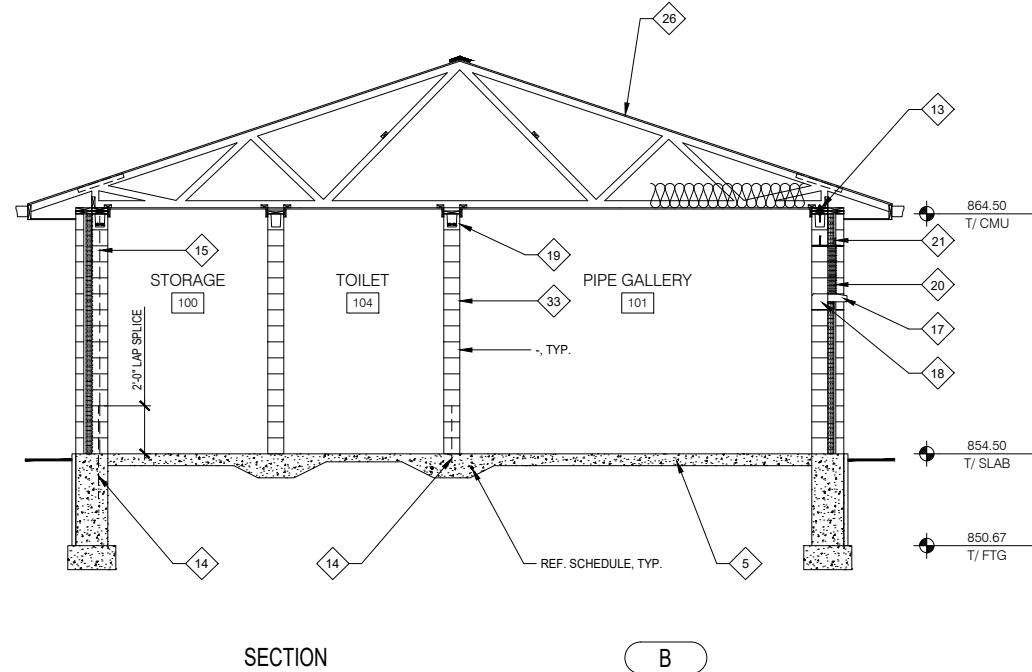
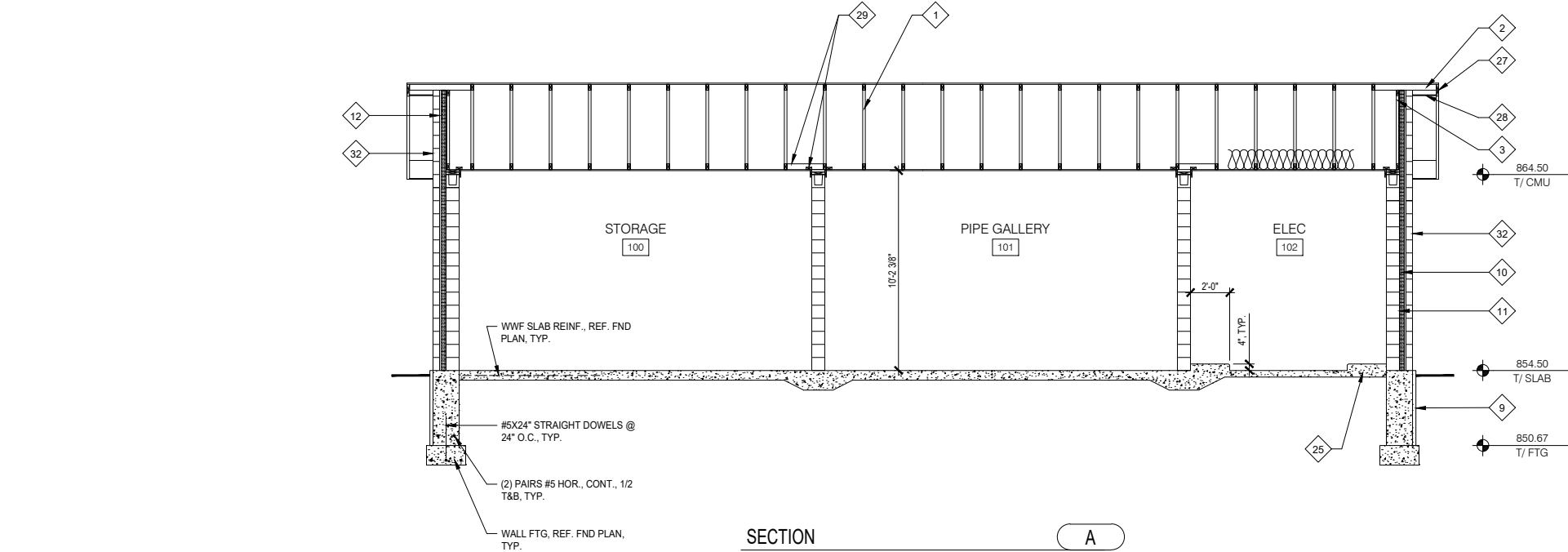
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GENERAL NOTES

1. KEY NOTES BELOW APPLY TO THIS SHEET ONLY.

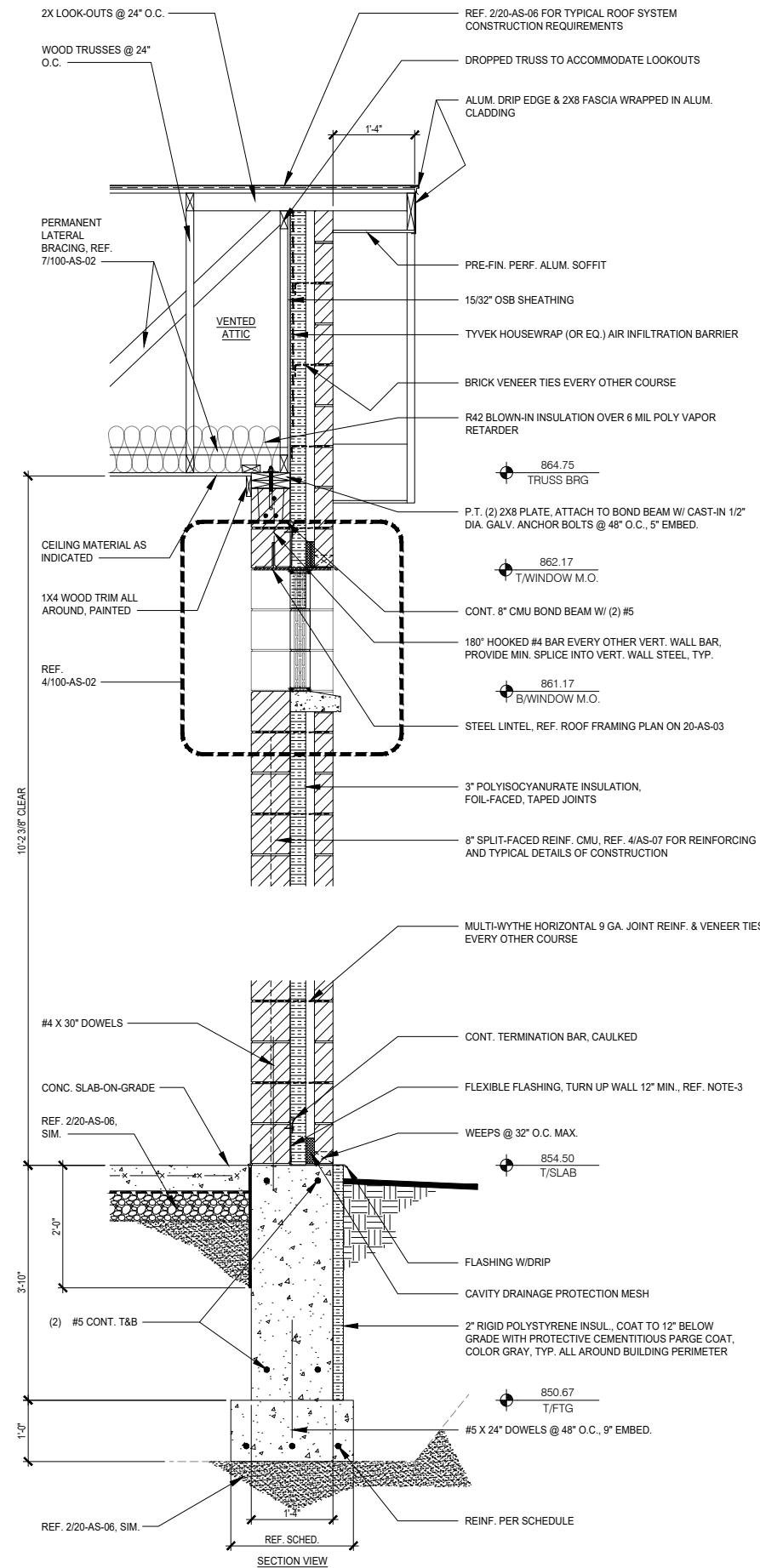
KEY NOTES

1. WOOD ROOF TRUSSES @ 24" O.C.
2. 2X LOOK-OUTS AT 24" O.C.
3. DROPPED ENDWALL TRUSS TO ACCEPT LOOK-OUTS, TYP.
4. R42 BLOWN-IN INSULATION OVER 6 MIL POLY VAPOR RETARDER, TYP.
5. CONCRETE SLAB-ON-GRADE, REF. 20-AS-02 FOR REINF.
6. 10 MIL POLY VAPOR RETARDER, TYP. IMMEDIATELY BELOW ALL INTERIOR SLAB-ON-GRADE FLOORS, TYP.
7. MIN. 6" COMPACTED CRUSHED AGGREGATE SUB-BASE BELOW SLABS-ON-GRADE, TYP.
8. REF. GENERAL NOTES ON SHEET 20-AS-02 FOR SUB-GRADE PREP. REQUIREMENTS AT SLAB-ON-GRADE, THICKENED SLABS AND CONTINUOUS WALL FOOTINGS
9. 2" POLYSTYRENE INSULATION TO MIN. 48" BELOW GRADE, TYP. AT PERIM. WALLS, FIRST COAT EXT. BUILDING WALLS BELOW GRADE W/ ASPHALTIC COATING, SPRAY-APPLIED, COAT EXPOSED FACE INSULATION TO 12" BELOW GRADE WITH PROTECTIVE CEMENTITIOUS COATING, COLOR GRAY, TYP.
10. 3" POLYISOCYANURATE INSULATION, FOIL-FACED & TAPED, TYP.
11. SPRAY-ON MOISTURE BARRIER CONCEALED FACE 8" STRUCTURAL WYTHE, TYP.
12. 15/32" OSB WALL SHEATHING AT GABLE END WALL TRUSSES, INSTALL AIR-INFILTRATION BARRIER OVER OSB PRIOR TO VENEER TIE ATTACHMENT, TYP.
13. 1/2" DIA. EXPANSION ANCHORS @ MAX. 48" O.C. THRU DOUBLE P.T. BEARING PLATE, INSTALL W/ 3" SQ. X 1/4" PL. WASHER AT EA. ANCHOR, TYP.
14. MASONRY DOWELS, REF. 1/100-AS-02, TYP.
15. REINFORCED STRUCTURAL MASONRY WYTHE, REF. 1/100-AS-02, TYP.
16. THICKENED SLAB FOOTING, REF. FND PLAN FOR REINF.
17. PRECAST CONC. SILL WITH DRIP, TYP.
18. SOLID BULLNOSE CMU AT INT. WINDOW SILL, TYP.
19. CONT. BOND BEAM UNIT, REINF. W/ (2) #5 CONT., TYP.
20. GLASS BLOCK WINDOW ASSEMBLY, REF. SCHED., TYP.
21. STEEL LINTEL, REF. ROOF FRAMING PLAN & SCHEDULE
22. HOLLOW METAL DOOR & FRAME
23. REINFORCED CONCRETE STRUCTURAL STOOP, REF. 4/100-AS-01, TYP.
24. RAISED EQUIP. BASE, ISOLATED, REF. 3/100-AS-03 FOR REINF., REF. 'H' DWGS & CONFIRM T/ BASE EL. BASED ON EQUIP. FINAL SELECTION PRIOR TO CONSTRUCTION
25. 4" RAISED EQUIPMENT PAD, REF. 9/100-AS-01, ALSO REF. 'E' DWGS
26. 19/32" OSB ROOF SHEATHING
27. FACTORY-FINISHED ALUM. CLADDING OVER 2X8 FASCIA, TYP.
28. FACTORY-FINISHED VENTED ALUM. SOFFIT, TYP.
29. WOOD BLOCKING FOR TOP OF WALL BRACING & TRIM ATTACHMENT, TYP.
30. INTERIOR PARTITION WALLS RECEIVE ONLY (1) P.T. TOP PLATE, AT WALLS SEPARATING RM 103 PACK SPACE BETWEEN TOP PLATE & TRUSS BOTTOM CHORD WITH FIRE SAFINGS TO 2-HR PROTECTION LIMIT, TYP.
31. VENT CHUTE EA. TRUSS SPACE
32. SPLIT-FACED CMU VENEER, RUNNING BOND
33. INTERIOR CMU PARTITION WALLS ARE VERTICALLY UNREINFORCED EXCEPT FOR DOWELS INDICATED, REF. 1/100-AS-02 FOR REQUIRED HORIZONTAL JOINT AND BOND BEAM REINFORCING, TYP.

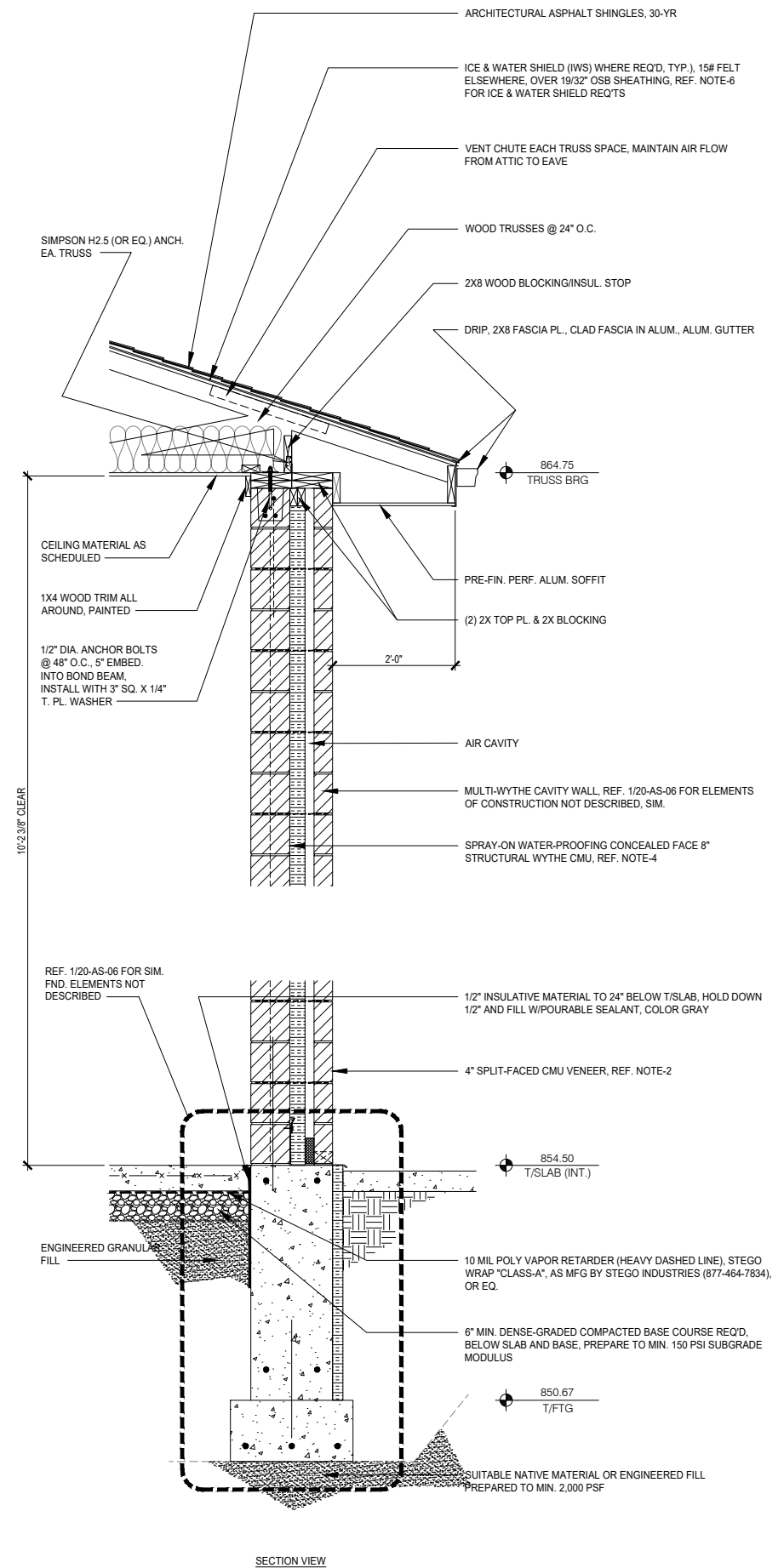
NOTE:
REINFORCING NOT SHOWN ALL LOCATIONS, WHERE TYPICAL REF.
CONSTRUCTION NOTES ELSEWHERE THIS SHEET FOR SIMILAR
REINFORCING REQUIREMENTS.

DETAIL 1 & 2/20-AS-06 NOTES:

1. NOTES APPLY COLLECTIVELY TO SIMILAR DETAILING SHOWN IN DETAILS THIS SHEET.
2. CMU VENEER TO BE COUNTY MATERIALS SPLT-FACED CMU VENEER, OR EQ., SIZE: 8"HX16"LX4"T. (NOMINAL).
3. CONT. FLEXIBLE FLASHING, GOP PERM-A-BARRIER, OR EQ., RETURN UP FACE OF CONCRETE WALL MIN. 12" AND FASTEN WITH CONT. TERMINATION BAR & CAULK.
4. SPRAY-APPLY FLUID MOISTURE PROTECTION BARRIER TO CONCEALED FACE CMU WALL WITHIN CAVITY SPACE PRIOR TO FLEXIBLE FLASHING AND INSULATION INSTALLATION.
5. HOLD-DOWN ANCHOR EA. TRUSS
6. INSTALL ICE & WATER SHIELD CONT. BARRIER 5'-0" INWARD FROM ROOF EDGES AND RIDGE.

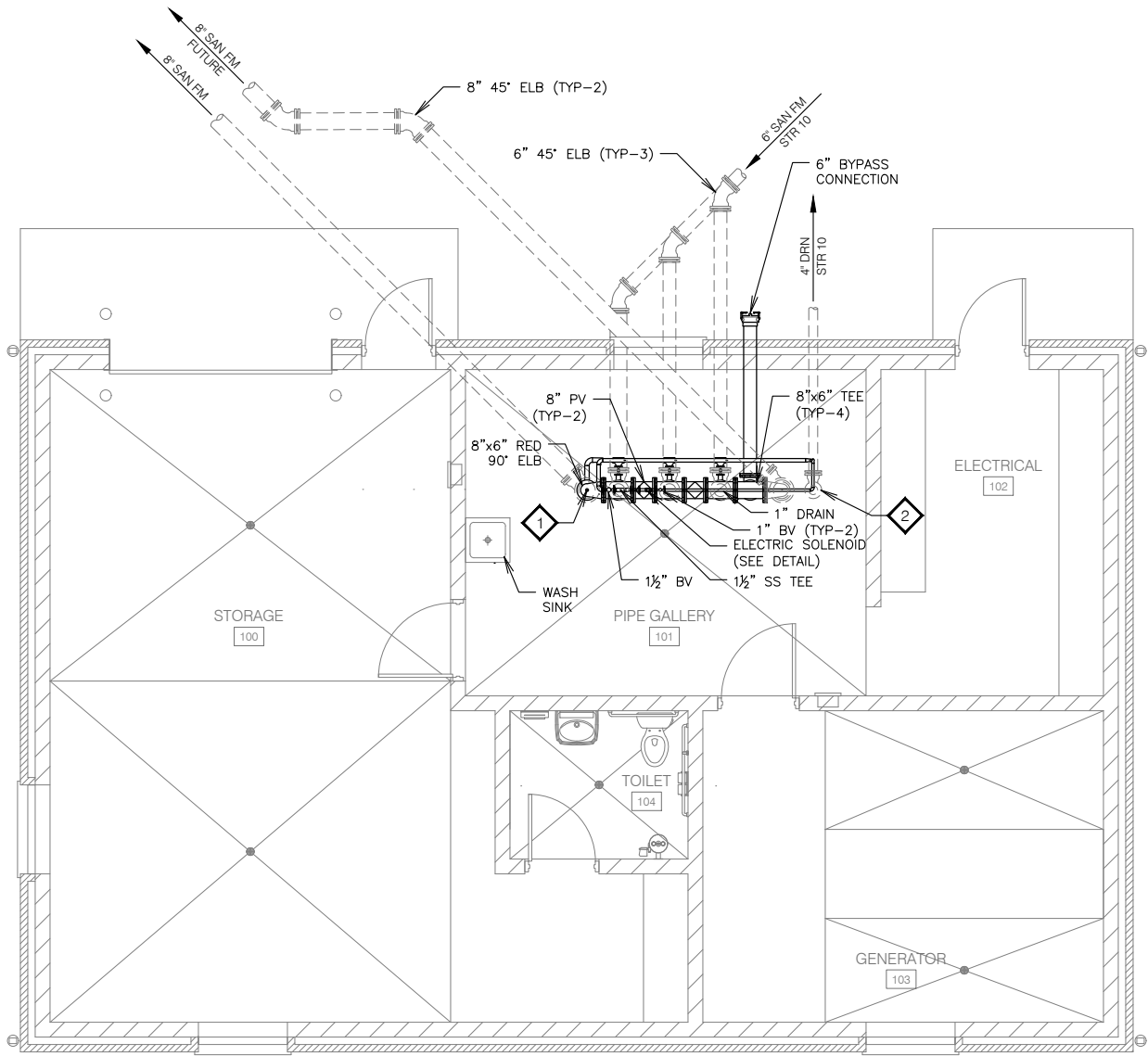


DETAIL 1 NTS
ROOF GABLE END WALL SECTION



DETAIL 2 NTS

ROOF EAVE WALL SECTION



GENERAL NOTES

1. ALL PIPING SHALL BE EPOXY PAINTED DUCTILE IRON, CLASS 53, UNLESS NOTED.

KEY NOTES

1. 1/2\"/>

6264 Nesbitt Road
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PROCESS PLAN
STRUCTURE 20

2023 LIFT STATION 2 IMPROVEMENTS
Marsh Woods Drive
Village of McFarland, Wisconsin

PROJECT NO.:
MC 198
DRAWING FILE:
20-M
DRAWN BY:
D.D.E.
CHECKED BY:
T.J.S.

DATE:
9-6-23
REVISIONS:

SCALE:
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FEET

SHEET:

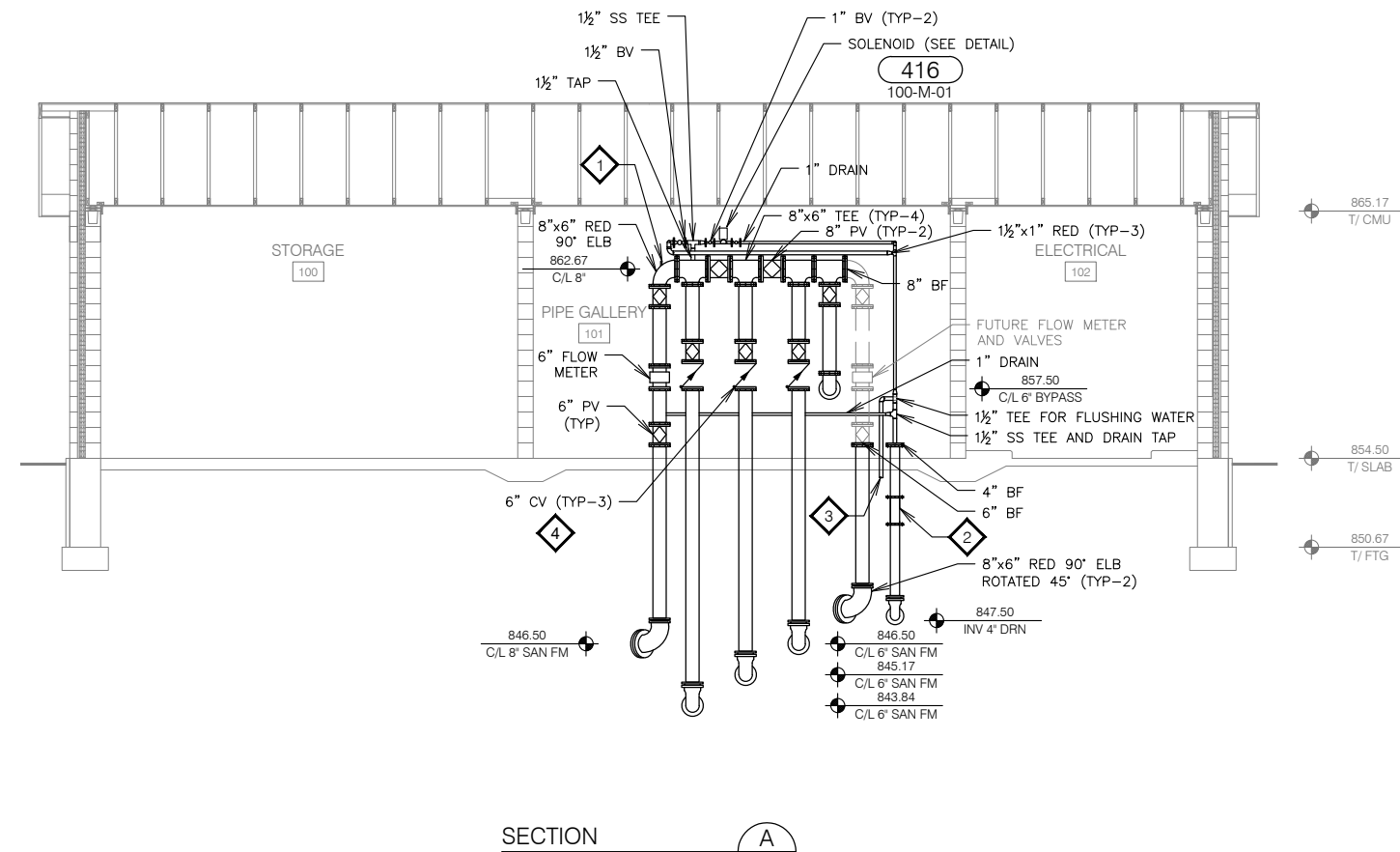
20-M-01

GENERAL NOTES

1. ALL PIPING SHALL BE EPOXY PAINTED DUCTILE IRON, CLASS 53, UNLESS NOTED.

 KEY NOTES

1. 3/4" TAP WITH BALL VALVE AND PRESSURE GAUGE.
2. PROVIDE WYE FOR SANITARY DRAIN CONNECTION. ELEVATION DETERMINED BY PLUMBING PLANS.
3. 1-1/2" FLUSHING WATER LINE.
4. PUMP CHECK VALVES SHALL BE APCO MODEL 6000 BE DEZURIK OR GA INDUSTRIES 250-D.



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TOWN & COUNTRY
ENGINEERING, INC.

PROCESS SECTION STRUCTURE 20

Marsh Woods Drive
Village of McFarland, Wisconsin

JECT NO.:	MC 198
WING FILE:	20-M
WN BY:	D.D.E.
CKED BY:	T.J.S.

9-6-23

E:	
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ET:

0-M-02

DUCTLESS SPLIT SYSTEMS																	
MARK	MANUFACTURER	MODEL		TYPE	LOCATION	COOLING CAPACITY (BUTH)	HEATING CAPACITY (BTUH)	AIRFLOW (CFM)	ELECTRICAL UNIT				PHYSICAL DATA				REMARKS
		INDOOR UNIT	OUTDOOR UNIT						AMPS	MCA	MOCP	VOLTS / PH	LENGTH (IN)	WIDTH (IN)	HEIGHT (IN)	WEIGHT (LBS)	
20-DSS-01	LG	#1 - LSN120HSV5	-	HIGH WALL	PIPE GALLERY	12,000	13,600	459 / 338 / 317	0.4	-	-	208-230V / 1Ø	33	8	12	20	1, 2, 3
		#2 - LMN249HVT	-	HIGH WALL	ELEC	24,000	25,600	597 / 452 / 367	0.4	-	-	208-230V / 1Ø	40	9	14	30	1, 2, 3
		-	LMU363HV	MULTI-ZONE	OUTSIDE	36,000	36,000	2,119	15	18.4	25	208-230V / 1Ø	38	16	33	140	1, 4, 5
1. PROVIDE DISCONNECT. 2. INDOOR UNIT IS POWERED FROM OUTDOOR UNIT. 3. PROVIDE WALL MOUNTED WIRED THERMOSTAT. 4. PROVIDE LOW AMBIENT WIND BAFFLE TO PERMIT OPERATION DOWN TO 0°F. 5. PROVIDE WALL MOUNTING BRACKETS FOR OUTDOOR UNIT.																	

FANS																
MARK	MANUFACTURER	MODEL	SERVICE	LOCATION	CONSTRUCTION			AIR			ELECTRICAL			WEIGHT (LBS)	SONES	REMARKS
					TYPE	FAN MATERIAL	DRIVE	CFM	ESP (IN WC)	RPM	HP	BHP	VOLTS / PH			
20-EF-01	GREENHECK	CUE-095-VG	STORAGE	EXTERIOR WALL	SIDEWALL	ALUMINUM	DIRECT	450	0.25	1,327	1/6	0.07	115 / 1Ø	50	6.6	1, 2, 3, 4
20-EF-02	GREENHECK	SP-A200	TOILET	TOILET	CEILING	ALUMINUM	DIRECT	75	0.50	776	29 WATTS	-	115 / 1Ø	20	2.5	1, 2, 5, 6, 7
1. PROVIDE GRAVITY BACKDRAFT DAMPER. 2. PROVIDE FACTORY MOUNTED AND WIRED DISCONNECT SWITCH. 3. PROVIDE VARI-GREEN EC MOTOR WITH DIAL SPEED CONTROL MOUNTED ON MOTOR FOR BALANCING PURPOSES. 4. PROVIDE KYNAR FINSH. COLOR SELECTION BY ARCHITECT. 5. PROVIDE WHITE ALUMINUM GRILLE AND SPEED CONTROL MOUNTED ON FAN FOR BALANCING PURPOSES. 6. PROVIDE NEOPRENE VIBRATION ISOLATION HANGERS. 7. PROVIDE ALUMINUM WALL CAP EQUAL TO GREENHECK MODEL WC-6.																

DIFFUSERS AND GRILLES								
TYPE	MANUFACTURER	MODEL	TYPE	SERVICE	MATERIAL	MOUNTING	FINISH	REMARKS
A	CONTR. FABRICATED	-	-	EXHAUST	STAINLESS STEEL	DUCT	MILL	1
1. 1" x 1" STAINLESS STEEL SCREENING WITH STAINLESS STEEL FRAMED BORDER.								

ELECTRIC BASEBOARD						
MARK	MANUFACTURER	MODEL	LENGTH	ELECTRICAL		REMARKS
				WATTS	VOLTS / PH	
20-EBB-01	Q-MARK	QMKC25126	30"	500	120 / 1Ø	1, 2
1. PROVIDE FACTORY MOUNTED AND WIRED INTEGRAL THERMOSTAT. 2. PROVIDE FACTORY MOUNTED AND WIRED INTEGRAL DISCONNECT.						

ELECTRIC UNIT HEATERS										
MARK	MANUFACTURER	MODEL	KW	CFM	MOTOR		UNIT ELECTRICAL		OPERATING WEIGHT	REMARKS
					HP	RPM	AMPS	VOLTS / PH		
20-EUH-01	Q-MARK	MUH07-41	7.5	650	1/30	1,600	9.0	480 / 3Ø	38 LBS	1, 2, 3
20-EUH-02	Q-MARK	MUH07-41	7.5	650	1/30	1,600	9.0	480 / 3Ø	38 LBS	1, 2, 3
20-EUH-03	Q-MARK	MUH03-41	3	350	1/100	1,600	3.6	480 / 3Ø	27 LBS	1, 2, 3
20-EUH-04	Q-MARK	MUH03-41	3	350	1/100	1,600	3.6	480 / 3Ø	27 LBS	1, 2, 3
20-EUH-05	Q-MARK	MUH05-41	5	350	1/100	1,600	6.0	480 / 3Ø	27 LBS	1, 2, 3
1. PROVIDE FACTORY MOUNTED AND WIRED INTEGRAL DISCONNECT SWITCH. 2. PROVIDE REMOTE WALL MOUNTED THERMOSTAT. 3. MOUNT HEATER SUCH THAT THE BOTTOM OF THE UNIT IS AT A HEIGHT OF 8'-0" AFF.										

LOUVERS													
MARK	MANUFACTURER	MODEL	SERVICE	CFM	CONSTRUCTION		SIZE			MAX FREE AREA VELOCITY (FPM)	MAX PRESSURE DROP (IN WC)	FINISH	REMARKS
					TYPE	MATERIAL	WIDTH	HEIGHT	DEPTH				
20-L-01	GREENHECK	ESK-402	STORAGE	450	INTAKE	ALUMINUM	16"	24"	4"	689	0.08	70% KYNAR	1, 2
20-L-02	GREENHECK	ESK-402	GENERATOR	7,700	EXHAUST	ALUMINUM	72"	72"	4"	689	0.08	70% KYNAR	1, 2
20-L-03	GREENHECK	ESK-402	GENERATOR	8,063	INTAKE	ALUMINUM	56"	64"	4"	689	0.08	70% KYNAR	1, 2
1. COLOR SELECTION BY ARCHITECT. 2. PROVIDE WITH BIRD SCREEN													

ELECTRIC CONTROL DAMPERS							
MARK	MANUFACTURER	MODEL	BLADE CONFIGURATION	SIZE	LOCATION	VOLTS/ PHASE	REMARKS
20-D-01	TAMCO	SERIES 9000	PARALLEL	16" x 24"	20-L-01	115V / 1Ø	1
20-D-02	TAMCO	SERIES 9000	PARALLEL	72" x 72"	20-L-02	115V / 1Ø	1
20-D-03	TAMCO	SERIES 9000	PARALLEL	56" x 64"	20-L-03	115V / 1Ø	1
1. PROVIDE WITH BELIMO ACTUATOR. VERIFY NUMBER OF ACTUATORS REQUIRED AND COORDINATE WITH ELECTRICAL CONTRACTOR.							

HVAC GENERAL NOTES

1. THESE DRAWINGS DO NOT ATTEMPT TO SHOW THE COMPLETE DETAILS OF BUILDING CONSTRUCTION, WHICH AFFECT THE MECHANICAL INSTALLATION. THE CONTRACTOR SHALL FIELD VERIFY EXISTING CONDITIONS AND REFER TO THE ARCHITECTURAL, CIVIL, STRUCTURAL, PLUMBING AND ELECTRICAL DRAWINGS FOR ADDITIONAL DETAILS WHICH AFFECT THE PROPER INSTALLATION OF THIS WORK. NO EXTRA PAYMENT WILL BE ALLOWED FOR THE FAILURE TO OBTAIN THIS INFORMATION.
2. CONTRACTOR SHALL COORDINATE HIS WORK WITH THE WORK OF OTHER TRADES. RESOLVE ALL CONFLICTS AT NO ADDITIONAL COST TO THE OWNER OR ARCHITECT.
3. THESE DRAWINGS ARE A DIAGRAMMATIC REPRESENTATION OF WORK TO BE ACCOMPLISHED AND AS SUCH DO NOT SHOW ALL REQUIRED OFFSETS OF DUCTWORK AND PIPING. MECHANICAL CONTRACTOR SHALL INSTALL MATERIAL AND EQUIPMENT AS TO CONFORM TO THE STRUCTURE, EQUIPMENT CONNECTIONS AND MAINTAIN HEADROOM AND PASSAGEWAY.
4. KEY NOTES PERTAIN ONLY TO THE DRAWING THEY ARE LOCATED ON.
5. DUCT SIZES ARE CLEAR INSIDE DIMENSIONS.
6. ALL BRANCH DUCTS SHALL MATCH DIFFUSER NECK SIZES UNLESS OTHERWISE NOTED.
7. ALL CONTROL WIRING SHALL BE RUN IN CONDUIT.
8. MAINTAIN 10’ MINIMUM DISTANCE FROM OUTSIDE AIR INTAKES TO ANY EXHAUST OR TOILET VENTS.

HVAC ABBREVIATIONS

- AFF
- ABOVE FINISHED FLOOR
- AP
- ACCESS PANEL
- BD
- BALANCING DAMPER
- BOD
- BOTTOM OF DUCT
- CAI
- COMBUSTION AIR INTAKE
- CD
- CONDENSATE DRAIN
- CFM
- CUBIC FEET PER MINUTE
- DIA
- DIAMETER
- DN
- DOWN
- EA
- EXHAUST AIR
- EF
- EXHAUST FAN
- MIN
- MINIMUM
- MAX
- MAXIMUM
- OA
- OUTSIDE AIR
- RA
- RETURN AIR
- SA
- SUPPLY AIR
- UG
- UNDERGROUND

HVAC LEGEND

- HVAC EQUIPMENT
- DUCTWORK
- INSULATED DUCTWORK
- THERMOSTAT
- REVERSE-ACTING THERMOSTAT
- DUCT UP
- DUCT DOWN
- FLEX DUCT
- MOTORIZED DAMPER
- BALANCING DAMPER
- ELBOW WITH TURNING VANES
- AIR FLOW INDICATOR
- DOOR UNDER CUT
- BALL VALVE
- PIPE ELBOW/TEE DOWN
- PIPE ELBOW/TEE UP
- CAPPED PIPE END

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TOWN & COUNTRY
ENGINEERING, INC.

