

Tuesday, February 27, 2024

7:00 PM

McFarland Municipal Center
5915 Milwaukee St, McFarland
Community Room

AMENDED AGENDA

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/89324344738>

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

Webinar ID: 893 2434 4738

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

1. CALL TO ORDER.
2. ROLL CALL.
3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.
4. CONSENT AGENDA.
 - a. All items listed under the Consent Agenda will be approved in one motion unless a Board member requests that the item be removed for individual discussion and action. Any item(s) removed for individual consideration shall be considered in the same order in which they were originally listed on the agenda under Business.
 - 1) Motion to approve the minutes of the February 13, 2024 regular meeting.
 - 2) Motion to approve the minutes of the February 13, 2024 special meeting.
 - 3) Motion to approve checks in the amount of \$5,796,311.69.
 - 4) Motion to approve appointing Jeff Sorenson to serve on the Board of Zoning Appeals for a term ending April 30, 2024.
 - 5) Motion to approve an Event Permit Application from McFarland Community Band for the Community Band Concerts to take place on July 11, 2024 and August 15, 2024 with the conditions provided by Village Staff.
 - 6) Motion to approve an Event Permit Application, with a variance to allow the presence of minors where alcohol is served, from Dan Chin Homes for the Easter Egg Hunt to take place on March 16, 2024 with the conditions provided by Village Staff.
5. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Village Board for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Board about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Board should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide

your comments to the Board for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to village.clerk@mcfarland.wi.us to be included as part of the meeting.

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

6. PUBLIC HEARINGS.

- a. Public hearing regarding Ordinance 2024-05, An Ordinance to Amend the Municipal Code Concerning Impact Fees for the Public Safety Center.

7. BUSINESS.

- a. Finance Committee (Trustees Brandt, Brassington, & Flaherty)
 - 1) Discussion and action accept the Library Impact Fee Study and Public Facilities Needs Assessment.
 - 2) Discussion and action accept the Public Safety Center Impact Fee Study and Public Facilities Needs Assessment.
 - 3) Discussion and action to approve Ordinance #2024-05: An Ordinance to Amend the Municipal Code Concerning Impact Fees for the Public Safety Center.
- b. Diversity, Equity, and Inclusion Committee (Trustees Brassington & Wreh)
 - 1) Discussion and action regarding scheduling for the 2024 McFarland Observed Holidays.
- c. Public Works & Utilities Committee (Trustees Wreh & Brandt)
 - 1) Discussion and action regarding the 2024 Street & Utility Improvements project and authorize the project for bid.
- d. Discussion and action to adopt Resolution 2024-05: A Resolution to Revise the Village of McFarland Ward Plan Following the Adoption of 2023 Wisconsin Act 94 and to Combine Municipal Wards for Voting Purposes.

8. REQUESTS FOR REFERRAL OF NEW ITEMS.

- a. Discussion and action on a Trustee Referral from Trustee Jerke requesting amendment of Village Ordinance 2-187(a) to provide additional clarification on requirements for Trustees to serve on Village Boards, Committees and Commissions.

9. CLOSED SESSION.

- a. Discussion and action on entering into closed session in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider 2023 performance evaluation data and applicable compensation for the Village Administrator position.

10. RECONVENE INTO OPEN SESSION.

11. SCHEDULE NEXT MEETING DATE.

- a. March 12, 2024 - Village Board - 7:00 p.m.
- b. March 26, 2024 - Village Board - 7:00 p.m.

12. ADJOURNMENT.

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

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, February 27, 2024

SECTION: Consent Agenda

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

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, February 13, 2024 - 7:00 PM

1. CALL TO ORDER.

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

2. ROLL CALL.

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

Village Board members not present: None.

Staff Present: Interim Administrator Cassandra Suettinger, Clerk/Treasurer Tanya O'Malley, Police Chief Aaron Chapin, and Public Works Director Lee Igl.

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

Interim Clerk/Treasurer O'Malley provided information about the upcoming election.

a. Crossing Guard Appreciation Week - February 19th through February 23rd

President Clow proclaimed February 19th through February 23rd as Crossing Guard Appreciation Week in the Village of McFarland. The Village Board and Police Chief Chapin thanked the crossing guards for the service they provided.

James Zimmerman spoke on behalf of himself and his wife Bev, both McFarland crossing guards, expressing their enjoyment of serving in this capacity and indicated that the children are friendly and appreciative.

4. CONSENT AGENDA.

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

1) Motion to approve the minutes of the January 23, 2024 meeting.

2) Motion to approve the minutes of the special January 30, 2024 meeting.

3) Motion to approve checks in the amount of \$1,033,472.51.

4) Motion to approve an Event Permit for the Food Cart Frenzy for May 15, 2024, June 19, 2024 (rain date June 26, 2024), July 17, 2024 (rain date July 24, 2024), August 21, 2024 (rain date August 28, 2024), and September 18, 2024.

5) Motion to approve payment for Arbitrage Rebate, Yield Reduction and Penalty in lieu of Arbitrage Rebate in conjunction with 2021 and 2022 Bond and G.O. Notes issuances.

6) Motion to approve an event permit and a Temporary "Class B"/Class "B" license for the Madison Curling Club to hold the U.S. Wheelchair Curling Charity Event on February

17, 2024 from 5:00 p.m. to 8:00 p.m. with the conditions provided by the Police Chief as recommended by the Public Safety Committee.

- 7) Motion to authorize Village staff to prepare and submit an OEI Energy Innovation Grant Program Activity 1 Application for the future Community Center.
- 8) Motion to approve appointing Nadia Schwedersky and Mary Rapp to serve as Election Inspectors for the 2024-2025 term.

Trustee Flaherty requested the removal of item 4.a.3).

Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to approve the Consent Agenda as presented with the exception of item 4.a.3). Motion carries 7 - 0 - 0 by acclamation.

5. PUBLIC APPEARANCES.

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

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

None.

6. BUSINESS.

The Board took up agenda item.4.a.3).

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve checks in the amount of \$1,033,472.51. Motion carries 7 - 0 - 0 by acclamation.

- a. Discussion and action on ordinance amendment 2024-08: An ordinance updating membership on Village Boards, Committees, and Commissions.

The Board discussed amending the ordinance to remove the proposed language which only allowed for service of non-Trustee members on more than one board, committee, or commission under limited circumstances. Additionally, the Board discussed amending the ordinance to increase the limit from serving on only one board, commission, or committee to serving on two for non-Trustee members. The Board requested a legal review of Code section 2-187(a) to be brought back at the next meeting.

Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to

approve Ordinance 2024-08: An ordinance updating membership on Village Boards, Committees, and Commissions, as amended during the meeting. Motion carries 6 - 1 - 0 by acclamation, with Carolyn Clow voting nay.

7. SCHEDULE NEXT MEETING DATE.

a. February 27, 2024 - 7:00 p.m. - Village Board

b. March 12, 2024 - 7:00 p.m. Village Board

8. ADJOURNMENT.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to adjourn at 7:36 p.m.

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

Respectfully submitted,
Tanya O'Malley
Interim Clerk/Treasurer

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, February 13, 2024 - 6:00 PM

1. CALL TO ORDER.

Village President Clow called the special meeting of the McFarland Village Board to order at 6:00 pm in the Community Room of the McFarland Municipal Center.

2. ROLL CALL.

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

Village Board members not present: None.

Staff Present: Interim Administrator Cassandra Suettinger, Clerk/Treasurer Tanya O'Malley, Police Chief Aaron Chapin, Community and Economic Development Director Andrew Bremer, Public Works Director Lee Igl, Fire/EMS Director Chris Dennis, and Associate Planner Kong Thao.

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

None.

4. PUBLIC APPEARANCES.

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

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

None.

5. BUSINESS.

- a. *Discussion on Public Safety Center battery storage and microgrid design project.*
Alexander Harris, HGA, provided an update on the Village's project to add a battery/micro-grid system to the Public Safety Center.

By unanimous consent, the Village Board suspended the rules to take up item 5.c.

- c. *Discussion regarding submittal of an OEI Energy Innovation Grant Program Activity 1 Application for the future Community Center.*

Community and Economic Development Director Bremer outlined a grant opportunity from the Public Service Commission of Wisconsin's Office of Energy Innovation for the future Community Center. At its regular February 13, 2024 meeting, the Village Board will be considering authorizing staff to submit an application.

By unanimous consent, the Village Board suspended the rules to return to item 5.b.

b. Discussion regarding 2023 sustainability and natural resources initiatives and 2024-2025 Sustainability Action Plan.

Community and Economic Development Director Bremer discussed the highlights of the 2023 sustainability and natural resources initiatives and provided an outline of the 2024-2025 Sustainability Action Plan.

6. SCHEDULE NEXT MEETING DATE.

a. Tuesday, February 13, 2024 at 7:00PM

7. ADJOURNMENT.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to adjourn at 6:55 p.m.

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

Respectfully submitted,
Tanya O'Malley
Interim Clerk/Treasurer

VILLAGE OF MCFARLAND				Check Register		Page: 1
				Pay Period Dates: 01/28/2024 - 02/16/2024		Feb 22, 2024 4:05PM
Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
02/10/2024	CDPT	02/16/2024		FIRE FIGHTERS LOCAL 31	8	181.69

