

Tuesday, March 12, 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/85673835952>

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

Webinar ID: 856 7383 5952

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

1. CALL TO ORDER.
2. ROLL CALL.
3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.
 - a. McFarland Awarded SolSmart Gold Designation
 - b. Public Service Commission Public Hearing - Village Water Rate adjustment - March 20, 2024
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 27, 2024 meeting.
 - 2) Motion to approve checks in the amount of \$263,504.64.
 - 3) Motion to approve appointing Krystal Johnson, Carmen Thompson, Nora Wroblewski, Tanya Lancaster, Emily Hennes, and Denise Peterson to serve as Election Inspectors for the 2024-2025 term.
 - 4) Motion to approve a Community Grant Application from Boy Scout Troop 53 as recommended by the Finance Committee.
 - 5) Motion to approve the MS4 Annual Report for 2023 as recommended by the Public Works & Utilities Committee.
 - 6) Motion to approve an addendum agreement with the Dane County Office of Equal Opportunity Purchase of Services Agreement Civil Rights Compliance Assurance.
 - 7) Motion to approve a Community Grant Application from the McFarland Pride Association as recommended by the Finance Committee.
5. PUBLIC APPEARANCES.

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

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

6. BUSINESS.

- a. Parks and Recreation Committee (Trustees Jerke & Fessler)
 - 1) Discussion and action regarding the draft plan for Aquatics
 - 2) Discussion and action regarding the award of contract for the Highland Oaks Park restroom project.

7. 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.

8. RECONVENE INTO OPEN SESSION

9. ACTION ON ITEMS DISCUSSED IN CLOSED SESSION.

- a. Discussion and action regarding the 2023 performance evaluation data and applicable compensation for the Village Administrator position.

10. SCHEDULE NEXT MEETING DATE.

- a. March 26, 2024 - Village Board - 7:00 p.m.
- b. April 9, 2024 - Village Board - 7:00 p.m.

11. ADJOURNMENT.

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

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 12, 2024

SECTION: Public Announcements & Communications

DEPARTMENT: Community Development

CONTACT: Kong Thao, Associate Planner

AGENDA ITEM: McFarland Awarded SolSmart Gold Designation

PREVIOUS ACTION:

September 11, 2023 - The Sustainability & Natural Resources Committee approved staff to pursue SolSmart designation.

ISSUE SUMMARY:

SolSmart Background

SolSmart is a program which assists local governments in establishing regulatory and ordinance structures that catalyze the development of solar energy projects. Administered by the U.S. Department of Energy (DOE), SolSmart focuses primarily on removing barriers to solar projects within the larger community, but also includes resources to advance municipal use of solar energy.

Local governments may seek certification through SolSmart at one of four levels (bronze, silver, gold, and more recently, platinum). The designations are awarded based on the criteria achieved by the local government's accomplishments in creating solar-friendly policy tools. Why is this important? SolSmart participant communities receive technical assistance from SolSmart staff and contractors, creating easier access for property owners and streamlining processes.

SolSmart Gold

Staff was notified on February 28, 2024, that the Village of McFarland will be receiving the SolSmart Gold designation, making the Village the 22nd Wisconsin local government to receive a SolSmart designation, and one of 10 with the Gold designation. Other communities in Dane County who have earned SolSmart designation include the City of Fitchburg and City of Madison, with Middleton, Sun Prairie and Mount Horeb currently looking to receive their designations. Since 2021, there have been 103 approved solar permits in McFarland.

Additional SolSmart Links:

- [SolSmart Home Page](#)
- [SolSmart Designation Page - McFarland](#)
- [McFarland Sustainability Planning Page](#)
- CARPC solar landing page: <https://www.capitalarearpc.org/community-regionaldevelopment/solar-development/>



FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

McFarland Strategic Implementation Plan, 2022/2023 - Public Infrastructure. Plan for and align physical facilities and open space to support future service delivery, quality of life and infrastructure needs.

Objective (2) Improve current Village facilities, including maintenance enhancements, and identify new systems to promote sustainability

Objective (3) Develop capital improvement plans to support infrastructure needs aligned with future growth to forecast cost implications and implementation schedule.

Action Step VI - Continue planning with partners as applicable to develop solar arrays to offset municipal energy consumption.

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This item is for discussion only.

ATTACHMENTS:

None

SERVICE DATE
Mar 06, 2024

PUBLIC SERVICE COMMISSION OF WISCONSIN

Application of the Village of McFarland, Dane County, Wisconsin, as a
Water Public Utility, for Authority to Adjust Water Rates

3490-WR-107

NOTICE OF HEARING

Hearing Date:

Wednesday, March 20, 2024 - 2:00 p.m. CT

Hearing Location:

Municipal Center - Community Room
5915 Milwaukee Street
McFarland, WI 53558

Party and Commission Staff Participation:

The Commission shall receive evidence from the parties and Commission staff.
Parties and Commission staff shall either:

- (1) Attend any physical location as noticed for this session; or
- (2) Join Zoom at: <https://us02web.zoom.us/my/pschearings>



Public Participation:

The Commission shall receive comments from the public. To comment at the hearing,
a member of the public may either:

- (1) Attend any physical location as noticed for this session; or
- (2) Join Zoom at: <https://us02web.zoom.us/my/pschearings>
If no adequate internet connection exists, join Zoom by telephone.
Dial: +1 312 626 6799
Enter Meeting ID: 809 513 2930



Alternatively, a member of the public may comment in writing no later than
Friday, March 22, 2024, by either:

- (1) The internet at:

<https://apps.psc.wi.gov/pages/publicCommentCase.htm?util=3490&case=WR&num=107;>

or

- (2) U.S. Mail at:
Docket 3490-WR-107 Comments
Public Service Commission
P.O. Box 7854
Madison WI 53707-7854



Public Observation:

A member of the public may observe any hearing session by:

- (1) Attending any physical location as noticed;
- (2) Joining Zoom at: <https://us02web.zoom.us/my/pschearings>
If no adequate internet connection exists, join Zoom by telephone.
Dial: +1 312 626 6799
Enter Meeting ID: 809 513 2930; or
- (3) Livestreaming on YouTube at:

<https://apps.psc.wi.gov/APPS/eventscalendar/broadcast/livebroadcast.aspx>



More Information:

Documents and Schedule. To access the documents, the current schedule, and other information about this docket, go to the PSC Case Management System at:
<https://apps.psc.wi.gov/APPS/dockets/content/detail.aspx?id=3490&case=WR&num=107>



Schedule Updates. To receive email updates to the schedule, subscribe to the docket calendar at: <https://apps.psc.wi.gov/APPS/docketCalendar/Content/Subscribe.aspx>



New Filings. To receive email notices of new filings in this docket go to ERF – EZ Subscriptions at: <https://apps.psc.wi.gov/Pages/ERFhome.htm>



Contact the Case Coordinator Alex Hanna,
at (608) 267-2336 or Alex.Hanna@wisconsin.gov



NOTICE IS GIVEN that the Public Service Commission of Wisconsin will hold a hearing in this docket as listed above. The presiding Administrative Law Judge (ALJ) may allot additional time to receive evidence and comments, if necessary.

This is a Class 1 proceeding as defined in Wis. Stat. § 227.01(3)(a).

PUBLIC COMMENTS. A person may testify in this proceeding without becoming a party and without attorney representation. A person may submit this testimony in only one of the ways listed above for making a public comment.

A person shall limit a public comment to non-technical personal knowledge or personal opinion. A person may include references to other materials in a comment, but may not include, as part of a comment, any document not written or substantially modified by that person. The

Commission shall only accept documents that a person offers to supplement a comment for the purpose of showing the basis of an opinion, not for proof of the matter asserted.

A person shall only make a public comment on that person's own behalf. The Commission shall receive no comment offered on behalf of another person except for a comment that: (1) demonstrates on its face that the commentor freely and knowingly agreed to another person offering the comment on their behalf and agreed to forgo the opportunity to file their own comment, and (2) comes accompanied with a sworn statement by the person offering the comment that explains the process by which the comment was solicited, processed, and retained.

Only one comment may be submitted per person during a comment period. Parties may object to the receipt of a public comment. The Commission may reject a comment that does not comply with the requirements described in this notice.

PUBLIC RECORDS. Any material submitted to the Commission is a public record and may appear on the Commission web site. For any hearing session livestreamed over YouTube, a recording will appear on the Commission's YouTube channel.

AMERICANS WITH DISABILITIES ACT. The Commission does not discriminate on the basis of disability in the provision of programs, services, or employment. Any person with a disability who needs accommodations to participate in this docket or who needs to obtain this document in a different format should contact the case coordinator listed above. Any hearing location is accessible to persons with a physical disability. Any hearing conducted with Zoom, and any livestream, conducted over YouTube, will provide: (1) the image of the face of each person speaking, and (2) closed captioning.

A handwritten signature in black ink, appearing to read 'Michael E. Newmark', with a stylized, flowing script.

Michael E. Newmark
Administrative Law Judge

MEN:AJH:kle DL:02001590

**VILLAGE OF
McFarland**
SUMMARY SHEET

MEETING DATE: Tuesday, March 12, 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 27, 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 TJ Jerke, Village Trustee Edward Wreh, Village Trustee Luke Fessler, Village President Carolyn Clow, Village Trustee Stephanie Brassington, Village Trustee Hilary Brandt

Village Board members not present: Village Trustee Michael Flaherty

Staff Present: Village Administrator Matt Shcuenke, Clerk/Treasurer Tanya O'Malley, Community and Economic Development Director Andrew Bremer, Public Works Director Lee Igl, and DEI Strategist Krystal Johnson.

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

Trustee Fessler announced that there will be a Land Acknowledgment Done Better program by the McFarland UCC on March 5th and a Land Back in McFarland event by the Indigenous Solidarity Collective on March 9th.

DEI Strategist Krystal Johnson was introduced.

Public Works Director Igl announced that there would be a Public Hearing on March 20th at 2 p.m. on the PSC Rate Case Study.

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.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to

approve the consent agenda as presented. Motion carries 6 - 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. PUBLIC HEARINGS.

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

President Clow opened the Public Hearing at 7:06 pm. There were no members of the public wishing to be heard. President Clow closed the Public Hearing at 7:08 p.m.

7. BUSINESS.

- a. *Finance Committee (Trustees Brandt, Brassington, & Flaherty)*
 - 1) *Discussion and action accept the Library Impact Fee Study and Public Facilities Needs Assessment.*

Community & Economic Development Director Bremer provided information and answered questions.

Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to accept the Library Impact Fee Study and Public Facilities Needs Assessment from Baker Tilly dated February 19, 2024. Motion carries 6 - 0 - 0 by acclamation.

- 2) *Discussion and action accept the Public Safety Center Impact Fee Study and Public Facilities Needs Assessment.*

Community & Economic Development Director Bremer provided information and answered questions.

Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to accept the Public Safety Center Impact Fee Study and Public Facilities Needs Assessment from Baker Tilly dated February 19, 2024. Motion carries 6 - 0 - 0 by acclamation.

- 3) *Discussion and action to approve Ordinance #2024-05: An Ordinance to Amend the*

Municipal Code Concerning Impact Fees for the Public Safety Center.

Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to approve Ordinance #2024-05: An Ordinance to Amend the Municipal Code Concerning Impact Fees for the Public Safety Center. Motion carries 6 - 0 - 0 by acclamation.

b. Diversity, Equity, and Inclusion Committee (Trustees Brassington & Wreh)

1) Discussion and action regarding scheduling for the 2024 McFarland Observed Holidays.

DEI Strategist Johnson provided information and answered questions.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Edward Wreh, to approve the 2024 McFarland Observed Holidays schedule including the definitions in that document. Motion carries 6 - 0 - 0 by acclamation.

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.

Tim Stieve, Town & Country Engineering and Public Works Director Igl provided information and answered questions.

Motion by Village Trustee Edward Wreh, second by Village Trustee Hilary Brandt, to approve the 2024 Street & Utility Improvements project and authorize the project for bid. Motion carries 6 - 0 - 0 by acclamation.

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.

Interim Clerk/Treasurer O'Malley provided information and answered questions.

Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to adopt Resolution 2024-05: A Resolution to Combine Municipal Wards for Voting Purposes. Motion carries 6 - 0 - 0 by acclamation.

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.

The Board discussed the referral request asking for clarification on Village Ordinance 2-187(a).

Motion by Village President Carolyn Clow, second by Village Trustee TJ Jerke, to bring the request to legal counsel for options on the request and to postpone the 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 to a March meeting once legal counsel has provided additional information for consideration. Motion carries 6 - 0 - 0 by acclamation.

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.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to convene 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 at 8:15 p.m. Motion carries 6 - 0 - 0 on a roll call vote.

10. RECONVENE INTO OPEN SESSION.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to reconvene into Open Session at 9:20 p.m. Motion carries 6 - 0 - 0 by acclamation.

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.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to adjourn at 9:23 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

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	6140335724	MAT RENTAL	1	02/23/2024	60.33	.00	60.33	03/07/2024
		6140339608	MAT RENTAL	1	03/01/2024	60.33	.00	60.33	03/07/2024
Total 10:						120.66	.00	120.66	
30	ALLIANT ENERGY/WP&L	022324	WATER TOWER BURMA	1	02/23/2024	95.73	.00	95.73	03/07/2024
		022324	WELL #1	2	02/23/2024	497.38	.00	497.38	03/07/2024
		022324	WELL #1	3	02/23/2024	68.52	.00	68.52	03/07/2024
		022324	TRAFFIC FLASHERS - FA	4	02/23/2024	17.55	.00	17.55	03/07/2024
		022324	TRAFFIC FLASHERS - FA	5	02/23/2024	17.96	.00	17.96	03/07/2024
		022324	TRAFFIC FLASHERS - BA	6	02/23/2024	18.94	.00	18.94	03/07/2024
		022324	STREET LIGHTING (2)	7	02/23/2024	358.85	.00	358.85	03/07/2024
		022324	CEDAR GLADE AERATOR	8	02/23/2024	15.24	.00	15.24	03/07/2024
		022324	GAZEBO	9	02/23/2024	40.27	.00	40.27	03/07/2024
		022324	TRAFFIC FLASHERS - CR	10	02/23/2024	17.83	.00	17.83	03/07/2024
		022324	FLOWER CORNER	11	02/23/2024	28.18	.00	28.18	03/07/2024
		022324	LIFT #5	12	02/23/2024	205.60	.00	205.60	03/07/2024
		022324	LIFT #3	13	02/23/2024	65.42	.00	65.42	03/07/2024
		022324	LIFT #2	14	02/23/2024	158.00	.00	158.00	03/07/2024
		022324	LIFT #1	15	02/23/2024	214.00	.00	214.00	03/07/2024
		022324	WELL #4	16	02/23/2024	41.37	.00	41.37	03/07/2024
		022324	WELL #3	17	02/23/2024	83.53	.00	83.53	03/07/2024
		022324	WELL #3	18	02/23/2024	1,379.49	.00	1,379.49	03/07/2024
		022324	BRANDT PARK	19	02/23/2024	33.86	.00	33.86	03/07/2024
		022324	LEWIS PARK	20	02/23/2024	215.22	.00	215.22	03/07/2024
		022324	WATER TOWER HOLSCH	21	02/23/2024	49.79	.00	49.79	03/07/2024
		022324	SIRENS	22	02/23/2024	27.57	.00	27.57	03/07/2024
		022324	STREET LIGHTING 1	23	02/23/2024	9,248.55	.00	9,248.55	03/07/2024
		030124	PW FACILITY	1	03/01/2024	1,631.09	.00	1,631.09	03/07/2024
		030124	5810 MAIN ST	2	03/01/2024	241.65	.00	241.65	03/07/2024
		6922801707-	PSC 6001 BROADHEAD	1	02/14/2024	8,334.28	.00	8,334.28	03/01/2024
Total 30:						23,105.87	.00	23,105.87	
49	APWA REGISTRATION	000826733	FLEET STICKERS	1	03/01/2024	17.18	.00	17.18	03/07/2024
		000826733	FLEET STICKERS	2	03/01/2024	4.69	.00	4.69	03/07/2024
		000826733	FLEET STICKERS	3	03/01/2024	4.69	.00	4.69	03/07/2024
		000826733	FLEET STICKERS	4	03/01/2024	4.69	.00	4.69	03/07/2024
Total 49:						31.25	.00	31.25	
68	BADGER WELDING SUPP	3185744-01	PW SUPPLIES	1	02/29/2024	13.97	.00	13.97	03/07/2024
		3185744-01	PW SUPPLIES	2	02/29/2024	3.81	.00	3.81	03/07/2024
		3185744-01	PW SUPPLIES	3	02/29/2024	3.81	.00	3.81	03/07/2024
		3185744-01	PW SUPPLIES	4	02/29/2024	3.81	.00	3.81	03/07/2024
		3812921	BADGER WELDING - OXY	1	02/27/2024	46.30	.00	46.30	03/07/2024
Total 68:						71.70	.00	71.70	
79	BAYCOM INC	EQUIPINV_0	RADIO BATTERIES AND E	1	02/27/2024	929.32	.00	929.32	03/07/2024
		EQUIPINV_0	NEW SQUAD RADIO EQU	1	02/28/2024	249.00	.00	249.00	03/07/2024
Total 79:						1,178.32	.00	1,178.32	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
175	CIVIC SYSTEMS LLC	CVC24619	UTILITY BILL ADJUSTME	1	02/07/2024	250.00	.00	250.00	03/07/2024
		CVC24619	UTILITY BILL ADJUSTME	2	02/07/2024	250.00	.00	250.00	03/07/2024
		CVC24619	UTILITY BILL ADJUSTME	3	02/07/2024	250.00	.00	250.00	03/07/2024
Total 175:						750.00	.00	750.00	
227	DANE CO CHIEFS' OF PO	2024-MFPD	DCCOPA DUES FOR CHI	1	03/01/2024	100.00	.00	100.00	03/07/2024
Total 227:						100.00	.00	100.00	
288	WISCONSIN DNR-EA/7	DP030124	D POSPYHALLA WATER	1	03/01/2024	45.00	.00	45.00	03/07/2024
Total 288:						45.00	.00	45.00	
324	ELECTION SYSTEMS & S	CD2078202	2ND POLLING PLACE SU	1	02/21/2024	2,361.59	.00	2,361.59	03/07/2024
Total 324:						2,361.59	.00	2,361.59	
345	JFTCO, INC	RIMS000045	LOADER LEASE	1	03/01/2024	759.50	.00	759.50	03/07/2024
		RIMS000045	LOADER LEASE	2	03/01/2024	253.17	.00	253.17	03/07/2024
		RIMS000045	LOADER LEASE	3	03/01/2024	253.17	.00	253.17	03/07/2024
		RIMS000045	LOADER LEASE	4	03/01/2024	253.16	.00	253.16	03/07/2024
Total 345:						1,519.00	.00	1,519.00	
408	GRAINGER INC	9035558262	CUT OFF WHEEL	1	02/28/2024	24.22	.00	24.22	03/07/2024
Total 408:						24.22	.00	24.22	
439	HJ PERTZBORN	99354	LEWIS PARK CROSS CO	1	02/28/2024	135.00	.00	135.00	03/07/2024
Total 439:						135.00	.00	135.00	
444	HOOPER CORPORATION	PL 71304582	RENTAL FACILITY MAINT	1	02/02/2024	281.00	.00	281.00	03/07/2024
Total 444:						281.00	.00	281.00	
476	JEFFERSON FIRE & SAF	IN312354	FIRE HOOKS PRO BAR H	1	03/05/2024	571.30	.00	571.30	03/07/2024
Total 476:						571.30	.00	571.30	
492	KAYSER AUTOMOTIVE G	190683P	M4 COVER	1	02/23/2024	89.88	.00	89.88	03/07/2024
Total 492:						89.88	.00	89.88	
580	MADISON SPRING CO IN	140085	TRAILER MAINTENANCE	1	02/22/2024	107.74	.00	107.74	03/07/2024
		140085	TRAILER MAINTENANCE	2	02/22/2024	107.73	.00	107.73	03/07/2024
Total 580:						215.47	.00	215.47	
581	MADISON TRUCK EQUIP	2-105873	TRUCK PARTS-TRUCK 34	1	02/23/2024	574.83	.00	574.83	03/07/2024
Total 581:						574.83	.00	574.83	
634	MENARDS - MONONA	61901	MC FACILITY MAINTENA	1	02/20/2024	14.97	.00	14.97	03/07/2024
		61998	PW SUPPLIES TK 34	1	02/22/2024	74.28	.00	74.28	03/07/2024
		61998	PW SUPPLIES TK 34	2	02/22/2024	20.26	.00	20.26	03/07/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		61998	PW SUPPLIES TK 34	3	02/22/2024	20.26	.00	20.26	03/07/2024
		61998	PW SUPPLIES TK 34	4	02/22/2024	20.26	.00	20.26	03/07/2024
		62178	PW SUPPLIES	1	02/26/2024	29.74	.00	29.74	03/07/2024
		62178	PW SUPPLIES	2	02/26/2024	8.12	.00	8.12	03/07/2024
		62178	PW SUPPLIES	3	02/26/2024	8.12	.00	8.12	03/07/2024
		62178	PW SUPPLIES	4	02/26/2024	8.12	.00	8.12	03/07/2024
		62228	PW SUPPLIES	1	02/27/2024	21.90	.00	21.90	03/07/2024
		62228	PW SUPPLIES	2	02/27/2024	5.98	.00	5.98	03/07/2024
		62228	PW SUPPLIES	3	02/27/2024	5.98	.00	5.98	03/07/2024
		62228	PW SUPPLIES	4	02/27/2024	5.98	.00	5.98	03/07/2024
Total 634:						243.97	.00	243.97	
640	MGE	1115413856-	BOCCE ELECTRICAL	1	02/27/2024	25.90	.00	25.90	03/07/2024
		1700324512-	4820 MARSH RD--SOCCE	1	02/27/2024	142.40	.00	142.40	03/01/2024
		3800120935-	STREET LIGHT	1	02/27/2024	42.11	.00	42.11	03/01/2024
		4900117592-	STREET LIGHT	1	02/27/2024	27.86	.00	27.86	03/01/2024
		6300112994-	STREET LIGHT	1	03/01/2024	705.30	.00	705.30	03/07/2024
		7400232719-	LIFT #5 GAS	1	02/27/2024	104.90	.00	104.90	03/01/2024
		8600157181-	LIFT #4 ELECT	1	02/28/2024	52.02	.00	52.02	03/07/2024
Total 640:						1,100.49	.00	1,100.49	
664	MILWAUKEE JOURNAL S	MJ0927754 0	NEWSPAPER SUBSCRIP	1	02/21/2024	846.58	.00	846.58	03/07/2024
Total 664:						846.58	.00	846.58	
667	MINNESOTA LIFE INS CO	002832L-AP	LIFE INSURANCE	1	03/07/2024	1,481.46	.00	1,481.46	03/07/2024
Total 667:						1,481.46	.00	1,481.46	
756	POMP'S TIRE SERVICE I	80306267	M4 SENSORS	1	03/05/2024	233.91	.00	233.91	03/07/2024
		80306268	PARKS TRAILER MAINT	1	02/25/2024	101.64	.00	101.64	03/07/2024
		80306268	PARKS TRAILER MAINT	2	02/25/2024	27.72	.00	27.72	03/07/2024
		80306268	PARKS TRAILER MAINT	3	02/25/2024	27.72	.00	27.72	03/07/2024
		80306268	PARKS TRAILER MAINT	4	02/25/2024	27.72	.00	27.72	03/07/2024
		80306345	SQUAD SENSORS	1	03/05/2024	155.94	.00	155.94	03/07/2024
Total 756:						574.65	.00	574.65	
759	POSTMASTER	030124	ELECTION POSTAGE	1	03/01/2024	2,120.00	.00	2,120.00	03/01/2024
Total 759:						2,120.00	.00	2,120.00	
764	PREMIER PAINT & WALLP	76510	WELL HOUSE PAINT	1	02/29/2024	75.88	.00	75.88	03/07/2024
		76532	WELL HOUSE PAINT	1	03/01/2024	241.97	.00	241.97	03/07/2024
		76534	WELL HOUSE PAINT	1	03/01/2024	67.99	.00	67.99	03/07/2024
Total 764:						385.84	.00	385.84	
802	RENNERT'S FIRE EQUIP	1962	CAP NON LOCKING	1	02/28/2024	94.11	.00	94.11	03/07/2024
Total 802:						94.11	.00	94.11	
818	ROTO ROOTER SEWER	218917	LIFTSTATION CLEANING	1	02/13/2024	2,075.00	.00	2,075.00	03/07/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 818:						2,075.00	.00	2,075.00	
879	SOUTH CENTRAL LIBRA	24-300	PC PURCHASES	1	02/29/2024	2,248.26	.00	2,248.26	03/07/2024
		24-316	LIBRARY SUPPLIES	1	02/29/2024	352.67	.00	352.67	03/07/2024
Total 879:						2,600.93	.00	2,600.93	
911	STREICHER'S	I1681827	UNIFORM ALLOWANCE G	1	02/13/2024	220.99	.00	220.99	03/07/2024
		I1682215	UNIFORM ALLOWANCE G	1	02/14/2024	49.99	.00	49.99	03/07/2024
		I1683866	UNIFORM ALLOWANCE G	1	02/22/2024	159.99	.00	159.99	03/07/2024
		I1685120	DEPARTMENT MEDALS	1	02/28/2024	693.00	.00	693.00	03/07/2024
Total 911:						1,123.97	.00	1,123.97	
958	TOWN & COUNTRY ENGI	26322	MC221 2024 STREET & U	1	02/15/2024	2,699.30	.00	2,699.30	03/07/2024
Total 958:						2,699.30	.00	2,699.30	
992	US CELLULAR	0637152623	PARKS TABLETS	1	02/22/2024	79.00	.00	79.00	03/07/2024
		0637152623	SEWER TABLETS	2	02/22/2024	134.50	.00	134.50	03/07/2024
		0637152623	WATER TABLETS	3	02/22/2024	134.50	.00	134.50	03/07/2024
		0637152623	SEWER PHONE	4	02/22/2024	171.90	.00	171.90	03/07/2024
		0637152623	WATER PHONE	5	02/22/2024	171.90	.00	171.90	03/07/2024
		0637152623	PW PHONE	6	02/22/2024	171.90	.00	171.90	03/07/2024
		0637152623	CABLE/COMMTECH PHO	7	02/22/2024	42.50	.00	42.50	03/07/2024
		0637152623	OUTREACH PHONE	8	02/22/2024	115.00	.00	115.00	03/07/2024
		0637152623	FD/EMS PHONE	9	02/22/2024	336.99	.00	336.99	03/07/2024
		0637152623	PW TABLETS	10	02/22/2024	134.50	.00	134.50	03/07/2024
		0637152623	PD PHONE	11	02/22/2024	881.09	.00	881.09	03/07/2024
Total 992:						2,373.78	.00	2,373.78	
1015	VILLAGE OF MCFARLAN	022924	WM MCFARLAND PARK	1	02/29/2024	1,178.15	.00	1,178.15	03/07/2024
		022924	YAHARA RIVER PARK	2	02/29/2024	20.00	.00	20.00	03/07/2024
		022924	PED PATH	3	02/29/2024	4.00	.00	4.00	03/07/2024
		022924	PED PATH - OSBORN	4	02/29/2024	20.00	.00	20.00	03/07/2024
		022924	LEGION MEMORIAL PAR	5	02/29/2024	120.00	.00	120.00	03/07/2024
		022924	BRANDT PARK	6	02/29/2024	353.00	.00	353.00	03/07/2024
		022924	WOODLAND ESTATES PA	7	02/29/2024	44.00	.00	44.00	03/07/2024
		022924	AUTUMN GROVE PARK	8	02/29/2024	52.00	.00	52.00	03/07/2024
		022924	CEDAR RIDGE	9	02/29/2024	94.00	.00	94.00	03/07/2024
		022924	CEDAR GLADE PARK	10	02/29/2024	20.00	.00	20.00	03/07/2024
		022924	BOCCE BALL COURT	11	02/29/2024	16.00	.00	16.00	03/07/2024
		022924	EGNER PARK	12	02/29/2024	60.00	.00	60.00	03/07/2024
		022924	HIGHLAND OAK PARK	13	02/29/2024	98.00	.00	98.00	03/07/2024
		022924	COMM GARDEN	14	02/29/2024	16.00	.00	16.00	03/07/2024
		022924	PED PATH - DALE CURTI	15	02/29/2024	20.00	.00	20.00	03/07/2024
		022924	5802 & 5804 MAIN ST	16	02/29/2024	188.12	.00	188.12	03/07/2024
		022924	PED PATH - RUNNING DE	17	02/29/2024	20.00	.00	20.00	03/07/2024
		022924	MUNICIPAL CENTER	18	02/29/2024	407.47	.00	407.47	03/07/2024
		022924	RIDGE VIEW	19	02/29/2024	20.00	.00	20.00	03/07/2024
		022924	LIFT #2	20	02/29/2024	20.00	.00	20.00	03/07/2024
		022924	PW GARAGE	21	02/29/2024	580.00	.00	580.00	03/07/2024
		022924	PW - ST	22	02/29/2024	433.46	.00	433.46	03/07/2024
		022924	OLD LIBRARY	23	02/29/2024	50.00	.00	50.00	03/07/2024
		022924	LIBRARY	24	02/29/2024	357.91	.00	357.91	03/07/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		022924	LIBRARY	25	02/29/2024	238.00	.00	238.00	03/07/2024
		022924	MUNICIPAL CENTER	26	02/29/2024	454.00	.00	454.00	03/07/2024
		022924	VOM - HOLSCHER	27	02/29/2024	80.00	.00	80.00	03/07/2024
		022924	PARKING LOT	28	02/29/2024	20.00	.00	20.00	03/07/2024
		022924	OLD WELL HOUSE	29	02/29/2024	20.00	.00	20.00	03/07/2024
		022924	WATER TOWER - BURMA	30	02/29/2024	100.00	.00	100.00	03/07/2024
		022924	WATER TOWER - HOLSC	31	02/29/2024	62.00	.00	62.00	03/07/2024
		022924	WELL #1	32	02/29/2024	20.00	.00	20.00	03/07/2024
		022924	WELL #3	33	02/29/2024	20.00	.00	20.00	03/07/2024
		022924	LIFT #4	34	02/29/2024	20.00	.00	20.00	03/07/2024
		022924	6001 BROADHEAD - PSC	35	02/29/2024	1,258.59	.00	1,258.59	03/07/2024
		022924	6001 BROADHEAD - PSC	36	02/29/2024	160.16	.00	160.16	03/07/2024
		022924	5810 MILWAUKEE ST	37	02/29/2024	110.30	.00	110.30	03/07/2024
Total 1015:						6,755.16	.00	6,755.16	
1093	WI STATE LABORATORY	769348	FLUORIDE TEST	1	02/29/2024	58.00	.00	58.00	03/07/2024
Total 1093:						58.00	.00	58.00	
1098	WIEDENBECK INC	62702	TRAILER MAINTENANCE	1	02/28/2024	51.78	.00	51.78	03/07/2024
		62702	TRAILER MAINTENANCE	2	02/28/2024	14.13	.00	14.13	03/07/2024
		62702	TRAILER MAINTENANCE	3	02/28/2024	14.13	.00	14.13	03/07/2024
		62702	TRAILER MAINTENANCE	4	02/28/2024	14.13	.00	14.13	03/07/2024
		62929	TRAILER MAINTENANCE	1	03/04/2024	21.59	.00	21.59	03/07/2024
		62929	TRAILER MAINTENANCE	2	03/04/2024	21.59	.00	21.59	03/07/2024
		62929	TRAILER MAINTENANCE	3	03/04/2024	21.59	.00	21.59	03/07/2024
		62929	TRAILER MAINTENANCE	4	03/04/2024	79.15	.00	79.15	03/07/2024
Total 1098:						238.09	.00	238.09	
1346	MONONA PLUMBING & FI	2401288	DW REPLACMENT	1	02/26/2024	675.06	.00	675.06	03/07/2024
Total 1346:						675.06	.00	675.06	
1397	ALL COMFORT SERVICE	100-44300-1	OVERPAYMENT REFUND	1	03/01/2024	52.00	.00	52.00	03/07/2024
Total 1397:						52.00	.00	52.00	
1462	TASC	IN3028122	FSA ADMIN FEE	1	02/16/2024	191.04	.00	191.04	03/07/2024
Total 1462:						191.04	.00	191.04	
1896	NAPA AUTO PARTS	930577	VEHICLE MAINTENANCE	1	02/23/2024	111.62	.00	111.62	03/07/2024
		930577	VEHICLE MAINTENANCE	2	02/23/2024	30.45	.00	30.45	03/07/2024
		930577	VEHICLE MAINTENANCE	3	02/23/2024	30.45	.00	30.45	03/07/2024
		930577	VEHICLE MAINTENANCE	4	02/23/2024	30.45	.00	30.45	03/07/2024
		931179	VEHICLE MAINTENANCE	1	02/28/2024	10.88	.00	10.88	03/07/2024
		931179	VEHICLE MAINTENANCE	2	02/28/2024	2.97	.00	2.97	03/07/2024
		931179	VEHICLE MAINTENANCE	3	02/28/2024	2.97	.00	2.97	03/07/2024
		931179	VEHICLE MAINTENANCE	4	02/28/2024	2.97	.00	2.97	03/07/2024
Total 1896:						222.76	.00	222.76	
1921	FRONTIER	022224	LIBRARY PHONE	1	02/22/2024	10.05	.00	10.05	03/07/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 1921:						10.05	.00	10.05	
1941	MIDWEST TRAILER SALE	S01024	TRAILER MAINTENANCE	1	02/27/2024	5.56	.00	5.56	03/07/2024
		S01024	TRAILER MAINTENANCE	2	02/27/2024	1.52	.00	1.52	03/07/2024
		S01024	TRAILER MAINTENANCE	3	02/27/2024	1.52	.00	1.52	03/07/2024
		S01024	TRAILER MAINTENANCE	4	02/27/2024	1.52	.00	1.52	03/07/2024
Total 1941:						10.12	.00	10.12	
1989	CORPORATE BUSINESS	35994660	PW COPIER	1	02/22/2024	72.55	.00	72.55	03/07/2024
		35994660	PW COPIER	2	02/22/2024	19.77	.00	19.77	03/07/2024
		35994660	PW COPIER	3	02/22/2024	19.77	.00	19.77	03/07/2024
		35994660	PW COPIER	4	02/22/2024	19.77	.00	19.77	03/07/2024
		36011016	COPIER LEASE	1	02/26/2024	221.98	.00	221.98	03/07/2024
Total 1989:						353.84	.00	353.84	
2042	THOMSON REUTERS	849829566	WEST INFORMATION CH	1	03/01/2024	234.00	.00	234.00	03/07/2024
Total 2042:						234.00	.00	234.00	
2058	MICROMARKETING LLC	947090	AUDIO BOOKS	1	02/28/2024	351.46	.00	351.46	03/07/2024
Total 2058:						351.46	.00	351.46	
2066	PELLITTERI WASTE SYS	4509618	RECYCLING SERVICE	1	02/29/2024	15,077.30	.00	15,077.30	03/07/2024
		4509618	TRASH SERVICE	2	02/29/2024	23,231.35	.00	23,231.35	03/07/2024
		4509618	PSC TRASH SERVICE	3	02/29/2024	131.21	.00	131.21	03/07/2024
		4509618	PSC RECYCLING SERVIC	4	02/29/2024	106.12	.00	106.12	03/07/2024
Total 2066:						38,545.98	.00	38,545.98	
2070	KKS PROPERTY	030124 MAR	COMMON AREA MAINT. F	1	03/01/2024	400.00	.00	400.00	03/07/2024
Total 2070:						400.00	.00	400.00	
9145	DANE CO LIBRARY SERV	2024MCFRT	CONSULTING SERVICES	1	03/04/2024	112.00	.00	112.00	03/07/2024
Total 9145:						112.00	.00	112.00	
16237	STOPSTICK, LTD	0031694-IN	STOP STICK AND CORD	1	12/13/2023	298.00	.00	298.00	03/07/2024
Total 16237:						298.00	.00	298.00	
16238	PUBLIC HEALTH MADISO	020624	JAN & FEB TAX SETTLEM	1	02/06/2024	601.02	.00	601.02	03/01/2024
Total 16238:						601.02	.00	601.02	
16241	WI DEPT OF JUSTICE	L1373T-0229	BACKGROUND CHECKS	1	02/29/2024	101.00	.00	101.00	03/07/2024
Total 16241:						101.00	.00	101.00	
16257	CORPORATE BUSINESS	356048	PW COLOR COPY OVER	1	02/22/2024	14.91	.00	14.91	03/01/2024
		356048	PW COLOR COPY OVER	2	02/22/2024	14.91	.00	14.91	03/01/2024
		356048	PW COLOR COPY OVER	3	02/22/2024	14.91	.00	14.91	03/01/2024
		356048	PW COLOR COPY OVER	4	02/22/2024	54.65	.00	54.65	03/01/2024

