

Tuesday, May 14, 2024

7:00 PM

McFarland Municipal Center
5915 Milwaukee St, McFarland
Community Room

AGENDA - Amended

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. Proclamation - Designating Public Works week as May 19-25, 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 May 2, 2024 meeting.
 - 2) Motion to approve checks in the amount of \$1,449,793.72
 - 3) Motion to approve purchasing bicycle racks for the Bashford Street public parking lot as recommended by the Parks & Recreation Committee and Community Development Authority.
 - 4) Motion to approve an event permit for the American Legion Post 534 to hold the Memorial Day Parade on May 27, 2024 with the conditions provided by Village Staff.
 - 5) Motion to approve a request for American Legion Post No. 534, 4911 Burma Rd, to expand their licensed premise for the consumption of alcohol for an approximately 525 sq. ft. outdoor area adjacent to the dance hall with the conditions provided by staff as recommended by the Public Safety Committee.
 - 6) Motion to approve playground equipment replacement at Highland Oaks Park as recommended by the Parks & Recreation 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. Discussion and action regarding the plan for borrowing in order to fund the 2024 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Public Finance Professionals.
- b. Parks and Recreation Committee (Trustees Fessler & Leamy)
 - 1) Discussion and action regarding an agreement with the McFarland School District for the development of the Inclusive Park at Waubesa Intermediate School.
- c. Plan Commission (President Clow & Trustee Brassington)
 - 1) Discussion and action on regarding a preferred concept plan for improvements to proposed WisDOT roundabouts at Siggelkow Road and USH 51 ramps.
- d. Discussion and action on updates to the Village Board Handbook.

7. CLOSED SESSION.

- a. Discussion and action to convene in Closed Session:
 - 1) In accordance with Wis. Stats. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to consider a successor labor agreement with the International Fire Fighters Association.
 - 2) Discussion and action to convene in Closed session in accordance with Wis. Stats. 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically regarding a claim for damages to private property at 4707 Burma Road, Unit G regarding a sanitary sewer backup.

8. RECONVENE INTO OPEN SESSION.

9. ACTION ON ITEMS DISCUSSED IN CLOSED SESSION.

- a. Discussion and action on a successor agreement with the International Fire Fighters Association for 2024-2026.
- b. Discussion and action on a notice of claim from Judy Annen, 4707 Burma Road, Unit G.

10. SCHEDULE NEXT MEETING DATE.

- a. May 21, 2024 - 7:00 p.m. - Village Board Meeting
- b. June 11, 2024 - 5:30 p.m. - Village Board Meeting (Strategic Planning Meeting #1)
- c. June 11, 2024 - 7:00 p.m. - Village Board Meeting

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.

PROCLAMATION

Designating May 19 – 25, 2024 as Public Works Week in McFarland, Wisconsin

WHEREAS, Public Works services and infrastructure provided in our community are an integral part of our citizens everyday lives; and

WHEREAS, the efficient operation of Public Works systems and programs such as the water system, sanitary sewers, streets, natural areas, building maintenance, storm sewers, vehicle maintenance, street trees, boulevards, compost site, garbage and recycling, open spaces and parks, are the cornerstone of the quality of life of our citizens who drive our streets, drink our water, flush toilets and so forth; and

WHEREAS, the health, safety and welfare of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these Public Works services, as well as their planning, design, construction, and maintenance is vitally dependent upon the efforts and skill of Public Works employees; and

WHEREAS, these employees are the Village's silent heroes who guarantee that essential services are always working,

NOW, THEREFORE, be it resolved that we, the Village Board of McFarland do hereby proclaim that the week of May 19 through May 25, 2024 be designated as

Public Works Week

in the Village of McFarland and we call upon all citizens and civic organizations to acquaint themselves with the issues involved with providing our Public Works and to recognize the contributions which Public Works employees make every day to our health, safety welfare, comfort and quality of life.

Proclaimed at a regular meeting of the McFarland Village Board this 14th day of May, 2024.

ATTEST:

APPROVED:

Tanya O'Malley, Village Clerk

Carolyn A. Clow, Village President

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 14, 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

Thursday, May 2, 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 Stephanie Brassington, Village President Carolyn Clow, Village Trustee Luke Fessler, Village Trustee Miguel Peña, Village Trustee Hilary Brandt, Village Trustee Alisa Leamy

Village Board members not present: Village Trustee Lowell J. Prill

Staff Present: Interim Administrator Cassandra Suettinger, Interim Clerk Tanya O'Malley, Public Works Director Lee Igl, Fire/EMS Director Chris Dennis, and Administrator Matt Schuenke.

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

President Clow provided updates on Community Service Day.

Trustee Fessler announced upcoming Juneteenth and Pride in the Park events.

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 April 11, 2024 meeting.

2) Motion to approve the minutes of the April 16, 2024 special meeting.

3) Motion to approve checks in the amount of \$709,531.16

5) Motion to approve a Memorandum of Understanding between the Village of McFarland and the McFarland Professional Police Association and the Village of McFarland regarding scheduled overtime.

6) Motion to approve the amendment of Chapter 28, Meals, of the Personnel Policy Manual effective May 1, 2024.

7) Motion to approve an event permit for the McFarland Pride Association to hold a Pride in the Park event at William McFarland Park on June 23, 2024 from 10:00 a.m. to 4:00 p.m. with the variance to allow minors to be present where alcohol is served and with the conditions provided by Village Staff.

8) Motion to approve a Temporary Class "B" license for fermented malt beverages for the American Legion Post 534 for the Take a Vet Fishing event to be held on June 15, 2024

with the variance to allow minors to be present where alcohol is served and with the conditions provided by Village Staff.

- 9) Motion to adopt Resolution 2024-06: A Resolution Retiring the Existing Official Seal and Adopting a New Official Seal for the Village of McFarland.
- 10) Discussion and action to adopt Resolution 2024-07: 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.

Trustee Fessler requested the removal of item 4.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve items 1 through 3 and 5 through 10 of 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.
Representative Jimmy Anderson introduced himself and asked Trustees to reach out if there is anything they need from him.

6. BUSINESS.

- 4) Motion to approve the purchase of a 2027 Pierce Velocity PUC Pumper.
Item 4.a.(4) from the Consent Agenda.

Chief Dennis provided information and answered questions.

Motion by Village President Carolyn Clow, second by Village Trustee Luke Fessler, to approve the purchase of a 2027 Pierce Velocity PUC Pumper. Motion carries 6 - 0 - 0 by acclamation.

- a. Plan Commission (President Clow & Trustee Brassington)
 - 1) Discussion and action on a request by Veridian Homes Rosewood Fields, LLC for approval of Amendment No. 2 to the Rosewood Fields Development Agreement Phase 3 construction.

Administrator Schuenke and Dan Day, engineer for the developer, provided information and answered questions.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve a request by Veridian Homes Rosewood Fields, LLC for approval of Amendment No. 2 to the Rosewood Fields Development Agreement Phase 3 construction. Motion carries 6 - 0 - 0 by acclamation.

b. Public Works & Utilities Committee (President Clow & Trustee Prill)

1) Discussion and action regarding the award of contract for the 2024 Street & Utility Improvements project.

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

Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to award contract to Speedway Sand & Gravel, Inc. of Middleton for an amount of \$319,394 including the base bid and supplemental bid items S1, S2, and S3, with additional expenses for engineering, construction administration, and contingency for a total project cost in the amount of \$385,000 for the 2024 Street & Utility Improvements project. Motion carries 6 - 0 - 0 by acclamation.

7. SCHEDULE NEXT MEETING DATE.

President Clow announced that the next meetings will be held on May 14, 2024 at 7:00 p.m. and May 28, 2024 at 7:00 p.m.

8. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Luke Fessler, and carried by unanimous consent, to adjourn at 7:28 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 Village Clerk

Report Criteria:

Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
30	ALLIANT ENERGY/WP&L	042424	WATER TOWER BURMA	1	04/24/2024	97.26	.00	97.26	05/03/2024
		042424	WELL #1	2	04/24/2024	443.82	.00	443.82	05/03/2024
		042424	WELL #1	3	04/24/2024	30.58	.00	30.58	05/03/2024
		042424	TRAFFIC FLASHERS - FA	4	04/24/2024	17.73	.00	17.73	05/03/2024
		042424	TRAFFIC FLASHERS - FA	5	04/24/2024	18.30	.00	18.30	05/03/2024
		042424	TRAFFIC FLASHERS - BA	6	04/24/2024	19.13	.00	19.13	05/03/2024
		042424	STREET LIGHTING (2)	7	04/24/2024	336.42	.00	336.42	05/03/2024
		042424	CEDAR GLADE AERATOR	8	04/24/2024	15.40	.00	15.40	05/03/2024
		042424	GAZEBO	9	04/24/2024	37.22	.00	37.22	05/03/2024
		042424	TRAFFIC FLASHERS - CR	10	04/24/2024	17.87	.00	17.87	05/03/2024
		042424	FLOWER CORNER	11	04/24/2024	26.71	.00	26.71	05/03/2024
		042424	LIFT #5	12	04/24/2024	180.41	.00	180.41	05/03/2024
		042424	LIFT #3	13	04/24/2024	73.74	.00	73.74	05/03/2024
		042424	LIFT #2	14	04/24/2024	187.87	.00	187.87	05/03/2024
		042424	LIFT #1	15	04/24/2024	188.61	.00	188.61	05/03/2024
		042424	WELL #4	16	04/24/2024	18.97	.00	18.97	05/03/2024
		042424	WELL #3	17	04/24/2024	36.37	.00	36.37	05/03/2024
		042424	WELL #3	18	04/24/2024	1,234.39	.00	1,234.39	05/03/2024
		042424	BRANDT PARK	19	04/24/2024	28.60	.00	28.60	05/03/2024
		042424	LEWIS PARK	20	04/24/2024	121.70	.00	121.70	05/03/2024
		042424	WATER TOWER HOLSCH	21	04/24/2024	20.78	.00	20.78	05/03/2024
		042424	SIRENS	22	04/24/2024	27.86	.00	27.86	05/03/2024
		042924	STREET LIGHTING (1)	1	04/29/2024	9,255.21	.00	9,255.21	05/03/2024
		042924	5810 MILWAUKEE ST	2	04/29/2024	63.23	.00	63.23	05/03/2024
		4812040000-	PW FACILITY	1	04/30/2024	707.72	.00	707.72	05/09/2024
Total 30:						13,205.90	.00	13,205.90	
68	BADGER WELDING SUPP	3823721	ACETYLENE & OXYGEN	1	04/30/2024	12.00	.00	12.00	05/09/2024
Total 68:						12.00	.00	12.00	
78	BATTERIES PLUS LLC	P72204906	PED CROSSING SIGN	1	04/24/2024	320.10	.00	320.10	05/09/2024
Total 78:						320.10	.00	320.10	
96	BILL'S KEY SHOP INC	57198WC	NEW LOCK MLK ST. ENT	1	04/16/2024	235.00	.00	235.00	05/09/2024
Total 96:						235.00	.00	235.00	
166	CINTAS CORPORATION #	8406787940	FIRST AID SUPPLIES - RE	1	04/26/2024	49.25	.00	49.25	05/09/2024
		8406787940	FIRST AID SUPPLIES - RE	2	04/26/2024	13.43	.00	13.43	05/09/2024
		8406787940	FIRST AID SUPPLIES - RE	3	04/26/2024	13.43	.00	13.43	05/09/2024
		8406787940	FIRST AID SUPPLIES - RE	4	04/26/2024	13.43	.00	13.43	05/09/2024
Total 166:						89.54	.00	89.54	
172	CITY OF MADISON TREA	49854	MPD TRAINING-RANGE	1	04/18/2024	37.50	.00	37.50	05/09/2024
Total 172:						37.50	.00	37.50	
194	CONCENTRA	103976310	PRE-EMPLOYMENT SCR	1	05/01/2024	992.00	.00	992.00	05/09/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 194:						992.00	.00	992.00	
247	DANE CO TREASURER	154-033124	JAIL & SURCHARGES - M	1	03/31/2024	1,676.94	.00	1,676.94	05/03/2024
Total 247:						1,676.94	.00	1,676.94	
345	JFTCO, INC	PIMS034089	LOADER MIRROR	1	04/26/2024	115.11	.00	115.11	05/09/2024
		PIMS034089	LOADER MIRROR	2	04/26/2024	31.39	.00	31.39	05/09/2024
		PIMS034089	LOADER MIRROR	3	04/26/2024	31.39	.00	31.39	05/09/2024
		PIMS034089	LOADER MIRROR	4	04/26/2024	31.39	.00	31.39	05/09/2024
		RIMS000047	LOADER LEASE	1	04/26/2024	759.49	.00	759.49	05/09/2024
		RIMS000047	LOADER LEASE	2	04/26/2024	253.17	.00	253.17	05/09/2024
		RIMS000047	LOADER LEASE	3	04/26/2024	253.17	.00	253.17	05/09/2024
		RIMS000047	LOADER LEASE	4	04/26/2024	253.17	.00	253.17	05/09/2024
Total 345:						1,728.28	.00	1,728.28	
350	FASTENAL COMPANY	WIMAD4615	SIGN PARTS	1	04/22/2024	27.39	.00	27.39	05/09/2024
Total 350:						27.39	.00	27.39	
408	GRAINGER INC	9106169155	DOOR WEDGE & HANDL	1	05/02/2024	41.38	.00	41.38	05/09/2024
Total 408:						41.38	.00	41.38	
476	JEFFERSON FIRE & SAF	IN314114	TASK FORCE TIPS REPAI	1	04/26/2024	69.00	.00	69.00	05/09/2024
Total 476:						69.00	.00	69.00	
508	KNOX COMPANY	INV-KA-2907	KNOXBOX - LICENSE	1	05/08/2024	721.00	.00	721.00	05/09/2024
Total 508:						721.00	.00	721.00	
603	MCFARLAND CHAMBER	04024	ROOM TAX DISBURSEME	1	04/30/2024	5,434.86	.00	5,434.86	05/09/2024
Total 603:						5,434.86	.00	5,434.86	
634	MENARDS - MONONA	64462	STORM SEWER REPAIR	1	04/15/2024	154.06	.00	154.06	05/09/2024
		64485	STORM SEWER REPAIR	1	04/16/2024	28.90-	.00	28.90-	05/09/2024
		64486	PARKS FACILITY MAINTEN	1	04/16/2024	113.13	.00	113.13	05/09/2024
		64487	MC FACILITY MAINTEN	1	04/16/2024	9.99	.00	9.99	05/09/2024
		64487	PUBLIC WORKS SUPPLIE	2	04/16/2024	4.94	.00	4.94	05/09/2024
		64487	PUBLIC WORKS SUPPLIE	3	04/16/2024	1.35	.00	1.35	05/09/2024
		64487	PUBLIC WORKS SUPPLIE	4	04/16/2024	1.35	.00	1.35	05/09/2024
		64487	PUBLIC WORKS SUPPLIE	5	04/16/2024	1.35	.00	1.35	05/09/2024
		64520	PARKS FACILITY MAINTEN	1	04/16/2024	16.23	.00	16.23	05/09/2024
		64788	PW SUPPLIES	1	04/22/2024	40.06	.00	40.06	05/09/2024
		64981	ARBOR DAY EVENT	1	04/26/2024	21.48	.00	21.48	05/09/2024
		64982	PW SUPPLIES	1	04/26/2024	5.84	.00	5.84	05/09/2024
		64982	PARKS SUPPLIES	2	04/26/2024	83.95	.00	83.95	05/09/2024
		65191	PARKS FACILITY MAINTEN	1	05/01/2024	87.54	.00	87.54	05/09/2024
Total 634:						512.37	.00	512.37	
640	MGE	1115413856-	BOCCE ELECTRICAL	1	04/25/2024	24.43	.00	24.43	05/03/2024
		1700324512-	4820 MARSH RD--SOCCE	1	04/25/2024	151.13	.00	151.13	05/03/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		3800120935-	STREET LIGHT	1	04/25/2024	37.19	.00	37.19	05/03/2024
		4900117592-	STREET LIGHT	1	04/25/2024	25.79	.00	25.79	05/03/2024
		6300112994-	STREET LIGHTS	1	05/01/2024	705.30	.00	705.30	05/09/2024
		7400232719-	LIFT #5 GAS	1	04/25/2024	49.34	.00	49.34	05/03/2024
		8600157181-	LIFT #4 ELECT	1	04/26/2024	44.85	.00	44.85	05/03/2024
Total 640:						1,038.03	.00	1,038.03	
667	MINNESOTA LIFE INS CO	002832L-JU	LIFE INSURANCE	1	05/06/2024	1,563.77	.00	1,563.77	05/09/2024
Total 667:						1,563.77	.00	1,563.77	
756	POMP'S TIRE SERVICE I	80308382	2019 AMBULANCE TIRES	1	04/24/2024	1,616.32	.00	1,616.32	05/09/2024
		80309698	PARKS TIRE REPAIR	1	04/28/2024	24.83	.00	24.83	05/09/2024
		80309698	PARKS TIRE REPAIR	2	04/28/2024	6.78	.00	6.78	05/09/2024
		80309698	PARKS TIRE REPAIR	3	04/28/2024	6.78	.00	6.78	05/09/2024
		80309698	PARKS TIRE REPAIR	4	04/28/2024	6.78	.00	6.78	05/09/2024
Total 756:						1,661.49	.00	1,661.49	
796	REGISTRATION FEE TRU	050124	VEHICLE REGISTRATION	1	05/01/2024	5.00	.00	5.00	05/03/2024
Total 796:						5.00	.00	5.00	
800	RELIANT FIRE APPARAT	124-22803	2027 ENGINE	1	05/03/2024	686,901.00	.00	686,901.00	05/03/2024
Total 800:						686,901.00	.00	686,901.00	
802	RENNERT'S FIRE EQUIP	2265	REPLACE LIQUID SPRIN	1	05/03/2024	5,467.18	.00	5,467.18	05/09/2024
Total 802:						5,467.18	.00	5,467.18	
870	SLINDE TRUCKING	043024	PARKS MULCH	1	04/30/2024	210.00	.00	210.00	05/09/2024
Total 870:						210.00	.00	210.00	
879	SOUTH CENTRAL LIBRA	24-409	RFID TAGS	1	04/30/2024	718.29	.00	718.29	05/09/2024
Total 879:						718.29	.00	718.29	
958	TOWN & COUNTRY ENGI	26573	MC217 HIGHLAND OAKS	1	04/11/2024	195.78	.00	195.78	05/09/2024
		26574	MC221 2024 STREET & U	1	04/11/2024	4,369.35	.00	4,369.35	05/09/2024
		26592	MC194 EXCHANGE STRE	1	04/11/2024	9,979.04	.00	9,979.04	05/09/2024
		26593	MC197 PAULSON ROAD	1	04/11/2024	818.10	.00	818.10	05/09/2024
		26594	MC198 LIFT STATION 2 I	1	04/11/2024	2,291.25	.00	2,291.25	05/09/2024
		26595	MC208 USH 51 DOT PRO	1	04/11/2024	1,000.00	.00	1,000.00	05/09/2024
		26596	MC220 WELL NO 5 PRELI	1	04/11/2024	1,860.00	.00	1,860.00	05/09/2024
		26597	MC223 2024 GIS SUPPOR	1	04/11/2024	184.06	.00	184.06	05/09/2024
		26597	MC223 2024 GIS SUPPOR	2	04/11/2024	184.06	.00	184.06	05/09/2024
		26597	MC223 2024 GIS SUPPOR	3	04/11/2024	184.06	.00	184.06	05/09/2024
		26597	MC223 2024 GIS SUPPOR	4	04/11/2024	184.07	.00	184.07	05/09/2024
Total 958:						21,249.77	.00	21,249.77	
992	US CELLULAR	0649460549	PARKS TABLETS	1	04/22/2024	51.00	.00	51.00	05/09/2024
		0649460549	SEWER TABLETS	2	04/22/2024	97.17	.00	97.17	05/09/2024
		0649460549	WATER TABLETS	3	04/22/2024	97.17	.00	97.17	05/09/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		0649460549	COMMDEV PHONE	4	04/22/2024	25.45	.00	25.45	05/09/2024
		0649460549	SEWER PHONE	5	04/22/2024	67.88	.00	67.88	05/09/2024
		0649460549	WATER PHONE	6	04/22/2024	67.88	.00	67.88	05/09/2024
		0649460549	PW PHONE	7	04/22/2024	67.88	.00	67.88	05/09/2024
		0649460549	CABLE/COMMTECH PHO	8	04/22/2024	42.50	.00	42.50	05/09/2024
		0649460549	OUTREACH PHONE	9	04/22/2024	115.00	.00	115.00	05/09/2024
		0649460549	FD/EMS PHONE	10	04/22/2024	217.67	.00	217.67	05/09/2024
		0649460549	PW TABLETS	11	04/22/2024	97.17	.00	97.17	05/09/2024
		0649460549	PD PHONE	12	04/22/2024	488.75	.00	488.75	05/09/2024
Total 992:						1,435.52	.00	1,435.52	
1005	VANNGUARD UTILITY PA	10255	STREETLIGHT LOCATES	1	05/02/2024	107.76	.00	107.76	05/09/2024
Total 1005:						107.76	.00	107.76	
1015	VILLAGE OF MCFARLAN	043024	WM MCFARLAND PARK	1	04/30/2024	1,178.15	.00	1,178.15	05/09/2024
		043024	YAHARA RIVER PARK	2	04/30/2024	20.00	.00	20.00	05/09/2024
		043024	PED PATH	3	04/30/2024	4.00	.00	4.00	05/09/2024
		043024	PED PATH - OSBORN	4	04/30/2024	20.00	.00	20.00	05/09/2024
		043024	LEGION MEMORIAL PAR	5	04/30/2024	120.00	.00	120.00	05/09/2024
		043024	BRANDT PARK	6	04/30/2024	388.00	.00	388.00	05/09/2024
		043024	WOODLAND ESTATES PA	7	04/30/2024	44.00	.00	44.00	05/09/2024
		043024	AUTUMN GROVE PARK	8	04/30/2024	52.00	.00	52.00	05/09/2024
		043024	CEDAR RIDGE	9	04/30/2024	94.00	.00	94.00	05/09/2024
		043024	CEDAR GLADE PARK	10	04/30/2024	20.00	.00	20.00	05/09/2024
		043024	BOCCE BALL COURT	11	04/30/2024	51.00	.00	51.00	05/09/2024
		043024	EGNER PARK	12	04/30/2024	60.00	.00	60.00	05/09/2024
		043024	HIGHLAND OAK PARK	13	04/30/2024	98.00	.00	98.00	05/09/2024
		043024	COMM GARDEN	14	04/30/2024	16.00	.00	16.00	05/09/2024
		043024	PED PATH - DALE CURTI	15	04/30/2024	20.00	.00	20.00	05/09/2024
		043024	5802 & 5804 MAIN ST	16	04/30/2024	163.34	.00	163.34	05/09/2024
		043024	PED PATH - RUNNING DE	17	04/30/2024	20.00	.00	20.00	05/09/2024
		043024	MUNICIPAL CENTER	18	04/30/2024	374.43	.00	374.43	05/09/2024
		043024	RIDGE VIEW	19	04/30/2024	20.00	.00	20.00	05/09/2024
		043024	LIFT #2	20	04/30/2024	20.00	.00	20.00	05/09/2024
		043024	PW GARAGE	21	04/30/2024	580.00	.00	580.00	05/09/2024
		043024	PW - ST	22	04/30/2024	449.98	.00	449.98	05/09/2024
		043024	OLD LIBRARY	23	04/30/2024	50.00	.00	50.00	05/09/2024
		043024	LIBRARY	24	04/30/2024	366.17	.00	366.17	05/09/2024
		043024	LIBRARY	25	04/30/2024	238.00	.00	238.00	05/09/2024
		043024	MUNICIPAL CENTER	26	04/30/2024	454.00	.00	454.00	05/09/2024
		043024	VOM - HOLSCHER	27	04/30/2024	80.00	.00	80.00	05/09/2024
		043024	PARKING LOT	28	04/30/2024	20.00	.00	20.00	05/09/2024
		043024	OLD WELL HOUSE	29	04/30/2024	20.00	.00	20.00	05/09/2024
		043024	WATER TOWER - BURMA	30	04/30/2024	100.00	.00	100.00	05/09/2024
		043024	WATER TOWER - HOLSC	31	04/30/2024	62.00	.00	62.00	05/09/2024
		043024	WELL #1	32	04/30/2024	20.00	.00	20.00	05/09/2024
		043024	WELL #3	33	04/30/2024	20.00	.00	20.00	05/09/2024
		043024	LIFT #4	34	04/30/2024	20.00	.00	20.00	05/09/2024
		043024	6001 BROADHEAD - PSC	35	04/30/2024	1,217.29	.00	1,217.29	05/09/2024
		043024	6001 BROADHEAD - PSC	36	04/30/2024	129.80	.00	129.80	05/09/2024
		043024	41 ROW CREAMERY RD	37	04/30/2024	14.83	.00	14.83	05/09/2024
		043024	LIFT 1	38	04/30/2024	14.83	.00	14.83	05/09/2024
		043024	4902 TERMINAL DR	39	04/30/2024	14.83	.00	14.83	05/09/2024
10081001-04	5810 MILWAUKEE STREE			1	04/29/2024	67.87	.00	67.87	05/09/2024
	8950 EXCHANGE STREET PR			1	04/30/2024	38.59	.00	38.59	05/09/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date	
Total 1015:						6,761.11	.00	6,761.11		
1019	BAKER TILLY VIRCHOW	BT2775564	UTILITY AUDIT - SEWER	1	04/29/2024	2,800.00	.00	2,800.00	05/09/2024	
		BT2775564	UTILITY AUDIT - WATER	2	04/29/2024	2,800.00	.00	2,800.00	05/09/2024	
		BT2775564	UTILITY AUDIT - STORM	3	04/29/2024	1,400.00	.00	1,400.00	05/09/2024	
		BT2776491	VILLAGE AUDIT	1	04/29/2024	11,265.15	.00	11,265.15	05/09/2024	
		BT2776491	VILLAGE AUDIT - SW	2	04/29/2024	288.85	.00	288.85	05/09/2024	
		BT2776491	TIF #3 AUDIT COSTS	3	04/29/2024	507.33	.00	507.33	05/09/2024	
		BT2776491	TIF #4 AUDIT COSTS	4	04/29/2024	507.33	.00	507.33	05/09/2024	
		BT2776491	TIF #5 AUDIT COSTS	5	04/29/2024	507.34	.00	507.34	05/09/2024	
Total 1019:						20,076.00	.00	20,076.00		
1049	WI CHIEFS OF POLICE A	11498	REGISTRATION FEE JER	1	05/08/2024	275.00	.00	275.00	05/09/2024	
Total 1049:						275.00	.00	275.00		
1069	WI EMS ASSOC	043024	EMS DUES SUBSCRIPTI	1	04/30/2024	900.00	.00	900.00	05/09/2024	
Total 1069:						900.00	.00	900.00		
1093	WI STATE LABORATORY	774101	WATER TESTS	1	04/30/2024	58.00	.00	58.00	05/09/2024	
Total 1093:						58.00	.00	58.00		
1245	PROFESSIONAL PEST C	795541	PARKS PEST CONTROL	1	04/25/2024	71.00	.00	71.00	05/09/2024	
Total 1245:						71.00	.00	71.00		
1256	BOUND TREE MEDICAL,	85323737	EMS - SUPPLIES	1	04/23/2024	31.28	.00	31.28	05/09/2024	
		85330369	MEDICAL - SUPPLIES	1	04/29/2024	334.04	.00	334.04	05/09/2024	
Total 1256:						365.32	.00	365.32		
1264	BARNES INC	185149	BIN MAINTENANCE	1	04/30/2024	15,193.53	.00	15,193.53	05/09/2024	
		185149	BIN MAINTENANCE	2	04/30/2024	15,193.53	.00	15,193.53	05/09/2024	
		185149	YARDWASTE CURBSIDE	3	04/30/2024	255.66	.00	255.66	05/09/2024	
		185149	YARDWASTE CURBSIDE	4	04/30/2024	255.66	.00	255.66	05/09/2024	
		185149	BRUSH CURBSIDE ZONE	5	04/30/2024	1,917.45	.00	1,917.45	05/09/2024	
		185149	BRUSH CURBSIDE ZONE	6	04/30/2024	1,917.45	.00	1,917.45	05/09/2024	
Total 1264:						34,733.28	.00	34,733.28		
1694	HEARTLAND LITHO	66649	ENVELOPES - GF	1	04/24/2024	302.95	.00	302.95	05/09/2024	
		66649	ENVELOPES - T3	2	04/24/2024	64.26	.00	64.26	05/09/2024	
		66649	ENVELOPES - T4	3	04/24/2024	55.08	.00	55.08	05/09/2024	
		66649	ENVELOPES - T5	4	04/24/2024	55.08	.00	55.08	05/09/2024	
		66649	ENVELOPES - SEW	5	04/24/2024	156.07	.00	156.07	05/09/2024	
		66649	ENVELOPES - WATER	6	04/24/2024	156.07	.00	156.07	05/09/2024	
		66649	ENVELOPES - STORM	7	04/24/2024	91.80	.00	91.80	05/09/2024	
		66649	ENVELOPES - SW	8	04/24/2024	36.72	.00	36.72	05/09/2024	
		66651	PREPRINTS	1	05/03/2024	182.46	.00	182.46	05/09/2024	
		66651	PREPRINTS	2	05/03/2024	182.46	.00	182.46	05/09/2024	
		66651	PREPRINTS	3	05/03/2024	182.47	.00	182.47	05/09/2024	
		66668	UTILITY BILLS	1	05/03/2024	79.57	.00	79.57	05/09/2024	
		66668	UTILITY BILLS	2	05/03/2024	79.57	.00	79.57	05/09/2024	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		66668	UTILITY BILLS	3	05/03/2024	79.58	.00	79.58	05/09/2024
	Total 1694:					1,704.14	.00	1,704.14	
1730	ACCURATE APPRAISAL L	4726	ASSESSMENT SVCS.	1	05/09/2024	8,800.00	.00	8,800.00	05/09/2024
	Total 1730:					8,800.00	.00	8,800.00	
1738	STATE OF WI TREASURE	154-033124	MONTHLY COURT FEES	1	03/31/2024	3,767.73	.00	3,767.73	05/03/2024
	Total 1738:					3,767.73	.00	3,767.73	
1759	MANDT SANDFILL TRUC	79581	SPOILS	1	05/01/2024	65.00	.00	65.00	05/09/2024
		79581	TOP SOIL	2	05/01/2024	46.20	.00	46.20	05/09/2024
		79581	TOP SOIL	3	05/01/2024	46.20	.00	46.20	05/09/2024
		79581	TOP SOIL	4	05/01/2024	46.20	.00	46.20	05/09/2024
		79581	TOP SOIL	5	05/01/2024	46.20	.00	46.20	05/09/2024
		79581	TOP SOIL	6	05/01/2024	46.20	.00	46.20	05/09/2024
		79717	SPOILS	1	04/10/2024	260.00	.00	260.00	05/09/2024
	Total 1759:					556.00	.00	556.00	
1896	NAPA AUTO PARTS	938818	PUBLIC WORKS FUEL CA	1	04/23/2024	120.52	.00	120.52	05/09/2024
		938818	PUBLIC WORKS FUEL CA	2	04/23/2024	32.87	.00	32.87	05/09/2024
		938818	PUBLIC WORKS FUEL CA	3	04/23/2024	32.87	.00	32.87	05/09/2024
		938818	PUBLIC WORKS FUEL CA	4	04/23/2024	32.86	.00	32.86	05/09/2024
	Total 1896:					219.12	.00	219.12	
1921	FRONTIER	042224	LIBRARY PHONE	1	04/22/2024	134.00	.00	134.00	05/03/2024
	Total 1921:					134.00	.00	134.00	
1989	CORPORATE BUSINESS	36418231	COPIER LEASE	1	04/23/2024	19.77	.00	19.77	05/03/2024
		36418231	COPIER LEASE	2	04/23/2024	19.77	.00	19.77	05/03/2024
		36418231	COPIER LEASE	3	04/23/2024	19.77	.00	19.77	05/03/2024
		36418231	COPIER LEASE	4	04/23/2024	72.55	.00	72.55	05/03/2024
		36430897	COPIER LEASE	1	04/25/2024	221.98	.00	221.98	05/03/2024
		36442084	COPIER LEASE	1	04/26/2024	114.00	.00	114.00	05/09/2024
	Total 1989:					467.84	.00	467.84	
2020	AMERICAN TEST CENTE	2240839	AERIAL & GORUND LADE	1	04/24/2024	1,255.00	.00	1,255.00	05/09/2024
	Total 2020:					1,255.00	.00	1,255.00	
2032	TEN-41	907	UNIFORM ALLOWANCE	1	04/10/2024	190.00	.00	190.00	05/09/2024
		908	UNIFORM ALLOWANCE J	1	04/10/2024	120.00	.00	120.00	05/09/2024
		909	UNIFORM ALLOWANCE C	1	04/10/2024	20.00	.00	20.00	05/09/2024
		911	POLICE CADET PROGRA	1	04/18/2024	349.50	.00	349.50	05/09/2024
		912	METAL DETECTOR-SRO	1	04/22/2024	190.00	.00	190.00	05/09/2024
	Total 2032:					869.50	.00	869.50	
2042	THOMSON REUTERS	850126118	WEST INFORMATION CH	1	05/01/2024	234.00	.00	234.00	05/09/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 2042:						234.00	.00	234.00	
2058	MICROMARKETING LLC	952504	AUDIO BOOKS	1	04/29/2024	185.48	.00	185.48	05/09/2024
Total 2058:						185.48	.00	185.48	
2066	PELLITTERI WASTE SYS	4743369	RECYCLING SERVICE	1	04/30/2024	15,106.70	.00	15,106.70	05/09/2024
		4743369	TRASH SERVICE	2	04/30/2024	23,276.65	.00	23,276.65	05/09/2024
		4743369	ADMIN SHRED	3	04/30/2024	61.10	.00	61.10	05/09/2024
		4743369	PD SHRED (50.03 CHARG	4	04/30/2024	56.78	.00	56.78	05/09/2024
		4743369	PSC TRASH SERVICE	5	04/30/2024	130.05	.00	130.05	05/09/2024
		4743369	PSC RECYCLING SERVIC	6	04/30/2024	105.19	.00	105.19	05/09/2024
		4743369	PW SHRED	7	04/30/2024	20.37	.00	20.37	05/09/2024
		4743369	PW SHRED	8	04/30/2024	20.37	.00	20.37	05/09/2024
		4743369	PW SHRED	9	04/30/2024	20.36	.00	20.36	05/09/2024
		4745552	EWASTE RECYCLING EV	1	04/30/2024	6,089.60	.00	6,089.60	05/09/2024
Total 2066:						44,887.17	.00	44,887.17	
2070	KKS PROPERTY	050124	COMMON AREA MAINT. F	1	05/01/2024	400.00	.00	400.00	05/09/2024
Total 2070:						400.00	.00	400.00	
2082	NASSCO INC	6422190	PARK SUPPLIES	1	05/06/2024	440.37	.00	440.37	05/09/2024
Total 2082:						440.37	.00	440.37	
2216	ANDRES MEDICAL	052024MFWI	ANDRES MEDICAL	1	04/30/2024	1,990.02	.00	1,990.02	05/09/2024
Total 2216:						1,990.02	.00	1,990.02	
2245	CGC, INC	67965	PSC - CONSULTATION	1	04/30/2024	1,160.00	.00	1,160.00	05/09/2024
Total 2245:						1,160.00	.00	1,160.00	
2270	UNITY POINT HEALTH	050524	SUSPECT BLOODWORK	1	05/05/2024	228.50	.00	228.50	05/09/2024
Total 2270:						228.50	.00	228.50	
16241	WI DEPT OF JUSTICE	L1373T-0430	BACKGROUND CHECKS	1	04/30/2024	513.00	.00	513.00	05/09/2024
Total 16241:						513.00	.00	513.00	
16257	CORPORATE BUSINESS	359700	COPIER STAPLES	1	04/26/2024	77.50	.00	77.50	05/03/2024
		359987	COPIER LEASE	1	05/03/2024	128.44	.00	128.44	05/09/2024
		360375	PW COLOR COPY OVER	1	05/09/2024	60.09	.00	60.09	05/09/2024
		360375	PW COLOR COPY OVER	2	05/09/2024	16.39	.00	16.39	05/09/2024
		360375	PW COLOR COPY OVER	3	05/09/2024	16.39	.00	16.39	05/09/2024
		360375	PW COLOR COPY OVER	4	05/09/2024	16.39	.00	16.39	05/09/2024
Total 16257:						315.20	.00	315.20	
16319	DANE CO TREASURER	44993	CONSULTANT SERVICES	1	04/15/2024	337.50	.00	337.50	05/03/2024
		44993	CONSULTANT SERVICES	2	04/15/2024	337.50	.00	337.50	05/03/2024
		44993	CONSULTANT SERVICES	3	04/15/2024	337.50	.00	337.50	05/03/2024
		44993	CONSULTANT SERVICES	4	04/15/2024	337.50	.00	337.50	05/03/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		44993	CONSULTANT SERVICES	5	04/15/2024	337.50	.00	337.50	05/03/2024
	Total 16319:					1,687.50	.00	1,687.50	
16322	STRYKER SALES, LLC	9206050275	STRYKER STAIR CHAIRS	1	04/25/2024	28,146.96	.00	28,146.96	05/09/2024
		9206050289	STRYKER LOYALTY DISC	1	04/25/2024	500.00-	.00	500.00-	05/09/2024
		9206099233	STRYKER - LUCAS ANNU	1	05/01/2024	2,922.30	.00	2,922.30	05/09/2024
	Total 16322:					30,569.26	.00	30,569.26	
16640	TOP PACK DEFENSE LLC	13145	UNIFORM ALLOWANCE	1	04/25/2024	26.99	.00	26.99	05/09/2024
	Total 16640:					26.99	.00	26.99	
16655	WI DEPT OF TRANSPORT	395-0000349	EXCHANGE STREET PR	1	05/01/2024	.48	.00	.48	05/09/2024
		395-0000349	EXCHANGE STREET PR	1	05/01/2024	73,667.47	.00	73,667.47	05/09/2024
		395-0000349	EXCHANGE STREET PR	1	05/01/2024	174,006.46	.00	174,006.46	05/09/2024
	Total 16655:					247,674.41	.00	247,674.41	
16777	AT&T MOBILITY II LLC	2873268713	CELL PHONE MONTHLY	1	04/12/2024	482.30	.00	482.30	05/09/2024
		2873326607	FIRSTNET	1	04/12/2024	486.03	.00	486.03	05/09/2024
	Total 16777:					968.33	.00	968.33	
16890	PIRTEK MADISON	MA-T000117	TOOLCAT MAINTENANCE	1	04/24/2024	152.92	.00	152.92	05/09/2024
		MA-T000117	TOOLCAT MAINTENANCE	2	04/24/2024	41.71	.00	41.71	05/09/2024
		MA-T000117	TOOLCAT MAINTENANCE	3	04/24/2024	41.71	.00	41.71	05/09/2024
		MA-T000117	TOOLCAT MAINTENANCE	4	04/24/2024	41.71	.00	41.71	05/09/2024
	Total 16890:					278.05	.00	278.05	
16921	AVANT GARDENING & LA	20240295	LANDSCAPE MAINTENA	1	05/06/2024	656.97	.00	656.97	05/09/2024
	Total 16921:					656.97	.00	656.97	
16967	JOURNAL COMMUNICATI	118063	MADISON REGION ECON	1	04/18/2024	2,930.00	.00	2,930.00	05/09/2024
	Total 16967:					2,930.00	.00	2,930.00	
16980	BOLDTRONICS, INC.	20240060	RELOCATING READERS	1	04/19/2024	175.00	.00	175.00	05/09/2024
		20240064	CAMERA REPAIR	1	05/06/2024	90.00	.00	90.00	05/09/2024
	Total 16980:					265.00	.00	265.00	
17084	AMAZON CAPITAL SERVI	11H9-NHY9-	OFFICE SUPPLIES	1	05/06/2024	98.78	.00	98.78	05/09/2024
		1461-NQ6M-	COMMUNICATION SUPPL	1	04/26/2024	35.93	.00	35.93	05/09/2024
		1D1R-1PN7-	PROGRAM SUPPLIES	1	04/27/2024	101.75	.00	101.75	05/09/2024
		1D1R-1PN7-	PW SUPPLIES	1	04/28/2024	30.45	.00	30.45	05/09/2024
		1D1R-1PN7-	PW SUPPLIES	2	04/28/2024	8.31	.00	8.31	05/09/2024
		1D1R-1PN7-	PW SUPPLIES	3	04/28/2024	8.31	.00	8.31	05/09/2024
		1D1R-1PN7-	PW SUPPLIES	4	04/28/2024	8.31	.00	8.31	05/09/2024
		1FWN-DQYH	OFFICE SUPPLIES	1	05/06/2024	17.98	.00	17.98	05/09/2024
		1JH7-T6LH-	PSC FACILITY MAINTENC	1	05/01/2024	52.03	.00	52.03	05/09/2024
		1JRG-KRKY-	PARKS SUPPLIES RETUR	1	05/08/2024	249.00-	.00	249.00-	05/09/2024
		1KDM-14TD-	OFFICE SUPPLIES	1	04/29/2024	35.79	.00	35.79	05/09/2024
		1N9C-9WL9-	DVDS & CDS	1	05/05/2024	19.96	.00	19.96	05/09/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		1QHQ-1QQ	PARKS SUPPLIES	1	04/30/2024	710.77	.00	710.77	05/09/2024
		1RLP-XTQ6-	OFFICE SUPPLIES	1	04/25/2024	86.99	.00	86.99	05/09/2024
		1RY3-6TPL-	COMMUNICATION SUPPL	1	05/01/2024	71.86	.00	71.86	05/09/2024
		1V3F-9LK4-7	LOAN CLOSET REPAIR	1	04/27/2024	15.98	.00	15.98	05/09/2024
		1WPQ-YQFL	DVDS & CDS	1	04/24/2024	17.95	.00	17.95	05/09/2024
Total 17084:						1,072.15	.00	1,072.15	
17140	US BANK VOYAGER FLE	8694160992	PD FUEL	1	05/01/2024	2,230.21	.00	2,230.21	05/09/2024
		8694160992	PARKS FUEL	2	05/01/2024	416.17	.00	416.17	05/09/2024
		8694160992	FIRE/EMS FUEL	3	05/01/2024	1,547.00	.00	1,547.00	05/09/2024
		8694160992	PW FUEL	4	05/01/2024	1,494.71	.00	1,494.71	05/09/2024
		8694160992	PW FUEL	5	05/01/2024	135.89	.00	135.89	05/09/2024
		8694160992	PW FUEL	6	05/01/2024	271.77	.00	271.77	05/09/2024
		8694160992	PW FUEL	7	05/01/2024	271.77	.00	271.77	05/09/2024
		8694160992	PW FUEL	8	05/01/2024	135.90	.00	135.90	05/09/2024
		8694160992	PW FUEL	9	05/01/2024	407.66	.00	407.66	05/09/2024
		8694160992	CAR4 FUEL	10	05/01/2024	282.00	.00	282.00	05/09/2024
Total 17140:						7,193.08	.00	7,193.08	
17196	ASSOCIATED TRUST CO	041524	INTEREST	1	04/15/2024	25,487.50	.00	25,487.50	05/09/2024
		041524	INTEREST	2	04/15/2024	3,675.00	.00	3,675.00	05/09/2024
Total 17196:						29,162.50	.00	29,162.50	
17197	FRIENDS OF THE MCFAR	043024	DEC-APR REIMBURSEM	1	04/30/2024	135.50	.00	135.50	05/09/2024
		043024	DEC-APR REIMBURSEM	2	04/30/2024	156.50	.00	156.50	05/09/2024
Total 17197:						292.00	.00	292.00	
17377	SIGNS BY TOMORROW	I-24358	EWASTE EVENT SIGNS	1	04/26/2024	70.00	.00	70.00	05/09/2024
Total 17377:						70.00	.00	70.00	
17427	SOLVIT INC	60809	LAUNDRY SOAP	1	04/26/2024	296.00	.00	296.00	05/09/2024
Total 17427:						296.00	.00	296.00	
17520	ZOOBEAN INC	31276	BEANSTACK SOFTWARE	1	03/30/2024	295.00	.00	295.00	05/09/2024
Total 17520:						295.00	.00	295.00	
17528	HGA	250157	HGA -PSB MICROGRID	1	05/02/2024	4,100.00	.00	4,100.00	05/09/2024
Total 17528:						4,100.00	.00	4,100.00	
17556	VOIANCE LANGUAGE SE	2024032179	INTERPRETATION SERVI	1	04/30/2024	13.11	.00	13.11	05/09/2024
Total 17556:						13.11	.00	13.11	
17569	MCFARLAND ACE HARD	011112/T	PARKS SUPPLIES FORES	1	04/25/2024	70.97	.00	70.97	05/09/2024
		011120/T	5810 MILWAUKEE ST	1	04/26/2024	14.36	.00	14.36	05/09/2024
		011128/T	LIBRARY FACILITY MAIN	1	04/29/2024	36.31	.00	36.31	05/09/2024
		011135/T	BATTERIES	1	04/30/2024	19.58	.00	19.58	05/09/2024
		011148/T	PARKS SUPPLIES	1	05/01/2024	14.38	.00	14.38	05/09/2024
		011196/T	PARKS SUPPLIES	1	05/09/2024	17.99	.00	17.99	05/09/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17569:						173.59	.00	173.59	
17595	TDS METROCOM	08250MCF-Y	ANNUAL GRANT PAYMEN	1	04/19/2024	1,159.31	.00	1,159.31	05/03/2024
Total 17595:						1,159.31	.00	1,159.31	
17600	QUADIENT FINANCE USA	032424	POSTAGE	1	03/24/2024	2,039.00	.00	2,039.00	Multiple
		042324	POSTAGE	1	04/23/2024	1,071.58	.00	1,071.58	05/03/2024
Total 17600:						3,110.58	.00	3,110.58	
17685	INGRAM LIBRARY SERVI	63052555	BOOKS	1	04/15/2024	188.85	.00	188.85	05/09/2024
		63053691	BOOKS	1	04/17/2024	328.99	.00	328.99	05/09/2024
		63055242	BOOKS	1	04/22/2024	286.21	.00	286.21	05/09/2024
		63057723	BOOKS	1	04/26/2024	419.69	.00	419.69	05/09/2024
Total 17685:						1,223.74	.00	1,223.74	
17782	GFC LEASING - WI	I00916674	COPIER LEASE	1	04/30/2024	181.93	.00	181.93	05/09/2024
Total 17782:						181.93	.00	181.93	
17789	TRANSUNION RISK AND	6174432-202	DATA SEARCH SERVICE	1	05/01/2024	75.00	.00	75.00	05/09/2024
Total 17789:						75.00	.00	75.00	
17870	STANARD & ASSOCIATE	SA00005769	RECRUIT TESTING	1	04/29/2024	80.50	.00	80.50	05/09/2024
Total 17870:						80.50	.00	80.50	
17881	MACQUEEN EMERGENC	P29371	GAS CYLINDER	1	05/02/2024	434.68	.00	434.68	05/09/2024
Total 17881:						434.68	.00	434.68	
17890	HARTMAN, LISA	106	PROGRAM FEE	1	04/25/2024	200.00	.00	200.00	05/09/2024
Total 17890:						200.00	.00	200.00	
17908	BADGER METER	80158697	CELLULAR SERVICE UNI	1	05/02/2024	5,088.06	.00	5,088.06	05/09/2024
		80158697	CELLULAR SERVICE UNI	2	05/02/2024	5,088.06	.00	5,088.06	05/09/2024
Total 17908:						10,176.12	.00	10,176.12	
17920	GORDON FLESCH CO, IN	IN14654234	EXTRA COPIES	1	04/20/2024	46.84	.00	46.84	05/09/2024
Total 17920:						46.84	.00	46.84	
17922	1901 INC.	3284	DOOR OPENER REPLAC	1	04/24/2024	360.00	.00	360.00	05/09/2024
Total 17922:						360.00	.00	360.00	
17939	REVIVE RESTORATION	M-9334-TRM	BOOKING ROOM DISINF	1	05/07/2024	1,040.99	.00	1,040.99	05/09/2024
Total 17939:						1,040.99	.00	1,040.99	
17950	BRADFORD SYSTEMS C	40453-1	EVIDENCE STORAGE	1	04/22/2024	1,624.00	.00	1,624.00	05/09/2024

