

Tuesday, January 13, 2026

7:00 PM

McFarland Municipal Center
5915 Milwaukee St, McFarland
Community Room

AGENDA - Amended

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/83521304605>

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

Webinar ID: 835 2130 4605

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

1. CALL TO ORDER.
2. ROLL CALL.
3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.
 - a. Madison-McFarland Intergovernmental Agreement - April Hills Neighborhood Public Information Meeting on Wednesday, January 21, 2026 at 6:00 pm.
 - b. Madison-McFarland Intergovernmental Agreement - Secret Places Neighborhood Public Information Meeting on Wednesday, January 28, 2026 at 6:00 pm.
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 December 9, 2025 meeting.
 - 2) Motion to approve the minutes of the January 7, 2026 Special Village Board meeting.
 - 3) Motion to approve checks in the amount of \$7,167,563.72
 - 4) Motion to approve appointing Julie Wilcke to serve as an Election Inspector for the 2026-2027 term.
 - 5) Motion to approve appointing Mary Ann Picone to serve on the Public Safety Committee for a term ending April 30, 2026.
 - 6) Motion to approve appointing Glenn Schwab to serve on the Sustainability & Natural Resource Committee for a term ending April 30, 2027.
5. PUBLIC APPEARANCES.
 - a. This is an opportunity for attendees to provide public comment on matters that are not on the agenda. Attendees desiring to provide public comment on specific items on the agenda may do so at the time

that agenda item is brought up. Zoom attendees wishing to speak should type their name, address, and the relevant agenda item in the Q&A feature within the online meeting platform. Zoom attendees may also register in support or opposition of an item through the Q&A feature. In person attendees 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 public comment. Please adhere to the 3-minute time limit. Written comments will not be read into the record during the meeting but may be sent to village.clerk@mcfarland.wi.us to be included with the agenda materials.

6. BUSINESS.

- a. Discussion and action on Resolution 2026-01: a resolution to join the Renew the Blue Council with the Clean Lakes Alliance.
- b. Presentation and discussion regarding the installation of two small cell site towers within the Village.
- c. Diversity, Equity, and Inclusion Committee (Trustees Peña & Annen)
Parks & Recreation (Trustees Fessler and Leamy)
 - 1) Discussion and action regarding an inventory of gender neutral public restrooms available through Village facilities.
- d. Discussion and action on proposed Chapter 3 of the Village policy manual titled Public Notification Policy.
- e. Plan Commission (President Brassington & Trustee Fessler)
 - 1) Discussion and action to approve Ordinance 2025-08: an ordinance making various amendments to Chapter 2, Chapter 23, Chapter 56, Chapter 62 and Appendix A of the Municipal Code concerning public notification requirements.

7. REQUESTS FOR REFERRAL OF NEW ITEMS.

- a. Discussion and action on a referral from President Brassington and Trustee Fessler to refer creating a plan to engage with the community regarding the east side development plan.
- b. Discussion and action on a referral from Trustee Leamy to review the Village's Tourist Rooming House Ordinance.

8. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, January 27, 2026 at 7:00 pm - Regular Village Board
- b. Tuesday, February 10, 2026 at 5:30 pm - Joint Village Board & Sustainability and Natural Resource Meeting.
- c. Tuesday, February 10, 2026 at 7:00 pm - Regular Village Board

9. ADJOURNMENT.

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.



NOTICE OF PUBLIC INFORMATION MEETING

City of Madison and Village of McFarland Intergovernmental Agreement Discussions



The City of Madison and Village of McFarland will be holding a joint public information meeting regarding potential intergovernmental agreement discussions between the municipalities. Staff will present information regarding potential topics to be included in a future agreement.

The public information meeting will be held on **Wednesday, January 21 from 6:00 pm to 7:30 pm at the McFarland Municipal Center, 5915 Milwaukee Street**. The meeting will be available to attend in-person or virtually through Zoom. The meeting will include a staff presentation and a question & answer session.

For more information and a Zoom link visit the project page:

<https://mcfarland.wi.us/MadisonAgreement>

Project contacts:

Jeff Greger, City of Madison Planner, (608) 243-0181 or jgreger@cityofmadison.com
or Andrew Bremer, Village of McFarland Community & Economic Development Director,
(608) 838-3154 or andrew.bremer@mcfarland.wi.gov



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**VILLAGE OF
McFarland**
SUMMARY SHEET

MEETING DATE: Tuesday, January 13, 2026

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, December 9, 2025 - 6:00 PM

1. CALL TO ORDER - 6:00 PM START TIME

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

2. ROLL CALL.

Village Board members present: Village Trustee 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(joined at 6:45 p.m.)

Village Board members not present: None.

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

3. CLOSED SESSION.

a. Discussion and action on entering into Closed Session in accordance with Wis. Stats 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved in, specifically regarding remaining claims in the Village of McFarland vs. The Hanover Insurance Company lawsuit related to an insurance claim arising out of damaged caused by a sinkhole during construction of the Public Safety Center located at 6001 Broadhead Street.

Motion by Village President Stephanie Brassington, second by Village Trustee Kathy Annen, to enter into Closed Session in accordance with Wis. Stats 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved in, specifically regarding remaining claims in the Village of McFarland vs. The Hanover Insurance Company lawsuit related to an insurance claim arising out of damaged caused by a sinkhole during construction of the Public Safety Center located at 6001 Broadhead Street at 6:05 p.m. Motion carries 6 - 0 - 0 by acclamation.

4. RECONVENE INTO OPEN SESSION

Motion by Village President Stephanie Brassington, second by Village Trustee Miguel Peña, to reconvene into open session at 6:51 p.m. Motion carries 7 - 0 - 0 by acclamation.

5. COMMENCE THE REGULAR BUSINESS PORTION OF THE MEETING - 7:00 PM

The Village Board commenced the regular business portion of the meeting at 7:00 p.m.

6. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

The Board thanked the McFarland Chamber of Commerce for putting on the Winter Wonderland event.

7. CONSENT AGENDA.

- a. All items listed under the Consent Agenda will be approved in one motion unless a Board member requests that the item be removed for individual discussion and action. Any item(s) removed for individual consideration shall be considered in the same order in which they were originally listed on the agenda under Business.
- 1) Motion to approve the minutes of the November 25, 2025 meeting.
 - 2) Motion to approve checks in the amount of \$451,098.91
 - 3) Motion to appoint election inspectors for the 2026-2027 term.
 - 4) Motion to approve Ordinance amendment 2025-10: An ordinance updating various fees as recommended by the Parks & Recreation Committee, Public Safety Committee and Plan Commission.
 - 5) Motion to reject the bid for the Babcock Channel Water Main Crossing project as recommended by the Public Works & Utilities Committee.
 - 6) Motion to accept the Siggelkow Road Traffic Study as recommended by the Public Works & Utilities Committee.
 - 7) Motion to approve an agreement with SSM Health Inc. for EMS Medical Director services.
 - 8) Motion to approve appointing Mary Nervig to serve on the Sustainability & Natural Resources Committee for a term ending April 30, 2027.
 - 9) Motion to approve appointing CJ Behm to serve on the Public Works & Utilities Committee for a term ending April 30, 2026.
 - 10) Motion to approve a service agreement with Dane County for funding to provide case management and nutrition services through the Senior Outreach Department as a Focal Point.
 - 11) Motion to approve Resolution 2025-26: a resolution to amend the 2025 Budget for the Village of McFarland to transfer a portion of the IRS Elective Pay Credit funds from Capital Projects to the Debt Service Fund.
 - 12) Discussion and recommendation on approval of updates the Village's Compensation and Classification Program effective January 1, 2026.
 - 13) Motion to approve an update to the organizational chart for the Administration department approving the Communication Specialist position as full-time effective January 1, 2026.

Trustee Kathy Annen requested items 4, 7 and 12 be removed from the consent agenda.

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

acclamation.

8. PUBLIC APPEARANCES.

- a. This is an opportunity for attendees to provide public comment on matters that are not on the agenda. Attendees desiring to provide public comment on specific items on the agenda may do so at the time that agenda item is brought up. Zoom attendees wishing to speak should type their name, address, and the relevant agenda item in the Q & A feature within the online meeting platform. Zoom attendees may also register in support or opposition of an item through the Q&A feature. In person attendees 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 public comment. Please adhere to the 3-minute time limit. Written comments will not be read into the record during the meeting but may be sent to village.clerk@mcfarland.wi.us to be included with the agenda materials.

None.

9. BUSINESS.

Discussion and action on Ordinance amendment 2025-10: An ordinance updating various fees as recommended by the Parks & Recreation Committee, Public Safety Committee and Plan Commission.

Motion by President Stephanie Brassington, second by Trustee Lukee Fessler, to approve Ordinance amendment 2025-10: An ordinance updating various fees as recommended by the Parks & Recreation Committee, Public Safety Committee and Plan Commission. Motion carries 7 - 0 - 0 by acclamation.

Discussion and action an agreement with SSM Health Inc. for EMS Medical Director services.

Motion by Trustee Alisa Leamy, second by President Stephanie Brassington, to approve an agreement with SSM Health Inc. For EMS Medical Director Services contingent upon final approval from the Village Attorney. Motion carries 7 - 0 - 0 by acclamation.

Discussion and action on approval of updates the Village's Compensation and Classification Program effective January 1, 2026.

Motion by Trustee Annen, second by President Stephanie Brassington, to approve updates to the Village's Compensation and Classification program effective January 1, 2026. Motion carries 7 - 0 - 0 by acclamation.

- a. Public Safety Committee (Trustees Boyd & Peña)

- 1) Discussion and action regarding Ordinance 2025-13: an ordinance regulating the usage of E-scooters in the Village.

Motion by Village Trustee Ken Boyd, second by Village Trustee Miguel Peña, to approve Ordinance 2025-13: an ordinance regulating the usage of E-scooters in the Village. Motion carries 7 - 0 - 0 by acclamation.

- 2) Discussion and action to approve automated license plate reader technology for the Police Department including consideration for departmental policy on its utilization.

Tom Mooney, 6205 Pheasant Run, spoke in opposition to the automated license plate reader technology for the Police Department, including consideration for departmental

policy on its utilization.

Police Chief Brian Redman presented the updated ALPR Technology policy and discussions by the Public Safety Committee.

Require Village board approval for placement of cameras
Require PSC and VB approval of changes to policy.

Motion by Trustee Ken Boyd, discussion became the second, to approve automated license plate reader technology for the Police Department including consideration for departmental policy on its utilization.

Motion by Trustee Fessler, second by Trustee Pena, to approve automated license plate reader technology for the Police Department, including consideration for a departmental policy on its utilization, with the condition that approval be provided for placement of the cameras and any changes to the ALPR policy must go through the Public Safety Committee and Village Board. Motion to amend the motion passes 7 - 0 - 0 by acclamation. The amended motion passes 7 - 0 - 0 by acclamation.

b. Public Works & Utilities Committee (President Brassington & Trustee Prill)

1) Discussion and action regarding the award of contract for the 2026 Stormwater Maintenance project.

Motion by Village President Stephanie Brassington, second by Village Trustee Lowell J. Prill, to the award of contract for the 2026 Stormwater Maintenance project to Integrity Grading and Excavating of Schofield, WI in the amount of \$394,200. Motion carries 7 - 0 - 0 by acclamation.

2) Discussion and action regarding the award of contract for the Holscher Water Tower repainting project.

Motion by Village President Stephanie Brassington, second by Village Trustee Lowell J. Prill, to award the proposal to L.C. United Painting Co. Inc, of Sterling Heights, Michigan for the repainting of the Holscher Water Tower including the base cost of \$236,000.00 and additive proposals A-2, A-3, A-4, and A-5 for a total of \$284,500.00 and a total project cost of \$350,625.00. Motion carries 7 - 0 - 0 by acclamation.

3) Discussion and action for the award of contract for Well 5 drilling.

Motion by Village President Stephanie Brassington, second by Village Trustee Lowell J. Prill, for the award of contract to Municipal Well and Pump of Waupun for Well 5 well drilling, including the base bid of \$443,518.30 and supplemental bid of \$1,620.00 for a total of \$445,138.30. Motion carries 7 - 0 - 0 by acclamation.

c. Discussion and presentation of the redesigned 2025 payable 2026 property tax insert.

Village Administrator Matt Schuenke and Communications Manager Melanie Camelia presented the redesigned 2025 payable 2026 property tax insert. Village Board members provided feedback on the proposed insert.

10. SCHEDULE NEXT MEETING DATE.

a. Tuesday, January 13, 2026 at 7:00 pm - Regular Village Board

b. Tuesday, January 27, 2026 at 7:00 pm - Regular Village Board

11. ADJOURNMENT.

Motion by Village Trustee Luke Fessler, second by Village Trustee Miguel Peña, to adjourn at 8:57 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

Wednesday, January 7, 2026 - 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 HR Generalist Andrea Anderson.

3. PUBLIC APPEARANCES.

a. *This is an opportunity for attendees to provide public comment on matters that are not on the agenda. Attendees desiring to provide public comment on specific items on the agenda may do so at the time that agenda item is brought up. Zoom attendees wishing to speak should type their name, address, and the relevant agenda item in the Q&A feature within the online meeting platform. Zoom attendees may also register in support or opposition of an item through the Q&A feature. In person attendees 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 public comment. Please adhere to the 3-minute time limit. Written comments will not be read into the record during the meeting but may be sent to village.clerk@mcfarland.wi.us to be included with the agenda materials.*

None.

4. CLOSED SESSION.

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

Motion by Village President Stephanie Brassington, second by Village Trustee Luke Fessler, to enter into Closed Session in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider employment contract for the Village Administrator position at 6:02 p.m. Motion carries 7 - 0 - 0 on a roll call vote.

5. RECONVENE INTO OPEN SESSION.

Motion by Village President Stephanie Brassington, second by Village Trustee Miguel Peña, to reconvene in open session at 8:00 p.m. Motion carries 7 - 0 - 0 by acclamation.

6. ACTION ON ITEMS DISCUSSED IN CLOSED SESSION.

- a. Discussion and action regarding an employment contract for the Village Administrator position.

Motion by Village President Stephanie Brassington, second by Village Trustee Luke Fessler, to approve an employment contract for the Village Administrator position. Motion carries 7 - 0 - 0 by acclamation.

7. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, January 13, 2026 at 7:00 pm - Regular Village Board
- b. Tuesday, January 27, 2026 at 7:00 pm - Regular Village Board

8. ADJOURNMENT.

Motion by Village Trustee Miguel Peña, second by Village Trustee Luke Fessler, to adjourn at 8:03 p.m.

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

Respectfully submitted,
Cassandra Suettinger
Deputy Administrator/Clerk

Report Criteria:
Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
4	MIDDLETON FORD	165762	VEHICLE MAINTENANCE	1	12/15/2025	34.97	.00	34.97	12/26/2025
		165762	VEHICLE MAINTENANCE	2	12/15/2025	34.97	.00	34.97	12/26/2025
		165762	VEHICLE MAINTENANCE	3	12/15/2025	34.96	.00	34.96	12/26/2025
		165762	VEHICLE MAINTENANCE	4	12/15/2025	128.20	.00	128.20	12/26/2025
Total 4:						233.10	.00	233.10	
30	ALLIANT ENERGY/WP&L	121125	3234 CTY RD AB	1	12/11/2025	73.86	.00	73.86	12/12/2025
		121125	DOG PARK 6300 ELVEHJ	2	12/11/2025	931.04	.00	931.04	12/12/2025
		121125	FLOOD LIGHT 2860 HIDD	3	12/11/2025	37.19	.00	37.19	12/12/2025
		121125	SOCCER BLDG 4820 MA	4	12/11/2025	102.70	.00	102.70	12/12/2025
		121125	4806 MCDANIEL LN	5	12/11/2025	111.02	.00	111.02	12/12/2025
		121125	WELL 4 ELECTRIC	6	12/11/2025	1,956.00	.00	1,956.00	12/12/2025
		121125	MUNICIPAL CENTER 591	7	12/11/2025	2,714.26	.00	2,714.26	12/12/2025
		121125	LIBRARY 5920	8	12/11/2025	2,385.47	.00	2,385.47	12/12/2025
		121125	5307 HOUGH ST	9	12/11/2025	17.27	.00	17.27	12/12/2025
		121125	5802 MAIN ST	10	12/11/2025	331.81	.00	331.81	12/12/2025
		121125	PSC 6001 BROADHEAD	11	12/11/2025	6,476.76	.00	6,476.76	12/12/2025
		121125	CEDAR GLADE BATHRO	12	12/11/2025	27.31	.00	27.31	12/12/2025
		121125	5115 TERMINAL DPW	13	12/11/2025	1,492.79	.00	1,492.79	12/12/2025
		121125	LIFT#2 6407 PHEASANT	14	12/11/2025	613.65	.00	613.65	12/12/2025
		122425	SIRENS	1	12/24/2025	30.42	.00	30.42	01/02/2026
		122425	STREET LIGHTING (2)	2	12/24/2025	537.86	.00	537.86	01/02/2026
		122425	TRAFFIC FLASHERS BAS	3	12/24/2025	20.76	.00	20.76	01/02/2026
		122425	TRAFFIC FLASHERS FAR	4	12/24/2025	19.88	.00	19.88	01/02/2026
		122425	TRAFFIC FLASHERS FAR	5	12/24/2025	19.29	.00	19.29	01/02/2026
		122425	TRAFFIC FLASHERS CRE	6	12/24/2025	19.59	.00	19.59	01/02/2026
		122425	BRANDT PARK	7	12/24/2025	54.37	.00	54.37	01/02/2026
		122425	LEWIS PARK	8	12/24/2025	319.13	.00	319.13	01/02/2026
		122425	FLOWER CORNER	9	12/24/2025	49.66	.00	49.66	01/02/2026
		122425	GAZEBO	10	12/24/2025	173.32	.00	173.32	01/02/2026
		122425	LIFT #1	11	12/24/2025	264.86	.00	264.86	01/02/2026
		122425	LIFT #3	12	12/24/2025	83.48	.00	83.48	01/02/2026
		122425	LIFT #5	13	12/24/2025	263.45	.00	263.45	01/02/2026
		122425	WATER TOWER HOLSCH	14	12/24/2025	22.97	.00	22.97	01/02/2026
		122425	WELL #1 ELECTRIC	15	12/24/2025	611.93	.00	611.93	01/02/2026
		122425	WELL #3 ELECTRIC	16	12/24/2025	2,927.03	.00	2,927.03	01/02/2026
		122425	WATER TOWER BURMA	17	12/24/2025	119.29	.00	119.29	01/02/2026
		122425	WELL #1 GAS	18	12/24/2025	141.27	.00	141.27	01/02/2026
		122425	WELL #3 GAS	19	12/24/2025	130.89	.00	130.89	01/02/2026
		122425	WELL #4 GAS	20	12/24/2025	76.10	.00	76.10	01/02/2026
		122425	CEDAR GLADE FOUNTAI	21	12/24/2025	16.77	.00	16.77	01/02/2026
		122425	STREET LIGHTING (1)	22	12/24/2025	9,543.39	.00	9,543.39	01/02/2026
		8820572787-	5220 FARWELL ST	1	01/02/2026	444.78	.00	444.78	01/08/2026
Total 30:						33,161.62	.00	33,161.62	
68	BADGER WELDING SUPP	3912175	ACETYLENE & OXYGEN	1	11/30/2025	12.00	.00	12.00	12/12/2025
		3914580	BADGER WELDING - OXY	1	12/09/2025	49.90	.00	49.90	12/12/2025
		3914975	BADGER WELDING - OXY	1	12/12/2025	66.78	.00	66.78	12/19/2025
		3915972	OXYGEN	1	12/30/2025	58.99	.00	58.99	01/02/2026
		3916533	ACETYLENE & OXYGEN	1	12/31/2025	12.40	.00	12.40	01/08/2026
		3918369	BADGER WELDING - OXY	1	01/02/2026	70.32	.00	70.32	01/08/2026

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 68:						270.39	.00	270.39	
104	BOBCAT/DOOSAN	01-129610	TOOLCAT MAINTENANCE	1	12/18/2025	178.57	.00	178.57	12/26/2025
		01-129610	TOOLCAT MAINTENANCE	2	12/18/2025	48.70	.00	48.70	12/26/2025
		01-129610	TOOLCAT MAINTENANCE	3	12/18/2025	48.70	.00	48.70	12/26/2025
		01-129610	TOOLCAT MAINTENANCE	4	12/18/2025	48.70	.00	48.70	12/26/2025
		01-129659	SNOW BLOWER MAINT	1	12/22/2025	74.54	.00	74.54	12/26/2025
		01-129659	SNOW BLOWER MAINT	2	12/22/2025	20.33	.00	20.33	12/26/2025
		01-129659	SNOW BLOWER MAINT	3	12/22/2025	20.33	.00	20.33	12/26/2025
		01-129659	SNOW BLOWER MAINT	4	12/22/2025	20.33	.00	20.33	12/26/2025
		01-129668	SNOW BLOWER MAINT	1	12/22/2025	36.54	.00	36.54	01/02/2026
		01-129668	SNOW BLOWER MAINT	2	12/22/2025	36.54	.00	36.54	01/02/2026
		01-129668	SNOW BLOWER MAINT	3	12/22/2025	36.54	.00	36.54	01/02/2026
		01-129668	SNOW BLOWER MAINT	4	12/22/2025	133.98	.00	133.98	01/02/2026
		01-129697	SNOW BLOWER MAINT	1	12/23/2025	6.84	.00	6.84	01/02/2026
		01-129697	SNOW BLOWER MAINT	2	12/23/2025	6.84	.00	6.84	01/02/2026
		01-129697	SNOW BLOWER MAINT	3	12/23/2025	6.84	.00	6.84	01/02/2026
		01-129697	SNOW BLOWER MAINT	4	12/23/2025	25.08	.00	25.08	01/02/2026
		01-129727	SNOW BLOWER MAINT	1	12/24/2025	22.99	.00	22.99	01/02/2026
		01-129727	SNOW BLOWER MAINT	2	12/24/2025	22.99	.00	22.99	01/02/2026
		01-129727	SNOW BLOWER MAINT	3	12/24/2025	22.99	.00	22.99	01/02/2026
		01-129727	SNOW BLOWER MAINT	4	12/24/2025	84.31	.00	84.31	01/02/2026
		01-129885	MINI EXCAVATOR	1	01/02/2026	638.10	.00	638.10	01/08/2026
Total 104:						1,540.78	.00	1,540.78	
157	CHAMPIONSHIP AWARD	78186	NAME PLATE	1	12/05/2025	22.36	.00	22.36	12/12/2025
Total 157:						22.36	.00	22.36	
225	DANE CO HIGHWAY	30924	SALT BRINE	1	11/30/2025	1,600.00	.00	1,600.00	12/26/2025
Total 225:						1,600.00	.00	1,600.00	
247	DANE CO TREASURER	010726	JAN TAX SETTLEMENT	1	01/07/2026	1,221,105.35	.00	1,221,105.35	01/08/2026
Total 247:						1,221,105.35	.00	1,221,105.35	
261	DECKER SUPPLY CO INC	935047	SIGN PARTS	1	12/03/2025	153.75	.00	153.75	12/12/2025
Total 261:						153.75	.00	153.75	
281	DIGGERS HOTLINE INC	251 2 37601	WATER LOCATES	1	12/31/2025	24.93	.00	24.93	01/08/2026
		251 2 37601	STORMWATER LOCATES	2	12/31/2025	24.93	.00	24.93	01/08/2026
		251 2 37601	SEWER LOCATES	3	12/31/2025	24.94	.00	24.94	01/08/2026
Total 281:						74.80	.00	74.80	
288	WISCONSIN DNR-EA/7	DNEWTON-1	WATER LICENSE RENEW	1	12/16/2025	45.00	.00	45.00	12/26/2025
Total 288:						45.00	.00	45.00	
324	ELECTION SYSTEMS & S	CD2133956	ANNUAL MAINTENANCE	1	01/02/2026	771.59	.00	771.59	01/02/2026
Total 324:						771.59	.00	771.59	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
353	FERGUSON ENTERPRIS	0784746	PSC FACILITY MAINTENA	1	11/24/2025	453.78	.00	453.78	12/12/2025
Total 353:						453.78	.00	453.78	
395	GENERAL COMMUNICATI	353095	GENCOMM SQUAD REPA	1	12/31/2025	2,599.00	.00	2,599.00	01/08/2026
		353136	TRUCK 8 RADIO REPAIR	1	12/31/2025	520.00	.00	520.00	01/08/2026
Total 395:						3,119.00	.00	3,119.00	
408	GRAINGER INC	9729263682	BATTERIES & OIL DRY	1	12/02/2025	67.16	.00	67.16	12/12/2025
Total 408:						67.16	.00	67.16	
416	HACH COMPANY	14791188	WATER TEST SUPPLIES	1	12/11/2025	3,018.10	.00	3,018.10	12/26/2025
Total 416:						3,018.10	.00	3,018.10	
439	HJ PERTZBORN	123830	MC ANNUAL SPRINKLER	1	10/27/2025	395.00	.00	395.00	12/12/2025
		126731	MC CROSS CONNECTIO	1	12/10/2025	160.00	.00	160.00	12/19/2025
		126732	PSC CROSS CONNECTIO	1	12/10/2025	363.36	.00	363.36	12/19/2025
		126733	LIBRARY CROSS CONNE	1	12/10/2025	160.00	.00	160.00	12/12/2025
Total 439:						1,078.36	.00	1,078.36	
476	JEFFERSON FIRE & SAF	IN334408	ANNUAL FIRE EXTINGUI	1	12/08/2025	93.25	.00	93.25	12/12/2025
		IN334914	REPLACEMENT SCBA MA	1	12/19/2025	315.00	.00	315.00	12/26/2025
		IN334916	ANNUAL FIRE EXTINGUI	1	12/19/2025	6.28-	.00	6.28-	01/02/2026
		IN334916	ANNUAL FIRE EXTINGUI	2	12/19/2025	50.93-	.00	50.93-	01/02/2026
		IN334916	ANNUAL FIRE EXTINGUI	3	12/19/2025	50.93-	.00	50.93-	01/02/2026
		IN334916	ANNUAL FIRE EXTINGUI	4	12/19/2025	50.93-	.00	50.93-	01/02/2026
		IN334916	ANNUAL FIRE EXTINGUI	5	12/19/2025	50.93-	.00	50.93-	01/02/2026
		IN335229	5" INTAKE/DISCHARGE C	1	12/30/2025	767.00	.00	767.00	01/02/2026
		IN335354	TURNOUT GEAR REPAIR	1	01/05/2026	24.95	.00	24.95	01/08/2026
		IN335379	SCBA REAPIR	1	01/05/2026	395.27	.00	395.27	01/08/2026
		PB002352	TURN OUT GEAR X 3	1	12/30/2025	11,280.00	.00	11,280.00	01/02/2026
Total 476:						12,665.47	.00	12,665.47	
540	LEAGUE WI MUNICIPALIT	10313-01012	STANDARD DUES	1	01/02/2026	6,060.94	.00	6,060.94	01/02/2026
Total 540:						6,060.94	.00	6,060.94	
553	LINCOLN CONTRACTOR	J77652	JACK HAMMER	1	12/12/2025	2,615.00	.00	2,615.00	12/19/2025
		J77745	BATTERY	1	12/15/2025	599.00	.00	599.00	12/26/2025
Total 553:						3,214.00	.00	3,214.00	
575	MADISON MET SEWERA	RC00000485	YAHARA ADAPTIVE MGM	1	01/02/2026	14,770.00	.00	14,770.00	01/08/2026
Total 575:						14,770.00	.00	14,770.00	
581	MADISON TRUCK EQUIP	12-109954	TRUCK PARTS--TRUCK 2	1	12/10/2025	286.00	.00	286.00	12/19/2025
		12-109954	TRUCK PARTS--TRUCK 2	2	12/10/2025	78.00	.00	78.00	12/19/2025
		12-109954	TRUCK PARTS--TRUCK 2	3	12/10/2025	78.00	.00	78.00	12/19/2025
		12-109954	TRUCK PARTS--TRUCK 2	4	12/10/2025	78.00	.00	78.00	12/19/2025
		12-109998	TRUCK PARTS-TRUCK 10	1	12/12/2025	300.72	.00	300.72	12/26/2025
		12-109998	TRUCK PARTS-TRUCK 10	2	12/12/2025	82.01	.00	82.01	12/26/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		12-109998	TRUCK PARTS-TRUCK 10	3	12/12/2025	82.01	.00	82.01	12/26/2025
		12-109998	TRUCK PARTS-TRUCK 10	4	12/12/2025	82.01	.00	82.01	12/26/2025
		12-110007	TRUCK PARTS--TRUCK 1	1	12/15/2025	202.76	.00	202.76	12/26/2025
		12-110007	TRUCK PARTS--TRUCK 1	2	12/15/2025	202.76	.00	202.76	12/26/2025
		12-110007	TRUCK PARTS--TRUCK 1	3	12/15/2025	202.76	.00	202.76	12/26/2025
		12-110007	TRUCK PARTS--TRUCK 1	4	12/15/2025	743.42	.00	743.42	12/26/2025
Total 581:						2,418.45	.00	2,418.45	
606	MCFARLAND FIREFIGHT	010226	Q4 FF DUES	1	01/02/2026	454.00	.00	454.00	01/08/2026
Total 606:						454.00	.00	454.00	
613	MCFARLAND SCHOOL DI	010726	JAN TAX SETTLEMENT	1	01/07/2026	4,329,786.00	.00	4,329,786.00	01/08/2026
Total 613:						4,329,786.00	.00	4,329,786.00	
634	MENARDS - MONONA	93804	4901 TERMINAL DRIVE	1	12/02/2025	26.99	.00	26.99	12/12/2025
		93805	5810 MILWAUKEE ST -FIL	1	12/02/2025	46.98	.00	46.98	12/12/2025
		93854	PW FACILITY MAINTENA	1	12/03/2025	90.31	.00	90.31	12/12/2025
		94165	PW FACILITY MAINTENA	1	12/09/2025	222.13	.00	222.13	12/12/2025
		94168	PW FACILITY MAINTENA	1	12/09/2025	92.23	.00	92.23	12/12/2025
		94175	PARKS SUPPLIES	1	12/09/2025	123.36	.00	123.36	12/12/2025
		94252	PW FACILITY MAINTENA	1	12/11/2025	53.35	.00	53.35	12/19/2025
		94253	PW FACILITY MAINTENA	1	12/11/2025	101.55	.00	101.55	12/19/2025
		94759	VEHICLE MAINTENANCE	1	12/22/2025	7.50	.00	7.50	01/02/2026
		94759	VEHICLE MAINTENANCE	2	12/22/2025	7.50	.00	7.50	01/02/2026
		94759	VEHICLE MAINTENANCE	3	12/22/2025	7.50	.00	7.50	01/02/2026
		94759	VEHICLE MAINTENANCE	4	12/22/2025	27.48	.00	27.48	01/02/2026
		95051	WELL HOUSE MAINTENA	1	12/30/2025	78.42	.00	78.42	01/08/2026
		95075	WELLHOUSE MAINTENA	1	12/30/2025	78.42	.00	78.42	01/08/2026
		95076	WELLHOUSE MAINTENA	1	12/30/2025	6.56	.00	6.56	01/08/2026
		95287	PARKS SUPPLIES	1	01/05/2026	39.90	.00	39.90	01/08/2026
		95327	PD VEHICLE MAINTENAN	1	01/06/2026	44.53	.00	44.53	01/08/2026
		95327	FD VEHICLE MAINTENAN	2	01/06/2026	51.12	.00	51.12	01/08/2026
		95327	PW VEHICLE MAINTENA	3	01/06/2026	57.43	.00	57.43	01/08/2026
		95327	PW VEHICLE MAINTENA	4	01/06/2026	15.67	.00	15.67	01/08/2026
		95327	PW VEHICLE MAINTENA	5	01/06/2026	15.67	.00	15.67	01/08/2026
		95327	PW VEHICLE MAINTENA	6	01/06/2026	15.67	.00	15.67	01/08/2026
		95340	PARKS SUPPLIES	1	01/06/2026	71.96	.00	71.96	01/08/2026
Total 634:						1,125.39	.00	1,125.39	
640	MGE	1115413856-	BOCCE ELECTRICAL	1	12/30/2025	31.55	.00	31.55	01/08/2026
		1700324512-	4820 MARSH RD--SOCCE	1	12/29/2025	396.25	.00	396.25	01/08/2026
		3800120935-	STREET LIGHT	1	12/29/2025	47.16	.00	47.16	01/08/2026
		4900117592-	STREET LIGHT	1	01/06/2026	26.71	.00	26.71	01/08/2026
		6300112994-	STREET LIGHT	1	01/02/2026	693.34	.00	693.34	01/08/2026
		7400232719-	LIFT #5 GAS	1	12/30/2025	187.98	.00	187.98	01/08/2026
		8600157181-	LIFT #4 ELECT	1	12/30/2025	66.15	.00	66.15	01/08/2026
Total 640:						1,449.14	.00	1,449.14	
667	MINNESOTA LIFE INS CO	002832L-JA	JAN LIFE INSURANCE	1	12/01/2025	1,801.07	.00	1,801.07	12/12/2025
Total 667:						1,801.07	.00	1,801.07	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
756	POMP'S TIRE SERVICE I	80347224	M9 TIRES	1	12/03/2025	552.00	.00	552.00	12/12/2025
		80348308	VEHICLE MAINTENANCE	1	12/19/2025	701.25	.00	701.25	12/26/2025
		80348308	VEHICLE MAINTENANCE	2	12/19/2025	191.25	.00	191.25	12/26/2025
		80348308	VEHICLE MAINTENANCE	3	12/19/2025	191.25	.00	191.25	12/26/2025
		80348308	VEHICLE MAINTENANCE	4	12/19/2025	191.25	.00	191.25	12/26/2025
		80348375	ENGINE 2 - EM TIRE REP	1	12/23/2025	242.15	.00	242.15	12/26/2025
		80348572	ENGINE 2 - EM TIRE REP	1	12/30/2025	261.98	.00	261.98	01/02/2026
Total 756:						2,331.13	.00	2,331.13	
759	POSTMASTER	112025	USPS MARKETING MAIL	1	11/20/2025	148.00	.00	148.00	12/19/2025
		112025	USPS MARKETING MAIL	2	11/20/2025	148.00	.00	148.00	12/19/2025
		112025	USPS MARKETING MAIL	3	11/20/2025	74.00	.00	74.00	12/19/2025
Total 759:						370.00	.00	370.00	
765	LEGAL SHIELD	108629-1215	LEGAL SHIELD	1	12/15/2025	131.60	.00	131.60	12/19/2025
Total 765:						131.60	.00	131.60	
775	PUBLIC SERVICE COMM	2511-I-03490	PSC FEE FOR RATE CAS	1	12/15/2025	1,480.79	.00	1,480.79	12/26/2025
Total 775:						1,480.79	.00	1,480.79	
797	REINDERS INC	2311677-00	SIDEWALK SALT	1	12/15/2025	508.71	.00	508.71	12/26/2025
Total 797:						508.71	.00	508.71	
800	RELIANT FIRE APPARAT	INV-WI-5351	T6 WHEEL CHOCK BRAC	1	12/16/2025	265.00	.00	265.00	12/26/2025
Total 800:						265.00	.00	265.00	
802	RENNERT'S FIRE EQUIP	5338	PUMP HEATER	1	12/18/2025	2,314.08	.00	2,314.08	12/26/2025
		5342	T6 VALVE REBUILD	1	12/18/2025	1,588.18	.00	1,588.18	12/26/2025
		5373	BRUSH 9 PUMP VALVE	1	12/23/2025	285.89	.00	285.89	12/26/2025
		5375	E1 CAFS AIR FLOW MET	1	12/23/2025	5,610.57	.00	5,610.57	12/26/2025
Total 802:						9,798.72	.00	9,798.72	
818	ROTO ROOTER SEWER	228152	SANITARY SEWER MAIN	1	12/09/2025	1,375.00	.00	1,375.00	01/02/2026
		228607	PW FACILITY MAINTENA	1	12/17/2025	937.00	.00	937.00	01/08/2026
		228608	SANITARY SEWER MAIN	1	12/17/2025	2,000.00	.00	2,000.00	01/08/2026
Total 818:						4,312.00	.00	4,312.00	
824	SAFE COMMUNITY COAL	1763	SAFE COMMUNITY ANNU	1	01/02/2026	2,000.00	.00	2,000.00	01/02/2026
Total 824:						2,000.00	.00	2,000.00	
836	SCHILLING SUPPLY COM	1032861-00	OPERATING SUPPLIES	1	12/11/2025	747.85	.00	747.85	12/19/2025
Total 836:						747.85	.00	747.85	
906	STOUGHTON HOSPITAL	2359804-432	HIRING - PREEMPLOYEM	1	12/04/2025	195.00	.00	195.00	12/12/2025
Total 906:						195.00	.00	195.00	

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957	TOM'S AUTO CENTER IN	0068643	TRUCK REPAIR TRUCK 2	1	11/10/2025	41.55	.00	41.55	12/12/2025
		0068643	TRUCK REPAIR TRUCK 2	2	11/10/2025	41.55	.00	41.55	12/12/2025
		0068643	TRUCK REPAIR TRUCK 2	3	11/10/2025	41.55	.00	41.55	12/12/2025
		0068643	TRUCK REPAIR TRUCK 2	4	11/10/2025	152.32	.00	152.32	12/12/2025
Total 957:						276.97	.00	276.97	
958	TOWN & COUNTRY ENGI	28979	MC237 2025 GIS SUPPOR	1	11/20/2025	317.62	.00	317.62	12/19/2025
		28979	MC237 2025 GIS SUPPOR	2	11/20/2025	86.63	.00	86.63	12/19/2025
		28979	MC237 2025 GIS SUPPOR	3	11/20/2025	86.63	.00	86.63	12/19/2025
		28979	MC237 2025 GIS SUPPOR	4	11/20/2025	86.62	.00	86.62	12/19/2025
		28991	MC240 WELL 5 FINAL DE	1	11/20/2025	15,507.50	.00	15,507.50	12/19/2025
		29027	MC224 LIFT STATON 2 C	1	11/20/2025	4,489.11	.00	4,489.11	12/19/2025
		29028	MC230 2025 STREET & U	1	11/20/2025	5,569.60	.00	5,569.60	12/19/2025
		29029	MC234 SIGGELKOW RD	1	11/20/2025	5,073.75	.00	5,073.75	12/19/2025
		29030	MC243 2026 STORMWAT	1	11/20/2025	5,233.80	.00	5,233.80	12/19/2025
		29040	MC208 USH 51 DOT PRO	1	11/20/2025	1,235.00	.00	1,235.00	12/19/2025
		29041	MC241 HOLSCHER WATE	1	11/20/2025	5,522.50	.00	5,522.50	12/19/2025
		29042	MC242 2026 STREET & U	1	11/20/2025	10,352.02	.00	10,352.02	12/19/2025
		29132	MC208 USH 51 DOT PRO	1	12/13/2025	1,982.50	.00	1,982.50	01/08/2026
		29133	LAKESTONE - TEPPPO SP	1	12/13/2025	510.00	.00	510.00	01/08/2026
		29134	MC241 HOLSCHER WATE	1	12/13/2025	1,917.60	.00	1,917.60	01/08/2026
		29135	MC242 2026 STREET & U	1	12/13/2025	11,345.23	.00	11,345.23	01/08/2026
		29149	MC240 WELL 5 FINAL DE	1	12/13/2025	8,287.95	.00	8,287.95	01/08/2026
		29154	MC243 2026 STORMWAT	1	12/13/2025	11,955.00	.00	11,955.00	01/08/2026
Total 958:						89,559.06	.00	89,559.06	
992	US CELLULAR	0771126935	CABLE/COMTECH PHON	1	11/22/2025	42.50	.00	42.50	12/12/2025
		0771126935	COMDEV PHONE	2	11/22/2025	25.57	.00	25.57	12/12/2025
		0771126935	FD/EMS PHONE	3	11/22/2025	107.73	.00	107.73	12/12/2025
		0771126935	OUTREACH PHONE	4	11/22/2025	178.74	.00	178.74	12/12/2025
		0771126935	PARKS TABLETS	5	11/22/2025	51.00	.00	51.00	12/12/2025
		0771126935	PD PHONE	6	11/22/2025	488.68	.00	488.68	12/12/2025
		0771126935	PW PHONE	7	11/22/2025	68.50	.00	68.50	12/12/2025
		0771126935	PW TABLETS	8	11/22/2025	176.17	.00	176.17	12/12/2025
		0771126935	SEWER PHONE	9	11/22/2025	68.51	.00	68.51	12/12/2025
		0771126935	WATER PHONE	10	11/22/2025	68.51	.00	68.51	12/12/2025
		0771126935	WATER TABLETS	11	11/22/2025	176.17	.00	176.17	12/12/2025
		0771126935	SEWER TABLETS	12	11/22/2025	176.17	.00	176.17	12/12/2025
		0772433816	LIBRARY CELL PHONE	1	11/28/2025	43.75	.00	43.75	12/19/2025
		0775111229	PD PHONE	1	12/10/2025	36.01	.00	36.01	12/26/2025
		0777755288	PD PHONE	1	12/22/2025	488.68	.00	488.68	01/08/2026
		0777755288	COMDEV PHONE	2	12/22/2025	26.85	.00	26.85	01/08/2026
		0777755288	CABLE/COMTECH PHON	3	12/22/2025	42.50	.00	42.50	01/08/2026
		0777755288	OUTREACH PHONE	4	12/22/2025	178.74	.00	178.74	01/08/2026
		0777755288	FD/EMS PHONE	5	12/22/2025	107.73	.00	107.73	01/08/2026
		0777755288	PW PHONE	6	12/22/2025	68.40	.00	68.40	01/08/2026
		0777755288	PW TABLETS	7	12/22/2025	176.17	.00	176.17	01/08/2026
		0777755288	PARKS TABLETS	8	12/22/2025	51.00	.00	51.00	01/08/2026
		0777755288	WATER PHONE	9	12/22/2025	68.39	.00	68.39	01/08/2026
		0777755288	WATER TABLETS	10	12/22/2025	176.17	.00	176.17	01/08/2026
		0777755288	SEWER TABLETS	11	12/22/2025	176.17	.00	176.17	01/08/2026
		0777755288	SEWER PHONE	12	12/22/2025	68.39	.00	68.39	01/08/2026
Total 992:						3,337.20	.00	3,337.20	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
1015	VILLAGE OF MCFARLAN	123125	MUNICIPAL CENTER	1	12/31/2025	1,436.14	.00	1,436.14	01/08/2026
		123125	PW GARAGE	2	12/31/2025	1,164.46	.00	1,164.46	01/08/2026
		123125	PW GARAGE BULK FILL	3	12/31/2025	1,086.51	.00	1,086.51	01/08/2026
		123125	OLD LIBRARY	4	12/31/2025	50.00	.00	50.00	01/08/2026
		123125	LIBRARY	5	12/31/2025	895.54	.00	895.54	01/08/2026
		123125	VOM 5541 HOLSCHER	6	12/31/2025	80.00	.00	80.00	01/08/2026
		123125	PARKING LOT BURMA	7	12/31/2025	20.00	.00	20.00	01/08/2026
		123125	PSC 6001 BROADHEAD	8	12/31/2025	1,853.86	.00	1,853.86	01/08/2026
		123125	PSC DEDUCT METER	9	12/31/2025	596.75	.00	596.75	01/08/2026
		123125	RIDGE VIEW	10	12/31/2025	43.20	.00	43.20	01/08/2026
		123125	PED PATH RUNNING DEE	11	12/31/2025	20.00	.00	20.00	01/08/2026
		123125	YAHARA RIVER PARK	12	12/31/2025	43.20	.00	43.20	01/08/2026
		123125	PED PATH	13	12/31/2025	4.00	.00	4.00	01/08/2026
		123125	PED PATH OSBORN	14	12/31/2025	20.00	.00	20.00	01/08/2026
		123125	LEGION MEMORIAL PAR	15	12/31/2025	120.00	.00	120.00	01/08/2026
		123125	BRANDT PARK	16	12/31/2025	404.92	.00	404.92	01/08/2026
		123125	WOODLAND ESTATES PA	17	12/31/2025	67.20	.00	67.20	01/08/2026
		123125	AUTUMN GROVE PARK	18	12/31/2025	75.20	.00	75.20	01/08/2026
		123125	CEDAR RIDGE	19	12/31/2025	117.20	.00	117.20	01/08/2026
		123125	CEDAR GLADE PARK	20	12/31/2025	20.00	.00	20.00	01/08/2026
		123125	BOCCE BALL COURT	21	12/31/2025	47.20	.00	47.20	01/08/2026
		123125	EGNER PARK	22	12/31/2025	83.20	.00	83.20	01/08/2026
		123125	HIGHLAND OAK RESTRO	23	12/31/2025	198.92	.00	198.92	01/08/2026
		123125	COMM GARDEN	24	12/31/2025	47.20	.00	47.20	01/08/2026
		123125	PED PATH DALE-CURTIN	25	12/31/2025	20.00	.00	20.00	01/08/2026
		123125	WM MCFARLAND PARK	26	12/31/2025	1,286.82	.00	1,286.82	01/08/2026
		123125	5802 & 5804 MAIN ST	27	12/31/2025	227.48	.00	227.48	01/08/2026
		123125	LIFT #2	28	12/31/2025	186.92	.00	186.92	01/08/2026
		123125	LIFT #4	29	12/31/2025	43.20	.00	43.20	01/08/2026
		123125	WELL #1	30	12/31/2025	43.20	.00	43.20	01/08/2026
		123125	WELL #3	31	12/31/2025	43.20	.00	43.20	01/08/2026
		123125	OLD WELL HOUSE	32	12/31/2025	20.00	.00	20.00	01/08/2026
		123125	WATER TOWER BURMA	33	12/31/2025	123.20	.00	123.20	01/08/2026
		123125	WATER TOWER HOLSCH	34	12/31/2025	85.20	.00	85.20	01/08/2026
Total 1015:						10,573.92	.00	10,573.92	
1019	BAKER TILLY VIRCHOW	BT3434979	VILLAGE AUDIT PRELIM	1	12/19/2025	6,120.45	.00	6,120.45	01/02/2026
		BT3436796	WATER RATE STUDY TY2	1	12/22/2025	2,445.19	.00	2,445.19	01/08/2026
		BT3443409	PARK IMPACT FEE STUD	1	12/29/2025	2,086.00	.00	2,086.00	01/08/2026
		BT3447118	VILLAGE AUDIT PRELIM	1	12/30/2025	2,100.00	.00	2,100.00	01/08/2026
Total 1019:						12,751.64	.00	12,751.64	
1024	WALL STREET JOURNAL	0706210134	NEWSPAPER SUBSCRIP	1	12/09/2025	759.47	.00	759.47	12/12/2025
Total 1024:						759.47	.00	759.47	
1060	WI DEPT OF REVENUE	L064008030	BUSINESS TAX REGISTR	1	01/02/2026	10.00	.00	10.00	01/02/2026
Total 1060:						10.00	.00	10.00	
1080	WI MUNICIPAL COURT CL	121825	COURT CLERK ASSOCIA	1	12/18/2025	55.00	.00	55.00	01/08/2026
Total 1080:						55.00	.00	55.00	
1093	WI STATE LABORATORY	830641	FLUORIDE TEST WATER	1	12/31/2025	31.00	.00	31.00	01/08/2026

