

Tuesday, November 11, 2025

7:00 PM

McFarland Municipal Center
5915 Milwaukee St, McFarland
Community Room

AGENDA

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

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/88221462299>

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

Webinar ID: 882 2146 2299

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

1. CALL TO ORDER.
2. ROLL CALL.
3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.
4. CONSENT AGENDA.
 - a. All items listed under the Consent Agenda will be approved in one motion unless a Board member requests that the item be removed for individual discussion and action. Any item(s) removed for individual consideration shall be considered in the same order in which they were originally listed on the agenda under Business.
 - 1) Motion to approve the minutes of the October 28, 2025 Village Board meeting.
 - 2) Motion to approve the minutes of the October 30, 2025 Special Village Board meeting.
 - 3) Motion to approve checks in the amount of \$1,043,777.16
 - 4) Motion to approve an event permit for the McFarland Chamber of Commerce to hold the Winter Wonderland event on December 6, 2025 from 4:00 p.m. to 6:00 p.m. including the variance to have minors present where alcohol is served, with the conditions outlined by Village Staff.
 - 5) Motion to approve various updates to the Personnel Policy Manual including recruitment and selection, administration of compensation plan, benefits, holidays, sick leave and employee conduct and disciplinary action as recommended by the Personnel Committee.
 - 6) Motion to approve the creation of Chapter 45 of the Personnel Policy manual titled Pregnancy Workers Fairness Policy as recommended by the Personnel Committee.
 - 7) Motion to approve Ordinance amendment 2025-11: An Ordinance providing updates to the Village Code of Ordinances regarding updates to the Tourist Rooming House application late fees, Direct Seller Permit Updates, Mobile Food Cart fee updates and Event Permit fee Updates as recommended by the Public Safety Committee.
 - 8) Motion to approve Ordinance 2025-09: An ordinance providing a permitting process for street closures as recommended by the Public Safety Committee.

- 9) Motion to approve a grant opportunity to assist the Village in funding a second K9 as recommended by the Public Safety Committee.
- 10) Motion to approve Ordinance amendment 2025-09: updates to Chapter 53 - Streets, Sidewalks and Other Public Places ordinance and Appendix A as recommended by the Public Works & Utilities Committee.

5. PUBLIC APPEARANCES.

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

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

6. BUSINESS.

- a. Discussion and annual update from the McFarland Food Pantry.
- b. Parks and Recreation Committee (Trustees Fessler & Leamy)
 - 1) Discussion and action regarding the award of contract for Community Park Phase 2 improvements.
 - 2) Discussion and action on a use agreement at Community Park with the McFarland Soccer Club.
 - 3) Discussion and action on a use agreement at Community Park with the School District of McFarland.
- c. Discussion regarding community engagement to consider concepts within an Intergovernmental Agreement between the City of Madison and Village of McFarland.
- d. Finance Committee (Trustees Fessler, President Brassington, & Trustee Annen)
 - 1) Discussion and action to regarding updates to Chapter 3 (Debt Management Policy) of the Fiscal Policy Manual.
 - 2) Discussion and action regarding consideration of a referral for the creation of an ordinance requiring a referendum vote of the electors before certain public construction projects can be commenced.

7. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, November 25, 2025 at 7:00 pm - Regular Village Board

b. Tuesday, December 9, 2025 at 7:00 pm - Regular Village Board(Possible last meeting of the year)

8. ADJOURNMENT.

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

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 11, 2025

SECTION: Consent Agenda

The Consent Agenda is for routine, procedural, and self-explanatory non-controversial items. Items will be approved by one motion unless a Board member requests that the item be removed. Board members who have a question on an item on the consent agenda or would like to have additional discussion, should request an item be removed from the consent agenda and discussed separately. Items requested to be dealt with separately, will be dealt with in the same order in which they were originally listed on the Consent Agenda under Business.

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, October 28, 2025 - 7:00 PM

1. CALL TO ORDER.

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

2. ROLL CALL.

Village Board members present: Village Trustee Kathy Annen, Village Trustee Ken Boyd, Village President Stephanie Brassington, Village Trustee Luke Fessler, Village Trustee Alisa Leamy, Village Trustee Miguel Peña, Village Trustee Lowell J. Prill

Village Board members not present: None.

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

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

a. Designating November Social Connection Awareness Month in the Village of McFarland.

Village President Brassington read the Proclamation into the record designating November as Social Connection Awareness month in the Village of McFarland.

Outreach Director Katie Gletty-Syoen provided an overview of the activities and events McFarland Senior Outreach is undertaking to prevent social isolation.

Friends of McFarland Parks — Thursday at 6:30 p.m. - Training Room — Educational seminar on how to fundraise.

4. CONSENT AGENDA.

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

1) Motion to approve the minutes of the October 9, 2025 special meeting (Budget Review #2).

2) Motion to approve the minutes of the October 16, 2025 regular meeting.

3) Motion to approve checks in the amount of \$133,704.47

4) Motion to approve resolution 2025-24: a resolution approving the temporary closure of Overlook Drive.

5) Motion to approve a memorandum of agreement with the Wisconsin Historical Society

Preservation Office for a historical comprehensive survey as recommended by the Landmarks Committee.

- 6) Motion to approve issuing a Request for Bid for a comprehensive historical survey as recommended by the Landmarks Committee.
- 7) Motion to approve renewal of a contract with General Engineering Company for building inspection services as recommended by the Plan Commission.
- 8) Motion to approve authorize to bid the project for the Babcock Channel Water Main Crossing as recommended by the Public Works & Utilities Committee.
- 9) Motion to approve authorizing the 2026 Stormwater Maintenance projects for bid as recommended by the Public Works & Utilities Committee.
- 10) Motion to approve authorizing the Holscher Water Tower repainting for bid as recommended by the Public Works & Utilities Committee.

Motion by Village President Stephanie Brassington, second by Village Trustee Luke Fessler, to approve the consent agenda as presented with item 3 removed. Motion carries 7 - 0 - 0 by acclamation.

5. PUBLIC APPEARANCES.

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

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

Shawn Miller, 5212 Broadhead Street, spoke to provide additional information on the McFarland Youth Center remaining a non-profit and continuing its current operation.

Eric Johnson, 6105 Woods Crossing, spoke in opposition of the price and large scope of the new Community Park Shelter.

Dawn Cherek, 5913 Lake Edge, spoke in favor of the Village reviewing the tourist rooming house ordinance to allow her to no have a minimum stay requirement and flushing out the adjacent canal.

6. PUBLIC HEARINGS.

- a. On the proposed budget for the year 2026 and establishing the 2025 payable in 2026 property tax levy for the Village of McFarland.

President Brassington opened the Public Hearing at 7:20 p.m. no residents appeared to speak President Brassington closed the public hearing at 7:21 p.m.

7. BUSINESS.

Discussion and action on checks in the amount of \$133,704.47.

Motion by President Stephanie Brassington, second by Trustee Kathy Annen, to approve checks in the amount of \$133,704.47.

- a. Parks and Recreation Committee (Trustees Fessler & Leamy)

- 1) Discussion and action regarding the playground development proposal for the park within Prairie Place Subdivision.

Motion by Village Trustee Luke Fessler, second by Village Trustee Alisa Leamy, to approve the playground development proposal for the park within Prairie Place Subdivision. Motion carries 6 - 1 - 0 by acclamation, with Trustee Ken Boyd voting nay.

- b. Plan Commission (President Brassington & Trustee Fessler)

- 1) Discussion and action on a Final Plat for Sperle Corners, including associated Street and Utility Plan, Stormwater Management Plan, and Development Agreement, submitted by Lakestone Properties for a 147-unit residential subdivision located at parcel 0610-024-9691-1.

Motion by Village President Stephanie Brassington, second by Trustee Luke Fessler, to approve a Final Plat for Sperle Corners, including associated Street and Utility Plan, Stormwater Management Plan, and Development Agreement, submitted by Lakestone Properties for a 147-unit residential subdivision located at parcel 0610-024-9691-1: Motion, and second, to approve a Final Plat for Sperle Corners, including associated Street and Utility Plan, Stormwater Management Plan, and Development Agreement with the following conditions of approval:

1. Applicant to submit final revised plans for acceptance by the Fire Chief to address those comments raised in the Fire Chief staff report dated September 5, 2025.
2. Applicant to submit final revised plans for acceptance by the Village Engineer to address those comments raised in the Village Engineer's staff report dated September 8, 2025, including adding a water lateral to the front property line of Outlot 2 for future public park use.
3. Applicant to submit final revised plans for acceptance by the Village Engineer removing the proposed private water main on Lot 18 and constructing a public water main along the Elvehjem Road right-of-way to CTH AB to serve proposed buildings on Lot 18.
4. Applicant to provide final exhibits for the Development Agreement for review and acceptance by the Village Engineer, Community & Economic Development Director, and Village Attorney prior to recording.

Motion carries 7 - 0 - 0 by acclamation.

c. Sustainability & Natural Resources Committee (Trustees Peña & Leamy)

1) Discussion and action regarding the award of contract for installation of a photovoltaic system for Lift Station #2.

Motion by Village Trustee Alisa Leamy, second by Village Trustee Miguel Peña, to approve the award of contract for installation of a photovoltaic system for Lift Station #2 in the amount of \$45,206.45. Motion carries 7 - 0 - 0 by acclamation.

2) Discussion and action regarding the award of contract for installation of a battery energy storage system at the Public Safety Center.

Motion by Village Trustee Miguel Peña, second by Village Trustee Alisa Leamy, to approve award of contract to All Energy Solar for installation of a battery energy storage system at the Public Safety Center, for \$366,929, conditioned on pre-approval by the Public Service Commission that the proposed products will meet the ARRA By American requirements and battery size requirements of the Village's project grant. Motion carries 7 - 0 - 0 by acclamation.

8. SCHEDULE NEXT MEETING DATE.

a. Thursday, October 30, 2025 at 6:00 pm - Special Village Board (Budget Review)

b. Thursday, November 6, 2025 at 6:00 pm - Special Village Board (Budget Review)

c. Tuesday, November 11, 2025 at 7:00 pm - Regular Village Board

d. Tuesday, November 25, 2025 at 7:00 pm - Regular Village Board

9. ADJOURNMENT.

Motion by None, second by None, to adjourn at 7:10 p.m.

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

Respectfully submitted,
Cassandra Suettinger
Deputy Administrator/Clerk

VILLAGE OF MCFARLAND

Village Board Minutes

Thursday, October 30, 2025 - 6:00 PM

1. CALL TO ORDER.

Village President Brassington called the special meeting of the McFarland Village Board to order at 6:00 pm in the Community Room of the McFarland Municipal Center.

2. ROLL CALL.

Village Board members present: Village Trustee Kathy Annen, Village Trustee Ken Boyd, Village President Stephanie Brassington, Village Trustee Luke Fessler, Village Trustee Alisa Leamy, Village Trustee Miguel Peña, Village Trustee Lowell J. Prill

Village Board members not present: None.

Staff Present: Village Administrator Matt Schuenke, Deputy Administrator/Clerk Cassandra Suettinger, and Interim Police Chief Brian Redman.

3. PUBLIC APPEARANCES.

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

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.
Shawn Miller, 5212 Broadhead Street, spoke in support of the McFarland Youth Center receiving funding.

4. BUSINESS.

a. *Discussion on proposed changes to the 2026 Budget presented by Village Board members.*

Village Board members presented proposed budget changes for the 2026 budget. Board members discussed feedback on proposed changes. Action on the proposed budget changes will take place at the November 6th Special Village Board meeting.

5. SCHEDULE NEXT MEETING DATE.

a. *Thursday, November 6, 2025 at 6:00 pm - Special Village Board (Budget Review)*

b. *Tuesday, November 11, 2025 at 7:00 pm - Regular Village Board*

c. *Tuesday, November 25, 2025 at 7:00 pm - Regular Village Board*

6. ADJOURNMENT.

Motion by Village Trustee Miguel Peña, second by Village Trustee Luke Fessler, to adjourn at 7:59 p.m.

