

Tuesday, April 22, 2025

7:00 PM

McFarland Municipal Center
5915 Milwaukee St, McFarland
Community Room

AGENDA

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below. *Please Note: Virtual attendance is offered as a convenience, but technical difficulties beyond the Village's control may prevent or limit its availability at any meeting. The public is encouraged to attend the meeting in person to assure full access to the proceedings.*

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/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.
2. ROLL CALL.
3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.
 - a. US Highway 51 Public Involvement Meeting - April 24th from 5:30 to 7:00 p.m.
 - b. Community Service Day - Saturday, April 26, 2025. - 8 a.m. to Noon
 - c. World Day of Cultural Diversity for Dialogue and Development - Saturday, May 17, 2025.
4. CONSENT AGENDA.
 - a. All items listed under the Consent Agenda will be approved in one motion unless a Board member requests that the item be removed for individual discussion and action. Any item(s) removed for individual consideration shall be considered in the same order in which they were originally listed on the agenda under Business.
 - 1) Motion to approve the minutes of the April 8, 2025 meeting.
 - 2) Motion to approve the minutes of the April 15, 2025 Annual Village Organizational meeting.
 - 3) Motion to approve checks in the amount of \$167,625.42
 - 4) Motion to approve an Event Permit Application from American Legion Post 534 for the Memorial Day Parade to take place on May 26, 2025 with the conditions provided by Village Staff.
 - 5) Motion to approve an Event Permit Application from the Aly Wolff Foundation for the Honky Tonky Hustle to take place on May 30-31, 2025 with the conditions provided by Village Staff.
 - 6) Motion to approve an Event Permit Application and Temporary Class B License from the McFarland Chamber of Commerce for the Bands by the Boardwalk Event to take place on June 12, July 10, August 14, and September 11, 2025 with the conditions provided by Village Staff.

- 7) Motion to approve an Event Permit Application from McFarland Pride Association for the Pride in the Park event to take place on June 29, 2025 with the conditions provided by Village Staff.

5. PUBLIC APPEARANCES.

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

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

6. BUSINESS.

- a. Discussion and action on Resolution 2025-08: A Resolution acknowledging World Migratory Bird Day.
- b. Plan Commission (President Brassington & Trustee Fessler)
 - 1) Discussion and action regarding a proposal from ZoneCo to update the Village's Zoning and Subdivision Codes.
- c. Sustainability & Natural Resources Committee (Trustees Peña & Leamy)
 - 1) Discussion and action regarding a proposal from HGA to complete a Net Zero Energy Measurement and Verification Energy Audit for the Public Safety Center.
 - 2) Discussion and action regarding the Village's existing Office of Energy Innovation Grant Agreement for the Public Safety Center.

7. 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 a side letter with the International Association of Fire Fighters, AFL-CIO Local 311 Fire/EMT Unit and its budgetary impacts.

8. RECONVENE INTO OPEN SESSION

9. ACTION ON ITEMS DISCUSSED IN CLOSED SESSION.

- a. Discussion and action regarding a side letter with the International Association of Fire Fighters, AFL-CIO Local 311 Fire/EMT Unit.

- b. Discussion and action regarding Resolution #2025-09: a resolution to amend the 2025 Budget for the General Fund of the Village of McFarland.

10. SCHEDULE NEXT MEETING DATE.

- a. May 13, 2025 - 7:00 p.m. - Regular Village Board
- b. May 27, 2025 - 7:00 p.m. - Regular Village Board

11. ADJOURNMENT.

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

Cassandra Suettinger

From: Schmidt, David - DOT (DTSD) <David2.Schmidt@dot.wi.gov>
Sent: Thursday, April 10, 2025 1:26 PM
To: Cassandra Suettinger
Cc: Kobryn, Jennifer - DOT; Drunasky, Kevin J - DOT; Kammerzelt, Cody A - DOT; Bie, Michael - DOT; Knorr, Karla - DOT
Subject: US 51 - Stoughton to Madison - Public Involvement Meeting - Thursday, April 24 - 2026 & 2027 Construction Seasons

Greetings,

Thank you for signing up for the WisDOT US 51 Stoughton to McFarland Project Distribution List!

The Wisconsin Department of Transportation (WisDOT) invites you to a public involvement meeting to discuss the proposed improvements to US 51 from South Harrison Street in the city of Stoughton to Larson Beach Road in the village of McFarland. You are welcome to attend either of the two available meeting locations:

Thursday, April 24, 2025 from 5:30 p.m. to 7:00 p.m.

Waubesa Intermediate School Gymnasium
5605 Red Oak Trail, McFarland, WI 53558
or
Stoughton High School Gymnasium
600 Lincoln Ave, Stoughton, WI 53589

WisDOT representatives will give a brief presentation starting at 5:45 p.m. regarding the proposed work. The remainder of the meeting will follow an open house format. Information shared will be the same at both meeting locations. Future public involvement meetings will occur for future construction east of South Harrison Street.

The purpose of this project is to provide a safe and efficient transportation system along the US 51 corridor to serve present and long-term travel demand while minimizing disturbance to the environment. This will be obtained by working to address existing safety conditions, accommodating travel demand, addressing existing pavement conditions, improving pedestrian accommodations, and considering corridor preservation and long-term planning measures.

US 51 from South Harrison Street to Larson Beach Road will have the following improvements:

- Replace the existing concrete pavement structure and improve bicycle & pedestrian accommodations.
- Construct Roundabouts at the intersections of Rutland-Dunn Townline Road, County B (east), Mahoney Road, Tower Road, Exchange Street, and Larson Beach Road.
- Expand US 51 between Jackson Street to County B (east) from 2-lane highway to a 4-lane divided highway.
- Reconstruct US 51 between County B (east) to Dyreson Road from 2-lane highway to a 2-lane divided highway.

Construction for the projects between South Harrison Street and Larson Beach Road can begin as early as March 2026. The projects will require the closure of US 51 between South Quam Drive in the town of Dunn and Burma Road in the village of McFarland. The full closure of US 51 is expected to occur between winter 2026 through 2027. Access will be provided to properties on the corridor. All through traffic is encouraged to use the signed detour route.

In addition to this in-person meeting, you can learn more about the project at <http://wisconsindot.gov/US51>. The projects are located under the "Stoughton", "Rural", & "McFarland" in the menu list.

If you are deaf or hard-of-hearing and require an interpreter during the meeting, you may request one by contacting me at least three working days prior to the meeting. If you have any questions, please contact me at (608) 246-3867; email david2.schmidt@dot.wi.gov; or by mail at 2101 Wright Street, Madison, WI 53704. Please provide your comments by May 23, 2025.

Sincerely,

If you no longer wish to receive email regarding the project, please message me stating so.



David Schmidt, P.E.

Project Manager

Division of Transportation System Development

Wisconsin Department of Transportation

(608) 246-3867 office

(608) 516-9041 cell

david2.schmidt@dot.wi.gov

wisconsin.dot.gov



CORRIDOR STUDY

COMMERCE • SAFETY • TOURISM

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, April 22, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Katie Gletty-Syoen, Director

AGENDA ITEM: Community Service Day - Saturday, April 26, 2025. - 8 a.m. to Noon

PREVIOUS ACTION:

ISSUE SUMMARY:

16th Annual McFarland Community Service Day

Resolve to get involved! The 16th Annual McFarland Community Service Day will be on Saturday, April 26th from 8am to noon. Roll up your sleeves and pitch in to celebrate Earth Day by cleaning up our parks, shorelines, roadways and public spaces in McFarland. Choose from a variety of family-friendly volunteer opportunities for all ages by visiting the online Sign Up for Community Service Day

Coffee, juice, doughnuts, and healthy snacks provided for all volunteers, courtesy of Kwik Trip. All volunteers may enter a drawing to win one of four \$25 gift certificates to West Star Organics. Spread some cheer by creating a card for a Meals on Wheels recipient at the craft station. Bring a new home cleaning product (dish soap, laundry detergent, glass cleaner, shower scrub, etc.) to the McFarland Municipal Center to donate to the McFarland Food Pantry. Electronics Recycling Drop off site with Pellitteri Waste Systems at the McFarland Municipal Center (Milwaukee Street Garage Bays). Reference the list of acceptable items for electronics recycling. Styrofoam Recycling Drop off site at the McFarland Municipal Center (Milwaukee Street Garage Bays). Reference the list of acceptable Styrofoam for recycling. Drop off unused medications at the Public Safety Center from 10am to 2pm as part of Drug Take Back Day. Questions? Email the Village of McFarland Outreach Coordinator at senior.outreach@mcfarland.wi.us or call 608-838-2394, for assistance and questions.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:



None

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, April 22, 2025

SECTION: Public Announcements & Communications

DEPARTMENT: Administration

CONTACT: Krystal Johnson, DEI Strategist

AGENDA ITEM: World Day of Cultural Diversity for Dialogue and Development -
Saturday, May 17, 2025.

PREVIOUS ACTION:

ISSUE SUMMARY:

Event Goal: To celebrate and promote the purpose of WDCDDD by creating an experience that empowers communities through dialogue, creative expression, and cross-cultural exchange—highlighting how arts, music, food, social constructs and diverse cultural contributions can inspire understanding, spark solutions, and drive local and global development.

Saturday May 17, 2025

World Culture Passport Experience

Families/Participants will receive a "passport" and visit cultural booths representing different countries. Each booth offers a taste of food, a quick cultural fact, a music or dance demo, and a stamp.

Culture-Inspired Cupcake Decorating Station

A sweet hands-on activity where kids decorate cupcakes inspired by different countries (colors of flags, spices, symbols, etc.). Each station includes a little card about the country's cuisine and culture.

My Culture, My Story Booth

A recording booth or photo station where families (especially kids) can share a short story, memory, or fact about their heritage or identity. These can be displayed in a "Community Culture Wall" or compiled into a short video montage.

Culture Parade – Wear Your Roots

Invite families and kids to dress in traditional clothing that represents their heritage. Participants can join a mini parade with music and flags, celebrating global diversity.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, April 22, 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.

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, April 8, 2025 - 7:00 PM

1. CALL TO ORDER.

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

2. ROLL CALL.

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

Village Board members not present: None

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

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

a. Arbor Day Proclamation - April 25, 2025

President Carolyn Clow read the Arbor Day Proclamation into the read highlighting April 25, 2025 as Arbor Day in the Village of McFarland.

b. April 1, 2025 - Spring Election Results

Deputy Administrator/Clerk Suettinger provided an update on the April 1, 2025 Spring election results.

4. CONSENT AGENDA.

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

1) Motion to approve the minutes of the March 25, 2025 regular meeting.

2) Motion to approve the minutes of the March 31, 2025 special meeting.

3) Motion to approve checks in the amount of \$382,074.89

4) Motion to update the Organizational Chart for the Senior Outreach Services Department.

5) Discussion and action regarding a land use agreement for 5204 Card Avenue to create public access for vehicle travel.

Motion by President Carolyn Clow, second by Trustee Stephanie Brassington, to approve the consent agenda as presented. Motion carries 7 - 0 - 0 by acclamation.

5. PUBLIC APPEARANCES.

a. This is an opportunity for members of the public to address the Village Board for items that are not on the agenda. Please remember this is a hybrid meeting conducted in

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

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

None.

6. BUSINESS.

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

1) Discussion and action regarding award of contract for the 2025 Street & Utility Improvements project.

Motion by Village President Carolyn Clow, second by Trustee Lowell Prill, to award contract for award of contract to Parisi Construction, LLC of Verona, Wisconsin for an amount of \$2,551,414, including the base bid and supplemental bids, while rejecting all alternative bids with additional expenses for engineering, construction administration, and contingency for a total project cost in the amount of \$3,033,000. Motion carries 7 - 0 - 0 by acclamation.

2) Discussion and action regarding award of contract for sanitary sewer main cleaning and televising services.

Motion by Village President Carolyn Clow, second by Village Trustee Lowell J. Prill, to award a contract to Green Bay Pipe & TV LLC of Green Bay for sanitary sewer main cleaning and televising services for a three-year term. Motion carries 7 - 0 - 0 by acclamation.

3) Discussion and action regarding a proposal from Baker Tilly to conduct a conventional rate case for the water utility.

Motion by Village President Carolyn Clow, second by Village Trustee Lowell J. Prill, to approve a proposal from Baker Tilly to conduct a conventional rate case for the water utility. Motion carries 7 - 0 - 0 by acclamation.

b. Recognition of departing elected officials.

The Village thanked both President Carolyn Clow and Trustee Hilary Brandt for their service to the Village.

7. SCHEDULE NEXT MEETING DATE.

a. April 15, 2025 - 6:00 p.m. - Annual Meeting (First meeting of the newly seated Board)

b. April 22, 2025 - 7:00 p.m. - Regular Village Board

c. May 13, 2025 - 7:00 p.m. - Regular Village Board

8. ADJOURNMENT.

Motion by Trustee Hilary Brandt, second by Trustee Luke Fessler, to adjourn at 7:39 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

Tuesday, April 15, 2025 - 6:00 PM

1. CALL TO ORDER.

Village President Brassington called the annual 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 Kathy Annen, Village President Stephanie Brassington, Village Trustee Ken Boyd, Village Trustee Luke Fessler, Village Trustee Alisa Leamy, Village Trustee Miguel Peña, Village Trustee Lowell J. Prill

Village Board members not present: None

Staff Present: Village Administrator Matt Schuenke, Deputy Administrator/Clerk Cassandra Suettinger, Interim Police Chief Brian Redman, Community and Economic Development Director Andrew Bremer, Public Works Director Lee Igl, Outreach Director Katie Gletty-Syoen, and Fire/EMS Director Chris Dennis.

3. NEW BOARD WELCOMING CEREMONY.

- a. *Ceremonial swearing in of elected Village President Stephanie Brassington and Village Trustees Kathy Annen, Luke Fessler, and Ken Boyd.*

Deputy Administrator/Clerk Cassandra Suettinger ceremoniously swore in newly elected Village President Stephanie Brassington and Village Trustees Kathy Annen, Ken Boyd, and Luke Fessler.

4. COMMENCE THE BUSINESS PORTION OF THE ANNUAL MEETING.

5. PUBLIC APPEARANCES.

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

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.
None.

6. BUSINESS.

- a. *Committee Appointments*

- 1) Discussion and action to confirm appointment of Village Board members to boards, commissions, and committees as recommended by the Village President.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Luke Fessler, to confirm appointment of Village Board members to boards, commissions, and committees as recommended by the Village President. Motion carries 7 - 0 - 0 by acclamation.

- 2) Election of Kathy Annen as the Village Board representative on the Library Board (2/3 vote required) as recommended by the Village President.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Lowell J. Prill, to elect of Kathy Annen as the Village Board representative on the Library Board (2/3 vote required) as recommended by the Village President. Motion carries 7 - 0 - 0 by acclamation.

- 3) Election of Trustee Luke Fessler as the Village Board representative to the Plan Commission (2/3 vote required) as recommended by the Village President.

Motion by Village President Stephanie Brassington, second by Village Trustee Alisa Leamy, to Elect Trustee Luke Fessler as the Village Board representative to the Plan Commission (2/3 vote required) as recommended by the Village President. Motion carries 7 - 0 - 0 by acclamation.

- 4) Discussion and action on resident appointments to Boards, Committees and Commissions.

Motion by Village President Stephanie Brassington, second by Village Trustee Luke Fessler, to approve resident appointments to Boards, Committees and Commissions. Motion carries 7 - 0 - 0 by acclamation.

b. Organizational Issues

- 1) Discussion on the tentative Village Board schedule for 2025-2026.

Village Administrator Schuenke presented the 2025-2026 Village Board Schedule.

- 2) Public Announcement - Community Service Day - Saturday, April 26, 2025. - 8 a.m. to Noon

7. SCHEDULE NEXT MEETING DATE.

- a. April 22, 2025 - 7:00 p.m. - Regular Village Board

- b. May 13, 2025 - 7:00 p.m. - Regular Village Board

8. ADJOURNMENT.

Motion by Village Trustee Luke Fessler, second by Village Trustee Alisa Leamy, to adjourn at 6:17 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 Suetinger
Deputy Administrator/Clerk

Pay Period Date	Journal Code	Check Issue Date	Payee	Payee ID	Amount
04/05/2025	CDPT	04/11/2025	FIRE FIGHTERS LOCAL 31	8	194.45
04/05/2025	CDPT	04/11/2025	WPPA TREASURER	6	622.95
04/11/2025	CDPT	04/17/2025	WI SCTF	5	182.01