Payroll Related Checks

\$181.69

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	6140324001	MAT RENTAL	1	02/02/2024	60.33	.00	60.33	02/22/2024
		6140327878	MAT RENTAL	1	02/09/2024	60.33	.00	60.33	02/22/2024
		6140331817	MAT RENTAL	1	02/16/2024	60.33	.00	60.33	02/22/2024
Total 10:						180.99	.00	180.99	
30	ALLIANT ENERGY/WP&L	020924	MUNICIPAL CENTER	1	02/09/2024	3,181.81	.00	3,181.81	02/22/2024
		020924	LIBRARY	2	02/09/2024	2,723.03	.00	2,723.03	02/22/2024
		020924	WELL #4	3	02/09/2024	1,948.72	.00	1,948.72	02/22/2024
		020924	SOCCER BUILDING	4	02/09/2024	172.23	.00	172.23	02/22/2024
		020924	5307 HOUGH ST	5	02/09/2024	18.42	.00	18.42	02/22/2024
		020924	5802 MAIN ST	6	02/09/2024	496.49	.00	496.49	02/22/2024
		020924	4806 MCDANIEL LN	7	02/09/2024	110.93	.00	110.93	02/22/2024
		020924	FLOOD LIGHT	8	02/09/2024	35.50	.00	35.50	02/22/2024
		020924	DOG PARK	9	02/09/2024	1,228.53	.00	1,228.53	02/22/2024
		020924	3234 CTY RD AB	10	02/09/2024	29.10	.00	29.10	02/22/2024
		9654671184-	5810 MILWAUKEE STREE	1	02/02/2024	256.73	.00	256.73	02/15/2024
Total 30:						10,201.49	.00	10,201.49	
49	APWA REGISTRATION	000740462	APWA MEMBERSHIP	1	02/15/2024	96.15	.00	96.15	02/22/2024
		000740462	APWA MEMBERSHIP	2	02/15/2024	96.15	.00	96.15	02/22/2024
		000740462	APWA MEMBERSHIP	3	02/15/2024	96.15	.00	96.15	02/22/2024
		000740462	APWA MEMBERSHIP	4	02/15/2024	96.15	.00	96.15	02/22/2024
		000740462	APWA MEMBERSHIP	5	02/15/2024	256.40	.00	256.40	02/22/2024
Total 49:						641.00	.00	641.00	
104	BOBCAT OF MADISON IN	01-116857	TOOLCAT MAINTENANCE	1	02/13/2024	101.02	.00	101.02	02/22/2024
		01-116857	TOOLCAT MAINTENANCE	2	02/13/2024	27.56	.00	27.56	02/22/2024
		01-116857	TOOLCAT MAINTENANCE	3	02/13/2024	27.56	.00	27.56	02/22/2024
		01-116857	TOOLCAT MAINTENANCE	4	02/13/2024	27.56	.00	27.56	02/22/2024
		2117	GRAPPLE & PALLET FOR	1	02/16/2024	5,378.40	.00	5,378.40	02/22/2024
Total 104:						5,562.10	.00	5,562.10	
166	CINTAS CORPORATION #	8406657494	FIRST AID SUPPLIES - RE	1	02/02/2024	82.34	.00	82.34	02/22/2024
		8406657494	FIRST AID SUPPLIES - RE	2	02/02/2024	22.46	.00	22.46	02/22/2024
		8406657494	FIRST AID SUPPLIES - RE	3	02/02/2024	22.45	.00	22.45	02/22/2024
		8406657494	FIRST AID SUPPLIES - RE	4	02/02/2024	22.45	.00	22.45	02/22/2024
Total 166:						149.70	.00	149.70	
172	CITY OF MADISON TREA	48562	SIGNS	1	01/30/2024	208.07	.00	208.07	02/22/2024
Total 172:						208.07	.00	208.07	
225	DANE CO HIGHWAY	30172	SALT BRINE	1	01/31/2024	1,600.00	.00	1,600.00	02/22/2024
Total 225:						1,600.00	.00	1,600.00	
228	DANE CO CITIES & VILLA	022024	DCCVA DUES	1	02/20/2024	3,415.00	.00	3,415.00	02/22/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
	Total 228:					3,415.00	.00	3,415.00	
247	DANE CO TREASURER	021324	FEBRUARY SETTLEMEN	1	02/13/2024	1,305,564.	.00	1,305,564.	02/15/2024
	Total 247:					1,305,564.	.00	1,305,564.	
252	DANE CO TREASURER	2412	MAMSWP AGREEMENT	1	01/15/2024	4,393.00	.00	4,393.00	02/22/2024
	Total 252:					4,393.00	.00	4,393.00	
267	DEMCO INC	7433435	LIBRARY SUPPLIES	1	02/06/2024	253.31	.00	253.31	02/22/2024
	Total 267:					253.31	.00	253.31	
274	DEPT OF ADMINISTRATI	505-0000088	JOB POSTING	1	02/14/2024	350.00	.00	350.00	02/22/2024
	Total 274:					350.00	.00	350.00	
324	ELECTION SYSTEMS & S	CD2068720	VOTING EQUIPMENT - 2N	1	10/05/2023	11,255.00	.00	11,255.00	02/22/2024
	Total 324:					11,255.00	.00	11,255.00	
390	GBR CORPORATION	2024003171	MC ROOF REPAIR	1	02/07/2024	336.50	.00	336.50	02/22/2024
	Total 390:					336.50	.00	336.50	
408	GRAINGER INC	9019535310	HANDS FREE LIGHT	1	02/14/2024	47.00	.00	47.00	02/22/2024
	Total 408:					47.00	.00	47.00	
476	JEFFERSON FIRE & SAF	IN311915	COMPRESSOR DISCHAR	1	01/24/2024	329.70	.00	329.70	02/22/2024
	Total 476:					329.70	.00	329.70	
492	KAYSER AUTOMOTIVE G	190160P	VEHICLE MAINTENANCE	1	02/12/2024	101.69	.00	101.69	02/22/2024
		190160P	VEHICLE MAINTENANCE	2	02/12/2024	27.74	.00	27.74	02/22/2024
		190160P	VEHICLE MAINTENANCE	3	02/12/2024	27.74	.00	27.74	02/22/2024
		190160P	VEHICLE MAINTENANCE	4	02/12/2024	27.74	.00	27.74	02/22/2024
		190180P	VEHICLE MAINTENANCE	1	02/12/2024	86.39	.00	86.39	02/22/2024
		190180P	VEHICLE MAINTENANCE	2	02/12/2024	23.56	.00	23.56	02/22/2024
		190180P	VEHICLE MAINTENANCE	3	02/12/2024	23.56	.00	23.56	02/22/2024
		190180P	VEHICLE MAINTENANCE	4	02/12/2024	23.56	.00	23.56	02/22/2024
	Total 492:					341.98	.00	341.98	
553	LINCOLN CONTRACTOR	186649	MARKING PAINT	1	02/20/2024	73.08	.00	73.08	02/22/2024
		186649	MARKING PAINT	2	02/20/2024	613.44	.00	613.44	02/22/2024
	Total 553:					686.52	.00	686.52	
555	LINE-X OF MADISON INC	25553	TRUCK 34 TOOLBOX	1	02/16/2024	550.00	.00	550.00	02/22/2024
	Total 555:					550.00	.00	550.00	
613	MCFARLAND SCHOOL DI	021324	FEB TAX SETTLEMENT	1	02/13/2024	3,758,846.	.00	3,758,846.	02/15/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 613:						3,758,846.	.00	3,758,846.	
634	MENARDS - MONONA	61290	LIBRARY FACILITY MAIN	1	02/06/2024	13.99	.00	13.99	02/22/2024
		61290	5810 MILWAUKEE ST FAC	2	02/06/2024	16.99	.00	16.99	02/22/2024
		61332	LIBRARY FACILITY MAIN	1	02/07/2024	8.64	.00	8.64	02/22/2024
		61332	MC FACILITY MAINTENA	2	02/07/2024	8.63	.00	8.63	02/22/2024
		61342	LIBRARY FACILITY MAIN	1	02/07/2024	1.64-	.00	1.64-	02/22/2024
		61342	MC FACILITY MAINTENA	2	02/07/2024	1.64-	.00	1.64-	02/22/2024
		61343	LIBRARY FACILITY MAIN	1	02/07/2024	46.13	.00	46.13	02/22/2024
		61343	MC FACILITY MAINTENA	2	02/07/2024	46.12	.00	46.12	02/22/2024
		61546	5810 MILWAUKEE ST FAC	1	02/12/2024	47.95	.00	47.95	02/22/2024
		61588	5810 MILWAUKEE ST FAC	1	02/13/2024	109.94	.00	109.94	02/22/2024
		61653	MC FACILITY MAINTENA	1	02/14/2024	24.99	.00	24.99	02/22/2024
		61684	5810 MILWAUKEE ST FAC	1	02/15/2024	56.92-	.00	56.92-	02/22/2024
Total 634:						263.18	.00	263.18	
756	POMP'S TIRE SERVICE I	80305115	TRUCK VEHICLE MAINTEN	1	02/08/2024	5.84	.00	5.84	02/22/2024
		80305115	TRUCK VEHICLE MAINTEN	2	02/08/2024	5.84	.00	5.84	02/22/2024
		80305115	TRUCK VEHICLE MAINTEN	3	02/08/2024	5.84	.00	5.84	02/22/2024
		80305115	TRUCK VEHICLE MAINTEN	4	02/08/2024	21.40	.00	21.40	02/22/2024
Total 756:						38.92	.00	38.92	
764	PREMIER PAINT & WALLP	76387	5810 MILWAUKEE ST PAI	1	02/13/2024	3.73	.00	3.73	02/22/2024
		76399	5810 MILWAUKEE ST PAI	1	02/14/2024	30.39-	.00	30.39-	02/22/2024
		76440	PAINT SUPPLIES--GRAFF	1	02/20/2024	29.03	.00	29.03	02/22/2024
		76440	PAINT SUPPLIES--GRAFF	2	02/20/2024	7.91	.00	7.91	02/22/2024
		76440	PAINT SUPPLIES--GRAFF	3	02/20/2024	7.91	.00	7.91	02/22/2024
		76440	PAINT SUPPLIES--GRAFF	4	02/20/2024	7.91	.00	7.91	02/22/2024
		76441	WELL HOUSE DOOR PAI	1	02/20/2024	69.59	.00	69.59	02/22/2024
Total 764:						95.69	.00	95.69	
765	LEGAL SHIELD	108629-0115	LEGAL SHIELD	1	01/15/2024	131.60	.00	131.60	02/22/2024
		108629-0215	LEGAL SHIELD	1	02/15/2024	131.60	.00	131.60	02/22/2024
Total 765:						263.20	.00	263.20	
775	PUBLIC SERVICE COMM	2401-I-03490	PSC FEE FOR RATE CAS	1	02/15/2024	1,250.63	.00	1,250.63	02/22/2024
Total 775:						1,250.63	.00	1,250.63	
818	ROTO ROOTER SEWER	218740	SANITARY MAIN MAINTEN	1	02/02/2024	900.00	.00	900.00	02/22/2024
Total 818:						900.00	.00	900.00	
836	SCHILLING SUPPLY COM	949525-00	OPERATING SUPPLIES	1	01/29/2024	461.89	.00	461.89	02/22/2024
Total 836:						461.89	.00	461.89	
958	TOWN & COUNTRY ENGI	26321	MC217 HIGHLAND OAKS	1	02/15/2024	3,921.38	.00	3,921.38	02/22/2024
		26351	MC194 EXCHANGE STRE	1	02/15/2024	5,669.30	.00	5,669.30	02/22/2024
		26352	MC197 PAULSON ROAD	1	02/15/2024	1,312.50	.00	1,312.50	02/22/2024
		26353	MC198 LIFT STATION 2 I	1	02/15/2024	1,895.14	.00	1,895.14	02/22/2024
		26354	MC208 USH 51 DOT PRO	1	02/15/2024	1,566.71	.00	1,566.71	02/22/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		26355	MC218 EAST SIDE SANIT	1	02/15/2024	712.50	.00	712.50	02/22/2024
		26356	MC220 WELL NO 5 PRELI	1	02/15/2024	6,721.45	.00	6,721.45	02/22/2024
		26358	MC223 GIS SUPPORT	1	02/15/2024	247.50	.00	247.50	02/22/2024
		26358	MC223 GIS SUPPORT	2	02/15/2024	67.50	.00	67.50	02/22/2024
		26358	MC223 GIS SUPPORT	3	02/15/2024	67.50	.00	67.50	02/22/2024
		26358	MC223 GIS SUPPORT	4	02/15/2024	67.50	.00	67.50	02/22/2024
		Total 958:				22,248.98	.00	22,248.98	
992	US CELLULAR	0632252818	LIBRARY CELL PHONE	1	01/28/2024	87.50	.00	87.50	02/22/2024
		Total 992:				87.50	.00	87.50	
1041	WERNER ELECTRIC SUP	S7338869.00	MC LIGHTS	1	02/12/2024	24.04	.00	24.04	02/22/2024
		Total 1041:				24.04	.00	24.04	
1245	PROFESSIONAL PEST C	649891	PW PEST CONTROL	1	02/08/2024	22.55	.00	22.55	02/22/2024
		649891	PW PEST CONTROL	2	02/08/2024	6.15	.00	6.15	02/22/2024
		649891	PW PEST CONTROL	3	02/08/2024	6.15	.00	6.15	02/22/2024
		649891	PW PEST CONTROL	4	02/08/2024	6.15	.00	6.15	02/22/2024
		649892	MC PEST CONTROL	1	02/08/2024	48.00	.00	48.00	02/22/2024
		661672	PW PEST CONTROL	1	02/13/2024	22.55	.00	22.55	02/22/2024
		661672	PW PEST CONTROL	2	02/13/2024	6.15	.00	6.15	02/22/2024
		661672	PW PEST CONTROL	3	02/13/2024	6.15	.00	6.15	02/22/2024
		661672	PW PEST CONTROL	4	02/13/2024	6.15	.00	6.15	02/22/2024
		661673	MC PEST CONTROL	1	02/13/2024	48.00	.00	48.00	02/22/2024
		Total 1245:				178.00	.00	178.00	
1256	BOUND TREE MEDICAL,	85240446	EMS - SUPPLIES	1	02/05/2024	88.27	.00	88.27	02/22/2024
		85246389	EMS - SUPPLIES	1	02/09/2024	698.03	.00	698.03	02/22/2024
		85249440	EMS - SUPPLIES	1	02/13/2024	125.49	.00	125.49	02/22/2024
		85252073	EMS - SUPPLIES	1	02/15/2024	33.52	.00	33.52	02/22/2024
		85252074	EMS - SUPPLIES	1	02/15/2024	210.01	.00	210.01	02/22/2024
		Total 1256:				1,155.32	.00	1,155.32	
1896	NAPA AUTO PARTS	928498	LIFT 5 GENERATOR	1	02/08/2024	41.97	.00	41.97	02/22/2024
		Total 1896:				41.97	.00	41.97	
1958	BRS RADIATOR, MACHIN	13795	LIFT 5 RADIATOR	1	01/31/2024	1,591.02	.00	1,591.02	02/22/2024
		Total 1958:				1,591.02	.00	1,591.02	
1980	PRAXIS CONSULTING	20100923	QUICK CLERK MAINTEN	1	11/12/2023	1,100.00	.00	1,100.00	02/22/2024
		Total 1980:				1,100.00	.00	1,100.00	
1989	CORPORATE BUSINESS	35797274	COPIER LEASE	1	01/26/2024	221.98	.00	221.98	02/15/2024
		35865048	ADMIN COPIERS	1	02/05/2024	190.00	.00	190.00	02/15/2024
		Total 1989:				411.98	.00	411.98	
2070	KKS PROPERTY	020924	CAM MAKE UP FEE-2023	1	02/09/2024	6,059.61	.00	6,059.61	02/22/2024
		020924 FEB	COMMON AREA MAINT. F	1	02/09/2024	400.00	.00	400.00	02/22/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 2070:						6,459.61	.00	6,459.61	
2082	NASSCO INC	6387661	CUSTODIAL SUPPLIES F	1	02/02/2024	2,535.07	.00	2,535.07	02/22/2024
		6387681	LIBRARY	1	02/02/2024	954.01	.00	954.01	02/22/2024
		6393321	MC CUSTODIAL SUPPLIE	1	02/19/2024	248.03	.00	248.03	02/22/2024
Total 2082:						3,737.11	.00	3,737.11	
2216	ANDRES MEDICAL	022024MFWI	JANUARY COLLECTIONS	1	01/31/2024	1,262.30	.00	1,262.30	02/22/2024
Total 2216:						1,262.30	.00	1,262.30	
2237	MADISON COLLEGE	021324	FEBRUARY SETTLEMEN	1	02/13/2024	313,542.26	.00	313,542.26	02/15/2024
Total 2237:						313,542.26	.00	313,542.26	
2261	MIDDLETON POWER CE	333166	EQUIPMENT MAINTENAN	1	02/08/2024	19.91	.00	19.91	02/22/2024
		333166	EQUIPMENT MAINTENAN	2	02/08/2024	19.91	.00	19.91	02/22/2024
		333166	EQUIPMENT MAINTENAN	3	02/08/2024	19.91	.00	19.91	02/22/2024
		333166	EQUIPMENT MAINTENAN	4	02/08/2024	73.01	.00	73.01	02/22/2024
Total 2261:						132.74	.00	132.74	
2270	UNITY POINT HEALTH	700001773 0	SUSPECT BLOODWORK	1	02/05/2024	178.78	.00	178.78	02/22/2024
Total 2270:						178.78	.00	178.78	
2298	VIKING ELECTRIC SUPPL	S007793694	MUNICIPAL BUILDING-LI	1	02/15/2024	41.86	.00	41.86	02/22/2024
Total 2298:						41.86	.00	41.86	
16247	CITY TREASURER	1204470	STORMWATER CHARGE	1	01/25/2024	31.02	.00	31.02	02/22/2024
Total 16247:						31.02	.00	31.02	
16257	CORPORATE BUSINESS	355254	COPIER LEASE	1	02/12/2024	212.44	.00	212.44	02/22/2024
		355258	COPIER LEASE	1	02/12/2024	27.41	.00	27.41	02/22/2024
		355922	F&R COPIER LEASE	1	02/21/2024	60.75	.00	60.75	02/22/2024
Total 16257:						300.60	.00	300.60	
16292	WCM TREASURER	1792	MEMBERSHIP	1	01/19/2024	310.00	.00	310.00	02/22/2024
Total 16292:						310.00	.00	310.00	
16296	DANE CO DEPT OF HUM	FEB2024	MEALSITE DONATION - C	1	02/20/2024	234.50	.00	234.50	02/22/2024
		FEB2024	MEALSITE DONATION - M	2	02/20/2024	3,246.75	.00	3,246.75	02/22/2024
Total 16296:						3,481.25	.00	3,481.25	
16308	DANE CO TREASURER	11115	ANNUAL SUPPORT FEE	1	02/07/2024	557.22	.00	557.22	02/22/2024
Total 16308:						557.22	.00	557.22	
16332	SPEEDWAY SAND & GRA	PAYAPP4-M	2023 STREET & UTIL IMP	1	12/05/2023	246,282.55	.00	246,282.55	02/15/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16332:						246,282.55	.00	246,282.55	
16489	ZIETSMA, JOEL	JZ020724	ZIETSMA UNIFORM ALLO	1	02/07/2024	110.70	.00	110.70	02/22/2024
Total 16489:						110.70	.00	110.70	
16640	TOP PACK DEFENSE LLC	12554	UNIFORM ALLOWANCE K	1	02/05/2024	18.99	.00	18.99	02/22/2024
		12584	CHAPIN UNIFORM ALLO	1	02/08/2024	74.99	.00	74.99	02/22/2024
Total 16640:						93.98	.00	93.98	
16782	MADISON EMERGENCY	INV1531	EMS PROTOCOL BOOKS	1	02/07/2024	107.50	.00	107.50	02/22/2024
Total 16782:						107.50	.00	107.50	
16829	REUTER, WHITISH & EVA	73264	GENERAL LEGAL	1	02/06/2024	1,396.00	.00	1,396.00	02/22/2024
		73264	GENERAL LEGAL	2	02/06/2024	1,216.00	.00	1,216.00	02/22/2024
		73264	GENERAL LEGAL	3	02/06/2024	384.00	.00	384.00	02/22/2024
		73264	GENERAL LEGAL	4	02/06/2024	1,296.00	.00	1,296.00	02/22/2024
		73264	GENERAL LEGAL	5	02/06/2024	777.00	.00	777.00	02/22/2024
		73265	PROSECUTIONS	1	02/06/2024	934.30	.00	934.30	02/22/2024
		73267	TID4 LEGAL	1	02/06/2024	2,116.50	.00	2,116.50	02/22/2024
		73276	PROSECUTIONS	1	02/06/2024	112.50	.00	112.50	02/22/2024
		73277	PSC HANOVER INSURAN	1	02/06/2024	425.50	.00	425.50	02/22/2024
		73278	PROSECUTIONS	1	02/06/2024	8.40	.00	8.40	02/22/2024
Total 16829:						8,666.20	.00	8,666.20	
16890	PIRTEK MADISON	MA-T000111	VEHICLE MAINTENANCE	1	02/16/2024	156.48	.00	156.48	02/22/2024
		MA-T000111	VEHICLE MAINTENANCE	2	02/16/2024	42.67	.00	42.67	02/22/2024
		MA-T000111	VEHICLE MAINTENANCE	3	02/16/2024	42.67	.00	42.67	02/22/2024
		MA-T000111	VEHICLE MAINTENANCE	4	02/16/2024	42.67	.00	42.67	02/22/2024
		MA-T000112	PW SHOP SUPPLIES	1	02/21/2024	8.89	.00	8.89	02/22/2024
		MA-T000112	PW SHOP SUPPLIES	2	02/21/2024	2.43	.00	2.43	02/22/2024
		MA-T000112	PW SHOP SUPPLIES	3	02/21/2024	2.43	.00	2.43	02/22/2024
		MA-T000112	PW SHOP SUPPLIES	4	02/21/2024	2.43	.00	2.43	02/22/2024
Total 16890:						300.67	.00	300.67	
17084	AMAZON CAPITAL SERVI	19HD-PWKX	LIBRARY FILTERS	1	02/11/2024	322.25	.00	322.25	02/22/2024
		19HD-PWKX	YOUTH CENTER FILTERS	2	02/11/2024	89.31	.00	89.31	02/22/2024
		19HD-PWKX	PW SHOP SUPPLIES	3	02/11/2024	9.16	.00	9.16	02/22/2024
		19HD-PWKX	PW SHOP SUPPLIES	4	02/11/2024	1.87	.00	1.87	02/22/2024
		19HD-PWKX	PW SHOP SUPPLIES	5	02/11/2024	1.86	.00	1.86	02/22/2024
		19HD-PWKX	PW SHOP SUPPLIES	6	02/11/2024	1.86	.00	1.86	02/22/2024
		1DGR-YQG	DVDS & CDS	1	02/11/2024	42.96	.00	42.96	02/22/2024
		1DMV-6DQF-	LIBRARY OFFICE SUPPLI	1	02/12/2024	19.68	.00	19.68	02/22/2024
		1FC3-67RJ-4	DVDS & CDS	1	02/14/2024	68.78	.00	68.78	02/22/2024
		1FC3-67RJ-	STAND FOR ELECTION SI	1	02/15/2024	31.48	.00	31.48	02/22/2024
		1GQF-J71R-	PARKS FORESTRY SUPP	1	02/12/2024	49.04	.00	49.04	02/22/2024
		1HFG-NMRD	CUSTODIAL SUPPLIES	1	02/16/2024	20.64	.00	20.64	02/22/2024
		1HFG-NMRD	CUSTODIAL SUPPLIES	2	02/16/2024	20.33	.00	20.33	02/22/2024
		1HFG-NMRD	CUSTODIAL SUPPLIES	3	02/16/2024	.26	.00	.26	02/22/2024
		1HFG-NMRD	CUSTODIAL SUPPLIES	4	02/16/2024	.26	.00	.26	02/22/2024
		1HFG-NMRD	CUSTODIAL SUPPLIES	5	02/16/2024	.26	.00	.26	02/22/2024
		1HFG-NMRD	CUSTODIAL SUPPLIES	6	02/16/2024	2.97	.00	2.97	02/22/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		1HFG-NMRD	CUSTODIAL SUPPLIES	7	02/16/2024	2.97	.00	2.97	02/22/2024
		1HFG-NMRD	CUSTODIAL SUPPLIES	8	02/16/2024	2.97	.00	2.97	02/22/2024
		1HFG-NMRD	CUSTODIAL SUPPLIES	9	02/16/2024	.17	.00	.17	02/22/2024
		1J36-C1P9-	CREDIT MEMO	1	02/17/2024	7.17-	.00	7.17-	02/22/2024
		1JPG-MF1D-	PW SHOP SUPPLIES	1	02/19/2024	4.80	.00	4.80	02/22/2024
		1JPG-MF1D-	PW SHOP SUPPLIES	2	02/19/2024	4.80	.00	4.80	02/22/2024
		1JPG-MF1D-	PW SHOP SUPPLIES	3	02/19/2024	4.80	.00	4.80	02/22/2024
		1JPG-MF1D-	PW SHOP SUPPLIES	4	02/19/2024	17.58	.00	17.58	02/22/2024
		1QG3-CL66-	PW OFFICE SUPPLIES	1	02/16/2024	12.46	.00	12.46	02/22/2024
		1QG3-CL66-	PW OFFICE SUPPLIES	2	02/16/2024	3.39	.00	3.39	02/22/2024
		1QG3-CL66-	PW OFFICE SUPPLIES	3	02/16/2024	3.39	.00	3.39	02/22/2024
		1QG3-CL66-	PW OFFICE SUPPLIES	4	02/16/2024	3.39	.00	3.39	02/22/2024
		1QQM-7FPV-	PW SHOP SUPPLIES	1	02/18/2024	28.19	.00	28.19	02/22/2024
		1QQM-7FPV-	PW SHOP SUPPLIES	2	02/18/2024	28.19	.00	28.19	02/22/2024
		1QQM-7FPV-	PW SHOP SUPPLIES	3	02/18/2024	28.19	.00	28.19	02/22/2024
		1QQM-7FPV-	PW SHOP SUPPLIES	4	02/18/2024	103.39	.00	103.39	02/22/2024
		1RVF-DT1Y-	DVDS & CDS	1	02/17/2024	110.12	.00	110.12	02/22/2024
		1RYJ-PCJV-	LIBRARY OFFICE SUPPLI	1	02/04/2024	111.32	.00	111.32	02/22/2024
		1T6W-KF3M-	LIBRARY OFFICE SUPPLI	1	02/16/2024	51.11	.00	51.11	02/22/2024
		1V6Y-6KK7-	ELECTION SUPPLIES	1	02/15/2024	140.93	.00	140.93	02/22/2024
		1W4T4FD6-1	CREDIT MEMO	1	02/14/2024	1.02-	.00	1.02-	02/22/2024
Total 17084:						1,336.94	.00	1,336.94	
17092	GENERAL ENGINEERING	60	BUILDING INSPECTION S	1	02/08/2024	7,050.00	.00	7,050.00	02/22/2024
Total 17092:						7,050.00	.00	7,050.00	
17140	US BANK VOYAGER FLE	8694160992	PD FUEL	1	02/01/2024	1,866.71	.00	1,866.71	02/22/2024
		8694160992	PARKS FUEL	2	02/01/2024	528.48	.00	528.48	02/22/2024
		8694160992	FIRE/EMS FUEL	3	02/01/2024	1,348.75	.00	1,348.75	02/22/2024
		8694160992	PW FUEL	4	02/01/2024	2,785.34	.00	2,785.34	02/22/2024
		8694160992	PW FUEL	5	02/01/2024	253.21	.00	253.21	02/22/2024
		8694160992	PW FUEL	6	02/01/2024	506.43	.00	506.43	02/22/2024
		8694160992	PW FUEL	7	02/01/2024	506.43	.00	506.43	02/22/2024
		8694160992	PW FUEL	8	02/01/2024	253.21	.00	253.21	02/22/2024
		8694160992	PW FUEL	9	02/01/2024	759.64	.00	759.64	02/22/2024
		8694160992	MC	10	02/01/2024	107.12	.00	107.12	02/22/2024
Total 17140:						8,915.32	.00	8,915.32	
17220	BCS INC	12043	TAX BILL MAILING - GF	1	01/06/2024	326.85	.00	326.85	02/22/2024
Total 17220:						326.85	.00	326.85	
17322	OMNI TECHNOLOGIES	124-0449	ANNUAL MONITORING -	1	02/12/2024	1,380.00	.00	1,380.00	02/22/2024
Total 17322:						1,380.00	.00	1,380.00	
17382	LAKE WAUBESA CONSE	021524	MEMBERSHIP DUES	1	02/15/2024	100.00	.00	100.00	02/22/2024
Total 17382:						100.00	.00	100.00	
17569	MCFARLAND ACE HARD	010618/T	OFFICE SUPPLIES	1	02/08/2024	17.08	.00	17.08	02/22/2024
		010622/T	FORESTRY SUPPLIES	1	02/09/2024	166.38	.00	166.38	02/22/2024
		010628/T	SNOWBLOWER MAINTEN	1	02/09/2024	3.95	.00	3.95	02/22/2024
		010628/T	SNOWBLOWER MAINTEN	2	02/09/2024	1.08	.00	1.08	02/22/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		010628/T	SNOWBLOWER MAINTENANCE	3	02/09/2024	1.08	.00	1.08	02/22/2024
		010628/T	SNOWBLOWER MAINTENANCE	4	02/09/2024	1.08	.00	1.08	02/22/2024
		010635/T	PUBLIC WORKS FACILITIES	1	02/12/2024	1.47	.00	1.47	02/22/2024
		010635/T	PUBLIC WORKS FACILITIES	2	02/12/2024	.40	.00	.40	02/22/2024
		010635/T	PUBLIC WORKS FACILITIES	3	02/12/2024	.40	.00	.40	02/22/2024
		010635/T	PUBLIC WORKS FACILITIES	4	02/12/2024	.40	.00	.40	02/22/2024
		010637/T	PW SHOP SUPPLIES	1	02/12/2024	1.62	.00	1.62	02/22/2024
		010637/T	PW SHOP SUPPLIES	2	02/12/2024	1.62	.00	1.62	02/22/2024
		010637/T	PW SHOP SUPPLIES	3	02/12/2024	1.62	.00	1.62	02/22/2024
		010637/T	PW SHOP SUPPLIES	4	02/12/2024	5.93	.00	5.93	02/22/2024
		010642/T	PW SHOP SUPPLIES	1	02/14/2024	2.29	.00	2.29	02/22/2024
		010642/T	PW SHOP SUPPLIES	2	02/14/2024	2.29	.00	2.29	02/22/2024
		010642/T	PW SHOP SUPPLIES	3	02/14/2024	2.29	.00	2.29	02/22/2024
		010642/T	PW SHOP SUPPLIES	4	02/14/2024	8.42	.00	8.42	02/22/2024
		010645/T	MC FACILITY MAINTENANCE	1	02/14/2024	5.93	.00	5.93	02/22/2024
		010646/T	PW SHOP SUPPLIES	1	02/14/2024	1.08	.00	1.08	02/22/2024
		010646/T	PW SHOP SUPPLIES	2	02/14/2024	1.08	.00	1.08	02/22/2024
		010646/T	PW SHOP SUPPLIES	3	02/14/2024	1.08	.00	1.08	02/22/2024
		010646/T	PW SHOP SUPPLIES	4	02/14/2024	3.95	.00	3.95	02/22/2024
		010651/T	PW SHOP SUPPLIES	1	02/16/2024	9.89	.00	9.89	02/22/2024
		010651/T	PW SHOP SUPPLIES	2	02/16/2024	2.70	.00	2.70	02/22/2024
		010651/T	PW SHOP SUPPLIES	3	02/16/2024	2.70	.00	2.70	02/22/2024
		010651/T	PW SHOP SUPPLIES	4	02/16/2024	2.70	.00	2.70	02/22/2024
		010663/T	FASTENERS	1	02/19/2024	8.96	.00	8.96	02/22/2024
		010664/T	IN LINE FUSE HOLDER	1	02/19/2024	5.39	.00	5.39	02/22/2024
		010675/T	WATER SAMPLE SUPPLIES	1	02/20/2024	2.69	.00	2.69	02/22/2024
		010679/T	CURBBOX MATERIALS	1	02/21/2024	9.87	.00	9.87	02/22/2024
		Total 17569:				277.42	.00	277.42	
17588	SPRINGSHARE, LLC	24-R1071	STAFF SCHEDULING SOFTWARE	1	01/22/2024	2,165.00	.00	2,165.00	02/22/2024
		Total 17588:				2,165.00	.00	2,165.00	
17596	AMERICAN AWARDS & PHOTOGRAPHY	58001	ACCOUNTABILITY TAGS	1	02/12/2024	116.10	.00	116.10	02/22/2024
		Total 17596:				116.10	.00	116.10	
17599	QUADIENT LEASING USA	Q1205574	POSTAGE MACHINE LEASE	1	02/15/2024	458.10	.00	458.10	02/22/2024
		Total 17599:				458.10	.00	458.10	
17685	INGRAM LIBRARY SERVICES	63023585	BOOKS	1	01/31/2024	246.96	.00	246.96	02/22/2024
		63024063	BOOKS	1	02/01/2024	18.25	.00	18.25	02/22/2024
		63026509	BOOKS	1	02/08/2024	243.91	.00	243.91	02/22/2024
		63027493	BOOKS	1	02/12/2024	44.81	.00	44.81	02/22/2024
		63027751	BOOKS	1	02/13/2024	1,121.80	.00	1,121.80	02/22/2024
		Total 17685:				1,675.73	.00	1,675.73	
17770	SJE	CD99513069	WATER TOWER PRESSURE	1	02/07/2024	262.68	.00	262.68	02/22/2024
		Total 17770:				262.68	.00	262.68	
17816	RAVE WIRELESS, INC.	INV-59113	RAVE EMERGENCY NOTIFICATION	1	12/15/2023	6,120.00	.00	6,120.00	02/22/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17816:						6,120.00	.00	6,120.00	
17959	PARISI CONSTRUCTION	PR#5	SKATE PARK CONSTRUC	1	02/12/2024	19,236.75	.00	19,236.75	02/15/2024
Total 17959:						19,236.75	.00	19,236.75	
18007	THE SPAULDING GROUP	CAMOP LLC	REFUND DUPLICATE PAY	1	02/12/2024	345.24	.00	345.24	02/22/2024
Total 18007:						345.24	.00	345.24	
18043	OVERDRIVE, INC	CD00669234	DIGITAL MATERIALS	1	12/18/2023	5,000.00	.00	5,000.00	02/22/2024
Total 18043:						5,000.00	.00	5,000.00	
18050	WELLS, KIMBERLY	122922	REFUND CREDIT ON UTI	1	12/29/2022	803.80	.00	803.80	Multiple
Total 18050:						803.80	.00	803.80	
18175	BUCKY'S DUMPSTERS &	97274	PORTABLE RESTROOMS	1	02/09/2024	135.00	.00	135.00	02/22/2024
		97275	PORTABLE RESTROOMS	1	02/09/2024	135.00	.00	135.00	02/22/2024
		97276	PORTABLE RESTROOMS	1	02/09/2024	135.00	.00	135.00	02/22/2024
		97277	PORTABLE RESTROOMS	1	02/09/2024	135.00	.00	135.00	02/22/2024
		97278	PORTABLE RESTROOMS	1	02/09/2024	200.00	.00	200.00	02/22/2024
Total 18175:						740.00	.00	740.00	
18284	CHARTER COMMUNICATI	1708848010	CHARTER CABLE	1	02/01/2024	117.94	.00	117.94	02/15/2024
Total 18284:						117.94	.00	117.94	
18315	TRUITY PARTNERS LLC	T-111698	ACCOUNTING SERVICES	1	02/11/2024	1,728.00	.00	1,728.00	02/22/2024
		T-111821	ACCOUNTING SERVICES	1	02/18/2024	1,584.00	.00	1,584.00	02/22/2024
Total 18315:						3,312.00	.00	3,312.00	
18318	SEWAH STUDIOS INC	44604	HISTORICAL MARKER	1	02/06/2024	1,720.00	.00	1,720.00	02/22/2024
		44605	HISTORICAL MARKER	1	02/06/2024	1,720.00	.00	1,720.00	02/22/2024
		44606	HISTORICAL MARKER	1	02/06/2024	1,720.00	.00	1,720.00	02/22/2024
Total 18318:						5,160.00	.00	5,160.00	
18320	FORWARD ELECTRIC IN	24054	LIFT STATION 1 FAC MAI	1	02/08/2024	318.00	.00	318.00	02/22/2024
Total 18320:						318.00	.00	318.00	
18340	BOLEY TREE & LANDSCA	114830	EXCHANGE STREET PRE	1	02/12/2024	10,150.00	.00	10,150.00	02/22/2024
Total 18340:						10,150.00	.00	10,150.00	
18341	BADGER CONTRACTORS	23252M	POST POUNDER REPAIR	1	02/08/2024	77.90	.00	77.90	02/22/2024
		23252M	POST POUNDER REPAIR	2	02/08/2024	21.24	.00	21.24	02/22/2024
		23252M	POST POUNDER REPAIR	3	02/08/2024	21.24	.00	21.24	02/22/2024
		23252M	POST POUNDER REPAIR	4	02/08/2024	21.24	.00	21.24	02/22/2024
Total 18341:						141.62	.00	141.62	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Grand Totals:						5,796,130.	.00	5,796,130.	

