

Monday, June 10, 2024

7:00 PM

McFarland Municipal Center
5915 Milwaukee St, McFarland
Community Room

AGENDA

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

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/85673835952>

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

Webinar ID: 856 7383 5952

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

1. CALL TO ORDER.
2. ROLL CALL.
3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.
 - a. Proclamation to recognize June 2024 as Men's Health Month.
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 28, 2024 Village Board meeting.
 - 2) Motion to approve checks in the amount of \$297,660.64
 - 3) Motion to approve an Event Permit and a Temporary Alcohol License for McFarland Chamber of Commerce for the Bands by the Boardwalk event taking place on June 13, July 11, and August 8, 2024, including the variance to have minors present where alcohol is served with the conditions provided by Village Staff.
 - 4) Motion to adopt Resolution 2024-09: A Resolution Authorizing the Submittal of the Compliance Maintenance Annual Report for 2023.
 - 5) Motion to approve an event permit application from the McFarland Equity Project to hold a Juneteenth Celebration on June 16, 2024 with the conditions provided by the Public Works Director as recommended by the Public Safety Committee.
 - 6) Motion to approve Resolution 2024-10: A Resolution Approving the Renewal of Applications for Alcohol Beverage Licenses for 2024-2025
5. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Village Board for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Board about items not on the

agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Board should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Board for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to village.clerk@mcfarland.wi.us to be included as part of the meeting.

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

6. BUSINESS.

- a. Discussion and action on Resolution 2024-11: a Resolution recognizing Juneteenth in the Village of McFarland.
- b. Parks and Recreation Committee (Trustees Fessler & Leamy)
 - 1) Discussion and action regarding a proposal from Parkitecture for design services for Community Park Phase 2.
 - 2) Discussion and action to make a recommendation to the Village Board regarding a proposal from Parkitecture for Brandt Park shelter renovation design services.
- c. Public Safety Committee (Trustees Brandt & Peña)
 - 1) Discussion and action on an application from Grace Coffee McFarland LLC, D/B/A, Grace Coffee McFarland, for a Class "B" Beer and "Class C" wine only license for the property located at 4719 Farwell Street #106, McFarland WI 53558 for the period beginning July 1, 2024 and ending June 30, 2025.
- d. Public Works & Utilities Committee (President Clow & Trustee Prill)
 - 1) Discussion and action regarding the award of contract for the bulk fill station at the Public Works building.

7. SCHEDULE NEXT MEETING DATE.

- a. June 25, 2024 - 5:30 p.m.- Special Village Board Meeting
- b. June 25, 2024 - 7:00 p.m.- Village Board Meeting
- c. July 9, 2024 - 5:30 p.m.- Special Village Board Meeting
- d. July 9, 2024 - 7:00 p.m.- Special Village Board Meeting

8. ADJOURNMENT.

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

PROCLAMATION

Men's Health Month

WHEREAS; despite advancements in medical technology and research, men in the United States continue to live an average of almost six years less than women, and Black and Indigenous men experience a lower average life expectancy at birth than their white counterparts and the male population in the United States overall, according to the Centers for Disease Prevention and Control;

WHEREAS; celebrated annually in June, Men's Health Month and Men's Health Week provide an opportunity to raise awareness of a wide variety of health issues that disproportionately affect men and boys, including diabetes, heart disease, certain mental health conditions, and prostate, testicular, and colon cancer; and

WHEREAS; it is essential to educate about the value of a healthy lifestyle, the importance of preventive care practices, and the signs and symptoms of common health issues to raise life expectancy, improve health outcomes, and ensure effective treatment and prevention measures among men in Wisconsin and across the country; and

NOW THEREFORE BE IT PROCLAIMED that the Village of McFarland recognizes June of 2024 as Men's Health Month in order to raise awareness for men's health issues, working to increase access to quality, equity and advocacy for healthcare and health education for all, eliminating existing disparities in health outcomes that men face, and supporting the health and well-being of all those impacted in McFarland and beyond to ensure every person has the opportunity to lead a full and healthy life.

Proclaimed at a regular meeting of the McFarland Village Board this 10th day of June, 2024.

APPROVED:

Carolyn A. Clow
Village President

ATTEST:

Cassandra Suettinger
Deputy Administrator/Clerk

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, June 10, 2024

SECTION: Consent Agenda

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

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, May 28, 2024 - 7:00 PM

1. CALL TO ORDER.

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

2. ROLL CALL.

Village Board members present: Village Trustee Hilary Brandt, Village Trustee Stephanie Brassington, Village President Carolyn Clow, Village Trustee Luke Fessler, Village Trustee Alisa Leamy, Village Trustee Miguel Peña, Village Trustee Lowell J. Prill

Village Board members not present: None.

Staff Present: Village Administrator Matt Schuenke, Deputy Administrator/Clerk Cassandra Suettinger, Public Works Director Lee Igl, and Fire/EMS Director Chris Dennis.

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

- a. Village of McFarland recognized and winner of several awards at 2024 The Best of the Midwest Community Media Fest.

President Clow highlighted the work of Village Media Producer Ben Becs in winning of several awards at the 2024 Best of the Midwest Community Fest.

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 14, 2024 meeting.
- 2) Motion to approve checks in the amount of \$349,358.72
- 3) Motion to approve a Community Grant Application from the McFarland Equity Project as recommended by the Finance Committee.
- 4) Motion to reject bids for the Public Safety Center Battery Project.
- 5) Motion to approve a proposal from the Concord Group for commissioning services to develop a new net zero Community/Municipal Center.
- 6) Motion to approve appointing John Peirce to serve as an Election Inspector for the 2024-2025 term.

Trustee Leamy requested item 4 be removed from the consent agenda.

Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to approve the consent agenda as presented with item 4 removed. Motion carries 7 - 0 - 0 by acclamation.

5. PUBLIC APPEARANCES.

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

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

None.

6. BUSINESS.

The Board discussed consent agenda item 4a. Discussion and action on rejecting bids for the Public Safety Center Battery Project.

Administrator Schuenke provided an overview of the purpose of the project. Overall, he reported the project was a good project; however, bids came in far in excess of the budget. Based on this, staff recommends rejecting bids at this time.

Motion by President Clow, second by Trustee Fessler, to reject bids for the Public Safety Center battery project. Motion carries 7 - 0 - 0 by acclamation.

- a. Discussion and action on Resolution 2024-08: A Resolution recognizing June as LGBTQIA+ Pride Month.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve Resolution 2024-08: A Resolution recognizing June as LGBTQIA+ Pride Month. Motion carries 7 - 0 - 0 by acclamation.

- b. Discussion and action regarding the acceptance of the 2023 Municipal Financial Statements and Audit Results as presented by Baker Tilly Virchow Krause.

Motion by Village President Carolyn Clow, second by Village Trustee Miguel Peña, to approve acceptance of the 2023 Municipal Financial Statements and Audit Results as presented by Baker Tilly Virchow Krause. Motion carries 7 - 0 - 0 by acclamation.

- c. Personnel Committee (Trustees Leamy, Fessler & Prill)

- 1) Discussion and action regarding the creation of a third Administrative Captain position and update of organization chart for the Fire & Rescue Department.

Motion by Village Trustee Alisa Leamy, second by Village Trustee Lowell J. Prill, to approve the creation of a third Administrative Captain position and update of organization chart for the Fire & Rescue Department. Motion carries 7 - 0 - 0 by acclamation.

- 2) Discussion and action regarding updates to Chapter 36, Vehicle Use Policy, of the

Personnel Policy Manual.

Motion by Village Trustee Alisa Leamy, second by Village Trustee Lowell J. Prill, to approve updates to Chapter 36, Vehicle Use Policy, of the Personnel Policy Manual. Motion carries 7 - 0 - 0 by acclamation.

7. SCHEDULE NEXT MEETING DATE.

- a. June 5, 2024 (Wednesday) - 5:30 p.m.- Special Village Board Meeting
- b. June 10, 2024 (Monday) - 7:00 p.m. - Village Board Meeting
- c. June 25, 2024 - 5:30 p.m.- Special Village Board Meeting
- d. June 25, 2024 - 7:00 p.m.- Village Board Meeting

8. ADJOURNMENT.

Motion by Village Trustee Hilary Brandt, second by Village Trustee Luke Fessler, to adjourn at 7:59 p.m.

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

Respectfully submitted,
Cassandra Suettinger
Deputy Administrator/Clerk

Report Criteria:
Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
30	ALLIANT ENERGY/WP&L	052424	WATER TOWER BURMA	1	05/24/2024	96.40	.00	96.40	05/31/2024
		052424	WELL #1	2	05/24/2024	505.50	.00	505.50	05/31/2024
		052424	WELL #1	3	05/24/2024	18.23	.00	18.23	05/31/2024
		052424	TRAFFIC FLASHERS - FA	4	05/24/2024	17.41	.00	17.41	05/31/2024
		052424	TRAFFIC FLASHERS - FA	5	05/24/2024	18.11	.00	18.11	05/31/2024
		052424	TRAFFIC FLASHERS - BA	6	05/24/2024	18.94	.00	18.94	05/31/2024
		052424	STREET LIGHTING (2)	7	05/24/2024	304.01	.00	304.01	05/31/2024
		052424	CEDAR GLADE AERATOR	8	05/24/2024	15.24	.00	15.24	05/31/2024
		052424	GAZEBO	9	05/24/2024	35.72	.00	35.72	05/31/2024
		052424	TRAFFIC FLASHERS - CR	10	05/24/2024	17.83	.00	17.83	05/31/2024
		052424	FLOWER CORNER	11	05/24/2024	25.46	.00	25.46	05/31/2024
		052424	LIFT #5	12	05/24/2024	192.35	.00	192.35	05/31/2024
		052424	LIFT #3	13	05/24/2024	64.05	.00	64.05	05/31/2024
		052424	LIFT #2	14	05/24/2024	185.98	.00	185.98	05/31/2024
		052424	LIFT #1	15	05/24/2024	134.23	.00	134.23	05/31/2024
		052424	WELL #4	16	05/24/2024	14.22	.00	14.22	05/31/2024
		052424	WELL #3	17	05/24/2024	15.37	.00	15.37	05/31/2024
		052424	WELL #3	18	05/24/2024	1,352.56	.00	1,352.56	05/31/2024
		052424	BRANDT PARK	19	05/24/2024	117.14	.00	117.14	05/31/2024
		052424	LEWIS PARK	20	05/24/2024	85.70	.00	85.70	05/31/2024
		052424	WATER TOWER HOLSCH	21	05/24/2024	29.72	.00	29.72	05/31/2024
		052424	SIRENS	22	05/24/2024	27.71	.00	27.71	05/31/2024
		052424	STREET LIGHTING (1)	23	05/24/2024	9,255.21	.00	9,255.21	05/31/2024
4812040000-	5115 TERMINAL DRIVE	1	05/31/2024	294.33	.00	294.33	06/06/2024		
Total 30:						12,841.42	.00	12,841.42	
68	BADGER WELDING SUPP	3827435	BADGER WELDING - OXY	1	05/21/2024	46.30	.00	46.30	06/06/2024
		3827843	BADGER WELDING - OXY	1	05/28/2024	70.32	.00	70.32	06/06/2024
Total 68:						116.62	.00	116.62	
166	CINTAS CORPORATION #	8406828701	FIRST AID SUPPLIES - RE	1	05/17/2024	14.73	.00	14.73	06/06/2024
		8406828701	FIRST AID SUPPLIES - RE	2	05/17/2024	14.72	.00	14.72	06/06/2024
		8406828701	FIRST AID SUPPLIES - RE	3	05/17/2024	14.72	.00	14.72	06/06/2024
		8406828701	FIRST AID SUPPLIES - RE	4	05/17/2024	53.99	.00	53.99	06/06/2024
Total 166:						98.16	.00	98.16	
172	CITY OF MADISON TREA	50323	SIGNS	1	05/08/2024	256.70	.00	256.70	06/06/2024
Total 172:						256.70	.00	256.70	
194	CONCENTRA	103988550	CONCENTRA PHYSICAL	1	05/22/2024	496.00	.00	496.00	06/06/2024
Total 194:						496.00	.00	496.00	
212	CREATIVE SIGNS	052324	VEHICLE DECALS TRK #3	1	05/23/2024	315.00	.00	315.00	06/06/2024
Total 212:						315.00	.00	315.00	
261	DECKER SUPPLY CO INC	928212	SIGNS PARTS	1	05/23/2024	748.00	.00	748.00	06/06/2024

Vendor		Invoice			Invoice	Invoice	Discount	Check	Check
Number	Name	Number	Description	Seq	Date	Amount	Amount	Amount	Issue Date
Total 261:						748.00	.00	748.00	
345	JFTCO, INC	RIM0000486	LOADER LEASE	1	05/24/2024	253.17	.00	253.17	06/06/2024
		RIM0000486	LOADER LEASE	2	05/24/2024	253.17	.00	253.17	06/06/2024
		RIM0000486	LOADER LEASE	3	05/24/2024	253.16	.00	253.16	06/06/2024
		RIM0000486	LOADER LEASE	4	05/24/2024	759.50	.00	759.50	06/06/2024
Total 345:						1,519.00	.00	1,519.00	
439	HJ PERTZBORN	102923	PW RP VALVE TEST	1	05/22/2024	245.00	.00	245.00	06/06/2024
		102923	5220 FARWELL ST CROS	2	05/22/2024	115.00	.00	115.00	06/06/2024
		102924	5220 FARWELL ST CROS	1	05/22/2024	185.00	.00	185.00	06/06/2024
Total 439:						545.00	.00	545.00	
476	JEFFERSON FIRE & SAF	IN315140	SCBA TESTING	1	05/23/2024	2,814.00	.00	2,814.00	06/06/2024
		IN315211	JEFFERSON SUSPENDE	1	05/31/2024	81.19	.00	81.19	06/06/2024
Total 476:						2,895.19	.00	2,895.19	
634	MENARDS - MONONA	65597	YOUTH CENTER FACILIT	1	05/09/2024	130.27	.00	130.27	06/06/2024
		65607	PARKS SUPPLIES	1	05/09/2024	46.89	.00	46.89	06/06/2024
		65607	PW SUPPLIES	2	05/09/2024	20.97	.00	20.97	06/06/2024
		65779	PARKS SUPPLIES	1	05/13/2024	67.05	.00	67.05	06/06/2024
		65928	PARKS SUPPLIES	1	05/16/2024	323.54	.00	323.54	06/06/2024
		65965	PARKS FACILITY MAINTENANCE	1	05/17/2024	19.88	.00	19.88	06/06/2024
		66142	TRUCK 35	1	05/20/2024	12.29	.00	12.29	06/06/2024
		66142	TRUCK 35	2	05/20/2024	12.29	.00	12.29	06/06/2024
		66142	TRUCK 35	3	05/20/2024	12.29	.00	12.29	06/06/2024
		66142	TRUCK 35	4	05/20/2024	45.09	.00	45.09	06/06/2024
		66194	TRUCK 35	1	05/21/2024	10.86	.00	10.86	06/06/2024
		66194	TRUCK 35	2	05/21/2024	2.96	.00	2.96	06/06/2024
		66194	TRUCK 35	3	05/21/2024	2.96	.00	2.96	06/06/2024
		66194	TRUCK 35	4	05/21/2024	2.96	.00	2.96	06/06/2024
Total 634:						710.30	.00	710.30	
640	MGE	1115413856-	BOCCE ELECTRICAL	1	05/28/2024	26.71	.00	26.71	05/31/2024
		1700324512-	4820 MARSH RD--SOCCE	1	05/28/2024	215.53	.00	215.53	05/31/2024
		3800120935-	STREET LIGHT	1	05/28/2024	39.91	.00	39.91	05/31/2024
		4900117592-	STREET LIGHT	1	05/28/2024	28.21	.00	28.21	05/31/2024
		7400232719-	LIFT STATION #5	1	05/28/2024	27.66	.00	27.66	05/31/2024
		8600157181-	LIFT #4 ELECT	1	05/29/2024	45.76	.00	45.76	05/31/2024
Total 640:						383.78	.00	383.78	
756	POMP'S TIRE SERVICE INC	80310936	POMPS FLAT REPAIR	1	05/28/2024	74.00	.00	74.00	06/06/2024
Total 756:						74.00	.00	74.00	
759	POSTMASTER	053124	RECRUITMENT MAILER P	1	05/31/2024	1,270.95	.00	1,270.95	06/04/2024
		060424	UTILITY POSTAGE	1	06/04/2024	666.67	.00	666.67	06/04/2024
		060424	UTILITY POSTAGE	2	06/04/2024	666.67	.00	666.67	06/04/2024
		060424	UTILITY POSTAGE	3	06/04/2024	666.66	.00	666.66	06/04/2024