HVAC SCHEDULES

2023 LIFT STATION 2 IMPROVEMENTS
Marsh Woods Drive
Village of McFarland, Wisconsin

PROJECT NO.:
MC 198

DRAWING FILE:
20-H-02

DRAWN BY:
B.M.C.

CHECKED BY:
M.R.R.

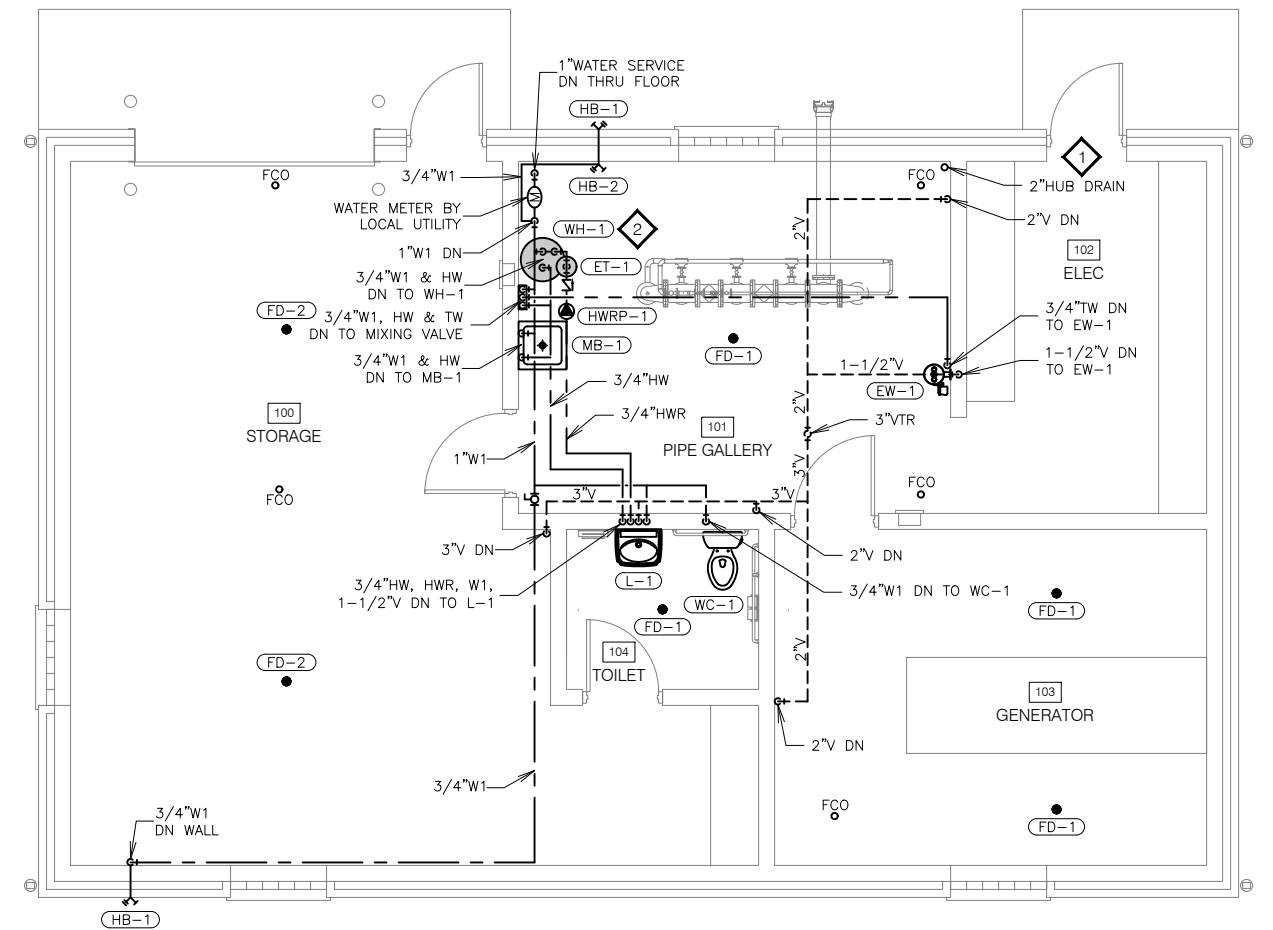
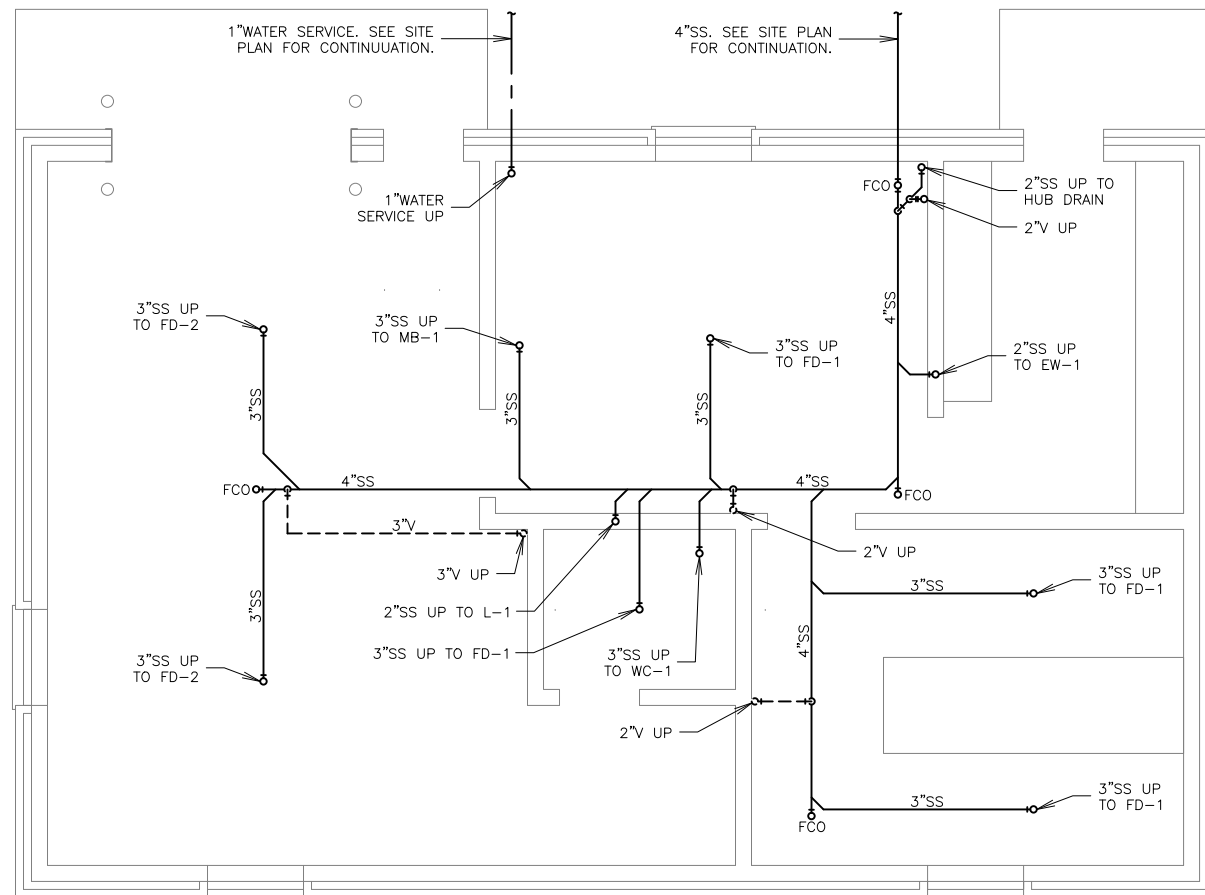
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10-17-23

REVISIONS:

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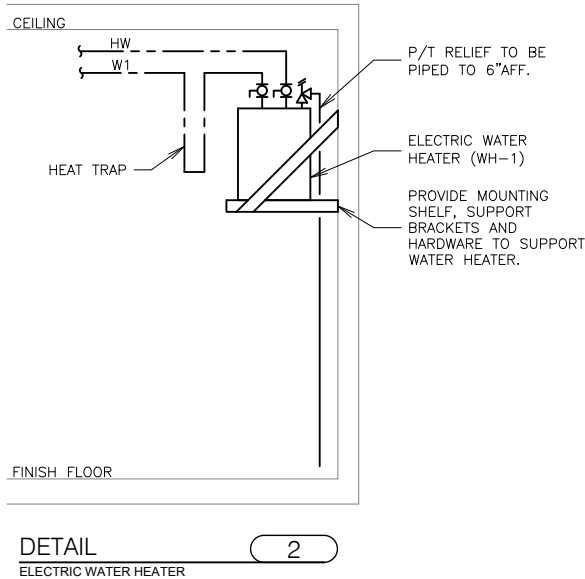
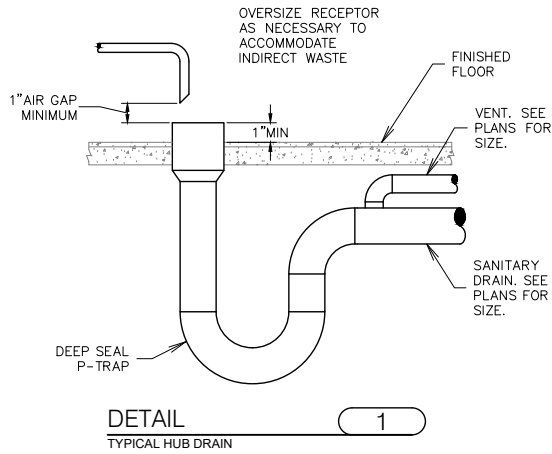
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 KEY NOTES

1. HUB DRAIN FOR AIR CONDITIONER CONDENSATE. COORDINATE EXACT LOCATION WITH HVAC CONTRACTOR. SEE THE TYPICAL HUB DRAIN DETAIL.
2. MOUNT ELECTRIC WATER HEATER HIGH ON WALL. FIELD VERIFY EXACT LOCATION. SEE THE ELECTRIC WATER HEATER DETAIL.



PLUMBING FIXTURE SCHEDULE							
MARK	MANUFACTURER	MODEL	DESCRIPTION	WSFU			DFU
				HW	CW	TOTAL	VALUE
EW-1	GUARDIAN	G1750	WALL MOUNTED EYE/FACE WASH WITH STAINLESS STEEL BOWL, TWO ABS PLASTIC GENTLE SPRAY EYE/FACE WASH HEADS WITH INTERNAL FLOW CONTROL, FILTERS, AND FLIP TOP DUST COVERS, A 1/2" CHROME PLATED BRASS STAY OPEN BALL VALVE ACTIVATED BY A POWDER COATED CAST ALUMINUM FLAG HANDLE AND CAST ALUMINUM WALL BRACKET WITH POWDER COATED FINISH. PROVIDE WITH 1-1/2"CHROME PLATED BRASS TAILPIECE AND P-TRAP WITH CLEANOUT PLUG. MIXING VALVE: GUARDIAN MODEL G6020 THERMOSTATIC MIXING VALVE WITH INTEGRAL STRAINER CHECKSTOPS ON INLETS, ADJUSTABLE SET POINT AND DIAL THERMOMETER IN SURFACE MOUNTED STAINLESS STEEL CABINET.	NA	NA	NA	NA
FD-1	SIOUX CHIEF	863-43NR	ADJUSTABLE 3" FLOOR DRAIN, PVC ADAPTER BODY, ABS TOP HOUSING AND FLASHING COLLAR WITH ROUND NICKEL-BRONZE RING AND STRAINER, PROVIDE 3"SCHEDULE 40 HUB ADAPTER.	N/A	N/A	N/A	3.0
FD-2	JR SMITH	2142	4"FLOOR DRAIN, DUCO CAST IRON BODY AND FLASHING COLLAR WITH 12" ROUND HEAVY DUTY DUCTILE IRON TRACTOR GRATE AND REMOVEABLE SOLID FREE STANDING SEDIMENT BUCKET.	NA	NA	NA	4.0
HB-1	WOODFORD	19	FREEZELESS WALL FAUCET WITH ANTI-SIPHON AND NON-RUPTURE PROTECTION, AUTOMATIC DRAINING, 3/4" MALE HOSE THREAD NOZZLE, BRASS VALVE BODY, ONE PIECE VALVE PLUNGER TO CONTROL BOTH FLOW AND DRAINAGE, HARDENED STAINLESS STEEL OPERATING STEM AND OVAL POWDER COATED DIE CAST ALUMINUM HANDLE.	NA	4.0	4.0	NA
HB-2	WOODFORD	24	NON-FREEZE AREA, ANTI-SIPHON VACUUM BREAKER PROTECTED WALL FAUCET, 3/4"MALE HOSE THREAD NOZZLE, BRASS VALVE BODY, ONE PIECE VALVE PLUNGER, HARDENED STAINLESS STEEL OPERATING STEM AND POLYCARBONATE WHEEL HANDLE. PROVIDE WITH POLISHED CHROME FINISH.	NA	4.0	4.0	NA
L-1	KOHLER	K-2005 KINGSTON	WALL MOUNT VITREOUS CHINA LAVATORY DRILLED FOR CONCEALED ARM CARRIER. FAUCET OPENINGS 4" ON CENTER WITH OVERFLOW. COORDINATE COLOR WITH ARCHITECT. FAUCET: CHICAGO FAUCET 2200-4E2805ABCP, 4" CENTERS, SINGLE METAL LEVER HANDLE, 0.5 GPM. DRAIN: KOHLER K-7131-A-CP, 1-1/4" OFFSET DRAIN WITH GRID STRAINER AND KOHLER K-8999 1-1/4"x1-1/2" CAST BRASS ADJUSTABLE "P" TRAP WITH C.O. PLUG. SUPPLIES AND STOPS: CHICAGO FAUCET 1006 ANGLE VALVE WITH LOOSE KEY HANDLE, 1/2" FEMALE INLET, 1/2"OD x 12" RISER (QUANTITY OF 2). PROVIDE "HANDY-SHIELD MAXX" PIPE INSULATION ON P-TRAP, WATER VALVES AND EXPOSED SUPPLY PIPING.	0.5	0.5	1.0	1.0
MB-1	FIAT	TSB3000	24"x24"x12" PRECAST TERRAZZO MOP BASIN WITH 6"DROP FRONT, STAINLESS STEEL CAPS ON ALL CURBS AND STAINLESS STEEL CAST-IN DRAIN BODY FOR 3"PIPE. FAUCET: CHICAGO FAUCET 835-369CP, VACUUM BREAKER SPOUT, 3/4" MALE HOSE THREAD OUTLET, WALL BRACE AND PAIL HOOK. PROVIDE WATTS 8B VACUUM BREAKER ON FAUCET. HOSE & WALL HOOK: FIAT #832-AA, 30"LONG FLEXIBLE HEAVY DUTY 5/8" RUBBER HOSE WITH 3/4" COUPLUNG ON ONE END AND STAINLESS STEEL WALL BRACKET.	2.0	2.0	3.0	3.0
WC-1	KOHLER	K-3493 HIGHLINE	ADA COMPLIANT, FLOOR MOUNT, VITREOUS CHINA, PRESSURE ASSISTED TANK WATER CLOSET WITH ELONGATED BOWL, 17-1/8" RIM HEIGHT AND 1.6 GALLON FLUSH. COORDINATE COLOR WITH ARCHITECT. SEAT: KOHLER K-4650 SOLID PLASTIC, OPEN FRONT WITH COVER. SUPPLIES AND STOPS: CHICAGO FAUCET 1006 ANGLE VALVE WITH LOOSE KEY HANDLE, 1/2" FEMALE INLET, 1/2"OD x 12" RISER.	N/A	3.0	3.0	6.0
WH-1	AO SMITH	DEL-20	ELECTRIC WATER HEATER WITH 20 GALLON GLASS LINED STORAGE TANK, A SINGLE 2,500 WATT, 208V/1Ø HEATING ELEMENT CONTROLLED BY AN INTEGRALLY MOUNTED THERMOSTAT WITH HIGH TEMPERATURE CUT-OFF SWITCH, TEMPERATURE/PRESSURE RELIEF VALVE AND DRAIN VALVE.	N/A	N/A	N/A	N/A

PUMPS											
MARK	MANUFACTURER	MODEL	PUMP TYPE	MATERIAL	GPM	HEAD (FT WC)	MOTOR				REMARKS
							WATTS	RPM	VOLTS	PHASE	
HWRP-1	BELL & GOSSETT	NBF-25	INLINE	BRONZE	2	10	125	2,950	115	1	1, 2
1. PROVIDE WITH PLUG IN POWER CORD.											
2. PROVIDE AQUASTAT AND TIMER.											

POTABLE WATER EXPANSION TANK									
MARK	MANUFACTURER	MODEL	CAPACITY		SYSTEM CONNECTION (INCHES)	MAXIMUM OPERATING PRESSURE (PSI)	DIMENSIONS		REMARKS
			TANK VOLUME (GALLONS)	ACCEPTANCE VOLUME (GALLONS)			DIAMETER (INCHES)	HEIGHT (INCHES)	
ET-1	BELL & GOSSETT	PTA-12	5	3.3	3/4"	150	12"	14"	1
1. TANK SHALL BE ASME RATED.									

- PLUMBING GENERAL NOTES
1. THESE DRAWINGS DO NOT ATTEMPT TO SHOW THE COMPLETE DETAILS OF BUILDING CONSTRUCTION, WHICH AFFECT THE PLUMBING INSTALLATION. THE CONTRACTOR SHALL FIELD VERIFY EXISTING CONDITIONS AND REFER TO THE ARCHITECTURAL, CIVIL, STRUCTURAL, HVAC AND ELECTRICAL DRAWINGS FOR ADDITIONAL DETAILS WHICH AFFECT THE PROPER INSTALLATION OF THIS WORK. NO EXTRA PAYMENT WILL BE ALLOWED FOR THE FAILURE TO OBTAIN THIS INFORMATION.

2. CONTRACTOR SHALL COORDINATE HIS WORK WITH THE WORK OF OTHER TRADES. RESOLVE ALL CONFLICTS AT NO ADDITIONAL COST TO THE OWNER OR ARCHITECT.

3. THESE DRAWINGS ARE A DIAGRAMMATIC REPRESENTATION OF WORK TO BE ACCOMPLISHED AND AS SUCH DO NOT SHOW ALL REQUIRED OFFSETS OF PIPING. PLUMBING CONTRACTOR SHALL INSTALL MATERIAL AND EQUIPMENT AS TO CONFORM TO THE STRUCTURE, EQUIPMENT CONNECTIONS AND MAINTAIN HEADROOM AND PASSAGEWAY.

4. ALL NON-POTABLE WATER PIPING AND FIXTURES SHALL CLEARLY BE LABELED AS SUCH.

PLUMBING ABBREVIATIONS

BFP	BACKFLOW PREVENTER
CO	CLEANOUT
DN	DOWN
ES	EMERGENCY SHOWER
EW	EYE WASH
FCO	FLOOR CLEANOUT
FD	FLOOR DRAIN
HB	HOSE BIB
HD	HUB DRAIN
LAV	LAVATORY
RD	ROOF DRAIN
SH	SHOWER
SPD	SUMP PUMP DISCHARGE
UG	UNDERGROUND
WC	WATER CLOSET
WCO	WALL CLEANOUT
WH	WATER HEATER
VTR	VENT THRU ROOF

PLUMBING LEGEND

— — — — —	DOMESTIC COLD WATER (W1)
— — — — —	DOMESTIC HOT WATER (HW)
— — — — —	DOMESTIC TEMPERED WATER (TW)
— — — — —	DOMESTIC HOT WATER RETURN (HWR)
— — — — —	NON-POTABLE WATER (W2)
— — — — —	SANITARY SEWER (SS)
— — — — —	STORM PIPING (ST)
— — — — —	VENT (V)
	BALL VALVE
	GATE VALVE
	CHECK VALVE
	CONTROL VALVE
	PRESSURE REGULATOR
	STRAINER
	HOSE BIB
	PIPE ELBOW/TEE DOWN
	PIPE ELBOW/TEE UP
	CAPPED PIPE END

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PLUMBING SCHEDULES

2023 LIFT STATION 2 IMPROVEMENTS
Marsh Woods Drive
Village of McFarland, Wisconsin

PROJECT NO.:
MC 198

DRAWING FILE:
20-P-02

DRAWN BY:
B.M.C.

CHECKED BY:
M.R.R.

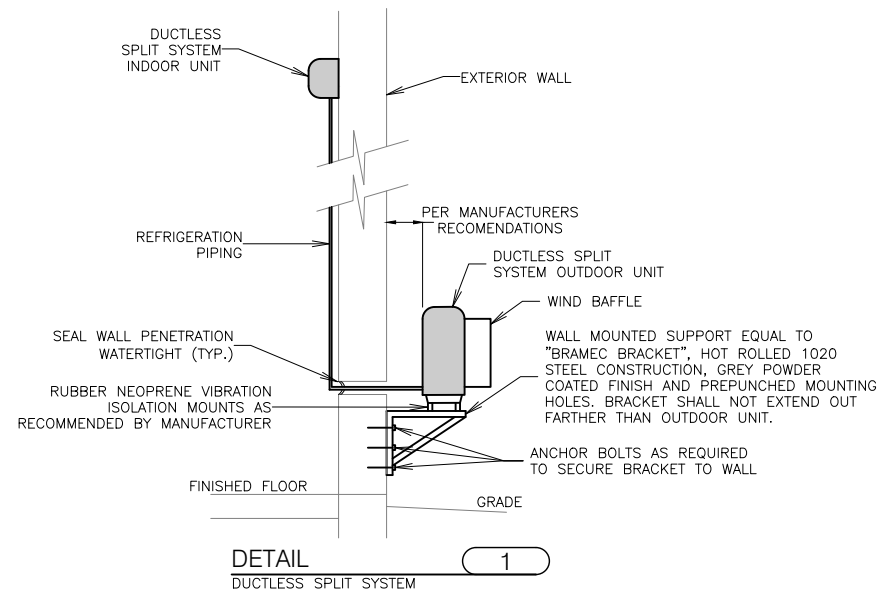
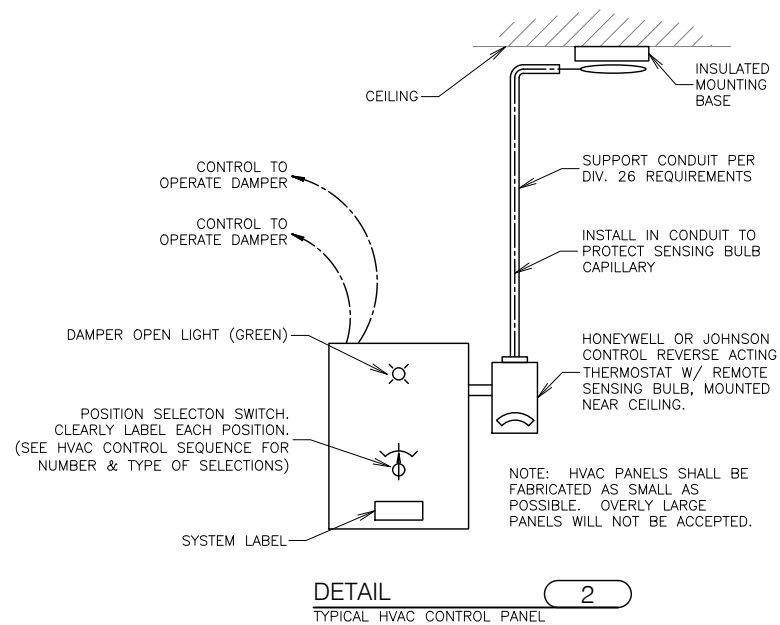
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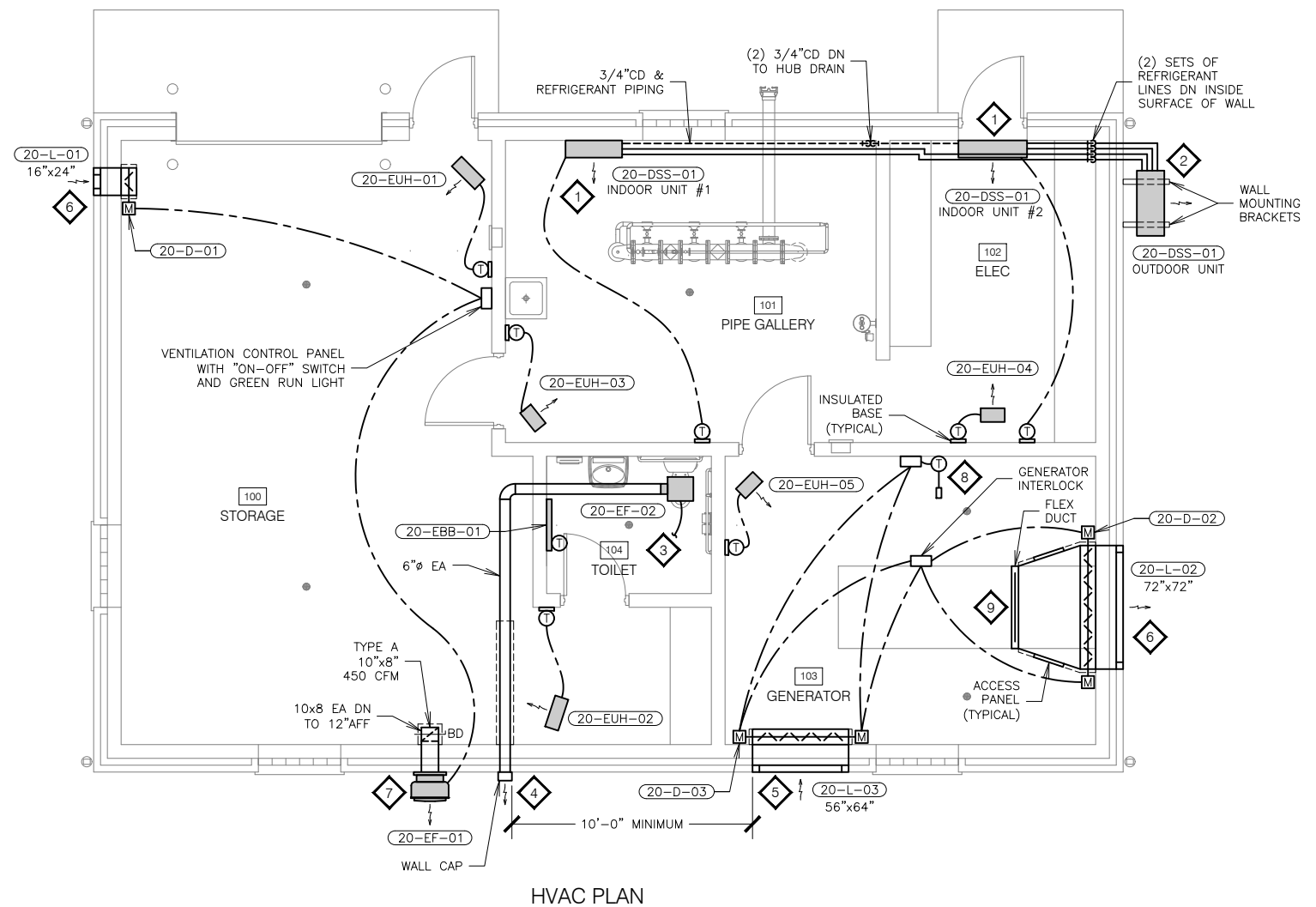
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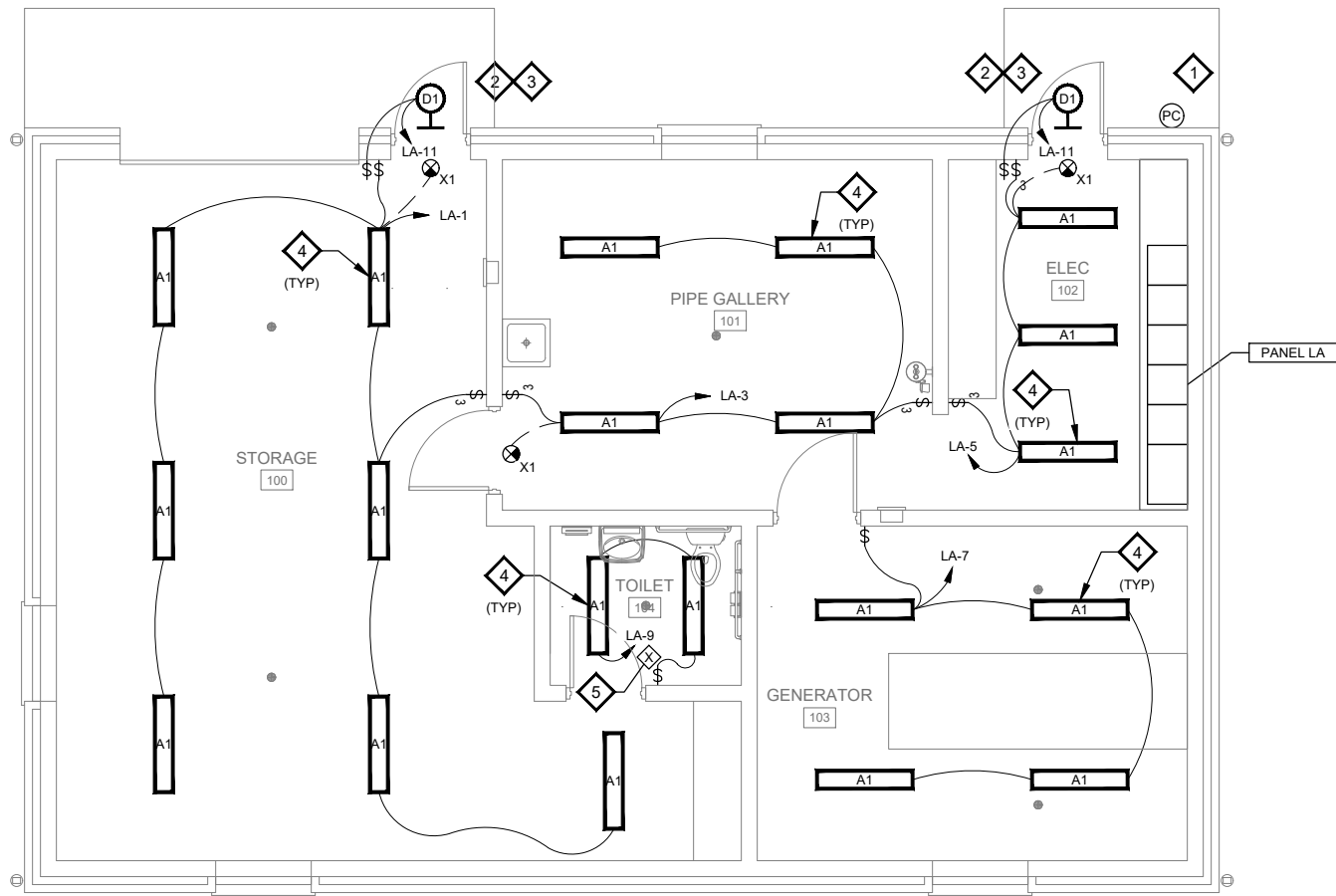
SHEET:

20-P-02



- ## KEY NOTES
1. MOUNT 20-DSS-01 (INDOOR UNIT) HIGH ON WALL PER MANUFACTURERS RECOMMENDATIONS. FIELD VERIFY EXACT LOCATION. REFRIGERANT PIPING SHALL DROP VERTICALLY ALONG THE INSIDE SURFACE OF THE WALL AND PENETRATE THE WALL AT THE ELEVATION OF THE OUTDOOR CONDENSING UNIT. DO NOT RUN PIPING DOWN THE OUTSIDE SURFACE OF THE WALL. SEE THE DUCTLESS SPLIT SYSTEM DETAIL ON THIS SHEET.
 2. MOUNT 20-DSS-01 (OUTDOOR UNIT) TO WALL WITH WALL MOUNTING BRACKETS. BOTTOM OF UNIT SHALL BE AT A HEIGHT OF 2'-0" ABOVE GRADE. FIELD VERIFY EXACT LOCATION. SIZE AND INSTALL REFRIGERANT PIPING PER MANUFACTURES RECOMMENDATIONS. SEE THE DUCTLESS SPLIT SYSTEM DETAIL ON THIS SHEET. ALL EXTERIOR REFRIGERANT PIPING SHALL BE PAINTED WITH UV RESISTANT PAINT TO MATCH BUILDING COLOR.
 3. INTERLOCK OPERATION OF TOILET ROOM EXHAUST FAN WITH ROOM LIGHT SWITCH.
 4. INSTALL WALL CAP FOR TOILET EXHAUST AT A MINIMUM HEIGHT OF 8'-0" AFF. FIELD VERIFY EXACT LOCATION.
 5. TOP OF LOUVER SHALL BE AT A HEIGHT OF 8'-0" AFF.
 6. TOP OF LOUVER SHALL BE AT A HEIGHT OF 9'-4" AFF.
 7. TOP OF WALL OPENING SHALL BE AT A HEIGHT OF 8'-8" AFF.
 8. HVAC CONTROL PANEL WITH "ON-OFF-AUTO" SWITCH AND REVERSE-ACTING THERMOSTAT WITH SENSING BULB NEAR THE CEILING FOR ELECTRIC CONTROL DAMPERS. FIELD VERIFY FINAL LOCATION. SEE THE TYPICAL HVAC CONTROL PANEL DETAIL ON THIS SHEET.
 9. PROVIDE DUCTED CONNECTION FROM GENERATOR RADIATOR TO LOUVER (20-L-02). COORDINATE RADIATOR CONNECTION SIZE WITH GENERATOR MANUFACTURER. PROVIDE ACCESS PANELS IN DUCTWORK.





ELECTRICAL LIGHTING PLAN

GENERAL NOTES

1. DO NOT SCALE DRAWINGS TO DETERMINE EXACT LOCATION OF ELECTRICAL EQUIPMENT AND CONNECTIONS.
2. 120V HOMERUN WIRING SHALL BE A MINIMUM OF (2) #12 & #12G IN 3/4" UNLESS OTHERWISE NOTED. SIZE FOR VOLTAGE DROP.
3. SEE ONE-LINE DIAGRAM, PANEL SCHEDULE, AND FIELD DEVICE WIRING SCHEDULE FOR WIRING OF ALL PROCESS AND INSTRUMENTATION.
4. PROVIDE RACEWAY FOR ALL HVAC EQUIPMENT. PROVIDE WIRING FOR LINE VOLTAGE AND ABOVE POWER AND CONTROL WIRING.
5. INSTALL FIELD INSTRUMENTS PER DETAIL REFERENCED IN FIELD DEVICE WIRING SCHEDULE.
6. ALL CONDUIT STUBBED UP THROUGH CONCRETE SHALL BE PVC COATED GRS.
7. SEE SCADA OVERVIEW FOR COMMUNICATIONS CABLING REQUIREMENTS.

KEY NOTES

1. PROVIDE PHOTOCELL, TORK MODEL #2001, OR EQUAL, TO CONTROL EXTERIOR WALL PACK FIXTURES.
2. WIRE EXTERIOR TYPE "D1" FIXTURES TO BE CONTROLLED FROM PHOTOCELL AND INTERNAL MOTION SENSOR WHEN SWITCH IS IN THE ON POSITION. CIRCUIT AS INDICATED.
3. MOUNT TYPE "D1" FIXTURES 12" ABOVE HEIGHT OF DOOR OPENING.
4. MOUNT TYPE "A1" FIXTURES TIGHT TO CEILING AT LOCATIONS SHOWN.
5. PROVIDE VACANCY SENSOR.



1. DO NOT SCALE DRAWINGS TO DETERMINE EXACT LOCATION OF ELECTRICAL EQUIPMENT AND CONNECTIONS.
2. 120V HOMERUN WIRING SHALL BE A MINIMUM OF (2) #12 & #12G IN 3/4" C UNLESS OTHERWISE NOTED. SIZE FOR VOLTAGE DROP.
3. SEE ONE-LINE DIAGRAM, PANEL SCHEDULE, AND FIELD DEVICE WIRING SCHEDULE FOR WIRING OF ALL PROCESS AND INSTRUMENTATION.
4. PROVIDE RACEWAY FOR ALL HVAC EQUIPMENT. PROVIDE WIRING FOR LINE VOLTAGE AND ABOVE POWER AND CONTROL WIRING.
5. INSTALL FIELD INSTRUMENTS PER DETAIL REFERENCED IN FIELD DEVICE WIRING SCHEDULE.
6. ALL CONDUIT STUBBED UP THROUGH CONCRETE SHALL BE PVC COATED GRS.
7. SEE SCADA OVERVIEW FOR COMMUNICATIONS CABLING REQUIREMENTS.