Vendor		Invoice			Invoice	Invoice	Discount	Check	Check
Number	Name	Number	Description	Seq	Date	Amount	Amount	Amount	Issue Date
Total 17950:						1,624.00	.00	1,624.00	
18034	HAWKINS, INC	671352	WATER SYSTEM CHEMIC	1	04/24/2024	126.75-	.00	126.75-	05/09/2024
		6741024	WATER SYSTEM CHEMIC	1	04/24/2024	1,042.95	.00	1,042.95	05/09/2024
Total 18034:						916.20	.00	916.20	
18068	SIMPLE NETWORK CON	31350	PUBLIC WORKS MONITO	1	04/19/2024	81.95	.00	81.95	05/09/2024
		31350	PUBLIC WORKS MONITO	2	04/19/2024	22.35	.00	22.35	05/09/2024
		31350	PUBLIC WORKS MONITO	3	04/19/2024	22.35	.00	22.35	05/09/2024
		31350	PUBLIC WORKS MONITO	4	04/19/2024	22.35	.00	22.35	05/09/2024
		31367	PUBLIC WORKS DOCKIN	1	04/25/2024	25.35	.00	25.35	05/09/2024
		31367	PUBLIC WORKS DOCKIN	2	04/25/2024	25.35	.00	25.35	05/09/2024
		31367	PUBLIC WORKS DOCKIN	3	04/25/2024	25.35	.00	25.35	05/09/2024
		31367	PUBLIC WORKS DOCKIN	4	04/25/2024	92.95	.00	92.95	05/09/2024
		31368	HARDWARE REPLACEM	1	04/26/2024	1,391.90	.00	1,391.90	05/09/2024
		31460	SW	1	05/01/2024	18.53	.00	18.53	05/09/2024
		31460	EM MGT	2	05/01/2024	3.03	.00	3.03	05/09/2024
		31460	STW	3	05/01/2024	66.70	.00	66.70	05/09/2024
		31460	SEWER	4	05/01/2024	66.71	.00	66.71	05/09/2024
		31460	WATER	5	05/01/2024	66.67	.00	66.67	05/09/2024
		31460	PUBLIC WORKS	6	05/01/2024	12.38	.00	12.38	05/09/2024
		31460	COMMDEV	7	05/01/2024	9.08	.00	9.08	05/09/2024
		31460	OUTREACH	8	05/01/2024	12.11	.00	12.11	05/09/2024
		31460	FIRE/EMS	9	05/01/2024	39.79	.00	39.79	05/09/2024
		31460	POLICE	10	05/01/2024	93.36	.00	93.36	05/09/2024
		31460	GEN ADMIN	11	05/01/2024	203.03	.00	203.03	05/09/2024
		31460	FAMILY FESTIVAL	12	05/01/2024	3.03	.00	3.03	05/09/2024
		31460	COURT	13	05/01/2024	9.08	.00	9.08	05/09/2024
		31461	COURT	1	05/01/2024	21.62	.00	21.62	05/09/2024
		31461	GEN ADMIN	2	05/01/2024	483.61	.00	483.61	05/09/2024
		31461	POLICE	3	05/01/2024	222.35	.00	222.35	05/09/2024
		31461	FIRE/EMS	4	05/01/2024	94.78	.00	94.78	05/09/2024
		31461	OUTREACH	5	05/01/2024	28.86	.00	28.86	05/09/2024
		31461	COMM DEV	6	05/01/2024	21.62	.00	21.62	05/09/2024
		31461	PUBLIC WORKS	7	05/01/2024	29.49	.00	29.49	05/09/2024
		31461	WATER	8	05/01/2024	158.80	.00	158.80	05/09/2024
		31461	SEWER	9	05/01/2024	158.89	.00	158.89	05/09/2024
		31461	STORMWATER	10	05/01/2024	158.86	.00	158.86	05/09/2024
		31461	EMMGT	11	05/01/2024	7.21	.00	7.21	05/09/2024
		31461	FAMILY FESTIVAL	12	05/01/2024	7.21	.00	7.21	05/09/2024
		31461	SW ALLOCATION	13	05/01/2024	44.12	.00	44.12	05/09/2024
		31462	COURT - CLOUD BACKU	1	05/01/2024	2.08	.00	2.08	05/09/2024
		31462	GEN ADMIN - CLOUD BA	2	05/01/2024	46.63	.00	46.63	05/09/2024
		31462	POLICE - CLOUD BACKU	3	05/01/2024	21.44	.00	21.44	05/09/2024
		31462	FIRE/EMS - CLOUD BACK	4	05/01/2024	9.14	.00	9.14	05/09/2024
		31462	OUTREACH - CLOUD BA	5	05/01/2024	2.78	.00	2.78	05/09/2024
		31462	COMMDEV - CLOUD BAC	6	05/01/2024	2.08	.00	2.08	05/09/2024
		31462	PUBLIC WORKS - CLOUD	7	05/01/2024	2.84	.00	2.84	05/09/2024
		31462	WATER - CLOUD BACKU	8	05/01/2024	15.34	.00	15.34	05/09/2024
		31462	SEWER - CLOUD BACKU	9	05/01/2024	15.32	.00	15.32	05/09/2024
		31462	STORMWATER - CLOUD	10	05/01/2024	15.32	.00	15.32	05/09/2024
		31462	EMMGT - CLOUD BACKU	11	05/01/2024	.69	.00	.69	05/09/2024
		31462	FAMILY FESTIVAL - CLOU	12	05/01/2024	.69	.00	.69	05/09/2024
		31462	SW ALLOCATION - CLOU	13	05/01/2024	4.25	.00	4.25	05/09/2024
		31463	COURT - CLOUD BACKU	1	05/01/2024	1.49	.00	1.49	05/09/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		31463	GEN ADMIN - CLOUD BA	2	05/01/2024	33.31	.00	33.31	05/09/2024
		31463	POLICE - CLOUD BACKU	3	05/01/2024	15.31	.00	15.31	05/09/2024
		31463	FIRE/EMS - CLOUD BACK	4	05/01/2024	6.53	.00	6.53	05/09/2024
		31463	OUTREACH - CLOUD BA	5	05/01/2024	1.99	.00	1.99	05/09/2024
		31463	COMMDEV - CLOUD BAC	6	05/01/2024	1.49	.00	1.49	05/09/2024
		31463	PUBLIC WORKS - CLOUD	7	05/01/2024	2.03	.00	2.03	05/09/2024
		31463	WATER - CLOUD BACKU	8	05/01/2024	10.93	.00	10.93	05/09/2024
		31463	SEWER - CLOUD BACKU	9	05/01/2024	10.94	.00	10.94	05/09/2024
		31463	STORMWATER - CLOUD	10	05/01/2024	10.94	.00	10.94	05/09/2024
		31463	EMMG	11	05/01/2024	.50	.00	.50	05/09/2024
		31463	FAMILY FESTIVAL - CLOU	12	05/01/2024	.50	.00	.50	05/09/2024
		31463	SW ALLOCATION - CLOU	13	05/01/2024	3.04	.00	3.04	05/09/2024
	MSP-31459	COURT		1	05/01/2024	45.10	.00	45.10	05/09/2024
	MSP-31459	GEN ADMIN		2	05/01/2024	1,008.78	.00	1,008.78	05/09/2024
	MSP-31459	POLICE		3	05/01/2024	463.81	.00	463.81	05/09/2024
	MSP-31459	FIRE/EMS		4	05/01/2024	197.70	.00	197.70	05/09/2024
	MSP-31459	OUTREACH		5	05/01/2024	60.19	.00	60.19	05/09/2024
	MSP-31459	COMM DEV		6	05/01/2024	45.10	.00	45.10	05/09/2024
	MSP-31459	PUBLIC WORKS		7	05/01/2024	61.50	.00	61.50	05/09/2024
	MSP-31459	WATER		8	05/01/2024	331.25	.00	331.25	05/09/2024
	MSP-31459	SEWER		9	05/01/2024	331.43	.00	331.43	05/09/2024
	MSP-31459	STORMWATER		10	05/01/2024	331.37	.00	331.37	05/09/2024
	MSP-31459	EMMG		11	05/01/2024	15.03	.00	15.03	05/09/2024
	MSP-31459	FAMILY FESTIVAL		12	05/01/2024	15.03	.00	15.03	05/09/2024
	MSP-31459	SW ALLOCATION		13	05/01/2024	92.04	.00	92.04	05/09/2024
Total 18068:						6,986.75	.00	6,986.75	
18103	VISA	OCB-042724	SCHUENKE	1	04/27/2024	947.82	.00	947.82	05/09/2024
		OCB-042724	LARSON	2	04/27/2024	1,486.79	.00	1,486.79	05/09/2024
		OCB-042724	D WALLACE	3	04/27/2024	587.99	.00	587.99	05/09/2024
		OCB-042724	CHAPIN	4	04/27/2024	703.48	.00	703.48	05/09/2024
		OCB-042724	DENNIS	5	04/27/2024	3,044.36	.00	3,044.36	05/09/2024
		OCB-042724	HEASTY	6	04/27/2024	25.77	.00	25.77	05/09/2024
		OCB-042724	IGL	7	04/27/2024	90.00	.00	90.00	05/09/2024
		OCB-042724	MILLER	8	04/27/2024	190.00-	.00	190.00-	05/09/2024
		OCB-042724	BREMER	9	04/27/2024	1,834.70	.00	1,834.70	05/09/2024
		OCB-042724	IRWIN	10	04/27/2024	196.62	.00	196.62	05/09/2024
		OCB-042724	SUETTINGER	11	04/27/2024	264.17	.00	264.17	05/09/2024
		OCB-042724	REIMER	12	04/27/2024	429.31	.00	429.31	05/09/2024
		OCB-042724	JOB	13	04/27/2024	432.78	.00	432.78	05/09/2024
		OCB-042724	ANDERSEN	14	04/27/2024	552.40	.00	552.40	05/09/2024
		OCB-042724	JACOBSEN	15	04/27/2024	615.74	.00	615.74	05/09/2024
		OCB-042724	COX	16	04/27/2024	835.32	.00	835.32	05/09/2024
		OCB-042724	T REITER	17	04/27/2024	31.16	.00	31.16	05/09/2024
		OCB-042724	ANDERSON	18	04/27/2024	1,047.98	.00	1,047.98	05/09/2024
		OCB-042724	LAWRENCE	19	04/27/2024	4.62	.00	4.62	05/09/2024
		OCB-042724	MARKHAM	20	04/27/2024	39.30	.00	39.30	05/09/2024
		OCB-042724	HENDRICKSON	21	04/27/2024	123.63	.00	123.63	05/09/2024
		OCB-042724	JACOBS	22	04/27/2024	363.65	.00	363.65	05/09/2024
		OCB-042724	ZIETSMA	23	04/27/2024	303.70	.00	303.70	05/09/2024
		OCB-042724	L JOHNSON/RENO	24	04/27/2024	258.14	.00	258.14	05/09/2024
		OCB-042724	J REITER	25	04/27/2024	138.92	.00	138.92	05/09/2024
		OCB-042724	M CAMELLIA	26	04/27/2024	726.62	.00	726.62	05/09/2024
		OCB-042724	A CRAFT	27	04/27/2024	324.11	.00	324.11	05/09/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 18103:						15,219.08	.00	15,219.08	
18112	BADGERLAND COMPLIA	2500101	DRUG TESTING PARKS	1	05/03/2024	80.00	.00	80.00	05/09/2024
		2500101	ANNUAL CONSORTIUM -	2	05/03/2024	150.00	.00	150.00	05/09/2024
Total 18112:						230.00	.00	230.00	
18164	REVELATION PR, ADVER	1542	SOCIAL MEDIA CONSULT	1	05/01/2024	1,200.00	.00	1,200.00	05/09/2024
Total 18164:						1,200.00	.00	1,200.00	
18175	BUCKY'S DUMPSTERS &	98608	PORTABLE RESTROOMS	1	05/03/2024	135.00	.00	135.00	05/09/2024
		98609	PORTABLE RESTROOMS	1	05/03/2024	135.00	.00	135.00	05/09/2024
		98610	PORTABLE RESTROOMS	1	05/03/2024	135.00	.00	135.00	05/09/2024
		98611	PORTABLE RESTROOMS	1	05/03/2024	135.00	.00	135.00	05/09/2024
		98612	PORTABLE RESTROOMS	1	05/03/2024	200.00	.00	200.00	05/09/2024
Total 18175:						740.00	.00	740.00	
18266	NAVIANT	00150014	DIGITIZATION PROJECT	1	05/02/2024	2,600.00	.00	2,600.00	05/09/2024
Total 18266:						2,600.00	.00	2,600.00	
18270	ECONOPRINT INC	957849	PIM REDEVELOPMENT D	1	04/16/2024	1,470.37	.00	1,470.37	05/09/2024
Total 18270:						1,470.37	.00	1,470.37	
18284	CHARTER COMMUNICATI	1708848010	CHARTER CABLE	1	05/01/2024	123.39	.00	123.39	05/09/2024
Total 18284:						123.39	.00	123.39	
18289	E.H. WOLF & SONS, INC	415161	FUEL TANKS AT PW	1	04/22/2024	190.00	.00	190.00	05/09/2024
		792144	PUBLIC WORKS FUEL	1	04/23/2024	1,138.60	.00	1,138.60	05/09/2024
		806278	DYED DIESEL FUEL	1	05/07/2024	463.02	.00	463.02	05/09/2024
		806279	FUEL	1	05/08/2024	282.68	.00	282.68	05/09/2024
Total 18289:						2,074.30	.00	2,074.30	
18307	SITEONE LANDSCAPE S	140535895-0	RESTORATION FROM WI	1	04/23/2024	141.96	.00	141.96	05/09/2024
		140535895-0	RESTORATION FROM WI	2	04/23/2024	141.94	.00	141.94	05/09/2024
		140535895-0	RESTORATION FROM WI	3	04/23/2024	141.94	.00	141.94	05/09/2024
		140535895-0	RESTORATION FROM WI	4	04/23/2024	141.94	.00	141.94	05/09/2024
		140535895-0	RESTORATION FROM WI	5	04/23/2024	141.94	.00	141.94	05/09/2024
Total 18307:						709.72	.00	709.72	
18334	CONCORD GROUP	2023B594/04	MUNICIPAL/COMMUNITY	1	04/30/2024	8,500.00	.00	8,500.00	05/09/2024
Total 18334:						8,500.00	.00	8,500.00	
18343	WHIPPLE, RICH	RW042624	CDL	1	04/26/2024	64.26	.00	64.26	05/09/2024
Total 18343:						64.26	.00	64.26	
18372	FCI	49142	PSC FILTERS	1	04/25/2024	427.46	.00	427.46	05/09/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 18372:						427.46	.00	427.46	
18377	VESTIS LLC	6140371349	MAT RENTAL	1	04/26/2024	60.33	.00	60.33	05/09/2024
		6140375355	MAT RENTAL	1	05/03/2024	60.33	.00	60.33	05/09/2024
Total 18377:						120.66	.00	120.66	
18378	AECOM TECHNICAL SER	2000880294	TRAFFIC STUDY	1	04/23/2024	9,769.36	.00	9,769.36	05/09/2024
		2000885564	TRAFFIC STUDY	1	05/07/2024	2,235.47	.00	2,235.47	05/09/2024
Total 18378:						12,004.83	.00	12,004.83	
18379	WHITE, DARIN	DW042524	OVERPAYMENT	1	04/25/2024	35.00	.00	35.00	05/09/2024
Total 18379:						35.00	.00	35.00	
18380	SECURIAN FINANCIAL G	76038 APR 2	ACCIDENT PLAN	1	04/01/2024	131.90	.00	131.90	05/09/2024
		76038 FEB 2	ACCIDENT PLAN	1	02/01/2024	128.18	.00	128.18	05/09/2024
		76038 JAN 2	ACCIDENT PLAN	1	01/01/2024	128.18	.00	128.18	05/09/2024
		76038 MARC	ACCIDENT PLAN	1	03/01/2024	128.18	.00	128.18	05/09/2024
		76038 MAY 2	ACCIDENT PLAN	1	05/01/2024	135.62	.00	135.62	05/09/2024
Total 18380:						652.06	.00	652.06	
18381	FRAZER LTD	RDA14436	REPLACEMENT AMBULA	1	05/08/2024	84,750.00	.00	84,750.00	05/09/2024
		RDA15038	AMBULANCE CHASSIS P	1	05/08/2024	84,750.00	.00	84,750.00	05/09/2024
Total 18381:						169,500.00	.00	169,500.00	
18382	PENS.COM	113696304	5K INCENTIVE	1	05/01/2024	960.90	.00	960.90	05/09/2024
Total 18382:						960.90	.00	960.90	
Grand Totals:						1,448,800.	.00	1,448,800.	

Report Criteria:
Detail report type printed

VILLAGE OF MCFARLAND			Check Register - Board Packet			Page: 1
			Check Issue Dates: 05/10/2024 - 05/10/2024			May 09, 2024 4:15PM
Pay Period Date	Journal Code	Check Issue Date	Payee	Payee ID	Amount	
05/04/2024	PC	05/10/2024	BOLLE, ROBERT	3030	184.70	
05/04/2024	CDPT	05/10/2024	FIRE FIGHTERS LOCAL 31	8	180.56	
05/04/2024	CDPT	05/10/2024	WPPA TREASURER	6	628.00	

PAYROLL RELATED \$993.26

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 14, 2024

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Motion to approve purchasing bicycle racks for the Bashford Street public parking lot as recommended by the Parks & Recreation Committee and Community Development Authority.

PREVIOUS ACTION:

April 3, 2024. Park & Recreation Committee recommended the u-shaped racks in standard teal color.

May 8, 2024. CDA recommended the u-shaped racks in standard teal color.

ISSUE SUMMARY:

Last Fall, an 8'x36' concrete pad was poured near the Bashford Street parking lot on Main Street.

The purpose of the concrete pad is to add a bike repair station and bike racks to support Arnold Larson Park users, Lower Yahara River Trail users, and Downtown businesses. Rather than using a standard bicycle rack, staff is suggesting a more customized approach that would utilize the Village's logo and colors to reinforce the Village's brand and community identity. Within the packet is a quote from a Graber Manufacturing in Waunakee for six bicycle racks. The design is a u-shaped rack with the racks on each end including a lean bar in the shape of the McFarland logo badge. The logo is cut out of the steel plate. The color of all six bicycle racks would be the company's standard teal color, which is sufficiently close in color to the Village's Lake Blue color. The total cost is \$2,071.74. Graber indicated that using a custom color would increase the price to \$3,821.74. Staff will bring a set of color samples from Graber to the meeting if there is concern regarding matching the color. Graber also has a standard green that is similar to the Village's Sprouting Green color if the Committee has a preference to use green vs. teal. The packet also includes an alternative post-ring designed bicycle rack incorporating the Village's badge logo. The cost of the post-ring racks are approximately \$60 more than the u-shaped racks. Staff prefer the u-shaped rack as they offer a larger area to lean/lock a bicycle.

The post-ring design could be used in other locations in the future where mounting space is more limited (e.g. within a terrace area). The bike repair station is already in-stock and is in a standard black color, similar to the other bike repair stations in the Village.

FINANCIAL/BUDGET IMPACT:

Funding for this project is proposed from TID #4.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion, second, to approve a purchase order from Graber Manufacturing for bicycle racks in the Bashford Street public parking lot.

ATTACHMENTS:

1. Graber Manufacturing U-Ring Quote
2. Garber Manufacturing Post & Ring Branded Logo

Graber Manufacturing

1080 Uniek Drive
Waunakee, WI 53597

Voice: 608.849.1080
Fax: 608.849.1081

QUOTATION

Quote Number: 0025368

Quote Date: 3/28/2024

Estimated Ship Date:

Quoted To:

Village of McFarland
5915 Milwaukee Street
MC FARLAND, WI 53558

ShipTo:

McFarland Public Works
5115 Terminal Drive
MC FARLAND, WI 53558

Customer ID	Good Thru	Payment Terms	Sales Rep
MCFRLND	4/27/2024	Prepaid	LS

Qty	Item	Description	Unit Price	Amount
2	/MSCMX	CUSTOM - U' Rack with Custom McFarland Lean Bar - 2-3/8 OD Tube 22 L - Surface Mount - Powder Coated Color: Teal	544.00	1,088.00
2	RT3835-Z-4	STUD 3/8 x 3-1/2 - Removable Concrete Anchor - Zinc Plated - 4 Each	6.29	12.58
4	U238-SF-P	U' Rack - 2-3/8 OD Tube 22 L - Surface Mount - Powder Coated Color: Teal	199.00	796.00
4	RT3835-Z-4	STUD 3/8 x 3-1/2 - Removable Concrete Anchor - Zinc Plated - 4 Each	6.29	25.16
0	/TAXEXEMPT	Tax Exempt Form on File	0.00	0.00
Subtotal:				1,921.74

Shipping & Handling: 150.00

Sales Tax: 0.00

TOTAL: 2,071.74

WE ARE A SUPPLIER ONLY: As a supplier only, we are not subject to subcontractor terms and conditions. The customer is responsible for completeness, accuracy, and conformity to their plans and specifications. We will not proceed with orders until all details such as materials, options, colors, etc. are complete and accurate.

MILL CERTIFICATE AVAILABLE IF SPECIFICALLY REQUESTED AND QUOTED IN ADVANCE.

PRICING: Quoted prices will be held for 30 days. Changes in quantities will effect prices.
All prices are in U.S. Dollars.

SHIPPING AND HANDLING CHARGES: Shipping charges are estimated and are subject to actual shipping charges incurred at the time of shipment. Unless indicated above, shipping charges do not include unloading and placement. Please see our shipping information for available services and pricing.

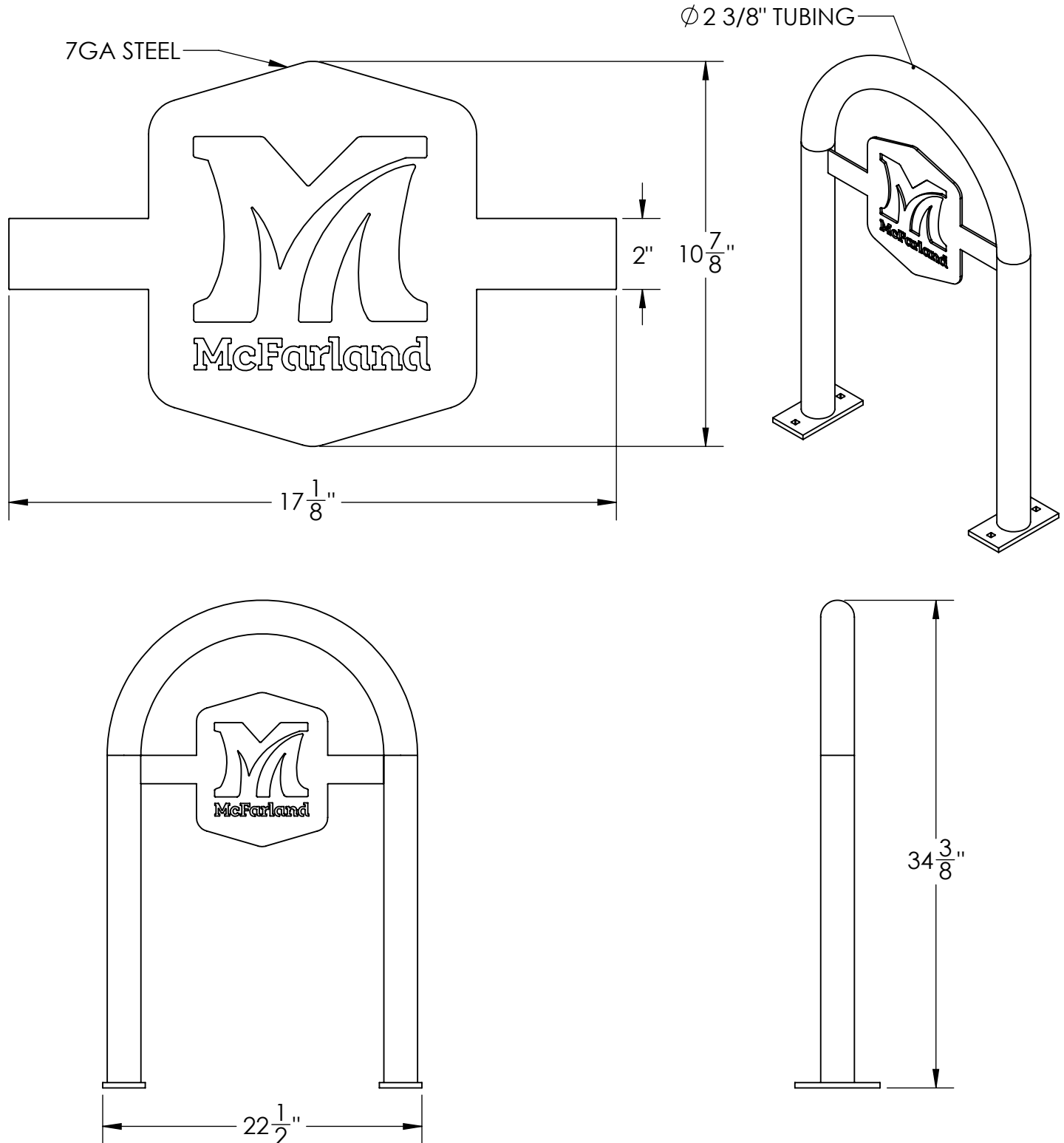
LEAD TIMES: We appreciate your patience as we work to complete your project within the original timeframe. Please note that lead times and estimated ship dates are indeed subject to change due to various factors beyond our control.

CUSTOMER DELAYS: Customer delays greater than two weeks after notification that the goods are ready to ship will incur storage charges at the rate of 1% of the sale amount per day.

TAXES: Customers are responsible for all applicable taxes. Tax exemption certificate must be submitted prior to order placement.

CANCELLATION: Orders cancelled more than two weeks after placement are subject to a 30% to 100% charge based upon cost incurred. Custom orders cannot be cancelled.

COMPLETE TERMS AND CONDITIONS: Additional terms and conditions are attached.



PRODUCT: U238-2-MCFARLAND
DESCRIPTION: CUSTOM U238 RACK, FITS 2 BIKES

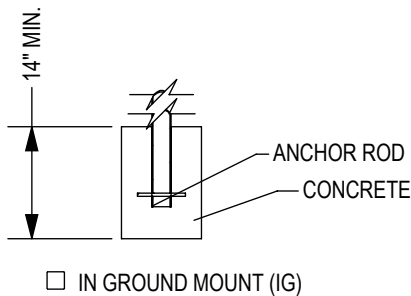
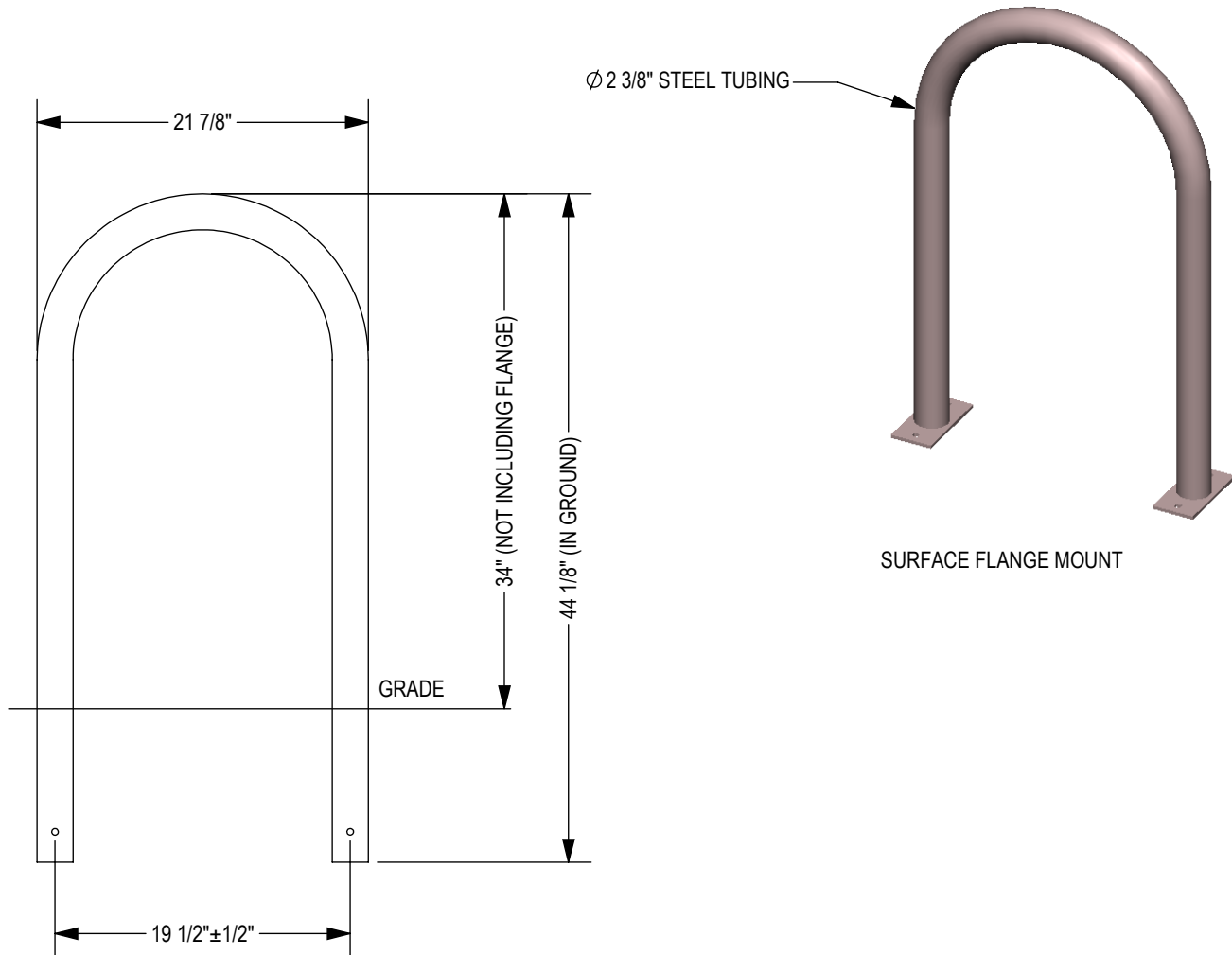
DATE: 01/29/24

ENG: TMY

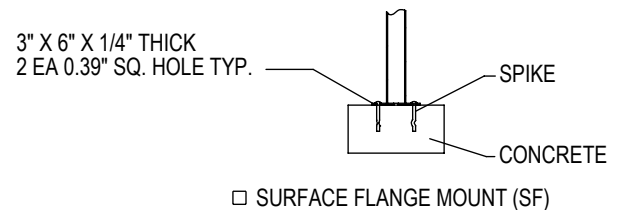
CONFIDENTIAL DRAWING AND INFORMATION IS NOT TO BE COPIED OR DISCLOSED TO OTHERS WITHOUT THE CONSENT OF GRABER MANUFACTURING, INC. SPECIFICATIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

NOTES:

1. INSTALL BIKE RACKS ACCORDING TO MANUFACTURER'S SPECIFICATIONS.
2. CONSULTANT TO SELECT COLOR (FINISH), SEE MANUFACTURER'S SPECIFICATIONS.
3. SEE SITE PLAN FOR LOCATION OR CONSULT OWNER.



