VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

Village Board

Monday, June 11, 2018 **7:00 PM** **McFarland Municipal Center**
Community Room

AGENDA

1. CALL TO ORDER.

2. ATTENDANCE/ROLL CALL.

3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.
   a. Public Announcements
   1) Correspondence dated May 29, 2018 from the International Organization for Standardization (ISO) regarding the completion of a recent Public Protection Classification (PPC) survey.
   2) Notice to Municipal Securities rule making board - Village bond rating upgraded from Aa3 to Aa2.
   3) Correspondence dated June 5, 2018 from the International Organization for Standardization (ISO) regarding the completion of a recent Building Code Effectiveness Grading Classification survey.

   b. Public Communications

4. CONSENT AGENDA.
   a. Motion to approve the minutes of the May 29, 2018 Village Board meeting.
   b. Motion to approve Resolution 2018-11: A resolution approving the renewal of applications for liquor and fermented malt beverage licenses for July 1, 2018-June 30, 2019
   c. Motion to approve the original and renewal alcohol beverage operator's licenses on the report dated 6/4/18 for the period of July 1, 2018 through June 30, 2019
   d. Motion to approve pre-paid checks #71835-71854 in the amount of $13,116.38 and current checks #71855-71938 in the amount of $168,427.75.

5. PUBLIC APPEARANCES.

6. BUSINESS.
   a. Discussion and action on Resolution 2018: a resolution authorizing the issuance and awarding the sale of $3,550,000 general obligation promissory notes providing the form of the notes; and levying a tax in connection therewith.
   b. Finance Committee (Trustees Lytle & Clow)
      1) Discussion and action regarding revisions to the Investment Policy (Chapter 5).
   c. Discussion and action on the establishment of a public comment policy for public meetings.

d. Discussion and action to approve a proposal from the City of Madison to construct rapid rectangular flashing beacons (RRFBs) at the intersection of Carncross/Black Walnut and Siggelkow as a jointly funded pedestrian enhancement project between the Town of Blooming Grove, McFarland School District, and Village.

e. Discussion and action on setting the date for the 2018 Planning Retreat.

f. Discussion regarding the format and objectives for conducting strategic planning session(s).

g. Discussion and action on the purchase of Badger Books(electronic poll books).

h. Authority Board, Commission and Committee agenda item requests, referrals, and updates.

7. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us

1000 Bishops Gate Blvd. Ste 300
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2
f1.800.777.3929

May 29, 2018

Mr. Matt Schuenke, Administrator
McFarland FPSA
5915 Milwaukee St
McFarland, Wisconsin, 53558

RE: Mcfarland Fpsa, Dane County, Wisconsin
Public Protection Classification: 03/3Y
Effective Date: September 01, 2018

Dear Mr. Matt Schuenke,

We wish to thank you and Chief Chris Dennis for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision- making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."

- Communities graded with single “9” or “8B” classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

Alex Shubert

Alex Shubert
Manager -National Processing Center

cc: Mr. Allan Coville, Public Works Director, McFarland Water Department
Chief Chris Dennis, Chief, McFarland Fire Department
Mr. Kevin Fosso, Operations Manager, Dane County Comm Center

NOTICE TO MUNICIPAL SECURITIES RULEMAKING BOARD
MATERIAL EVENT
Rating Change
Pursuant to SEC Rule 15c2-12

ISSUER: Village of McFarland, Wisconsin

SIX-DIGIT CUSIP: 580441

REPORTABLE EVENT: **Rating Change**

Moody's Investors Service, Inc. has upgraded the Village of McFarland's general obligation rating to "Aa2" from "Aa3".

Attached is Moody's Credit Opinion dated June 5, 2018 supporting the rating update.

This rating reflects the views of Moody's Investors Service, Inc., and an explanation of the significance of such ratings may be obtained from Moody's website at www.moodys.com.

Filing Date: June 6, 2018

The Issuer has authorized Wisconsin Public Finance Professionals, LLC, as dissemination agent, to distribute this information publicly.

Dissemination Agent Contact Information:
Carol Ann Wirth, President
Wisconsin Public Finance Professionals, LLC
1025 South Moorland Road, Suite 504
Brookfield, WI 53005
Phone: 414/434-9644
Email: cawirth@wipublicfinance.com

Issuer Contact:
Village of McFarland
Matthew Schuenke, Administrator
5915 Milwaukee Street
McFarland, WI 53558
Phone: 608-838-3153
Email: matt.schuenke@mcfarland.wi.us
Cassandra Suettinger, Clerk/Treasurer
Email: cassandra.suettinger@mcfarland.wi.us

MOODY'S
INVESTORS SERVICE

CREDIT OPINION
5 June 2018

Rate this Research

Contacts

Natalie Claes *Associate Lead Analyst* natalie.claes@moodys.com	+1.312.706.9973
Tatiana Killen *VP-Senior Analyst* tatiana.killen@moodys.com	+1.212.553.2895

CLIENT SERVICES

Americas	1-212-553-1653
Asia Pacific	852-3551-3077
Japan	81-3-5408-4100
EMEA	44-20-7772-5454

McFarland (Village of), WI

Update following GOULT upgrade

Summary

McFarland (Aa2) benefits from a wealthy, growing tax base favorably located within the Madison (Aaa stable) metropolitan area. The village's financial position is healthy, somewhat offsetting elevated fixed costs due to an above average debt burden.

On June 5, 2018, we upgraded the village of McFarland's general obligation unlimited tax (GOULT) rating to Aa2 from Aa3.

Credit strengths

» Affluent, growing tax base benefits from proximity to the Madison metropolitan area

» Healthy operating reserves and liquidity

Credit challenges

» Small tax base compared to similarly rated credits

» Elevated fixed costs

Rating outlook

Outlooks are usually not assigned to local government credits with this amount of debt.

Factors that could lead to an upgrade

» Further expansion of the village's tax base and resident wealth income levels

» Material growth in operating reserves and/or liquidity

» Moderation of fixed costs

Factors that could lead to a downgrade

» Deterioration of the village's tax base and resident wealth and income profile

» Significant draws on operating reserves or liquidity

» Enterprise risk that negatively impacts the village's operations

Key indicators

Exhibit 1

McFarland (Village of) WI	2013	2014	2015	2016	2017
Economy/Tax Base					
Total Full Value ($000)	$731,654	$770,175	$794,452	$815,493	$883,718
Population	7,922	8,009	8,092	8,168	8,449
Full Value Per Capita	$92,357	$96,164	$98,177	$99,840	$104,594
Median Family Income (% of US Median)	136.4%	139.1%	145.5%	142.9%	142.9%
Finances					
Operating Revenue ($000)	$6,402	$6,381	$6,718	$6,682	$6,974
Fund Balance ($000)	$2,241	$2,311	$2,518	$2,843	$3,368
Cash Balance ($000)	$2,500	$2,433	$2,454	$2,790	$3,132
Fund Balance as a % of Revenues	35.0%	36.2%	37.5%	42.6%	48.3%
Cash Balance as a % of Revenues	39.0%	38.1%	36.5%	41.7%	44.9%
Debt/Pensions					
Net Direct Debt ($000)	$9,984	$8,314	$8,691	$6,898	$9,323
3-Year Average of Moody's ANPL ($000)	$2,403	$3,339	$4,511	$6,397	$7,137
Net Direct Debt / Full Value (%)	1.4%	1.1%	1.1%	0.8%	1.1%
Net Direct Debt / Operating Revenues (x)	1.6x	1.3x	1.3x	1.0x	1.3x
Moody's - adjusted Net Pension Liability (3-yr average) to Full Value (%)	0.3%	0.4%	0.6%	0.8%	0.8%
Moody's - adjusted Net Pension Liability (3-yr average) to Revenues (x)	0.4x	0.5x	0.7x	1.0x	1.0x

Source: Moody's Investors Service, the village's audited financial statements, US Census Bureau

Profile

The Village of McFarland is located just south of the City of Madison, encompassing 4 square miles in Dane County (Aa1 stable). It provides a full range of municipal services to approximately 8,450 residents.

Detailed credit considerations

Economy and tax base: affluent, growing tax base near Madison

The village continues to grow as its close proximity to the Madison metropolitan area has resulted in a high demand for housing. Residential development within McFarland remains strong, including two large multi-family projects and construction of the fifth phase of a 193 home subdivision, both scheduled to be completed this year. Additionally, the village annexed 450 acres from the towns of Blooming Grove and Dunn in 2017. The $883.7 million tax base averaged annual growth of 3.3% from 2012 through 2017, and village officials anticipate further growth of 6.5% during the 2018 assessment.

Resident population trends reflect the village's favorable location near the state capital and employment opportunities throughout Dane County, with the population doubling between 1980 and 2010. Since the 2010 census, population estimates indicate an increase of 8.2% through 2017. Resident incomes are strong, with median family income at 143% of the US.

Financial operations and reserves: healthy financial position with modest exposure to tax increment district risk

The village's financial position will likely remain stable, supported by sound operating reserves and conservative budgeting practices. Eight consecutive surpluses have resulted in an available general fund balance of $2.8 million, or 46.9% of revenues. Across core operating funds (general and debt service), McFarland's available fund balance totaled $3.4 million, or a strong 48.3% of combined revenue. The fiscal 2018 budget is balanced, though given the village's history of positive variances, we anticipate an operating surplus by year end. The village's largest source of revenue is property taxes, which comprised 68.5% of fiscal 2017 operating fund revenues, followed by state aid at 9.8%, and licensing and permit fees at 9%.

Like many Wisconsin (Aa1 stable) municipalities, the village manages and finances development through various tax increment districts (TIDs) that could pose operating pressure if revenues were to fall short of projections. McFarland had two active TIDs at the close of fiscal 2017, both of which are generating TID revenues, though TID #3 currently acts as a donor district to TID #4, recording $500,000 in outstanding loan advances. Favorably, total TID revenues have been sufficient to cover related debt service payments and the village has not yet had to use general revenues to support debt service and projects adequate coverage going forward. In December 2017, the village created TID #5 as a rehabilitation and conservation TID, and are in the process of implementing a project plan.

LIQUIDITY

The village closed fiscal 2017 with a net cash position of $3.1 million, or a solid 44.9% of operating revenues.