PAYROLL RELATED: \$999.41

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	041125	3234 CTY RD AB	1	04/11/2025	27.29	.00	27.29	04/17/2025
		041125	DOG PARK 6300 ELVEHJ	2	04/11/2025	762.41	.00	762.41	04/17/2025
		041125	FLOOD LIGHT 2860 HIDD	3	04/11/2025	36.95	.00	36.95	04/17/2025
		041125	SOCCER BLDG 4820 MA	4	04/11/2025	161.47	.00	161.47	04/17/2025
		041125	4806 MCDANIEL LN	5	04/11/2025	78.63	.00	78.63	04/17/2025
		041125	WELL 4 ELECTRIC	6	04/11/2025	1,868.74	.00	1,868.74	04/17/2025
		041125	MUNICIPAL CENTER 591	7	04/11/2025	2,500.67	.00	2,500.67	04/17/2025
		041125	LIBRARY 5920	8	04/11/2025	2,736.40	.00	2,736.40	04/17/2025
		041125	5307 HOUGH ST	9	04/11/2025	17.27	.00	17.27	04/17/2025
		041125	5802 MAIN ST	10	04/11/2025	367.17	.00	367.17	04/17/2025
		041125	PSC 6001 BROADHEAD	11	04/11/2025	3,219.09	.00	3,219.09	04/17/2025
		041125	CEDAR GLADE BATHRO	12	04/11/2025	22.90	.00	22.90	04/17/2025
		041125	5115 TERMINAL DPW	13	04/11/2025	725.28	.00	725.28	04/17/2025
		041125	LIFT#2 6407 PHEASANT	14	04/11/2025	171.14	.00	171.14	04/17/2025
Total 30:						12,695.41	.00	12,695.41	
68	BADGER WELDING SUPP	3875531	ACETYLENE & OXYGEN	1	03/31/2025	12.40	.00	12.40	04/17/2025
		3877564	BADGER WELDING - OXY	1	04/01/2025	62.88	.00	62.88	04/17/2025
		3878086	BADGER WELDING - OXY	1	04/08/2025	70.32	.00	70.32	04/17/2025
Total 68:						145.60	.00	145.60	
79	BAYCOM INC	EQUIPINV_0	BAYCOM ROOF MOUNT	1	04/04/2025	255.00	.00	255.00	04/17/2025
		EQUIPINV_0	BAYCOM SHARK FIN ANT	1	04/10/2025	854.00	.00	854.00	04/17/2025
Total 79:						1,109.00	.00	1,109.00	
157	CHAMPIONSHIP AWARD	76079	PLAQUE W/LOGO	1	04/14/2025	116.72	.00	116.72	04/17/2025
		76079	NAME PLATES	2	04/14/2025	30.00	.00	30.00	04/17/2025
Total 157:						146.72	.00	146.72	
166	CINTAS CORPORATION #	8407375848	FIRST AID SUPPLIES - RE	1	03/28/2025	17.40	.00	17.40	04/17/2025
		8407375848	FIRST AID SUPPLIES - RE	2	03/28/2025	17.40	.00	17.40	04/17/2025
		8407375848	FIRST AID SUPPLIES - RE	3	03/28/2025	17.40	.00	17.40	04/17/2025
		8407375848	FIRST AID SUPPLIES - RE	4	03/28/2025	63.77	.00	63.77	04/17/2025
Total 166:						115.97	.00	115.97	
236	DANE CO FIRE CHIEFS A	436	ANNUAL DUES	1	04/13/2025	500.00	.00	500.00	04/17/2025
Total 236:						500.00	.00	500.00	
288	WISCONSIN DNR-EA/7	041025	WATER LICENSE RENEW	1	04/10/2025	45.00	.00	45.00	04/17/2025
Total 288:						45.00	.00	45.00	
353	FERGUSON ENTERPRIS	9844372	MC FACILITY MAINT	1	03/25/2025	209.07	.00	209.07	04/17/2025
Total 353:						209.07	.00	209.07	
395	GENERAL COMMUNICATI	344099	SQUAD MAINTENANCE	1	04/14/2025	100.00	.00	100.00	04/17/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 395:						100.00	.00	100.00	
439	HJ PERTZBORN	110388	LIBRARY SPRINKLER INS	1	04/07/2025	370.00	.00	370.00	04/17/2025
		116507	MC ANNUAL SPRINKLER	1	04/11/2025	185.00	.00	185.00	04/17/2025
Total 439:						555.00	.00	555.00	
444	HOOPER CORPORATION	HV 5420673	MC FACILITY REPAIR	1	03/27/2025	1,450.00	.00	1,450.00	04/17/2025
Total 444:						1,450.00	.00	1,450.00	
621	MCFARLANE MANUFACT	WO67941	KUBOTA REPAIR	1	04/08/2025	85.93	.00	85.93	04/17/2025
		WO67941	KUBOTA REPAIR	2	04/08/2025	85.93	.00	85.93	04/17/2025
		WO67941	KUBOTA REPAIR	3	04/08/2025	85.93	.00	85.93	04/17/2025
		WO67941	KUBOTA REPAIR	4	04/08/2025	315.09	.00	315.09	04/17/2025
Total 621:						572.88	.00	572.88	
634	MENARDS - MONONA	81301	PARKS SUPPLIES	1	04/04/2025	40.47	.00	40.47	04/17/2025
		81411	PW SUPPLIES	1	04/07/2025	4.28	.00	4.28	04/17/2025
		81411	PW SUPPLIES	2	04/07/2025	4.28	.00	4.28	04/17/2025
		81411	PW SUPPLIES	3	04/07/2025	4.28	.00	4.28	04/17/2025
		81411	PW SUPPLIES	4	04/07/2025	15.68	.00	15.68	04/17/2025
		81622	PW	1	04/11/2025	13.43	.00	13.43	04/17/2025
		81622	PW	2	04/11/2025	3.66	.00	3.66	04/17/2025
		81622	PW	3	04/11/2025	3.66	.00	3.66	04/17/2025
		81622	PW	4	04/11/2025	3.66	.00	3.66	04/17/2025
		81622	4901 TERMINAL	5	04/11/2025	752.94	.00	752.94	04/17/2025
		81748	PW SUPPLIES	1	04/13/2025	7.72	.00	7.72	04/17/2025
		81748	PW SUPPLIES	2	04/13/2025	7.72	.00	7.72	04/17/2025
		81748	PW SUPPLIES	3	04/13/2025	7.72	.00	7.72	04/17/2025
		81748	PW SUPPLIES	4	04/13/2025	28.28	.00	28.28	04/17/2025
		81858	LIBRARY FACILITY MAIN	1	04/16/2025	12.46	.00	12.46	04/17/2025
Total 634:						910.24	.00	910.24	
640	MGE	6300112994-	STREET LIGHTS	1	04/02/2025	693.34	.00	693.34	04/11/2025
Total 640:						693.34	.00	693.34	
667	MINNESOTA LIFE INS CO	002832L- MA	LIFE INSURANCE	1	04/07/2025	1,471.39	.00	1,471.39	04/11/2025
Total 667:						1,471.39	.00	1,471.39	
686	MTAW	6251	MTAW DUES	1	04/04/2025	60.00	.00	60.00	04/17/2025
Total 686:						60.00	.00	60.00	
740	PETERSON, DON	DP040125	CHIEF INSPECTOR	1	04/01/2025	77.50	.00	77.50	04/17/2025
Total 740:						77.50	.00	77.50	
756	POMP'S TIRE SERVICE I	80331410	M8 MAINTENANCE	1	04/10/2025	197.70	.00	197.70	04/17/2025
		80332157	TOOL CAT TIRES	1	04/14/2025	22.71	.00	22.71	04/17/2025
		80332157	TOOL CAT TIRES	2	04/14/2025	22.71	.00	22.71	04/17/2025
		80332157	TOOL CAT TIRES	3	04/14/2025	22.71	.00	22.71	04/17/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		80332157	TOOL CAT TIRES	4	04/14/2025	83.30	.00	83.30	04/17/2025
	Total 756:					349.13	.00	349.13	
796	REGISTRATION FEE TRU	041425	VEHICLE REGISTRATION	1	04/14/2025	184.50	.00	184.50	04/17/2025
	Total 796:					184.50	.00	184.50	
836	SCHILLING SUPPLY COM	1001516-00	OPERATING SUPPLIES	1	04/07/2025	887.05	.00	887.05	04/17/2025
	Total 836:					887.05	.00	887.05	
904	STOLARIK, TONI	TS040125	ELECTION WORKER	1	04/01/2025	58.00	.00	58.00	04/17/2025
	Total 904:					58.00	.00	58.00	
906	STOUGHTON HOSPITAL	040725	PRE EMPLOYMENT MEDI	1	04/07/2025	511.57	.00	511.57	04/17/2025
	Total 906:					511.57	.00	511.57	
992	US CELLULAR	0718788723	CABLE/COMTECH PHON	1	03/22/2025	42.50	.00	42.50	04/11/2025
		0718788723	COMDEV PHONE	2	03/22/2025	25.45	.00	25.45	04/11/2025
		0718788723	FD/EMS PHONE	3	03/22/2025	106.65	.00	106.65	04/11/2025
		0718788723	OUTREACH PHONE	4	03/22/2025	178.74	.00	178.74	04/11/2025
		0718788723	PARKS TABLETS	5	03/22/2025	51.00	.00	51.00	04/11/2025
		0718788723	PD PHONE	6	03/22/2025	525.16	.00	525.16	04/11/2025
		0718788723	PW PHONE	7	03/22/2025	67.90	.00	67.90	04/11/2025
		0718788723	PW TABLETS	8	03/22/2025	97.17	.00	97.17	04/11/2025
		0718788723	SEWER PHONE	9	03/22/2025	67.90	.00	67.90	04/11/2025
		0718788723	WATER PHONE	10	03/22/2025	67.90	.00	67.90	04/11/2025
		0718788723	WATER TABLETS	11	03/22/2025	97.17	.00	97.17	04/11/2025
		0718788723	SEWER TABLETS	12	03/22/2025	97.17	.00	97.17	04/11/2025
		0718788723	ADMINISTRATOR HOT SP	13	03/22/2025	2.50-	.00	2.50-	04/11/2025
	Total 992:					1,422.21	.00	1,422.21	
1005	VANGUARD UTILITY PA	10663	STREETLIGHT LOCATES	1	04/02/2025	383.68	.00	383.68	04/17/2025
	Total 1005:					383.68	.00	383.68	
1093	WI STATE LABORATORY	805072	FLUORIDE TEST	1	03/31/2025	31.00	.00	31.00	04/17/2025
	Total 1093:					31.00	.00	31.00	
1118	WPPA TREASURER	010550C	POLICE UNION DUES	1	04/14/2025	650.00	.00	650.00	04/17/2025
	Total 1118:					650.00	.00	650.00	
1210	PERSONNEL EVALUATIO	54306	RECRUIT TESTS	1	03/15/2025	1,000.00	.00	1,000.00	04/17/2025
		54425	PEI TESTING	1	03/31/2025	105.00	.00	105.00	04/17/2025
	Total 1210:					1,105.00	.00	1,105.00	
1245	PROFESSIONAL PEST C	849678	MC PEST CONTROL	1	04/10/2025	48.00	.00	48.00	04/17/2025
		849732	PW PEST CONTROL	1	04/10/2025	22.55	.00	22.55	04/17/2025
		849732	PW PEST CONTROL	2	04/10/2025	6.15	.00	6.15	04/17/2025
		849732	PW PEST CONTROL	3	04/10/2025	6.15	.00	6.15	04/17/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		849732	PW PEST CONTROL	4	04/10/2025	6.15	.00	6.15	04/17/2025
	Total 1245:					89.00	.00	89.00	
1256	BOUND TREE MEDICAL L	85722712	EMS - SUPPLIES	1	04/03/2025	134.99	.00	134.99	04/17/2025
		85724160	EMS - SUPPLIES	1	04/04/2025	783.93	.00	783.93	04/17/2025
	Total 1256:					918.92	.00	918.92	
1358	EBI INC	226394	MAGAZINE HOLDERS &	1	04/03/2025	953.11	.00	953.11	04/17/2025
		226415	STUDY ROOM ECOUSTIC	1	04/04/2025	3,577.76	.00	3,577.76	04/17/2025
		226418	OPAC STATIONS	1	04/04/2025	8,421.83	.00	8,421.83	04/17/2025
	Total 1358:					12,952.70	.00	12,952.70	
1709	VON BRIESEN & ROPER	490508	PERSONNEL ISSUES	1	04/15/2025	1,058.50	.00	1,058.50	04/17/2025
	Total 1709:					1,058.50	.00	1,058.50	
1909	CATERPILLAR FINANCIA	36733742	SKID STEER	1	03/26/2025	253.23	.00	253.23	04/17/2025
		36733742	SKID STEER	2	03/26/2025	253.22	.00	253.22	04/17/2025
		36733742	SKID STEER	3	03/26/2025	253.22	.00	253.22	04/17/2025
		36733742	SKID STEER	4	03/26/2025	759.68	.00	759.68	04/17/2025
	Total 1909:					1,519.35	.00	1,519.35	
1989	CORPORATE BUSINESS	38868330	COPIER LEASE	1	03/27/2025	114.00	.00	114.00	04/11/2025
		38938129	ADMIN COPIERS	1	04/07/2025	190.00	.00	190.00	04/17/2025
	Total 1989:					304.00	.00	304.00	
2004	ST CLAIR, RUSSELL	RS040125	ELECTION WORKER	1	04/01/2025	52.00	.00	52.00	04/17/2025
	Total 2004:					52.00	.00	52.00	
2032	TEN-41	937	TEN 41 PANTS	1	04/03/2025	280.00	.00	280.00	04/17/2025
	Total 2032:					280.00	.00	280.00	
2042	THOMSON REUTERS	851738583	THOMSON REUTERS SO	1	04/01/2025	262.08	.00	262.08	04/17/2025
	Total 2042:					262.08	.00	262.08	
2058	MICROMARKETING LLC	978376	AUDIO BOOKS	1	04/03/2025	86.00	.00	86.00	04/17/2025
	Total 2058:					86.00	.00	86.00	
2064	COMPASS MINERALS AM	1488798	ROAD SALT	1	04/10/2025	4,089.13	.00	4,089.13	04/17/2025
	Total 2064:					4,089.13	.00	4,089.13	
2082	NASSCO INC	6541690	CUSTODIAL SUPPLIES	1	04/08/2025	58.34	.00	58.34	04/17/2025
		6541690	CUSTODIAL SUPPLIES	2	04/08/2025	57.46	.00	57.46	04/17/2025
		6541690	CUSTODIAL SUPPLIES	3	04/08/2025	.73	.00	.73	04/17/2025
		6541690	CUSTODIAL SUPPLIES	4	04/08/2025	.73	.00	.73	04/17/2025
		6541690	CUSTODIAL SUPPLIES	5	04/08/2025	.73	.00	.73	04/17/2025
		6541690	CUSTODIAL SUPPLIES	6	04/08/2025	8.40	.00	8.40	04/17/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		6541690	CUSTODIAL SUPPLIES	7	04/08/2025	8.40	.00	8.40	04/17/2025
		6541690	CUSTODIAL SUPPLIES	8	04/08/2025	8.40	.00	8.40	04/17/2025
		6541690	CUSTODIAL SUPPLIES	9	04/08/2025	.46	.00	.46	04/17/2025
		6544072	CUSTODIAL SUPPLIES	1	04/14/2025	48.05-	.00	48.05-	04/17/2025
		6544072	CUSTODIAL SUPPLIES	2	04/14/2025	47.32-	.00	47.32-	04/17/2025
		6544072	CUSTODIAL SUPPLIES	3	04/14/2025	.60-	.00	.60-	04/17/2025
		6544072	CUSTODIAL SUPPLIES	4	04/14/2025	.60-	.00	.60-	04/17/2025
		6544072	CUSTODIAL SUPPLIES	5	04/14/2025	.60-	.00	.60-	04/17/2025
		6544072	CUSTODIAL SUPPLIES	6	04/14/2025	6.92-	.00	6.92-	04/17/2025
		6544072	CUSTODIAL SUPPLIES	7	04/14/2025	6.92-	.00	6.92-	04/17/2025
		6544072	CUSTODIAL SUPPLIES	8	04/14/2025	6.92-	.00	6.92-	04/17/2025
		6544072	CUSTODIAL SUPPLIES	9	04/14/2025	.38-	.00	.38-	04/17/2025
Total 2082:						25.34	.00	25.34	
2117	GRIGGS LAW OFFICE LL	040925	2025 CLEAN DRINKING W	1	04/09/2025	15,250.00	.00	15,250.00	04/17/2025
Total 2117:						15,250.00	.00	15,250.00	
2162	KNOLL, KAREN	KK032925	TRAINING CONFERENCE	1	03/29/2025	42.50	.00	42.50	04/17/2025
		KK032925	TRAINING CONFERENCE	2	03/29/2025	42.50	.00	42.50	04/17/2025
		KK032925	TRAINING CONFERENCE	3	03/29/2025	42.40	.00	42.40	04/17/2025
Total 2162:						127.40	.00	127.40	
2213	RIVISTAS LLC	20217	MAGAZINE SUBSRIPTIO	1	01/17/2025	2,476.22	.00	2,476.22	04/17/2025
Total 2213:						2,476.22	.00	2,476.22	
2237	MADISON COLLEGE	041725	TESTING FEE	1	04/17/2025	320.00	.00	320.00	04/17/2025
Total 2237:						320.00	.00	320.00	
2270	UNITY POINT HEALTH	040525	SUSPECT BLOODWORK	1	04/05/2025	96.96	.00	96.96	04/17/2025
Total 2270:						96.96	.00	96.96	
2305	BACKES, JOE	JB040125	ELECTION INSPECTOR	1	04/01/2025	62.00	.00	62.00	04/17/2025
Total 2305:						62.00	.00	62.00	
2307	MACARRA, MONICA	MM040125	ELECTION INSPECTOR	1	04/01/2025	52.00	.00	52.00	04/17/2025
Total 2307:						52.00	.00	52.00	
2312	LANCASTER, TANYA	TL040125	ELECTION	1	04/01/2025	54.00	.00	54.00	04/17/2025
Total 2312:						54.00	.00	54.00	
16066	COAN, MATTHEW	MC040125	ELECTION INSPECTOR	1	04/01/2025	62.00	.00	62.00	04/17/2025
Total 16066:						62.00	.00	62.00	
16241	WI DEPT OF JUSTICE	L1373T-0131	BACKGROUND CHECKS	1	01/31/2025	89.00	.00	89.00	04/17/2025
		L1373T-0228	BACKGROUND CHECKS	1	02/28/2025	36.00	.00	36.00	04/17/2025
		L1373T-0331	BACKGROUND CHECKS`	1	03/31/2025	295.00	.00	295.00	04/17/2025
		L1373T-0731	BACKGROUND CHECKS	1	02/06/2025	261.00-	.00	261.00-	04/17/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16241:						159.00	.00	159.00	
16247	CITY TREASURER	2303406	STORMWATER FEES	1	04/04/2025	34.54	.00	34.54	04/17/2025
Total 16247:						34.54	.00	34.54	
16257	CORPORATE BUSINESS	378236	PW COLOR COPY OVER	1	04/08/2025	21.32	.00	21.32	04/11/2025
		378236	PW COLOR COPY OVER	2	04/08/2025	21.32	.00	21.32	04/11/2025
		378236	PW COLOR COPY OVER	3	04/08/2025	21.32	.00	21.32	04/11/2025
		378236	PW COLOR COPY OVER	4	04/08/2025	78.17	.00	78.17	04/11/2025
		378414	COPIER LEASE	1	04/09/2025	47.56	.00	47.56	04/11/2025
		378427	COPIER LEASE	1	04/09/2025	143.18	.00	143.18	04/11/2025
Total 16257:						332.87	.00	332.87	
16296	DANE CO DEPT OF HUM	APRIL 2025	MEALSITE DONATION - M	1	04/01/2025	3,139.00	.00	3,139.00	04/17/2025
		APRIL 2025	MEALSITE DONATION - C	2	04/01/2025	905.00	.00	905.00	04/17/2025
Total 16296:						4,044.00	.00	4,044.00	
16333	WI DEPT OF JUSTICE - TI	455TIME-000	TIME ACCESS	1	04/10/2025	384.00	.00	384.00	04/17/2025
Total 16333:						384.00	.00	384.00	
16398	POSPYHALLA, DAVID	DP020723	TRAINING MEAL	1	02/07/2023	6.75	.00	6.75	Multiple
		DP020723	TRAINING MEAL	2	02/07/2023	5.25	.00	5.25	Multiple
		DP020723	TRAINING MEAL	3	02/07/2023	7.75	.00	7.75	Multiple
		DP020723	TRAINING MEAL	4	02/07/2023	5.25	.00	5.25	Multiple
		DP032323	LUNCH AT TRAINING	1	03/23/2023	3.65	.00	3.65	Multiple
		DP032323	LUNCH AT TRAINING	2	03/23/2023	2.83	.00	2.83	Multiple
		DP032323	LUNCH AT TRAINING	3	03/23/2023	4.19	.00	4.19	Multiple
		DP032323	LUNCH AT TRAINING	4	03/23/2023	2.83	.00	2.83	Multiple
Total 16398:						38.50	.00	38.50	
16421	HALEY, MARY	MH040125	ELECTION INSPECTOR	1	04/01/2025	54.00	.00	54.00	04/17/2025
Total 16421:						54.00	.00	54.00	
16425	STASZEWSKI, CAROLYN	CS040125	ELECTION INSPECTOR	1	04/01/2025	52.00	.00	52.00	04/17/2025
Total 16425:						52.00	.00	52.00	
16622	WROBLEWSKI, KELLY	KW040125	ELECTION INSPECTOR	1	04/01/2025	58.00	.00	58.00	04/17/2025
Total 16622:						58.00	.00	58.00	
16640	TOP PACK DEFENSE LLC	15813	UNIFORM REDMAN	1	04/02/2025	108.04	.00	108.04	04/17/2025
		15830	TOP PACK NAME TAGS	1	04/03/2025	236.60	.00	236.60	04/17/2025
Total 16640:						344.64	.00	344.64	
16655	WI DEPT OF TRANSPORT	395-0000389	SHEEPDOG GUARDIAN	1	03/28/2025	40.00	.00	40.00	04/17/2025
		395-0000390	EXCHANGE STREET PR	1	04/01/2025	12,490.87	.00	12,490.87	04/17/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16655:						12,530.87	.00	12,530.87	
16834	WROLSTAD, DEBRA	DW040125	ELECTION INSPECTOR	1	04/01/2025	62.00	.00	62.00	04/17/2025
Total 16834:						62.00	.00	62.00	
16863	CONSTRUCTION FABRIC	211624	SOD REPAIR MATERIALS	1	04/07/2025	784.00	.00	784.00	04/17/2025
Total 16863:						784.00	.00	784.00	
16930	DIETZEL, JERRY	JD040125	ELECTION INSPECTOR	1	04/01/2025	58.00	.00	58.00	04/17/2025
Total 16930:						58.00	.00	58.00	
16931	DIETZEL, SUSAN	SD040125	ELECTION INSPECTOR	1	04/01/2025	58.00	.00	58.00	04/17/2025
Total 16931:						58.00	.00	58.00	
16974	KYSER, ELLIE	EK040125	CHIEF INSPECTOR	1	04/01/2025	77.50	.00	77.50	04/17/2025
Total 16974:						77.50	.00	77.50	
17076	SHARPEE TRUCKING, LL	23579	HAULING SALT BRINE	1	04/03/2025	440.00	.00	440.00	04/17/2025
Total 17076:						440.00	.00	440.00	
17084	AMAZON CAPITAL SERVI	13PF-RRHC-	PROGRAM SUPPLIES	1	04/14/2025	37.97	.00	37.97	04/17/2025
		17C4-4CYV-	DVDS & CDS	1	04/07/2025	17.95	.00	17.95	04/17/2025
		19G3-KNR4-	AMAZON CHARGING STA	1	04/04/2025	42.35	.00	42.35	04/17/2025
		19WK-M3HY-	ANNUAL MEETING SUPP	1	04/14/2025	58.49	.00	58.49	04/17/2025
		1DRM-PJRL-	DVDS & CDS	1	04/18/2025	15.72	.00	15.72	04/17/2025
		1H44-33JK-6	PARKS SUPPLIES	1	04/09/2025	30.98	.00	30.98	04/17/2025
		1JNN-P16G-	PROGRAM SUPPLIES	1	04/08/2025	48.53	.00	48.53	04/17/2025
		1LL6-7DT9-X	MOWER MAINTENANCE	1	04/14/2025	124.95	.00	124.95	04/17/2025
		1LL6-7DT9-X	MOWER MAINTENANCE	2	04/14/2025	34.08	.00	34.08	04/17/2025
		1LL6-7DT9-X	MOWER MAINTENANCE	3	04/14/2025	34.08	.00	34.08	04/17/2025
		1LL6-7DT9-X	MOWER MAINTENANCE	4	04/14/2025	34.08	.00	34.08	04/17/2025
		1LWG-DR3C	DVDS & CDS	1	04/02/2025	121.80	.00	121.80	04/17/2025
		1Q96-CGGL-	PROGRAM SUPPLIES	1	04/15/2025	532.37	.00	532.37	04/17/2025
		1Q96-CGGL-	OFFICE SUPPLIES	2	04/15/2025	54.99	.00	54.99	04/17/2025
		1QGY-7DTN-	DVDS & CDS	1	04/15/2025	117.42	.00	117.42	04/17/2025
		1QJ6-P4YQ-	DVDS & CDS	1	04/14/2025	210.01	.00	210.01	04/17/2025
		1TK1-HFRF-	DVDS & CDS	1	04/09/2025	39.44	.00	39.44	04/17/2025
		1TKF-7JCC-	OFFICE SUPPLIES	1	04/05/2025	123.78	.00	123.78	04/17/2025
		1TKF-7JCC-	PROGRAMMING	2	04/05/2025	72.96	.00	72.96	04/17/2025
		1VDD-TGN9-	PROGRAM SUPPLIES	1	04/14/2025	39.98	.00	39.98	04/17/2025
Total 17084:						1,791.93	.00	1,791.93	
17092	GENERAL ENGINEERING	74	BUILDING INSPECTION S	1	04/14/2025	6,487.80	.00	6,487.80	04/17/2025
Total 17092:						6,487.80	.00	6,487.80	
17140	US BANK VOYAGER FLE	8694160992	PD FUEL	1	04/01/2025	2,184.51	.00	2,184.51	04/11/2025
		8694160992	PW FUEL	2	04/01/2025	121.46	.00	121.46	04/11/2025
		8694160992	PW FUEL	3	04/01/2025	242.92	.00	242.92	04/11/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		8694160992	PW FUEL	4	04/01/2025	242.92	.00	242.92	04/11/2025
		8694160992	PW FUEL	5	04/01/2025	121.46	.00	121.46	04/11/2025
		8694160992	PW FUEL	6	04/01/2025	364.37	.00	364.37	04/11/2025
		8694160992	PW FUEL	7	04/01/2025	1,336.03	.00	1,336.03	04/11/2025
		8694160992	PARKS FUEL	8	04/01/2025	179.50	.00	179.50	04/11/2025
		8694160992	FIRE/EMS FUEL	9	04/01/2025	1,390.32	.00	1,390.32	04/11/2025
		8694160992	MC FUEL	10	04/01/2025	28.80	.00	28.80	04/11/2025
Total 17140:						6,212.29	.00	6,212.29	
17217	BREMER, ANDREW	AB040125	APA CONFERENCE MILE	1	04/01/2025	20.00	.00	20.00	04/17/2025
Total 17217:						20.00	.00	20.00	
17232	APG OF SOUTHERN WIS	28886-0325	ELECTION NOTICE	1	03/31/2025	606.16	.00	606.16	04/17/2025
		28886-0325	BIDS FOR S&U PROJECT	2	03/31/2025	123.66	.00	123.66	04/17/2025
		28886-0325	PUBLICATIONS	3	03/31/2025	144.00	.00	144.00	04/17/2025
Total 17232:						873.82	.00	873.82	
17332	WILCKE, JULIE	JW040125	ELECTION INSPECTOR	1	04/01/2025	62.00	.00	62.00	04/17/2025
Total 17332:						62.00	.00	62.00	
17433	CHOI, CRISTINA	022123	ELECTION INSPECTOR	1	02/21/2023	44.00	.00	44.00	Multiple
		110822	ELECTION INSPECTOR	1	11/08/2022	44.00	.00	44.00	Multiple
Total 17433:						88.00	.00	88.00	
17441	KOERWITZ, KRISTIAN	KK040125	ELECTION INSPECTOR	1	04/01/2025	58.00	.00	58.00	04/17/2025
Total 17441:						58.00	.00	58.00	
17445	MORRISON, JENNA	JM040125	ELECTION INSPECTOR	1	04/01/2025	62.00	.00	62.00	04/17/2025
Total 17445:						62.00	.00	62.00	
17447	PLANKERS, ROBERT	RP040125	ELECTION INSPECTOR	1	04/01/2025	62.00	.00	62.00	04/17/2025
Total 17447:						62.00	.00	62.00	
17468	THORESEN, ERIK	ET040125	ELECTION INSPECTOR	1	04/01/2025	38.00	.00	38.00	04/17/2025
Total 17468:						38.00	.00	38.00	
17569	MCFARLAND ACE HARD	013377/T	DOG PARK METER	1	04/07/2025	7.12	.00	7.12	04/17/2025
		013381/T	METER INSTALL SUPPLI	1	04/08/2025	8.99	.00	8.99	04/17/2025
		013385/T	WELL SUPPLIES	1	04/08/2025	26.97	.00	26.97	04/17/2025
Total 17569:						43.08	.00	43.08	
17685	INGRAM LIBRARY SERVI	63155799	BOOKS	1	03/06/2025	175.91	.00	175.91	04/17/2025
		63156289	BOOKS	1	03/07/2025	208.52	.00	208.52	04/17/2025
		63157633	BOOKS	1	03/12/2025	315.32	.00	315.32	04/17/2025
		63158889	BOOKS	1	03/14/2025	494.39	.00	494.39	04/17/2025
		63159672	BOOKS	1	03/19/2025	274.84	.00	274.84	04/17/2025
		63160040	BOOKS	1	03/20/2025	920.37	.00	920.37	04/17/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		63161407	BOOKS	1	03/25/2025	316.07	.00	316.07	04/17/2025
		63162630	BOOKS	1	03/28/2025	245.32	.00	245.32	04/17/2025
		67796513	BOOKS	1	03/13/2025	235.38	.00	235.38	04/17/2025
		87344630	BOOKS	1	03/28/2025	17.79-	.00	17.79-	04/17/2025
	Total 17685:					3,168.33	.00	3,168.33	
17749	CONGER, THERESA	TC040125	ELECTION INSPECTOR	1	04/01/2025	58.00	.00	58.00	04/17/2025
	Total 17749:					58.00	.00	58.00	
17789	TRANSUNION RISK AND	6174432-202	DATA SEARCH SERVICE	1	04/01/2025	116.80	.00	116.80	04/17/2025
	Total 17789:					116.80	.00	116.80	
17819	MID-STATES ORGANIZED	0251753-IN	MEMBERSHIP FEES	1	01/10/2025	150.00	.00	150.00	04/17/2025
	Total 17819:					150.00	.00	150.00	
17922	1901 INC	13116	LIBRARY SURGE SUPPR	1	04/14/2025	9,739.00	.00	9,739.00	04/17/2025
	Total 17922:					9,739.00	.00	9,739.00	
17970	DOLL, PHILLIP	PD040125	ELECTION INSPECTOR	1	04/01/2025	62.00	.00	62.00	04/17/2025
	Total 17970:					62.00	.00	62.00	
17993	LAKEVIEW DESIGNS	092222-FINA	DINNER RENTAL	1	09/22/2022	2,121.50	.00	2,121.50	Multiple
		92123	DINNER RENTAL	1	09/21/2023	1,433.45	.00	1,433.45	Multiple
	Total 17993:					3,554.95	.00	3,554.95	
18013	KING, ADAM	AK040825	CLOTHING ALLOWANCE	1	04/08/2025	350.20	.00	350.20	04/17/2025
	Total 18013:					350.20	.00	350.20	
18038	KANE, PATRICK	PK040125	ELECTION INSPECTOR	1	04/01/2025	54.00	.00	54.00	04/17/2025
	Total 18038:					54.00	.00	54.00	
18039	SYMONS, NICOLA	040423	ELECTION INSPECTOR	1	04/04/2023	44.00	.00	.00	Multiple
		NS040125	ELECTION INSPECTOR	1	04/01/2025	58.00	.00	58.00	04/17/2025
	Total 18039:					102.00	.00	58.00	
18113	JM BRENNAN INC	256053-003	HVAC CONTROLS UPGR	1	04/15/2025	8,718.70	.00	8,718.70	04/17/2025
	Total 18113:					8,718.70	.00	8,718.70	
18168	WALK, SHARON	SW040125	ELECTION INSPECTOR	1	04/01/2025	38.00	.00	38.00	04/17/2025
	Total 18168:					38.00	.00	38.00	
18175	BUCKY'S DUMPSTER & P	103063	PORTABLE RESTROOMS	1	04/04/2025	150.00	.00	150.00	04/17/2025
		103064	PORTABLE RESTROOMS	1	04/04/2025	150.00	.00	150.00	04/17/2025
		103065	PORTABLE RESTROOMS	1	04/04/2025	150.00	.00	150.00	04/17/2025
		103066	PORTABLE RESTROOMS	1	04/04/2025	150.00	.00	150.00	04/17/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		103067	PORTABLE RESTROOMS	1	04/04/2025	200.00	.00	200.00	04/17/2025
	Total 18175:					800.00	.00	800.00	
18280	JENSEN, DEREK & MIKAI	10062023	2024 EXCHANGE STREE	1	10/06/2023	720.00	.00	.00	Multiple
		10062023	2024 EXCHANGE STREE	2	10/06/2023	720.00-			
	Total 18280:					.00	.00	.00	
18284	CHARTER COMMUNICATI	1708848010	CHARTER CABLE	1	04/01/2025	127.00	.00	127.00	04/11/2025
	Total 18284:					127.00	.00	127.00	
18289	E.H. WOLF & SONS INC	141267	PUBLIC WORKS FUEL	1	04/07/2025	558.52	.00	558.52	04/17/2025
		141277	PUBLIC WORKS FUEL	1	04/07/2025	352.28	.00	352.28	04/17/2025
	Total 18289:					910.80	.00	910.80	
18307	SITEONE LANDSCAPE S	151614318-0	RESTORATION FROM WI	1	04/03/2025	128.00	.00	128.00	04/17/2025
		151614318-0	RESTORATION FROM WI	2	04/03/2025	128.00	.00	128.00	04/17/2025
	Total 18307:					256.00	.00	256.00	
18333	LEONARD, QUINN	QL040125	ELECTION INSPECTOR	1	04/01/2025	62.00	.00	62.00	04/17/2025
	Total 18333:					62.00	.00	62.00	
18363	JACOBSEN, JOAN	JJ040125	ELECTION INSPECTOR	1	04/01/2025	54.00	.00	54.00	04/17/2025
	Total 18363:					54.00	.00	54.00	
18364	JOHNSON, LINDA	LJ040125	ELECTION INSPECTOR	1	04/01/2025	62.00	.00	62.00	04/17/2025
	Total 18364:					62.00	.00	62.00	
18367	RIEGE, NICOLE	NR040125	CHIEF INSPECTOR	1	04/01/2025	70.00	.00	70.00	04/17/2025
	Total 18367:					70.00	.00	70.00	
18369	SEVERSON, ALETA	AS040125	ELECTION INSPECTOR	1	04/01/2025	52.00	.00	52.00	04/17/2025
	Total 18369:					52.00	.00	52.00	
18370	WILCKE, DAVID	DW040125	ELECTION INSPECTOR	1	04/01/2025	62.00	.00	62.00	04/17/2025
	Total 18370:					62.00	.00	62.00	
18377	VESTIS LLC	6140571583	MAT RENTAL	1	04/11/2025	60.33	.00	60.33	04/17/2025
	Total 18377:					60.33	.00	60.33	
18380	SECURIAN FINANCIAL G	76038 APR 2	ACCIDENT PLAN	1	04/04/2025	214.14	.00	214.14	04/17/2025
	Total 18380:					214.14	.00	214.14	
18405	EMS MANAGEMENT & C	EMS-014811	EMS MC	1	03/31/2025	2,597.46	.00	2,597.46	04/17/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 18405:						2,597.46	.00	2,597.46	
18435	CONWAY SHIELD	0535400	CONWAY SHIELD HELME	1	04/07/2025	208.50	.00	208.50	04/17/2025
Total 18435:						208.50	.00	208.50	
18438	BERNFELD, JACK	JB040125	ELECTION INSPECTOR	1	04/01/2025	58.00	.00	58.00	04/17/2025
Total 18438:						58.00	.00	58.00	
18439	BLUST, LINDA	LB040125	ELECTION INSPECTOR	1	04/01/2025	62.00	.00	62.00	04/17/2025
Total 18439:						62.00	.00	62.00	
18479	COVILLE, DIANE	DC040125	ELECTION INSPECTOR	1	04/01/2025	54.00	.00	54.00	04/17/2025
Total 18479:						54.00	.00	54.00	
18480	FORTUNE, JACOB	JF040125	ELECTION INSPECTOR	1	04/01/2025	54.00	.00	54.00	04/17/2025
Total 18480:						54.00	.00	54.00	
18482	LAWLER, CAROL	CL040125	ELECTION INSPECTOR	1	04/01/2025	38.00	.00	38.00	04/17/2025
Total 18482:						38.00	.00	38.00	
18483	NOYES, ALISON	AN040125	ELECTION INSPECTOR	1	04/01/2025	62.00	.00	62.00	04/17/2025
Total 18483:						62.00	.00	62.00	
18484	SCHEID, LINDA	LS040125	ELECTION INSPECTOR	1	04/01/2025	62.00	.00	62.00	04/17/2025
Total 18484:						62.00	.00	62.00	
18486	WRIGHT, STEVEN	SW040125	ELECTION INSPECTOR	1	04/01/2025	48.00	.00	48.00	04/17/2025
Total 18486:						48.00	.00	48.00	
18524	ICONICA INC	20240960-3	BRANDT PARK SHELTER	1	02/28/2025	15,773.31	.00	15,773.31	04/17/2025
Total 18524:						15,773.31	.00	15,773.31	
18564	NAPA AUTO PARTS	985021	LIFT 5 MAINTENANCE	1	04/03/2025	149.59	.00	149.59	04/17/2025
		985733	TRUCK & MOWER MAINT	1	04/09/2025	35.00	.00	35.00	04/17/2025
		985733	TRUCK & MOWER MAINT	2	04/09/2025	9.54	.00	9.54	04/17/2025
		985733	TRUCK & MOWER MAINT	3	04/09/2025	9.54	.00	9.54	04/17/2025
		985733	TRUCK & MOWER MAINT	4	04/09/2025	9.54	.00	9.54	04/17/2025
Total 18564:						213.21	.00	213.21	
18565	BAUGH, GREGORY	GB040125	ELECTION INSPECTOR	1	04/01/2025	38.00	.00	38.00	04/17/2025
Total 18565:						38.00	.00	38.00	
18566	CROWLEY, KIMBERLY	305	PROGRAM FEE	1	04/04/2025	1,100.00	.00	1,100.00	04/17/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 18566:						1,100.00	.00	1,100.00	
18567	JUSZCZAK, GAIL	304	PROGRAM FEE	1	04/02/2025	50.00	.00	50.00	04/17/2025
Total 18567:						50.00	.00	50.00	
18568	STACKTRACE MUSIC LL	10032030	PROGRAM FEE	1	04/08/2025	225.00	.00	225.00	04/17/2025
Total 18568:						225.00	.00	225.00	
18569	NORTHLAND EQUIPMEN	0177173-IN	PLOW PACKAGE	1	04/11/2025	14,839.00	.00	14,839.00	04/17/2025
Total 18569:						14,839.00	.00	14,839.00	
18570	LANDEVIN, JEFFREY & E	1.08480.01-0	REFUND ON FINAL BILL	1	04/14/2025	302.36	.00	302.36	04/17/2025
Total 18570:						302.36	.00	302.36	
18571	HOWERY, SETH	1.12610.01-0	REFUND ON FINAL BILL	1	04/14/2025	155.22	.00	155.22	04/17/2025
Total 18571:						155.22	.00	155.22	
Grand Totals:						166,670.01	.00	166,626.01	

Report Criteria:

Detail report type printed

Event Permit Application - Community Organizations

Fee Waiver

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

Applicant Information

Name of Primary Contact (First, Middle Initial, Last)	Ian Donald Catterall
Phone Number	
Address	
Email Address	

Agency / Organization Information (If Applicable)

Agency / Organization Name	American Legion Post 534
Phone Number	
Address	4911 Burma Rd
Email Address	

Event Information

Name of Event	Edwards-Foye American Legion Post 534 Memorial Day Parade
Type of Event	Parade
Location of Event	From 5306 Main Street to 4911 Burma Road. Main Street, Exchange, Farwell, and Burma Road would be affected.
Event Date(s)	May 26th, Memorial Day
Event Time(s)	We will begin to line up the parade at Christ the King Catholic Church at 1000hrs. Some of Main St may be affected at that time. Then the parade would start at 1200hrs. Normally the parade takes approximately 45 minutes to proceed then the large groups would be assembled at 4911 Burma Road for a Memorial Day Ceremony beginning at 1300hrs.

Total Number of Anticipated Attendees	200+
Total Number of Attendees Anticipated Being at the Event at One Time	200+
Setup Start Time	1000hrs at Christ the King Catholic Church 5306 Main Street - Roads would need to be blocked for the parade at 1200hrs.
Tear-Down End Time	After the last group to go down the parade route, the roads can be open. No tear down should be needed besides the road barricades.
Public or Private Event	Open to the Public
Is any part of the event proposed to take place on a Village street?	Yes
Will the event involve closure of a Village street?	Yes
Does this event include a parade? Only allowed for community organizations.	Yes
Please attach map of event, including all impacted intersections, road closures and parade routes.	
Will there be outdoor amplified sound?	Yes
Please describe.	Vehicles may be playing music, police and fire sirens
Will the event generate excessive noise or amplified sound after 10 pm? All events generating noise after 10 pm require a variance from the Village Board.	No
Will alcohol be consumed?	No
Will a Village park be used?	No
Will the event involve tents or any other activities that will require digging or turf disturbance?	No
Has this event been previously approved in prior years by the Village?	Yes
When? (Month / Year)	May / 2024

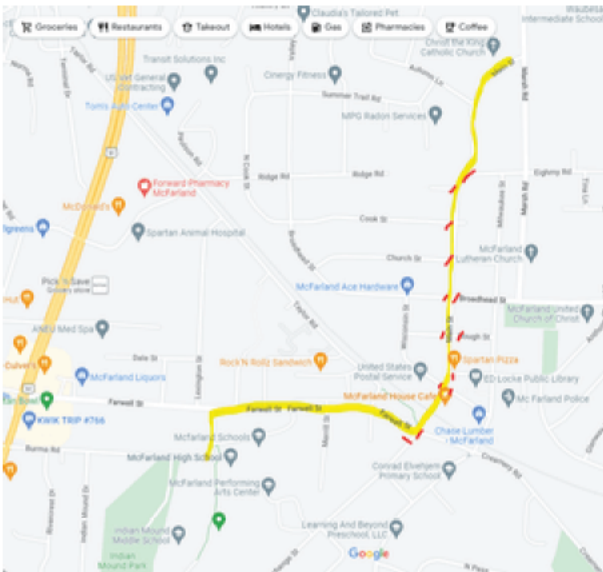
Have any of the event details changed from the prior years?	No
Will the event include any mobile food carts?	No
Will the event include any vendors?	No

Required Attachments

Detailed Event Schedule

 Parade Schedule.docx

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



Event Details & Security Plan

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

Available Mon-Fri anytime after 1700hrs, would require more time prior to take off of work if we were to meet before that time. Have decent availability on the weekends.

Event Coordinators

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

- i. Event Coordinator Name
- Ian Catterall
- Location at Event (ex. Race Start, Supply Tent)
- 5306 Main Street - Parade Line Up
- Time On-Site (ex. 10 am to 2pm)

Cell Phone Number



Indemnification Agreement

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

Applicant Signature

A handwritten signature in black ink, appearing to be "C. J. C.", written over a horizontal line.

Date

04/04/2025

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

Certifications

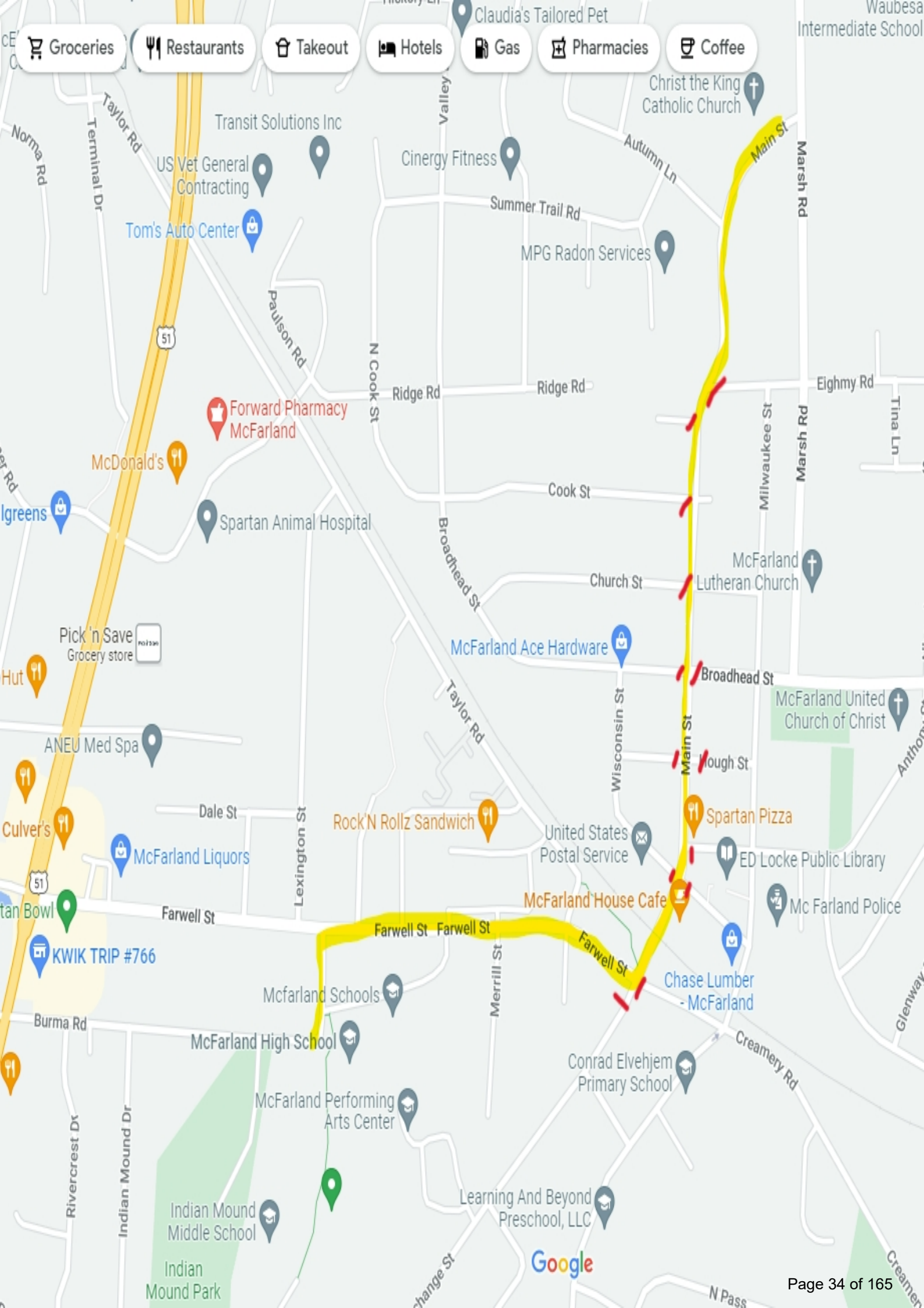
- I agree to adhere to all applicable federal, state, and municipal laws and understand the violation of such laws will be subject to applicable fines and penalties, and failure to do so is grounds for revocation of the event permit.
- I understand that my event permit may be revoked at any time, if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

Applicant Signature

A handwritten signature in black ink, appearing to be "C. J. C.", written over a horizontal line.

Date

04/04/2025





EVENT SCHEDULE 2025 LEGION MEMORIAL DAY PARADE

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

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

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

VILLAGE OF McFarland

Police Department

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

Date: April 11, 2025

To: McFarland Village Board

From: Brian Redman, Interim Chief of Police

Reference: Recommendation of Approval

I reviewed the event permit application for the Edwards-Foye American Legion Post 534 Memorial Day Parade to be held on Monday May 26, 2025, with setup starting at 10:00am.

I am recommending approval of the permit. This is a yearly event that is enjoyed by almost everyone in the community. The police department will provide traffic direction and security for the event similar to past Memorial Day Parades.

Thank you,



Brian Redman
Interim Chief of Police



www.mcfarland.wi.us | 5115 Terminal Drive, McFarland, WI 53558 | 608.838.7287

April 15, 2025

Re: American Legion Post 534
Memorial Day Parade
May 26, 2025

Public Works will deliver barricades on the May 23 and pick them up on May 27.

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

May you have outstanding weather for your event.

Best Regards,

Leon J Igl

Lee Igl
Director of Public Works

April 15, 2025

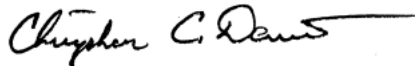
Re: Event Permit Review – Memorial Day Parade

I have reviewed the submitted event application by Ian Donald Catterall, American Legion Post 534 for the Annual Memorial Day Parade event to occur on May 26, 2025.

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

I recommend approval of the permit.

Sincerely,



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

Event Permit Application

04/08/2025 8:14 PM (CDT)

Event Permit Application Fees

Application Fee	\$100.00
-----------------	----------

Applicant Information

Name of Primary Contact (First, Middle Initial, Last)	Russell L. Wolff
Phone Number	
Address	
Email Address	

Agency / Organization Information (If Applicable)

Agency / Organization Name	The Aly Wolff Foundation
Phone Number	
Address	
Email Address	

Event Information

Name of Event	Aly's Honky Tonk Hustle
Type of Event	5K Run/walk
Location of Event	Brandt park and adjacent streets in the Village.
Event Date(s)	May 30 2025 and May 31 2025
Event Time(s)	Friday May 30, 2025 from 4:00 pm to 8:00 pm Saturday May 31, 2025 from 7:00 am to 5:00 pm.
Total Number of Anticipated Attendees	175
Total Number of Attendees Anticipated Being at the Event at	175

One Time

Setup Start Time	Friday May 30, 2025 from 4:00 pm to 8:00 pm Saturday May 31, 2025 from 7:00 am to 9:30 am
Tear-Down End Time	Saturday May 31, 2025 from 11:30am to 3:00/5:00 pm
Public or Private Event	Open to the Public
Is any part of the event proposed to take place on a Village street?	Yes
Will the event involve closure of a Village street?	No
Does this event include a parade? Only allowed for community organizations.	No
Will there be outdoor amplified sound?	Yes
Please describe.	DJ playing music from 9:00am until 11:30 am
Will the event generate excessive noise or amplified sound after 10 pm? All events generating noise after 10 pm require a variance from the Village Board.	No
Will alcohol be sold?	No, alcohol will not be sold.
Will alcohol be consumed?	No
Will a Village park be used?	Yes
Please identify the park.	Brandt Park
Will the event involve tents or any other activities that will require digging or turf disturbance?	No
Has this event been previously approved in prior years by the Village?	Yes
When? (Month / Year)	September 29 and September 30 2023
Have any of the event details changed from the prior years?	No
Will the event include any mobile food carts?	No
Will the event include any vendors?	No

Required Attachments

Detailed Event Schedule

 Event schedule 2025.pdf

Event Details & Security Plan

As part of the application process, you will be required to meet with We can meet most any time during the week.

the McFarland Police Department to discuss details of your event and security requirements. Please provide some dates/times you would be available for a meeting.