CHECK DESIRED MOUNT



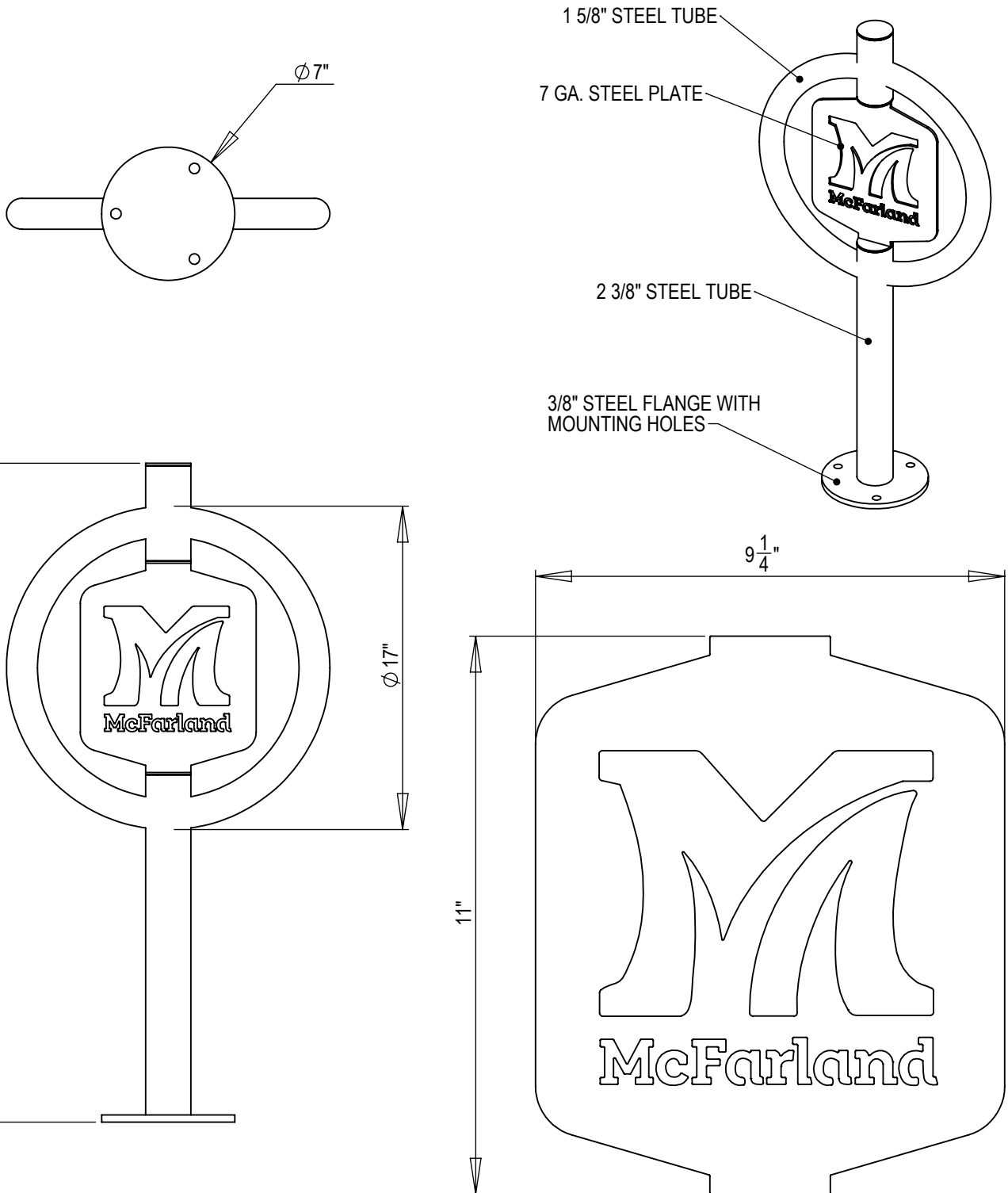
PRODUCT: U238-IG(SF)
DESCRIPTION: 'U' BIKE RACK
2 BIKE, SURFACE OR IN GROUND MOUNT

DATE: 10/25/2021
ENG: TJF

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3. SEE SITE PLAN FOR LOCATION OR CONSULT OWNER.



PRODUCT: PAR-2-SF-MCFARLAND
DESCRIPTION: CUSTOM POST AND RING RACK

DATE: 01/28/24
ENG: TMY

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NOTES:

1. INSTALL BIKE RACKS ACCORDING TO MANUFACTURER'S SPECIFICATIONS.
2. CONSULTANT TO SELECT COLOR (FINISH), SEE MANUFACTURER'S SPECIFICATIONS.
3. SEE SITE PLAN FOR LOCATION OR CONSULT OWNER.

Event Permit Application - Community Organizations

Fee Waiver

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

Applicant Information

Name of Primary Contact (First, Middle Initial, Last) Cory Gessler

Phone Number [REDACTED]

Address [REDACTED]

Email Address [REDACTED]

Agency / Organization Information (If Applicable)

Agency / Organization Name American Legion Post 534

Phone Number [REDACTED]

Address 4911 Burma Rd. McFarland, WI 53558

Email Address [REDACTED]

Event Information

Name of Event Memorial Day Parade

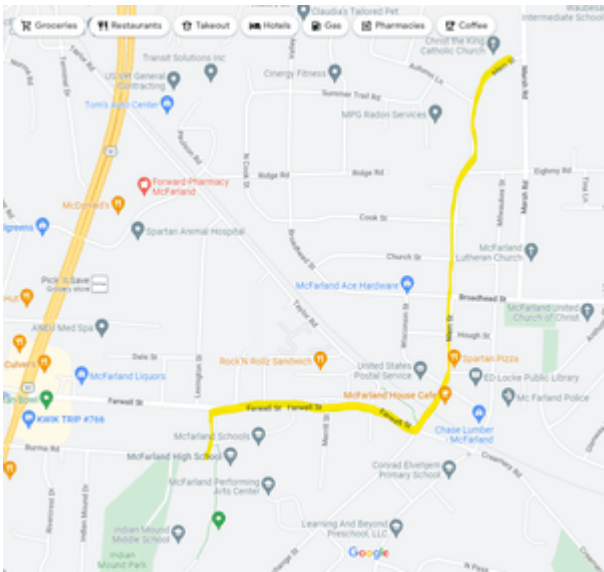
Type of Event Parade

Location of Event Main Street, Farwell Streets and Burma Rd McFarland

Event Date(s) Monday, 27 MAY 2024

Event Time(s) Parade starts at noon goes till 12:30-12:45 ish

Total Number of Anticipated Attendees 1000+

Total Number of Attendees Anticipated Being at the Event at One Time	1000+
Setup Start Time	10:00 am
Tear-Down End Time	noon
Public or Private Event	Open to the Public
Is any part of the event proposed to take place on a Village street?	Yes
Will the event involve closure of a Village street?	Yes
Does this event include a parade? Only allowed for community organizations.	Yes
Please attach map of event, including all impacted intersections, road closures and parade routes. 	
Will there be outdoor amplified sound?	No
Will the event generate excessive noise or amplified sound after 10 pm? All events generating noise after 10 pm require a variance from the Village Board.	No
Will alcohol be consumed?	No
Will a Village park be used?	No
Will the event involve tents or any other activities that will require digging or turf disturbance?	No
Has this event been previously approved in prior years by the Village?	Yes
When? (Month / Year)	May 2023
Have any of the event details changed from the prior years?	No
Will the event include any mobile food carts?	No
Will the event include any vendors?	No

Required Attachments

Detailed Event Schedule



2024 LEGION MEMORIAL DAY event.pdf

Insurance - The applicant shall furnish a certificate to the Village demonstrating that applicant has in force and will maintain during the time the Event Permit is in effect public liability insurance of not less than \$1,000,000 per one person, \$2,000,000 per occurrence for personal injury, and \$1,000,000 for property damage naming the Village as an additional insured.



24-25 Master COI - Holder Pack.pdf

Event Details & Security Plan

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

Talked with Chief Chapin and April 24 at 15:48hrs

Event Coordinators

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

i. **Event Coordinator Name**

Nate Weier

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

Parade Start

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

10-12

Cell Phone Number



Indemnification Agreement

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

Applicant Signature



Date

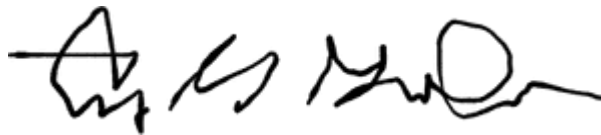
04/30/2024

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

Certifications

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

Applicant Signature



Date

04/30/2024

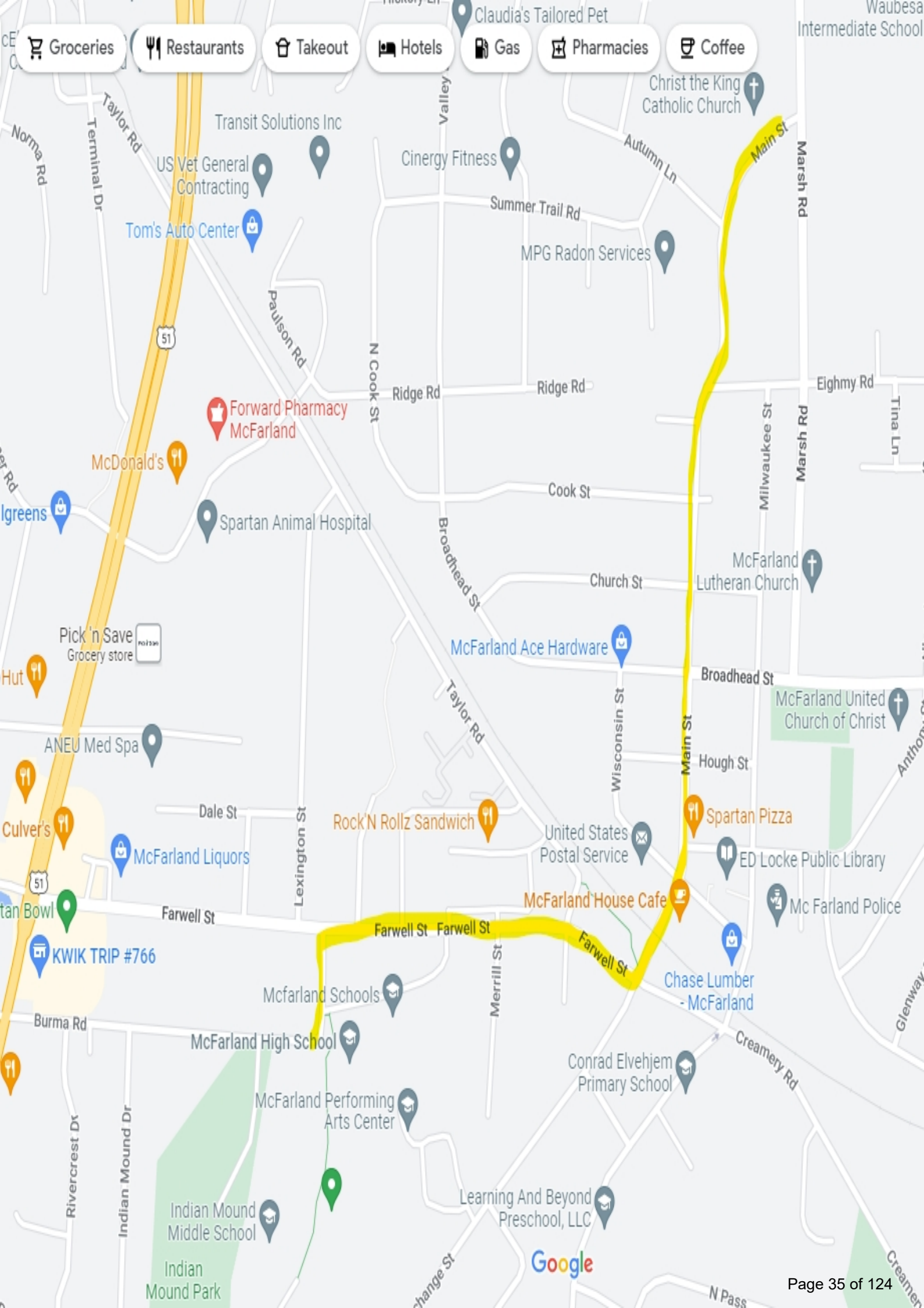


EVENT SCHEDULE 2024 LEGION MEMORIAL DAY PARADE

10:00HRS Parade starts setting up at the Catholic Church Parking lot

12:00hrs parade begins and finishes at the High School approximately 30-45 minutes later.

13:00hrs Memorial Day Service at the American Legion Post



VILLAGE OF McFarland

Police Department

DATE: May 1, 2024

TO: McFarland Village Board

FROM: Aaron P Chapin, Chief of Police

REFERENCE: Recommendation of Approval

I have reviewed the Parade Permit Application submitted by the American Legion Post 534 scheduled to take place on 5-27-24 at 11:00am, in the Village of McFarland.

I recommend approval of this application, with the condition that American Legion comply with all direction given by law enforcement, and provide adequate staffing to coordinate, prepare and execute the event plan. The McFarland Police Department is prepared to provide the necessary traffic direction required.

Respectfully,



Aaron P. Chapin
Chief of Police

May 9, 2024

Re: American Legion Post 534
Memorial Day Parade
May 27, 2024

I would make the following recommendations to the Memorial Day Parade.

- Contact Public Works one week in advance to arrange for barricades to be delivered.

Please contact me through Public Works if you have any questions.

Best Regards,
Lee J Igl

Lee Igl
Director of Public Works

May 9, 2024

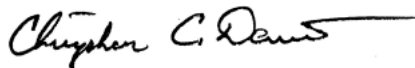
Re: Event Permit Review – Memorial Day Parade

I have reviewed the submitted event application by Cory Gessler, American Legion Post 534 for the Annual Memorial Day Parade event to occur on May 27, 2024.

The application is substantially complete and complies with the EMS and fire requirements. The event has been held previously without significant concerns occurring. The organizers are not stating any changes in the event from previous events.

I recommend approval of the permit.

Sincerely,



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

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 14, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Tanya O'Malley, Interim Clerk/Treasurer, Aaron Chapin, Police Chief, Chris Dennis, Fire/Rescue Chief

AGENDA ITEM: Motion to approve a request for American Legion Post No. 534, 4911 Burma Rd, to expand their licensed premise for the consumption of alcohol for an approximately 525 sq. ft. outdoor area adjacent to the dance hall with the conditions provided by staff as recommended by the Public Safety Committee.

PREVIOUS ACTION:

ISSUE SUMMARY:

Attached is the staff report regarding the request from the American Legion to have an additional outside consumption area.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

11-64(n)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Public Safety Committee unanimously recommended approval as follows:

Motion to approve an expansion of premise for the Edwards-Foye Post No. 534 of the American Legion, D/B/A, American Legion Post 534 for the property located at 4911 Burma Road to include an approximately 525 square foot outdoor consumption area, with the variance requested regarding 11-64(n) c finding that the condition is not necessary to protect the public health, safety or welfare, with the following conditions to be satisfied before the license can be issued:

1. The maximum occupant load of the area will be required to be posted per International Building Code 2015 edition 1004.3 (IBC). Staff will assist in determining permissible load and posting location with the applicant.
2. Any latches for the egress gates shall swing with the path of travel and be operable in accordance with ADA and IBC requirements.



3. There needs to be security cameras installed to capture this space. The live video needs to be viewable by the bartender or other staff to ensure underage people are not in that space.
4. Applicant to obtain a fence permit from the Building Inspector.
5. Applicant to reimburse the Village for the cost of up to two on-street parking restriction poles and signs to be installed by the Public Works Department.

ATTACHMENTS:

1. Alcohol - Expansion of PremiseOutdoor ConsumptionOutdoor Sporting Activity - McFarland American legion_Redacted
2. Review and Recommendation - American Legion - Expansion - FINAL - 05.02.2024



Application for an Expansion of Licensed Premise, Outdoor Consumption Area, and/or Outdoor Sporting Activity License

Pursuant to Village Ordinance Chapter 11

*Any physical change to a licensed premise requires Village Board approval.

No Fee

Applicant Information

Name of Individual, Partnership, LLC, or Corporation	Michael Brennan
Trade Name/Doing Business As Name	McFarland American legion
Address of Establishment	4911 Burma Rd. McFarland
Contact Name	
Contact E-mail Address	
Contact Phone Number	

Do you currently hold an Alcohol Beverage License for this location?	Yes
Are you requesting to expand your existing premise?	No
Are you requesting an outdoor consumption area?	Yes
Are you requesting an outdoor sporting activity area?	No

Premise Information

The premise is the area where alcohol beverages are to be sold, served, consumed and/or stored. The applicant must include all areas including living quarters and outdoor spaces, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. Alcohol beverages may be sold, served, consumed and/or stored only on the premises described.

Current Premise - This can be found on the Alcohol Beverage License posted in the establishment	American Legion Post 534
Proposed Premise	We would like to have an area outside the back door to the American legion fenced off with the ability For people to stand there and talk and consume an alcoholic beverage on nights that we have bands. This area is approximately 25' x 21'.

Site Plan/Drawings

You must submit a site plan or drawings demonstrating the size, location, surface and building materials. including signage, and any other information.

Site Plan or Drawings - You may attach more than one document.



Outdoor Consumption Information

Is the proposed outdoor consumption area within 50 of the lot line of a parcel zoned, or used for residential purposes other than an accessory apartment on the same parcel??	No
Will the hours of operation for the outdoor consumption area be limited to Sunday through Thursday, 11 a.m. to 10 p.m. and Friday and Saturday, 11 a.m. to 11 p.m.?	Yes
Will the perimeter of the outdoor area be enclosed by a permanent, secure fence not less that 4 feet in height and constructed of wood, plastic, or metal?	No

The applicant will need to submit a request for a variance, which can be found later in this application.

Picture of proposed
fencing/fencing material.



Square footage (gross floor area) of premises located within the permanent building 4000

Proposed square footage of outdoor area 525

Will the size of the outdoor area exceed 50 percent of the gross floor area of the licensed premises within a permanent building?

No

If you need assistance in calculating the percentage of gross floor area, please contact the Deputy Administrator/Clerk at village.clerk@mcfarland.wi.us

If you also will have an Outdoor Sporting Activity area, please note that when calculating the gross floor/ground area, you do not need to include the actual playing area of the Outdoor Sporting Activity area, so long as the playing area is not permitted to be occupied by persons not participating in the sporting activity.

Will the outdoor area have amplified music, speakers, microphones, televisions, and/or other audio/video devices?

No

Will the outdoor area be directly accessible utilizing a door from the interior of the building?

Yes



Outdoor Consumption Standards

I acknowledge the following:

- The Village will be required to send notice of this application to all property owners within 500 feet of the propose licensed premises and the applicant will be required to prepay the cost of sending such notices.
- The outdoor area shall comply with all applicable building code requirements including the provision of a readily distinguishable means of egress for fire and emergency purposes.
- The outdoor area shall not have an undue adverse impact upon nearby property, the character of the neighborhood, traffic conditions, parking, or other matter affecting the public health, safety, welfare, or convenience.
- The Village Board may impose conditions specific to any outdoor areas of the licensed premises as deemed necessary to prevent undue adverse impacts, including but not limited to: restricting hours, requiring additional parking beyond the minimum standards, regulation of lighting and screening, conditions recommended by the Public Safety Committee, and/or conditions imposed by the Plan Commission as part of its site plan review.
- A conspicuous notice shall be posted at each fire exit stating: "No Beer, Liquor or Wine May be Carried in an Open Container Beyond this Point."
- No bar/counter service shall be permitted in outdoor areas, however, wait staff may serve in the outdoor area.
- Except for outdoor sports areas permitted under Section 11-69, the outdoor area shall not be used for any activities other than service and consumption of food and/or drink. Smoking may be permitted in accordance with applicable State and local regulations.
- The outdoor area shall be accessible to the disabled, and the license holder shall at all times comply with all applicable federal, state, and village laws, ordinances, and regulation concerning accessibility.
- Containers for refuse disposal and regular cleanup shall be placed inside of the outdoor area.



Variance(s) Requested

Enclosure Variance:

The perimeter of any outdoor portion of a license premises shall be enclosed by a permanent, secure fence not less than four feet in height. The fence shall be constructed of wood, plastic, or metal.

The applicant requests a variance from the minimum standards.

Proposed fence height and materials

Metal fence 4' tall

Explain why the variance is needed/requested and why it will not cause a nuisance or concern for public health, safety, and welfare.

We are requesting a variance to allow an outdoor area outside the rear door to the American legion leading to the parking lot. We would like to fence off an area of 525 ft.² approximately for overflow for people to step out side on nights that we have band to talk, and consume an alcoholic beverage this will be seasonal only.



By signing this application, I certify that the information contained in this application is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Village Code of Ordinances and State Law.

Signature



Date

04/10/2024

MEMORANDUM

To: Public Safety Committee and Village Board

From: Tanya O'Malley Clerk, Andrew Bremer, Community Development Director, Aaron Chapin, Police Chief, and Chris Dennis Fire & Rescue Chief.

Date: April 9, 2021

RE: Expansion of Premise for American Legion Post No. 534, 4911 Burma Road

Background: The current licensed premise for the American Legion Post No. 534 is: entire building at 4911 Burma Road, McFarland WI and an approximately 576 square foot outdoor consumption area on the Burma Road side of the building.

Proposal: The American Legion Post No. 534 is proposing to add an additional approximately 525 square foot outdoor consumption area directly adjacent to the dance hall area for nights they have bands.

Review: Review: Village Ordinance 11-64n outlines the conditions and requirements for outdoor consumption areas within the Village. Below is a review of the proposal and its compliance with the required conditions.

Any application for a new license, the renewal of an existing license or a change in the description of licensed premises which seeks to include an outdoor area within the licensed premises' description shall require notice to each person owning property within 500 feet of the proposed licensed premises. The applicant shall prepay the cost of sending such notice before the notices are sent. The notice shall include a copy of the application and the date, time and location of any public hearings or other public meetings at which the application is scheduled to be considered.

On April 23, 2024, a notice was sent to all property owners within 500 feet of the proposed licensed premise expansion notifying them of the dates and times of the Public Safety and Village Board meetings along with a copy of the proposed site plan.

2) The application shall be accompanied by detailed plans or drawings demonstrating the size, location, surface and building materials, and use of the outdoor area, including fencing and signage, and any other information necessary to determine compliance with this Subsection. The outdoor consumption application, along with associated plans and drawings, shall be reviewed for a recommendation by the Public Safety Committee and a final decision made by the Village Board.

Attached are the detailed plans outlining all the required items for the review and recommendation of the Public Safety Committee.

3) The Village Board may impose conditions specific to any outdoor areas of the licensed premises as deemed necessary to prevent undue adverse impacts on neighboring property, the character of the surrounding neighborhood, traffic conditions, parking or any other matter to protect the public health, safety, welfare or convenience, including, but not limited to:

a. Restricting the hours during which alcohol consumption may be permitted within the outdoor area;

Staff Comments: No restrictions recommended.

b. Requiring additional parking beyond the minimum required by the Zoning Code;

Staff Comments: No restrictions recommended.

c. Regulation of lighting and screening;

Staff Comments: No restrictions recommended.

d. Any conditions recommended by the Public Safety Committee;
To be determined by the Committee as applicable.

In addition to any specific conditions imposed under Subsections (2) and (3), the following shall be minimum conditions of all licenses with respect to outdoor areas unless the Village Board makes a specific finding that the condition is not necessary to protect the public health, safety or welfare:

a. Outdoor areas are prohibited within 50 feet of the lot line of a parcel zoned, or lawfully used for residential purposes. This prohibition shall not apply to prohibit an outdoor area where an accessory apartment exists on the same parcel as the licensed premises.

- Staff Comments: The proposed location is approximately 90 feet from the adjacent residential property line (4907 Burma Road).

b. The hours during which alcohol consumption may be permitted within the outdoor area is restricted to 11:00 a.m. to 10:00 p.m. Sunday through Thursday; and 11:00 a.m. to 11:00 p.m. on Friday and Saturday.

- **Compliant.** Applicant intends to operate within specified restrictions related to hours.

c. *The perimeter of any outdoor portion of a licensed premises shall be enclosed by a permanent, secure fence not less than four feet in height. Such fence shall be constructed of wood, plastic, or metal and erected and maintained in accordance with all applicable Village ordinances. If the outdoor portion of a licensed premises is an outdoor sports area, the enclosure may instead be made by temporary netting not less than ten feet high during the applicable sports season. Such netting shall not be installed sooner than 14 days prior to, and shall be removed no later than 14 days after, the season or the period established under Section 11-69(f)(6)c., whichever is shorter. The outdoor area shall comply with all applicable building code requirements including the provision of readily distinguishable means of egress for fire and emergency purposes.*

- **Variance Requested.** We are requesting a variance to allow an outdoor area outside the rear door to the American legion leading to the parking lot. We would like to fence off an area of 525 ft.² approximately for overflow for people to step outside on nights that we have band to talk, and consume an alcoholic beverage this will be seasonal only.
- **Staff Report.** Proposed fencing meets the other specifications of the ordinance.