Debt and pensions: high fixed costs but modest pension burden

Fixed costs will remain elevated but manageable given annual borrowing for capital projects and rapid debt repayment. Following a planned issuance in June 2018, the village's net direct debt will be above average at 1.5% of full value and 1.8x operating revenues. Additional borrowing plans in 2018 consist of $930,000 through the state's Board of Commissioners of Public Lands Trust Fund Loan program to acquire property for the aforementioned TID #5. The village also anticipates issuing approximately $4.1 million of general obligation debt for capital improvements in fiscal 2019.

McFarland participates in the Wisconsin Retirement System (WRS), a statewide cost sharing plan. Net of self-supporting enterprise contributions, employer contributions to WRS in fiscal 2017 were $248,000, a low 3.6% of operating revenue. Fixed costs, inclusive of debt service and pension contributions, comprised an elevated 22.1% of fiscal 2017 operating revenue.

DEBT STRUCTURE

All of the village's debt is long-term and fixed rate. Amortization is rapid with 100% of principal retired within ten years.

DEBT-RELATED DERIVATIVES

The village has no exposure to any debt-related derivatives.

PENSIONS AND OPEB

Moody's single year adjusted net pension liability (ANPL) for McFarland, under our methodology for adjusting reported pension data, was $7.5 million as of the close of fiscal 2017, an 8.3% increase from the fiscal 2015 ANPL of $6.9 million. The increase in the one year metric reflects various factors, including plan asset underperformance relative to plan assumptions, and the decline in the Citi Pension Liability Index rate, which is the market based discount rate we use to calculate the ANPL. Despite the increase in ANPL, the village's three year average ANPL remains moderate at 1.0x operating revenue and 0.8% of full value.

Moody's ANPL reflects the use of the Citi Pension Liability Index rate to value liabilities. The ANPL reflects the allocation of WRS liabilities to participating employers, which is a required reporting standard under GASB effective fiscal 2015. The ANPL is not intended to replace the village's reported liability information but is used to enhance comparability with other rated entities.

The village does not offer any other post-employement benefits (OPEB).

Management and governance: Wisconsin cities operate with a moderate amount of budgetary flexibility

The village's financial management is strong, adhering to long-term capital planning and a fund balance policy of 20% of budgeted general fund expenditures, a level which it currently exceeds.

Wisconsin cities have an Institutional Framework score of A, which is moderate. Institutional Framework scores measure a sector's legal ability to increase revenues and decrease expenditures. The sector's major revenue source, property tax revenue, is subject to a cap that restricts cities from increasing their operating property tax levies except to capture amounts represented by net new construction growth. Revenues and expenditures tend to be predictable. Across the sector, fixed and mandated costs are generally high. Expenditures are somewhat flexible, as collective bargaining is allowed for public safety employees but is curbed for non-public safety employees.

REPORT NUMBER 1128068

CLIENT SERVICES

Americas	1-212-553-1653
Asia Pacific	852-3551-3077
Japan	81-3-5408-4100
EMEA	44-20-7772-5454

1000 Bishops Gate Blvd., Suite 300
Mt. Laurel, NJ 08054

tel. 1 800 444-4554

June 5, 2018

Mr. Marty Pilger, Building Inspector
McFarland
5915 Milwaukee St., PO Box 110
McFarland, WI 53558

RE: Building Code Effectiveness Grading Schedule Results
McFarland, Dane County, WI

Dear Mr. Pilger:

We wish to thank you for the cooperation given to our representative, Bill Harrington, during our recent survey. We have completed our analysis of the building codes adopted by your community and the efforts put forth to properly enforce those codes. The resulting Building Code Effectiveness Grading Classification is 4 for 1 and 2 family residential property and 4 for commercial and industrial property.

The Insurance Services Office, Inc. (ISO) is an insurer-supported organization with the primary mission of providing advisory insurance underwriting and rating information to insurers. There is no requirement that insurers use our advisory material. Insurers may have adopted, or may be in the process of adopting, an ISO insurance rating program that will provide rating credits to individual property insurance policies in recognition of community efforts to mitigate property damage due to natural disasters. These insurers may use the Building Code Effectiveness Grading Classification we have recently developed for your community as a basis for the credits used. While individual insurers may use different credits or different effective dates, the ISO program will apply credits to new construction within McFarland that has been issued a Certificate of Occupancy in the year 2018 and forward.

We will email our report which provides additional information about our classification process and how we have graded various aspects of your community's building codes and their enforcement.

We want to highlight the fact that the Building Code Effectiveness Grading Schedule is an insurance underwriting and information tool; it is not intended to analyze all aspects of a comprehensive building code enforcement program nor is it for purposes of determining compliance with any state or local law or for making property/casualty loss prevention and life safety recommendations.

If you have any questions about the Classification that was developed, please let us know. Additionally, if you are planning on any future changes in your building codes or their enforcement, please advise us as these changes may affect our analysis and your community's grading classification.

Sincerely,

Cynthia Maahs Knobbs, IAAI-CFI, CFPS
Community Mitigation Analyst
(800) 930-1677, Ext 209
cmknobbs@iso.com

Enclosure

cc: Mr. Matt Schuenke, Village Administrator

VILLAGE OF MCFARLAND

MCFARLAND MUNICIPAL COURT

June, 2018

Monthly Court Docket

May 8, 2018 – Court Docket – Initial Appearances

64 cases scheduled for Initial appearances (76 citations)

6 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
20 Paid prior to Appearance
3 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for May 22, 2018
34 Default appearances – Scheduled for July 10, 2018 Indigency Hearing
1 Rescheduled Court date to May 22, 2018

May 8, 2018 - Juvenile Court – Initial Appearances

2 cases scheduled for Initial appearances (2 citation)

0 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
0 Paid prior to Appearance
0 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for May 22, 2018
1 Default appearances – Scheduled for July 10, 2018 Indigency Hearing
1 Rescheduled Court date to May 22, 2018
0 Review - Monthly progress review

May 15, 2018 – Truancy Court – Initial Appearances & Truancy Reviews

1 cases scheduled for Initial appearances (1 citation)

1 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
0 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for May 22, 2018
0 Default appearances – Scheduled for July 10, 2018 Indigency Hearing
0 Rescheduled Court date to May 22, 2018
10 Truancy Reviews – Monthly progress review

May 22, 2018 – Court Docket – Initial Appearances

27 cases scheduled for Initial appearances (38 citations)

1 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
3 Paid prior to Appearance
2 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for June 12, 2018
20 Default appearances – Scheduled for July 24, 2018 Indigency Hearing
1 Rescheduled Court date to June 12, 2018

May 22, 2018 - Juvenile Court – Initial Appearances

4 cases scheduled for Initial appearances (4 citation)

3 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
0 Paid prior to Appearance
0 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for June 12, 2018
1 Default appearances – Scheduled for July 24, 2018 Indigency Hearing
0 Rescheduled Court date to June 12, 2018
0 Review - Monthly progress review

Court Activities

Monthly Financial Report

The Municipal Court received 128 payments for the month of May, 2018. Total revenue received by the Court was $13,307.25. The Municipality retained $7,469.83 in Court revenue, $2,151.81 was sent to Dane County and $3,685.61 was sent to the State.

There were 20 credit card transactions for the month of May. The Court received a total of $1,542.90 in payments from GPS on-line credit card payments.

As of April, 2018, the Municipal Court has received a total of $3,046.15 in delinquent fines from the Department of Revenue Tax Intercept Program.

As of April, 2018, the Municipal Court has received a total of $33,963.22 in delinquent fines from the State Debt Collection.

Year to date, $73,930.08, in forfeitures have been ordered from 454 citations adjudicated in the Municipal Court. Of that, $4,484.00, has been converted to classroom education and/or community service hours for juveniles, $72,831.98, has been collected for 2018 and prior forfeitures.

MCFARLAND POLICE DEPARTMENT

May 2018 Monthly Report

CONTENTS

McFarland Police Department

MAY 2018 MONTHLY REPORT

As observed on the attached Call Summary Report, the McFarland Police Department logged 552 cases in May. This is compared to 600 cases for the same period in 2017. Cases of interest for the month were: six intoxicated drivers, two domestic disturbances, eight disturbances, nine juvenile complaints, eight fraud complaints, five thefts, eight traffic accidents, forty-four EMS/Fire assists, and responded to five alarms. Officers also logged 244 traffic incidents during the month.

Cases of interest for the month are as follows:

05/02/2018 Officers were dispatched to the 4800 block of Larson beach Road for a disturbance at a business. Officers arrived on scene and learned an employee had been terminated and starting to create a disturbance before leaving. An officer attempted to talk to the female suspect, outside the business, when she did not comply with the officer's commands. The suspect started to walk back toward the business and the officer attempted to stop her. The suspect was taken to the ground and placed in handcuffs. A short time later, the suspect began to be combative again and kicked one of the officers. The suspect was charged with resisting/obstructing an officer and disorderly conduct. The suspect was booked into the Dane County Jail.

05/28/2018 An officer observed a vehicle traveling eastbound in the westbound lanes of Siggelkow Road near Paulson Court. The vehicle stopped on Paulson Court and the officer made contact with the driver. The driver was found to be under the influence of alcohol. The driver was asked to conduct field sobriety tests and probable cause was found to arrest him for operating a motor vehicle while under the influence-3rd offense. The driver had a .22 blood alcohol concentration.

Staffing Report

- Officer Sydney Bryant has completed her field training program and has been assigned a regular tour on second shift.

- Recruit Candidate Bruce Grady continues in the field training process.

- The recruitment process to fill the upcoming Confidential Administrative Assistant continues. The application deadline was May 4th, and we received 118 applications for the position. Those applications were screened, and phone interviews were conducted with 20 applicants.

  On May 31, 7 semi-finalists were interviewed by an outside panel of individuals either currently in that role or supervising that role, as well as the administration of skills tests. A final interview will be conducted on June 29th of the finalists, and a selection made shortly thereafter.

- Sharon Ennis has assumed Melissa's role as of June 1st and will be working dayshift until such a time as the new employee is hired and trained.

- Melissa Lavin Officially retired on June 1st.

Equipment Report

- The UTV has now been in service for a couple of months, and has been used on a variety of calls and special events. This has been a very useful addition to our fleet.

- The Department will be switching to a new all-inclusive staff management and scheduling software called PlanetPolice. This program will replace our current scheduling, policy and procedure management and information sharing programs. The program allows for, in addition to scheduling, the ability to disseminate critical information to staff, policy and procedure documents, as well as briefing and training bulletins. This will be a good addition, as it will allow for all of these functions to be housed under one program rather than three separate ones, and will serve as a daily activity "dashboard" for officers, by which departmental functions and information are processed.

