

Tuesday, December 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 Note: Virtual attendance is offered as a convenience, but technical difficulties beyond the Village's control may prevent or limit its availability at any meeting. The public is encouraged to attend the meeting in person to assure full access to the proceedings.

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.
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 November 26, 2024 meeting.
 - 2) Motion to approve checks in the amount of \$359,059.08
 - 3) Motion to approve Resolution 2024-24: A resolution dissolving the Communications and Technology 200 fund.
 - 4) Motion to approve a service agreement with Dane County for funding to provide case management and nutrition services through the Senior Outreach Department as a Focal Point.
 - 5) Motion to approve a Temporary "Class B" Wine and Class "B" Beer License for Friends of the McFarland Library to hold the Friends of McFarland Library Trivia Night on January 11, 2025, at the E.D. Locke Library(with a snow day make up date of January 25, 2025) with the conditions provided by the Police Chief.
 - 6) Motion to approve the change of agent to appoint Michael Laures to serve as the new liquor license agent for Kwik Trip, Inc d/b/a Kwik Trip #766
 - 7) Motion to approve appointing Karen Pominville to serve on the Plan Commission for a term ending April 30, 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. Presentation by Dane County Land and Water Resources Department on the Lake Waubesa and Lake Kegonsa aquatic plant management plan.
- b. Discussion and action on selecting a carrier for the Village's insurance coverage portfolio.
- c. Discussion on the communications and engagement plan for the project to update the Village's mission, vision, and value statements.
- d. Discussion and action on Ordinance 2024-27: an Ordinance amending Appendix A of the Code of Ordinances for 2025 Fee Changes.

7. REQUESTS FOR REFERRAL OF NEW ITEMS.

- a. Discussion and action regarding request from McFarland Youth Center Board to continue planning transition of youth center services to Village operations.

8. SCHEDULE NEXT MEETING DATE.

- a. January 14, 2025 - 7:00 p.m. - Regular Village Board Meeting
- b. January 25, 2025 - 7:00 p.m. - Regular Village Board Meeting

9. ADJOURNMENT.

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

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, December 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, November 26, 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, Community and Economic Development Director Andrew Bremer, Public Works Director Lee Igl, and Fire/EMS Director Chris Dennis.

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

Winter Wonderland - December 7, 2024 - Variety of events putting by the McFarland Chamber of Commerce.

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 October 22, 2024 meeting.

2) Motion to approve the minutes of the November 12, 2024 meeting.

3) Motion to approve checks in the amount of \$1,273,294.04

4) Motion to introduce Resolution 2024-22, a Resolution Discontinuing a Portion of Wiowash Way Abutting Lot 88 and Outlot 10, Park View Estates in the Village of McFarland as a Public Way.

5) Motion to approve Resolution 2024-23: A Resolution to end participation in the Wisconsin length of service award program for Firefighter Employees.

Motion by Village President Carolyn Clow, second by Village Trustee Luke Fessler, to approve the consent agenda as presented. 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.

a. Diversity, Equity, and Inclusion Committee (Trustees Brassington & Brandt)

1) Discussion and action regarding scheduling for the 2025 McFarland Observed Holidays.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Hilary Brandt, to approve scheduling for the 2025 McFarland Observed Holidays. Motion carries 7 - 0 - 0 by acclamation.

b. Plan Commission (President Clow & Trustee Brassington)

1) Discussion and action regarding Ordinance 2024-24, Various Amendments to Chapter 62, Zoning Code Related to Changes and Amendments.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve Ordinance 2024-24, Various Amendments to Chapter 62, Zoning Code Related to Changes and Amendments. Motion carries 7 - 0 - 0 by acclamation.

2) Discussion and action regarding Ordinance 2024-25 An Ordinance to Amend Various Sections of Chapter 8, Buildings and Building Regulations.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve Ordinance 2024-25 An Ordinance to Amend Various Sections of Chapter 8, Buildings and Building Regulations. Motion carries 7 - 0 - 0 by acclamation.

3) Discussion and action regarding Resolution 2024-21, A Resolution Approving a Land Exchange and Development Agreement with Kevin Urso related to proposed Village Well #5.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve Resolution 2024-21, A Resolution Approving a Land Exchange and Development Agreement with Kevin Urso related to proposed Village Well #5. Motion carries 7 - 0 - 0 by acclamation.

4) Discussion and action regarding issuing a Request for Proposals to update the Village's Zoning and Subdivision Codes.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve issuing a Request for Proposals to update the Village's Zoning and Subdivision Codes. Motion carries 7 - 0 - 0 by acclamation.

- c. Discussion and action on Ordinance 2024-26: an ordinance approving the budget for the year 2025 and establishing the 2024 payable in 2025 property tax levy for the Village of McFarland.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve Ordinance 2024-26: an ordinance approving the budget for the year 2025 and establishing the 2024 payable in 2025 property tax levy for the Village of McFarland. Motion carries 7 - 0 - 0 by acclamation.

7. REQUESTS FOR REFERRAL OF NEW ITEMS.

- a. Discussion and action regarding request from McFarland Youth Center Board to continue planning transition of youth center services to Village operations.

The Board discussed the request from the McFarland Youth Center to continue planning transition of youth center services to Village operations. The McFarland Youth Center will be on hand at a future meeting to continue discussions with the Village Board on a transition.

8. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, December 10, 2024 at 7:00 p.m. (Regular, Possible last meeting of 2024)

9. ADJOURNMENT.

Motion by Village Trustee Hilary Brandt, second by Village Trustee Luke Fessler, to adjourn at 8:11 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
4	MIDDLETON FORD	162350	DIESEL EXHAUST FILTER	1	10/17/2024	5,436.17	.00	5,436.17	12/05/2024
Total 4:						5,436.17	.00	5,436.17	
30	ALLIANT ENERGY/WP&L	112124	WATER TOWER HOLSCH	1	11/21/2024	16.37	.00	16.37	11/27/2024
		112124	WELL #1 ELECTRIC	2	11/21/2024	342.58	.00	342.58	11/27/2024
		112124	WELL #3 ELECTRIC	3	11/21/2024	931.76	.00	931.76	11/27/2024
		112124	WELL #4 GAS	4	11/21/2024	13.27	.00	13.27	11/27/2024
		112124	WATER TOWER BURMA	5	11/21/2024	86.82	.00	86.82	11/27/2024
		112124	WELL #1 GAS	6	11/21/2024	27.39	.00	27.39	11/27/2024
		112124	WELL #3 GAS	7	11/21/2024	23.37	.00	23.37	11/27/2024
		112124	LIFT #1	8	11/21/2024	122.97	.00	122.97	11/27/2024
		112124	LIFT #2	9	11/21/2024	138.26	.00	138.26	11/27/2024
		112124	LIFT #3	10	11/21/2024	60.67	.00	60.67	11/27/2024
		112124	LIFT #5	11	11/21/2024	162.08	.00	162.08	11/27/2024
		112124	BRANDT PARK	12	11/21/2024	31.16	.00	31.16	11/27/2024
		112124	LEWIS PARK	13	11/21/2024	91.00	.00	91.00	11/27/2024
		112124	FLOWER CORNER	14	11/21/2024	25.89	.00	25.89	11/27/2024
		112124	GAZEBO	15	11/21/2024	36.68	.00	36.68	11/27/2024
		112124	CEDAR GLADE FOUNTAI	16	11/21/2024	14.22	.00	14.22	11/27/2024
		112124	STREET LIGHTING (2)	17	11/21/2024	349.47	.00	349.47	11/27/2024
		112124	TRAFFIC FLASHERS BAS	18	11/21/2024	17.50	.00	17.50	11/27/2024
		112124	TRAFFIC FLASHERS FAR	19	11/21/2024	16.75	.00	16.75	11/27/2024
		112124	TRAFFIC FLASHERS FAR	20	11/21/2024	16.37	.00	16.37	11/27/2024
		112124	TRAFFIC FLASHERS CRE	21	11/21/2024	16.50	.00	16.50	11/27/2024
		112124	SIRENS	22	11/21/2024	25.56	.00	25.56	11/27/2024
		112124	4903 TERMINAL DR	23	11/21/2024	30.23	.00	30.23	11/27/2024
		1124750000-	STREET LIGHTING (1)	1	11/27/2024	9,084.90	.00	9,084.90	12/05/2024
		8820572787-	5220 FARWELL ST	1	12/02/2024	211.95	.00	211.95	12/05/2024
Total 30:						11,893.72	.00	11,893.72	
78	BATTERIES PLUS LLC	P78016715	PSC FAUCET BATTERY	1	11/25/2024	26.30	.00	26.30	12/05/2024
Total 78:						26.30	.00	26.30	
79	BAYCOM INC	EQUIPINV_0	BAYCOM ANTENAS	1	11/27/2024	498.00	.00	498.00	12/05/2024
Total 79:						498.00	.00	498.00	
194	CONCENTRA	104088821	CONCENTRA PHYSICAL-	1	11/18/2024	1,412.00	.00	1,412.00	12/05/2024
Total 194:						1,412.00	.00	1,412.00	
216	CTW CORPORATION	41580	WELL WORK	1	11/19/2024	4,278.00	.00	4,278.00	12/05/2024
Total 216:						4,278.00	.00	4,278.00	
247	DANE CO TREASURER	112724	DEC DOG LIC SETTLEME	1	11/27/2024	170.00	.00	170.00	12/05/2024
Total 247:						170.00	.00	170.00	
280	DIAMOND VOGEL CO	255214610	PLOW PAINT	1	12/02/2024	43.25	.00	43.25	12/05/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 280:						43.25	.00	43.25	
361	FIRST SUPPLY LLC MADI	14440836-00	LEWIS PARK FACILITY M	1	11/22/2024	4.05	.00	4.05	12/05/2024
		14441253-00	LEWIS PARK FACILITY M	1	11/22/2024	4.05	.00	4.05	12/05/2024
		14441388-00	LEWIS PARK FACILITY M	1	11/22/2024	9.24	.00	9.24	12/05/2024
		14441642-00	LEWIS PARK FACILITY M	1	11/22/2024	62.49	.00	62.49	12/05/2024
		14442208-00	LEWIS PARK FACILITY M	1	11/22/2024	45.71-	.00	45.71-	12/05/2024
Total 361:						34.12	.00	34.12	
395	GENERAL COMMUNICATI	339381	M5 SQUAD MAINTENAN	1	11/27/2024	1,150.00	.00	1,150.00	12/05/2024
Total 395:						1,150.00	.00	1,150.00	
408	GRAINGER INC	9321525942	GRAINGER CAR WASH B	1	11/19/2024	6.97	.00	6.97	12/05/2024
		9330141830	GRAINGER WATER HOS	1	11/27/2024	57.35	.00	57.35	12/05/2024
Total 408:						64.32	.00	64.32	
416	HACH COMPANY	14271223	FLORIDE TESTING SUPP	1	11/22/2024	304.80	.00	304.80	12/05/2024
Total 416:						304.80	.00	304.80	
553	LINCOLN CONTRACTOR	J30199	MARKING PAINT	1	11/27/2024	226.44	.00	226.44	12/05/2024
		J30199	MARKING PAINT	2	11/27/2024	226.44	.00	226.44	12/05/2024
Total 553:						452.88	.00	452.88	
634	MENARDS - MONONA	75028	PARKS SUPPLIES	1	11/19/2024	37.60	.00	37.60	12/05/2024
		75078	PARKS SUPPLIES	1	11/20/2024	1.37	.00	1.37	12/05/2024
		75108	LEWIS PARK FACILITY M	1	11/21/2024	22.03	.00	22.03	12/05/2024
		75109	HOLIDAY LIGHTS	1	11/21/2024	23.97	.00	23.97	12/05/2024
		75129	PARKS SUPPLIES HOLID	1	11/21/2024	39.95	.00	39.95	12/05/2024
		75189	PARKS SUPPLIES	1	11/22/2024	1.53	.00	1.53	12/05/2024
		75305	PARKS SUPPLIES HOLID	1	11/25/2024	87.74	.00	87.74	12/05/2024
		75350	PARKS SUPPLIES HOLID	1	11/26/2024	24.76	.00	24.76	12/05/2024
Total 634:						238.95	.00	238.95	
640	MGE	0236283614-	TID #6 - 4903 TERMINAL	1	11/25/2024	21.22	.00	21.22	12/05/2024
		1115413856-	BOCCE ELECTRICAL	1	11/25/2024	21.86	.00	21.86	12/05/2024
		1700324512-	4820 MARSH RD--SOCCE	1	11/25/2024	211.38	.00	211.38	12/05/2024
		3800120935-	STREET LIGHTS	1	11/25/2024	36.02	.00	36.02	12/05/2024
		4900117592-	STREET LIGHTS	1	11/25/2024	22.68	.00	22.68	12/05/2024
		7400232719-	LIFT #5 GAS	1	11/25/2024	47.68	.00	47.68	12/05/2024
		8600157181-	LIFT #4 ELECT	1	11/26/2024	36.43	.00	36.43	12/05/2024
Total 640:						397.27	.00	397.27	
802	RENNERT'S FIRE EQUIP	3373	RENNERTS E1 MAINTEN	1	11/14/2024	2,550.34	.00	2,550.34	12/05/2024
		3381	BOOM INSPECTION	1	11/25/2024	308.42	.00	308.42	12/05/2024
		3381	BOOM INSPECTION	2	11/25/2024	84.11	.00	84.11	12/05/2024
		3381	BOOM INSPECTION	3	11/25/2024	84.11	.00	84.11	12/05/2024
		3381	BOOM INSPECTION	4	11/25/2024	84.11	.00	84.11	12/05/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 802:						3,111.09	.00	3,111.09	
836	SCHILLING SUPPLY COM	980061-00	OPERATING SUPPLIES	1	10/09/2024	604.69	.00	604.69	11/27/2024
Total 836:						604.69	.00	604.69	
937	THE LIBRARY STORE IN	716590	LIBRARY SUPPLIES	1	11/21/2024	37.79	.00	37.79	12/05/2024
Total 937:						37.79	.00	37.79	
958	TOWN & COUNTRY ENGI	27525	MC203 2023 WATER MAI	1	11/14/2024	151.25	.00	151.25	12/05/2024
		27526	MC221 2024 STREET & U	1	11/14/2024	3,826.68	.00	3,826.68	12/05/2024
		27527	MC224 LIFT STATION 2 I	1	11/14/2024	8,214.80	.00	8,214.80	12/05/2024
		27528	MC227 STORMWATER M	1	11/14/2024	4,457.15	.00	4,457.15	12/05/2024
		27529	MC230 2025 STREET & U	1	11/14/2024	2,230.00	.00	2,230.00	12/05/2024
		27544	MC194 EXCHANGE ST FI	1	11/14/2024	342.50	.00	342.50	12/05/2024
		27545	MC208 USH 51 DOT PRO	1	11/14/2024	910.00	.00	910.00	12/05/2024
		27546	MC220 WELL NO 5 PRELI	1	11/14/2024	706.80	.00	706.80	12/05/2024
		27547	MC223 2024 GIS SUPPOR	1	11/14/2024	253.00	.00	253.00	12/05/2024
		27547	MC223 2024 GIS SUPPOR	2	11/14/2024	69.00	.00	69.00	12/05/2024
		27547	MC223 2024 GIS SUPPOR	3	11/14/2024	69.00	.00	69.00	12/05/2024
		27547	MC223 2024 GIS SUPPOR	4	11/14/2024	69.00	.00	69.00	12/05/2024
		27548	MC231 SEWER USER CH	1	11/14/2024	2,251.25	.00	2,251.25	12/05/2024
		27549	QUAM - TERMINAL DRIV	1	11/14/2024	530.00	.00	530.00	12/05/2024
Total 958:						24,080.43	.00	24,080.43	
1015	VILLAGE OF MCFARLAN	113024	VOM 5541 HOLSCHER	1	11/30/2024	169.37	.00	169.37	12/05/2024
		113024	VOM 5220 FARWELL ST	2	11/30/2024	80.20	.00	80.20	12/05/2024
		113024	VOM 5220 FARWELL ST-S	3	11/30/2024	70.00	.00	70.00	12/05/2024
		113024	FLOWER CORNER	4	11/30/2024	134.54	.00	134.54	12/05/2024
		113024	LEWIS PARK	5	11/30/2024	608.16	.00	608.16	12/05/2024
		113024	MCDANIEL PARK	6	11/30/2024	690.65	.00	690.65	12/05/2024
		113024	MCDANIEL PARK-BUBBL	7	11/30/2024	47.20	.00	47.20	12/05/2024
		113024	LIONS HEAD BUBBLER	8	11/30/2024	47.20	.00	47.20	12/05/2024
		113024	GAZEBO	9	11/30/2024	146.23	.00	146.23	12/05/2024
		113024	3234 CTY HWY AB	10	11/30/2024	460.00	.00	460.00	12/05/2024
		113024	DOG PARK	11	11/30/2024	381.97	.00	381.97	12/05/2024
		113024	LEWIS PARK ICE RINK	12	11/30/2024	59.20	.00	59.20	12/05/2024
Total 1015:						2,894.72	.00	2,894.72	
1019	BAKER TILLY VIRCHOW	BT2997546	VILLAGE AUDIT	1	11/26/2024	5,417.10	.00	5,417.10	12/05/2024
		BT2997546	VILLAGE AUDIT - SW	2	11/26/2024	138.90	.00	138.90	12/05/2024
		BT2999636	UTILITY AUDIT - WATER	1	11/27/2024	1,293.60	.00	1,293.60	12/05/2024
		BT2999636	UTILITY AUDIT - SEWER	2	11/27/2024	1,293.60	.00	1,293.60	12/05/2024
		BT2999636	UTILITY AUDIT - STORM	3	11/27/2024	646.80	.00	646.80	12/05/2024
Total 1019:						8,790.00	.00	8,790.00	
1210	PERSONNEL EVALUATIO	53048	JV PEP BILLING	1	10/31/2024	25.00	.00	25.00	12/05/2024
		53189	JV PEP BILLING	1	10/31/2024	117.20	.00	117.20	12/05/2024
Total 1210:						142.20	.00	142.20	
1256	BOUND TREE MEDICAL L	85563480	EMS - SUPPLIES	1	11/18/2024	714.39	.00	714.39	12/05/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 1256:						714.39	.00	714.39	
1462	TASC	IN3285568	FSA ADMIN FEE	1	11/17/2024	175.12	.00	175.12	12/05/2024
Total 1462:						175.12	.00	175.12	
1694	HEARTLAND LITHO	66681	PRINTING BILLS MAY 202	1	06/15/2024	200.95	.00	200.95	12/05/2024
		66681	PRINTING BILLS MAY 202	2	06/15/2024	200.95	.00	200.95	12/05/2024
		66681	PRINTING BILLS MAY 202	3	06/15/2024	200.94	.00	200.94	12/05/2024
		66682	RECRUITMENT POST CA	1	06/15/2024	1,699.91	.00	1,699.91	12/05/2024
		66684	PRIDE CEREMONY BRO	1	06/15/2024	131.54	.00	131.54	12/05/2024
		66726	RECEIPT BOOKS	1	11/22/2024	206.91	.00	206.91	12/05/2024
		66726	RECEIPT BOOKS	2	11/22/2024	43.89	.00	43.89	12/05/2024
		66726	RECEIPT BOOKS	3	11/22/2024	37.62	.00	37.62	12/05/2024
		66726	RECEIPT BOOKS	4	11/22/2024	37.62	.00	37.62	12/05/2024
		66726	RECEIPT BOOKS	5	11/22/2024	106.59	.00	106.59	12/05/2024
		66726	RECEIPT BOOKS	6	11/22/2024	106.59	.00	106.59	12/05/2024
		66726	RECEIPT BOOKS	7	11/22/2024	62.70	.00	62.70	12/05/2024
		66726	RECEIPT BOOKS	8	11/22/2024	25.08	.00	25.08	12/05/2024
Total 1694:						3,061.29	.00	3,061.29	
1709	VON BRIESEN & ROPER	477079	PERSONNEL ISSUES	1	11/29/2024	10,194.75	.00	10,194.75	12/05/2024
		477079	PERSONNEL ISSUES	2	11/29/2024	10,194.75	.00	10,194.75	12/05/2024
Total 1709:						20,389.50	.00	20,389.50	
1733	MOTOROLA SOLUTIONS	1411146647	SQUAD VIDEO ANNUAL F	1	11/30/2024	1,170.00	.00	1,170.00	12/05/2024
Total 1733:						1,170.00	.00	1,170.00	
1896	NAPA AUTO PARTS	968279	VEHICLE MAINTENANCE	1	11/22/2024	136.11	.00	136.11	12/05/2024
		968279	VEHICLE MAINTENANCE	2	11/22/2024	37.13	.00	37.13	12/05/2024
		968279	VEHICLE MAINTENANCE	3	11/22/2024	37.13	.00	37.13	12/05/2024
		968279	VEHICLE MAINTENANCE	4	11/22/2024	37.13	.00	37.13	12/05/2024
		968280	2019 AMB GASKET, FILTE	1	11/22/2024	19.88	.00	19.88	12/05/2024
		969132	VEHICLE MAINTENANCE	1	11/29/2024	15.38-	.00	15.38-	12/05/2024
		969132	VEHICLE MAINTENANCE	2	11/29/2024	15.38-	.00	15.38-	12/05/2024
		969132	VEHICLE MAINTENANCE	3	11/29/2024	15.38-	.00	15.38-	12/05/2024
		969132	VEHICLE MAINTENANCE	4	11/29/2024	56.40-	.00	56.40-	12/05/2024
Total 1896:						164.84	.00	164.84	
1909	CATERPILLAR FINANCIA	36215992	SKID STEER	1	12/02/2024	253.23	.00	253.23	12/05/2024
		36215992	SKID STEER	2	12/02/2024	253.22	.00	253.22	12/05/2024
		36215992	SKID STEER	3	12/02/2024	253.22	.00	253.22	12/05/2024
		36215992	SKID STEER	4	12/02/2024	759.68	.00	759.68	12/05/2024
Total 1909:						1,519.35	.00	1,519.35	
1989	CORPORATE BUSINESS	37959415	PW COPIER	1	11/25/2024	72.55	.00	72.55	12/05/2024
		37959415	PW COPIER	2	11/25/2024	19.77	.00	19.77	12/05/2024
		37959415	PW COPIER	3	11/25/2024	19.77	.00	19.77	12/05/2024
		37959415	PW COPIER	4	11/25/2024	19.77	.00	19.77	12/05/2024
		37959416	COPIER LEASE	1	11/25/2024	221.98	.00	221.98	12/05/2024
		37978643	COPIER LEASE	1	11/26/2024	114.00	.00	114.00	12/05/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 1989:						467.84	.00	467.84	
2042	THOMSON REUTERS	851149234	THOMSON REUTERS SO	1	12/01/2024	234.00	.00	234.00	12/05/2024
Total 2042:						234.00	.00	234.00	
2058	MICROMARKETING LLC	968107	AUDIOBOOKS	1	11/19/2024	46.99	.00	46.99	12/05/2024
		968187	AUDIO BOOKS	1	11/19/2024	165.92	.00	165.92	12/05/2024
		968605	AUDIO BOOKS	1	11/27/2024	45.99	.00	45.99	12/05/2024
Total 2058:						258.90	.00	258.90	
2066	PELLITTERI WASTE SYS	5452574	RECYCLING SERVICE	1	11/30/2024	15,190.00	.00	15,190.00	12/05/2024
		5452574	TRASH SERVICE	2	11/30/2024	23,405.00	.00	23,405.00	12/05/2024
		5452574	ADMIN SHRED	3	11/30/2024	58.94	.00	58.94	12/05/2024
		5452574	PD SHRED (50.03 CHARG	4	11/30/2024	54.78	.00	54.78	12/05/2024
		5452574	PSC TRASH SERVICE	5	11/30/2024	126.00	.00	126.00	12/05/2024
		5452574	PSC RECYCLING SERVIC	6	11/30/2024	101.91	.00	101.91	12/05/2024
Total 2066:						38,936.63	.00	38,936.63	
2082	NASSCO INC	6493633	NASSCO FLOOR CLEAN	1	11/21/2024	129.93	.00	129.93	12/05/2024
Total 2082:						129.93	.00	129.93	
2100	WAUKESHA COUNTY TE	S0847852	TUITION AND FEES SCO	1	11/26/2024	350.00	.00	350.00	12/05/2024
Total 2100:						350.00	.00	350.00	
2298	VIKING ELECTRIC SUPPL	S008672842.	MUNICIPAL BUILDING-LI	1	11/27/2024	87.81	.00	87.81	12/05/2024
		S008672842.	MUNICIPAL BUILDING-LI	1	12/02/2024	18.90	.00	18.90	12/05/2024
Total 2298:						106.71	.00	106.71	
16241	WI DEPT OF JUSTICE	L1373T-1130	BACKGROUND CHECKS	1	11/30/2024	56.00	.00	56.00	12/05/2024
Total 16241:						56.00	.00	56.00	
16257	CORPORATE BUSINESS	371357	LIBRARY COPIER	1	12/04/2024	111.94	.00	111.94	12/05/2024
Total 16257:						111.94	.00	111.94	
16394	WISCONSIN STATE JOUR	215524-1202	NEWSPAPER SUBSCRIP	1	12/02/2024	31.99	.00	31.99	12/05/2024
Total 16394:						31.99	.00	31.99	
16444	ANGELO'S	121024	HOLIDAY LUNCH	1	12/05/2024	805.00	.00	805.00	12/05/2024
Total 16444:						805.00	.00	805.00	
16509	MIDWEST TAPE	506400291	DVDS	1	11/27/2024	26.99	.00	26.99	12/05/2024
Total 16509:						26.99	.00	26.99	
16542	PREMIUM APPRAISAL LL	2024-256	5410 BASHFORD ST TID	1	11/30/2024	500.00	.00	500.00	12/05/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16542:						500.00	.00	500.00	
16547	PELLION BENEFITS	LA-120224	RETIREMENT SICK LEAV	1	12/02/2024	12,527.81	.00	12,527.81	12/05/2024
Total 16547:						12,527.81	.00	12,527.81	
16640	TOP PACK DEFENSE LLC	14648	SCHNEIDER UNIFORM	1	11/25/2024	747.65	.00	747.65	12/05/2024
		14673	NEW OFFICER PATCHES	1	11/29/2024	140.00	.00	140.00	12/05/2024
Total 16640:						887.65	.00	887.65	
16777	AT&T MOBILITY II LLC	2873268713	FIRSTNET OCT & NOV	1	11/12/2024	996.59	.00	996.59	11/27/2024
		2873326607	OCTOBER FIRSTNET	1	11/12/2024	660.47	.00	660.47	12/05/2024
		2873326607	FIRST NET - CRADLE POI	2	11/12/2024	763.85	.00	763.85	12/05/2024
		2873326607	FIRST NET - CRADLE POI	3	11/12/2024	763.85	.00	763.85	12/05/2024
		28734591101	LIBRARY CELL PHONE	1	11/12/2024	37.09	.00	37.09	12/05/2024
Total 16777:						3,221.85	.00	3,221.85	
16782	MADISON EMERGENCY	INV1658	MEDICAL DIRECTION	1	12/04/2024	1,400.00	.00	1,400.00	12/05/2024
Total 16782:						1,400.00	.00	1,400.00	
16897	GERBER LEISURE PROD	11276	PARK BENCH	1	11/25/2024	1,927.00	.00	1,927.00	12/05/2024
		11276.1	PARK BENCH REPAIR	1	11/25/2024	832.00	.00	832.00	12/05/2024
Total 16897:						2,759.00	.00	2,759.00	
17084	AMAZON CAPITAL SERVI	1339-JNNC-	LIBRARY OFFICE SUPPLI	1	11/22/2024	80.52	.00	80.52	12/05/2024
		139W-JYGF-	JOE'S PHONE	1	12/02/2024	12.96	.00	12.96	12/05/2024
		13HF-CNXD-	AMAZON HOOKS & BATT	1	11/21/2024	103.09	.00	103.09	12/05/2024
		174X-RFH9-	OFFICE SUPPLIES	1	11/27/2024	74.32	.00	74.32	12/05/2024
		17FR-Q3Q9-	AMAZON WALLET	1	11/20/2024	35.97	.00	35.97	12/05/2024
		1CXG-3FMH-	DVDS & CDS	1	11/24/2024	70.56	.00	70.56	12/05/2024
		1DWP-W3FH	AMAZON WALL CLOCK -	1	11/22/2024	39.90	.00	39.90	12/05/2024
		1FFR-9YFV-	STETHOSCOPE -- EMT P	1	11/22/2024	99.98	.00	99.98	12/05/2024
		1FMD-YXVW	AMAZON REPLACEMENT	1	11/25/2024	13.87	.00	13.87	12/05/2024
		1GX4-THMM	VINYL CEMENT ADHESIV	1	11/25/2024	21.98	.00	21.98	12/05/2024
		1LFV-GMC1-	DESK PHONE HEADSET	1	11/20/2024	23.99	.00	23.99	12/05/2024
		1MPW-4MFV	LIBRARY OFFICE SUPPLI	1	12/02/2024	127.11	.00	127.11	12/05/2024
		1P1D-NYJK-	DVDS & CDS	1	11/23/2024	127.69	.00	127.69	12/05/2024
		1VD1-94W9-	LIBRARY OFFICE SUPPLI	1	11/25/2024	143.87	.00	143.87	12/05/2024
		1VD1-94W9-	LIBRARY BOOK	2	11/25/2024	11.99	.00	11.99	12/05/2024
		1VKP-XFD7-	DVDS & CDS	1	11/21/2024	16.47	.00	16.47	12/05/2024
		1WDH-Y11W	PW SHOP SUPPLIES	1	11/27/2024	49.40	.00	49.40	12/05/2024
		1WDH-Y11W	PW SHOP SUPPLIES	2	11/27/2024	13.48	.00	13.48	12/05/2024
		1WDH-Y11W	PW SHOP SUPPLIES	3	11/27/2024	13.48	.00	13.48	12/05/2024
		1WDH-Y11W	PW SHOP SUPPLIES	4	11/27/2024	13.48	.00	13.48	12/05/2024
Total 17084:						1,094.11	.00	1,094.11	
17133	GLETTY-SYOEN, KATIE	KGS-111524	CMDC - MILEAGE	1	11/15/2024	32.83	.00	32.83	12/05/2024
		KGS-111524	VOLUNTEER MILEAGE	2	11/15/2024	32.83	.00	32.83	12/05/2024
		KGS-111524	COFFEE & DONUTS - CO	3	11/15/2024	54.83	.00	54.83	12/05/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17133:						120.49	.00	120.49	
17134	CORE & MAIN	V770230	WATER SUPPLIES	1	11/22/2024	1,000.00	.00	1,000.00	12/05/2024
		V770230	WATER SUPPLIES	2	11/22/2024	1,000.00	.00	1,000.00	12/05/2024
		V770230	WATER SUPPLIES	3	11/22/2024	7,655.12	.00	7,655.12	12/05/2024
		W083206	HYDRANT PARTS	1	12/02/2024	2,232.00	.00	2,232.00	12/05/2024
		W083207	HYDRANT PARTS	1	11/27/2024	928.65	.00	928.65	12/05/2024
		W083222	HYDRANT PARTS	1	12/02/2024	182.22	.00	182.22	12/05/2024
Total 17134:						12,997.99	.00	12,997.99	
17318	TDS	112224-VOM	ADMIN PHONE/INTERNE	1	11/22/2024	294.46	.00	294.46	11/27/2024
		112224-VOM	COM & TECH PHONE/TV/I	2	11/22/2024	212.28	.00	212.28	11/27/2024
		112224-VOM	COM DEV PHONE/INTER	3	11/22/2024	180.04	.00	180.04	11/27/2024
		112224-VOM	COM DEV AFT HR RENTA	4	11/22/2024	19.28	.00	19.28	11/27/2024
		112224-VOM	COM DEV AFT HR RENTA	5	11/22/2024	4.82	.00	4.82	11/27/2024
		112224-VOM	COURT PHONE/INTERNE	6	11/22/2024	51.23	.00	51.23	11/27/2024
		112224-VOM	FACILITIES PHONE	7	11/22/2024	416.24	.00	416.24	11/27/2024
		112224-VOM	FIRE/EMS TV/INTERNET/	8	11/22/2024	793.19	.00	793.19	11/27/2024
		112224-VOM	LIBRARY INTERNET/PHO	9	11/22/2024	316.30	.00	316.30	11/27/2024
		112224-VOM	OUTREACH INTERNET	10	11/22/2024	65.60	.00	65.60	11/27/2024
		112224-VOM	OUTREACH PHONE	11	11/22/2024	104.41	.00	104.41	11/27/2024
		112224-VOM	PD TV/INTERNET/PHONE	12	11/22/2024	959.33	.00	959.33	11/27/2024
Total 17318:						3,417.18	.00	3,417.18	
17426	IDEMIA IDENTITY & SECU	176131	LIVE SCAN MAINTENANC	1	11/15/2024	1,979.00	.00	1,979.00	11/27/2024
Total 17426:						1,979.00	.00	1,979.00	
17440	HUDACK, ALLISON	AH110524	ELECTION INSPECTOR	1	11/05/2024	46.00	.00	.00	Multiple
		AH110524	ELECTION INSPECTOR	2	11/05/2024	46.00-			
Total 17440:						.00	.00	.00	
17518	WITMER PUBLIC SAFETY	INV546148	WITMER FORCIBLE ENT	1	09/23/2024	9,280.22	.00	9,280.22	12/05/2024
Total 17518:						9,280.22	.00	9,280.22	
17528	HGA	256927	MUNICIPAL/COMMUNITY	1	11/22/2024	131,338.17	.00	131,338.17	12/05/2024
Total 17528:						131,338.17	.00	131,338.17	
17533	TERCEK, ROBERT	1.15950.02-1	REFUND DUPLICATE PM	1	12/03/2024	181.13	.00	181.13	12/05/2024
Total 17533:						181.13	.00	181.13	
17556	VOIANCE LANGUAGE SE	2024082760	INTERPRETATION SERVI	1	11/30/2024	39.33	.00	39.33	12/05/2024
Total 17556:						39.33	.00	39.33	
17569	MCFARLAND ACE HARD	012545/T	LEWIS PARK FACILITY M	1	11/21/2024	13.47	.00	13.47	12/05/2024
		012550/T	ICE MELT FOR CROSSIN	1	11/22/2024	32.37	.00	32.37	12/05/2024
		012551/T	LEWIS PARK FACILITY M	1	11/22/2024	2.99	.00	2.99	12/05/2024
		012558/T	MEK - CLEANER	1	11/22/2024	35.99	.00	35.99	12/05/2024
		012560/T	PW SUPPLIES	1	11/22/2024	2.70	.00	2.70	12/05/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		012560/T	PW SUPPLIES	2	11/22/2024	2.70	.00	2.70	12/05/2024
		012560/T	PW SUPPLIES	3	11/22/2024	2.70	.00	2.70	12/05/2024
		012560/T	PW SUPPLIES	4	11/22/2024	9.88	.00	9.88	12/05/2024
		012573/T	PW SUPPLIES	1	11/25/2024	3.64	.00	3.64	12/05/2024
		012573/T	PW SUPPLIES	2	11/25/2024	3.64	.00	3.64	12/05/2024
		012573/T	PW SUPPLIES	3	11/25/2024	3.64	.00	3.64	12/05/2024
		012573/T	PW SUPPLIES	4	11/25/2024	13.37	.00	13.37	12/05/2024
		012574/T	PW SUPPLIES	1	11/25/2024	3.00	.00	3.00	12/05/2024
		012574/T	PW SUPPLIES	2	11/25/2024	3.00	.00	3.00	12/05/2024
		012574/T	PW SUPPLIES	3	11/25/2024	3.00	.00	3.00	12/05/2024
		012574/T	PW SUPPLIES	4	11/25/2024	10.99	.00	10.99	12/05/2024
		012575/T	HOLIDAY LIGHTS	1	11/25/2024	26.60	.00	26.60	12/05/2024
		012580/T	VEHICLE MAINTENANCE	1	11/25/2024	4.45	.00	4.45	12/05/2024
		012580/T	VEHICLE MAINTENANCE	2	11/25/2024	4.45	.00	4.45	12/05/2024
		012580/T	VEHICLE MAINTENANCE	3	11/25/2024	4.45	.00	4.45	12/05/2024
		012580/T	VEHICLE MAINTENANCE	4	11/25/2024	16.32	.00	16.32	12/05/2024
		012587/T	PW SUPPLIES	1	11/26/2024	1.62	.00	1.62	12/05/2024
		012587/T	PW SUPPLIES	2	11/26/2024	1.62	.00	1.62	12/05/2024
		012587/T	PW SUPPLIES	3	11/26/2024	1.62	.00	1.62	12/05/2024
		012587/T	PW SUPPLIES	4	11/26/2024	5.95	.00	5.95	12/05/2024
		012593/T	LIGHTS AT MUNICIPAL C	1	11/27/2024	26.97	.00	26.97	12/05/2024
		012602/T	WATER SAMPLES	1	11/30/2024	5.38	.00	5.38	12/05/2024
		012622/T	PW SUPPLIES	1	12/03/2024	17.09	.00	17.09	12/05/2024
Total 17569:						263.60	.00	263.60	
17599	QUADIENT LEASING USA	Q1602057	POSTAGE MACHINE LEA	1	11/16/2024	458.10	.00	458.10	11/27/2024
Total 17599:						458.10	.00	458.10	
17600	QUADIENT FINANCE USA	112424	POSTAGE	1	11/24/2024	2,000.00	.00	2,000.00	12/05/2024
Total 17600:						2,000.00	.00	2,000.00	
17675	POWERDMS INC	INV-126564	POWER DMS POLICY SU	1	11/27/2024	526.68	.00	526.68	12/05/2024
Total 17675:						526.68	.00	526.68	
17685	INGRAM LIBRARY SERVI	63126624	BOOKS	1	11/19/2024	1,054.26	.00	1,054.26	12/05/2024
		63127569	BOOKS	1	11/22/2024	130.33	.00	130.33	12/05/2024
		63128379	BOOKS	1	11/26/2024	763.98	.00	763.98	12/05/2024
		63128517	BOOKS	1	11/27/2024	118.24	.00	118.24	12/05/2024
		67764812	BOOKS	1	11/18/2024	320.62	.00	320.62	12/05/2024
Total 17685:						2,387.43	.00	2,387.43	
17782	GFC LEASING - WI	I00974779	COPIER LEASE	1	12/01/2024	181.93	.00	181.93	12/05/2024
Total 17782:						181.93	.00	181.93	
17789	TRANSUNION RISK AND	6174432-202	DATA SEARCH SERVICE	1	12/01/2024	75.00	.00	75.00	12/05/2024
Total 17789:						75.00	.00	75.00	
17843	KANOPY INC	KDEP-23317	STREAMING SERVICE	1	12/04/2024	3,000.00	.00	3,000.00	12/05/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17843:						3,000.00	.00	3,000.00	
17845	DANE COUNTY TREASU	45829	EMS MEDICATIONS	1	11/27/2024	216.05	.00	216.05	12/05/2024
Total 17845:						216.05	.00	216.05	
17870	STANARD & ASSOCIATES	SA00005983	RECRUIT TESTING	1	11/27/2024	550.00	.00	550.00	12/05/2024
Total 17870:						550.00	.00	550.00	
17920	GORDON FLESCH CO IN	IN14933683	EXTRA COPIES	1	11/20/2024	1.13	.00	1.13	12/05/2024
Total 17920:						1.13	.00	1.13	
18068	SIMPLE NETWORK CON	32428	VEEAM PSC	1	12/01/2024	297.00	.00	297.00	12/05/2024
		32429	COURT	1	12/01/2024	19.48	.00	19.48	12/05/2024
		32429	GEN ADMIN	2	12/01/2024	442.19	.00	442.19	12/05/2024
		32429	POLICE	3	12/01/2024	200.32	.00	200.32	12/05/2024
		32429	FIRE/EMS	4	12/01/2024	85.39	.00	85.39	12/05/2024
		32429	OUTREACH	5	12/01/2024	26.00	.00	26.00	12/05/2024
		32429	COMM DEV	6	12/01/2024	19.48	.00	19.48	12/05/2024
		32429	PUBLIC WORKS	7	12/01/2024	26.56	.00	26.56	12/05/2024
		32429	WATER	8	12/01/2024	143.07	.00	143.07	12/05/2024
		32429	SEWER	9	12/01/2024	143.15	.00	143.15	12/05/2024
		32429	STORMWATER	10	12/01/2024	143.12	.00	143.12	12/05/2024
		32429	EMGMT	11	12/01/2024	6.49	.00	6.49	12/05/2024
		32429	SW ALLOCATION	12	12/01/2024	39.75	.00	39.75	12/05/2024
		32431	COURT	1	12/01/2024	9.08	.00	9.08	12/05/2024
		32431	GEN ADMIN	2	12/01/2024	206.06	.00	206.06	12/05/2024
		32431	POLICE	3	12/01/2024	93.36	.00	93.36	12/05/2024
		32431	FIRE/EMS	4	12/01/2024	39.79	.00	39.79	12/05/2024
		32431	OUTREACH	5	12/01/2024	12.11	.00	12.11	12/05/2024
		32431	COMM DEV	6	12/01/2024	9.08	.00	9.08	12/05/2024
		32431	PUBLIC WORKS	7	12/01/2024	12.38	.00	12.38	12/05/2024
		32431	WATER	8	12/01/2024	66.67	.00	66.67	12/05/2024
		32431	SEWER	9	12/01/2024	66.71	.00	66.71	12/05/2024
		32431	STORMWATER	10	12/01/2024	66.70	.00	66.70	12/05/2024
		32431	EMGMT	11	12/01/2024	3.03	.00	3.03	12/05/2024
		32431	SW ALLOCATION	12	12/01/2024	18.53	.00	18.53	12/05/2024
		32432	COURT	1	12/01/2024	21.62	.00	21.62	12/05/2024
		32432	GEN ADMIN	2	12/01/2024	490.82	.00	490.82	12/05/2024
		32432	POLICE	3	12/01/2024	222.35	.00	222.35	12/05/2024
		32432	FIRE/EMS	4	12/01/2024	94.78	.00	94.78	12/05/2024
		32432	OUTREACH	5	12/01/2024	28.86	.00	28.86	12/05/2024
		32432	COMM DEV	6	12/01/2024	21.62	.00	21.62	12/05/2024
		32432	PUBLIC WORKS	7	12/01/2024	29.49	.00	29.49	12/05/2024
		32432	WATER	8	12/01/2024	158.80	.00	158.80	12/05/2024
		32432	SEWER	9	12/01/2024	158.89	.00	158.89	12/05/2024
		32432	STORMWATER	10	12/01/2024	158.86	.00	158.86	12/05/2024
		32432	EMGMT	11	12/01/2024	7.21	.00	7.21	12/05/2024
		32432	SW ALLOCATION	12	12/01/2024	44.12	.00	44.12	12/05/2024
		32433	COURT	1	12/01/2024	30.08	.00	30.08	12/05/2024
		32433	GEN ADMIN	2	12/01/2024	682.73	.00	682.73	12/05/2024
		32433	POLICE	3	12/01/2024	309.30	.00	309.30	12/05/2024
		32433	FIRE/EMS	4	12/01/2024	131.84	.00	131.84	12/05/2024
		32433	OUTREACH	5	12/01/2024	40.14	.00	40.14	12/05/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		32433	COMM DEV	6	12/01/2024	30.08	.00	30.08	12/05/2024
		32433	PUBLIC WORKS	7	12/01/2024	41.02	.00	41.02	12/05/2024
		32433	WATER	8	12/01/2024	220.90	.00	220.90	12/05/2024
		32433	SEWER	9	12/01/2024	221.02	.00	221.02	12/05/2024
		32433	STORMWATER	10	12/01/2024	220.98	.00	220.98	12/05/2024
		32433	EMGMT	11	12/01/2024	10.03	.00	10.03	12/05/2024
		32433	SW ALLOCATION	12	12/01/2024	61.38	.00	61.38	12/05/2024
		32437	2024 HARDWARE REPLA	1	12/02/2024	1,673.92	.00	1,673.92	12/05/2024
		MSP-32430	COURT	1	12/01/2024	45.10	.00	45.10	12/05/2024
		MSP-32430	GEN ADMIN	2	12/01/2024	1,023.81	.00	1,023.81	12/05/2024
		MSP-32430	POLICE	3	12/01/2024	463.81	.00	463.81	12/05/2024
		MSP-32430	FIRE/EMS	4	12/01/2024	197.70	.00	197.70	12/05/2024
		MSP-32430	OUTREACH	5	12/01/2024	60.19	.00	60.19	12/05/2024
		MSP-32430	COMM DEV	6	12/01/2024	45.10	.00	45.10	12/05/2024
		MSP-32430	PUBLIC WORKS	7	12/01/2024	61.50	.00	61.50	12/05/2024
		MSP-32430	WATER	8	12/01/2024	331.25	.00	331.25	12/05/2024
		MSP-32430	SEWER	9	12/01/2024	331.43	.00	331.43	12/05/2024
		MSP-32430	STORMWATER	10	12/01/2024	331.37	.00	331.37	12/05/2024
		MSP-32430	EMGMT	11	12/01/2024	15.03	.00	15.03	12/05/2024
		MSP-32430	SW ALLOCATION	12	12/01/2024	92.04	.00	92.04	12/05/2024
Total 18068:						10,304.67	.00	10,304.67	
18116	FORWARD PHARMACY O	103124	MEDICATIONS	1	10/31/2024	65.00	.00	65.00	12/05/2024
Total 18116:						65.00	.00	65.00	
18164	REVELATION PR ADVER	1653	SOCIAL MEDIA CONSULT	1	12/02/2024	300.00	.00	300.00	12/05/2024
Total 18164:						300.00	.00	300.00	
18171	JACOBS, ROBERT	RJ113024	UNIFORM ALLOWANCE B	1	11/30/2024	150.00	.00	150.00	12/05/2024
		RJ113024	UNIFORM ALLOWANCE C	2	11/30/2024	200.00	.00	200.00	12/05/2024
		RJ113024	STAFF TRAINING	3	11/30/2024	10.45	.00	10.45	12/05/2024
		RJ113024	STAFF TRAINING	4	11/30/2024	4.82	.00	4.82	12/05/2024
		RJ113024	STAFF TRAINING	5	11/30/2024	8.84	.00	8.84	12/05/2024
		RJ113024	STAFF TRAINING	6	11/30/2024	12.05	.00	12.05	12/05/2024
		RJ113024	STAFF TRAINING	7	11/30/2024	8.84	.00	8.84	12/05/2024
Total 18171:						395.00	.00	395.00	
18243	MADISON COLLEGE CPR	PS-24-060	MADISON COLLEGE RO	1	11/27/2024	54.16	.00	54.16	12/05/2024
Total 18243:						54.16	.00	54.16	
18289	E.H. WOLF & SONS INC	437222	PW OIL	1	11/14/2024	362.49	.00	362.49	12/05/2024
		437222	PW OIL	2	11/14/2024	362.49	.00	362.49	12/05/2024
		437222	PW OIL	3	11/14/2024	362.49	.00	362.49	12/05/2024
		437222	PW OIL	4	11/14/2024	1,329.11	.00	1,329.11	12/05/2024
Total 18289:						2,416.58	.00	2,416.58	
18343	WHIPPLE, RICH	RW083024	WATER CLASS	1	12/03/2024	413.05	.00	413.05	12/05/2024
		RW083024	WATER CLASS	2	12/03/2024	50.00	.00	50.00	12/05/2024
		RW083024	WATER CLASS	3	12/03/2024	50.00	.00	50.00	12/05/2024
		RW083024	WATER CLASS	4	12/03/2024	50.00	.00	50.00	12/05/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 18343:						563.05	.00	563.05	
18377	VESTIS LLC	6140490550	MAT RENTAL	1	11/22/2024	60.33	.00	60.33	12/05/2024
		6140494556	MAT RENTAL	1	11/29/2024	60.33	.00	60.33	12/05/2024
Total 18377:						120.66	.00	120.66	
18380	SECURIAN FINANCIAL G	76038 DEC 2	ACCIDENT PLAN	1	12/04/2024	149.80	.00	149.80	12/05/2024
Total 18380:						149.80	.00	149.80	
18385	VILLAGE OF MCFARLAN	25319001-11	4806 MCDANIEL BUBBLE	1	11/30/2024	659.52	.00	659.52	12/05/2024
Total 18385:						659.52	.00	659.52	
18401	ADVANCED CHEMICAL S	175125	HVAC CHEMICAL SERIVC	1	12/01/2024	600.00	.00	600.00	12/05/2024
Total 18401:						600.00	.00	600.00	
18407	WESTPHAL & SONS LAW	2451	5802-04 MAIN ST TID#4	1	11/04/2024	130.00	.00	130.00	11/27/2024
Total 18407:						130.00	.00	130.00	
18436	PRILL, COLLIN	CP100324	WATER CLASS REIMBUR	1	10/03/2024	398.35	.00	398.35	12/05/2024
		CP100324	WATER CLASS REIMBUR	2	10/03/2024	50.00	.00	50.00	12/05/2024
		CP100324	WATER CLASS REIMBUR	3	10/03/2024	50.00	.00	50.00	12/05/2024
		CP100324	WATER CLASS REIMBUR	4	10/03/2024	50.00	.00	50.00	12/05/2024
Total 18436:						548.35	.00	548.35	
18459	T.E. BRENNAN COMPANY	21216	INSURANCE SERVICES R	1	11/30/2024	7,329.10	.00	7,329.10	12/05/2024
Total 18459:						7,329.10	.00	7,329.10	
18474	SCOTT, JASON	JS112224	UNIFORM ALLOWANCE	1	11/22/2024	204.58	.00	204.58	12/05/2024
Total 18474:						204.58	.00	204.58	
18487	NUTE, SERGIO CARLOS	121124	OUTREACH HOLIDAY PA	1	12/11/2024	175.00	.00	175.00	12/05/2024
Total 18487:						175.00	.00	175.00	
18488	CONCRETE LIFTING TEC	4019	CONCRETE LIFT	1	11/21/2024	3,673.14	.00	3,673.14	12/05/2024
Total 18488:						3,673.14	.00	3,673.14	
18489	GRACE COFFEE CO	000002	PASTRIES FOR CARING	1	11/18/2024	150.00	.00	150.00	12/05/2024
		120324	VOLUNTEER RECOGNITI	1	12/03/2024	500.00	.00	500.00	12/05/2024
Total 18489:						650.00	.00	650.00	
18490	DURAND, KELSEY	KD112524	EMPLOYMENT TESTING	1	11/25/2024	411.00	.00	411.00	11/27/2024
Total 18490:						411.00	.00	411.00	
18491	EMERSON, MALLORY	1.15890.05-1	REFUND ON FINAL BILL	1	12/03/2024	64.25	.00	64.25	12/05/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 18491:						64.25	.00	64.25	
18492	STEVENSON, DAVID	1.15903.06-1	REFUND ON FINAL BILL	1	12/03/2024	45.91	.00	45.91	12/05/2024
Total 18492:						45.91	.00	45.91	
18493	COMBS, SABRINA	1.15940.05-1	REFUND ON FINAL BILL	1	12/03/2024	246.19	.00	246.19	12/05/2024
Total 18493:						246.19	.00	246.19	
18494	MIESFELD, LARRY	1.15960.06-1	REFUND ON FINAL BILL	1	12/03/2024	116.88	.00	116.88	12/05/2024
Total 18494:						116.88	.00	116.88	
18495	SPAULDING GROUP	1.15900.03-1	REFUND ON FINAL BILL	1	12/03/2024	40.76	.00	40.76	12/05/2024
		1.15901.03-1	REFUND ON FINAL BILL	1	12/03/2024	89.37	.00	89.37	12/05/2024
		1.15920.05-1	REFUND FOR FINAL BILL	1	12/03/2024	89.37	.00	89.37	12/05/2024
		7.25000.01-1	REFUND ON FINAL BILL	1	12/03/2024	188.00	.00	188.00	12/05/2024
Total 18495:						407.50	.00	407.50	
18496	HILLESTAD GLASS CO	2024-222	FACILITY MAINTENANCE	1	10/25/2024	527.00	.00	527.00	12/05/2024
Total 18496:						527.00	.00	527.00	
Grand Totals:						356,332.31	.00	356,332.31	

Report Criteria:
Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Payee	Payee ID	Amount
11/30/2024	PC	12/06/2024	BRACEY, JOSEPH	412	2,034.64
11/30/2024	CDPT	12/06/2024	FIRE FIGHTERS LOCAL 31	8	221.13
11/30/2024	CDPT	12/06/2024	WPPA TREASURER	6	471.00

PAYROLL RELATED \$2,726.77

VILLAGE OF MCFARLAND

RESOLUTION 2024-24

**A RESOLUTION DISSOLVING THE COMMUNICATION AND TECHNOLOGY FUND
WITHIN THE VILLAGE’S CHART OF ACCOUNTS**

WHEREAS, the Village previously had established fund 200 within the Village chart of accounts to account for revenues and expenses related to Communication and Technology functions of the village

WHEREAS, in 2023 the Village approved reorganization of both functions within the village. As a result, the Communication and Technology department was abolished and functions reassigned to the Administration Department;

NOW THEREFORE BE IT RESOLVED, the Communication and Technology Fund (200) is to be dissolved on December 31, 2024. All fund balance remaining in Fund 200 after the 2024 audit shall be transferred to the general fund.