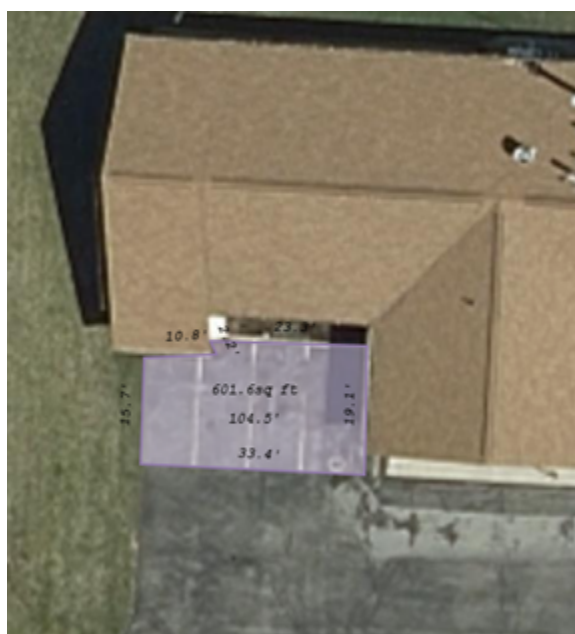
d. *Amplified music, speakers, microphones, televisions or other audio or video devices shall be subject to Chapter 20, Article III of the Village Code of Ordinances regarding Noise and Section 11-69(f) if applicable.*

- Applicant Response: The American legion does not intend to have amplified sound in the outdoor consumption area.
 - Staff Comments: Likely the door from the outdoor area to the interior will be propped open during events. This might result in disturbance to the adjacent residential properties, particularly 4907 Burma Road, during live music events. It is not clear whether that amount of noise would be an exceedance of Chapter 20 requirements; however, if that were to occur, the provisions of Chapter 20 are sufficient and provide a means to enforce any noise violations.

e. *The outdoor area shall not have an undue adverse impact upon nearby property, the character of the neighborhood, traffic conditions, parking or other matter affecting the public health, safety, welfare, or convenience.*

- Staff Comments: The application does not provide a site plan showing the precise location of the outdoor area. The proposed location (purple area in first image below) appears to remove four off-street parking stalls, one of which is a designated as a disabled stall. Staff has some concerns about the loss of these four stalls, presumably during high-volume events that are designed to attract more customers to the Legion. This may create more pressure for on-street parking in the neighborhood. This may or may not be a concern for adjacent property owners. The Legion has ~46 off-street parking spaces and no on- street parking allowed in front of the Legion on both sides of Burma Road. The Zoning Code requires off-street parking spaces equivalent to 30% of the building's

occupancy. For example, a maximum occupancy of 140 individuals would require 42 off-street parking spaces. The second image is a map showing portions of Burma Road signed and curb painted to prohibit parking 24/7 (yellow lines). Staff is recommending that the area in front of the Legion on the south side of Burma Road (between the two green lines) could be signed to allow for on-street parking. In speaking with the School District administrative staff, they requested that if the Village did that to continue to prohibit parking from 8AM-4PM on school days. This seems reasonable to Village staff as the need for additional on-street parking for the Legion is likely highest at night and weekends. This area would likely provide 8-9 on-street parking stalls depending on parking behaviors (i.e. stalls would not be painted on the street). This would more than off-set the loss of the four off-street parking stalls for the seasonal outdoor consumption area. As a condition of approval, staff would request that the Legion reimburse the Village for the cost of two poles and two parking signs.





f. The size of the outdoor area may not be larger than 50 percent of the gross floor area of the licensed premises within a permanent building. Interior building capacity shall not be increased as a result of the addition of the outdoor area. The playing area of any outdoor sports area permitted under Section 11-69 shall not be included for purposes of determining compliance with this subparagraph so long as the playing area is not permitted to be occupied by persons not participating in the sporting activity for which the playing area is designed.

- **Compliant.** The total gross floor area of the current indoor licensed area is 5184 square feet, the proposed 525 square foot patio along with the already existing 576 square foot outdoor area is well within the 50% limitation.

g. A conspicuous notice shall be posted at each fire exit stating: "No Beer, Liquor or Wine May Be Carried in an Open Container Beyond this Point."

- Applicant Comments: Applicant is aware of the requirement and will adhere to the requirement.

h. No bar/counter service shall be permitted in outdoor areas, however, wait staff may serve in the outdoor area.

- Applicant Comments: Applicant is aware of the requirement and will adhere to the requirement.

i Except for outdoor sports activities permitted under Section 11-69, the outdoor area shall not be used for any activities other than service and consumption of food and/or drink. Smoking may be permitted in accordance with applicable State and local regulations.

Compliant. Applicant is aware of requirement.

- Staff Comments: Not applicable, no outdoor sports planned.

j. The outdoor area shall be accessible to the disabled, and the license holder shall at all times comply with all applicable federal, state and village laws, ordinances and regulation concerning accessibility.

- Applicant Comments: Applicant is aware of the requirement and will adhere to the requirement.

k. Containers for refuse disposal and regular cleanup shall be placed inside of the outdoor area.

- Applicant Comments: Applicant is aware of the requirement and will adhere to the requirement.

l. If the outdoor area is used for outdoor sports activities as permitted under Section 11-69 and persons under the age of 21 are allowed to be present on the licensed premises, all persons 21 years of age or older who intend to consume alcohol beverages in the outdoor area, shall be issued a wristband that is bright in color which shall be issued only upon showing valid identification proving the person is 21 years of age or older.

- Applicant Comments: Applicant is aware of the requirement and will adhere to the requirement.

Recommendation: Staff recommends approval of an expansion of premise for the Edwards-Foye Post No. 534 of the American Legion, D/B/A, American Legion Post 534 for the property located at 4911 Burma Road to include an approximately 525 square foot outdoor consumption area with the following conditions to be satisfied before the license can be issued:

1. The maximum occupant load of the area will be required to be posted per International Building Code 2015 edition 1004.3 (IBC). Staff will assist in determining permissible load and posting location with the applicant.

2. Any latches for the egress gates shall swing with the path of travel and be operable in accordance with ADA and IBC requirements.
3. There needs to be security cameras installed to capture this space. The live video needs to be viewable by the bartender or other staff to ensure underage people are not in that space.
4. Applicant to obtain a fence permit from the Building Inspector.
5. Applicant to reimburse the Village for the cost of up to two on-street parking restriction poles and signs to be installed by the Public Works Department.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 14, 2024

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent

AGENDA ITEM: Motion to approve playground equipment replacement at Highland Oaks Park as recommended by the Parks & Recreation Committee.

PREVIOUS ACTION:

The Parks & Recreation Committee recommended approval of playground equipment replacement at Highland Oaks Park with the addition of monkey bars at their May 7, 2024, meeting.

ISSUE SUMMARY:

The 2024 Capital Improvement Plan has Highland Oaks Park playground planned for replacement. The current playground structure was installed in 2004. Accessibility for this playground was kept in mind as other amendments are occurring at this park this year. Replacements will include the equipment as well as the safety surfacing. Safety surfacing will consist of a mix of pour-in-place and certified wood fiber.

The committee was presented seven designs and quotes received from three vendors. Included in the packet is the original playground selected and the updated playground with the addition of monkey bars as recommended by the Parks and Recreation Committee.

FINANCIAL/BUDGET IMPACT:

The 2024 budget includes funds for playground updates at Highland Oaks Park through the Parks Fund 405.

VILLAGE PLAN REFERENCE:

[2024 to 2028 Capital Improvement Plan](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion and second to approve quote #142-181521-2 of selected playground equipment and safety surfacing from Lee Recreation for Highland Oaks Park in the amount of \$135,853.

ATTACHMENTS:

1. Lee Rec Option 2 Highland Oaks Park ORIGINAL



2. Lee Rec Option 2 Highland Hills Park - UPDATED

COLOR KEY

- MINT
- AQUA
- GRAY
- BLACK
- GRANITE
- GRAY/BLACK
- BLACK/GRAY







DATE: May 2, 2024

TO: City of McFarland
5115 Terminal Dr.
McFarland, WI 53558

FROM: Pat Groom

RE: **Playground Proposal #142-181521-1**

BCI BURKE "Play That Moves You"

Playground Proposal #142-181521-1

11 Play Events for an estimated 74 users ages 2-12, 5-12

1-#NUCLEUS Nucleus Modular Structure \$74,517.00

DECKS: 4-Triangle, 2-Square

BRIDGE: Mini Arch Bridge w/ Barriers

SLIDES: Cobra Corkscrew Slide @ 144" Deck Ht., **NEW** 360° Loop with Slide @ 72" Deck Ht.

CLIMBERS: Formis Ladder, Tree Branch Climber, Atom Climber Evolution Deck to Roof Climber

ROOF: 1-Evolution Square Roof

PLAY ACTIVITY PANELS: 3-In-A-Row Panel, Rain Crescent Panel

1-#560-2573 KidForce Spinner \$ 940.00

1-#570-2745 Orb Rocker \$ 8,947.00

1-#SWING 2-Bay Single Post Swing Assembly \$ 4,497.00

Includes: 1-Tot Seat, 2 Belt Seats, 1 Freedom Inclusive Swing Seat

Subtotal Equipment \$88,901.00

Project Discount **(\$13,335.00)**

Assembly/Installation \$ 26,670.00

765 sq. ft. Playbound Poured-in-Place Surfacing \$ 19,125.00

Freight \$ 1,000.00

TOTAL **\$122,361.00**

NOTE:

Playbound™ Poured-in-Place Surfacing

50% Color – 50% Black speckled mix – Includes Compacted aggregate base

Security of site until the product sets is the responsibility of the customer

OPTIONS:

120 Cubic Yards of Engineered Wood Fiber – DELIVERED ONLY - \$3,000.00

120 Cubic Yards of Engineered Wood Fiber – DELIVERED AND INSTALLED - \$6,000.00

53 – 4' Long Border Timbers - \$2,385.00

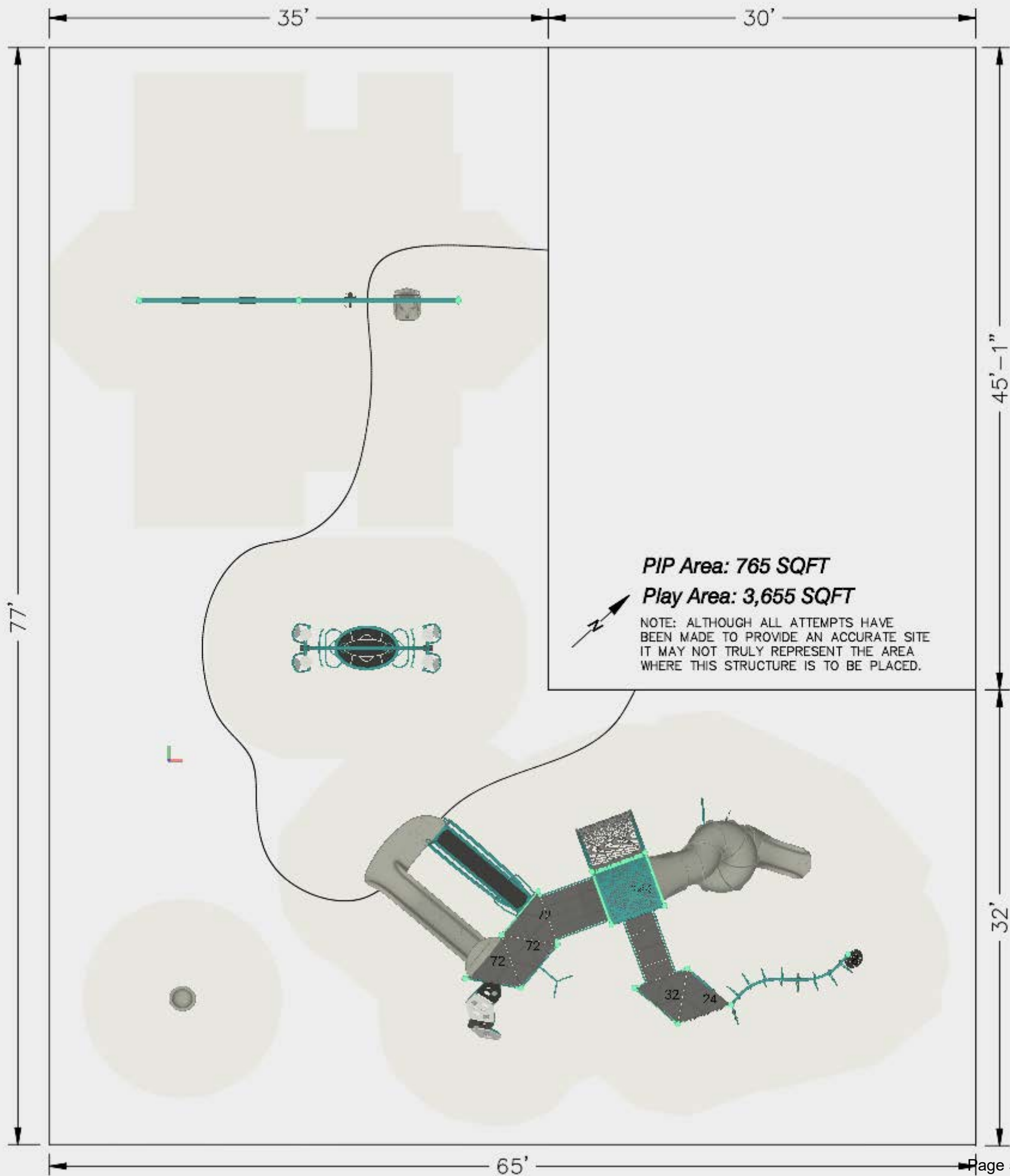
Terms: Net 30

Marking of all Private Lines, Site Preparation, Security of Site until Resilient Surfacing sets & Site Restoration is the responsibility of the customer

Lead time: 10 Weeks Upon Receipt of Order

Quote Effective: **Until 6-01-2024**







DATE: May 9, 2024
TO: City of McFarland
5115 Terminal Dr.
McFarland, WI 53558
FROM: Pat Groom
RE: **Playground Proposal #142-181521-2**

BCI BURKE "Play That Moves You"

Playground Proposal #142-181521-2

11 Play Events for an estimated 74 users ages 2-12, 5-12

1-#NUCLEUS Nucleus Modular Structure \$78,959.00

DECKS: 3-Triangle, 3-Square

BRIDGE: Mini Arch Bridge w/ Barriers

SLIDES: Cobra Corkscrew Slide @ 144" Deck Ht., **NEW** 360° Loop with Slide @ 72" Deck Ht.

CLIMBERS: Formis Ladder, Tree Branch Climber, Atom Climber Evolution Deck to Roof Climber

ROOF: 1-Evolution Square Roof

PLAY ACTIVITY PANELS: 3-In-A-Row Panel, Rain Crescent Panel

OVERHEAD: S Overhead

1-#560-2573 KidForce Spinner \$ 940.00

1-#570-2745 Orb Rocker \$ 8,947.00

1-#SWING 2-Bay Single Post Swing Assembly \$ 4,497.00

Includes: 1-Tot Seat, 2 Belt Seats, 1 Freedom Inclusive Swing Seat

Subtotal Equipment \$93,343.00

Project Discount **(\$14,000.00)**

Assembly/Installation \$ 28,000.00

765 sq. ft. Playbound Poured-in-Place Surfacing \$ 19,125.00

Delivery/Installation of 120 cu. yds of Engineered Wood Fiber \$ 6,000.00

53 - 4' Plastic Border Timbers \$ 2,385.00

Freight \$ 1,000.00

TOTAL **\$135,853.00**

NOTE:

Playbound™ Poured-in-Place Surfacing

50% Color - 50% Black speckled mix - Includes Compacted aggregate base

Security of site until the product sets is the responsibility of the customer

Terms: Net 30

Marking of all Private Lines, Site Preparation, Security of Site until Resilient Surfacing sets & Site Restoration is the responsibility of the customer

Lead time: 10 Weeks Upon Receipt of Order

Quote Effective: **Until 6-01-2024**

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 14, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding the plan for borrowing in order to fund the 2024 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Public Finance Professionals.

PREVIOUS ACTION:

The Village Board adopted the budget for the current year at its meeting on November 28, 2023 which is consistent for the included program year 2023 for the Capital Improvement Plan.

ISSUE SUMMARY:

Included within your packet is a report outlining the plan for borrowing in 2024. Carol will be present to go over this information with the Village Board and answer any questions that are raised. Our borrowing needs for 2024 to be discussed in this meeting are as follows:

- **Capital Projects Fund Note Issuance** - This funds our general capital needs for the year as we would normally consider them from year to year. The term is shorter at 10 years and the total amount is typically less than we would see in our bond issuances. The borrowing need next year for this purpose is presently proposed at \$4,982,750 million (rounded up to \$4.895 million within the financial forecasting). This will fund things like equipment, consulting, construction, etc. within the Capital Projects Fund. The anticipated borrowing is presented with the numbers from the 2024 Budget adopted last Fall that are updated in red to show what has changed since that point. This is subject to change until notes are issued within the schedule outlined as we still are still finalizing some numbers. have some project bids to open for the year. Projected interest rate for this issuance is around 3.7% which is about a half a percent higher than the previous year.
- **Community Center Project Note Issuance** - This borrowing will begin the borrowing process for the project's construction but at a lesser amount than was considered at budget time. Currently the total project budget is accepted in the Capital Improvement Plan at \$25.5 million spanning financially from years 2023-2025. This year we were planning to take out \$12.5 million and then another \$12.5 next year to reconcile against the project bid and final costs. Construction for the project will actually follow a Spring 2025 start time which is when a larger portion of the funds would be needed allowing for the first larger borrowing to be deferred a year. This borrowing does still include \$2 million to fund the soft costs for the project that are already approved for the year and then likely in the first quarter of 2025 we'll initiate the borrowing process for that year. The term for this loan will be 17 years and follow our bonds but completed in a format



for our notes. This provides more flexibility in the borrowing process and is something new this year after recent changes to State law.

- **Stormwater Utility Fund Note Issuance** - Borrowing was also anticipated to fund stormwater projects in 2024 for the items listed. This will follow the same 10 year term as the capital projects at an amount rounded to \$1.36 million. Stormwater last conducted a borrowing for the reconstruction of Holscher Road which was taken out over a similar term in 2015 that is set to expire this year.

There are other borrowings to be conducted this year not subject to discussion in this meeting, but referenced for later action as follows:

- **State Trust Fund Loan** - At the April 11th meeting, the Village Board approved a conceptual agreement to loan money to the Hockey Rink for the construction of an expansion of that facility. Should they desire to move the project forward in 2024, the enclosed amount is what was presented within that proposal that we would need to loan from the State to provide to the rink for their project for them to pay us back over a 20 year term.
- **Revenue Bonds** - At a later date we will present a report to pursue the next two year revenue bond to support water and sewer projects in 2024 and 2025. We did this previously for 2022 and 2023. The total amount anticipated in 2024 is \$1.9 million that will be discussed at a later date.
- **Clean Water Fund** - This was approved previously by the Village Board through the DNR's program and exclusively funds the construction of Lift Station #2 which will begin this year following contract award in January. The amount is aligned with actual construction costs which was noted at the time of award bid pricing far exceeded the engineer's estimates. Final approval of this loan will not take place until after the contract has been awarded and the final costs are known.

This is presented as a summary of the information generally to be discussed.

FINANCIAL/BUDGET IMPACT:

The financial impact is detailed within the attached report and will be reviewed as part of our meeting. The proposed borrowing amount is \$4,982,000 which is higher than adopted in the 2024 Budget but mainly due to advanced funding needed for the new fire engine that was approved at the last meeting..

VILLAGE PLAN REFERENCE:

[2024-2028 Capital Improvement Plan](#)

[2024 Budget](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



Recommended Action:

Motion, second to accept the plan for borrowing in order to fund the 2024 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Public Finance Professionals.

ATTACHMENTS:

1. Report on Financing 2024 CIP Projects
2. 2024 Anticipated Borrowing 05032024 mgs

McFarland Village Board
Report on Financing 2024 CIP Projects

Dated: May 14, 2024

Prepared by: Carol Ann Wirth, President
Wisconsin Public Finance Professionals, LLC

VILLAGE BOARD STATUTORY BORROWING AUTHORITY

The Village Board is authorized to issue general obligation debt under Wisconsin Statutes Chapter 67. General Obligation Promissory Notes (“Notes”) are authorized pursuant to Section 67.12(12) of the Wisconsin Statutes. The Village Board has authority under this Statute to issue Notes with approval of a majority vote of a quorum of the Village Board on an award resolution, at a future date, locking in final terms, including principal amount, repayment schedule and interest rates.

In April of 2024, changes occurred to Section 67.12(12) allowing Notes to be amortized over twenty years instead of the previous limit of 10 years. Notes allow the Village to borrow funds for various capital projects and co-mingle the funds between the projects, providing flexibility with expending the funds based on actual costs, and helps the Village comply with federal arbitrage rules and expenditure benchmarks.

MUNICIPAL BOND MARKET

Interest rates in 2024 have been very volatile as market predictions for early to mid 2024 Federal rate cuts have significantly shifted to a 60% probability for a 0.25% rate cut in December. While inflationary pressures still remain high, weak jobs data may begin to have an opposing impact. This past week, short-term rates (ten years and less) have experienced a decline, with upward pressure on the long-term yields. The next Federal Open Markets Committee meeting is scheduled for June 11-12.

Yields shown in this report reflect Wisconsin municipalities with similar bond ratings, non-bank qualified general obligation securities which sold during the week of May 6, 2024. These yields were used for the preliminary structuring schedules for the Village’s Notes, but are not guaranteed. Final yields and rates are locked in on the date the Notes are sold in the marketplace.

\$8,345,000 GENERAL OBLIGATION PROMISSORY NOTES – 2024 CIP

Annually, the Village issues general obligation promissory notes to fund capital improvement projects. Notes cannot exceed a twenty-year amortization. The borrowed funds can be co-mingled between projects based on actual costs of each project. The 2024 CIP borrowing includes \$4,985,000 for general Village purposes, \$1,360,000 for Stormwater Purposes and \$2,000,000 for the Community Center.

2024 CIP Projects	Dept	Notes		2024 CIP Projects	Dept	Notes
Community Center	Facilities	<u>\$2,000,000</u>		Lewis Park Flooring	Parks	75,000
General Tech Equipment	Facilities	30,000		McDaniel Park (Permitting)	Parks	25,000
Equipment	Police	25,000		Mower (Slopes)	Parks	32,000
Squad Car Video	Police	56,000		Mower	Parks	33,000
Traffic Safety	Police	20,000		Pedestrian Ways (Trails)	Parks	100,000
EMS Equipment	Fire/EMS	24,250		Siggelkow Trail (Design)	Parks	75,000
Engine	Fire/EMS	687,000		East Side BP TID	CD	125,000
Fire Equipment	Fire/EMS	37,250		Historic Property Signs	CD	25,000
Technology	Fire/EMS	14,750		PSC Solar Battery	CD	255,000
Exchange Street (Build)	DPW	2,101,250		Zoning Code	CD	110,000
Grapple Bucket	DPW	6,000		Sub-Total Village Purposes		<u>\$4,982,750</u>
Landscape Rakes	DPW	20,000		Stormwater Purposes:		
Paving & Utility Plan	DPW	311,250		Exchange Street (Build)	DPW	390,750
Pickup Truck	DPW	64,000		2023 Reimbursement	DPW	457,5000
Sidewalk Replace	DPW	100,000		Pickup Truck	DPW	64,000
Street Maintenance	DPW	150,000		Pipe Cleaning	DPW	100,000
Street Tree Planting	DPW	30,000		Street Sweeper	DPW	345,000
HVAC Controls	Library	5115,000		Tri-Pod (Confined Space)	DPW	4,000
Scanner	Library	16,000		Sub-Total Stormwater Purposes		<u>\$1,361,250</u>
Brandt Park Bathrooms	Parks	185,000		Total 2024 CIP Projects		<u>\$8,344,000</u>
CP Phase 2 (Design)	Parks	175,000				

\$8,345,000 GENERAL OBLIGATION PROMISSORY NOTES ESTIMATED SOURCES & USES OF FUNDS

The Notes are structured as one combined issue for marketing while maintaining a breakdown by each purpose as shown in the Sources and Uses of Funds below.

\$8,345,000 G.O. Promissory Notes 2024 Est. Sources and Uses of Funds

Dated 07/15/2024 | Delivered 07/15/2024

	Village CIP Purposes	Stormwater Purposes	Community Center Purposes	Total 2024 G.O. Notes
Sources Of Funds				
Par Amount of Notes	\$4,985,000.00	\$1,360,000.00	\$2,000,000.00	\$8,345,000.00
Est. Reoffering Premium	355,518.30	98,092.20	80,269.20	533,879.70
Total Sources	\$5,340,518.30	\$1,458,092.20	\$2,080,269.20	\$8,878,879.70
Uses Of Funds				
Est. Underwriter's Expenses	97,818.30	26,686.64	39,245.06	163,750.00
Deposit to Project Construction Fund	4,985,000.00	1,360,000.00	2,000,000.00	8,345,000.00
Excess Premium Deposit to Debt Service	257,700.00	71,405.56	41,024.14	370,129.70
Total Uses	\$5,340,518.30	\$1,458,092.20	\$2,080,269.20	\$8,878,879.70

\$8,345,000 GENERAL OBLIGATION PROMISSORY NOTES COMBINED PURPOSES

The Notes are structured and marketed as one issue for all combined purposes. Principal will be repaid over a 17-year period (March 1, 2025 – 2041). Interest is paid semiannually on March 1 and September 1. The Notes will have a prepayment date of March 1, 2034. The estimated true interest cost is 3.68% including all expenses of issuance included in the rate and paid by the underwriter. The final rate will be known when the Notes are sold at competitive sale on July 9, 2024.