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		356463	COPIER LEASE	1	03/01/2024	81.71	.00	81.71	03/07/2024
		356748	ADMIN COPY CHARGES	1	03/06/2024	1,206.27	.00	1,206.27	03/07/2024
	Total 16257:					1,387.36	.00	1,387.36	
16319	DANE CO TREASURER	44806	TAX BILL ENVELOPES	1	02/22/2024	121.54	.00	121.54	03/07/2024
	Total 16319:					121.54	.00	121.54	
16322	STRYKER SALES, LLC	9205653090	STRYKER WIRE COMB	1	02/22/2024	54.98	.00	54.98	03/07/2024
	Total 16322:					54.98	.00	54.98	
16448	TRUCKSTAR COLLISION	19212	CAR 7 REPAIR - REAR FE	1	02/19/2024	479.50	.00	479.50	03/07/2024
	Total 16448:					479.50	.00	479.50	
16481	CAPITOL UNDERGROUN	0205-24	ULO AT 51 & SIGGELKOW	1	02/21/2024	1,030.50	.00	1,030.50	03/07/2024
	Total 16481:					1,030.50	.00	1,030.50	
16640	TOP PACK DEFENSE LLC	12605	UNIFORM ALLOWANCE B	1	02/12/2024	81.94	.00	81.94	03/07/2024
		12650	UNIFORM ALLOWANCE S	1	02/16/2024	178.47	.00	178.47	03/07/2024
		12671	UNIFORM ALLOWANCE J	1	02/20/2024	225.48	.00	225.48	03/07/2024
		12714	PATCH INSTALL KELLER	1	02/26/2024	30.00	.00	30.00	03/07/2024
	Total 16640:					515.89	.00	515.89	
16747	WISCONSIN PRINTING	23239	NEWSLETTER PRINTING	1	01/02/2024	885.80	.00	885.80	03/07/2024
		23239	NEWSLETTER POSTAGE	2	01/02/2024	120.00	.00	120.00	03/07/2024
	Total 16747:					1,005.80	.00	1,005.80	
16777	AT&T MOBILITY II LLC	2873268713	CELL PHONE MONTHLY	1	02/12/2024	333.88	.00	333.88	03/07/2024
		2873326607	CELL PHONE	1	02/12/2024	467.85	.00	467.85	03/07/2024
	Total 16777:					801.73	.00	801.73	
16944	CUTTINGEDGE SIGNS &	329570	NEW SQUAD GRAPHICS	1	02/22/2024	1,157.50	.00	1,157.50	03/07/2024
	Total 16944:					1,157.50	.00	1,157.50	
17084	AMAZON CAPITAL SERVI	1H93-HWLW	DVDS & CDS	1	02/26/2024	89.76	.00	89.76	03/07/2024
		1HJR-1PT1-	DVDS & CDS	1	02/26/2024	49.90	.00	49.90	03/07/2024
		1K9H-JFXV-	TRAILER MAINTENANCE	1	03/01/2024	92.95	.00	92.95	03/07/2024
		1K9H-JFXV-	TRAILER MAINTENANCE	2	03/01/2024	25.35	.00	25.35	03/07/2024
		1K9H-JFXV-	TRAILER MAINTENANCE	3	03/01/2024	25.35	.00	25.35	03/07/2024
		1K9H-JFXV-	TRAILER MAINTENANCE	4	03/01/2024	25.35	.00	25.35	03/07/2024
		1ML3-XD66-	DVDS & CDS	1	02/21/2024	14.69	.00	14.69	03/07/2024
		1ML6-HP36-	DVDS & CDS	1	02/21/2024	10.79	.00	10.79	03/07/2024
		1NFJ-MPVR-	PARKS SUPPLIES	1	03/03/2024	36.22	.00	36.22	03/07/2024
		1QCQ-T4RX-	ELECTION SUPPLIES	1	03/03/2024	98.78	.00	98.78	03/07/2024
		1QW3-HRM	COMMUNICATION SUPPL	1	02/26/2024	131.95	.00	131.95	03/07/2024
		1R19-Y7WD-	OFFICE SUPPLIES	1	03/03/2024	91.71	.00	91.71	03/07/2024
		1TLF-M3XK-	PARKS SUPPLIES	1	03/01/2024	100.87	.00	100.87	03/07/2024
		1VFD-FJLR-L	ELECTION SUPPLIES	1	02/23/2024	337.58	.00	337.58	03/07/2024
		1WQT-MRC4	ELECTION SUPPLIES	1	02/23/2024	37.98	.00	37.98	03/07/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		1WQT-MRC4	PW SHOP SUPPLIES	1	02/24/2024	34.09	.00	34.09	03/07/2024
		1WQT-MRC4	PW SHOP SUPPLIES	2	02/24/2024	9.30	.00	9.30	03/07/2024
		1WQT-MRC4	PW SHOP SUPPLIES	3	02/24/2024	9.30	.00	9.30	03/07/2024
		1WQT-MRC4	PW SHOP SUPPLIES	4	02/24/2024	9.30	.00	9.30	03/07/2024
		1X1V-TKN7-	ELECTION SUPPLIES	1	02/25/2024	24.49-	.00	24.49-	03/07/2024
		1Y66-3LXX-	OFFICE SUPPLIES	1	02/19/2024	75.96	.00	75.96	03/07/2024
	Total 17084:					1,282.69	.00	1,282.69	
17134	CORE & MAIN	U463314	WATER SERVICE REPAIR	1	02/29/2024	441.00	.00	441.00	03/07/2024
		U463314	WATER MAIN REPAIR PA	2	02/29/2024	194.40	.00	194.40	03/07/2024
	Total 17134:					635.40	.00	635.40	
17195	GRADY, BRUCE	BG030424	GRADY - UNIFORM ALLO	1	03/04/2024	87.46	.00	87.46	03/07/2024
	Total 17195:					87.46	.00	87.46	
17196	ASSOCIATED TRUST CO	021524	TID5 PRINCIPAL PAYMEN	1	02/15/2024	50,000.00	.00	50,000.00	03/01/2024
		021524	TID5 INTEREST PAYMEN	2	02/15/2024	12,540.00	.00	12,540.00	03/01/2024
	Total 17196:					62,540.00	.00	62,540.00	
17318	TDS	022224-PW	PW INTERNET/TV/PHON	1	02/22/2024	98.40	.00	98.40	03/01/2024
		022224-PW	PW INTERNET/TV/PHON	2	02/22/2024	98.40	.00	98.40	03/01/2024
		022224-PW	PW INTERNET/TV/PHON	3	02/22/2024	98.40	.00	98.40	03/01/2024
		022224-PW	PW INTERNET/TV/PHON	4	02/22/2024	360.81	.00	360.81	03/01/2024
		022224-VOM	FACILITIES PHONE	1	02/22/2024	408.44	.00	408.44	03/01/2024
		022224-VOM	FIRE/EMS TV/INTERNET/	2	02/22/2024	937.00	.00	937.00	03/01/2024
		022224-VOM	COMM&TECH PHONE/TV	3	02/22/2024	210.64	.00	210.64	03/01/2024
		022224-VOM	COMMDEV PHONE/INTE	4	02/22/2024	178.42	.00	178.42	03/01/2024
		022224-VOM	COURT PHONE/INTERNE	5	02/22/2024	216.34	.00	216.34	03/01/2024
		022224-VOM	LIBRARY INTERNET/PHO	6	02/22/2024	314.50	.00	314.50	03/01/2024
		022224-VOM	OUTREACH INTERNET	7	02/22/2024	65.60	.00	65.60	03/01/2024
		022224-VOM	OUTREACH PHONE	8	02/22/2024	102.79	.00	102.79	03/01/2024
		022224-VOM	PD TV/INTERNET/PHONE	9	02/22/2024	926.92	.00	926.92	03/01/2024
		022224-VOM	ADMIN PHONE/INTERNE	10	02/22/2024	291.20	.00	291.20	03/01/2024
	Total 17318:					4,307.86	.00	4,307.86	
17320	PARKITECTURE & PLANN	20.011-7	AQUATICS PLANNING	1	03/02/2024	1,200.00	.00	1,200.00	03/07/2024
		23.039-7	INCLUSIVE PARK CONST	1	03/02/2024	6,947.50	.00	6,947.50	03/07/2024
		23.051-1	LEWIS PARK LAKE ACCE	1	03/02/2024	1,242.20	.00	1,242.20	03/07/2024
	Total 17320:					9,389.70	.00	9,389.70	
17428	IGL, LEE	LI021724	UNIFORM ALLOWANCE -	1	02/17/2024	150.00	.00	150.00	03/07/2024
	Total 17428:					150.00	.00	150.00	
17490	ADORAMA	34191591	DRONE	1	01/18/2024	12,878.00	.00	12,878.00	03/07/2024
	Total 17490:					12,878.00	.00	12,878.00	
17528	HGA	248292	HGA -PSB MICROGRID	1	03/01/2024	10,660.00	.00	10,660.00	03/07/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17528:						10,660.00	.00	10,660.00	
17569	MCFARLAND ACE HARD	010677/T	BATTERIES	1	02/20/2024	21.58	.00	21.58	03/07/2024
		010698/T	PUBLIC WORKS SALT SH	1	02/23/2024	3.47	.00	3.47	03/07/2024
		010698/T	PUBLIC WORKS SALT SH	2	02/23/2024	.94	.00	.94	03/07/2024
		010698/T	PUBLIC WORKS SALT SH	3	02/23/2024	.94	.00	.94	03/07/2024
		010698/T	PUBLIC WORKS SALT SH	4	02/23/2024	.94	.00	.94	03/07/2024
		010699/T	CABLE TIE MOUNTS FOR	1	02/24/2024	3.23	.00	3.23	03/07/2024
		010710/T	PW SHOP SUPPLIES	1	02/27/2024	4.86	.00	4.86	03/07/2024
		010710/T	PW SHOP SUPPLIES	2	02/27/2024	4.86	.00	4.86	03/07/2024
		010710/T	PW SHOP SUPPLIES	3	02/27/2024	4.86	.00	4.86	03/07/2024
		010710/T	PW SHOP SUPPLIES	4	02/27/2024	17.80	.00	17.80	03/07/2024
		010715/T	CLIENT HOUSE NUMBER	1	02/27/2024	12.92	.00	12.92	03/07/2024
		010722/T	ELEC TAPE	1	02/28/2024	12.59	.00	12.59	03/07/2024
		010725/T	TRAILER MAINTENANCE	1	02/29/2024	13.75	.00	13.75	03/07/2024
		010725/T	TRAILER MAINTENANCE	2	02/29/2024	3.75	.00	3.75	03/07/2024
		010725/T	TRAILER MAINTENANCE	3	02/29/2024	3.75	.00	3.75	03/07/2024
		010725/T	TRAILER MAINTENANCE	4	02/29/2024	3.75	.00	3.75	03/07/2024
		010735/T	TRAILER MAINTENANCE	1	03/01/2024	4.68	.00	4.68	03/07/2024
		010735/T	TRAILER MAINTENANCE	2	03/01/2024	4.68	.00	4.68	03/07/2024
		010735/T	TRAILER MAINTENANCE	3	03/01/2024	4.68	.00	4.68	03/07/2024
		010735/T	TRAILER MAINTENANCE	4	03/01/2024	17.18	.00	17.18	03/07/2024
		010736/T	TRAILER MAINTENANCE	1	03/01/2024	.54	.00	.54	03/07/2024
		010736/T	TRAILER MAINTENANCE	2	03/01/2024	.54	.00	.54	03/07/2024
		010736/T	TRAILER MAINTENANCE	3	03/01/2024	.54	.00	.54	03/07/2024
		010736/T	TRAILER MAINTENANCE	4	03/01/2024	1.96	.00	1.96	03/07/2024
		010756/T	OFFICE SUPPLIES	1	03/04/2024	20.30	.00	20.30	03/07/2024
		010757/T	TRAILER MAINTENANCE	1	03/04/2024	.90	.00	.90	03/07/2024
		010757/T	TRAILER MAINTENANCE	2	03/04/2024	.90	.00	.90	03/07/2024
		010757/T	TRAILER MAINTENANCE	3	03/04/2024	.90	.00	.90	03/07/2024
		010757/T	TRAILER MAINTENANCE	4	03/04/2024	3.32	.00	3.32	03/07/2024
		010765/T	TRAILER MAINTENANCE	1	03/05/2024	1.62	.00	1.62	03/07/2024
		010765/T	TRAILER MAINTENANCE	2	03/05/2024	1.62	.00	1.62	03/07/2024
		010765/T	TRAILER MAINTENANCE	3	03/05/2024	1.62	.00	1.62	03/07/2024
		010765/T	TRAILER MAINTENANCE	4	03/05/2024	5.92	.00	5.92	03/07/2024
		010770/T	PROGRAM SUPPLIES	1	03/05/2024	32.50	.00	32.50	03/07/2024
Total 17569:						218.39	.00	218.39	
17607	LIBRARY IDEAS LLC	111098	VOX BOOKS	1	03/05/2024	170.85	.00	170.85	03/07/2024
Total 17607:						170.85	.00	170.85	
17685	INGRAM LIBRARY SERVI	63029405	BOOKS	1	02/16/2024	394.52	.00	394.52	03/07/2024
		63030044	BOOKS	1	02/19/2024	88.76	.00	88.76	03/07/2024
		63030243	BOOKS	1	02/20/2024	56.32	.00	56.32	03/07/2024
		63030697	BOOKS	1	02/21/2024	131.61	.00	131.61	03/07/2024
		63032053	BOOKS	1	02/23/2024	213.33	.00	213.33	03/07/2024
		63032956	BOOKS	1	02/27/2024	163.14	.00	163.14	03/07/2024
		63034557	BOOKS	1	03/01/2024	82.42	.00	82.42	03/07/2024
		63035830	BOOKS	1	03/05/2024	165.12	.00	165.12	03/07/2024
		67686023	BOOKS	1	02/13/2024	328.38	.00	328.38	03/07/2024
Total 17685:						1,623.60	.00	1,623.60	
17753	LOG GONE IT LLC	2685	MIX WOOD DISPOSAL	1	02/29/2024	45.98	.00	45.98	03/07/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		2685	MIX WOOD DISPOSAL	2	02/29/2024	12.54	.00	12.54	03/07/2024
		2685	MIX WOOD DISPOSAL	3	02/29/2024	12.54	.00	12.54	03/07/2024
		2685	MIX WOOD DISPOSAL	4	02/29/2024	12.54	.00	12.54	03/07/2024
	Total 17753:					83.60	.00	83.60	
17759	WESTBURY, BRYAN	BW022124	PW SHOP SUPPLIES	1	02/21/2024	47.40	.00	47.40	03/07/2024
	Total 17759:					47.40	.00	47.40	
17782	GFC LEASING - WI	I00899361	COPIER LEASE	1	03/01/2024	181.93	.00	181.93	03/07/2024
	Total 17782:					181.93	.00	181.93	
17789	TRANSUNION RISK AND	6174432-202	DATA SEARCH SERVICE	1	02/01/2024	75.00	.00	75.00	03/07/2024
	Total 17789:					75.00	.00	75.00	
17920	GORDON FLESCH CO, IN	IN14572372	EXTRA COPIES	1	02/20/2024	29.50	.00	29.50	03/07/2024
	Total 17920:					29.50	.00	29.50	
17936	TABBY & JACK'S	022024	SUPPLIES - RUDY	1	02/20/2024	62.98	.00	62.98	03/07/2024
	Total 17936:					62.98	.00	62.98	
17986	SPARTAN ANIMAL HOSPI	175135	RUDY VET	1	02/14/2024	33.44	.00	33.44	03/07/2024
		175318	RUDY EXAM DENTAL	1	02/21/2024	353.63	.00	353.63	03/07/2024
	Total 17986:					387.07	.00	387.07	
18034	HAWKINS, INC	6700220	WATER SYSTEM CHEMIC	1	02/29/2024	1,535.72	.00	1,535.72	03/07/2024
	Total 18034:					1,535.72	.00	1,535.72	
18103	VISA	OCB-022524	SCHUENKE	1	02/25/2024	49.98	.00	49.98	03/07/2024
		OCB-022524	LARSON	2	02/25/2024	408.73	.00	408.73	03/07/2024
		OCB-022524	D WALLACE	3	02/25/2024	875.36	.00	875.36	03/07/2024
		OCB-022524	CHAPIN	4	02/25/2024	1,374.61	.00	1,374.61	03/07/2024
		OCB-022524	DENNIS	5	02/25/2024	2,001.98	.00	2,001.98	03/07/2024
		OCB-022524	IGL	6	02/25/2024	6,257.99	.00	6,257.99	03/07/2024
		OCB-022524	MILLER	7	02/25/2024	532.42	.00	532.42	03/07/2024
		OCB-022524	BREMER	8	02/25/2024	1,129.62	.00	1,129.62	03/07/2024
		OCB-022524	IRWIN	9	02/25/2024	948.25	.00	948.25	03/07/2024
		OCB-022524	SUETTINGER	10	02/25/2024	292.97	.00	292.97	03/07/2024
		OCB-022524	JOB	11	02/25/2024	753.99	.00	753.99	03/07/2024
		OCB-022524	ANDERSEN	12	02/25/2024	1,203.03	.00	1,203.03	03/07/2024
		OCB-022524	JACOBSEN	13	02/25/2024	1,236.51	.00	1,236.51	03/07/2024
		OCB-022524	COX	14	02/25/2024	312.17	.00	312.17	03/07/2024
		OCB-022524	ANDERSON	15	02/25/2024	428.03	.00	428.03	03/07/2024
		OCB-022524	LAWRENCE	16	02/25/2024	49.59	.00	49.59	03/07/2024
		OCB-022524	MARKHAM	17	02/25/2024	94.35	.00	94.35	03/07/2024
		OCB-022524	JACOBS	18	02/25/2024	413.66	.00	413.66	03/07/2024
		OCB-022524	ZIETSMA	19	02/25/2024	224.96	.00	224.96	03/07/2024
		OCB-022524	BWALLACE	20	02/25/2024	270.14	.00	270.14	03/07/2024
		OCB-022524	KENT	21	02/25/2024	15.98	.00	15.98	03/07/2024
		OCB-022524	J REITER	22	02/25/2024	461.81	.00	461.81	03/07/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		OCB-022524	CRAFT	23	02/25/2024	312.00	.00	312.00	03/07/2024
	Total 18103:					19,648.13	.00	19,648.13	
18112	BADGERLAND COMPLIA	2500085	ANNUAL CONSORTIUM -	1	03/01/2024	290.00	.00	290.00	03/07/2024
	Total 18112:					290.00	.00	290.00	
18117	DEFOREST POLICE DEP	4	TRAINING FOR MATT AN	1	02/16/2024	300.00	.00	300.00	03/07/2024
	Total 18117:					300.00	.00	300.00	
18175	BUCKY'S DUMPSTERS &	97402	PORTABLE RESTROOMS	1	02/28/2024	150.00	.00	150.00	03/07/2024
	Total 18175:					150.00	.00	150.00	
18266	NAVIANT	00149524	DIGITIZATION PROJECT	1	03/05/2024	2,655.00	.00	2,655.00	03/07/2024
	Total 18266:					2,655.00	.00	2,655.00	
18284	CHARTER COMMUNICATI	1708848010	CHARTER CABLE	1	03/01/2024	118.11	.00	118.11	03/07/2024
	Total 18284:					118.11	.00	118.11	
18299	INPRO	2243245	WALL SIGNS	1	02/19/2024	45.00	.00	45.00	03/07/2024
	Total 18299:					45.00	.00	45.00	
18312	AUTOMATION ARTS LLC	16078	MEETING ROOM AV	1	02/29/2024	1,499.45	.00	1,499.45	03/07/2024
	Total 18312:					1,499.45	.00	1,499.45	
18315	TRUITY PARTNERS LLC	T-111867	ACCOUNTING SERVICES	1	02/25/2024	1,728.00	.00	1,728.00	03/07/2024
		T-112073	ACCOUNTING SERVICES	1	03/03/2024	1,728.00	.00	1,728.00	03/07/2024
	Total 18315:					3,456.00	.00	3,456.00	
18318	SEWAH STUDIOS INC	44607	HISTORICAL MARKER	1	02/21/2024	1,720.00	.00	1,720.00	03/07/2024
		44608	HISTORICAL MARKER	1	02/21/2024	1,720.00	.00	1,720.00	03/07/2024
		44609	HISTORICAL MARKER	1	02/21/2024	1,960.00	.00	1,960.00	03/07/2024
	Total 18318:					5,400.00	.00	5,400.00	
18334	CONCORD GROUP	2023B594/02	MUNICIPAL/COMMUNITY	1	02/29/2024	8,500.00	.00	8,500.00	03/07/2024
	Total 18334:					8,500.00	.00	8,500.00	
18342	BLUESTAR INK LLC	1300	KID'S SECTION MURAL	1	02/15/2024	4,750.00	.00	4,750.00	03/07/2024
	Total 18342:					4,750.00	.00	4,750.00	
18343	WHIPPLE, RICH	RW021924	UNIFORM ALLOWANCE	1	02/19/2024	350.00	.00	350.00	03/07/2024
	Total 18343:					350.00	.00	350.00	
18344	FORCE SCIENCE, LTD	FSI-31022	BARNIER TRAINING COU	1	02/27/2024	1,650.00	.00	1,650.00	03/07/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 18344:						1,650.00	.00	1,650.00	
18345	HAMMER IT CONSTRUCT	82090	5802/04 MAIN STREET	1	03/01/2024	3,305.00	.00	3,305.00	03/07/2024
Total 18345:						3,305.00	.00	3,305.00	
18346	A QUALITY SIGNS	6388	ELECTION SUPPLIES	1	03/06/2024	381.25	.00	381.25	03/07/2024
Total 18346:						381.25	.00	381.25	
Grand Totals:						263,504.64	.00	263,504.64	

Report Criteria:
Detail report type printed

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, March 12, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Interim Village Administrator

AGENDA ITEM: Motion to approve a Community Grant Application from Boy Scout Troop 53 as recommended by the Finance Committee.

PREVIOUS ACTION:

The Parks and Recreation Committee approved the proposal at their meeting on December 5, 2023.

The Finance Committee will be considering the action at their meeting on March 12, 2024 at 6:00 pm.

ISSUE SUMMARY:

Please find enclosed for review an application to the Community Grant Program from Boy Scout Troop 53. Staff conducted its review for completeness and completed a form also outlining our findings.

FINANCIAL/BUDGET IMPACT:

The request from the grant program is for \$500. The Committee has discretion in how much it wishes to recommend within its approval to the Village Board.

VILLAGE PLAN REFERENCE:

None

ORDINANCE REFERENCE:

Chapter 13 - Community Grant Policy

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

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion to approve a Community Grant Application from Boy Scout Troop 53 as recommended by the Finance Committee.

ATTACHMENTS:

1. Boy Scout Troop 53 Community Grant Application
2. Cover Letter
3. Orchard Hill Project Proposal (1)



4. 12.6EagleProjectWorkbook2023a (1)
5. Community Grant Application Review - Boy Scout Troop 53

Community Grant Program Application

Program Description

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

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

Eligibility Information

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

Organization/Group Information

Organization/Group Name	Boy Scout Troop 53
Organization/Group Address	5529 Marsh Road, McFarland 53558
Please describe mission/purpose/goals of Organization/Group	The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

Main Contact Information

Main Contact First Name	Drew
Main Contact Last Name	Tokheim
Main Contact Address, Including City, State, Zip	5509 Milwaukee Street, McFarland WI, 53558
Main Contact Phone Number	(608) 520-5079
Main Contact E-mail Address	drewtokheim@gmail.com
Main Contact Role within Organization/Group	Eagle Scout applicant; youth member

Main Contact Role within the Project	Eagle Scout Project leader
Describe Main Contact's Experience with Organization/Group and/or Similar Projects	I have been a member of Troop 53 for 6 years advancing through the ranks from Scout to Life Scout. I have held leadership positions, as Assistant Senior Patrol Leader and Senior Patrol Leader for 2 years. I have participated in several Eagle Scout projects and volunteer hours through the Boy Scouts.

Community Grant Program Application

Key Personnel

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

i. **First Name**

Miles

Last Name

Tokheim

Role within Organization/Group and/or Project

Parent, member of Eagle work committee

Describe Experience within Organization/Group and/or Similar Projects

Miles is a Technology and Engineering teacher and has experience in managing projects. He will be the adult overseeing the construction of the benches at his school location.

Grant Request Information

The Organization/Group is requesting funding for: (Check all that apply)	• New, small capital projects and/or equipment • Enhancement of community/neighborhood engagement, special event development, and/or public education
Amount of funding being requested	500
Describe funding request	I am requesting funds to purchase supplies to build 6 Aldo Leopold-style benches to be installed at Orchard Hill Disc Golf Course.
Describe goals/objectives of project	My goal for this project is to create inclusive seating for those people using the disc golf course. The lack of seating can discourage participants who can't physically complete the course without breaks. This seating also encourages socialization and a spot for disc golfers to set down their bags. Overall, this will improve the usability of this McFarland community space.

Describe budget of project	Cedar boards (12, total cost \$739) Deck Screws, Carriage Bolts, Nuts, and Washers (total cost \$72.73) Wood stain/waterproofing plus sandpaper or Orbital saw (total cost \$56.68) Grand total: \$868.41
Describe timeline of project	Approximate timeline: Obtain/order all materials needed for the project. (February 24th-March 9th, 2024) 3 weeks Pre-cut lumber based on plan. (March 9th-17th) 1 week Recruit workers from the troop. (March 18th at troop meeting) 1 week Stain the lumber. (April 6th-7th) Assemble the benches. (April 20-21st) Install benches at Orchard Hill Disc Golf Course. (April 21st)

References

Please provide references

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

Boy Scout Troop 53

Contact Person's First Name

Mark

Contact Person's Last Name

Heckel

Contact Person's Phone Number

(608) 287-6647

Contact Person's E-mail Address

mheckel@smartmotors.com

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

Troop 53 Boy Scout Scoutmaster

Please select the plus sign below to add additional references.

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

Boy Scout Troop 53

Contact Person's First Name

Dan

Contact Person's Last Name

Maahs

Contact Person's Phone Number

(608) 509-3428

Contact Person's E-mail Address

dmaahs84@gmail.com

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

Eagle Project Advisor

Please select the plus sign below to add additional references.

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

Village of McFarland, Parks Superintendent

Contact Person's First Name

Sayer

Contact Person's Last Name

Larson

Contact Person's Phone Number

(608) 838-7287

Contact Person's E-mail Address

sayer.larson@mcfarland.wi.gov

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

Parks Superintendent, previous approval of bench building/installation project

Please select the plus sign below to add additional references.

Cover Letter

Please submit a Cover Letter summarizing your request.



Community Grant Application _ Drew Tokheim.pdf

Additional Attachments

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

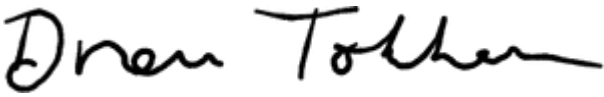
Supplementary Attachments

Orchard Hill Project Proposal.pdf



12.6EagleProjectWorkbook2023a (1).pdf

Acknowledgements

The Organization/Group submitting this application acknowledges the following:	• The Organization/Group meets the eligibility requirements identified in Chapter 13 the Village of McFarland Fiscal Policy Manual. • Funding may be granted at the discretion of the Village of McFarland and subject to the availability of funds. • The Organization/Group is expected to seek additional resources to accomplish project goals. • At the completion of the project, the Organization/Group will submit to the Village of McFarland a Project Summary outlining how the funds were used within the proposal awarded.
Name of Person Submitting Application	Drew Tokheim
Role within Organization/Group	Eagle Applicant for Boy Scout Troop 53
As the person submitting this application, I certify that:	• I am authorized by the Organization/Group to submit this application on behalf of the Organization/Group. • To the best of my knowledge and belief with regard to the foregoing application and any attachments thereto, I have read and made complete answers to each question and that my answers in each instance are true and correct.
Signature	
Date	02/17/2024

Drew Tokheim
5509 Milwaukee Street
McFarland, WI 53558
drewtokheim@gmail.com
(608) 520-5079
February 15th, 2024

McFarland Community Grant Committee
Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558

Dear Grant Committee,

I am writing to express my sincere gratitude for considering my application for the McFarland Community Grant. Enclosed, please find my proposal for new seating at the Orchard Hill Disc Golf Course outlining the project's objectives, plan, and outcome.

I am a member of Boy Scout Troop 53. I have been involved with Boy Scouts for the past 6 years, holding leadership positions and volunteering within our community. I am currently working towards completing my Eagle Scout project. This project is to construct 6 Aldo Leopold-style benches at Orchard Hill Disc Golf Course. Funds from this grant would assist in alleviating the high cost of quality lumber to build long-lasting and sustainable benches to be used for many years to come. I strongly believe that this addition to the McFarland Parks system will contribute positively to the community.

I have gone through the approval process to have my Eagle project approved by both the McFarland Parks Committee and Glacier's Edge Boy Scout Council. I am excited to begin preparation for my project to have the benches built and installed this spring. With the generous support of the McFarland Community Grant, I will be one step closer to improving the usability of this great village resource.

Through my Eagle project, I plan to begin purchasing materials and supplies in the coming weeks. I am working on recruiting volunteers to assist with the cutting, staining, assembling and installation of the benches at the park. I have a goal end-date for installation by June 1st.

I genuinely appreciate the opportunity to be considered for the Community Grant. Your support will help make the Orchard Hill Disc Golf Course more accessible for people who may struggle to complete the course without rest, create locations for socialization and connection and generally improve the usability of the park. Thank you once again for your time, consideration, and support. Please do not hesitate to contact me further to discuss this project, or if you require any additional information or clarification.

Sincerely,
Drew Tokheim

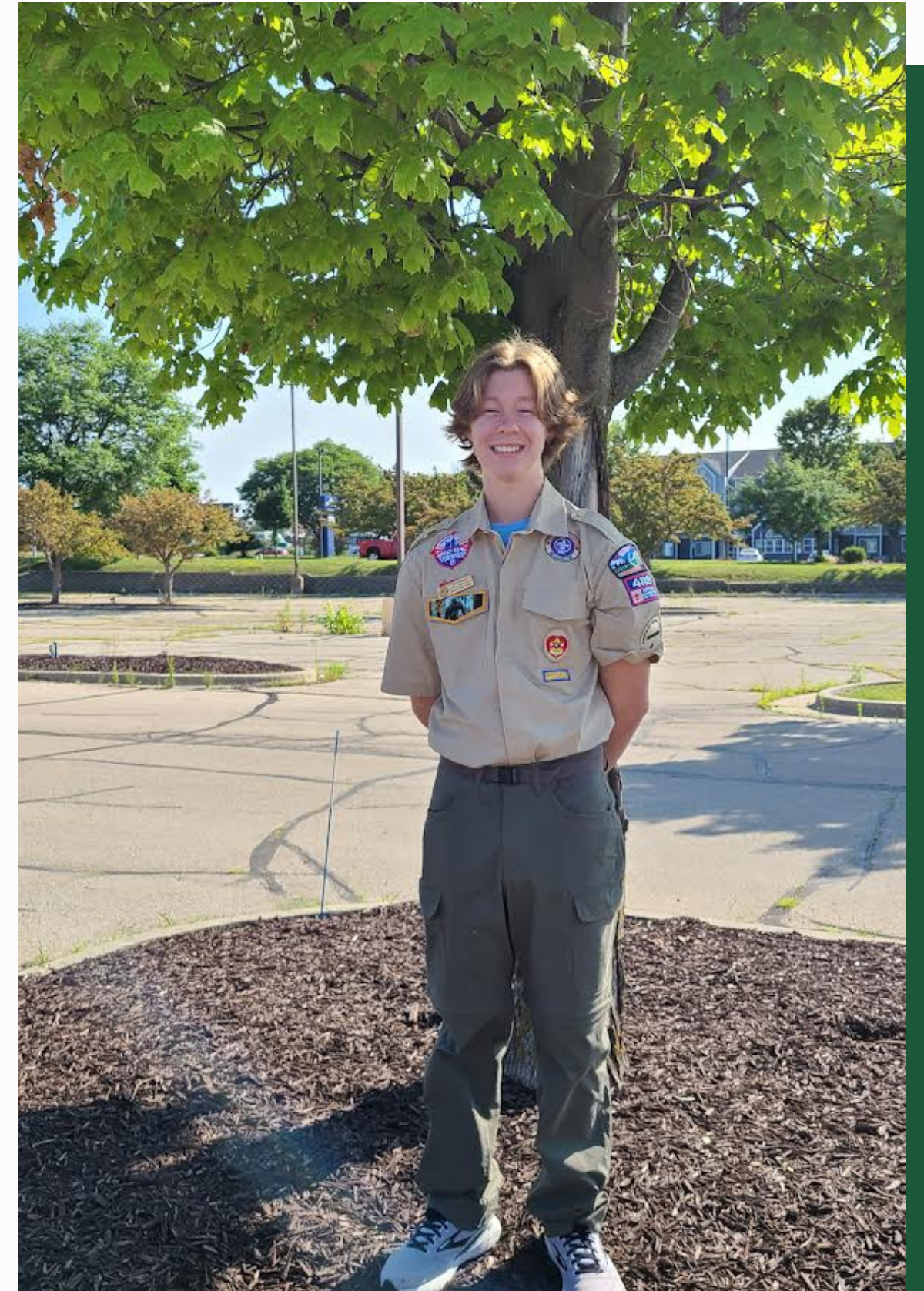
BENCHES AT ORCHARD HILL DISC GOLF COURSE

By: Drew Tokheim



About Me

- JUNIOR AT MCFARLAND HIGH SCHOOL
- INVOLVED IN SCOUTING FOR 6 YEARS PLUS CUB SCOUTS
- HOCKEY, TRACK, CROSS COUNTRY





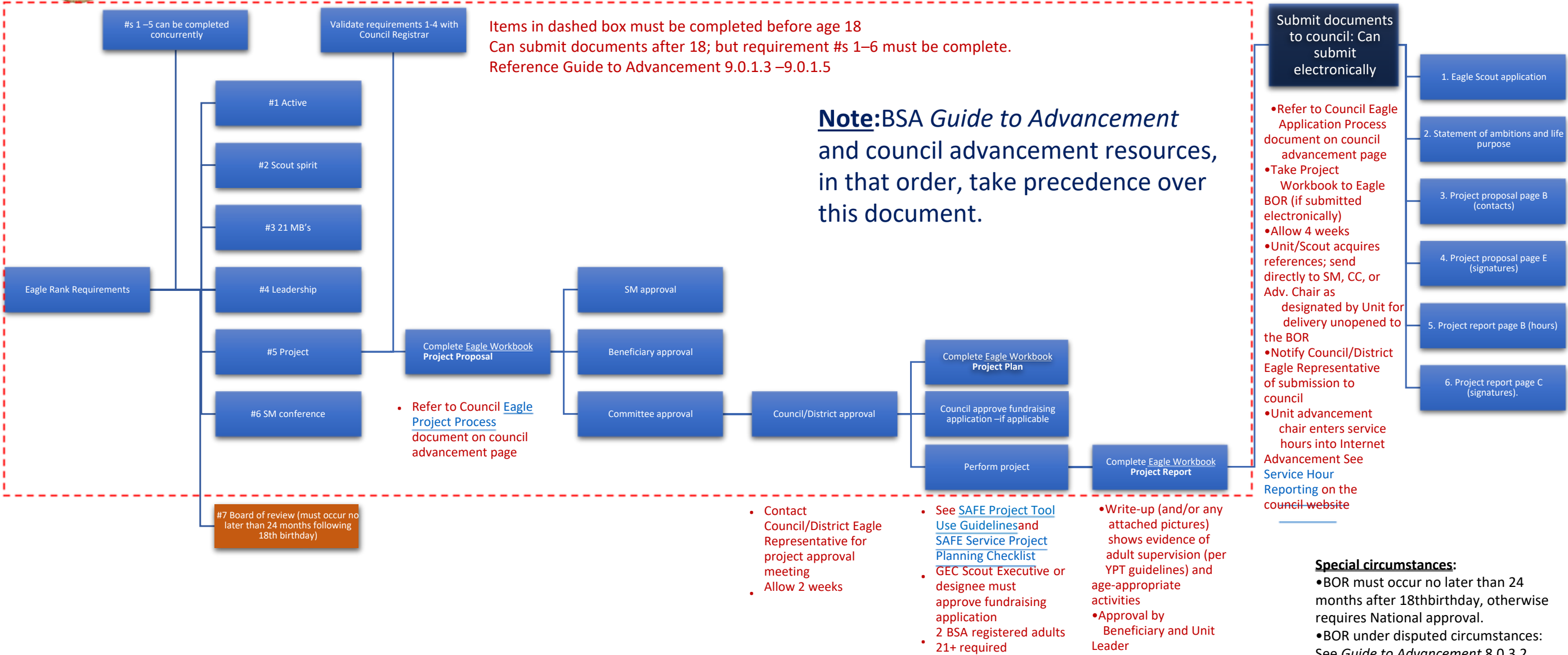
Basis of my Project

- Currently a Life Scout
- Working towards achieving my Eagle Scout rank
- Highest rank in scouting
- Requirement 5

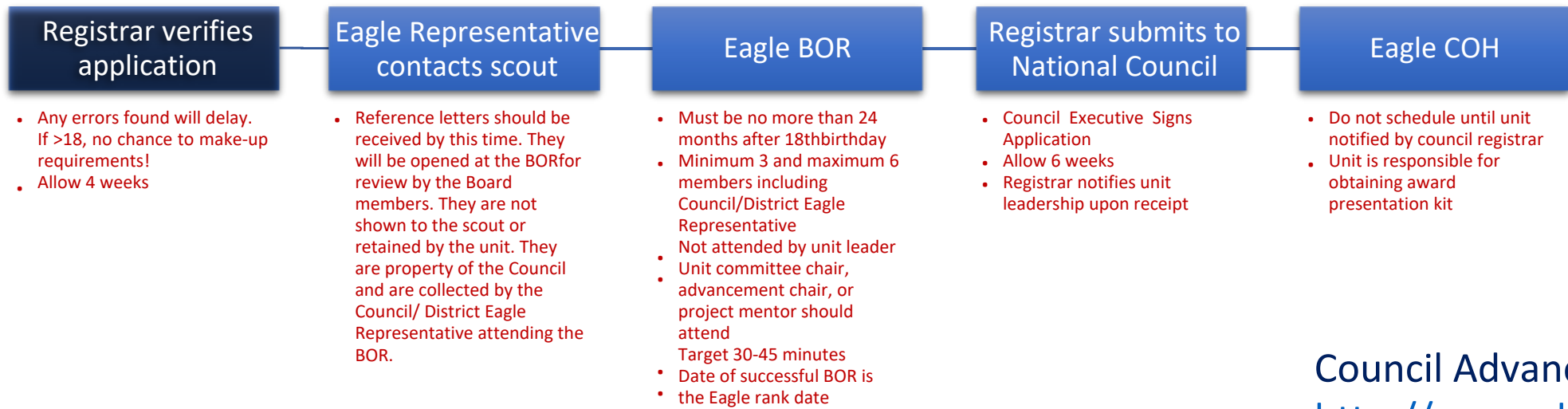
Sales



Life-to-Eagle Process –Glacier’s Edge Council



After Eagle application is submitted to council:



Council Advancement Resources:
<http://www.glaciersedge.org/advancement>

Project Opportunity

- Orchard Ridge Disc Golf Park lacks seating
- Turns people away who physically can't complete the course without breaks
- Lack of locations for socialization



Project Proposal

- **Building 6 Aldo Leopold Style benches**
- **Providing seating for all people**
- **Creating spots for disc golfers to connect**
- **Allows players to set down their bags**



ALDO LEOPOLD BENCH

woodworking
FOR WILDLIFE

Aldo Leopold is an internationally recognized figure in wildlife conservation and pioneering author and philosopher on environmental ethics and land stewardship. Born and raised in southeastern Iowa on the bluffs of the Mississippi River in Burlington, Leopold's land ethic was born from hundreds of hours of careful observation outdoors in Iowa, Wisconsin, the American southwest, and other natural landscapes. Surely many of those hours, especially those outside his family's "shack" on the banks of the Wisconsin River, were spent on benches just like these, which similarly adorn the trails and fields of natural areas around the Midwest. This plan shows you how to create your own Aldo Leopold Bench where you can experience and enjoy nature. Situate your new bench in your favorite natural area or outdoor spot; visit it often with a book, binoculars, or camera; and enjoy the sights, sounds, and smells of nature.

SUPPLIES

1 45 inch 2x10

1 48 inch 2x6

1 10 foot 2x8

6 31/2" L 3/8" diameter carriage bolts, nuts, and washers

10 3" deck screws

Paint/stain (optional)

Circular saw

Drill with 3/8" bit

Tape measure

Straight edge

ASSEMBLY

1

Stain or paint wood pieces.

2

Assemble each leg by aligning the bottoms on a wall or other flat surface. Drill holes and connect A and B with three carriage bolts on each leg.

3

Mount the seat C connecting the legs with three deck screws on each side.

4

Mount the back D to the bench with two deck screws on each side.

CUT SHEET

2x8

4"

6"

1"

33"

33"

18"

18"

2x6 6 48"

2x10 0 45"

A

B

C

D

THE PLAN

IOWA STATE UNIVERSITY
Extension and Outreach

By Adam Janke, assistant professor and extension wildlife specialist at Iowa State. Adapted from plans distributed by the Iowa Department of Natural Resources.
Iowa State University Extension and Outreach does not discriminate on the basis of age, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, color, religion, sex, sexual orientation, socioeconomic status, or status as a U.S. veteran or other protected classes. Direct inquiries to the Diversity Advisor, 515-294-1482, extdiversity@iastate.edu.

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Timeline for Beneficiary



1st
Project proposal is
approved by
beneficiary



2nd
The Project is carried
out



3rd
Project report is
approved by the
beneficiary



4th
Project is completed

Timeline for Project

01

- Once the project proposal has been approved it will be sent to the district. (1-2 weeks for approval)

02

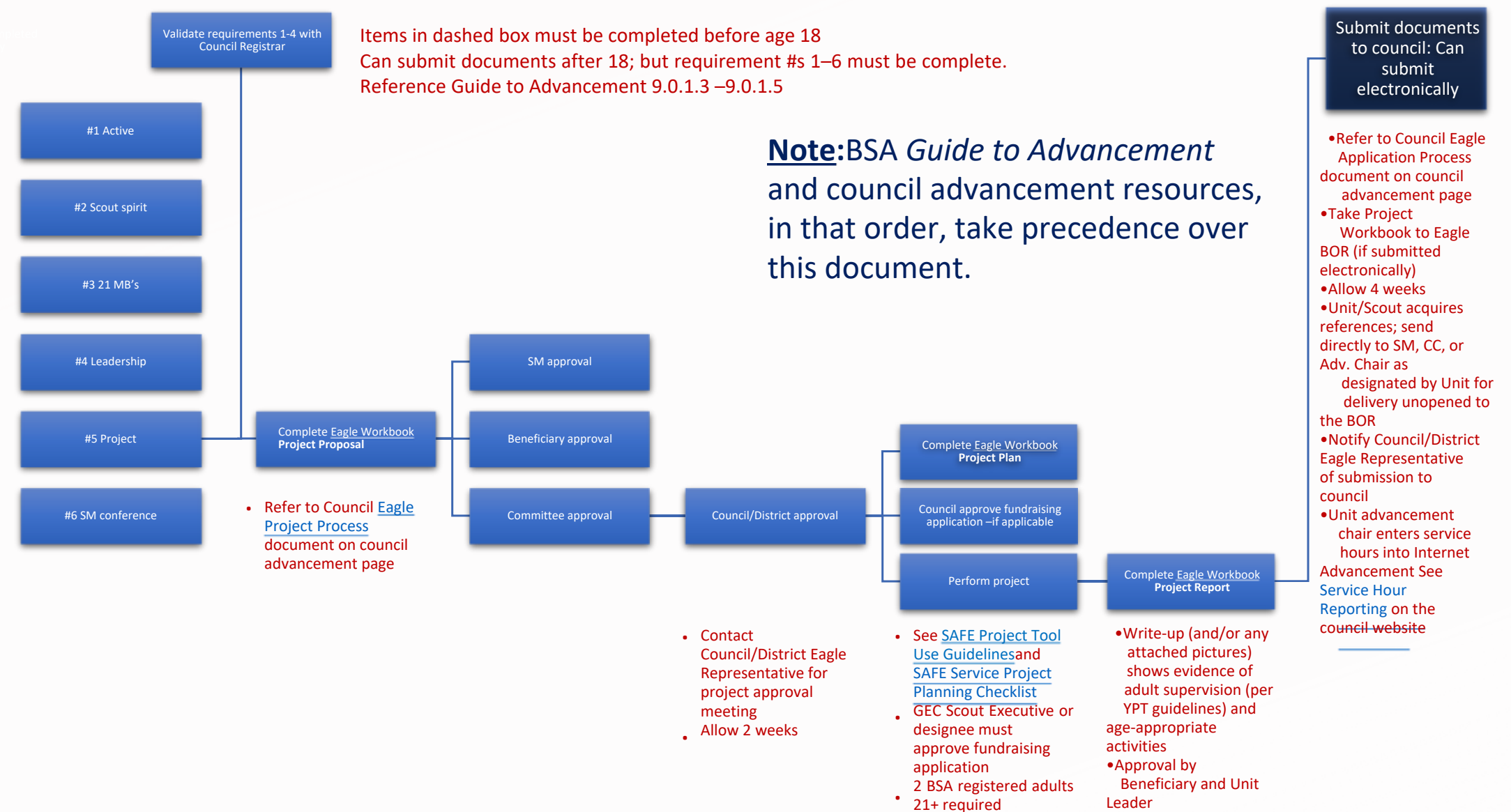
- The project plan and fundraising will be completed in preparation to complete the project

03

- The project will be completed spread along two workdays

04

- The project report will be completed and approved before being submitted to the council.



- Will be operated in compliance with the SAFE project tool use provided by Boy Scouts

- Workers will wear safety gloves and glasses based on the job they are assigned

- Workers will be taught on-site how to correctly use the equipment needed



Estimated Costs

MATERIALS

\$730 (Cedar)

SUPPLIES

\$120 (Fasteners and Stain)

TOOLS

\$0

PLAQUES

\$50

TOTAL

\$900

FUNDRAISING

I plan to seek donations from family, scout troop, and outside sources like the village





Next Steps

- Receive approval on project proposal
- Determine the best wood and stain to use on the benches
- Determine the exact cost of the supplies and materials needed.
- Determine jobs for everyone to complete



Eagle Scout Service Project Workbook



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Drew Mason Tokheim

Please give a name to your project Benchs at Orchard Hill Disc Golf Park

Scouts and Parents or Guardians

Please read "Message to Scouts and Parents or Guardians" on pages 5 and 6. This includes excerpts and summaries from the Guide to Advancement that may help ensure requirements are properly administered according to national BSA policies and procedures. Please note, also, that when Eagle Scout candidates submit their project proposal they will promise they have read this entire workbook. Doing so will be important to their success.

Only the Official Workbook May Be Used

Eagle Scout candidates must use the official Eagle Scout Service Project Workbook, No. 512-927, as produced by the BSA and found at www.scouting.org/advancement. Although it is acceptable to copy and distribute the workbook, no council, district, unit, or individual has the authority to produce or require additional forms, or to add or change requirements, or to make any additions, deletions or changes in the text, outlines, links, graphics, or any other elements of the workbook.

Attention: Unit, District, and Council Reviewers

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement but relates to practicing the Scout motto, Be Prepared. However, in determining if a project meets Eagle Scout requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led and resulted in otherwise worthy results acceptable to the beneficiary.

How to Use This Workbook

This workbook includes valuable information that can help ensure your success. It includes four project forms: a proposal, a plan, a fundraising application, and a report. Following the project report you will find "Navigating the Eagle Scout Service Project," an information sheet that you should provide to the project beneficiary before the beneficiary approves your proposal. You will find it helpful to take the entire workbook—even the parts that have not yet been prepared—with you to all meetings and discussions concerning your project.

Before preparing any of the four forms, read with your parent or guardian, the "Message to Scouts and Parents or Guardians" found on pages 5 and 6. If your project is worthy and meets Eagle Scout requirement 5 as written, the message will help you successfully present your proposal through the approval process.

Preparing the Project Proposal

Your proposal must be completed first. It is an overview, but also the beginnings of planning. Be sure to read "Instructions for Preparing Your Proposal" which appears right after the proposal cover page in this workbook.

The Project Plan

Prepare your project plan after your proposal has been approved, but before you begin work on your project. The Project Plan form is a tool for your use. No one approves it, although your project beneficiary has the authority to review it and require changes in it. Your project plan can also be important in showing your Eagle Scout board of review that you have planned and developed your project as required. And you are strongly encouraged to share your project plan with an Eagle Scout service project coach. Doing so can help you avoid many problems associated with service projects. Be sure to check with the council or district person who approved your proposal to learn how project coaches are designated in your community.

The Fundraising Application

If your fundraising effort involves contributions only from the beneficiary, or you, your parents or relatives, your unit or its chartered organization, or parents or members in your unit, then you do not need a fundraising application. If you will be obtaining money, materials, supplies, or donations from other sources, you may need to submit an application. See "Procedures and Limitations on Eagle Scout Service Project Fundraising," which appears on page B of the fundraising application.

The Project Report

Prepare the project report after the project has been executed. You must sign it to confirm you led and executed the project. Note also, the signature lines for the beneficiary's and your unit leader's approval that your project fulfilled Eagle Scout requirement 5.

Meeting Eagle Scout Requirement 5

Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.

Project Purpose

In addition to providing service and fulfilling the part of the Scout Oath, “To help other people at all times,” one of the primary purposes of the Eagle Scout service project is to learn leadership skills, or to improve or demonstrate leadership skills you already have. Related to this are important lessons in project management and taking responsibility for a significant accomplishment.

Choosing a Project

Your project must be for any religious institution, any school, or your community. It is important to note, however, that the BSA has defined “your community” to include the “community of the world.” Normally, “your community” would not refer to individuals, although a council or district advancement committee may consider scenarios in which an individual in need can affect a community. It is then a matter of identifying a source representing the “community” who will provide approvals. For more information, see the Guide to Advancement, No. 33088, topic 9.0.2.5.

Your project must present an opportunity for planning, development, and leadership. For example, if a blood drive is chosen and the blood bank provides a set of “canned” instructions to be implemented with no further planning, the planning effort would not meet the test. You may need to meet with blood bank officials and work out an approach that requires planning, development, and leadership. This might involve developing and carrying out a marketing and logistics plan, reaching a challenging collection goal, or coordinating multiple blood collection events.

