

Thursday, October 9, 2025

4:00 PM

McFarland Municipal Center
5915 Milwaukee St, McFarland
Community Room

AGENDA

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below. *Please 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/83010835298>

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

Webinar ID: 830 1083 5298

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

1. CALL TO ORDER, ROLL CALL.

2. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Landmarks Commission 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 Commission 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 Commission 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 Commission for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to community.development@mcfarland.wi.us to be included as part of the meeting.

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

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the December 9, 2024 Landmarks Commission meeting.

4. BUSINESS.

- a. Discussion and action on a Certificate of Appropriateness application requested by Jane Licht for a sign replacement at 6003 Exchange Street, Larson House.
- b. Discussion and action to make a recommendation to the Village Board to approve a Memorandum of Agreement with the Wisconsin Historical Society Preservation Office for a historical comprehensive survey.
- c. Discussion and action to make a recommendation to the Village Board regarding issuing a Request for Bids for an Intensive Historical Property Survey.
- d. Discussion on community history sign installations at Arnold Larson Park.

5. SCHEDULE NEXT MEETING DATE.

- a. To be determined.

6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us 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.

Minutes Landmarks Commission Meeting December 9, 2024

Members Present: Lowell Prill, Gordan Kinder, Ron Larson, Kathy Krusiec

Members Absent: John Wells

Staff Present: Andrew Bremer, Kong Thao

1. CALL TO ORDER

Lowell called the Landmarks Commission meeting to order at 5:00 PM.

2. PUBLIC APPEARANCES.

None received virtually and in-person.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the September 4, 2024 Landmarks Commission meeting.

Larson motioned to approve the minutes of the September 4, 2024, Landmarks Commission meeting. Seconded by Kinder. Motioned carried 4-0.

4. BUSINESS.

- a. Discussion and action on a Certificate of Appropriateness application requested by Sarah Nelson for a roof replacement located at 6123 Johnson Street.

Staff's summary included review of roof material and comments on the applicant's installation prior to receiving an approved Certificate of Appropriateness. Sarah Nelson, owner and applicant, was available in person for questions and comments.

Krusic motioned to approve the Certification of Appropriateness application submitted by Sarah Nelson for roof replacement located at 6123 Johnson Street. Kinder seconded the motion. Motion carried 4-0.

- b. Discussion and action on a Certificate of Appropriateness application requested by Sarah Nelson for an exterior metal staircase located at 6123 Johnson Street.

Staff's summary included the design of the proposed metal staircase, site inspection notes and photos, intended use of the property as a tourist rooming house, and impact to the building's overall appearance and façade. Discussion from the

Commission included side alterations proposed, stairway design, and applicant's intended use of the property. The Applicant was available to answer questions and comments by the Commission and Staff on the discussion.

Krusic motioned to approve the Certification of Appropriateness application submitted by Sarah Nelson for an exterior metal staircase located at 6123 Johnson Street. Kinder seconded the motion with the amendment adding a condition to utilize the same style of casing around the door as the existing window. Krusic accepted the amendment to the motion. The motion carried 3-1 with Prill voting nay.

- c. Discussion regarding a grant application to the Wisconsin Historical Society to complete a historical property survey of the Village.

Staff provided an update on the grant application and possible next steps should the Village be awarded. The Commission discussed possible project timelines and the scope of the project.

- d. Discussion on the community outdoor historical signs.

Staff provided an update on recent communication with the contact for the Ho-Chunk Nation. Staff are still awaiting comments.

5. SCHEDULE NEXT MEETING DATE.

- a. To be determined.

6. ADJOURNMENT.

Kinder motioned to adjourn. Seconded by Larson. Motion carried 4-0. Meeting adjourned at 5:43 PM.


McFarland
SUMMARY SHEET

MEETING DATE: Thursday, October 9, 2025

SECTION: Business

DEPARTMENT: Community Development

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

AGENDA ITEM: Discussion and action on a Certificate of Appropriateness application requested by Jane Licht for a sign replacement at 6003 Exchange Street, Larson House.

PREVIOUS ACTION:

ISSUE SUMMARY:

Jane Licht, McFarland Historical Society Facilities Manager, is requesting a Certification of Appropriateness to replace an existing sign at 6003 Exchange Street, Larson House Museum.

The proposed sign will replace the current sign in the front yard facing the intersection of Farwell Street and Exchange Street. The proposed sign will include dual post treated lumber and stand at a height of 4'-6". The proposed face of the sign will be 3' x 3' with vinyl printed lettering. The proposed sign does not include illuminated features such as LED lighting or flashing colors. The sign will utilize the current sign's footprint and continue to face the same direction.

EXISTING CONDITIONS

The property is ~9,147 square feet, or 0.2-acre, and zoned R-1A Single Family Residence. The property is a corner lot and is the location of the Larson House Museum. The property is listed on the National Register of Historic Places. The property was purchased in 2012 by the McFarland Historical Society and restored over the years. The property includes a single family home with a concrete pathway leading to the front door from Exchange Street and a driveway along Bashford Street. Adjacent properties to the west, south and east are all single-family homes, all zoned R-1A. Adjacent to the southeast are 6010-6012 Johnson Street and 6004-6006 Johnson Street. Both parcels include a single duplex residential home and are zoned R-1B Single Family Residence. Across Bashford Street to the northeast, is 6001 Exchange Street, a Village-owned property used as a public parking lot. This property is zoned C-C Central Commercial. Adjacent to the north, is 6002 Exchange Street, Arnold Larson Park. This is a Village-owned public park zoned CO Conservancy.

STAFF COMMENTS REGARDING COA APPLICATION

Per Sec. 62-395(c), upon receiving an application, the Landmarks Commission shall determine whether or not:

- a. *The proposed work would destroy, detrimentally change, or adversely affect any existing exterior architectural feature of the improvement upon which said work is to be done.*



The proposed sign stands at 4'-6", 6" taller than the current sign (4'-0"). The current face of the sign is 3' x 6' and not attached or mounted to the existing property. The proposed sign will utilize a 3' x 3' face with the same or similar footprint as the current sign.

Based on that review, in Staff's opinion, the proposed sign is not a detrimental change to the existing exterior architectural features of the building. Also, the proposed sign will utilize a smaller surface face than the current sign while maintaining the same or similar text. The sign's placement sits far enough from the building that it does not create an adverse obstruction to the building.

- b. *The exterior of any proposed new improvement would fail to harmonize with the external appearance of the neighboring improvements on such site.* The proposed sign will utilize similar color and material as the existing sign. The total surface area of the sign's face will decrease from a 3x6 (18 square feet) to a 3x3 (9 square feet). The information on the sign does not appear to adversely affect the appearance of the property's front facade.
- c. *As to any property in a designated Historical District, construction, reconstruction, or external alteration fails to conform to the objectives and design criteria of the historic preservation plan for said district as duly adopted by the Village Board.* This section is not applicable as the property is not in a Historic District.

Staff does not have any additional comments or concerns during the review of the applicant's sign permit.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

Sec. 62-395 Regulation of Construction, Reconstruction And Exterior Alteration
Sec. 8-496 Signs Accessory To Houses Of Worship, Schools Or Nonprofit Institutions

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, and second, to approve a Certificate of Appropriateness application requested by Jane Licht for a sign replacement at 6003 Exchange Street, Larson House.

ATTACHMENTS:

- 1. 6003 Exchange Street - Landmarks Commission application 9.10.25
- 2. 6003 Exchange Street - sign permit application - 9.10.25

VILLAGE OF McFarland

Community & Economic Development

Application for Certificate of Appropriateness

Landmarks Commission, Village of McFarland, WI

Per Sec. 62-395 (b) (1), no person in charge of a historic structure, historic site or structure within a Historic District shall reconstruct or alter any part of the exterior of such structure or construct any improvement upon such designated historic site or improvement parcel within an Historic District or cause or permit any such work to be performed upon such property unless a certificate of appropriateness has been granted by the Landmarks Commission.

- 1) **Name of Applicant** McFarland Historical Society
 Address 5910 Main St. #2, McFarland
 physical address ~~#~~ 5810 Main St. McFarland
 Phone 608-234-2504
 Email licht.jane@gmail.com
- 2) **Address of Property** 6003 Exchange St.
 Parcel No. 0610-034-0084-7

Present use of property House Museum
Zoning classification R-1A
Owner's name/address _____
(if other than shown in #1) _____

- 1) Work/request proposed on the above property:
Removal of Larson House sign and
replacement ~~with~~ of a new Larson House
sign. The original sign is 15 years
old and showing wood rot.
- _____
- _____

Each application must be accompanied by details of improvements proposed thereon and the requested change or addition. Such information may include photos of the proposed structure, site plan for building additions, and specific manufacture details regarding proposed structural materials to be used as part of the project (e.g. brand, material type, material color, etc.).An

approved Certificate of Appropriateness is not a building permit; a separate permit must be applied for with required fees paid, after approval of the Certificate of Appropriateness.

2) Who will be doing the proposed work in respect to this property?

Owner Contractor If "Contractor" state name and contact information of the contractor (s):

Name: _____

Address: _____

Phone number: _____

Email: _____

3) Do you grant permission for the Landmarks Commission and staff, either individually or as a group, to enter onto the subject property for an exterior site inspection?

Yes No

Sec. 62-395. - Landmarks Commission powers and duties.

(3) Upon receiving an application, the Landmarks Commission shall determine whether or not:


a. The proposed work would destroy, detrimentally change or adversely affect any existing exterior architectural feature of the improvement upon which said work is to be done; and

b. The exterior of any proposed new improvement would fail to harmonize with the external appearance of other neighboring improvements on such site; or

c. As to any property in a designated Historic District, construction, reconstruction or exterior alteration fails to conform to the objectives and design criteria of the historic preservation plan for said district as duly adopted by the Village Board.

The Landmarks Commission shall review the application within 45 days of the filing of a complete application. A decision by the Landmarks Commission to deny a Certificate of Appropriateness may be appealed to the Village Board. The appeal shall be initiated by filing a petition, specifying the grounds therefor, with the Village Clerk-Treasurer within ten days of the date of the decision of the Landmarks Commission is made.

I hereby swear that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.



Signature of Applicant (s)

Facilities Manager of
the Larson House
Museum

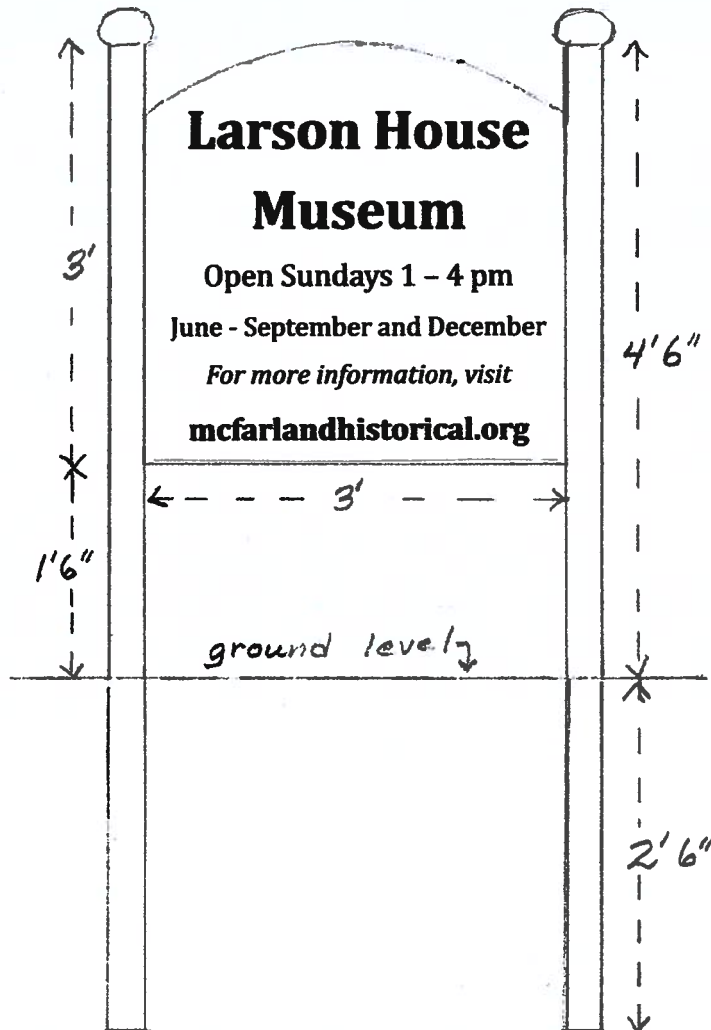
10 Sept. 2025

Date

| Office Use Only | |
|-----------------------|--|
| Received By | |
| Date Received | |
| Meeting Date | |
| Approved or denied on | |

New Larson House Museum Sign

The lettering will be printed on vinyl. The vinyl will wrap both sides of. Max metal. The posts are eight foot four by fours made of treated lumber. The caps are decorative and will be placed on top of the posts. Alliance Vinyl will construct the sign panel. Members of the McFarland Historical Society Board of Directors will provide the posts, caps and install the sign.