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 1093:						31.00	.00	31.00	
1128	ZARNOTH BRUSH WORK	0204499-IN	SWEeper PARTS	1	12/15/2025	3,633.80	.00	3,633.80	12/26/2025
Total 1128:						3,633.80	.00	3,633.80	
1245	PROFESSIONAL PEST C	889772	MC PEST CONTROL	1	12/15/2025	48.00	.00	48.00	12/26/2025
		889821	PW PEST CONTROL	1	12/15/2025	41.00	.00	41.00	12/26/2025
Total 1245:						89.00	.00	89.00	
1256	BOUND TREE MEDICAL L	86014896	EMS - SUPPLIES	1	12/03/2025	1,200.51	.00	1,200.51	12/12/2025
		86014897	EMS - SUPPLIES	1	12/03/2025	49.80	.00	49.80	12/12/2025
		86029549	EMS - SUPPLIES	1	12/16/2025	103.10	.00	103.10	12/26/2025
		86039417	EMS - SUPPLIES	1	12/26/2025	418.86	.00	418.86	01/08/2026
Total 1256:						1,772.27	.00	1,772.27	
1264	BARNES INC	204156	YARDWASTE/BIN MAINT/	1	11/30/2025	23,154.53	.00	23,154.53	12/19/2025
		204156	YARDWASTE/BIN MAINT/	2	11/30/2025	23,154.52	.00	23,154.52	12/19/2025
Total 1264:						46,309.05	.00	46,309.05	
1358	EBI INC	229264	LIBRARY FURNITURE	1	12/05/2025	297.83	.00	297.83	12/19/2025
		229275	LIBRARY FURNITURE	1	12/08/2025	95.00	.00	95.00	12/12/2025
		229544	NEW OFFICE OUTFITTING	1	12/31/2025	4,881.59	.00	4,881.59	01/08/2026
Total 1358:						5,274.42	.00	5,274.42	
1390	HOTSYS CLEANING SYST	0008754-IN	HOTSYS REPAIR	1	12/17/2025	117.10	.00	117.10	12/26/2025
Total 1390:						117.10	.00	117.10	
1462	TASC	IN3633158	FSA ADMIN FEE	1	12/18/2025	175.12	.00	175.12	01/02/2026
Total 1462:						175.12	.00	175.12	
1694	HEARTLAND LITHO	66879	PREPRINTS	1	12/30/2025	1,101.52	.00	1,101.52	01/08/2026
		66879	PREPRINTS	2	12/30/2025	1,101.52	.00	1,101.52	01/08/2026
		66879	PREPRINTS	3	12/30/2025	1,101.52	.00	1,101.52	01/08/2026
		66879	ENVELOPES - PARKS	4	12/30/2025	276.66	.00	276.66	01/08/2026
		66879	ENVELOPES - PUBLIC W	5	12/30/2025	276.68	.00	276.68	01/08/2026
		66879	ENVELOPES - SEWER	6	12/30/2025	276.68	.00	276.68	01/08/2026
		66879	ENVELOPES - STORMWA	7	12/30/2025	276.68	.00	276.68	01/08/2026
		66879	ENVELOPES - WATER	8	12/30/2025	276.68	.00	276.68	01/08/2026
		66881	TAX INSERT/ENVELOPES	1	12/22/2025	119.53	.00	119.53	01/02/2026
		66881	TAX INSERT/ENVELOPES	2	12/22/2025	217.34	.00	217.34	01/02/2026
		66881	TAX INSERT/ENVELOPES	3	12/22/2025	217.34	.00	217.34	01/02/2026
		66881	TAX INSERT/ENVELOPES	4	12/22/2025	217.34	.00	217.34	01/02/2026
		66881	TAX INSERT/ENVELOPES	5	12/22/2025	217.34	.00	217.34	01/02/2026
		66881	TAX INSERT/ENVELOPES	6	12/22/2025	1,086.67	.00	1,086.67	01/02/2026
		66881	TAX INSERT/ENVELOPES	7	12/22/2025	32.60	.00	32.60	01/02/2026
		66881	TAX INSERT/ENVELOPES	8	12/22/2025	32.60	.00	32.60	01/02/2026
		66881	TAX INSERT/ENVELOPES	9	12/22/2025	32.60	.00	32.60	01/02/2026
		66891	BILLS FOR NOVEMBER	1	12/30/2025	209.81	.00	209.81	01/08/2026
		66891	BILLS FOR NOVEMBER	2	12/30/2025	209.81	.00	209.81	01/08/2026

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		66891	BILLS FOR NOVEMBER	3	12/30/2025	209.81	.00	209.81	01/08/2026
	Total 1694:					7,490.73	.00	7,490.73	
1709	VON BRIESEN & ROPER	514538	PERSONNEL ISSUES	1	12/22/2025	2,847.00	.00	2,847.00	12/26/2025
		514539	PERSONNEL ISSUES	1	12/22/2025	13,724.00	.00	13,724.00	12/26/2025
	Total 1709:					16,571.00	.00	16,571.00	
1730	ACCURATE APPRAISAL L	5815	ASSESSMENT SVCS.	1	01/02/2026	36,800.00	.00	36,800.00	01/02/2026
	Total 1730:					36,800.00	.00	36,800.00	
1759	MANDT SANDFILL TRUC	56712	SPOILS	1	11/13/2025	130.00	.00	130.00	12/12/2025
		78120	WATER SERVICES SUPP	1	11/13/2025	652.12	.00	652.12	12/12/2025
		78141	WATER SERVICES SUPP	1	11/17/2025	177.80	.00	177.80	12/12/2025
	Total 1759:					959.92	.00	959.92	
1909	CATERPILLAR FINANCIA	37929989	SKID STEER	1	12/26/2025	759.68	.00	759.68	01/08/2026
		37929989	SKID STEER	2	12/26/2025	253.22	.00	253.22	01/08/2026
		37929989	SKID STEER	3	12/26/2025	253.22	.00	253.22	01/08/2026
		37929989	SKID STEER	4	12/26/2025	253.23	.00	253.23	01/08/2026
	Total 1909:					1,519.35	.00	1,519.35	
1921	FRONTIER	112225	LIBRARY PHONE	1	11/22/2025	177.08	.00	177.08	12/12/2025
		122225	LIBRARY PHONE	1	12/22/2025	177.08	.00	177.08	01/08/2026
	Total 1921:					354.16	.00	354.16	
1980	PRAXIS CONSULTING	20101065	2026 QUICK CLERK MAIN	1	01/02/2026	1,100.00	.00	1,100.00	01/08/2026
	Total 1980:					1,100.00	.00	1,100.00	
1989	CORPORATE BUSINESS	40672939	COPIER LEASE	1	11/26/2025	114.00	.00	114.00	12/12/2025
		40735561	COPIER LEASE	1	12/05/2025	30.00	.00	30.00	12/19/2025
		40735561	COPIER LEASE	2	12/05/2025	15.00	.00	15.00	12/19/2025
		40735561	COPIER LEASE	3	12/05/2025	15.00	.00	15.00	12/19/2025
		40749530	ADMIN COPIERS	1	12/08/2025	142.50	.00	142.50	12/19/2025
		40749530	ADMIN COPIERS - SOS	2	12/08/2025	47.50	.00	47.50	12/19/2025
		40876336	COPIER LEASE	1	12/24/2025	32.97	.00	32.97	01/08/2026
		40876336	COPIER LEASE	2	12/24/2025	32.97	.00	32.97	01/08/2026
		40876336	COPIER LEASE	3	12/24/2025	32.97	.00	32.97	01/08/2026
		40876336	COPIER LEASE	4	12/24/2025	32.95	.00	32.95	01/08/2026
		40885080	COPIER LEASE	1	12/25/2025	221.98	.00	221.98	01/08/2026
		40904246	COPIER BASE FEE	1	12/29/2025	114.00	.00	114.00	01/08/2026
	Total 1989:					831.84	.00	831.84	
1993	TKK ELECTRONICS LLC	142252	EMS REPORT & MDC CO	1	12/04/2025	6,756.70	.00	6,756.70	12/12/2025
	Total 1993:					6,756.70	.00	6,756.70	
2032	TEN-41	948	UNIFORM CONROY	1	12/07/2025	142.00	.00	142.00	12/19/2025
		949	GLOVES & HOODS	1	12/28/2025	3,250.00	.00	3,250.00	01/02/2026
		949	STRUCTURAL BOOTS	2	12/28/2025	3,600.00	.00	3,600.00	01/02/2026

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		950	UNIFORM ALLOWANCE J.	1	12/28/2025	80.00	.00	80.00	01/02/2026
		952	UNIFROM ALLOWANCE -	1	01/05/2026	116.00	.00	116.00	01/08/2026
Total 2032:						7,188.00	.00	7,188.00	
2058	MICROMARKETING LLC	996650	ADULT AUDIO BOOKS	1	12/11/2025	39.99	.00	39.99	12/19/2025
		997228	AUDIO BOOKS	1	12/18/2025	135.97	.00	135.97	01/02/2026
		997609	AUDIO BOOKS	1	12/24/2025	99.93	.00	99.93	01/02/2026
Total 2058:						275.89	.00	275.89	
2066	PELLITTERI WASTE SYS	6551097	PSC RECYCLING SERVIC	1	12/31/2025	111.96	.00	111.96	01/08/2026
		6551097	RECYCLING SERVICE	2	12/31/2025	16,551.90	.00	16,551.90	01/08/2026
		6551097	TRASH SERVICE	3	12/31/2025	24,827.85	.00	24,827.85	01/08/2026
		6551097	PSC TRASH SERVICE	4	12/31/2025	138.42	.00	138.42	01/08/2026
		6551097	2025 RES LANDFILL	5	12/31/2025	874.44	.00	874.44	01/08/2026
Total 2066:						42,504.57	.00	42,504.57	
2070	KKS PROPERTY	010126	COMMON AREA MAINT. F	1	01/01/2026	400.00	.00	400.00	01/08/2026
Total 2070:						400.00	.00	400.00	
2237	MADISON COLLEGE	010726	JAN TAX SETTLEMENT	1	01/07/2026	291,946.50	.00	291,946.50	01/08/2026
		188834	ANNUAL TRAINING	1	12/09/2025	250.00	.00	250.00	12/26/2025
		188834	ANNUAL TRAINING	2	12/09/2025	500.00	.00	500.00	12/26/2025
		188834	ANNUAL TRAINING	3	12/09/2025	500.00	.00	500.00	12/26/2025
		188834	ANNUAL TRAINING	4	12/09/2025	1,000.00	.00	1,000.00	12/26/2025
		188834	ANNUAL TRAINING	5	12/09/2025	1,000.00	.00	1,000.00	12/26/2025
		188834	ANNUAL TRAINING	6	12/09/2025	250.00	.00	250.00	12/26/2025
		188834	ANNUAL TRAINING	7	12/09/2025	1,000.00	.00	1,000.00	12/26/2025
		188834	ANNUAL TRAINING	8	12/09/2025	250.00	.00	250.00	12/26/2025
		188834	ANNUAL TRAINING	9	12/09/2025	250.00	.00	250.00	12/26/2025
Total 2237:						296,946.50	.00	296,946.50	
2270	UNITY POINT HEALTH	141909-1224	SUSPECT BLOODWORK -	1	12/24/2025	48.48	.00	48.48	01/08/2026
		700001773-1	SUSPECT BLOOD DRAW	1	12/09/2025	48.48	.00	48.48	12/12/2025
Total 2270:						96.96	.00	96.96	
2290	MPIC	48-10142-27-	PROPERTY INSURANCE	1	01/02/2026	22,447.60	.00	22,447.60	01/08/2026
		48-10142-27-	PROPERTY INSURANCE	2	01/02/2026	1,985.17	.00	1,985.17	01/08/2026
		48-10142-27-	PROPERTY INSURANCE	3	01/02/2026	1,985.18	.00	1,985.18	01/08/2026
		48-10142-27-	PROPERTY INSURANCE	4	01/02/2026	1,985.17	.00	1,985.17	01/08/2026
		48-10142-27-	PROPERTY INSURANCE	5	01/02/2026	1,985.17	.00	1,985.17	01/08/2026
		48-10142-27-	PROPERTY INSURANCE	6	01/02/2026	1,985.17	.00	1,985.17	01/08/2026
		48-10142-27-	PROPERTY INSURANCE	7	01/02/2026	9,773.12	.00	9,773.12	01/08/2026
		48-10142-27-	PROPERTY INSURANCE	8	01/02/2026	9,773.12	.00	9,773.12	01/08/2026
		48-10142-27-	PROPERTY INSURANCE	9	01/02/2026	9,162.30	.00	9,162.30	01/08/2026
Total 2290:						61,082.00	.00	61,082.00	
16241	WI DEPT OF JUSTICE	L1373T-1130	BACKGROUND CHECKS	1	11/30/2025	126.00	.00	126.00	12/12/2025
		L1373T-1231	BACKGROUND CHECKS	1	12/31/2025	112.00	.00	112.00	01/08/2026

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16241:						238.00	.00	238.00	
16247	CITY TREASURER	2961173	STORMWATER CHARGE	1	12/04/2025	34.96	.00	34.96	12/19/2025
Total 16247:						34.96	.00	34.96	
16257	CORPORATE BUSINESS	391037	COPIER	1	12/08/2025	405.19	.00	405.19	12/12/2025
		391037	COPIER	2	12/08/2025	141.82	.00	141.82	12/12/2025
		391037	COPIER	3	12/08/2025	131.67	.00	131.67	12/12/2025
		391037	COPIER	4	12/08/2025	111.43	.00	111.43	12/12/2025
		391037	COPIER	5	12/08/2025	111.43	.00	111.43	12/12/2025
		391037	COPIER	6	12/08/2025	111.43	.00	111.43	12/12/2025
		391814	PW COLOR COPY OVER	1	12/29/2025	19.55	.00	19.55	01/02/2026
		391814	PW COLOR COPY OVER	2	12/29/2025	19.55	.00	19.55	01/02/2026
		391814	PW COLOR COPY OVER	3	12/29/2025	19.55	.00	19.55	01/02/2026
		391814	PW COLOR COPY OVER	4	12/29/2025	71.71	.00	71.71	01/02/2026
		391920	COPIER USAGE	1	12/30/2025	42.99	.00	42.99	01/02/2026
		391974	LIBRARY COPIER	1	12/30/2025	120.71	.00	120.71	01/02/2026
Total 16257:						1,307.03	.00	1,307.03	
16296	DANE CO DEPT OF HUM	DEC 2025	MEALSITE DONATION - C	1	12/01/2025	985.00	.00	985.00	12/19/2025
		DEC 2025	MEALSITE DONATION - M	2	12/01/2025	4,908.38	.00	4,908.38	12/19/2025
Total 16296:						5,893.38	.00	5,893.38	
16319	DANE CO TREASURER	47343	SPILLMAN LOGINS AND	1	12/03/2025	176.00	.00	176.00	12/26/2025
		47369	NETWORK ACCESS AND	1	12/03/2025	895.12	.00	895.12	12/12/2025
Total 16319:						1,071.12	.00	1,071.12	
16322	STRYKER SALES LLC	9211148295	LICENSE DATA REVIEW	1	12/23/2025	1,898.82	.00	1,898.82	01/02/2026
		9211153784	PROCARE - COTS AND S	1	01/02/2026	5,124.60	.00	5,124.60	01/08/2026
		9211240190	LUCAS SUCTION CUP	1	01/06/2026	167.48	.00	167.48	01/08/2026
Total 16322:						7,190.90	.00	7,190.90	
16531	WAUKESHA COUNTY TR	CINV/2025-02	WAUKESHA COUNTY	1	12/03/2025	540.17	.00	540.17	12/19/2025
Total 16531:						540.17	.00	540.17	
16545	DEPT OF SAFETY AND P	DSPS JUNE	DSPS SPRINKLER FEE	1	07/30/2025	10.00	.00	10.00	Multiple
		DSPS JUNE	DSPS FIRE ALARM FEE	2	07/30/2025	5.00	.00	5.00	Multiple
		DSPS MAY 2	FIRE ALARM FEE	1	05/31/2025	15.00	.00	15.00	Multiple
Total 16545:						30.00	.00	30.00	
16547	PELLION BENEFITS	010826	DENNIS/VEBA	1	01/08/2026	2,873.77	.00	2,873.77	01/08/2026
Total 16547:						2,873.77	.00	2,873.77	
16640	TOP PACK DEFENSE LLC	17563	UNIFORM CARDOSO	1	11/18/2025	67.44	.00	67.44	12/12/2025
		17593	NAME TAGS	1	11/20/2025	36.40	.00	36.40	01/02/2026
		17847	UNIFORM - REDMAN	1	01/02/2026	154.00	.00	154.00	01/08/2026
		17851	PANTS - REITER X 4	1	12/18/2025	398.00	.00	398.00	01/02/2026
		17924	UNIFORM ALLOWANCE -	1	12/30/2025	26.44	.00	26.44	01/08/2026

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		17935	D.SCHROECKENTHALER	1	12/31/2025	255.94	.00	255.94	01/08/2026
Total 16640:						938.22	.00	938.22	
16655	WI DEPT OF TRANSPORT	395-0000421	EXCHANGE STREET PR	1	12/01/2025	484.50	.00	484.50	12/12/2025
		395-0000421	USH 51 RECONSTRUCTI	1	12/01/2025	4,222.26	.00	4,222.26	12/12/2025
		395-0000425	PHASE 7 USH 51 RECON	1	01/02/2026	2,909.65	.00	2,909.65	01/08/2026
Total 16655:						7,616.41	.00	7,616.41	
16776	CIVICPLUS LLC	355447	CIVICPLUS - AGENDA MA	1	01/02/2026	4,682.47	.00	4,682.47	01/02/2026
		355447	CIVICPLUS - AGENDA MA	2	01/02/2026	351.19	.00	351.19	01/02/2026
		355447	CIVICPLUS - AGENDA MA	3	01/02/2026	351.19	.00	351.19	01/02/2026
		355447	CIVICPLUS - AGENDA MA	4	01/02/2026	351.19	.00	351.19	01/02/2026
		355447	CIVICPLUS - AGENDA MA	5	01/02/2026	351.19	.00	351.19	01/02/2026
		355447	CIVICPLUS - AGENDA MA	6	01/02/2026	351.15	.00	351.15	01/02/2026
		355447	CIVICPLUS - AGENDA MA	7	01/02/2026	1,755.93	.00	1,755.93	01/02/2026
		355447	CIVICPLUS - AGENDA MA	8	01/02/2026	1,755.93	.00	1,755.93	01/02/2026
		355447	CIVICPLUS - AGENDA MA	9	01/02/2026	1,755.93	.00	1,755.93	01/02/2026
		356965	CIVICPLUS - OPTIMIZE	1	01/02/2026	6,600.20	.00	6,600.20	01/02/2026
		356965	CIVICPLUS - OPTIMIZE	2	01/02/2026	495.00	.00	495.00	01/02/2026
		356965	CIVICPLUS - OPTIMIZE	3	01/02/2026	495.00	.00	495.00	01/02/2026
		356965	CIVICPLUS - OPTIMIZE	4	01/02/2026	495.02	.00	495.02	01/02/2026
		356965	CIVICPLUS - OPTIMIZE	5	01/02/2026	495.02	.00	495.02	01/02/2026
		356965	CIVICPLUS - OPTIMIZE	6	01/02/2026	2,475.08	.00	2,475.08	01/02/2026
		356965	CIVICPLUS - OPTIMIZE	7	01/02/2026	2,475.08	.00	2,475.08	01/02/2026
		356965	CIVICPLUS - OPTIMIZE	8	01/02/2026	2,475.08	.00	2,475.08	01/02/2026
		356965	CIVICPLUS - OPTIMIZE	9	01/02/2026	495.02	.00	495.02	01/02/2026
		358787	MUNICODE SELF PUBLIS	1	01/02/2026	4,245.77	.00	4,245.77	01/08/2026
		358787	MUNICODE SELF PUBLIS	2	01/02/2026	350.00	.00	350.00	01/08/2026
Total 16776:						32,802.44	.00	32,802.44	
16777	AT&T MOBILITY II LLC	2873268713	FIRSTNET DECEMBER	1	12/12/2025	560.70	.00	560.70	01/02/2026
		2873326607	FIRSTNET DECEMBER	1	12/12/2025	754.04	.00	754.04	12/26/2025
		28734591101	LIBRARY CELL PHONE	1	12/12/2025	37.10	.00	37.10	01/02/2026
Total 16777:						1,351.84	.00	1,351.84	
16829	REUTER WHITISH & EVA	75838	SPERLE CORNERS ESC	1	12/16/2025	715.00	.00	715.00	01/02/2026
		75839	GENERAL LEGAL	1	12/16/2025	9,171.00	.00	9,171.00	12/26/2025
		75839	GENERAL LEGAL	2	12/16/2025	296.00	.00	296.00	12/26/2025
		75839	GENERAL LEGAL	3	12/16/2025	610.50	.00	610.50	12/26/2025
		75839	GENERAL LEGAL	4	12/16/2025	480.00	.00	480.00	12/26/2025
		75839	GENERAL LEGAL	5	12/16/2025	188.00	.00	188.00	12/26/2025
		75840	PROSECUTIONS	1	12/16/2025	6,419.96	.00	6,419.96	12/26/2025
		75842	TID4 LEGAL	1	12/16/2025	302.50	.00	302.50	12/26/2025
		75844	KWIK TRIP ESCROW	1	12/16/2025	27.50	.00	27.50	01/02/2026
		75846	PSC HANOVER INSURAN	1	12/16/2025	8,967.93	.00	8,967.93	12/26/2025
		75847	BLIFFERT/URSO PREDE	1	12/16/2025	742.50	.00	742.50	01/02/2026
Total 16829:						27,920.89	.00	27,920.89	
16897	GERBER LEISURE PROD	12257	PARK BENCH	1	12/11/2025	946.00	.00	946.00	12/26/2025
Total 16897:						946.00	.00	946.00	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
16912	LAKESTONE PROPRTIE	1.15790.10-1	REFUND ON OVERPAYM	1	12/10/2025	52.34	.00	52.34	12/19/2025
Total 16912:						52.34	.00	52.34	
16937	ESO SOLUTIONS INC	ESO-184610	1ST QUARTER PARTIAL	1	01/02/2026	1,718.34	.00	1,718.34	01/08/2026
Total 16937:						1,718.34	.00	1,718.34	
16944	CUTTINGEDGE SIGNS &	352466	NEW SQUAD GRAPHICS	1	12/15/2025	157.00	.00	157.00	12/19/2025
Total 16944:						157.00	.00	157.00	
17001	STATZ-PAYNTER, JAMIE	401	PROGRAM FEE	1	12/11/2025	123.00	.00	123.00	12/12/2025
Total 17001:						123.00	.00	123.00	
17078	JONES & BARTLETT LEA	1223761	EMS BOOK	1	12/09/2025	458.21	.00	458.21	12/12/2025
		1226266	AEMT TEXTBOOKS	1	12/11/2025	410.04	.00	410.04	12/19/2025
		CM1152614	FF TEXT BOOK REFUND	1	09/22/2025	74.96-	.00	74.96-	12/12/2025
Total 17078:						793.29	.00	793.29	
17084	AMAZON CAPITAL SERVI	11CQ-MLPQ-	PROCEDURE MASKS	1	12/08/2025	60.50	.00	60.50	12/12/2025
		11HJ-TWKD-	DISPOSABLE PLATES FO	1	12/15/2025	22.98	.00	22.98	12/19/2025
		11KY-N7PX-J	OFFICE SUPPLIES	1	12/15/2025	39.44	.00	39.44	12/19/2025
		13F4-QQNJ-	BOOKS	1	12/23/2025	42.35	.00	42.35	01/02/2026
		13LL-RVGV-	BOOKS	1	12/08/2025	14.99	.00	14.99	12/12/2025
		13LL-RVGV-	MAGNETS	1	12/08/2025	28.26	.00	28.26	12/12/2025
		13YM-HRCC	DVDS & CDS	1	12/06/2025	19.96	.00	19.96	12/12/2025
		141L-VTFN-6	LIFT STATION MAINTENA	1	12/29/2025	15.99	.00	15.99	01/02/2026
		141L-VTFN-6	PUBLIC WORKS SUPPLIE	2	12/29/2025	21.96	.00	21.96	01/02/2026
		14HM-73KV-	FLASH DRIVES & BATTE	1	12/31/2025	602.88	.00	602.88	01/08/2026
		14VN-HKQH-	BOOKS	1	01/02/2026	15.40	.00	15.40	01/08/2026
		19D7-WVHD-	DVDS	1	01/03/2026	163.13	.00	163.13	01/08/2026
		19PH-9KJ1-3	WALL CALENDAR	1	12/07/2025	12.75	.00	12.75	12/12/2025
		1CG7-9JMK-	COFFEE CREAMER, DOO	1	12/13/2025	49.70	.00	49.70	12/19/2025
		1CNT-PNR6-	OFFICE SUPPLIES	1	01/02/2026	213.53	.00	213.53	01/08/2026
		1CNW-VF7W	BOOKS	1	01/06/2026	18.10	.00	18.10	01/08/2026
		1D3F-MCVW	LIBRARY BARCODE SCA	1	12/29/2025	114.43	.00	114.43	01/02/2026
		1DQC-QCF1-	MACH E MAINTENANCE	1	01/05/2026	41.18	.00	41.18	01/08/2026
		1F1M-JWJ7-	COMPUTER UPGRADE A	1	12/23/2025	208.90	.00	208.90	12/26/2025
		1F1M-JWJ7-	PARKS SUPPLIES	1	12/23/2025	95.84	.00	95.84	01/02/2026
		1G96-3971-D	DVDS & CDS	1	12/07/2025	185.00	.00	185.00	12/12/2025
		1GTH-94GK-	3 HOLE PUNCHER	1	12/08/2025	13.77	.00	13.77	12/12/2025
		1GTH-94GK-	HAIR NETS, PLASTIC BO	2	12/08/2025	49.83	.00	49.83	12/12/2025
		1H37-1DP4-	POCKET TALKERS	1	12/11/2025	489.76	.00	489.76	12/19/2025
		1HCM-MWD	4903 TERMINAL DRIVE -P	1	12/10/2025	77.89	.00	77.89	12/26/2025
		1JQL-XCL1-	DVDS & CDS	1	12/15/2025	271.26	.00	271.26	12/19/2025
		1L1V-3C79-R	OFFICE SUPPLIES	1	12/15/2025	16.02	.00	16.02	12/19/2025
		1L6R-K633-4	DVDS & CDS	1	12/12/2025	14.96	.00	14.96	12/19/2025
		1NR9-C3X6-	PROGRAM SUPPLIES	1	12/23/2025	45.48	.00	45.48	01/02/2026
		1PVH-YR94-	VIDEO GAMES	1	12/18/2025	271.84	.00	271.84	12/26/2025
		1PVH-YR94-	PROGRAM SUPPLIES	1	12/19/2025	99.99	.00	99.99	01/02/2026
		1QDW-6LCK	OFFICE SUPPLIES	1	12/15/2025	101.40	.00	101.40	12/19/2025
		1QG4-37MX-	PW OFFICE SUPPLIES	1	01/05/2026	24.74	.00	24.74	01/08/2026
		1QG4-37MX-	PW OFFICE SUPPLIES	2	01/05/2026	6.75	.00	6.75	01/08/2026
		1QG4-37MX-	PW OFFICE SUPPLIES	3	01/05/2026	6.75	.00	6.75	01/08/2026

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		1QG4-37MX-	PW OFFICE SUPPLIES	4	01/05/2026	6.75	.00	6.75	01/08/2026
		1QXF-NFKK-	DVD	1	01/03/2026	24.96	.00	24.96	01/08/2026
		1RXF-MH9Q-	AUDIO BOOKS	1	12/24/2025	208.79	.00	208.79	01/02/2026
		1TCT-HG1X-	PARKS SUPPLIES REFUN	1	01/07/2026	71.88-	.00	71.88-	01/08/2026
		1TH6-F1NC-	INSECT TRAPS	1	12/09/2025	47.93	.00	47.93	12/12/2025
		1TLT-FLLL-1	VIDEO GAMES	1	12/13/2025	212.85	.00	212.85	12/19/2025
		1TY6-GJGG-	PROGRAM SUPPLIES	1	12/12/2025	130.14	.00	130.14	12/19/2025
		1TYL-V4FD-	PARKS SUPPLIES	1	12/11/2025	495.47	.00	495.47	12/19/2025
		1V1C-H796-	DVDS & CDS	1	12/14/2025	85.52	.00	85.52	12/19/2025
		1V3Q-TPX7-	ICE RESCUE SUIT REPAI	1	12/29/2025	19.94	.00	19.94	01/02/2026
		1VH3-PFMC-	PW SHOP SUPPLIES	1	12/12/2025	84.44	.00	84.44	12/19/2025
		1VXQ-3K7H-	WATER SUPPLIES	1	12/29/2025	32.98	.00	32.98	01/08/2026
		1W9H-74GT-	PW OFFICE SUPPLIES	1	01/07/2026	6.64	.00	6.64	01/08/2026
		1W9H-74GT-	PW OFFICE SUPPLIES	2	01/07/2026	6.64	.00	6.64	01/08/2026
		1W9H-74GT-	PW OFFICE SUPPLIES	3	01/07/2026	6.64	.00	6.64	01/08/2026
		1W9H-74GT-	PW OFFICE SUPPLIES	4	01/07/2026	24.35	.00	24.35	01/08/2026
		1WKM-HLW4	HDM HOLIDAY TREATS,	1	12/17/2025	76.73	.00	76.73	12/19/2025
		1WLW-DF6P	OFFICE SUPPLIES	1	12/16/2025	27.44	.00	27.44	12/19/2025
		1WLW-DF6P	W-2/1099S	2	12/16/2025	78.62	.00	78.62	12/19/2025
		1WLW-DF6P	W-2/1099S	3	12/16/2025	16.68	.00	16.68	12/19/2025
		1WLW-DF6P	W-2/1099S	4	12/16/2025	14.29	.00	14.29	12/19/2025
		1WLW-DF6P	W-2/1099S	5	12/16/2025	14.29	.00	14.29	12/19/2025
		1WLW-DF6P	W-2/1099S	6	12/16/2025	40.50	.00	40.50	12/19/2025
		1WLW-DF6P	W-2/1099S	7	12/16/2025	40.50	.00	40.50	12/19/2025
		1WLW-DF6P	W-2/1099S	8	12/16/2025	23.82	.00	23.82	12/19/2025
		1WLW-DF6P	W-2/1099S	9	12/16/2025	9.53	.00	9.53	12/19/2025
		1WTW-7CLD	WELL 3 FACILITY MAINT	1	12/08/2025	48.50	.00	48.50	12/12/2025
		1WTW-7CLD	BOOKS	1	12/08/2025	11.99	.00	11.99	12/12/2025
		1WYW-QTW	BOOKS	1	12/20/2025	31.34	.00	31.34	12/26/2025
		1X7C-D7X7-	BOOKS	1	01/05/2026	42.44	.00	42.44	01/08/2026
		1XQM-WTG	PARKS SUPPLIES	1	12/22/2025	114.86	.00	114.86	01/02/2026
		1XVG-73MR-	DEHUMIDIFIERS AND FA	1	12/15/2025	1,984.78	.00	1,984.78	12/26/2025
		1Y9W-C7L3-	BOOKS	1	12/14/2025	42.27	.00	42.27	12/19/2025
		1Y9W-C7L3-	BOOKS	1	12/14/2025	11.39	.00	11.39	12/19/2025
		1YNC-YWXP	OFFICE SUPPLIES	1	12/23/2025	84.14	.00	84.14	01/08/2026
		1YQX-GJLL-	FILTERS	1	12/22/2025	82.05	.00	82.05	01/02/2026
		1YQX-GJLL-	FLASH DRIVE	2	12/22/2025	5.98	.00	5.98	01/02/2026
		1YYC-VM4X-	LIBRARY SUPPLIES	1	12/12/2025	38.68	.00	38.68	12/19/2025
Total 17084:						7,640.69	.00	7,640.69	
17092	GENERAL ENGINEERING	0000000000	BUILDING INSPECTION S	1	12/11/2025	6,535.26	.00	6,535.26	12/19/2025
Total 17092:						6,535.26	.00	6,535.26	
17096	BOMKAMP, SYDNEY	SB112625	UNIFORM ALLOWANCE B	1	11/26/2025	230.00	.00	230.00	12/12/2025
Total 17096:						230.00	.00	230.00	
17134	CORE & MAIN	Y211333	HYDRANT PARTS	1	12/05/2025	63.00	.00	63.00	12/12/2025
		Y295013	WATER SUPPLIES	1	12/30/2025	4,000.00	.00	4,000.00	01/08/2026
		Y295013	WATER SUPPLIES	2	12/30/2025	1,000.00	.00	1,000.00	01/08/2026
		Y295013	WATER SUPPLIES	3	12/30/2025	964.00	.00	964.00	01/08/2026
		Y313140	WATER SUPPLIES	1	12/30/2025	21.00	.00	21.00	01/08/2026
Total 17134:						6,048.00	.00	6,048.00	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
17140	US BANK VOYAGER FLE	8694160992	PD FUEL	1	12/01/2025	1,091.35	.00	1,091.35	12/12/2025
		8694160992	PW FUEL	2	12/01/2025	155.52	.00	155.52	12/12/2025
		8694160992	PW FUEL	3	12/01/2025	311.03	.00	311.03	12/12/2025
		8694160992	PW FUEL	4	12/01/2025	311.03	.00	311.03	12/12/2025
		8694160992	PW FUEL	5	12/01/2025	155.52	.00	155.52	12/12/2025
		8694160992	PW FUEL	6	12/01/2025	466.55	.00	466.55	12/12/2025
		8694160992	PW FUEL	7	12/01/2025	1,710.66	.00	1,710.66	12/12/2025
		8694160992	PARKS FUEL	8	12/01/2025	12.04	.00	12.04	12/12/2025
		8694160992	FIRE/EMS FUEL	9	12/01/2025	520.00	.00	520.00	12/12/2025
		8694160992	MC FUEL	10	12/01/2025	85.14	.00	85.14	12/12/2025
		8694160992	PD FUEL	1	12/31/2025	1,687.94	.00	1,687.94	01/08/2026
		8694160992	PW FUEL	2	12/31/2025	138.09	.00	138.09	01/08/2026
		8694160992	PW FUEL	3	12/31/2025	276.17	.00	276.17	01/08/2026
		8694160992	PW FUEL	4	12/31/2025	276.17	.00	276.17	01/08/2026
		8694160992	PW FUEL	5	12/31/2025	138.09	.00	138.09	01/08/2026
		8694160992	PW FUEL	6	12/31/2025	414.26	.00	414.26	01/08/2026
		8694160992	PW FUEL	7	12/31/2025	1,518.94	.00	1,518.94	01/08/2026
		8694160992	PARKS FUEL	8	12/31/2025	171.57	.00	171.57	01/08/2026
		8694160992	FIRE/EMS FUEL	9	12/31/2025	1,174.69	.00	1,174.69	01/08/2026
		8694160992	MC FUEL	10	12/31/2025	60.20	.00	60.20	01/08/2026
		8694160992	COM DEV	11	12/31/2025	13.65	.00	13.65	01/08/2026
Total 17140:						10,688.61	.00	10,688.61	
17187	B&H PHOTO	239647656	MICROPHONE	1	12/03/2025	284.06	.00	284.06	12/12/2025
		240725675	COMMS EQUIPMENT	1	01/04/2026	477.96	.00	477.96	01/08/2026
Total 17187:						762.02	.00	762.02	
17197	FRIENDS OF THE MCFAR	25-105	DECEMBER CC SALES	1	12/29/2025	168.50	.00	168.50	01/02/2026
Total 17197:						168.50	.00	168.50	
17232	APG OF SOUTHERN WIS	28886-1125	2026 STORMWATER PRO	1	11/30/2025	116.00	.00	116.00	12/12/2025
		28886-1125	2026 BABCOCK/PAVING	2	11/30/2025	207.99	.00	207.99	12/12/2025
		28886-1125	VB NOTICES	3	11/30/2025	336.89	.00	336.89	12/12/2025
Total 17232:						660.88	.00	660.88	
17284	SCHEDULESPPLUS	2802	SCHEDULES PLUS SUBS	1	01/02/2026	1,000.00	.00	1,000.00	01/08/2026
Total 17284:						1,000.00	.00	1,000.00	
17318	TDS	122225-PW	PW TV/INTERNET/PHON	1	12/22/2025	377.62	.00	377.62	01/02/2026
		122225-PW	PW TV/INTERNET/PHON	2	12/22/2025	102.99	.00	102.99	01/02/2026
		122225-PW	PW TV/INTERNET/PHON	3	12/22/2025	102.98	.00	102.98	01/02/2026
		122225-PW	PW TV/INTERNET/PHON	4	12/22/2025	102.99	.00	102.99	01/02/2026
		122225-VOM	ADMIN PHONE/INTERNE	1	12/22/2025	300.64	.00	300.64	01/02/2026
		122225-VOM	COM & TECH PHONE/TV/I	2	12/22/2025	234.06	.00	234.06	01/02/2026
		122225-VOM	COM DEV PHONE/INTER	3	12/22/2025	185.84	.00	185.84	01/02/2026
		122225-VOM	COM DEV AFT HR RENTA	4	12/22/2025	20.44	.00	20.44	01/02/2026
		122225-VOM	COM DEV AFT HR RENTA	5	12/22/2025	5.11	.00	5.11	01/02/2026
		122225-VOM	COURT PHONE/INTERNE	6	12/22/2025	54.13	.00	54.13	01/02/2026
		122225-VOM	FACILITIES PHONE	7	12/22/2025	402.07	.00	402.07	01/02/2026
		122225-VOM	FIRE/EMS TV/INTERNET/	8	12/22/2025	761.35	.00	761.35	01/02/2026
		122225-VOM	LIBRARY INTERNET/PHO	9	12/22/2025	325.82	.00	325.82	01/02/2026
		122225-VOM	OUTREACH INTERNET	10	12/22/2025	65.60	.00	65.60	01/02/2026