Vendor		Invoice			Invoice	Invoice	Discount	Check	Check
Number	Name	Number	Description	Seq	Date	Amount	Amount	Amount	Issue Date
Total 759:						3,270.95	.00	3,270.95	
802	RENNERT'S FIRE EQUIP	2381	RENNERTS E1 MAINTEN	1	05/28/2024	1,418.73	.00	1,418.73	06/06/2024
		2382	RENNERTS E2 MAINTEN	1	05/28/2024	1,300.42	.00	1,300.42	06/06/2024
		2383	RENNERTS T8 MAINTEN	1	05/28/2024	789.68	.00	789.68	06/06/2024
		2384	RENNERTS T6 MAINTEN	1	05/28/2024	421.32	.00	421.32	06/06/2024
Total 802:						3,930.15	.00	3,930.15	
818	ROTO ROOTER SEWER	220211	TIF 4 - 5810 MILWAUKEE	1	05/17/2024	179.00	.00	179.00	06/06/2024
Total 818:						179.00	.00	179.00	
879	SOUTH CENTRAL LIBRA	24-427	LIBRARY SUPPLIES	1	05/22/2024	756.88	.00	756.88	06/06/2024
Total 879:						756.88	.00	756.88	
911	STREICHER'S	I1696629	DEPARTMENT AWARDS	1	04/30/2024	230.00	.00	230.00	06/06/2024
Total 911:						230.00	.00	230.00	
958	TOWN & COUNTRY ENGI	26697	MC217 HIGHLAND OAKS	1	05/16/2024	2,499.10	.00	2,499.10	06/06/2024
		26698	MC221 2024 STREET & U	1	05/16/2024	3,878.35	.00	3,878.35	06/06/2024
		26699	MC198 LIFT STATION 2 I	1	05/16/2024	2,372.50	.00	2,372.50	06/06/2024
		26714	MC194 EXCHANGE STRE	1	05/16/2024	27,848.00	.00	27,848.00	06/06/2024
		26715	MC197 PAULSON ROAD	1	05/16/2024	1,875.00	.00	1,875.00	06/06/2024
		26716	MC208 USH 51 DOT PRO	1	05/16/2024	7,335.74	.00	7,335.74	06/06/2024
		26717	MC218 EAST SIDE SANIT	1	05/16/2024	472.50	.00	472.50	06/06/2024
		26718	MC220 WELL NO 5 PRELI	1	05/16/2024	870.00	.00	870.00	06/06/2024
		26719	MC226 LEAD & COPPER	1	05/16/2024	2,567.50	.00	2,567.50	06/06/2024
		26741	MC223 2024 GIS SUPPOR	1	05/16/2024	59.06	.00	59.06	06/06/2024
		26741	MC223 2024 GIS SUPPOR	2	05/16/2024	59.06	.00	59.06	06/06/2024
		26741	MC223 2024 GIS SUPPOR	3	05/16/2024	59.06	.00	59.06	06/06/2024
		26741	MC223 2024 GIS SUPPOR	4	05/16/2024	216.57	.00	216.57	06/06/2024
Total 958:						50,112.44	.00	50,112.44	
992	US CELLULAR	0655859932	PARKS TABLETS	1	05/22/2024	51.00	.00	51.00	06/06/2024
		0655859932	SEWER TABLETS	2	05/22/2024	97.17	.00	97.17	06/06/2024
		0655859932	WATER TABLETS	3	05/22/2024	97.17	.00	97.17	06/06/2024
		0655859932	COMMDEV PHONE	4	05/22/2024	26.05	.00	26.05	06/06/2024
		0655859932	SEWER PHONE	5	05/22/2024	67.88	.00	67.88	06/06/2024
		0655859932	WATER PHONE	6	05/22/2024	67.88	.00	67.88	06/06/2024
		0655859932	PW PHONE	7	05/22/2024	67.88	.00	67.88	06/06/2024
		0655859932	CABLE/COMMTECH PHO	8	05/22/2024	42.50	.00	42.50	06/06/2024
		0655859932	OUTREACH PHONE	9	05/22/2024	115.00	.00	115.00	06/06/2024
		0655859932	FD/EMS PHONE	10	05/22/2024	217.67	.00	217.67	06/06/2024
		0655859932	PW TABLETS	11	05/22/2024	97.17	.00	97.17	06/06/2024
		0655859932	PD PHONE	12	05/22/2024	488.63	.00	488.63	06/06/2024
Total 992:						1,436.00	.00	1,436.00	
1015	VILLAGE OF MCFARLAN	053124	DOG PARK 6300 ELVEHJ	1	05/31/2024	266.36	.00	266.36	06/06/2024
		053124	3234 CTY HWY AB	2	05/31/2024	174.00	.00	174.00	06/06/2024
		053124	GAZEBO	3	05/31/2024	125.70	.00	125.70	06/06/2024
		053124	MCDANIEL PARK - BUBB	4	05/31/2024	92.70	.00	92.70	06/06/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		053124	MCDANIEL PARK	5	05/31/2024	598.14	.00	598.14	06/06/2024
		053124	LEWIS PARK	6	05/31/2024	428.36	.00	428.36	06/06/2024
		053124	FLOWER CORNER	7	05/31/2024	139.70	.00	139.70	06/06/2024
		053124	LEWIS PARK ICE RINK	8	05/31/2024	35.26	.00	35.26	06/06/2024
		053124	VOM 5541 HOLSCHER R	9	05/31/2024	145.96	.00	145.96	06/06/2024
		053124	LIONS HEAD BUBBLER	10	05/31/2024	17.82	.00	17.82	06/06/2024
		053124	5220 FARWELL ST	11	05/31/2024	57.70	.00	57.70	06/06/2024
		053124	5220 FARWELL ST-ST	12	05/31/2024	70.00	.00	70.00	06/06/2024
Total 1015:						2,151.70	.00	2,151.70	
1019	BAKER TILLY VIRCHOW	BT2820941	VILLAGE AUDIT	1	05/30/2024	908.70	.00	908.70	06/06/2024
		BT2820941	VILLAGE AUDIT - SW	2	05/30/2024	23.30	.00	23.30	06/06/2024
		BT2822999	VILLAGE AUDIT	1	05/30/2024	1,784.50	.00	1,784.50	06/06/2024
		BT2822999	VILLAGE AUDIT - SW	2	05/30/2024	45.50	.00	45.50	06/06/2024
Total 1019:						2,762.00	.00	2,762.00	
1085	WI RURAL WATER ASSN	4823	SAFETY TRAINING PUBLI	1	05/23/2024	46.15	.00	46.15	06/06/2024
		4823	SAFETY TRAINING PUBLI	2	05/23/2024	62.94	.00	62.94	06/06/2024
		4823	SAFETY TRAINING PUBLI	3	05/23/2024	46.15	.00	46.15	06/06/2024
		4823	SAFETY TRAINING PUBLI	4	05/23/2024	25.18	.00	25.18	06/06/2024
		4823	SAFETY TRAINING PUBLI	5	05/23/2024	54.54	.00	54.54	06/06/2024
Total 1085:						234.96	.00	234.96	
1090	WI ST FIREFIGHTERS AS	060524	WSFA DUES	1	06/05/2024	925.00	.00	925.00	06/06/2024
Total 1090:						925.00	.00	925.00	
1245	PROFESSIONAL PEST C	800902	PARKS PEST CONTROL	1	05/29/2024	71.00	.00	71.00	06/06/2024
Total 1245:						71.00	.00	71.00	
1256	BOUND TREE MEDICAL,	85352151	EMS - SUPPLIES	1	05/17/2024	403.72	.00	403.72	06/06/2024
Total 1256:						403.72	.00	403.72	
1452	JACOBSEN, NATE	NJ051124	UNIFORM ALLOWANCE J	1	05/11/2024	10.50	.00	10.50	06/06/2024
Total 1452:						10.50	.00	10.50	
1462	TASC	IN3111244	FSA ADMIN FEE	1	05/17/2024	175.12	.00	175.12	06/06/2024
Total 1462:						175.12	.00	175.12	
1694	HEARTLAND LITHO	66666	DISC GOLF PERMITS	1	05/22/2024	133.50	.00	133.50	06/06/2024
Total 1694:						133.50	.00	133.50	
1709	VON BRIESEN & ROPER	459657	PERSONNEL ISSUES	1	05/23/2024	586.50	.00	586.50	06/06/2024
Total 1709:						586.50	.00	586.50	
1733	MOTOROLA SOLUTIONS	8230456334	BODY WORN AND SQUA	1	05/05/2024	2,340.00	.00	2,340.00	06/06/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 1733:						2,340.00	.00	2,340.00	
1921	FRONTIER	052224	LIBRARY PHONE	1	05/22/2024	134.00	.00	134.00	06/06/2024
Total 1921:						134.00	.00	134.00	
1989	CORPORATE BUSINESS	36630658	COPIER LEASE	1	05/24/2024	131.86	.00	131.86	06/06/2024
		36643036	COPIER LEASE	1	05/27/2024	221.98	.00	221.98	06/06/2024
		36643037	COPIER LEASE	1	05/27/2024	114.00	.00	114.00	06/06/2024
Total 1989:						467.84	.00	467.84	
2058	MICROMARKETING LLC	954163	AUDIO BOOKS	1	05/21/2024	54.99	.00	54.99	06/06/2024
Total 2058:						54.99	.00	54.99	
2066	PELLITTERI WASTE SYS	4821458	RECYCLING SERVICE	1	05/31/2024	15,131.20	.00	15,131.20	06/06/2024
		4821458	TRASH SERVICE	2	05/31/2024	23,314.40	.00	23,314.40	06/06/2024
		4821458	ADMIN SHRED	3	05/31/2024	60.56	.00	60.56	06/06/2024
		4821458	PD SHRED (50.03 CHARG	4	05/31/2024	56.28	.00	56.28	06/06/2024
		4821458	PSC TRASH SERVICE	5	05/31/2024	127.16	.00	127.16	06/06/2024
		4821458	PSC RECYCLING SERVIC	6	05/31/2024	102.85	.00	102.85	06/06/2024
Total 2066:						38,792.45	.00	38,792.45	
2070	KKS PROPERTY	060124	COMMON AREA MAINT. F	1	06/01/2024	400.00	.00	400.00	06/06/2024
Total 2070:						400.00	.00	400.00	
2162	KNOLL, KAREN	KK052324	TRAINING REIMBURSEM	1	05/23/2024	219.50	.00	219.50	06/06/2024
Total 2162:						219.50	.00	219.50	
2237	MADISON COLLEGE	CORP-00000	TESTING FEE	1	05/22/2024	80.00	.00	80.00	06/06/2024
Total 2237:						80.00	.00	80.00	
2278	BURKE TRUCK & EQUIP	33007	LOADER REPAIRS	1	05/28/2024	912.83	.00	912.83	06/06/2024
		33007	LOADER REPAIRS	2	05/28/2024	248.96	.00	248.96	06/06/2024
		33007	LOADER REPAIRS	3	05/28/2024	248.96	.00	248.96	06/06/2024
		33007	LOADER REPAIRS	4	05/28/2024	248.96	.00	248.96	06/06/2024
Total 2278:						1,659.71	.00	1,659.71	
9140	TRITECH FORENSICS IN	01020347	INVESTIGATION SUPPLIE	1	05/20/2024	54.70	.00	54.70	06/06/2024
		01021431	INVESTIGATION SUPPLIE	1	05/21/2024	111.00	.00	111.00	06/06/2024
Total 9140:						165.70	.00	165.70	
16241	WI DEPT OF JUSTICE	L1373T-0531	BACKGROUND CHECKS	1	05/31/2024	553.00	.00	553.00	06/06/2024
Total 16241:						553.00	.00	553.00	
16257	CORPORATE BUSINESS	361440	COPIER LEASE	1	06/03/2024	123.33	.00	123.33	06/06/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16257:						123.33	.00	123.33	
16296	DANE CO DEPT OF HUM	MAY 2024	MEALSITE DONATION - C	1	05/01/2024	649.50	.00	649.50	06/06/2024
		MAY 2024	MEALSITE DONATION - M	2	05/01/2024	3,634.50	.00	3,634.50	06/06/2024
Total 16296:						4,284.00	.00	4,284.00	
16326	WI DEPT OF AG, TRADE	115-0000033	WEIGHTS AND MEASUR	1	05/23/2024	2,250.00	.00	2,250.00	06/06/2024
Total 16326:						2,250.00	.00	2,250.00	
16332	SPEEDWAY SAND & GRA	MC221	2024 STREET AND UTILIT	1	05/24/2024	30,751.87	.00	30,751.87	06/06/2024
Total 16332:						30,751.87	.00	30,751.87	
16481	CAPITOL UNDERGROUN	0510-24	ULO AT 51 & SIGGELKOW	1	05/23/2024	3,050.10	.00	3,050.10	06/06/2024
Total 16481:						3,050.10	.00	3,050.10	
16503	NOTARY BOND RENEWA	LS052824	NOTARY BOND APP	1	05/28/2024	30.00	.00	30.00	05/31/2024
Total 16503:						30.00	.00	30.00	
16504	WI DEPT OF FINANCIAL I	LS052824	NOTARY RENEWAL	1	05/28/2024	20.00	.00	20.00	05/31/2024
Total 16504:						20.00	.00	20.00	
16640	TOP PACK DEFENSE LLC	13251	UNIFORM ALLOWANCE J	1	05/09/2024	197.94	.00	197.94	06/06/2024
		13254	UNIFORM ALLOWANCE P	1	05/09/2024	116.98	.00	116.98	06/06/2024
		13255	PATCH INSTALL TOWNS	1	05/09/2024	10.00	.00	10.00	06/06/2024
Total 16640:						324.92	.00	324.92	
16667	O'MALLEY, TANYA	TO052424	MEETING MILEAGE	1	05/24/2024	29.21	.00	29.21	06/06/2024
Total 16667:						29.21	.00	29.21	
16725	FIRE CATT, LLC	13909	FIRE HOSE TESTING	1	05/28/2024	4,257.14	.00	4,257.14	06/06/2024
Total 16725:						4,257.14	.00	4,257.14	
16747	WISCONSIN PRINTING	23580	NEWSLETTER PRINTING	1	05/23/2024	985.81	.00	985.81	06/06/2024
		23580	NEWSLETTER POSTAGE	2	05/23/2024	128.01	.00	128.01	06/06/2024
Total 16747:						1,113.82	.00	1,113.82	
16777	AT&T MOBILITY II LLC	2873326607	FIRSTNET	1	05/12/2024	519.75	.00	519.75	06/06/2024
Total 16777:						519.75	.00	519.75	
16860	BUDGET SIGNS & SPECI	052324	NAME BADGES	1	05/23/2024	73.29	.00	73.29	06/06/2024
		052324	NAME BADGES	2	05/23/2024	73.30	.00	73.30	06/06/2024
Total 16860:						146.59	.00	146.59	
16890	PIRTEK MADISON	MA-T000121	EQUIPMENT MAINTENAN	1	05/29/2024	19.80	.00	19.80	06/06/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		MA-T000121	EQUIPMENT MAINTENAN	2	05/29/2024	19.80	.00	19.80	06/06/2024
		MA-T000121	EQUIPMENT MAINTENAN	3	05/29/2024	19.80	.00	19.80	06/06/2024
		MA-T000121	EQUIPMENT MAINTENAN	4	05/29/2024	72.60	.00	72.60	06/06/2024
Total 16890:						132.00	.00	132.00	
16921	AVANT GARDENING & LA	20240373	LANDSCAPE MAINTENA	1	05/28/2024	547.87	.00	547.87	06/06/2024
Total 16921:						547.87	.00	547.87	
17084	AMAZON CAPITAL SERVI	14GG-CY9Y-	DAWN DISH SOAP & LAB	1	05/21/2024	43.60	.00	43.60	06/06/2024
		14HQ-PF1W-	DVDS & CDS	1	05/27/2024	142.59	.00	142.59	06/06/2024
		17Q9-JXFF-	PROGRAM SUPPLIES	1	06/02/2024	195.84	.00	195.84	06/06/2024
		1FFL-VMXD-	DVDS & CDS	1	06/04/2024	19.96	.00	19.96	06/06/2024
		1J7P-7P1D-	PONCHO & HOSE NOZZL	1	05/25/2024	39.34	.00	39.34	06/06/2024
		1LDG-WDF7-	FACEMASK	1	05/19/2024	89.09	.00	89.09	06/06/2024
		1LJF-LXNJ-L	PROGRAM SUPPLIES	1	05/26/2024	54.54	.00	54.54	06/06/2024
		1N1Y-7LFN-9	DEI PROGRAMMING	1	05/18/2024	141.43	.00	141.43	06/06/2024
		1NDM-T7VX-	DVDS & CDS	1	06/02/2024	19.96	.00	19.96	06/06/2024
		1NJ4-LKK3-4	WARNING LABELS	1	05/27/2024	8.29	.00	8.29	06/06/2024
		1P1V-V3YH-	DEI PROGRAMMING	1	05/19/2024	128.18	.00	128.18	06/06/2024
		1PFH-PH4Q-	DEI PROGRAMMING	1	05/16/2024	50.32	.00	50.32	06/06/2024
		1QCC-JPVF-	DEI PROGRAMMING	1	05/19/2024	71.50	.00	71.50	06/06/2024
		1WCQ-W4W	ADMIN OFFICE SUPPLIE	1	05/28/2024	23.75	.00	23.75	06/06/2024
		1XR7-TYGG-	BACKPACK BUCKLE REP	1	05/26/2024	105.66	.00	105.66	06/06/2024
Total 17084:						1,134.05	.00	1,134.05	
17134	CORE & MAIN	U942004	HYDRANT REPAIR CREA	1	05/29/2024	217.50	.00	217.50	06/06/2024
		U976111	HYDRANT DAMAGE AT W	1	05/29/2024	819.60	.00	819.60	06/06/2024
Total 17134:						1,037.10	.00	1,037.10	
17317	COLLABORATIVE SUMM	Woo300469	SRP SUPPLIES	1	04/22/2024	285.41	.00	285.41	06/06/2024
Total 17317:						285.41	.00	285.41	
17318	TDS	052224-PW	PW INTERNET/PHONE/T	1	05/22/2024	362.14	.00	362.14	05/31/2024
		052224-PW	PW INTERNET/PHONE/T	2	05/22/2024	98.77	.00	98.77	05/31/2024
		052224-PW	PW INTERNET/PHONE/T	3	05/22/2024	98.77	.00	98.77	05/31/2024
		052224-PW	PW INTERNET/PHONE/T	4	05/22/2024	98.76	.00	98.76	05/31/2024
		052224-VOM	FACILITIES PHONE	1	05/22/2024	415.23	.00	415.23	05/31/2024
		052224-VOM	FIRE/EMS TV/INTERNET/	2	05/22/2024	760.75	.00	760.75	05/31/2024
		052224-VOM	COMM&TECH PHONE/TV	3	05/22/2024	212.10	.00	212.10	05/31/2024
		052224-VOM	COMMDEV PHONE/INTE	4	05/22/2024	179.68	.00	179.68	05/31/2024
		052224-VOM	COURT PHONE/INTERNE	5	05/22/2024	217.72	.00	217.72	05/31/2024
		052224-VOM	LIBRARY INTERNET/PHO	6	05/22/2024	315.40	.00	315.40	05/31/2024
		052224-VOM	OUTREACH INTERNET	7	05/22/2024	65.60	.00	65.60	05/31/2024
		052224-VOM	OUTREACH PHONE	8	05/22/2024	104.05	.00	104.05	05/31/2024
		052224-VOM	PD TV/INTERNET/PHONE	9	05/22/2024	926.20	.00	926.20	05/31/2024
		052224-VOM	ADMIN PHONE/INTERNE	10	05/22/2024	293.67	.00	293.67	05/31/2024
Total 17318:						4,148.84	.00	4,148.84	
17377	SIGNS BY TOMORROW	I-24524	YARD WASTE SIGNS	1	05/13/2024	82.50	.00	82.50	06/06/2024
		I-24524	YARD WASTE SIGNS	2	05/13/2024	22.50	.00	22.50	06/06/2024
		I-24524	YARD WASTE SIGNS	3	05/13/2024	22.50	.00	22.50	06/06/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		I-24524	YARD WASTE SIGNS	4	05/13/2024	22.50	.00	22.50	06/06/2024
Total 17377:						150.00	.00	150.00	
17569	MCFARLAND ACE HARD	011268/T	BATTERIES	1	05/17/2024	17.99	.00	17.99	06/06/2024
		011309/T	PUBLIC WORKS FACILIT	1	05/22/2024	1.29	.00	1.29	06/06/2024
		011309/T	PUBLIC WORKS FACILIT	2	05/22/2024	1.29	.00	1.29	06/06/2024
		011309/T	PUBLIC WORKS FACILIT	3	05/22/2024	1.29	.00	1.29	06/06/2024
		011309/T	PUBLIC WORKS FACILIT	4	05/22/2024	4.76	.00	4.76	06/06/2024
		011315/T	MOWER MAINTENANCE	1	05/23/2024	1.42	.00	1.42	06/06/2024
		011315/T	MOWER MAINTENANCE	2	05/23/2024	.39	.00	.39	06/06/2024
		011315/T	MOWER MAINTENANCE	3	05/23/2024	.39	.00	.39	06/06/2024
		011315/T	MOWER MAINTENANCE	4	05/23/2024	.39	.00	.39	06/06/2024
		011320/T	PUBLIC WORKS SUPPLIE	1	05/24/2024	.67	.00	.67	06/06/2024
		011320/T	PUBLIC WORKS SUPPLIE	2	05/24/2024	.67	.00	.67	06/06/2024
		011320/T	PUBLIC WORKS SUPPLIE	3	05/24/2024	.67	.00	.67	06/06/2024
		011320/T	PUBLIC WORKS SUPPLIE	4	05/24/2024	2.48	.00	2.48	06/06/2024
		011333/T	PARKS SUPPLIES	1	05/28/2024	595.17	.00	595.17	06/06/2024
		011335/T	ACE HARDWARE MISC	1	05/28/2024	31.10	.00	31.10	06/06/2024
		011338/T	PUBLIC WORKS SUPPLIE	1	05/29/2024	1.35	.00	1.35	06/06/2024
		011338/T	PUBLIC WORKS SUPPLIE	2	05/29/2024	1.35	.00	1.35	06/06/2024