This Resolution was duly adopted at a meeting of the Village Board of the Village of McFarland on the 10th day of December 2024.

APPROVED:

Carolyn A. Clow
Village President

ATTEST:

Cassandra Suettinger
Deputy Administrator/Clerk

RESOLUTION # 2024-24	
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: Tuesday, December 10, 2024

SECTION: Business

DEPARTMENT: Outreach

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Motion to approve a service agreement with Dane County for funding to provide case management and nutrition services through the Senior Outreach Department as a Focal Point.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Enclosed is our annual agreement with Dane County to receive funds to support services we provide through our Senior Outreach Department as a Focal Point. These services include case management and nutrition based services within the Village as well as our service territory. This does not change our agreements with the other Communities within the service territory. Services funded remain the same and in doing so continues to use these funds to support Seniors in our Community.

FINANCIAL/BUDGET IMPACT:

Proposed 2025 amount is \$1,103 less than the previous year after we received a nearly \$8,000 increase the prior year.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval on the Consent Agenda.

ATTACHMENTS:

1. 87609 Village of McFarland POS DAS

DCDHS - COUNTY OF DANE

Purchase of Services Agreement

Agreement No: 87609
Begin Date: 1/1/2025
Expiration Date: 12/31/2025
Authority: Res. NA
Maximum Cost: \$118,013
Number of Pages: 41
Corporation Counsel Approval: SHR 11.5.24

THIS AGREEMENT is made and entered into by and between the County of Dane (hereafter referred to as "COUNTY") and Village of McFarland (hereafter, "PROVIDER"), as of the respective dates representatives of both parties have affixed their respective signatures.

WHEREAS COUNTY, whose address is 1202 Northport Drive, Madison, WI 53704, desires to purchase services from PROVIDER, whose address is 5915 Milwaukee St, McFarland WI 53558 for the purpose of:

Congregate Meals (SPC 401)
Home Delivered Meals (SPC 402)
Case Management (SPC 604)

These services are more particularly described in Schedule A.

AND WHEREAS Provider is able and willing to provide such services;

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

[End of Page]

I. TERM.

The term of this Agreement shall commence as of the *Begin Date* and shall end as of the *Expiration Date*, both of which are set forth on page one (1) hereof. PROVIDER shall complete its service obligations under this Agreement not later than the *Expiration Date*. COUNTY shall not be liable for any services performed by PROVIDER other than during the term of this Agreement. COUNTY shall never pay more than the *Maximum Cost* as stated above for all services.

II. SERVICES.

- A. PROVIDER agrees to provide the services detailed in the bid specifications, if any; the request for proposals (RFP) and PROVIDER's response thereto, if any; and on the attached *Schedule A*, which is fully incorporated herein by reference. In the event of a conflict between or among the bid specifications, the RFP or responses thereto, or the terms of *Schedule A* or any of them, it is agreed that the terms of *Schedule A*, to the extent of any conflict, are controlling.
- B. PROVIDER shall furnish the services contained in and comply with the performance and productivity requirements contained in the *Program Summary* document, which is attached hereto and fully incorporated herein by reference. PROVIDER shall complete its obligations under this Agreement in a sound, economical and efficient manner in accordance with this Agreement and all applicable laws.
- C. COUNTY will make payments for services rendered under this Agreement as and in the manner specified herein and in *Schedule B* if attached, which shall be fully incorporated herein by reference.
- D. PROVIDER agrees to make such reports as are required by this Agreement and in the attached *Schedule C*, which is fully incorporated herein by reference.
- E. PROVIDER agrees to secure at PROVIDER's own expense all personnel with the necessary training, supervision and qualifications necessary to carry out PROVIDER's obligations under this Agreement. Such personnel shall not be deemed to be employees of COUNTY. PROVIDER shall ensure PROVIDER's personnel are instructed that they will not have any direct contractual relationship with COUNTY. COUNTY shall not participate in or have any authority over any aspect of PROVIDER's personnel policies and practices, and shall not be liable for actions arising from such policies and practices.
- F. COUNTY shall have the right to request replacement of personnel. PROVIDER shall comply where such personnel are deemed by COUNTY to present a risk to consumers. In other instances, PROVIDER and COUNTY shall cooperate to reach a reasonable resolution on the issue presented.
- G. PROVIDER warrants that it has complied with all necessary requirements to do business in the State of Wisconsin and has met all applicable state and federal statutes, rules, regulations, service standards, certifications and assurances required to provide the services contracted for under this Agreement.
- H. PROVIDER shall notify COUNTY immediately, in writing, of any change in its registered agent, his or her address, and/or PROVIDER's legal status. For a partnership, the term 'registered agent' shall mean a general partner.
- I. PROVIDER understands that time is of the essence as to all PROVIDER requirements.
- J. Unless specified differently herein, a PROVIDER shall maintain a consistent volume of service delivery throughout the months of the Agreement as determined by COUNTY.

SECTION A
(Non-Discrimination)

III. NON-DISCRIMINATION.

- A. During the term of this Agreement, PROVIDER agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or

conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s).

- B. PROVIDER agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional bases, and exceptions shall be permitted only to the extent allowable in state or federal law.

IV. AFFIRMATIVE ACTION.

- A. If PROVIDER has twenty (20) or more employees and receives \$20,000 in annual contracts with COUNTY, PROVIDER shall file an Affirmative Action Plan with the Dane County Contract Compliance Officer in accord with Chapter 19 of the Dane County Code of Ordinances. Such plan must be filed within fifteen (15) days of the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by COUNTY.
- B. PROVIDER shall also, during the term of this Agreement, provide copies of all announcements of employment opportunities to COUNTY's Contract Compliance office, and shall report annually the number of persons, by race, ethnicity, gender, and disability, status, who apply for employment and, similarly classified, the number hired and the number rejected.
- C. PROVIDER agrees to furnish all information and reports required by COUNTY's Contract Compliance Officer as the same relate to affirmative action and nondiscrimination, which may include any books, records, or accounts deemed appropriate to determine compliance with Chapter 19, D. C. Ords., and the provisions of this Agreement.

V. AMERICANS WITH DISABILITIES ACT COMPLIANCE.

- A. PROVIDER and all Subcontractors agree not to discriminate on the basis of disability in accordance with The Americans with Disabilities Act (ADA) of 1990, the Wisconsin Statutes secs. 111.321 and 111.34, and Chapter 19 of the Dane County Code of Ordinances. PROVIDER agrees to post in conspicuous places, available to employees, service recipients, and applicants for employment and services, notices setting forth the provisions of this paragraph.
- B. PROVIDER shall give priority to those methods that offer programs and activities to disabled persons in the most integrated setting. Where service or program delivery is housed in an inaccessible location, and accessible alterations are not readily achievable, PROVIDER agrees to offer "programmatic accessibility" to recipients (real or potential) of said services and programs (e.g. change time/location of service).
- C. PROVIDER agrees that it will employ staff with special translation and sign language skills appropriate to the needs of the client population, or will purchase the services of qualified adult interpreters who are available within a reasonable time to communicate with hearing impaired clients. PROVIDER agrees to train staff in human relations techniques and sensitivity to persons with disabilities. PROVIDER agrees to make programs and facilities accessible, as appropriate, through outstations, authorized representatives, adjusted work hours, ramps, doorways, elevators, or ground floor rooms. PROVIDER agrees to provide, free of charge, all documents necessary to its clients' meaningful participation in PROVIDER's programs and services in alternative formats and languages appropriate to the needs of the client population, including, but not limited to, Braille, large print and verbally transcribed or translated taped information. The PROVIDER agrees that it will train its staff on the content of these policies and will invite its applicants and clients to identify themselves as persons needing additional assistance or accommodations in order to apply for or participate in PROVIDER's programs and services.

VI. BILINGUAL SERVICES.

PROVIDER agrees to maintain comprehensive policies to ensure compliance with Title VI of the Civil Rights Act of 1964, as updated to address the needs of employees and clients with limited English proficiency. PROVIDER agrees that it will employ staff with bilingual or special foreign language translation skills appropriate to the needs of the client population, or will purchase the services of qualified adult interpreters who are available within a reasonable time to communicate with clients who have limited English proficiency. PROVIDER will provide, free of charge, all documents necessary to its clients' meaningful participation in PROVIDER's programs and services in alternative languages appropriate to the needs of the client population. PROVIDER agrees that it will train its staff on the content of these policies and will invite its applicants and clients to identify themselves as persons needing additional assistance or accommodations in order to apply or participate in PROVIDER's programs and services.

VII. CIVIL RIGHTS COMPLIANCE.

- A. If PROVIDER has twenty (20) or more employees and receives \$20,000 in annual contracts with COUNTY, PROVIDER shall submit to the COUNTY a current Civil Rights Compliance Plan (CRC) for Meeting Equal Opportunity Requirements under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Service Health Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981 and Americans with Disabilities Act (ADA) of 1990. PROVIDER shall also file an Affirmative Action (AA) Plan with COUNTY in accordance with the requirements of Chapter 19 of the Dane County Code of Ordinances. PROVIDER shall submit a copy of its discrimination complaint form with its CRC/AA Plan. The CRC/AA Plan must be submitted prior to the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by COUNTY. If an approved plan has been received during the previous CALENDAR year, a plan update is acceptable. The plan may cover a two-year period. Providers who have less than twenty employees, but who receive more than \$20,000 from the COUNTY in annual contracts, may be required to submit a CRC Action Plan to correct any problems discovered as the result of a complaint investigation or other Civil Rights Compliance monitoring efforts. If PROVIDER submits a CRC/AA Plan to a Department of Workforce Development Division or to a Department of Health Services Division that covers the services purchased by Dane County, a verification of acceptance by the State of PROVIDER's Plan is sufficient.
- B. PROVIDER agrees to comply with the COUNTY's civil rights compliance policies and procedures. PROVIDER agrees to comply with civil rights monitoring reviews performed by the COUNTY, including the examination of records and relevant files maintained by the PROVIDER. PROVIDER agrees to furnish all information and reports required by the COUNTY as they relate to affirmative action and non-discrimination. The PROVIDER further agrees to cooperate with the COUNTY in developing, implementing, and monitoring corrective action plans that result from any reviews.
- C. PROVIDER shall post the Equal Opportunity Policy; the name of the PROVIDER's designated Equal Opportunity Coordinator and the discrimination complaint process in conspicuous places available to applicants and clients of services, and applicants for employment and employees. The complaint process will be according to COUNTY's policies and procedures and made available in languages and formats understandable to applicants, clients and employees. PROVIDER shall supply to the Dane County Contract Compliance Officer upon request a summary document of all client complaints related to perceived discrimination in service delivery. These documents shall include names of the involved persons, nature of the complaints, and a description of any attempts made to achieve complaint resolution.
- D. PROVIDER shall provide copies of all announcements of new employment opportunities to the Dane County Contract Compliance Officer when such announcements are issued.
- E. In lieu of the requirements of this section, if PROVIDER is a government entity having its own compliance plan, PROVIDER's plan shall govern PROVIDER's activities.

VIII. EQUAL OPPORTUNITY NOTICE.

In all solicitations for employment placed on PROVIDER's behalf during the term of this Agreement, PROVIDER shall include a statement to the effect that PROVIDER is an "Equal Opportunity Employer".

SECTION B
(General Terms)

IX. ACKNOWLEDGEMENT OF COUNTY SUPPORT.

PROVIDER shall acknowledge funding support by COUNTY in all publications, including social media statements, regarding services and programs funded by COUNTY. PROVIDER agrees to display the Dane County Department of Human Services logo in its waiting rooms and incorporate the logo in all PROVIDER publications, websites and stationery that pertain to services funded in whole or in part by COUNTY.

X. ASSIGNMENT AND TRANSFER.

PROVIDER shall not assign, subcontract or transfer any interest or obligation in this Agreement without the prior written consent of COUNTY, including the hiring of independent contract service providers, unless otherwise provided herein. Claims for money due to PROVIDER from COUNTY under this Agreement may be assigned to a bank, trust company or other financial institution without COUNTY consent if and only if the instrument of assignment provides that the right of the assignee in and to any amounts due or to become due to PROVIDER shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this Agreement. PROVIDER shall furnish COUNTY with notice of any such assignment or transfer.

XI. CONFIDENTIALITY.

A. PROVIDER agrees to comply with all pertinent federal and state statutes, rules, regulations and county ordinances related to confidentiality. Further, COUNTY and PROVIDER agree that:

1. Client specific information, including, but not limited to, information which would identify any of the individuals receiving services under this Agreement, shall at all times remain confidential and shall not be disclosed to any unauthorized person, forum, or agency except as permitted or required by law.
2. PROVIDER knows and understands it is not entitled to any client specific information unless it is released to persons who have a specific need for the information which is directly connected to the delivery of services to the client under the terms of this Agreement and only where such persons require the requested information to carry out official functions and responsibilities.
3. Upon request from COUNTY, client specific information, including but not limited to treatment information, shall be exchanged between PROVIDER and COUNTY, consistent with applicable federal and state statutes, for the following purposes:
 - a. Research (names and specific identifying information not to be disclosed);
 - b. Fiscal and clinical audits and evaluations;
 - c. Coordination of treatment or services; and
 - d. Determination of conformance with court-ordered service plans.

B. Health Insurance Portability and Accountability Act of 1996 (HIPAA) Applicability.

1. The PROVIDER agrees to comply with the federal regulations implementing the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all relevant regulations as from time to time amended, if PROVIDER receives Medicaid funding or as these regulations otherwise apply to the services the PROVIDER provides or purchases with funds provided under this Agreement. Such requirements, where applicable, include:
 - a. Holding protected health information (PHI) in confidence and using it or further disclosing it only for authorized purposes.

- b. Having a Notice of Privacy Practices.
 - c. Developing and maintaining current and appropriate administrative, technical, and physical safeguards to protect the confidentiality, integrity and availability of all PHI, in any form or media, including electronic storage and transmission.
 - d. Maintaining policies and procedures to protect against the identity theft of client/consumer information.
 - e. Tracking disclosures of PHI as required by law.
 - f. Having and maintaining procedures in the event of a breach of PHI, logging security events, providing notices and mitigating damages as required by law.
- 2. Where PROVIDER has access to COUNTY's client records and discovers any breach or unauthorized acquisition, access, use or disclosure of client records, PROVIDER shall inform COUNTY within five (5) business days after PROVIDER learns of such breach involving COUNTY's clients.
 - 3. If COUNTY has determined that PROVIDER is a "Business Associate" within the context of the law, PROVIDER will sign and return the attached Business Associate Addendum, which will be included and made part of this Agreement.

XII. COOPERATION.

- A. PROVIDER agrees to cooperate with departments, agencies, employees and officers of COUNTY in providing the services described herein.
- B. Where PROVIDER furnishes counseling, care, case management, service coordination or other client services and COUNTY requests PROVIDER or any of PROVIDER's employees to provide evidence in a court or other evidentiary proceeding regarding the services provided to any named client or regarding the client's progress given services provided, services purchased under this Agreement include PROVIDER making itself or its employees available to provide such evidence requested by COUNTY as authorized by law.

XIII. DELIVERY OF NOTICES.

Notices, bills, invoices and reports required by this Agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address as set forth in this Agreement. Any party changing its address shall notify the other party in writing within five (5) business days.

XIV. DISPUTE RESOLUTION.

- A. **Good Faith Efforts.** In the event of a dispute between PROVIDER and COUNTY involving the interpretation or application of the contents of the Schedule A and related service requirements, PROVIDER and COUNTY agree to make good faith efforts to resolve grievances informally.
- B. **Formal Procedure.** In the event informal resolution is not achieved, COUNTY and PROVIDER shall follow the following procedure to resolve all disputes:

Step 1: PROVIDER's Chief Executive Officer shall present a description of the dispute and PROVIDER's position, in writing, to COUNTY's Division Manager within fifteen (15) working days of gaining knowledge of the issue. The description shall cite the provision or provisions of this Agreement that are in dispute and shall present all available factual information supporting PROVIDER's position. Failure to timely provide said document constitutes a waiver of PROVIDER's right to dispute the item.

Step 2: Both parties shall designate representatives, who shall attempt to reach a mutually satisfactory resolution within the fifteen (15) working days after mailing of the written notice.

Step 3: If resolution is not reached in Step 2, COUNTY's Division Manager shall provide in writing by mail, an initial decision. Said decision shall be binding until and unless a different decision is reached as outlined below.

Step 4: PROVIDER's Chief Executive Officer or equivalent may request a review of the initial decision by mailing a written request to COUNTY's Human Services Director within fifteen (15) working days of the receipt of the initial decision. Failure to timely provide said request constitutes a waiver of PROVIDER's right to dispute the item.

Step 5: COUNTY's Human Services Director shall respond to the request for review by mailing a final written decision to PROVIDER within fifteen (15) working days of receipt of the request.

Step 6: PROVIDER's Chief Executive Officer or equivalent may request a review by the County Executive of the final decision by mailing said request within fifteen (15) working days of the postmarked date of the final decision. Failure to timely provide said request constitutes a waiver of PROVIDER's right to dispute the item.

Step 7: The County Executive shall provide a final decision by mailing it to PROVIDER within fifteen (15) working days following the postmarked date of the request for a review. The decision of the County Executive is final and binding on the parties.

C. **Client Grievance Procedure.**

1. PROVIDER shall have a written client grievance procedure approved by COUNTY, posted in its service area, at all times during the term of this Agreement and made available to each client upon admission.
2. Where clients may be entitled to an administrative hearing concerning eligibility, PROVIDER will cooperate with COUNTY in providing notice of said eligibility to clients.

XV. EMERGENCY PLANNING.

- A. In order for PROVIDER and the people PROVIDER serves to be prepared for an emergency such as a tornado, flood, blizzard, electrical blackout, pandemic and/or other natural or man-made disaster, PROVIDER shall develop a written plan that at a minimum addresses:
1. The steps PROVIDER has taken or will be taking to prepare for an emergency;
 2. Which of PROVIDER's services will remain operational during an emergency;
 3. The role of staff members during an emergency;
 4. PROVIDER's order of succession, evacuation and emergency communications plans, including who will have authority to execute the plans and/or to evacuate the facility;
 5. Evacuation routes, means of transportation and use of alternate care facilities and service providers, (such as pharmacies) with which PROVIDER has emergency care agreements in place;
 6. How PROVIDER will assist clients/consumers to individually prepare for an emergency; and
 7. How essential care records will be protected, maintained and accessible during an emergency.
- A copy of the written plan should be kept at each of PROVIDER's office(s).
- B. Providers who offer case management or residential care for individuals with substantial cognitive, medical, or physical needs shall assure at-risk clients/consumers are provided for during an emergency.

XVI. FAIR LABOR STANDARDS COMPLIANCE.

- A. **Reporting Adverse Findings.** During the term of this Agreement, PROVIDER shall report to the County Contract Compliance Officer, within ten (10) days, any allegations to, or findings by the National Labor Relations Board (NLRB) or Wisconsin Employment Relations Commission (WERC) that PROVIDER has violated a statute or regulation regarding labor standards or relations. If an investigation by the Contract Compliance Officer results in a final determination that the matter adversely affects PROVIDER's responsibilities under this Agreement, and which recommends termination, suspension or cancellation of this Agreement, COUNTY may take such action.
- B. **Appeal Process.** PROVIDER may appeal any adverse finding by the Contract Compliance Officer as set forth in sec. 25.08(20)(c), D.C. Ords.
- C. **Notice Requirement.** PROVIDER shall post the following statement in a prominent place visible to employees: "As a condition of receiving and maintaining a contract with Dane County, this employer shall comply with federal, state and all other applicable laws prohibiting retaliation for union organizing."

XVII. INDEMNIFICATION BY PROVIDER.

- A. To the fullest extent permitted by law, PROVIDER shall indemnify, hold harmless and defend COUNTY, its boards, commissions, agencies, officers, agents, volunteers, employees and representatives against any and all liability, claims, losses (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses (including, but not limited to, court costs, as well as fees and charges of attorney(s)) which COUNTY, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of PROVIDER furnishing the services or goods required to be provided under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, claims, damages, losses, charges, costs, or expenses caused by or arising from the acts or omissions of COUNTY, its agencies, boards, commissions, officers, agents, volunteers, employees or representatives. The obligations of PROVIDER under the paragraph shall apply to liability, claims, losses, damages, costs or expenses arising from any aspect of PROVIDER's personnel policies or practices, because, except as otherwise provided herein, it is understood that COUNTY assumes no control over PROVIDER's business operations, methods or procedures.
- B. COUNTY reserves the right, but not the obligation, to participate in defense without relieving PROVIDER of any obligation under this paragraph.
- C. The obligations of PROVIDER under this paragraph shall survive the expiration or termination of this Agreement.
- D. The requirements of this section are waived where PROVIDER is the State of Wisconsin.

XVIII. INSURANCE.

- A. In order to protect itself and COUNTY, its officers, boards, commissions, agencies, agents, volunteers, employees and representatives under the indemnity provisions of *paragraph XVII*, PROVIDER shall, at PROVIDER's own expense, obtain and at all times during the term of this Agreement keep in full force and effect the insurance coverages, limits, and endorsements listed below. Neither these requirements nor the COUNTY's review or acceptance of PROVIDER's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the PROVIDER under this Agreement.
 - 1. **Commercial General Liability.**
PROVIDER agrees to maintain Commercial General Liability at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent PROVIDERS and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage. The policy shall list DANE COUNTY as an Additional Insured.

2. Commercial/Business Automobile Liability.
PROVIDER agrees to maintain Commercial/Business Automobile Liability at a limit of not less than \$1,000,000 Each Occurrence. PROVIDER further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event PROVIDER does not own automobiles, PROVIDER agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.
 3. Professional Liability.
PROVIDER agrees to maintain Professional Liability at a limit of not less than \$1,000,000 per claim with a \$1,000,000 aggregate for all PROVIDER's professional employees. The coverage shall include Unintentional Errors/Omissions Endorsement. There shall be an extended reporting period provision of not less than two years.
 4. Umbrella or Excess Liability.
PROVIDER may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. PROVIDER agrees to list DANE COUNTY as an "Additional Insured" on its Umbrella or Excess Liability policy.
 5. Workers' Compensation.
PROVIDER agrees to maintain Workers Compensation insurance at Wisconsin statutory limits.
- B. PROVIDER Prohibited from Waiving COUNTY's Right to Subrogation: When obtaining required insurance under this Agreement and otherwise, PROVIDER agrees to preserve COUNTY's subrogation rights in all such matters that may arise that are covered by PROVIDER's insurance.
- C. Upon execution of this Agreement, PROVIDER shall furnish COUNTY with a Certificate of Insurance listing COUNTY as an additional insured and, upon request, certified copies of the required insurance policies. If PROVIDER's insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of this Agreement, the Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services coverage is Claims-Made and indicate the Retroactive Date, PROVIDER shall maintain coverage for the duration of this Agreement and for six (6) years following the completion of this Agreement. PROVIDER shall furnish COUNTY, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that PROVIDER shall furnish the COUNTY with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either PROVIDER or COUNTY may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by PROVIDER. In the event any action, suit or other proceeding is brought against COUNTY upon any matter herein indemnified against, COUNTY shall give reasonable notice thereof to PROVIDER and shall cooperate with PROVIDER's attorneys in the defense of the action, suit or other proceeding. PROVIDER shall furnish evidence of adequate Worker's Compensation Insurance. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER.
- D. COUNTY, acting at its sole option and through its Risk Manager, may waive any and all insurance requirements. Waiver is not effective unless in writing. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by COUNTY's Risk Manager taking into account the nature of the work and other factors relevant to COUNTY's exposure, if any, under this Agreement.

- E. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER.
- F. The requirements of this section are waived where PROVIDER is the State of Wisconsin.

XIX. LICENSE, CERTIFICATION AND STANDARD COMPLIANCE.

- A. **All Service Standards Met.** PROVIDER shall meet State and Federal service standards, certifications and assurances as expressed by State and Federal statutes, rules, and regulations applicable to the services covered by this Agreement, including all regulations applicable to the expenditure and reporting of funds for services purchased by this Agreement.
- B. **Background Checks.** PROVIDER agrees to do background checks for all its workforce, including interns and volunteers, having regular contact with children, the elderly or vulnerable adults, including caregiver background checks where required by law.
- C. **Debarment.** PROVIDER certifies that it is not debarred, suspended or declared ineligible from participating in federal procurements. COUNTY reserves the right to cancel this Contract if PROVIDER is presently, or is in the future, on the list of parties excluded from federal procurements.
- D. **County Standards.** Where COUNTY wants to apply a specific set of standards to PROVIDER not contrary to state and federal regulations, the same are specified or are specifically referred to in this Agreement.
- E. **Licenses and Certifications.** Where required by law, PROVIDER must, at all times, be licensed or certified by either the State or County as a qualified provider of the services purchased hereby. PROVIDER shall fully cooperate with licensing and certification authorities. PROVIDER shall submit copies of the required licenses or certifications upon request by COUNTY. PROVIDER shall promptly notify COUNTY in writing of any citation PROVIDER receives from any licensing or certification authority, including all responses and correction plans.
- F. **Public Health Standards.** PROVIDER will follow applicable public health guidelines to provide safe services and a safe workplace. In addition, by signing this Agreement, PROVIDER acknowledges the contagious nature of COVID-19 and voluntarily assumes the risk that PROVIDER and its staff may be exposed to or infected by COVID-19 by providing services under this Agreement and that such exposure or infection may result in personal injury, illness, permanent disability, and death.

PROVIDER further acknowledges that PROVIDER is assuming all of the foregoing risks and accepts sole responsibility for any injury to itself and staff, including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense of any kind, that PROVIDER or its staff may experience or incur in connection with providing services. PROVIDER hereby releases, covenants not to sue, discharges, and holds harmless and indemnifies the COUNTY, its employees, agents, and representatives, of and from any and all claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. Provider understands and agrees that this release includes any claims based on the actions, omissions, or negligence of COUNTY, its employees, agents and representatives, whether a COVID-19 infection occurs before, during, or after the provision of services under this Agreement.
- G. **Notification.** PROVIDER shall notify the COUNTY promptly, in writing, if it is unable to comply with any of the above requirements.

XX. NO WAIVER OF RIGHT OF RECOVERY.

In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by COUNTY of any breach of the covenants of this Agreement or a waiver of any default of PROVIDER. The making of any such payment or acceptance of any such service or product by COUNTY while any such default or breach shall exist

shall in no way impair or prejudice the right of COUNTY with respect to recovery of damages or other remedy as a result of such breach or default.

XXI. PATENTS, COPYRIGHTS AND INVENTIONS. PROVIDER may elect to retain the entire right, title and interest to any invention conceived or first actually reduced to practice in the performance of this Agreement as provided by 37 CFR 401. In the event any invention results from work performed jointly by PROVIDER and COUNTY, the invention(s) shall be jointly owned. COUNTY is licensed to use information and materials in any publication produced by COUNTY resulting from joint projects between COUNTY and PROVIDER.

XXII. PENALTIES.

- A. PROVIDER shall provide immediate notice in the event it will be unable to meet any deadline, including deadlines for filing reports, set by COUNTY. Concurrent with notification, PROVIDER shall submit either a request for an alternative deadline or other course of action or both. COUNTY may grant or deny the request. COUNTY has the prerogative to withhold payment to PROVIDER upon denial of request or until any condition set by COUNTY is met. In the case of contracts that have been renewed or continued from a previous contractual period, COUNTY may withhold payment in the current period for failures that occurred in a previous period.
- B. If COUNTY is liable for damages sustained as a result of breach of this Agreement by PROVIDER, COUNTY may withhold payments to PROVIDER as set off against said damages.
- C. If, through any act of or failure of action by PROVIDER, COUNTY is required to refund money to a funding source or granting agency, PROVIDER shall pay to COUNTY within ten (10) working days, any such amount along with any interest and penalties.

XXIII. RECORDS.

- A. **Open Records Requests.** PROVIDER agrees to assist COUNTY in promptly fulfilling or answering any open records request, in the manner determined by COUNTY, of a record not protected by a law requiring confidentiality that PROVIDER keeps or maintains on behalf of COUNTY.
- B. **Records Retention.** PROVIDER shall retain any record required to be kept on behalf of COUNTY for a period of not less than seven (7) years unless a shorter period of retention is authorized by applicable law or for a longer period of time if required by law. PROVIDER shall preserve Medicaid funded service and billing records for a period of not less than ten (10) years from the last service provided unless a shorter period or retention is specifically authorized by law. This provision survives the term of this contract.
- C. **Records Ownership and Control.**
 - 1. It is understood that in the event this Agreement terminates for any reason, COUNTY, at its option may take ownership and control of all records created for the purpose of providing and facilitating provision of services under the Agreement.
 - 2. If, as the result of the expiration or termination of this Agreement, PROVIDER discontinues services provided under this Agreement to any client who continues to require such service, COUNTY shall have the right to take immediate physical custody of any of the client's records that are necessary to facilitate the transition of services to another provider of such service, including, but not limited to, all documents, electronic data, products and services prepared or produced by PROVIDER under this Agreement. Further, COUNTY may direct PROVIDER to transfer any client record as COUNTY deems necessary to a new service provider in order to provide continuity of care and services to affected clients.

XXIV. RENEGOTIATION.

- A. This Agreement or any part thereof, may be renegotiated at the option of COUNTY in the case of: 1) increased or decreased volume of services; 2) changes required by Federal or State law or regulations or court action; 3) cancellation, increase or decrease in funding; 4) changes in service needs identified by COUNTY; 5) PROVIDER's failure to provide monthly services purchased; or 6) upon any mutual agreement. PROVIDER agrees to renegotiate in good faith if COUNTY exercises this option.
- B. Any agreement reached pursuant to renegotiation shall be acknowledged through a written Agreement addendum signed by COUNTY and PROVIDER.
- C. Changes to the number of units purchased under this Agreement pursuant to renegotiation shall be reflected by amendment to the *Program Summary*.
- D. If PROVIDER refuses to renegotiate in good faith as required by this section, COUNTY may either terminate the Agreement or unilaterally adjust payments downward to reflect COUNTY's best estimate of the volume of services actually delivered by PROVIDER under this Agreement.

XXV. TERMINATION, SUSPENSION AND/OR MODIFICATION.

This Agreement may be terminated and/or its terms may be modified or altered as follows:

- A. Either party may terminate the Agreement without stating cause at any time upon ninety (90) days' written notice.
- B. Failure of PROVIDER to fulfill any of its obligations under the Agreement in a timely manner or violation by PROVIDER of any covenants or stipulations contained in this Agreement shall constitute grounds for COUNTY to terminate this Agreement upon ten (10) days' written notice of the effective date of termination.
- C. The following shall constitute grounds for immediate termination:
 - 1. Violation by PROVIDER of any state, federal or local law, or failure by PROVIDER to comply with any applicable state and federal service standards, as expressed by applicable statutes, rules and regulations.
 - 2. Failure by PROVIDER to carry applicable licenses or certifications as required by law.
 - 3. Failure of PROVIDER to comply with reporting requirements contained herein.
 - 4. Inability of PROVIDER to perform the work provided for herein.
 - 5. Exposure of a client to immediate danger when interacting with PROVIDER.
- D. In the event of cancellation or reduction of state, federal or county funding upon which COUNTY relies to fulfill its obligations under this Agreement, PROVIDER agrees and understands that COUNTY may take any of the following actions:
 - 1. COUNTY may terminate this Agreement, upon thirty (30) days written notice.
 - 2. COUNTY may suspend this Agreement without notice for purposes of evaluating the impact of changed funding.
 - 3. COUNTY may reduce funding to PROVIDER upon thirty (30) days written notice. If COUNTY opts to reduce funding under this provision, COUNTY may, after consultation between PROVIDER and COUNTY's contract manager or designee, specify the manner in which PROVIDER accomplishes said reduction, including, but not limited to, directing PROVIDER to reduce expenditures on designated goods, services and/or costs.
- E. Failure of the Dane County Board of Supervisors or the State or Federal Governments to appropriate sufficient funds to carry out COUNTY's obligations hereunder or failure of PROVIDER to timely commence the contracted for services, shall result in automatic termination of this Agreement as of the date funds are no longer available, without notice.
- F. Termination or reduction actions taken by COUNTY under this Agreement are not subject to the Dispute Resolution Process, Section XIV of this document.

SECTION C
(Financial Terms)

XXVI. FINANCIAL PROVISIONS.

A. **Accounting.** PROVIDER shall maintain such records, financial statements and necessary evidences of accounting procedures and practices sufficient to document the funding received and disbursements made under this contract. Accounting records must be supported by such source documentation as cancelled checks/electronic payments, paid bills, bank statements, payrolls, time and attendance records, contract award documentation, etc. PROVIDER shall adhere to the *Wisconsin Department of Health Services and/or Wisconsin Department of Children and Families Allowable Cost Policy Manual(s)*, including revisions and updates and return to COUNTY any funding paid in excess of allowable costs.

B. **Method of Payment.** PROVIDER shall be paid for its services as indicated below.

1. *Monthly Expense Reimbursement:* Expenses incurred by PROVIDER shall be reimbursed by COUNTY on a monthly basis. Requests for payment shall be made on COUNTY's Payment Voucher (Form 014-64-05) or PROVIDER's monthly billing statement and submitted to COUNTY within twenty-five (25) days after the month of service. This provision will be applicable to the following programs:

2. *Unit of Service Reimbursement:* Units of service provided shall be paid by COUNTY on a monthly basis. Requests for payment shall be made on COUNTY's Payment Voucher (Form 014-64-05) or PROVIDER's monthly billing statement and submitted to COUNTY within twenty-five (25) days after the month of service. This provision will be applicable to the following programs:

3. *Monthly Advance Payment with Year End Reconciliation:* PROVIDER shall be advanced equal monthly payments consisting of the annual Agreement amount divided by the number of months covered under this Agreement. The last monthly payment to PROVIDER may be adjusted to actual expenses anticipated for the Agreement term. Request for payment shall be made on COUNTY's Payment Voucher (Form 014-64-05) or PROVIDER's monthly billing statement and submitted to COUNTY by the first of the month previous to the month the payment is to be issued. This provision will be applicable to the following programs:

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4. *Other Method of Payment:* This method is described in Schedule B for the following programs:

C. **Alternate Method of Payment.** Notwithstanding the agreed upon method of payment stated above, COUNTY may at its option refuse to advance all or part of any unearned payment otherwise due to PROVIDER if COUNTY reasonably suspects any of the following:

1. PROVIDER has mismanaged any funds provided by COUNTY.

2. Funds in PROVIDER's possession are at risk of being seized by PROVIDER's creditors or other adverse interest.
 3. PROVIDER appears incapable of maintaining itself as a going business concern.
 4. PROVIDER fails to meet reporting requirements.
- D. **Administrative Cost Ceiling.** PROVIDER agrees to keep actual administrative costs for each program group at or below the percentage approved by COUNTY. The approved administrative cost is the percentage of approved program group cost devoted to administrative activity most recently approved by COUNTY. No variance in excess of the approved administrative percentage will be allowed unless approved by COUNTY in advance and in writing. In no event will COUNTY approve an administrative cost percentage in excess of 15% of the cost of each program group. Administrative costs are defined as indirect costs incurred by an agency that are not readily chargeable to a particular program or function, but benefit all programs or functions operated by the agency. If indirect costs are charged to programs under this contract for program administration, PROVIDER must have a written cost allocation plan that meets state and federal requirements for such plan.
- E. **Exemptions from Administrative Cost Ceiling.** At the discretion of COUNTY, programs will be exempt from the prescribed ceiling if any of the following applies:
1. The program is 100% administrative, or
 2. The program is paid monthly under the unit of service reimbursement method of payment, or
 3. The program is 100% funded from medical assistance or another federal source; in such case the administrative expense shall be limited to the requirements of the funding source.
- F. **Bond.** At all times during the term of this Agreement PROVIDER shall maintain an employee dishonesty bond in an amount sufficient to hold PROVIDER harmless in the event of employee fraud or defalcation. Said bond shall insure PROVIDER against the loss of funds provided through this Agreement and the loss of client funds to which the PROVIDER or its employees has access through the services provided through this Agreement. PROVIDER shall furnish evidence of having met this requirement upon request by COUNTY.
- G. **Budgets and Personnel Schedules.**
1. Programs paid under the unit of service reimbursement method of payment shall be exempt from the requirements of this section.
 2. For each program funded by COUNTY, PROVIDER shall prepare a program budget and supporting personnel schedule and submit it to COUNTY for approval within fifty-six (56) days after the effective date of this Agreement. PROVIDER agrees to submit its program budgets and personnel schedules on forms provided by COUNTY and according to guidelines provided by COUNTY. Program budgets and personnel schedules shall be considered approved when signed by both PROVIDER and COUNTY. Upon approval by COUNTY, both the program budget and personnel schedule shall be made a part of this Agreement.
 3. Variances in any program account category (categories are: Personnel, Operating, Space, Special Costs, and Other Expense) in excess of \$5,000.00 or 10%, whichever is less, shall not be allowed unless PROVIDER obtains written approval of COUNTY at COUNTY's discretion for good cause shown. Overall program under-spending is not considered a variance.
 4. Funds allocated to each program must be used as allocated in accordance with the approved program budget and may not be transferred between programs without the written agreement of COUNTY at COUNTY's discretion for good cause shown.
 5. If there is a change in program funding under this Agreement, PROVIDER shall submit a revised budget and personnel schedule, unless waived in writing by COUNTY.
 6. In performing services required under this Agreement, PROVIDER shall not exceed either the approved program budget or the staffing level indicated in the approved personnel schedule.

H. **Client Accounts.**

1. Under no circumstances is PROVIDER permitted to commingle funds belonging to clients with PROVIDER's funds. When PROVIDER handles client funds, these funds shall be kept in separate accounts ("Client Accounts") such that all monies can be accounted for at all times, and a monthly accounting shall be made available to each client or his or her legal representative.
2. Client Accounts established pursuant to this section shall be subject to audit at any time during normal business hours and without prior notice.
3. If COUNTY discovers a deficiency in any Client Account or if a formal complaint is filed pertaining to such an account, COUNTY or its representative may withhold from PROVIDER funds equivalent to the sum in dispute until settlement is reached.

I. **Collection of Client Fees.**

1. COUNTY shall determine which programs operated by PROVIDER are required under Wis. Stats. 46.03(18) to participate in the Wisconsin Administrative Code (DHS 1) Uniform Fee System of charging clients for services provided and inform PROVIDER. PROVIDER shall assume responsibility for the billing and collection of fees, unless specified otherwise in this Agreement.
2. PROVIDER shall not delegate collection of fees to private collection firms without written permission from COUNTY.

J. **Deadline for Requesting Cost Variances and Transfers of Funds between Programs.**

Requests for approval of cost variances and transfers of funds between programs must be made in writing with a letter of explanation requesting funds transfer no later than November 15 of the Agreement year. Fund transfer request letters shall be electronically submitted with detailed justification to COUNTY assigned accountant, see Schedule C. COUNTY will not consider written requests for further revisions unless they are the result of auditing adjustments detailed in a letter from PROVIDER's auditor and submitted prior to or with the annual audit report.

K. **Deposits in FDIC or NCUA-Insured Account.** Any payments of monies to PROVIDER by COUNTY for services provided under this Agreement shall be deposited in a financial institution with Federal Deposit Insurance Corporation (FDIC) or National Credit Union Administration (NCUA) insurance coverage. For any balance exceeding FDIC or NCUA coverage PROVIDER must obtain additional insurance.

L. **Donations.** PROVIDER shall account for donations in accordance with the *Wisconsin Department of Health Services and/or Wisconsin Department of Children and Families Allowable Cost Policy Manual(s)* and other applicable laws.

M. **Expense Reports.** PROVIDER shall submit expense reports on the form provided by COUNTY. The report shall be submitted on a quarterly basis and is due no later than the 25th of the month following the end of the quarter. COUNTY may require reports more frequently upon thirty (30) day notice. Programs paid under the unit of service reimbursement method of payment shall be exempt from submitting the expense reports described in this paragraph.

N. **Financial and Compliance Audit by PROVIDER.**

1. PROVIDER, if it receives departmental funding over \$100,000, shall submit a copy of its agency-wide annual audit to COUNTY within one hundred eighty (180) days of the end of its fiscal year. In determining the amount of annual funding provided by the COUNTY, the PROVIDER shall consider funds provided through all direct contracts with the COUNTY.
2. Audit waiver requests are subject to approval on a case-by-case basis according to Dane County Human Services and State of Wisconsin review. Requests may be made only due to extenuating circumstances. PROVIDER shall electronically submit audit waiver requests, through submission of Audit Waiver Request form, to COUNTY assigned accountant, see Schedule C, in advance of the Agreement effective date.

3. Audit Requirements: The audit shall be performed on behalf of PROVIDER by an independent certified public accountant and shall be conducted in accordance with generally accepted auditing standards, Wisconsin Statute Section 46.036, Government Auditing Standards as issued by the U.S. Government Accountability Office and the applicable state and federal regulations and guidelines, including but not limited to:
 - a. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Chapters 1 and 2;
 - b. The State Single Audit Guidelines;
 - c. State of Wisconsin's Department of Health Services Audit Guide;
 - d. State of Wisconsin's Department of Children and Families Provider Agency Audit Guide.
4. When an audit is required, the audit shall include the following items:
 - a. Financial Statements of the overall agency, including the independent auditor's opinion on the statement.
 - b. Schedule of Findings and Questioned Costs, Schedule of Prior Audit Findings, Corrective Action Plan and the Management Letter (if issued).
 - c. Report on Compliance and a Report on Internal Control over Financial Reporting based on an audit performed in accordance with Government Auditing Standards.
 - d. Report on Compliance with Requirements Applicable to the Federal and State Program and a Report on Internal Control over Compliance in Accordance with the Program-Specific Audit Option.
 - e. A Supplementary Cost Reimbursement Award Schedule identifying expenses and revenues by funding source and program, including the independent auditor's opinion on the supplementary schedule. This schedule shall be presented in a worksheet format with programs and funding sources as columns, revenues and expenses as line items, with expenditures reflected by category as defined by COUNTY as allocated between "administrative" and "program" categories, and an excess or deficit computed at the foot of each column. Expenditure categories shall include: Personnel, Operating, Space, Special Costs, and Other Expenses.
 - f. For each program funded by COUNTY, a supplementary schedule in the form of a final expense report as prescribed by COUNTY, including the independent auditor's opinion on the supplementary schedule.
 - g. Allowable Profit Schedule if PROVIDER is a for-profit entity and a Reserve Schedule if the PROVIDER is a non-profit entity, if applicable.
5. Where the Agreement period and PROVIDER's fiscal year do not coincide, the audit shall include a bridging schedule by program identifying expenses to the Agreement period. "By program" means that the bridging schedule must show each program individually.
6. PROVIDER must secure its auditor by the month following PROVIDER'S fiscal year. PROVIDER must provide the auditor with access to personnel, accounts, books, records, supporting documentation, and other information as needed for the auditor to perform the required audit. The PROVIDER shall permit appropriate representatives of the COUNTY to have access to the PROVIDER's records and financial statements as necessary to review the PROVIDER's compliance with Federal and State requirements for the use of the funding. COUNTY may contact PROVIDER's auditor regarding the preparation of audit and supporting materials at any time. Having an independent audit does not limit the authority of the COUNTY to conduct or arrange for other audits or review of Federal or State programs. The COUNTY shall use information from the audit to conduct its own reviews without duplication of the independent auditor's work.
7. Auditor shall provide electronic submission of audit report directly to COUNTY assigned accountant.