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		122225-VOM	OUTREACH PHONE	11	12/22/2025	110.21	.00	110.21	01/02/2026
		122225-VOM	PD TV/INTERNET/PHONE	12	12/22/2025	712.05	.00	712.05	01/02/2026
		122225-VOM	6407 PHEASANT RUN LIF	13	12/22/2025	105.93	.00	105.93	01/02/2026
Total 17318:						3,969.83	.00	3,969.83	
17320	PARKITECTURE & PLANN	24.029-14	COMMUNITY PARK PHAS	1	12/31/2025	425.00	.00	425.00	01/08/2026
		24.029A-1	COMMUNITY PARK PHAS	1	01/04/2026	3,640.96	.00	3,640.96	01/08/2026
Total 17320:						4,065.96	.00	4,065.96	
17426	IDEMIA IDENTITY & SECU	185125	LIVESCAN FINGERPRINT	1	11/12/2025	2,078.00	.00	2,078.00	12/12/2025
Total 17426:						2,078.00	.00	2,078.00	
17427	SOLVIT INC	65206	LAUNDRY SOAP	1	12/02/2025	242.00	.00	242.00	12/19/2025
Total 17427:						242.00	.00	242.00	
17457	TODAY'S BUSINESS SOL	19329	SCANEZ MAINTENANCE	1	12/18/2025	1,035.00	.00	1,035.00	01/02/2026
Total 17457:						1,035.00	.00	1,035.00	
17482	SENSOURCE	64652	OCCUPANCY SENSORS	1	12/03/2025	420.00	.00	420.00	12/12/2025
Total 17482:						420.00	.00	420.00	
17488	DOG WASTE DEPOT	796297	DOG WASTE BAGS	1	12/29/2025	1,088.50	.00	1,088.50	01/02/2026
Total 17488:						1,088.50	.00	1,088.50	
17518	WITMER PUBLIC SAFETY	INV790456	EYESHIELDS	1	12/01/2025	49.51	.00	49.51	01/02/2026
Total 17518:						49.51	.00	49.51	
17520	ZOOBEAN INC	33623	BEANSTACK SOFTWARE	1	01/02/2026	771.75	.00	771.75	01/08/2026
Total 17520:						771.75	.00	771.75	
17556	VOIANCE LANGUAGE SE	SUMINV 085	INTERPRETATION SERVI	1	11/30/2025	27.60	.00	27.60	12/12/2025
Total 17556:						27.60	.00	27.60	
17569	MCFARLAND ACE HARD	011198/T 011	5802 MAIN STREET	1	12/17/2025	.06-	.00	.06-	12/26/2025
		011858/T-011	CREDIT	1	12/17/2025	.79-	.00	.79-	12/26/2025
		012182/T CR	PARKS SUPPLIES	1	12/17/2025	2.00-	.00	2.00-	12/26/2025
		012244/T	PW SUPPLIES RETURN	1	12/17/2025	14.39-	.00	14.39-	12/26/2025
		014808/T	WET/DRY VACUUM - PAI	1	12/05/2025	203.59	.00	203.59	12/12/2025
		014809/T	SHOVELS	1	12/05/2025	452.89	.00	452.89	12/12/2025
		014824/T	PSC FACILITY MAINTENA	1	12/08/2025	48.57	.00	48.57	12/12/2025
		014826/T	NO PARKING SIGNS	1	12/08/2025	7.77	.00	7.77	12/12/2025
		014827/T	TRUCK 1 BRINE SYSTEM	1	12/08/2025	5.38	.00	5.38	12/12/2025
		014833/T	OFFICE SUPPLIES	1	12/10/2025	7.19	.00	7.19	12/12/2025
		014835/T	HOOK & CABLE TIES	1	12/10/2025	18.62	.00	18.62	12/19/2025
		014838/T	FASTENERS	1	12/10/2025	19.28	.00	19.28	12/26/2025
		014844/T	PW FACILITY MAINTENA	1	12/11/2025	26.79	.00	26.79	12/19/2025
		014862/T	4903 TERMINAL - TID 6	1	12/16/2025	11.69	.00	11.69	12/26/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		014889/T	BOBCAT SNOW BLOWER	1	12/23/2025	3.61	.00	3.61	01/02/2026
		014889/T	BOBCAT SNOW BLOWER	2	12/23/2025	.99	.00	.99	01/02/2026
		014889/T	BOBCAT SNOW BLOWER	3	12/23/2025	.99	.00	.99	01/02/2026
		014889/T	BOBCAT SNOW BLOWER	4	12/23/2025	.99	.00	.99	01/02/2026
		014891/T	5804 MAIN STREET	1	12/23/2025	17.98	.00	17.98	01/02/2026
		014892/T	5804 MAIN STREET	1	12/23/2025	8.99	.00	8.99	01/02/2026
		014901/T	PARKS SUPPLIES	1	12/26/2025	8.09	.00	8.09	01/02/2026
		014903/T	SEWER SUPPLIES	1	12/26/2025	23.72	.00	23.72	01/02/2026
		014903/T	WATER SUPPLIES	2	12/26/2025	17.79	.00	17.79	01/02/2026
		014917/T	LIBRARY FLAG POLE LIG	1	12/30/2025	16.19	.00	16.19	01/02/2026
		014919/T	BACKHOE REPAIR	1	12/30/2025	1.97	.00	1.97	01/08/2026
		014919/T	BACKHOE REPAIR	2	12/30/2025	.54	.00	.54	01/08/2026
		014919/T	BACKHOE REPAIR	3	12/30/2025	.54	.00	.54	01/08/2026
		014919/T	BACKHOE REPAIR	4	12/30/2025	.54	.00	.54	01/08/2026
		014920/T	BACKHOE REPAIR	1	12/30/2025	1.97	.00	1.97	01/08/2026
		014920/T	BACKHOE REPAIR	2	12/30/2025	.54	.00	.54	01/08/2026
		014920/T	BACKHOE REPAIR	3	12/30/2025	.54	.00	.54	01/08/2026
		014920/T	BACKHOE REPAIR	4	12/30/2025	.54	.00	.54	01/08/2026
		014925/T	FASTENERS - ATV11 PUM	1	12/31/2025	33.44	.00	33.44	01/02/2026
		014939/T	PARKS SUPPLIES	1	01/05/2026	22.79	.00	22.79	01/08/2026
		014941/T	FASTENERS	1	01/05/2026	11.40	.00	11.40	01/08/2026
		014944/T	WELL FACILITY MAINTEN	1	01/05/2026	14.38	.00	14.38	01/08/2026
		014952/T	CHAIN & CIRCULAR GAS	1	01/06/2026	15.98	.00	15.98	01/08/2026
		014962/T	LIBRARY REPAIR	1	01/07/2026	12.59	.00	12.59	01/08/2026
		C89837/T	FASTENERS - ATV11 PUM	1	12/31/2025	16.71-	.00	16.71-	01/02/2026
Total 17569:						984.92	.00	984.92	
17600	QUADIENT FINANCE USA	122425	POSTAGE	1	12/24/2025	2,000.00	.00	2,000.00	01/02/2026
Total 17600:						2,000.00	.00	2,000.00	
17617	STEVEN R BASSETT INC	107612	MCDANIEL PARK TREE W	1	12/31/2025	8,625.00	.00	8,625.00	01/08/2026
Total 17617:						8,625.00	.00	8,625.00	
17638	KAY PARK RECREATION	C3320	PARK PICNIC TABLES	1	12/18/2025	11,903.00	.00	11,903.00	01/02/2026
Total 17638:						11,903.00	.00	11,903.00	
17675	POWERDMS INC	INV-148484	POWER DMS ANNUAL SU	1	01/02/2026	2,835.56	.00	2,835.56	01/08/2026
Total 17675:						2,835.56	.00	2,835.56	
17685	INGRAM LIBRARY SERVI	92374283	ADULT BOOKS	1	12/01/2025	18.10	.00	18.10	12/12/2025
		92457450	ADULT BOOKS	1	12/03/2025	18.66	.00	18.66	12/12/2025
		92531136	BOOKS	1	12/05/2025	294.98	.00	294.98	12/12/2025
		92585004	BOOKS	1	12/08/2025	19.76	.00	19.76	12/12/2025
		92641253	BOOKS	1	12/09/2025	317.02	.00	317.02	12/12/2025
		92718221	BOOKS	1	12/11/2025	198.52	.00	198.52	12/19/2025
		92807697	BOOKS	1	12/15/2025	105.97	.00	105.97	12/19/2025
		92810837	BOOKS	1	12/15/2025	456.66	.00	456.66	12/19/2025
		92939602	BOOKS	1	12/18/2025	483.28	.00	483.28	12/26/2025
		93030803	ADULT BOOKS	1	12/22/2025	437.53	.00	437.53	01/02/2026
		93153870	BOOKS	1	12/26/2025	264.99	.00	264.99	01/02/2026
		93170074	BOOKS	1	12/26/2025	275.54	.00	275.54	01/02/2026
		93259497	BOOKS	1	12/30/2025	434.95	.00	434.95	01/08/2026

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17685:						3,325.96	.00	3,325.96	
17759	WESTBURY, BRYAN	BW120425	CDL REIMBURSEMENT	1	12/04/2025	15.30	.00	15.30	01/08/2026
Total 17759:						15.30	.00	15.30	
17770	SJE	CD99600289	SCADA UPGRADE	1	12/15/2025	3,233.00	.00	3,233.00	12/26/2025
		CD99600613	LIFT STATION 2	1	12/17/2025	6,533.44	.00	6,533.44	12/26/2025
Total 17770:						9,766.44	.00	9,766.44	
17782	GFC LEASING - WI	I01084090	COPIER LEASE	1	01/01/2026	181.93	.00	181.93	01/08/2026
Total 17782:						181.93	.00	181.93	
17789	TRANSUNION RISK AND	6174432-202	DATA SEARCH SERVICE	1	01/01/2026	100.00	.00	100.00	01/08/2026
Total 17789:						100.00	.00	100.00	
17816	RAVE WIRELESS INC	INV-72143	RAVE EMERGENCY NOTI	1	01/01/2026	6,120.00	.00	6,120.00	01/08/2026
Total 17816:						6,120.00	.00	6,120.00	
17830	SITTE, ALLISON	010726	2025 PROP TAX OVERPA	1	01/07/2026	9,339.20	.00	9,339.20	01/08/2026
Total 17830:						9,339.20	.00	9,339.20	
17845	DANE COUNTY TREASU	47331	EMS MEDICATIONS	1	12/01/2025	62.16	.00	62.16	12/12/2025
		47462	EMS MEDICATIONS	1	12/16/2025	286.26	.00	286.26	12/19/2025
Total 17845:						348.42	.00	348.42	
17881	MACQUEEN EMERGENC	P60032	THERMAL IMAGING CAM	1	12/29/2025	14,585.00	.00	14,585.00	01/02/2026
Total 17881:						14,585.00	.00	14,585.00	
17908	BADGER METER	80223027	CELLULAR SERVICE UNI	1	12/24/2025	1,731.20	.00	1,731.20	01/02/2026
		80223027	CELLULAR SERVICE UNI	2	12/24/2025	1,731.19	.00	1,731.19	01/02/2026
Total 17908:						3,462.39	.00	3,462.39	
17924	THAO, KONG	KT101225	TRAINING	1	10/12/2025	305.00	.00	305.00	12/12/2025
Total 17924:						305.00	.00	305.00	
17955	LL WASH LLC	14 - 2025	CAR WASH ACCOUNT DE	1	12/29/2025	300.00	.00	300.00	01/02/2026
Total 17955:						300.00	.00	300.00	
17990	LEXIPOL LLC	INVLEX1126	LEXIPOL ANNUAL	1	01/02/2026	7,418.53	.00	7,418.53	01/08/2026
		INVPM11261	LEXIPOL ANNUAL	1	01/02/2026	3,085.67	.00	3,085.67	01/08/2026
Total 17990:						10,504.20	.00	10,504.20	
17997	SAM'S WELL DRILLING IN	67218	COMMUNITY PARK WELL	1	12/05/2025	1,000.00	.00	1,000.00	12/12/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17997:						1,000.00	.00	1,000.00	
18034	HAWKINS INC	7273553	WATER SYSTEM CHEMIC	1	12/04/2025	1,592.75	.00	1,592.75	12/12/2025
		7284797	WATER SYSTEM CHEMIC	1	12/16/2025	732.08	.00	732.08	12/26/2025
Total 18034:						2,324.83	.00	2,324.83	
18068	SIMPLE NETWORK CON	34320	VEEAM PSC	1	01/02/2026	297.00	.00	297.00	01/08/2026
		34321	COMM DEV	1	01/02/2026	11.28	.00	11.28	01/08/2026
		34321	PUBLIC WORKS	2	01/02/2026	15.38	.00	15.38	01/08/2026
		34321	GEN ADMIN	3	01/02/2026	256.10	.00	256.10	01/08/2026
		34321	COURT	4	01/02/2026	11.28	.00	11.28	01/08/2026
		34321	OUTREACH	5	01/02/2026	15.06	.00	15.06	01/08/2026
		34321	FIRE/EMS	6	01/02/2026	49.45	.00	49.45	01/08/2026
		34321	EMGMT	7	01/02/2026	3.76	.00	3.76	01/08/2026
		34321	WATER	8	01/02/2026	82.86	.00	82.86	01/08/2026
		34321	SW ALLOCATION	9	01/02/2026	23.02	.00	23.02	01/08/2026
		34321	SEWER	10	01/02/2026	82.90	.00	82.90	01/08/2026
		34321	STORMWATER	11	01/02/2026	82.89	.00	82.89	01/08/2026
		34321	POLICE	12	01/02/2026	116.02	.00	116.02	01/08/2026
		34322	COMM DEV	1	01/02/2026	8.27	.00	8.27	01/08/2026
		34322	PUBLIC WORKS	2	01/02/2026	11.28	.00	11.28	01/08/2026
		34322	GEN ADMIN	3	01/02/2026	187.80	.00	187.80	01/08/2026
		34322	COURT	4	01/02/2026	8.27	.00	8.27	01/08/2026
		34322	OUTREACH	5	01/02/2026	11.04	.00	11.04	01/08/2026
		34322	FIRE/EMS	6	01/02/2026	36.27	.00	36.27	01/08/2026
		34322	EMGMT	7	01/02/2026	2.76	.00	2.76	01/08/2026
		34322	WATER	8	01/02/2026	60.76	.00	60.76	01/08/2026
		34322	SW ALLOCATION	9	01/02/2026	16.88	.00	16.88	01/08/2026
		34322	SEWER	10	01/02/2026	60.80	.00	60.80	01/08/2026
		34322	STORMWATER	11	01/02/2026	60.79	.00	60.79	01/08/2026
		34322	POLICE	12	01/02/2026	85.08	.00	85.08	01/08/2026
		MSP-34319	COMM DEV	1	01/02/2026	126.98	.00	126.98	01/08/2026
		MSP-34319	PUBLIC WORKS	2	01/02/2026	173.16	.00	173.16	01/08/2026
		MSP-34319	GEN ADMIN	3	01/02/2026	2,882.39	.00	2,882.39	01/08/2026
		MSP-34319	COURT	4	01/02/2026	126.98	.00	126.98	01/08/2026
		MSP-34319	OUTREACH	5	01/02/2026	169.46	.00	169.46	01/08/2026
		MSP-34319	FIRE/EMS	6	01/02/2026	556.61	.00	556.61	01/08/2026
		MSP-34319	EMGMT	7	01/02/2026	42.33	.00	42.33	01/08/2026
		MSP-34319	WATER	8	01/02/2026	932.60	.00	932.60	01/08/2026
		MSP-34319	SW ALLOCATION	9	01/02/2026	259.13	.00	259.13	01/08/2026
		MSP-34319	SEWER	10	01/02/2026	933.12	.00	933.12	01/08/2026
		MSP-34319	STORMWATER	11	01/02/2026	932.94	.00	932.94	01/08/2026
		MSP-34319	POLICE	12	01/02/2026	1,305.81	.00	1,305.81	01/08/2026
Total 18068:						10,038.51	.00	10,038.51	
18103	VISA	OCB-122725	SCHUENKE	1	12/27/2025	754.83	.00	754.83	01/08/2026
		OCB-122725	COX	2	12/27/2025	1,689.46	.00	1,689.46	01/08/2026
		OCB-122725	JACOBSEN	3	12/27/2025	1,127.47	.00	1,127.47	01/08/2026
		OCB-122725	REIMER	4	12/27/2025	152.58	.00	152.58	01/08/2026
		OCB-122725	SUETTINGER	5	12/27/2025	730.55	.00	730.55	01/08/2026
		OCB-122725	BREMER	6	12/27/2025	2,990.78	.00	2,990.78	01/08/2026
		OCB-122725	DENNIS	7	12/27/2025	1,495.67	.00	1,495.67	01/08/2026
		OCB-122725	MARKHAM	8	12/27/2025	8.12	.00	8.12	01/08/2026
		OCB-122725	WALLACE B	9	12/27/2025	1,410.34	.00	1,410.34	01/08/2026

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		OCB-122725	WALLACE D	10	12/27/2025	660.55	.00	660.55	01/08/2026
		OCB-122725	LAWRENCE	11	12/27/2025	547.12	.00	547.12	01/08/2026
		OCB-122725	HENDRICKSON	12	12/27/2025	30.76	.00	30.76	01/08/2026
		OCB-122725	JACOBS	13	12/27/2025	91.17	.00	91.17	01/08/2026
		OCB-122725	REITER J	14	12/27/2025	489.43-	.00	489.43-	01/08/2026
		OCB-122725	CRAFT	15	12/27/2025	1,566.42	.00	1,566.42	01/08/2026
		OCB-122725	CAMELLIA	16	12/27/2025	666.76	.00	666.76	01/08/2026
		OCB-122725	WERGIN	17	12/27/2025	104.12	.00	104.12	01/08/2026
		OCB-122725	GLETTYSYOEN	18	12/27/2025	54.33	.00	54.33	01/08/2026
		OCB-122725	ALLAIN	19	12/27/2025	780.93	.00	780.93	01/08/2026
		OCB-122725	REDMAN	20	12/27/2025	608.18	.00	608.18	01/08/2026
		OCB-122725	IRWIN	21	12/27/2025	801.94	.00	801.94	01/08/2026
		OCB-122725	LARSON	22	12/27/2025	660.00	.00	660.00	01/08/2026
		OCB-122725	IGL	23	12/27/2025	3,252.04	.00	3,252.04	01/08/2026
		OCB-122725	JOHNSON	24	12/27/2025	119.99	.00	119.99	01/08/2026
		OCB-122725	EBERT	25	12/27/2025	95.73	.00	95.73	01/08/2026
		OCB-122725	LOY	26	12/27/2025	2,676.00	.00	2,676.00	01/08/2026
		OCB-122725	ANDERSON	27	12/27/2025	987.45	.00	987.45	01/08/2026
		OCB-122725	KENT	28	12/27/2025	45.00	.00	45.00	01/08/2026
Total 18103:						23,618.86	.00	23,618.86	
18122	HORIZON TREE SERVICE	112025	TREE REMOVAL	1	11/20/2025	600.00	.00	600.00	12/12/2025
		121925	CONSERVANCY TREE RE	1	12/19/2025	19,887.50	.00	19,887.50	01/02/2026
		123125	INDIAN MOUND CONSER	1	12/31/2025	750.00	.00	750.00	01/08/2026
Total 18122:						21,237.50	.00	21,237.50	
18171	JACOBS, ROBERT	RJ112125	UNIFORM ALLOWANCE C	1	11/21/2025	24.74	.00	24.74	01/08/2026
Total 18171:						24.74	.00	24.74	
18175	BUCKY'S DUMPSTER & P	106651	PORTABLE RESTROOMS	1	12/12/2025	150.00	.00	150.00	12/26/2025
		106652	PORTABLE RESTROOMS	1	12/12/2025	150.00	.00	150.00	12/26/2025
		106653	PORTABLE RESTROOMS	1	12/12/2025	150.00	.00	150.00	12/26/2025
		106654	PORTABLE RESTROOMS	1	12/12/2025	150.00	.00	150.00	12/26/2025
		106655	PORTABLE RESTROOMS	1	12/12/2025	200.00	.00	200.00	12/26/2025
Total 18175:						800.00	.00	800.00	
18256	SCOTT APPRAISAL LLC	9530	T4 PROPERTY	1	12/16/2025	3,500.00	.00	3,500.00	12/26/2025
		9530	CONSULTANT	2	12/16/2025	6,000.00	.00	6,000.00	12/26/2025
Total 18256:						9,500.00	.00	9,500.00	
18266	NAVIANT	00155927	NAVIANT ANNUAL SUBSC	1	01/02/2026	13,516.19	.00	13,516.19	01/02/2026
		00155927	NAVIANT ANNUAL SUBSC	2	01/02/2026	1,013.71	.00	1,013.71	01/02/2026
		00155927	NAVIANT ANNUAL SUBSC	3	01/02/2026	1,013.71	.00	1,013.71	01/02/2026
		00155927	NAVIANT ANNUAL SUBSC	4	01/02/2026	1,013.71	.00	1,013.71	01/02/2026
		00155927	NAVIANT ANNUAL SUBSC	5	01/02/2026	1,013.71	.00	1,013.71	01/02/2026
		00155927	NAVIANT ANNUAL SUBSC	6	01/02/2026	1,013.71	.00	1,013.71	01/02/2026
		00155927	NAVIANT ANNUAL SUBSC	7	01/02/2026	5,068.57	.00	5,068.57	01/02/2026
		00155927	NAVIANT ANNUAL SUBSC	8	01/02/2026	5,068.60	.00	5,068.60	01/02/2026
		00155927	NAVIANT ANNUAL SUBSC	9	01/02/2026	5,068.57	.00	5,068.57	01/02/2026
Total 18266:						33,790.48	.00	33,790.48	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
18284	CHARTER COMMUNICATI	17088480112	CHARTER CABLE	1	12/01/2025	127.00	.00	127.00	12/12/2025
Total 18284:						127.00	.00	127.00	
18286	LOGISTICS RECYCLING I	151637	CONTROLLED SUBSTAN	1	12/29/2025	167.63	.00	167.63	01/02/2026
Total 18286:						167.63	.00	167.63	
18289	E.H. WOLF & SONS INC	388476	DYED DIESEL FUEL	1	12/11/2025	563.12	.00	563.12	12/26/2025
		475030	POLICE DEPARTMENT OI	1	12/04/2025	503.21	.00	503.21	12/26/2025
		475030	FIRE/EMS OIL	2	12/04/2025	503.21	.00	503.21	12/26/2025
		475030	PW OIL	3	12/04/2025	150.96	.00	150.96	12/26/2025
		475030	PW OIL	4	12/04/2025	150.96	.00	150.96	12/26/2025
		475030	PW OIL	5	12/04/2025	150.96	.00	150.96	12/26/2025
		475030	PW OIL	6	12/04/2025	553.52	.00	553.52	12/26/2025
Total 18289:						2,575.94	.00	2,575.94	
18293	RECDESK LLC	RD-002468	RECDESK ANNUAL SUBS	1	01/02/2026	4,620.00	.00	4,620.00	01/08/2026
Total 18293:						4,620.00	.00	4,620.00	
18299	INPRO	2398561	WALL SIGNS- NAME	1	01/05/2026	53.54	.00	53.54	01/08/2026
Total 18299:						53.54	.00	53.54	
18311	NICHE ACADEMY LLC	12220	ONLINE RESOURCE	1	01/02/2026	3,076.61	.00	3,076.61	01/08/2026
Total 18311:						3,076.61	.00	3,076.61	
18377	VESTIS LLC	6140717504	MAT RENTAL	1	12/05/2025	63.35	.00	63.35	12/12/2025
		6140721772	MAT RENTAL	1	12/12/2025	63.35	.00	63.35	12/19/2025
		6140725970	MAT RENTAL	1	12/19/2025	63.35	.00	63.35	01/02/2026
		6140730240	MAT RENTAL	1	12/26/2025	63.35	.00	63.35	01/02/2026
		6140734432	MAT RENTAL	1	01/02/2026	63.35	.00	63.35	01/08/2026
Total 18377:						316.75	.00	316.75	
18378	AECOM TECHNICAL SER	2001099694	TRAFFIC STUDY- LAKES	1	01/02/2026	105.53	.00	105.53	01/08/2026
		2001099698	SIGGELKOW ROAD STU	1	01/02/2026	106.29	.00	106.29	01/08/2026
Total 18378:						211.82	.00	211.82	
18380	SECURIAN FINANCIAL G	76038 DEC 2	ACCIDENT PLAN	1	12/09/2025	254.56	.00	254.56	12/12/2025
		76038 JAN 2	ACCIDENT PLAN	1	01/01/2026	278.34	.00	278.34	01/08/2026
Total 18380:						532.90	.00	532.90	
18385	VILLAGE OF MCFARLAN	2025 TAX BI	WELL 5 LAND	1	01/01/2026	9.86	.00	9.86	01/08/2026
		2025 TAX BI	5810 MILWAUKEE ST - TI	1	01/01/2026	162.36	.00	162.36	01/08/2026
		2025 TAX BI	5802 MAIN ST - TID 4	1	01/01/2026	324.72	.00	324.72	01/08/2026
		2025 TAX BI	WA-CHE-TECHA	1	01/01/2026	4.93	.00	4.93	01/08/2026
		2025 TAX BI	WA-CHE-TECHA	1	01/01/2026	3.29	.00	3.29	01/08/2026
		2025 TAX BI	WA-CHE-TECHA	1	01/01/2026	1.64	.00	1.64	01/08/2026
		2025 TAX BI	4901 TERMINAL DRIVE	1	01/01/2026	162.36	.00	162.36	01/08/2026
		2025 TAX BI	4903 TERMINAL DR TIF #	1	01/01/2026	162.36	.00	162.36	01/08/2026
		2025 TAX BI	3234 CTY HWY AB	1	01/01/2026	12.00	.00	12.00	01/08/2026

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		2026 TAX BI	5810 MAIN ST TID 4	1	01/01/2026	162.36	.00	162.36	01/08/2026
		9245	LEWIS ICE RINKS	1	12/31/2025	104.73	.00	104.73	01/08/2026
	Total 18385:					1,110.61	.00	1,110.61	
18401	ADVANCED CHEMICAL S	176728	HVAC CHEMICAL SERIVC	1	12/01/2025	600.00	.00	600.00	12/12/2025
	Total 18401:					600.00	.00	600.00	
18403	WAUBESA SAILING CLUB	WSC-202502	PIER REMOVAL 2025	1	11/24/2025	850.00	.00	850.00	12/12/2025
	Total 18403:					850.00	.00	850.00	
18405	EMS MANAGEMENT & C	EMS-021147	EMS MC	1	11/30/2025	2,147.12	.00	2,147.12	12/12/2025
	Total 18405:					2,147.12	.00	2,147.12	
18449	ATLANTIS VALLEY FOOD	44894	KITCHEN VOLUNTEER L	1	12/17/2025	145.00	.00	145.00	01/02/2026
	Total 18449:					145.00	.00	145.00	
18462	PORTZEN CONSTUCTION	MC224-7	LIFT STATION 2	1	11/30/2025	162,873.75	.00	162,873.75	01/02/2026
		MC224-8	LIFT STATION 2	1	12/31/2025	15,990.00	.00	15,990.00	01/08/2026
	Total 18462:					178,863.75	.00	178,863.75	
18497	CALLS ON CALL	14330	TID #3	1	01/01/2026	27.80	.00	27.80	01/08/2026
		14330	TID #4	2	01/01/2026	83.40	.00	83.40	01/08/2026
		14330	TID #6	3	01/01/2026	27.80	.00	27.80	01/08/2026
	Total 18497:					139.00	.00	139.00	
18500	TURFWERKS	CW00385	EQUIPMENT MAINTENAN	1	01/05/2026	98.25	.00	98.25	01/08/2026
		CW00385	EQUIPMENT MAINTENAN	2	01/05/2026	98.25	.00	98.25	01/08/2026
		CW00385	EQUIPMENT MAINTENAN	3	01/05/2026	98.25	.00	98.25	01/08/2026
		CW00385	EQUIPMENT MAINTENAN	4	01/05/2026	360.23	.00	360.23	01/08/2026
	Total 18500:					654.98	.00	654.98	
18514	COMMUNITY INSURANC	20917	WORKER'S COMP PREMI	1	01/02/2026	36,464.24	.00	36,464.24	01/08/2026
		20917	WORKER'S COMP PREMI	2	01/02/2026	3,202.94	.00	3,202.94	01/08/2026
		20917	WORKER'S COMP PREMI	3	01/02/2026	3,202.94	.00	3,202.94	01/08/2026
		20917	WORKER'S COMP PREMI	4	01/02/2026	3,202.94	.00	3,202.94	01/08/2026
		20917	WORKER'S COMP PREMI	5	01/02/2026	3,202.94	.00	3,202.94	01/08/2026
		20917	WORKER'S COMP PREMI	6	01/02/2026	18,724.88	.00	18,724.88	01/08/2026
		20917	WORKER'S COMP PREMI	7	01/02/2026	18,724.88	.00	18,724.88	01/08/2026
		20917	WORKER'S COMP PREMI	8	01/02/2026	11,826.24	.00	11,826.24	01/08/2026
		20920	AUTO/GEN LIABILITY INS	1	01/02/2026	15,005.40	.00	15,005.40	01/08/2026
		20920	AUTO/GEN LIABILITY INS	2	01/02/2026	2,000.72	.00	2,000.72	01/08/2026
		20920	AUTO/GEN LIABILITY INS	3	01/02/2026	3,751.35	.00	3,751.35	01/08/2026
		20920	AUTO/GEN LIABILITY INS	4	01/02/2026	3,751.35	.00	3,751.35	01/08/2026
		20920	AUTO/GEN LIABILITY INS	5	01/02/2026	3,501.26	.00	3,501.26	01/08/2026
		20920	AUTO/GEN LIABILITY INS	6	01/02/2026	7,502.70	.00	7,502.70	01/08/2026
		20920	AUTO/GEN LIABILITY INS	7	01/02/2026	7,502.70	.00	7,502.70	01/08/2026
		20920	AUTO/GEN LIABILITY INS	8	01/02/2026	5,001.80	.00	5,001.80	01/08/2026
		20920	AUTO/GEN LIABILITY INS	9	01/02/2026	2,000.72	.00	2,000.72	01/08/2026

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 18514:						148,570.00	.00	148,570.00	
18523	BRIGHTLY SOFTWARE IN	INV-292561	BRIGHTLY SOFTWARE	1	01/02/2026	1,872.00	.00	1,872.00	01/08/2026
		INV-292561	BRIGHTLY SOFTWARE	2	01/02/2026	1,872.00	.00	1,872.00	01/08/2026
		INV-292561	BRIGHTLY SOFTWARE	3	01/02/2026	1,872.00	.00	1,872.00	01/08/2026
		INV-292561	BRIGHTLY SOFTWARE	4	01/02/2026	1,872.01	.00	1,872.01	01/08/2026
Total 18523:						7,488.01	.00	7,488.01	
18529	ASSOCIATED TECH SER	247374	PSC FACILITY MAINTENA	1	12/01/2025	221.50	.00	221.50	12/12/2025
		247650	LIFT STATION 2	1	12/23/2025	6,535.83	.00	6,535.83	01/02/2026
		SVCS-24831	ANNUAL BRIVIO SUBSCR	1	01/01/2026	1,334.40	.00	1,334.40	01/08/2026
		SVCS-24831	ANNUAL BRIVIO SUBSCR	2	01/01/2026	9,210.60	.00	9,210.60	01/08/2026
		SVCS-24831	ANNUAL BRIVIO SUBSCR	3	01/01/2026	583.80	.00	583.80	01/08/2026
		SVCS-24831	ANNUAL BRIVIO SUBSCR	4	01/01/2026	1,584.60	.00	1,584.60	01/08/2026
Total 18529:						19,470.73	.00	19,470.73	
18534	TWO OAKS DESIGN AND	26001-006	LIBRARY ELECTRICAL ST	1	01/05/2026	1,280.00	.00	1,280.00	01/08/2026
Total 18534:						1,280.00	.00	1,280.00	
18548	AEGIS LLC	10165	CRIME INSURANCE	1	01/02/2026	628.50	.00	628.50	01/02/2026
		10165	CRIME INSURANCE	2	01/02/2026	83.80	.00	83.80	01/02/2026
		10165	CRIME INSURANCE	3	01/02/2026	157.12	.00	157.12	01/02/2026
		10165	CRIME INSURANCE	4	01/02/2026	157.13	.00	157.13	01/02/2026
		10165	CRIME INSURANCE	5	01/02/2026	146.65	.00	146.65	01/02/2026
		10165	CRIME INSURANCE	6	01/02/2026	314.25	.00	314.25	01/02/2026
		10165	CRIME INSURANCE	7	01/02/2026	314.25	.00	314.25	01/02/2026
		10165	CRIME INSURANCE	8	01/02/2026	209.50	.00	209.50	01/02/2026
		10165	CRIME INSURANCE	9	01/02/2026	83.80	.00	83.80	01/02/2026
Total 18548:						2,095.00	.00	2,095.00	
18564	NAPA AUTO PARTS	016925	TRUCK 10 MAINTENANC	1	12/08/2025	19.23	.00	19.23	12/12/2025
		016925	TRUCK 10 MAINTENANC	2	12/08/2025	5.25	.00	5.25	12/12/2025
		016925	TRUCK 10 MAINTENANC	3	12/08/2025	5.25	.00	5.25	12/12/2025
		016925	TRUCK 10 MAINTENANC	4	12/08/2025	5.25	.00	5.25	12/12/2025
		017904	ENGINE OIL FILTERS	1	12/16/2025	15.56	.00	15.56	12/19/2025
		017905	TRUCK 1 MAINTENANCE	1	12/16/2025	2.15	.00	2.15	12/26/2025
		017905	TRUCK 1 MAINTENANCE	2	12/16/2025	2.15	.00	2.15	12/26/2025
		017905	TRUCK 1 MAINTENANCE	3	12/16/2025	2.15	.00	2.15	12/26/2025
		017905	TRUCK 1 MAINTENANCE	4	12/16/2025	7.89	.00	7.89	12/26/2025
		017906	CAR 7 OIL FILTER	1	12/16/2025	3.64	.00	3.64	01/02/2026
		018924	TRUCK 25 & 27 MAINTEN	1	12/26/2025	1.64	.00	1.64	01/02/2026
		018924	TRUCK 25 & 27 MAINTEN	2	12/26/2025	1.64	.00	1.64	01/02/2026
		018924	TRUCK 25 & 27 MAINTEN	3	12/26/2025	1.64	.00	1.64	01/02/2026
		018924	TRUCK 25 & 27 MAINTEN	4	12/26/2025	6.00	.00	6.00	01/02/2026
		019885	VEHICLE MAINTENANCE	1	01/06/2026	6.35	.00	6.35	01/08/2026
		019885	VEHICLE MAINTENANCE	2	01/06/2026	6.35	.00	6.35	01/08/2026
		019885	VEHICLE MAINTENANCE	3	01/06/2026	6.35	.00	6.35	01/08/2026
		019885	VEHICLE MAINTENANCE	4	01/06/2026	23.25	.00	23.25	01/08/2026
Total 18564:						121.74	.00	121.74	
18581	VERATHON INC	81285593	GLIDERITE SU STYLET	1	12/13/2025	131.00	.00	131.00	12/26/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 18581:						131.00	.00	131.00	
18593	OREILLY AUTO PARTS	3841-208679	CORE RETURN	1	08/08/2025	10.00-	.00	10.00-	12/26/2025
		3841-217614	CORE RETURN	1	08/28/2025	40.00-	.00	40.00-	12/26/2025
		3841-235591	CORE RETURN - 2015 A	1	10/07/2025	50.00-	.00	50.00-	12/26/2025
		3841-266860	M3 BRAKES	1	12/15/2025	309.98	.00	309.98	12/26/2025
		3841-268011	PW VEHICLE MAINTENA	1	12/17/2025	.45	.00	.45	12/26/2025
		3841-268011	PW VEHICLE MAINTENA	2	12/17/2025	.45	.00	.45	12/26/2025
		3841-268011	PW VEHICLE MAINTENA	3	12/17/2025	.45	.00	.45	12/26/2025
		3841-268011	PW VEHICLE MAINTENA	4	12/17/2025	1.63	.00	1.63	12/26/2025
		3841-272765	TRACTOR 2 MAINTENAN	1	12/30/2025	193.92	.00	193.92	01/08/2026
		3841-272765	TRACTOR 2 MAINTENAN	2	12/30/2025	52.88	.00	52.88	01/08/2026
		3841-272765	TRACTOR 2 MAINTENAN	3	12/30/2025	52.88	.00	52.88	01/08/2026
		3841-272765	TRACTOR 2 MAINTENAN	4	12/30/2025	52.88	.00	52.88	01/08/2026
		3841-274811	PW SHOP SUPPLIES	1	01/05/2026	32.00	.00	32.00	01/08/2026
		3841-274811	PW SHOP SUPPLIES	2	01/05/2026	8.73	.00	8.73	01/08/2026
		3841-274811	PW SHOP SUPPLIES	3	01/05/2026	8.73	.00	8.73	01/08/2026
		3841-274811	PW SHOP SUPPLIES	4	01/05/2026	8.73	.00	8.73	01/08/2026
Total 18593:						623.71	.00	623.71	
18613	OLSON TOON LANDSCA	201853	PSC FACILITY MAINTENA	1	10/31/2025	470.00	.00	470.00	12/12/2025
Total 18613:						470.00	.00	470.00	
18629	BEACON ATHLETICS LLC	0623469-in	BATTING CAGES	1	12/02/2025	10,394.10	.00	10,394.10	12/12/2025
Total 18629:						10,394.10	.00	10,394.10	
18639	CASELLE LLC	INV-14552	COMMUNITY CONNECT	1	12/16/2025	360.00	.00	360.00	01/08/2026
		INV-14552	COMMUNITY CONNECT	2	12/16/2025	48.00	.00	48.00	01/08/2026
		INV-14552	COMMUNITY CONNECT	3	12/16/2025	90.00	.00	90.00	01/08/2026
		INV-14552	COMMUNITY CONNECT	4	12/16/2025	90.00	.00	90.00	01/08/2026
		INV-14552	COMMUNITY CONNECT	5	12/16/2025	84.00	.00	84.00	01/08/2026
		INV-14552	COMMUNITY CONNECT	6	12/16/2025	48.00	.00	48.00	01/08/2026
		INV-14552	COMMUNITY CONNECT	7	12/16/2025	180.00	.00	180.00	01/08/2026
		INV-14552	COMMUNITY CONNECT	8	12/16/2025	180.00	.00	180.00	01/08/2026
		INV-14552	COMMUNITY CONNECT	9	12/16/2025	120.00	.00	120.00	01/08/2026
Total 18639:						1,200.00	.00	1,200.00	
18644	VANNGUARD UTILITY PA	10971	STREETLIGHT LOCATES	1	01/02/2026	608.98	.00	608.98	01/08/2026
Total 18644:						608.98	.00	608.98	
18646	CURTS MOBILE HOME R	ARQUIZO-70	GRANT-REIMBURSED RE	1	12/02/2025	900.00	.00	900.00	12/12/2025
Total 18646:						900.00	.00	900.00	
18647	ARCH SOLAR INC	25R-3870001	LIFT STATION 2 SOLAR	1	12/04/2025	9,041.29	.00	9,041.29	12/12/2025
Total 18647:						9,041.29	.00	9,041.29	
18649	FECHTER, KEVIN	KF120325	NREMT WRITTEN EXAM	1	12/03/2025	104.00	.00	104.00	12/12/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
	Total 18649:					104.00	.00	104.00	
18650	MCGN PROPERTIES LLC	2.61080.01-1	REFUND ON OVERPAYM	1	12/10/2025	3.31	.00	3.31	12/19/2025
	Total 18650:					3.31	.00	3.31	
18651	COOLEY, REBECCA	2.59340.00-1	REFUND OVERPAYMENT	1	12/10/2025	176.81	.00	176.81	12/19/2025
	Total 18651:					176.81	.00	176.81	
18652	PETERSON, DOUG & JO	2.55560.07-1	REFUND ON OVERPAYM	1	12/10/2025	50.00	.00	50.00	12/19/2025
	Total 18652:					50.00	.00	50.00	
18653	KESSENICH ELECTRIC I	INV-1694	ELECTRICAL REPAIR BR	1	12/10/2025	666.00	.00	666.00	12/19/2025
	Total 18653:					666.00	.00	666.00	
18654	HUNTER REPAIR INC	S38776	TIRE CHANGER REPAIR	1	12/11/2025	146.20	.00	146.20	12/19/2025
	Total 18654:					146.20	.00	146.20	
18655	ALLEN, BARBARA	BA121125	OVERPAYMENT OF CITAT	1	12/11/2025	98.80	.00	98.80	12/19/2025
	Total 18655:					98.80	.00	98.80	
18656	SYMETRI USA LLC	INV37019	REVV BLUEBEAM ANNU	1	01/02/2026	460.00	.00	460.00	01/08/2026
	Total 18656:					460.00	.00	460.00	
18657	WEHR, ARACELI	402	PROGRAM FEE	1	12/15/2025	100.00	.00	100.00	12/19/2025
	Total 18657:					100.00	.00	100.00	
18658	FAMILY SERVICE MADIS	01-11-14-202	EAP SERVICES	1	01/02/2026	2,310.00	.00	2,310.00	01/02/2026
	Total 18658:					2,310.00	.00	2,310.00	
18659	AQUAFIX INC	IN021845	LIFT STATION MAINTENA	1	12/22/2025	1,845.00	.00	1,845.00	01/02/2026
	Total 18659:					1,845.00	.00	1,845.00	
18660	CJF TRUCKING LLC	28066	SALT BRINE	1	12/23/2025	880.00	.00	880.00	01/02/2026
	Total 18660:					880.00	.00	880.00	
18661	LOCALITY MEDIA LLC FIR	7241	FIRST DUE - ANNUAL	1	01/07/2026	8,571.00	.00	8,571.00	01/08/2026
		7241	FIRST DUE - RMS IMPL	2	01/07/2026	7,500.00	.00	7,500.00	01/08/2026
	Total 18661:					16,071.00	.00	16,071.00	
18662	DAVIS BECK ENTERTAIN	1601	1 HR ELVIS SHOW	1	01/06/2026	300.00	.00	300.00	01/08/2026
	Total 18662:					300.00	.00	300.00	
18663	MEINHOLZ EXCAVATING	14125	COMMUNITY PARK PHAS	1	10/14/2025	1,050.00	.00	1,050.00	01/08/2026

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 18663:						1,050.00	.00	1,050.00	
18664	GIEMZA, JENNIFER	010726	2025 PROP TAX OVERPA	1	01/07/2026	6,408.69	.00	6,408.69	01/08/2026
Total 18664:						6,408.69	.00	6,408.69	
18665	AHMED, SAEED	010726	2025 PROP TAX OVERPA	1	01/07/2026	35.54	.00	35.54	01/08/2026
Total 18665:						35.54	.00	35.54	
18666	CATES, KELLY-ROSE	010726	2025 PROP TAX OVERPA	1	01/07/2026	623.29	.00	623.29	01/08/2026
Total 18666:						623.29	.00	623.29	
18667	ANNE HINKER AND CALE	010726	2025 PROP TAX OVERPA	1	01/07/2026	3,175.08	.00	3,175.08	01/08/2026
Total 18667:						3,175.08	.00	3,175.08	
18668	JFTCO INC FABCO EQUI	MIMS000064	MINI EXCAVATOR	1	01/02/2026	75,000.00	.00	75,000.00	01/08/2026
		MIMS000064	PLATE COMPACTOR	2	01/02/2026	12,000.00	.00	12,000.00	01/08/2026
Total 18668:						87,000.00	.00	87,000.00	
Grand Totals:						7,166,412.42	.00	7,166,412.42	

Report Criteria:

Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Payee	Payee ID	Amount
12/12/2025	CDPT	12/18/2025	WM SCTF	5	8.31
12/13/2025	CDPT	12/19/2025	FIRE FIGHTERS LOCAL 31	8	195.78
12/27/2025	CDPT	01/02/2026	FIRE FIGHTERS LOCAL 31	8	231.61
12/27/2025	CDPT	01/02/2026	WPPA TREASURER	6	715.60

PAYROLL RELATED: \$1,151.30

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 13, 2026

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action on Resolution 2026-01: a resolution to join the Renew the Blue Council with the Clean Lakes Alliance.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Included within the packet is a resolution for the Village to join the Renew the Blue Council organized by the Clean Lakes Alliance. The Village is a member of the Alliance helping to support water quality improvements throughout the chain of lakes that we are connected to.