Sign Permit Application

Parcel Number: 0610-034-0084-7 Permit Number: _____

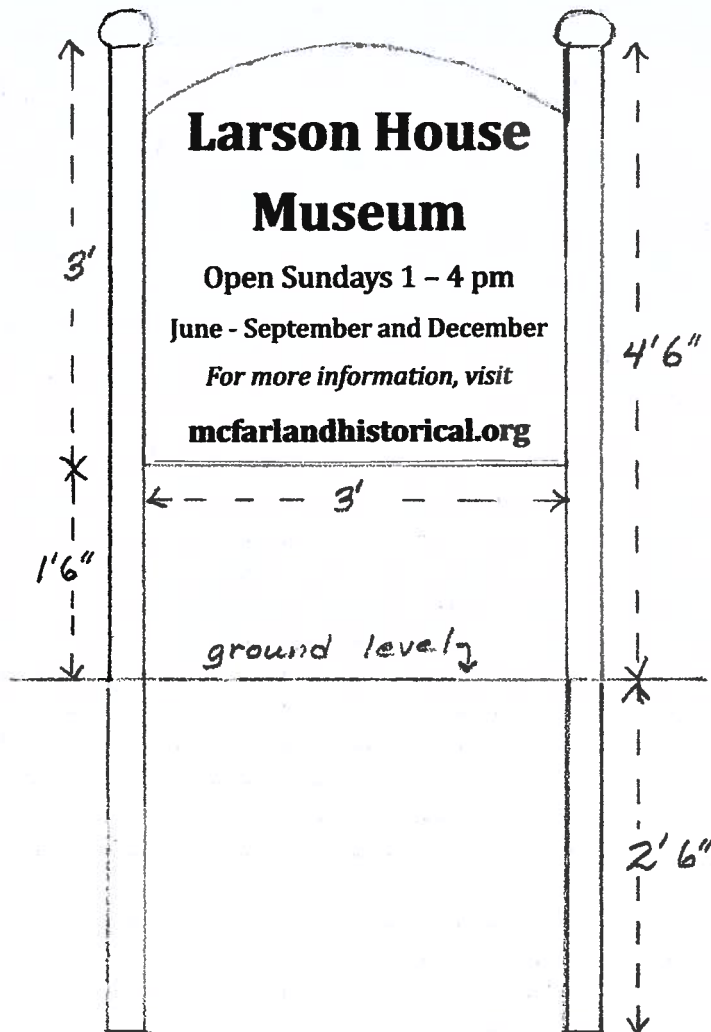
Property Zoned: R-1A

| | |
|--|---|
| Location of Sign | <u>6003 Exchange St. - front yard</u> |
| Wording on Sign | <u>See attached</u> |
| Cost of Sign/Project | <u>\$ 250.00</u> |
| Property Owner | <u>McFarland Historical Society</u> |
| Address | <u>5910 Main St. #2 McFarland</u> |
| Phone Number | <u>608-234-2504</u> |
| Sign Contractor | <u>Owner (Jane Licht - Facilities Manager)</u> |
| Address | <u>2964 County Rd AB, McFarland</u> |
| Phone Number | <u>608-234-2504</u> |
| Electrician | <u>NA</u> |
| Address | |
| Phone Number | |
| License Number | Expiration Date: |
| Sign Type | <input type="checkbox"/> Wall <input checked="" type="checkbox"/> Pole <input type="checkbox"/> Ground <input type="checkbox"/> Marquee <input type="checkbox"/> Roof <input type="checkbox"/> Other _____ |
| Sign Description | <u>4'6"</u> Height <u>3'x3'</u> Dimensions <u>9</u> Square Feet <u>1</u> No. of Surfaces Illuminated: <u>NA</u> Internal <input type="checkbox"/> External |
| Are there other signs located on the site? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, type and size of sign: |
| Applicant Signature | <u>X</u> <u>Jane Licht</u> Date <u>10 September 2025</u> |
| Building Inspector Approval | <u>X</u> _____ Date _____ |
| Fee | Sign: \$ _____ Electrical \$ _____ Total: \$ _____ |

- **Attach scale drawing(s) of sign(s) with a description and dimensions, including types of materials to be used.**
- **Attach a site plan showing building's location, size and types of existing signs and location of proposed sign.**
- **Licensed electrician required for any new signage -Application must be completed in full.**

New Larson House Museum Sign

The lettering will be printed on vinyl. The vinyl will wrap both sides of Max metal. The posts are eight foot four by fours made of treated lumber. The caps are decorative and will be placed on top of the posts. Alliance Vinyl will construct the sign panel. Members of the McFarland Historical Society Board of Directors will provide the posts, caps and install the sign.





**Larson House
Museum**
Open Sundays 1 - 4 pm
June - September and December
For more information, visit
mckeanlandhistorical.org
← 3' →
ground level


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Thursday, October 9, 2025

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board to approve a Memorandum of Agreement with the Wisconsin Historical Society Preservation Office for a historical comprehensive survey.

PREVIOUS ACTION:

September 4, 2024 - Landmarks Commission recommended to the Village Board approval submittal of a WHS grant application.

September 10, 2024 - Village Board approved submittal of the WHS grant application.

December 9, 2024 - Landmarks Commission discussed details of the Wisconsin Historical Society Grant

ISSUE SUMMARY:

Staff submitted the application for the Certified Local Government (CLG) Grant Program in December 2024 for a comprehensive historic property survey through the Wisconsin Historical Society's (WHS). To the Village's knowledge, no comprehensive survey of the Village has ever been completed. The application included a request for \$25,000 in grant funding under the "*Initial intensive survey of the community*" project type. On February 28, 2025, WHS announced the Village was a recipient of the CLG Award for \$20,520. The awarded difference was due to gathered quotes received. Due to delays at the federal level with funding sources for the Historic Preservation Fund, WHS withheld sending out Memorandum of Agreements (MOA) to recipients that would kick-off projects. In July 2025, the funding had finally been released and MOAs were sent out to awardees in September. All awardees will receive a 6-month extension on their projects moving the project deadline to March 2027. The packet includes the draft MOA and SOW and will be included as Exhibit A and B of the Request for Bids.

Next Steps

The tentative schedule includes anticipated project milestones. Meeting dates with the Landmarks Commission and Village Board are shown for the week they are anticipated, but none have been confirmed. Staff will reach out in December to confirm the meeting date for the Landmarks Commission during the week of January 12-16, 2026. The full schedule and description is included in Section 8 of the bid documents. The schedule accommodates for holiday breaks and staff schedules. The consultants are responsible for submittal of their project schedule.



- October 28 - Village Board approves MOA and Request for Bids for the historical comprehensive survey.
- October 29 - RFB Release Date
- November 21 - Deadline for submittal of written questions to Staff.
- December 12 - RFBs due at 4:00 PM
- December 15-January 8 - Evaluation of submitted RFBs
- January 12-21, 2026 - Landmarks Commission meeting to recommend the preferred bid.
- January 27, 2026 - Village Board meeting for acceptance of the recommended bid.
- February-March, 2026 - Village Attorney to draft final contract for signatures. Project commencement.
- March 2027 - Certified Local Government Project Completion Deadline. This includes the 6-month extension.

FINANCIAL/BUDGET IMPACT:

Funding for this project is anticipated to be entirely paid through the WHS grant. This is an award total of \$20,520.

VILLAGE PLAN REFERENCE:

[2017 Comprehensive Plan](#)

Identified in the Comprehensive Plan Volume 2, Chapter 3 - Culture and Community Character, Initiative 3: Reinvigorate McFarland's Historic Preservation Efforts. The section lists efforts to achieve this may include: *Update historic building survey.*

ORDINANCE REFERENCE:

Sec. 62-394 Historic Structures and Sites Designation Criteria

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, and second, to recommend to the Village Board approval of a Memorandum of Agreement with the Wisconsin Historical Society Preservation Office for a historical comprehensive survey.

ATTACHMENTS:

1. Memorandum of Agreement - McFarland 2025 survey - DRAFT_09.23.2025
2. Scope of Work - McFarland 2025 survey - DRAFT_09.23.2025



MEMORANDUM OF AGREEMENT
BETWEEN
WISCONSIN STATE HISTORIC PRESERVATION OFFICE
AND
VILLAGE OF MCFARLAND, WISCONSIN

SUBJECT: Funding up to \$20,520 from federal Historic Preservation Fund through a subgrant from the Wisconsin State Historic Preservation Office to the village of McFarland, Wisconsin.

Project No. WI-25-xxxxx

DATE OF GRANT AWARD: Feb. 21, 2025

POINT OF CONTACT: Jason Tish: jason.tish@wisconsinhistory.org 608-264-6512

GRANTEE PROJECT MANAGER: Kong Thao

This agreement between the State Historic Preservation Office (SHPO), and the Village of McFarland, Wisconsin (Grantee) stipulates the terms and conditions of the funding for the above-referenced project, as well as the scope of work for the project. The Grantee will undertake and coordinate a project to complete a village-wide, intensive, architecture and history survey to identify historic properties.

Completion of the survey is supported by funding up to \$20,520 from the federal Historic Preservation Fund (HPF) through a subgrant from the Wisconsin SHPO in support of historic preservation activities in Wisconsin. The HPF was established in 1977 to provide financial assistance to states and local governments to carry out activities related to preservation. Funding is provided from Outer Continental Shelf oil and gas lease revenues, not tax dollars, and an amount is appropriated annually by Congress. The Catalog of Federal Domestic Assistance number is 15.904.

The SHPO and the Grantee agree to the following:

Scope of Work

The Grantee shall carry out the project as stipulated herein and in the attached *Scope of Work*.

Period of Work Performance

All work related to this project shall be conducted between the date of the *Purchase Order* issued by the Wisconsin Historical Society for this project and **March 30, 2027**, with intermediate deadlines as stipulated below. A *Purchase Order* for reimbursement from the grant award will be issued after this MOA is executed.

Intermediate Deadlines

There are intermediate deadlines for project activities, reporting, and deliverables stipulated below and in the *Scope of Work*. Intermediate deadlines may be amended subject to the *Amendments* section below.

Feb. 27, 2026 – **Consultant** must be hired. **First Progress Report** to SHPO is due.

May 29, 2026 – **Second Progress Report** to SHPO is due.

Aug. 28, 2026 – **Third Progress Report** to SHPO is due.

Nov. 27, 2026 – **Fourth Progress Report** to SHPO is due.

Feb. 26, 2027 – All **deliverables** in the *Scope of Work* are due.

Mar. 1, 2027 – **Project work must be complete**, final reimbursement requests prepared.

Mar. 12, 2027 – Final **Reimbursement Request** is due.

Mar. 31, 2027 – End of grant period.

The Grantee shall notify the SHPO if any situation arises that will adversely affect the timely or successful completion of this project.

Qualified Professional Consultation

To complete the *Scope of Work*, the Grantee will enter into a contract with a principal investigator whose professional qualifications have been reviewed by the SHPO and determined to meet the [Secretary of the Interior Professional Qualifications Standards for Architectural History, Historic Architecture, or History](#). (Professional Standards)

Subcontractors hired by the principal investigator to conduct project work shall also meet the Professional Standards. The Grantee shall verify that subcontractors meet the Professional Standards.

