

VILLAGE OF MCFARLAND **School District/Village Board Joint** *NOTICE OF PUBLIC MEETING*  
**Planning Committee**

**Tuesday, July 9, 2024**

**4:00 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/86805685319>

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

Webinar ID: 868 0568 5319

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

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
  - a. This is an opportunity for members of the public to address the School District/Village Board Joint Planning Committee 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 Committee 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 Committee 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 Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to [village.clerk@mcfarland.wi.us](mailto: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.
3. APPROVAL OF MINUTES.
  - a. Motion to approve the minutes of the May 14, 2024 meeting.
4. BUSINESS.
  - a. Discussion regarding a proposal for land division at the School District Baseball fields to aid Village Well #5 Improvement.
  - b. Discussion regarding the joint development of an Inclusive Playground at Waubesa Intermediate School.
  - c. Discussion regarding McFarland Municipal Center Campus Project including Community Center.
  - d. Discussion regarding referendum held by the School District.
  - e. Discussion of topics of mutual interest and updates of local initiatives to the School District of McFarland and Village of McFarland.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, September 10, 2024 at 4:00 pm.

6. 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](mailto:village.clerk@mcfarland.wi.us) by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND

**School District/Village Board Joint Planning Committee Minutes**

*Tuesday, May 14, 2024 - 4:30 PM*

**1. CALL TO ORDER, ROLL CALL.**

Village President Clow called the regular meeting of the McFarland School District and Village Board Joint Planning Committee to order at 4:36 pm in the Community Room of the McFarland Municipal Center.

Members Present: School District - Aaron Tarnutzer, Meghan Fessler, and Bruce Fischer. Village - Carolyn Clow, Hilary Brandt, and Matt Schuenke.

Members Not Present: None.

Staff Present: School District Director of Business Jeff Mahoney.

**2. PUBLIC APPEARANCES.**

- This is an opportunity for members of the public to address the School District/Village Board Joint Planning Committee 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 Committee 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 Committee 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 Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to [village.clerk@mcfarland.wi.us](mailto: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.

**3. APPROVAL OF MINUTES.**

- Motion to approve the minutes of the November 14, 2023 meeting.*

Motion by Clow, second by Brandt, to approve the minutes of the November 14, 2023 meeting. Motion carries 6 - 0 - 0 by acclamation.

**4. BUSINESS.**

- Discussion regarding the School District and Village working towards constructing a solar farm at or around 3454 Siggelkow Road (Parcel 0710-654-8341-1).*

Schuenke provided an update on our progress with this project. Alliant Energy has completed contractor selection and are working to get them started on their work. They expect the design process to begin this Summer for completion before the end of the year. Construction then will begin in the Spring of 2025 for completion before the end of next year.

- Discussion regarding referendum held by the School District.*

Tarnutzer provided an updated following the referendum that was held during the April election. The question posed was not accepted by voters and the District is reviewing options with residents on how to address their financial challenges. They will be conducting some additional engagement this Summer through surveys and meetings to continue to gather input from individuals on possible next steps. Trying to learn from the first question about how better to present the next.

c. Discussion regarding the joint development of an Inclusive Playground at Waubesa Intermediate School.

Mahoney and Schuenke discussed our progress with this project. The final step is the development of an agreement to bring together all of the prior approvals for Phases 1 and 2. It is scheduled for approval by the Village in May and School District in June. The project will begin once school is done and on track for completion this Fall near the start of the next school year.

d. Discussion regarding McFarland Municipal Center Campus Project including Community Center.

Schuenke provided an update that the Village had hired an Owners Representative for the Project as well as an Architect. Staff is working with the team to develop the first conceptual floor layout for the project which is an advancement of the Master Plan that was completed in May of 2023. The Village will create some engagement opportunities this Summer to solicit feedback on the project to help aide the design process as we continue to advance towards possible construction in the Spring of 2025.

e. Discussion of topics of mutual interest and updates of local initiatives to the School District of McFarland and Village of McFarland.

The Committee discussed opportunities for more Student engagement in local government. The Village has hosted apprenticeships and internships within multiple Departments, and would look to continue to do so where it could. Additionally it was desired to have more representation on Village standing committees.