That effort would continue, and this campaign would help to further advance advocacy and planning around recommendations design to improve water quality. The Village would participate on the Council with other municipalities, businesses, and community groups to collaborate on efforts to address these issues. Members of the Clean Lakes Alliance will be present to provide a short presentation and answer questions of the board members.

FINANCIAL/BUDGET IMPACT:

The current contribution from the Village is \$500 which is included in the budget and paid through the General Fund. The resolution requests that we increase this to \$1,500 to support this additional effort. The additional funds are not included within the budget, but could be paid out of the Stormwater Utility or otherwise split from a few other sources.

VILLAGE PLAN REFERENCE:

Renew the Blue - <https://www.cleanlakesalliance.org/renew-the-blue/>

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to approve Resolution 2026-01, a resolution to join the Renew the Blue Council with Clean Lakes Alliance.

ATTACHMENTS:

1. 2026-01 Resolution regarding Renew the Blue Council
2. Village of McFarland_Renew the Blue Council



3. RTB Council Background Information_email

RESOLUTION 2026-01

A RESOLUTION TO JOIN THE RENEW THE BLUE COUNCIL WITH THE CLEAN LAKES ALLIANCE

WHEREAS, the Village Board of the Village of McFarland previously adopted Ordinance #2024-26 on November 26, 2024 appropriating the necessary general funds for the operation of government services of the Village for the year 2025;

WHEREAS, the Village of McFarland is located within the Yahara River Watershed and impacted by its health and condition; and

WHEREAS, the Village of McFarland abuts Lake Waubesa and is proximate to the other Yahara chain of lakes (Mendota, Monona, Wingra, and Kegonsa) and benefits from their many recreational opportunities and over \$220 million in annual regional economic benefits; and,

WHEREAS, each of the Yahara chain of lakes are listed as impaired by the Wisconsin Department of Natural Resources for failing to meet basic water quality and designated-use standards under the Clean Water Act; and,

WHEREAS, the Yahara CLEAN Compact - a coalition of nonprofit and governmental groups - signed off on a set of recommendations outlined in RENEW THE BLUE: A Community Guide for Cleaner Lakes and Beaches in the Yahara Watershed (2022); and

WHEREAS, the Renew the Blue community plan outlined the 12 highest-priority actions that can be taken to improve water quality, with the most impactful indirect-impact action being the continued collaboration among implementation partners; and

WHEREAS, Clean Lakes Alliance is launching the Renew the Blue Council to collaborate on recommended watershed actions, report progress, and coordinate around new initiatives to achieve shared goals; and

WHEREAS, Clean Lakes Alliance has invited the Village of McFarland to join as a formal participant of the Council and support its ongoing work.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of McFarland:

SECTION 1: The Village Board hereby supports the Village of McFarland’s membership to the Renew the Blue Council as described in its initial charter (attached).

SECTION 2: The Village Board authorizes the Village President to designate two (2) delegates who shall serve on the Council as representatives of the Village of McFarland, with at least one delegate being an elected official.

SECTION 3: The Village Board authorizes the disbursement of funds to meet annual Clean Lakes Alliance membership and Renew the Blue facilitation/administration support requirements:

Year	Clean Lakes Alliance Membership	Council Facilitation and Support	Total Cost
2026	\$500	\$1,000	\$1,500

SECTION 4: This resolution shall take effect immediately upon its adoption.

Adopted at a regular meeting of the Village Board this 13th day of January, 2026.

APPROVED:

Stephanie Brassington
Village President

ATTEST:

Cassandra Suettinger
Deputy Administrator/Clerk

RESOLUTION 2026 – 01	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Annen –	Boyd –
Brassington –	Fessler –
Leamy –	Peña –
Prill –	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

Robert Bertera
AERIAL PHOTOGRAPHY

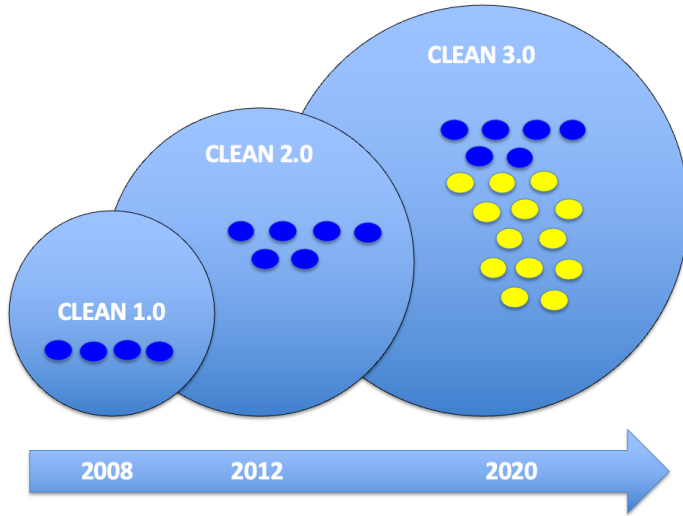


RENEW THE BLUE:

A Community Guide to Cleaner Lakes & Beaches in the Yahara Watershed

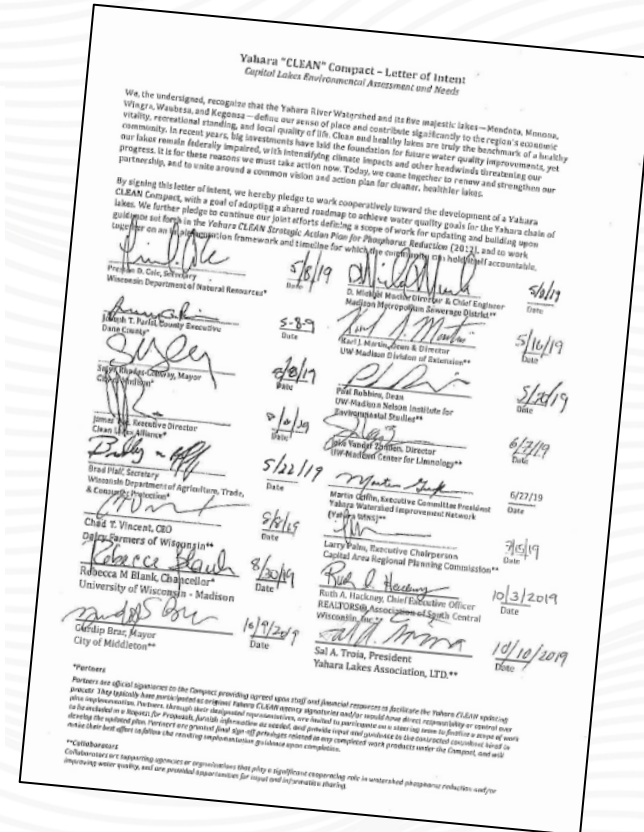
Partnership Evolution

Yahara CLEAN Compact

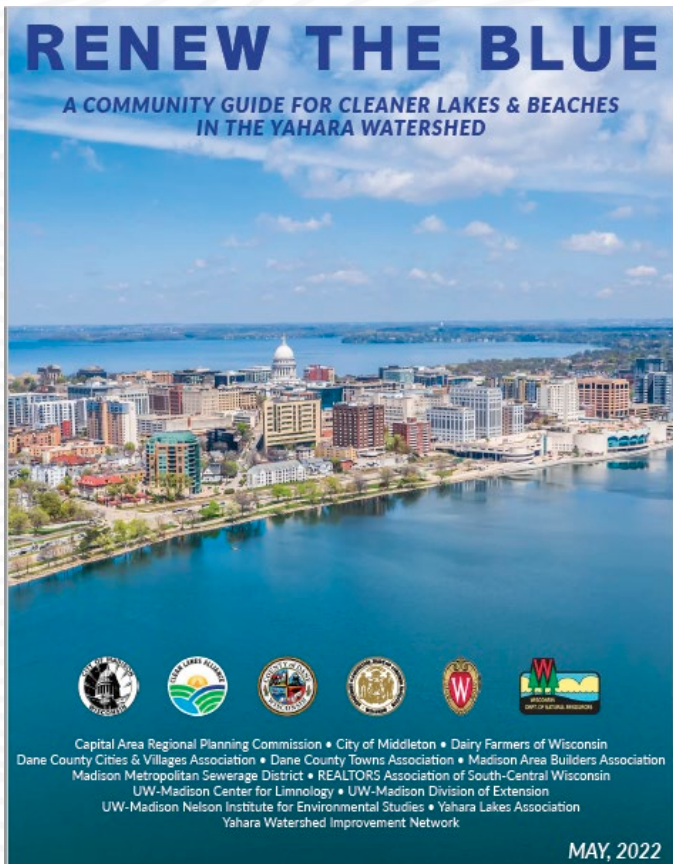


- Wisconsin DNR (P)
- Wisconsin DATCP (P)
- Dane County (P)
- City of Madison (P)
- Clean Lakes Alliance (P)
- UW-Madison (P)
- Madison Metropolitan Sewerage District
- Yahara WINS
- Capital Area Regional Plan. Commission
- Realtors Association of SC Wisconsin
- Dairy Farmers of Wisconsin
- UW Center for Limnology
- UW Nelson Institute
- UW Division of Extension
- City of Middleton
- Yahara Lakes Association
- Builders Association
- Dane County Towns Association
- Dane County Cities & Villages Association

P = Full Partner



Stakeholder Roadmap



- ✓ Latest science
- ✓ Clear goals & targets
- ✓ Everyone has a role



Government



Agriculture



**Residential/
Commercial**



**Builders/
Developers**



**Parks & Open
Space Managers**

Progress Accountability: ACTION

Renew the Blue Top Direct-Impact Actions

1. Build additional manure-processing capacity.
2. Increase the ability to handle and transport manure.
3. Increase farmland acres guided by a nutrient management plan.
4. Increase farmland acres under no-till (or reduced tillage) and continuous living cover.
5. Increase municipal street-cleaning miles and frequency during leaf fall.
6. Protect internally drained areas and wetlands.
7. Increase green-infrastructure installations in parks, new developments, and on existing residential and commercial properties

Progress Accountability: ACTION

Renew the Blue Top Indirect-Impact Actions

1. Continue to work together as Yahara CLEAN Compact members 
2. Increase participation in producer-led watershed groups
3. Complete an inventory of shoreline & beach conditions 
4. Increase E. coli testing at public beaches 
5. Continue to track and report progress 

1. Continue to work together as Yahara CLEAN Compact members

“Maintain ongoing member meetings to collaborate on recommended actions, report progress, and coordinate around new initiatives. Ongoing collaboration should consider how actions might affect the watershed phosphorus mass balance, among other factors.”

Renew the Blue Council

*Acting together for healthy lakes, lands,
and shorelines in the Yahara Watershed*



Renew the Blue Council

In the water:

Improved clarity and fewer cyanobacteria blooms

On the land:

Decreased runoff

Along the shoreline:

More open beaches and swimmable days

In the community:

All stakeholders connected to, proud of,
and responsible for our lands and waters

Initial Objectives

Land Health Assessment

- 5 public-facing progress metrics
- Inventory shoreline conditions
- Inventory undeveloped/protected lands
- Inventory green infrastructure
- **Outcome:** Baseline and opportunity identification

Collective Impact Framework

Successfully address the complex social issue of watershed health through mutually reinforcing actions across all sectors that are focused and amplified by:

- a common agenda
- shared measurement systems
- continuous communication
- backbone support organization

Growing Membership

Capital Area Regional Planning Commission
City of Madison
City of Middleton
City of Monona
City of Stoughton
Clean Lakes Alliance
Dane County
Dane County Cities & Villages Association
Friends of Lake Kegonsa Society
Friends of Pheasant Branch Conservancy
Groundswell Conservancy
Ho-Chunk Nation
Lake Waubesa Conservation Association
Madison Area Builders Association

Madison LakeWay Partners
Madison Metropolitan Sewerage District
Olbrich Botanical Gardens
REALTORS Association of SC Wisconsin
UW-Madison Center for Limnology
UW-Extension Natural Resources Institute
Village of Shorewood Hills
Village of Maple Bluff
Town of Westport
WI Dept. of Ag, Trade & Consumer Protect.
WI Dept. of Natural Resources
Yahara Lakes Association
Yahara Pride Farms
Yahara WINS



Council Commitments

- Sign Letter of Intent
- Designate two delegates to represent McFarland on the Council
 - One must be an elected position
 - One can be any municipal worker/representative/committee member
- Annual financial contributions to sustain Council activities and body of work, including administration and facilitation, etc.

Year	Clean Lakes Alliance Membership	Council Facilitation & Administration Fee	Total Cost
2026	\$500	\$1,000	\$1,500*



Executive Board

Sopen Shah, Chair
Perkins Coie LLP
James St. Vincent, Vice Chair
Yahara Lakes Association
Scott Ducke, Treasurer
Lake Ridge Bank
Laura Skilton Verhoff, Secretary
Associated Bank
Zach Osman
Johnson Financial Group
Pam Christenson
Madison Gas and Electric
Courtney Searles
U.S. Bank
Trey Sprinkman
Sprinkman Real Estate
Linda Nedelcoff, Director Emerita
TruStage
James Tye, Executive Director
Clean Lakes Alliance

Community Board

Bruce Briney
WKOW - TV
Daniel Chovanec
CG Schmidt
Susan Dibbell
Wisconsin Union
Bryan Dow
Understory
Hilary Dugan
UW-Madison Center for Limnology
Kyle George
Lake Ridge Bank
Brenda González
University of Wisconsin – Madison
Steve Greb
Dane County Towns Association
Jeffrey Hanson
Alliant Energy
Chris Henderson
M3 Insurance
Cody Jaworski
Mad-City Ski Team
Tamara Knickmeier
Lake Waubesa Conservation Association
Dan Lee
First Weber Inc.
Aaracgej Sarah Lemieux-White Eagle
Ho-Chunk Nation District 3 Legislator
Kyle Lyne
Weed Man Lawn Care
Rod Martin
Yahara Pride Farms
Jessica Niekrasz
BIOFerm
Darren Port
Tota Vita Financial Associates
Brian Potts
Husch Blackwell
Rory Rhinesmith
Community Advocate
Sam Robertson
Foley & Lardner LLP
Kelda Roys
OpenHomes Realty
Robert Rozmiarek
Community Advocate
Gerald Schmidt
Dream House Dream Kitchens
Kim Shaul
National Guardian Life Insurance Company
Susan Thomson
ActionCOACH Business & Executive Coaching
Claire Varrelmann
The Edgewater
Brian Vigue
Audubon Great Lakes
Mike Moss
Friends of Lake Kegonsa Society (FOLKS)
Tom Wilson
Yahara WINS
Jana Gyurina, Director Emerita
Oak Park Dental
Courtney Kruger, Director Emerita
Fiore Companies
Christie Baumel, Ex Officio
City of Madison, Office of the Mayor
Martin Griffin, Ex Officio
Madison Metropolitan Sewerage District
Laura Hicklin, Ex Officio
Dane County Land & Water Resources
Patrick Miles, Ex Officio
Dane County Board of Supervisors
Mark Riedel, Ex Officio
Wisconsin Department of Natural Resources
Jason Valerius, Ex-Officio
Capital Area Regional Planning Commission (CARPC)

Dear Friend of the Yahara Watershed,

We're excited to connect with you about the Renew the Blue Council, an expansive, cross-sector coalition to create cleaner lakes and beaches in the Yahara Watershed. Clean Lakes Alliance serves as the backbone organization for the Council, which will begin convening in early 2026.

The following pages provide an introduction to the Council including:

- An overview of the Council including the collaboration and research that led up to this initiative. (p2)
- An excerpt from Renew the Blue: A Community Guide for Cleaner Lakes & Beaches in the Yahara Watershed that shows the 12 high-impact actions for watershed health that will drive the work of the Council. (p3)
- A condensed version of the Renew the Blue Council Charter outlining the deliverables, expectations, and meeting dates for 2026. (p4)
- The Letter of Intent articulating the values and direction of the Council and showing the organizations that have committed to participate and provide financial support, as of December 2025. (p5-7)

We are currently conducting listening sessions to help refine the Council's direction. We look forward to talking with you further, and to hearing your hopes, questions, and ideas.

J. James Tye
Executive Director & Founder
James@CleanLakesAlliance.org

Alison S. Lebwohl
Consulting Facilitator
AlisonLebwohlConsulting@gmail.com

Cc: Paul Dearlove, Chief Science Officer
Mike Smale, Watershed Programs Specialist

Clean Lakes Alliance

Renew the Blue Council

Shared commitment to a healthy Yahara Watershed

The Renew the Blue Council is an alliance of stakeholders committed to protecting and restoring the interconnected system of waterways, wetlands, and lands of the Yahara Watershed. Convened and facilitated by Clean Lakes Alliance, the Council uses a [Collective Impact model](#) to build upon years of community-driven planning and science-based action – and to expand our region’s cross-sector alliance to keep our lakes clean and our beaches open.

A history of collaboration: Yahara CLEAN

Efforts to protect water quality in the Yahara Watershed have deep roots. Since 2008, local government, state government, nonprofit organizations, and business associations have come together as Yahara CLEAN (Capitol Lakes Environmental Assessment & Needs) to identify strategies to reduce phosphorus and *E. coli*. In 2019, Clean Lakes Alliance convened 19 organizations under the Yahara CLEAN umbrella to evaluate progress and define a shared path forward. Their work included assessing accomplishments and progress to date, bringing together scientists and practitioners to affirm the scientific fundamentals driving water quality conditions in our watershed, and developing a stakeholder action guide called *Renew the Blue*.

Renew the Blue: Our community roadmap

Renew the Blue: A Community Guide to Cleaner Lakes & Beaches identifies the 12 highest-impact actions to improve water quality. These strategies are grounded in science, shaped by community values, and driven by the belief that everyone has a role to play in watershed stewardship. [Renew the Blue](#) identifies seven direct-action and five indirect-action priorities aimed at reducing runoff, phosphorus, and *E. coli* pollution. It provides a common agenda for the Council; lays the groundwork for shared measurement; and calls upon Clean Lakes Alliance to serve as the backbone organization for sustaining and facilitating this broad alliance and its work.

Clean Lakes Alliance: Convening for impact

Clean Lakes Alliance has answered this call – and has made convening the Renew the Blue Council a strategic priority. As the backbone organization for the Council, [Clean Lakes Alliance](#) brings to this work over a decade of leadership in community-based lake stewardship, a proven track record of convening diverse stakeholders, and the organizational infrastructure and commitment to support long-term collaboration and impact.

Next steps and participation

Invited members of the *Renew the Blue* Council will sign a Letter of Intent and commit to becoming a Clean Lake Alliance Partner, providing data, resources and participation to support the work and goals of the Council. The Council will begin gathering in 2025 and will officially convene in early 2026.



Top Direct-Impact Actions

1. Build additional manure-processing capacity. Support farmers in using existing manure-processing facilities or to build their own on-farm systems. Pilot a manure-collection and processing program targeting the critical January-March period with the highest overall phosphorus loading.

2. Increase the ability to handle and transport manure. Use composting and other processing techniques to allow for improved timing and targeting of applications. Minimize chemical fertilizer use by substituting with composted manure or other sources of crop nutrients generated within the watershed.

3. Increase farmland acres guided by a nutrient management plan. Use plans to improve operational decision-making, ensure the most efficient use of costly nutrient inputs, and reduce the risk of phosphorus loss.

4. Increase farmland acres under no-till (or reduced tillage) and continuous living cover. Limit soil disturbance and maintain a living root in the soil with cover/forage crops, harvestable buffer strips, overwintering hay, etc. to build better soil health and reduce erosion.

5. Increase municipal street-cleaning miles and frequency during fall. Regularly remove leaf litter from streets to prevent rainwater-leached phosphorus from entering storm sewer systems.

6. Protect internally drained lands and wetlands. Use closed depressions (accounting for an estimated 41% of the watershed) to naturally retain and absorb runoff. Maintain and restore wetland function to achieve similar benefits.

7. Increase green-infrastructure installations in parks, new developments, and on existing residential and commercial properties. Incorporate nature-based solutions such as rain gardens, bioswales, infiltration trenches, and permeable pavement to capture, absorb, and filter runoff. Use tools such as stormwater utility credits, rate adjustments, and recognitions to reward action.

Top Indirect-Impact Actions

1. Continue to work together as Yahara CLEAN Compact members. Maintain ongoing member meetings to collaborate on recommended actions, report progress, and coordinate around new initiatives. Ongoing collaboration should consider how actions might affect the watershed phosphorus mass balance, among other factors.

2. Increase participation in producer-led watershed groups. Expand farmer involvement in conservation planning and practice adoption through continued learning, information sharing, and distribution of cost-share incentives.

3. Complete an inventory of shoreline and beach conditions. Establish guidelines and criteria for the sustainable design, development, management, and restoration of shorelines and public beaches.

4. Increase *E. coli* testing at public beaches. Focus efforts on beaches shown to be most susceptible to problems. Assess *E. coli* bacteria sources at beaches with high closure rates so corrective measures can be taken.

5. Continue to track and report progress. Use and support the annual *State of the Lakes Report* as a means of outreaching to the community. Support continued maintenance and operation of stream-gaging stations that track changes in phosphorus loading.



Renew the Blue Council: Year One Charter

*Acting together for healthy lakes, lands and shorelines
in the Yahara Watershed*

Recognizing that the first year of any initiative is a pivotal time of learning, connection, and demonstration, this charter covers year one (2026) of the Council and is designed to be modified and renewed for year two and beyond (2027+) to incorporate lessons learned.

Deliverables

- Expansion of *State of the Lakes* (May 2026) to include a land health assessment
- Criteria and funding strategy to conduct a shoreline inventory & condition assessment.
- Map of success stories, opportunities and challenges in the Yahara Watershed
- Denser, more fruitful networks across sectors and organizations
- Lessons learned and recommended deliverables for Year Two (2027) of the Council

2026 Calendar

Wed, Feb 4	2-3:45 pm	The Edgewater	Kickoff <i>during Frozen Assets Festival</i>
Wed, Mar 11	2-3:45 pm	East Side Social Club	Working Meeting
Wed, May 13	9:45-11 am	The Edgewater	Working Meeting <i>following Community Coffee</i>
Wed, Aug 12	2-3:45 pm	East Side Social Club	Working Meeting
Wed, Dec 9 tentative	2-3:45 pm	East Side Social Club	Working Meeting

Roles & responsibilities

Member Organizations	• Designate two delegates – at least one of whom will be an elected official or serve in an official capacity on a common council, committee, or organization board – and support their active participation in Council meetings • Become an annual Clean Lakes Alliance Partner and make an annual financial contribution to support council activities • Provide data, resources, and participation to support the work and goals of the Renew the Blue Council
Delegates	• Both delegates attend and actively participate in Council meetings • Represent their organization at the Council; represent the Council within their organizations • Serve in leadership roles and on work groups as appropriate
Backbone Organization Clean Lakes Alliance	• Provide communication, administration, and facilitation for Council. • Administer funding mechanism to support Council. • In consultation with Council, recruit potential Council members. • Serve on Steering Team
Facilitation Alison Lebwohl Consulting	• Design and facilitate all aspects of strategic engagement • Provide project management for events and outcomes

Clean Lakes Alliance
Renew the Blue Council
Letter of Intent

We, the undersigned, recognize that the lakes, lands, and waters of the Yahara Watershed define our sense of place and nourish our communities' economic vitality, recreational appeal, and local quality of life. These include the interconnected system of waterways, wetlands, and lands of our watershed, including our five major lakes: Mendota, Monona, Wingra, Waubesa, and Kegonsa.

We believe we are stronger together and that everyone has a role to play in watershed stewardship.

We acknowledge and commit to learning more about the "Rights of Nature" policy adopted by the Ho-Chunk Nation, the ancestral stewards of this watershed. The core idea of this policy and movement is that natural ecosystems should be treated as living entities that are entitled to exist, thrive, and evolve.

We recognize the value of agriculture in our watershed and its important role in providing food, generating economic vitality, sustaining undeveloped land that absorbs water, and contributing to the scenic beauty of our region.

We celebrate the science, collaboration, and shared values represented in the Yahara CLEAN Compact's *Renew the Blue: A Community Guide to Cleaner Lakes & Beaches in the Yahara Watershed*, recognizing the 12 priority impact action recommendations as the most effective way to achieve water quality goals, and committing to implement those recommendations.

We commit to working together to renew and strengthen this Renew the Blue partnership alliance to accelerate progress around runoff, phosphorus, and *E. coli* reduction in order to protect the health and resilience of the waterways, wetlands, and lands of our watershed.

We believe we have greater impact working together across sectors, jurisdictions, and organizations to align implementation, coordinate outreach, and galvanize collective action.

We recognize Clean Lakes Alliance as the organizing body to convene and align our shared goals to support action and communicate progress.

We value the current collaboration among governments and nonprofit organizations that generates *State of the Lakes* – an annual water quality report shared with the public.

We commit to supporting *State of the Lakes* as it expands into measuring progress around priority urban and rural land-management practices. This includes tracking our large-acreage undeveloped urban and rural lands; conducting a shoreline survey; tracking acres permanently protected from development; and counting rain gardens.

We commit to becoming a Clean Lakes Alliance Partner, providing data, resources and participation to support the work and goals of the Renew the Blue Council. As part of this commitment, we will designate two delegates to the Council — at least one of whom will be an elected official or serve in an official capacity on a common council, committee, or organization board. We will also make an annual financial contribution to Clean Lakes Alliance and actively participate in Council meetings, held approximately three to four times per year.

By signing this letter, we pledge to adhere to the values and fulfill the commitments listed above.


Melissa Agard, County Executive
Dane County

5-13-25
Date


Satya Rhodes-Conway, Mayor
City of Madison

5/13/2025
Date


Jon Greendeer, President
Ho-Chunk Nation

7/2/2025
Date


James Tye, Executive Director
Clean Lakes Alliance

8/12/25
Date

Clean Lakes Alliance
Renew the Blue Council
Letter of Intent


 Karen Hyun, Secretary
 Wisconsin Department of Natural Resources

5/13/25
 Date


 Randy Romanski, Secretary
 Wisconsin Department of Agriculture, Trade
 and Consumer Protection

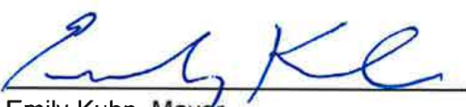
5-13-2025
 Date


 Eric Dundee, Executive Director
 Madison Metropolitan Sewerage District

5/13/2025
 Date


 David Pfeiffer, Chair
 Capital Area Regional Planning Commission

5-13-2025
 Date


 Emily Kuhn, Mayor
 City of Middleton

5/13/25
 Date


 Jeff Endres, President
 Yahara Pride Farms

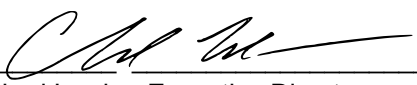
5-13-25
 Date


 Jayme Powers, Chief Executive Officer
 Madison LakeWay Partners

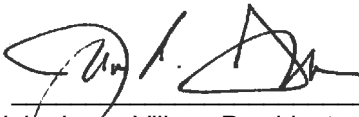
5/13/25
 Date


 Nancy Moore, Mayor
 City of Monona

5/13/25
 Date


 Chad Lawler, Executive Director.
 Madison Area Builders Association

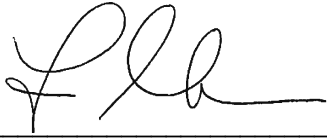
7/29/2025
 Date


 John Imes, Village President
 Village of Shorewood Hills

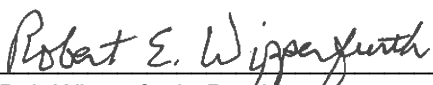
9/1/25
 Date


 Pam Shannon, Co-President.
 Friends of Pheasant Branch Conservancy

9/6/25
 Date


 Lisa Marshall, Chief Executive Officer
 REALTORS® Association of South-Central Wisconsin

9.8.2025
 Date


 Bob Wipperfurth, President
 Dane County Cities and Villages Association

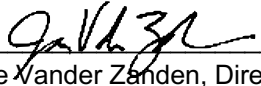
9-10-2025
 Date


 Britt Reynolds, President
 Yahara Lakes Association

9-16-2025
 Date

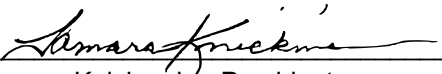

 Dean Grosskopf, Town Administrator
 Town of Westport

9/25/25
 Date


 Jake Vander Zanden, Director
 UW-Madison Center for Limnology

9/30/25
 Date

Clean Lakes Alliance
Renew the Blue Council
Letter of Intent



Tamara Knickmeier, President
Lake Waubesa Conservation Association

10/1/2025

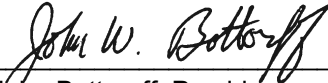
Date



Heidi Habeger, Executive Director
Groundswell Conservancy

10/15/2025

Date



John Bottoroff, President
Friends of Lake Kegonsa Society

Oct 23, 2025

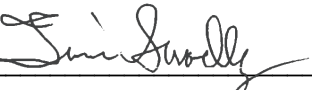
Date



Martye Griffin, Director of Ecosystem Services
Yahara WINS

10-27-2025

Date



Tim Swadley, Mayor
City of Stoughton

11/11/2025

Date



Karl Martin, Dean & Director
UW-Madison Division of Extension

11/18/2025

Date

Name, Title
Organization

Date

Name, Title
Organization

Date

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Organization

Date

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 13, 2026

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Presentation and discussion regarding the installation of two small cell site towers within the Village.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Village has been approached by representatives from Verizon to install two small cell site towers to improve cellular coverage. Under State law, these are permitted to be constructed within the right of way following completion of a local permit. We do not have the ability to regulate these towers and have already issued the permit. We currently also do not have any of these towers and they would be our first. A picture as an example of what they look like is included within the packet.

Mike Reeve is a Project Manager with Ramaker & Associates representing Verizon. They coordinate the design and siting of the towers for construction. He will be present to provide an overview of what is proposed and answer any questions the board has on the project.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action on this item. Provided for informational purposes.

ATTACHMENTS:

1. 2025-02-10_62009_12-40-24



McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 13, 2026

SECTION: Business

DEPARTMENT: Administration

CONTACT: Lee Igl, Public Works Director, Krystal Johnson, DEI Strategist, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding an inventory of gender neutral public restrooms available through Village facilities.

PREVIOUS ACTION:

The DEI Committee reviewed the enclosed report and unanimously recommended acceptance at its meeting on November 17, 2025.

The Parks and Recreation Committee reviewed the enclosed report and unanimously recommended acceptance at its meeting on January 6, 2026.

ISSUE SUMMARY:

Enclosed within the packet is a memo summarizing gender neutral restrooms offered within Village buildings including the park system. The intent is to create an inventory of what we do have to help make decisions in the future as we consider additional improvements within our facilities and parks. This is an action step established by the Village Board within its goals and objectives.

FINANCIAL/BUDGET IMPACT:

There are many gender neutral restrooms offered within our facilities, but in some cases there are not. Costs for remodeling or adding a facility are included based on prior construction experience to help set budget priorities in the future. No funds are presently allocated for any of the additional costs as this plan is meant to serve as a guide for those decisions in the future as might be needed.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to accept the nventory of gender neutral public restrooms available through Village facilities.



ATTACHMENTS:

1. Gender Neutral Restroom Assessment 11132025 mgs
2. Appendix A - Facility Restroom Inventory

Memorandum

To: Diversity, Equity, and Inclusion (DEI) Committee
Parks and Recreation Committee

From: Matthew G. Schuenke, Village Administrator 

Cc: Lee Igl, Public Works Director
Krystal Johnson, DEI Strategist

Date: November 13, 2025

Re: Gender Neutral Public Restroom Assessment

Executive Summary

The Village Board had previously established an action step within its goals to create an inventory of gender-neutral restrooms that are offered within its facilities. Staff reviewed all of our current public buildings and park facilities to provide an overview of what is available at the locations we currently oversee. This memorandum is provided to summarize those findings as well as offer estimates to add facilities where they are not currently present. The information can be used going forward within facility and park planning to fill gaps within the system as opportunities arise.

Public Buildings

The Village has four main buildings that house staff where services are provided and the public access for use. There is a fifth building that is publicly owned but privately occupied. Please note the following summary:

- Library – The building currently offers public restrooms that are not gender-neutral, but does provide a gender-neutral staff restroom. The building is being studied for possible renovations in the future in which this could be added.
- Municipal Center – This is one of our more widely used buildings for several different purposes where it offers gender-neutral facilities for the public and staff. It is also being studied for renovations and continuing to offer gender-neutral as an option will be included.
- Public Safety Center – While this is our newest facility, a gender-neutral option for the public was not included within the design but is available for staff in all departments.

- Public Works Center – There are no public restrooms available at this location, and the staff restrooms are presently assigned by gender within their locker rooms.
- Youth Center (old library building) – This location is owned by the Village but leased to the McFarland Youth Center. There is not a gender-neutral option available for its users, but its future space needs are tied to planning at the Library and Municipal Center.

Park Facilities

While the park facilities are also public buildings, they are of a different size and scope spread out within the Village. The Parks and Recreation Committee also has a specific goal to continue to expand public restroom facilities within the system as an amenity to make their use more accessible. Understanding where the gaps are overall helps to contribute to the planning process to make decisions that are more equitable. The following is summarized for gender-neutral restrooms within the parks as...

- *...available* – Nearly all of the parks with restroom facilities offer this amenity as a gender-neutral option. Brandt Park was the last park to add this option in 2024 after previously only providing for gender options. Some of these facilities are seasonal but all options listed in green are available to the public to use on a gender-neutral basis.
- *...not available* – The only location without a gender-neutral option is McDaniel Park. This was renovated a few years ago to add space for the concessions. Additional space was provided for storage that could possibly be converted in the future to a gender-neutral option if that were desired.
- *...other* – 5 other park locations have no permanent facility but offer portable restrooms that are not defined by gender. 7 other locations offer no restroom facilities at all. In most of these cases, a single standalone facility that is gender neutral would be recommended (similar to Highland Oaks from 2024). In some cases like Egner (Well #4) and Orchard Hill (old storage building) they would need to be tied to a larger facility project.

Recommendation

Enclosed with this memorandum is Appendix A which is a full list of publicly available restrooms under the oversight of the Village. This information is provided to inventory each of the amenities offered and what solutions might exist if additional improvements are needed. The purpose of this is to provide a record of what may be needed in the future for restroom improvements to help aid in the decision making process.

Location	Public Restroom	Gender Neutral	Staff Restrooms	Portable Restroom	Comments	Potential for future Gender neutral facility	Cost Estimate
Library	X		X GN	N/A		Discussions within a future remodel.	TBD with new design.
Municipal Center	X	X	X GN	N/A	"Family Restroom"...consider sign change.	Keep in future remodel.	Keep with new design.
Public Safety Center	X		X GN	N/A	New construction, 2 years old.	Significant impact on space needs.	Est. 300 sf at \$250 sf for cost of \$75,000.
Public Works			X	N/A	No public access restrooms.	Remodeled within last 5 years, no public space.	Est. 350 sf at \$325 sf for cost of \$113,750.
Youth Center	X			N/A	Restrooms for users of center.	Building planned for removal.	Not recommended.

Public Restroom Inventory - Parks with Facilities

Location	Public Restroom	Gender Neutral	Staff Restrooms	Portable Restroom	Comments	Potential for future Gender neutral facility	Cost Estimate
Brandt Park	X	X		N/A	Seasonal Use, Closed in Winter.	Completed in 2025.	Compliant
Community Park	X	X		N/A	In design to begin in 2025.	Planned for completion in 2026.	Compliant
Curling Club	X	X		N/A	Seasonal Use, Closed in Winter.	Single occupancy lockable, tied to Curling Club.	Compliant
Discovery Garden					No dedicated facility.	Adjacent to Municipal Center and Library.	Compliant
Dog Park Shelter	X	X		N/A	Single occupancy lockable.	Completed in 2020.	Compliant
Highland Oaks Park	X	X		N/A	Single occupancy prefab building.	Completed in 2024.	Compliant
Lewis Park	X	X		N/A	Year round facility.	Completed in 2017.	Compliant
McDaniel Park	X			Winter	Remodeled in 2020.	Consider adding in garage space.	Est. 200 sf at \$175 sf for cost of \$35,000.
William McFarland Park	X	X		N/A	Access from interior when shelter is open.	Completed in 2019.	Compliant

Public Restroom Inventory - Parks without Facilities

Location	Public Restroom	Gender Neutral	Staff Restrooms	Portable Restroom	Comments	Potential for future Gender neutral facility	Cost Estimate
Arnold Larson Park				X	Has temporary facility.	Consider construction of permanent facility.	Est. single occupancy pre-fab at \$225,000.
Autumn Grove				X	Has temporary facility.	Consider construction of permanent facility.	Est. single occupancy pre-fab at \$225,000.
Cedar Ridge Park					No current facilities.	Consider use of temp or perm facility.	Est. single occupancy pre-fab at \$225,000.
Egner Park				X	Has temporary facility.	Planned with Well #4 reconstruction in 2028.	Est. remodeling cost at \$350,000.
Jaeger Park					No current facilities.	Not Village property, requires DNR approval.	TBD
Juniper Ridge Park					No current facilities.	Consider construction of permanent facility.	Est. single occupancy pre-fab at \$225,000.
Orchard Hill Park				X	Has temporary facility.	No utilities, additional cost for well/septic.	Est. new construction cost at \$750,000.
Ridgeview Tot Lot					No current facilities.	Consider use of temp or perm facility.	Est. single occupancy pre-fab at \$225,000.
Rosewood Fields					No current facilities.	Consider use of temp or perm facility.	Est. single occupancy pre-fab at \$225,000.
Siggelkow Road Park					No current facilities.	Consider use of temp or perm facility.	Est. single occupancy pre-fab at \$225,000.
Woodland Estates Park				X	No current facilities.	Consider construction of permanent facility.	Est. single occupancy pre-fab at \$225,000.
Valley Tot Lot					No current facilities.	Consider use of temp or perm facility.	Est. single occupancy pre-fab at \$225,000.

Reference Points:

* Renovation/remodeling was estimated between \$175 sf - \$250 sf depending on the significance of the project. That is about half the cost for new construction.

** New construction was estimated at \$325 sf based on construction costs for Brand Park installion of new gender neutral facility.

*** A new single occupancy facility that is prefabricated is estimated at \$225,000 based on expense at Highland Oaks Park.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 13, 2026

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Melanie
Camellia, Communications Manager

AGENDA ITEM: Discussion and action on proposed Chapter 3 of the Village policy
manual titled Public Notification Policy.

PREVIOUS ACTION:

The Village Board took action at its [October 22, 2024](#) meeting to refer further discussion of this matter to this meeting.

The Committee of the Whole met on [November 26, 2024](#) to additionally discuss the referral.

The Committee of the Whole met on [February 25, 2025](#) to review the memo from staff outlining steps to address the referral. At that time the Board directed staff to draft a Public Notification Policy.

Staff introduced the draft Public Notification Policy at the May 27th Village Board meeting. In addition to the draft Public Notification Policy, staff recommended two additional initiatives be undertaken:

Additionally, at the May 27th meeting, staff presented the following additional recommendations:

1. The Village Board did not move forward with an RFP to update the Village's Zoning Code. In light of the desire to review the notification distances and processes, staff recommended an ordinance amendment be brought forward to review the current notice requirements in the code to make updates accordingly. The Plan Commission put forward a recommendation on updating the Village Code related to ordinances. In November 2025, the Village Board referred the matter back to the Plan Commission to provide additional review and feedback. The Village Board will receive the updated recommendation from the Plan Commission on updating the Village code related to ordinances in the next item.
2. Review of the current Public Comment Policy. The Village Board reviewed and updated the Public Comment Policy in the summer of 2025. As such this portion of the recommendation is closed out.