		011338/T	PUBLIC WORKS SUPPLIE	3	05/29/2024	1.35	.00	1.35	06/06/2024
		011338/T	PUBLIC WORKS SUPPLIE	4	05/29/2024	4.94	.00	4.94	06/06/2024
		011356/T	5802 MAIN ST	1	05/30/2024	2.10	.00	2.10	06/06/2024
		011360/T	PARKS SUPPLIES FORES	1	05/31/2024	62.26	.00	62.26	06/06/2024
Total 17569:						733.32	.00	733.32	
17599	QUADIENT LEASING USA	Q1339605	POSTAGE MACHINE LEA	1	05/17/2024	458.10	.00	458.10	06/06/2024
Total 17599:						458.10	.00	458.10	
17600	QUADIENT FINANCE USA	052424	POSTAGE	1	05/24/2024	8,040.00	.00	8,040.00	06/06/2024
Total 17600:						8,040.00	.00	8,040.00	
17671	UW HEALTH	1941125	HEARTSAVER CARDS PU	1	06/03/2024	5.00	.00	5.00	06/06/2024
Total 17671:						5.00	.00	5.00	
17685	INGRAM LIBRARY SERVI	63066192	BOOKS	1	05/20/2024	262.16	.00	262.16	06/06/2024
		63067844	BOOKS	1	05/23/2024	382.22	.00	382.22	06/06/2024
		63069216	BOOKS	1	05/28/2024	200.10	.00	200.10	06/06/2024
		63069300	BOOKS	1	05/29/2024	351.53	.00	351.53	06/06/2024
		63069822	BOOKS	1	05/30/2024	213.23	.00	213.23	06/06/2024
		63070743	BOOKS	1	05/31/2024	133.41	.00	133.41	06/06/2024
		67714992	BOOKS	1	05/21/2024	39.12	.00	39.12	06/06/2024
		82018269	BOOKS CREDIT	1	05/21/2024	16.80-	.00	16.80-	06/06/2024
Total 17685:						1,564.97	.00	1,564.97	
17702	CRESCENT LANDSCAPE	031672	PARKS FACILITY MAINT	1	05/22/2024	2,640.00	.00	2,640.00	06/06/2024
Total 17702:						2,640.00	.00	2,640.00	
17754	CALIBER COLLISION	3348007098	SQUAD REPAIR	1	05/17/2024	2,243.81	.00	2,243.81	06/06/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17754:						2,243.81	.00	2,243.81	
17881	MACQUEEN EMERGENC	P30494	MACQUEEN TOOL REPAI	1	05/31/2024	768.00	.00	768.00	06/06/2024
Total 17881:						768.00	.00	768.00	
17908	BADGER METER	80161550	CELLULAR SERVICE UNI	1	05/29/2024	2,081.86	.00	2,081.86	06/06/2024
		80161550	CELLULAR SERVICE UNI	2	05/29/2024	2,081.86	.00	2,081.86	06/06/2024
Total 17908:						4,163.72	.00	4,163.72	
17921	DINGES FIRE COMPANY	53743	DINGES BOOTS	1	05/20/2024	328.87	.00	328.87	06/06/2024
Total 17921:						328.87	.00	328.87	
18068	SIMPLE NETWORK CON	31353	ZIX	1	04/22/2024	1,495.00	.00	1,495.00	06/06/2024
		31353	SW ALLOCATION	2	04/22/2024	38.36	.00	38.36	06/06/2024
		31353	FAMILY FESTIVAL	3	04/22/2024	6.27	.00	6.27	06/06/2024
		31353	EMGMT	4	04/22/2024	6.27	.00	6.27	06/06/2024
		31353	STORMWATER	5	04/22/2024	138.09	.00	138.09	06/06/2024
		31353	SEWER	6	04/22/2024	138.12	.00	138.12	06/06/2024
		31353	WATER	7	04/22/2024	138.04	.00	138.04	06/06/2024
		31353	PUBLIC WORKS	8	04/22/2024	25.63	.00	25.63	06/06/2024
		31353	COMM DEV	9	04/22/2024	18.80	.00	18.80	06/06/2024
		31353	OUTREACH	10	04/22/2024	25.08	.00	25.08	06/06/2024
		31353	FIRE/EMS	11	04/22/2024	82.38	.00	82.38	06/06/2024
		31353	POLICE	12	04/22/2024	193.28	.00	193.28	06/06/2024
		31353	GEN ADMIN	13	04/22/2024	420.38	.00	420.38	06/06/2024
		31353	COURT	14	04/22/2024	18.80	.00	18.80	06/06/2024
		31508	DUO	1	04/21/2024	1,249.00	.00	1,249.00	06/06/2024
		31509	SW ALLOCATION	1	04/21/2024	23.02	.00	23.02	06/06/2024
		31509	FAMILY FESTIVAL	2	04/21/2024	3.76	.00	3.76	06/06/2024
		31509	EMGMT	3	04/21/2024	3.76	.00	3.76	06/06/2024
		31509	STORMWATER	4	04/21/2024	82.89	.00	82.89	06/06/2024
		31509	SEWER	5	04/21/2024	82.90	.00	82.90	06/06/2024
		31509	WATER	6	04/21/2024	82.86	.00	82.86	06/06/2024
		31509	PUBLIC WORKS	7	04/21/2024	15.38	.00	15.38	06/06/2024
		31509	COMM DEV	8	04/21/2024	11.28	.00	11.28	06/06/2024
		31509	OUTREACH	9	04/21/2024	15.06	.00	15.06	06/06/2024
		31509	FIRE/EMS	10	04/21/2024	49.45	.00	49.45	06/06/2024
		31509	POLICE	11	04/21/2024	116.02	.00	116.02	06/06/2024
		31509	GEN ADMIN	12	04/21/2024	252.34	.00	252.34	06/06/2024
		31509	COURT	13	04/21/2024	11.28	.00	11.28	06/06/2024
		31510	HARDWARE REPLACEM	1	05/28/2024	2,937.80	.00	2,937.80	06/06/2024
		31597	COURT - CLOUD BACKU	1	06/01/2024	2.08	.00	2.08	06/06/2024
		31597	GEN ADMIN - CLOUD BA	2	06/01/2024	46.65	.00	46.65	06/06/2024
		31597	POLICE - CLOUD BACKU	3	06/01/2024	21.44	.00	21.44	06/06/2024
		31597	FIRE/EMS - CLOUD BACK	4	06/01/2024	9.14	.00	9.14	06/06/2024
		31597	OUTREACH - CLOUD BA	5	06/01/2024	2.78	.00	2.78	06/06/2024
		31597	COMMDEV - CLOUD BAC	6	06/01/2024	2.08	.00	2.08	06/06/2024
		31597	PUBLIC WORKS - CLOUD	7	06/01/2024	2.84	.00	2.84	06/06/2024
		31597	WATER - CLOUD BACKU	8	06/01/2024	15.32	.00	15.32	06/06/2024
		31597	SEWER - CLOUD BACKU	9	06/01/2024	15.32	.00	15.32	06/06/2024
		31597	STORMWATER - CLOUD	10	06/01/2024	15.32	.00	15.32	06/06/2024
		31597	EMMG T - CLOUD BACKU	11	06/01/2024	.69	.00	.69	06/06/2024
		31597	FAMILY FESTIVAL - CLOU	12	06/01/2024	.69	.00	.69	06/06/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		31597	SW ALLOCATION - CLOU	13	06/01/2024	4.25	.00	4.25	06/06/2024
		31598	SW	1	06/01/2024	18.53	.00	18.53	06/06/2024
		31598	EM MGT	2	06/01/2024	3.03	.00	3.03	06/06/2024
		31598	STW	3	06/01/2024	66.70	.00	66.70	06/06/2024
		31598	SEWER	4	06/01/2024	66.71	.00	66.71	06/06/2024
		31598	WATER	5	06/01/2024	66.67	.00	66.67	06/06/2024
		31598	PUBLIC WORKS	6	06/01/2024	12.38	.00	12.38	06/06/2024
		31598	COMMDEV	7	06/01/2024	9.08	.00	9.08	06/06/2024
		31598	OUTREACH	8	06/01/2024	12.11	.00	12.11	06/06/2024
		31598	FIRE/EMS	9	06/01/2024	39.79	.00	39.79	06/06/2024
		31598	POLICE	10	06/01/2024	93.36	.00	93.36	06/06/2024
		31598	GEN ADMIN	11	06/01/2024	203.03	.00	203.03	06/06/2024
		31598	FAMILY FESTIVAL	12	06/01/2024	3.03	.00	3.03	06/06/2024
		31598	COURT	13	06/01/2024	9.08	.00	9.08	06/06/2024
		31599	COURT	1	06/01/2024	21.62	.00	21.62	06/06/2024
		31599	GEN ADMIN	2	06/01/2024	483.61	.00	483.61	06/06/2024
		31599	POLICE	3	06/01/2024	222.35	.00	222.35	06/06/2024
		31599	FIRE/EMS	4	06/01/2024	94.78	.00	94.78	06/06/2024
		31599	OUTREACH	5	06/01/2024	28.86	.00	28.86	06/06/2024
		31599	COMM DEV	6	06/01/2024	21.62	.00	21.62	06/06/2024
		31599	PUBLIC WORKS	7	06/01/2024	29.49	.00	29.49	06/06/2024
		31599	WATER	8	06/01/2024	158.80	.00	158.80	06/06/2024
		31599	SEWER	9	06/01/2024	158.89	.00	158.89	06/06/2024
		31599	STORMWATER	10	06/01/2024	158.86	.00	158.86	06/06/2024
		31599	EMMGT	11	06/01/2024	7.21	.00	7.21	06/06/2024
		31599	FAMILY FESTIVAL	12	06/01/2024	7.21	.00	7.21	06/06/2024
		31599	SW ALLOCATION	13	06/01/2024	44.12	.00	44.12	06/06/2024
		31601	SW ALLOCATION	1	06/01/2024	3.04	.00	3.04	06/06/2024
		31601	FAMILY FESTIVAL	2	06/01/2024	.50	.00	.50	06/06/2024
		31601	EMGMT	3	06/01/2024	.50	.00	.50	06/06/2024
		31601	STORMWATER	4	06/01/2024	10.94	.00	10.94	06/06/2024
		31601	SEWER	5	06/01/2024	10.94	.00	10.94	06/06/2024
		31601	WATER	6	06/01/2024	10.94	.00	10.94	06/06/2024
		31601	PUBLIC WORKS	7	06/01/2024	2.03	.00	2.03	06/06/2024
		31601	COMM DEV	8	06/01/2024	1.49	.00	1.49	06/06/2024
		31601	OUTREACH	9	06/01/2024	1.99	.00	1.99	06/06/2024
		31601	FIRE/EMS	10	06/01/2024	6.53	.00	6.53	06/06/2024
		31601	POLICE	11	06/01/2024	15.30	.00	15.30	06/06/2024
		31601	GEN ADMIN	12	06/01/2024	33.31	.00	33.31	06/06/2024
		31601	COURT	13	06/01/2024	1.49	.00	1.49	06/06/2024
		31602	SW ALLOCATION	1	06/01/2024	38.36	.00	38.36	06/06/2024
		31602	FAMILY FESTIVAL	2	06/01/2024	6.27	.00	6.27	06/06/2024
		31602	EMGMT	3	06/01/2024	6.27	.00	6.27	06/06/2024
		31602	STORMWATER	4	06/01/2024	138.09	.00	138.09	06/06/2024
		31602	SEWER	5	06/01/2024	138.12	.00	138.12	06/06/2024
		31602	WATER	6	06/01/2024	138.04	.00	138.04	06/06/2024
		31602	PUBLIC WORKS	7	06/01/2024	25.63	.00	25.63	06/06/2024
		31602	COMM DEV	8	06/01/2024	18.80	.00	18.80	06/06/2024
		31602	OUTREACH	9	06/01/2024	25.08	.00	25.08	06/06/2024
		31602	FIRE/EMS	10	06/01/2024	82.39	.00	82.39	06/06/2024
		31602	POLICE	11	06/01/2024	193.28	.00	193.28	06/06/2024
		31602	GEN ADMIN	12	06/01/2024	420.37	.00	420.37	06/06/2024
		31602	COURT	13	06/01/2024	18.80	.00	18.80	06/06/2024
		MSP-31600	COURT	1	06/01/2024	45.10	.00	45.10	06/06/2024
		MSP-31600	GEN ADMIN	2	06/01/2024	1,008.78	.00	1,008.78	06/06/2024
		MSP-31600	POLICE	3	06/01/2024	463.81	.00	463.81	06/06/2024
		MSP-31600	FIRE/EMS	4	06/01/2024	197.70	.00	197.70	06/06/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		MSP-31600	OUTREACH	5	06/01/2024	60.19	.00	60.19	06/06/2024
		MSP-31600	COMM DEV	6	06/01/2024	45.10	.00	45.10	06/06/2024
		MSP-31600	PUBLIC WORKS	7	06/01/2024	61.50	.00	61.50	06/06/2024
		MSP-31600	WATER	8	06/01/2024	331.25	.00	331.25	06/06/2024
		MSP-31600	SEWER	9	06/01/2024	331.43	.00	331.43	06/06/2024
		MSP-31600	STORMWATER	10	06/01/2024	331.37	.00	331.37	06/06/2024
		MSP-31600	EMMGT	11	06/01/2024	15.03	.00	15.03	06/06/2024
		MSP-31600	FAMILY FESTIVAL	12	06/01/2024	15.03	.00	15.03	06/06/2024
		MSP-31600	SW ALLOCATION	13	06/01/2024	92.04	.00	92.04	06/06/2024
Total 18068:						14,207.65	.00	14,207.65	
18103	VISA	OCB-052724	SCHUENKE	1	05/27/2024	2,993.97	.00	2,993.97	06/06/2024
		OCB-052724	LARSON	2	05/27/2024	236.04	.00	236.04	06/06/2024
		OCB-052724	D WALLACE	3	05/27/2024	582.42	.00	582.42	06/06/2024
		OCB-052724	CHAPIN	4	05/27/2024	187.29	.00	187.29	06/06/2024
		OCB-052724	DENNIS	5	05/27/2024	978.20	.00	978.20	06/06/2024
		OCB-052724	IGL	6	05/27/2024	44.00	.00	44.00	06/06/2024
		OCB-052724	BREMER	7	05/27/2024	162.91	.00	162.91	06/06/2024
		OCB-052724	IRWIN	8	05/27/2024	17.46	.00	17.46	06/06/2024
		OCB-052724	SUETTINGER	9	05/27/2024	1,070.53	.00	1,070.53	06/06/2024
		OCB-052724	REIMER	10	05/27/2024	91.71	.00	91.71	06/06/2024
		OCB-052724	JOB	11	05/27/2024	2,493.96	.00	2,493.96	06/06/2024
		OCB-052724	ANDERSEN	12	05/27/2024	2,738.26	.00	2,738.26	06/06/2024
		OCB-052724	JACOBSEN	13	05/27/2024	71.33	.00	71.33	06/06/2024
		OCB-052724	COX	14	05/27/2024	435.00	.00	435.00	06/06/2024
		OCB-052724	T REITER	15	05/27/2024	865.35	.00	865.35	06/06/2024
		OCB-052724	ANDERSON	16	05/27/2024	224.93	.00	224.93	06/06/2024
		OCB-052724	LAWRENCE	17	05/27/2024	37.78	.00	37.78	06/06/2024
		OCB-052724	MARKHAM	18	05/27/2024	58.95	.00	58.95	06/06/2024
		OCB-052724	HENDRICKSON	19	05/27/2024	32.25	.00	32.25	06/06/2024
		OCB-052724	JACOBS	20	05/27/2024	73.73	.00	73.73	06/06/2024
		OCB-052724	ZIETSMA	21	05/27/2024	138.73	.00	138.73	06/06/2024
		OCB-052724	CAMELLIA	22	05/27/2024	181.95	.00	181.95	06/06/2024
		OCB-052724	WERGIN	23	05/27/2024	28.77	.00	28.77	06/06/2024
		OCB-052724	J REITER	24	05/27/2024	1,223.00	.00	1,223.00	06/06/2024
		OCB-052724	KENT	25	05/27/2024	245.90	.00	245.90	06/06/2024
		OCB-052724	L JOHNSON/RENO	26	05/27/2024	79.74	.00	79.74	06/06/2024
Total 18103:						15,294.16	.00	15,294.16	
18112	BADGERLAND COMPLIA	2500103	ANNUAL CONSORTIUM -	1	06/03/2024	220.00	.00	220.00	06/06/2024
		2500107	PRE EMPLOYMENT DRU	1	05/31/2024	160.00	.00	160.00	06/06/2024
Total 18112:						380.00	.00	380.00	
18157	ROADWAY MANAGEMEN	100393	ROADWAY MANAGEMEN	1	06/03/2024	8,700.00	.00	8,700.00	06/06/2024
		100393	ROADWAY MANAGEMEN	2	06/03/2024	8,700.00	.00	8,700.00	06/06/2024
		100393	ROADWAY MANAGEMEN	3	06/03/2024	8,700.00	.00	8,700.00	06/06/2024
		100393	ROADWAY MANAGEMEN	4	06/03/2024	8,700.00	.00	8,700.00	06/06/2024
Total 18157:						34,800.00	.00	34,800.00	
18164	REVELATION PR, ADVER	1553	SOCIAL MEDIA CONSULT	1	06/03/2024	1,200.00	.00	1,200.00	06/06/2024
Total 18164:						1,200.00	.00	1,200.00	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
18175	BUCKY'S DUMPSTER & P	99164	PORTABLE RESTROOMS	1	05/31/2024	135.00	.00	135.00	06/06/2024
		99165	PORTABLE RESTROOMS	1	05/31/2024	135.00	.00	135.00	06/06/2024
		99166	PORTABLE RESTROOMS	1	05/31/2024	135.00	.00	135.00	06/06/2024
		99167	PORTABLE RESTROOMS	1	05/31/2024	135.00	.00	135.00	06/06/2024
		99168	PORTABLE RESTROOMS	1	05/31/2024	200.00	.00	200.00	06/06/2024
Total 18175:						740.00	.00	740.00	
18210	BECS, BEN	BB051624	MEETING EXPENSE REI	1	05/16/2024	368.20	.00	368.20	06/06/2024
Total 18210:						368.20	.00	368.20	
18266	NAVIANT	00150292	DIGITIZATION PROJECT	1	06/03/2024	3,410.00	.00	3,410.00	06/06/2024
Total 18266:						3,410.00	.00	3,410.00	
18284	CHARTER COMMUNICATI	1708848010	CHARTER CABLE	1	06/01/2024	123.39	.00	123.39	06/06/2024
Total 18284:						123.39	.00	123.39	
18289	E.H. WOLF & SONS, INC	820248	DYED DIESEL FUEL	1	05/21/2024	267.09	.00	267.09	06/06/2024
		820249	PUBLIC WORKS FUEL	1	05/21/2024	308.87	.00	308.87	06/06/2024
		829478	FUEL TANKS AT PW	1	05/31/2024	392.92	.00	392.92	06/06/2024
		829479	DYED DIESEL FUEL	1	05/31/2024	479.59	.00	479.59	06/06/2024
Total 18289:						1,448.47	.00	1,448.47	
18304	MORRIS, AUSTIN	AM053124	WATER CLASS & TEST R	1	05/31/2024	400.93	.00	400.93	06/06/2024
		AM053124	WATER CLASS & TEST R	2	05/31/2024	50.00	.00	50.00	06/06/2024
		AM053124	WATER CLASS & TEST R	3	05/31/2024	50.00	.00	50.00	06/06/2024
		AM053124	WATER CLASS & TEST R	4	05/31/2024	50.00	.00	50.00	06/06/2024
Total 18304:						550.93	.00	550.93	
18330	EVANSVILLE FORD	6070670	TRUCK 35	1	05/17/2024	510.00	.00	510.00	06/06/2024
Total 18330:						510.00	.00	510.00	
18334	CONCORD GROUP	2023B594/05	MUNICIPAL/COMMUNITY	1	05/31/2024	8,500.00	.00	8,500.00	06/06/2024
Total 18334:						8,500.00	.00	8,500.00	
18343	WHIPPLE, RICH	RW052924	PARKING PASS	1	05/29/2024	5.40	.00	5.40	06/06/2024
Total 18343:						5.40	.00	5.40	
18346	A QUALITY SIGNS	6432	RECRUITMENT BANNER	1	06/04/2024	275.00	.00	275.00	06/06/2024
Total 18346:						275.00	.00	275.00	
18377	VESTIS LLC	6140387423	MAT RENTAL	1	05/24/2024	60.33	.00	60.33	06/06/2024
		6140391426	MAT RENTAL	1	05/31/2024	60.33	.00	60.33	06/06/2024
Total 18377:						120.66	.00	120.66	
18384	BRENNAN, ERIN	EB051324	UNIFORM OFFICE STAFF	1	05/13/2024	100.00	.00	100.00	06/06/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 18384:						100.00	.00	100.00	
18385	VILLAGE OF MCFARLAN	8973	EXCHANGE ST PROJECT	1	05/31/2024	70.88	.00	70.88	06/06/2024
Total 18385:						70.88	.00	70.88	
18398	ELEMECH	19106	BULK FILL STATION	1	05/22/2024	2,025.00	.00	2,025.00	06/06/2024
Total 18398:						2,025.00	.00	2,025.00	
18399	CARPENTER, CLYDE	052324	REPAYMENT FROM MEA	1	05/23/2024	500.00	.00	500.00	06/06/2024
Total 18399:						500.00	.00	500.00	
18400	OVERHEAD DOOR OF M	7303	OVERHAED DOOR REPAI	1	05/22/2024	1,205.00	.00	1,205.00	06/06/2024
Total 18400:						1,205.00	.00	1,205.00	
18401	ADVANCED CHEMICAL S	174281	HVAC CHEMICAL SERIVC	1	06/01/2024	600.00	.00	600.00	06/06/2024
Total 18401:						600.00	.00	600.00	
18403	WAUBESA SAILING CLUB	WSC-202401	PIER INSTALLATION	1	05/28/2024	750.00	.00	750.00	06/06/2024
Total 18403:						750.00	.00	750.00	
Grand Totals:						295,702.31	.00	295,702.31	