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

Respectfully submitted,
Cassandra Suettinger
Deputy Administrator/Clerk

Report Criteria:
Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
30	ALLIANT ENERGY/WP&L	102425	SIRENS	1	10/24/2025	26.81	.00	26.81	10/31/2025
		102425	STREET LIGHTING (2)	2	10/24/2025	399.93	.00	399.93	10/31/2025
		102425	TRAFFIC FLASHERS BAS	3	10/24/2025	18.30	.00	18.30	10/31/2025
		102425	TRAFFIC FLASHERS FAR	4	10/24/2025	17.57	.00	17.57	10/31/2025
		102425	TRAFFIC FLASHERS FAR	5	10/24/2025	16.98	.00	16.98	10/31/2025
		102425	TRAFFIC FLASHERS CRE	6	10/24/2025	17.13	.00	17.13	10/31/2025
		102425	BRANDT PARK	7	10/24/2025	69.54	.00	69.54	10/31/2025
		102425	LEWIS PARK	8	10/24/2025	108.96	.00	108.96	10/31/2025
		102425	FLOWER CORNER	9	10/24/2025	28.43	.00	28.43	10/31/2025
		102425	GAZEBO	10	10/24/2025	33.29	.00	33.29	10/31/2025
		102425	LIFT #1	11	10/24/2025	136.74	.00	136.74	10/31/2025
		102425	LIFT #3	12	10/24/2025	70.10	.00	70.10	10/31/2025
		102425	LIFT #5	13	10/24/2025	201.18	.00	201.18	10/31/2025
		102425	WATER TOWER HOLSCH	14	10/24/2025	17.48	.00	17.48	10/31/2025
		102425	WELL #1 ELECTRIC	15	10/24/2025	545.54	.00	545.54	10/31/2025
		102425	WELL #3 ELECTRIC	16	10/24/2025	1,498.88	.00	1,498.88	10/31/2025
		102425	WATER TOWER BURMA	17	10/24/2025	98.54	.00	98.54	10/31/2025
		102425	WELL #1 GAS	18	10/24/2025	16.12	.00	16.12	10/31/2025
		102425	WELL #3 GAS	19	10/24/2025	14.10	.00	14.10	10/31/2025
		102425	WELL #4 GAS	20	10/24/2025	14.77	.00	14.77	10/31/2025
		102425	CEDAR GLADE FOUNTAI	21	10/24/2025	14.73	.00	14.73	10/31/2025
	1124750000-	STREET LIGHT (1)	1	10/31/2025	9,525.15	.00	9,525.15	11/06/2025	
	8820572787-	5220 FARWELL ST	1	11/03/2025	162.15	.00	162.15	11/06/2025	
Total 30:						13,052.42	.00	13,052.42	
68	BADGER WELDING SUPP	3907420	BADGER WELDING - OXY	1	10/29/2025	600.00	.00	600.00	11/06/2025
Total 68:						600.00	.00	600.00	
157	CHAMPIONSHIP AWARD	77842	NAME PLATE	1	10/17/2025	26.89	.00	26.89	11/06/2025
Total 157:						26.89	.00	26.89	
172	CITY OF MADISON TREA	67134	SIGNS	1	10/09/2025	1,300.53	.00	1,300.53	11/06/2025
		67134	PARKS SIGNS	2	10/09/2025	40.38	.00	40.38	11/06/2025
Total 172:						1,340.91	.00	1,340.91	
247	DANE CO TREASURER	154-103125	CTY JAIL & DRIVER SUR	1	10/31/2025	1,332.55	.00	1,332.55	11/06/2025
Total 247:						1,332.55	.00	1,332.55	
281	DIGGERS HOTLINE INC	251 0 37601	LOCATES SEWER	1	10/31/2025	104.27	.00	104.27	11/06/2025
		251 0 37601	LOCATES WATER	2	10/31/2025	104.27	.00	104.27	11/06/2025
		251 0 37601	LOCATES STORMWATER	3	10/31/2025	104.26	.00	104.26	11/06/2025
Total 281:						312.80	.00	312.80	
395	GENERAL COMMUNICATI	351003	M3 REPAIRS	1	10/23/2025	2,107.00	.00	2,107.00	11/06/2025
Total 395:						2,107.00	.00	2,107.00	
408	GRAINGER INC	9693127756	HAND SANITIZER DISPE	1	10/30/2025	11.70	.00	11.70	11/06/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		9695974577	FILTER CARTRIDGE	1	11/03/2025	60.56	.00	60.56	11/06/2025
Total 408:						72.26	.00	72.26	
439	HJ PERTZBORN	123720	LIBRARY SPRINKLER INS	1	10/27/2025	370.00	.00	370.00	11/06/2025
		123831	PW ANNUAL SPRINKLER	1	10/27/2025	395.00	.00	395.00	11/06/2025
		123832	LEWIS PARK RP BACKFL	1	10/27/2025	125.00	.00	125.00	11/06/2025
		123841	PSC RP VALVE ANNUAL T	1	10/27/2025	320.00	.00	320.00	11/06/2025
Total 439:						1,210.00	.00	1,210.00	
476	JEFFERSON FIRE & SAF	IN333198	AIR VALVE & RECHARGE	1	10/29/2025	72.39	.00	72.39	11/06/2025
Total 476:						72.39	.00	72.39	
553	LINCOLN CONTRACTOR	J72830	MARKING PAINT WATER	1	10/28/2025	172.56	.00	172.56	11/06/2025
		J73271	PUBLIC WORKS SUPPLIE	1	10/30/2025	15.40	.00	15.40	11/06/2025
		R59780	PARK FACILITY MAINTEN	1	10/22/2025	219.09	.00	219.09	11/06/2025
Total 553:						407.05	.00	407.05	
575	MADISON MET SEWERA	IN000020306	3RD QUARTER CHARGE	1	10/01/2025	291,878.31	.00	291,878.31	11/06/2025
Total 575:						291,878.31	.00	291,878.31	
634	MENARDS - MONONA	91774	PARKS SUPPLIES	1	10/23/2025	68.44	.00	68.44	11/06/2025
		91777	SIDEWALK REPAIR	1	10/23/2025	23.70	.00	23.70	11/06/2025
		91858	PARKS SUPPLIES	1	10/24/2025	80.87	.00	80.87	11/06/2025
		92060	PARKS SUPPLIES	1	10/29/2025	4.99	.00	4.99	11/06/2025
		92342	BRANDT PARK BATTING	1	11/04/2025	597.90	.00	597.90	11/06/2025
Total 634:						775.90	.00	775.90	
640	MGE	1115413856-	BOCCE ELECTRICAL	1	10/30/2025	29.11	.00	29.11	11/06/2025
		1700324512-	4820 MARSH RD--SOCCE	1	10/29/2025	363.37	.00	363.37	10/31/2025
		3800120935-	STREET LIGHT	1	10/29/2025	42.95	.00	42.95	10/31/2025
		4900117592-	STREET LIGHT	1	11/05/2025	26.71	.00	26.71	11/06/2025
		6300112994-	STREET LIGHT	1	11/03/2025	668.70	.00	668.70	11/06/2025
		7400232719-	LIFT STATION 5 GAS	1	10/30/2025	30.24	.00	30.24	11/06/2025
		8600157181-	LIFT #4 ELECT	1	10/30/2025	51.26	.00	51.26	11/06/2025
Total 640:						1,212.34	.00	1,212.34	
756	POMP'S TIRE SERVICE I	80343541	MOWER TIRES	1	10/21/2025	154.00	.00	154.00	11/06/2025
		80343541	MOWER TIRES	2	10/21/2025	42.00	.00	42.00	11/06/2025
		80343541	MOWER TIRES	3	10/21/2025	42.00	.00	42.00	11/06/2025
		80343541	MOWER TIRES	4	10/21/2025	42.00	.00	42.00	11/06/2025
		80344981	TRUCK 3	1	10/23/2025	111.70	.00	111.70	11/06/2025
		80344981	TRUCK 3	2	10/23/2025	111.70	.00	111.70	11/06/2025
		80344981	TRUCK 3	3	10/23/2025	111.70	.00	111.70	11/06/2025
		80344981	TRUCK 3	4	10/23/2025	409.58	.00	409.58	11/06/2025
		80344982	TRUCK 33	1	10/23/2025	111.70	.00	111.70	11/06/2025
		80344982	TRUCK 33	2	10/23/2025	111.70	.00	111.70	11/06/2025
		80344982	TRUCK 33	3	10/23/2025	111.70	.00	111.70	11/06/2025
		80344982	TRUCK 33	4	10/23/2025	409.58	.00	409.58	11/06/2025
		80344983	TRUCK 12	1	10/23/2025	122.92	.00	122.92	11/06/2025
		80344983	TRUCK 12	2	10/23/2025	122.92	.00	122.92	11/06/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		80344983	TRUCK 12	3	10/23/2025	122.92	.00	122.92	11/06/2025
		80344983	TRUCK 12	4	10/23/2025	450.68	.00	450.68	11/06/2025
Total 756:						2,588.80	.00	2,588.80	
800	RELIANT FIRE APPARAT	CM-WI-1031	RELIANT SHIPPING CRE	1	10/31/2025	18.99-	.00	18.99-	11/06/2025
		INV-WI-4645	E1 PARTS	1	10/31/2025	29.80	.00	29.80	11/06/2025
Total 800:						10.81	.00	10.81	
992	US CELLULAR	0764551376	CABLE/COMTECH PHON	1	10/22/2025	42.50	.00	42.50	11/06/2025
		0764551376	COMDEV PHONE	2	10/22/2025	25.45	.00	25.45	11/06/2025
		0764551376	FD/EMS PHONE	3	10/22/2025	107.73	.00	107.73	11/06/2025
		0764551376	OUTREACH PHONE	4	10/22/2025	178.74	.00	178.74	11/06/2025
		0764551376	PARKS TABLETS	5	10/22/2025	51.00	.00	51.00	11/06/2025
		0764551376	PD PHONE	6	10/22/2025	488.68	.00	488.68	11/06/2025
		0764551376	PW PHONE	7	10/22/2025	65.06	.00	65.06	11/06/2025
		0764551376	PW TABLETS	8	10/22/2025	176.17	.00	176.17	11/06/2025
		0764551376	SEWER PHONE	9	10/22/2025	65.06	.00	65.06	11/06/2025
		0764551376	WATER PHONE	10	10/22/2025	65.06	.00	65.06	11/06/2025
		0764551376	WATER TABLETS	11	10/22/2025	176.17	.00	176.17	11/06/2025
		0764551376	SEWER TABLETS	12	10/22/2025	176.17	.00	176.17	11/06/2025
Total 992:						1,617.79	.00	1,617.79	
1015	VILLAGE OF MCFARLAN	103125	MUNICIPAL CENTER	1	10/31/2025	1,089.90	.00	1,089.90	11/06/2025
		103125	PW GARAGE	2	10/31/2025	1,240.20	.00	1,240.20	11/06/2025
		103125	PW GARAGE BULK FILL	3	10/31/2025	679.14	.00	679.14	11/06/2025
		103125	OLD LIBRARY	4	10/31/2025	50.00	.00	50.00	11/06/2025
		103125	LIBRARY	5	10/31/2025	906.36	.00	906.36	11/06/2025
		103125	VOM 5541 HOLSCHER	6	10/31/2025	80.00	.00	80.00	11/06/2025
		103125	PARKING LOT BURMA	7	10/31/2025	20.00	.00	20.00	11/06/2025
		103125	PSC 6001 BROADHEAD	8	10/31/2025	1,648.28	.00	1,648.28	11/06/2025
		103125	PSC DEDUCT METER	9	10/31/2025	607.76	.00	607.76	11/06/2025
		103125	RIDGE VIEW	10	10/31/2025	43.20	.00	43.20	11/06/2025
		103125	PED PATH RUNNING DEE	11	10/31/2025	20.00	.00	20.00	11/06/2025
		103125	YAHARA RIVER PARK	12	10/31/2025	43.20	.00	43.20	11/06/2025
		103125	PED PATH	13	10/31/2025	4.00	.00	4.00	11/06/2025
		103125	PED PATH OSBORN	14	10/31/2025	20.00	.00	20.00	11/06/2025
		103125	LEGION MEMORIAL PAR	15	10/31/2025	120.00	.00	120.00	11/06/2025
		103125	BRANDT PARK	16	10/31/2025	415.74	.00	415.74	11/06/2025
		103125	WOODLAND ESTATES PA	17	10/31/2025	67.20	.00	67.20	11/06/2025
		103125	AUTUMN GROVE PARK	18	10/31/2025	75.20	.00	75.20	11/06/2025
		103125	CEDAR RIDGE	19	10/31/2025	117.20	.00	117.20	11/06/2025
		103125	CEDAR GLADE PARK	20	10/31/2025	20.00	.00	20.00	11/06/2025
		103125	BOCCE BALL COURT	21	10/31/2025	47.20	.00	47.20	11/06/2025
		103125	EGNER PARK	22	10/31/2025	83.20	.00	83.20	11/06/2025
		103125	HIGHLAND OAK RESTRO	23	10/31/2025	198.92	.00	198.92	11/06/2025
		103125	COMM GARDEN	24	10/31/2025	47.20	.00	47.20	11/06/2025
		103125	PED PATH DALE-CURTIN	25	10/31/2025	20.00	.00	20.00	11/06/2025
		103125	WM MCFARLAND PARK	26	10/31/2025	1,373.38	.00	1,373.38	11/06/2025
		103125	5802 & 5804 MAIN ST	27	10/31/2025	227.48	.00	227.48	11/06/2025
		103125	LIFT #2	28	10/31/2025	186.92	.00	186.92	11/06/2025
		103125	LIFT #4	29	10/31/2025	43.20	.00	43.20	11/06/2025
		103125	WELL #1	30	10/31/2025	43.20	.00	43.20	11/06/2025
		103125	WELL #3	31	10/31/2025	43.20	.00	43.20	11/06/2025
		103125	OLD WELL HOUSE	32	10/31/2025	20.00	.00	20.00	11/06/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		103125	WATER TOWER BURMA	33	10/31/2025	123.20	.00	123.20	11/06/2025
		103125	WATER TOWER HOLSCH	34	10/31/2025	85.20	.00	85.20	11/06/2025
Total 1015:						9,809.68	.00	9,809.68	
1019	BAKER TILLY VIRCHOW	BT3376194	WATER RATE STUDY TY2	1	10/30/2025	1,062.60	.00	1,062.60	11/06/2025
Total 1019:						1,062.60	.00	1,062.60	
1245	PROFESSIONAL PEST C	882592	PARKS PEST CONTROL	1	10/27/2025	71.00	.00	71.00	11/06/2025
Total 1245:						71.00	.00	71.00	
1256	BOUND TREE MEDICAL L	85943417	EMS - SUPPLIES	1	10/02/2025	377.85	.00	377.85	11/06/2025
Total 1256:						377.85	.00	377.85	
1358	EBI INC	228829	MEETING ROOM BLINDS	1	10/29/2025	4,527.79	.00	4,527.79	11/06/2025
Total 1358:						4,527.79	.00	4,527.79	
1462	TASC	IN3578004	FSA ADMIN FEE	1	10/17/2025	357.12	.00	357.12	11/06/2025
Total 1462:						357.12	.00	357.12	
1694	HEARTLAND LITHO	66864	ENVELOPES - SEWER	1	10/31/2025	100.00	.00	100.00	11/06/2025
		66864	ENVELOPES - WATER	2	10/31/2025	100.00	.00	100.00	11/06/2025
		66864	ENVELOPES - SOLID WA	3	10/31/2025	100.00	.00	100.00	11/06/2025
		66864	ENVELOPES - STORMWA	4	10/31/2025	100.00	.00	100.00	11/06/2025
		66864	ENVELOPES - PUBLIC W	5	10/31/2025	100.00	.00	100.00	11/06/2025
		66864	ENVELOPES - PARKS	6	10/31/2025	100.00	.00	100.00	11/06/2025
		66867	CROSS CONNECTION S	1	10/31/2025	166.41	.00	166.41	11/06/2025
Total 1694:						766.41	.00	766.41	
1709	VON BRIESEN & ROPER	508411	PERSONNEL ISSUES	1	10/23/2025	1,752.00	.00	1,752.00	11/06/2025
Total 1709:						1,752.00	.00	1,752.00	
1738	STATE OF WISCONSIN-C	154-103125	CC, PENALTY, CRIME LA	1	10/31/2025	3,403.50	.00	3,403.50	11/06/2025
Total 1738:						3,403.50	.00	3,403.50	
1909	CATERPILLAR FINANCIA	37661468	SKID STEER	1	10/26/2025	759.68	.00	759.68	11/06/2025
		37661468	SKID STEER	2	10/26/2025	253.22	.00	253.22	11/06/2025
		37661468	SKID STEER	3	10/26/2025	253.22	.00	253.22	11/06/2025
		37661468	SKID STEER	4	10/26/2025	253.23	.00	253.23	11/06/2025
Total 1909:						1,519.35	.00	1,519.35	
1921	FRONTIER	102225	LIBRARY PHONE	1	10/22/2025	177.08	.00	177.08	11/06/2025
Total 1921:						177.08	.00	177.08	
1989	CORPORATE BUSINESS	40421498	PW COPIER	1	10/24/2025	19.78	.00	19.78	11/06/2025
		40421498	PW COPIER	2	10/24/2025	19.78	.00	19.78	11/06/2025
		40421498	PW COPIER	3	10/24/2025	19.78	.00	19.78	11/06/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		40421498	PW COPIER	4	10/24/2025	72.52	.00	72.52	11/06/2025
		40431820	COPIER LEASE	1	10/27/2025	221.98	.00	221.98	11/06/2025
		40431821	COPIER LEASE	1	10/27/2025	114.00	.00	114.00	11/06/2025
Total 1989:						467.84	.00	467.84	
2048	BOOK PAGE	S87127	MAGAZINE SUB	1	11/03/2025	756.00	.00	756.00	11/06/2025
Total 2048:						756.00	.00	756.00	
2066	PELLITTERI WASTE SYS	6366567	RECYCLING SERVICE	1	10/31/2025	15,937.50	.00	15,937.50	11/06/2025
		6366567	TRASH SERVICE	2	10/31/2025	24,218.75	.00	24,218.75	11/06/2025
		6366567	ADMIN SHRED	3	10/31/2025	64.36	.00	64.36	11/06/2025
		6366567	PD SHRED (53.13 CHARG	4	10/31/2025	58.97	.00	58.97	11/06/2025
		6366567	PSC TRASH SERVICE	5	10/31/2025	136.27	.00	136.27	11/06/2025
		6366567	PSC RECYCLING SERVIC	6	10/31/2025	110.22	.00	110.22	11/06/2025
		6366567	2025 RES LANDFILL	7	10/31/2025	875.00	.00	875.00	11/06/2025
Total 2066:						41,401.07	.00	41,401.07	
2070	KKS PROPERTY	110125	COMMON AREA MAINT. F	1	11/01/2025	400.00	.00	400.00	11/06/2025
Total 2070:						400.00	.00	400.00	
2100	WAUKESHA COUNTY TE	S0876472	BARNIER BOMKAMP BOY	1	10/27/2025	731.85	.00	731.85	11/06/2025
Total 2100:						731.85	.00	731.85	
2121	LAKESIDE INTERNATION	8321909PX1	VEHICLE MAINTENANCE	1	10/23/2025	33.27	.00	33.27	11/06/2025
		8321909PX1	VEHICLE MAINTENANCE	2	10/23/2025	9.07	.00	9.07	11/06/2025
		8321909PX1	VEHICLE MAINTENANCE	3	10/23/2025	9.07	.00	9.07	11/06/2025
		8321909PX1	VEHICLE MAINTENANCE	4	10/23/2025	9.07	.00	9.07	11/06/2025
		8322185P	VEHICLE MAINTENANCE	1	10/31/2025	218.58	.00	218.58	11/06/2025
		8322185P	VEHICLE MAINTENANCE	2	10/31/2025	218.58	.00	218.58	11/06/2025
		8322185P	VEHICLE MAINTENANCE	3	10/31/2025	218.58	.00	218.58	11/06/2025
		8322185P	VEHICLE MAINTENANCE	4	10/31/2025	801.48	.00	801.48	11/06/2025
		8322490P	VEHICLE MAINTENANCE	1	10/30/2025	51.51	.00	51.51	11/06/2025
		8322490P	VEHICLE MAINTENANCE	2	10/30/2025	51.51	.00	51.51	11/06/2025
		8322490P	VEHICLE MAINTENANCE	3	10/30/2025	51.51	.00	51.51	11/06/2025
		8322490P	VEHICLE MAINTENANCE	4	10/30/2025	188.88	.00	188.88	11/06/2025
Total 2121:						1,861.11	.00	1,861.11	
2185	MSA PROFESSIONAL SE	022379	R09361032.00 CORP MAP	1	10/31/2025	1,000.00	.00	1,000.00	11/06/2025
Total 2185:						1,000.00	.00	1,000.00	
2219	INTOXIMETERS	800556	INTOXIMETER	1	10/31/2025	210.00	.00	210.00	11/06/2025
Total 2219:						210.00	.00	210.00	
2237	MADISON COLLEGE	CORP-00000	PARAMEDIC CLASS - SC	1	09/23/2025	201.08	.00	201.08	11/06/2025
Total 2237:						201.08	.00	201.08	
2278	BURKE TRUCK & EQUIP	INV/2025/01	TRUCK 4 REPAIR	1	10/31/2025	52.10	.00	52.10	11/06/2025
		INV/2025/01	TRUCK 4 REPAIR	2	10/31/2025	52.10	.00	52.10	11/06/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		INV/2025/01	TRUCK 4 REPAIR	3	10/31/2025	52.10	.00	52.10	11/06/2025
		INV/2025/01	TRUCK 4 REPAIR	4	10/31/2025	191.00	.00	191.00	11/06/2025
	Total 2278:					347.30	.00	347.30	
9140	TRITECH FORENSICS IN	01230338	EVIDENCE SUPPLY GUN	1	10/22/2025	49.00	.00	49.00	11/06/2025
	Total 9140:					49.00	.00	49.00	
9145	DANE CO LIBRARY SERV	2025MCFGB	BOOKS	1	10/23/2025	95.00	.00	95.00	11/06/2025
	Total 9145:					95.00	.00	95.00	
16181	WILS	504469	DATABASE FEES	1	10/27/2025	4,648.42	.00	4,648.42	11/06/2025
	Total 16181:					4,648.42	.00	4,648.42	
16241	WI DEPT OF JUSTICE	L1373T-1031	BACKGROUND CHECKS	1	10/31/2025	70.00	.00	70.00	11/06/2025
	Total 16241:					70.00	.00	70.00	
16398	POSPYHALLA, DAVID	DP101925	UNIFORM ALLOWANCE	1	10/19/2025	171.09	.00	171.09	11/06/2025
		DP101925	UNIFORM ALLOWANCE -	2	10/19/2025	99.99	.00	99.99	11/06/2025
	Total 16398:					271.08	.00	271.08	
16640	TOP PACK DEFENSE LLC	17354	SCHNEIDER UNIFORM	1	10/22/2025	53.99	.00	53.99	11/06/2025
		17357	UNIFORM ALLOWANCE G	1	10/23/2025	30.19	.00	30.19	11/06/2025
	Total 16640:					84.18	.00	84.18	
16747	WISCONSIN PRINTING	24822	NOVEMBER NEWSLETTE	1	10/21/2025	1,510.09	.00	1,510.09	11/06/2025
	Total 16747:					1,510.09	.00	1,510.09	
16777	AT&T MOBILITY II LLC	2873268713	FIRSTNET OCTOBER 12 I	1	10/12/2025	560.70	.00	560.70	10/31/2025
	Total 16777:					560.70	.00	560.70	
16829	REUTER WHITISH & EVA	75519	GENERAL LEGAL	1	10/16/2025	6,244.00	.00	6,244.00	11/06/2025
		75520	PROSECUTIONS	1	10/16/2025	4,735.50	.00	4,735.50	11/06/2025
		75522	TID4 LEGAL	1	10/16/2025	165.00	.00	165.00	11/06/2025
		75525	PSC HANOVER INSURAN	1	10/16/2025	5,810.40	.00	5,810.40	11/06/2025
		75526	TID 6 LEGAL SERVICES	1	10/16/2025	742.50	.00	742.50	11/06/2025
	Total 16829:					17,697.40	.00	17,697.40	
16921	AVANT GARDENING & LA	20251036	LANDSCAPE MAINTENA	1	10/20/2025	579.41	.00	579.41	11/06/2025
	Total 16921:					579.41	.00	579.41	
17084	AMAZON CAPITAL SERVI	11W1-WFVR	PARKS SUPPLIES	1	10/27/2025	199.47	.00	199.47	11/06/2025
		146P-GC69-	THANKSGIVING MEAL DI	1	10/14/2025	101.03	.00	101.03	11/06/2025
		14C7-NFNC-	PARKS SUPPLIES PLOW	1	11/03/2025	219.96	.00	219.96	11/06/2025
		14MF-MXYH-	PRINTER INK CARTRIDG	1	10/29/2025	85.03	.00	85.03	11/06/2025
		16HM-9DML-	PW VEHICLE MAINTENA	1	10/24/2025	50.39	.00	50.39	11/06/2025
		16J3-9GCJ-	DVD	1	10/23/2025	20.99	.00	20.99	11/06/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		16NR-D3H4-	QUILT HANGERS/PLAYIN	1	10/28/2025	54.63	.00	54.63	11/06/2025
		17TY-QMNM	OFFICE SUPPLIES	1	11/05/2025	46.68	.00	46.68	11/06/2025
		1949-91FG-1	VOLUNTEER SNACKS	1	10/24/2025	26.57	.00	26.57	11/06/2025
		19QF-WKDX	TABLE REPLACEMENT	1	10/28/2025	107.80	.00	107.80	11/06/2025
		1DGY-DQW	COFFEE CREAMER/TABL	1	10/14/2025	30.79	.00	30.79	11/06/2025
		1DQP-DPMM	PSC FACILITY MAINTENA	1	11/03/2025	52.46	.00	52.46	11/06/2025
		1FGX-Q4TN-	DVD	1	10/29/2025	19.95	.00	19.95	11/06/2025
		1GYP-QH67-	DVDS & CDS	1	10/25/2025	108.04	.00	108.04	11/06/2025
		1HFL-VYLL-	OFFICE SUPPLIES	1	10/23/2025	42.07	.00	42.07	11/06/2025
		1HFL-VYLL-	COFFEE CREAMER	2	10/23/2025	11.75	.00	11.75	11/06/2025
		1HLW-4DML-	PROGRAM SUPPLIES	1	11/04/2025	21.98	.00	21.98	11/06/2025
		1HLW-4DML-	VIDEO GAMES	2	11/04/2025	273.96	.00	273.96	11/06/2025
		1LNH-MKGY-	DVDS & CDS	1	10/25/2025	211.03	.00	211.03	11/06/2025
		1PJT-FDD1-	PLASTIC BAGS, SNACKS,	1	11/03/2025	130.32	.00	130.32	11/06/2025
		1PKV-KLG3-	DVDS & CDS	1	11/01/2025	41.98	.00	41.98	11/06/2025
		1RJD-P1HY-	PARKS SUPPLIES	1	10/27/2025	132.66	.00	132.66	11/06/2025
		1RJD-P1HY-	OFFICE SUPPLIES	1	10/27/2025	45.58	.00	45.58	11/06/2025
		1RMN-KMNN	DESK GROMMETS	1	11/05/2025	13.98	.00	13.98	11/06/2025
		1RV1-3MQQ-	MISC. SUPPLIES	1	10/22/2025	73.07	.00	73.07	11/06/2025
		1TL7-9KMK-	BOOKS	1	10/27/2025	96.89	.00	96.89	11/06/2025
		1X76-NXQC-	PSC FACILITY MAINTENA	1	10/30/2025	89.10	.00	89.10	11/06/2025
		1YGW-6KPT-	MEAL PROGRAM SUPPLI	1	10/19/2025	261.27	.00	261.27	11/06/2025
Total 17084:						2,569.43	.00	2,569.43	
17092	GENERAL ENGINEERING	0000000000	BUILDING INSPECTION S	1	10/22/2025	5,693.10	.00	5,693.10	11/06/2025
Total 17092:						5,693.10	.00	5,693.10	
17134	CORE & MAIN	X976997	WATER VALVE BOX SIGG	1	10/23/2025	177.74	.00	177.74	11/06/2025
Total 17134:						177.74	.00	177.74	
17196	ASSOCIATED TRUST CO	99G100003-	TID5 PRINCIPAL PAYMEN	1	10/20/2025	490,000.00	.00	490,000.00	11/06/2025
		99G100003-	TID5 INTEREST PAYMEN	2	10/20/2025	25,937.50	.00	25,937.50	11/06/2025
Total 17196:						515,937.50	.00	515,937.50	
17220	BCS INC	103025	TAX BILL MAILING - GF	1	10/30/2025	1,734.00	.00	1,734.00	11/06/2025
		103025	TAX BILL MAILING - SOLI	2	10/30/2025	158.95	.00	158.95	11/06/2025
		103025	TAX BILL MAILING - UTIL	3	10/30/2025	43.35	.00	43.35	11/06/2025
		103025	TAX BILL MAILING - UTIL	4	10/30/2025	43.35	.00	43.35	11/06/2025
		103025	TAX BILL MAILING - TID#3	5	10/30/2025	289.00	.00	289.00	11/06/2025
		103025	TAX BILL MAILING - TID#4	6	10/30/2025	289.00	.00	289.00	11/06/2025
		103025	TAX BILL MAILING - TID#5	7	10/30/2025	289.00	.00	289.00	11/06/2025
		103025	TAX BILL MAILING - STOR	8	10/30/2025	43.35	.00	43.35	11/06/2025
Total 17220:						2,890.00	.00	2,890.00	
17318	TDS	102225-PW	PW PHONE/TV/INTERNE	1	10/22/2025	375.42	.00	375.42	10/31/2025
		102225-PW	PW PHONE/TV/INTERNE	2	10/22/2025	102.39	.00	102.39	10/31/2025
		102225-PW	PW PHONE/TV/INTERNE	3	10/22/2025	102.39	.00	102.39	10/31/2025
		102225-PW	PW PHONE/TV/INTERNE	4	10/22/2025	102.38	.00	102.38	10/31/2025
		102225-VOM	ADMIN PHONE/INTERNE	1	10/22/2025	334.66	.00	334.66	10/31/2025
		102225-VOM	COM & TECH PHONE/TV/I	2	10/22/2025	226.06	.00	226.06	10/31/2025
		102225-VOM	COM DEV PHONE/INTER	3	10/22/2025	185.84	.00	185.84	10/31/2025
		102225-VOM	COM DEV AFT HR RENTA	4	10/22/2025	20.44	.00	20.44	10/31/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		102225-VOM	COM DEV AFT HR RENTA	5	10/22/2025	5.11	.00	5.11	10/31/2025
		102225-VOM	COURT PHONE/INTERNE	6	10/22/2025	54.13	.00	54.13	10/31/2025
		102225-VOM	FACILITIES PHONE	7	10/22/2025	436.99	.00	436.99	10/31/2025
		102225-VOM	FIRE/EMS TV/INTERNET/	8	10/22/2025	798.12	.00	798.12	10/31/2025
		102225-VOM	LIBRARY INTERNET/PHO	9	10/22/2025	330.80	.00	330.80	10/31/2025
		102225-VOM	OUTREACH INTERNET	10	10/22/2025	65.60	.00	65.60	10/31/2025
		102225-VOM	OUTREACH PHONE	11	10/22/2025	110.21	.00	110.21	10/31/2025
		102225-VOM	PD TV/INTERNET/PHONE	12	10/22/2025	1,001.62	.00	1,001.62	10/31/2025
Total 17318:						4,252.16	.00	4,252.16	
17320	PARKITECTURE & PLANN	25.018-5	PRAIRIE PLACE PARK	1	10/03/2025	4,074.00	.00	4,074.00	11/06/2025
Total 17320:						4,074.00	.00	4,074.00	
17457	TODAY'S BUSINESS SOL	103025-38	FAX FEES	1	10/30/2025	17.76	.00	17.76	11/06/2025
Total 17457:						17.76	.00	17.76	
17528	HGA	267252	HGA -PSB MICROGRID	1	10/24/2025	3,280.00	.00	3,280.00	11/06/2025
Total 17528:						3,280.00	.00	3,280.00	
17556	VOIANCE LANGUAGE SE	2025074488	INTERPRETATION SERVI	1	10/31/2025	17.94	.00	17.94	11/06/2025
Total 17556:						17.94	.00	17.94	
17569	MCFARLAND ACE HARD	014573/T	PW CHAINSAW	1	10/22/2025	493.33	.00	493.33	11/06/2025
		014573/T	PW CHAINSAW	2	10/22/2025	493.33	.00	493.33	11/06/2025
		014573/T	PW CHAINSAW	3	10/22/2025	493.33	.00	493.33	11/06/2025
		014577/T	FASTENERS	1	10/22/2025	4.32	.00	4.32	11/06/2025
		014593/T	CONCRETE FILLER	1	10/24/2025	12.59	.00	12.59	11/06/2025
		014605/T	PARKS SUPPLIES	1	10/27/2025	9.15	.00	9.15	11/06/2025
		014609/T	PSC SUPPLIES	1	10/28/2025	8.99	.00	8.99	11/06/2025
		014616/T	HYDRANT MAINTENANC	1	10/29/2025	5.03	.00	5.03	11/06/2025
		014619/T	FURNANCE FILTERS FO	1	10/29/2025	20.97	.00	20.97	11/06/2025
		014626/T	4903 TERMINAL - MAILBO	1	10/30/2025	6.98	.00	6.98	11/06/2025
		014645/T	PARKS SUPPLIES	1	11/05/2025	5.93	.00	5.93	11/06/2025
Total 17569:						1,553.95	.00	1,553.95	
17672	WISCONSIN POLICE LEA	14108	REDMAN CONFERENCE	1	10/23/2025	300.00	.00	300.00	11/06/2025
Total 17672:						300.00	.00	300.00	
17685	INGRAM LIBRARY SERVI	91467390	BOOKS	1	10/24/2025	2,404.63	.00	2,404.63	11/06/2025
		91507794	BOOKS	1	10/27/2025	886.66	.00	886.66	11/06/2025
		91547305	BOOKS	1	10/28/2025	89.67	.00	89.67	11/06/2025
		91577797	BOOKS	1	10/29/2025	246.95	.00	246.95	11/06/2025
		91609451	BOOKS	1	10/30/2025	241.56	.00	241.56	11/06/2025
		91716429	BOOKS	1	11/04/2025	63.97	.00	63.97	11/06/2025
		91716430	BOOKS	1	11/04/2025	89.15	.00	89.15	11/06/2025
Total 17685:						4,022.59	.00	4,022.59	
17760	WILSON, CLAYTON	CW102825	CLOTHING ALLOWANCE	1	10/28/2025	43.26	.00	43.26	11/06/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17760:						43.26	.00	43.26	
17782	GFC LEASING - WI	IO1067343	COPIER LEASE	1	11/01/2025	181.93	.00	181.93	11/06/2025
Total 17782:						181.93	.00	181.93	
17789	TRANSUNION RISK AND	6174432-202	DATA SEARCH SERVICE	1	11/01/2025	147.95	.00	147.95	11/06/2025
Total 17789:						147.95	.00	147.95	
17845	DANE COUNTY TREASU	47225	EMS MEDICATIONS	1	10/22/2025	71.63	.00	71.63	11/06/2025
Total 17845:						71.63	.00	71.63	
17908	BADGER METER	80216483	CELLULAR SERVICE UNI	1	10/30/2025	1,729.80	.00	1,729.80	11/06/2025
		80216483	CELLULAR SERVICE UNI	2	10/30/2025	1,729.80	.00	1,729.80	11/06/2025
Total 17908:						3,459.60	.00	3,459.60	
17959	PARISI CONSTRUCTION	MC230-7	2025 PAVING AND UTILIT	1	11/05/2025	1,000.00	.00	1,000.00	11/06/2025
Total 17959:						1,000.00	.00	1,000.00	
18034	HAWKINS INC	7246721	WATER SYSTEM CHEMIC	1	11/04/2025	1,532.75	.00	1,532.75	11/06/2025
Total 18034:						1,532.75	.00	1,532.75	
18068	SIMPLE NETWORK CON	33996	VEEAM PSC	1	11/03/2025	297.00	.00	297.00	11/06/2025
		33998	COURT	1	11/03/2025	11.28	.00	11.28	11/06/2025
		33998	GEN ADMIN	2	11/03/2025	256.10	.00	256.10	11/06/2025
		33998	POLICE	3	11/03/2025	116.02	.00	116.02	11/06/2025
		33998	FIRE/EMS	4	11/03/2025	49.45	.00	49.45	11/06/2025
		33998	OUTREACH	5	11/03/2025	15.06	.00	15.06	11/06/2025
		33998	COMM DEV	6	11/03/2025	11.28	.00	11.28	11/06/2025
		33998	PUBLIC WORKS	7	11/03/2025	15.38	.00	15.38	11/06/2025
		33998	WATER	8	11/03/2025	82.86	.00	82.86	11/06/2025
		33998	SEWER	9	11/03/2025	82.90	.00	82.90	11/06/2025
		33998	STORMWATER	10	11/03/2025	82.89	.00	82.89	11/06/2025
		33998	EMGMT	11	11/03/2025	3.76	.00	3.76	11/06/2025
		33998	SW ALLOCATION	12	11/03/2025	23.02	.00	23.02	11/06/2025
		MSP-33997	COMM DEV	1	11/03/2025	124.32	.00	124.32	11/06/2025
		MSP-33997	PUBLIC WORKS	2	11/03/2025	169.52	.00	169.52	11/06/2025
		MSP-33997	GEN ADMIN	3	11/03/2025	2,821.91	.00	2,821.91	11/06/2025
		MSP-33997	COURT	4	11/03/2025	124.32	.00	124.32	11/06/2025
		MSP-33997	OUTREACH	5	11/03/2025	165.90	.00	165.90	11/06/2025
		MSP-33997	FIRE/EMS	6	11/03/2025	544.93	.00	544.93	11/06/2025
		MSP-33997	EMGMT	7	11/03/2025	41.44	.00	41.44	11/06/2025
		MSP-33997	WATER	8	11/03/2025	913.05	.00	913.05	11/06/2025
		MSP-33997	SW ALLOCATION	9	11/03/2025	253.69	.00	253.69	11/06/2025
		MSP-33997	SEWER	10	11/03/2025	913.54	.00	913.54	11/06/2025
		MSP-33997	STORMWATER	11	11/03/2025	913.37	.00	913.37	11/06/2025
		MSP-33997	POLICE	12	11/03/2025	1,278.41	.00	1,278.41	11/06/2025
Total 18068:						9,311.40	.00	9,311.40	
18103	VISA	OCB-102725	SCHUENKE	1	10/27/2025	574.83	.00	574.83	11/06/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		OCB-102725	COX	2	10/27/2025	1,280.00	.00	1,280.00	11/06/2025
		OCB-102725	JACOBSEN	3	10/27/2025	1,247.85	.00	1,247.85	11/06/2025
		OCB-102725	REIMER	4	10/27/2025	129.18	.00	129.18	11/06/2025
		OCB-102725	SUETTINGER	5	10/27/2025	654.83	.00	654.83	11/06/2025
		OCB-102725	BREMER	6	10/27/2025	723.20	.00	723.20	11/06/2025
		OCB-102725	IRWIN	7	10/27/2025	155.84	.00	155.84	11/06/2025
		OCB-102725	HEASTY	8	10/27/2025	96.43	.00	96.43	11/06/2025
		OCB-102725	DENNIS	9	10/27/2025	275.15	.00	275.15	11/06/2025
		OCB-102725	MARKHAM	10	10/27/2025	23.93	.00	23.93	11/06/2025
		OCB-102725	LARSON	11	10/27/2025	780.97	.00	780.97	11/06/2025
		OCB-102725	WALLACE B	12	10/27/2025	1,987.78	.00	1,987.78	11/06/2025
		OCB-102725	WALLACE D	13	10/27/2025	297.77	.00	297.77	11/06/2025
		OCB-102725	ANDERSON	14	10/27/2025	178.95	.00	178.95	11/06/2025
		OCB-102725	LAWRENCE	15	10/27/2025	462.96	.00	462.96	11/06/2025
		OCB-102725	HENDRICKSON	16	10/27/2025	43.12	.00	43.12	11/06/2025
		OCB-102725	JACOBS	17	10/27/2025	431.88	.00	431.88	11/06/2025
		OCB-102725	REITER J	18	10/27/2025	2,397.71	.00	2,397.71	11/06/2025
		OCB-102725	IGL	19	10/27/2025	84.99	.00	84.99	11/06/2025
		OCB-102725	CRAFT	20	10/27/2025	613.95	.00	613.95	11/06/2025
		OCB-102725	CAMELLIA	21	10/27/2025	211.10	.00	211.10	11/06/2025
		OCB-102725	WERGIN	22	10/27/2025	97.88	.00	97.88	11/06/2025
		OCB-102725	JOHNSON	23	10/27/2025	1,230.48	.00	1,230.48	11/06/2025
		OCB-102725	GLETTYSYOEN	24	10/27/2025	25.42	.00	25.42	11/06/2025
		OCB-102725	ALLAIN	25	10/27/2025	214.57	.00	214.57	11/06/2025
		OCB-102725	FORD	26	10/27/2025	283.96	.00	283.96	11/06/2025
		OCB-102725	GRADY	27	10/27/2025	647.68	.00	647.68	11/06/2025
Total 18103:						15,152.41	.00	15,152.41	
18113	JM BRENNAN INC	21004139	HVAC REPAIR	1	10/27/2025	249.00	.00	249.00	11/06/2025
Total 18113:						249.00	.00	249.00	
18171	JACOBS, ROBERT	RJ100625	UNIFORM ALLOWANCE B	1	10/06/2025	150.00	.00	150.00	11/06/2025
		RJ100625	UNIFORM ALLOWANCE C	2	10/06/2025	144.43	.00	144.43	11/06/2025
Total 18171:						294.43	.00	294.43	
18245	FULL COLOR COPY LLC	1701	CUSTOM ENVELOPES	1	10/24/2025	125.00	.00	125.00	11/06/2025
Total 18245:						125.00	.00	125.00	
18289	E.H. WOLF & SONS INC	350469	PUBLIC WORKS FUEL	1	11/03/2025	192.31	.00	192.31	11/06/2025
		350475	DYED DIESEL FUEL	1	11/03/2025	646.87	.00	646.87	11/06/2025
Total 18289:						839.18	.00	839.18	
18304	MORRIS, AUSTIN	AM102525	UNIFORM ALLOWANCE	1	10/25/2025	200.00	.00	200.00	11/06/2025
Total 18304:						200.00	.00	200.00	
18377	VESTIS LLC	6140691959	MAT RENTAL	1	10/24/2025	63.35	.00	63.35	11/06/2025
		6140696227	MAT RENTAL	1	10/31/2025	63.35	.00	63.35	11/06/2025
Total 18377:						126.70	.00	126.70	
18380	SECURIAN FINANCIAL G	76038-NOV	ACCIDENT PLAN	1	11/01/2025	244.10	.00	244.10	11/06/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 18380:						244.10	.00	244.10	
18436	PRILL, COLLIN	CP102925	UNIFORM ALLOWANCE -	1	10/29/2025	200.00	.00	200.00	11/06/2025
Total 18436:						200.00	.00	200.00	
18471	EBERT, CHRIS	CE102925	UNIFORM ALLOWANCE -	1	10/29/2025	150.00	.00	150.00	11/06/2025
		CE102925	UNIFORM ALLOWANCE -	2	10/29/2025	200.00	.00	200.00	11/06/2025
Total 18471:						350.00	.00	350.00	
18497	CALLS ON CALL	14216	TID #3	1	11/01/2025	27.80	.00	27.80	11/06/2025
		14216	TID # 4	2	11/01/2025	111.20	.00	111.20	11/06/2025
Total 18497:						139.00	.00	139.00	
18499	BRACEY, JOE	JB101525	UNIFORM ALLOWANCE	1	10/15/2025	350.00	.00	350.00	11/06/2025
Total 18499:						350.00	.00	350.00	
18529	ASSOCIATED TECH SER	246064	LIBRARY DOOR REPAIR	1	10/30/2025	5,235.00	.00	5,235.00	11/06/2025
		246065	MUNICIPAL CENTER CAM	1	10/30/2025	1,681.51	.00	1,681.51	11/06/2025
		246066	MUNICIPAL CENTER CAM	1	10/30/2025	1,507.66	.00	1,507.66	11/06/2025
		246068	MUNICIPAL CENTER CAM	1	10/30/2025	5,615.42	.00	5,615.42	11/06/2025
		246069	PW CAMERAS	1	10/30/2025	16,119.03	.00	16,119.03	11/06/2025
Total 18529:						30,158.62	.00	30,158.62	
18561	CENTER FOR COMMUNT	20251028	YOGA INSTRUCTION SE	1	10/28/2025	600.00	.00	600.00	11/06/2025
Total 18561:						600.00	.00	600.00	
18564	NAPA AUTO PARTS	012268	TRUCK 10 MAINTENANC	1	10/30/2025	2.10	.00	2.10	11/06/2025
		012268	TRUCK 10 MAINTENANC	2	10/30/2025	2.10	.00	2.10	11/06/2025
		012268	TRUCK 10 MAINTENANC	3	10/30/2025	2.10	.00	2.10	11/06/2025
		012268	TRUCK 10 MAINTENANC	4	10/30/2025	7.69	.00	7.69	11/06/2025
		012336	TRUCK 38 MAINTENANC	1	10/31/2025	5.97	.00	5.97	11/06/2025
		012336	TRUCK 38 MAINTENANC	2	10/31/2025	5.97	.00	5.97	11/06/2025
		012336	TRUCK 38 MAINTENANC	3	10/31/2025	5.97	.00	5.97	11/06/2025
		012336	TRUCK 38 MAINTENANC	4	10/31/2025	21.90	.00	21.90	11/06/2025
		012437	FILTERS - TK7, TK4, TK1,	1	10/31/2025	93.18	.00	93.18	11/06/2025
		012437	FILTERS - TK7, TK4, TK1,	2	10/31/2025	25.42	.00	25.42	11/06/2025
		012437	FILTERS - TK7, TK4, TK1,	3	10/31/2025	25.42	.00	25.42	11/06/2025
		012437	FILTERS - TK7, TK4, TK1,	4	10/31/2025	25.42	.00	25.42	11/06/2025
Total 18564:						223.24	.00	223.24	
18567	JUSZCZAK, GAIL	304	PROGRAM FEE	1	04/02/2025	50.00	.00	.00	Multiple
		304	PROGRAM FEE	2	04/02/2025	50.00-			
Total 18567:						.00	.00	.00	
18593	OREILLY AUTO PARTS	3841-246368	PW VEHICLE MAINTENA	1	10/30/2025	28.35	.00	28.35	11/06/2025
		3841-246368	PW VEHICLE MAINTENA	2	10/30/2025	28.35	.00	28.35	11/06/2025
		3841-246368	PW VEHICLE MAINTENA	3	10/30/2025	28.35	.00	28.35	11/06/2025
		3841-246368	PW VEHICLE MAINTENA	4	10/30/2025	103.95	.00	103.95	11/06/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		3841-248507	PW VEHICLE MAINTENA	1	11/04/2025	37.82	.00	37.82	11/06/2025
		3841-248507	PW VEHICLE MAINTENA	2	11/04/2025	37.82	.00	37.82	11/06/2025
		3841-248507	PW VEHICLE MAINTENA	3	11/04/2025	37.82	.00	37.82	11/06/2025
		3841-248507	PW VEHICLE MAINTENA	4	11/04/2025	138.67	.00	138.67	11/06/2025
Total 18593:						441.13	.00	441.13	
18635	MUSCO SPORTS LIGHTI	445029	PICKLEBALL COURT LIG	1	10/07/2025	10,645.00	.00	10,645.00	11/06/2025
Total 18635:						10,645.00	.00	10,645.00	
18636	4IMPRINT INC	14399786	BRANDING ITEMS	1	10/16/2025	1,334.74	.00	1,334.74	11/06/2025
Total 18636:						1,334.74	.00	1,334.74	
18637	VOICE PRODUCTS	AR122027	TRANSCRIPTION SOFTW	1	10/24/2025	4,897.00	.00	4,897.00	11/06/2025
Total 18637:						4,897.00	.00	4,897.00	
18638	ARMBRUSTER, JOHN	103025	VETERAN PROGRAM SP	1	10/30/2025	400.00	.00	400.00	10/31/2025
Total 18638:						400.00	.00	400.00	
18640	MILWAUKEE AREA TECH	2481	TUITION AND FEES ANT	1	09/12/2025	48.98	.00	48.98	11/06/2025
Total 18640:						48.98	.00	48.98	
Grand Totals:						1,042,937.35	.00	1,042,937.35	

Report Criteria:
Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Payee	Payee ID	Amount
11/01/2025	CDPT	11/07/2025	FIRE FIGHTERS LOCAL 31	8	192.01
11/01/2025	CDPT	11/07/2025	WPPA TREASURER	6	647.80

PAYROLL RELATED: 839.81

Event Permit Application - Community Organizations

Fee Waiver

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

Name of Primary Contact (First, Middle Initial, Last)	Becky Rogers
Phone Number	
Address	
Email Address	

Agency / Organization Information (If Applicable)

Agency / Organization Name	McFarland Chamber of Commerece
Phone Number	(608) 838-4011
Address	PO Box 372 McFarland, WI 53558
Email Address	info@mcfarlandchamber.com

Event Information

Name of Event	Winter Wonderland in the Village
Type of Event	Holiday celebration including bonfire, holiday singing and photo opportunities
Location of Event	Arnold Larson Park 6002 Exchange St. McFarland, WI 53558
Event Date(s)	Saturday, December 6th, 2025
Event Time(s)	4pm till 6pm

Total Number of Anticipated Attendees	500+
Total Number of Attendees Anticipated Being at the Event at One Time	250+
Setup Start Time	3pm
Tear-Down End Time	Immediately afterward. 6-7pm
Public or Private Event	Open to the Public
Is any part of the event proposed to take place on a Village street?	No
Will there be outdoor amplified sound?	Yes
Please describe.	A small 3 piece band will play in the park.
Will the event generate excessive noise or amplified sound after 10 pm? All events generating noise after 10 pm require a variance from the Village Board.	No
Will alcohol be consumed?	Yes
Will minors be present where alcohol is served? All events that allow for the presence of minors where alcohol is served require a variance from the Village Board.	Yes, a variance is requested as part of this application
Will alcohol be sold?	No, alcohol will not be sold.
Will a Village park be used?	Yes
Please identify the park.	Arnold Larson Park
Will the event involve tents or any other activities that will require digging or turf disturbance?	No
Has this event been previously approved in prior years by the Village?	Yes
When? (Month / Year)	every year for the past 20+ years
Have any of the event details changed from the prior years?	No
Will the event include any mobile food carts?	No
Will the event include any vendors?	No

Required Attachments

2023 Schedule of Events

Friday, December 1

McFarland Education Foundation – Silent Auction Fundraiser – Bidding opens at 5:00pm on Friday, Dec. 1st and closes at 8:00pm on Saturday, Dec. 2nd. Monies raised will go to fund Scholarships and Educator Grants. A great way to get some holiday shopping done and also support MEF. Online auction address – mef.cba.io. Visit our booth at the Craft & Vendor Fair in the High School Gym.

Saturday, December 2

7am-11am McFarland Boy Scout Troop 53 – Annual Pancake Breakfast at McFarland Lutheran Church. Bring the entire family and start your day with a hearty breakfast of pancakes, sausage, ham, milk, orange juice and plenty of coffee. Purchase tickets at the door. McFarland Lutheran Church, 5529 Marsh Road.

8am-Noon Spartan Nutrition – Open House – Come join us and enjoy specials and discounts on our healthy shakes, protein coffees and energy bars. Enter our drawing for a \$50 gift card. Bring a non-perishable food item for the food pantry and get an extra raffle ticket! 4802 Farwell Street.

8am-Noon Edwards Faye American Legion Post #534 – Open House – Stop in for cookies and hot chocolate. Have fun making seek and find jars to take home. There will also be cards available to order for veterans. 4911 Burma Road.

8am-2pm Artistic Salon & Spa – Open House – Come in and enjoy Minnesota and great food. 20% off all Aveda and Kevin Murphy products. From 9-11am and 12-2pm we have Mechanix Massage complimentary choice of Reiki, CST or chair massage. Any cash tips will be donated to Dane County Humane Society. Pura Skin & Body will offer 2 drawings for products & services. Also some Holiday services specials. 5820 Exchange Street.

8am-2pm McFarland Craft & Vendor Fair – Held at the McFarland High School A & B Gym. Hosted by McFarland High School Students, there will be lots of children activities, photo booths and a photo session hosted by DECA. Check out local businesses, vendors and crafters. List of participants on page 9. 5103 Farwell Street.

8am-2pm McFarland Lions Club – Drive-Thru Food Pantry Donations. Please help make someone's Holidays brighter. We will be accepting donations at the Food Pantry, just drive-up and drop-off. 5404 Anthony Street.

8am-2pm McFarland Sparks 4-H Club – Brat Fry and K-9 Bake Sale in the McFarland High School parking lot. Buy fresh grilled brats to support the McFarland Sparks 4-H Club and baked goods to support McFarland's K-9 Unit. 5103 Farwell Street.

8am-2pm Forward Pharmacy – Come celebrate the holidays with us. Enjoy Christmas cookies and 25% off a wide variety of merchandise. Enter to win a gift basket. We offer complimentary gift wrapping. 4880 Larson Beach Road.

8am-4pm E. D. Locke Public Library – Friends of McFarland Library Book Sale. Thur. Nov. 20-Sat. Dec. 2. Bag Sale (8am-4pm) Choose a selection of items that fit in a bag. The cost is a donation of your choice. All proceeds benefit the E. D. Locke Public Library. Craft-a-Palooza (10am-12pm) Craft booths set up for all ages. For more information including book sale hours, visit mcfarlandlibrary.org. 5820 Milwaukee St.

10am-Noon The Dog Hut – Open House, come check out "The Hut" and enjoy snacks and beverages. Today only enter our drawing for 2 days of Doggie Daycare. Donation Jar for the Dane County Humane Society. 4311 Triangle Street.

10am-1pm Dane Dental – Holiday Open House – Stop in for crafts for your whole family, light snacks and enter our drawing to win professional whitening for adults and a Sonicare toothbrush for kids. 4705 Dale-Curtin Drive.

Please look for business locations & hours in advertisements in this type or visit our online membership directory at www.mcfarlandchamber.com

2023 Winter Wonderland in the Village ☺ Visit us at: www.mcfarlandchamber.com

10am-1pm Health Journey Chiropractic – Open House – Stop by to get a to-go Christmas ornament making kit. Enjoy refreshments and healthy snacks. Enter our drawing for an essential oils basket, massage gift certificates, immune boosting supplement basket and more. 4705 Dale-Curtin Drive.

10am-1pm Spartan Animal Hospital – Open House featuring Zoom! Live Animal Programs, Free Santa photos for you and your pet (bring your camera), cookies, take home a free pet toy (while supplies last). 4811 Larson Beach Road.

10am-2pm Edward Jones - Mitch Jordan and Joe Murling – Open House with refreshments. Stop in to our new location and enter our drawing to win a door prize. 4721 Farwell Street, Suite A.

10am-2pm State Farm - Jim Hartman – Open House. Stop by for a slice of Jim's homemade lemon cheesecake! Pick up your 2024 calendar, many to choose from. We look forward to seeing you! 5706 US Hwy 51.

10am-4pm Farwell Gallery – Open House. Back by popular demand, Dave Miller will be doing a wood-turning demo from 10am-4pm. He will turn a bowl and will also allow kids to participate in making tops again. Also sign up for our drawing for a Holiday Crochet kit and a gift card. 4721 Farwell Street.

10am-4pm McFarland Historical Society – Open House at the Larson House Museum. Free tours, refreshments, piano music, 2:00pm reading for children, handmade items for sale. Amazing decorations in every room. 6003 Exchange Street.

10am-10pm Cuher's McFarland – Please come visit us Dec. 2 and enjoy a \$2.00 Small Turtle Sundae! 4700 Farwell Street.

10:30am-3pm McFarland Animal Hospital – Open House – Enjoy some holiday treats for humans and dogs, holiday pet toys & merchandise, a giving tree for Albert's Dog Lounge Rescue. Get your Pet's Holiday Photos with Santa, donations benefit Albert's Dog Lounge Rescue. Enter to win Gift Baskets. 5620 US Hwy 51.

11am-2pm Dan Chin Homes & Real Broker, LLC – Open House – Visit our new office and enjoy \$7.99moo with Santa. Bring your camera to take photos with Santa. Enter our drawing to win a KitchenAid Mixer. Also join us at the Holiday Bonfire (Arnold Larson Park) for hot adult drink! 5411 Bashford Street.

Noon-3pm Cindy's Custom Interiors – Open House – Come and enjoy some snacks and enter our drawing to win a \$250 Gift Certificate to CCI. 4810 Terminal Drive.

1pm-3pm Slaughter Health – McFarland Urgent Care Clinic. Open House – Stop by the tent outside of the Slaughter Health's McFarland Urgent Care Clinic for treats and to enter to win our door prize drawing. 5614 US Hwy 51.

1pm-3pm FREE Horse Driven Carriage Rides by Karen's Kariages in the Data Center parking lot on US Hwy 51. Sponsored by McFarland Animal Hospital and Heartland Litho. Rides originating near the McFarland Animal Hospital.

4:30pm-6pm Holiday Bonfire/Community Tree Lighting – Arnold Larson Park (west side). Warm up by the fire while enjoying FREE hot apple cider or hot cocoa. Enjoy Holiday Music by Soldier Brass led by Quinn Leonard and Christmas Carols performed by the McFarland High School Choir while you wait for Santa Claus to arrive on the Fire Truck, courtesy of the McFarland Fire & Rescue Department. A special Thank You to the Village of McFarland Administration and the Public Works Department for storing, maintaining and hanging the community tree lights and holiday decorations throughout the Village of McFarland.

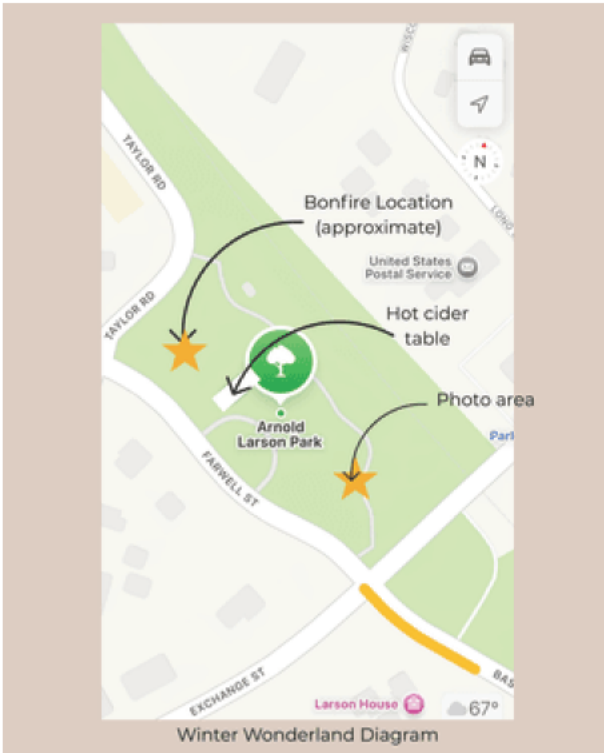
4:30pm Illuminated Fire Truck Parade – Beginning at the new Public Safety Building, the trucks will parade around the village before arriving at the bonfire to drop off Santa (about 5:00pm) and then will proceed back to the station. A huge Thank You to the McFarland Fire & Rescue Department volunteers who made this parade possible.