An Internet search can reveal hundreds of service project ideas. Your project does not have to be original, but it could be. It might be a construction, conservation, or remodeling project, or it could be the presentation of an event with a worthwhile purpose. Conversations with your unit leader, teachers, your religious leader, or the leaders of various community organizations can also uncover ideas. In any case, be sure the project presents a challenge that requires leadership, but also something that you can do with unskilled helpers, and within a reasonable period of time.

Restrictions and Other Considerations

There are no required minimum hours for a project. No one may tell you how many hours must be spent on it.

- Routine labor is not normally appropriate for a project. This might be defined as a job or service you may provide as part of your daily life, or a routine maintenance job normally done by the beneficiary (for example, pulling weeds on the football field at your school).
- While projects may not be of a commercial nature or for a business, this is not meant to disallow work for community institutions, such as museums and service agencies (like homes for the elderly, for example), that would otherwise be acceptable. Some aspect of a business operation provided as a community service may also be considered; for example, a park open to the public that happens to be owned by a business, but primarily benefits the community.
- A project may not be a fundraiser. In other words, it may not be an effort that primarily collects money, even for a worthy charity. Fundraising is permitted only for securing materials and facilitating a project, and it may need to be approved by your council. See “Eagle Scout Service Project Fundraising Application” later in this workbook.
- No more than one Eagle Scout candidate may receive credit for working on the same Eagle Scout service project.
- Projects must not be performed for the Boy Scouts of America, or its councils, districts, units, or properties.

Collecting Service Project Data

The BSA collects information on hours worked on Eagle Scout projects because it points to achievement of our citizenship aim. Please assist with data collection by keeping a list of people who help and the number of hours they work. When you prepare your project report you will need to include this data on page B of the report. Providing accurate information will also help your unit leadership enter your project into the BSA’s Journey to Excellence tracking system.

Message to Scouts and Parents or Guardians

The Eagle Scout service project requirement has been widely interpreted—both properly and improperly. This message is designed to share with you, the Eagle Scout candidate, and your parents or guardians the same information BSA provides to council and district volunteers responsible for project proposal approvals throughout the Boy Scouts of America.

In addition to reading this entire workbook, you and your parents or guardians should consult the Guide to Advancement, No. 33088, beginning with topic 9.0.2.0, “The Eagle Scout Service Project.” The Guide may be accessed at www.scouting.org/advancement.

The current Guide to Advancement, No. 33088, along with the Scouts BSA Requirements book, No. 33216, and this workbook, are the primary official sources on policies and procedures for Eagle Scout service projects. The Guide to Advancement and Scouts BSA Requirements book are available in Scout shops or on www.scoutshop.org. Your local council and district are important resources for information and guidance and can tell you where to submit service project proposals.

The council and district may also establish limited local procedures as necessary. However, all of this must be done in harmony with the official sources mentioned above. Councils, districts, units, and individuals must not add requirements or ask you to do anything that runs contrary to, or that exceeds, the policies, procedures, or requirements of the Boy Scouts of America.

Available from your Scout Shop or on www.scoutshop.org is an Eagle Project plaque to place at your project location at the completion of the project (<https://www.scoutshop.org/catalog/product/view/id/6831>).

What an Eagle Scout Candidate Should Expect

The Eagle Scout service project belongs to the Eagle Scout candidate. The candidate's parents and others may help, but the Scout must be the leader. Nonetheless, while working toward completion of the project, especially during the proposal approval process, a candidate has the right to expect the following, as reprinted from the Guide to Advancement, topic 9.0.2.1.

1. Questioning and probing for their understanding of the project, the proposal, and what must be done, shall be conducted in a helpful, friendly, courteous, and kindhearted manner. We will respect the Scout's dignity. Scouts will be allowed, if they choose, to have a parent, unit leader, or other adult present as an observer at any time while they are discussing their proposal or project with someone who is reviewing it.
2. Project expectations will match Eagle Scout requirement 5, and we will not require proposals to include more than described in the Eagle Scout Service Project Workbook.
3. If requested by the Scout or the Scout's parent or guardian, an explanation of a proposal rejection will be provided in writing, with a copy sent to the council advancement chair and staff advisor. It will indicate reasons for rejection and suggestions concerning what can be done to achieve approval.
4. Guidance that maximizes the opportunity for completion of a worthwhile project will be readily available and strongly recommended. Ultimately, however, the responsibility for success belongs to the Scout, and final evaluation is left to the board of review.
5. Candidates who believe they have been mistreated or their proposal wrongfully rejected, will be provided a method of redress. This will include the opportunity for a second opinion and approval, either through another volunteer or professional advancement administrator*, or the Scout executive, as determined by the council advancement committee or executive board.

**An "advancement administrator" is a member or chair of a council or district advancement committee, or a volunteer or professional designated according to local practices, to assist in advancement administration.*

Excerpts and Summaries From the Guide to Advancement

Eagle Scout Service Project Coaches (See the Guide to Advancement, topic 9.0.2.9)

Many units, districts, and councils use Eagle Scout service project “coaches,” because the advice they provide after approval of a proposal can be invaluable as candidates develop their project plan. A coach can help Scouts see that if a plan is not sufficiently developed then projects can fail. Assistance can come through evaluating a plan and discussing its strengths, weaknesses, and risks, but coaches do not have the authority to dictate changes or take any other such directive action. Instead, coaches must use the BSA method of positive adult association, logic, and common sense to help the candidate make wise decisions.

It is up to the council to determine who may serve as project coaches and how they might be assigned or otherwise provided to candidates. Coaches must be registered with the BSA (in any adult position) and be current in BSA Youth Protection training, and may come from the unit, district, or council level. For examples of how a service project coach can assist, please see the Guide to Advancement, topic 9.0.2.9. Note that there should be only one coach that is designated for you by your council or district; but your unit may also provide people to coach you.

What Is Meant by “Give Leadership to Others ...?” (See the Guide to Advancement, topic 9.0.2.4)

“Others” means at least two people besides the Scout. Helpers may be involved in Scouting or not, and of any age appropriate for the work. Councils, districts, and units shall not establish requirements for the number of people led, or their make-up, or for time worked on a project.

Evaluating the Project After Completion (See the Guide to Advancement, topic 9.0.2.13)

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement, but relates to our motto to, “Be Prepared.” However, in determining if a project meets requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led, and resulted in an otherwise worthy outcome acceptable to the beneficiary.

There may be instances where, upon its completion, the unit leader or project beneficiary chooses not to approve a project. One or the other may determine, for example, that modifications were so significant that the extent of the service or impact of the project was insufficient to warrant approval. The candidate may be requested to do more work or even start over with another project. The candidate may choose to meet these requests or may decide—if he or she believes the completed project worthy and in compliance—to complete an Eagle Scout Rank Application and submit the project workbook without final approval. If requested, the candidate must be granted a board of review. If it is thought a unit board may not provide a fair hearing, a board of review under disputed circumstances may be initiated according to the Guide to Advancement, topic 8.0.3.2.

Risk Management and Eagle Scout Service Projects (See the Guide to Advancement, topic 9.0.2.14)

All Eagle Scout service projects constitute official Scouting activity and thus are subject to Boy Scouts of America policies and procedures. Projects are considered part of a unit's program and are treated as such with regard to policies, procedures, and requirements regarding Youth Protection, two-deep leadership, etc. The health and safety of those working on Eagle projects must be integrated into project execution. Since an Eagle Scout service project is a unit activity, unit leadership has the same responsibility to assure safety in conducting a project as with any other unit activity. The unit leader or unit committee should reject proposals for inherently unsafe projects. The candidate should plan for safe execution, but it must be understood that minors cannot and must not be held responsible for safety concerns. As with any Scouting activity, the Guide to Safe Scouting applies. BSA also expects leaders to use the four points of SAFE when delivering the program. The SAFE Checklist can be found at: <https://www.scouting.org/health-and-safety/safe/>. The most current version of the Guide to Safe Scouting can be found at: <https://www.scouting.org/health-and-safety/gss/>.

Insurance and Eagle Scout Projects (See the Guide to Advancement, topic 9.0.2.15)

The Boy Scouts of America General Liability Policy provides general liability insurance coverage for official Scouting activities. Registered adult leaders are provided primary coverage. Unregistered adults participating in a Scouting activity are provided coverage in excess of their personal insurance. Every council has the opportunity to participate in the BSA Accident and Sickness insurance program. It provides some insurance for medical and dental bills arising from Scouting activities. If councils do not purchase this, then units may contract for it. In some cases, chartered organizations might provide insurance, but this must not be assumed. Most of these programs provide only secondary coverage, and are limited to registered youth and adults and those interested in becoming members.

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Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Drew Mason Tokheim

Please give a name to your project Benchs at Orchard Hill Disc Golf Park

Instructions for Preparing Your Proposal

Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. ***It provides sufficient opportunity to meet the Eagle Scout service project requirement.*** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. ***It appears to be feasible.*** You must show the project is realistic for you to carry out.
3. ***Safety issues will be addressed.*** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. ***Action steps for further detailed planning are included.*** You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
5. ***You are on the right track with a reasonable chance for a positive experience.***

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the beginnings of planning. Most of your planning will come with the next step, preparation of your project plan.

If your project does not require materials or supplies, etc., simply mark those spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

Consider also, that if you submit your proposal too close to your 18th birthday, it may not be approved in time to finish planning and executing the project.

Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, "Navigating the Eagle Scout Service Project." This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

"Navigating the Eagle Scout Service Project" will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.

Again, be sure to read carefully "Navigating the Eagle Scout Service Project" so you will have a full understanding of the role of your beneficiary.

Next Step: Your Project Plan

Once your proposal is approved, you are **strongly encouraged** to prepare your project plan using the form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you begin preparing it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.

Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to each other. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

Eagle Scout Candidate

Name: Drew Mason Tokheim		Birth date: 04/15/2007	
Email Address: Drewtokheim@gmail.com		BSA PID number: 130474935	
Address: 5509 Milwaukee Street	City: McFarland	State: WI	Zip: 53558
Preferred telephone(s): 608-520-5079		Life Board of Review date: 4/10/21	

Current Unit Information

Check One: ☒ Troop ☐ Crew ☐ Ship	Unit Number: 53
Name of District: Yahara	Name of Council: Glacier's Edge

Unit Leader Check One: ☒ Scoutmaster ☐ Crew Advisor ☐ Skipper

Name: Mark Heckel	Preferred telephone(s):		
Address:	City: McFarland	State: WI	Zip:
Email Address: mheckel@smartmotors.com			

Unit Committee Chair

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Unit Advancement Coordinator

(If your unit has one)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Project Beneficiary

(Name of religious institution, school or community)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Project Beneficiary Representative

(Name of contact person for the project beneficiary)

Name: Sayer Larson	Preferred telephone(s):		
Address:	City: McFarland	State: WI	Zip:
Email Address: sayer.larson@mcfarland.wi.gov			

Your Council Service Center

Contact Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Project Coach

(Your council or district project approval representative may help you learn who this will be.)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Project Description and Benefit

Briefly describe your project

For my project, I am going to build 6 Aldo Leopold style benches at different holes across the Orchard Hill Disc Golf Course in McFarland

Include images on an additional document.

Tell how your project will be helpful to the beneficiary. Why is it needed?

These benches will make the disc golf course more accessible to people of different abilities. It will allow a place for people to stop and take a break in between holes. It will also serve as a spot for people to set their disc bags down to find the disc they need for certain holes. In addition, the benches will serve as a place for people to stop and connect with other disc golfers on the course. This course currently doesn't have any seating along the course, which forces people to sit on the ground if they want a break. This bars some people from using this public space.

When do you plan to begin carrying out your project?

12/20/23

When do you think your project will be completed?

2/20/24

Giving Leadership

Approximately how many people will be needed to help on your project? 6 People

Where will you recruit them (unit members, friends, neighbors, family, others)?

I will recruit people from my unit and family members to help on my project.

What do you think will be most difficult about leading them?

I feel leading people to work on different steps of my project will be the most difficult part. This is because each group will have different needs and instructions and I will have to work to lead all of them.

Materials

Materials are things that become part of the finished project, such as lumber, nails and paint.

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, use basic dimensions such as 2x4 or 4x4.

6 2x6
6 2x10
6 2x8
3 inch desk screws
3.5 inch bolts, washers, nuts
6 Plaques
Wood Stain

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies and garbage bags.

What types of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Food and drinks
Tarps
Sandpaper
Plastic gloves

Tools

Include tools, and also equipment, that will be borrowed, rented, or purchased.

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

Tape measure
Square
Drill
Circular saw
Staining cloth

Other Needs

Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc..

What other needs do you think you might encounter?

I am going to need a space to store the wood after it is stained.

Permits and Permissions

Note that property owners should obtain and pay for permits.

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

None are needed

Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated materials, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter your estimated expenses below
(include sales tax if applicable)

Materials:	\$780
Supplies:	\$120
Tools:	0
Other:	0
Total Costs:	\$900

Fundraising: Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

I intend to have the lumber donated to my project or bought at a reduced price. I will do this by communicating with the school district to see if they would be willing to donate some of their wood. For everything else I will look for donations from family and friends alongside that the McFarland community grant.

Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient. If you have more than 10 phases, attach a separate page with your continued phase list.

1	Receive approval for the project
2	Complete project plan
3	Obtain materials
4	Pre cut lumber
5	Stain the lumber
6	Assemble the benches
7	Place benches at disc golf course
8	Report on how the project went
9	
10	

Logistics

How will you handle transportation of materials, supplies, tools, and helpers?

Workers will arrive at the work site through their own transportation. The material and supply will be picked up by me and taken to the work site

Safety Issues

The Guide to Safe Scouting is an important resource in considering safety issues.

Describe the hazards and safety concerns of which you and your helpers should be aware.

Read the "Age Guidelines for Tool Usage" at [Scouting.org](https://www.scouting.org)

To prevent any safety issues I will first provide adequate protective gear such as gloves and safety glasses based on what tools I will have individuals use. Everyone should be aware of the dangers of the power tools that we will be using. Everyone that is in Boy Scouts will be able to use the drills and sanders while the circular saw can only be used by adults. All these tools should be handled with care and should not be treated as toys. They can hurt someone if not used correctly.

Project Planning

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.

List some action steps you will take to prepare your project plan. For example, "Complete a more detailed set of drawings."

Determine the best wood and stain to use on the benches.
Determine the exact spots the benches should be places in the course
Determine the exact cost of the supplies and materials needed
Determine jobs for everyone to do

Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits; make sure you save a copy if any signatures will be inserted digitally.

Candidate's Promise*		<i>Sign below before you seek the other approvals for your proposal.</i>	
On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 4. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chose as beneficiary.			
Signed		Date	

** Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project has been approved.*

Unit Leader Approval*		Unit Committee Approval*	
I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow them.		This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.	
Signed	Date	Signed	Date
Name (Printed)		Name (Printed)	

Beneficiary Approval*		Council or District Approval	
This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) to which we have agreed. We understand any fund raising the Scout conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.		I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the <i>Guide to Advancement</i> , No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and share it with the designated project coach.	
Our Eagle Candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries." Yes _____ No _____			
Signed	Date	Signed	Date
Name (Printed)		Name (Printed)	

** While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (*). Council or district approval, however, must come after the others.*



Eagle Scout Service Project Plan



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Drew Mason Tokheim

Eagle Scout Service Project Name Benchs at Orchard Hill Disc Golf Park

Planned start date

Planned completion date

Eagle Scout requirement 5 says you must "plan" and "develop" your service project. Though this project plan is a tool for your use, and is not approved or signed, it is important in helping to show you have done the required planning and development. You should take this project plan with you to your Eagle Scout board of review. Note that you are not required to provide more details than are necessary for the accomplishment of your project.

A Scout who is prepared will complete the project plan, and then review it with the designated project coach before carrying out the project. The council or district representative who approved your project may have agreed to serve as your project coach, or someone else may be designated to take this important role. A project coach's involvement and review of your project plan is optional, but it can help you avoid many problems or mistakes. This can also improve your chances of passing the Eagle Scout board of review.

You should also show your project plan to your beneficiary prior to carrying out the project. This will help ensure your plans agree with the beneficiary's expectations. Remember, the project beneficiary has the authority to require and approve a project plan. Be sure to read "Navigating the Eagle Scout Service Project" at the end of this workbook.

Comments From Your Proposal Review

What suggestions were offered by the council or district representative who approved your project?

It was recommended to use the McFarland Community Grant to raise money for my project.

Project Description and Benefit - Changes from the Proposal

As projects are planned, changes are usually necessary. If they are major, it is important to confirm they are acceptable to the beneficiary. You should also discuss major changes with those who approved your proposal, and also with your coach, to get an idea if the changes will be acceptable to your board of review.

How will your project be different from your approved proposal?

Will the changes make the project more, or less, helpful to the beneficiary? Explain:

Present Condition or Situation *Include "before" photographs to show the board of review as attachments.*

Describe the present condition of the worksite. For an event or activity, describe your biggest obstacles.

The worksite currently contains 18 disc golf holes. Each hole has a concrete slab and a disc golf basket. Other than that it is open with trees along the side of the course. There is a notable lack of seating.

Project Phases

You may have more than ten phases, or fewer, as needed.

Look at the phases from your proposal. Make any changes, then provide a little more detail, including approximate starting and ending dates for each phase. If you have more than 10 phases, attach a separate page with your continued phase list.

1	Complete the project plan and meet with the project coach (February 18th, 2024).
2	Obtain/order all materials needed for the project. (February 24th-March 9th, 2024) 3 weeks
3	Fundraising with the grant and family. (March 2nd-9th, 2024) 1 week
4	Pre-cut lumber based on plan. (March 9th-17th) 1 week
5	Recruit workers from the troop. (March 18th at troop meeting) 1 week
6	Stain the lumber. (April 6th-7th)
7	Assemble the benches. (April 20-21st)
8	Place benches at disc golf course. (April 21st)
9	Report how the project went. (April 21st-30th, 2024)
10	

Work Processes

Prepare a step-by-step list of what must be done and how everything comes together: site preparation, sizing, assembly, fastening of materials, finishes to be used (paint, varnish, etc.), uses of supplies and tools, etc. Your project coach may be able to assist.

1. Apply for the McFarland Community Grant.
2. Fundraise from family.
3. Obtain wood and other materials for the project.
4. Transport materials to the worksite (Memorial High School)
5. Prepare an area in the woodshop for staining, assembling, and storage of benches and materials.
6. Cut the wood based on Aldo Leopold bench plan.
7. Stain the wood.
8. Assemble the benches. Attach plaque.
9. Transport the benches to Orchard Hill Disc Golf Course.

Attachments

If you are unable to attach items within this workbook, please put them in separate documents that you may send along with your workbook. Attachments might include such things as additional plans, drawings, diagrams, maps, and pictures that will help you carry out your project. They may also be helpful to your workers, your coach, the project beneficiary, and to your board of review. Drawings, if needed, should be to scale. If you are planning an event or activity, something like a program outline or a script would be appropriate

Permits and Permissions

If you will need permissions or permits*, what is being done to obtain them, and when will they be issued?

No permits are needed.

* Could include building or electrical permits, dig permits, event permits, permission to access property, wilderness or back country permits, etc.

Materials List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Plywood	3/4", 4'x8', B-C interior grade	3	20.00	60.00	ABC Hardware Donation
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Item	Description	Quantity	Unit Cost	Total Cost	Source
Cedar	2 x 6 x 10 cedar board	3	21.18	63.54	Menards
Cedar	2 x 10 x 8 cedar board	3	75.99	227.97	Menards
Cedar	2 x 8 x 10 cedar board	6	68.79	412.74	Menards
Deck screws	3 inch deck screws	1	8.79	8.79	Home Depot
Carriage bolts	3 1/2"L 3/8"diameter carriage bolts	2	20.93	41.86	Home Depot
Nuts	3/8 in hex nut	2	3.85	7.70	Home Depot
Washers	3/8 in flat washer	2	5.46	10.92	Home Depot
Wood stain	Cedar Naturaltone Waterproofing Exterior Finish	1	36.98	36.98	Home Depot
Plaques	1 by 4 plaque	6	2.99	813.49	Amazon
Total cost of materials:				\$810.50 + tax	

Supplies List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Plastic tarp	9' x 12', 2mil think	2	4.00	8.00	ABC Hardware
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Item	Description	Quantity	Unit Cost	Total Cost	Source
Sandpaper	5 in. 100-Grit Orbital Sanding Disc	1	9.95	9.97	Home Depot
Tarps	12 ft. W x 16 ft. Blue General Purpose Tarp	2	29.98	0.00	Mr. Tokheim
Plastic Gloves	Disposable Nitrile Gloves	1	11.98	11.98	Home Depot
Food and Drinks	Snacks and Drinks	1	50.00	50.00	Mrs. Tokheim
Staining cloth	10 in. x 15 in. Cotton Paint and Staining Cloth	1	6.98	6.98	Home Depot
First Aid	First aid kit	1	0.00	0.00	Mr. Tokheim
N-95 Masks	Safety masks for sanding and staining	4	0.00	0.00	Mr. Tokheim
Total cost of supplies:				\$78.93 + tax	

Tools

List tools and equipment that must be purchased or rented; with quantity, unit cost, total cost, source, and who will operate or use it. See example.

Circular power saw*	1	0.00	0.00	Mr. Smith	Mr. Smith
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Tool	Quantity	Unit Cost	Total Cost	Source	Who will operate/use?
Circular saw	1	0.00	0.00	Mr. Tokheim	Mr. Tokheim
Square	4	0.00	0.00	Mr. Tokheim	Mr. Tokheim
Drill	2	0.00	0.00	Mr. Tokheim	Mr. Tokheim
Orbital Sander	3	0.00	0.00	Mr. Tokheim	Mr. Tokheim
Total cost of tools:			0.00		

Other Needs

List each item, description, quantity, unit cost, total cost, and source. For donated items, show value in cost columns. See example.

Printing	Marketing brochure	2000	0.01	20.00	ABC Hardware
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Item	Description	Quantity	Unit Cost	Total Cost	Source
Total cost of other needs:					

Expenses

Item	Projected Cost
Total materials (from above)	813.49
Total supplies (from above)	78.93
Total tools (from above)	0.00
Total other (from above)	0.00
Total cost	892.42

Revenue

Total to be raised: \$ 892.42

Contribution from beneficiary: \$

Describe how you will get the money for your project. Include what any helpers will do to assist with the effort and also any requests you will make for donations of supplies, materials, etc.

I intend to have the lumber donated to my project or bought at a reduced price. I will do this by communicating with the McFarland School District to see if they would be willing to donate some of their wood. For everything else, I will ask for donations from family and friends and by applying for the McFarland Community Grant.

Giving Leadership

Fill out the chart below, telling about specific jobs that need to be done, the skills needed to do them, whether they must be adults or may be youth, how many helpers are needed, and how many you have so far (if any). For example:

Work at car wash	Able to drive or wash cars	Adult drivers/supervisors, youth to wash	2 adults, 10 youth	1 adult, 5 youth
Job to Be Done	Skills Needed (if any)	Adult or Youth	Helpers Needed	Helpers So Far
Stain wood	Able to stain wood	Adult supervisor, youth to stain	1 adult, 6 youth	
Help cut wood	None	Youth	2 youth	
Assemble benches	Able to work with tools	Adult supervisor, youth assemble	1 Adult, 6 youth	
Cut wood	Able to operate saw	Adult	1 Adult	
Sand Wood	none	Youth	3 youth	

What are your plans for briefing helpers, or making sure they know how to do what you want them to do?

I will present my plan at our weekly Monday meeting, explaining the tasks needed and the time frame. I will include the site address and where to park and enter the building upon arrival. I plan on briefing helpers at the start of the workday about the steps, use of tools, and overall safety requirements. I will give a tour of the facility pointing out key areas. I will also help them during the workday if they have any questions

What is your plan for communicating with your workers to make sure they know how to get to the site and where to park, that they will be on time and they will have with them what they need?

I will send an email out several days before the planned work days, including the site address, where to park and how to enter the building upon arrival. I arrange carpooling if Scouts need rides to or from the worksite. I will communicate what they should bring, such as work gloves and a water bottle.

Logistics

How will the workers get to and from the place where the work will be done?

The workers are expected to drive themselves to the work site. Carpools can be arranged, if needed.

How will you transport materials, supplies, and tools to and from the site?

I will use my dad's pickup truck to transport materials.

How will you assure the tools used are in good condition, that clearance and barriers needed between users are considered, and that the tools are properly used and stored?

I will ensure the tools are in good condition by checking them for any problems. I will have the person who brought the tool use it to prevent potential misuse. I will store the tools inside the building in a safe location.

How long will your helpers be working each day? (Recommend no more than eight hours per day)

Depending on the number of volunteers, 6 hours on the day of staining and 6 hours on the day of assembly.

How will the workers be fed?

Snacks will be provided at the worksite by Julie Tokheim.

Where will restrooms be located?

There are restroom facilities located inside the Memorial High School Wood Shop where we will be working.

Safety

Will a first aid kit be needed for this project? If so, where will it be kept?

Yes, the first aid kit will be kept on the table next to the food.

Will any hazardous materials or chemicals be used? If so, how will you see that they are properly handled?

The stain for the wood is a potentially hazardous material. It will only be handled with gloves on to prevent skin contact. There will also be ventilation in the shop and masks available for use. There will also be a safety meeting to assure people know how to handle the stain properly.

List hazards you might face. These could include severe weather, wildlife, hazardous tools or equipment, overhead or underground utilities, sunburn, etc. What will you do to prevent problems? For example, "Hazardous tools will be operated by adults only."

Potential Hazard	What will you do to prevent problems?
Splinters	Wearing work gloves while working with wood
Power Tools	Only having adults operating hazardous tools
Stain	Wearing gloves to reduce contact
Fumes from stain	N-95 masks available
Sawdust in air	N-95 masks available

How do you plan to communicate these safety issues and hazards to your helpers?

The safety concerns will be communicated at the start of each workday as I brief the workers on what they will be doing. I will ensure that tasks are assigned by skill level and safety guidelines. I will store hazardous chemicals and dangerous tools in a safe location away from the general work site.

What personal protective equipment or supplies may be needed? (For example, gloves, goggles, hardhats, etc.)

Work gloves and safety glasses will be needed. Disposable masks and gloves will also be provided. Scouts will be notified about proper attire, such as long sleeves, pants, and closed-toe shoes. Long hair must be tied back and jewelry secured to body or removed.

When will you hold a safety briefing? Who will conduct it?

Who will be your first-aid specialist?

How may emergency vehicles access the site?

Contingency Plans

What would cause postponement or cancellation of the project? What will you do should this happen?

Postponement could be caused by bad weather, lack of materials, lack of workers, illness, etc. If this does happen, I will plan a new workday to replace the lost workday. If we are out of materials, I will go to the store to replace the materials and either delay the workday by a few hours or reschedule.

Comments From Your Project Coach About Your Project Plan

A project coach's comments can be extremely helpful in assuring your project is successful.

Eagle Scout Service Project Fundraising Application

Before filling out this application, it is important to read "Procedures and Limitations on Eagle Scout Service Project Fundraising." This can be found on the next page: "Fundraising Application Page B." Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustments must be made. Use this form, not the Unit Money-Earning Application.

Eagle Scout Candidate

Name: Drew Mason Tokheim		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email Address:			
Check One: ☐ Troop ☐ Crew ☐ Ship		Unit Number:	
Name of District:		Name of Council:	

Project Beneficiary

(Name of religious institution, school or community)

Name:		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email Address:			

Project Beneficiary Representative

(Name of contact person for the project beneficiary)

Name:		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email Address:			

Describe how funds will be raised:

--

Proposed date the service project will begin:

Proposed dates for the fundraising efforts:

How much money do you expect to raise?

If people or companies are asked for donations of money, materials, supplies, or tools, how will this be done and who will do it?*

--

*You must attach a list of prospective donor names and what they will be asked to donate. This is not required for an event like a car wash.

Are any contracts to be signed? If so, by whom?

Contract details:

--

Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits; make sure you save a copy if any signatures will be inserted digitally.

Approvals

The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained.

Beneficiary		Unit Leader		Authorized Council Approval*	
Signature	Date	Signature	Date	Signature	Date

Procedures and Limitations on Eagle Scout Service Project Fundraising

Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising of monies and for in-kind donations of materials, supplies, tools, or other needs.* Send the completed form with any attachments to your local council service center, where it will be routed to those responsible for approval. This may be a district executive or another staff member, the council or district advancement committee, a finance committee, etc., as determined by your council. Only one form is required per service project even if there will be multiple events, participants, or donors. It is not required to submit this form with your project proposal.

**This application is not necessary for contributions from the candidate, the candidate's parents or relatives, unit or its chartered organization, unit's parents or members, or the beneficiary. All proceeds left over from fundraising or donations, whether money, materials, supplies, etc., regardless of the source, go to the beneficiary. If the beneficiary is not allowed, for whatever reason, to retain any excess funds or materials, etc., the beneficiary should designate a suitable charity to receive them, or allow the unit to retain them. The unit must not influence this decision.*

If the standards below are met, your fundraising effort likely will be approved.

1. Eagle Scout service projects may not be fundraisers. In other words, the candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, etc., and otherwise facilitating a project. Unless the effort involves contributions only from the beneficiary, the candidate, the candidate's parents or relatives, unit or its chartered organization, unit's parents or members, it must be approved by the local council. This is achieved by submitting the Eagle Scout Service Project Fundraising Application.
2. It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over to the beneficiary or to the candidate's unit for deposit until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.
3. Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the local council, the Boy Scouts of America, or the unit's chartered organization.
4. If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.
5. Any products sold, or fundraising activities conducted, must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.
6. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. If a donor or fundraising participant wants a receipt, this too, must be provided in the name of the beneficiary.
7. Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Eagle Scout service projects.
8. Local councils may determine that certain types of fundraisers such as bake sales and car washes do not require a fundraising application. Councils may also establish dollar thresholds, as well; for example, "Any effort expected to raise less than \$500 does not require an application."

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Eagle Scout Service Project Report



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Drew Mason Tokheim

Eagle Scout Service Project Name Benchs at Orchard Hill Disc Golf Park

Project start date

Project completion date

This report is to be prepared after your service project has been concluded. It is not necessary to provide lengthy answers. Be prepared to discuss your project and this report at your board of review.

Project Execution:

Once planning was completed, when did the work begin?

When was it finished?

Project Description

Please provide a brief description of your project and the impact it will have.

Describe what you did after your proposal was approved to complete the planning of your project.

Observations

What went well?

What was challenging?

Changes

Many successful projects require changes from the original proposal. What significant changes did you make and why did you make them (be brief)?

Leadership

In what ways did you demonstrate leadership?

What was most difficult about being the leader?

What was most rewarding about being the leader?

What did you learn about leadership, or how were your leadership skills further developed?

Materials, Supplies, Tools, Other

Were there significant shortages or overages of materials, supplies, tools, and other? If so, what effect did this have?

Entering Service Project Data

The BSA collects information on the hours worked on Eagle Scout service projects* because it points to achievement of our citizenship aim. To assist with the data collection, please refer to your list of people who helped and the number of hours they worked. Then please provide the information requested below. Include hours spent doing planning under Total Hours Worked.

Be sure to include yourself, and the time spent on planning.

	Number of Workers	Total Hours Worked
The Eagle Scout Candidate - Planning Hours	1	
The Eagle Scout Candidate - Execution Hours	1	
Registered BSA youth members		
Other youth (brothers, sisters, friends, etc., who are not BSA members)		
Registered BSA adult Scouting volunteers and leaders		
Other adults (parents, grandparents, etc., who are not BSA members)		
Grand Total of Hours (enter here and on your Eagle Scout Rank Application)		

***There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project.**

If you have been told you must meet a minimum number of hours then you may lodge a complaint with your district or council. If you have given leadership to an otherwise worthy project and are turned down by your board of review solely because of a lack of hours, you should appeal the decision.

Funding Summary

Describe how you obtained money, materials, supplies, and other needs (including donations) for your project.

How much was collected?

How much was spent?

If your expenses exceeded funds available, explain why this happened, and how excess expenses were paid.

If you had money left over at the end of your project, did you turn it over to the project beneficiary? If "No," when will that be done, or if your beneficiary is not allowed to accept the left over funds, which charity will receive them?

How were the donors thanked?

Photos and Other Documentation

If you have them, submit photographs taken before, during and after project completion on a separate document. You may physically attach letters, maps, handouts, printed materials, or similar items that might be helpful to your board of review.

Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits; make sure you save a copy if any signatures will be inserted digitally.

Candidate's Promise *Sign below before you seek the other approvals.*

On my honor, I was the leader of my Eagle Scout service project and executed it as reported here

Signature	Date

Approvals

In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 3 of this workbook.

Beneficiary name:		Unit leader name:	
Signature	Date	Signature	Date



Navigating the Eagle Scout Service Project

Information for Project Beneficiaries

Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting's contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: "... to help other people at all times." Each year tens of thousands of Scouts strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the impact or benefit the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. In order to fulfill the requirement, the Scout must be the one to lead the project. Therefore, it is important that you work with the Scout and not with the Scout's parents or leaders.

Projects Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service Scouts may provide as part of their daily lives such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout's proposal. Regular communications with the Scout can make this quick and easy, but be sure you have both discussed and considered all aspects of the project to ensure your Scout has a clear understanding of your expectations and limitations. Keep in mind the proposal is merely an overview—not a comprehensive project plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before project planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout's 18th birthday.

Approving Project Plans

After the proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a "Project Plan" form in your Scout's Eagle Scout Service Project Workbook, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements before work begins.

Permits, Permissions, and Authorizations

- If the project requires building permits, etc., your Scout needs to know about them for planning purposes. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if their help is needed.

Funding the Project

Eagle service projects often require fundraising. Donations of any money, materials, or services must be pre-approved by the BSA unless provided by your organization; by the Scout, the Scout's parents, or relatives; or by the Scout's unit or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

Supervision

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's troop must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, must provide the leadership necessary for project completion without adult interference.

Safety

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, cannot be held responsible for safety. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and the unit leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

Project Execution and Approval

After the project has been carried out, your Scout will ask for your approval on their project report. The report will be used in the final review of the Scout's qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young Scout's growth.

Navigating the Eagle Scout Service Project is available for download at <http://www.scouting.org/advancement>

Eagle Service Project Workbook - Revision Tracking

Version 2021a - Released 1/3/21

Version 2021b - Released 1/6/21

- Free text date fields length increased
- Scout name copied to footer on all pages
- Scout and project name copied across pages
- Scout name copied to fundraising application
- Made the Safety section much larger and added link to BSA Tool Safety web page
- Added an email address to the Council Service Center contact block

Version 2021c - Released 1/29/21

- Warnings about digital signatures locking the document have been added near all signature areas
- Candidate hour reporting split into separate planning and execution blocks*
- Page reference on Proposal Page H corrected
- Page reference on Fundraising Application Page A corrected
- Page reference on Project Report Page C corrected
- Formatting of all telephone fields removed to allow international phone numbers

Version 2021d - Released 11/1/21

- Fixed a gender-specific pronoun

Version 2022a - Released 12/16/2022

- Updated Risk Management section

Version 2023a - Released 2/5/2023

- Repaired Security Settings
- Repaired and improved formatting Eagle Name footer for very long names

Community Grant Application

Staff Review

Applicant Boy Scout Troop 53 Submittal: February 17, 2024

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

Eligible **Yes** No

Reason Active Community Group Operating within Village of McFarland

Fundable Requests – Applicant Selected:

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

Application Complete **Yes** No

Staff Comments

The enclosed proposal was previously adopted by the Parks and Recreation Committee at their meeting on December 5, 2023.

Reviewer Matt Schuenke Review Date February 27, 2024

Committee Review March 7, 2024

Village Board Review March 12, 2024

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 12, 2024

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Motion to approve the MS4 Annual Report for 2023 as recommended by the Public Works & Utilities Committee.

PREVIOUS ACTION:

The Public Works & Utilities Committee recommended approval to the Village Board regarding the MS4 Annual Report for 2023 at their meeting on February 26, 2024.

ISSUE SUMMARY:

Attached is the 2023 draft annual report for our Municipal Separate Storm Sewer System, otherwise known as an MS4 Permit. As part of the report, our Adaptive Management to Achieve TMDL Compliance and the village's stormwater system map are included. This report is a DNR mandate that we have been submitting for several years. The permit governs storm water management practices in the Village and allows our discharge to area waterways. The Village remains compliant with these measures. The report is prepared by the village engineer, village staff and the staff of MAMSWaP and is presented for approval.

After approval by the Village Board, the report will be electronically submitted to the DNR. The report is required to be completed and submitted by March 31, 2024.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, second to approve the 2023 MS4 Annual report as presented.

ATTACHMENTS:

1. MS4 DRAFT 02.22.24
2. AdaptiveManagementPlanSummary 2024
3. McFarland MS4 Program Plan 02.22.24



4. McFarland SWPPP 2024
5. MS4 Map 3-2-22

Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

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Form 3400-224(R8/2021)

Reporting Information :

Will you be completing the Annual Report or other submittal type? ☒ Annual Report ☐ Other

Project Name: 2023 Annual Report

County: Dane

Municipality: McFarland Village

Permit Number: S058416

Facility Number: 30905

Reporting Year: 2023

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ☐ Yes ☒ No

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary
 - Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary
 - Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment

- TMDL Attachment
 - Storm Water Consortium/Group Report
 - Municipal Cooperation Attachment
 - Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
- Storm Water Management Program
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
 - Total Maximum Daily Load documents *(*If applicable, see permit for due dates.)*
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map *(S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022)*
 - Fecal Coliform Source Elimination Plan *(S050075-03 general permittees Appendix B - document due to the department by October 31, 2023)*
- Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality McFarland Village

Facility ID # or (FIN): 30905

Updated Information: ☒ Check to update mailing address information

Mailing Address: 5915 Milwaukee St

Mailing Address 2:

City: McFarland Village

State: WI

Zip Code: 53558-0110 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☐ Select to **create new** primary contact

First Name: Lee

Last Name: Igl

☒ Select to **update** current contact information

Title: Dir. of Public Works

Mailing Address: 5115 Terminal Dr

Mailing Address 2:

City: McFarland

State: WI

Zip Code: 53558-0110 xxxxx or xxxxx-xxxx

Phone Number: 608-838-7287 Ext: xxx-xxx-xxxx

Email: lee.igl@mcfarland.wi.gov

Additional Contacts Information (Optional)

☐ I&E Program

Individual with responsibility for:
(Check all that apply)

- ☐ IDDE Program
- ☐ IDDE Response Procedure Manual
- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☐ Pollution Prevention Program
- ☐ Post-Construction Program
- ☐ Winter roadway maintenance

First Name:

Last Name:

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code:

XXXXX or XXXXX-XXXX

Phone Number:

Ext:

XXX-XXX-XXXX

Email:

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

☒ Select to **create new** Billing contact

First Name:

Lee

Last Name:

Igl

☒ Select to **update** current contact information

Title:

Director of Public Works

Mailing Address:

5915 Milwaukee Street

Mailing Address 2:

City:

McFarland

State:

WI

Zip Code:

53588-0110

XXXXX or XXXXX-XXXX

Phone Number:

608-838-7287

Ext:

XXX-XXX-XXXX

Email:

Lee.igl@mcfarland.wi.gov

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

☐ Yes ☒ No

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☐ Yes ☒ No

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (R8/2021)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

- a. Does MS4 conduct any educational efforts or events independently (not with a group) ☒ Yes ☐ No
- b. How many total educational events were held during the reporting year:
- c. Were any of the public education and outreach delivery mechanisms conducted during the reporting year active or interactive? ☒ Yes ☐ No
- d. Please select all storm water topics, target audiences, and delivery mechanisms used in the reporting year

Public Education and Outreach Delivery Mechanisms (Active and Passive)	
Active/Interactive Mechanisms	Passive Mechanisms
☒ Education activities (school presentations, summer camps) ☐ Information booth at event ☒ Targeted group training (contractors, consultants, etc.) ☒ Government event (public hearing, council meeting) ☒ Workshops ☐ Tours ☐ Other:	☒ Passive print media (brochures at front desk, posters, etc.) ☒ Distribution of print media (mailings, newsletters, etc.) via mail or email. ☐ Media offerings (radio and TV ads, press release, etc.) ☒ Social media posts ☐ Signage ☒ Website ☐ Other:

Topics Covered	Target Audience
☒ Illicit discharge detection and elimination ☒ Household hazardous waste disposal/pet waste management/vehicle washing ☒ Yard waste management/pesticide and fertilizer application ☒ Stream and shoreline management ☒ Residential infiltration ☒ Construction sites and post-construction storm water management ☒ Pollution prevention ☒ Green infrastructure/low impact development ☐ Other:	☒ General Public ☒ Public Employees ☒ Residents ☒ Businesses ☒ Contractors ☒ Developers ☒ Industries ☒ Public Officials ☐ Other:

- e. Will additional information/summary of these education events be attached to the annual report?
☐ Yes ☒ No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Various articles regarding above topics are included in newsletter, posted on the website, and on social media.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Permit Activities. Select all of the following topics the Permittee did to engage public participation and involvement.

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☒ MS4 Annual Report ☒ Storm Water Management Program ☒ Storm Water related ordinance ☐ Other: 	☒ General Public ☐ Public Employees ☒ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☒ Public Officials ☐ Other	<u>11-50</u>	☐ Yes ☒ No

b. Volunteer Activities. Select all of the following audiences targeted for volunteer involvement and participation related to storm water.

☐ NA (Individual Permittee)

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	☒ General Public ☐ Public Employees ☒ Residents ☒ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials ☐ Other	<u>11-50</u>	☒ Yes ☐ No

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The Village published information about and noted resident participation in the Adopt-A-Storm Drain Program

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- | | | |
|----|--|---------------------------------|
| a. | How many total outfalls does the municipality have? | <input type="text" value="19"/> |
| b. | How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? | <input type="text" value="19"/> |
| c. | From the municipality's routine screening, how many were confirmed illicit discharges? | <input type="text" value="0"/> |
| d. | How many illicit discharge complaints did the municipality receive? | <input type="text" value="1"/> |
| e. | From the complaints received, how many were confirmed illicit discharges? | <input type="text" value="0"/> |
| f. | How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? | <input type="text" value="0"/> |

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.

- | | |
|---|--------------------------------|
| ☒ Verbal Warning | <input type="text" value="0"/> |
| ☒ Written Warning (including email) | <input type="text" value="0"/> |
| ☒ Notice of Violation | <input type="text" value="0"/> |
| ☒ Civil Penalty/ Citation | <input type="text" value="0"/> |

Additional Information:

- h. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year?
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year?
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)?
- d. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.
- | | |
|---|--------------------------------|
| ☒ Verbal Warning | <input type="text" value="0"/> |
| ☒ Written Warning (including email) | <input type="text" value="0"/> |
| ☒ Notice of Violation | <input type="text" value="0"/> |
| ☒ Civil Penalty/ Citation | <input type="text" value="0"/> |
| ☒ Stop Work Order | <input type="text" value="0"/> |
| ☒ Forfeiture of Deposit | <input type="text" value="0"/> |
| ☐ Other - Describe below | <input type="text"/> |
- e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*
-

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many new structural storm water management Best Management Practice (BMP) have received local approval ?
*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,
- b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? ☒ Yes ☐ No
- c. If Yes, how many privately owned storm water management facilities were

inspected in the reporting year ? Inspections completed by private landowners should be included in the reported number.

