

Tuesday, March 25, 2025

6:00 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/88221462299>

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

Webinar ID: 882 2146 2299

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

1. CALL TO ORDER. - 6 P.M. START TIME
2. ROLL CALL.
3. CLOSED SESSION.
 - a. Discussion and action on entering into closed session in accordance with Wis. Stats. 19.85 (1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved specifically regarding the 2023 and 2024 assessment of taxable property for the Waterford Apartments LLC for the property located at 5601 Holscher Road.
4. RECONVENE INTO OPEN SESSION AT 7 P.M. TO COMMENCE THE REGULAR VILLAGE BOARD MEETING.
5. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.
 - a. April 1, 2025 - Spring Election Information Update.
6. 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 checks in the amount of \$842,362.88
 - 2) Motion to approve the minutes of the February 11, 2025 Joint Village Board/Sustainability and Natural Resource Committee meeting.
 - 3) Motion to approve the minutes of the March 11, 2025 Village Board meeting.
 - 4) Motion to approve the minutes of the March 17, 2025 Village Board special meeting.
 - 5) Motion to approve a Community Grant Application from the McFarland Bird Festival as recommended by the Finance Committee.

- 6) Motion to approve the MS4 Annual Report for 2024 as recommended by the Public Works & Utilities Committee.

7. 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.

8. BUSINESS.

- a. Discussion and action on the 2023 and 2024 assessed value for the Waterford Apartments LLC for the property located at 5601 Holscher Road.
- b. Presentation from Accurate Appraisal on 2025 Assessments.
- c. Discussion and action on Resolution 2025-06: A Resolution authorizing the issuance and sale of up to \$3,353,636 Sewerage System Revenue bonds, Series 2025A and Providing for other details and covenants with respect thereto.
- d. Update for the project to update the Village's mission, vision, and value statements.

9. SCHEDULE NEXT MEETING DATE.

- a. March 31, 2025 - 5:30 p.m. - Special Village Board
- b. April 8, 2025 - 7:00 p.m. - Regular Village Board (Last meeting of the current seated Board)
- c. April 15, 2025 - 6:00 p.m. - Annual Meeting (First meeting of the newly seated Board)
- d. April 25, 2025 - 7:00 p.m. - Regular Village Board

10. ADJOURNMENT.

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

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 25, 2025

SECTION: Public Announcements & Communications

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: April 1, 2025 - Spring Election Information Update.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Spring Election Cycle has begun and the Village encourages all residents to make a plan to vote for the upcoming April 1, 2025 Election!

Make a Plan – Start thinking now about how you would like to complete your ballot (via mailed absentee, in-person absentee, or on Election Day) and if voting via absentee ballot, plan to take the necessary steps in a timely manner.

Absentee Voting

By mail – by mail ballots will continue being mailed up Thursday March 27th. To request a ballot by mail visit: <https://myvote.wi.gov/en-us/VoteAbsentee>

Reminder: Ballots by mail can only be returned via mail, in-person to the Clerk's Office or in the drop box in the parking lot of the Municipal Center located at 5915 Milwaukee Street. Reminder, only the voter is allowed to return their own ballot, certain exceptions apply for voters with disabilities. If you intend to vote by mail, make your request early to ensure you have enough time to receive and return your ballot.

In-Person Absentee – Continues in the Clerk's Office through Thursday March 27th 8 a.m. to 4:30 p.m., Friday March 28th from 8 a.m. to 5 p.m. and finally special Saturday absentee voting hours on Saturday March 29th from 9 a.m. to 12 p.m.

Make it Count –

If voting via absentee ballot, be sure comply with all instructions to complete and return your ballot in a manner that will allow it to be counted. Also, all ballots must be received by Election Day April 1, 2025 at 8 p.m.

Election Day

Polls will be open from 7 a.m. to 8 p.m.

The Village will continue to have two polling locations. To verify your polling place, please visit: <https://myvote.wi.gov/en-us/Find-My-Polling-Place>



Photo ID will be required for the election. For more information on Photo ID, including how to obtain a free ID for the purpose of voting, please visit: <https://bringit.wi.gov/>

For a full sample ballot visit: <https://myvote.wi.gov/en-us/Whats-On-My-Ballot>

For any and all voting related questions, please contact the Administration office at 608-838-3153 or email village.clerk@mcfarland.wi.us

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 25, 2025

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.

Report Criteria:
Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
30	ALLIANT ENERGY/WP&L	031125	3234 CTY RD AB	1	03/11/2025	25.47	.00	25.47	03/14/2025
		031125	DOG PARK 6300 ELVEHJ	2	03/11/2025	1,058.45	.00	1,058.45	03/14/2025
		031125	FLOOD LIGHT 2860 HIDD	3	03/11/2025	36.95	.00	36.95	03/14/2025
		031125	SOCCER BLDG 4820 MA	4	03/11/2025	269.25	.00	269.25	03/14/2025
		031125	4806 MCDANIEL LN	5	03/11/2025	73.87	.00	73.87	03/14/2025
		031125	WELL 4 ELECTRIC	6	03/11/2025	1,917.98	.00	1,917.98	03/14/2025
		031125	MUNICIPAL CENTER 591	7	03/11/2025	3,187.70	.00	3,187.70	03/14/2025
		031125	LIBRARY 5920	8	03/11/2025	2,558.25	.00	2,558.25	03/14/2025
		031125	5307 HOUGH ST	9	03/11/2025	16.12	.00	16.12	03/14/2025
		031125	5802 MAIN ST	10	03/11/2025	484.09	.00	484.09	03/14/2025
		031125	PSC 6001 BROADHEAD	11	03/11/2025	6,183.87	.00	6,183.87	03/14/2025
		031125	CEDAR GLADE BATHRO	12	03/11/2025	22.18	.00	22.18	03/14/2025
		031125	5115 TERMINAL DPW	13	03/11/2025	1,805.36	.00	1,805.36	03/14/2025
		031125	LIFT#2 6407 PHEASANT	14	03/11/2025	533.31	.00	533.31	03/14/2025
Total 30:						18,172.85	.00	18,172.85	
166	CINTAS CORPORATION #	8407327309	FIRST AID SUPPLIES - RE	1	02/28/2025	161.35	.00	161.35	03/20/2025
		8407327309	FIRST AID SUPPLIES - RE	2	02/28/2025	44.00	.00	44.00	03/20/2025
		8407327309	FIRST AID SUPPLIES - RE	3	02/28/2025	44.00	.00	44.00	03/20/2025
		8407327309	FIRST AID SUPPLIES - RE	4	02/28/2025	44.00	.00	44.00	03/20/2025
Total 166:						293.35	.00	293.35	
212	CREATIVE SIGNS	031325	TOOLCAT AND MOWER D	1	03/13/2025	285.00	.00	285.00	03/20/2025
		031325	SWEEPER DECALS	2	03/13/2025	195.00	.00	195.00	03/20/2025
Total 212:						480.00	.00	480.00	
249	DANE COUNTY TREASU	0610.031.63	PROP TAX PAYMENT- 06	1	03/10/2025	5,154.29	.00	5,154.29	03/14/2025
Total 249:						5,154.29	.00	5,154.29	
408	GRAINGER INC	9432549898	GRAINGER BATTERIES	1	03/10/2025	66.33	.00	66.33	03/20/2025
Total 408:						66.33	.00	66.33	
416	HACH COMPANY	14408600	FLUORIDE TESTING SUP	1	03/11/2025	596.70	.00	596.70	03/20/2025
Total 416:						596.70	.00	596.70	
444	HOOPER CORPORATION	HV 5420632	PSC FACILITY MAINTENA	1	03/04/2025	2,132.00	.00	2,132.00	03/20/2025
		HV 5420644	YOUTH CENTER FACILIT	1	03/11/2025	949.71	.00	949.71	03/20/2025
		HV 5420644	YOUTH CENTER FACILIT	1	03/11/2025	4,600.00	.00	4,600.00	03/20/2025
		HV 5420649	MC FACILITY REPAIR	1	03/12/2025	4,547.00	.00	4,547.00	03/20/2025
Total 444:						12,228.71	.00	12,228.71	
476	JEFFERSON FIRE & SAF	IN324430	SCBA REPAIR	1	03/03/2025	309.14	.00	309.14	03/20/2025
Total 476:						309.14	.00	309.14	
553	LINCOLN CONTRACTOR	J38517	MARKING PAINT	1	03/06/2025	306.72	.00	306.72	03/20/2025
		J38517	MARKING PAINT	2	03/06/2025	204.84	.00	204.84	03/20/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 553:						511.56	.00	511.56	
634	MENARDS - MONONA	79362	5804 MAIN STREET	1	02/24/2025	152.94	.00	152.94	03/20/2025
		79388	5804 MAIN STREET	1	02/25/2025	29.98	.00	29.98	03/20/2025
		79402	5804 MAIN STREET	1	02/25/2025	20.98-	.00	20.98-	03/20/2025
		79840	PARKS SUPPLIES	1	03/06/2025	17.98	.00	17.98	03/20/2025
		80102	MC FACILITY MAINTENA	1	03/11/2025	99.70	.00	99.70	03/20/2025
		80105	PW SHOP SUPPLIES	1	03/11/2025	2.21	.00	2.21	03/20/2025
		80105	PW SHOP SUPPLIES	2	03/11/2025	2.21	.00	2.21	03/20/2025
		80105	PW SHOP SUPPLIES	3	03/11/2025	2.21	.00	2.21	03/20/2025
		80105	PW SHOP SUPPLIES	4	03/11/2025	8.11	.00	8.11	03/20/2025
		80162	PARKS SUPPLIES	1	03/12/2025	57.61	.00	57.61	03/20/2025
		80162	PARKS FACILITY MAINTN	2	03/12/2025	76.74	.00	76.74	03/20/2025
		80273	DOG PARK METER	1	03/14/2025	22.43	.00	22.43	03/20/2025
		80276	PARKS SUPPLIES	1	03/14/2025	28.15	.00	28.15	03/20/2025
		80280	MOWER MAINTENANCE	1	03/14/2025	5.15	.00	5.15	03/20/2025
		80280	MOWER MAINTENANCE	2	03/14/2025	1.41	.00	1.41	03/20/2025
		80280	MOWER MAINTENANCE	3	03/14/2025	1.41	.00	1.41	03/20/2025
		80280	MOWER MAINTENANCE	4	03/14/2025	1.41	.00	1.41	03/20/2025
		80280	PW SUPPLIES	5	03/14/2025	5.96	.00	5.96	03/20/2025
		80289	VEHICLE MAINTENANCE	1	03/14/2025	88.45	.00	88.45	03/20/2025
		80289	VEHICLE MAINTENANCE	2	03/14/2025	24.13	.00	24.13	03/20/2025
		80289	VEHICLE MAINTENANCE	3	03/14/2025	24.13	.00	24.13	03/20/2025
		80289	VEHICLE MAINTENANCE	4	03/14/2025	24.13	.00	24.13	03/20/2025
		80290	VEHICLE MAINTENANCE	1	03/14/2025	100.15	.00	100.15	03/20/2025
		80290	VEHICLE MAINTENANCE	2	03/14/2025	27.32	.00	27.32	03/20/2025
		80290	VEHICLE MAINTENANCE	3	03/14/2025	27.32	.00	27.32	03/20/2025
		80290	VEHICLE MAINTENANCE	4	03/14/2025	27.32	.00	27.32	03/20/2025
		80291	DOG PARK METER	1	03/14/2025	17.98-	.00	17.98-	03/20/2025
		80292	DOG PARK METER	1	03/14/2025	15.98	.00	15.98	03/20/2025
		80398	DOG PARK METER	1	03/17/2025	9.69	.00	9.69	03/20/2025
		80398	PW FACILITY MAINTENA	2	03/17/2025	11.17	.00	11.17	03/20/2025
Total 634:						856.44	.00	856.44	
640	MGE	0236283614-	TID #6 - 4903 TERMINAL	1	02/26/2025	35.50	.00	35.50	03/14/2025
Total 640:						35.50	.00	35.50	
667	MINNESOTA LIFE INS CO	002832L-AP	LIFE INSURANCE	1	03/11/2025	1,501.81	.00	1,501.81	03/14/2025
Total 667:						1,501.81	.00	1,501.81	
759	POSTMASTER	031125-PW	UTILITY POSTAGE	1	03/11/2025	1,333.33	.00	1,333.33	03/20/2025
		031125-PW	UTILITY POSTAGE	2	03/11/2025	1,333.33	.00	1,333.33	03/20/2025
		031125-PW	UTILITY POSTAGE	3	03/11/2025	1,333.34	.00	1,333.34	03/20/2025
Total 759:						4,000.00	.00	4,000.00	
764	PREMIER PAINT & WALLP	WBLFP	4903 TERMINAL DRIVE	1	02/25/2025	64.79	.00	64.79	03/20/2025
Total 764:						64.79	.00	64.79	
765	LEGAL SHIELD	108629-0315	LEGAL SHIELD	1	03/13/2025	131.60	.00	131.60	03/20/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 765:						131.60	.00	131.60	
818	ROTO ROOTER SEWER	223936	SANITARY MAIN MAINT	1	02/24/2025	2,500.00	.00	2,500.00	03/20/2025
Total 818:						2,500.00	.00	2,500.00	
906	STOUGHTON HOSPITAL	030725	PRE EMPLOYMENT MEDI	1	03/07/2025	187.58	.00	187.58	03/20/2025
Total 906:						187.58	.00	187.58	
992	US CELLULAR	0712368100	CABLE/COMTECH PHON	1	02/22/2025	42.50	.00	42.50	03/14/2025
		0712368100	COMDEV PHONE	2	02/22/2025	25.45	.00	25.45	03/14/2025
		0712368100	FD/EMS PHONE	3	02/22/2025	122.73	.00	122.73	03/14/2025
		0712368100	OUTREACH PHONE	4	02/22/2025	178.74	.00	178.74	03/14/2025
		0712368100	PARKS TABLETS	5	02/22/2025	51.00	.00	51.00	03/14/2025
		0712368100	PD PHONE	6	02/22/2025	525.16	.00	525.16	03/14/2025
		0712368100	PW PHONE	7	02/22/2025	67.90	.00	67.90	03/14/2025
		0712368100	PW TABLETS	8	02/22/2025	97.17	.00	97.17	03/14/2025
		0712368100	SEWER PHONE	9	02/22/2025	67.90	.00	67.90	03/14/2025
		0712368100	WATER PHONE	10	02/22/2025	67.90	.00	67.90	03/14/2025
		0712368100	WATER TABLETS	11	02/22/2025	97.17	.00	97.17	03/14/2025
		0712368100	SEWER TABLETS	12	02/22/2025	97.17	.00	97.17	03/14/2025
		0712368100	ADMINISTRATOR HOT SP	13	02/22/2025	34.99	.00	34.99	03/14/2025
		0713961370	LIBRARY CELL PHONE	1	02/28/2025	43.75	.00	43.75	03/14/2025
		Total 992:						1,519.53	.00
1005	VANNGUARD UTILITY PA	10627	STREETLIGHT LOCATES	1	03/04/2025	538.80	.00	538.80	03/20/2025
Total 1005:						538.80	.00	538.80	
1085	WI RURAL WATER ASSN	4991	SAFETY TRAINING PUBLI	1	03/13/2025	39.58	.00	39.58	03/20/2025
		4991	SAFETY TRAINING PUBLI	2	03/13/2025	33.49	.00	33.49	03/20/2025
		4991	SAFETY TRAINING PUBLI	3	03/13/2025	39.58	.00	39.58	03/20/2025
		4991	SAFETY TRAINING PUBLI	4	03/13/2025	33.49	.00	33.49	03/20/2025
Total 1085:						146.14	.00	146.14	
1210	PERSONNEL EVALUATIO	54147	PEI EMPLOYMENT TESTI	1	02/28/2025	35.00	.00	35.00	03/20/2025
		54148	RECRUIT TESTS	1	02/28/2025	25.00	.00	25.00	03/20/2025
Total 1210:						60.00	.00	60.00	
1245	PROFESSIONAL PEST C	845608	MC PEST CONTROL	1	03/13/2025	48.00	.00	48.00	03/20/2025
		845657	PW PEST CONTROL	1	03/13/2025	6.15	.00	6.15	03/20/2025
		845657	PW PEST CONTROL	2	03/13/2025	6.15	.00	6.15	03/20/2025
		845657	PW PEST CONTROL	3	03/13/2025	6.15	.00	6.15	03/20/2025
		845657	PW PEST CONTROL	4	03/13/2025	22.55	.00	22.55	03/20/2025
Total 1245:						89.00	.00	89.00	
1256	BOUND TREE MEDICAL L	85680913	EMS - SUPPLIES	1	02/28/2025	19.20	.00	19.20	03/20/2025
		85688198	EMS - SUPPLIES	1	03/06/2025	11.78	.00	11.78	03/20/2025
		85693744	EMS - SUPPLIES	1	03/11/2025	437.70	.00	437.70	03/20/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 1256:						468.68	.00	468.68	
1264	BARNES INC	195158	BIN MAINTENANCE HOLI	1	02/28/2025	2,194.47	.00	2,194.47	03/20/2025
		195158	BIN MAINTENANCE HOLI	2	02/28/2025	2,194.47	.00	2,194.47	03/20/2025
Total 1264:						4,388.94	.00	4,388.94	
1709	VON BRIESEN & ROPER	487648	PERSONNEL ISSUES	1	03/17/2025	2,628.00	.00	2,628.00	03/20/2025
Total 1709:						2,628.00	.00	2,628.00	
1730	ACCURATE APPRAISAL L	5301	ASSESSMENT SVCS.	1	03/06/2025	2,250.00	.00	2,250.00	03/20/2025
Total 1730:						2,250.00	.00	2,250.00	
1733	MOTOROLA SOLUTIONS	1411153853	BODY WORN CAMERA A	1	01/05/2025	1,462.50	.00	1,462.50	03/20/2025
Total 1733:						1,462.50	.00	1,462.50	
1759	MANDT SANDFILL TRUC	50667	SPOILS	1	02/10/2025	380.00	.00	380.00	03/20/2025
		50676	SPOILS	1	02/11/2025	300.00	.00	300.00	03/20/2025
		50690	MCDANIEL PARK SEAWA	1	02/24/2025	455.00	.00	455.00	03/20/2025
		74955	LIMESTONE WITH FINES	1	02/10/2025	577.25	.00	577.25	03/20/2025
Total 1759:						1,712.25	.00	1,712.25	
1896	NAPA AUTO PARTS	982013	M7 WASHER AND OIL FIL	1	03/11/2025	17.79	.00	17.79	03/20/2025
		982014	M7 BATTERY	1	03/11/2025	247.50	.00	247.50	03/20/2025
Total 1896:						265.29	.00	265.29	
1989	CORPORATE BUSINESS	38722835	ADMIN COPIERS	1	03/07/2025	190.00	.00	190.00	03/20/2025
Total 1989:						190.00	.00	190.00	
2058	MICROMARKETING LLC	975704	AUDIO BOOKS	1	03/04/2025	119.97	.00	119.97	03/20/2025
Total 2058:						119.97	.00	119.97	
2064	COMPASS MINERALS AM	1477600	ROAD SALT	1	03/13/2025	7,925.73	.00	7,925.73	03/20/2025
Total 2064:						7,925.73	.00	7,925.73	
2089	MIDWEST METER INC	0176129-IN	HYDRANT METER MAINT	1	03/14/2025	815.14	.00	815.14	03/20/2025
Total 2089:						815.14	.00	815.14	
2162	KNOLL, KAREN	KK031925	WREI CONFERENCE	1	03/19/2025	29.50	.00	29.50	03/20/2025
		KK031925	WREI CONFERENCE	2	03/19/2025	29.50	.00	29.50	03/20/2025
		KK031925	WREI CONFERENCE	3	03/19/2025	30.00	.00	30.00	03/20/2025
Total 2162:						89.00	.00	89.00	
2270	UNITY POINT HEALTH	030525	SUSPECT BLOODWORK-	1	03/05/2025	48.48	.00	48.48	03/20/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 2270:						48.48	.00	48.48	
14122	JAMES PELTIER AND RE	26104000	REFUND ON OVERPAYM	1	03/10/2025	202.43	.00	202.43	03/20/2025
Total 14122:						202.43	.00	202.43	
16183	CTW ABBEY CARPET & F	78142	5804 MAIN ST	1	02/24/2025	1,096.27	.00	1,096.27	03/20/2025
Total 16183:						1,096.27	.00	1,096.27	
16247	CITY TREASURER	2224955	STORMWATER FEES	1	03/06/2025	34.54	.00	34.54	03/20/2025
Total 16247:						34.54	.00	34.54	
16257	CORPORATE BUSINESS	376835	COPIER LEASE	1	03/12/2025	127.87	.00	127.87	03/14/2025
		376837	COPIER LEASE	1	03/12/2025	34.04	.00	34.04	03/14/2025
		377136	PW COLOR COPY OVER	1	03/17/2025	64.36	.00	64.36	03/20/2025
		377136	PW COLOR COPY OVER	2	03/17/2025	17.56	.00	17.56	03/20/2025
		377136	PW COLOR COPY OVER	3	03/17/2025	17.56	.00	17.56	03/20/2025
		377136	PW COLOR COPY OVER	4	03/17/2025	17.56	.00	17.56	03/20/2025
		377150	COPIER USAGE	1	03/18/2025	105.85	.00	105.85	03/20/2025
Total 16257:						384.80	.00	384.80	
16296	DANE CO DEPT OF HUM	MARCH 202	MEALSITE DONATION - M	1	03/01/2025	4,320.00	.00	4,320.00	03/20/2025
		MARCH 202	MEALSITE DONATION - C	2	03/01/2025	855.00	.00	855.00	03/20/2025
Total 16296:						5,175.00	.00	5,175.00	
16332	SPEEDWAY SAND & GRA	2024615	HYDRANT REPAIRS FRO	1	07/31/2024	8,585.00	.00	8,585.00	03/20/2025
		MC217-3	HIGHLAND OAKS IMPRO	1	03/14/2025	2,645.34	.00	2,645.34	03/20/2025
Total 16332:						11,230.34	.00	11,230.34	
16542	PREMIUM APPRAISAL LL	2025-45	APPRAISAL 4705 IVYWO	1	03/11/2025	300.00	.00	300.00	03/20/2025
Total 16542:						300.00	.00	300.00	
16625	CINTAS FIRE 636525	0F39039110	YOUTH CENTER FIRE PR	1	03/10/2025	1,109.00	.00	1,109.00	03/20/2025
Total 16625:						1,109.00	.00	1,109.00	
16640	TOP PACK DEFENSE LLC	15585	UNIFORM ALLOWANCE S	1	03/05/2025	78.99	.00	78.99	03/20/2025
		15622	UNIFORM PATCH	1	03/10/2025	90.00	.00	90.00	03/20/2025
Total 16640:						168.99	.00	168.99	
16655	WI DEPT OF TRANSPORT	395-0000380	EXCHANGE STREET PR	1	01/02/2025	30,424.31	.00	30,424.31	03/20/2025
		395-0000380	EXCHANGE STREET PR	1	01/02/2025	16,252.57	.00	16,252.57	03/20/2025
		395-0000383	EXCHANGE STREET PR	1	02/03/2025	29,229.08	.00	29,229.08	03/20/2025
		395-0000383	EXCHANGE STREET PR	1	02/03/2025	38,159.44	.00	38,159.44	03/20/2025
		395-0000386	EXCHANGE STREET PR	1	03/03/2025	23,206.96	.00	23,206.96	03/20/2025
Total 16655:						137,272.36	.00	137,272.36	
16890	PIRTEK MADISON	MA-T000141	VEHICLE MAINTENANCE	1	01/11/2025	2.00	.00	2.00	03/20/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		MA-T000141	VEHICLE MAINTENANCE	2	01/11/2025	2.00	.00	2.00	03/20/2025
		MA-T000141	VEHICLE MAINTENANCE	3	01/11/2025	2.00	.00	2.00	03/20/2025
		MA-T000141	VEHICLE MAINTENANCE	4	01/11/2025	7.35	.00	7.35	03/20/2025
		MA-T000145	TRAILER MAINTENANCE	1	03/17/2025	42.95	.00	42.95	03/20/2025
		MA-T000145	TRAILER MAINTENANCE	2	03/17/2025	11.71	.00	11.71	03/20/2025
		MA-T000145	TRAILER MAINTENANCE	3	03/17/2025	11.71	.00	11.71	03/20/2025
		MA-T000145	TRAILER MAINTENANCE	4	03/17/2025	11.71	.00	11.71	03/20/2025
Total 16890:						91.43	.00	91.43	
17084	AMAZON CAPITAL SERVI	11MJ-VC9M-	PSC FACILITY MAINTENA	1	03/17/2025	227.97	.00	227.97	03/20/2025
		11NX-JTM7-	MDF STETHOSCOPE	1	03/15/2025	99.74	.00	99.74	03/20/2025
		1C4N-LV13-	DVDS & CDS	1	03/12/2025	29.99	.00	29.99	03/20/2025
		1GG6-Y6YF-	DVDS & CDS	1	03/10/2025	138.36	.00	138.36	03/20/2025
		1JCT-W13R-	DOG PARK FACILITY MAI	1	03/07/2025	10.99-	.00	10.99-	03/20/2025
		1K4K-YF94-6	PARK FACILITY MAINTEN	1	03/14/2025	27.99	.00	27.99	03/20/2025
		1K4K-YF94-6	PARKS & PUBLIC WORKS	2	03/14/2025	12.38	.00	12.38	03/20/2025
		1K4K-YF94-6	PARKS & PUBLIC WORKS	3	03/14/2025	12.39	.00	12.39	03/20/2025
		1NXH-JWKM	DVD CREDIT	1	03/12/2025	8.00-	.00	8.00-	03/20/2025
		1P4K-JJVL-6	SMALL ENGINE REPAIR P	1	03/14/2025	21.98	.00	21.98	03/20/2025
		1P4K-JJVL-6	SMALL ENGINE REPAIR P	2	03/14/2025	5.99	.00	5.99	03/20/2025
		1P4K-JJVL-6	SMALL ENGINE REPAIR P	3	03/14/2025	5.99	.00	5.99	03/20/2025
		1P4K-JJVL-6	SMALL ENGINE REPAIR P	4	03/14/2025	5.99	.00	5.99	03/20/2025
		1PWK-X3VX-	MC FACILITY MAINTENA	1	03/12/2025	90.47	.00	90.47	03/20/2025
		1TYV-FGTV-	DOG PARK FACILITY MAI	1	03/07/2025	141.90	.00	141.90	03/20/2025
		1WPJ-WLYV-	PW FACILITY MAINTENA	1	03/18/2025	169.12	.00	169.12	03/20/2025
		1WPJ-WLYV-	PW FACILITY MAINTENA	2	03/18/2025	46.12	.00	46.12	03/20/2025
		1WPJ-WLYV-	PW FACILITY MAINTENA	3	03/18/2025	46.12	.00	46.12	03/20/2025
		1WPJ-WLYV-	PW FACILITY MAINTENA	4	03/18/2025	46.12	.00	46.12	03/20/2025
		1X6C-D699-	AMAZON WEB CAM	1	03/06/2025	48.99	.00	48.99	03/20/2025
		1YCL-3J6M-	MC FACILITY MAINTENA	1	03/12/2025	95.10	.00	95.10	03/20/2025
Total 17084:						1,253.72	.00	1,253.72	
17228	HEALTHYMINDS LLC	HM000790	ANNUAL WELLNESS CHE	1	03/07/2025	720.00	.00	720.00	03/20/2025
Total 17228:						720.00	.00	720.00	
17232	APG OF SOUTHERN WIS	24777-0225	OUTLOOK - GF	1	02/28/2025	1,696.25	.00	1,696.25	03/20/2025
		24777-0225	OUTLOOK - SW	2	02/28/2025	678.50	.00	678.50	03/20/2025
		24777-0225	OUTLOOK - SEWER	3	02/28/2025	169.63	.00	169.63	03/20/2025
		24777-0225	OUTLOOK - WATER	4	02/28/2025	169.62	.00	169.62	03/20/2025
		24777-0225	OUTLOOK - STORM	5	02/28/2025	678.50	.00	678.50	03/20/2025
		28886-0225	ELECTION NOTICE	1	02/28/2025	108.85	.00	108.85	03/20/2025
		28886-0225	PUBLICATIONS	2	02/28/2025	265.61	.00	265.61	03/20/2025
Total 17232:						3,766.96	.00	3,766.96	
17238	ENVISIONWARE	INV-US-7545	EQUIPMENT MAINTENAN	1	03/04/2025	2,689.80	.00	2,689.80	03/20/2025
Total 17238:						2,689.80	.00	2,689.80	
17376	GFL ENVIRONMENTAL S	LQ02697836	USED ANTIFREEZE PICK	1	02/28/2025	43.73	.00	43.73	03/20/2025
Total 17376:						43.73	.00	43.73	
17382	LAKE WAUBESA CONSE	031825	MEMBERSHIP DUES	1	03/18/2025	100.00	.00	100.00	03/20/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17382:						100.00	.00	100.00	
17569	MCFARLAND ACE HARD	013243/T	PARKS SUPPLIES	1	03/10/2025	13.80	.00	13.80	03/20/2025
		013244/T	PARKS SUPPLIES	1	03/10/2025	12.99	.00	12.99	03/20/2025
		013247/T	4903 TERMINAL DRIVE	1	03/10/2025	20.32	.00	20.32	03/20/2025
		013252/T	5802 MAIN STREET	1	03/10/2025	12.77	.00	12.77	03/20/2025
		013255/T	MC FACILITY MAINTENA	1	03/11/2025	51.80	.00	51.80	03/20/2025
		013257/T	MC FACILITY MAINTENA	1	03/11/2025	22.58	.00	22.58	03/20/2025
		013261/T	PSC FACILITY MAINTENA	1	03/12/2025	8.99	.00	8.99	03/20/2025
		013264/T	PSC FACILITY MAINTENA	1	03/13/2025	12.04	.00	12.04	03/20/2025
		013278/T	DOG PARK METER	1	03/17/2025	2.33	.00	2.33	03/20/2025
		013282/T	WELL 3 SUPPLIES	1	03/18/2025	11.69	.00	11.69	03/20/2025
		013283/T	PW FACILITY MAINTENA	1	03/18/2025	2.26	.00	2.26	03/20/2025
		013283/T	PW FACILITY MAINTENA	2	03/18/2025	.62	.00	.62	03/20/2025
		013283/T	PW FACILITY MAINTENA	3	03/18/2025	.62	.00	.62	03/20/2025
		013283/T	PW FACILITY MAINTENA	4	03/18/2025	.62	.00	.62	03/20/2025
Total 17569:						173.43	.00	173.43	
17671	UW HEALTH	2322159	HCP/BLS CARDS - COMM	1	03/17/2025	30.00	.00	30.00	03/20/2025
Total 17671:						30.00	.00	30.00	
17845	DANE COUNTY TREASU	46380	EMS MEDICATIONS	1	02/26/2025	74.31	.00	74.31	03/20/2025
Total 17845:						74.31	.00	74.31	
17881	MACQUEEN EMERGENC	E01071-02	NEW STREET SWEEPER	1	02/28/2025	329,555.00	.00	329,555.00	03/20/2025
		P45110	GAS CYLINDER	1	03/06/2025	447.09	.00	447.09	03/20/2025
Total 17881:						330,002.09	.00	330,002.09	
17921	DINGES FIRE COMPANY	59171	DINGES BOOTS CREDIT	1	10/06/2024	356.21-	.00	356.21-	03/20/2025
		64060	FIREFIGHTING GLOVES	1	01/02/2025	1,520.00	.00	1,520.00	03/20/2025
		64158	FIREFIGHTING GLOVES	1	01/07/2025	190.00	.00	190.00	03/20/2025
		67854	FIREFIGHTER GLOVES -	1	03/12/2025	190.00-	.00	190.00-	03/20/2025
		67855	FIREFIGHTING GLOVES -	1	03/12/2025	1,520.00-	.00	1,520.00-	03/20/2025
		PRE2220	WILDLAND BOOTS	1	03/05/2025	2,850.00	.00	2,850.00	03/20/2025
Total 17921:						2,493.79	.00	2,493.79	
17955	LL WASH LLC	12	CAR WASH ACCOUNT DE	1	03/13/2025	200.00	.00	200.00	03/20/2025
Total 17955:						200.00	.00	200.00	
18068	SIMPLE NETWORK CON	32885	HARDWARE REPLACEM	1	03/13/2025	7,668.00	.00	7,668.00	03/20/2025
Total 18068:						7,668.00	.00	7,668.00	
18113	JM BRENNAN INC	21002704	AC REPAIR	1	02/28/2025	584.98	.00	584.98	03/20/2025
		256053-002	HVAC CONTROLS UPGR	1	03/12/2025	39,234.15	.00	39,234.15	03/20/2025
Total 18113:						39,819.13	.00	39,819.13	
18175	BUCKY'S DUMPSTER & P	102748	PORTABLE RESTROOMS	1	03/07/2025	150.00	.00	150.00	03/20/2025
		102749	PORTABLE RESTROOMS	1	03/07/2025	150.00	.00	150.00	03/20/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		102750	PORTABLE RESTROOMS	1	03/07/2025	150.00	.00	150.00	03/20/2025
		102751	PORTABLE RESTROOMS	1	03/07/2025	150.00	.00	150.00	03/20/2025
		102752	PORTABLE RESTROOMS	1	03/07/2025	200.00	.00	200.00	03/20/2025
	Total 18175:					800.00	.00	800.00	
18245	FULL COLOR COPY LLC	1244	K9 UNIT THANK YOU CA	1	03/13/2025	218.40	.00	218.40	03/20/2025
	Total 18245:					218.40	.00	218.40	
18284	CHARTER COMMUNICATI	1708848010	CHARTER CABLE	1	03/01/2025	122.00	.00	122.00	03/14/2025
	Total 18284:					122.00	.00	122.00	
18349	MCFARLAND YOUTH HO	031125	REFUND SECURITY DEP	1	03/11/2025	200.00	.00	200.00	03/20/2025
	Total 18349:					200.00	.00	200.00	
18377	VESTIS LLC	6140551806	MAT RENTAL	1	03/07/2025	60.33	.00	60.33	03/20/2025
	Total 18377:					60.33	.00	60.33	
18378	AECOM TECHNICAL SER	2000997298	TRAFFIC STUDY	1	03/14/2025	9,424.38	.00	9,424.38	03/20/2025
	Total 18378:					9,424.38	.00	9,424.38	
18380	SECURIAN FINANCIAL G	76038 MAR	ACCIDENT PLAN	1	03/11/2025	215.74	.00	215.74	03/14/2025
	Total 18380:					215.74	.00	215.74	
18405	EMS MANAGEMENT & C	EMS-013503	EMS MC	1	02/28/2025	2,700.73	.00	2,700.73	03/20/2025
	Total 18405:					2,700.73	.00	2,700.73	
18497	CALLS ON CALL	13849	TID #3	1	03/01/2025	27.80	.00	27.80	03/20/2025
		13849	TID #4	2	03/01/2025	111.20	.00	111.20	03/20/2025
	Total 18497:					139.00	.00	139.00	
18525	HANSEN & SONS	3136503032	4903 TERMINAL DR	1	03/03/2025	790.00	.00	790.00	03/20/2025
	Total 18525:					790.00	.00	790.00	
18529	ASSOCIATED TECH SER	239657	PARK FACILITY MAINTEN	1	03/11/2025	540.00	.00	540.00	03/20/2025
	Total 18529:					540.00	.00	540.00	
18547	DRAX INC	MC227-2	2025 STORMWATER MAI	1	03/14/2025	205,342.50	.00	205,342.50	03/20/2025
	Total 18547:					205,342.50	.00	205,342.50	
18554	MARTIN GLASS LLC	118734	YOUTH CENTER WINDO	1	03/10/2025	966.08	.00	966.08	03/20/2025
	Total 18554:					966.08	.00	966.08	
18555	HAGENS, LINDSAY	27102904	REFUND ON OVERPAYM	1	03/10/2025	152.37	.00	152.37	03/20/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 18555:						152.37	.00	152.37	
18556	GOVERNMENT FORMS A	0353340	ELECTION ENVELOPES	1	03/12/2025	797.73	.00	797.73	03/20/2025
Total 18556:						797.73	.00	797.73	
18557	TOTAL ENERGY SYSTEM	INV136925	LIFT 5 FACILITY MAINTENANCE	1	03/18/2025	1,013.75	.00	1,013.75	03/20/2025
Total 18557:						1,013.75	.00	1,013.75	
Grand Totals:						841,391.23	.00	841,391.23	