Event Coordinators

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

i. Event Coordinator Name
Russell Wolff and Sheila Wolff

Location at Event (ex. Race Start, Supply Tent)
Shelter house at Brandy Park

Time On-Site (ex. 10 am to 2pm)
7:00 am to 5:00 pm

Cell Phone Number
[REDACTED]

Indemnification Agreement

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

Applicant Signature


Date
04/08/2025

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

Certifications

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

revocation of the event permit.

Applicant Signature



Date

04/08/2025

Total Amount Owed = \$100.00

Aly's Honky Tonk Hustle
Event Schedule

Friday May 30, 2025

Packet pickup from 5:00 p.m. – 7:00 p.m.

Preparation for next day race

Saturday May 31, 2023

Preparation for event 7:00 a.m. -9:00 a.m.

Participant line up 9:00 a.m. – 9:45 a.m.

Opening Ceremony 9:45 a.m. – 10:00 a.m.

Race starts 10:00 a.m.

Kids events 11:00 a.m.

April 9, 2025

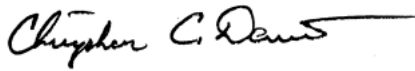
Re: Event Permit Review – Aly's Honk Tonk Hustle

I have reviewed the submitted event application by Russell Wolf, The Aly Wolff Foundation, Inc. for the Aly's Honk Tonk Hustle Event to occur on Friday May 30, 2025, from 4:00 pm to 8:00 pm and Saturday May 31, 2025, from 7:00 am to 5:00 pm.

The event has occurred before and limited changes are being presented. The application is substantially complete and complies with the EMS and fire requirements.

I recommend approval of the permit.

Sincerely,



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



www.mcfarland.wi.us | 5115 Terminal Drive, McFarland, WI 53558 | 608.838.7287

April 9, 2025

Attn: Russell Wolff

[REDACTED]
[REDACTED]

Re: Aly's Honky Tonk Hustle, Brandt park May 30 and 31, 2025

The Public Works Department, approves this permitted event with the following conditions:

Vehicle loading and Unloading

All vehicle loading and unloading activities is to take place on the paved path only. No parking or driving on the turf will be allowed. No vehicles are permitted in the park during the event.

Damage and Clean Up

All damage to the park is the responsibility of the permittee. Clean-up of the site, including the restrooms and kitchen area during the event will be the permittees responsibility.

Extra trash or recycling containers

If desired, please contact Public Works at least one week prior to the event to arrange.

Barricades and cones for the run

If cones or barricades are needed for the runs, please contact Public Works at least two weeks prior to the event to arrange.

In closing, I wish them well with their event and hopefully the weather cooperates.

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

Best regards,

Leon J. Igl

Lee Igl

Director of Public Works

McFarland

VILLAGE OF

Police Department

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

DATE: April 15, 2025

TO: McFarland Village Board

FROM: Brian Redman, Interim Chief of Police

REFERENCE: Recommendation of Approval

I have reviewed the event license application for the Aly's Honky Tonk Hustle event to be held on May 30, 2025, from 4:00 pm to 8:00 pm and May 31, 2025, from 7:00 am to 5:00 pm, submitted by Russel Wolf.

I am recommending approval of the application with the stipulation that the event organizers agree to all requirements regarding staffing, reimbursement of overtime costs, safety and any other related requirements set forth by the Police, Fire or Public Works Departments, as defined below:

As in years past, this event will include a 5K walk/run event, beginning at 9:30am.

- Event staff will handle traffic control as they did last year; the event organizer is put on notice that sufficient staffing to safely navigate street crossings and travel will be required of them.
- Event staff working on roadways or road crossings will be required to wear a DOT approved colored shirt or traffic vest for visibility purposes.
- Event staff will have communication ability (cell phone, radio to someone with a cell phone) to contact 911 when necessary.

Please let me know if you have any questions or concerns.

Thank you,



Brian Redman
Interim Chief of Police

Event Permit Application - Community Organizations

Fee Waiver

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

Applicant Information

Name of Primary Contact (First, Middle Initial, Last)	Katie Vogelsang
Phone Number	
Address	
Email Address	info@mcfarlandchamber.com

Agency / Organization Information (If Applicable)

Agency / Organization Name	McFarland Chamber of Commerce
Phone Number	6088384011
Address	PO Box 372
Email Address	info@mcfarlandchamber.com

Event Information

Name of Event	Bands by the Boardwalk 2025
Type of Event	Free community event with live music, food trucks and beer, wine and soft drinks for sale.
Location of Event	McDaniel Park
Event Date(s)	June 12 July 10 August 14 September 11
Event Time(s)	5pm-9pm Event 6pm-8pm (live music)

Total Number of Anticipated Attendees	approx 250		
Total Number of Attendees Anticipated Being at the Event at One Time	250		
Setup Start Time	4pm		
Tear-Down End Time	9:30pm		
Public or Private Event	Open to the Public		
Is any part of the event proposed to take place on a Village street?	No		
Will there be outdoor amplified sound?	Yes		
Please describe.	Live music from band from 6pm-8pm		
Will the event generate excessive noise or amplified sound after 10 pm? All events generating noise after 10 pm require a variance from the Village Board.	No		
Will alcohol be consumed?	Yes		
Will minors be present where alcohol is served? All events that allow for the presence of minors where alcohol is served require a variance from the Village Board.	Yes, a variance is requested as part of this application		
Will alcohol be sold?	Yes, a Temporary Alcohol License Application is included as part of this Event Permit Application.		
Will a Village park be used?	Yes		
Please identify the park.	McDaniel Park		
Will the event involve tents or any other activities that will require digging or turf disturbance?	No		
Has this event been previously approved in prior years by the Village?	Yes		
When? (Month / Year)	Summer of 2022,2023,2024		
Have any of the event details changed from the prior years?	No		
Will the event include any mobile food carts?	Yes		
Will the event include any vendors?	No		



Temporary Alcohol Beverage License

Information/Documentation Needed to Complete Application

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

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

Information/Documentation Needed to Complete Application:

- Your Wisconsin Seller's Permit Number
- Your Federal Employer Identification Number (FEIN)
- [Individual Questionnaire](#) forms for each officer, director, and agent of the organization - People completing the Individual Questionnaire, should indicate the e-mail address of the person who is submitting the full application for the Temporary Alcohol License. Upon submittal, the Individual Questionnaire will be e-mailed, to the e-mail address indicated, as a PDF attachment that will be able to be uploaded into the Temporary Alcohol License Application.

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

Fee

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

Total Cost = \$10.00

Organization Information

Organization Name	McFarland Chamber of Commerce
-------------------	-------------------------------

Organization Address	PO Box 372
----------------------	------------

Organization Phone Number	6088384011
---------------------------	------------

Organization E-mail Address	info@mcfarlandchamber.com
-----------------------------	---------------------------

FEIN	
------	--

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

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

State of Organization/Incorporation	WI
-------------------------------------	----

Individual Information

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

i.

Last Name

Vogelsang

First Name

Katie

Title

Executive Director

Phone Number

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

 Vogelsang Katie Individual Questionnaire.pdf

Select plus sign to add additional officers.

Event Information

Name of Event	Bands by the Boardwalk
Date(s) of Event	June 12, 2025 July 10, 2025 Aug 14, 2025 Sept 11, 2025
Hours of Event	5pm-9pm
Address of Event	McDaniel Park, McFarland
Event Website (if applicable)	www.mcfarlandchamber.com
Name of Person in Charge	Katie Vogelsang
Phone Number of Person in Charge	
E-mail Address of Person in Charge	info@mcfarlandchamber.com

Premises description:

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

Premises Description Alcohol will be sold out of the shelter at McDaniel Park

Attestation

- Who must sign this application?
- One officer or director of the nonprofit organization

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

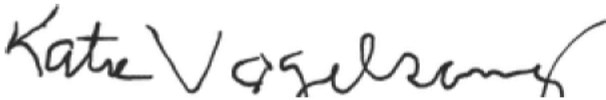
Officer Last Name Vogelsang

Officer First Name Katie

Officer Title Executive Director

Officer E-mail info@mcfarlandchamber.com

Officer Phone Number [REDACTED]

Officer Signature 

Date 04/10/2025

Required Attachments

Detailed Event Schedule  Bands by the Boardwalk 2025.docx

Site Plan Requirement - A site plan must be attached that identifies the event layout for the event including stages, tents, equipment, fencing, alcohol sale and carding areas, etc.  Bands by the Boardwalk 2025.docx

Event Details & Security Plan

As part of the application process, I could week the first or second week of May (Monday- Friday between 9am-3pm) you will be required to meet with the McFarland Police Department to discuss details of your event and security requirements. Please provide some dates/times you would be available for a meeting.

Event Coordinators

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

i. Event Coordinator Name

Katie Vogelsang

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

Shelter at McDaniel Park

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

4pm-9:30pm

Cell Phone Number

[REDACTED]

Indemnification Agreement

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

Applicant Signature

Katie Vogelsang

Date

04/10/2025

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

Certifications

- I agree to adhere to all applicable federal, state, and municipal laws and understand the violation of such laws will be subject to applicable fines and penalties, and failure to do so is grounds for revocation of the event permit.
- I understand that my event permit may be revoked at any time, if the Chief of Police, Fire/EMS Chief, Public Works Director, or designee, in their sole discretion, determine that health or general welfare to the public is endangered.

- I agree to return the site to the condition that existed before the event within twenty-four (24) hours or the expiration of my park reservation.
- I agree to abide by all conditions, including any additional conditions imposed by the Village, and understand failure to adhere to conditions will result in revocation of the event permit.

Applicant Signature

Kate V. [Signature]

Date

04/10/2025

Total Amount Owed = \$10.00

Bands by the Boardwalk 2025

Thursday, June 12 (5pm-9pm)

Thursday, July 10 (5pm-9pm)

Thursday, August 14 (5pm-9pm)

Thursday, September 11 (5pm-9pm)

****Set up to begin at 4pm and clean-up will be finished by 9:30pm each event**

-3 or 4 food trucks will line up along the sidewalk next to the parking lot (closest to open air shelter). Will leave 15-foot gap for emergency vehicles.

-Beer, wine and sold will be sold out of closed park shelter

-Live music will be set up under smaller open air shelter (music from 6pm-8pm)

-No vehicles will be on sidewalks or grass

-4 chamber sponsors will set up card tables next to volleyball court

-will coordinate with village parks department for additional garbage cans and picnic tables

April 15, 2025

RE: Band by the Boardwalk, McDaniel Park, June 12, July 10, August 14.
September 11 – 5:00 pm to 9:00 pm

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

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

Best Regards,

Leon J Igl

Lee Igl

Director of Public Works

Village of McFarland

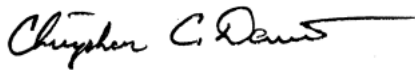
April 15, 2025

Re: Event Permit Review – Bands by the Boardwalk

I have reviewed the submitted event application by Katie Vogelsang, McFarland Chamber of Commerce for the Bands by the Boardwalk Event scheduled to occur June 12, July 10, August 14, and September 11, 2025, located at McDaniel Park in the Village.

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

Sincerely,



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

VILLAGE OF McFarland

Police Department

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

DATE: April 15, 2025

TO: McFarland Village Board/Public Safety Committee

FROM: Brian Redman, Interim Chief of Police

REFERENCE: Recommendation of Approval

I have reviewed the special event permit application for the Bands by the Boardwalk Event to be held on 06/12/2025, 07/10/2025, 08/14/2025, and 09/11/2025 in McDaniel Park from 5:00pm to 9:00pm. There will be live music each night from 6:00pm to 8:00pm and the anticipated attendance is approximately 250 people. The applicant is requesting a variance to have minors present where alcohol is served. I recommend approval of the variance with the stipulation that the event coordinators provide proper carding of those purchasing alcohol.

I recommend the following requirements be placed on the applicant(s):

- Organizers will provide 1 staff member per 50 anticipated attendees, devoted to the function of assisting and directing attendees as needed.
- Each staff member will wear a brightly colored shirt, coat or vest that clearly identifies them as event staff.
- Organizers will be cognizant of the anticipated weather forecast and have a plan in place to communicate with and evacuate and/or shelter attendees in the event of severe weather.
- Organizers will dedicate, in addition to the aforementioned requirements, sufficient staff members to prohibit the distribution of alcohol to minors.
- Organizers agree to card (to verify age) and wristband anyone that appears to be under or close to the legal age to consume alcohol.

Respectfully,



Brian Redman
Interim Chief of Police

Event Permit Application - Community Organizations

Fee Waiver

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

Applicant Information

Name of Primary Contact (First, Middle Initial, Last)	KRISTIN ELLIS
Phone Number	
Address	
Email Address	

Agency / Organization Information (If Applicable)

Agency / Organization Name	mcfarland pride association
Phone Number	
Address	
Email Address	

Event Information

Name of Event	Kristin Ellis
Type of Event	This will be a full day family friendly event which will include a variety of free entertainment,
Location of Event	William Mcfarland Park 4802 Marsh Rd, Mc Farland, Wi 53558 ·
Event Date(s)	6.29
Event Time(s)	10-5
Total Number of Anticipated Attendees	1000

Total Number of Attendees Anticipated Being at the Event at One Time	200-800
Setup Start Time	730 a
Tear-Down End Time	50p
Public or Private Event	Open to the Public
Is any part of the event proposed to take place on a Village street?	No
Will there be outdoor amplified sound?	Yes
Please describe.	We will have a sound set up in the shelter. We have confirmed 2 singers and a drag performance
Will the event generate excessive noise or amplified sound after 10 pm? All events generating noise after 10 pm require a variance from the Village Board.	No
Will alcohol be consumed?	Yes
Will minors be present where alcohol is served? All events that allow for the presence of minors where alcohol is served require a variance from the Village Board.	Yes, a variance is requested as part of this application
Will alcohol be sold?	No, alcohol will not be sold.
Will a Village park be used?	Yes
Please identify the park.	William McFarland Park - soccer fields
Will the event involve tents or any other activities that will require digging or turf disturbance?	Yes
Has this event been previously approved in prior years by the Village?	Yes
When? (Month / Year)	2023-2024
Have any of the event details changed from the prior years?	No
Will the event include any mobile food carts?	Yes
Will the event include any vendors?	Yes

Required Attachments

Detailed Event Schedule



Pride 2025.docx

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



Event Details & Security Plan

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

I am free most days, just give my cell a call. We have not had any problems in the last couple years [REDACTED]

Event Coordinators

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

i. Event Coordinator Name

kristin ellis

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

I will be all ove

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

all day

Cell Phone Number

[REDACTED]

Indemnification Agreement

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

Applicant Signature



Date

04/11/2025

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

Certifications

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

Applicant Signature



Date

04/11/2025

Total Amount Owed = \$0.00

Activities/Vendors/Non profits

10-4

Art Cart

Children's Museum

Face Painting

Mobile Trash Lab

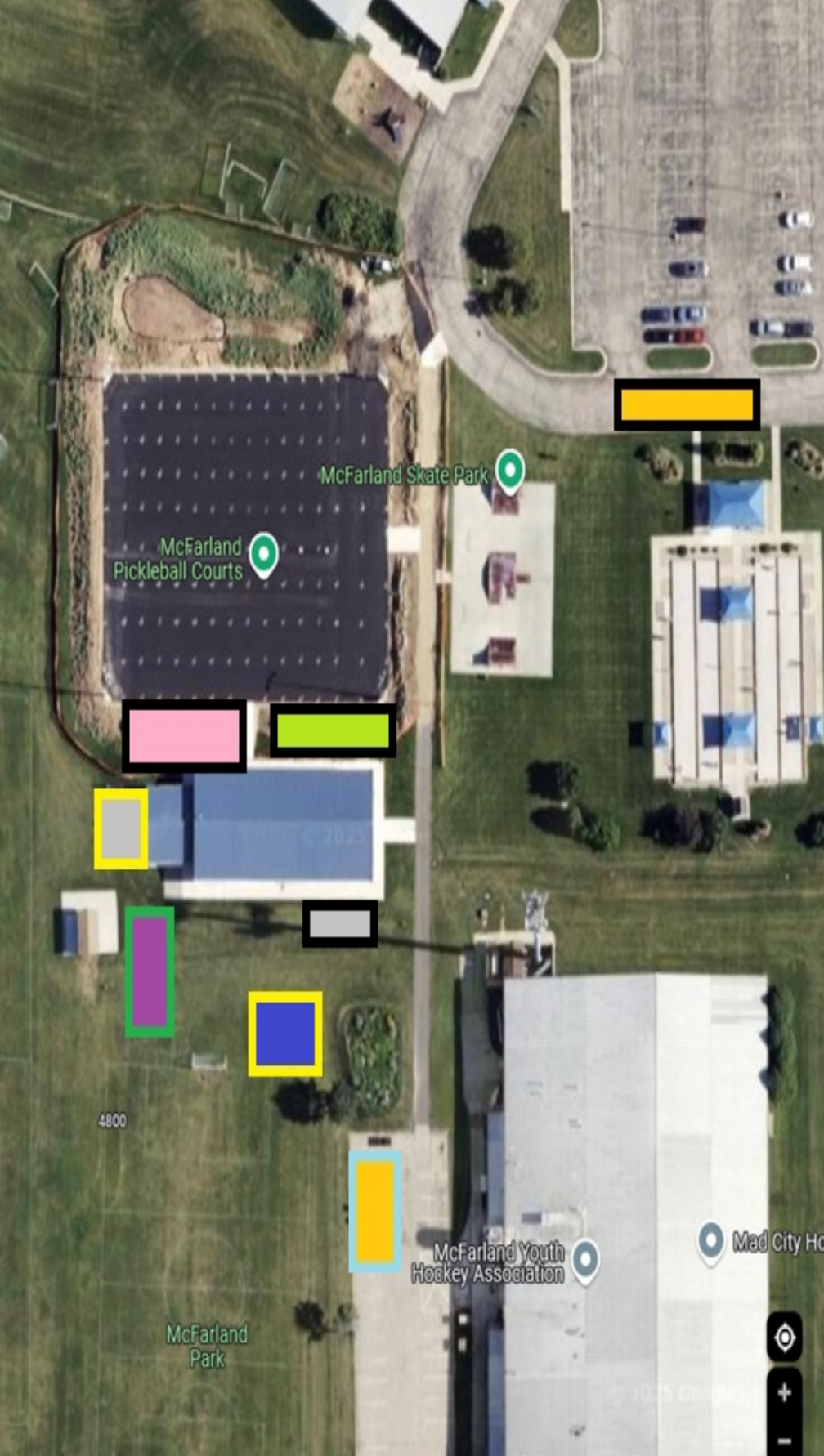
Food trucks 3

Yard Games

10:30 Ken Lonnquist

1:00 Drag Show

3:00 Folk singer



- Roped off beer tent
- food trucks
- trash lab
- non profits
- pie in the face
- art cart, childrens museum face painting
- Yard games
- artists and vendors



www.mcfarland.wi.us | 5115 Terminal Drive, McFarland, WI 53558 |
608.838.7287

April 15, 2025

Re: Pride in the Park
June 29, 2024

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

- On the map, where the “trash lab” is planned: need to ensure that emergency vehicles are able to get in. I recommend moving the lab to the north on the other side of the median, in the curling club parking lot.
- The tents are not to be installed on the soccer playing fields.
- No stakes or holes are allowed in the soccer playing fields.
- No driving on the turf. Vehicles need to stay on pavement prior to and after the event for loading and unloading purposes.
- The bike path that runs from the curling club parking lot to the hockey parking lot is not for motor vehicle travel. Cars, trucks, and trailers should not be driven or parked on this path.
- The weekend of the June 27 is a heavy park reservation weekend. Additional picnic tables will be very limited. Please plan accordingly.
- At least two weeks prior to the event contact Public Works to arrange any additional trash cans or other needs.

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

Best Regards,

Leon J. Igl

Lee Igl
Director of Public Works

April 15, 2025

Re: Special Event Permit Application – McFarland Pride Association

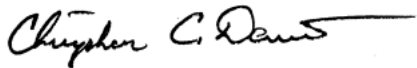
I have reviewed the submitted application by Kristin Ellis, McFarland Pride Association, for the McFarland Pride Association Picnic event to occur on June 29, 2025.

The application is substantially complete and complies with the EMS and fire requirements. The event occurred previously with no concerns for the Fire & Rescue Department occurring.

We also want to share that the roadway between the two parking lots does need to remain accessible for fire apparatus to provide fire protection for the shelter and the location of the Trash Lab can't impede access that is provided with the driveway. It would be preferred to have the Trash Lab within parking stalls.

I recommend the approval of the permit.

Sincerely,



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

McFarland

VILLAGE OF

Police Department

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

DATE: April 16, 2025

TO: McFarland Village Board

FROM: Brian Redman, Interim Chief of Police

REFERENCE: Recommendation of Approval

I have reviewed the event permit applications for the McFarland Pride Association Pride in the Park event to be held June 29, 2025, from 10:00 am to 5:00 pm at William McFarland Park. There will also be live music, and the anticipated attendance will be around 1000 people throughout the event. Note that alcohol will be served but not sold. The organizers are also requesting an ordinance variance allowing for minors to be present where alcohol is distributed/consumed.

I recommend the following requirements be placed on the applicant(s):

- Organizers will provide 1 staff member per 50 anticipated attendees, devoted to the function of assisting and directing attendees as needed.
- Each staff member will wear a brightly colored shirt, coat or vest that clearly identifies them as event staff.
- Organizers will be cognizant of the anticipated weather forecast and have a plan in place to communicate with and evacuate and/or shelter attendees in the event of severe weather.
- Organizers will dedicate, in addition to the aforementioned requirements, sufficient staff members to prohibit the distribution of alcohol to minors.
- Organizers agree to card (to verify age) and wristband anyone that appears to be under or close to the legal age to consume alcohol.

Respectfully,



Brian Redman
Interim Chief of Police

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, April 22, 2025

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Discussion and action on Resolution 2025-08: A Resolution acknowledging World Migratory Bird Day.

PREVIOUS ACTION:

ISSUE SUMMARY:

Attached a resolution acknowledging the 2nd Saturday in May as World Migratory Bird Day in the Village. In commemoration of the day, the McFarland Bird Festival will be held on May 10, 2025 at Lewis Park. The event will have booths with information and activities, enter the prize raffle, and enjoy guided bird walks, all at beautiful Lower Mud Lake, a wonderful area for bird watching. The event is free and open to everyone!

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

Motion to approve Resolution 2025-08: A Resolution acknowledging World Migratory Bird Day.

ATTACHMENTS:

1. 2025-08 World Migratory Bird Day

RESOLUTION 2025-08

A RESOLUTION ACKNOWLEDGING WORLD MIGRATORY BIRD DAY.

WHEREAS, migratory birds are some of the most beautiful and easily observed wildlife that share our communities, and

WHEREAS, many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring, and

WHEREAS, these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide, and

WHEREAS, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes, and

WHEREAS, public awareness and concern are crucial components of migratory bird conservation, and

WHEREAS, citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining healthy bird populations, and

WHEREAS, since 1993 World Migratory Bird Day (formerly International Migratory Bird Day) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S., and

WHEREAS, hundreds of thousands of people will observe WMBD, gathering in town squares, community centers, schools, parks, nature centers, and wildlife refuges to learn about birds, take action to conserve them, and simply to have fun, and

WHEREAS, while WMBD officially is held each year on the second Saturday in May, its observance is not limited to a single day, and planners are encouraged to schedule activities on the dates best suited to the presence of both migrants and celebrants, and

WHEREAS, WMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action,

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees in McFarland, Wisconsin, do hereby proclaim World Migratory Bird Day in McFarland annually on the second Saturday of May

FURTHER, The Board of Trustees urge all citizens to celebrate this observance and to support

efforts to protect and conserve migratory birds and their habitats in our community and the world at large.

Adopted at a regular meeting of the Village Board this 17th day of April, 2025.

APPROVED:

Stephanie Brassington
Village President

ATTEST:

Cassandra Suettinger
Deputy Administrator/Clerk

RESOLUTION 2025 – 08	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Annen –	Leamy –
Boyd –	Prill –
Brassington –	Peña –
Fessler –	
VOTING RESULTS	
Motion Carried	
Motion	
Defeated:	

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, April 22, 2025

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action regarding a proposal from ZoneCo to update the Village's Zoning and Subdivision Codes.

PREVIOUS ACTION:

November 19, 2024 - Plan Commission recommends issuing the Request for Proposals.

November 26, 2024 - Village Board approves issuing the Request for Proposals.

January 17, 2024 - Consultant deadline to submit proposals.

April 15, 2024 - Plan Commission unanimously recommends rejection of the proposal from ZoneCo.

ISSUE SUMMARY:

Last November, Village staff issued the Request for Proposals to update the Village's Subdivision and Zoning Code as provided in the packet. The RFP was posted on the Village website, Wisconsin League of Municipalities website, the Wisconsin Chapter of the American Planning Association website, and the American Planning Association website. Despite advertising across these organizational websites, the Village only received one proposal from ZoneCo, refer to attached proposal. ZoneCo is a national planning firm based out of Ohio that specializes in zoning code updates. They have extensive experience working with communities to update their zoning codes, and are currently working with the City of Sun Prairie to update their zoning code and completed a zoning code update for the City of Greenfield, WI. The Evaluation Team met to review ZoneCo's proposal and requested ZoneCo provide an Addendum to their proposal to clarify and increase the amount of public engagement activities within the project budget, refer to pages 26-27 of their proposal. ZoneCo's revised proposal includes a cost of \$106,565, within the Village's budget of \$110,000, leaving some budget for Village public engagement communication expenses.

The Evaluation Team felt that ZoneCo is technically capable of assisting with the completion of the new zoning and subdivision code. However, the Evaluation Team is recommending the Plan Commission recommend to the Village Board rejecting the proposal from ZoneCo for the following reasons:

1. Lack of other bids. While there is no requirement to receive multiple bids in order to award the project, it would be preferred to receive more than one bid for comparison purposes. The overall project budget may have been a limiting factor in attracting more bidders, particularly national planning firms.
2. Need for additional project funding for public engagement. ZoneCo's proposal includes two in-person Plan Commission meetings, five virtual Plan Commission meetings, six



virtual stakeholder focus group meetings (typically 1-hour meetings), two in-person public information meetings, and one in-person Village Board meeting. ZoneCo has scoped the public engagement meetings to fit within the Village's budget and provided costs for additional project add-on meetings. However, adding additional public engagement activities would not fit within the current approved budget.

3. Department capacity. The Department is currently working on a number of other Village projects (e.g. CORP, boundary agreement, Siggelkow Road traffic study, sustainability projects, park impact fee study, etc.) and is coordinating the review of private development projects (e.g. Lakestone Properties). Staff would prefer to focus resources on completing some of these existing projects prior to initiating the zoning and subdivision code update.
4. Dane County Best Practice Residential Zoning Code Advisory Committee. As a follow-up to the [Dane County Regional Housing Strategic Action Plan 2024-2028](#), Director Bremer is serving on a 13-person Advisory Committee led by the Dane County Planning Department. The committee will be working with County planning staff and their consultant to develop a Best Practice Residential Zoning Code to Address the Housing Crisis. The outcome of this project is not a traditional model zoning code, but a non-binding report on best practices local municipalities could include in their zoning codes to help address the housing crisis. This project is anticipated to be completed in the next six months and the recommendations from the report would serve to inform potential changes to the Village's Zoning Code.

To be clear, there is still a need to complete this project. Staff's suggestion is to evaluate the project budget as part of the 2026-2030 Capital Improvement Plan later this Spring/Summer and the 2026 Village Board budget later this Fall. Afterward, the Village can either direct solicit proposals from qualified firms, including ZoneCo, or reissue a new RFP or RFQ. In speaking with ZoneCo, another option could be to have them complete a smaller zoning code audit in 2025, similar to the diagnostic module within their proposal. The results of this analysis could then be used to aid in building out a revised scope/fee for the code re-write, given that the audit would highlight deficiencies and strengths in the code. Staff will evaluate this option for future consideration by the Plan Commission and Village Board.

Project Background

The Zoning Code was originally adopted in 1967 and the last comprehensive update was completed in 2003. While there have been some piecemeal amendments since 2003, a comprehensive revision to the code is proposed to improve administration, reduce permitting procedures and timelines for smaller projects, avoid contradicting or vague regulations, employ modern zoning practices, and implement recommendations from recently adopted plans (e.g. Comprehensive Plan, Sustainability Plan, 2023 East Side Plan, 2023 Housing Needs Assessment, etc.) and general updates to the text and zoning map.

FINANCIAL/BUDGET IMPACT:

Project funding is provided through 2024 Capital Improvement borrowing. The budget for this project is \$110,000. Staff anticipate utilizing up to \$10,000 of the project budget for in-house public communication expenses and contingencies, providing a consultant budget of \$100,000.



VILLAGE PLAN REFERENCE:

This project has been identified in the Village's 5-year Capital Improvement Plan dated back to 2021.

2024-2025 Strategic Plan, Goal C, Action IV. *Develop RFP, bid, hire, and complete process to recodify the Subdivision and Zoning Codes as they impact planning decisions, density, zoning, diversity, and commercial uses.*

ORDINANCE REFERENCE:

Chapter 56 Subdivisions

Chapter 62 Zoning

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, second, to reject the proposal from ZoneCo to update the Village's Zoning and Subdivision Codes.

ATTACHMENTS:

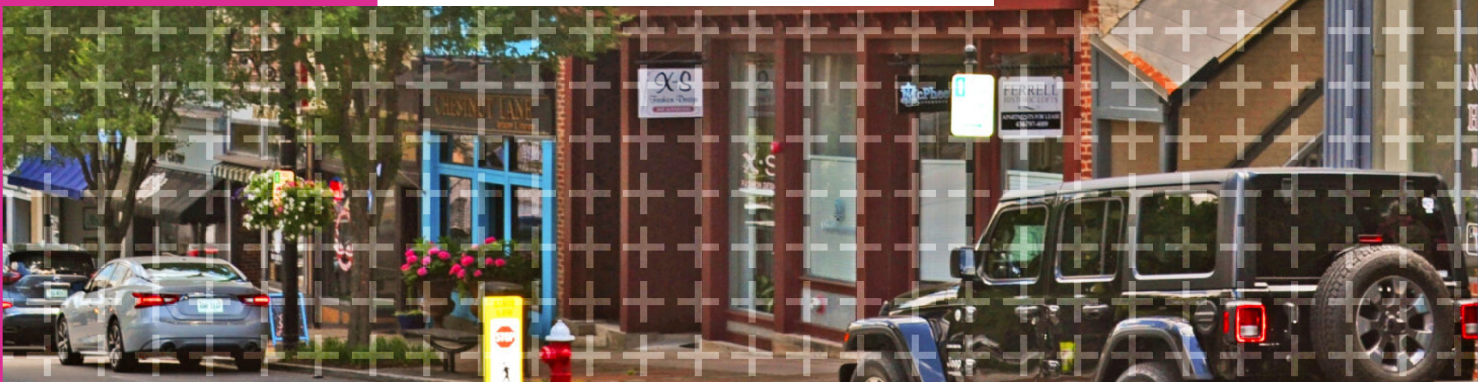
1. ZoneCo - McFarland Proposal - v.3
2. Village of McFarland Zoning and Subdivision Code Update RFP_11.19.24

Proposal

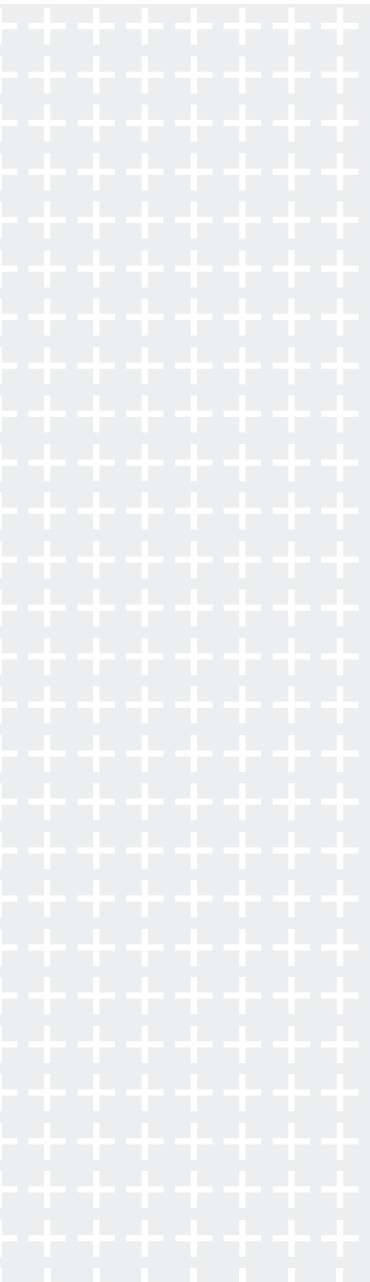
McFarland, WI

ZoneCo exists at the intersection of planning, law, and design. Our firm focuses exclusively on zoning and subdivision codes, and we've worked around the country and within the State of Wisconsin. We have experience in smaller communities within a larger MSA, like McFarland. We are passionate about being part of positive change in communities through land use planning and policy reform.

Valid Through: 1/17/2026



PROPOSAL SECTIONS



01

Cover Letter

02

Experience
and References

*(References included on
project sheets)*

03

Scope of Work
and Project
Schedule

04

Project
Management Plan

05

Project Cost

Dear Hiring Committee,

The experienced ZoneCo team is pleased to provide this proposal to the Village of McFarland to rewrite the City's Zoning and Subdivision Codes (the "Codes"). ZoneCo and our national-caliber code writers have extensive experience writing and replacing outdated and piecemeal updated zoning and subdivision codes with clear, consistent, user-friendly, innovative, and defensible codes that advance your community's vision. The Comprehensive Plan and the other planning documents like the East Side Plan, Sustainability Plan, among others, provide guidance and direction regarding community objectives for the code update. In many of our code updates, our work follows a comprehensive planning process. We work with the community to implement their future land use goals in a responsive, collaborative manner that honors the goals set forth in the Plan.