0

- d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? ☐ Yes ☒ No
- e. Does MS4 have maintenance authority on these privately owned BMPs?
- f. How many municipally operated (private) storm water management BMPs were inspected in the reporting year?
- g. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.
- | | |
|---|--------------------------------|
| ☒ Verbal Warning | <input type="text" value="0"/> |
| ☒ Written Warning (including email) | <input type="text" value="0"/> |
| ☒ Notice of Violation | <input type="text" value="0"/> |
| ☒ Civil Penalty/ Citation | <input type="text" value="0"/> |
| ☒ Forfeiture of Deposit | <input type="text" value="0"/> |
| ☒ Complete Maintenance | <input type="text" value="0"/> |
| ☒ Bill Responsible Party | <input type="text" value="0"/> |
| ☐ Other - Describe below | <input type="text"/> |
- e. Brief explanation on Post-Construction Storm Water Management reporting . *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 6 : Has Missing Items

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections ☐ Not Applicable

- a. Enter the total number of municipally owned or operated (i.e., privately owned BMPs) structural storm water management best management practices.

- b. How many new municipally owned storm water management best management practices were installed in the reporting year?
- c. How many municipally owned (public) storm water management best management practices were inspected in the reporting year?
- d. What elements are looked at during inspections (250 character limit)?
- e. How many of these facilities required maintenance?
- f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Public Works Yards & Other Municipally Owned Properties that require a stormwater pollution prevention plan (SWPPP)* ☐ Not Applicable

- g. How many municipal properties require a SWPPP?
- h. How many inspections of municipal properties have been conducted in the reporting year?
- i. Have amendments to the SWPPPs been made?
☐ Yes ☒ No
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:
- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

* Any municipally owned property that has the potential to generate stormwater pollution should have a SWPPP. For example, if a municipal property stores compost piles, material storage, yard wastes, etc., outside and can contaminate stormwater runoff—a SWPPP is required.

Collection Services - *Street Sweeping Program* ☐ Not Applicable

- l. Did the municipality conduct street sweeping during the reporting year?
☒ Yes ☐ No
- m. If known, how many tons of material was removed?
- n. Does the municipality have a [low hazard exemption](#) for this material? ☐ Yes ☒ No
- o. If street sweeping is identified as a storm water best management practice in the

pollutant loading analysis, was street cleaning completed at the assumed frequency?

- ☒ Yes - Explain frequency Weekly, Yes
- ☐ No - Explain _____
- ☐ Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* ☐ Not Applicable

- p. Did the municipality conduct catch basin sump cleaning during the reporting year? ☒ Yes ☐ No
- q. How many catch basin sumps were cleaned in the reporting year?
- r. If known, how many tons of material was collected?
- s. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
- ☐ Yes- Explain frequency _____
- ☐ No - Explain _____
- ☒ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

- u. Does the municipality conduct curbside leaf collection? ☐ Yes ☒ No
- v. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No
- w. Where are the residents directed to store the leaves for collection?
- ☐ Pile on terrace ☐ Pile in street ☐ Bags on terrace
- ☒ Other - Describe Residents bring material to the compost site at PW
- x. What is the frequency of collection?
- N/A
- y. Is collection followed by street sweeping? ☐ Yes ☒ No
- z. Brief explanation on Collection Services reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page*

Winter Road Management ☐ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

- aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (*One mile of a two-way road equals two lane miles.*)
- ab. Provide amount of de-icing products used by month last winter season?
- Solids (tons) (ex. sand, or salt-sand)

Product

Oct

Nov

Dec

Jan

Feb

Mar

<u>Salt</u>	0	50	50	75	0
-------------	---	----	----	----	---

Liquids (gallons) (ex. brine)

	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>
<u>Brine</u>	0	0	250	1250	500	250

ac. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No

ad. Have municipal personnel attended salt reduction strategy training in the reporting year? ☒ Yes ☐ No

<i>Training Date</i>	<i>Training Name</i>	<i># Attendance</i>
8/17/2023	Saltwise Course 2023	3

ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Salt use strategies and reduction course for 2023

Internal (Staff) Education & Communication

af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element? ☒ Yes ☐ No

If yes, describe what training was provided (250 character limit):

Snow Plow Rodeo, Winter Maintenance Management

ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

Newsletter and approval of MS4 Annual Report

Municipal Officials

Newsletter and approval of MS4 Annual Report

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Newsletter and approval of MS4 Annual Report

ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year?

☒ Yes ☐ No

If yes, check the areas the map items that got updated or changed:

☒ Storm water treatment facilities

☒ Storm pipes

☐ Vegetated swales

☐ Outfalls

☐ Other - Describe below

- b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Final Evaluation - Complete

Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
---	--------------------------	----------------------------	-----------------

Element: Public Education and Outreach

50558	63539	69066	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Element: Public Involvement and Participation

22092	27764	30179	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Element: Illicit Discharge Detection and Elimination

28656	36014	39146	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Element: Construction Site Pollutant Control

63750	80118	87087	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Element: Post-Construction Storm Water Management

284351	357359	388444	<u>Storm water utility</u>
--------	--------	--------	----------------------------

Element: Pollution Prevention

181783	228456	248328	<u>Storm water utility</u>
--------	--------	--------	----------------------------

Other (describe)

			<u>Select...</u>
--	--	--	------------------

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the

municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

☐ Yes ☒ No ☐ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

☒ Yes ☐ No ☐ Unsure

Storm Water Quality Management

a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? ☐ Yes ☒ No

b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

Status of Total Maximum Daily Loads (TMDLs) Implementation

The permittee McFarland Village is subject to the following approved TMDLs: Rock River Basin and/or and/or Beaver Dam Lake

The permittee intends to comply with the following permit requirements to show progress towards meeting the TMDL:

[A.3.2] The Permittee is participating in an approved Adaptive Management Project.

Attach a summary of adaptive management implementation actions for the reporting year, including:

- Most recent estimated pollutant of concern percent reduction levels (i.e. total phosphorus and total suspended solids/ sediment), as compared to no controls by reachshed, within the permittee's MS4 permitted area.
- Pollutant of concern percent reduction levels, as compared to no controls by reachshed, which the permittee intends to ultimately achieve within its own MS4 permitted area (not associated with AM buy-in).
- The financial dollar value contributed to an AM program for the reporting year.
- Identify any additional storm water measures that were initially implemented in the reporting year, which reduce the discharge of pollutants of concern from its MS4 permitted area (not associated with AM buy-in). If available, identify the incremental percent reduction gained by such measures relative to the MS4 permitted area.

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the

municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

Do not close your work until you SAVE.

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Form 3400-224 (R8/2021)

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☐ Public Education and Outreach
- ☐ Public Involvement and Participation
- ☐ Illicit Discharge Detection and Elimination
- ☐ Construction Site Pollutant Control
- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation

Do not close your work until you **SAVE**.

Form 3400-224(R8/2021)

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

***Required Item**

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Storm Sewer System Map

 File Attachment

Adaptive Management Summary

 File Attachment

Attach - Other Supporting Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Attach - Permit Compliance Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Missing Information

Draft and Share PDF Report with the permittee's governing body or delegated representatives.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

[Draft and Share PDF Report](#)

Form 3400-224(R8/2021)

Complete and Submit Your Application

You have not completed all areas of the application. Please return to the application and complete all missing items.

Contact Information: [Complete](#)

Minimum Control Measures Section 1: [Complete](#)

Minimum Control Measures Section 2: [Complete](#)

Minimum Control Measures Section 3: [Complete](#)

Minimum Control Measures Section 4: [Complete](#)

Minimum Control Measures Section 5: [Complete](#)

Minimum Control Measures Section 6: [Has Missing Items](#)

Minimum Control Measures Section 7: [Complete](#)

Attachments: [Has Missing Items](#)

Final Evaluation: [Complete](#)

Summary of Adaptive Management Participation to Achieve TMDL Compliance

Village of McFarland 2023 Annual Report

This summary documents the Village's progress to date towards meeting the water quality goals required by the Rock River TMDL, and the Village's plan to meet those goals through participation in the Yahara WINS Adaptive Management program. The Village's MS4 permit requires that the following information be included in the annual report:

1. Most recent estimated pollutant of concern percent reduction levels (i.e. total phosphorus and total suspended solids/ sediment), as compared to no controls by reachshed, within the permittee's MS4 permitted area.
2. Pollutant of concern percent reduction levels, as compared to no controls by reachshed, which the permittee intends to ultimately achieve within its own MS4 permitted area (not associated with Adaptive Management buy-in).
3. The financial dollar value contributed to an Adaptive Management program for the reporting year.
4. Identify any additional storm water measures that were initially implemented in the reporting year, which reduce the discharge of pollutants of concern from its MS4 permitted area (not associated with Adaptive Management buy-in). If available, identify the incremental percent reduction gained by such measures relative to the MS4 permitted area.

1. Estimated Pollutant Reduction Levels

The Village's WinSLAMM model is used for estimating the pollutant loading and reduction. The most recent update of the Village's WinSLAMM model was performed in 2016 for the purposes of participation in the adaptive management program. The Village currently achieves a 47% reduction in TSS and a 35% reduction of TP. This meets the permit requirements of 40%/27% TSS and TP reductions respectively. A more detailed summary table of these reductions by watershed is attached in Appendix A.

2. Pollutant Reduction Level Goals

Additional pollutant level reduction goals are set by the Rock River Basin TMDL (Rock River Recovery). Within this TMDL, the Village's MS4 is in the Yahara River and Lake Kegonsa Watershed (LR06) and discharges to Reach 66 (Yahara River, Lake Waubesa, Lake Kegonsa). The Rock River TMDL sets the ultimate reduction level goals of 62%/54% TSS and TP reductions respectively.

The Village intends to continue to make improvements in TSS and TP reduction levels through a combination of efforts, including but not limited to the following:

- Maintenance of existing stormwater system and controls.
- Post-construction stormwater standards set by municipal ordinance for both TSS reduction and volume control for redevelopment sites that exceed the WDNR-set uniform state standards for redevelopment post-construction stormwater management.
- Continued improvement of the Village's leaf management program.
- Continued improvement to the Village's sweeping program where practicable.

3. Adaptive Management Financial Contribution

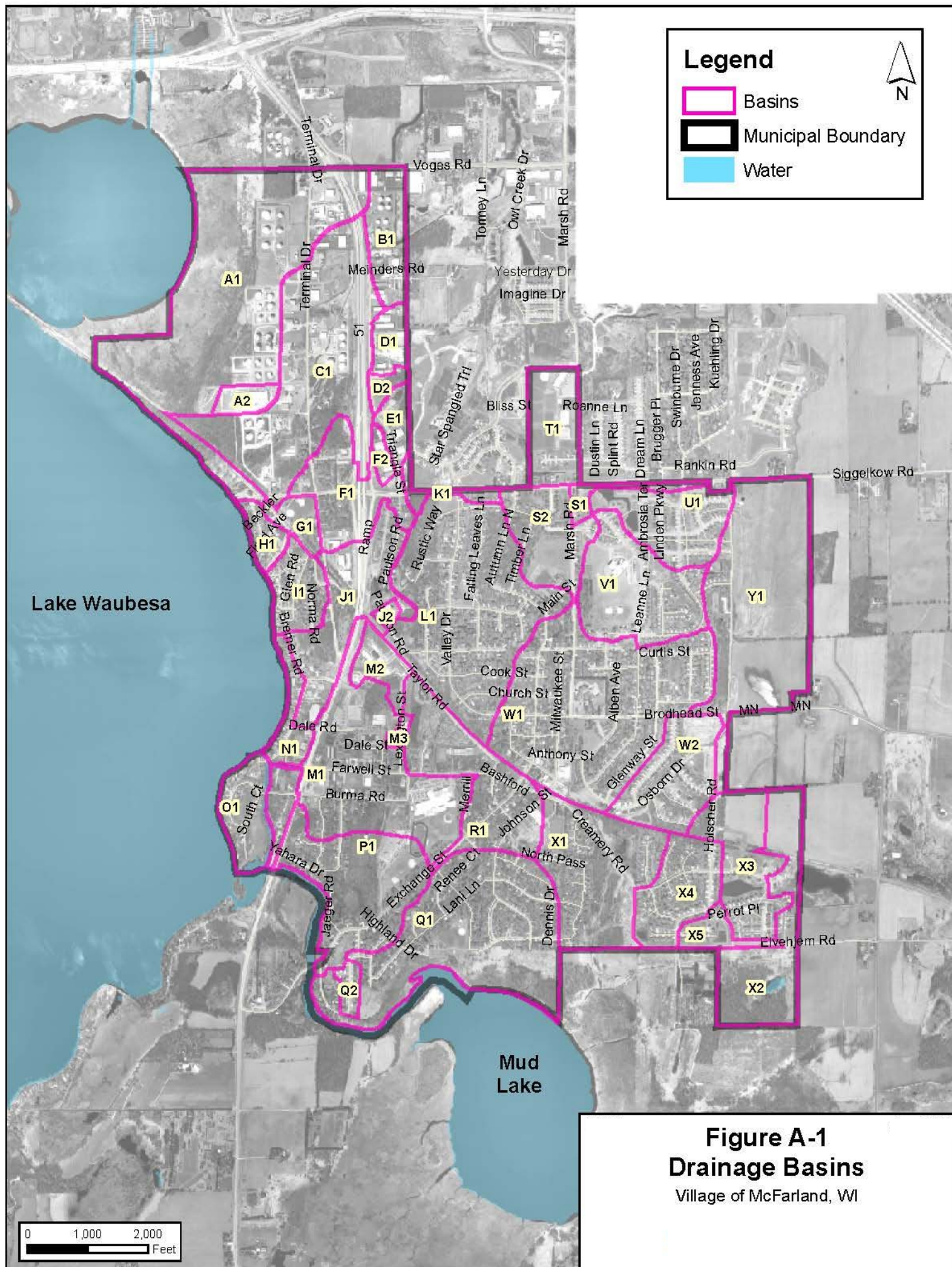
An invoice record of the Village's annual payment to the adaptive management program is attached in Appendix B.

4. New Storm Water Measures

No new municipally-owned storm water measures were installed in the reporting year which would be relevant to the Village's stormwater modeling.

APPENDIX A

Summary of Modeling Results														
Watershed Characteristics			Total Suspended Solids (TSS)			Total Phosphorous			Stormwater BMPs employed*					
Drainage Area (label)	Area (acres)	Primary Land Use	Discharge No Controls (pounds)	Discharge with Controls (pounds)	TSS Control (%)	Discharge no controls (pounds)	Discharge with controls (pounds)	P control (%)	Source Area Control Practice 1	Drainage Area Control Practice 1	Drainage Area Control Practice 2	Drainage Area Control Practice 3	Drainage Area Control Practice 4	Description of BMPs
A1	62.5	MI	31515.6	21345	32%	58	46.82	20%	SC	CB	OD-Pond (80% efficient)			Wetpond at 84 Lumber
A2	10.3	LI	6557	2351	64%	58.76	30.87	47%		GS	OD - Pond (55%)			High Track Pond
B1	26.9	MI, R	16044.6	12073.4	25%	29.3	23.18	21%	SC	CB	OD - Pond (40%)			Voges Road Pond
C1	74.4	MI	36760	28330	23%	70.86	56.72	20%		GS	OD - Pond (40%)			84 Lumber Pond
D1	13.8	LI	8023	1933.4	76%	14.786	6.898	53%	SC	CB	GS	OD - Pond (69%)		Commerce Park Pond 4
D2	6.1	LI	2889	657	77%	5.622	2.678	52%	SC	CB	GS	OD - Pond (70%)		Commerce Park Pond 3
E1	12.8	LI	7098.6	1199.72	83%	13.242	5.772	56%	SC	CB	OD - Pond (80%)			Commerce Park Pond 2
F1	34.5	R	11315.8	7860.2	31%	34.26	28.32	17%	SC	CB	OD - Pond (80%)			Storage Shop USA Pond
F2	5.4	LI	3175.4	547.2	83%	6.016	2.684	55%	SC	CB	OD - Pond (80%)			Commerce Park Pond 1
G1	12.7	R	2143.8	1792.8	16%	8.946	8.018	10%	SC	CB				
H1	10.9	R	3683.2	3047.4	17%	13.206	11.616	12%	SC	CB				
I1	25.9	R	7102.8	5731.2	19%	27.1	23.62	13%	SC	CB				
J1	52.2	R	17146	14524	15%	52.02	46.56	10%	SC	CB				
J2	2.9	C	1734.2	1399.4	19%	3.694	3.132	15%	SC	CB				
K1	8.5	R	2588.4	2180.6	16%	8.102	7.284	10%	SC	CB				
L1	158.4	R	37190.6	14049.4	62%	149.82	85.88	43%	SC	CB	OD - Pond (80%)			Valley Drive Pond at Church St.
M1	101.4	R, C	40478.6	20152.2	50%	111.48	68.78	38%	SC	CB	OD - Pond (40%)	OD - Pond (80%)	OD - Pond (37%)	Kwik Trip Pond, Bisbee Dale St Pond, Sediment Lagoon
M2	15.4	C	7119.6	2755.2	61%	17.496	8.868	49%	SC	CB	OD-Pond (53%)	OD-Pond (67%)		Woodland Commons Ponds 1a & 1b
M3	3.0	R	1113.2	914	18%	3.204	2.806	12%	SC	CB				
N1	24.1	R, C	8939.2	4546	49%	26.38	16.482	38%	SC	CB	OD - Pond (80%)	OD Pond (37%)		Burma Condos Pond, Sediment Lagoon
O1	13.3	R	3933.8	3238.6	18%	14.858	13.06	12%	SC	CB				
P1	58.1	R	16045.6	13433.6	16%	60.12	53.6	11%	SC	CB				
Q1	104.9	R	24001.6	20168	16%	100.46	90.22	10%	SC	CB				
Q2	6.9	R	1558.4	252.8	84%	6.274	2.586	59%	SC	CB	OD-Pond (80%)			Meredith Heights Pond
R1	75.3	R	25042.6	11612.8	54%	82.08	45.82	44%		GS	OD - Pond (37%)			Sediment Lagoon
S1	9.2	R	2874	628.4	78%	10.274	4.022	61%		GS	OD-Pond (70%)			Marsh/Siggelkow Pond
S2	32.1	R	7864.2	1972	75%	32.06	15.338	52%	SC	CB	OD-Pond (70%)			Marsh/Siggelkow Pond
T1	37.3	R, O	10356	8347.8	19%	34.12	29.5	14%	SC	CB	OD-Pond (70%)			Marsh/Siggelkow Pond
U1	48.5	R	13655	2262	83%	52.42	21.78	58%	SC	CB	OD - Pond (80%)			Red Oak Addition Pond
V1	73.0	R	23325.6	3882.8	83%	84	32.84	61%	SC	CB	OD - Pond (80%)			Red Oak Addition Pond
W1	178.1	R	50499.2	18440.6	63%	184.4	101.24	45%	SC	CB + one 6'MH	OD - Pond (60%)			Osborn Pond at Osborn/Leanne
W2	52.2	R	12866.2	3656.2	72%	50.36	24.8	51%	SC	CB	OD-Pond (80%)	OD Pond (60%)		Lot 17 Fieldstone Pond, Highland Oaks Regional Pond
X1	54.9	R	13743.4	11194.8	19%	51.82	45.58	12%	SC	CB				
X2	14.5	R, O	2615.4	2120.8	19%	11.188	9.922	11%	SC	CB				
X3	53.1	R	12066	2019.4	83%	49.14	21.26	57%	SC	CB	OD - Pond (80%)			Parkview Estates 1 Pond
X4	43.5	R	9872.6	5975.4	39%	39.76	27.34	31%	SC	CB	GS - (to model Dry Pond)			Countrywood 1998 dry pond with outlet structure
X5	12.1	R	3099.8	505.4	84%	11.762	4.784	59%	SC	CB	OD - Pond (80%)			Parkview Estates 2 Pond
Y1	27.2	Internally Drained - EXCLUDE							Internally drained basin - exclude					
TOTALS	1529		486038	257101	47%	1588	1031	35%						
*Particle sizes routed between control practices														



APPENDIX B

Madison Metro Sewerage Dist.

1610 Moorland Road
Madison, WI 53713-3398

Number:	RC000004087
Page:	1
Date:	12/1/2022

Sold To:	VILLAGE OF MCFARLAND ALLAN COVILLE 5915 MILWAUKEE ST PO BOX 110 MCFARLAND, WI 53558
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Reference - P.O. No.	Customer No.	Salesperson	Ship Via	Terms Code
	AMVMCFARLAND			WINS

	Description/Comments	Amount												
	Yahara Watershed Adaptive Mgmt	14,770.00												
	<table><tr><th>Due Date</th><th>Amount Due</th><th>Disc. Date</th><th>Disc. Amount</th></tr><tr><td>2/28/2023</td><td>7,385.00</td><td></td><td>0.00</td></tr><tr><td>6/30/2023</td><td>7,385.00</td><td></td><td>0.00</td></tr></table>	Due Date	Amount Due	Disc. Date	Disc. Amount	2/28/2023	7,385.00		0.00	6/30/2023	7,385.00		0.00	
Due Date	Amount Due	Disc. Date	Disc. Amount											
2/28/2023	7,385.00		0.00											
6/30/2023	7,385.00		0.00											

Remit To:

Madison Met. Sewerage District
1610 Moorland Road
Madison, WI 53713
USA

Total amount	14,770.00
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1% Interest per month after 30 days

Invoice

Village of McFarland MS4 Program Plan

Published: February 2024

1.0 INTRODUCTION

As an operator of a municipal separate storm sewer system (MS4), the Village is required to meet certain regulatory requirements with the aim of preventing polluted storm water runoff from entering local streams, rivers, and lakes. An MS4 is a conveyance or system of storm drains, pipes, ditches, etc., designed to collect or convey stormwater. Requirements are listed in WPDES Permit No. WI-S058416-4 (“MS4 Permit”), dated July 1, 2019, which was issued to 17 central Dane County communities, Dane County and UW-Madison, including the Village of McFarland. The goal of the municipal stormwater discharge program is to reduce adverse impacts to water quality in our lakes and streams from urban sources of stormwater runoff.

1.1 Plan Purpose

The purpose of this plan is to meet the following requirement, listed in Section 3 of the Village’s MS4 Permit: “The co-permittee shall have a written stormwater management program that describes in detail how the co-permittee intends to comply with the permit’s requirements for each minimum control measure.”

1.2 Plan Organization

This plan has been organized to show compliance with each minimum control measure. The following sections are included in this plan:

- ▶ Section 2.0: Introduction
- ▶ Section 3.0: Public Education and Outreach
- ▶ Section 4.0: Public Involvement and Participation
- ▶ Section 5.0: Illicit Discharge Detection and Elimination
- ▶ Section 6.0: Construction Site Pollutant Control
- ▶ Section 7.0: Post Construction Stormwater Management
- ▶ Section 8.0: Pollution Prevention

2.0 PUBLIC EDUCATION AND OUTREACH

The Village of McFarland is required to maintain a public education and outreach program to increase the awareness of storm water pollution impacts on waters of the state and to encourage changes in public behavior to reduce such impacts.

The Village of McFarland is a member of the Madison Area Municipal Storm water Partnership (MAMSWaP). The group pools resources in order to work cooperatively on storm water information, education and outreach. The materials and products that result from this joint effort are expressly developed for the Parties to partially fulfill their information and education permit obligations. As discussed in **Section 3.1.2** of the MS4 Permit, the Village is required to participate in the implementation of the most recent MAMSWaP 5-Year Information and Education Plan, and assists in the development of an annual work plan for the following calendar year. This plan is attached at the end of this section.

In addition, the Village is required to have its own individual annual public education and outreach plan, which is attached to the end of this section.

The Village shall address the eight topics listed below at least once during the permit term, with a minimum of six topics being addressed each year:

1. Illicit Discharge Detection and Elimination
2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing
3. Yard Waste Management/Pesticide and Fertilizer Application
4. Stream and Shoreline Management
5. Residential Infiltration
6. Construction Sites and Post-Construction Storm Water Management
7. Pollution Prevention
8. Green Infrastructure/Low Impact Development

The Village should provide at least four public education delivery mechanisms each year, at least two of which would be considered an active/interactive mechanism (see **Section 3.1.5 of the MS4 Permit** for a list of active and inactive delivery mechanisms). The Village may take credit for active mechanisms organized by MAMSWaP as long as the Village uses its resources to advertise the event.

MADISON AREA MUNICIPAL STORMWATER PARTNERSHIP

2024 ANNUAL INFORMATION AND EDUCATION WORK PLAN

DISTRIBUTED TO PARTNERSHIP MEMBERS ON DECEMBER 15TH, 2023

The Madison Area Municipal Stormwater Partnership (MAMSWaP), under the auspices of a five-year memorandum of understanding through 2024, currently consists of 21 entities that have agreed to jointly implement stormwater outreach to reduce negative stormwater impacts. Members include the Cities of Fitchburg, Madison, Monona, Middleton, Stoughton, Sun Prairie and Verona; the Villages of Cottage Grove, Cross Plains, DeForest, Maple Bluff, McFarland, Shorewood Hills, Waunakee and Windsor; the Towns of Burke, Blooming Grove, Middleton, Westport; Dane County and the University of Wisconsin–Madison.

The MAMSWaP Information and Education (I&E) Committee assists the Dane County Stormwater Education Coordinator (SWEC) with development and implementation of projects and plans. Regular participation on the I&E Committee has included representatives from the Cities of Madison and Stoughton, Village of DeForest, Town of Burke, Dane County, Madison Metropolitan Sewerage District (MMSD), Wisconsin Department of Natural Resources (WDNR), AECOM, and the University of Wisconsin – Madison.

The MAMSWaP Annual I&E Work Plan seeks to meet or exceed the minimum requirements and elements outlined in the current WPDES Permit Number WI-S058416-4 (effective July 1, 2019 – June 30, 2024 and continuing until permit re-issuance); and, WPDES Permit Number WI-S050075-03 (effective May 1, 2019 - April 30, 2024 and continuing until permit re-issuance) for the Village of Cross Plains, by developing and implementing a coordinated, regional outreach effort using consistent messages among and between communities to reduce the quantity and improve the quality of urban stormwater runoff and identify and eliminate illicit discharges. The permit requires that the information and education plan establish measurable goals for the topic areas listed in Table 1 below. Each co-permittee shall address all eight topics at least once during the permit term with a minimum of six topics each year.

Table 1. Public Education and Outreach Topic Areas and Descriptions

#	Topic Area	Description
3.1.4.1	Illicit Discharge Detection and Elimination	Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.
3.1.4.2	Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing	Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.

3.1.4.3	Yard Waste Management/Pesticide and Fertilizer Application	Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.
3.1.4.4	Stream and Shoreline Management	Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.
3.1.4.5	Residential Infiltration	Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks.
3.1.4.6	Construction Sites and Post-Construction Storm Water Management	Inform and educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices.
3.1.4.7	Pollution Prevention	Identify businesses and activities that may pose a storm water contamination concern and educate those specific audiences on methods of storm water pollution prevention.
3.1.4.8	Green Infrastructure/Low Impact Development	Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development.

Municipal Responsibilities

It is not enough for municipalities to merely be an actively paying contributor to the Partnership. There are specific actions each municipality must do. For example, while MAMSWaP has created a useful website, each municipality needs to link to www.ripple-effects.com. Other examples include:

- using provided articles and other information in municipal newsletters or utility bill inserts,
- promoting MAMSWaP campaigns, events and trainings,
- providing information on municipal web sites,
- issuing press releases to local newspapers,
- implementing a local Adopt A Storm Drain program, and
- promoting the storm drain marking program.

Municipalities must document in their reports to DNR how they have implemented outreach campaigns and used the materials developed by the I&E Committee.

Additional Activities and Ongoing Tasks

There are some administrative tasks and ongoing programs that must be performed every year that are essential to the program and need to be accounted for in the annual work plan. The following is a partial list of those tasks:

1. Quarterly reporting to member municipalities
2. Annual reporting to DNR.
3. Billing municipalities and tracking payments.
4. Developing annual work plans.
5. Updating and maintaining the www.ripple-effects.com website.
6. Continuing to be an active partner of WI Salt Wise.
7. Continuing to promote North American Stormwater and Erosion Control Association Wisconsin Chapter events.
8. Developing and distributing outreach tools and articles to municipalities, friends groups, community groups and neighborhood association newsletters.
9. Developing and providing presentations (PowerPoint, demonstrations, etc.) focused on audience interests/concerns.
10. Continuing to maintain and use existing list serves and distribution lists to disseminate info.
11. Continuing to provide organizations and community groups assistance and partnering with projects (presentations, displays etc. for communities).
12. Continuing to promote and support storm drain marking programs with supplies and other materials.
13. Promoting stormwater education materials and curriculum.
14. Publicizing training for building inspectors, contractors and staff.
15. Publicizing the availability of the Dane County Erosion Control and Stormwater Management Manual.
16. Promoting use of the Enviroscope model and Rainfall Simulator.
17. Continuing to coordinate outreach with partners such as Madison Metropolitan Sewerage District, Clean Sweep and others.
18. Continuing to actively participate in the Statewide Stormwater Collaborative group to learn from other stormwater groups across the state and discover possible projects to partner on.

Acknowledgments

The Madison Area Municipal Stormwater Partnership's 2024 Annual Information and Education Work Plan was developed by the MAMSWaP I&E Committee. Committee member expertise, input and municipal cooperation was crucial for plan development and will continue to play an integral role in addressing stormwater runoff in Dane County. Thank you to everyone who helped.

I&E Committee Members Contributing to the 2024 Annual I&E Work Plan

Jeremy Balousek, Dane County Land and Water Resources Department

Judd Blau, Village of DeForest

Christal Campbell, Dane County Land and Water Resources Department

Sue Eddy, City of Stoughton

Rick Eilertson, AECOM

Phil Gaebler, City of Madison

Claudia Guy, Dane County Land and Water Resources Department
Greg Hall, Village of DeForest
Jon Jackson, UW-Madison
Kathy Lake, Madison Metropolitan Sewerage District
Hannah Mohelnitzky, City of Madison
Rodney Scheel, City of Stoughton
PJ Lentz, Town of Burke

For more information, visit www.ripple-effects.com or contact Christal Campbell at 608-228-4493 or campbell.christal@countyofdane.com.

WPDES Permit (MAMSWaP) 2024 Annual Information and Education Work Plan for _____Dane County, WI

Topic Areas Covered: _____

Active Delivery Mechanisms Used*: _____

** Per guidance from Eric R, MAMSWaP members may take credit for active mechanisms organized by MAMSWaP as long as they promote those activities.*

Program/ Activity	Audience	Timing	MAMSWaP Activities	Individual Municipality Activities (Check all that will be completed in 2024)	Public Education and Outreach Topic(s) Addressed ¹
Storm Drain Mural Program	Residential Educational	a. Nov-Dec 2023 b. Dec 2023-Jan 2024 c. Feb 2024 d. Mar-Aug 2024 e. Jun-Aug 2024 f. Jun-Aug 2024	a. Update and post Storm Drain Mural Grant on Ripple Effects web site. b. Promote Storm Drain Mural Grants. c. Rank and select 2-3 applications for new murals and 8-9 repainted murals. d. Work with municipalities, partner groups (schools, communities groups, etc.), and local artist to design and paint storm drain murals. e. Provide partner groups with articles to promote new murals locally. f. Add new storm drain murals to Storm Drain Mural Project map.	☐ Promote program and encourage partner groups to apply. ☐ Help locate suitable storm drain mural sites. ☐ Approve storm drain mural design.	1. Illicit Discharge Detection and Elimination 7. Pollution Prevention
Illicit Discharge Reporting Program	Residential Public Sector Private Sector	a. Jan-Mar 2024 b. Apr-May 2024	a. Work with City of Madison Dane County Public Health to create BMP fact sheets for contractors and businesses within sectors prone to engaging in unauthorized discharges. b. Mail or email local businesses of concern directly and share illicit discharge ordinance and BMP information.	☐ Share BMP fact sheets with local businesses directly from the municipality (or, alternatively, provide addresses of relevant businesses to the Stormwater Education Coordinate (SWEC) to be sent out from MDCPH/DCLWRD).	1. Illicit Discharge Detection and Elimination 7. Pollution Prevention
WI Stormwater Week	Residential Public Sector Educational	a. Jan 2023-Aug 2024 b. Apr-Aug 2024 c. Apr-Aug 2024	a. Participate on statewide Stormwater Collaborative Group planning team. b. Develop outreach resources to promote Stormwater Week. c. Plan and hold at least one local outreach event during Stormwater Week (potentially, a downspout garden kit sale).	☐ Promote stormwater related messages and events using provided outreach tools during WI Stormwater Week. ☐ Host a local stormwater related event during WI Stormwater Week	1. Illicit Discharge Detection and Elimination 2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing 3. Yard Waste Management/Pesticide and Fertilizer Application 5. Residential Infiltration 7. Pollution Prevention

1. From Table 1 of WPDES WI-S058416-04

Program/ Activity	Audience	Timing	MAMSWaP Activities	Individual Municipality Activities (Check all that will be completed in 2024)	Public Education and Outreach Topic(s) Addressed*
Clean Sweep Local Collection Event	Residential	a. Jan-Apr 2024 b. Jan 2024 c. Jan-Feb 2024 d. Mar-Apr 2024	a. Partner with Dane County Waste and Renewables and participating communities to plan a municipal Clean Sweep Hazardous Waste Collection Event at the Clean Sweep facility. b. Create a registration and voucher system for residents. c. Create outreach tools for participating communities. d. Hold Hazardous Waste Collection Events. ***This is limited to four municipalities located in proximity to the Clean Sweep facility. Contact the SWEC, if interested.***	☐ Promote Clean Sweep Hazardous Waste Collection Event using provided outreach tools (only open to residents of selected communities).	1. Illicit Discharge Detection and Elimination 2. Household Hazardous Waste Disposal 7. Pollution Prevention
Stormwater Pollution/ Prevention Education Tools	Residential Educational	a. Jan-Dec 2024 b. Jan-Dec 2024 c. Jan-Dec 2024 d. Apr-Oct 2024	a. Promote stormwater ed. tools to groups and educators. b. Use stormwater ed. tools in at least 5 presentations, in-person or virtual. c. Check out stormwater ed. tools to at least 5 educators/groups. d. Prepare and maintain rainfall simulator samples. <i>Educational tools include: Rainfall Simulator, Enviroscape, Stormwater Animation, Lawns and Water Quality video, Stormwater Pollution and Solutions video and Storm Drain Marking</i>	☐ Promote stormwater ed. tools to local partners, groups and educators. ☐ Post links to virtual resources on municipal web site. ☐ Check out the Enviroscape or Rainfall Simulator to use at local event(s) or presentation(s). ☐ Provide SWEC with a local presentation opportunity along with contact information. ***Limited to 10 SWEC-led presentations per year for all MAMSWaP partners***	1. Illicit Discharge Detection and Elimination 2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing 3. Yard Waste Management/Pesticide and Fertilizer Application 4. Stream and Shoreline Management 5. Residential Infiltration 7. Pollution Prevention
Leaf-free Streets for Clean Waters	Residential Educational Private Sector	a. Sept 2024 b. Sept-Oct 2024 c. Oct-Nov 2024 d. Oct-Nov 2024	a. Update and distribute Leaf-free Streets for Clean Waters Toolkit to municipalities and groups. b. Print leaf-free streets signs for municipalities, as requested. c. Promote actions and rain alert system through social media, flyers, newsletter articles, signs, presentations, newspaper and online advertising. d. Monitor weather and issue email/text rain alerts.	☐ Promote Leaf-free Streets program, encourage residents to remove street leaves before the rain and sign up for rain alerts using provided outreach toolkit. ☐ Make signs available to residents. ☐ Engage local groups in heavy street tree areas and reward good practices.	3. Yard Waste Management/Pesticide and Fertilizer Application

*from Table 1 of WPDES WI-S058416-04

Program/ Activity	Audience	Timing	MAMSWaP Activities	Individual Municipality Activities (Check all that will be completed in 2024)	Public Education and Outreach Topic(s) Addressed*
Plant Dane Native Plant Program	Residential Educational Private Sector	a. Nov 2023-Jan 2024 b. Feb 2024 c. Feb-Mar 2024 d. Feb-Mar 2024 e. May-Jun 2024	a. Work with Agrecol to update plant list/order system. b. Launch Plant Dane online order site. c. Update and distribute Plant Dane Toolkit to municipalities and groups. d. Sell at least 20,000 native plants through Plant Dane. e. Distribute native plant orders/donations.	☐ Promote Plant Dane program and encourage residents and groups to plant native plants and build rain gardens using provided campaign tools. ☐ Volunteer to hand out plants during a Plant Dane pickup event.	4. Stream and Shoreline Management 5. Residential Infiltration 7. Pollution Prevention 8. Green Infrastructure/Low Impact Development
Free Native Plants for School and Community Projects (FNPSCP) Program		a. Nov- Dec 2023 b. Dec 2023-Jan 2024 c. Feb-Mar 2024 d. May-Jun 2024	a. Update and post FNPSCP Grant Application. b. Promote and review FNPSCP Grants. c. Solicit and collect donations for at least 10 FNPSCPs. d. Distribute native plant donations.	☐ Promote FNPSCP program to local schools, groups, non-profits, neighborhood associations, etc. and encourage groups to apply. ☐ Assist groups with planning and installation of gardens. ☐ Promote local projects and encourage local residents and groups to donate plants through Plant Dane orders system.	5. Residential Infiltration 7. Pollution Prevention 8. Green Infrastructure/Low Impact Development
Rain Garden Coaching Session / Workshop	Residential Educational General Public	a. Feb-Mar 2024 b. Feb-Mar 2024 c. Feb-Mar 2024 d. May-Jul 2024	a. Plan and host rain garden coaching session or workshop with at least 20 people. b. Promote rain garden coaching sessions. c. Coordinate registrations and create customized tools for each participant. d. Offer and process plant reimbursements for participants located in MAMSWaP communities.	☐ Promote the Rain Garden Workshop and encourage residents to sign up. ☐ Volunteer to be a trainer at the Rain Garden Workshop.	5. Residential Infiltration 7. Pollution Prevention 8. Green Infrastructure/Low Impact Development
Adopt A Storm Drain Program (AASD)	Residential Educational	a. Jan-Dec 2024 b. Jan-Dec 2024 c. Jan-Dec 2024 d. Jan-Dec 2024 e. Jan-Dec 2024 f. Jan-Dec 2024	a. Coordinate with Dane County Information Management to maintain and improve AASD website. b. Assist volunteers with web issues. c. Supply municipalities with cleaning kit materials. d. Develop outreach tools and promote program. e. Develop and distribute volunteer newsletter, the Storm Drain Scoop, 3-4x/year. f. Work with partner communities interested in joining the program.	☐ Participate in program and provide storm drain location data to Dane County. ☐ Distribute cleaning kits to local volunteers. ☐ Promote program locally using campaign tools through newsletters, local newspaper, mailings, web site, meetings, social media, etc. ***Contact SWEC, if interested.***	1. Illicit Discharge Detection and Elimination 3. Yard Waste Management/Pesticide and Fertilizer Application 7. Pollution Prevention
NASECA Trainings	Construction Professionals Public Sector	a. Jan-Dec 2024 b. Jan-Dec 2024 c. Jan-Dec 2024	a. Promote NASECA Trainings. b. Provide discounts to attend trainings for MAMSWaP communities.	☐ Promote NASECA Trainings to local construction professionals and municipal staff	6. Construction Sites and Post-Construction Storm Water Management

*from Table 1 of WPDES WI-S058416-04

Program/ Activity	Audience	Timing	MAMSWaP Activities	Individual Municipality Activities (Check all that will be completed in 2024)	Public Education and Outreach Topic(s) Addressed*
			c. Encourage municipal staff and contractors to attend NASECA events.	and encourage attendance through MAMSWaP provided discounts.	
WI Salt Wise Program and Salt Certification Trainings	Residential Private Sector Public Sector	a. Jan-Dec 2024 b. Jan-Mar 2024, Sept-Dec 2024 c. Sept-Dec 2024 d. Sept-Dec 2024	a. Participate on WI Salt Wise Steering Committee and attend meetings. b. Collaborate with WI Salt Wise partners to promote, develop and distribute resources to reduce winter salt use. c. Partner with WI Salt Wise to hold one in-person salt related training (certification or specialized training) in Dane County with at least 20 participants. d. Contract with Bolton and Menks to lead one virtual salt certification training.	☐ Promote Salt Wise resources and practices to businesses, residents, schools, organizations, and facility managers using WI Salt Wise campaign tools. ☐ Provide Salt Wise Coordinator with a local presentation opportunity along with contact information (school district, local company, etc). **Limited to 2 WI Salt Wise-led presentations per year for all MAMSWaP partners*** ☐ Send municipal staff to Salt Certification Trainings. ☐ Promote Salt Certification Trainings to municipal and private winter maintenance professionals and facilities managers. ☐ Partner with Salt Wise to host a salt related training in your community and actively participate by sharing local efforts with group to reduce salt use. ***Limited to one MAMSWaP partner per year***	7. Pollution Prevention
Rain Barrel Sale	Residential	a. Mar-Apr 2024 b. Apr-Oct 2024 c. Apr-Oct 2024 d. Apr-Oct 2024 e. Apr-Oct 2024	a. Develop outreach tools to promote program. b. Order rain barrels and maintain supply. c. Maintain online order system to sell rain barrels. d. Collect and process reimbursement requests for residents in MAMSWaP communities. e. Partner with City of Middleton and Village of Deforest to store and distribute barrels.	☐ Promote use of rain barrels and purchase of discounted rain barrels using MAMSWaP outreach tools.	5. Residential Infiltration
Lawn Care Calendar	Residential	a. Feb-Mar 2024 b. Mar-April 2024 c. April 2024	a. Partner with UW to create lawn care calendar. b. Create outreach tools for partners. c. Publish and promote lawn care calendar.	☐ Promote use of final lawn care calendar using MAMSWaP outreach tools.	3. Yard Waste Management/Pesticide and Fertilizer Application 5. Residential Infiltration

*from Table 1 of WPDES WI-S058416-04

Program/ Activity	Audience	Timing	MAMSWaP Activities	Individual Municipality Activities (Check all that will be completed in 2024)	Public Education and Outreach Topic(s) Addressed*
Stormwater Facility Interpretive Signage	General Public	a. Dec 2023-May 2024 b. May-Aug 2024	a. Work with local artist to create stormwater facility illustrations. b. Create signage templates for different types of stormwater facilities. c. Post signage at Dane County Parks with stormwater facilities.	☐ Use provided illustrations/templates to develop educational signage for municipal stormwater facilities.	8. Green Infrastructure/Low Impact Design
Green Infrastructure Demo Projects	General Public	a. April-Oct 2024 b. April-Aug 2024 c. Sept-Oct 2024	a. Work with selected MAMSWaP communities to create demo downspout gardens. b. Create signage for demo gardens. c. Provide plants and a printed sign for demo gardens.	☐ Provide SWEC with potential location(s) for a demo downspout garden. ☐ Provide input on draft signage. ☐ Install plants and signage, provided by SWEC. ***Contact SWEC, if interested.***	5. Residential Infiltration 7. Pollution Prevention 8. Green Infrastructure/Low Impact Development
5-year Stormwater Outreach Survey	General Public	a. Nov-Dec 2023 b. Dec 2023 c. Feb-Mar 2024 d. Apr-May 2024 e. Jun-Jul 2024 f. Aug 2024	a. Work with consultant to update 2018/2019 survey. b. Send draft survey to I&E Team for input. c. Distribute online partner survey to local environmental or water related groups. d. Work with consultant to analyze results and develop draft survey report. e. Provide draft survey report to I&E Team for input. f. Present results to MAMSWaP Large Group.	☐ Help distribute and encourage completion of online survey to local environmental or water related groups.	ALL
Check-in Meetings with MAMSWaP Communities	MAMSWaP Communities	a. July-Sep 2024	a. Coordinate meetings with individual MAMSWaP communities to discuss what's been working/not working, and gather input on future programs/activities.	☐ Coordinate with SWEC and attend check-in meeting.	ALL
MAMSWaP I&E 5-Year Plan	MAMSWaP Communities	a. Sep-Oct 2024	a. Develop draft 5-Year Plan using input from Check-in Meetings and Stormwater Outreach Survey results. b. Provide 5-Year Plan to I&E Team for input. c. Provide 5-Year Plan to MAMSWaP Large Group for input and finalization.	☐ Provide input on draft 5-Year Plan.	ALL

*from Table 1 of WPDES WI-S058416-04

WPDES Permit (MAMSWaP) 2024 Annual Information and Education Work Plan for Village of McFarland, Dane County, WI

Topic Areas Covered: As indicated below

Active Delivery Mechanisms Used*: As indicated below and in MAMSWaP workplan

* Per guidance from Eric R, MAMSWaP members may take credit for active mechanisms organized by MAMSWaP as long as they promote those activities.