SHPO staff shall maintain contact with the project manager and principal investigator for the duration of the project and provide any training, advice, and technical assistance needed for the successful completion of project work.

Contracts

If requested by SHPO, the Grantee shall allow SHPO staff to review and approve drafts of contracts for project-related work prior to executing such contracts.

The Grantee will comply with federal procurement standards in Chapter 17 of the [Historic Preservation Fund Grants Manual \(HPF Manual\)](#) when obtaining professional consulting services, and will submit documentation of such *prior to contracting* with a vendor.

The Grantee will not contract with any party who is disbarred, suspended, or is otherwise excluded from or ineligible for participation in Federal assistance programs under *Executive Order 12549, Debarment and Suspension*.

SHPO staff will provide the Grantee with a list of qualified consultants who are known by the SHPO to have provided qualified staff for historic preservation projects in Wisconsin.

Allowable Costs

Generally, expenses for the following types of activities directly related to project work are reimbursable under this grant when they are incurred in the completion of project. See Ch. 13 of the *HPF Manual* for more specific eligibility requirements.

- Professional and consulting service
- Travel
- Equipment, materials, and supplies used for project activities
- Exhibits for public display of progress and accomplishments
- Meeting facilities
- Printing of project materials and deliverables
- Public outreach (print and digital), mailings, public meetings
- Time spent by local government staff coordinating project activities or hiring and collaborating with consultants.

Deviation from items in the budget proposed by the Grantee must be negotiated with and approved by SHPO staff – see *Amendments* below.

All project-related costs are subject to applicable principles in the following [Office of Management and Budget \(OMB\) Circulars](#).

- *A-21 Cost Principles for Educational Institutions* (as revised 5/10/2004);
- *A-87 Cost Principles for State, Local and Indian Tribal Governments* (as revised 5/10/2004);
- *A-122 Cost Principles for Nonprofit Organizations* (as revised 5/10/2004);
- *A-102 Grants and Cooperative Agreements with State and Local Governments* (as amended 8/29/97);
- *A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations*, (as amended 9/30/99), and
- *A-133 Audits of Institutions of States, Local Governments, and Nonprofit Institutions* (as revised 6/27/03).

If the Grantee receives \$750,000 or more annually in federal funding, the Grantee shall comply with the provisions of [OMB Circular A-133](#), [Single Audit Act of 1984](#), and submit to the SHPO a copy of the audit report within 30 days of publication.

All project-related spending shall meet federal requirements for the Historic Preservation Fund, meet state requirements for the HPF subgrant program, conform to the approved project budget and occur within the period of performance, and be necessary and reasonable for the completion of the *Scope of Work*.

Grant funding may not be used for any work associated with "lobbying," in accordance with [18 U.S.C. 1913](#).

Reimbursement

The Grantee may request reimbursement for project-related expenses at any time throughout the project period as consultant's invoices are paid. Reimbursement requests will be paid up to 75% of the total project cost until all stipulations are satisfied.

The Grantee will request reimbursement for project-related expenses by completing a *Reimbursement Request* form provided by the SHPO. Each *Reimbursement Request* must be accompanied by:

- Documentation of project-related expenses (receipts, invoices, etc.)
- Documentation that those expenses were paid (receipt, invoices marked as "paid," payment records from a third party, etc.)

On receipt of a *Reimbursement Request*, the SHPO will reimburse the Grantee within 60 days for allowable, incurred, and documented costs directly related to the grant-funded project.

The SHPO will reimburse the Grantee up to 75% of the grant award prior to the completion of the project. The SHPO will release the remaining 25% of the grant award after completion of all project work and receipt of all deliverables stipulated in the SOW.

The Grantee will submit a final *Reimbursement Request* on or before **March 12, 2027**, for the remainder of project-related expenses.

Reimbursement of project-related expenses is subject to availability of federal HPF funding committed to the SHPO from the National Park Service.

Retention of Records

The Grantee shall retain all records related to project expenses and the procurement of professional services for at least five years after completion of the project. The Grantee shall provide, upon request, access to these records to the State Legislative Audit Bureau, the SHPO, the National Park Service, the Department of the Interior, the Comptroller of the United States, and any of their duly authorized representatives.

Amendments

Scope of Work - After the execution of this MOA, the Grantee may propose changes to the *Scope of Work* or deliverables to the SHPO in writing in accordance with the requirements in section 11 of the *CLG Subgrant Manual*. The SHPO will respond in writing within 30 days, either accepting or rejecting the proposed changes.

Budget - Amendments to line items in the budget proposed in the Grantee's application, and approved by virtue of the grant award, must be approved in consultation with SHPO staff before unexpected costs are incurred.

Period of Performance - The *Period of Performance* may be extended if unforeseen circumstances unexpectedly delay the completion of the project. If the Grantee believes their project has become constrained such that an extension is needed to successfully complete the project, they may request an extension from the CLG Coordinator.

General Stipulations

Because federal funds will be used to complete this project, materials produced with this funding will remain in the public domain and may not be copyrighted.

The Grantee shall comply with all federal and state laws and regulations concerning equal opportunity, affirmative action, and fair employment practices.

The Grantee will comply with all applicable regulations, laws, policies, guidelines, and requirements of this federal grant program, including applicable Secretary of the Interior's standards.

The Grantee shall comply *with Title VI of the Civil Rights Act of 1964* that states that no person, on the grounds of race, color, marital status, religious creed, or national origin, will be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

The Grantee shall comply with the *Rehabilitation Act of 1973* and the *Age Discrimination Act of 1975* and all requirements imposed by or pursuant to the *Department of the Interior Regulations (43 CFR 17)* issued pursuant to these titles, to the end that, no person in the United States will, on the grounds of age or physical ability, be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity for which the Grantee receives financial assistance from the National Park Service, and hereby gives assurance that it will immediately take any measures to effectuate this agreement.

During the period of this grant (execution through **March 31, 2027**), any income earned by a Grantee from any project-related activities for which the Grantee requests reimbursement will be subtracted from the amount of the grant award.

The Grantee does hereby indemnify and hold harmless the State Historic Preservation Office, the Wisconsin Historical Society, and its officers, employees, and agents from actions or claims filed in response to any injury or damage received by any persons or property resulting from the Grantee's efforts to accomplish the *Scope of Work*.

Acknowledgment of Federal Assistance

The following acknowledgment of federal assistance will be printed in any publication or visual product resulting from this project. Publications, materials, projects, news release, speeches, websites, and other dissemination of information relating to this project must also acknowledge the financial support of the National Park Service and the Wisconsin Historical Society.

The activity that is the subject of this (type of publication) has been financed (in part/entirely) with Federal Funds from the National Park Service, U.S. Department of the Interior, and administered by the Wisconsin State Historic Preservation Office. However, the contents and opinions do not necessarily reflect the views or policies of the Dept. of the Interior or the Wisconsin State Historic Preservation Office. Nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Dept. of the Interior or the Wisconsin State Historic Preservation Office.

Termination of This Agreement

Either party may terminate this agreement by written notification to the other before the project is completed, and at least 60 days prior to the termination of the agreement.

If this agreement is terminated by the SHPO, except for reasons of non-compliance by the Grantee, the SHPO shall reimburse the Grantee up to 100% of the eligible costs incurred up to the termination date.

If this agreement is terminated by the Grantee, the SHPO may, at the discretion of the State Historic Preservation Officer, reimburse the Grantee for a maximum of 50% of the eligible costs incurred to the termination date, or may require the Grantee to return any or all federal funds transferred to the Grantee by the termination date, depending upon the circumstances of the termination.

This agreement becomes effective upon signature by both parties below, and the receipt by the Grantee of a *Purchase Order* for the contract sum from the Wisconsin Historical Society on behalf of the State Historic Preservation Officer.

VILLAGE OF MCFARLAND

Matt Schuenke
Village Administrator – Village of McFarland, Wisconsin

Date

WISCONSIN STATE HISTORIC PRESERVATION OFFICE

Amy Wyatt
Deputy State Historic Preservation Officer

Date



Scope of Work

Project No. WI-25-xxxxx
McFarland, Wisconsin

The State Historic Preservation Office (SHPO) and the Village of McFarland, Wisconsin (Grantee), agree to the following scope of work and conditions for the completion of a village-wide, intensive, architecture and history survey.

Scope

The Grantee shall hire and collaborate with a consultant who meets the *Secretary of the Interior's Professional Qualification Standards for History, Historic Architecture, or Architectural History* to complete a village-wide survey to identify properties that may meet the eligibility criteria for the National Register of Historic Places (NRHP).

Survey Area

The survey area shall be the corporate boundary of the village of McFarland.

Survey Manual

In carrying out the field work and research for the survey, the Grantee shall comply with all requirements and guidance in the [Architecture-History Survey Manual](#) (*Survey Manual*). The Grantee will direct the principal investigator to the *Survey Manual* and advise them that compliance is required.

Subgrant Manual

The Grantee will comply with all standards and requirements in the [CLG Subgrant Manual](#) (*Subgrant Manual*) for allocation and use of federal funding. The Grantee will direct the principal investigator to the *Subgrant Manual* and inform them that compliance is required.

Request for Bids

After the execution of the *Memorandum of Agreement* (MOA), the Grantee will issue a *Request for Bids* (RFB) to qualified historic preservation consultants. The Grantee shall use a competitive process in the procurement of consulting services.

Principal Investigator and Village staff

The consultant selected to conduct the survey shall serve as the Principal Investigator for the project and must meet the [Secretary of the Interior's Professional Qualification Standards for History, Historic Architecture, or Architectural History](#). The Grantee's Project Manager shall assist in facilitating the work of the survey. Time spent by village staff to facilitate the project is eligible for reimbursement by the subgrant and may be tracked and claimed for reimbursement.

Reconnaissance phase

The project shall include a village-wide reconnaissance survey to identify properties that fit the scope of the survey and may meet the NRHP criteria for eligibility, either currently or in the next 10 years. The reconnaissance survey shall *exclude* properties already listed in the NRHP. Fieldwork and data collection during the reconnaissance phase shall be conducted according to the protocols and standards in the *Survey Manual*.

Intensive phase

The intensive phase of the survey shall include site-specific research on all properties determined to be potentially eligible for the NRHP, properties located within a potentially eligible historic district, and those properties included in the survey report to provide comparative context for potentially eligible properties. Areas that are determined to be potentially eligible as historic districts shall be defined on maps included in the survey report, and contributing properties within districts identified by address according to guidance for Historic Districts in the *Survey Manual*.

Data Entry

Property data collected during both phases of the survey shall be entered into the *Wisconsin Historic Preservation Database* (WHPD) by the consultant. Data entry shall comply with the requirements in the *Survey Manual*.

Intensive Survey Report

An Intensive Survey Report shall be prepared that synthesizes and organizes field observations and research collected during the reconnaissance and intensive phases of the survey. The report shall contain the components and analysis outlined in the *Survey Manual* for Intensive Survey Reports

Ownership of Documents

All information gathered, data collected, photos taken, and reports prepared during the completion of this project shall be the property of the SHPO and shall not be made publicly available until the project is complete and deliverables are submitted to the SHPO.

Intellectual Property

The Consultant shall grant the SHPO a non-exclusive, irrevocable, royalty-free license to all copyrightable material (“Material”) created within the scope of the agreement without limitation. The SHPO shall have the right to reproduce, alter, modify, publish, and display all Material created under the scope of this agreement as necessary in the opinion of SHPO to conform to and comply with their requirements and standards, and those of the National Park Service.

Public Engagement

The Grantee shall coordinate and host at least two information sessions in accordance with the *Survey Manual* guidance on community engagement. The first session shall be held prior to the start of field work and noticed in places and forums likely to reach property owners in the survey area. The session shall present the project’s scope, intent, and methodology to

property owners in the survey area, and solicit input on important history and places in the survey area. The second shall be held after the field work is complete and noticed in places and forums likely to reach property owners in the survey area. It shall present the findings of the survey. Additional information sessions may be held at the discretion of the Grantee as necessary. SHPO staff shall be invited to participate in all informational meetings.