ZoneCo is a mission-driven, multi-disciplinary team of trusted national zoning code writers that includes city planners, lawyers, historic preservationists, environmental planners, and urban designers – all with extensive local government experience. ZoneCo exists at the intersection of planning, law, and design. Our staff understands at a fundamental level the challenges that can arise from inconsistencies or dated standards because we have all been in your shoes as former zoning code administrators.

Our firm is currently working in Wisconsin with the City of Sun Prairie to update their zoning code, and we recently finished a project in Menomonee revising administrative procedures for consistency with Wisconsin Act 67. Our firm has worked in a broad spectrum of communities from urban to rural and we have familiarity with the land use patterns within McFarland. McFarland has a healthy mix of land uses and environmental assets.

Like many communities, McFarland has an outdated code that is no longer advancing its vision or adequately addressing the community's growth. Through this request for proposals, the Village has taken an important first step in modernizing its zoning code and processes. We appreciate the opportunity to bring a multi-disciplinary team of professionals to assist the Village with this important project.

Thank you for your time and consideration.

Sincerely,



Sean S. Suder, Esq.,
LEED AP Lead Principal/Founder

Important Notice

Although some of our professionals are also attorneys who may be separately engaged to provide legal representation in states where we are licensed to practice law, we are not a law firm and ZoneCo does not provide legal representation or services and is not engaged in the practice of law in any jurisdiction. Engaging ZoneCo does not form an attorney-client relationship and, as such, the protections of the attorney-client relationship do not apply. If you wish to create an attorney-client relationship, you are encouraged to contact counsel of your choosing.

WE ARE ZONECO



The Intersection of Planning + Design + Law

+ About ZoneCo

The importance and complexity of zoning policy inspired the founding of ZoneCo, LLC. Zoning code consulting is our core service. We are focused and passionate, and we strive to help communities be more vibrant, resilient, equitable, and sustainable places through land use policy.

We believe that zoning should facilitate a community's desired outcomes, not serve as a barrier to development and placemaking.

We craft clear consistent, user-friendly, equitable, and defensible zoning codes that remove barriers and achieve desired outcomes.

+ About Our Team

Our team is multi-disciplinary, which reflects our belief that land use planning and zoning should integrate expertise from various disciplines. Our personable, professional staff collectively have skills in planning, zoning, urban design, historic preservation, environmental science, mapping, architecture, real estate, public finance, public engagement, graphic design, and project management. Several of our staff members have land use law experience.

All ZoneCo professionals have public sector experience. We understand the complexities of administering a zoning code, which helps us to better understand our clients and their challenges.

Consulting Services +

- Zoning Codes
- Subdivision Codes
- Sign Ordinances
- Historic Ordinances
- Zoning Diagnostics
- Equity Zoning Audits
- Board & Commission Training
- Code Graphics
- Public Engagement
- Coastal Zoning
- Form-Based Codes
- Design Standards
- On-Call Planning & Zoning Services
- Land Use Planning & Long Range Plans
- Planning Approvals

Where We've Worked +

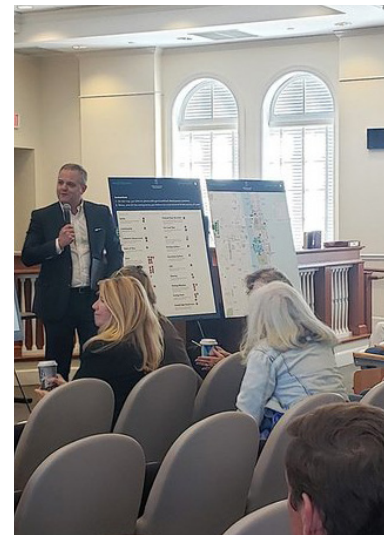
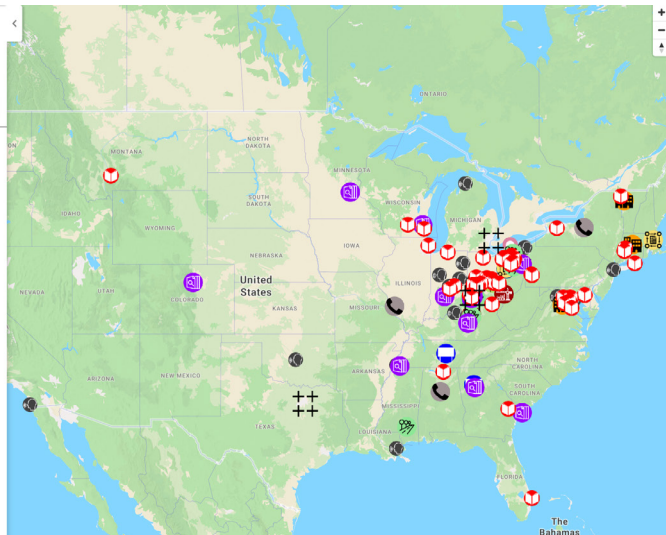
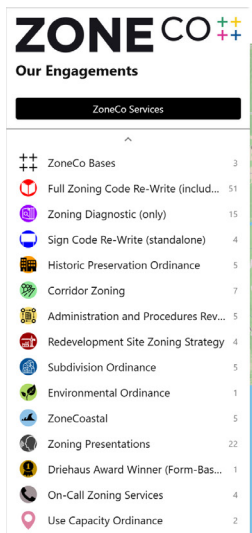
Alabama	Maryland	Pennsylvania
Connecticut	Massachusetts	South Carolina
Florida	Minnesota	Tennessee
Georgia	Mississippi	Vermont
Illinois	Montana	Virginia
Indiana	New York	Wisconsin
Kentucky	Ohio	

Contact: Sean Suder
 1502 Vine Street, 4th Floor
 Cincinnati, OH 45202
 513.694.7501
ssuder@thzoneco.com
www.thzoneco.com

ZoneCo's Competitive Advantages:

We pride ourselves on developing zoning and subdivision codes that facilitate positive change for communities. The firm's competitive advantages are listed below:

- Our firm focuses exclusively on zoning and subdivision codes as opposed to other firms that focus on a broad range of services. Given the complexity of zoning, we have specialized our services.
- Our team members have all administered a zoning code from the public sector, so they relate personally to the need for ease of use and administration, and the need for standards to reflect the community's will.
- Our project managers go through project management training and we subscribe to project management software tools like Monday.com to help build transparency with clients. We also prioritize prompt, effective communication.
- We have experience across the country effectively translating comprehensive plan goals into zoning standards.
- Many of our team members have land use law experience, in addition to our design and planning acumen.
- We are adept at engagement around zoning, which requires a different approach than engagement for long-range planning. Education is important, and communicating the right level of detail within an appropriate venue is also important. The consultant must provide transparency while not bogging the community down with technical zoning jargon.
- We understand how to develop form-based standards that are responsive to the existing and desired urban form.
- We have worked in other communities trying to preserve rural land, agriculture, and open space.
- We have an architect on staff that has the skills to conduct a real world "test" of the new Codes utilizing their development experience and applying the new Code standards to hypothetical development projects.
- We have excellent experience translating code language into effective visual representations, in addition to excellent experience engaging around community character, urban form, and land use objectives.



ALL PROJECTS

*Active projects highlighted in blue

Full Zoning Code Re-Write

[Aurora, OH](#)
 Barberton, OH
 Batavia, NY
[Belgrade, MT](#)
 Bowling Green, OH
[Buckeye Lake, OH](#)
[Charles County, MD](#)
[Canfield, OH](#)
 Cincinnati, OH -
 Form Based
 Clayton, OH
 Colerain Township, OH
 Crafton, PA
 Dormont, PA
[Elyria, OH](#)
 Fairborn, OH
 Gaithersburg, MD
[Gahanna, OH](#)
[Garfield Heights, OH](#)
 Greenfield, IN
 Greenfield, WI
 Greenwood, IN
 Huntsville, AL
 Ingram, PA
 Kent County, MD
 Lafayette, CO
 Litchfield, CT
[Orange Township, OH](#)
[Palm Beach, FL](#)
 Plain City, OH
 Plattsburgh, NY
 Portsmouth, OH
 Purcellville, VA
 Reynoldsburg, OH
[Rockville, MD](#)
 Sidney, OH
 South Bend, IN
[Southold, NY](#)
[Springfield, OH](#)
 Statesboro, GA
[Sun Prairie, WI](#)
 Tallmadge, OH
[Twinsburg, OH](#)
[University Heights, OH](#)
[Vienna, VA](#)
 Westerville, OH
 Whitehall, OH
 Winchester, CT
 Wooster, OH

Zoning Diagnostic Only

Avondale Estates, GA
 Covington, KY
 Evanston, IL
 Germantown, TN
 Hilton Head Island, SC
 Minnetonka, MN
 Monroe County, IN
 Stow, OH
 Sycamore Township, OH

Sign Code Re-Write

Akron, OH
 Dunwoody, GA
 Hilton Head Island, SC
 Marysville, OH
 Murfreesboro, TN

Historic Preservation Ordinances

Burlington, VT
 Canfield, OH
 Cincinnati, OH

Corridor Zoning

Batavia Township, OH
 Florence, KY
 Hattiesburg, MS
 Lexington, KY
 North Canton, OH
 Pierce Township, OH
 Warrenton, VA
 Wickliffe, OH

Administration and Procedures Revisions

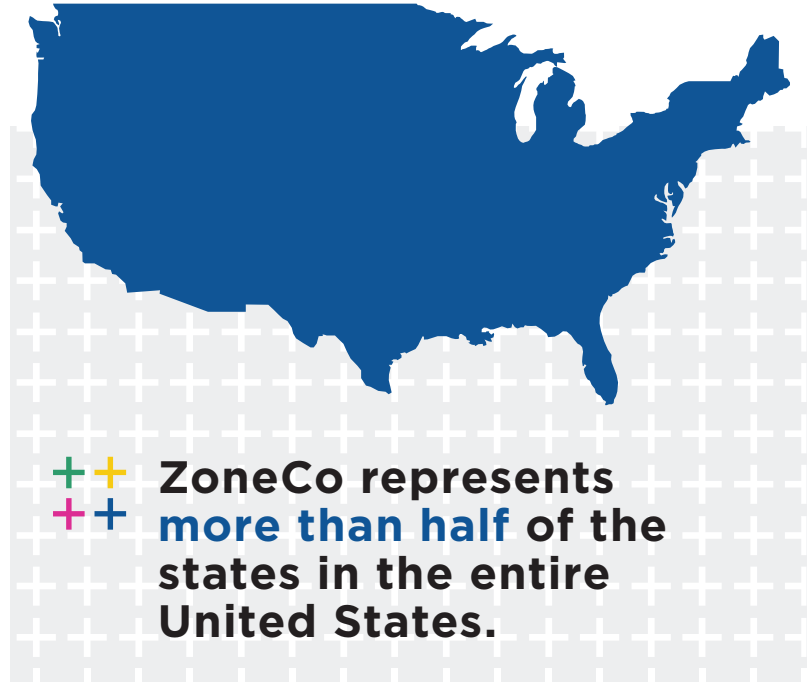
[Boston, MA](#)
 Cincinnati, OH
 Danville, KY
 Vandalia, OH
 Wooster, OH

Redevelopment Site Zoning Strategy

Athens, OH
 Harrison Township, OH
 Lexington, KY

Zoning Equity Assessment

Evanston, IL



Subdivision Ordinances

Litchfield, CT
 Vienna, VA
 Wadsworth, OH
 Wayne County, OH
 Winchester, CT

Urban Agriculture Ordinance

Columbus, OH

Affordable Housing Ordinance

Prince William County, VA

ZoneCoastal

[Charles County, MD](#)
 Hilton Head Island, SC
 Kent County, MD
[Palm Beach, FL](#)
[Southold, NY](#)

Form Based Code

South Bend, IN
 Cincinnati, OH (as City staff)

On-Call Zoning Services

Hilton Head Island, SC
 Onondaga County, NY
[St. Louis, MO](#)

Speaking Engagements

Athens, OH
 Cincinnati, OH
 Cleveland, OH
 College Park, MD
 Conneaut, OH
 Detroit, MI
 Hamilton, OH
 Indianapolis, IN
 Lafayette, IN
 Louisville, KY
 Memphis, TN
 Muncie, IN
 New Orleans, LA
 New York, NY
 Oklahoma, OK
 Petoskey, MI
 Pittsburgh, PA
 San Diego, CA
 Washington, DC
 Winchester, VA

VIENNA, VIRGINIA

Zoning & Subdivision Ordinances

Project Scope

ZoneCo was chosen to re-write Vienna, Virginia's subdivision and zoning ordinances as the lead consultant joined by Venable LLP, Nelson Nygaard, and YARD & Company.

Skills and Techniques

- Land Use Assessment
- Calibration of Development Standards and Regulations
- Transportation-Land Use Coordination
- Mixed-Use Standards
- Design Standards
- Main Street Standards

Project Overview

ZoneCo will clarify, simplify, and reorganize its subdivision and zoning ordinances so the regulations are logically organized and easy to understand through the use of plain language, charts, tables, and illustrations.

In addition, the subdivision and zoning ordinances will be updated so they are in compliance with State statutes, recent Supreme Court decisions with regards to sign regulations, and consistent with the Town's Comprehensive Plan.

The update will address areas where the Code is silent and zoning determinations have been made over the years by the Town's zoning administrator, and where regulations are currently lacking, like for parking standards and definitions for all uses.

Project Reference

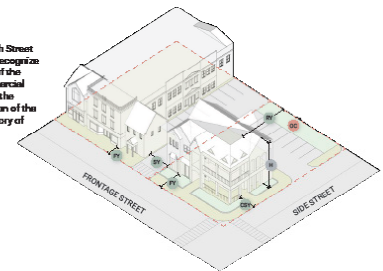
David Levy, AICP
Director of Planning & Zoning
127 Center St S
Vienna, VA 22180
(703) 255-6341
david.levy@viennava.gov

Article II. Zones, Districts, and Dimensional Standards

13. CHURCH STREET (CSD)

Purpose

The purpose of the Church Street District is to legislatively recognize the distinctive character of the original Old Vienna commercial district and to provide for the protection and preservation of the traditional image and history of that unique area.



Dimensional Standards (applicable to new construction and additions only)

BUILDING PLACEMENT STANDARDS		LOT STANDARDS	
FF Front Yard Setback	Interior lots must alternate front yard setbacks using one of the following: 5 ft.; 7 ft., 8 ft., or 10 ft., 4 ft. Corner lots must have a front yard setback of at least 10 ft. No front yard setback may be continuously extended for more than 40 linear ft., whether that is across a single or adjoining lot.	OC Open Space	10% min.
SR Side Yard Setback	10 ft. min. If windows or doors are located on that side of the building, 8 ft. min. If no windows or doors are located on that side of the building.	BUILDING HEIGHT	
RR Rear Yard Setback	10 ft. min. If windows or doors are located on the rear of the building, 8 ft. min. If no windows or doors are located on the rear of the building.	H Building Height	42 ft. max.
OSV Corner Side Yard Setback	15 ft. min.	PARKING	
		Location	Side or rear yard only

Zoning Code

2-27

SOUTH BEND, INDIANA

Form-Based Code

Project Scope

Peer review services were provided for the re-write of the Zoning Ordinance.

Skills and Techniques

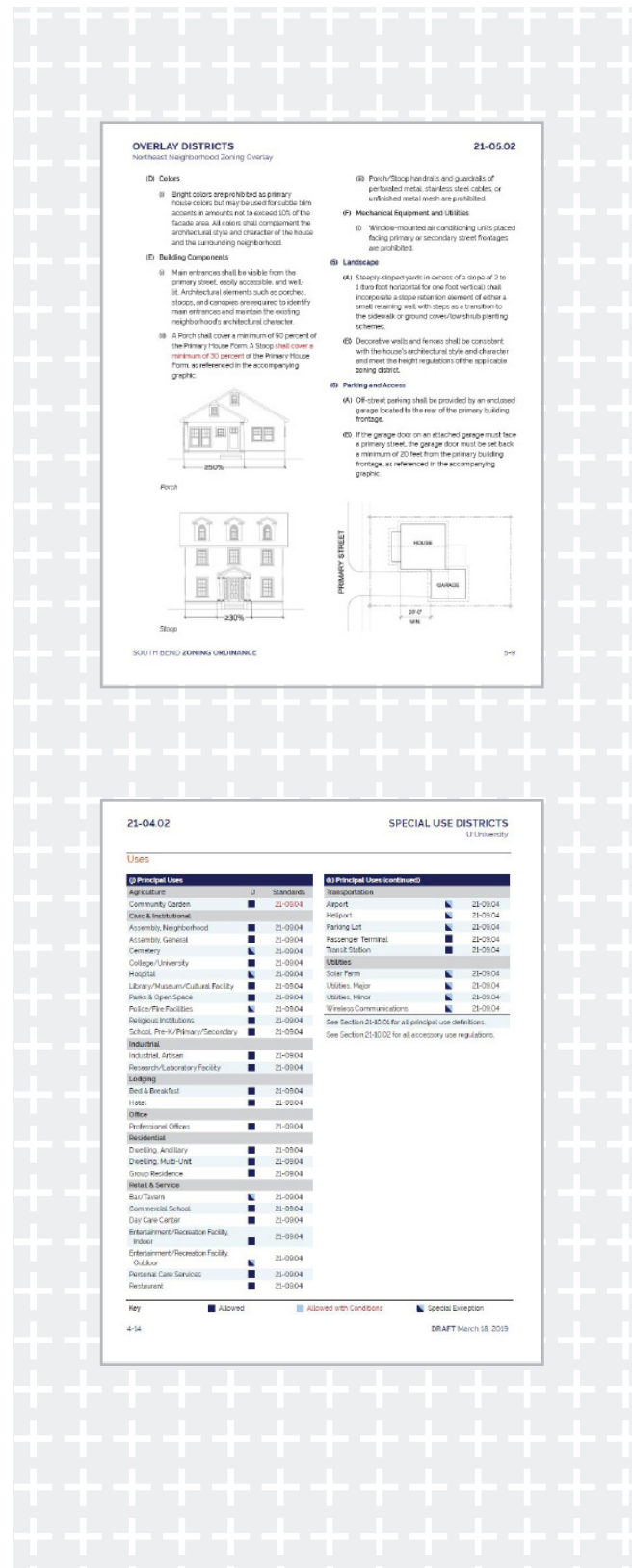
- Signage Standards
- Special Districts
- Overlay Districts
- Standard Districts
- Form-Based Standards
- Mixed-Use Standards
- Building Standards
- Parking Standards
- Floodplain Standards

Project Overview

ZoneCo was hired to provide peer review services for the South Bend, Indiana zoning ordinance re-write. South Bend is seeking to craft a zoning code that provides flexibility while achieving the desired urban form. The code is highly visual, and ZoneCo helped to ensure that the code is facilitating the community vision while checking for compliance with Indiana statutes.

Project Reference

Michael Divita, AICP
Principal Planner
227 W. Jefferson Blvd., Suite 1400S
South Bend, IN 46601
(574) 235-5843
mdivita@southbendin.gov



HUNTSVILLE, ALABAMA

Zoning Code Update and Special Corridor Zones

Project Scope

ZoneCo and NV5 were hired to update the Huntsville, Alabama zoning code as the City experiences rapid growth and investment (2021 to Present).

Skills and Techniques

- Zoning Diagnostic Report
- Assessment of Growth Projections
- Corridor Growth Strategies
- Form-Based Standards
- Mixed-Use Standards
- Parking Standards
- Complex Employment and Industrial District Standards

Project Overview

Following a robust and innovative update of the City's Comprehensive Plan, ZoneCo was hired to undertake a code update for the City of Huntsville.

Huntsville is experiencing rapid growth and investment. They have a robust research and development sector, along with government services. The current zoning is not facilitating growth in an effective way. ZoneCo created tailored corridor standards that will facilitate mixed-use development and residential development that fosters human-oriented design that can provide additional housing units while also ensuring that design can create a more intimate environment within corridors.

Project Reference

Dennis Madsen
Manager of Urban & Long Range Planning
308 Fountain Circle, Huntsville, AL 35801
(256) 427-5100, Email: Dennis.Madsen@HuntsvilleALgov



Figure 7: Illustration showing the landscaped linear mound, with placement of trees and other vegetation forming a buffer between the arterial road (on the right of the figure) and the Tier 1 area (buildings).



Figure 8: Illustration showing the landscaped area between the landscaped linear mound and the Tier 1 area (buildings). This area contains a multi-use path of at least 15 feet in width, intended for use by pedestrians and bicyclists and contributing to the buffering of the arterial road.

Section 4.02 - Introduction to Tiers

- A. Development sites within the Corridor District and the Village District shall be comprised of modular components called Tiers in combination with modular street and alley components.

Page 18 of 43

Huntsville, AL, Zoning Ordinance (DRAFT ADDITIONS)

- B. Depth and Width. A Tier 2 area is comprised of a linear strip of land 100-300 feet in depth and running the full width of the development site, except where intersected by streets perpendicular to the Tier 2 area.



Figure 11: Illustration showing the Tier 2 area (colored buildings) in relation to the Tier 1 area (white buildings to bottom right) and the Tier 3 area (to the upper left).

- C. Lots. Any lot created in a Tier 2 area, whether through subdivision or consolidation, shall comply with the following lot standards.

Lot Standards for Tier 2	
Lot Area	1,000 sq. ft. min. and 5 acres max.
Lot Frontage	No lot may be created that does not front a public right-of-way unless a permanent access easement provides access to the public right-of-way
Lot Depth	N/A

- D. Development Standards. Any building erected in a Tier 2 area shall comply with the following development standards.

Development Standards for Tier 2	
Front Yard	0 ft. min. and 20 ft. max. from any street right-of-way
Side Yard	For a side that does not abut a residential district: 0 ft. min. and 20 ft. max. For a side that abuts a residential district: 15 ft. min. and 20 ft. max. Note that this regulation does not replace any applicable minimum setbacks required by the building code.

Page 24 of 43

Huntsville, AL, Zoning Ordinance (DRAFT ADDITIONS)

REYNOLDSBURG, OHIO

Zoning Code Update

Project Scope

A modernized, streamlined, and updated zoning code.

Skills and Techniques

- Full Code Diagnostic
- Calibration of all Regulations and Standards
- Old Towne District Infill Analysis
- Development Pattern Districting
- Form-Based Coding
- Recommendations and Considerations for Suburban Retrofit
- Presentations at all Adoption Meetings

Project Overview

In 2018, Reynoldsburg, Ohio retained ZoneCo and OHM Advisors to re-write the City's Planning and Zoning Code. Prior to this, OHM Advisors completed an update of the Comprehensive Plan which sets new goals for the City for the next 10 to 20 years. The land use goals of the plan relate strongly to the East Main Street Corridor, strengthening Olde Reynoldsburg, and promoting economic diversity and economic development. The final code facilitated the community vision for key character areas while streamlining the code and attracting new investment.

Project Reference

Andrew Bowsher

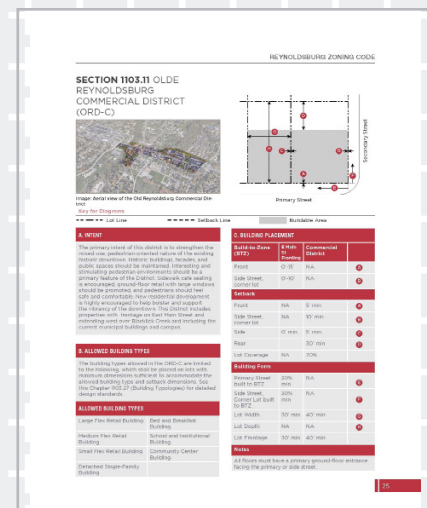
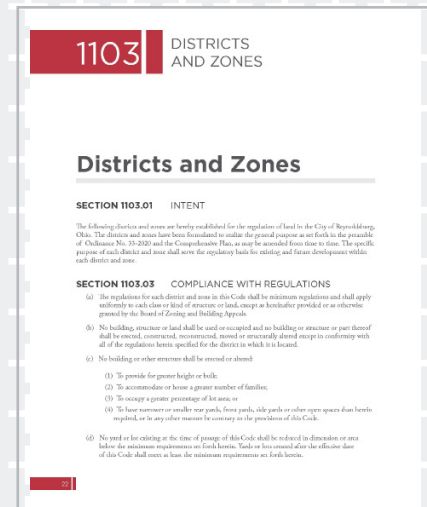
Former Development Director now City Manager in Sidney, Ohio where ZoneCo also did a code update

201 W Poplar Street

Sidney, OH 45365

(937) 498-8110

abowsher@sidneyoh.com



DORMONT, PENNSYLVANIA

Development Code Update

Project Scope

A modern, streamlined, and updated Zoning Ordinance, with transit-oriented and form-based elements.

Skills and Techniques

- Transit-Oriented Standards
- Full Code Diagnostic
- Calibration of Development Standards and Regulations
- Form-Based Standards
- Mixed-Use Standards
- Design Standards
- Development Pattern Districting
- Floodplain Standards
- Visual Urban Dictionary

Project Overview

The Borough of Dormont, Pennsylvania, has engaged the team of ZoneCo and YARD & Company to help modernize its zoning ordinance. As one of Pittsburgh's several transit-oriented inner ring suburbs, Dormont seeks to build on the momentum created by recent regional transit-oriented development planning efforts. The team crafted a development code that not only allows for context sensitive infill development and adaptive reuse but enables the Borough to capitalize on several light rail stations and bus stops. The process includes active engagement and education; the testing of new ideas and zoning concepts to determine the most appropriate content; and a user-friendly tool to guide growth.

Project Reference

Benjamin Estell
Borough Manager
1444 Hillsdale Avenue, Pittsburgh, PA 15216
(412) 561-8900
bestell@boro.dormont.pa.us



WHITEHALL, OHIO

Zoning Code Update

Project Scope

ZoneCo and OHM advisors collaborated on an update to the Whitehall zoning code.

Skills and Techniques

- Full Code Diagnostic
- Calibration of all Regulations and Standards
- Form-Based Standards
- Development Pattern Districting
- Mixed-Use Zoning
- Housing supply-oriented reforms
- Assessment of desired gateway design

Project Overview

In 2022, OHM and ZoneCo partnered to modernize and update Whitehall's zoning code. There are several key gateways where the City wanted to facilitate high quality development, a mixed-use environment, and greater capacity for density. The final product is a form-base code that is facilitating substantial development in Whitehall.

The code is graphically rich and form based standards were developed for frontage types, community space, building types, and signage.

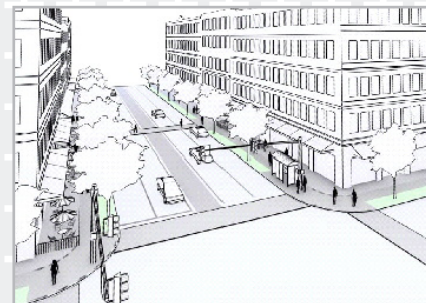
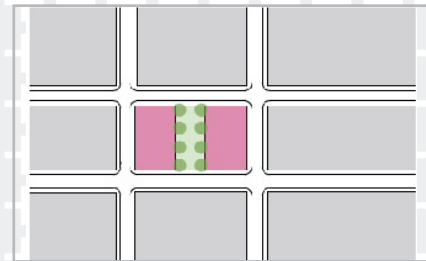
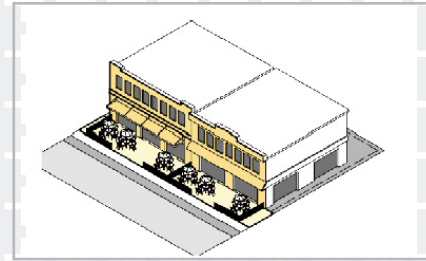
Project Reference

Zach Woodruff

Former City Manager of Whitehall

zwoodruff@csc.edu

(614) 287-5604



WAYNE COUNTY, OHIO

Subdivision Code Update

Project Scope

Wayne County, Ohio hired ZoneCo to update their subdivision standards.

Skills and Techniques

- Full Diagnostic Report
- Land Use Assessment
- Calibration of Standards and Regulations
- Environmentally-Oriented Standards
- Open Space / Agricultural Land Planning and Preservation

Project Overview

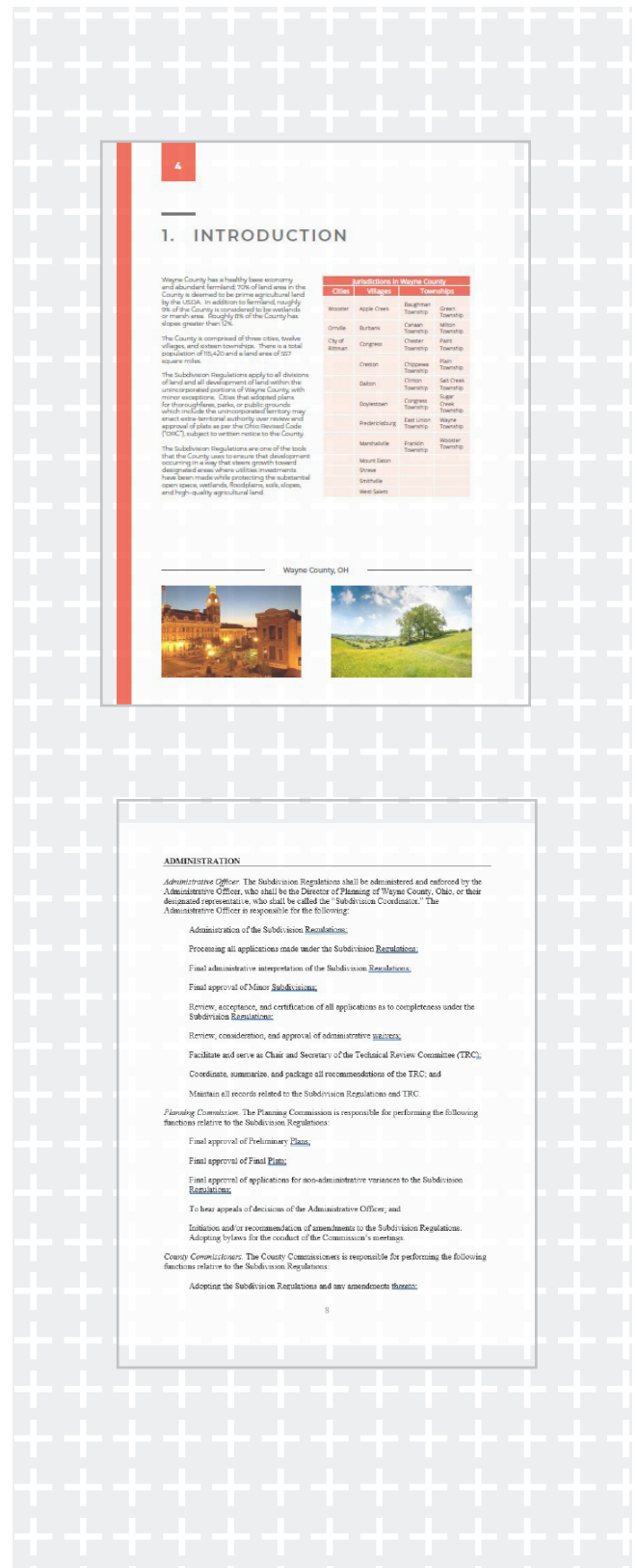
The Subdivision Ordinance update includes current best practices for land conservation for the significant amount of environmentally sensitive and agricultural land in Wayne County, which will require careful calibration, and an assessment of consistency with the Ohio Revised Code.

The processes for both minor and major subdivisions will be simplified and streamlined.

Access Management Standards are being completed concurrently to the subdivision standards. The new documents will relieve some chronic issues related to site access within the County.

Project Reference

Jennifer Kiper
Director, Wayne County Planning Dept.
428 West Liberty Street
Wooster, OH 44691
(330) 287-5423
jkiper@WayneOhio.org



Samples of ZoneCo's Adopted Codes (linked)

Please find the full Vienna, VA Zoning Code here:

<https://www.viennava.gov/home/showpublisheddocument/4738/638578572795470000>

Please find the South Bend, IN Zoning Regulations here (ZoneCo Subconsultant):

<https://docs.southbendin.gov/WebLink/0,0/fol/291740/Row1.aspx>

Please find the full Gaithersburg, MD Zoning Code here:

<https://www.gaithersburgmd.gov/home/showpublisheddocument/13721/638579262202670000>

Please find the full Reynoldsburg, OH Zoning Code here:

<https://publizr.com/reynoldsburg/reynoldsburg-zoning-code?html=true#/0/>

Please find the Dormont, PA Development Code here:

http://boro.dormont.pa.us/wp-content/uploads/2021/05/20003-Code_Book-5_6_21.pdf

Please find the Bowling Green, OH Zoning Code Update here:

<https://www.bgohio.org/DocumentCenter/View/4313/Zoning-Code---Effective-July-12-2023-PDF>

Please find the full Sidney, OH Zoning Code here:

https://codelibrary.amlegal.com/codes/sidneyoh/latest/sidney_oh/0-0-0-47125

Please find the full Marysville, OH Zoning Code here:

https://www.marysvilleohio.org/DocumentCenter/View/4375/Marysville-Zoning-Code_Revised-as-of-111920

Please find the Winchester Winsted, CT Zoning Regulations here (Completed by Sean Suder):

https://www.townofwinchester.org/sites/g/files/vyhlf1461/f/uploads/zoning_regulations_-_approved_12_09_2019.pdf

SCOPE OF WORK* AND SCHEDULE

**Our team will tailor the following approach to meet the Village's needs.*

+ PROJECT INITIATION & ORIENTATION (MONTHS 1-2)

Kick-Off Meeting (in-person). We will initiate the project with a kick-off meeting. At the kick-off, we will review project goals, timeline, work approach, the public outreach and engagement strategy, and the Village's adoption process. Having full clarity around the adoption requirements up front will allow us to "walk back" deliverable due dates so that we can have the new Codes adopted within the desired timeline.

By way of a walking and driving tour, we will observe development patterns and natural features of the Village.

We will assess whether the Village would like to convene a Steering Committee, and what the composition of that body should be.