Program/ Activity	Audience	Timing	MAMSWaP Activities	Individual Municipality Activities (Check all that will be completed in 2024)	Public Education and Outreach Topic(s) Addressed ¹
Storm Drain Mural Program	Residential Educational	a. Nov-Dec 2023 b. Dec 2023-Jan 2024 c. Feb 2024 d. Mar-Aug 2024 e. Jun-Aug 2024 f. Jun-Aug 2024	a. Update and post Storm Drain Mural Grant on Ripple Effects web site. b. Promote Storm Drain Mural Grants. c. Rank and select 2-3 applications for new murals and 8-9 repainted murals. d. Work with municipalities, partner groups (schools, communities groups, etc.), and local artist to design and paint storm drain murals. e. Provide partner groups with articles to promote new murals locally. f. Add new storm drain murals to Storm Drain Mural Project map.	☒ Promote program and encourage partner groups to apply. ☐ Help locate suitable storm drain mural sites. ☐ Approve storm drain mural design.	1. Illicit Discharge Detection and Elimination 7. Pollution Prevention
Illicit Discharge Reporting Program	Residential Public Sector Private Sector	a. Jan-Mar 2024 b. Apr-May 2024	a. Work with City of Madison Dane County Public Health to create BMP fact sheets for contractors and businesses within sectors prone to engaging in unauthorized discharges. b. Mail or email local businesses of concern directly and share illicit discharge ordinance and BMP information.	☐ Share BMP fact sheets with local businesses directly from the municipality (or, alternatively, provide addresses of relevant businesses to the Stormwater Education Coordinate (SWEC) to be sent out from MDCPH/DCLWRD).	1. Illicit Discharge Detection and Elimination 7. Pollution Prevention
WI Stormwater Week	Residential Public Sector Educational	a. Jan 2023-Aug 2024 b. Apr-Aug 2024 c. Apr-Aug 2024	a. Participate on statewide Stormwater Collaborative Group planning team. b. Develop outreach resources to promote Stormwater Week. c. Plan and hold at least one local outreach event during Stormwater Week (potentially, a downspout garden kit sale).	☒ Promote stormwater related messages and events using provided outreach tools during WI Stormwater Week. ☒ Host a local stormwater related event during WI Stormwater Week	1. Illicit Discharge Detection and Elimination 2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing 3. Yard Waste Management/Pesticide and Fertilizer Application 5. Residential Infiltration 7. Pollution Prevention

1. From Table 1 of WPDES WI-S058416-04

Program/ Activity	Audience	Timing	MAMSWaP Activities	Individual Municipality Activities (Check all that will be completed in 2024)	Public Education and Outreach Topic(s) Addressed*
Clean Sweep Local Collection Event	Residential	a. Jan-Apr 2024 b. Jan 2024 c. Jan-Feb 2024 d. Mar-Apr 2024	a. Partner with Dane County Waste and Renewables and participating communities to plan a municipal Clean Sweep Hazardous Waste Collection Event at the Clean Sweep facility. b. Create a registration and voucher system for residents. c. Create outreach tools for participating communities. d. Hold Hazardous Waste Collection Events. ***This is limited to four municipalities located in proximity to the Clean Sweep facility. Contact the SWEC, if interested.***	☒ Promote Clean Sweep Hazardous Waste Collection Event using provided outreach tools (only open to residents of selected communities).	1. Illicit Discharge Detection and Elimination 2. Household Hazardous Waste Disposal 7. Pollution Prevention
Stormwater Pollution/ Prevention Education Tools	Residential Educational	a. Jan-Dec 2024 b. Jan-Dec 2024 c. Jan-Dec 2024 d. Apr-Oct 2024	a. Promote stormwater ed. tools to groups and educators. b. Use stormwater ed. tools in at least 5 presentations, in-person or virtual. c. Check out stormwater ed. tools to at least 5 educators/groups. d. Prepare and maintain rainfall simulator samples. <i>Educational tools include: Rainfall Simulator, Enviroscape, Stormwater Animation, Lawns and Water Quality video, Stormwater Pollution and Solutions video and Storm Drain Marking</i>	☒ Promote stormwater ed. tools to local partners, groups and educators. ☒ Post links to virtual resources on municipal web site. ☐ Check out the Enviroscape or Rainfall Simulator to use at local event(s) or presentation(s). ☐ Provide SWEC with a local presentation opportunity along with contact information. ***Limited to 10 SWEC-led presentations per year for all MAMSWaP partners***	1. Illicit Discharge Detection and Elimination 2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing 3. Yard Waste Management/Pesticide and Fertilizer Application 4. Stream and Shoreline Management 5. Residential Infiltration 7. Pollution Prevention
Leaf-free Streets for Clean Waters	Residential Educational Private Sector	a. Sept 2024 b. Sept-Oct 2024 c. Oct-Nov 2024 d. Oct-Nov 2024	a. Update and distribute Leaf-free Streets for Clean Waters Toolkit to municipalities and groups. b. Print leaf-free streets signs for municipalities, as requested. c. Promote actions and rain alert system through social media, flyers, newsletter articles, signs, presentations, newspaper and online advertising. d. Monitor weather and issue email/text rain alerts.	☒ Promote Leaf-free Streets program, encourage residents to remove street leaves before the rain and sign up for rain alerts using provided outreach toolkit. ☒ Make signs available to residents. ☐ Engage local groups in heavy street tree areas and reward good practices.	3. Yard Waste Management/Pesticide and Fertilizer Application

*from Table 1 of WPDES WI-S058416-04

Program/ Activity	Audience	Timing	MAMSWaP Activities	Individual Municipality Activities (Check all that will be completed in 2024)	Public Education and Outreach Topic(s) Addressed*
Plant Dane Native Plant Program	Residential Educational Private Sector	a. Nov 2023-Jan 2024 b. Feb 2024 c. Feb-Mar 2024 d. Feb-Mar 2024 e. May-Jun 2024	a. Work with Agrecol to update plant list/order system. b. Launch Plant Dane online order site. c. Update and distribute Plant Dane Toolkit to municipalities and groups. d. Sell at least 20,000 native plants through Plant Dane. e. Distribute native plant orders/donations.	☒ Promote Plant Dane program and encourage residents and groups to plant native plants and build rain gardens using provided campaign tools. ☐ Volunteer to hand out plants during a Plant Dane pickup event.	4. Stream and Shoreline Management 5. Residential Infiltration 7. Pollution Prevention 8. Green Infrastructure/Low Impact Development
Free Native Plants for School and Community Projects (FNPSCP) Program		a. Nov- Dec 2023 b. Dec 2023-Jan 2024 c. Feb-Mar 2024 d. May-Jun 2024	a. Update and post FNPSCP Grant Application. b. Promote and review FNPSCP Grants. c. Solicit and collect donations for at least 10 FNPSCPs. d. Distribute native plant donations.	☒ Promote FNPSCP program to local schools, groups, non-profits, neighborhood associations, etc. and encourage groups to apply. ☐ Assist groups with planning and installation of gardens. ☒ Promote local projects and encourage local residents and groups to donate plants through Plant Dane orders system.	5. Residential Infiltration 7. Pollution Prevention 8. Green Infrastructure/Low Impact Development
Rain Garden Coaching Session / Workshop	Residential Educational General Public	a. Feb-Mar 2024 b. Feb-Mar 2024 c. Feb-Mar 2024 d. May-Jul 2024	a. Plan and host rain garden coaching session or workshop with at least 20 people. b. Promote rain garden coaching sessions. c. Coordinate registrations and create customized tools for each participant. d. Offer and process plant reimbursements for participants located in MAMSWaP communities.	☒ Promote the Rain Garden Workshop and encourage residents to sign up. ☐ Volunteer to be a trainer at the Rain Garden Workshop.	5. Residential Infiltration 7. Pollution Prevention 8. Green Infrastructure/Low Impact Development
Adopt A Storm Drain Program (AASD)	Residential Educational	a. Jan-Dec 2024 b. Jan-Dec 2024 c. Jan-Dec 2024 d. Jan-Dec 2024 e. Jan-Dec 2024 f. Jan-Dec 2024	a. Coordinate with Dane County Information Management to maintain and improve AASD website. b. Assist volunteers with web issues. c. Supply municipalities with cleaning kit materials. d. Develop outreach tools and promote program. e. Develop and distribute volunteer newsletter, the Storm Drain Scoop, 3-4x/year. f. Work with partner communities interested in joining the program.	☒ Participate in program and provide storm drain location data to Dane County. ☒ Distribute cleaning kits to local volunteers. ☒ Promote program locally using campaign tools through newsletters, local newspaper, mailings, web site, meetings, social media, etc. ***Contact SWEC, if interested.***	1. Illicit Discharge Detection and Elimination 3. Yard Waste Management/Pesticide and Fertilizer Application 7. Pollution Prevention
NASECA Trainings	Construction Professionals Public Sector	a. Jan-Dec 2024 b. Jan-Dec 2024 c. Jan-Dec 2024	a. Promote NASECA Trainings. b. Provide discounts to attend trainings for MAMSWaP communities.	☒ Promote NASECA Trainings to local construction professionals and municipal staff	6. Construction Sites and Post-Construction Storm Water Management

*from Table 1 of WPDES WI-S058416-04

Program/ Activity	Audience	Timing	MAMSWaP Activities	Individual Municipality Activities (Check all that will be completed in 2024)	Public Education and Outreach Topic(s) Addressed*
			c. Encourage municipal staff and contractors to attend NASECA events.	and encourage attendance through MAMSWaP provided discounts.	
WI Salt Wise Program and Salt Certification Trainings	Residential Private Sector Public Sector	a. Jan-Dec 2024 b. Jan-Mar 2024, Sept-Dec 2024 c. Sept-Dec 2024 d. Sept-Dec 2024	a. Participate on WI Salt Wise Steering Committee and attend meetings. b. Collaborate with WI Salt Wise partners to promote, develop and distribute resources to reduce winter salt use. c. Partner with WI Salt Wise to hold one in-person salt related training (certification or specialized training) in Dane County with at least 20 participants. d. Contract with Bolton and Menks to lead one virtual salt certification training.	☒ Promote Salt Wise resources and practices to businesses, residents, schools, organizations, and facility managers using WI Salt Wise campaign tools. ☐ Provide Salt Wise Coordinator with a local presentation opportunity along with contact information (school district, local company, etc). **Limited to 2 WI Salt Wise-led presentations per year for all MAMSWaP partners*** ☐ Send municipal staff to Salt Certification Trainings. ☐ Promote Salt Certification Trainings to municipal and private winter maintenance professionals and facilities managers. ☐ Partner with Salt Wise to host a salt related training in your community and actively participate by sharing local efforts with group to reduce salt use. ***Limited to one MAMSWaP partner per year***	7. Pollution Prevention
Rain Barrel Sale	Residential	a. Mar-Apr 2024 b. Apr-Oct 2024 c. Apr-Oct 2024 d. Apr-Oct 2024 e. Apr-Oct 2024	a. Develop outreach tools to promote program. b. Order rain barrels and maintain supply. c. Maintain online order system to sell rain barrels. d. Collect and process reimbursement requests for residents in MAMSWaP communities. e. Partner with City of Middleton and Village of Deforest to store and distribute barrels.	☒ Promote use of rain barrels and purchase of discounted rain barrels using MAMSWaP outreach tools.	5. Residential Infiltration
Lawn Care Calendar	Residential	a. Feb-Mar 2024 b. Mar-April 2024 c. April 2024	a. Partner with UW to create lawn care calendar. b. Create outreach tools for partners. c. Publish and promote lawn care calendar.	☒ Promote use of final lawn care calendar using MAMSWaP outreach tools.	3. Yard Waste Management/Pesticide and Fertilizer Application 5. Residential Infiltration

*from Table 1 of WPDES WI-S058416-04

Program/ Activity	Audience	Timing	MAMSWaP Activities	Individual Municipality Activities (Check all that will be completed in 2024)	Public Education and Outreach Topic(s) Addressed*
Stormwater Facility Interpretive Signage	General Public	a. Dec 2023-May 2024 b. May-Aug 2024	a. Work with local artist to create stormwater facility illustrations. b. Create signage templates for different types of stormwater facilities. c. Post signage at Dane County Parks with stormwater facilities.	☐ Use provided illustrations/templates to develop educational signage for municipal stormwater facilities.	8. Green Infrastructure/Low Impact Design
Green Infrastructure Demo Projects	General Public	a. April-Oct 2024 b. April-Aug 2024 c. Sept-Oct 2024	a. Work with selected MAMSWaP communities to create demo downspout gardens. b. Create signage for demo gardens. c. Provide plants and a printed sign for demo gardens.	☐ Provide SWEC with potential location(s) for a demo downspout garden. ☐ Provide input on draft signage. ☐ Install plants and signage, provided by SWEC. ***Contact SWEC, if interested.***	5. Residential Infiltration 7. Pollution Prevention 8. Green Infrastructure/Low Impact Development
5-year Stormwater Outreach Survey	General Public	a. Nov-Dec 2023 b. Dec 2023 c. Feb-Mar 2024 d. Apr-May 2024 e. Jun-Jul 2024 f. Aug 2024	a. Work with consultant to update 2018/2019 survey. b. Send draft survey to I&E Team for input. c. Distribute online partner survey to local environmental or water related groups. d. Work with consultant to analyze results and develop draft survey report. e. Provide draft survey report to I&E Team for input. f. Present results to MAMSWaP Large Group.	☒ Help distribute and encourage completion of online survey to local environmental or water related groups.	ALL
Check-in Meetings with MAMSWaP Communities	MAMSWaP Communities	a. July-Sep 2024	a. Coordinate meetings with individual MAMSWaP communities to discuss what's been working/not working, and gather input on future programs/activities.	☒ Coordinate with SWEC and attend check-in meeting.	ALL
MAMSWaP I&E 5-Year Plan	MAMSWaP Communities	a. Sep-Oct 2024	a. Develop draft 5-Year Plan using input from Check-in Meetings and Stormwater Outreach Survey results. b. Provide 5-Year Plan to I&E Team for input. c. Provide 5-Year Plan to MAMSWaP Large Group for input and finalization.	☒ Provide input on draft 5-Year Plan.	ALL

*from Table 1 of WPDES WI-S058416-04

3.0 PUBLIC INVOLVEMENT AND PARTICIPATION

The purpose of the public involvement and participation program is to notify the public of activities required by this permit and to encourage input and participation from the public regarding these activities.

The Village is required to provide a minimum of one opportunity annually for the public to provide input on each of the following permit activities: annual report, storm water management program, and if applicable, adoption or amendment of storm water related ordinances. The Village provides the annual report to the Public Utilities Committee and the Village Board. The annual report is also available for the public to view upon request at the Village Offices.

The Village meets the requirements of **Section 3.2.3** by providing at least one public involvement and participation program a year, which can include events such as storm drain stenciling, waterway cleanups, and public workshops.

4.0 ILLICIT DISCHARGE DETECTION AND ELIMINATION

As discussed in **Section 3.3.1**, the Village is required to have an illicit discharge ordinance. The Village's illicit discharge ordinance can be found in Section 47-337 - Illicit Discharges. The Village's Code of Ordinance can be accessed online at the location below:
<https://www.mcfarland.wi.us/342/Ordinances>

Section 3.3.2 requires the Village to perform illicit discharge detection and elimination (IDDE) field screening. During the permit term, the Village plans to inspect all major outfalls annually and all minor outfalls at least once during the permit term. The Village has a total of 2 major outfalls and 17 minor outfalls which discharge to waters of the state. If there is any suspected illicit activity, field screening will be located downstream of the suspected activity. Given the total number of outfalls the Village is responsible for screening, it is possible for the Village to screen all outfalls at least once during the permit term and more likely multiple times during the permit term. Field screening will be conducted according to the guidelines put forth in WDNR's Illicit Discharge Detection and Elimination guidance, which is attached to this document following this section. At outfall locations that tend to be perpetually wet, screening will be conducted at a typically dry upstream location.

Section 3.3.3 requires the Village to have written procedures for responding to known or suspected illicit discharges. Some response to this requirement is detailed in Village Ordinances 47-337 to 47-340. In the event that an illicit discharge or suspected illicit discharge becomes known to the Village, the Village shall investigate the event as soon as possible. The investigation efforts will include:

- a. Attempting to locate the source of the spill or discharge
- b. Prevention of further discharge or containment of the discharge
- c. Recording details of the event including date of discovery, dates of any action taken, location, follow-up actions taken, and sources (if known)
- d. Providing notification to the WDNR immediately in accordance with NR 706, Wis. Adm. Code if a spill or release of a hazardous substance is detected that has or may discharge to waters of the state. The Department shall be notified via the 24-hour toll free spill hotline at 1-800- 943-0003.
- e. Sampling of discharge in accordance with WDNR's Illicit Discharge Detection and Elimination guidance

Section 3.3.6 requires the Village to provide the name, title and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills. The Village contact is Jim Hessling, Director of Public Works, 608-383-7287.



WISCONSIN DEPARTMENT OF NATURAL RESOURCES NOTICE OF FINAL GUIDANCE & CERTIFICATION

Pursuant to ch. 227, Wis. Stats., the Wisconsin Department of Natural Resources has finalized and hereby certifies the following guidance document.

DOCUMENT ID

WT-19-0027-C EGAD: 3800-2012-01

DOCUMENT TITLE

Illicit Discharge Detection and Elimination

PROGRAM/BUREAU

Storm Water Program/Watershed Management Bureau

STATUTORY AUTHORITY OR LEGAL CITATION

Section NR 216.07(3), Wisconsin Administrative Code

DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)

09/02/2019

DATE FINALIZED

10/07/2019

DNR CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Signature

09/30/2019

Date



BUREAU OF WATERSHED MANAGEMENT PROGRAM GUIDANCE

Storm Water Management Program

Wisconsin Department of Natural Resources
101 S. Webster Street, P.O. Box 7921
Madison, WI 53707-7921

Illicit Discharge Detection and Elimination

March 2012

3800-2012-01

This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

DATE: March 15, 2012

TO: SW Program Staff

FROM: Pam Biersach – Bureau Director
Bureau of Watershed Management 

SUBJECT: Program Guidance #3800-2012-01

Illicit Discharge Detection and Elimination

**March 2012
3800-2012-01**

This document is intended solely as guidance, and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. This guidance does not establish or affect legal rights or obligations, and is not finally determinative of any of the issues addressed. This guidance does not create any rights enforceable by any party in litigation with the State of Wisconsin or the Department of Natural Resources. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

A. Statement of Problem Being Addressed

Limited information is available to assist municipalities with the development of an effective program to determine the presence of illicit discharges from storm sewer system outfalls.

B. Background

State and federal storm water discharge regulations require permitted municipal separate storm sewer systems (MS4s) to develop, implement and enforce a program to detect and remove illicit connections and discharges to the MS4. In Wisconsin, this requirement is established in s. NR 216.07(3), Wis. Adm. Code. The program must include routine dry weather field screening at storm sewer system outfalls and procedures for locating the source of known or suspected illicit discharges. If flow is observed, a combination of sensory observations and indicator parameter sampling must be used to determine the presence of illicit discharges and assist in the tracking, location and elimination of sources.

C. Discussion

Section NR 216.07(3)(i), Wis. Adm. Code, requires that field screening is conducted at all major outfalls and any additional outfalls designated by the municipality or Department. Field screening must include the following when flow is observed:

- Narrative descriptions of color, odor, turbidity, oil sheen, surface scum, flow rate and other relevant observations.
- Sampling for pH, total chlorine, total copper, total phenol and detergents unless Department



approval has been obtained for alternative parameters such as ammonia, potassium or bacteria.

The combination of sensory and indicator parameters is intended to provide insight regarding the presence and potential sources of illicit discharges. However, ch. NR 216, Wis. Adm. Code does not identify specific discharge limits, action levels or other criteria that should be used to determine if an illicit discharge is either present or absent. In addition, ch. NR 216, Wis. Adm. Code does not address the following:

- Selection of outfalls for on-going field screening after the initial major outfall field screening has been completed.
- Frequency and timing of outfall field screening activities.
- Outfalls with baseflow consisting of groundwater and other non-illicit discharges.
- Submerged, enclosed, or otherwise inaccessible outfalls.
- Outfalls from pumped storm water systems.
- Outfalls from swale conveyance systems and storm water treatment practices.
- Proper documentation and evaluation of outfall field screening activities.

The purpose of this guidance document is to provide supplemental information that can be used by MS4 owners and operators to maximize the efficiency and effectiveness of illicit discharge detection and elimination programs.

D. Guidance

Outfall Selection

Currently, MS4 permits include a requirement that field screening is initially conducted at all major outfalls¹. However, a more targeted approach to illicit discharge detection and elimination (IDDE) is recommended. Outfalls should be prioritized based on illicit discharge potential in the contributing drainage area rather than solely on pipe or drainage area size. Outfalls selected for on-going field screening based on illicit discharge potential are considered “priority outfalls”. Contributing drainage area characteristics or land uses that should be considered when selecting priority outfalls include:

- History of known or suspected illicit discharges reported within the last five years
- Sections of storm sewer and/or sanitary sewer infrastructure that have exceeded or are approaching their design/useful life.
- Contributing drainage areas with 80 or more percent imperviousness.

¹ “Major outfall” means a municipal separate storm sewer system outfall that meets one of the following criteria:

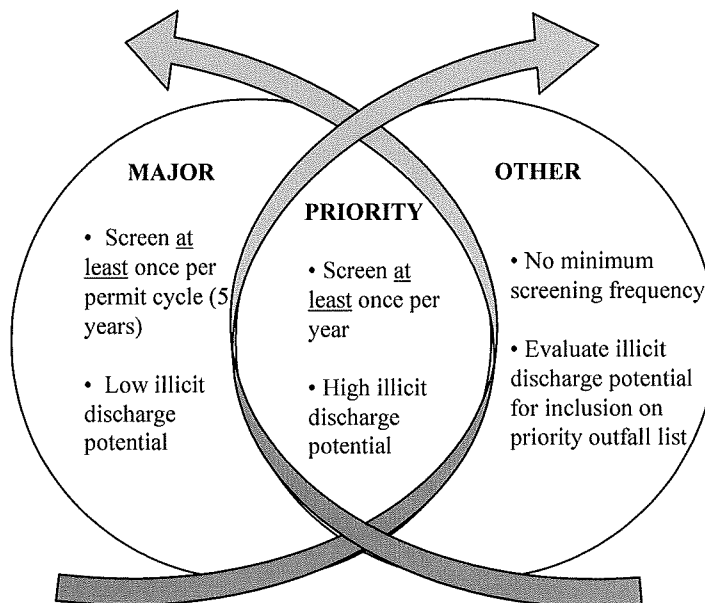
- (a) A single pipe with an inside diameter of 36 inches or more, or from an equivalent conveyance which is associated with a drainage area of more than 50 acres.
- (b) A single pipe with an inside diameter of 12 inches or more, or from an equivalent conveyance which receives storm water runoff from lands zoned for industrial activity with 2 or more acres of industrial activity.

- Business or industrial parks with frequent changes in property ownership or operations.
- Schools or other institutional facilities.
- Commercial or industrial operations that generate wastewater or wash water including food processing, metal plating or machining shops, auto and scrap recyclers, commercial car washes and chemical manufactures or users.

Frequency

The recommended approach to outfall field screening frequency is depicted in Figure 1. All priority outfalls should be screened at least once per year. In some cases, it may be appropriate to conduct more than one field screening per year at a particular priority outfall depending on initial screening results or illicit discharge potential. All other major outfalls not identified as priority outfalls should be screened at least once during each MS4 permit cycle (i.e., 5 years). The priority outfall list should be reviewed and modified if necessary during an annual program evaluation.

Figure 1 - Outfall Field Screening Frequency



Timing

Outfall field screening must be conducted during dry weather periods to minimize potential interference from non-illicit sources including runoff and groundwater. In general, field screening should not be conducted within 48 hours after a precipitation event that produces runoff. However, it may be necessary to wait longer than 48 hours after precipitation events depending on contributing drainage area characteristics, the presence of extended discharges from stormwater facilities or the size of the event. Field screening during periods of high groundwater, such as the early spring, should be avoided. However, spring or fall screening may be necessary if outfall access is significantly obstructed by vegetation.

Sensory Parameters

Obvious illicit discharges can potentially be identified by color, odor or other physical characteristics such as sheen or foam. However, proper interpretation of sensory observations can be complicated by the fact that some sources are naturally occurring (e.g., iron bacteria) or non-illicit (e.g., dye testing).

Chapter 11 of the Center for Watershed Protection's guidance manual for illicit discharge detection and elimination includes photos of common physical indicators for illicit and non-illicit sources. The entire manual can be downloaded from the USEPA website at http://www.epa.gov/npdes/pubs/idde_manualwithappendices.pdf

Indicator Parameters

Indicator parameter sampling is necessary to confirm sensory observations or distinguish illicit from non-illicit discharges. The following parameters are recommended for all observed discharges: **Ammonia, Detergents, pH and Total Chlorine**. Based on MS4 or outfall specific conditions, the following additional parameters should be considered:

- **Total Copper** in areas where industrial facilities that use or manufacture copper-based products are present.
- **Phenol** in areas where industrial facilities that utilize phenol in processes or products are present.
- **Potassium** when discharges of industrial wastewater or sanitary sewage are suspected.
- **Fluoride** when discharges with a drinking water supply component are suspected.
- **E. coli or Bacteriodes** when discharges of sanitary sewage are suspected.

The recommended parameters for all observed discharges are a deviation from the parameter lists identified in ch. NR 216, Wis. Adm Code and MS4 permits. Permitted MS4s should submit modified parameter list proposals to the Department for approval prior to implementation.

Test Methods

In order to provide relatively rapid results, indicator parameters should be analyzed using field test kits. However, field test kits should be used by staff with appropriate training and experience. Laboratory analysis is necessary for some parameters (e.g., E. coli, Bacteriodes) and recommended in cases where enforcement action may be necessary to eliminate illicit discharges or connections.

Action Levels

Recommended action levels for indicator parameters are found in Table 1. Sample results above these levels suggest the presence of an illicit discharge is likely. However, illicit discharges or connections should not be automatically ruled out in cases where parameters are detected below the recommended action levels. In some instances, illicit discharges can be masked by non-illicit sources depending on the time of the year, recent precipitation events, or other conditions, especially at outfalls with large

contributing drainage areas. With this in mind, the recommended action levels should be considered as starting points for decision making. Ultimately, identifying outliers to expected or past levels may be more important when determining if further investigation should be initiated. To determine when an outlier has been detected, each MS4 should maintain a database (or equivalent record) of indicator parameter test results for individual outfalls or groups of outfalls.

TABLE 1 – Indicator Parameters Action Levels

Parameter	Action Level	Illicit Sources	Non-Illicit Sources
Ammonia	0.1 mg/l	Sanitary sewage and industrial wastewater	Pets, wildlife and potentially WPDES permitted discharges
Detergents	0.5 mg/l	Industrial cleansers, commercial wash water and sanitary sewage	Residential car washing
pH	Less than 6 or greater than 9	Industrial wastewater and concrete truck wash-out	Groundwater and WPDES permitted discharges
Total Chlorine	Detection or positive test unless associated with a WPDES permitted discharge at background water supply levels	Industrial wastewater, swimming pools and sanitary sewage	WPDES permitted discharges
Total Copper	0.1 mg/l	Copper-based product use and manufacturing	WPDES permitted discharges
Phenol	Detection or positive test	Chemical, textile, paint, resin, tire, plastic, electronics and pharmaceutical manufacturing	None
Fluoride	Detection above background groundwater or water supply levels	Commercial and industrial wastewaters with a water supply component	Groundwater and WPDES permitted discharges
Potassium	10 mg/l	Sanitary sewage and industrial wastewater	Groundwater and WPDES permitted discharges
E. coli	10,000 MPN/100 mL	Sanitary sewage	Wildlife and pets
Human Bacteriodes	Detection or positive test	Sanitary sewage	None

Additional considerations for some of the indicator parameters are as follows:

- Field test methods for **detergents** are generally considered qualitative (i.e., positive or negative) tests. Some detergent test methods produce bubbles or a gel like substance that can be misinterpreted as a positive test for detergents. In addition, specific detergent test methods, such as the MBAS method, may not be capable of detecting all classes of detergents. Another potential

issue with detergent testing is distinguishing non-illicit discharges associated with residential car washing from illicit discharges.

- **Chlorine** residuals are typically short lived in the environment. Detection of chlorine at an outfall generally indicates a source that is relatively close to the outfall. However, chlorine detected at an outfall can be from an illicit or non-illicit source if chlorinated municipal drinking water supply is a component of the discharge (see “Non-Illicit Sources”).
- Leaching of **copper** from plumbing systems can be a source of copper even in areas where copper-based product use or manufacturing does not occur.
- Municipal drinking water supply systems that add **fluoride** typically maintain levels between 1 and 1.5 mg/l.
- **E. coli** is a commonly used sanitary sewage indicator. However, dry weather flow outfall monitoring in Wisconsin and other states indicates that E. coli levels are highly variable and can be produced by naturally occurring, non-illicit sources in the environment such as raccoons in storm sewers. Elevated dry weather E. coli levels in conjunction with detection of other indicator parameters (e.g., detergents, total chlorine) may be more indicative of the presence of sanitary sewage.
- The ratio of human **Bacteriodes** to total Bacteriodes may be particularly useful in determining sanitary sewage sources. However, the availability of Bacteriodes testing may be limited.

Non-Illicit Sources

Indicator parameters can be detected from non-illicit sources such as groundwater inflows, non-contact cooling water discharges or other WPDES permitted discharges from commercial and industrial facilities:

- **Groundwater:** Flow rates associated with groundwater inflows can vary seasonally due to fluctuations in groundwater elevations. Groundwater inflows are typically highest in the early spring and lowest in the late summer. In some areas, groundwater inflows will also include natural levels of fluoride. Baseline conditions for outfalls with groundwater inflows can be established by documenting seasonal flow rates and/or fluoride levels over time. If baseline conditions have been established for an outfall, sampling for other indicator parameters can be avoided if flow rates and/or fluoride levels are consistent with the established baseline values.
- **Permitted Facilities:** In some areas, WPDES permitted industrial facilities are allowed to discharge wastewater to MS4s as long as discharge limits are met. These discharges can produce continuous or nearly continuous flows at outfalls. WPDES permitted discharges are considered non-illicit but can include one or more of the indicator parameters at detectable levels. In many cases, municipal drinking water supply is a component of WPDES permitted discharges and it may be difficult to distinguish non-illicit from illicit sources in these areas. However, establishing baseline flow rates and parameter levels for outfalls with WPDES permitted discharges is recommended. If necessary, the Department can assist in the identification and characterization of WPDES permitted discharge, including discharge limits.

The Department maintains a listing of current WPDES permit holders online:

- **WPDES Wastewater Permittees**
<http://dnr.wi.gov/org/water/wm/ww/permlists.htm>
- **WPDES Industrial Storm Water Permittees**
<http://dnr.wi.gov/runoff/stormwater/industrial/>

Submerged & Enclosed Outfalls

It may be difficult or impossible to conduct outfall field screening activities at outfalls that are fully or partially submerged by receiving waters or located within enclosed waterways. For these cases, field screening activities should be conducted at appropriate upstream manholes. On-site illicit connection inspections should be considered for any high risk facilities that can potentially discharge to the MS4 between the outfall and field screening manholes. Another option to consider is televising the storm sewer segments located between field screening manholes and the outfall.

Physically Interconnected Systems

One MS4 that discharges directly to a second MS4 is considered physically interconnected. The point of interconnection is considered an outfall from the upstream or discharging MS4. Although field screening activities should be conducted by the upstream MS4 at the point of interconnection, it may be appropriate for interconnected MS4s to coordinate and potentially consolidate field screening activities.

Pump Stations

For pumped storm water systems, field screening activities should be conducted at appropriate manholes located upstream from the pump station or intake. If the first upstream manhole from the pump station is submerged, the pump should be operated if possible to remove accumulated water from the storm sewer system prior to conducting field screening activities.

Swales Conveyance Systems

For swale conveyance systems, it may be appropriate to conduct a visual or “windshield” survey within the swale area in conjunction with or as an alternative to field screening at the outfall. Locations where piped systems discharge to swales should be targeted during windshield surveys.

Storm Water Practices

Wet detention basins and other storm water treatment practices can potentially mask the presence of illicit discharges from the storm sewer system. Field screening activities should be conducted at inlets to storm water treatment practices rather than from the outlet. However, the size and location of practices can be considered when determining if field screening at inlets is necessary.

Documentation and Program Evaluation

Written or electronic documentation of all outfall screening activities should be kept. At minimum, the documentation should identify the following items for each outfall:

- Outfall location & description
- Inspector name
- Date of inspection
- Date & amount of last rainfall
- Weather conditions
- Narrative description of all sensory observations and flow rate estimates
- Test results for all indicator parameter sampling
- Narrative description of potential or confirmed illicit discharge sources and actions taken to track and eliminate sources.
- Additional comments or observations

As suggested in the "Action Level" section, it is important to develop and maintain a field screening database (or equivalent) to track changes and establish trends over time. Each permitted MS4 should conduct an annual evaluation of the field screening data and priority outfall list. Program modifications should be made as needed based on the annual evaluation.

APPROVED:

Mary Anne Townsend 3/19/2012
Section Chief Date

APPROVED:

Joe R. Lanzetta 3/19/2012
Staff Attorney Date

DISCUSSED OR APPROVED:

PMT Approved on 3/15/2012
Date

This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

5.0 CONSTRUCTION SITE POLLUTANT CONTROL

As discussed in **Section 3.4.1**, the Village is required to have a construction site ordinance. The Village's construction site ordinance can be found in Part II, Chapter 8, Article XVII, Site Eorsion Control. Erosion Control requirements are at least as stringent as the requirements listed in **Section 3.4.1** of the permit. The Village's Code of Ordinance can be accessed online at the location below:

https://library.municode.com/wi/mcfarland/codes/code_of_ordinances?nodeId=PTIICOOR_CH8_BUBURE_ARTXVIISIERCO

According to **Section 3.4.2**, the Village should have written procedures for construction site plan review. At the Village, construction site plans are reviewed by the Village Public Works department and the Village Community Development and/or their designee for consistency with Village requirements and best management practices.

Members of the public can submit complaints by calling the McFarland Public Works Department's main number (608-838-7287) or by e-mailing Public Works at public.works@mcfarland.wi.us

According to **Section 3.4.3** the Village should have written procedures for administration of the construction site pollutant control program. At the Village, these procedures are managed through the erosion control permit application and administration process as outlined in Village ordinances and on the Village website. The responsibility for this administration initially falls on the Village Community Development department and is then shared with the Village Public Works and/or their designee depending on the size and scope of the project.

According to **Section 3.4.4(a)**, the Village should have written procedures for construction site inspection and enforcement and provide an identification of the municipal departments or staff responsible for construction site inspections and enforcement Overall, the Village department responsible for construction site inspections is the Village Public Works Department. The Village Public Works Department utilizes professional services to perform the inspections. In general, on projects that are improvements to public infrastructure, the Village Engineer performs and records the inspections. On projects that are improvements to private property, a professional construction site inspection service is used. Inspection records from all sites are retained within a singular database. If a verbal warning with follow-up inspection is sufficient to correct any deficiencies, then that action is handled by the respective construction

site inspectors. If an additional enforcement action needs to take place, the Village Public Works Department would collaborate with Village Administration to proceed with the action.

The Village's procedures meet the inspection frequency requirements listed in **Section 3.4.4.b** of the Permit. Those frequencies are as follows:

Table 3: Construction Site Inspection Frequency

Site	Inspection Frequency
(1) All sites one acre or more in size	• New projects shall be inspected within the first two weeks of commencement of land disturbing construction activity • All active sites shall be inspected at least once every 45 days • All inactive sites shall be inspected at least once every 60 days
(2) Follow up inspection	• Follow up inspections are required within 7 days of any sediment discharge or inadequate control measure, unless corrections were made and observed by the inspector during initial inspection or corrections were verified via photographs submitted to the inspector
(3) Final inspection	• Confirm that all graded areas have reached final stabilization and that all temporary control measures are removed, and permanent storm water management BMPs are installed as designed

The frequencies noted above are the minimum frequency of inspection. More typically, inspections are actually conducted weekly or within 24 hours of every 0.5 inch of rainfall. If deficiencies are observed during an inspection, then the inspector directs the contractor to make the required corrections. As described above, if the corrections are not observed or photos submitted, then a follow-up inspection is conducted within 7 days. Follow-up inspections are recorded and records of those inspections are maintained in the same database.

According to **Section 3.4.4.c**, compliance with the inspection requirements shall be determined by proper documentation and maintenance of records. The Village utilizes WDNR form 3400-187 to document construction site inspections. For reference, a sample of this inspection form is attached to the end of this section. During an inspection of a site, the inspector would utilize this form to document the inspection. If an inspection identifies any locations where actions are required, a follow-up inspection is completed. Follow-up inspections also use this same form and the inspector will refer to the previous inspection to confirm that the required actions have been completed. While a construction site is active, the inspection records are maintained by the Village agent responsible for conducting the inspections. At the end of each year or at the end of a site's active use, these records are transferred to a singular electronic file for retention by the Village Public Works Department.

Citations, verbal warnings, and stop work orders may be used to obtain erosion control compliance, in accordance with **Section 3.4.4.d** of the MS4 Permit.

Notice: This form was developed in accordance with s. NR 216.48 Wis. Adm. Code for WPDES permittees' convenience; however, use of this specific form is voluntary. Multiple copies of this form may be made to compile the inspection report. Inspections of the construction site and implemented erosion and sediment control best management practices (BMPs) must be performed weekly and within 24 hours after a rainfall event 0.5 inches or greater.

Construction Site Name and Location (Project, Municipality, and County):		Site/Facility ID No. (FIN):
Onsite Contact/Contractor:		Onsite Phone/Cell:
Note: Inspection reports, along with erosion control and storm water management plans, are required to be maintained on site in accordance with s. NR 216.48 (4) and made available upon request. PLEASE PRINT LEGIBLY.		
Date of inspection:	Time of inspection: Start: _____ ☐ am ☐ pm End: _____ ☐ am ☐ pm	Type of inspection: ☐ Weekly ☐ Precipitation Event ☐ Other (specify) _____
Weather/Site Conditions: Temp. _____ Antecedent Soil Moisture Last Rainfall Depth: _____ inches Last Rainfall Date: _____		Describe current phase of construction: Scheduled Final Stabilization Date for Universal Soil Loss Equation (USLE) ¹ : _____ Project on Schedule²? ☐ Yes ☐ No
Name(s) of individual(s) performing inspection:		Inspector Phone/Cell:
I certify that the information contained on this form is an accurate assessment of site conditions at the time of inspection: Inspector Signature _____ Date: _____		

Inspection Questions:	Yes	No (Identify Actions Required):	Location/Comments:	Actions Completed by Date & Initials
1. Is the erosion control plan accessible to operators?	☐	☐ Provide onsite copy		
2. Is the permit certificate posted where visible?	☐	☐ Post certificate		
3. Is the current phase of construction on sequence with the site-specific erosion and sediment control plan, including installation/stabilization of ponds and ditches?	☐	☐ Add sediment control ☐ Install missing ditch/pipe/pond ☐ Stabilize bare soil		
4. Are all erosion and sediment control BMPs shown on plan properly installed and in functional condition?	☐	☐ Repair ☐ Modify ☐ Install/Replace		
5. Is inlet protection properly installed and functioning in all inlets likely to receive runoff from the site?	☐	☐ Clean ☐ Replace ☐ Install		

¹ The Universal Soil Loss Equation (USLE) model and the Construction Site Soil Loss and Sediment Discharge Guidance are available at: http://dnr.wi.gov/topic/stormwater/standards/const_standards.html

² If the project is not on schedule then the soil loss summary for the project should be reviewed and schedule, plan or practices modified accordingly.

CONSTRUCTION SITE INSPECTION REPORT

Form 3400-187 (R 11/16)

Page 0 of 3

Inspection Questions:	Yes	No (Identify Actions Required):	Location/Comments:	Actions Completed by Date & Initials
6. Is the air free of fugitive dust resulting from construction activity and bare soil exposure?	☐	☐ Apply water ☐ Apply dust control product		
7. Is the public right of way curb line free of tracked soil and accumulation?	☐	☐ Install tracking pad ☐ Widen/lengthen pad ☐ Amend stone/Add geotextile ☐ Install wheel washing station ☐ Close entrance/exit ☐ Limit traffic across disturbed areas ☐ Sweep road and curb line		
8. Are wetlands, lakes, streams, ditches, or storm sewers downstream of the site free of sedimentation and turbid water leaving the site? ³	☐	☐ Repair/Replace erosion control ☐ Add sediment controls ☐ Modify operations ☐ Contact DNR to verify extent of cleanup required		
9. Is dewatering and/or vehicle and equipment washing being done in a manner that prevents erosion and sediment discharge?	☐	☐ Install treatment train ☐ Install energy dissipation ☐ Modify discharge location ☐ Modify intake to reduce sediment		
10. Are soil stockpiles existing for more than 7 days covered and stabilized?	☐	☐ Seed ☐ Install mat/mulch/polymer ☐ Cover with tarp/plastic sheeting		
11. Are downstream channels and other downhill areas protected from scour and erosion?	☐	☐ Install energy dissipation at outfall ☐ Install ditch checks ☐ Install slope interruption ☐ Install onsite detention		
12. Are good housekeeping practices or treatment controls in place to prevent the discharge of chemicals, cement, trash, and other materials into wetlands, waterways, storm sewers, ditches, or drainage-ways? ⁴	☐	☐ Properly dispose of trash ☐ Provide concrete washout station ☐ Contact DNR to verify extent of cleanup required		
13. Is the plan reflective of current site operations and does it address all erosion and sediment control issues identified during the inspection?	☐	☐ Revise sequence ☐ Revise sediment control BMP ☐ Revise erosion control BMP ☐ Revise post-construction storm water BMP		
14. Are all areas where construction has temporarily ceased (and will not resume for more than 2 weeks) temporarily stabilized?	☐	☐ Cover with tarp/plastic sheeting ☐ Amend stone/seed/polymer		
15. Are all areas at final grade permanently vegetated or stabilized with other treatments?	☐	☐ Amend stone/seed/polymer ☐ Install stone base		

³ If sediment discharge enters a wetland or waterbody, the permittee should consult with DNR staff to determine if sediment cleanup and/or additional control measures are required.

⁴ The permittee shall notify the DNR immediately via the spills hotline at (800)943-0003 of any release or spill of a hazardous substance to the environment in accordance with s. 292.11, Wis. Stats., and ch. NR 706, Wis. Adm. Code.

Inspection Questions:	Yes	No (Identify Actions Required):	Location/Comments:	Actions Completed by Date & Initials
16. Have temporary sediment controls been removed in areas of the site that meet the permit definition of 'final stabilization'?	☐	☐ Water to establish vegetation ☐ Repair or reseed areas ☐ Remove temporary practices		

3 If sediment discharge enters a wetland or waterbody, the permittee should consult with DNR staff to determine if sediment cleanup and/or additional control measures are required.

4 The permittee shall notify the DNR immediately via the spills hotline at (800)943-0003 of any release or spill of a hazardous substance to the environment in accordance with s. 292.11, Wis. Stats., and ch. NR 706, Wis. Adm. Code.