Report Criteria:
Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Payee	Payee ID	Amount
03/08/2025	CDPT	03/14/2025	FIRE FIGHTERS LOCAL 31	8	206.13
03/08/2025	CDPT	03/14/2025	WPPA TREASURER	6	622.95
03/14/2025	CDPT	03/20/2025	WI SCTF	5	142.57

PAYROLL RELATED \$971.65

Minutes
Village Board/Sustainability & Natural Resources
Joint Committee Meeting
February 11, 2025

Committee Members Present: Alisa Leamy, Miquel Pena, Lori Whitman, Nina Schultz, Michael Allen

Committee Members Absent: Angela Freedman

Village Board members Present: Carolyn Clow, Stephanie Brassington, Luke Fessler, Lowell Prill, Hilary Brandt (5:45 p.m.), Miguel Pena, Alisa Leamy

Staff Present: Matt Schuenke, Village Administrator; Andrew Bremer, Community and Economic Development Director; Sayer Larson, Parks Superintendent; Kong Thao, Associate Planner; Phil McDade, Utility Clerk.

1. CALL TO ORDER

Village Board President Carolyn Clow called the joint meeting to order at 5:30 p.m.

2. PUBLIC APPEARANCES.

No public appearances.

3. BUSINESS.

a. **Discussion regarding a Styrofoam recycling program organized by Lori Whitman.**

Committee member Whitman discussed the Styrofoam recycling program she initiated shortly after her retirement. She began the program by printing up flyers, distributing them around the village, and offering to pick up Styrofoam that she takes to a Madison Styrofoam recycler. Since this fall, she has dropped off about 1,200 cubic feet of Styrofoam for recycling. Village Board member Brassington suggested reaching out to the village's Community Service Day and Family Festival organizers to help raise awareness of the recycling program.

b. **Discussion regarding amendments to the Village's Office of Energy Innovation Grant.**

Bremer discussed with the committee efforts by village staff to use the village's Office of Energy Innovation grant, previously targeted for battery storage and microgrid technology at the Public Safety Center, for use in a renovated Village Community Center. Using the grant in such a way requires review by the state Public Service Commission. Bremer said that review should be made public within a month or so.

c. Discussion regarding the Sustainability Action Plan for 2025-2026.

Thao reviewed progress on the village's sustainability initiatives including: the village achieving a SolSmart Gold designation for sustainability programs; completion of the Exchange Street project which included designated bicycle lanes and additional sidewalks; and completion of an Urban Forestry Management Plan among other accomplishments. For 2025-26, the village will continue work on its 8-acre solar farm; work with the McFarland School District on renewable energy credits; and undertake a comprehensive review of its zoning code, among other initiatives.

4. SCHEDULE NEXT MEETING DATE.

- a. Monday, March 10, 2025 at 6:00 p.m.

5. ADJOURNMENT.

Leamy motioned to adjourn; Schultz seconded. Motion carried by unanimous consent. Meeting adjourned at 6:23 PM.

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, March 11, 2025 - 6:00 PM

1. CALL TO ORDER. - 6 P.M. START TIME

Village President Clow called the regular meeting of the McFarland Village Board to order at 6:00 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:

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

3. CLOSED SESSION.

- a. Discussion and action on entering into closed session in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider the appointment for the position of Senior Outreach Director.

Motion by President Carolyn Clow, second by Trustee Hilary Brandt, to enter into closed session in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider the appointment for the position of Senior Outreach Director. Motion carries 7 - 0 - 0 on a roll call vote.

4. RECONVENE INTO OPEN SESSION AT 7 P.M. TO COMMENCE THE REGULAR VILLAGE BOARD MEETING.

Motion by President Carolyn Clow, second by Trustee Hilary Brandt, to reconvene in open session at 7:02 p.m. Motion carries 7 - 0 - 0 by acclamation.

5. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

- a. Candidate Forum - March 13, 2025, beginning at 5 p.m.
- b. Absentee Voting Information - April 1, 2025 Spring Election

6. CONSENT AGENDA.

- a. All items listed under the Consent Agenda will be approved in one motion unless a Board member requests that the item be removed for individual discussion and action. Any item(s) removed for individual consideration shall be considered in the same order in which they were originally listed on the agenda under Business.

- 1) Motion to approve the minutes of the February 11, 2025 Village Board meeting.

- 2) Motion to approve the minutes of the February 25, 2025 Village Board meeting.
- 3) Motion to approve checks in the amount of \$759,350.01
- 4) Motion to approve Ordinance 2025-05: An Ordinance to amend 2-20 of the McFarland Municipal Code to Designate a new official Village Newspaper.
- 5) Discussion and action regarding a proposal from Parkitecture for design services for Prairie Place playground as recommended by the Parks and Recreation Committee.
Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve the consent agenda as presented. Motion carries 7 - 0 - 0 by acclamation.

7. 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.

8. BUSINESS.

- a. Discussion and action regarding the appointment for the position of Senior Outreach Director.
Motion by Village President Carolyn Clow, second by Village Trustee Miguel Peña, to appoint Katie Gletty-Syoen to the position of Senior Outreach Director. Motion carries 7 - 0 - 0 by acclamation.
- b. Parks and Recreation Committee (Trustees Fessler & Leamy)
 - 1) Discussion and action to make an application for a grant to support improvements at Prairie Place Park.
Trustee Fessler provided an update from the Parks & Recreation Committee and the recommendation to approve making an application for a grant to support improvements at Prairie Place Park.

Motion by Village Trustee Luke Fessler, second by Village Trustee Alisa Leamy, to make an application for a grant to support improvements at Prairie Place Park. Motion carries 7 - 0 - 0 by acclamation.

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

1) Discussion regarding a rate adjustment to the fixed and variable sanitary sewer rates.

Village Administrator Schuenke provided an overview of the proposed sanitary rate increase. The Board expressed concerns about the large increase and found ways to step into some of these increases and forecast better in the future.

d. Discussion and action regarding Ordinance #2025-06: an ordinance amending Appendix A of the Code of Ordinances for the 2025 Sanitary Sewer Rates.

Motion by Village President Carolyn Clow, second by Village Trustee Miguel Peña, to approve Ordinance #2025-06: an ordinance amending Appendix A of the Code of Ordinances for the 2025 Sanitary Sewer Rates. Motion carries 7 - 0 - 0 by acclamation.

9. SCHEDULE NEXT MEETING DATE.

a. March 17, 2025 - 5:30 p.m. Special Village Board Meeting

b. March 25, 2025 - 7:00 p.m. Regular Village Board Meeting

c. April 8, 2025 - 7:00 p.m. - Regular Village Board

10. ADJOURNMENT.

Motion by Village Trustee Hilary Brandt, second by Village Trustee Luke Fessler, to adjourn at 8:20 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

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, March 17, 2025 - 5:30 PM

1. CALL TO ORDER.

Village President Clow called the special meeting of the McFarland Village Board to order at 5:30 pm in Conference Room A 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.

3. 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.

4. CLOSED SESSION.

a. Discussion and action on entering into closed session in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider 2024 performance evaluation data and applicable compensation for the Village Administrator position.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to convene into Closed Session at 5:32 pm in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider 2024 performance evaluation data and applicable compensation for the Village Administrator position. A roll call vote is required. Yes - Brandt, Brassington, Clow, Fessler, Leamy, Peña, and Prill. No - None. Motion carries 7 - 0 - 0 by acclamation.

5. RECONVENE INTO OPEN SESSION.

Motion by Village President Carolyn Clow, second by Village Trustee Lowell J. Prill, to reconvene into Open Session at 8:28 pm. Motion carries 7 - 0 - 0 by acclamation.

6. SCHEDULE NEXT MEETING DATE.

a. March 25, 2025 - 7:00 p.m. Regular Village Board Meeting

b. April 8, 2025 - 7:00 p.m. - Regular Village Board

7. ADJOURNMENT.

Motion by Village Trustee Hilary Brandt, second by Village Trustee Miguel Peña, to adjourn at 8:29 pm.

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

Respectfully submitted,
Matthew G. Schuenke
Village Administrator

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 25, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

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

PREVIOUS ACTION:

The Finance Committee is scheduled to meet in the evening on March 20, 2025 after the packet is distributed. Staff will update the packet after the committee has taken action.

ISSUE SUMMARY:

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

FINANCIAL/BUDGET IMPACT:

The request from the grant program is for \$1,300.00. The Committee has discretion in how much it wishes to recommend within its approval to the Village Board. The remaining community grant budget balance to date is \$18,930.36.

VILLAGE PLAN REFERENCE:

None

ORDINANCE REFERENCE:

Chapter 13 - Community Grant Policy

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

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action

Motion to recommend approval to the Village Board regarding a Community Grant Application from the McFarland Bird Festival in the amount of _____.

ATTACHMENTS:

1. McFarland Bird Festival - Community Grant Staff Checklist
2. McFarland Bird Festival - Cover Letter
3. McFarland Bird Festival - Community Grant Application



4. McFarland Bird Festival - Interpretive Sign Quote
5. McFarland Bird Festival - Signage
6. Chapter 13 - Community Grant Program Policy 05232023 FINAL

Community Grant Application

Staff Review

Applicant McFarland Bird Festival Committee Submittal: 2/18/2025

Cover Letter ☒ Yes No Application ☒ Yes No Supplemental ☒ Yes No

Eligible ☒ Yes No

Reason Active Non-Profit Community Group Operating within Village of McFarland

Fundable Requests – Applicant Selected:

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

Application Complete ☒ Yes No

Staff Comments

Reviewer Lisa Skar Review Date 2/18/2025

Committee Review 3/20/25

Village Board Review 3/25/25

McFarland Bird Festival Committee

5212 Broadhead Street
McFarland, WI 53558
(608) 513-6792

Purple Martin Interpretive Sign for Lewis Park

17th February 2025

OVERVIEW

The McFarland Bird Festival committee is requesting funding to complete our project to install an interpretive sign at Lewis Park about Purple Martins / Nesting-Houses.