Report Criteria:
Detail report type printed

Event Permit Application - Community Organizations

Fee Waiver

Community Organization Confirmation

- I acknowledge that my group/organization meets the definition of Community Organization and hereby request an Event Permit fee waiver from the Village Board.

Applicant Information

Name of Primary Contact (First, Middle Initial, Last)	Benjamin T Petersen
Phone Number	
Address	
Email Address	

Agency / Organization Information (If Applicable)

Agency / Organization Name	McFarland Community Band
Phone Number	
Address	
Email Address	

Event Information

Name of Event	Community Band Concert
Type of Event	Band Concert
Location of Event	Arnold Larson Park
Event Date(s)	Thursday, July 11th and Thursday August 15th
Event Time(s)	Set-up-4pm-6:30pm, Concert is 6:30-7:45pm, Tear-Down is 7:45pm-8:15pm
Total Number of Anticipated Attendees	250

Total Number of Attendees Anticipated Being at the Event at One Time	250 at each concert
Setup Start Time	4pm
Tear-Down End Time	8:15pm
Public or Private Event	Open to the Public
Is any part of the event proposed to take place on a Village street?	No
Will there be outdoor amplified sound?	Yes
Please describe.	Single microphone.
Will the event generate excessive noise or amplified sound after 10 pm? All events generating noise after 10 pm require a variance from the Village Board.	No
Will alcohol be consumed?	No
Will a Village park be used?	Yes
Please identify the park.	Arnold Larson Park
Will the event involve tents or any other activities that will require digging or turf disturbance?	No
Has this event been previously approved in prior years by the Village?	Yes
When? (Month / Year)	7/2023
Have any of the event details changed from the prior years?	No
Will the event include any mobile food carts?	No
Will the event include any vendors?	No

Required Attachments

Detailed Event Schedule

 Community Band Schedule.pdf

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



Event Details & Security Plan

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

[REDACTED]

Event Coordinators

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

i. **Event Coordinator Name**

Ben Petersen, Joe Hartson, Ryan Petersen, Glenn Nielsen, Quinn Leonard

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

Grass Field

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

4pm-8:15pm

Cell Phone Number

[REDACTED]

Indemnification Agreement

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

Applicant Signature

Bajani T Peterson

Date

02/08/2024

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

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

Applicant Signature

Bajani T Petersen

Date

02/08/2024

February 09, 2024

Re: McFarland Community Band
Thursday, July 11th, 2024
Thursday, August 15th, 2024

The Public Works Department does have the following conditions for this event:

- No driving on the turf. Vehicles need to stay on pavement prior to and after the event for loading and unloading purposes.
- No parking of any vehicle on the park turf, bike paths or sidewalks.
- Turf areas that are saturated are to be avoided. Failure to do so might result in additional charges to repair ruts.
- Please contact the Public Works department one week prior to the event to work out any logistics and orchestrate any additional needs.

I hope your event is a success.

Best Regards,

Lee J Igl

Lee Igl
Director of Public Works

February 15, 2024

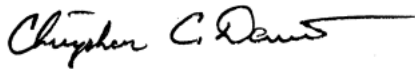
Re: Event Permit Review – McFarland Community Band Concert

I reviewed the submitted event application by Benjamin Peterson, McFarland Community Band for the Community Band Concert event on July 11, 2024, and August 15, 2025, located at Arnold Larson Park in the Village.

The application has provided the requirements needed for the review of the Fire & Rescue Department. The event has occurred in the past without any major concerns occurring.

It is recommended to approve the permit.

Sincerely,



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

VILLAGE OF McFarland

Police Department

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

Aaron P. Chapin | Chief of Police

DATE: February 20, 2023

TO: McFarland Village Board

FROM: Aaron P. Chapin, Chief of Police

RE: Recommendation of Approval, McFarland Community Band Concert

I have reviewed the Special Event Permit Application submitted for the McFarland Community Band Concert to be held on July 11th and August 15th, 2024, from 4:00 pm to 8:15 pm at Arnold Larson Park. The organizers expect roughly 250 participants.

This event has been successfully held over the past several years in concert with other events and the organizers plan to conduct the event in a similar fashion. I have no concerns with the event and wish the planners a successful event.

Any questions, feel free to contact me.

Thanks,



Aaron P. Chapin – Chief of Police

Event Permit Application

Fees

Application Fee	\$100.00
-----------------	----------

Applicant Information

Name of Primary Contact (First, Middle Initial, Last)	Meg Chin
Phone Number	
Address	
Email Address	

Agency / Organization Information (If Applicable)

Agency / Organization Name	Dan Chin homes
Phone Number	

Event Information

Name of Event	Annual Easter Egg Hunt
Type of Event	easter egg hunt
Location of Event	William McFarland Park
Event Date(s)	Saturday 3/16/24
Event Time(s)	starts at 11am, we would get there about 9:30am to set up, it is usually complete by noon or a little after (sometimes people linger) - the actual easter egg hunt is done in like 2 seconds.
Total Number of Anticipated Attendees	500 (total guess)
Total Number of Attendees Anticipated Being at the Event at One Time	500 (again total guess)

Setup Start Time	9/9:30am
Tear-Down End Time	1ish or before
Public or Private Event	Open to the Public
Is any part of the event proposed to take place on a Village street?	No
Will there be outdoor amplified sound?	Yes
Please describe.	we have speakers with music & to actually start the easter egg hunt
Will the event generate excessive noise or amplified sound after 10 pm? All events generating noise after 10 pm require a variance from the Village Board.	No
Will alcohol be sold?	No, alcohol will not be sold.
Will alcohol be consumed?	Yes
Will minors be present where alcohol is served? All events that allow for the presence of minors where alcohol is served require a variance from the Village Board.	Yes, a variance is requested as part of this application
Will a Village park be used?	Yes
Please identify the park.	William McFarland
Will the event involve tents or any other activities that will require digging or turf disturbance?	No
Has this event been previously approved in prior years by the Village?	Yes
When? (Month / Year)	since 2016 I think?
Have any of the event details changed from the prior years?	No
Will the event include any mobile food carts?	No
Will the event include any vendors?	No

Required Attachments

Event Details & Security Plan

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

Event Coordinators

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

i. Event Coordinator Name
Meg Chin & the Dan Chin Homes Team

Location at Event (ex. Race Start, Supply Tent)
up by the shelter area & in the field

Time On-Site (ex. 10 am to 2pm)
9:30

Cell Phone Number
[Redacted]

Indemnification Agreement

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

Applicant Signature


Date
02/08/2024

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

Certifications

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

Applicant Signature



Date

02/08/2024

Total Amount Owed = \$100.00



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

February 9, 2024

Re: Easter Egg hunt at William McFarland Park 3/16/24

The Public Works Department does have the following conditions for this event:

- At least two weeks prior to the event contact Public Works to arrange any additional trash cans or picnic tables.
- No driving on the turf. Vehicles need to stay on pavement prior to and after the event for loading and unloading purposes.
- No parking of any vehicle on the park turf, bike paths or sidewalks.
- Turf areas that are saturated are to be avoided. Failure to do so might result in additional charges to repair ruts.

I hope your event is a success.

Best Regards,

Leon J Igl

Lee Igl
Director of Public Works

McFarland

VILLAGE OF

Police Department

6001 Broadhead St, McFarland, WI 53558 | 608.838.3151 | www.mcfarland.wi.us/police

Aaron P. Chapin | Chief of Police

DATE: February 19, 2023

TO: McFarland Village Board

FROM: Aaron P. Chapin, Chief of Police

RE: Recommendation of Approval, Annual Easter Egg Hunt

I have reviewed the Special Event Permit Application submitted for the Community Easter Egg Hunt Event to be held on March 16th, 2024, from 11:00 am to 1:00 pm at William McFarland Park. The organizers expect roughly 500 participants. This event has occurred in the past without issues.

Note that alcohol will be served, but not sold. The organizers are also requesting an ordinance variance allowing for minors to be present where alcohol is distributed/consumed. I recommend the following requirements be placed on the applicant(s):

- Organizers will provide 1 staff member per 50 anticipated attendees, devoted to the function of assisting and directing attendees as needed.
- Each staff member will wear a brightly colored shirt, coat or vest that clearly identifies them as event staff.
- Organizers will be cognizant of the anticipated weather forecast and have a plan in place to communicate with and evacuate and/or shelter attendees in the event of severe weather.
- Organizers will dedicate, in addition to the other requirements, sufficient staff members so as to prohibit the distribution of alcohol to minors.
- Organizers agree to card (to verify age) anyone that appears to be under or close to the legal age to consume alcohol.

If you have any questions, feel free to contact me.

Thanks,



Aaron P. Chapin – Chief of Police



www.mcfarland.wi.us | 6001 Broadhead Street, McFarland, WI 53558 | 608.838.3278

February 21, 2024

Re: Event Permit Review – Annual Easter Egg Hunt

I have reviewed the submitted event application by Meg Chin, Dan Chin Homes, for the Annual Easter Egg Hunt event to occur on March 16, 2024.

The application is substantially complete and complies with the EMS and fire requirements. The event has been held previously without significant concerns occurring. There aren't any significant changes being proposed.

I recommend approval of the permit.

Sincerely,

A handwritten signature in black ink that reads "Christopher C. Dennis". The signature is written in a cursive style with a long horizontal stroke at the end.

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

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, February 27, 2024

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Public hearing regarding Ordinance 2024-05, An Ordinance to Amend the Municipal Code Concerning Impact Fees for the Public Safety Center.

PREVIOUS ACTION:

ISSUE SUMMARY:

Prior to enacting a new impact fee, Wis. Stat. 66.0617 requires the Village Board to hold a public hearing on the proposed impact fee. Background regarding this agenda item can be found under Agenda Item 7.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This agenda item is presented for public hearing only.

ATTACHMENTS:

1. Ordinance 2024-05 Public Hearing Notice

Please publish in the
McFarland Thistle on
February 15, 2024

**VILLAGE OF MCFARLAND
NOTICE OF PUBLIC HEARING
BEFORE THE VILLAGE BOARD**

NOTICE IS HEREBY GIVEN that there will be a Public Hearing before the Village Board on Tuesday February 27, 2024, at 7:00 p.m. in the Community Room of the Municipal Center, 5915 Milwaukee St., McFarland, Wisconsin, at which time interested parties and citizens shall have an opportunity to be heard concerning the following:

Ordinance 2024-05 an ordinance to amend the Municipal Code concerning the impact fee for the Public Safety Center.

Information regarding this request is available for review online at www.mcfarland.wi.us/pendingrequests or at the Village of McFarland Municipal Center, Community & Economic Development Department, 5915 Milwaukee Street, McFarland, WI 53558 (Monday-Friday, 8:00 a.m. to 4:30 p.m.).

Residents wishing to attend the meeting can do so in-person at the municipal center or via Zoom by visiting <https://us02web.zoom.us/j/81924903354> or Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 (312) 626-6799 Webinar ID: 819 2490 3354

If you cannot attend the meeting, you may submit your written comments to the Village Board by email to community.development@mcfarland.wi.us regarding the Public Safety Center or by mail to Community Development Department, Village of McFarland, P.O. Box 110, McFarland, WI 53558-0110. Submission must be received no later than the Wednesday prior to the meeting date.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, February 27, 2024

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action accept the Library Impact Fee Study and Public Facilities Needs Assessment.

PREVIOUS ACTION:

August 1, 2023 Finance Committee discussion only.

September 21, 2023 Finance Committee discussion only.

November 16, 2023 Finance Committee recommendation to accept study.

January 23, 2024 Village Board discussion only.

ISSUE SUMMARY:

Within the packet is a final copy of the Library Impact Fee Study and Public Facilities Needs Assessment prepared by the Village's consultant, Baker Tilly and Village staff. Communities that desire to collect impact fees are required to prepare Public Needs Assessments (Impact Fee Studies), which follows a prescribed process under State Statute 66.0617. The purpose of the attached draft study is to meet these state statute requirements. The purpose of impact fees is to recoup a portion of facility construction costs related to the oversizing of facilities to meet future population demand. It is common that during the construction and upgrade of public infrastructure/facilities, the majority of residents and businesses that will occupy the newly developed areas of the community may not yet be present. Development of land precedes the inhabiting of the property. While this may be an obvious fact, it holds important consequences for the public financing of new development. In order to apportion the public costs of new development fairly and responsibly, some measure must be undertaken to ensure that the entire cost of accommodating future development is not born solely by the current residents of the municipality. One such measure to accomplish this goal is the use of an impact fee on the new development to offset the initial cost to local taxpayers of satisfying the additional demand on the public infrastructure/facilities attributed to future growth of the Village.

The last Public Needs Assessment for the Library was completed in 2006 as part of the construction of the current facility. The facility was designed for a future service population (Village + surrounding towns) of 15,755, which was estimated to be reached by year 2025. The current Library impact fee is \$710 per new single family dwelling units and \$431 per duplex and multi-family dwelling units. In 2021, the Library completed a facilities study by EUA and VOGEL. This study provides the basis for estimating the future costs to add a second story to the Library to serve future service demands of the Library. Based on the analysis completed by Baker Tilly, the proposed impact fee for the second story addition is \$3,513 per single family



dwelling unit, \$2,573 per duplex and multi-family dwelling unit and \$1,306 for group quarters.

Although the 2021 Public Library Facilities Study and this Library Public Facility Needs Assessment provide justification for a future impact fee adjustment, no changes to the amount of fee collected are recommended at this time. The Village should continue to collect the current library impact fee until either:

1. The service level reaches 15,755 (the level at which the existing Library was built to serve), or
2. When the amount of impact fees collected reaches \$831,980.00 (the total 2006 impact fee for the existing Library), or
3. At which time the Library is expanded (or funds have been borrowed for the project), whichever comes first.

At that time, staff recommends updating this report prior to adopting any new Library impact fee. State Statute requires any impact fees collected to be utilized within 8 years of collection otherwise those funds must be reimbursed. The 2006 Public Needs Assessment estimated the Village would reach the 15,755 serve level by year 2025. The 2006 study also estimated the second story would be added to the Library in 2035. The Village's current 2023-2027 Capital Improvement Plan does not include expansion of the Library. This study estimates the Library's current service population is 13,722, or 884 persons less than the 15,755 service level. This equates to adding approximately 329 new single family households to the service area, assuming 2.69 persons per household. From 2006 through 2022, the Village has collected \$453,302 in Library impact fees, leaving a balance of \$378,678 to be collected based on the 2006 total library impact fee of \$831,980. Based on the above rationale, staff recommend the acceptance of the new Library Impact Fee Study but no changes in the fee collected at this time.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion, second, to accept the Library Impact Fee Study and Public Facilities Needs Assessment.

ATTACHMENTS:

1. 2024-02-19 McFarland Library Impact Fees-FINAL



Village of McFarland, Wisconsin

**Library Impact Fee Study and Public Facilities
Needs Assessment**
February 19, 2024

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Executive Summary

The purpose of this project is to evaluate and update the Village's current library impact fee.

The Village of McFarland is expected to continue to experience steady growth over the next two decades. This growth, coupled with the evolution of library services, has required the Village to expand its library facilities. A library impact fee will assist in financing the capital costs associated with these facility additions.

This document serves to establish the basis for such impact fees in accordance with Wisconsin Statute 66.0617. In addition to developing the fee structure, this document also satisfies the statutory obligation to produce a public facility needs assessment.

The Village currently charges a library impact fee as established by the following reports and ordinance:

- *Public Facilities Needs Assessment (Virchow, Krause & Company, LLP 2006)*
- *Village of McFarland (Ord No. 2006-10, §4 (15-1-24), 4/24/2006; Ord. No. 2014-02, §4, 3/31/2014)*

The Village has not changed its library impact fee amounts since original implementation in 2006. The current fee is \$710 per single-family dwelling and \$431 per multi-family dwelling.

A portion of the capital costs attributable to the library facilities will be paid by new development through impact fees. The library impact fee will be charged only to residential units in the Village of McFarland because the Village does not have statutory authority to charge the impact fee to non-residents (commercial, industrial) within the Village limits.

The impact fee was determined to be \$1,306 per person. Based on Census data regarding persons per household for owner-occupied and renter-occupied housing units, this equates to the following fees:

Type of Dwelling	Persons per HH	Cost per Person	Fee
Single Family (owner-occupied)	2.69	\$ 1,306	\$ 3,513
Multi Family (renter-occupied)	1.97	\$ 1,306	\$ 2,573
Group Quarters	1.00	\$ 1,306	\$ 1,306

The primary resources used to prepare this document include the E.D. Locke Public Library Facilities Study, dated August 12, 2021 and information provided by Village staff.

While the 2021 Public Library Facilities Study and the 2023 Public Facility Needs Assessment (this report) provide justification for a future impact fee adjustment, no changes to the amount of fee collected are recommended at this time. We recommend that the Village continue to collect its existing library impact fee until one of the following conditions is met:

- The library's service level reaches 15,755 (the level the existing library was built to serve), or when the Village's portion of the service level reaches 10,846 (the Village share of the 15,755 total service area which includes non-Village territory for which the Village can't assess an impact fee). The 2006 Public Needs Assessment estimated that the Village would reach the 15,755 service level by 2025. This study estimates the Library's current service population is 13,722, or 2,033 persons less than the 15,755 service level. Considering only the Village's portion of the service area, the 2023 population for the Village is 9,625, or 1,221 less than the 10,846 Village portion of the 2006 service level.
- The total library impact fees collected reaches \$831,980 (the total 2006 impact fee for the existing library). From 2006 through 2023, the Village has collected \$502,873 in Library impact fees, leaving a balance of \$329,107 to be collected.
- At which time the Library is expanded, or funds have been borrowed for the project, or a construction date is established. The 2006 Public Needs Assessment estimated the second story would be added to the Library in 2035. The Village's current 2023-2027 Capital Improvement Plan does not include expansion of the Library. Wis. Stat. 66.0617(9) requires impact fees that are not used within 8 years after they are collected to pay the capital costs for which they were imposed shall be refunded to the payer of fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated. Therefore, the earliest the Village should implement a new impact fee is 8 years prior to the design and construction of the second floor addition.