6.0 POST-CONSTRUCTION STORM WATER MANAGEMENT

According to **Section 3.5.1**, the Village is required to have an ordinance or other regulatory mechanisms to regulate post-construction storm water discharges from new and redevelopment. The Village's storm water management ordinance can be found in in Part II, Chapter 8, Article XVII, Storm water Management. Storm water management requirements are at least as stringent as the requirements listed in **Section 3.5.1**. The Village's Code of Ordinance can be accessed online at the location below:

https://library.municode.com/wi/mcfarland/codes/code_of_ordinances?nodeId=PTIIC_OOR_CH8BUBURE_ARTXVIIIISTMA

According to **Section 3.5.2**, the Village is required to have written procedures for the administration of the post-construction storm water management program, including a process for obtaining local approval and responding to complaints. The Village manages the administration of this program through the Village's Community Development department in conjunction with the Village Public Works Department and/or their designee. Local approval for new development is obtained by verifying the construction post-construction controls meet the approved requirements, with the verification by the Community Development department, Public Works department, and/or their designee. The response to complaints is handled by the Village Public Works Department.

According to **Section 3.5.3**, the Village is required to have written procedures for post-construction site plan review. At the Village, these plans are reviewed as part of the Erosion Control and Storm water Management permitting process. This is described more fully in Section 5.0 of this plan and the plan review is handled by the Village Public Works Department, Community Development Department, and/or their designee.

According to **Section 3.5.4**, the Village is required to have written procedures to, at a minimum, track and enforce the long-term maintenance of storm water management facilities implemented to meet applicable post-construction performance standards. The ability of the Village to enforce the long-term maintenance and inspection requirements is codified in the Village's Code of Ordinances within the section linked to above. Additionally, these facilities all have maintenance agreements giving the Village authority to maintain them if the owner fails to do so.

According to **Section 3.5.4.a**, the Village is required to have a mechanism for tracking regulated sites. These facilities are shown on the Village storm water map and listed in the table below:

Basin Location	BMP Name	Basin Area	BMP Type	Year Constructed	O&M Plan?	Record Drawing?
A1	84 Lumber Pond 2	13	Wet Pond	2004	UNK	Yes
B1	Voges Road Pond	7.1	Wet Pond		UNK	
C1	84 Lumber Pond 1	4.5	Biofiltration	2012	UNK	Yes
F1	Storage Shop USA	3.45	Biofiltration			
M1	Kwik Trip	1.6	Biofiltration			
M1	Bisbee Dale St Pond	2.1	Wet Pond			
N1	Burma Condos	2.3	Biofiltration			
W2	Lot 17 Fieldstone	7.8	Wet Pond			
X4	Countrywood Dry Pond	43.5	Grass Swale			

According to **Section 3.5.4.b**, the Village is required to inspect these facilities no less than once per permit term. The Village shall inspect all of these facilities a minimum of once per permit term.

According to **Section 3.5.4.c**, the Village is required to have procedures for documentation of these inspections. A sample inspection form and a screenshot from the GIS-based inspection form is included at the end of this section for reference. Inspections are typically documented electronically and recorded using an application on the Village's GIS. The GIS application allows for the storage of photos with each inspection and provides quick confirmation of compliance with required inspection frequency. Inspection documentation shall be maintained by the Village Public Works Department within the Village's GIS database.

According to **Section 3.5.4.d**, the Village is required to have procedures for follow up enforcement with timeframes for corrective maintenance. If issues are noted during an inspection, then the owner of the facility is promptly notified of the issues and any necessary maintenance. A formal notification of the issues noted is given to the owner by email or letter. The maximum timeframe given for corrective action is 6 months from date of notification. If

deemed reasonable by Village staff, then the timeframe given may be shortened. A follow-up inspection is conducted after the owner notifies the Village that actions have been taken. Documentation of follow-up enforcement is maintained electronically within the Village Public Works Department files.

7.0 POLLUTION PREVENTION

According to **Section 3.6.1**, the Village must update and maintain an inventory of municipally-owned or operated stormwater best management practices, such as wet ponds, bioretention devices, infiltration bays, etc. An inventory of Village-owned stormwater facilities can be found on the villages storm water map and is detailed in this table:

Basin Location	BMP Name	Basin Area (acres)	BMP Type	Year Constructed	O&M Plan?	Record Drawing?
D2	Commerce Park Pond 3	6.2	Wet Pond	1991	Annual Inspection	Yes
D1	Commerce Park Pond 4	13.8	Wet Pond	1991	Annual Inspection	Yes
A2	High Track	13.5	Wet Pond	2013	Annual Inspection	Yes
W2	Highland Oaks	52.6	Wet Pond		Annual Inspection	
Q2	Meredith Heights	6.9	Wet Pond	1999	Annual Inspection	
X5	Parkview Estates 2	13.2	Wet Pond	2001	Annual Inspection	Yes
X3	Parkview Estates 1	53.1	Wet Pond	2001	Annual Inspection	Yes
U1, U2	Red Oak Addition	122	Wet Pond	1999	Annual Inspection	Yes
M1, N1, R1	Sediment Lagoon	194	Wet Pond		Annual Inspection	
M2	Woodland Commons Pond 1a	4.9	Wet Pond		Annual Inspection	
M2	Woodland Commons Pond 1b	8.7	Wet Pond		Annual Inspection	
F2	Commerce Park Pond 1	5	Wet Pond	1991	Annual Inspection	Yes
S2	Marsh/Siggelkow Pond	44	Wet Pond	1993	Annual Inspection	
E1	Commerce Park Pond 2	13	Wet Pond	1991	Annual Inspection	Yes
L1	Valley Drive Pond	146	Wet Pond	2012	Annual Inspection	Yes
W1	Osborn/Leanne Pond	167	Wet Pond	2011	Annual Inspection	Yes

According to **Section 3.6.2**, the Village shall develop and implement a maintenance plan with inspection procedures and a schedule for the BMPs listed in the table above. The Village practice is to inspect all listed facilities a minimum of once annually and perform

maintenance of the device following inspection if necessary. Records of these inspections are maintained by the Village Public Works Department.

According to **Section 3.6.3**, municipally-owned facilities (such as municipal storage yards) should have a Stormwater Pollution Prevention Plan (SWPPP). A hard copy of the SWPPP for the Public Works Maintenance Yard can be obtained at the Public Works office or requested by either calling or e-mailing the McFarland Public Works Department's main number (608-838-7287) or by e-mailing Public Works at public.works@mcfarland.wi.us

Section 3.6.5.a of the MS4 Permit contains requirements for street sweeping documentation. The Village utilizes monthly street sweeping in its current storm water model. This documentation is submitted annually with the MS4 annual report and additional documentation is maintained by the Village Public Works Department.

Pavement sweeping is an effective stormwater management practice. The Village performs street sweeping along forty-four (44) miles of Village streets at least one (1) time per month in the summer months. Additional street sweeping is performed as time, weather and personnel staffing issues allow.

The Village uses a high-efficiency vacuum sweeper which consists of a Tymco 600 Regenerative Air System on a 2014 International Chassis. Street sweeping for the Village is completed by the Public Works Department. All street sweeping debris is collected and disposed of at the Village of McFarland Public Works Center. It is later hauled to a vendor for disposal.

The Village of McFarland Public Works Department records all street sweeping activities. Village personnel currently utilize paper logs and some GIS to track sweeping activities. Additionally, the estimated or actual amount of debris collected during sweeping activities, will be reported on the MS4 Annual Report. A sample log is included at the end of this section for reference.

Section 3.6.5.b of the MS4 permit contains requirements for catch basin cleaning documentation. The Village utilizes annual catch basin cleaning in its current storm water model. A The Village does maintain a documentation record of the number of catch basins cleaned and an estimate of the weight in tons of material collected annually.

The Village of McFarland plans to cleans all catch basins annually, or once per year. The Village maintains numerous catch basins, as reflected on the stormwater map. All debris is

collected and disposed of at the Village of McFarland Public Works Center. It is later hauled to a vendor for disposal.

The Village of McFarland Public Works Department records all catch basin sump cleaning activities. Village personnel currently utilize paper logs and some GIS to track this work. Additionally, the estimated or actual amount of debris collected during sweeping activities, will be reported on the MS4 Annual Report. A sample log is included at the end of this section for reference.

According to **Section 3.6.5.c**, material collected from street sweeping and sump cleaning should be disposed of or beneficially reused in accordance with applicable solid waste and hazardous waste statuses and administrative codes. Non-storm water discharges associated with dewatering and drying material are not authorized by the permit.

According to **Section 3.6.5.d(1)**, the Village should maintain a description of the leaf collection program, including type of pick-up methodology and equipment used. Brush and yardwaste collection is contracted out in five-year increments. Currently (2020-2024), brush and yardwaste is collected by Barnes. Residents are required to bring yard waste to the compost site for disposal. Brush should meet size requirements and be stacked neatly in the bunker for disposal terrace. Brush and yardwaste collection instructions can be found at the website below:

<https://www.mcfarland.wi.us/294/Yard-Waste-Brush>

The compost/brush site is operates from approximately April 1st of year until approximately mid-November and is open from 7:00a.m. to 7:00p.m., 7 days per week.

Brush and yard waste are picked up and is assumed that the material is processed into compost. It is not possible to estimate the weight in tons of material collected annually, as there is currently no scale available at the site.

According to **Section 3.6.5.d(3)**, the Village shall maintain documentation of the municipally-operated leaf disposal location. The Village's leaf disposal location is located at the Village of McFarland's Public Works Department (5115 Terminal Drive).

According to **Section 3.6.6**, no more salt or deicers may be applied than necessary to maintain public safety. Documentation on deicing activities shall be maintained including the following:

Contact Information for the department with overall responsibility for winter roadway maintenance.	Village of McFarland Public Works Dept. public.works@mcfarland.wi.us (608) 838-7287
A description of the types of deicing products used.	Salt, brine
Amount of deicing product used per month or per storm event.	Available in the Street Supervisor's files.
A description of type of equipment used.	
An estimate of the number of lane-miles treated with deicing products, as well as an estimate of the total area of municipally-owned parking lots treated.	
A description of snow disposal locations.	Not applicable.
A description of anti-icing, pre-wetting and bringing, equipment calibration, pavement temperature monitoring, and/or salt reduction strategies implemented or being considered.	

In **Section 3.6.7**, fertilizer and/or pesticide application on municipally-controlled properties may be implemented in accordance with site-specific requirements.

According to **Section 3.6.8**, consideration of environmentally sensitive land development designs for municipal projects, including green infrastructure and low impact development, shall be designed, installed, and maintained to comply with a water quality requirement under the MS4 Permit.

According to **Section 3.6.9**, the Village hold one annual training event for appropriate municipal staff and other personnel involved in implementing each of the elements of the pollution prevention program under this section (Pollution Prevention). Documentation shall be maintained including the date, number of people attending the training, the names of each person and a summary of their responsibilities, and the content of the training. This documentation will be maintained at the public works department.

As outlined in **Section 3.7** of the MS4 Permit, the Village should implement and maintain structural and non-structural BMPs to achieve a reduction of 20% or more of total suspended solids (TSS) carried from existing development to waters of the state.

According to **Section 3.8**, the Village is required to maintain a map of the MS4. This information is available at public works. Information is provided to the Village of Madison annually, so they can maintain a common storm sewer system map for the entire group permit area in accordance with **Section 3.8.2**. This information should be updated annually and provided to the Village of Madison by January 31 each year.

Street Sweeping Log

Section 3.6.5.a of our MS4 Reporting

Date (mm/dd/yyyy) |

Operator(s) |

Mileage Start |

Mileage End |

Total Mileage |

Loads of material collected today |

Amount of water used today |

Areas covered for todays sweeping |

Any issues concerns? Y/N If yes, describe

Catch Basin Sump Cleaning Log

Section 3.6.5.b of our MS4 Reporting

Date		
Operator(s)		
Number of basins cleaned today		
Machine Used to clean basins	street sweeper	valve turner
Amount of material collected today	Est. YD ³	Est. Pounds
Amount of water used today	Gallons	
Locations todays work		



Public Works Center

Storm Water Pollution Prevention Plan

(SWPPP)

February 2024

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1.0 GENERAL FACILITY INFORMATION

Name of Facility: Village of McFarland

Facility Address: 5115 Terminal Drive, McFarland, WI 53558

Facility Contact:

Name: Lee Igl

Title: Director of Public Works

Telephone: 608-838-7287

Mailing Address: 5915 Milwaukee Street
McFarland, WI 53558

Owner/Operator: Village of McFarland

Permit Information:

Facility Permit Name: Public Works Center

Permit Number: WPDES Permit No. WI-S0584416-4

Initial Date of Coverage and Expiration: July 1, 2019-June 30, 2024

Number of Storm Water Outfalls: 2

Receiving Waters: Lake Waubesa

Emergency Contact:

Name: Lee Igl

Telephone: 608-838-7287

2.0 OVERVIEW

2.1 INTRODUCTION

This Storm Water Pollution Prevention Plan (SWPPP) covers the operations at the McFarland Public Works Center. It has been developed as required under Part III of Wisconsin's Pollutant Discharge Elimination System (WPDES) general permit for storm water discharges and in accordance with good engineering practices. This SWPPP describes this facility and its operations, identifies potential sources of storm water pollution at the facility, recommends appropriate best management practices (BMPs) or pollution control measures to reduce the discharge of pollutants in storm water runoff, and provides for periodic review of this SWPPP.

2.2 OBJECTIVES

The primary goal of the storm water permit program is to improve the quality of surface waters by reducing the amount of pollutants potentially contained in the storm water runoff.

This SWPPP will:

1. identify sources of storm water and non-storm water contamination to the storm water drainage system;
2. identify and prescribe appropriate "source area control" type best management practices designed to prevent storm water contamination from occurring;
3. identify and prescribe "storm water treatment" type best management practices to reduce pollutants in contaminated storm water prior to discharge;
4. prescribe an implementation schedule so as to ensure that the storm water management actions prescribed in the SWPPP are carried out and evaluated on a regular basis.

3.0 STORM WATER POLLUTION PREVENTION TEAM

The storm water pollution prevention team is responsible for developing, implementing, maintaining, and revising this SWPPP. The members of the team are familiar with the management and operations of the McFarland Public Works Center.

Name & Title	Responsibility
Bob Jacobs Public Works Superintendent	Day to Day Operations & Planning
Aimee Irwin Assistant to the Director	Day to Day Operations & Planning
Lee Igl Director of Public Works	Day to Day Operations & Planning

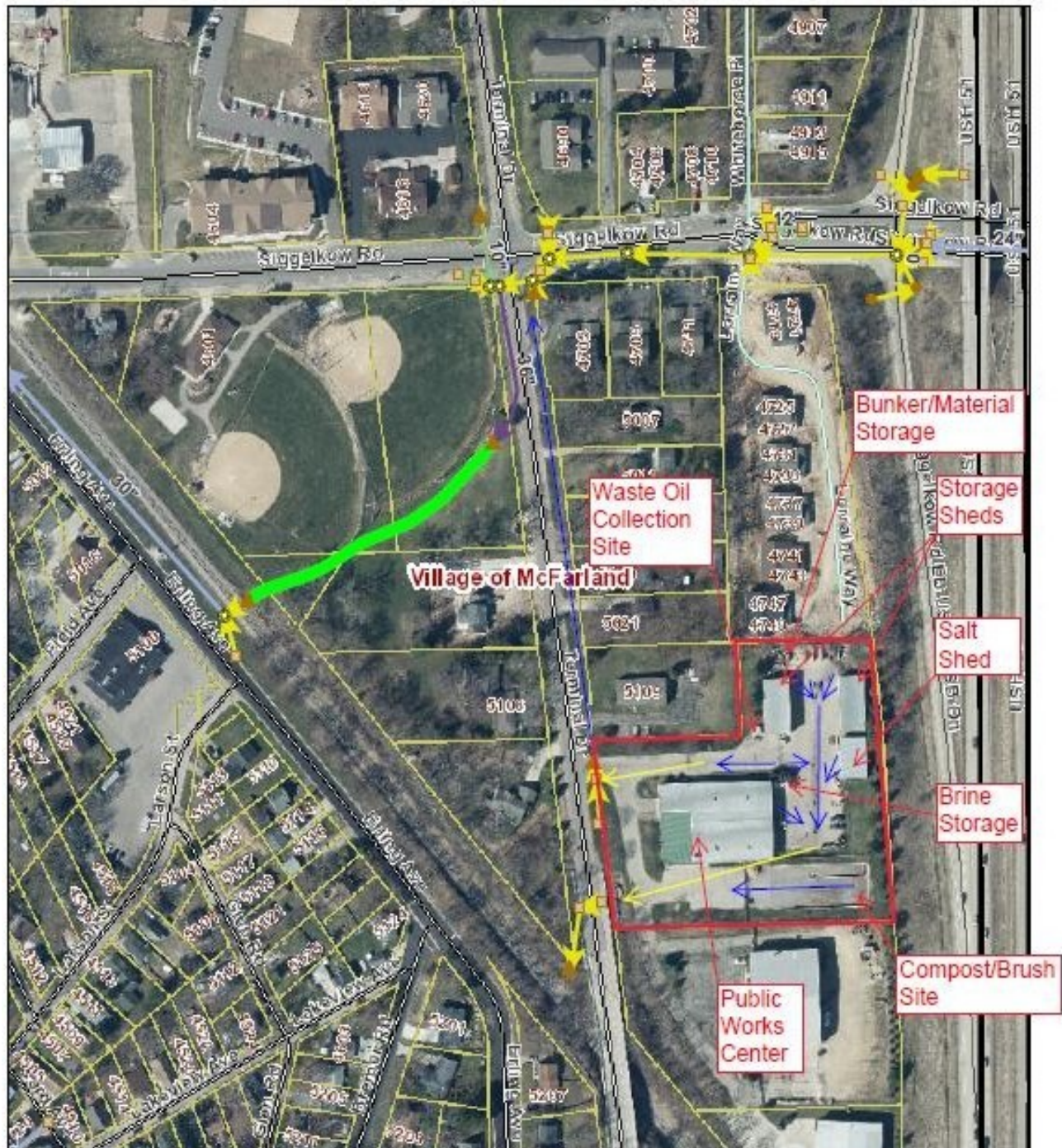
4.0 POTENTIAL SOURCES OF POLLUTANTS

4.1 SITE MAP

Figure 1 & 2 below presents a site map of the facility showing the following features as required by the permit:

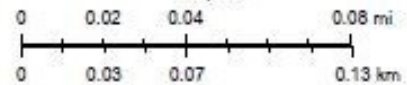
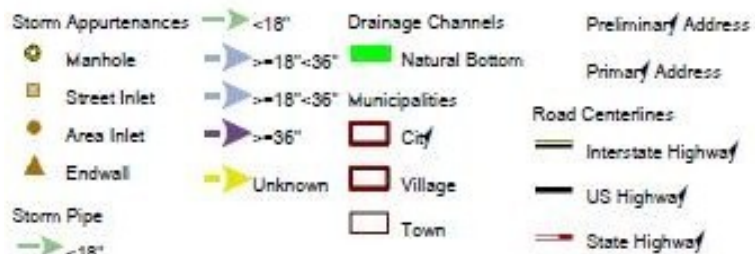
- Facility property boundaries;
- Schematic of the storm drainage collection and disposal system, including all known surface and subsurface conveyances
- Any secondary or other containment structures if applicable
- Location of all outfalls
- Name and location of receiving waters or wetlands
- Location of activities and materials that have the potential to contaminate storm water

Village of McFarland



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Village Staff
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4.2 INVENTORY OF POTENTIAL SOURCES OF CONTAMINATION

The following have been identified as potential sources of storm water contamination.

- Asphalt pavement yard
- Salt storage loading area
- Brine storage area
- Compost drop off area
- Bunker storage areas
- Outdoor wash area
- Waste oil drop off area

All above mentioned areas are covered under two out falls and the receiving waters are Lake Waubesa.

The public works yard area drains to a sediment catch basin that is cleaned periodically. Water on the north side of the building is captured in a catch basin and sent to Lake Waubesa via a combination of grass ditches and downstream storm piping. Water that is captured on the east and west sides of the building drain into a sedimentbasin.

5.0 BEST MANAGEMENT PRACTICES

5.1 PRACTICES

Storm water management controls, or best management practices (BMPs), will be implemented to reduce the amount of pollutants in the storm water discharged from the McFarland Public Works Center. These include:

- Sweeping of the site
- Monitoring spillage
- Cleaning of the debris containment pit
- Employee training

5.2 SOURCE AREA CONTROLS

Erosion Control Measures

Areas prone to soil erosion shall be protected, and the soil kept out of the storm water discharge. All areas around the site are natural vegetation being mostly grass.

Good Housekeeping

Good housekeeping practices are designed to maintain a clean and orderly work environment. This will reduce the potential for significant materials to come in contact with storm water. The follow practices are included in our good housekeeping routine

Area/Equipment	Tasks	Frequency
Storage Yard	Sweeping of the area	Weekly when practical
Catch Basin sump	Physical removal of various sediments	Weekly when practical
Parking lot	Sweeping of the area	Weekly when practical
Waste Oil drop off site	Sweeping of the area Monitoring the containment area	Weekly when practical

Preventive Maintenance

Preventive Maintenance involves the regular inspection, testing, and cleaning of facility equipment and operational systems. These inspections will help to uncover conditions that might lead to a release of materials.

Equipment	Tasks	Frequency
Salt storage facility	Sweep up residual from loading trucks	As needed
Compost area	Sweeping of the area	Weekly when practical
Waste Oil drop off site	Sweeping of the area Monitoring the containment area	Weekly when practical
Storage yard	Sweeping of the area	Weekly when practical

5.3 STORMWATER TREATMENT BEST MANAGEMENT PRACTICES

Best Management Practices for the Village of McFarland includes the following:

- Sweeping of the lot
- Cleaning up of any salt spillage
- Monitor equipment wash ups
- Cleaning the catch basins on the site
- Removing compost as warranted
- Monitoring salt handling at the site
- Monitoring brine handling at the site
- Sweeping the impervious areas as needed
- Reminding employees the importance of storm water run off
- Install and maintain filtering elements in structures

Preventive Measures

Preventive measures are controls that are intended to prevent the exposure of storm water to contaminates.

The following preventive measures have been chosen for this facility.

(Examples: signs and labels, safety posts, fences, a security system, coverings over areas of concern, etc.)

Area	Material	Control Measure
Salt Storage	Road Salt	Material is under a permanent covered structure
Brine Storage	Salt Brine	The department will be working on acquiring a containment vessel

6.0 RECORD KEEPING AND REPORTING

6.1 ANNUAL FACILITY SITE COMPLIANCE INSPECTION

Public Works management shall make an annual inspection to evaluate the effectiveness of the SWPPP. The inspection shall be adequate to verify that the site drainage conditions and potential pollution sources identified in the SWPPP remain accurate, and that the best management practices prescribed in the SWPPP are being implemented, properly operated and adequately maintained. Information reported shall include the inspection date, inspection personnel, scope of the inspection, major observations, and revisions needed in the SWPPP.

6.2 ANNUAL FACILITY SITE COMPLIANCE INSPECTION REPORT INSTRUCTIONS

- **Inspection Procedures:** The inspection report contains the procedures to be used for inspecting the facility annually. The purpose of this inspection and reporting procedure is to ensure the SWPPP is effectively preventing contamination of the stormwater. An example form for the annual facility site compliance inspection is included.
- **Responsibilities:** The Environmental Engineer will ensure that the annual inspection associated with this plan is performed.
- **Recordkeeping:** All inspection records should be maintained for at least five years
- **Inspection Frequency:** Will be performed once per year.

Annual Facility Site Compliance Inspection Form

Date: _____ Inspector Signature: _____

Instructions: Answer the questions below with a brief explanation in each box. A response of “No” indicates a further explanation and revision to the plan. Complete once per year to evaluate the effectiveness of the SWPPP.

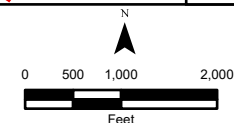
Facility:	
1. Are the site drainage conditions accurately represented in the SWPPP? Explain:	
2. Are the potential pollution sources identified in the SWPPP accurate? Explain:	
3. Are the BMPs being implemented, operated, and maintained adequately? Explain:	
4. Other major observations related to the effectiveness of the SWPPP:	
5. What revisions to the SWPPP are required:	
6. Personnel completing report and date:	

Village of McFarland Storm Sewer Map

Lake Waubesa
"303(d) Impaired Water"

Legend

- BMP Locations
- ★ Discharge Points
 - ★ Minor (<= 36")
 - ★ Major (> 36")
- Public Works Garage/Salt Storage
- ▭ Drainage Basins
- ▭ Drainage Basins (Major)
- Linear Inlet Drain
- Storm Pipe
- ▭ Drainage Areas
 - ▭ Natural Bottom
 - ▭ Engineered Bottom
- Streets
- ▭ Municipal Boundary
- ▭ Water



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Date: 3/2/2022
Path: J:\JOB\SMcFarland\MC-00-00\Mapping\Custom Maps\McFarland MS4 Maps.aprx

**DANE COUNTY OFFICE OF EQUAL OPPORTUNITY
PURCHASE OF SERVICES AGREEMENT
CIVIL RIGHTS COMPLIANCE ASSURANCE
ADDENDUM OF AGREEMENT**

THIS ADDENDUM OF AGREEMENT, made and entered into effective as of the ____ day of _____, 20__, by and between the County of Dane (hereinafter referred to as "COUNTY") and _____ (hereinafter referred to as "PROVIDER").

WITNESSETH:

WHEREAS PROVIDER and COUNTY, by a separate document (hereinafter "the Master Agreement"), COUNTY Agreement No. _____, have previously entered into a contractual relationship, pursuant to which the PROVIDER has agreed to provide services to the COUNTY, as stated in said Master Agreement; and

WHEREAS COUNTY and PROVIDER wish to amend the Master Agreement in order to comply with Federal Civil Rights contract compliance requirements.

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

- (1) The Master Agreement shall remain in full force and effect, unchanged in any manner by this addendum, except, as changes are expressly set forth herein. This addendum is intended to supplement, and not supplant, the Affirmative Action/Civil Rights requirements and protections currently included in Section A Part IV of the Master Agreement.
- (2) During the term of this agreement, PROVIDER will ensure that all services are provided and administered in compliance with: Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Health Service Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981, and the Americans with Disabilities Act (ADA) of 1990.

No otherwise qualified person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination in any manner on the basis of race, color, national origin, religion, sex, disability, association with a person with a disability, or age. This policy covers eligibility for and access to service delivery and treatment in all programs and activities.

- (3) If the PROVIDER does not employ staff with special translation or sign language skills that are available to communicate with non-English speaking or hearing impaired clients, the PROVIDER will make available, within a reasonable time, qualified individuals with special translation or sign language skills and who can communicate with the non-English speaking or hearing impaired clients of the PROVIDER. Informational materials will be posted and/or available in languages and formats appropriate to the needs of the PROVIDER'S client population.
- (4) PROVIDER agrees to inform its staff regarding PROVIDER'S Equal Opportunity obligations to applicants for and recipients of services and its obligations to applicants for employment and employees.

- (5) PROVIDER'S Equal Opportunity Policy, the name of the PROVIDER'S Equal Opportunity Coordinator, and the PROVIDER'S discrimination complaint process shall be posted in conspicuous places available to all of PROVIDER'S applicants, clients, and all applicants for employment and employees. The complaint process will conform to Department of Health Services standards as provided to the PROVIDER by the COUNTY.
- (6) The PROVIDER agrees to comply with Civil Rights Compliance monitoring reviews, which may be conducted by the COUNTY. A Civil Rights Compliance review may include the examination of records and relevant files maintained by the PROVIDER, as well as interviews with staff, clients, applicants for services, subcontractors, and referral agencies.
- (7) PROVIDERS who have less than twenty employees and who receive more than \$20,000 from the COUNTY in aggregate annual contracts may be required to submit a Civil Rights Compliance Action Plan. The PROVIDER agrees to cooperate with the COUNTY in developing, implementing, and monitoring any Civil Rights Compliance Action Plan, which may result from complaint investigations, or other Civil Rights Compliance monitoring efforts.
- (8) The PROVIDER further agrees to submit an Affirmative Action/Civil Rights Plan to the COUNTY at such time when the contractor exceeds twenty (20) or more employees and receives from the COUNTY an annual aggregate dollar amount equal to \$20,000 or more. The Affirmative Action/Civil Rights Plan shall be submitted within 15 days from the date of occurrence.

IN WITNESS WHEREOF, the COUNTY and the PROVIDER, by their respective authorized representatives, have executed this addendum by signing below.

FOR PROVIDER:

Signature

Date

Name/Title (please print)

Telephone

Email Address

FOR THE COUNTY:

Wesley N. Sparkman, Director
The Tamara D. Grigsby Office For Equity and Inclusion

Date

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 12, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Interim Village Administrator

AGENDA ITEM: Motion to approve a Community Grant Application from the McFarland Pride Association as recommended by the Finance Committee.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Please find enclosed for review an application to the Community Grant Program from McFarland Pride Association. Staff conducted its review for completeness and completed a form also outlining our findings.

FINANCIAL/BUDGET IMPACT:

The request from the grant program is for \$1,000. The Committee has discretion in how much it wishes to recommend within its approval to the Village Board.

VILLAGE PLAN REFERENCE:

None

ORDINANCE REFERENCE:

Chapter 13 - Community Grant Policy

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

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action

Motion to recommend approval to the Village Board regarding a Community Grant Application from the McFarland Pride Association in the amount of ____.

ATTACHMENTS:

1. McFarland Pride Association Community Grant Application
2. CLFormcfarland
3. Community Grant Application Review - McFarland Pride Association

Community Grant Program Application

Program Description

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

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

Eligibility Information

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

Organization/Group Information

Organization/Group Name	McFarland Pride Association
Organization/Group Address	4721farwell street suite b
Organization/Group Website, if applicable	https://nadinemobley23.wixsite.com/mcfarlandpride
Please describe mission/purpose/goals of Organization/Group	The McFarland Pride Association is responsible for the planning of the McFarland Pride festival, an annual event held every year to celebrate LGBTQ+ pride in the community. Our group will bring in a variety of entertainment including a drag show, band, DJ, art, activities, vendors, food trucks, and a full day of family-friendly fun for everyone.

Main Contact Information

Main Contact First Name	Kristin
Main Contact Last Name	Ellis
Main Contact Address, Including City, State, Zip	4721 Farwell Street McFarland WI 53558
Main Contact Phone Number	16082258647
Main Contact E-mail Address	kellis@farwellgallery.com

Main Contact Role within Organization/Group	founder
Main Contact Role within the Project	event planner
Describe Main Contact's Experience with Organization/Group and/or Similar Projects	Last year was our first annual Pride in the Park event - it was so much fun and there were smiles from the youth in our community for days. We are hoping to expand beyond one event a year.

Community Grant Program Application

Key Personnel

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

i. **First Name**

Kristin

Last Name

Ellis

Role within Organization/Group and/or Project

Founder

Describe Experience within Organization/Group and/or Similar Projects

Last year, I spearheaded the McFarland Pride in the park. We brought in a number of entertainers, free activities, food, art, crafts, vendors etc. I have other experience leading activities as a Girl Scout troop leader and a business owner.

Grant Request Information

The Organization/Group is requesting funding for: (Check all that apply)	Enhancement of community/neighborhood engagement, special event development, and/or public education
Amount of funding being requested	1000
Describe funding request	We will use the funds to help pay for entertainment for the Pride in the Park. We will use the funds to secure a dunk tank to be used as a fundraiser.
Describe goals/objectives of project	The goal of this project is to celebrate LGBTQ+ Pride and to create a welcoming environment and event for families in the area.

Describe budget of project \$3000+

Describe timeline of project The event will be on June 23 at William McDaniel Park

References

Please provide references

i. Organization/Group Name, if applicable

NA

Contact Person's First Name

Ed

Contact Person's Last Name

Wreh

Contact Person's Phone Number

7049755741

Contact Person's E-mail Address

edward.wreh@mcfarland.wi.us

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

Ed worked at Pride in the Park as an organizer, and also volunteered to be in the dunk tank

Please select the plus sign below to add additional references.

Cover Letter

Please submit a Cover Letter summarizing your request.



CLFormmcfarland.docx

Additional Attachments

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

Acknowledgements

The Organization/Group submitting this application acknowledges the following:

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

Name of Person Submitting Application Kristin Ellis

Role within Organization/Group founder/organizer

As the person submitting this application, I certify that:

- I am authorized by the Organization/Group to submit this application on behalf of the Organization/Group.
- To the best of my knowledge and belief with regard to the foregoing application and any attachments thereto, I have read and made complete answers to each question and that my answers in each instance are true and correct.

Signature 

Date 03/07/2024

Hello Village of McFarland

My name is Kristin Ellis and I am the founder of the McFarland Pride Association. As you might know, our team of organizers worked hard last year to bring McFarland Pride in the Park with the support of sponsorships and donations.

Last year we had well over 1000 guests come to our Pride where we offered FREE entertainment including David Landau, Nemo, and Andi, DJ Femme Noir, Art Cart, a dunk tank, yard games, and more than 20 nonprofits and artisan vendors.

This time, we're making McFarland Pride in the Park more special than ever. We're expecting over 2000 to attend, and we're so excited to have more entertainment including Nemo, Andi, and PonyBoy, DJ Femme Noir, Art Cart, a band, a rock-climbing wall, and more! This year will be even more amazing than last year! We look forward to expanding the entertainment and are working diligently to secure food carts and vendors for the event.

But events like this can be expensive, and to make sure our operations run smoothly and our guests receive the best experience possible, we need your help. With venue rental, catering, permits, licensing, parking, and more, a grant will help to offset fees. Last year, I paid for a lot of the expenses and a grant will help us to ensure the best event possible.

Thank you,

Kristin Ellis

kellis@farwellgallery.com

6082258647

Community Grant Application

Staff Review

Applicant McFarland Pride Association Submittal: March 7, 2024

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

Eligible **Yes** No

Reason Active Community Group Operating within Village of McFarland

Fundable Requests – Applicant Selected:

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

Application Complete **Yes** No

Staff Comments

The event requires a Special Event Permit that was approved in 2023 and will be applied for in a similar manner also in 2024.

Reviewer Matt Schuenke Review Date March 8, 2024

Committee Review March 12, 2024

Village Board Review March 12, 2024

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 12, 2024

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Discussion and action regarding the draft plan for Aquatics

PREVIOUS ACTION:

The Parks & Recreation Committee recommended approval to the Village Board regarding the draft plan for Aquatics as presented at their March 5, 2024, meeting.

ISSUE SUMMARY:

On March 14, 2019, an Aquatics Feasibility Study was completed and accepted by the Village Board. The topic was reintroduced to the committee at the August 1, 2023, meeting.

A public information meeting (PIM) was held on November 1, 2023, and a survey was conducted. Parkitecture presented the summarized material gathered from the PIM and survey at the [December 5, 2023, committee meeting](#).

Enclosed in the packet is the draft plan prepared by Parkitecture. Parkitecture presented the plan to the Parks and Recreation committee on Tuesday, March 5th. The committee recommended approval to the Village Board at their meeting.

FINANCIAL/BUDGET IMPACT:

The design is included in the Capital Improvement Plan for 2027 currently.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion and second to approve the plan for Aquatics as presented.

ATTACHMENTS:

1. 24_0220 McFarland Aquatics Study Packet

Village of McFarland Aquatics Facility Study

January 2024



Prepared for:

Village of McFarland
5915 Milwaukee St.
McFarland, WI 53558



PARKITECTURE + PLANNING

901 Deming Way, Suite 201 • Madison, WI 53717 • 608.203.8203

www.parkitecture.org

Executive Summary

The Village of McFarland is a small community of approximately 9,325 residents located on the south east side of the Madison metro area and offers a robust park and open space system to its residents. The current parkland amenities include a wide variety of facility types from baseball/softball diamonds, soccer/multi-use athletic fields, numerous playgrounds, skate park, pickleball courts, dog park, disc golf course, and an abundance of passive use conservancy areas. Through various forms of resident input over the past decade, feedback has been generally very positive with one facility type repeatedly cited as missing in the Village. Requests for some type of aquatics facility has been discussed loosely for many years with the Village Park Committee and Village Board. In 2019, a feasibility study was commissioned to determine if the Village population could support an aquatics facility, location and type of nearby facilities, and to explore potential locations within the Village suitable of supporting the required infrastructure. During the spring of 2020, the Village moved forward with the next step of this analysis and retained Parkitecture + Planning to further this study effort along. This planning process has spanned several years due to a lengthy pause related to the COVID pandemic, budget priority shifting, and several other related park master planning initiatives. During 2021/22 a Master Plan for William McFarland Park was developed and from it emerged a preferred location for a future aquatics facility of some type within the Village. The relocation of community soccer to the new Community Park allows for the re-allocation of the northwest corner of the park for aquatics. Once this location was finalized, the planning process resumed for the aquatics focus. In 2022/23, the school district independently constructed a new indoor aquatic center to serve the students, swim team, and community residents. However, it should be noted that indoor and outdoor aquatic facilities serve different purposes and user groups.

A renewed public engagement process yielded strong preferences for a pool over stand alone splashpad, and two conceptual alternatives have been created including the desired amenities. Both options are constructable within the allocated space at William McFarland Park, and will require additional parking, and other infrastructure to support the development type. These elements were shown in the 2022 Master Plan. The following outlines the input gathered and potential development scenarios.

Planning and Public Input Process

This planning process has spanned several years and is briefly summarized below. Numerous review and planning meetings were held between the design team and Village staff throughout the duration of this process that are not chronicled in the following timeline of highlights.

- February 2020 – Kick off meeting with Village staff and design team.
- March 2020 – Initial site plan and building concepts presented to staff (Lewis Park).
- April 2020 – Initial site plan and building concepts presented to Park Committee (Lewis Park).
- 2021-2022 – Master Planning effort underway for William McFarland Park (WMCP).
- August 2023 – Refresher of project and goals presented to Park Committee (WMCP).
- October 2023 – Public Engagement strategy reviewed with Park Committee.
- November 2023 – Public Information Meeting held at Village Hall. The design team reviewed facility types, scales, amenities, and programming elements with attendees. Strong desire for community scale pool facility expressed. See Appendix D for full results.
- November 2023 – Online public input survey was conducted. Strong desire for community scale pool facility expressed. See Appendix E for full results.
- December 2023 – PIM and survey results were reviewed with the Park Committee.
- January 2024 – Design team finalized conceptual plan alternatives and opinions of operating and capital costs.
- March 2024 – Design team presented final plan recommendations to Park Committee
- April 2024 – Design team presented final plan recommendations to Village Board

Conceptual Scenarios

During the public input process several common themes were heard. The most requested amenities included:

- Aquatic facility suitable for all ages
- Preference for pool complex over stand alone splashpad
- Shaded seating
- Lap lanes (6 min, 8 preferred)
- Zero depth entry area
- Interactive water play feature
- Diving board (1 Meter)

This list of desired amenities was used to drive development of two concept alternative plans. A set of design parameters was established to associate with each of the conceptual alternatives as follows:

Facility Assumptions	Concept A	Concept B
Pool Vessel Area	11,200 sf	6,800 sf
Splashpad Area	0 sf	1,300 sf
Seasonal Building	3,500 sf	3,100 sf
Parking Requirements (est)	190 stalls	190 stalls

Concept A depicts a two-vessel scenario that would provide a full scale aquatic facility suitable for a community McFarland's size and growing, and allow for flexibility in operations/staffing allotment. The east vessel contains 6 dedicated lap lanes, a plunge pool area for water slide exits, and a dive well with two boards (1 Meter) and aquatic climbing wall. The conceptual slide tower includes two main slides, and a shorter drop slide. Careful tower design will allow for partial operation and be able to only utilize the drop slide when facility staffing is at a shortage. The western vessel is setup to accommodate zero depth entry, an in-water play structure, spray features, water basketball, and full ADA access. Numerous seating options exist around the facility including picnic tables near the building concessions, shade kites with loungers, and standard deck chair areas. The pool complex is accessed via a breezeway style entrance in the new building with dedicated restroom/shower facilities accessible off of the lobby. A admissions/lifeguard area backs onto the concessions room to allow for flexibility in staffing. Dedicated mechanical space and storage area complete the building footprint. An expanded parking area and dedicated drop off zone provide the needed space for pool patrons, while also accommodating overflow parking needs for regular park use and the potential future expansion of the curling club.

A second option was developed to illustrate the phasing potential of a project of this nature and integrates a splashpad amenity that could be operated as a phase 1, or as an ancillary component of an integrated pool facility. This concept depicts a single pool vessel with 8 swim lanes, integrated dive area, single drop slide, and zero depth entry area with small aquatic play structure. An advantage of a single vessel scenario is the considerable cost savings of only operating one filtration and mechanical pump system. Ample deck area with shaded seating should be included and accommodate a variety of seating options (loungers, picnic tables, and traditional deck chairs). The proposed building offers gender specific restrooms, concessions, admissions/lifeguard area, mechanical room, and storage. An expanded parking area and dedicated drop off zone provide the needed space for pool patrons, while also accommodating overflow parking needs for regular park use and the potential future expansion of the curling club.

These concepts were developed to show possible amenities and layout patterns, but the details shown are schematic. Further evolution of either plan will be required as final amenities and patron capacities are established.

Budget Estimates

The following tables outline the potential construction costs based on the conceptual plans outlined above. This is provided as a range for each main segment of the project and should be assumed to increase as additional elements and complexity is infused into the original plans. The typical design/engineering/permitting process can take 6 months or longer depending on the complexity of the site and desired facility amenities. Other items to include in budgeting process would include owner provided items such as cameras, FFE, point of sale devices and design/engineering/permitting fees. A/E fees and expenses will typically be in the 8-10% of total construction costs and should be factored into the total project budget.

Projected Construction Costs	Concept A	Concept B
Pool Budget (inc. mechanicals) \$325/sf	\$3.7M-4.6M	\$2.3M-3.0M
Splashpad \$220/sf	0	\$600k-700k
Seasonal Building \$440/sf	\$1.6M-1.9M	\$1.3M-1.8M
Pool Deck Area (inc. shade and fencing)	\$600k-900k	\$500k-800k
Site Improvements	\$900k-1.1M	\$900K-1.1M
Total Estimated Construction Cost	\$6.8M-\$8.5M	\$5.6M-\$7.4M

A projected operating budget was assembled based on the concept plans outlined above. Outdoor municipal aquatic facilities typically run at a loss and are subsidized to meet their budget needs.

Operational Revenue	Concept A	Concept B
Daily Admissions	\$72,000	\$65,000
Seasonal Passes	\$45,000	\$40,000
Concessions	\$28,000	\$25,000
Programming (lessons, classes, etc)	\$40,000	\$40,000
Pool Rentals and Events	\$8,000	\$5,000
Total Revenue	\$193,000	\$175,000

Operating Expenses	Concept A	Concept B
Salaries	\$295,000	\$245,000
Concession Supplies	\$17,000	\$13,000
Utility Services (monthly expenses)	\$30,000	\$28,000
Operating Supplies	\$30,000	\$11,000
Maintenance	\$20,000	\$6,000
Chemicals	\$30,000	\$20,000
Education and Training	\$2,500	\$2,500
Marketing and Promotions	\$3,000	\$3,000
Total Expenses	\$427,500	\$328,500

Net Income	Concept A	Concept B
Revenue minus Expenses	-\$234,500	-\$153,500

Conclusion

As outlined in the preceding sections, the Village of McFarland residents have shown a continual demand for access to an aquatic amenity over an extended period of time. William McFarland Park, the largest community park in the Village emerged as the preferred location and was proven to have adequate space to house such an amenity. With continued growth of the village population, especially in areas along the east Siggelkow Road Corridor, William McFarland Park will continue to experience usership by village residents. The two conceptual alternatives compiled utilizing community public input provide a phase-able approach to development of this new facility. Availability of funding sources will drive the timeline and final level of development for community aquatics. It is increasingly more and more common to see a shared funding model for these types of projects that would include a mixture of public and private dollars for the initial capital expenditures. Long term operations and maintenance costs could also be a shared burden between private entities, the Village, and the School District following prior cooperative efforts between these two entities. It should be remembered that parks, recreation facilities, and aquatic amenities should be viewed as “quality of life” enhancements for communities and not as profit centers. It is a rare occurrence in the State of Wisconsin that a pool is able show financial results in the black, let alone break even. However, a community investment in these categories does provide many intangible returns for current residents, local businesses, and creates additional interest in the Village of McFarland.