1. PROVIDE 4" CONCRETE HOUSEKEEPING PAD FOR MCC. SEE ARCHITECTURAL/STRUCTURAL DETAILS FOR REQUIREMENTS. PAD TO EXTEND 4" IN FRONT OF AND 2" TO THE SIDES OF EQUIPMENT. COORDINATE SIZE WITH EQUIPMENT TO BE SUPPLIED.
2. NEC REQUIRED MINIMUM WORKING SPACE (TYP.)
3. INSTALL GENERATOR PER DETAIL E4-03 ON SHEET 100-E-04 AND PER MANUFACTURER'S RECOMMENDATIONS. PROVIDE CONCRETE HOUSEKEEPING PAD PER ARCHITECTURAL/STRUCTURAL REQUIREMENTS.
4. INSTALL GENERATOR REMOTE ANNUNCIATOR ON THE DOOR OF THE AUTOMATIC TRANSFER SWITCH.
5. INSTALL GENERATOR E-STOP SWITCH ON WALL.
6. INTERLOCK DAMPERS WITH GENERATOR OPERATION AND THERMOSTAT CONTROL. REFER TO HVAC PLANS AND ELECTRICAL CONTROLS DESCRIPTIONS.
7. INDOOR UNIT POWERED BY OUTDOOR UNIT.
8. PROVIDE 2" #10 AND 1" #10 GROUND PER MANUFACTURER'S RECOMMENDATIONS FOR POWER CONDUCTORS TO DSS.
9. INTERLOCK OPERATION OF TOILET ROOM EXHAUST FAN WITH ROOM LIGHT SWITCH.
10. MOUNT INTERIOR CONTROL PANEL PER DETAIL E2-01.
11. PROVIDE CONDUIT ENTRANCE PER E2-14.
12. PROVIDE ANTENNA AND INSTALL PER DETAILS E6-02 AND E6-03 IN LOCATION AND AT HEIGHT AS DIRECTED BY SYSTEM INTEGRATOR.
13. MOUNT TELEMETRY RADIO ANTENNAS PER DETAIL E6-02 AND E6-03 AT HEIGHT AS DETERMINED BY SYSTEM INTEGRATOR. PROVIDE 1-1/2" C FOR ANTENNA CABLE TO RADIO LOCATION IN LCP.
14. PROVIDE GFCI RECEPTACLES WITH METALLIC WEATHERPROOF WHEN IN USE COVERPLATES.
15. PROVIDE STAINLESS STEEL, WEATHERPROOF-WHEN-IN-USE-PAD-LOCKABLE RECEPTACLE COVER, CALBRITE S6000FVCD OR EQUAL.
16. PROVIDE 2" CONDUIT PENETRATION FROM ROOF MOUNTED PHOTOVOLTAIC SYSTEM TO INVERTER.
17. PROVIDE 2" CONDUIT PENETRATION TO BUILDING EXTERIOR FOR FUTURE PHOTOVOLTAIC SYSTEM.
18. SEE SECTION 01000 FOR DIVISION OF WORK BETWEEN THE ELECTRIC UTILITY AND THE CONTRACTOR.

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POWER AND INSTRUMENTATION PLAN STRUCTURE 20

2023 LIFT STATION 2 IMPROVEMENTS

PROJECT NO.:	MC 198
DRAWING FILE:	20-E
DRAWN BY:	N.W.W
CHECKED BY:	S.R.M.
DATE:	10-17-23
REVISIONS:	

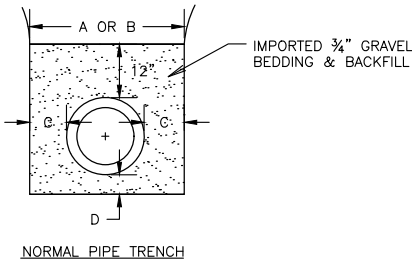
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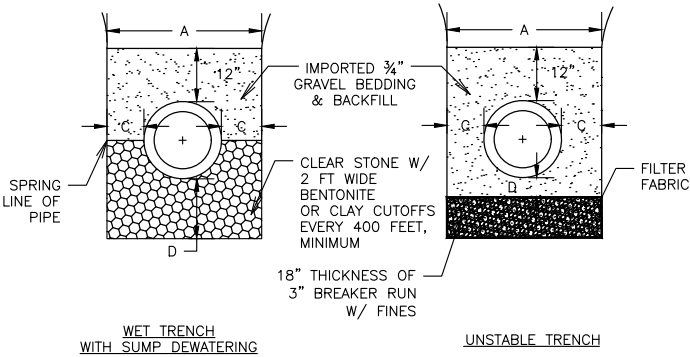
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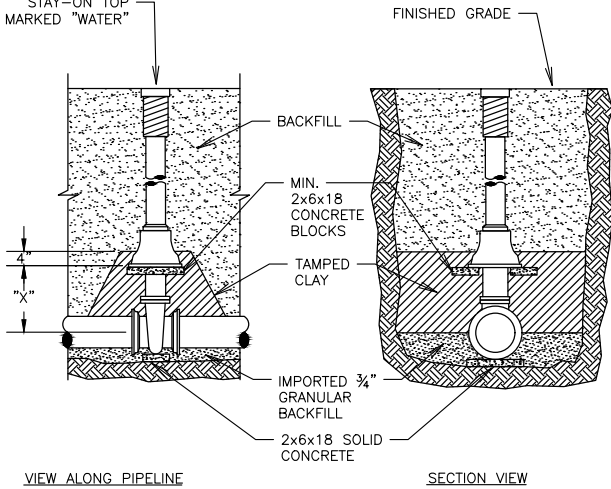
DIMENSIONS:
A: OUTSIDE DIAMETER OF PIPE PLUS 24" MAXIMUM, EXCEPT NEED NOT BE LESS THAN 36". TRENCH SHIELDS NARROWER THAN 4 FEET INSIDE WIDTH WILL NOT BE REQUIRED UNLESS SPECIFICALLY REQUIRED IN THE PROJECT SPECIFICATIONS.
B: FOR ROCK, OUTSIDE DIAMETER OF PIPE PLUS 18" MAXIMUM, EXCEPT NEED NOT BE LESS THAN 36".
C: MINIMUM - 6"
D: MINIMUM 4" BELOW BARREL AND 3" BELOW BELL.



NORMAL PIPE TRENCH



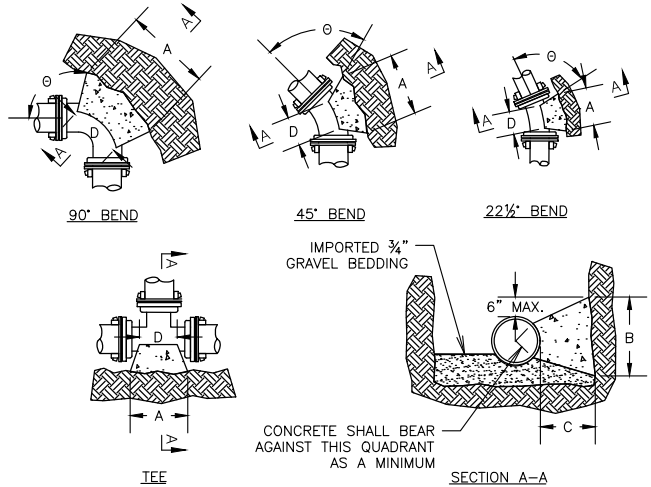
DETAIL 100
TRENCH WIDTH AND BEDDING



PIPE DIA., INCHES	6	8	10	12	14	16
"x" DIMENSION, INCHES	12	13	17	21	25	30

NOTES:
- SOLID CONCRETE BLOCKS MUST BE USED.
- VALVES SHALL BE SECURED WITH RODDING OR MEGALUGS TO THE NEAREST "TEE" FITTING OR TO THE FIRST JOINT CONNECTING A FULL SECTION OF WATER MAIN PIPE. SEE RODDING DETAIL "OFFSET AND RODDING".

DETAIL 101
VALVE BOX SETTING



WOOD BLOCKING MAY NOT BE USED. ONLY SOLID CONCRETE BLOCKS ARE ALLOWED.
DIMENSION "D" SHALL BE AS LARGE AS POSSIBLE, BUT THE CONCRETE SHALL NOT INTERFERE WITH THE MECHANICAL JOINTS.
DIMENSION "C" SHALL BE AT LEAST 6 INCHES, AND LARGE ENOUGH TO MAKE THE "theta" ANGLE EQUAL TO OR GREATER THAN 45 DEGREES WITH THE DIMENSION "A" AS SHOWN ON THE TABLE, OR GREATER, AND WITH DIMENSION "D" AS LARGE AS POSSIBLE.

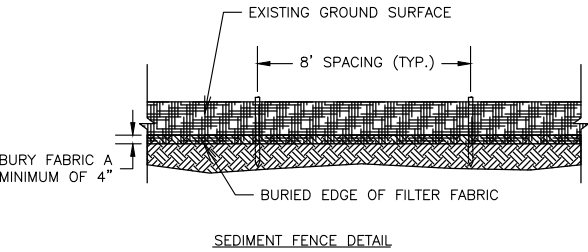
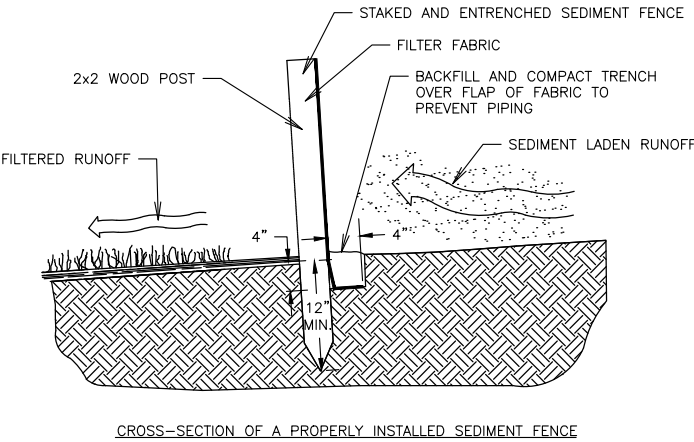
CONCRETE SHALL BE CLASS "CC". SEE SECTION 03301.

PIPE SIZE	BUTTRESS DIMENSIONS					
	TEES		22.5° BEND		45° BEND	
	A	B	A	B	A	B
6	1'-3"	1'-0"	1'-0"	1'-0"	1'-0"	1'-2"
8	1'-6"	1'-4"	1'-0"	1'-4"	1'-2"	1'-6"
10/12	2'-0"	1'-4"	1'-4"	1'-10"	2'-8"	2'-3"
14/18	2'-6"	1'-10"	1'-8"	2'-6"	3'-10"	2'-10"
18/24	3'-0"	2'-4"	2'-0"	3'-3"	5'-0"	3'-4"
22/24	3'-4"	2'-10"	2'-4"	4'-0"	6'-4"	3'-10"
30	6'-3"	4'-3"	3'-6"	5'-4"	8'-0"	4'-8"

* = FOR TEE THIS WILL BE THE BRANCH PIPE

DIMENSIONS IN THE TABLE ARE BASED ON A WATER PRESSURE OF 150 PSI AND SOIL RESISTANCE OF 200 LBS/SQ.FT.

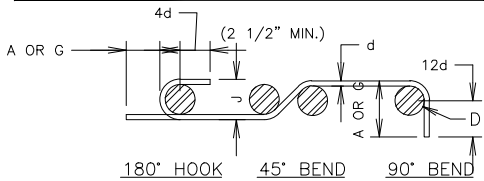
DETAIL 102
BUTTRESS



DETAIL 103
SEDIMENT FENCE

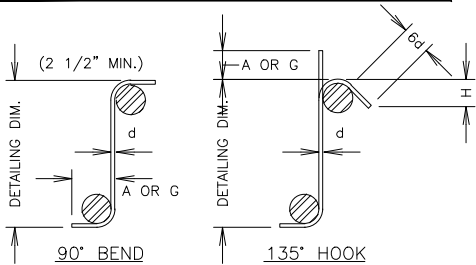
BAR SIZE	D	180°		90°
		A OR G	J	A OR G
#3	2 1/4"	6d	5"	3"
#4	3"		6"	4"
#5	3 3/4"		7"	5"
#6	4 1/2"		8"	6"
#7	5 1/4"		10"	7"
#8	6"	8d	11"	8"
#9	9 1/2"		15"	11 3/4"
			16"	

NOTE: "D" DENOTES FINISHED BAR BEND DIAMETER.

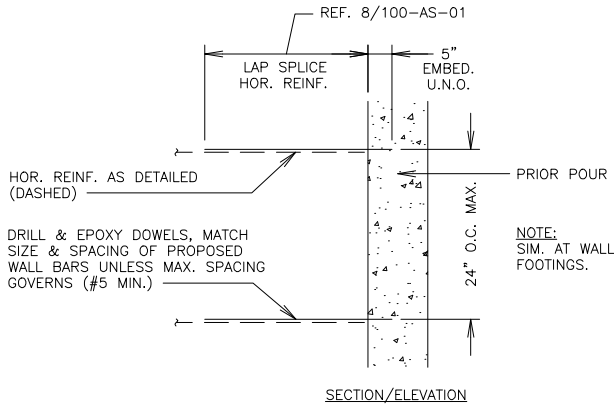


BAR SIZE	D	90° HOOK		135° HOOK
		A OR G	A OR G	H
#3	1 1/2"	4"	4 1/4"	3"
#4	2"	4 1/2"	4 1/2"	3"
#5	2 1/2"	6"	5 1/2"	3 3/4"

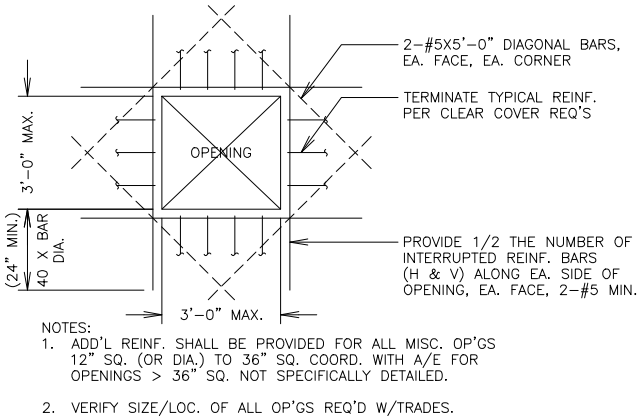
NOTE: "D" DENOTES FINISHED BAR BEND DIAMETER.



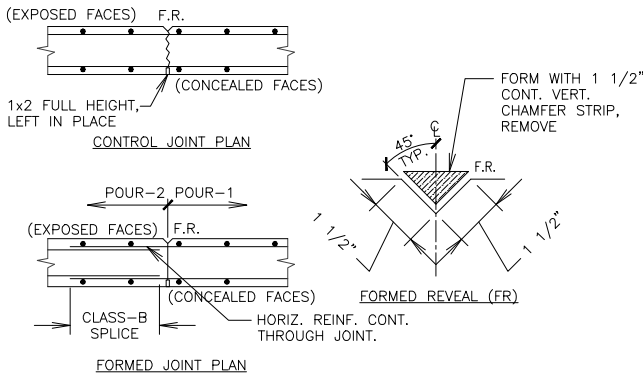
DETAIL 3 NTS
MILD REINFORCING BENDS



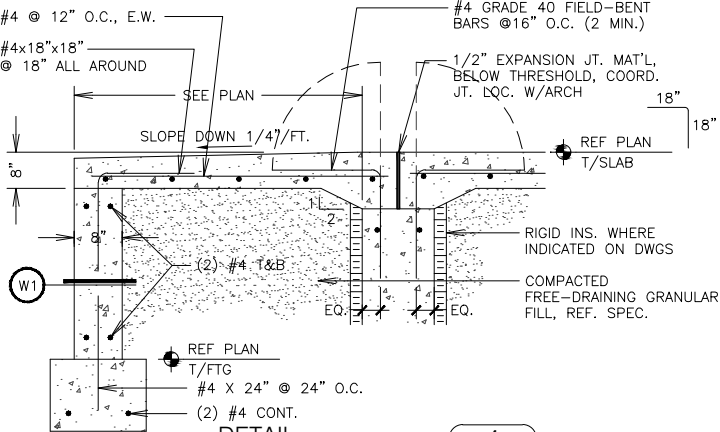
DETAIL 7 NTS
SEQUENCED CONCRETE PLACEMENT



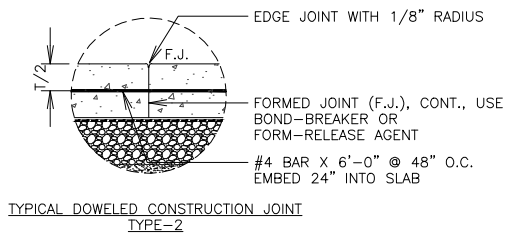
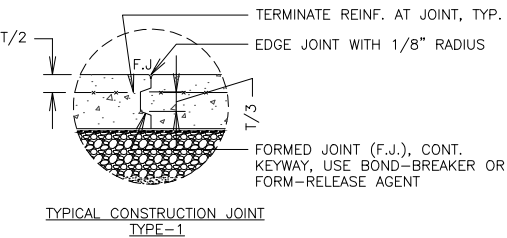
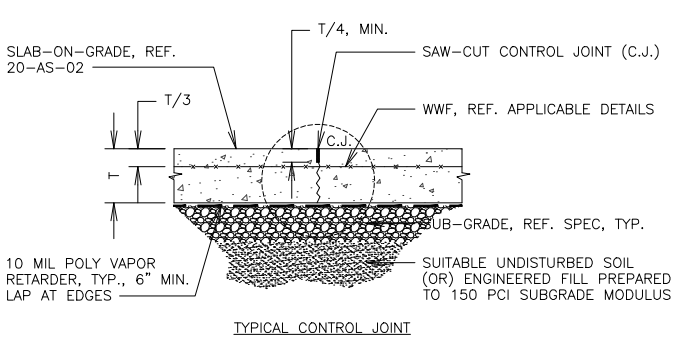
DETAIL 10 NTS
ADD'L REINF. AT CONC. WALL OPENINGS



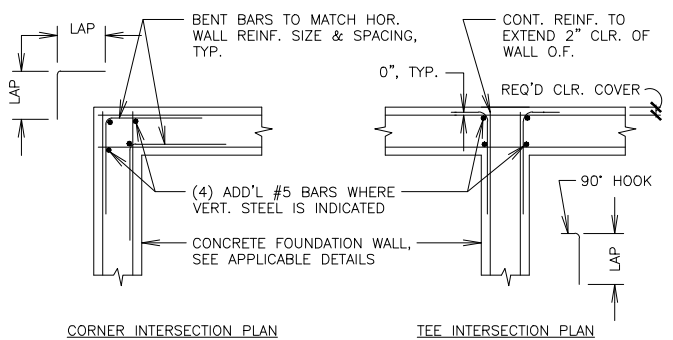
DETAIL 1 NTS
FOUNDATION WALL CONTROL JOINT



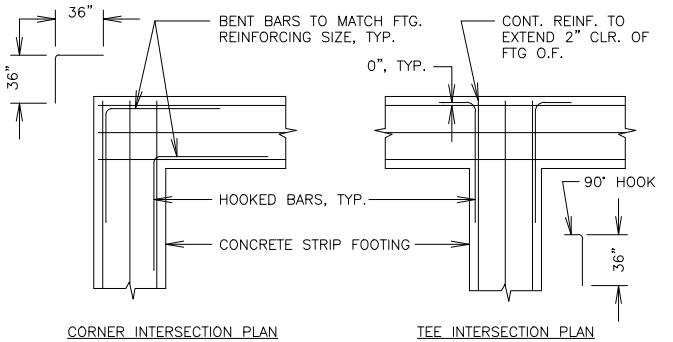
DETAIL 4 NTS
STRUCTURAL CONCRETE STOOP



DETAIL 5 NTS
SLAB-ON-GRADE JOINTS



DETAIL 2 NTS
CONC. WALL INTERSECTION REINFORCING
(TYP. UNLESS NOTED OTHERWISE)



DETAIL 6 NTS
FOOTING INTERSECTION REINFORCING

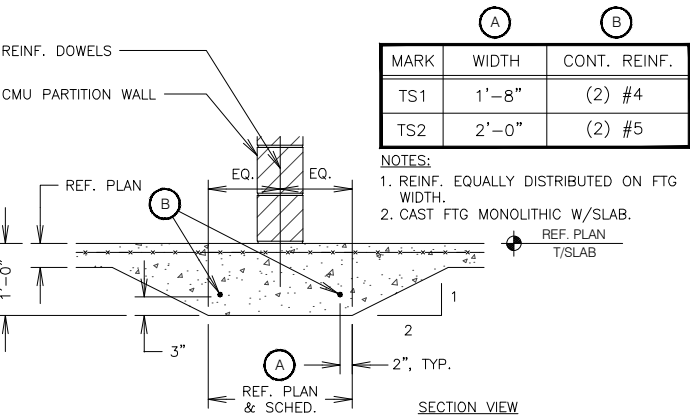
CLASS-B TENSION LAP SPLICE SCHEDULE												
CLASS BAR SIZE	COL. (N/A)		FOUNDATIONS				SLABS					
			f'c = 4 KSI		f'c = 5 KSI		f'c = 4 KSI		f'c = 5 KSI			
	f'c = 4 KSI	f'c = 5 KSI	BOT. BARS	TOP *BARS	BOT. BARS	TOP *BARS	BOT. BARS	TOP *BARS	BOT. BARS	TOP *BARS	BOT. BARS	TOP *BARS
#3	16	16	16	18	16	16	16	18	16	16	16	21
#4	19	17	19	24	17	22	19	24	17	22	19	28
#5	23	21	23	30	21	27	23	30	21	27	23	35
#6	28	25	28	36	25	33	28	36	25	33	28	42
#7	33	29	33	42	29	38	33	43	30	39	30	51
#8	39	35	39	51	35	46	44	57	39	51	39	67
#9	50	44	50	64	44	58	56	72	50	65	50	84
#10	88	79	82	107	73	96	70	120	63	82	63	107
#11	108	97	77	100	69	90	86	112	77	101	77	131

NOTES:
1. * DENOTES EPOXY-COATED REINFORCING, AS APPLICABLE WHERE INDICATED ON DWGS ONLY.

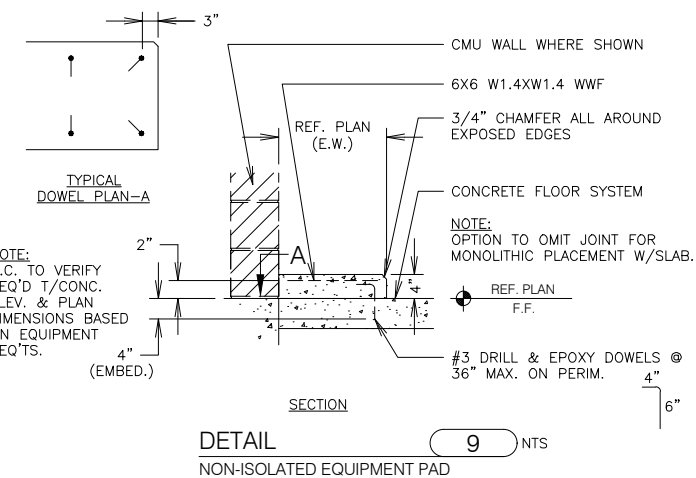
CONCRETE REINFORCING SHALL HAVE THE FOLLOWING MINIMUM COVER, TYPICAL UNLESS DETAILED OTHERWISE:

- CONCRETE IN CONTACT AND/OR PLACED AGAINST EARTH (3")
- CONCRETE EXPOSED TO WEATHER: #5 & SMALLER (2")
- CONCRETE WITH INTERIOR EXPOSURE (1 1/2")

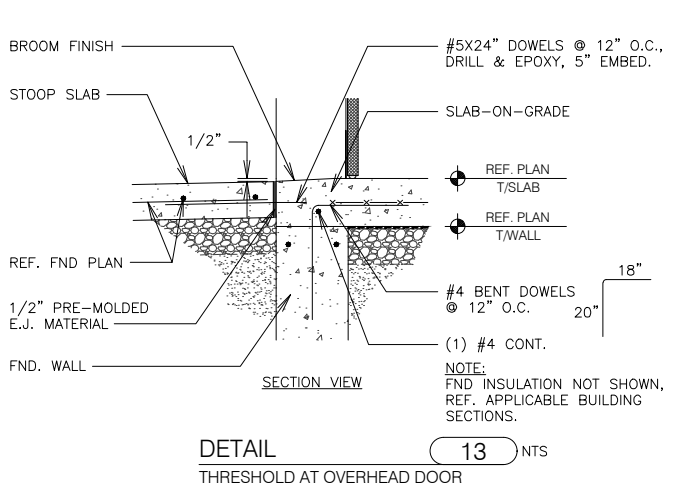
DETAIL 8 NTS
REINF. LAP SPLICE & PROTECTIVE COVER



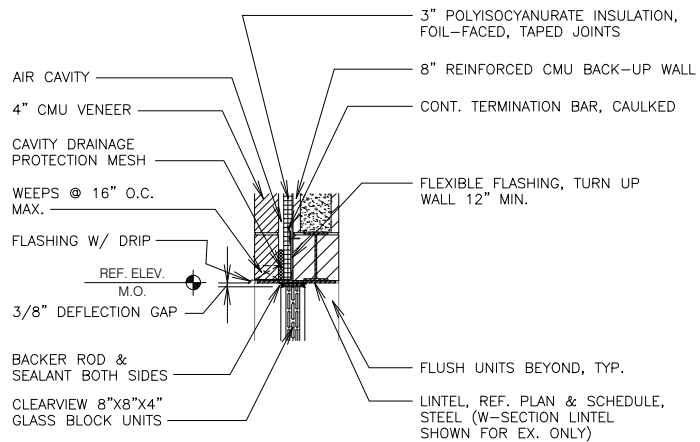
DETAIL 12 NTS
THICKENED SLAB FOOTING



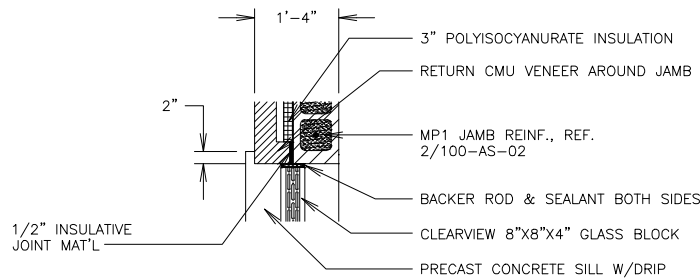
DETAIL 9 NTS
NON-ISOLATED EQUIPMENT PAD



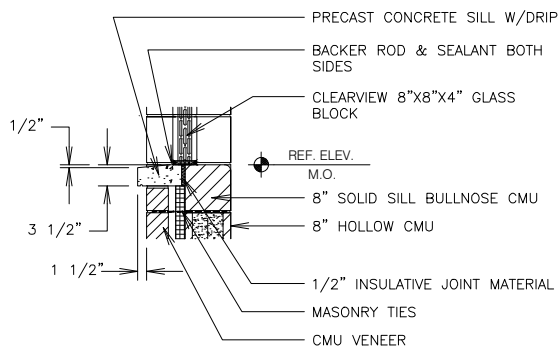
DETAIL 13 NTS
THRESHOLD AT OVERHEAD DOOR



WINDOW HEAD

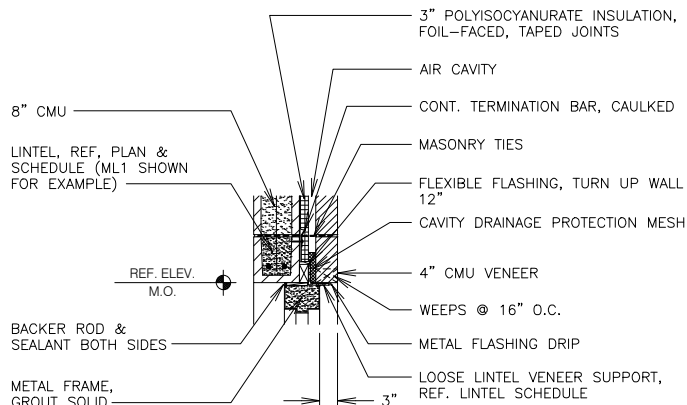


WINDOW JAMB

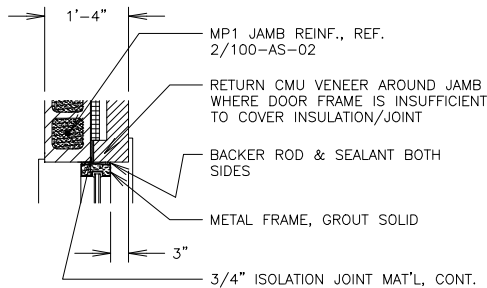


WINDOW SILL

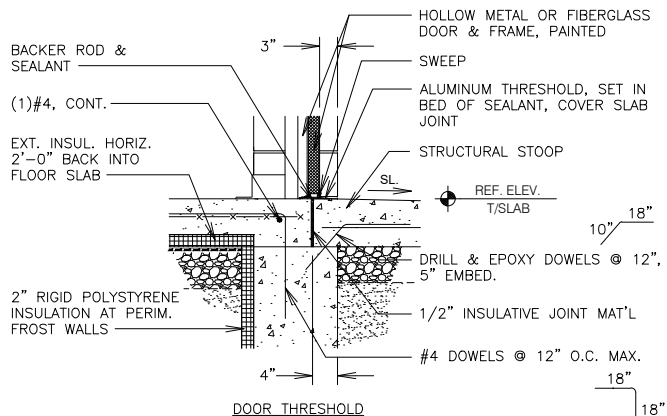
DETAIL 4 NTS
WINDOW HEAD, JAMB, & SILL



DOOR HEAD

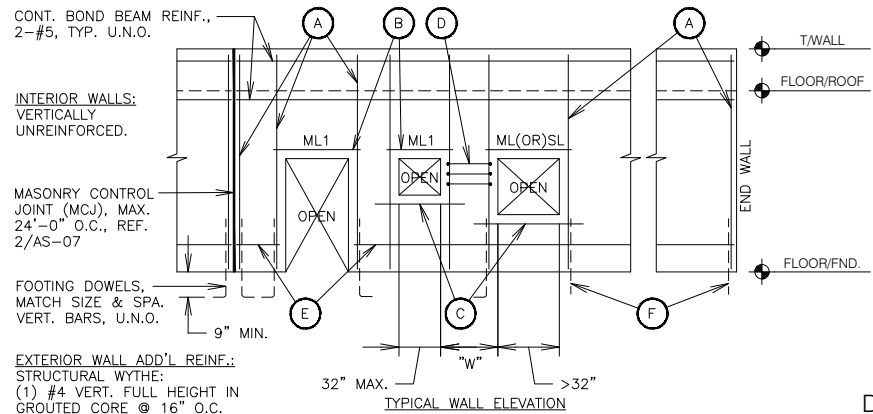


DOOR JAMB



DOOR THRESHOLD

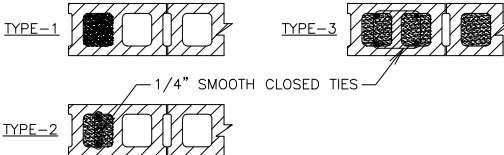
DETAIL 5 NTS
DOOR HEAD, JAMB, & THRESHOLD



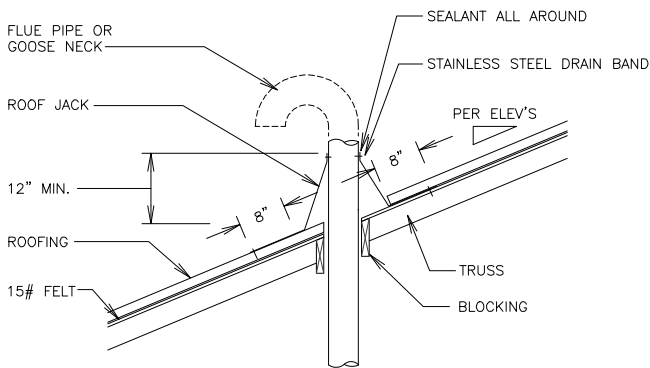
DETAIL 1 NTS
TYPICAL CMU WALL REINFORCING

MASONRY PIER SCHEDULE					
MARK	TYPE	VERT. REINF.	HORIZ. TIES	REMARKS	
MP1	1	1-#5	N/A	-	
MP2	2	2-#5	8" O.C.	-	
MP3	3	4-#5	8" O.C.	-	
-	-	-	-	-	

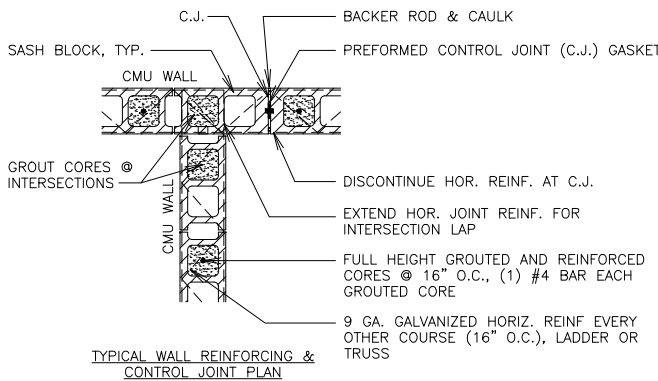
NOTES:
1. GROUT REINFORCED CORES SOLID, FOUNDATION DOWELS REQ'D AT EA. VERTICAL BAR.



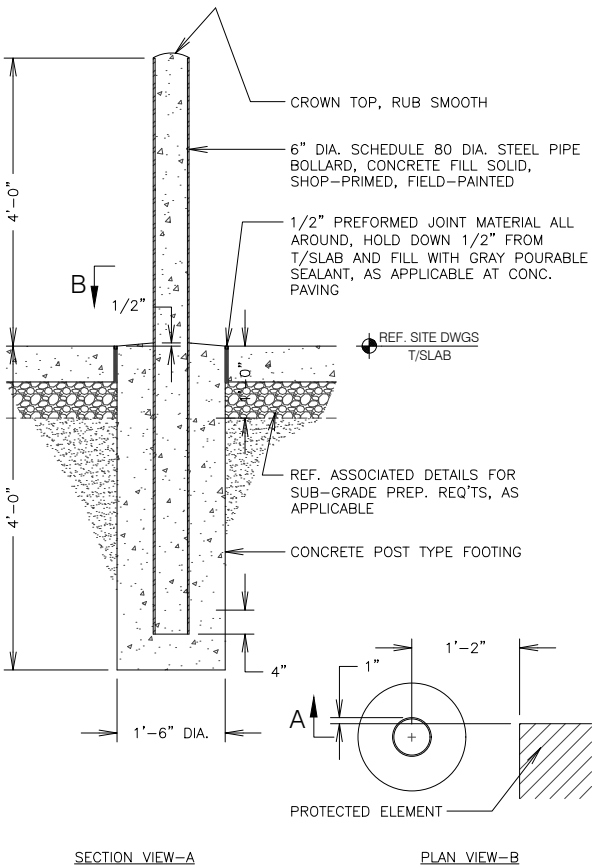
DETAIL 2 NTS
CMU PIER SCHEDULE



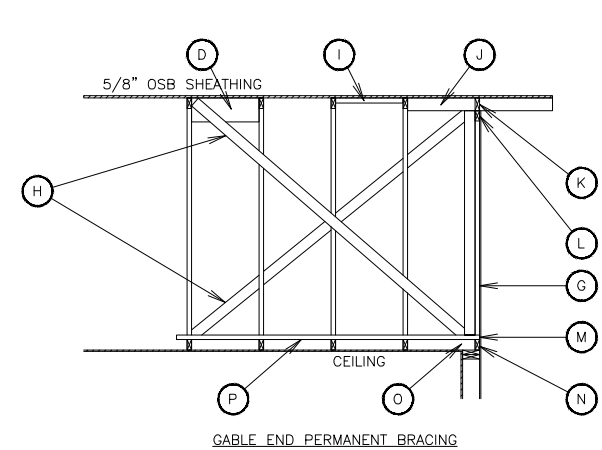
DETAIL 6 NTS
VENT ROOF PENETRATION



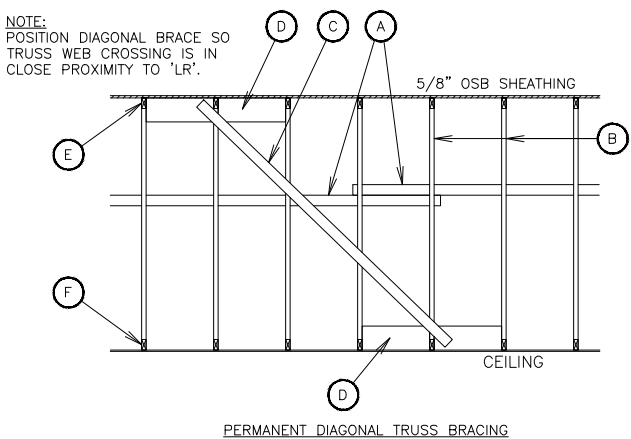
DETAIL 3 NTS
CMU WALL DETAILS



DETAIL 8 NTS
PIPE BOLLARD



GABLE END PERMANENT BRACING

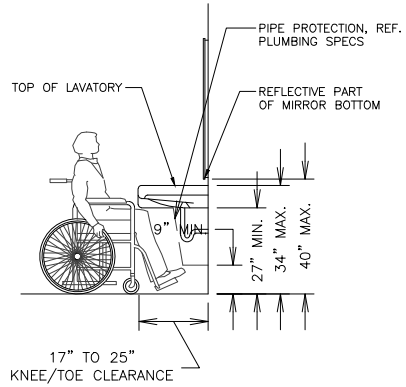


PERMANENT DIAGONAL TRUSS BRACING

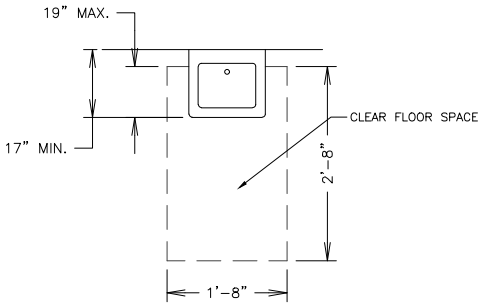
KEY NOTES

- 2X4 MIN. STRESS-GRADED LUMBER CONT. LATERAL RESTRAINT (LR), MIN. (1) TRUSS OVERLAP, ATTACH TO EA. TRUSS W/(2) 10d NAILS
- 2X WOOD TRUSSES @ 24" O.C.
- 2X4 MIN. STRESS-GRADED LUMBER DIAGONAL BRACE @ 16'-0" O.C., ATTACH TO EACH TRUSS W/(2) 10d NAILS
- BLOCKING EITHER SIDE DIAGONAL LOCATION
- TRUSS TOP CHORD
- TRUSS BOTTOM CHORD
- GABLE END TRUSS
- 2X4 NO.2 SPF X-BRACING AT MIDSPAN AND AT 48" O.C., EXTEND BACK 8'-0" FROM GABLE, ATTACH TO GABLE AND TRUSS VERTICALS WITHIN 4'-0" OF GABLE TRUSS
- 2X4 SPF OUTRIGGER AT 24" O.C., CLIP TO GABLE TOP CHORD W/SIMPSON HB, (2) 8D NAILS
- BLOCK BETWEEN OUTLOOKERS, FASTEN TO GABLE TOP CHORD W/10d TOENAILS AT 8" O.C.
- DROPPED GABLE END TRUSS TOP CHORD
- CLIP END OF LATERAL RESTRAINT TO GABLE BOTTOM CHORD W/SIMPSON H2.5 W/(8) 8d
- GABLE BOTTOM CHORD, FASTEN TO TOP PLATE W/10d TOENAILS AT 8" O.C.
- STRAP GABLE TRUSS TO STUD WALL W/SIMPSON MSTA12 W/(8) 10d, SPACING 48" O.C., AS APPLICABLE
- 2X4X8' SPF LATERAL RESTRAINT AT 48" O.C., FASTEN TO EACH TRUSS W/(2) 16d COMMON NAILS