The group also wishes to continue to meet every other month to increase engagement between the two entities.

**5. SCHEDULE NEXT MEETING DATE.**

a. Tuesday, July 9, 2024 at 4:00 pm.

**6. ADJOURNMENT.**

Motion by Brandt, second by Fessler, to adjourn at 5:16 pm.

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,  
Matthew G. Schuenke  
Village Administrator

  
VILLAGE OF  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, July 9, 2024

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Andrew Bremer, Comm & Eco Dev Director, Lee Igl, Public Works Director

**AGENDA ITEM:** Discussion regarding a proposal for land division at the School District Baseball fields to aid Village Well #5 Improvement.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

The Village originally purchased Lots 87 & 88 in the Park View Estates subdivision on Prairie Wood Drive for the purpose of constructing a new Well #5 to serve the Village. This occurred prior to the McFarland School District's development of the adjacent ball diamonds. The Park View Estates plat assumed Wiouwash Way would continue north to serve future residential development which was established prior to the District's acquisition of the property to the north, which is not an uncommon practice. With the construction of the ball diamonds the need for the road to extend north into this property is no longer the case. The Village purchased Lots 87 & 88 because the WDNR requires the well hole to be a minimum of 50 feet from all property lines. Therefore, it was not possible to construct the well only on one of the lots.

In lieu of developing the well on Lots 87 & 88, the Village is proposing to acquire Outlot 10 from Kevin Urso and approximately 9,310 square feet from the School District in order to create a new lot to relocate Well #5, while meeting the required WDNR minimum setback requirements. Outlot 10 is not a buildable lot for a single family home and has no other land use purpose. The Village would then sell Lots 87 & 88 to Urso for the purposes of developing two new single family homes. The Village also proposes vacating the Wiouwash Way right-of-way as the roadway no longer needs to extend to the north and would increase the buildable area of Lot 88 as it would no longer be considered a corner lot with two front yard setbacks. The ROW would be vacated evenly to Outlot 10 and Lot 88 per Wisconsin Statutes. After the vacation is completed, the Village would sell to Urso the western one-half of the vacated ROW to be combined with Lot 88 and 87 to expand the buildable area of these lots. Through a Certified Survey Map a new Well #5 lot would be created (District land plus Outlot 10) and two new single family residential lots (Wiouwash Way ROW plus Lot 88 and Lot 87). There is some existing sewer and water laterals specific to the planned Well #5 location on Lots 87 & 88 that would need to be abandoned and installed to serve the new well location. The Village would also remove the pavement stub on Wiouwash Way along with associated utilities and new curb and sidewalk connections. Half of these costs are proposed for reimbursed by Urso as the adjacent benefitting property owner. The Village will complete the legal descriptions/survey



work to facilitate the various property ownership changes. The proposal allows for the reconfiguration of land that benefits the School District, Village and developer.

Staff is requesting approval of the project in concept in order to begin drafting the real estate acquisition agreements. Initial schedule:

- Joint School District/Village Board Joint Planning Committee – July 9th
- School Board – July 15th
- PWUC – July 22nd
- Village Board – July 23rd

Implementation of the above needed actions would then commence after July 23rd. Well #5 construction will begin design in the Fall with construction to take place over the next couple years.

**FINANCIAL/BUDGET IMPACT:**

Proposed acquisition price for the Village to acquire property from the District and Outlot 10 property owner is set at \$5/SF since these properties on their own are undevelopable for private purposes in their current state. The 9,310 SF owned by the District at a price of \$5/SF would total \$46,550 to the District. Outlot 10 at 6,733 SF would provide \$33,665 to the landowner using the same \$5/SF metric. Estimated costs to address utilities, pavement, road vacation, etc. is around \$80,000. Total expenses then are forecaster at \$160,215.

Proposed sale price of Lots 87 & 88 that are owned by the Village is set at \$10/SF since the properties have more value as developable properties. Lot 87 is 10,025 SF which would generate revenue at \$100,250 using the \$10/SF while Lot 88 is sized at 10,419 SF yielding revenue of \$104,190. Total revenue is estimated at \$204,440.