ISSUE SUMMARY:

Attached is the updated Public Notification Policy, with suggested revisions from the Board's last review. In addition, the best practices document has been updated as well as an example



notification letter with the guidelines. The packet contains the original Courtesy Notice of Siggelkow Road Traffic Study Public Information Meeting #3 (September 30, 2025) and the same notice re-created within the new template.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

Various portions of the Village code of ordinances provide direction on public notices. A full listing of public notice requirements can be found in the [November 26, 2024](#) Committee of the Whole Packet.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion and approval.

Motion to approve proposed Chapter 3 of the Village policy manual titled Public Notification Policy.

ATTACHMENTS:

1. Village Board Public Notification Policy - FINAL DRAFT - 01.08.26 PDF
2. Chapter 3 Public Notification Policy - APPENDIX A - 01.08.2026
3. Village Board Public Notification Policy - APPENDIX B - 01.08.2026
4. Village Board Public Notification Policy - APPENDIX C - 01.08.2026
5. Public Notice Template Guidance
6. Siggelkow Road 09.30.25 PIM3 Ltr MC edits
7. Sample Notice

CHAPTER 3 PUBLIC NOTIFICATION POLICY

SECTION 3.01 Purpose

The Village encourages engagement among its boards, committees, commissions, and citizenry and seeks to provide community members with ample notice of forthcoming projects and initiatives so that they may offer informed input. The purpose of this policy is to outline expectations and best practices for providing such notice beyond the limited requirements of the relevant statutes and ordinances to allow for broader engagement with Village residents.

SECTION 3.02 Application

This policy applies to all Village notices required by Village ordinance, state statute, or otherwise legally required, as well as courtesy notices provided to members of the public.

SECTION 3.03 Procedure for Public Notices

- (a) The Village department responsible for the preparation of any required notice shall create said notice. The notice shall be compiled in accordance with the requirements of the applicable ordinance(s) and/or statute(s) and shall include each of the relevant sections included in the Public Notice Template (provided in this policy as Appendix A).
- (b) For any given notice, Village Staff shall follow all applicable ordinances regarding the required notice distribution radius. All property addresses and property owners within the required notice distribution radius shall be included in the distribution, including, but not limited to, tenants, renters, business owners, property owners, and both Village residents and non-Village residents.
- (c) All public notices should include a web address and corresponding, scannable QR code that route to a public, online feedback form (attached as Appendix C). All web addresses shall include short links. Notices should also include information about the availability of printed feedback forms, which shall be made available upon request and accepted for consideration at the McFarland Municipal Center and E.D. Locke Public Library.
- (d) The responsible Village department shall post a copy of each public notice it distributes on the Village's official website as a 'News Flash.' Said News Flash shall include the complete content of the distributed notice in the News Flash body. An accessible PDF copy of the notice as it appears in print and copies of all relevant attachments and supplemental materials, including, but not limited to,

plan documents, applications, maps, illustrations/renderings, etc. shall be embedded in, attached to, or linked from the News Flash.

- (e) The Village's official website shall include general information on how public meetings are conducted and how members of the public can expect to be able to participate. Additionally, an online public comment form will be made publicly available for all residents to submit comments and feedback directly to the Village through the official website, in addition to the other extant means of providing comments and feedback, including email, posted mail, and the printed feedback forms that are available upon request at the McFarland Municipal Center and E.D. Locke Public Library.
- (f) The responsible Village department shall provide the Village Communications Division their draft of each public notice, along with any and all attachments and supporting materials, a minimum of 14 days in advance of the date on which they intend distribute said notice to the post office for mailing or to the paper for publishing, whichever is soonest. Requests for dissemination made with less than 14 days advance notice shall be considered on a case-by-case basis by the Communications Manager and approved at their discretion, pending staff availability and the ability to utilize relevant communication mediums on the requested timeline.
- (g) Communications Division staff shall prepare and disseminate appropriate communications about each public notice via relevant communications mediums, to be published and/or distributed prior to the distribution of notices to residents within the required distribution radius or publishing of the notice in the newspaper. Relevant communications mediums may include, but are not limited to, social media, mass email and/or text message distributions to subscribers, digital and/or print newsletters, and other printed materials posted or distributed in physical locations throughout the village. Whenever possible, these communications will include a hyperlink or web address and corresponding, scannable QR code that route to the News Flash published on the Village's official website.

Adopted: January 13, 2025

APPENDIX A – PUBLIC NOTICE TEMPLATE

[RECIPIENT NAME]

[MONTH] [DATE], [YEAR]

[RECIPIENT ADDRESS – LINE 1]

[RECIPIENT ADDRESS – LINE 2]

[MUNICIPALITY NAME], WI [ZIP CODE]

RE: [SUBJECT OF NOTICE]

Dear [NAME or ALTERNATIVE SALUTATION],

I am reaching out on behalf of the Village of McFarland to let you know [REASON FOR NOTICE] and to provide additional information about [PROJECT OR INITIATIVE]. [BASIC DEFINITIONS AND/OR PROJECT INFORMATION/BACKGROUND]

You are receiving this letter because [CRITERIA]. [ADDITIONAL CRITERIA DETAILS]

What This Means for You

[INFORMATION ABOUT WHAT THIS MEANS FOR THE RECIPIENT]

What This Does NOT Mean

[INFORMATION ABOUT WHAT THIS NOTICE SHOULD NOT BE TAKEN TO MEAN OR IMPLY]

What's Next

[OUTLINE OF PROJECT OR INITIATIVE NEXT STEPS AND/OR AVAILABLE INFORMATION ABOUT WHAT MAY COME IN THE FUTURE]

Required Actions

You must [REQUIRED ACTION] by [DEADLINE]. [ADDITIONAL INFORMATION ABOUT ANY REQUIRED ACTION(S) BY THE RECIPIENT. IF MORE THAN ONE ACTION OR STEP IS REQUIRED, INCLUDE AS A NUMBERED LIST.]

Public [Meeting/Hearing] Details

A public [meeting/hearing] will be held on [DAY], [MONTH] [DATE] at [TIME] to [MEETING PURPOSE]. The [meeting/hearing] will be held at [LOCATION NAME], located at [STREET ADDRESS]. Those in attendance will have the opportunity to [OPPORTUNITIES].

General information about what to expect at a public [meeting/hearing] can be found at [URL].

Virtual Attendance Option

If you are unable to attend the [MONTH] [DATE] [meeting/hearing] in person, you may opt to attend virtually using the Zoom virtual meetings platform. Attendees using Zoom will have the same opportunities to [OPPORTUNITIES] as those attending in person. However, those attending over Zoom will not be able to [RESTRICTIONS].

If you plan to attend the [meeting/hearing] virtually, please make sure you have Zoom set up on your preferred computer or mobile device in advance. If you are new to the Zoom platform or the webinar feature, additional information, device requirements, and tutorials can be found on our website at <https://mcfarland.wi.us/zoom>.

To join the [meeting/hearing] virtually, visit **<https://mcfarland.wi.us/meetings>** and click on the calendar listing for the [MONTH] [DATE] [meeting/hearing]. The meeting details include the Zoom link. The link can also be found on the project webpage and [meeting/hearing] agenda, both of which are available on the Village of McFarland website. Automated closed captions are available on the Zoom platform.

Other Viewing Options

The [meeting/hearing] will be broadcast live on the McFarland Cable Channel, WMCF (channel 982 on TDS and Spectrum), and streamed live on the cable channel website and in Village of McFarland streaming apps (available for iPhone, Android, Roku, Apple TV, and Amazon Fire TV). The [MONTH] [DATE] [meeting/hearing] will also be recorded for later viewing. Once processed, the recording will be made available for on-demand viewing on the cable channel website and in all streaming apps. Closed captions are available for all broadcast and streaming options.

Submit Feedback or Public Comment (Optional)

If you would like to submit written feedback regarding this notice or the [PROJECT] project, or if you would like to register a public comment to be read aloud on your behalf at the [MONTH] [DAY] [meeting/hearing], you can do so in any of the following ways:

- Visit <https://mcfarland.wi.us/NoticeFeedback> or scan the provided QR code to fill out our online feedback form. >>
- Fill out a printed form in person at the McFarland Municipal Center during business hours (Monday-Friday, 8 a.m.-4:30 p.m.).
- Email your feedback to [EMAIL ADDRESS].
- Mail your feedback to [CONTACT/DEPARTMENT NAME], [MAILING ADDRESS].
- Personally deliver your written feedback to the McFarland Municipal Center, located at 5915 Milwaukee St. You may hand your letter to a staff member at the front desk during business hours or deposit your letter in the drop box located in the parking lot at any time.



Learn More

To learn more about [TOPIC], please visit [URL]. [INCLUDE ADDITIONAL SOURCES OF INFORMATION, INCLUDING REFERENCES TO ANY ATTACHMENTS/ENCLOSURES.]

Questions?

If you have questions about the project, the upcoming [public meeting/public hearing], or any actions you are required to take, contact [CONTACT/DEPARTMENT NAME] at [PHONE] or [EMAIL ADDRESS]. You can also submit questions using our online feedback form or in person at the McFarland Municipal Center during business hours.

Sincerely,

[SIGNATURE]

[NAME]

[TITLE]

Enc: [ATTACHMENTS]

Appendix B –Best Practices for Public Notices

Content

Write for Your Audience

- Consider your audience and write for them. When your audience is the general public, you should assume that you're writing for a diverse group of people with varying interests, life experiences, historical awareness, and preexisting knowledge of the type of work that is the basis for your notice. It is generally best to write for the members of your audience who have the least preexisting knowledge and understanding of the type of work, specific project, specific step or action being noticed, and procedures for next steps. By providing the level of information that this portion of your audience needs to be fully informed, you ensure that those with preexisting knowledge are also able to fill in any gaps.
- What questions does your audience have? If you've sent similar notices or discussed the relevant work with members of your audience previously, you can draw from the questions that have already come up. Another option might be to enlist a colleague or two from another department to review your draft notice and write down any questions they would have if they received it in their own mailbox. Once you have their questions, edit or add to your draft to clarify information and answer those questions. If a lot of additional information is needed to answer those questions, consider including an FAQ, written in a 'question and answer' format.
- Define legal terminology and industry jargon. Unless you're writing a notice for a group of lawyers or other professionals in your field, you should clearly define any specialized terms and take steps to build shared understanding with your audience. If a word or phrase has a meaning in your field that differs from common understanding, you should take the following clarifying steps:
 - If possible, replace the term or phrase with commonly-understood language that relays the same intended meaning.
 - If using the term or phrase is unavoidable, define it. Make sure you clarify what the term does and does not imply within the context of relevant law or in your field of work. In select cases, it may be helpful to explain where the term comes from and why you are using it.
- Address your audience members directly, as individual members of our community. Whenever possible, directly address the individual recipient as 'you' (rather than addressing 'residents' or 'property owners' as a group) to avoid any ambiguity. This simple shift can make the personal applicability of your notice clearer to the reader. It can also shift your perspective as a writer, since addressing an individual often

feels more personal than addressing a group.

- Consider representing complex information by multiple means. People process and learn new information in a variety of ways.
 - For example, if you're presenting a numerical data set, consider including a written summary of the data, a table with the numbers, and a visual graph.
 - Likewise, if you're instructing recipients on where to drop off a form or where to find an important button on a webpage, you might consider including a photograph of the drop-off site or a screenshot highlighting the location of the button.

Organize Your Content

- Organize information by level of importance to your audience. Begin with the key facts they need to know and make the purpose of the notice clear. Background and explanatory information should come later. If there is a lot of background information, it may be necessary to reference attachments or additional resources. When you reference a source of additional information, be as specific as possible.
 - For example, instead of saying, "For more information, visit..." you could say something like, "You can learn more about the process for amending the zoning code by visiting..." or, "Step-by-step instructions for submitting public comment can be found at..."
- Organize procedures and follow-up instructions chronologically, using numbered bullets whenever appropriate.
- If follow-up steps require the submission of certain information or documents, organize the requirements into a bulleted list. If there are many requirements or steps, consider attaching or pointing to a checklist.
- Use topical section headings to further break up text and assist notice recipients in finding the specific information they're looking for. Use descriptive headings that preview the section content as specifically as possible. Phrasing headings as questions can also be very effective.

Be Clear & Concise

- Write using active voice to promote clarity and keep sentences concise. This usually means that your sentences will follow this format: [subject] [verb] [object].

- For example, instead of, “The project [object] was authorized [verb] for bid by the Village Board [subject],” say, “The Village Board [subject] authorized [verb] the project [object] for bid.” Instead of, “Your petition must be delivered to the village clerk by May 30 if you wish to receive consideration,” say, “You must deliver your petition to the village clerk by May 30 to be considered.”
- Aim for concise paragraphs. Each paragraph should include information about a single topic or concept.

Edit Your Writing

- Once you finish an initial draft, make an editing pass with the specific intent of reducing filler words. The goal is to present all of the necessary information as clearly and efficiently as possible.
- Make sure your grammar and spell check tools are turned on. It’s always a good idea to have a colleague review your draft for spelling and grammar mistakes or typos as well. Sometimes fresh eyes make all the difference.

Formatting, Style & Accessibility

Use the Village Logo Appropriately

- Most public notices coming directly from a Village department should be formatted on the Village’s standard letterhead. A Microsoft Word template (.dotx) that’s pre-formatted with the letterhead is available to staff within the shared drive. This template should be used to ensure formatting consistency. Per the template, the Village logo and general contact information should only appear at the top of the first page of a document. Subsequent pages include a solid blue line along the bottom to provide visual continuity. The letterhead template is set up to automatically adhere to these formatting guidelines, which should not be modified.
- Refer to the Village of McFarland Brand Guide if you’re creating attachments or supplemental materials that should include the Village logo. The brand guide includes parameters for the use of each logo variation, including sizing, spacing, color contrast, and more.

Use Approved Fonts & Accessible Text Sizes

- The Village's approved, primary fonts for most applications are Heebo and Roboto. Both fonts are 'sans serif,' meaning they do not include the small decorative strokes added to letters in fonts like Times New Roman, Garamond, or Museo Slab. Sans serif fonts are considered more accessible, especially for blocks or paragraphs of text. The brand fonts should be used to promote accessibility and provide visual consistency across communications.
- The secondary font, approved for headlines, document titles, and top-level section headings, is Museo Slab 700 ('700' denotes the stroke weight). As needed, Heebo or Roboto may also be used for these purposes. Subsection headings should always appear in Heebo or Roboto.
- When creating versions of notices or attachments in languages that do not use Latin characters, research recommended fonts for readability and accessibility and select from those recommendations.
- Font size for the main text of a document should always be 12 points or larger. Font size for captions should always be 9 points or larger. If caption text appears at the same size as your main text, it should be otherwise distinguished through the use of light italicization, bolding, sufficient buffer spacing, or a combination. A different text color may also be used, but should not be the only distinguishing feature.

Check Text Alignment & Spacing

- Primary text should always be left aligned for accessibility purposes. Heading or subheading text may be either left aligned at any length, or centered if it fits on one line. Headings that take up two lines should be left aligned. Text and heading alignment should be consistent throughout your document. Justified text should be avoided. Right aligned text should only be used sparingly and in instances where it enhances readability.
 - When creating documents in a language that is not written using Latin characters or read from left to right or top to bottom, follow available accessibility conventions for the script you're formatting.
- When formatting text, the following guidelines for line and letter spacing should be followed to promote readability:
 - Line spacing within a paragraph should be 1.5 times the font size.
 - Line spacing between paragraphs should be 2 times the font size.

- Letter spacing should be at least .12 times the font size (this is already default for the Village's approved fonts).
 - Word spacing should be at least .16 times the font size (this is already default for the Village's approved fonts).
 - When creating versions of documents in a language that is not written using Latin characters or read left to right or top to bottom, follow available accessibility conventions for the script you're formatting.
- If you're following the line and paragraph spacing conventions noted in the point above, first-line indentation at the start of each paragraph is redundant and should not be used. If you are unable to follow the spacing guidelines, new paragraphs should be distinguished using standard first-line indentations.
 - While it was once the convention, modern word processing technology has eliminated the need for extra spaces after periods. For accessibility and consistency, always use a single space after a period.

Make Visual Elements Accessible

- Color should not be used alone to communicate information.
 - For example, when marking multiple areas on a map, it is not sufficient to outline each of them with a solid line, even if they're all different colors. Instead, you might mark one area with a solid line, another with a dashed line, another with a dotted line, etc. These different types of lines may also be different colors, but color differences must be paired with a differentiating element that does not rely on the ability to see or differentiate colors.
- If using outlines, shading, highlighting, color, or ambiguous, non-standardized, or uncommon symbols to relay information, you should always include a key to explain what these visual elements indicate. For commonly understood symbols or pictograms, this may not be necessary, but your specific audience, their needs, and their level of pre-existing knowledge should always be considered. When in doubt, include a key.
- To meet accessibility standards, text and most visual elements of any document must achieve a high enough level of color contrast against their background. The World Wide Web Consortium has developed and maintains the standards for online content accessibility, the Web Content Accessibility Guidelines (WCAG). While many of the WCAG guidelines are specific to digital content, the guidelines for color contrast should be followed for both digital and print communications. There are a few things to know about color contrast and accessibility:

- Color contrast is expressed as a ratio that compares the ‘luminance’ or brightness of your foreground and your background colors. The second number in a contrast ratio is always 1, and ratios can range from 1:1 (white on white) to 21:1 (black on white). When the first number is higher, it means your foreground color has a higher degree of contrast against your background color.
- The WCAG 2.1 Level AA standard is considered best practice and will be phased in as the federally required standard for all government agencies by April 2027. This standard has different contrast ratio requirements for small or standard text, large text, and graphical objects. The required ratios are as follows:
 - Small or standard text (any non-bold text below 18 point or 24 pixels; any bold text below 14 point or 18.66 pixels): 4.5:1 minimum
 - Large text (any text at or above 18 point or 24 pixels; bold text at or above 14 point or 18.66 pixels): 3:1 minimum
 - Icons, symbols, pictograms, or other graphic elements that convey important information: 3:1 minimum
 - Purely decorative graphics or images, such as the Village’s branded background pattern, are exempted from these standards. Logos are also exempted from the WCAG standards. However, it is still best to achieve a minimum contrast ratio of 3:1 when using the Village logo.
- When using visual elements that need to be resized, use care to ensure they are scaled proportionately. Do not distort logos, maps, charts, graphic designs, or photos by adjusting the height or width independently. When appropriate, crop photos to achieve desired dimensions without distortion. Use care when cropping graphic elements to make sure that important visual information is not lost and that proper spacing is maintained around each element.

Number Your Pages

- Multi-page documents should include sequential page numbers. For public notices on the Village letterhead, page numbers should appear in the document footer, aligned right, and notated using Western Arabic numerals (i.e. 0, 1, 2, 3, 4, 5, etc.). For attachments, unless you are following an alternative formatting convention to achieve continuity with existing materials or preparing a document that will be printed on both sides of each page and bound along an edge, the same formatting should be used for page numbers on any attachments or supplemental materials.
- Page numbering should be specific to each unique document and should not carry across multiple documents. For example, if you are sending a multi-page notice

with an attachment, both the notice and the attachment should begin with page 1.

Check Your Heading Hierarchy

- Heading hierarchy is important for accessibility and general readability. Not only does proper header hierarchy make it easier for most readers to find the content they're most interested in, it also allows for proper document navigation via screen reader.

On printed materials, heading hierarchy is depicted visually through font, color, text size, and bolding or underlining, with document titles presented most prominently, followed by top-level headings, and so on. This is similar for digital documents (including Word files, PDFs, webpages, etc.). However, to make digital documents properly navigable by screen reader, this hierarchy must also be built into the document metadata or code.

- In HTML code, the code that is used to build basic webpages, this is achieved using the tags <h1>, <h2>, <h3>, and so on.
- In Word, heading hierarchy can be achieved by standardized use of the 'Styles' tool. Document titles should use the 'Heading 1' style, top-level section headings should use the 'Heading 2' style, subsection headings should use the 'Heading 3' style, and so forth.
 - Note: Unless you create a new document from a Word template (.dotx or .dotm file) with custom styles or have specifically set up custom styles yourself, the 'Styles' tool will automatically apply default styling to your text. You can still adjust the font, text size, and text color of a stylized heading without losing the associated metadata. Pay close attention to your text styles, especially if you're reconfiguring your headings as screen readers will navigate your document based on metadata, not necessarily on the visual appearance of your document.

Stay Up to Date on Accessibility Guidelines

- Always comply with any additional accessibility guidelines established by the Village or required by state or federal law.

Attachments & Supplemental Materials

Consider Attachments & Supplemental Materials

- There are a variety of types of attachments or supplemental materials that may be appropriate for inclusion with a public notice. Some examples include:
 - An FAQ document or fact sheet
 - A copy of a draft ordinance, resolution, or policy
 - A map of a project's impact area(s)
 - An insert explaining what to expect at a public hearing or meeting or how to register a public comment
 - A feedback form or survey
 - A copy of a permit or development application
 - An explanatory or informational resource from an outside organization or agency
- Whether an attachment or supplemental document is necessary or appropriate must be assessed on a case-by-case basis. Factors to consider include:
 - Document length: For mailed notices, the cost of including additional pages can add up quickly, and longer documents are less likely to be read in full. Document length and the associated costs should be considered when determining whether or not to include an attachment or supplemental material with your mailed notice.
 - Document size and scale: If the attachment in question is or includes a visual element, such as a map of a large area, that will be too small to be legible when scaled to fit on standard 8.5"x11" paper, it should likely not be included as an attachment. If your visual element is still legible when scaled, it may be appropriate to include.
 - Document accessibility: Some attachments, such as certain outside resources or photocopies of physical books or older documents, may not meet current standards for accessibility. This does not mean they cannot be included, but they may require remediation to make them more accessible. In some cases, there may also be a more accessible way to present the same information.

Promote Information Access

- In cases where an attachment or supplemental document is deemed inappropriate for mailing in printed form, it is often still appropriate to include information about where a referenced document or helpful resource may be accessed. When this is the case, the following information should be included in or alongside your notice:

- Instructions for digital access: Information should include both a scannable QR code and the written-out URL. If the written URL is quite long, it is preferable to set up a redirect from a shorter URL. This is possible for most Village webpages in CivicPlus. For certain documents or external webpages, a link shortening tool (such as Bitly or TinyURL) may be used.
- Instructions for physical access: Information should include any options or steps to obtain or view a printed copy. Any location addresses or necessary contact information should be included. Readers should not need to look up an address or phone number elsewhere.

It is important to include options for both digital and physical access. For many people, digital documents are more accessible because they can be read using a screen reader or other assistive technology. Digital text can often be made larger using a zoom function or an accessibility tool that adjusts font size. For others, a lack of reliable Internet access or technical knowledge may make printed copies the most accessible option.

- Whenever possible, particularly when you are creating the attachment or supplemental material yourself, the guidance from the previous two sections of this appendix ('Content' and 'Formatting, Style & Accessibility') should be applied.

Notice Distribution

Determine How to Deliver Your Notice

- Unless extenuating circumstances require otherwise, all notices of upcoming public information meetings, public hearings, and other events for which a specific date can be decided sufficiently in advance should be distributed by mail. Informative announcements of major upcoming projects or project phases should likewise be distributed by mail.
- In the event that a notice must be distributed when there is not sufficient time to do so by mail, department staff or contractors should deliver notices to recipients by going door-to-door within the appropriate radius. Cases in which direct, door-to-door delivery may be called for include, but are not limited to:
 - Emergent threats to public safety.

- Emergency road closures, utility service interruptions, or other emergency construction or infrastructure repair work that will have significant impacts on the surrounding community.
- Road closures or utility service interruptions for which a specific date cannot be determined far enough in advance to mail a notice. This may be due to dependence on weather conditions, crew or material availability, or other factors that are challenging to predict.

Consider Delivery Timing

- Unless otherwise allowable or required, door-to-door notice distribution should occur between the hours of 9 a.m. and 9 p.m.
- Whenever possible, consider the distribution timing and larger context surrounding your intended notice before taking steps. While some notices have legal requirements for distribution timelines that cannot be avoided, use discretion and take advantage of timeline flexibility when it's available. Timing factors to consider may include:
 - Community, regional, or world events that may impact the project, the notice content requirements, or the way your notice's content or tone may land with your audience.
 - The proximity of your notice distribution to holidays and religious, spiritual, and cultural celebrations, memorials, or observances.
 - The proximity of your notice distribution to school breaks.
 - The proximity of your notice to an election.
 - How your project and notice fit into the larger scope of work being performed across all Village departments.
 - Proximity of your notice distribution to the distribution of other notices from your department or other Village departments, particularly if there is any likelihood for confusion or conflation, or if both notices impact the same geographic area or require recipients to take significant follow-up steps.

Supporting Communications

- Supporting communications may include:
 - The digital distribution of your notice on the Village website.
 - Posts about your notice from the Village's social media accounts.
 - Related project information housed on a webpage, in a news flash or blog post, or in an uploaded document.

- Press materials accompanying your notice (not including the notice itself or correspondence related to any required publication of your notice in the newspaper).
- Communications in any format that seek to educate about your project.
- In some cases, communications in any format that seek to educate more generally about the policies, procedures, laws, practices, research findings, etc. that apply to the content of your notice.
 - For example, a blog post on the Village website that explains Robert's Rules of Order and how and when they're applied in public hearings could be considered a supporting communication for a notice about an upcoming public hearing. A video about ADA requirements for public walkways could be considered a supporting communication for a notice related to upcoming sidewalk construction, especially if the public has questions about grading, width, cutaways, etc.
- Supporting communications should always comply with the most current Village guidelines for the use of various communications mediums.

Whenever possible, particularly when supporting communications are created in house, the applicable guidance from the sections of this appendix covering 'Content' and 'Formatting, Style & Accessibility' should be applied.

Appendix C – Public Notice Feedback Form

Village staff will maintain updated public notice feedback forms. Both webform and hard copy versions will be made available. Hard copy versions will be made available at the McFarland Municipal Center, and a printable PDF will be accessible on the website, where staff can easily point to it.

Webforms will be designed to respond to user input and will present different questions based on whether the user wishes to provide feedback on the notice itself, formally comment on the issue or project being noticed, or submit questions for staff.

The Final Draft web version of the public notice form is available by visiting:
[Public Notice Feedback](#)

How to Use The Public Notice Template

The public notice template is available as a Word template file (.dotx). Selecting the file will open Word and create a new document that includes all of the template's content, formatting, and text styles. Some components should always be included, while others can be removed or customized to be more applicable to the specific notice you are writing. **All formatting and style guidance from Appendix B is already applied in the template.** For ease, these specs are also included on the next page.

The date that the notice was mailed should always be included in the top right corner of the first page.

Space for the recipient's name and address is included on the first page. If you are not creating a form letter, this can be removed.

A descriptive subject line should generally be included on all notices.

If creating a form letter, it's preferable to use a personalized salutation. If you are not creating a form letter, use an alternative salutation that applies to all recipients, such as "McFarland neighbor," "McFarland business owner," "McFarland property owner," etc.

Use section headers as described in Appendix B. The sections included in the template are suggestions—use any that are relevant, remove or revise any that aren't.

Multi-page notices should always include page numbers as described in Appendix B.

VILLAGE OF
McFarland

www.mcfarland.wi.us | 5915 Milwaukee Street, McFarland, WI 53558 | (608) 838-3153

[RECIPIENT NAME]
[RECIPIENT ADDRESS – LINE 1]
[RECIPIENT ADDRESS – LINE 2]
[MUNICIPALITY NAME], WI [ZIP CODE]

[MONTH] [DATE], [YEAR]

RE: [SUBJECT OF NOTICE]

Dear [NAME or ALTERNATIVE SALUTATION],

I am reaching out on behalf of the Village of McFarland to let you know [REASON FOR NOTICE] and to provide additional information about [PROJECT OR INITIATIVE]. [BASIC DEFINITIONS AND/OR PROJECT INFORMATION/BACKGROUND]

You are receiving this letter because [CRITERIA]. [ADDITIONAL CRITERIA DETAILS]

What This Means for You
[INFORMATION ABOUT WHAT THIS MEANS FOR THE RECIPIENT]

What This Does NOT Mean
[INFORMATION ABOUT WHAT THIS NOTICE SHOULD NOT BE TAKEN TO MEAN OR IMPLY]

What's Next
[OUTLINE OF PROJECT OR INITIATIVE NEXT STEPS AND/OR AVAILABLE INFORMATION ABOUT WHAT MAY COME IN THE FUTURE]

1

Template Formatting Specs

Section Headings: Museo Slab 700, 16 pt., Lake Blue (Hex #00677f)

Subsection Headings: Heebo or Roboto, 14 pt., Charcoal Gray (Hex #404040)

Body Text: Heebo or Roboto, 12 pt., Black (Hex #000000)

Line Spacing: 1.5x

Paragraph Spacing: Double

Questions?

If you have questions about the project, the upcoming [public meeting/public hearing], or any actions you are required to take, contact [CONTACT/DEPARTMENT NAME] at [PHONE] or [EMAIL ADDRESS]. You can also submit questions using our online feedback form or in person at the McFarland Municipal Center during business hours.

Sincerely,
[SIGNATURE]

[NAME]
[TITLE]

Enc: [ATTACHMENTS]

Consider personally signing your public notice, particularly if you are the staff person in charge of managing the specific project or function addressed in the notice. Space is provided for a “handwritten” signature, though this element is not required. If it’s more appropriate for a given notice to be “signed” with your department’s name or the name of another entity that is not an individual, that is also acceptable.

If you are sending any attachments along with your notice, be sure to list the document(s) included in the space provided for noting enclosures at the end of the notice template.



September 8, 2025

Re: Courtesy Notice of Siggelkow Road Traffic Study Public Information Meeting #3 (September 30, 2025)

Dear McFarland neighbor or property owner,

We are writing to notify you that a public information meeting regarding a traffic study of Siggelkow Road will be held on **Tuesday, September 30, 2025 from 6 to 8 p.m.** in the Community Room at the McFarland Municipal Center, located at 5915 Milwaukee St. This will be the third and final public information meeting held by the Village to help keep the community informed and provide opportunities for community feedback regarding this project.

The ongoing Siggelkow Road traffic study is being conducted to evaluate a number of factors that can either contribute to or help alleviate traffic congestion, safety issues, or inaccessibility. Once the study is complete, the final report will offer recommended solutions to address current and anticipated roadway issues and deficiencies along the Siggelkow Road corridor from Erling Avenue to County Highway AB. Members of the community are invited to attend public information meetings to learn more about the project and provide input throughout the process.

The first public information meeting on this project was held on May 7 and included a presentation on initial study findings. A second public information meeting was held on August 6 to review various future roadway and intersection improvement alternatives. At the upcoming September 30 meeting, the Village's traffic engineering consultant will present updates on the progress of ongoing study analysis, including a preferred set of corridor improvements to propose in the future. Attendees will be able to ask questions and offer written feedback on the ideas presented. The project team will use this feedback as part of the final study report.

If you are unable to attend the September 30 public information meeting in person, you have the option of attending the presentation virtually using Zoom. Complete meeting details, including the Zoom link, can be found at <https://mcfarland.wi.us/SiggelkowPIM3>. The presentation will also be recorded and provided online for later viewing. While we will not be able to offer Zoom access to the hands-on exhibits and corresponding input opportunities, digital copies of the presentation and exhibit materials and a form for submitting feedback will be made available on the project webpage following the meeting.

To learn more about this project and watch the recording of the first and second public information meetings, please visit the project webpage at <https://mcfarland.wi.us/Siggelkow>. If you have questions or comments, please contact the McFarland Community & Economic Development Department at community.development@mcfarland.wi.gov or (608) 838-3154.

Sincerely,
Village of McFarland

If you are interested in receiving email notification of future public information meetings and pending development applications before the Village Plan Commission, subscribe to the Community & Economic Development Department newsletter. Visit <http://mcfarland.wi.us/CommunityDevelopment> and click the link under 'Staying Informed and Involved.'



www.mcfarland.wi.us | 5915 Milwaukee Street, McFarland, WI 53558 | (608) 838-3153

Melanie Camellia
5915 Milwaukee Street
McFarland, WI 53558

September 8, 2025

RE: Courtesy Notice of Siggelkow Road Traffic Study Public Information Meeting #3

Dear McFarland property owner,

I am reaching out on behalf of the Village of McFarland to let you know about an upcoming public information meeting regarding a traffic study of Siggelkow Road, scheduled to start at 6 p.m. on Tuesday, September 30, 2025.

The ongoing Siggelkow Road traffic study is being conducted to evaluate factors that can either contribute to or help alleviate traffic congestion, safety issues, or inaccessibility. Once the study is complete, the final report will offer recommended solutions to address current and anticipated roadway issues and deficiencies along the Siggelkow Road corridor from Erling Avenue to County Highway AB. Previous public information meetings about this study were held on May 7 and August 6, 2025 to review initial study findings and future roadway and intersection improvement possibilities.

At the upcoming meeting, the Village's traffic engineering consultant will present updates on the progress of study analysis, including preliminary sets of corridor improvements that could be proposed in the future. Attendees will be able to ask questions, review exhibits, and offer feedback on the ideas presented. The project team will use this feedback as part of the final study report.

You are receiving this letter because your property is within 300 feet of the roadway being studied. As the owner of property in close proximity to Siggelkow Road, we want to keep you informed about any potential future plans that may the traffic study and to invite your valued input as we review possible corridor improvements.

What This Means for You

The Siggelkow Road traffic study is looking at roadway and traffic conditions near your property to identify issues and consider options to resolve them. Improvement recommendations will be included in the final study report. These recommendations may be used to develop future project proposals that, if approved, could result in changes to the roadway and related construction near your property or within Village easements. The upcoming public information meeting is an opportunity for you to learn more about the study, ask questions, and provide your feedback on the ideas presented.

What This Does NOT Mean

At this time, there are no Siggelkow Road improvement projects under consideration by the Village Board or Plan Commission, nor have any such projects been approved to move forward. Additional notices will be sent to property owners in the impacted area(s) if any such projects are approved in the future, or if related project proposals will be discussed at a future public information meeting or public hearing.

Public Information Meeting Details

The upcoming public information meeting will be held on September 30 from 6-8 p.m. at the McFarland Municipal Center, located at 5915 Milwaukee Street in McFarland.

Those in attendance will have the opportunity to review roadway improvement concepts that may become recommendations in the final study report, participate in a Q&A, and offer both verbal and written feedback on the ideas presented.

Virtual Attendance Option

If you are unable to attend the September 30 meeting in person, you may opt to attend virtually using the Zoom virtual meetings platform. Attendees using Zoom will have the same opportunities to review presented concepts, ask questions, and provide verbal feedback as those attending in person. However, those attending over Zoom will not be

able to interact with printed exhibits and may instead choose to review digital copies online following the meeting. A form will be made available online and at the Municipal Center that can be used to submit written feedback after the meeting concludes.

If you plan to attend the meeting virtually, please make sure you have Zoom set up on your preferred computer or mobile device in advance. If you are new to the Zoom platform or the webinar feature, additional information, device requirements, and tutorials can be found on our website at <https://mcfarland.wi.us/zoom>.

To join the meeting virtually, visit <https://mcfarland.wi.us/meetings> and click on the calendar listing for the September 30 public information meeting. The meeting details include the Zoom link. The link can also be found on the project webpage on the Village website. Automated closed captions are available on the Zoom platform.

Other Viewing Options

The meeting will be broadcast live on the McFarland Cable Channel, WMCF (channel 982 on TDS and Spectrum), and streamed live on the cable channel website and in Village of McFarland streaming apps (available for iPhone, Android, Roku, Apple TV, and Amazon Fire TV). The meeting will also be recorded for later viewing. Once processed, the recording will be made available for on-demand viewing on the cable channel website and in all streaming apps. Closed captions are available for all broadcast and streaming options.

Submit Feedback or Public Comment (Optional)

If you would like to submit written feedback regarding this notice or the Siggelkow Road traffic study, you can do so in any of the following ways:

- Visit <https://mcfarland.wi.us/NoticeFeedback> or scan the provided QR code to fill out our online feedback form. >>
- Fill out a printed form in person at the McFarland Municipal Center during business hours (Monday-Friday, 8 a.m.-4:30 p.m.).



- Email your feedback to **community.development@mcfarland.wi.us**.
- Mail your feedback to the Village of McFarland Community & Economic Development Department, P.O. Box 110, McFarland, WI 53558.
- Personally deliver your written feedback to the McFarland Municipal Center, located at 5915 Milwaukee Street. You may hand your letter to a staff member at the front desk during business hours or deposit your letter in the drop box located in the parking lot.

Learn More

To learn more about the Siggelkow Road traffic study and watch recordings of previous public information meetings, please visit **<https://mcfarland.wi.us/Siggelkow>**.

Questions?

If you have questions about the project or upcoming public information meeting, please contact the Community & Economic Development Department at **(608) 838-3154** or **community.development@mcfarland.wi.us**. You can also submit questions using our online feedback form or in person at the McFarland Municipal Center.

Sincerely,

A handwritten signature in black ink that reads "Andrew Bremer". The script is cursive and fluid.

Andrew Bremer
Community & Economic Development Director

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, January 13, 2026

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action to approve Ordinance 2025-08: an ordinance making various amendments to Chapter 2, Chapter 23, Chapter 56, Chapter 62 and Appendix A of the Municipal Code concerning public notification requirements.

PREVIOUS ACTION:

August 19, 2025 - Plan Commission discusses land division and zoning public notices.

November 18, 2025 - Plan Commission held a public hearing on the proposed ordinance and recommended approval.

November 25, 2025 - Village Board discussed the Plan Commission's recommended approval of Ordinance 2025-08 and returned the agenda item for additional review.

December 16, 2025 - Plan Commission unanimously recommended changing the notification distance for adjacent property owners from 300 feet to 400 feet.

ISSUE SUMMARY:

As part of the Village Board's discussion and referral on communications and the public notice policy updates, staff recommended reviewing the public notice requirements for various land division and zoning permits. At the Plan Commission meeting on August 19, 2025, [the packet](#) included discussion on a review of notice requirements the Department commonly completes as required under State Statute, Village ordinances, and C&ED Department current practices (which commonly meet or exceed State Statute and Village ordinances). The discussion was not intended to be comprehensive of all types of potential notice requirements under the Municipal Code, but instead focused on the most common types of applications, permits, or projects, and TID Districts under the umbrella of the Community & Economic Development Department.

Notice requirements typically include three parts:

- Posting meeting agendas at least 24 hours in advance of a meeting.
- Publication of public hearing notices (when required) in the local paper (Leader Independent).
- Written notifications to adjacent property owners or municipalities (when required).

Historically, the Department has provided written notice to adjacent property owners within 300 feet of the subject property, in excess of what is required under State Statute and Village ordinances. The Department also commonly provides written notifications to adjacent property owners in excess of the minimum number of days required under Village ordinances, and



notifications for items that otherwise don't require written notifications (e.g. site design review permits, preapplication meetings, etc.). For property owners that fall outside a mailing radius, tenants, or other interested parties, the Village utilizes additional public communication tools including, but not limited to:

- C&ED monthly email listserv
- This Week in Meetings blog
- On-site sandwich board
- Social media posts
- Notify Me email and text alerts

At the August meeting, the Plan Commission was in concurrence that the Department's current practice of sending notices using a 300-foot radius was sufficient and directed staff to draft an ordinance that would codify that practice. The Plan Commission also directed staff to change Chapter 62 to require adjacent property owner notifications for Site Design Review permits, preapplication meetings (when requested by developers), and to add content to the Municipal Code that would require adjacent property owner notifications for the creation and amendment of Tax Increment Finance District boundaries. This packet includes an ordinance that includes the proposed amendments to the Municipal Code to address the feedback provided by the Plan Commission. The ordinance has been reviewed by the Village Attorney for consistency with State Statutes.

On November 18, 2025, the Plan Commission held a public hearing on the proposed ordinance. No public comments were received. Following the public hearing, the Plan Commission unanimously recommended approval of Ordinance 2025-08 but requested staff review with the Village Attorney the portions of the ordinance amendments that include language regarding *"Failure to comply with this provision shall not, however, invalidate any previous or subsequent action on the application,"* to clarify if that could be interpreted to mean that the Village doesn't have to send out notices. This language is based on similar language in State Statutes for subdivision and zoning changes. Based on discussion with the Village Attorney, he did not believe there should be a concern over the wording of the proposed ordinance amendment and did not recommend further changes. Staff will attempt to follow the procedures set forth in the ordinance or other policies in good faith and the notice to owners within 300 feet of a proposed change is a courtesy. Noting also that the sentence the proceeds this text states *"Property owners within 300 feet of the proposed amendment location shall receive written notice of the public hearing."* It would be unreasonable to invalidate an approval because someone did not receive their mail and the Village would be creating an unnecessary burden and potentially significant problems for property owners who thought their application (e.g. a plat) was final. The Village also routinely provides alternative methods of communication both through notices to the newspaper, agenda postings, emails, and social media, so the mailing is not the only public notice of a proposal or hearing. Also, given a proposed approval may cover a large area (e.g a TID or Comp Plan Amendment), it would be unwieldy to require that the Village have proof of actual mailing and receipt by all owners in the area. For example, purchasing a certificate of mailing or certified mail for every notice would likely add an additional \$3-5 per mailed notice. However, staff does keep a list of those adjacent property owners that were sent



a notice as a matter of best practice and for tracking notification costs to be reimbursed by the applicant.

On November 25, 2025, the Village Board discussed the agenda item at their regularly scheduled meeting. Some Trustees expressed concern that the 300-foot notification was too small, particularly related to proposals that might be deemed to have "high impact" on residents in the Village, Village utilities, or the environment, etc. The Village Board voted to refer the agenda item back to the Plan Commission for additional reconsideration and possible revisions.

In staff's opinion, the distance used for notifications can't be subjective or discriminatory and needs to be determined by ordinance in advance of whatever type of development is being proposed. What one individual might consider "high impact", another individual could consider "low impact/indifferent". It would also be too cumbersome to develop a list of all possible land uses and a corresponding notice radius based on a predetermined perceived level of community impact (e.g. using 300 feet for 20-unit residential development and 500 feet for a restaurant with a drive-thru, etc.). Staff also does not suggest basing the mailing radius on the size of the development parcel, or adjacent properties (i.e. using a larger radius for a larger property). The size of a parcel is not an indicator of potential impact. If properties surrounding a development site are larger/wider, and therefore there are fewer property owners to notify, that simply means there are fewer property owners in the immediate vicinity of the development site that may be most impacted by the proposal. There is no minimum number of property owners that need to be notified beyond what the required mailing radius produces.