OBJECTIVE

The objective of the project is to increase knowledge and awareness of Purple Martin nesting in McFarland and specifically at Lewis Park. This is a unique bird species that migrates from the Amazon in South America to places as far away as McFarland each spring/summer, but they require special nesting boxes to survive. McFarland has successfully used Purple Martin houses for a long time at Lewis Park. (For comparison, we have already fundraised and implemented a more general interpretive sign at Lewis Park - great reviews from community members)

SPECIFICATIONS

75" long x 16" tall industrial grade aluminum sign with color artwork printed

BUDGET

Artwork Design (design graciously donated by local birder, Kris Perlberg)	\$0
Sign (industrial grade aluminum with artwork printing; welded mounting post):	\$,1840
Set up fees:	\$225
Shipping:	\$735
Total Costs:	\$2,800
Funds already raised via Birdathon:	\$1,500
Funds requested via McFarland Community Grant:	\$1,300

CONCLUSION

In conclusion, the volunteer McFarland Bird Festival Committee is humbly requesting \$1,300 in funding by 3/1/2025 or thereabout to be able to order/install the signage in time for the 5/10/2025 festival. We have worked hard to fundraise for this addition to Lewis Park but need help to get it over the finish-line. We have worked in the past to have other improvements to Lewis Park (spotting scope system; general interpretive sign, etc.) and feel this new signage will be another well-received educational addition to this great McFarland park.

Kind regards,

Shawn Miller
Volunteer, McFarland Bird Festival Committee
608-513-6792



Community Grant Program Application

Program Description

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

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

Eligibility Information

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

Organization/Group Information

Organization/Group Name	McFarland Bird Festival
Organization/Group Address	5212 Broadhead Street, McFarland, WI, 53558
Organization/Group Website, if applicable	NA
Please describe mission/purpose/goals of Organization/Group	Our volunteer group is dedicated to helping plan and conduct the annual McFarland Bird Festival that is held at Lewis Park each year. We provide events on the second Saturday of each may at no-cost for the community to engage in (exhibit booths, bird viewing at Lewis Park, free guided bird walks, etc.). We also provide several events leading up to the festival in conjunction with E.D. Locke McFarland Library.

Main Contact Information

Main Contact First Name	Shawn
Main Contact Last Name	Miller
Main Contact Address, Including City, State, Zip	5212 Broadhead Street, McFarland, WI, 53558

Main Contact Phone Number	6085136792
Main Contact E-mail Address	608shawnmiller@gmail.com
Main Contact Role within Organization/Group	Volunteer / Chief Fundraiser
Main Contact Role within the Project	Planner and fundraiser
Describe Main Contact's Experience with Organization/Group and/or Similar Projects	My experience with the McFarland Bird Festival dates to at least 2019. I have led numerous free guided bird walks both on the day of the festival and in the weeks leading up to the festival. I have also conducted an annual "Birdathon" fundraiser for each year of the festival (see as many birds as possible within the boundaries of McFarland on a given day; obtain pledges per-species-seen). We have raised over \$3,800 since we began (with another \$3,800 being donated to the Wisconsin Natural Resources Foundation - the overall coordinator of Birdathons throughout Wisconsin).



Community Grant Program Application

Key Personnel

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

i. **First Name**

Jenny

Last Name

Goodland

Role within Organization/Group and/or Project

Volunteer

Describe Experience within Organization/Group and/or Similar Projects

Jenny typically gets the group launched each year. She is also the main social-media promoter on Facebook. Jenny has many contacts within the community that she uses to help organize the festival.

Please select plus sign below to add additional personnel.



Community Grant Program Application

Grant Request Information

The Organization/Group is requesting funding for: (Check all that apply)	• New, small capital projects and/or equipment • Enhancement of community/neighborhood engagement, special event development, and/or public education
Amount of funding being requested	1300
Describe funding request	Our Birdathon fundraiser in 2024 was targeting a new interpretive sign to pair with the existing Purple Martin houses at Lewis Park. We raised \$1,500 towards this small capital project, but the total cost is quoted at \$2800. We are requesting the balance of \$1,300 to help complete the project in time for display at the May 2025 McFarland Bird Festival.
Describe goals/objectives of project	Objective of the project is to increase knowledge and awareness of Purple Martin nesting in McFarland and specifically at Lewis Park. This is a unique bird species that migrates from the Amazon in South America to places as far away as McFarland each spring/summer, but they require special nesting boxes to survive. McFarland has successfully used Purple Martin houses for a long time at Lewis Park. (For comparison, we have already fundraised and implemented a more general interpretive sign at Lewis Park - great reviews from community members)
Describe budget of project	Sign budget: Artwork Design \$0 (design graciously donated by local birder from Stoughton, Kris Perlberg) Sign (industrial grade aluminum with artwork printing; welded mounting post): \$1840 Set up fees: \$225 Shipping: \$735 Total: \$2800 Funds raised via Birdathon: \$1,500 Funds requested via McFarland Community Grant: \$1,300
Describe timeline of project	Requesting to get approved grant by 3/1/2025 to allow time for sign fabrication, shipping and installation in time for 5/10/2025 McFarland Bird Festival.



Community Grant Program Application

References

Please provide references

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

McFarland Parks

Contact Person's First Name

Sayer

Contact Person's Last Name

Larson

Contact Person's Phone Number

608-838-7287

Contact Person's E-mail Address

slarson@mcfarland.wi.gov

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

Sayer is a part of the volunteer group for the McFarland Bird Festival. Sayer is the McFarland Parks Superintendent. Sayer worked with the Bird Festival group to order/install the current analogous interpretive signage at Lewis Park.

Please select the plus sign below to add additional references.

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

E.D. Locke McFarland Library

Contact Person's First Name

Heidi

Contact Person's Last Name

Cox

Contact Person's Phone Number

608-838-9030

Contact Person's E-mail Address

hcox@mcfarlandlibrary.org

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

Heidi also coordinates programming with/for the McFarland Library around the McFarland Bird Festival.

Please select the plus sign below to add additional references.



Community Grant Program Application

Cover Letter

Please submit a Cover Letter summarizing your request.



Purple Martin Interpretive Sign for Lewis Park - Grant Cover Letter.pdf

Additional Attachments

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

Supplementary Attachments



Interpretive Signage one sign panel with crating and shipping included.pdf



McFarland_Lewis Park_Purple Martin_Interpretive_Signage_75x18.pdf



Community Grant Program Application

Acknowledgements

The Organization/Group submitting this application acknowledges the following:

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

Name of Person Submitting Application

Shawn Miller

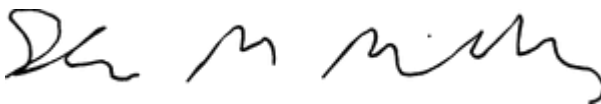
Role within Organization/Group

Fundraising Coordinator

As the person submitting this application, I certify that:

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

Signature



Date

02/17/2025



A Division of MS SIGNS, Inc.
**DIRECT EMBED
COATING
SYSTEMS, LLC**

Main Offices:

280 North Midland Ave., Bldg. C-1,
Postal Unit 128, Saddle Brook, NJ 07663
Tel: 973-333-8988 | Fax: 973-807-9281

Date:	2/17/2025	WO #:	
To:	Shawn Miller	(Tel)	
		(Fax)	
		(Email)	
From:	Kevin Cherashore	(Tel)	973-569-1111
		(Fax)	973-807-1642 / 973-569-1118
		(Email)	kevin@directembedcoating.com
Re:	Interpretive Signage	Location:	

Material and labor furnished are guaranteed to be in accordance with the below referenced specifications. Written approval will be obtained for any alterations or deviations whether or not they involve extra cost. Should Direct Embed be obstructed or delayed in the completion of the manufacture or installation of the signage by strike, accident, or delay beyond our control, then there shall be an allowance of additional time as reasonably agreed upon by the parties. In the event Client shall fail to pay all monies owed hereunder and MS Signs, Inc. shall cause this contract to be placed in the hands of an attorney for collection, client hereby agrees to pay all costs of collection including all attorney's fees and court costs. All deposits are non-refundable. The prices quoted below are valid for a period of 15 days. A fuel surcharge of 1.5% will be applied to the total.

<u>Qty</u>	<u>Description</u>	<u>\$ Per</u>	<u>\$ Total</u>
1	77" x 18" x 1/8" thick aluminum sign panel with 1", 90-degree break form bends top and bottom, two square aluminum sleeve brackets made to fit 4" square wood posts, posts to be supplied by others, panel to have Direct Embed custom powder coat graphic finish on face and all edges, second surface and brackets to be base white powder coat finish, all art to be supplied by client in production ready electronic file		\$1840.00
1	Art set up, shop drawing and color match fee		\$225.00
	Sub total		\$2065.00
	Crating and shipping, 2-day transit, includes insurance		\$735.90
	Grand sub total		\$2800.90
	Sales Tax Exempt certificate to be provided		

Ship To:
McFarland Public Works
Attn: Sayer Larson
5115 Terminal Drive
McFarland, WI
53558

Installation by others, all artwork to be supplied in production ready, electronic format
50% deposit required, balance due upon completion, FOB Saddle Brook, NJ
Please allow 3-4 weeks for fabrication upon all final approvals

Acceptance of Proposal _____
Signature Date

Acceptance of Proposal _____
Signature Date



Male

PURPLE MARTINS *of* McFarland



Female

The bond between purple martins and people runs deep.

Historically, there is a long and close association between humans and the Purple Martin, a relationship that distinguishes this species from nearly all others in North America. Popular and well known to much of the public, this species in eastern North America now breeds almost exclusively in birdhouses. Its conversion to human-made martin houses from ancestral nest sites — abandoned woodpecker holes in dead snags — was nearly complete by 1900, as natural nestings were rarely recorded east of the Rocky Mountains during the 1900s.

Source: birdsoftheworld.org

Purple Martin Fun Facts

- Largest swallow in North America
- Males are glossy black-blue color
- Arrive in McFarland in early April
- Depart McFarland by early September
- Recorded as far north as Alaska
- Migrate to Amazon basin in winter
- Southernmost nest in Florida City, Florida
- Exclusive diet of flying insects
- Gets water by skimming lakes
- Feeds at altitudes up to 150ft high
- Will search for food up to 2 miles from nest



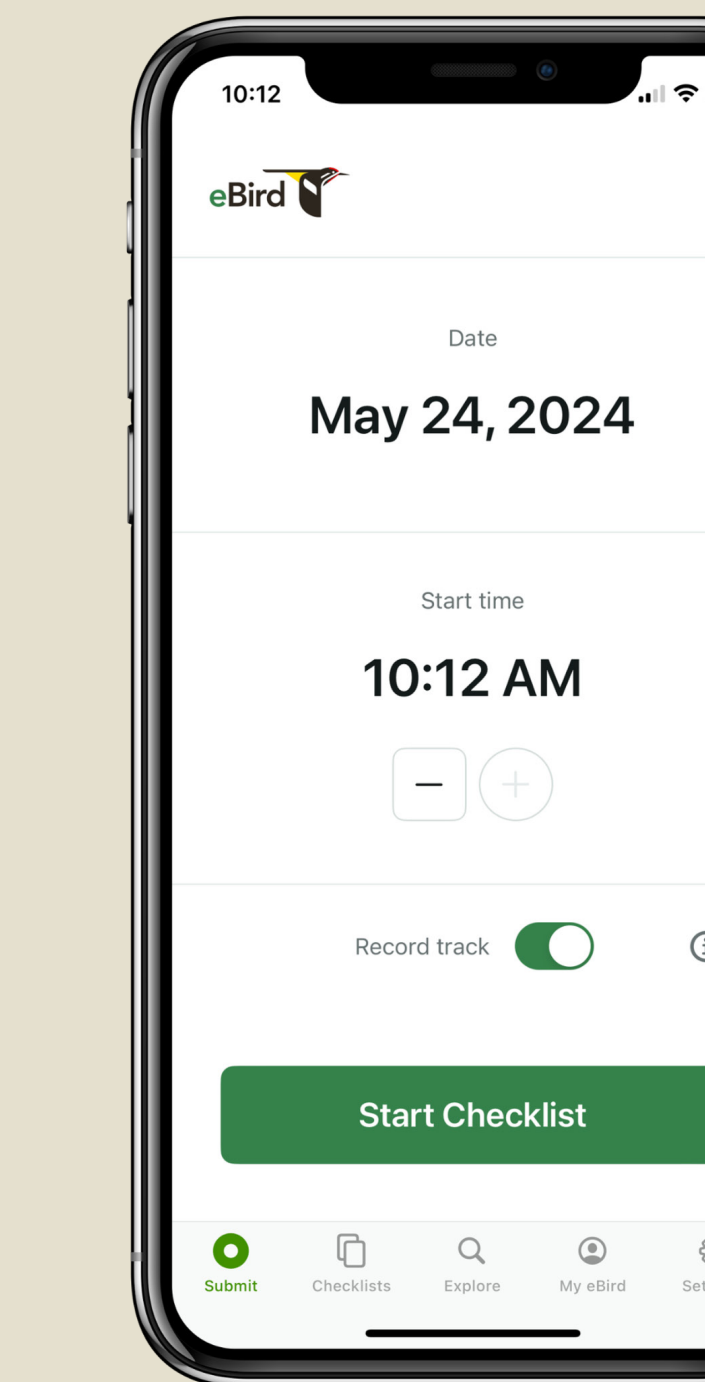
Look for Purple Martin houses at Lewis Park and Marsh Woods Park.

Scan here to learn more about Purple Martins



SCAN ME

Track your Purple Martin sightings with the free eBird mobile app.



McFarland VILLAGE OF
Naturally Connected

CHAPTER 13 Community Grant Program

SECTION 13.01 Program Description

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

SECTION 13.02 Purpose

The purpose of this policy is to provide uniform guidelines to:

- (a) Provide a framework for the fair and transparent disbursement of public funds in support of this program;
- (b) Ensure that all applicants to the program are treated fairly and equitably;
- (c) Minimize administrative oversight and encourage consistency in the application process; and
- (d) Provide Village Board and Staff with guidance on appropriate expenditures, record keeping, and reporting expenses related to this program.

SECTION 13.03 Eligibility

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

- (b) The following entities are not eligible to apply for the grant program:
- (1) Individual Applicant.
 - (2) Organizations awarded one (1) grant within the same calendar year.
 - (3) K-12 education institutions (unless said institution has an incorporated, non-profit element that submits an application).
 - (4) Post-secondary educational institutions.
 - (5) Religious organizations seeking to use grant proceeds for religious purposes, whether directly or indirectly, as determined by the Village.
 - (6) Foundations or other organizations utilizing funds exclusively for personal expenses.

SECTION 13.04 Program Objectives

- (a) Enhances the vibrancy and livability of the Village.
- (b) Demonstrates creativity, innovation, and addresses Community needs.
- (c) Aligns with the goals and objectives of the Village to partner in improving the local quality of life.
- (d) Provides realistic vision on Community impact and outreach.
- (e) Aligns with diversity, equity, and inclusion initiatives of the Village.

SECTION 13.05 Fundable Requests

Funding requests with a strong and realistic plan for success as follows:

- (a) Enhancement of community/neighborhood engagement, special event development, and/or public education.

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

SECTION 13.06 Non-Fundable Requests

The following requests may not be funded in accordance with this policy:

- (a) Annual and/or ongoing capital campaigns including support for debt service or endowment funds.
- (b) Building projects either new construction or remodeling.
- (c) Land acquisition.
- (d) Ongoing maintenance and operational support including personnel expenses.
- (e) Services otherwise supported through the health care system.
- (f) Lobbying.
- (g) Scholarships.
- (h) Sports and recreation events.
- (i) Personal expenses.

SECTION 13.07 Application Submittal

Each request to be submitted to the Village for consideration shall provide the following:

- (a) **Cover Letter.** Included within a separate heading summarizing the request.
- (b) **Application.** Included within Appendix A of this policy. The Application will bring together the relevant information outlining the request proposal the applicant is looking to see funded. This will include but not limited to identifying the organization, funding request, goals/objectives, experience, identifying key personnel, budget, timeline, references, and submittal requirements.
- (c) **Attachments.** Any other supplementary information needing to be attached to the application in order to support the funding request as filed. This area could also include letters of support for the funding request as provided.

SECTION 13.08 Application Evaluation

The following criteria will be applied to the review of applications for funding:

- (a) Request produces meaningful, reasonable, and sustainable outcomes.
- (b) Strengthens and enhances neighborhood/community assets.
- (c) Promotes self-sufficiency of individuals and/or organizations.
- (d) As part of the application evaluation process, the Village shall conduct a criminal background check on representatives responsible for the applicant organization. The following will be among the factors considered in determining whether or not the applicant will be eligible for a funding award based on the results of the background check:
 - (i) The nature and gravity of the offense(s).
 - (ii) The time that has passed since the conviction and/or completion of the sentence.

- (iii) The nature of the position held by the individual and/or principal member.
- (iv) Procedures and policies in place to ensure the appropriate handling and use of monies.
- (e) Encourages coordination/collaboration with other relevant Community partners.
- (f) Fosters innovation and entrepreneurship.
- (g) Experience of the organization and the individuals responsible for administering the funds.
- (h) Timeline and the realistic nature of implementation.
- (i) Aligned with Village Goals and Objectives through the annual Strategic Implementation Plan.
- (j) **Review Process.** Each application submitted shall be reviewed as follows:
 - (i) **Staff Review.** All applications shall be filed with the Administration Department to ensure completeness of the information provided. Completed applications will be forwarded to the Finance Committee for consideration at their next available meeting scheduled at the discretion of the Village.
 - (ii) **Committee Review.** The Finance Committee shall review all applications submitted following Staff determination of completeness. They will review and provide a recommendation as to whether it should be awarded to the Village Board to ensure applications are complete. This recommendation may include to award as requested, award with conditions/modifications, or to not award.
 - (iii) **Board Action.** The Village Board shall receive the recommendation from the Finance Committee and in its sole discretion take action on the request.

SECTION 13.09 Funding Awards

- (a) Grant applications may be requested subject to the availability of funds and within the discretion of the Village. Program funding through this grant may or may not be the sole financial supporter of projects, as applicants are expected to seek additional resources to accomplish project goals.
- (b) The grant program may provide payment upon award of funding.
- (c) All funding awards subject to the availability of funds as authorized within the Annual Budget by the Village Board for the Village of McFarland.

SECTION 13.10 Final Report

- (a) **Project Summary.** Included within Appendix B of this policy. A Project Summary will bring together the relevant information outlining how the funds were used within the proposal awarded. This will include but not limited to identifying the organization, providing the summary, detailing conclusions, outlining a final budget, and other relevant information needed as applicable.

* * *

Appendix A [Application](#)

Appendix B [Final Report](#)

Adopted: May 23, 2023

Revised: None

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 25, 2025

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Motion to approve the MS4 Annual Report for 2024 as recommended by the Public Works & Utilities Committee.

PREVIOUS ACTION:

The Public Works and Utilities Committee reviewed the application at its meeting on March 24, 2025. Staff will provide an update on this action in the meeting.

ISSUE SUMMARY:

Enclosed is the 2024 draft annual report for our Municipal Separate Storm Sewer System, otherwise known as an MS4 permit. As part of the report, our Adaptive Management to Achieve TMDL (Total maximum daily load) Compliance and the village's stormwater system map are included. This report is a DNR mandate that we have been submitting for several years. The permit governs storm water management practices in the Village and allows our discharge to area waterways. The Village remains compliant with these measures. The report is prepared by the village engineer, village staff, and the staff of MAMSWaP and is presented for approval.

Staff are seeking the committee's recommendation (on March 24th) for approval to the Village Board (on March 25th). After approval by the Village Board, the report will be electronically submitted to the DNR. The report is required to be completed and submitted by March 31, 2025.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, second to recommend approval to the Village Board regarding the 2024 MS4 Annual report as presented.

ATTACHMENTS:

1. MS4840-2024_McFarland_Village_Annual_FINAL



2. AdaptiveManagementPlanSummary
3. McFarland MS4 Program Plan 03.12.25

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

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

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Form 3400-224(R8/2021)

Reporting Information :

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

Project Name: 2024 Annual Report

County: Dane

Municipality: McFarland Village

Permit Number: S058416

Facility Number: 30905

Reporting Year: 2024

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

Required Attachments and Supplemental Information

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

Annual Report

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

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

Municipal Contact Information- Complete

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

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

Municipality Information

Name of Municipality McFarland Village

Facility ID # or (FIN): 30905

Updated Information: ☒ Check to update mailing address information

Mailing Address: 5915 Milwaukee St

Mailing Address 2:

City: McFarland Village

State: WI

Zip Code: 53558-0110 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

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

☐ Select to **create new** primary contact

First Name: Lee

Last Name: Igl

☒ Select to **update** current contact information

Title: Dir. of Public Works

Mailing Address: 5115 Terminal Dr

Mailing Address 2:

City: McFarland

State: WI

Zip Code: 53558-0110 xxxxx or xxxxx-xxxx

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

Email: lee.igl@mcfarland.wi.gov

Additional Contacts Information (Optional)

☐ I&E Program

Individual with responsibility for:
(Check all that apply)

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

First Name:

Last Name:

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code:

XXXXX or XXXXX-XXXX

Phone Number:

Ext:

XXX-XXX-XXXX

Email:

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

☒ Select to **create new** Billing contact

First Name:

Lee

Last Name:

Igl

☒ Select to **update** current contact information

Title:

Director Of Public Works

Mailing Address:

5915 Milwaukee Street

Mailing Address 2:

City:

McFarland

State:

WI

Zip Code:

53558-0110

XXXXX or XXXXX-XXXX

Phone Number:

608-838-7287

Ext:

XXX-XXX-XXXX

Email:

Lee.igl@mcfarland.wi.gov

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

Form 3400-224 (R8/2021)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

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

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

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

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

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

The Village utilizes its' resources to promote MAMSWaP group efforts.

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

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

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☒ MS4 Annual Report ☒ Storm Water Management Program ☐ Storm Water related ordinance ☐ Other: 	☒ General Public ☐ Public Employees ☐ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials ☐ Other	<u>101 +</u>	☒ Yes ☐ No

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

☐ NA (Individual Permittee)

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	☒ General Public ☒ Public Employees ☒ Residents ☒ Businesses ☒ Contractors ☒ Developers ☒ Industries ☒ Public Officials ☐ Other	<u>101 +</u>	☒ Yes ☐ No

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

The Village utilizes its' resources to promote MAMSWaP group efforts.