Training Report

- All sworn personnel attended Emergency Vehicle Operators Course (EVOC) training. This training is required, by the State of Wisconsin, once every two years.

- Officer Jason Onken attended training to become an EVOC Instructor for the Department. The training was sponsored by Madison College.

- Sgt. Job and his K-9 partner Boris attended their annual one-week recertification training.

Budget Report

- No report.

Other Information

- The Department conducted, in association with the Optimist Club, the annual Bike Rodeo on May 5th. The event was well attended and went smoothly.

- A retirement reception for Melissa Lavin was held on June 1st.

- On Monday June 11th, the PD in conjunction with the Fire Department will host an Active Threat training exercise from 4p – 9p. The event will take place at the Primary School campus on Johnson St. Representatives from our training consortium agencies (Verona, Stoughton, Monona and Oregon PD's) will also attend, along with Fire personnel from a few local fire departments. This information has been provided to residents, media, other law enforcement agencies and the Dane Co. 911 Center in advance.

- On Tuesday, June 12th, McFarland PD will be visited by Tyler Carach, AKA "The Donut Boy" from 1p – 3p. Tyler is an extraordinary young man who is on a mission to personally thank every police officer in the country for their service. To date, he has travelled to numerous parts of the country and has delivered thousands of donuts to police officers across the nation.

  While in Wisconsin, Tyler will be visiting both Madison and McFarland PD's, and then move on to another part of the country. For more information about Tyler, visit this link: https://www.policeone.com/police-heroes/articles/376436006-Donut-Boy-is-on-a-mission-to-thank-every-cop-in-America/ or the McFarland Police Department webpage.

- On Thursday, June 14th, the department will for a second year host a Shared Table event at the McFarland Lutheran Church on Marsh Rd. The event is being planned and managed by Sgt. Joe Maurer, and numerous staff members will be on site to assist in food prep and service.

	# Incident Analysis Report ## Summary By Incident Type	McFarland Police Department Official Case Report **Do Not Re-Release**

Print Date/Time: 06/06/2018 11:23
Login ID: mcbgr
Incident Type: All
Call Source: All

From Date: 05/01/2018 00:00
To Date: 05/31/2018 23:59

McFarland Police Department
ORI Number: WI0137300
Officer ID: All
Location: All

Incident Type	Number of Incidents
911 Abandoned Call	3
911 Call Playing w/Telephone	1
911 Call Question	2
911 Call Silent	5
911 Call Unintentional	13
911 Disconnect	4
911 Misdial Call	2
Accident Hit and Run	2
Accident Private Property	1
Accident Property Damage	4
Accident w/Injuries	1
Adult Arrested Person	2
Alarm	5
Animal Bite	2
Animal Complaint/Disturbance	4
Animal Found	3
Animal Lost	1
Animal Stray	6
Assist Citizen	36
Assist EMS/Fire	44
Assist K9	9
Assist Police	24
ATL Person	5
Burglary Residential	1
Check Person	11
Check Property	197
Child Neglect	1
Civil Dispute	1
Damage to Property	4
Disturbance	8
Domestic Disturbance	2
Drug Incident/Investigation	2
Follow-Up	23
Foot Patrol	11
Fraud	8
Information	35
Liquor Law Violation	1
Liquor Law/Bar Check	1

Page: 1 of 2

Incident Analysis Report

Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 06/08/2018 11:23
Login ID: mcbgr
Incident Type: All
Call Source: All

From Date: 05/01/2018 00:00
To Date: 05/31/2018 23:59

McFarland Police Department
ORI Number: WI0137300
Officer ID: All
Location: All

Incident Type	Number of Incidents
Missing Adult	1
Missing Juvenile/Runaway	1
OMVWI Arrest/Intoxicated Driver	6
Parking Complaint On Street	7
Phone	8
Preserve the Peace	2
Property Found	3
Repo	3
Road Rage	1
Safety Hazard	22
Solicitors Complaint	1
Special Event	3
Suspicious Person	4
Suspicious Vehicle	10
Theft	2
Theft from Auto	1
Theft Retail	2
Threats Complaint	2
Traffic Arrest	2
Traffic Complaint/Investigation	53
Traffic Incident	1
Traffic Stop	188
Violation of Court Order	1
Total:	809

Community Development Highlights

May 2018

- For the month of May, sixty-one permits were issued. One permit related to new residential construction, and one for the new building for the McFarland soccer association. Phase six should be opening up this summer in Juniper Subdivision; so, I expect permit numbers for new single-family homes to increase in the coming months. Revenues for the month totaled $80,608.

- Ad-Hoc Branding Committee meeting was held. Findings of the community survey were discussed. Next meeting options for branding platforms & taglines will be reviewed.

- The third disbursement of funds for the Waubesa Village project took place in May.

- Monica Bolle, wife of our commercial building inspector Bob Bolle passed away in late April. The Village sent flowers and I attended the service.

- Brian Berquist and I met with Mary Tupple Sperle to discuss wetland issues as it relates to 18 acres she owns with her sister. The property is located at the northwest corner of CTH AB and Elvehjem Road and is within Village limits.

- Beach House Properties LLC developer/owner of Waubesa Shores is proposing to temporarily rent a site across the street on Lake Edge Road, where they now have a job sales trailer, to park cars for boat slip rentals. They will need a temporary Conditional Use Permit to accomplish this, which will be on the June Plan Commission Agenda. They are also planning some minor layout changes to their condominium project due to the location of some mechanical closets.

- Working with Keller Structures to finalize a site plan for an 8,000 sq.ft. building on Voges Road by Tim Neitzel. This project will be the final building on this site and will be on the June Plan Commission agenda.

- Worked with developers, engineer and architect to resurrect a commercial project by Tim Neitzel just south of the Walgreens building. Project needed updates to a wetland delineation and fire hydrant locations. Plan Commission approved this project at its May meeting.

- Completed updates to the U.S. Census address list and included new municipal boundaries.

- Working with developer Lou Cheramy and his engineer on revisions to their duplex project off Siggelkow Road. They should be coming back to Plan Commission for formal review and possible action at the June Plan Commission meeting.

- Coordinated an upcoming meeting with Common Threads regarding possible designation of their historic building on our list of local historic sites. Their Siggelkow facility is currently on the National Register of Historic Places.

- With direction from the CDA, drafted design guidelines for any construction projects in TID #5.

- Directed by Village Board to develop an RFP for the development/redevelopment for lands to be acquired by the Village on Farwell Street.

- Reached an agreement with developer Dave Bisbee on costs for Paulson Road improvements.
- Allan Coville and I worked with Tom Gannon on parameters for sites to install cluster mailboxes. The post office is requiring them for Gannon's Prairie Place Subdivision.

- Attended the groundbreaking for the High School.

- Have had some inquiries regarding the remaining ± 11.0 acres of the former 84 Lumber site now owned by Foundation Building Materials. This company occupies about 7 acres of the site and wishes to sell the remaining unused acreage.

- Attended the following monthly meetings
  - Village Board
  - Committee of the Whole
  - Plan Commission
  - Community Development Authority
  - Park & Natural Resources
  - Utilities
  - Landmarks Commission

Submitted by:
Pauline Boness
Community Development Director

McFarland Fire & Rescue Department
5915 Milwaukee Street • PO Box 110 • McFarland, WI 53558-0110
(608) 838-3278 • Fax: (608) 838-3619
Emergency: 911

June 2018
Fire & Rescue Department Report
For May 2018 Activity

- **General**
  - Chief Dennis will be on a family vacation from June 4th through June 10th. Assistant Chief Tom Reiter will be acting Chief during the time Chief Dennis is out of the area.
  - On May 20th the McFarland Fire & Rescue Association in conjunction with the Department held the annual pancake breakfast. The event was attended by 670 people. The Association is finishing up the numbers from the event. They held a silent auction and raised over $5,000 dollars for the auction. Majority of the food supplies were donated. We can't express enough the time and effort placed by a few individuals to make the event successful.
  - On May 8th the Police and Fire Commission interviewed seven candidates to develop an eligibility list. The Police and Fire Commission established an eligibility list, and from the list, four candidates were invited for chief interviews. One candidate has been selected to complete the background investigation. We are hoping an individual will be able to be starting in mid-July.
  - We have received our classification from ISO, and we have received a fire public protection classification rating of 3/3Y. The class 3 rating applies to the areas of our district with hydrants, and the class 3Y rating applies to the area of our district that doesn't have hydrants. We will be reviewing the complete report to determine any possible areas we could improve our rating. We believe to improve the rating it would require considerable investment in staffing and equipment.
  - We had two days that our on-duty ambulance crew assisted with meal delivery for meals on wheels. The preliminary result is the event was well received. We will be reviewing with Outreach to see the ability to perform more often.
  - The new engine has been placed into service. We have been working out issues that prop up from time to time. Many of the issues are common due to the complexity of the truck and the assembly process.
  - The brush truck/pick up truck project is progressing. We received the new pickup truck, and it has been placed into service. We have a minor issue with brush guard not meeting our specifications and needs. The vendor is working on a solution. The old pickup was taken out service to finish the conversion to the brush truck. The process should be completed by the middle of June. The timing of placing the new truck service was very beneficial for the Parks and Trails festival. Both pickups were required to deploy both the boat and ATV.

- We are continuing to meet with area departments on the interstate corridor construction. We don't foresee any response plan changes that will affect McFarland during the next year. However, we have been affected by two larger crashes on the corridor with EMS response. We are meeting with the other departments to help control the impacts to our units and effectively mitigate the incidents. Both incidents utilized the Base Hospital model for the county and did have some issues. Chief Dennis and Dr. Kronenfeld are meeting with area hospitals, county staff, and area departments to help facilitate improvement.

- **Staffing**
  - Current Staffing Levels
    - Fulltime Fire Rescue Chief – 1
    - Fulltime Fire Inspector/Public Education Specialist – 1
    - Fulltime EMTs – 4 (1 vacant)
    - Fulltime Confidential Administrative Assistant (Shared w/Admin) - 1
    - Paid on Call – 57 (20 EMTs, 18 Firefighters (2 Active Retired), 10 EMR/Firefighter, & 9 EMT/Firefighters)
    - Total Staffing Level – 64
  - We had Firefighter Jacob Sondreal resign due to moving out of the area, and he was having difficulty with maintaining the required attendance levels.
  - We had EMT Sara Quinn resign due to taking on more work and school commitments and not being able to make commitments with us.
  - We had EMT Shelly Wollerman resign due to having her supervisor leaving at her work and herself assuming those duties. She has not been able to meet the commitment with the department.
  - We did hire Anthony Kanvik as a firefighter. Anthony comes to us with being an IFSAC/Pro Board Certified Firefighter II obtained from being part of the Army Reserves. He is in the process of converting his certifications to be Wisconsin certifications.