Plan/Data Review. We will undertake a robust review of existing planning documents, including the existing codes, Comprehensive Plan, and any other relevant plans or documents. If possible, the Village should provide an inventory of Village Board/Plan Commission decisions on planning applications.

Staff Feedback Form. We will distribute a feedback form to the Village's professional planning and zoning staff to elicit information on those areas of the code that most need change or revision.

+ MODULE 1: DIAGNOSE (MONTHS 1-4)

Diagnostic Review and Report. We will review current planning practices and draft a report that outlines how the current zoning and subdivision provisions compare to the recommendations within the Comprehensive Plan. Our review and analysis will also focus on variances and applications for planning relief that are frequently sought and granted, which could indicate opportunities for streamlining the new Codes. We will furthermore review how zoning standards align with the actual built form in the Village.

Draft Table of Contents and Revised Zoning Districts. A draft Table of Contents and list of revised zoning districts for the new Code will be provided alongside the Diagnostic Report for review.

Draft New Zoning Districts will be developed through our thorough review of the Comprehensive Plan, our review of the existing codes, and our understanding of Village development patterns (drawing most heavily from the Plan).

Review of Draft Report. A draft of the report will be presented to Village staff and the steering committee in a virtual meeting. Comments from the session will be gathered, and appropriate changes to the report will be made.

Final Presentation of Diagnostic Report. A final draft of the

report will be presented to Village staff and Village Board during a virtual meeting (which would be open to the public).

Deliverable: The final Diagnostic Report with recommended updates/approaches for the Codes will be provided to the Village.

+ MODULE 2: CALIBRATE (MONTHS 4-8)

Base Regulations. Before any drafting begins, we will develop an inventory of existing use and development standards. We will then calibrate, adjust, or revise standards within the updated list of zones and districts. This permits the community to see existing standards alongside proposed changes in order to fully understand the scope and scale of proposed changes.

A public engagement session will be held to review the proposed changes.

Revising development, form, and use standards is a collaborative and iterative process. We will integrate public engagement in innovative ways that makes zoning accessible for the community.

Public Engagement. We will engage the public around new districts and zones, and communicate the justification for any changes proposed. Visuals will communicate ideas where possible.

Deliverable: Calibration tables

Meetings: One public forum to review base regulations/working calibration tables, which will be preceded by a virtual stakeholder input session.

+ MODULE 3: CODIFY (MONTHS 9-16)

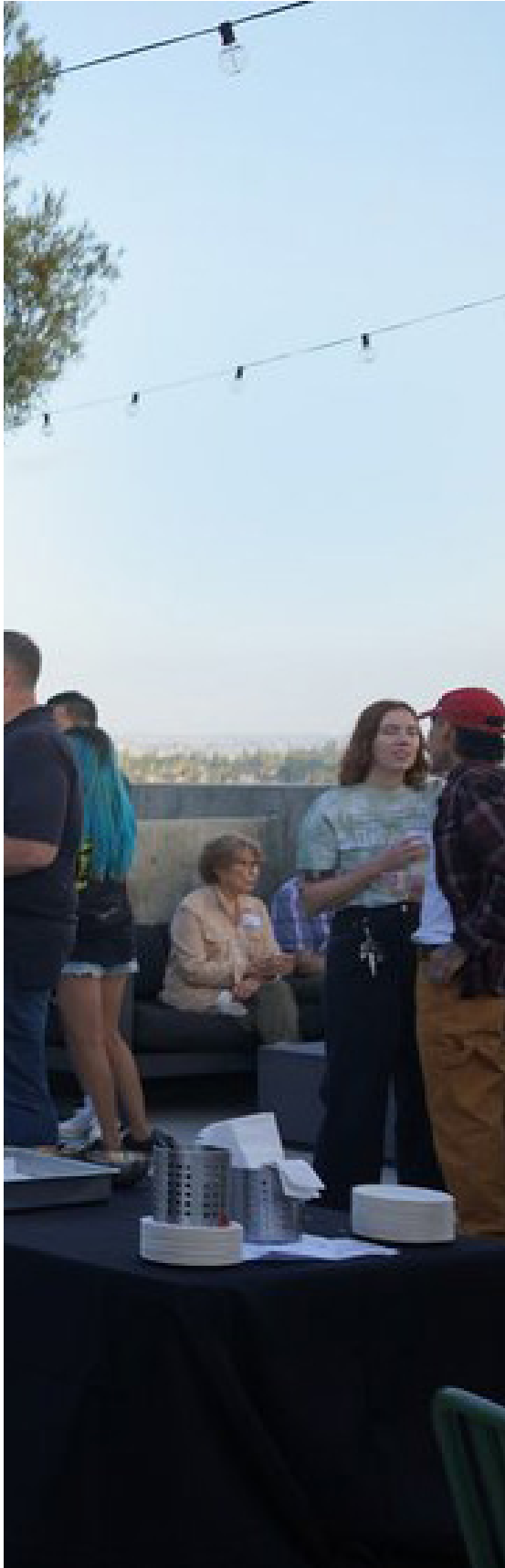
Code Language. During the codify module, we will take the updated standards and draft the new text of the Codes, ensuring coordination between the zoning and subdivision standards. ZoneCo will finalize the graphics, and undertake a legal review of the Codes. We will provide a version to staff for initial comments.

First Draft & Public Review Draft. When Village staff has reviewed all sections, we will have the first draft ready for public review. We will work with staff to coordinate the public forum to review the sections. We will create an inventory of feedback received during the forum and integrate it into the next draft of the document.

Final Draft. A public review draft will garner additional comments, after which we will produce a final draft of the Codes.

Deliverables: Three code drafts: internal review draft, public review draft, final draft

Meetings: Public meeting to review draft code



MODULE 4: ADOPT AND IMPLEMENTATION (MONTHS 16+)

Meetings: Presentation of Adoption Draft to the Village Board and/or Plan Commission (in-person).

Transfer of Files and Code Copies. Once the code is adopted, electronic files will be delivered to Village staff.

Deliverables: Adopted code

+ NOTES ON PUBLIC ENGAGEMENT

We think critically about how to engage communities around zoning. It is different from engagement for long-range plans. Additional focus should be placed on education and effectively communicating what zoning can and cannot affect. Further to this, innovative methods should be employed to translate zoning jargon into more accessible language, while relating it to everyday issues that are experienced within McFarland.

We developed a variety of innovative methods to build understanding around our projects, and zoning generally. For example, we created a visual urban dictionary, visual preference surveys, a zoning de-jargoning guide, and site-specific renderings to visually demonstrate proposed zoning changes, among many others.

This project should employ a combination of in-person and virtual engagement methods. In-person meetings are unparalleled for building understanding and trust, however, virtual meetings help busy families reduce the friction of distance while remaining informed and understanding exactly how and when their feedback will be integrated into the project.

Every zoning code engagement strategy should be tailored to the community, utilizing communication formats and methods that are already effective within the community.

PROJECT MANAGEMENT PLAN

Project Management Overview

Through our many zoning code projects, we have refined our approach to project management. In order to keep the project on-time and within budget while producing the highest quality work, it is imperative that expectations be set early and often within the project.

Our project managers employ Monday.com to provide a project dashboard, which ultimately provides transparency and clear understanding of project tasks. When there is a specific adoption date/month in mind, it's crucial to set the date in advance and work backward to have a clear understanding of when and how deliverables need to be completed. Further to this, it provides clarity on when engagement or public meetings will happen, when they need to be notified, and when meeting materials should be complete. This also ensures that staff has sufficient time to review deliverables prior to finalization.

The scope included in the project fee schedule provides hours devoted to bi-weekly meetings. These meetings provide an opportunity to connect about nuanced zoning/local issues and project due dates. Staff is charged with communicating project progress to public officials, and bi-weekly staff meetings in addition to the project dashboard provide this information with clarity and confidence.

Todd Kinskey has worked on many zoning code updates and has decades of planning leadership experience. Todd will be the Project Manager for this project, supported by additional ZoneCo staff. Sean Suder will be the Project Advisor, providing quality control and internal review for deliverables. Please find resumes for our key personnel on the following proposal pages.

The project schedule can be found on pages 16 and 17 alongside project tasks/phases.

Quality Control

Our staff is comprised of several high level former zoning administrators and consultants. Our specialization in zoning means that our staff is hyper-focused on zoning and subdivision codes and how to make them better. Further to this, we have several staff members with land use law experience. Each project has a built-in project advisor that reviews deliverables and provides feedback to the project manager.

The firm's legal experience also permits us to collaborate effectively and efficiently with in-house counsel, effectively integrate case law and state law into the document, and draft legally defensible code language.

Village Staff Commitments

The RFP does an effective job of laying out staff obligations. We aim to work as effectively and efficiently as possible with staff, including seeking their input for the following:

- Provide the consultant team with relevant information and documents, like past plans, relevant data, past issues with development, administrative challenges, issues with the code, mapping data, etc.
- Acting as a liason with the Village Board and Plan Commission
- Acting as a liason with the public, and utilizing existing lines of communication to provide the public with information (the consultant team will assist with messaging and materials)
- Review project deliverables in a timely manner



SEAN SUDER

PROJECT ADVISOR

ssuder@thzoneco.com

www.thzoneco.com

513.694.7501

1502 Vine Street, 4th Floor
Cincinnati, OH 45202

About

As a city planner and lawyer who has worked in both the private and public sectors, Sean combines his technical and practical knowledge and experience with innovative zoning methodologies. In his role as the City of Cincinnati's chief land use counsel, Sean served as lead counsel for the award-winning Cincinnati form-based code and historic preservation ordinances. He is a national authority on innovative zoning methods and practices, including Development Pattern Districting (DPD), our widely acclaimed intuitive zoning approach.

Education

Juris Doctor

University Of Virginia School of Law

Bachelor Of Urban And Environmental Planning

University of Virginia

Credentials

Leadership in Energy and Environmental Design Accredited Professional (LEED®AP)

Admitted to practice law in OH, KY, D.C.

Professional Associations

Congress for the New Urbanism

Form-Based Code Institute

Heritage Ohio

Urban Land Institute

American Planning Association

Past Experience

ZoneCo

Lead Principal and Founder (2016 - Present)

(Prior: Calfee Zoning, 2016-2020; Graydon Land Use Strategies, 2014-2016)
Sean consults with communities of all sizes on crafting zoning regulations that are consistent, clear, usable and defensible. As an experienced private sector land use lawyer with extensive local government experience, Sean brings a unique perspective and experience to zoning codes.

City of Cincinnati

Chief Counsel, Land Use and Planning (2010-2014)

As Chief Counsel for Land Use and Planning for the City of Cincinnati, Sean worked with a team of city staff, consultants, elected officials, and citizens to develop legally defensible zoning and land use regulations that reduced regulatory risk to property owners, increased certainty for the community, and reduced litigation risk and expense for the city. Sean served as lead counsel for Cincinnati's Historic Preservation Code (Winner of the 2012 Cincinnati Preservation Award), Cincinnati Land Development Code, which includes the City's first stream corridor protection overlay district, and Cincinnati Form-Based Code (Winner of CNU 22 Award), all of which was funded by a 2010 HUD Sustainable Communities Challenge Grant.

Adjunct Professor/Speaker/Author

Sean has served as an Adjunct Professor of Land Use Law at the University of Cincinnati College of Law and has spoken at planning conferences across the country.

Relevant Project Experience

Sean served as project manager for the following comparable projects:

- Reynoldsburg, OH: Zoning Code Update
- Dormont, PA: Zoning Code Update
- Bowling Green, OH: Gateway District / Code Re-write
- South Bend, IN: Zoning Code Peer Review Services
- North Canton, OH: Main Street Districts Development and Full Zoning Code Re-Write
- Vienna, VA: Zoning And Subdivision Code Update
- Kent County, MD: Land Use Ordinance Update
- Gahanna, OH: Zoning Code Update
- Sidney, OH: Zoning Code Update
- Germantown, TN: Zoning Code Audit
- Avondale Estates, Ga: Zoning Code Audit
- Westerville, OH: Legal Counsel And Subsequently Retained As Project Manager
- Winchester/Winsted, CT: Zoning Ordinance Update
- Litchfield, CT: Zoning Ordinance Update



TODD KINSKEY

FAICP, PROJECT MANAGER

About

A professional urban planner and public administrator who has dedicated his career to serving local governments - the majority of that time was spent in senior leadership positions. He has a proven record as a dedicated leader who always strives for excellence, promotes teamwork, and facilitates change in a collaborative manner.

Expertise

- Zoning Administration, Amendments, and Code Updates
- Site Plan & Zoning Compliance Review
- Local Government Policies & Procedures
- Staff Management & Supervision
- Public Budgeting & Financial Management
- Project Management
- Building & Development Processes
- Land Use & Comprehensive Planning
- Economic Development Incentives & Project Assistance
- Community Development Programs & Compliance
- Housing Policy & Programs

Education

**Bachelor Of Urban Planning,
Cum Laude**
University of Cincinnati

Credentials

In 2020, Todd was inducted into the American Institute of Certified Planners (AICP) College of Fellows - FAICP

Past Experience

ZoneCo

Project Manager (2024- Present)

Todd applies extensive zoning and legislative experience to managing zoning code updates at ZoneCo.

City of Dayton, OH

Director- Dept. of Planning, Neighborhoods & Development/ Dept of Planning & Community Development (2018 - Present)

Todd oversaw the daily operations of the Department of Planning, Neighborhoods & Development (102 employees) and its seven Divisions including: Planning, Community Engagement, Economic Development, Community Development, Housing & Inspections, Building Services, and the Dayton Mediation Center. He was responsible for an annual budget of approximately \$11M in operating funds and more than \$45M in special projects and grant funds. Todd's leadership was responsible for numerous innovative, activating projects throughout Dayton and the region.

Hamilton County, OH

Director- Dept. of Planning + Development (2013-2018)

Todd oversaw the daily operation of the Department (75+ employees) and its five Divisions: Community Planning, Community Development, Development Services, Building + Inspections, and Stormwater + Infrastructure. Todd was responsible for budget preparation and oversight, contract negotiations, County Commissioner project response and general oversight and coordination of all activities of the Department.

Relevant Project Experience

- Dayton Forward Comprehensive Plan, 2023
- Dayton Zoning Code Revision Team, 2018 to present
- Dayton Recovery Plan (ARPA) Project, 2022 to present
- Dayton Neighborhood Vision Plans (UDA as consultant), 2019-2022
- Downtown Dayton Streetscape Guidelines & Corridor Plan, 2020
- City of Dayton Opportunity Zone Project, 2018-2019
- Dayton Riverfront Plan, 2018
- Dayton Arcade Redevelopment Team, 2018 to present
- Dayton Housing Policy Project, HUD Grant, 2022-2023
- Hamilton County Subdivision Regulations Update, 2015
- Cincinnati/Hamilton County Water Contract Negotiations, 2015-2018
- Hamilton County New Website Project Leader, 2015-2017
- Hamilton County Thoroughfare Plan Update, 2015-2017
- Hamilton County Landbank Launch Team, 2010-2013
- Hamilton Co. 2013 (Comprehensive Economic Development Strategy) CEDS, 2012-2013
- Hamilton County Transportation Policy Plan, 2009-2010
- Hamilton County Government Cooperation & Efficiency Project, 2008-2011
- Zoning Code Rewrites: Hamilton County, Village of Greenhills, Village of Fairfax, Elmwood Place, Crosby Twp, North Bend
- Comprehensive Plans: Dayton Hamilton County, Village of Fairfax, Greenhills, City of Trenton



NOLAN NICAISE

PROJECT MANAGER

URBAN & ENVIRONMENTAL PLANNER, DIRECTOR OF INNOVATION, AICP

About

Nolan is an urban planning, environmental science, and policy professional. He has worked as a planner, scientist, environmental policy specialist, higher education program administrator, lecturer, consultant, research assistant, and leader.

He holds an MA degree in Urban and Environmental Policy and Planning from Tufts University and a BS degree in Biology from the University of Dayton, where he focused on water science.

Education

MA, Urban and Environmental Policy
Tufts University

BS, Biology, Summa Cum Laude
University of Dayton

Professional Associations

Congress for the New Urbanism

Indiana Sustainability Development Network

Urban Land Institute

Past Experience

ZoneCo

Urban & Environmental Planner (2020-Present)

Nolan combines real-world planning experience with a depth of knowledge about environmental policy. Additionally, Nolan has excellent composition, mapping, and long-range planning acumen. He has a range of experience across the Midwest, including public sector experience, which means he understands the complexity of administering a zoning code.

Planning and Development Services of Kenton County Planner (2020)

Prior to joining ZoneCo, Nolan received public sector experience in Kenton County, Kentucky. He was engaged in a variety of planning activities for smaller municipalities within Kenton County, including zoning administration, mapping, and long-range planning.

Parsons Corporation

Planner & Environmental Scientist, (2017-2019)

Nolan evaluated environmental impacts of proposed pipeline construction projects, coordinate with local, state, and federal officials to determine environmental permitting requirements, prepare and submit permit applications to governmental agencies, and inspect construction sites to ensure compliance.

He specialized in stormwater regulations and site design (stormwater pollution prevention plans, as part of the National Pollutant Discharge Elimination System), threatened and endangered species protections, and dredge and fill activity permitting (Clean Water Act Section 404).

Nolan provided scientific monitoring support for environmental remediation sites, such as oil terminals and industrial landfills. He regularly coordinated with state environmental protection agencies, state departments of natural resources, local soil and water conservation districts, and the US Army Corps of Engineers.

Relevant Project Experience

- Portsmouth, OH: Full Zoning Code Re-write
- Barberton, OH: Full Zoning Code Re-write
- Purcellville, VA: Full Zoning Code Re-write
- Huntsville, AL: Full Zoning Code Re-write
- Springfield, OH: Full Zoning Code Re-write
- Lafayette, CO: Full Zoning Code Re-write
- Garfield Heights, OH: Full Zoning Code Re-write
- Charles County, MD: Full Zoning Code Re-write
- Stow, OH: Zoning Diagnostic Report
- Bowling Green, OH: Zoning Code Re-Write
- Sidney, Ohio: Full Code Re-write
- Vienna, VA: Zoning And Subdivision Code Update
- Kent County, MD: Land Use Ordinance Update
- Plain City, OH: Zoning Code Update
- Gahanna, OH: Zoning Code Update



RHYS WILSON

SENIOR CITY PLANNER, PROJECT MANAGER

About

Rhys is an experience drafter of zoning codes, having focused on this vocation from both the public and private sectors. He has a depth of zoning code consulting experience and he is adept at navigating multi-faceted zoning issues with knowledge, attentiveness, and creativity. Rhys has managed dozens of zoning code update projects and excels at organized, transparent, and client-oriented project management. Rhys is passionate about zoning as a means to create walkable, livable, well-designed, equitable, healthy communities.

Education

Master of City and Regional Planning
University of Oklahoma

Bachelor of Arts: Political Science and Geography
University of Oklahoma

Professional Associations

American Planning Association
Urban Land Institute

Past Experience

Freese and Nichols, Inc.
Planning Consultant | Urban Planner (2022 - 2024)
Freese and Nichols, Inc. is an engineering and land development firm, including an urban planning and design group responsible for long-range and special area planning, land use regulation drafting, and on-call planning services.

Rhys was an urban planner and code drafter, focused on preparing zoning, subdivision, and development regulations, serving as a lead project planner, and assistant project manager.

White and Smith, LLC
Urban Planner, (2019 - 2022)
Served as a city planner, code drafter, and urban designer for the firm's clients, specializing in development regulations (with a specific concentration in preparing use standards and parking regulations), code graphics (two- and three-dimensional graphics in Adobe Creative Cloud and SketchUp), special research reports, and facilitation skills. Rhys' services were used in more than 22 jurisdictions in 13 states, including 4 Texas cities (Amarillo, Lubbock, San Antonio, and Laredo).

City of McKinney, TX
City Planner, (2018 - 2019)
The Planning Department is located within the City of McKinney's Development Services Division, which houses more than 14 full-time staff members. This department provides current, long-term, and infrastructure planning and development services to a rapidly growing community of 190,000 residents. Rhys worked within the Department's Development Review Division, which is responsible for aligning new development with the City's Comprehensive Plan goals.

Zoning Code Project Experience

- Plano, TX
- Shawnee, OK
- Edmond, OK
- Georgetown, TX
- Anna, TX
- Hunt County, TX
- Cleburne, TX
- McAllen, TX
- Fairview, TX
- Abilene, TX
- Newcastle, OK
- Stillwater, OK
- Bella Vista, AR
- Hunt County, TX
- Victoria, TX
- Tomball, TX
- Hutto, TX
- Grapevine, TX
- Prosper, TX
- Allen, TX
- Las Cruces, NM



JOCELYN GIBSON

LEAD PRINCIPAL

About

Jocelyn has always been passionate about zoning as a vehicle for bringing about change in the built environment. As a City Planner in the public sector, she took special interest in Zoning Hearings and the every day development decisions that lead to profound change over time. She has both public and private sector code writing and planning experience, supplemented by private sector real estate experience.

Education

Masters of Community Planning
University of Cincinnati

B.A. International Affairs
University of Cincinnati

Professional Associations

Congress for the New Urbanism
American Planning Association

Past Experience

**ZoneCo, Senior Consultant and Planner
(2018-Present, Formerly called Calfee Zoning)**

Jocelyn brings both private and public sector experience in the areas of urban planning and corporate real estate. Jocelyn is a perfect fit with ZoneCo due to her passion for zoning as a way to bring long-range planning visions into reality. Her cross-section of urban planning with real estate experience ensures that she is attentive to the needs of both the community, its people and their quality of life, and also the needs of businesses and institutions.

**CBRE Group
Senior Client Strategy & Consulting Analyst (2015-2018)**

In her role with CBRE, Jocelyn evaluated the real estate portfolios of large corporate clients in an effort to optimize their real estate expenditure across the globe. She helped clients visualize portfolios, expenditure and potential savings in unique and accessible ways. Jocelyn has worked with industrial, commercial and office real estate portfolios. She utilized mapping and analytics tools to evaluate locations, consolidations, and workspace planning. Her clients included several Fortune 500 companies.

**City of Cincinnati
City Planner (2013-2015)**

Jocelyn served as a City Planner with the City of Cincinnati during the final stages of completion of the award-winning Comprehensive Plan, the creation of the City's award-winning Form-Based Code, and the creation of the City's Land Development Code. Jocelyn participated in all of these efforts, in addition to regular recommendations and presentations to the City Planning Commission and City Council. Jocelyn also gave zoning recommendations to the City's Zoning Hearing Examiner.

Relevant Project Experience

- | | |
|---|---|
| Rockville, MD: Zoning Ordinance Update | Lexington, KY: New Circle Road Land Use Analysis |
| Evanston, IL: Zoning Equity Diagnostic | Sidney, OH: Zoning Code Update |
| Bowling Green, OH: Gateway District Development And Subsequently Retained For A Full Zoning Code Re-Write | Westerville, OH: Code Re-Write |
| North Canton, OH: Main Street Districts Development | Greenwood, IN Code Re-Write |
| Orange Township: Zoning Diagnostic and Code Update | City of Cincinnati Land Development Code (while working in city government) |
| | City of Cincinnati Form-Based Code (while working in city government) |

PROJECT FEE SCHEDULE

Task	ZoneCo				Per Task Cost
	PM	Pl.	PE	Jr. Pl	
	\$210	\$175	\$250	\$125	
Project Kick-Off					
Virtual meeting for team introduction	1	1	1	1	\$760
Coordination of in-person kick-off meeting and transfer of data and files	2				\$420
Kick-off meeting, in-person, includes travel and preparation	16				\$3,360
Diagnostic Module					
Comparison/Analysis of existing codes vis-a-vis updated Comp Plan	4			3	\$1,215
Development suggested new zoning districts and table of contents, including new conceptual map	8			5	\$2,305
Develop Diagnostic Report and annotated table of contents	20			3	\$4,575
Revise Diagnostic Report based on staff feedback	4				\$840
Finalization of Diagnostic Report/New Districts/Table of Contents	4	1			\$1,015
Meetings/Administrative time throughout this Module	2				\$420
Calibration Module					
Bi-weekly staff meetings for information and review, includes preparation (Steering Committee meetings can be substituted to provide project updates)	8				\$1,680
Draft calibration table (Calibration to include calibration of district standards, parking, and signage)	35		4	4	\$8,850
Revisions to calibration table	6				\$1,260
Public discussion of calibration tables and draft solutions corresponding to issues identified in the Comprehensive Plan (1 in-person meeting)	30			30	\$10,050
Finalization of calibration table	8				\$1,680
Meetings/Administrative time throughout this Module	2				\$420
Codification Module					
Chapter-by-chapter delivery of the zoning code, updated zoning map	100	8	8	16	\$26,400
Bi-weekly staff meetings for information and review, includes preparation (Steering Committee meetings can be substituted to provide project updates)	8				\$1,680
Meeting to update public officials regarding districts/zones update (virtual, includes preparation, drafting of accompanying documents)	8				\$1,680
Graphics for code update				21	\$2,625
Code formatting (as one line item, although task will be ongoing)	5			8	\$2,050
Chapter-by-chapter revisions, finalization of zoning map with staff	16	3		8	\$4,885
Public open house to review zoning code draft	30			30	\$10,050
Final Code revisions	20			10	\$5,450
City code adoption process (two in-person meetings)	28				\$5,880
Meetings/Administrative time throughout this Module	2				\$420
Project Total					\$99,970

PROJECT FEE SCHEDULE

Task	ZoneCo				Per Task Cost
	PM	Pl.	PE	Jr. Pl	
	\$210	\$175	\$250	\$125	
Project add-ons					
Additional Steering Committee Meeting (includes preparation)	2				\$420
Additional in-person public engagement	30			30	\$10,500
Additional virtual public engagement/forum (includes preparation)	5			2	\$1,300
Additional virtual update to Plan Commission, or Village Board (includes preparation)	6				\$1,260
Additional in-person update to Plan Commission or Village Board (includes travel and preparation)	16				\$3360
Virtual focus group meetings (per meeting, includes preparation)	3				\$630
Fixing issues or errors in zoning map which precede this project	TBD based on scope of issues				

ADDENDUM 1

Please accept the following addendum as an amendment to ZoneCo, LLC's original proposal.

ZoneCo, LLC is providing the fee schedule on the following pages to better meet the needs of the City.

We look forward to further discussing our proposal. Do not hesitate to reach out if there are questions or feedback.

PROJECT FEE SCHEDULE

Task	ZoneCo				Per Task Cost
	PM	Pl.	PE	Jr. Pl	
	\$210	\$175	\$250	\$125	
Project Kick-Off					
Virtual meeting for team introduction	1	1	1	1	\$760
Coordination of in-person kick-off meeting and transfer of data and files	2				\$420
"Kick-off and PC Meeting #1: Kick-off meeting, in-person, includes travel and preparation -We will a lot four hours for meetings plus a Village tour. We will meet with staff, and the Planning Commission."	16				\$3,360
Diagnostic Module					
Comparison/Analysis of existing codes vis-a-vis updated Comp Plan	4			3	\$1,215
Development suggested new zoning districts and table of contents, including new conceptual map	8			5	\$2,305
Develop Diagnostic Report and annotated table of contents	20			3	\$4,575
Revise Diagnostic Report based on staff feedback	4				\$840
Finalization of Diagnostic Report/New Districts/Table of Contents	4	1			\$1,015
Two meetings with staff to discuss deliverables, to be scheduled as necessary within this module	2				\$420
Calibration Module					
Two meetings with staff to discuss deliverables, to be scheduled as necessary within this module	2				\$420
PC Meeting #2: Virtual meeting with Plan Commission to discuss strategy for calibration- This could also be a joint session whereby other Committees are invited to attend and have discussions.	3				\$630
Draft calibration table table (Calibration to include calibration of district standards, parking)	35		4	4	\$8,850
Revisions to calibration table	6				\$1,260
Three virtual stakeholder meetings (includes preparation)	8				\$1,680
Public Meeting #1: Public discussion of calibration tables and draft solutions corresponding to issues identified in the Comprehensive Plan (1 in-person trip)	30			30	\$10,050
PC Meeting #3: Virtual meeting with Plan Commission - This could also be a joint session whereby other Committees are invited to attend and have discussions.	3				\$630
Two meetings with staff to discuss final calibration table, to be scheduled as appropriate	4				\$840
Finalization of calibration table	8				\$1,680
Administrative time throughout this Module	2				\$420
Codification Module					
Chapter-by-chapter delivery of the zoning code, updated zoning map	100	8	8	15	\$26,275
Bi-weekly staff meetings for information and review, includes preparation	8				\$1,680

PROJECT FEE SCHEDULE

Task	ZoneCo				Per Task Cost
	PM	Pl.	PE	Jr. Pl	
	\$210	\$175	\$250	\$125	
PC Meeting #4: Virtual meeting with Plan Commission - This could also be a joint session whereby other Committees are invited to attend and have discussions. (virtual, includes preparation, drafting of accompanying documents)	8				\$1,680
Graphics for code update				21	\$2,625
Code formatting (as one line item, although task will be ongoing)	5			8	\$2,050
Three virtual stakeholder meetings (includes preparation - more hours of preparation assumed given that there is more content to review)	12				\$2,520
Chapter-by-chapter revisions, finalization of zoning map with staff	16	3		8	\$4,885
Public Meeting #2: Public open house to review zoning code draft	30			30	\$10,050
PC Meeting #5: Virtual meeting with Plan Commission - This could also be a joint session whereby other Committees are invited to attend and have discussions. (virtual, includes preparation, drafting of accompanying documents)	8				\$1,680
Final Code revisions	20			10	\$5,450
PC Meeting #6: City code adoption process (in-person)	12				\$2,520
PC Meeting #7: City code adoption process (virtual)	4				\$840
VB Meeting #1: Code adoption (in-person)	12				\$2,520
Administrative time throughout this Module	2				\$420
Project Total					\$106,565
Project add-ons					
Additional Steering Committee Meeting (includes preparation)	2				\$420
Additional in-person public engagement	30			30	\$10,500
Additional virtual public engagement/forum (includes preparation)	5			2	\$1,300
Additional virtual update to Plan Commission, or Village Board (includes preparation)	6				\$1,260
Additional in-person update to Plan Commission or Village Board (includes travel and preparation)	16				\$3360
Virtual focus group meetings (per meeting, includes preparation)	3				\$630
Fixing issues or errors in zoning map which precede this project	TBD based on scope of issues				



Request For Proposals

Zoning and Subdivision Code Update

RFP Issuance Date: November 26, 2024

RFP Due Date: By 4:00 PM on January 17, 2025

Please Submit to:

Village of McFarland
Department of Community & Economic Development
Attn: Andrew Bremer, AICP
Community & Economic Development Director
5915 Milwaukee Street
PO Box 110
McFarland, WI 53558
Andrew.bremer@mcfarland.wi.gov

TABLE OF CONTENTS

Contents

SECTION 1	Purpose	3
SECTION 2	History and Background	3
SECTION 3	Project Objectives	9
SECTION 4	Scope of Work	11
SECTION 5	Deliverables	14
SECTION 6	RFP Submittal Requirements	14
SECTION 7	Evaluation Criteria	16
SECTION 8	Method & Timeline of Selection	17
SECTION 9	Terms and Conditions	18
SECTION 10	RFP Exhibits	19

SECTION 1 Purpose

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified consultants who are interested in completing a comprehensive update of the Village's Zoning Code ([Chapter 62](#) of the Municipal Code, including [Appendix B Minimum Landscaping Standards](#)) and Subdivision Code ([Chapter 56](#) of the Municipal Code).

The regulations must be aligned with the Village's Comprehensive Plan, community vision and values, strategic priorities, and contemporary best practice, including but not limited to improving housing supply and affordability, advancing social equity, environmental sustainability and resiliency, reducing carbon emissions, promoting active mobility and future public transportation, enabling of positive public health outcomes, fostering economic prosperity, and improving municipal fiscal conditions. The code must improve the form and function of the built environment and be easily understandable and enforceable. The intent of this reform isn't just to modernize the language and mechanics used in zoning, but the philosophy that underpins it as well.

There are select pieces of the code that have been modified more recently and that may persist with minor modification, however, there is broad recognition that the new codes should start from scratch. A proactive, intentional approach to development regulation is integral to our future as a thriving community that provides the top-tier services and desirable lifestyle that is socially equitable and ecologically and economically sustainable.

SECTION 2 History and Background

The Village of McFarland is located adjacent to the southeast side of the City of Madison in Dane County. The January 1, 2024 population of McFarland is estimated at 9,676 residents. US Highway 51 serves as the main connection point between the cities of Madison and Stoughton. The Village of McFarland has 75 permanent employees supplemented by seasonal, temporary, and part-time employees when necessary. The Village's primary departments include Administration, Community & Economic Development, Fire and Rescue, Library, Public Works (including Parks and Utilities), Police, and Senior Outreach. More information about the Village is available at www.mcfarland.wi.us. The Village is not currently served by bus service; however, the City of Madison Matro Transit L Route travels through a portion of the Village.

Zoning Code

The Village first Zoning Code was adopted in 1967. The last comprehensive update to the Zoning Code was completed in 2003. While minor amendments to the Zoning Code have been adopted since 2003 to address specific issues, the Village desires to complete a comprehensive review and update. The Zoning Code is Euclidian in nature and contains design standards that are outdated, difficult to administer and often located in many different sections. The zoning code lacks options for diversifying the Village's mix of housing types, mixed use developments, and supporting multi-

modal and sustainable features. The Village does not have extraterritorial zoning, and this project is not anticipated to include the creation of an extraterritorial zoning ordinance. The Village currently has the following Zoning Districts:

- A-1 Agriculture Transition
- CO Conservancy
- PD Planned Development
- PD-I Planned Development Infill
- R-1 Single Family Residence
- R-1A Single Family Residence
- R-1B Single Family Residence
- R-2 Single and Two Family Residence
- R-3 General Residence
- R-MH Manufactured Home Residence
- R-E Elderly Residence
- RH-1 Rural Homes
- C-G General Commercial
- C-P Commercial Park
- C-H Highway Commercial
- C-L Limited Commercial
- C-C Central Commercial
- M-IC Manufactured Intensive Commercial

In addition, there are a few parcels within the Village that have Dane County zoning designations, as administered by the Village. The zoning designations of these parcels have remained unchanged since their annexation. Through this project the Village expects to rezone them into one of the Village's zoning districts. A copy of the [Village Zoning Map](#) is available online.