Report Criteria:
Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Payee	Payee ID	Amount
06/01/2024	PC	06/07/2024	ZADRA, TRAVIS	407	667.54
06/01/2024	CDPT	06/07/2024	FIRE FIGHTERS LOCAL 31	8	229.33
06/01/2024	CDPT	06/07/2024	DOBBERSTEIN LAW FIRM	9	477.96
06/01/2024	CDPT	06/07/2024	WPPA TREASURER	6	583.50

PAYROLL RELATED

\$1,958.33

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)

McFarland Chamber of Commerce/Becky Rogers

Phone Number

Address

PO Box 372
McFarland, WI 53558

Email Address

Agency / Organization Information (If Applicable)

Agency / Organization Name

McFarland Chamber of Commerce

Phone Number

Address

PO Box 372
McFarland, WI 53558

Email Address

Event Information

Name of Event

Bands by the Boardwalk

Type of Event

Community event with live music, food trucks, and concession sales

Location of Event

McDaniel Park

Event Date(s)

Thursdays:
June 13, July 11, and August 8th, 2024

Event Time(s)

5pm-9pm

Total Number of Anticipated Attendees	50-200
Total Number of Attendees Anticipated Being at the Event at One Time	50-200
Setup Start Time	4:30pm
Tear-Down End Time	9pm
Public or Private Event	Open to the Public
Is any part of the event proposed to take place on a Village street?	No
Will there be outdoor amplified sound?	Yes
Please describe.	live music
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?	Yes
Will minors be present where alcohol is served? All events that allow for the presence of minors where alcohol is served require a variance from the Village Board.	No
Will alcohol be sold?	Yes, a Temporary Alcohol License Application is included as part of this Event Permit Application.
Will a Village park be used?	Yes
Please identify the park.	McDaniel Park
Will the event involve tents or any other activities that will require digging or turf disturbance?	No
Has this event been previously approved in prior years by the Village?	Yes
When? (Month / Year)	Summer 2022 and 2023
Have any of the event details changed from the prior years?	Yes
Please describe the changes.	Now on Thursday evening. Previously on Saturdays.
Will the event include any mobile food carts?	Yes
Will the event include any vendors?	No



Temporary Alcohol Beverage License

Information/Documentation Needed to Complete Application

Below is a list of the information and documents that you will need to be able to complete your application. For all documents, you will need them to be in a format that will allow you to upload into this application, preferably pdf or jpeg.

If you would prefer to submit your application on paper forms, they can be obtained from the [Wisconsin Department of Revenue](#) or by contacting the Village.

Information/Documentation Needed to Complete Application:

- Your Wisconsin Seller's Permit Number
- Your Federal Employer Identification Number (FEIN)
- [Individual Questionnaire](#) forms for each officer, director, and agent of the organization

License(s) Requested	• Temporary "Class B" Wine • Temporary Class "B" Beer
----------------------	---

Fee

Application Fee	\$10.00
-----------------	---------

Total Cost = \$10.00

Organization Information

Organization Name	McFarland Chamber of Commerce
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Organization Address	PO Box 372 McFarland, WI 53558
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Organization Phone Number	
---------------------------	--

Organization E-mail Address	
-----------------------------	--

FEIN	
------	--

Is this organization required to hold a Wisconsin Seller's permit?	No
--	----

Date of Organization/Incorporation	04/27/2011
---------------------------------------	------------

State of Organization/Incorporation	04/27/2011
--	------------

Type of Organization	Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.
----------------------	---

Individual Information

List information for all officers, directors, and agent of the organization.

i. **Last Name**

Rogers

First Name

Becky

Title

President

Phone Number

Attach completed Individual Questionnaire.



Select plus sign to add additional officers.

Event Information

Name of Event	Bands by the Boardwalk
Date(s) of Event	June 13, July 11, and Aug 8th, 2024
Hours of Event	5-9pm
Address of Event	McDaniel Park
Event Website (if applicable)	www.mcfarlandchamber.com

Name of Person in Charge	Shaun O'Hearn/Becky Rogers/Katie Vogelsang
Phone Number of Person in Charge	
E-mail Address of Person in Charge	

Premises description:
Describe the building or buildings and any outside areas where alcohol beverages are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application.