When one of the conditions above is met, we recommend that this report be updated prior to the adoption of a new library impact fee. We note that the Village may continue to collect the 2006 impact fee even if the service level reaches 15,755, but the Village has not yet collected the total 2006 impact fee of \$831,980. This study simply recommends that the Village update this study when the 2006 service level is reached to reassess at that point whether to continue collecting the 2006 fee or establish a new fee for the planned expansion.

All aspects of the Wisconsin statute governing impact fees (66.0617) have been considered in the preparation of this report.

Introduction

The Village of McFarland expects to experience population growth through 2040. Planning responsibly for new growth within a community is one of many challenges facing local governments. Effective accommodation of this development requires the construction of public facilities and infrastructure to serve new residents.

The Wisconsin Department of Administration estimated the Village's population to be 8,991 in 2020. Village staff estimates the population will grow to 13,378 by 2040, representing an average growth rate of approximately 219 persons per year. The Village estimates that the library has a current service population of approximately 13,772. Of this total, approximately 65% are Village residents and 35% are nonresidents.

It is common that during the construction and upgrade of public infrastructure, the majority of residents and businesses that will occupy the newly developed areas of the community may not yet be present. Development of land precedes the inhabiting of the property. While this may seem an obvious fact, it holds important consequences for the public financing of new development.

In order to apportion the public costs of new development fairly and responsibly, some measure must be undertaken to ensure that the entire cost of accommodating new development is not born solely by the current residents of the municipality. One such measure to accomplish this goal is the use of an impact fee on the new development to offset the initial cost to local taxpayers of satisfying the additional demand on the public infrastructure.

Section A – Statutory Requirements

Wisconsin's Impact Fee Statute 66.0617 clarified the previous uncertainty surrounding charging capital costs to developers. Largely sought by developers, this law prescribes the types of public infrastructure for which an impact fee may be charged, the costs which may be included in developing an impact fee, as well as the obligations on the part of the issuing municipality prior to and subsequent to the fee charged. These obligations are detailed below.

Section 66.0617(1) – Definitions:

The following definitions as outlined in Wisconsin State Statute 66.0617(1) have been addressed in the fee computation. The requirements are as follows:

- *Per Section(1)(a), “Capital costs” means the capital costs to construct, expand or improve public facilities, including the cost of land, and including legal, engineering and design costs to construct, expand or improve public facilities, except that not more than 10% of capital costs may consist of legal, engineering and design costs unless the municipality can demonstrate that its legal, engineering and design costs which relate directly to the public improvement for which the impact fees were imposed exceed 10% of capital costs. “Capital costs” does not include other noncapital costs to construct, expand or improve public facilities, vehicles; or the costs of equipment to construct, expand or improve public facilities.*

Based on the definition above, only allowable capital costs are included in the impact fee computation. Library materials and equipment are not allowable capital costs.

- *Per Section (1)(f)(1), “Public Facilities” means....libraries”.*

The projects included in the fee computation meet this definition.

- *Per Section (1)(g), “Service area” means a geographic area delineated by a municipality within which there are public facilities.*

For purposes of the library needs analysis, the service area is defined as the Village of McFarland as well as outside communities using the library facilities.

Schedule A calculates the cost of the library addition per person, regardless of whether or not the user is a resident of the Village of McFarland. It is assumed that the costs related to non-residents are not recoverable unless the McFarland Public Library negotiates an agreement involving non-resident use of the facility.

- *Per Section (1)(h), “Service standard” means a certain quantity or quality of public facilities relative to a certain number of persons, parcels of land or other appropriate measure, as specified by the municipality.*

The Village has established its level of service in Section B of this report.

Section 66.0617(6) – Standards:

This report adheres to what an impact fee should reflect according to Wisconsin State Statute 66.0617(6). The requirements are as follows:

- *Per Section (6)(a), shall bear a rational relationship to the need for new, expanded or improved public facilities that are required to serve land development.*

The impact fees found herein are for new, expanded or improved library facilities that are required to serve future developed land and the service demands that development creates.

- *Per Section (6)(am), may not include amounts for an increase in service capacity greater than the capacity necessary to serve the development for which the fee is imposed.*

The fees were developed to address the capacity necessary to service the development for which the fees are being imposed.

- *Per Section (6)(b), may not exceed the proportionate share of the capital costs that are required to serve land development, as compared to existing uses of land within the municipality.*

The capital costs which form the basis for the impact fees developed as part of this study, include the proportional share of the newly constructed and improved facilities to accommodate future growth.

- *Per Section (6)(c), shall be based upon actual capital costs or reasonable estimates of capital costs for new, expanded or improved public facilities.*

The costs used in this study are based on actual or reasonable estimates of capital costs, as provided by Village Staff.

- *Per Section (6)(d), shall be reduced to compensate for other capital costs imposed by the municipality with respect to land development to provide or pay for public facilities, including special assessments, special charges, land dedications or fees in lieu of land dedications under Chapter 236 or any other items of value.*

It is assumed that there are no other financing sources listed above that need to be taken into consideration as a part of the impact fee computation.

- *Per Section (6)(e), shall be reduced to compensate for moneys received from the federal or state government specifically to provide or pay for the public facilities for which the impact fees are imposed.*

Village staff has determined that state and federal grant funds cannot be relied upon to fund library construction projects. Therefore, the fees have not been reduced for such funds. If grant funds are received in the future they will be factored into future impact fee calculations.

Section A – Impact Fee Statutory Requirements

- *Per Section (6)(f), may not include amounts necessary to address existing deficiencies in public facilities.*

The capital costs included in the impact fee computations are not related to curing existing deficiencies.

The McFarland Public Library staff and the Space Needs Analysis supplied the forecasted costs and determined the allocation between new construction (future growth) and renovations (existing deficiencies). This allocation is required since statutes only allow impact fees for future growth; facility deficiencies are not recoverable in impact fees.

- *Per Section (6)(fm), may not include expenses for operation or maintenance of a public facility.*

The costs included in the fee computations do not include expenses for operation or maintenance of a public facility.

- *Per Section (6)(g) except as provided under this paragraph, shall be payable by the developer or the property owner to the municipality in full upon issuance of a building permit by the municipality. There are exceptions to this outlined in the statute.*

All fees will be due at the time of building permit issuance except for situations allowed for under this section of the impact fee statute.

Section 66.0617(4) – Needs Assessment:

The Impact Fee Statute also requires that a municipality prepare a public facility needs assessment for which it is anticipated that impact fees may be imposed. This document serves as the needs assessment for the Village of McFarland in the consideration of a library impact fee. In accordance with the statute, it provides each of the following required elements of the assessment:

1. *An inventory of existing public facilities, including an identification of existing deficiencies in the quantity or quality of those public facilities, for which it is anticipated that the impact fee may be imposed.*

An inventory of the Village's library facilities is reflected in Section B of this report.

2. *An identification of new public facilities, or improvements and expansions of existing public facilities that will be required because of the new land development for which it is anticipated that impact fees may be imposed. This identification shall be based upon an explicitly identified service areas and service standards.*

The future improvements and expansions are identified in Appendix A of this report. The level of service is identified in Section B. Both of these sections are found later in this report.

3. *A detailed estimate of the capital costs of providing the new public facilities or the improvements or expansions in existing public facilities previously mentioned, including an estimate of the cumulative effect of all proposed and existing impact fees on the availability of affordable housing within the political subdivision.*

Appendix A lists average cost estimates provided by the Village for library facilities. A statement of the effect on affordable housing is contained in Section D of this report.

Section 66.0617(7r) – Impact Fee Report:

- *At the time that the municipality collects an impact fee, it shall provide to the developer from which it received the fee an accounting of how the fee will be spent.*

The Village is aware of this requirement and intends to comply. The Village intends to use the fees it collects to fund the future improvements and expansions identified in Appendix A.

Section 66.0617(8) – Requirements for Impact Fee Revenues:

- *Revenues from each impact fee that is imposed shall be placed in a separate segregated interest-bearing account and shall be accounted for separately from the other funds of the municipality. Impact fee revenues and interest earned on impact fee revenues may be expended only for the particular capital costs for which the impact fee was imposed, unless the fee is refunded under sub. (9).*

The Village accounts for its impact fees in a separate general ledger account. Interest income is allocated to this account on a monthly basis.

Section 66.0617(9) – Refund of Impact Fees:

Except as provided in this subsection, impact fees that are not used within 8 years after they are collected to pay capital costs for which they were imposed shall be refunded to the payer of fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated, as described in sub. (8). Impact fees that are collected for capital costs related to lift stations or collecting and treating sewage that are not used within 10 years after they are collected to pay the capital costs for which they were imposed, shall be refunded to the payer of the fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated, as described in sub. (8). The 10-year time limit for using impact fees that is specified under this subsection may be extended for 3 years if the municipality adopts a resolution stating that, due to extenuating circumstances or hardship in meeting the 10-year limit, it needs an additional 3 years to use the impact fees that were collected.

The resolution shall include detailed written findings that specify the extenuating circumstances or hardship that led to the need to adopt a resolution under this sub-section. For purposes of the time limits in this subsection, an impact fee is paid on the date the developer obtains a bond or irrevocable letter of credit in the amount of the unpaid fees executed in the name of the municipality under sub. (6) (g).

According to Village management, the Village has spent down its impact fee collections in accordance with state statute guidance and no refunds have been made to date.

NOTE: The impact fee requirements outlined in this section are subject to change by the legislature at any time. Refer to the state statute for the impact fee statutory requirements.

Section B – Inventory of Proposed Facilities

Inventory of Existing Library Facilities

The Village's existing library is approximately 17,820 square feet. The initial impact fee was determined upon original construction of the library and was designed to accommodate a service population of 15,755, or 1.13 square feet per person. The Library's current service population is 13,722. The proposed expansion is approximately 16,540 additional square feet above to the existing library space (expanding up). The new facility will accommodate a 2040 service population of 20,355. The projected 2040 service population is based on the following factors:

- 2040 projected Village population (13,378)
- 2040 projected Village circulation levels (103,477)
- 2040 projected non-Village circulation levels (53,953)

Source: Village Staff

Per the estimates above, residents of the Village represent 65.72% of the projected 2040 circulation level ($103,477 / (103,477 + 53,953) = 65.72\%$) and non-Village patrons represent 34.28% of circulation ($53,953 / (103,477 + 53,953) = 34.28\%$). Therefore, the Village's service level and projected population of 13,378 results in a total population served of 20,355 ($13,378 / 65.72\% = 20,355$). The difference between the 2040 projected service population and the projected 2040 Village population indicates the population served of non-Village patrons is 6,977 ($20,355 - 13,378 = 6,977$).

This information fulfills the obligation under the Impact Fee Statute to give an inventory of the existing public infrastructure prior to development and the imposition of impact fees.

Service Standard - Library

The levels of service related to the library are part of the Public Library Standards issued by the Wisconsin Department of Public Instruction. The three levels of service are:

- Tier One – the minimum services that should be available to all residents of the state
- Tier Two – an expansion of services beyond the basic
- Tier Three – the highest level of service

The standards are met by meeting specific criteria as follows:

- Full time equivalent staff per 1,000 service population
- Volumes held per capita (print)
- Periodical titles received per 1,000 population (print)
- Audit recordings held per capita
- Video recordings held per capita
- Public Use Internet computers per 1,000 population
- Hours open
- Materials expenditures per capita
- Collection size (print, audio and video) per capita

Section B – Inventory of Proposed Facilities

The proposed facility has been sized to accommodate a collection which will allow the library to meet either the Tier 1 or Tier 2 level of collection size. Projected 2040 service level standards according to current DPI standards as well as Village projections are shown below.

Some standard levels drop considerably at populations above 13,000. This is particularly noticeable when comparing the 2020 levels against the projected 2040 levels for video recordings and public use internet computers in the second table below.

Quantitative Library Standards by Municipal Population (13,000-18,999)	Tier 1 Standard	Tier 2 Standard	Village Proposed 2040
Full time equiv. staff per 1,000 population	0.7	0.8	Tier 2
Volumes held per capita (print)	4.5	5.3	Tier 1
Periodical subscriptions held per 1,000 population (print)	8.7	10	Tier 1
Audio recordings held per capita	0.34	0.42	Tier 1
Video recordings held per capita	0.52	0.59	Tier 2
Public use Internet computers per 1,000 population	1.11	1.52	Tier 1
Hours open	61	63	Tier 1
Materials expenditures per capita	\$5.92	\$7.34	Tier 2
Collection size (print, audio and video) per capita	5.4	6.3	Tier 1

Quantitative Library Standards by Municipal Population (13,000-18,999)	2020 Levels	Proj. 2040 Based on DPI Standards
Population	8,952	13,378
Full time equivalent staff	10.18	10.7
Volumes held	58,847	60,201
Periodical subscriptions held	100	116
Audio recordings held	3,876	4,549
Video recordings held	8,187	7,893
Public use Internet computers	15	15
Hours open	59	61
Materials expenditures	\$80,843	\$98,195
Collection size (print, audio and video)	71,229	72,241

Section C – Impact Fee Methodology

Impact Fee Methodology

The proposed impact fee examined in this report is intended for the partial recovery of public costs associated with the expansion to the Village's library facilities. These improvements will be required as a result of projected growth and development of the Village and surrounding area. The Impact Fee Statute requires the proposed fee to bear a rational relationship to capital costs as well as to be proportional to the use of the added public facilities costs. The total amount to be collected through impact fees is calculated based on the proportional share of the increase in library facilities generated by the new growth in the Village.

Impact Fee Computation

The impact fee was determined to be \$1,306 per person. Based on Census data regarding persons per household for owner-occupied and renter-occupied housing units, this equates to the following fees:

Type of Dwelling	Persons per HH	Cost per Person	Fee
Single Family (owner-occupied)	2.69	\$ 1,306	\$ 3,513
Multi Family (renter-occupied)	1.97	\$ 1,306	\$ 2,573
Group Quarters	1.00	\$ 1,306	\$ 1,306

While the 2021 Public Library Facilities Study and the 2023 Public Facility Needs Assessment (this report) provide justification for a future impact fee adjustment, no changes to the amount of fee collected are recommended at this time. We recommend that the Village continue to collect its existing library impact fee until one of the following conditions is met:

- The library's service level reaches 15,755 (the level the existing library was built to serve), or when the Village's portion of the service level reaches 10,846 (the Village share of the 15,755 total service area which includes non-Village territory for which the Village can't assess an impact fee). The 2006 Public Needs Assessment estimated that the Village would reach the 15,755 service level by 2025. This study estimates the Library's current service population is 13,722, or 2,033 persons less than the 15,755 service level. Considering only the Village's portion of the service area, the 2023 population for the Village is 9,625, or 1,221 less than the 10,846 Village portion of the 2006 service level.
- The total library impact fees collected reaches \$831,980 (the total 2006 impact fee for the existing library). From 2006 through 2023, the Village has collected \$502,873 in Library impact fees, leaving a balance of \$329,107 to be collected.
- At which time the Library is expanded, or funds have been borrowed for the project, or a construction date is established. The 2006 Public Needs Assessment estimated the second story would be added to the Library in 2035. The Village's current 2023-2027 Capital Improvement Plan does not include expansion of the Library. Wis. Stat. 66.0617(9) requires

Section C – Impact Fee Methodology

impact fees that are not used within 8 years after they are collected to pay the capital costs for which they were imposed shall be refunded to the payer of fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated. Therefore, the earliest the Village should implement a new impact fee is 8 years prior to the design and construction of the second floor addition.

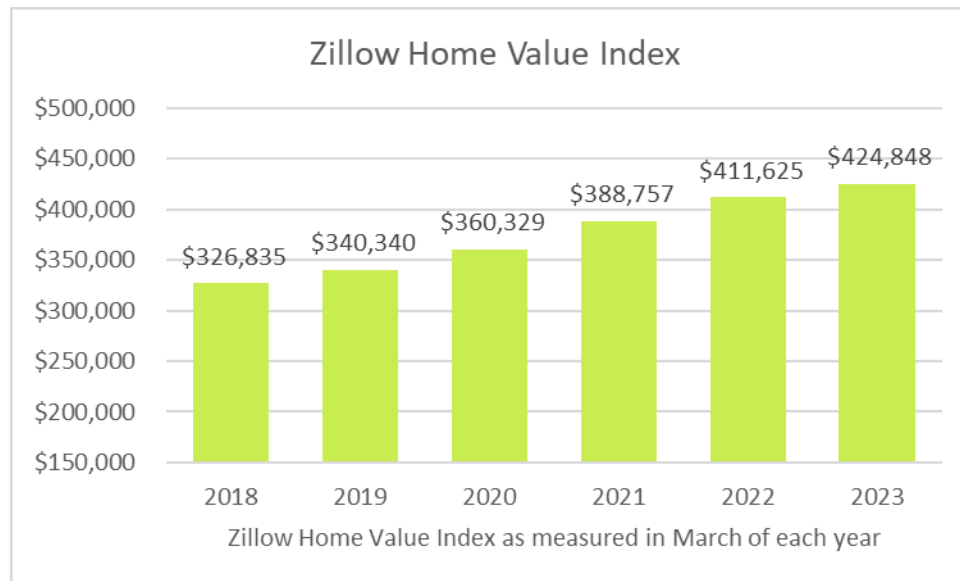
When one of the conditions above is met, we recommend that this report be updated prior to the adoption of a new library impact fee. Noting, that the Village may continue to collect the 2006 impact fee even if the service level reaches 15,755, but the Village has not yet collected the total 2006 impact fee of \$831,980. This study simply recommends that the Village update this study when the 2006 service level is reached to reassess at that point whether to continue collecting the 2006 fee or establish a new fee for the planned expansion.

Details of the impact fee computation can be found in Appendix A.

Section D – Impact Fee Collection

Low-Cost Housing

In general, the level of an impact fee in relation to average housing cost should not impede the affordability of low-cost housing. This section will examine the potential effects of the proposed impact fee on the housing affordability in the Village. According to Zillow, the median home value in McFarland in March of 2023 was estimated at \$424,848.



Assuming that a homebuyer makes a down payment of 20% and takes a mortgage for the remaining 80% at an interest rate of 5%, the average monthly mortgage payment would be approximately \$1,825.

Existing impact fees for water and parks total \$9,266, which translates to a monthly payment of \$50 on a mortgage as described above. The proposed public safety impact fee would add \$2,285 to this amount, or approximately \$12 per month. The proposed library impact fee would add \$3,513 to this amount, or approximately \$19 per month.

If these impact fees were not included in the cost of a new home, the cost of the home would be \$409,785, resulting in a mortgage amount of \$327,828 and monthly payments of \$1,760. Comparing the two sets of values, we observe that impact fees add 3.68% to the cost of a median home in the Village of McFarland.

2023 existing fees are per Village Ordinances, Appendix A

Mortgage payment calculation	Amount	Monthly
Median home price:	\$ 424,848	\$ 2,280.68
less 20% down payment:	\$ (84,970)	\$ (456.14)
Mortgage principal & payments:	\$ 339,878	\$ 1,824.54
Existing impact fees	Amount	Monthly
Park improvement impact fee ⁽¹⁾ :	\$ 3,059	\$ 16.42
Park-land impact fee ⁽¹⁾ :	\$ 4,717	\$ 25.32
Public water impact fee ⁽²⁾ :	\$ 1,490	\$ 8.00
Proposed impact fees	Amount	Monthly
Public safety impact fee:	\$ 2,285	\$ 12.26
Public library impact fee ⁽³⁾ :	\$ 3,513	\$ 18.86
Total impact fees:	\$ 15,063	\$ 80.86
Mortgage without impact fees	Amount	Monthly
Mortgage principal & payments:	\$ 327,828	\$ 1,760
Difference		3.68%

- (1) Park impact fees are subject to annual inflationary changes.
- (2) Includes water tower and well impact fees for single-family dwelling meter under 1 inch.
- (3) The existing Library impact fee of \$710 per single-family dwelling is recommended to remain steady as described in the Executive Summary. The table above describes how a change to that impact fee would impact the purchase price and monthly mortgage payment for a median priced home in McFarland.

Information from the federal department of Housing and Urban Development indicates that the 2023 Low Income (80%) Limit for Dane County is \$94,650. The monthly mortgage payments calculated above are the equivalent of 22.4% of the Low Income Limit before impact fees, and 23.1% if impact fees are included.

The impact fee statute allows for waived or reduced fees on new development that is approved for affordable housing. If a portion of the project has been approved for affordable housing, then the fee may be adjusted accordingly at the discretion of the Village Board.

Impact Fee Collection

Accounting

Revenues from impact fees shall be placed in a segregated interest-bearing account separate from the other funds of the Village. Impact fee revenues and interest may be expended only for capital costs for which the impact fees were imposed. Impact fees that are collected, but not used for which they were imposed within the time period specified per Wisconsin Statutes 66.0617(9), which is currently eight years, shall be refunded to the to the payer of fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated.

Imposition of the Fee

All impact fees will be due at the time of building permit issuance unless otherwise agreed to by the Village Board per the terms of any approved development agreements.

Updates to the Report

This study should be updated periodically based on changes to library cost information, as the library addition is not projected to begin until 2028, according to Village staff. This will allow for changes in projected growth, project cost estimates, or other projects to be incorporated into the fee.

The Village may also wish to adjust the fee periodically based on the Engineering News Record Municipal Cost Index or by utilizing the Consumer Price Index-All Urban Consumers-Midwest Region prepared by the United States Department of Labor, which is its current practice for park improvement impact fees. If the actual library expansion costs are lower than those used in this report, the Village will need to refund the excess.

Section E – Compliance with Wisconsin Impact Fee Requirements

See Wisconsin State Statute 66.0617 for the detailed process.