DETAIL 7 NTS
WOOD TRUSS PERMANENT BRACING

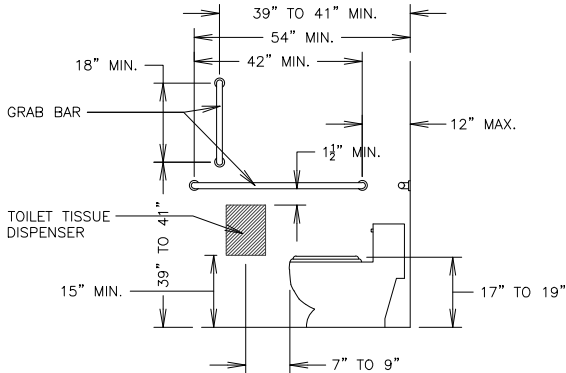


SIDE ELEVATION VIEW

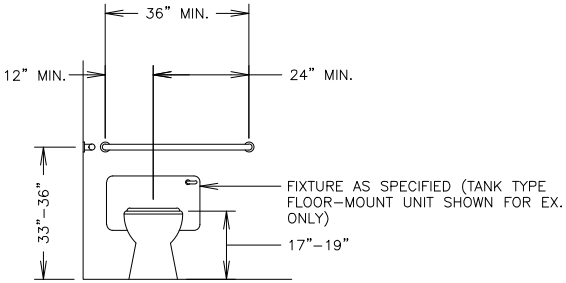


PLAN VIEW

DETAIL 1 NTS
ACCESSIBILITY AT LAVATORY

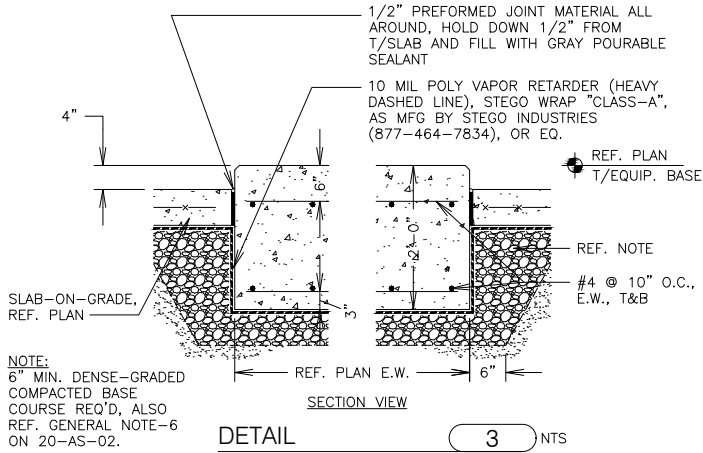


SIDE ELEVATION VIEW



FRONT ELEVATION VIEW

DETAIL 2 NTS
ACCESSIBILITY AT WATER CLOSET



SECTION VIEW

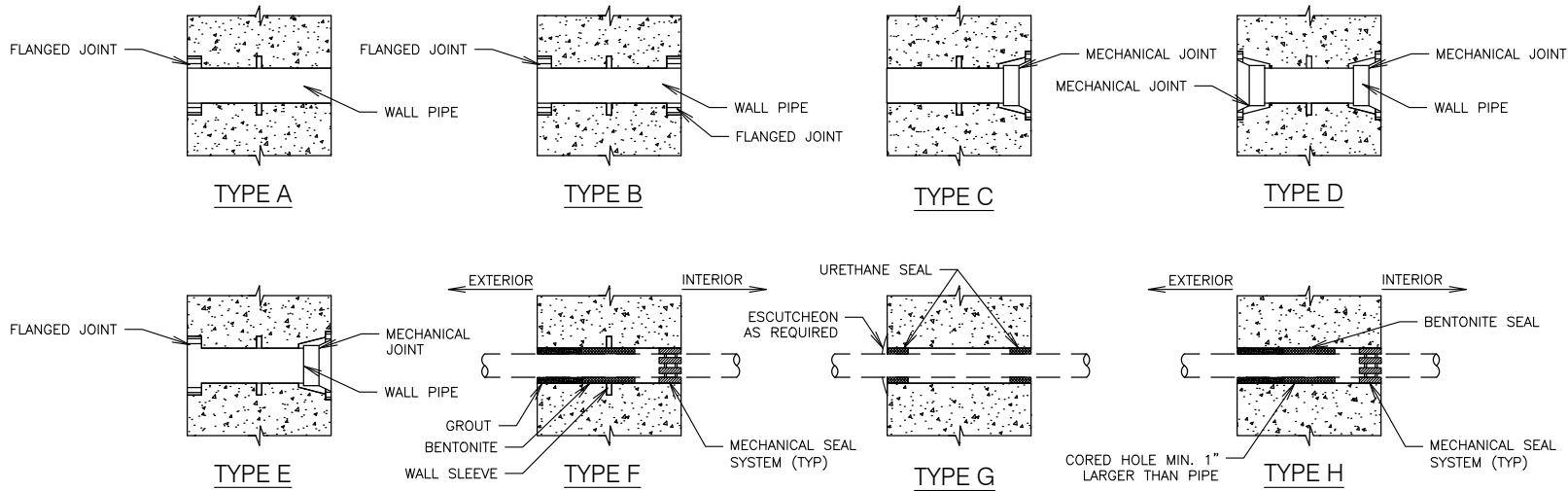
DETAIL 3 NTS
ISOLATED EQUIPMENT BASE

STANDARD DETAILS

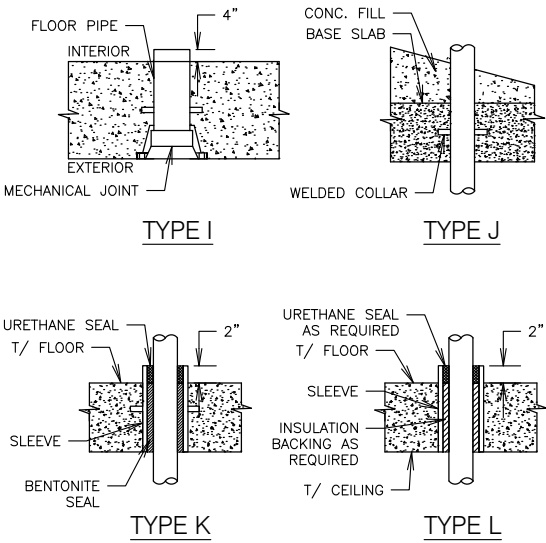
2023 LIFT STATION 2 IMPROVEMENTS
Marsh Woods Drive
Village of McFarland, Wisconsin

PROJECT NO.:	MC 198
DRAWING FILE:	
DRAWN BY:	WTS
CHECKED BY:	
DATE:	6/28/23
REVISIONS:	
SCALE:	
SHEET:	

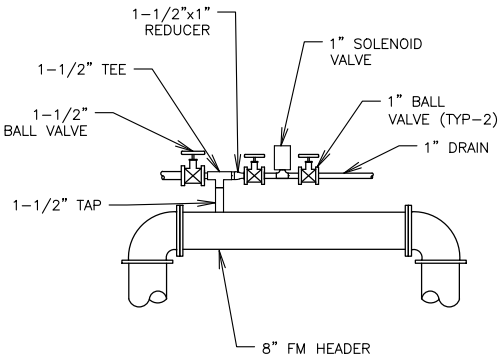
100-AS-03



DETAIL 414
WALL PIPING PENETRATION (SEE SPECS FOR USE)



DETAIL 415
BASE/FLOOR PIPING PENETRATION (SEE SPECS FOR USE)



DETAIL 416
AIRE RELEASE SOLENOID VALVE

6264 Nesbit Road
Madison, WI 53719
(608) 273-3350
www.tceengineers.net

tc TOWN & COUNTRY
ENGINEERING, INC.

PROCESS DETAILS

2023 LIFT STATION 2 IMPROVEMENTS
Marsh Woods Drive
Village of McFarland, Wisconsin

PROJECT NO.: MC 198
DRAWING FILE: 100-M.dwg
DRAWN BY: D.D.E.
CHECKED BY: T.J.S.
DATE: 8-20-14
REVISIONS:

SCALE:
N.T.S.

SHEET:
100-M-01

FANS

MARK	MANUFACTURER	MODEL	SERVICE	LOCATION	CONSTRUCTION			AIR			ELECTRICAL			WEIGHT (LBS)	SONES	REMARKS
					TYPE	FAN MATERIAL	DRIVE	CFM	ESP (IN WC)	RPM	HP	BHP	VOLTS / PH			
20-EF-01	GREENHECK	CUE-100-VG	EXHAUST	STORAGE	UPBLAST	ALUMINUM	DIRECT	460	0.25	849	1/4	-	120 / 1/0	60	1.1	1, 2
20-EF-02	GREENHECK	SP-A50-90-VG	EXHAUST	TOILET	CEILING	ALUMINUM	DIRECT	75	0.25	887	6/4	-	120 / 1/0	20	1.5	1, 2

1. PROVIDE DIAL ON FAN.
2. PROVIDE GRAVITY BACKDRAFT DAMPER

DUCTLESS SPLIT SYSTEMS

[illegible]

LOUVER (L)

MARK	MANUFACTURER	MODEL	SERVICE	CFM	CONSTRUCTION		SIZE			MAX FREE AREA VELOCITY (FPM)	MAX PRESSURE DROP (IN WC)	FINISH	REMARKS
					TYPE	MATERIAL	WIDTH	HEIGHT	DEPTH				
20-L-01	GREENHECK	ESK-402	20-EF-01	450	0.03	405	16	24	4	675	0.08	70% KYNAR	1, 2
20-L-02	GREENHECK	ESK-402	GENERATOR	8100	0.01	210	72	136	4	675	0.08	70% KYNAR	1, 2
20-L-03	GREENHECK	ESK-402	GENERATOR	8100	0.06	615	56	64	4	675	0.08	70% KYNAR	1, 2

1. BAKED ENAMEL FINISH
2. PROVIDE INSECT SCREEN

ELECTRIC UNIT HEATERS

MARK	MANUFACTURER	MODEL	MOUNTING	HEATING CAPACITY (MBH)	CFM	MOTOR		UNIT ELECTRICAL		REMARKS
						HP	RPM	AMPS	VOLTS / PH	
20-EUH-01	QMARK	MUH-07-4	HORIZONTAL	7.5	650	1/30	1,600	9.0	480 / 3Ø	1.2
20-EUH-02	QMARK	MUH-07-4	HORIZONTAL	7.5	650	1/30	1,600	9.0	480 / 3Ø	1.2
20-EUH-03	QMARK	MUH-03-41	HORIZONTAL	3	350	1/100	1,600	3.6	480 / 3Ø	1.2
20-EUH-04	QMARK	MUH-03-41	HORIZONTAL	3	350	1/100	1,600	3.6	480 / 3Ø	1.2
20-EUH-05	QMARK	MUH-05-41	HORIZONTAL	5	350	1/100	1,600	6.0	480 / 3Ø	1.2

1. PROVIDE OSHA FAN GUARD
2. PROVIDE REMOTE THERMOSTAT

ELECTRIC BASEBOARD

MARK	MANUFACTURER	MODEL	KW	ELECTRICAL		WEIGHT	REMARKS
				AMPS	VOLTS / PH		
2D-EBB-01	QMARK	QMKC25126	0.5	4.2	120 / 1Ø	8	

CONSTRUCTION

WEST STATION 2 IMPROVEMENTS
Marsh Woods Drive
Village of McFarland, Wisconsin

Village of McFarland, Wisconsin

HVAC SCHEDULES

3

ENGINEERING, INC.

6264 Nesbitt Road
Madison, WI 53719
(608) 273-3350

Madison, WI 53719

(608) 273-3350

www.tcengineers.net

PROJECT NO.: MC 19
DRAWING FILE: 100-H-
DRAWN BY: B.M.C.
CHECKED BY: M.R.R.

100-H-0

DRAWN BY:
B.M.C.

B.M.C.
CHECKED BY:
M.R.R.

DATE: _____

08-25-23
REVISIONS:

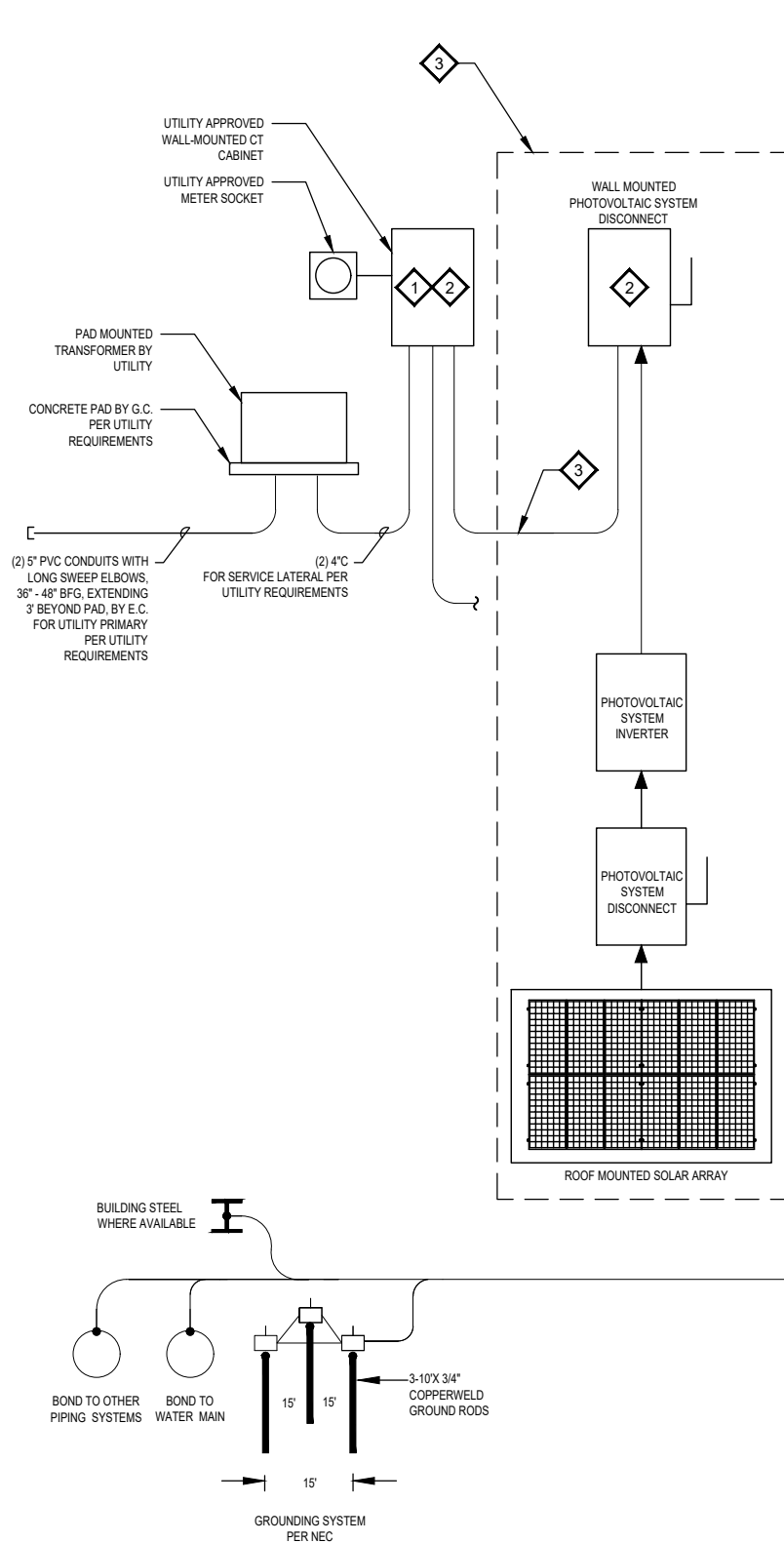
SCALE: _____

0 1 2

FEET

SHEET: _____

100-H-01



KEY NOTES

1. PROVIDE CT CABINET AS SPECIFIED AND PER UTILITY REQUIREMENTS. INSTALL CTS PROVIDED BY UTILITY. PROVIDE LOAD SIDE LUGS SUFFICIENT TO ACCOMMODATE FUTURE PHOTOVOLTAIC FEEDER IN ADDITION TO UTILITY FEEDER.
2. PROVIDE PLACARDING TO INDICATE THAT EQUIPMENT IS FED BY TWO POWER SOURCES, AND THE LOCATIONS OF THE DISCONNECTS.
3. PHOTOVOLTAIC SYSTEM FURNISHED AND INSTALLED BY PHOTOVOLTAIC SYSTEM SUPPLIER.
4. PROVIDE CONDUIT SIZED FOR FEEDER CIRCUIT "42," MINIMUM 1-1/4", TO ACCOMMODATE LARGER PUMP SIZE IN FUTURE.

LS2-MCC, STRUCTURE 20

200A, 277/480V, 3Ø, 4W, 42,000AIC

SECTION 6

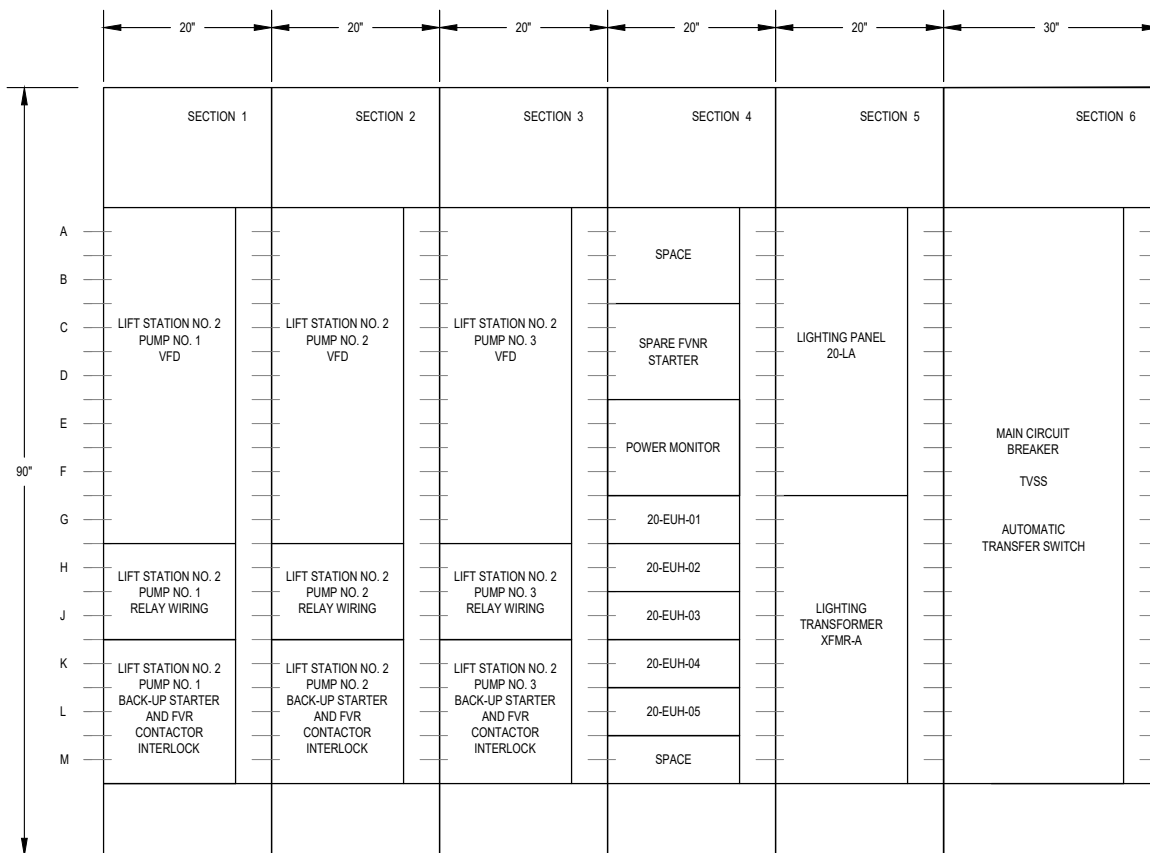
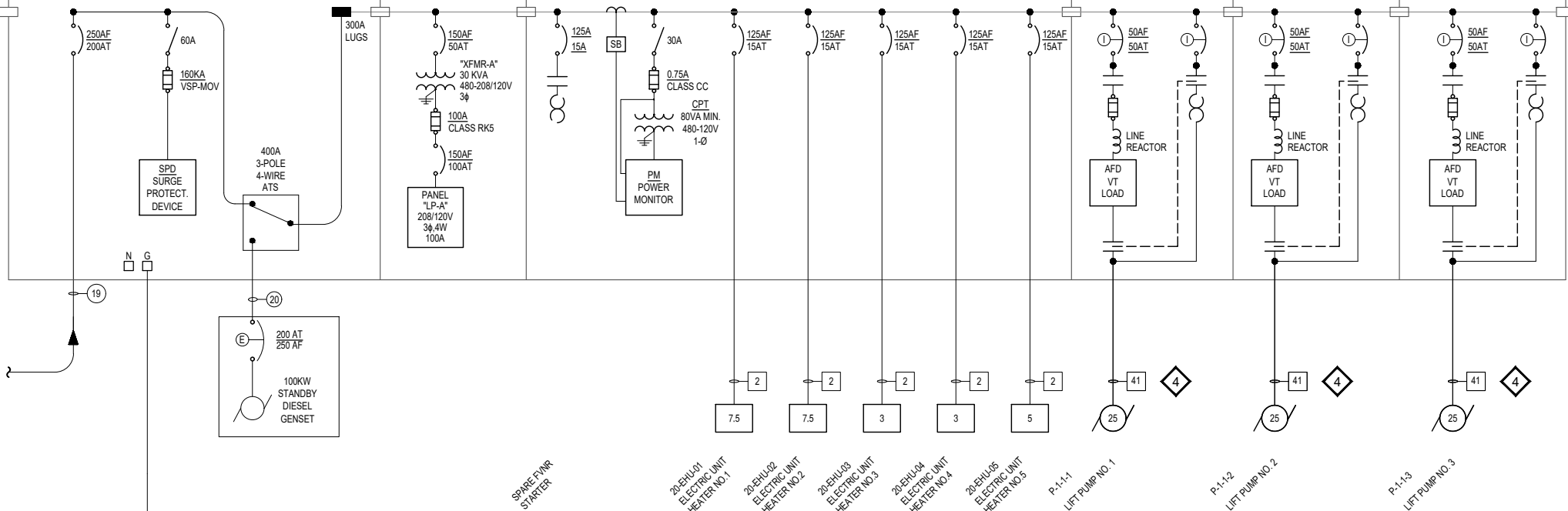
SECTION 5

SECTION 4

SECTION 3

SECTION 2

SECTION 1



LS2-MCC

MOTOR CONTROL CENTER FRONT ELEVATION

NTS

ONE-LINE

2023 LIFT STATION 2 IMPROVEMENTS
Marsh Woods Drive
Village of McFarland, Wisconsin

PROJECT NO.: MC 198
DRAWING FILE: 100-E-01
DRAWN BY: N.W.W.
CHECKED BY: S.R.M.
DATE: 10-17-23
REVISIONS:

SCALE:

N.T.S.

SHEET:

100-E-01

THREE PHASE PANEL SCHEDULE										20-LA	
TYPE: LIGHTING & APPLIANCE		VOLTAGE: 208 /120 - 3P4W		MOUNT: SURFACE		SINGLE TUB		BUS CONSTRUCTION: CU		GROUND BUS: YES	
								ISOLATED GROUND BUS: NO			
										BUS AMPACITY: 225A	
										MAIN CIRCUIT BREAKER: 175A	
										SUB-FEED LUGS: NONE	
										INTERRUPTING CAPACITY: 10 KAIC	
	DESCRIPTION	LOAD	BKR	A	B	C	BKR	LOAD	DESCRIPTION		
1	LIGHTS, STORAGE RM 100	3.25	20/1	4.3	***	***	20/1	1.00	LOCAL CONTROL PANEL		2
3	LIGHTS, PIPE GALLERY RM 101	1.75	20/1	***	2.3	***	20/1	0.50	FIT		4
5	LIGHTS, ELEC RM 102	1.50	20/1	***	***	1.5	20/1		SPARE		6
7	LIGHTS, GENERATOR RM 103	1.75	20/1	1.8	***	***	20/1		SPARE		8
9	LIGHTS, TOILET RM 104, 20-EF-02	1.50	20/1	***	1.5	***	20/1		SPARE		10
11	LIGHTS, EXTERIOR	0.50	20/1	***	***	0.5	20/1		SPARE		12
13	SPARE		20/1	0.0	***	***	20/1		SPARE		14
15	RECEPT., STORAGE RM 100	9.00	20/1	***	9.0	***	20/1		SPARE		16
17	RECEPT., PIPE GALLERY RM 101	4.50	20/1	***	***	4.5	20/1		SPARE		18
19	RECEPT., ELEC RM 102	4.50	20/1	4.5	***	***	20/1		SPARE		20
21	RECEPT., GENERATOR RM 103	4.50	20/1	***	4.5	***	20/1		SPARE		22
23	RECEPT., TOILET RM 104	3.00	20/1	***	***	3.0	20/1		SPARE		24
25	RECEPT., EXTERIOR	1.50	20/1	1.5	***	***			SPACE		26
27	HWRP-1	1.00	20/1	***	1.0	***			SPACE		28
29		21.00		***	***	21.0			SPACE		30
31	WH-1	21.00	30/2	21.0	***	***			SPACE		32
33	20-EBB-01	4.50	20/1	***	4.5	***			SPACE		34
35	20-EF-01	6.00	20/1	***	***	6.0			SPACE		36
37	20-D-02, 20-D-03	1.00	20/1	1.0	***	***			SPACE		38
39	20-DSS-01	18.40		***	18.4	***	20/1		GENERATOR BLOCK HEATER		40
41		18.40	30/2	***	***	18.4	20/1		GENERATOR BATT. CHARGER		42
TOTAL AMPS / PHASE: 34.0 41.2 54.9											
KVA / PHASE: 4.1 4.9 6.6											
TOTAL CONNECTED KVA: 15.6											

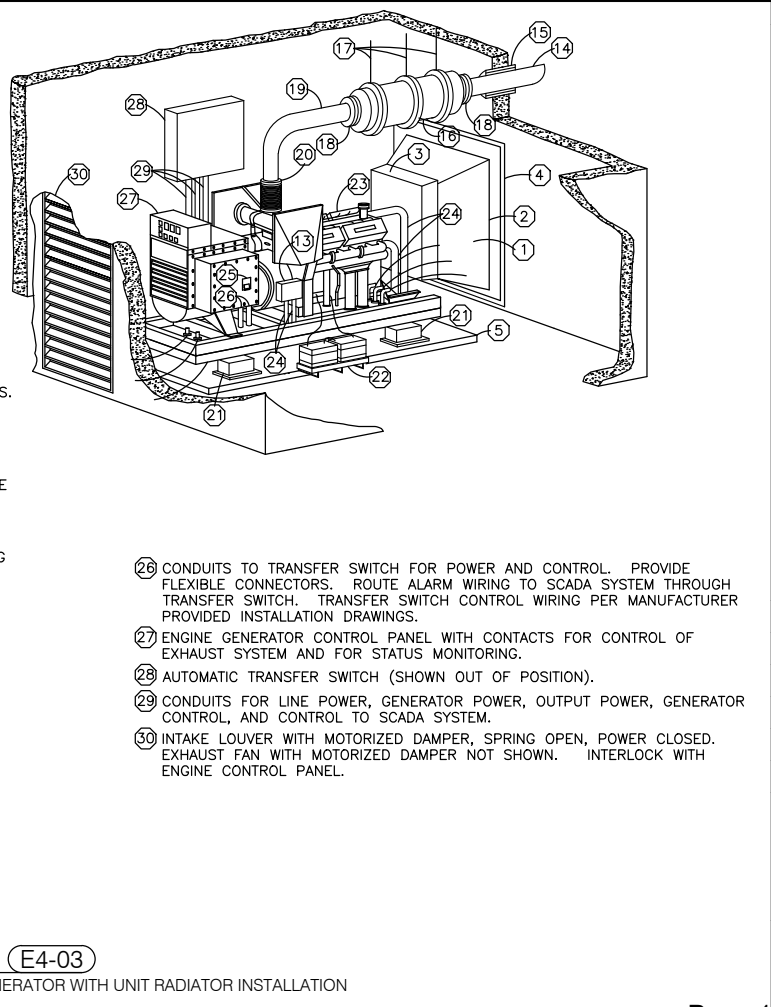
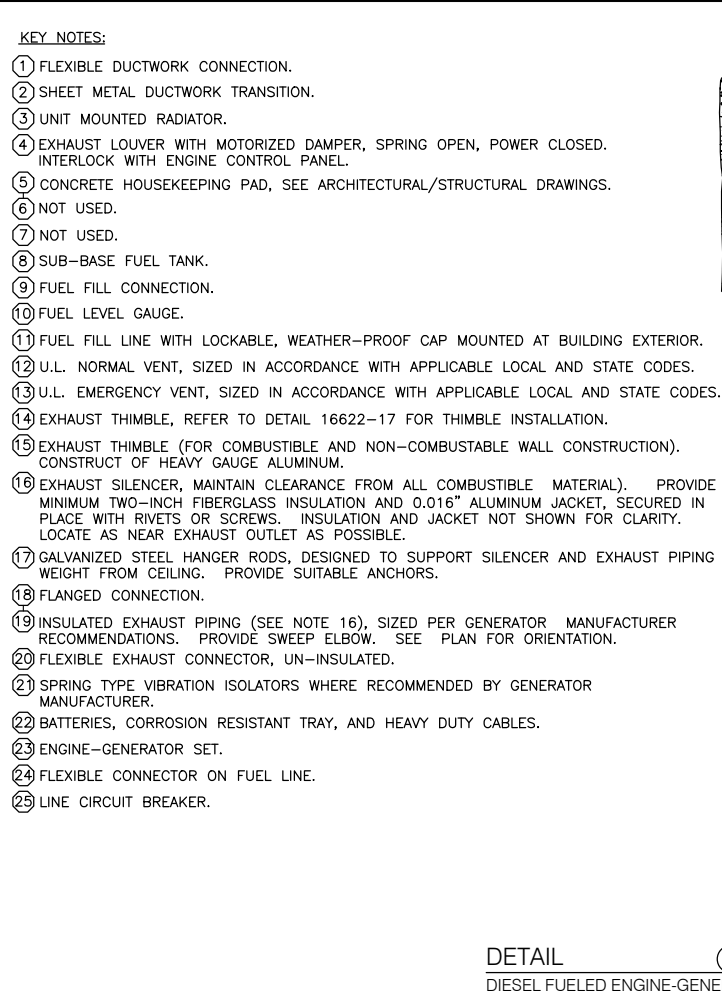
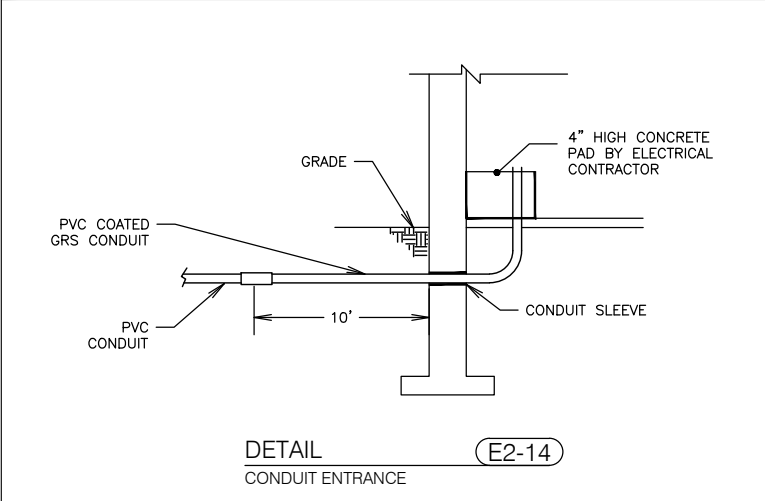
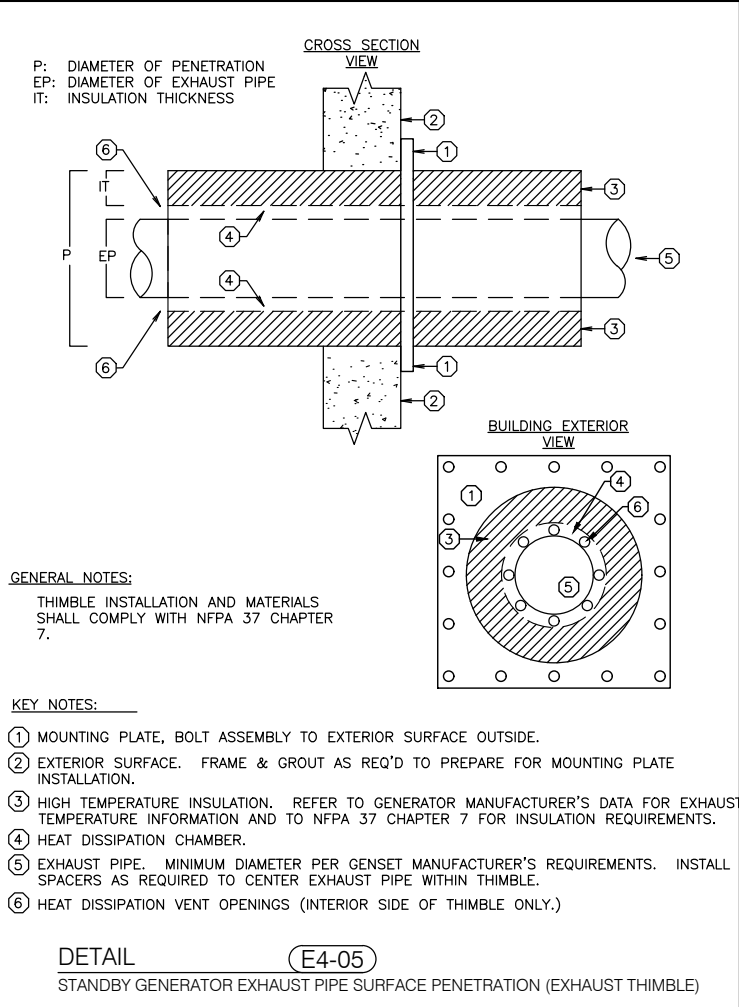
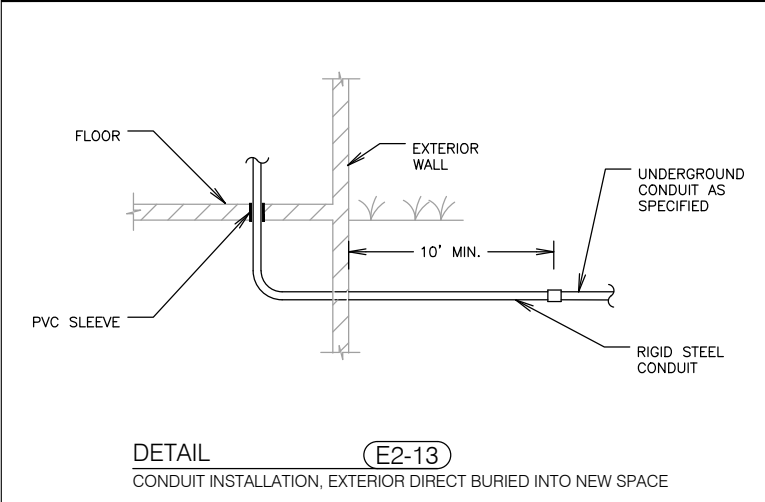
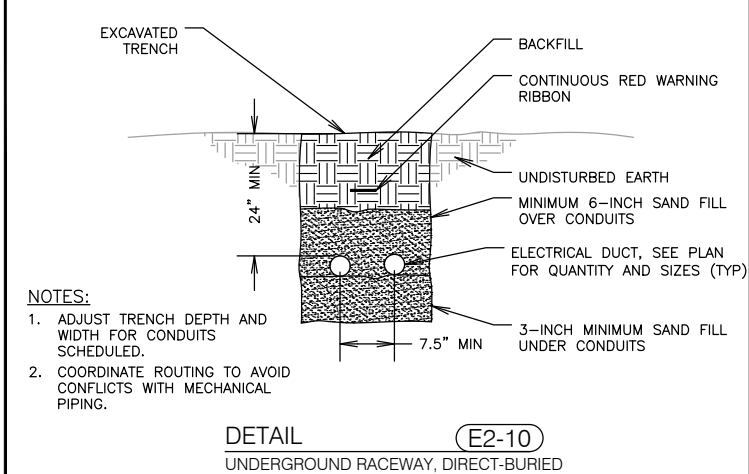
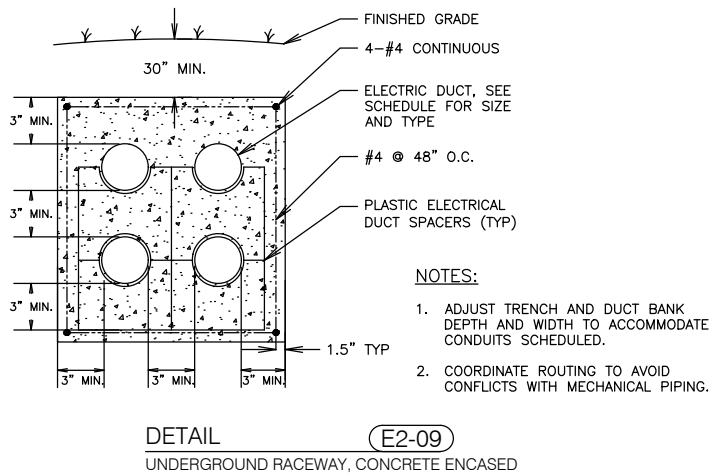
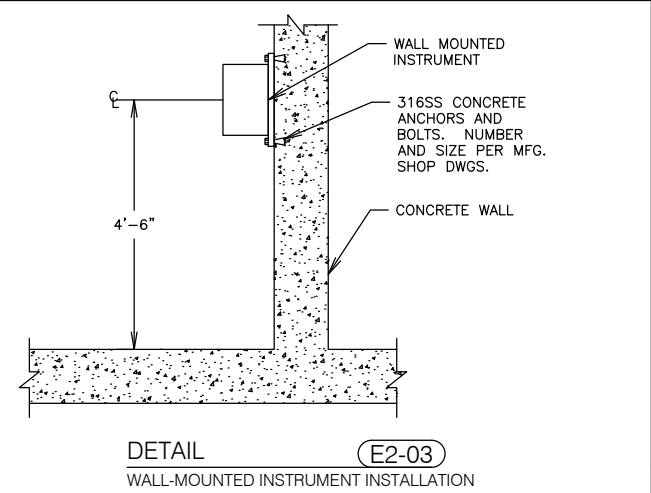
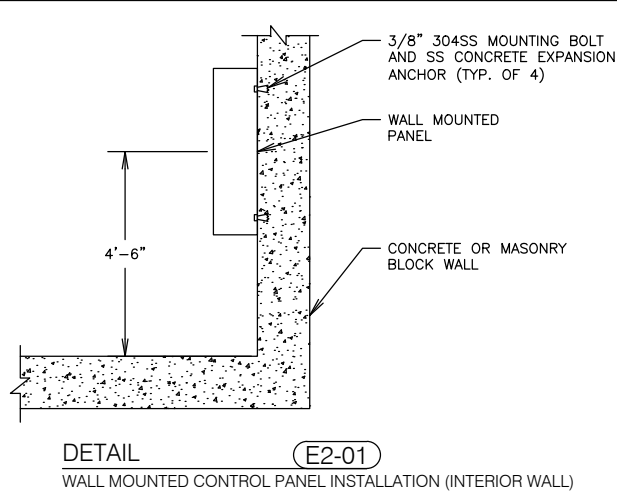
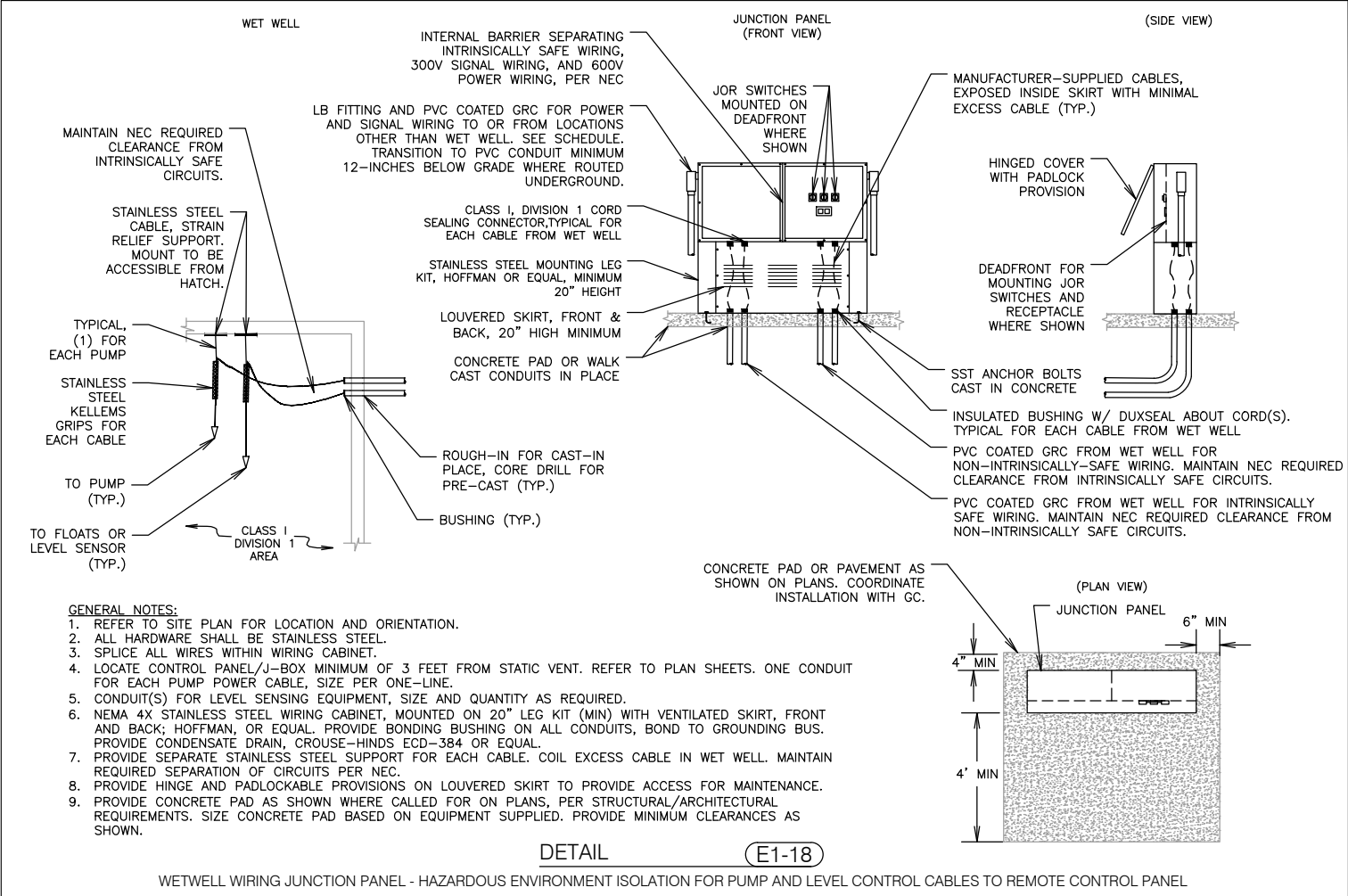
FIXTURE SCHEDULE					
TYPE	DESCRIPTION	LAMP TYPE	WATTS	MANUFACTURER	CATALOG NUMBER
A	1X4, LENSED INDUSTRIAL STRIP	LED - 4000K	52	METALUX	4SNLED-LD5-56L-LW-UNV-L840-CD1-U
D1	WALL PACK, EXTERIOR	LED - 3000K	52	GARCOO	121-32L-530-VW-G4-4-UNV-BL-IMR3-BZ
D2	POLE MOUNTED, EXTERIOR	LED - 4000K	45	CROUSE-HINDS	VMVL5P-UNV1-S891
X1	EXIT FIXTURE - LED NEMA 4X	LED	N/A	EMERGH-LITE	GA-SVX-1-R-4X
GENERAL NOTES: 1. ALL BALLASTS SHALL BE LOW HARMONIC ELECTRONIC. 2. HUBBELL AND DAYBRITE SHALL BE CONSIDERED EQUAL.					
FIXTURE NOTES:					