Please look for business locations & hours in advertisements in this type or visit our online membership directory at www.mcfarlandchamber.com

2023 Winter Wonderland in the Village ☺ Sponsored by the McFarland Chamber of Commerce



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



Insurance - The applicant shall furnish a certificate to the Village demonstrating that applicant has in force and will maintain during the time the Event Permit is in effect public liability insurance of not less than \$1,000,000 per one person, \$2,000,000 per occurrence for personal injury, and \$1,000,000 for property damage naming the Village as an additional insured.

 25-26 D&O Renewal McFarland Chamber.pdf

Event Details & Security Plan

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

Any time between 9am -3pm Tuesday -Friday.

Event Coordinators

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

i. Event Coordinator Name

Katie Vogelang

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

Arnold Larson Park

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

3-8

Cell Phone Number

[REDACTED]

ii. **Event Coordinator Name**

Becky Rogers

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

Arnold Larson Park

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

2-7pm

Cell Phone Number

[REDACTED]

Indemnification Agreement

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

Applicant Signature

[REDACTED]

Date

10/21/2025

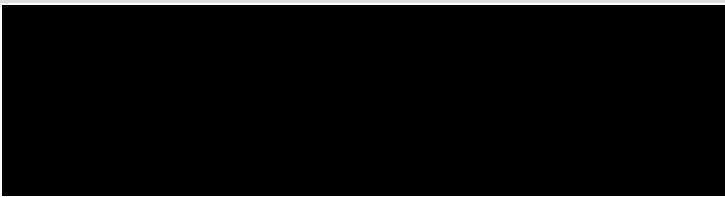
I understand the application and event requirements and agree to the following:

Certifications

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

- I agree to abide by all conditions, including any additional conditions imposed by the Village, and understand failure to adhere to conditions will result in revocation of the event permit.

Applicant Signature



Date

10/21/2025

Total Amount Owed = \$0.00

2023 Schedule of Events

Friday, December 1

McFarland Education Foundation – Silent Auction Fundraiser – Bidding opens at 5:00pm on Friday, Dec. 1st and closes at 8:00pm on Saturday, Dec. 2nd. Monies raised will go to fund Scholarships and Educator Grants. A great way to get some holiday shopping done and also support MEF. Online auction address – mef.cbo.io. Visit our booth at the Craft & Vendor Fair in the High School Gym.

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- 9am–Noon **Edwards-Foye American Legion Post #534** – Open House – Stop in for cookies and hot chocolate. Have fun making seek and find jars to take home. There will also be cards available to color for veterans. 4911 Burma Road.
- 9am–2pm **Artistic Salon & Spa** – Open House – Come in and enjoy Mimosas and great food. 20% Off all Aveda and Kevin Murphy products. From 9–11am and 12–2pm we have Mechanix Massage complimentary choice of Reiki, CST or chair massage. Any cash tips will be donated to Dane County Humane Society. Pura Skin & Body will offer 3 drawings for products & services. Also some Holiday services specials. 5920 Exchange Street.
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- 1pm–3pm **Stoughton Health** – McFarland Urgent Care Clinic. Open House – Stop by the tent outside of the Stoughton Health's McFarland Urgent Care Clinic for treats and to enter to win our door prize drawing. 5614 US. Hwy 51.
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Schedule of Events:

3pm set up if needed

4pm Community welcome to come to the park, listen to holiday music, wait for Santa, take pictures with reindeer

4:22 Sunset

4:30 Bonfire

5PM Santa arrives

6pm Event ends, volunteers stay to clean up



www.mcfarland.wi.us | 5915 Milwaukee St, McFarland, WI 53558 |
608.838.3154

October 21, 2025

RE: 2022 Winter Wonderland Event

Thanks for the opportunity to review this application.

This event is approved with the following comments:

- The Public Works Department will install a temporary burning pad for the bonfire in the location marked on the map you provided.
- As part of this approval, no vehicle traffic and/or parking will be allowed in the park during the event. Any set up or teardown activities that require vehicles, will need to stay on the asphalt path.
- Traffic control will need to be coordinated with police and fire departments.

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

Regards,

Lee Igl

Lee Igl
Streets and Utilities Superintendent

McFarland

VILLAGE OF

Police Department

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

Date: October 28, 2025

To: McFarland Village Board

From: Brian Redman, Interim Chief of Police

Re: Winter Wonderland in the Village

I have reviewed the special event permit application for the Winter Wonderland in the Village Event to be held on 12/06/2025 in Arnold Larson Park from 4:00pm to 6:00pm. There will be live music and alcohol provided but not sold. The anticipated attendance is approximately 500 people. The applicant is requesting a variance to have minor presents where alcohol is served. I recommend approval the event permit and the variance with the stipulation that the event coordinators provide proper carding of those being provided alcohol.

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

- Organizers will provide 1 staff member per 50 anticipated attendees, devoted to the function of assisting and directing attendees as needed.
- Each staff member will wear a brightly colored shirt, coat or vest that clearly identifies them as event staff.
- Organizers will dedicate, in addition to the aforementioned requirements, sufficient staff members to prohibit the distribution of alcohol to minors.
- Organizers agree to card (to verify age) anyone that appears to be under or close to the legal age to consume alcohol.
- Organizers will work with Village staff, and comply with any subsequent staff requirements regarding other issues or details that arise between now and the event date, including plans for mitigation of fire, severe weather, medical emergency, security concerns, etc.

Please feel free to contact me if you have any questions.

Thank you,

Brian Redman
Interim Chief of Police

November 6, 2025

Re: Event Permit Review – Winter Wonderland in the Village

I have reviewed the submitted event application by Becky Rodgers of the McFarland Chamber of Commerce for Winter Wonderland in the Village event to occur on December 6, 2025, from 4:00 pm to 6:00 pm at Arnold Larson Park in the Village.

The application is substantially complete and complies with the EMS and fire requirements. The event is re-occurring, and we have not experienced any substantial concerns in the past. There are no significant changes proposed for the event.

I recommend approval of the permit.

As a reminder for the event organizers the bonfire will require a burn permit.

Sincerely,



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

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 11, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Andrea Anderson, HR Generalist, Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Motion to approve various updates to the Personnel Policy Manual including recruitment and selection, administration of compensation plan, benefits, holidays, sick leave and employee conduct and disciplinary action as recommended by the Personnel Committee.

PREVIOUS ACTION:

ISSUE SUMMARY:

In May 2023, the Village did a significant update to the Personnel Policy Manual. Over the last year or so, staff have been making note of additional changes that need to be made in the Manual. Most of the proposed revisions are minor in nature, and are aimed to clarify or address situations that have brought policy language forth that either needed to be rectified or adjusted. Changes are being proposed to the following chapters within the Personnel Policy Manual:

- Chapter 6 - Requests for Information Regarding Current or Former Employees
- Chapter 9 - Recruitment and Selection
- Chapter 13 - Administration of Compensation Plans for Non-Represented Employees
- Chapter 15 - Benefits
- Chapter 16 - Holidays
- Chapter 18 - Sick Leave
- Chapter 32 - Remote Work
- Chapter 43 - Employee Conduct and Disciplinary Action

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee unanimously recommended approval of the updates as presented.



Motion to approve proposed amendments to Chapters 6, 9, 13, 15, 16, 18, 32, and 43 of the Personnel Policy Manual.

ATTACHMENTS:

1. Personnel Policy Manual Updates 10-2025

CHAPTER 6 - REQUESTS FOR INFORMATION REGARDING CURRENT OR FORMER EMPLOYEES

6.01 Policy

During the course of business, it is common to receive inquiries from third parties requesting various information regarding current or former employees. In the event of such an inquiry, it is generally the Village's policy to limit its response to confirm position title, final salary, and dates of employment. However, there may be circumstances when additional information is released under the following circumstances:

1. When the employee has specifically authorized in writing the release of information;
2. When the Village is legally obligated to provide the information; and,
3. When information is needed by vendors which are or may be providing health benefits to employees and disclosure is in compliance with HIPAA privacy laws.

It is also common for current or former employees to identify current and former supervisors and co-workers as references on applications for employment or to request letters of recommendations. The Village supports current and former employees in their efforts to achieve their career goals and will generally respond to such requests. If the employee being asked to serve as a reference is uncomfortable responding to the request or the feedback regarding the employee is sensitive in nature, please contact the Deputy Village Administrator or Human Resources Designee for additional guidance. Current Village employees are prohibited from providing references for current or previous supervisors in their capacity as a Village employee.

There is certain employment information under the Freedom of Information Act (FOIA) and the Open Records Act that the Village is obligated to release. In the event discipline is released to a third party, the employee will be notified in accordance with the requirements outlined in the relevant statutes.

CHAPTER 9 - RECRUITMENT AND SELECTION

9.08 Promotion or Employment of Relatives

1. **Application.** This policy applies to all Village employees and elected officials. It governs the proposed hiring of individuals who are relatives, for full-time or part-time work, as Village employees. For the purpose of this policy, a "relative" includes anyone related by blood, marriage, adoption, or legal guardianship including the following:
 1. Spouse, Domestic Partner, or Significant Other
 2. Parent
 3. Step-Parent
 4. Child
 5. Step-Child
 6. Sibling

7. Step-Sibling
8. Half Sibling
9. Grandparent
10. Grandchild
11. Parent's Siblings
12. Parent's Sibling's Children
13. Legal Guardian
14. In-Laws

CHAPTER 13 - ADMINISTRATION OF COMPENSATION PLANS FOR NON-REPRESENTED EMPLOYEES

13.04 Pay Plan

1. **Pay Structure.** To facilitate effective administration, a pay structure has been established for all non-represented regular positions.
2. **Pay Ranges.** The pay ranges for each position under the compensation plan are designed to reflect the levels of responsibility, training and experience necessary, levels of complexity, working conditions, fiscal and budgeting duties, the impact of end results, and the consequences of error. Each pay range has a 6% differential between levels and a 30% difference between the minimum and maximum of the range. The midpoint of the pay range is intended to be a competitive market rate for similar jobs in similarly sized comparable communities, and it represents 100% proficiency in all the duties required of the position. New hires will be placed within the pay range of the position at a rate equivalent to their current level of proficiency in the required duties, or on other factors including but not limited to level of previous experience, competitive hiring situations, and additional education and knowledge in the field. Please contact the Human Resources designee for the current approved hourly wage ranges.
3. **Across the Board Wage Adjustment.** Employees who are rated at or above a Level 2 "Meets Expectations" during the annual Performance Appraisal process are eligible for an Across the Board Wage Adjustment as determined by the Village Board in the Annual Budget. The pay ranges for each grade will also be adjusted by the same amount. Employees rated below "Meets Expectations" will be placed on performance improvement plans and are not eligible for an Across the Board Wage Adjustment. An employee who is rated below "Meets Expectations" is eligible for the Across the Board Wage Adjustment upon successful completion of the performance improvement plan.

CHAPTER 15 - BENEFITS

15.01 WISCONSIN RETIREMENT SYSTEM BENEFITS

1. **Policy:** The Village participates in the Wisconsin Retirement System and applicable benefits offered by the plan. All eligible employees shall be enrolled.

2. **Eligibility:** Eligibility for Wisconsin Retirement System benefits including but not limited health, life insurance, income continuation insurance shall be in accordance with State Law and applicable plan requirements.

1. Employees expected to work 1,200 hours or more a year, shall be eligible for WRS Benefits.
2. Employees employed prior to, or with creditable service prior to July 1, 2011, who are expected to work 600 hours or more a year shall be eligible for WRS Benefits.

3. **Health Insurance and Dental Insurance:**

1. Coverages

1. The Village offers eligible employees health insurance and uniform dental benefits through the Wisconsin Department of Employee Trust Funds. Eligible employees will have the option to elect the health insurance coverage with or without dental benefits. The premium for the uniform dental benefits will be included as part of the health insurance premium.
2. Supplemental and additional dental plans for employees may also be available as an option at employee expense. Current plans and employee contribution information can be obtained from the HR Designee.

2. Cost Share for Full-Time Employees

1. Full-time employees in classified positions may be eligible for health insurance and uniform dental benefit coverage at the time determined by the Village and the plan provider.
2. An employee who is budgeted to work 36 or more hours per week may be eligible to receive a health insurance and dental premium contribution on the same basis as a full-time employee.
3. The Village shall pay 88% of the monthly premium of the lowest cost option based on an average of the rates of the health care providers offered by the Village in the Dane County service area. Employees will be responsible for any remainder of the premium cost.

3. Cost Share Part-Time Employees

1. For WRS eligible part-time employees who are budgeted to work 20-35 hours per week, the Village will pay 50% of the lowest qualified health plan in the Dane County service area. Employees will be responsible for the remainder of the premium cost.

2. For WRS eligible part-time employees who are budgeted to work 14-19 hours per week, the Village will pay 25% of the lowest qualified health plan in the Dane County service area. Employees will be responsible for the remainder of the premium cost.

4. Payment of Employee Share of Premiums

1. Any health insurance premiums owed by the employee will be deducted through the employee's paycheck.

4. **Payment In-Lieu of Health Insurance:**

1. Eligible full-time employees who are not enrolled in a health insurance plan offered by the Village will receive an amount equal to fifty percent (50%) of the employer's share of the cost of the lowest cost single plan with uniform dental benefits offered for that month's premium.
2. Part-time employees, who are eligible for health insurance benefits as established by the plan provider, who are not enrolled in the health insurance plan offered by the Village will receive a prorated amount of fifty percent (50%) of the employer's share of the cost of the lowest single plan with uniform dental benefits offered for that month's premium offered based on the amount of hours budgeted.
3. If an employee chooses not to participate in said health insurance plan, the Village will notify the employee of the potential risks of such a decision and the employee will be required to sign a waiver acknowledging the potential risks of the decision.
4. Employees who transition from WRS eligible full-time or part-time employment to paid on call status, are not eligible for payment in-lieu of health insurance.
5. Employees who elect a dental plan only, for which the Village covers costs as outlined in 15.01(c), will receive an amount equal to fifty percent (50%) of the employer's share of the cost of the lowest cost single plan for the health insurance only plan offered for that month's premium.

5. **Group Life Insurance:**

1. Coverages
 1. Eligible employees may receive basic life insurance and accidental death and dismemberment coverages in an amount equal to their annual wages as reported to the Wisconsin Retirement System.
 2. Supplemental and additional life insurance coverage for employees, their spouses, and their dependents may also be available as an option to employees at employee expense.
2. Village Contribution

1. The Village may pay up to the full premium cost of basic life insurance coverage for eligible employees.
2. If an employee desires to purchase supplemental life insurance coverage for themselves under the plan, the Village may pay up to 20% of the additional premium cost of such supplemental insurance and the employee must pay the balance on a payroll deduction basis.
3. The employee must pay 100% of the additional premium cost of any coverage for spouse or dependents.
4. The employee must pay 100% of the additional premium for any additional units of coverage.

6. Income Continuation Insurance:

1. The Village may pay up to the full premium cost of income continuation insurance coverage for eligible employees based on a 180-day waiting period.
2. If an employee wishes to purchase a plan which has a shorter waiting period, then the full amount of the additional premium cost above the base premium will be paid by the employee.
3. Employees electing a shorter waiting period must authorize the Village to deduct their portion of the premium from their paycheck.

- 7. Wisconsin Deferred Compensation:** The Wisconsin Deferred Compensation Program (WDC) is a supplemental retirement savings program administered by the Wisconsin Department of Employee Trust Funds (ETF). Employees under the age of 50 may contribute up to a set maximum deferral limit of their taxable income toward their retirement account. Employees over 50 may contribute up to an additional set amount. These maximum deferral limits are set by the federal government and can change year to year. Costs for this program vary dependent on the amount of money the employee has being managed by the WDC.

15.02 OTHER BENEFITS OFFERED BY THE VILLAGE

1. **Policy:** The Village shall offer a variety of additional benefits to employees. The village retains the right to amend the benefits offered at any time. The Village retains the right to amend the terms and conditions of its benefit program at any time.
2. **Eligibility:**
 1. All eligible employees shall be entitled to the full benefit package offered by the Village as enumerated in this policy.
 2. Eligibility for participation in all other Village offered benefits shall be as enumerated below and in accordance with eligibility requirements of each benefit.

- ~~3. **Dental Insurance:** The Village offers access to dental insurance for full time and regular part-time employees. Current plans and employee contribution information can be obtained from the Human Resource designee.~~
4. **Flex System:** Regular full-time and regular part-time employees may elect to participate, through payroll deductions, in a flexible spending account plan for medical and daycare reimbursements. Employees shall be eligible to deduct for the medical reimbursements or daycare reimbursements based on IRS guidelines.
5. **VEBA Healthcare Reimbursement Account:** The Village may participate on behalf of employees in a healthcare reimbursement account program (HRA) established as a VEBA trust under Section 501(c)(9) of the Internal Revenue Code. For qualifying employees, the Village may make tax-free contributions to employees' individual VEBA accounts.
6. **Supplemental Coverages:** The Village offers supplemental insurance through additional providers for those employees interested in the various options provided. The Village does not contribute to the premium costs for the insurance options provided but will allow for individual employees to deduct the amount of their premium from their individual paychecks. For more information about supplemental Insurance options, please contact Human Resources.

15.03 EMPLOYEE ASSISTANCE PROGRAM

1. **Policy:** The Village offers confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital, relationship, and family difficulties, financial or legal troubles, and emotional distress. The EAP offers problem assessment, short-term counseling and referrals to appropriate community and private services. This service is provided by an external third-party provider.
2. **Eligibility:** All full-time, part-time, paid on call volunteer, active employees are eligible.
3. **Procedures:**
1. The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. Information given to the EAP counselor may be released to the Village only if requested by the employee in writing. All counselors are guided by a professional code of ethics. Personal information concerning employee participation in the EAP is maintained in a confidential manner. The third-party provider does not release to the Village who participates in the program or services.
 2. There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will assist the employee in providing a referral based on the employee's healthcare coverage. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

CHAPTER 16 - HOLIDAYS

16.04 Pay

1. Full-time employees will be entitled to eight (8) hours of pay for each holiday and/or floating holiday.
2. Part-time employees may be entitled to pay for paid holidays based on a pro-ration of their regular weekly work schedule compared to a full-time schedule. (Example: An employee who regularly works twenty-five (25) hours per week would receive five (5) hours of pay on a holiday). The Village's determination of the amount of paid time the part-time employee receives is final.
3. Employees scheduled to work their regular shift on specified paid holidays when Village offices are closed may be paid at a time and one-half (1 ½) rate and allowed a floating holiday to be used at a time approved by the Village.
4. Full-time or part-time employees scheduled to work on a paid holiday, for less than their regular shift, may be paid at time and half and still receive holiday pay for the day.
5. Employees who are called in to work or otherwise perform on call duties on a specified paid holiday may be paid at two (2) times their hourly rate of pay.

CHAPTER 18 - SICK LEAVE

18.07 Sick Leave Expulsion at Termination

1. Non-retiring employees sick leave shall be expunged at the time of termination and is not eligible to be paid out.

CHAPTER 32 - REMOTE WORK

32.04 Performance Expectations and Work Schedules

An employee who works remotely must meet the Village's standards of professionalism in terms of communication, job responsibilities, work output, and orientation in the public's interest. Engaging in remote work does not lower or change the amount of time an employee is expected to work, and performance expectations will not change due to remote work. Employees who are working remotely will work their approved normal work schedule during the period of the remote agreement unless an alternate schedule is agreed upon in advance. Once the Village has approved a remote work arrangement, the remote work employee is responsible for maintaining regular contact with his or her supervisor to keep the supervisor apprised of all necessary events or information. The supervisor will determine how often and on what schedule such contact will need to occur. Employees working remotely must respond as soon as possible and are expected to respond to communications within the same workday unless circumstances make it impossible. Employees should communicate with

supervisors in advance of scheduling conflicts or daily work tasks that may prevent timely responses to communications from their supervisor, Department Head or Human Resources.

A remote work arrangement is not a replacement for appropriate childcare or an opportunity to do activities other than Village work during regular working hours. It also does not alleviate employees from any of their core duties or responsibilities as a Village employee (i.e. ensuring reliable transportation to work, etc.). Unless authorized by the Deputy Village Administrator or Human Resource Designee, employees may not perform remote work on a flex schedule. Village employees working remotely are expected to be working and available during the employee's agreed upon standard work hours. An employee who is working remotely must remain focused on job performance and meeting the needs of the Village and the community. An employee who is considering or seeking a remote work arrangement is encouraged to discuss expectations of remote work with family members prior to entering into a trial period.

CHAPTER 43 - EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

43.05 Forms of Disciplinary Action

The forms of disciplinary action that may be taken include: one or more verbal warnings or written reprimands; suspension with or without pay; transfer or demotion in classification; and discharge. The form of disciplinary action taken, and the severity of penalty assigned will be at the discretion of the supervisor or Department Head, in consultation with the Deputy Village Administrator or Human Resource Designee, based upon the seriousness of the infraction and the prior disciplinary record of the employee. When in doubt regarding the appropriate form of discipline or type of penalty to be taken, the supervisor will first consult with the Department Head and/or Human Resource Designee. The supervisor or Department Head must report any disciplinary actions taken to the Human Resource Designee, including providing written documentation of such action, within 48 hours of such discipline. ~~Suspensions, demotions, and discharges must be approved by the Village Deputy Administrator before such action is taken.~~

43.06 Potential Grounds for Disciplinary Action

The following constitutes a partial list of the most common grounds for disciplinary action. Other circumstances may also warrant disciplinary action and will be treated on a case-by-case basis.

1. Official Capacity

1. Accepting or expressing a willingness to accept, either directly or indirectly, anything of value that could influence an employee's conduct, including decisions made in their capacity as public officials or employees.
2. Asking for or accepting any special privilege from a public entity.
3. Intentionally soliciting or accepting anything of value for performing a service or duty that is part of an official's office or an employee's responsibilities.

4. Intentionally failing or refusing to perform any lawful duty that is assigned or one that is required by law, administrative rule, policy or ordinance.
5. Intentionally acting in excess of the authority an official or employee is entitled to exercise.
6. Giving anything of value to another person for the purpose of securing the passage or defeat of a measure before the State Legislature or Village Board.
7. Violating any other ethical standards or requirements set forth in state statutes or Village ordinances.

2. Attendance

1. Failing to be present at the time an employee is scheduled to begin work or leaving without permission before the scheduled quitting time.
2. Failing to notify a supervisor, Department Head or another responsible party when an employee expects to be late in reporting for work.
3. Failing to observe the time limits set for rest breaks and meals.
4. Absence without authorized leave or misrepresenting the purpose of an authorized leave.
5. Unavailability for work because of such circumstances as incarceration or loss of driving privileges for those positions requiring a driver's license as a minimum requirement.

3. Conduct on the Job

1. Refusing to carry out reasonable instructions given by an authorized supervisor or delaying without good reason the performance of an assigned task.
2. Being insolent, talking back, speaking disrespectfully, or threatening a supervisor, co-worker, or member of the general public.
3. Negligence in performing assigned tasks.
4. Loafing, sleeping or engaging in personal business while on the job except during times set aside for rest breaks and meals.
5. Dishonesty or falsification of records.
6. Unauthorized disclosure of information or records.
7. Failing to give accurate, complete information, when authorized to do so on behalf of the Village, to individuals and groups served by the Village or to other governmental agencies.
8. Failing to comply with health, safety and sanitation rules set for Village employees.

9. Recklessness or endangering others.
10. Unauthorized or improper use of Village property.
11. Unauthorized possession, removal or sale of Village property or the property of another Village employee.
12. Unauthorized use, loan, borrowing or duplication of keys providing access to Village property and equipment.
13. Unauthorized entry to or on Village property, including unauthorized entry outside of assigned work hours, or to restricted areas in which the employee or the public is not authorized.
14. Unauthorized removal of official notices or signs from Village property, equipment or bulletin boards.
15. Failing to comply with established department work rules.
16. Engaging in work stoppages such as strikes or slow-downs.
17. Failing to immediately report a personal injury suffered on the job to the employee's immediate supervisor.
18. Engaging in any retaliatory conduct against an employee who reports in good faith any violation of policy, rule or law.

4. Personal Behavior

1. Using intoxicants, illegal drugs, or controlled substances while on duty or being under the influence of intoxicants, illegal drugs, or controlled substances while on duty.
2. Failing to inform a supervisor or Department Head when called in for emergency duty that the employee has recently used intoxicants, illegal drugs, or controlled substances that might impair the employee's ability to perform the job.
3. Failing to inform a supervisor of any potential ill effects from over the counter or prescribed medication that may impair the employee's ability to perform the job.
4. Possessing illegal drugs on Village property, in Village vehicles, or while performing Village business.
5. Fighting or creating a disturbance among co-workers resulting in an adverse effect upon morale, productivity, or proper order.
6. Disorderly, illegal, or immoral conduct which reflects adversely upon, or brings discredit to, the Village.
7. Knowingly making false or malicious statements with the intent to harm or destroy the reputation, authority or official standing of individuals or organizations.

8. Engaging in discriminatory or abusive conduct toward any employee.
9. Failing to inform supervisor and HR Designee of a personal relationship between themselves and another Village employee that creates a conflict or the potential for a conflict of interest.
10. Engaging in illicit activities while on duty or on Village property.
11. Violation of any Village policies including but not limited to the unlawful harassment, non-discrimination and non-retaliation policies, the concealed carry policy, workplace violence policy, ethics code, drug and alcohol policy, and the vehicle policy.
12. Unauthorized or improper use of uniforms, badges, identification cards or permits.
13. Gambling on Village property, in Village vehicles, or while performing Village business.
14. Failing to report a conviction for a moving violation under the requirements of the Commercial Motor Vehicle Safety Act (applies to employees with a Commercial Driver's License that is required for their position with the Village).

43.07 Disciplinary Procedures

1. Investigation/Fact Finding

1. In the event the supervisor or Department Head becomes aware of an incident or conduct being potential grounds for disciplinary action, he or she will report the matter to the Human Resource Designee to verify the circumstances surrounding the incident or conduct by talking to witnesses and/or employee and gathering other factual information.
2. Prior to a final determination, any Department Head has the right to immediately place an employee on administrative leave if the continued presence of the employee at the work site threatens the health or safety of self or co-workers, threatens to disrupt ongoing operations, or is in the best interest of the Village.
3. The Human Resource Designee and supervisor will review the results of the investigation and make a determination as to whether a violation of work rules or policies has likely occurred, and disciplinary action may be warranted.
4. Suspensions, Demotions, and discharges must be approved by the Deputy Administrator before such action is taken.

2. Notification

1. The employee will be notified in writing of the reason or reasons considered to be just cause for taking disciplinary action and their fair opportunity to respond to the charges.

3. Timing

1. Generally speaking, disciplinary action should be issued as soon as reasonably possible after the incident or knowledge of the incident is received. Delays in issuance may be warranted in situations requiring more extensive investigation and consultation or where the Village does not have immediate knowledge that the incident occurred.

4. Disciplinary Meeting

1. The Supervisor and Human Resource Designee will meet with the employee to discuss the grounds for discipline and provide the employee a fair opportunity to respond to the charges.

5. Disposition of Disciplinary Charges

1. Based on the investigation and information provided from the employee regarding the violations of policy and grounds for the discipline, the Village reserves the discretion to take action on the disciplinary charges in the manner in the best interest of the Village including during the disciplinary meeting or at a later time.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 11, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Andrea Anderson, HR Generalist, Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Motion to approve the creation of Chapter 45 of the Personnel Policy manual titled Pregnancy Workers Fairness Policy as recommended by the Personnel Committee.

PREVIOUS ACTION:

ISSUE SUMMARY:

Since the last significant update of the Personnel Policy Manual in May 2023, the Pregnancy Workers Fairness Act went into effect as a federal law that requires employers with 15 or more employees to provide "reasonable accommodations" to employees with known limitations related to pregnancy, childbirth, or related medical conditions. As a result, the Village Labor attorney recommended that a stand-alone policy addressing this law and its requirements be added to the Village's Personnel Policy Manual. In accordance with that recommendation, staff desires to bring a formal policy forward regarding the Pregnancy Workers Fairness Act. Overall, the policy provides for:

- The Village's commitment to a policy providing for reasonable accommodations for limitations related to pregnancy, childbirth, or related medical conditions.
- A process for employees to request such accommodations, and for the Village to evaluate the reasonableness of such requests.
- The prohibition of any retaliation, harassment, or adverse action related to an individual's request for accommodation under this Policy.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

Nona.

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee unanimously recommended approval of the creation of Chapter 45 of the personnel policy manual regarding PWFP.

Motion to recommend approval of the creation of Chapter 45, Pregnancy Workers Fairness



Policy, to the Personnel Policy Manual.

ATTACHMENTS:

1. CHAPTER 45 - Pregnancy Workers Fairness Policy

CHAPTER 45 - PREGNANCY WORKERS FAIRNESS POLICY

45.01 Purpose

As required by the federal Pregnant Workers Fairness Act (PWFA), the Village of McFarland will provide reasonable accommodations to qualified employees and applicants with known limitations related to pregnancy, childbirth or related medical conditions, unless doing so would create undue hardship.

45.02 Policy

(a) An employee or applicant may request an accommodation via oral or written request due to pregnancy, childbirth or a related medical condition by submitting the request to the HR Designee. The Village encourages employees to make the request in writing and should include explanation of the pregnancy-related limitations, the accommodation being sought and any alternative accommodation(s) that might be reasonable.

(b) Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

(c) Upon receipt of a request for accommodation, the HR Designee will contact the employee or applicant to discuss the request and engage in interactive dialogue to determine the precise limitations of the pregnancy, childbirth, or related medical condition and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

(d) After reviewing the information received, the Department Head and Deputy Administrator or Human Resource Designee shall make a decision regarding the requested accommodation.

(e) The Village is not required to make the specific accommodation requested and may provide an alternative effective accommodation after engaging in an interaction process, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Village.

(f) While the reasonableness of each accommodation request will be individually assessed, possible accommodations include allowing the individual to:

- Sit while working.
- Drink water during the workday.
- Receive closer-in parking.
- Have flexible hours.
- Receive appropriately sized uniforms and safety apparel.
- Receive additional break time to use the bathroom, eat and rest.
- Take time off to recover from childbirth.
- Be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy.

(g) An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, the Village will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

(h) The Village prohibits any retaliation, harassment or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 11, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Motion to approve Ordinance amendment 2025-11: An Ordinance providing updates to the Village Code of Ordinances regarding updates to the Tourist Rooming House application late fees, Direct Seller Permit Updates, Mobile Food Cart fee updates and Event Permit fee Updates as recommended by the Public Safety Committee.

PREVIOUS ACTION:

ISSUE SUMMARY:

From time to time, the Village reviews and evaluates its code of ordinances. The review is generally both from an administrative and fee review perspective. Staff is recommending the following updates to the Code of Ordinances:

Direct Sellers Permit

- Elimination of outdated reference to provide a state health officer's certificate.

Event Permit

- Update the application should be submitted 60 days prior to the event as opposed to the previous 45-day requirement - Due to the meeting schedule, this section is proposed to be lengthened to ensure time for staff review and to get through the required meetings.
- Revision to the neighbor notification section — Previously, the language required anyone having a street use event to have a petition signed by 75 percent of the residents of 18 years of age residing along the closure. The Village does have a listing of residents 18 years or older to verify this requirement. Also, in the case of an event permit, it is not likely appropriate to obtain permission from 75% of the residences. This section has been updated to provide that notification be provided to residences and businesses along the route. Additionally, parades are added as street use event that does not require notification of residents along the route.
- Neighborhood Events - This section is updated to provide in the case of a neighborhood event that will close the street, a petition be obtained and signed by 75% of at least one property owner/tenant of the affected property. Additionally, the current ordinance requires neighborhood events be submitted at least two weeks in advance. A rush fee is proposed for neighborhood event permit applications that provide less than two weeks notice. The neighborhood event permit process requires the approval of three



departments and providing less than 2 weeks notice, requires an increase of amount of staff time and coordination for review.

Updates to Licensing and Permit Fees

- Creation of a late fee for Tourist Rooming House Permit applications — The code has always provided there be a fee. This change would insert a fee. The fee is proposed at \$50.00.
- Updates to mobile food cart permits for events - the code has provided a fee for mobile food carts associated with an event permit as well as those not associated with an event permit. The fee for the event permit mobile food cart is clarified to be \$50.00 non-consecutive day event and \$25 per cart for non event permit related applications.

FINANCIAL/BUDGET IMPACT:

The proposed changes would be provide additional revenues.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Public Safety Committee unanimously recommended approval of ordinance amendment 2025-11.

Motion to approve Ordinance amendment 2025-11: An Ordinance providing updates to the Village Code of Ordinances regarding updates to the Tourist Rooming House application late fees, Direct Seller Permit Updates, Mobile Food Cart fee updates and Event Permit fee Updates.

ATTACHMENTS:

1. 2025-11 Updates to Permits and Fees UPDATED - 10.30.25

**VILLAGE OF MCFARLAND
ORDINANCE 2025-11**

**AN ORDINANCE PROVIDING UPDATES TO THE VILLAGE CODE OF
ORDINANCES REGARDING UPDATES TO THE TOURIST ROOMING HOUSE
APPLICATION LATE FEES, DIRECT SELLER PERMIT UPDATES, MOBILE
FOOD CART FEE UPDATES AND EVENT PERMIT FEE UPDATES.**

PURPOSE: To update Village ordinances in regard to regulation of tourist rooming houses, direct sellers permits, mobile food cart permits and event permit fees.

SPONSOR: Deputy Administrator/Clerk Cassandra Suettinger

PUBLIC HEARING REQUIRED: None.

RECOMMENDED REFERRAL Public Safety Committee

WHEREAS, The Village Board accepts the recommendations of the Public Safety Committee and Village staff and finds that it is in the public interest to amend the McFarland Municipal Code in regard to procedural and fee changes to tourist rooming house permits, direct seller's permits, mobile food cart permits, and event permits.