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

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

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

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

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

Additional Information:

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

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

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

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

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

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

0

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

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections ☐ Not Applicable

- a. Enter the total number of "municipally owned" (i.e., publicly owned BMPs) or operated (i. e., privately o wned BMPs) structural storm water management best management practices. 15
- b. How many new municipally owned storm water management best management practices were installed in the reporting year ? 0

- c. How many municipally owned (public) storm water management best management practices were inspected in the reporting year? 15
- d. What elements are looked at during inspections (250 character limit)?
Outfalls, Sedimentation, vegetation, bank condition, access, ruts and rills, etc.
- e. How many of these facilities required maintenance? 12
- f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*
Village approved Stormwater Maintenance plan and put projects out for bid in 2024

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

- g. How many municipal properties require a SWPPP? 1
- h. How many inspections of municipal properties have been conducted in the reporting year? 1
- i. Have amendments to the SWPPPs been made?
☐ Yes ☒ No
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:
- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

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

Collection Services - Street Sweeping Program ☐ Not Applicable

- l. Did the municipality conduct street sweeping during the reporting year?
☒ Yes ☐ No
- m. If known, how many tons of material was removed? 2396
- n. Does the municipality have a [low hazard exemption](#) for this material? ☐ Yes ☒ No
- o. If street sweeping is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
☒ Yes - Explain frequency Weekly, Yes
☐ No - Explain _____
☐ Not Applicable

Collection Services - Catch Basin Sump Cleaning Program ☐ Not Applicable

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

Collection Services - *Leaf Collection Program* ☐ Not Applicable

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

Winter Road Management ☐ Not Applicable

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

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

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt</u>	0	75	150	175	40	40

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Brine</u>	0	0	750	1500	0	0

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

Have municipal personnel attended salt reduction strategy training in the reporting year?

Training Date	Training Name	# Attendance
8/15/2024	Winter Maintenance 2024	4

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

salt use strategies and reduction course for 2024

Internal (Staff) Education & Communication

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

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

Snow Pow Rodeo, Winter Maintenance Management

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

Elected Officials

Newsletter and approval of MS4 Annual Report

Municipal Officials

Newsletter and approval of MS4 Annual Report

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

Newsletter and approval of MS4 Annual Report

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

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

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

☐ Yes ☒ No

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

☐ Storm water treatment facilities

- ☐ Storm pipes
- ☐ Vegetated swales
- ☐ Outfalls
- ☐ Other - Describe below

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

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Final Evaluation - Complete**Fiscal Analysis**

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

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

Element: Public Education and Outreach

57392	125797	117747	<u>Storm water utility</u>
-------	--------	--------	----------------------------

Element: Public Involvement and Participation

25078	54968	51450	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Element: Illicit Discharge Detection and Elimination

32529	71301	66738	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Element: Construction Site Pollutant Control

72367	158621	148470	<u>Storm water utility</u>
-------	--------	--------	----------------------------

Element: Post-Construction Storm Water Management

322784	707510	662235	<u>Storm water utility</u>
--------	--------	--------	----------------------------

Element: Pollution Prevention

206353	452303	423360	<u>Storm water utility</u>
--------	--------	--------	----------------------------

Other (describe)

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

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

Water Quality

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

municipality's storm sewer system directly discharges to?

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

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

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

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

☐ Yes ☒ No ☐ Unsure

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

☒ Yes ☐ No ☐ Unsure

Storm Water Quality Management

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

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

Total suspended solids (TSS)

Total phosphorus (TP)

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

Do not close your work until you SAVE.

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Form 3400-224 (R8/2021)

Requests for Assistance on Understanding Permit Programs

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

Please select all that apply:

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

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

Form 3400-224(R8/2021)

Required Attachments and Supplemental Information

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

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

***Required Item**

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

Attach - Other Supporting Documents

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

Attach - Permit Compliance Documents

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

Missing Information

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

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

[Draft and Share PDF Report](#)

Form 3400-224(R8/2021)

Complete and Submit Your Application

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

Contact Information: [Complete](#)

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

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

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

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

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

Minimum Control Measures Section 6: [Complete](#)

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

Attachments: [Has Missing Items](#)

Final Evaluation: [Complete](#)

Summary of Adaptive Management Participation to Achieve TMDL Compliance

Village of McFarland 2024 Annual Report

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

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

1. Estimated Pollutant Reduction Levels

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

2. Pollutant Reduction Level Goals

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

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

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

3. Adaptive Management Financial Contribution

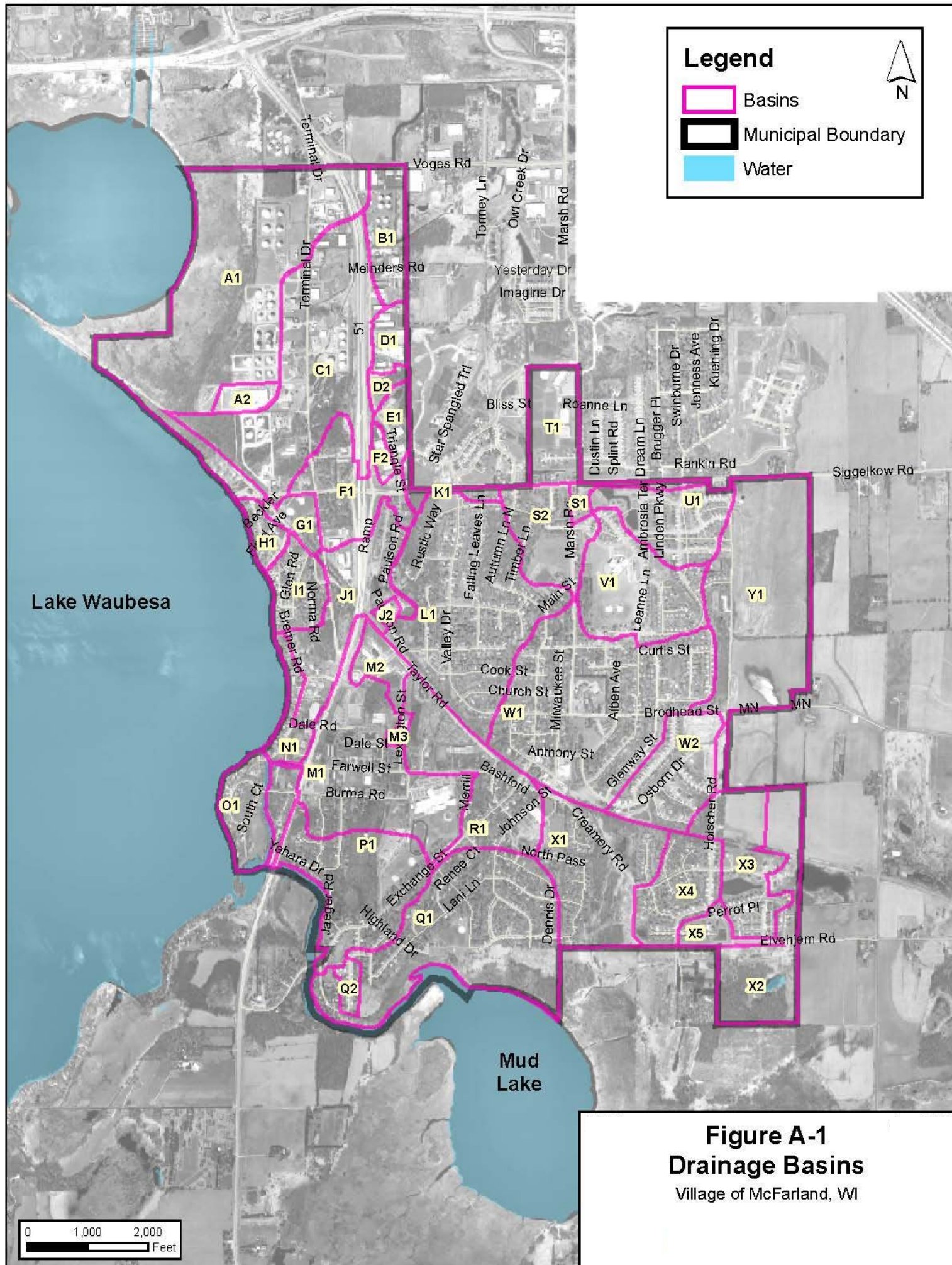
An invoice record of the Village's annual payment to the adaptive management program is attached in Appendix B.

4. New Storm Water Measures

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

APPENDIX A

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



APPENDIX B

Madison Metro Sewerage Dist.

1610 Moorland Road
Madison, WI 53713-3398

Number:	RC000004355
Page:	1
Date:	12/1/2023

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

	Description/Comments	Amount												
	Yahara Watershed Adaptive Mgmt	14,770.00												
	<table><tr><th>Due Date</th><th>Amount Due</th><th>Disc. Date</th><th>Disc. Amount</th></tr><tr><td>2/28/2024</td><td>7,385.00</td><td></td><td>0.00</td></tr><tr><td>6/29/2024</td><td>7,385.00</td><td></td><td>0.00</td></tr></table>	Due Date	Amount Due	Disc. Date	Disc. Amount	2/28/2024	7,385.00		0.00	6/29/2024	7,385.00		0.00	
Due Date	Amount Due	Disc. Date	Disc. Amount											
2/28/2024	7,385.00		0.00											
6/29/2024	7,385.00		0.00											

Remit To:

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

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

Invoice

Village of McFarland MS4 Program Plan

Published: February 2025

1.0 INTRODUCTION

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

1.1 Plan Purpose

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

1.2 Plan Organization

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

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

2.0 PUBLIC EDUCATION AND OUTREACH

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

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

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

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

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

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

3.0 PUBLIC INVOLVEMENT AND PARTICIPATION

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

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

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

MADISON AREA MUNICIPAL STORMWATER PARTNERSHIP

2025 ANNUAL INFORMATION AND EDUCATION WORK PLAN

DISTRIBUTED TO PARTNERSHIP MEMBERS ON DECEMBER 18, 2024

The Madison Area Municipal Stormwater Partnership (MAMSWaP), under the auspices of a five-year Intergovernmental Agreement through 2029, currently consists of 21 entities that have agreed to jointly implement stormwater outreach to reduce negative stormwater impacts. Members include the Cities of Fitchburg, Madison, Monona, Middleton, Stoughton, Sun Prairie and Verona; the Villages of Cottage Grove, Cross Plains, DeForest, Maple Bluff, McFarland, Shorewood Hills, Waunakee and Windsor; the Towns of Burke, Blooming Grove, Middleton, and Westport; Dane County and the University of Wisconsin–Madison.

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

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

Table 1. Public Education and Outreach Topic Areas and Descriptions

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

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

Municipal Responsibilities

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

- using provided articles and outreach tools in municipal newsletters or utility bill inserts,
- promoting MAMSWaP campaigns, events and trainings,
- offering to assist with or host a MAMSWaP event or trainings, or
- joining the Information and Education Committee

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

Additional Activities and Ongoing Tasks

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

1. Quarterly reporting to member municipalities

2. Annual reporting to DNR.
3. Billing municipalities and tracking payments.
4. Developing annual work plans.
5. Updating and maintaining the www.ripple-effects.com website.
6. Developing and distributing outreach tools and articles to municipalities, friends' groups, community groups and neighborhood association newsletters.
7. Developing and providing presentations (PowerPoint, demonstrations, etc.) focused on audience interests/concerns.
8. Maintaining and using existing list serves and distribution lists to disseminate info.
9. Providing organizations and community groups assistance and partnering with projects (presentations, displays etc. for communities).
10. Promoting stormwater education materials and curriculum.
11. Publicizing trainings for consultants, contractors, and municipal staff.
12. Partnering with organizations such as Madison Metropolitan Sewerage District, Clean Sweep and others on outreach efforts when possible.
13. Participating in the Statewide Stormwater Collaborative group to learn from other stormwater groups across the state and discover possible projects to partner on.

Acknowledgments

The Madison Area Municipal Stormwater Partnership's 2025 Annual Information and Education Work Plan was developed by the MAMSWaP I&E Committee. Committee member expertise, input and municipal cooperation was crucial for plan development and will continue to play an integral role in addressing stormwater runoff in Dane County. Thank you to everyone who helped.

I&E Committee Members Contributing to the 2025 Annual I&E Work Plan

Jeremy Balousek- Dane County Land and Water Resources Department
Judd Blau and Greg Hall- Village of DeForest
Christal Campbell- Dane County Land and Water Resources Department
Sue Eddy- City of Stoughton
Rick Eilertson- AECOM
Phil Gaebler and Hannah Mohelnitzky- City of Madison
Claudia Guy- Dane County Land and Water Resources Department
Jon Jackson and Marcus Mussey- UW-Madison
Kathy Lake-Madison Metropolitan Sewerage District
PJ Lentz- Town of Burke
Anne Pearce- UW Madison Arboretum

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

WPDES Permit (MAMSWaP) 2025 Annual Information and Education Work Plan for Village of McFarland Dane County, WI

Topic Areas Covered: See below

Active Delivery Mechanisms Used*: See below

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

Program/ Activity	Audience	Timing	MAMSWaP Activities	Individual Municipality Activities (Check all that will be completed in 2025)	Public Education and Outreach Topic(s) Addressed ¹
Storm Drain Mural Program	Residential Educational	a. Nov-Dec 2024 b. Dec 2024-Jan 2025 c. Feb 2025 d. Mar-Jun 2025 e. Apr-Aug 2025 f. Jun-Aug 2025 g. Jun-Aug 2025 h. Jun-Aug 2025	a. Update and post Storm Drain Mural Grant on Ripple Effects web site. b. Promote Storm Drain Mural Grants. c. Rank and select 3-4 applications for new murals and 3-4 repainted murals. d. Create tailored presentations/activities, present to groups and gather design ideas. e. Coordinate with local artist and partners on final design, approvals, and painting storm drain murals. f. Provide partner groups with articles to promote new murals locally. g. Select and coordinate 3-4 repaints of weathered murals. h. Add new storm drain murals to the Storm Drain Mural Project map.	☒ Promote program and encourage partner groups to apply. ☐ Help locate suitable sites for storm drain murals. ☐ Approve storm drain mural design.	1. Illicit Discharge Detection and Elimination 7. Pollution Prevention
Illicit Discharge Reporting Program	Residential Public Sector Private Sector	a. Jan-Mar 2025 b. Mar-May 2025	a. Work with Madison & Dane County Public Health to develop/update illicit discharge training for municipal field staff. b. Partner with MDCPH to provide Illicit Discharge Training.	☐ Host illicit discharge training.* ☒ Promote and encourage municipal field staff to attend training (streets, parks, public works, etc.). * Must have facility that can accommodate up to 75 people.	1. Illicit Discharge Detection and Elimination 7. Pollution Prevention

¹ from Table 1 of WPDES WI-S058416-04

Program/ Activity	Audience	Timing	MAMSWaP Activities	Individual Municipality Activities (Check all that will be completed in 2025)	Public Education and Outreach Topic(s) Addressed ¹
Clean Sweep Collection Events	Residential	a. Jan-Apr 2025 b. Jan-Feb 2025 c. Jan-Feb 2025 d. Mar-Apr 2025	a. Partner with Dane County Waste and Renewables and participating communities to plan municipal Clean Sweep Hazardous Waste Collection Event at the Clean Sweep facility. b. Create a registration and voucher system for residents. c. Create outreach tools for participating communities. d. Coordinate Hazardous Waste Collection Events. *** Participating MAMSWaP municipalities-Stoughton, Windsor, Monona, and Town of Middleton. ***	☒ Promote Clean Sweep Hazardous Waste Collection Event using provided outreach tools (only open to residents of selected communities).	1. Illicit Discharge Detection and Elimination 2. Household Hazardous Waste Disposal 7. Pollution Prevention
Stormwater Pollution/ Prevention Education Tools	Residential Educational	a. Jan-Dec 2025 b. Jan-Dec 2025 c. Jan-Dec 2025 d. Apr-Oct 2025	a. Promote stormwater ed. tools to groups and educators. b. Use stormwater ed. tools in at least 5 presentations, in-person or virtual. c. Check out stormwater ed. tools to at least 5 educators/groups. d. Prepare and maintain rainfall simulator samples. <i>Educational tools include: Rainfall Simulator, Enviroscope, Stormwater Animation, Lawns and Water Quality video, Stormwater Pollution and Solutions video and Storm Drain Marking, etc.</i>	☒ Promote stormwater ed. tools to local partners, groups and educators. ☒ Post links to virtual resources on municipal web site. ☐ Check out the Enviroscope or Rainfall Simulator to use at local event(s) or presentation(s). ☐ Provide SWEC with a local presentation opportunity along with contact information. *** Limited to 10 SWEC-led presentations per year for all MAMSWaP partners. ***	1. Illicit Discharge Detection and Elimination 2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing 3. Yard Waste Management/Pesticide and Fertilizer Application 4. Stream and Shoreline Management 5. Residential Infiltration 7. Pollution Prevention
Leaf-free Streets for Clean Waters	Residential Educational Private Sector	a. Sept 2025 b. Sept-Oct 2025 c. Oct-Nov 2025 d. Oct-Nov 2025	a. Update and distribute Leaf-free Streets for Clean Waters Toolkit to municipalities and groups. b. Print leaf-free streets signs for municipalities, as requested. c. Promote actions and rain alert system through social media, flyers, newsletter articles, signs, presentations, newspaper and online advertising. d. Monitor weather and issue email/text rain alerts.	☒ Promote Leaf-free Streets program, encourage residents to remove street leaves before the rain and sign up for rain alerts using provided outreach toolkit. ☒ Make signs available to residents. ☐ Engage local groups in heavy street tree areas and reward good practices.	3. Yard Waste Management/Pesticide and Fertilizer Application

¹ from Table 1 of WPDES WI-S058416-04

Program/ Activity	Audience	Timing	MAMSWaP Activities	Individual Municipality Activities (Check all that will be completed in 2025)	Public Education and Outreach Topic(s) Addressed ¹
Plant Dane Native Plant Program	Residential Educational Private Sector	a. Nov 2024-Jan 2025 b. Feb 2025 c. Feb-Mar 2025 d. Feb-Mar 2025 e. May-Jun 2025	a. Work with Agrecol to update plant list/order system. b. Update and promote Plant Dane online order site. c. Update and distribute Plant Dane Toolkit to municipalities and groups. d. Sell at least 20,000 native plants through Plant Dane. e. Distribute native plant orders/donations.	☒ Promote Plant Dane program and encourage residents and groups to plant native plants and build rain gardens using provided campaign tools. ☒ Provide staff to assist with Plant Dane pickup event in late May.	4. Stream and Shoreline Management 5. Residential Infiltration 7. Pollution Prevention 8. Green Infrastructure/Low Impact Development
Free Native Plants for School and Community Projects (FNPSCP) Program	Residential Educational Private Sector	a. Nov- Dec 2024 b. Dec 2024-Jan 2025 c. Feb-Mar 2025 d. May-Jun 2025	a. Update and post FNPSCP Grant Application. b. Promote and review FNPSCP Grants. c. Solicit and collect donations for at least 10 FNPSCPs. d. Distribute native plant donations.	☒ Promote FNPSCP program to local schools, groups, non-profits, neighborhood associations, etc. and encourage groups to apply. ☐ Assist groups with planning and installation of gardens. ☒ Promote local projects and encourage local residents and groups to donate plants through Plant Dane order system.	5. Residential Infiltration 7. Pollution Prevention 8. Green Infrastructure/Low Impact Development
Rain Garden Coaching Session / Workshop	Residential Educational General Public	a. Feb-Mar 2025 b. Feb-Mar 2025 c. Feb-Mar 2025 d. May-Jul 2025	a. Plan and host rain garden coaching session or workshop with at least 20 people. b. Promote rain garden coaching sessions. c. Coordinate registrations and create customized tools for each participant. d. Offer and process plant reimbursements for participants located in MAMSWaP communities.	☒ Promote the Rain Garden Workshop and encourage residents to sign up. ☐ Volunteer to be a trainer at the Rain Garden Workshop.	5. Residential Infiltration 7. Pollution Prevention 8. Green Infrastructure/Low Impact Development
Adopt A Storm Drain Program (AASD)	Residential Educational	a. Jan-Dec 2025 b. Jan-Dec 2025 c. Jan-Dec 2025 d. Jan-Dec 2025 e. Jan-Dec 2025 f. Jan-Dec 2025	a. Coordinate with Dane County Information Management to maintain and improve AASD website. b. Assist volunteers with web issues. c. Supply municipalities with cleaning kit materials. d. Develop outreach tools and promote program. e. Develop and distribute volunteer newsletter, the Storm Drain Scoop, 3-4x/year. f. Work with partner communities interested in joining the program.	☒ Participate in program and provide storm drain location data to Dane County. ☒ Distribute cleaning kits to local volunteers. ☒ Promote program locally using campaign tools through newsletters, local newspaper, mailings, web site, meetings, social media, etc. *** Contact SWEC, if interested. ***	1. Illicit Discharge Detection and Elimination 3. Yard Waste Management/Pesticide and Fertilizer Application 7. Pollution Prevention

¹ from Table 1 of WPDES WI-S058416-04

Program/ Activity	Audience	Timing	MAMSWaP Activities	Individual Municipality Activities (Check all that will be completed in 2025)	Public Education and Outreach Topic(s) Addressed ¹
WI Stormwater Week	Residential Public Sector Educational	a. Jan-Aug 2025 b. Jun-Sept 2025 c. Jun-Sept 2025	a. Participate on statewide Stormwater Collaborative Group planning team. b. Develop outreach resources to promote Stormwater Week. c. Plan and hold at least one local outreach event during Stormwater Week (potentially, a downspout garden kit sale).	☒ Promote stormwater related messages and events using provided outreach tools during WI Stormwater Week. ☐ Host a local stormwater related event during WI Stormwater Week.	1. Illicit Discharge Detection and Elimination 2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing 3. Yard Waste Management/Pesticide and Fertilizer Application 5. Residential Infiltration 7. Pollution Prevention
NASECA Trainings	Construction Professionals Public Sector	a. Jan-Dec 2025 b. Jan-Dec 2025 c. Jan-Dec 2025	a. Promote NASECA Trainings. b. Provide discounts to attend trainings for MAMSWaP communities. c. Encourage municipal staff and contractors to attend NASECA events.	☒ Promote NASECA Trainings to municipal staff/consultants and encourage attendance through MAMSWaP provided discounts.	6. Construction Sites and Post-Construction Storm Water Management
WI Salt Wise Program and Salt Certification Trainings	Residential Private Sector Public Sector	a. Jan-Dec 2025 b. Jan-Mar 2025, Sept-Dec 2025 c. Sept-Dec 2025	a. Participate on WI Salt Wise Steering Committee and attend meetings. b. Collaborate with WI Salt Wise partners to promote, develop and distribute resources to reduce winter salt use. c. Partner with WI Salt Wise to hold one in-person salt related training (certification or specialized training) in Dane County with at least 20 participants.	☒ Promote Salt Wise resources and practices to businesses, residents, schools, organizations, and facility managers using WI Salt Wise campaign tools. ☐ Provide Salt Wise Coordinator with a local presentation opportunity along with contact information (school district, local company, etc). ** Limited to 2 WI Salt Wise-led presentations per year for all MAMSWaP partners. *** ☐ Send municipal staff to Salt Certification Trainings. ☒ Promote Salt Certification Trainings to municipal and private winter maintenance professionals and facilities managers. ☐ Partner with Salt Wise to host a salt related training in your community and actively participate by sharing local efforts with group to	7. Pollution Prevention