The process followed and information utilized in developing the fees included in this study pursuant to Wisconsin Statutes includes the following steps and documents:

- Requires a Public Hearing:
 - Class 1 notice under Chapter 985
 - Provide copy of proposed ordinances
 - Provide public facilities needs assessment
- Based on a Public Facilities Needs Assessment: (for facilities included in the impact fee calculation)
 - Inventory of existing facilities, including deficiencies
 - Identification of new public facilities
 - Estimated (or actual) capital cost of new public facilities
 - Effect of recovering capital costs on affordable housing
 - Available for public inspection at least 20 days before hearing
- Follow Impact Fee Standards:
 - Rational relationship to the need for new facilities
 - Proportionality
 - Actual costs or reasonable estimates
 - Net of other charges
 - Net of grants
 - Must exclude improvements to address deficiencies
 - May not include expenses for operation or maintenance of a public facility
 - Payable by a developer or property owner to the Village in full upon the issuance of a building permit by the Village
- Establish Accounting Requirements:
 - Use of funds restricted
 - Subject to refund
- Specify Appeal Procedure

Appendix A

Calculation of Impact fees

Cost Summary	Amount
Building costs - new construction	7,424,887
Building costs - renovations	3,940,504
Other costs - electrical, fixtures, signage	2,077,148
Survey & soils analysis	20,101
Professional design fees	1,022,885
Subtotal	14,485,525
Less renovations	(3,940,504)
Total cost	10,545,021

Construction amounts come from the Facilities Study completed August 12, 2021 by EUA and VOGEL. Per the Facilities Study, costs were based on construction in 2022. The study recommended inflating costs by 5% for each year construction is delayed after 2022. Per Village staff, the starting year for construction is currently estimated to be 2028.

Space needs were estimated from a 2040 service population based on Village population projections. The allocation of residents vs. non-residents was based on the Village's projected circulation within the Village vs. non-resident circulation. These estimates are summarized in the table below:

Service Population	2025	2040	Growth	Circulation	Percent
Village residents	10,451	13,378	2,927	103,447	65.72%
Non-residents	5,304	6,977	1,673	53,953	34.28%
Total	15,755	20,355	4,600	157,400	100%

The construction plans to add 16,540 square feet of library space, resulting in total library space of 34,360 square feet. Total service population is expected to be 20,355, resulting in a ratio of 1.69 square feet per person. This would represent an increase of 0.56 square feet per person over the current level.

Floor Area	Existing	Planned	Increase
Library area (sq ft)	17,820	34,360	16,540
Service population	15,755	20,355	4,600
Area per person	1.13	1.69	0.56

We allocate the 16,540 square feet of new space between existing and new users based on the ratios above. As seen in the table below, the calculations result in 8,775 square feet allocated to existing users and 7,765 square feet to new users.

Floor Area Allocation	Population	Sq Ft per Population	Area Allocated
Existing library users	15,755	0.56	8,775
New library users	4,600	1.69	7,765
Total new floor area			16,540

Reviewing the total square feet allocated to new and existing users, we confirm that the total allocations result in a consistent ratio for each class of user.

Floor Area Allocation	Population	Total Sq Ft	Sq Ft per Population
Existing library users	15,755	26,595	1.69
New library users	4,600	7,765	1.69

We next use the allocated square footage calculations to allocate the related construction costs between existing and new users. As noted earlier, the construction costs used in these calculations are based on 2022 estimates. Actual construction costs are likely to be considerably higher when the library project is eventually undertaken.

Construction Cost Allocation	Existing Users	New Users	Total
Building costs - new construction	3,939,153	3,485,734	7,424,887
Building costs - renovations	3,940,504	-	3,940,504
Other costs - electrical, fixtures, signage	-	2,077,148	2,077,148
Survey & soils analysis	-	20,101	20,101
Subtotal	7,879,657	5,582,983	13,462,640
Professional design fees	598,693	424,192	1,022,885
Total cost	8,478,350	6,007,175	14,485,525

Per the calculations shown above, the construction costs allocated to new users work out to \$6,007,175. Total new users were estimated at 4,600, of which 1,673 (36.3%) were estimated to reside outside of the village. Removing the share of costs for new users outside of the village leaves \$3,822,392 in recoverable costs. Dividing this amount by the 2,927 anticipated new residents, we arrive at a library cost of \$1,306 per person.

Fee Calculation	Amount
Total cost allocated to new users	\$ 6,007,175
Less cost of users outside of Village (36.3%)	(2,184,784)
Total cost to new Village residents	3,822,392
Estimated new residents	2,927
Cost per new resident	\$ 1,306

Applying the per-person cost to different types of dwellings, we get the total library fees shown below:

Type of Dwelling	Persons per HH	Cost per Person	Fee
Single Family (owner-occupied)	2.69	\$ 1,306	\$ 3,513
Multi Family (renter-occupied)	1.97	\$ 1,306	\$ 2,573
Group Quarters	1.00	\$ 1,306	\$ 1,306

While the 2021 Public Library Facilities Study and the 2023 Public Facility Needs Assessment (this report) provide justification for a future impact fee adjustment, no changes to the amount of fee collected are recommended at this time. We recommend that the Village continue to collect its existing library impact fee until one of the following conditions is met:

- The library's service level reaches 15,755 (the level the existing library was built to serve), or when the Village's portion of the service level reaches 10,846 (the Village share of the 15,755 total service area which includes non-Village territory for which the Village can't assess an impact fee). The 2006 Public Needs Assessment estimated that the Village would reach the 15,755 service level by 2025. This study estimates the Library's current service population is 13,722, or 2,033 persons less than the 15,755 service level. Considering only the Village's portion of the service area, the 2023 population for the Village is 9,625, or 1,221 less than the 10,846 Village portion of the 2006 service level.
- The total library impact fees collected reaches \$831,980 (the total 2006 impact fee for the existing library). From 2006 through 2023, the Village has collected \$502,873 in Library impact fees, leaving a balance of \$329,107 to be collected.
- At which time the Library is expanded, or funds have been borrowed for the project, or a construction date is established. The 2006 Public Needs Assessment estimated the second story would be added to the Library in 2035. The Village's current 2023-2027 Capital Improvement Plan does not include expansion of the Library. Wis. Stat. 66.0617(9) requires impact fees that are not used within 8 years after they are collected to pay the capital costs for which they were imposed shall be refunded to the payer of fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated. Therefore, the earliest the Village should implement a new impact fee is 8 years prior to the design and construction of the second floor addition.

When one of the conditions above is met, we recommend that this report be updated prior to the adoption of a new library impact fee. Noting, that the Village may continue to collect the 2006 impact fee even if the service level reaches 15,755, but the Village has not yet collected the total 2006 impact fee of \$831,980. This study simply recommends that the Village update this study when the 2006 service level is reached to reassess at that point whether to continue collecting the 2006 fee or establish a new fee for the planned expansion.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, February 27, 2024

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action accept the Public Safety Center Impact Fee Study and Public Facilities Needs Assessment.

PREVIOUS ACTION:

August 1, 2023 Finance Committee discussion only.

September 21, 2023 Finance Committee discussion only.

November 16, 2023 Finance Committee recommendation to accept study.

January 23, 2024 Village Board discussion only.

ISSUE SUMMARY:

Within the packet is a final copy of the Public Safety Center Impact Fee Study and Public Facilities Needs Assessment prepared by the Village's consultant, Baker Tilly and Village staff. Communities that desire to collect impact fees are required to prepare Public Needs Assessments (Impact Fee Studies), which follows a prescribed process under State Statute 66.0617. The purpose of the attached draft study is to meet these state statute requirements.

The purpose of impact fees is to recoup a portion of facility construction costs related to the oversizing of facilities to meet future population demand. It is common that during the construction and upgrade of public infrastructure/facilities, the majority of residents and businesses that will occupy the newly developed areas of the community may not yet be present. Development of land precedes the inhabiting of the property. While this may be an obvious fact, it holds important consequences for the public financing of new development. In order to apportion the public costs of new development fairly and responsibly, some measure must be undertaken to ensure that the entire cost of accommodating future development is not born solely by the current residents of the municipality. One such measure to accomplish this goal is the use of an impact fee on the new development to offset the initial cost to local taxpayers of satisfying the additional demand on the public infrastructure/facilities attributed to future growth of the Village.

The Village currently does not have an existing Public Safety Center impact fee. Unlike the existing Library and Park impact fees, the Public Safety Center impact fee would be applicable to both new residential development and new commercial/industrial development as fire, EMS, and police services are necessary to support commercial/industrial development. Based on the analysis completed by Baker Tilly, the proposed impact fee as of July 5, 2023 is:

- \$2,285.00 per single family dwelling unit,
- \$1,673.00 per duplex and multi-family unit



- \$849.00 for group quarters.
- \$1,216.00 per 1,000 square feet for commercial and industrial development.

These impact fee estimates assume that the Village is unsuccessful in its litigation to compel the Village's insurance provider to pay for the full cost of the sink hole. The final report also does not include the final IRS-IRA Direct Pay incentives for the project. A final determination on both the payment of the sink hole costs and the actual amount of IRA Direct Pay incentives may take several months to resolve. Given that the PSC building is now occupied, staff is suggesting that the Village accept the report and approve Ordinance 2024-05. When a final determination has been made regarding the party responsible for payment of the sink hole, and final incentive payments are known, staff can complete a true-up of the impact fees. This can be addressed through a small amendment to the Impact Fee Study and an ordinance to update Appendix A. These changes could be targeted for completion by year-end 2024 and go into effect January 1, 2025.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

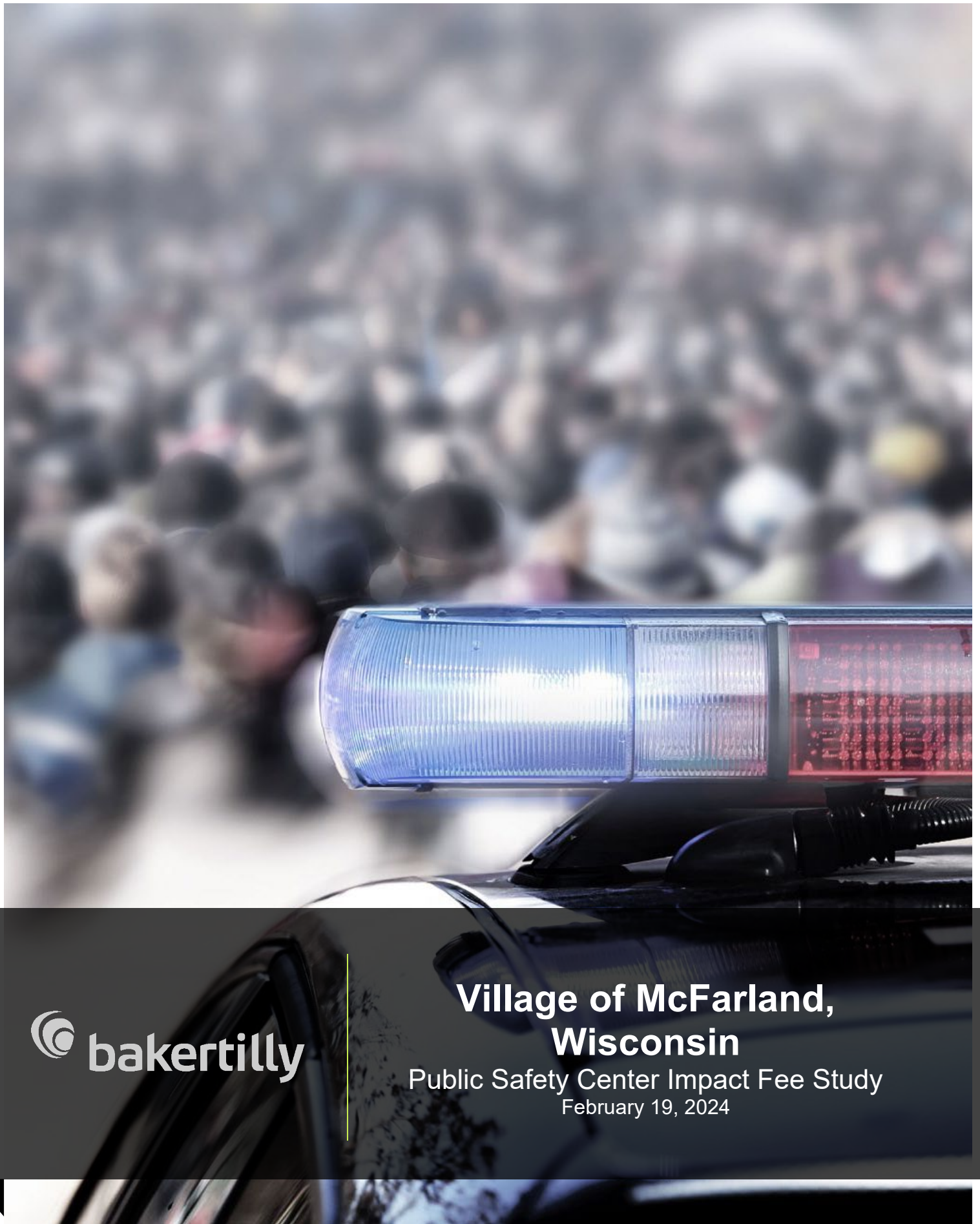
ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion, second, to accept the Public Safety Center Impact Fee Study and Public Facilities Needs Assessment.

ATTACHMENTS:

1. 2024-02-19 McFarland PSC Impact Fees-FINAL



Village of McFarland, Wisconsin

Public Safety Center Impact Fee Study
February 19, 2024

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Executive Summary

The purpose of this project is to prepare a new impact fee to recover a portion of the costs associated with the new Public Safety Center that will serve new growth in the Village of McFarland, Wisconsin.

The Village is expected to experience steady growth through 2050, the period for which Village staff has indicated the new Public Safety Center will be sufficiently sized.

This document serves to establish the basis for such an impact fee in accordance with Wisconsin Statute 66.0617. In addition to developing the fee structure, this document also satisfies the statutory obligation to produce a public facility needs assessment.

A portion of the capital costs attributable to the Public Safety Center facilities will be paid by new development through an impact fee. The impact fee will be charged to residential units as well as commercial and industrial development projected to occur in the Village of McFarland.

All aspects of the Wisconsin statute governing impact fees (66.0617) have been considered in the preparation of this report. The primary resources used to prepare this document include the Bray Architect report, dated June 25, 2021, the Village's Facilities Master Plan, dated June 20, 2017, the Public Safety Analysis Report, dated February 2019 and information from Village staff.

Impact fees for specific property types were calculated as follows:

Property Type	Impact Fee
Single-Family:	\$2,285 per unit
Multi-Family:	\$1,673 per unit
Group Quarters:	\$849 per unit
Commercial/Industrial:	\$1,216 per 1,000 sq. ft.

The details of the impact fee computation can be found in Appendix A.

This study should be read in conjunction with these resources. We provide no assurance on the accuracy of these resources used to develop this study.

Introduction

The Village of McFarland anticipates significant population growth from the present through the year 2050. Planning responsibly for new growth within a community is one of many challenges facing local governments. Effective accommodation of new development requires the construction and upgrade of public facilities and infrastructure to serve new residents.

Per the Wisconsin Department of Administration, the Village's population was estimated at 8,991 in 2020. Village management estimates that the population will grow to 16,318 by 2050, which equates to an average of approximately 244 persons per year.

The Village has a full-service Police Department ("Department") that provides law enforcement services 24 hours a day to Village residents and businesses. The Department responds to requests for service, provides protective patrols and investigates criminal activity in the Village. It also provides K-9 services and runs an extensive outreach program to engage community members.

The Village also has a full-service Fire Department which provides Advanced Emergency Medical Technician level of care. In addition to McFarland, the Fire Department also serves the Towns of Dunn and Pleasant Springs. Call volumes have been approximately 1,200 per year, with a typical year showing 70% EMS-related calls (lift assist and vehicle accidents) and 30% fire suppression calls.

Source: [Call Statistics | McFarland, WI](#)

To provide the facilities and space required for the public safety resources needed for current and future residents, the Village is constructing a new Public Safety Center to house its Police, Fire and Emergency Medical Services staff and equipment.

It is common that during the planning and construction of new public infrastructure, much of the residential and commercial development which drive demands for service may not yet be present in the community. While this may seem like an obvious observation, it holds important consequences for the financing of new public buildings and infrastructure.

In order to apportion the public costs of new development fairly and responsibly, some measure must be undertaken to ensure that the cost of accommodating new development is not borne solely by the current residents of the municipality. One such measure to accomplish this goal is the use of an impact fee on new development to offset the initial cost to local taxpayers of satisfying the additional demand on the public infrastructure.

Section A – Statutory Requirements

Wisconsin's Impact Fee Statute 66.0617 clarified the previous uncertainty surrounding the assignment of capital costs to developers. Largely sought by developers, this law prescribes the types of public infrastructure for which an impact fee may be charged and the specific types of costs which may be included, as well as the obligations on the part of the issuing municipality prior to and subsequent to charging an impact fee. These obligations are detailed below.

Section 66.0617(1) – Definitions:

The following definitions as outlined in Wisconsin State Statute 66.0617(1) have been addressed in the fee computation. The requirements are as follows:

- *Per Section(1)(a), “Capital costs” means the capital costs to construct, expand or improve public facilities, including the cost of land, and including legal, engineering and design costs to construct, expand or improve public facilities, except that not more than 10% of capital costs may consist of legal, engineering and design costs unless the municipality can demonstrate that its legal, engineering and design costs which relate directly to the public improvement for which the impact fees were imposed exceed 10% of capital costs. “Capital costs” does not include other noncapital costs to construct, expand or improve public facilities, vehicles; or the costs of equipment to construct, expand or improve public facilities.*

Based on the definition above, only allowable capital costs are included in the impact fee computation. Vehicles and equipment are not allowable capital costs.

- *Per Section (1)(f)(1), “Public Facilities” means....fire protection facilities, law enforcement facilities, emergency medical facilities...”.*

The projects included in the fee computation meet this definition.

- *Per Section (1)(g), “Service area” means a geographic area delineated by a municipality within which there are public facilities.*

For purposes of the Public Safety Center needs analysis, the service area is defined as the Village of McFarland as well as outside communities using the fire/EMS services.

Schedule A calculates the cost of public safety facility per household and per 1,000 square feet of floor area or other developed areas, including accessory structures, but not including parking lots for non-residential development. Costs related to provision of fire/EMS services to non-residents have been excluded from the calculations.

- *Per Section (1)(h), “Service standard” means a certain quantity or quality of public facilities relative to a certain number of persons, parcels of land or other appropriate measure, as specified by the municipality.*

The Village has established its level of service in Section B of this report.

Section 66.0617(6) – Standards:

This report adheres to what an impact fee should reflect according to Wisconsin State Statute 66.0617(6). The requirements are as follows:

- *Per Section (6)(a), shall bear a rational relationship to the need for new, expanded or improved public facilities that are required to serve land development.*

The impact fees found herein are for new, expanded or improved public safety facilities that are required to serve future developed land and the service demands created by that development.

- *Per Section (6)(am), may not include amounts for an increase in service capacity greater than the capacity necessary to serve the development for which the fee is imposed.*

The fees were developed to address the capacity necessary to service the anticipated development for which the fees are being imposed.

- *Per Section (6)(b), may not exceed the proportionate share of the capital costs that are required to serve land development, as compared to existing uses of land within the municipality.*

The impact fees calculated for this study include the proportional share of the newly constructed and improved facilities to accommodate future growth. Costs unrelated to growth are excluded from the calculations.

- *Per Section (6)(c), shall be based upon actual capital costs or reasonable estimates of capital costs for new, expanded or improved public facilities.*

The costs used in this study are based on actual or reasonable estimates of capital costs, as provided by Village Staff.

- *Per Section (6)(d), shall be reduced to compensate for other capital costs imposed by the municipality with respect to land development to provide or pay for public facilities, including special assessments, special charges, land dedications or fees in lieu of land dedications under Chapter 236 or any other items of value.*

The Village currently has no capital charges as described above. Any charges implemented in the future will be factored into the Village’s impact fee calculations.

- *Per Section (6)(e), shall be reduced to compensate for moneys received from the federal or state government specifically to provide or pay for the public facilities for which the impact fees are imposed.*

The Village anticipates that it will receive \$1,182,047 in grants and incentives for construction of the new facility. These incentives reduce the proposed impact fee as outlined in Appendix A. Any additional grant funds received in the future will be factored into future impact fee calculations.

- *Per Section (6)(f), may not include amounts necessary to address existing deficiencies in public facilities.*

The public safety analysis report showed design needs of 57,830 square feet, or approximately 376 square feet/employee. If this service level were applied to the Village's current number of employees, the space requirement would be 30,980 square feet, which is 7,202 square feet larger than the existing facility. We treat this as a current deficiency, and the calculated impact fees do not include the costs of 7,202 square feet needed to remedy the deficiency.

- *Per Section (6)(fm), may not include expenses for operation or maintenance of a public facility.*

The costs included in the fee computations are related to construction and do not include operating or maintenance expenses.

- *Per Section (6)(g) except as provided under this paragraph, shall be payable by the developer or the property owner to the municipality in full upon issuance of a building permit by the municipality. There are exceptions to this outlined in the statute.*

All fees will be due at the time of building permit issuance except for situations allowed for under this section of the impact fee statute.

Section 66.0617(4) – Needs Assessment:

In addition to these requirements, the Impact Fee Statute also requires that a municipality prepare a public facility needs assessment for which it is anticipated that impact fees may be imposed. This document serves as the needs assessment for the Village of McFarland in the consideration of a public safety impact fee. In accordance with the statute, it provides each of the following required elements of the assessment:

1. *An inventory of existing public facilities, including an identification of existing deficiencies in the quantity or quality of those public facilities, for which it is anticipated that the impact fee may be imposed.*

An inventory of the Village's public safety facilities is included in Section B of this report.