- **Training Activity**
  - The month of May training was truncated due to Memorial Day. We did continue with training on the new engine. One night was dedicated to final transfer of equipment and training of the firefighters. The other regular training was dedicated to members performing advanced medical skill refreshers. The medical direction team was present to observe members skills and provide assistance in testing the skills. All members are required to perform some level of skills to remain active on the department.
  - June training will be the start of some great opportunities with acquired structures. On June 11th we will be performing a joint training with Police at the Primary School just before it is demolished. We are also working with the UW on the possibility of a controlled burn of a house in the Town of Dunn. Additionally, we have two other possible structures to burn depending development plans.

Inspection/Prevention Activity	**Completed**	**Year to Date Total**
Building Inspections	30	235
Fire Code Violations Identified	28	151
Re-Inspections	10	17
Corrections Noted	16	37
Plan Reviews	2	37
Acceptance Inspections/Test	2	4

Public Instruction	**Completed**	**Year to Date Total**
CPR Certifications	2	20
First Aid Training	0	1
High School CPR (Hands Only)	0	0
Baby Sitters First Aid	0	0
Public Education Tours	1	5

- **Apparatus & Equipment**
  - The 2004 ATV (ATV 11) has been tested including amphibious use of placing an aerator in a retention pond. The unit has been working back to normal.
  - The 2015 Ambulance (Rescue 84) had damage done to the curb side of the truck from striking a column at an area hospital. The truck is scheduled to have the body repaired on June 12th with being out of service about three days. The insurance company will be covering the expenses with the exception of the $500 deductible.
  - The 2008 Pickup (future Brush 9) has to have a portion of the exhaust pipe replaced due to rusting out. The Village Mechanic was able to perform the repair.

Incident Summary

Incident Type	2018		2017	
	May	Year to Date Total	May	Year to Date Total
EMS – Falls	8	62	13	56
EMS – General Medical	42	168	44	184
EMS – Motor Vehicle Crash	4	28	4	18
EMS – Trauma Other	2	30	4	15
EMS – Other types	14	46	10	49
EMS – Total (+4%)	70	334	75	322
Fire – Building, vehicle or outside	0	18	2	11
Fire – Assist EMS Crew	12	44	9	54
Fire – Motor Vehicle Crash	2	16	2	10
Fire – Alarms	5	25	7	20
Fire – Other types	15	43	8	51
Fire – Total (0%)	34	146	28	146

- **Significant Incidents**
    - On May 19th at 10:09 pm we received an alarm for the Curling Club. Engine 2 arrived on location to find the building in use for a fundraiser with numerous event goers insider the building. The alarm was reported to be a possible false trigger for the refrigerated leak detection due to the use of a smoke machine. The Engine 2 officer noted that the detector was sounding beyond the smoke machine interaction and a leak was highly likely. The building was evacuated with the assistance of Ladder 8. Engine 2 requested mutual to assist with the numerous event goers. Fire 1 responded to the incident and Engine 2 officer transferred command to Fire 1. Fire 1 determined the event would not be able to restart and ordered the building to be evacuated for the night. McFarland Police assisted to dispersing the crowd with the exception of people that left belongings in the building. Ladder 8 and Cottage Engine 3 assisted with retrieving belongings from the building while on SCBA. Building maintenance was contacted and a representative responded to the building. After further investigation, it was determined that the building storage levels were lower than previous, but leak source was unable to be determined. The system was secured and building ventilation left on overnight. The system utilizes R-22 refrigerate with most significant hazard in the type of use is displacement of oxygen in the air. The monitoring by crews did confirm no hazardous levels existed.
    - On May 24th at 2:08 pm Rescue 84 was requested as part of a MABAS Box alarm assignment to the Interstate for a Mass Casualty Incident from a bus and semi crash. Rescue 84 was one of six ambulances that responded to the incident. The incident utilized resources from several different departments. The patient Rescue 84 transported had minor injuries.
    - On May 30th at 1:00 pm Rescue 84 was requested to respond as the fifth ambulance to a crash on the interstate. However, the first two original ambulances were never to reach the scene due to the congestion and blockage of the interstate. At 1:20 pm Rescue 82 was requested to respond as the sixth ambulance to the scene. Due to the request FitchRona Medic 44 was moved to cover of our area. Rescue 84 and Rescue 82 transported four patients from the incident. During the incident, a private ambulance was stuck in traffic with a critical cardiac patient and required assistance in getting off the interstate system. Chief Dennis will be meeting with the Chiefs from Cambridge EMS, Cambridge Fire, Cottage Grove Fire, Dane County 911, Dane County EMS, and DeerGrove EMS to help develop plans to keep the impacts of the incidents minimal to our district resources. We did experience some difficulties that could be avoided in the future with transports, units utilized, and notifications to other departments of the incidents.

Runs by Dispatch Reason - MFR

Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Traffic/Transportation Incident	12	15.38%
Sick Person	11	14.10%
Breathing Problem	10	12.82%
Falls	10	12.82%
Unconscious/Fainting/Near-Fainting	8	10.26%
Fire	7	8.97%
Abdominal Pain/Problems	3	3.85%
Chest Pain (Non-Traumatic)	3	3.85%
Diabetic Problem	3	3.85%
Hemorrhage/Laceration	3	3.85%
Standby	3	3.85%
Carbon Monoxide/Hazmat/Inhalation/CBRN	1	1.28%
Cardiac Arrest/Death	1	1.28%
Choking	1	1.28%
Headache	1	1.28%
Pregnancy/Childbirth/Miscarriage	1	1.28%
	Total: 78	**Total: 100.00%**

Report Filters

Incident Date: is between '5/1/2018' and '5/31/2018'

****Note report is based on patient care reports. Incidents with multiple patients will cause additional runs. Total incidents will be less than total runs indicated on this report.**

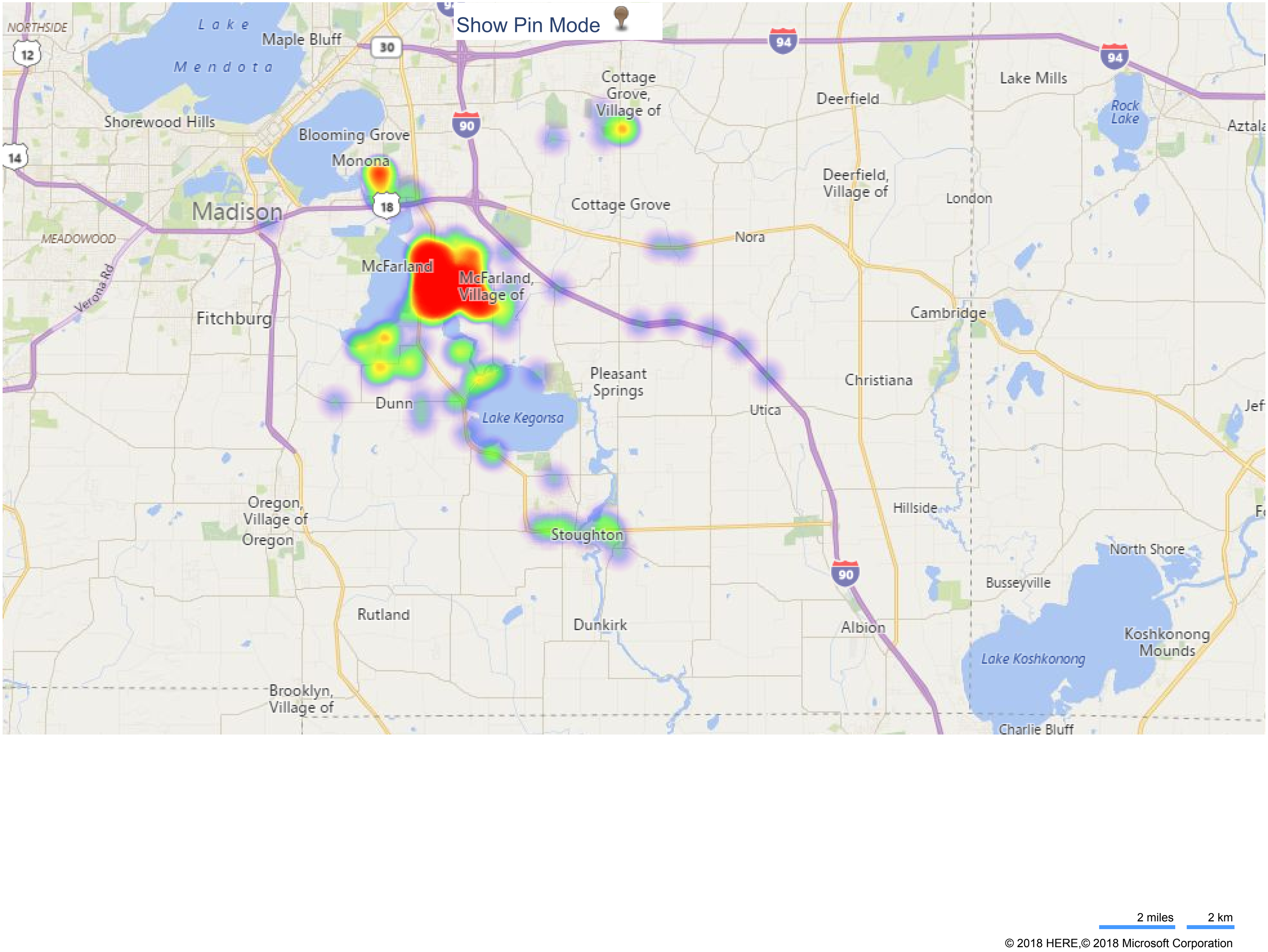
Runs by Dispatch Reason - MFR

Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Falls	63	17.40%
Traffic/Transportation Incident	57	15.75%
Sick Person	51	14.09%
Unconscious/Fainting/Near-Fainting	42	11.60%
Breathing Problem	27	7.46%
Fire	26	7.18%
Heart Problems/AICD	10	2.76%
Chest Pain (Non-Traumatic)	9	2.49%
Convulsions/Seizure	9	2.49%
Hemorrhage/Laceration	9	2.49%
Diabetic Problem	8	2.21%
Standby	7	1.93%
Abdominal Pain/Problems	6	1.66%
Stroke/CVA	6	1.66%
Allergic Reaction/Stings	4	1.10%
Carbon Monoxide/Hazmat/Inhalation/CBRN	4	1.10%
Cardiac Arrest/Death	4	1.10%
Choking	4	1.10%
Overdose/Poisoning/Ingestion	4	1.10%
Back Pain (Non-Traumatic)	3	0.83%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	3	0.83%
No Other Appropriate Choice	2	0.55%
Unknown Problem/Person Down	2	0.55%
Headache	1	0.28%
Pregnancy/Childbirth/Miscarriage	1	0.28%
	Total: 362	**Total: 100.00%**