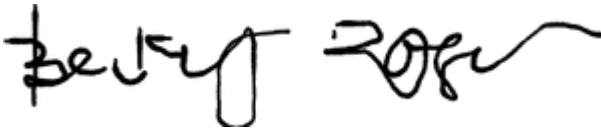
Premises Description	Beer and hard selzers and wine will be sold out of the McDaniels Park concession stand. Consumption will be limited to grassy area in park and near the band.
----------------------	---

Attestation

Who must sign this application?

- One officer or director of the nonprofit organization

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Officer Last Name	Rogers
Officer First Name	Becky
Officer Title	President
Officer E-mail	beckyrogersmk@gmail.com
Officer Phone Number	303-717-3494
Officer Signature	
Date	05/13/2024

Required Attachments



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



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.

 23-24 Master - Village of McFarland.pdf

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

Event Coordinators

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

i. Event Coordinator Name

Katie Vogelsang

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

McDaniel Park

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

4:30pm till 9pm

Cell Phone Number

[Redacted]

Indemnification Agreement

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

Applicant Signature

[Handwritten Signature]

Date

05/13/2024

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

05/13/2024

Total Amount Owed = \$10.00

Payment Details

05/29/2024 11:27 AM (CDT)

Transaction Id	7728b2be-c7e5-4a59-85df-554f693bbeee
Order Number	327147d0-59bf-4428-8f6d-b66f6a910b19
Payment Type	CreditDebitCard
Card Number	xxxx xxxx xxxx 0328
Amount	\$10.00
Created At	05/29/2024 11:27 AM (CDT)



www.mcfarland.wi.us | 5915 Milwaukee St, McFarland, WI 53558 |
608.838.3154

May 31, 2024

RE: Band by the Boardwalk, McDaniel Park, June 13, July 11, August 8.

The Public Works Department has the following conditions for the above-referenced event.

- Restroom clean up, supplies and upkeep during the event will be the responsibility of the permittee.
- Any turf damage or holes created by the event shall be repaired by the permittee to the satisfaction of the Public Works Department.
- No vehicles are allowed in the park (grass areas, paths) during the event. All loading and unloading activities must be performed from the service road and not from or on the grass.
- Facility and park to be returned to pre-event conditions before the end of day.
- All refuse outside of supplied containers will be deposited in onsite dumpster.
- Any requests for additional refuse containers and/or picnic tables will be made at least 2 working days prior to the event. Please note that we have limited extra tables.
- Anything stored in the concession area is the responsibility and liability of the permittee. And must be removed at end of each event.

Best Regards,

Leon J Igl

Lee Igl
Director of Public Works
Village of McFarland

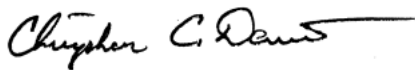
June 4, 2024

Re: Event Permit Review – Bands by the Boardwalk

I have reviewed the submitted event application by Becky Rogers, McFarland Chamber of Commerce for the Bands by the Boardwalk Event scheduled to occur June 13, July 11, and August 8, 2024, located at McDaniel Park in the Village.

The event has occurred in the past with no known concerns for Fire & Rescue. The Fire & Rescue Department supports the approval of the permit with the condition to require the event organizers to ensure traffic lanes are not blocked or reduced by the event, including staff, vehicles, and equipment. McDaniel Park has limited access, with McDaniel Lane being the only access for emergency vehicles to the park and the Lower Yahara River Trail Boardwalk.

Sincerely,



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

VILLAGE OF McFarland

Police Department

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

Aaron P. Chapin | Chief of Police

DATE: June 6, 2024

TO: McFarland Village Board/Public Safety Committee

FROM: Aaron P. Chapin, Chief of Police

REFERENCE: Recommendation of Approval

I have reviewed the special event license application for the Bands by the Boardwalk Event to be held 06/13/2024, 07/11/2024, and 08/08/2024 in McDaniel Park. I am recommending approval of the application. The applicant initially did not request a variance to have minors present where alcohol is served. I had a conversation with the applicant and after discussing the space, the organization is requesting a variance. I recommend approval of the variance with the stipulation that the event coordinators provide proper carding of those purchasing alcohol.

Based on the number of expected attendees and successful previous seasons of similar events I am not concerned with needing on-sight security or the need to wristband individuals who are of age due to the fact that the area is not contained, and other individuals could bring alcohol into the park who are not a part of the event. If there are issues in this season, these recommendations will be evaluated for future years.

The organization will be carding at the point of sale to prevent underage persons from purchasing alcohol.

Respectfully,



Aaron P. Chapin
Chief of Police

McFarland
SUMMARY SHEET

MEETING DATE: Monday, June 10, 2024

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Motion to adopt Resolution 2024-09: A Resolution Authorizing the Submittal of the Compliance Maintenance Annual Report for 2023.

PREVIOUS ACTION:

The Public Works & Utilities Committee recommended approval to the Village Board regarding the 2023 Compliance Maintenance Annual Report (CMAR) as presented at their May 29, 2024 meeting.

ISSUE SUMMARY:

The 2023 CMAR (Compliance Maintenance Annual Report) is an annual DNR report that indicates the health of the sewer utility in the area of maintenance and its equipment replacement fund. We are required to submit this report on an annual basis.

The utility has a Grade of "A" for the 2023 reporting year.

Once completed and before submission to the DNR, the CMAR needs to be accepted by a governing board via resolution.

FINANCIAL/BUDGET IMPACT:

None

VILLAGE PLAN REFERENCE:

None

ORDINANCE REFERENCE:

None

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, second to adopt Resolution 2024-09: A Resolution Authorizing the Submittal of the Compliance Maintenance Annual Report for 2023, as presented.

ATTACHMENTS:

1. 2023 CMAR
2. 2024-09 - CMAR

Compliance Maintenance Annual Report

Mcfarland Sewage Collection System

Last Updated: Reporting For:
5/9/2024 2023

Financial Management

1. Provider of Financial Information

Name:

Village of McFarland - Lee Igl

Telephone:

608-838-7287

(XXX) XXX-XXXX

E-Mail Address
(optional):

lee.igl@mcfarland.wi.gov

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

● Yes (0 points) ☐

○ No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?
Year:

2023

● 0-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A (private facility)

2.3 Did you have a special account (e.g., CWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

● Yes (0 points)

○ No (40 points)

0

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year:

2023

● 1-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR

\$ 564,847.00

3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)

+ \$ 0.00

3.2.3 Adjusted January 1st Beginning Balance

\$ 564,847.00

3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)

+ \$ 0.00

Compliance Maintenance Annual Report

Mcfarland Sewage Collection System

Last Updated: Reporting For:
5/9/2024 2023

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

- \$ 87,440.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 477,407.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

Paulson Road sewer replacement.

3.3 What amount should be in your Replacement Fund? \$ 10,000.00

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

● Yes

○ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

● Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Upgrade to Lift Station #2	\$3,600,000	2025
2	Exchange Street sewer rehabilitation	\$425,000	2024

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 5

Compliance Maintenance Annual Report

Mcfarland Sewage Collection System

Last Updated: Reporting For:
5/9/2024 **2023**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	5,857	124
February	5,948	116
March	5,784	97
April	3,951	41
May	4,056	7
June	5,063	4
July	4,426	5
August	4,797	3
September	4,111	2
October	3,898	10
November	4,837	78
December	4,399	107
Total	57,127	594
Average	4,761	50

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☐ Self-Priming Pumps
- ☒ Submersible Pumps
- ☐ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

● No

○ Yes

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Mcfarland Sewage Collection System

Last Updated: 5/9/2024 Reporting For: 2023

6.4 Future Energy Related Equipment	
6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?	
Solar power and variable speed drive will be implemented with the new lift station #2 install.	

Total Points Generated	
Score (100 - Total Points Generated)	
Section Grade	

Compliance Maintenance Annual Report

Mcfarland Sewage Collection System

Last Updated: Reporting For:
5/9/2024 2023

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ☒ Yes
- ☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ☒ Yes
- ☐ No (30 points)
- ☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Did you accomplish them?

- ☒ Yes
- ☐ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

☐ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Village Ordinance Chapter 47, Article III - Sanitary Sewer System 47

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2014-01-24

Does your sewer use ordinance or other legally binding document address the following:

- ☐ Private property inflow and infiltration
 - ☐ New sewer and building sewer design, construction, installation, testing and inspection
 - ☐ Rehabilitated sewer and lift station installation, testing and inspection
 - ☐ Sewage flows satellite system and large private users are monitored and controlled, as necessary
 - ☒ Fat, oil and grease control
 - ☒ Enforcement procedures for sewer use non-compliance
 - ☒ Operation and Maintenance [NR 210.23 (4) (d)]
- Does your operation and maintenance program and equipment include the following:
- ☒ Equipment and replacement part inventories
 - ☒ Up-to-date sewer system map
 - ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

Compliance Maintenance Annual Report

Mcfarland Sewage Collection System

Last Updated: Reporting For:

5/9/2024

2023

☒ A description of routine operation and maintenance activities (see question 2 below)

☐ Capacity assessment program

☐ Basement back assessment and correction

☒ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements

☒ Construction, Inspection, and Testing

☐ Others:

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐

Does your emergency response capability include:

☒ Responsible personnel communication procedures

☒ Response order, timing and clean-up

☒ Public notification protocols

☒ Training

☐ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐

☐ Special Studies Last Year (check only those that apply):

☐ Infiltration/Inflow (I/I) Analysis

☐ Sewer System Evaluation Survey (SSES)

☐ Sewer Evaluation and Capacity Management Plan (SECAP)

☐ Lift Station Evaluation Report

☐ Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning % of system/year

Root removal % of system/year

Flow monitoring % of system/year

Smoke testing % of system/year

Sewer line televising % of system/year

Manhole inspections % of system/year

Lift station O&M # per L.S./year

Manhole rehabilitation % of manholes rehabbed

Mainline rehabilitation % of sewer lines rehabbed

Private sewer inspections % of system/year

Private sewer I/I removal % of private services

Compliance Maintenance Annual Report

Mcfarland Sewage Collection System

Last Updated: Reporting For:

5/9/2024

2023

River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

29.75	Total actual amount of precipitation last year in inches
37.13	Annual average precipitation (for your location)
36.20	Miles of sanitary sewer
5	Number of lift stations
0	Number of lift station failures
1	Number of sewer pipe failures
4	Number of basement backup occurrences
8	Number of complaints
	Average daily flow in MGD (if available)
0	Peak monthly flow in MGD (if available)
0	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.03	Sewer pipe failures (pipe failures/sewer mile/yr)
0.03	Sanitary sewer overflows (number/sewer mile/yr)
0.11	Basement backups (number/sewer mile)
0.22	Complaints (number/sewer mile)
	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
0 4/14/2023 11:00:00 AM - 4/17/2023 9:00:00 AM	4601 Siggelkow Road, McFarland, WI 53558	Broken Sewer, Broken Sewer	50

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

What actions were taken, or are underway, to reduce or eliminate SSO or TFO occurrences in the future?

No new actions were taken.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

☐ Yes

☒ No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

Compliance Maintenance Annual Report

Mcfarland Sewage Collection System

Last Updated: 5/9/2024 Reporting For: 2023

☐ Yes ☒ No If Yes, please describe: 5.3 Explain any infiltration/inflow (I/I) changes this year from previous years: The last three years we have repaired over 40 major infiltrations in our system. 5.4 What is being done to address infiltration/inflow in your collection system? The last three years we have repaired over 40 major infiltrations in our system.	
--	--

Total Points Generated	
Score (100 - Total Points Generated)	
Section Grade	

Compliance Maintenance Annual Report

Mcfarland Sewage Collection System

Last Updated: Reporting For:
5/9/2024 **2023**

Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial				
Collection				
TOTALS			0	0
GRADE POINT AVERAGE (GPA) =				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

Compliance Maintenance Annual Report

Mcfarland Sewage Collection System

Last Updated: Reporting For:
5/9/2024 **2023**

Resolution or Owner's Statement

Name of Governing Body or Owner:	Village of McFarland
Date of Resolution or Action Taken:	
Resolution Number:	
Date of Submittal:	

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):
Financial Management: Grade =

Collection Systems: Grade =
(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS
(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)
G.P.A. =

RESOLUTION 2024-09

**A RESOLUTION AUTHORIZING SUBMITTAL OF THE COMPLIANCE
MAINTENANCE ANNUAL REPORT FOR 2023**

WHEREAS, the McFarland Board of Trustees has received and reviewed the Compliance Maintenance Annual Report (CMAR) for 2023; and

WHEREAS, The Village Board of Trustees is pleased to acknowledge the “A” letter grade achieved by the McFarland Sewer Utility on both the Financial Management and Collection Systems portions of the CMAR; and

WHEREAS, The Village Board of Trustees will consider optional actions in the future that would further improve the future performance of the McFarland Sewer Utility;

NOW THEREFORE, BE IT RESOLVED that the Village of McFarland Board of Trustees accepts the CMAR for 2023 and authorizes its submission to the Wisconsin Department of Natural Resources.

The above and foregoing Resolution was duly adopted by the McFarland Board of Trustees at a regular meeting held this 10th day of June, 2024.

VILLAGE OF MCFARLAND:

By: _____
Carolyn A. Clow, Village President

ATTEST:

Cassandra Suettinger
Village Deputy Administrator/Clerk

RESOLUTION # 2024-09	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brassington-	Leamy-
Brandt-	Peña-
Clow-	Prill-
Fessler-	
VOTING RESULTS	
Motion Carried:	
Motion Defeated:	

McFarland
SUMMARY SHEET

MEETING DATE: Monday, June 10, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Aaron Chapin, Police Chief, Chris Dennis, Fire/Rescue Chief, Lee Igl, Public Works Director

AGENDA ITEM: Motion to approve an event permit application from the McFarland Equity Project to hold a Juneteenth Celebration on June 16, 2024 with the conditions provided by the Public Works Director as recommended by the Public Safety Committee.

PREVIOUS ACTION:

ISSUE SUMMARY:

Attached is the application from the McFarland Equity Project to hold a Juneteenth event on June 16th. The event will be held at Arnold Larson Park. Proposed events include catered food, educational speakers and entertainment. No alcohol is proposed to be consumed or sold at the event; however, the event is expected to have 200 or more attendees triggering the requirement to obtain an event permit.

This is the first year of the proposed event. Based on this, the ordinance requires review and recommendation from the Public Safety Committee and final approval from the Village board.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

[Chapter 36 - Events Requiring a Permit](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Attached are review and recommendation from the respective departments.

Motion to recommend approval of an event permit application from the McFarland Equity Project to hold a Juneteenth Celebration on June 16, 2024 with the conditions provided by the Director of Public Works.

ATTACHMENTS:

1. Juneteenth Celebration Event Permit Application - Community Organizations Submission



- (002)_Redacted
2. 20240529 - Juneteenth Celebration MFR Review
 3. Juneteenth -Arnold Larson Park 2024 LI
 4. Approval Letter

Event Permit Application - Community Organizations

Fee Waiver

Community Organization Confirmation	My group/organization does not meet the official definition of Community Organization as defined in the Village Code but should be considered a community organization for the reasons outlined below and hereby request an Event Permit fee waiver from the Village Board.
Explanation	The McFarland Equity Project is filing paperwork to be a 501(c)(4) through the IRS, under the definition of a "social welfare organization." We currently have an EIN through WI and bank account. According to the IRS: "To be operated exclusively to promote social welfare, an organization must operate primarily to further the common good and general welfare of the people of the community (such as by bringing about civic betterment and social improvements). To be tax-exempt as a social welfare organization described in Internal Revenue Code (IRC) section 501(c)(4), an organization must not be organized for profit and must be operated exclusively to promote social welfare. The earnings of a section 501(c)(4) organization may not inure to the benefit of any private shareholder or individual." Th non-profit social welfare organization definition fits the McFarland Equity Project best.