¹ from Table 1 of WPDES WI-S058416-04

Program/ Activity	Audience	Timing	MAMSWaP Activities	Individual Municipality Activities (Check all that will be completed in 2025)	Public Education and Outreach Topic(s) Addressed ¹
				reduce salt use. *** Limited to one MAMSWaP partner per year. ***	
Rain Barrel Sale	Residential	a. Jan-Mar 2025 b. Jan-Mar 2025 c. Apr-Oct 2025 d. Apr-Oct 2025 e. Apr-Oct 2025	a. Update outreach tools to promote program. b. Order rain barrels and maintain supply. c. Maintain online order system to sell rain barrels. d. Collect and process reimbursement requests for residents in MAMSWaP communities. e. Partner with City of Middleton, Village of Deforest, and City of Stoughton to store and distribute barrels.	☒ Promote rain barrel sale and use of rain barrels using MAMSWaP outreach tools. ☐ Serve as a county-wide distribution site.	5. Residential Infiltration
Maintenance Resources for Stormwater Management Facility Owners	Private Sector Public Sector	a. Jan-Apr 2025 b. Feb-Jun 2025	a. Partner with Water Resource Engineering (Dane Co.) to finalize, share and promote Stormwater Maintenance Facility Flyers. b. Collect and summarize information on existing maintenance programs from MAMSWaP members (frequency, forms, letters, inspector requirements, overall process, follow-up, etc.) and share with partners.	☒ Use and link to Stormwater Maintenance Facility Flyers. ☐ Complete form requesting information on municipal stormwater maintenance programs, when available.	6. Construction Sites and Post-Construction Storm Water Management 8. Green Infrastructure/Low Impact Development
Green Infrastructure Demo Projects	General Public	a. Apr-Oct 2025 b. Apr-Aug 2025 c. Sept-Oct 2025 d. Sept-Dec 2025	a. Work with interested MAMSWaP communities/Dane County parks to install demo downspout gardens, rain gardens, or rain barrels. b. Create signage/stickers for demo projects. c. Provide plants and/or rain barrels and a sign for demo projects. d. Create an online map to showcase demo gardens.	☐ Provide SWEC with potential location(s) for a demo projects. ☒ Provide input on local signage. ☐ Install plants, rain barrels, and signage provided by SWEC. *** Contact SWEC, if interested. ***	5. Residential Infiltration 7. Pollution Prevention 8. Green Infrastructure/Low Impact Development
Nature in Session Education Programs	Educational	a. Dec 2024-Feb 2025 b. Jan-Apr 2025 c. Jan-Apr 2025	a. Create outreach tools for partners. b. Assist Lussier Family Heritage staff in developing age-appropriate programs. c. Work with Lussier staff to review and approve requests for free programs in MAMSWaP communities.	☒ Promote program to local schools and libraries. *** Limited to 3 free programs per MAMSWaP partner with a total maximum of 20 free programs for all MAMSWaP partners. Program cost is normally \$50/class. ***	1. Illicit Discharge Detection and Elimination 2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing

¹ from Table 1 of WPDES WI-S058416-04

Program/ Activity	Audience	Timing	MAMSWaP Activities	Individual Municipality Activities (Check all that will be completed in 2025)	Public Education and Outreach Topic(s) Addressed ¹
					3. Yard Waste Management/Pesticide and Fertilizer Application 5. Residential Infiltration 7. Pollution Prevention
Web-based Rain Garden Modules	Residential Educational General Public	a. Jan-Aug 2025 b. Jan-Aug 2025 c. Aug-Dec 2025	a. Reach out to other stormwater collaboratives and explore options to partner to develop modules. b. Research similar tools from other organizations. c. Develop plan for 2026.	☒ Provide feedback on plan to create rain garden modules in 2026.	5. Residential Infiltration 7. Pollution Prevention 8. Green Infrastructure/Low Impact Development

¹ from Table 1 of WPDES WI-S058416-04

4.0 ILLICIT DISCHARGE DETECTION AND ELIMINATION

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

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

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

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

Section 3.3.6 requires the Village to provide the name, title and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills. The Village contact is Lee Igl, Director of Public Works, 608-838-7287.



WISCONSIN DEPARTMENT OF NATURAL RESOURCES NOTICE OF FINAL GUIDANCE & CERTIFICATION

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

DOCUMENT ID

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

DOCUMENT TITLE

Illicit Discharge Detection and Elimination

PROGRAM/BUREAU

Storm Water Program/Watershed Management Bureau

STATUTORY AUTHORITY OR LEGAL CITATION

Section NR 216.07(3), Wisconsin Administrative Code

DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)

09/02/2019

DATE FINALIZED

10/07/2019

DNR CERTIFICATION

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

Signature

09/30/2019

Date



BUREAU OF WATERSHED MANAGEMENT PROGRAM GUIDANCE

Storm Water Management Program

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

Illicit Discharge Detection and Elimination

March 2012

3800-2012-01

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

DATE: March 15, 2012

TO: SW Program Staff

FROM: Pam Biersach – Bureau Director
Bureau of Watershed Management 

SUBJECT: Program Guidance #3800-2012-01

Illicit Discharge Detection and Elimination

**March 2012
3800-2012-01**

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

A. Statement of Problem Being Addressed

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

B. Background

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

C. Discussion

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

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



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

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

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

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

D. Guidance

Outfall Selection

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

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

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

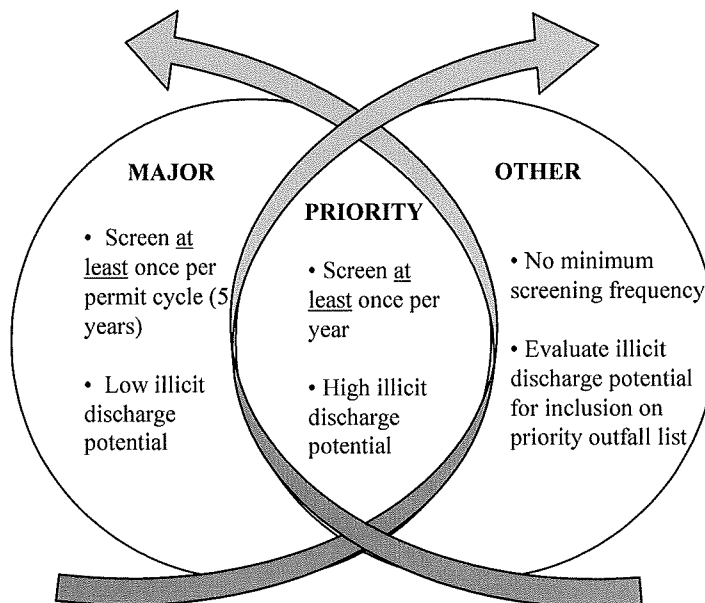
- (a) A single pipe with an inside diameter of 36 inches or more, or from an equivalent conveyance which is associated with a drainage area of more than 50 acres.
- (b) A single pipe with an inside diameter of 12 inches or more, or from an equivalent conveyance which receives storm water runoff from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

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

Frequency

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

Figure 1 - Outfall Field Screening Frequency



Timing

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

Sensory Parameters

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

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

Indicator Parameters

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

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

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

Test Methods

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

Action Levels

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

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

TABLE 1 – Indicator Parameters Action Levels

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

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

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

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

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

Non-Illicit Sources

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

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

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

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

Submerged & Enclosed Outfalls

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

Physically Interconnected Systems

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

Pump Stations

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

Swales Conveyance Systems

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

Storm Water Practices

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

Documentation and Program Evaluation

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

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

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

APPROVED:

Mary Anne Townsend 3/19/2012
Section Chief Date

APPROVED:

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

DISCUSSED OR APPROVED:

PMT Approved on 3/15/2012
Date

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

5.0 CONSTRUCTION SITE POLLUTANT CONTROL

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

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

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

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

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

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

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

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

Table 3: Construction Site Inspection Frequency

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

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

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

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

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

Construction Site Name and Location (Project, Municipality, and County):			Site/Facility ID No. (FIN):	
Onsite Contact/Contractor:			Onsite Phone/Cell:	
Note: In accordance with s. NR 216.48 (4), Wis. Adm. Code, inspection reports, along with erosion control and storm water management plans, are required to be maintained on site and made available upon request. Repair or replace erosion and sediment control best management practices within 24 hours of an inspection or department notification that repair or replacement is needed. PLEASE PRINT LEGIBLY.				
Date of inspection:	Time of inspection: Start: _____ ☐ am ☐ pm End: _____ ☐ am ☐ pm	Type of inspection: ☐ Weekly ☐ Precipitation Event ☐ Other (specify)		
Weather/Site Conditions: Temp. _____ °F ☐ Dry ☐ Frozen or snow covered ☐ Antecedent ☐ Variable ☐ Frozen (Thaw predicted in next week) ☐ Soil Moisture ☐ Wet ☐ Melting Snow/slush Last Rainfall Depth: _____ inches Last Rainfall Date: _____		Describe current phase of construction: Scheduled Final Stabilization Date for Universal Soil Loss Equation (USLE) ¹ : _____ Project on Schedule²? ☐ Yes ☐ No		
Name(s) of individual(s) performing inspection:		Inspector Phone/Cell:		
I certify that the information contained on this form is an accurate assessment of site conditions at the time of inspection:				
Inspector Signature _____			Date: _____	
Inspection Questions:	Yes	No (Identify Actions Required):	Location/Comments:	Actions Completed by Date & Initials
1. Is the erosion control plan accessible to operators?	☐	☐ Provide onsite copy		
2. Is the permit certificate posted where visible?	☐	☐ Post certificate		
3. Is the current phase of construction on sequence with the site-specific erosion and sediment control plan, including installation/stabilization of ponds and ditches?	☐	☐ Add sediment control ☐ Install missing ditch/pipe/pond ☐ Stabilize bare soil		
4. Are all erosion and sediment control BMPs shown on plan properly installed and in functional condition?	☐	☐ Repair ☐ Modify ☐ Install/Replace		
5. Is inlet protection properly installed and functioning in all inlets likely to receive runoff from the site?	☐	☐ Clean ☐ Replace ☐ Install		
6. Is the air free of fugitive dust resulting from construction activity and bare soil exposure?	☐	☐ Apply water ☐ Apply dust control product		

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

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

CONSTRUCTION SITE INSPECTION REPORT

Form 3400-187 (R 02/2025)

Page 2 of 2

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

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

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

6.0 POST-CONSTRUCTION STORM WATER MANAGEMENT

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

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

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

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

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

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

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

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

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

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

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

7.0 POLLUTION PREVENTION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Street Sweeping Log

Section 3.6.5.a of our MS4 Reporting

Date (mm/dd/yyyy) | _____

Operator(s) | _____

Mileage Start | _____

Mileage End | _____

Total Mileage | _____

Loads of material collected today | _____

Amount of water used today | _____

Areas covered for todays sweeping | _____

Any issues concerns? Y/N If yes, describe | _____

Catch Basin Sump Cleaning Log

Section 3.6.5.b of our MS4 Reporting

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

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 25, 2025

SECTION: Closed Session

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Discussion and action on the 2023 and 2024 assessed value for the Waterford Apartments LLC for the property located at 5601 Holscher Road.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Village Board will convene in closed session to start the meeting and discuss a potential settlement agreement for 2023 and 2024 assessed values with the Waterford LLC for the property located at 5613 Holscher Road. Once back in open session, under this business item, the Board may take action on the agreement.

FINANCIAL/BUDGET IMPACT:

Wis. Stat 74.41 outlines that claim process for excessive assessment.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion and possible action.

ATTACHMENTS:

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, March 25, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Presentation from Accurate Appraisal on 2025 Assessments.

PREVIOUS ACTION:

As background on the assessor and assessment process. The Village contracts with Accurate Appraisal LLC to conduct its annual assessments. It is fairly common for municipalities the size of the village to contract for these services from an efficiency standpoint. Accurate Appraisal conducts an Interim Market Update on an annual basis. This means all properties are reviewed and assessed to the market value annually. This is done by reviewing all property data, valid sales from the prior year in the area, and market conditions to determine the assessment. In addition, the assessor also reviews new home constructions, remodels, etc to update values. Based on the data, Accurate Appraisal sets preliminary values in the spring of each year and mails property owners notice of the updated assessment. The notice provides information on how to contact the assessor and participate in an open book. Open Book is an informal opportunity for property owners to discuss their assessment and any questions or concerns they may have. Accurate Appraisal offers two in-person dates and times for open book, as well as offering virtual appointments for several weeks prior to the Board of Review. Attached is a copy of the insert to be utilized in 2025.

State Law provides property owners the right to formally contest their property values through the Board of Review. Each municipality is required to have a Board of Review, who reviews formal assessments as required on an annual basis. The Village's Board of Review is comprised of 5 citizen members. The Board of Review must convene annually for at least two hours, and hear all objections to property values. 2025 Board of Review is scheduled for Thursday May 22, 2025 beginning at 9:00 a.m.

ISSUE SUMMARY:

The Village's contracted assessment firm, Accurate Appraisal will be on hand to provide a presentation on the 2025 assessments. Accurate Appraisal will provide a background and overview of the process, the sales data in the Village for 2024, and the 2025 assessed values derived accordingly from that data.

It is important to the, the assessment process begins the cycle of setting assessments that will be utilized for the 2025 payable 2026 tax bills. Here are key dates in the process:

1. 2025 Assessed Value notices are estimated to hit mailboxes April 2, 2025. This notice will provide property owners, whose value changed, a breakdown of their 2025 land and



improvement values. Additionally, the notice outlines key dates and information on how property owners can contact the Assessor to discuss their assessment.

2. Open Book will be held virtually via telephone from April 2, 2025, all the way through May 20, 2025, at 9 a.m. as well as in-person at Village Hall on Wednesday, April 16th from 10:30 a.m. to 12:30 p.m. and 1:30 p.m. to 4:00 p.m. and Thursday, April 17th from 12 p.m. to 2:30 p.m. and 3:30 p.m. to 6:00 p.m. The Village encourages property owners who have questions or concerns to reach out to the assessor during this period to discuss their assessment.

3. Board of Review - May 22, 2025 - beginning at 9 a.m. - Board of Review is property owners' annual opportunity to formally object to their assessment. Residents who wish to appear before the Board of Review MUST notify the Clerk by May 20, 2025, at 9 a.m. of their intent to object to their assessment. [For more information on Board review, please click here.](#)

It is important to note, once the Board of Review finalizes the assessment roll on May 22, 2025, other than limited statutory instances such as a palpable error or omitted property, 2025 assessed values cannot be changed. The certified 2025 assessment roll will then be used to calculate 2025 Property Tax Bills (these are tax bills mailed in December of 2025).

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion.

ATTACHMENTS:

None

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 25, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Discussion and action on Resolution 2025-06: A Resolution authorizing the issuance and sale of up to \$3,353,636 Sewerage System Revenue bonds, Series 2025A and Providing for other details and covenants with respect thereto.

PREVIOUS ACTION:

The Village Board awarded contract for the project at its meeting on January 23, 2024. The long delay between contract award and construction start is due to the long lead time on certain electrical components, generator, and other materials.

ISSUE SUMMARY:

The Village began construction on Lift Station #2 in late 2024. The project is a complete replacement of the former lift station with all new infrastructure. The former facility had outlived its useful life, and the improvement pumps wastewater for a wide array of properties on the east side of the Village to an MMSD interceptor sewer on USH 51 for treatment. Approval of the resolution will authorize the Village to borrow money through the Department of Natural Resources to pay for its construction. The DNR provides low interest loans to municipalities to support improvements to its sanitary sewer system. It is the State's requirement to finalize funding after the project has begun so that all costs can be finalized. The project will be finished before the end of 2025.

FINANCIAL/BUDGET IMPACT:

A summary sheet is included in the packet describing the terms of the loan. The rate will be 2.20% for a period of 20 years. We would expect rates around 4.25% on the open market without the State's program. The Village Board took action on March 11th to increase sanitary sewer rates which accounts for the revenue coverage to offset this expense.

VILLAGE PLAN REFERENCE:

[Please click on this link to view the plan set for the project.](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, section to approve Resolution 2025-06: A Resolution authorizing the issuance



*and sale of up to \$3,353,636 Sewerage System Revenue bonds, Series 2025A and
Providing for other details and covenants with respect thereto.*

ATTACHMENTS:

1. 2025-06 -McFarland Village (2025 Sew Sys Rev Bonds Series 2025A) Bond Resolution
2. Summary Explanation - CWF Loan 2025

RESOLUTION NO. 2025-06

RESOLUTION AUTHORIZING THE ISSUANCE AND
SALE OF UP TO \$3,353,636 SEWERAGE SYSTEM
REVENUE BONDS, SERIES 2025A AND PROVIDING FOR OTHER
DETAILS AND COVENANTS WITH RESPECT THERETO

WHEREAS, the Village of McFarland, Dane County, Wisconsin (the "Municipality") owns and operates a sewerage system (the "System") which is operated for a public purpose as a public utility by the Municipality; and

WHEREAS, certain improvements to the System are necessary to meet the needs of the Municipality and the residents thereof, consisting of the construction of a project (the "Project") assigned Clean Water Fund Project No. 4693-02 as described by the State of Wisconsin Department of Natural Resources (the "Department of Natural Resources") and as defined in Department of Natural Resources approval letter for the plans and specifications, or portions thereof, issued under Wis. Stat. Section 281.41; dated January 11, 2024, and assigned number S-2023-0842; and

WHEREAS, under the provisions of Chapter 66 of the Wisconsin Statutes any municipality may, by action of its governing body, provide for purchasing, acquiring, constructing, extending, adding to, improving, operating and managing a public utility from the proceeds of bonds, which bonds are to be payable only from the revenues received from any source by such utility, including all rentals and fees; and

WHEREAS, the Municipality has heretofore issued its \$3,650,000 Water and Sewer System Revenue Bonds dated April 27, 2022 (the "2022 Bonds") pursuant to a resolution adopted on April 11, 2022 (the "2022 Bond Resolution") and its \$1,825,000 Water and Sewer System Revenue Bond Anticipation Notes dated August 28, 2024 (the "2024 BANs"); and

WHEREAS, the 2024 BANs are secured by a first pledge of funds in the Interest and Principal Account of the Special Redemption Fund established under the 2022 Bond Resolution on a parity basis with the 2022 Bonds but are not secured by a pledge of the funds in the Reserve Account of the Special Redemption Fund established under the 2022 Bond Resolution; and

WHEREAS, the 2022 Bond Resolution permits the issuance of additional bonds on a parity with the 2022 Bonds and the 2024 BANs upon certain conditions, and those conditions have been met with respect to the issuance of bonds pursuant to this resolution; and

WHEREAS, the Municipality deems it to be necessary, desirable and in its best interest to authorize and sell Sewerage system revenue bonds of the Municipality payable solely from the revenues of the System, pursuant to the provisions of Section 66.0621 of the Wisconsin Statutes, to pay the cost of the Project; and

WHEREAS, other than "preliminary expenditures" as defined in the Treas. Regs. 26 CFR 1.150-2 in an amount not exceeding 20% of the principal amount of the bonds authorized to be issued by this resolution, or other than a "de minimis" amount as defined in the Treas. Regs.

26 CFR 1.150-2 in an amount not exceeding the lesser of \$100,000 or 5% of the principal amount of the bonds authorized to be issued by this resolution, all of the proceeds loaned to the Municipality will be used for Project costs paid by the Municipality subsequent to (i) the date which is 60 days prior to the date on which the Municipality adopted a "declaration of intent" pursuant to Treas. Regs. 26 CFR 1.150-2 stating its intent to reimburse other funds of the Municipality previously used to finance the Project or (ii) the date on which the bonds authorized herein are issued; and

WHEREAS, other than the 2022 Bonds and the 2024 BANs, no bonds or obligations payable from the revenues of the System are now outstanding.

NOW, THEREFORE, be it resolved by the Governing Body of the Municipality that:

Section 1. Definitions. The following terms shall have the following meanings in this Resolution unless the text expressly or by implication requires otherwise:

- (a) "Act" means Section 66.0621 of the Wisconsin Statutes;
- (b) "Bond Registrar" means the Municipal Treasurer, which shall act as Paying Agent for the Bonds;
- (c) "Bonds" mean the \$3,353,636 Sewerage System Revenue Bonds, Series 2025A of the Municipality dated their date of issuance, authorized to be issued by this Resolution;
- (d) "Bond Year" means the twelve-month period ending on each May 1;
- (e) "Closing Date" means the date of closing on the Clean Water Fund Loan when the Bonds are delivered to the State of Wisconsin Clean Water Fund pursuant to the Financial Assistance Agreement.
- (f) "Current Expenses" means the reasonable and necessary costs of operating, maintaining, administering and repairing the System, including salaries, wages, costs of materials and supplies, insurance and audits but shall exclude depreciation, debt service, tax equivalents and capital expenditures;
- (g) "Debt Service Fund" shall mean the Debt Service Fund of the Municipality, which shall be the equivalent of the Interest and Principal Account of the "special redemption fund" created in the 2022 Bond Resolution and as such term is defined in the Act;
- (h) "Financial Assistance Agreement" means the Financial Assistance Agreement by and between the State of Wisconsin by the Department of Natural Resources and the Department of Administration and the Municipality pursuant to which the Bonds are to be issued and sold to the State, substantially in the form attached hereto and incorporated herein by reference;

- (i) "Fiscal Year" means the twelve-month period ending on each December 31;
- (j) "Governing Body" means the Village Board, or such other body as may hereafter be the chief legislative body of the Municipality;
- (k) "Municipal Treasurer" means the Treasurer of the Municipality who shall act as Bond Registrar and Paying Agent;
- (l) "Municipality" means the Village of McFarland;
- (m) "Net Revenues" means the gross earnings of the System after deduction of Current Expenses; gross earnings shall include earnings of the System derived from sewerage charges imposed by the Municipality, all payments to the Municipality under any wastewater treatment service agreements between the Municipality and any contract users of the System, and any other monies received from any source including all rentals and fees and any special assessments levied and collected in connection with the Project;
- (n) "Parity Bonds" means bonds payable from the revenues of the System other than the Bonds but issued on a parity and equality with the Bonds pursuant to the restrictive provisions of Section 11 of this Resolution;
- (o) "Project" means the Project described in the preamble to this Resolution;
- (p) "Record Date" means the close of business on the fifteenth day of the calendar month next preceding any principal or interest payment date;
- (q) "System" means the entire water and sewer systems of the Municipality specifically including that portion of the Project owned by the Municipality and including all property of every nature now or hereafter owned by the Municipality by means of which water is delivered and sewage treatment service is provided to consumers including all improvements and extensions thereto made by the Municipality while any of the Bonds, the 2022 Bonds, the 2024BANs and Parity Bonds remain outstanding, including all real and personal property of every nature comprising part of or used or useful in connection with such water and sewer systems and including all appurtenances, contracts, leases, franchises and other intangibles;
- (r) "2022 Bonds" means the 2022 Bonds as defined in the preamble to this Resolution;
- (s) "2022 Bond Resolution" means the 2022 Bond Resolution as defined in the preamble to this Resolution; and
- (t) "2024 BANs" means the 2024 BANs as defined in the preamble to this Resolution.