Deliverables

1. Survey Report:

On completion of the *Survey Report*, the final version shall be submitted to the SHPO in PDF format along with three color copies printed on acid-free paper: one unbound and two bound.

2. WHPD data:

Property data collected during both phases of the survey shall be entered into the *Wisconsin Historic Preservation Database* (WHPD) by the consultant according to the guidance for data entry in the *Survey Manual*.

All deliverables are due **February 26, 2027**.


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Thursday, October 9, 2025

SECTION: Business

DEPARTMENT: Community Development

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

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding issuing a Request for Bids for an Intensive Historical Property Survey.

PREVIOUS ACTION:

September 4, 2024 - Landmarks Commission recommended approval of Village Board to submit for grant application.

September 10, 2024 - Village Board approved submittal of the grant application.

December 9, 2024 - Landmarks Commission discussed details of the Wisconsin Historical Society Grant

ISSUE SUMMARY:

The packet includes a draft of the Request for Bids and Scope of Work (SOW). The RFB covers the background information about the village's history, referencing adopted plans and their initiatives on historical preservation, and past activities completed. The RFB outlines deliverable in Section 5, which will produce a document for the Landmarks Commission to review summarizing the consultant's recommendation and evaluation of historical properties.

The RFB includes a proposal to schedule for Landmarks Commission meetings as needed for updates to the survey including public information meetings. After the signatures have been completed, WHS will provide a final draft including an assigned Project Number. Staff's review of the SOW is consistent with the intent of the RFB and finds no outstanding issues. The referenced attachments will include the Memorandum of Agreement as Exhibit A and SOW as Exhibit B within the RFB.

The tentative schedule is included in item 4.b. of this agenda.

FINANCIAL/BUDGET IMPACT:

The CLG Grant Program does not require a local match for the grant. The requested amount for the grant fund was \$25,000. The awarded amount was \$20,520 based on the collection of estimates received.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



Recommended motion:

Motion, and second, to recommend to the Village Board to issue a Request for Bids for an Intensive Historical Property Survey.

ATTACHMENTS:

1. Village of McFarland Historical Property Survey RFB_10.02.2025



Request For Bids

Intensive Historical Property Survey

RFB Issuance Date: October 29, 2025

RFB Due Date: By 4:00 PM on December 12, 2025

Please Submit to:

Village of McFarland
Department of Community & Economic Development
Attn: Kong Thao
Associate Planner
5915 Milwaukee Street
PO Box 110
McFarland, WI 53558
Kong.thao@mcfarland.wi.gov

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SECTION 1 Purpose

The purpose of this Request for Bids (RFB) is to receive competitive bids from qualified consultants who are interested in completing a comprehensive survey of properties in the Village of McFarland. The intent of the survey is to review new properties to be considered as local historical properties consistent with the Village’s code on Historic Preservation, [Sec. 62-393 – Historic Preservation Purpose](#). The properties listed shall meet the Village’s designation criteria in [Sec. 62-394. Historic Structures and Sites Designation Criteria](#).

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, 2025 population of McFarland is estimated at 9,737 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.

In March 1991, the Landmarks Commission designated 18 properties as locally designated historic properties. Later in 2019, through annexation to the Village, 5979 Siggelkow Road, Waubesa School was added. There of the properties are listed as part of the State and National Register, including 5923 Exchange Street (McFarland House), 6003 Exchange Street (Edwards-Larson House), and 5979 Siggelkow Road (Waubesa School). There are also two Native American Mound Groups (Siggelkow Park Mound Group and Lewis Mound Group) list as part of the National Register.

Historic McFarland – A Walking Tour

Originally published in 1986 by the McFarland Historical Society, this handbook documents the earliest recorded attempt to identify historic properties in the downtown area of McFarland. The handbook includes related background information on each property, who lived there, architectural significance, and a map. Not all properties in this handbook were deemed appropriate to designate as historic properties under the Village’s Historic Preservation Ordinance in 1991. The publication was updated in 2016.

Story Map

This digital tool is a helpful interactive alternative to the handbook. The tool includes current historically designated properties on an interactive map. Now in a digital format, users can access this interactive map through their phone while scrolling through the properties. The link can be found on the Landmarks Commission’s committee page. Viewers can click on icons over each

property to read more about their history. The tool is a modern take on a resourceful document and flexible to updates as needed.

Certified Local Government, 2019

The Village of McFarland has been a member of the Certified Local Government (CLG) Program and local partner in the Federal Preservation Program since 2019. In 2026, this will mark 7 years as a CLG member. The Village would not be able to receive grant funding for the CLG Grant if not a member.

Division 62-II-6 Historic Preservation (Village Zoning Code)

This section of the Village's Zoning Code provides regulations specific to locally designated historic properties. The Village does not maintain any Historical Districts. Designated historic properties are not all centrally located, however they are more apparent within the Village's Downtown area and along Exchange Street.

Project Supporting Plans

The following list of Village plans are provided to the consultant for added background information relating to initiatives and recommendations to expand historic preservation efforts.

- [2017 Comprehensive Plan](#):
 - Chapter 3 – Culture and Community Character
 - Initiative #3 (pages 26-27). *Reinvigorate McFarland's Historic Preservation Efforts. A range of efforts, like updating a historic building inventory or becoming a Certified Local Government, could further distinguish McFarland as a village with history.*
 - Objective #2: *Advance heritage preservation and link to quality of life and prosperity.*

Village Project Staff and Committees

The Community & Economic Development Department oversees administration of the historic properties in the Village. 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 Associate Planner, Kong Thao, will serve as the Village's Project Manager and will be the primary liaison with the consultant team. The Director will serve as Project Supervisor. Due to the nature of the survey, the Associate Planner and Director are available for regular reviews of the consultant team's survey progress.

The Village's Landmarks Commission will provide additional project oversight. Project updates will begin at the staff level with the consultant before updates are provided to the Landmarks Commission. The Landmarks Commission does not hold regular meetings and are scheduled as needed. The Landmarks Commission has historically met at 4:00 PM. Village Staff may assist with scheduling to ensure quorum and no conflicts with other scheduled meetings. The Village Staff team do not anticipate additional input from other Village committees and boards to be required through the project process except for final review and acceptance of the consultant's final report by 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 provide a comprehensive historic survey of properties in the Village.
2. Improve recognition of historic properties, leading to preservation of the Village's culture and heritage.
3. Utilize [Sec. 62-394 Historic Structures and Sites Designation Criteria](#) along with consultant expertise, and the [Architecture-History Survey Manual](#) to review and assess properties within the Village to determine eligibility for historic designation.
4. To engage with Village Staff, the Landmarks Commission, property owners and the public to provide information regarding the project purpose, survey methodology, and survey findings.
5. Maintain compliance with the terms of the Memorandum of Agreement between the Wisconsin State Historic Preservation Office and the Village, attached as Exhibit A to this Request for Bids.

SECTION 4 Scope of Work & Project Budget

In addition to the requirements in the Scope of Work described in Exhibit B of the RFB, the selected Consultant shall providing the following services:

1. Staff Meetings. The consultant should anticipate a sufficient number of meetings with Village staff to develop the comprehensive survey of historic properties. This should include an initial project kickoff meeting to determine the project schedule and public engagement plan, periodic project check-in meetings, and meetings prior to Landmarks Commission or public engagement meetings. Staff meetings may be held remotely.
2. Landmarks Commission Meetings. The consultant should budget for at least three meetings with the Landmarks Commission to review key elements of the survey. The first meeting should serve as a project kickoff to introduce the consultant to the Commission and public and to explain the purpose of the study, project schedule, survey methodology, etc. An additional meeting shall be held to review the results of the draft survey report findings. A final meeting shall be held to review the final survey report. Attendance at Landmarks Commission meetings may be completed remotely.

The Scope of Work described above and in Exhibit B is considered the minimum project requirements. It is expected that consultants will submit bids 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.

Project Budget

The Village was awarded a grant from Wisconsin Historic Society through the Certified Local Government Grant Program for this project. The awarded \$20,500 for this project, of which \$2,500 will be utilized by the Village for in-house project related expenses.

SECTION 5 Deliverables

The selected Consultant shall complete a final list of properties recommended for historic designation that contain at a minimum, those items described in Exhibit B. The Consultant shall provide the Village with electronic copies of any text, charts, tables, checklists, graphics, images and photos in their original file format. All deliverables are due no later than February 26, 2027.

SECTION 6 RFB 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 three to five similar or relevant projects that the consultant has executed within the last seven years. Hard copies of similar or relevant survey reports are not desired and can be provided electronically or via hyperlink within the bid if desired.
- c. References – Provide three to five municipal client references for which the consultant has provided similar 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 Details 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 RFB and within Exhibit B, including any draft and final deliverables. An explanation of any variances to the proposed Scope of Work as outlined in the Exhibit A and Exhibit B, and any insights into the project gained as a result of developing the bid or from past project experiences.

3) Project Management Details 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 Landmarks 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 activities through existing Village social media outlets, electronic and community newsletters. Village staff can also provide existing zoning GIS data and property assessment data as requested.
- 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 within the required grant requirements. Identification of meetings with Village Staff, Landmarks Commission, 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 RFB.

4) Cost and Labor Hours Details consisting of:

- a. Cost – Lump Sum price to complete the project as proposed in the Consultant’s base Scope of Work, estimated labor hours and hourly rates of personnel.

- b. 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 RFB must be received by 4:00 PM CST on December 12, 2025.** Bids received late, for any reason, shall not be accepted.
- b. Format & Location – Prospective consultants shall provide one (1) electronic PDF copy. RFB submittals shall be emailed to the Associate Planner, Kong Thao at kong.thao@mcfarland.wi.gov and the Community & Economic Development Director at andrew.bremer@mcfarland.wi.gov, subject: Bid for Comprehensive Historical Property Survey. 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 RFB due date.

Attn: Kong Thao, Associate Planner
Community & Economic Development Department
Bid for Comprehensive Historical Property Survey
5915 Milwaukee Street, PO Box 110,
McFarland, WI 53558.

- c. Property – All information developed as part of this RFB, 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 RFB 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 bid submitted:

- Key Personnel Experience (30 points). Experience and qualifications relevant to key personnel and their associated project roles and estimated labor hours.
- Project Experience (15 points). Level of experience of the firm completing similar projects with local government entities of similar size, structure, and complexity. Familiarity with Wisconsin historical preservation state statutes.

- Scope of Work (20 points). Level of responsiveness and technical approaches to the scope of work outlined within the RFB. Demonstration of knowledge and innovative approaches particular to the desired Scope of Work and Plan Objectives.
- Cost Effectiveness (25 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 survey report 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 RFB as their bid.

SECTION 8 Method & Timeline of Selection

The RFB Evaluation Team will consist of the Village Administrator; Community and Economic Development Director; Associate Planner, and Landmarks Commission Chair. They will conduct an evaluation of bids submitted. They will make a recommendation to the Landmarks 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 bid:

- **October 29th – RFB Issuance Date.**
- **November 21st – Deadline for submittal of written questions.** Questions regarding this RFB shall be emailed to the Associate Planner at kong.thao@mcfarland.wi.gov and the Community & Economic Development Director at andrew.bremer@mcfarland.wi.gov.
- **December 5th – Responses to written questions.** Responses to all submitted written questions will be posted to the [Village website](#).
- **December 12, 2025 – RFB Due Date.** Bids shall be submitted no later than 4:00 PM on Friday December 12th.
- **December 15th through January 8, 2026– Evaluation.** The Evaluation Team will review the bids and decide which, in its sole discretion, it chooses to further consider via an in-person or virtual interviews as needed. At its discretion, the Evaluation Team may host interviews with consultants in order to make a recommendation on a preferred consultant to the Landmarks Commission. Interviews may be held remotely. Alternatively, Village Staff may follow-up with individual consultants to seek clarification on questions related to bids received as needed.