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

SECTION 1: **AMENDMENT** “11-402 Application And Fee” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

11-402 Application ~~And Fee~~

SECTION 2: **AMENDMENT** “CHAPTER 11 - BUSINESSES FEES” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

CHAPTER 11 - BUSINESSES FEES

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Section	Description	Fee
11-51	Provisional retail license	\$15.00
11-54	Alcohol beverages:	
	License fees:	
11-54(a)(1)	Class "A" fermented malt beverages license (per year)	\$200.00
11-54(a)(2)	Class "B" fermented malt beverage license (per year)	\$100.00
11-54(a)(3) or 11-49(b)	Temporary class "B" fermented malt beverage license (per event)	\$10.00
11-54(a)(4)	Temporary "class B" wine license (per event)	\$10.00
11-54(a)(5)	"Class A" intoxicating liquor license (per year)	\$500.00
11-54(a)(6)	"Class B" intoxicating liquor license (Per year)	\$500.00
11-54(a)(7)	"Class C" wine license (per year)	\$100.00
11-54(a)(8)	Reserve "Class B" intoxicating liquor license	
	Fee for initial issuance	\$10,000.00
	Renewal fee:	\$500.00
11-54(a)(9)	"Class B" license issued pursuant to Wis. Stats. § 125.51(4)(v):	
	Fee for initial issuance	\$10,000.00
	Renewal fee	\$500.00
11-54(a)(10)	Late Filing Fee - After April 15	\$50.00
	Additional Late Filing Fee - On or after May 1	\$150.00
11-61(a)	License transfer fee	\$10.00
11-61(b)	Change of agent fee	\$10.00

11-64(n)(5)	Outdoor sports activities with "Class B" licenses event application review fee	\$50.00
11-73(a)	Operator's license fee	
	If no additional background checks are required during license period	\$35.00
	If additional background checks are required during license period	\$50.00 one check \$65.00 two checks \$80.00 three checks
11-73(b)	Temporary operator's license fee	\$15.00
11-73(c)	Provisional operator's license fee	\$15.00
11-79	Full-service retail outlet approval (per year), or per event for temporary full-service retail outlets.	\$100.00
11-99	Cigarette License	\$100.00
	Late Fee - After April 15th	\$15.00
	Late Fee - After May 1st	\$30.00
11-132 (c)	Direct seller application filing fee	
	Annual license	\$100.00
	30-day license	\$40.00
	7-day license	\$20.00
11-155(a)(1)	License to operate amusement devices	\$15.00
11-155(a)(2)	Video game of chance license	
11-155(b)(1)	Minor arcade license (per year)	\$100.00
11-155(c)(1)	Major arcade license (per year)	\$300.00
11-157(b)	Minor arcade license transfer fee	
11-220	Nonmetallic mining permit fee	\$100.00
	Blasting and rock crushing:	

11-251	Permit fee, quarries	\$50.00
	Permit fee, gravel crushing operations	\$50.00
<u>11-355</u>	<u>Tourist Rooming House Late Fee</u>	<u>\$50.00</u>
11-362(a)	Tourist rooming house permit fees (per rooming house):	
11-362(a)(1)	Initial permit application fee	\$500.00 (includes any initial Village inspections necessary), plus \$50.00 for each non-owner local agent.
11-362(a)(2)	Renewal permit application fee	\$100.00
11-362(a)(3)	Change or addition of local agent	\$50.00
11-362(b)	Tourist Rooming House Inspection Fees:	
11-362(b)(1)	Building Inspection	\$100.00
11-362(b)(2)	Fire Inspection	\$100.00
11-407 2	Mobile Food Establishment fees:	
	Annual Fee	\$150.00
	Single Event Permit (if operating as part of an event permit)	\$50.00/non-consecutive day event
	Single Event Permit (not operating as part of an event permit, no more than 48 hours)	\$25/cart

SECTION 3: AMENDMENT “11-132 Direct Seller License” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

11-132 Direct Seller License

(a) *Required information.* Applicants for a license as a direct seller must complete and

return to the Village Clerk a license application furnished by the Village Clerk which shall require the following information:

- (1) Name, permanent address and telephone number, and temporary address, if any, from which business will be conducted;
 - (2) Date of birth;
 - (3) Name, address and telephone number of the person, firm, association or corporation that the direct seller represents or is employed by, or whose merchandise is being sold;
 - (4) The time period for which the right to conduct business is desired;
 - (5) Nature of business or solicitation to be conducted and a brief description of the goods or services offered;
 - (6) Proposed method of delivery of goods, if applicable;
 - (7) Make, model and license number of any vehicle to be used by the applicant in the conduct of direct sales in the Village;
 - (8) Address and telephone number where the applicant can be contacted for at least seven days after leaving this Village or completing the direct sales activity, whichever occurs first;
 - (9) Statement as to whether the applicant has any pending criminal charges, and whether the applicant has been convicted of any misdemeanor crime or ordinance violation (other than parking and traffic violations) during the previous five (5) years, or any felony crime within the previous ten (10) years, along with a description and the circumstances of each violation or offense.
- (b) *Documentation.* Applicants shall present to the Village Clerk for examination:
- (1) A driver's license or some other proof of identity as may be reasonably required;
 - (2) A state certificate of examination and approval from the sealer of weights and measures where the applicant's business requires use of weighing and measuring devices approved by state authorities;
 - (3) ~~A state health officer's certificate where the applicant's business involves the handling of food and is required to be certified under state law; such certificate to state that the applicant is apparently free from any contagious or infectious disease, dated not more than 90 days prior to the date the application for license is made;~~
- (c) *Application fee.* At the time of filing the application, the fee established by the Village Board from time to time and provided in Appendix A to this Code shall be paid to the Village Clerk to cover the cost of processing the application and investigation of the applicant.
- (d) *Investigation.* Upon receipt of the application, the Village Clerk shall refer it immediately to the Chief of Police, who shall cause a complete investigation of the applicant based upon the information in the application and report the findings of such investigation to the Village Clerk
- (e) *Issuance of license.*
- (1) *Standards for issuance.* The Village Clerk shall issue a license authorizing the direct sales described in the application as soon as practicable following receipt of a report from the Chief of Police, unless the Village Clerk

determines one or more of the following:

- a. The application is incomplete, or information required by Subsection (a) has not been provided.
- b. The application or supporting documents contain any false or materially misleading information or any material omission.
- c. The applicant has pending criminal charge that is substantially related to the licensed activity and is an "exempt offense" as defined under Subsection (f)(2) or is a violent crime against a child, or the applicant been convicted of a misdemeanor crime or ordinance violation during the previous five (5) years, or a felony crime during the previous ten (10) years, the circumstances of which substantially relate to the circumstances of direct sales activities.

(2) *License provisions.* If the Village Clerk determines that the applicant meets the requirements of this Section, or if the Village Board determines to issue the license after appeal, the Village Clerk shall issue a license to the applicant as a direct seller and date the entry. Licenses may be issued with an effective period of seven days, 30 days or the calendar year. The licensee shall thereupon sign a statement appointing the Village Clerk as agent for receipt of service of process in any civil action brought against the applicant arising out of the performance or nonperformance of any sale or service performed by the licensee in connection with the direct sales activities in the event the licensee cannot, after reasonable effort, be served personally. All licenses are subject to subsequent revocation, as provided in Section 11-136.

(f) *Non-issuance by the Village Clerk*

- (1) Except as provided in Subsection (2), if an application is not approved by the Village Clerk pursuant to Subsection (e)(1)(c), the Village Clerk shall provide to the applicant in writing a statement of the reasons for the denial, including a statement of how the circumstances of each offense which is the basis for the denial relates to direct sales activities, and provide a copy of the written denial to the applicant. The written notice to the applicant shall also provide notice of a right to a hearing under paragraph (g). Written notice is complete upon mailing.
- (2) Subsection (1) does not apply to any offense that constitutes an "exempt offense," which includes a violation specified in Wis. Stats. Ch. 940, Wis. Stats. §§ 948.02, 948.025, 948.03, 948.05, 948.051, 948.055, 948.06, 948.07, 948.075, 948.08, 948.085, 948.095, or a violation of the law of another jurisdiction that would be a violation of an above-described offense if committed in this state.

(g) *Appeals.*

- (1) Any person whose application has not been approved by the Village Clerk may appeal that decision to the Public Safety Committee by providing written notice to the Village Clerk within 14 days of the Village Clerk mailing notice of denial of the license.
- (1) Upon appeal, the Public Safety Committee shall conduct a hearing to make a recommendation to the Village Board regarding issuance of the direct seller's

license. If the applicant fails to appear before the Public Safety Committee, the Public Safety Committee shall forward a recommendation for non-issuance of the license. At the hearing, both the Village and the applicant may introduce evidence, produce witnesses, cross-examine witnesses and be represented by counsel. The hearing shall be recorded.

- (2) Upon any appeal of a license denial based in whole or part on Section 11-132(e)(1)(c), the Public Safety Committee shall consider any evidence of rehabilitation presented by the applicant pursuant to Wis. Stats. § 111.335(4)(d). If the applicant demonstrates rehabilitation and fitness to engage in direct sales activities, the Public Safety Committee shall recommend issuance of license unless it finds grounds other than the applicant's conviction record for denying the application.
- (1) The Village Board shall issue written findings and a decision regarding the issuance of the license within 30 days after the hearing.

(Code 1998, § 7-4-4; Ord. No. 98-20, § 2, 12-14-1998; Ord. No. 2002-02, § 5, 1-14-2002; Ord. No. 2003-02, §§ 110—113, 1-27-2002)

SECTION 4: **AMENDMENT** “36-5 Special Requirements” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

36-5 Special Requirements

(a) Parade restrictions.

- (1) Drivers to stay near right-hand edge of roadway.
Each driver in any procession, shall drive as near to the right-hand edge of the roadway as practical, except upon one-way streets or when otherwise directed or approved by a police officer, and shall follow the vehicle ahead as close as is practical and safe.
- (2) No person who leads or participates in a parade shall disobey, or encourage others to disobey, the direction of any police officer, the terms of this Chapter, or the terms of the applicable event permit.
- (3) Sponsors or organizers shall obtain any county or state permits that may be required for use of any roadway under the jurisdiction of the county or state.
- (4) Only Community Organizations may be issued an event permit for a parade, and no event permit shall

be issued for a parade that is primarily for private economic or commercial purposes.

- (b) ~~Petition~~ Neighbor notification required for street use events. ~~An application for an event permit for a street use event shall be accompanied by a petition designating the proposed area of the street to be used and time for said proposed use; said petition to be signed by not less than 75 percent of the residents over 18 years of age residing along that portion of the street designated for the proposed use. Said petition shall be in a form provided in the application packet. The~~ permittee for a street use event shall, as a condition of the permit, provide written notice of the street use event to all residences and businesses along the portion of the street designated for the proposed use. Such notice shall be provided at least two weeks in advance of the street use event. Events involving a parade, marathon, bicycle race, run/walk race, triathlon, or other athletic event do not require ~~a petition~~ neighbor notification.

- (c) ~~Petition required for n~~ Neighborhood Events.
- (1) Application. Applicants shall apply for a neighborhood event on a form provided by the Village Clerk, no less than ~~two weeks~~ 10 business days prior to the event.
 - (2) Petition. The application shall be accompanied by a petition designating the proposed area of the street to be used and time for said proposed use, said petition shall be signed by ~~not less than one~~ property owner and/or tenant of at least 75 percent of the residences and businesses over 18 years of age residing along that portion of the street designated for the proposed use.
 - (3) Fees. There shall be no fee for a completed neighborhood event application submitted at least 10 business days prior to the event. Any application which does not include all of the information and documentation shall not be considered as complete. Completed applications submitted less than 10 business days prior to the event will be assessed a rush fee. Such fee shall be established by the Village Board from time to time and stated in Appendix A to this Code. Upon receipt of the rush fee, the Village will make a good faith effort to process the application in an expedited manner but will not guarantee that the application will be processed prior to the event. Payment of the rush

fee shall not relieve any person from the requirement to obtain a permit prior to the event. Payment of the rush fee shall not relieve any person from any other penalties prescribed for failure to obtain the permit.

(4) Approval process. The Director of Public Works or designee is given authorization to approve or deny permits for neighborhood events in coordination with recommendations from the Police Department and Fire/EMS Department. If approved, the Clerk shall issue a permit. If denied, the applicant may appeal to the Village Board by filing a notice of appeal with the Village Clerk within ten days of notification of denial. The applicant must state the basis of appeal. The Village Board may be majority vote to reverse or modify the decision.

~~The Director of Public Works or designee is given authorization to approve or deny street use permits for block parties in coordination with recommendations from the Police Department and Fire/EMS Department. If approved, the Clerk shall issue a permit. If denied, the applicant may appeal to the Village Board by filing a notice of appeal with the Village Clerk within ten days of notification of denial. The applicant must state the basis of appeal. The Village Board may be majority vote to reverse or modify the decision.~~

SECTION 5: AMENDMENT “CHAPTER 36 - EVENTS ON PUBLIC PROPERTY REQUIRING A PERMIT FEES” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

CHAPTER 36 - EVENTS ON PUBLIC PROPERTY REQUIRING A PERMIT FEES

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Section	Description	Fee
36-16	Application for special event Permit	\$100.00
<u>36-5(c)(3)</u>	<u>Neighborhood Event Permit Rush Fee</u>	<u>\$25.00</u>

SECTION 6: AMENDMENT “36-4 Application” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

36-4 Application

A person seeking to hold an event shall file an application with the Village Clerk on the form provided by the Village Clerk. The completed application shall be filed at least ~~45~~60 days before the proposed event, along with the application fee. The application shall contain, but is not limited to, the following information:

- (a) The name, address, email address and telephone number of the applicant or applicants.
- (b) If the event is to be conducted for, on behalf of, or by an organization or company, the name, address, email address and telephone number of the organization's or company's headquarters and of individual(s) authorized to act on behalf of the organization or company.
- (c) The name, address, email address and telephone number of the person or persons who will be responsible for operating the event.
- (d) The proposed use, described in detail, for which the event permit is requested. Applicants shall select all event types that are applicable to their event.
- (e) The date(s) and duration of time during which the event is to occur, including a detailed schedule of events.
- (f) A detailed security plan, including how many individuals will be designated to this function, how they will be identified, and how they will communicate with one another.
- (g) The applicant shall indicate if the event requires complete, partial, or no closure of any streets.
- (h) A map of the event, including any street(s)/property to be used, the placement of any tents, facilities, equipment, fencing, alcohol sale and carding areas (if applicable). The Public Works Director shall have final decision on placement of tents or any place the applicant wishes to break ground.
- (i) The approximate number of persons who will attend the event.
- (j) A detailed plan for mitigating severe weather (if applicable).
- (k) A detailed fire evacuation plan (if applicable).

- (l) If the event involves the sale or distribution of alcoholic beverages, a detailed plan for identifying and refusing service to those under the legal drinking age shall be included.
NOTE: Requires the application for and issuance of a temporary Class "B" alcohol license, in addition to the event permit.
- (m) A detailed plan describing what cleanup activities will take place at the conclusion of the event.
- (n) Events that are anticipated to allow for the presence of minors where alcohol is served requires Village Board approval. It shall be the event organizer's responsibility to request this approval on the application form.
- (o) Events that anticipate the use of amplified sound, or to in any manner generate excessive noise beyond 9:00 p.m. require an exemption from the Village Board under Sec. 20-83. It shall be the event organizer's responsibility to request this approval on the application form.
- (p) Any other information that the Village deems necessary or appropriate.

PASSED AND ADOPTED BY THE VILLAGE OF MCFARLAND VILLAGE BOARD

	AYE	NAY	ABSENT	ABSTAIN
Annen	_____	_____	_____	_____
Boyd	_____	_____	_____	_____
Brassington	_____	_____	_____	_____
Fessler	_____	_____	_____	_____
Leamy	_____	_____	_____	_____
Peña	_____	_____	_____	_____
Prill	_____	_____	_____	_____

Presiding Officer

Attest

Stephanie Brassington, Village
President, Village of McFarland

Cassandra Suettinger, Deputy
Administrator/Clerk, Village of
McFarland

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 11, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Brian Redman, Interim Police Chief, Chris Dennis, Fire/Rescue Chief, Lee Igl, Public Works Director

AGENDA ITEM: Motion to approve Ordinance 2025-09: An ordinance providing a permitting process for street closures as recommended by the Public Safety Committee.

PREVIOUS ACTION:

ISSUE SUMMARY:

Chapter 53 of the Village Code Of Ordinance outlines the Street Privilege permit process. The current permit allows for obstruction of no more than one-third of any street or alley. While state law allows the Village Board to close a street or alley by resolution, staff is proposing creation of an administrative process for staff to be able to issue street closure permits.

Additionally, staff recommends creation of a rush permit fee for street privilege permits that do not meet the 10 business day submittal requirement. Because the street privilege permit requires the approval of four departments, additional staff time is required to rush permits through in a shorter time period.

FINANCIAL/BUDGET IMPACT:

Additional Revenues

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Public Safety Committee unanimously recommended approval of Ordinance 2025-09.

Motion to approve ordinance 2025-09: an ordinance providing a permitting process for street closures.

ATTACHMENTS:

1. 2025-09 Street Closures - Street Priviledge Permits
2. 2025-09 Street Closures - Street Priv - Appendix A



**VILLAGE OF MCFARLAND
ORDINANCE 2025-09**

**AN ORDINANCE PROVIDING A PERMITTING PROCESS FOR STREET
CLOSURES.**

PURPOSE To Update Chapter 53 of the Village Code of Ordinances to provide a process for street closures through the street privilege Permit.

SPONSOR: Deputy Administrator/Clerk Cassandra Suettinger, Public Works Director Lee Igl, Police Chief Brian Redman, and Fire & Rescue Chris Dennis.

RECOMMENDED REFERRAL: Public Safety Committee

PUBLIC HEARING: None

WHEREAS, The Village Board accepts the recommendations of the Public Safety Committee and Village staff and finds that is is in the public interest to amend the McFarland Municipal Code to provide a process for street closures within the street privilege permit process.

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

SECTION 1: **AMENDMENT** “53-242 Conditions Of Occupancy” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

53-242 Conditions Of Occupancy

The permission to occupy or obstruct the streets, alleys, sidewalks or public grounds is intended only for use in connection with the issued permit, and shall be given upon the following terms and conditions and subject to revocation without notice by the Director of Public Works, Chief of Police or Building Inspector for violation thereof:

- (a) Such temporary obstruction shall cover not more than one-third of any street or alley, except as otherwise authorized by the Village Clerk.
- (b) Obstructions shall be sufficiently lighted at night so as to be in full view of the public from all directions.
- (c) Sidewalk traffic shall not be interrupted, but temporary sidewalks of not less than four feet in width guarded by a closed fence at least four feet high on both sides may be maintained during the period of occupancy.
- (d) No fire hydrant may be blocked from ready access, as determined by the Fire/EMS

Chief, Building Inspector or Director of Public Works.

- (e) Upon termination of the work necessitating such obstruction, all parts of the streets, alleys, sidewalks or public grounds occupied under the street privilege permit shall be vacated, cleaned of all rubbish and obstructions and placed in a safe condition for public travel at the expense of the permittee.

(Code 1998, § 6-2-6(d); Ord. No. 2003-05, § 20, 3-24-2003; Ord. No. 2020-06, § 7, 2-10-2020)

SECTION 2: **AMENDMENT** “53-239 When Required” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

53-239 When Required

Street privilege permits for the use of the streets, alleys, sidewalks or other public ways or places of the Village may be granted to applicants by the Village Clerk for the purpose of encumbering the street, alley, sidewalk or way with materials, storage pods, and equipment, or other items, provided such applicant has complied with the other requirements of this Section and has obtained a building permit if required by this Code. Completed applications shall be submitted no less than 10 business day prior to the start date of the encumbrance. The Village Clerk shall request advisory recommendations from the Chief of Police, Fire/EMS Chief, Director of Public Works and Building Inspector prior to issuance of any street privilege permit. Village officials may also require the applicant submit proof of liability insurance with the application in an amount the Village determines necessary to protect the Village and the public. The Village Clerk may impose reasonable restrictions on the permit related to public safety and convenience, and as may be recommended by the Chief of Police, Director of Public Works, Fire/EMS Chief, or Building Inspector, considering, among other factors, the nature and duration of the proposed street closure or use, the volume of traffic regularly occurring on the street to be closed or encumbered, alternative street access and the potential danger or inconvenience to the public by encumbering or closing all or part of a street. The Village Clerk may also require the permittee, as a condition to the permit, provide reasonable notice to affected residents and property owners in a manner and scope as determined by the Village Clerk. Regulations concerning the moving of buildings and structures upon public ways are contained in Article VI of Chapter 8 of this Code.

(Code 1998, § 6-2-6(a); Ord. No. 2003-02, § 61, 1-27-2002; Ord. No. 2003-05, § 20, 3-24-2003; Ord. No. 2020-06, § 5, 2-10-2020)

SECTION 3: AMENDMENT “53-243 Termination” of the Village of McFarland Municipal Code is hereby *amended* as follows:

A M E N D M E N T

53-243 Termination

All street privilege permits shall automatically terminate at the end of three months from the date of issuance unless an earlier termination date is specified thereon at the discretion of the Village Clerk. A permit may be terminated or suspended at any time by the Chief of Police, Public Works Director, Fire/EMS Chief and/or Village Clerk in the interests of public safety and convenience. Upon termination or suspension of the permit, the permittee shall remove all encumbrances from the street. The Village may also cause the removal of any encumbrance and charge such cost as a special charge pursuant to Wis. Stat. § 66.0627.

(Code 1998, § 6-2-6(e); Ord. No. 2003-02, § 63, 1-27-2002; Ord. No. 2003-05, § 20, 3-24-2003)

SECTION 4: AMENDMENT “53-241 Fee” of the Village of McFarland Municipal Code is hereby *amended* as follows:

A M E N D M E N T

53-241 ~~Fee~~Fees

- (a) The fee for a street privilege permit shall be the fee established by the Village Board from time to time and stated in Appendix A to this Code, plus any actual Village costs.
- (b) Rush Fee. Completed applications submitted less than 10 business days prior to the start date of the encumbrance will be assessed a rush fee. Such fee shall be established by the Village Board from time to time and stated in Appendix A to this Code. Upon receipt of the rush fee, the Village will make a good faith effort to process the application in an expedited manner but will not guarantee that the application will be processed prior to the requested start date of the encumbrance. Payment of the rush fee shall not relieve any person from the requirement to obtain a permit prior to the encumbrance. Payment of the rush fee shall not relieve any person from any other penalties prescribed for failure to obtain the permit.

(Code 1998, § 6-2-6(c); Ord. No. 2003-05, § 20, 3-24-2003)

PASSED AND ADOPTED BY THE VILLAGE OF MCFARLAND VILLAGE BOARD

_____.

	AYE	NAY	ABSENT	ABSTAIN
Annen	_____	_____	_____	_____
Boyd	_____	_____	_____	_____
Brassington	_____	_____	_____	_____
Fessler	_____	_____	_____	_____
Leamy	_____	_____	_____	_____
Peña	_____	_____	_____	_____
Prill	_____	_____	_____	_____

Presiding Officer

Attest

Stephanie Brassington, Village
President, Village of McFarland

Cassandra Suettinger, Deputy
Administrator/Clerk, Village of
McFarland

CHAPTER 53 - STREETS, SIDEWALKS AND OTHER PUBLIC PLACES FEES

Section	Description	Fee
53-126	Excavations of streets, alleys, public ways and grounds-Renewal of permit	\$25.00
53-127 (b)	Excavation permit	\$125.00 application fee plus .12/lineal foot
53-128	Verifying satisfactory insurance	\$75.00 verification
53-240	Annual bond for excavation permit	\$20,000.00
53-241 (a)	Street privilege permit	\$25.00
<u>53-241 (b)</u>	<u>Street privilege permit rush fee</u>	<u>\$25.00</u>
53-306	Removal of snow and ice by Village after notice	Cost, minimum \$35.00
53-482	Application for driveway permit	\$50.00

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 11, 2025

SECTION: Business

DEPARTMENT: Police

CONTACT: Brian Redman, Interim Police Chief

AGENDA ITEM: Motion to approve a grant opportunity to assist the Village in funding a second K9 as recommended by the Public Safety Committee.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Police Department has an opportunity to apply for a \$25,000 grant through the state of Wisconsin to deploy a second K9 in the village. The grant is through the Wisconsin Department of Justice, and is titled "Law Enforcement Drug Trafficking Response." Our current K9 Rudy is scheduled to be phased out and replaced in 2027. If awarded the grant, the Police Department would bring back a request to deploy a second K9 likely in 2026. It is of note, the grant is only available to add capacity to the department. The Village would look at retiring Rudy potentially after 2027 and replacing.

FINANCIAL/BUDGET IMPACT:

The request at this time is to apply for the grant. The grant does not bind the Village to purchasing a 2nd K9. If the Village were to be approved for the grant funding, a request to purchase a second K9 would come back to the Village Board for consideration.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Public Safety Committee recommended approval of applying for a grant to assist the Village with funding a second K9.

Motion to approve the police department to apply for the \$25,000 drug interdiction grant, to assist with the purchase of a second canine.

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 11, 2025

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Motion to approve Ordinance amendment 2025-09: updates to Chapter 53 - Streets, Sidewalks and Other Public Places ordinance and Appendix A as recommended by the Public Works & Utilities Committee.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Annually, Public Works reviews the fees charged in Chapter 53 of the ordinance to make adjustments. This year we have three recommended changes for 2026.

1. Renewal of excavation permits for expired permits — increase from \$25.00 to \$50.00.
We have been spending an increased amount of time on renewals, reviewing insurance documents, and changes to previously approved plans.
2. Excavation permit application — increase the application fee from \$125.00 to \$150.00.
Staff are recommending this increase due to the increase in time to review and oversee the compliance of the permit.
3. Re-submittal of an excavation permit (non-expired) — This would be a new fee of \$75.00. We have been receiving an increased volume of changes to previously approved excavation permits. Reviews can take as long as the initial review process. This amends ordinance 53-127.

Enclosed are the ordinance amendments as recommended by staff.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

[Chapter 53 - Streets, sidewalks and other public places](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Public Works & Utilities Committee unanimously recommended approval of Ordinance



amendment 2025-09.

Motion to approve Ordinance amendment 2025-09: Updates to Chapter 53, including Appendix A as presented to be effective January 1, 2026.

ATTACHMENTS:

1. Ord_2025-09 Updates to Chapter 53 Streets, Sidewalks and Other Public Places
10.16.2025

**VILLAGE OF MCFARLAND
ORDINANCE 2025-09**

**TO UPDATE CHAPTER 53 - STREETS, SIDEWALKS AND OTHER PUBLIC
PLACES FEES AND ASSOCIATED APPENDIX A**

PURPOSE, To update Chapter 53 - Streets, Sidewalks and Other Public Places Fees and associated Appendix A

SPONSOR, Public Works Director, Lee Igl

RECOMMENDED REFERRAL, Public Works & Utilities Committee

PUBLIC HEARING, None.

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

SECTION 1: **AMENDMENT** “53-127 Village Standards; Fees” of the Village of McFarland Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

53-127 Village Standards; Fees

- (a) All work performed under this Section and under Division 53-IV-3 of this Article shall be performed in accordance with current Village standards. At the conclusion of permittee's work, any street, curb and gutter, sidewalk or grass-covered area damaged or disturbed by the permittee shall be restored to the condition prior the permittee's work, unless otherwise directed by the Director of Public Works.
- (b) The fee for an excavation permit shall be the fee established by the Village Board from time to time and stated in Appendix A to this Code plus actual Village expenses. Permit fees shall be paid to the Village Treasurer who shall issue a receipt therefor.

(Code 1998, § 6-2-3(f); Ord. No. 2003-02, § 55, 1-27-2002; Ord. No. 2020-06, § 2, 2-10-2020)

AFTER AMENDMENT

53-127 Village Standards; Fees

- (a) All work performed under this Section and under Division 53-IV-3 of this Article shall be performed in accordance with current Village standards. At the conclusion of permittee's work, any street, curb and gutter, sidewalk or grass-covered area damaged or disturbed by the permittee shall be restored to the condition prior the permittee's

work, unless otherwise directed by the Director of Public Works.

- (b) The fee for an excavation permit shall be the fee established by the Village Board from time to time and stated in Appendix A to this Code plus actual Village expenses. Permit fees shall be paid to the Village Treasurer who shall issue a receipt therefor.

- (c) The fee for resubmittals of an excavation permit shall be the fee established by the Village Board from time to time and stated in Appendix A to this code plus actual Village expenses. Permit fees shall be paid to the Village Treasurer who shall issue a receipt therefor.

(Code 1998, § 6-2-3(f); Ord. No. 2003-02, § 55, 1-27-2002; Ord. No. 2020-06, § 2, 2-10-2020)

SECTION 2: AMENDMENT “CHAPTER 53 - STREETS, SIDEWALKS AND OTHER PUBLIC PLACES FEES” of the Village of McFarland Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

CHAPTER 53 - STREETS, SIDEWALKS AND OTHER PUBLIC PLACES FEES

Section	Description	Fee
53-126	Excavations of streets, alleys, public ways and grounds—Renewal of permit	\$25.00
53-127(b)	Excavation permit	\$125.00 application fee plus .12/lineal foot
53-128	Verifying satisfactory insurance	\$75.00 verification
53-240	Annual bond for excavation permit	\$20,000.00
53-241	Street privilege permit	\$25.00
53-306	Removal of snow and ice by Village after notice	Cost, minimum \$35.00
53-482	Application for driveway permit	\$50.00

AFTER AMENDMENT

CHAPTER 53 - STREETS, SIDEWALKS AND OTHER PUBLIC PLACES FEES

Section	Description	Fee

53-126	Excavations of streets, alleys, public ways and grounds—Renewal of permit	\$ 50.00 25.00
53-127(b)	Excavation permit	\$ 150.00 125.00 application fee plus .12/lineal foot
<u>53-127(c)</u>	<u>Resubmittals of excavation permit</u>	<u>75.00</u>
53-128	Verifying satisfactory insurance	\$75.00 verification
53-240	Annual bond for excavation permit	\$20,000.00
53-241	Street privilege permit	\$25.00
53-306	Removal of snow and ice by Village after notice	Cost, minimum \$35.00
53-482	Application for driveway permit	\$50.00

PASSED AND ADOPTED BY THE VILLAGE OF MCFARLAND VILLAGE BOARD

_____.

	AYE	NAY	ABSENT	ABSTAIN
Annen	_____	_____	_____	_____
Boyd	_____	_____	_____	_____
Brassington	_____	_____	_____	_____
Fessler	_____	_____	_____	_____
Leamy	_____	_____	_____	_____
Peña	_____	_____	_____	_____
Prill	_____	_____	_____	_____

Presiding Officer

Attest

Stephanie Brassington, Village
President, Village of McFarland

Cassandra Suettinger, Deputy
Administrator/Clerk, Village of
McFarland

Please pass along our families' support for approving phase 2 of the soccer complex. Although we do not have kids in the McFarland soccer program, this is a necessity for any growing community and a solid investment in McFarland. It would be a shame and waste to invest millions into starting a project we don't finish. In general, we need more in McFarland, not less. The voices of many need to be considered ... not just the loud voices of the few.

Barry and Jessika Kasten

[5980 Wiouwash Way, McFarland, WI 53558](#)

Hello Katie,

Unfortunately, we cannot make it to the meeting tonight.

But we strongly support the move and vote for the final approval.

Let me know if this works or should I send a signed support letter in any formal template?

Thank you

Nafsaniath

Olivia Chandler
MSC Coach

My name is Olivia Chandler, and I have been apart of the McFarland Soccer Club for almost over 20 years. I played at the club for 13 years, and now this is my seventh season coaching at the club. MSC has been a pillar of my life since I was a child.

I was apart of the first competitive all-girls team at the club, and to see what it has grown into now has been so special to me. Some of my best memories from growing up are from playing soccer at the fields, and being apart of a team.

From a player and coaching perspective, the fields are a space for all kids to feel safe and be apart of a team. Team sports are such an important aspect to development. While the fields have been our home for so long, it's important our facilities improve with the growth of the club.

Thank you.

Olivia

Good evening, and thank you for allowing me to speak.

I'm here tonight because I'm deeply concerned about the growing number of short-term rentals in our Village and the impact they're having on our neighborhoods and sense of community.

More and more, we're seeing individuals and LLCs buying up valuable properties in McFarland with no intention of living here — instead turning them into short-term rentals, or *tourist rooming houses* as they're called.

These conversions are disrupting our quiet, safe neighborhoods, eroding the small-town experience that drew so many of us here, and taking homes away from people who want to live and invest in this community.

I moved here over 30 years ago to a quiet little partially private alley where homes are close together and neighbors know each other well. Over the years, we've built strong relationships, making our close proximity a strength, not a burden.

But this is changing as the short-term rentals in our area are growing. On our side of the street of 6 houses— one is a short-term rental, and another is coming – both owned by non-residents of McFarland. With several others on the adjacent street, we have 4 within roughly 500 feet of our home. If this continues, we will be living among strangers not knowing who is living nearby week to week... Our neighborhood as we know it will be gone.

I had attended a Village meeting in the past to voice my concerns regarding this topic and learned the Village had their hands tied and had to approve the request because of a State law and we just needed to file complaints and trust that issues would be dealt with.

With a recent sale on my street, I began to research the State's Right-to-Rent law which requires this. I am no lawyer, so my comments are based on my understanding, but what I learned was very surprising.

Our ordinances go above and beyond what is required by this law – It's true we cannot deny applications, but there is more the Village can do to limit these rentals and the negative impact they have on our residents, neighborhoods and community.

For example:

- The law includes a **180-day provision** designed to balance individual property rights with community stability. It ensures homeowners can rent their homes for part of the year — for example, to accommodate snowbirds or part-time residents — while still preserving neighborhood character and livability.
The intent of this law was *never* to allow year-round short-term rentals that effectively turn residential homes into commercial mini-hotels. Yet in McFarland, our ordinance allows short-term rentals to operate **365 days per year**, even though the law only requires 180.
- The law also includes a **minimum 7-day rental requirement**, intended to discourage short, weekend-only stays that often lead to noise and disruption, and to instead promote longer, quieter visits that protect neighborhood peace.

In McFarland, this 7-day minimum only applies when the property owner does **not** reside in McFarland.

- Lastly, the law does **not** afford non-owner-occupied homes the same protections, which means municipalities have the authority to impose **stricter requirements** on these types of rentals. This can include limiting the total number of rental days per year — in some communities as few as **30 days** — and using zoning restrictions to prevent clustering in certain neighborhoods. **McFarland currently does none of these**, leaving us more exposed to the negative impacts of investor-owned short-term rentals than we need to be.

I ask you, with all the negative impacts short-term rentals have on our residents and neighborhoods, **why would we choose to have more permissive requirements than the law requires?**

The ordinances in the Town of Dunn, Monona, Waunakee, and Middleton all impose the **180-day limit** and include **stricter rules for non-owner-occupied properties**, in some cases allowing them to operate only **30 days per year**.

So why don't we?

By not aligning with these neighboring communities, we are essentially **inviting investors and LLCs** to buy homes here solely to operate short-term rentals, drawn by our more relaxed regulations.

In doing so, we are subjecting our residents and neighborhoods to the impacts of these rentals for longer than necessary — **eroding our quality of life and sense of community that once defined our Village**.

I understand these ordinances were last reviewed in 2023 and some really great changes were made. I hope you'll agree it's time to look at them again.

I truly believe that, even though I am standing here alone, I'm speaking for the majority of McFarland residents who care deeply about protecting the character and livability of their neighborhoods.

I respectfully urge the Village Board and the Public Safety Committee to **review our tourist rooming house ordinances** and consider aligning them with what the state law actually requires — and **no more**.

I also ask that you consider **pausing new short-term rental approvals** until this review is complete.

We all share the same goal: to preserve the safe, friendly, and connected community that makes McFarland such a special place to live.

Thank you for your time, your service, and for giving me the opportunity to share these concerns on behalf of our community.

Dear Village Board Trustees,

I am writing to offer my strong, unequivocal support for the proposed new soccer and community complex ahead of this vote. This project is a necessary investment in our community's future and athletic infrastructure, and I urge you to vote **yes** to move it forward.

As a McFarland resident and a parent whose children have utilized these fields for years, I have seen firsthand the need for this upgrade and know the benefits it can bring to the broader community beyond soccer. We have two children, ages 12 and 17, who have grown up on the existing fields. This plan represents the culmination of six years of dedication and hard work by many in the community, and it is time to realize that effort.

The current fields are simply past their useful life. The new complex addresses critical infrastructure deficits that impact player safety and field quality. Beyond soccer, this complex is truly a community asset. This facility will host baseball and, for the first time, include a dedicated cross country course. This is especially exciting for our family, as our 17-year-old currently runs cross country for the high school. The ability to host means drawing more revenue into our community. This expansion shows

a commitment to serving a wider range of our local athletes and community organizations.

Voting yes is a vote for better facilities, fewer maintenance issues, and a significantly expanded community resource that will benefit McFarland families for decades. Please seize this opportunity and move this vital project forward.

Thank you for your service and consideration of this important issue.