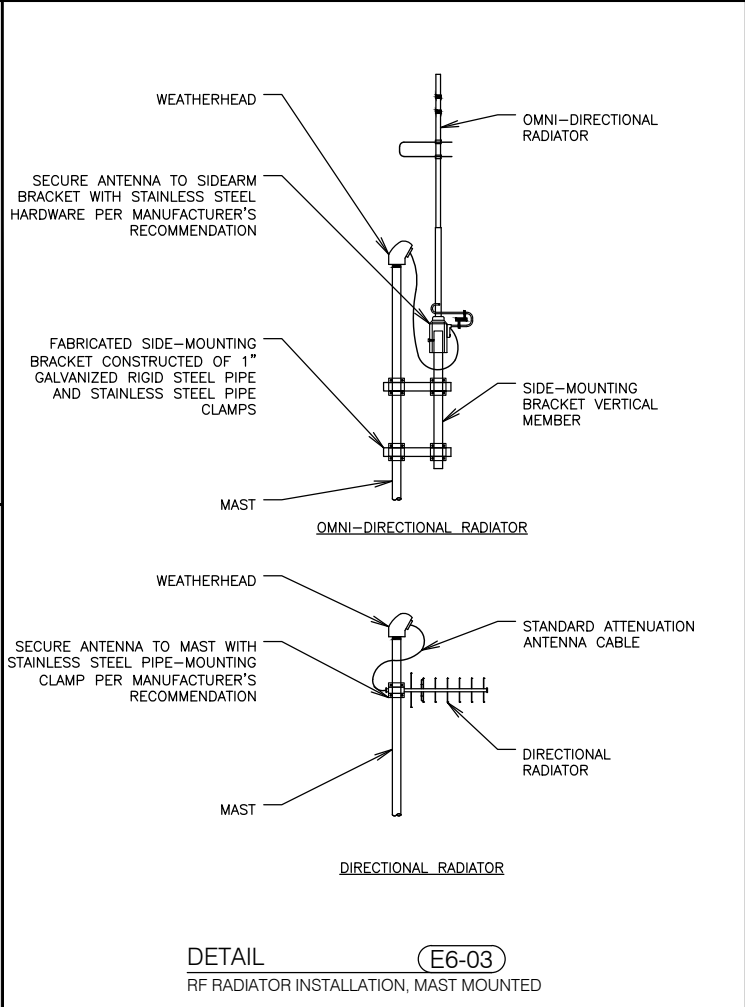
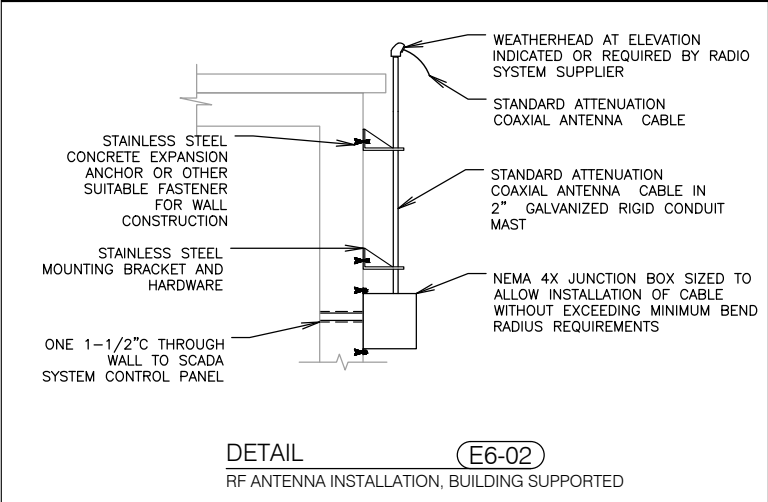
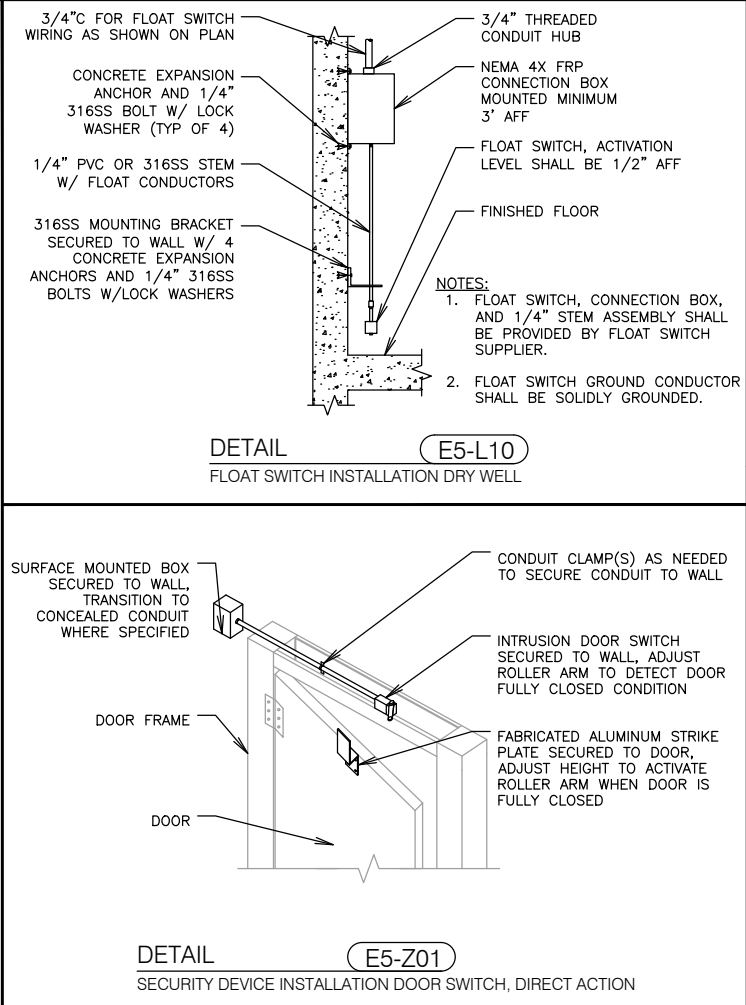
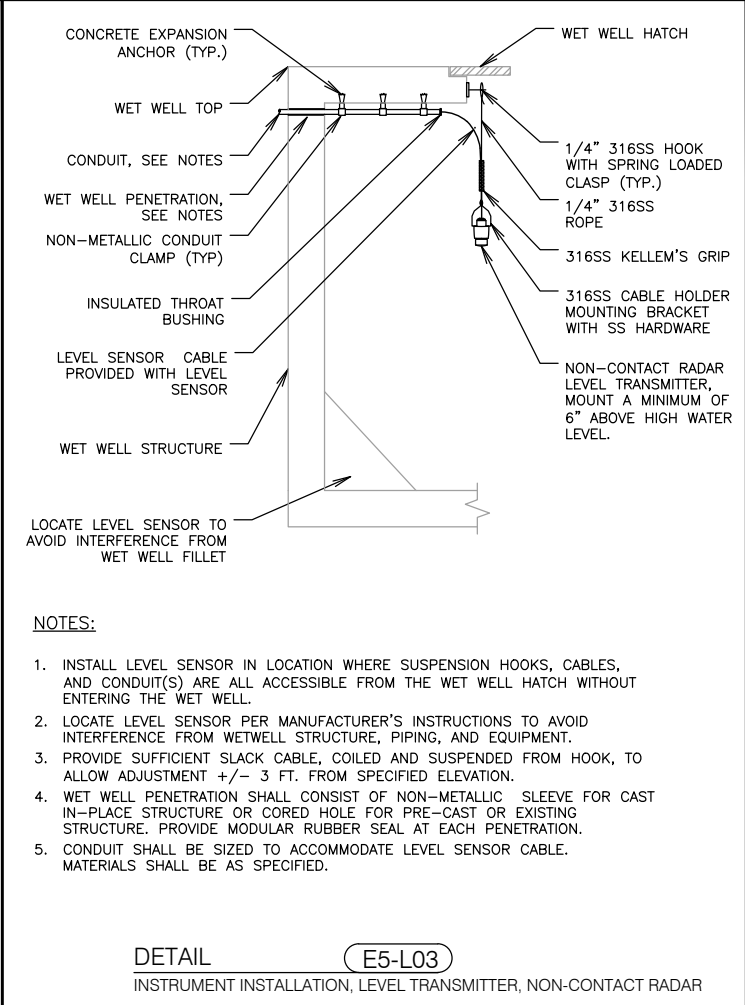
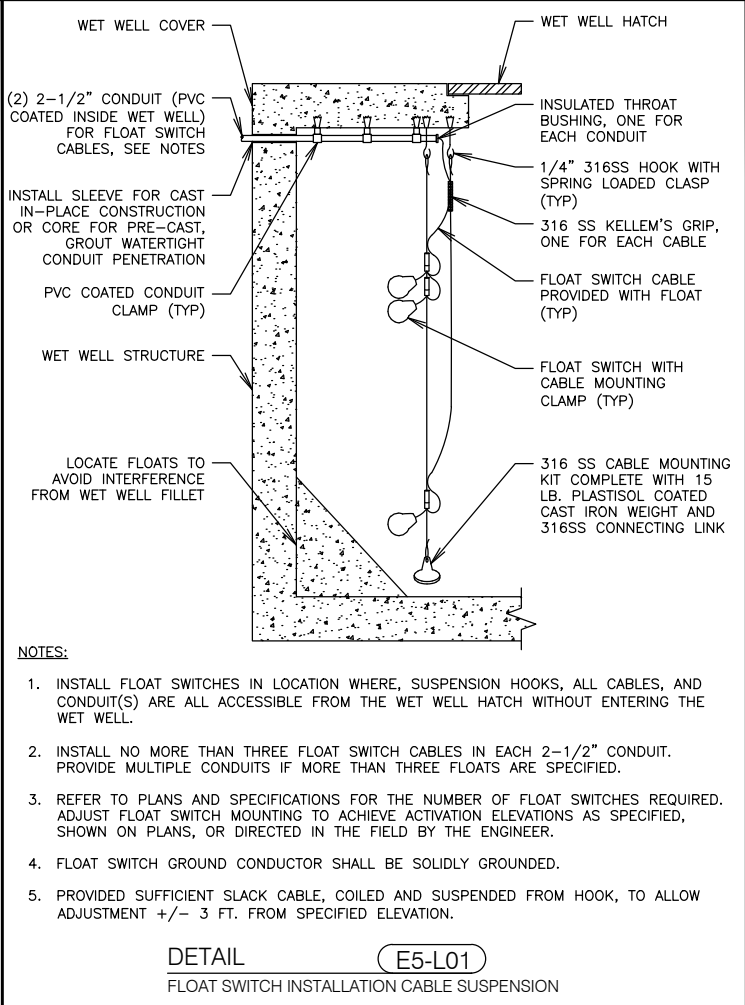
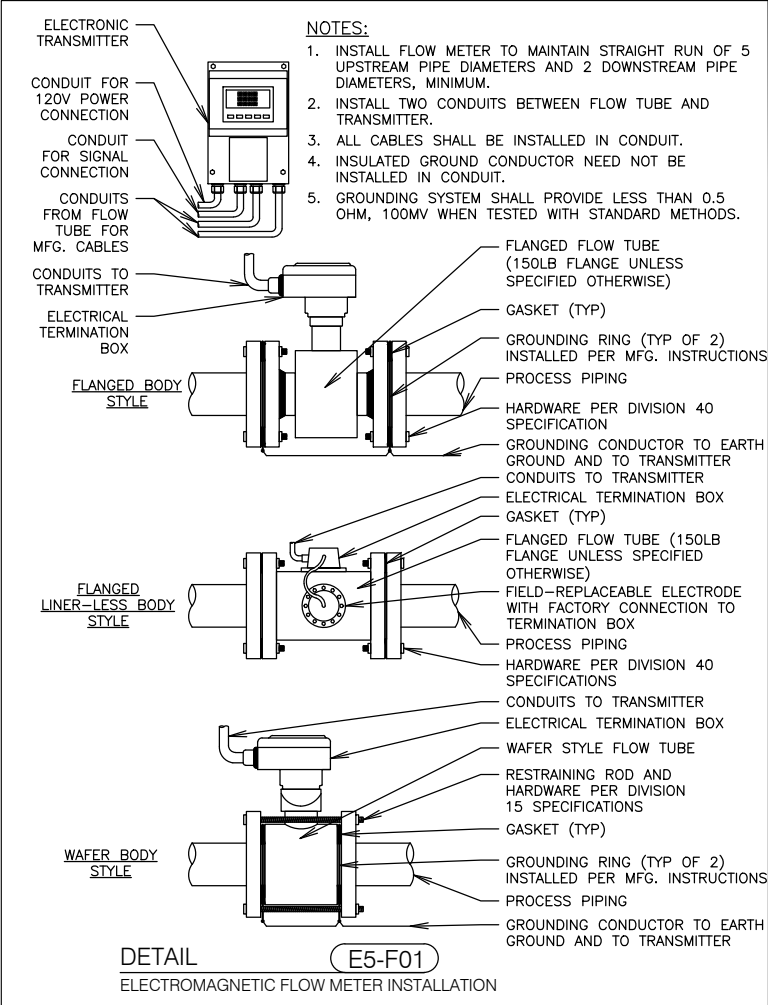
FEEDER SCHEDULE															
IDENTIFIER	THERMAL-MAGNETIC CIRCUIT BREAKER	BREAKER PICKUP AMPS (80%)	SINGLE-PHASE TWO-WIRE CIRCUIT		SINGLE OR THREE-PHASE THREE-WIRE CIRCUIT		THREE-PHASE FOUR-WIRE CIRCUIT		ALL	MAX. DISTANCES (FT) 480V 3-PHASE		MAX. DISTANCES (FT) 240V 3-PHASE		MAX. DISTANCES (FT) 208V 3-PHASE OR 120/240V 1-PHASE	
			CONDUIT	CIRCUIT CONDUCTORS	CONDUIT	CIRCUIT CONDUCTORS	CONDUIT	CIRCUIT CONDUCTORS	EQUIPMENT GROUNDING CONDUCTOR	FEEDER (2% DROP)	BRANCH (3% DROP)	FEEDER (2% DROP)	BRANCH (3% DROP)	FEEDER (2% DROP)	BRANCH (3% DROP)
1	10	8	3/4"	(2) #12	3/4"	(3) #12	3/4"	(4) #12	#12	335	502	167	251	145	218
2	15	12	3/4"	(2) #12	3/4"	(3) #12	3/4"	(4) #12	#12	223	335	112	167	97	145
3	20	16	3/4"	(2) #12	3/4"	(3) #12	3/4"	(4) #12	#12	167	251	84	126	73	109
4	25	20	3/4"	(2) #10	3/4"	(3) #10	3/4"	(4) #10	#10	212	317	106	159	92	138
5	30	24	3/4"	(2) #10	3/4"	(3) #10	3/4"	(4) #10	#10	176	264	88	132	76	115
6	35	28	3/4"	(2) #8	3/4"	(3) #8	3/4"	(4) #8	#10	241	361	120	181	104	157
7	40	32	3/4"	(2) #8	3/4"	(3) #8	3/4"	(4) #8	#10	211	316	105	158	91	137
8	45	36	3/4"	(2) #8	3/4"	(3) #8	3/4"	(4) #8	#10	187	281	94	140	81	122
9	50	40	3/4"	(2) #8	3/4"	(3) #8	3/4"	(4) #8	#10	169	253	84	126	73	110
10	60	48	3/4"	(2) #6	3/4"	(3) #6	3/4"	(4) #6	#10	224	336	112	168	97	146
11	70	56	1"	(2) #4	1"	(3) #4	1-1/4"	(4) #4	#8	305	457	152	228	132	198
12	80	64	1"	(2) #4	1"	(3) #4	1-1/4"	(4) #4	#8	266	400	133	200	115	173
13	90	72	1"	(2) #3	1"	(3) #3	1-1/4"	(4) #3	#8	290	436	145	218	126	189
14	100	80	1"	(2) #3	1"	(3) #3	1-1/4"	(4) #3	#8	251	392	131	196	113	170
15	110	88	1"	(2) #2	1"	(3) #2	1-1/2"	(4) #2	#6	307	461	154	230	133	200
16	125	100	1-1/4"	(2) #1	1-1/2"	(3) #1	1-1/2"	(4) #1	#6	340	510	170	255	147	221
17	150	120	1-1/4"	(1) #1/0	1-1/2"	(3) #1/0	2"	(4) #1/0	#6	355	533	178	266	154	231
18	175	140	N/A	N/A	2"	(3) #2/0	2"	(4) #2/0	#6	377	566	189	283	163	245
19	200	160	N/A	N/A	2"	(3) #3/0	2"	(4) #3/0	#6	413	619	206	310	179	268
20	225	180	N/A	N/A	2"	(3) #4/0	2-1/2"	(4) #4/0	#4	459	688	229	344	199	298
21	250	200	N/A	N/A	2-1/2"	(3) 250K CMIL	3"	(4) 250K CMIL	#4	484	725	242	363	210	314
22	300	240	N/A	N/A	3"	(3) 350K CMIL	3"	(4) 350K CMIL	#4	552	829	276	414	239	359
23	350	280	N/A	N/A	3"	(3) 500K CMIL	3-1/2"	(4) 500K CMIL	#3	647	970	323	485	280	420
24	400	320	N/A	N/A	3-1/2"	(3) 600K CMIL	4"	(4) 600K CMIL	#3	661	992	331	496	286	430
25	450	360	N/A	N/A	(2) 2"	2 SETS OF (3) #4/0	(2) 2-1/2"	2 SETS OF (4) #4/0	#2	459	688	229	344	199	298
26	500	400	N/A	N/A	(2) 2-1/2"	2 SETS OF (3) 250KCMIL	(2) 3"	2 SETS OF (4) 250KCMIL	#2	484	725	242	363	210	314
27	600	480	N/A	N/A	(2) 3"	2 SETS OF (3) 350KCMIL	(2) 3"	2 SETS OF (4) 350KCMIL	#1	552	829	276	414	239	359
28	700	560	N/A	N/A	(2) 3"	2 SETS OF (3) 500KCMIL	(2) 3-1/2"	2 SETS OF (4) 500KCMIL	#1/0	647	970	323	485	280	420
29	800	640	N/A	N/A	(2) 3-1/2"	2 SETS OF (3) 600KCMIL	(2) 4"	2 SETS OF (4) 600KCMIL	#1/0	661	992	331	496	286	430
30	900	720	N/A	N/A	(3) 3"	3 SETS OF (3) 350KCMIL	(3) 3"	3 SETS OF (4) 350KCMIL	#2/0	552	829	276	414	239	359
31	1000	800	N/A	N/A	(4) 2-1/2"	4 SETS OF (3) 250KCMIL	(4) 3"	4 SETS OF (4) 250KCMIL	#2/0	484	725	242	363	210	314
32	1200	960	N/A	N/A	(4) 3"	4 SETS OF (3) 350KCMIL	(4) 3"	4 SETS OF (4) 350KCMIL	#3/0	552	829	276	414	239	359
33	1600	1280	N/A	N/A	(4) 3-1/2"	4 SETS OF (3) 600KCMIL	(4) 4"	4 SETS OF (4) 600KCMIL	#4/0	661	992	331	496	286	430
34	1800	1440	N/A	N/A	(6) 3"	6 SETS OF (3) 350KCMIL	(6) 3"	6 SETS OF (4) 350KCMIL	250KCMIL	552	829	276	414	239	359
35	2000	1600	N/A	N/A	(6) 3"	6 SETS OF (3) 500KCMIL	(6) 3-1/2"	6 SETS OF (4) 500KCMIL	250KCMIL	679	1019	340	509	294	442
36	2500	2000	N/A	N/A	(6) 3-1/2"	6 SETS OF (3) 600KCMIL	(6) 4"	6 SETS OF (4) 600KCMIL	350KCMIL	635	952	317	476	275	413
37	3000	2400	N/A	N/A	(8) 3"	8 SETS OF (3) 500KCMIL	(8) 3-1/2"	8 SETS OF (4) 500KCMIL	400KCMIL	604	906	302	453	262	392
38	4000	3200	N/A	N/A	(10) 3-1/2"	8 SETS OF (3) 600KCMIL	(10) 4"	8 SETS OF (4) 600KCMIL	500KCMIL	529	793	264	397	229	344
39	20	16	N/A	N/A	1"	3C#12 SHIELDED MOTOR CABLE	N/A	N/A	(3) #10	167	251	84	126	73	109
40	30	24	N/A	N/A	1"	3C#10 SHIELDED MOTOR CABLE	N/A	N/A	(3) #10	176	264	88	132	76	115
41	50	40	N/A	N/A	1"	3C#8 SHIELDED MOTOR CABLE	N/A	N/A	(3) #10	189	253	84	126	73	110
42	80	48	N/A	N/A	1 1/4"	3C#6 SHIELDED MOTOR CABLE	N/A	N/A	(3) #10	224	336	112	168	97	146
43	80	64	N/A	N/A	1 1/4"	3C#4 SHIELDED MOTOR CABLE	N/A	N/A	(3) #10	266	400	133	200	115	173
44	100	80	N/A	N/A	1 1/2"	3C#3 SHIELDED MOTOR CABLE	N/A	N/A	(3) #10	261	392	131	196	113	170
45	125	100	N/A	N/A	2"	3C#1 SHIELDED MOTOR CABLE	N/A	N/A	(3) #8	340	510	170	255	147	221
46	175	140	N/A	N/A	2"	3C#2/0 SHIELDED MOTOR CABLE	N/A	N/A	(3) #6	377	566	189	283	163	245
47	200	160	N/A	N/A	2"	3C#3/0 SHIELDED MOTOR CABLE	N/A	N/A	(3) #4	413	619	206	310	179	268
48	225	180	N/A	N/A	2"	3C#4/0 SHIELDED MOTOR CABLE	N/A	N/A	(3) #4	459	688	229	344	199	298
49	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
50	300	240	N/A	N/A	2 1/2"	3C#350 KCMIL SHIELDED MOTOR CABLE	N/A	N/A	(3) #2	552	829	276	414	239	359
51	350	280	N/A	N/A	3"	3C#500 KCMIL SHIELDED MOTOR CABLE	N/A	N/A	(3) #1	647	970	323	485	280	420
52	450	360	N/A	N/A	(2) 2"	2 SETS 3C#4/0 SHIELDED MOTOR CABLE	N/A	N/A	(3) #4 EACH	459	688	229	344	199	298
53	600	480	N/A	N/A	(2) 2 1/2"	2 SETS 3C#350 KCMIL SHIELDED MOTOR CABLE	N/A	N/A	(3) #2 EACH	552	829	276	414	239	359
54	700	560	N/A	N/A	(2) 3"	2 SETS 3C#500 KCMIL SHIELDED MOTOR CABLE	N/A	N/A	(3) #1 EACH	647	970	323	485	280	420
PLAN NOTATION: Δ SINGLE-PHASE, TWO-WIRE FEEDER, NUMBER IS THE FEEDER IDENTIFIER □ SINGLE OR THREE-PHASE, THREE-WIRE FEEDER, NUMBER IS THE FEEDER IDENTIFIER ○ THREE-PHASE, FOUR-WIRE FEEDER, NUMBER IS THE FEEDER IDENTIFIER															

SCHEDULES

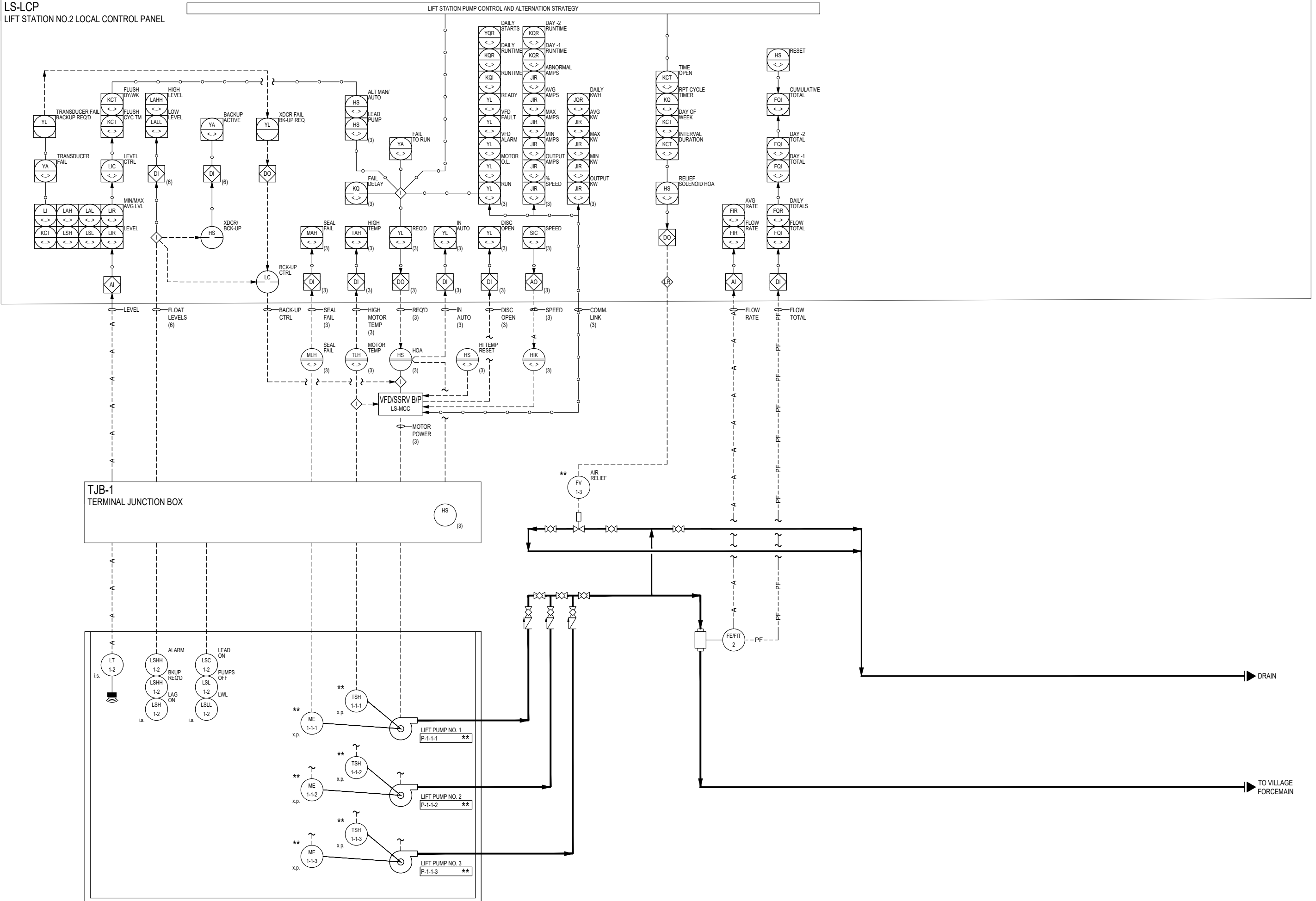
STR-10: PROCESS INSTRUMENTATION AND EQUIPMENT WIRING SCHEDULE													
TAG NUMBER	DESCRIPTION	FIRST SIGNAL/CONTROL HOMERUN			SECOND SIGNAL/CONTROL HOMERUN			POWER HOMERUN				DETAIL	NOTES
		DESTINATION	WIRING TYPE	WIRING	DESTINATION	WIRING TYPE	WIRING	CIRCUIT	VOLTAGE	CKT. BKR.	WIRING		
TJB-1	TERMINAL JUNCTION BOX	LS-LCP	120VAC DISCRETE	D12	LS-LCP	24VDC ANALOG	A1					E1-18	
TSH-1-1-1	TEMPERATURE SWITCH, HIGH, LIFT PUMP NO.1 MOTOR	TJB-1	120VAC DISCRETE	D2									
ME-1-1-1	MOISTURE SWITCH, HIGH, LIFT PUMP NO.1 MOTOR	TJB-1	120VAC DISCRETE	D2									
HS-1-1-1-1	JOG-OFF-REMOTE, LIFT PUMP NO.1	LS-LCP	120VAC DISCRETE	D2									
TSH-1-1-2	TEMPERATURE SWITCH, HIGH, LIFT PUMP NO.2 MOTOR	TJB-1	120VAC DISCRETE	D2									
ME-1-1-2	MOISTURE SWITCH, HIGH, LIFT PUMP NO.2 MOTOR	TJB-1	120VAC DISCRETE	D2									
HS-1-1-2-1	JOG-OFF-REMOTE, LIFT PUMP NO.2	LS-LCP	120VAC DISCRETE	D2									
TSH-1-1-3	TEMPERATURE SWITCH, HIGH, LIFT PUMP NO.3 MOTOR	TJB-1	120VAC DISCRETE	D2									
ME-1-1-3	MOISTURE SWITCH, HIGH, LIFT PUMP NO.3 MOTOR	TJB-1	120VAC DISCRETE	D2									
HS-1-1-3-1	JOG-OFF-REMOTE, LIFT PUMP NO.3	LS-LCP	120VAC DISCRETE	D2									
LSC-1-2	LEVEL SWITCH, LEAD PUMP ON, WET WELL	TJB-1	120VAC DISCRETE	D2									
LT-1-2	LEVEL TRANSDUCER, WET WELL LEVEL	TJB-1	24VDC ANALOG	A1									
LSH-1-2	LEVEL SWITCH, HIGH, LAG PUMP ON, WET WELL	TJB-1	120VAC DISCRETE	D2									
LSL-1-2	LEVEL SWITCHCH, LOW, PUMPS OFF, WET WELL	TJB-1	120VAC DISCRETE	D2									
LSLL-1-2	LEVEL SWITCH, LOW LOW, WET WELL	TJB-1	120VAC DISCRETE	D2									
LSHH-1-2	LEVEL SWITCH, HIGH HIGH, ALARM, WET WELL	TJB-1	120VAC DISCRETE	D2									
LSHH-1-2	LEVEL SWITCH, HIGH HIGH, BACK-UP REQUIRED, WET WELL	TJB-1	120VAC DISCRETE	D2									