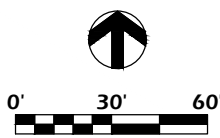
Appendices

- A - Concept Alternative A Site Plan
- B – Concept Alternative B Site Plan
- C – Conceptual 3-D Renderings – Alternate A
- D – Conceptual 3-D Renderings – Alternate B
- E – PIM Summary Memo
- F – Public Survey Results

File: P:\20.011 McFarland Pool SD\CAD\LW-pool-only.dwg Layout: EXHIBIT A User: Blake Theisen Plotted: Feb 07, 2024 - 9:53pm



- LEGEND**
- 1 Existing Curling Center Building
 - 2 Existing Pickleball Courts
 - 3 Existing Skate Park
 - 4 Stormwater Management Area
 - 5 Concessions Seating
 - 6 Shade Structure
 - 7 Bathhouse Building
 - 8 Zero Depth Entry
 - 9 Water Play Structure
 - 10 Lap Lanes (6)
 - 11 Water Slides
 - 12 Proposed Parking Expansion
 - 13 Proposed Drop Off Lane



Project Name:

Revisions:

Project #: 20.011
Issued For: Review
Date: 1/22/2024

Sheet Number

EXHIBIT A

File: V:\20.011 McFarland Pool SD\CAD\LW_splashpad combo.dwg Layout: EXHIBIT B User: bluen Plotted: Feb 07, 2024 -- 6:41am



Revisions:

Project #: 20.011
Issued For: Review
Date: 1/22/2024

Sheet Number

EXHIBIT B

File: P:\20.011 McFarland Pool SD\CAD\P-IMAGES FINAL.dwg Layout: EXHIBIT C User: Blake Theisen Plotted: Feb 07, 2024 - 9:52pm



File: P:\20.011 McFarland Pool SD\CAD\P-IMAGES FINAL.dwg Layout: EXHIBIT D User: Blake Theisen Plotted: Feb 07, 2024 - 9:52pm





The Village of McFarland held a public information meeting to gather resident input on potential development of an Aquatic Facility in William McFarland Park. Approximately 30 people were in attendance and held discussions from 6:00 to 7:30 PM. The meeting consisted of a brief overview presentation of the process, followed by general resident questions and discussion. Residents were then asked to review the character images and provide written comments and preferences. The following summarizes the input gathered.

Verbal Discussion Items:

- Desire for shaded seating
- Interest in ability to host swim team
- Monona cited as the most common pool used by McFarland residents
- General satisfaction that the process is moving forward
- Interest in developing the project sooner rather than later
- General preference for a pool in lieu of a splashpad
- Several questions about the ability of phasing the project to get it started sooner
- Interest in providing amenities for all age groups, not just a swim team type of facility

Written Comment Card Responses:

The following comments are verbatim from written comment cards collected at the meeting.

- I don't feel the Olympic size pool is necessary. Like idea of splashpad and pool except if we do it like the Monona pool with a shallow area the little kids can run thru. I would prefer that – Anonymous
- Love zero depth pool with splashpad incorporated. Love lane lines for swim team. Need shade areas. Like the Burlington pool concept without high dive and no slide in dive well – Deb Olia
- I hope we have artistic theme to highlight our proximity to the lakes and birds. Burlington pool seems to have inclusive space for multiple ages in a community. Some shade over play equipment. Adequate parking. No cabanas, we are a public pool and not a private club. – Meredith Hughey
- A pool over a splashpad is definitely the consensus. We would definitely like to see this happen sooner than a 2028 opening. – Patti Bartsch
- Having a pool that can accommodate people of all types is a priority. Favor larger than smaller. Very important to design area around pool, need shade so people don't bake poolside. – Peter O'Donohue
- A facility that would include lanes to host swim meets, dive meets, zero entry, and general swim play. The 18" areas (swim shelf) are nice for families with small children as well. Thank you! – Anonymous
- Shaded areas are a must. Burlingtons concept with zero depth and the lazy river can be extremely beneficial to everyone – Kathy Coppens
- Minimum 6, preferably 8 lane METER pool (swim kids generally hate yard pools). Concessions for sure – Amanda Wegner

- I think we need to avoid being short sighted with size. This is 5 years away and the village is growing. My opinion is we build for what the population will be rather than what it currently is. – Bryan Atkinson
- My family and I strongly support a pool. It is important to be as inclusive with this project as possible and ensure as many community members as possible are able to be users. – Anonymous
- In favor of a pool and in favor of moving up the timeline as much as possible. Appreciate the zero depth with sprinkler/water features rather than a splashpad or separate splashpad. – Jessica Kasten
- We think the Burlington model of having an adjacent beer garden is great – Anonymous
- Would be so cool to have a pool/splashpad pairing! But a pool sounds best. I would like one with fun as the main draw, certainly not a big focus on swim team. A place for the young and old to frolic freely together! – Sephie
- Lane pool with slide/dive well and splashpad – Rol Olia
- Whatever we can do to move this along! I like the Burlington pool, but if size is a \$ barrier, the elkhorn one is great! – Kelly Coffy
- Shade! Like elver park but add a section of seating without tables. Family restrooms with 2 toilets, a novel idea!. Facility with pool and recreational space – I like the equipment in shallow area. It still gets hot at the top. Tween space, ie basketball. Splashpad for shoulder season (as a parent I still sit on concrete so maybe something more comfy). Similar size as Middleton. Inclusive entry. – Meredith Hughey
- Love the zero entry. Love a diving board/slide deep well. Love an area of lap lanes. Love a slide or two. Don't want a lazy river. Don't want a play structure in the water. Would love to have an outdoor pool before 2028. – Julie Lord

Image Preferences:

The preferred character images were chosen using a visual preference exercise utilizing green stickers and post it note comments. The images on the following pages capture the results of this exercise. In general the results showed a preference for a medium sized pool facility with slides, aquatic basketball, toddler play structure, zero depth, and a swim shelf. A strong desire for shaded seating and a robust concessions offering was also indicated. This is typical of a small community sized pool complex. The most commonly cited example was the Burlington Community pool in Burlington Wisconsin. There was little interest shown in development of a stand alone splashpad.







Parkitecture

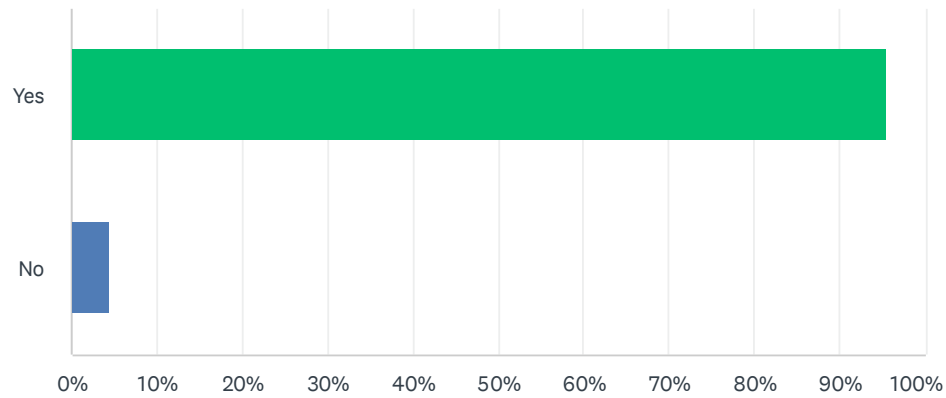
Page 189 of 217

Parkitecture

[illegible]

Q1 Are you a resident of the Village of McFarland?

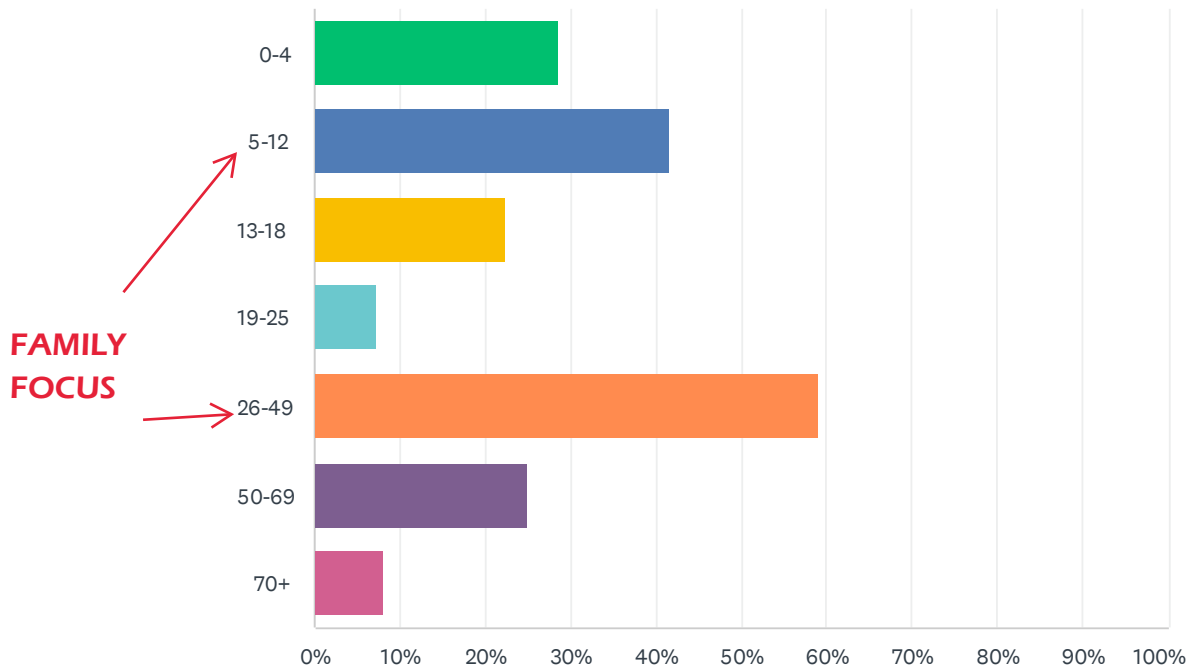
Answered: 525 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	95.62%	502
No	4.38%	23
TOTAL		525

Q2 What are the age groups in your family?

Answered: 526 Skipped: 0

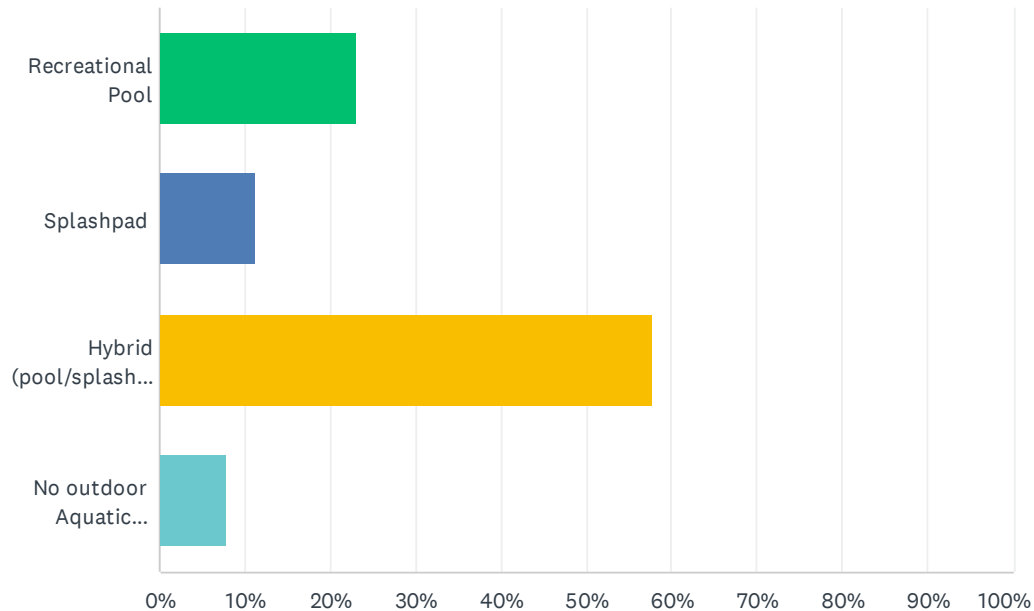


ANSWER CHOICES	RESPONSES	
0-4	28.52%	150
5-12	41.63%	219
13-18	22.43%	118
19-25	7.22%	38
26-49	59.13%	311
50-69	24.90%	131
70+	8.17%	43
Total Respondents: 526		

Q3 If the Village were to move forward with construction of a new outdoor aquatics facility, would you prefer a recreational pool, a splashpad, or hybrid?

Answered: 526 Skipped: 0

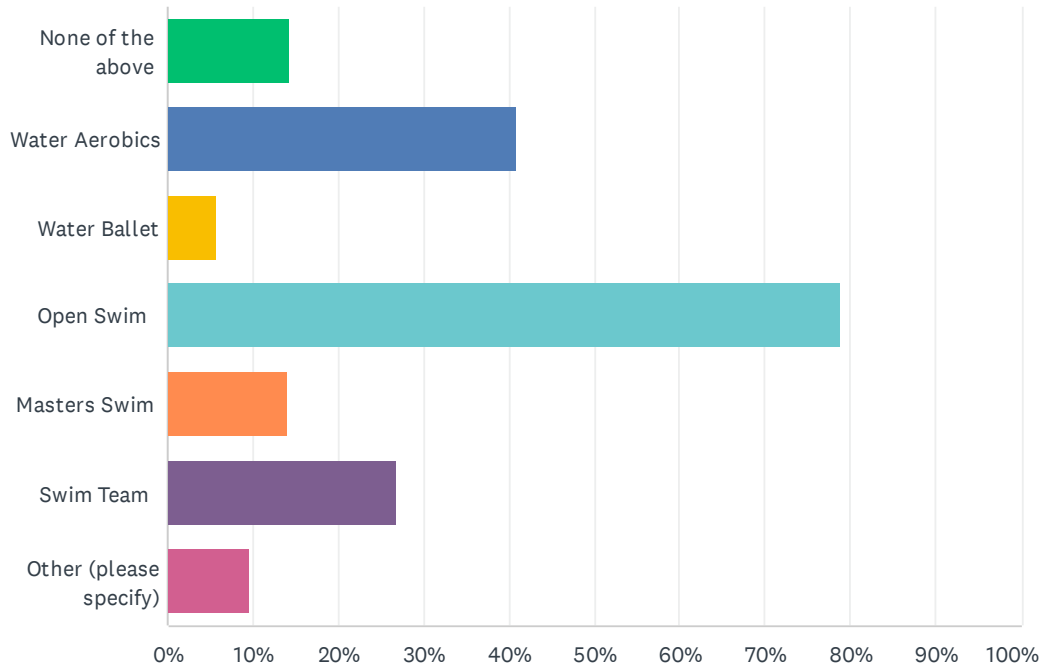
**POOL
W/ ACTIVITIES
AND/OR PAD**



ANSWER CHOICES	RESPONSES	
Recreational Pool	23.00%	121
Splashpad	11.22%	59
Hybrid (pool/splashpad)	57.79%	304
No outdoor Aquatic Facility is needed in McFarland	7.98%	42
TOTAL		526

Q4 Is your family interested in any of the following programing options at a new outdoor aquatic facility?

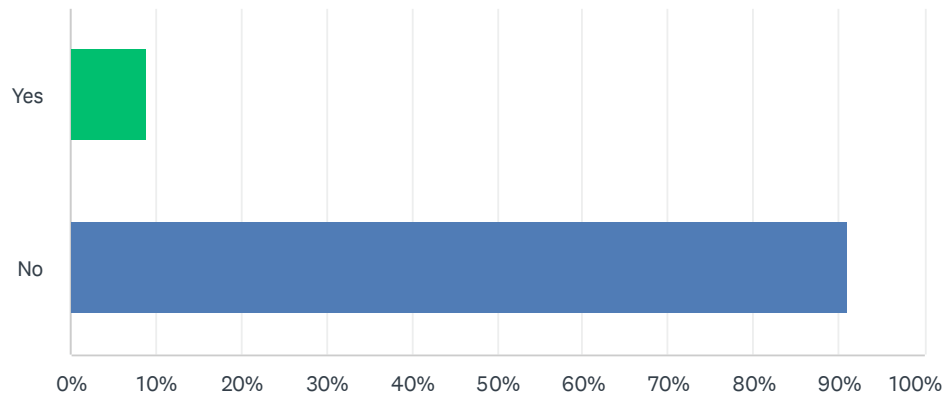
Answered: 521 Skipped: 5



ANSWER CHOICES	RESPONSES	
None of the above	14.20%	74
Water Aerobics	40.88%	213
Water Ballet	5.76%	30
Open Swim	78.89%	411
Masters Swim	14.01%	73
Swim Team	26.87%	140
Other (please specify)	9.60%	50
Total Respondents: 521		

Q5 Is your family currently involved in a swim team?

Answered: 526 Skipped: 0

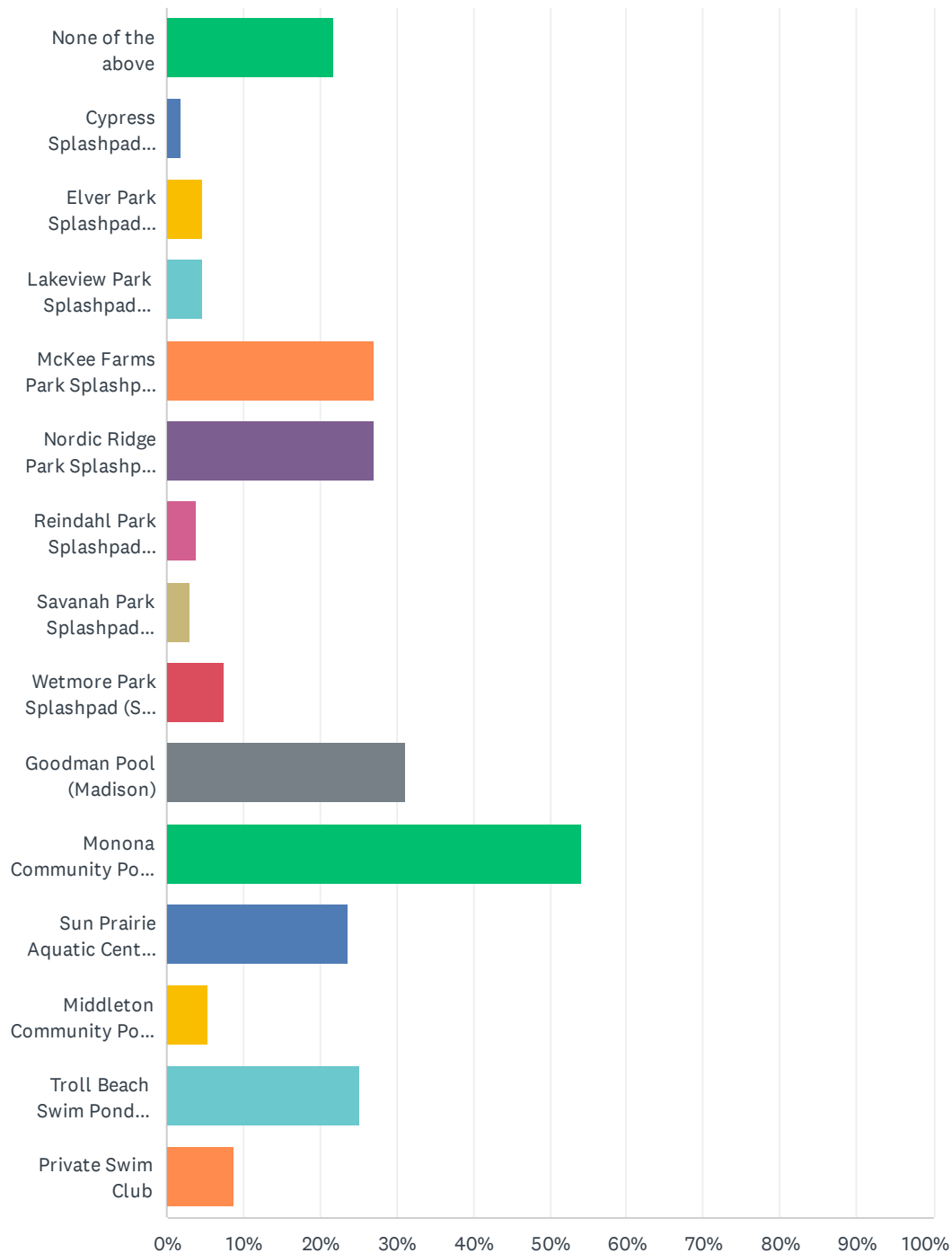


**NOT HS
SWIM TEAM
FAMILIES**

ANSWER CHOICES	RESPONSES	
Yes	8.94%	47
No	91.06%	479
TOTAL		526

Q6 What nearby outdoor aquatic facilities do you and/or your family utilize?

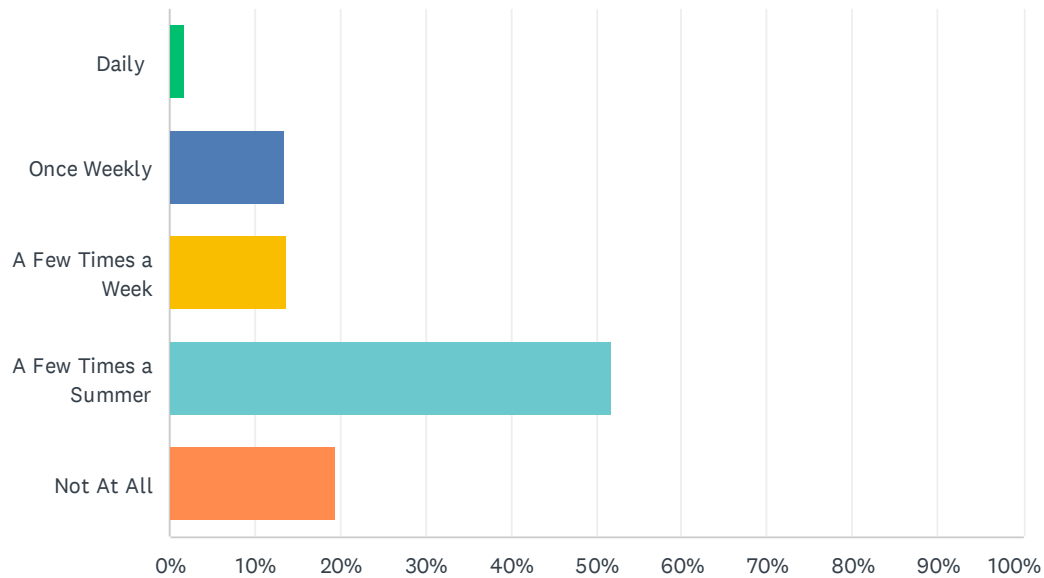
Answered: 522 Skipped: 4



ANSWER CHOICES	RESPONSES	
None of the above	21.84%	114
Cypress Splashpad (Madison)	1.92%	10
Elver Park Splashpad (Madison)	4.79%	25
Lakeview Park Splashpad (Middleton)	4.79%	25
McKee Farms Park Splashpad (Fitchburg)	27.01%	141
Nordic Ridge Park Splashpad (Stoughton)	27.01%	141
Reindahl Park Splashpad (Madison)	3.83%	20
Savanah Park Splashpad (Deerfield)	3.07%	16
Wetmore Park Splashpad (Sun Prairie)	7.47%	39
Goodman Pool (Madison)	31.03%	162
Monona Community Pool (Monona)	54.21%	283
Sun Prairie Aquatic Center (Sun Prairie)	23.75%	124
Middleton Community Pool (Middleton)	5.36%	28
Troll Beach Swim Pond (Stoughton)	25.10%	131
Private Swim Club	8.81%	46
Total Respondents: 522		

Q7 How frequently do you utilize the facilities listed above?

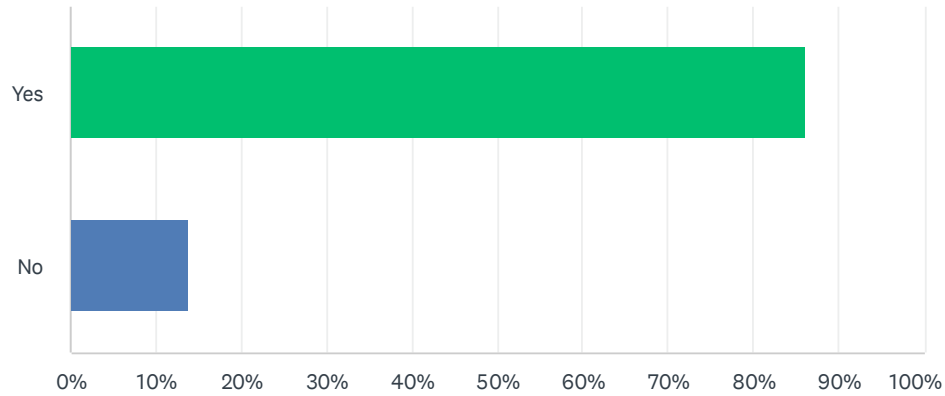
Answered: 517 Skipped: 9



ANSWER CHOICES	RESPONSES	
Daily	1.74%	9
Once Weekly	13.35%	69
A Few Times a Week	13.73%	71
A Few Times a Summer	51.84%	268
Not At All	19.34%	100
TOTAL		517

Q8 Would you be willing to pay an admission fee for the use of a pool in the Village of McFarland?

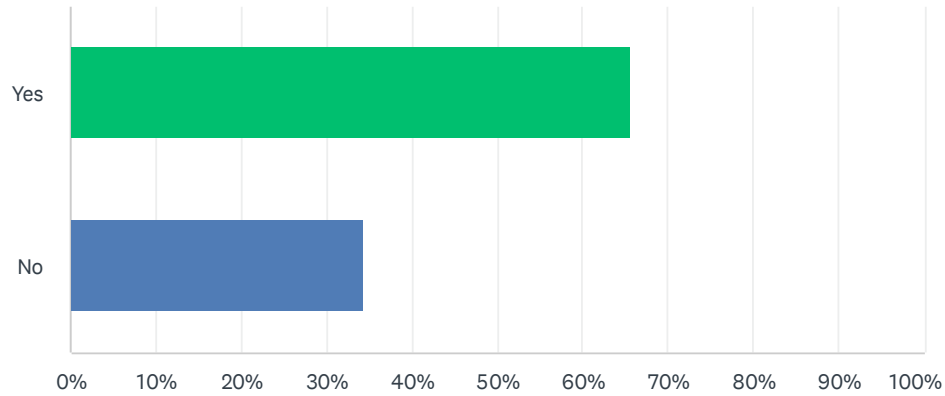
Answered: 525 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	86.10%	452
No	13.90%	73
TOTAL		525

Q9 If a new pool facility was developed, would you support an increase in taxes to fund the operation and staffing?

Answered: 523 Skipped: 3



ANSWER CHOICES		RESPONSES	
Yes		65.58%	343
No		34.42%	180
TOTAL			523

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 12, 2024

SECTION: Business

DEPARTMENT: Public Works

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

AGENDA ITEM: Discussion and action regarding the award of contract for the Highland Oaks Park restroom project.

PREVIOUS ACTION:

The Parks & Recreation Committee authorized the purchase of the prefabricated building at their November 7, 2023, meeting.

The Parks & Recreation Committee approved the final design and authorized the project for bid at their January 2, 2024, meeting.

The Village Board approved the final design and authorized the project for bid at their January 9, 2024, meeting.

The Parks & Recreation Committee recommended the award of contract to Speedway Sand & Gravel, Inc. of Middleton at their March 5, 2024, meeting.

ISSUE SUMMARY:

The 2023 budget approved a restroom installation at Highland Oaks Park. The committee approved the purchase of the prefabricated building and the plan set at the November 7, 2023, meeting. The building is planned to be installed in the spring of 2024. Enclosed is the project plan for the site work that will need to be completed for the project. The estimated cost for the site work is \$100,000. The original bid opening occurred on February 1, 2024, but there was no qualified bidder. The second bid opening occurred on February 29, 2024, and two qualified bids were received. One from Speedway Sand & Gravel, Inc. and one from Meise Construction, Inc. The low, qualified bid was from Speedway Sand & Gravel, Inc., in the amount of \$114,970. The Parks and Recreation Committee recommended the award of contract to Speedway Sand & Gravel for the Highland Oaks Park restroom project at their March 5, 2024 meeting.

FINANCIAL/BUDGET IMPACT:

Revenues-The following revenues have been allocated to fund the project:

\$ 31,500 Capital Projects Fund for 2024

\$ 75,000 Capital Projects Fund for 2023

\$100,000 Reserves for Highland Oaks Park

\$206,500 Total Project Revenue

Expenses - Included within the packet is the bid tab for the project with the following cost breakdown for all known or anticipated costs to date:



\$ 62,350 Huff building
\$ 16,900 Engineering/Construction Administration
\$114,970 Highland Oaks Low Bid
\$ 12,000 Contingency
\$ (280) Rounding
\$206,500 Total Project Expense

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion and second to award contract to Speedway Sand & Gravel, Inc. of Middleton for an amount of \$114,970 for the Highland Oaks Park restroom project with additional expenses for engineering, construction administration, and contingency for a total project cost in an amount of \$206,500.

ATTACHMENTS:

1. HIGHLAND OAKS PARK PRELIMINARY PLANS
2. Lynx-Plan-and-Specs
3. Highland Oaks Utility bid recommendation 2-29-24

2024 SITE IMPROVEMENTS

HIGHLAND OAKS PARK

OSBORN DRIVE

Village of McFarland, Wisconsin

SHEET INDEX	
SHEET NO.	SHEET DESCRIPTION
1	SITE PLAN- HIGHLAND OAKS PARK
2	EROSION CONTROL - STANDARD CONSTRUCTION DETAILS
3	SITE PLAN- HIGHLAND OAKS PARK
4	PROJECT DETAILS



NO SCALE



LEGEND

UNDERGROUND TELE.	— . . — UT — . . — UT — . . — UT —
UNDERGROUND CATV.	———— UCATV ————
UNDERGROUND ELEC.	— UE — UE — UE — UE — UE — UE —
OVERHEAD	— OH — OH — OH — OH —
EXISTING GAS	— G — G — G — G — G —
PROPERTY LINE	————
EXISTING WATER MAIN	— W M — W M — W M —
EXISTING SANITARY SEWER	— SAN — SAN — SAN —
EXISTING STORM SEWER	— STM — STM — STM — STM —
EXISTING FENCE LINE	— x — x — x — x — x — x — x —
SAWCUT	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
NEW STORM SEWER	=====
NEW WATER MAIN	=====
NEW SANITARY SEWER	=====

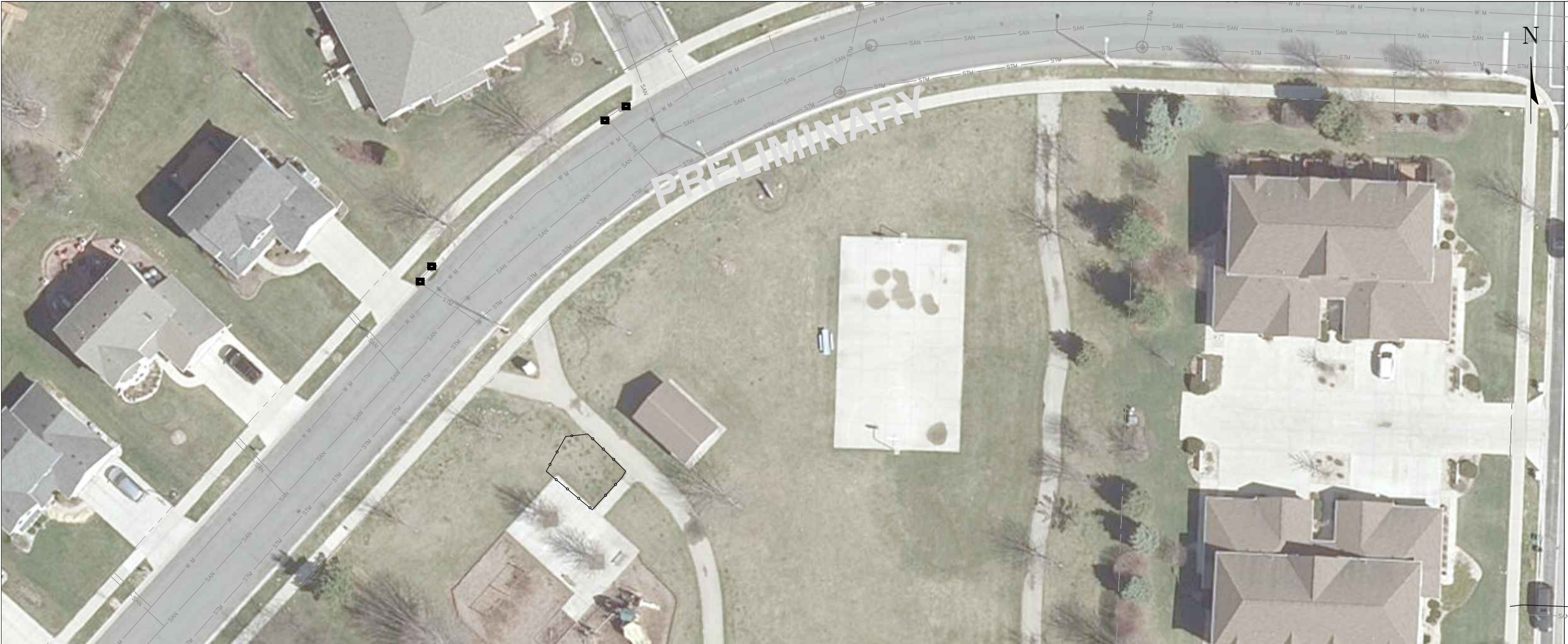
NEW ITEMS:

WATER VALVE	CURB STOP	HYDRANT	MANHOLE	CURB INLET	ENDWALL	GAS WARNING

EXISTING ITEMS:

FLAG POLE	MAILBOX	POWER POLE	LIGHT POLE	LAMP POST	PULL BOX
WATER VALVE	CURB STOP	HYDRANT	WELL	MONITORING WELL	TRACER WIRE
SANITARY MANHOLE	SANITARY VALVE	CLEANOUT	STORM MANHOLE	CURB INLET	CIRCULAR INLET
SQUARE INLET	ENDWALL	STUMP	DECID. TREE (RELATIVE SIZE SHOWN)	EVERGREEN	SHRUB OR HEDGE
CATV. PED.	TELE. PED.	ELEC. PED.	GAS VALVE	STREET SIGN	IRON PIPE
IRON ROD					

NOTES: 1.) EXISTING FEATURES AND LABELS ARE SHOWN WITH SCREENED, LIGHTER LINES.
2.) NEW CONCRETE IS SHOWN SHADED IN PLAN VIEWS
3.) CONCRETE REMOVALS ARE SHOWN BY CROSS-HATCHING



EROSION CONTROL NOTES:

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

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

- NOTIFY THE OWNER IF DEWATERING IS SCHEDULED TO OCCUR IN AREAS OF SOIL AND/OR GROUNDWATER CONTAMINATION, OR IF DEWATERING WILL OCCUR FROM A HIGH CAPACITY WELL (70 GPM OR MORE). DEWATER ONLY AFTER THE APPROPRIATE WDNR DEWATERING DISCHARGE PERMIT HAS BEEN OBTAINED.
- PROVIDE ANTI-SCOUR PROTECTION AND MAINTAIN NON-EROSIVE FLOW DURING DEWATERING. LIMIT PUMPING RATES TO EITHER (A) THE SEDIMENT BASIN/TRAP DESIGN DISCHARGE RATE, OR (B) THE BASIN DESIGN RELEASE RATE WITH THE CORRECTLY-FITTED HOSE AND GEOTEXTILE FILTER BAG. PERFORM DEWATERING OF ACCUMULATED SURFACE RUNOFF IN ACCORDANCE WITH WDNR TECHNICAL STANDARD DE-WATERING #1061.
- INSTALL AND MAINTAIN SILT FENCING PER WDNR TECHNICAL STANDARD SILT FENCE #1056. REMOVE SEDIMENT FROM BEHIND SILT FENCES AND SEDIMENT BARRIERS BEFORE SEDIMENT REACHES A DEPTH THAT IS EQUAL TO ONE-HALF OF THE FENCE AND/OR BARRIER HEIGHT.
- REPAIR BREAKS AND GAPS IN SILT FENCES AND BARRIERS IMMEDIATELY. REPLACE DECOMPOSING STRAW BALES (TYPICAL BALE LIFE IS 3 MONTHS). LOCATE, INSTALL, AND MAINTAIN STRAW BALES PER WDNR TECHNICAL STANDARD DITCH CHECKS #1062.
- INSTALL AND MAINTAIN FILTER SOCKS IN ACCORDANCE WITH WDNR TECHNICAL STANDARD INTERIM MANUFACTURED PERIMETER CONTROL AND SLOPE INTERRUPTION PRODUCTS #1071.
- IMMEDIATELY STABILIZE STOCKPILES AND SURROUND STOCKPILES AS NEEDED WITH SILT FENCE OR OTHER PERIMETER CONTROL IF STOCKPILES WILL REMAIN INACTIVE FOR 7 DAYS OR LONGER.
- IMMEDIATELY STABILIZE ALL DISTURBED AREAS THAT WILL REMAIN INACTIVE FOR 14 DAYS OR LONGER. BETWEEN SEPTEMBER 15 AND OCTOBER 15: STABILIZE WITH MULCH, TACKIFIER, AND A PERENNIAL SEED MIXED WITH WINTER WHEAT, ANNUAL OATS, OR ANNUAL RYE, AS APPROPRIATE FOR REGION AND SOIL TYPE. OCTOBER 15 THROUGH COLD WEATHER: STABILIZE WITH A POLYMER AND DORMANT SEED MIX, AS APPROPRIATE FOR REGION AND SOIL TYPE.
- STABILIZE AREAS OF FINAL GRADING WITHIN 7 DAYS OF REACHING FINAL GRADE.
- SWEEP/CLEAN UP ALL SEDIMENT/TRASH THAT MOVES OFF-SITE DUE TO CONSTRUCTION ACTIVITY OR STORM EVENTS BEFORE THE END OF THE SAME WORKDAY OR AS DIRECTED BY THE OWNER. SEPARATE SWEEPED MATERIALS (SOILS AND TRASH) AND DISPOSE OF APPROPRIATELY.
- THE CONTRACTOR IS RESPONSIBLE FOR CONTROLLING DUST PER WDNR TECHNICAL STANDARD DUST CONTROL ON CONSTRUCTION SITES #1068.
- PROPERLY DISPOSE OF ALL WASTE AND UNUSED BUILDING MATERIALS (INCLUDING GARBAGE, DEBRIS, CLEANING WASTES, OR OTHER CONSTRUCTION MATERIALS) AND DO NOT ALLOW THESE MATERIALS TO BE CARRIED BY RUNOFF INTO THE

RECEIVING CHANNEL.

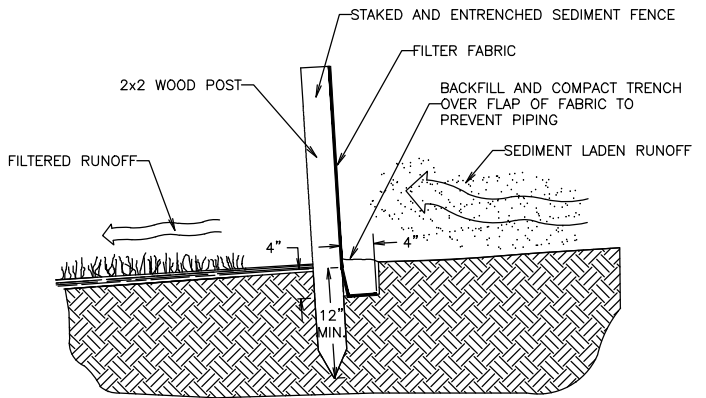
- COORDINATE WITH THE OWNER TO UPDATE THE LAND DISTURBANCE PERMIT TO INDICATE THE ANTICIPATED OR LIKELY DISPOSAL LOCATIONS FOR ANY EXCAVATED SOILS OR CONSTRUCTION DEBRIS THAT WILL BE HAULED OFF-SITE FOR DISPOSAL. THE DEPOSITED OR STOCKPILED MATERIAL NEEDS TO INCLUDE PERIMETER SEDIMENT CONTROL MEASURES (SUCH AS SILT FENCE, HAY BALES, FILTER SOCKS, OR COMPACTED EARTHEN BERMS).
- FOR NON-CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED SLOPES, PROVIDE CLASS I, II OR III TYPE A EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOT'S WIDOT PRODUCT ACCEPTABILITY LIST (PAL); INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD NON-CHANNEL EROSION MAT #1052.
- FOR CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED AREAS, PROVIDE CLASS I, II, OR III TYPE B EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOT'S WIDOT PRODUCT ACCEPTABILITY LIST (PAL); INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD CHANNEL EROSION MAT #1053.
- MAKE PROVISIONS FOR WATERING DURING THE FIRST 8 WEEKS FOLLOWING SEEDING OR PLANTING OF DISTURBED AREAS WHENEVER MORE THAN 7 CONSECUTIVE DAYS OF DRY WEATHER OCCUR.
- INSTALL ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES (SUCH AS TEMPORARY SEDIMENT BASINS, DITCH CHECKS, EROSION CONTROL MATTING, SILT FENCING, FILTER SOCKS, WATTLES, SWALES, ETC.), OR AS DIRECTED BY THE OWNER.
- THE CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE WDNR REMEDIATION AND WASTE MANAGEMENT REQUIREMENTS FOR HANDLING AND DISPOSING OF CONTAMINATED MATERIALS. SITE-SPECIFIC INFORMATION FOR AREAS WITH KNOWN OR SUSPECTED SOIL AND/OR GROUNDWATER CONTAMINATION CAN BE FOUND ON WDNR'S BUREAU OF REMEDIATION AND REDEVELOPMENT TRACKING SYSTEM (BRRTS) PUBLIC DATABASE AT: <http://dnr.wi.gov/botw/>

EROSION CONTROL PLAN
AND GENERAL NOTES

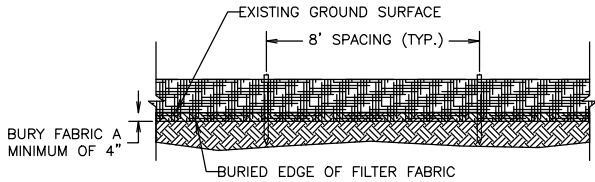
2024 SITE IMPROVEMENTS
Highland Oaks Park

Village of McFarland, Wisconsin

PROJECT NO.:	MC 216
DRAWN BY:	DRAGON PLEAKS PARK.DWG
DRAWN BY:	T.J.S.
CHECKED BY:	B.R.B.
DATE:	12-22-23
REVISIONS:	
SCALE:	
	0 5 10 20
SHEET:	1

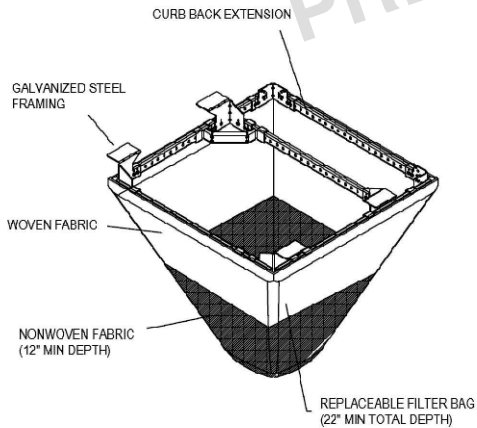


CROSS-SECTION OF A PROPERLY INSTALLED SEDIMENT FENCE



SEDIMENT FENCE DETAIL

DETAIL
SEDIMENT FENCE

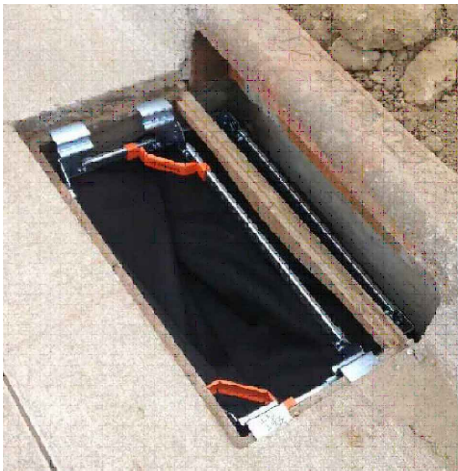


GENERAL NOTES:

WHEN REMOVING OR MAINTAINING INLET PROTECTION, CARE SHALL BE TAKEN SO THAT THE SEDIMENT TRAPPED IN THE GEOTEXTILE FABRIC DOES NOT FALL INTO THE INLET. ANY MATERIAL FALLING INTO THE INLET SHALL BE REMOVED IMMEDIATELY.