8. The auditor shall make audit work papers available upon request to the PROVIDER, the COUNTY or its designee as part of performing a quality review, resolving audit findings, or carrying out oversight responsibilities. Access to working papers includes the right to obtain copies of working papers.
 9. COUNTY shall comment on the audit in writing to PROVIDER within one hundred eighty (180) days of when the audit is due or received whichever is later. COUNTY shall identify in writing to PROVIDER those findings or recommendations in the audit which shall require a written response and plan of corrective action by PROVIDER.
 10. PROVIDER understands and acknowledges that all auditing requirements survive the Expiration Date of this Agreement. If this contract terminates or is assigned with COUNTY's permission to another entity before the expiration date, these audit provisions shall be due within 120 days of the termination or assignment.
- O. **Financial Interest Prohibited.** Under s. 946.13, Wis. Stats. COUNTY employees and officials are prohibited from holding a private pecuniary interest, direct or indirect, in any public contract. By executing this Agreement, each party represents that it has no knowledge of a COUNTY employee or official involved in the making or performance of the Agreement that has a private pecuniary interest therein. It is expressly understood and agreed that any subsequent finding of a violation of s. 946.13, Wis. Stat. may result in this Agreement being voided at the discretion of the COUNTY.
- P. **Final Settlement Where County Pays PROVIDER's Costs.**
1. If this Agreement employs Method of Payment under sub term B., paragraphs 1., 3. or 4. above, COUNTY shall pay the lesser of net audited expenses or the annual Agreement amount on a per program basis. Net audited expenses shall be determined as follows:
 - a. As required by the terms of this Agreement, PROVIDER shall submit an audit, which shall include a supplementary schedule identifying expenses and revenues by funding source and by program. Where there are other revenues in COUNTY program columns of the audit, except for interest and dividends, the revenues shall be deducted from the expenses in those columns to give the net expense to COUNTY.
 - b. In the event the audit requirement is waived by COUNTY or if PROVIDER receives combined COUNTY funding of less than \$100,000, PROVIDER shall provide COUNTY an unaudited supplementary schedule by program showing net county-funded expenditures by category (i.e., Personnel, Operating, Space, Special Costs, and Other Expense) compared to the most recently approved program budget for this Agreement, which shall be submitted to COUNTY no later than January 25 of the year following the Agreement year. Said schedule shall include an actual vs. budget analysis of expenditures as allocated between "administrative" and "program". The percentage actual expenses vary from the budget shall be calculated and displayed for each account category. This schedule shall be submitted on the form provided by COUNTY and COUNTY shall pay the lesser of unaudited expenses or the annual Agreement amount on a per program basis.
 - c. On a per program basis, any account category or administrative cost variance not approved by COUNTY will be considered an overpayment and PROVIDER shall reimburse any such amount to COUNTY within ten (10) working days of notification. Overall program under spending is not considered a variance issue.
 - d. For contract settlement purposes, the approved administrative percentage relative to total program group costs may be increased by an additional two percent (2%) where all the following circumstances apply:
 1. The originally approved program group administrative rate is greater than 0%;

2. Unused county funded program budget within the program group must at least equal the administrative increase to fund the budget adjustment;
 3. The final total administrative cost does not exceed the allowed 15% of the program group cost; and
 4. Allowable administrative costs were incurred during the contract period and are directly allocable to the program group receiving the administrative budget adjustment during that period.
- e. If PROVIDER is a nonprofit organization, it may not keep excess revenue over the approved program budget described in Section C, term XXVI, sub term G.2.
 - f. If PROVIDER is a profit organization, Final Settlement on a per program basis, excluding Systems Management programs, shall be the lesser of audited expenses plus five percent (5%) of audited expenses less other related program revenue versus the *Maximum Cost* as stated on page one of this Agreement.
 - g. PROVIDER must claim any alleged underpayment by COUNTY by the time of final settlement or such claims are waived.
2. If this Agreement employs Method of Payment under sub term B., paragraph 2. Unit of Service Reimbursement above, COUNTY shall pay the lesser of net audited expenses or the annual Agreement amount on a per program basis. Net audited expenses shall be determined as follows:
 - a. In the event the audit requirement is waived by COUNTY, or if PROVIDER receives combined COUNTY funding of less than \$100,000, PROVIDER shall provide COUNTY an unaudited supplementary schedule identifying reserves (non-profit organization) or allowable profit computation (profit organization) by funding source and by program.
 - b. If PROVIDER is a profit organization, final settlement on a per program basis, shall be the lesser of audited expenses plus five percent (5%) of audited expenses less other related program revenue versus the Maximum Cost as stated on page one of this Agreement
 - c. If PROVIDER is a non-profit organization, final settlement on a per program basis, shall be in accordance with Wis. Stat. 46.036(5m).
- Q. **Notice of Financial Instability.** PROVIDER shall give COUNTY immediate notice of any of the following events:
1. That PROVIDER is unable to meet its financial obligations to its employees, to the state or federal governments, or to any creditor.
 2. That PROVIDER has written a check drawn on insufficient funds.
 3. That PROVIDER has received notice that it has been sued or that a lawsuit against PROVIDER is pending.
 4. That PROVIDER has filed a bankruptcy action.
 5. That PROVIDER has sustained or will sustain a loss for which it has insufficient financial resources.
 6. That PROVIDER has ceased doing business or sold the business contracted for in this Agreement to another entity.
 7. Any other event that impedes PROVIDER's ability to perform under this Agreement.
- R. **Organizations with Religious Affiliations.** No portion of funds under this Agreement may be used to support or advance religious activities.
- S. **Overpayment.** Any overpayment due COUNTY shall be paid within ten (10) working days of notification. PROVIDER understands that time is of the essence with respect to repayments and agrees that if PROVIDER fails to timely submit repayment, COUNTY may withhold payment due from either a previous year Agreement or the current year Agreement.

T. Purchased Equipment.

1. Any asset with an acquisition cost in excess of \$5,000 must be capitalized. PROVIDER shall make requests for any exceptions to this policy in writing to the Fiscal and Management Services Administrator for COUNTY. These requests shall be made prior to the purchase of any such asset.
2. If COUNTY approves an exception under sub. (1), above, and any assets are expensed to COUNTY, said assets shall become the property of COUNTY upon termination or non-renewal of this or any extension or future Agreement.
3. Any item capitalized on PROVIDER's books and depreciated to COUNTY shall remain the property of PROVIDER.
4. PROVIDER agrees to maintain records that clearly identify all items expensed or depreciated to COUNTY and shall provide those records to COUNTY upon request. Where the records are unclear, it shall be assumed that COUNTY is the owner of the property upon termination or non-renewal of the Agreement.

U. Purchase of Computer Equipment.

1. Any of PROVIDER's hardware intended to link with the COUNTY network, shall meet Dane County Department of Administration, Management Information Services standards in effect at the time the linkage is desired.
2. PROVIDER shall be responsible for the costs associated with connectivity hardware and software, including, but not limited to, installation of data lines and associated monthly costs, port patch panels (hubs), patch cables, network interface cards and network software.
3. PROVIDER shall be responsible for all maintenance of its computer equipment. Dane County Department of Administration, Management Information Services shall be responsible for maintenance of the network.
4. COUNTY shall be responsible for completing and submitting current and accurate Security Access forms for all staff who will be logging on to a Dane County network. COUNTY has the discretion to refuse access to the network for any reason.

SECTION D

(Reporting and Evaluation Requirements)

XXVII. REPORTS AND EVALUATION.

- A. **Audits and Contract Reviews.** PROVIDER agrees to submit to such random audits by COUNTY as COUNTY may request. Unless a violation of State, Federal or local law is alleged, COUNTY will give no less than ten (10) working days notice before a review or monitoring procedure. COUNTY's review and monitoring responsibilities under the terms of this Agreement may include, but are not limited to: Agreement compliance, certification status, financial expenditures, reporting requirements, units of service provided, Affirmative Action Plan, Civil Rights Compliance Plan, American Disability Act Compliance, on-site visits by COUNTY staff and/or county board members, or both, interviews with program consumers, families and guardians, interviews with direct service and management personnel. The State and/or Federal government may also conduct program reviews in connection with their financial oversight functions. PROVIDER agrees to cooperate with COUNTY, State and Federal governments in these reviews.
- B. **Client Reporting.** PROVIDER shall submit monthly client registration and/or client service participation reports in a format provided by COUNTY. Reports for January through November are due on the tenth of the following month. The December report is due no later than January 5.
- C. **Copies to be Supplied.** Copies of any evaluative information obtained by PROVIDER during the year, such as, outside evaluation or accreditation will be submitted to COUNTY at the time received.
- D. **Data Gathering.** PROVIDER will cooperate with COUNTY and other providers to define common data elements to be reported to COUNTY to assist in developing baseline data about program delivery, efficiency, and effectiveness.

- E. **Evaluation Compliance.** PROVIDER will comply with all COUNTY requirements regarding program evaluation COUNTY deems required under Wis. Stats. 46.23(6m)(g).
- F. **Quarterly Report.** PROVIDER will report, in a format as required by COUNTY, to COUNTY's designee on a quarterly basis, beginning on May 1. The final report shall be provided on April 1 of the following year. Reports shall include:
 - 1. Information on client waiting lists.
 - 2. Quantity of services by Agreement/client category.
 - 3. Progress or problems in achieving Agreement goals and performance outcomes.
 - 4. Progress or problems associated with overall PROVIDER operations.
 - 5. Other information as may reasonably be required by COUNTY.
 - 6. The fourth quarter report will also include a description of:
 - a. Agency and program objectives for that year;
 - b. Achievement of or progress toward those objectives;
 - c. Problems encountered in meeting the objectives.
 - 7. Reports on services provided in specific geographical areas as identified to PROVIDER by COUNTY.
- G. **Timeliness.** PROVIDER understands that time is of the essence with respect to all reports and agrees to make all reports in a timely manner as provided below, and agrees that if PROVIDER fails to timely submit any report due under the terms of this Agreement, COUNTY may withhold payment until such report is provided, including payment due from either a previous year or the current year.
- H. **Reporting Requirements.** PROVIDER understands and acknowledges that all reporting requirements survive the *Expiration Date* of this Agreement.

SECTION E

(Contract Construction and Legal Process)

XXVIII. CONTRACT CONSTRUCTION AND LEGAL PROCESS.

- A. **Choice of Law.** It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling.
- B. **Copies Valid.** This Agreement, and any amendment or addendum relating to it, may be executed and transmitted to any other party by legible facsimile reproduction or by scanned legible electronic PDF copy, and utilized in all respects as, an original, wet-inked manually executed document. Further, this Agreement and any amendment or addendum thereto, may be stored and reproduced by each party electronically, photographically, by photocopy or other similar process, and each party may at its option destroy any original document so reproduced. All parties hereto stipulate that any such legible reproduction shall be admissible in evidence as the original itself in any judicial, arbitration or administrative proceeding whether or not the original is in existence and whether or not such reproduction was made by each party in the regular course of business. This term does not apply to the service of notices under this Agreement.
- C. **Construction.** This Agreement shall not be construed against the drafter.
- D. **Counterparts.** The parties may evidence their agreement to the foregoing upon one or several counterparts of this instrument, which together shall constitute a single instrument.
- E. **Entire Agreement.** The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by both parties.
- F. **Execution.** This Agreement has no effect until signed by both parties. The submission of this Agreement to PROVIDER for examination does not constitute an offer. PROVIDER warrants that the persons executing this Agreement on its behalf are authorized to do so. The parties further agree that execution of this document may be made by electronic signatures. Any party not agreeing to execute this document by electronic signature will

instead print out this Agreement, execute it by hand-inked signature and notate near the signature line that the organization either refuses to recognize electronic signatures of COUNTY or refuses to be bound by electronic signatures purporting to represent agreement of PROVIDER or both. The parties may make electronic signatures by typing the name of the authorized signature followed by the words, "electronically signed" or by any other electronic means representing an authorized signature by PROVIDER. PROVIDER shall ensure that only authorized persons may affix electronic signatures to this Agreement and COUNTY may rely that the electronic signature provided by PROVIDER is authentic.

- G. **Limitation of Agreement.** This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees or subcontractors of either of the parties. Except, where PROVIDER intends to meet its obligations under this or any part of this Agreement through a subcontract with another entity, PROVIDER shall first obtain the written permission of COUNTY; and further, PROVIDER shall ensure that it requires of its subcontractor the same obligations incurred by PROVIDER under this Agreement.
- H. **Severability.** The invalidity or un-enforceability of any particular provision of this Agreement shall not affect the other provisions herein, and this Agreement shall be construed, in all respects, as though all such invalid or unenforceable provisions were omitted.
- I. **Venue.** Venue for any legal proceedings shall be in the Dane County Circuit Court.

The remainder of this page intentionally left blank.

IN WITNESS WHEREOF, COUNTY and PROVIDER, by their respective authorized agents, have caused this Agreement and its Schedules to be executed, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.

FOR PROVIDER:

Date Signed: _____ Signature: _____
Print Name and Title of Authorized Agent: _____

Date Signed: _____ Signature: _____
Print Name and Title of Authorized Agent: _____

PROVIDER’S Registered Agent: _____

Agent’s Address: _____

FOR COUNTY:

Date Signed: _____	_____ ASTRA IHEUKUMERE, Interim Director of Human Services (when applicable)
Date Signed: _____	_____ JAMIE KUHN, County Executive (when applicable)
Date Signed: _____	_____ SCOTT MCDONELL, County Clerk (when applicable)

rev. 10/2024

Created:	10/10/2024	Contract #:	87609	Provider:	Village of McFarland
Revised:		Division:	Disability and Aging Services	Funding Period:	January 1, 2025 through December 31, 2025

Contract Maximum Service Costs: Subject to the provisions specified elsewhere in this contract, the following summarizes and sets forth the rates and maximum payments available for services under this contract.

	Program Number	Program Group	Org. #	Obj. #	Program Name	SPC	# of Clients	# of Slots	Unit Cost	Unit Quantity	County Cost	Other Revenue*	Total Cost	Reporting
a.	4368	4368	41000	35604	Case Management	604			\$ 116.19	705	\$ 81,907	-	\$ 81,907	Monthly 610 & QTR Rpts
b.	1236	6514	41341	35401	Nutrition Site Management	401			\$ 27.77	196	\$ 5,437		\$ 5,437	Nut Report / Peer Place
c.	12670	6514	41342	35401	Home Delivered Meal Nutrition	402			\$ 24.45	1,254	\$ 30,669		\$ 30,669	Nut Report / Peer Place
d.														
e.														
f.														
g.														
h.														
i.														
j.														
Total											\$ 118,013	\$ -	\$ 118,013	

The section below is to be used to further define the information above.

*Other Revenue-Include here the source and related amount for each program:

a.	Funding reflects allocation based on the Case Management formula using the most recent (2017-2021) American Community Survey (ACS) data from the US Census Bureau and 2024 budget request. Funding: County Tax Levy and SHIP grant. 1 unit of service = 1 hour of case management service.													
b.	1 unit of service = A "unit" is equivalent to one hour of staff work on activities related to congregate meal site management and related activities.													
c.	1 unit of service = A "unit" is equivalent to one hour of staff work on activities related to home delivered meal site management and related activities.													
d.														
e.														
f.														
g.														
h.														
i.														
j.														

Standard Program Category (SPC) Code Description:

a.	604=Case Manag c.	402=home delivered meals	e.	g.	j.
b.	401=congregate n d.		f.	h.	k.

Contract Manager(s)/Programs: Claire Purkis Accountant(s)/Programs: Mary Jacobson

Village of McFarland
2025 SCHEDULE A PROGRAM REQUIREMENTS
Client-Centered Case Management Services
Program 4368

A. Description of Services to be Purchased: SPC 604 Case Management. This program funds professional and confidential client-centered case management services that are culturally and linguistically appropriate to financially eligible clients, age 60+ who live in Dane County. Financially eligible is determined as falling below 240% of the Federal Poverty Level. Client-centered and client/family-centered case management acknowledges the importance of respecting each client's values and beliefs, and their right to confidentiality, and self-determination and/or familial determination. In doing so, case managers are charged with building a trusting relationship with their client and/or client and family and one that seeks to empower such that clients and/or families will feel safe in discussing what they need in order to restore or maintain interdependent and/or independent functioning to the fullest extent possible. Building this relationship is a necessary foundation for linking the client and/or family with systems that include advocacy, services, resources, and opportunities. In cases where clients have immigrated to the U.S. and may lack knowledge of the health and social welfare systems, case managers will serve as educators to these clients such that they understand the systems and available benefits regardless of immigration status. For clients seeking legal status, coordinating immigration services and support, including linking to resources and assisting older adults with visa, residency, and citizenship processes. Using a collaborative client-centered and/or client/family centered approach, a case manager assesses the needs of the client and, when appropriate, the client's family, and then plans, implements, coordinates, monitors, evaluates, and advocates for options and services required to meet their needs and preferences.

1. **Service Location:** PROVIDER shall provide Client-Centered Case Management Services in the residence of the older adult. Clients may also receive the service over the telephone or walk into the PROVIDER'S office at 5915 Milwaukee St, McFarland, WI 53558.
2. **Persons to be Served:**
 - a. **Target Population:** To be eligible for this service, a client must reside Village of McFarland, Village of Cambridge, Village of Rockdale, Town of Dunn, Town of Pleasant Springs, or Town of Christiana.
 - b. **Eligibility Requirements:** The client must be age 60 (or older), live in their own home, apartment, or home of a family member, and fall below 240% of the Federal Poverty Level. Clients eligible for Targeted Case Management (e.g., Medical Assistance) or for case management paid for by any Waiver program (e.g., Family Care, IRIS, Partnership) are not eligible for case management under this program. Three exceptions are allowed: clients requesting a home-delivered meal assessment/clients requiring a home-delivered meal reassessment, Medicare Part D enrollment assistance, and/or referrals from DCDHS Adult Protective Services.
3. **Funding Source:** PROVIDER shall comply with all federal, state, and COUNTY requirements related to the funding source(s) for this program. Funding source is COUNTY GPR.
4. **Units of Service:** A unit of service is defined as one hour of paid staff time providing Client-Centered Case Management Services.

B. Program Specifications

1. Service Specifications:

- a. **Referrals**: Referrals to the client-centered case management program come from individual older adults or their families, neighbors or friends, social service agencies (to include ADRC & APS), medical clinics, clergy, hospitals, first responders, skilled nursing facilities, or other professionals. During the referral process, the PROVIDER shall gather initial information from the potential client in order to determine what assistance is needed and verifies the client resides within the PROVIDER's defined service area, is not currently case managed under another program, and does not reside in an assisted-living facility, nursing home, or CBRF.
- b. **Assessment**: Assessment shall be conducted during an initial telephone call and/or face-to-face meetings, and information shall be gathered to determine whether the person needs on-going case management services. If appropriate, Client Intake and Functional Assessment forms shall be initiated. Requests for services shall be followed-up in a timely manner to determine eligibility for client-centered case management services.
- c. **Open Case**: PROVIDER shall open a case by completing the following:
 1. The case manager has a face-to-face meeting with the client, in the client's home*;
 2. The case manager determines on-going case management is needed;
 3. The client is financially eligible to receive case management services;
 4. The Client Intake and Functional Assessment Forms are complete;
 5. A Case Management Service Plan is developed with the client, approved by the client, and a copy offered to the client;
 6. A course of action for service is initiated; and
 7. A completed DHS 600 Client Registration Form is submitted to obtain a new client number.

*A case can be initially opened without a home-visit, but must be completed within three months of providing case management services. Exceptions to this must be approved by the PROVIDER director (or designated staff member).

PROVIDER shall provide proof of client services through case notes. Case notes are documented proof the client has received service from the case manager. Case notes shall reflect the service plan developed with the client. A case shall remain open as long as the needs of the client are being met with the service plan. An open case shall involve continued contact with the case manager to include an annual reassessment. Three exceptions are allowed: case managers shall open cases when providing home-delivered meal assessments/clients requiring a home-delivered meal reassessment, Medicare Part D enrollment assistance even if this is the only service provided to the client, and/or after receiving referrals from DCDHS Adult Protective Services.

- d. **Reportable Hours**: PROVIDER shall report specific, identifiable services for each client on the Dane County Monthly Client Service Report (610 Form). All reportable activities shall also be documented in case notes and shall include the amount of time spent on the activity to the nearest quarter of an hour. (The client doing something for himself/herself is not reportable client-centered case management time.) Examples of case manager reportable services include but are not limited to time spent:
 - Traveling to and from a client's home
 - Arranging for medical services
 - Arranging for home-delivered meals
 - Assisting in the completion of forms of some type
 - Arranging for client transportation
 - Arranging for home chore service
 - Providing specific information
 - Acting as an advocate on behalf of the client
 - Contacting family members and/or professionals to gather information
 - Providing information on public benefit program eligibility and assisting clients with applications and enrollment (e.g., Social Security, Medicare, Medicaid, FoodShare, and others)

- Coordinating housing for clients
- Engaging in activities directly related to meeting the goals of the client's service plan
- Providing Medicare Part D enrollment assistance/Plan Finder Reviews
- Completing case notes
- Documentation and record keeping management

- e. **Reporting:** PROVIDER shall report specific, identifiable services for each client on the Dane County Monthly Client Service Report (610 Form). This form shall be completed and emailed using encrypted software to Dane County Human Services by the dates indicated in Schedule C. Electronic documents sent by email shall include the standard confidentiality statement. Case managers shall securely maintain appropriate and up-to-date documentation in support of the monthly reports requested by the COUNTY. The hours reported on the monthly 610 form for each client shall match/equal the hours of service documented in case notes.
- f. **Closed Case:** The client-centered case management program has no time limit for a person to receive the service. In each case, the file shall be closed and be removed from the open case history count until reopened, or shall be archived for a period no less than seven (7) years. A case manager making a yearly phone call to a client to see how he/she is doing shall not be used to keep the case file open. The case manager shall close the file when the client withdraws from the program and/or the client's needs have been met. Cases shall be closed by the PROVIDER when any of the following events occurs:
 1. There is no activity on a client file for a period of one year; or
 2. The client withdraws from the program or no longer needs client-centered case management services; or
 3. The client enrolls in a Family Care model (e.g., Family Care, IRIS, Partnership); or
 4. The client enters an assisted-living facility, nursing home, or CBRF; or
 5. The client moves to a residence outside of Dane County; or
 6. The client dies.
- g. **Information & Assistance (I&A):** This program provides information to the general public about services, resources, and programs in areas such as: disability and long-term care related services and living arrangements, health, adult protective services, employment and training for people with disabilities, transportation, home maintenance, and nutrition. While the COUNTY prefers to refer consumers seeking I&A to the Aging and Disability Resource Center (ADRC) of Dane County, it is aware consumers may access this type of assistance through the PROVIDER. This activity outside of on-going client-centered case management is not funded by the COUNTY. ADRC I&A activities are not to exceed a period of 90 days and are thus not considered on-going client-centered case management services.

2. **Frequency of Contact:** PROVIDER shall maintain and document contact with each client at least once during the year.
3. **Service Hours/Days:** PROVIDER shall maintain program service hours Monday through Friday 8 am-4:30 pm and other hours by appointment.
4. **Length of Service:** This program has no time limit for a client to receive the service.
5. **Capacity/Waiting List:** PROVIDER shall give priority to older adults most at risk; this includes victims of elder abuse and neglect, older adults experiencing imminent homelessness, and persons with dementia. A waiting list will occur when the PROVIDER is unable to contact a client within 10 business days of the initial referral to schedule a face-to-face meeting. PROVIDER shall maintain a waiting list, including a description of the client's current situation, notify COUNTY when a waiting list occurs, and provide COUNTY with monthly updates with the number of older adults on the list and the length of time before case management services will commence.

- 6. PROVIDER Responsibilities:** During the term of this Agreement, PROVIDER shall:
- a. Require case management staff to adhere to the National Association of Social Worker's Code of Ethics, Dane County Client-Centered Case Management Standards, and Dane County Client-Centered Case Management Policy & Procedures and Logic Diagram;
 - b. Require at least one case management staff member attend COUNTY coordinated case management trainings;
 - c. Require all case management staff attend an Ethics and Boundaries course each year, hosted and funded by the COUNTY or another National Association of Social Workers (NASW) accredited course approved by the COUNTY and funded by the PROVIDER;
 - d. Require PROVIDER director (or designated staff member) to attend COUNTY coordinated Focal Point Director meetings;
 - e. Provide resumes of all case management staff funded by this contract to the AAA Manager;
 - f. Report specific, identifiable services for each client on the Dane County Monthly Client Service Report (610 Form). All reportable activities shall also be documented in case notes and shall include the amount of time spent on the activity to the nearest quarter of an hour. This form is to be completed and emailed to Dane County Human Services by the dates indicated in Schedule C. The hours reported on the monthly 610 form for each client shall match/equal the hours of service documented in case notes;
 - g. Require case management staff to complete and submit a Quarterly Client-Centered Case Management Report to the COUNTY as described in Schedule C;
 - h. Require case management staff to include the standard confidentiality statement in all electronic documents sent by email;
 - i. Require case management staff to offer their clients an opportunity to receive an injury prevention/home safety assessment and assistance in eliminating home safety dangers;
 - j. Require case management staff to provide information on public benefit program eligibility and assist clients with applications and enrollment (e.g. Social Security, Medicare, Medicaid, FoodShare, and others);
 - k. Require case management staff to provide their clients a directory that includes the telephone numbers for the Aging and Disability Resource Center of Dane County, Dane County Emergency Management's Disaster Preparedness Registry, Domestic Abuse Crisis Line, Elder Abuse Helpline, Home Safety Assessment, Mental Health 24-hour Crisis Line, and Senior Focal Points;
 - l. Require case management staff to conduct home-delivered meal eligibility assessments within four (4) weeks of start of service. Reassessments will be completed at least annually for ongoing participants and more frequently as necessary to determine continued eligibility. The assessment/reassessment will be forwarded to the appropriate home-delivered meal provider;
 - m. Require case management staff to conduct Medicare Part D enrollments and provide Medicare counseling for new beneficiaries;
 - n. Require case management staff to provide case management services to clients referred by DCDHS Adult Protective Services to address the specific issue(s) reflected in the referral;
 - o. Complete and submit an annual Emergency Planning Guide by the date indicated in Schedule C and provide an updated guide when changes are required;
 - p. Require case management staff to refer MA eligible clients whenever they appear to meet the criteria for MA Case Management [excluding Colonial Club, McFarland, Middleton & Waunakee];
 - q. Require case management staff to follow COUNTY Supportive Home Care (SHC) Program Guidelines when providing this service to clients; and
 - r. Require case management staff to collect, record, and submit State Health Insurance Program (SHIP) participant data by the date indicated in Schedule C.

- 7. COUNTY Responsibilities:** During the term ²⁷ of this Agreement, COUNTY agrees to:

- a. Facilitate case management trainings for PROVIDER's case management staff;
- b. Provide all standardized client-centered case management forms and reporting mechanisms to the PROVIDER; and
- c. Provide funding for this program (as indicated on the Program Summary Form).

C. Program Evaluation

1. **Goals:** The primary goal of client-centered and client/family-centered case management program is to optimize client functioning by conducting a thorough and culturally responsive assessment of needs. Using this assessment, the case manager and the client and/or their family can work together to develop a plan to provide services in the most culturally responsive, efficient, and effective manner. Client-centered and client/family-centered case management rests on a foundation of professional training, values, knowledge, theory, experience, and skills used in the service of attaining goals established in conjunction with the client and the client's family and/or significant individuals, when appropriate. Client-centered and client/family-centered case management is ongoing and includes the following specific goals:
 - a. Promote and enhance, when possible, the skills of the client and/or their family in accessing and utilizing supports and services;
 - b. Educate clients who have immigrated to the U.S. and their families about how the service system works and how to access and use it;
 - c. Use the capacities of social networks and relevant human services providers to promote the functioning and well-being of the client to enable independent or interdependent functioning;
 - d. Provide supportive services for clients seeking legal status, which can include providing services for their passing the citizenship test;
 - e. Monitor and evaluate service effectiveness while providing services and supports that align with the client and their family's culture; and
 - f. Create and/or promote formal and informal systems to provide the client and/or family with resources, services, and opportunities.
2. **Performance Indicators:** The following measures shall be used to evaluate program effectiveness:
 - a. PROVIDER shall serve a minimum number of unduplicated clients with client-centered case management services in 2025 (as indicated on the Program Summary Form);
 - b. PROVIDER shall provide a minimum number of service hours of client-centered case management services in 2025 (as indicated on the Program Summary Form); and
 - c. Compliance shall also be measured by timely submission of required reports as described in Schedule C.

D. Other Requirements:

1. COUNTY may withhold monthly payment in the event of contract non-compliance.
2. The mission of the Aging and Disability Resource Center of Dane County (ADRC) is to support older adults, adults with disabilities, their families and caregivers by providing useful information, assistance, and education on community services and long-term care options.
 - a. PROVIDER may refer individuals seeking information on adult services and long-term care options to the ADRC as the ADRC is the single entry point for publicly funded long-term care;
 - b. PROVIDER shall cooperate with ADRC staff in developing referral protocols, memorandum of understanding, and other areas related to the ADRC's mission; and
 - c. If PROVIDER has services listed in the database jointly managed by the ADRC and United Way 2-1-1, PROVIDER shall ensure the data is accurate and shall update the data whenever necessary.

3. PROVIDER understands the system of care for its consumers that may include court oversight. PROVIDER is responsible for knowing which of its consumers are subjects of Wisconsin Statutes Chapter 51 Commitments or Settlement Agreements, Chapter 54 Guardianship, Chapter 55 Protective Placement and/or Protective Services and any Probation and Parole orders/rules.
- a. If PROVIDER is a residential provider or case manager, PROVIDER has the following responsibilities:
- i. PROVIDER shall maintain the following information in the individual's file or chart as is applicable:
 1. The guardian's name, current address, phone number, and e-mail address.
 2. A copy of the current Determination and Order for Protective Services/Protective Placement, or other specific court order/rules. PROVIDER shall confidentially maintain these documents.
 3. A copy of the Letters of Guardianship specifying the consumer's rights retained and the extent of the guardian's responsibility.
 - ii. Nonemergency transfer of protective placement. If PROVIDER initiates a transfer/change of residential placement of a person under a protective placement order, it shall provide notice of transfer to the Probate Office, the guardian(s), the case manager/broker, COUNTY's Adult Protective Services Unit, and the consumer with 10 days prior written notice. PROVIDER must obtain written consent of the guardian prior to transfer. PROVIDER must have a safe discharge plan.
 - iii. Emergency transfer of protective placement. If PROVIDER initiates an emergency residential transfer of a person under a protective placement order, it shall no later than 48-hours after the transfer provide notice of transfer to the Probate Office, the guardian(s), COUNTY's Adult Protective Services Unit and the consumer. PROVIDER must have a safe discharge plan.
 - iv. Discharge or transfer of consumer not under protective placement. When a consumer who is not under a protective placement order is discharged or transferred to another service or residence, PROVIDER shall give at least 24-hours prior written notice to the guardian, the case manager/broker, unless an emergency event prevents this, in which case PROVIDER shall provide such notice within 48-hours of the transfer.
 - v. The PROVIDER, when requested, shall submit on a timely basis a complete, clear, and signed WATTS Annual Review Form.
 - vi. The PROVIDER shall prepare a Report to the Court when ordered by the Court or requested by the COUNTY.
 - vii. Unless instructed otherwise, the PROVIDER shall accompany its consumers to all Court Hearings or otherwise assure the consumer's presence at them.
 - viii. When requested, PROVIDER shall provide testimony in court hearings.
 - ix. To facilitate the acquisition of medical reports required for Court Hearings, the PROVIDER, when requested shall schedule an appointment with the appropriate physician or psychologist and shall take the consumer to the appointment or otherwise assure the consumer's presence at the appointment.
- b. The COUNTY'S Adult Protective Services Unit will, at the PROVIDER'S request, assist the PROVIDER in identifying individuals under Chapters 51, 54, and 55.
- c. PROVIDER is responsible for meeting any Adult at Risk or Elder Adult at Risk reporting obligations it has pursuant to Wisconsin Statutes Chapters 46 and 55. In addition upon request of the COUNTY, PROVIDER will assist the COUNTY in investigating Adult at Risk or Elder Adult at Risk referrals received by the COUNTY regarding any consumer the PROVIDER serves in consultation with the COUNTY Contract Manager or designee and the COUNTY's Adult Protective Services Unit.

Village of McFarland
2025 SCHEDULE A PROGRAM REQUIREMENTS
Nutrition & Home Delivered Meal Nutrition
Program 1236 and 12670

- A. Description of Services to be Purchased: SPC 401 Congregate Meals and SPC 402 Home Delivered Meals.** This program is intended to provide Older American Act (OAA) Senior Nutrition Program (SNP) Site Management of congregate and home-delivered meal (HDM) services in accordance with: (1) Wisconsin Dept. of Health Services - Nutrition Services Aging Operations Manual (NSAOM) (2) Wisconsin Food Code (WFC), and (3) Area Agency on Aging (AAA) of Dane County's Senior Nutrition Program Policies and Procedures.

Senior Nutrition Program Site Management includes coordination and oversight of the following: (1) program outreach targeting low-income, minority, and rural seniors; (2) supervision to ensure SNP compliance of a safe and sanitary facility to serve and package meals; (3) service delivery of congregate meals; (4) service delivery of home delivered meals to eligible homebound older adults by trained volunteers; (5) collection and data entry of required participant registration and service delivery data; (6) utilization of a meal reservation system to accurately and timely order meals through the County contracted Caterer; (7) daily solicitation of donations for congregate meals at the dining site and monthly solicitation of donations for home delivered meals utilizing a County approved letter (8) adhere to a County approved Donation Collection and Tracking Process for all nutrition program donations; (9) the provision of quarterly nutrition education and isolation reducing activities for older adults.

1. **Service Location:** Congregate meals are offered at two locations within the PROVIDER's service area as approved by the COUNTY:
 - a. McFarland Outreach, 5915 Milwaukee Street, McFarland, WI 53558 (M-W-F).
 - b. Cambridge Community Center, 200 Spring Street, Cambridge, WI 53523 (T, F)
2. Home-delivered meals are portioned and packaged 5 days per week (M-F) at the McFarland Outreach location and delivered by volunteers to eligible persons residing in the Village of McFarland, Village of Cambridge, Village of Rockdale, Town of Dunn, Town of Pleasant Springs, or Town of Christiana.

3. Persons to be Served:

a. Target Population: As required by the OAA, the PROVIDER shall target adults (age 60+) who have the greatest economic or social need with particular attention to low-income minority and rural individuals. PROVIDER shall attempt to serve these target populations in the same proportion as their incidence in the population of the service area served by the PROVIDER.

b. Eligibility Requirements:

1) For Congregate Meals

- Any individual age 60 and older
- The spouse of an age 60 and older congregate participant—the spouse can be of any age
- A person with a disability, under age 60 who resides in housing facilities occupied primarily by older individuals at which congregate nutrition services are provided
- A disabled individual who resides at home with and accompanies an age 60 or older individual to the site
- Any nutrition services staff age 60 or older
- Senior Nutrition Program volunteers of any age, while volunteering

2) For Home-Delivered Meals (HDM)

- Any individual age 60 and over who is generally unable to leave their home unassisted by reason of accident, illness, disability, frailty, or isolation.
- A spouse of a person eligible for a HDM, as described above, regardless of age or condition, if an assessment concludes that it is in the best interest of the homebound older individual
- An individual with a disability, who resides at home with an older eligible individual, if an assessment concludes that it is in the best interest of the homebound older individual

4. Funding Source: PROVIDER shall comply with all federal, state, and COUNTY requirements related to the funding source(s) for this program.

5. Units of Service: A unit of service is defined as one hour of paid staff time working on the provision of meals at congregate meals sites and/or for home-delivered meals.

6. Referral Process: Referrals for this service shall come from throughout the community and shall be made directly to the PROVIDER.

B. Program Specifications

1. Service Specifications:

- a. The meals for this program shall be provided by a caterer as decided by the COUNTY unless otherwise specified in this contract.
- b. PROVIDER shall coordinate and oversee daily nutrition program operation at the congregate site as well as the packaging and delivery of home-delivered meals subject to COUNTY contracts with caterers in accordance with : (1) NSAOM (2) WFC and (3) AAA of Dane County's Senior Nutrition Program Policies and Procedures.
- c. PROVIDER is responsible for ordering congregate and home-delivered meals from the caterer contracted by the COUNTY by 10:00 am on the business day before the meal is to be provided. When PROVIDER anticipates serving 10 more or 10 fewer meals than normally served on any given day, PROVIDER shall provide the caterer with advance notice of estimated meals needed according to deadlines established by the caterer. Individual consumers can reserve their meal by calling a local number operated by PROVIDER that is publicized in the community. Participant meal orders shall be accepted by the provider until at least 10 am the day before the meal is to be served.
- d. PROVIDER shall work cooperatively and remain respectful in all communications with catering staff and delivery drivers under contract for the site. PROVIDER shall work cooperatively on the following activities:
 - 1) Reserving the meal in advance of serving, as agreed upon by the caterer;
 - 2) Contacting caterer by telephone prior to 6 am on any day the meal needs to be cancelled due to weather or other emergencies; unless the school district assigned to the site closes for weather conditions prior to 7 am.
 - 3) Monitoring and recording temperatures as taken by the catering staff upon food delivery to ensure food safety at time of delivery;
 - 4) Keep pathways open and accept the delivery of all food prior to starting the packaging and moving of foods in order to expedite the delivery of food.
 - 5) Determining the level of consumer satisfaction with quality of food, special diet requests, special menus for special occasions, and other issues as they arise which are related to the meal; and
 - 6) Administering COUNTY approved customer satisfaction surveys as requested.
- e. Immediate problems requiring resolution, such as food shortages or preparation issues, shall be discussed by the PROVIDER directly with the caterer in accordance to the caterer contact instructions. PROVIDER shall report immediately, in writing via email to the COUNTY program DIETITIAN, all instances of food shortages, improper temperatures, food waste, or complaints regarding the quality of the food received from the COUNTY contracted caterer so that these issues can be

proactively addressed by the COUNTY with the caterer. If the site is shorted portions of food items to complete each meal ordered, they should contact the caterer immediately upon notice of shortage. Caterer must be provided an opportunity to correct the shortage, within 15 minutes post serving time. If the shortage is not repaired, PROVIDER shall immediately report shortage of portions/number of incomplete meals for billing purposes to the COUNTY program DIETITIAN. If PROVIDER error, such as not submitting a meal order or entering incorrect meal counts, causes a shortage of meals available to participants on any given day, PROVIDER is responsible for remedying the issue with the participants. PROVIDER is responsible for ensuring orders are submitted on time, and if out of the office, a back-up coordinator knows how to submit orders with the caterer. Meals purchased from anyone other than COUNTY contracted caterer are not the responsibility of the COUNTY.

- f. PROVIDER shall ensure site's facility and all food handling and storage is conducted in accordance with food safety regulations of the (1) NSAOM (2) WFC, and (3) AAA of Dane County's Senior Nutrition Program Policies and Procedures. PROVIDER shall cooperate with all required on-site inspections and make needed corrections required by the COUNTY program DIETITIAN or by the Public Health Department, depending on the type of license or certification held by the site's kitchen.
- g. PROVIDER shall:
 - 1) Employ a ServSafe certified Food Service Manager (certification must be received within first 90 days of employment and renewed every 5 years) and ensure a ServSafe certified individual is on-site any day a meal is served;
 - 2) Require other nutrition program staff to be certified in Serving Safe Food;
 - 3) Require all staff and volunteers, that are in direct contact with food, to complete a minimum of six (6) hours of annual position-related training as described by NSAOM and approved by the COUNTY;
 - 4) Require staff attendance at regional annual training as convened by the COUNTY. A representative of the PROVIDER shall attend the four regularly scheduled Nutrition Program Site Manager meetings during the year.
 - 5) Log training records for staff and volunteers.
- h. PROVIDER shall encourage all participants to contribute toward the cost of the meal and a confidential mechanism shall be established by the PROVIDER that provides a person the privacy to make the donation they determine that they can afford (including none); all signs regarding donations or other signs required by the COUNTY shall be maintained and posted in a visible manner. PROVIDER shall provide a County approved, written monthly home delivered meal donation letter to

each person receiving home delivered meals. All outreach materials, to include monthly newsletters, shall state, "The suggested minimum donation is \$5.00. Please contribute the amount you can afford." Persons under the age of 60 must pay the full cost of the meal and a record of under age 60 meals must be kept (see Dane County Senior Nutrition Program Staff and Volunteer Meal Policy).

- i. PROVIDER shall initially interview all home-delivered meal participants to assess:
 - 1) Eligibility for home-delivered meals;
 - 2) Need for other services and/or information; and
 - 3) Level of nutritional risk
 - j. PROVIDER shall have all meal program participants complete a program registration and an in-person nutrition risk assessment within the first 30-days of participation and at least annually thereafter. PROVIDER shall enter this information in the PeerPlace data system within the first 30-days of service and within 30 days of reassessment.
 - k. PROVIDER shall ensure congregate and home-delivered meal participants receive reputable information about nutrition at least four (4) times (once per quarter) during the year and a record of such activities shall be reported in PeerPlace data entry system the month in which it occurs.
- 2. **Service Hours/Days:** PROVIDER shall maintain program service hours of Monday through Friday. The congregate meal shall be served at a consistent time during the middle of the day as determined by the PROVIDER. Home-delivered meals shall be delivered between the hours of 11:00 am and 1:00 pm.
 - 3. **Service Termination:** PROVIDER shall terminate service when an individual voluntarily withdraws from the program or when the participant no longer meets eligibility criteria.
 - 4. **Transportation:** This contract provides no COUNTY-funded transportation for program participants. Home-delivery of meals is arranged by the PROVIDER through the COUNTY-funded Retired Senior Volunteer Program.
 - 5. **Capacity/Waiting List:** PROVIDER shall use the nutrition risk assessment provided by the COUNTY for determining the number of home-delivered meals provided to eligible participants. If COUNTY institutes a waitlist, PROVIDER shall follow the Dane County Waitlist Policy dated 11/8/22.

C. Program Evaluation

1. Goals: The goals of the Senior Nutrition Program are:

- a. To reduce hunger, food insecurity, and malnutrition of older adults;
- b. To promote socialization of older individuals; and
- c. To promote the health and well-being of older individuals by assisting such individuals to gain access to other services.

2. Performance Indicators: The following measures shall be used to evaluate Nutrition Site Management effectiveness:

- a. Number of SNP safety, sanitation, and program standard violations requiring corrective action during annual site inspection by COUNTY program DIETITIAN shall indicate compliance with NSAOM and the WFC.
- b. Cost effectiveness shall be measured by the COUNTY by: (1) considering the total program budget and catering contract allowances for meals ordered divided by the number of meals served annually; and, (2) the percent of wasted meals as determined by the COUNTY based on a comparison of the number of meals ordered by the PROVIDER and the number of meals served by the PROVIDER and, (3) the provision of at least 15 congregate meals and 20 Home Delivered Meals on average each day.
- c. PROVIDER outreach to targeted populations shall be measured by the total number of participants, total number of meals served to eligible participants, average number of total and congregate meals served per day, and the proportion of those served that are of low-income, minority, and/or rural to the total number of persons served.
- d. NSAOM reporting compliance shall be measured by: (1) the number of instances wherein required data is not entered by the PROVIDER into the PeerPlace data entry system within 30-days of service provided; and, (2) timely submission of required monthly reports as described in Schedule C.

D. Reporting: Refer to Schedule C.

E. Other Requirements:

1. PROVIDER shall include the following statement on all menus used in the program:
“All menu items are prepared in kitchens that are not allergen-free. We cannot guarantee that food allergens will not be transferred through cross-contact. No substitutions allowed.”
2. PROVIDER is responsible for creating a welcoming, enjoyable, hospitable, dining atmosphere for all participants. Participant behaviors that require intervention

beyond a verbal warning shall be made known to the COUNTY program DIETITIAN or COUNTY AGING PROGRAM SPECIALIST prior to further disciplinary action.

3. PROVIDER shall clearly post or periodically distribute cards provided by the COUNTY that identify the telephone numbers for the Elder Abuse Helpline.
4. The PROVIDER shall participate in meetings, as requested by the COUNTY, for the purpose of planning, coordinating, or improving the provision of congregate or home-delivered meal services.
5. PROVIDER shall solicit congregate and home-delivered meal consumer satisfaction using the approved COUNTY or State-wide survey provided by the COUNTY as requested.

10/10/24

CP

2025 DCDHS SUBRECIPIENT SCHEDULE

Provider Name: Village of McFarland
 Program Name: Nutrition
 Program Number: 1236

Your contract has been identified as one that potentially contains subrecipient programs as defined by the State and/or Federal government. The following information associated with your contracted program(s) is included to comply with State/Federal subrecipient requirements.

FEDERAL AWARD IDENTIFICATION

Dane County Vendor Number:	8470
Unique Entity Identifier (UEI):	WQCBNG6LUK4
Federal Award Identification Number (FAIN):	TBD
Assistance Listing (formerly CFDA) Number:	93.045
Amount of Federal Funds Obligated by this Action:	\$2597
Assistance Listing (formerly CFDA) Name:	Special Programs for the Aging, Title III, Part C, Nutrition Services
State Agency:	State of Wisconsin Department of Health Services, Division of Public Health
Awarding Official:	TBD
Federal Awarding Agency:	Department of Health and Human Services
Federal Award Date:	TBD
Contract Period:	1/1/2025 – 12/31/2025
Award Contains R & D Costs:	No
Indirect Cost Rate for Federal Award:	Not to exceed the Federal de minimis rate of 10%, unless provider has a federally negotiated indirect cost rate.
Requirements Imposed to Ensure Accordance with Federal Statutes:	Title 3C-1 Congregate Meals: Provider shall comply with all federal, state, and county requirements related to the funding source(s) for this program
Requirement to Permit Access to Financial Records:	Dane County Department of Human Services (DCDHS) - County of Dane Purchase of Services Agreement, Section C, XXVI, N. Financial and Compliance Audit by PROVIDER., Pgs. 15-16
Closeout Appropriate Terms and Conditions:	DCDHS - County of Dane Purchase of Services Agreement, Section C, XXVI, O. Final Settlement, Pg. 17
Project Description as Required by Federal Funding Accountability & Transparency Act (FFATA):	To provide grants to States and U.S. Territories to support nutrition services including nutritious meals, nutrition education and other appropriate nutrition services for older adults in order to maintain health, independence and quality of life. Meals and nutrition services are to be served in a congregate setting or delivered to the home, if the older adult is homebound.

2025 DCDHS SUBRECIPIENT SCHEDULE

Provider Name: Village of McFarland
 Program Name: Home Delivered Meal Nutrition
 Program Number: 12670

Your contract has been identified as one that potentially contains subrecipient programs as defined by the State and/or Federal government. The following information associated with your contracted program(s) is included to comply with State/Federal subrecipient requirements.

FEDERAL AWARD IDENTIFICATION

Dane County Vendor Number:	8470
Unique Entity Identifier (UEI):	WQCBBNG6LUK4
Federal Award Identification Number (FAIN):	TBD
Assistance Listing (formerly CFDA) Number:	93.045
Amount of Federal Funds Obligated by this Action:	\$1328
Assistance Listing (formerly CFDA) Name:	Special Programs for the Aging, Title III, Part C, Nutrition Services
State Agency:	State of Wisconsin Department of Health Services, Division of Public Health
Awarding Official:	TBD
Federal Awarding Agency:	Department of Health and Human Services
Federal Award Date:	TBD
Contract Period:	1/1/2025 – 12/31/2025
Award Contains R & D Costs:	No
Indirect Cost Rate for Federal Award:	Not to exceed the Federal de minimis rate of 10%, unless provider has a federally negotiated indirect cost rate.
Requirements Imposed to Ensure Accordance with Federal Statutes:	Title 3C-1 Congregate Meals: Provider shall comply with all federal, state, and county requirements related to the funding source(s) for this program
Requirement to Permit Access to Financial Records:	Dane County Department of Human Services (DCDHS) - County of Dane Purchase of Services Agreement, Section C, XXVI, N. Financial and Compliance Audit by PROVIDER., Pgs. 15-16
Closeout Appropriate Terms and Conditions:	DCDHS - County of Dane Purchase of Services Agreement, Section C, XXVI, O. Final Settlement, Pg. 17
Project Description as Required by Federal Funding Accountability & Transparency Act (FFATA):	To provide grants to States and U.S. Territories to support nutrition services including nutritious meals, nutrition education and other appropriate nutrition services for older adults in order to maintain health, independence and quality of life. Meals and nutrition services are to be served in a congregate setting or delivered to the home, if the older adult is homebound.