STR-20: PROCESS INSTRUMENTATION AND EQUIPMENT WIRING SCHEDULE													
TAG NUMBER	DESCRIPTION	FIRST SIGNAL/CONTROL HOMERUN			SECOND SIGNAL/CONTROL HOMERUN			POWER HOMERUN				DETAIL	NOTES
		DESTINATION	WIRING TYPE	WIRING	DESTINATION	WIRING TYPE	WIRING	CIRCUIT	VOLTAGE	CKT. BKR.	WIRING		
FV-1-3	AIR RELIEF VALVE	LS-LCP	120VAC DISCRETE	D2									
FE/FIT-2	FLOW ELEMENT/INDICATING TRANSMITTER, LIFT STATION NO.2	LS-LCP	24VDC ANALOG	A1	LS-LCP	PULSE FREQUENCY	A1	LA-XX	120V/1-PH	20A/1-POLE	2#12 & #12G	E5-F01	
TT-3-1	TEMPERATURE TRANSMITTER, PIPE GALLERY	LS-LCP	24VDC ANALOG	A1								E2-03	
LSH-3-2	FLOODING SWITCH, PIPE GALLERY	LS-LCP	120VAC DISCRETE	D2								E5-F12	
ZS-4-1-1	DOOR SWITCH, STORAGE ROOM	LS-LCP	120VAC DISCRETE	D2								E5-Z01	
ZS-4-1-2	DOOR SWITCH, ELECTRICAL ROOM	LS-LCP	120VAC DISCRETE	D2									
LCP-5-1	AUTOMATIC TRANSFER SWITCH	LS-LCP	120VAC DISCRETE	D12									
HS-5-2	GENERATOR E-STOP	LCP-5-2-1	120VAC DISCRETE	D2								E2-03	
LCP-5-2-1	GENERATOR CONTROL PANEL	LS-LCP	120VAC DISCRETE	D4	LCP-5-1	120VAC DISCRETE	D2						
LCP-5-2-2	GENERATOR REMOTE ANUNCIATOR	LS-LCP	MANUFACTURER'S CABLE	M1									
JA-5-3	POWER MONITOR	LS-LCP	COPPER ETHERNET600V	EH1									
LS-LCP	LIFT STATION NO.2 LOCAL CONTROL PANEL												

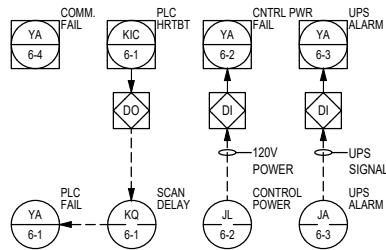
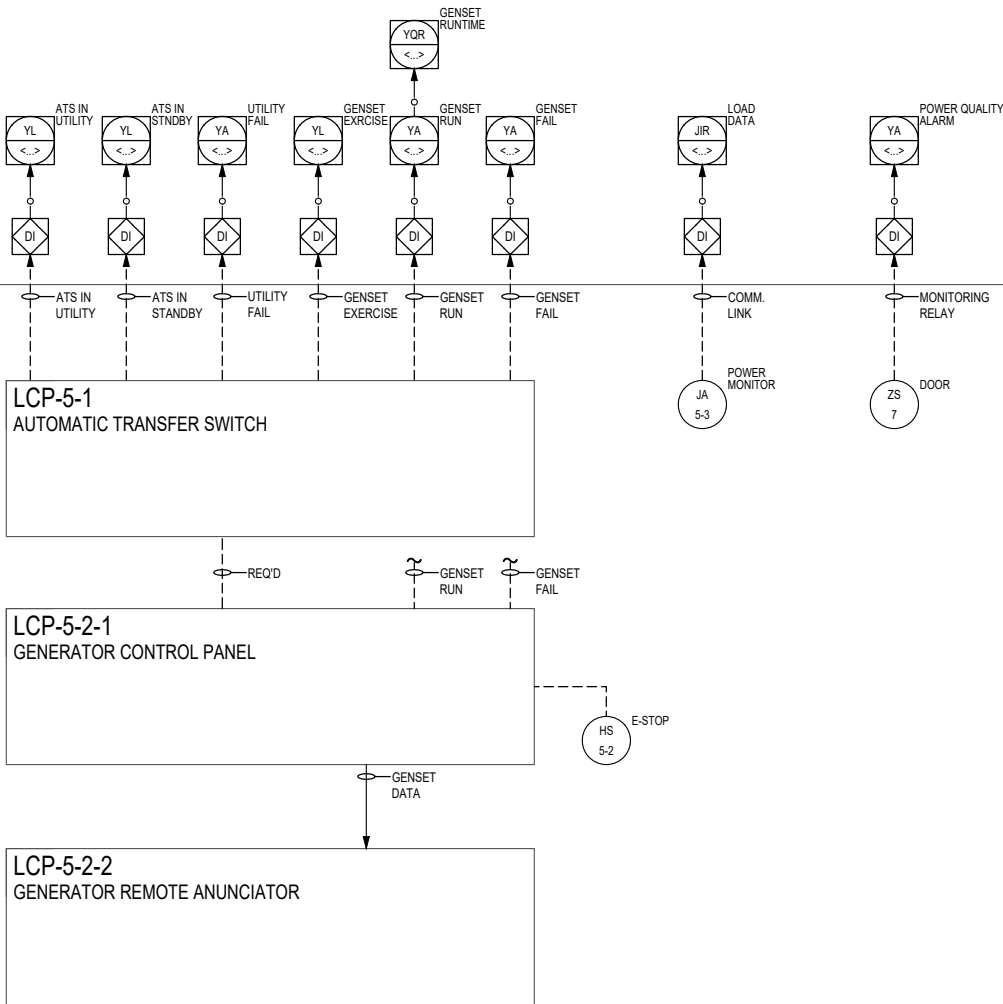
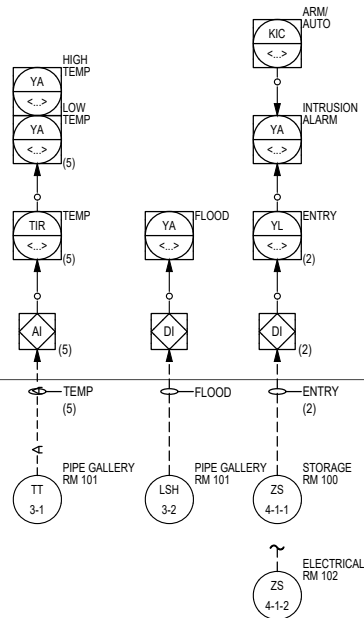




LS-LCP
LIFT STATION NO.2 LOCAL CONTROL PANEL



XXXXXXX LOCAL CONTROL PANEL



6264 Nesbitt Road
Madison, WI 53719
(608) 273-3350
www.tcengineers.net

TC
TOWN & COUNTRY
ENGINEERING, INC.

PID No.2
STRUCTURE 10

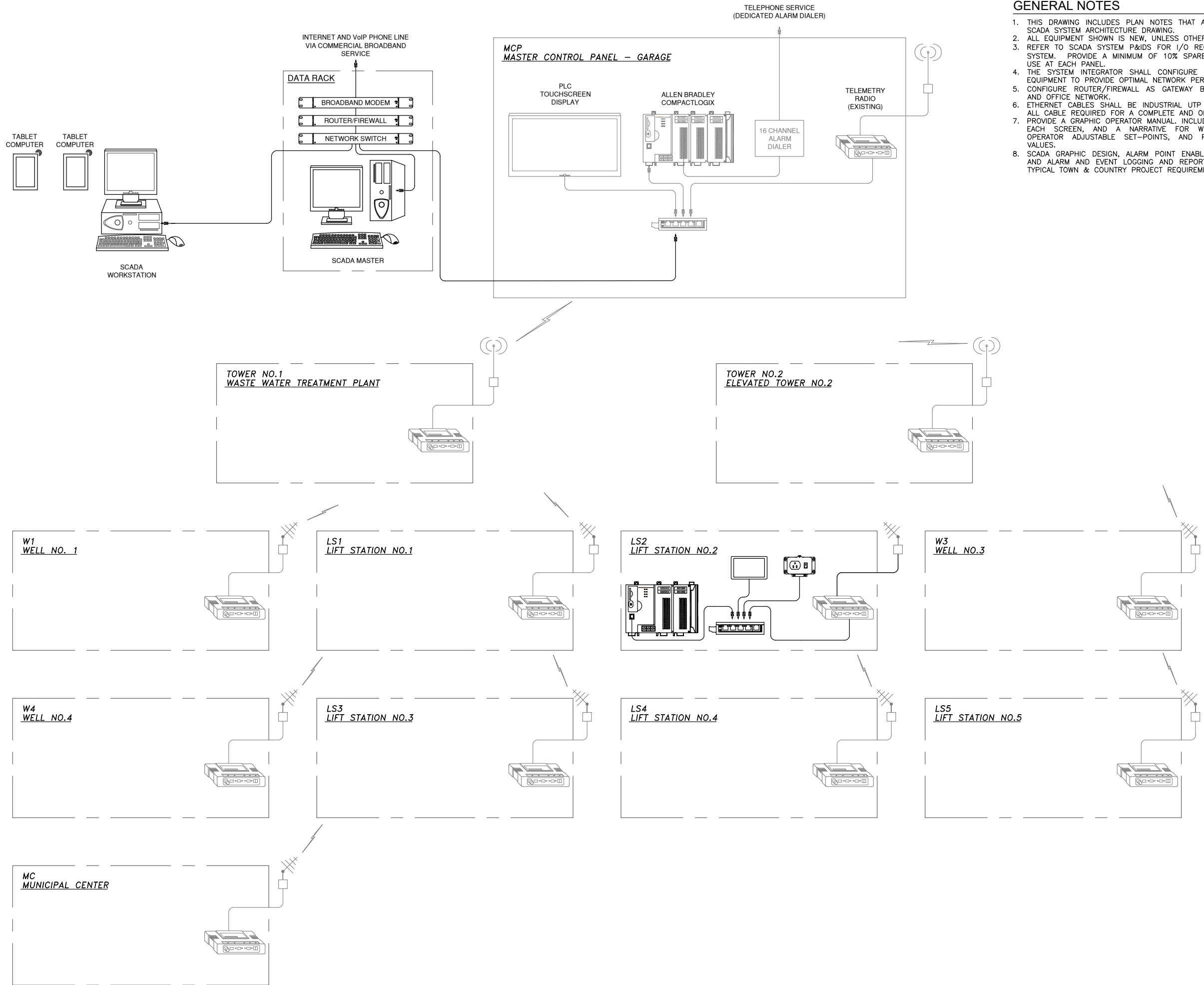
2023 LIFT STATION 2 IMPROVEMENTS
Marsh Woods Drive
Village of McFarland, Wisconsin

PROJECT NO.: MC 198
DRAWING FILE: 100-W-02 PID No.2
DRAWN BY: N.W.W.
CHECKED BY: S.R.M.
DATE: 9-1-23
REVISIONS:

SCALE:
0 1 2 4
FEET

SHEET:

100-W-02



- GENERAL NOTES**
1. THIS DRAWING INCLUDES PLAN NOTES THAT ARE REFERENCED ON THE SCADA SYSTEM ARCHITECTURE DRAWING.
 2. ALL EQUIPMENT SHOWN IS NEW, UNLESS OTHERWISE NOTED.
 3. REFER TO SCADA SYSTEM P&IDS FOR I/O REQUIREMENTS OF NEW PLC SYSTEM. PROVIDE A MINIMUM OF 10% SPARE I/O FOR EACH TYPE IN USE AT EACH PANEL.
 4. THE SYSTEM INTEGRATOR SHALL CONFIGURE ALL ETHERNET SWITCHING EQUIPMENT TO PROVIDE OPTIMAL NETWORK PERFORMANCE.
 5. CONFIGURE ROUTER/FIREWALL AS GATEWAY BETWEEN SCADA NETWORK AND OFFICE NETWORK.
 6. ETHERNET CABLES SHALL BE INDUSTRIAL UTP CAT 6 CABLE. PROVIDE ALL CABLE REQUIRED FOR A COMPLETE AND OPERABLE SYSTEM.
 7. PROVIDE A GRAPHIC OPERATOR MANUAL. INCLUDE SCREEN PRINTOUTS OF EACH SCREEN, AND A NARRATIVE FOR WHAT IS DISPLAYED, ALL OPERATOR ADJUSTABLE SET-POINTS, AND PERMISSIBLE RANGES OF VALUES.
 8. SCADA GRAPHIC DESIGN, ALARM POINT ENABLE/DISABLE FUNCTIONALITY, AND ALARM AND EVENT LOGGING AND REPORTING SHALL COMPLY WITH TYPICAL TOWN & COUNTRY PROJECT REQUIREMENTS.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, December 12, 2023

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director, Matt Schuenke, Village Administrator, Aimee Irwin, Assistant to the Public Works Director

AGENDA ITEM: Discussion and action regarding adjustment to the rate for the Equivalent Residential Unit (ERU) within the Stormwater Utility.

PREVIOUS ACTION:

The Public Works & Utilities Committee recommended approval to the Village Board regarding a proposal from Town & Country to conduct a stormwater rate study at their April 24, 2023, meeting.

The Village Board approved the proposal at their May 9, 2023, meeting.

The Public Works & Utilities Committee recommended approval to the Village Board regarding the stormwater rate study at its meeting on November 27, 2023.

ISSUE SUMMARY:

The Stormwater Utility was created in 2008 and the last rate adjustment occurred in 2016. The Committee approved a proposal from Town & Country Engineering to conduct a stormwater rate study at their April 24, 2023, meeting. The study was to review current data, trends, and future improvements to the stormwater utility in order to calculate recommended rates. Recent financial audits had suggested this as a means of cost recovery of revenues over expenses. The enclosed report was discussed with Committee members to review changes to operational impacts, capital planning, and the inclusion of sinking funds going forward. The report was discussed and ultimately recommended to the Village Board as a means to adjust rates beginning in 2024.

FINANCIAL/BUDGET IMPACT:

A single family home currently pays \$14.83 every other month or \$88.98 for the year as part of their normal utility bill including sewer and water charges. The proposed increase as a result of this study will increase this amount to \$20 every other month or \$120 for the year. A difference of \$5.17 every other month or \$31.02 for the year. The resulting increase will raise revenues to offset expenses for operating, capital, and begin establishing sinking funds for ongoing maintenance obligations.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

[Chapter 47-V Stormwater Utility](#)



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, second to accept the Stormwater Rate Study as prepared by Town & Country Engineering and approve an increase to the ERU charge to \$20.00 effective in January of 2024.

ATTACHMENTS:

1. MC 2023 Storm Water Charge System 10.17.2023

VILLAGE OF McFARLAND - STORM SEWER UTILITY
CASH FLOW ANALYSIS
October 17, 2023

Input value in cash flow sheet

Input value from Sensitive Analysis sheet

	P 17-2021,audit	P. 13 2022 Audit								
Previous and Future Capital Stormwater Project Cost	\$400,135	\$474,524	\$220,750	\$390,700	\$0	\$652,800	\$0	\$0	\$530,179	\$0
Possible grant				\$125,000						
Net village expense				\$265,700	\$0	\$652,800	\$0	\$0	\$530,179	\$0

ASSUMPTIONS	
INTEREST INCOME RATE ASSUMED	0.50%
O&M ANNUAL INCREASE	4.00%
ANNUAL STORMWATER SYSTEM MAINTENANCE REPAIRS	4.00%
ANNUAL MMSD WATERSHED INCREASE	4.00%
	0.00%
2022 Cash and Investments	\$ 70,825
	P. 14 of 2022 audit

EXPENSES	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<u>Capital Projects</u>										
Future stormwater improvements-Paid cash on hand	\$ 400,135	\$ 474,524	\$ 220,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024 Stormwater Improvements with loan				\$ 35,250	\$ 35,250	\$ 35,250	\$ 35,250	\$ 35,250	\$ 35,250	\$ 35,250
2025 Stormwater Improvements with loan					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2026 Stormwater Improvements with loan						\$ 86,606	\$ 86,606	\$ 86,606	\$ 86,606	\$ 86,606
2027 Stormwater Improvements with loan							\$ -	\$ -	\$ -	\$ -
2028 Stormwater Improvements with loan								\$ -	\$ -	\$ -
2029 Stormwater Improvements with loan									\$ 70,338	\$ 70,338
2030 Stormwater Improvements with loan										\$ -
<u>2011 capital improvement project</u>										
Debt-paid off 12-01-2024 (20 &21 cost are est.)	\$ 70,000	\$ 70,000	\$ 67,805	\$ 71,505						
Interest	\$ 6,643	\$ 4,411	\$ 2,500		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>O&M</u>										
Annual Operation and Maintenance	\$ 410,501	\$ 485,500	\$ 573,750	\$ 601,350	\$ 625,404	\$ 650,420	\$ 676,437	\$ 703,494	\$ 731,634	\$ 760,900
<u>Charges made to other utilities</u>										
MAMSWaP	\$ 4,500	\$ 4,500	\$ 4,393	\$ 4,393	\$ 4,393	\$ 4,393	\$ 4,393	\$ 4,393	\$ 4,393	\$ 4,393
MMSD Yarhara Watershed	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,600	\$ 16,224	\$ 16,873	\$ 17,548	\$ 18,250	\$ 18,980	\$ 19,739
<u>Replacement Funds</u>										
Annual Pond Cleaning				\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Annual stormwater system maintenance repairs				\$ 25,000	\$ 26,000	\$ 27,040	\$ 28,122	\$ 29,246	\$ 30,416	\$ 31,633
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ANNUAL EXPENSES	\$ 906,779	\$ 1,053,935	\$ 884,198	\$ 768,098	\$ 722,271	\$ 835,581	\$ 863,355	\$ 892,239	\$ 992,616	\$ 1,023,858
REVENUES										
User Charge Revenues(21 & 22 audits)	\$ 537,326	\$ 544,102	\$ 594,422	\$ 813,648	\$ 825,648	\$ 921,413	\$ 934,613	\$ 990,895	\$ 1,004,695	\$ 1,062,778
Forfeited Discounts Revenue	\$ 3,164	\$ 2,585	\$ 2,585	\$ 2,585	\$ 2,585	\$ 2,585	\$ 2,585	\$ 2,585	\$ 2,585	\$ 2,585
Erosion Control Permits	\$ 9,000	\$ 14,750	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Yard waste permits	\$ 95	\$ 360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	\$ -	\$ 192								
Impact fees	\$ (3,262)	\$ -								
Interest	\$ 599	\$ 9,058								
Assessments		\$ -								
Funds from other sources	\$ 409,449	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ANNUAL REVENUE	\$ 546,922	\$ 571,047	\$ 607,007	\$ 826,233	\$ 838,233	\$ 933,998	\$ 947,198	\$ 1,003,480	\$ 1,017,280	\$ 1,075,363
Cash and Equivalents - Beginning of Year	\$ 892,824	\$ 588,676	\$ 70,825	\$ (206,366)	\$ (148,231)	\$ (32,269)	\$ 66,148	\$ 149,991	\$ 261,232	\$ 285,896
Annual Excess Revenue (Shortfall)	\$ (359,857)	\$ (482,888)	\$ (277,191)	\$ 58,135	\$ 115,962	\$ 98,416	\$ 83,843	\$ 111,241	\$ 24,664	\$ 51,505
Total Available Carryover	\$ 538,676	\$ 70,825	\$ (206,366)	\$ (148,231)	\$ (32,269)	\$ 66,148	\$ 149,991	\$ 261,232	\$ 285,896	\$ 337,401
REVENUE DETAILS										
Estimated Equivalent Residential Users (ERU)	5957.5	6059	6,270	6,680	6,780	6,880	6,980	7,080	7,180	7,280
Equivalent Residential Users (ERU) added			410	100	100	100	100	100	100	100
Estimated Equivalent Residential Users (ERU)	6,059	6,270	6,680	6,780	6,880	6,980	7,080	7,180	7,280	7,380
ESTIMATED BI-MONTHLY USER CHARGES										
REU Charges										
Bi-monthly Charge per REU	\$ 14.83	\$ 14.83	\$ 14.83	\$ 20.00	\$ 20.00	\$ 22.00	\$ 22.00	\$ 23.00	\$ 23.00	\$ 24.00
Annual REU Charge Revenue Generated	\$ 539,157	\$ 557,940	\$ 594,422	\$ 813,648	\$ 825,648	\$ 921,413	\$ 934,613	\$ 990,895	\$ 1,004,695	\$ 1,062,778
TOTAL ANNUAL REVENUE GENERATED BY RATES	\$ 539,157	\$ 557,940	\$ 594,422	\$ 813,648	\$ 825,648	\$ 921,413	\$ 934,613	\$ 990,895	\$ 1,004,695	\$ 1,062,778

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, December 12, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Lee Igl, Public Works Director, Andrea Anderson, HR Generalist

AGENDA ITEM: Motion to approve reclassification of the Assistant to the Public Works Director position within the Public Works department.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Assistant to the Public Works director position was created in 2019 with the reorganization of the Public Works Department. In 2019 the Public Works Department was reorganized to create a division structure to begin to support work of the department appropriately. As part of the re-organization, the Assistant to the Public Works Director position was created to oversee the Public Works office and utilities and provide financial support. The future staffing plan calls for this position to re-classify the position to take on a more robust financial role within the Public Works Department.

Over time, the position has naturally grown to support the items proposed for change in the position description, and the re-classification process is a natural progression with the transition as envisioned with the position. With the re-classification, the position would be responsible for being the staff lead on various aspects of the utilities, such as the utility audit, rate cases, and taking on a larger role in forecasting the financial stability of the utility. While other financial related positions in the Village still provide support for a lot of the utilities functions, this position takes on a higher level of support for the financial aspects of the utility. The position previously operated in Grade 7 and is now proposed to be re-classified in Grade 8 given the higher tasks now assigned to the role.

FINANCIAL/BUDGET IMPACT:

The 2024 Budget including funding to account for the transition accordingly.

VILLAGE PLAN REFERENCE:

[2022-2032 Future Staffing Projections](#)

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee unanimously approved the reclassification of the Assistant to the Public Works Director with the condition that the name be changed to Public Works & Utilities



Financial Specialist. In following up on the name change, and discussion with the employee currently in the role, staff does not recommend changing of the name at this time.

Motion to recommend approval of the reclassification of the Assistant to the Public Works Director position within the Public Works department.

ATTACHMENTS:

1. Assistant to Public Works Director - REDLINES (VILLAGE BOARD 12.12.23)
2. Assistant to Public Works Director - CLEAN (Village Board 12.12.23)
3. Asst to PW Director - Scoring Worksheet 11-2023

JOB OVERVIEW	
Job Title	Assistant to the Public Works Director
Department	Public Works
Grade	8
Employment Status	☒ Full-time ☐ Part-time ☐ Limited Term Employment (LTE)
FLSA Status	☐ Exempt ☒ Non-exempt

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

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

SCOPE OF WORK	
The highly responsible professional work of this position involves assisting the Public Works Director in overseeing the financial operations of the municipal utility operations and providing key administrative support for the Public Works Department. It is also a hands-on position, which performs critical and routine financial activities as part of the management of the sewer, water, and stormwater utilities. Key responsibilities include customer billing, monitoring financial performance, projecting capital needs, forecasting the adequacy of revenue to meet expenditures, budgeting, audit compliance, accounts payable, maintaining inventory, meeting management, and other related tasks to support the operations of the Department and the services it provides.	
SUPERVISION	
Received	Performs under the direction and general supervision of the Public Works Director but exercises considerable independent judgement in establishing work priorities and managing day to day administrative operations of the Department especially sewer, water, and stormwater utilities.
Exercised	Supervises a full-time Utility Billing Assistant that assist in the fulfillment of the administrative duties for the Department and related utilities.

ESSENTIAL JOB FUNCTIONS	
- Manages customer service expectations and relationships for the Public Works Department. - Assists the Public Works Director in administering the annual operating budget and monitoring revenues and expenditures in assigned areas to assure sound fiscal control. - Accurately and consistently records time spent supporting public utilities functions and for all other Public Works and Parks activities for the purpose of allocating labor related costs between the public utilities and other Public Works activities. - Verifies timesheets for accuracy for all department employees.	

- Assists in administering agendas, packets, and minutes for the Public Works and Utilities Committee and the Parks and Recreation Committee.
- Completes all necessary paperwork within the Department related to Accounts Payable and Accounts Receivable as directed by the Public Works Director.
- Approves check refunds of applicable credits.
- Assists the Public Works Director in forecasting the impact of future capital investments and operational expenditures as well as associated impacts on revenue sources when necessary.
- Monitors and tracks impact fees for utilities, parks, and all other related impact fees related to the Department. Recommend to the Director of Public Works eligible projects to use impact fees.
- Maintains inventory and maintenance records for all related assets within the Department as applicable including annual review of asset replacement.
- Supervises the utility customer billing for residential, commercial, industrial, and government accounts for all utility services.
- Manages the financial performance of the utilities, including coordinating and leading the Village's independent auditors with rate cases and financial forecasting for the utilities, and reports findings to the Public Works Director to ensure that they maintain current and future financial stability.
- Coordinates and leads the Village's independent auditors with the annual of the utilities.
- Coordinates Park reservations and events within the Park system.
- Ensures the utility is operating in accordance with Public Service Commission (PSC), Wisconsin Department of Natural Resources (DNR), and Generally Accepted Accounting Principles (GAAP) rules and regulations including the submittal of required reports.
- Coordinates annual cross connection inspections for residential, commercial, and government accounts.
- Maintains storm water Equivalent Runoff Units (ERU) for all properties in the Village.
- Assists the Public Works Director in the day-to-day management of solid waste collection including residential garbage, recycling, and yard waste pickups/drop offs. Further responsibility for solid waste billing, associated record keeping, and related customer service.
- Coordinates with the Treasurer to administer tax certification process including but not limited to delinquent utility accounts, special assessments for solid waste collection, and all other applicably related charges for the annual property tax roll.
- Maintains data and process grant applications to support Department projects as well as process all necessary follow-up reports as directed by the Public Works Director.
- ~~Maintains and schedules Village Park reservations.~~
- Performs other related duties as assigned.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

OTHER JOB FUNCTIONS

- Performs related duties as assigned.

REQUIREMENTS OF WORK

- Bachelor's degree in accounting, finance, public, or business administration, or related field.
- Minimum of three to five (3-5) years of progressively responsible municipal accounting experience, public works administrative operations, and/or utility management.
- Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered.

KNOWLEDGE, ABILITY, AND SKILL

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

Knowledge of	• Modern theory, principles, and practices related to municipal public works operations. • Public finance and fiscal planning. • Public Works service delivery including facility, parks, solid waste, sanitary sewer, stormwater, streets, and water operations. • Budgetary, accounting and reporting systems as applicable to the Department. • Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in different situations. • Supervisory principles and practices. • Municipal accounting software, preferably Caselle Clarity.
Ability to	• Effectively communicate both orally and in writing. • Prepare and analyze complex financial reports. • Work independently and as part of a team to facilitate Department service responsibilities. • Maintain efficient and effective financial systems and procedures. • Establish effective working relationships with co-workers and other contacts. • Maintain excellent relations with the public. • Maintain a valid Wisconsin driver's license. • Assign and supervise the work of others; motivate employees to work toward common goals • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors, and the general public.
Skill in	• Identifying problems and opportunities; reviewing possible alternative courses of action before selecting one; utilizing information resources available when making decisions. • Communicating ideas and information effectively in both written and oral form. • Developing feasible, realistic solutions to problems; recommending actions designed to prevent problems from occurring; referring problems to supervisor when necessary. • Establishing systematic methods of accomplishing goals. • Effectively reading and understanding information contained in memoranda, reports, ordinances, codes, regulations, technical manuals, bulletins. • Learning, adopting, and applying new technology, computer systems and software programs. • Effectively following verbal or written instructions from supervisor. • Calculating basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator. • Setting priorities to meet assignment deadlines. • Public relations.

NECESSARY SPECIAL REQUIREMENTS

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

PHYSICAL DEMANDS

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

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

Equipment Used

Personal computer with various software office applications (especially Microsoft Word and Excel) and web based financial management software (Caselle Clarity). Also may use printer, copy/fax machine, calculator, phone, adding machine, label maker, and handheld meter reading device.

Work Environment and Working Conditions

Works in a normal Public Works office setting with moderate noise levels. Some hours beyond a normal work week may be required. Attendance at a minimum of two evening meetings per month will be required.

Notes:

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

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

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

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

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

Employee Signature _____

Date_____

Print Name _____

JOB OVERVIEW	
Job Title	Assistant to the Public Works Director
Department	Public Works
Grade	8
Employment Status	☒ Full-time ☐ Part-time ☐ Limited Term Employment (LTE)
FLSA Status	☐ Exempt ☒ Non-exempt

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

SCOPE OF WORK	
The highly responsible professional work of this position involves assisting the Public Works Director in overseeing the financial operations of the municipal utility operations and providing key administrative support for the Public Works Department. It is also a hands-on position, which performs critical and routine financial activities as part of the management of the sewer, water, and stormwater utilities. Key responsibilities include customer billing, monitoring financial performance, projecting capital needs, forecasting the adequacy of revenue to meet expenditures, budgeting, audit compliance, accounts payable, maintaining inventory, meeting management, and other related tasks to support the operations of the Department and the services it provides.	
SUPERVISION	
Received	Performs under the direction and general supervision of the Public Works Director but exercises considerable independent judgement in establishing work priorities and managing day to day administrative operations of the Department especially sewer, water, and stormwater utilities.
Exercised	Supervises a full-time Utility Billing Assistant that assist in the fulfillment of the administrative duties for the Department and related utilities.

ESSENTIAL JOB FUNCTIONS	
- Manages customer service expectations and relationships for the Public Works Department. - Assists the Public Works Director in administering the annual operating budget and monitoring revenues and expenditures in assigned areas to assure sound fiscal control. - Accurately and consistently records time spent supporting public utilities functions and for all other Public Works and Parks activities for the purpose of allocating labor related costs between the public utilities and other Public Works activities. - Verifies timesheets for accuracy for all department employees.	

- Assists in administering agendas, packets, and minutes for the Public Works and Utilities Committee and the Parks and Recreation Committee.
- Completes all necessary paperwork within the Department related to Accounts Payable and Accounts Receivable as directed by the Public Works Director.
- Approves check refunds of applicable credits.
- Assists the Public Works Director in forecasting the impact of future capital investments and operational expenditures as well as associated impacts on revenue sources when necessary.
- Monitors and tracks impact fees for utilities, parks, and all other related impact fees related to the Department. Recommend to the Director of Public Works eligible projects to use impact fees.
- Maintains inventory and maintenance records for all related assets within the Department as applicable including annual review of asset replacement.
- Supervises the utility customer billing for residential, commercial, industrial, and government accounts for all utility services.
- Manages the financial performance of the utilities, including coordinating and leading the Village's independent auditors with rate cases and financial forecasting for the utilities, and reports findings to the Public Works Director to ensure that they maintain current and future financial stability.
- Coordinates and leads the Village's independent auditors with the annual of the utilities.
- Coordinates Park reservations and events within the Park system.
- Ensures the utility is operating in accordance with Public Service Commission (PSC), Wisconsin Department of Natural Resources (DNR), and Generally Accepted Accounting Principles (GAAP) rules and regulations including the submittal of required reports.
- Coordinates annual cross connection inspections for residential, commercial, and government accounts.
- Maintains storm water Equivalent Runoff Units (ERU) for all properties in the Village.
- Assists the Public Works Director in the day-to-day management of solid waste collection including residential garbage, recycling, and yard waste pickups/drop offs. Further responsibility for solid waste billing, associated record keeping, and related customer service.
- Coordinates with the Treasurer to administer tax certification process including but not limited to delinquent utility accounts, special assessments for solid waste collection, and all other applicably related charges for the annual property tax roll.
- Maintains data and process grant applications to support Department projects as well as process all necessary follow-up reports as directed by the Public Works Director.
- Performs other related duties as assigned.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

OTHER JOB FUNCTIONS

- Performs related duties as assigned.

REQUIREMENTS OF WORK

- Bachelor's degree in accounting, finance, public, or business administration, or related field.
- Minimum of three to five (3-5) years of progressively responsible municipal accounting experience, public works administrative operations, and/or utility management.
- Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered.

KNOWLEDGE, ABILITY, AND SKILL

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

Knowledge of	• Modern theory, principles, and practices related to municipal public works operations. • Public finance and fiscal planning. • Public Works service delivery including facility, parks, solid waste, sanitary sewer, stormwater, streets, and water operations. • Budgetary, accounting and reporting systems as applicable to the Department. • Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in different situations. • Supervisory principles and practices. • Municipal accounting software, preferably Caselle Clarity.
Ability to	• Effectively communicate both orally and in writing. • Prepare and analyze complex financial reports. • Work independently and as part of a team to facilitate Department service responsibilities. • Maintain efficient and effective financial systems and procedures. • Establish effective working relationships with co-workers and other contacts. • Maintain excellent relations with the public. • Maintain a valid Wisconsin driver's license. • Assign and supervise the work of others; motivate employees to work toward common goals • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors, and the general public.
Skill in	• Identifying problems and opportunities; reviewing possible alternative courses of action before selecting one; utilizing information resources available when making decisions. • Communicating ideas and information effectively in both written and oral form. • Developing feasible, realistic solutions to problems; recommending actions designed to prevent problems from occurring; referring problems to supervisor when necessary. • Establishing systematic methods of accomplishing goals. • Effectively reading and understanding information contained in memoranda, reports, ordinances, codes, regulations, technical manuals, bulletins. • Learning, adopting, and applying new technology, computer systems and software programs. • Effectively following verbal or written instructions from supervisor. • Calculating basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator. • Setting priorities to meet assignment deadlines. • Public relations.

NECESSARY SPECIAL REQUIREMENTS

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

PHYSICAL DEMANDS

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

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

Equipment Used

Personal computer with various software office applications (especially Microsoft Word and Excel) and web based financial management software (Caselle Clarity). Also may use printer, copy/fax machine, calculator, phone, adding machine, label maker, and handheld meter reading device.

Work Environment and Working Conditions

Works in a normal Public Works office setting with moderate noise levels. Some hours beyond a normal work week may be required. Attendance at a minimum of two evening meetings per month will be required.

Notes:

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

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

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

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

Employee Signature _____

Date_____

Print Name _____

JOB EVALUATION INSTRUMENT SCORING SHEET

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

Factor 4: Policy Development		Factor 5: Planning		Factor 6: Contact with Others		Factor 7: Work of Others	
1	15	1	35	1	15	No Supv	0
2	30	2	50	2	30	1	10
3	40	3	65	3	45	2	25
4	60	4	80	4	60	3	40
5	75	5	95	5	75	4	65
6	85	6*	110	6	85	5	80
7*	100			7	100	6	85
						7	95
						8	105*

Factor 8: Working Conditions			Factor 9: Technology	
1	Office work only. Good working conditions with almost complete absence of physically demanding, unpleasant, strenuous, and/or hazardous elements.	15	1	0
2	Minimal external work or occasional exposure to physically demanding, unpleasant, strenuous, and/or hazardous situations.	30	2	10
3	Frequent exposure to physically demanding, unpleasant, strenuous, and/or hazardous elements.	45	3	30
4	Regular exposure to particularly physically demanding, unpleasant, strenuous, and/or hazardous elements, such as, dealing with inclement weather, operating heavy equipment, etc.	60	4	50
5	Continuous exposure to life threatening public safety situations which could jeopardize personal safety.	75	5A	65
			5B	65
			6	75
			7	85

TOTAL - 505

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



JOB EVALUATION INSTRUMENT
FACTOR 1: EDUCATION

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

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

JOB EVALUATION INSTRUMENT

FACTOR 2: WORK EXPERIENCE

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

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

JOB EVALUATION INSTRUMENT

FACTOR 3: INDEPENDENT JUDGMENT & DECISION MAKING

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

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

JOB EVALUATION INSTRUMENT

FACTOR 4: RESPONSIBILITY FOR POLICY DEVELOPMENT

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

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

JOB EVALUATION INSTRUMENT

FACTOR 5: PLANNING

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

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

JOB EVALUATION INSTRUMENT

FACTOR 6: CONTACT WITH OTHERS

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

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

JOB EVALUATION INSTRUMENT

FACTOR 7: WORK OF OTHERS

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

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

JOB EVALUATION INSTRUMENT

FACTOR 8: WORKING CONDITIONS

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

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

JOB EVALUATION INSTRUMENT

FACTOR 9: USE OF TECHNOLOGY/SPECIALIZED EQUIPMENT

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

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

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, December 12, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Lee Igl, Public Works Director, Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist

AGENDA ITEM: Motion to approve updating the organizational chart of the Public Works Department

PREVIOUS ACTION:

ISSUE SUMMARY:

Staff also recommends an update of the organizational chart for the Public Works Department to include the transition of the Utility Billing Assistant from .75 FTE to 1.0 FTE and the addition of a 3rd Parks crew person to be hired in the 1st quarter of 2024.

FINANCIAL/BUDGET IMPACT:

Funding for all of the above changes are contained within the 2024 Budget.