Report Filters

Incident Date: is between '01/01/2018' and '05/31/2018'

****Note report is based on patient care reports. Incidents with multiple patients will cause additional runs. Total incidents will be less than total runs indicated on this report.**


Show Pin Mode
Lake Mendota
Maple Bluff
NORTHSIDE
Shorewood Hills
Blooming Grove
Monona
Madison
MEADOWOOD
Verona Rd
McFarland
McFarland, Village of
Fitchburg
Dunn
Lake Kegonsa
Pleasant Springs
Cottage Grove, Village of
Cottage Grove
Nora
Deerfield
Deerfield, Village of
London
Lake Mills
Rock Lake
Cambridge
Christiana
Utica
Hillside
Oregon, Village of
Oregon
Stoughton
Rutland
Dunkirk
Albion
Busseyville
North Shore
Lake Koshkonong
Koshkonong Mounds
Charlie Bluff
Brooklyn, Village of
2 miles
2 km
© 2018 HERE,© 2018 Microsoft Corporation

Village of McFarland Fire Department

Fire Incident Type Period Comparisons

Alarm Date Between {05/01/2018} and {05/31/2018}

Incident Type	05/01/2018 to 05/31/2018	05/01/2017 to 05/31/2017	05/01/2016 to 05/31/2016	05/01/2015 to 05/31/2015
111 Building fire	0	0	0	1
131 Passenger vehicle fire	0	1	1	0
132 Road freight or transport vehicle fire	0	0	1	0
142 Brush or brush-and-grass mixture fire	0	0	1	1
154 Dumpster or other outside trash receptacle fire	0	1	0	0
300 Rescue, EMS incident, other	0	0	1	0
311 Medical assist, assist EMS crew	12	9	13	5
322 Motor vehicle accident with injuries	1	0	2	2
323 Motor vehicle/pedestrian accident (MV Ped)	0	0	0	1
324 Motor Vehicle Accident with no injuries	1	0	0	1
331 Lock-in (if lock out , use 511)	0	1	0	0
411 Gasoline or other flammable liquid spill	2	1	0	0
412 Gas leak (natural gas or LPG)	0	1	1	0
420 Toxic condition, Other	1	0	0	0
424 Carbon monoxide incident	0	1	0	0
442 Overheated motor	1	0	0	1
444 Power line down	1	0	0	0
445 Arcing, shorted electrical equipment	1	1	0	1
463 Vehicle accident, general cleanup	0	2	1	0
500 Service Call, other	1	0	1	0
511 Lock-out	0	0	1	0
531 Smoke or odor removal	0	1	0	0
553 Public service	0	0	1	0
600 Good intent call, Other	1	1	0	1
611 Dispatched & cancelled en route	5	2	2	6
651 Smoke scare, odor of smoke	1	0	0	0
700 False alarm or false call, Other	0	0	1	0
710 Malicious, mischievous false call, Other	0	0	0	1
714 Central station, malicious false alarm	1	0	0	0
730 System malfunction, Other	0	0	0	1
733 Smoke detector activation due to malfunction	1	0	2	0
735 Alarm system sounded due to malfunction	0	1	0	0
736 CO detector activation due to malfunction	0	3	0	1
743 Smoke detector activation, no fire - unintentional	1	0	1	0
745 Alarm system activation, no fire - unintentional	3	2	1	1
Totals	34	28	31	24

Village of McFarland Fire Department

Fire Incident Type Period Comparisons

Alarm Date Between {01/01/2018} and {05/31/2018}

Incident Type	01/01/2018 to 05/31/2018	01/01/2017 to 05/31/2017	01/01/2016 to 05/31/2016	01/01/2015 to 05/31/2015
100 Fire, Other	0	0	0	1
111 Building fire	8	5	6	9
113 Cooking fire, confined to container	1	2	1	0
116 Fuel burner/boiler malfunction, fire confined	0	0	1	0
118 Trash or rubbish fire, contained	0	1	0	0
130 Mobile property (vehicle) fire, Other	0	0	1	1
131 Passenger vehicle fire	1	1	1	0
132 Road freight or transport vehicle fire	0	0	1	1
137 Camper or recreational vehicle (RV) fire	0	0	0	1
140 Natural vegetation fire, Other	1	0	0	0
142 Brush or brush-and-grass mixture fire	0	1	2	1
143 Grass fire	0	0	0	1
150 Outside rubbish fire, Other	1	0	0	0
151 Outside rubbish, trash or waste fire	0	0	0	1
154 Dumpster or other outside trash receptacle fire	0	1	0	0
160 Special outside fire, Other	1	0	0	0
171 Cultivated grain or crop fire	1	0	1	0
251 Excessive heat, scorch burns with no ignition	0	1	0	0
300 Rescue, EMS incident, other	0	0	1	0
311 Medical assist, assist EMS crew	44	52	44	39
322 Motor vehicle accident with injuries	10	5	7	7
323 Motor vehicle/pedestrian accident (MV Ped)	0	0	0	1
324 Motor Vehicle Accident with no injuries	6	2	1	1
331 Lock-in (if lock out , use 511)	0	2	0	0
350 Extrication, rescue, Other	0	1	0	0
352 Extrication of victim(s) from vehicle	0	1	0	0
353 Removal of victim(s) from stalled elevator	1	1	0	0
365 Watercraft rescue	0	0	1	0
381 Rescue or EMS standby	0	1	0	0
411 Gasoline or other flammable liquid spill	3	2	0	0
412 Gas leak (natural gas or LPG)	2	3	2	2
420 Toxic condition, Other	1	0	0	0
424 Carbon monoxide incident	1	3	3	4
440 Electrical wiring/equipment problem, Other	0	0	0	1
442 Overheated motor	1	0	0	2
443 Breakdown of light ballast	0	0	1	0
444 Power line down	1	0	0	0
445 Arcing, shorted electrical equipment	1	2	0	1
451 Biological hazard, confirmed or suspected	0	1	0	0
463 Vehicle accident, general cleanup	0	2	1	0
500 Service Call, other	1	0	3	0
510 Person in distress, Other	0	1	0	0
511 Lock-out	0	0	1	0
522 Water or steam leak	1	2	0	0
531 Smoke or odor removal	1	1	0	0

Village of McFarland Fire Department

Fire Incident Type Period Comparisons

Alarm Date Between {01/01/2018} and {05/31/2018}

Incident Type	01/01/2018 to 05/31/2018	01/01/2017 to 05/31/2017	01/01/2016 to 05/31/2016	01/01/2015 to 05/31/2015
551 Assist police or other governmental agency	0	1	0	0
553 Public service	0	0	1	0
561 Unauthorized burning	2	0	0	0
571 Cover assignment, standby, moveup	1	0	0	0
600 Good intent call, Other	1	2	1	1
611 Dispatched & cancelled en route	22	22	17	15
621 Wrong location	0	0	0	1
622 No Incident found on arrival at dispatch address	0	1	1	0
631 Authorized controlled burning	4	1	2	0
632 Prescribed fire	0	0	1	0
650 Steam, Other gas mistaken for smoke, Other	0	1	0	0
651 Smoke scare, odor of smoke	4	1	0	1
652 Steam, vapor, fog or dust thought to be smoke	0	1	0	0
661 EMS call, party transported by non-fire agency	0	1	0	0
671 HazMat release investigation w/no HazMat	1	1	0	1
700 False alarm or false call, Other	2	0	1	0
710 Malicious, mischievous false call, Other	1	0	1	1
714 Central station, malicious false alarm	3	0	1	0
730 System malfunction, Other	0	0	0	1
731 Sprinkler activation due to malfunction	1	0	0	0
733 Smoke detector activation due to malfunction	1	0	4	1
735 Alarm system sounded due to malfunction	1	2	0	2
736 CO detector activation due to malfunction	1	4	1	3
740 Unintentional transmission of alarm, Other	3	2	0	1
743 Smoke detector activation, no fire - unintentional	2	2	1	0
744 Detector activation, no fire - unintentional	1	0	0	0
745 Alarm system activation, no fire - unintentional	4	6	4	1
746 Carbon monoxide detector activation, no CO	3	3	1	2
900 Special type of incident, Other	0	0	1	0
Totals	146	146	117	105

PUBLIC SAFETY COMMITTEE

EMERGENCY MANAGEMENT REPORT
June 2018 Report

Update on outdoor warning siren:

This seasons outdoor warning siren monthly tests where outdoor warning sirens are activated country wide at 12:00 PM on the 1st Wednesday of the month. I noted that all McFarland sirens are operating properly.

I will display the map showing coverage areas of our current sirens to include a recommendation for a new siren at the Power Line Station at the corner of County Highways AB and MN. A review of this location with Dane County as stated, being this is on a County Highway, the County would enable right of way to the Village. A new siren with complete installation should be budgeted for $30,000. I shall report information from our meeting to the Emergency Management Committee as well.

Emergency Management Committee Meeting:

The bi-monthly meeting was on May 24, 2018 at 2:00 PM and not enough members were in attendance to continue with the meeting.

Storm Activity:

I will continue providing department heads, Public Safety Committee Members, Emergency Management Committee Members and Village Board Members the weather briefings as I receive them being that I attend the weather briefing webinars when they are held. Further, weather briefings and posts are being placed on Social Media for the Village.

Emergency Response Manual Update:

I will be addressing our emergency services department heads with additional scenarios to gather information from them to add the protocols to our Emergency response Manual as an excellent scenario setting.