- A-1 Exclusive Agriculture
- RH-4 Rural Homes
- FP-B Farm Preservation Business
- GC General Commercial

The Village also maintains four overlay zoning districts.

- Terminal and Triangle Design Overlay (TTDO). This overlay district follows the boundaries of the Village's 2005 Terminal and Triangle District Neighborhood Plan. Redevelopment District Plan No. 1 was adopted for this same planning area in 2010. The Village is currently completing a project to [update the Redevelopment District Plan No 1](#), which includes design standards for properties located within the planning area.
- Floodplain Overlay. The Village is currently working with the Wisconsin Department of Natural Resources to complete a comprehensive update to the Village's floodplain zoning regulations. This includes repealing Article 62-III from the Zoning Code and adopting a new Chapter within the Municipal Code for floodplain management. This project is anticipated to be completed by April 1, 2025, prior to the commencement of this project and therefore the consultant is not expected to have to update the Village's floodplain ordinance.
- Shoreland-Wetland Overlay. This district includes all wetlands in the Village which are five acres or more and which are within 1,000 feet of the ordinary high-water mark of navigable lakes, ponds or flowages or within 300 feet of the ordinary high-water mark of

navigable rivers or streams, or the landward side of the floodplain, whichever distance is greater. For properties annexed after May 7, 1982, the Village is required to apply the Dane County Shoreland Zoning requirements. Similar to the revised Floodplain Ordinance, consideration should be given through this project to adopting a revised Shoreland-Wetland Overlay district as a standalone chapter of the Municipal Code. The use of any model ordinance from the Wisconsin Department of Natural Resources can be considered for this portion of the project.

- Groundwater Protection Overlay. This plan was adopted in 2017 and includes the Village's existing wells and future Well #5 location.

The Village also maintains design guidelines for properties within Tax Increment District No. 4, Tax Increment District No. 5, and the East Side Neighborhood. These design guidelines have not been formally adopted as an overlay zoning district but are used by Village Staff and the Plan Commission when considering applications for Site Design Review. TID #4 includes portions of east Farwell Street and the Downtown area. Redevelopment District Plan No. 2 was adopted for this area in 2010 and is also currently being updated, including the development of design standards for properties located within the planning area. TID #5 includes properties along west Farwell Street and USH 51. The East Side Neighborhood includes those properties within the Village's 2023 East Side Plan.

In 2011, the Village adopted Appendix B, Village of McFarland Landscaping Standards as an amendment to the Municipal Code. This project includes review, revisions, and repeal and inclusion of Appendix B into the new Zoning Code.

In 2019, the Village became approved as a Certified Local Government (CLG) by the Wisconsin Historical Society. Amendments to the Village's Historic Preservation ordinance shall be consistent with maintaining the Village's CLG status, including use of any model ordinances from the Wisconsin Historical Society.

Subdivision Code

The Subdivision Code has not been substantially updated since the 1998 recodification of the Municipal Code of Ordinances. Similar to the Zoning Code, there are many sections within the Subdivision Code that are outdated and in need of comprehensive revision, including street, block, and lot design requirements and review procedures. The Village does maintain extraterritorial plat review jurisdiction within the Towns of Dunn and Pleasant Springs. This project should include extension of extraterritorial plat review for applicable portions of the Town of Cottage Grove.

A copy of the Village's current [Zoning Code](#) (Chapter 62), [Subdivision Code](#) (Chapter 56), and [Appendix B Landscaping Standards](#) can be found on the Village's Municipal website. A copy of the [Zoning Map](#) is also available on the Community & Economic Development Department website.

Project Supporting Plans

The Village most recently updated its Comprehensive Plan in 2017. Several sections of this plan support the purpose of this project including:

- Land Use Initiatives #3, Figure 4.2 (Volume II, page 43). Infill and Redevelopment Standards in Residential and Waterfront Settings.
- Economic Development Policy #1 (Volume II, page 50). *Maintain a business-friendly environment through customer service, streamlined development approvals, fair and reasonable zoning standards, and development incentives where advancing the vision of this and other Village plans.*
- Economic Development Policy #6 (Volume II, page 50). *Consistently apply non-residential design standards from the Village's zoning ordinance and Village plans to maximize tax base growth, improve community aesthetics, and enhance McFarland as a location for higher-end non-residential development.*
- Housing and Neighborhood Initiative #3, Invest in and Maintain Existing Neighborhoods (Volume II, page 69). *The Village will review its setback and other standards in zoning districts in older sections to assure they do not unnecessarily stymie home improvements.*
- Utilities and Community Facilities Policy 8 (Volume II, page 71). *Enforce progressive storm water management practices through zoning and subdivision approvals to protect water quality, minimize runoff, and promote infiltration.*

Other relevant plans and studies include:

- 2024 Redevelopment District 1 Plan Update (in progress)
 - Chapter 4, Development Standards, Zoning (page 32).
 - *R-3. This District Plan recommends residential/mixed use developments that range from 25-40 units per acre. Residential in this zoning district permits up to 8 units per acre and conditionally approves up to 15 units per acre. This requires planned development district to achieve the vision in the plan, resulting in added costs, process and administration. Density allowances should be reconsidered.*
 - *C-G: Residential (R-2 & R-3) are conditional approved uses, and the maximum density allowed by right is 8 units per acre up to 15 units per acre through conditional use permit. This Plan presents residential densities in the range of 25-50 units per acre. Residential should be allowed by right on upper floors per densities that are appropriate to the specific areas.*
- 2024 Redevelopment District 2 Plan Update (in progress)
 - Chapter 4, Development Standards, Zoning (page 32).
 - *The current density standards in the Village's R-3 General Residence District may be too low to support sustainable and economically feasible multi-family development. Recent redevelopment projects in the*

- Downtown area have had to utilize Planned Unit Development Zoning which adds costs, process, and administration.*
- *C-G / C-C: Residential (R-2 & R-3) are conditional approved uses, and the maximum density of 15 units per acre is too restrictive for the downtown given the smaller lot sizes. Residential should be allowed by right on upper floors per densities that are appropriate to the specific areas.*
 - *C-G: The front yard setback requires 25 feet, while proposed design standards suggests having a setback between 10ft and 25ft in the transitional areas. To achieve the desired vision for the corridor, this requirement should be amended for the specific area along Farwell Street.*
 - *Action A.2 (page 50). Appendix D of this Plan provides a design standards handbook that can inform, guide and regulate development per the vision of the district. The Village's zoning map and ordinance should be amended to include a design overlay district that encompasses the entire study area, referring to the application and review process within the administrative section of the Design Standards Handbook. If/when the Village completes a full Village-wide Zoning rewrite these standards could be codified into the zoning ordinance.*
- **2023 East Side Plan:**
 - *Chapter 2, Policy 1.5 (page 26). The Village encourages developments that incorporate "missing middle" (3- to 8-unit buildings) development types supporting both rental and homeownership.*
 - *Chapter 2, Urban Design Action #2 (page 42). Update the Village Zoning Code to implement the recommendation in this Plan and the McFarland Housing Assessment, including consideration of the following:*
 - *Codifying the design guidelines, especially the Compatibility Guidelines*
 - *Conditionally allow triplex and fourplex in R-2 zoning district per the policies of this plan.*
 - *Permit accessory dwelling units (ADUs) in all residential districts.*
 - *Allow Cottage Courts either through Planned Development or conditionally in R-3.*
 - *Chapter 4, Public Streets (pages 71-73). Includes recommendations regarding street design cross sections by functional classification.*
 - *Chapter 5, Action 4 (page 87). Consider creating a new business park zoning district, including codifying site and building design guidelines in Chapter 2. The Village's existing zoning districts may not be suitable for promoting the types of land uses it desires within the new business park while minimizing the types of uses it does not want located in the business park.*
 - **2023 Economic Strategic Plan:**
 - *Strategy #2, Expand Commercial and Industrial Land Base (page 39). Identify, acquire, zone, and install infrastructure on new land for commercial and industrial users.*

- Strategy #6, Attract new Commercial, Retail, Service Businesses (page 40). *Prioritize aligning business attraction efforts with the types of businesses MadREP is focused on in Advance 2.0 including bioscience, information technology, healthcare, advanced manufacturing, and agriculture/food/beverage.*
- 2023 Housing Needs Assessment Study:
 - Regulation Strategies for Implementation (page 68-70):
 - *Encourage Accessory Dwelling Units*
 - *Enable Cottage Courts through PDs*
 - *Streamline Approval Process for Affordable Housing*
 - *Reduce Parking Requirements for Affordable Housing*
 - *Consider Other Zoning Code Amendments:*
 - *Permit the conversion of single-family home use to two-family home use by right rather than through CUP.*
 - *Remove temporary auxiliary apartment use.*
 - *Remove both elderly-occupied dwelling unit categories; move those categories to multi-family dwellings uses.*
 - *Enable existing non-conforming dwelling units to build up (vertically) by right, which is currently not allowed.*
 - *Make 2-family dwellings permitted uses in R-1A/R-1B districts. Additionally, consider consolidating these into a single zoning district.*
 - *Allow 6,000 SF single-family lot sizes in the R-2 district (currently 10,000 SF).*
 - *Create a R-1C district for carriageway single-family home lots with a minimum lot size of 4,000 SF.*
 - *Allow triplex and fourplex buildings through CUP in the R-2 district.*
 - *Reduce the side yard setback to 6' in all R-1 districts.*
 - *Reduce the front yard setback to 20 feet in all districts.*
 - *Allow 2-family and zero-lot-line units by right in the R-1 District, or at least by CUP.*
- 2021 Sustainability Plan:
 - Transportation Action (page 17). *Amend the Zoning Ordinance to require electric vehicle charging stations in new multi-family developments.*
 - Transportation Action (page 17). *Amend the parking ordinance to require bike parking for all new commercial and multifamily buildings.*
 - Transportation Action (page 17). *Amend the parking ordinance to reduce minimum off-street parking requirements and/or add parking maximums for new development to limit excess pavement.*

- Water Action (page 21). *Evaluate the Subdivision Ordinance for reductions in required pavement width for new roads in new subdivisions to reduce the amount of impervious surface.*
- Land Use & Development Action (page 23). *Amend the Zoning Ordinance to allow for more housing options, including accessory dwelling units and attached unit housing.*
- Land Use & Development Action (page 23). *Review and update Village plans and ordinances to look for opportunities to utilize land more efficiently, such as reducing setbacks and minimum lot sizes.*
- Land Use & Development Action (page 23). *Amend the Zoning Ordinance to allow beekeeping in single and two family resident districts.*

Copies of these plans are available on the Community & Economic Development website under the [Community Development Plans tab](#).

Village Project Staff and Committees

The Community & Economic Development Department oversees administration of the subdivision and zoning codes. The Department consists of the following four positions: Director, Associate Planner, Community Development Specialist, and Building Inspector (contracted). The Village also uses a contracted Village Engineer. The Community & Economic Development Director will serve as the Village's Project Manager and will be the primary liaison with the consultant team. Due to the highly technical nature of zoning, and knowledge of the existing code deficiencies, the Director and Associate Planner are expected to be involved in regular reviews of the consultant team's preparation of the new zoning and subdivision codes.

Most ordinance review and editing will occur at the staff level with the consultant with periodic updates to the Plan Commission, particularly regarding direction on key items of code reform. The Plan Commission holds its regular meeting on the Third Tuesday of the month at 7:00pm. Additional input from other Village committees and boards may be needed through the planning process including the Landmarks Commission (Historic Preservation Ordinance), Natural Resources & Sustainability Committee (Shoreland-Wetland), Public Works and Utilities Committee (Subdivision), and the Village Board. The Village is currently utilizing a hybrid of in-person and Zoom public meetings. The Consultant should anticipate a combination of in-person, remote, or hybrid meetings throughout the planning process.

SECTION 3 Project Objectives

Broad objectives for this project include, but are not limited to:

1. Build-off the work completed as summarized in the prior section to update the Zoning and Subdivision Codes in a manner consistent with the Village's Comprehensive Plan, updated Redevelopment District Plans 1 and 2, Economic Strategic Plan, Housing Needs Assessment, and Sustainability Plan.

2. Strengthen opportunities to diversify the Village's housing stock, including thoughtful missing middle housing, affordable rental and homeowner units, accessory dwelling units, and mixed-use developments appropriate within the context of McFarland.
3. Strengthen opportunities to practice gentle density reforms while maintaining general compatibility with historic development patterns, including but not limited to reducing lot area, lot width, lot setbacks, street width, minimum open space, and minimum off-street parking and increasing dwelling units allowed by right and through conditional use permits.
4. Improve walkability and non-motorized transportation within zoning and subdivision regulations. While the Village currently does not have public bus service, consideration should be given to including zoning regulations to support the future viability of bus service within strategic corridors of the Village.
5. Identify opportunities to consolidate existing zoning districts and reduce the need for requests for Planned Unit Development approvals or unnecessary conditional use permit requirements. Identify any new zoning districts that may be necessary in order to implement the plans discussed in Section 2 of this RFP.
6. Reduce environmental impact and carbon emissions through land use, development, transportation, and performance standards. Site and landscaping standards that integrate low impact development, green infrastructure, and native, biodynamic landscapes.
7. Improve the manner in which the Village regulates permitted and conditional uses within residential and commercial zoning districts. Create new use tables that are user-friendly and reduce the need for Village Staff to make interpretations for uses not listed within current use tables. Consider what types of uses merit CUP vs those that could be allowed as permitted or special use permits. Develop recommended zoning uses, design and performance standards for use within the Village's proposed East Side Business Park.
8. Streamline development review processes, including allowances for administrative review and approvals for smaller site or building additions, modifications, or accessory structures.
9. Improve and consolidate site and building design review standards. There may be site and building design guidelines from subarea plans that could be generally applied throughout the Village, minimizing the need for multiple design overlay districts.
10. Improve the user friendliness of the zoning and subdivision codes. Improve and modernize definitions reducing interpretation issues and conflicting definitions. Incorporate the use of tables, graphs, figures and illustrations to explain key zoning regulations. Improve the overall organization of the codes, reducing or eliminating the

need to consult multiple sections of the zoning code to address basic use, dimension, and performance standards and exceptions. Incorporation of Appendix B, Landscaping Standards within the Zoning Code. Consider adoption of the revised Shoreland-Wetland District as a new chapter of the Municipal Code.

11. Improve and standardize public hearing and adjacent property owner notification requirements for various zoning permits to meet or exceed minimum Wisconsin State Statute requirements.
12. Update zoning and subdivision ordinances to be consistent with applicable Wisconsin State Statutes. The Village expects that the selected consultant team will make recommendations that are consistent with Wisconsin law and regulations. Village staff will consult with the Village Attorney if legal questions arise as the ordinance is rewritten, and the attorney will be involved in codifying the final product to make sure it meshes properly with other Village ordinances. However, the consultant team should not have the expectation that the Village Attorney will be actively involved as the new ordinance is drafted.
13. Develop a new official zoning map, including overlay districts, based on the work completed for adoption by the Village Board as part of the repeal and adoption of the new zoning and subdivision codes.
14. Obtain input from a broad set of community stakeholders including various Village committees/commissions/board, Village staff, residents, property, business owners, real estate and development professionals. Provide innovative approaches to educate and obtain input from stakeholders on desired urban planning principles, including reaching and obtaining input from typically unrepresented stakeholders and silent supporters. The consultant team should anticipate the need to provide community education regarding proposed ordinance amendments and their overall benefits to implementing housing, economic development, and sustainability goals of the Village.

SECTION 4 Scope of Work

The selected Consultant will provide a full range of municipal planning services required to create the new Zoning and Subdivision codes. The desired services include, but are not specifically limited to the following:

1. Plan Review & Background Analysis. The consultant will review the pertinent policies, strategies and actions within the Village's Comprehensive Plan, Redevelopment District Plans 1 & 2, East Side Plan, Economic Strategic Plan, and Housing Needs Assessment, in addition to the key themes within Section 2 of this RFP, to ensure that the new codes are consistent and help the Village implement its plans. The consultant should also be familiar with relevant plans adopted by regional entities such as the Capital Area Regional

Planning Commission (e.g. [Regional Development Framework](#)), [Dane County Regional Housing Strategy](#), Greater Madison Metropolitan Planning Organization (e.g. [Connect Greater Madison 2050](#)), Madison Region Economic Partnership [Elevate Madison Region Comprehensive Economic Development Strategy](#).

2. **Code & Zoning Map Diagnosis.** The consultant will work with Village staff in assessing the advantages and shortcoming of the existing codes. This assessment should include the following:
 - a. Provide an analysis of the Village's existing zoning and subdivision codes, highlighting its strengths and shortcomings based on the consultant's experience, review of national best land use practices, Village adopted plans and project objectives.
 - b. Complete an analysis of existing nonconforming lots, uses, and nonconforming primary structures using available GIS data.
 - c. Identify and categorize actual existing lot sizes, lot widths, lot depths, floor area ratios, setbacks, etc. to understand the existing built environment and inform subdivision and zoning reforms.
 - d. Evaluate conditional uses and advise as to what conditions, if any, should apply to warrant designation as a conditional use vs a permitted use.
 - e. Identify components that could provide barriers to achieving environmental sustainability, equity, mixed uses, affording housing, and housing diversity (such as separation of uses, large building setbacks, low densities, excessive parking requirements, excessive lot size, depth or width requirements, excessive street design standards, etc.)
 - f. Provide a summary report of the code and map diagnosis for use in public and Plan Commission meetings.
3. **Guidance regarding Best Practices.** The consultant will be expected to provide guidance regarding modern best practices regarding zoning and subdivision codes relevant to communities like McFarland, as allowed under Wisconsin laws and regulations. This should include the use of visualize tools to explain proposed ordinance regulations and the benefits to achieving Village land use goals for public and Plan Commission meetings.
4. **Staff Meetings.** The consultant should anticipate a sufficient number of meetings with Village staff to develop the new zoning and subdivision codes. This should start with an initial project kickoff meeting to determine the project schedule and public engagement plan.
5. **Public Outreach & Community Input.** The consultant shall develop and execute a public engagement plan to inform and gather input from stakeholders regarding this project. The plan must identify a representative group of stakeholders, including underserved communities, in addition to those who live or work within the Village, and apply the principles of environmental justice, if applicable. The plan also must include key messages

and messages tailored to each stakeholder group. Consultants are expected to work with Village Staff to inform and gather input from these stakeholders on an ongoing basis through a variety of methods including but not limited to FAQs, digestible purpose and need documents, online mapping and commenting tools, listening sessions, surveys, interviews, focus groups, open houses, virtual meetings, or other means as recommended based on the consultant's experience. Proposals shall specifically describe the public engagement tools and meetings the consultant proposes as part of their cost estimate.

6. **Committee Meetings.** The consultant should budget for an appropriate number of meetings with the Plan Commission to review key elements of the code development. The purpose of the meetings will be to establish objectives, discuss alternatives, provide direction and review progress. The consultant shall clearly communicate how the regulatory effects of the proposed Ordinance may differ from the effects of the current Ordinance. Background information regarding subjects addressed in the new Ordinance, which are not addressed in the current Ordinance, should be provided. The consultant project schedule should include meetings with other committees to review particular sections of the new codes relevant to the committees (e.g. Landmarks Commission Historic Preservation; Sustainability & Natural Resource Committee Shoreland-Wetland). The consultant shall attend the public hearing on the adoption of the new codes and the Village Board meeting to consider their adoption.
7. **Drafting the new Zoning and Subdivision Codes and Maps.** The consultant will prepare drafts of the zoning and subdivision codes for review by staff, Plan Commission and applicable committees, culminating in a final version to be acted upon by the Plan Commission and Village Board. The consultant will prepare draft and final zoning maps, including applicable overlay zoning districts. The consultant shall provide a map to illustrate properties proposed for up or down zoning as part of the adoption of the new zoning code and map. The final ordinances shall be compatible with Municode, including formatting. The final zoning map shall be parcel based and compatible with ESRI.

These are the general requirements for the creation of new zoning and subdivision codes and are not intended to be an all-inclusive list of every task necessary to complete the project. It is expected that consultants will submit proposals that provide the Village with more specific recommendations for approaches, tasks, and deliverables based on their expertise from past work on similar projects. Innovative approaches that meet the intent of the Plan Objectives and Scope of Work are welcomed, these could be presented as additional services or additional approaches in the consultant response if desired.

The Village Board has budgeted \$110,000 for this project, of which \$10,000 will be utilized by the Village for in-house project related communication expenses.

SECTION 5 Deliverables

The selected Consultant shall complete a final Zoning Code, Zoning Map and Subdivision Code that contain at a minimum those items described in the final Scope of Services. Format the documents to be incorporated as chapters within the existing Village Municipal Code of Ordinances maintained by Municode. Easy to use charts, tables, checklists, graphics, images and photos within the ordinance are expected when necessary. The Consultant shall provide the Village with electronic copies of any text, charts, tables, checklists, graphics, images and photos in their original file format.

The selected Consultant shall provide the Village with an electronic copy of the final ordinance in Microsoft Word and PDF versions, including bookmarks and searchability features. The selected Consultant shall provide the final Zoning Map in a PDF format. The Consultant shall provide the Village with an editable copy of all GIS data and a GIS map package of the Zoning Map using an ESRI platform. Zoning shapefiles or geodatabases shall be at the individual parcel level. Draft deliverables may be provided in Word or PDF format.

SECTION 6 RFP Submittal Requirements

1) Qualification Details consisting of:

- a. Cover Letter – Including, but not limited to a statement of understanding and approach to this project.
- b. Experience – A summary of five to seven similar or relevant projects that the consultant has executed within the last seven years. Electronic links to full copies of similar or relevant ordinances are encouraged. Hard copies of similar or relevant ordinances are not desired and can be provided electronically or via hyperlink within the proposal.
- c. References – Provide three to five municipal client references for which the consultant has provided similar planning services within the last seven years. Include the name, email, and telephone number of the contact person and a description of services provided to that contact.

2) Technical Proposal consisting of:

- a. Scope of Work – A description of the approach to be taken toward completion of each item listed under Section 4 of this RFP, including any draft and final deliverables. An explanation of any variances to the proposed Scope of Work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal or from past project experiences.

3) Project Management Plan Proposal consisting of:

- a. Key Personnel – A list or organization chart of personnel directly assigned to the project, along with responsibilities on this project and resumes. Clearly illustrate the responsibilities and lines of communication and authority relative to your project management team. Describe your plan to interface with Village staff. The Consultant's Project Manager, who will be responsible for planning, coordinating, and conducting the majority of the work, including meeting attendance with Village Staff and Plan Commission must be identified and committed to the project. The Village reserves the right to approve Consultant's Project Manager and any requested personnel and subcontractor changes during the course of the project.
- b. Quality Control – Describe quality control measures and processes to ensure the project requirements are achieved within the project budget and schedule.
- c. Village Staff Commitments – Identification of those items within the Scope of Work for which the consultant anticipates assistance by Village staff. Village staff will serve as the point of contact for public inquires during the planning process, will attend all public meetings, will maintain a project website, and provide public outreach of planning activities through existing Village social media outlets, electronic and community newsletters. Village staff can also provide existing zoning GIS data. Village staff will present and facilitate ordinance revisions with other committees throughout the planning process including the Landmarks Commission, Sustainability & Natural Resources Committee, and Public Works Utilities Committee as needed without the consultants presence. Village staff will be responsible for updating other portions of the Municipal Code not addressed by this project that will require updating references to the zoning and subdivision codes.
- d. Project Schedule – A proposed schedule that indicates project milestones by phases or tasks, delivery of draft and final project deliverables, and overall timeline for completion of the project. Identification of meetings with Village Staff, Village committees, and the public, including summary of targeted discusses and meeting outcomes.
- e. Supplemental Information – Any other information deemed necessary to address the requests of this RFP.

4) Cost and Labor Hours Proposal consisting of:

- a. Cost – Lump Sum price to complete the project as proposed in the Consultant's base Scope of Work.

- b. Estimated Labor Hours – A summary of estimated labor hours by task, or phase, that clearly identifies the project team members, their hourly rate, and the number of hours performed by each participant organized by task or phase.
- c. Additional Scope/Fees – Total fee, hours per employee, and hourly rates by employees, for any additional services not identified as included in the Consultant’s base Scope of Work.

5) General requirements consisting of:

- a. Due Date – **Responses to the RFP must be received by 4:00 PM CST on Friday January 17, 2025.** Proposals received late, for any reason, shall not be accepted.
- b. Format & Location – Prospective consultants shall provide one (1) electronic PDF copy. RFP submittals shall be emailed to the Community & Economic Development Director at andrew.bremer@mcfarland.wi.gov, subject: Proposal for Zoning & Subdivision Code Update. An email more than 25 MB won’t be accepted by the Village’s email server. Files more than 25 MB can be sent via a drop box link provided the link is sent by the submittal deadline. Alternatively, consultants may submit an electronic PDF copy via a USB flash drive to the McFarland Department of Community & Economic Development. Flash drives must be received prior to the RFP due date.

Attn: Andrew Bremer, AICP
Community & Economic Development Director
Proposal for Zoning & Subdivision Code Update
5915 Milwaukee Street, PO Box 110,
McFarland, WI 53558.

- c. Property – All information developed as part of this RFP, including graphics and data, shall become the property of the Village. All text shall be submitted electronically as is most convenient. All original graphics generated as a part of the RFP shall be submitted to the Village in an easily reproducible hardcopy and electronic format as applicable.

SECTION 7 Evaluation Criteria

The following criteria will be used to evaluate each proposal submitted:

- Key Personnel Experience (25 points). Experience and qualifications relevant to key personnel and their associated project roles and estimated labor hours.

- Project Experience (20 points). Level of experience completing similar projects with local government entities of similar size, structure, and complexity. Familiarity with Wisconsin zoning and subdivision state statutes.
- Scope of Work (25 points). Level of responsiveness and technical approaches to the scope of work outlined within the RFP. Demonstration of knowledge and innovative approaches particular to the desired Scope of Work and Plan Objectives. Quality, clarity and creativity of proposed planning process and public engagement activities.
- Cost Effectiveness (20 points). Ability to meet budget/value as related to proposed and additional costs. Hourly rates of key personnel. Estimated total labor hours. Total project budget.
- Project Schedule (5 points). Ability to be responsive in meeting schedule required to complete the plan and deliverables. Quality and clarity of proposed planning process, project meetings and outcomes.
- Quality of Submittal (5 points). Quality, clarity and completeness of submittal package, including identification of draft and final deliverables. Consultants shall not submit verbatim sections of this RFP as their proposal.

SECTION 8 Method & Timeline of Selection

The Village Administrator; Community and Economic Development Director; Associate Planner, Chairperson and Vice-Chairperson for the Plan Commission will conduct the evaluation of proposals submitted. This will comprise the RFP Evaluation Team. They will make a recommendation to the Plan Commission who will make the final recommendation to the Village Board for action. The following method and timeline will be utilized in order to select the desired proposal:

- **November 26th – RFP Issuance Date.**
- **December 20th – Deadline for submittal of written questions.** Questions regarding this RFP shall be emailed to the Community & Economic Development Director at andrew.bremer@mcfarland.wi.gov.
- **December 30th – Responses to written questions.** Responses to all submitted written questions will be posted to the Village website.
- **January 17th, 2025 – RFP Due Date.** Proposals shall be submitted no later than 4:00 PM on Friday January 17th.
- **January 21st through January 31st – Evaluation.** The Evaluation Team will review the proposals and decide which, in its sole discretion, it chooses to further consider via an in-person or virtual interviews as needed.

- **February 3rd through February 7th – Interviews.** At its discretion, the Evaluation Team may host interviews of perspective consultants in order to make a recommendation on a preferred consultant to the Plan Commission.
- **February 18th – Plan Commission Recommendation.** The Plan Commission will consider the recommendation of the Evaluation Team in order to make their own recommendation to the Village Board.
- **February 25th – Village Board.** The Board will take final action to consider acceptance of the recommended proposal and enter into a contract for this purpose.
- **By April 2025 – Final Contract & Project Commencement.** The Village Attorney will draft the final contract for signatures utilizing the approved proposal and the Village’s Standard Contract.
- **April to December 2026 – Estimated Project Completion.** Village Board approval of an ordinance to repeal and replace the Zoning Code and Subdivision Code. The date of final ordinance adoption is flexible, the Village is estimating a 12 to 20-month planning period.

SECTION 9 Terms and Conditions

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection of the proposal. The Village may reject any proposal if it is conditional, incomplete, contains irregularities, or if in the sole discretion of the Village not considered in our best interest. The Village may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Consultant from compliance with the contract requirements if the Consultant is awarded a contract. A prospective Consultant may be requested for an interview at the sole discretion of the Village. The recommended Consultant will be selected and approved by the Village Board.

The Village uses a standard template contract for such services and will require its utilization for this project. A copy of the standard template can be provided for review upon request and will be updated to adapt to the proposal ultimately selected.

There is no expressed or implied obligation for the Village to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

The Village will not discriminate against individuals due to sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction

record, military service, or any other characteristics protected by law. This applies to all Consultants submitting proposals to this project and their sub-consultants.

The Village reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Consultant.

All property rights, including publication rights of all reports produced by the selected firm in connection with services performed under this agreement shall be vested in the Village.

The Village reserves the right to reject any or all proposals submitted.

SECTION 10 RFP Exhibits

Exhibit A: Sample Standard Contract Template

VILLAGE OF MCFARLAND CONTRACT

Expiration Date: _____

Maximum Cost: _____

Registered Agent: _____

Street Address of
Registered Agent: _____

City, State, Zip: _____

THIS CONTRACT, made and entered into, by and between the Village of McFarland (hereinafter referred to as "VILLAGE") and _____ (hereinafter referred to as "PROVIDER"),

WHEREAS VILLAGE, whose address is 5915 Milwaukee St., P.O. Box 110, McFarland, WI 53558, desires to purchase services from PROVIDER for the purpose of _____; and

WHEREAS PROVIDER, whose business address is _____, is able and willing to provide such services;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which are acknowledged by each party, VILLAGE and PROVIDER agree as follows:

- I. TERM. The term of this Contract shall commence as of the date on which all parties have executed this Contract and shall end as of the EXPIRATION DATE set forth on page 1 hereof, unless sooner agreed to in writing by the parties or as provided in Section IV. VILLAGE may, in its sole discretion, extend the completion date of PROVIDER's services, under the same terms and conditions. PROVIDER shall complete its obligations under this Contract not later than the EXPIRATION DATE, and by the date set by the VILLAGE and agreed to by PROVIDER if this Contract is extended.
- II. SERVICES.
 - A. PROVIDER agrees to provide the services detailed in the attached Schedule A, which is fully incorporated herein by reference.
 - B. PROVIDER shall commence, carry on and complete its obligations under this Contract with all deliberate speed and in a sound, economical and efficient manner, in accordance with this Contract and all applicable laws. In providing services under this Contract, PROVIDER agrees to cooperate with the various departments, agencies, employees and officers of VILLAGE. Time is of the essence with regard to all dates for completion of any services under this Contract unless expressly provided otherwise.
 - C. PROVIDER agrees to secure at PROVIDER's own expense all personnel necessary to carry out PROVIDER's obligations under this Contract. Such personnel shall not be deemed to be

employees of VILLAGE nor shall they or any of them have or be deemed to have any direct contractual relationship with VILLAGE.

III. ASSIGNMENT/TRANSFER. PROVIDER shall neither assign nor transfer any interest or obligation in this Contract, without the prior written consent of VILLAGE unless otherwise provided herein, provided that claims for money due or to become due to PROVIDER from VILLAGE under this Contract may be assigned to a bank, trust company or other financial institution without such approval if and only if the instrument of assignment contains a provision substantially to the effect that the right of the assignee in and to any moneys due or to become due to PROVIDER shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this Contract. PROVIDER shall promptly provide notice of any such assignment or transfer to VILLAGE.

IV. TERMINATION.

A. VILLAGE may terminate this Contract for any reason upon thirty (30) day written notice to PROVIDER.

B. The following shall constitute grounds for immediate termination:

1. violation by PROVIDER of applicable State, Federal or local law, or failure by PROVIDER to comply with applicable State and Federal service standards, as expressed by applicable statutes, rules and regulations.
2. failure by PROVIDER to carry applicable licenses or certifications as required by law in order to complete the services to be provided under this Contract.
3. failure of PROVIDER to comply with reporting requirements contained herein.
4. inability of PROVIDER to perform the work provided for herein.

C. Failure of the Village Board to appropriate sufficient funds to carry out VILLAGE's obligations hereunder shall result in automatic termination of this Contract as of the date funds are no longer available, without notice.

D. Failure by VILLAGE to make payment to PROVIDER as required under the terms of this Contract, after PROVIDER has provided written notice to VILLAGE of non-payment and the failure continues unremedied for twenty-one (21) days.

E. Upon the expiration or any termination of this Contract, all finished and unfinished documents, services, papers, data, products, and the like prepared, produced or made by PROVIDER under this Contract shall at the option of VILLAGE become the property of VILLAGE, and PROVIDER shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents, services, papers, data, and/or products. Notwithstanding the above, PROVIDER shall not be relieved of liability to VILLAGE for damages sustained by VILLAGE by virtue of any breach of this Contract by PROVIDER, and VILLAGE may withhold any payments to PROVIDER for the purpose of offset.

V. PAYMENT. VILLAGE agrees to make such payments for services rendered under this Contract as and in the manner specified herein and in the attached Schedule B, which is fully incorporated herein by reference. Notwithstanding any language to the contrary in this Contract or its attachments, VILLAGE shall never be required to pay more than the sum set forth on page 1 of this Contract under the heading MAXIMUM COST, for all services rendered by PROVIDER under this Contract for the contracted services, unless otherwise agreed to by the parties by written agreement.

VI. REPORTS. PROVIDER agrees to make reports on the status of its services upon reasonable request by VILLAGE.

VII. DELIVERY OF NOTICE. Notices, bills, invoices and reports required by this Contract shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's business address as set forth above. Either party may change the address to which notices should be sent by written notice to the other party.