VILLAGE PLAN REFERENCE:

[2022-2032 Future Staffing Plan](#)

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

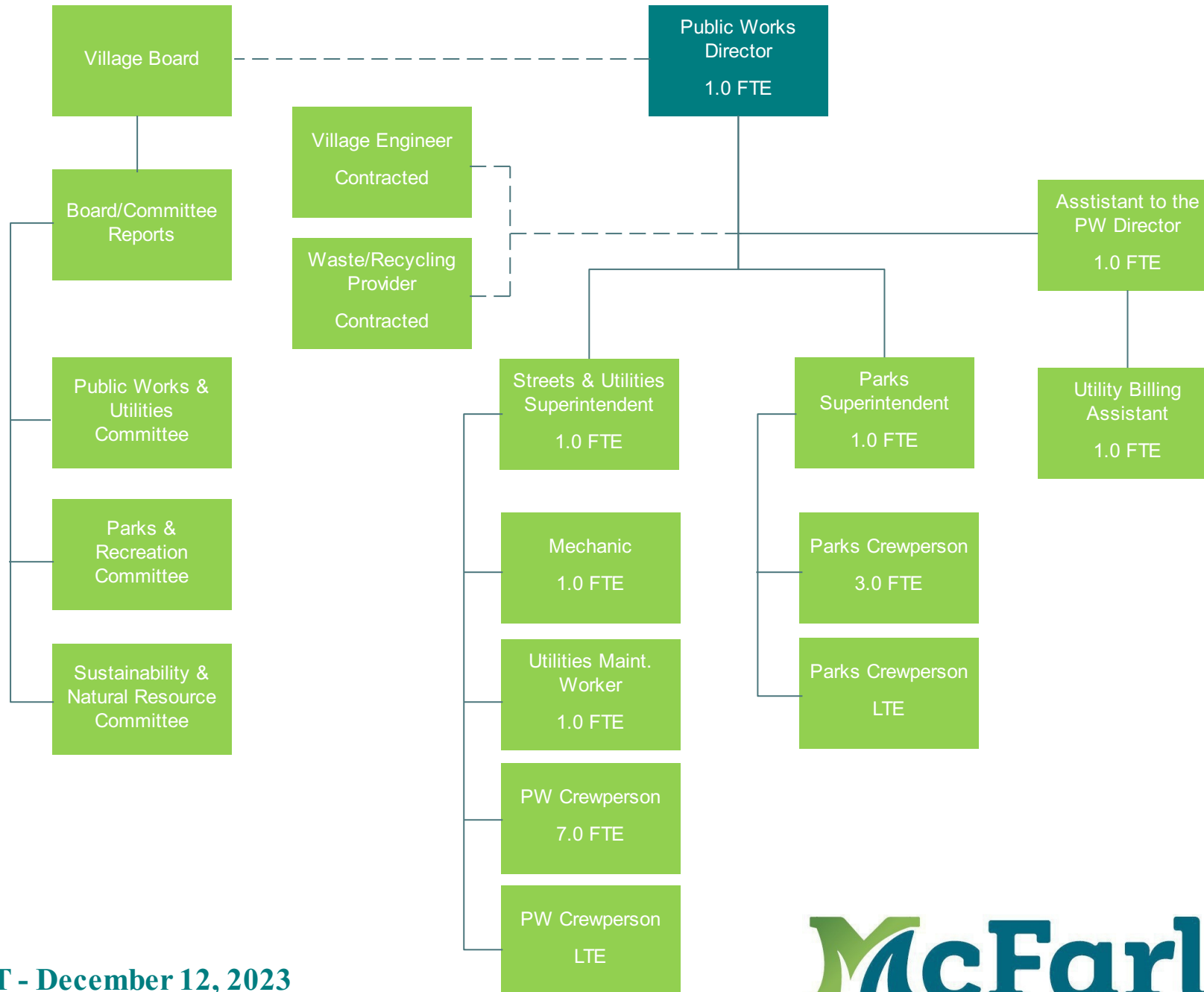
Recommended for approval.

Motion to recommend approval of updating the organizational chart of the Public Works Department.

ATTACHMENTS:

1. Public Works Organizational Chart 12.12.23

Public Works Department



DRAFT - December 12, 2023

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, December 12, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion on reorganization of Communication & Technology within Village Departments.

PREVIOUS ACTION:

In January of 2023, the Village selected Revelation PR, Advertising, & Social Media to evaluate Village communication and create a Communications and Engagement Plan for the Village. On October 10, 2023, Revelation presented the Communication and Engagement plan which included recommendations on staffing of Village communication operations

ISSUE SUMMARY:

Staff have reviewed the Communications & Engagement Plan and put together a proposal for reorganization of staffing for Village Communications and Technology accordingly. The proposed reorganization would be as follows:

1. **Dissolution of the current Communications & Technology Department.** With this, staff recommends dissolving the current department and splitting the communication and technology functions of the Village to be managed separately.
2. **Communication functions shift to the Administration Department.** Within Revelation's recommendations contained within the Communications & Engagement Plan, it is recommended that the new Public Information Officer report to the Administrator or Deputy Village Administrator. Staff recommends communication operations shift to be housed within the Administration Department and report to the Deputy Village Administrator. It is common for communications to be housed within the administration department in local governments of our size. With this transition, communications would be plugged into supporting the entire organization in the same manner the finance and human resources functions do. This also aligns well with the future staffing plan and the divisions that are planned to form in 2026 within the department. It is also of note, a similar division style structure exists within the Village's Public Works Department that was reorganized in 2019. Within the Administration Department, the following would be recommended:
 - a. Transition the previous Communication & Technology Director position to a Communications Manager that manages communications and serves as the Public Information Officer. This new position would report to the Deputy Administrator/Clerk. The position description reviewed and recommended for approval is contained within agenda item 6.B. 5.
 - b. The current Media Producer would continue with a lot of the same duties it



currently does and reporting structure, but also would focus on the cable/broadcasting operations of the Village. The Media Producer would oversee the broadcasting operations and responsibilities including the cable channel, YouTube channel, meetings, broadcasting equipment, and other community content. This position would oversee the scheduling of the Camera Operators. In addition to this oversight, this position would continue to be responsible for media content creation.

- c. The current Technical Specialist position would be dissolved. The AV support functions previously performed by this position would be overseen by the Media Producer, with additional funding added to have an outside company support the Village's audio/visual equipment needs. With the School District taking over their own content and programming, the need for these services are greatly diminished.
- d. The Village would continue to contract with Revelation PR, Advertising & Social Media for social media services. The Village has been utilizing Revelation for contracted social media services since August 2023. The relationship has proved to be positive for the Village and is an efficient way to provide social media services. Previously, these functions were performed by the Communications and Technology Director position. By outsourcing this function, the new Communications Manager can focus their time on managing communications, serving as the Public Information Officer and rolling out the communications and engagement plan. Additionally, the manager would have the ability to study this function and determine how it would be done in the future. The current agreement with Revelation can be terminated by the Village with a 30-day notice period. This service is currently proposed at \$15,000/year (\$1,200 per month).
- e. Addition of LTE hours to provide more administrative support to the Administration Department for busier times such as tax collection and elections. This additional support helps provide balance to account for the new function being added to the department.

3. Oversight of the Information Technology contract shifts to the Village

Administrator. Currently, the Village outsources support of all its informational technology services to Simple Network Consulting. With the dissolution of the previous Communications & Technology Department and Director, the Village Administrator would take oversight of the IT contract. Likely, in the future, this function shifts to become a division within the Administration Department, at such a time as the Village is ready to start hiring internal staff to perform/manage this function.

Additionally, the following are staff's response to recommendations from Revelation PR that also align with the above reorganization:

- 1. The McFarland School District will be fully responsible for all media content creation/support functions. Previously, the Village was providing a great deal of resources and staff to support these functions for the school district. In discussions with the School District, the district has invested in their own infrastructure to support their



media and content and has noted the Village's support is no longer needed. The Village's support of these functions will cease with the reorganization.

2. The cable channel should continue. Revelation recommended the Village evaluate the future of the cable channel and transition Village meetings to being recorded/broadcast via Zoom. In evaluating the Village's current technology infrastructure and operations, staff has determined elimination of the cable channel offers little benefit at this time and only serves to reduce a communication medium that the study identified as being utilized by residents.
3. The Village would not pursue transitioning to broadcasting meetings solely through the Zoom platform. The Zoom platform transition would offer little cost benefit and only reduce the quality of the meetings provided by the Village. If a transition of this nature were desired, it would need to be assessed as part of the community center design process to ensure desired processes/communication mediums align appropriately with technology and equipment.

FINANCIAL/BUDGET IMPACT:

Funding provided within the 2024 budget accounts for the status quo and covers the changes outlined above.

VILLAGE PLAN REFERENCE:

[2023 Village Communication and Engagement Plan](#)

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This item is presented for discussion only and as an overview of the proposed restructuring. The items that follow on the agenda are required to achieve the restructure outlined above.

ATTACHMENTS:

None

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, December 12, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action on the job description and classification to create the Communication Manager within the Village.

PREVIOUS ACTION:

On November 6th, the Personnel Committee discussed the proposal from staff to reorganize the Communication and Technology Department. [The full proposal can be found in the November 6, 2023 Personnel Packet by clicking here.](#)

ISSUE SUMMARY:

As noted the proposed restructuring would transition the Communication and Technology Director position to a Communication Manager position. Attached is the position description and classification scoring accordingly for the Communication Manager within the Village. As was previously discussed, the Communication Manager position would be created within the Administration Department and begin the formation of a division structure accordingly in the department. The attached position description codifies the changes discussed, including the Communication Manager becoming the Public Information Officer for the Village and additional duties outlined in the Communications and Engagement Plan.

The proposed scoring takes into consideration duties of the position description, review of external comparable, and review of internal equity among other village positions and staff. Based on these considerations, staff proposed the Communication Manager be contained within grade 8 of the Village's pay range schedule, which has a salary range of \$63,468 - \$80,527.

FINANCIAL/BUDGET IMPACT:

Funding provided within the 2024 budget accounts for the status quo and covers the changes outlined above.

VILLAGE PLAN REFERENCE:

[2023 Communications and Engagement Plan.](#)

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion and possible recommendation.



Motion to recommend approval of the job description and classification to creat the Communication Manager within the Village.

ATTACHMENTS:

1. Communications Manager Job Description (Village Board 12.12.2023)
2. Scoring Worksheet Communications Manager 11.17.2023

JOB OVERVIEW	
Job Title	Communications Manager
Department	Administration
Grade	8
Employment Status	☒ Full-time ☐ Part-time ☐ Limited Term Employment (LTE)
FLSA Status	☐ Exempt ☒ Non-exempt

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

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

SCOPE OF WORK	
This position is responsible for managing and implementing the communication needs of the Village including but not limited to developing internal and external communications strategies, serving as the Village's Public Information Officer (PIO), creating content for all means of communication, overseeing the Village's social media presence, managing the Village's newsletters and website, and assisting in the coordination and promotion of Village and community engagement events. This position also oversees the operations of McFarland's local Public, Education, and Government (PEG) channel (WMCF), the provision of audio-visual and technical support to the village, and the recording of Village government and community meetings and events.	
SUPERVISION	
Received	Performs under the general direction and/or supervision of the Deputy Administrator/Clerk but is expected to exercise considerable independent judgment in setting work priorities, determining work procedures, and managing the day-to-day operations of the Communications division.
Exercised	Provides direction and supervision to the Media Producer and Camera Operators.

ESSENTIAL JOB FUNCTIONS	
- Develops communication strategy, initiatives, and engagement opportunities to ensure internal and external understanding of key Village initiatives and current projects. - Acts as the Public Information Officer with duties to include: - Proactively building mutually beneficial relationships between the Village and its public. - Responds to media inquiries and public information requests in a timely and accurate manner, sometimes acting as the Village's official spokesperson. - Oversees the development and distribution of press releases to media contacts. - Serves as liaison between the Village and media contacts and provides guidance and assistance to Village staff and trustees regarding media relations. - Arranges press conferences and other special media events.	

- Coordinates public information and media relations during an emergency, in accordance with the Village's crisis communications plan.
- Creates content for online and print materials including reports, advertising, and news releases for mass distribution. Drafts articles and reports on the status of major initiatives for distribution to Village Board, the public, staff, and community stakeholders.
- Coordinates implementation of social media tools, technology, and other forms of electronic communication to keep the public informed of Village programs, services, accomplishments, and other pertinent information.
- Provides graphic design and Village branding protocol across all Village departments.
- Manages the development, compiling, and distribution of the Village newsletter and e-newsletter.
- Manages and oversees updates to the Village website.
- Provides support to departments as needed with creation and updates of their specific webpages.
- Assists in coordination and promotion of Village and community engagement events as directed by Village leadership.
- Documents applicable internal policies, work methods, and procedures for the Communication functions of the Administration department and the Village.
- Purchases, maintains, and replaces equipment and supplies for the Communications division.
- Assists with the setup and use of the Emergency Operations Center (EOC)
- Supervises and oversees the work of the Media Producer and the Camera Operators for the recording of government meetings and community events, and for the technical and programming operations of the Village's cable channel, WMCF, including ensuring the reliability and technical quality of WMCF's broadcast signal and programming and operation of video, audio and related equipment used in the recording and production of Village programs.
- Responds to citizen inquiries or complaints relating to the Village's communications services.
- Serves as a liaison between the Village and School District of McFarland regarding shared communication initiatives.
- Follows safe work practices.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.

OTHER JOB FUNCTIONS

- Performs related duties as assigned.

REQUIREMENTS OF WORK

- Bachelor's degree in communications, marketing, journalism, public relations, or a related field.
- Minimum of 1 to 3 years of professional experience in communications, marketing, journalism, public relations, or closely related field.
- Any combination of education and experience which in the sole discretion of the Village would demonstrate employee's ability to meet the required knowledge, skills, and abilities for the position.

KNOWLEDGE, ABILITY, AND SKILL

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

Knowledge of

- Strategies and best practices for promoting Village events and programs.
- Principles and methods of public outreach, relations, and engagement.
- Website administration, social media platforms, and other forms of electronic communication, including best practices for use and optimization.

	• Basic knowledge of municipal network administration principles and practices. • The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status.
Ability to	• Create clear, concise, effective, professional, and grammatically and factually accurate content. • Work independently with a minimum amount of supervision. • Plan, organize, and prioritize multiple competing projects and tasks often under tight deadlines. • Proficiently develop web, print, and electronic content. • Make sound decisions and communicate effectively with members of the press and public with little advance notice. • Effectively manage and respond when necessary to negative comments and media attention. • Proficiently use Microsoft Office and Adobe software, as well as applicable design programs.. • Monitor social media and media inquiries on weekends and evenings and respond as appropriate to occasional, urgent-only situations. • Plan, assign and supervise the work of others; motivate employees to work toward common goals. • Attend meetings or events in the evening or on weekends when needed. • Handle confidential and sensitive information. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, contractors, vendors, media, and the public.
Skill in	• Oral and written communications. • Vocabulary, grammar, and proofreading. • Utilizing social media platforms. • Strategic thinking and decision making. • Public relations and presenting.

NECESSARY SPECIAL REQUIREMENTS

- Must possess or have the ability to obtain a valid Wisconsin driver's license.

PHYSICAL DEMANDS

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

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

Notes:

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

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

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

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

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

Employee Signature _____

Date_____

Print Name _____

JOB EVALUATION INSTRUMENT SCORING SHEET

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

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

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

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

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

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

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

TOTAL - 510

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



JOB EVALUATION INSTRUMENT
FACTOR 1: EDUCATION

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

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

JOB EVALUATION INSTRUMENT

FACTOR 2: WORK EXPERIENCE

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

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

JOB EVALUATION INSTRUMENT

FACTOR 3: INDEPENDENT JUDGMENT & DECISION MAKING

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

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

JOB EVALUATION INSTRUMENT

FACTOR 4: RESPONSIBILITY FOR POLICY DEVELOPMENT

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

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

JOB EVALUATION INSTRUMENT

FACTOR 5: PLANNING

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

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

JOB EVALUATION INSTRUMENT

FACTOR 6: CONTACT WITH OTHERS

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

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

JOB EVALUATION INSTRUMENT

FACTOR 7: WORK OF OTHERS

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

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

JOB EVALUATION INSTRUMENT

FACTOR 8: WORKING CONDITIONS

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

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

JOB EVALUATION INSTRUMENT

FACTOR 9: USE OF TECHNOLOGY/SPECIALIZED EQUIPMENT

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

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

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, December 12, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action on reclassification of the Media Producer position.

PREVIOUS ACTION:

ISSUE SUMMARY:

Also as part of the reorganization, attached is the updated Media Producer position description and reclassification. Updates to the position align the position with the cable channel and meeting aspects of the department, as well as providing assistance for some of the AV functions of the department. This transition also accounts for the Village bringing on additional consultation for AV related installation and troubleshooting as opposed to having an in-house position dedicated to these duties. The Media Producer oversees these aspects of the division as well as continues to focus on media creation within the Village for the various communication mediums the Village utilizes.

With the increase in duties, staff is also recommending the Media Producer position be reclassified from Grade 4 to Grade 5. Grade 5 has a salary range of \$49,341 to \$62,525.

FINANCIAL/BUDGET IMPACT:

Funding provided within the 2024 budget accounts for the status quo and covers the changes outlined above.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee unanimously recommended approval.

Motion to approve reclassification of the Media Producer position.

ATTACHMENTS:

1. Media Producer Job Description - REDLINES (Village Board 12.12.2023)
2. Media Producer Job Description - CLEAN (Village Board 12.12.2023)



3. Scoring Worksheet - Media Producer 11.17.2023

JOB OVERVIEW	
Job Title	Media Producer
Department	Communications and Technology Administration
Grade	4-5
Employment Status	☒ Full-time ☐ Part-time ☐ Limited Term Employment (LTE)
FLSA Status	☐ Exempt ☒ Non-exempt

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

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

SCOPE OF WORK	
This position is responsible for recording, editing, and scheduling cable programs to be featured on WMCF and YouTube channels. WMCF is the Public, Education, or Government (PEG) Channel for the Village of McFarland. The Media Producer also oversees the recording, editing and distribution of recordings of government meetings, community events, etc., and is responsible for the staff scheduling for these events. This position holds additional responsibilities including the creation of visual and audio content, still photography, maintenance of a video library, as well as AV support provided within the Organization.	
SUPERVISION	
Received	Performs under the direction and general supervision of the Communications and Technology Director/Manager.
Exercised	Provides assignments and in-direct supervision to the Camera Operators.

ESSENTIAL JOB FUNCTIONS	
- Operates video, audio, and related equipment used in the recording and production of WMCF programs. Determines the schedule and airing of all programs, public service announcements, and updates public information announcements on WMCF. Assists in ensuring the reliability and technical quality of WMCF McFarland Cable's broadcast signal. As well as coordinating as necessary with current telecommunications companies regarding cable franchising, engineering, and signal quality matters to resolve any issues. Monitors the audio and video quality of programming, troubleshoots equipment or technical problems, and takes appropriate action to resolve problems when able, or contacts the appropriate resources to assist in the resolution. Assists with the documenting of internal policies, work methods, and procedures specifically in relation to Village technology and the cable channel(s).	

- Responds to citizen inquiries or complaints relating to technical aspects of WMCF McFarland Cable services.
- Records, edits, and distributes recordings of government meetings, community events, school events, and other content as determined by their supervisor.
- Oversees the coordination of staff recording schedule.
- Oversee various live and/or recorded productions.
- Collaborates and maintains relationships with independent producers associated with WMCF.
- Creates, edits, and distributes visual and audio content for Village departments, trainings, website and social media.
- Responsible for still photography to support operations as needed and assigned.
- Maintains a video library of previous broadcasts and supplies copies to various departments as required.
- Provides audio/video taping services to other Village departments.
- Assists with maintenance of video and audio equipment.
- Assists as needed with content distribution and updating of the Village website.
- May also respond to communications or communications technology related issues within the organization.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

OTHER JOB FUNCTIONS

- Performs related duties as assigned.

REQUIREMENTS OF WORK

- High school diploma or GED equivalency is required.
- Associate's degree in a field related to production and/or cablecasting of television programming is preferred.
- Minimum of ~~three (3)~~ 2 to 3 years' experience in videography or local cable access ~~is desired~~.
- Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position.

KNOWLEDGE, ABILITY, AND SKILL

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

Knowledge of

- Principles and practices of local cable access channel operations.
- Videography as well as the principles and practices of video production.
- Video editing software and techniques.
- Television studio operations.
- Basic knowledge of municipal network administration principles and practices.
- Specialized equipment associated with the recording, editing, production, and airing of cable television programming including video cameras, remote cameras, video servers, audio mixer, studio switcher, and video editing software.
- Use of computers and software to create and manipulate video, images, graphics, and text.
- Pertinent law, regulatory codes, and municipal ordinances.
- The measures and standards by which the efficiency, effectiveness, and quality of PEG access channel operations can be evaluated.
- The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry,

	marital status, arrest or conviction record, military service, or any other legally protected status.
Ability to	• Operate video and audio production equipment, including with the use of a variety of software applications, phones, printers, copiers, and motor vehicles. • Proficiently develop web, print, and electronic content. • Use computers in the production of live or recorded cable programs. • Capture quality video and audio content of productions for programs. • Troubleshoot and correct technical problems. • Interpret and implement policy and procedural direction from supervisors. • Work independently with minimum of supervision. • Attend meetings or events in the evening or on weekends when needed. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors, and the public.
Skill in	• Oral and written communications. • Trouble shooting and problem solving. • Public relations.

NECESSARY SPECIAL REQUIREMENTS

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

PHYSICAL DEMANDS

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

- Work is performed mostly in an office setting with moderate noise levels; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- Occasionally requires work in an outdoor setting in uncontrolled weather conditions when holding a production in the field.
- Attendance of recording various evening events is required.

The employee must occasionally lift and/or move up to 70 pounds.

Notes:

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

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

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

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

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

Employee Signature _____

Date_____

Print Name _____

JOB OVERVIEW	
Job Title	Media Producer
Department	Administration
Grade	5
Employment Status	☒ Full-time ☐ Part-time ☐ Limited Term Employment (LTE)
FLSA Status	☐ Exempt ☒ Non-exempt

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

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SCOPE OF WORK	
This position is responsible for recording, editing, and scheduling cable programs to be featured on WMCF and YouTube channels. WMCF is the Public, Education, or Government (PEG) Channel for the Village of McFarland. The Media Producer also oversees the recording, editing and distribution of recordings of government meetings, community events, etc., and is responsible for the staff scheduling for these events. This position holds additional responsibilities including the creation of visual and audio content, still photography, maintenance of a video library, as well as AV support provided within the Organization.	
SUPERVISION	
Received	Performs under the direction and general supervision of the Communications Manager.
Exercised	Provides assignments and in-direct supervision to the Camera Operators.

ESSENTIAL JOB FUNCTIONS
- Operates video, audio, and related equipment used in the recording and production of WMCF programs. - Determines the schedule and airing of all programs, public service announcements, and updates public information announcements on WMCF. - Assists in ensuring the reliability and technical quality of WMCF McFarland Cable's broadcast signal. As well as coordinating as necessary with current telecommunications companies regarding cable franchising, engineering, and signal quality matters to resolve any issues. - Monitors the audio and video quality of programming, troubleshoots equipment or technical problems, and takes appropriate action to resolve problems when able, or contacts the appropriate resources to assist in the resolution. - Assists with the documenting of internal policies, work methods, and procedures specifically in relation to Village technology and the cable channel(s). - Responds to citizen inquiries or complaints relating to technical aspects of WMCF McFarland Cable services.

- Records, edits, and distributes recordings of government meetings, community events, school events, and other content as determined by their supervisor.
- Oversees the coordination of staff recording schedule.
- Oversee various live and/or recorded productions.
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- Responsible for still photography to support operations as needed and assigned.
- Maintains a video library of previous broadcasts and supplies copies to various departments as required.
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- Assists with maintenance of video and audio equipment.
- Assists as needed with content distribution and updating of the Village website.
- May also respond to communications or communications technology related issues within the organization.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

OTHER JOB FUNCTIONS

- Performs related duties as assigned.

REQUIREMENTS OF WORK

- High school diploma or GED equivalency is required.
- Associate's degree in a field related to production and/or cablecasting of television programming is preferred.
- Minimum of 2 to 3 years' experience in videography or local cable access.
- Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position.

KNOWLEDGE, ABILITY, AND SKILL

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

Knowledge of

- Principles and practices of local cable access channel operations.
- Videography as well as the principles and practices of video production.
- Video editing software and techniques.
- Television studio operations.
- Basic knowledge of municipal network administration principles and practices.
- Specialized equipment associated with the recording, editing, production, and airing of cable television programming including video cameras, remote cameras, video servers, audio mixer, studio switcher, and video editing software.
- Use of computers and software to create and manipulate video, images, graphics, and text.
- Pertinent law, regulatory codes, and municipal ordinances.
- The measures and standards by which the efficiency, effectiveness, and quality of PEG access channel operations can be evaluated.
- The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status.

Ability to	• Operate video and audio production equipment, including with the use of a variety of software applications, phones, printers, copiers, and motor vehicles. • Proficiently develop web, print, and electronic content. • Use computers in the production of live or recorded cable programs. • Capture quality video and audio content of productions for programs. • Troubleshoot and correct technical problems. • Interpret and implement policy and procedural direction from supervisors. • Work independently with minimum of supervision. • Attend meetings or events in the evening or on weekends when needed. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors, and the public.
Skill in	• Oral and written communications. • Trouble shooting and problem solving. • Public relations.

NECESSARY SPECIAL REQUIREMENTS

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

PHYSICAL DEMANDS

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

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- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- Occasionally requires work in an outdoor setting in uncontrolled weather conditions when holding a production in the field.
- Attendance of recording various evening events is required.

The employee must occasionally lift and/or move up to 70 pounds.

Notes:

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

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

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

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

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

Employee Signature _____

Date_____

Print Name _____

JOB EVALUATION INSTRUMENT SCORING SHEET

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

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

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

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

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

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

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

TOTAL - 385

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



JOB EVALUATION INSTRUMENT
FACTOR 1: EDUCATION

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

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

JOB EVALUATION INSTRUMENT

FACTOR 2: WORK EXPERIENCE

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

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

JOB EVALUATION INSTRUMENT

FACTOR 3: INDEPENDENT JUDGMENT & DECISION MAKING

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

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

JOB EVALUATION INSTRUMENT

FACTOR 4: RESPONSIBILITY FOR POLICY DEVELOPMENT

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

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

JOB EVALUATION INSTRUMENT

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

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4	Position requires an above average ability to analyze data and develop departmental plans, including plans where a number of difficult, technical and/or administrative problems must be addressed (Manager/Division level planning).	80
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JOB EVALUATION INSTRUMENT

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

Level	Definition	Point Value
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4	Position involves frequent internal and external contacts which require public relations skills in handling complaints. Contacts involve non-routine problems and require in-depth discussion and/or persuasion in order to resolve the problem. Handles more difficult contacts that are referred by front line employees.	60
5	Position involves frequent internal and external contacts which require skill in dealing with, and influencing others, and initiating changes in policy/procedures to address the issue so as to avoid having to deal with the issue again in the future.	75
6	Position involves frequent internal and external contacts in which position acts as the spokesperson for the department and is authorized to make commitments of significant resources on behalf of the department.	85
7	Position involves frequent internal and external contacts where position represents the entire organization and is authorized to make commitments in matters of broad or critical interest to the entire organization.	100

JOB EVALUATION INSTRUMENT

FACTOR 7: WORK OF OTHERS

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

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

JOB EVALUATION INSTRUMENT

FACTOR 8: WORKING CONDITIONS

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

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

JOB EVALUATION INSTRUMENT

FACTOR 9: USE OF TECHNOLOGY/SPECIALIZED EQUIPMENT

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

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

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, December 12, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action on updates to the Organizational Chart for the Village and Administration Department.

PREVIOUS ACTION:

ISSUE SUMMARY:

With the proposed re-organization, the organizational chart for both the Village and Administration Department need to be updated to account for changes. The two org. charts memorialize the following

- Dissolution of the previous Communications & Technology Department.
- Oversight of the IT contract to the Village Administrator.
- Creation of the communication positions within the Administration Department.

FINANCIAL/BUDGET IMPACT:

Funding provided within the 2024 budget accounts for the status quo and covers the changes outlined above.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

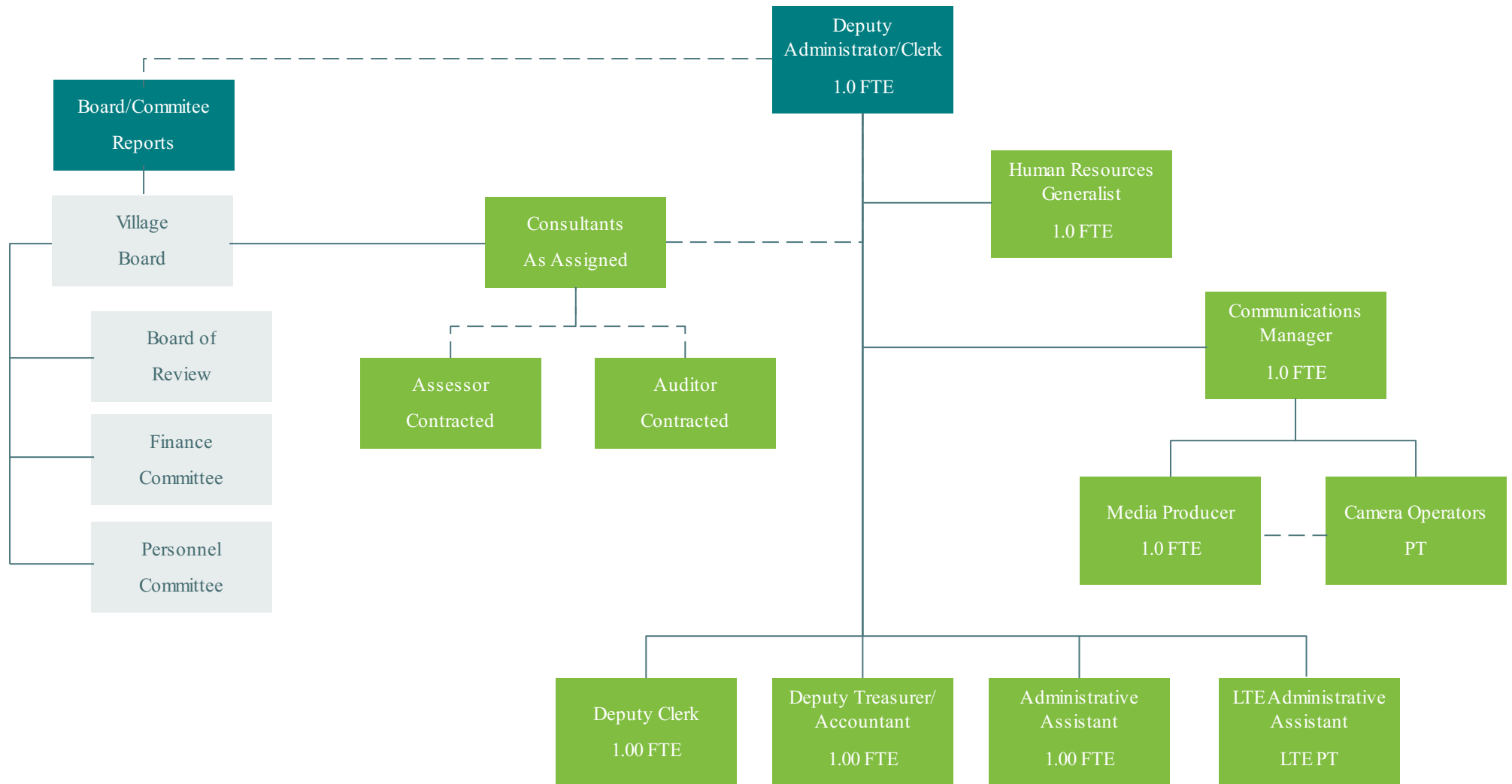
BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

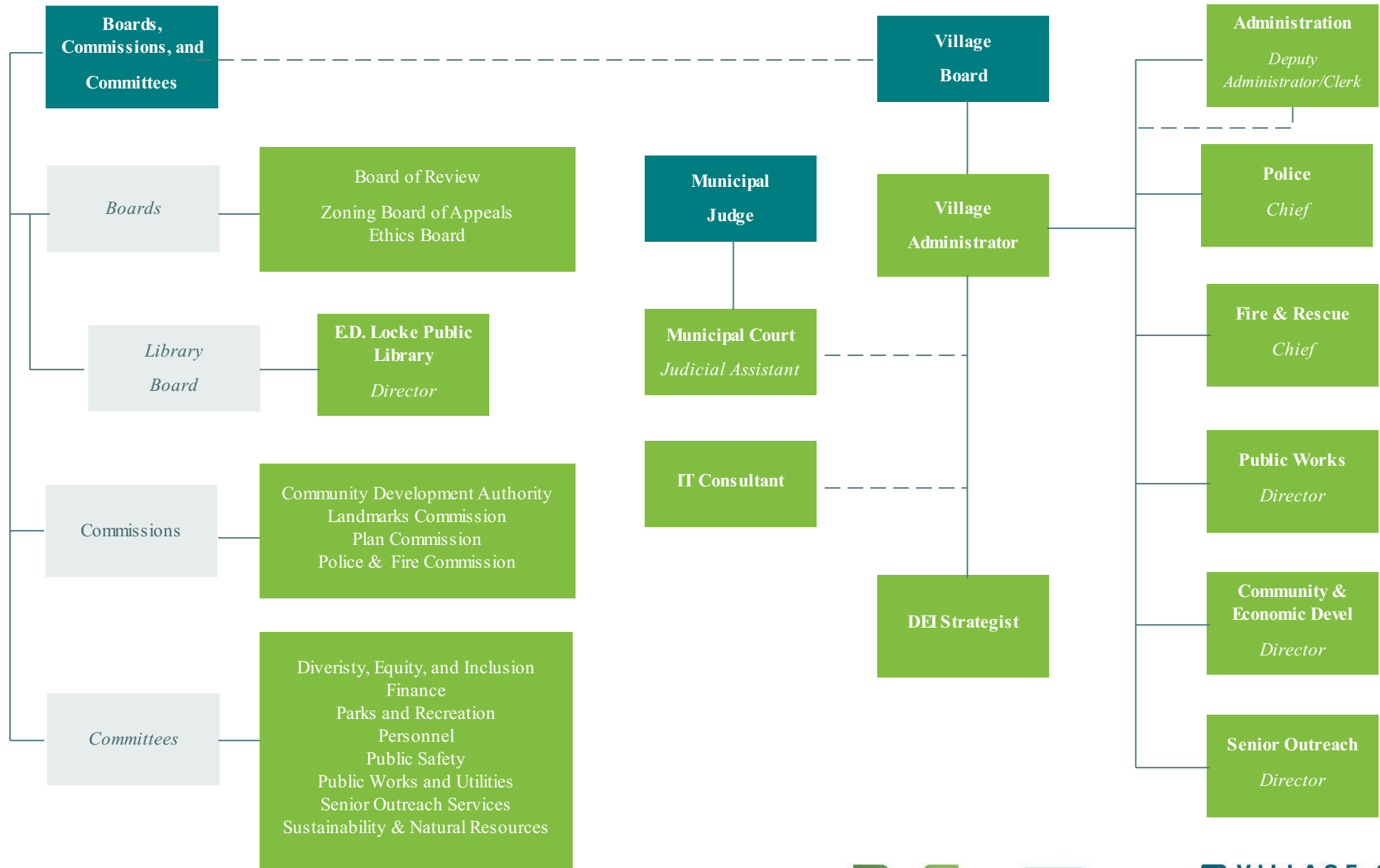
The Personnel Committee unanimously recommended approval.

Motion to approve updates to the Organizational Chart for the Village and Administration Department.

ATTACHMENTS:

1. Administration Organizational Chart 11.17.2023
2. Village Organizational Chart DRAFT 11.27.2023





McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, December 12, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding the selection of a proposal for owner's representation services for the McFarland Municipal Center Campus project.

PREVIOUS ACTION:

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

The Village Board took action to move forward with Option #2 from the Master Plan at their meeting on October 10, 2023.

The Village Board took action to authorize issuance of the RFP for Owners Representative Services at its meeting on October 24, 2023.

ISSUE SUMMARY:

The Village Board had previously accepted the Master Plan for the McFarland Municipal Center Campus. The project will improve the Municipal Center to remodel the first floor and construct a second floor in order to add spaces for a Community Center as well as support growth of departments to remain. We have included roughly half the funding for the project in the 2024 Budget that was approved last month and is also included in the current 2024-2028 Capital Improvement Plan. As such, our next step is to continue to put together the project team that will transition from the planning to design, specification, and bidding phase of the project in order to begin construction with a contractor. This next phase of the project is very detailed as all elements have to be specified within a project bid in order to properly build the desired improvement. To do that we issued an Owner's Representative RFP to solicit proposals for firms to serve as the Project Manager.

That process is now concluded and the Evaluation Team is recommending the selection of The Concord Group to provide Owner's Representative Services for the Municipal Center Campus Project.

The RFP was distributed to over a dozen possible consultants that do this work when the RFP was approved by the board for distribution. There were three total responses from the Concord Group, Huffman Keel, and US Vet General Contracting. The Evaluation Team consisted of the Village President, Administrator, Deputy Administrator/Clerk, Community/Economic Development Director, Senior Outreach Director, and Library Director. The group was unanimous in making its recommendation noting that the Concord Group demonstrated a good



understanding of the project, outlined a reasonable timeline for completion, and included technology based tools within their process to manage the project by all involved. On average within the team, Concord scored an 82 with Huffman Keel at 76, and US Vet at 33. The team relied on review of the proposals against the submittal criteria in the RFP and also conducted an interview with both Concord and Huffman Keel. The proposal from The Concord Group is included in your packet and we have begun to further dive into the project details through review of the master plan, tours of our existing facilities, and solicitation of the RFP for architectural services that is due this month.

As a reminder, hiring the Owner's Representative is being done on the front end to have them in place to assist in the process to hire an architect as they'll be needed to assist Staff in reviewing their work to prepare the design as well as later monitor construction progress. We had previously hired an architect and then brought the owner's representative in near the bidding process after the design was complete which was not ideal at that point in the project. Having them from the beginning is intended to help Staff and make for a more efficient project throughout as they will be more involved overseeing the day-to-day operations of the project from start to finish. Proposals for architectural services are due to Staff on December 15th and a recommendation will be provided to the Village Board on January 9th. We are anticipating beginning the design process in February of next year.

FINANCIAL/BUDGET IMPACT:

The 2023 Budget was proposed with \$500,000 to begin the design process including funding for this work and the 2024 Budget approved the issuance of \$12,500,000 to begin construction. The proposed cost for this proposal is \$325,000 over a 30 month period which is approximately \$10,833 per month. Compared to our last project, this is a slightly less amount per month cost recognizing the duration of engagement is longer. Construction management within the fee estimate of the master plan was estimated at 3% or \$638,920 of which this is about half of that cost. Some of these funds will also go towards construction administration services performed by the architect and other professional services needed (i.e. commissioning, etc.).