**VILLAGE OF MCFARLAND
SCHEDULE B - FISCAL**

NUTRITION 1236 AND 12670

As required by the Older Americans Act and the Wisconsin Bureau on Aging, the PROVIDER shall collect nutrition donations from persons who participate in the nutrition program. Persons age 60 and over are not obligated to make a contribution and shall not be required to do so. However, persons age 60 and over should be encouraged to contribute what they can reasonably afford to help defray the cost of the meal. Efforts may be made to increase the average donations, but such efforts should be positive in nature and should not discourage the participation of individuals who are unable to increase the amount of their donation.

All donations collected are the property of the COUNTY and shall be submitted monthly to the COUNTY. Per Wisconsin Bureau on Aging and Disability Resources requirements, collected donations shall be counted daily by two persons, both of whom should sign daily a register verifying the amount collected. The full amount of the collected donations shall be deposited in a bank or savings institution daily in an account designated for nutrition donations only. The deposited donations should be forwarded to the COUNTY monthly.

SCHEDULE C REPORTING REQUIREMENTS

The Agreement requires some reports to be filed upon request and other reports to be filed at a particular time. The following reports have specific due dates as provided below. If due date falls on a weekend or holiday, reporting is due the following business day.

REPORT	WHERE SUBMITTED	DUE DATE
Affirmative Action Plan (Unless PROVIDER is exempt)	Contract Compliance Specialist Office of Equity & Inclusion 210 Martin Luther King, Jr. Blvd. Rm. 356 Madison, WI 53703 oby.joe@danecounty.gov	January 15, 2025 (15 days after Agreement effective date.)
Civil Rights Compliance Plan (Unless PROVIDER is exempt)	Contract Compliance Specialist Office of Equity & Inclusion 210 Martin Luther King, Jr. Blvd. Rm. 356 Madison, WI 53703 oby.joe@danecounty.gov	On or before the effective date of the Agreement
NLRB or WERC complaints or findings that PROVIDER has violated labor standards.	Contract Compliance Specialist Office of Equity & Inclusion 210 Martin Luther King, Jr. Blvd. Rm. 356 Madison, WI 53703 oby.joe@danecounty.gov	Within 10 days of complaint or findings
Certificate of Insurance listing Dane County as additional insured.	Dane County Department of Human Services Contract Coordination Assistant 1202 Northport Dr. Madison, WI 53704 dcdhscontracts@danecounty.gov	At the time the Agreement is signed
Program Budget and Supporting Personnel Schedule (Unless PROVIDER is exempt)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	February 26, 2025 (56 days after Agreement effective date) Final Revisions due November 15, 2025
Quarterly Expense Reports (Unless PROVIDER is exempt)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	April 25, July 25, and October 25, 2025; and January 25, 2026
Annual Audit (Unless PROVIDER is exempt)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704 dcdhsaudits@danecounty.gov	June 30, 2026, or 180 days after the end of PROVIDER's fiscal year
Audit Waiver Request	Dane County Department of Human Services Accounting dcdhsaudits@danecounty.gov	Prior to Agreement effective date
Notice of Financial Instability	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	Upon triggering event occurring that requires notice
Client Registration/Client Services Reports.	Client Registration is faxed to 608-242-6288. Client Services Reports are submitted electronically to your assigned keyer.	February 10, March 10, April 10, May 10, June 10, July 10, August 10, September 10, October 10, November 10, December 10, 2025; and January 5, 2026
Quarterly Client Services Reports	County Designee	May 1, 2025, August 1, 2025, November 1, 2025 and final quarter due April 1, 2026

2025 SCHEDULE C REPORTING REQUIREMENTS CONTINUED

The Agreement requires some reports to be filed upon request and other reports to be filed at a particular time. The following reports for the **Area Agency on Aging of Dane County** have specific due dates as provided below:

REPORT	WHERE SUBMITTED	DUE DATE
Client Registration/Client Services Data Entry (Nutrition)	Client Registration and Nutrition Risk Assessments/Reassessments is entered in the PeerPlace data-entry system Client Services (number of meals received each month) are entered into PeerPlace data-entry system. Managed Care Organization meals must be entered to PeerPlace data-entry system.	Within 30 days of the Onset of Meals 10 th of Each Month 10 th of Each Month
Monthly Nutrition Report (Nutrition)	Submitted Electronically to: Gabriel.shannon@danecounty.gov Matulle.Cindy@danecounty.gov	10 th of Each Month
Nutrition Education (Nutrition)	Entered once per quarter into PeerPlace data-entry system	April 10, July 10, and October 10, 2025 and January 10, 2026
Food Service Licensing & Inspection Reports (Nutrition)	Submitted Electronically to: Gabriel.shannon@danecounty.gov	Within 10 days of Receipt
Client Registration/Client Services Reports (NewBridge Cultural Diversity)	Submitted Electronically to: Matulle.Cindy@danecounty.gov and aaa@danecounty.gov	10 th of Each Month
Client Registration/Client Services Reports (NewBridge Mental Health program)	Client Registration is faxed to 608-242-6288. Client Services Reports are submitted electronically to your assigned keyer.	10 th of Each Month
Quarterly Service Report (NewBridge Mental Health program)	Submitted Electronically to: aaa@danecounty.gov	April 10, July 10, and October 10, 2025 and January 10, 2026
Client Registration/Client Attendance Rosters (Rainbow Project GORP program)	Submitted Electronically to: Matulle.Cindy@danecounty.gov and aaa@danecounty.gov	10 th of Each Month
Client Registration/Client Services Reports (RSVP Volunteer Services program)	Submitted Electronically to: Matulle.Cindy@danecounty.gov and aaa@danecounty.gov	10 th of Each Month
Quarterly Service Report (Case Management)	Submitted Electronically to: aaa@danecounty.gov	April 10, July 10, and October 10, 2025 and January 10, 2026
Client Registration/Client Services Reports (Case Management)	Client Registration is faxed to 608-242-6288. Client Services Reports are submitted electronically to your assigned keyer.	10 th of Each Month
Quarterly Service Report (RSVP Volunteer Services program)	Submitted Electronically to: aaa@danecounty.gov	April 10, July 10, and October 10, 2025 and January 10, 2026
Client Registration/Service Report (AgeBetter, Inc. Safe-at-home program)	Submitted Electronically to: Mohan.Sridevi2@danecounty.gov	April 10, July 10, and October 10, 2025 and January 10, 2026
Client Registration/Client Services Reports (Safe Communities Evidence-Based Health Promotion program).	Submitted Electronically to: Gabriel.Shannon@danecounty.gov	April 10, August 10, October 10, 2025, Jan 10 2026
Client Registration/Client Services Reports (The Hmong Institute Diversity & Inclusion program).	Submitted Electronically to: Matulle.Cindy@danecounty.gov and aaa@danecounty.gov	10 th of Each Month

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, December 10, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Motion to approve a Temporary "Class B" Wine and Class "B" Beer License for Friends of the McFarland Library to hold the Friends of McFarland Library Trivia Night on January 11, 2025, at the E.D. Locke Library (with a snow day make up date of January 25, 2025) with the conditions provided by the Police Chief.

PREVIOUS ACTION:

None. This is the first year the event is proposed to be held.

ISSUE SUMMARY:

The Friends of the McFarland Library is proposing to hold a trivia night at the library on January 11, 2025. The event would be held in the Community Room and foyer of the E.D. Locke Library. Wine and Beer would be sold to patrons during the event from 6 p.m. to 10 p.m.

FINANCIAL/BUDGET IMPACT:

Permitting Revenues

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Village Ordinance [11-49](#) & [11-50](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion and approval.

Motion to recommend approval of a Temporary "Class B" Wine and Class "B" Beer license for the Friends of the McFarland Library to hold the Friends of McFarland Library Trivia Night on January 11, 2025 with a snow date make up date of January 25, 2025 with the conditions provided by the Police Chief.

ATTACHMENTS:

1. Friends of McFarland Library Trivia Night Temporary Alcohol Application_Redacted
2. Friends of McFarland Library Trivia Night



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 - People completing the Individual Questionnaire, should indicate the e-mail address of the person who is submitting the full application for the Temporary Alcohol License. Upon submittal, the Individual Questionnaire will be e-mailed, to the e-mail address indicated, as a PDF attachment that will be able to be uploaded into the Temporary Alcohol License Application.

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

Fee	
Application Fee	\$10.00

Total Cost = \$10.00

Organization Information

Organization Name	Friends of McFarland Library
Organization Address	5920 Milwaukee St. McFarland WI 53558
Organization Phone Number	
Organization E-mail Address	hcox@mcfarlandlibrary.org
FEIN	

Is this organization required to hold a Wisconsin Seller's permit?

No

Date of
Organization/Incorporation 04/19/2000

State of
Organization/Incorporation Wisconsin

Type of Organization Bona Fide Club

Individual Information

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

i. Last Name

Cox

First Name

Heidi

Title

Trustee

Phone Number

[REDACTED]

Attach completed Individual Questionnaire. (See link and instructions at the top of this page.)



Cox, Heidi Individual Questionnaire (1).pdf

Select plus sign to add additional officers.

ii. Last Name

Fritz

First Name

Staci

Title

President

Phone Number

[REDACTED]

Attach completed Individual Questionnaire. (See link and instructions at the top of this page.)



Fritz, Staci Individual Questionnaire.pdf

Select plus sign to add additional officers.

iii. **Last Name**

Peterson

First Name

Denise

Title

Vice President

Phone Number

██████████

Attach completed Individual Questionnaire. (See link and instructions at the top of this page.)

 Peterson, Denise Individual Questionnaire.pdf

Select plus sign to add additional officers.

iv. **Last Name**

Leonard

First Name

Quinn

Title

Secretary

Phone Number

██████████

Attach completed Individual Questionnaire. (See link and instructions at the top of this page.)

 Leonard, Quinn Individual Questionnaire.pdf

Select plus sign to add additional officers.

v. **Last Name**

Johnsen

First Name

Cheryl

Title

Secretary

Phone Number

██████████

Attach completed Individual Questionnaire. (See link and instructions at the top of this page.)



Select plus sign to add additional officers.

Event Information

Name of Event Friends of McFarland Library Trivia Night

Date(s) of Event January 11, 2025

Hours of Event 6pm-10pm

Address of Event 5920 Milwaukee St.

Name of Person in Charge Heidi Cox

Phone Number of Person in Charge

[REDACTED]

E-mail Address of Person in Charge

[REDACTED]

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

The event will be held in the Community room and foyer of the E. D. Locke Public Library. Alcohol will be stored in our network closet which is locked and only a few staff have access. The records will be stored in the Library director's filing cabinet which is locked.

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 Cox

Officer First Name Heidi

Officer Title	Trustee
Officer E-mail	[REDACTED]
Officer Phone Number	[REDACTED]
Officer Signature	
Date	11/15/2024

McFarland

VILLAGE OF

Police Department

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

DATE: November 26, 2024

TO: McFarland Public Safety Committee/McFarland Village Board

FROM: Brian Redman, Interim Chief of Police

RE: Recommendation of Approval, Friends of McFarland Library Trivia Night

I have reviewed the Special Event Permit Application and Temporary Class B Alcohol License submitted for the Friends of McFarland Library Trivia Night Event to be held on January 11, 2025, from 6pm to 10pm. The organizers expect roughly 80 participants.

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

- Organizers will provide 1 staff member per 50 anticipated attendees, devoted to the function of assisting and directing attendees as needed.
- Each staff member will wear a nametag that clearly identifies them as event staff.
- Event staff will be required to card attendees that appear to be under the age of 30 at the entrance of the venue to ensure there are no minors on the premises during the event.
- They will be required to have in place a plan to mitigate a fire, severe weather, medical or other emergency.

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

Thank you,

Brian Redman

Brian Redman
Interim Chief of Police

Board, Committee, Commission Application

First Name	Karen
Last Name	Pominville
E-mail Address	
Phone Number	
Address	
City	McFarland
State	WI
Zip Code	53558
Job/Profession	Retired
Education	Western Wayne High School Lackawanna Junior College
What Board, Committee, or Commission are you interested in being appointed to?	Community Development Authority
Have you attended or watched a meeting of the Board, Committee, or Commission that you selected above?	Yes
Why are you interested in serving?	I live in McFarland and would very much like to support the village and be part of its growth and quality of living. After attending several meetings I think that the CDA would be a good fit for that purpose.
What else would you like to tell us about yourself and/or your interest in serving on the Board, Committee, or Commission that you selected above?	Four years ago after both my husband and I retired we sold our home in the country and chose McFarland to be our home. Prior to retirement I ran my own business for ten years. Designing, manufacturing, marketing, and selling bags specifically designed for knitters. Before that I was manager of an art gallery. Most of my life has been spent living somewhat rural. That being said, being part of a close community has been a joy for me. Being retired I have the time to dedicate to serving on a committee.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, December 10, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Presentation by Dane County Land and Water Resources Department on the Lake Waubesa and Lake Kegonsa aquatic plant management plan.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Dane County through its Lake and Water Resources Department is preparing a new Aquatic Plant Management Plan for Lake Waubesa and Kegonsa. Enclosed is a presentation from Pete Jopke who is a Water Resources Planner that will be in the meeting to provide the presentation and discuss these efforts. Individuals from the Lake Waubesa Conservation Association will also be present as they are working on a separate plan for overall lake management.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presentation only, no action needed on this item.

ATTACHMENTS:

1. WaubesaKegonsa2024



Aquatic Plant Management (APM) in Dane County 2024 (Waubesa and Kegonsa)

Pete Jopke
Water Resources Planner
David Rowe
Lakes Management Supervisor



**LAND & WATER
RESOURCES
DEPARTMENT**

Aquatic Plant Benefits

- Support wide range of invertebrates
- Provide food and shelter for fish, reptiles, amphibians, birds and mammals
- Improve water quality
- Protect shorelines
- Aesthetics



Point Intercept

- Wisconsin Standard Point-Intercept Survey Method
 - Trained aquatic plant specialists
 - Aquatic plant frequency and biomass recording
 - July through August
 - Point grids provided by WI DNR give a representative sample
 - Quantitative baseline data for aquatic plant communities in lakes and rivers across the state



Data is Used in Aquatic Plant Management Plans

Depth of maximum rooted growth

Species list and comparisons

Relative frequency figures

Frequency of occurrence for vegetated sites

Summary statistics

Individual plant species maps

Total number of species maps (with and without invasives)

Dane County

AQUATIC PLANT MANAGEMENT PLANS



Yahara River and Upper Mud Lake Looking North

- Fish Lake/Crystal Lake
- Lake Kegonsa/Lower Mud Lake
- Lake Mendota
- Lake Monona
- Ponds
 - Jenni & Kyle Preserve Ponds
 - Tenney Park Lagoon
 - Vilas Park Lagoon
 - Warner Park Lagoon
 - Verona Quarry
- Lake Waubesa
- Lake Wingra

Dane County Aquatic Plant Management Program

Dane County

AQUATIC PLANT MANAGEMENT PLANS



Yahara River and Upper Mud Lake Looking North

- Fish Lake/Crystal Lake
- Lake Kegonsa/Lower Mud Lake
- Lake Mendota
- Lake Monona
- Ponds
 - Jenni & Kyle Preserve Ponds
 - Tenney Park Lagoon
 - Vilas Park Lagoon
 - Warner Park Lagoon
 - Verona Quarry
- Lake Waubesa
- Lake ~~Wingra~~

- Flood Mitigation (Keep Water Flowing Through the Yahara River)
- Recreation, Navigational and Beach Access
- Shallow Cuts and Filamentous Algae Control
 - Special Events (*Discretion of LWRD and Permits*)

Regulated by ADM NR 109 (Mechanical Harvesting)



APM Operations Staff & Equipment

5 FTEs
22 LTEs
12 Harvesters
2 Barges
2 Transport Barges

No Harvest In:

- Areas less than 3' of water
- Between piers or docks of riparian owners
- *Only done where water depths exceeds 3 feet of water. Scooping of floating plants by creating currents near shore using paddle wheels is prohibited due to scouring and resuspension of sediments and erosion to the shoreline.*
- Areas with known obstructions or hazards
- Areas identified as sensitive or ecologically significant (typically undeveloped shorelines)
- *Any exceptions to the above are made in consultation with the Lakes Management Supervisor, Lake Operations Staff and WDNR Fisheries and Water Quality Biologists*

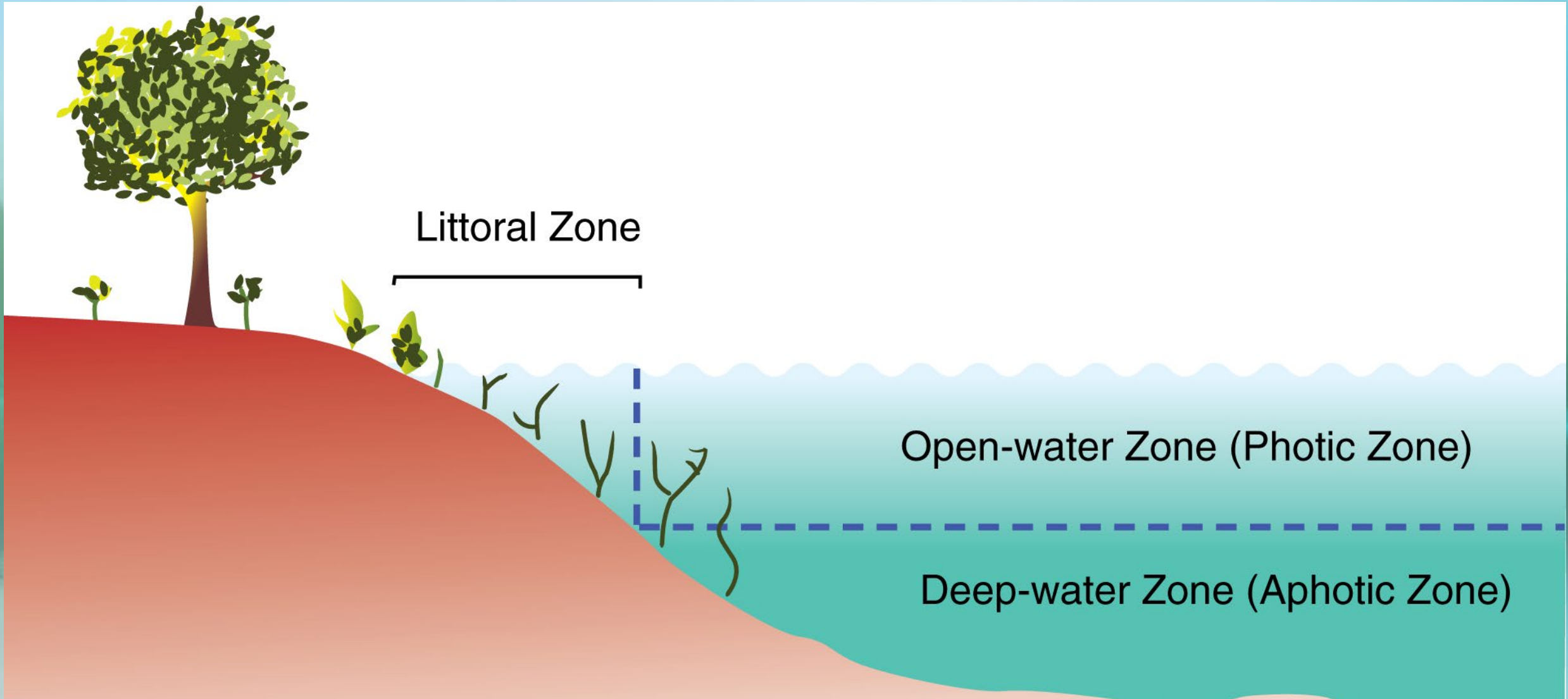
- Cutting width of harvester is 10 feet.
- Standard practice is 3-6 cutter widths from the end of the pier/dock.
- Every 5-10 docks access lanes cut perpendicular to shoreline cut.



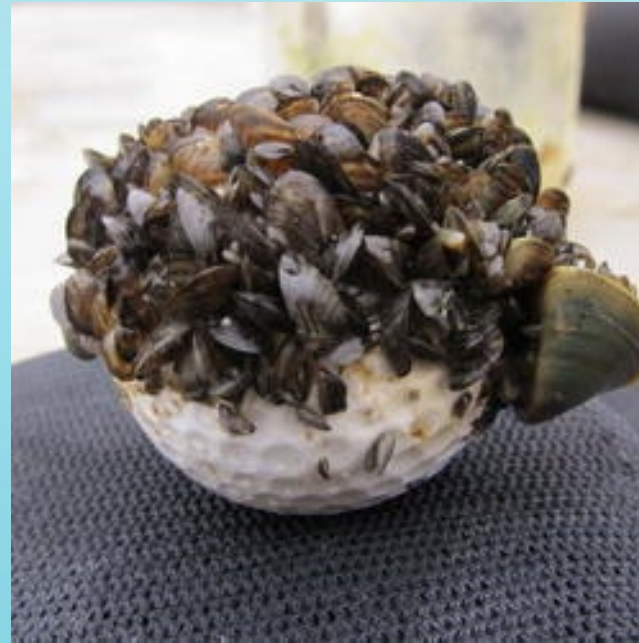
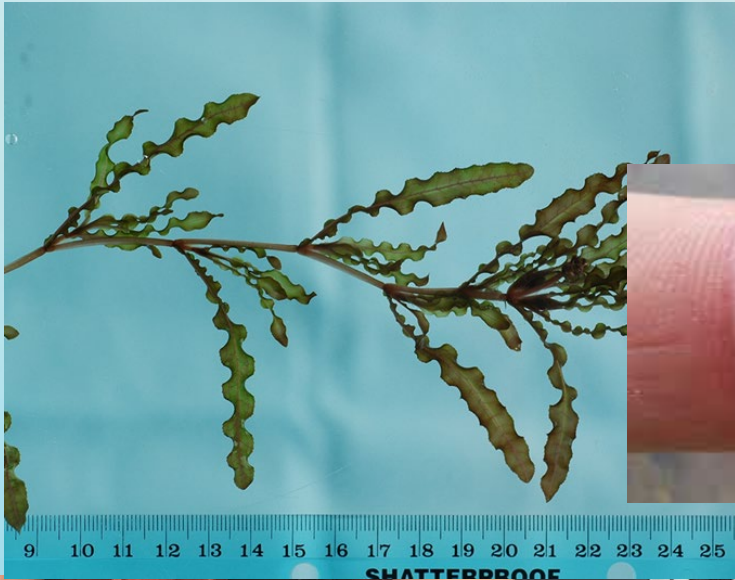
Harvesting program limitations

- Staff
- Equipment
- Water depth
- Obstructions
- Critical Habitat





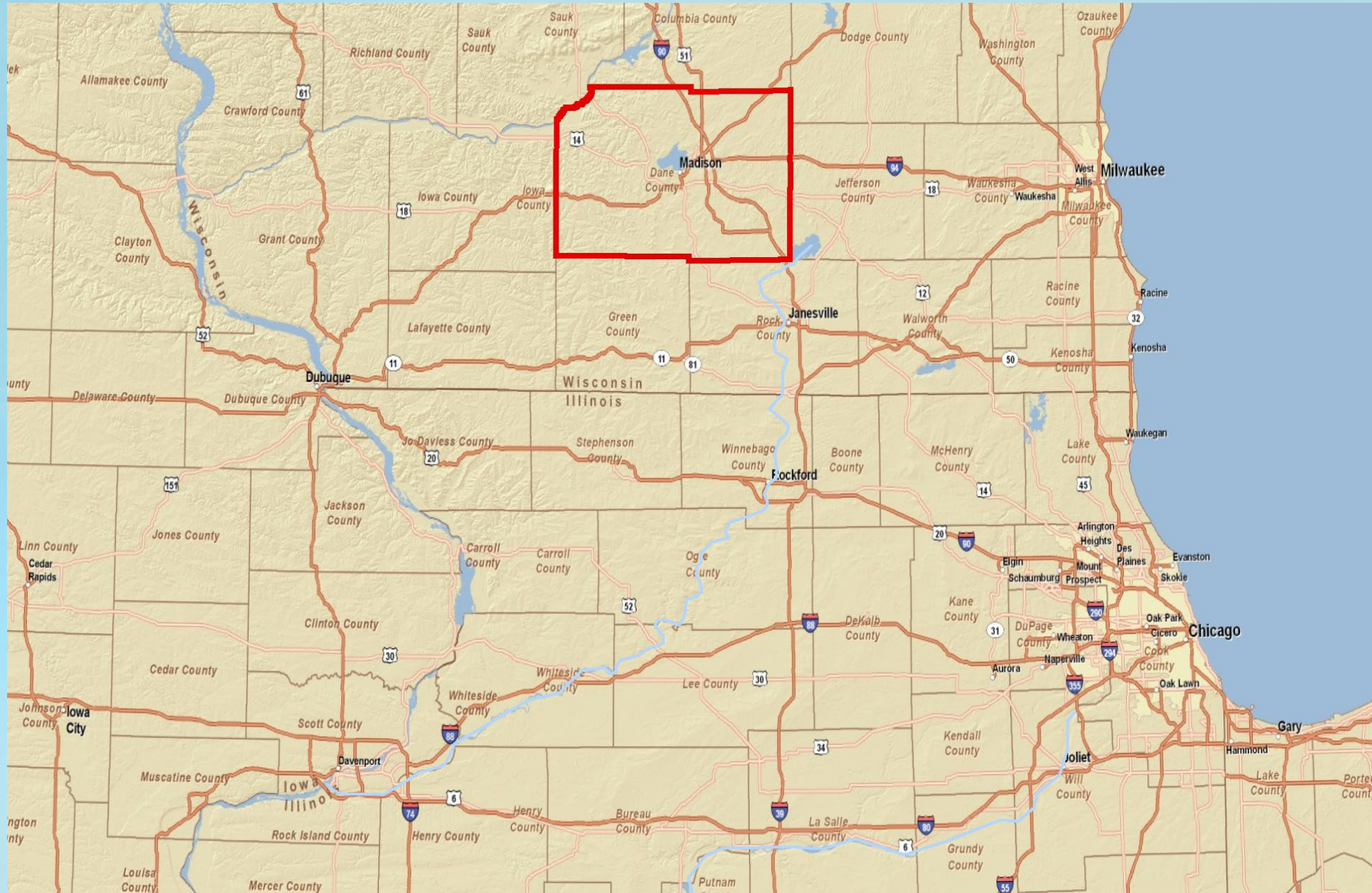
Invasive Species



Wingra, Cherokee and Kegonsa Carp Removals



Potential Pathways for Dane County.....





Native Plants



Flat-stem
pondweed



Yellow water
lily



White water
lily



American lotus



Chara



Slender naiad



Leafy
pondweed



Water stargrass

Photos courtesy
of Paul Skawinski

Majority of Harvested Plants!



Barge Pick-Up

Madison
Monona
Westport
FOLKS
Lake Waubesa
Conservation Assoc.
McFarland



Material picked up only from docks!



2023 Aquatic Plant Management Harvest Report

Annual Mechanical Harvest Summary (5/22/2023 to 10/23/2023)

	Hours	(%)	Loads*	(%)	Wet Weight (t)**	Dry Weight (t)**	Phosphorus(lbs)**
InterLake	185	3.6%	104.5	5.6%	481	48	274
Kegonsa	611	11.9%	134.5	7.2%	619	62	353
Mendota	1,096	21.3%	323.5	17.4%	1,488	149	850
Monona	2,451	47.7%	1,006.0	54.1%	4,628	463	2,642
Main Lake	971	18.9%	268.0	5.2%	1,233	123.3	703.9
Monona Bay	1,480	28.8%	738.0	14.4%	3,395	339.5	1,938.4
Vilas Lagoons	54	1.1%	64.5	3.5%	297	30	169
Waubesa	592	11.5%	183.0	9.8%	842	84	481
Wingra	54	1.1%	22.0	1.2%	101	10	58
Yahara River	95	1.8%	23.0	1.2%	106	11	60
Total	5,138		1,861		8,561	856	4,888



2024 Aquatic Plant Management Harvest Report

Annual Mechanical Harvest Summary (5/16/2024 to 8/30/2024)

	Hours	(%)	Loads*	(%)	Wet Weight (t)**	Dry Weight (t)**	Phosphorus(lbs)**
1 Daily Log							
InterLake							
19 Daily Logs	117.0	2.4%	34.0	1.9%	156	16	89
Kegonsa							
82 Daily Logs	529.5	10.9%	170.0	9.5%	782	78	447
Mendota							
143 Daily Logs	910.0	18.8%	192.5	10.8%	886	89	506
Monona							
339 Daily Logs	2,083.0	43.1%	851.5	47.6%	3,917	392	2,237
Waubesa							
161 Daily Logs	1,003.0	20.7%	411.5	23.0%	1,893	189	1,081
Yahara River							
34 Daily Logs	196.0	4.1%	129.5	7.2%	596	60	340
Total	4,839		1,789		8,229	823	4,699

Table 1: 2017 Aquatic Plant Community Statistics, Lake Waubesa, Dane County, WI

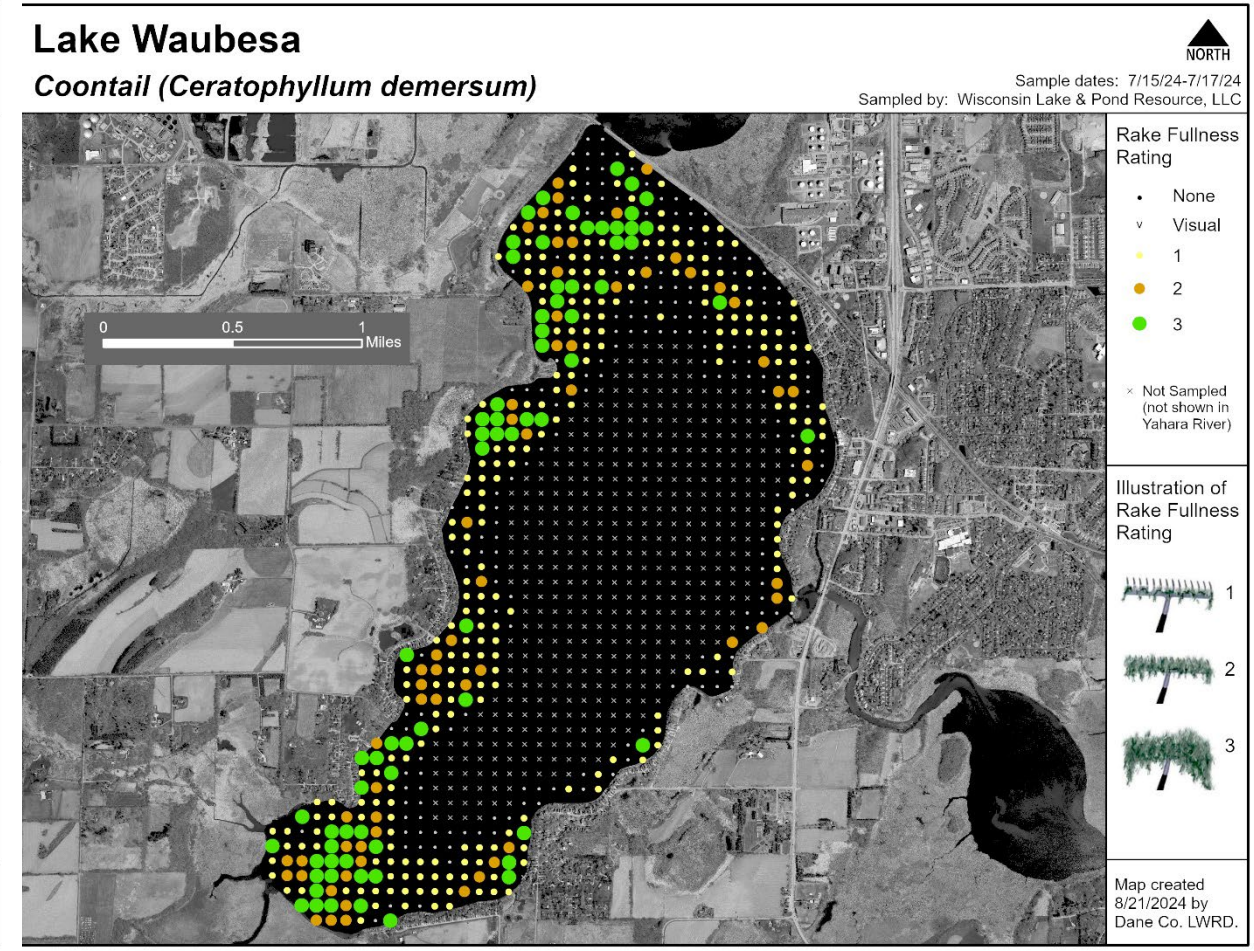
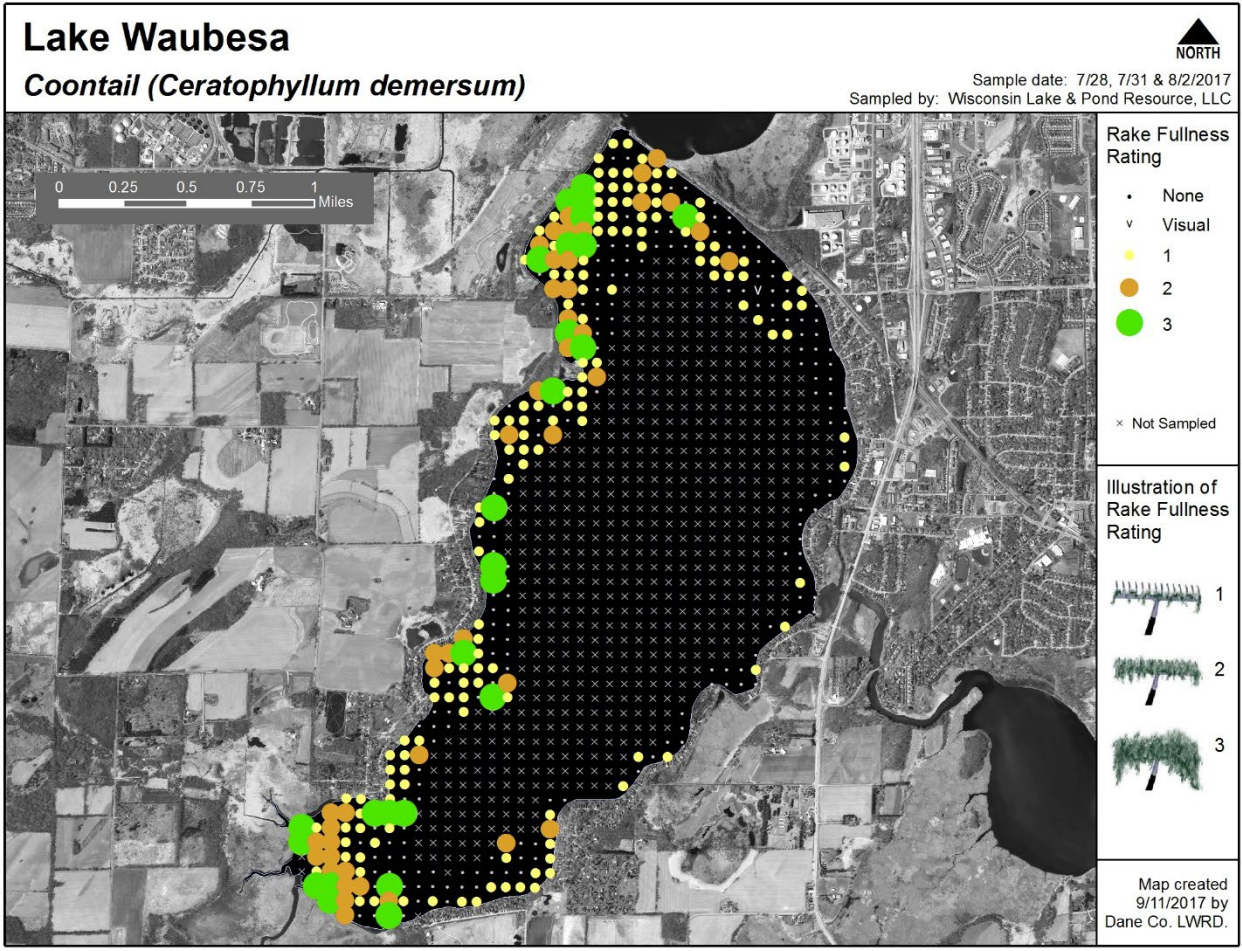
Total number of sites visited	592
Total number of sites with vegetation	259
Total number of sites shallower than maximum depth of plants	394
Frequency of occurrence at sites shallower than maximum depth of plants	65.74
Simpson Diversity Index	0.68
Maximum depth of plants (ft)**	10.00
Average number of all species per site (shallower than max depth)	1.05
Average number of all species per site (veg. sites only)	1.59
Average number of native species per site (shallower than max depth)	0.84
Average number of native species per site (veg. sites only)	1.32
Species Richness	14
Species Richness (including visuals)	14
*Filamentous algae is no longer included in species richness by WI DNR	

Table 1: 2024 Aquatic Plant Community Statistics, Lake Waubesa, Dane County, WI

Total number of sites visited	565
Total number of sites with vegetation	435
Total number of sites shallower than maximum depth of plants	513
Frequency of occurrence at sites shallower than maximum depth of plants	84.80
Simpson Diversity Index	0.78
Maximum depth of plants (ft)**	15.5
Average number of all species per site (shallower than max depth)	1.81
Average number of all species per site (veg. sites only)	2.13
Average number of native species per site (shallower than max depth)	1.49
Average number of native species per site (veg. sites only)	1.76
Species Richness	17
Species Richness (including visuals)	17
*Filamentous algae is no longer included in species richness by WI DNR	

Floristic Quality Index(FQI): A measure of a plant community's closeness to an undisturbed condition. Statewide averaged (24) or ecoregion average (20)

Coefficient of Conservatism						
Genus	Species	Common Name	2008	2011	2017	2024
<i>Bolboschoenus</i>	<i>fluvialis</i>	River bulrush	---	6	---	--
<i>Ceratophyllum</i>	<i>demersum</i>	Coontail	3	3	3	3
<i>Chara</i>	<i>sp.</i>	Muskgrass	---	7	7	7
<i>Elodea</i>	<i>canadensis</i>	Common waterweed	3	3	3	3
<i>Heteranthera</i>	<i>dubia</i>	Water star-grass	6	6	6	6
<i>Lemna</i>	<i>minor</i>	Small duckweed	4	4	4	4
<i>Myriophyllum</i>	<i>sibiricum</i>	Northern watermilfoil	6	---	---	--
<i>Nymphaea</i>	<i>ordata</i>	White water lily	---	---	6	6
<i>Potamogeton</i>	<i>foliosus</i>	Leafy pondweed	6	---	6	6
<i>Potamogeton</i>	<i>richardsonii</i>	Clasping-leaf pondweed	5	5	5	5
<i>Potamogeton</i>	<i>zosteriformis</i>	Flat-stem pondweed	6	6	6	6
<i>Spirodela</i>	<i>polyrhiza</i>	Large duckweed	5	5	---	5
<i>Stuckenia</i>	<i>pectinata</i>	Sago pondweed	3	---	3	3
<i>Typha</i>	<i>angustifolia</i>	Narrow-leaved cattail	-	---	---	--
<i>Vallisneria</i>	<i>americana</i>	Wild celery	6	6	6	6
<i>Wolffia</i>	<i>Columbiana</i>	Common watermeal	---	---	5	5
<i>Zannichellia</i>	<i>palustris</i>	Horned pondweed	7	7	7	--
<i>Lemna</i>	<i>Trisulca</i>	Forked duckweed				6
<i>Ranunculus</i>	<i>Aquatis</i>	White water crowfoot				8
Total Species			13	11	13	15
Mean C			4.69	5.27	5.15	5.26
Floristic Quality Index (FQI)			16.92	17.49	18.58	20.39



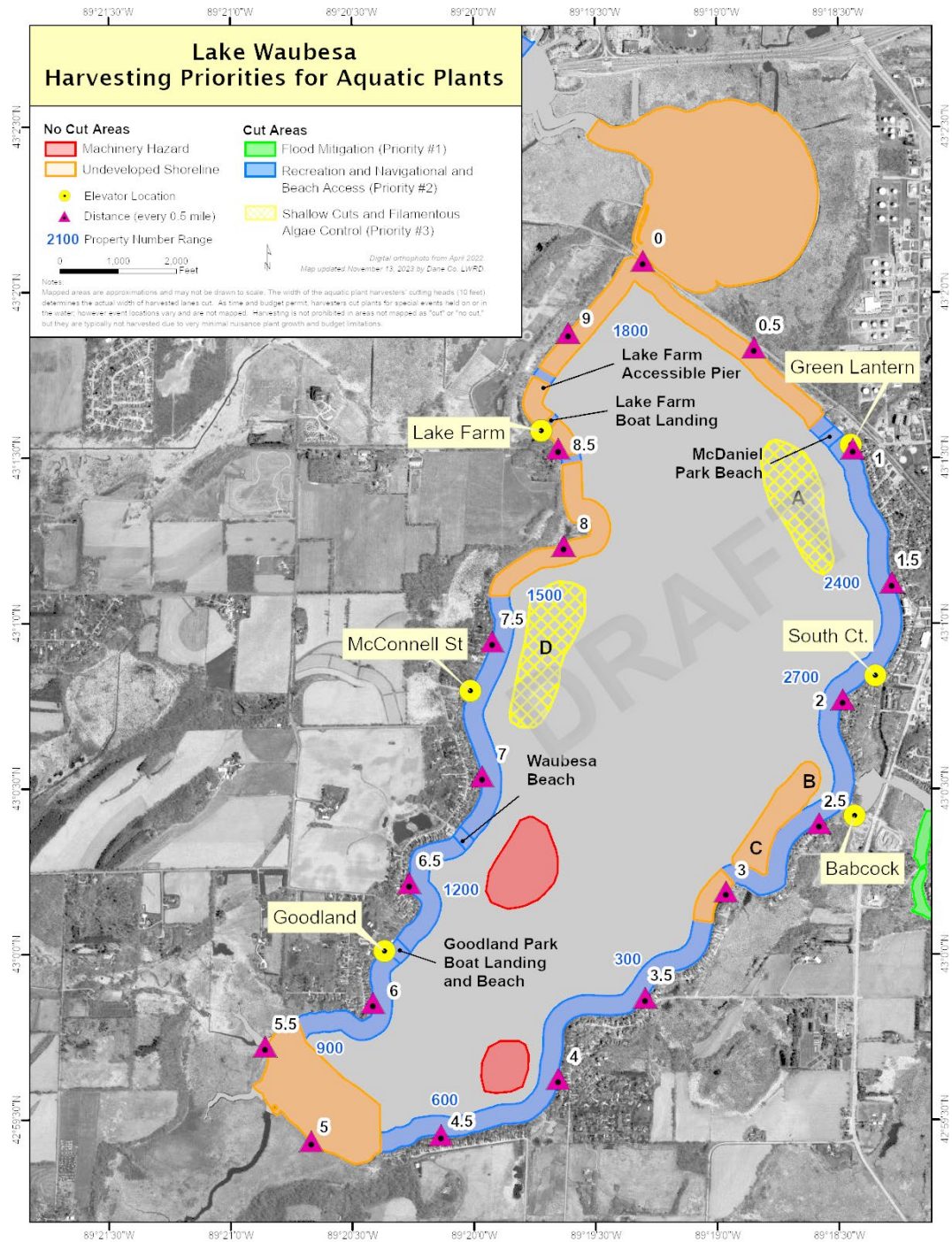


Table 1: 2017 Aquatic Plant Community Statistics, Lake Kegonsa, Dane County, WI

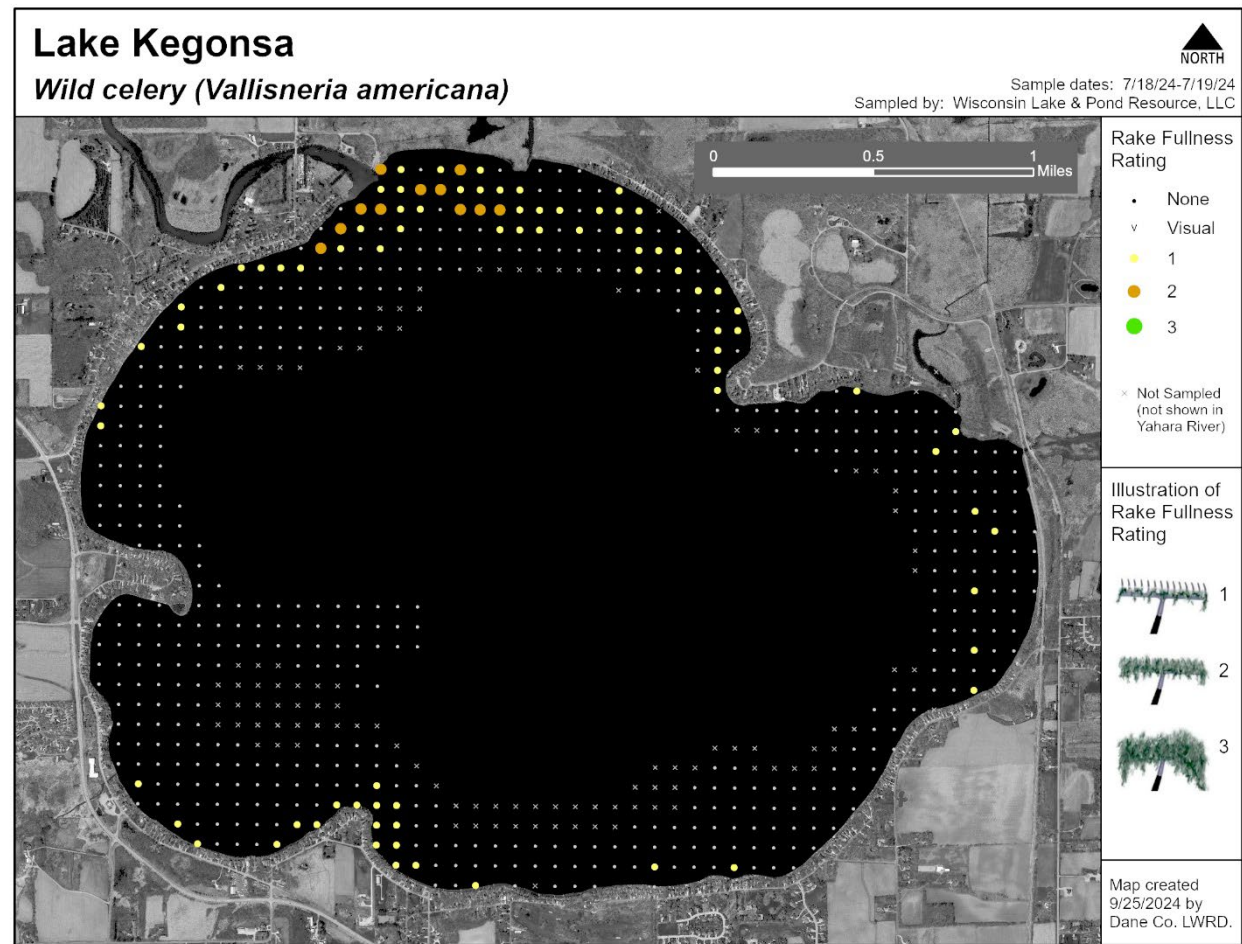
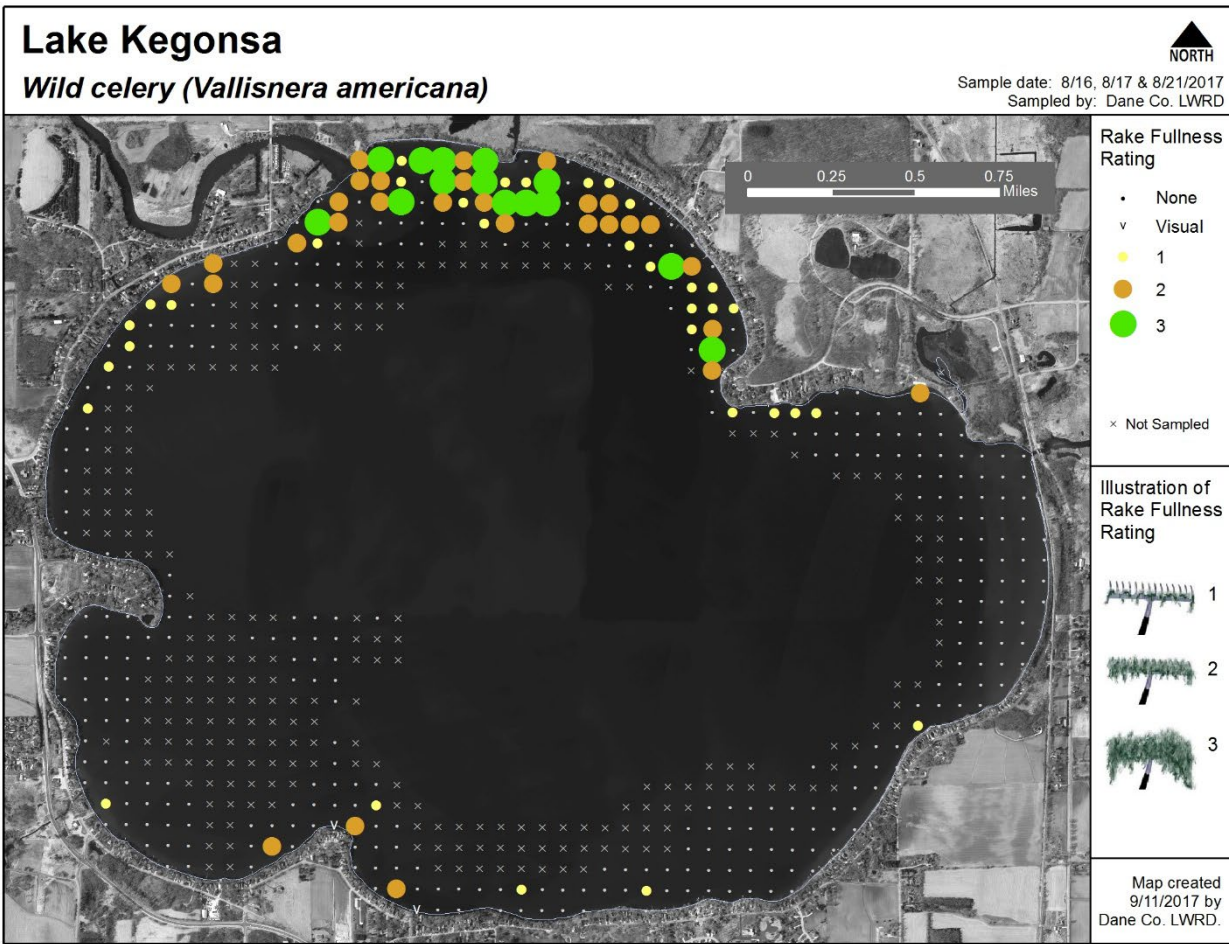
Total number of sites visited	425
Total number of sites with vegetation	176
Total number of sites shallower than maximum depth of plants	410
Frequency of occurrence at sites shallower than maximum depth of plants	42.93
Simpson Diversity Index	0.81
Maximum depth of plants (ft)**	12.00
Number of sites sampled using rake on Rope (R)	0
Number of sites sampled using rake on Pole (P)	412
Average number of all species per site (shallower than max depth)	0.71
Average number of all species per site (veg. sites only)	1.66
Average number of native species per site (shallower than max depth)	0.58
Average number of native species per site (veg. sites only)	1.55
Species Richness	9*
Species Richness (including visuals)	9*
*Filamentous algae is no longer included in species richness by WI DNR	