If using a 300-foot radius is determined to be too small, staff suggest the following options:

1. Uniformly increase the notice distance to something other than 300 feet. For informational purposes, below is a table of the distances used by other peer communities in Dane County for rezoning petitions. Eight communities use less than 300 feet, Stoughton also uses 300 feet and only Cottage Grove uses more than 300 feet as they use 400 feet.

Community	Mailed Notice Radius for a Petition to Rezone Property
DeForest, Fitchburg, Madison, Oregon, Sun Prairie, Waunakee	200 feet
Middleton, Verona	250 feet
McFarland, Stoughton	300 feet
Cottage Grove	400 feet

2. Use Option 1, plus add an additional XXX feet when the development site in question has frontage on a roadway with a functional classification of either a "collector" or "arterial" as designated by the Greater Madison Metropolitan Planning Organization (GM-MPO). The Village is part of the GM-MPO, and they have the responsibility to categorize all [roadways into classifications](#). In McFarland, most high traffic roads (e.g. Broadhead, Creamery, CTH AB,



CTH MN, Exchange, Farwell, I-90, Larson Beach, Main, Siggelkow, Taylor, Terminal, Triangle, USH 51, Valley) are not categorized as "local roads", but are either "collectors" or "arterials". In this example, if a property along Broadhead Street was requesting a rezone, the Village would use 300 feet, plus an additional XXX feet (e.g. 200 feet), for a total of 500 feet.

The assumption for using this methodology is that, given the fact that a development site is adjacent to a higher-traveled roadway, the proposed development (whatever that may contain) could have higher impacts on property owners further from the development site than if the same development was located on a local road. However, a site design review permit to add 1,000 square feet of additional office space to an existing commercial structure on Terminal Drive doesn't necessarily have a higher impact on the users traveling on Terminal Drive. In fact, it might be possible that the same 1,000 square foot addition could have a higher impact on adjacent property owners if the development site is located on a local road, since typically collector and arterial roadways are designed for higher volumes of traffic or have additional multi-modal accommodations (e.g. sidewalks, bike lanes, etc.). This methodology also might introduce a greater opportunity for inadvertently using the smaller of the two radii (administrative oversight).

3. Use a tiered approach based on the type of permit. There may be some types of applications that some might consider "higher impact" no matter what the actual development proposal included in the application consists of. For example, changing the future land use designation of property in the Comprehensive Plan as part of a pending development request from Highway Commercial to Industrial, or requesting to rezone a property from A-1 to R-3. The Village could categorize various types of land use and zoning applications into tiers and use a larger radius for the "higher impact applications". For example:

- Tier 1: Development related Comprehensive Plan Amendment, Rezone, Preliminary & Final Plat, TID Creation or Boundary Amendment (e.g. 500 feet)
- Tier 2: Conditional Use Permit and Certified Survey Map (e.g. 400 feet)
- Tier 3: Site Design Review and Board of Zoning Appeals (e.g. 300 feet)

There are a few drawbacks to option 2. One is that there are occasions when a development project might submit multiple applications at one time that fall within more than one tier. In that case, staff would have to remember to default to the largest of the mailing radii. That might introduce a greater opportunity for inadvertently using the smaller of the two radii. In other instances, a developer might first submit an application to rezone a property, and if approved, sometime later submit an application for a site design review permit. In this case, if a tiered approach was used, a property owner living 450 feet from the development property would receive notice of the public hearing for the rezone but would not receive notice of the meeting where the site design review permit is considered. That could introduce confusion for the property owner as to why they were noticed in the first instance but not in the second.

Given these examples, staff's preference is to use a uniform distance for all land use and zoning applications, while also reiterating that mailed notices are not the only form of communication that is used to inform residents of pre-application meetings, pending development applications, TIF districts, etc.



FINANCIAL/BUDGET IMPACT:

The majority of mailing costs are expensed back to the applicant for reimbursement. The exception are for preapplication meetings and Village initiated applications (e.g. site design review permit for a park shelter) or projects (e.g. TIF district public hearing notice).

VILLAGE PLAN REFERENCE:

Comprehensive Plan, 2017. The ordinance is consistent with Chapter 9-Intergovernmental and Stakeholder Cooperation, Initiative 3: Practice Transparency and Inclusion in Village Activities. The action steps listed in this section most related to this ordinance are *Increase involvement in community development plans and the community's vision* and *Improve community communication*.

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, second, to approve Ordinance 2025-08.

ATTACHMENTS:

1. 11.18.25 - Ordinance 2025-08 - newspaper
2. Ord_2025-08

Please publish in the
Leader Independent on
October 30, 2025 and November 6, 2025

**VILLAGE OF MCFARLAND
NOTICE OF PUBLIC HEARING
BEFORE THE PLAN COMMISSION**

NOTICE IS HEREBY GIVEN that there will be a public hearing before the Plan Commission on Tuesday, November 18, 2025 at 7:00 p.m. in the Community Room of the Municipal Center, 5915 Milwaukee St., McFarland, Wisconsin, at which time interested parties and citizens shall have an opportunity to be heard concerning the following:

Ordinance 2025-08 an ordinance making various amendments to Chapter 2, Chapter 23, Chapter 56, Chapter 62 and Appendix A of the Municipal Code of Ordinances concerning public notification requirements.

A complete copy of the ordinance is available for review online at www.mcfarland.wi.us/pendingrequests or at the Village of McFarland Municipal Center, Community & Economic Development Department, 5915 Milwaukee Street, McFarland, WI 53558 (Monday-Friday, 8:00 a.m. to 4:30 p.m.).

Residents wishing to attend the meeting can do so in-person at the Municipal Center or via Zoom by visiting <https://us02web.zoom.us/j/85755749643> or Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 (312) 626-6799 Webinar ID: 857 5574 9643. 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.

If you cannot attend the meeting, you may submit your written comments to the Plan Commission by email to community.development@mcfarland.wi.us or by mail to Community Development Department, Village of McFarland, P.O. Box 110, McFarland, WI 53558-0110. Submission must be received no later than the Wednesday prior to the meeting date to be included in the packet.

**VILLAGE OF MCFARLAND
ORDINANCE 2025-08**

**AN ORDINANCE MAKING VARIOUS AMENDMENTS TO CHAPTER 2,
CHAPTER 23, CHAPTER 56, CHAPTER 62 AND APPENDIX A OF THE
MUNICIPAL CODE CONCERNING PUBLIC NOTIFICATION REQUIREMENTS**

PURPOSE: To clarify and provide consistency among public notification requirements within Chapter 2, Chapter 23, Chapter 56, Chapter 62, and Appendix A of the municipal code.

SPONSOR: Andrew Bremer, Community & Economic Development Director

RECOMMENDED REFERRAL: Plan Commission (Required)

PUBLIC HEARING: Required; Preceded by a Class 2 Notice

WHEREAS, the Village Board referred to the Plan Commission the review of the Village's public notification requirements for various land division and zoning applications, as well as notification requirements related to Tax Incremental Finance Districts; and,

WHEREAS, the Plan Commission discussed at their August 19, 2025, November 18, 2025, and December 16, 2025 meetings the Community & Economic Development Department's practices for public notices regarding land division and zoning applications, and Tax Incremental Finance Districts, comparing minimum notice requirements under state statutes and the Department's practices; and,

WHEREAS, the Department's current practice of written notice is sent to adjacent property owners within 300 feet of the subject property and is in excess of what is required under State Statute and Village Ordinances; and,

WHEREAS, the Plan Commission has determined it necessary to codify increases in the required notification radius through various amendments to the Village's Municipal Code of Ordinance for consistency; and,

WHEREAS, the Comprehensive Plan Volume 2 – Visions and Direction, Chapter 9 Intergovernmental and Stakeholder Cooperation identified Initiative 3: Practice Transparency and Inclusion in Village Activities to advance community engagement and relationships; and,

WHEREAS, Chapter 2 Administration, Chapter 23 Finance and Taxation, Chapter 56 Subdivision, Chapter 62 Zoning, and Appendix A, has been revised to include the Plan Commission's recommended changes; and,

WHEREAS, a public hearing regarding this ordinance was held by the Plan Commission on November 18, 2025; and,

WHEREAS, the Village Board finds that this ordinance is consistent with the Village's

Comprehensive Plan; and,

WHEREAS, the Village Board finds approval of this ordinance is in the public interest; and

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

SECTION 1: **AMENDMENT** “2-313 Powers And Duties” of the Village of McFarland Municipal Code is hereby *amended* as follows:

A M E N D M E N T

2-313 Powers And Duties

The Village Plan Commission shall be responsible for the following functions:

(a) *The Village Comprehensive Plan.*

- (1) The Plan Commission shall make, adopt and, as it deems necessary, amend, extend or add to the Village Comprehensive Plan, including any neighborhood, corridor, or district sub-area plans adopted as a component to such plan. The Comprehensive Plan shall be a guide to the physical, social and economic development of the Village including areas outside of its boundaries which, in the Plan Commission's judgment, bear relation to the development of the Village. The Village Comprehensive Plan, with the accompanying maps, plats and descriptive and explanatory matter, shall show the Plan Commission's recommendations for such development, and shall include all elements required under Wis. Stats. § 66.1001.
- (2) The adoption of the Plan or any part, amendment or addition thereto, shall be by resolution carried by the affirmative votes of not less than a majority of all the members of the Plan Commission following all procedural requirements of Wis. Stats. § 66.1001(4). The resolution shall refer to maps and other descriptive matters that relate to one or more elements of a comprehensive plan. The vote of the Commission shall be recorded in its official minutes. The Comprehensive Plan, and any amendment thereto, shall be effective only upon enactment of an ordinance by a majority vote of the members-elect of the Village Board adopting the recommended plan or amendment.
- (3) The Plan Commission shall periodically review the Comprehensive Plan, including any neighborhood, corridor, or district sub-area plans as it deems appropriate. The Plan Commission shall update the Comprehensive Plan every ten years as directed by the Village Board. Any person may apply to the Plan Commission for an amendment to the Comprehensive Plan at any other time provided, however, that any proposed amendment substantially similar to a proposal previously rejected by the Plan Commission or Village Board shall

not be resubmitted for a period of 12 months following the previous vote. Applications shall be made on a form provided by the Community & Economic Development Department and shall be accompanied by the fee established by the Village Board from time to time and provided in Appendix A to this Code. Property owners within 400 feet of the proposed amendment location shall receive written notice of the public hearing. Failure to comply with this provision shall not, however, invalidate any previous or subsequent action on the application.

(b) *Matters referred to Plan Commission.* The Village Board shall refer to the Plan Commission, for its consideration and report before final action is taken by the Village Board, public body or officer, the following matters:

- (1) The location and architectural design of any public building;
- (2) The location of any statue or other memorial;
- (3) The location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for or lease of land for any street, alley or other public way, park, playground, airport, area for parking vehicles, or other memorial or public grounds;
- (4) The location, extension, abandonment or authorization for any public utility whether publicly or privately owned;
- (5) All plats, including condominium plats, in the Village or within the territory over which the Village is given platting jurisdiction by Wis. Stats. Ch. 236;
- (6) The location, character and extent or acquisition, leasing or sale of lands for public or semi-public housing, slum clearance, relief of congestion, or vacation camps for children; and
- (7) The amendment or repeal of any land use ordinance or any other ordinance adopted pursuant to Wis. Stats. §§ 61.35 and 62.23.
- (8) The temporary zoning of lands contained within a petition for annexation to the Village.
- (9) Amendments to the Village's Urban Service Area.

(c) *Miscellaneous powers.*

- (1) The Plan Commission shall:
 - a. Oversee community development block grants;
 - b. Consider and report to the Village Board all matters referred to it pertaining to planning and development of land within the Village and within one and one-half miles of the limits of the Village;
 - c. Review and recommend approval, rejection or conditional approval of all plats or replats of any lands within, or within one and one-half miles of, the limits of the Village.
 - d. Review and approve, reject or conditionally approve all applications for conditional use permits and site design permits under Chapter 62 of this Code.
- (2) The Plan Commission may:
 - a. Make reports and recommendations relating to the plan and development of the Village to public officials and agencies, civic, educational, professional and other organizations and citizens.

- b. Recommend to the Village Board, programs for public improvements and the financing thereof.
- c. In the performance of its functions, enter upon any land, make examinations and surveys, and place and maintain necessary monuments and markers thereon.
- d. Exercise such powers as may be necessary to enable it to perform its functions and promote municipal planning in cooperation with the Village Board to the extent allowed by law.

SECTION 2: **ADOPTION** “ARTICLE 23- III TAX INCREMENTAL FINANCE” of the Village of McFarland Municipal Code is hereby *added* as follows:

A D O P T I O N

ARTICLE 23- III TAX INCREMENTAL FINANCE(*Added*)

SECTION 3: **ADOPTION** “DIVISION 23-III-1 GENERALLY” of the Village of McFarland Municipal Code is hereby *added* as follows:

A D O P T I O N

DIVISION 23-III-1 GENERALLY(*Added*)

SECTION 4: **ADOPTION** “23-170 Notifications” of the Village of McFarland Municipal Code is hereby *added* as follows:

A D O P T I O N

23-170 Notifications(*Added*)

The Village shall provide notice of the creation or amendment of Tax Incremental Finance District following all procedural requirements of Wis. Stats. § 66.1105. In addition, where a new Tax Incremental Finance District (TID) is proposed or where the boundaries of an existing TID are proposed for amendment, the Village shall provide written notice to all property owners within the boundaries of the TID or TID amendment area and all property owners within 400 feet of the boundaries of the TID or TID amendment area. Failure to comply with this provision shall not, however, invalidate any previous or subsequent action on the TID creation or amendment.

SECTION 5: **AMENDMENT** “56-35 Preliminary Consultation” of the Village of McFarland Municipal Code is hereby *amended* as follows:

A M E N D M E N T

56-35 Preliminary Consultation

Before submitting a Preliminary Plat or Certified Survey Map, the subdivider is encouraged to consult with the Community Development Director for advice regarding general Subdivision requirements. Information on meeting dates, agenda deadlines and filing requirements may be obtained from the Community Development Department. The subdivider shall also submit a location map showing the relationship of the proposed Subdivision to traffic arteries and existing community facilities. This consultation is neither formal nor mandatory but is intended to inform the subdivider of the purpose and objectives of these regulations, the comprehensive plan, comprehensive plan components and duly adopted plan implementation devices of the Village and to otherwise assist the subdivider in planning a development. In so doing, both the subdivider and planning agency may reach mutual conclusions regarding the general program and objectives of the proposed development and its possible effects on the neighborhood and community. The subdivider will gain a better understanding of the subsequent required procedures. Applicants are encouraged to seek preapplication conceptual review of proposed preliminary plats by the Plan Commission. The Plan Commission is under no obligation to give a response to such submittals at the same meeting as they are presented. The Plan Commission is entitled to seek outside assistance and sources of critique. No responses by the Plan Commission or by individual Plan Commissioners shall bind the Plan Commission or the Village unless the response is on behalf of the Plan Commission, is in writing and is expressed as a binding response. Notice of the time, place and purpose of a preapplication meeting shall also be sent to the applicant and the owners of record as listed in the office of the Village Assessor who are owners of the property in whole or part situated within 400 feet of the boundaries of the properties affected, said notice to be sent at least ten (10) days prior to the date of such preapplication meeting. Failure to comply with this provision shall not, however, invalidate any previous or subsequent action on the application

(Code 1998, § 14-1-30; Ord. No. 99-11, § 6, 8-23-1999)

SECTION 6: **AMENDMENT** “56-37 Preliminary Plat Review And Approval” of the Village of McFarland Municipal Code is hereby *amended* as follows:

A M E N D M E N T

56-37 Preliminary Plat Review And Approval

- (a) *Plan commission review.* After review of the Preliminary Plat and negotiations with

the subdivider on changes deemed advisable and the kind and extent of public improvements that will be required, the Plan Commission shall, within 60 days, or within such time as extended by agreement with the subdivider of its submission, approve, approve conditionally, or reject the plat. The subdivider shall be notified in writing of any conditions for approval of the reasons for rejection. Such action of the Plan Commission shall be submitted to the Village Board for approval and the subdivider shall be notified in writing of any changes or modifications in the action of the Plan Commission and the reasons therefor.

- (b) *Public hearing.* The Village Clerk shall schedule a public hearing on the Preliminary Plat before the Plan Commission. The Village Clerk shall give notice of the Plan Commission's review and public hearing on the Preliminary Plat or Certified Survey Map by listing it as an agenda item in the Plan Commission's meeting notice published in the official Village newspaper. The notice shall be a Class 2 notice under Wis. Stats. Ch. 985 and include the name of the applicant, the address of the property in question and the requested action. Property owners within ~~200~~ 400 feet of the proposed land division shall receive written notice of the public hearing. Failure to comply with this provision shall not, however, invalidate any previous or subsequent action on the application.
- (c) *Board action.* After receipt of the Plan Commission's recommendation, the Village Board shall, within 90 days of the date the plat was filed with the Village Clerk, approve conditionally or reject such plat and shall state, in writing, any conditions of approval or reasons for rejection, unless the time is extended by agreement with the subdivider. Failure of the Village Board to act within 90 days or extension thereof shall constitute an approval of the Preliminary Plat, unless other authorized agencies object to the plat. The Village Clerk shall communicate to the subdivider the action of the Village Board. If the Preliminary Plat is approved, the Village Clerk shall endorse it for the Village Board.
- (d) *Effect of Preliminary Plat approval.* Approval or conditional approval of a Preliminary Plat shall not constitute automatic approval of the Final Plat, except that if the Final Plat is submitted within 36 months of Preliminary Plat approval and conforms substantially to the Preliminary Plat layout, the Final Plat shall be entitled to approval. The Preliminary Plat shall be deemed an expression of approval or conditional approval of the layout submitted as a guide to the preparation of the Final Plat, which will be subject to further consideration by the Plan Commission and Village Board at the time of its submission.
- (e) *Preliminary Plat amendment.* Should the subdivider desire to amend the Preliminary Plat as approved, the subdivider may resubmit the amended plat, which shall follow the same procedure, except for the fee, unless the amendment is, in the opinion of the Village Board, of such scope as to constitute a new plat, in which such case it shall be refiled.

(Code 1998, § 14-1-32; Ord. No. 99-11, § 11, 8-23-1999; Ord. No. 2003-02, §§ 156, 157, 1-27-2002; Ord. No. 2010-23, § 1, 11-22-2010)

SECTION 7: AMENDMENT “56-38 Final Plat Review And Approval” of the Village of McFarland Municipal Code is hereby *amended* as follows:

A M E N D M E N T

56-38 Final Plat Review And Approval

(a) *Filing requirements.*

- (1) The subdivider shall prepare a Final Plat and complete an application form prescribed by the Community Development Department in accordance with this Chapter and shall file 20 copies of the Plat and the application with the Village Clerk at least 15 days prior to the meeting of the Plan Commission at which action is desired. ~~The Village Clerk shall give notice of the Plan Commission's meeting in the manner prescribed in Section 56-37(a).~~ The owner or subdivider shall file 20 copies of the Final Plat not later than 24 months after the date of approval of the Preliminary Plat; otherwise, the Preliminary Plat and Final Plat will be considered void unless an extension is requested in writing by the subdivider and for good cause granted by the Village. The owner or subdivider shall also submit at this time a current certified abstract of title or registered property report and such other evidence as the Village Attorney may require showing title or control in the applicant.
- (2) The subdivider shall, within two days after filing with the Village, transmit two copies to the County Planning Agency, two copies to the Director of the Planning Function in the Wisconsin Department of Administration, additional copies to the Director of the Planning Function for transmission of two copies each to the Wisconsin Department of Transportation if the Subdivision abuts or adjoins a state trunk highway or a connecting street and the Wisconsin Department of Commerce if the Subdivision is not served by a public sewer and provision for service has not been made, and the original Final Plat and adequate copies to the Plan Commission. The subdivider shall file with the Village Clerk an affidavit indicating full compliance with the requirement of filing with objecting agencies. The County Planning Agency, the Wisconsin Department of Administration, the Wisconsin Department of Transportation, and the Wisconsin Department of Commerce shall be hereinafter referred to as objecting agencies.
- (3) The Final Plat shall conform to the Preliminary Plat as approved and to the requirements of all applicable ordinances and state laws and shall be submitted for certification of those agencies having the authority to object to the plat as provided by Wis. Stats. § 236.12(2). The Zoning Administrator, Village Engineer or Village Attorney shall examine the Final Plat and provide a conclusion as to whether the Final Plat conforms substantially to the Preliminary Plat with a recommendation on approval of the Final Plat. The conclusions and recommendations shall be made a part of the record of the

proceedings where the Final Plat is being considered.

- (4) Simultaneously with the filing of the Final Plat or map, the owner shall file with the Village Clerk 12 copies of the final plans and specifications of public improvements required by this Chapter, and a signed copy of the developer's contract required by Section 56-104.
- (5) The Village Clerk shall refer two copies of the Final Plat to the Plan Commission, one copy to the Village Engineer, and a copy each to the telephone and power and other utility companies. The abstract of title or registered property report may be referred to the Village Attorney for examination and report. The Village Clerk shall also refer the final plans and specifications of public improvements to the Village Engineer for review. The recommendations of the Plan Commission and Village Engineer shall be made within 30 days of the filing of the Final Plat. The Village Engineer shall examine the plat or map and final plans and specifications of public improvements for technical details and, if the Village Engineer finds them satisfactory, shall so certify in writing to the Plan Commission. If the plat or map or the plans and specifications are not satisfactory, the Village Engineer shall return them to the owner and so advise the Plan Commission.

(b) *Plan Commission review.*

- (1) Public Hearing. The Village Clerk shall schedule a public hearing on the Final Plat before the Plan Commission. The Village Clerk shall give notice of a Plan Commission's review and public hearing on the Final Plat or Certified Survey map by listing an agenda item in the Plan Commission's meeting notice published in the official Village newspaper. The notice shall be a Class 2 notice under Wis. Stats. Ch. 985 and include the name of the applicant, the address of the property in question and the requested action. Property owners within 400 feet of the proposed land division shall receive written notice of the public hearing. Failure to comply with this provision shall not, however, invalidate any previous or subsequent action on the application.
- (2) The Plan Commission shall examine the Final Plat as to its conformance with the approved Preliminary Plat, any conditions of approval of the Preliminary Plat, this Chapter and all applicable ordinances, rules, regulations, comprehensive plans and comprehensive plan components, which may affect it and shall recommend approval, conditional approval or rejection of the Plat to the Village Board.
- (3) The objecting state and county agencies shall, within 20 days of the date of receiving their copies of the Final Plat, notify the subdivider and all other approving and objecting agencies of any objections, except that the Wisconsin Department of Administration has 30 days in which to make objections. If there are no objections, they shall so certify on the face of the copy of the Plat and shall return that copy to the Village. If an objecting agency fails to act within 20 days, it shall be deemed to have no objection to the Plat.
- (4) If the Final Plat is not submitted within 24 months of the last-required approval of the Preliminary Plat, the Village Board may refuse to approve the

Final Plat.

- (5) The Plan Commission shall, within 30 days of the date of filing of the Final Plat with the Village Clerk, recommend approval, conditional approval or rejection of the Plat and shall transmit the Final Plat and application along with its recommendations to the Village Board. The Plan Commission may hold the matter in abeyance if there is incomplete or inadequate information.

(c) *Village Board review and approval.*

- (1) The Village Board shall, within 60 days of the date of filing the original Final Plat with the Village Clerk, approve or reject such Plat unless the time is extended by agreement with the subdivider. If the Plat is rejected, the reasons shall be stated in the minutes of the meeting and a written statement of the reasons forwarded to the subdivider. The Village Board may not inscribe its approval on the Final Plat unless the Village Clerk certifies on the face of the Plat that the copies were forwarded to objecting agencies as required herein, the date thereof and that no objections have been filed within 20 days or, if filed, have been met.
 - (2) The Village Board shall, when it determines to approve a Final Plat, give at least ten days' prior written notice of its intention to the Village Clerk of any municipality within 1,000 feet of the Final Plat.
 - (3) Failure of the Village Board to act within 60 days, the time having not been extended and no unsatisfied objections having been filed, the plat shall be deemed approved.
- (d) *Recordation.* After the Final Plat has been approved by the Village Board and required improvements either installed or a contract and sureties insuring their installation is filed, the Village Clerk shall cause the certificate inscribed upon the Plat attesting to such approval to be duly executed and the Plat returned to the subdivider for recording with the county Register of Deeds. The Register of Deeds cannot record the Plat unless it is offered within six months after the date of last approval and within 24 months after the first approval.
- (e) *Copies.* The subdivider shall file eight copies of the Final Plat with the Village Clerk for distribution to the approving agencies, affected sanitary districts, and other affected agencies for their files.
- (f) *Partial platting.* The Final Plat may, if permitted by the Village Board, constitute only that portion of the approved Preliminary Plat, which the subdivider proposes to record at the time.
- (g) *Plats within the extraterritorial plat approval jurisdiction.* When the land to be subdivided lies within 1 1/2 miles of the corporate limits of the Village, the subdivider shall proceed as specified in Sections 56-37 and 56-38, except:
- (1) Transmittal responsibility lies with the Village Clerk/Town Clerk, or to whomever the plat is first submitted; and the subdivider shall indicate which one in the subdivider's application.
 - (2) Approval agencies include the Plan Commission or Village Board, the town board of the town within which the Subdivision is located and the Dane County Zoning and Natural Resources Committee; the subdivider shall

comply with the land division ordinances of these agencies.

(3) After approval, the subdivider may proceed with the installation of such improvements and under such regulations as the town board of the town within whose limits the plat lies may require. Wherever connection to any Village utility is desired, permission for such connection shall be approved by the Village Board.

(4) All improvement requirements, specified by the Town Board or any special improvement district in matters over which they have jurisdiction, shall be met before filing of the Final Plat.

(Code 1998, § 14-1-33; Ord. No. 99-11, §§ 12—16, 8-23-1999; Ord. No. 2003-02, §§ 158—165, 1-27-2002; Ord. No. 2010-23, § 2, 11-22-2010)

SECTION 8: **AMENDMENT** “56-39 Certified Survey Map” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

56-39 Certified Survey Map

- (a) *Use of Certified Survey Map.* When it is proposed to divide land into at least two but no more than four parcels or building sites, any one of which is 35 acres in size or less, or when it is proposed to create by land division not more than four parcels or building sites within a recorded Subdivision Plat without changing the exterior boundaries of a block, lot or outlot, the subdivider shall prepare a Certified Survey Map in accordance with this Chapter and shall file 20 copies of the map and the letter of application with the Village Clerk at least 20 working days prior to the meeting of the Plan Commission at which action is desired.
- (b) *Referral to Plan Commission.* The Village Clerk, within two normal work days after filing, transmit the copies of the map and letter of application to the Plan Commission.
- (c) *Review by other Village agencies.* The Plan Commission shall transmit a copy of the map to all affected Village boards, authorities, committees, commissions or departments for their review and recommendations concerning matters within their jurisdiction. Their recommendations shall be transmitted to the Plan Commission within ten days from the date the map is filed. The map shall be reviewed by the Plan Commission for conformance with this Chapter and all ordinances, rules, regulations, comprehensive plans, comprehensive plan components and neighborhood plans.
- (d) *Review and approval.* Following public hearing by the Plan Commission in the manner used for Preliminary Plats prescribed in Sec. 56-37(b), the Plan Commission shall approve, approve conditionally and thereby require resubmission of a corrected Certified Survey Map or reject such Certified Survey Map within 60 days from the date of filing of the map unless the time is extended by agreement with the subdivider.

If the map is rejected, the reason shall be stated in the minutes of the meeting and a written statement forwarded to the subdivider. If the map is approved, the Plan Commission shall cause the Village Clerk to so certify on the face of the original map and return the map to the subdivider.

- (e) *Recordation*. The subdivider shall record the map with the County Register of Deeds within 30 days of the approval.
- (f) *Copies*. The subdivider shall file five copies of the recorded Certified Survey Map with the Village Clerk for distribution to the Village Engineer, Building Inspector, Village Assessor and other affected departments for their files.

(Code 1998, § 14-1-34; Ord. No. 99-11, § 17, 8-23-1999; Ord. No. 2003-02, §§ 166—169, 1-27-2002)

SECTION 9: **AMENDMENT** “56-40 Replat” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

56-40 Replat

- (a) Except as provided in Wis. Stats. § 70.27(1), when it is proposed to Replat a recorded Subdivision, or part thereof, so as to change the boundaries of a recorded Subdivision, or part thereof, the subdivider or person wishing to Replat shall vacate or alter the recorded Plat as provided in Wis. Stats. §§ 236.40—236.44. The subdivider or person wishing to Replat shall then proceed, using the procedures for Preliminary and Final Plats.
- (b) The Village Clerk shall schedule a public hearing before the Plan Commission when a Preliminary Plat of a Replat of lands within the Village is filed, and shall ~~cause~~ give public notices ~~by a Class 2 notice~~ of the proposed Replat and public hearing to be mailed to the owners of all properties within the limits of the exterior boundaries of the proposed Replat and to the owners of all properties within ~~200~~ 400 feet of the exterior boundaries of the proposed Replat. Failure to comply with this provision shall not, however, invalidate any previous or subsequent action on the application.
- (c) Where lots are more than double the minimum size required for the applicable zoning district, the Plan Commission may require that such lots be arranged so as to allow resubdivision of such parcels into normal lots in accordance with the provisions of the Chapter.

(Code 1998, § 14-1-35; Ord. No. 2003-02, § 170, 1-27-2002)

SECTION 10: **AMENDMENT** “62-4 Definitions” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

62-4 Definitions

The following words, terms and phrases, when used in this Article, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

- (a) *Abutting*. Having property or district lines in common (e.g., two lots are abutting if they have property lines in common).
- (b) *Accessory building or use*.
 - (1) An accessory building or use is one that:
 - a. Is customary and clearly incidental to the principal building or principal use;
 - b. Serves exclusively the principal building or principal use;
 - c. Is subordinate in area, extent or purpose to the principal building or principal use;
 - d. Contributes to the comfort, convenience or necessity of occupants of the principal building or principal use served; and
 - e. Is located on the same zoning lot as the principal use served, with exception of such accessory off-street parking facilities as are permitted to locate elsewhere than on the same zoning lot as the building or use served.
 - (2) An accessory building or use includes, but is not limited to, the following:
 - a. A children's playhouse, garden house or private greenhouse;
 - b. A garage, carport, shed or building for storage incidental to a permitted use;
 - c. Incinerators incidental to a permitted use;
 - d. Storage of goods used in or produced by permitted manufacturing activities on the same zoning lot with such activities, unless such storage is excluded by the district regulations;
 - e. The production, processing, cleaning, servicing, testing, repair or storage of merchandise normally incidental to a permitted retail service or business use if conducted by the same ownership as the principal use;
 - f. Off-street motor vehicle parking areas and loading facilities;
 - g. Signs, as permitted and regulated in each district incorporated in this Chapter; and
 - h. Earth station dish antennas, which are ground-mounted or building-mounted.
- (c) *Acre, net*. The actual land devoted to the land use, excluding public streets, public

lands or unusable lands, and school sites contained within 43,560 square feet.

- (d) *Adjacent*. Neighboring or within visible proximity (e.g., includes property that is across the street or public right-of-way and includes all properties directly impacted by a proposed development whether abutting or not).
- (e) *Agricultural use*. Any of the following activities conducted for the purpose of producing an income or livelihood: crop or forage production, keeping livestock, beekeeping nursery, sod or Christmas tree production, floriculture, aquaculture, fur farming, forest management and enrolling land in a federal agricultural commodity payment program for a federal or state agricultural land conservation payment program.
- (f) *Alley*. A public way not more than 24 feet wide that affords only a secondary means of access to abutting property.
- (g) *Animal unit*. One animal unit is the equivalent of one cow, or one horse, or one pony, or one mule, or two hogs or ten sheep, or ten goats or 50 poultry or equivalent combination of them.
- (h) *Apartment*. A room or suite of rooms in a multiple-family structure that is arranged, designed, used or intended to be used as a single housekeeping unit. Complete kitchen facilities, permanently installed, must always be included for each apartment.
- (i) *Arterial street*. A public street or highway used or intended to be used primarily for large volume or heavy through traffic. Arterial streets shall include freeways and expressways as well as arterial streets, highways and parkways.
- (j) *Automobile laundry*. A building or portion thereof containing facilities for washing automobiles using production-line methods with a chain, conveyor, blower, steam-cleaning device or other mechanical devices or any premises with a capacity of washing 20 or more vehicles per eight-hour day.
- (k) *Awning*. A retractable, rooflike cover, temporary in nature, which projects from the wall of a building.
- (l) *Basement*. That portion of any structure located partly below the average adjoining lot grade, which is not designed or used primarily for year-around living accommodations.
- (m) *Block*. A tract of land bounded by streets or by a combination of streets and public parks, cemeteries, railroad right-of-way, bulkhead lines or shorelines of waterways. A block may be located in part beyond the boundary lines of corporate limits of the Village.
- (n) *Boardinghouse*. A building other than a hotel or restaurant where meals or lodging are regularly furnished by a rearrangement for compensation for three or more persons not members of a family, but not exceeding 12 persons and not open to transient customers.
- (o) *Bufferyard*. A unit of land, together with a specified type and amount of planting thereon, and any structures that may be required between land uses to eliminate or minimize conflicts between them.
- (p) *Buildable lot area*. The portion of a lot remaining after required yards have been provided.

- (q) *Building*. Any structure built for the support, shelter or enclosure of persons, animals, chattels or movable property of any kind and which is permanently affixed to the land. When any portion thereof is completely separated from every other portion by masonry or firewall without any window, which wall extends from the ground to the roof, then such portion shall be deemed to be a separate building.
- (r) *Building, completely enclosed*. A building separated on all sides from the adjacent open space or from other buildings or structures by a permanent roof and by exterior walls or party walls, pierced only by windows and normal entrance or exit doors.
- (s) *Building coverage*. The proportion of the lot area, expressed as a percent, that is covered by the maximum horizontal cross section of a building or buildings.
- (t) *Building detached*. A building surrounded by open space on the same lot.
- (u) *Building height*. A vertical distance from the curb level or the approved ground level opposite the center of the front of a building to the highest point of the roof in the case of a flat roof, to the deck line of a mansard roof, and to the mean-height level between eaves and ridges of a gable, hip or gambrel roof.
- (v) *Building, principal*. A building in which the principal use of the lot on which it is located is conducted.
- (w) *Building setback line*. A line parallel to the lot line at a distance parallel to it, regulated by the yard requirements set up in this Code.
- (x) *Bulk*. Used to indicate the size and setbacks of buildings or structures and the location of such buildings or structures with respect to one another and includes the following:
 - (1) Size and height of buildings;
 - (2) Location of exterior walls at all levels in relation to lot lines, streets or to other buildings;
 - (3) Gross floor area of buildings in relation to lot area (floor area ratio);
 - (4) All open spaces allocated to buildings; and
 - (5) Amount of lot area provided per dwelling unit or lodging room.
- (y) *Business*. An occupation, employment or enterprise that occupies time, labor and materials, or wherein merchandise is exhibited or sold, or where services are offered.
- (z) *Channel*. Those floodlands normally occupied by a stream of water under average annual high-water flow conditions while confined within generally well-established banks.
- (aa) *Clinic, medical and dental*. A building in which a group of physicians, dentists or physicians and dentists and allied professional assistants are associated for the purpose of carrying on their professions. The clinic may include an accessory dental or medical laboratory. It shall not include in-patient care or operating rooms for major surgery.
- (ab) *Club or lodge, private*. A nonprofit association of persons who are bona fide members paying annual dues, which owns, hires or leases a building or portion thereof, the use of such premises being restricted to members and their guests. The affairs and management of such private club or lodge are conducted by a Board of Directors, Executive Committee or similar body chosen by the members at their annual meeting. It shall be permissible to serve food and meals on such premises, provided adequate dining room space and kitchen facilities are available. Where properly licensed under

existing Village ordinances, the consumption of intoxicating beverages by members of such club or lodge or their guests may be permitted.

- (ac) *Community living arrangement.* The following facilities licensed or operated or permitted under the authority of the child welfare agencies under Wis. Stats. § 48.60, foster homes for children under Wis. Stats. § 48.02(6), group homes for children under Wis. Stats. § 48.02(7), and community-based residential facilities under Wis. Stats. § 50.01(1g), but does not include day care centers, nursing homes, general hospitals, special hospitals, prisons and jails. The establishment of a community living arrangement shall be in conformance with applicable Sections of Wis. Stats. §§ 46.03(22), 59.69(15), 62.23(7)(i) and 62.23(7a), and amendments thereto, and also the Wisconsin Administrative Code.
- (ad) *Conditional uses.* Uses of a special nature as to make impractical their predetermination as a principal use in a district.
- (ae) *Conforming building or structure.* Any building or structure that:
 - (1) Complies with all the regulations of this Chapter or any amendment thereto governing bulk or the zoning district in which such building or structure is located; or
 - (2) Is designed or intended for a conforming use.
- (af) *Conservation standards.* Guidelines and specifications for soil and water conservation practices and management enumerated in the Technical Guide, prepared by the Natural Resources Conservation Service for Dane County, adopted by the County Soil and Water Conservation District Supervisors, and containing suitable alternatives for the use and treatment of land based upon its capabilities from which the landowner selects that alternative which best meets the landowner's needs in developing soil and water conservation.
- (ag) *Controlled access arterial street.* The condition in which the right of owners or occupants of abutting land or other persons to access, light, air or view in connection with an arterial street is fully or partially controlled by public authority.
- (ah) *Convalescent home and nursing home.* A home for the aged, infirm, chronically ill or incurable persons in which five or more persons not of the immediate family are received, kept or provided with food and shelter or care for compensation but not including hospital clinics or similar institutions devoted primarily to the diagnosis and treatment of disease or injury, maternity cases or mental illness.
- (ai) *Curb level.* The level of the established curb in front of such building measured at the center of such front.
- (aj) *Development.* Any manmade change to improved or unimproved real estate, including, but not limited to, construction of or additions or substantial improvements to buildings, other structures, or accessory uses, mining, dredging, filling, grading, paving, excavation or drilling operations or disposition of materials.
- (ak) *District, basic.* A part of the Village for which the regulations of this Chapter governing the use and location of land and building are uniform.
- (al) *District, overlay.* Overlay districts, also referred to herein as regulatory areas, provide for the possibility of superimposing certain additional requirements upon a basic zoning district without disturbing the requirements of the basic district. In the instance

- of conflicting requirements, the more strict of the conflicting requirements shall apply.
- (am) *Down Zoning Ordinance*. A zoning ordinance that affects an area of land in one of the following ways:
- (1) By decreasing the development density of the land to be less dense than was allowed under its previous usage.
 - (2) By reducing the permitted uses of the land, that are specified in a zoning ordinance or other land use regulation, to fewer uses than were allowed under its previous usage.
- (an) *Dwelling*. A building or part of a building containing one or more dwelling units and also containing other directly associated elements such as hallways, storage areas or common laundry facilities. For purposes of this Chapter, this term does not include "group lodging facilities."
- (ao) *Dwelling, attached*. A dwelling separated from another dwelling unit and having any portion of any roof, wall or floor in common with another dwelling unit.
- (ap) *Dwelling, detached*. A dwelling that is entirely surrounded by open space on the same lot.
- (aq) *Dwelling, multiple-family*. A building, or portion thereof, containing three or more dwelling units.
- (ar) *Dwelling, single-family*. A building containing one dwelling unit only.
- (as) *Dwelling, two-family*. A building containing two dwelling units only.
- (at) *Dwelling unit*. An area within a dwelling that is designed, occupied or intended to be occupied by a family (or by a nonfamily household) as permitted by this Chapter as separate living quarters with private kitchen, sanitary, sleeping and living quarters within the unit.
- (au) *Eating place*. Establishments primarily engaged in the retail sale of prepared food and drinks for consumption on the premises. Caterers and institutional food service establishments are included. The term shall not apply to houses of worship, religious, fraternal, youths' or patriotic organizations, service clubs and civic or union organizations that occasionally prepare or serve or sell meals to transients or the general public, nor shall it include any public or private school lunchroom.
- (av) *Efficiency unit*. A dwelling unit consisting of one principal room exclusive of bathroom, kitchen, hallway, closets or dining alcove directly off the principal room, providing that such dining alcove shall not exceed 90 square feet in area and shall not be used for sleeping purposes.
- (aw) *Elderly dwelling*. A building, or portion thereof, designed, designated and used exclusively by a person who is 55 years of age or older, or a family, the head of which or spouse is 55 years of age or older.
- (ax) *Essential services*. Services provided by public and private utilities, necessary for the exercise of the principal use or service of the principal structure. These services include underground, surface or overhead gas, electrical, steam, water, sanitary sewerage, stormwater drainage, and communication systems and accessories thereto, such as poles, towers, wires, mains, drains, vaults, culverts, laterals, sewers, pipes, catchbasins, water storage tanks, conduits, cables, fire alarm boxes, police call boxes,

traffic signals, pumps, lift stations and hydrants, but not including buildings.