Section 2. Authorization of the Bonds and the Financial Assistance Agreement. For the purpose of paying the cost of the Project (including legal, fiscal, engineering and other expenses), there shall be borrowed on the credit of the income and revenue of the System up to the sum of \$3,353,636; and fully registered revenue bonds of the Municipality are authorized to be issued in evidence thereof and sold to the State of Wisconsin Clean Water Fund Program in accordance with the terms and conditions of the Financial Assistance Agreement, which is incorporated herein by this reference and the Village President and the Village Clerk of the Municipality are hereby authorized, by and on behalf of the Municipality, to execute the Financial Assistance Agreement.

Section 3. Terms of the Bonds. The Bonds shall be designated "Sewerage System Revenue Bonds, Series 2025A" (the "Bonds"); shall be dated as of the Closing Date; shall be numbered one and upward; shall bear interest at the rate of 2.200% per annum, calculated on the basis of a 360-day year made up of twelve 30-day months; shall be issued in denominations of \$0.01 or any integral multiple thereof; and shall mature on the dates and in the amounts as set forth in Exhibit B of the Financial Assistance Agreement. Interest on the Bonds shall be payable commencing on November 1, 2025 and semiannually thereafter on May 1 and November 1 of each year. The Bonds shall not be subject to redemption prior to maturity except as provided in the Financial Assistance Agreement.

The schedule of maturities of the Bonds is found to be such that the amount of annual debt service payments is reasonable in accordance with prudent municipal utility practices.

Section 4. Form, Execution, Registration and Payment of the Bonds. The Bonds shall be issued as registered obligations in substantially the form attached hereto as Exhibit A and incorporated herein by this reference.

The Bonds shall be executed in the name of the Municipality by the manual signatures of the Village President and the Village Clerk, and shall be sealed with its official or corporate seal, if any.

The principal of, premium, if any, and interest on the Bonds shall be paid by the Municipal Treasurer, who is hereby appointed as the Municipality's registrar (the "Bond Registrar").

Both the principal of and interest on the Bonds shall be payable in lawful money of the United States of America by the Bond Registrar. Payment of principal of the final maturity on the Bonds will be payable upon presentation and surrender of the Bonds to the Bond Registrar. Payment of principal on the Bonds (except the final maturity) and each installment of interest shall be made to the registered owner of each Bond who shall appear on the registration books of the Municipality, maintained by the Bond Registrar, on the Record Date and shall be paid by electronic transfer or by check or draft of the Municipality, as directed by the registered owner, and, if by check or draft, mailed to such registered owner at his or its address as appears on such registration books or at such other address as may be furnished in writing by such registered owner to the Bond Registrar.

Section 5. Security for the Bonds. The Bonds, together with interest thereon, shall not constitute an indebtedness of the Municipality nor a charge against its general credit or taxing power. The Bonds, together with interest thereon, shall be payable only out of the Debt Service Fund hereinafter created and established, and shall be a valid claim of any holder thereof only against such Debt Service Fund and the revenues of the System pledged to such fund on a parity with the pledge granted to the holders of the 2022 Bonds, the 2024 BANs and any Parity Bonds. Sufficient revenues are hereby pledged to said Debt Service Fund, and shall be used for no other purpose than to pay the principal of, premium, if any, and interest on the 2022 Bonds, the 2024BANs, any Parity Bonds and the Bonds as the same becomes due. The Bonds are not secured by a pledge of the funds in the Reserve Account of the Special Redemption Fund established under the 2022 Bond Resolution.

Section 6. Funds and Accounts. In accordance with the Act, for the purpose of the application and proper allocation of the revenues of the System, and to secure the payment of the principal of and interest on the Bonds, the 2022 Bonds, the 2024 BANs and any Parity Bonds, certain funds of the System are hereby created and established which shall be used solely for the following respective purposes:

(a) Revenue Fund, into which shall be deposited as received the entire gross earnings of the System, which money shall then be divided among the Operation and Maintenance Fund, the Debt Service Fund and the Surplus Fund in the amounts and in the manner set forth in Section 7 hereof and used for the purposes described below.

(b) Operation and Maintenance Fund, which shall be used for the payment of Current Expenses.

(c) Debt Service Fund which shall be used for the payment of the principal of, premium, if any, and interest on the Bonds, the 2022 Bonds, the 2024 BANs and any Parity Bonds as the same becomes due.

(d) Surplus Fund, which shall first be used whenever necessary to pay principal of, premium, if any, or interest on the Bonds, the 2022 Bonds, the 2024 BANs and any Parity Bonds when the Debt Service Fund shall be insufficient for such purpose, and thereafter shall be disbursed as follows: (i) at any time, to remedy any deficiency in any of the Funds provided in this Section 6 hereof; and (ii) money thereafter remaining in the Surplus Fund at the end of any Fiscal Year may be transferred to any of the Funds or accounts created herein or to reimburse the general fund of the Municipality for advances made by the Municipality to the System or for any other lawful purpose.

Section 7. Application of Revenues. After the delivery of the Bonds, the entire gross earnings of the System shall be deposited as collected in the Revenue Fund and shall be transferred monthly to the funds listed below in the following order of priority and in the manner set forth below:

(a) to the Operation and Maintenance Fund, in an amount equal to the estimated Current Expenses for such month and for the following month (after giving affect to available amounts in said Fund from prior deposits);

(b) to the Debt Service Fund, an amount equal to one-sixth (1/6) of the next installment of interest coming due on the Bonds, the 2022 Bonds, the 2024 BANs and any Parity Bonds then outstanding and an amount equal to one-twelfth (1/12) of the installment of principal of the Bonds, the 2022 Bonds, the 2024 BANs and any Parity Bonds coming due during such Bond Year (after giving affect to available amounts in said account from accrued interest, any premium or any other source);

(c) to the Surplus Fund, any amount remaining in the Revenue Fund after the monthly transfers required above have been completed.

Transfers from the Revenue Fund to the Operation and Maintenance Fund, the Debt Service Fund and the Surplus Fund shall be made monthly not later than the tenth day of each month, and such transfer shall be applicable to monies on deposit in the Revenue Fund as of the last day of the month preceding. Any other transfers and deposits to any Fund required or permitted by subsection (a) through (c) of this Section, except transfers or deposits which are required to be made immediately or annually, shall be made on or before the tenth day of the month. Any transfer or deposit required to be made at the end of any Fiscal Year shall be made within sixty (60) days after the close of such Fiscal Year. If the tenth day of any month shall fall on a day other than a business day, such transfer or deposit shall be made on the next succeeding business day.

It is the express intent and determination of the Governing Body that the amounts transferred from the Revenue Fund and deposited in the Debt Service Fund shall be sufficient in any event to pay the interest on the Bonds, the 2022 Bonds, the 2024 BANs and any Parity Bonds as the same accrues and the principal thereof as the same matures.

Section 8. Deposits and Investments. The Debt Service Fund shall be kept apart from monies in the other Funds and Accounts and the same shall be used for no purpose other than the prompt payment of principal of and interest on the Bonds, the 2022 Bonds, the 2024 BANs and any Parity Bonds as the same becomes due and payable. All monies therein shall be deposited in special and segregated accounts in a public depository selected under Chapter 34 of the Wisconsin Statutes and may be temporarily invested until needed in legal investments subject to the provisions of Section 66.0603(lm) of the Wisconsin Statutes. The other funds herein created (except the Sewer System CWF Project Fund) may be combined in a single account in a public depository selected in the manner set forth above and may be temporarily invested until needed in legal investments subject to the provisions of Section 66.0603(lm) of the Wisconsin Statutes.

Section 9. Service to the Municipality. The reasonable cost and value of services rendered to the Municipality by the System by furnishing sewerage services for public purposes shall be charged against the Municipality and shall, to the extent permitted by law, be paid in monthly installments as the service accrues, out of the current revenues of the Municipality collected or in the process of collection, exclusive of the revenues derived from the System; that

is to say, out of the tax levy of the Municipality made by it to raise money to meet its necessary current expenses. The reasonable cost and value of such service to the Municipality in each year shall be equal to an amount which, together with other revenues of the System, will produce in each Bond Year Net Revenues equivalent to not less than the annual principal and interest requirements on the Bonds, the 2022 Bonds, the 2024 BANs, any Parity Bonds, and any other debt obligations payable from the revenues of the System then outstanding times the greater of (i) 110%, or (ii) the highest debt service coverage ratio required with respect to any debt obligations payable from the revenues of the System then outstanding. However, such payment out of the tax levy shall be subject to (a) approval of the Public Service Commission, or successors to its function, if applicable, (b) yearly appropriations therefor, and (c) applicable levy limitations, if any; but neither this Resolution nor such payment shall be construed as constituting an obligation of the Municipality to make any such appropriation over and above the reasonable cost and value of the services rendered to the Municipality and its inhabitants or to make any subsequent payment over and above such reasonable cost and value.

Section 10. Operation of System; Municipality Covenants. It is covenanted and agreed by the Municipality with the owner or owners of the Bonds, and each of them, that the Municipality will perform all of the obligations as set forth in the Financial Assistance Agreement.

Section 11. Additional Bonds. No bonds or obligations payable out of the revenues of the System may be issued in such manner as to enjoy priority over the Bonds, the 2022 Bonds and the 2024 BANs. Additional obligations may be issued if the lien and pledge is junior and subordinate to that of the Bonds, the 2022 Bonds and the 2024 BANs. Additional Parity Bonds may be issued only under the following circumstances:

(a) Additional Parity Bonds may be issued for the purpose of completing the Project and for the purpose of financing costs of the Project which are ineligible for payment under the State of Wisconsin Clean Water Fund. However, such additional Parity Bonds shall be in an aggregate amount not to exceed 20% of the face amount of the Bonds; or

(b) Additional Parity Bonds may also be issued if all of the following conditions are met:

(1) The Net Revenues of the System for the Fiscal Year immediately preceding the issuance of such additional bonds must have been in an amount at least equal to the maximum annual interest and principal requirements on all bonds outstanding payable from the revenues of the System, and on the bonds then to be issued, times the greater of (i) 1.10 or (ii) the highest debt service coverage ratio to be required with respect to the additional Parity Bonds then to be issued or on any debt obligations payable from the revenues of the System then outstanding. Should an increase in permanent rates and charges, including those made to the Municipality, be properly ordered and made effective during the Fiscal Year immediately prior to the issuance of such additional bonds or during that part of the Fiscal Year of issuance prior to such issuance, then Net Revenues

for purposes of such computation shall include such additional revenues as a registered municipal advisor, an independent certified public accountant, consulting professional engineer or the Wisconsin Public Service Commission may certify would have accrued during the prior Fiscal Year had the new rates been in effect during that entire immediately prior Fiscal Year.

(2) The payments required to be made into the Funds enumerated in Section 6 of this Resolution must have been made in full.

(3) The additional Parity Bonds must have principal maturing on May 1 of each year and interest falling due on May 1 and November 1 of each year.

(4) The proceeds of the additional Parity Bonds must be used only for the purpose of providing extensions or improvements to the System or to refund obligations issued for such purpose.

Section 12. Sale of Bonds. The sale of the Bonds to the State of Wisconsin Clean Water Fund Program for the purchase price of up to \$3,353,636 and at par, is ratified and confirmed; and the officers of the Municipality are authorized and directed to do any and all acts, including executing the Financial Assistance Agreement and the Bonds as hereinabove provided, necessary to conclude delivery of the Bonds to said purchaser, as soon after adoption of this Resolution as is convenient. The purchase price for the Bonds shall be paid upon requisition therefor as provided in the Financial Assistance Agreement.

Section 13. Application of Bond Proceeds. The proceeds of the sale of the Bonds shall be deposited by the Municipality into a special fund designated as "Sewerage System CWFP Project Fund." The Sewerage System CWFP Project Fund shall be used solely for the purpose of paying the costs of the Project (including capitalized interest, if any, on the Bonds) as more fully described in the preamble hereof and in the Financial Assistance Agreement. Moneys in the Sewerage System CWFP Project Fund shall be disbursed within three (3) business days of their receipt from the State of Wisconsin and shall not be invested in any interest-bearing account.

Section 14. Amendment to Resolution. After the issuance of any of the Bonds, no change or alteration of any kind in the provisions of this Resolution may be made until all of the Bonds have been paid in full as to both principal and interest, or discharged as herein provided, except: (a) the Municipality may, from time to time, amend this Resolution without the consent of any of the owners of the Bonds, but only to cure any ambiguity, administrative conflict, formal defect, or omission or procedural inconsistency of this Resolution; and (b) this Resolution may be amended, in any respect, with a written consent of the owners of not less than two-thirds (2/3) of the principal amount of the Bonds then outstanding, exclusive of Bonds held by the Municipality; provided, however, that no amendment shall permit any change in the pledge of revenues derived from the System or the maturity of any Bond issued hereunder, or a reduction in the rate of interest on any Bond, or in the amount of the principal obligation thereof, or in the amount of the redemption premium payable in the case of redemption thereof, or change the terms upon which the Bonds may be redeemed or make any other modification in the terms of

the payment of such principal or interest without the written consent of the owner of each such Bond to which the change is applicable.

Section 15. Defeasance. When all Bonds have been discharged, all pledges, covenants and other rights granted to the owners thereof by this Resolution shall cease. The Municipality may discharge all Bonds due on any date by irrevocably depositing in escrow with a suitable bank or trust company a sum of cash and/or bonds or securities issued or guaranteed as to principal and interest of the U.S. Government, or of a commission, board or other instrumentality of the U.S. Government, maturing on the dates and bearing interest at the rates required to provide funds sufficient to pay when due the interest to accrue on each of said Bonds to its maturity or, at the Municipality's option, if said Bond is prepayable to any prior date upon which it may be called for redemption, and to pay and redeem the principal amount of each such Bond at maturity, or at the Municipality's option, if said Bond is prepayable, at its earliest redemption date, with the premium required for such redemption, if any, provided that notice of the redemption of all prepayable Bonds on such date has been duly given or provided for.

Section 16. Rebate Fund. Unless the Bonds are exempt from the rebate requirements of the Internal Revenue Code of 1986, as amended, the Municipality shall establish and maintain a separate account for the Bonds to be known as the "Rebate Fund". The sole purpose of the Rebate Fund is to provide for the payment of any rebate liability with respect to the Bonds under the relevant provisions of the Internal Revenue Code of 1986, as amended (the "Code"), and the Treasury Regulations promulgated thereunder (the "Regulations"). The Rebate Fund shall be maintained by the Municipality until all required rebate payments with respect to the Bonds have been made in accordance with the relevant provisions of the Code and the Regulations.

Section 17. Resolution a Contract. The provisions of this Resolution shall constitute a contract between the Municipality and the owner or owners of the Bonds, and after issuance of any of the Bonds no change or alteration of any kind in the provisions of this Resolution may be made, except as provided in Section 14, until all of the Bonds have been paid in full as to both principal and interest. The owner or owners of any of the Bonds shall have the right in addition to all other rights, by mandamus or other suit or action in any court of competent jurisdiction, to enforce such owner's or owners' rights against the Municipality, the Governing Body, and any and all officers and agents thereof including, but without limitation, the right to require the Municipality, its Governing Body and any other authorized body, to fix and collect rates and charges fully adequate to carry out all of the provisions and agreements contained in this Resolution.

Section 18. Continuing Disclosure. The officers of the Municipality are hereby authorized and directed, if requested by the State, to provide to the State of Wisconsin Clean Water Fund Program (the "CWFP") and to such other persons or entities as directed by the CWFP such ongoing disclosure regarding the Municipality's financial condition and other matters, at such times and in such manner as the CWFP may require, in order that securities issued by the Municipality and the CWFP satisfy rules and regulations promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as amended or

may be amended from time to time imposed on brokers and dealers of municipal securities before the brokers and dealers may buy, sell, or recommend the purchase of such securities.

Section 19. Conflicting Resolutions. All ordinances, resolutions (except the 2022 Bond Resolution) or orders, or parts thereof heretofore enacted, adopted or entered, in conflict with the provisions of this Resolution, are hereby repealed and this Resolution shall be in effect from and after its passage. In the case of any conflict between this Resolution and the 2022 Bond Resolution, the 2022 Bond Resolution shall control as long as the 2022 Bonds and the 2024 BANs are outstanding.

Passed: March 25, 2025

Approved: March 25, 2025

Carolyn Clow, Village President

Attest:

Cassandra Suettinger, Village Clerk

EXHIBIT A

FORM OF BOND

REGISTERED
NO. R - 1

UNITED STATES OF AMERICA
STATE OF WISCONSIN
COUNTY OF DANE
VILLAGE OF MCFARLAND

REGISTERED
\$3,353,636

SEWERAGE SYSTEM REVENUE BONDS, SERIES 2025A

Final
Maturity Date

May 1, 2044

Date of
Original Issue

April 9, 2025

REGISTERED OWNER: STATE OF WISCONSIN CLEAN WATER FUND PROGRAM

KNOW ALL MEN BY THESE PRESENTS that the Village of McFarland, Dane County, Wisconsin, (the "Municipality") hereby acknowledges itself to owe and for value received promises to pay to the registered owner shown above, or registered assigns, solely from the fund hereinafter specified, the principal sum of an amount not to exceed Three Million Three Hundred Fifty Three Thousand Six Hundred Thirty-Six Dollars (\$3,353,636) (but only so much as shall have been drawn hereunder, as provided below) on May 1 of each year commencing May 1, 2026 until the final maturity date written above, together with interest thereon (but only on amounts as shall have been drawn hereunder, as provided below) from the dates the amounts are drawn hereunder or the most recent payment date to which interest has been paid, at the rate of 2.200% per annum, calculated on the basis of a 360-day year made up of twelve 30-day months, such interest being payable on the first days of May and November of each year, with the first interest being payable on November 1, 2025.

The principal amount evidenced by this Bond may be drawn upon by the Municipality in accordance with the Financial Assistance Agreement entered by and between the Municipality and the State of Wisconsin by the Department of Natural Resources and the Department of Administration including capitalized interest transferred (if any). The principal amounts so drawn shall be repaid in installments on May 1 of each year commencing on May 1, 2026 in an amount equal to an amount which when amortized over the remaining term of this Bond plus current payments of interest, if any, (but only on amounts drawn hereunder) at Two and Two-Tenths percent (2.200%) per annum shall result in equal annual payments of the total of principal and the semiannual payments of interest. The State of Wisconsin Department of Administration shall record such draws and corresponding principal repayment schedule on a cumulative basis in the format shown on the attached Exhibit A.

Both principal and interest hereon are hereby made payable to the registered owner in lawful money of the United States of America. On the final maturity date, principal of this Bond shall be payable only upon presentation and surrender of this Bond at the office of the Municipal Treasurer. Principal hereof and interest hereon shall be payable by electronic transfer or by check

or draft, as directed by the registered owner, dated on or before the applicable payment date and, if by check or draft, mailed from the office of the Municipal Treasurer to the person in whose name this Bond is registered at the close of business on the fifteenth day of the calendar month next preceding such interest payment date.

The Bonds shall not be redeemable prior to their maturity, except with the consent of the registered owner.

This Bond is transferable only upon the books of the Municipality kept for that purpose at the office of the Municipal Treasurer, by the registered owner in person or its duly authorized attorney, upon surrender of this Bond, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Municipal Treasurer, duly executed by the registered owner or its duly authorized attorney. Thereupon a replacement Bond shall be issued to the transferee in exchange therefor. The Municipality may deem and treat the person in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of or on account of the principal or interest hereof and for all other purposes. This Bond is issuable solely as a negotiable, fully-registered bond, without coupons, and in denominations of \$0.01 or any integral multiple thereof.

This Bond is issued for the purpose of providing for the payment of the cost of constructing improvements to the Sewerage System of the Municipality, pursuant to Article XI, Section 3, of the Wisconsin Constitution, Section 66.0621, Wisconsin Statutes, and a resolution adopted on March 25, 2025, and entitled: "Resolution Authorizing the Issuance and Sale of up to \$3,353,636 Sewerage System Revenue Bonds, Series 2025A and Providing for Other Details and Covenants with Respect Thereto", and is payable only from the income and revenues derived from the operation of the Water and Sewerage System of the Municipality (the "Utility"). This Bond is issued on a parity with the Municipality's \$3,650,000 Water and Sewer System Revenue Bonds dated April 27, 2022 and its \$1,825,000 Water and Sewer System Revenue Bond Anticipation Notes dated August 28, 2024. This Bond does not constitute an indebtedness of said Municipality within the meaning of any constitutional or statutory debt limitation or provision.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen, and be performed precedent to and in the issuance of this Bond have existed, have happened and have been performed in due time, form and manner as required by law; and that sufficient of the income and revenue to be received by said Municipality from the operation of its Utility has been pledged to and will be set aside into a special fund for the payment of the principal of and interest on this Bond.

IN WITNESS WHEREOF, the Municipality, has caused this Bond to be signed by the signatures of its Village President and Village Clerk, and its corporate seal (or a true facsimile thereof) to be impressed (or imprinted) hereon, all as of the date of original issue specified above.

VILLAGE OF MCFARLAND, WISCONSIN

By: [FORM OF BOND]
Carolyn Clow, Village President

[SEAL]

Attest: [FORM OF BOND]
Cassandra Suettinger, Village Clerk

(Form of Assignment)

FOR VALUE RECEIVED the undersigned hereby sells, assigns and transfers unto

(Please print or typewrite name and address, including zip code, of Assignee).

Please insert Social Security or other
identifying number of Assignee

the within Bond, and all rights thereunder, hereby irrevocably constituting and appointing

Attorney to transfer said Bond on the books kept for the registration thereof with full power of
substitution in the premises.

Dated: _____

NOTICE: The signature to this assignment must
correspond with the name as it appears upon the
face of the within Bond in every particular, without
alteration or enlargement or any change whatever.

Signature(s) guaranteed by:

EXHIBIT A TO BOND

\$3,353,636

VILLAGE OF MCFARLAND, WISCONSIN
SEWERAGE SYSTEM REVENUE BONDS, SERIES 2025A

<u>Amount of Disbursement</u>	<u>Date of Disbursement</u>	<u>Series of Bonds</u>	<u>Principal Repaid</u>	<u>Principal Balance</u>
\$ _____	_____	_____	\$ _____	\$ _____
\$ _____	_____	_____	\$ _____	\$ _____
\$ _____	_____	_____	\$ _____	\$ _____
\$ _____	_____	_____	\$ _____	\$ _____
\$ _____	_____	_____	\$ _____	\$ _____
\$ _____	_____	_____	\$ _____	\$ _____
\$ _____	_____	_____	\$ _____	\$ _____
\$ _____	_____	_____	\$ _____	\$ _____
\$ _____	_____	_____	\$ _____	\$ _____
\$ _____	_____	_____	\$ _____	\$ _____
\$ _____	_____	_____	\$ _____	\$ _____

EXHIBIT A TO BOND (continued)

PRINCIPAL REPAYMENT SCHEDULE

<u>Date</u>	<u>Principal Amount</u>
May 1, 2026	\$144,086.63
May 1, 2027	147,256.53
May 1, 2028	150,496.18
May 1, 2029	153,807.09
May 1, 2030	157,190.85
May 1, 2031	160,649.05
May 1, 2032	164,183.32
May 1, 2033	167,795.36
May 1, 2034	171,486.85
May 1, 2035	175,259.57
May 1, 2036	179,115.28
May 1, 2037	183,055.81
May 1, 2038	187,083.04
May 1, 2039	191,198.87
May 1, 2040	195,405.24
May 1, 2041	199,704.16
May 1, 2042	204,097.65
May 1, 2043	208,587.79
May 1, 2044	213,176.73

VILLAGE OF MCFARLAND**RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF UP TO \$3,353,636
SEWERAGE SYSTEM REVENUE BONDS, SERIES 2025A****Summary Explanation – March 24, 2025**

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

The Village applied to the State of Wisconsin Clean Water Fund Loan (“CWF Loan”) program to finance the construction of Lift Station No. 2. This program provides municipalities with 20-year financing at a subsidized interest rate.