VIII. INSURANCE.

- A. PROVIDER shall indemnify, hold harmless and defend VILLAGE, its boards, committees, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which VILLAGE, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of PROVIDER's acts or omissions in the course of furnishing the services or goods required to be provided under this Contract, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses to the extent caused by or resulting from the acts or omissions of VILLAGE, its agencies, boards, commissions, officers, employees or representatives. The obligations of PROVIDER under this paragraph shall survive the expiration or termination of this Contract.
- B. In order to protect itself and VILLAGE, its officers, boards, committees, agencies, agents, volunteers, employees and representatives under the indemnity provisions of the subparagraph above, PROVIDER shall, at PROVIDER's own expense, obtain and at all times during the term of this Contract keep in full force and effect the insurance coverages, limits, and endorsements listed below. When obtaining required insurance under this Contract and otherwise, PROVIDER agrees to preserve VILLAGE's subrogation rights in all such matters that may arise that are covered by PROVIDER's insurance. Neither these requirements nor the VILLAGE's review or acceptance of PROVIDER's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the PROVIDER under this Contract.

Commercial General Liability.

PROVIDER agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent Providers and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage unless the VILLAGE waives such requirement in writing. The policy shall list the VILLAGE as an Additional Insured.

Professional Liability.

PROVIDER agrees to maintain Professional Liability insurance at a limit of not less than \$1,000,000 per occurrence. The policy shall list VILLAGE as an Additional Insured.

Commercial/Business Automobile Liability.

PROVIDER agrees to maintain Commercial/Business Automobile Liability insurance at a limit of not less than \$1,000,000 Each Occurrence. PROVIDER further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event PROVIDER does not own automobiles, PROVIDER agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Workers' Compensation.

PROVIDER agrees to maintain Workers' Compensation insurance to the extent required by law.

Umbrella or Excess Liability.

PROVIDER may satisfy the minimum liability limits required above for Commercial General

Liability and Business Auto Liability through an Umbrella or Excess Liability policy provided that the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. PROVIDER agrees to list the VILLAGE as an "Additional Insured" on its Umbrella or Excess Liability policy.

- C. Upon execution of this Contract, PROVIDER shall furnish VILLAGE with a Certificate of Insurance listing VILLAGE as an additional insured and, upon request, certified copies of the required insurance policies. If PROVIDER's insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of this Contract. The Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services, is Claims-Made and indicate the Retroactive Date, and PROVIDER shall maintain coverage for the duration of this Contract and for six (6) years following the completion of this Contract. PROVIDER shall furnish VILLAGE, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that PROVIDER shall furnish the VILLAGE with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either PROVIDER or VILLAGE may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by PROVIDER. In the event any action, suit or other proceeding is brought against VILLAGE upon any matter herein indemnified against, VILLAGE shall give reasonable notice thereof to PROVIDER and shall cooperate with PROVIDER's attorneys in the defense of the action, suit or other proceeding. PROVIDER shall furnish evidence of adequate Workers' Compensation Insurance, if required. In case of any sublet of work under this Contract, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER.
 - D. The VILLAGE, acting at its sole option and through its Village Board, may waive any and all requirements contained in this Contract, such waiver to be in writing only. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by Village Board taking into account the nature of the work and other factors relevant to VILLAGE's exposure, if any, under this Contract.
- IX. NO WAIVER BY PAYMENT OR ACCEPTANCE. In no event shall the making of any payment or acceptance of any service or product required by this Contract constitute or be construed as a waiver by VILLAGE of any breach of the covenants of this Contract or a waiver of any default of PROVIDER and the making of any such payment or acceptance of any such service or product by VILLAGE while any such default or breach shall exist shall in no way impair or prejudice the right of VILLAGE with respect to recovery of damages or other remedy as a result of such breach or default.
- X. NON-DISCRIMINATION. During the term of this Contract, PROVIDER agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment, except to the extent that such factors are substantially related to the qualifications of such person to perform the work or receive the services. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s). PROVIDER agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph.
- XI. PUBLIC RECORDS. The PROVIDER acknowledges and understands that the VILLAGE is a governmental entity. As such, all communications and other documents prepared or received by the PROVIDER in connection with the services provided by PROVIDER under this Contract may

be governed by the Wisconsin Public Records Law and that, in the event of a request for such documents, the VILLAGE may be legally obligated to produce them. The PROVIDER agrees that it will provide all such documents to the VILLAGE if determined by VILLAGE to be necessary to comply with a proper Public Records Law request by either (1) retaining all such documents for a period of not less than seven (7) years after completion of the Work and providing copies to the VILLAGE promptly upon request in exchange for the reasonable cost of copying or (2) providing a copy of each such document to the VILLAGE upon the expiration of the Contract. In the event the PROVIDER fails to make such documents available to the VILLAGE as provided herein, the PROVIDER shall indemnify the VILLAGE for any penalties, costs, expenses (including reasonable attorney fees) incurred due to its inability to comply with the Public Records Law with respect to such documents. The obligations under this paragraph to produce and retain records, including the provisions for indemnity, shall survive the expiration or termination of this Contract.

XII. MISCELLANEOUS.

- A. PROVIDER is registered to do business in the State of Wisconsin; the persons executing this Contract on its behalf are authorized to do so, and the name and address of PROVIDER's registered agent is as set forth opposite the heading REGISTERED AGENT on page 1 of this Contract. PROVIDER shall notify VILLAGE immediately, in writing, of any change in its registered agent, his or her address, and PROVIDER's legal status. For a partnership, the term 'registered agent' shall mean a general partner. The person(s) executing this Contract on behalf of PROVIDER individually represent(s) that he, she or they are duly authorized to enter into this Contract and bind the PROVIDER hereto, and that no signatures other than those shown in the signature blocks below are necessary to make this Contract binding on PROVIDER.
- B. Controlling Law and Venue. It is expressly agreed that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall lie solely in the Dane County Circuit Court.
- C. Limitation of Contract. This Contract is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Contract shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.
- D. Entire Contract. The entire agreement of the parties is contained herein and this Contract supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Contract shall not be amended in any fashion except in writing, executed by both parties.
- E. Counterparts. The parties may evidence their agreement to this contract upon one or several counterparts of this instrument, which together shall constitute a single instrument.
- F. Severability. In the event any provision, term or clause contained in this Contract shall be determined unlawful or unenforceable, such determination shall not affect the remaining provisions of this Contract which shall remain in full force and effect. In the event any such provision, term or clause shall be determined unlawful or unenforceable as to any particular person or circumstances, such determination shall not affect the applicability of such provision to any other person or under any other circumstances.
- G. Neither Party shall be liable to the other Party for failure or delay in performance of this Contract due to acts of God, acts of governmental authorities other than the VILLAGE, extraordinary weather conditions or other natural catastrophes, or any other cause beyond the reasonable control or contemplation of either Party or as otherwise defined by law ("Force Majeure Event"), provided the delayed Party shall make reasonable efforts to avoid

or mitigate such delay and shall promptly notify the other Party in writing of the cause of the delay and its extent.

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

FOR PROVIDER:

Date Signed: _____

FOR VILLAGE:

Date Signed: _____
Carolyn Clow, Village President

Date Signed: _____
Cassandra Suettinger, Deputy Administrator/Clerk

Approved as to form:

Daniel J. Evans
Attorney for the Village

VILLAGE OF MCFARLAND CONTRACT

Schedule A – Scope of Services

Pursuant to Section II(A) of this Contract, the PROVIDER shall provide _____

In accomplishing the scope of services and providing the deliverables as outlined above, the PROVIDER will provide the services in a timely and professional manner.

VILLAGE personnel shall cooperate with the PROVIDER and its agents in the performance of the PROVIDER's obligations hereunder.

VILLAGE OF MCFARLAND CONTRACT

Schedule B – Payment for Services

For and in consideration of the services provided under this Contract, the VILLAGE will pay PROVIDER as follows:

VILLAGE OF MCFARLAND CONTRACT

Schedule C – Project Schedule

Please note the following project schedule:

Task

Time Frame

The term of the Contract shall be in effect within the dates stated unless otherwise provided according to the terms of this contract. The Project Schedule may be amended at any time by mutual agreement between the VILLAGE and PROVIDER.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, April 22, 2025

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director, Kong Thao, Associate Planner

AGENDA ITEM: Discussion and action regarding a proposal from HGA to complete a Net Zero Energy Measurement and Verification Energy Audit for the Public Safety Center.

PREVIOUS ACTION:

March 10, 2025, Sustainability Committee Meeting

April 14, 2025, Sustainability Committee unanimously recommended approval of the proposal from HGA

ISSUE SUMMARY:

As part of their design service agreement with the Village, HGA has been assisting the Village with post-construction commissioning of the Public Safety Center. These efforts include making sure that building equipment and controls are functioning properly. These efforts also include reviewing the amount of nonrenewable and renewable energy used at the PSC to determine how well the building is performing compared to pre-construction design modeling.

HGA has studied a full year's of energy data from 2024. At the March 10, 2025, Sustainability & Natural Resources Committee meeting, HGA provided a presentation on the benefits the building has provided in terms of renewable energy use and how initial energy use and on-site generation have compared to pre-construction design modeling. Refer to the [meeting packet](#) and [meeting video](#) for more information. HGA takeaways from their presentation included:

- Building energy performance far exceeds a code baseline building - using 86% less energy.
- Actual solar generation for year 2024 was inline with pre-construction modeling and generated the equivalent of the annual electric usage of 67 homes.
- To achieve net zero energy certification, additional energy savings are required as the actual base load energy use in 2024 was higher than pre-construction modeling.
- Building energy optimization is a normal part of the Measurement & Verification process for a new building.

In order to further identify opportunities to reduce the baseload to certify the building as net zero, HGA recommends completing a measurement and verification energy audit. Refer to the scope of services in the packet. Based on the analysis completed to date, HGA believes the higher baseload energy use vs. pre-construction modeling may be from IT loads, but will also



investigate opportunities for other load reductions, including geo-thermal pump optimization.

FINANCIAL/BUDGET IMPACT:

The estimated fee for this work is \$15,000; however, there would be no out-of-pocket expense to the Village as the costs associated with the work will be covered as part of the IRS 179D assignment to HGA. On [March 26, 2024](#) the Village Board approved an allocation of energy tax deductions to HGA. Under this IRS program, eligible renewable energy design consultants are able to claim a tax deduction for renewable energy projects for municipal projects if the municipality enters into a 179D agreement with the consultant. Government entities are not eligible to directly receive the tax deduction. In return for the Village agreeing to allow HGA to obtain the IRS 179D tax deduction, HGA agreed to provide the Village with up to \$32,033 of in-kind services to be used for future renewable energy planning, audit, and design work.

VILLAGE PLAN REFERENCE:

2021 Sustainability Plan. Includes the goal of achieving 50% of total municipal energy consumed per year generated from renewables by 2030 and 100% by 2040.

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, second, to approve a proposal from HGA to complete a Net Zero Energy Measurement and Verification Energy Audit for the Public Safety Center.

ATTACHMENTS:

1. VoM_PSB_MV_energy_audit



REQUEST FOR SERVICES

NET ZERO ENERGY MEASUREMENT AND VERIFICATION
ENERGY AUDIT

FOR THE
PUBLIC SAFETY BUILDING

MCFARLAND, WISCONSIN

MARCH 19TH, 2025

Contact:
Alex Harris
HGA
Phone: 608-554-5329
E-mail: aharris@hga.com

HGA Commission Number 4715-006-00

WORK SCOPE

HGA will provide the following services at Public Safety Building:

1. Complete energy audit to investigate contributions to baseload energy usage
 - a. Review building loads and determine significant loads contributing to baseload power use
 - i. IT Loads
 - ii. HVAC Loads
 - iii. Plug Loads
 - iv. Other misc loads
 - b. Coordinate audit efforts with the Village's IT consultant and electrical contractor as needed to inform the audit
 - c. Leverage existing metering data to identify opportunities for energy reduction
2. Develop strategies and recommendations to reduce baseload energy use based on audit finding
 - a. Potential strategies may include
 - i. Geo pumping power reduction opportunities
 - ii. Are IT loads higher than predicted?
 - iii. Scheduling or part load energy reduction
 - iv. IT strategies
3. Document findings and magnitude of savings via presentation or report
4. Review findings with owner and determine next steps
5. Implement selected recommendations and evaluate impacts to the net zero energy goal
6. Re-evaluate building energy usage as it relates to the net zero energy goal 3, 6 and 12 months after the measure implementation.

Total Fee: The costs associated with this work will be covered as part of the 179D assignment to HGA. HGA will log hours on a time and materials basis but this time will not be billed to the Village. It is estimated the scope of this work will be no more than \$15,000. If the total time and materials is greater than this amount, HGA will review with the village for approval.

This request for services will fall under the 179D credit for the PSC project and allocation for services between the Village of McFarland and HGA (commission # 4715-006-00, dated 3/6/2024). An invoice will be generated monthly and send to the Village of McFarland representative showing the hourly time spend on the project by HGA employee, services provided and credit remaining.

Assumptions:

- Fee associated with IT consultant time and electrical contractor (or others) to be paid for by the Village of McFarland

AGREEMENT FOR PROFESSIONAL SERVICES

The scope of services (the “Services”) to be provided by HGA under this Agreement is described in the above Request for Services. The total cost for these services will be provided without charge to the Village as part of the 179D PSB credit that was assigned to HGA.

179D Credit Value (3-6-2024)	\$32,033.00
Credit Used to Date (2-21-2025)	\$7,146.44
Planned Credit Used for These Services (T&M)	\$15,000.00
Remaining at Completion or Services	\$9,886.56

There will be no reimbursable expenses. This request for services falls under the previous agreement for the 179d Credit for the PSB project signed and agreed upon 3/6/2024.

HGA

7475 Hubbard Ave, Suite 201 • Middleton, WI 53562 • Ph: 608.554.5333 • Fax: 608.836.4477 • www.hga.com

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, April 22, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action regarding the Village's existing Office of Energy Innovation Grant Agreement for the Public Safety Center.

PREVIOUS ACTION:

January 9, 2023 - S&NR recommended approval to the Village Board for the submittal of two OEI Energy Innovation Grant Program Applications

April 19, 2023 - Staff presented to the Committee, award of grant application by the PSC for Battery Storage and Microgrid technology at the Public Safety Center.

May 8, 2023 - S&NR recommended approval to the Village Board for HGA's proposal design, bid and construction administration services for installation of battery and microgrid at the Public Safety Center.

May 9, 2023 - Village Board approval of HGA contract.

September, 2023 - Grant contract signed with OEI.

February 22, 2024 - S&NR and Village Board project update meeting.

March 11, 2024 - S&NR unanimously recommended approval of the bid documents.

March 26, 2024 - Village Board approval to bid project.

May 1, 2024 - Bid opening

May 28, 2024 - Village Board rejects bids.

July 8, 2024 - S&NR unanimously recommends submitting the proposed grant amendments with a preferred alternative to reallocate the funding to the Community Center.

July 23, 2024 - Village Board approves submitting the proposed grant amendments with a preferred alternative to reallocate the funding to the Community Center.

April 14, 2025, Sustainability Committee unanimously recommended rebidding the grid connected battery only project at the PSC.

ISSUE SUMMARY:

Project Update

Last Fall, staff submitted two grant amendment requests per the S&NR Committee recommendation and Village Board action. One option was to reduce the project scope to a grid-connected battery-only installation at the Public Safety Center. The second option was to transfer the grant funding to the Municipal Center for geothermal energy improvements as part of future building renovations into a Community Center. The S&NR and Village's Board's preference was the second option, although both options were submitted to OEI per committee and board direction.

The Public Service Commission met on February 27, 2025 to review the Village's amendment



requests. The PSC voted to approve removing the microgrid controls and pursue an energy storage system (battery) at the PSC. The PSC did not approve transferring the funding to a Municipal Center project. In addition, OEI Staff indicated that the removal of the microgrid controls necessitates an adjustment of the grant award from \$350,000 to \$250,000, which is the maximum grant request for an energy storage system project without microgrid controls. The Village is expected to provide at least the same grant to local match ratio as the original application (i.e. 58% OEI, 42% VOM); therefore, the minimum required Village match is reduced from \$255,000 to ~\$182,143, but still could be up to the original budget amount of \$250,000.

The Village has until April 28 to reply to OEI to indicate whether the Village desires to either:

1. Accept the PSC decision and amend the existing grant agreement for an energy storage system-only project. This will require Village staff to submit a relined version of its original application and current budget necessary to draft a grant agreement amendment. Once the amended agreement is finalized, the Village will work with HGA to rebid the project as a battery only installation. Much of the original design work by HGA would be reusable since the location and design of the battery is not substantially changing from the original micro-grid and battery project bid last year. The Village would also request an additional extension to the grant agreement, which currently expires June 30, in order to complete the project in the next 12 months. There is some concern that pricing for the battery could still come in over the revised project budget, particularly given the current turbulence in national and global markets. If the bids received are still over the revised project budget, the Village still has the option to reject the bids and cancel the grant agreement.
 - Benefits of Battery Storage. Included in the packet is the Net Zero Feasibility Study completed by HGA in 2021 as part of the design for the Public Safety Center. Refer to pages 12-14. The battery will allow the Village to utilize excess solar energy generated during peak solar times for use during non-peak solar times. This will provide an energy savings since the Village purchases additional electrical energy from the grid at retail prices but sells excess electricity back into the grid at wholesale prices. The battery would also reduce the amount of non-renewable energy used by the building helping the Village meet its sustainability goal of achieving 50% of total municipal energy consumed per year generated from renewables by 2030 and 100% by 2040.
2. Cancel the grant agreement. This will require Village staff to submit a letter to withdraw/cancel the grant.

Under both options, the Village can submit a request for partial reimbursement of the HGA design fees to date totaling \$57,475 based on the grant to local match ratio. OEI will then determine eligibility consistent with the objectives of the original or amended grant agreement.

Project Background Information Presented at the July 16, 2024 S&NR and July 23, 2024 Village Board meetings



On May 1, 2024, Village staff, along with our energy design consultant HGA, opened the bids for the proposed project to add batteries and microgrid controls at the Public Safety Center. One bid was from Universal Power Systems for the amount of \$1,748,500, with an Alternate #1 price of \$998,500. The second bid was from EnTech/Faith Solutions in the amount of \$1,659,084, with no Alternative #1 bid price received. Both base bid prices, and the UPS Alternative #1 price, were well in exceedance of the total project budget of \$605,000, which includes a \$350,000 grant from the WI Office of Energy Innovation (OEI). Staff recommended the Village Board reject both bids, which it did at its May 28th meeting.

Moving forward, Village and HGA staff are working with staff from OEI to determine available options to move a project of some sort forward. Staff has already obtained approval for a grant extension from OEI through December 31, 2024. The three options staff have discussed with OEI are:

1. Cancel the project. The Village could cancel the grant funding. OEI may cover some of the HGA design fees based on the work completed at the same 58% / 42% grant match provided the Village demonstrates that we met some of our grant objectives. HGA design services to date are approximately \$60K of the \$82K contract; therefore it is possible that OEI will cover 58% of the costs incurred to date.
2. PSC Grid Connected Battery System. Under this option, the Village would request an amendment to the existing grant agreement to modify the project scope to remove the micro grid and rebid the project as a grid connected battery system only. This was essentially what the Village requested bidders present as the Alternative #1 bid. Only one contractor provided a bid for this option, and it was still significantly above the project budget of \$605,000. It is possible that removing the micro-grid from the scope will open the possibility for more qualified vendors to bid on the project. If the bids come back above the project budget, the Village still has the option to reject the bids and cancel the project. However, there is still some cost and effort in rebidding the project.
3. Transfer Grant to the Community Center Project. Under this option, the Village would request an amendment to the existing grant agreement to transfer unused grant funds to be used as part of the installation of a geothermal system for the planned renovations of the Municipal Center into a Community Center. Early this year, the Village submitted a separate grant agreement to OEI for this project. The Village requested \$332,500 with a local share of \$332,500 (50/50 match). The Village's application was competitive but did not make the cut line for funding. OEI funded 11 of the 27 projects submitted in the Activity 1 Renewable Energy and Energy Storage category. The Village's application ranked 19 on the list. Transferring the grant funding to the Community Center likely offers the Village the best bang for its buck. However, that is a bigger request of OEI than option 2 and may require a higher level of approval authority within the PSC.

OEI staff have indicated that the Village can submit a request for both option #2 and #3, and indicate which is our preference. Staff preference is option #3. While there is merit in adding a grid connected battery to the PSC to meet our renewable energy and sustainability goals, there is more value in using the funding to offset the costs of adding a geothermal system to the Community Center if choosing between one or the other. Whether the Village requests OEI



consider both options #2 and #3 is certainly open for discussion.

FINANCIAL/BUDGET IMPACT:

The original total project budget is \$605,000. In March of 2023, the Village was awarded a \$350,000 grant from the Office of Energy Innovation for the installation of a micro grid and battery storage system at the new Public Safety Center as a Level 1 Microgrid Community Resilience Center. The Village's \$250,000 match is included in the 2024 budget. The project costs roughly break down as follows:

- \$360,000 Contractual (includes \$82,000 for HGA design and commissioning services)
- \$240,000 Equipment
- \$5,000 in-kind Village labor for grant administration

HGA has indicated that they believe they can complete the amended project scope within the existing project budget between HGA and the Village. The revised grant funding would be \$250,000 and the Village will be required to provide at least the same original match percentage (42%), or ~\$182,143, but can contribute additional matching funds up to the original 2024 Village project budget (\$250,000). Thus, the amendment grant budget would be \$432,143-\$505,000.

VILLAGE PLAN REFERENCE:

2023/2024 Strategic Implementation Plan. Goal B, Action Step VI, Install battery storage at Public Safety Center through OEI grant award for excess power created in solar array.

2021 Sustainability Plan. Includes the goal of achieving 50% of total municipal energy consumed per year generated from renewables by 2030 and 100% by 2040.

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, and second, to amend the existing Office of Energy Innovation Grant Agreement for the Public Safety Center to an energy storage system-only project.

ATTACHMENTS:

1. McFarland Battery Update 4_22_2025_update
2. NZE Feasibility Study McFarland PSB_1_8_2021

HGA

PSB BATTERY GRANT UPDATE

April 22nd, 2025

2022 PSC OEI BATTERY AND MICROGRID GRANT

- Village of McFarland was awarded a PSC (Public Service Commission) OEI (Office of Energy and Innovation) grant in 2023 for a **battery and microgrid** installation at the new Public Safety Building
 - Original OEI Project Budget amount is \$605,000
 - OEI Grant of \$350,000 + VoM match of \$250,000 + \$5K in-kind VOM staff support
- 2024 Bids came back over \$1M in total cost for the microgrid plus the battery, project paused
- Options to complete the project- PSC is offering to reduce the scope of the project for a re-bid at a lower price
 - New project would be a grid-connected **battery**, no microgrid
 - New OEI Grant amount is \$250,000 and VoM minimum match amount is ~\$182,150
- Reduced scope at the PSB would be a grid connected battery, with provisions for a microgrid in the future
 - Grid connected battery would reduce the electric utility bills at the PSB
 - Grid connected battery would increase the amount of energy used by the PSC from renewable sources and decrease the amount of energy from nonrenewable sources (grid)
 - VOM Sustainability Goal is to increase the total energy consumed from renewables per year to 50% by 2030 and 100% by 2040

2022 PSC OEI BATTERY AND MICROGRID GRANT

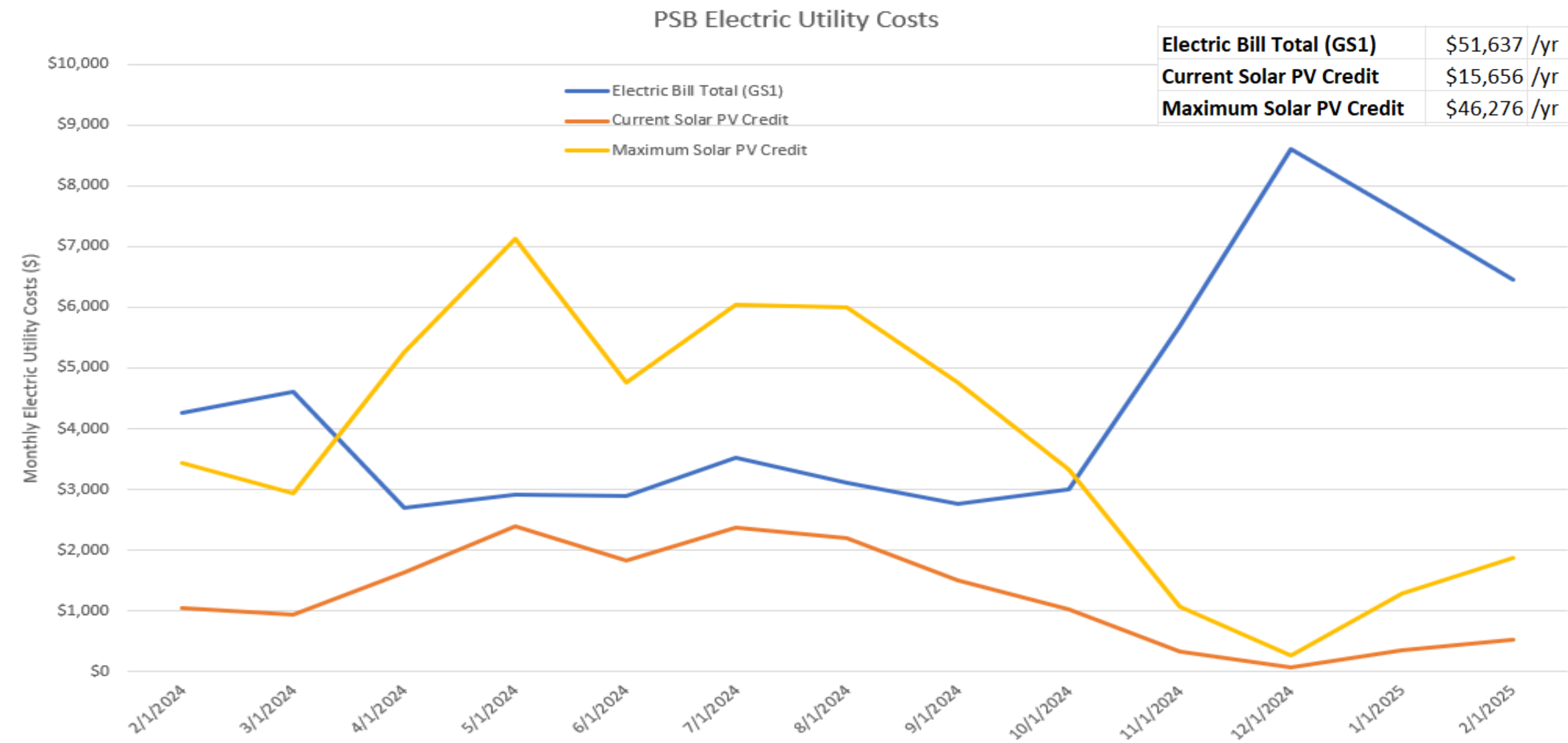
	2022 Grant Application	2025 Updated Grant Application (Proposed)
PSC OEI Grant Amount	\$350,000 (58%)	\$250,000
Village of McFarland Match	\$255,000 (42%)	\$182,150 (min)
Total Budget	\$605,000	\$432,150 - \$505,000*
Design Budget (HGA)	\$82,000	\$82,000
Staff In-Kind	\$5,000	\$5,000
Construction Budget	\$518,000	\$345,150 - \$418,000
Design Spend to Date (HGA)	\$57,500	\$82,000 (existing contract)

**Range includes VOM minimum match up to original VOM budget*

UPDATE BATTERY PROJECT IDEAS

- **Grid connected battery 100 kW/ 200 kWh in size**
- **Bid options to stay under total construction budget of \$345,150 - \$418,000**
 - One comparison project, battery system bid was \$370k (total) for a 80kW/156kWh (2023)
 - Another comparison project was \$173,000 in battery (products only) for a 125kW/330kWh (2024)
 - \$175,000-\$215,000 in battery (products only) for a 100kW/200kWh ARRA Complaint (2025)
- **Buy American Compliance - needs to have American Recovery Act compliant**
 - 65% domestic content requirement
 - Substantial Transformation options from the PSC

UTILITY COST IMPACTS



UTILITY COST IMPACTS

Electric Bill Charges (GS-1)	\$51,637	/yr
Current Solar PV Credit	\$15,656	/yr
Current Net Electric Bill (GS-1)	\$35,980	/yr
Maximum Solar PV Credit	\$46,276	/yr
Battery Value (GS-1)	\$25,000-\$15,000	/yr

Electric Bill Charges (Cg-2 TOD)	\$52,963	/yr
Current Solar PV Credit	\$15,656	/yr
Future Net Electric Bill (Cg-2 TOD)	\$37,307	/yr
Maximum Solar PV Credit	\$27,648	/yr
Battery Value (Cg-2 TOD)	\$30,000-\$10,000	/yr

Key Considerations:

- 1. PSB is on utility rate GS1, Alliant is likely to move this to Cg-2 TOD and add demand charges at some future point
- 2. Electric utility cost and battery value is not expected to change significantly based on the two rates analyzed (demand and energy changes may be similar offsets)
- 3. Other battery installations have not been able to capture 100% of the possible value, a well controlled system might be in the 90%-60% range
- 4. Battery values shown above have high variability, highlighting the challenges in controlling the battery (low battery value), as well as the potential for electric demand rates to increase significantly over the battery lifespan (high battery value)



HGA



NET ZERO ENERGY FEASIBILITY STUDY
VILLAGE OF MCFARLAND
NEW PUBLIC SAFETY BUILDING

January 8, 2021

INTRODUCTION

This study explores the options for achieving net zero energy for the new Public Safety Building project for the Village of McFarland. This building is going to include a fire station, police station and courthouse with an area of 55,325 ft².

The U.S. Department of Energy defines net zero energy as the following: "An energy-efficient building where, on a source energy basis, the actual annual delivered energy is less than or equal to the on-site renewable exported energy".

$$\frac{\text{Building Energy Consumed}}{\text{year}} = \frac{\text{Renewable Energy Produced}}{\text{year}}$$

Building Energy Consumed = energy used as recorded by the electric and natural gas meters that are connected to the grid through the local utility (Alliant Energy). This energy is used to heat, cool, light and power the building loads.

Renewable Energy Produced = energy produced onsite (at the building) or offsite from renewable resources (Solar Photovoltaic for example). Over the course of a year, this renewable energy must offset the energy consumption of the building to reach the net zero energy goal.

In this study we explore each piece of the net zero equation for the new Public Safety Building and provide budget level costs to carry for the project.

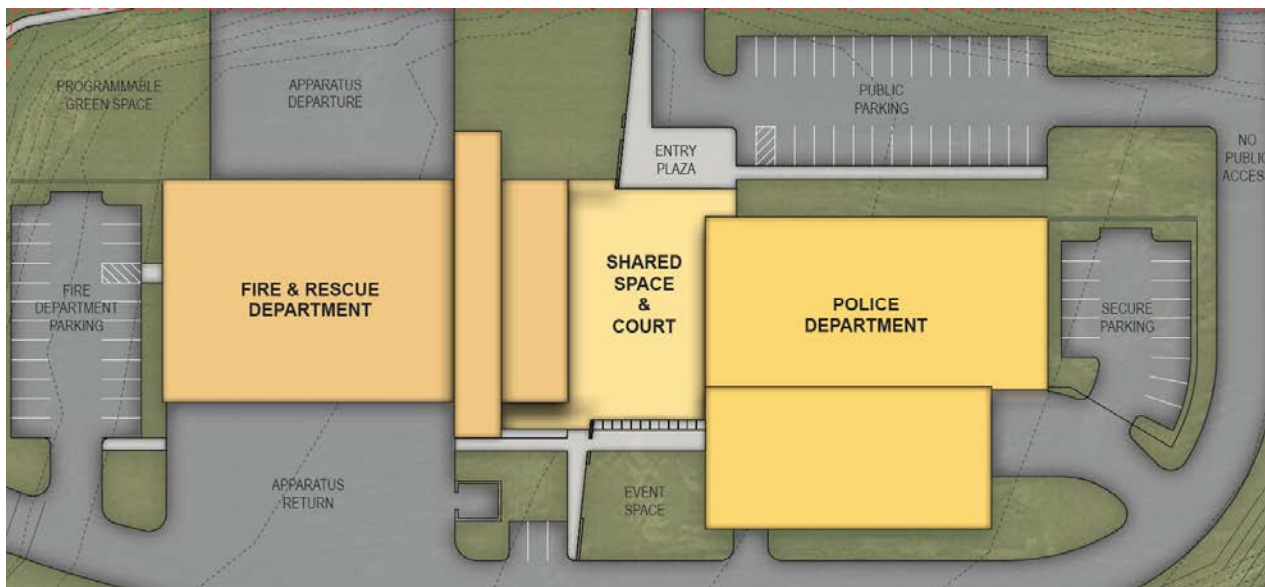


Figure 1- Current project site plan

Building Energy Consumed

The first step in determining the net zero energy feasibility is to predict the energy use of the proposed building. There are various ways of doing this, including benchmarking, baseline comparisons, and energy modeling. HGA has used a combination of these techniques to predict the energy use of McFarland's new Public Safety Building (PSB), helping the team set an energy utilization intensity goal for the project. Energy use intensity (EUI) is the metric used for describing the building energy use per area. The following energy star article has more background information on this energy metric:

<https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/use-portfolio-manager/understand-metrics/what-energy>

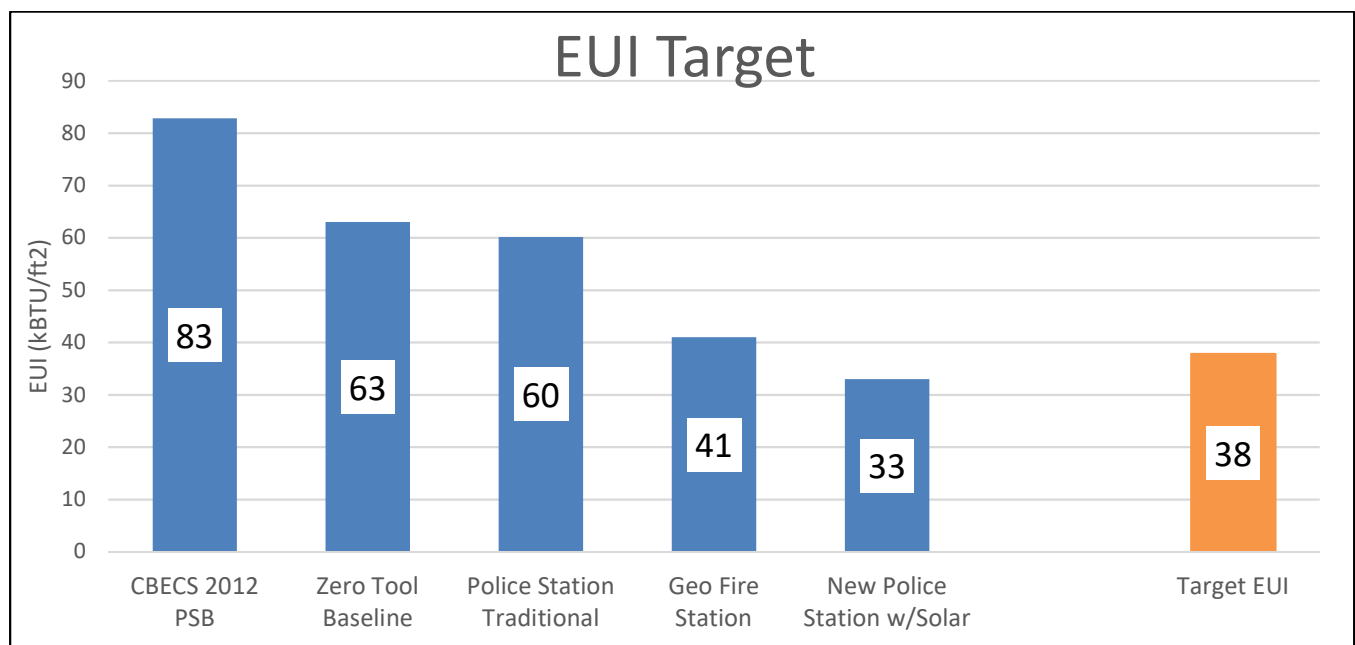


Figure 2: Target energy use intensity (site energy) comparisons and the proposed PSB project

Based on existing police/fire/public safety building performance, as well as other net zero energy building usage, we have set the project target EUI at 38 kBTU/SF/Yr site energy. This target will be updated throughout the design process, but it will give us an idea of what the net zero equation looks like for budgeting purposes. The current design, with the help of HGA design consulting and commissioning, is well positioned to achieve the 38 EUI goal at this time.