Section A – Statutory Requirements

2. *An identification of new public facilities, or improvements and expansions of existing public facilities that will be required because of the new land development for which it is anticipated that impact fees may be imposed. This identification shall be based upon an explicitly identified service areas and service standards.*

The future improvements and expansions are identified in Appendix A. The level of service is identified in Section B.

3. *A detailed estimate of the capital costs of providing the new public facilities or the improvements or expansions in existing public facilities previously mentioned, including an estimate of the cumulative effect of all proposed and existing impact fees on the availability of affordable housing within the political subdivision*

Appendix A lists cost estimates provided by the Village for the public safety facilities. A statement of effects on affordable housing is included in Section D.

Section 66.0617(7r) – Impact Fee Report:

- *At the time that the municipality collects an impact fee, it shall provide to the developer for which it received the fee an accounting of how the fee will be spent.*

The Village is aware of this requirement and intends to comply. The Village intends to use the fees it collects to fund the project as identified in Appendix A.

Section 66.0617(8) – Requirements for Impact Fee Revenues:

- *Revenues from each impact fee that is imposed shall be placed in a separate segregated interest-bearing account and shall be accounted for separately from the other funds of the municipality. Impact fee revenues and interest earned on impact fee revenues may be expended only for the particular capital costs for which the impact fee was imposed, unless the fee is refunded under sub. (9).*

The Village accounts for its impact fees in a separate general ledger account. Interest income is allocated to this account on a monthly basis.

Section 66.0617(9) – Refund of Impact Fees:

Except as provided in this subsection, impact fees that are not used within 8 years after they are collected to pay capital costs for which they were imposed shall be refunded to the payer of fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated, as described in sub. (8). Impact fees that are collected for capital costs related to lift stations or collecting and treating sewage that are not used within 10 years after they are collected to pay the capital costs for which they were imposed, shall be refunded to the payer of the fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated, as described in sub.(8). The 10-year time limit for using impact fees that is specified under this subsection may be extended for 3 years if the municipality adopts a resolution stating that, due to extenuating circumstances or hardship in meeting the 10-year limit, it needs an additional 3 years to use the impact fees that were collected.

The resolution shall include detailed written findings that specify the extenuating circumstances or hardship that led to the need to adopt a resolution under this subsection. For purposes of the time limits in this subsection, an impact fee is paid on the date the developer obtains a bond or irrevocable letter of credit in the amount of the unpaid fees executed in the name of the municipality under sub. (6) (g).

According to Village management, the Village intends to spend down its impact fee collections in accordance with state statute guidance; no refunds are anticipated.

NOTE: The impact fee requirements outlined in this section are subject to revision by the Wisconsin Legislature at any time. Refer to the state statutes for the impact fee statutory requirements.

Section B – Current Facilities and Service Standards

Inventory of Existing Public Safety Facilities

The Village's existing police facility is approximately 7,748 square feet. The proposed area dedicated to police in the new Public Safety Center is approximately 20,650 square feet. A large portion of the police space is attributable to garage space needed over the next 30 years, as well as additional offices and interview rooms.

The Village's existing fire facility is approximately 15,630 square feet. The proposed area dedicated to the fire department in the new Public Safety Center is approximately 25,940 square feet. A portion of the fire space is designed to address the need for more sleep space, space for turn-out gear and exercise equipment, as well as laundry and storage areas.

The municipal court currently occupies 400 square feet in the municipal building. The new facility allots 1,160 square feet for court operations.

The remaining 10,080 square feet in the new facility will be shared common space for a total square footage of 57,830.

The new facility will accommodate a 2050 service population of 16,318 Village residents and an estimated 1,979 non-residents with fire/EMS services.

This information fulfills the obligation under the Impact Fee Statute to provide an inventory of the existing public infrastructure prior to development and the imposition of impact fees.

Service Standard - Police

The levels of service related to the police department were part of the 2019 Public Safety Analysis Report. In that analysis, the consultant reviewed the Village's current public safety practices and methods of service delivery and compared them to best practices.

Per the Public Safety Analysis completed by RW Management Group, dated February 2019, "due in part to its proximity to Madison, the Police Department does devote a measurable amount of its response time dealing with drug-related crimes. These types of crimes create an increase in property offenses, most notably burglaries." The report also states that the increase in traffic accidents have necessitated the need for patrol response.

Police Staffing – current and proposed

Police	FTEs	
	2021	2050*
Chief	1	1
Lieutenant	1	2
Sergeant	3	4
Detective	2	2
School Resource Officer	1	2
Comm. Service Officer	1	1
Patrol Officer	8	16
Investigator	0	1
Administrative Asst.	2	3
TOTALS	19	32

* 2050 staffing levels estimated by Village Staff.

Village plans to add 3 patrol & 1 investigator in next 10 years

Service Standard - Fire

The levels of service related to the fire department were also a part of the 2019 Public Safety Analysis Report. The report noted the need for “a higher level of integration” between firefighting and EMS functions. In addition, the Department has experienced difficulty in completing fire inspections. However, the biggest change in service will be the Department’s transition from Advanced EMT to Paramedic levels of service, which is projected to occur over the next five years. This change in service was considered in the fee calculation in Appendix A.

Fire Staffing – current and proposed

Fire	FTEs	
	2021	2050*
Chief	1	1
Asst. Chief	0	1
Administrative Captain	1	3
Fire Inspector/PES	1	1
Lieutenant	0	6
EMTs	6	12
Firefighters	0	18
POC Firefighters	24	35
POC Firefighters/EMTs	12	18
POC EMTs	11	16
POC Firefighters/EMRs	7	10
Administrative Assts.	0.5	1
TOTALS	63.5	122

* 2050 staffing levels estimated by Village Staff.

The proposed facility has been sized to accommodate the specific amount of staff, vehicles and equipment which will allow the Village to maintain response times due to the proximity of the proposed facility to the current facilities.

Section C – Impact Fee Methodology

Impact Fee Methodology

The proposed impact fee examined in this report is intended for the partial recovery of public costs associated with the Village's new public safety facilities. This new construction is required as a result of Village growth. The Impact Fee Statute requires the proposed fee to bear a rational relationship to capital costs and to be proportional to the use of the added public facilities costs. The total amount to be collected through impact fees is calculated based on the proportional share of the increase in facilities generated by the new growth in the Village.

Calculated Impact Fees

The impact fees related to construction of the new public safety facility were determined to be as follows:

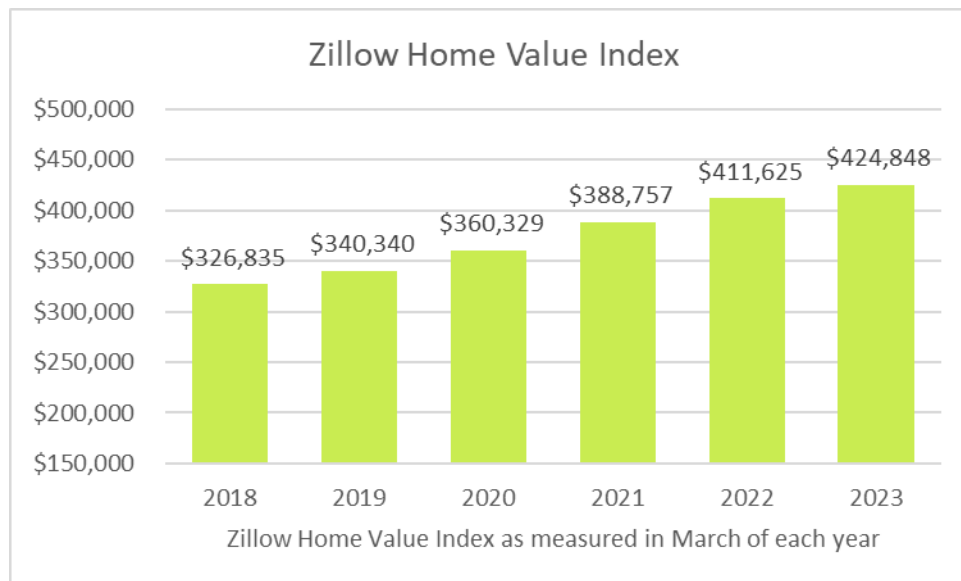
Property Type	Impact Fee
Single-Family:	\$2,285 per unit
Multi-Family:	\$1,673 per unit
Group Quarters:	\$849 per unit
Commercial/Industrial:	\$1,216 per 1,000 sq. ft.

Details of the impact fee calculation can be found in Appendix A.

Section D – Impact Fee Collection

Low-Cost Housing

In general, the level of an impact fee in relation to average housing cost should not impede the affordability of low-cost housing. This section will examine the potential effects of the proposed impact fee on the housing affordability in the Village. According to Zillow, the median home value in McFarland in March of 2023 was estimated at \$424,848.



Assuming that a homebuyer makes a down payment of 20% and takes a mortgage for the remaining 80% at an interest rate of 5%, the average monthly mortgage payment would be approximately \$1,825.

Existing impact fees for water, library and parks total \$9,976, which translates to a monthly payment of \$53.55 on a mortgage as described above. The proposed public safety impact fee would add \$2,285 to this amount, or approximately \$12 per month. If these impact fees were not included in the cost of a new home, the cost of the home would be \$412,587, resulting in a mortgage amount of \$330,070 and monthly payments of \$1,772. Comparing the two sets of values, we observe that impact fees add 2.97% to the cost of a median home in the Village of McFarland.

Section D – Impact Fee Collection

Existing fees are per Village Ordinances, Appendix A

Mortgage payment calculation	Amount	Monthly
Median home price:	\$ 424,848	\$ 2,280.68
less 20% down payment:	\$ (84,970)	\$ (456.14)
Mortgage principal & payments:	\$ 339,878	\$ 1,824.54
Existing impact fees	Amount	Monthly
Park improvement impact fee ⁽¹⁾ :	\$ 3,059	\$ 16.42
Park-land impact fee ⁽¹⁾ :	\$ 4,717	\$ 25.32
Public library impact fee ⁽²⁾ :	\$ 710	\$ 3.81
Public water impact fee ⁽³⁾ :	\$ 1,490	\$ 8.00
Proposed impact fee	Amount	Monthly
Public safety impact fee:	\$ 2,285	\$ 12.26
Total impact fees:	\$ 12,261	\$ 65.82
Mortgage without impact fees	Amount	Monthly
Mortgage principal & payments:	\$ 330,070	\$ 1,772
Difference		2.97%

(1) Park impact fees are subject to annual inflationary changes.

(2) The existing Library impact fee of \$710 per single-family dwelling is recommended to remain steady until the Village reaches a service population of 15,755.

(3) Includes water tower and well impact fees for single-family dwelling meter under 1 inch.

Information from the federal department of Housing and Urban Development indicates that the 2023 Low Income (80%) Limit for Dane County is \$94,650. The monthly mortgage payments calculated above are the equivalent of 22.5% of the Low Income Limit before impact fees, and 23.1% if impact fees are included.

The impact fee statute allows for waived or reduced fees on new development that is approved for affordable housing. If a portion of the project has been approved for affordable housing, then the fee may be adjusted accordingly at the discretion of the Village Board.

Impact Fee Collection

Accounting

Revenues from impact fees shall be placed in a segregated interest-bearing account separate from the other funds of the Village. Impact fee revenues and interest may be expended only for capital costs for which the impact fees were imposed. Impact fees that are collected, but not used for which they were imposed within the time period specified per Wisconsin Statutes 66.0617(9), which is currently eight years, shall be refunded to the payer of fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated.

Imposition of the Fee

All impact fees will be due at the time of building permit issuance unless otherwise agreed to by the Village Board per the terms of any approved development agreements.

Updates to the Report

If the actual public safety facility costs are less than those used in this report, the Village will need to refund the excess. If the actual public safety facility costs are higher than those used in this report, we recommend that the fee be adjusted accordingly.

Section E – Compliance with Wisconsin Impact Fee Requirements

See Wisconsin State Statute 66.0617 for the detailed process.

The process followed and information utilized in developing the fees included in this study pursuant to Wisconsin Statutes includes the following steps and documents:

- Requires a Public Hearing:
 - Class 1 notice under Chapter 985
 - Provide copy of proposed ordinances
 - Provide public facilities needs assessment
- Based on a Public Facilities Needs Assessment (for facilities included in the impact fee calculation):
 - Inventory of existing facilities, including deficiencies
 - Identification of new public facilities
 - Estimated (or actual) capital cost of new public facilities
 - Effect of recovering capital costs on affordable housing
 - Available for public inspection at least 20 days before hearing
- Follow Impact Fee Standards:
 - Rational relationship to the need for new facilities
 - Proportionality
 - Actual costs or reasonable estimates
 - Net of other charges
 - Net of grants
 - Must exclude improvements to address deficiencies
 - May not include expenses for operation or maintenance of a public facility
 - Payable by a developer or property owner to the Village in full upon the issuance of a building permit by the Village
- Establish Accounting Requirements:
 - Use of funds restricted
 - Subject to refund
- Specify Appeal Procedure

Appendix A

Calculation of Recoverable Costs

The estimated costs related to the public safety facility are \$23,807,691 less incentives of \$1,182,047 received by the Village. The current square footage (SF) of the areas to be combined in the new facility is 23,778 SF with a combined total of 82.5 FTEs. The proposed facility will be 57,830 SF with a useful life through 2050. At that time, the Village projects 154.0 FTEs will be needed to serve the population of the Village.

Project Costs		Facility Comparison		
Pre-development	\$ 62,838		Current	Proposed
Professional Services	\$ 1,306,453	Police SF	7,748	20,650
Owner FFE	\$ 1,132,698	Fire/EMS SF	15,630	25,940
Construction	\$ 19,697,464	Courts SF	400	1,160
Sinkhole Expenses	\$ 1,678,348	Shared SF	-	10,080
Other Project Expenses	\$ 136,518	TOTAL SF	23,778	57,830
Contingency	\$ -			
Net Earnings from Bonds	\$ (206,628)	# Employees	82.5	154.0
	\$ 23,807,691	SF per Employee	288	376
Focus on Energy rebate ⁽¹⁾	\$ (104,724)			
IRA tax incentive ⁽¹⁾	\$ (1,077,323)			
Total Costs⁽²⁾	\$ 22,625,644			
Cost per SF	\$ 391.24			

(1) Total incentive amount is based on current estimate of incentives to be received.

(2) Total construction costs are based on current estimates.

Based on the proposed building size and staffing levels in 2050, there is projected to be 376 square feet per employee in the new facility. If we apply that service standard to the Village's current number of employees, existing facilities should be approximately 30,980 SF (82.5 FTEs x 376). Current facilities are 23,778 SF. We treat the difference between these values (7,202 SF) as a current deficiency, which we do not include in our calculation of impact fees.

Proposed total SF	57,830
Current facility SF	23,778
New SF	34,052
Less calculated deficiency	(7,202)
Adjusted new SF	26,850
Cost per SF	\$ 391.24
Recoverable Costs	\$ 10,504,903

Allocating recoverable costs by the square footage of each area in the building, these costs are calculated as follows:

Department	Share	Cost
Police	35.7%	\$ 3,751,102
Fire/EMS	44.9%	\$ 4,712,039
Courts	2.0%	\$ 210,716
Shared	17.4%	\$ 1,831,047
		\$ 10,504,903

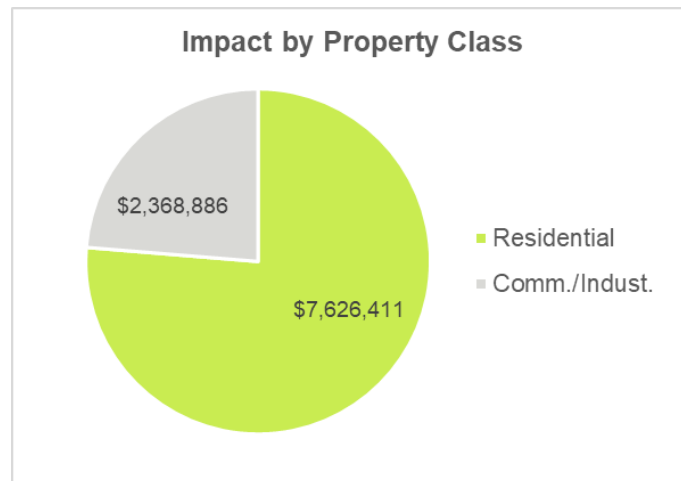
As mentioned in the body of this report, a portion of the Village's Fire/EMS capacity is used to serve areas outside of the Village boundary. Based on population projected to be served in 2050, staff estimates that approximately 89% of the service area consists of Village residents, with the remaining 11% of the service area covering the Town of Dunn and the Town of Pleasant Springs. The costs related to services provided outside the Village should not be included in the impact fee calculations. Reducing the recoverable costs for Fire/EMS services results in total recoverable costs of \$9,995,296 as shown in the table below.

Department	Recoverable	Cost
Police	100.0%	\$ 3,751,102
Fire/EMS	89.2%	\$ 4,202,432
Courts	100.0%	\$ 210,716
Shared	100.0%	\$ 1,831,047
Net Recoverable Costs		\$ 9,995,296

The calculations above are based on the most recent estimates available for project costs and incentives. Once the project is completed and final amounts are determined for construction costs, incentives and sinkhole mitigation expenses, the Village may recalculate and amend the impact fees to reflect actual final costs.

Calculation of Impact Fees

Based on the assumption that future growth will follow a pattern consistent with current development, Village staff estimates that approximately 76% of land use will be residential and 24% will be commercial/industrial in 2050. Allocating costs based on these proportions results in total recoverable costs of \$7,626,411 from new residential development and \$2,368,886 from commercial and industrial development.



Planning staff estimate that growth through 2050 will add 3,338 new housing units and 7,327 in population to the Village. Allocating residential impacts across this growth results in impact fees as shown below.

Residential Impact Fee Calculations				
Recoverable Costs - Residential			\$	7,626,411
New Housing Units				3,338
Fee per Housing Unit			\$	2,285
	Pop/HU	Ratio	Impact Fee	
Single Family	2.69	100%	\$	2,285
Multi-Family	1.97	73%	\$	1,673
Group Quarters	1.00	37%	\$	849

As shown above, the standard residential impact fee comes to \$2,285 per housing unit, based on a person-per-household ratio of 2.69. For new multi-family and group quarters construction, this impact fee is discounted based on the lower person-per-household ratios for these residential property types.

We next turn our focus to impact fees from future commercial and industrial development. Village staff reviewed assessment records for current commercial and industrial properties to estimate the density of development on these parcels. Where assessment data was missing or unclear, the data was supplemented with information from Dane County GIS sources. Each parcel was reviewed to determine its lot size and total build area. Lot sizes were adjusted to account for properties spanning more than one parcel,

and total build area was adjusted to remove unpopulated areas (e.g. garage space) and to account for multi-story structures.

After reviewing each commercial and industrial parcel and adjusting build areas and lot sizes where needed, the average floor area ratio (FAR) of commercial and industrial properties in the Village was calculated as 0.2258 (22.58%). This ratio results in an average developed area of 9,836 square feet per acre of commercial/industrial land.

Village staff estimate that approximately 198 acres of land area will be developed into commercial and industrial uses by 2050. Given these assumptions, we calculate commercial and industrial impact fees of \$1,216 per 1,000 square feet of floor area or other developed areas (including accessory structures but not including parking lots) for non-residential development, as shown below.

Commercial/Industrial Impact Fee Calculations	
Available Comm/Ind Area (acres)	198
Average FAR	22.58%
Developed sq ft per acre @ 22.58%	9,836
Estimated Comm/Ind development (sq ft)	1,947,498
Recoverable Costs - Comm./Ind.	\$ 2,368,886
Fee per 1,000 SF	\$ 1,216

For mixed-use developments which include both residential and commercial components, the impact fee would be calculated for each component based on the values described above. Assuming that the residential component of the development is multi-family housing, it would be charged the corresponding impact fee per residential unit. The commercial portion of the development would be charged an impact fee based on square footage. The development as a whole would pay an impact fee equal to the combination of the two.

As discussed in the body of the report, the calculated impact fees may need to be adjusted if the Village's facilities costs differ from estimates, or if development patterns differ significantly from the Village's projections.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, February 27, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action to approve Ordinance #2024-05: An Ordinance to Amend the Municipal Code Concerning Impact Fees for the Public Safety Center.

PREVIOUS ACTION:

ISSUE SUMMARY:

Ordinance 2024-05 amends the Municipal Code to add a new Public Safety Center impact fees based on the Public Safety Center Public Needs Assessment (Impact Fee Study). Background regarding the Public Safety Center Needs Assessment Study is provided in the prior agenda item.

With the adoption or amendment of any impact fee, an important consideration is the impact on future growth and development of the Village, particularly the impact on affordable housing.

Ordinance 2024-05 would also amend the Municipal Code to allow the Village Board to consider partial or full waivers of any Village impact fee for the purpose of developing affordable housing, similar to the authorization currently allowed for park impact fees under Sec. 8-464(d)(4). This modification provides the Village Board with the flexibility to spread out the fee reductions across multiple accounts rather than solely through the park fund. Per State Statutes, the Village Board will hold a public hearing on the impact fee changes prior to adopting the changes. Once adopted and in effect, they are applied to applicable future new development projects through the building permit.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion, second, to approve Ordinance 2024-05.

ATTACHMENTS:

1. 2024-05 Public Safety Center Impact Fees

**VILLAGE OF MCFARLAND
ORDINANCE 2024-05**

**AN ORDINANCE TO AMEND THE MUNICIPAL CODE CONCERNING IMPACT
FEES FOR THE PUBLIC SAFETY CENTER**

PURPOSE: To amend the Municipal Code to revise the regulations concerning impact fees for the Public Safety Center and to permit the Village Board to waive impact fees to facilitate the development of affordable housing.