Applicant Information

Name of Primary Contact (First, Middle Initial, Last)	Christine M. Pribbenow
Phone Number	608
Address	5103 Black Walnut Dr McFarland, WI 53558
Email Address	mcfarlandequityproject@gmail.com

Agency / Organization Information (If Applicable)

Agency / Organization Name	McFarland Equity Project
Phone Number	
Address	5103 Black Walnut Dr McFarland, WI. 53558

Email Address [REDACTED]

Event Information

Name of Event	Juneteenth Celebration
Type of Event	On Sunday, June 16, 2024, the McFarland Equity Project (MEP), the Black Student Union (BSU) at the McFarland High School and school district and village staff are collaborating on an event to celebrate the National Holiday of Juneteenth. This is similar to last year's event, except we now know that more people will attend than we thought! We are offering catered food, educational speakers and entertainment. it will occur at Arnold Larson Park from 11am - 4pm.
Location of Event	Arnold Larson Park, 6002 Exchange St, McFarland
Event Date(s)	Sunday, June 16, 2024
Event Time(s)	11am - 4pm
Total Number of Anticipated Attendees	200??
Total Number of Attendees Anticipated Being at the Event at One Time	50 - 75
Setup Start Time	9:30am - 11am
Tear-Down End Time	4pm - 5:30pm
Public or Private Event	Open to the Public
Is any part of the event proposed to take place on a Village street?	No
Will there be outdoor amplified sound?	Yes
Please describe.	We will be having music through speakers in the gazebo for the majority of time.
Will the event generate excessive noise or amplified sound after 10 pm? All events generating noise after 10 pm require a variance from the Village Board.	No
Will alcohol be consumed?	No
Will a Village park be used?	Yes
Please identify the park.	Arnold Larson Park
Will the event involve tents or any other activities that will require digging or turf disturbance?	Yes
Has this event been previously approved in prior years by the Village?	No
Will the event include any mobile food carts?	Yes

Will the event include any vendors?

No

Required Attachments

Detailed Event Schedule

 JuneteenthAgenda.docx

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

 JuneteenthMap.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.

I am very flexible-- could do most days and evenings.

Event Coordinators

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

i. Event Coordinator Name

Christine Pribbenow

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

Gazebo

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

9:30pm-4pm

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

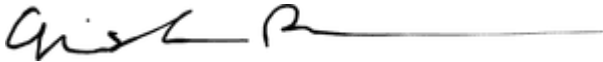
05/23/2024

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

05/23/2024

May 29, 2024

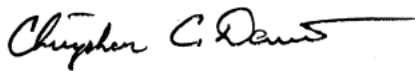
Re: Special Event Permit Application – Juneteenth Celebration

I have reviewed the special event permit application submitted by Christine Pribbenow for the Juneteenth Celebration occurring on June 16, 2024, from 11 am to 4 pm at Arnold Larson Park.

The map provided in the application indicates that two tents will be erected for the event. Based on follow-up with the applicant it was determined a single 400 square foot tent will be utilized. Additional requirements of the International Fire Code apply to tents larger than 400 square feet.

Based on the above requirements we do recommend the approval of the special event application.

Sincerely,



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

May 29, 2024

Re: Juneteenth
June 25, 2023

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

- Please see the map recommendations below regarding locations for food trucks, vendor tents, picnic tables and bounce house. The area noted in red is private property and off limits.
 - Blue area – food trucks
 - Orange area – vendor tents (no stakes)
 - Purple area – picnic tables
 - Green area – bounce house (no stakes)



- Arnold Larson Park has an environmental cap on three quarters of the park that does not allow for any stakes to be driven into the ground. This would restrict any stakes from being driven into the ground for vendors or the bounce house.
- Food trucks should be parked on the bike path, with barricades and signage on both ends.
- No driving on the turf. Vehicles need to stay on pavement prior to and after the event for loading and unloading purposes.
- No parking of any vehicle on the park turf.
- Turf areas that are saturated are to be avoided. Failure to do so might result in additional charges to repair ruts.
- At least two weeks prior to the event contact Public Works to arrange any additional trash cans, picnic tables.

Please contact me through Public Works if you have any questions or would like to meet onsite to discuss any of the items. I truly hope the event is a success.

Best Regards,

Leon J. Igl

Lee Igl

Director of Public Works

VILLAGE OF McFarland

Police Department

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

Aaron P. Chapin | Chief of Police

DATE: May 30, 2024

TO: McFarland Public Safety Committee

FROM: Aaron P. Chapin, Chief of Police

REFERENCE: Recommendation of Approval

I have reviewed the event permit application for the McFarland Equity Project Juneteenth Celebration event to be held June 16th from 11:00 am to 4:00 pm at Arnold Larson Park and recommend approval of the permit. There will also be live music, catered food, and live speakers during the event. The anticipated attendance will be around 50-75 people throughout the event.

The organizers will need to comply with directives from village staff in the event of an emergency for purposes of safety.

I wish the organization well and believe this will be a successful event.

Respectfully,



Aaron P. Chapin
Chief of Police

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, June 10, 2024

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Motion to approve Resolution 2024-10: A Resolution Approving the Renewal of Applications for Alcohol Beverage Licenses for 2024-2025

PREVIOUS ACTION:

ISSUE SUMMARY:

Attached is Resolution 2024-10: a resolution approving the renewal of applications for alcohol beverage licenses for the period of July 1, 2024 through June 30, 2025. Compliance checks have been performed by Fire & Rescue, Community Development and Police Department, with no issues identified.

FINANCIAL/BUDGET IMPACT:

Revenue of approximately \$12,000

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Chapter 11 - Article II - Village Code of Ordinances regarding alcohol beverage licensing

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. 2024-10 Approving the Renewal of Application for Liquor and Fermented Malt Beverage Licenses for 2024-2025

RESOLUTION 2024-10

A RESOLUTION APPROVING THE RENEWAL OF APPLICATIONS FOR ALCOHOL BEVERAGE LICENSES FOR 2024-2025

WHEREAS, on Tuesday June 11, 2024, the Village Board met to consider the following applications for renewal of Alcohol Beverage licenses for 2024-2025.

Class “A”/“Class A” (Combination Class A)

LEGAL NAME	D/B/A	ADDRESS	AGENT
JBT Ventures Inc	HWY 51 Liquor and Bait	5714 Hwy 51	Brian Shorey
Handyspot 107 LLC	Handyspot 107 LLC	4701 Burma Rd	Gaganpreet Singh
Kwik Trip Inc.	Kwik Trip #766	4701 Farwell St	Michael Linton
Monumental Enterprises Inc	McFarland Liquor	4716 Farwell St	Samuel Fassbender
Ultra Mart Foods LLC	Pick 'N Save #6394	5709 US HWY 51	Wanda Long
Mangat Enterprises LLC	Terminal Citgo	4004 Terminal Dr	Gurmail Mangat
Handyspot 106 LLC	Handyspot 106 LLC	4800 Larson Beach Rd	Bayarmaa Wey

Class “B”/“Class B” (Combination Class B)

LEGAL NAME	D/B/A	ADDRESS	AGENT
5100 Bar LLC	5100	5100 Erling Ave	Steve Racek
Edwards-Foye Post No. 534 of the American Legion	American Legion Post 534	4911 Burma Rd	Nathaniel Weier
ARUBA0204	Angelo's McFarland	4706 Farwell St	Susan Hubanks
Byrne's McFarland Tavern LLC	Byrne's McFarland Tavern	5915 Exchange St	Ashley Byrne
Green Lantern Restaurant Inc.	Green Lantern Restaurant	4412 Siggelkow Rd	Joy Wheeler
SWN Inc	Maple Tree Restaurant	6010 US HWY 51	Justin Couey
McFarland House Café Inc	McFarland House Café	5923 Exchange St	Shaun O'Hearn
Palenque Mexican Restaurant LLC	Palenque Mexican Restaurant	5906 US HWY 51	Andres Castellano
Parkside Pub LTD	Parkside Pub	5016 Erling Ave	Joshua Lavik
Spartan Bowl Inc	Spartan Bowl	4711 Farwell St	Robert Bloxham
Spartan Pizza LLC	Spartan Pizza	5813 Main St	Shena Scott
The Winehouse Lounge LLC	The Winehouse	4719 Farwell St #105	Vicki Hyatt

Class “B”

LEGAL NAME	D/B/A	ADDRESS	AGENT
Hope Rod & Gun Club	Hope Rod and Gun Club	3435 Siggelkow Rd	John Basco

Class “A”

LEGAL NAME	D/B/A	ADDRESS	AGENT
The Madison Curling Club	Madison Curling Club	4802 Marsh Rd	Douglas Pahl

WHEREAS, all of the establishments have had the necessary reviews, background investigations of applicants, and inspections of premises as required by Municipal Code and State Statutes; and

WHEREAS, after review and consideration, it is recommended that the Village approve the Alcohol Beverage renewals; and

WHEREAS, all establishments are current on all fees, taxes, and/or invoices.

NOW THEREFORE, BE IT RESOLVED, that the Village Board of the Village of McFarland, Dane County, Wisconsin, hereby approves the renewal of applications for alcohol beverage licenses for the period of July 1, 2024 through June 30, 2025 for all premise descriptions previously approved.

APPROVED:

Carolyn A. Clow
Village President

ATTEST:

Cassandra Suettinger
Deputy Administrator/Clerk

RESOLUTION # 2024-10	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brandt	Leamy
Brassington	Peña
Clow	Prill
Fessler	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, June 10, 2024

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action on Resolution 2024-11: a Resolution recognizing Juneteenth in the Village of McFarland.

PREVIOUS ACTION:

ISSUE SUMMARY:

Attached is Resolution 2024-11: a Resolution Recognizing Juneteenth in the Village of McFarland. Additionally, it is of note, 2023 was the first year Village offices were officially closed in celebration of Juneteenth recognizing it as an official Village holiday.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion to approve Resolution 2023-11: a Resolution recognizing Juneteenth in the Village of McFarland.

ATTACHMENTS:

1. 2024-11 Recognizing Juneteenth in the Village

VILLAGE OF MCFARLAND

RESOLUTION 2024-11

A RESOLUTION RECOGNIZING JUNETEENTH IN THE VILLAGE OF MCFARLAND

WHEREAS, after nearly 250 years, the horrific institution of slavery in the United States of America came to an end where on June 19th, 1865, more than two and a half years after the Emancipation Proclamation was issued by President Abraham Lincoln, Major General Gordon Granger arrived in Galveston, Texas, to declare the end of slavery;

WHEREAS, due to the relative lack of Union troops available to enforce the 1863 proclamation in Texas and other formerly Confederate states, slavery had been effectively still legal in these areas prior to this declaration;

WHEREAS, Juneteenth, America's second Independence Day, commemorates this event and is a reminder that liberation has, and will forever be a collective effort and that even in America's darkest hours, the human spirit cannot be silenced, and freedom will triumph;

WHEREAS, in the United States of America, slavery was a legal institution that served as a tool of oppression and exploitation. Leading to significant racial disparities in wealth, status, and capital that are still widely felt to this day;

WHEREAS, the insidious institution of slavery is still felt by Black Americans, and the promise of liberation has yet to be fulfilled, as evidenced by a lack of equal access to educational and economic opportunity, in challenged health outcomes, and, most critically, in disproportionate and sometimes life-threatening interaction with law enforcement and the criminal justice system;

WHEREAS, let it be acknowledged that the journey toward justice and equality demands a fearless examination of our collective past, a resolute commitment to dismantling systems of oppression, and an unwavering dedication to fostering a future where every individual, regardless of race, enjoys equal opportunities and liberties;

WHEREAS, the celebration of Juneteenth presents a sacred opportunity to honor the enduring contributions of Black Americans to the tapestry of our nation's identity. From the hallowed halls of academia to the bustling streets of our cities, their indelible mark upon the fabric of American society resonates with unparalleled strength and vitality;

WHEREAS, Juneteenth embodies the spirit of unity and solidarity, inviting communities far and wide to join together in a joyous celebration of culture and heritage. Through the rhythmic beats of dance, the soul-stirring melodies of music, the captivating narratives of storytelling, and the stirring performances of drama and visual arts, we uplift the rich tapestry of Black culture, weaving its vibrant hues into the very fabric of our collective consciousness.

WHEREAS, the Village of McFarland stands as a vanguard of progress, inclusivity, and leadership in the pursuit of diversity, equity, and inclusion. As one of the pioneering communities in Dane County to establish a dedicated Diversity, Equity, and Inclusion Committee, McFarland has demonstrated an unwavering commitment to fostering a culture of acceptance and understanding within its borders; and

WHEREAS, the Village of McFarland made history in 2023 by shuttering all Village offices in observance of this sacred day. This momentous decision not only symbolized a profound recognition of the importance of Diversity, Equity, and Inclusion but served as a tangible testament to McFarland's steadfast dedication to upholding these values as pillars of its community.

NOW THEREFORE BE IT RESOLVED, that the Village of McFarland calls upon all residents of the Village to work daily in all aspects of their lives to promote racial equity, within and outside the Village of McFarland, in order to bring true meaning to the significance of this day as we continue the work to eradicate racism.

BE IT FINALLY RESOLVED, that the McFarland Village Board recognizes June 19th in commemoration of Juneteenth.

Adopted at a regular meeting of the Village Board this 10th day of June, 2024.

APPROVED:

Carolyn A. Clow
Village President

ATTEST:

Cassandra Suettinger
Deputy Administrator/Clerk

RESOLUTION # 2024-11	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brandt	Leamy
Brassington	Peña
Clow	Prill
Fessler	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

McFarland
SUMMARY SHEET

MEETING DATE: Monday, June 10, 2024

SECTION: Business

DEPARTMENT: Public Works

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

AGENDA ITEM: Discussion and action regarding a proposal from Parkitecture for design services for Community Park Phase 2.

PREVIOUS ACTION:

The Parks & Recreation Committee recommended approval of this proposal at their meeting on June 4, 2024.

ISSUE SUMMARY:

Community Park phase one started and was completed in 2023. It included digging the well for irrigation, installation of the irrigation system along with grading and seeding all the soccer fields. The fields will need to grow and mature for two years and could be ready to play as soon as the Fall of 2025.

Phase Two is scheduled to begin with design work in 2024 that could lead to construction in 2025 in line with when the turf is ready for use. The following are proposed within the enclosed proposal:

- Site design, including grading, utilities and storm sewer plans
- Utility connection plans for shelter (sanitary and water)
- Restroom/shelter building plans include interior fixtures and finish schedules.
- Exterior rendered elevations
- Mechanical, electrical and plumbing plans (MEP) for the shelter
- Playground site plan and restoration plan

The enclosed proposal is for Parkitecture to complete the phase 2 design of the park and put the project out for bid in the Winter of 2024/2025.

FINANCIAL/BUDGET IMPACT:

The 2024 budget includes funds for design services up to \$175,000. The cost of this proposal is \$139,896.

VILLAGE PLAN REFERENCE:

[Outdoor Recreation and Open Space Plan 2019-2023](#) - One of the key recommendations of this plan was the acquisition of 20-40 acres of land for a future Community Park on the Village's eastside (page 2). The Village acquired the land in 2019 and then established the master plan for its development in 2021. Guidelines for Community Park development are located on Page



13 of this plan.

McFarland 2020-2030 Strategic Plan - This plan established a goal to "support the development of active and passive recreational amenities that appeal to all age groups and abilities" (Page 10). One of the strategies to achieve this goal as outlined within the plan is to "develop individual park master plans that prioritize future developments, including a new community park" (Page 10). The master plan for this park was completed in the fall of 2021.

Annually the Village Board has reviewed this as part of its goals and objectives from year to year, and continues to place an emphasis through the funding adopted for the project.

2021 William McFarland Park and New Community Park Master Plan (Appendices) -

The master plan was created to help chart out future growth of this park. The first phase of implementation was the mass grading as described in this memorandum.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion and second to recommend approval to the Village Board regarding a proposal from Parkitecture for design services related to Community Park Phase 2 in the amount of \$139,896.

ATTACHMENTS:

1. Com Park Phase 2 Proposal

Community Park Phase 2 Design Services

TASK ORDER - SCOPE OF SERVICES

General Project Scope:

Project scope includes design and engineering assistance for the construction of Phase 2 improvements at Community Park. We will utilize our partner Iconica for building and MEP engineering support for this project. The basis of the proposed building will be similar to the plans provided by the Village from the William McFarland Park shelter. Other project scope items shall include new paved parking, sidewalks, multi-use path, playground, parking lot lighting, landscape, and coordination with a well driller and septic system design/installer. Septic system and well design shall be by others. County AB interchange design shall be by others.

Task Items below are further described in the Master Planning Services Agreement set forth between Parkitecture + Planning and the Village of McFarland entered by the parties in 2020. All other terms of Master Planning Services Agreement between Parkitecture + Planning and the Village of McFarland not inconsistent with this Task Order are incorporated herein by reference.

Services to be completed:

- Meeting #1: Design Coordination

Parkitecture will attend one meeting/conference call with Village staff to review design parameters and interior space programming, playground size and theme, as well as confirm the remaining site elements to be included.