- **January 12th – January 21, 2026 – Landmarks Commission Recommendation.** The Landmarks Commission will meet to consider the recommendation of the Evaluation Team in order to make their own recommendation to the Village Board.
- **January 20, 2026 – Village Board.** The Board will take final action to consider acceptance of the recommended bid and enter into a contract for this purpose.
- **By February 27, 2026 – Final Contract & Project Commencement.** The Village Attorney will draft the final contract for signatures utilizing the approved bid and the Village's Standard Contract Template (Exhibit C).
- **By February 26, 2027 – Certified Local Government Project Completion Deadline.** All deliverables in the Scope of Work are due.

SECTION 9 Terms and Conditions

Each bid will be reviewed to determine if it meets the submittal requirements contained within this RFB. Failure to meet the requirements for the RFB can be cause for rejection of the bid. The Village may reject any bid 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 bid, but this shall in no way modify the bid 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 is provided as Exhibit C and will be updated to adapt to the bid ultimately selected.

There is no expressed or implied obligation for the Village to reimburse firms for any expenses incurred in preparing bids in response to this request. Materials submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the entire bid 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 bids to this project and their sub-consultants.

The Village reserves the right to retain all bids submitted, and to use any idea in a bid, regardless of whether the bid was selected. Submission of a bid indicates acceptance by the firm of the conditions contained in the RFB, unless clearly and specifically noted in the bid 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 bids submitted.

SECTION 10 RFB Exhibits

Exhibit A: Memorandum of Agreement

Exhibit B: Scope of Work

Exhibit C: Sample Standard Contract Template



MEMORANDUM OF AGREEMENT
BETWEEN
WISCONSIN STATE HISTORIC PRESERVATION OFFICE
AND
VILLAGE OF MCFARLAND, WISCONSIN

SUBJECT: Funding up to \$20,520 from federal Historic Preservation Fund through a subgrant from the Wisconsin State Historic Preservation Office to the village of McFarland, Wisconsin.

Project No. WI-25-xxxxx

DATE OF GRANT AWARD: Feb. 21, 2025

POINT OF CONTACT: Jason Tish: jason.tish@wisconsinhistory.org 608-264-6512

GRANTEE PROJECT MANAGER: Kong Thao

This agreement between the State Historic Preservation Office (SHPO), and the Village of McFarland, Wisconsin (Grantee) stipulates the terms and conditions of the funding for the above-referenced project, as well as the scope of work for the project. The Grantee will undertake and coordinate a project to complete a village-wide, intensive, architecture and history survey to identify historic properties.

Completion of the survey is supported by funding up to \$20,520 from the federal Historic Preservation Fund (HPF) through a subgrant from the Wisconsin SHPO in support of historic preservation activities in Wisconsin. The HPF was established in 1977 to provide financial assistance to states and local governments to carry out activities related to preservation. Funding is provided from Outer Continental Shelf oil and gas lease revenues, not tax dollars, and an amount is appropriated annually by Congress. The Catalog of Federal Domestic Assistance number is 15.904.

The SHPO and the Grantee agree to the following:

Scope of Work

The Grantee shall carry out the project as stipulated herein and in the attached *Scope of Work*.

Period of Work Performance

All work related to this project shall be conducted between the date of the *Purchase Order* issued by the Wisconsin Historical Society for this project and **March 30, 2027**, with intermediate deadlines as stipulated below. A *Purchase Order* for reimbursement from the grant award will be issued after this MOA is executed.

Intermediate Deadlines

There are intermediate deadlines for project activities, reporting, and deliverables stipulated below and in the *Scope of Work*. Intermediate deadlines may be amended subject to the *Amendments* section below.

Feb. 27, 2026 – **Consultant** must be hired. **First Progress Report** to SHPO is due.

May 29, 2026 – **Second Progress Report** to SHPO is due.

Aug. 28, 2026 – **Third Progress Report** to SHPO is due.

Nov. 27, 2026 – **Fourth Progress Report** to SHPO is due.

Feb. 26, 2027 – All **deliverables** in the *Scope of Work* are due.

Mar. 1, 2027 – **Project work must be complete**, final reimbursement requests prepared.

Mar. 12, 2027 – Final **Reimbursement Request** is due.

Mar. 31, 2027 – End of grant period.

The Grantee shall notify the SHPO if any situation arises that will adversely affect the timely or successful completion of this project.

Qualified Professional Consultation

To complete the *Scope of Work*, the Grantee will enter into a contract with a principal investigator whose professional qualifications have been reviewed by the SHPO and determined to meet the [Secretary of the Interior Professional Qualifications Standards for Architectural History, Historic Architecture, or History](#). (Professional Standards)

Subcontractors hired by the principal investigator to conduct project work shall also meet the Professional Standards. The Grantee shall verify that subcontractors meet the Professional Standards.

SHPO staff shall maintain contact with the project manager and principal investigator for the duration of the project and provide any training, advice, and technical assistance needed for the successful completion of project work.

Contracts

If requested by SHPO, the Grantee shall allow SHPO staff to review and approve drafts of contracts for project-related work prior to executing such contracts.

The Grantee will comply with federal procurement standards in Chapter 17 of the [Historic Preservation Fund Grants Manual](#) (*HPF Manual*) when obtaining professional consulting services, and will submit documentation of such *prior to contracting* with a vendor.

The Grantee will not contract with any party who is disbarred, suspended, or is otherwise excluded from or ineligible for participation in Federal assistance programs under *Executive Order 12549, Debarment and Suspension*.

SHPO staff will provide the Grantee with a list of qualified consultants who are known by the SHPO to have provided qualified staff for historic preservation projects in Wisconsin.

Allowable Costs

Generally, expenses for the following types of activities directly related to project work are reimbursable under this grant when they are incurred in the completion of project. See Ch. 13 of the *HPF Manual* for more specific eligibility requirements.

- Professional and consulting service
- Travel
- Equipment, materials, and supplies used for project activities
- Exhibits for public display of progress and accomplishments
- Meeting facilities
- Printing of project materials and deliverables
- Public outreach (print and digital), mailings, public meetings
- Time spent by local government staff coordinating project activities or hiring and collaborating with consultants.

Deviation from items in the budget proposed by the Grantee must be negotiated with and approved by SHPO staff – see *Amendments* below.

All project-related costs are subject to applicable principles in the following [Office of Management and Budget \(OMB\) Circulars](#).

- *A-21 Cost Principles for Educational Institutions* (as revised 5/10/2004);
- *A-87 Cost Principles for State, Local and Indian Tribal Governments* (as revised 5/10/2004);
- *A-122 Cost Principles for Nonprofit Organizations* (as revised 5/10/2004);
- *A-102 Grants and Cooperative Agreements with State and Local Governments* (as amended 8/29/97);
- *A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations*, (as amended 9/30/99), and
- *A-133 Audits of Institutions of States, Local Governments, and Nonprofit Institutions* (as revised 6/27/03).

If the Grantee receives \$750,000 or more annually in federal funding, the Grantee shall comply with the provisions of [OMB Circular A-133](#), [Single Audit Act of 1984](#), and submit to the SHPO a copy of the audit report within 30 days of publication.

All project-related spending shall meet federal requirements for the Historic Preservation Fund, meet state requirements for the HPF subgrant program, conform to the approved project budget and occur within the period of performance, and be necessary and reasonable for the completion of the *Scope of Work*.

Grant funding may not be used for any work associated with "lobbying," in accordance with [18 U.S.C. 1913](#).

Reimbursement

The Grantee may request reimbursement for project-related expenses at any time throughout the project period as consultant's invoices are paid. Reimbursement requests will be paid up to 75% of the total project cost until all stipulations are satisfied.

The Grantee will request reimbursement for project-related expenses by completing a *Reimbursement Request* form provided by the SHPO. Each *Reimbursement Request* must be accompanied by:

- Documentation of project-related expenses (receipts, invoices, etc.)
- Documentation that those expenses were paid (receipt, invoices marked as "paid," payment records from a third party, etc.)

On receipt of a *Reimbursement Request*, the SHPO will reimburse the Grantee within 60 days for allowable, incurred, and documented costs directly related to the grant-funded project.

The SHPO will reimburse the Grantee up to 75% of the grant award prior to the completion of the project. The SHPO will release the remaining 25% of the grant award after completion of all project work and receipt of all deliverables stipulated in the SOW.

The Grantee will submit a final *Reimbursement Request* on or before **March 12, 2027**, for the remainder of project-related expenses.

Reimbursement of project-related expenses is subject to availability of federal HPF funding committed to the SHPO from the National Park Service.

Retention of Records

The Grantee shall retain all records related to project expenses and the procurement of professional services for at least five years after completion of the project. The Grantee shall provide, upon request, access to these records to the State Legislative Audit Bureau, the SHPO, the National Park Service, the Department of the Interior, the Comptroller of the United States, and any of their duly authorized representatives.

Amendments

Scope of Work - After the execution of this MOA, the Grantee may propose changes to the *Scope of Work* or deliverables to the SHPO in writing in accordance with the requirements in section 11 of the *CLG Subgrant Manual*. The SHPO will respond in writing within 30 days, either accepting or rejecting the proposed changes.

Budget - Amendments to line items in the budget proposed in the Grantee's application, and approved by virtue of the grant award, must be approved in consultation with SHPO staff before unexpected costs are incurred.

Period of Performance - The *Period of Performance* may be extended if unforeseen circumstances unexpectedly delay the completion of the project. If the Grantee believes their project has become constrained such that an extension is needed to successfully complete the project, they may request an extension from the CLG Coordinator.

General Stipulations

Because federal funds will be used to complete this project, materials produced with this funding will remain in the public domain and may not be copyrighted.

The Grantee shall comply with all federal and state laws and regulations concerning equal opportunity, affirmative action, and fair employment practices.

The Grantee will comply with all applicable regulations, laws, policies, guidelines, and requirements of this federal grant program, including applicable Secretary of the Interior's standards.

The Grantee shall comply *with Title VI of the Civil Rights Act of 1964* that states that no person, on the grounds of race, color, marital status, religious creed, or national origin, will be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

The Grantee shall comply with the *Rehabilitation Act of 1973* and the *Age Discrimination Act of 1975* and all requirements imposed by or pursuant to the *Department of the Interior Regulations (43 CFR 17)* issued pursuant to these titles, to the end that, no person in the United States will, on the grounds of age or physical ability, be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity for which the Grantee receives financial assistance from the National Park Service, and hereby gives assurance that it will immediately take any measures to effectuate this agreement.

During the period of this grant (execution through **March 31, 2027**), any income earned by a Grantee from any project-related activities for which the Grantee requests reimbursement will be subtracted from the amount of the grant award.

The Grantee does hereby indemnify and hold harmless the State Historic Preservation Office, the Wisconsin Historical Society, and its officers, employees, and agents from actions or claims filed in response to any injury or damage received by any persons or property resulting from the Grantee's efforts to accomplish the *Scope of Work*.

Acknowledgment of Federal Assistance

The following acknowledgment of federal assistance will be printed in any publication or visual product resulting from this project. Publications, materials, projects, news release, speeches, websites, and other dissemination of information relating to this project must also acknowledge the financial support of the National Park Service and the Wisconsin Historical Society.

The activity that is the subject of this (type of publication) has been financed (in part/entirely) with Federal Funds from the National Park Service, U.S. Department of the Interior, and administered by the Wisconsin State Historic Preservation Office. However, the contents and opinions do not necessarily reflect the views or policies of the Dept. of the Interior or the Wisconsin State Historic Preservation Office. Nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Dept. of the Interior or the Wisconsin State Historic Preservation Office.

Termination of This Agreement

Either party may terminate this agreement by written notification to the other before the project is completed, and at least 60 days prior to the termination of the agreement.

If this agreement is terminated by the SHPO, except for reasons of non-compliance by the Grantee, the SHPO shall reimburse the Grantee up to 100% of the eligible costs incurred up to the termination date.

If this agreement is terminated by the Grantee, the SHPO may, at the discretion of the State Historic Preservation Officer, reimburse the Grantee for a maximum of 50% of the eligible costs incurred to the termination date, or may require the Grantee to return any or all federal funds transferred to the Grantee by the termination date, depending upon the circumstances of the termination.

This agreement becomes effective upon signature by both parties below, and the receipt by the Grantee of a *Purchase Order* for the contract sum from the Wisconsin Historical Society on behalf of the State Historic Preservation Officer.