FRAMED INLET PROTECTION SHALL BE COMPLIANT WITH ALL ASTM STANDARD D8057-17 REQUIREMENTS, INCLUDING:
A. BYPASS OVERFLOW THAT MEETS OR EXCEEDS INLET DESIGN FLOW
B. FRAME AND BAG STRONG ENOUGH TO HANDLE FULL SEDIMENT LOAD.

DETAIL
INLET PROTECTION - FRAMED (W/ CURB BOX)



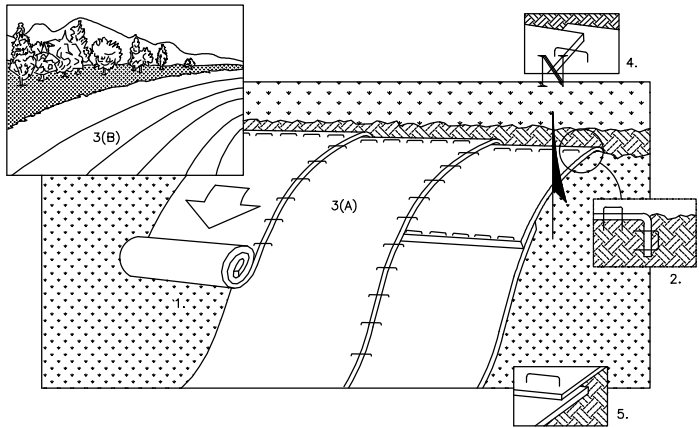
INSTALLATION NOTES:

NO PART OF INLET PROTECTION SHALL BE PROJECTING ABOVE THE GRATE.

FOR COMBINATION INLETS, PROTECTION SHALL CAPTURE RUNOFF ENTERING BOTH GRATE AND CURB OPENING.

A DUAL FABRIC FILTER BAG, WITH NON-WOVEN BOTTOM AND WOVEN TOP SHALL BE USED.

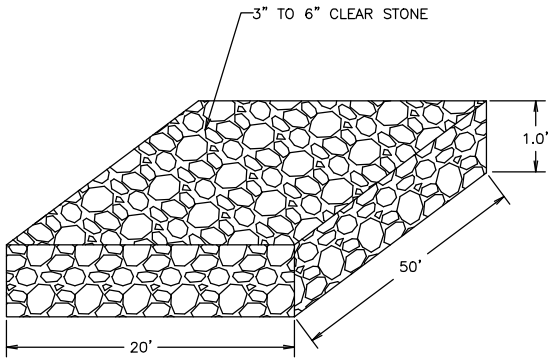
THE INSTALLED BAG SHALL HAVE A MINIMUM SIDE CLEARANCE, BETWEEN THE INLET WALLS AND THE BAG, MEASURED AT THE BOTTOM OF THE OVERFLOW HOLES, OF 3". WHERE NECESSARY THE CONTRACTOR SHALL CINCH THE BAG, USING PLASTIC ZIP TIES, TO ACHIEVE THE 3" CLEARANCE. THE TIES SHALL BE PLACED AT A MAXIMUM OF 4" FROM THE BOTTOM OF THE BAG.



NOTE:
REFER TO GENERAL STAPLE PATTERN GUIDE FOR CORRECT STAPLE PATTERN RECOMMENDATIONS FOR SLOPE INSTALLATIONS.

1. PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING APPLICATION OF FERTILIZER AND SEED. NOTE: WHEN USING CELL-O-SEED DO NOT SEED PREPARED AREA. CELL-O-SEED MUST BE INSTALLED WITH PAPER SIDE DOWN.
2. BEGIN AT THE TOP OF THE SLOPE BY ANCHORING THE BLANKET IN 6" DEEP X 6" WIDE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING.
3. ROLL THE BLANKETS (A.) DOWN OR (B.) HORIZONTALLY ACROSS THE SLOPE.
4. THE EDGES OF PARALLEL BLANKETS MUST BE STAPLED WITH APPROXIMATELY 2" OVERLAP.
5. WHEN BLANKETS MUST BE SPICED DOWN THE SLOPE, PLACE BLANKETS END OVER END (SHINGLE STYLE) WITH APPROXIMATELY 4" OVERLAP. STAPLE THROUGH OVERLAPPED AREA, APPROXIMATELY 12" APART.
6. ALL BLANKETS MUST BE SECURELY FASTENED TO THE SLOPE BY PLACING STAPLES/STAKES IN APPROPRIATE LOCATIONS AS RECOMMENDED BY THE MANUFACTURER.

DETAIL
EROSION CONTROL MAT - SLOPE INSTALLATION



NOTE:

- ON STREET SURFACES
CRUSHED AGGREGATE BASE STONE
SERVES AS TRACKING PAD.

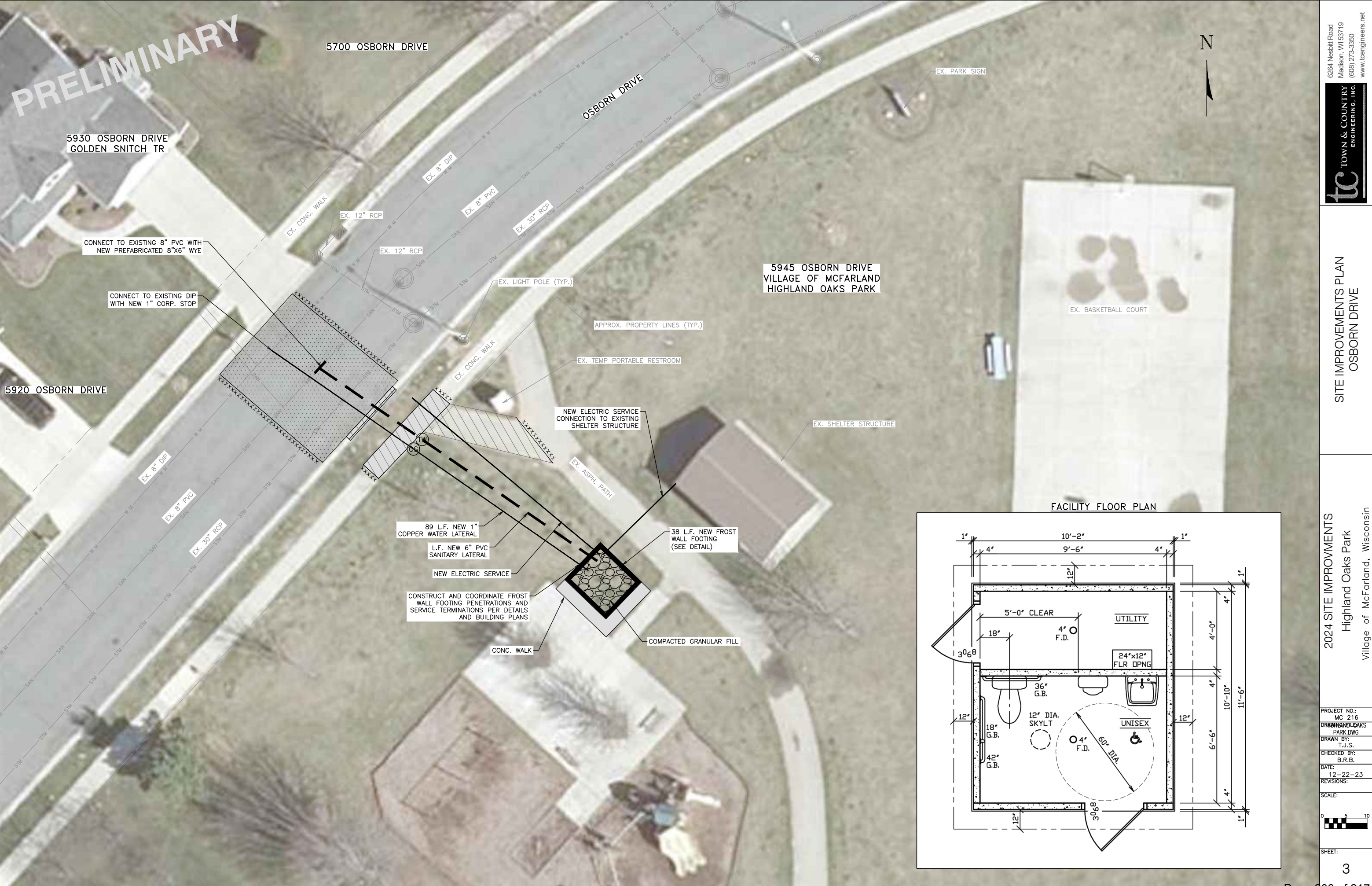
DETAIL
CLEAR STONE TRACKING PAD

PROJECT DETAILS

2024 SITE IMPROVMENTS
Highland Oaks Park
Village of McFarland, Wisconsin

PROJECT NO.:
MC 216
DRAWN BY:
T.J.S.
CHECKED BY:
B.R.B.
DATE:
12-22-23
REVISIONS:
SCALE:
N.T.S.
SHEET:

2



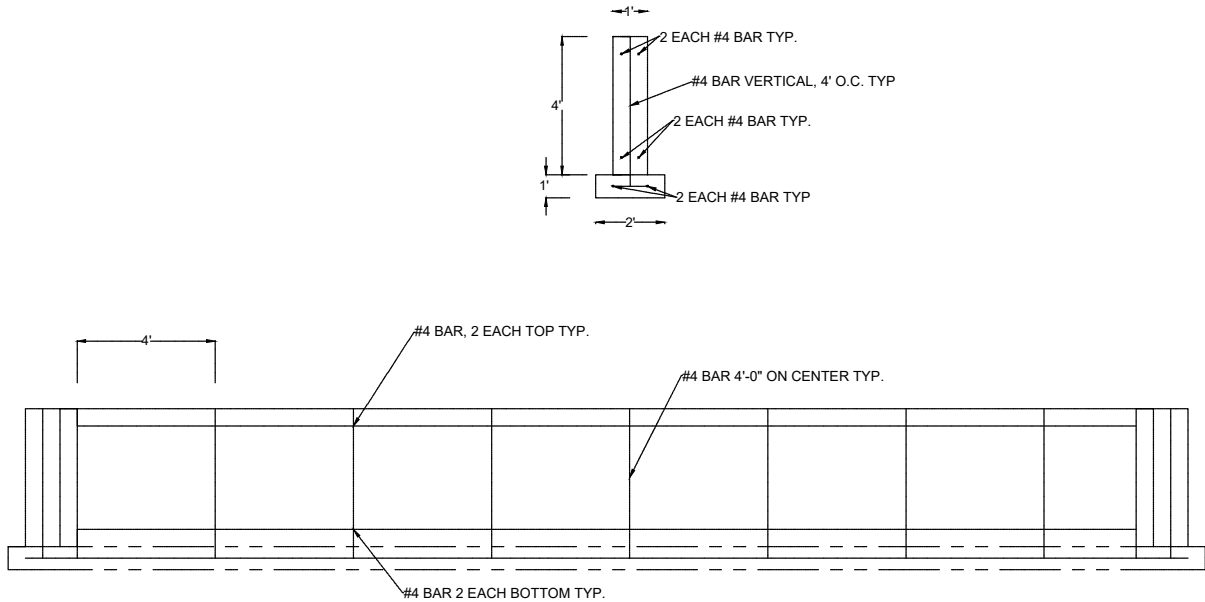
6264 Nesbitt Road
Madison, WI 53719
(608) 273-3350
www.tceengineers.net

tc TOWN & COUNTRY
ENGINEERING, INC.

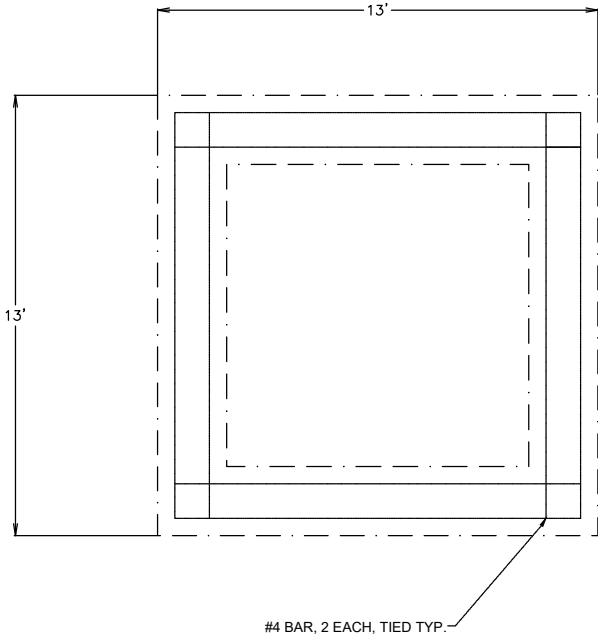
SITE IMPROVEMENTS PLAN
OSBORN DRIVE

2024 SITE IMPROVMENTS
Highland Oaks Park
Village of McFarland, Wisconsin

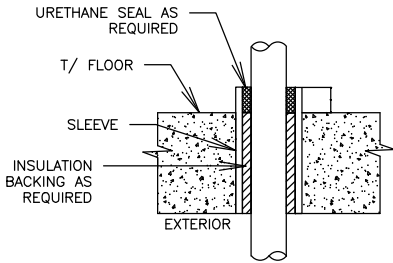
PROJECT NO.:
MC 216
DRAWN BY:
T.J.S.
CHECKED BY:
B.R.B.
DATE:
12-22-23
REVISIONS:
SCALE:
0 5 10
1" = 10'
SHEET:
3



DETAIL
FROST WALL SECTIONS

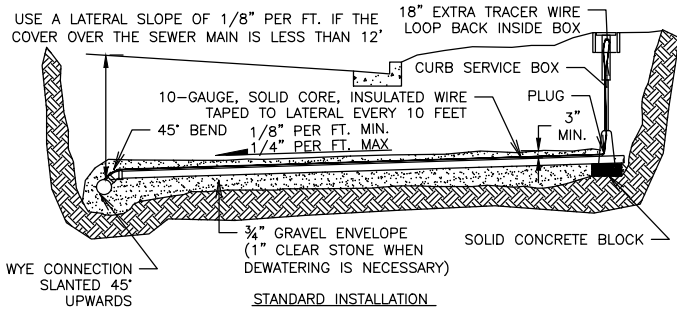


DETAIL
FROST WALL PLAN

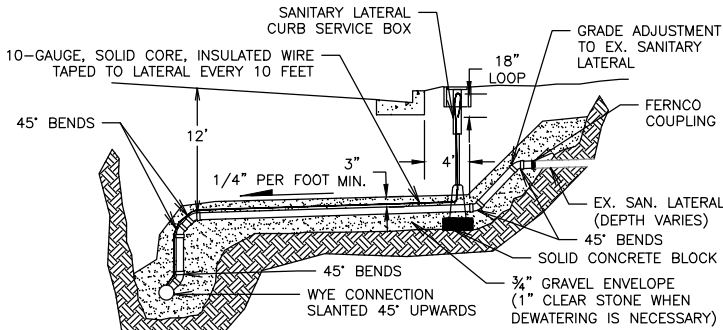


TYPE L

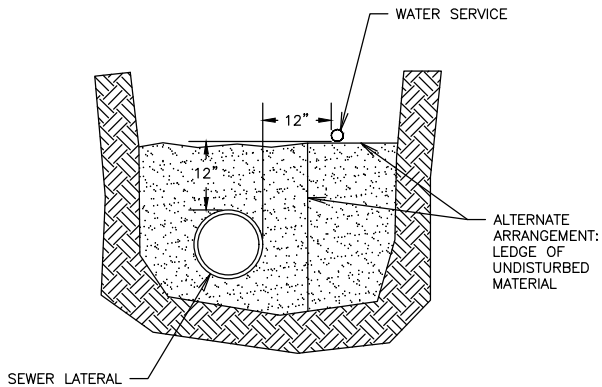
DETAIL
BASE/FLOOR PIPING PENETRATION



- NOTES:
1. CONSTRUCT LATERALS IN CONFORMANCE WITH CHAPTER SPS 382 OF THE WISCONSIN ADMINISTRATIVE CODE.
 2. LATERAL SLOPE SHALL BE 1/4" PER FOOT WHERE SUFFICIENT COVER EXISTS.
 3. CONTRACTOR SHALL VERIFY SIZE, DEPTH, AND LOCATION OF EXISTING LATERALS.
 4. WHERE LATERALS ARE NOT IMMEDIATELY CONNECTED TO BUILDING SEWERS THE ENDS OF THE LATERALS SHALL BE MARKED BY POSITIONING 4"x4" BOARDS VERTICALLY FROM THE ENDS OF THE LATERALS TO AT LEAST 2' ABOVE THE GROUND SURFACE.
 5. THE LOCATION OF ALL SEWER LATERALS CROSSING UNDER THE CURB & GUTTER SHALL BE MARKED BY STAMPING AN "S" IN THE TOP OF THE CURB OVER THE LOCATION OF THE SEWER LATERAL.

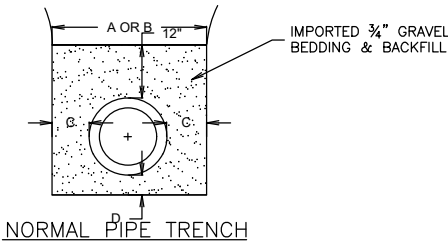


DETAIL
SANITARY SEWER LATERAL

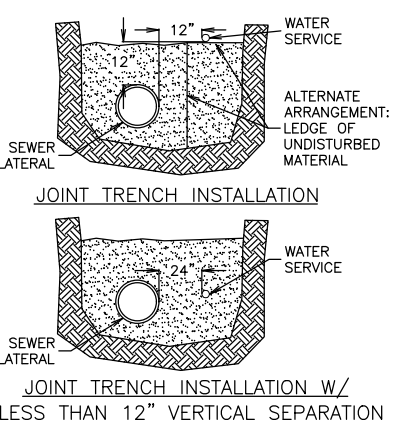
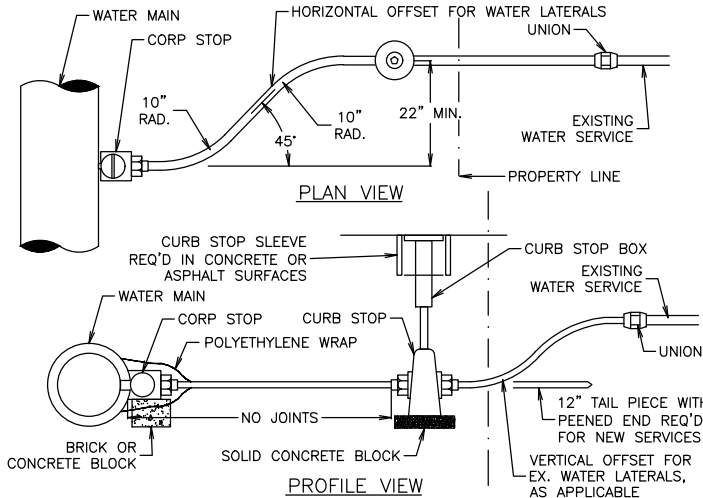


DETAIL
JOINT TRENCH INSTALLATION

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



DETAIL
TRENCH WIDTH AND BEDDING

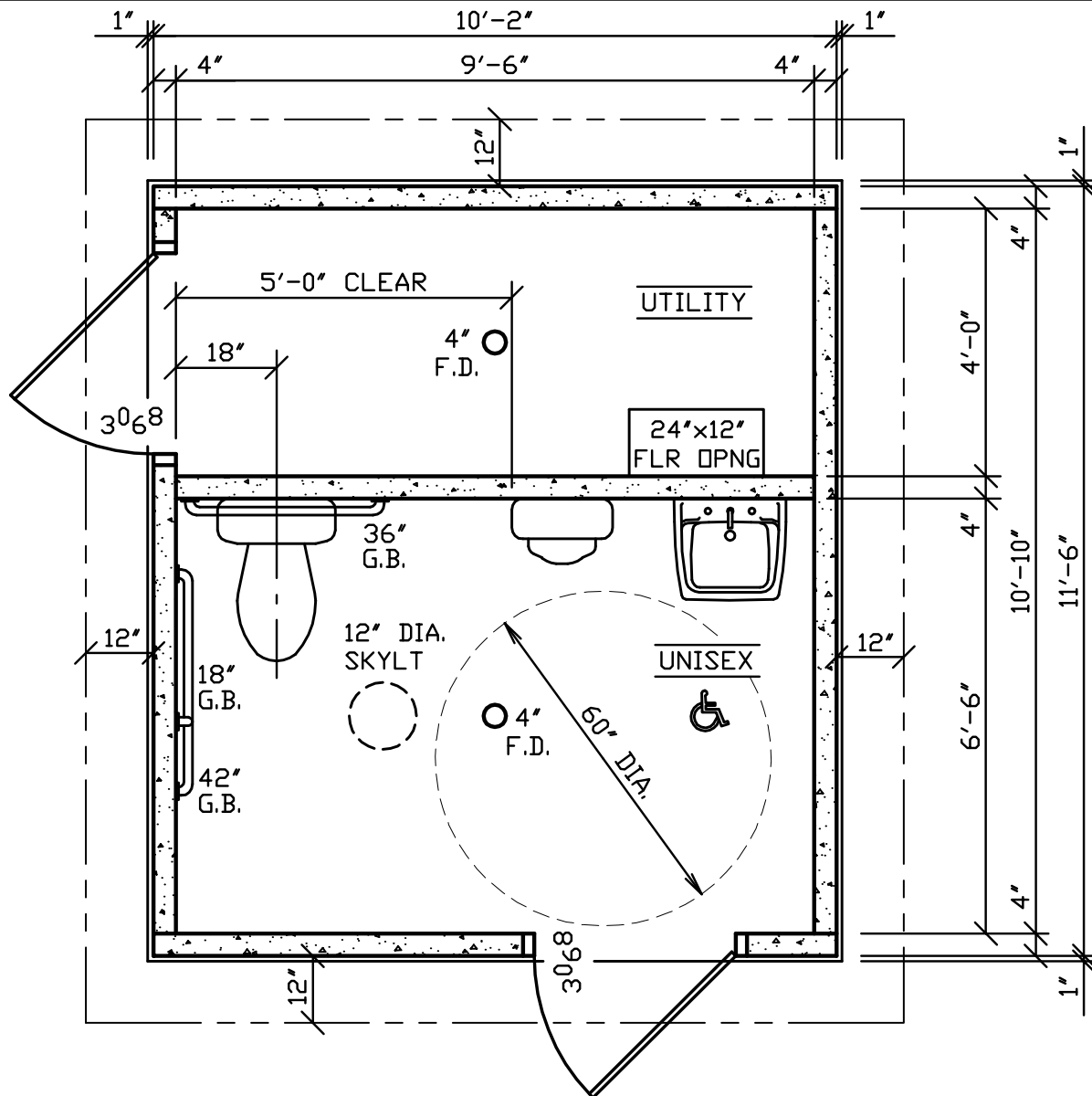


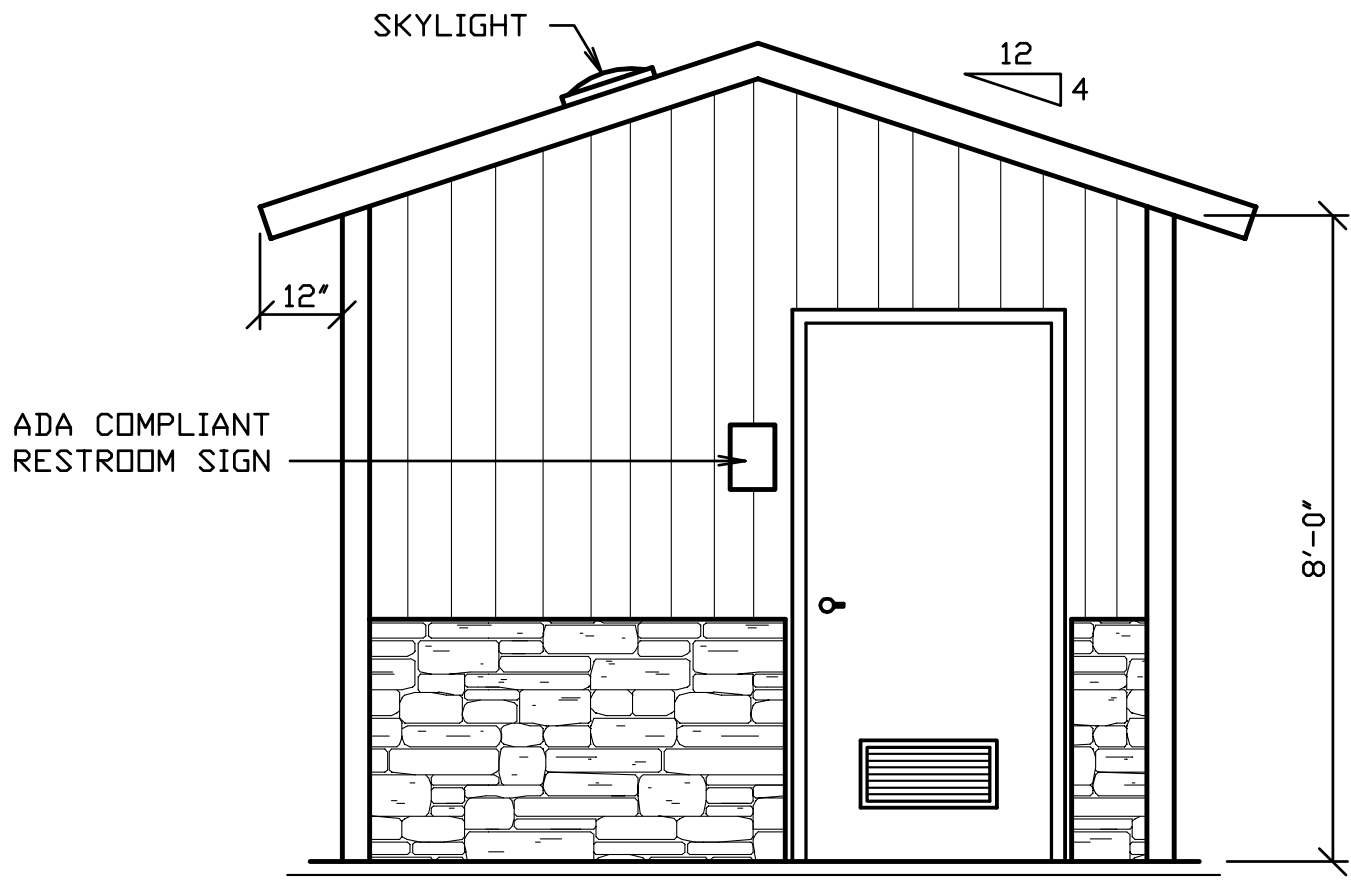
- NOTES:
- HORIZONTAL AND VERTICAL OFFSETS SHALL BE MADE WITH AN APPROVED PIPE BENDING TOOL. SHARP BENDS OR KINKS IN THE WATER SERVICE ARE NOT ALLOWED.
 - VERTICAL OFFSETS SHALL BE MADE ON THE PROPERTY LINE SIDE OF THE CURB STOP.
 - PLASTIC OR CAST IRON CURB BOX SLEEVES SHALL BE INSTALLED WHERE CURB BOXES ARE INSTALLED IN CONCRETE OR ASPHALT SURFACES.
 - THE SEWER LATERAL SHALL BE LOCATED ON THE DOWNSTREAM SIDE OF THE WATER SERVICE, BASED ON SEWER MAIN FLOW DIRECTION.
 - THE LOCATION OF ALL WATER SERVICES CROSSING UNDER THE CURB & GUTTER SHALL BE MARKED BY STAMPING A "W" IN THE TOP OF CURB OVER THE LOCATION OF THE WATER SERVICE LINE.

DETAIL
WATER SERVICE INSTALLATION

- RESTROOM -

LYNX





FRONT ELEVATION

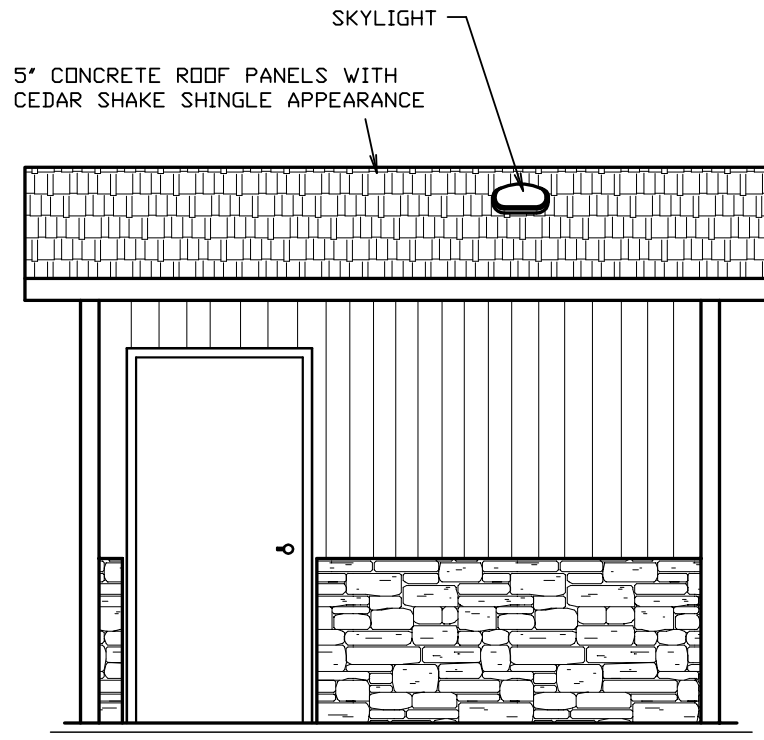
SCALE: 1/4" = 1'-0"

(REAR ELEVATION SIMILAR, EXCEPT NO DOOR)



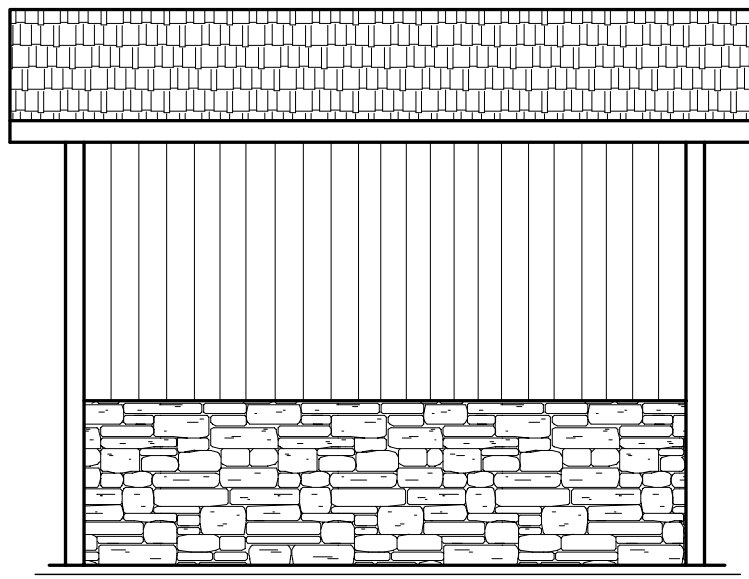
Floor plans are for reference only. This drawing shall not be copied or submitted to others without the consent of this company.

4154 123rd St. Chippewa Falls, WI 54729 | 715-723-7446
HUFFCUTT.COM



LEFT ELEVATION

SCALE: 1/4" = 1'-0"



RIGHT ELEVATION

SCALE: 1/4" = 1'-0"

SPECIFICATIONS

PART 1 – GENERAL

1. SCOPE

- 1.1. Construction and onsite placement of a prefabricated precast concrete restroom building.

2. MANUFACTURER

- 2.1. Manufacturer shall be Huffcutt Concrete or a pre-approved equal.
- 2.2. Manufacturer shall be an NPCA Certified Plant or equal with verifiable references demonstrating quality, design and service upon request.
- 2.3. Manufacturer will provide a written warranty providing 20 years structural, manufacturer's warranty on all hardware and components not produced at precast concrete manufacturer's plant, and 3 years against defects in paint, caulk, and grout.

3. DESIGN

- 3.1. Building will be manufactured using precast concrete including the roof. Building's structural and foundation design will be relevant to the region and properties associated with its final placement. Design will also meet ADA and building code requirements.

4. SUBMITTALS

- 4.1. Manufacturer shall provide submittals and engineering if requested.

PART 2 – PRODUCTS

1. MATERIALS

1.1. Doors and Frames

- 1.1.1. Doors shall be 18ga galvanized metal, louvered with 16ga frames. Doors and frames shall include one coat of rust inhibitive primer and two finish coats of enamel paint.

1.2. Door Hardware

- 1.2.1. Aluminum drip cap. Reese or equal.
- 1.2.2. Door closure with hold open. Cal-Royal or equal.
- 1.2.3. Stainless hinges with non-removable pin. Cal-Royal or equal.
- 1.2.4. Grade 1 lockset. Function and keying to be verified with owner.
- 1.2.5. Brush style sweep. Reese or equal.
- 1.2.6. ADA compliant threshold. Reese or equal.

1.3. Windows

- 1.3.1. Vinyl frame, obscure glass, operable. Parco or equal.

1.4. Plumbing

1.4.1. Stools

- 1.4.1.1. Kohler porcelain wall mounted, ADA compliant, elongated bowl.

- 1.4.1.2. Sloan flush valve, concealed, hydraulic actuator.
 - 1.4.2. Urinal
 - 1.4.2.1. Kohler porcelain wall mounted, ADA compliant.
 - 1.4.2.2. Sloan flush valve, concealed, hydraulic actuator.
 - 1.4.3. Lavatories
 - 1.4.3.1. Kohler wall mounted sink, ADA compliant.
 - 1.4.3.2. Moen single handle ADA metering faucet.
 - 1.4.4. Water Heater
 - 1.4.4.1. Bradford white electric water heater. Size to be sufficient for number of showers and lavatories.
 - 1.4.5. Mixing Valve
 - 1.4.5.1. Honeywell thermostatic mixing valve, adjustable.
 - 1.4.6. Floor Drains
 - 1.4.6.1. Sioux Chief on grade adjustable floor drain.
 - 1.4.7. Sediment Filter
 - 1.4.7.1. Rusco sediment filter.
- 1.5. Electrical
 - 1.5.1. Interior
 - 1.5.1.1. RAB Vandalproof Tuff Dome motion sensor.
 - 1.5.1.2. RAB VAN1 lights.
 - 1.5.1.3. GFI receptacles.
 - 1.5.1.4. Murdock super secure.
 - 1.5.2. Exterior
 - 1.5.2.1. RAB Tallpack lights.
 - 1.5.3. Chase
 - 1.5.3.1. 100amp loadcenter.
 - 1.5.3.2. (2) 2 bulb florescent lamps. (1 per modular section)
 - 1.5.3.3. Soler & Palau exhaust fan.
- 1.6. Interior Hardware
 - 1.6.1. Stainless 3 roll toilet paper dispenser.
 - 1.6.2. ADA toilet stalls shall have (1) 18" stainless vertical grab bar, (1) 36" stainless horizontal grab bar, (1) 42" stainless horizontal grab bar.
 - 1.6.3. Stainless frame 18" x 36" mirror.
 - 1.6.4. (2) coat hooks
- 1.7. Sealers
 - 1.7.1. Floor shall be sealed using a deep penetrating, high alkali resistant, low volatility product. TK-290 or equal.
- 1.8. Caulks and Grout
 - 1.8.1. All joints between precast panels shall be caulked using a durable, flexible polyurethane sealant. BASF Sonolastic NP-1 or equal.

- 1.8.2. Weld plate panel connections shall be grouted flush with interior wall surface.
Speed Crete Red Line or equal.

2. FINISHES

2.1. Interior

- 2.1.1. Smooth trowel finish.

2.2. Exterior

- 2.2.1. Exterior wall appearance to be approved by owner using an architectural form liner.
- 2.2.2. Roof shall be cedar shake architectural form liner.

2.3. Paint

2.3.1. Interior

- 2.3.1.1. Wall panels shall be primed with a premium quality water based acrylic bonding primer moisture and alkali resistant. Finish coat shall be a high performance acrylic enamel.

2.3.2. Exterior

- 2.3.2.1. Roof shall be covered with a quality 100% acrylic satin paint. Owner to determine color.
- 2.3.2.2. Walls shall be covered with a quality concrete stain. Owner to determine color.
- 2.3.2.3. Doors shall be covered using 2 coats of a high performance 100% acrylic satin enamel. Owner to determine color.

Part 3 – Execution

1. PRECAST CONCRETE FAMILY STYLE RESTROOM – SHOWER BUILDING

- 1.1. Building manufacturer shall construct, assemble, paint, install plumbing and electrical at their plant so that it may be transported to the jobsite in finished modules and placed using a crane.
- 1.2. Building manufacturer shall provide mechanical rough in drawing showing where electrical, water supply line, waste line, and floor drains are to be located for hook up to building.
- 1.3. Contractor will make final mechanical connections after the building is placed by manufacturer.
- 1.4. Manufacturer will caulk interior and exterior seams between modules. Manufacturer will also perform any shipping and handling repairs during installation.

2. ONSITE

- 2.1. Contractor shall provide adequate access and a level pad for the crane and semis to sit side by side under their own power. Working radius shall be 35' from center pin on crane.
- 2.2. Contractor shall design and pour a foundation suitable for building to sit on. Foundation shall be level to within ¼".

- 2.3. Contractor shall rough in mechanicals according to mechanical rough in drawing provided by building manufacturer. Mechanicals shall be terminated at top of foundation. Final mechanical connections shall be done by contractor including floor drains.
- 2.4. Contractor will perform initial startup of building using O & M manual as a reference. Contractor will also perform any troubleshooting during initial startup.



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HUFFCUTT.COM

February 29, 2023

Village of McFarland
5915 Milwaukee Street, P.O. Box 110
McFarland, WI 53558

Attention: Mr. Matthew Schuenke, Administrator

Subject: Analysis of Bids and Recommendation for Award of Contracts; 2024
Highland Oaks Park Improvements – Re-Bid; Village of McFarland

Bid Deadline: February 29, 2024 at 9:30 a.m. local time

Ladies and Gentlemen:

The purpose of this letter is to analyze the bids received for the 2024 Highland Oaks Park Improvements – Re-Bid project and to recommend award of a contract. This project involves the installation of utility piping, electrical service, and site preparation and footing construction for the installation of a new prefabricated bathroom facility.

The pre-bid estimate was \$120,000. Four general contractors, subcontractors, and material suppliers requested sets of the plans, specifications and bidding documents. Two contractors submitted bids.

A summary of the bids is as follows:

Contractor	Base Bid
Speedway Sand & Gravel, Inc.	\$114,970.00
Meise Construction, Inc.	\$155,770.00

All of the bids were properly submitted.

The low bidder is Speedway Sand & Gravel, Inc. of Middleton, Wisconsin, an experienced utility and street contractor that completed a similar work for the Village on Paulson Road in 2023. The bid prices are within the cost range expected for this scope of work. We recommend that Speedway Sand & Gravel, Inc. be awarded a contract for \$114,970.00.

This will be a unit price contract. That is, the contractor will be paid for the work actually performed on the basis on the unit prices bid. This means that the final line item costs could be either greater than or less than the bid totals. Also, unexpected conditions are sometimes encountered which result in increased project costs. Therefore, it would be wise to continue to carry the recommended 10% contingency.

If you have any questions with respect to our thoughts on this matter, I am available at your convenience to discuss them with you.

Respectfully,
TOWN & COUNTRY ENGINEERING, INC.

Tim Stieve, P.E.
Project Engineer

TS:sai

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BID TABULATION

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Project: 2024 Highland Oaks Park Improvements – Re-Bid; Village of McFarland
 Engineer's Project Number: MC 217 Bid Deadline: February 29, 2024 at 9:30 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	QUANT.	BID UNITS	Speedway Sand & Gravel, Inc.		Meise Construction, Inc.	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID							
1.	6" PVC Sanitary Sewer	79	lin. ft.	\$ 295.00	\$ 23,305.00	\$ 120.00	\$ 9,480.00
2.	Sanitary Lateral Wyes, Cut Into Existing Pipe	1	each	\$ 1,891.00	\$ 1,891.00	\$ 2,942.00	\$ 2,942.00
3.	Sanitary Lateral Tracing System	1	each	\$ 455.00	\$ 455.00	\$ 2,500.00	\$ 2,500.00
4.	6"X6" Sanitary Lateral Wye	1	each	\$ 493.00	\$ 493.00	\$ 1,000.00	\$ 1,000.00
5.	1" Corporation Stops	1	each	\$ 822.00	\$ 822.00	\$ 500.00	\$ 500.00
6.	1" Curb Stops	3	each	\$ 1,903.00	\$ 5,709.00	\$ 1,000.00	\$ 3,000.00
7.	1" Copper Water Service Laterals	89	lin. ft.	\$ 106.50	\$ 9,478.50	\$ 107.00	\$ 9,523.00
8.	Drinking Fountain	1	each	\$ 19,970.00	\$ 19,970.00	\$ 35,000.00	\$ 35,000.00
9.	Excavation/Fill to Plan Subgrade	1	lump sum	\$ 250.00	\$ 250.00	\$ 5,000.00	\$ 5,000.00
10.	Frost Wall Footing	47	lin. ft.	\$ 304.50	\$ 14,311.50	\$ 600.00	\$ 28,200.00
11.	5" Thick Concrete Sidewalk	415	sq. ft.	\$ 12.50	\$ 5,187.50	\$ 35.00	\$ 14,525.00
12.	3" Pavement Patching	115	sq. yd.	\$ 40.00	\$ 4,600.00	\$ 90.00	\$ 10,350.00
13.	30" Concrete Curb & Gutter (<50-foot sections)	30	lin. ft.	\$ 42.00	\$ 1,260.00	\$ 100.00	\$ 3,000.00
14.	Topsoil Restoration, Hydroseeding, Fertilizing	250	sq. yd.	\$ 8.95	\$ 2,237.50	\$ 15.00	\$ 3,750.00
15.	Erosion Control	1	lump sum	\$ 3,500.00	\$ 3,500.00	\$ 4,000.00	\$ 4,000.00
16.	Prefabricated Bathroom Facility Coordination and Installation	1	lump sum	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00
17.	Electrical Allowance	1	lump sum	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
	BASE BID TOTAL				\$ 114,970.00		\$ 155,770.00