The CWF Loan is structured for the maximum amount approved by the State in the amount of \$3,353,636 to be repaid over 20 years at 2.20%. The CWF Loan is not subject to an early prepayment. Estimated annual debt service payments will be approximately \$216,000 per year through 2044. The CWF Loan is secured by a pledge of revenues generated by the Village’s water and sewer system rates, and not by a tax levy, and as such are “revenue bonds.”

The Village does have outstanding water and sewer system revenue bonds issued in 2022 and revenue bond anticipation notes issued in 2024. The CWF Loan is issued on “parity”, or an “equal basis,” with those outstanding revenue issues as to the pledge of revenues of the water and sewer system.

Because debt payments on revenue bonds are not supported by tax levy, a calculation must be performed annually to maintain “net income” generated by the water and sewer rates, to pay debt service by at least 1.25 X. Net income is calculated by subtracting O&M expenses from operating revenues. Debt service on all revenue bonds is combined.

The Village Board is considering a resolution that authorizes the issuance and sale of \$3,353,636 of revenue bonds to the State of Wisconsin Clean Water Fund Loan program. The resolution refers to a “Financial Assistance Agreement” prepared by the State containing specific details and conditions of the Loan. This would be similar to a bid form the Village receives from an underwriting when selling notes in the municipal market. Adoption of the resolution is accepting these terms.

The closing date of the CWF Loan is April 16, 2025. The Village will request funds from the State as project costs are incurred until project completion.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, March 25, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Krystal Johnson, DEI Strategist

AGENDA ITEM: Update 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.

The Village Board met on December 10, 2024 to review the communications and engagement plan for the project.

Staff provided an update to the Village Board on February 25, 2025 regarding the engagement process.

ISSUE SUMMARY:

Following the February update, Staff will provide another update as follow up as we extended the public engagement period. We extended the survey time period through the end of March and scheduled another in person workshop opportunity. This has increased responses thus far, and we will share that information with the board as part of the update. We'll also preview certain themes and talk about next steps in the project.

The revised timeline that was sent out before and the presentation from the last meeting are 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:

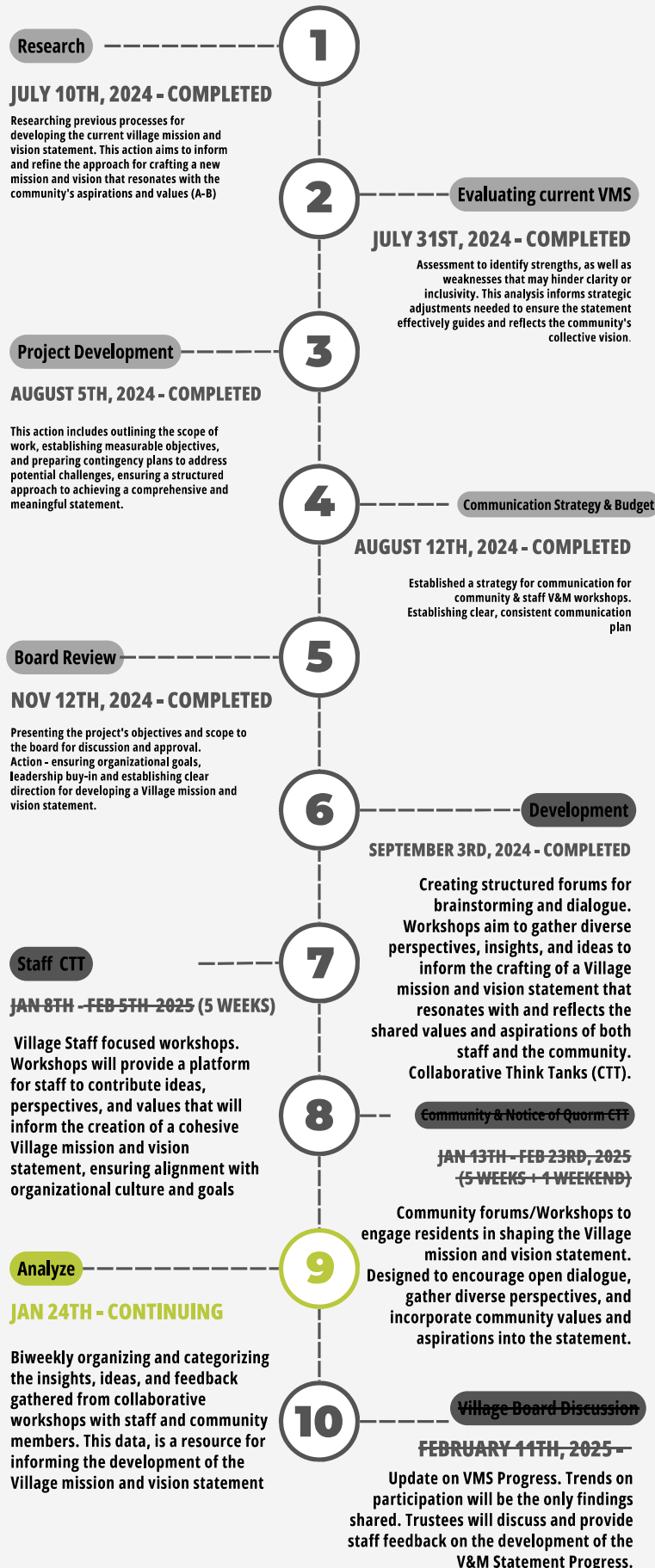
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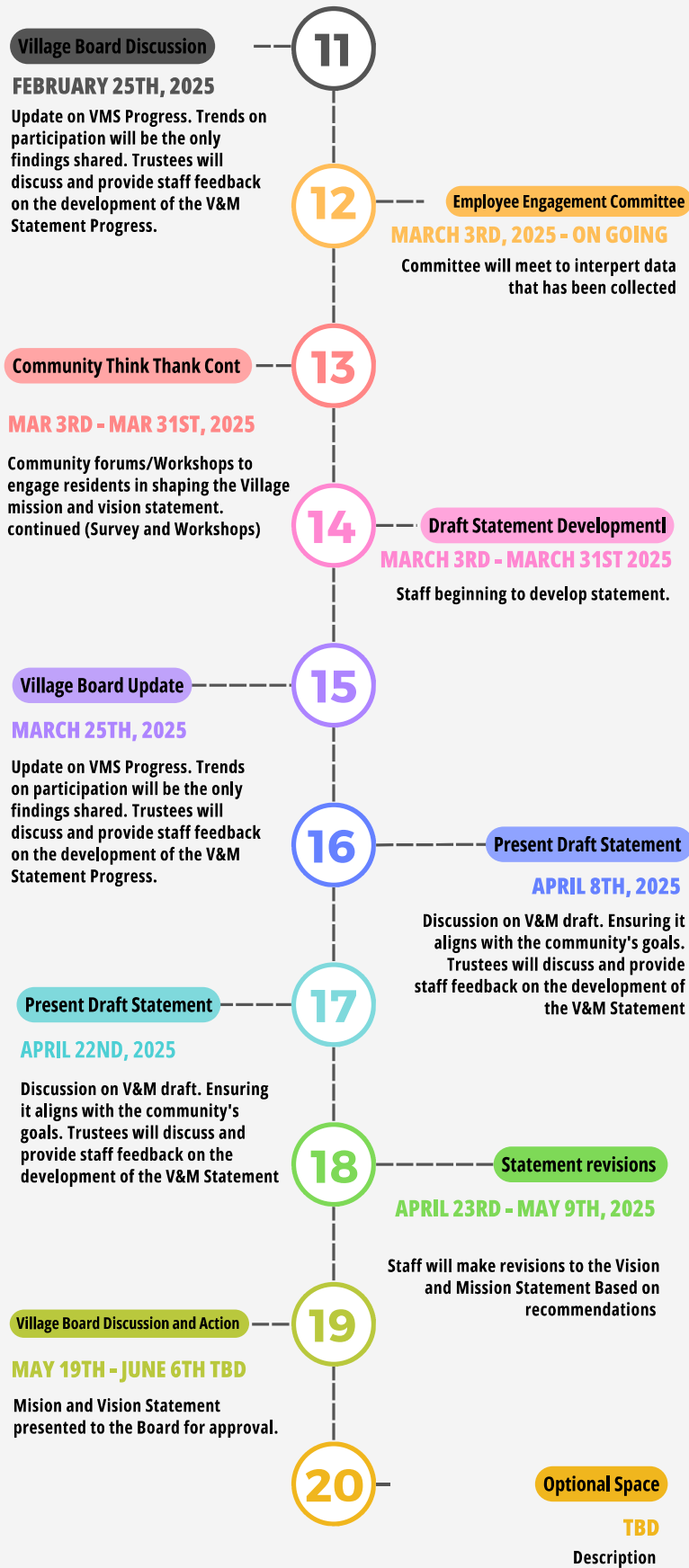
2. VB_IntPresentation_KJ

VILLAGE OF MCFARLAND VISION AND MISSION STATEMENT PROJECT

BY: KRYSTAL JOHNSON



VILLAGE OF MCFARLAND VISION AND MISSION STATEMENT PROJECT





VILLIAGE VISIONARIES KEYFINDINGS

February 25th, 2025

CONTENT

- Overview of Workshop and Survey
- Overview of Scoring/Analyzing System
- Overview of Outreach & Engagement
- Community Survey Key Findings
- Community Workshop Key Findings
- Staff Workshop Key Findings
- Next Steps
- Q&A

OVERVIEW OF WORKSHOP & SURVEY

Community Survey

- January 3rd - February 28th
- 90 participants as of 02/25/2025

Staff workshops

- February 10th - February 14th
- 28 participants

Community Workshops

- January 14th - February 22nd, 2025
- 14 in person and Virtual sessions
- 19 participants
 - 17 adults
 - 2 youth

Staff Survey

- February 27th - March 4th



OVERVIEW OF SCORING/ANALYZING

Phase-Organize:

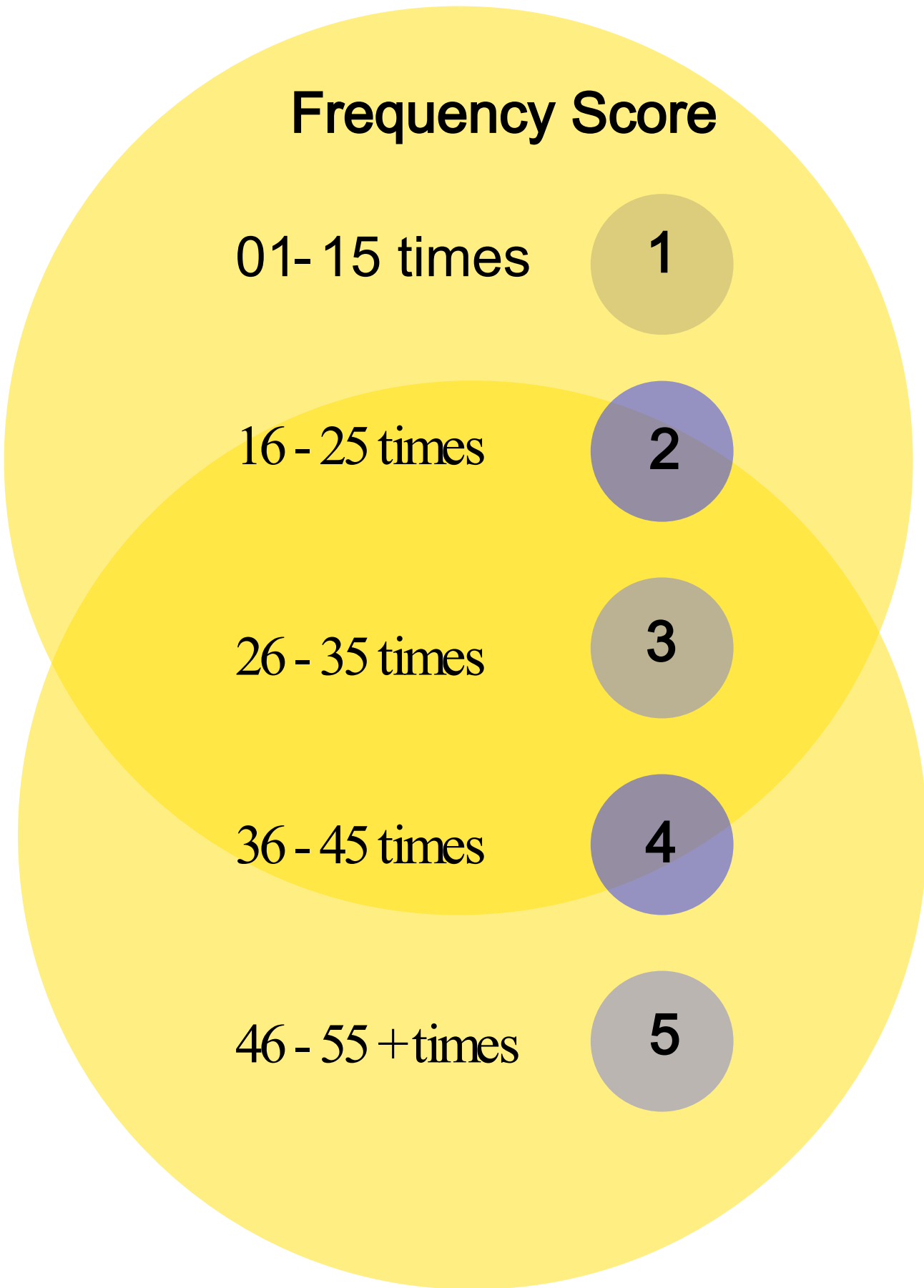
- Grouping, identifying themes and concepts
 - Example
 - Safe/ Safety - 15: Frequency Score = 1
 - Transparency - 44: Frequency Score = 4

Phase 2 - Staff Interpretation

- Words, phrases, themes, and concepts identified or are placed within three components.
 - Audiences (Who the Village Serves)
 - Contributions (What the Village Provides)
 - Distinctions (What sets the Village Apart)

Phase 3 - SWOT Analysis

- Focused on findings from the staff interpretation



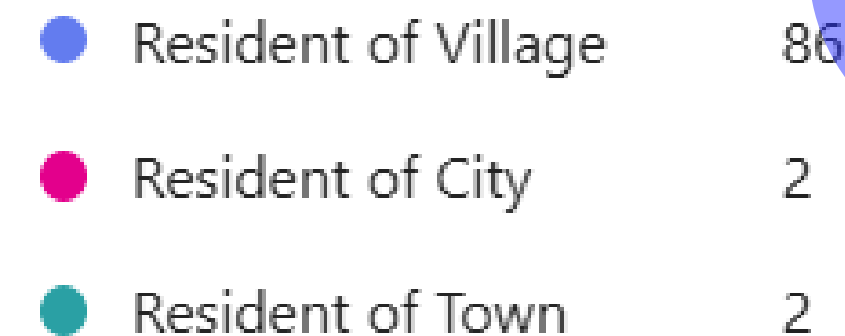
OVERVIEW OF OUTREACH & ENGAGEMENT



- Landing page
- mailed post card to resident
- in person fliers
- in person meetings
- outreach to local organizations
- Social Media Post / Advertising Boost

COMMUNITY SURVEY KEY FINDINGS

What do you think about the current "VISION" statement for the Village of McFarland? How does it make you feel?



"The statement is too broad."

"The statement is well thought out and reflects how the Village of McFarland is today. As a person who has lived here less than six months, it makes me feel welcomed and proud to be part of a Village that cares about its residents, businesses, natural resources, past and future."

"This is an appropriate representation of what I would like my community to be. I hope that the choices made truly guide our leadership."

"I think the village has failed at achieving a lot of those things."

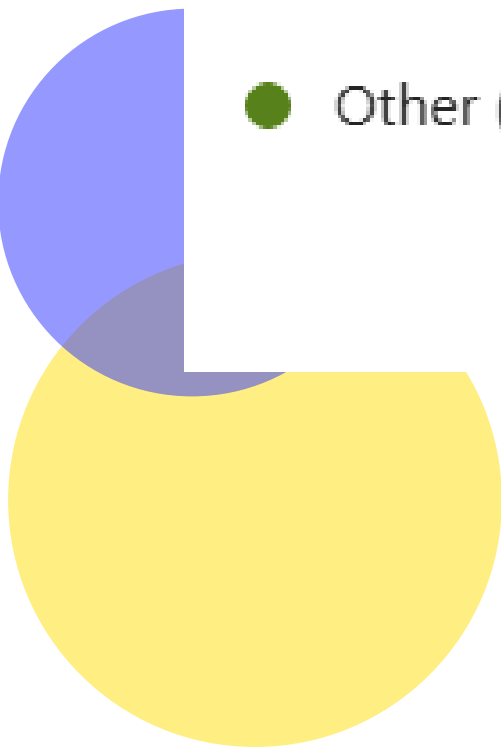
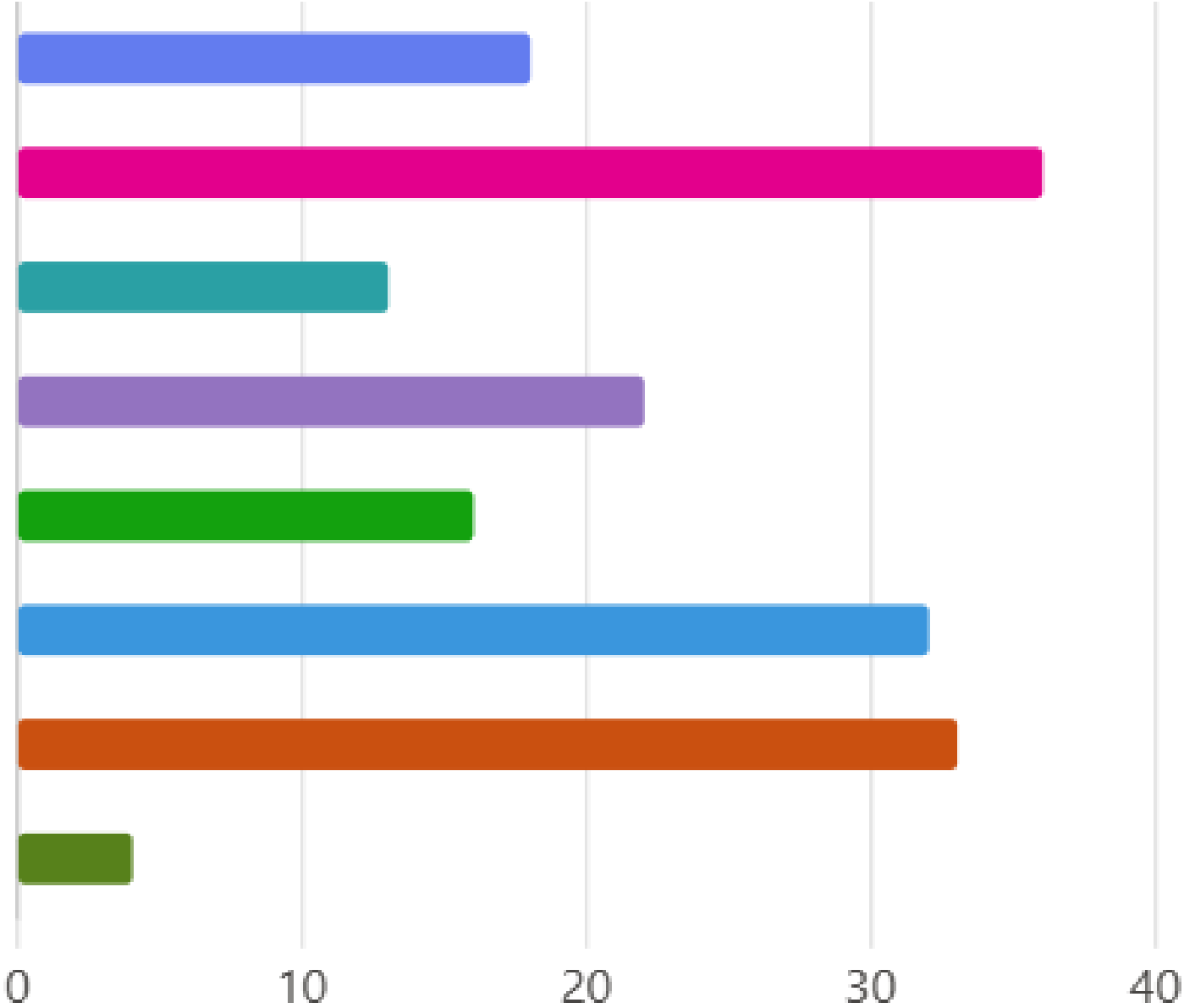
The only one I would have said in the past is supporting academic excellence but even now that is in question. This place is quite exclusionary and only a specific type of person would reside here."

"I think this is a good vision statement in general but I do feel it is long and wordy. I wonder if there is a way to express these same sentiments in a more concise way."