VILLAGE OF MCFARLAND

Matt Schuenke
Village Administrator – Village of McFarland, Wisconsin

Date

WISCONSIN STATE HISTORIC PRESERVATION OFFICE

Amy Wyatt
Deputy State Historic Preservation Officer

Date



Scope of Work

Project No. WI-25-xxxxx
McFarland, Wisconsin

The State Historic Preservation Office (SHPO) and the Village of McFarland, Wisconsin (Grantee), agree to the following scope of work and conditions for the completion of a village-wide, intensive, architecture and history survey.

Scope

The Grantee shall hire and collaborate with a consultant who meets the *Secretary of the Interior's Professional Qualification Standards for History, Historic Architecture, or Architectural History* to complete a village-wide survey to identify properties that may meet the eligibility criteria for the National Register of Historic Places (NRHP).

Survey Area

The survey area shall be the corporate boundary of the village of McFarland.

Survey Manual

In carrying out the field work and research for the survey, the Grantee shall comply with all requirements and guidance in the [Architecture-History Survey Manual](#) (*Survey Manual*). The Grantee will direct the principal investigator to the *Survey Manual* and advise them that compliance is required.

Subgrant Manual

The Grantee will comply with all standards and requirements in the [CLG Subgrant Manual](#) (*Subgrant Manual*) for allocation and use of federal funding. The Grantee will direct the principal investigator to the *Subgrant Manual* and inform them that compliance is required.

Request for Bids

After the execution of the *Memorandum of Agreement* (MOA), the Grantee will issue a *Request for Bids* (RFB) to qualified historic preservation consultants. The Grantee shall use a competitive process in the procurement of consulting services.

Principal Investigator and Village staff

The consultant selected to conduct the survey shall serve as the Principal Investigator for the project and must meet the [Secretary of the Interior's Professional Qualification Standards for History, Historic Architecture, or Architectural History](#). The Grantee's Project Manager shall assist in facilitating the work of the survey. Time spent by village staff to facilitate the project is eligible for reimbursement by the subgrant and may be tracked and claimed for reimbursement.

Reconnaissance phase

The project shall include a village-wide reconnaissance survey to identify properties that fit the scope of the survey and may meet the NRHP criteria for eligibility, either currently or in the next 10 years. The reconnaissance survey shall *exclude* properties already listed in the NRHP. Fieldwork and data collection during the reconnaissance phase shall be conducted according to the protocols and standards in the *Survey Manual*.

Intensive phase

The intensive phase of the survey shall include site-specific research on all properties determined to be potentially eligible for the NRHP, properties located within a potentially eligible historic district, and those properties included in the survey report to provide comparative context for potentially eligible properties. Areas that are determined to be potentially eligible as historic districts shall be defined on maps included in the survey report, and contributing properties within districts identified by address according to guidance for Historic Districts in the *Survey Manual*.

Data Entry

Property data collected during both phases of the survey shall be entered into the *Wisconsin Historic Preservation Database* (WHPD) by the consultant. Data entry shall comply with the requirements in the *Survey Manual*.

Intensive Survey Report

An Intensive Survey Report shall be prepared that synthesizes and organizes field observations and research collected during the reconnaissance and intensive phases of the survey. The report shall contain the components and analysis outlined in the *Survey Manual* for Intensive Survey Reports

Ownership of Documents

All information gathered, data collected, photos taken, and reports prepared during the completion of this project shall be the property of the SHPO and shall not be made publicly available until the project is complete and deliverables are submitted to the SHPO.

Intellectual Property

The Consultant shall grant the SHPO a non-exclusive, irrevocable, royalty-free license to all copyrightable material (“Material”) created within the scope of the agreement without limitation. The SHPO shall have the right to reproduce, alter, modify, publish, and display all Material created under the scope of this agreement as necessary in the opinion of SHPO to conform to and comply with their requirements and standards, and those of the National Park Service.

Public Engagement

The Grantee shall coordinate and host at least two information sessions in accordance with the *Survey Manual* guidance on community engagement. The first session shall be held prior to the start of field work and noticed in places and forums likely to reach property owners in the survey area. The session shall present the project’s scope, intent, and methodology to

property owners in the survey area, and solicit input on important history and places in the survey area. The second shall be held after the field work is complete and noticed in places and forums likely to reach property owners in the survey area. It shall present the findings of the survey. Additional information sessions may be held at the discretion of the Grantee as necessary. SHPO staff shall be invited to participate in all informational meetings.

Deliverables

1. Survey Report:

On completion of the *Survey Report*, the final version shall be submitted to the SHPO in PDF format along with three color copies printed on acid-free paper: one unbound and two bound.

2. WHPD data:

Property data collected during both phases of the survey shall be entered into the *Wisconsin Historic Preservation Database* (WHPD) by the consultant according to the guidance for data entry in the *Survey Manual*.

All deliverables are due **February 26, 2027**.

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: Thursday, October 9, 2025

SECTION: Business

DEPARTMENT: Community Development

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

AGENDA ITEM: Discussion on community history sign installations at Arnold Larson Park.

PREVIOUS ACTION:

August 3, 2023 - Landmarks Commission discussed establishment of outdoor community history signs, including review of representative images, potential sign locations and cost estimates.

October 30, 2023 - Staff presented initial drafts of four signs (Natural Resources, Paleo-Indians & Effgy Mounds, Early European Settlers, Early Establishments in McFarland) to the Commission requesting feedback and recommendations.

January 30, 2024 - Staff presented the Commission updates on cost estimate comparison, sign sizes, sign themes and content, and proposed site locations. Staff recommended Vacker Sign as the preferred vendor of choice due to their affordable rates and design features. The Commission's discussion affirmed the location of the four proposed signs in the semicircle area of Arnold Larson Park with the possibility of two future signs. The Commission's comments included verifying sign themes (Ice Age/Paleo-Indians, Mound Builders, Early European, Early Businesses), mockup scaling, appropriate image captions and cited sources, including feedback from the Indigenous Solidarity Collective of McFarland (ISCM) on the Native American content, and consistency of sign formatting among all mockups.

April 8, 2024 - Landmarks Commission tabled action to recommend the Village Board approve the purchase order for sign fabrication to consider additional sign amendments.

May 21, 2024 - Landmarks Commission discussed latest update to mock up sign text and designs, pending Sign 2: Native Americans for collaboration with ISCM.

September 4, 2024 - Landmarks Commission recommended Village Board approval of purchase order for four outdoor community history signs at Arnold Larson Park for Staff to revise the sign as needed based on input from the Ho-Chunk Nation for Sign 2.

September 9, 2024 - Village Board approves purchase order for the outdoor community history signs with the condition that Staff obtain input for Sign 2: Native Americans from representatives of the Ho-Chunk Nation and revise the sign as needed prior to ordering the signs.

ISSUE SUMMARY:

Community History Sign Update

At the Landmarks Commission's September 4, 2024 meeting, the Commission recommended approval of the purchase order for the 4 historical signs conditioned on Staff to update Sign 2:



Native Americans per the input received from the Ho-Chunk Nation. The Village Board approved the Landmark's recommendation. At the time, Staff were still awaiting a response on the review of Sign 2 from the Ho-Chunk representative. Staff received a letter from the Ho-Chunk Nation in January 2025. With the comments, the Communications Director assisted in the update to Sign 2 & 3, utilizing input from the Ho-Chunk representative and prior input from the Commission and ISCM. In conclusion, Staff found it would be more appropriate to include the story of the Indigenous People among two signs instead of one. The additional sign would allow for more text and deeper narrative. With this approach, there will be 5 signs total. The packet includes updated sign concepts, sign location layout, and budget. The following signs are renumbered and listed below:

1. Sign 1: Ice Age
2. Sign 2: Early Native Americans
3. Sign 3: Ho-Chunk Nation
4. Sign 4: Early European Settlers
5. Sign 5: Early McFarland Business & Industry
6. Sign 6: TBD. Conceptually, Staff are considering this sign may focus on the petroleum development along Terminal Drive, Triangle Street, and Badger Petroleum. Staff suggests removing this information from the current Sign 5 design and adding back to Sign 5 information on the early Lake Waubesa resort development.

Next Steps

Staff is looking for feedback from the Commission regarding:

1. The changes to Sign 2 & 3
2. The proposed addition of a sixth sign and the proposed content to signs 5 and 6.
3. Desired layout of the signs in the park. Two alternatives are shown in the packet.

Based on feedback from the Commission, staff will revise the signs as needed. Staff will share the revised Sign 2 & 3 with representatives of the Ho-Chunk Nation as well. Assuming the Commission desires a sixth sign, staff will schedule a future meeting to review the changes to Sign 5 & 6. Since sign 6 includes information on Badger Petroleum, Staff are reconsidering returning the topic of lake houses and cottages for Sign 5. While purchase of the signs can likely still be completed by the end of the year, installation may need to be delayed until next Spring given weather conditions.

FINANCIAL/BUDGET IMPACT:

The Capital Improvement Budget included \$15,000 from 2023 and \$25,000 in 2024, totaling \$40,000. The budget was used to fund the purchase order of 19 historic property plaque signs, totaling \$22,600 with six signs funded by TID #4. Additionally, the budget included a joint purchase order with the McFarland School District for four Land Acknowledgment Plaques at \$2,091/sign, installed at the Public Safety Center, Municipal Center, Public Library and Public Works buildings.



Previously, Vacker Signs provided an estimate for four signs totaling \$6,409.00. The packet includes an updated estimate for five signs totaling \$7,025, approximately \$1,405/sign. The updated Table B summarizes the mentioned costs, allocated expenses, and other material costs such as 4x4 treated lumber and cement. For a sixth sign, the Vacker representative stated the rate for materials was the same but to budget an additional 15% for shipping fees. This estimate has been calculated and included.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This item is for discussion only.

ATTACHMENTS:

1. Ho-Chunk Nation Letter on McFarland Historical Signage_01.07.2025
2. Preferred Sign Location and Mockup Updates 10.02.2025
3. Vacker_Inc_Estimate_9.29.2025
4. Table B - CIP Budget_09.30.2025



HO-CHUNK NATION

OFFICE OF THE PRESIDENT
GOVERNMENT RELATIONS

January 7, 2025

Kong Thao
Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558

Regarding Historical Community Signs

Dear Mr. Thao,

You've requested feedback on your Landmark Commission's historical community signs. I understand that these signs are being developed as a timeline, with distinct panels designated toward a specific time period. The second panel discusses glacial retreat and recognition of Ho-Chunk people.

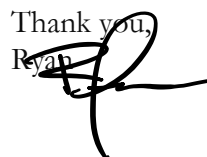
I assert that Ho-Chunk people have maintained a strong presence in our homelands, but I also acknowledge that there were vast local and distant trade networks that existed throughout our existence. Due to the trade networks and a divergent view on land ownership or unnatural borders, fatal diseases were spread long before initial contact.

In early treaties, the United States promised the Ho-Chunk people that they wouldn't allow incursions by non-natives, but the abundant resources were too attractive to capitalism. Some treaties, including Ho-Chunk treaties, were negotiated in bad faith – with the translators misrepresenting the terms, the United States being deceitful about its intentions, or even the intentional selection of unauthorized individuals to represent to the Ho-Chunk negotiations.

Throughout the colonization period, people would escalate tensions with Indigenous tribes in order to get the US Army to kill or push them further away so colonists could acquire more land and exploit more resources. Some would implore elected officials or seek elected office to perpetuate colonization. Even so, the industrious nature of Ho-Chunk people helped them forged relationships with some of the neighbors, and they sometimes successfully pleaded with the Army to allow them to remain in the area. Others were able to hide in austere conditions (such as swampy areas) to escape capture. There are many Ho-Chunk families that never left, even at the risk of pursuit and execution if found. There were thousands more Ho-Chunk people - mostly elderly and children that were killed by violent or extrajudicial means, or died from disease, exhaustion, severe weather, or starvation.

There was a substantial cost to farming and development; far greater than the loss of burial and effigy mounds that has never been calculated and remains largely unacknowledged.