Training:

I continuously seek webinars from Emergency Government Technology as well as other affiliations and organizations for Emergency Management to assist me in my role in regards to training and updates, etc.

Community Awareness:

I will continue submitting inclement weather, storm watches and warnings, and other pertinent information and literature to the Village Social Media Team

Submitted by: Chuck Di Piazza

VILLAGE OF MCFARLAND

VILLAGE BOARD MINUTES

Tuesday, May 29, 2018 - 7:00 PM

1. **CALL TO ORDER.**
   Village President Czebotar called the regular meeting of the McFarland Village Board to order at 7:00pm in the Community Room of the McFarland Municipal Center.
2. **ATTENDANCE/ROLL CALL.**
   Village Board members present: Village President Brad Czebotar, Village Trustee Jerry Adrian, Village Trustee Stephanie Brassington, Village Trustee Carolyn Clow, Village Trustee Dan Kolk, Village Trustee Mary Pat Lytle

   Village Board members not present: Village Trustee Shaun O'Hearn

   Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Police Chief Craig Sherven, Community Development Director Pauline Bonness, and Fire/EMS Director Chris Dennis.

3. **PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.**

   a. *Public Announcements*
   President Czebotar recognized Monday May 28th as memorial day and thanked those who made the ultimate sacrifice for their country.

   1) *Board of Review - Wednesday June 6, 2018 9 a.m. to 11 a.m.*

   2) *Parks & Trails Unite Festival - June 2, 2018 McDaniel Park 10 a.m. to 7 p.m.*

   3) *Summer Reading Begins June 1st - register at mcfarlandlibrary.org or in person*

   b. *Public Communications*
   Letter from County Executive Parisi regarding Dane Arts by Local Arts Market. 4th year. Friday October 12th and 13th in Fitchburg.
4. **CONSENT AGENDA.**

   a. *Motion to approve the minutes of the May 14, 2018 Village Board meeting.*

   b. *Motion to approve the minutes of the May 21, 2018 special Village Board meeting.*

   c. *Motion to approve pre-paid checks #71746-71756 in the amount of $12,276.37 and current checks #71757-71834 in the amount of $993,883.89.*

d. *Motion to approve the appointment of Allyson Casey to the ad-hoc branding committee.*

e. *Motion to approve the special event license and the temporary Class B retailer's license applications from the Historical Society, with the requested variances, and to approve the temporary alcohol beverage operator's license for Glenn Nielsen for the McFarland Chocolate Fest Event to be held from 7:00 p.m. to 9:00 p.m. on Saturday, October 6, 2018 at the Madison Curling Club,4802 Marsh Rd*

f. *Motion to approve the appointment of Michael Shumway to the Library Board for a three year term expiring April 2021.*

g. *Motion to approve appointing Donna Nowakowski to serve as Election Inspector for the 2018-2019 term*

Motion by Village President Brad Czebotar, second by Village Trustee Mary Pat Lytle, to approve the consent agenda as presented. Motion carries 6 - 0 by acclamation.

5. PUBLIC APPEARANCES.

6. BUSINESS.

a. *Finance Committee (Trustees Lytle & Clow)*

1) *Discussion and action regarding the acceptance of the 2017 Municipal Financial Statements and Audit Results as presented by Baker Tilly Virchow Krause.*

Carla Goggin, representative from Baker Tilly, provided an overview of the 2017 financials. She reported the Village is in a position of strength and has a very strong financial position that includes a health fund balance. She also reported the Village has only used 28% of its available debt capacity.

Motion by Village Trustee Mary Pat Lytle, second by Village Trustee Carolyn Clow, to accept the 2017 Municipal Financial Statements and Audit results as presented by Baker Tilly Virchow Krause. Motion carries 6 - 0 by acclamation.

2) *Discussion and action regarding revisions to the Investment Policy (Chapter 5).*
Trustee Lytle provided an overview of the investment policy updates reporting the Finance Committee approved the policy as presented by a vote of 3-2.

Trustee Clow reported she had notified the committee she would be speaking in opposition of the policy approved by the Finance Committee. Trustee Clow noted she would like to see additional approval required from the Village Board and a Financial officer for section 5.03 (b) (2) regarding investment in certificates of deposit and money market mutual funds. Additionally she reported there were revisions from the Finance Committee that were not included in the policy as submitted.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Dan Kolk, to postpone the investment policy until revisions requested by the Finance Committee can be made to section 5.06 and 5.07 and additional review of section 5.03 Motion carries 5 - 1 by acclamation.

3) *Discussion and action regarding the Capital Improvement Plan for 2018-2022.*
Village Administrator Schuenke provided an overview of the capital improvement plan review process. The plan does not bound the Board to the projects, but provides a tool to help provide a complete picture for borrowing purposes. The capital improvement plan will be resubmitted with the upcoming budget for the Board to decide which projects will be funded.

Motion by Village Trustee Mary Pat Lytle, second by Village Trustee Carolyn Clow, to accept the capital improvement plan for 2018-2022. Motion carries 6 - 0 by acclamation.

At 7:47 p.m., with no objection, the Board moved to item 6c(1)

b. *Parks, Recreation, and Natural Resources (Trustee Kolk & O'Hearn)*

1) *Discussion and action regarding new park equipment at Egner Park.*
Trustee Kolk reported the budget had allocated funds for the replacement of unspecified park equipment. The Village received a donation to make upgrades to the equipment at Egner Park. The Parks Committee recommended approval of using the budgeted funds to cover the additional cost of the upgrades to the Egner Park Equipment.

Motion by Village Trustee Dan Kolk, second by Village Trustee Jerry Adrian, to accept the quote from Lee Recreation as presented for the replacement and additions to the park equipment at Egner Park and consider the possibility of volunteer labor to offset some of those costs.. Motion carries 6 - 0 by acclamation.

c. *Plan Commission (President Czebotar & Trustee Kolk)*

1) *Discussion and action on Ordinance No. 2018-06: an ordinance to permit commercial laundry (no dry cleaning) as a conditional use under the M-IC Manufactured Intensive Commercial District.*

Motion by Village President Brad Czebotar, second by Village Trustee Dan Kolk, to approve ordinance 2018-06: an ordinance to permit commercial laundry (no dry cleaning) as a conditional use under the M-IC Manufactured Intensive Commercial District. Motion carries 6 - 0 by acclamation.

d. *Discussion and action on the establishment of a public comment policy for public meetings.*

The Board reviewed the Public Comment policy submitted and suggested additional revision

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to postpone the public policy so staff can make the noted changes and amendments. Motion carries 6 - 0 by acclamation.

e. *Discussion and action on Resolution 2018-10: a resolution ratifying and approving a purchase agreement for property located at and adjacent to 4719 Farwell Street, McFarland WI.*

Village Administrator Schuenke reported the resolution is the final step in acquiring the property located at 4719 Farwell Street. The Village will acquire a loan from the State Board Commission of Public Land after September 1, 2018. The first loan payment will be due March of 2020. He also noted the Village comprehensive plan calls for the property to be a mixed use facility. The Community Development Authority will put together a request for proposal to allow the Village to take plans for the development of the property.

Motion by Village President Brad Czebotar, second by Village Trustee Dan Kolk, to approve Resolution 2018-10: a resolution ratifying and approve a purchase agreement for property located at and adjacent to 4719 Farwell Street, McFarland WI. Motion carries 6 - 0 by acclamation.

f. *Discussion and action to approve an Interagency Agreement between the School District of McFarland and McFarland Police Department concerning law enforcement access to pupil records and authorizing the Police Chief to sign said agreement.*

Motion by Village President Brad Czebotar, second by Village Trustee Jerry Adrian, to approve an interagency agreement between the School District of McFarland and McFarland Police Department concerning law enforcement access to pupil records and authorizing the Police Chief to sign said agreement. Motion carries 6 - 0 by acclamation.

g. *Discussion and action to approve a Change Order to the County Highway MN Phase 3 Street Improvement Project with Raymond P. Cattell, Inc. in order to include new decorative street lighting on a portion of Farwell Street.*
   Motion by Village Trustee Jerry Adrian, second by Village Trustee Stephanie Brassington, to approve a change order to the County Highway MN phase 3 street project with Raymond P. Cattell Inc in order to include new decorative street lighting on a portion of Farwell Street. Motion carries 6 - 0 by acclamation.

h. *Discussion and action regarding the construction of a Public Plaza and Walkway at the southwest corner of Farwell and Exchange Streets.*
   Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to approve construction of a public plaza and walkway at the southwest corner of Farwell and Exchange Streets. Motion carries 6 - 0 by acclamation.

i. *Discussion and action regarding an infrastructure reimbursement agreement between the Village and David Bisbee regarding payment for certain improvements to Paulson Road.*
   Motion by Village President Brad Czebotar, second by Village Trustee Jerry Adrian, to approve an infrastructure reimbursement agreement between the Village and David Bisbee regarding payment for certain improvements to Paulson Road. Motion carries 6 - 0 by acclamation.

j. *Authority Board, Commission and Committee agenda item requests, referrals, and updates.*
   None

7. ADJOURNMENT.

Motion by Village Trustee Dan Kolk, second by Village Trustee Jerry Adrian, to adjourn at 8:49 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on thepublic bulletin boards inaccordance with Open Meetings Law.

Respectfully submitted,
Cassandra Suettinger
Clerk/Treasurer

RESOLUTION 2018-11

A RESOLUTION APPROVING THE RENEWAL OF APPLICATIONS FOR LIQUOR AND FERMENTED MALT BEVERAGE LICENSES FOR 2018-2019

WHEREAS, on Monday, June 11, 2018, the Village Board met to consider the following applications for renewal of Liquor and Fermented Malt Beverage licenses for 2018-2019. The Public Safety Committee previously reviewed all submitted applications and recommended approval.