- (ay) *Establishment, business*. A place of business carrying on operations that are physically separate and distinct from those of any other place of business located on the same zoning lot.
- (az) *Family*. An individual or group of two or more individuals who are related by blood, marriage or adoption, together with not more than four additional persons not so related, living as a single household in a dwelling unit. For purposes of this Chapter, family includes nonfamily households.
- (ba) *Family day care*. The provision of day care for children for compensation within a dwelling whether or not licensed by the state, including educational services so long as the care and services are taking place within a dwelling.
- (bb) *Farming, general*. Includes floriculture, forest and game management, orchards, raising of grain, grass, mint and seedcrops, raising of fruits, nuts and berries, sod farming and vegetable farming. General farming includes the operating of such an area for one or more of the above uses with the necessary accessory uses for treating or storing the produce; provided, however, that the operation of any such accessory uses shall be secondary to that of the normal farming activities.
- (bc) *Farmstead*. A single-family residential structure located on a parcel of land, which primary land use is associated with agriculture.
- (bd) *Floor area*. The sum of the gross floor area for each of a building's stories measured from the exterior limits of the faces of the structure. The floor area of a building includes basement floor area. It does not include cellars and unenclosed porches or any floor space in an accessory building or in the principal building that is designed for the parking of motor vehicles in order to meet the parking requirements of this Article.
- (be) *Floor area ratio*. An intensity measured as a ratio derived by dividing the total floor area of a building by the gross area site. Where the lot is part of a larger development and has no bufferyard, that lot area may be used instead of the gross site area.
- (bf) *Foster home*. Any facility that is operated by a person required to be licensed by Wis. Stats. § 48.62(1)(a) and that provides care and maintenance for no more than four children or, if necessary to enable a sibling group to remain together, for no more than six children or, if the State Department of Children and Families promulgates rules permitting a different number of children, for the number of children permitted under those rules.
- (bg) *Frontage*. All the property abutting on one side of a street between two intersecting streets or all of the property abutting on one side of a street between an intersecting street and the dead end of a street.
- (bh) *Garage, private*. A detached accessory building or portion of the principal building, designed, arranged, used or intended to be used for storage of automobiles of the occupant of the premises.
- (bi) *Garage, public*. Any building or portion thereof, not accessory to a residential building or structure, used for equipping, servicing, repairing, leasing or public parking of motor vehicles.
- (bj) *Gross floor area*. The area within the inside perimeter of the exterior walls of the

building under consideration, exclusive of vent shafts and courts, without deduction for corridors, stairways, closets, the thickness of interior walls, columns or other features. The gross floor area of a building, or portion thereof, not provided with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above. The gross floor area shall not include shafts with no openings or interior courts.

- (bk) *Gross site area.* The area of land that is designated by its owner or developer as a tract to be used, developed or built upon as a unit under single ownership or control. The gross site area shall be legally described and made part of the application for zoning approvals.
- (bl) *Group foster home.* Any facility operated by a person required to be licensed by Wis. Stats. § 48.62 for the care and maintenance of five to eight foster children.
- (bm) *Group lodging facilities.* Building or parts of buildings designed, occupied or intended to be occupied as living quarters on a basis other than as a dwelling, dwelling unit, hotel or motel.
- (bn) *Group lodginghouse.* A group lodging facilities containing general lodging rooms not having kitchen facilities, offered for rent or comparable compensation on a monthly or longer basis. Meals or access to common meal preparation facilities may be offered as part of the service to occupants.
- (bo) *Guest, permanent.* A person who occupies or has the right to occupy on a monthly or longer basis a hotel or apartment hotel accommodation as such person's domicile and place of permanent residence.
- (bp) *Historic District.* An area designated by the Village Board on the recommendation of the Landmarks Commission, pursuant to this Section, composed of two or more improvement parcels that together comprise a district of special character or special historic interest or value as part of the development, heritage or cultural characteristics of the Village, state or nation.
- (bq) *Historic site.* A parcel of land having historic significance due to a substantial value in tracing prehistory or history of aboriginal people, or upon which an historic event has occurred, and which has been designated as an historic site under this Chapter, or an improvement parcel, or part thereof, on which is situated an historic structure and any abutting improvement parcel, or part thereof, used as and constituting part of the premises on which the historic structure is situated.
- (br) *Historic structure.* An improvement that has a special character or historic interest or value in showing the development, heritage or cultural characteristics of the Village, state or nation, which has been designated as an historic structure under this Chapter.
- (bs) *Home occupation.* Any activity carried out for gain by a resident conducted as an accessory use in the resident's dwelling unit or in structures accessory thereto.
- (bt) *Home professional office.* A home occupation consisting of the office of a recognized profession.
- (bu) *Hotel.* A facility containing sleeping rooms with private or semi-private bathroom facilities offered overnight lodging to the public for compensation and catering primarily to the traveling public. A hotel shall offer services such as maid, telephone, desk and vending services. It may offer a restaurant, recreational facilities and meeting

facilities.

- (bv) *Hotel, apartment.* A building in which at least 90 percent of the accommodations are dwelling units or are occupied by permanent guests.
- (bw) *Household.* A family or nonfamily group living in a nontransient manner in a single dwelling unit.
- (bx) *Impervious surface.* Those surfaces that do not absorb water. They consist of all buildings, parking areas, driveways, roads, sidewalks, and any areas of concrete or asphalt. In the case of lumberyards, areas of stored lumber constitute impervious surfaces.
- (by) *Impervious surface ratio.* A measure of the intensity of land use that is determined by dividing the total area of all impervious surfaces on a site by the gross site area.
- (bz) *Improvement.* Any building, structure, place, work of art or other object that is all or part of any physical betterment of real property.
- (ca) *Improvement parcel.* A parcel of property containing an improvement that is treated as a single entity for the purpose of levying real estate taxes. The term shall also include any unimproved area of land which is treated as a single parcel for real estate tax purposes.
- (cb) *Junk.* Any scrap, waste, reclaimable material or debris, whether or not stored or used in conjunction with dismantling, processing, salvage, storage, baling, disposal or other use or disposition. Junk includes, but is not limited to, vehicles, tires, vehicle parts, equipment, paper, rags, metal, glass, building materials, household appliances, brush, wood and lumber.
- (cc) *Junkyard.* An open area where waste or scrap materials are bought, sold, exchanged, stored, baled, packed, disassembled or handled, including, but not limited to, scrap iron and other metals, paper, rags, rubber tires and bottles. A junkyard includes an automobile wrecking or dismantling yard, but does not include uses established entirely within enclosed buildings.
- (cd) *Kennel, animal.* Any premises, or portion thereof, where dogs, cats and other household pets are maintained, boarded, bred or cared for in return for remuneration, or are kept for the purpose of sale.
- (ce) *Landmarks Commission.* The Landmarks Commission under this Code.
- (cf) *Landscape surface area ratio (LSR).* The percentage of the gross site area that is preserved as permanently protected landscaped area.
- (cg) *Landscaped area.* The area of the site that is planted and continually maintained in vegetation, including grasses, ground cover, shrubs, bushes and trees. Landscaped area includes the area located within planted and continually maintained landscaped planters.
- (ch) *Loading area.* A completely off-street space or berth on the same lot for the loading or unloading of freight carriers, having adequate ingress and egress to a public street or alley.
- (ci) *Lodging room.* A room rented as sleeping and living quarters without kitchen facilities and with or without an individual bathroom.
- (cj) *Lodging room (for determining lot area requirements and off-street parking requirements).* For the purpose of determining the lot area requirements, any lodging

room designed or intended to be occupied by more than two persons shall be determined as one lodging room for each two persons; provided, however, that in a lodginghouse or a fraternity and sorority house the number of lodging rooms shall be determined by dividing the total number of persons intended to occupy the lodging rooms by two.

- (ck) *Lodginghouse*. A building where lodging only is provided for compensation for not more than three persons not members of the family.
- (cl) *Lot*. A parcel of land having frontage on a public street, or other officially approved means of access, occupied or intended to be occupied by a principal structure or use and sufficient in size to meet the lot width, lot frontage, lot area and other open space provisions of this Code as pertaining to the district wherein located.
- (cm) *Lot area*. The area of a horizontal plane bounded by the front, side and rear lot lines.
- (cn) *Lot, corner*. A lot of which at least two adjacent sides abut for their full lengths upon a street, provided that the interior angle at the intersection of such two sides is less than 135 degrees. A lot abutting upon a curved street or streets shall be considered a corner lot if the tangents to the curve at its points of beginning within the lot or at the points of intersection of the side lot lines with the street line intersect at an interior angle of less than 135 degrees.
- (co) *Lot coverage (residential)*. The area of a lot occupied by the principal building or buildings and accessory building.
- (cp) *Lot coverage (except residential)*. The area of a lot occupied by the principal buildings or buildings and accessory buildings including any driveways, parking areas, loading areas, storage areas and walkways.
- (cq) *Lot depth*. The mean horizontal distance between the front lot line and the rear lot line of a lot measured within the lot boundaries.
- (cr) *Lot, interior*. A lot situated on a single street that is bounded by adjacent lots along each of its other lines and is not a corner lot.
- (cs) *Lot line*. A property boundary line of any lot held in single or separate ownership, except that where any portion of the lot extends into the abutting street or alley, the lot line shall be deemed to be the abutting street or alley right-of-way line.
- (ct) *Lot line, front*. In the case of a lot abutting upon only one street, the line separating such lot from such street. In the case of any other lot, the owner shall, for the purpose of this Chapter, have the privilege of electing any street lot line the front lot line, providing that such choice, in the opinion of the Zoning Administrator, will not be injurious to the existing, or to the desirable future development of the adjacent properties.
- (cu) *Lot line, rear*. The lot line that is opposite the most distant from the front lot line. In the case of an irregular, triangular or gore-shaped lot, a line 20 feet in length, entirely within the lot parallel to and most distant from the front lot line shall be considered to be the rear lot line for the purpose of determining depth of rear yard.
- (cv) *Lot line, side*. Any lot line not a front lot line or a rear lot line.
- (cw) *Lot lines*. The property lines bounding the lot.
- (cx) *Lot lines and area*. The peripheral boundaries of a parcel of land and the total area lying within such boundaries.

- (cy) *Lot of record.* A lot that is part of a Subdivision or a Certified Survey Map that has been recorded in the Office of the Register of Deeds of Dane County or a parcel of land, the deed to which was recorded in the Office of said Register of Deeds prior to the effective date of the ordinance from which this Chapter is derived. Any lot or parcel of land created through a violation of any other applicable laws or ordinances of the state and the Village shall not, in this instance, be considered a lot of record.
- (cz) *Lot, reversed corner.* A corner lot, the street side lot line of which is substantially a continuation of the front lot line of the first lot to its rear.
- (da) *Lot, substandard.* A parcel of land held in separate ownership having frontage on a public street, or other approved means of access, occupied or intended to be occupied by a principal building or structure, together with accessory buildings and uses, having insufficient size to meet the lot width, lot area, yard, off-street parking areas or other open space provisions of this Code as pertaining to the district wherein located.
- (db) *Lot, through.* A lot that has a pair of opposite lot lines along two substantially parallel streets and which is not a corner lot. On a through lot, both street lines shall be deemed front lot lines.
- (dc) *Lot width.* The horizontal distance between the side lot lines of a lot, measured at right angles to the lot depth, said measurement to be made at the rear line of the required front yard.
- (dd) *Lot, zoning.* A single tract of land located within a single block which, at the time of filing for a building permit, is designated by its owner or developer as a tract to be used, developed or built upon as a unit under single ownership or control. Therefore, a zoning lot or lots may or may not coincide with a lot of record.
- (de) *Minor structures.* Any small, movable accessory erection or construction such as birdhouses, tool houses, pet houses, play equipment, arbors and walls and fences under four feet in height.
- (df) *Mobile home.* A manufactured home that is HUD certified and labeled under the National Mobile Home Construction and Safety Standards Act of 1974. A mobile home is a transportable structure, being eight feet or more in width (not including the overhang of the roof), built on a chassis and designed to be used as a dwelling with or without permanent foundation when connected to the required utilities.
- (dg) *Mobile home lot.* A parcel of land for the placement of a single mobile home and the exclusive use of its occupants.
- (dh) *Mobile home park.* A parcel of land that has been developed for the placement of mobile homes and is owned by an individual, a firm, trust, partnership, public or private association, or corporation. Individual lots within a mobile home park are rented to individual mobile home users.
- (di) *Mobile home Subdivision.* A land Subdivision, as defined by Wis. Stats. Ch. 236 and any Village land division ordinance, with lots intended for the placement of individual mobile home units. Individual homesites are in separate ownership as opposed to the rental arrangements in mobile home parks.
- (dj) *Modular unit.* A factory fabricated transportable building unit designed to be used by itself or to be incorporated with similar units at a building site into a modular structure to be used for residential, commercial, educational or industrial purposes.

- (dk) *Motel*. A facility offering services of a hotel but where the sleeping rooms are physically arranged so that most have access to outside, adjacent parking areas without passing through the lobby.
- (dl) *Motor freight terminal*. A building or area in which freight brought by motor truck is assembled and/or stored for routing in intrastate or interstate shipment by motor truck.
- (dm) *Multifamily development*. One lot having a total of three or more dwelling units, regardless of the number of principal residential structures.
- (dn) *Nameplate*. A sign indicating the name and address of a building, or the name of an occupant thereof, and the practice of a permitted occupation therein.
- (do) *Nonconforming building or structure*. A building or structure that does not comply with all of the regulations of this Chapter or of any amendment hereto governing bulk for the zoning district in which such building or structure is located.
- (dp) *Nonconforming use*. A use of land that does not comply with all the regulations of this Chapter or of any amendment hereto governing use for the zoning district in which such use is located.
- (dq) *Nonfamily households*. A group of individuals not exceeding five in number who do not constitute a "family" as defined in this Section and who live as a single household in a dwelling unit.
- (dr) *Nursery school*. A facility licensed as a day care center by the state where persons provide for compensation and/or consideration for service, group care for four or more children under seven years of age, for less than 24 hours a day at a location other than the child's own home or the homes of relatives or guardians.
- (ds) *Nursing home*. An establishment used as a dwelling place by the aged, infirm, chronically ill or incurably afflicted, in which not less than three persons live or are kept or provided for on the premises for compensation, excluding clinics and hospitals and similar institutions devoted to the diagnosis, treatment or the care of the sick or injured.
- (dt) *Office for a professional person*. An office for a professional person is one in which services are performed by persons engaged in a profession requiring advanced training in a recognized professional specialty and including the fields of religion, architecture, engineering, law, medicine, personal health services and instruction in the liberal or fine arts.
- (du) *Off-street parking*. A site not within the public right-of-way devoted to the parking of vehicles, including parking spaces, aisles, access drives, and landscaped areas, and providing vehicular access to a public street.
- (dv) *Outdoor furnace*. An apparatus designed to burn solid or liquid combustible material to produce heat and/or heat hot water for a building in which it is not located.
- (dw) *Parking lot*. A structure or premises containing five or more parking spaces open to the public.
- (dx) *Parties in interest*. Includes all abutting property owners, all property owners within ~~100~~ 400 feet, and all property owners of opposite frontages.
- (dy) *Planned residential development, dwelling*. A parcel or tract of land having an area as required in the district regulations under common management, single ownership, and which is the site for two or more principal residential buildings and where regulations

may be modified as regulated in this Chapter.

- (dz) *Professional office in a home.* The office or studio in a person's residence or a person engaged in a recognized professional specialty and including the fields of religion, architecture, engineering, law, medicine, personal health services and instruction in the liberal or fine arts, provided that such use shall comply with all of the conditions of a home occupation, except that mechanical equipment customarily appurtenant to said profession may be used, provided no external manifestations thereof are apparent at the property line.
- (ea) *Public airport.* Any airport that complies with the definition contained in Wis. Stats. § 114.013(3), or any airport that serves or offers to serve common carriers engaged in air transport.
- (eb) *Public way.* Any sidewalk, street, alley, highway or other public thoroughfare.
- (ec) *Railroad right-of-way.* A strip of land containing railroad tracks and customary auxiliary facilities for only track operation. For the purpose of this Chapter, a railroad right-of-way does not include land used or intended to be used for switching, spur, lead, team or siding tracks, freight depots or stations, loading platforms, train sheds, warehouses, car or locomotive shops, car yards or classification yards.
- (ed) *Reserved parking space.* Those off-street parking spaces allocated for temporary standing of automobiles awaiting entrance to a particular establishment.
- (ee) *Retail.* The sale of goods or merchandise in small quantities to the consumer.
- (ef) *Roadside stand.* A temporary structure that is not permanently affixed to the ground and is readily removable in its entirety, which is used solely for the display or sale of farm products produced on the premises upon which such roadside stand is located. No roadside stand shall be more than 300 square feet in ground area and there shall not be more than one roadside stand on any one premises.
- (eg) *Row house.* A place of abode not more than two stories in height, arranged to accommodate three or more attached living units in which each living unit is separated from the adjoining unit by an unpierced vertical occupancy separation of not less than one hour fire-resistive construction, extending from the basement or lowest floor to the underside of the roof boards. Each living unit shall have separate entrances and exits leading directly to the outside.
- (eh) *Screening.* A hedge, wall or fence to provide a visual separator and physical barrier not less than four feet nor more than six feet in height, unless otherwise provided for in this Chapter.
- (ei) *Setback.* The minimum horizontal distance between the front lot line and the nearest point of the foundation of that portion of the building to be enclosed. The overhang cornices shall not exceed 24 inches. Any overhang of the cornice in excess of 24 inches shall be compensated by increasing the setback by an amount equal to the excess of cornice over 24 inches. Uncovered steps shall not be included in measuring the setback.
- (ej) *Reserved.*
- (ek) *Signs.* Any medium, including its structure, words, letters, figures, numerals, phrases, sentences, emblems, devices, designs, trade names or trademarks by which anything is made known and which are used to advertise or promote an individual, firm,

association, corporation, profession, business, commodity or product and which is visible from any public street or highway.

- (el) *Solar Energy Collection System*. All equipment required to harvest solar energy to generate electricity, including solar panels, solar storage units, power conditioning equipment, transfer equipment, and parts related to the functioning of those items.
- (em) *Solar Energy Collection System, Building & Roof Mounted (Accessory Use)*. A solar photovoltaic system mounted on a rack that is ballasted on, or is attached to, the roof or side of a building or other permitted principal or accessory structure, including limited accessory equipment associated with the system which may be ground mounted. Building and roof mounted systems are accessory to the principal use.
- (en) *Solar Energy Collection System, Ground Mounted (Accessory Use)*. A solar photovoltaic system mounted on a rack or pole that is ballasted on, or is attached to, the ground and is accessory to the principal use.
- (eo) *Solar Energy Collection System, Ground Mounted (Principal Use - Solar Farm)*. A solar photovoltaic system mounted on a rack or pole that is ballasted on, or is attached to, the ground and is the principal use for the lot on which it is located and typically designed for providing energy to off-site uses or export to the wholesale market..
- (ep) *Solar Photovoltaic System*. A solar energy collection system that converts solar energy directly into electricity, the primary components of which are solar panels, mounting devices, inverters, and wiring.
- (eq) *Solar Storage Units*. A component of a solar energy collection system or device that is used to store solar generated electricity or heat for later use.
- (er) *Story*. That portion of a building included between the surface of any floor and the surface of the next floor above it, or if there is no floor above it, then the space between the floor and the ceiling next above it. Any portion of a story exceeding 14 feet in height shall be considered as an additional story for each 14 feet or fraction thereof. A basement having one-half or more of its height above grade shall be deemed a story for purposes of height regulation.
- (es) *Story, half*. That portion of a building under a gable, hip or mansard roof, the wall plates of which, on at least two opposite exterior walls, are not more than 4 1/2 feet above the finished floor of such story. In the case of single-family dwellings, two-family dwellings and multifamily dwellings less than three stories in height, one-half story in a sloping roof shall not be counted as a story for the purposes of this Code.
- (et) *Street*. Property other than an alley or private thoroughfare or travelway that is subject to public easement or right-of-way for use as a thoroughfare and serves as a principal means of access to abutting property.
- (eu) *Street yard*. A yard facing a street and extending across the full width of the lot, the depth of which shall be the minimum horizontal distance between the existing street or highway right-of-way line and a line parallel thereto through the nearest point of the principal structure. Corner lots shall have two or more street yards.
- (ev) *Structural alterations*. Any change in the supporting members of a structure, such as foundations, bearing walls, columns, beams or girders.
- (ew) *Structure*. Anything constructed or erected, the use of which requires a permanent location on the ground or attached to something having a permanent location on the

ground.

- (ex) *Temporary auxiliary apartment.* A living arrangement that permits an elderly or handicapped person to live in a temporary separate living area within a single-family detached dwelling unit in the R-1 Residential District, or which permits a relative or personal attendant of an elderly or handicapped person to live in a temporary, separate living area within such a dwelling unit. Such living area may contain separate bath and kitchen facilities to permit a degree of independence. Ingress and egress for such a living area may be either from within the principal dwelling unit or from a side or rear entrance.
- (ey) *Temporary structure.* A movable structure not designed for human occupancy nor for the protection of goods or chattels and not forming an enclosure, such as billboards.
- (ez) *Traditional neighborhood development.* A development as defined by Wis. Stats. § 66.1027(1)(c) that exhibits several of the following characteristics: alleys, streets laid out in a grid system, buildings oriented to the street, pedestrian-orientation, compatible mixed land uses, village squares and greens.
- (fa) *Trailer.* Any structure that is or may be mounted upon wheels for moving about and is propelled by its own or drawn by other motive power and which is used as a dwelling or as an accessory building or structure in the conduct of a business, trade or occupation or issued for hauling purposes.
- (fb) *Urban residential district(s).* The R-1, R-1A, R-1B, R-2, R-3, R-MH or R-E zoning districts and residences allowed at a conditional use C-G zoning district.
- (fc) *Usable open space.* That part of the ground level of a zoning lot, other than in a required front or corner side yard, which is unoccupied by driveways, drive aisles, service drives, off street parking spaces and/or loading berths and is unobstructed to the sky. This space of minimum prescribed dimension shall be available to all occupants of the building and shall be usable for greenery, drying yards, recreational space, gardening, and other leisure activities normally carried on outdoors. Where and to the extent prescribed in these regulations, balconies and roof areas, designed and improved for outdoor activities, may also be considered as usable open space. The usable open space shall be planned as an assemblage or singularly designed area that maximizes the size for open space usage. The only exception to this standard is where the required open space is designed to be part of the individual living units in the form of patios or decks.
- (fd) *Use.* The purpose or activity for which the land or building thereof is designed, arranged or intended, or for which it is occupied or maintained.
- (fe) *Use, accessory.* A subordinate building or use that is located on the same lot on which the principal building or use is situated and which is reasonably necessary and incidental to the conduct of the primary use of such building or main use, when permitted by district regulations.
- (ff) *Use, conditional.* A use that, because of its unique or varying characteristics, cannot be properly classified as a permitted use in a particular district. After due consideration, as provided for in this Chapter, of the impact of such use upon neighboring land and of the public need for the particular use at a particular location, such conditional use may or may not be granted.

- (fg) *Use, permitted.* A use that may be lawfully established in a particular district or districts provided it conforms with all requirements and regulations of such district in which such use is located.
- (fh) *Use, principal.* The main use of land or building as distinguished from subordinate or accessory use.
- (fi) *Utilities.* Public and private facilities, such as water wells, water and sewage pumping stations, water storage tanks, electrical power substations, static transformer stations, telephone and telegraph exchanges, microwave radio relays and gas regulation stations, inclusive of associated transmission facilities, but not including sewage disposal plants, municipal incinerators, warehouses, shops, storage yards and power plants.
- (fj) *Vision triangle.* A vision triangle is the triangular area located at the street corner formed by connecting the point of intersection of the curbs of the intersecting streets, or the point of intersection of the asphalt edges of the streets if no curb is present, with two other points located a distance away from the point of intersection along the line of the intersecting curb, or the asphalt edge of the street if no curb is present. On collector and arterial streets, the distance away from the point of intersection to the point along that collector or arterial street is 35 feet. For local streets, the distance away from the point of intersection to the point along that street is 30 feet. For private streets, the distance away from the point of intersection to the point along that street is 25 feet. For alleys, the distance away from the point of intersection to the point along that alley is 20 feet. The functional classification of streets and alleys shall be determined by the Village Engineer consistent with the definitions provided under Section 56-2.
- (fk) *Yard.* An open space on the same lot with a structure, unoccupied and unobstructed from the ground upward except the vegetation. The street and rear yards extend the full width of the lot.
- (fl) *Yard, front.* A yard extending across the full width of the lot and lying between the front line of the lot and the nearest line of the building. The side where the address is shall be considered the front yard.
- (fm) *Yard, rear.* A yard extending across the full width of the lot and lying between the rear lot line and the nearest line of the principal building.
- (fn) *Yard, side.* A yard extending from the front yard to the rear yard, lying between the main building and a side lot line. The width of a side yard shall be the minimum horizontal distance between the side lot line and a line parallel thereto through the nearest point of the principal structure. A side yard does not include any yard that is a street yard.
- (fo) *Zero lot line.* The concept whereby two respective dwelling units within a building shall be on separate and abutting lots and shall meet on the common property line between them, thereby having zero space between said units.
- (fp) *Zoning permit.* A permit issued by the Zoning Administrator to certify that the use of lands, structures, air and waters subject to this Chapter are or shall be used in accordance with the provisions of said Chapter.

(Code 1998, § 13-1-300; Ord. No. 2003-03, § 1(13-1-300), 3-24-2003; Ord. No. 2003-04, §§

2, 3, 3-24-2003; Ord. No. 2009-08, § 2, 3-23-2009; Ord. No. 2009-11, §§ 1, 3, 4-27-2009)

SECTION 11: **AMENDMENT** “62-67 PD Planned Development District”
of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

62-67 PD Planned Development District

(a) *General requirements.*

- (1) *Use regulations.* The uses allowable in this district are the uses approved as part of the general or detailed plan for particular sites that are placed in the Planned Development District.
- (2) *Density and dimensional regulations.* This Section sets no prescribed density or dimensional regulations in the Planned Development District.
- (3) *Off-street parking and loading.* There shall be no prescribed requirements for off-street parking and loading in the Planned Development District. However, in the review and approval of any general or detailed plan in a Planned Development District, due consideration shall be given to Subdivision IV of this Division of regulations and requirements for off-street parking and loading facilities for uses similar to those proposed in such plan.
- (4) *Standards.* The following standards shall apply in the review of all general or detailed plans proposed for the Planned Development District:
 - a. The uses proposed in the planned development shall be in general conformance with the Village Comprehensive Plan.
 - b. The establishment, maintenance or operation of the uses proposed in the planned development shall not substantially impair or diminish the use, value and enjoyment of other properties within the neighborhood.
 - c. Traffic circulation into and within the development shall be designed to minimize traffic congestion and traffic hazards, provide for the accessibility of all uses and buildings and also provide for the safe and convenient movement of both vehicles and pedestrians.
 - d. The planned development shall incorporate environmental design considerations, including the preservation of topography, trees and ground cover, streams and natural bodies of waters, and other significant natural features and control of erosion and runoff in accord with the Village Erosion Control and Stormwater Management Ordinances.
 - e. The planned development shall provide for convenient and harmonious groups of buildings, structures and uses; and buildings

shall be spaced and sited to ensure adequate safety, light, ventilation and privacy.

f. The following provisions shall apply:

1. In a planned development for residential use, adequate open space and recreational areas shall be provided in appropriate locations, and all public and common open spaces shall be designed and located to provide safe and convenient access to residents.
2. Planned Development District housing impacts on community resources in the same manner as other new developments, which are characterized by division of land into lots. In particular, the additional population density places demands upon Village parks and recreation areas. Accordingly, each dwelling unit newly established shall be required to dedicate land or provide fees in lieu of land, in accordance with the procedures set forth in Section 62-64.

- g. The planned development will not adversely affect the ability of public agencies to provide school or other municipal services.
- h. The width of street rights-of-way, width of paving, width and location of street or other paving, outdoor lighting, location of sewer and water lines, provision for stormwater drainage or other similar environmental engineering considerations shall be based on a determination of the appropriate standards necessary to implement the specific function in the specific situation; provided, however, that in no case shall standards be less than those necessary to ensure the public safety and welfare as determined by the Village.
- i. The proponents of a Planned Development District application shall provide evidence satisfactory to the Village Board of its economic feasibility of available adequate financing and that it would not adversely affect the economic prosperity of the Village or the values of surrounding properties.
- j. The proponents of a Planned Development District shall submit a reasonable schedule for the implementation of the development to the satisfaction of the Village Board, including suitable provisions for assurance that each phase could be brought to completion in a manner that would not result in an adverse effect upon the community as a result of termination at that point.

(5) *Minimum area.* A Planned Development District shall not be less than three acres of contiguous land under the same ownership. This Subsection shall not be interpreted to prohibit the post-development sale of all or part of an approved PD subject to the provision of this Section and all applicable statutes and Subdivision regulations.

(6) *Subdivision review.* The applicable Subdivision review under Chapter 56 shall be carried out as an integral part of the review of a Planned Development

District. The plan required must be submitted in a form that substantially satisfies requirements of the Subdivision regulations for the Preliminary and Final Plat approvals. Subdivision application may be submitted for the whole, a part, or parts of the overall planned development as indicated by phases in the detailed plan for staged development.

- (b) *Procedure for establishment of Planned Development Districts.* The provisions set forth in Division 62-II-4 of this Article shall apply for the establishment of any Planned Development District, provided the amendatory ordinance shall be considered only in conjunction with a general or detailed plan.
- (c) *Preapplication procedures.* Applicants are encouraged to seek preapplication, conceptual review of proposed plans by the Plan Commission. The Plan Commission is under no obligation to give a response to such submittals at the same meeting as they are presented. The Plan Commission is entitled to seek outside assistance and sources of critique. No responses by the Plan Commission or by individual Plan Commissioners shall bind the Plan Commission or the Village unless the response is on behalf of the Plan Commission, is in writing and is expressed as a binding response. Notice of the time, place and purpose of a preapplication meeting shall also be sent to the applicant and the owners of record as listed in the office of the Village Assessor who are owners of the property in whole or part situated within 400 feet of the boundaries of the properties affected, said notice to be sent at least ten (10) days prior to the date of such preapplication meeting. Failure to comply with this provision shall not, however, invalidate any previous or subsequent action on the application.
- (d) *Approval of general or detailed plan and adoption of zoning ordinance amendment.* In the event that the Village Board approves a general (or detailed) plan and adopts a zoning amendment creating a Planned Development District in connection with such general (or detailed) plan, the requirements of the plan shall constitute the zoning regulations for the district and the zoning district maps shall be amended to show all lands included in such general (or detailed) plan as within the Planned Development District. In the approval of any general (or detailed) plan, the Village Board may stipulate any conditions or restrictions in the establishment, maintenance and operation of any uses proposed in such plan and may also require any guarantees, including the filing of a contract together with a surety, satisfactory in form to the Village Attorney and satisfactory in amount to the Village Engineer, with the Village to ensure that improvements will be installed and completed as proposed in the plan.
- (e) *Recording of approved general or detailed plans and zoning ordinance amendments.* Whenever the Village Board designates land as being within a Planned Development District, the Village Attorney shall record in the Office of the Register of Deeds of Dane County a facsimile copy of the approved general (or detailed) plan, together with a certified copy of the related zoning ordinance amendment and any other action taken thereon by the Village Board. The cost for preparing a facsimile copy of the general (or detailed) plan in recordable form and the recording fee shall be paid by the owners of the lands included in the general (or detailed) plan.
- (f) *Changes or modifications to general or detailed plans and zoning ordinance*

amendments. Any approved general or detailed plan, together with the related zoning ordinance amendment, may be amended in whole or in part pursuant to the same procedure and subject to the same limitations by which general or detailed plans were approved and the zoning ordinance amended. However, minor modifications may be made by any general or detailed plan upon approval of the Village Plan Commission provided that such modifications shall be in general conformity with the approved general or detailed plan and shall not substantially change the concept of such approved plan. All approved minor modifications shall become a part of the approved general or detailed plan and shall be recorded as provided in Subsection (e) of this Section. The Plan Commission shall decide whether a proposed amendment is minor or major, with appeals made to the Village Board.

- (g) *Construction of building and establishment of uses.* No zoning or building permit shall be issued until the detailed plan and the related zoning ordinance amendment have been recorded as required above. Within one year of the date of recording of any detailed plan and the zoning ordinance, construction thereon must begin; and construction must be substantially completed throughout the project within three years of such date of recording, unless extensions are granted by the Village Board. If initial construction has not begun within one year of the date of recording or within the prescribed time period granted as an extension by the Village Board, the approval of the detailed plan and the related zoning ordinance amendment shall become null and void, and the zoning shall revert to the classification that applied prior to the approval of the PDD zoning. No occupancy of dwelling units shall occur until all public works that have been scheduled to be completed before occupancy are completed to the satisfaction of the Village.

- (h) *Procedure for establishment of the Planned Development District—General plan for staged development.*

- (1) *Submittal of general plan.* The general plan shall contain any information and representations deemed necessary by the Plan Commission and shall consist of a statement entitled "Planned Development District—General Plan, Statement of Owner's Intent and Description of Development," which shall include, without limitation, the following:

- a. A legal description describing all of the tract of land included in the proposed development.
- b. A statement indicating the nature of the applicant's interest in the land included in the proposed development.
- c. A statement describing the proposed development, including the character, method and operation of the development and a development schedule or timetable for construction.
- d. A statement as to the following data or graphic information referenced to a map or plan of the proposed development:
 1. The location and size of the site including dimensioned exterior boundaries, topography and other salient features, and existing buildings and structures, and also adjacent properties and streets, including all public utilities and public

easements.

2. The use and approximate location and bulk of buildings and structures, including number of stories and dimensions of buildings.
3. The approximate location of vehicular and pedestrian facilities, such as streets, sidewalks and off-street parking areas, including approximate number of parking spaces.
4. The approximate location of areas for public or common open spaces and for other public or semipublic uses.
5. A tabulation of land areas for the different types of uses in relation to the total area.
6. A tabulation of the gross floor areas of buildings by types of uses.
7. A tabulation of the number of types of dwelling units.

(2) *Review of general plan.* The Plan Commission shall review the general plan and determine whether it complies with the standards set forth in Subsection (h)(1) of this Section. Following the review of the general plan, the Plan Commission shall forward the petition to the Village Board, together with a recommendation that the general plan be either approved as submitted, or approved with modifications or disapproved.

(3) *Approval of general plan.*

a. In the event that the Village Board approves the general plan and adopts the related zoning ordinance amendment, the zoning district maps shall be amended to include all of the lands within the general plan as within the Planned Development District (general plan approved). However, no building construction shall be permitted in any portion of the approved general plan until a detailed plan prepared in accordance with the requirements hereunder has been approved by the Village as provided below.

b. In the event the Village Board fails to approve the general plan and ordinance, the Village Board shall communicate its objections back to the Plan Commission for reconsideration and further discussions.

(i) *Procedure for establishment of the Planned Development District—Detailed plan for staged development.*

(1) *Submittal of plan.* Within one year after the recording of the general plan and the copy of the related zoning ordinance amendment, a detailed plan for at least one stage of the general plan shall be filed with the Village Clerk, unless an extension is granted by such Village Board. The detailed plan shall contain any information and representation deemed necessary by the Plan Commission and shall consist of a statement entitled, "Planned Development District—Detailed Plan, Statement of Owner's Intent and Description of Development," which shall include without limitations, the following:

a. A legal description describing all of the tract of land included in the

proposed development, referenced to a locational map indicating the relationship of the tract to the total general plan.

- b. A statement indicating the nature of the applicant's interest in the land included in the proposed development.
- c. A statement describing the proposed development, including the character, method and operation of the development, and a development schedule or timetable for construction. Where the formation of organizations such as a homeowners' association is proposed, such statement shall include any agreements, bylaws or covenants which govern the organizational structure, use, maintenance and protection of the development and any of its common services, common open spaces or other common facilities.
- d. A statement as to the following data or graphic information referenced to a map of the proposed development:
 - 1. The location and size of the site, including dimensioned exterior boundaries, topography and other salient features, and existing buildings and structures, and also adjacent properties and streets.
 - 2. The use and location of all buildings or structures, including the architectural character and design of each building, the number of stories and dimensions of each building, and the dimensioned yards between buildings or structures and lot lines.
 - 3. The location of vehicular and pedestrian facilities, including dimensioned streets, walkways, access driveways, off-street parking spaces and loading berths, and refuse receptacle areas.
 - 4. The location and size of areas for public or common open spaces and for other public and semi-public uses.
 - 5. A grading plan, including any storm sewer system, a landscaping plan, and an erosion control plan.
 - 6. A sanitary sewer and water distribution system plan.
 - 7. A tabulation of land areas for the different uses in relation to the total tract area.
 - 8. A tabulation indicating the number of buildings and the use and the total gross floor area for each building.
 - 9. A tabulation indicating the number and types of dwelling units in each building.

(2) *Review of the detailed plan.*

- a. The Plan Commission shall review the detailed plan as a conditional use review and shall determine whether the plan complies with the standards set forth in Subsection (h)(1) of this Section and is in general conformance with the approved general plan. Following Plan Commission approval of a detailed plan, the Village Attorney shall

record in the Office of the Register of Deeds of Dane County a facsimile copy of the approved detailed plan and a certified copy of the Plan Commission action approving the same. The costs for copies and recording shall be paid by the owners of land within the plan areas.

- b. The action of the Plan Commission on the proposed detailed plan shall be appealable to the Village Board. The Village Board shall consult with the Plan Commission before making its appeal decision, but in no case shall a detailed plan be approved that is out of conformity with a general plan approved.

(3) *Approval of detailed plan.* Once the detailed plan is approved, the zoning district maps shall be amended to include all of the lands within the detailed plan as Planned Development District—detailed plan approved.

- (j) *Planned Development District—Single-stage procedure.* Upon request by applicants and subject to Village Board concurrence, the general and detailed stages of plan review and approval can be combined. Under this option, the plan is submitted in detailed form and is processed as is a general plan.

(Code 1998, § 13-1-46; Ord. No. 2003-03, § 1(13-1-46), 3-24-2003)

SECTION 12: **AMENDMENT** “62-108 Application For Conditional Use” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

62-108 Application For Conditional Use

- (a) *Required application materials.* An application for a conditional use shall be filed in duplicate on a form prescribed by the Village. Such applications shall be forwarded to the Plan Commission on receipt by the Zoning Administrator. Such applications shall include where applicable:
 - (1) Names and addresses of the applicant, owner of the site, architect, professional engineer, contractor and all property owners of record within ~~100~~400 feet.
 - (2) Description of the subject site by lot, block and recorded Subdivision or by metes and bounds; address of the subject site; type of structure; proposed operation or use of the structure or site; number of employees and the zoning district within which the subject site lies.
 - (3) Plat of survey prepared by a registered land surveyor showing all of the information required for a building permit and existing and proposed landscaping.
 - (4) Additional information as may be required by the Plan Commission or other authorities, boards, commissions or officers of the Village. The Plan Commission may require such other information as may be necessary to

determine and provide for an enforcement of this Chapter, including a plan showing contours and soil types; high-water mark and groundwater conditions; bedrock, vegetative cover, specifications for areas of proposed filling, grading, and lagooning; location of buildings, parking areas, traffic access, driveways, walkways, open spaces and landscaping; plans of buildings, sewage disposal facilities, water supply systems and arrangements of operations.

- (5) A detailed written description and proof meeting the substantial evidence standard showing each of the standards set forth in Section 62-111 (a) through (h) will be satisfied, including a detailed description of how each said standard is met, and how the proposed use will comply with any applicable regulations regarding light, noise, traffic, nuisance, health, safety, welfare and environment. When any applicable law, ordinance or other regulation prohibits a certain measurable level of any activity or substance, including, but not limited to, noise, light, dust, particulate emissions, odor, visibility, pollution, and vibration and frequency levels, the applicant shall also demonstrate and prove how the proposed use will comply with such regulations.
 - (6) Upon request by the Village Board, Plan Commission or Zoning Administrator, the applicant shall provide reports and studies, prepared by a qualified professional, addressing any applicable standard. The applicant is solely responsible for the cost of such reports and studies. A qualified professional is one with appropriate education, experience, license and/or certification pertinent to the applicable standard, and the professional's qualifications should be provided with the report or study (e.g. a curriculum vitae or resume).
 - (7) The fee established by the Village Board from time to time and provided in Appendix A to this Code for application for a conditional use. The applicant shall also pay all costs incurred by the Village in notifying the public and property owners pursuant to Section 62-110.
- (b) *Plans.* In order to secure information upon which to base its determination, the Plan Commission may require the applicant to furnish, in addition to the information required for a building permit, the following information:
- (1) A plan of the area showing contours, soil types, high-water mark, groundwater conditions, bedrock, slope and vegetation cover;
 - (2) Location of buildings, parking areas, traffic access, driveways, walkways, open spaces, landscaping, lighting;
 - (3) Plans for buildings, sewage disposal facilities, water supply systems and arrangements of operations;
 - (4) Specifications for areas of proposed filling, grading, lagooning or dredging;
 - (5) Other pertinent information necessary to determine if the proposed use meets the requirements of this Chapter.
- (c) *Third party consultants.* If necessary expertise is not available from staff or other appropriate governmental agency, the Village Board, Plan Commission or Zoning

Administrator may consult with a third-party consultant to effectively evaluate the application. The Zoning Administrator will select the consultant. The applicant is solely responsible for all reasonable costs and expenses associated with such consultation. Applicants retain the right to withdraw an application if they choose not to pay consultant fees.

(d) *Preapplication procedures.* Applicants are encouraged to seek preapplication, conceptual review of proposed conditional use permit petitions by the Plan Commission. The Plan Commission is under no obligation to give a response to such submittals at the same meeting as they are presented. The Plan Commission is entitled to seek outside assistance and sources of critique. No responses by the Plan Commission or by individual Plan Commissioners shall bind the Plan Commission or the Village unless the response is on behalf of the Plan Commission, is in writing and is expressed as a binding response. Notice of the time, place and purpose of a preapplication meeting shall also be sent to the applicant and the owners of record as listed in the office of the Village Assessor who are owners of the property in whole or part situated within 400 feet of the boundaries of the properties affected, said notice to be sent at least ten (10) days prior to the date of such preapplication meeting. Failure to comply with this provision shall not, however, invalidate any previous or subsequent action on the application

(Code 1998, § 13-1-63; Ord. No. 2003-03, § 1(13-1-63), 3-24-2003; Ord. No. 2006-04, § 1, 2-13-2006)

SECTION 13: **AMENDMENT** “62-110 Notice Of Hearing On Application” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

62-110 Notice Of Hearing On Application

Notice of the time, place and purpose of such hearing shall be given by publication of a class 2 notice under the Wisconsin Statutes Chapter 985 in the official Village newspaper. Notice of the time, place and purpose of such public hearing shall also be sent to the applicant, the Zoning Administrator, members of the Village Board and Plan Commission, and the owners of record as listed in the office of the Village Assessor who are owners of property in whole or in part situated within ~~100-400~~ feet of the boundaries of the properties affected, said notice to be sent at least ~~five-ten~~ (10) days prior to the date of such public hearing. Failure to comply with this provision shall not, however, invalidate any previous or subsequent action on the application.