Thank you,
Ryan



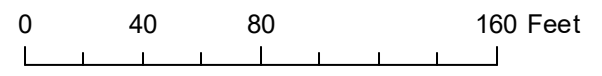
W9814 AIRPORT ROAD • PO BOX 667 • BLACK RIVER FALLS, WI 54615
(715) 284-9343 • FAX (715) 284-9805 • (800) 294-9343

Arnold Larson Park



March 29, 2023

 Parcels

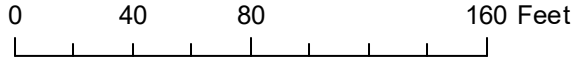


Arnold Larson Park



March 29, 2023

 Parcels





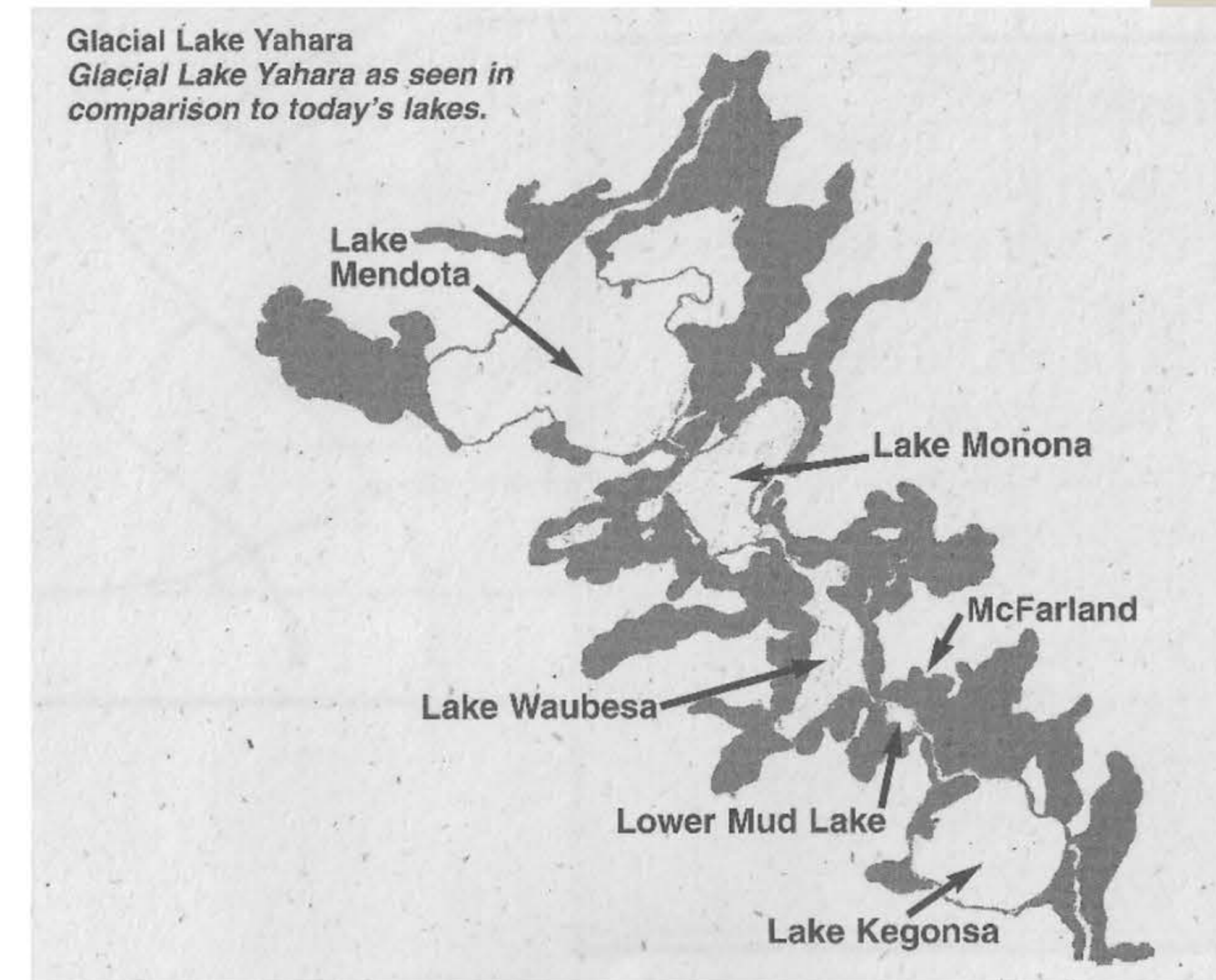
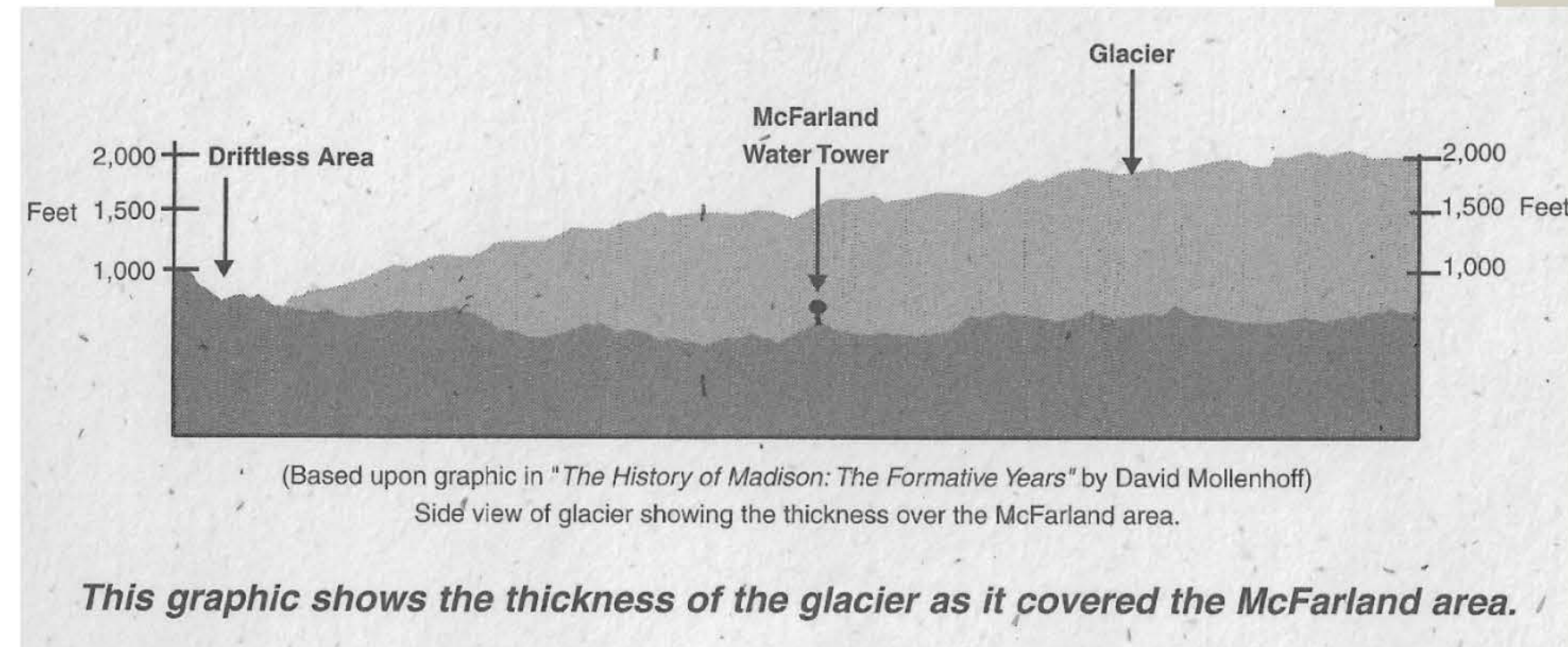
Ice Age

Glaciation has occurred several times during the earth's history. It was during the last Ice Age, which ended approximately 12,000 to 13,000 years ago, that glaciation modified the McFarland landscape as we know it today.

The glacier during the last Ice Age covered the entire McFarland area as it moved in a southwesterly direction at a rate of about one kilometer a year, coming to a stop only ten miles southwest of here. A pocket of southwest Wisconsin, including western Dane County, was not covered by the last glacier. That rugged hilly section of Wisconsin, named the driftless area, offers us a glimpse at what the McFarland area looked like before the glacier reshaped the landscape.

As the climate warmed, the glacier slowly retreated from the McFarland area, scraping and gouging the earth as it slowly moved, creating hills called drumlins. The drumlins were formed either by material directly deposited by glacial ice or by the erosion and scraping of surrounding material leaving the drumlins as remnants.

The process that formed the drumlins took place under fairly thick ice. The ice in this region is believed to have been between 450 and 1,500 feet thick, much higher than the water tower atop the drumlin at the Indian Mound Conservancy.



The Yahara River and the four lakes are additional products of the most recent Ice Age. As the glacier retreated, it not only created the high points such as the drumlins but it also gouged deep depressions in the earth, which eventually became Lake Waubesa, lower Mud Lake, and the surrounding marshes.

The post-glacial Yahara River did not initially fill the depressions to form the idyllic four-lake setting we know today. Rather, an ice dam south of here caused the Yahara River and glacial runoff to back up, forming one large body of water known as Glacial Lake Yahara. This lake extended from south of Lake Kegonsa to north of Lake Mendota, covering an area of over 26 thousand acres.

As the land recovered from the severe brutality of the glacier, vegetation soon began to grow and spread. This area of rich resources soon became a magnet for animals and humans alike.



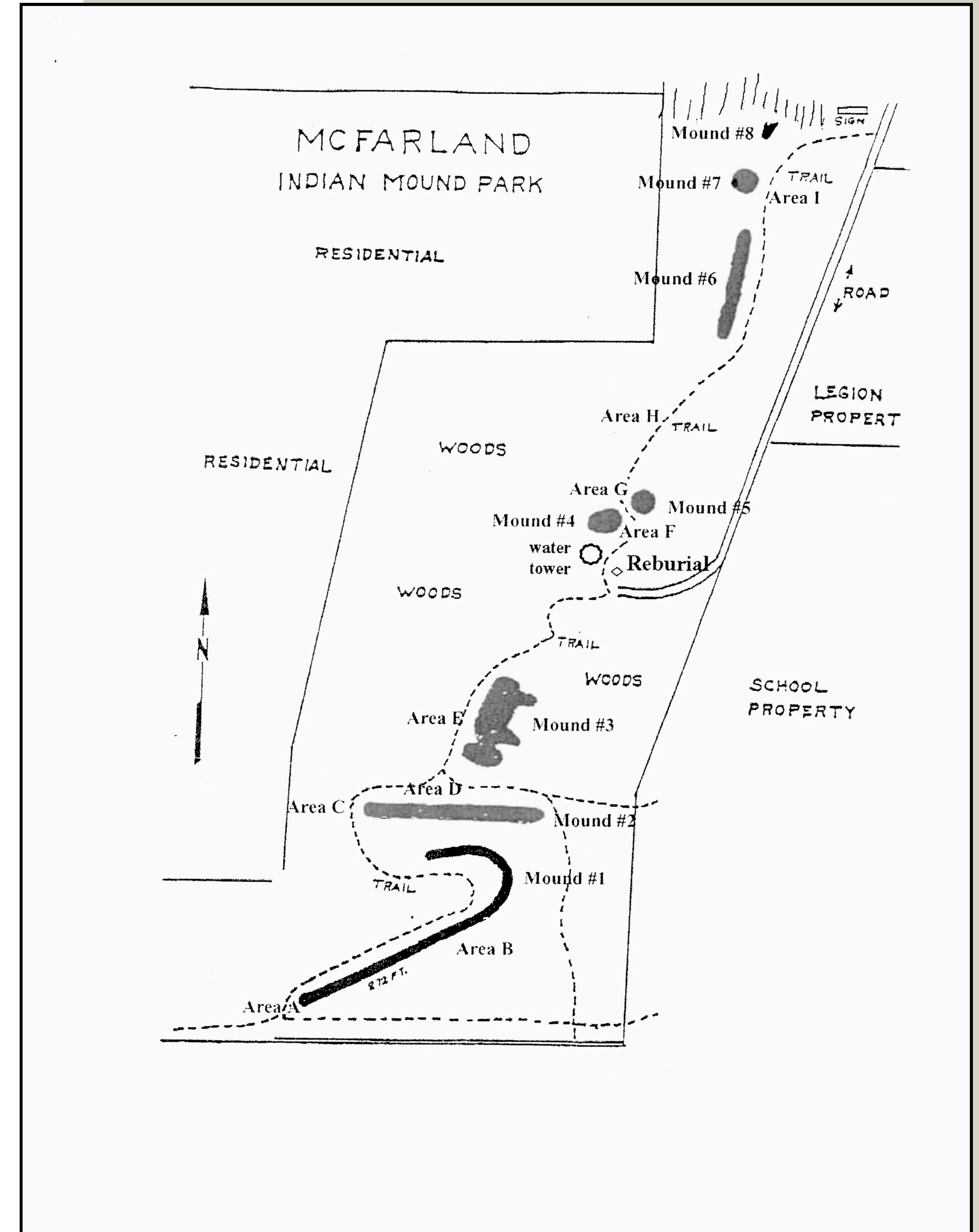
Early Native Americans

The first people to inhabit this transformed land after the glacier receded are known as the Paleo-Indians. They were nomadic hunters, using finely-made stone projectiles or spear points. The Paleo-Indians were skilled at hunting big game, including woolly mammoth and mastodons. These people may not have been permanent inhabitants of this area, but they kept returning as it provided an abundance of natural resources.