Table 1: 2024 Aquatic Plant Community Statistics, Lake Kegonsa, Dane County, WI

Total number of sites visited	556
Total number of sites with vegetation	327
Total number of sites shallower than maximum depth of plants	439
Frequency of occurrence at sites shallower than maximum depth of plants	74.9
Simpson Diversity Index	0.81
Maximum depth of plants (ft)**	12.5
Number of sites sampled using rake on Rope (R)	121
Number of sites sampled using rake on Pole (P)	434
Average number of all species per site (shallower than max depth)	0.71
Average number of all species per site (veg. sites only)	1.35
Average number of native species per site (shallower than max depth)	1.82
Average number of native species per site (veg. sites only)	1.17
Species Richness	11*
Species Richness (including visuals)	11*
*Filamentous algae is no longer included in species richness by WI DNR	

Floristic Quality Index(FQI): A measure of a plant community's closeness to an undisturbed condition. Statewide averaged (24) or ecoregion average (20)

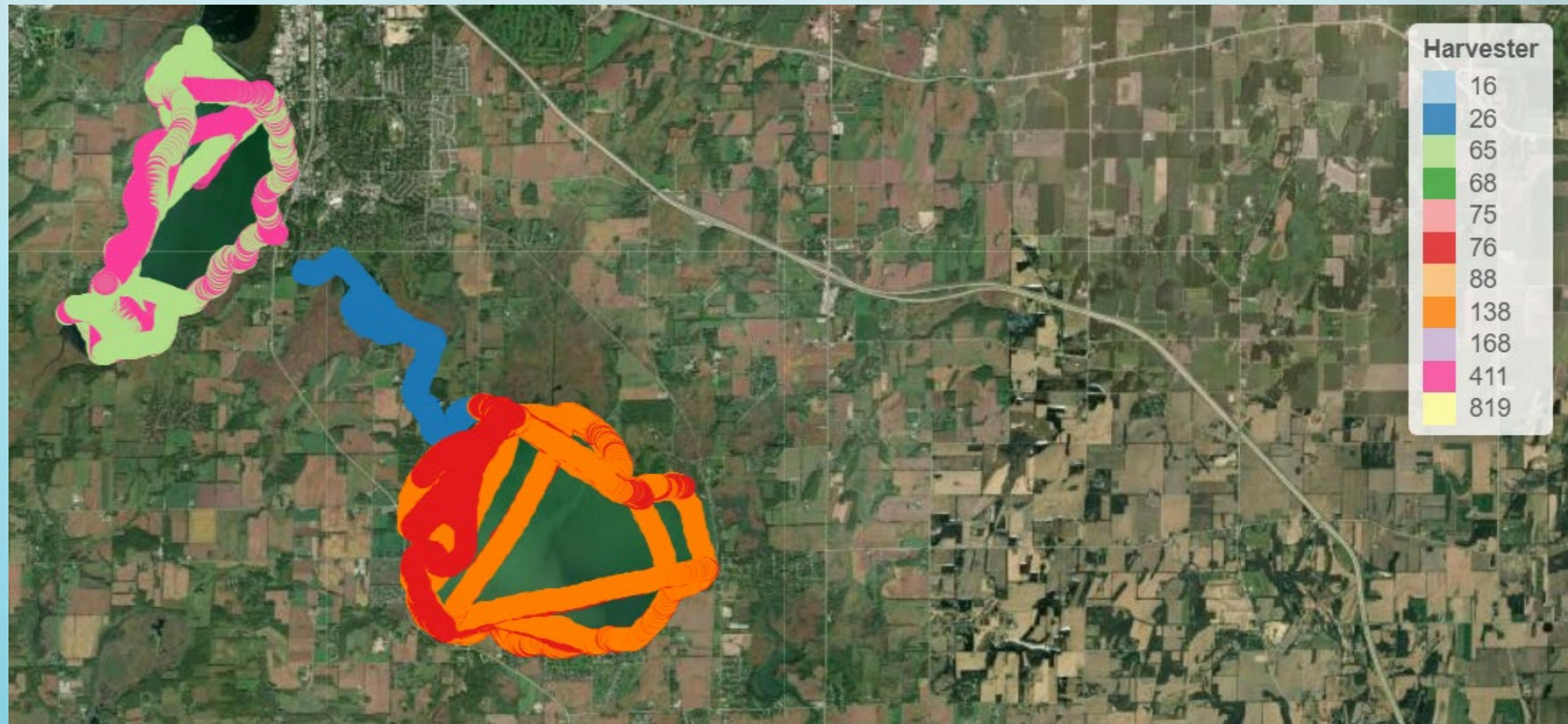
Coefficient of Conservatism								
Genus	Species	Common Name	1990	1991	2006	2011	2017	2024
<i>Ceratophyllum</i>	<i>demersum</i>	Coontail	3	3	3	3	3	3
<i>Chara</i>	<i>Sp.</i>	Muskgrass	---	---	---	---	7	7
<i>Elodea</i>	<i>canadensis</i>	Common waterweed	---	---	3	3	3	3
<i>Heteranthera</i>	<i>dubia</i>	Water star-grass	---	6	6	6	6	6
<i>Lemna</i>	<i>minor</i>	Small duckweed	---	---	4	---	---	4
<i>Potamogeton</i>	<i>foliosus</i>	Leafy pondweed	---	---	6	---	6	6
<i>Potamogeton</i>	<i>richardsonii</i>	Clasping-leaf pondweed	---	---	5	---	5	5
<i>Potamogeton</i>	<i>zosteriformis</i>	Flat-stem pondweed	---	---	---	6	---	---
<i>Stuckenia</i>	<i>pectinata</i>	Sago pondweed	3	3	3	---	3	3
<i>Vallisneria</i>	<i>americana</i>	Wild celery	---	---	6	6	6	6
<i>Zannichellia</i>	<i>palustris</i>	Horned pondweed	---	---	7	7	--	---
<i>Lemna</i>	<i>Trisulca</i>	Forked duckweed						6
Total Species			2	3	9	6	8	10
Mean C			3.00	4.00	4.78	5.17	4.88	4.9
Floristic Quality Index (FQI)			4.24	6.93	14.33	12.66	13.79	15.49



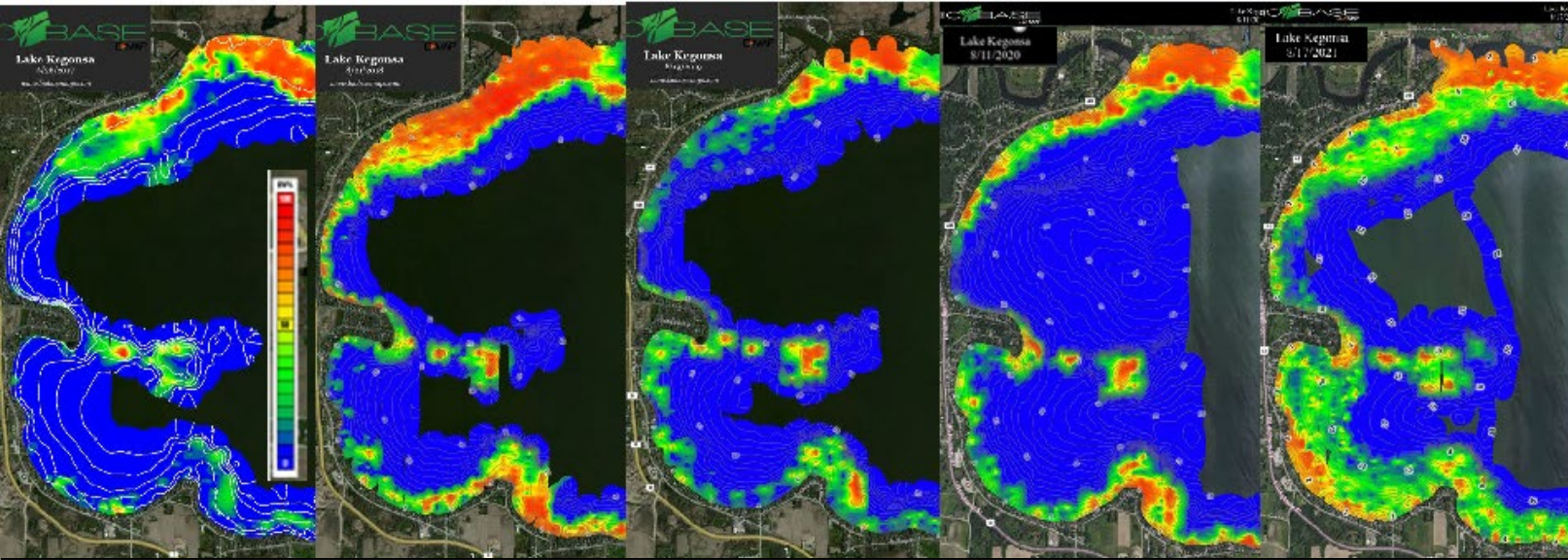
Future of APM in Dane County

- Real Time Harvester Locations
- Biobase Vegetation Mapping
- Improving Data Management
- Linking Aquatic Plant Response to Water Quality
 - AIS, Conservation, Watershed Planning/Implementation
- Innovative Response and Collaboration
- Continue Outreach Efforts

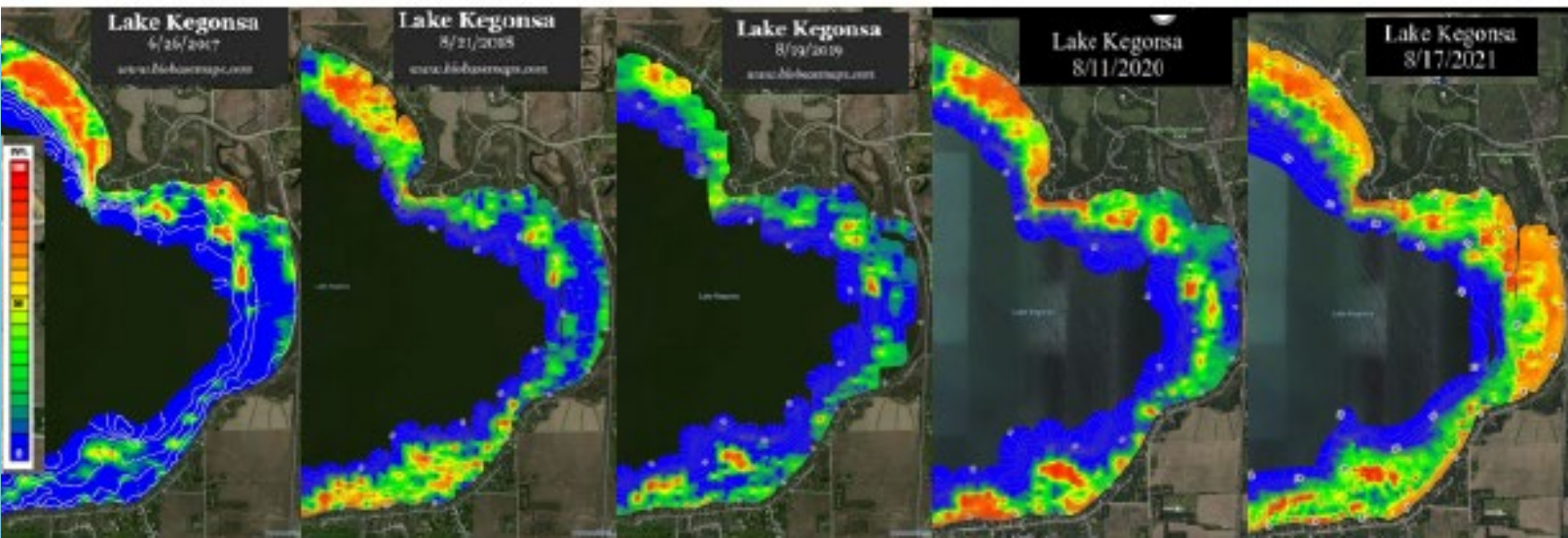
Real Time Locator



Lake Kegonsa Aquatic Plant Sonar Heat Map (2017-2021)
(West Half)



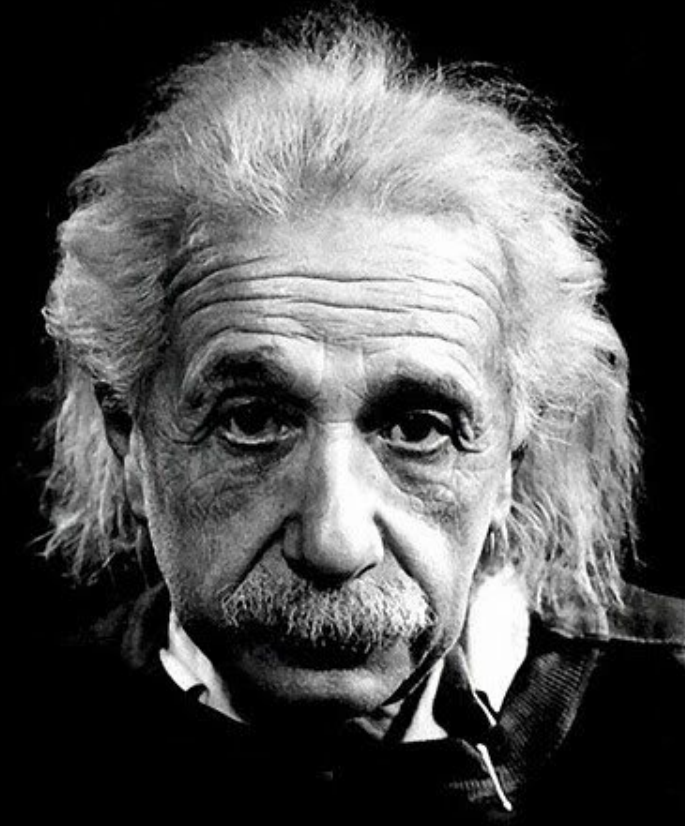
Lake Kegonsa Aquatic Plant Sonar Heat Map (2017-2021)
(East Half)



Yearly Variations in plants occur:

- Water Temps
- Ice Off
- Precip (runoff events)
- Water clarity
- Rough Fish Removals

If you can't explain it **simply**,



You don't **understand** it well enough.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, December 10, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Matt Schuenke,
Village Administrator

AGENDA ITEM: Discussion and action on selecting a carrier for the Village's insurance coverage portfolio.

PREVIOUS ACTION:

The Village Board approved the issuance of the request for proposals at its meeting on August 27, 2024.

ISSUE SUMMARY:

Earlier this year, the Village authorized a process to issue a request for proposals regarding its insurance services. The Village has been a member of the League of Wisconsin Mutual Insurance Company (LWMIC) for its insurance needs for more than 10 years with exception for property insurance which is provided by the Municipal Property Insurance Company (MPIC).

MPIC was created in 2015 as a partnership between several municipal insurers in Wisconsin including LWMIC when the State discontinued this service at that time. Three proposals were received in the process from LWMIC and MPIC through Baer, Ansay & Associates, and Tricor Insurance.

Village Staff has completed its review of the submitted proposals and conducted interviews with the LWMIC and Ansay and Associates. We are recommending the following in response to the information provided:

- **Baer** - Property/Inland Marine and Equipment Breakdown through Municipal Property Insurance Company (MPIC).
- **Ansay** - General Liability, Crime, Auto Physical Damage, and Workers Compensation through Community Insurance Corporation (CIC) with an increase in coverage up to \$5 million from \$3 million previously.
- **Tricor** - Environmental Liability for site pollution through Chubb was requested as an alternative bid to expand this coverage. It is referenced here as a recommendation if we want to move forward with this. We do not presently have expanded coverage for this purpose and would address this later.

A summary of the proposal offerings is included in the packet as the document titled McFarland Proposal Comparison followed by the McFarland Marketing Comparison which provides a summary of costs and coverages for each of the three proposals. Additionally, marketing



materials from Ansay is provided on the services selected through CIC.

FINANCIAL/BUDGET IMPACT:

The total estimated cost for 2024 was \$259,083 and allocated across several different funds to mitigate against unexpected losses.

The 2025 Budget is approved as follows regarding revenues and expenses for insurance services:

- Revenues - We budgeted \$17,000 next year and through the Ansay dividend formula we are likely to earn up to \$26,778 back. The proposal for Baer for this was estimated at \$10,000.
- Expenses - The total expense was approved at \$285,000 with the cost of the recommended services totaling \$310,872. The proposal for all services through Baer was estimated at \$309,258.

The net total after taking revenues from expenses is estimated at \$284,094 for the services compared to a budgetary amount of around \$268,000. This proposal will shift us to a deductible model of coverage with that amount set at \$5,000 per occurrence with a limit up to \$50,000 per year. The Village will contribute funds in escrow based on our claims history with the first payment from 2024 anticipated surplus being \$12,000. This amount will vary from year to year based on utilization. Either way our costs would be increasing for 2025 mainly based on our claims history within worker's compensation. For each proposal, the cost was about a \$20,000 increase from the prior year based on our experience mod set by the State where we would have had to absorb this increase regardless of the RFP process. Costs are allocated across the General, TIDs 3-5, Utilities, Stormwater Utility, and Solid Waste funds.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to select MPIC (Baer) to provide Property/Inland Marine and Equipment Breakdown and Ansay (CIC) to provide General Liability, Crime, Auto Physical Damage, and Workers Compensation subject to final review and approval by the Village Administrator to be effective as of January 1, 2025.

ATTACHMENTS:

1. Insurance RFP Consulting Services - TE Brennan
2. McFarland Proposal Comparison
3. McFarland Marketing Comparison
4. Village Of McFarland -PS 2025



5. 2025 CIC - Services Overview - Muni
6. CIC - WC - Claim Kit - 102022
7. COURSEWORK DATABASE_AVAILABLE COURSES OVERVIEW

VILLAGE OF MCFARLAND

PROPOSAL

FOR

**RISK MANAGEMENT
CONSULTING SERVICES**

Prepared by:

**T.E. Brennan Company
330 South Executive Drive, Suite 301
Brookfield, WI 53005-4275
Telephone – (888) 271-2232**

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Executive Summary

T.E. Brennan Company is pleased to submit this proposal to the Village of McFarland in response to its request for same.

The proposed project focuses on the Village of McFarland's property and casualty insurance program. Time will be devoted to attempting to ensure that all of the organization's insurable exposures are included within the scope of the proposals provided by various agents/brokers, and an overall comparison with industry standards as respects insurance coverages. However, only an in-depth review of the Village of McFarland's operations will allow an affirmative statement that all of the organization's exposures have been addressed.

T.E. Brennan Company would be pleased to have the opportunity to work with the Village of McFarland on this project, which will ultimately provide the organization with the unique expertise of the oldest, independently held risk management consulting firm in the United States. Thank you.

Project Description and Fees

Noted below is a description of the activities that would be undertaken on behalf of the Village of McFarland for this project.

Our philosophy is to assist clients to the extent desired by same. As such, should an activity or aspect of a project typically fall within the purview of the Organization's personnel, we can accommodate such teamwork.

T.E. Brennan Company is pleased to offer its proposal for the Village of McFarland's consideration. The project is outlined below.

Assist the Village of McFarland with obtaining and reviewing competitive property and casualty insurance proposals.

T.E. Brennan will assist the Organization with obtaining and reviewing competitive property and casualty insurance proposals. The following is a list of activities that would be undertaken on the Organization's behalf for this project:

- ◆ Submit data request to the Organization and review material relative to the Organization's insurance program over the last few years.
- ◆ Obtain and review loss data, insurance policies and other relevant material.
- ◆ Conduct telephone interviews with various agents and brokers.
- ◆ Make recommendations with regard to the choice of agents and brokers.
- ◆ Assign markets to interested agents, brokers and insurers.
- ◆ Prepare a "Request for Proposal" bidding document which includes underwriting information, loss experience, coverage specifications and vendor/carrier service guidelines.
- ◆ Provide the RFP to appropriate agents, brokers and carriers.
- ◆ Coordinate the activity of all participants and assure they stay focused on the Organization's timetable for proposals.
- ◆ Answer questions from agents, brokers and insurers.
- ◆ Assist in the completion of any required applications as needed.
- ◆ Qualify all participating insurance companies for stability and financial rating.
- ◆ Review all proposals.

Project Description and Fees (cont'd)

- ◆ Provide the Organization with an analysis of the proposals with respect to coverage, service and price, and discuss recommendations.
- ◆ Finalize instructions to successful agents/carriers and review insurance binders for accuracy.

The estimated fee presumes obtaining and reviewing up to three proposals. If additional proposals are desired and received for review, T.E. Brennan reserves the right to adjust its project cost with the Organization.

Project Cost: \$15,000 to \$20,000

Hourly Basis: \$290 per hour

Administrative support services are provided at \$90 per hour over and above the project or hourly fees.

In addition to our fees for consulting services, we may also charge separately for certain costs and expense disbursements, including but not limited to travel and expenses associated with travel (i.e., lodging, meals, mileage, etc.); messenger, courier and other communication costs; long-distance telephone (over \$5.00); postage; facsimile charges; document reproduction; administrative overtime when required by pending matters; and research facilities.

Certain services and expenses that may involve payments made to third parties include an additional charge based upon the internal cost with respect to those services and expenses. Large disbursement billings, if any, may be forwarded to you for direct payment by you to the third party.

Consultant - Arlene Petersen, CPCU, AU



Specialty: Risk Management Consulting

E-mail: petersen@tebrennan.com

Phone: 262-754-1160

Cell Phone: 414-510-4418

Website: www.tebrennan.com

Arlene received her Chartered Property and Casualty Underwriter designation in 1985 and also holds the designation of Associate in Underwriting. She has more than 40 years in the property and casualty field. Before joining T.E. Brennan Company in 2000, she was a senior account underwriter with a major insurance company for 12 years. Prior to that, she was a master production underwriter at an insurance carrier involved in all lines of coverage. Arlene does expert witness work for attorneys and is a property and casualty risk management consultant. She is the owner and President of the firm and has served in that capacity since 2005.

Arlene served on the local CPCU Board of Directors and has served in the positions of Chapter Secretary, Treasurer, Vice President and President. She has also served on the CPCU National Board of Governors as well as the CPCU National Publications Committee. She is a member of the Society of Risk Management Consultants.

From 2004 to 2014, Arlene was a guest lecturer on insurance for the School District Administrators' MBA class at Cardinal Stritch University. She has also published articles on risk management in several magazines as well as teaching other classes and participating in various panel discussions.

Her #1 best selling book, *Are You Protected? Risk Management For Your Business* is available on [Amazon](https://www.amazon.com).

References

Available upon request.

T.E. Brennan Company – Organizational Background

T.E. Brennan Company is a management consulting firm specializing in risk management, employee benefit and claims management consulting. Since 1895 we have provided objective, high-quality advice to a clientele that includes public and private sector employers, Fortune 1000 corporations and nonprofit organizations. Our services include program design and evaluation, feasibility studies for strategic and alternative funding mechanism and claims evaluation and management.

In addition, we provide the industry with strategic advice and product development services. These services are particularly valuable and are based on our intensive and ongoing examination of the management marketplace.

Objectivity

T.E. Brennan is a pure consulting firm unaffiliated with any insurance company, agency or brokerage. We do not sell insurance and do not benefit from “profit sharing” arrangements with any insurance carrier or service provider. Our pledge to provide objective counsel affords us the independence needed to recommend the best possible programs including non-insurance alternatives.

Expertise

Our highly experienced consultants are dedicated to assisting clients to establish, implement and maintain the most aggressive, cost effective and comprehensive programs available. In addition, our clients benefit from our ceaseless commitment to updating and developing progressive strategic plans required by changes in operations and exposures as well as the management field. Because of our constant presence in the marketplace, we can give all our clients a broader range of expertise – keeping them apprised of legislative changes, industry trends and availability of new products and services.

Value Added

The T.E. Brennan philosophy emphasizes valued added risk management. By using effective methods of measuring and monitoring the actual benefit of advanced programs, techniques and procedures, we help our clients control their costs. What’s more, every client can be certain that the quality of its risk management program is unparalleled.

T.E. Brennan Company – Organizational Background (cont.)

Our ability to deliver high-quality, objective advice ensures that our clients have cost efficient programs in place – extensive protection against catastrophic loss at an economical cost. It also ensures that our clients have efficient, focused management strategies in place to avoid – or respond to – crisis.

The benefit of the services to our client is to:

- ◆ Identify those risks that should be transferred or retained,
- ◆ Determine the appropriate funding,
- ◆ Communicate the specifics to the involved parties.

The technical knowledge of our consultants and the areas in which they counsel requires that we hire only individuals who truly know the industry. They have broad and varied backgrounds, enabling them to understand the far-reaching requirements and expectations of the clients they serve.

T.E. Brennan Company is headquartered in Brookfield, Wisconsin. Its 100 plus clients are concentrated in Wisconsin and the Midwest, and the firm services organizations across the country as well. The firm's objective is to increase employee productivity and organizational profitability through effective programs.

For further information about our firm, we invite you to visit our website at www.tebrennan.com.

T.E. Brennan Company – Company History

Mr. Thomas Edward Brennan established the company in 1895 to help those who suffered a catastrophe, fire or other type of loss, and to prepare and negotiate claims for damages. In 1904, the firm was incorporated under Wisconsin Law as a Public Adjusting Company.

In the early 1920's, after Brennan suffered a serious illness, his stepson, James E. Hoff, an attorney, stepped in to run the company. It was Hoff who realized that while the company was providing a worthwhile service for those who had suffered a loss, it would be more important to identify exposures and design an insurance program to fit the needs of an individual risk and thus minimize problems should a loss occur. Risk management consulting services became the primary focus.

Over the decades, T.E. Brennan Company executives developed an excellent reputation among top-level insurance people. As a result, the company relied entirely on referrals for its growth. Jim Hoff, known as "Mr. Insurance," continued to direct the company, becoming majority owner in 1963.

In 1955, John Hayes, his son-in-law, joined the firm, and it was Hayes who took over direction of the firm in 1966 when Hoff passed away. Hayes was widely respected in the Midwest for his reputation as a fair, impartial and skillful negotiator in the settlement of business interruption claims. During this period, the firm's expert witness practice was developed as a result of our reputation as knowledgeable and experienced insurance professionals in both property and casualty insurance lines of coverage.

Hayes continued to run the firm until 1996, when it was acquired by Arvid (Dick) Tillmar, a native of Milwaukee, who was an employee benefits consultant, returning from the West Coast. At that time, employee benefits consulting was added as a valuable client service to the firm's repertoire.

In October of 2005, the firm was acquired by four of the Risk Management staff of T.E. Brennan and the firm's emphasis was once again returned to the practice of risk management and expert witness work. At the beginning of 2015, Arlene Petersen became sole owner of the firm.

For additional information on T.E. Brennan Company, please go to our website at www.tebrennan.com.

Our Values

- ◆ We always work in the best interest of our clients.
- ◆ We conduct ourselves with the highest levels of ethics and professionalism.
- ◆ We exercise independence, objectivity and integrity in all professional engagements.
- ◆ We maintain admirable, long-term relationships that are founded on trust, dependability and confidentiality.
- ◆ We consistently provide innovative, timely and cost-effective services to our clients to improve their efficiency, marketability, productivity and profitability.
- ◆ We do not accept any remuneration from any source other than our clients – our impartiality will not be compromised.
- ◆ We continuously improve our competencies, professional skills and knowledge.
- ◆ We uphold the honor and dignity of the profession and T.E. Brennan Company.

Risk Management Consulting

Services Available

Property/Casualty

- ◆ Audit Risk Management Programs
- ◆ Program Monitoring
- ◆ Claims Preparation and Negotiation
- ◆ Special Services
 - * Marketing of Coverages
 - * Claim Management
 - * Pre-Merger/Acquisition Review
 - * Feasibility Studies for Self-Insurance
 - * Workers Compensation Programs
 - * Communications

Exposure Analysis

- ◆ Protection of Assets and Earnings
- ◆ Loss Potential
- ◆ Coverage Evaluations

Recommendations

- ◆ Coverage Improvements
- ◆ Administration
- ◆ Loss Control
- ◆ Financing Mechanisms

Marketing and Selection Management

- ◆ Develop Specifications
- ◆ Manage the Marketing Process
- ◆ Evaluate Submissions
- ◆ Make Recommendations
- ◆ Recommend Carriers and Service Providers

Specialized Services

- ◆ Claim Audits
- ◆ Safety Program Discussions
- ◆ Resource to Bankers, Attorneys and Accountants on Potential Risk and Losses
- ◆ Service as Outsourced Risk Manager
- ◆ Expert Witness Testimony
- ◆ Continuing Counsel

Project Fee Information & Acceptance/Authorization

This document confirms the Village of McFarland's acceptance and authorization of this Project as outlined in the proposal presented in this document.

The quoted project fee is dependent upon the continued development of the scope of the project. If the scope of the project as outlined changes during the course of the project or we encounter a situation that will significantly increase or decrease the quoted project fee, it is subject to change upon discussion between the Village of McFarland and T.E. Brennan Company.

Value

We are compensated on a fee-for-service basis. We do not accept remuneration of any type from any source other than our clients. We do not accept any contingency fees from any source as our impartiality will not be compromised.

We, therefore, certify that neither the company nor any employee will directly or indirectly receive any outside compensation or remuneration as a result of a consulting agreement between T.E. Brennan Company and the Village of McFarland.

Fees are based upon the ethical rules covering our profession. The amount of our statement will be the fair value of the services provided, taking into account the time spent by the consultants involved, the type of service we are being asked to perform, any special level of expertise required, the size and scope of the matter, performance and other relative considerations.

Expenses

It is our policy to provide you with the most effective support system available, while at the same time allocating the costs of such services and systems in accordance with your usage of the services. In addition to our fees for consulting services, we may also charge separately for certain costs and expense disbursements, including but not limited to travel and expenses associated with travel (i.e., lodging, meals, mileage, etc.); messenger, courier and other communication costs; long-distance telephone (over \$5.00); postage; facsimile charges; document reproduction; administrative staff time; administrative overtime when required by pending matters; and research facilities.

Certain services and expenses that may involve payments made to third parties include an additional charge based upon the internal cost with respect to those services and expenses. Large disbursement billings, if any, may be forwarded to you for direct payment by you to the third party.

Project Fee Information & Acceptance/Authorization (cont.)

Invoicing

As the project progresses, invoices will be generated at the end of each month for that portion of the project fee for the services incurred during that month. Our billing statement ordinarily will be rendered on a monthly basis and is due and payable upon receipt. Invoices that are not paid within 30 days may be subject to a charge of 1% per month thereafter.

Disbursements are included in the statement for the month in which the disbursements are incurred. However, some disbursements may not be available to us until the following month, in which case a supplemental statement will be rendered for those additional charges, or they will be included on a future month's bill.

The signature below indicates acceptance of this project and its terms and forms an agreement between T.E. Brennan Company and the Village of McFarland.

For T.E. Brennan Company:

Arlene Petersen, CPCU

Date

For the Village of McFarland:

Signature

Date

Printed Name and Title

Upon completion, please mail or email to:

Arlene Petersen, CPCU
T.E. Brennan Company
330 South Executive Drive, Suite 301
Brookfield, WI 53005-4275
petersen@tebrennan.com

November 25, 2024

Mr. Matt Schuenke
Village Administrator
Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558

Re: Insurance Marketing
Effective January 1, 2025

Dear Matt:

We have received proposals from Baer, Ansay and Tricor for your January 1, 2025 insurance renewals. All offered quotes for some of the lines of business, but only Baer offered quotes for every line of coverage.

We have included selected coverages in the marketing comparison and have highlighted some areas where each quote has a better option than the other.

After reviewing all the information, we have the following comments and recommendations.

Baer's Offering

Property

Currently your property is insured with MPIC. The expiring total values are \$61,912,786 at a premium of \$40,609 with a \$25,000 deductible (with some exceptions) which is an average rate per \$100 of value of \$.0635.

For renewal, MPIC has used total values of \$63,145,580 at a premium of \$42,725 with a \$25,000 deductible. This average rate per \$100 of value is \$.0652, an increase of 2.7%. New this year is a limitation of \$100,000 for claims involving hydrostatic pressure.

Note MPIC has removed the vacant building from the blanket and will insure it separately.

Business income/extra expense is included at \$700,000.

MPIC writes various inland marine coverages outside the blanket limit with some with a \$1,000 deductible and some with a \$5,000 deductible.

Equipment Breakdown

MPIC currently provides your equipment breakdown coverage. The property policy limit applies to property damage and there is a \$5,000,000 limit for business interruption and extra expense combined. A \$5,000 deductible applies to property damage and there is a 12 hour waiting period for business income. Coverage is on a repair or replacement basis. The waiting period for utility interruption is 24 hours.

The expiring premium is \$6,625 and the renewal quote is \$6,757, an increase of 2.0%.

Crime

The League currently provides the Village's crime coverage. All the forms remain per expiring as do the limits. The deductibles also remain the same as expiring. The expiring premium is \$1,452 and the renewal premium is also \$1,452.

The League has offered to increase all of the limits to \$500,000 for an additional premium of \$162.

Liability Package (General Liability, Automobile Liability, Errors and Omissions, Employee Benefits Liability, Law Enforcement Liability)

Your current liability limit with the League is at \$3,000,000 per occurrence with no aggregate. We asked them to quote a \$10,000,000 and they have done so. A breakdown of the premium by line of coverage appears on Exhibit 1. If you prefer a lower limit, the League can provide a revised premium.

Automobile Physical Damage

This League renewal quote provides comprehensive and collision coverage with deductibles of \$500 each and coverage is on a replacement cost basis for vehicles 5 years or newer and \$100,000 or less and 10 years or newer over \$100,000. Others are covered on an actual cash value basis.

Based on 55 vehicles, the physical damage averages \$842 per vehicle (down from \$858).

The total premium is \$46,330, up from \$44,595 or 3.9%.

They have also offered an option to increase the deductibles to \$1,000 for a premium savings of \$4,169.

Workers Compensation

The workers compensation renewal quote with the League is based on updated estimated payrolls, current rates, and your current experience rating modification of 1.21. The renewal premium is \$132,876.

The League only offers their group dividend plan which, without data from all members, we have no way to estimate. Based on historical experience, we have included an estimate of \$10,000 for illustrative purposes.

Remember, dividends are not guaranteed and must be declared by the insurance company's board of directors in order for payment to be made.

Cyber Insurance

The League currently provides your cyber insurance and has offered the same suite of coverages for renewal. Limits and selected coverages appear on Exhibit 2. The premium has increased from \$6,425 to \$6,919.

Environmental Site Pollution

The expiring coverage with the League provides a \$100,000 limit for cleanup costs and \$100,000 for property damage with a \$300,000 aggregate. This coverage is minimal and we asked all agents to quote an environmental site pollution policy.

Baer has provided a quote from Ascot with limits of \$1,000,000 and a \$2,000,000 aggregate for a premium of \$16,377 including fees and taxes. Key features and exclusions appear on Exhibit 2, pages 15 of 16 and 16 of 16.

Ansav's Offering

Property Equipment Breakdown

CIC has provided a property quote at a premium of \$59,884. Their deductible is \$25,000 (with some exceptions) and their total values are \$62,519,526. They are charging an average rate per \$100 of value of \$0.0958. Their coverage is on a blanket basis with all buildings included.

Note they provide business interruption at \$5,000,000 and a separate limit of \$5,000,000 for extra expense.

One area of note is ordinance or law coverage. In Wisconsin, there is an ordinance which states that in the event damage to the building exceeds a stated percentage, the entire structure must be demolished and rebuilt to current building codes if the local building inspection decides that must be done. Ordinance or law coverage provides reimbursement for the value of the undamaged portion of the building which must be demolished and also provides additional money to pay for the demolition of the undamaged portion of the structure as well as additional costs incurred to erect a building which would meet current building codes. CIC includes these coverages at full policy limits.

The equipment breakdown coverage is included in the policy at a premium of \$3,835. A few key coverages have been listed on Exhibit 2, Page 3 of 16.

Crime

Ansay's offering for crime is with Fidelity and Deposit at a premium of \$2,095. Limits and coverages are nearly identical to the League's but F&D combines the computer fraud and funds transfer fraud coverages together.

We are sure that F&D can increase the limits to \$500,000 but no quote was provided.

Liability Package (General Liability, Automobile Liability, Errors and Omissions, Employee Benefits Liability, Law Enforcement Liability)

CIC has provided a quote at a \$10,000,000 per occurrence limit. Their total premium for these coverages is \$89,724 plus \$570 for automobile medical payments coverage. Their policy has a deductible of \$5,000 with a \$50,000 aggregate.

This coverage has no aggregate and all coverage is on an occurrence basis. Differences in coverage exist and key items have been included in Exhibit 2.

Automobile Physical Damage

CIC would also issue a separate policy for the physical damage coverage. They provide this coverage using an inland marine/property form. Deductible are \$1,000 for comprehensive and \$1,000 for collision. Their policy has a catastrophe limit of \$6,169,925.

Selected coverage details have been included in Exhibit 2. CIC offered to increase the auto physical damage deductible to \$5,000 for a premium savings of \$6,001.

Workers Compensation

The workers compensation quote with CIC is based on updated estimated payrolls, current rates, and your current experience rating modification of 1.21. Their premium is \$133,892.

CIC has proposed a flat dividend with an additional variable dividend of up to 25% as long as your loss ratio remains under 50%. Based on average losses over the last 5.5 years of \$45,800 (mathematical average not trended for inflation), you would receive a dividend of an additional 10%. If losses are better than average, you could receive a higher dividend. A copy of the chart can be provided for your reference. As a reminder, the incurred loss ratio is calculated by dividing incurred losses by the premium.

CIC quoted to increase the employers liability to \$1,000,000 for an additional premium of \$1,458.

Remember, dividends are not guaranteed and must be declared by the insurance company's board of directors in order for payment to be made.

Cyber Insurance

CIC includes some cyber insurance at no additional premium. This includes limits of \$1,000,000 for most coverages with a \$1,000,000 aggregate. Please refer to Exhibit 2 for selected limits and coverages. We are unsure at the present time if bricking coverage is included. Their deductible is \$10,000.

Identity Fraud

CIC has quoted identity fraud with a \$25,000 limit for a premium of \$414.

Note CIC is not rated by A.M. Best. Within the last six months, we have reviewed their consolidated financials and find them to be acceptable.

Environmental Liability

Ansary was not able to provide a quote for this coverage.

Tricor's Offering

Property, Equipment Breakdown and Crime

Tricor worked with EMC to get an estimated premium for the property, equipment breakdown and crime of \$55,000. Since EMC would not write these coverages without the liability coverages and the quote is not confirmed, we have not included any detail in Exhibit 2.

They also indicated that "Travelers was even higher."

Liability Coverages (General Liability, Automobile Liability, Automobile Physical Damage, Errors and Omissions, Employee Benefits Liability, Law Enforcement Liability)

Tricor worked with EMC to get an estimated premium for the above coverages of \$147,000,000. Due to the pricing and the fact that the quote is not confirmed, we have not included any detail in Exhibit 2.

Again, they indicated that "Travelers was even higher."

Workers Compensation

The workers compensation quote with Bitco is based on updated estimated payrolls, current rates, and your current experience rating modification of 1.21. Their premium is \$135,478.

Bitco has proposed a variable dividend of up to 25% as long as your loss ratio remains under 50%. Based on average losses over the last 5.5 years of \$45,800 (mathematical average not trended for inflation), you would receive a dividend of 11%. If losses are better than

average, you could receive a higher dividend. A copy of the chart can be provided for your reference. As a reminder, the incurred loss ratio is calculated by dividing incurred losses by the premium.

Note Bitco has quoted the employers liability at \$500,000.

Remember, dividends are not guaranteed and must be declared by the insurance company's board of directors in order for payment to be made.

Cyber Insurance

Tricor provided a cyber quote from Coalition. Their premium is \$12,011 including fees and taxes, so we have not shown very much detail in the comparison.

Environmental Liability

Tricor has provided a quote from Chubb with limits of \$1,000,000 and a \$1,000,000 aggregate for a premium of \$8,271 including fees and taxes. Key features and exclusions appear on Exhibit 2, pages 15 of 16 and 16 of 16.

A summary of losses has been provided to you on Exhibit 5 for your convenience.

Once you have had an opportunity to review all this material, please let us know what questions you have or if you need any further information.

Yours very cordially,

T.E. BRENNAN COMPANY

Arlene Petersen

Arlene Petersen, CPCU
petersen@tebrennan.com

Attachment

VILLAGE OF MCFARLAND

MARKETING COMPARISON

JANUARY 1, 2025

**VILLAGE OF MCFARLAND
NET PREMIUM COMPARISON
JANUARY 1, 2025**

	2024/2025	2025/2026			
	Baer	Baer	Ansay	Tricor	Recommended
Property/Inland Marine	\$40,609	\$42,725	\$59,884	\$55,000	\$42,725
Equipment Breakdown	6,625	6,757	3,835	Included	6,757
Crime	1,452	1,452	2,095	Included	2,095
General Liability	16,385	21,046	89,724	\$147,000	89,724
No Fault Sewer Backup	16,507	16,594	Incl. if negligent	NA	Incl. if negligent
Abuse or Molestation Liability	Included	Included	Included	Included	Included
Police Professional	\$7,980	\$11,106	Included	Included	Included
Employee Benefits Liability	Included	Included	Included	Included	Included
Automobile Liability	\$7,926	\$10,788	Included +570	Included	Included +570
Automobile Physical Damage	44,595	46,330	41,047	Included	41,047
Public Officials Errors and Omissions	9,444	12,665	Included	Included	Included
Umbrella/Excess	NA	NA	NA	Included	NA
Workers Compensation	\$111,135	\$132,876	\$133,892	\$135,478	\$133,892
Cyber Insurance	6,425	6,919	Included	12,011 ⁽¹⁾	Included
Environmental Liability – Site Pollution	NA	16,377 ⁽¹⁾	NA	8,271 ⁽¹⁾	8,271 ⁽¹⁾
Estimated Annual Premiums	\$269,083	\$325,635	\$331,047	\$357,760	\$325,081
Anticipated Dividend – WC (2)	<u>(10,000) ⁽³⁾</u>	<u>(10,000) ⁽³⁾</u>	<u>(26,778) ⁽⁴⁾</u>	<u>(14,903) ⁽¹⁾</u>	<u>(26,778) ⁽⁴⁾</u>
Estimated Net Annual Premiums	\$259,083	\$315,635	\$304,269	\$342,857	\$298,303

⁽¹⁾ Includes fees and taxes.

⁽²⁾ Dividends cannot be guaranteed. They are payable pursuant to conditions determined by the Board of Directors.

⁽³⁾ Based on League group dividend. Details unknown.

⁽⁴⁾ Based on 10% flat dividend plus sliding scale up to 25% additional up to 50% loss ratio, based on average losses of \$45,800.

⁽⁵⁾ Based on sliding scale up to 25% additional up to 50% loss ratio, based on average losses of \$45,800.