\$8,345,000 General Obligation Promissory Notes Estimated Debt Service (Combined Purp)

Calendar Year	Principal (3/01)	Coupon	Estimated Interest	Total Est. Debt Service
2024	-	-	-	-
2025	485,000.00	5.000%	421,054.44	906,054.44
2026	470,000.00	5.000%	348,100.00	818,100.00
2027	520,000.00	5.000%	323,350.00	843,350.00
2028	585,000.00	5.000%	295,725.00	880,725.00
2029	595,000.00	5.000%	266,225.00	861,225.00
2030	710,000.00	5.000%	233,600.00	943,600.00
2031	770,000.00	5.000%	196,600.00	966,600.00
2032	875,000.00	5.000%	155,475.00	1,030,475.00
2033	950,000.00	4.000%	114,600.00	1,064,600.00
2034	985,000.00	4.000%	75,900.00	1,060,900.00
2035	200,000.00	4.000%	52,200.00	252,200.00
2036	200,000.00	4.000%	44,200.00	244,200.00
2037	200,000.00	4.000%	36,200.00	236,200.00
2038	200,000.00	4.000%	28,200.00	228,200.00
2039	200,000.00	4.000%	20,200.00	220,200.00
2040	200,000.00	4.000%	12,200.00	212,200.00
2041	200,000.00	4.100%	4,100.00	204,100.00
-	\$8,345,000.00	Est. TIC 3.68%	\$2,627,929.44	\$10,972,929.44

BREAKDOWN OF VILLAGE CIP AND STORMWATER PORTION OF 2024 G.O. NOTES

\$4,985,000 Village CIP Portion of 2024 G.O. Notes Est. Debt Service

Calendar Year	Principal (3/01)	Coupon	Estimated Interest	Total Est. Debt Service
2024	-	-	-	-
2025	350,000.00	5.000%	255,713.89	605,713.89
2026	310,000.00	5.000%	209,250.00	519,250.00
2027	350,000.00	5.000%	192,750.00	542,750.00
2028	400,000.00	5.000%	174,000.00	574,000.00
2029	400,000.00	5.000%	154,000.00	554,000.00
2030	500,000.00	5.000%	131,500.00	631,500.00
2031	550,000.00	5.000%	105,250.00	655,250.00
2032	650,000.00	5.000%	75,250.00	725,250.00
2033	725,000.00	4.000%	44,500.00	769,500.00
2034	750,000.00	4.000%	15,000.00	765,000.00
-	\$4,985,000.00	-	\$1,357,213.89	\$6,342,213.89

\$1,360,000 Stormwater Portion of 2024 G.O. Notes Est. Debt Service

Calendar Year	Principal (3/01)	Coupon	Estimated Interest	Total Est. Debt Service	Existing Stormwater Debt Service	Combined Est. Debt Service
2024	-	-	-	-	71,505.00	71,505.00
2025	75,000.00	5.000%	70,979.44	145,979.44	-	145,979.44
2026	100,000.00	5.000%	58,350.00	158,350.00	-	158,350.00
2027	110,000.00	5.000%	53,100.00	163,100.00	-	163,100.00
2028	125,000.00	5.000%	47,225.00	172,225.00	-	172,225.00
2029	135,000.00	5.000%	40,725.00	175,725.00	-	175,725.00
2030	150,000.00	5.000%	33,600.00	183,600.00	-	183,600.00
2031	160,000.00	5.000%	25,850.00	185,850.00	-	185,850.00
2032	165,000.00	5.000%	17,725.00	182,725.00	-	182,725.00
2033	165,000.00	4.000%	10,300.00	175,300.00	-	175,300.00
2034	175,000.00	4.000%	3,500.00	178,500.00	-	178,500.00
-	\$1,360,000.00	-	\$361,354.44	\$1,721,354.44	\$71,505.00	\$1,792,859.44

COMMUNITY CENTER PORTION OF 2024 G.O. NOTES

\$2,000,000 Community Center Portion of 2024 G.O. Notes Est. Debt Service

Calendar Year	Principal (3/01)	Coupon	Estimated Interest	Total Est. Debt Service
2024	-	-	-	-
2025	60,000.00	5.000%	94,361.11	154,361.11
2026	60,000.00	5.000%	80,500.00	140,500.00
2027	60,000.00	5.000%	77,500.00	137,500.00
2028	60,000.00	5.000%	74,500.00	134,500.00
2029	60,000.00	5.000%	71,500.00	131,500.00
2030	60,000.00	5.000%	68,500.00	128,500.00
2031	60,000.00	5.000%	65,500.00	125,500.00
2032	60,000.00	5.000%	62,500.00	122,500.00
2033	60,000.00	4.000%	59,800.00	119,800.00
2034	60,000.00	4.000%	57,400.00	117,400.00
2035	200,000.00	4.000%	52,200.00	252,200.00
2036	200,000.00	4.000%	44,200.00	244,200.00
2037	200,000.00	4.000%	36,200.00	236,200.00
2038	200,000.00	4.000%	28,200.00	228,200.00
2039	200,000.00	4.000%	20,200.00	220,200.00
2040	200,000.00	4.000%	12,200.00	212,200.00
2041	200,000.00	4.100%	4,100.00	204,100.00
-	\$2,000,000.00	-	\$909,361.11	\$2,909,361.11

VILLAGE CIP AND COMMUNITY CENTER COMBINED WITH EXISTING VILLAGE PURPOSE DEBT

The estimated debt service for the Village CIP and the Community Center is combined with existing Village purpose general obligation debt service. The estimated increase from 2024 to 2025 is approximately \$0.24 tax rate impact (\$24 on \$100,000 of property value) based on 2024 estimated assessed valuations.

Combined 2024 CIP & Comm Center Est. Debt Service with Existing Village Purpose D/S

Calendar Year	Principal (3/01)	Estimated Interest	Existing Vill Purp Debt Service	Combined Est. Debt Service
2024	-	-	4,067,749.00	4,067,749.00
2025	410,000.00	350,075.00	3,910,869.00	4,670,944.00
2026	370,000.00	289,750.00	4,173,244.00	4,832,994.00
2027	410,000.00	270,250.00	4,021,628.00	4,701,878.00
2028	460,000.00	248,500.00	3,499,647.00	4,208,147.00
2029	460,000.00	225,500.00	3,400,822.00	4,086,322.00
2030	560,000.00	200,000.00	2,990,019.00	3,750,019.00
2031	610,000.00	170,750.00	2,506,869.00	3,287,619.00
2032	710,000.00	137,750.00	2,564,928.00	3,412,678.00
2033	785,000.00	104,300.00	2,199,325.00	3,088,625.00
2034	810,000.00	72,400.00	1,491,509.00	2,373,909.00
2035	200,000.00	52,200.00	1,466,469.00	1,718,669.00
2036	200,000.00	44,200.00	1,440,894.00	1,685,094.00
2037	200,000.00	36,200.00	1,415,319.00	1,651,519.00
2038	200,000.00	28,200.00	1,389,209.00	1,617,409.00
2039	200,000.00	20,200.00	1,362,031.00	1,582,231.00
2040	200,000.00	12,200.00	1,334,318.00	1,546,518.00
2041	200,000.00	4,100.00	1,306,606.00	1,510,706.00
2042	-	-	431,375.00	431,375.00
-	\$6,985,000.00	\$2,266,575.00	\$44,972,830.00	\$54,224,405.00

PRELIMINARY PRICING SCHEDULE FOR \$8,345,000 GENERAL OBLIGATION PROMISSORY NOTES

\$8,345,000 General Obligation Promissory Notes 2024 Preliminary Pricing Summary

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	YTM	Call Date	Call Price	Dollar Price
03/01/2025	Serial Coupon	5.000%	3.600%	485,000.00	100.857%	-	-	-	489,156.45
03/01/2026	Serial Coupon	5.000%	3.400%	470,000.00	102.508%	-	-	-	481,787.60
03/01/2027	Serial Coupon	5.000%	3.300%	520,000.00	104.241%	-	-	-	542,053.20
03/01/2028	Serial Coupon	5.000%	3.150%	585,000.00	106.291%	-	-	-	621,802.35
03/01/2029	Serial Coupon	5.000%	3.150%	595,000.00	107.905%	-	-	-	642,034.75
03/01/2030	Serial Coupon	5.000%	3.150%	710,000.00	109.469%	-	-	-	777,229.90
03/01/2031	Serial Coupon	5.000%	3.150%	770,000.00	110.984%	-	-	-	854,576.80
03/01/2032	Serial Coupon	5.000%	3.200%	875,000.00	112.093%	-	-	-	980,813.75
03/01/2033	Serial Coupon	4.000%	3.250%	950,000.00	105.600%	-	-	-	1,003,200.00
03/01/2034	Serial Coupon	4.000%	3.250%	985,000.00	106.154%	-	-	-	1,045,616.90
03/01/2035	Serial Coupon	4.000%	3.300%	200,000.00	105.730%	c 3.354%	03/01/2034	100.000%	211,460.00
03/01/2036	Serial Coupon	4.000%	3.400%	200,000.00	104.888%	c 3.485%	03/01/2034	100.000%	209,776.00
03/01/2037	Serial Coupon	4.000%	3.500%	200,000.00	104.053%	c 3.597%	03/01/2034	100.000%	208,106.00
03/01/2038	Serial Coupon	4.000%	3.600%	200,000.00	103.226%	c 3.696%	03/01/2034	100.000%	206,452.00
03/01/2039	Serial Coupon	4.000%	3.700%	200,000.00	102.407%	c 3.784%	03/01/2034	100.000%	204,814.00
03/01/2040	Serial Coupon	4.000%	4.000%	200,000.00	100.000%	-	-	-	200,000.00
03/01/2041	Serial Coupon	4.100%	4.100%	200,000.00	100.000%	-	-	-	200,000.00
Total	-	-	-	\$8,345,000.00	-	-	-	-	\$8,878,879.70
Par Amount of Notes									\$8,345,000.00
Reoffering Premium or (Discount)									533,879.70
Gross Production									\$8,878,879.70
Total Est. Underwriter's Expenses (Municipal Advisor, Bond Counsel, Rating, Underwriting)									\$(163,750.00)
Total Purchase Price									\$8,715,129.70
True Interest Cost (TIC)									3.6790784%

Interest rates and yields shown reflect sale results for a comparable Wisconsin issuer during the week of May 6, 2024 and are not intended to represent or guaranteed the actual interest rates and yields for the Village's Notes selling at a later date in 2024.

LEGAL DEBT LIMIT CALCULATION FOR GENERAL OBLIGATION DEBT

Equalized Valuation (2023) as certified by Wisconsin Department of Revenue	\$1,617,865,600
Legal Debt Percentage Allowed	<u>5.00%</u>
Legal Debt Limit	\$80,893,280

General Obligation Debt Outstanding Including the 2024 Notes	\$51,190,000
Less: 2024 Principal Payments	<u>(4,225,000)</u>
Total General Obligation Debt Outstanding Including the 2024 Notes	\$46,965,000

Unused Margin of Indebtedness	\$33,928,280
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Percent of Legal Debt Incurred	58.06%
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Percent of Legal Debt Available	41.94%
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Note: The legal debt limit will increase when the 2024 equalized valuation becomes available in August 2024.

METHOD OF SALE

Wisconsin Law allows General Obligation Notes to be sold at Public or Negotiated Sale.

- o **Public Sale** – Village Advertises for Underwriter Nation-wide – to Submit Bid on Specific Date and Time Underwriter's Bid Dependent Upon –

- Market Conditions on Day of Bid

- Number of Issues Underwriter Will Bid on (Bidding Calendar) or Purchase That Day

- Limited Ability to Pre-sell Notes - Risk May be Built into Bid as Cost to Village

- Underwriting Cost Locked in on the Day of Sale

- Underwriter Submits Bid on Bid Form per Bidding Parameters in "Official Notice of Sale"

- Market Conditions are Monitored by Municipal Advisor Throughout Borrowing Timeline

- Local Banks Participate Through Their Broker/Dealer Relationships

- Village Has Flexibility to Change Dollar Amount and Structuring Terms After Bids are Opened

- o **Negotiated Sale** – Underwriter is Selected by Village Through RFP Process or Based on Historical Experience Underwriter Provides Assistance to Village in Advance of Entering the Bond Market -

- Updates and Advises Village of Changes to Market Conditions, Interest Rates

- Investors and Local Banks Contacted Early to Determine Interest in Purchasing Notes/Bonds

- Reduces Underwriter's Risk of Unsold Notes - Potential for Lower Underwriting Cost

- Cost of Underwriting Locked in Prior to Sale Date

- Underwriter Has Flexibility to Capture Market Opportunities Several Days in Advance of Award

- Village Has Flexibility to Change Dollar Amount and Structuring Terms Up to Time of Order Period

- Underwriter Provides Village with Comparable Sales in Market

The Village of McFarland has used both sale method. However, since 2019, the Village has used the public sale method. The Village has strong historical market acceptance and a high-quality bond rating. Current market conditions should result in multiple bids received at public sale.

2024 GENERAL OBLIGATION PROMISSORY NOTES FINANCING TIMELINE

Village Board Presentation – Report on Financing 2024 CIP	May 14
Coordinate Financing Team / Prepare Official Statement Official Statement to Village for Review	May – June 17
Official Statement Submitted to Moody's	June 18
Moody's Conference Call	June 24
Official Statement Distributed to Underwriter(s)	June 24
Moody's Rating Released; Credit Report Available	July 2
Bids Received 10:30 A.M. Village Board Adopts Final Award Resolution P.M. (Sale)	July 9
Closing; Delivery of Funds to Village	July 25

Note: All borrowed funds must be spent within 24 months (July 25, 2026).

Capital Improvement Program

Village of McFarland

Program Year: 2024

Anticipated Borrowing by Project

Projects	Dept	Capital Projects - 400			Utility - 600			Stormwater - 605	Total
		Note (10)	Note (20)	STFL	Water-REV	Sewer-REV	Sewer-CWF	REV	
Community Center (Build)	Facilities		2,000,000						2,000,000
General Tech Equipment	Facilities	30,000							30,000
Equipment	Police	25,000							25,000
Squad Car Video	Police	56,000							56,000
Traffic Safety	Police	20,000							20,000
EMS Equipment	Fire/EMS	24,250							24,250
Engine	Fire/EMS	687,000							687,000
Fire Equipment	Fire/EMS	37,250							37,250
Technology	Fire/EMS	14,750							14,750
Exchange Street (Build)	DPW	2,101,250			1,039,750	164,000		390,750	3,695,750
Grapple Bucket	DPW	6,000							6,000
Landscape Rakes	DPW	20,000							20,000
Lift Station #2 (Build)	DPW					855,000	2,709,000		3,564,000
Lining	DPW					100,000			100,000
Paving and Utility Plan	DPW	311,250			20,000				331,250
2023 Reimbursement	DPW							457,500	457,500
Pickup Truck X 4	DPW	64,000			64,000	64,000		64,000	256,000
Pipe Cleaning	DPW							100,000	100,000
Sidewalk Replace	DPW	100,000							100,000
Street Maintenance	DPW	150,000							150,000
Street Sweeper	DPW							345,000	345,000
Street Tree Planting	DPW	30,000							30,000
Tri-Pod (Confined Space)	DPW				4,000	4,000		4,000	12,000
USH 51 (Design)	DPW				50,000				50,000
Well #5 (Design)	DPW				400,000				400,000
HVAC Controls	Library	115,000							115,000
Parking Lot/Hardscape	Library	-							-
Scanner	Library	16,000							16,000
Brandt Park Bathrooms	Parks	185,000							185,000
CP Phase 2 (Design)	Parks	175,000							175,000
Lewis Park Flooring	Parks	35,000							35,000
McDaniel Park (Permitting)	Parks	25,000							25,000
McFarland Park (Hockey)	Parks			2,650,000					2,650,000
Mower (Slopes)	Parks	32,000							32,000
Mower	Parks	33,000							33,000
Pedestrian Ways (Trails)	Parks	100,000							100,000
Siggelkow Trail (Design)	Parks	75,000							75,000
East Side BP TID	CD	125,000							125,000
Historic Property Signs	CD	25,000							25,000
PSC Solar Battery	CD	255,000							255,000
Zoning Code	CD	110,000							110,000
Total Projects		4,982,750	2,000,000	2,650,000	1,577,750	1,187,000	2,709,000	1,361,250	16,467,750

	Approved Budget	Estimated Actual	Difference
General Obligation Note Issuance - 10 year term	4,288,750	4,982,750	694,000
General Obligation Note Issuance - 20 year term	12,500,000	2,000,000	(10,500,000)
Utility Revenue Bond Issuance - 10-20 year term	2,613,500	4,126,000	1,512,500
Clean Water Fund Loan DNR - 20 year term	2,600,000	2,709,000	109,000
State Trust Fund Loan BCPL - 20 year term	0	2,650,000	2,650,000
Total Proposed Borrowing	22,002,250	16,467,750	(5,534,500)

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 14, 2024

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator, Lee Igl, Public Works
Director, Sayer Larson, Parks Superintendent

AGENDA ITEM: Discussion and action regarding an agreement with the McFarland School District for the development of the Inclusive Park at Waubesa Intermediate School.

PREVIOUS ACTION:

The Parks & Recreation Committee and Village Board approved the concept to develop the park at WIS. This included approval for Phase 1 of the proposal and entered into planning/design agreement for Phase 2.

At its August 1, 2023 Committee meeting, an update was provided on next steps for the project as the planning process that was now underway.

The Committee began the planning process at its September 5, 2023, meeting. A Public Information Meeting was held for the project at an open event at the Municipal Center on October 4, 2023.

The proposed site plan for the improvements was reviewed and approved by the Committee at their meeting on November 7, 2023.

A draft of the planned equipment was discussed and reviewed by the Committee at its meeting on December 5, 2023.

The Committee and Village Board approved the Inclusive Park equipment in January of 2024 along with final design for site work at its meetings in March of 2024.

The Committee reviewed this agreement at its meeting on May 7, 2024 and recommended its approval.

ISSUE SUMMARY:

Last Summer the Village and District began the process to partner on the construction of an Inclusive Park at Waubesa Intermediate School. This helped both the Village achieve its objective to implement the master plan for this purpose as well as provide an enhanced experience for students at the school all while sharing in the expense versus either party taking it on individually. Over the course of many meetings during that time we have approved elements of the project for both Phase 1 and Phase 2 in order to align the project for completion later this



Fall after Phase 1 was finished earlier this Spring. Once school is done, site work will begin for the first round of playground installation this Summer. The enclosed agreement was drafted by Village and District Staff, and is recommended by both parties for approval to formalize all prior approvals granted and establish the cost sharing for the project. The Village Attorney additionally has reviewed the agreement and recommended its approval as well. The project as proposed and thus far approved is included as Exhibit A of the agreement.

FINANCIAL/BUDGET IMPACT:

Costs for the project are presented in Exhibit B and presently include Phase 2. It will be revised to also include Phase 1 which incurred \$1,206,496.

VILLAGE PLAN REFERENCE:

[Inclusive Playground Master Plan](#) - December 14, 2020

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to approve an agreement with the McFarland School District for the development of the Inclusive Park at Waubesa Intermediate School.

ATTACHMENTS:

1. Joint Park Development Agreement 05092024 mgs

INTERGOVERNMENTAL PARK DEVELOPMENT AGREEMENT

Village of McFarland and McFarland School District

This Agreement, dated as of May 20, 2024, is entered into by and between the Village of McFarland, a Wisconsin municipal corporation (the “Village”), and McFarland School District, a common school district (the “District”).

RECITALS

WHEREAS, the District is the owner of certain real property in the Village of McFarland (the “Property”) located at 5605 Red Oak Trail, McFarland, Wisconsin, legally described as Lot 129, Red Oak Addition to Cedar Glade, in the Village of McFarland, DeForest, Dane County, Wisconsin; and

WHEREAS, the District and the Village have jointly planned the development of park (the “Park”) and playground facilities which include the redevelopment of the “School Playground”, “Inclusive Park” and “Park Shelter” on the Property which are intended for use by the District as well as the general public; and

WHEREAS, the parties have cooperated in completing the initial development phase of the Park, including the planning, design, pavement installation, the extension of water, sewer, stormwater and electrical service to, and construction of, a park shelter building (collectively, the “Phase 1 Improvements”), and will share in the cost thereof; and

WHEREAS, the parties intend to complete the construction of the remainder of the Park facilities and related improvements (collectively referred to herein as the “Phase 2 Improvements”) during 2024 and desire to memorialize the rights and responsibilities of each party with respect thereto and with regard to the future ownership, operation, maintenance and use of the Park and Facilities after completion thereof;

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual premises, representations, warranties, covenants, conditions herein contained, and the exhibits attached hereto, the parties agree as follows.

SECTION 1 COMPLETION OF FACILITIES

The District shall contract for the purchase and installation of all materials and equipment necessary to complete the installation of all remaining Phase 1 Improvements and all of the Phase 2 Improvements in accordance with the plans previously approved by the parties and attached hereto as **Exhibit A** (the “Plans”) at its sole expense. Modifications, substitutions or other changes to the plans may be approved by the governing bodies of both parties without further amendment

to this Agreement. Notwithstanding the foregoing, the parties authorize their chief administrative officers to agree upon minor change orders that may be necessary (a) to respond to specific site conditions, (b) to comply with applicable legal requirements, or (c) to accommodate the unavailability of specified materials or equipment provided that no such change order increases the total cost of the Phase 2 Improvements by more than \$10,000 or cause the total cost thereof to exceed the project budget. The Facilities shall be substantially completed on or before December 1, 2024.

SECTION 2 COST SHARING

2.1 Phase 1. Upon completion of Phase 1 Improvements the Village and District shall determine final costs incurred by both parties and transfer funds between each entity prior to June 30, 2024 as needed in order that each party will have paid 50% of the final actual expenses for Phase 1.

2.2 Phase 2. Upon completion of Phase 2 Improvements and opening of the Park for public use, the Village and District shall determine final costs incurred by both parties for the Phase 2 Improvements and transfer funds between each entity prior to December 31, 2024 as needed in order that each party will have paid 50% of the final actual Phase 2 Improvement expenses.

SECTION 3 OPERATION AND MAINTENANCE

3.1 Facilities Maintenance. The District shall maintain the Park in a manner consistent with the standards of maintenance employed by the District at all other District facilities open to the public. Such maintenance shall include, but not be limited to lawn mowing, fertilization and weed control, maintenance and replacement of trees, shrub and other landscape plantings, trash and litter removal, and the inspection, repair and replacement of buildings and equipment. Maintenance standards that equal or exceed those employed by the Village for comparable public parks shall be deemed presumptively reasonable. District and Village Staff will jointly inspect the park and playground facilities on an annual basis and consult in good faith on the need for capital repairs or replacements beyond routine operational maintenance.

3.2 Cost Sharing. The District and Village will share equally in capital expenses necessary to repair or replace equipment, site improvements, or facility amenities as determined by agreement of the parties.

3.3 Operation. The District shall keep the Park open during reasonable hours and times of year to the general public for normal recreational activities for a period of not less than 20 years following completion of the Facilities, subject to reasonable rules and regulations adopted by the District from time to time with respect to hours of operation, prohibition or restrictions on certain uses which may cause unreasonable damage or wear to the Park or create unreasonable disturbances to the public or the District's educational mission. Notwithstanding the foregoing, the parties acknowledge that the Park may be used as part of the District's educational operations and the District may temporarily exclude the general public from those areas of the Park needed

for educational activities while they are in progress. The District may also close the Park Shelter on a seasonal basis for it to be winterized during colder months.

3.4 Utility Payments. The District shall be responsible for, and shall pay when due, all utility charges relating to the operation of the Park. Nothing in this Agreement is intended to preclude the District from recovering an appropriate share of its utility and similar user-specific expenses through reasonable charges imposed for the reservation of specific Facilities for the exclusive use by individuals or entities that are reasonably consistent with similar charges imposed therefor by other area park systems. Charges less than or equal to those imposed for such use by the Village park system shall be conclusively deemed reasonable.

3.5. Insurance. The District shall maintain liability and property insurance covering the Property consistent with the coverages and policy limits held by the District for its existing facilities and public spaces.

SECTION 4 MISCELLANEOUS

4.1 Successors and Assigns. This Agreement shall run with the land and shall inure to the benefit of and be binding upon the Village and the District and any permitted assignee and their respective heirs, transferees, successors and assigns, and all persons claiming under them.

4.2 Notices. Any Notice pursuant to the terms and conditions of this Agreement shall be in writing and deemed effective as follows: (a) if delivered personally, upon delivery; (b) if sent by certified mail, return receipt requested, upon certified receipt; (c) if sent by a recognized mail or courier service, with delivery receipt requested, upon receipt; (d) if sent by email, upon the opening by the recipient of the email and acknowledge by recipient as having been received or with a return receipt returned to the sender; or (e) if sent by facsimile transmission, when dispatched and acknowledged by recipient as having been received in full and in legible form. Notices shall be addressed to the following persons and address (or to such other persons or addresses as the respective parties may add or substitute by written notice):

To Village: Village of McFarland
5915 Milwaukee Street, PO Box 110
Telephone: 608-838-3153 McFarland, WI 53558
Email: Matt.Schuenke@mcfarland.wi.us
Attention: Matt Schuenke, Village Administrator

To District: McFarland School District
Address: 5101 Farwell Street
McFarland, WI 53558
Telephone: 608.838.4520
Email: mahonej@mcfsd.org
Attention: Jeff Mahoney, Director of Business

4.3 Governing Law. This Agreement and the rights and duties of the parties hereunder shall be governed by and shall be construed, enforced and performed in accordance with the laws of the State of Wisconsin without regard to principles of conflicts of law. The parties agree that any rule of construction to the effect that ambiguities are to be resolved in favor of either party shall not be employed in the interpretation of this Agreement and is hereby waived.

4.4 Dispute Resolution. Unless otherwise expressly provided for in this Agreement, the dispute resolution procedures of this Section 4.4 shall be the exclusive mechanism to resolve disputes arising under this Agreement. The parties agree to use their respective best efforts to resolve any dispute(s) that may arise regarding this Agreement. Any and all disputes arising under, out of, or in relation to this Agreement, its negotiation, performance, purported breach or termination (“Dispute”) shall first be submitted for resolution in accordance with the provisions of this Section 4.4. Any Dispute shall first be referred to the chief administrative officer of each party for informal resolution. Any dispute that cannot be resolved between the administrative officers within ten (10) calendar days, or in the case of payment disputes five (5) calendar days, after receipt by each thereof of notice of such Dispute shall be referred to the president of the governing body of each party for resolution. If the parties, negotiating in good faith, fail to reach an agreement within a reasonable period of time, not exceeding ten (10) calendar days after such referral, then either party may avail itself of any process, including court action, to enforce any right or remedy available to it at law or in equity.

4.5 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which when taken together shall constitute one and the same document.