Sincerely,

Stephen & Melissa DeShong

From: [Marty Schumacher](#)
To: [Cassandra Suettinger](#)
Subject: FW: Proposed Soccer Fields on AB Feedback
Date: Sunday, November 9, 2025 10:45:36 PM

Hello Cassandra,

I sent the e-mail below to the board using e-mail addresses found in the Dane County Directory. I noticed that other people's comments ended up in the agenda, but this did not. Did my email below ever reach the board?

Also, now that I have seen comments about running cross country at this park, I would like to add that the perimeter of the park will be less than 1 mile, and there were no wooded areas on the drawing. When I was in cross country, I would have rather not had a home meet than run laps in an open field.

Thank you,
Marty Schumacher

From: Marty Schumacher
Sent: Monday, November 3, 2025 9:48 PM
To: sbrassington@mcfarland.wi.gov; kannen@mcfarland.wi.gov; kboyd@mcfarland.wi.gov; aleamy@mcfarland.wi.gov; mpena@mcfarland.wi.gov; lprill@mcfarland.wi.gov; lfessler@mcfarland.wi.gov
Subject: Proposed Soccer Fields on AB Feedback

Dear Village Board,

I love playing soccer. I played organized soccer from 5 until 15 years old as well as intramural in college, and I currently coach 2 teams for the McFarland Soccer Club. Despite my love of soccer, I oppose the proposed soccer facility on AB because it will increase the barrier to playing soccer.

The previous president of the McFarland Soccer Club once lamented that kids in the Netherlands will play pick-up games of soccer after practice, but kids in the US do not. The reason for the difference is unrelated to the cultural importance of soccer, but rather the difference is in how kids get to the practice. The Netherlands has the best bicycle infrastructure in the world and very good public transit. Their road design prioritizes safety over car throughput. These infrastructure choices allow kids to safely move around their environment and make decisions about when to arrive or leave before turning 16. Meanwhile in McFarland, it is too dangerous for most kids to bike to soccer practice; therefore, they need to be driven by a parent, who wants to go home and make dinner the second practice ends. Additionally, this requirement to be driven to practice limits soccer only to kids whose parents

are available to drive them to practices occurring between 5pm and 7 pm.

With the proposed safety improvements to Siggelkow, McFarland was going to make soccer a more accessible sport. However, moving the fields to AB ensures car ownership will always be a requirement for participation in soccer in McFarland. It will mean children will need a parent working 1st shift that can get out early enough to drive them. It will exclude kids with parents working 2nd shift. Moving these fields will reduce the number of kids able to participate in soccer.

Thank you,
Marty Schumacher

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 11, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Discussion and annual update from the McFarland Food Pantry.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The McFarland Food Pantry will be on hand to provide their annual update and report.

FINANCIAL/BUDGET IMPACT:

The Village provides a contribution from the General Fund to support general operations of the pantry in the amount of \$4,000 annually.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action on this item, presented for discussion only.

ATTACHMENTS:

1. 2024 Annual Report

2024 McFARLAND COMMUNITY FOOD PANTRY HIGHLIGHTS

The McFarland Community Food Pantry's mission is to provide food and household essentials to individuals and families within the McFarland community who are struggling with hunger and in need of assistance.

Like 2023, demand at the pantry continued throughout 2024. McFarland Community Food Pantry saw increases in both the number of households registered, and the number of visits to the pantry. The total number of registered households rose 12% from 2023, and the total number of visits to the pantry rose 35%.

The pantry rose to the occasion, meeting the increased needs. We continue to allow and encourage our shoppers to come as frequently as they need, and to take what they need with very few restrictions.

Our home delivery service also continues to grow at the pantry. We currently deliver to 20-22 households twice a month. We offer delivery twice a month to ensure that these households have better access to perishable items such as fruit, vegetable, milk and bread.

During 2024, the Pantry served 198 different households who made 3399 visits to the Pantry. These households included 216 adults, 94 seniors (60 and over), and 139 children.

We also continued to:

- Ensure each Pantry guest had access to a wide variety of nutritious food items including milk, eggs, meat, and fresh fruit and vegetables.
- Stock household essentials and personal items, including toilet paper, paper towels, toothbrushes, toothpaste, bath soap, shampoo, dish soap, and laundry detergent.
- Distribute school supplies and school gift cards to students.
- Provide 121 Thanksgiving and 132 Winter Holiday meal baskets (including essentials to make a complete holiday meal) to Pantry households. Thanks to Second Harvest, and Mad-City Gobblers the meat and a number of the meal ingredients were without cost.
- Coordinate the Holiday Giving Tree, providing 323 gifts to individuals (households and children). Due to the incredible generosity of both organizations and individuals in our community, we were once again able to provide a gift to each household, and 2 gifts to each child. As in past years, the McFarland High School Students donated additional gifts for the children.

COMMUNITY SUPPORT

The incredible increase in demand resulted in 185,370 pounds of food and household essentials were distributed to households in need last year. That is an increase of over 37,000 pounds (a 26% increase over 2023). Our amazing community (including Pick n Save, Kwik Trip and Dollar General) increased the amount that they donated by more than 33,000 pounds, with a total amount donated

from our community of over 91,000 pounds of food and household essentials (50% of what was distributed)!

2024 continued to bring out the best of the community, with many community organizations, churches, businesses, and individuals supporting the Pantry with special events, food drives and monetary donations. Over 235 different individuals and businesses made monetary donations in 2024. There were also several monetary fund raisers, such as the annual Kuehl Polar Plunge, and McFarland House Café summer long “Sundaes on Thursdays”.

There were a great many food drives and fundraising activities by individuals, organizations and churches, some of which included:

- Food drives by the Lions, Lioness and the American Legion.
- Scouting for Food by the McFarland Scouts, cookie donations by individual Girl Scout Troops, and Thrivent Action Team food drives.
- McFarland School Support including:
 - Conrad Elvehjem Primary School's food drive and Socktober with socks being distributed with holiday gifts
 - Waubesa Food Drive, sponsored by the 3rd graders and the 3rd grade field trips to the Pantry for a tour and to decorate grocery bags
 - Indian Mound Middle School food drives
 - High School food drives including DECA's annual Halloween Food Drive, and the Music Boosters club fresh fruit drive
- One Community Bank-McFarland's community and employee food drives.
- AMTELCO and Temperature Control Systems' food drives; Hope Lutheran Church's Mountain of Food; and Crossroads Church food drive along with hat and mitten donations.
- Edward Jones Thanksgiving pie donations and Mad-City Gobblers' turkey and ham donations.
- Kwik Trip, Pick N Save, and Dollar General food donations.
- Food Drives by Spartan Bowl, Green Lantern, and Total Body Training.
- Zelm Chiropractic Center's Patient Appreciation Day fundraiser and food drive.
- Food and household good donations from Becker's Bounty, and Toby's Supper Club.
- Food drives and fundraising by individuals, churches, and neighborhood groups such as McFarland Lutheran Church, Waubesa Condominiums, and local hockey, soccer and basketball teams.
- Stuff the Bus coordinated by the McFarland Lions, along with the Lioness, Lions, United Church of Christ, American Legion Auxiliary #534, McFarland Lutheran Church, One Community Bank-McFarland, and Thrivent Insurance.
- The Optimist Club Increased their “Cuddle Up with Books” donations from once to twice a year.
- Lemonade stands, book sales and shoveling snow.

Thanks to the McFarland community, during the summer and fall we were able to provide Pantry guests with a wide variety of fresh produce. Fresh broccoli, tomatoes, cabbage, cucumbers, brussels sprouts, strawberries, apples and pears were among the many fruits and vegetables donated. These produce donations came from both “backyard gardens” and from gardens planted especially for the Pantry, including the McFarland Lutheran Church “Care of Creation” garden, the Community Garden, and by Norb and Kathy Krusiak. Additional ongoing produce donations were also received from Bill Alber, Nick Linden and Dale Marsden.

PANTRY EXPENSES

The Pantry received, at no cost, allotments of food through the federal emergency food assistance program (TEFAP) and Second Harvest. With this and the increased donations from the community, only 30% of the food and households essentials distributed were purchased by the Pantry in 2023.

VOLUNTEERS

The McFarland Community Food Pantry continues to be a 100% volunteer organization from the Pantry Board to the Pantry Manager and the wide range of individual and group volunteers. Volunteers ensure that the Pantry is cleaned and stocked, along with packing groceries for Pantry guests.

**THE McFARLAND COMMUNITY FOOD
PANTRY CONTINUES TO BE AMAZED BY THE
SUPPORT OF THE COMMUNITY AND PANTRY
VOLUNTEERS. WE ARE SUCCESSFUL
BECAUSE OF YOU!!
THANK YOU**

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 11, 2025

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding the award of contract for Community Park Phase 2 improvements.

PREVIOUS ACTION:

The Parks & Recreation Committee recommended approval to the Village Board regarding a proposal from Parkitecture for design services related to Community Park Phase 2 in the amount of \$139,896 at their June 4, 2024, meeting.

The Village Board approved a proposal from Parkitecture for design services related to Community Park Phase 2 at their June 10, 2024, meeting.

The Parks and Recreation Committee discussed the improvements for the Phase 2 development at its meeting on November 6, 2024.

The Parks and Recreation Committee reviewed a conceptual proposal for the Phase 2 development at its meeting on March 4, 2025.

The Parks and Recreation Committee recommended approval to the Village Board regarding design and authorizing the project for bid at their May 6, 2025, meeting. The Committee requested the engineer include two alternates for the sun shades and overflow parking as another means to control costs when decided what to do with the contract award.

The Village Board approved the design and authorized the project for bid at their May 13, 2025, meeting.

The Parks and Recreation Committee reviewed the design and advised on the building materials at their meeting on July 1, 2025.

An update was provided to the Parks and Recreation Committee at their meeting on August 5, 2025 and September 2, 2025.

The Parks and Recreation Committee were presented the bid tab for Phase 2 work and the bid alternates on October 23, 2025. The item was tabled until a future Parks and Recreation meeting.

The Parks and Recreation Committee unanimously recommended approval to award contract for



Phase 2 at the Community Park at its meeting on November 4, 2025.

ISSUE SUMMARY:

Community Park Phase 1 started and was completed in 2023. It included digging the well for irrigation, installation of the irrigation system along with grading and seeding all the soccer fields. The fields will need to continue to grow and mature to be ready to play as soon as the Fall of 2026. Phase 2 of this project began in 2024 with design work leading to the bidding process that was conducted last month.

The following improvements were initially planned for inclusion within Phase 2 of the project:

- Final site work including grading, utilities, and storm sewer improvements.
- Park shelter including restrooms, concessions, gathering space, and related storage areas.
- Parking Lot including paving, curb, and gutter.
- Final landscaping and accessory structures where needed.

The objective of Phase 1 was to rough grade the park to get the field locations settled and allow enough time for grass/turf to properly grow. Phase 2 was to take the next step to construct what is needed within the park to allow for operations of the McFarland Soccer Club to transition from their current location to the new location. High School Cross Country Teams and McFarland Recreation and Play (MRAP) have since been identified as additional users. These are the most expensive pieces of transition but this does include the key elements to allowing for that transition which are the creation of the parking lot and park shelter. Since the beginning of design we have removed the playground, final surface layer of asphalt, reduced the size of the shelter, deferred site improvements, and made changes to the materials the building is to be constructed with. Agreements with the McFarland Soccer Club and School District have been finalized, and will be considered as part of the next two items.

As a Community Park, we can expect the following could be achieved once occupancy can be achieved through the implementation of Phase 2:

- Soccer Fields — This is the primary purpose which was previously identified in the Master Plan and will allow for the complete transition of the Soccer Club from McFarland Park to this new location. The shelter including its design amenities would be consistent with current offerings at McFarland Park and needed to support their operations in the new location. They have agreed to terms to contribute financially to offset this cost.
- Cross Country Athletics — This will become the future home of the McFarland High School Cross Country Team which presently does not have a home course. They do all of their meets at their competitor's venues. We would work with the School District on partnering with their adjoining land to create a course allowing for home meets as well as possible regional meets on the site. The shelter allows for growth of their sport as well as the ability to welcome other teams to the site for the various competitions helped to create an improved identity. They have agreed to terms to contribute financially to offset this cost.



- McFarland Recreation and Play — MRAP would also have the ability to expand recreational opportunities within the shelter taking advantage of the space being conditioned for all seasons. This allows them to look at new ventures to align programs within the space geared towards Adults and Youth that are not yet school aged.
- Winter Sports — The development of the course for the cross country running could be reviewed for cross country skiing and snow shoeing the winter months. Setting up an actual trail to follow this path will help create a formal offering not otherwise present within the system other than informal utilization.
- Senior Outreach — The Department hosts various events in the parks using McFarland Park and Lewis Park for different themed activities to improve on senior activities and socialization. This offers another opportunity to do so year round helping to provide more flexibility in their ability to deliver programs.
- Library - Occasionally the Library travels offsite for its programs where participants meet at a park for the defined activity. Especially in warmer months having the ability to be outside with the amount of green space that is available helps to create active play opportunities for youth that are non-school aged.
- Local Groups — This also creates additional opportunity for other local groups in the Community of which several are exempted from rental fees helping to make accessibility to the space more affordable. Groups like the Optimists, Lions Club, Youth Center, and others would be able to access the space and surrounding park for their operations as they need them.
- General Public Rentals — Finally, park shelters in warmer months are very popular locations for the public to rent the space for birthday parties, reunions, and other personal events they do not wish to host in their homes. This location also offers that ability to do so year round which ultimately creates additional revenue to offset operations of the site and another option for people to access.
- With the creation of the fields, shelter, and amenities we likely have the ability to look at other uses to consider to help bolster revenues associated with the park and continue to maximize its use. We'll want to identify areas that are not conflicting with our existing use agreements but consider opportunities where applicable.

Collectively its important to recognize that all of these things have a positive impact on our Community in so many different ways. The activities themselves contribute to the quality of life, provide parody for individuals to enjoy at their leisure, allow others to lead their development in the Community alleviating the Village of this responsibility, can influence the local economy during large scale influx of people, and have improvements that are done so in a methodical manner following our plans.

Bids were opened on September 10, 2025 with four bids received. They ranged from \$2,785,000 to \$2,945,323. The low bid was from McKee Associates. A letter of recommendation from Parkitecture is attached.

The enclosed packet contains an abbreviated version of the final bid package which included the full design and specifications for the project. The site plan and floor plan layout are included as



part of that document that is very large in excess of 630 pages.

Staff is recommending accepting McKee Associates base bid and include the deduct alternate A which changes the copper piping to PEX.

FINANCIAL/BUDGET IMPACT:

Expenses

\$ 975,000	Sitework and mobilization
\$ 1,810,000	Park Shelter
(\$ 11,800)	Alternate bid deduction A1 - PEX water line
\$ 28,000	Well estimate
\$ 125,000	Septic estimate
\$ 149,500	Design/Bidding Services
\$ 45,500	Construction Administration
<u>\$ 213,800</u>	<u>Contingency</u>
\$ 3,335,000	Total Estimated Project Expenses

Revenues

\$2,000,000	2025 Borrowing
\$ 660,000	Use Agreement Revenue (Soccer and District)
\$ 500,000	2025 Parks Fund (Parks Impact Fees)
<u>\$ 175,000</u>	<u>2024 Borrowing (Design)</u>
\$3,335,000	Total Estimated Project Revenues

The project as presented uses the same amount of borrowed funds and park impact fees as approved within the 2025 Budget. The 2026 Budget is poised to be approved at the same funding levels including the revenue from the use agreements and pending award of contract.

The \$660,000 was part of the borrowing by the Village but will be offset by the revenue provided by Soccer at \$25,000 per year and District at \$10,000 per year. Terms of those agreements were for 20 years with the loan terms only applicable for 10. Additionally, these agreements in total provide \$700,000 of income over their life of which our current funding gap is \$660,000. That funding gap could do down based on the need for contingency which then allows some of this contribution to offset the Village's costs operations at the Park. Assuming the project is advanced and occupancy granted next year, we will revisit the allocation of these funds to align with where needed.

While it remains an expensive project, it is in line with the Village's funding plans established through the Budget and CIP that are evaluated annually to be approved by the Village Board. It further fits within the Village's current and desired debt utilization with respect to the impact on the overall borrowing while not requiring additional funds that what is currently identified here.

A few other items of note regarding the fiscal history of the project:

2019 - Property Acquisition - \$750,000

The Village Board approved purchase of the current Community Park property at its meeting on March 25, 2019. The property is a former farm that at that time had been



vacated and the land was rented for a few different purposes. It was advertised on the open market at that time and the Village submitted its offer ultimately negotiating the sale that was ultimately agreed to. The acquisition was closed with the seller in June of that year, and then later that Fall funds were allocated to begin the Master Planning process in 2020.

2021 - Master Plan - \$75,000

The Village Board approved a proposal with Parkitecture at its meeting on March 23, 2020 to study the future uses to be developed at the new Community Park and also how that interacted with existing uses at McFarland Park. Roughly about half the cost for the proposal was tied to each location, but as we know they are linked based on the recommendations on how their improvements would advance in the future. The Village Board accepted the final draft of the Master Plan at its meeting on November 8, 2021 allowing the recommendations to begin to be incorporated within the Capital Improvement Plan as its developed from year to year. The key recommendation from this plan was to redevelop soccer fields at the new Community Park which then frees up space at McFarland Park to add new amenities like pickleball, aquatics, etc. and expanded amenities for things like the skatepark, baseball, etc.

2023 - Phase 1 - \$1,490,760

The land in question was purchased and being used formerly for agricultural purposes.

The first phase of the project was to conduct mass grading to level the site, begin establishment of the turf for the playing surfaces in the future, rough in stormwater improvements, provide base course for future parking lot, and also included irrigation to support the newly created turf. The Village Board awarded contract for Phase 1 on June 14, 2022 and was completed near the end of 2023 allowing for grass to grow to establish the turf over two full growing seasons in 2024 and 2025.

We have been following this progression in accordance with direction provided via Committee and Village Board over the course of several years. This progression also provides perspective on how long it takes to work through some of these different elements to get to this point of Phase 2 to be able to bring the park online for utilization with a targeted occupancy of the Fall of 2026. This then allows for consideration of additional improvements to follow suit in other areas that Soccer has vacated while also creating new opportunities for Cross Country athletics through the High School and additional recreational offerings. To date we have invested \$2,315,760 within the park to bring it up to a level of service identified within our planning process over the years. If the second phase does not advance, we will have to consider what is needed to bring the park online otherwise we'll be continuing to maintain the property without a defined use in order to protect the investment that has been made to date.

VILLAGE PLAN REFERENCE:

[Outdoor Recreation and Open Space Plan 2019-2023](#) - One of the key recommendations of this plan was the acquisition of 20-40 acres of land for a future Community Park on the Village's eastside (page 2). The Village acquired the land in 2019 and then established the master plan for its development in 2021. Guidelines for Community Park development are located on Page 13 of this plan.



[McFarland 2020-2030 Strategic Plan](#) - This plan established a goal to "support the development of active and passive recreational amenities that appeal to all age groups and abilities" (Page 10). One of the strategies to achieve this goal as outlined within the plan is to "develop individual park master plans that prioritize future developments, including a new community park" (Page 10). The master plan for this park was completed in the fall of 2021. Annually the Village Board has reviewed this as part of its goals and objectives from year to year, and continues to place an emphasis through the funding adopted for the project.

[2021 William McFarland Park and New Community Park Master Plan \(Appendicies\)](#) - The master plan was created to help chart out future growth of this park. The first phase of implementation was the mass grading as described in this memorandum.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to accept the McKee Associates base bid and the alternate bid deduction A1 for a total cost \$2,773,200 and a total project cost of \$3,335,000 including well, septic, construction administration, and contingency as needed..

ATTACHMENTS:

1. McFarland Bid Tab
2. McFarland CP PH2 Recommendation
3. 25_0811 McFarland Com Park Ph2 Combined Set
4. Fw_ Soccer project
5. Letter to the Village Board_29Oct2025
6. Phase 2 of Community Park Support Letter SL_
7. Club Comments for 11_4 Village Board meeting
8. Karlis letter of support
9. Community Park Phase 2 Feedback for Tonight!

				Engineer Estimate		McKee Associates Inc		Harmony Construction Management		Joe Daniels Construction Co., Inc.		Advanced Building Corporation	
Section	Tit	Line Item	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Base Bid													
		1	Mobilization	LS	1	\$75,000.00	\$75,000.00	\$35,000.00	\$35,000.00	\$37,110.00	\$37,110.00	\$500,000.00	\$500,000.00
		2	Sitework	LS	1	\$1,030,495.00	\$1,030,495.00	\$940,000.00	\$940,000.00	\$1,122,970.00	\$1,122,970.00	\$1,010,000.00	\$1,010,000.00
		3	Community Building	LS	1	\$1,740,000.00	\$1,740,000.00	\$1,810,000.00	\$1,810,000.00	\$1,696,447.00	\$1,696,447.00	\$1,363,000.00	\$1,363,000.00
Informational Bid Items													
		I1	Dense Graded Basecourse	TON	100	\$18.00	\$1,800.00	\$25.00	\$2,500.00	\$22.10	\$2,210.00	\$22.00	\$2,200.00
		I2	Concrete Pavement - 6" Reinforced	SF	500	\$11.00	\$5,500.00	\$12.00	\$6,000.00	\$11.33	\$5,665.00	\$10.10	\$5,050.00
		I3	Concrete Curb and Gutter	LF	50	\$30.00	\$1,500.00	\$50.00	\$2,500.00	\$25.69	\$1,284.50	\$45.00	\$2,250.00
		I4	Concrete Pavement - 4"	SF	500	\$8.50	\$4,250.00	\$10.00	\$5,000.00	\$9.17	\$4,585.00	\$8.30	\$4,150.00
Alternate Bid Items													
		A1	Plumbing, PEX vs. Copper	LF	1	(\$10,000.00)	(\$10,000.00)	(\$11,800.00)	(\$11,800.00)	(\$12,000.00)	(\$12,000.00)	(\$1.00)	(\$1.00)
		A2	Plumbing, Wall Hung Toilets vs. Tank Type	EA	1	(\$8,000.00)	(\$8,000.00)	(\$9,500.00)	(\$9,500.00)	(\$9,000.00)	(\$9,000.00)	(\$500.00)	(\$500.00)
		A3	Plumbing, Sensor Flushometer vs. Manual Type	EA	1	(\$4,000.00)	(\$4,000.00)	(\$4,600.00)	(\$4,600.00)	(\$460.00)	(\$460.00)	(\$400.00)	(\$400.00)
		A4	Mechanica, Cooling in Concessions 103	EA	1	(\$6,800.00)	(\$6,800.00)	(\$7,000.00)	(\$7,000.00)	(\$5,569.00)	(\$5,569.00)	(\$7,000.00)	(\$7,000.00)
		A5	Electrical, Power Pedestals in Parking Lot	EA	1	(\$5,800.00)	(\$5,800.00)	(\$7,500.00)	(\$7,500.00)	(\$8,950.00)	(\$8,950.00)	(\$2,833.00)	(\$2,833.00)
		A6	Electrical, Fans in the Community Room 101	EA	1	(\$6,500.00)	(\$6,500.00)	(\$6,500.00)	(\$6,500.00)	(\$7,500.00)	(\$7,500.00)	(\$3,000.00)	(\$3,000.00)

McFarland Community Park - Phase II
Recommendation of Bid Results

September 10, 2025

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



Dear Matt:

This memo is in reference to the bid opening for the Community Park - Phase II that took place Wednesday September 10, at 2:00 PM.

We have reviewed the four bids received and found all to be complete. Bids ranged from \$2,785,000 to \$2,945,323. See the attached bid tabulation for the full itemized results. McKee Associates, Inc submitted the low base bid of \$2,785,000. Several alternate bid items were included as optional cost savings measures. Five of the six deductive alternate bid items pertained to building interior items and one related to removing electrical outlets in the parking lot. Acceptance or rejection of any or all of the individual alternate bid items does not affect which bidder is low bid, it remains McKee Associates. We recommend only accepting the deductive alternate bid item A1: Plumbing, PEX vs. Copper, changing interior plumbing from Copper to PEX for an \$ 11,800 cost savings.

Our opinion of probable cost for the base bid project was \$2,845,495. The low bid from McKee Associates is approximately \$60,500 below our estimated cost. McKee Associates has built several similar projects recently and is qualified for this project. We have recent project experience working with them, confidence in their abilities to perform the project scope, and we have verified the scope of work and assumptions with them via phone call.

After reviewing the bid and discussions with the Village staff and contractor, it is our opinion that the Village should accept the McKee bid including the deduct alternate A1 (-\$11,800) as received for a total contract amount of **\$2,773,200**.

Please contact me if you have any questions.

Sincerely,

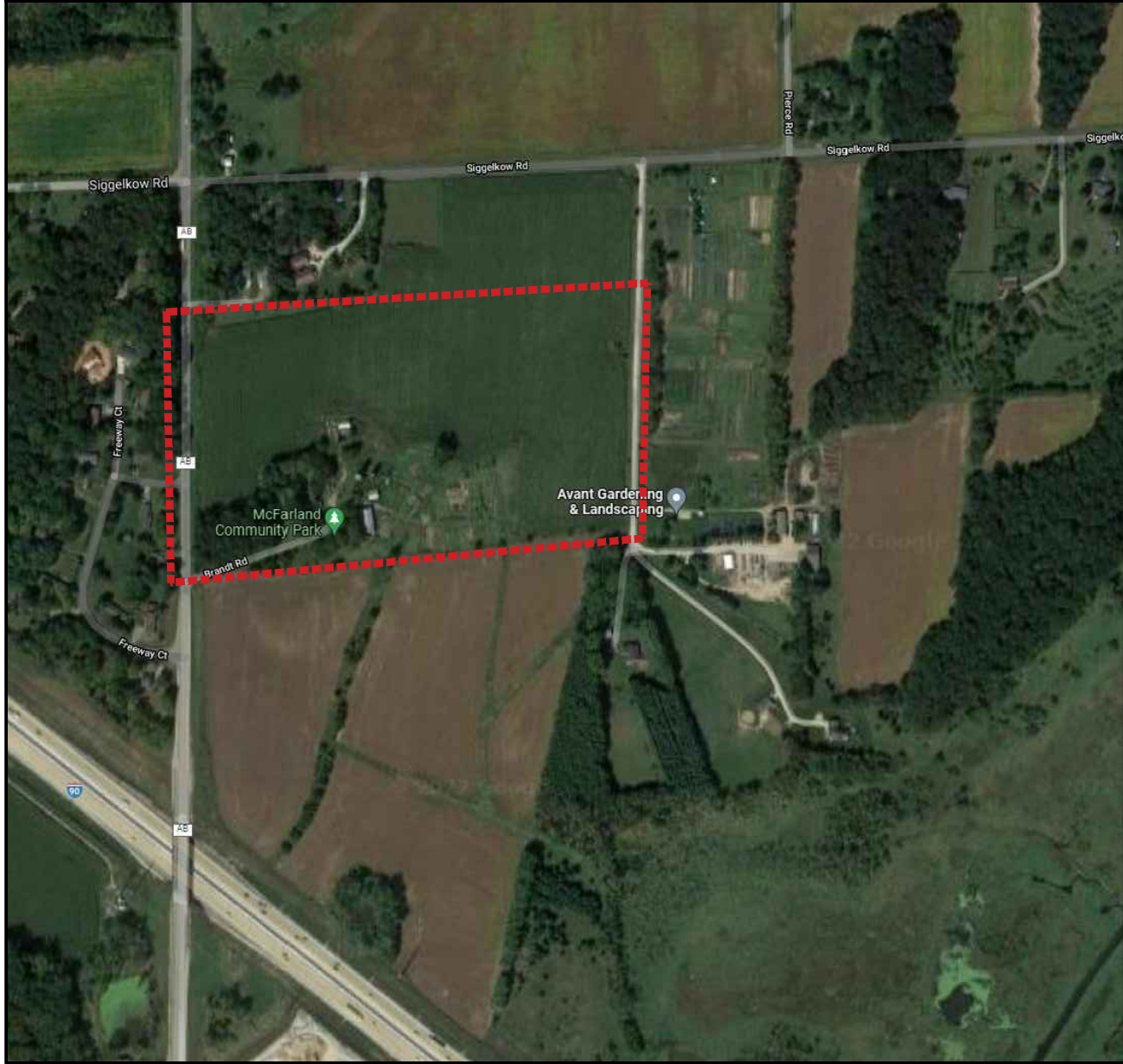
Blake Theisen, PLA, ASLA
Principal

Parkitecture + Planning
901 Deming Way, Suite 201
Madison, WI 53717

E blake@parkitecture.org
P 608.886.6808

File: V:\24.029 McFarland Community Park Phase 2 CDS\CAD\P-T.dwg Layout: T100 User: bluem Plotted: Aug 13, 2025 - 1:42pm

PROJECT LOCATION MAP

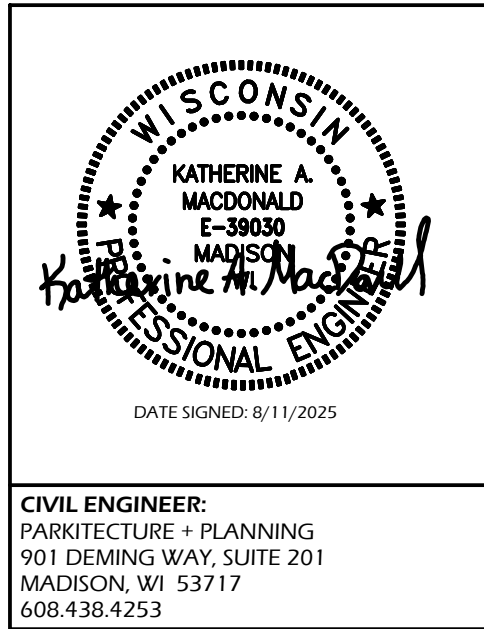


PROJECT ADDRESS: NTS
3234 COUNTY HIGHWAY AB, MCFARLAND, WI 53558

PROJECT MASTERPLAN



NTS



PROJECT NOTES (NON INCLUSIVE):

ALL BIDDERS SHOULD VISIT THE SITE PRIOR TO SUBMITTING BIDS.

BY OWNER SCOPE:

- WELL DRILLING & WELL MECHANICAL EQUIPMENT (PUMP, CONTROLLER, PRESSURE TANK, WIRING)
- SEPTIC SYSTEM (PERC TEST, DRAIN FIELD, PLUMBING)
- PICNIC TABLES (PROVIDE & INSTALL)
- PROVIDE SALVAGED DONOR PAVERS FOR REINSTALLATION.

SHELTER BUILDING PLANS ARE A SEPARATE PLAN SET

INDEX TO DRAWINGS

T100	TITLE SHEET
SHEET 1 OF 1	
	TOPOGRAPHIC SURVEY, PROVIDED BY MSA
	REINDERS OVERALL IRRIGATION PLAN (FOR REFERENCE)
C100	EXISTING CONDITIONS & SITE DEMOLITION PLAN
C120	EXISTING SITE IMAGES
C200	SITE LAYOUT PLAN OVERVIEW
C210	SITE LAYOUT PLAN
C211	SITE LAYOUT PLAN
C212	SITE LAYOUT PLAN
C220	SITE LAYOUT PLAN - BUILDING AREA
C230	SITE LAYOUT PLAN - EAST GRAVEL LOT
C240	SITE LAYOUT PLAN - TRAILS
C290	FIRE ACCESS PLAN
C300	SITE GRADING & UTILITY PLAN OVERVIEW
C301	EROSION CONTROL PLAN
C310	SITE GRADING & UTILITY PLAN
C311	SITE GRADING & UTILITY PLAN
C312	SITE GRADING & UTILITY PLAN
C320	SITE GRADING & UTILITY PLAN - BUILDING AREA
C330	SITE GRADING & UTILITY PLAN - EAST GRAVEL LOT
C340	SITE GRADING PLAN - TRAILS
C500	SITE PHOTOMETRIC PLAN
C501	SITE PHOTOMETRIC PLAN
C502	SITE PHOTOMETRIC NOTES AND SCHEDULE
C800	LANDSCAPE PLAN OVERVIEW
C801	LANDSCAPE PLAN - NORTHWEST
C802	LANDSCAPE PLAN - SOUTHWEST
C803	LANDSCAPE PLAN - SOUTHEAST
C804	LANDSCAPE PLAN - NORTHEAST
C805	LANDSCAPE PLAN PLANT SCHEDULE & DETAILS
C806	SITE RESTORATION PLAN
C900	CONSTRUCTION DETAILS
C901	CONSTRUCTION DETAILS
C902	CONSTRUCTION DETAILS
C903	CONSTRUCTION DETAILS
C904	CONSTRUCTION DETAILS
C905	CONSTRUCTION DETAILS
C906	CONSTRUCTION DETAILS

COMMUNITY PARK - PHASE II
VILLAGE OF MCFARLAND
MCFARLAND, WISCONSIN
PROJECT NUMBER 24.029



Project Name: COMMUNITY PARK - PHASE II
3234 County Highway AB
McFarland, WI 53558

Sheet Title: TITLE SHEET

Revisions:

Project #: 24.029
Issued For: Bidding
Date: 8/11/2025

Sheet Number

T100

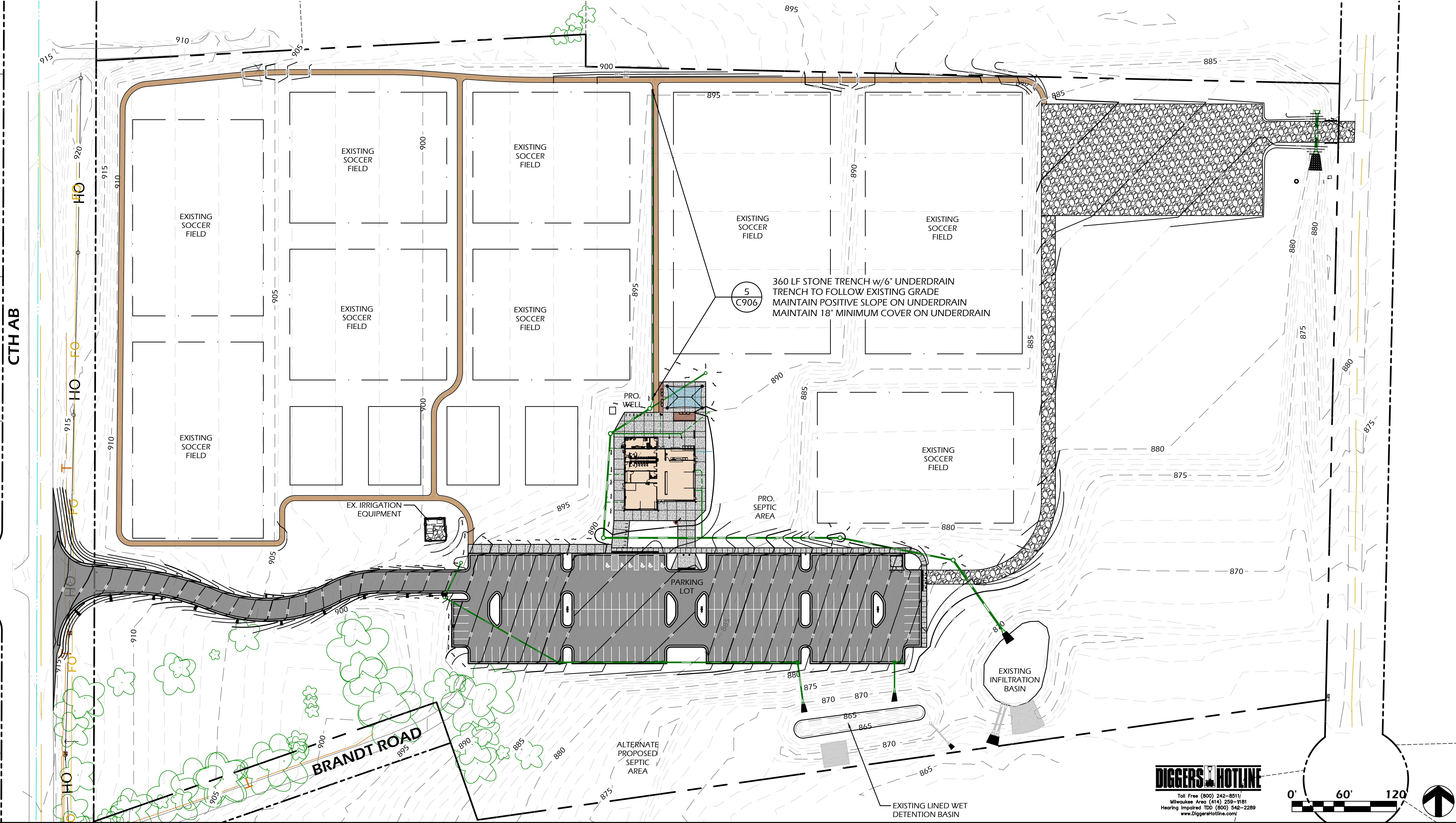
File: V:\24.029 McFarland Community Park Phase 2 CDS\CAD\P-SG.dwg Layout: C300 User: bluern Plotted: Aug 13, 2025 -- 12:53pm

SPOT GRADE ABBREVIATIONS:	
(XXX.XX)	= EXISTING GRADE
CXXX.XX	= PROPOSED CONCRETE
PXXX.XX	= PROPOSED PAVEMENT
FSXXX.XX	= PROPOSED FINISH SURFACE
RXXX.XX	= STRUCTURE RIM
IEXXX.XX	= INVERT ELEVATION
TOCXXX.XX	= TOP OF CURB ELEVATION

- UTILITY NOTES:**
- THE CONTRACTOR SHALL CONTACT DIGGERS HOTLINE A MINIMUM OF 3 WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.
 - STANDARD SPECIFICATIONS: PERFORM ALL WORK IN ACCORDANCE WITH THE PROVISIONS OF:
 - "STANDARD SPECIFICATIONS FOR SEWER AND WATER CONSTRUCTION IN WISCONSIN" (WSWS) LATEST EDITION
 - STATE OF WISCONSIN DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION" (WISDOT) LATEST EDITION
 - CONTRACTOR SHALL OBTAIN A CURRENT COPY OF ANY LOCAL MUNICIPAL STANDARD SPECIFICATIONS, PRIOR TO THE START OF CONSTRUCTION.
 - ALL UTILITIES SHALL BE INSTALLED WITH TRACER WIRE.
 - ALL APPLICATIONS AND FEES FOR SANITARY SEWER AND WATER MUST BE COMPLETED AND PAID PRIOR TO CONNECTION TO SEWER/WATER SYSTEMS.
 - CONTRACTOR SHALL PROVIDE 72 HOURS NOTICE TO THE APPROPRIATE UTILITY WHEN WATER OR SANITARY CONNECTION ARE TO BE MADE.
 - ANY UTILITY WORK IN THE RIGHT-OF-WAY AND ALL SANITARY SEWER AND WATER CONNECTIONS TO BE INSPECTED BY THE LOCAL UTILITY. NOTIFY 48 HOURS IN ADVANCE OF WORK.