SPONSOR: Community & Economic Development Director Bremer

RECOMMENDED REFERRAL: Finance Committee

PUBLIC HEARING: Required; Preceded by Class 1 Notice

WHEREAS, the Village of McFarland has completed construction of its Public Safety Center (the PSC) and the PSC is designed to address current public safety needs as well as anticipated public safety needs created by future commercial and residential development in the Village; and,

WHEREAS, the Village has previously used impact fees to fairly allocate the financial burdens of providing public facilities to future residents and developers; and,

WHEREAS, the Village recently completed a needs assessment addressing the need for public safety services created by future residential and commercial development; and

WHEREAS, Village staff has proposed setting an impact fee consistent with the needs assessment in order to pay for some of the capital costs in building the PSC required because of future growth in the Village; and

WHEREAS, Village staff has also proposed amending the Municipal Code to authorize the Village Board to waive impact fees in order to facilitate the development of affordable housing; and

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

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

SECTION 1: **ADOPTION** “8-466 Public Safety Center Impact Fee” of the Village of McFarland Municipal Code is hereby *added* as follows:

ADOPTION

8-466 Public Safety Center Impact Fee(*Added*)

(a) Except as otherwise provided by law, a Public Safety Center impact fee shall be collected at the time a building permit is issued for construction of any of the following:

(1) New single-family, duplex and multifamily residential dwelling units, condominium units, and additions that increase the number of dwelling units on a lot;

(2) Commercial developments and industrial developments, including new principal and accessory buildings and structures, and including additions that increase the square footage of any existing building or structure.

(b) The Public Safety Center impact fee shall be as established by the Village Board from time to time and provided in Appendix A to this Code.

(c) The following shall be exempt from a Public Safety Center impact fee:

(1) Additions to existing single-family, duplex or multi-family residential dwelling units, so long as no new dwelling units are created;

(2) Accessory structures in residential districts, and temporary structures;

(3) Tear-downs of existing single-family, duplex or multi-family residential dwelling units and replacement with new single-family, duplex or multi-family residential dwelling units with the same number of dwelling unit(s).

(4) Tear-downs of commercial or industrial buildings or structures and replacement with new commercial or industrial buildings or structures with the same or less square feet. The square footage of any replacement commercial or industrial building or structure in excess of the existing building or structure is not exempt from the Public Safety Center impact fee.

SECTION 2: **ADOPTION** “8-467 Affordable Housing” of the Village of McFarland Municipal Code is hereby *added* as follows:

ADOPTION

8-467 Affordable Housing(*Added*)

The Village Board may waive or partially waive any impact fee for the purpose of developing affordable housing. Whether to waive any impact fee, in full or in part, is a discretionary decision by the Village Board to be made on a case-by-case basis.

SECTION 3: **AMENDMENT** “23-118 Established Fees” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

23-118 Established Fees

The following fees are impact fees established by the Village pursuant to Wis. Stats. § 66.0617:

- (a) Public water impact fees pursuant to Section 8-463.
- (b) Park improvement impact fees pursuant to Section 8-464.
- (c) Park-land impact fee pursuant to Section 8-464.
- (d) Public library impact fees pursuant to Section 8-465.
- (e) Public Safety Center impact fees pursuant to Section 8-466.

State law reference(s)—Impact fees, Wis. Stats. § 66.0617.

SECTION 4: **AMENDMENT** “CHAPTER 8 - BUILDINGS AND BUILDING REGULATION FEES” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

CHAPTER 8 - BUILDINGS AND BUILDING REGULATION FEES

Section	Description	Fee
8-208	Permit for razing buildings	\$100.00/Residential; \$150.00/Commercial
8-233	Balconies, Decks and Porches:	
	New Building Residential	\$0.15 per square foot
	New Buildings Commercial	\$0.18 per square foot
	Alterations to Existing Residential or Commercial	\$150.00

	Buildings	
8-281	Application for a permit to transfer, place or dump solid fill:	\$75.00
	Additional fee per truck	\$10.00
8-341(a)	Fee for permit to move building/structure along public ROW:	\$75.00
	Additional fee for building remaining on public highway (per day)	\$75.00
8-368(a)	Permit to construct a fence	\$75.00
8-401	Building permit fee to construct, erect, or alter a swimming pool—based on value:	
	\$0.00—\$1,000.00	\$75.00
	\$1,000.00—\$25,000.00	\$75.00 + \$11.00 per \$1,000.00
	Over \$25,000.00	\$325.00 + \$5.00 per \$1,000.00 over \$25,000.00
8-463(b)	The Public Water impact fee includes both a fee for Wells and a fee for the Water Tower. For example, the public water impact fee for a 3/4-inch meter is \$1,490.00, which includes both the Well fee of \$1,117.00 and the Water Tower fee of \$373.00.	
	Public Water Impact Fee for Wells (size of meter):	
	5/8-inch	\$1,117.00
	3/4-inch	\$1,117.00
	1-inch	\$2,793.00
	1 1/4-inch	\$4,133.00
	1 1/2-inch	\$5,585.00
	2-inch	\$8,936.00
	3-inch	\$16,755.00
	4-inch	\$27,925.00

	6-inch and above	\$55,850.00
	Public Water Impact Fee for Water Tower (size of meter):	
	5/8-inch	\$373.00
	3/4-inch	\$373.00
	1-inch	\$933.00
	1 1/4-inch	\$1,380.00
	1 1/2-inch	\$1,865.00
	2-inch	\$2,984.00
	3-inch	\$5,595.00
	4-inch	\$9,325.00
	6-inch and above	\$18,650.00
8-464(b)(e)	Park improvement impact fee:	
	Type of dwelling unit:	
	Single-family	\$3,059.01
	<u>Two-family</u> , Multi-family	\$2,124.95
	Group quarters	\$1,167.56
8-464(b)(e)	Park-land impact fee (also known as fees in lieu of parkland dedication):	
	Type of dwelling unit:	
	Single-family	\$4,716.75
	<u>Two-family</u> , Multi-family	\$3,276.52
	Group quarters	\$1,800.29
8-465(b)	Public library impact fee:	
	Type of development:	
	Single-family	\$710.00
	Two-family, multifamily	\$431.00
	<u>Public Safety Center impact fee:</u>	
	<u>Type of property:</u>	
	<u>Single-family</u>	<u>\$2,285.00 per unit</u>
	<u>Two-family, Multi-family</u>	<u>\$1,673.00 per unit</u>
	<u>Group quarters</u>	<u>\$849.00 per unit</u>

<u>8-466(b)</u>	<u>Commercial/Industrial</u>	<u>\$1,216.00 per 1,000 sq. ft. of development, including accessory structures, but not including parking lots for non-residential development.</u>
	<u>Mixed Use Developments</u>	<u>Mixed Use developments shall include both the multi-family residential and commercial/industrial fees calculated for each component based on the above amounts.</u>
8-487(b)(1)	Sign permit fee	\$50.00 + \$2.00/sq. ft.
	Building permit fees:	
	New buildings—residential:	
	Per square foot of building	\$0.15 min. \$125.00
	Electronic municipal plan entry	\$150.00
	Early start permit	\$200.00
	New buildings—commercial:	
	Per square foot of building	\$0.18 min., \$125.00
	Certified municipal plan review: Building plan	\$100.00
	Plan entry fee	\$100.00 + sq. ft. fee below
	Less than 2,500 sf	\$250.00
	2,501—5,000 sf	\$300.00
	5,001—10,000 sf	\$500.00
	10,001—20,000 sf	\$700.00
	20,001—30,000 sf	\$1,100.00
	30,001—40,000 sf	\$1,400.00
	40,001—50,000 sf	\$1,900.00
	50,001—75,000 sf	\$2,600.00
	75,001—100,000 sf	\$3,300.00
	100,001—200,000 sf	\$5,400.00

8-522

200,001—300,000 sf	\$9,500.00
300,001—400,000 sf	\$14,000.00
400,001—500,000 sf	\$16,700.00
Over 500,000 sf	\$18,000.00
Certified municipal plan review: HVAC plan	
Plan entry fee	\$100.00 + sq. ft. fee below
Less than 2,500 square feet	\$150.00
2,501—5,000 square feet	\$200.00
5,001—10,000 square feet	\$300.00
10,001—20,000 square feet	\$400.00
20,001—30,000 square feet	\$500.00
30,001—40,000 square feet	\$800.00
40,001—50,000 square feet	\$1,100.00
50,001—75,000 square feet	\$1,400.00
75,001—100,000 square feet	\$2,000.00
100,001—200,000 square feet	\$2,600.00
200,001—300,000 square feet	\$6,100.00
300,001—400,000 square feet	\$8,800.00
400,001—500,000 square feet	\$10,800.00
Over 500,000 square feet	\$12,100.00
Early start permit	\$250.00
Repair work, additions or alterations to	
\$0.00 to \$1,000.00	\$75.00
\$1,000.00—\$25,000.00	\$0.20/ft ² (minimum \$150.00)
Over \$25,000.00	\$0.30/ft ² (minimum \$250.00)
Fire escapes	\$75.00
Reroofing, re-siding and windows:	
First \$500.00 or less	\$55.00

	Additional fee per \$1,000.00 of value or fractional part thereof above \$500.00	\$5.00
	Installation of elevator	\$75.00
	New, replacement or relocation of fuel oil and gasoline storage:	
	550 gallons or less	\$50.00
	551 gallons to 10,050 gallon capacity	\$10.00
	Above 10,051 gallon capacity	\$10.00
	Plus per additional 1,000 gallon capacity or	\$0.05
	Canopies, per square foot of surface:	\$0.10
	Minimum fee	\$75.00
	Awnings, for each individually supported	\$75.00
	Reinspection permit	\$75.00
	New construction UDC seal	\$35.00
8-581	Plumbing permit fee—Residential	\$75.00
	Plus per square foot of	\$0.05
	Sewer and water laterals (per lateral) and Stormwater pipe:	\$75.00
	Commercial	\$75.00 + \$0.10/ft. of pipe
	Plumbing permit fee—commercial	\$75.00
	Per square ft. Group I building	\$0.05
	Group II building	\$0.08
	Group III building	\$0.10
	Group IV building	\$0.04
	Addition or replacement of plumbing fixtures to existing	\$75.00
	Plus per fixture	\$7.00
	Red tag or reinspection fee	\$75.00
8-616	HVAC permit fee—Basic	\$75.00

	HVAC permit	
	HVAC permit fee—Fireplace or wood stove	\$75.00
	Plus per square foot—Residential	\$0.05
	Building class fee (per square foot)—Commercial:	
	Group I building	\$0.05
	Group II building	\$0.08
	Group III building	\$0.10
	Group IV building	\$0.04
	Replacement of air conditioning—Commercial	\$75.00
	Replacement of furnace—Commercial	\$75.00
	Replacement of air conditioning—Residential	\$55.00
	Replacement of furnace—Residential	\$55.00
	Addition of A/C to existing structure	\$75.00
	Alterations/additions	\$55.00 + \$5.00 per \$1,000.00 of value
	Red tag or reinspection fee	\$75.00
	All fees doubled if work commenced prior to permit	
8-645(c)	Fee for an electrical contractor, firm, person or corporation	\$75.00
8-647	New construction—Electrical:	
	Residential buildings; 1—2 family (per square foot)	\$0.05
	Commercial buildings (per square foot):	
	Group I building	\$0.05
	Group II building	\$0.08
	Group III building	\$0.10

	Group IV building	\$0.04
	Electrical permit	\$75.00/Residential; \$100.00/Commercial
	Temporary service	\$75.00/Residential; \$100.00/Commercial
	Panel/service entrance, 100 amp	\$75.00/Residential; \$100.00/Commercial
	Each additional 100 amp	\$10.00
	Additions, alterations, and repairs permit fee	\$55.00 + openings/Residential; \$85.00 + openings/Commercial
	1—5 openings	\$20.00
	6—10 openings	\$30.00
	11—15 openings	\$40.00
	16—20 openings	\$45.00
	21—25 openings	\$50.00
	26—30 openings	\$55.00
	31—35 openings	\$60.00
	36—40 openings	\$65.00
	>41—45 openings	\$70.00
	46—50 openings	\$75.00
	51—60 openings	\$80.00
	61—70 openings	\$85.00
	71—80 openings	\$90.00
	81—90 openings	\$95.00
	91—100 openings	\$105.00
	101 + openings	+ \$1.00 per opening
8-848(a)	Fees established in lieu of on-site stormwater management practices—Residential (2009):	
	Construction cost per acre	\$1,223.00
	Land cost per acre	\$550.00
	Total cost per acre	\$1,773.00

	Fees established in lieu of on-site stormwater management practices—Commercial and Industrial (2009):	
	Construction cost per acre	\$2,255.00
	Land cost per acre	\$1,388.00
	Total cost per acre	\$3,643.00
8-909(a)	Fees for erosion control plans:	
8-909(a)(1)	Simplified plan checklists	\$350.00
8-909(a)(2)	Sites larger than 20,000 square feet in area	\$500.00
8-909(a)(3)	Sites larger than two acres in area and five acres or less in area	\$750.00
8-909(a)(4)	Sites larger than five acres in area	\$750.00 plus \$1,000.00 deposit plus actual cost
8-909(b)	Fees for stormwater management plans:	
8-909(b)(1)	Stormwater management plan without detention plan	Fee equal to actual cost billed to the Village by Consultants
8-909(b)(2)	Stormwater management plan with detention plan	Fee equal to actual cost billed to the Village by Consultants

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

Tanya O'Malley, Interim
Clerk/Treasurer, Village of McFarland

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, February 27, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Krystal Johnson, DEI Strategist

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

PREVIOUS ACTION:

The Committee recommended the approved schedule regarding 2023 meetings at their November 21, 2022 meeting.

The Village Board approved the 2023 schedule for meetings at their January 10, 2023 meeting.

The Committee recommended adding Village events to the listing of Village meetings for 2023 at their July 17, 2023 meeting.

The Village Board approved the inclusion of events within the schedule at their August 8, 2023 meeting.

The DEI Committee recommended approval of the enclosed document for 2024 at its meeting on November 20, 2023.

The Village Board reviewed at its meeting on November 28, 2023 and requested the additional definitions.

The DEI Committee reviewed the definitions and made a recommendation at their meeting on February 19, 2024.

ISSUE SUMMARY:

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

The Village Board reviewed this document and did approve it, but with discussion centering around the need for definitions. Specifically, providing definitions as to what a Village specific "meeting" or "event" is so that better guidance is provided to Staff on implementing this policy.



The item is presented again to address the need for the additional definitions.

The Committee recommended the approved schedule regarding 2023 meetings at their November 21, 2022 meeting.

The Village Board approved the 2023 schedule for meetings at their January 10, 2023 meeting.

The Committee recommended adding Village events to the listing of Village meetings for 2023 at their July 17, 2023 meeting.

The Village Board approved the inclusion of events within the schedule at their August 8, 2023 meeting.

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

The Village Board adopted it at its meeting on November 28, 2023.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

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

ATTACHMENTS:

1. Amended 2024 McFarland Observed Holidays 02222024 kj

Memorandum

To: Village Board
From: Matthew G. Schuenke, Village Administrator
Krystal Johnson, DEI Strategist

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

Date: February 22, 2024

Re: 2024 McFarland Observed Holidays

Executive Summary

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

Observed Holidays

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

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

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

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

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

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

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

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

- No known conflicts.

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

- No known conflicts.

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

- No known conflicts.

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

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

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

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

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

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

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

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

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

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

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

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

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

- No known conflicts.

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

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

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

- No known conflicts.

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

- No known conflicts.

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

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

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

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

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

- No known conflicts.

Diwali (Hinduism) * – Thursday, October 31st

- No known conflicts.

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

- No known conflicts.

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

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

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

- No known conflicts.

* This is not a work-restricted holiday. Meetings and operational programs are not permissible unless otherwise specified. Social programs and events organized by village government are permissible unless otherwise specified.

The following definitions are provided:

Programs: A planned series of events or activities that are designed to achieve a specific goal.

Operational Programs: An operational program is defined as any voting/action or decision making meeting within government.

Social Programs: An informal or formal social gathering or event organized by village government.

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

Closing

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

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, February 27, 2024

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Discussion and action regarding the 2024 Street & Utility Improvements project and authorize the project for bid.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

This project involves pavement, street, and utility improvements along Ivywood Trail, Village Public Works Site, and Wisconsin Avenue. The scope of work at these locations is described as follows:

- Work at Ivywood Trail includes pulverizing of existing asphalt, pavement base repairs, spot curb and gutter replacement, and repaving. The project limits are from the intersection of Ivywood Trail and Terminal Drive to the northern termini of Ivywood Trail. The Village will be utilizing LRIP grant funds to help fund a portion of this project. The purpose of the work at this location is to repair failing pavement.
- Work at the Village Public Works site includes pavement removal and replacement, new concrete gutter, hydrant relocation, new pavement area installations, and the construction of a new bulk water filling station. The purpose of this work is to repair failing asphalt pavement, increase parking capacity at the site, and to construct a new bulk water filling station to help with the tracking and automation of bulk water purchases.
- Work at the Wisconsin Avenue location is located at the western termini of the street. This area is a location of recurring and problematic soil erosion at the location where water overtops the curb during high flow storm events and has required Village staff to make repairs sometimes multiple times in a year. The purpose of the work at this location will be to increase the capacity of the street inlets and to reconstruct the area to include a purposeful armored turf area for stormwater overflow during high flow storm events. This area also serves as a public lake access location and this work also includes improvements to the site landscaping and lake access. Work here includes casting adjustments, curb and gutter replacement, grading, turf armoring, and landscaping.

Enclosed are project exhibits and estimates for each portion of the project. Town & Country will provide an overview of the project during the meeting. Staff are recommending approval of the project and authorization for the project to go to bid.

FINANCIAL/BUDGET IMPACT:



Enclosed within the packet are cost estimates from Town & Country Engineering for each portion of the project.

- Ivywood Trail is estimated at an overall project budget of \$185,100.
- The Public Works parking lot is estimated at an overall project budget of \$201,843.
- Wisconsin Avenue Storm Sewer is estimated at an overall project budget of \$40,414.

VILLAGE PLAN REFERENCE:

[Long Range Capital Improvement Plan](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Public Works & Utility Committee will review the 2024 Street & Utility Improvements project and request to authorize the project for bid at their meeting on February 26th. A follow up report will be provided on their recommendation at the Village Board meeting.

ATTACHMENTS:

1. Ivywood Trail Resurfacing
2. Ivywood Trail Estimate
3. MC 221 Public Works Parking Lot
4. Public Works Parking Lot Estimate
5. Wisconsin Ave Storm Sewer
6. Wisconsin Avenue Storm Sewer Estimate

2024 Street and Utility Improvements
Village of McFarland
Ivywood Trail Resurfacing

4,473.57 sq yd

0153060

Feet

N

tcTOWN & COUNTRY
ENGINEERING, INC.

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

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Date: 2/21/2024
Path: J:\JOB\BIS\McFarland\Mc-00-00\Mapping\ArcGIS Pro Working Map\McFarland Working Map.aprx

CLIENT NAME:	Village of McFarland
PROJECT NAME:	Long Range CIP
	Various Streets
DATE OF ESTIMATE:	9/9/2023

															Unit Prices										
						\$ 3.50	\$ 78.00	\$ 0.50	\$ 80.00	\$ 50.00	\$ 45.00			\$ 650.00			13%	10%							
Street Name	From	To	Length	Avg. Width	Area (syd)	pulverize	1.75" Binder	Tack	1.5" Surface	Curb R&R (30%)	Base Repair (25%)	Markings	Casting Adj.	Subtotal	Eng	Contingency	Estimated Cost								
Ivywood Trail	Terminal Drive	Termini	1170	36	4680	\$ 16,380.00	\$ 36,732.15	\$ 2,340.00	\$ 32,292.00	\$ 17,550.00	\$ 42,120.00		\$ 3,042.00	\$ 150,456.15	\$ 19,559.30	\$ 15,045.62	\$ 185,100								



PROJECT NO.:
MC 221

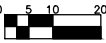
DRAWING FILE:
MC 221 BASE.DWG

DRAWN BY:
T.J.S.

CHECKED BY:
B.R.B.

DATE:
2-20-24

REVISIONS:

SCALE:


SHEET:
1

2024 STREET AND UTILITY IMPROVEMENTS
Ivywood Trail, Public Works Site, Wisconsin Ave
Village of McFarland, Wisconsin

tc

TOWN & COUNTRY
ENGINEERING, INC.