4.6 Severability. If any article, section, phrase or portion of this Agreement is, for any reason, held or adjudged to be invalid, illegal or unenforceable by any court of competent jurisdiction, such article, section, phrase, or portion so adjudged will be deemed separate, severable and independent and the remainder of this Agreement will be and remain in full force and effect and will not be invalidated or rendered illegal or unenforceable or otherwise affected by such adjudication, provided the basic purpose of this Agreement and the benefits to the parties are not substantially impaired, and provided further, that the parties shall enter into negotiations concerning the terms affected by such decisions for the purpose of replacing them with alternative provisions which meet legal requirements and carry out the intent of the parties to the extent practicable.

4.7 Entire Agreement. This Agreement, together with its exhibits, contains the entire agreement between the District and the Village with respect to the development and use of the Park, and supersedes all prior discussions, understandings or agreements, whether written or oral, between the parties relating to the subject matter hereof.

4.8 Headings and Captions. The headings and captions in this Agreement are intended for reference only, do not form a part of this Agreement, and will not be considered in construing this Agreement.

4.9 No Joint Venture. Each party will perform all obligations under this Agreement as an independent contractor. Nothing herein contained shall be deemed to constitute any party a partner, agent or legal representative of the other party or to create a joint venture, partnership, agency or any relationship between the parties. The obligations of the District and the Village hereunder are individual and neither collective nor joint in nature.

4.10 Amendments; Binding Effect. This Agreement may not be amended, changed, modified, or altered unless such amendment, change, modification, or alteration is in writing and signed by both of the parties to this Agreement or their successor in interest. This Agreement inures to the benefit of and is binding upon the parties and their respective successors and permitted assigns.

4.11 No Third-party Beneficiaries. This Agreement is intended solely for the benefit of the parties hereto. Nothing in this Agreement shall be construed to create any duty to or standard of care with reference to, or any liability to, or any benefit or right of enforcement for, any person not a party to this Agreement.

4.12 Further Assurances. From time to time and at any time at and after the execution of the Agreement, each party shall execute, acknowledge and deliver such documents and assurances, reasonably requested by the other and shall take any other action consistent with the terms of the Agreement that may be reasonably requested by the other for the purpose of effecting or confirming any of the transactions contemplated by the Agreement. Neither party shall unreasonably withhold, condition or delay its compliance with any reasonable request made pursuant to this Section.

4.13 Good Faith. All rights, duties and obligations established by this Agreement shall be exercised in good faith and in a commercially reasonable manner. In any instance when Village's consent or approval is required under this Agreement, such consent shall not be unreasonably withheld.

4.14 Recording. Either party may record a memorandum with the Office of the Register of Deeds for Dane County providing public notice of this Agreement.

IN WITNESS WHEREOF, the Village and the District, acting through their duly authorized representatives, have executed this Agreement.

Signatures to follow on next page.

VILLAGE OF MCFARLAND

By: _____
Carolyn A. Clow, Village President

Attest:

Cassandra Suettinger
Deputy Administrator/Clerk-Treasurer

MCFARLAND SCHOOL DISTRICT

By: _____
Craig Howery, School Board President

Attest:

Bruce Fischer
School Board Clerk

EXHIBIT A
FACILITY PLANS

EXHIBIT B
OPINION OF PROBABLE COSTS

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 14, 2024

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action on regarding a preferred concept plan for improvements to proposed WisDOT roundabouts at Siggelkow Road and USH 51 ramps.

PREVIOUS ACTION:

December 6, 2023 Joint Plan Commission and CDA meeting to review four initial roundabout design concepts.

April 16, 2024 Plan Commission unanimously recommends the Welcome M roundabout concept.

ISSUE SUMMARY:

The Wisconsin Department of Transportation (WisDOT) is completing engineering design documents for the reconstruction of USH 51 from Stoughton to Meinders Road in McFarland.

Refer to the WisDOT [project website](#) for additional details. This project includes two segments within the Village, Segment 6 (Exchange to Larson Beach) and Segment 7 (Larson Beach to Meinders). Segment 7 includes the area of USH 51 that includes the existing ramps at Siggelkow Road. Construction of this segment is estimated to begin in year 2025. The WisDOT design includes installing roundabouts at the USH 51 and Siggelkow Road ramp entrances and exits. The WisDOT default design for these roundabouts would be minimal treatment, consisting of a small mound, planting grass in the central islands, and no decorative crosswalks or splinter islands (prefer to packet for the WisDOT preliminary design). These roundabouts will serve as a primary entry feature for people traveling to and from the Village and, as such, there is an opportunity to design the roundabouts to include more enhanced and attractive streetscaping/landscaping features to reinforce the Village's brand and identify. Last year the Village Board approved a contract with SEH to develop streetscaping concepts for the roundabouts. SEH previously assisted the Village with conceptual designs for the future replacement of the Village's two gateway signs along USH 51. Within the packet is the preferred concept as presented and recommended by the Plan Commission at their April 16th meeting, including the following design features:

- The outer area of the roundabout (drive over portion) is the required WisDOT red colored concrete. WisDOT will not allow deviations in this area.
- The terrace areas between the sidewalks and curbing is grass. WisDOT will not allow deviations in this area, with the exception of terraces that are located under the USH 51 bridges.
- The splinter islands are proposed for a dark gray colored concrete similar to the terrace



treatment on Farwell Street, but without the stamped brick appearance as recommended by the Plan Commission. In many other roundabout locations found throughout the State these splinter islands tend to be WisDOT red colored concrete. WisDOT preference is to only use the WisDOT red colored concrete in the outer third of the roundabout as this is meant to single a drive over truck apron.

- The crosswalks are proposed for WisDOT green colored concrete which typically signifies a bike crossing/lane but can also be used to enhance pedestrian crossings.
- Plantings in the median are proposed for drought and salt tolerant perennials and ornamental grasses, without the need for permanent irrigation within the roundabout.
- There are two proposed McFarland "M" logos composed of bluestone flagstone paving. Noting that the Plan Commission recommended only including one "M" facing traffic that is exiting USH 51 with similar landscaping used where the second "M" is located near the entrance ramps to USH 51.

FINANCIAL/BUDGET IMPACT:

Funding for this project will utilize TID #3 revenues. Estimated improvement costs per roundabout are \$30K not including colored concrete for the splinter islands or crosswalks which may add an additional \$40-\$70K, for a total estimated project cost of \$100-\$130K.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion, second, to approve the preferred Welcome M roundabout design concept as recommended by the Plan Commission and to authorize Village Staff to coordinate approvals with the WisDOT.

ATTACHMENTS:

1. McFarlandSiggelkowRAB_2024.04.10
2. McFarland - Siggelkow RAB Landscape Design Options

PREFERRED CONCEPT - The Welcome 'M'



Birds Eye Perspective



Western RAB Plan View



Driver Perspective from SB Offramp



Splitter Island Pavement

- Design Data to DOT
- Red DOT pavement treatment in RAB truck apron
 - Dark grey stamped concrete in splitter islands. Color, stamp and general aesthetics to match Farwell Street terrace treatment.
 - Green DOT pavement treatment in pedestrian crosswalk
 - Mounded central island in compliance with WisDOT FDM 11-26 Figure 40.1, 6' total height from ground elevation.
 - McFarland "M", composed of bluestone flagstone paving within bed of buff colored decomposed granite
 - Drought and salt tolerant perennials and ornamental grasses plantings (recommended species follows).
 - No permanent irrigation will be provided.



Siggelkow Roundabout
Landscape Improvements
April 2024



Salt and Drought Tolerant Plants for Island Planting



Juniperus horizontalis
creeping juniper



Rhus aromatica 'Gro Low'
'Gro Low' fragrant sumac



Arctostaphylos uva-ursi
Bearberry



Nepeta 'Walkers Low'
walkers low catmint



Allium
ornamental onion



Asclepias tuberosa
butterfly weed



Gallardia
blanketflower



Liatris spicata
spike gayfeather



Salvia 'May Night'
May Night Meadow Sage



Perovskia 'little spire'
Russian sage



Sedum
Autumn Joy Sedum



Panicum virgatum
switchgrass



Schizachrium scoparium
little bluestem



Sporobolus heterolepis
prairie dropseed



Bouteloua curtipendula
side oats gamma

CONCEPT 1.A “NATURALLY CONNECTED”



Short retaining wall with stone veneer, McFarland “M” logo and fragrant sumac (*Rhus aromatica*) or other short ground cover plantings.

Precedents



Plan View



Design Data to DOT

- Red DOT pavement treatment
- 3ft tall X 20 ft in circumference round stone veneer wall with 6” wall cap
- "Naturally Connected" metal signage on circular wall
- 4’ tall earth surface mound (WisDOT design standards anywhere 3.5’-6’)
- Height of vehicle pavement to top of “M” 12’ 6”



Siggelkow Roundabout
Landscape Improvements
October 2023

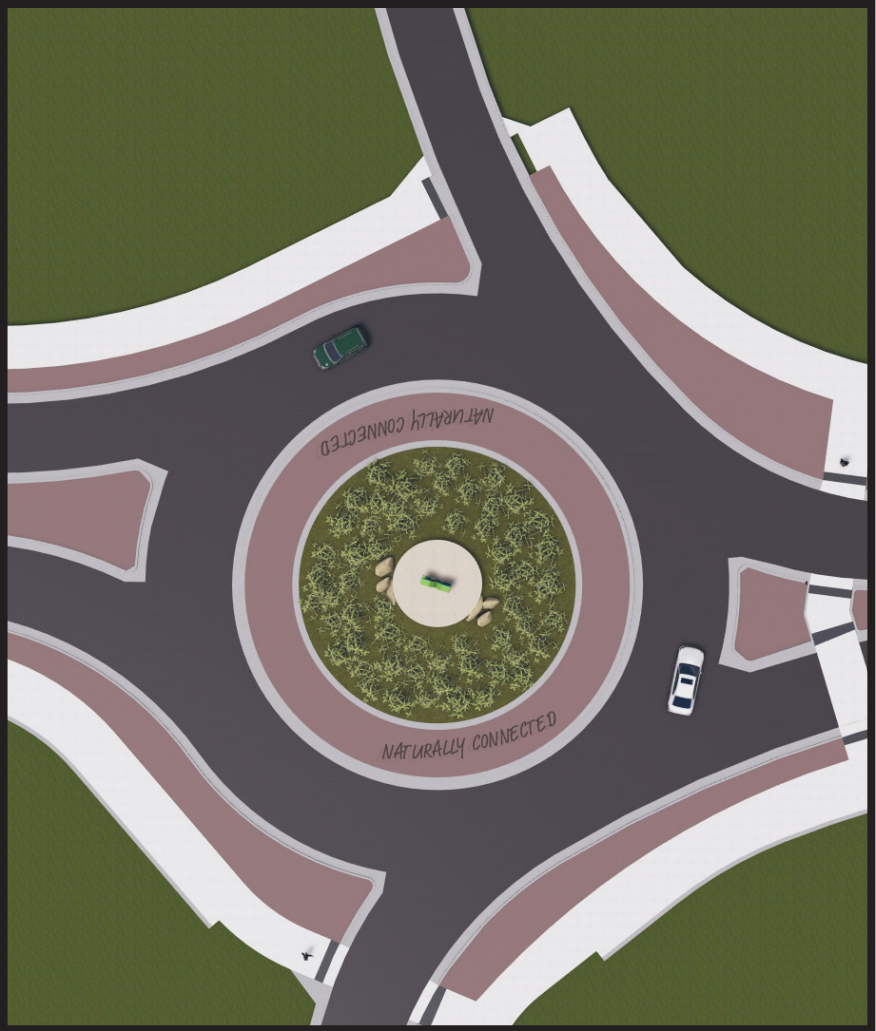


CONCEPT 1.B “MCFARLAND COMMUNITY”



Short retaining wall with stone veneer, McFarland “M” logo and *Rhus aromatica* (fragrant sumac) or other ground cover plantings less than 30” tall.

Plan View



Precedents



Design Data to DOT

- Red DOT pavement treatment
- 3ft tall X 20 ft in circumference round stone veneer wall with 6” wall cap
- Sandblasted “Naturally Connected” in roundabout perimeter pavement
- 4’ tall earth surface mound (WisDOT design standards anywhere 3.5’-6’)
- Height of vehicle pavement to top of “M” 12’ 6”

CONCEPT 2 “MARSH CONNECTION”



“Marsh grass” sculptures in green powder coated metal, and placed in gravel surrounded by ornamental native grasses and perennials.

Plan View



Precedents



Place-making posts by Landscape Structures



Decorative pavement

Design Data to DOT

- Red DOT and Sandstone Beige pavement treatment (McFarland Brand Guide pg 18)
- 15'-20' Cattail sculptures, on breakaway posts
- Sculpture from Landscape Structures, example in Playground Commons, Shoreview, MN USA
- 4' tall earth surface mound (design standards anywhere 3.5'-6')



Siggelkow Roundabout

Landscape Improvements
October 2023



CONCEPT 3 “VILLAGE LINK”



Sculpture represents McFarland Brand Standard icons and colors: metal bird statue with short grasses and perennials.

Plan View



Precedents



Design Data to DOT

- Red DOT concrete/color treatment
- 20ft flying bird sculpture (McFarland Brand Guide pg 5)
- 4' tall earth surface mound (design standards anywhere 3.5'-6')
- Perennial plantings



Siggelkow Roundabout
Landscape Improvements
October 2023



CONCEPT 4 “THE WELCOME ‘M’”



McFarland Brand Standard “M” icon with short grasses and annual plantings.

Plan View



Precedents



Design Data to DOT

- Red DOT concrete/color treatment
- Large M is blue flagstone
- The M is surrounded by decomposed marble granite with binder
- Annuals plantings
- 4' tall earth surface mound (design standards anywhere 3.5'-6')



Siggelkow Roundabout
Landscape Improvements
October 2023



McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, May 14, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Interim Village Administrator

AGENDA ITEM: Discussion and action on updates to the Village Board Handbook.

PREVIOUS ACTION:

The Village Trustee Handbook was created in Spring of 2022 as a tool to help with orientation of Village Board members. Over time the manual has grown to encompass the topics Trustee's have found to be helpful.

ISSUE SUMMARY:

Attached is the Trustee Handbook with the following proposed revisions:

- Removal of outdated information on Trustee per diems.
- Insertion of further detail and clarification on Trustee referrals. Previously there was little guidance on referrals and the process for setting agenda items.
- Insertion of details on appointing a Community Development Authority chair and Police and Fire Commission positions annually.
- Insertion of the Village Administrator Performance Evaluation into the annual workplan.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion and possible approval.

Motion to approve updates to the Village Board Handbook.

ATTACHMENTS:

1. Village Board Handbook - FINAL 05.14.24



VILLAGE BOARD HANDBOOK

Approved: March 28, 2022

Revised: May 14, 2024 ~~February 28, 2023~~

WELCOME

Welcome to the McFarland Village Board! Your fellow citizens have elected you to protect and preserve the public interest. Village Board members individually, and as a whole, represent not only the entire Village of McFarland but are the face the Village presents to other municipalities, government agencies, organizations, and the public at large. It is sometimes difficult to balance differing interests and opinions, but if you keep informed, have an open mind, listen to your colleagues, and make use of professional staff, the open exchange of opinions and viewpoints in a constructive manner will generally lead to the best solution for the Village.

The *Handbook for Village Board Members* has been compiled to provide an easily accessible informational resource for elected officials. It will provide you with a basic understanding of Village operations, Wisconsin laws for the operation of public bodies, provisions that generally apply to members of public bodies, and commonly accepted standards of conduct. We hope it will help you quickly adjust to your new role and help avoid some of the common pitfalls associated with public service.

This guide has been created in an electronic format with links to relevant information. If you would like a copy of any of the aforementioned resources or publications, please contact the Deputy Administrator/Clerk cassandra.suettinger@mcfarland.wi.us or via phone at 608-838-3153.

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CHAPTER 1: GETTING STARTED

Attendance/Compensation

Wisconsin State Law provides that in order for a government meeting to be conducted a quorum of members must be present. A 'quorum' is the minimum number of a governmental bodies membership necessary to act. A majority of members must be present to conduct a meeting. Based on this, if you are unable to attend a meeting, please let the Village Administrator or Deputy Administrator/Clerk know as soon as you become aware you will be absent.

Village Administrator

Matt Schuenke

matt.schuenke@mcfarland.wi.us,

Phone: 608-838-3153 or cell at 608-520-1694 (outside working hours and weekends).

Village Deputy Administrator/Clerk, Cassandra Suettinger,

Cassandra.suettinger@mcfarland.wi.us

Phone: 608-838-3153

Compensation/Meeting Attendance Record

Village Board members are compensated the following:

Beginning April 18, 2023:

Trustees - \$4,250 per year paid on a quarterly basis.

President - \$8,500 per year paid on a quarterly basis.

~~*Per meeting attended - This includes Village government meetings you attend as an elected or appointed member of that Village authority, board, commission, or committee. You are not compensated for meetings of other bodies that you attend for informational purposes.~~

Village Board compensation shall be paid out on a quarterly basis through direct deposit. Payments will be made on the following schedule:

1. 1st Quarter (January - March) - paid out first full payroll in April
2. 2nd Quarter (April-June) - Paid out first full payroll in July
3. 3rd Quarter (July-September) - Paid out first full payroll in October
4. 4th Quarter (October-December) - Paid out first full payroll in January

Expense Reimbursement

Expenses such as mileage, conference registration fees, and other items will be reimbursed in accordance with the Village's Elected

Official Reimbursement Policy. Please click on this link to view that policy.

Access

Keys/Building Access

The Municipal Center is open daily Monday through Friday from 7:45 a.m. to 4:30 p.m. and for evening meetings. Staff will provide you an ID card or fob to access the building after hours. The fob will allow you to access all entrances to Village Hall as well as the hallway and mailroom doors.

The Trustee/President bin is located inside of the copy room. This is where staff will leave any mail or correspondence for you. You should plan to check your trustee mail bin when you are at Village Hall for meetings.

Tablet

The Village will issue you an electronic tablet for Village Business. As part of this process, you will be assigned a username and password. You also will be required to review and sign off on the Village's electronic media policy. A full copy of the policy can be found at: <https://www.mcfarland.wi.us/Committee-Orientation>

*Village Tablets ~~(Microsoft Surface Pros)~~ must be taken care of and properly maintained. In the event maintenance is required and you are asked to turn your machine in for updates, Village staff ask that you attempt to clean your device off and return it in sanitary condition. Staff recommends using the rubbing alcohol wipes provided to you in your carrying case for this purpose. When sanitizing, do not use Lysol wipes, Clorox Wipes, or any other brand similar. Additionally, do not use soap and/or water, as it will damage the tablet.

Where permitted by law, an elected official may be financially responsible if equipment is lost or damaged while in their care. This includes both the device and stylus issued from the Village.

Email

The Village will provide you a new Village email address. Once the address is assigned, you should only use your Village email account for Village Business moving forward. Also be aware the Village has electronic archival software that will automatically save a copy of all emails sent and received through your Village email address.

Public Records Law

The Wisconsin Statutes govern public records law. In the State of Wisconsin, the legislature has concluded that transparency is the cornerstone of democracy, and accountability is only possible when government is performed in the open.

The public has the right to access any 'records' as defined by state law. Records include any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics. This includes electronic correspondence by elected officials including emails, both on your public email address and/or your private email address should you choose to use it, and text messages.

Please also be aware you are the records custodian of all emails, text messages, and correspondence that occurs outside of your Village email. All records requests for such documents, are your responsibility to fulfill and provide in accordance with Wisconsin Public Records Law. Using personal devices and/or personal email addresses are not a way to circumvent public records law.

The Village encourages all elected officials to keep this in mind as they engage in correspondence with others in their capacity as a Village official. With very limited exception, the public has a right to access any and all records and correspondence created by their elected officials. A good rule of thumb is if you would not feel comfortable emailing the information to the local news media, it likely should not be put in an email or electronic correspondence.

The Village encourages all elected officials to review the [Wisconsin Department of Justice Wisconsin Public Records Law Compliance Guide](#) for more information on relevant public records law.

Also be aware the Village has an archiving software called Mimecast that will automatically save a copy of your emails.

Orientation Meeting

After you are elected the Deputy Administrator/Clerk will contact you to schedule an orientation meeting. During the orientation meeting the Village Administrator and Deputy Administrator/Clerk will provide an overview of relevant topics and help you to get acclimated into your new role and where to find resources you may need.

CHAPTER 2: ROLES AND RESPONSIBILITIES

Village President

The Village President presides over all meetings of the Village Board, has a vote as trustee, as well as signs all ordinances, rules, bylaws, and regulations. The Village President also has the responsibility to maintain peace and good order, see that ordinances are faithfully obeyed.

In the event the Village President is unavailable to preside over a meeting, the Village Clerk shall call the meeting to order, and the Trustees present shall elect one of their members as acting President. Village tradition has been that the Trustee with the most seniority is selected to serve as Acting President.

The Village President has the authority to set the Village Board agenda unless agenda items are otherwise approved for inclusion by the Board as a whole. To have an item be placed on an agenda Trustee should first discuss the matter with the Village President or Village Administrator as applicable.

If a Village Trustee desires to refer an issue, please note the following process:

1. Board member submits a referral request to the Village Deputy Administrator/Clerk on the [Village Trustee Item referral request form](#).
2. Village Deputy Administrator/Clerk shall place the referral request on the next regular agenda for the Village Board meeting.
3. The Village President shall approve the agenda.
4. The Village Board shall consider the referral request upon receipt and take action as is necessary to address it under the 'Referral' Section of the Agenda.

Also note Village Ordinance [2-163\(a\)](#) provides that the Village President has the authority to decide which items are placed on a Village Board agenda, unless Village Trustees call a special meeting. In accordance with Ordinance [2-159](#), Village Trustees do have the authority to call a special meeting, and also have the authority to decide which items shall first be considered at the special meeting.

This process can be followed for referrals on items and issues, budgetary requests/amendments.

[Full Village Ordinance Chapter 2, Article II, Division 3 - Village Board](#)

Village Trustees

The Village Board serves as the legislative body at the local level. Trustees do not have individual authority, but rather the Village Board as a whole is granted decision making authority. Trustees do still serve in their individual capacity as a liaison between the Village and its constituents.

Trustees are leaders responsible for setting policy for the municipality. A policy is a course of action for a community that often takes the form of passing ordinances and resolutions. Trustees should rely on ideas from many sources to help make decisions and shape policy. These sources including staff, citizens' groups, boards, commissions, local organizations, and others. Officials are elected at large by the people to serve for the people. Decisions are best made keeping this ideal in mind and how decisions impact the Community as a whole.

[Full Village Ordinance Chapter 2, Article II, Division 3 - Village Board](#)

Village Administrator/Village Staff

An important distinction to remember is the Village Board sets policy, and it is then the Village Administrator and Department Head's administrative responsibility to carry out all policies and plans. Additionally, the Village Administrator is responsible for coordinating the day-to-day operations by overseeing service delivery, financial and personnel issues.

It is not the responsibility of elected officials to supervise Village employees on the job or become involved in the day-to-day administration of Village affairs. Maintaining this hierarchy is important to the delivery of municipal services. The Board may from time to time be concerned about employment matters; however, they should refrain from becoming directly involved. The Village Board establishes personnel policies that serve as the employment guidelines for the organization. Board members may voice their concern to the Village Administrator or Deputy Village Administrator/Clerk. It is the responsibility of the Administrator and/or Deputy Administrator/Clerk, through the Department Heads to address employment matters for the Village. It is also important to remember the Village Board serves as the appeal body for most non-protective service employee grievances. Therefore, it is important elected officials follow the proper chain of command and remain impartial.

[Full Village Code Reference - Chapter 2, Article VII, Division 2 - Village Administrator](#)

[Village Wide Organization Chart](#)

Professional Services

The Village contracts with a variety of professional services to round out needed Village Services. The following are the main core services and contractors the Village Utilizes:

Assessment Services	Accurate Appraisal PO Box 415, Menasha WI 54952 920-749-8098 info@accurateassessor.com http://www.accurateassessor.com
Engineering	Town & Country Brian Berquist 6264 Nesbitt Road, Madison WI 53719 608-873-3350 brian@tcengineers.net https://tcengineers.net/
Legal Services (General Counsel)	Reuter, Whitish and Evans Attorney Allen Reuter Attorney Dan Evans (Village Prosecutor) 44 E Mifflin St, Madison WI 53703 608-250-9053 areuter@rwelaw.net devans@rwelaw.net https://www.rwelaw.net/
Legal Services (Labor Relations)	Von Briesen & Ropert Attorney Kyle Gulya 10 East Doty St, Madison WI 53703 kgulya@vonbriesen.com 414-276-1122 https://www.vonbriesen.com/
Financial Auditing Services	Baker Tilly US, LLP Carla Gogin <i>Andrea Jansen</i> , CPA 4807 Innovate Lane, PO Box 7398, Madison WI 53707 carla.gogin@bakertilly.com 608-240-2460 http://www.bakertilly.com/
IT Support	Simple Network Solutions

	Live Service Desk Support: Monday - Friday 8:00 AM -6:00 PM CT 608-446-4464 help@sncllc.com
Waste/Recycling Services	Pelliteri 7035 Raywood Rd, Madison, WI 53713 (608) 257-4285 info@pelliteri.com https://www.pellitteri.com/
Bond/Debt Counsel	Wisconsin Public Finance Professionals, LLC Carol Wirth, President 155 South Executive Drive, Suite 211 Brookfield, WI 53005 cawirth@wipublicfinance.com
Building Inspection Services	General Engineering Company Jim Trebian 916 Silver Lake Dr, Portage, WI 53901 Buildinginspector@mcfarland.wi.us https://www.generalengineering.net/
State/County Representatives	Various - Click for Full Listing

As a reminder, Trustees in their individual capacity should not be reaching out to Village consultants and directing consultants without the authorization of the Board.

Responding to Citizen Complaints

Residents often contact Board members when they have a problem, whether it involves a land use matter, a barking dog, or a pothole. You should not hesitate to send them to the appropriate Village Staff or department for resolution to the problem. Please always copy the Village Administrator on any emails to Village staff, so that they can be aware of such contacts and ensure the matter is followed up on appropriately. Attached to this handbook is an appendix outlining various issues that may come up from time to time and the appropriate department that would be able to assist with the matter.