Class "A"/"Class A" (Combination Class A)

LEGAL NAME	D/B/A	ADDRESS	AGENT
Kwik Trip Inc.	Kwik Trip #766	4701 Farwell St	Sheila Mickelson
Loeder Oil Co., Inc.	McFarland BP	4701 Burma Rd	Daniel Loeder
Mangat Enterprises LLC	Terminal Citgo	4004 Terminal Dr	Gurmail Mangat
Monumental Enterprises Inc	McFarland Liquor	4716 Farwell St	Patrick Machovec
Walgreen Co	Walgreens #10554	4605 Larson Beach	Dennis Hamada

Class "A" Beer and Cider

LEGAL NAME	D/B/A	ADDRESS	AGENT
Loeder Oil Co., Inc.	Larson Beach BP	4800 Larson Beach	Daniel Loeder

Class "B"/"Class B" (Combination Class B)

LEGAL NAME	D/B/A	ADDRESS	AGENT
ARUBA0204	Angelo's McFarland	4706 Farwell St	Susan Hubanks
Byrne's McFarland Tavern LLC	Byrne's McFarland Tavern	5915 Exchange St	Ashley Byrne
Edwards-Foye Post No. 534 of the American Legion	American Legion Post 534	4911 Burma Rd	Michael Larson
Green Lantern Restaurant Inc.	Green Lantern Restaurant	4412 Siggelkow Rd	Joy Wheeler
Linda Borchardt	Spartan Pizza	5813 Main St	
Palenque Mexican Restaurant LLC	Palenque Mexican Restaurant	5906 US HWY 51	Andres Castellano
Parkside Pub LTD	Parkside Pub	5016 Erling Ave	Joshua Lavik
Spartan Bowl Inc	Spartan Bowl	4711 Farwell St	Robert Bloxham
SWN Inc	Maple Tree Restaurant	6010 US HWY 51	Gary Seiler

Class “B” Beer

LEGAL NAME	D/B/A	ADDRESS	AGENT
Hope Rod & Gun Club	Hope Rod and Gun Club	3435 Siggelkow Rd	Joe Malkasian

Class C Wine/Class “B” Beer

LEGAL NAME	D/B/A	ADDRESS	AGENT
McFarland House Café Inc	McFarland House Café	5923 Exchange St	Shaun O'Hearn

WHEREAS, all of the establishments have had the necessary reviews, background investigations of applicants, and inspections of premises as required by Municipal Code and State Statutes; and

WHEREAS, after review and consideration, it is recommended that the Village approve the Alcohol Beverage renewals; and

WHEREAS, all establishments are current on all fees, taxes, and/or invoices.

NOW THEREFORE, BE IT RESOLVED, that the Village Board of the Village of McFarland, Dane County, Wisconsin, hereby approves the renewal of applications for liquor and fermented malt beverage licenses for 2018-2019 contingent upon meeting all contingencies.

Approved:

____
Brad Czebotar, Village President

Attest: _______________________________
Cassandra Suettinger, Clerk/Treasurer

RESOLUTION 2018 –11		
MOTION	SECOND	
ACTION	DATE	
Adopted		
Referred		
Tabled		
Withdrawn		
Defeated		
Published		
INDIVIDUAL VOTING RECORD		
Adrian	Kolk	
Brassington	Lytle	
Clow	O'Hearn	
Czebotar		
VOTING RESULTS		
Motion Carried:		
Motion Defeated:		

Village of McFarland
Operator Licensing
July 1, 2018 - June 30, 2019

Establishment	Last Name	First Name	Middle Initial
5100	Adams	Jessica	M
Loeder Oil (BP)	Allen	Spencer	E
American Legion Post 534	Armstrong	Jodie	L
5100	Barthel	Nikki	R
Kwik Trip	Berry	Stephanie	M
Loeder Oil (BP)	Betts	Tiffany	J
Green Lantern Restaurant	Binger	Thomas	E
Parkside Pub	Blum	Ronald	A
Maple Tree Restaurant	Boyd	Dustin	K
Kwik Trip	Bronson	Jennifer	M
Parkside Pub	Carlson	Donna	M
Byrne's McFarland Tavern	Castle	Emily	S
5100	Clifcorn	Tara	J
Parkside Pub	Coleman	Sheila	M
Kwik Trip	Collins	Bo	A
Maple Tree Restaurant	Couey	Justin	D
Maple Tree Restaurant	Denson	Brenda	J
Hope Rod & Gun Club	Downs	Thomas	K
Parkside Pub	Dyslin	Erica	L
Kwik Trip	Ellis	Laurie	A
Kwik Trip	Gast	Joan	E
Byrne's McFarland Tavern	Gilbert	Mary	L
Spartan Bowl	Gille	Todd	W
Kwik Trip	Golke	Kelly	M
Kwik Trip	Gramann	Angela	M
McFarland Liquor	Gregouire	Jacy	L
American Legion Post 534	Hansen	Mark	S
Loeder Oil (BP)	Hau	Mary	S
Parkside Pub	Hinckley	Karen	A
Byrne's McFarland Tavern	Hovland	Hailey	R
Loeder Oil (BP)	Howard	Stefany	J
Loeder Oil (BP)	Howard	Stefany	J
Angelo's	Hubanks	Tera	D
Angelo's	Hubanks	Richard	D
Angelo's	Hubanks	Michael	A
Maple Tree Restaurant	Hustad	Dan	J
Kwik Trip	Johnston	Karile	T
Byrne's McFarland Tavern	Kampmeier	Debra	S
Parkside Pub	Kennedy	Kristianne	
5100	Kirkendall	Dayna	S
Kwik Trip	Kleckner	Drew	T
Parkside Pub	Koehler	Kate	A
Hope Rod & Gun Club	Kratochvil	Richard	J
Green Lantern Restaurant	Krogman	Jonathan	K
5100	Krueger	Pamela	E

Kwik Trip	Kullmann	Karen	S
American Legion Post 534	Larson	Karen	K
Angelo's	Larson	Aren	L
Parkside Pub	Laufenberg	Sarah	L
McFarland Liquor	Leake	Benjamin	D
Green Lantern Restaurant	Lee	Jennifer	C
McFarland Liquor	Listol	Stacey	L
Green Lantern Restaurant	Long	Chris	M
Loeder Oil (BP)	Lundy	Donald	L
Loeder Oil (BP)	MacDonald	Tina	E
Parkside Pub	Marks	Gerri	L
Byrne's McFarland Tavern	Marsden	Allison	S
Kwik Trip	Marty	Ryley	A
Kwik Trip	Maynard	Krista	K
Loeder Oil (BP)	McAdams	Evan	S
Kwik Trip	Mezera	Micki	L
Kwik Trip	Miron	Jacki	L
Spartan Bowl	Nelson	Shauna	L
McFarland Liquor	O'Brien	Ashley	A
Loeder Oil (BP)	Patrick	Donald	E
Loeder Oil (BP)	Patrick	Dena	L
Kwik Trip	Pedracine	Pamela	S
Maple Tree Restaurant	Perez	Dylan	J
Spartan Bowl	Pierick	Philip	V
Loeder Oil (BP)	Prosa	Scott	L
Parkside Pub	Reese	Tracy	
Parkside Pub	Rezner	Lisa	M
Kwik Trip	Richmond	Jordan	A
American Legion Post 534	Ring	Thomas	W
Green Lantern Restaurant	Roatch	Michelle	L
McFarland Liquor	Romick	Nathanael	S
Byrne's McFarland Tavern	Ryan	Patrick	C
Green Lantern Restaurant	Ryan	Patrick	C
Spartan Pizza	Ryan	Patrick	C
Maple Tree Restaurant	Schultz	Stephanie	N
Spartan Pizza	Scott	Shena	M
Spartan Pizza	Scott	Scott	P
American Legion Post 534	Smith	Timothy	M
Kwik Trip	Sordahl	Emily	M
Green Lantern Restaurant	Stanton	Andrea	A
Spartan Pizza	Starczynski	Robert	J
Byrne's McFarland Tavern	Starks	Kelli	E
Byrne's McFarland Tavern	Steinberg	Britni	A
Terminal Citgo	Stout	Pauline	R
Kwik Trip	Taylor	Mary	L
Hope Rod & Gun Club	Torbleau	Montana	D
Loeder Oil (BP)	Torres	Ariadna	Y
Hope Rod & Gun Club	Wegner	Jessica	L
Kwik Trip	Werwinski	Cade	T
American Legion Post 534	Wipperfurth	Susan	K
McFarland Liquor	Zeichert	Timothy	A

Report Criteria:
Report type: GL detail

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
05/18	05/31/2018	71838	30	ALLIANT ENERGY/WP&L	PUBLIC WORKS FACILITY	053118	1	100-51-8080-220	509.14
05/18	05/31/2018	71838	30	ALLIANT ENERGY/WP&L	WATER TOWER - BURMA	053118	2	600-57-0030-622	57.33
05/18	05/31/2018	71838	30	ALLIANT ENERGY/WP&L	WELL #3	053118	3	600-57-0030-623	1,320.75
05/18	05/31/2018	71838	30	ALLIANT ENERGY/WP&L	LIFT #1	053118	4	600-56-0020-821	147.98
05/18	05/31/2018	71838	30	ALLIANT ENERGY/WP&L	LIFT #2	053118	5	600-56-0020-821	188.52
05/18	05/31/2018	71838	30	ALLIANT ENERGY/WP&L	BRANDT PARK PAVILION	053118	6	100-55-6050-220	691.84
05/18	05/31/2018	71838	30	ALLIANT ENERGY/WP&L	LEWIS PARK SHELTER	053118	7	100-55-6050-221	87.89
05/18	05/31/2018	71838	30	ALLIANT ENERGY/WP&L	MCDANIEL PARK	053118	8	100-55-6050-222	29.73
05/18	05/31/2018	71838	30	ALLIANT ENERGY/WP&L	STREET LIGHTING (2)	053118	9	100-53-3030-222	226.57
05/18	05/31/2018	71838	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS (BASHFORD)	053118	10	100-53-3030-222	17.51
05/18	05/31/2018	71838	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS (FARWELL #2)	053118	11	100-53-3030-222	17.27
05/18	05/31/2018	71838	30	ALLIANT ENERGY/WP&L	SIRENS	053118	12	100-51-8081-220	28.97
Total 71838:									3,323.50
05/18	05/31/2018	71839	16864	BEAM, MIKE	PARK DEPOSIT REFUND	052718	1	100-1624	100.00
Total 71839:									100.00
05/18	05/31/2018	71840	566	BMO HARRIS BANK NA	COURT	BMO051818	1	100-1624	12.65
Total 71840:									12.65
05/18	05/31/2018	71841	16680	CARDMEMBER SERVICE	SCHUENKE	MSB-051818	1	100-1624	301.77
05/18	05/31/2018	71841	16680	CARDMEMBER SERVICE	SUETTINGER	MSB-051818	2	100-1624	451.34
05/18	05/31/2018	71841	16680	CARDMEMBER SERVICE	REDDING	MSB-051818	3	100-1624	435.83
05/18	05/31/2018	71841	16680	CARDMEMBER SERVICE	DENNIS	MSB-051818	4	100-1624	2,016.13
05/18	05/31/2018	71841	16680	CARDMEMBER SERVICE	COX	MSB-051818	5	100-1624	971.57
05/18	05/31/2018	71841	16680	CARDMEMBER SERVICE	CLARK	MSB-051818	6	100-1624	640.08
05/18	05/31/2018	71841	16680	CARDMEMBER SERVICE	KENT	MSB-051818	7	100-1624	316.01
05/18	05/31/2018	71841	16680	CARDMEMBER SERVICE	SHERVEN	MSB-051818	8	100-1624	172.16
05/18	05/31/2018	71841	16680	CARDMEMBER SERVICE	REDMAN	MSB-051818	9	100-1624	172.31
05/18	05/31/2018	71841	16680	CARDMEMBER SERVICE	LAVIN	MSB-051818	10	100-1624	132.34
05/18	05/31/2018	71841	16680	CARDMEMBER SERVICE	MAURER	MSB-051818	11	100-1624	131.88
05/18	05/31/2018	71841	16680	CARDMEMBER SERVICE	JACOBSEN	MSB-051818	12	100-1624	328.59
05/18	05/31/2018	71841	16680	CARDMEMBER SERVICE	COVILLE	MSB-051818	13	100-1624	45.58