Data from 02/21/2025

What do you think should be the primary focus of our village's vision? (select up to 2)

Economic growth	18
Sustainability and environmental stewardship	36
Community inclusivity and diversity	13
Supportive Community	22
Saving History	16
Quality of Life	32
Public Safety	33
Other (please specify)	4

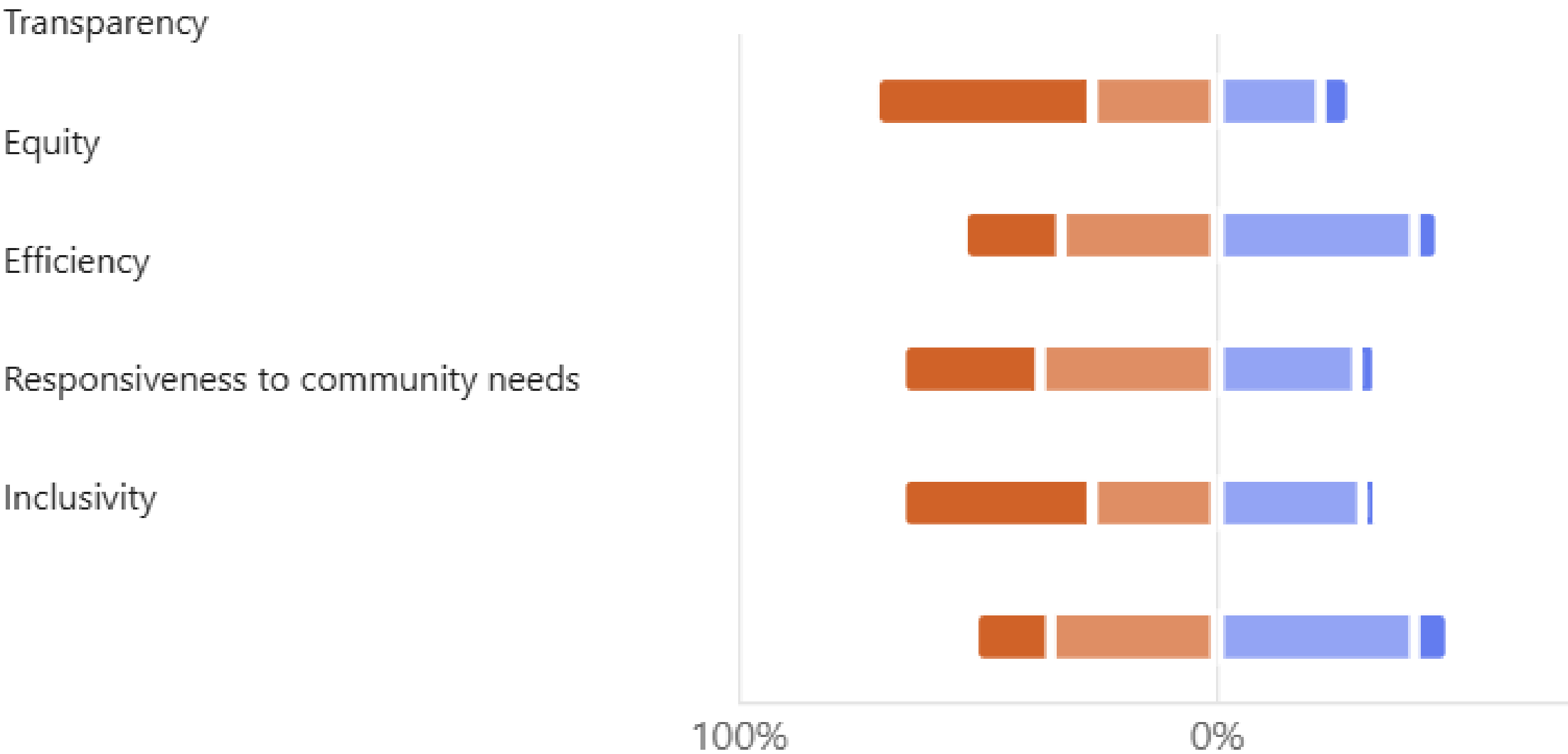


Rank the following values in order of importance for our Village's future?

- 1 Transparency in Governance
- 2 Environmental Sustainability
- 3 Public Safety
- 4 Economic Stability
- 5 Inclusivity

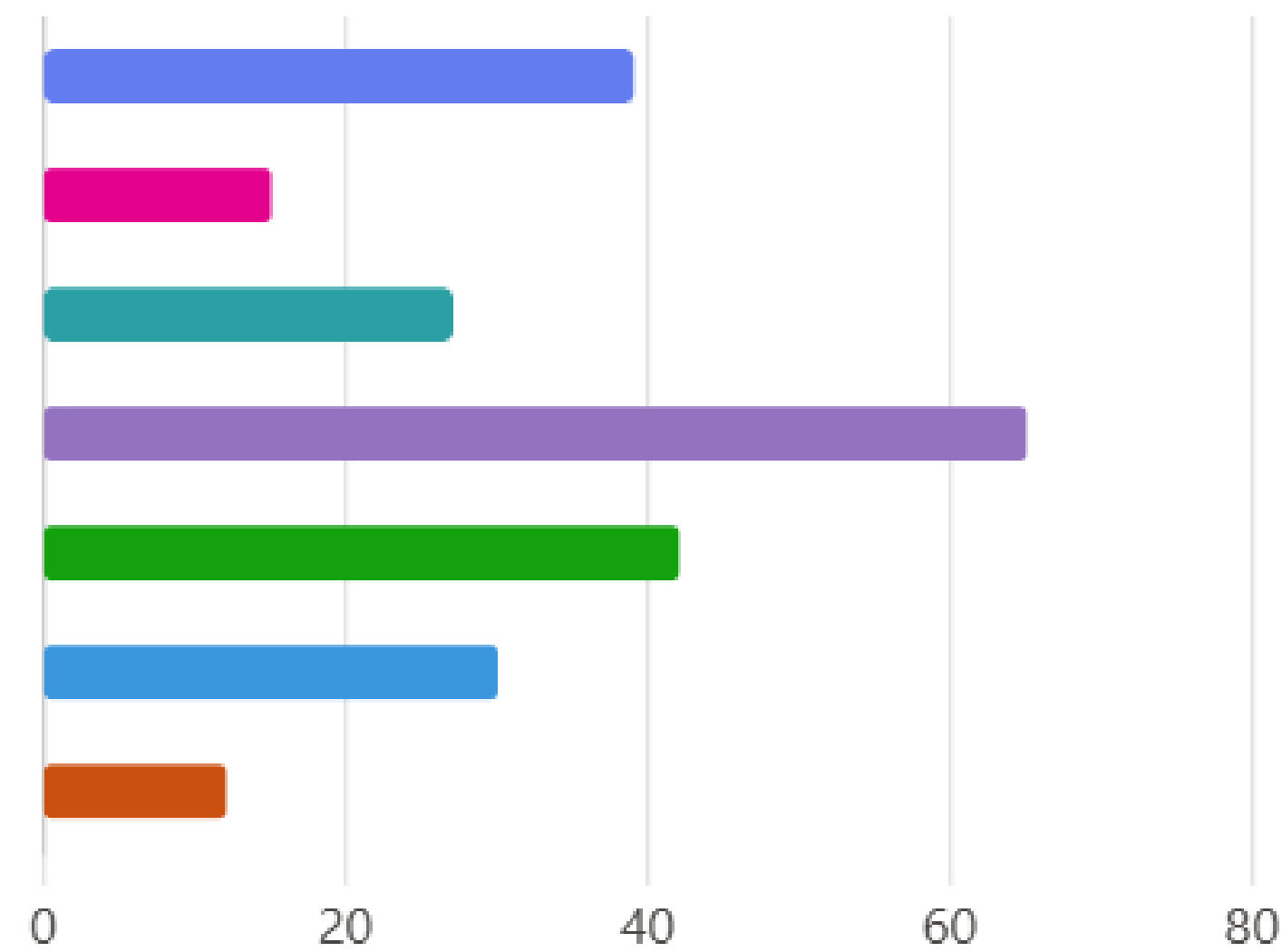
How well do you think the village is doing in following these values?

Poor Fair Average Excellent



Which of these goals do you think is most obtainable in the short term? (Select Three)

● Improving public infrastructure	39
● Expanding affordable housing	15
● Developing green spaces	27
● Increasing government transparency	65
● Developing community engagement programs	42
● Increasing recreational & leisure opportunities	30
● Other (please specify): _____	12

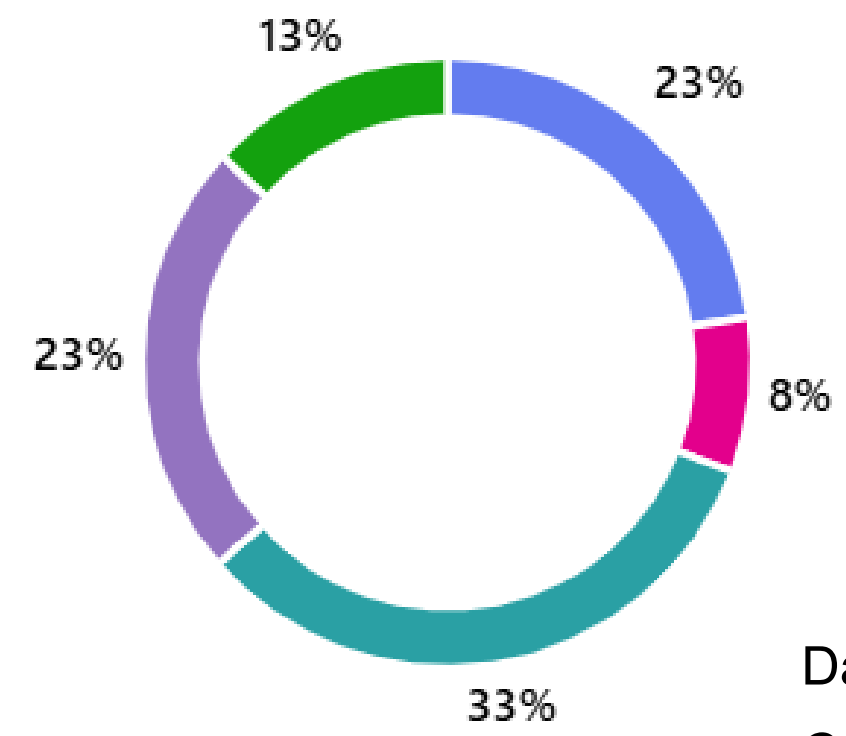


What tangible improvements would you like to see in our village?

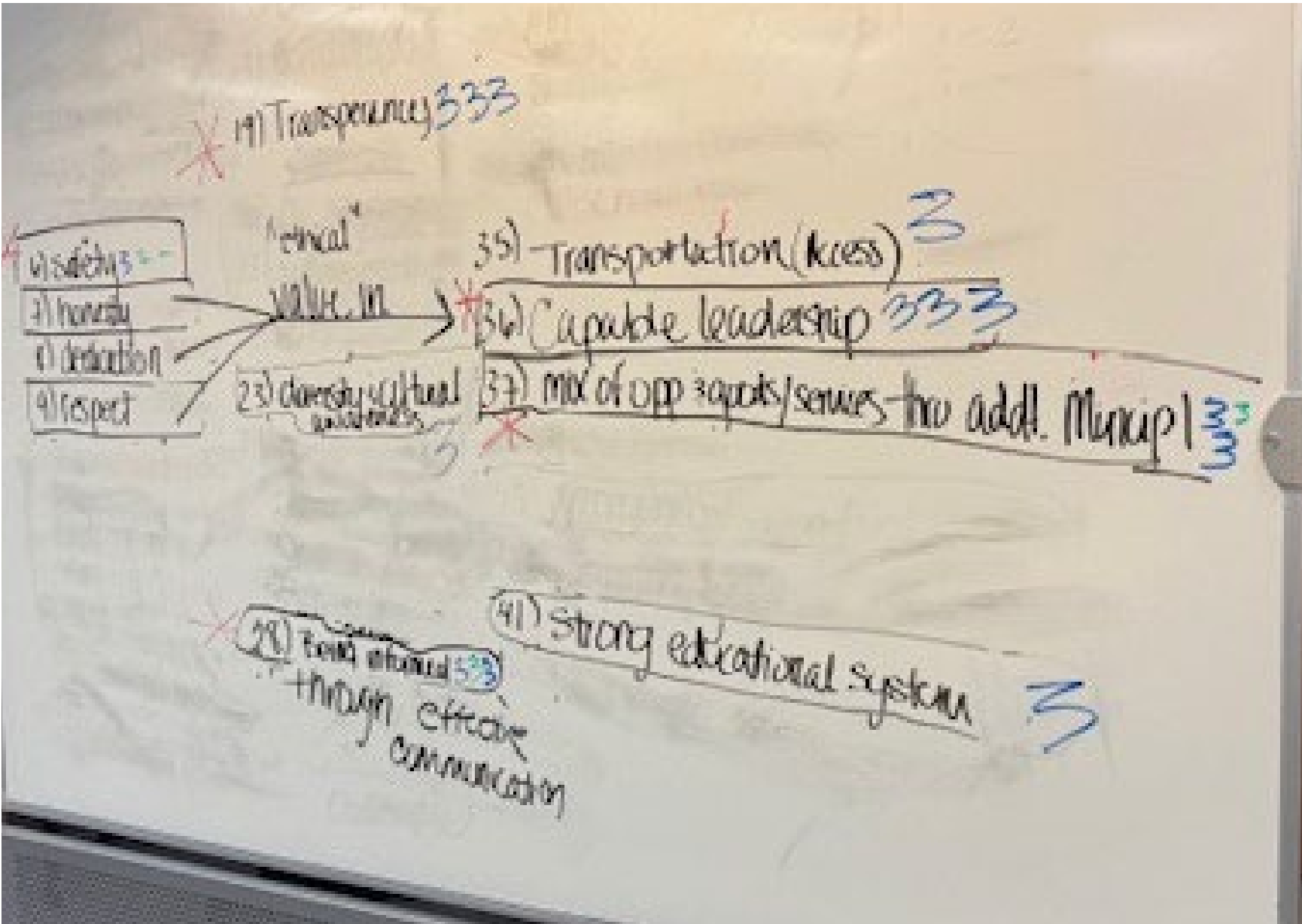
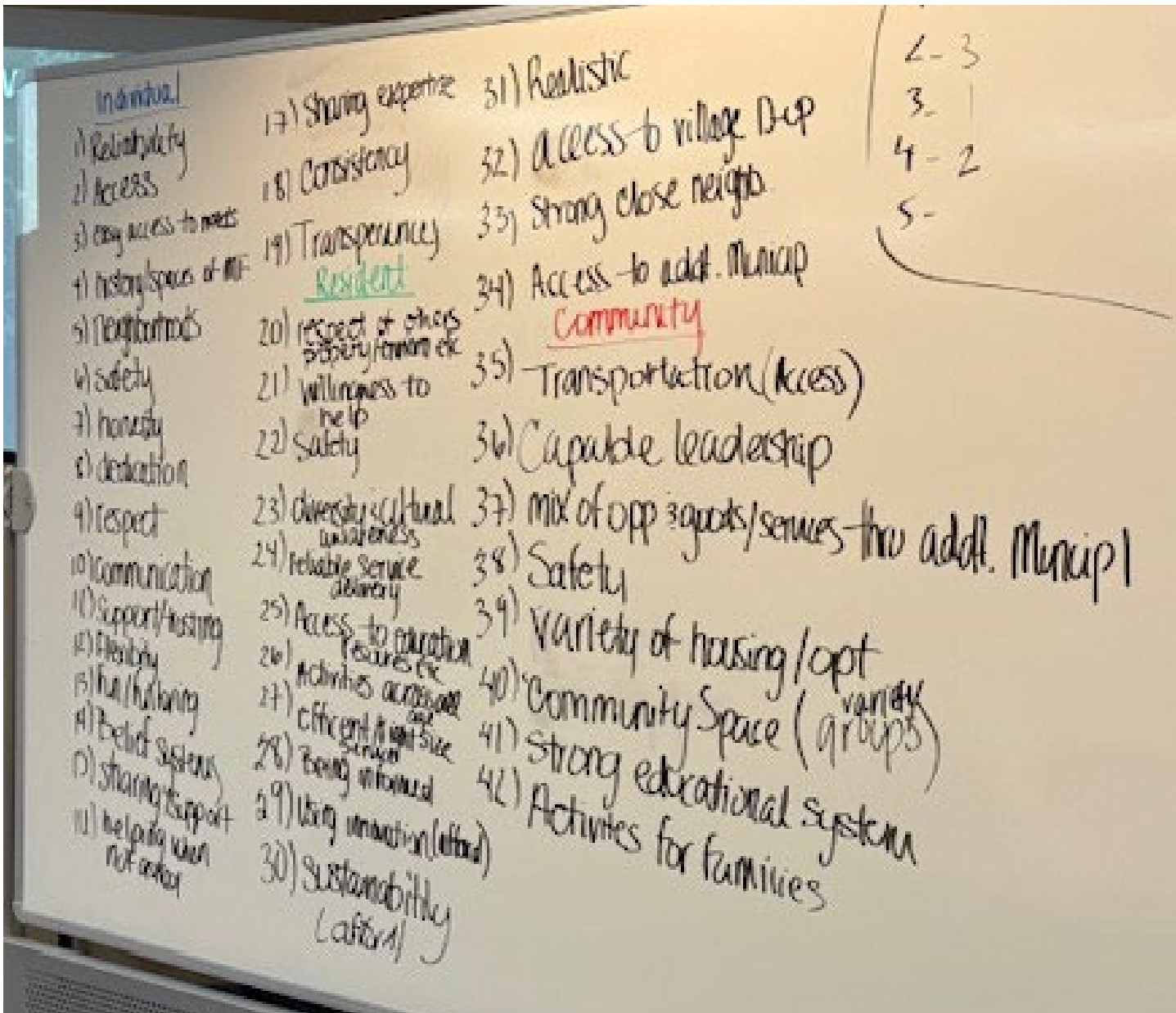
- More recreational and leisure spaces, including walking, biking, and park areas.
- A safe way for kids to cross Siggelkow, designated safe bike routes, and improved sidewalks.
- Increasing green spaces and conserving the environment.
- Support for community members with disabilities and seniors.

Which of these actions do you think would make the biggest positive difference? (Pick two)

New parks or recreational areas	36
Renovated public facilities	13
Improved road and sidewalk infrastructure	52
Increased local events and cultural programs	37
Other	21



COMMUNITY WORKSHOP KEY FINDINGS



Safety, Transparency, Proximity to urban city services/recreation, Capable Leadership, Being informed through effective communication, Transportation

Participant Quotes

"Not sure what that means healthy social fabric and does it really mean anything?" - Resident

"More collaboration between school and residents because the residents want to participate with what is happening within the school." - Resident

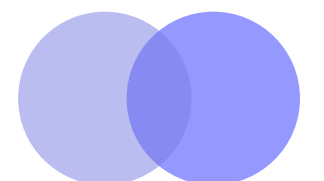
"Citizen - softening that word to all community members" - Resident

"Transportation - How you get to other things you need transportation, without how do you get/ access your different services within the village."

"Shift from proud heritage to Rich History" - Resident

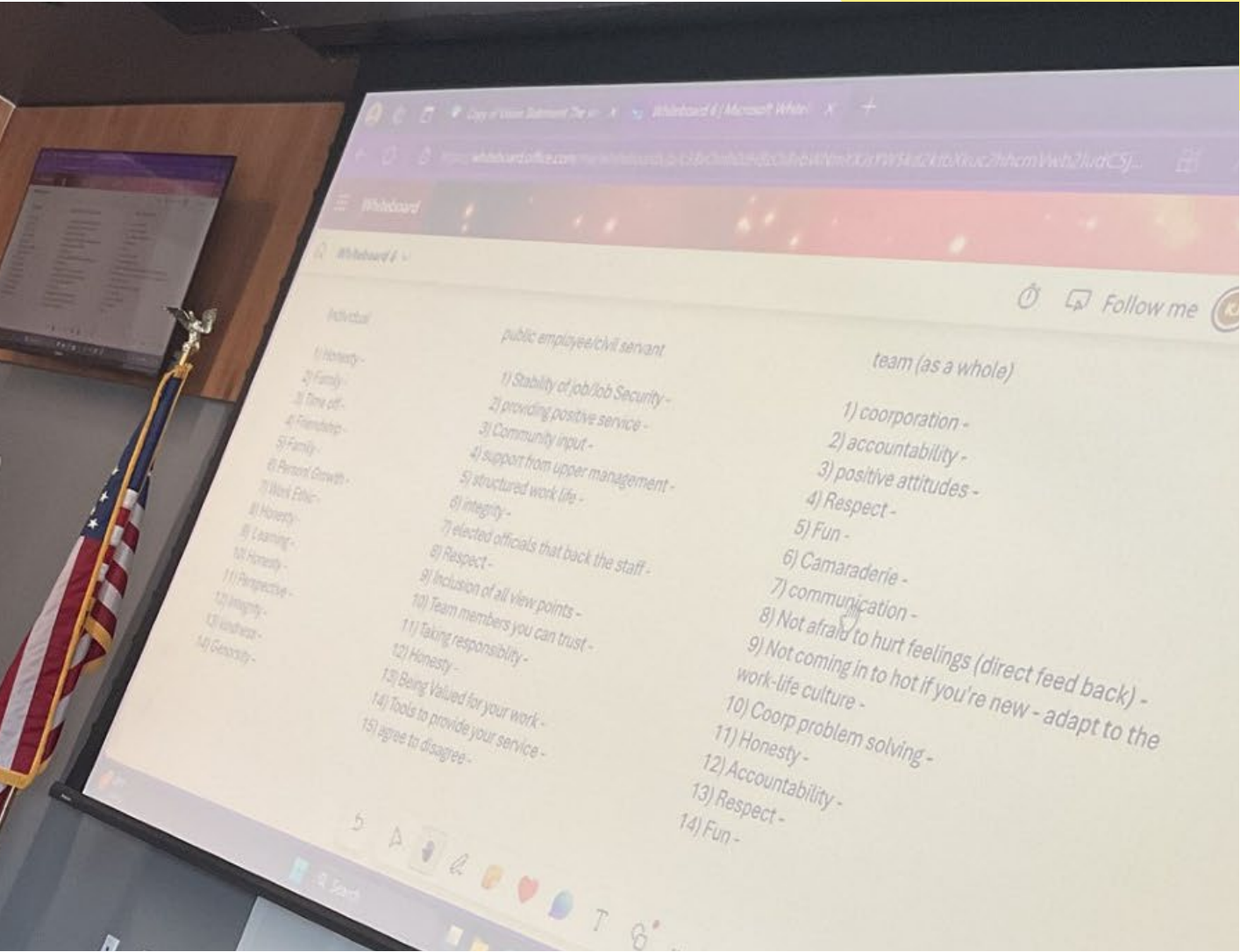
Themes from discussion during workshops

- Protection of natural resources
- Balanced development
- Government/ Community Transparency
- Parks and leisure spaces
- Encouragement of local businesses
- Promoting clear decision-making
- Creating access to nature
- Inclusive communication methods
- Environmental Sustainability



STAFF WORKSHOP KEY FINDINGS

Individual	Public Employee	Team (As a whole)
FAMILY	COMPETITIVE PAY	ACCESSIBILITY
PERSONAL GROWTH	BEING VALUED	COMMUNICATION
INTEGRITY	CUSTOMER SERVICE/ COMMUNITY SERVICES	CAMARADERIE



THEMES DURING DISCUSSIONS

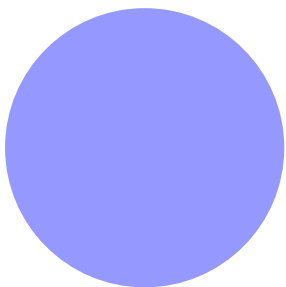
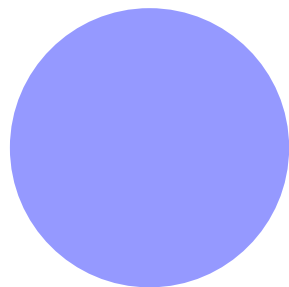
- Natural Services
 - Providing the community with information about how to access the natural resources of the community
 - Making the lake a more prominent part of the community
- Community
 - Supporting a healthy balance between being a resident and an employee
- Vision Statement
 - A vision that aligns with an informed community
- Professional Development
 - Actively seeking new ways to learn
- Safe work environment
 - Investing in ensuring a safe and accessible work place.

“The mission is what is our contribution to this community. We make sure that what we understand the mission, and it should match the vision and align with our values. it’s important to have a vision and mission statement that reflects the community” - Village Employee

Data from 02/21/2025

Community Workshop key findings continu

NEXT STEPS



Employee Engagement Committee Drafting Vision Mission Statement Draft revisions and Final Survey results included.

- Employee Engagement Committee
- begin initial draft
- Initial draft prepared for March 11th Village Board Meeting
- Community and staff survey results
- Draft revisions



VILLIAGE VISIONARIES KEYFINDINGS

February 25th, 2025