**VILLAGE OF MCFARLAND
PROPERTY AND LIABILITY INSURANCE RENEWALS
LIMITS/RATING BASE COMPARISON
JANUARY 1, 2025**

	2024/2025	2025/2026		
	Baer	Baer	Ansay	Tricor
Property	(MPIC)	(MPIC)	(CIC)	(EMC)
Blanket Real Property	\$51,954,122	\$53,073,908	\$62,519,526	
Blanket Personal Property	7,447,248	7,534,142	Included	
Blanket Property in the Open	2,511,416	2,537,530	Included	
Blanket Contractors Equipment	2,046,522	2,402,546	\$2,015,072	
Business Income	700,000	700,000	5,000,000	
Extra Expense	10,000,000	10,000,000	5,000,000	
Occurrence Limit	125% of blanket limit	125% of blanket limit		
Deductibles: Flood/Surface Water	\$25,000	\$25,000		
Earthquake	25,000	25,000		
Wind and Hail	25,000	25,000		
Contractors Equipment	5,000	5,000	5,000	
All Other	25,000	25,000	25,000	
Valuation	Replacement cost	Replacement cost	Replacement cost	
Roofs over 15 Years	Replacement cost	Replacement cost		
Cosmetic Damage to Roofs	Not excluded	Not excluded		
Coinurance Waived by Agreed Value	Included	Included	No coinsurance	
Ordinary Payroll	Included	Included		
Extended Period of Indemnity	30 days	30 days		
Waiting Period (business income)	None	None		
Underground Pipes, Flues, Drains	Included	Included		
Underground Fiber Optic Cable	Within 1,000 feet	Within 1,000 feet		
Ordinance or Law - Undamaged Portion	Included	Included	Included	
- Demolition	\$10,000,000	\$10,000,000	Included	
- Inc. Cost of Construction	Included in demolition	Included in demolition	Included	
Synthetic Athletic Tracks or Surfaces	Flood/surface water	Flood/surface water		
Flood/Surface Water	\$5,000,000	\$5,000,000	\$5,000,000	
Spoilage of Perishable Goods	Included	Included		
Drones	Included	Included		
Joint Loss Agreement	Included	Included		
Debris Removal	Included	Included		

**VILLAGE OF MCFARLAND
PROPERTY AND LIABILITY INSURANCE RENEWALS
LIMITS/RATING BASE COMPARISON
JANUARY 1, 2025**

	2024/2025	2025/2026		
	Baer	Baer	Ansay	Tricor
Property (cont'd)	(MPIC)	(MPIC)	(CIC)	(EMC)
Vacancy Permit	NA	\$255,328		
Pedestrian Bridges	\$11,922 (\$1,000 ded.)	12,041 (\$1,000 ded.)		
Pier and Wharf	13,889 (\$1,000 ded.)	14,028 (\$1,000 ded.)	\$13,889	
Sewer Backup	Included	Included		
Valuable Papers and Records	Included	Included	1,000,000	
Accounts Receivable	\$100,000	\$100,000	1,000,000	
Fire Department Service Charge	Included (no ded.)	Included (no ded.)		
Civil Authority (BI)	Included	Included		
Building Foundations	\$500,000	\$500,000		
Excavation, Grading, Filling	50,000	50,000		
Earthquake/Volcanic Eruption	5,000,000	5,000,000	10,000,000	
Utility Services (indirect) (not incl. overhead lines)	Included	Included		
Interruption of Computer Operations	\$25,000	\$25,000		
Personal Effects and Property of Others (incl. employees)	10,000	10,000	5,000	
Employee Tools	45,000 (\$1,000 ded.)	45,000 (\$1,000 ded.)	45,000	
Money and Securities (inside and outside)	21,000 (\$1,000 ded.)	21,000 (\$1,000 ded.)		
Pollutant Cleanup or Removal	2,000,000	2,000,000	250,000	
Fine Arts (each)	50,000	50,000	50,000	
Fungus, Wet Rot, Dry Rot, Bacteria	25,000/50,000	25,000/50,000	15,000	
Property Off Premises and In Transit	Included	Included	50,000	
Lawns, Trees, Shrubs, Plants	\$500/1,000/25,000	\$500/1,000/25,000		
Service Dogs and Horses	50,000 (\$1,000 ded.)	50,000 (\$1,000 ded.)	50,000 (\$1,000 ded.)	
Claim Documentation Expense	50,000	50,000		
Architectural Design and Engineering Fees	250,000	250,000		
Unscheduled Buildings	1,000,000	1,000,000		
Asbestos Cleanup, Abatement and Removal	5,000,000	5,000,000		
Newly Acquired Real and Personal Property (days)	Included	Included	2,000,000 (120)	
Hydrostatic Pressure	Included	\$100,000		
Average Rate per \$100 of Value (property only)	\$0.0635	0.0652	\$0.0958	

**VILLAGE OF MCFARLAND
PROPERTY AND LIABILITY INSURANCE RENEWALS
LIMITS/RATING BASE COMPARISON
JANUARY 1, 2025**

	2024/2025	2025/2026		
	Baer	Baer	Ansay	Tricor
Equipment Breakdown	(MPIC)	(MPIC)	(CIC)	(EMC)
Limits - Property Damage	\$61,912,786	\$63,145,580	\$62,519,527	
- Business Income/Extra Expense	5,000,000	5,000,000	Included	
Deductible - Direct	5,000	5,000	\$25,000	
- Indirect	12 hours	12 hours	Included	
Valuation	Repair or replacement	Repair or replacement	Repair or replacement	
Coinsurance	None	None	None	
Blanket Waiver of Subrogation	In writing prior to loss	In writing prior to loss		
Joint Loss Agreement	Included	Included		
Newly Acquired Premises (days)	Included (365)	Included (365)	PD only (120)	
Extended Period of Restoration	30 days	30 days	30 days	
Communication and Computer Equipment	Included	Included		
Ordinary Payroll (BI)	Included	Included		
Expediting Expenses	\$5,000,000	\$5,000,000	\$1,000,000	
Ammonia Contamination	1,000,000	1,000,000		
Errors and Omissions	Included	Included		
Water Damage	\$1,000,000	\$1,000,000		
Spoilage Damage	1,000,000	1,000,000	250,000	
Utility Interruption (direct and indirect)	1,000,000	1,000,000	1,000,000	
Waiting Period	24 hours	24 hours	24 hours	
Hazardous Substance	\$1,000,000	\$1,000,000	1,000,000	
Data or Media	1,000,000	1,000,000	1,000,000	
Ordinance or Law - Undamaged Portion (UP)	25,000,000	25,000,000	1,000,000	
- Demolition	Included in UP	Included in UP	Included in UP	
- Increased Cost of Construction	Included in UP	Included in UP	Included in UP	
Fungus, Wet Rot, Dry Rot, Bacteria	\$2,500,000	\$2,500,000	\$25,000 (mold)	
Contingent Business Income/Extra Expense	250,000	250,000	1,000,000	
Green Upgrades	100,000	100,000	25,000	

**VILLAGE OF MCFARLAND
PROPERTY AND LIABILITY INSURANCE RENEWALS
LIMITS/RATING BASE COMPARISON
JANUARY 1, 2025**

	2024/2025	2025/2026		
	Baer	Baer	Ansay	Tricor
Crime	(League)	(League)	(F&D)	(EMC)
Limits (Deductibles):				
Employee Theft	\$250,000 (2,500)	\$250,000 (2,500)	\$250,000 (2,500)	
Forgery or Alteration	250,000 (2,500)	250,000 (2,500)	250,000 (2,500)	
Money Orders and Counterfeit Currency	250,000 (2,500)	250,000 (2,500)	250,000 (2,500)	
Money and Securities - inside	250,000 (2,500)	250,000 (2,500)	250,000 (2,500)	
- outside	250,000 (2,500)	250,000 (2,500)	250,000 (2,500)	
Safe Burglary or Robbery	250,000 (2,500)	250,000 (2,500)	250,000 (2,500)	
Computer Fraud (CF)	250,000 (2,500)	250,000 (2,500)	250,000 (2,500)	
Funds Transfer Fraud	250,000 (2,500)	250,000 (2,500)	Included in CF	
Form	Discovery	Discovery	Discovery	
Discovery Period	60 days	60 days	60 days	
Faithful Performance of Duty	Included	Included	Included	
Territory	Worldwide	Worldwide	USA, territories, PR	
Employees Temporarily Outside Territory			90 days	
Terminated Employees	90 days	90 days	30 days	
Virtual Currency	No	No	No	
Employee Includes:				
Board and Committee Members	No	No	No	
Volunteers	No	No	No	
Treasurers and Tax Collectors	No	No	Ys	
Employees Required to be Individually Bonded	Included	Included	No	
Benefit Plans Automatic	No	No	No	
General Liability	(League)	(League)	(CIC)	(EMC)
Limits:				
Each Occurrence	\$3,000,000	\$10,000,000	\$10,000,000	
Aggregate	None	None	None	
Premises Damage	\$500,000	\$500,000	Included	
Medical Expense	10,000	10,000	Excluded	
Deductible	None	None	\$5,000/50,000	

**VILLAGE OF MCFARLAND
PROPERTY AND LIABILITY INSURANCE RENEWALS
LIMITS/RATING BASE COMPARISON
JANUARY 1, 2025**

	2024/2025	2025/2026		
	Baer	Baer	Ansay	Tricor
General Liability (cont'd)	(League)	(League)	(CIC)	(EMC)
Duty to Defend	Insurer	Insurer	Insurer	
Incidental Medical Malpractice	Included	Included	Included	
Law Enforcement Liability	Not excluded	Not excluded	Included	
Insured Includes:	Lawfully elected, appointed, or employed officials; board or commission members; officers as defined under WI 895.46(1); any law enforcement agency; any person while providing services under a mutual aid agreement or joint powers agreement; employees; leased workers; temporary workers; volunteers	Lawfully elected, appointed, or employed officials; board or commission members; officers as defined under WI 895.46(1); any law enforcement agency; any person while providing services under a mutual aid agreement or joint powers agreement; employees; leased workers; temporary workers; volunteers	Employees, officials, volunteers	
Discrimination	Included	Included	Included	
Blanket Additional Insured	As required by contract or agreement	As required by contract or agreement	As required by contract or agreement	
Personal Property of Others	\$100,000/250,000	\$100,000/250,000	If part of claim	
Pollution Exclusion Exceptions				
- hostile fire	Included	Included	Included	
- building heating	Included	Included	Not included	
- building cooling, dehumidifying equipment	Not included	Not included	Not included	
- mobile equipment operating fluids	Included	Included	Included	
- sandblasting	Included	Included	Included	
- paint overspray	Included	Included	Included	
- wet concrete, asphalt or tar	Included	Included	Included	
- swimming pool chemicals	Included	Included	Not included	

**VILLAGE OF MCFARLAND
PROPERTY AND LIABILITY INSURANCE RENEWALS
LIMITS/RATING BASE COMPARISON
JANUARY 1, 2025**

	2024/2025	2025/2026		
	Baer	Baer	Ansay	Tricor
General Liability (cont'd)	(League)	(League)	(CIC)	(EMC)
Bodily Injury - Resultant Mental Injury, Mental Anguish	Included	Included	Not Included	
Abuse or Molestation Liability	Not excluded	Not excluded	Not excluded	
Contractual Liability	If would be liable without contract	If would be liable without contract	If would be liable without contract	
Criminal Defense Expenses	\$100,000	\$100,000	\$50,000/100,000	
Watercraft	Any length	Any length	Non-owned under 26 ft.	
Knowledge of Occurrence Limited to	Not limited	Not limited	Not limited	
Liquor Liability	Not excluded	Not excluded	Not excluded	
Unmanned Aircraft Operations	BI/PD/PI	BI/PD/PI	Excluded	
Punitive or Exemplary Damages	BI/PD	BI/PD	Not excluded	
Virus, Bacteria, Mold, Fungus Expenses	\$50,000/100,000	\$50,000/100,000	Not excluded	
Water Contamination Notice Expenses	5,000	5,000	NA	
Failure to Supply Utility	Included	Included	Included if negligent	
Consent to Settle Penalty (damages/defense)	100%/100%	100%/100%	None	
Employee Benefits Liability	(League)	(League)	(CIC)	(EMC)
Limits - Each Claim/Occurrence	\$3,000,000	\$10,000,000	\$10,000,000	
- Aggregate	None	None	None	
Deductible	None	None	\$5,000/50,000	
Type of Form	Occurrence	Occurrence	Occurrence	
Retroactive Date	NA	NA	NA	
Extended Reporting	NA	NA	NA	
Consent to Settle Penalty (damages/defense)	100%/100%	100%/100%	100%/100%	

**VILLAGE OF MCFARLAND
PROPERTY AND LIABILITY INSURANCE RENEWALS
LIMITS/RATING BASE COMPARISON
JANUARY 1, 2025**

	2024/2025	2025/2026		
	Baer	Baer	Ansay	Tricor
Automobile Liability	(League)	(League)	(CIC)	(EMC)
Limits - Liability	\$3,000,000	\$10,000,000	\$10,000,000	
- Uninsured	25,000/50,000	25,000/50,000	25,000/50,000	
- Underinsured	50,000/100,000	50,000/100,000	50,000/100,000	
- Medical Payments	10,000	10,000	1,000	
Deductible	None	None	5,000/50,000	
Liability for any Auto (symbol 1)	Included	Included	Included	
Insured Includes:	Employees, volunteers, officers, appointed officials under WI 895.46(1) for non-owned auto only; owner of a commandeered auto; owner of an auto you rent, lease or borrow	Employees, volunteers, officers, appointed officials under WI 895.46(1) for non-owned auto only; owner of a commandeered auto; owner of an auto you rent, lease or borrow	Permitted users; except for hired or borrowed: employees, officials, volunteers	
Insureds for Non-owned Autos	Volunteers, officials, employees	Volunteers, officials, employees	NA	
Reasonable Force to Protect Person or Property	Included	Included	Included	
Care, Custody or Control of Property	\$50,000/250,000	\$50,000/250,000	If part of claim	
Mutual Aid Reimbursement	5,000	5,000	NA	
Criminal Defense Expenses	100,000	100,000	NA	
Bodily Injury Includes Resultant Mental Anguish	Included	Included	NA	
Contractual Liability	If would be liable without contract or agreement	If would be liable without contract or agreement	Included	
Blanket Additional Insureds	As required by contract or agreement	As required by contract or agreement	As required by contract or agreement	
Leased Autos Covered as Owned	Included	Included	If scheduled	
Consent to Settle Penalty (damages/defense)	100%/100%	100%/100%	None	
Knowledge of Accident, Claim or Suit	Not limited	Not limited	Not limited	

**VILLAGE OF MCFARLAND
PROPERTY AND LIABILITY INSURANCE RENEWALS
LIMITS/RATING BASE COMPARISON
JANUARY 1, 2025**

	2024/2025	2025/2026		
	Baer	Baer	Ansay	Tricor
Automobile Liability (cont'd)	(League)	(League)	(CIC)	(EMC)
Punitive or Exemplary Damages	Not excluded	Not excluded	Not excluded	
Pollution Exclusion Exceptions:	Operating fluids, upset or overturn	Operating fluids, upset or overturn	Operating fluids, upset or overturn	
No. of Vehicles	52	55	55	
Avg. Cost per Unit	\$152	\$196	TBD	
Automobile Physical Damage	(League)	(League)	(CIC)	(EMC)
Total Limit	NA	NA	\$6,169,925	
Deductibles - Comprehensive	\$500	\$500	1,000	
- Collision	500	500	1,000	
Valuation:	Replacement cost for autos 5 years or newer and \$100,000 or less; replacement cost for autos 10 years or newer over \$100,000	Replacement cost for autos 5 years or newer and \$100,000 or less; replacement cost for autos 10 years or newer over \$100,000	Replacement cost for autos 5 years or newer and \$100,000 or less; replacement cost for autos 10 years or newer over \$100,000	
Physical Damage Reimbursement - Officers or Board Members	\$500	\$500	NA	
Leased Vehicles Covered as Owned	Included	Included	If scheduled	
Transportation Expenses (per day/maximum)	Included	Included	If part of claim	
Towing	\$500	\$500	If part of claim	
Personal Property of Employees or Volunteers	2,500	2,500	Property in CCC (GL)	
Hired Physical Damage	50,000	50,000	NA	
Lease Gap Coverage	Included	Included	NA	
Loss of Use Expenses	\$500	\$500	If part of claim	
Rental Reimbursement (per day/maximum)	Not included	Not included	Included	
Permanently Installed Electronic Equipment	Included	Included	Included	
Commandeered Autos	\$500,000	\$500,000	Included	
Waiver of Glass Deductible	Not included	Not included	Not included	
No. of Vehicles	52	55	55	
Avg. Cost per Unit	\$858	\$842	\$746	

**VILLAGE OF MCFARLAND
PROPERTY AND LIABILITY INSURANCE RENEWALS
LIMITS/RATING BASE COMPARISON
JANUARY 1, 2025**

	2024/2025	2025/2026		
	Baer	Baer	Ansay	Tricor
Public Officials Errors and Omissions	(League)	(League)	(CIC)	(EMC)
Limits - Each Claim	\$3,000,000	\$10,000,000	\$10,000,000	
- Aggregate	None	None	None	
Deductible (per claim)	None	None	\$5,000/50,000	
Form	Occurrence	Occurrence	Occurrence	
Defense	Outside limits	Outside limits	Outside limits	
Retroactive Date	NA	NA	NA	
Extended Reporting Endorsement	NA	NA	NA	
Non-monetary Claims	\$50,000/250,000	\$50,000/250,000	Included	
Duty to Defend	Insurer	Insurer	Insurer	
Plaintiff/Claimant Attorney Fees or Expenses	Excluded	Excluded	Included	
Insured Includes:	Lawfully elected, appointed, or employed officials; board or commission members; officers as defined under WI 895.46(1); any law enforcement agency; any person while providing services under a mutual aid agreement or joint powers agreement; employees; leased workers; temporary workers; volunteers	Lawfully elected, appointed, or employed officials; board or commission members; officers as defined under WI 895.46(1); any law enforcement agency; any person while providing services under a mutual aid agreement or joint powers agreement; employees; leased workers; temporary workers; volunteers	Employees, officials, volunteers	
Law Enforcement Extension	Included	Included	Included	
Salary or Fringe Benefits (each loss/aggregate)	Included	Included	Included	
Mental Anguish from an Employment Wrongful Act	Included	Included	NA	
Abuse or Molestation for Employment Related Claims	Not excluded	Not excluded	Included	
Discrimination	Included for employment claims	Included for employment claims	Included	

**VILLAGE OF MCFARLAND
PROPERTY AND LIABILITY INSURANCE RENEWALS
LIMITS/RATING BASE COMPARISON
JANUARY 1, 2025**

	2024/2025	2025/2026		
	Baer	Baer	Ansay	Tricor
Public Officials Errors and Omissions (cont'd)	(League)	(League)	(CIC)	(EMC)
Unmanned Aircraft Operations	Included	Included	Excluded	
Contractual Liability	If would be liable without contract	If would be liable without contract	Included	
Consent to Settle Penalty (damages/defense)	100%/100%	100%/100%	NA	
Criminal Defense Expenses	\$100,000	\$100,000	\$50,000/100,000	
Blanket Additional Insured	As required by contract or agreement	As required by contract or agreement	As required by contract or agreement	
HIPAA Fines	Included	Included	NA	
Personal Profit or Advantage Claims	Defense provided	Defense provided	Not excluded	
Breach of Contract Claims	Included	Included	NA	
Umbrella/Excess	(NA)	(NA)	(NA)	(EMC)
Limits - Each Occurrence				
- Aggregate				
Retention				
General Liability				
Employee Benefits Liability				
Automobile Liability				
Educators Legal Liability				
Employers Liability				
Abuse or Molestation Liability				
PFAs				

**VILLAGE OF MCFARLAND
PROPERTY AND LIABILITY INSURANCE RENEWALS
LIMITS/RATING BASE COMPARISON
JANUARY 1, 2025**

	2024/2025	2025/2026		
	Baer	Baer	Ansay	Tricor
Workers Compensation	(League - UH)	(League - UH)	(CIC)	(Bitco)
Workers Compensation	Statutory	Statutory	Statutory	Statutory
EL Limit (000's)	\$100/100/500	\$100/100/500	\$100/100/500	\$500/500/500
Payrolls (Rates):				
Waterworks - 7520	\$135,000 (3.07)	\$139,050 (2.83)	\$139,050 (2.83)	\$139,050 (2.83)
Fire Department - Volunteer - 7709 (population)	11,407 (0.00)	11,458 (0.00)	11,458 (0.00)	11,458 (0.00)
Civil Defense Workers - 7710	560,794 (3.27)	577,618 (2.87)	577,618 (2.87)	577,618 (2.87)
Police Officers and Drivers - 7720	1,650,000 (2.42)	1,699,500 (2.32)	1,699,500 (2.32)	1,699,500 (2.32)
Clerical - 8810	1,375,000 (0.17)	1,416,250 (0.16)	1,416,250 (0.16)	1,416,250 (0.16)
Municipal Operations - Misc. - Village - 9414	1,400,000 (4.01)	1,442,000 (3.57)	1,442,000 (3.57)	1,442,000 (3.57)
Terrorism	5,120,794 (0.00)	5,274,418 (0.00)	5,274,418 (0.02)	5,274,418 (0.03)
Experience Modification	.95	1.21	1.21	1.21
Foreign Coverage	Per WI statute	Per WI statute	Per WI statute	Per WI statute
Dividend Plan ⁽¹⁾	League Plan	League Plan	10% flat plus 25% variable up to 50% loss ratio	25% variable up to 50% loss ratio

⁽¹⁾ Dividends cannot be guaranteed. They are payable pursuant to conditions determined by the Board of Directors.

**VILLAGE OF MCFARLAND
PROPERTY AND LIABILITY INSURANCE RENEWALS
LIMITS/RATING BASE COMPARISON
JANUARY 1, 2025**

	2024/2025	2025/2026		
	Baer	Baer	Ansay	Tricor
Cyber Insurance	(League)	(League)	(CIC)	(Coalition)
Limits:				
Multimedia Liability	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Security and Privacy Liability	1,000,000	1,000,000	1,000,000	1,000,000
Privacy Regulatory Defense and Penalties	1,000,000	1,000,000	50,000	1,000,000
PCI DSS Liability	1,000,000	1,000,000	50,000	
Bodily Injury Liability	Not included	Not included	Not included	
Property Damage Liability	Not included	Not included	Not included	
TCPA Defense Coverage	\$100,000	\$100,000	Not included	
Breach Event Costs Coverage	1,000,000	1,000,000	Not excluded	
Post Breach Remediation Costs Coverage	Not included	Not included	\$1,000,000	
Reputational Costs Coverage	\$1,000,000	\$1,000,000	500,000	
System Failure Coverage	1,000,000	1,000,000	1,000,000	
Dependent System Failure Coverage	Not included	Not included	Not included	
Cyber Extortion Coverage	\$250,000	\$250,000	\$500,000	
Cyber Crime Coverage	250,000	250,000	500,000	
Financial Fraud	250,000	250,000	500,000	
Telecommunications and Utilities Fraud	250,000	250,000	500,000	
Phishing Fraud Sublimits	250,000	250,000	500,000	
Your Phishing Fraud Loss Sublimit	250,000	250,000	500,000	
Client Phishing Fraud Loss Sublimit	250,000	250,000	500,000	
Phishing Fraud Aggregate Sublimit	250,000	250,000	500,000	
Cyber Crime Coverage Aggregate	250,000	250,000	500,000	
Bricking Loss Coverage	Not included	Not included	TBD	
Property Damage Loss Coverage	Not included	Not included	Not included	
Reward Expenses Coverage	\$100,000	\$100,000	\$25,000	
Court Attendance Costs Coverage	100,000	100,000	Excluded	
Maximum Policy Aggregate	1,000,000	1,000,000	\$1,000,000	1,000,000

**VILLAGE OF MCFARLAND
PROPERTY AND LIABILITY INSURANCE RENEWALS
LIMITS/RATING BASE COMPARISON
JANUARY 1, 2025**

	2024/2025	2025/2026		
	Baer	Baer	Ansay	Tricor
Cyber Insurance (cont'd)	(League)	(League)	(CIC)	(Coalition)
Form	Claims-made and reported	Claims-made and reported	Claims-made and reported	
Deductible (D)/Retention (R)	\$10,000 (D)	\$10,000 (D)	\$10,000 (D)	\$50,000 (R)
System Failure Waiting Period	8 hours	8 hours	12 hours	
Dependent System Failure Waiting Period	NA	NA	NA	
Retroactive Date	1/1/24	1/1/24	1/1/25	
Knowledge Date	1/1/23	1/1/23	1/1/25	
Costs and Expenses	Within limits	Within limits	Within limits	
Duty to Defend	Insurer	Insurer	Insurer	
Worldwide Territory	If suit is brought in US	If suit is brought in US	Included	
Extended reporting period - automatic	60 days	60 days	60 days	
- optional	1 year - 100%	1 year - 100%	12 months at 200%	
	2 years - 150%	2 years - 150%		
	3 years - 200%	3 years - 200%		
Non-monetary Claims	Defense provided	Defense provided	Excluded	
Attorneys' Fees and Costs	Included	Included	Not excluded	
Contractual Liability	If would be liable without contract	If would be liable without contract	Included	
Cyber Terrorism	Included	Included	Included	
Ordinary Payroll	Included	Included	Included	
Knowledge of Claim	Executive (CEO, CFO, COO, CTO, CIO, CPO, general counsel, risk manager)	Executive (CEO, CFO, COO, CTO, CIO, CPO, general counsel, risk manager)	Not limited	
Punitive, Exemplary or Multiplied Damages	If insurable by law	If insurable by law	Included	
Period of Indemnity	180 days	180 days	180 days	
Period of Restoration	120 days	120 days	180 days	

**VILLAGE OF MCFARLAND
PROPERTY AND LIABILITY INSURANCE RENEWALS
LIMITS/RATING BASE COMPARISON
JANUARY 1, 2025**

	2024/2025	2025/2026		
	Baer	Baer	Ansay	Tricor
Cyber Insurance (cont'd) Insured Includes: Consent to Settle Penalty (damages/defense) Mental Anguish from a Security and Privacy Incident Mental Anguish from a Multimedia Incident Payment in Digital Currency Property Damage Valuation Bricking Valuation Notice of Cancellation	(League) Named insured; any subsidiary; executives (directors, officers, CEO, CFO, COO, CTO, CIO, CPO, general counsel, risk manager); trustees; partners; principals; stockholders, employees (intern, full-time, part-time, seasonal, temporary, leased, volunteers); independent contractors; additional insureds per written contract 30%/30% Included Included Included NA NA 60 days	(League) Named insured; any subsidiary; executives (directors, officers, CEO, CFO, COO, CTO, CIO, CPO, general counsel, risk manager); trustees; partners; principals; stockholders, employees (intern, full-time, part-time, seasonal, temporary, leased, volunteers); independent contractors; additional insureds per written contract 30%/30% Included Included Included NA NA 60 days	(CIC) Organization; directors; officers; employees (part-time temporary, leased, seasonal); spouses; domestic partners; volunteers; additional insureds (for the acts , errors or omissions of the organization) 40%/40% Excluded Excluded Included NA TBD 60 days	(Coalition)

**VILLAGE OF MCFARLAND
PROPERTY AND LIABILITY INSURANCE RENEWALS
LIMITS/RATING BASE COMPARISON
JANUARY 1, 2025**

	2024/2025	2025/2026		
	Baer	Baer	Ansay	Tricor
Environmental Liability - Site Pollution	(League)	(Ascot)	(NA)	(Chubb)
Limits:				
Cleanup Costs for New Pollution Conditions	\$100,000	\$1,000,000		\$1,000,000
Bodily Injury for New Pollution Conditions	NA	1,000,000		1,000,000
Property Damage for New Pollution Conditions	\$100,000	1,000,000		1,000,000
Non-owned Location Pollution	NA	1,000,000		1,000,000
Transportation Pollution	NA	1,000,000		1,000,000
Business Interruption/Extra Expense	NA	1,000,000		1,000,000
Asbestos Remediation	NA	Included		Included
Lead Paint Remediation	NA	Included		Included
Mold Remediation	NA	Included		Included
Catastrophe/Reputational Management	NA	Included		Included
Separate Defense Limit	NA	NA		NA
Policy Aggregate	\$300,000	\$2,000,000		\$1,000,000
Form	Occurrence	Claims-made		Claims-made
Scheduled Locations	Applies to sewer backup or water incident only	Included		Included
Deductible (D)/Retention (R)	None	\$25,000 (D)		\$25,000 (R)
- Mold	None	50,000 (D)		Included
- Legionella	None	50,000 (D)		Included
Business Interruption Waiting Period	NA	72 hours		Included
Duty to Defend	Insurer	Insurer		Insurer
Retroactive Date	NA	1/1/25		1/1/25
Defense and Claims Expenses	Within limits	Outside limits		Within limits
Extended Reporting Period - automatic	NA	90 days		90 days
- optional	NA	48 months at 200%		33 months at 200%

**VILLAGE OF MCFARLAND
PROPERTY AND LIABILITY INSURANCE RENEWALS
LIMITS/RATING BASE COMPARISON
JANUARY 1, 2025**

	2024/2025	2025/2026		
	Baer	Baer	Ansay	Tricor
Environmental Liability - Site Pollution (cont'd)	(League)	(Ascot)	(NA)	(Chubb)
Insured Includes:	Matches general liability	Executive officers, directors, employees, volunteers		Directors, officers, employees (incl. temporary and leased)
Knowledge of Claim is Limited to:	NA	Not limited		Not limited
Knowledge Date	NA	1/1/25		1/1/25
Consent to Settle Penalty (damages/defense expenses)	NA	100%/100%		100%/100%
Blanket Waiver of Subrogation	NA	In writing prior to loss		Not permitted
Territory	NA	USA, its territories or possessions, PR, Canada		USA
Punitive, Exemplary, Multiplied Damages	NA	Where allowable		Included
Property Damage - Loss of Use by Third Parties/Diminished Value	NA	Included		NA
Bodily Injury Includes Resultant Mental Anguish	NA	Included		Included
PFAs	NA	Excluded		Excluded
Coronavirus	NA	Not excluded		Included
Drinking Water	NA	Excluded		Included except for lead
Sewer backup	NA	Excluded		Excluded
Cancellation	NA	90 days		90 days

**VILLAGE OF MCFARLAND
PROPERTY AND LIABILITY INSURANCE RENEWALS
ALTERNATE PROPOSALS
JANUARY 1, 2025**

	2025/2026		
	Baer	Ansay	Tricor
<u>Property</u>			
1. Extended period of indemnity - 120 days	NA	NA	
2. Interruption of computer operations - \$100,000	NA	NA	
3. Blanket waiver of subrogation as required by contract or agreement	NA	NA	
4. Fire extinguishing system recharge (no deductible)	Included	NA	
5. Arson rewards (no deductible) - \$25,000	NA	NA	
6. Lock replacement and rekeying (no deductible) - \$25,000	Included	NA	
7. Non-owned detached trailers - \$15,000	NA	NA	
<u>Equipment Breakdown</u>			
1. Environmental safety/efficiency improvements - 50% of damage	NA	NA	
2. Ingress/egress - included	NA	NA	
3. Civil authority (4 consecutive weeks) - included	Not excluded	NA	
4. Off premises - \$1,000,000	No sublimit	NA	
5. Claims preparation fees - \$250,000	Included	NA	
<u>Crime</u>			
1. Increase all limits to \$500,000	+ \$162	NA	
2. Insured to include sponsored plans automatically	Included	NA	
3. Terminated employees - 90 days	NA	NA	
4. Discovery period of 1 year for benefit plans	NA	NA	
5. Automatic coverage for additional premises or employees	Included	Included	
6. Employee to include treasurers and tax collectors	Included	Included	
7. Employee to include board and committee members	Included	NA	
8. Employee to include volunteers	NA	NA	
9. Knowledge of loss limited to designated person (provide definition)	NA	NA	
10. Claims expense - \$10,000 (no deductible)	Included	NA	
11. Fraudulent impersonation - \$250,000	Included	NA	

**VILLAGE OF MCFARLAND
PROPERTY AND LIABILITY INSURANCE RENEWALS
ALTERNATE PROPOSALS
JANUARY 1, 2025**

	2025/2026		
	Baer	Ansay	Tricor
<u>General Liability</u>			
1. Remove consent to settle penalty	NA	NA	
2. Blanket waiver of subrogation as required by contract or agreement	Included	NA	
3. Coverage is primary and non-contributory if required by written contract	Included	NA	
4. Pollution exception for herbicides or pesticides	Included	NA	
5. Delete fellow employee exclusion	Included	NA	
6. Punitive damages under personal and advertising injury	NA	NA	
<u>Employee Benefits Liability</u>			
1. Remove consent to settle penalty	NA	NA	
2. Blanket waiver of subrogation as required by contract or agreement	Included	NA	
<u>Automobile</u>			
1. Delete fellow employee exclusion	NA	NA	
2. Increase comprehensive and collision deductibles to \$1,000	- \$4,169	Included	
3. Remove consent to settle penalty	NA	NA	
4. Blanket waiver of subrogation as required by contract or agreement	Included	NA	
5. Liability coverage for non-owned autos (symbol 9) for all employees, officials, volunteers	Included	NA	
6. Accidental discharge of an airbag	NA	NA	
7. Increase comprehensive and collision deductibles to \$5,000	Not quoted	- \$6,001	
<u>Public Officials Errors and Omissions</u>			
1. Remove consent to settle penalty	NA	NA	
2. Blanket waiver of subrogation as required by contract or agreement	Included	Case by case	
3. Include punitive or exemplary damages	NA	Not excluded	

**VILLAGE OF MCFARLAND
PROPERTY AND LIABILITY INSURANCE RENEWALS
ALTERNATE PROPOSALS
JANUARY 1, 2025**

	2025/2026		
	Baer	Ansay	Tricor
<u>Umbrella/Excess</u>			
1. Follow alternates requested on primary policies	NA	NA	
2. Quote \$10,000,000 limit	NA	NA	
<u>Workers Compensation</u>			
1. Increase employers liability to \$1,000,000/1,000,000/1,000,000	Not quoted	+ \$1,458	Not quoted
<u>Cyber Insurance</u>			
1. Bricking - \$1,000,000 on replacement cost	NA	NA	
2. Post breach remediation costs - \$100,000	Included	NA	
3. Bodily injury liability - \$250,000	Excluded	NA	
4. Property damage liability - \$250,000	Excluded	NA	
5. Dependent system failure coverage - \$250,000	Excluded	NA	
6. Breach event costs in addition to aggregate limit	NA	NA	
7. Remove consent to settle penalty	NA	NA	
8. \$2,000,000 limit	NA	NA	
9. Add employees as insureds	Included	NA	
10. Coverage under EU GDPR	NA	NA	
11. Spousal or domestic partner extension	NA	NA	
12. Add ID Recovery coverage	NA	+ 414	
<u>Environmental Liability – Site Pollution</u>			

VILLAGE OF MCFARLAND
LOSS HISTORY
JANUARY 1, 2025

Property/Inland Marine						
Year	Insurer	No. of Claims	No. of Open Claims	Paid	Reserved	Total
1/1/19 – 20	MPIC	1	0	0	0	0
1/1/20 – 21	MPIC	0	0	0	0	0
1/1/21 – 22	MPIC	0	0	0	0	0
1/1/22 – 23	MPIC	2	0	\$105,029	0	\$105,029
1/1/23 – 24	MPIC	0	0	0	0	0
1/1/24 – 25	MPIC	0	0	0	0	0
Equipment Breakdown						
Year	Insurer	No. of Claims	No. of Open Claims	Paid	Reserved	Total
1/1/19 – 20	MPIC	0	0	0	0	0
1/1/20 – 21	MPIC	0	0	0	0	0
1/1/21 – 22	MPIC	0	0	0	0	0
1/1/22 – 23	MPIC	0	0	0	0	0
1/1/23 – 24	MPIC	0	0	0	0	0
1/1/24 – 25	MPIC	0	0	0	0	0
Crime						
Year	Insurer	No. of Claims	No. of Open Claims	Paid	Reserved	Total
1/1/19 – 20	Travelers					
1/1/20 – 21	Travelers					
1/1/21 – 22	Travelers	0	0	0	0	0
1/1/22 – 23	Travelers	0	0	0	0	0
1/1/23 – 24	League	0	0	0	0	0
1/1/24 – 25	League	0	0	0	0	0

VILLAGE OF MCFARLAND
LOSS HISTORY
JANUARY 1, 2025

General Liability and Personal Injury Liability						
Year	Insurer	No. of Claims	No. of Open Claims	Paid	Reserved	Total
1/1/19 – 20	League	4	0	\$3,150	0	\$3,150
1/1/20 – 21	League	2	0	500	0	500
1/1/21 – 22	League	1	1	81,795	\$76,325	158,120
1/1/22 – 23	League	3	0	45,851		45,851
1/1/23 – 24	League	1	0	0		0
1/1/24 – 25	League	0	0	0		0
Automobile Liability and Physical Damage						
Year	Insurer	No. of Claims	No. of Open Claims	Paid	Reserved	Total
1/1/19 – 20	League	0	0	0	0	0
1/1/20 – 21	League	2	0	\$8,937		\$8,937
1/1/21 – 22	League	4	0	8,961		8,961
1/1/22 – 23	League	2	0	7,527		7,527
1/1/23 – 24	League	2	0	8,523		8,523
1/1/24 – 25	League	3	1	8,581	\$1,235	9,816
Public Officials Errors and Omissions						
Year	Insurer	No. of Claims	No. of Open Claims	Paid	Reserved	Total
1/1/19 – 20	League	0	0	0	0	0
1/1/20 – 21	League	0	0	0	0	0
1/1/21 – 22	League	0	0	0	0	0
1/1/22 – 23	League	0	0	0	0	0
1/1/23 – 24	League	1	0	\$14,997	0	\$14,997
1/1/24 – 25	League	0	0	0	0	0

VILLAGE OF MCFARLAND
LOSS HISTORY
JANUARY 1, 2025

Workers Compensation (excluding expenses)						
Year	Insurer	No. of Claims	No. of Open Claims	Paid	Reserved	Total
1/1/19 – 20	League (UH)	7	0	\$92,831	0	\$92,831
1/1/20 – 21	League (UH)	7	0	26,608	0	26,608
1/1/21 – 22	League (UH)	4	0	42,787	0	42,787
1/1/22 – 23	League (UH)	3	0	12,371	0	12,371
1/1/23 – 24	League (UH)	16	1	67,277	\$8,327	75,604
1/1/24 – 25	League (UH)	2	1	0	1,700	1,700
Cyber Insurance						
Year	Insurer	No. of Claims	No. of Open Claims	Paid	Reserved	Total
1/1/19 – 20	Unknown					
1/1/20 – 21	Unknown					
1/1/21 – 22	Unknown					
1/1/22 – 23	Unknown					
1/1/23 – 24	League	0	0	0	0	0
1/1/24 – 25	League	0	0	0	0	0
Environmental – Site Pollution						
Year	Insurer	No. of Claims	No. of Open Claims	Paid	Reserved	Total
1/1/19 – 20	League	0	0	0	0	0
1/1/20 – 21	League	0	0	0	0	0
1/1/21 – 22	League	0	0	0	0	0
1/1/22 – 23	League	0	0	0	0	0
1/1/23 – 24	League	0	0	0	0	0
1/1/24 – 25	League	0	0	0	0	0



Presented By:

Tony Matera

Tiana Regenwether

Date: November 18, 2024



2025-2026 RFP Response

VILLAGE OF MCFARLAND - PREMIUM SUMMARY

<u>Coverage</u>	<u>CIC</u> <u>\$5M Limit</u>	<u>CIC</u> <u>\$10M Limit</u>
Property -	\$59,794	\$59,794
• Buildings, Contents, PITO Limit	\$62,519,526	\$62,519,526
• Deductible	\$25,000	\$25,000
Contractors' Equipment	Included	Included
• Limit	\$2,015,072	\$2,015,072
• Deductible	\$5,000	\$5,000
Auto Physical Damage (Comp & Collision)	\$35,046	\$35,046
• Limit	\$6,169,925	\$6,169,925
• Deductible	\$5,000	\$5,000
Equipment Breakdown	\$3,835	\$3,835
• Limit	\$62,519,527	\$62,519,527
• Deductible	\$25,000	\$25,000
Liability	\$83,786	\$89,724
• General Liability		
• Public Officials Liability, Law Enforcement, Employment Practices Limit, Auto Liability		
• Deductible	\$5,000	\$5,000
• Deductible Aggregate	\$50,000	\$50,000
Crime	Waiting on F&D	Waiting on F&D
Cyber Liability	<i>Included</i>	<i>Included</i>
• Limit	\$1,000,000	\$1,000,000
• Deductible	\$25,000	\$25,000
Umbrella	NA	NA
Package Sub-Total	\$182,461	\$188,399
Worker's Compensation	\$133,892	\$133,892
Payroll	\$5,274,418	\$5,274,418
Experience Modification	1.21	1.21
Estimated Annual Premium	\$316,353	\$322,291
Dividend Offer*	10% Flat + 25% slider	10% Flat + 25% slider

ADDITIONAL COVERAGE OPTIONS

<u>Coverage</u>	<u>Premium</u>
Auto Physical Damage - \$1,000 Deductible	\$41,047
Auto Med Pay	\$570
Injunctive Relief-Only Endorsement	\$5,446 (\$5M) \$6,063 (\$10M)
Identity Recovery Coverage (See attached)	\$414
Work Comp - Employee Liability \$1M/\$1M/\$1M	\$135,350

PROGRAM HIGHLIGHTS / NOTES

<u>Coverage</u>	<u>Highlights / Notes</u>
Ansary Risk Management Team	Access to inhouse Risk Management team to help build and coordinate year round safety initiatives in collaboration with carrier resources both online and in person (see course catalog) Partner with Ansary inhouse claims advocate with over 30 years claims expertise
CIC Expertise	Partner with Public Entity expert with over 300 members in the state of Wisconsin Legal team access to assist with contract review, ordinance creation, and pre claim advice
Property	All property on a “true blanket” with no co-insurance Includes: - Special Use Animal \$50,000 - Pier and Wharf \$13,889 - Employee Tools \$45,000 Property quote includes \$5M in Flood Coverage. Access to AMP Property Asset Management Platform
General Liability	CIC all liability lines are occurrence based Pollution included see liability policy pg 53
Law Enforcement Liability	Access to Lexipol 85% cost share Access to A.L.E.R.T. – Advanced Law Enforcement Risk Training – Including onsite MILO (scenario-based firearm training)
Auto Physical Damage	Refer to CIC’s Auto Physical Damage quote form for additional deductible and coverage options.
Cyber	CIC’s Cyber policy limit is \$1,000,000 with a \$25,000 deductible. Full cyber form: not just data breach, cyber security
Umbrella (Non applicable)	With the CIC policy form being non-aggregated, each occurrence would have the full policy limits behind it. A traditional aggregated policy’s limits would deplete with each claim it responds to.

<u>Coverage</u>	<u>Highlights / Notes</u>
Workers Compensation	CIC is offering a 10% Flat dividend with slider additional 25% 24/7 telephonic nurse triage reporting Return to work program assistance <i>*Dividends by law cannot be guaranteed and must be declared by the Board of Directors.</i>
Deductible Fund Escrow	The total outlay invoiced to the policyholder includes funds used to pay claims within the deductible level which are held in a 'deductible escrow account'. The per claim deductible is subject to a deductible aggregate. Based on the deductible level, a portion of the gross premium is allocated to the deductible escrow account to pay claims within the deductible layer. The maximum amount to be allocated to the 'deductible escrow' is the deductible aggregate. This pre-funded deductible account earns interest equal to the investment interest earned by the company. The deductible fund is established at the beginning of the policy term and is accounted for on a quarterly basis. Rather than establishing a deductible fund for each policy term, any funds remaining in the account at policy renewal, are carried over into the following policy year. If the fund amount is less than the deductible aggregate, the fund replenishment needed at renewal is the difference between the fund balance and aggregate amount. The deductible exposure applies on a per policy basis, however, the deductible fund established is maintained on a consecutive basis and funded up to an annual aggregate to pay claims within the deductible layer for all policy terms.

HIDDEN COST OF INSURANCE

<u>Coverage</u>	<u>Highlights / Notes</u>
Program Sustainability	CIC has not changed their rates since 2002. The program being presented today is quoted to be sustainable and not subject to large increases year after year.
Claim Handling	CIC is first dollar defense and will handle all claims start to finish to help control expenses and minimize total claim impact with their prefunded deductible.
Pre Claim Defense	CIC developed Pre-Claim Loss Control as a means to proactively respond to the situation. Pre-Claim Loss Control provides strategic legal consultation that will aid the municipality in proper handling to prevent legal action or advance a position that is removed from the “politics” of the situation. If a formal claim, notice or suit is brought, the municipality has already developed its legal strategy and has a head-start in the investigation and discovery.

THERE IS
STRENGTH
IN OUR
COMMUNITY

WEST
BEND

3 27
CHRIS HAISE BAND

GRAND OPENING TONIGHT! 8PM
TICKETS & INFO AT THEBENDWI.ORG

Services Overview

2025



The services contained in this document are available at **no additional cost** to members of Community Insurance Corporation. All services are available to members holding a policy of coverage that corresponds to the services (i.e. property coverage = property services).

www.communityinsurancecorporation.com

Services Overview

About This Guide

Being a member of the Community Insurance Corporation (CIC) comes with numerous benefits and complimentary services. This document is intended to be a comprehensive overview of services available to members.

For your convenience, we have organized the document into sections:

CL	Claims Claims services for litigation, liability, workers' compensation and property lines of coverage.
UW	Underwriting & Insurance Administrative Services Underwriting and insurance administrative services, including statistical tracking, historical information, deductible selection, premium breakdowns, certificates of insurance and contract review.
RM	Risk Management & Loss Control Risk management and loss control consultative services, onsite and online training, and other programs and resources.
RP	Reports Reports available to members to gain insight into losses and identify trends/analyses.
EV	Events Listing of periodic CIC events and trainings.

This document also goes further by providing you the contact person(s) for each of the services. Next to each service, you will find:

FA	Liability/Property Field Claims Adjusters
WC	Workers' Compensation Adjusters
LM	Litigation Managers
UW	Underwriting Staff
CS	Client Services
RM	Risk Management & Loss Control
AL	Advanced Law Enforcement Risk Training (A.L.E.R.T)

On the next page, these contacts may be cross-referenced to find specific staff members and their contact information.

PLEASE NOTE: **FA WC LM RM** contacts work in a dedication fashion with members. Please contact your insurance contact to determine which individual is assigned to your municipality.

Staff Contacts

CL				
	Name	Title	Email	Phone
LM	Brian Knee	VP of Claims & Litigation	brian.knee	800.236.6885
	Sheila Bisek	Litigation Case Manager	sheila.bisek	800.236.6885
	Dave Bisek	Sr. Litigation Manager	dave.bisek	800.236.6885
FA	Ryan Anderson	Field Claims Adjuster	ryan.anderson	866.819.9318
	Michael Charles	Field Claims Adjuster	michael.charles	800.236.6885 262.777.4924
WC	John Gutierrez	Director of WC Claims	john.gutierrez	all at 800.236.6885
	Kristie Thalacker	WC Claims Adjuster WC	kristie.thalacker	
	Tracy Galewski	Claims Adjuster WC	tracy.galewski	
	Dawn Hernandez	Claims Adjuster WC	dawn.hernandez	
	Jennifer Reider	Claims Adjuster	jennifer.reider	

UW				
	Name	Title	Email	Phone
UW	Karen Flynn	SVP of Underwriting	karen.flynn	800.236.6885
	Paul Schwegel	Director of UW Programs	paul.schwegel	800.236.6885
	Carol Schutz	Account Manager	carol.schutz	800.236.6885
	Terry Falls	Director of Audits	terry.falls	800.236.6885
	Pam Koehn	Account Manager	pam.koehn	800.236.6885
	Lori Walsh	CSR - PropertyInsurance	lori.walsh	800.236.6885

RM				
	Name	Title	Email	Phone
CS	Josh Dirkse	Director of Client Services	josh.dirkse	800.236.6885
	Katrina Vogt	Client Services Account Manager	katrina.vogt	
RM	Vance Forrest	Risk Management Consultant	vance.forrest	414.380.9035
	Jodi Traas	Risk Management Consultant	jodi.traas	800.511.9797
	Seth Johnson--Cyber	Cyber Consultant	seth.johnson Risk	715.614.4150
	Jessica Schroeder	Management Consultant	jessica.schroeder	608.350.8385
AL	Bruce Scott	A.L.E.R.T. Program Manager	-	414.491.1656

ALL EMAILS USE THE DOMAIN @CHARLESTAYLOR.COM

Claims

Claims

CIC provides full “cradle-to-grave” claims adjusting and litigation management services for liability, workers’ compensation, and property claims. In addition to claims adjusting, CIC has developed additional offerings aimed at adding value to these services, and to give you the necessary tools to create a risk-aware culture in your municipality and positively impact your loss experience.

GENERAL CLAIM SERVICES

CLAIM TRENDING & LOSS ANALYSIS

CIC can provide claim trending and loss analysis for your municipality, staff, department heads or committees of jurisdiction.

LM FA WC CS RM

CLAIM REVIEWS

Scheduling a claim review with your field claims adjuster and litigation management is vital to understanding the claims process and identifying trends in your claims. It also allows the opportunity to ask questions, review the financial impact of a claim, and understand the strategies for claim closure going forward.

LM FA WC UW CS RM

CLAIM TRAINING FOR STAFF & DEPARTMENT HEADS

CIC can provide an overview of the claim process, the necessity for assistance in investigation and the importance of mutual cooperation amongst all county-parties involved. This training creates awareness for trends and potential claims.

LM FA WC CS RM

LIABILITY

PRE-CLAIM LOSS CONTROL

There are often times when a municipality becomes aware of a situation that may give rise to a potential claim. Though no coverage trigger exists (notice of claim, suit, or monetary/non-monetary damages) – CIC developed Pre-Claim Loss Control as a means to proactively respond to the situation. Pre-Claim Loss Control provides strategic legal consultation that will aid the municipality in proper handling to prevent legal action or advance a position that is removed from the “politics” of the situation. If a formal claim, notice or suit is brought, the municipality has already developed its legal strategy and has a head-start in the investigation and discovery.

LM

WORKERS' COMPENSATION

WORKERS' COMPENSATION CLAIM KIT

CIC's Workers' Compensation Claim Kit includes all reporting forms necessary for reporting a work-related injury. The kit is electronically fillable to make reporting a claim easy and ensures your adjuster has all of the necessary information to begin returning the injured employee to work as soon as medically possible.

WC

TRANSITIONAL RETURN-TO-WORK

Modified duty positions are vital to a return-to-work program. If you don't have a position that fits the modified duty guidelines for an injured worker, CIC has access to transitional duty opportunities available through local charities.