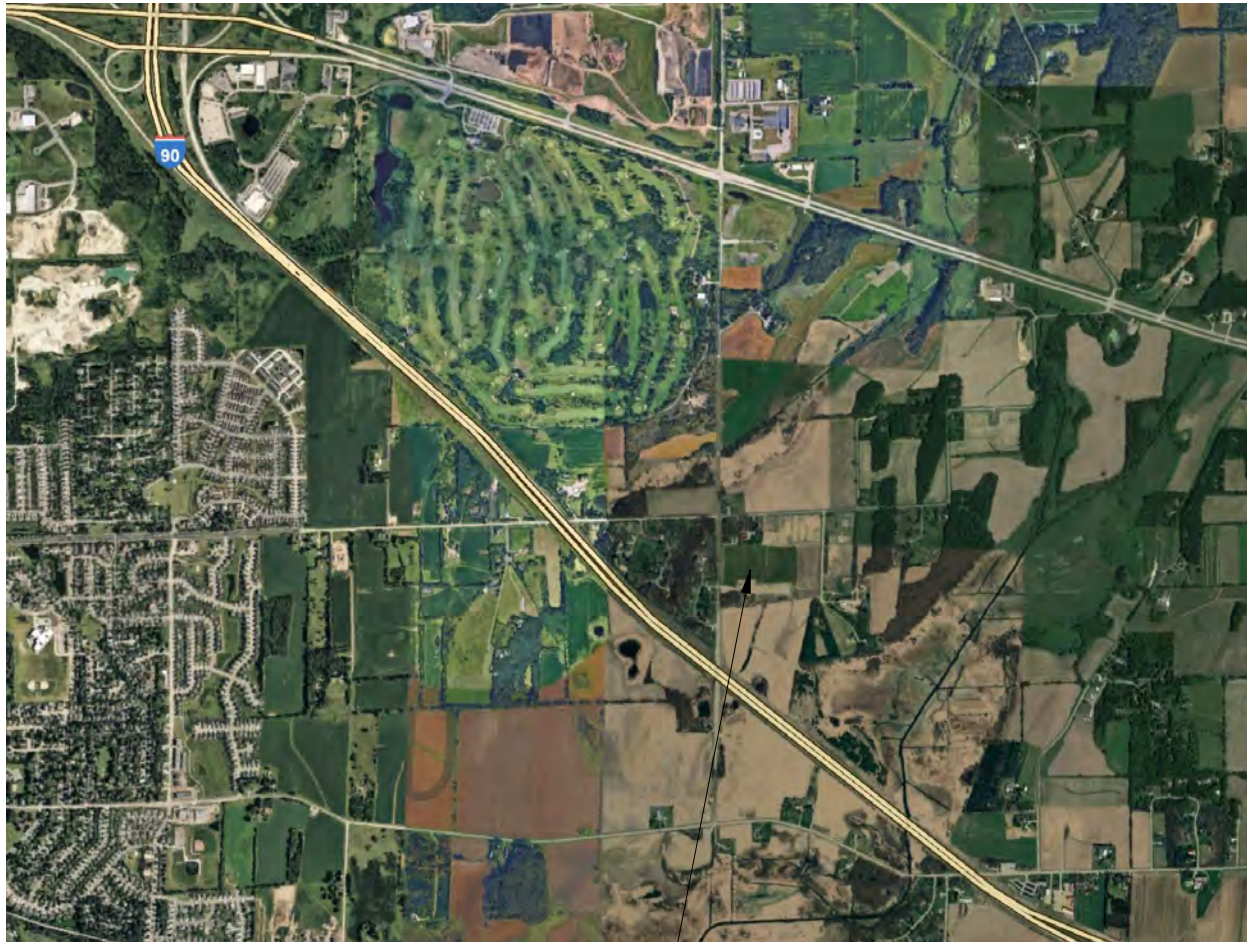
- STORM SEWER:**
- STORM SEWER OR CULVERTS WITHOUT DESIGNATED PIPE TYPES MAY BE SELECTED FROM THE MATERIALS LISTED IN THE SPECIFICATIONS.
 - STORM SEWER SPECIFIED AS RCP SHALL BE REINFORCED CONCRETE PIPE CONFORMING TO THE FOLLOWING SPECIFICATIONS:
 - 12" DIA - CLASS V RCP
 - 15" DIA - CLASS IV RCP
 - 18+" DIA - CLASS III RCP
 - STORM SEWER SPECIFIED AS HDPE SHALL BE CORRUGATED HDPE, SMOOTH INTERIOR.
 - STORM SEWER SPECIFIED AS PVC SHALL BE SCHEDULE 40 OR SDR 26 PVC.
 - POLYETHYLENE MATERIAL SHALL CONFORM TO ASTM D3350. AN APPROVED RUBBER GASKET JOINT SHALL BE USED FOR EITHER OPTION. JOINTS FOR RCP SHALL CONFORM TO ASTM D-471. JOINTS FOR HDPE SHALL CONFORM TO ASTM F-477.
 - ALL APRON ENDWALLS SHALL BE PROVIDED WITH PIPE GRATES (TRASH GUARDS).
 - 2" INSULATION MUST BE PROVIDED AT ANY CROSSINGS WITH WATER MAINS OR LATERALS WITH LESS THAN 24 INCHES OF VERTICAL SEPARATION.

- SITE GRADING NOTES**
1. ALL BIDDERS SHOULD VISIT THE SITE PRIOR TO SUBMITTING A BID AND REVIEW THE EXISTING CONDITIONS OF THE SITE.
 2. CONTACT DIGGER'S HOTLINE A MINIMUM OF 5 WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.
 3. GRADE, LINE, AND LEVEL TO BE REVIEWED IN THE FIELD BY THE OWNER OR A/E.
 4. THE SITE CONTRACTOR SHALL INSTALL AND MAINTAIN ALL EROSION CONTROL ELEMENTS IN ACCORDANCE WITH THE DEPARTMENT OF NATURAL RESOURCES AND THE LOCAL GOVERNING AUTHORITY'S REGULATIONS.
 5. PLACE SILT FENCE OR INLET PROTECTION AT ALL PROPOSED AND EXISTING CATCH BASINS, MANHOLES, AND INLETS FOR THE DURATION OF CONSTRUCTION.
 6. ALL EXISTING STRUCTURES AND/OR UTILITIES WHICH ARE NOT SHOWN ON THESE DOCUMENTS WHICH NEED TO BE REMOVED, RELOCATED, AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE CONTRACTOR AND INCLUDED IN THE BASE BID.
 7. CONTOUR INTERVAL SHOWN REPRESENTS ONE VERTICAL FOOT AND SHALL BE CONSTRUED AS FINISH GRADE.
 8. ALL HARDSCAPE SURFACES SHALL NOT EXCEED 5% RUNNING OR 2% CROSS SLOPES UNLESS OTHERWISE INDICATED.
 9. ALL TURF AREAS SHALL MAINTAIN A MINIMUM SLOPE OF 2% UNLESS OTHERWISE INDICATED.
 10. PROPOSED PATHS GENERALLY FOLLOW EXISTING FINISH GRADES EXCEPT WHERE PROPOSED CONTOURS DEMONSTRATE FILL CONDITIONS.
 11. MATCH TO EXISTING GRADE AT 5:1 MAXIMUM SLOPES BEYOND PROPOSED HARDSCAPE LIMITS EXCEPT WHERE SHOWN OTHERWISE.



MCFARLAND COMMUNITY PARK PAVILION

SITE LOCATION MAP



3234 COUNTY HWY AB
MCFARLAND, WI 53558

PROJECT DIRECTORY

DESIGN-BUILDER
ICONICA, INC.
901 DEMING WAY
MADISON, WISCONSIN 53717
PHONE: (608) 664-3500

OWNER
MCFARLAND PUBLIC WORKS
5115 TERMINAL DRIVE
MCFARLAND, WI 53558

CIVIL ENGINEER
PARKITECTURE + PLANNING
901 DEMING WAY
MADISON, WI 53717
PHONE: (608) 203-8203

LANDSCAPE DESIGNER
PARKITECTURE + PLANNING
901 DEMING WAY
MADISON, WI 53717
PHONE: (608) 203-8203



SHEET INDEX

BID PACKAGE #1: 08/11/2025	CURRENT REVISION	SHEET #	SHEET TITLE
General			
■	A001		COVER SHEET
■	A002		ABBREVIATIONS, SYMBOLS AND NOTES
Code			
■	A011		FIRST FLOOR CODE PLAN
Architectural			
■	A201		FIRST FLOOR PLAN
■	A202		REFLECTED CEILING & ROOF PLANS
■	A301		BUILDING ELEVATIONS
■	A302		BUILDING ELEVATIONS
■	A401		BUILDING SECTIONS
■	A402		BUILDING SECTIONS
■	A403		BUILDING SECTIONS
■	A410		EXTERIOR WALL SECTIONS
■	A411		EXTERIOR WALL SECTIONS
■	A412		EXTERIOR WALL SECTIONS
■	A413		EXTERIOR WALL SECTIONS
■	A500		PLAN DETAILS
■	A501		SECTION DETAILS
■	A502		SECTION DETAILS
■	A520		EXTERIOR DOOR DETAILS
■	A521		EXTERIOR DOOR DETAILS
■	A522		WINDOW DETAILS
■	A523		WINDOW DETAILS
■	A540		ROOF DETAILS
■	A541		ROOF DETAILS
■	A542		ROOF DETAILS
■	A601		ENLARGED PLANS & INTERIOR ELEVATIONS
■	A602		ENLARGED PLANS & INTERIOR ELEVATIONS
■	A603		ENLARGED PLANS & INTERIOR ELEVATIONS
■	A710		DOOR & HARDWARE SCHEDULES
■	A720		WINDOW TYPE ELEVATIONS
Interiors			
■	I201		FIRST FLOOR FINISH PLAN & SCHEDULE

SHEET INDEX

BID PACKAGE #1: 08/11/2025	CURRENT REVISION	SHEET #	SHEET TITLE
Structural			
■	S001		GENERAL NOTES
■	S002		GENERAL NOTES
■	S003		SNOW LOAD PLAN
■	S100		FOUNDATION PLAN
■	S111		SLAB-ON-GRADE PLAN
■	S205		ROOF FRAMING PLAN
■	S300		STRUCTURAL ELEVATIONS
■	S301		STRUCTURAL ELEVATIONS
■	S302		STRUCTURAL ELEVATIONS
■	S400		STRUCTURAL SECTIONS
■	S401		STRUCTURAL SECTIONS
■	S500		FOUNDATION DETAILS
■	S501		FOUNDATION DETAILS
■	S520		ROOF FRAMING DETAILS
■	S530		FRAMING DETAILS AT MASONRY
■	S531		FRAMING DETAILS AT MASONRY
■	S900		STRUCTURAL ISOMETRIC
Plumbing			
■	P001		ABBREVIATIONS, SYMBOLS AND NOTES
■	P002		ABBREVIATIONS, SYMBOLS AND NOTES
■	P201		FIRST FLOOR PLUMBING
■	P205		ROOF OVERALL PLUMBING
■	P501		PLUMBING DETAILS
■	P502		PLUMBING DETAILS
■	P601		ENLARGED PLUMBING PLANS
■	P602		ENLARGED PLUMBING PLANS
■	P701		SCHEDULES
■	P901		PLUMBING RISERS
■	P902		PLUMBING RISERS

SHEET INDEX

BID PACKAGE #1: 08/11/2025	CURRENT REVISION	SHEET #	SHEET TITLE
Mechanical			
■	M001		ABBREVIATIONS, SYMBOLS AND NOTES
■	M201		FIRST FLOOR & ROOF - MECHANICAL
■	M501		MECHANICAL DETAILS
■	M502		MECHANICAL DETAILS
■	M503		MECHANICAL DETAILS
■	M701		MECHANICAL SCHEDULES & CONTROLS
■	M901		MECHANICAL ISOMETRIC
Electrical			
■	E001		ABBREVIATIONS, SYMBOLS AND NOTES
■	E100		ELECTRICAL SITE
■	E201L		FIRST FLOOR OVERALL LIGHTING
■	E201P		FIRST FLOOR OVERALL POWER
■	E205P		ROOF POWER
■	E501		ELECTRICAL DETAILS
■	E701		ELECTRICAL SCHEDULES
■	E702		ELECTRICAL SCHEDULES

BUILDING CODE

- Building Regulations: 2015 IBC / ICC/ANSI A117.1-2010
- Use Groups/Occupancy: Mixed Use, Separated Occupancies (508)
- Type of Construction: Type VB (602.5)
- Allowable Area & Building Height:

Table 504.3 (max. height)
A-2, 40'-0"
504.4 (max. stories)
A-2 = 1

Table 506.2 (max area)
6,000 SF
- Sprinkler system: Building is not sprinklered.
- Fire Extinguishers: Type: 2A
Distance to Extinguisher: 75'
Floor Area / Extinguisher: 11,250 sq. ft.
Minimum Rating: Class B
Within 30' of Commercial cooking equipment (906.1.2)
- Protection of Elements: As determined by tabular values (Table 601)
(Group A-2 / Type VB)

Structural frame 0 hr
Ext. bearing wall 0 hr
Int. bearing walls 0 hr
Ext. non-bearing walls 0 hr
Int. non-bearing walls 0 hr
Floor construction 0 hr
Roof construction 0 hr
- Number of Occupants: As determined by tabular values (Table 1004.1.2) & Chapter 9 Fire Protection Systems (903.2.1.2 Group A-2)

Assembly

Community Room: 1472/15 = 70* occupants
Board Room: 273/15 = 19 occupants

Mercantile

Concessions: 403/60 = 7 occupants
Board Room Storage 78/300 = 1 occupant

Accessory storage

Mechanical: 317/300 = 2 occupants

Total:
(see Code Plan for detailed information) **99 occupants**

*Per 903.2.1.2 Group A-2
An automatic sprinkler system shall be provided for fire areas containing Group A-2 occupancies and intervening floors of the building where one of the following conditions exists:
1. The fire area exceeds 5,000 square feet.
2. The fire area has an occupant load of 100 or more.
3. The fire area is located on a floor other than a level of exit discharge serving such occupancies.

*Garage to be separated by 2HR Fire Barrier to keep total fire area under 5,000 square feet.
*Building to post signage at entry doors for Max Occupancy: 99.

- Exiting: Width - 0.2 inches per person for exits
44" min at corridors (1020.2)
Minimum number of exits = 2
32" min. clear at exit doors
50' Maximum dead end corridor (1020.4, exception #2)
30' Maximum common path of egress travel (1029.8)
200' Maximum exit access travel distance (1017.2)

126 total occupants (63 Women, 63 Men)

water closetslavatories

Women

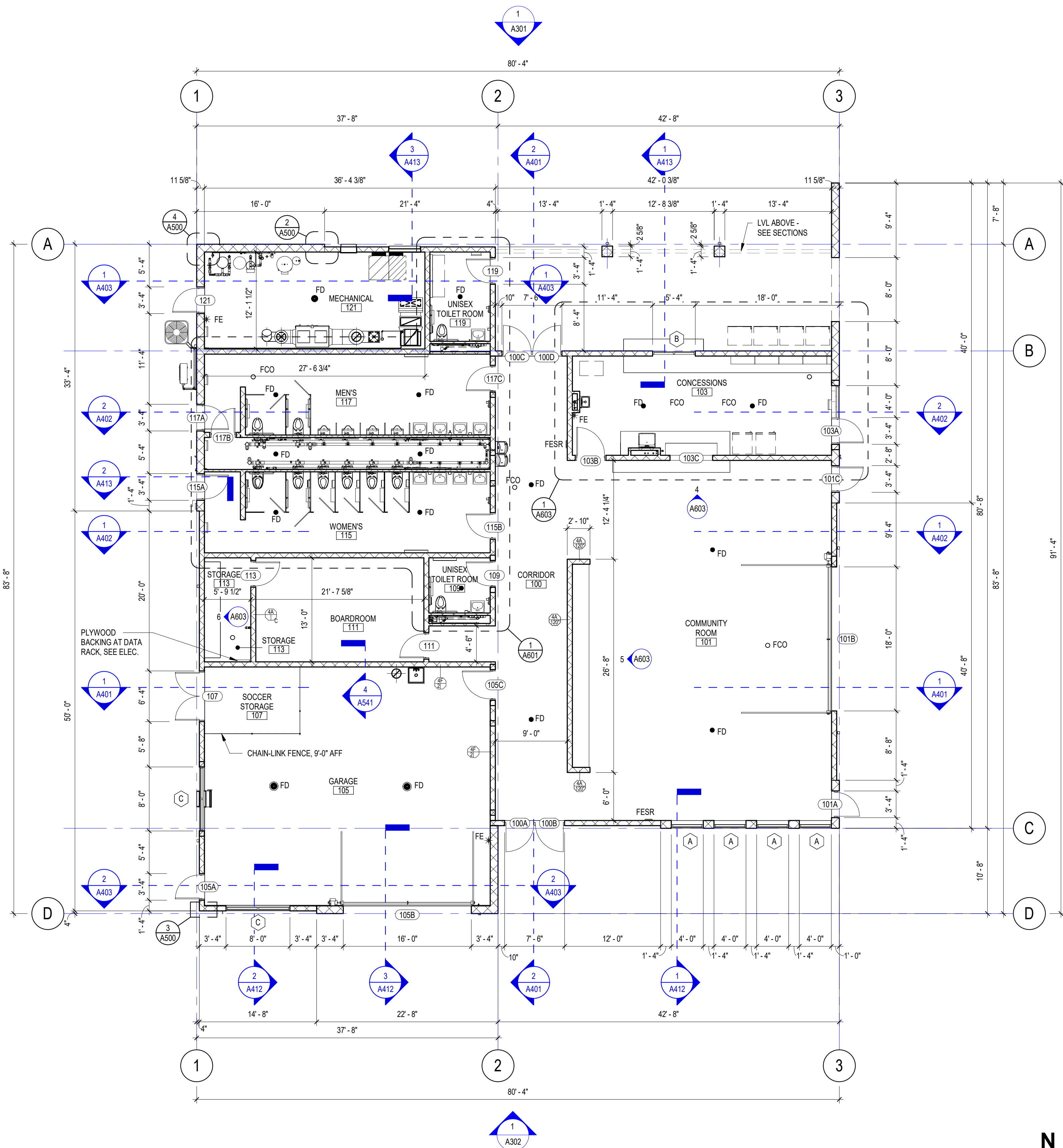
required: 1 1
provided: 6 4

Men

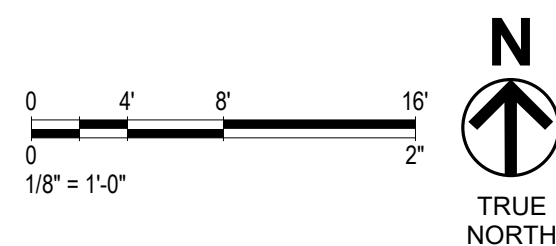
required: 1 1
provided: 2w 4u 4

Drinking Fountains: 1 required/2 provided
Service Sinks: 1 required/1 provided
- Marking Identification: Fire Walls, Fire Barriers, Fire Partitions, Smoke Barriers and Smoke Partitions shall be permanently identified with stenciling per 703.7 except in areas where gypsum board ceilings are provided.

1. Located in concealed floor, floor/ceiling or attic spaces.
2. Be located within 15' of the end of each wall and at intervals not exceeding 30' measured horizontally.
3. Letters to be not less than 3" in height with a min. stroke of 3/8" in a contrasting color.



1 FIRST FLOOR PLAN
A201 SCALE: 1/8" = 1'-0"

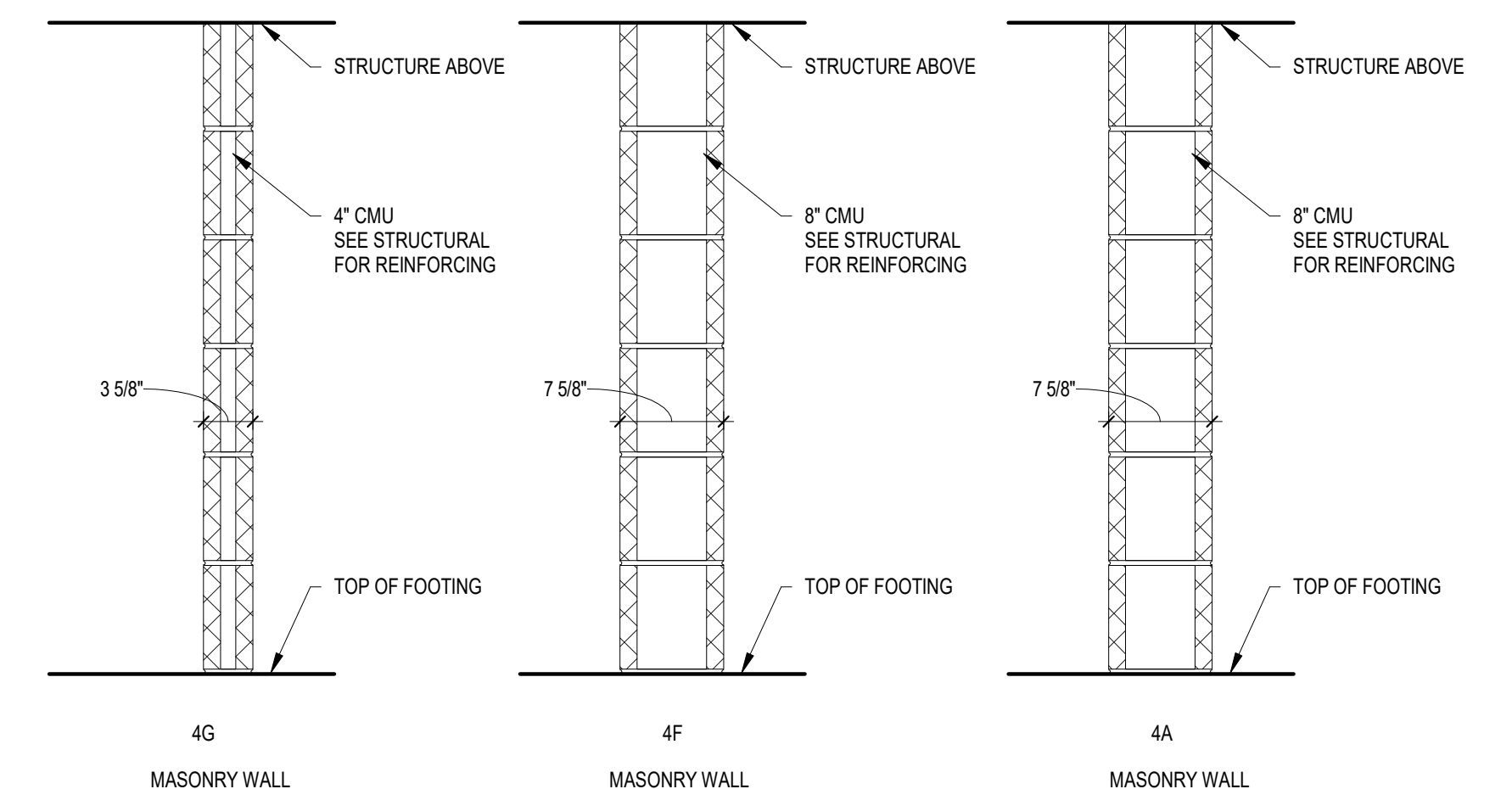
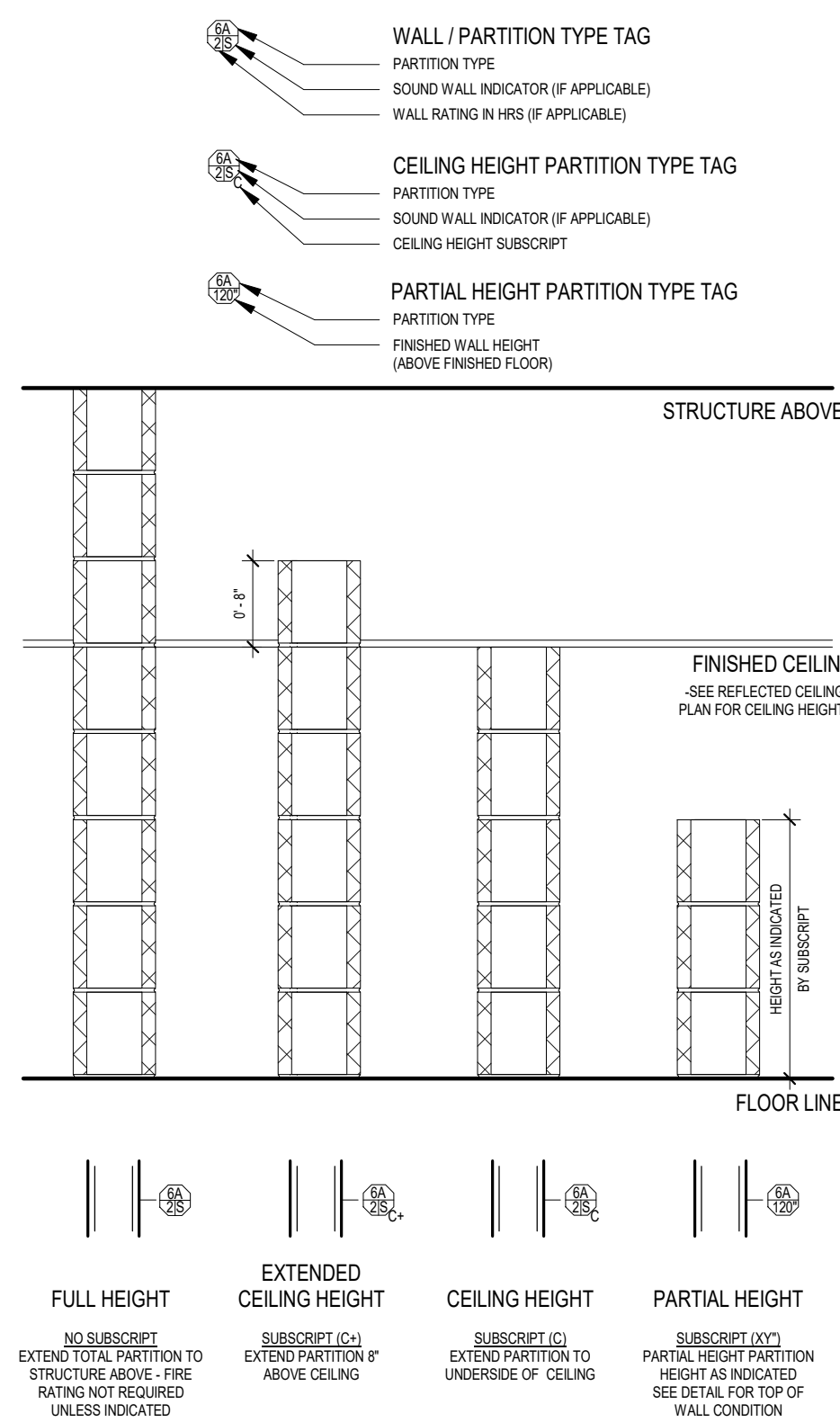


WALL TYPES
SCALE: NTS

- ARCHITECTURAL GENERAL NOTES:**
GENERAL NOTES APPLY TO ALL SHEETS.
- SEE CODE PLAN FOR LOCATION OF WALLS OF FIRE-RESISTIVE CONSTRUCTION. ALL WALLS OF FIRE-RESISTIVE CONSTRUCTION SHALL EXTEND TO UNDERSIDE OF FLOOR OR ROOF DECK ABOVE.
 - ALL EXTERIOR DIMENSIONS TO WALL CONSTRUCTION ARE TO FACE OF FOUNDATION, CMU OR SHEATHING TYPICAL UNLESS NOTED OTHERWISE.
 - ALL INTERIOR DIMENSIONS TO WALL CONSTRUCTION ARE TO FACE OF CMU, TYPICAL.
 - DIMENSIONS FOR DOOR AND WINDOW OPENINGS ARE TO MASONRY OPENING.
 - HOLLOW METAL DOOR ROUGH OPENINGS ARE INDICATED DOOR WIDTH PLUS 2" FRAME EACH SIDE.
 - WALL TYPES SHALL BE DESIGNATED ON FLOOR PLANS. SEE SHEET A201 FOR WALL TYPES AND GENERAL NOTES.
 - EXTERIOR WINDOWS, STOREFRONT, AND CURTAIN WALLS SHALL BE DESIGNATED ON FLOOR PLANS. SEE SHEET A522 & A523 FOR DETAILS.

- WALL TYPE GENERAL NOTES:**
- REFER TO INTERIOR FINISH PLANS/SCHEDULE FOR ADDITIONAL WALL FINISHES
 - ALL PENETRATIONS THROUGH WALL SHALL BE SEALED BY INSTALLING CONTRACTOR

PARTITION TAG LEGEND:



PARKITECTURE + PLANNING
901 Deming Way, Suite 201
Madison, WI 53717
608.686.6808

ICONICA
901 Deming Way / Madison, WI 53717
PH: 608.684.3500 / FX: 608.684.3535
iconicadecor.com

Project Name:
McFARLAND COMMUNITY PARK PAVILION
3234 COUNTY HWY AB
McFARLAND, WI 53558

Issue Description Date

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Sheet Title
FIRST FLOOR PLAN

Project #:
Issue:
Date:

20240370
BIDDING
08/11/2025

Sheet Number
A201

From: [Stephanie Brassington](#)
To: [Matt Schuenke](#)
Subject: Fw: Soccer project
Date: Wednesday, October 29, 2025 8:31:15 AM

Please make sure this is put in the packet for this future agenda item

Get [Outlook for iOS](#)

From: Gator Google <gatorcurtis@gmail.com>
Sent: Tuesday, October 28, 2025 8:24 PM
To: Stephanie Brassington <Stephanie.Brassington@mcfarland.wi.gov>
Subject: Soccer project

Dear Madam President,

I would like to voice my disapproval with the proposed soccer project. The size is too big and the cost is too high.

Please consider alternatives that are not as expensive.

Regards,
Bruce Curtis
6104 Saunders ct
Sent from my iPhone

My name is Eric Green
My address is 5942 Oak Hollow Drive, McFarland

Village Board Trustees,

My name is Eric Green, and I have the privilege of serving on the McFarland Soccer Club Board of Directors. I am also a licensed architect and work for a nationwide general contractor, giving me daily visibility into construction trends, scope alignment, and cost benchmarking across the country.

I'm writing this letter on behalf of our board and hundreds of McFarland families to strongly urge you to move forward with Phase 2 of the Community Park as planned and authorize the project to go under contract and begin construction on the shelter and site improvements.

Over the past several years, this project has been carefully studied, vetted, programmed, and advanced not only by this Board, but by multiple committees and community leaders that came before you. Significant public input, financial evaluating, design refinement, and long-term planning has already been completed. To reverse course now would disregard years of thoughtful work, investment, and commitments made to the community.

We have heard concerns about cost. As someone who professionally evaluates park and public facility budgets, I can confidently share that the current cost—approximately \$300 per square foot—is within the national median cost range for a park shelter of this size, complexity, and material quality. This is not an inflated number; it reflects today's real construction market conditions and demonstrates responsible planning and cost control.

Beyond the numbers, this project is about people, our community's kids and families. McFarland Soccer serves more than 750 young athletes, supported by volunteer coaches, parents, and community partners. Soccer is the fastest-growing youth sport in America, and McFarland's participation and interest reflect that trend. Our programs have reached, and exceeded, the capacity of our existing fields. We are simply out of space and out of options if we do not move forward.

That said, this decision is bigger than soccer. Phase 2 sets into motion a series of strategic decisions and improvements that will ultimately benefit baseball, softball, pickleball, and several other community organizations. If we stall here, we delay or jeopardize the ability to address future needs elsewhere in the Village. This is the first domino in a carefully sequenced plan to equitably serve all youth programs.

The planned improvements will give our kids a safe, inclusive, high-quality home for recreation. They will allow McFarland to host larger tournaments, welcome visiting families, and support our local economy. We are a growing community with growing

families, and our facilities must grow with us. Delaying this project does not save the Village money, it simply pushes costs higher and pushes our kids out onto overcrowded, outdated, or unavailable fields.

On behalf of McFarland Soccer Club, we respectfully ask you to honor the planning that has already been completed, trust the process that got us here, and support the future of youth athletics in this Village.

Thank you for your time and your ongoing commitment to McFarland families.

Subject: Support for Moving Forward with Phase 2 of the Community Park Project

Dear Village of McFarland Board,

I am writing to express my strong support for moving forward with Phase 2 of the Community Park Project.

I have been a McFarland resident since 2009 and have served in leadership roles with both the McFarland Soccer Club and the McFarland Youth Baseball Organization. One of the roles I've most enjoyed in both organizations is serving as tournament coordinator, where I've seen firsthand the positive impact youth sports have on our community.