VILLAGE PLAN REFERENCE:

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

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action:

Motion, second to approve the selection of the proposal from The Concord Group for owner's representation services for the McFarland Municipal Center Campus project.

ATTACHMENTS:

1. Owners Rep RFP Response - Concord REDUCED
2. Construction Manager RFP Process 10242023 mgs

1000 North Water Street
Suite 1550
Milwaukee, WI 53202
414.225.5305
John Duggan
jduggan@concord-cc.com

www.concord-cc.com

Request for Proposals

Owner's Representative Services

McFarland Municipal/
Community Center
5915

November 17, 2023

CONCORD
GROUP

McFarland Municipal



November 17, 2023

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

Re: Request for Proposals – Owner’s Representative and Construction Management Services

Mr. Schuenke,

The Concord Group (Concord) is pleased to have the opportunity to submit our proposal for Owner’s Representative (OR) services in response to your RFP. I will be the Principal-in-Charge supporting Mark Johnson, our proposed Project Lead, who will be assisted by other professional staff members. With over 27 years of OR experience, I plan to be involved at key points throughout the project, providing general oversight and overall support to Mark and the entire project team.

Concord is a professional development and construction consulting firm that specializes in providing OR services, Project Controls (Cost Estimating and Schedule Management), and Technical Services, which include Commissioning, Building Energy Management, Energy Modeling/Life Cycle Costs, Facility Condition Assessments, and Sustainability/ESG Management. Since our founding in 1996, we have provided OR services for approximately \$12 billion in construction projects, a significant amount in the municipal/public sector. Our project management team is dedicated to providing OR services to municipal clients such as the Village of McFarland. It’s what we do, day in and day out.

Our OR services and our Project Controls and Technical Services provide our clients with a unique suite of services. We are not aware of another consulting group in the Midwest that provides this spectrum of services with in-house resources.

With Concord, you receive the following differentiators, which we believe separate us from our competitors:

Our Team and Understanding of the OR Role. While all projects will have a primary representative, a complex project requires the participation of multiple professionals. The Concord team has the expertise, knowledge and perspective necessary to embrace the complexities of the OR role fully. Our team has the staff depth, expertise and local resources to manage this project to a successful completion.

Local Experience with Municipalities. Since opening our Milwaukee office in 2002, we have worked with over 20 municipalities throughout Wisconsin. These projects have included community centers, city halls, roadways, transit, river walk/pedestrian corridors, business parks, police and fire stations, jails, conference centers, schools, parks/marinas and many more public building types.

Our Team’s Tenure. Concord staff have an average tenure of 6.5 years with the firm. Providing our staff with a work environment that supports and encourages their health, safety, and overall well-being has always been our top priority. It is something we pride ourselves on. Our staff retention and investment in our staff are reassuring to our clients and instill confidence we can maintain a consistent team through multi-year projects.

Technology-based Approach. Through the use of technologies including INGENIOUS.BUILD, Schedule Validator, StructionSite, Primavera Cloud, etc., we strategically guide our clients through the life cycle of a project, giving them the tools they need to make informed decisions to reduce risk, driving collaboration and efficiency across the entire project team.

Independent Cost Management – We have the largest group of professional cost estimators and cost managers in the Midwest covering all design disciplines. We provide these services at a level where you will be confident that we have established realistic budgets and accurate parallel estimates for GMP negotiation and change-order evaluation, and you can expect cost savings.

Technical Support Staff – Our in-house technical services staff, working with our OR team, provides sustainability management, commissioning/commissioning management and design phase management. They assist in developing or reviewing the Owner Project Requirements (OPR) to guide the project team in confirming that the building systems aren’t overdesigned, we have considered the most efficient equipment and systems, and to ensure that the OPR is incorporated in all phases of the design. Additionally, design review is based on Commissionability, Maintainability and Constructability. Our technical team will assist and provide oversight of construction and project handover, including the warranty period management.

Sustainability/ESG Management. With a commitment to sustainability at our core, we are dedicated to advancing the built environment and helping pave the way to a more sustainable future by adapting the latest principles in sustainable design and construction. We are assisting our clients in meeting their emission reduction and resilience commitments.

Thank you for the opportunity to submit our proposal. We are looking forward to learning more and the potential of working with you. Please contact me at your convenience if you have any questions about our submittal.

Sincerely,



John Duggan
Chief Operating Officer/Principal
jduggan@concord-cc.com
414.305.7955



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Company History &
Background





Brief Company Overview

The Concord Group (Concord) was founded in 1996 and has provided professional development and construction consulting services for over 27 years to healthcare organizations, senior living communities, municipalities and other governmental agencies, higher education institutions, and the private commercial sector on high-profile and complex projects. During this time, our staff has grown to over 60 professionals with expertise in Owner’s Representative (OR), Cost Management, Schedule Management, Infrastructure Management, Cost Segregation, Real Estate Advisory Services, Technical Services and Sustainability Management services.

Owner’s Representative

We understand the role of an independent third-party consultant, acting solely in the interest of our clients. Providing professional OR services is what we do day in and day out. We’re not builders, nor are we designers. All our processes and tools are focused on providing this service on behalf of our clients. We assist in project development and feasibility planning, selection of the project delivery method, project evaluation, and recommendation of prudent strategies for a successful project outcome. We monitor the design process, interact with regulatory agencies, review and recommend bid awards, coordinate all specialty consultants and vendors, review on-site progress and quality control, and oversee the entire development process through to completion.

Since our founding in 1996, we have provided OR services on approximately \$12 Billion of construction projects nationwide and estimate roughly \$3.5 Billion worth of construction costs annually.

Cost Management

Concord provides a comprehensive approach to Cost Management that reduces the risk of project cost overruns. We achieve this by integrating our multi-disciplined staff of estimators, mechanical and electrical engineers, quantity surveyors and construction management personnel with our state-of-the-art estimating software and technology.

Schedule Management

Our comprehensive approach to schedule management enables us to establish realistic project schedules that can be managed to. Our schedule management tools and systems allow us to provide detailed reviews of the construction manager’s schedules throughout the project to reduce the risk of project schedule overruns.

Technical Services

Our Technical Services include Commissioning, Building Energy Management, Facility Condition Assessments, Energy Modeling/Life Cycle Cost and Sustainability Consulting. Our independent technical services are vital to ensuring the operational requirements of the building systems are achieved. With our sector expertise and team of specialists, we give assurance from the project planning stage to final handover and occupancy while meeting your sustainable goals.

Commissioning

Commissioning is an essential part of our integrated project delivery. Our commissioning, re-commissioning, and retro-commissioning services include but are not limited to, new construction, modernization projects, and existing buildings and facilities. Our commissioning expertise is derived from an extensive history of delivering high-performance design, building, operating and maintaining services to clients across business sectors.

Warranty period commissioning activities vary widely from project to project, depending primarily on the building owner’s priorities, past experiences and budget. Commissioning tasks leading up to and including final verification tests and training minimize system operational problems during the first year of occupancy (and throughout the life of the building).

Sustainability Management

In response to the growing demand for more efficient, sustainable construction, Concord offers a scope of Sustainable Management services to assist our clients to better plan, design and operate their facilities from a sustainable focus. We assist our clients with exploring sustainability planning, developing de-carbonization strategies, and navigating available financial incentives, investment opportunities and carbon offsetting.



Key Personnel



John Duggan

IPMA LEVEL D®, MRICS - Co-Chief Operating Officer

Project Role: Principal-in-Charge



jduggan@concord-cc.com

Education

University of Central Lancashire - England
Bachelor of Science, Quantity Surveying

Professional Affiliations

American Society For The Advancement of Project Management (IPMA Level D®)
American Society For Healthcare Engineering (Healthcare Construction Certificate)
Member Royal Institute of Chartered Surveyors (MRICS)
American College of Healthcare Executives (ASHE)

About John

John brings over 27 years of project management experience to this project and leads Concord’s PM services throughout the firm. In this role, he oversees the coordination and quality control of these services through the various project phases of planning, design, construction and owner move-in and project close-out.

Since John joined Concord, he has been responsible for projects totaling more than \$21 Billion in project value.

Experience

City of Brookfield, Conference Center - Brookfield, WI
Owner’s Representative services representing the City of Brookfield though all project phases for the new 57,000 SF conference center. Total project cost of \$32 Million.

City of Racine, Lincoln-King Clinic and Community Center - Racine, WI
Owner’s Representative services for the new Lincoln-King Clinic and Community Center. An urgent care and health department will be held in the 30,000 GSF Health Clinic. The 35,000 GSF Community Center will play host to a gymnasium, fitness center and supporting space. Total project cost of \$65 Million.

St. Camillus, Independent Living Tower - Wauwatosa, WI
Owner’s Representative services for the St. Camillus Campus Redevelopment. Phase 2 includes the Independent Living Tower with 168-units in a 15-story building of approximately 510,000 SF. Total project budget of \$130 Million.

City of Milwaukee, Streetcar - Milwaukee, WI
Owner’s Representative services for the implementation of the new streetcar project in downtown Milwaukee. Total project cost of \$127 Million.

City of Milwaukee, City Hall - Milwaukee, WI
Owner’s Representative services for the restoration of Milwaukee’s historic City Hall. We provided audit and contractual advisory services. Total project budget of \$75 Million.

Brown County, Jail Expansion and New Medical Examiner’s Office - Green Bay, WI
Owner’s Representative services for the jail expansion and medical examiner’s office. Total project budget is \$27 Million.

Health First, Merritt Island Hospital Campus - Merritt Island, FL
Owner’s Representative services for the planning and construction of a new campus including a new 120 bed hospital, 90,000 SF Medical Office Building, Parking Garage and Cancer Center. Total project cost of \$425 Million.

Mark Johnson

PMP, LEED AP, IPMA LEVEL D® - Project Executive

Project Role: Project Executive/Main Point of Contact



mjohnson@concord-cc.com

Education

Milwaukee School of Engineering
Milwaukee, WI
Bachelor of Science, Construction Management

Milwaukee School of Engineering
Milwaukee, WI
Bachelor of Science, Structural Engineering

Professional Affiliations

American Society For The Advancement of Project Management (IPMA Level D®)

Project Management Institute – Project Management Professional (PMP)

LEED Accredited Professional (LEED AP)

About Mark

As a Project Executive, Mark will be the primary point of contact for the term of the assignment. He will be responsible for the day-to-day coordination, planning and administration of the group of projects assigned to him and his team.

Mark has experience in Owner’s Representation, Cost Management and Schedule Management. He has worked on projects in private, governmental, education and healthcare markets. He has been involved in many capital programs for different clients, overseeing the management oversight and coordination of projects ranging from \$50,000 to over \$300 Million.

Experience

Milwaukee County, Secured Residential Care Centers for Children & Youth (SRCCCY) - Milwaukee, WI
Owner’s Representative services for a new SRCCCY as well as renovations at Vel R. Phillips Juvenile Justice Center. The proposed center will have for 32 beds, a health clinic, educational, vocational, and training programs, and an aesthetically pleasing, secure perimeter.

City of Milwaukee, City Hall - Milwaukee, WI
Owner’s Representative services for the restoration of Milwaukee’s historic City Hall. We provided audit and contractual advisory services. Total project budget of \$75 Million.

City of Milwaukee, North End - Milwaukee, WI
Owner’s Representative services for a 6-story mixed-use building totaling approximately 63,000 SF. Underground parking, commercial units on the 1st floor and apartment floors 2-5. Total project budget of \$37 Million.

Village of Shorewood, Lighthouse 4041 - Shorewood, WI
Owner’s Representative services for a new 6-story apartment building including retail, parking underneath and a parking structure adjacent to the building. Total project budget of \$35 Million.

Town of Brookfield, The Corners Project - Brookfield, WI
Owner’s Representative services for the Corners Project including a new parking structure, outdoor shopping and high-end residential units. Total project budget of \$189 Million.

St. Camillus, Independent Living Tower - Wauwatosa, WI
Owner’s Representative services for the St. Camillus Campus Redevelopment. Phase 2 includes the Independent Living Tower with 168-units in a 15-story building of approximately 510,000 SF. Total project budget of \$130 Million.

20

Years with Concord

27

Total years of experience

16

Years with Concord

16

Total years of experience

Mitch Frank, PMP

Project Manager

Project Role: Project Manager



mfrank@concord-cc.com

Education

Embry-Riddle Aeronautical University
Bachelor of Science, Project Management

Community College of the Air Force
Associate Degree in Science, Construction Technologies Leadership and Management Course
Spangdahlem Air Base, Germany

Professional Affiliations

Project Management Institute - Project Management Professional (PMP)

4 | Years with Concord
8 | Total years of experience

About Mitch

After spending 7 years working overseas as a Structural Project Manager and Technician with the United States Airforce, Mitch joined The Concord Group for a 12-week Project Management Internship while he completed his tenure with the military and transitioned back to civilian life. After the 3-month program, Mitch officially joined The Concord Group fulltime and is now a Project Manager.

As a Project Manager, Mitch's responsibilities include the day-to-day management of project controls, project coordination and project reporting, with oversight from either a Project Executive or a Senior Project Manager.

Experience

Confidential Client, Food Manufacturing Plant - Southeastern, WI

Owner Representative services for the new U.S. production facility comprised of a 3-story production space, a 3-story central building, a 1-story boiler houseworkshop, and a 2-story border building. A guardhouse, a process wastewater storage tank with pre-treatment, a warehouse, Passarella, and lifter building are also included. Other construction around the site will include areas for parking, utilities, landscaping, and internal roadways. Total project budget of \$168 Million.

Milwaukee County, Secured Residential Care Centers for Children & Youth (SRCCCY) - Milwaukee, WI

Owner's Representative services for a new SRCCCY as well as renovations at Vel R. Phillips Juvenile Justice Center. The proposed center will have for 32 beds, a health clinic, educational, vocational, and training programs, and an aesthetically pleasing, secure perimeter.

Milwaukee County, Marcia P. Coggs Health and Human Services Center - Milwaukee, WI

Owner's Representative services for the new 60,000 SF, four story office building. The first floor is intended for provision of information and services to the public and to house the Friedens Food Pantry. The upper three floors are administrative spaces for the Department of Health and Human Services staff. Total project budget of \$38 Million.

Laura Arboleda

Assistant Project Manager

Project Role: Assistant Project Manager



larboleda@concord-cc.com

Education

University of Medellin
Colombia
Bachelor of Arts, International Business

Mount Mary University
Milwaukee, WI
Master of Business Administration
Expected April 2024

1 | Year with Concord
9 | Total years of experience

About Laura

Laura supports our Project Managers and Senior Project Managers in the day-to-day activities associated with projects. She assists with developing, maintaining and reporting budgets and schedules while interacting with the project team to ensure all duties are executed and completed per the client's goals and objectives.

Her background enabled her to develop excellent leadership and mentoring skills, molding her into a versatile young professional. As a bilingual international business professional, Laura has strong communication skills and an innate ability to connect with people.

Experience

Milwaukee Recreation, Community Center - Milwaukee, WI

Owner's Representative services for the project that consists of the renovation of a former MPS building/site into a new recreation community center and aquatic facility. Total project budget of \$37.5 Million.

Milwaukee County, Secured Residential Care Centers for Children & Youth (SRCCCY) - Milwaukee, WI

Owner's Representative services for a new SRCCCY as well as renovations at Vel R. Phillips Juvenile Justice Center. The proposed center will have for 32 beds, a health clinic, educational, vocational, and training programs, and an aesthetically pleasing, secure perimeter.

Medical College of Wisconsin, Cancer Research Building - Milwaukee, WI

Owner's Representative services for the 150,000 SF research center that includes Wet Bench Experimental Research, Computational Research, Center for International Blood and Marrow Transplant Research (CIBMTR), shared resource labs, collaborative space/administrative, and building supporting spaces. Total project budget of \$150 Million.

City of Racine, Lincoln-King Clinic and Community Center - Racine, WI

Owner's Representative services for the new Lincoln-King Clinic and Community Center. An urgent care and health department will be held in the 30,000 GSF Health Clinic. The 35,000 GSF Community Center will play host to a gymnasium, fitness center and supporting space. Total project cost of \$65 Million.



Familiarity with Facility
Construction for Related
Municipal Services





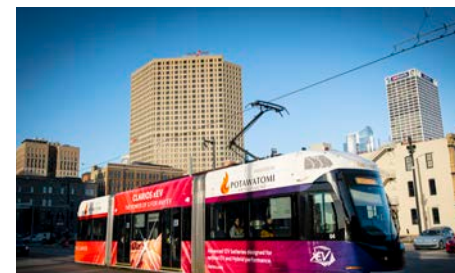
Milwaukee City Hall

Since our founding in 1996, we have provided OR services on approximately \$12 Billion of construction projects throughout the region and estimate roughly \$3.5 Billion worth of construction costs annually. We have provided these services on a wide-range of project types including city halls, roadways, transit, river walk/pedestrian corridors, business parks, police and fire stations, jails, conference centers, schools, parks/marinas and many more public building types. We have the staff with the correct skill sets who understand how to work towards achieving the Owner's goals and objectives each and everyday. We have the tools and processes to successfully manage projects within an overall capital program. Our history of multi-year master agreements and repeat business with our clients is testament that we exceed expectations.

Some of the municipalities/public sector clients we have provided services to over the last 27 years include:

- Brown County
- Burleigh & Morton County
- Chicago Department of Aviation
- Chicago Housing Authority
- Chicago Park District
- Chicago Public School
- City of Brookfield
- City of Cedarburg
- City of Chicago
- City of Chicago Department of Fleet and Facility Management
- City of Cudahy
- City of Franklin (Wisconsin)
- City of Greenfield
- City of Highland Park
- City of Madison
- City of Milwaukee
- City of Palos Hills
- City of Racine
- City of St. Francis
- City of Sun Prairie
- City of West Allis
- Cook County
- Dane County
- East Moline
- General Mitchell Airport
- Housing Authority of Cook County
- Housing Authority of the City of Milwaukee
- Illinois Housing Development Authority
- Manitowoc County
- Milwaukee County
- Milwaukee Public Library
- Milwaukee Public Schools
- National Park Service
- Public Building Commission of Chicago
- Town of Brookfield
- Village of Bedford Park
- Village of Elm Grove
- Village of Highland Park
- Village of Mount Pleasant
- Village of Shorewood

Sample Experience Municipalities/Public Sector



Milwaukee Streetcar



East Moline Public Library



Brown County East Branch Library



Brown County Central Library



Brown County Medical Examiner



Milwaukee County Center for Forensic Science



Milwaukee Public Library



Brookfield Conference Center



Milwaukee Public Schools



City of Milwaukee North End



Chicago Park District



Chicago Public Schools

A low-angle photograph of a tall building under construction against a clear blue sky. A large white tower crane is positioned on the upper part of the building, with its arm extending across the frame. The building's facade is partially covered in glass panels, while the upper floors are still under construction, showing concrete slabs and steel reinforcement. A smaller red crane is visible further up the building. The overall scene conveys a sense of large-scale urban development.

iv.

Experience with
Sustainable Construction
Methods and Net Zero
Energy Buildings

City of Racine

Lincoln-King Clinic and Community Center

This project represents a significant investment in an under-served part of Racine and has the potential to improve health and wellness outcomes, economic prosperity, and opportunity for the neighborhood and the broader community. An urgent care and health department will be held in the 30,000 SF Health Clinic. The 35,000 SF Community Center will play host to a gymnasium, fitness center and supporting space.

The building is designed to achieve net zero energy operation. This all-electric building is designed to have an Energy Use Intensity (EUI) of 26.6. It is accomplished through an excellent performing envelope, including low percentage and low thermal conductivity glass and excellent wall and roof insulation. The building envelope will be commissioned and is designed to be low infiltration. The interior lighting is highly efficient and has daylighting controls to limit electrical usage. The HVAC system is highly efficient, utilizing 50 geothermal wells, 500’ deep boreholes, heat pump technology, and energy recovery on the ventilation systems. The water is heated using a water source heat pump that extracts water from the building’s wastewater. Lastly, a 505 kW photovoltaic system consisting of 585W panels is incorporated on the roof and carports over the parking lot to generate the remaining building’s energy consumption.

The project will strive for LEED Platinum certification while implementing a goal of achieving net zero energy release of geothermal and solar.

Milwaukee County

Marcia P. Cogs Health and Human Services Center

The new 60,000 SF, four story office building will help advance Milwaukee County’s race and health equity goals. The project is located near an award-winning county behavioral and mental health services center.

Designed to help Milwaukee County achieve the goals of its Climate Action 2050 plan, namely, to achieve carbon neutrality by 2050.

The building design was recently approved by the U. S. Environmental Protection Agency to receive Designed to Earn the ENERGY STAR® recognition.



Reference
Paul Vornholt
City Administrator
City of Racine
262.636.9111
paul.vornholt@cityofracine.org



Reference
Stu Carron
Director, Facilities Management Division
Department of Administrative Services
Milwaukee County
414.617.4920
Stuart.carron@milwaukeecountywi.gov

Health First

Merritt Island Hospital Campus

The project includes the planning and development of a 16-acre site to include the construction of a 282,000 SF 120-bed hospital with a helipad, parking garage and support space, cancer center, medical office building.

The project is designed and intends to be constructed to meet the Owner’s Project Requirements (OPR) addressing the “triple bottom line” values – economic, environmental, and social. The OPR includes goals and strategies to safeguard the health of building occupants, the local community, and the global environment, while creating a high-performance healing environment for the building’s patients, caregivers, and staff. In addition, the project includes specific goals to reduce its contribution to global climate change; protect, enhance, and restore water resources and ecosystem services; promote sustainable material cycles’ and enhance community through social equity and environmental justice.

Mercy Health

Campus Consolidation Project

The project included a new 10-story 224,000 SF bed tower with 267 beds. The remainder of the program included an ED, OR, ICU, general MS, radiology services, kitchen, main mechanical room, partial site work, helipad and some relocated administrative functions, built on an existing campus in Muskegon. In addition, this project included the renovation of the existing bed tower floors 2-4.

The building achieved LEED Certification through numerous strategies implemented early in design. The project was situated within a brownfield and required significant redevelopment and habitat restoration efforts. All building cooling equipment, food waste systems, and water fixtures were designed to achieve a 20% reduction in use over baseline standards. New and existing energy systems were optimized for performance through measurement and verification after occupancy. Building material choices were carefully selected based on their low carbon impact and sourced locally. Interior daylighting and views were maximized for the comfort of both patients and providers.



Reference
Jonathan Flyte
System Vice President
Health First
607.267.0057
jonathan.flyte@hf.org



Reference
Lon Morrisson
Senior Director, Facility Services & Capital Projects
Mercy Health
231.672.4747
lon.morrisson@mercyhealth.com

V.

Availability of Resources
and Reliance on
Subcontractors



Availability of Resources

Our proposed key personnel currently have projects they are working on. We have projects that will reach completion during the next couple of months, giving our key staff sufficient bandwidth to successfully manage this project. We also have the necessary support staff, project managers and assistant project managers, for this assignment.

Subconsultants

Concord does not intend to use a subcontractor for any portion of the project and we will provide all services in-house.

vi.

Relevant Past Project
Experience





Location
Racine, WI

Size
65,000 SF

Cost
\$65 Million

Completion
2025

Scope
Owner's Representative,
Cost Estimating & Commissioning Services

Reference
Paul Vornholt
City Administrator
City of Racine
262.636.9111
paul.vornholt@cityofracine.org

City of Racine Lincoln-King Clinic and Community Center

This project represents a significant investment in an under-served part of Racine and has the potential to improve health and wellness outcomes, economic prosperity, and opportunity for the neighborhood and the broader community.

An urgent care and health department will be held in the 30,000 SF Health Clinic. The 35,000 SF Community Center will play host to a gymnasium, fitness center and supporting space.

The new clinic and community center development will serve as an anchor for a holistic campus of services that complement and connects to the community school, Julian Thomas Elementary School, located next door.

This bold vision sees the project as greater than the sum of its parts; synergistic programs to serve the mind, body, and soul including basic primary medical, dental and behavioral health care, wellness and fitness, vocational and educational opportunities, and programs that strengthen the social fabric of the community, spur economic development and investment, and create prosperity and opportunity for Racine residents.

The project will strive for LEED Platinum certification while implementing a goal of achieving net zero energy release of geothermal and solar.



Location
Milwaukee, WI

Size
60,000, 000 SF

Cost
\$38 Million

Completion
2024

Scope
Owner's Representative,
Cost Estimating & Commissioning Services

Reference
Stu Carron
Director, Facilities Management Division
Department of Administrative Services
Milwaukee County
414.617.4920
Stuart.carron@milwaukeecountywi.gov

Milwaukee County Marcia P. Coggs Health and Human Services Center

The new 60,000 SF, four story office building will help advance Milwaukee County's race and health equity goals. The project is located near an award-winning county behavioral and mental health services center.

The new center will continue to be a trusted location to access health and human services, as it has been for more than 50 years, in the King Park neighborhood with the inherent benefits of walkability and public transportation.

The first floor is intended for provision of information and services to the public and to house the Friedens Food Pantry. The upper three floors are administrative spaces for the Department of Health and Human Services staff.

Designed to help Milwaukee County achieve the goals of its Climate Action 2050 plan, namely, to achieve carbon neutrality by 2050.

The building design was recently approved by the U. S. Environmental Protection Agency to receive Designed to Earn the ENERGY STAR® recognition.



Location
Brookfield, WI

Size
57,000 SF

Cost
\$32 Million

Completion
2020

Scope
Owner's Representative,
Cost Estimating Services

Reference
Daniel F. Ertl
Director of Community Development
262.796.6695
ertl@ci.brookfield.wi.us

City of Brookfield
Conference Center

The Brookfield Conference Center is a new 57,000 SF conference center that included an 18,000 SF ballroom, a 6,000 SF junior ballroom, full-service kitchen, and other meeting functions to serve the unserved need in the region for small-to-medium sized events.

One of the main challenges was to coordinate with the multitude of stakeholders, including the City of Brookfield, Visit Brookfield, North Central Group (operator), as well as a significant coordination effort in working alongside a connecting hotel project and adjacent mall redevelopment project.

We provided OR services, representing the City of Brookfield though all project phases, including pre-design, design, construction, closeout, commissioning, tenant occupancy and tenant move-in phases.

The City of Brookfield, and it's tourism entity Visit Brookfield, had a goal of creating a landmark civic building in it's newly revitalized Brookfield Square area. This project included consolidation of office space for both Visit Brookfield, and the North Central Group - the building's operator. The project also required heavy coordination with the immediately adjacent Hilton Garden Inn project, which had construction going on alongside throughout the duration.

The project both succeeded in creating an architectural landmark for the City and by attracting events and business to drive resources and spending into Brookfield. The project was completed on time and under budget - and was also awarded Best New Development by the Milwaukee Business Journal's 2021 Real Estate Awards.

Location
Milwaukee, WI

Size
7.5 acres

Cost
\$37.5 Million

Completion
2026

Scope
Owner's Representative,
Cost Estimating

Reference
Pamela W. Zimmerman
Recreation Design and Development
Specialist, Milwaukee Recreation
414.283.4777
linnpj@milwaukee.k12.wi.us

Milwaukee Public Schools
Milwaukee Recreation Community Center and Browning Playfield

Milwaukee Recreation is exploring possibilities for a new recreation community center and aquatic facility at the former Browning School and Browning Playfield location (5575 N. 76 th St.) The 7.5-acre site contains two unoccupied school buildings and Browning Playfield, which encompasses the western 4.1 acres of the site. Amenities include a football field, baseball field, basketball court, and playground.

A recreation community center and aquatic facility on the north side of Milwaukee will enhance the quality of life in the area, while improving recreation, sport, and wellness opportunities. The proposed center fills service gaps for a variety of recreation and sports and expands wellness access in the community for individuals of all ages. This concept for a northside recreation community center was validated in a survey where 95 percent of the respondents indicated support for the development of a recreation community center.

Potential playfield improvements include, but are not limited to walking paths, year-round shade structure(s), ADA access to all interior and exterior facilities, lighting and utilities, public art, playground equipment, new or repurposed pickleball courts, splash pad, basketball courts, sports fields, seating, outdoor learning spaces, green infrastructure improvements, skateboarding elements, and landscaping.



Location
Green Bay, WI

Size
82,000 SF+

Cost
\$39 Million+

Completion
On-going

Scope
Owner's Representative,
Cost Estimating Services, Commissioning

Reference
Paul Fontecchio, P.E.
Public Works Director/
Highway Commissioner
Brown County
920.662.2170
fontecchio_pa@co.brown.wi.us

Brown County Public Works
Multiple Projects

Since 2018, Concord has provided OR services to Brown County on various projects. Initially engaged after an RFP response for a Jail Expansion and Medical Examiner project, Brown County has subsequently engaged Concord to assist with capital planning efforts, OR services on an additional five projects that have been completed or are underway and are in the planning stages for another two projects.

Two of these projects include the East Branch Library and the Central Library and Lower-Level Community Room.

East Branch Library
A 16,000 SF renovation project to house a new East Branch Library in Green Bay. The project includes a full upgrade of the existing building and a 6,000 SF outdoor learning space. A total project budget of \$5.5 Million.

Central Library Misc. Repairs and Lower-Level Community Room
The project consists of precast caulk replacement on the exterior façade, door upgrades throughout the facility and a boiler stack reconstruction. A total project budget of \$250,000. The Lower-Level Community Room consists of 8,000 SF of interior renovation to create a community room whose primary function will be to house the Brown County Board of Supervisor meetings. The project includes advanced Audio-Visual technology and flexible furniture configurations to meet a variety of Brown County needs. A total project budget of \$1.1 Million.



Location
Milwaukee, WI

Size
N/A

Cost
\$200 Million+

Completion
On-going

Scope
Owner's Representative, Cost Estimating

Reference
Jennifer Meyer-Stearns
Duputy Director
414.286.3024
jrmeyer@milwaukee.gov

City of Milwaukee
Multiple Projects

Since 2008, Concord has provided OR services to the City of Milwaukee on various projects. Some of these projects include:

City Hall
This project consisted of a \$75 Million exterior restoration of the over 100 year-old City Hall. We were engaged to provide Construction Audit and Construction Advisory services with a particular emphasis on cost control and change-order review and evaluation.

Streetcar
Phase 1 The Hop Milwaukee Streetcar alignment connected the heart of the Central Business District with the Milwaukee Intermodal Station, high-density residential areas just north of downtown and the lakefront. Phase 2 will add a ½ mile extension extending service to the Milwaukee lakefront.

Villard Avenue Library, Eastside Library
The Milwaukee Public Library purchased the first floor as a condominium. That space was built out as The Villard Avenue Library, approximately 12,000 SF. The East Side Library occupies 16,000 SF of the first floor of a 174,000 SF mixed-use building.

Our services included the oversight of the overall development to confirm the delivery of the white box tenant space.



Location
Wauwatosa, WI

Size
510,000 SF

Cost
\$130 Million

Completion
2021

Scope
Owner's Representative,
Cost Estimating Services

Reference
Kevin Schwab
Chief Executive Officer
Givens Communities
828.771.2201
schwabkevinc@gmail.com
Former CEO at St. Camillus

St. Camillus Independent Living Tower

Starting in 2015, St. Camillus underwent a major campus expansion of its existing campus in Wauwatosa, WI. The scope included a 168-unit Independent Living Tower. The residence building consists of 14-stories of apartments, 1-story common area, corporate offices, a wellness clinic with a pool, fine dining restaurant, pub, made to order deli and alfresco dining, art gallery, dedicated theater space, wellness center featuring exercise studios, a yoga garden, a whirlpool, golf simulator, outdoor putting green and pickleball court and 2 levels of underground parking. The building also has multiple green roofs, LED lighting throughout, high performance glazing, and a stormwater management plan

For the Independent Living Tower to be constructed, an existing building on site needed to be demolished. This building connected to two other buildings on site and housed all major equipment for the infrastructure on campus including utilities, mechanical systems and electrical/low voltage components. For safe demolition of this existing building, several months of investigation and enabling work took place. Then when the building was offline, it will be demolished, the new tower was built and finally new infrastructure needed to be installed through the new tower to connect the campus. All of this work will took coordination and communication with all team members as elderly residents were living in both connecting buildings.

vii.

Past History with the
Village



Concord does not have any past history with the Village. However, we do have significant experience providing these services to municipalities as highlighted in Section iii.

viii.

Costs



Proposed Fee:

Owner's Representative Services

\$325,000.00

Based on a \$25 Million Total Project Budget and an assumed 30-month schedule comprising of 14-month preconstruction, 12 months construction and 4 months of project closeout.

Suggested Additional Services

Cost Estimating

Concept

\$11,000.00

SD

\$15,250.00

DD

\$17,750.00

CD

\$20,750.00

Commissioning Services

\$45,000.00



Request For Proposals

Owner's Representative and Construction Management
Services

McFarland Municipal/Community Center

-

Request Issuance Date: October 25, 2023

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

Please Submit to:

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

SECTION 1

Purpose/Introduction

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

SECTION 2

Background

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

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

The Village also desires for this project to be constructed in such a manner that it achieves net zero energy consumption. A predesign plan to achieve this metric is currently being drafted for completion and review in November of 2023. Project timeline will be dependent upon design progression but we desire to begin construction by the first quarter of 2025.

SECTION 3

Scope of Work

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

A. **Design Phase**

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

- Review documents, advise the Owner on the applicability of various systems and, if needed, review Value Engineering options as required for the project in order to advise the Owner on the appropriate course of action.
- Continuously review the design documents and provided by the Architect. In consultation with the Architect, advise the Owner of the appropriate steps to take on items that include but are not limited to: proposed site use and improvements, selection of materials, building systems and equipment, and methods of Project delivery.
- Assist Architect in the development of cost estimates for all building construction/renovation and site development work and advise the Owner on the appropriateness of all items included in these estimates.
- Develop and maintain a detailed project budget that identifies all costs.
- Coordinate and consult with Owner on the development of a draw schedule to assist in the financial planning for the project.
- Organize and participate in design coordination meetings on a regular basis with the Owner, Architect, and other relevant consultants (i.e. Design Team) to discuss and review all items pertinent to the design phase. At a minimum, one meeting per month will be held with the Owner and one meeting per month with Design Team. The Owner's Representative will ensure that an agenda is prepared for each meeting and that minutes of the meetings are completed in a timeline manner.
- Track and provide confirmation of all design directives to ensure inclusion within project design.

- Prepare and distribute monthly reports to the Owner on the design progress, project budget, the status of the project schedule, and on general Project information. Owner may elect to request presentations to the Village Board.
- Assist in developing the project bidding format and participate in bidding process to assist Owner in selection of a Contractor.
- Review proposed construction contract to provide recommendations on contract provisions that establish contractor performance requirements to promote quality cost effectiveness and schedule compliance.
- Assist Owner in finding solutions for temporary offices for those Departments and services displaced during construction.

B. Construction Phase

- Review the project design for operational efficiency in order to recommend changes during construction as is appropriate.
- Review plans, specifications, and shop drawings for accuracy and completeness with Owner design directives.”
- Receive and process Request for Information (RFIs). Assist with the development of Solutions for RFIs.
- Perform detailed quality assurance site inspections and prepare site inspection reports. Notify Owner, Contractor, and Owner Consultants regarding issues of non-compliance.
- Track project budget and schedule on a monthly basis.
- Hold project meetings during construction on a weekly basis.
- Monitor and expedite the shop drawing approval process.

- Review regulatory compliance surrounding building permit issues.
- Coordinate the services of Owner's testing firms and inspection activities. Additionally, review Contractor's daily reports.
- Review items of change and change orders including Contractors' proposals, changes in quantity, contract time and price.
- Review contractor applications for payment as follows:
 - Review Progress Update;
 - Review Direct Payments;
 - Review Certified Payrolls/Lien Waivers; and
 - Review Submittal Logs.
- Maintain a central control file of contract documents such as design and construction contracts, plans and specifications, correspondence reports, and change orders.
- Provide written and oral progress reports to Owner through its Village Board including monthly updates of the Master Project Budget and Schedule.
- Assist Owner with external relations regarding the project, including representation of the Owner with Village Departments, the media, and public.
- Maintain a photo log of construction progress.
- Prepare substantial completion punch lists and verify work is completed.
- Prepare walk-through and final punch lists. Monitor all punch list work.

C. **Project Close Out**

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

SECTION 4

Submittal Requirements

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

SECTION 5

Evaluation and Timeline

- A. All submitted proposals will be evaluated against the Submittal Requirements outlined in Section 4 as to how well they demonstrate the Scope of Services to be provided in Section 3 will provide the Owner with the best possible project upon completion.
- B. The Village President, Administrator, Deputy Administrator/Clerk, Community/Economic Development Director, Library Director, and Senior Outreach Director ("Evaluation Team") will be responsible for performing an evaluation of each proposal submitted and jointly making a recommendation for selection to the Village Board. The Village Board shall hold the final decision regarding award for these services. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies, and risks associated with each submittal. Interviews with perspective Consultants will be held at the sole discretion of the Village. The Village reserves the right to obtain clarification or additional information from any firm regarding its submittal as is needed.
- C. The Village reserves the sole right to select the most qualified Consultant on the basis of the best overall proposal that is most advantageous to the Village. Firms that submit proposals will be notified of the selection results. Final approval of any selected Consultant is subject to the approval of the Village Board.

- D. Evaluation timeline is as follows:
- i. October 25, 2023 – Open Advertisement
 - ii. November 17, 2023 at 4:00 pm – Deadline for Submission
 - iii. November 20 and November 27, 2023 (weeks of) – Evaluation Team Conducts Review: If interviews are to be conducted, they will be held within this time period. Please identify any scheduling conflicts when submitting proposal.
 - iv. December 12, 2023 – Village Board considers recommendation of the Evaluation Team.
 - v. December 18, 2023 – Work Commences
- E. Any questions regarding this request, its contents, and the proposed project may be directed to...

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

SECTION 7

Terms and Conditions

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

Appendices

Appendix A [McFarland Municipal Center Complex Master Plan](#)