Relationship with the Village Attorney

The Village Attorney serves at the pleasure of the Village Board to assist the board and its members of the legal questions it may have. For financial reasons, the Village President and Village Administrator, request that questions to the Attorney should be channeled through the Administrator, to allow Staff an opportunity

to address the issue and if not then to make sure the questions are presented clearly. Also remember, Village Board members individually do not have authority to direct projects and work, only the Village Board as a whole has the authority to direct policy and work of applicable consultants and staff. The full list of responsibilities for the Village Attorney can be found within Section 2-517. [Please click on this link](#) to view the code of ordinance.

Public Comment Policy

All board, commission, and committee meetings shall abide by the Public Comment Policy established by the Village Board. [Please click on this link to view these requirements](#). All meeting chairs shall abide by these requirements when addressing public input within meetings.

CHAPTER 3: VILLAGE BOARD MEETINGS

The Village Board meets the 2nd and 4th Tuesday of each month at 7 p.m.

Open Meetings Law

Effective citizen oversight of the workings of government is essential to our democracy and promotes confidence in it. Public access to meetings of governmental bodies is a vital aspect of this principle. Please consider reading [*Wisconsin Open Meetings Law: A Compliance Guide*](#). It offers explanations of some of the fundamental principles in Wisconsin Open Meetings Law, and answers questions that arise on a regular basis.

As such it is also important to keep in mind all Village Board, Committee, Commission and Authority meetings are filmed and archived on the Village website.

Conduct of Deliberations/Parliamentary Procedure

The Village Code of Ordinances, [Sec 2-166 through 2-170](#), addresses the conduct of deliberations. Village Boards members should review this section of the code and familiarize themselves with Robert's Rules of Order. Additional information on parliamentary procedures and Robert's Rules of Order can be found by visiting: <https://www.parli.com/>

Agenda Setting and Referrals

There are several types of items/referrals including but not limited to:

- 1) A referral for an item that is not yet in the strategic plan.
- 2) A new resolution
- 3) An item that includes budget consideration
- 4) A non-budgetary item for discussion and action.
- 5) An ordinance amendment

The following items do not need to be referred:

- 1) Annual resolutions which have been passed in previous years and are on the list in this Handbook.
- 2) Wherever possible trustees should plan accordingly with requests for resolutions. However, time-sensitive resolutions will go directly to the board, without a referral to allow for timeliness of consideration.
- 3) Items approved in an annual committee work plan. Trustees serving as BCC Chair may add items to the Village Board Agenda if it has been approved in a BCC annual committee work plan without referral

- 4) Items approved in the annual strategic plan/goal setting. Trustees serving as BCC Chair may add items approved in the annual strategic plan/goal setting without a referral.

To have an item be placed on an agenda Trustee should first discuss the matter with the Village President or Village Administrator as applicable to determine the best path to advance the item.

The strategic plan is completed annually. It is the place where the Village Board sets out the primary goals and objectives for the year. Through the strategic planning process, the Board identifies goals, staff creates an action plan, and the Village Board funds those goals and action steps through the annual budget. Once that annual process/cycle is complete, staff plan the work of their departments accordingly with the resources provided for the year. It is also important to understand all departments have core duties and the responsibility to provide a high level of service delivery for residents daily. It is for this reason that major goals of the board should be discussed as part of the strategic planning process and new initiatives should be brought forward as part of the process to ensure resources can be allocated appropriately.

Referral Process:

1. Trustees who wish to submit a referral shall obtain a trustee co-sponsor for their referral.

2. Once a co-sponsor is obtained, the requesting Trustee shall fill out the Village Board Item Referral Form. The referring Board member shall provide detailed information about the referral and where it best fits in the work for the Village. It is important that each board member making a referral takes the time to research their referral to ensure a successful outcome for the Board, Village and staff.

3. The Deputy Administrator/Clerk shall place the referral request on the next regular agenda for the Village Board meeting.

4. The Village President has the authority to approve the agenda.

5. The Village Board shall consider the referral request upon receipt and take action as is necessary to address it under the

'Referral' Section of the Agenda. Discussion should be limited to topic of whether or not to refer the item accordingly.

Possible actions the Board could take based on the referral:

a. Refer the issue to the appropriate Board, Committee, or Commission.

b. Refer the issue to the Village Board or Committee of the Whole.

c. Refer the issue to the next strategic planning process.

d. Refer the issue to next year's budget planning process.

Agenda

Perhaps one of the most crucial tools in providing for orderly meetings is a well-organized and well-prepared agenda. The agenda must be handled so that Board members and the public, are given adequate information, in advance, on items to be considered. The Village Deputy Administrator/Clerk prepares the agenda, and the Village President has the final authority to determine what items are on the agenda.

Each Agenda will contain the following items:

1. Call to Order - The Village President will call each Village Board meeting to order (in the event the Village President is unavailable, the Deputy Administrator/Clerk will call the meeting to order and the Board shall elect a Board member to preside over the meeting). Village Ordinance 2-190 provides a quorum exists whenever one more than half of the number of members of a statutorily authorized authority, board, committee, commission, and standing committee meeting are present.
2. Roll Call - the Village Deputy Administrator/Clerk will read Village Board member names and take the roll. Village Board members should state 'here' when their name is called.
3. Public Announcements, Communications, & Proclamations - The Village President will announce and review all public announcements, communications, and proclamations. Public Announcements and Communications shall be made once for events at the closest meeting prior to the event.
4. 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 on an item, should request the item(s) 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.

5. Public Appearances - Public meetings should offer an opportunity for the public to make comments under Public Appearances. Process shall be guided by the Public Comment Policy (See Chapter 2, Roles and Responsibilities) and instructions detailed on individual meeting agendas.
6. Public Hearings - (only when applicable) - Public hearings occur from time to time on specific topics. The Village President will open up the public hearing for any public comment. Once all comments are received, the Village President will close the public hearing.
7. Business - The business section will include normal business items. These business items will be freestanding issues and also referrals from Board, Commission and Committees. For Board, Committee or Commission referrals the respective chair will be asked to provide an overview of the item and discussion as well as the recommendation from the Board, Committee or Commission. The Chair should be prepared to make the motion, and the vice-chair Trustee should be prepared to second the motion.
8. Requests for Referral of new items to Committees, Commissions or Boards - This is where Village Board member referrals will be taken up for discussion and possible review. Trustee who made the referral will be prepared to discuss and present the proposed referral. The Village Board will then vote whether or not to make the applicable referral. Discussion should be limited to topic of whether or not to refer the item accordingly.
9. Closed Session (If needed) - [WI State Statute 19.45](#) outlines the reasons by which a governing body may go into closed session. Closed session matters are confidential. A separate closed session packet will be distributed directly to Board members. Closed session materials are confidential and not made available to the public until action is taken on the matter considered in closed session. The Village President will announce the closed session agenda item and then ask the Deputy Administrator/Clerk to take a roll call vote to go into closed session. Each Board member will need to vote either 'aye' or 'nay' to go into closed session. Once the motion passes to go into closed session, the Board will use a different Zoom link or go into Conference Room A as discussions in closed session are not broadcast nor available to the public.
10. Reconvene in Open Session (if needed) - Once Closed Session discussion has concluded, a motion must be made to return to open session. Once the Board has approved to return to open session, it would either take formal action on matters discussed in closed session or move to adjournment

11. Action on items discussed in Closed Session (if needed)
- Once back in open session, the Village Board can take formal action on items discussed in closed session if needed.
12. Adjournment - The Village President will accept a motion and a second to adjourn the meeting after all items of business have been concluded.

Meetings Lacking Quorum

Village Ordinance 2-190 provides a quorum exists whenever one more than half of the number of members of a statutorily authorized authority, board, committee, commission, and standing committee meeting are present. Any meeting will adjourn ten minutes after the noticed starting time if no quorum is present. BCC Chairs are expected to be aware of quorum requirements and to adjourn meetings after ten minutes if a quorum is not present.

Camera and Microphone Etiquette

All Village Board meetings and most other authority, board, commission, and committee meetings are broadcast live and rerun throughout the month on our local public, educational, or government (PEG) station. McFarland Cable is available on TDS cable channel 1009 in high definition and Charter-Spectrum cable channel 982 in standard definition. Meetings are also available "on demand" on the cable channel website at www.mcfarlandcablechannel.com. To present a professional image, a high-quality broadcast, and avoid citizen complaints, please follow the guidelines below.

- When speaking keep the microphone between 6 to 10 inches from your mouth, speak directly into the microphone, and use your normal voice and volume level.
- Do not move the microphone(s) without approval or assistance from the on-site camera operator. They have been placed accordingly for optimal audio.
- Refrain from critical facial expressions and eye rolling. You never know when you are on camera.
- Refrain from mumbling to yourself or conducting side conversations. The microphones may hear you and interfere with the current speaker.
- Refrain from eating or drinking at or near microphones. In addition to the noise, equipment may be damaged.
- Avoid pen clicking, finger drumming, paper shuffling, or other distracting noises as the microphones will hear and amplify it.
- Avoid having hands, laptops, or other objects between your mouth and the microphone when speaking.
- Please avoid coughing into, sneezing on, or striking the microphones.

Consent Agenda Guidance

As noted above, items are placed on the consent agenda that are more routine in nature or have been recommended for approval unanimously by the Committee they came from. However, If there is something you see on the Consent Agenda that you wish to pull of for additional discussion, or to ask a question, you are free to do so. However, the additional items should be noted:

- Question for Staff - If the intent is to simply ask Staff a question on the Consent Agenda item, it is recommended to reach out to staff ahead of time. With packets being released on Thursdays and then the meeting being Tuesday, there is opportunity for staff to answer the question Friday, Monday, and/or Tuesday following the packet release (this could apply to anything on the agenda). Please feel free to reach out to the Village Administrator or the Staff Member connected with the item to gather additional information. Staff are happy to be of assistance in this manner.
- Discussion with Board Members - If the intent to remove an item is to discuss the matter with your fellow board members, then this would be a situation in which you would do so. Please follow the current process to remove an item if you desire to further discuss the matter prior to a decision being reached.

The choice to remove the item is at the discretion of the Board member but the above guidance is provided to keep the meetings efficient.

CHAPTER 4: BOARD, COMMITTEE & COMMISSION MEETINGS

Board, Committee, Commission Schedule

In general, two Village Trustees serve on each authority, board, commission, and committee with one serving as chairperson and the other as a Trustee member. The Village President annually makes liaison appointments for Trustees to the various Board, Committees and Commissions. Annually on March 15th of each year, all BCC members with expiring terms shall be notified of their term expiration and allowed the opportunity to request reappointment.

Regular monthly meeting dates and times have been established for the majority of committees in order to coordinate meeting room availability for both public and private use and avoid both room and personnel scheduling conflicts. In addition to elected officials, staff and some citizen members are also assigned to more than one authority, board, commission, or committee and regular monthly meeting dates ensure that all members can plan ahead so they are able to actively and regularly participate in the meetings they are assigned to.

Board, Committee, Commission or Authority Duties as Chairperson

The Committee Chairperson is responsible for conducting an orderly and legal meeting, recording the attendance of all present, making notations that will assist in the compiling of meeting Minutes, encouraging and fostering discussion amongst members, and ensuring that decisions are in compliance with Village, County, and State laws.

The Chair is allowed to vote, has the same responsibilities as committee members, and has no more or less decision-making power than any other committee member. Committee recommendations are forwarded for Board action at a Village Board meeting following the Committee meeting and information is relayed to the Board by the Trustee presiding as Chairperson of the meeting.

Agendas

The Village Administrator and Department Head of the department of jurisdiction coordinate the preparation of agendas with the Committee Chairperson. Agenda items are also derived from referrals from the Village Board; other authorities, boards, commissions, and committees; and staff as well as items of business carried over from the previous meeting.

The Monday of the week preceding the meeting, staff will send an agenda, or request for cancellation, to the respective Chair. Each chair is provided 48 hours to provide confirmation, approval, edits, etc. for the agenda. Village Board members are encouraged

to familiarize themselves with the [Agenda/Packet Creation Process](#). Creating Agenda packets is a very timing consuming process for staff, and it helps out tremendously if chairs stick to the timelines outlined in the document.

Minutes

Meeting Minutes are a permanent written record of the actions taken by a governmental body. They summarize substantive discussion and specifically document all actions taken by the body. Meeting Minutes are not a transcript nor are they documentation of any one individual's thoughts, ideas, or statements.

Many meeting Minutes are created from the video recording of the meeting by a designated non-attendee recorder. To ensure that accurate Minutes are produced, the Chairperson must make the following oral and written documentation.

Oral documentation.

1. Call to order. State the time the meeting is called to order.
2. Read the agenda item aloud.
3. Motions. Repeat the names of the members making and seconding the motion, repeat the motion made, and announce the vote total. Example: *Motion by Ed Smith and seconded by Tom Jones to recommend to the Village Board that the contract for 2010 water main and sanitary sewer improvements on U.S.H. 51, Lani Lane, and Lewis Lane (Base Bid plus Alternate A) be awarded to G. Fox and Son, Inc. in the amount of \$330,142.00 and that the unit pricing on the Supplemental Bid Items be accepted. Motion carried 4 to 1.*
4. Adjournment. Announce the agenda item Adjournment, repeat the name of the members making and seconding the motion to adjourn, and state the time of adjournment.

Written documentation.

1. Attendance record. Staff will take attendance of all members present for meetings.
2. Materials distributed at meeting. Make sure that a copy of all materials not included in the packet, but distributed at the meeting, are given to the Administrator or another staff member, who will deliver them to the Clerk.

Draft minutes will be submitted to the Board, Committee, Commission or Authority at its next scheduled meeting. This is member's opportunity to make corrections or changes. Once minutes are approved, unless otherwise amended by the body cannot be changed.

Forwarding Recommendations

Authority, board, commission, and committee recommendations are forwarded to the next Village Board meeting for action, unless a different date is noted.

The process for bringing BCC recommendations forward shall be as follows:

1. Village President reads the agenda item.
2. If the Board, Committee, Authority or Commission recommended approval of the item, the Trustee Chair of the Committee makes the motion to approve the agenda item.
3. The Vice-Chair Trustee of the Committee makes the second on the motion.
4. Discussion can then take place on the agenda item. The respective liaisons would have an opportunity to provide background on the recommendations. In the event the elected official voted against the referral made by the Committee, they would have the opportunity to speak to their position.
5. The Village President would call the question and take a vote on the item.

Packets

Meeting packets will be delivered the Thursday of the preceding week. The Village utilizes CivicClerk for the delivery of agenda packets. You will receive an automated email notifying you when each respective Board, Committee, Commission packet is available. For more information on agenda packet delivery and CivicClerk, please [click here](#).

Conducting the meeting

The Chairperson is responsible for conducting a legal, timely, and orderly meeting. These suggestions may be helpful.

- Be prepared and have thoroughly review materials ahead of time. If you have additional questions or need additional information on an item, reach out to staff ahead of time to obtain more information.
- Solicit input from all members but be careful not to limit discussion or cut off fellow members.
- Although the length of a meeting is left to the discretion of the Chairperson, we have generally found that members tend to lose their focus if a meeting extends beyond two hours.
- Encourage courteous and considerate interactions. If needed, talk to disruptive members privately after the meeting.
- Keep discussions on track.

- Limit public comment to the beginning of the meeting or just prior to taking up a pertinent agenda item. Make sure that the speaker states their name and address.

Work Plan Development

Boards, commissions, and committees may prepare their own work plan with assistance from Village Staff. Each group will generally follow the same outline when preparing their work plan with Village Staff that is aligned with their essential responsibilities as defined by Village Ordinance. The process for this would be initiated by Staff with the new board year which for Committees that would begin at the end of April or beginning of May of each year.

- **Introduction (Meetings 1-2):**
 - Roles and Responsibilities...review the code, policies, meeting format, etc.
 - General summary on the work completed in the previous year.
 - Committee can identify areas they wish to learn more about or need additional background information.
 - General summary on the work on the horizon for the coming year.
 - Update work plan as needed.
 - Other business items that may be applicable as part of their regular course of work.
- **General (Meetings 3-11)** - Each meeting then throughout the year may encompass any of the following activities in line with their roles and responsibilities outlined in the code:
 - Capital Planning
 - Presentations from relevant Community Groups
 - Fee Schedule Review
 - Ordinance/Policy Review
 - Other business items that may be applicable as part of their regular course of work.
- **Conclusion (Meeting 12):**
 - Look ahead to the next year.
 - Discussion on reappointment process.
 - General inquiries on feedback on the groups work in the previous year.
 - Other business items that may be applicable as part of their regular course of work.

Board, Committee, Commission Appointment Process

1. Annually at the end of December, the Deputy Administrator/Clerk shall notify every Board, Committee and Commission members of their expiring term in the preceding April. BCC members shall be allowed the opportunity to request appointment for another term or to end their service at the end of their term.

2. All Board, Committee, Commission vacancies shall be published in mid-March via the Village's standard posting procedures.

3. The Village President shall be forwarded all BCC applications to make appointments at the annual meeting held the third Thursday in April.

4. Unfilled BCC vacancies shall continued to be recruited for until they are filled.

5. The Community Development Authority shall elect a chair at its first meeting following appointments on the third Thursday in April.

6. The Police & Fire Commission shall elect its President, Vice-President and Secretary at its first meeting following appointments on the third Thursday in April.

CHAPTER 5: VILLAGE BOARD WORK PLAN -

The Village Board has a standard annual work plan that it works through on an annual basis. The work plan helps guide work the coming year. The "Board Year" does not follow a calendar year and is instead aligned with the term durations established for elected officials. Each year on the third Tuesday in April, the new Board Year will begin as the first day of office for officials elected earlier in that month during the Spring Local Election held on the first Tuesday in April. This begins the Board Year, and the following work plan helps to guide the board's work during that time frame:

- April - Organizational Meeting
 - Appointment of Village Board members to boards, commissions, and committees.
 - Appointment of Resident members to boards, commissions, and committees
- May - Board, Commission, and Committee
 - Annual joint meeting with Diversity, Equity, and Inclusion Committee
 - Refer policy development matters to boards, commissions, and committees
- June - Annual Retreat (See Chapter 6)
 - Review Prior Year Strategic Implementation Plan
 - Draft Next Year Strategic Implementation Plan
 - Staff presentation of budget process and schedule.
 - Finalize Action Plan with Department Heads
- July - Annual Retreat (See Chapter 6)
 - Continue as needed from previous month.
- August - Capital Improvement Planning
 - Present draft 5-year Capital Improvement Plan
 - Accept 5-year Capital Improvement plan prior to Staff Submittal of Annual Budget
- September - Community Group Updates
 - Annual reporting for local groups as available (i.e. - Library, Food Pantry, Youth Center, etc.)
 - Schedule joint meetings with other local groups as requested/needed.
- October - Budget Review (See Chapter 7)
 - Staff Submittal transmitted in September each year.
 - Complete fund review including all Departments.
 - Hold Public Hearing.
 - Identify budget issues needing further discussion.

- November – Budget Review (See Chapter 7)
 - Finalize Village Board Changes.
 - Enact ordinance to approve budget.
- December – Board, Commission, and Committee Connection
 - Joint Meetings as Applicable
 - Example – Joint meeting with the Community Development Authority to discuss economic development goals for next calendar year.
 - Address ordinances, guidelines, and other items with group as needed.
 - Example – Update Tax Increment Financing Guidelines as needed to align with economic development objectives.
 - Plan review and updates as needed.
 - Example – Reviewing progress on implementation of Comprehensive Plan.
 - Other special projects as applicable.
 - Conduct annual performance evaluation of Village Administrator position
- January – Board, Commission, and Committee Connection
 - TIF Guideline review and possible update.
 - Conduct annual performance evaluation of Village Administrator position
- February – Board, Commission, and Committee Connection
 - Sustainability Plan Review and possible update.
- March – Transition Period
 - Final month before next local election and new members as determined through that process.

CHAPTER 6: STRATEGIC PLANNING & ANNUAL BOARD GOALS

In 2020, the Village created a strategic plan to help provide a road map for the Village to follow. In addition, the Village Board undertakes the process to review its strategic plan and establish goals and objectives as the implementation plan for the coming year. This plan from year to year addresses the long-term vision within capital improvement planning and also short-term vision incorporating elements from the action plan into the annual budget.

The process for this discussion is as follows:

- Retreat Meeting #1
 - Review Prior Year Implementation Plan
 - Introduce Next Year Implementation Plan
 - Members present their ideas as applicable
 - Staff presentation of budget process and schedule.
- Retreat Meeting #2
 - Finalize Draft Next Year Implementation Plan
 - Schedule Additional Meetings to Finalize as needed
- Retreat Meeting #3
 - Staff Presentation of Next Year Implementation Plan with Action Steps
 - Joint Discussion Between Village Board and Department Heads
 - Action by Village Board to accept the Next Year Implementation Plan

A copy the Strategic Plan and the current Goals & Objectives for the Board can be found under 'Additional Information' by visiting:

<https://wi-mcfarland.civicplus.com/313/Village-Board>

CHAPTER 7: ANNUAL VILLAGE BUDGET

The annual budget is one of the single most important tasks of any municipal governing body as it sets the level of funding for the programs and services that are to be provided. Through this process it also establishes the tax levy to fund these programs and services which is then charged to property owners through the tax rate. Municipal budgeting is quite complex with most of the work to prepare the budget falling on Village Staff to complete and administer once adopted. The Village Board's role is to set expectations through the retreat (see Chapter 6), review the Staff Submittal, consider revisions, and ultimately adopt the budget for the coming year. [Please click on this link to view](#) prior year budget documents and capital improvement plans. The below outline sets the process and schedule applied for the annual budget cycle.

TASK	OWNER	DEADLINE*
Retreat 1	Village Board	June
Set Process/Schedule	Village Board	June
Retreat 2	Village Board	June/July
Introduce draft Goals/Objectives	Staff	July
Retreat 3	Village Board/Dept Heads	July
Draft Budget	Staff	August
Staff Budget Submittal	Village Board	2 nd Meeting in Sept.
Review Meeting #1-3 - Review	Village Board	1 st , 2 nd , and 3 rd Thursday of Oct.
Review Meeting #4-5 - Review	Village Board	2 nd & 4 th Tuesday of Oct.
Public Hearing	Village Board	4 th Tuesday of Oct.
Review Meeting #6 - Discussion Items/Changes	Village Board	4 th Thursday of Oct.
Review Meeting #7 - Action on Changes	Village Board	1 st Thursday of Nov.
Review Meeting #8 - Optional, As Needed	Village Board	2 nd Tuesday of Nov.
Adopt Budget	Village Board	4 th Tuesday of Nov.

* Please note that these dates provided are a general estimation of the budget review schedule and serve as a guide to prepare a more detailed schedule from year to year. It attempts to provide a general depiction of the number of meetings needed to complete the review process. This proposed schedule will be applied annually to the actual calendar to create a specific schedule subject to the board's approval. This is known as establishing the budget process and schedule in which the board will review those specifics through the annual retreat in order to take action on what the schedule will be for the coming cycle.

CHAPTER 8 - HELPFUL TIPS

How to Deal with Criticism

- The Board should listen actively to its critics - listen to learn and understand, not to argue, dispute or to silence those critics. Attempt to find some area of agreement by sorting out the issues into those that can be dealt with and those that are outside the scope of authority or the range of possibility to be resolved.
- It is helpful to state that you understand how the person or group feels. Perhaps you might even restate their concerns. If you feel personally attacked, it is okay to say that you feel hurt by the comments.
- At some point, the Board's action must be defended. Try to help people understand the factors that influenced the Board or discuss the parameters that will influence an impending decision which is under attack.
- When attacked, think carefully before responding. Know your facts. Be truthful. Credibility is your most important asset in dealing with your critics.
- Do not belittle small but vocal sources of opposition. Do not label people.
- Keep in mind that anger is directed at your role, not at you as an individual. Last but not least, remain respectful of all constituents.

Interaction with Staff

- Get to know staff and what they do.
- Say thank you! Let staff know how much you appreciate them and give credit where credit is due. Often times staff only hear when there are complaints, and positive feedback always goes much further.
- Deal openly with Village staff and use and trust their expertise and assistance.
- Remember everyone is on the same team. Village staff and elected officials share the commonality of wanting what's best for the Village. While disagreement can certainly always occur in how to achieve that goal, elected officials should always strive to keep a respectful positive relationship with staff.

Guidelines of Conduct for Village Board Members

1. Listen to all sides.
2. Treat everyone with respect.
3. Be honest with your fellow members.
4. Arrive at all appointments and meetings on time or call/email if you will be unable to attend or will be late.

5. If you must miss a meeting or arrive late, inform the Village Administrator or Village Deputy Administrator/Clerk as soon as possible prior to the meeting date.
6. DO NOT HOLD side conversations while business is being conducted. You may not think the topic is important, but the person you are talking to might. Side conversations distract others and make it difficult to hear the main discussion. Remember that Village Board meetings are audio and video taped. Side conversations do get picked up by the microphone and can interfere with, or override, the main discussion.
7. You may not always agree or share the same opinions as that of other members. Please refrain from making critical and negative gestures, facial expressions, or comments while others are speaking. Rather, wait for recognition by the Chairperson and use that opportunity to express your thoughts and opinions.
8. Do not be afraid to disagree in a constructive manner with a fellow member or staff person, but do not make your disagreement a personal attack. Learn to agree to disagree.
9. Study the materials in your meeting packet PRIOR to the meeting.
10. If you have questions or desire additional information regarding a meeting agenda item, contact the Village Administrator, Village Deputy Administrator/Clerk, or pertinent Department Head. Often it is easier for staff to answer questions ahead of time and be prepared to provide additional resources if necessary. Putting staff on the spot rarely provides benefit to the issue or item.
11. Keep your comments on the topic under discussion.
12. Remember that the audience and cable viewers judge the Village Board by the conduct displayed individually and collectively. If you embarrass yourself, you embarrass the other Village Board and staff members as well.
13. During the Public Comment portion of the meeting, listen respectfully to the speakers.
14. Try to keep an open mind.
15. Read the Ethics Code to ensure that you do not involve yourself in a Village issue where you have, or appear to have, an associational, financial, personal, or other interest. If you are uncertain if a conflict arises, reach out to the Village Administrator or Village Deputy Administrator/Clerk who can assist in making a determination and ascertain legal counsel's opinion on the matter if necessary.
16. If you have a conflict of interest, you will need to recuse yourself when that issue is being discussed by the Board. Refer to Sec. 2-818 of the Ethics Code or contact the Village Deputy Administrator/Clerk for the correct process.