As the centuries progressed, the climate warmed and the vegetation and wildlife gradually changed. Conifer forests gave way to deciduous woods and prairie, while the large mammals disappeared and were replaced by smaller game animals, such as deer. The people in this area at that time, around 700 BCE, are known as the Woodland Culture. They began to make pottery and cultivate plants, and growing crops soon became an important part of their culture and way of life. They also began to settle in permanent villages along rivers and lakes.

These people are also known as the mound builders. They began burying their dead in small, round earthen mounds. As the culture evolved, people began constructing the effigy mounds in other shapes, often in the shapes of animals. One such animal-shaped effigy mound can still be found in McFarland's Indian Mound Conservancy (see Mound #3 on the provided map). Sadly, many of the burial mounds that once existed in this area were destroyed by European settlers and their decedents to make way for farming and development.

As the era of the mound builders waned around 1,200 CE, other cultures followed, including the Ho-Chunk, who are descendants of the mound builders.



A map of the known effigy mounds in McFarland's Indian Mound Conservancy. Pedestrian trails within the conservancy, also depicted, were established to help preserve these sites by routing visitors around the mounds at a safe and respectful distance.

Map from the Village of McFarland Policy for Preservation & Maintenance of Native American Mounds (updated 2023).



Ho-Chunk Nation

According to their oral history, the Ho-Chunk originated at *Moogasuc*, the Red Banks, near Green Bay. The Ho-Chunk Nation eventually expanded further south, including into *Teejop*, the Four Lakes region of south-central Wisconsin.

The Ho-Chunk first encountered Europeans when Jean Nicolet, a Frenchman, landed at Red Banks in 1634. Shortly afterwards, other Frenchmen—primarily missionaries and fur traders—arrived in Wisconsin. While Ho-Chunk participation in vast local and long-distance trade networks had already led to the introduction of new diseases such as smallpox, the arrival of Europeans hastened their spread. At the same time, other First Nations fled to Wisconsin, hoping to escape the warfare occurring in the eastern Great Lakes region over monopoly of the beaver trade. These arrivals spurred tensions, sometimes resulting in outright battles over land and natural resources. The spread of disease and warfare resulted in a significant population decline for the Ho-Chunk, from approximately 5,000 people to as few as 600 in *Teejop*.

By the early 19th century, the Ho-Chunk were facing other encroachments on their homelands, this time from miners, early settlers, and the United States military. The first of several land cession treaties between the U.S. and Ho-Chunk was signed in 1829. Some of these treaties were negotiated in bad faith, with translators intentionally misrepresenting the terms, the U.S. government being deceitful about its intentions, or the purposeful selection of unauthorized individuals to represent the Ho-Chunk in negotiations. In an 1832 treaty, the Ho-Chunk were forced to cede *Teejop*. Decades of continued colonialist violence followed as the U.S. government repeatedly, though unsuccessfully, attempted to remove all Ho-Chunk people from Wisconsin. Thousands of Ho-Chunk people, most of them children and elders, were killed by violent or extrajudicial means, disease, exhaustion, starvation, or exposure to severe weather during this period.

Despite the threat of pursuit and execution, many of the Ho-Chunk remained in or returned to their homelands, hiding in austere conditions (such as swampy areas) or industriously forging relationships with neighbors or military officers so they might be allowed to stay. Today, their decedents form the Ho-Chunk Nation of Wisconsin, based in Black River Falls.



Top: Tribal lands c. 1800 with present-day Native Nations shaded in gray.

Bottom: Ho-Chunk Eagle Dance. Two Ho-Chunk men dance in front of two drummers as an audience looks on.



Early European Settlers

Once the United States took control of the land in this area, government surveyors began laying out townships. By the early 1840s, Yankees from the east, and immigrants from Europe, mostly Norwegians and Germans, were buying acreages in the towns of Dunn, Pleasant Springs and Blooming Grove from land speculators or from government land offices.

Most of the early settlers in this area were farmers. Life for them was not easy as the land was difficult to clear and cultivate, and markets to purchase items and to sell their agricultural goods, primarily wheat, were far away. A round trip to the Milwaukee wheat market by ox cart took two weeks.

It can be assumed that the settlers made those trips once or twice a year, having more of a subsistent type of life rather than commercial. Despite the hardships, more settlers, mostly Norwegian farmers, were arriving by the early 1850s. At the same time, the railroad began advancing westward from Milwaukee, reaching Stoughton in December of 1853.

During the winter and early spring of 1854, the first railroad tracks were laid through this area, reaching Madison on May 23. Local farmers could now take their wheat directly to Madison, or to a depot that was located approximately two miles east of here, and have it shipped to the port of Milwaukee.



Ingebrigt and Helene Johnson, the first permanent Norwegian settlers in the Town of Dunn



William H. McFarland

After a couple of years, the Milwaukee & Mississippi Railroad decided the depot in the town of Dunn was poorly located, requiring a replacement. The railroad recruited one of its employees, William H. McFarland, to purchase 160 acres in the northeast quarter of section 3 in the town of Dunn, to erect a depot and to plat a community, naming both after himself.

On July 3, 1856, William H. McFarland purchased the 160 acres, and in the fall, had the land surveyed and had streets and lots platted. The community of McFarland had begun.



McFarland's first train depot



Early McFarland Business

The small, slow-growing hamlet of McFarland in the 1860s included a lumberyard, general stores, blacksmith, livery, grain elevator and, of course, the depot. The first church, the McFarland Norwegian Evangelical Lutheran Church, was organized in 1867.

By the 1870s, local farmers gradually changed their practice of growing wheat to dairy farming. Many of the Norwegian farmers also began growing tobacco. This change in farming habits resulted in the removal of the grain elevator but the addition of tobacco warehouses along the tracks, a feed mill (c. 1900) and a creamery (1891).

A larger depot was built in 1881 directly across the tracks from the McFarland House, replacing the original depot. The first school building was constructed at the corner of Milwaukee and Broadhead streets in 1882. Also in the 1880s, a second religious group was organized, the McFarland Methodist Church, building a church at the corner of Main and Broadhead streets.

The 1890s saw the beginning of a small renaissance in McFarland. Brick commercial buildings were constructed in the downtown. A hardware and farm implement business, harness shop and stockyard were added on Bashford Street along the tracks in 1894. The McFarland State Bank opened its doors on Main Street in 1905, the same year McFarland's population reached 299.

Local entrepreneurs purchased land on the eastern shore of Lake Waubesa in 1899, marking the beginning of the resort era. The McFarland area soon became known as a vacation destination for the first four decades of the 20th century.



Top: McFarland's first church
Center: Train depot and passengers
Bottom: Downtown McFarland, 1908

McFarland was becoming a busy little hub with the main north-south transportation route going through the little downtown on Main Street. In 1920, at the urging of many businessmen, McFarland was incorporated as a village. The power of the new village government, however, was not strong enough to stop the state from constructing Highway 51 west of the tiny village in 1929, removing the traffic away from businesses.

Despite the setback, the village moved forward. In 1929, a new petroleum business (Badger Petroleum) started as a gas station on what is presently Aarnold Larson Park, eventually growing into McFarland's largest employer over the course of the next three decades.

The population of McFarland was only 313 in 1930, but it grew to 463 by 1940 and to 593 by 1950. McFarland's first century was one of slow growth but by the mid-1950s, at the start of McFarland's second century, change and growth would become the new normal.

ESTIMATE

Vacker Inc.
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Roseville, MN 55113-4420

ckriegler@vackersign.com
+1 (651) 487-3100



Bill to
Kong Thao
McFarland, Village of
5915 Milwaukee Street
McFarland, WI 53558

Ship to
Kong Thao
McFarland, Village of
5915 Milwaukee Street
McFarland, WI 53558

Estimate details

Sales Rep: Dina Cyrus

Estimate no.: 8008
Estimate date: 09/29/2025
Expiration date: 10/29/2025

| # | Product or service | Description | Qty | Rate | Amount |
|----|--|--|-----|----------|------------|
| 1. | Basic Sign Design - Custom Dimensions | Basic sign design and file preparation services. Prepare custom 24"x42" interpretive sign panel layout with client-provided text (pre-edited), high resolution images, illustrations and logos. | 5 | \$385.00 | \$1,925.00 |
| 2. | XTHPL.5.2442Q3 | 24"Hx42"Wx.5" High Pressure Laminate panel with 8 threaded holes (and fasteners), output from client prepared, print-ready file. | 5 | \$699.00 | \$3,495.00 |
| 3. | 24IZShip.UPS | High Pressure laminate sign panel packing and shipping via UPS Ground. | 1 | \$575.00 | \$575.00 |
| 4. | PlateSle.1620.dbi | Set of two Angled 16"x20" mount plate with sleeves for self-supporting panel and use with 4"x4" wood post, 45 degree angle, black texture powder coat. Two piece aluminum construction. Lumber not included. | 5 | \$156.00 | \$780.00 |
| 5. | 24BDShip.UPS | Aluminum mount packing and shipping via UPS Ground or Speedee Delivery | 1 | \$250.00 | \$250.00 |

Total **\$7,025.00**

Note to customer

Thank you for the opportunity to provide you with a proposal. Feel free to get back to me with any questions, requested revisions, or if you'd like to proceed with the order. If you'd like to proceed as proposed, PLEASE SIGN OFF AND RETURN to:

Expiry date 10/29/2025

Dcyrus@VackerSign.com
along with Tax Exempt Documentation
as an acknowledgement of the proposed details, including shipping
contact and address.
Have a great day,
Vacker Sign

Accepted date

Accepted by

Table B – 2025 Capital Improvement Budget

| | Budget |
|---|--------------------------|
| 2023 Capital Improvement Budget | \$ 15,000 |
| First purchase order for 13 signs | \$ (12,280) |
| Second purchase order for remaining 6 signs | \$ (10,495) ¹ |
| 2024 Capital Improvement Budget | \$ 25,000 |
| Land Acknowledgement Plaques for 4 signs | \$ (8,364) |
| Miscellaneous Costs – installation and materials | \$ (263) |
| Remaining balance for 2025; Reserved for installation materials and supplies as needed (e.g. cement) | \$ 8,598.00 |

¹This value reflects the original quote of \$1,720 for each 12x18 historic marker sign. Due to spacing constraints, Sewah Studios will fabricate all non-national historic property plaques as 20x29 with Staff’s confirmation. This is completed at no cost change for the purchase order.

Vacker Signs provided the following sign estimates. (Shipping included)

- 6 signs - \$8,388.75 (staff calculated + 15% shipping)
- 5 signs - \$7,025.00 (provided 09.29.2025)
- 4 Signs - \$6,409.00 (provided 08.27.2024, **expired**)