(Code 1998, § 13-1-65; Ord. No. 2003-03, § 1(13-1-65), 3-24-2003)

SECTION 14: **AMENDMENT** “62-113 Appeals” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

62-113 Appeals

Any action of the Plan Commission in granting or denying a conditional use permit may be appealed to the Village Board, if a written request for an appeal is filed within ten days after the date of the Plan Commission's action in granting or denying the permit. Such request for appeal shall be signed by the applicant or by the owners of at least 20 percent of the land area immediately adjacent extending 100 feet therefrom or by the owners of 20 percent or more of the land directly opposite thereto extending 100 feet from the street frontage of such opposite land. The request shall be filed with the Zoning Administrator who shall submit it to the Village Board at its next meeting, together with any documents and other data used by the Plan Commission in reaching its decision. The Village Board may consider the matter forthwith, refer the matter to a subsequent meeting or set a date for a public hearing thereon. In the event the Village Board elects to hold a public hearing, notice thereof shall be given by mail to the known owners of the lands ~~immediately adjacent thereto and directly opposite any street frontage~~ within 400 feet of the lot or parcel in question and by publication of a class 1 notice in the official newspaper at least ten days before the date of the hearing. The Village Board may either affirm or reverse in whole or in part the action of the Plan Commission and may finally grant or deny the application for a conditional use permit. The Village Board's decision to approve or deny the conditional use permit must be supported by substantial evidence.

(Code 1998, § 13-1-68; Ord. No. 2003-03, § 1(13-1-68), 3-24-2003)

SECTION 15: **AMENDMENT** “62-310 Site/Design Review” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

62-310 Site/Design Review

- (a) *Purpose.* Site/design review is implemented under municipal authority to promote the public health, safety and welfare and under municipal zoning authority by the Plan Commission. Requirements for design review and approval apply to uses and developments regardless of the characterization of the use or development within this Chapter as a permitted use or conditional use.
- (b) *Scope of site/design review.*
 - (1) *Applicability.* The following developments shall be subject to site/design review by the Plan Commission:

- a. Development of residential projects consisting of three or more dwelling units.
 - b. Any development in a Commercial District.
 - c. Any development in an Industrial District.
 - d. Any development for which the applicant is a public utility or governmental entity or religious organization.
 - e. Any parking area including five or more parking spaces.
- (2) *Limit.* Site/design review shall be limited to development for which current application is made for an erosion control or building permit. This Section shall not be deemed to apply to any existing development or use of land that is not affected by current application for erosion control or building permit, nor shall this Section apply to any rehabilitation of an existing structure so long as the size of the rehabilitated structure is not increased.
- (3) *Development.* Any new construction or exterior improvement to real property for which application for a building permit may be required by this Code.
- (4) *Village planning consultant.* Any Village planning consultant appointed by the Village Board.
- (c) *Development to comply with site/design standards.* No development subject to site/design review shall occur unless such development complies with all applicable site/design review standards.
- (d) *Manner of site/design review.*
 - (1) Upon application for a building permit, the applicant shall be advised by the Zoning Administrator whether compliance with site/design review standards is required by this Section. If such compliance shall be required, the applicant shall be provided with a checklist and a site/design review application, which shall be in such form as the Zoning Administrator shall approve, and which shall be accompanied by such information as may be necessary to determine and provide for enforcement of this Section.
 - (2) The site/design review application shall be reviewed by the Zoning Administrator, who may consult with a planning consultant, if necessary.
 - (3) When the Zoning Administrator deems the application to be complete, review by the Plan Commission shall be scheduled. At least ten days prior to the Plan Commission meeting, written notice shall also be given to the owners of all properties within 400 feet of the land included in the site/design review application. Failure to comply with this provision shall not, however, invalidate any previous or subsequent action on the application.
 - (4) The Plan Commission's determination of compliance or noncompliance with this Section shall be issued by the Zoning Administrator, in writing, within ten business days of the determination and sent to the applicant via U.S. Mail. The written determination shall specifically describe all areas of noncompliance and shall identify changes necessary to bring the proposed development into compliance.
 - (5) No building permit shall be issued for any development until the Plan Commission has determined that the development is in compliance with

site/design review standards. All construction and improvement subject to site/design review shall conform with approved site/design plans.

- (6) The determinations of the Plan Commission on site/design plan applications shall be appealable to the Village Board pursuant to the procedures set forth in Section 62-113.

(e) *Site/design standards.* In reviewing plans for development the Plan Commission shall determine that the following standards are met:

- (1) *Grading.* Grading shall insure a positive drainage consistent with established water runoff patterns in the area. All grading shall allow for the installation and maintenance of appropriate landscape materials. Respect for the natural topography in site development will be recommended as a means of capitalizing on the sloping terrain, and earth berms are required to screen out unpleasant views and accentuate pleasant views.
- (2) *Landscaping.* Landscaping shall be required to be installed in accordance with an approved landscaping plan as a component of site and design review. The requirements for landscaping plans are set forth in Appendix B to this Chapter Code, Village of McFarland Landscaping Standards. All references to the Village Forester shall have the same meaning as referenced in Section 59-20(d).
- (3) *Building relationships.*
 - a. The structures shall be related to the site to enhance or maintain current contours. New development shall consider activities on adjacent properties with relation to access from abutting streets, parking areas, service areas, building setbacks, height of structures, and color and materials of adjacent or nearby buildings.
 - b. In the development of the site, the existing quality vegetation should ordinarily be maintained in accordance with Section 59-29.
- (4) *Lighting.* The functions of exterior lighting on private property shall be:
 - a. To illuminate building facades, especially those bearing business identification signs. Architectural lighting should be free from glare and of a type to complement the existing development in the district.
 - b. To illuminate pedestrian walks and spaces. Security lighting should provide necessary levels of illumination to insure safety of the property and its residents, while not reflecting direct rays of light into adjacent property.
 - c. To illuminate parking and service areas. Off-street parking area lighting should be so arranged as to conform with applicable provisions of Section 62-172. (The choice of equipment, design, quantity, and placement of on-site lighting shall relate to these functions. Lighting shall be adequate but not excessive. The height and number of lighting standards shall be appropriate to the building and its function and to the neighborhood.)
- (5) *Utility service.* It shall be a goal of the Village to eliminate overhead wiring within the Village. To this end, owners of property within the Village, working with the utilities servicing the Village shall, in all new development

and major additions, make provision for underground service. This shall be accomplished during building development and construction. Sanitary sewer and water utility services shall comply with Village Standard Specifications.

(6) *Building design.* Buildings shall meet the following requirements:

- a. Materials shall be of a durable, low-maintenance type. The colors shall be harmonious with other buildings in the neighborhood.
- b. Mechanical elements on the roof or ground shall be screened from the view of adjacent properties and roadways.
- c. Buildings shall be designed with an architectural flavor that will complement and enrich the character of the Village.
- d. The overall design of the building shall be of high quality, considering the importance of the particular zoning district.
- e. With the exception of the M-IC Zoning District, the front, sides, and rear of all commercial and industrial buildings shall be entirely faced with nonmetallic or wood material. In the M-IC District, a minimum of 15 vertical feet of the front of all buildings shall be faced with nonmetallic or wood material extending across the full front of the building, and also extending a distance of not less than 20 feet on each side of the building. The portion of any building facing or backing onto public streets, or abutting a Residential Zoning District, shall be held to the same requirements as that of the front. These requirements may be waived in whole or in part by the Plan Commission.
- f. An addition shall relate to the existing building in terms of scale, materials and color.
- g. Structures should be designed to be compatible with the structures that are adjacent to them.
- h. Unbroken exterior facades exceeding 70 feet in length shall be avoided.
- i. All building elevations are of importance and should be carefully designed. Building should avoid blank facades.

(f) *Recommendation of Village Plan Commission.* The Village Plan Commission may, during the site/design review process, suggest features of site/design, and construction, building and structural design, that are not a part of site/design standards but that, in the opinion of the Village Plan Commission, would be desirable to make the development a positive asset to the visual appearance of the community and a positive contribution to the growth and stability of the community tax base. Compliance with such recommendations shall not be required of the developer.

(g) *Validity of site/design approval.* Where the Plan Commission has approved or conditionally approved an application for site/design approval, such approval shall become null and void within 12 months of the date of the Plan Commission's action unless construction is commenced or the current owner possesses a valid building permit under which construction is commenced within six months of the date of

issuance and which shall not be renewed unless construction has commenced and is diligently pursued. No sooner than 60 days nor less than 45 days prior to the automatic revocation of such site/design approval, the Zoning Administrator shall notify the property owner by certified mail of such revocation. Extensions of up to one year each may be granted by the Plan Commission for just cause, if application is made to the Village at least 30 days before the expiration of said permit.

- (h) *Fees.* The fee for review of a site/design review application shall be the fee established by the Village Board from time to time and provided in Appendix A to this Code, to be paid at the time of submission of the application. The applicant shall also pay all costs incurred by the Village in notifying the public and property owners pursuant to Section 62-310(d)(3).
- (i) *Penalties.* Violations of this Section shall be subject to Section 62-311, except that each day a violation continues shall not be deemed a separate violation until the 30 day notice period expires. Nothing herein shall preclude the Village from maintaining a separate action to prevent or abate or remove violations.

(Ord. No. 2011-06, § 1, 5-23-2011)

Editor's note(s)—Section 1 of Ord. No. 2011-06, adopted May 23, 2011, repealed the former § 62-310, and enacted a new § 62-310 as set out herein. The former § 62-310 pertained to similar subject matter, and derived from the Code of 1998, § 13-1-224; Ord. No. 2003-03, § 1(13-1-224), adopted March 24, 2003; Ord. No. 2006-11, § 1, adopted June 26, 2006; and Ord. No. 2008-03, § 2, adopted Feb. 25, 2008.

SECTION 16: AMENDMENT “62-343 Procedure For Changes Or Amendments” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

62-343 Procedure For Changes Or Amendments

- (a) *Request for changes.* Petitions for any change to the district boundaries and maps or amendments to the text regulations shall be addressed to the Village Board and shall be filed with the Zoning Administrator, describe the premises to be rezoned or the portions of text of regulations to be amended, list the reasons justifying the petition, specify the proposed use, if applicable, and have attached the following, if petition be for change of district boundaries:
 - (1) Plot plan, drawn to a scale of one inch equals 100 feet showing the area proposed to be rezoned, its location, its dimensions, the location and classification of adjacent zoning districts and the location and existing use of all properties within ~~3400~~400 feet of the area proposed to be rezoned.
 - (2) Owners' names and addresses of all properties lying within ~~100~~400 feet of the area proposed to be rezoned.

- (3) Together with additional information as may be required by the Plan Commission or Village Board.
- (b) *Plan Commission review and recommendations.*
- (1) Preapplication procedures. Applicants are encouraged to seek preapplication, conceptual review of proposed rezoning petitions by the Plan Commission. The Plan Commission is under no obligation to give a response to such submittals at the same meeting as they are presented. The Plan Commission is entitled to seek outside assistance and sources of critique. No responses by the Plan Commission or by individual Plan Commissioners shall bind the Plan Commission or the Village unless the response is on behalf of the Plan Commission, is in writing and is expressed as a binding response. Notice of the time, place and purpose of a preapplication meeting shall also be sent to the applicant and the owners of record as listed in the office of the Village Assessor who are owners of the property in whole or part situated within 400 feet of the boundaries of the properties affected, said notice to be sent at least ten (10) days prior to the date of such preapplication meeting. Failure to comply with this provision shall not, however, invalidate any previous or subsequent action on the application.
 - (2) The Zoning Administrator shall cause the petition to be forwarded to the Plan Commission for its consideration and recommendation. Following receipt of the petition, the Plan Commission shall hold a public hearing upon each proposed change or amendment, giving notice of the time, place and the change or amendment proposed by publication of a class 2 notice, pursuant to Wis. Stats. Ch. 985. At least ten days prior, written notice shall also be given to the clerk of any municipality within 1,000 feet of any land that would be affected by the proposed change or amendment. The ~~Plan Commission~~Village Clerk shall also notify the owners of all properties lying within ~~100-400~~feet of the land proposed to be rezoned said notice to be sent at least ten (10) days prior to the date of which such public hearing. Failure to comply with this provision shall not, however, invalidate any previous or subsequent action on the application.
 - (3) Following such hearing, the Plan Commission shall review all proposed amendments to the text and Zoning Map within the corporate limits of the Village, and shall recommend, in writing, that the petition be granted as requested, modified or denied. A recording of the recommendation in the Plan Commission's official minutes shall constitute the required written recommendation.
- (c) *Village Board action.*
- (1) Following receipt and consideration of the Plan Commission's recommendation, the Village Board shall take action on the proposed ordinance implementing the proposed change or amendment. Approval of the proposed ordinance requires a simple majority of a quorum of the Village Board, except the Village Board may not enact a down zoning ordinance

unless at least two-thirds of the members-elect approve the ordinance. If the down zoning ordinance is requested, or agreed to, by the person who owns the land affected by the proposed ordinance, the ordinance may be enacted by a simple majority of the members-elect.

- (2) The Village Board shall hold an additional public hearing, preceded by the same notice required for the Plan Commission public hearing, upon the written request of the petitioner or any of the parties identified in Section 62-342. In addition, the Village Board may, on its own volition, conduct its own public hearing on the proposed amendment.

- (d) *Fee.* The application fee for processing a petition for a zoning change or amendment shall be the fee established by the Village Board from time to time and provided in Appendix A to this Code. The applicant shall also pay all costs incurred by the Village in notifying the public and affected property owners pursuant to Subsections (b)(2) and (c) of this Section.

(Code 1998, § 13-1-242; Ord. No. 2003-03, § 1(13-1-242), 3-24-2003)

SECTION 17: AMENDMENT “62-363 Applications For Hearings” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

62-363 Applications For Hearings

- (a) *Time of appeal.* Appeals shall be filed within 30 days after the receipt of the written decision or order from which the appeal is taken by filing in duplicate a notice of appeal with the Village Clerk. The date of receipt of the decision shall not be counted in determining the time for filing of the appeal. Sundays and holidays shall be counted, except if the last day falls on a Saturday, Sunday or legal holiday, the time for filing shall be extended to the next secular day.
- (b) *Who may appeal.* Appeals or applications to the Board of Zoning Appeals may be made by:
- (1) The owner, mortgagee, purchaser under a land contract, optionee or occupant under a written lease for one year or more of the property for which relief is sought.
 - (2) Any officer (other than the Zoning Administrator), department, board or bureau affected by a decision or order of the Zoning Administrator.
 - (3) Any person aggrieved and whose use and enjoyment of property within the Village is directly and adversely affected by a decision or order of the Building Inspector, Zoning Administrator or the requested Board of Zoning Appeals action.
- (c) *Appeal and application forms.* Every appeal or application shall be made upon forms

furnished by the Village Clerk which have been approved by the Board of Zoning Appeals. A scale drawing shall accompany each form showing the location and size of the property, existing improvements, all abutting properties and improvements thereon and change or addition requested. The applicant or appellant shall provide all information requested on the form and any additional information requested in writing by the chair or Clerk of the Board of Zoning Appeals, which is necessary to inform the Board of Zoning Appeals of the facts of the appeal. Failure to supply such information shall be grounds for dismissal of the appeal or application.

- (d) *Filing appeal or application.* The appellant or applicant shall file the required appeal form in duplicate with the Village Clerk. The Village Clerk shall deliver one copy to the Zoning Administrator or other officer or body from whose decision an appeal is taken. Upon receipt of an appeal, the Zoning Administrator or other officer or body responsible for the original determination shall transmit to the Clerk of the Board of Zoning Appeals all notes or papers relating to the order or decision from which the appeal is being taken.
- (e) *Fee.* All appeals and applications filed with the Village Clerk shall be accompanied by payment of a required fee as established by the Village Board from time to time and provided in Appendix A to this Code. If the appellant or applicant elects the contested case method, the appellant or applicant shall also pay the amount determined by the Board of Zoning Appeals to cover the additional administrative costs involved.
- (f) *Insufficient notice.* No appeal or application shall be considered by the Board of Zoning Appeals unless it is made on the required form. Upon receipt of any communication purporting to be an appeal or application, the Village Clerk shall supply the applicant with the proper forms which must be filed within ten days, in addition to the 30 days specified in Subsection (a) of this Section, in order to be considered by the Board of Zoning Appeals.

(Code 1998, § 13-1-261; Ord. No. 2003-03, § 1(13-1-261), 3-24-2003; Ord. No. 2006-04, § 2, 2-13-2006; Ord. No. 2006-08, §§ 1, 2, 4-24-2006)

State law reference(s)—Board of appeals, Wis. Stats. § 62.23(7)(e).

SECTION 18: **AMENDMENT** “62-364 Hearings” of the Village of McFarland Municipal Code is hereby *amended* as follows:

A M E N D M E N T

62-364 Hearings

- (a) *Notice of hearing.* Notice of time, date and place of the hearing of an appeal or application shall be given in the following manner:
 - (1) By certified mail or personal service to the appellant or applicant and to the Zoning Administrator or other administrative official or body from whose

decision an appeal is taken and the Village Clerk on behalf of the Plan Commission not less than ten days prior to the date of the hearing.

- (2) In every case involving a variance, conditional use, exception, planned unit development or public utility exception, the Village Clerk shall mail notice to the owners of record of all land within the area included in the application and within ~~100~~ 400 feet of any part of the building or premises affected not less than ten days prior to the hearing. Names and last-known addresses of such owners shall be furnished by the applicant at the time of filing the appeal or application. Failure to comply with this provision shall not, however, invalidate any previous or subsequent action on the application.
- (3) By publication of a class 2 notice under Wis. Stats. Ch. 985.
- (4) Notice of an application for construction of a building in the bed of a future street, highway or parkway shall be published in the official newspaper not less than 15 days prior to the hearing.
- (5) Notice of an application for a proposed special exception in a Shoreland-Wetland District shall be mailed to the district office of the Wisconsin Department of Natural Resources at least ten days prior to the hearing.
- (b) *Time of hearing, docketing.* Each appeal or application properly filed shall be numbered serially, docketed in a special book provided therefor and placed upon the calendar by the Clerk of the Board of Zoning Appeals. Cases docketed more than 15 days preceding a regular meeting shall be set for hearing at such meeting. Cases docketed seven days or less prior to a regular meeting shall be scheduled by the Clerk of the Board of Zoning Appeals, or designee, for a hearing on the second regular meeting day thereafter unless otherwise directed by the chair.
- (c) *Appearances.* The appellant or applicant may appear in person or by agent or attorney. In the absence of an appearance for or against an appeal or application, the Board of Zoning Appeals may dismiss the appeal or application or may dispose of the matter on the record before it.
- (d) *Oath.* Unless waived by the appellant or applicant and the chair, or as otherwise specifically provided in this Section, all witnesses shall be sworn before testifying by the chair or presiding officer.
- (e) *Compelling attendance of witnesses.* The chair, or, in the absence of the chair, the presiding officer, may compel the attendance of witnesses by subpoena. Written request for subpoenas shall be filed with the Clerk of the Board of Zoning Appeals not less than two days prior to the hearing except by special permission of the chair.
- (f) *Order of hearing.* Appeals and applications shall be heard in numerical order except for good cause shown.
- (g) *Hearing procedure.* All hearings shall be conducted in accordance with the following procedure unless otherwise stipulated by the parties and approved by the chair:
 - (1) The chair shall call each hearing to order.
 - (2) Opening statements may be delivered by the appellant or applicant followed by any opening statement from the Zoning Administrator or Village representative.

- (3) The appellant or applicant shall first present its case followed by the Zoning Administrator or Village representative. Each witness shall be subject to cross-examination followed by the opportunity for re-direct testimony. Members of the Board of Zoning Appeals shall also be permitted to examine witnesses the timing of which shall be subject to the discretion of the chair.
- (4) Rebuttal testimony shall be allowed subject to the scope of the matters raised by adverse parties.
- (5) Evidence from any other aggrieved or interested parties, if any, shall be presented after the Zoning Administrator or Village representative's case in chief.
- (6) The Board of Zoning Appeals may accept opinion testimony and written testimony from interested parties, which shall not be subject to cross-examination, however, any party may introduce any rebuttal testimony addressing any factual issues raised.
- (7) Closing statements shall be heard after all evidence is taken.
- (8) The Board of Zoning Appeals shall deliberate and decide the matter in accordance with Section 62-365.
- (h) *Evidence.* The Board of Zoning Appeals shall not be bound by common-law or statutory rules of evidence except for rules of privilege. The Board of Zoning Appeals shall admit all testimony having reasonable probative value, but shall exclude immaterial, irrelevant or unduly repetitious testimony. Basic principles of relevancy, materiality and probative force shall govern the proof of all questions of fact. Objections to evidentiary offers and offers of proof of evidence not admitted may be made and shall be noted in the record.

(Code 1998, § 13-1-262; Ord. No. 2003-03, § 1(13-1-262), 3-24-2003; Ord. No. 2006-08, § 3, 4-24-2006; Ord. No. 2006-08, §§ 4, 5, 4-24-2006)

State law reference(s)—Board of appeals, Wis. Stats. § 62.23(7)(e).

SECTION 19: **AMENDMENT** “62-401 Historic Designation Procedures” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

62-401 Historic Designation Procedures

- (a) *Recommendations; notice; public hearing; independent investigation; designation.*
The Landmarks Commission may, after notice and public hearing, recommend that the Village Board establish historic structures, sites and historic districts. At least ten days prior to such hearing, the Landmarks Commission shall give written notice to the owners of record, listed in the Village Assessor's records, of the affected property and other property situated within ~~200~~400 feet of the affected property. Failure to comply

with this provision shall not, however, invalidate any previous or subsequent action on the application. The Landmarks Commission shall also give notice of such hearing to the Director of Public Works, Parks and Recreation Committee, Fire and Emergency Medical Services Department, Police Department, Building Inspector and Plan Commission. Each may respond to the proposed designation in writing or by appearance at the hearing. The Landmarks Commission shall then conduct such public hearing and may hear expert witnesses and may subpoena such witnesses and records as it deems necessary. The Landmarks Commission may conduct an independent investigation into the proposed designation. Within ten days after the public hearing, the Landmarks Commission may recommend to the Village Board the designation of the property as an historic structure, an historic site, or recommend to the Village Board the designation of the property as an historic structure, an historic site, or recommend its inclusion in an historic district. The Village Board may hold a separate public hearing on the owner's or its own request before designation. After the designation has occurred, notification shall be sent to the property owner and to the persons who appeared at the public hearing. The Landmarks Commission shall cause the designation to be recorded, at Village expense, in the Dane County Register of Deeds.

(b) *Voluntary restrictive covenants.* The owner of any historic structure or site may, at any time following such designation, enter into restrictive covenants on the subject property after negotiation with the Landmarks Commission. The Landmarks Commission may assist the owner in preparing such covenants in the interest of preserving the historic property. The owner shall record such covenants in the Dane County Register of Deeds, and shall notify the Village Assessor of such covenants and the conditions thereof.

(c) *Creation of Historic District.*

(1) The Landmarks Commission may select geographically defined areas within the Village for designation by the Village Board as Historic Districts and shall prepare a historic preservation and land use plan in ordinance form for each area. An Historic District may be designated for any geographic area of particular historic, architectural or cultural significance to the Village that:

- a. Exemplifies or reflects the broad cultural, political, economic or social history of the nation, state or community;
- b. Is identified with historic persons or with important events in national, state or local history; or
- c. Embodies the distinguishing characteristics of architectural type specimens inherently valuable for study of a period, style, method, or construction, indigenous materials or craftsmanship; or
- d. Is representative of the notable works of master builders, designers, or architects who influenced their age.

(2) Each historic preservation plan prepared for by the Landmarks Commission shall include a cultural and architectural analysis supporting the historic significance of the area, the specific guidelines for development and a statement of preservation objectives.

(d) *Criteria for the review of alterations in Historic Districts.*

- (1) *Height.* All additions shall be no higher than the existing structure.
- (2) *Second exit platforms.* Second exit platforms shall not be added to the front or sides of a structure unless not visible from the street.
- (3) *Solar collectors.* Passive and active solar collectors will be allowed only if they do not detract from the architectural integrity of the structure and are as unobtrusive as possible. Solar collectors will not be permitted if they hide from street view significant architectural features of the building or neighboring buildings, if their installation requires the loss of significant architectural features, or if they are of such a large scale that they become a major feature of the design.
- (4) *Repairs.* Repairs in materials that exactly duplicate the original in composition, texture and appearance are encouraged. Repairs in new materials that duplicate the original in texture and appearance are also permitted. Repairs in materials that do not duplicate the original in appearance will be permitted on an individual basis if the repairs are compatible with the character and materials of the existing building and if repairs that duplicate the original in appearance are prohibitively expensive.
- (5) *Restoration.* Projects that will return the appearance of the building to an earlier appearance are encouraged and will be permitted if such projects are documented by photographs, architectural or archeological research, or other suitable evidence.
- (6) *Aluminum or vinyl siding.*
 - a. Residing with aluminum or vinyl that replaces clapboards will be permitted, only if the new siding imitates the width of the original siding within one inch, and provided that all architectural details (such as window trim, wood cornices, and ornament) either remain uncovered or are duplicated exactly in appearance.
 - b. Siding that imitates wood graining will not be permitted.
 - c. If the alteration adds additional layers of siding or insulation on the building, the new siding may be applied over it if the trim is also built up to project from the siding as in the original.
- (7) *Storm windows, screens and storm doors.* The repair and retention of original storm windows, screens and storm doors, or their replacement with new units that duplicate the original in materials and appearance is encouraged. Replacements with nonoriginal materials, such as combination metal components, may also be permitted. Painting of raw aluminum storm windows after a year of weathering of the finish is encouraged. Storm doors that imitate a specific style shall be permitted only if the style matches the style of the house.
- (8) *Additions and alterations to street facades.* The appearance of all street facades of a structure shall not be altered unless the design is sensitive to the historic character of the building. Specifically, the design shall be compatible with the existing building in scale, color, texture and the proportion of solids to

voids. Materials and architectural details used in such alterations and additions shall either match those on the existing building or shall be materials and details used for the original construction of other buildings in the historic district of similar materials, age, and architectural style.

- (9) *Additions and alterations not visible from the street.* Additions and alterations not visible from streets contiguous to the lot lines are permitted if their design is compatible with the scale of the existing building and, the materials used are compatible with the existing materials in texture, color and architectural details. Alterations shall harmonize with the architectural design of the building, rather than contrast with it.

- (10) *Side additions.* Side additions shall be set back from the front wall of the structure.

- (11) *Roof alterations.*

- a. Roof alterations creating increased building volume, additional windows, headroom, or area are not permitted unless approved as a variance by the Plan Commission. In addition, the roof shape of the front of the building shall remain the same unless the owner wishes to restore an earlier, documentable appearance.
- b. If the existing roofing material is the same as the original, changes in the appearance of roofing materials (excluding color) are prohibited except when the repair of the existing roof is unfeasible and the cost of replacing it in kind is prohibitive. The new roof shall match the original in appearance (excluding color), as closely as is economically feasible.
- c. If the existing roofing material is not original to the house, the new roofing materials shall harmonize in color with the house. Thick wood shakes, rolled roofing and hexagonal shingles are prohibited. Restoration to a documentable earlier appearance is encouraged.

- (e) *Criteria for the review of new construction in Historic Districts.*

- (1) *Primary buildings.*

- a. *Height.* The maximum height for new buildings in the R-1, R-1A, R-1B, R-2 and R-3 zoning districts shall be 35 feet. Conditional use permits may be granted by the Plan Commission for three story buildings of exceptional design in the R-3 zoning district. The maximum height for new buildings in the C-G zoning district shall be 40 feet, and the C-P, C-H, C-L and C-C zoning districts shall have a 35 foot height limit. Maximum heights for buildings for all commercial districts may be increased upon issuance of a conditional use permit by the Plan Commission.
 - b. *Roofs.* The following roof shapes are encouraged: hipped, gable, gambrel, shed. Roof shapes will be considered on an individual basis, but must be compatible with the building in the visually related area.
 - c. *Materials.* Materials for the exterior walls of new buildings shall be the same or similar to the materials prevalent in the district. The

following materials will be permitted: brick, narrow gauge horizontal clapboards under four inches in exposed width, stone, stucco, smooth shingles, or any combination of the above. The following materials are prohibited: concrete block, asbestos, wide clapboards over four inches in exposed width, diagonal boards, vertical boards, rough sawn wood, rough split shingles, shakes, and sheet metal. Other materials will be considered on an individual basis.

- d. *Visual size.* The gross area of the front facade (all walls facing the street) of a single-family, two unit or commercial building shall be no greater than 125 percent of the gross area of the front facades of buildings in the visually related area. The gross area of the front facade of a multiple-family building should be no more than 125 percent of the average gross area of the front facades of all buildings within the visually related area. If this is not possible, changes in the setback should be designed in the front facade of the building to repeat the rhythm and proportions of buildings verses space between them within the visually related area.
 - e. *Solar collectors.* Solar collectors will be permitted on new buildings, including the front facades. Solar collectors are prohibited if such devices hide from street view significant architectural features of neighboring buildings, or are of such a large scale that they become a major feature of the design.
 - f. *Parking lots.* No new surface parking lots will be allowed in the R-1, R-1A or R-2 districts. In the other zoning districts, no new parking lots will be allowed unless accessory to and on the same zoning lot as a multiple unit residential building.
- (2) *Accessory buildings.* Accessory buildings shall be compatible with the design of the existing buildings on the zoning lot and as unobtrusive as possible. Exterior wall materials permitted are the same as for construction of new primary buildings, but should be the same as the exterior materials of existing buildings on the same zoning lot wherever possible.

(Code 1998, § 13-1-288; Ord. No. 2003-03, § 1(13-1-288), 3-24-2003; Ord. No. 2013-14, § 71, 11-11-2013)

SECTION 20: **AMENDMENT** “62-402 Historic District Review And Adoption Procedures” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

62-402 Historic District Review And Adoption Procedures

- (a) The Landmarks Commission shall hold a public hearing when considering the plan for an Historic District. Notice of the time, place, and purpose of such hearing shall be made by First Class Mail to the owners of the places, structures or objects of the determination, and as otherwise provided by law. Notice of the time, place and purpose of the public hearing shall also be sent by the Village Clerk to the owners of record, as listed in the assessment records, who are owners of property situated within the district or within ~~200~~ 400 feet of the boundaries of the proposed district at least ten days prior to the date of the hearing. Following the public hearing, the Landmarks Commission shall vote to recommend, reject or withhold action on the plan. The recommendation, if any, shall be forwarded to the Village Board.
- (b) Upon receipt of the recommendations of the Landmarks Commission, the Village Board shall hold a public hearing, notice to be given as noted in Subsection (a) of this Section, and shall, following the public hearing, either designate or reject the Historic District. Designation of the Historic District shall constitute adoption of the plan in Article form prepared for that district directing implementation of said plan.

(Code 1998, § 13-1-289; Ord. No. 2003-03, § 1(13-1-289), 3-24-2003)

SECTION 21: **AMENDMENT** “62-679 Board Of Zoning Appeals” of the Village of McFarland Municipal Code is hereby *amended* as follows:

A M E N D M E N T

62-679 Board Of Zoning Appeals

- (a) *Appointment.* The Village President shall appoint a Board of Zoning Appeals under Chapter 2, Article IV, and Wis. Stats. § 62.23(7)(e), consisting of five members subject to confirmation by the Village Board. The Board of Zoning Appeals shall adopt rules for the conduct of the business of the Board of Zoning Appeals as required by Wis. Stats. § 62.23(7)(e)3.
- (b) *Powers and duties.* The Board of Zoning Appeals:
 - (1) Shall hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative official in the enforcement or administration of this Chapter.
 - (2) May authorize, upon appeal, a variance from the dimensional standards of this Chapter where an applicant convincingly demonstrates:
 - a. That literal enforcement of the terms of the Chapter will result in unnecessary hardship for the applicant;
 - b. That the hardship is due to special conditions unique to the property and is not self-created or based solely on economic gain or loss;
 - c. That such variance is not contrary to the public interest as expressed by the purpose of this Chapter; and

- d. That such variance will not grant or increase any use of property that is prohibited in the zoning district.
- (c) *Appeals to the Board of Zoning Appeals.* Appeals to the Board of Zoning Appeals may be taken by any person aggrieved or by an officer, department, board or bureau of the community affected by any order, requirement, decision or determination of the Zoning Administrator or other administrative official. Such appeals shall be taken within a reasonable time, as provided by the rules of the Board of Zoning Appeals, by filing with the official from whom the appeal is taken and with the Board of Zoning Appeals, a notice of appeal specifying the reasons therefor. The Zoning Administrator or other official from whom the appeal is taken shall transmit to the Board of Zoning Appeals all the papers constituting the record on which the appeal action was taken.
- (d) *Public hearings.*
- (1) Before making a decision on an appeal, the Board of Zoning Appeals shall, within a reasonable period of time, hold a public hearing. The Board of Zoning Appeals shall give public notice of the hearing by publishing a class 2 notice under Wis. Stats. Ch. 985, specifying the date, time and place of the hearing and the matters to come before the Board of Zoning Appeals. Property owners within 400 feet of the proposed location of petition shall receive written notice of the public hearing. Failure to comply with this provision shall not, however, invalidate any previous or subsequent action on the appeal. At the public hearing, any party may appear in person, by agent or by attorney and present testimony.
 - (2) A copy of such notice shall be mailed to the parties in interest and the appropriate district office of the Department at least ten days prior to all public hearings on issues involving shoreland-wetland zoning.
- (e) *Decisions.*
- (1) The final disposition of an appeal, or application for a variance, to the Board of Zoning Appeals shall be in the form of a written decision, made within a reasonable time after the public hearing, signed by the Board of Zoning Appeals chair. Such decision shall state the specific facts, which are the basis of the Board of Zoning Appeals' determination and shall either affirm, reverse or modify the order, requirement, decision or determination appealed, in whole or in part, dismiss the appeal for lack of jurisdiction or prosecution, or grant the application for a variance.
 - (2) A copy of such decision shall be mailed to the parties in interest and the appropriate district office of the Wisconsin Department of Natural Resources within ten days after the decision is issued.

(Code 1998, § 13-3-35; Ord. No. 2003-03, § 1(13-3-35), 3-24-2003)

State law reference(s)—Board of appeals, Wis. Stats. § 62.23(7)(e).

SECTION 22: **AMENDMENT** “CHAPTER 2 - ADMINISTRATION FEES” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

CHAPTER 2 - ADMINISTRATION FEES

Section	Description	Fee
2-313(a)(3)	Application to the Plan Commission to amend the Comprehensive Plan	\$500.00 plus actual <u>legal and engineering costs, including publication and notification charges incurred by the Village</u>
2-875(f)	Public records per-page fee for copies, certified or otherwise, of any document	\$0.25

SECTION 23: **AMENDMENT** “CHAPTER 56 - SUBDIVISIONS FEES” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

CHAPTER 56 - SUBDIVISIONS FEES

Section	Description	Fee
56-238(b)	Engineering fee	Engineering fee shall be equal to the actual cost as billed to the Village including inspections
56-238(c)(1)a.	Preliminary Plat review:	
	Preliminary Plat review fee	\$500.00, plus actual legal, financial and engineering costs, including publication and notification charges <u>incurred by the Village</u>
	Additional fee, per lot \$50.00	\$50.00, plus actual legal and engineering costs, including publication and notification

		charges <u>incurred by the Village</u>
56-238(c)(1)b.	Preliminary Plat Reapplication fee if submitted within 36 months of original preliminary plat	\$500.00, plus actual legal, financial and engineering costs, including publication and notification charges <u>incurred by the Village</u>
56-238(c)(2)a.	Final Plat review:	
	Final Plat review fee	\$500.00, plus actual legal, financial and engineering costs, <u>including publication and notification charges</u> , incurred by the Village
	Additional fee, per lot \$50.00	\$50.00, plus actual legal and engineering costs incurred by the Village
56-238(c)(2)b.	Final Plat Reapplication fee if submitted within 36 months of original final plat	\$400.00, plus actual legal, financial and engineering costs, <u>including publication and notification charges incurred by the Village</u>
56-238(c)(2)c.	Review of the development agreement including addendums for each phase of a plat	\$400.00, plus actual legal, financial and engineering costs incurred by the Village
56-238(c)(3)	Certified Survey Map review fee	\$300.00, plus actual legal, financial and engineering costs, including publication and notification charges <u>incurred by the Village</u>
56-238(d)	Condominium development review:	
	Condominium review fee	\$300.00, plus actual legal, financial and engineering costs, including publication and notification charges <u>incurred by the Village</u>
	Additional fee, per unit shown on a condominium plat, less \$20.00 for each lot	\$40.00, per lot plus publication and notification charges <u>incurred</u>

	shown on a Preliminary Plat or CSM for the same project	<u>by the Village</u>
56-238(f)	Digitizing the mapping of the approved land division, plat or condominium	Cost
56-238(g) (1)	Escrow deposits for plats	\$5,000.00

SECTION 24: **AMENDMENT** “CHAPTER 62 - ZONING FEES” of the Village of McFarland Municipal Code is hereby *amended* as follows:

AMENDMENT

CHAPTER 62 - ZONING FEES

Section	Description	Fee
62-17	Escrow deposits:	
	R-E, R-3 General Residence and PD Planned Development Districts up to 50 acres	\$5,000.00
	R-E, R-3 General Residence and PD Planned Development Districts greater than 50 acres	\$10,000.00
	Site/design review for new buildings/additions less than 2,000 square feet and requiring site/design review under Section 62-310(b)	\$1,000.00
	Site/design review for new buildings/additions 2,000 or more square feet and requiring site/design review under Section 62-310(b)	\$2,000.00
	Staff and consultant review costs	Consultant costs shall be the actual costs as billed
62-64	Where no previous fee has been collected (fees in lieu of parkland dedication)	\$4,115.00 per dwelling unit
62-69(d)	Chickens Annual Permit Fee	\$30.00
62-108(a) (5)	Conditional use permit application and issuance fee	\$500.00, plus actual legal and engineering costs, including publication and notification charges incurred by the Village

62-117(d) (2)d.	Permit application fee for bed and breakfast establishments	\$100.00
62-206(d)	Application for signal receiving antenna permit where a conditional use permit is required	Same as fee for conditional use permit and site design plus actual legal and engineering cost by a Telecommunications and safety consultant <u>incurred by the Village</u>
62-309(b) (5)	Occupancy permit fees:	
	One-family residences	\$50.00
	All other uses	\$75.00
	Multifamily residences (per dwelling unit)	\$50.00
62-310(g)	Site/design review	\$400.00, plus actual legal and engineering costs, <u>including publication and notification charges incurred by the Village</u>
62-343(d)	Fee for processing a petition for a zoning change or amendment:	
	Text amendment	\$500.00, plus actual legal <u>and engineering costs</u> , including publication and notification charges <u>incurred by the Village</u>
	Map amendment	\$500.00, plus <u>actual legal and engineering costs</u> , including publication and notification charges <u>incurred by the Village</u>
62-363(e)	Application for hearing before Board of Zoning Appeals	\$475.00, plus actual legal and engineering costs, including publication and notification charges incurred by the Village
62-676(b)	Fee for issuance of certificate of compliance	Fee included with occupancy permit

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

Trustee Referral Form

10/25/2025 5:26 PM (CDT)

Village Board Trustee Referral Form

Requested By	President Brassington
Item/Issue Referral	This is a joint referral with President Brassington and Trustee Fessler East side development plan
Action/Referral Request	Looking to create a plan to engage with the community regarding the East side development plan. potential land uses etc.
Request Referral to (Please select all that apply)	Village Board
Background Information	Fall 2024 and Spring 2025 Our residents requested for us to re-visit the east side development plan.

Village Board Trustee Referral Form

Requested By	Trustee Leamy
Item/Issue Referral	Since Jan 1 2024 (new tourist rooming house ordinance went into place July 11 2023), there have been 5 new tourist rooming house permits submitted (2 in process?). Out of those 5 new permits, 4 are water-front properties. This would bring the total to 12 tourist rooming houses in the village, with 75% of the properties clustered on McFarland's waterfront.
Action/Referral Request	I request that the Public Safety Committee review the current tourist rooming house ordinance and consider adding additional criteria to our ordinance including a 7 day minimum stay for all operators, operation of TRH only 180 days of the year, and the potential to add zoning /density limits to neighborhoods to prevent clusters of short term rentals in certain areas.
Request Referral to (Please select all that apply)	Public Safety Committee
Background Information	2023 Ordinance updates approved by Village board July 11 2023: https://mcfarlandwi.portal.civicclerk.com/event/1517/files/attachment/14809 Please see attached document with screenshot of McFarland map which includes active tourist rooming house locations
Attachments	 TRH Listing - w map 11.11.2025.xlsx

Permit Holder	Property Address	On Water	Residency	Permit Start Date	Permit End Date	2022 - 2023	2023-2024	2024-2025	2025-2026
Matthew Duffy/Qwest Sustainabilities LLC	5703 Red Oak Trl	No	Resident	July 1, 2022	N/A	Yes	Yes	Yes	Yes
Nora Bird/Nick Hougas/Team Bird Training LLC	4514 Wisconsin Ave	Yes	Resident	Prior to 2022	N/A	Yes	Yes	Yes	Yes
Wendy Unke	5438 Bremer Rd	Yes	Resident	Prior to 2022	N/A	Yes	Yes	Yes	Yes
McFarland House Café Inc/Ohearn Ventures LLC	5923 Exchange St	No	Resident	May 13, 2022	N/A	Yes	Yes	Yes	Yes
TSM Rentals/Todd MacDonald	5024 Card Ave	Yes	Resident	Prior to 2022	N/A	Yes	Yes	Yes	Yes
6131 Exchange LLC	6131 Exchange St	No	Resident	December 15, 2022	N/A	Partial	Yes	Yes	Yes
Waubesa Performance Property Management LLC	6008 Lake Edge Rd	Yes	Resident	July 1, 2023	N/A	No	Yes	Yes	Yes
Vinatype Waubesa LLC	4503 Larson St	Yes	Non-Resident	August 19, 2024	N/A	No	No	Partial	Yes
Sarah Nelson	6123 Johnson St	No	Resident	January 16, 2025	N/A	No	No	Partial	Yes
Dawn Cherek	5913 Lake Edge Rd	Yes	Non-Resident	May 1, 2025	N/A	No	No	Partial	Yes
Axis Holdings LLC	5026 Card Road	Yes		TBD?					
Axis Holdings LLC	6016 Lake Edge	Yes		TBD?					

Applications over the years sometimes vary in the actual name of the permit holder - I have attempted to list the varying names that licenses have been held under over the years

Did not apply during the time that residency was part of the application process - I made assumptions based on the permit holder's address in the prior applications

75% on Water