WC

Claims/continued

WORKERS' COMPENSATION, continued

COMMUNITY INSURANCE CORPORATION CARE LINE

The Care Line is a telephonic nurse case triage service available to CIC's Workers' Compensation policyholders. The Care Line provides immediate consultation from a registered nurse (RN) on appropriate or necessary medical treatment following a workplace injury. The goal of the Care Line is to eliminate unnecessary emergency room/urgent care visits through recommending appropriate home care remedies where possible. In the event of an injury that requires medical care – the Care Line nurse will provide assistance in scheduling the appointment for the injured worker and preparing the provider with the background of the injury and the required paperwork that must be completed to address modified duty, if any. The CIC Care Line is powered by Paradigm – a nationwide nurse case management firm.

CIC provides Care Line posters and wallet cards to be carried by your employees. The Care Line and related materials are provided at no additional cost.

WC CS

NURSE CASE MANAGEMENT

In some severe injuries or injuries requiring long-term care, CIC will assign nurse case management to monitor the claim. In either telephonic or field modes, nurse case management provides a higher level of claim monitoring by qualified medical professionals who will address treatment necessity and act as an advocate for the company and the injured worker.

WC

RETURN-TO-WORK PROGRAM DEVELOPMENT

CIC believes the benefits of a solid return-to-work program are many, and our members will see a marked decrease in overall claims costs by adopting and strictly following this program. In every claim we handle, we pursue return-to-work to the fullest extent, and make every attempt available to return the injured worker to light duty with the client. We stand ready to assist in the development of a return-to-work program, and will work with you to identify modified duty opportunities.

WC RM

EXPERIENCE MODIFICATION FACTOR ANALYSIS

CIC has the ability to dive deeper into your municipality's Experience Modification Factor, or mod. Your mod is important – it is the single factor in the underwriting process that determines if you receive debit or credit premium. A mod analysis can forecast future mod changes, highlight areas for improvement and will let you know of the "expected loss" for a given employee group. For self-insured members, a mod analysis is a great benchmarking tool.

CS

PROPERTY

STRATEGIC PARTNERSHIPS

CIC maintains strategic partnerships with disaster restoration firms with the goal of streamlining mitigation and prevention efforts. Our strategic partners assist in deploying resources and coordinating recovery following a qualifying loss. In addition to "boots-on-the-ground" services, disaster restoration firms act in close concert with our dedicated field claims adjusters to coordinate the claim process.

UW

Underwriting & Insurance Administrative Services

Managing your municipality's insurance program can be tough – CIC is here to help throughout the policy year. In addition to processing renewals and connecting your municipality to the coverages you need, general administration staff is available to assist and supplement your decision-making with valuable services.

INSURANCE PROGRAM MONITORING

- » Historical premium and deductible selections
- » Insurance program reviews with staff, department heads, and/or committees of jurisdiction

UW

DEDUCTIBLE SELECTION REPORTS

Confused on which deductible is right for your municipality? Our deductible analysis reports provide you with the decision-making power to select the right deductible based on your loss history and risk appetite.

UW

CERTIFICATE OF INSURANCE ISSUANCE & MAINTENANCE

When requested, CIC will issue certificates of insurance to the requester and will maintain a database of prior recipients to receive the certificates on an annual basis.

UW

CONTRACT REVIEW

CIC is available to review all contracts and hold harmless/indemnifications clauses within to ensure your municipality is adequately protected when contracting with a third party.

UW CS

POLICY & PROCEDURE LEGAL REVIEW & DEVELOPMENT

Policy and procedure development can be a long and daunting process and can have ramifications in the form of employment-related or errors and omissions claims. CIC and our extensive legal network are available to assist you in the development of sound policies and procedures or to review and provide recommendation.

UW CS RM

PREMIUM BREAKDOWN

Premium breakdowns are beneficial if you conduct budget chargebacks to specific departments for a portion of liability or Workers' Compensation premium. CIC can provide a complete breakdown of these premiums by department.

UW

OPTIMIZING YOUR INSURANCE PROGRAM

Have questions about our policy or how you can improve your internal processes surrounding your insurance program? From guidance documents to customized process plans, CIC is here to help.

UW

Underwriting & Insurance Administrative Services / continued

UNDERWRITING, continued

SELF-INSURED WORKERS' COMPENSATION PROGRAM

A risk-reward decision, self-insured Workers Compensation programs provide you with the opportunity for money savings, but with a risk. CIC provides Excess Workers' Compensation policies with retentions below what the commercial industry offers, and provides a convenient bundled approach to services. By combining the Excess Workers' Compensation policy, claims administration, loss control consultation and safety training, your municipality will eliminate the need for contracts in each of these areas with separate service providers.

CIC can assist you in decision-making with regards to moving to the self-insurance model for Workers' Compensation by providing detailed reports and modeling based on your Workers' Compensation loss history.

UW CS

ONLINE STATEMENT OF VALUES (SOV) MAINTENANCE

For our property insurance members, CIC offers a convenient online database called AMP (Asset Management Portal) for maintaining insurable property. This allows you to electronically submit property change/add/delete requests and manage building traits based on renovations or additions. Effective use of the AMP program protects insurable properties and expedites the renewal process. AMP also features convenient reports and top-of-line customer service.

UW

COVERAGE, CUSTOMIZED.

CIC doesn't use boilerplate commercial insurance policies, rather - we created our own policy form and tailored our coverage to suit the specific and unique needs of our members.

In our 30+ years of insuring Wisconsin public entities, we have consistently expanded coverage as you continue to confront new exposures.

Risk Management & Loss Control

CIC's loss control and risk management services are geared towards being responsive to your needs, the exposures you face on a daily basis, and your loss trends. Working in a dedicated fashion, our risk management consultants partner with you to identify training and program development needs and proactively create a risk and safety aware culture amongst your staff.

A.L.E.R.T.

(ADVANCED LAW ENFORCEMENT RISK TRAINING)

LEXIPOL

Lexipol provides law enforcement and custody policy and procedure development. Lexipol monitors changes in law enforcement policy at the state level, and changing legal precedence, to ensure consistency and compliance with state and federal law. In addition to policy and procedure development and maintenance, Lexipol also features Daily Training Bulletins (DTBs) which are available to train your employees on various portions of your actual policy on a daily basis. CIC covers 85% of the Lexipol annual subscription cost.

CS

MILO FIREARMS TRAINING SYSTEM

The MILO is a state-of-the-art scenario-based training system that places trainees into an immersive exercise aimed at training both law enforcement and decision-making skills. The portable system features laser-fitted duty weapons. Trainees are presented with a scenario on a screen and must take action either verbally or by utilizing the assigned weapon. The trainer has full control over the outcome of the scenario – if proper verbal commands were used, the trainer can resolve the scenario accordingly – likewise, the trainer can also control whether or not the subject of the scenario fires his/her weapon or displays suspicious behavior.

AL

SAFETY TRAINING & PROGRAM DEVELOPMENT

COURSEWORK DATABASE - ONLINE TRAINING

CIC developed the Coursework Database, our proprietary online safety training portal, in 2007 – well ahead of our industry peers. Since then, we have re-imagined the portal and incorporated numerous new features and functionality. The Coursework Database features course modules produced by CIC risk management consultants – so you can be sure that the content is relevant to the exposures you face on a daily basis. You can also customize curriculum for your employees by grouping them by job duty or department. Taking quiz performance data off of the portal is easy with a robust reports feature.

RM CS

MANDATED DSPS PROGRAM DEVELOPMENT & TRAINING

- » Bloodborne Pathogens
- » Confined Space Entry
- » Control of Energy Sources (Lockout/Tagout)
- » Employee Emergency & Fire Prevention Plans
- » Fire Extinguishers
- » GHS – Hazard Communication
- » Hazardous Materials Emergency Response
- » Hearing Conservation
- » Personal Protective Equipment (PPE)
- » Powered Industrial Truck (Forklift) Operation
- » Respiratory Protection
- » Welding, Cutting and Brazing

RM

Risk Management & Loss Control /continued

SAFETY TRAINING & PROGRAM DEVELOPMENT, continued

NON-MANDATED SAFETY TRAINING & PROGRAM DEVELOPMENT

- » Electrical Safety
- » Emergency Action Plans
- » Ergonomics / Ergonomics Committees & Evaluations
- » Facilities Assessments / Industrial Hygiene
- » Fall Protection
- » Fire Protection
- » Fleet Safety
- » Hazard Recognition
- » Incident Analysis & Investigation
- » Ladder Safety
- » Lifting & Flexing / "I Am Not a Crane"
- » Means of Egress
- » Office Safety
- » Safety Committees
- » Slips, Trips and Falls
- » Stress Management
- » Work Zones & Flagging Operations
- » Workers' Compensation Loss Mapping Teams

RM

RISK MANAGEMENT TRAINING & PROGRAM DEVELOPMENT

CIC has effectively assisted our members in controlling their risk and lowering overall losses. We can assist you in developing the following:

- » **Identifying elements of risk management that will prevent and reduce loss and inform you of the protocols of risk control implementation.**
- » **Establish standard levels of performance for each element of risk management as criteria to evaluate program performance.**
- » **Measure risk management and control performance. In addition to post-loss performance measurements, pre-loss activities and compliance standards must also be measured.**

- » **Create positive reinforcement through leading indicator incentive programs and correct non-compliance.**

RISK MANAGEMENT TRAINING

- » De-Escalation & Defense Training for Service
- » Defensive Driving
- » Diversity & Ethics
- » Employees
- » HIPAA & Risk Management
- » Open Meetings & Public Records
- » Safety/Risk Management Committees & Implementation
- » Sexual Harassment

RM

FACILITIES, GROUNDS & EQUIPMENT INSPECTIONS

Risk Management Consultants are available to conduct facilities, grounds, and equipment inspections to identify hazards and corrective action necessary to return to a safe state. In addition to conducting inspections, our consultants can assist you in developing internal inspection procedures, reports, and monitoring tools.

RM

MANAGEMENT TRAINING

Managing employees is tough - understanding effective management tools like conflict resolution, communication, and employee discrimination is essential. CIC can assist in providing managerial and supervisory-level training for new (or seasoned managers).

RM

Risk Management & Loss Control /continued

RISK MANAGEMENT TRAINING & PROGRAM DEVELOPMENT, continued

Cyber - Resilience & Education Coordination Services (C-RECS) Program

The County Mutual developed our C-RECS Program to assist our members in their efforts to create a stronger cybersecurity program and risk aware culture at all levels of their organization. Through risk assessment tools, employee training, and other resources - we work in close concert with our members to protect their data and critical systems.

CS

PROPERTY LOSS CONTROL

THE PROTECTOR - A QUARTERLY PROPERTY LOSS CONTROL NEWSLETTER

The Protector features content geared towards helping you understand your property insurance program, loss control/preventative maintenance best practices, market trends, claim tips, and guidance from CIC loss control experts.

UW CS RM

ADDITIONAL RESOURCES

In addition to The Protector, CIC maintains a library of property insurance resource documents and training materials for you to use at your leisure, including:

- » Process overviews and guides
- » Accounting documents
- » Video training
- » Self-inspection forms
- » Industry best practices

UW CS RM

STRATEGIC PARTNERSHIPS

CIC maintains strategic partnerships with disaster restoration firms and commercial fire protection companies with the goal of streamlining mitigation and prevention efforts.

Our members have access to work independently with these partners and access services, field expertise, and other valuable resources to strengthen your property program.

Disaster restoration firms provide statewide coverage and 24/7/365 emergency response to mitigate losses and stop further damage. Their technical expertise will aid in the recovery and restoration process to quickly return you to normal operations.

Commercial fire protection companies provide preventative maintenance, pump test/sprinkler tests, alarm testing, evaluation of current fire protection systems, and design consultation for new/existing construction or renovation.

UW CS

RISK, MANAGED.

Acting in true partnership with our members, our dedicated Risk Management Consultants work to tailor services to the needs of your risk management program.

From guidance and consultation to employee training, we stand ready to diligently protect you, your employees, and the people you serve.

Events

CIC hosts, sponsors or participates a number of events throughout the year to address significant issues, deliver required training and spotlight member performance.

HIGHWAY SAFETY DAYS

In May of every year, the CIC conducts its annual Highway Safety Days throughout the state. Held at various regional sites, the Highway Safety Days train in excess of 1,300 highway workers in a variety of different topics. The training satisfies 7.5 hours of MSHA Refresher Training and audiologists conduct annual audiograms. This event is offered at no additional cost to CIC members.

CS RM

PLAYGROUND SAFETY & MAINTENANCE SEMINARS

CIC routinely conducts regional Playground Safety & Maintenance training for municipal personnel who are responsible for maintaining municipal playgrounds and play surfaces. Held in conjunction with host-school districts, CIC makes this training available to all surrounding member municipalities.

RM

CIC SEMINARS & WEBINARS

Held throughout the year either in-person or using webinar technology, CIC aims to educate our members on their insurance coverage and services, and share meaningful risk management best practices. All seminars and webinars are offered at no additional cost and are open to all relevant municipal personnel.

CS

A.L.E.R.T. LAW ENFORCEMENT CHALLENGE

The A.L.E.R.T. Law Enforcement Challenge is held every year in the Fall in Stevens Point. The challenge is aimed at testing the mental and physical skills of law enforcement personnel through a daunting obstacle course and marksmanship event. Generous monetary prizes are awarded to the top five departments and competitors.

CS RM AL

CIC PROPERTY SCHOOL

The Property School is an ongoing program to support Facilities/Building Management personnel and provide education aimed at preventing and mitigating losses. Topics such as programmed maintenance, emerging building techniques/materials, inspection tools and procedures, and guidelines for repair and general maintenance. The Property School is administered in association with our strategic partners.

UW CS RM

Reports

All claims information and data is maintained within the Aegis Insurance Management System (IMS) and exportable into various formats. The flexibility of this data allows for meaningful reports to be developed to give you insight into trends within your losses.

AUTOMATED LOSS RUNS

As a standard, loss runs are delivered automatically via email to each insurance contact and other designated individuals within your organization. The following reports and the respective schedules are found below:

- » **Liability:** Open & Recently Closed Claims | Monthly
- » **Liability:** All Claims | Bi-Annually (January 1 and July 1)
- » **Property:** All Claims | Monthly
- » **Workers' Compensation:** All Claims | Monthly
- » **Workers' Compensation:** DWD Excess Workers' Compensation Renewal Data | Annually (January 1)

CS

AD-HOC / CUSTOMIZED REPORTS

CIC can design a report to suit your needs. Are you wondering how well your Workers' Compensation program is performing against other municipalities? Do you want to study musculoskeletal injuries in your public works department? Customized reports can be automated to deliver on a schedule of your choosing to a customized distribution groups within your organization.

CS

"YOU CAN'T
MANAGE
WHAT YOU
DON'T
MEASURE"

- WILLIAM EDWARD DEMING

Deming is known for developing the "Deming Cycle for Continual Improvement," a model that can be applied to risk management. Successful risk management programs require thoughtful measurement in the form of performance benchmarks.

Fortunately, CIC is here to help you measure, and manage.

SOFTWARE REQUIREMENTS

To view, complete, and print this application, you will need Adobe Reader or Adobe Acrobat software. This product is available for free download by visiting <http://www.adobe.com/products/reader>. The Adobe Acrobat product is a paid product. The program and associated licenses can be purchased at <http://www.adobe.com/products/acrobat>.

PDF CONTENTS

- PDF Instructions (1 page)
- First Notification of Injury Form (2 pages) // **IMPORTANT: Calling the Community Insurance Care Line will eliminate the need to complete the Employee First Notification of Injury.**
- Physician's Return to Work Recommendations Record (1 page)
- Release of Medical Records Authorization (1 page)

COMPLETING THE FORMS ELECTRONICALLY

1. Open the PDF file
2. Click 'Save As' to save a new specific copy of the file. Not doing so will cause your master copy to overwrite any previous versions, or cause your file to be deposited into your Temporary folder.**
3. To enter text: Click your cursor over the designated field, your text cursor will display. Begin typing information into the field. Some fields will require information to be explained in detail- these fields are formatted to fit text on multiple lines. Text in these fields will get progressively smaller and automatically start a new line.
4. Check Boxes: Some questions will require a 'YES' or 'NO' answer or ask you to check a specific reply. Click the box containing your desired response, and a blue check mark will appear.
5. Once completed, save your file and print the form. Please sign.

**The ability to save individual copies of forms is only available with Adobe Acrobat. Adobe Reader users are required to print their records and scan them for digital storage.

IMPORTANT

- **THE 'FIRST NOTIFICATION OF INJURY' DOCUMENT IS TO BE FILLED OUT BY BOTH THE INJURED EMPLOYEE'S SUPERVISOR (1ST PAGE) AND THE INJURED EMPLOYEE (2ND PAGE).**
- **THE 'PHYSICIAN'S RETURN TO WORK RECOMMENDATIONS RECORD' DOCUMENT IS TO BE FILLED OUT BY THE INJURED EMPLOYEE'S ATTENDING PHYSICIAN, AND NOT A NURSE OR PHYSICIAN'S ASSISTANT.**



Contact Information

Community Insurance Corporation
PO Box 1390, Brookfield, WI 53008-1390
Local: 262.771.0271

Medical Bills

Email: mailcenter@charlestaylor.com

FIRST NOTIFICATION OF INJURY FORM

SUPERVISOR'S REPORT

Injured Person: Date:

CHECK ONE

☐ EMPLOYEE☐ VISITOR☐ VOLUNTEERName and position of Person Preparing the Report: Department: Supervisor's Phone Number: Date of Injury: Time of Injury: A.M.
P.M.

Left Work? (CLICK)

YES

NO

Address of Accident:

What was the employee doing when injured? Be specific. Please name any equipment used.

How did the accident occur?

How long has the employee been on the job? Days Months Years

What safety equipment is required on the job for the work being performed?

Was the employee using all required safety equipment? YES NO

If no, which specific personal protective equipment was not used and why?

Does an unsafe condition exist that contributed to the cause? YES NO

If yes, what is the condition?

How could this accident have been prevented?

CORRECTIVE ACTION TAKEN BY SUPERVISOR? (CLICK)

YES

NO

DATE:

Reinstruction of person(s) involved?

YES

NO

Equipment repair/replacement?

YES

NO

Improved Personal Protective Equipment (PPE)?

YES

NO

Reduced congestion?

YES

NO

Improved design/instruction?

YES

NO

Discipline of person(s) involved?

YES

NO

Other:

In detail, please explain action taken to prevent recurrence:

EMPLOYEE INFORMATION

Name: SSN: GENDER ☐ M ☐ F Home Phone:

Address: City: State: ZIP:

Birthdate:

EMPLOYMENT HISTORY

Occupation: Department: Date Hired:

ACCIDENT INFORMATION

Date of Injury: Time of Injury: Date Reported:

Name of individual the injury was reported to:

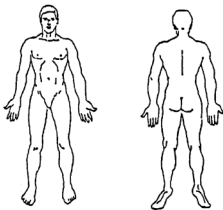
In your own words, explain in detail what you were doing immediately before the accident and how the accident occurred:

Witness? Did/Will you seek medical treatment? YES NO

If yes, please provide physician contact information:

Clinic:	
Physician:	
Address:	
Phone:	

Indicate on the diagram the location of the injury:



Describe Symptoms:

I HEREBY CERTIFY THAT THE ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

DATE: SIGNATURE:

EMPLOYER SECTION:

PLEASE CHECK ONE:

Employee Has Not Missed Time From Work: ☐

Employee Is Off Work: ☐

IF EMPLOYEE IS OFF WORK, PLEASE INDICATE REASON

Authorized Off Work: ☐

Work Restrictions: ☐

PLEASE SUBMIT REPORT TO:

Name:

Phone:

Fax:

PLEASE BE SURE TO ATTACH A COPY OF THE PHYSICIAN'S RETURN TO WORK REPORT IF AVAILABLE FAX REPORT TO COUNTY MUTUAL AT 866.662.0908 WITHIN 24 HOURS

Supervisor or HR Representative:

Phone:

ATTENDING PHYSICIAN'S RETURN TO WORK RECOMMENDATIONS RECORD

Employer Name: Claim Number: Patient Name: Date of Injury: TO BE COMPLETED BY **ATTENDING PHYSICIAN** - PLEASE CHECK

Diagnosis / Condition Explanation:

I saw and treated the patient on _____ and based on the above description of the patient's current medical problem:
(DATE)

1. ☐ Recommend his/her return to work with **NO LIMITATIONS** on: _____.
(DATE)

2. ☐ He/She may return to work on: _____ capable of performing the degree of work checked below with the following limitations:
(DATE)

☐ **SEDENTARY WORK** Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers, and small tools. Although a sedentary job is defined as one which involved sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.

☐ **LIGHT WORK** Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree of when it involved sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

☐ **LIGHT MEDIUM WORK** Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

☐ **MEDIUM WORK** Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

☐ **MEDIUM HEAVY WORK** Lifting 75-80 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.

☐ **HEAVY WORK** Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

1. In an 8-hour work day, the patient may:

a. Stand/Walk

☐ NONE ☐ 1-4 Hours ☐ 4-6 Hours ☐ 6-8 Hours

b. Sit

☐ 1-3 Hours ☐ 3-5 Hours ☐ 5-8 Hours

c. Drive

☐ 1-3 Hours ☐ 3-5 Hours ☐ 5-8 Hours

2. Patient may use hand(s) for repetitive:

☐ Single Grasping

☐ Pushing or Pulling

☐ Fine Manipulation

3. Patient may use foot/feet for repetitive movement as in operating foot controls:

☐ YES ☐ NO

4. Patient is able to:

	FREQUENTLY	OCCASIONALLY	NOT AT ALL
Bend	☐	☐	☐
Squat	☐	☐	☐
Climb	☐	☐	☐
Twist	☐	☐	☐
Reach	☐	☐	☐

Other instructions and/or limitation including prescribed medications:

THESE RESTRICTIONS ARE IN EFFECT UNTIL: _____ OR UNTIL THE PATIENT IS RE-EVALUATED ON: _____.
(DATE) (DATE)

3. ☐ He/She is totally incapacitated at this time. Patient will be re-evaluated on: _____.
(DATE)

Name of Provider: Physician: Physician's Signature: Date:

By law, all health care providers must provide to any employee, employer, worker's compensation insurer or their representative any information reasonably related to any alleged work injury. However, determining the relationship of prior medical records to a work injury can be difficult and time-consuming. Therefore, to assist in the timely investigation of your claim, this document authorizes the health care provider to release medical information without attempting to determine the extent of its relationship to your alleged work injury.

Health Care Provider Name and Address		
Patient (Employee) Name		Employer Name
Patient Social Security Number	Patient Birth Date	WC Claim No.

The patient named above hereby authorizes the health care provider named above to disclose all records checked below in its possession relating to the patient's health, treatment and evaluation to:

Name and Address of Party Authorized to Receive Protected Information Community Insurance Corporation (c/o Charles Taylor) PO Box 1390, Brookfield, WI 53008-1390

or its designated representatives, and to furnish to them a legible, certified duplicate of all records, writings, reports, test results and x-rays in its possession containing such information. This authorization includes *all* records, reports, correspondence, or other materials in the possession of the health care provider authorized, even if those materials were not generated by the health care provider, and the redisclosure of such materials is hereby authorized. This release is for use in the investigation, preparation, evaluation, and/or hearing of the worker's compensation claim described above.

Physical Only. Release all records, correspondence, and any other information from whatever source regarding the patient's physical health, treatment and evaluation including, but not limited to, any made or provided by any physician, nurse, chiropractor, osteopath, dentist, physical therapist, hospital, or any other health care provider.

This consent constitutes a waiver of any privilege created by state or federal statute, regulation, rule or other authority, including but not limited Wis. Stat. §§ 51.30, 146.025, 146.81 and 146.82, 42 C.F.R., Chap. 1, subpart C, § 2.31 and 45 C.F.R. § 164.508.

In signing this consent form, I acknowledge that I understand that:

- I am authorizing release of the records and information listed above.
- I am waiving any privilege that may otherwise prevent disclosure of the records and information listed above.
- I understand that the health care provider named above, whom I am authorizing to disclose my protected health information, may not condition my treatment, payment, enrollment or eligibility for benefits (if applicable) on whether I sign this authorization, except: (1) if my treatment is related to research, or (2) health care services are provided to me solely for the purpose of creating protected health information for disclosure to a third party.
- I may revoke this authorization at any time by a written request to the party authorized above to receive information, except that the party authorized above to receive such information may rely upon any personal health information received before the revocation of this authorization. And by notifying the disclosing medical records/health information department in writing.
- I may obtain a copy of the disclosed records and information, upon written request to the party authorized above to receive information, at no charge to me.
- My personal health information disclosed pursuant to this authorization may be redisclosed and may no longer be protected by federal law. My personal health information may be released to any of the following: the employer, the worker's compensation insurer, the Department of Workforce Development, other parties to this matter or their attorneys; the Labor and Industry Review Commission; any court on any action or proceeding relating to this matter; experts retained or consulted by any party; and any of their agents, employees, or representatives. I specifically authorize and consent to any such disclosure and redisclosure.
- I am entitled to a copy of this consent form after I sign it.

This consent is subject to revocation at any time. If not revoked, this consent is effective for two (2) years from date signed. This authorization expressly waives any requirement that it must be used within a certain number of days after the date of signing, or that it must be dated within any time period before the date it is used. This authorization shall also extend to records of future treatment, after the date of signing of this authorization, as long as such treatment occurs while this authorization is still in effect. A photocopy copy shall be as valid as the original.

Patient Signature (or Person Authorized to Sign for Patient):	Date:
---	-------

WITNESS STATEMENT

You were listed as a Witness to a work-related injury. Please complete this form and return within 24 hours to your supervisor.

Name of Injured Person:

Name and Position of Witness:

Date of Injury:

Time of Injury

☐ A.M.
☐ P.M.

Shift:

Accident Location:

Did you see the incident occur?

YES

NO

Were you present at the time of the incident?

YES

NO

Describe what the injured employee was doing immediately before the incident and how the incident occurred:

Did you see the injured employee wearing or using safety equipment at the time of the incident?

YES

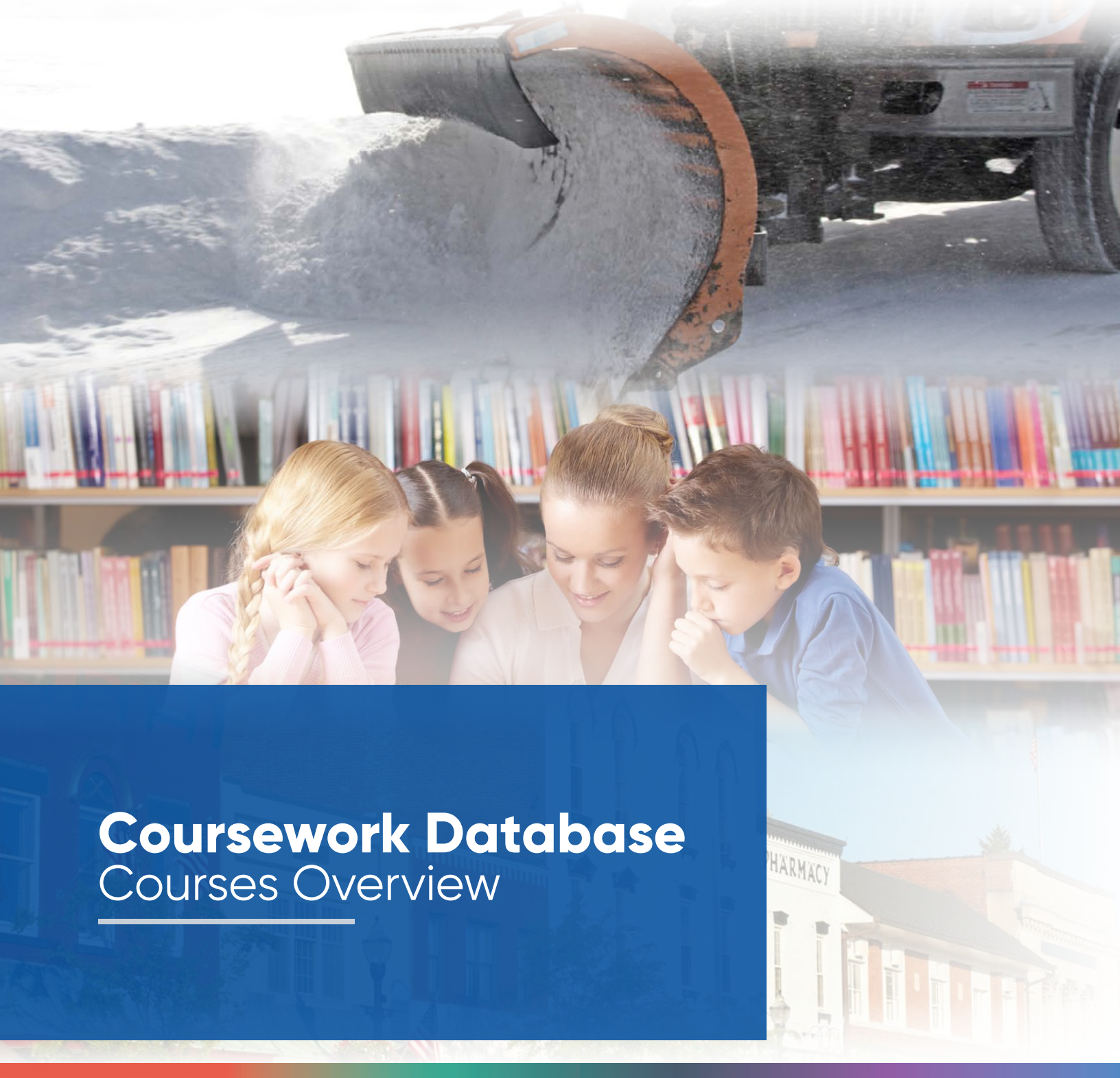
NO

If yes, what safety equipment was the employee using?

I HAVE CAREFULLY REVIEWED THE INFORMATION CONTAINED IN THIS WITNESS STATEMENT. TO THE BEST OF MY KNOWLEDGE AND BELIEF, IT IS A TRUE AND ACCURATE STATEMENT OF RECOLLECTION OF THE EVENTS.

Signature of Witness:

Date:



Coursework Database

Courses Overview



Wisconsin County Mutual Insurance Corporation



Updated
6/2020



Welcome

The County Mutual and Community Insurance Corporation recognizes the difficulty of facilitating time during the work day to coordinate and execute training. We are proud to offer web-based training to all of our clients at no additional cost. The training module allows department or risk management staff to coordinate training sessions at the member's leisure.

ADMINISTERING TRAINING

Insureds are encouraged to develop a structure for managing employee information within the Coursework Database and identifying a point of contact for keeping up with employee performance. This individual, the Administrator, will have the ability to add/delete employees, assign courses, view quiz performance and run reports.

Employees can be organized into Groups, allowing the Administrator to assign a customized curriculum of courses based on job duties or roles. For instance, a human resources department employee is going to be concerned with Human Resources: The Hiring Process & FMLA course and not with Auger or Wood Chipper Safety.

COURSES

Courses are organized in sub-sections of a greater topic. A slide is devoted to each sub-

section and will either contain text content or a short video clip.* Employees will move from slide to slide to complete a course.

Following completion of the course, the employee will be given a short quiz to ensure the material is learned. Once the employee has completed the quiz, he/she will receive immediate feedback on their performance on the quiz, and why/why not the answer they selected was correct. The employee's score will be made available to the Administrator to view. The Administrator can then reassign the course to the employee, or suggest further more directed training on the subject.

TECHNICAL SUPPORT

If you are interested in setting up your organization on the Coursework Database, have technical questions or concerns, please contact Josh Dirkse at josh@aegis-wi.com or at 800-236-6885.

ABOUT THIS GUIDE

Each course has been marked as being relevant training for each of the entities insured by the County Mutual and Community Insurance Corporation.

- C** COUNTIES
- M** MUNICIPALITIES
- S** SCHOOLS

This document is an overview of the courses currently available on the Coursework Database website. Annually, the County Mutual and Community Insurance Corporation add 4 courses to the Database. If you have any recommendations regarding videos, please contact your Risk Management Consultant.



AUGER SAFETY

PRESENTER VANCE FORREST

When there's snow on the ground there are plows on the road. While your responsibility is to provide safe and clear travel for motorists, you also need to be sure that you never overlook your own safety. The Auger Safety program will examine work practices that are critical to your safety while working around augers and spinners.



AVOIDING ANIMAL & INSECT BITES

PRESENTER JOSH DIRKSE

Bites and sting risks from animals or insects are a hazard to anyone working in the field. This course will provide an overview of the risks posed by animals and insects, such as dogs and cats, and bees and ticks. You will also learn about proper personal protective equipment (PPE) to utilize in various circumstances, and what to do in the event you are bitten or stung.



BULLYING IN THE WORKPLACE

PRESENTER JODI TRAAS

Workplace bullying isn't a new phenomenon, however, it is becoming more prevalent. This video will help you identify bullies, and give you information on what you should do if you experience or witness bullying in your workplace.



BLOODBORNE PATHOGENS

PRESENTER JODI TRAAS

This program is designed to provide a basic understanding of bloodborne pathogens including common modes of their transmission, methods of prevention and other pertinent information that will help you safely and effectively deal with bodily fluids you may encounter in your workplace.



CHAIN SAW SAFETY

PRESENTER DEBBY DEWITT

The chain saw is one of the most efficient, productive, and dangerous portable tools used in any industry. This training is designed to give you basic information needed to operate a saw properly and help you avoid injury.



CONCUSSION MANAGEMENT PLANS

PRESENTER VANCE FORREST

Concussions are on the rise of national awareness, especially those experienced by student athletes. The long-term effects of concussions, if not discovered immediately and remedied, can be life threatening. School Districts must respond by implementing guidelines and policy that addresses concussions experienced by student athletes. This course provides an overview of the law governing concussions and provides policy guidance on developing and implementing your own Concussion Management Plan.



CONFINED SPACES

PRESENTER COUNTY MUTUAL

If you are required to work in a confined space, do you know what steps to take to ensure your safety and the safety of others? This training is intended to increase your awareness of the safety issues involved when working in a confined space. Your attention to these issues could save lives.





CYBER RISKS: AVOIDING SOCIAL ENGINEERING TACTICS

PRESENTER JOSH DIRKSE

Social engineering is an increasingly popular method of perpetrating crimes – especially online. This course provides an overview of social engineering tactics and how you can best protect yourself, and your organization, from becoming a victim.



CYBER RISKS: DATA BREACHES & IT SECURITY RESPONSE PLANS

PRESENTER JOSH DIRKSE

Today's public entities face a large exposure in the collection and storage of personally identifiable information, payment and bank account transactions, tax records and medical information. Understanding the trends and anatomy of data breaches is the first step in responding to these exposures. Having a coordinated response is also vital to ensuring victims of a data breach are remedied and the loss to the entity's reputation is not harmed. This course will present data breaches, provide an overview as to how they are perpetuated, and what you can do to respond.



DANGERS OF DROWSY DRIVING

PRESENTER JODI TRAAS

The dangers of drowsy and fatigued driving are real – and chances are you've experienced it. This course will provide an overview of the dangers of drowsy and fatigued driving and show how it can impair judgment, performance, and reaction times while driving. This course will also provide the common risk factors for drowsy driving and tips on how to stay alert, and as a result, safe, behind the wheel.



DE-ESCALATION & DEFENSE

PRESENTER JODI TRAAS

Your workplace is an environment for employees to come together for a common goal of success. Keeping this environment safe and free from threatening situations is essential to that goal. This training is designed to review the necessary steps and work practices you can take to ensure your personal safety.



DEFENSIVE DRIVING

PRESENTER DEBBY DEWITT

The truth is, the longer we have been driving, the less we remember the rules of the road. Think about it – could you pass the State Division of Motor Vehicles license test if you took it today? Sadly, most of us would not. This training is intended to serve as a refresher that will enhance driver safety and minimize accidents and injuries.



DIVERSITY & ETHICS IN THE WORKPLACE

PRESENTER NICK DILLON

The purpose of this training is to help you gain a better understanding of harassment, diversity, and interpersonal ethics as whole. This training will also ensure you have an understanding of your employer's commitment not to tolerate harassment and know what to do when diversity is not respected.





DRUG & ALCOHOL AWARENESS FOR SUPERVISORS

PRESENTER NICK DILLON

Drugs and alcohol present a significant hazard if consumed. This training will present the numerous issues associated with the use and influence of drugs and alcohol, as well as common symptoms that may be present in employees and recognized by supervisors.



ELECTRICAL SAFETY

PRESENTER JODI TRAAS

Electricity is one of the most common causes of fire in homes and in the workplace. Whether it's unsafe installation, the environment, or unsafe work practices, it is important to understand electricity and how to handle it safely. This video will present various ways to protect electrical sources and safe work practices to utilize when working with electricity.



EMERGENCY ACTION PLAN

PRESENTER COUNTY MUTUAL

Fires and explosions in the workplace kill or injure more than 2,500 Americans each year. Along with these risks, casualties can also be caused by other emergencies like bomb threats, toxic vapors, and natural disasters like blizzards and tornados. The best way to prepare for these dangerous situations is to make sure your workplace has a detailed Emergency Action Plan.



ERGONOMICS & WORKSTATION DESIGN

PRESENTER JODI TRAAS

Ergonomics is a valuable approach to reducing the financial costs and human suffering from work-related musculoskeletal disorders. The good news is that ergonomics can be carried out effectively and eliminate ergonomic job hazards and risk factors. This training will give you the tools needed to identify ergonomic problems and develop solutions. You will learn information on work station design, proper lifting techniques, and healthy stretches.



EXCAVATION AWARENESS

PRESENTER NICK DILLON & DEBBY DEWITT

Excavation work is one of the most dangerous of all municipal operations. This course is designed to provide you with the basic information you need to work safely while performing this type of work.



FIRE INVESTIGATIONS

PRESENTER COUNTY MUTUAL

This detailed course will explain the importance of fire investigations in determining proper cause and identifying starting points.



FORKLIFT SAFETY

PRESENTER NICK DILLON

In 1999, OSHA updated and finalized the standard for forklift operation. This training will highlight key components of this standard. Maintenance, loads, traveling, guarding, and hazard evaluation will all be covered.





GHS - HAZARD COMMUNICATION

PRESENTER DEBBY DEWITT

For the first time in nearly 30 years, the U.S. Occupational Health and Safety Administration (OSHA) has updated its Hazard Communication Standard. These changes brought regulations in line with the creation of the Globally Harmonized System commonly referred to as GHS. This training discusses key points of the GHS System of Hazard Identification.

CMS

HAZING AWARENESS & PREVENTION

PRESENTER JODI TRAAS

Hazing is a prevalent form of harassment in today's society. It requires a victim to participate in embarrassing, harmful, and sometimes violent actions to create a sense of belonging on a particular team or in a particular group. This course provides guidance on recognizing hazing types and behaviors and well as provides concrete guidance on the importance of establishing an anti-hazing policy.

S

HEARING CONSERVATION

PRESENTER NICK DILLON

Every year, approximately 30 million people in the United States are occupationally exposed to hazardous noise. Fortunately, the incidence of noise-induced hearing loss can be reduced or eliminated through the successful application of engineering controls and hearing conservation programs. This training will help you understand how your ears and hearing work, and what you can do to protect your hearing while on the job, and off.

CMS

HIPAA: INTRODUCTION TO THE HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT

PRESENTER MEGHAN O'CONNOR, VON BRIESEN & ROPER, S.C.

This course provides a detailed introduction to HIPAA and the key principles under the law, stakeholders, and important penalty and enforcement information.

CMS

HIPAA: RISK MANAGEMENT RECOMMENDATIONS

PRESENTER RYAN SIEHR, VON BRIESEN & ROPER, S.C.

This course recommends important risk management considerations and guidelines that address common exposures of protected health information under HIPAA.

CMS

HUMAN RESOURCES: THE HIRING PROCESS & FMLA

PRESENTER CHRISTINE HAMIEL, VON BRIESEN & ROPER, S.C.

This course will cover guidelines and processes used by human resources staff during the hiring process, as well as the many legal pitfalls that you can experience. This course will also introduce the federal Family and Medical Leave Act (FMLA).

CMS

HYBRID VEHICLE SAFETY

PRESENTER COUNTY MUTUAL

There's been a lot of debate about hybrid vehicles and whether they really deliver the high fuel economy numbers touted by vehicle manufacturers. But another issues that has received less attention isn't fuel economy, it is the concern of being shocked or electrocuted while approaching these vehicles in an emergency.

CM



IDENTIFYING & PREVENTING EVERYDAY HAZARDS IN THE CLASSROOM

PRESENTER JODI TRAAS

We expect our schools to be safe havens for the children within. In order for students to remain safe and healthy and also to ensure the well-being of the teachers in the school, classrooms should be regularly and systematically checked for hazards.

S

INCIDENT INVESTIGATIONS

PRESENTER SETH JOHNSON

It's commonplace for employers to investigate accidents, but why should an employer investigate every incident – even close calls? Incident investigations go a step further than accident investigations by investigating all workplace events to identify root causes and implement corrective actions. Through a systems-approach, you will be able to look beyond the apparent, and find the WHAT and WHY, at the root.

CMS

LADDER SAFETY

PRESENTER DEBBY DEWITT

Almost every industry and many homes use ladders. Each year, thousands of people are injured falling off ladders. This training will provide you with information on basic ladder safety.

CMS

LOCK OUT / TAG OUT

PRESENTER NICK DILLON

This training is designed to help you recognize hazardous energy systems and understand the responsibilities of both authorized and affected employees. You will also learn how to control hazardous energy with the lockout / tag out procedure.

CMS

ME TOO: RECOGNIZING & PREVENTING SEXUAL HARASSMENT

PRESENTER JODI TRAAS

The "Me Too" Movement has brought the important issue of sexual harassment to the forefront of the global consciousness. This course delves deeply into the types and forms of sexual harassment, provides important information for victims, and ways your organization can promote a respectful workplace for all employees and avoid turnover, poor morale, and legal troubles.

CMS

OFFICE SAFETY

PRESENTER JODI TRAAS

Everyday hazards are present in any environment, but the office presents unique and hidden hazards that we all should be aware of. This training will present a number of office safety tips that will help you prevent injuries and accidents while on the job.

CMS



OPEN MEETINGS & PUBLIC RECORDS

PRESENTER ANDY PHILLIPS, VON BRIESEN & ROPER, S.C.

Not everyone knows about the laws that apply to public entities for open meetings and public records. The purpose of this training is to help you conduct a proper meeting and show what information is required to be disclosed under Wisconsin's Public Records Law.



OSHA (DSPS) REPORTING & RECORDKEEPING

PRESENTER NICK DILLON

The Occupational Safety & Health Act of 1970 created the Occupational Safety & Health Administration (OSHA) to develop, implement and oversee standards and enforce workplace safety violations. Wisconsin public entities fall under a state-specific plan for workplace safety standards and enforcement administered by the Department of Safety & Professional Services (DSPS). This course will introduce employee rights and employer requirements with regards to workplace safety and also detail reporting requirements of work-related injury and illnesses and submission of annual summary reports to DSPS.



PERSONAL PROTECTIVE EQUIPMENT

PRESENTER DEBBY DEWITT

Statistics show that a majority of workers injured while performing their normal jobs at their regular worksite were not wearing personal protective equipment. This program is intended to give you the information you need to select, inspect, and use the appropriate personal protective equipment.



PLAYGROUND SAFETY

PRESENTER JODI TRAAS

Playgrounds and outdoor play equipment can provide children with fun, fresh air, and exercise, but they can also pose some safety hazards. This training will show you how to ensure your playground is in safe order and how to maintain the playground and the surrounding area, such as the material underneath playgrounds.



PLAYGROUND SUPERVISION

PRESENTER JODI TRAAS

Playgrounds are a great way for children to develop their motor skills and form friendships. Through play, children are able to establish their creativity and imagination and to get fresh air and physical exercise in the process. However, in the blink of an eye, fun on a playground can take a dangerous turn. This training will address the primary job of a Playground Supervisor - the safety and welfare of children in their care.



POOL SAFETY

PRESENTER VANCE FORREST

Wisconsin is home to approximately 4,000 public swimming pools and water attractions, and the number of patrons visiting these facilities continues to grow. With the increase in water recreation, it's important that pool operators ensure the safety of all individuals in these facilities. This training is designed to help you run a swimming pool safely and efficiently.





PROTECT YOUR BACK

PRESENTER DEBBY DEWITT

The human and economic costs of back injuries is massive. This program will help you reduce your chances of harming your back.



RESPIRATOR & FIT TESTING

PRESENTER NICK DILLON

Respirators are used in the workplace every day to ensure employee safety. This training will review the process you need to accomplish to ensure your respirator is providing you the protection you need to do your job safely and efficiently.



RESPONDING TO THE MEDIA

PRESENTER COUNTY MUTUAL

This training will outline the tools needed by your organization to manage the media and manage the message presented to the media.



RESPONDING TO THE MEDIA FOR LAW ENFORCEMENT

PRESENTER COUNTY MUTUAL

This training will outline the tools needed by law enforcement to manage the media and manage the message presented to the media.



RIGGING & LOAD SECUREMENT

PRESENTER JESSICA SCHROEDER

The purpose of this training is to learn about to apply the securement requirements in the North American Cargo Securement Standard, learn how to safely load and secure your commodities, and inspect a secured load for compliance.



SAFE USE OF FIRE EXTINGUISHERS

PRESENTER DEBBY DEWITT

This training will teach you how to prevent a fire from breaking out in your home or work environment and how to properly use a fire extinguisher should a fire start.



SAFETY COMMITTEE MEETINGS

PRESENTER JOHN DIRKSE

A Health & Safety Committee can become an effective tool in preventing accidents and hazards while motivating employees to become actively involved in the organization's health and safety program. By forming a committee today, organizations are looking out for the employees of tomorrow.



SCHOOL BUS SAFETY

PRESENTER VANCE FORREST

Children and parents rely on school bus drivers to get them to their destinations safely. In this training, you'll learn the necessary precautions that will ensure a safe trip for all of your passengers.





SCHOOL BUS SAFETY USING PBIS

PRESENTER VANCE FORREST

As we walk through our work areas, many of us are oblivious to the potential hazards we encounter. Yet, the risk of getting hurt is very real. This training will help you understand how slips, trips, and falls happen, and provide you with the knowledge of how to prevent needless and painful injuries.

S

SILICA AWARENESS

PRESENTER JESSICA SCHROEDER

Crystalline silica is a common component of stone derivatives (concrete, rock, brick, etc.) and prolonged exposure to silica dust has proven to cause respiratory and kidney conditions, including cancer. This brief course discusses silica and what is required to ensure proper employee safety and health.

CM

SLIPS, TRIPS, AND FALLS

PRESENTER DEBBY DEWITT

As we walk through our work areas, many of us are oblivious to the potential hazards we encounter. Yet, the risk of getting hurt is very real. This training will help you understand how slips, trips, and falls happen, and provide you with the knowledge of how to prevent needless and painful injuries.

CM S

TECHNICAL EDUCATION SAFETY

PRESENTER DEBBY DEWITT

The purpose of this training is to give you a look at the key factors to ensuring a safe shop environment. An important part of your experience in woodworking will be learning how to follow practices and procedures that will prevent injuries to yourself and others.

S

UNDERSTANDING & IMPROVING YOUR SAFETY CULTURE

PRESENTER BRYAN CHANCE

This brief course provides you with insight into what defines and contributes to your organization's safety culture. It also introduces the common process improvement model - Deming's Cycle or the PDCA (Plan-Do-Check-Act) Cycle - which can be applied to your safety efforts to proactively address employee exposures and improve your safety culture.

CM S

UNDERSTANDING STRESS

PRESENTER COUNTY MUTUAL

Stress happens when people believe that their demand exceeds their ability to cope. Stress can arise from work, relationships, life changes, uncertainty, to even negotiating traffic. Today's family and economic demands can add to that stress. This training will review the positive and negative effects of stress and give you ideas on how to cope with this thing called stress.

CM S



USING VOLUNTEERS

PRESENTER VANCE FORREST

Volunteers make a dramatic difference in the lives of others by volunteering their time for your organization. This course will present the proper protocol for securing, screening, and orientating volunteers. You will also learn the risks to your organization and the coverages afforded from your general liability and automobile liability insurance policy when using volunteers.



WISCONSIN STATE STATUTE 893.80

PRESENTER DAVE BISEK

Wisconsin State Statute 893.80 covers claims against governmental bodies or officers, agents or employees; notice of injury; limitation of damages and suits. This training will provide an overview of these provisions and vital protections for school and municipal government. Also covered in this training are the processes for reporting a claim under the statutes.



WOOD CHIPPER SAFETY

PRESENTER DEBBY DEWITT

Wood chippers are a dangerous implement, but a necessary tool for forest and landscape health. This course will cover the parts of a common commercial wood chipper and the safety risks that exist during its operation. You will also be provided with numerous safety tips to avoid injury.