The goal of setting the energy use target as low as possible is to be able to offset 100% of that energy usage with energy generation.

Renewable Energy Produced

Making the building net zero energy involves offsetting building energy used with energy produced through onsite renewable generation. The most cost effective method for producing renewable energy onsite is solar photovoltaic (PV) systems. Rooftop mounted, ground mounted, wall mounted and carport solar PV are strategies that we will look at for the new Public Safety Building project.

Rooftop Mounted Solar Photovoltaic Systems

HGA reviewed the roof plan and design documents to see what size of solar PV system was feasible at the new Public Safety Building. Based on the 25% design documents, the roof can support a maximum of 350 kW DC of solar PV.

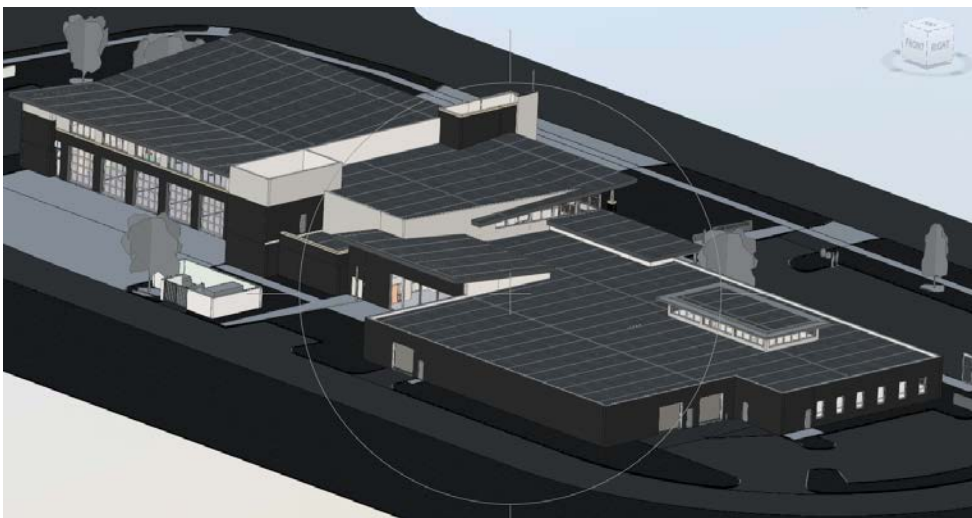


Figure 3- Current roof plan view

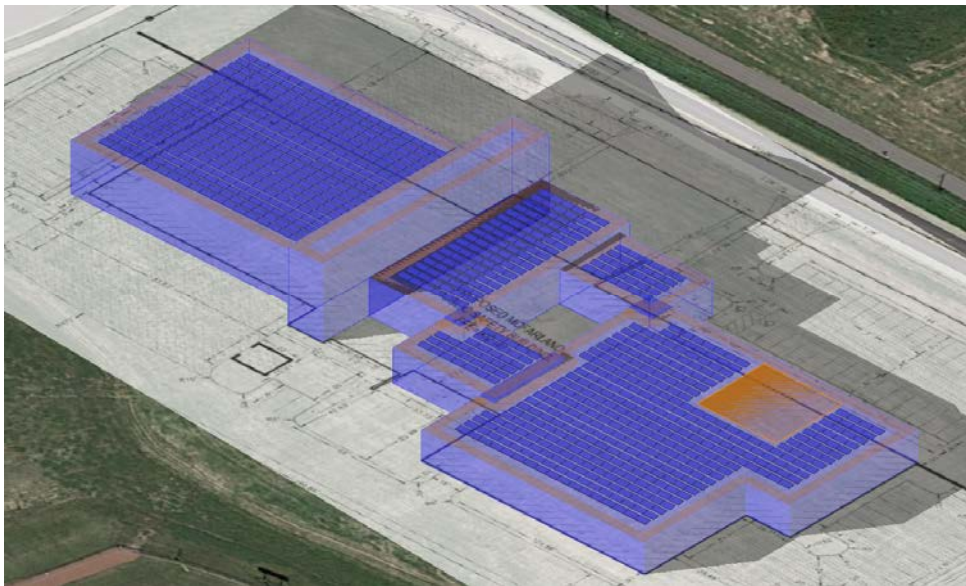


Figure 4- Helioscope solar PV modeling helps estimate the size and production of a proposed system, model shown here for the new PSB

Based on the roof arrangement and elevations, we estimate that a roof mounted 350 kW solar system would produce around 450,000 kWh/yr on an average solar year. This would offset about 28 kBTU/SF/yr of energy usage from the building.

Table 1- Design assumptions made for the solar PV system proposed for the new PSB project

PV System Parameter	Modeled Assumption
Array Tilt Angle	10°
Array Orientation	175°
Panel Wattage	385 W (72M)
Roof Setback	6 ft
Cost	\$1.8/W
PV Inverters	100 kW, 480V



Figure 5- Example solar PV installation at Oregon Forest Edge Elementary School - a similar PV system is proposed for the new PSB project



Figure 6- Closer image of solar PV panel and racking arrangement - similar design assumptions have been made for the new PSB project

Additional Renewable Energy Needed

Since the largest rooftop solar PV system that can fit in the current roof design is predicted to offset only 28 kBTU/SF/yr, we have a gap in the net zero equation of 10 kBTU/SF/yr.

$$\frac{\text{Building Energy Consumed}}{\text{year}} = \frac{\text{Rooftop Solar PV Energy}}{\text{year}} + \frac{\text{Additional Energy Needed}}{\text{year}}$$
$$\frac{38 \text{ kBTU}}{\text{ft}^2} = \frac{28 \text{ kBTU}}{\text{ft}^2} + \frac{10 \text{ kBTU}}{\text{ft}^2}$$

To reach our net zero energy goal we predict needing additional renewable energy to offset this 10 kBTU/SF of building usage. This additional energy could come from a variety of sources described below.

Ground Mount Solar PV Systems

In addition to roof mounted solar PV systems, ground mount solar PV systems have come down in price in recent years. Because these panels do not have to comply with the rooftop code requirements, costs should be only slightly higher than the rooftop PV systems.



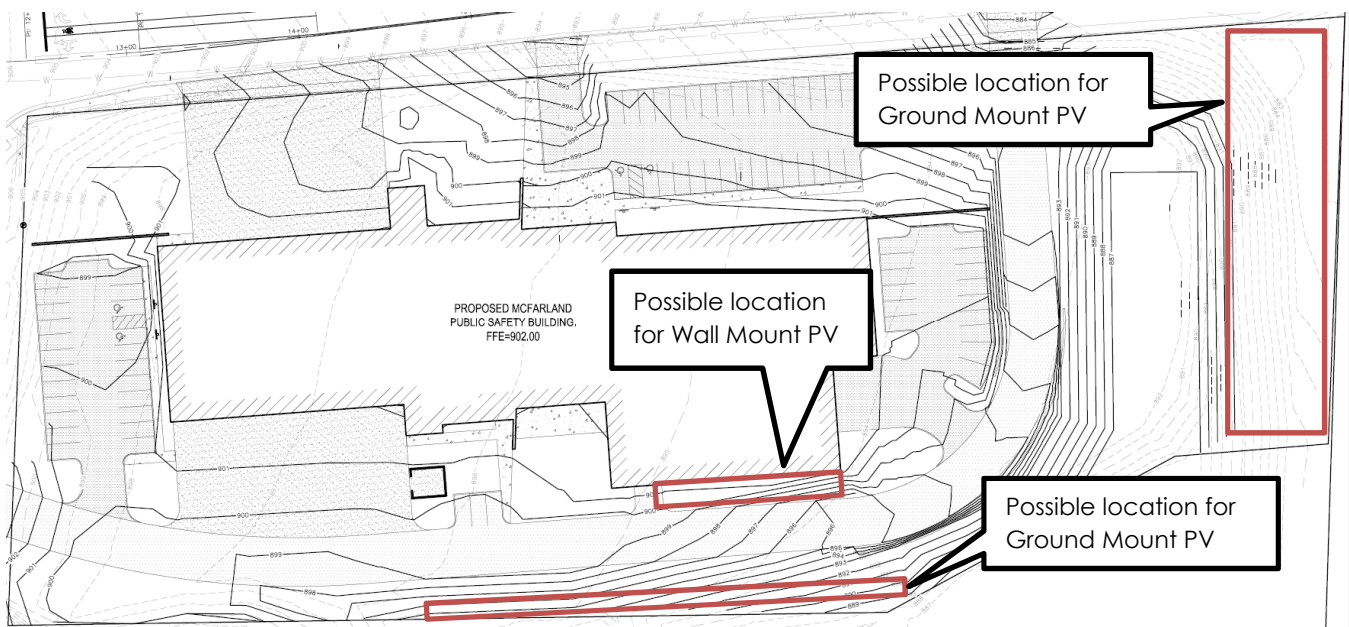
Figure 7- Example of ground mounted solar PV system

There are several areas on the site that could support a ground mounted system to supply the additional needed



Figure 8- Example of south-facing exterior wall mounted panels

Another alternative is to mount panels to south facing walls - the south side of the police garage would be a good place to explore.



An additional 126 kW DC of ground/wall mounted panels would be needed to offset all of the energy usage at the net zero building. This amount of ground mounted solar would require roughly 10,000 – 15,000 SF of land area, depending on racking and mounting arrangements. The cost of this additional solar PV system has been included in the budget numbers for achieving the net zero energy goal.



Figure 9- A more decorative example of ground mounted solar

Third Party Ownership

Another way to install additional onsite renewable energy is to have a Third-party solar developer install the system. In this method a solar developer would finance the installation of the solar PV system and either lease the solar system for use over a period of time, or use a power purchase agreement (PPA) where McFarland would buy the energy produced from the solar developer.

This model is legal to use in some areas depending on the financial arrangements. There may be additional requirements and legal road-blocks that McFarland would need to work through if third-party financing was pursued, but it is possible in Wisconsin.

Renewable Energy Credits

Renewable energy certificates (also known as renewable energy credits, or RECs) represent the energy generated by renewable energy sources from a 3rd party, such as solar or wind power facilities. Buying RECs is not equivalent to buying electricity. Instead, RECs represent the clean energy attributes of renewable electricity.

RECs in Wisconsin have more recently been offered for between \$5.00-\$10.00/MW-hour. Typically, these RECs are unbundled, meaning that the new Public Safety Building would claim the attributes of the REC without using the direct electricity produced by the actual solar panels at a given location.

The Village of McFarland may choose to make up the difference in energy usage and energy produced with RECs or another method described later in the report (such as carport solar PV).

However, buying RECs does not meet the definition of a net zero building by the U.S. Department of Energy. In that case all renewable energy used to offset usage must be produced on-site.

Incentive Programs

Focus on Energy New Construction Program

The new Public Safety Building would likely qualify for the Focus on Energy New Construction program. This program incentivizes the owner and design team for choosing energy efficiency measures to be part of the new building design. For a building the size of the new PSB, the incentive will range from \$15,000 to \$30,000 depending on strategies selected.

Focus on Energy Renewable Energy Program

The solar PV system would likely qualify for the Focus on Energy Renewable Energy program. A PV system of 476 kW (350 kW rooftop mounted, 126 kW ground mounted) would qualify for the 300kW to 500kW tier of incentives, valued at \$48,000 in 2021 rates. This incentive must be applied for in advance, during the year of project completion. There is a reservation code and incentive budget.

Energy Innovation Grant Program

The Public Service Commission Office of Energy Innovation has a grant program to support geothermal, solar PV and battery storage technologies. The Energy Innovation Grant Program (EIGP) covers a wide variety of energy related projects that reduce energy consumption and support renewable energy and energy storage, energy efficiency and demand response, electric and renewable natural gas (RNG) vehicles and infrastructure, or comprehensive energy planning. HGA feels McFarland is well placed to take advantage of this program with an application for either the geothermal costs, solar PV costs, or battery (Tier 2) costs depending on program advantage. Since only one project can be submitted on in this round of the program, HGA can work with Village to determine the best fit. Estimated incentives range from \$200,000 to \$500,000 based on what is included in the application.

Design Team Assistance

Based on the design team's and HGA's past project experience with net zero energy building projects, a few key additional services are needed to ensure a successful implementation of these strategies and goals.

Net Zero Energy Consulting Services

This would include design team guidance on achieving net zero energy goals. Tools and strategies used would include energy modeling, optimization of MEP systems, envelope analysis, and incentive program support. This would ensure that the design seamlessly incorporates the NZE technologies, takes full advantage of all grant program opportunities and is able to achieve the EUI/NZE goals.

Solar PV Design Services

The solar PV system needed to make the building NZE would be designed and integrated into the electrical systems of the building. This includes working with the electrical, structural, and mechanical engineers to coordinate the solar PV system into the documents and specifications. A performance specification is created for the solar PV contractor to bid on and support is given to the construction team as they work through the solar PV installation.

Commissioning

Commissioning of the building is a critical step in ensuring the net zero energy goals are carried through design, construction and operational phases. With the additional systems needed for the net zero energy goals, commissioning ensures that the construction team is supported in installing and controlling the systems that both use energy and produce energy onsite.

Measurement and verification of the net zero energy goals is also a key element of the commissioning after construction. The commissioning group tracks the building energy performance against goals and projections as well as trouble shooting system performance during the warranty phase.



Tier 1 Net Zero Energy Budget

We have termed 'tier 1' net zero energy as those systems and requirements needed in the project to make the building net zero energy as defined in the introduction. The list of items in this table represent the most cost effective way to accomplish that goal.

Table 2- Budget costs for accomplishing net zero energy goals

Budget Item	Budget
Solar PV System (Rooftop)	\$630,000
Solar PV System (Ground Mount)	\$260,000
Electrical System Upgrades	\$50,000
Battery Ready Design*	-
Solar Design and Energy Modeling	\$60,000
Commissioning	\$70,000
Total First Cost	\$1,070,000
Possible Incentives	
Focus on Energy New Construction	\$22,000
Focus on Energy Solar PV	\$48,000
PSC Energy Innovation Office Grant**	\$300,000
Total Incentives	\$370,000
Net First Cost	\$750,000

*Including provisions for a battery in the future(battery ready) would be included in the solar and electrical design, accounted for in the table.

**only one energy innovation grant can be submitted, the value here is subject to which technology is submitted for and the program structure.

Estimated Payback of Net Zero Energy Tier 1

Table 3- Budget costs for accomplishing net zero energy goals

Estimated Utility Costs	\$/yr
PSB traditional utilities	\$74,000/yr
PSB with Solar PV and NZE	\$31,000/yr
Savings	\$43,000/yr
Simple Payback	16.3 years

The simple payback is useful to compare against the useful life of the NZE equipment and systems. In this case the useful life of most NZE equipment (solar, geothermal, etc.) is estimated at 20 years. Over these 20 years two options are presented:

1. Pay \$70,000 each year to the utility = \$1,400,000 total
2. Pay \$27,000 each year to the utility with a net \$750,000 upfront cost = \$1,290,000 total

This scenario is simplified (no inflation of energy rates, equipment maintenance, etc.), but it demonstrates that the NZE design has reached cost effectiveness compared to traditional utility rates.

Tier 2 Net Zero Energy Ideas

There are several other technologies available on today's market that help to accomplish the net zero energy goals. These technologies can help make net zero energy buildings payback more quickly or provide additional onsite renewable energy generation and building resilience. We will explore these technologies as optional or additional items for the new public safety building.

Battery Storage

Lithium ion battery storage systems are becoming more popular as prices drop, due in part to improved manufacturing and increased competition. There are numerous ways a battery storage system can be used at a facility; to increase electric reliability, generate utility grid revenue, store excess renewable energy, and lower utility demand charges.

Store Excess Solar Energy

During a sunny day, the battery system can be used to store excess solar energy production that would normally be sold back to the utility at a reduced rate. This stored energy could be used later during night or peak utility cost times.

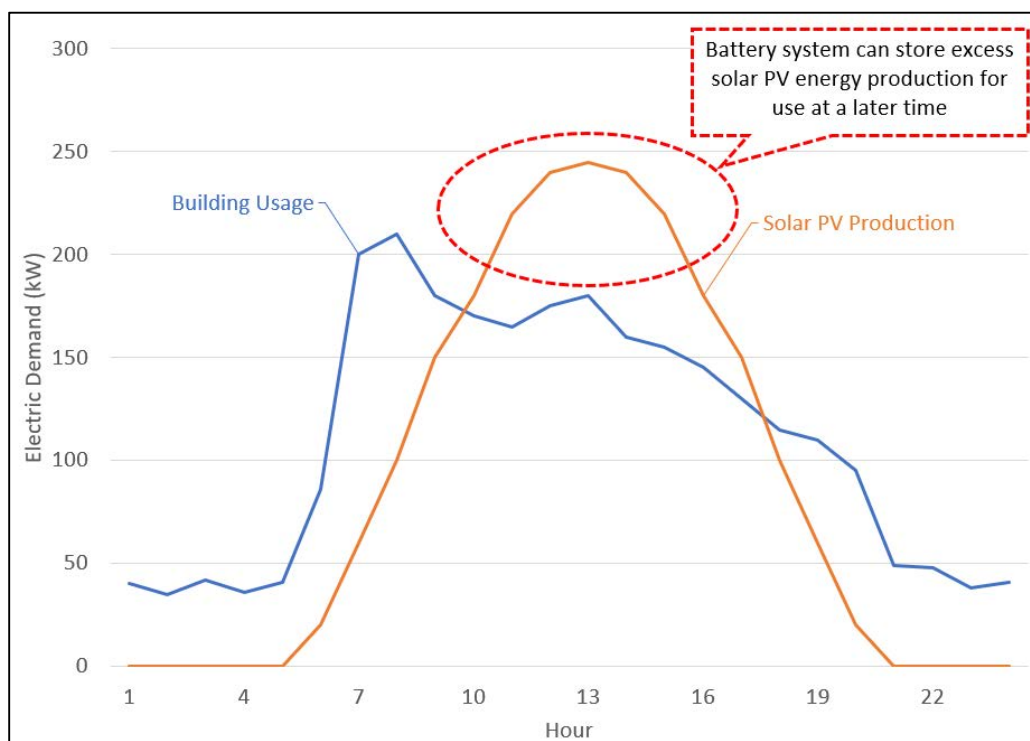


Figure 10- Example building usage and solar production graph during a typical sunny day

Peak Shaving

During a cloudy day the battery system can be used to shave a utility peak that would increase demand costs. The battery can use stored solar energy or off peak energy to be used when electric utility costs are at their highest, and manage the demand charges that a facility will incur.

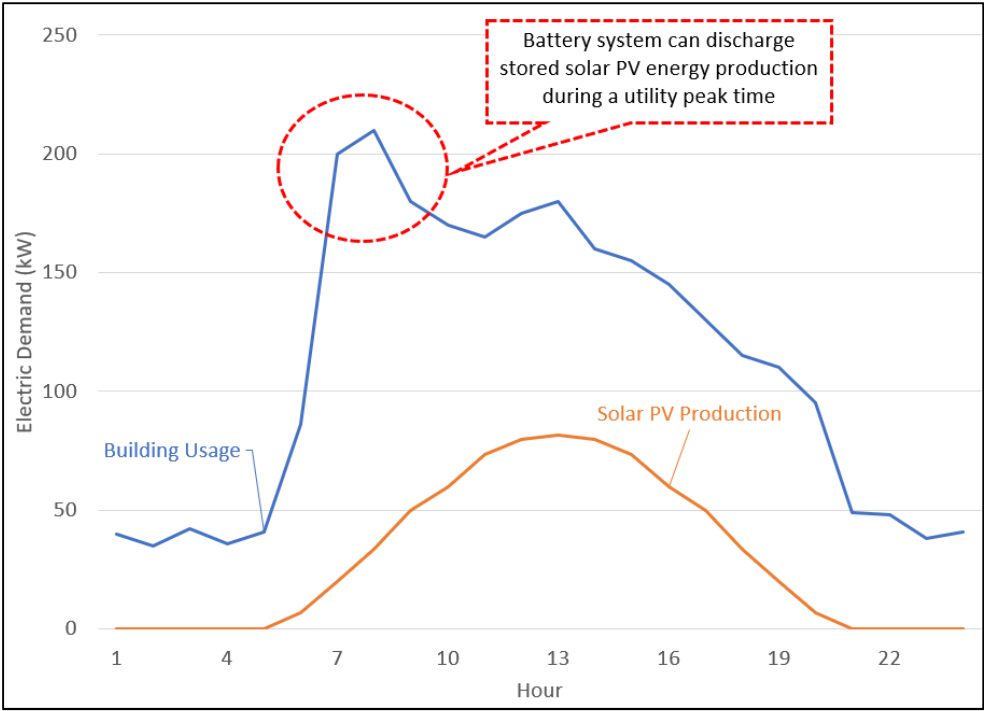


Figure 11 – Example building usage and solar production graph during a typical cloudy day

Battery Power Backup

Batteries can increase electric resiliency by providing back-up electric power during loss of building utility connection. These battery systems can be used in tandem with a conventional dual fuel gas generator, or as a standalone means of providing emergency power in an electric utility outage.

Depending on the emergency backup requirements of the new PSB and the electrical design of the system, a battery storage system could be incorporated to provide back-up power or the ability to generate solar energy during utility outages. If a battery system is selected to be implemented as part of this project, further investigation and coordination is needed with the electrical design team on whether this can be done.



Figure 12- Example of a building battery storage system

Battery Ready Design

If a battery is not chosen to be part of the project, the project can still be ready for a battery installation in the future with a few simple provisions. These include:

- Picking an outdoor location for the future battery and concrete pad
- Running cable conduit to locations during construction for the future battery
- Including a spot for the battery system to land on the Solar PV electrical subpanel
- Configuring the 1-line electrical design for the batteries future use

These provisions would add minimal extra cost in the current design package (similar provisions to getting the design ready for solar PV) but may save considerable of money in the future if a battery is later integrated into the building electrical systems.

Carport Solar PV System

A covered parking structure can be used to house additional solar panels needed to meet the net zero energy goals of the project (in place of the additional ground mount solar PV system previously discussed).

Arrays installed over parking lots are often referred to as carport solar. Experience with carport solar in Wisconsin has shown that building users typically prefer parking under these arrays due to the shading they offer. Consideration must be taken to handle snow melt and to allow plowing around carport solar arrays. There are several successful examples of where these systems have been done successfully in Wisconsin.

Because of the structure, design and labor needed to construct covered parking solar PV, these systems are more expensive than a rooftop or ground mounted solar system. The additional benefit of covered parking spots onsite is worth the premium price for some project teams.

Solar PV System	Typical Costs
Flat Roof Mounted	\$1.8/W
Ground Mount	\$2.0/W
Carport Mounted	\$4.0/W



Figure 13- Example solar carport in Wisconsin



Figure 14-Example structure detail and lighting concept, similar layout to what is being proposed

Tier 2 Net Zero Energy Budget

We have termed 'Tier 2' net zero energy strategies as those that can provide additional onsite renewable energy generation benefits. The list of items in this table represent the budget costs associated with these strategies.

Table 4- Budget costs for Tier 2 equipment

Budget Item	Budget
Solar Carport PV System*	\$240,000
Battery Storage System	\$450,000
Solar and Battery Design	\$30,000
Total First Cost	\$720,000
Possible Incentives**	\$500,000
Net First Cost	\$220,000

*The cost for the solar carport PV system here is the difference between this option and the ground mount system shown in the Tier 1 budget (total cost for the option is \$480,000).

**This incentive is the OEIGP 2020 maximum incentive based on the incurred cost of both the battery and solar PV systems. Only one incentive may be applied for in the 2020 program, see tier 1 strategies for other OEIGP 2020 options. Future battery systems may be able to take advantage of the OEIGP in future years.



HGA

7475 Hubbard Avenue, Suite 201
Middleton, WI 53562

608.554.5333
HGA.COM



72^M

72-CELL MONOCRYSTALLINE MODULE

385 Wp

MAX POWER OUTPUT

20.01%

MAX EFFICIENCY

10 YEAR

PRODUCT WARRANTY

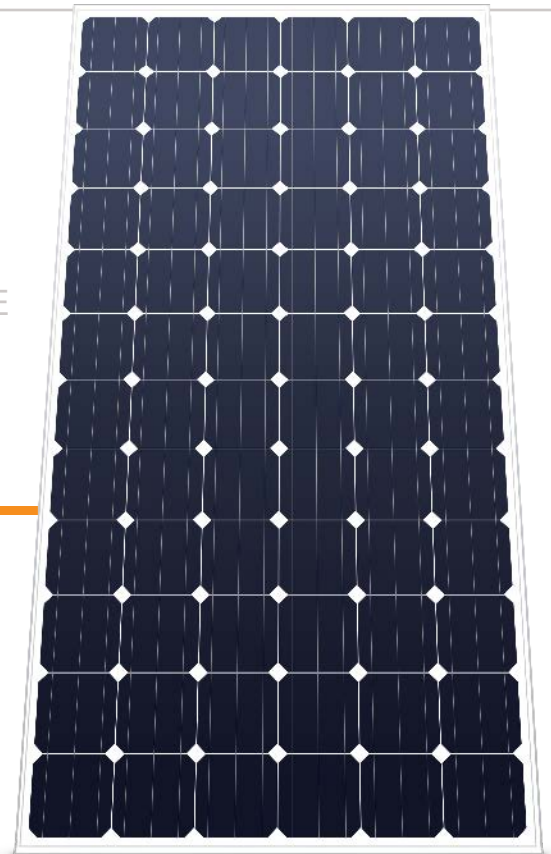
25 YEAR

LINEAR PERFORMANCE GUARANTEE

HELIONE IS A PREMIER SOLAR MODULE MANUFACTURER, SERVICING THE GROWING SOLAR ENERGY MARKETS OF NORTH AMERICA.

COMBINING PROVEN EUROPEAN TECHNOLOGY WITH NORTH AMERICAN INGENUITY ALLOWS HELIONE TO MAKE A REAL COMMITMENT IN PROVIDING SMARTER ENERGY CHOICES FOR THE FUTURE.

HELIONE
www.helione.com



GUARANTEED POSITIVE POWER SORTING:
[-0 : +4.99 WP]



AVAILABLE IN 1000V OR 1500V SYSTEM VOLTAGE RATING



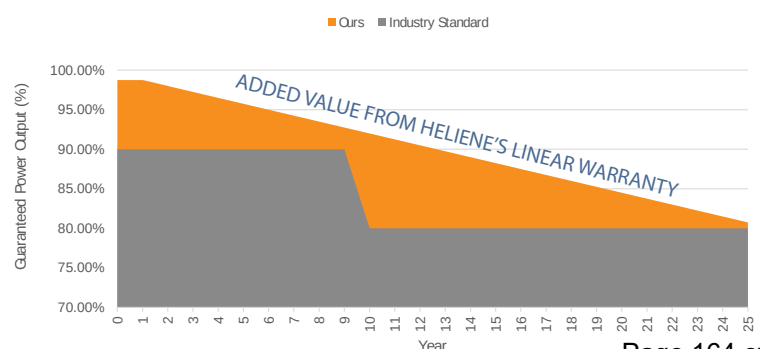
QUALITY MANAGEMENT SYSTEM FOLLOWING INTERNATIONAL STANDARD: ISO9001



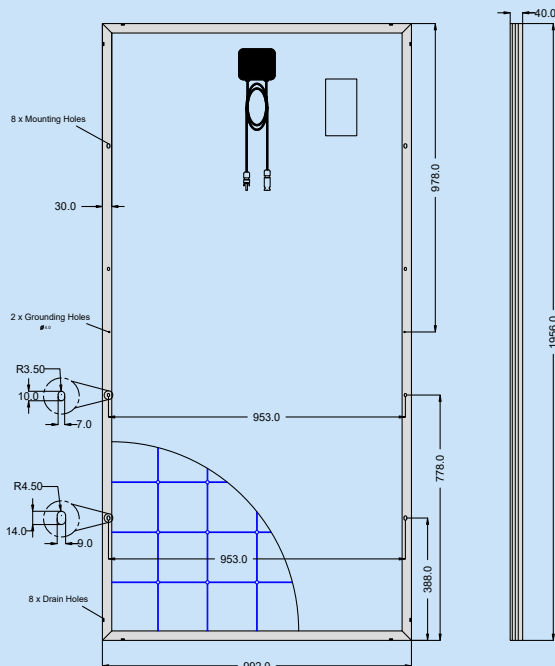
H-BLACK INTEGRATION AVAILABLE (ALL-BLACK MODULE)

LINEAR PERFORMANCE GUARANTEE

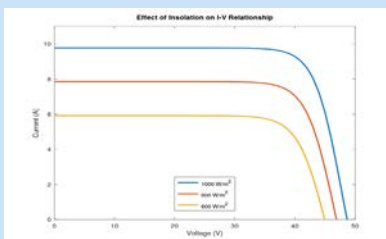
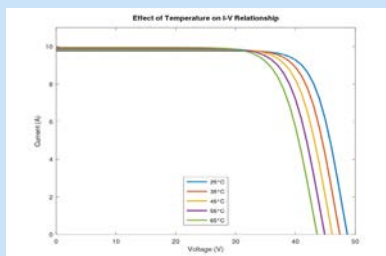
10 YEAR WORKMANSHIP WARRANTY • 25 YEAR LINEAR PERFORMANCE GUARANTEE



DIMENSIONS FOR HELIENE 72M SERIES MODULES



I-V CURVE FOR HELIENE 72M SERIES



CERTIFICATIONS



ELECTRICAL DATA (STC)

Peak Rated Power	P _{mpp} (W)	385	380	375	370	365
Maximum Power Voltage	V _{mpp} (V)	41.76	41.20	40.67	40.23	39.90
Maximum Power Current	I _{mpp} (A)	9.24	9.23	9.22	9.21	9.20
Open Circuit Voltage	V _{oc} (V)	49.70	49.55	48.96	48.66	48.50
Short Circuit Current	I _{sc} (A)	10.06	9.98	9.90	9.77	9.75
Module Efficiency *	Eff (%)	20.01	19.65	19.34	19.09	18.82
Maximum Series Fuse Rating	MF (A)	20	20	20	20	20
Power Output Tolerance	[-0, +4.99] Wp					

STC - Standard Test Conditions: Irradiation 1000 W/m² - Air mass AM 1.5 - Cell temperature 25 °C

* Calculated using maximum power based on full positive output tolerance [-0, +4.99] Wp

MECHANICAL DATA

Dimensions (L x W x D)	1956 x 992 x 40 mm (77 x 39 x 1.6 inch)
Weight	22 kg (48.5 lbs)
Output Cables	1.2 m (47.2 inch) symmetrical cables with MC4 type connectors
Junction Box	IP-67 rated with 3 bypass diodes
Frame	Double webbed 15 micron anodized aluminum alloy
Front Glass	Low-iron content, high-transmission PV solar glass
Solar Cells	72 Monocrystalline cells (156.75 x 156.75 mm)

CERTIFICATIONS

UL Certification	ULC/ORD-C1703-1, UL1703 UL61215 & UL61730
IEC Certification	Optional

Heliene modules are certified under the California Energy Commission (CEC) Listing Report

TEMPERATURE RATINGS

Nominal Operating Cell Temperature (NOCT)	+45°C (±2°C)
Temperature Coefficient of P _{max}	-0.39%/°C
Temperature Coefficient of V _{oc}	-0.31%/°C
Temperature Coefficient of I _{sc}	0.06%/°C

MAXIMUM RATINGS

Operational Temperature	-40°C - +85°C
Max System Voltage	1000V (*1500V) *Optional

WARRANTY

10 Year Manufacturer's Workmanship Warranty
25 Year Linear Power Guarantee

(Refer to product warranty page for details)

PACKAGING CONFIGURATION

Modules per box:	26 pieces
Modules per 53' trailer:	780 pieces