Youth tournaments bring our community together around healthy, active, and team-focused activities. They serve as key fundraisers for local organizations and create meaningful opportunities for local businesses to gain exposure—both through sponsorship and through the patronage of visiting families.

Our McFarland Fall Fest Soccer Tournament is one of the few recreational-focused tournaments in the area for intermediate-age players, and one of only a few fall events available to teams with players age 10 and under. Each year, demand exceeds our current capacity—we regularly reach our registration cap well before the deadline and must turn teams away. This past year, we hosted nearly 90 teams, the maximum number our current facilities can accommodate.

On the baseball side, we successfully hosted our inaugural tournament in partnership with the Splinter Family, honoring the memory and legacy of Matt Splinter. Despite being a first-year event, this tournament also filled to capacity ahead of schedule and received overwhelmingly positive feedback from participating teams and families.

With expanded and improved facilities, both organizations would be able to welcome more teams, provide more opportunities for local youth, and showcase our vibrant community to visitors from across the region.

Both the McFarland Soccer Club and McFarland Youth Baseball Organization remain steadfastly committed to their missions of helping McFarland's youth grow as athletes and as individuals. Supporting these programs through enhanced facilities will deliver lasting benefits to our community for years to come.

Thank you for considering this important next step.

Sincerely,

Stephanie Lovell

5702 Black Walnut Drive McFarland

Hilary Marino- MSC Coach
3355 Siggelkow Rd
McFarland, WI 53558

Moving forward with the development of a new soccer complex would greatly benefit our program by providing additional, higher-quality fields that support player growth and safety, improving parking and accessibility for families, and allowing more space for teams to practice earlier in the fall when daylight is limited. The added space would also enable us to host a larger tournament—an important revenue generator for the club. With a growing club, the new complex would also help ensure we remain competitive with other top programs in the region.

Additionally, utilizing the space currently occupied by the existing fields would open new opportunities for the village to further develop other youth programs and enhance outdoor recreational areas, creating a positive impact for the entire community beyond just the soccer program.

Thank you for your time and consideration.

Karlis Janelains
5509 Chestnut Ln.
McFarland

Dear Board Trustees,

My name is Karlis Janelains. My wife Amy and I have been involved with the McFarland Soccer Club for seven years as coaches and parents. My four children all play soccer and have had the privilege of being involved with the club.

I am writing this letter in support of moving forward with the next phase of the Community Park.

Sports play a crucial role in children's physical, social, and emotional development as well as community building. Given the current climate with children constantly looking at screens most of the day, the importance of sports has never been higher. Having adequate space and facilities are crucial to the success of a healthy sport environment.

In addition, our sport complexes are one of the windows that people from outside our village use to form opinions. Having well thought out and nice facilities gives people a good impression of our village and leads to McFarland being a highly desirable place to raise a family.

Thank you all for your consideration and the work you do for the village of McFarland.

Karlis and Amy Janelains

From: [Meredith Hughey](#)
To: [Alisa Leamy](#); [Luke Fessler](#); [Public Works](#); [Matt Schuenke](#)
Cc: [Stephanie Brassington](#); [Aaron Tarnutzer](#)
Subject: Community Park Phase 2 Feedback for Tonight!
Date: Tuesday, November 4, 2025 3:01:17 PM

Luke, Alisa, Matt and Lee,

I will be unable to attend tonight's Parks & Recreation Committee meeting but wanted to ensure I sent along some feedback. If you're able to share, it would be greatly appreciated. Apologies for sending late in the day today.

Thank you to the staff, Village Board and members of this committee for your time and dedication to our Village and its residents. Your commitment does not go unnoticed.

As a school board member, Village resident and parent, I would like to voice my support for Community Park Phase 2 improvements. The Community Park project represents a significant and strategic investment that will yield long-term benefits for the school district and the broader community. With Village master planning and the 2019 purchase of the property, master planning adoption in 2021 and Phase 1 completed 2023, the park is positioned to become a central hub for youth athletics, recreation, and community engagement. As the meeting packet thoroughly calls out, the park shelter, designed for year-round use, will support school district programs and events, while also offering shared space for McFarland Recreation and Play (MRAP), senior outreach, library activities and more. It's exciting to get closer to having a home for our state recognized McFarland High School Cross Country team. Our community will continue to grow as a destination for athletics and outdoor activity. The physical location of the Community Park does necessitate shifts in traffic flow and transportation to/from for our kids and families. I remain confident and hopeful the County, Village and key partners will continue efforts and planning to make CTH AB and Siggelkow Rd safer corridors. Financially, the district's partnership in the use agreement contributes to the project's sustainability, with a 20-year commitment that offsets borrowing costs and ensures shared responsibility. I look forward to seeing our kids and families enjoy the park next Fall!

Thanks,
Meredith Hughey

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 11, 2025

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action on a use agreement at Community Park with the McFarland Soccer Club.

PREVIOUS ACTION:

The Parks and Recreation Committee reviewed the draft of the agreement at its meeting on September 2, 2025.

The Parks and Recreation Committee were presented with the agreement on October 23, 2025. The item was tabled until a future Parks and Recreation meeting.

The Parks and Recreation Committee reviewed and made recommendation of approval at its meeting on November 4, 2025 pending award of contract for Phase 2 at the new Community Park.

ISSUE SUMMARY:

Enclosed is the final draft for the proposed use agreement with the McFarland Soccer Club at the new Community Park conditioned upon award of contract for Phase 2. The intention of the agreement is to outline obligations of both parties with respect to their use of the park space to operate soccer programming. The Club currently operates at McFarland Park. The field layout for the Community Park was developed with their input and the shelter proposed is of a similar size to what is currently used at that location. Their use of the park is typically for practices during the week and then games on the weekend with a spring and fall tournament. The agreement outlines the Club's obligations for dedicated use of the park including what's required for accessing the fields, shelter, and parking. This also lists the Village's obligation to maintain the fields and surrounding areas in working order. In return for this, the Club is agreeable to a fee of \$25,000 per year for a period of 20 years which will provide for revenue to offset expenses of both capital and operational costs. This agreement was drafted using existing terms at their current location. Once occupancy is gained, the terms of this new agreement will replace the two agreements that were previously in place at the old location.

Assuming the recommendation for the contract award advances in the preceding agenda item, then the corresponding action would be to approve this agreement to align with improvements moving forward within Community Park which was unanimously recommended by Committee.

FINANCIAL/BUDGET IMPACT:

The \$25,000 fee per year for 20 years will generate a total of \$500,000 over its life. We will use this money to offset the debt costs which then does not require utilization of the tax levy for that



support. Additionally, some of these funds can be used to offset operational expenses associated with our maintenance of the fields. Every 5 years we'll reassess the fee and review its impact in all areas of the park and their operations.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to approve a use agreement at Community Park with the McFarland Soccer Club.

ATTACHMENTS:

1. McFarland SC Community Park Use Agreement 10162025 mgs

**Use Agreement Between
the Village of McFarland
and the McFarland Soccer Club**

This agreement is between the Village of McFarland ("**Village**") and the McFarland Soccer Club ("**Club**").

WHEREAS, the principal purpose of the Club is to organize and promote soccer for youth residing in the McFarland School District. The Club is dedicated to providing a fun, recreational activity for all youth of McFarland and strives to provide a positive soccer experience that enhances player's self-esteem, confidence, and personal pride while promoting the qualities of good sportsmanship, cooperation, teamwork, respect for others, and discipline;

WHEREAS, the principal purpose of the Village is as an incorporated municipality organized under the laws for the State of Wisconsin to provide an array of services to the public within the Community as directed by the Village Board. Within those services the Village maintains a system of parks that provide for different recreational amenities including soccer fields with associated improvements to support this use. The McFarland Community Park is established at 3234 County Highway AB, McFarland, WI 53558 and is in the process of being constructed to support recreational opportunities in the Village;

WHEREAS, the Club and Village desire to transition the Club's operations from their current location at William McFarland Park to the Community Park pending completion of the final improvements at the new location;

WHEREAS, the Village has initiated and completed Phase 1 of development of Community Park to conduct mass/rough grading, install turf grass, create adjacent stormwater improvements, and install irrigation system to begin establishment of the soccer fields. The Village has initiated and intends to complete Phase 2 of the development of Community Park to construct a park shelter facility, adjoining parking lot, and other supporting improvements;

WHEREAS, the Club and Village held two agreements at the former location to address construction of the park shelter within William McFarland Park as a Club project and then later an operations agreement to address ongoing maintenance obligations by both parties of the surrounding fields. This agreement is meant to replace these two former agreements for the new location with the former agreements being in no further effect; and

WHEREAS, the parties intend to enter into this agreement to more clearly define their respective obligations with regard to the Club's dedicated use of Community Park as defined within this agreement and its ongoing maintenance.

NOW, THEREFORE BE IT RESOLVED, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree to the following terms and conditions:

Article I – Status of the Club

At the outset and throughout the term of this agreement, the Club shall:

- 1.1 Incorporate and remain incorporated as a legal entity under Chapter 181, of the Wisconsin Statutes.
- 1.2 Maintain a current registration with the State of Wisconsin Department of Financial Institutions, or successor office.
- 1.3 Take all actions necessary to maintain its certification as a tax-exempt entity under Sec. 501(c)(3) of the United States Internal Revenue Code.
- 1.4 Supply to the Village written verification of the Club's compliance with this Article, within 30 days of the Village's request for such documentation.

Article II – Club Obligations

The Club shall:

- 2.1 Be granted permission to use the Community Park for the purposes to support their operations as provided in this agreement. This will include the soccer fields as delineated, Community Park Shelter (“Facility”), parking lot, overflow parking lot, and adjoining green space for parking overflow (if feasible). Such use shall conform with applicable Village ordinances, State, and Federal laws. Use may not be extended or assigned by the Club to other users that fall outside the operations of the Club.
- 2.2 Pay the Village an annual fee in the amount of \$25,000 for the dedicated use of the above described premises. The fee is established between the parties to account for the Club’s ability to exclusively operate within the premises while offsetting the Village’s capital and operational investment to create and maintain the asset. The Club will make payment annually on or before October 1st of each year beginning the calendar year following the year in which occupancy is first granted.
- 2.3 Provide the Village a detailed schedule of dates and times prior to the beginning of each season that Village facilities are to be used for their operations in accordance with Chapter 2 regarding Village Parks and Recreation Facility Policy. The detailed schedule will be provided as of January 1st each year.
 - a) The Club will need to request permission for use within the Community Park if the requested use falls outside of the dates and times submitted with the detailed schedule.
- 2.4 Assure that upon completion of each use of the Facility, the Facility is restored to the condition it was in immediately prior to such use, reasonable wear and tear excepted, including:
 - a) All food products shall be kept within the Concession Room within the facility. Non-perishable food items will be stored in lockable cabinets provided by the Village within the Concession Room. Perishable food items should be kept in the refrigerator or freezer provided by the Village in the Concession Room. All food products will be removed at the conclusion of each season.
 - b) Maintain compliance with all fire codes under direction of the Fire and Rescue Department including but not limited to maintaining clear paths for ingress and egress and removing all propane tanks, other fuel from the Facility and storing them in a manner consistent with applicable fire codes;

- c) Removing from the premises after each use of the Facility any alcohol or fermented malt beverages and preventing access at all times by the general public unless a license has been approved for sale by the Village;
 - d) All appliances and equipment within the Facility shall be kept reasonably clean and free from food residue and in proper working order and condition;
 - e) All cooking appliances and equipment, and all lighting fixtures shall be turned off; and
 - f) All exterior doors to the Facility are securely locked.
- 2.5 Responsibility for damage caused to the Facility by Club operations to be repaired by the Village through its Staff or Contractors paid at the expense of the Club.
- 2.6 The Club shall be responsible for with all food preparation requirements in order to operate a concession stand under the authority of Public Health Madison and Dane County.
- 2.7 Line field dimensions according to Club and/or playing standards for the fields to be utilized.
- 2.8 Conduct mowing and string trimming in and around goals to limit overgrowth of vegetation.
- 2.9 Have the ability to coordinate and schedule utilization of the former location at William McFarland Park until such time that an off-street pedestrian trail has been constructed connecting the Village's existing off-street trail network to the new Community Park. Such use is to be approved in advance at the discretion of the Village.

Article III – Village Obligations

The Village shall:

- 3.1 Complete or cause to be completed soil aeration of playing surfaces typically within the Fall of each year.
- 3.2 Apply fertilizer and a broadleaf herbicide to the playing surfaces once within each Spring and Fall seasons in accordance with Chapter 3 regarding Village Vegetation Management Use Policy. The Village will provide advance notice for this application and once completed the fields will be inaccessible for 24 hours from application.
- 3.3 Mow the playing surfaces at least weekly during the growing season and twice during the week immediately prior to a scheduled tournament. The Village shall determine the mowing height in its sole discretion based on weather and other factors with the goal of avoiding damage to the long term health and functionality of the playing surfaces.
- 3.4 Water playing surfaces through the installed irrigation system according to a set schedule, in its sole discretion. The Village shall have discretion in scheduling watering activities while coordinating with the Club to address drought conditions, upcoming tournaments, or as is needed.
- 3.5 Clean public accessible areas of the Facility on a daily basis and restocking necessary supplies for the use of these areas. Additional more frequent cleaning and supply provisions shall be the responsibility of the Club during scheduled tournaments.

Article IV – Miscellaneous Provisions

- 4.1 This agreement shall be governed by the laws of the State of Wisconsin.
- 4.2 This agreement shall be binding upon the parties hereto, their heirs, successors and assigns. Nothing in this Agreement is intended, nor shall be construed, to provide any benefit or rights to any third party not a party to this agreement. No party shall assign this agreement without the written consent of all other parties.
- 4.3 This agreement is intended to take effect and replace the February 26, 2018 Agreement and the September 10, 2024 Agreement between the parties upon permitted occupancy for the new location at the Community Park. Occupancy shall be permitted by the Community and Economic Development Department and Fire and Rescue Department at the determined conclusion of the project. Utilization of Community Park by the Public will not commence until occupancy has been granted. This agreement shall supersede any and all prior negotiations, representations or agreements, either written or oral between the parties dealing with the specific subject matter hereof. This agreement may only be amended by written instrument signed by all parties.
 - a) Upon termination of the February 26, 2018 Agreement, the Village will forgive and/or pay off remaining debt obligations of the Club associated with the construction of the park shelter facility located at William McFarland Park.
- 4.4 Village will notify designated Club members regarding shared use of the storage portion of the facility where applicable.
- 4.5 All signage for advertising shall conform to Section 44-20(d) of the McFarland Municipal Code regarding “Bill Posting”. The requirements are as follows: “No person shall post, paste, fasten, paint, or attach any placard, bill, notice, sign or advertising matter upon any structure, tree, or other natural object in any park, except park regulations and other signs authorized by the Parks and Recreation Committee.
- 4.6 It is understood and accepted between both parties that there are future phases of Community Park that will require planning, design, and construction before those improvements can be utilized. Those areas likely extend use beyond that of what is needed for Soccer and require shared use of improvements where applicable. The Village will coordinate these efforts with the Club and bring forward these improvements so as not to conflict with the Club’s operations.

- 4.7 It is understood and accepted between both parties that the Village may allow other use within the amenities for the Community Park when additional use does not conflict with the Club's operations. Additional use will be determined by the Village in line with Chapter 2 regarding Village Parks and Recreation Facility Policy. Village will coordinate with the Club as additional use may be considered.
- 4.8 Both parties will work cooperatively to plan repairs for small turf areas within high traffic areas on a regular basis with supplies (i.e. dirt, seed, etc.) provided by the Village.

Article V - Indemnification

- 5.1 To the fullest extent permitted by law, the Club and its contractor shall indemnify and hold harmless the Village, their employees, elected officials, board members, and consultants from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the work itself) including loss of use resulting from such occurrence, but only to the extent caused in whole or in part by intentional or negligent acts or omissions of the Club or its contractors, anyone directly or indirectly employed by the Club or its contractors or anyone for whose acts the Club or its contractors may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this paragraph.
- 5.2 In claims against any person or entity indemnified under this article by anyone directly or indirectly employed by the Club or its contractors or anyone for whose acts the Club or its contractors may be liable, the indemnification obligation under this article shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Club or its contractors under workers' compensation acts, disability benefit acts or other employee benefit acts.

Article VI – Dispute Resolution

- 6.1 Claims, disputes or other matters in question between the parties to this agreement arising out of or relating to the agreement or breach thereof shall be first subject to mediation, prior to filing a lawsuit in a court of appropriate jurisdiction.
- 6.2 Demand for mediation shall be filed in writing with the other party. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of a legal or equitable proceeding based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. The parties shall mutually agree upon a mediator to assist the parties in the mediation process.
- 6.3 Mediation shall be a prerequisite to either party commencing legal action, provided, however, that: (a) if the parties are unable to reach agreement on the appointment of a mediator within 60 days after a request for mediation is made, or (b) the applicable statute of limitations would run prior to the anticipated completion of mediation, then either party may commence a legal action, but both parties shall stipulate to court-ordered mediation prior to the conduct of any discovery or other proceedings in such action.

Article VII – Insurance Requirements

- 7.1 The Club acknowledges and agrees that it shall be solely responsible for the safety of its programs and operations. The Club shall maintain at all times while this agreement is in effect one or more policies of commercial general liability insurance written on an occurrence basis with limits of liability for bodily injury and property damage of not less than \$1,000,000 per occurrence, naming the Village as an additional insured. Said insurance shall be primary and noncontributory and include a waiver of subrogation in favor of the Village. The Club shall provide the Village with a certificate of insurance evidencing the required coverage prior to its first use of the Village property pursuant to this agreement, and upon each renewal. The certificate shall be accompanied by a copy of the policy provisions or endorsement providing the additional insured coverage for the Village and shall be in a form approved by the Village Attorney.

Article VIII – Termination of Agreement

- 8.1 This agreement may be terminated by any party upon twelve (12) months written notice to the other parties hereto should any party fail to substantially perform in accordance with the terms of this agreement through no fault of the party initiating the termination.

Article IX – Term

- 9.1 The term of this agreement shall be for twenty (20) years. Both parties may initiate a process to amend this use agreement; however, amendments require mutual agreement between the parties to be enacted. At least every five (5) years the parties may evaluate and reassess terms including fee as might be mutually agreeable.

Article X – Notices

- 10.1 Notices required to be given under this Agreement shall be given as follows:

To the Village of McFarland:

Village of McFarland
Attn: Public Works Director
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558-0110

To the McFarland Soccer Club:

McFarland Soccer Club
Attn: Club President
PO Box 73
McFarland, WI 53558

This Agreement entered into this XX day of XXXX, 2025.

VILLAGE OF McFARLAND

MCFARLAND SOCCER CLUB

Stephanie Brassington
Village President

Katie Cappozzo
Club President

Cassandra Suettinger
Deputy Administrator/Clerk

Christine Buentello
Club Secretary/Volunteer Coordinator

APPROVED AS TO FORM:

Allen D. Reuter
Village Attorney

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 11, 2025

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action on a use agreement at Community Park with the School District of McFarland.

PREVIOUS ACTION:

The Parks and Recreation Committee reviewed the draft of the agreement at its meeting on September 2, 2025.

The Parks and Recreation Committee were presented with the agreement on October 23, 2025. The item was tabled until a future Parks and Recreation meeting.

The Parks and Recreation Committee reviewed and made recommendation of approval at its meeting on November 4, 2025 pending award of contract for Phase 2 at the new Community Park.

ISSUE SUMMARY:

Enclosed is the final draft for the proposed use agreement with the McFarland School District at the new Community Park conditioned upon award of contract for Phase 2. The current cross country team through the District does not currently have a home course where they host meets.

This site is large enough where in partnership with the adjoining property owned by the District a cross country course could be constructed. Along with the facility and parking available, this is a location that was identified within the master planning that could provide this opportunity for practice, home meets, and conference/regional events. The creation of the trail for cross country could be used year round for cross country skiing or snow shoeing also as a secondary activity on this site again taking advantage of the shelter being able to be accessed year round.

Current activities for this are more informal within the current system compared to having a dedicated trail, route. The shelter also can provide for additional recreation programs for youth and adults year round also helping to provide additional opportunity. In return for this, the District is agreeable to a fee of \$10,000 per year for a period of 20 years which will provide for revenue to offset expenses of both capital and operational costs.

Assuming the recommendation for the contract award advances in the preceding agenda item, then the corresponding action would be to approve this agreement to align with improvements moving forward within Community Park which was unanimously recommended by Committee.

FINANCIAL/BUDGET IMPACT:

The \$10,000 fee per year for 20 years will generate a total of \$200,000 over its life. We will use this money to offset the debt costs which then does not require utilization of the tax levy for that



support. Additionally, some of these funds can be used to offset operational expenses associated with our maintenance of the park.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to approve a use agreement at Community Park with the McFarland School District.

ATTACHMENTS:

1. School District Community Park Use Agreement 10162025 mgs

**Agreement Between
the Village of McFarland
and the School District of McFarland**

This Agreement, dated as of _____, 2025, is entered into by and between the Village of McFarland, a Wisconsin municipal corporation (the “Village”), and School District of McFarland, a common school district (the “District”).and made effective on this ___ day of _____ 2025, by and between the McFarland School District (the “District”) and Village of McFarland (the “Village”).

RECITALS

WHEREAS, the District is classified as a common public school district under Wisconsin law, organized for the sole purpose of providing public education, athletics, recreation, and other extra-curricular activities to enrolled students and public at large as applicable. The District is governed by the Board of Education (the “District Board”);

WHEREAS, the District does not currently rent facilities or athletic grounds from the Village for athletics, recreation, and other extra-curricular activities, but would like to do so under the terms of this Agreement;

WHEREAS, the Village is the owner of certain real property in the Village of McFarland located at 3234 County Highway AB, McFarland, Wisconsin, legally described as Lot 2 CSM 15350. This property is being developed by the Village as its Community Park whereby athletic fields, park shelter, parking lot, and other support structures are to be constructed (the “Park”). The Park is depicted within Exhibit A;

WHEREAS, the District and the Village wish to jointly plan for the inclusion of cross country athletics, recreational programming, and other related activities within the Park;

WHEREAS, the Village completed Phase 1 in 2023 to construct the athletic fields and has awarded contract to begin construction of Phase 2 in 2025 for completion in 2026 of a park shelter, parking lot, and other support amenities that could support the District’s desired use within the Park;

WHEREAS, this agreement is prepared for consideration by both the District and Village to outline the terms of use within the Park for the activities and programs desired.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual premises, representations, warranties, covenants herein contained, and the exhibits attached hereto, the parties agree as follows:

SECTION 1 COMPLETION OF FACILITIES

The Village shall contract for the construction of a park shelter, parking lot, and support amenities necessary for the completion of Phase 2 Improvements in accordance with Exhibit A at its sole expense and discretion to complete. The improvements are to be substantially completed on or before December 1, 2026.

SECTION 2 UTILIZATION FEE

The District agrees to pay \$10,000 annually to the Village for the dedicated use of the Park. The District will make payment annually on or before October 1st of each year beginning the year following when occupancy is granted. Dedicated use of the Park by the District is defined under Section 5 of this agreement.

SECTION 3 TERM

The Term of this Agreement shall be twenty (20) years from the Effective Date ("Term"). Unless either party notifies the other prior to the beginning of the twentieth (20th) year of this Agreement that they choose not to renew this Agreement, this Agreement shall automatically renew for 1 year with the then current boards in place for both entities to determine an appropriate annual payment.

SECTION 4 APPROVAL

This Agreement is not valid unless approved by both the District's Board of Education and the Village's Board of Trustees.

SECTION 5 DEDICATED USE

The District may use the Park to develop a cross country course outside of the established athletic fields in order to host competitions and practices as scheduled. Additionally, the District may use the park shelter and parking lot to support operations of the cross country course as well as Community programming provided through the McFarland Recreation Aquatics and Play (MRAP). Programs provided by MRAP are generally designed for adult community programming and non-student (toddlers) users subject to approval by the Village. Scheduling would be required at a minimum of 3 months of advance notice from the District to the Village. The annual anticipated use would be around 36 weeks per year around 6 hours per week of use during that time. Time outside of this may be subject to additional fees for District utilization. The District agrees to work with the Village to minimize scheduling conflicts with other Park users to ensure equitable access for all participants. The Village maintains discretion to make final decisions to resolve scheduling conflicts.

SECTION 6 OPERATION AND MAINTENANCE

6.1 Maintenance. The Village shall maintain the Park in a manner consistent with the standards of maintenance employed by the Village at all other Village parks open to the public. Such maintenance shall include, but not be limited to lawn mowing, fertilization and weed control, trash and litter removal, and the inspection, repair and replacement of buildings and equipment. Maintenance standards that equal or exceed those employed by the District for comparable District facilities shall be deemed presumptively reasonable. The District agrees to partner with the Village and make available space for trail development on the adjoining property owned by the District to ensure trail connectivity for the cross-country course. The District will further monitor and evaluate the cross country course before, during, and after use to conduct small turf repairs within the area of the established cross country course where applicable with materials supplied by the Village as needed.

6.2 Operation. The Village shall keep the Park open during reasonable hours and times of year to the general public for normal recreational activities subject to reasonable rules and regulations adopted by the Village from time to time with respect to hours of operation, prohibition or restrictions on certain uses which may cause unreasonable damage or wear to the Park or create unreasonable disturbances to the public or the Village's mission. The District shall also return use of the facility within the Park to the condition it was provided. Notwithstanding the foregoing, the parties acknowledge that the Park may be used as part of the Village's park amenities and the Village may temporarily exclude the general public from those areas of the Park needed for those purposes while in progress.

SECTION 7 MISCELLANEOUS

7.1 Indemnification and Hold Harmless. Except for damage or injury caused by the willful or negligent act or omission of Village, its agents, volunteers, or employees, District will indemnify, defend and hold Village, its agents and employees harmless from any and all liability for injury to or death of any person, or loss of or damage to the property of any person, and all actions, claims, demands, costs (including, without limitation, reasonable attorneys' fees), damages or expenses of any kind arising therefrom which may be brought or made against Village or which Village may pay or incur by reason of the use, occupancy and enjoyment of the Property by District, its agents or employees acting within the scope of their employment or agency. Nothing contained within this agreement is intended to be a waiver or estoppel of the District or its insurer to rely upon the limitations, defenses, and immunities contained within Wisconsin Statutes sections 345.05 and 893.80. To the extent that indemnification is available and enforceable, the District or its insurer shall not be liable in indemnity, contribution or otherwise for an amount greater than the limits of liability of municipal claims established by Wisconsin law.

7.2 Insurance. The Village shall maintain liability and property insurance covering the Property consistent with the coverages and policy limits held by the Village for its existing facilities and public spaces.

7.3 Successors and Assigns. This Agreement shall run with the land and shall inure to the benefit of and be binding upon the Village and the District and any permitted assignee and their respective heirs, transferees, successors and assigns, and all persons claiming under them.

7.4 Notices. Any Notice pursuant to the terms and conditions of this Agreement shall be in writing and deemed effective as follows: (a) if delivered personally, upon delivery; (b) if sent by certified mail, return receipt requested, upon certified receipt; (c) if sent by a recognized mail or courier service, with delivery receipt requested, upon receipt; (d) if sent by email, upon the opening by the recipient of the email and acknowledge by recipient as having been received or with a return receipt returned to the sender; or (e) if sent by facsimile transmission, when dispatched and acknowledged by recipient as having been received in full and in legible form. Notices shall be addressed to the following persons and address (or to such other persons or addresses as the respective parties may add or substitute by written notice):

To Village: Village of McFarland
5915 Milwaukee Street, PO Box 110
Telephone: 608-838-3153 McFarland, WI 53558
Email: Matt.Schuenke@mcfarland.wi.us
Attention: Matt Schuenke, Village Administrator

To District: McFarland School District
Address: 5101 Farwell Street
McFarland, WI 53558
Telephone: 608.838.4520
Email: mahonej@mcfds.org
Attention: Jeff Mahoney, Director of Business

7.5 Governing Law. This Agreement and the rights and duties of the parties hereunder shall be governed by and shall be construed, enforced and performed in accordance with the laws of the State of Wisconsin without regard to principles of conflicts of law. The parties agree that any rule of construction to the effect that ambiguities are to be resolved in favor of either party shall not be employed in the interpretation of this Agreement and is hereby waived.

7.6 Dispute Resolution. Unless otherwise expressly provided for in this Agreement, the dispute resolution procedures of this Section 4.4 shall be the exclusive mechanism to resolve disputes arising under this Agreement. The parties agree to use their respective best efforts to resolve any dispute(s) that may arise regarding this Agreement. Any and all disputes arising under, out of, or in relation to this Agreement, its negotiation, performance, purported breach or termination ("Dispute") shall first be submitted for resolution in accordance with the provisions of this Section 4.4. Any Dispute shall first be referred to the chief administrative officer of each party for informal resolution. Any dispute that cannot be resolved between the administrative officers within ten (10) calendar days, or in the case of payment disputes five (5) calendar days, after receipt by each thereof of notice of such Dispute shall be referred to the president of the governing body of each party for resolution. If the parties, negotiating in good faith, fail to reach an agreement within a reasonable period of time, not exceeding ten (10) calendar days after such referral, then either party may avail itself of any process, including court action, to enforce any right or remedy available to it at law or in equity.

7.7 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which when taken together shall constitute one and the same document.

7.8 Severability. If any article, section, phrase or portion of this Agreement is, for any reason, held or adjudged to be invalid, illegal or unenforceable by any court of competent jurisdiction, such article, section, phrase, or portion so adjudged will be deemed separate, severable and independent and the remainder of this Agreement will be and remain in full force and effect and will not be invalidated or rendered illegal or unenforceable or otherwise affected by such adjudication, provided the basic purpose of this Agreement and the benefits to the parties are not substantially impaired, and provided further, that the parties shall enter into negotiations concerning the terms affected by such decisions for the purpose of replacing them

with alternative provisions which meet legal requirements and carry out the intent of the parties to the extent practicable.

7.9 Entire Agreement. This Agreement, together with its exhibits, contains the entire agreement between the District and the Village with respect to the development and use of the Park, and supersedes all prior discussions, understandings or agreements, whether written or oral, between the parties relating to the subject matter hereof.

7.10 Headings and Captions. The headings and captions in this Agreement are intended for reference only, do not form a part of this Agreement, and will not be considered in construing this Agreement.

7.11 No Joint Venture. Each party will perform all obligations under this Agreement as an independent contractor. Nothing herein contained shall be deemed to constitute any party a partner, agent or legal representative of the other party or to create a joint venture, partnership, agency or any relationship between the parties. The obligations of the District and the Village hereunder are individual and neither collective nor joint in nature.

7.12 Amendments; Binding Effect. This Agreement may not be amended, changed, modified, or altered unless such amendment, change, modification, or alteration is in writing and signed by both of the parties to this Agreement or their successor in interest. This Agreement inures to the benefit of and is binding upon the parties and their respective successors and permitted assigns.

7.13 No Third-party Beneficiaries. This Agreement is intended solely for the benefit of the parties hereto. Nothing in this Agreement shall be construed to create any duty to or standard of care with reference to, or any liability to, or any benefit or right of enforcement for, any person not a party to this Agreement.

7.14 Further Assurances. From time to time and at any time at and after the execution of the Agreement, each party shall execute, acknowledge and deliver such documents and assurances, reasonably requested by the other and shall take any other action consistent with the terms of the Agreement that may be reasonably requested by the other for the purpose of effecting or confirming any of the transactions contemplated by the Agreement. Neither party shall unreasonably withhold, condition or delay its compliance with any reasonable request made pursuant to this Section.

7.15 Good Faith. All rights, duties and obligations established by this Agreement shall be exercised in good faith and in a commercially reasonable manner. In any instance when Village's consent or approval is required under this Agreement, such consent shall not be unreasonably withheld.

7.16 Recording. Either party may record a memorandum with the Office of the Register of Deeds for Dane County providing public notice of this Agreement.

IN WITNESS WHEREOF, the Village and the District, acting through their duly authorized representatives, have executed this Agreement.

Signatures to follow on next page.

VILLAGE OF MCFARLAND

MCFARLAND SCHOOL DISTRICT

By: _____
Stephanie Brassington
Village President

By: _____
Meghan Fessler
Board President

Attest:

Attest:

Cassandra Suettinger
Deputy Administrator/Clerk

Bruce Fischer
School Board Clerk

EXHIBIT A

ADD SITE PLAN TO SERVE AS MAP OF PROPERTY

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 11, 2025

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Matt Schuenke, Village Administrator, Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion regarding community engagement to consider concepts within an Intergovernmental Agreement between the City of Madison and Village of McFarland.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The City of Madison has approached the Village about entering into a new boundary agreement to address issues of mutual concern surrounding our shared border and also plan for how growth may occur in the future. The City and Village formerly had an agreement in place that expired in 2018, and the City has an agreement with the Town of Blooming Grove that will end in the Fall of 2027. When the agreement with the Town ends, the April Hills Subdivision along with remaining Town properties that may exist at that time will be absorbed into the City in accordance with those terms. The Village is not party to that agreement, and the City desires to engage the Village on creating an agreement between our two incorporated municipalities to address issues that might be needed both now and in the future. There are three documents included in the packet as background. They are summarized as follows:

Madison-McFarland Cooperative Agreement - Public Engagement Plan

This document outlines various efforts to provide public information around the concepts listed in Appendix A. It notes areas of planned engagement including specific Public Information Meetings for the April Hills Subdivision, Secret Places Subdivision, and Village as a whole. All are welcome to attend any of these meetings to learn about the proposals, but the targeted subdivisions are meant to provide a focus for those individuals living specifically in those areas. More meetings may be scheduled as needed, but presently the following are scheduled:

- January 21, 2026 - April Hills Public Information Meeting
- January 28, 2026 - Secret Places Public Information Meeting
- February 4, 2026 - Village Wide Public Information Meeting
- February 11, 2026 - Additional Meeting Date Opportunity

The meeting location is currently proposed at the McFarland Municipal Center within its



Community Room. All meetings are tentatively scheduled to start at 6:00 pm unless otherwise noted.

Appendix A - Madison-McFarland Boundary Concepts

The concepts are summarized as follows:

- A formal agreement will need to outline and address various aspects of Statutory format, length, and other considerations noted.
- Area A - These areas clean up the Village and City boundary on the north/east side of the Village. In some cases they address public safety response like around the trail and other cases might offer future development opportunities.
- Area B - There is one single family home on March Road that following the 2018 agreement did not detach from Madison and attach to McFarland. This agreement would require that process whereas the last agreement that was optional.
- Area C - The areas noted in C1 are currently single family developed parcels within the Town that are between the Village's jurisdiction and interstate. These areas would be attached to the Village versus the City for boundary uniformity. The areas noted in C2 are owned by the City and adjacent areas of the Village that could be developed in the future. A sale of these properties would be negotiated from the City to the Village.
- Future annexations east of CTH AB would create a new boundary following Siggelkow Road to USH 12/18 all the way to CTH N. Properties desiring to annex north of this line into the City would not be objected by the Village, and south of this line for those properties desiring annexation into the Village would not be objected by the City. This is the same methodology used from the 2018 agreement which ended at CTH AB previously and now does not presently exist.
- Future transpiration improvements in a wide variety of different opportunities including recommendations from the Siggelkow Road Traffic Study will be considered jointly between the municipalities.
- Various buffers, connections, and other development protections along the eastern edge of the Secret Places Subdivision would be established to help mitigate possible nuisances.
- The April Hills Subdivision would still be attached into the City from the Town at the conclusion of their agreement as is already established.

Appendix B - Draft IGA Map

A map is provided to help visually show the impact of these areas in their respective locations.