Excess proceeds will remains within the water utility and can contribute to the new construction of Well #5.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

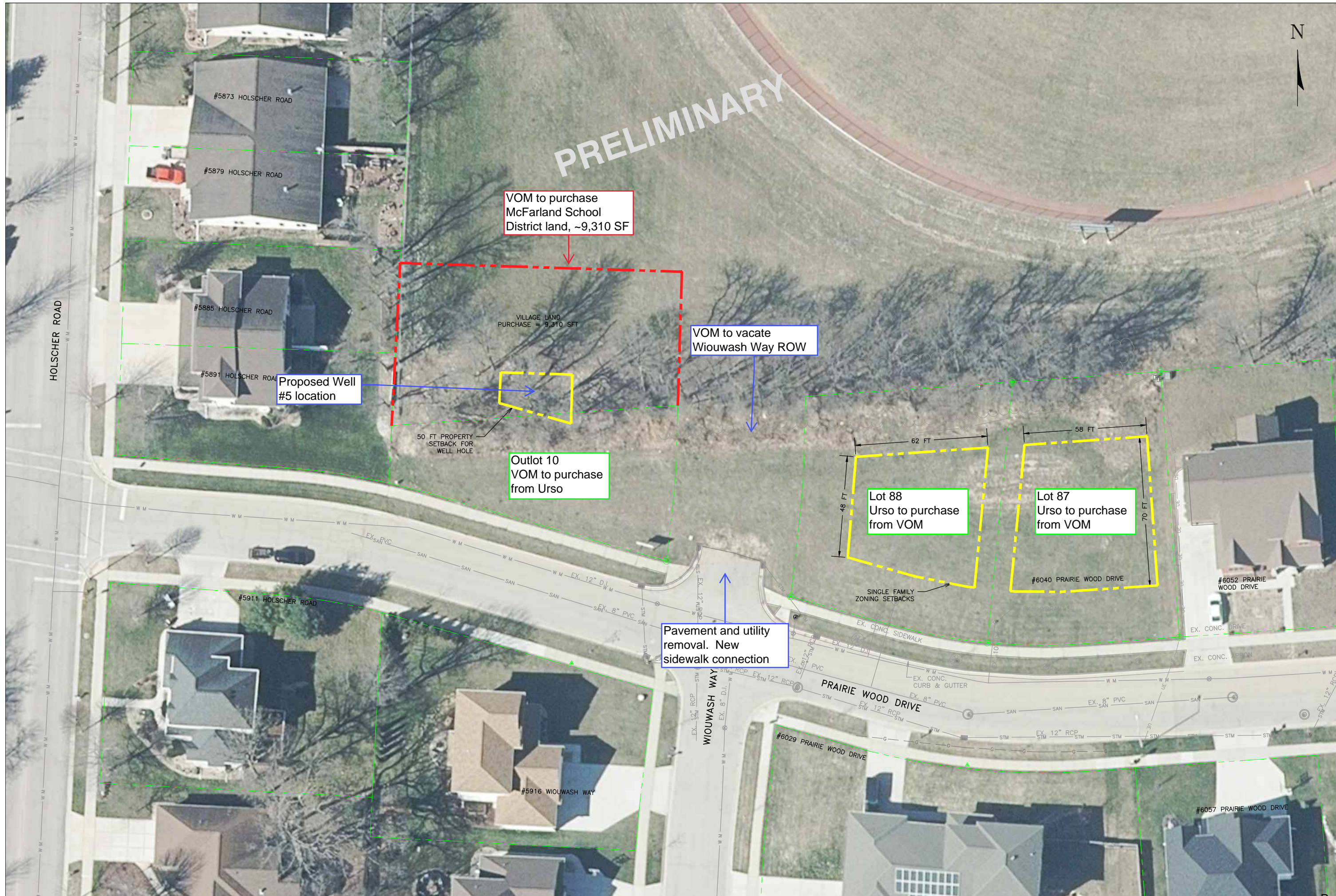
None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

The matter is presented for discussion within the Joint Planning Committee before proceeding through various steps in the formal conceptual approval process mentioned above.