WORK ZONE SAFETY

PRESENTER DEBBY DEWITT

This training will provide you with information regarding the best work practices that will help keep you safe when exposed to traffic hazards on our vital roadways.



VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, December 10, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Krystal Johnson, DEI Strategist, Melanie Camelia, Communications Manager

AGENDA ITEM: Discussion on the communications and engagement plan for the project to update the Village's mission, vision, and value statements.

PREVIOUS ACTION:

The Village Board reviewed the project overview and general timeline at its meeting on November 12, 2024.

ISSUE SUMMARY:

At a previous meeting we discussed the project timeline and general overview to update the Vision, Mission and Values. The bulk of this work will begin in January with the different tolls used through out the process in different ways. It was requested to check in on this before we begin, and the enclosed plan is meant to be a summary to outline this process with details to be carried out by the DEI Strategist and/or Communications staff as needed. A revised timeline is also included in the packet.

FINANCIAL/BUDGET IMPACT:

Costs associated with this project will be covered under existing approved operating funds.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

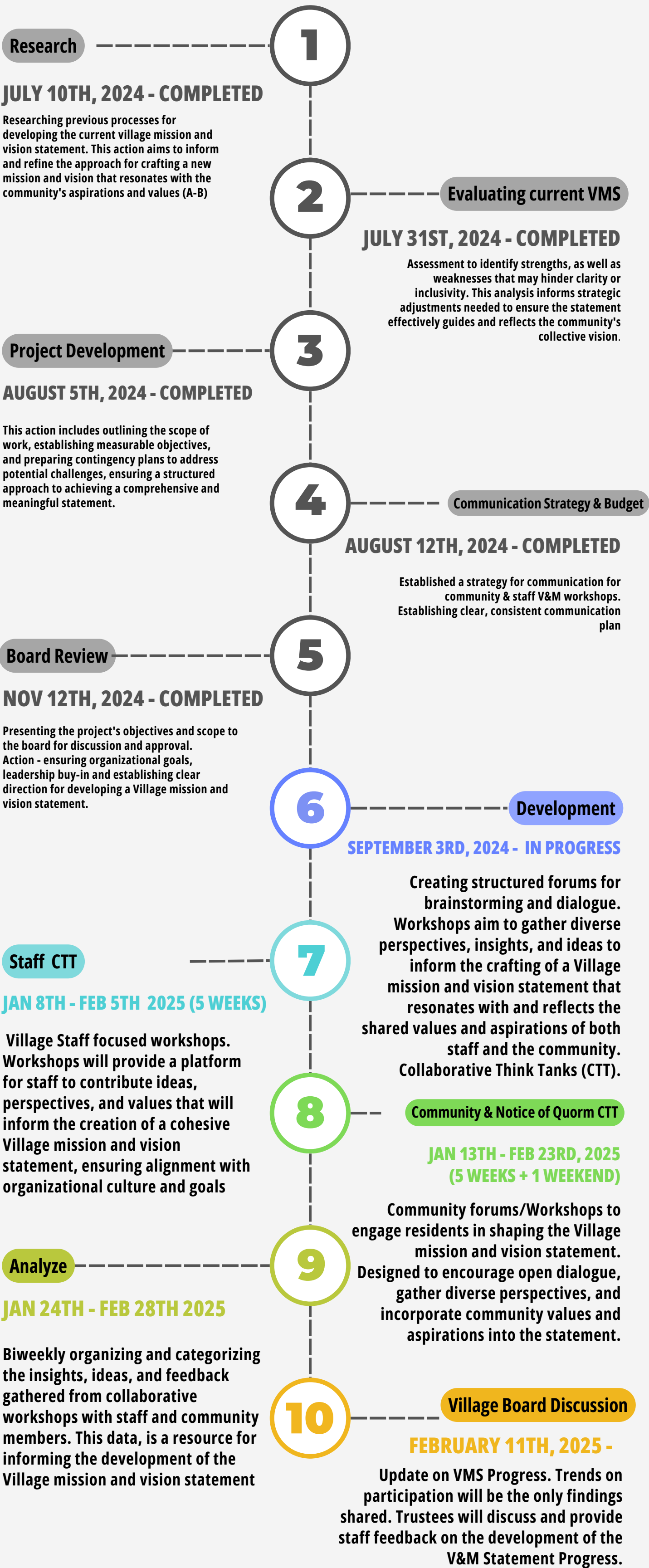
No action on this item. Presented for discussion and update.

ATTACHMENTS:

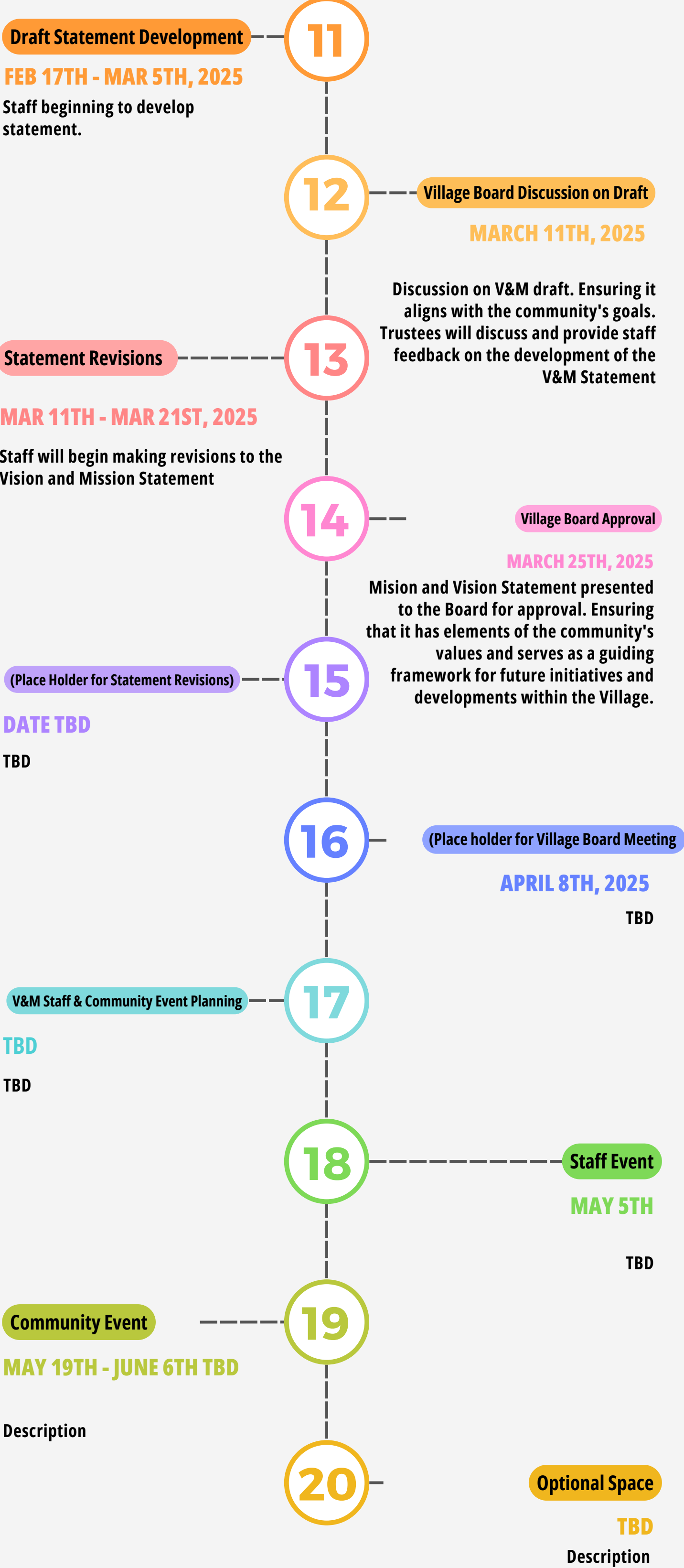
1. 12_24_Revised Vision and Mission Timeline
2. VM Communications Plan_Outline
3. DRAFT Mission Vision Project Comms Plan - MC12.5.24
4. Vision & Mission Project Overview

VILLAGE OF MCFARLAND VISION AND MISSION STATEMENT PROJECT

BY: KRYSTAL JOHNSON



VILLAGE OF MCFARLAND VISION AND MISSION STATEMENT PROJECT



Village of McFarland – Vision and Mission Statement Marketing and Communications Plan

The Village of McFarland will be revitalizing its Vision and Mission Statement. This document outlines the marketing and communications plans to support the process. The goal is to ensure effective outreach and involvement from the community as we update these key guiding principles.

Engagement Strategies

- Direct Mailing
 - Postcard
 - The postcards will be sent to McFarland residents.
 - Information that will be on the postcard:
 - Ways to participate
 - In person workshops
 - Virtual Workshops
 - Online/physical survey
 - 1:1 interview (accommodation request)
 - Dates, Times and Locations (in person)
 - QR Code
 - Additional information
 - Registration for workshops
 - Accommodation request link
 - (possibly for the survey)
 - Other advisable information
- Direct Emailing/Digital Newsletters
 - Lookout (published biweekly)
 - This Week in Meetings (published weekly)
 - Dedicated project emails (to dedicated subscriber list)
 - Outlook
 - Will be published in early February.
 - The last workshop is on February 22nd.
- Social Media
 - Facebook
 - General Information
 - Events
 - Event page will allow people to RSVP on FB, which can increase interaction.
 - Periodic Progress Posts
 - This Week in Meetings

- Story post
 - Interactive Polls
 - “Have you registered for a workshop yet?”
 - Tailored & responsive posts
 - Ads
- Instagram
 - General Information
 - Periodic Progress Posts
 - This Week in Meetings
 - Tailored & responsive posts
 - Ads
- LinkedIn
 - General Information
 - Tailored & responsive posts
- Nextdoor
 - General Information
 - Events
 - Tailored & responsive posts
- Website
 - News Flashes (sent to email and text subscribers)
 - Base of Information
 - Blog Feature(s) (sent to email and text subscribers)Community Calendar
 - Community Calendar Listings (sent to email and text subscribers)
- Other
 - Lookout
 - Digital signage in public buildings & on cable channel
 - Print Fliers
 - Other Printed Materials as needed
 - Local/regional media outreach
 - Direct Outreach to community partners re: amplification opportunities, including:
 - School District
 - Notice Distribution
 - Youth Engagement
 - Exploring the possibility to table at evening event programming*
 - Chamber of Commerce
 - Other community partners/stakeholders/organizations
- Participation Enhancements
- Volunteer Childcare (TBD)
- Self-Initiated Comment Forms
- Cable Channel

- Additional Engagement plan
 - Garner support from local property managers *
 - Potential to host a workshop at apartment community room spaces
 - Develop relationship with local assisted living facilities *
 - Potential to host a workshop at assisting living communal room spaces
 - Partner with 1-3 local businesses *

Mission & Vision Project Communications Plan

PURPOSE & GOALS

The central purpose of this plan is to provide a scaffolding for the mass communication efforts that will be invested in the Mission & Vision Project in late 2024 and early 2025, to illustrate the arcing trajectory of these efforts, and to provide an anticipated timeline for asset creation and distribution. It is not intended to include specific content details, but rather to include some overarching content themes while allowing the plan to remain somewhat fluid and adaptable to emerging conditions.

The plan contains strategies that aim to move the Village toward two goals. Primarily, the goal is to engage as many members of the community as possible in the ideation and feedback phase(s) of the project. Secondly, it aims to set up a communications infrastructure that can be utilized during later phases of the project to offer updates, seek further input, and/or to reach contributors when the Village is prepared to hold an unveiling of the new mission and vision statements at the conclusion of this project.

KEY DATES & COMMUNICATIONS

PRE-LAUNCH

- Emails sent to potential community partners to inquire about opportunities for communications amplification

12/11/24: 'SOFT' LAUNCH

- Dedicated project email subscriptions go live
- Blog post with initial announcement/basic information about the project (with link to subscribe to the dedicated email list) published
- News Flash (pointing to the blog post) published on website & texted to subscribers
- Social media posts (pointing to the blog post) published on Facebook (in feed & in local groups), Instagram, LinkedIn & Nextdoor
- Media advisory distributed to local/regional outlets

12/19/24: 'HARD' LAUNCH + INITIAL PROMOTIONAL PERIOD BEGINS

- Registration for think tanks opens
- Community survey goes live
- Announcement postcard (with engagement info & QR code) delivered to all Village addresses
- Announcement email sent to dedicated project email subscribers

- Announcement featured in the Lookout (digital newsletter)
- Updated blog post (with community think tank schedule & registration link) published
- Updated News Flash (pointing to updated blog post & links to subscribe/register) published on website & texted to subscribers
- All community think tanks published to the Village website calendar
- Facebook & Nextdoor events published
- Announcement published organically on Facebook (in feed, pins & in local groups), Instagram, LinkedIn & Nextdoor
- Ad campaign #1 begins running on Facebook & Instagram (runs 12/19/24-12/23/24 & 12/26/24-1/1/25, 12 days total)
- Initial promotional assets added to digital signage & cable channel programming
- Physical fliers (with engagement info & QR code) distributed/hung throughout the Village (between 12/19/24-12/20/24).
- Swipe copy and initial promotional assets emailed to community partners two days prior for coordinated publication
- [INTERNAL] Staff-wide email (pointing to blog post & staff think tank schedule & registration link) goes out
- [INTERNAL] Outlook Calendar invites (referencing staff-wide email) go out to all staff *[Note: If we can find a mechanism that will automate the sending of an Outlook invite following registration, we will go that route instead.]*

1/1/25: INITIAL PROMOTIONAL PERIOD ENDS & CORE PROMOTIONAL PERIOD BEGINS

- Reminder of upcoming think tanks included in the Lookout
- Ad campaign #2 begins running on Facebook & Instagram (runs 1/2/25-1/23/25, 22 days total)
- Organic social media content with updates continues to be published on Facebook (in feed, pins & in local groups), Instagram, LinkedIn & Nextdoor
- Updates added to blog post as needed
- Update emails sent to dedicated project email subscribers as needed.
- Core promotional assets added to digital signage & cable channel programming
- Swipe copy and core promotional assets emailed to community partners
- (Beginning 1/2/25) Biweekly reminders & updates included in the Lookout (digital newsletter)
- (Beginning 1/13/25) Weekly reminders for upcoming community think tanks included with This Week in Meetings (blog post, digital newsletter & social media posts)

1/8/25: IN-PERSON STAFF THINK TANKS BEGIN

- [INTERNAL] Reminder emails for each occurrence sent one day prior to registered staff.
 - The first of these reminder emails (to be sent on 1/7/25) should go to all staff with an additional reminder of where to learn more & register.

1/13/25: VIRTUAL STAFF THINK TANKS BEGIN

- [INTERNAL] Reminder emails (with virtual meeting link) for each occurrence sent one day prior to registered staff.

1/14/25: IN-PERSON COMMUNITY THINK TANKS BEGIN

- Reminder emails for each occurrence sent one day prior to registered community members.
- ‘Kick-off’ email set to dedication project email subscribers
- [TENT] ‘Kick-off’ press release distributed to local/regional outlets

1/21/25: VIRTUAL COMMUNITY THINK TANKS BEGIN

- Reminder emails (with virtual meeting link) for each occurrence sent one day prior to registered community members.

1/23/25: CORE PROMOTIONAL PERIOD ENDS & MAINTENANCE PERIOD BEGINS

- Organic social media content with updates continues to be published on Facebook (in feed, pins & in local groups), Instagram, LinkedIn & Nextdoor
- Updates added to blog post as needed
- Biweekly reminders & updates continue to be included in the Lookout (digital newsletter)
- Weekly reminders for upcoming community think tanks continue to be included with This Week in Meetings (blog post, digital newsletter & social media posts)

1/29/25: IN-PERSON STAFF THINK TANKS CONCLUDE

- [INTERNAL] ‘Last call’ email (pointing to schedule & registration link) for staff think tanks (both in-person & virtual) goes out to all staff one day prior

2/6/25: VIRTUAL STAFF THINK TANKS CONCLUDE & FINAL PROMOTIONAL PERIOD BEGINS

- Reminder of remaining community think tanks published in the Outlook (print newsletter)
- Ad campaign #3 begins running on Facebook & Instagram (2/6/25-2/20/25, 15 days)
- Organic social media content with updates continues to be published on Facebook (in feed, pins & in local groups), Instagram, LinkedIn & Nextdoor
- Updates added to blog post as needed
- Final promotional assets added to digital signage & cable channel programming
- Swipe copy and final promotional assets emailed to community partners
- Biweekly reminders & updates continue to be included in the Lookout (digital newsletter)
- Weekly reminders for upcoming community think tanks continue to be included with This Week in Meetings (blog post, digital newsletter & social media posts)

2/20/25: VIRTUAL COMMUNITY THINK TANKS CONCLUDE & FINAL PROMOTIONAL PERIOD ENDS

- Upcoming survey closure reminder email goes out to dedicated project email subscribers
- Upcoming survey closure reminder social media posts published on Facebook (in feed, pins & in local groups), Instagram, LinkedIn & Nextdoor

2/22/25: IN-PERSON COMMUNITY THINK TANKS CONCLUDE & WRAP PERIOD BEGINS

- Community survey closes
- Blog post updated with final participation numbers & any final updates related to the project's initial engagement phase
- 'Thank you' email (with final participation numbers, pointing to updated blog post) goes out to dedicated project email subscribers
- 'Thank you' social media posts (with final participation numbers, pointing to updated blog post) published on Facebook (in feed, pins & in local groups), Instagram, LinkedIn & Nextdoor
- 'Thank you'/'what's next' email sent out to community partners
- 'Wrap'/'what's next' press release distributed to local/regional outlets

2/27/25: WRAP PERIOD ENDS

- 'What's next' blog post published
- 'What's next' email (pointing to blog post) goes out to dedicated project email subscribers
- 'What's next' social media posts published on Facebook (in feed, pins & in local groups), Instagram, LinkedIn & Nextdoor
- [INTERNAL] 'Thank you'/'what's next' email (with final staff participation numbers, community participation numbers & links to both blog posts) goes out to all staff

Current Vision & Mission Statement

Vision Statement

The vision of the Village of McFarland is to create an inviting, dynamic, diverse community that offers a high quality of life and a supportive environment in which all citizens may practice their individual value choices. The community actively seeks to preserve its proud heritage, protect its abundant natural resources, plan for responsible and balanced residential and commercial growth, promote a viable economic base, support educational excellence, provide diverse leisure options, and foster a healthy social fabric.

Mission Statement

With direction encouraged from an engaged citizenry, Village elected officials and employees will maintain and enhance the quality of life of the community by delivering quality services in an efficient and accountable manner and by providing an orderly, unbiased system of government that is transparent and accessible. To create and sustain a high level of confidence in Village government, we pledge to function with:

- Environmental sustainability
- Fiscal responsibility
- Full cooperation in achieving the priority goals determined by the community
- Open communications
- Professional integrity
- Sensitivity to the values of each individual

Strengths, Weaknesses and Opportunities

Vision Statement

Strengths -

- Supportive Environment
- Natural Resources
- Heritage
- Educational excellence

Weakness -

- Create
- Dynamic
- Proud
- Abundant
- Provide diverse leisure options
- Foster healthy social fabric

Opportunities -

- Inviting
- Diverse community
- High quality of life

Mission Statement -

(assuming we'd like to keep the mission statement specific to Village elected officials and employee's)

Strengths - (These are strengths but can still be flushed out)

- Maintain and enhance the quality of life of the community by delivering quality services in an efficient and accountable manner.
- To create and sustain a high level of confidence in Village government

Weaknesses/Opportunity -

- We pledge to function with professional integrity; fiscal responsibility; open communications; environmental sustainability; sensitivity to the values of each individual; full cooperation in achieving the priority goals determined by the community

Analysis:

The Vision and Mission statement analysis recommendation:

Obtainable

- Having a clear and achievable vision and mission statement helps avoid confusion or misunderstanding
 - *Example: create an inviting, dynamic, diverse community that offers a high quality of life -*
 - *The notion of this goal within the vision statement is admirable but it is not obtainable because it is subjective.*

Realistic

- Having a V&M statement that is clear and readers can envision things as they really are.
 - *Example: within the statement several words are used such as; proud, abundant, provide diverse leisure options, and foster a healthy social fabric.*
 - *Vision statements that limit imaginative words or phrases allow for flexibility*

Tangible

- The current V&M statement has hints of tangible actions that can be identified. Tangible actions are things that can be perceived by the sense of touch.
 - *Example: Open communication, delivering quality services; not physical but can be obtained through multiple ways of tangible outputs.*
 - Adding tangible phrases or words, adds personal connection to the V&M statement

Supportive

- The theme between both the Vision and the mission statement is support. This is a theme that can be interchangeable between the Vision and the mission statement

Directive

- Specifically for the mission statement, if it is keeping its same theme of being a guiding statement for Village Elected officials and staff, it should be a directive statement/have directive component.

Vision and Mission Statement Development Scope –

Description - To create a revitalized vision and mission statement for the Village of McFarland that reflects the values of the community, staff and elected officials, ensuring alignment with the Village's strategic goals, branding and future goals.

Stakeholders (Target outreach)

- Residents
 - Ages:
 - 12 – 25
 - 26 – 35
 - 36 – 45
 - 56 – 65
 - 66+
 - Renters
 - Homeowners
 - Small Business owners (That live within the Village)
 - Families
 - Seniors
 - Committee members
 - Community Organizations
- Elected Officials
- Staff

Measurable objectives -

- Attendance of strategic think tanks (workshops)
- Engagement across all stakeholders
- Feedback Surveys
- 3-5 consistencies with phrases or words
- Active engagement at Workshops

Potential Challenges with Contingency plans

- Low participation
 - Community
 - Providing multiple ways for engagement
 - In person
 - Virtual
 - Surveys
 - Staff
 - In person
 - Virtual
 - Surveys
 - Email

- Board/Committee's
 - In person
 - Virtual
 - Surveys
- Inconsistencies with Values from diverse perspectives
 - Identifying if the inconsistencies are due to communication of exercises
 - Changing exercises based on audience

Project Requirements

- Must be a resident or staff of the Village of McFarland

Project Assumptions

- Low participation

Project Deliverables

- Data to draft a Village Mission and Vision statement
- Real time community, staff and elected official data

Vision and Mission Think Tanks (Workshops)

Objectives: Find consistency amongst exercise, survey's, interview etc

- Vision: What the Village (as a whole) is and wants to be in the future and why?
- Mission – Primary goals, purposes and values for living out the Vision through actional, attainable and realistic steps

Goals:

- Encourage participants to think about their overall community goals
- Consider the needs and wants of different groups, like residents, leaders, staff, marginalized groups, community development etc
- Encourage the use of “This is the Best” or “Best case scenario” mindset
- Think authentically, open and honest

Workshop Overview:

Description: Frame an aspirational purpose to guide the organization

- **Values exercise (interactive)**
 - o Participants will be asked to determine values as a collective
- **Co-exploration (interactive)**
 - o Participants will be challenged to create their own broad community vision
- **Community/Village Components (independent)**
 - o Participants will use 3 assigned components and think of the many aspects of the Village and how they fit into the 3 components
 - Audiences (Who the Village Serves)
 - Contributions (What the Village Provides)
 - Distinctions (What sets the Village Apart)
- **Survey (independent)**
 - o Survey's will ask broad questions that encompass the same aspects of the interactive options
- **Interviews (Independent)**
 - o Specifically for Department heads, Trustee's or residents that need accommodations

Staff only Vision and Mission Think Tanks (Workshops)

Staff will be asked to participate in an additional independent exercise –

- **Core Behaviors:**

- Score the strength of core behaviors (the Village does not have adopted core behaviors or values) –
 - Commit to learning and growth
 - Be a Good Neighbor
 - Genuinely Care for Everyone
 - Embrace Creativity and Innovation
 - Have Fun
 - See the Good in Others
 - Wow the Community
 - Communicate Clearly
 - Have the Hard Conversations
 - Be Inclusive
 - Own your mistakes
 - Take responsibility to build trust

Data Collection

Attributes:

- Obtainable:
 - A clear and achievable vision and mission statement helps avoid misunderstandings and false ideas.
- Realistic:
 - clear and readers can envision
- Tangible:
 - Tangible actions that can be identified
- Supportive:
 - Consistency of support-related language and themes
- Directive:
 - Provides guidance for Village Staff

Phase 1 -

- Consistency of words/phrases will be placed within one of the attributes.
 - 01 – 15 times – Score of 1
 - 16 – 25 times – Score of 2
 - 26 – 35 times – Score of 3
 - 36 – 45 times – Score of 4
 - 46 – 55+ times – Score of 5

Phase 2 -

- From there the words/phrases will be placed within the 3 components
 - Audiences (Who the Village Serves)
 - Contributions (What the Village Provides)
 - Distinctions (What sets the Village Apart)

Phase 3 -

- SWOT Analysis
 - Strength
 - Weaknesses
 - Opportunities
 - Threats

Phase 4 -

- Develop recommendations based on all data received

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, December 10, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Chris Dennis, Fire/Rescue Chief, Lee Igl, Public Works Director, Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action on Ordinance 2024-27: an Ordinance amending Appendix A of the Code of Ordinances for 2025 Fee Changes.

PREVIOUS ACTION:

ISSUE SUMMARY:

Annually the Village reviews Appendix A to make appropriate updates to the fee schedule. Ordinance 2024-27 provides the following updates to appendix A:

Chapter 5 - Animal Fees - Increases are proposed to Village dog license fees. It is of note, the proposed changes are a pass through of the increases from Dane County Public Health. The Village portion of the unneutered/unspayed dog license is proposed to go up \$2 per license to be in compliance with the State's requirement that the fee for spayed/neutered licenses be less than unspayed/unneutered licenses.

Chapter 26 - Fire Prevention- Periodic updates are proposed regarding fees as well as elimination of outdated fees no longer charged.

Chapter 44 - Parks and Recreation - Highland oaks has now been added to the shelters that can be rented out. Additionally Tournament fees have been added or disc golf and Pickleball.

Chapter 47 - Public Utilities - updates are proposed to align with the rate increases approved in 2024 by the Village Board.

Chapter 50 - Solid Waste - The annually solid waste fee is proposed for update. This fee is accounted for on residents annual property tax bill for waste and refuse collection.

Chapter 8 - Buildings and Building Regulation Fees - Village Ordinance 8-464(e) also provides that, unless modified further by the Village Board, the park impact fees shall be adjusted annually by the Community Development Director utilizing the Consumer Price Index-All Urban Consumers-Midwest Region prepared by the US Department of Labor. Accounting for the CPI index the changes in the park impact fees. Proposed changes are aligned with the ordinance.



Chapter 17 - Emergency Service Fees -Periodic updates are proposed regarding fees for emergency service fees.

FINANCIAL/BUDGET IMPACT:

Additional revenues for various 2025 fees

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Varis

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Plan Commission and Parks & Recreation Committee unanimously recommended approval of proposed fee increases.

Motion to approve Ordinance 2024-27: An Ordinance amending Appendix A of the Code of Ordinances for 2025 Fee Changes.

ATTACHMENTS:

1. 2024-27 - Updating Appendix A for 2025 Fees

**VILLAGE OF MCFARLAND
ORDINANCE 2024-27**

**2024-27 AN ORDINANCE AMENDING APPENDIX A OF THE CODE OF
ORDINANCE FOR 2025 FEE CHANGES.**

PURPOSE: Annually the Village Board reviews and adjusts certain fees for service established within the Code of Ordinances.

SPONSOR Deputy Administrator/Cassandra Suettinger, Public Works Director Lee Igl, Fire & Rescue Chief Chris Dennis, and Community Development Director Andrew Bremer.

RECOMMENDED REFERRAL Plan Commission and Parks & Recreation.

PUBLIC HEARING None Required.

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

SECTION 1: **AMENDMENT** “CHAPTER 5 - ANIMAL FEES” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

CHAPTER 5 - ANIMAL FEES

Section	Description	Fee
5-43	Dog licenses:	
	Neutered male dog/spayed female dog	\$25.00 20.00
	Unneutered male dog/unspayed female dog	\$35.00 25.00
	Cat Licenses:	
	Neutered male cat/spayed female cat	\$15.00
	Unneutered male cat/unspayed female cat	\$20.00
5-48(a)	Kennel license (per year)	\$100.00 (up to 12) plus \$3.00 each additional animal over 12
5-49	Late fee	\$5.00

SECTION 2: AMENDMENT “CHAPTER 26 - FIRE PREVENTION AND PROTECTION FEES” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

CHAPTER 26 - FIRE PREVENTION AND PROTECTION FEES

Section	Description	Fee
26-81(b)	Reimbursement of response costs for any fire call on any public highway for any emergency response	\$500.00
	Permit Fee: Fire alarm and Supp Plan Review and Insp	
	Less than 2,500 sf	\$250.00 150.00
	2,501—5,000 sf	\$315.00 187.00
	5,001—10,000 sf	\$375.00
	10,001—20,000 sf	\$750.00 675.00
	20,001—30,000 sf	\$1,125.00 1,050.00
	30,001—40,000 sf	\$1,500.00 1,350.00
	40,001—50,000 sf	\$1,875.00 1,650.00
	50,001—75,000 sf	\$2,250.00 1,950.00
	75,001—100,000 sf	\$2,625.00 2,250.00
	100,001—200,000 sf	\$3,000.00 2,550.00
	200,001—300,000 sf	\$3,375.00 2,850.00
	300,001—400,000 sf	\$3,750.00 3,300.00
	400,001—500,000 sf	\$4,125.00 3,600.00
	Over 500,000 sf	\$4,500.00 3,900.00
	Permit Fee: Fire alarm and Supp Insp State Appr Sys	
	Less than 2,500 sf	\$175.00 75.00
	2,501—5,000 sf	\$240.50 112.50

26-118	5,001—10,000 sf	\$187.50 187.50
	10,001—20,000 sf	\$375.00 300.00
	20,001—30,000 sf	\$525.00 450.00
	30,001—40,000 sf	\$750.00 600.00
	40,001—50,000 sf	\$975.00 750.00
	50,001—75,000 sf	\$1,275.00 975.00
	75,001—100,000 sf	\$1,500.00 1,125.00
	100,001—200,000 sf	\$1,725.00 1,275.00
	200,001—300,000 sf	\$2,025.00 1,500.00
	300,001—400,000 sf	\$2,025.00 1,575.00
	400,001—500,000 sf	\$2,250.00 1,725.00
	Over 500,000 sf	\$2,475.00 1,875.00
	Re-submittal of approved plan	\$250.00 125.00
	Re-submittal of denied plan	Higher of 50% or \$250.00 200.00
	Occupancy permit <u>inspection not associated with Fire Prevention System</u>	\$50.00 35.00
	Alteration to existing systems:	
	Up to 20 sprinklers or 3 devices (larger systems considered new)	\$125.00
	Shell building tenant build-out	50% of normal fee based on size of tenant space
	Additional identical buildings	Higher of 125.00 or 25% of full fee for additional buildings
	Private service (mains/hydrants)	\$125.00
	Misc. devices (DACT, kitchen hood, dry chemical systems, deluge systems alarm dialers, fire door activators, clean agent systems, standpipes, etc.)	\$250.00/new \$150/Alt or Replace 200.00
	Plan examination:	
	1st tank or component	\$35.00
	Each additional component	\$10.00
	Site inspection (first tank system or component)	\$100.00
	Each additional component	\$50.00

26-145(e)	Relining	\$65.00
	Self-service/key-card-code system	\$78.00
	Leak detection or protection:	
	Plan examination	\$22.00
	Site inspectio	\$43.00
	Revision of previously approved pla	\$22.00
26-145(d)	Plan revie	\$50.00
	Site inspection:	
	First tan	\$100.00
	Each additional tan	\$50.00

SECTION 3: AMENDMENT “CHAPTER 44 - PARKS AND RECREATION FEES” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

CHAPTER 44 - PARKS AND RECREATION FEES

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Section	Description	Fee
	Park Facility Rentals (fees are per hour charges)	
	Diamond reservation—Resident	\$10.00
	Diamond reservation—Nonresident	\$25.00
	Soccer field reservations—Resident	\$10.00
	Soccer field reservations—Nonresident	\$25.00
	Temporary structure fee	Based on actual cost
	Park rental fees (no fields):	
	Limited basic parks (gazebo and small parks)	\$20.00

44-24(d)	McDaniel, <u>Highland Oaks</u> —shelter (resident)	\$75.00
	McDaniel, <u>Highland Oaks</u> —shelter (nonresident)	\$100.00
	Lewis, Brandt and Wm McFarland—shelter only (resident)	\$100.00
	Lewis, Brandt and Wm McFarland—shelter only (nonresident)	\$200.00
	William McFarland Park - Bocce Courts	
	Resident	\$25.00
	Non-Resident	\$50.00
	Watercraft Storage Permit (Annual fee):	
	Resident	\$100.00
	Nonresident	\$200.00
	Watercraft removal fee	\$75.00
	Disc Golf Permit:	
	Daily	\$5.00
	Annual Resident	\$15.00
	Annual Resident - Senior (55 and over)/Veteran	\$10.00
	Annual Nonresident	\$30.00
	Annual Nonresident - Senior (55 and over)/Veteran	\$20.00
	Under 16	Free
	Replacement Permit Tag	\$5.00
	<u>Pickleball Court Tournament fee, per day, resident</u>	<u>\$600.00</u>
	<u>Pickleball Court Tournament fee, per day, non-resident</u>	<u>\$900.00</u>
	<u>Disc Golf Tournament fee, per day, resident</u>	<u>\$300.00</u>
	<u>Disc Golf Tournament fee, per day, non-resident</u>	<u>\$600.00</u>
	<u>Refundable Security Deposit - Pickleball Courts & Disc Golf</u>	<u>\$200.00</u>
44-24(e)	Refundable Security Deposit—Fields and Diamonds	\$100.00
	Refundable Security Deposit—Shelter	\$200.00
	Dog park permit:	
	Resident:	\$15.00 annual

44-26(4) (d)	Seniors 55 and older/Veteran	\$10.00
	Additional dog annual	\$8.00
	Daily permit	\$5.00
	Nonresident:	\$30.00 annual
	Seniors 55 and older/Veteran	\$15.00
	Additional dog annual	\$8.00
	Daily permit	\$5.00

SECTION 4: AMENDMENT “CHAPTER 47 - PUBLIC UTILITIES FEES” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

CHAPTER 47 - PUBLIC UTILITIES FEES

Section	Description	Fee
47-45	Processing fee, private well operation permit application	\$75.00
47-20	New construction water use fee	\$50.00
<u>47-67(b)</u>	<u>Cross Connection Violation Fee, Resident or Commercial similar to residential, per week</u>	<u>\$75.00</u>
	<u>Cross Connection Violation Fee, Commercial or Public Authority, per week</u>	<u>\$200.00</u>
47-79(d) (2)	Bimonthly customer charge—sanitary sewer users	
	Size of meter:	Bimonthly charge
	5/8-inch	\$33.00
	3/4-inch	\$33.00
	1-inch	\$47.89
	1 1/4-inch	\$57.78
	1 1/2-inch	\$71.78
	2-inch	\$101.31
	3-inch	\$168.21

	4-inch	\$264.45
	6-inch	\$506.45
47-79(d)(3)	Charge for each 1,000 gallons of normal domestic strength	\$5.50
47-79(d)(4)	Category A users service charge	Customer charge plus the volume charge for each applicable billing cycle
47-79(d)(5)	Category B users discharging normal domestic strength	\$101.75 79.10
	Additional charge for more than 12,500 gallons	\$5.50
47-79(d)(6)	Category C users high strength surcharge:	
	BOD charge per pound in excess of 250 milligrams per liter	\$0.21967
	Suspended solids charge per pound in excess of 250 milligrams per liter	\$0.36928
	TP charge per pound in excess of ten milligrams per liter	\$0.035
	TKN charge per pound in excess of 40 milligrams per liter	\$0.57779
47-80	Charge per quarter for each meter up to a one-inch meter installed to measure water not discharged to sewer	\$0.92
47-109	Penalty for failing to file reports and non-compliance for Sand and Grease Installations - per day	\$200.00
47-159(b)	Utility connection charges:	
	Sewer hookup and lateral for new buildings	\$450.00
47-271(b)	Stormwater utility fee per ERU per year	\$120.00
47-272(h)	Credit application fee	\$50.00
	Notice of appeal fee	\$50.00

SECTION 5: **AMENDMENT** “CHAPTER 50 - SOLID WASTE FEES” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

CHAPTER 50 - SOLID WASTE FEES

Section	Description	Fee
50-5	Solid waste collection charge, per residential unit:	
	Residential unit - Btw. 1—4 dwelling units	\$151.80 \$157.56

SECTION 6: **AMENDMENT** “CHAPTER 8 - BUILDINGS AND BUILDING REGULATION FEES” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

CHAPTER 8 - BUILDINGS AND BUILDING REGULATION FEES

Section	Description	Fee
8-208	Permit for razing buildings	\$100.00/Residential; \$150.00/Commercial
8-233	Balconies, Decks and Porches:	
	New Building Residential	\$0.15 per square foot
	New Buildings Commercial	\$0.18 per square foot
	Alterations to Existing Residential or Commercial Buildings	\$150.00
8-281	Application for a permit to transfer, place or dump solid fill:	\$75.00
	Additional fee per truck	\$10.00
	Fee for permit to move building/structure along public ROW:	\$75.00

8-341(a)	Additional fee for building remaining on public highway (per day)	\$75.00
8-368(a)	Permit to construct a fence	\$75.00
8-401	Building permit fee to construct, erect, or alter a swimming pool—based on value:	
	\$0.00—\$1,000.00	\$75.00
	\$1,000.00—\$25,000.00	\$75.00 + \$11.00 per \$1,000.00
	Over \$25,000.00	\$325.00 + \$5.00 per \$1,000.00 over \$25,000.00
8-463(b)	The Public Water impact fee includes both a fee for Wells and a fee for the Water Tower. For example, the public water impact fee for a 3/4-inch meter is \$1,490.00, which includes both the Well fee of \$1,117.00 and the Water Tower fee of \$373.00.	
	Public Water Impact Fee for Wells (size of meter):	
	5/8-inch	\$1,117.00
	3/4-inch	\$1,117.00
	1-inch	\$2,793.00
	1 1/4-inch	\$4,133.00
	1 1/2-inch	\$5,585.00
	2-inch	\$8,936.00
	3-inch	\$16,755.00
	4-inch	\$27,925.00
	6-inch and above	\$55,850.00
	Public Water Impact Fee for Water Tower (size of meter):	
	5/8-inch	\$373.00
	3/4-inch	\$373.00

	1-inch	\$933.00
	1 1/4-inch	\$1,380.00
	1 1/2-inch	\$1,865.00
	2-inch	\$2,984.00
	3-inch	\$5,595.00
	4-inch	\$9,325.00
	6-inch and above	\$18,650.00
8-464(e)	Park improvement impact fee:	
	Type of dwelling unit:	
	Single-family	<u>\$3,137.20</u> * 3,059.01
	Two-family, Multi-family	<u>\$2,179.27</u> * 2,124.95
	Group quarters	<u>\$1,197.40</u> * 1,167.56
	Park-land impact fee (also known as fees in lieu of parkland dedication):	
	Type of dwelling unit:	
	Single-family	<u>\$4,775.24</u> * 4,716.75
	Two-family, Multi-family	<u>\$3,317.15</u> * 3,276.52
	Group quarters	<u>\$1,822.61</u> * 1,800.29
8-465(b)	Public library impact fee:	
	Type of development:	
	Single-family	\$710.00
	Two-family, multifamily	\$431.00
8-466(b)	Public Safety Center impact fee:	
	Type of property:	
	Single-family	\$2,285.00 per unit
	Two-family, Multi-family	\$1,673.00 per unit
	Group quarters	\$849.00 per unit
	Commercial/Industrial	\$1,216.00 per 1,000 sq. ft. of development, including accessory structures, but not including parking lots for

		non-residential development.
	Mixed Use Developments	Mixed Use developments shall include both the multi-family residential and commercial/industrial fees calculated for each component based on the above amounts.
8-487(b)(1)	Sign permit fee	\$50.00 + \$2.00/sq. ft.
	Building permit fees:	
	New buildings—residential:	
	Per square foot of building	\$0.15 min. \$125.00
	Electronic municipal plan entry	\$150.00
	Early start permit	\$200.00
	New buildings—commercial:	
	Per square foot of building	\$0.18 min., \$125.00
	Certified municipal plan review: Building plan	\$100.00
	Plan entry fee	\$100.00 + sq. ft. fee below
	Less than 2,500 sf	\$250.00
	2,501—5,000 sf	\$300.00
	5,001—10,000 sf	\$500.00
	10,001—20,000 sf	\$700.00
	20,001—30,000 sf	\$1,100.00
	30,001—40,000 sf	\$1,400.00
	40,001—50,000 sf	\$1,900.00
	50,001—75,000 sf	\$2,600.00
	75,001—100,000 sf	\$3,300.00
	100,001—200,000 sf	\$5,400.00
	200,001—300,000 sf	\$9,500.00
	300,001—400,000 sf	\$14,000.00
	400,001—500,000 sf	\$16,700.00

8-522

Over 500,000 sf	\$18,000.00
Certified municipal plan review: HVAC plan	
Plan entry fee	\$100.00 + sq. ft. fee below
Less than 2,500 square feet	\$150.00
2,501—5,000 square feet	\$200.00
5,001—10,000 square feet	\$300.00
10,001—20,000 square feet	\$400.00
20,001—30,000 square feet	\$500.00
30,001—40,000 square feet	\$800.00
40,001—50,000 square feet	\$1,100.00
50,001—75,000 square feet	\$1,400.00
75,001—100,000 square feet	\$2,000.00
100,001—200,000 square feet	\$2,600.00
200,001—300,000 square feet	\$6,100.00
300,001—400,000 square feet	\$8,800.00
400,001—500,000 square feet	\$10,800.00
Over 500,000 square feet	\$12,100.00
Early start permit	\$250.00
Repair work, additions or alterations to	
\$0.00 to \$1,000.00	\$75.00
\$1,000.00—\$25,000.00	\$0.20/ft ² (minimum \$150.00)
Over \$25,000.00	\$0.30/ft ² (minimum \$250.00)
Fire escapes	\$75.00
Reroofing, re-siding and windows:	
First \$500.00 or less	\$55.00
Additional fee per \$1,000.00 of value or fractional part thereof above \$500.00	\$5.00

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

	Plus per square foot— Residential	\$0.05
	Building class fee (per square foot)—Commercial:	
	Group I building	\$0.05
	Group II building	\$0.08
	Group III building	\$0.10
	Group IV building	\$0.04
	Replacement of air conditioning —Commercial	\$75.00
	Replacement of furnace— Commercial	\$75.00
	Replacement of air conditioning —Residential	\$55.00
	Replacement of furnace— Residential	\$55.00
	Addition of A/C to existing structure	\$75.00
	Alterations/additions	\$55.00 + \$5.00 per \$1,000.00 of value
	Red tag or reinspection fee	\$75.00
	All fees doubled if work commenced prior to permit	
8-645(c)	Fee for an electrical contractor, firm, person or corporation	\$75.00
8-647	New construction—Electrical:	
	Residential buildings; 1—2 family (per square foot)	\$0.05
	Commercial buildings (per square foot):	
	Group I building	\$0.05
	Group II building	\$0.08
	Group III building	\$0.10
	Group IV building	\$0.04
	Electrical permit	\$75.00/Residential; \$100.00/Commercial

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

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

SECTION 7: AMENDMENT “CHAPTER 17 - EMERGENCY SERVICES FEES” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

CHAPTER 17 - EMERGENCY SERVICES FEES

Section	Description	Fee
17-26(c)(1)	False alarms:	
	Responded to by Police Department:	
	First two false alarms for a location	No charge

	Third false alarm per location	\$50.00
	Fourth false alarm per location	\$75.00
	Fifth false alarm per location	\$100.00
	Sixth and subsequent false alarm per location	\$125.00
	Responded to by Police and Fire Department:	
	First two false alarms for a location	No charge
	Third and subsequent false alarm per location	\$150.00
17-59(d)	Ambulance fees: Resident charge	\$1,100.00 +1,000.00 /BLS \$1,250.00 +1,150.00 /ALS
17-59(e)	Ambulance fees: Nonresident charge	\$1,200.00 +1,100.00 /BLS \$1,350.00 +1,250.00 /ALS
17-59(f)	Ambulance fees: Medical supplies and procedures	Included in base amb fees
17-59(g)	Ambulance fees: Loaded mileage fee (per mile)	\$20.00 +7.00 /Resident \$20.00 +7.00 /Nonresident
17-59(h)	Ambulance fees: No transport—resident	\$100.00/Basic \$300.00/ALS
	Ambulance fees: No transport—nonresident	\$275.00/Basic \$375.00/ALS
17-59(i)	Ambulance fees: Advanced life support intercept	Actual cost

*IMPACT FEES WOULD BE ADJUSTED BASED ON FINAL DATA PUBLISHED BY THE DEPARTMENT OF LABOR IN EARLY JANUARY FOR YEAR END 2024, PER VILLAGE ORDINANCE 8-464(e).

PASSED AND ADOPTED BY THE VILLAGE OF MCFARLAND VILLAGE BOARD
_____. This Ordinance shall be effective for 2025 fees.

	AYE	NAY	ABSENT	ABSTAIN
Brandt	_____	_____	_____	_____
Brassington	_____	_____	_____	_____
Clow	_____	_____	_____	_____
Fessler	_____	_____	_____	_____
Leamy	_____	_____	_____	_____
Peña	_____	_____	_____	_____
Prill	_____	_____	_____	_____

Presiding Officer

Attest

Carolyn Clow, Village President,
Village of McFarland

Cassandra Suettinger, Deputy
Administrator/Clerk, Village of
McFarland

Village Board Trustee Referral Form

Requested By	Trustee Peña
Item/Issue Referral	The board needs to have a discussion around the letter send to us by the MYC Board of Directors. They would like the letter and the discussion to be added to the 12/10 Village Board meeting. However, it would be helpful to have a short discussion on our next meeting to ensure everyone on the Board has reviewed the letter and it is prepared for the discussion on 12/10.
Action/Referral Request	I request for adding an agenda item on our 11/26 Village Board meeting to discuss the fact that the letter sent to us by the MYC Board of Directors and its contents would be discussed during our upcoming 12/10 Village Board meeting. I am also requesting for an agenda item to be added to our 12/10 Village Board meeting to discuss the letter sent to us by the MYC Board of Directors and the proposed transition plan within it.
Request Referral to (Please select all that apply)	• Village Board
Attachments	 MYC - Letter to Village Board - 2024.10.28.pdf

October 28th, 2024

Village of McFarland Board of Trustees
5915 Milwaukee Street
PO Box 110
McFarland, WI 53558

Dear McFarland Village Board of Trustees:

We, the McFarland Youth Center (MYC) Board of Directors, thank the Village Board for the opportunity to give our annual update at the October 22nd Village Board Meeting. The opportunity to share the MYC mission, programming, partnership and future outlook with the Village of McFarland was appreciated! It was also great to hear the supportive comments from some of the MYC parents.

We are writing today to formally express our desire to continue forward to transition MYC's operations to the Village of McFarland. Although the Community Center project is currently paused, we still feel it is in all parties best interest to continue planning and ultimately finalize a transition plan on a schedule to be determined.

The MYC Board of Directors would like to propose the ***date for the final transition to be July 1st of 2026***. Being approximately 20 months from today, we feel this date should provide ample planning and training time. July 1st also coincides with several MYC funding and financial cycles. Since this date occurs in the summer months when MYC is typically less busy than the school-year, it would provide some needed breathing-space to allow for a measured transition implementation.

We propose to work together with Village Staff to achieve the transition reflected in the timeline below:

- Phase 1 (4/1/2025) - Youth Center History & Operational Pillars
- Phase 2 (6/1/2025) - Programming
- Phase 3 (7/1/2025) - Staffing & Governance
- Phase 4 (9/1/2025) - Financial
- Phase 5 (2/1/2026) - Public Relations with Community
- Phase 6 (4/1/2026) - Training Plan for Implementation
- Official Transition (7/1/2026)

Finally, we would like to suggest that the working-group for the transition (MYC Board members and Village Staff), get paired with a liaison Village Board member so that a report on our transition status be shared with the entire Village Board at regular intervals, quarterly?

Thank you again for your support *with these* transition matters. If possible, We would like to formally present this transition plan at the December 10th Village Board meeting and take any feedback or questions the Village Trustees may have.

Kind regards,

The McFarland Youth Center Board of Directors