It needs to be stressed that this is the beginning of a process. These are conceptual ideas. The only thing agreed to is to bring it forward to the public to gather feedback from all involved before anything else is to happen which there might be a desire to keep moving forward or there might not. There are certainly pros/cons to any approach on these ideas but they are being brought forth with enough time to allow for public review and to schedule public information



meetings beginning in January of 2026 to meet with people that this could impact. At the conclusion of this engagement process to collect input from the public, both municipalities will need to decide if they wish to proceed to the next step to begin the process to formally draft an agreement based on the feedback received and the concepts thus far developed. If advanced, that will begin a new phase of this work that likely would take most of 2026 to complete before considering final approval of those agreements. That is a long way off though and no decision has been made to formally commit to these terms, and introducing these concepts in order to host individuals to provide feedback will kick off the process to review what has been drafted to date.

FINANCIAL/BUDGET IMPACT:

There would be some financial implications with the proposed terms of the agreement. Some of which related to our growth in what could happen in the future, and additionally purchasing of property. These will be reviewed as part of the process to consider the concepts.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action is needed to begin the process. This is presented to provide an overview of these terms and allow for discussion as is needed. The Public Information Meetings will be scheduled and information shared as applicable. At the conclusion of the Engagement Plan, the Village Board would need to take action to move forward in the next step of the process which would be to begin drafting the formal agreement in accordance with these concepts and the feedback heard during engagement.

ATTACHMENTS:

1. Madison-McFarland Cooperative Agreement Plan 11042025 mgs
2. Appendix A - MSN-MCF Boundary Concepts 11042025 mgs
3. Appendix B - Draft IGA Map

Madison-McFarland Cooperative Agreement

Public Engagement Plan

Executive Summary

Leadership for the City of Madison and Village of McFarland have met to discuss the possibility of creating a new boundary agreement to address areas of mutual interest between our communities. The last such agreement we had in place was enacted in 1997 and expired in 2018. Preliminary discussions were held in order for the Staff of both entities to develop concepts for both communities to review and consider. The intent is to share these concepts with elected officials in both Madison and McFarland along with the respective public that it could affect to be able to educate and inform individuals the benefits this approach could offer. This plan is prepared to allow for a uniform approach to providing the public with information in a transparent manner to enhance engagement on this issue.

Early collaboration to devise a formal, long-term boundary plan enables each municipality to efficiently and independently plan for their respective communities' growth with a proportionally long-term outlook. The collaborative process of creating a cooperative boundary plan enables municipalities to discuss their individual and shared expectations and navigate any potential future issues that could otherwise become bigger, more costly conflicts later. Specifically, these plans help municipalities avoid disputes and potential future litigation regarding annexation petitions or conflicting development plans. When bordering municipalities independently make long-range development plans without first putting clear expectations and agreed-upon parameters in place, conflicts can arise *after* significant resources have already been expended. A comprehensive, cooperative boundary plan helps both parties avoid unnecessary waste, saving taxpayer money and allowing municipal staff and officials to work more effectively, efficiently, and with more confidence in their ability to tend to community needs and follow through with projects without risking unintended friction with neighboring community members and their local elected representatives. The State of Wisconsin highly recommends that neighboring municipalities work together cooperatively on these areas of mutual interest whenever possible.

Agreement Concepts

Boundary and/or cooperative agreements are highly formalized documents created within State law allowing neighboring municipalities to work together. This requires a great deal of work to develop amongst staff and attorneys to prepare prior to adoption by elected bodies. Before a formal process could begin, we jointly prepared several key concepts from which an agreement could later be drafted if mutual interest remains following their public review. Each concept is properly summarized to understand their general intent and depicted on associated maps to show where they apply. The intent of generating agreement concepts in this format is to simplify the review process and focus on the main concepts before the effort to formalize the agreement takes place. This allows for seamless discussion to consider each of the concepts, creates an environment to consider revisions, and gives opportunity for new concepts/ideas to be addressed. The Madison-McFarland Cooperative Agreement Concepts are included in Appendix A. A map highlighting these areas is included as Appendix B.

Public Information

The agreement concepts will be presented to the Village Board at one of their public meetings to allow all those who are interested to be introduced to the process. This will kick off the process in order to create a landing page for information to be available for the public to access as we transition into the engagement piece of this planning exercise. The City will conduct similar activities within their elected structure, recognizing the size and scope of their organization is much larger than the Village. The Village is happy to host whatever meetings are needed given our proximity to the issues. The objective of creating this plan is to provide public information that is approachable, transparent, provides for understanding of the key points, and gathers feedback from individuals on how to proceed.

Engagement Plan

Both the City and Village will consider engaging with the public through the following mediums as applicable within their organizations:

- Host information on our website.
- Share information and publicize activities through social media.
- Utilize available print and digital media when available.
- Channel information through elected officials especially the office of District #16 Alderperson with the City of Madison. That individual is presently Sean O'Brien whom was elected to represent the areas adjacent to McFarland.
- Schedule a variety of Public Information Meetings to target issues of immediate concern based on audience.
- Prepare a final report of these efforts at the conclusion of the engagement timeline in order to be provided back to both municipalities for its consideration on next steps to move forward.

Public Information Meetings

These types of meetings are crucial to connecting the public with the information they need on the intended topic. They typically happen outside of a public meeting to allow for more free flowing information between presenters and attendees based on the topic that brings them together. The use of these meetings is proposed as follows to address anticipated targeted areas of concern:

- April Hills Subdivision Specific Meeting (Joint with Madison) – These individuals are presently Town of Blooming Grove residents that are scheduled to become City of Madison residents in the Fall of 2027. Both municipalities would be present together to address them as to what the current agreement means between the Town and City, what annexation means to the City, and what annexation means to the Village. Both the City and Village would provide a joint presentation following which we would provide answers to their questions.
- Secret Places Specific Meeting (Joint with Madison) – These individuals are presently City of Madison residents in which their municipal jurisdiction will not change as a result of this process. Both municipalities would address them as to what the proposed agreement means to their neighboring parcels, mainly how the agreement helps to forecast possible land use compatibilities along shared boundaries that presently exist. Both the City and Village would provide a joint presentation following which we would provide answers to their questions.
- Madison Only Presentation – At the City’s discretion, they may consider doing a presentation on their own for an audience to be determined. The objective would be for the City to address individuals only as the City providing an alternative environment than what is proposed above within the joint approach. Again, given the size and scope of the City, the targeted approach above may accomplish sharing of information with those interested. Village representatives can be made available if requested by the City.
- Village Only Presentation – McFarland will host a meeting in which information will be shared for those interested to learn about the impacts of the agreement on the Village as a whole versus those areas targeted. The objective of this meeting is that there are likely individuals in the Village not as close to the boundary but they are still interested in learning about the impacts of this agreement. City representatives can be made available if requested by the Village.
- Other Meetings – There may be the need for additional public meetings as determined by either entity. Assuming the process moves forward into formal agreement drafting beyond this concept phase, additional meetings will be scheduled in the future to share progress and provide similar levels of targeted information where applicable.

Timeline

The first step in this process is for the City and Village to make the agreement concepts known to the public and present this plan to help inform them on their impacts and receive feedback on what has been suggested. This is important in the process to begin to understand the ideas created to date as a link to the next step in order to draft a formal agreement should there be a desire to keep going. The following timeline is proposed to share public information and complete this engagement plan to receive input from the public.

Meetings will begin to take place in 2026 as follows:

- January 21st – April Hills Public Information Meeting
- January 28th – Secret Places Public Information Meeting
- February 4th – Village Wide Public Information Meeting
- February 11th – Additional Meeting Date Opportunity to be determined
- February 27th – Draft Engagement Report and Feedback Completed
- March 10th – Village Board receive report and consider next steps

Upon completion of this process and assuming we move forward to drafting a formal agreement, then a new engagement plan will be prepared for that phase of the work in order to continue to share information.

Madison-McFarland IGAs

To address current and future boundary issues between the City of Madison and the Village of McFarland, including after the dissolution of the Town of Blooming Grove on October 31, 2027, the City and the Village will enter into two agreements: a boundary adjustment agreement and a long-term intergovernmental agreement. The terms of the agreements are as follows:

Boundary Adjustment Agreement (66.0301(6))

Term of agreement

- This agreement shall be effective pursuant to the requirements of Sec. 66.0301(6) (including the potential of a referendum process) and shall run through November 2, 2027. The period between the effective date and November 2, 2027, shall be the “interim period”.
- The agreement is conditioned upon the execution of the intergovernmental agreement.
- If a referendum is called for, the Parties may separately consider whether to proceed with the agreement(s).

Interim Detachments and Annexations

- During the interim period, the City of Madison will support, and not oppose, any detachment petitions filed under Sec. 66.0227 or annexation petitions filed under Sec. 66.0217 for the following parcels, except as noted:

Properties south of Beltline and west of HWY 51 - Area A

	Parcel Number	Current Owner
A1	071027200874	McFarland 3910 Terminal WI LLC
A2	071027200866	Gurmail Mangat
	071033200983	Wis DOT
	071028300988	Wis DOT
	071028100720	Wis DOT
	071027200858	Wis DOT
	071028300996	WI DNR
	071033200975	WI DNR
	071033200991	WI DNR
	071028300970	WI DNR
	071028160657	WI DNR
	071028100966	WI DNR
	071028492503	City of Madison

- Before agreeing to detach parcels 071027200874 (A1) and 071027200866 (A2), the City will require revenue sharing from the Village for the parcels through either: \$5,000 a year for five years or a lump sum of \$25,000. This will be accomplished through a separate intergovernmental agreement, specific to that detachment.

Property at 5313 Marsh Road (071035300971) - Area B

Properties adjacent to Interstate north of Siggelkow Road -Area C

Area C1	Parcel Number	Current Owner
	071036298450	Uselman
	071036298250	Suter Rev Tr
	071036297807	Hix Living Tr
	071036297709	Haack
	071036296102	Brown

- During the interim period, the Village agrees not to approve any annexation of lands within the April Hills Subdivision north of Siggelkow Road, or any other lands currently located in the Town of Blooming Grove, except those located in Areas A, B and C.

Boundary Adjustment

- On November 1, 2027, following the Final Attachment of the Town of Blooming Grove to the City of Madison at 11:59 pm on October 31, 2027, the boundary line of the City and the Village shall be adjusted so that any portions of Areas A, B and C not already detached from the City or annexed into the Village shall be in the Village.
- The adjustment of A1 and A2 shall be contingent upon the Parties entering into an intergovernmental agreement to provide revenue sharing to the City (either \$5,000 for five years, or a lump sum payment of \$25,000). If that agreement is not entered into, A1 and A2 will remain in the City.

Intergovernmental Agreement (66.0301(2))

Term of agreement

- This agreement shall be effective upon execution of the City and Village and run through December 31, 2061. This Agreement will be automatically renewed for one ten (10) year period, to run through Dec. 31, 2071, unless either party notifies the other party, no later than Jan. 1, 2061, that it does not want to renew the agreement.
- The agreement is conditioned upon the execution of the Boundary Adjustment Agreement, and that agreement being effective pursuant to the requirements of Sec. 66.0301(6).

City Sewer Utility Parcel Sales

- City is open to selling the two parcels owned by the Stormwater Utility (Area C2) at market rate to McFarland for development purposes.

Area C2	Parcel Number	Current Owner
	071036200980	Madison Sewer Utility
	071036200972	Madison Sewer Utility

- If the sale occurs, City will not oppose detachment of the parcels to the Village.

Future Annexation Line

- A future annexation line will be established east of CTH AB. The annexation line shall be Siggelkow Road, from CTH AB to its termination point at USH 12/18, then continuing east along USH 12/18 to the intersection with CTH N.
- Madison shall not annex lands from the Town of Cottage Grove south of the Annexation Line and the Village shall not annex lands from the Town of Cottage Grove north of the Annexation Line for the term of the agreement.
- In addition, Madison agrees to only exercise its extraterritorial review authority north and west of the annexation line and McFarland agrees to only exercise its extraterritorial review authority south and east of the annexation line.

Secret Places Neighborhood - Street Connections and Adjacent Development

- McFarland will forward zoning and land use applications to Madison for review regarding development proposals in McFarland adjacent to the Secret Places Neighborhood.
 - Failure to comply with this provision shall not, on its own, invalidate any previous or subsequent action on the applications.
- Madison and McFarland will work cooperatively to determine if existing street stubs should be connected to the development in McFarland. This determination will occur during the land division stage of the McFarland development process. If determined that streets will not be extended, the developer will dedicate right-of-way, and any necessary temporary easements, that will allow the City to construct cul-du-sac bulbs at a future date determined by the City of Madison. The dedicated right-of-way will be transferred to Madison jurisdiction after dedication. The outcome of negotiations will be memorialized in a memorandum of understanding (MOU).
- Failure to reach agreement on a MOU, Madison streets will not be extended to McFarland.
- A minimum 75' wide landscape buffer will be constructed where it will not impede the flow of stormwater runoff or necessary grading, (consisting of a soil berm, landscaped with mix of evergreen and deciduous trees and shrubs) between residential land uses along the eastern boundary of the Secret Places Neighborhood and non-residential land uses in future development to the east in McFarland. Stormwater facilities, utilities, fences, and trails may also be located within the buffer. Village shall approve final design of the landscape buffer. Landscape buffer to wrap around any cul-du-sac bulbs constructed on Madison streets within the McFarland development with the exception of any sidewalks or shared-use path connections allowed to connect to the cul-du-sac bulbs.
- Grading along shared municipal boundaries shall not cause stormwater to shed onto properties within the City of Madison or Village of McFarland.
- Non-residential principal structures adjacent to residential land uses in the Secret Places Neighborhood shall be setback a minimum of 100 feet from the nearest Secret Places residential lot line.

Municipal Communication

- The City/Village shall use its best efforts to give notice of zoning and other land use hearings, decisions and actions to the owners of record of properties in the Village/City, within the same distance from an affected property, in the same manner and on the same basis as it gives notice to the owners of record of properties in the City/Village. Failure to provide notification shall not be deemed a violation of this agreement.

Transportation/Pedestrian/Bicycle Infrastructure

City and Village will work collaboratively on the following planned transportation,, pedestrian, and/or bicycle infrastructure projects:

- Consideration for joint implementation of recommendations from the 2025 Siggelkow Road Traffic Study (in development) conducted by the Village of McFarland. Emphasis will be to review opportunities to advance improvements to traffic safety around intersections within the Siggelkow Road corridor where the municipalities share a common boundary.
- Siggelkow Road pedestrian and/or bicycle path improvement(s).
- A street and/or pedestrian/bicycle overpass crossing of the Interstate between Storck Road and the Beltline Interchange. Also pursue partnership with Dane County within their trail network connectivity.
- Other pedestrian and bicycle improvements along shared boundaries.
- City and Village will work collaboratively on planned improvements to roadways along shared boundaries.

Draft 12/03/24

Village of McFarland -
City of Madison Draft
Intergovernmental
Agreement Map

City of Madison

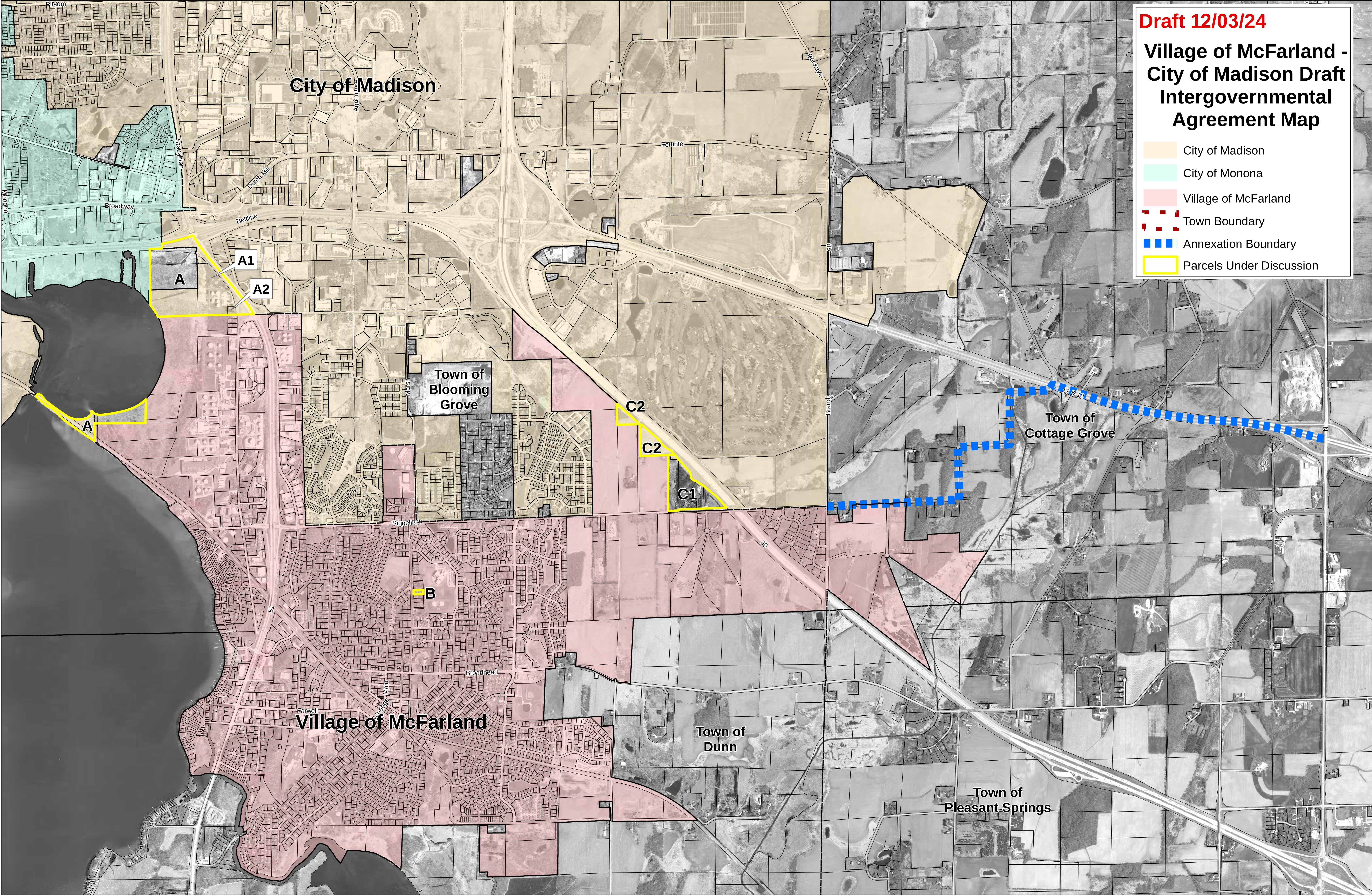
City of Monona

Village of McFarland

Town Boundary

Annexation Boundary

Parcels Under Discussion



VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 11, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to regarding updates to Chapter 3 (Debt Management Policy) of the Fiscal Policy Manual.

PREVIOUS ACTION:

The Finance Committee reviewed this policy at its meeting on March 20, 2025.

The Finance Committee reviewed this policy at its meeting on June 24, 2025.

The Finance Committee reviewed this policy at its meeting on July 17, 2025.

The Finance Committee reviewed this policy at its meeting on September 18, 2025.

ISSUE SUMMARY:

Enclosed is Chapter 3 of our Financial Policy Manual that is our Debt Management Policy with some proposed changes based on our discussion at the previous meeting that we will begin to review further within the upcoming meeting. The main change that is proposed is reducing the total debt utilization from 67% to 50% as the previous standard. Some clarifying language is added to align with the tax levy as the overall requirement only applies to debt paid back through property taxes. A second change is proposed to align the debt to revenue ratio from 25% to 50% to be aligned with the utilization threshold. The Committee reviewed and discussed these strategies where they have now recommended their approval.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to approve updates to Chapter 3 (Debt Management Policy) of the Fiscal Policy Manual.



ATTACHMENTS:

1. Chapter 3 - Debt Management Policy 10162025 mgs

CHAPTER 3 Debt Management Policy

SECTION 3.01 Policy Purpose

- (a) The Village acknowledges that certain costs incurred on an annual basis reflect an investment in the future of the Village. These types of costs include development, acquisition, and replacement of assets that will be used by the residents of the Village over a long period of time. Financing of these long-term assets is often appropriately accomplished through the issuance of long-term debt instruments, special assessments, or any other combination of these.
- (b) It is the responsibility of the Village Board and Village administrative staff to monitor the financial health of the Village. A significant portion of the Village's financial health is determined by its ability to manage its debt, so the role of debt in the Village's total financial strategy must be carefully defined in order to avoid using debt in a way that weakens other parts of its financial structure. It is the responsibility of the Village Administrator ~~or designee and Clerk/Treasurer~~ to regularly monitor the Village's outstanding debt and to recommend issuance, replacement and retirement of outstanding debt to the ~~Finance Committee and the~~ Village Board.

SECTION 3.02 Policy Implementation Objectives

(a) **Financing Considerations.**

- (1) The Village will confine long-term borrowing to capital improvements, equipment, or other long-term projects which cannot and, appropriately should not, be financed from current annual operating revenues.
- (2) The Village will not use long-term debt to finance ~~current ongoing~~ operations ~~or to finance a capital asset beyond its reasonable useful life, nor will long-term debt be used to finance the cost of short lived (less than five years) depreciable assets (for example, vehicles).~~
- (3) In general, the final maturity of bonds and notes issued by the Village should not exceed the expected useful life of the underlying project for which it is being issued.
- (4) The Village will issue general obligation debt by borrowing from the State Trust Fund or through a competitive bidding process or negotiated sale, depending upon which approach is deemed most advantageous to the Village.

- (5) Periodic reviews of outstanding debt will be undertaken by the Village Administrator or designee and Clerk/Treasurer at least every two years to determine refinancing opportunities. Refinancing will be considered (within federal tax law constraints) if and when there is a net economic benefit of the refunding.

(6) The Village may consider an advisory referendum for capital expenditures that will be funded by the tax levy in compliance with Section 66.0144, Wis. Stats, subject to final determination made by the Village Board.

(b) Debt Limits and Structure.

- (1) Section 67.03 of Wisconsin Statutes and Article XI, §3(2) of the Wisconsin Constitution require that general obligation debt outstanding not exceed 5% of the equalized valuation of the taxable property within the Village. Revenue bonds and notes are not considered debt for purposes of determining compliance with constitutional debt limitations. The Village intends to keep total outstanding general obligations debt supported by the tax levy within 2.5% 3.33% of the equalized valuation ~~unless otherwise authorized by the Village Board~~. Debt levels should further be consistent with the Village's credit objectives and long-term financial plan. A Public Information Meeting will be held prior to enacting revisions to this section.
- (2) The Village will keep the maturity of all outstanding general obligation bonds at or below 20 years unless otherwise allowed by Wisconsin State Statutes ~~and authorized by the Village Board~~. Capital Projects requiring borrowed money will be considered for phasing when possible subject to final determination by the Village Board.
- (3) The total annual debt service expense for general obligation debt supported by the tax levy (exclusive of that funded by proprietary operations) should not exceed 50% 25% of the Village's total tax levy supported operating expenses less capital outlay, ~~unless otherwise authorized by the Village Board~~. The Village will make every effort realistic and reasonable to maintain debt service expenditures at a proportionately even level for tax rate stabilization.

(c) Municipal Advisor.

- (1) The Village will utilize the services of a qualified Municipal Securities Rulemaking Board (MSRB) Registered Municipal Advisor ("Municipal Advisor") that meets all current certification requirements in the monitoring of its debt and debt service.

- (2) The Village should strive to maintain a long-term relationship with a Municipal Advisor to allow for continuity and consistency in services provided by the advisor. However, the arrangement between the Municipal Advisor and the Village should be examined every five (5) years or as deemed necessary by Village administrative staff and the Village Board.
- (3) All feasible alternatives (for example, State Trust Fund loans, Clean Water Fund loans, grant opportunities, and private placements with local financial institutions) for borrowing funds should be considered by the Village and the Municipal Advisor depending on the uniqueness of the items or projects being financed by long-term debt.
- (4) All costs of issuing long-term debt, including fees for professional services, underwriting fees, and the interest costs over the term of the debt issue, must be considered and carefully evaluated for each borrowing.
- (5) The Village will work with the Municipal Advisor to ensure that long-term debt issues are structured to protect the interest of the Village for the present and in the future (for example, the inclusion of call provisions to protect the Village against future interest rate fluctuations or other circumstances).

(d) **Other Considerations.**

- (1) The maintenance of the best possible credit rating shall be a significant factor in all financial decisions.
- (2) The Village will maintain good communications with bond rating agencies regarding its financial condition.
- (3) The Village will follow a policy of full disclosure in all financial reporting including bond prospectuses and continuing disclosure agreements required under SEC Rule 15c2-12(b)(5).

Adopted: October 10, 2011

Amended: July 8, 2019
March 23, 2020
November 11, 2025

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, November 11, 2025

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action regarding consideration of a referral for the creation of an ordinance requiring a referendum vote of the electors before certain public construction projects can be commenced.

PREVIOUS ACTION:

At the August 27, 2024 meeting, the Village Board reviewed and approved a referral request from Trustee Brassington on this matter to be discussed further within this Committee of the Whole meeting.

The Committee of the Whole considered the referral request at its meeting on September 10, 2024.

At the January 28, 2025 meeting, the Village Board took action to make a referral of this issue to the Finance Committee for them to review and make a recommendation.

The Finance Committee met on February 20, 2025 to review the referral request.

The Finance Committee met on March 20, 2025 to review the referral request.

The Finance Committee met on June 24, 2025 to review the referral request.

The Finance Committee met on September 18, 2025 to review the referral request.

The Finance Committee met on October 16, 2025 to review this request and took action to make a recommendation to the Village Board.

ISSUE SUMMARY:

The Village previously enacted an ordinance requiring a referendum for capital projects. This was changed over the years to alter the amounts, create conditions, and establish exemptions as applicable. The full history is included in this memo. The Committee reviewed the historical ordinances that had been in place previously and discussed the implications of our debt utilization established within Chapter 3 of our Fiscal Policies. The enclosed charts were included to help provide historical perspective on the impact of the ordinance and policy as well as forecast what the future could look like based on the current policy. The Village also has the ability to conduct an advisory referendum if property tax dollars are to be used for the project.



With that Statutory reference added to Chapter 3, the Committee felt the ordinance requirement was not necessary along with the other changes to lower the debt utilization threshold going forward.

This was initially a referral from the Village Board for the Committee to review and provide a recommendation back to the Village Board to advise on this matter. The recommendation is not to enact the ordinance again, and the motion is established to confirm that recommendation by the Village Board completing the referral process on this issue.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

The Village previously had a few different variations of these requirements within its code dating back several years before it was later removed entirely. Within that discussion, Trustee Peña provided some ideas via a presentation regarding how we could address the referendum question in relation to our debt limit. Chapter 3 of our Fiscal Policy Manual addresses debt limitations as guidelines to follow which are different from what enacting an ordinance would require. The board recently approved a referral of the question to Committee for review and recommendation with this meeting continuing that discussion.

As mentioned, the ordinance requirements have been around in a few different versions. Each version is included in the packet and summarized as follows (versions noted by year):

- **2005** - Original adoption and required a referendum for any project in excess of \$1 million. There were no exceptions.
- **2014** - This was the first amendment to the original adoption where the standard was increased to \$1.25 million while creating some exceptions for streets, utilities, and annual adjustment for inflation.
- **2018** - The second amendment changed calculation of the threshold to follow value of the Village based on a comparable example. It stated the new threshold would be 1% of equalized value which as of 2024 that would amount to a new threshold of approximately \$17 million. Additional exceptions were added to the existing list, including TID projects, Federal/State/County required projects, projects shared with another unit of government, public safety related, and to address emergencies. Subsection (c) added clarity also to how the threshold is applied within the projects to be considered.
- **2022** - Finally, the requirements in place since 2018 were removed in their entirety.

There is no requirement for municipalities to have a referendum requirement for capital projects. The only limit we face is that we cannot borrow more than 5% of our equalized value. The recently proposed policy changes would set our limit at 2.5% or 50% of what is allowed. The



Policy also references the option to conduct an advisory referendum in accordance with State Statutes.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to accept the recommendation of the Finance Committee not to enact an ordinance require a referendum vote of the electors before certain public construction projects can be commenced.

ATTACHMENTS:

1. Debt Utilization Historical Data REVISED 09112025 mgs
2. Debt Utilization Percent Graph REVISED 09112025 mgs
3. Debt Graph REVISED 09112025 mgs

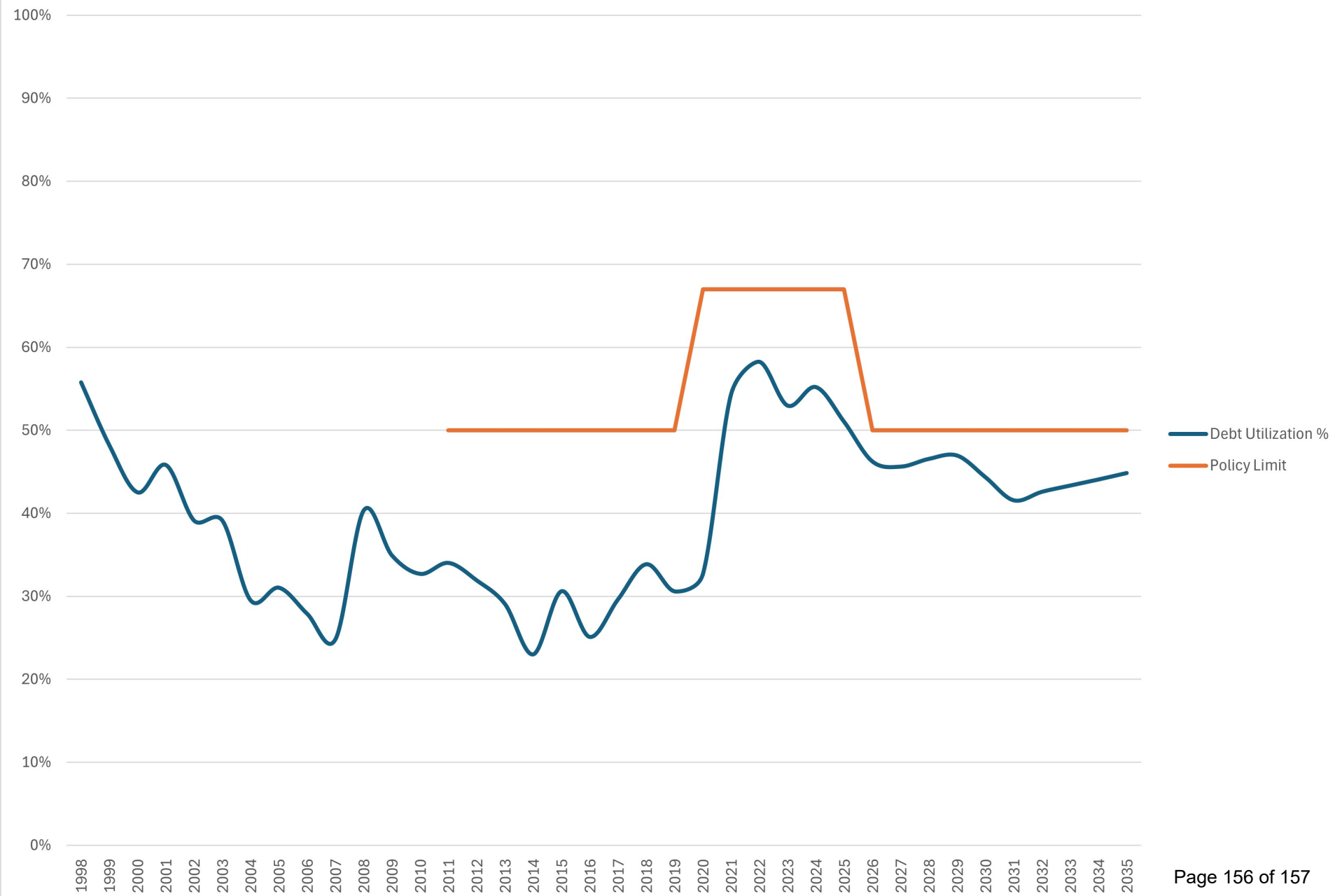
Historic Debt Utilization

Year	Equalized Value	5% Limit	Actual Utilization	% Utilization	Policy % Limit	Projects	Notes
1998	330,452,800	16,522,640	9,212,246	56%			
1999	362,171,700	18,108,585	8,726,105	48%			
2000	385,706,300	19,285,315	8,199,895	43%		Municipal Center	
2001	428,412,900	21,420,645	9,814,649	46%		Municipal Center	
2002	477,092,200	23,854,610	9,331,674	39%			
2003	477,092,200	23,854,610	9,331,674	39%			
2004	567,133,400	28,356,670	8,371,242	30%		Library	
2005	639,080,400	31,954,020	9,922,072	31%		Library	Referendum Ord. Adoption
2006	705,937,400	35,296,870	9,852,402	28%			
2007	744,821,400	37,241,070	9,250,766	25%			
2008	791,038,400	39,551,920	15,959,500	40%			3 Res. at \$6.5 mil total, various purposes.
2009	803,199,500	40,159,975	14,029,179	35%			
2010	784,433,300	39,221,665	12,830,595	33%			
2011	790,262,600	39,513,130	13,448,603	34%	50%		Chapter 3 Adoption
2012	750,545,100	37,527,255	11,983,158	32%	50%		
2013	731,654,200	36,582,710	10,638,458	29%	50%		
2014	770,175,400	38,508,770	8,868,255	23%	50%		Referendum Ord. 1st Amend
2015	794,452,100	39,722,605	12,165,000	31%	50%		
2016	815,493,100	40,774,655	10,245,000	25%	50%		
2017	883,717,700	44,185,885	13,100,000	30%	50%		
2018	936,011,100	46,800,555	15,855,000	34%	50%		Referendum Ord. 2nd Amend
2019	1,056,153,600	52,807,680	16,165,000	31%	50%		Chapter 3 1st Amend
2020	1,127,280,700	56,364,035	18,400,000	33%	67%		Chapter 3 2nd Amend
2021	1,217,439,600	60,871,980	33,070,000	54%	67%	Public Safety Center	
2022	1,434,947,800	71,747,390	41,785,000	58%	67%	Public Safety Center	Referendum Ord. Termination
2023	1,617,865,600	80,893,280	42,845,000	53%	67%		
2024	1,701,717,900	85,085,895	46,965,000	55%	67%		
2025	1,836,335,200	91,816,760	46,845,000	51%	67%		
2026	1,964,878,664	98,243,933	45,435,000	46%	50%		
2027	2,082,771,384	104,138,569	47,505,000	46%	50%	Facility Project TBD	Phase 1.1
2028	2,186,909,953	109,345,498	50,905,000	47%	50%	Facility Project TBD	Phase 1.2
2029	2,274,386,351	113,719,318	53,395,000	47%	50%	Facility Project TBD	Phase 1.3
2030	2,342,617,942	117,130,897	51,955,000	44%	50%	Facility Project TBD	Phase 1.4
2031	2,412,896,480	120,644,824	50,150,000	42%	50%		
2032	2,485,283,374	124,264,169	52,930,000	43%	50%	Facility Project TBD	Phase 2.1
2033	2,559,841,876	127,992,094	55,475,000	43%	50%	Facility Project TBD	Phase 2.2
2034	2,636,637,132	131,831,857	58,105,000	44%	50%	Facility Project TBD	Phase 2.3
2035	2,715,736,246	135,786,812	60,900,000	45%	50%	Facility Project TBD	Phase 2.4

* The green shading represents the current year in which some figures are estimated as the audit will not be completed until 2026.

** The red shading is a current projection updated from the 2026-2030 Capital Improvement Plan accepted in August. This represents a shift to phased improvements for facility projects.

Debt Utilization as Percentage of Total



Debt Limit vs. Utilization