6264 Nesbitt Road
Madison, WI 53719
(608) 273-3350
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PUBLIC WORKS SITE IMPROVEMENTS

Page 106 of 121

STREET IMPROVEMENTS COST ESTIMATE

CLIENT NAME:
PROJECT NAME:

Village of McFarland
Public Works
Resurface Asphalt Parking Lot
February 21, 2024

DATE OF ESTIMATE:

PHYSICAL ASSUMPTIONS:

Existing Parking Lot Area, Sq. Yds.	3095.114
Average Base Repl. Req'd Depth, Inches:	3
2.5" Asphalt Driveway or Parking Area, Sq. Yds:	3095.114
Perimeter requiring Topsoiling, Feet:	300
Width of Topsoiling, Each Side, Feet:	2
Sawcutting Length, Feet:	200
Asphalt Safety Factor:	1.1

COST ASSUMPTIONS:

Bad Subbase Excavation Cost, Per Cu. Yd.:	\$22.00
Bad Subbase Replac. Br. Run Cost, Per Ton:	\$20.00
3/4" Crushed Aggregate Cost, Per Ton:	\$20.00
Parking Lot Pavement Cost, Per Sq. Yd.	\$20.00
Topsoil Restoration Cost, Per Sq. Yd.:	\$3.00
Seeding, Fertilizing & Mulching	
Cost, Per Sq. Yd.:	\$3.00
Sawcutting Cost, Per Lineal Foot:	\$4.00
Erosion Control Allowance, Lump Sum:	\$1,500.00
Traffic Control Allowance, Lump Sum:	\$1,500.00

Assumptions

1. Ex. gravel base can be regraded and reused

COST ESTIMATE:

Description:	Units	Unit Price	Estimated Cost
Mobilization, Bonds & Insurances	1 l.s.	\$5,808 l.s.	\$5,808
Removal & Disposal of Existing Asphalt	3095.114 s.y.	\$5.00 /s.y.	\$15,476
Grading of Existing Base Course	3095.114 c.y.	\$4.00 /c.y.	\$12,380
Excavation of Bad Materials Below Ex. Base	258 c.y.	\$22.00 /c.y.	\$5,676
3" Breaker Run Replacement of Bad Subbase	258.5 tons	\$20.00 /ton	\$5,170
3/4" Crushed Aggregate Base Course	258.5 tons	\$20.00 /ton	\$5,170
Sawcutting	200 l.f.	\$4.00 /l.f.	\$800
Asphalt Parking Lot	3404.6254 s.y.	\$20.00 /s.y.	\$68,093
Topsoil Restoration	67 s.y.	\$3.00 /s.y.	\$201
Seeding, Fertilizing & Mulching	67 s.y.	\$3.00 /s.y.	\$201
Erosion Control	1 l.s.	\$1,500.00 l.s.	\$1,500
Signing and Traffic Control	1 l.s.	\$1,500.00 l.s.	\$1,500
Bulk Filling Station and Plumbing Work	1 l.s.	\$30,000.00 l.s.	\$30,000
30" Curb and Gutter	85 l.f.	\$25.00 /l.f.	\$2,125
Hydrant and Valve Relocation	1 l.s.	\$10,000.00 l.s.	\$10,000

CONSTRUCTION SUBTOTAL

Engineering	@	13 %	\$21,333
Contingency	@	10 %	\$16,410

TOTAL

\$201,843

**2024 Street and Utility Improvements
Village of McFarland
Wisconsin Avenue Storm Sewer**

Existing Storm Outfall

Wisconsin Ave

Card Ave

Existing Inlet (Typ.)

N

0 4.25 8.5 17

Feet

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ENGINEERING, INC.

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Date: 2/21/2024
Path: J:\JOBS\McFarland\MC-221-MM 2024 Street and Utility Improvements\7. Drawings\GIS\2024 Street and Utility Improvements.aprx



Reconstruct
Pedestrian Lake Access
Stairway

Create new low
point and swale in
landscape

PEDESTRIAN
ACCESS ONLY

Raise Casting Rim

Raise Casting Rim

Raise Casting Rim

Create new low point in
top of curb for overflow

Turf Reinforcement
in overflow swale



Ongoing erosion issue

Current Overflow Path



Existing Pedestrian
Access Steps

Ongoing erosion issue

Current Low Point and
Overflow Path

Storm Sewer Estimate

CLIENT NAME:
PROJECT NAME:
DATE OF ESTIMATE:

Village of McFarland
2024 Street and Utility Improvements
Wisconsin Avenue Storm Sewer
February 21, 2024

COST ESTIMATE:

Description:	Units	Unit Price	Estimated Cost
12" Dia. Class V RCP Storm Sewer	lin. ft.	\$70.00 /lin. ft.	\$0
15" Dia. Class IV RCP Storm Sewer	lin. ft.	\$75.00 /lin. ft.	\$0
18" Dia. Class III RCP Storm Sewer	lin. ft.	\$72.00 /lin. ft.	\$0
24" Dia. Class III RCP Storm Sewer	lin. ft.	\$85.00 /lin. ft.	\$0
Street Inlets, Including Castings	each	\$2,000.00 each	\$0
Street Inlet Castings	3 each	\$1,500.00 each	\$4,500
Storm Sewer Manhole, Including Castings	each	\$2,400.00 each	\$0
Area Inlets, Including Castings	each	\$1,800.00 each	\$0
12" RCP Apron Endwalls	each	\$1,500.00 each	\$0
15" RCP Apron Endwalls, With Grates	each	\$1,800.00 each	\$0
18" RCP Apron Endwalls, With Grates	each	\$2,400.00 each	\$0
24" RCP Apron Endwalls, With Grates	each	\$3,000.00 each	\$0
Topsoil Restoration, Seeding, Fertilizing & Mulching Allowance	66.66667 sq. yd.	\$5.50 /sq. yd.	\$367
Other Erosion Control	1 lump sum	\$1,500.00 lump sum	\$1,500
Lanscaping and Access Allowance	1 lump sum	\$15,000.00 lump sum	\$15,000
Remove and Replace 30" Curb and Gutter	50 lin. ft.	\$45.00 /lin. ft.	\$2,250
Turf and Slope Reinforcement	1 lump sum	\$7,000.00 lump sum	\$7,000

CONSTRUCTION SUBTOTAL

Basic Design Eng. & Const. Admin.	@ 13 %	\$30,617
Resident Inspection	@ 4 %	\$3,980
Contingency	@ 15 %	\$1,225
		\$4,593

TOTAL

\$40,414

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, February 27, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Tanya O'Malley, Interim Clerk/Treasurer

AGENDA ITEM: Discussion and action to adopt Resolution 2024-05: A Resolution to Revise the Village of McFarland Ward Plan Following the Adoption of 2023 Wisconsin Act 94 and to Combine Municipal Wards for Voting Purposes.

PREVIOUS ACTION:

ISSUE SUMMARY:

2023 Wisconsin Act 94 was enacted on February 19, 2024 accepting new Legislative maps. The Village of McFarland was previously entirely contained within one Assembly District and one Senate District but has now been split into three Assembly Districts (46, 47, and 78) and two Senate Districts (16 and 26). This change in and of itself would have required the Village to redraw some of the existing Ward lines. However, Village staff felt that it was important to re-evaluate the polling place split in light of these new districts. New districts mean new ballot styles and staff believe it is vital to take action to ensure, to every extent possible, that every voter receives the correct ballot style. Separating the polling places by district and, therefore ballot style, will help mitigate the possibilities for error. To accomplish separating the polling places in this manner, the Village will need to revise the current wards that have been combined for voting purposes.

Previously, the Village had combined wards for voting purposes such that the northern portion of the Village would vote at the Public Safety Center and the southern portion would vote at the Municipal Center. In revising the combined wards, the percentage of voters would shift from a 50/50 split to a 60/40 split, with the northern portion of the Village having the larger percentage. Village staff believe that the Municipal Center is better suited to accommodate the larger percentage of voters.

The proposed Resolution will revise the Village's official Ward Plan to accommodate the changes needed for the new districts and would also combine the wards for voting purposes to keep the polling places separated by district and switch the polling places to account for the change in percentage.

FINANCIAL/BUDGET IMPACT:

The 2024 budget contains funding to do a direct mailer. The Village originally anticipated sending this mailer out in the fall. The Village will plan to send a mailer in early March identifying where each voter will vote.



VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion to adopt Resolution 2024-05: A Resolution to Revise the Village of McFarland Ward Plan Following the Adoption of 2023 Wisconsin Act 94 and to Combine Municipal Wards for Voting Purposes.

ATTACHMENTS:

1. 2024-05 Redistricting Ward Amendment
2. 2024-05 Exhibit A Census Block Report
3. 2024-05 Exhibit B Ward Map
4. McFarland Polling Places Map

RESOLUTION 2024-05

A RESOLUTION TO REVISE THE VILLAGE OF MCFARLAND WARD PLAN FOLLOWING THE ADOPTION OF 2023 WISCONSIN ACT 94 AND TO COMBINE MUNICIPAL WARDS FOR VOTING PURPOSES.

WHEREAS, §5.15 of the Wisconsin Statutes requires all cities, villages and towns with a population of one thousand (1,000) or more to establish municipal wards; and

WHEREAS, the Village Board adopted Resolution 2021-24 based on the results of the 2020 census; and

WHEREAS, 2023 Wisconsin Act 94 was enacted on February 19, 2024, under which state assembly districts were revised, including the forty-sixth, forty-seventh and seventy-eight assembly districts; and,

WHEREAS, §5.15(4), Wis. Stats., requires municipalities to amend their ward maps following the revision of state legislative district boundaries to assure that no such ward is divided into two or more legislative districts; and

WHEREAS, 2023 Wisconsin Act 94 caused certain wards in the Village to be divided into two or more such districts, requiring the amendment of the previously adopted ward plan.

NOW, THEREFORE, BE IT RESOLVED, that Resolution 2021-24 is hereby amended by this resolution. The Village of McFarland hereby adopts Wards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12, and the ward designations approved in Resolution 2021-24 are modified to reflect the McFarland Census Block Report, described in the attached Exhibit A, and as depicted in the McFarland Municipal Ward Plan, attached as Exhibit B.

BE IT FURTHER RESOLVED, that Wards 1 through 6 and 12, and Wards 7 through 11 as created by this Resolution are combined for voting purposes such that the polling place for each ward shall be as follows:

For Wards 1 through 6 and 12, the polling place is the McFarland Municipal Center, 5915 Milwaukee Street, McFarland, WI 53558.

For Wards 7 through 11, the polling place is the McFarland Public Safety Center, 6001 Broadhead Street, McFarland, WI 53558.

Adopted at a regular meeting of the McFarland Village Board this 27th day of February, 2024.

APPROVED:

Carolyn Clow, Village President

ATTEST:

Tanya O'Malley, Interim Clerk/Treasurer

RESOLUTION 2024 – 05	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brandt –	Jerke -
Brassington –	Fessler –
Clow –	Wreh –
Flaherty -	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

EXHIBIT A

MCFARLAND CENSUS BLOCK REPORT

Ward 1

550250105012023
550250105012024
550250105012025
550250105041012
550250105041013
550250105041014
550250105041015
550250105041016
550250105041017
550250105041018
550250105041019
550250105041020
550250105041021
550250105041022
550250105041023
550250105041024
550250105041025
550250105041026
550250105041027
550250105041028
550250105041029
550250105041030
550250105041033
550250105041034
550250105041035
550250105012043 00
550250105012044 01
550250105012046 00

Ward 2

550250105012026
550250105012027
550250105012047
550250105012048
550250105012050
550250105041001
550250105041002
550250105041003
550250105041004
550250105041005
550250105041006
550250105041007
550250105041008

550250105041009
550250105041011
550250105042000
550250105042001

Ward 3

550250105031014
550250105031015
550250105031016
550250105031027
550250105031028
550250105031029
550250105041010
550250105041037
550250105041038
550250105041039
550250105041040
550250105041041
550250105041042
550250105041043
550250105041044
550250105041045

Ward 4

550250105031010
550250105031011
550250105031012
550250105031013
550250105031018
550250105031019
550250105031020
550250105031021
550250105031022
550250105031023
550250105031024
550250105031025
550250105031026
550250105041000

Ward 5

550250105011004
550250105011007
550250105011053
550250105011054
550250105031000

550250105031001
550250105031002
550250105031003
550250105031004
550250105031005
550250105031006
550250105031007
550250114071115
550250114071116
550250114071117
~~550250120024113 00~~
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550250105031009 01
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Ward 6

~~550250105032012~~
550250105032014
550250105032015
550250105032018
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550250105041031
550250105041032
550250105041036
550250105041046
550250105041047
550250105042002
550250105042003
550250105042004
~~550250105042008~~

550250105042009

Ward 7

~~550250105032019~~
550250105032022
550250105032026
550250105032029
550250105032031
550250105032033
550250105032044
550250105032055
550250105042006
550250105042007
~~550250105042008~~

EXHIBIT A

MCFARLAND CENSUS BLOCK REPORT

550250105042005 00

550250105032043 01

Ward 8

550250105032005

550250105032006

550250105032007

550250105032008

550250105032009

550250105032010

550250105032011

~~550250105032012~~

550250105032016

550250105032017

Ward 11

~~550250120024122-00~~

Ward 12

~~550250120024113-00~~

[550250120024118 01](#)

Ward 9

550250105032020

550250105032021

550250105032023

550250105032024

550250105032025

550250105032027

550250105032028

550250105032030

550250105032032

550250105032045

550250106004024

Ward 10

550250105032002

550250105032003

550250105032004

550250105032035

550250105032037

550250105032039

550250105032040

550250105032041_01

550250105032046

550250105032047

550250105032052

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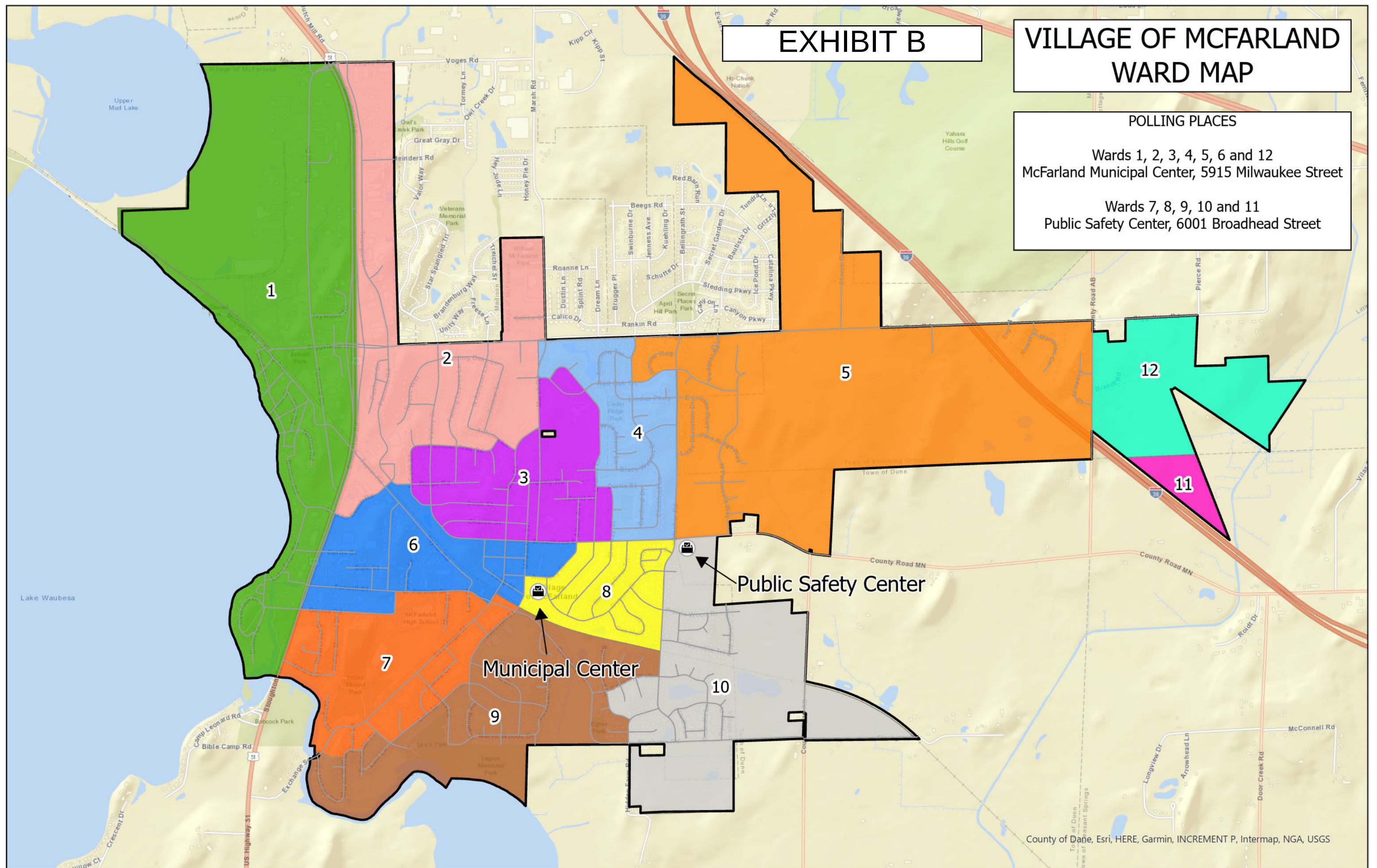
EXHIBIT B

VILLAGE OF MCFARLAND WARD MAP

POLLING PLACES

Wards 1, 2, 3, 4, 5, 6 and 12
McFarland Municipal Center, 5915 Milwaukee Street

Wards 7, 8, 9, 10 and 11
Public Safety Center, 6001 Broadhead Street

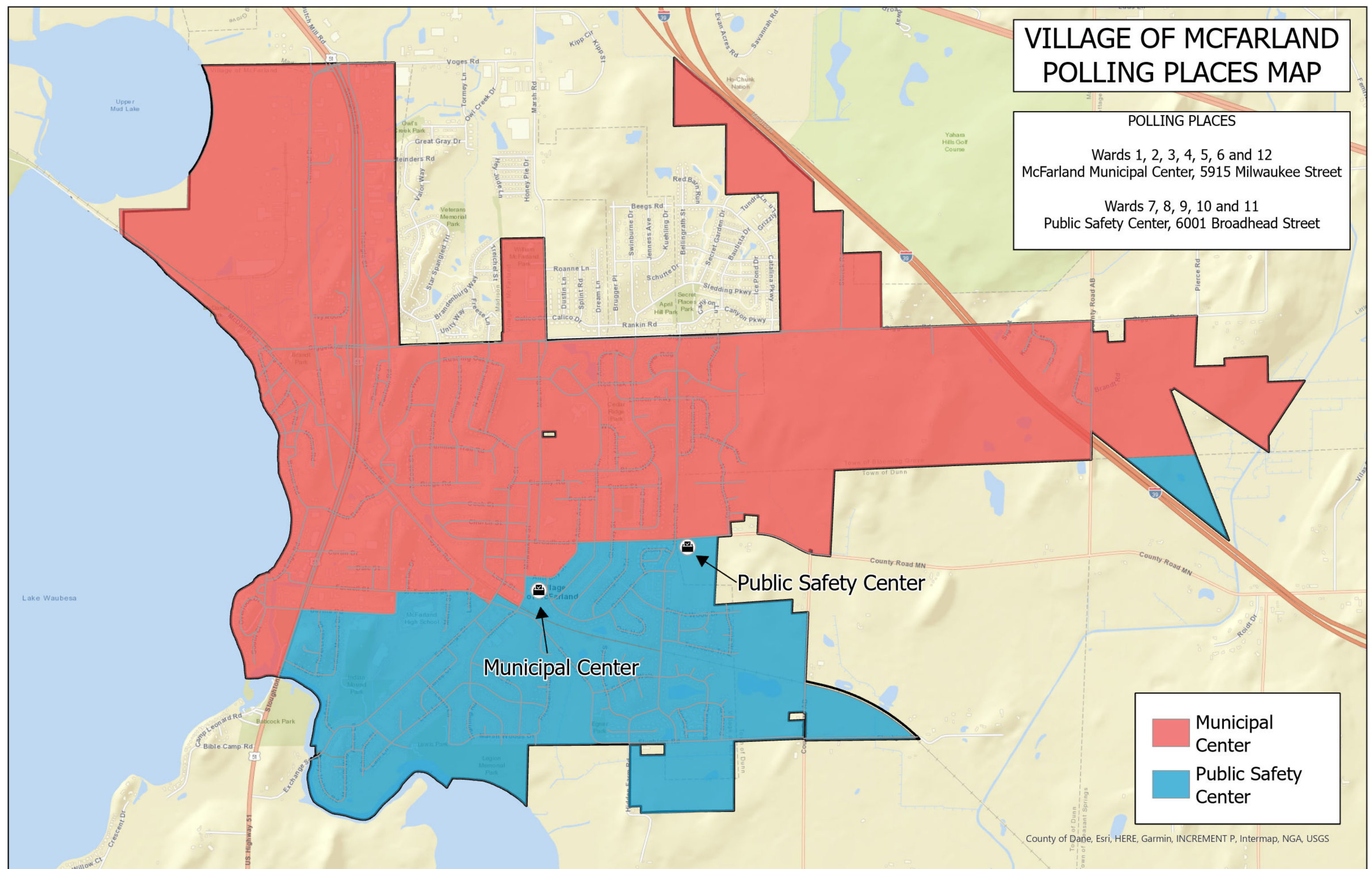


VILLAGE OF MCFARLAND POLLING PLACES MAP

POLLING PLACES

Wards 1, 2, 3, 4, 5, 6 and 12
McFarland Municipal Center, 5915 Milwaukee Street

Wards 7, 8, 9, 10 and 11
Public Safety Center, 6001 Broadhead Street



Municipal Center

Public Safety Center

County of Dane, Esri, HERE, Garmin, INCREMENT P, Intermap, NGA, USGS

Village Board Trustee Referral Form

Requested By	Trustee Jerke
Item/Issue Referral	Following the January 10, 2023 legal opinion, the Village President may be able to unilaterally remove a Village Trustee from all of their committee assignments. While they may have the authority, the Village still maintains a requirement in 2-187 that all Trustees shall serve on at least one standing committee. It's unclear what happens if a Trustee can no longer fulfill this requirement due to removal, health, family, or some other obligation. A simple solution may be to remove 2-187(a) or keep the language and add something like, "this is not applicable when formally removed from committee assignments by the appointing authority and confirming body."
Action/Referral Request	I request the McFarland Village Board amend Section 2-187 of the Municipal Code to clarify a Village Trustees standing committee requirements when they may have been removed from their committee assignments, or can no longer fulfill this requirement due to other reasons.
Request Referral to (Please select all that apply)	• Village Board