**ATTACHMENTS:**

1. Well 5 Land Concept 6.08.2024 with notes



PRELIMINARY



VOM to purchase  
McFarland School  
District land, ~9,310 SF

VOM to vacate  
Wiouwash Way ROW

Proposed Well  
#5 location

Outlot 10  
VOM to purchase  
from Urso

Lot 88  
Urso to purchase  
from VOM

Lot 87  
Urso to purchase  
from VOM

Pavement and utility  
removal. New  
sidewalk connection

  
**VILLAGE OF**  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, July 9, 2024

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Matt Schuenke, Village Administrator

**AGENDA ITEM:** Discussion regarding the joint development of an Inclusive Playground at Waubesa Intermediate School.

**PREVIOUS ACTION:**

This project was introduced to the joint committee at its meeting on May 10, 2022.

An update was provided to the joint committee at its meeting on September 13, 2022.

Approvals regarding a joint memorandum for the project were adopted by both School and Village Board in the Summer of 2023.

Approval on the playground equipment was approved in January of 2024 and final site design was approved in March of 2024.

Approval on joint agreement for the project was adopted by both boards in May of 2024.

**ISSUE SUMMARY:**

The Village and School District continue to advance improvements at Waubesa Intermediate School for the development of inclusive play elements and other support features. Phase 1 of this process is complete to construct the shelter facility with restrooms and access. Phase 2 will begin in June for completion this Fall. An agreement to formalize past decisions on the project has been approved. The project is underway and anticipated for completion this Fall.

**FINANCIAL/BUDGET IMPACT:**

Total cost for the project will be reviewed in the meeting with all expenses planned to be shared equally between both entities.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Presented for discussion.

**ATTACHMENTS:**



None



**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, July 9, 2024

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Matt Schuenke, Village Administrator

**AGENDA ITEM:** Discussion regarding McFarland Municipal Center Campus Project including Community Center.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

The Village has completed a new master plan for the McFarland Municipal Center Campus. Additionally the Village Board took action to move forward with Option #2 from that plan which intends to construct a second story on the Municipal Center. We are also continuing to work towards the inclusion of the Youth Center into the Facility. [Please click on this link to view the plan.](#)

The Village Board has also approved contracts with the Concord Group to oversee Owner's Representation in design and construction as well as HGA to serve as project architect. Design is underway with a public information meeting coming this Summer to review more details about the project. Design work is expected to progress into 2025.

**FINANCIAL/BUDGET IMPACT:**

Cost implications are included within the draft report.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Presented as an update for discussion.

**ATTACHMENTS:**

None

  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, July 9, 2024

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Matt Schuenke, Village Administrator

**AGENDA ITEM:** Discussion regarding referendum held by the School District.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

The School District conducted an operating referendum in April of 2024. They will provide an update on planning for a future referendum question to be determined.

**FINANCIAL/BUDGET IMPACT:**

None.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

No action on this item. For discussion only.

**ATTACHMENTS:**

None

  
**VILLAGE OF**  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, July 9, 2024

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Matt Schuenke, Village Administrator

**AGENDA ITEM:** Discussion of topics of mutual interest and updates of local initiatives to the School District of McFarland and Village of McFarland.

**PREVIOUS ACTION:**

This item has been a standing topic held at each of the last meetings.

**ISSUE SUMMARY:**

The main intent of these meetings is for the School District and Village to meet in a small group setting to talk about areas of overlap in which we can work together. Past meetings have outlined a number of topics where that might be possible.

**FINANCIAL/BUDGET IMPACT:**

None.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

No action required on this item.

**ATTACHMENTS:**

None

  
**VILLAGE OF**  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, July 9, 2024

**SECTION:** Schedule Next Meeting

**DEPARTMENT:** Administration

**CONTACT:**

**AGENDA ITEM:** Tuesday, September 10, 2024 at 4:00 pm.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

We will discuss holding this meeting at the new Inclusive Park being constructed at Waubesa Intermediate School. The joint project between both entities will be nearing completion and a portion of the meeting will be dedicated to touring the new amenity set for completion in the Fall.

All board members from both the School District and Village will also be invited.

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

None