- Construction Document Preparation

Parkitecture will prepare construction documents for the proposed site improvements and building. Bid documents to include detailed construction plans and project specifications. Design elements may include:

- Site layout plans
- Site grading and storm sewer plans
- Utility connection plans for shelter (sanitary and water)
- Restroom/shelter building plans
- Interior fixtures and finish schedules
- Exterior rendered elevations
- MEP plans for the shelter
- Playground equipment plan
- Landscape/restoration plan
- Construction details

- Graphic Renderings

Parkitecture will produce graphical renderings of the proposed building for Village use in public relations and fundraising efforts.

- Meeting #2 and #3: Design Review

Parkitecture will attend two meetings with Village staff to review design development plans.

- Park Committee Meeting (#4)

Parkitecture will prepare exhibits of the proposed building and site elements. We will attend a Park Committee meeting to present the plans and take feedback.

Community Park Phase 2 Design Services

- Prepare Opinion of Probable Construction Costs

Parkitecture will assemble a detailed estimate of probable construction costs based upon the final design documents.

- Plan Set Revisions

Parkitecture will revise the final construction documents based upon Village comments (Meeting #2, 3, and 4).

- Project Approvals

Parkitecture will attend one plan commission meeting, and one Village Board meeting to seek approval of proposed building plans prior to construction.

- Project Permitting

Parkitecture will prepare and submit local and state permit applications including DSPS plumbing.

- Project Bidding

Parkitecture will assemble final bid documents and project manual and facilitate public bidding via Quest CDN. This will include RFI, Addenda, and bid tabulation. A recommendation memo will also be provided outlining the proposed contractor selection and bid analysis.

Deliverables:

Final project deliverables will include the following:

- PDF preliminary plan set for the review meeting (Meeting #2/3)
- PDF final estimate of probable construction costs
- PDF containing final bid-ready construction documents and specifications

Schedule:

Parkitecture is prepared to begin work on the project on or about June 15, 2024 and will complete the design portion of the project by January 15, 2025. This will position the Village for early winter bidding and spring 2025 construction. Construction administration services may be added as a separate Task Order should the Village request.

Fee:

In consideration of the scope outlined above, Parkitecture requests a fixed fee of \$139,896 including expenses.

Signature below shall serve as notification to proceed.

Accepted by:

Village of McFarland



Parkitecture + Planning

Date:

4/22/2024

Date:

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, June 10, 2024

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director, Sayer Larson, Parks Superintendent

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding a proposal from Parkitecture for Brandt Park shelter renovation design services.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Enclosed is a proposal from Parkitecture to provide design services for the Brandt Park restroom remodel. The project aims to make minor alterations for ADA clearances, create a gender neutral restroom, and conduct other general improvements in the two existing bathrooms and kitchen area. It is anticipated for construction to occur in the fall of 2024 after the shelter is closed for the season. The final design plans will return to the Parks & Recreation Committee for approval.

FINANCIAL/BUDGET IMPACT:

The 2024 budget includes funds in the CIP for Brandt Park development in the amount of \$185,000 in Fund 400. The total cost of this proposal is \$8,820.

VILLAGE PLAN REFERENCE:

[2024 to 2028 Capital Improvement Plan](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, second to recommend approval to the Village Board of a proposal by Parkitecture regarding design services for the Brandt Park Restroom remodel in the amount of \$8,820.

ATTACHMENTS:

1. 24_0319 TO #13 Brandt Restroom Remodel - rev

Brandt Park Restroom Remodel
TASK ORDER #13 - SCOPE OF SERVICES

General Project Scope:

Project scope includes development of design and bid plans for the proposed restroom interior renovations at Brandt Park. This project will make minor alterations for ADA clearances and general improvements in the two existing bathrooms and kitchen. The desire is for plan completion in later spring 2024 in preparation for construction during the fall of 2024.

Task Items below are further described in the Master Agreement set forth between Parkitecture + Planning and the Village of McFarland.

Services to be completed:

1. Assemble survey/basemap

Parkitecture will utilize the existing building design files as provided by the Village as for the project base data.

2. Meeting #1: Design Coordination

Parkitecture will attend one meeting with Village staff to review design parameters, existing conditions analysis, measurement verification, and interior space programming.

3. Construction Document Preparation

Parkitecture will prepare construction documents for the proposed building renovations. Bid documents to include detailed construction plans and project specifications. Design elements may include:

- Demolition of existing facilities
- Restroom layout plan
- Concession room layout plan
- Interior utility modification plans for shelter (sanitary and water)
- Interior fixtures and finish schedules
- Construction details

4. Meeting #2: Design Review

Parkitecture will attend a meeting with Village staff to review design development plans.

5. Meeting #3 Park Board Meeting

Parkitecture will attend a Park Board meeting to review final design plans.

6. Prepare Opinion of Probable Construction Costs

Parkitecture will assemble a detailed estimate of probable construction costs based upon the final design documents.

7. Plan Set Revisions

Parkitecture will revise the final construction documents based upon Village comments (Meeting #2/3).

8. Project Bidding

Parkitecture will assemble final bid documents and project manual and facilitate public bidding via Quest CDN. This will include RFI, Addenda, and bid tabulation. A recommendation memo will also be provided outlining the proposed contractor selection and bid analysis.

Brandt Park Restroom Remodel

Deliverables:

Final project deliverables will include the following:

- PDF preliminary plan set for the review meeting (Meeting #2/3)
- PDF final estimate of probable construction costs
- PDF containing final bid-ready construction documents and specifications

Schedule:

Parkitecture is prepared to begin work on the project on or about May 1, 2024 with an anticipated bid window of early July 2024.

Fee:

In consideration of the scope outlined above, Parkitecture requests a fixed fee of \$8,820 including expenses.

Signature below shall serve as notification to proceed.

Accepted by:

Village of McFarland



Parkitecture + Planning

Date:

____3/19/2023____

Date:

McFarland
SUMMARY SHEET

MEETING DATE: Monday, June 10, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Aaron Chapin, Police Chief, Chris Dennis, Fire/Rescue Chief

AGENDA ITEM: Discussion and action on an application from Grace Coffee McFarland LLC, D/B/A, Grace Coffee McFarland, for a Class "B" Beer and "Class C" wine only license for the property located at 4719 Farwell Street #106, McFarland WI 53558 for the period beginning July 1, 2024 and ending June 30, 2025.

PREVIOUS ACTION:

The Plan Commission approved the outdoor patio as part of the Atwater Planned Unit Development. A fence permit was issued and the fence was constructed in 2023.

ISSUE SUMMARY:

Grace Coffee opened in late fall of 2023 in the Atwater Development located at 4719 Farwell Street. They are now requesting to add Beer and Wine to their operations including an approximately 400 square foot outdoor consumption area. Attached is a letter from the Police Chief regarding recommendations on the license, as well as the staff report outlining the request for an outdoor consumption area.

It is of note, at the time of the Public Safety Committee, there was a violation noted from the Fire Inspector. The violation has been corrected, and is no longer listed as a condition of approval.

FINANCIAL/BUDGET IMPACT:

Additional Permitting Revenues

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

[Chapter 11 - Alcohol Beverages](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends approval of the application as follows:

Motion to recommend approval of an application from Grace Coffee McFarland LLC, D/B/A, Grace Coffee McFarland, for a Class "B" Beer and "Class C" wine only license for the property located at 4719 Farwell Street #106, McFarland WI 53558 with the following conditions:



- 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.*

ATTACHMENTS:

1. Grace Coffee McFarland Alcohol Application_Redacted
2. Appointment of Agent_Redacted
3. Alcohol - Expansion of PremiseOutdoor ConsumptionOutdoor Sporting Activity - Grace Coffee_Redacted
4. Approval Letter - Grace Coffee
5. Review and Recommendation - Grace's Coffee - FINAL - 05.31.24



Alcohol Beverage License Application

License(s) Requested	• Class "B" beer • "Class C" liquor (wine only)
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Premises/Business Information

Legal Business Name (individual name if sole proprietorship)	Grace Coffee McFarland LLC
Business Trade Name or DBA	Grace Coffee McFarland
Federal Employer Identification Number (FEIN)	
Wisconsin Seller's Permit Number	
Attach a copy of the Wisconsin Seller's Permit	 sellers permit.pdf
Entity Type	Limited Liability Company
State of Organization	Wisconsin
Date of Organization	05/25/2022
Wisconsin DFI Registration Number	
Your Wisconsin DFI Registration Number can be found at this lookup on the Wisconsin Department of Financial Institutions website.	
Premises Address	4719 Farwell St #106, McFarland, WI 53558
Premises Phone	6085791118
Premises Email	
Website	gracecoffeewi.com

Premises description:

Describe building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application.

Premises description	Dining area, bar/counter area, kitchen, and storage area and an approximate 400 sq. ft. patio at 4719 Farwell St, Unit 106, McFarland, WI
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Alcohol Beverage License Application

Questions

Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages.	No
Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages.	No
Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer of distributor?	No
Is the applicant business owned by another business entity?	Yes
Name of Business Entity	E&D Capital Management LLC
Business Entity FEIN	
Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine?	No
Does the applicant business owe past due municipal property taxes, assessments, or other fees?	No



Alcohol Beverage License Application

Wisconsin law requires all sole proprietors, partners, and agents of corporations/LLCs to successfully complete a Wisconsin approved responsible beverage server training course within the past two years unless the applicant held a manager's or operator's license within the past two years or the applicant held or was the agent of a corporation/LLC that held any municipally-issued alcohol beverage license in Wisconsin within the past two years.

Proof of completion of the course or an applicable license must be provided as part of this application.

Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period?

Yes

Proof of Completion of Wisconsin Approved Responsible Beverage Server Course or Other Applicable License

 barlicenseDavid.pdf

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name Carrillo

Agent First Name David

Agent Phone Number 

Attach completed Individual Questionnaire for Agent

 AgentApp1.pdf

Attach completed Appointment of Agent

 AgentApp.pdf

List the information for each person or entity holding the following positions in the applicant business or the owner business: sole proprietor, all officers and directors of a corporation or nonprofit organization, all partners of a partnership, and all members and managers of a limited liability company.

i. **Last Name**

Roth

First Name

Leda

Title

Owner

Phone

Attach completed Individual Questionnaire

 Alcohol - Individual Questionnaire - 04_21_2024 5_02 PM (CDT).pdf

Please click plus sign below to add additional officers, directors, members, or managers.

ii. **Last Name**

Carvajal

First Name

Ricardo

Title

Owner

Phone

Attach completed Individual Questionnaire

 Alcohol - Individual Questionnaire - 04_21_2024 5_15 PM (CDT).pdf

Please click plus sign below to add additional officers, directors, members, or managers.

iii. **Last Name**

Ortiz

First Name

Erika

Title

Owner

Phone

Attach completed Individual Questionnaire

 Alcohol - Individual Questionnaire - 04_23_2024 2_07 PM (CDT).pdf

Please click plus sign below to add additional officers, directors, members, or managers.

iv. **Last Name**

Carrillo

First Name

David

Title

Owner

Phone

Attach completed Individual Questionnaire

 Alcohol - Supplemental Questionnaire - 03_20_2024 7_30 PM (CDT).pdf

Please click plus sign below to add additional officers, directors, members, or managers.

v.

Last Name

Falcon

First Name

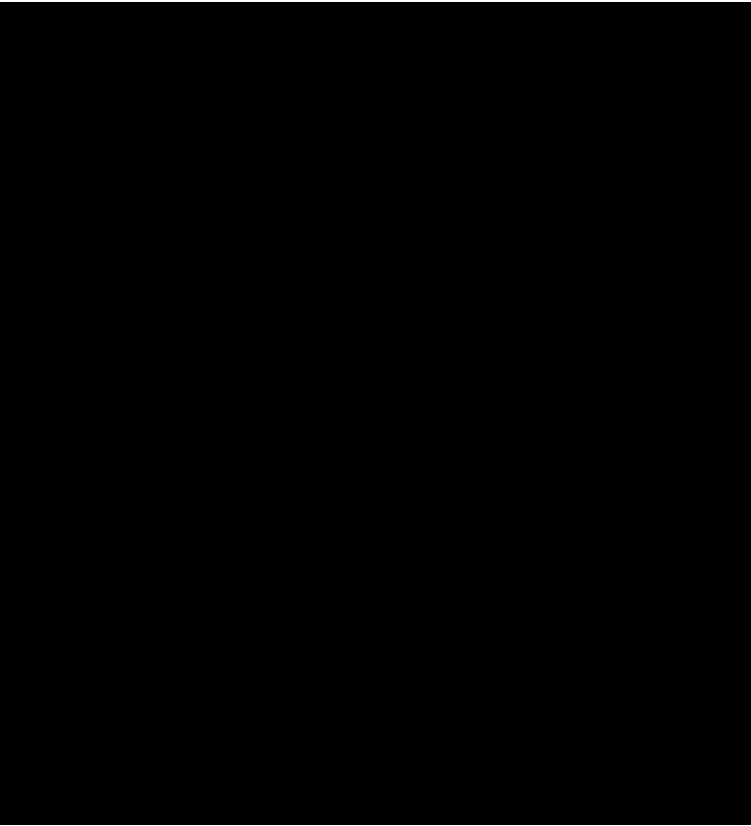
Carlos

Title

Owner

Phone

Attach completed Individual Questionnaire



Please click plus sign below to add additional officers, directors, members, or managers.

vi. **Last Name**

Bloomer

First Name

Nicole

Title

Owner

Phone

[REDACTED]

Attach completed Individual Questionnaire



AB-100. Nicki Grace Coffee Renewal Packet 2024.pdf

Please click plus sign below to add additional officers, directors, members, or managers.



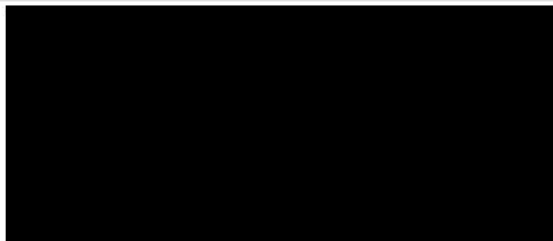
Alcohol Beverage License Application

One of the following must sign and attest to this application:

- Sole proprietor
- One general partner of a partnership
- One corporate officer
- One managing member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature - Sign in the box and click "Save Signature"



Date

05/20/2024

Contact Person's Last Name

Carrillo

Contact Person's First Name	David
Contact Person's Middle Initial	R
Contact Person's Title	Owner
Contact Person's Phone Number	
Contact Person's E-mail Address	

Agent Type (check one)☒ Original (no fee) ☐ Successor (\$10 fee for municipal licensees only)**Part A: Business Information**

1. Legal Business Name (individual name if sole proprietor)

GRACE COFFEE MCFARLAND LLC

2. Business Trade Name or DBA

GRACE COFFEE MCFARLAND

3. Entity Type (check one)

☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

☒ Municipal Retail License ☐ State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name

CARRILLO

2. First Name

DAVID

3. M.I.

R

4. Email

5. Phone

6. Home Address

7. City

8. State

9. Zip Code

10. Age

11. Drivers License/State ID Number

12. Drivers License/State ID State of Issuance

Part C: Agent Questions1. Have you satisfied the responsible beverage server training requirement? ☒ Yes ☐ No
Submit proof of completion.2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire*? ☒ Yes ☐ No
Submit a completed Form AB-100 with this form.3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ Yes ☐ No
See instructions for exceptions.

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name	First Name	M.I.
CARRILLO	DAVID	R
Title	Email	Phone
OWNER		
Signature		Date
		04/22/24

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name	First Name	M.I.
carrillo	DAVID	R
Signature		Date
		04/22/24

Form AB-101 Instructions

Alcohol Beverage Appointment of Agent

Who must complete Form AB-101?

State law requires corporations and limited liability companies (LLCs) to appoint an agent that takes responsibility for the licensed or permitted premises.

Use this form to appoint an agent for a new premises or to appoint a successor agent when there is a change before the license or permit is up for renewal.

Where do I submit Form AB-101?

Submit Form AB-101 to the appropriate issuing authority, either the clerk of the municipality in which the business or organization is located, or the Division of Alcohol Beverages.

Form AB-101 may be submitted with a license or permit application or at any time to indicate there is a change in agent prior to the license or permit renewal period.

Specific Instructions

Date:

- Date the form in the top right corner.

Agent Type:

- Select original appointment if you are applying for your license or permit for the first time or are renewing a license or permit.
- Select successor agent if you are reporting a change of agent during the licensing or permitting period.

Part A: Business Information

- Box 1: Enter the legal business name. If a sole-proprietorship, enter the individual's first and last name.
- Box 2: Enter the trade name or "doing business as", if different than the name in box 1.
- Box 3: Check one entity type to indicate how the business is legally organized.

Note: This business information must match the information on the license or permit application.

- Box 4: Select which alcohol beverage authorization you hold or are applying for.
- Box 5: For appointment of a successor agent, enter your state permit number (15-digit Wisconsin Tax ID number) or municipal retail license number (if applicable) for which you are appointing a successor agent. If you do not have a municipal retail license number, provide any applicable identifier (e.g., store number or location).
- Box 6: For appointment of a successor agent, describe the reason for the change in agent.

Part B: Agent Information

- Provide all requested personal information.

Part C: Agent Questions

- Question 1: Wisconsin law requires all agents of corporations and LLCs to successfully complete a Wisconsin approved responsible beverage server (RBS) training course within the past two years unless:
 - The applicant is renewing a municipal alcohol beverage retail license, or
 - Within the past two years:
 - a. The applicant held a manager's or operator's (bartender) license.
 - b. The applicant held or was the agent of a corporation or LLC that held any municipally issued retail alcohol beverage license in Wisconsin.

- Some agents for state permittees are exempt from responsible beverage server course requirements. The following permittees are exempt from RBS course requirements: Alcohol Beverage Warehouse, Industrial Fermented Malt Beverages, Wholesalers, Manufacturers, Rectifiers, Direct Wine Shippers, Wholesale Alcohol, Medicinal Alcohol, Industrial Alcohol, and Industrial Wine.
 - If you are applying to be the agent of one of these exempt permittees, answer “yes” to Question 1.
- To learn about your responsibility to complete the responsible beverage server requirement, review [Publication 302, Information for Wisconsin Alcohol Beverage and Tobacco Retailers](#).
- Question 2: Appointed agents must submit Form AB-100, *Alcohol Beverage Individual Questionnaire*, in addition to this form.
- Question 3: Appointed agents must be Wisconsin residents for at least 90 continuous days prior to the date of application, except for direct wine shipper permittees.

Part D: Business Attestation

- An authorized representative should sign, date, and provide requested personal information on behalf of the business.

Part E: Agent Attestation

- The agent being appointed should read the attestation carefully, then sign and date.

Assistance

If you have questions about alcohol beverage laws and regulations, you may contact the Department of Revenue using the contact information below.

Website: [DOR Alcohol Beverage \(wi.gov\)](http://DORAlcoholBeverage.wi.gov)

Write: DORAlcohol@wisconsin.gov

Call: (608) 264-4573



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 Grace Coffee McFarland LLC

Trade Name/Doing Business As Name Grace Coffee

Address of Establishment 4719 Farwell St #106

Contact Name

Contact E-mail Address

Contact Phone Number

Do you currently hold an Alcohol Beverage License for this location?

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.

Proposed Premise Dining area, bar/counter area, kitchen, and storage area and an approximate 400 sq. ft. patio at 4719 Farwell St, Unit 106, McFarland, WI

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.?

No

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

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?

Yes

Picture of proposed fencing/fencing material.



Square footage (gross floor area) of premises located within the permanent building	3600
Proposed square footage of outdoor area	400
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?	Yes
Will the outdoor area generate noise after 10:00 p.m.?	No
Will the outdoor area generate noise louder than 70db, as measured at the property line?	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

Hours Variance:

The hours during which consumption may be permitted are Sunday through Thursday, 11 a.m. to 10 p.m. and Friday and Saturday, 11 a.m. to 11 p.m.

The applicant requests a variance from the minimum standards.

Proposed hours of outdoor consumption area

Our business is a coffee shop so the outdoor area might be used starting at the time we open our location which will be at 7 am. The location habitual hours run until 5 pm but there are exceptions for special events that run until 9 pm

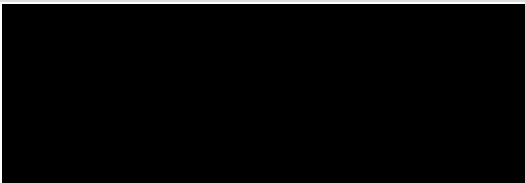
Explain why the variance is needed/requested and why it will not cause a nuisance or concern for public health, safety, and welfare.

The sales of alcohol for similar locations only represent about 1% of total sales and the public don't necessarily come here to get more than a couple of drinks. Because it is a coffee shop, the ambiance is laid back and not loud.



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

McFarland

VILLAGE OF

Police Department

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

Aaron P. Chapin | Chief of Police

DATE: May 29, 2024

TO: McFarland Public Safety Committee

FROM: Aaron P Chapin, Chief of Police

REFERENCE: Recommendation of Approval

I have reviewed the Alcohol License application for Grace Coffee which is a coffee shop located at 4719 Farwell St Unit 106.

I recommend approval of this application to add additional beverage options for patrons of the business. This application is similar to and consistent with other businesses in the Village and should be handled in the same way. The serving of alcohol in this establishment is not likely to be a main source of revenue for the business but adds another option for patrons who frequent the establishment.

Because this establishment will likely have persons under the age of 21 on premise, the business should utilize carding at the point of sale to prevent underage sales/consumption of alcohol.

I wish the business owners well in this endeavor.

Respectfully,



Aaron P. Chapin
Chief of Police

MEMORANDUM

To: Public Safety Committee and Village Board

From: Cassandra Suettinger, Deputy Administrator/Clerk, Andrew Bremer, Community Development Director, Aaron Chapin, Police Chief, and Chris Dennis Fire & Rescue Chief.

Date: May 30, 2024

RE: Expansion of Premise – Grace’s Coffee

Background: Grace’s Coffee opened in late 2023 in the new Atwater Development at 4719 Farwell Street.

Proposal: To license a premise that includes dining area, bar/counter area, kitchen, and storage area and an approximately 400 sq. ft. patio at 4719 Farwell St, Unit 106, McFarland, WI

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: Outdoor area is not within 50 feet of the lot line of a parcel zoned or lawfully used for residential purposes.

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.

- **Variance Requested** – The applicant noted the business is a coffee shop so they would like the ability for alcohol to begin being consumed at 7 a.m. Additionally the applicant provided the sales of alcohol for similar locations only represent about 1% of total sales and they do not expect alcohol consumption to be more than a couple of drinks. Additionally, they noted the business is a coffee shop with a laid back ambiance that is not noisy.

- Staff Comments: The Police Department does not have a significant concern with approving this variance. The sale of alcohol at this location is ancillary to the sale of coffee and food and the PD does not anticipate issues with alcohol sales during the timeframe requested by the applicant.

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.

- **Compliant.**
- Staff Comments: A fence permit was obtained for the current fence constructed in 2023. Proposed fence meets requirements 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: Grace's Coffee intends to have amplified noise; however, the applicant is aware of the noise restrictions outlined in the ordinance.
- Staff Comments: No concerns.

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: Grace's Coffee is in a predominantly commercial area with other neighboring outdoor consumption areas. Staff do not have any concerns with the proposed area having an adverse impact on neighborhood. The Plan Commission has previously approved a Planned Development Detailed Implementation Plan that includes the proposed outdoor area.

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.

- Staff Comments: The gross floor area of the licensed premises within a permanent building is calculated at approximately 3,600 square feet. Based on this calculation, Grace's Coffee could have up to 1,800 square feet for outdoor consumption before a variance would need to be requested. The proposed 400 sq. ft outdoor consumption area is well within what is allowed by ordinance.

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.

I. 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 a the Class "B" Beer and Class "C" Wine License for Grace's Coffee McFarland LLC, D/B/A, Grace's Coffee for the property located at 4719 Farwell St unit B including an approximately 400 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.

McFarland
SUMMARY SHEET

MEETING DATE: Monday, June 10, 2024

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Discussion and action regarding the award of contract for the bulk fill station at the Public Works building.

PREVIOUS ACTION:

The Public Works and Utilities Committee first reviewed this matter at its meeting on February 26, 2024, when it made a recommendation to approve the design for the 2024 Paving and Utility work. The Village Board accepted this recommendation at its meeting on February 27, 2024.

The Public Works and Utilities Committee awarded contract for the above-mentioned work at its meeting on May 29, 2024.

ISSUE SUMMARY:

The Village currently provides bulk water sales at the Public Works Center. The water is accessed through a fire hydrant adjacent the employee parking lot that also serves as an entrance to the yard waste drop off site. With the repaving improvements already approved for the parking lot at the Public Works Center, Staff recommended moving bulk water sales to the north side of the building to improve functionality and access. The trucks that collect bulk water are very large which combined with the parking lot and residential vehicles access the drop site does present some access challenges during heavy volume. Moving it to the north side also allows for the bulk filling to be created through plumbing designed for this purpose. The current system is fabricated in a manner that allows it but hydrants are not typically created for this purpose. The process is also done manually through paper and can now be tracked through the new equipment, not unlike the upgrade to the meter project the last few years but for bulk sales.

Two bids were received with the lowest from Portzen at \$93,000. This is the same contractor that has been awarded the project for Lift Station #2. The project design and recommendation letter is included in your packet.

FINANCIAL/BUDGET IMPACT:

Total revenue this year for the 2024 Paving and Utility Plan is \$471,750. The contracts already awarded for work in 2024 amount to \$385,000. This provides a variance of \$86,750 with the low bidder just over that at \$93,000. The Village Engineer is working with the low bidder to see if there are cost savings within the proposed design to allow the project to be within budget.

This is an expense of the Water Utility. It also is a revenue source for the utility in the sale of bulk water to customers. The 2024 Budget for this amount is \$4,250 with the actual collected in 2022 at \$4,119. With better tracking of actual water sales through the new station, we are



hoping the metering is improved leading to additional revenue gains.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

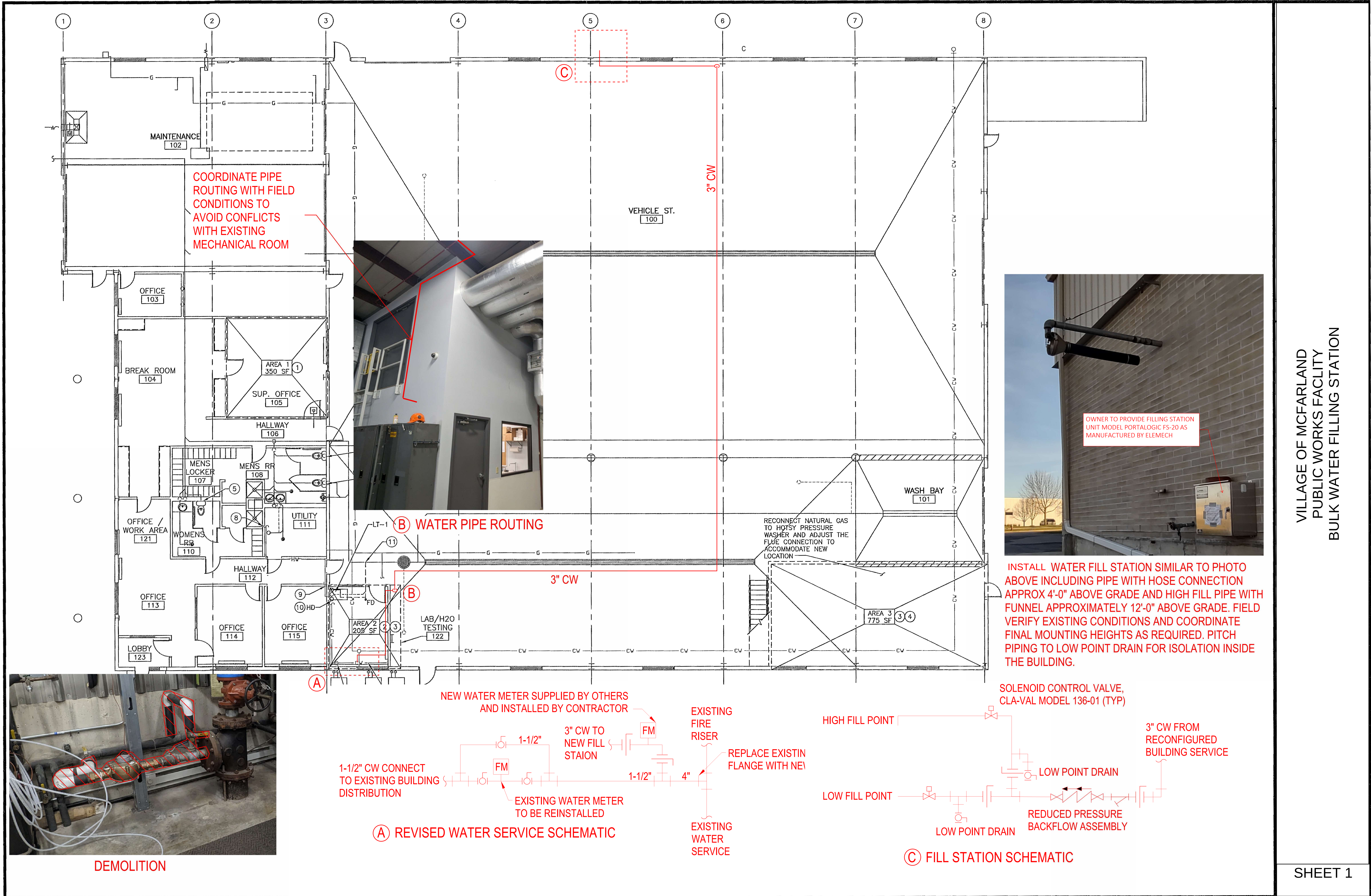
BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to approve the award of contract for a bulk fill station at the Public Works building to Portzen Construction, Inc. of Dubuque, Iowa, in the amount of \$93,000.

ATTACHMENTS:

1. McFarland Bulk Water Fill Station BID SET
2. Recommendation Ltr- Bulk Water Filling



May 23, 2024

Village of McFarland
5915 Milwaukee Street, P.O. Box 110
McFarland, WI 53558

Attention: Mr. Matt Schuenke, Village Administrator

Subject: Analysis of Bids and Recommendation for Award of Contracts; 2024
Public Works Facility Bulk Water Filling Station; Village of McFarland

Bid Deadline: May 23, 2024 at 9:00 a.m. local time

Ladies and Gentlemen:

The purpose of this letter is to analyze the bids received for the 2024 Public Works Facility Bulk Water Filling Station project and to recommend award of a contract. This project involves installation of a new bulk water filling station at the Village of McFarland Public Works Shop along with all necessary plumbing and electrical items to facilitate the installation of the device.

Five general contractors, subcontractors, and material suppliers requested sets of the plans, specifications and bidding documents. Two contractors submitted bids.

A summary of the bids is as follows:

Contractor	Base Bid with Electrical Allowance
Portzen Construction, Inc.	\$93,000.00
H.J. Pertzborn Plumbing and Fire Protection	\$93,055.00

The bid from Portzen Construction, Inc. was properly submitted. H.J. Pertzborn submitted their prequalification information with their bid.

The low bidder is Portzen Construction, Inc. of Dubuque, Iowa, an experienced industrial contractor that has completed similar work for the Village of Cross Plains, Blanchardville, and the City of Dodgeville. The bid prices are higher than the original budget due to increased material costs. We recommend that Portzen Construction, Inc. be awarded a contract for \$93,000.00 if budgets allow.

This will be a unit price contract. That is, the contractor will be paid for the work actually performed on the basis on the unit prices bid. This means that the final line item costs could be either greater than or less than the bid totals. Also, unexpected conditions are sometimes encountered which result in increased project costs. Therefore, it would be wise to continue to carry the recommended 10% contingency.

If you have any questions with respect to our thoughts on this matter, I am available at your convenience to discuss them with you.

Respectfully,
TOWN & COUNTRY ENGINEERING, INC.

Tim Stieve, P.E.
Project Engineer

TS:sai

J:\JOB#S\McFarland\MC-221-M4 2024 Street and Utility Improvements\10. Construction\Public Works Facility Bulk Water Filling Station\Recommendation Ltr.docx

BID TABULATION

Project: 2024 Public Works Facility Bulk Water Filling Station; Village of McFarland
Engineer's Project Number: MC 221 Bid Deadline: May 23, 2024 at 9:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID		Portzen Construction, Inc.		H.J. Pertzborn Plumbing and Fire Protection	
		QUANT.	UNITS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID							
1.	Installation of New Bulk Water Filling Station	1	lump sum	\$ 78,000.00	\$ 78,000.00	\$ 78,055.00	\$ 78,055.00
2.	Electrical Allowance	1	lump sum	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
	TOTAL BASE BID				\$ 93,000.00		\$ 93,055.00