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
05/18	05/31/2018	71841	16680	CARDMEMBER SERVICE	HESSLING	MSB-051818	14	100-1624	338.17
05/18	05/31/2018	71841	16680	CARDMEMBER SERVICE	ANDERSEN	MSB-051818	15	100-1624	514.22
Total 71841:									6,967.98
05/18	05/31/2018	71842	158	CHARTER COMMUNICATIONS	ADMIN INTERNET	0011825052	1	100-51-4141-225	168.97
05/18	05/31/2018	71842	158	CHARTER COMMUNICATIONS	CABLE INTERNET	0011825052	2	200-51-0049-215	134.87
05/18	05/31/2018	71842	158	CHARTER COMMUNICATIONS	FIRE INTERNET	0011825052	3	100-52-2020-225	42.00
05/18	05/31/2018	71842	158	CHARTER COMMUNICATIONS	EMS INTERNET	0011825052	4	100-52-4040-225	42.00
05/18	05/31/2018	71842	158	CHARTER COMMUNICATIONS	PD INTERNET	0011825052	5	100-52-1010-225	101.00
Total 71842:									488.84
05/18	05/31/2018	71843	16862	DONOHUE, JESSICA	PARK DEPOSIT REFUND	051918	1	100-1624	100.00
Total 71843:									100.00
05/18	05/31/2018	71844	4	MIDDLETON FORD	R84 - FUEL FILTER REPAIR (BALANCE OF IN	344804(2)	1	100-52-4040-352	3.00
Total 71844:									3.00
05/18	05/31/2018	71845	16865	QUELLE, MICHELLE	PARK DEPOSIT REFUND	052718	1	100-1624	200.00
Total 71845:									200.00
05/18	05/31/2018	71846	1011	VERIZON WIRELESS	CELL BILL	9807061012	1	100-52-1010-225	310.12
05/18	05/31/2018	71846	1011	VERIZON WIRELESS	EMS DATA	9807061013	1	100-52-4040-225	83.80
05/18	05/31/2018	71846	1011	VERIZON WIRELESS	FIRE DATA	9807061013	2	100-52-2020-225	104.04
Total 71846:									497.96
05/18	05/31/2018	71847	16866	WERWINSKI, CATHY	PARK DEPOSIT REFUND	052618	1	100-1624	100.00
Total 71847:									100.00
05/18	05/31/2018	71848	759	POSTMASTER	UTILITY BILLS	053118	1	600-57-0060-903	7.51
05/18	05/31/2018	71848	759	POSTMASTER	UTILITY BILLS	053118	2	600-56-0040-840	7.51
05/18	05/31/2018	71848	759	POSTMASTER	UTILITY BILLS	053118	3	650-53-3040-340	7.51

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 71848:									22.53
05/18	05/31/2018	71849	759	POSTMASTER	BULK MAILING PERMIT - RENEWAL (PUT TO	05312018	1	600-56-0040-840	75.00
05/18	05/31/2018	71849	759	POSTMASTER	BULK MAILING PERMIT - RENEWAL (PUT TO	05312018	2	650-53-3040-340	75.00
05/18	05/31/2018	71849	759	POSTMASTER	BULK MAILING PERMIT - RENEWAL (PUT TO	05312018	3	600-57-0060-903	75.00
Total 71849:									225.00
06/18	06/07/2018	71855	1397	ALL COMFORT SERVICES	IT CLOSET HVAC	579409	1	100-51-8081-240	1,028.34
06/18	06/07/2018	71855	1397	ALL COMFORT SERVICES	IT CLOSET HVAC	579409	2	500-51-0081-841	1,028.34
06/18	06/07/2018	71855	1397	ALL COMFORT SERVICES	IT CLOSET HVAC	579409	3	600-56-0050-852	1,028.34
06/18	06/07/2018	71855	1397	ALL COMFORT SERVICES	IT CLOSET HVAC	579409	4	600-57-0070-923	1,028.34
06/18	06/07/2018	71855	1397	ALL COMFORT SERVICES	IT CLOSET HVAC	579409	5	650-53-3040-246	1,028.34
Total 71855:									5,141.70
06/18	06/07/2018	71856	926	AXON ENTERPRISE INC.	BATTERY PACK - 2	SI-1535709	1	100-52-1010-340	62.00
Total 71856:									62.00
06/18	06/07/2018	71857	1266	BISBEE'S FLOORING CENTER	PW FLOORING	205682	1	100-51-8080-350	377.02
Total 71857:									377.02
06/18	06/07/2018	71858	104	BOBCAT OF MADISON INC.	BOBCAT PART - UTILITY FRAME	65297	1	100-53-3030-352	185.00
Total 71858:									185.00
06/18	06/07/2018	71859	1256	BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	82868592	1	100-52-4040-348	178.62
06/18	06/07/2018	71859	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	82879229	1	100-52-4040-345	106.87
06/18	06/07/2018	71859	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	82879230	1	100-52-4040-345	184.55
Total 71859:									470.04
06/18	06/07/2018	71860	16860	BUDGET SIGNS & SPECIALTIES	MCDANIEL PARK SIGN	31221	1	500-55-0050-861	89.00
Total 71860:									89.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
06/18	06/07/2018	71861	150	CDW GOVERNMENT INC	TABLET STYLUS	MXB3901	1	500-51-0041-810	1,396.98
Total 71861:									1,396.98
06/18	06/07/2018	71862	158	CHARTER COMMUNICATIONS	PW CABLE	0026239052	1	100-51-8080-340	97.28
Total 71862:									97.28
06/18	06/07/2018	71863	161	CHASE LUMBER AND FUEL INC	MCDANIEL PARK	368715	1	500-55-0050-861	102.25
06/18	06/07/2018	71863	161	CHASE LUMBER AND FUEL INC	MCDANIEL PARK	368815	1	500-55-0050-861	32.72
06/18	06/07/2018	71863	161	CHASE LUMBER AND FUEL INC	MCDANIEL PARK	368845	1	500-55-0050-861	34.78
06/18	06/07/2018	71863	161	CHASE LUMBER AND FUEL INC	MCDANIEL PARK	368967	1	500-55-0050-861	44.99-
Total 71863:									124.76
06/18	06/07/2018	71864	16863	CONSTRUCTION FABRICS & M	MCDANIEL PARK SUPPLIES	179316	1	500-55-0050-861	590.00
Total 71864:									590.00
06/18	06/07/2018	71865	247	DANE CO TREASURER	06/2018 JAIL & SURCHARGES	154-060118	1	100-4411	2,151.81
Total 71865:									2,151.81
06/18	06/07/2018	71866	261	DECKER SUPPLY CO INC	SIGN PARTS	900931	1	100-53-3030-363	403.20
06/18	06/07/2018	71866	261	DECKER SUPPLY CO INC	SIGN PARTS	901059	1	100-53-3030-363	203.40
Total 71866:									606.60
06/18	06/07/2018	71867	281	DIGGERS HOTLINE INC	SEWER LOCATES	180537601	1	600-56-0050-852	290.58
06/18	06/07/2018	71867	281	DIGGERS HOTLINE INC	WATER LOCATES	180537601	2	600-57-0070-923	290.58
Total 71867:									581.16
06/18	06/07/2018	71868	1146	ENGRAVING & TROPHY SPECI	FIRE EQUIPMENT	57957	1	100-52-2020-352	20.00
Total 71868:									20.00
06/18	06/07/2018	71869	341	ENVIRONMENT CONTROL	JANITORIAL SERVICES	7221-613	1	900-55-0011-210	1,261.53
06/18	06/07/2018	71869	341	ENVIRONMENT CONTROL	MC CLEANING	7438-613	1	100-51-8081-210	1,360.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 71869:									2,621.53
06/18	06/07/2018	71870	1200	EZ OFFICE PRODUCTS	TONER CARTRIDGE	421884-0	1	100-52-2020-310	112.27
06/18	06/07/2018	71870	1200	EZ OFFICE PRODUCTS	LASER LABELS - WILL BE CREDITED	421884-0	2	100-52-2020-310	14.07
06/18	06/07/2018	71870	1200	EZ OFFICE PRODUCTS	LASER PAPER	421884-0	3	100-51-4141-310	13.97
06/18	06/07/2018	71870	1200	EZ OFFICE PRODUCTS	FILE FOLDERS/CUSTOM CUT PAPER	423513-0	1	100-53-3030-310	85.03
06/18	06/07/2018	71870	1200	EZ OFFICE PRODUCTS	FILE POCKET FOLDERS	423513-0	2	100-52-7230-310	30.21
06/18	06/07/2018	71870	1200	EZ OFFICE PRODUCTS	ADHESIVE STICKY NOTES	423513-0	3	100-51-7272-310	7.07
06/18	06/07/2018	71870	1200	EZ OFFICE PRODUCTS	AAA BATTERIES	423513-0	4	100-51-4141-310	8.73
06/18	06/07/2018	71870	1200	EZ OFFICE PRODUCTS	LYSOL WIPES - CONFERENCE ROOMS	423513-0	5	100-51-8081-210	15.61
06/18	06/07/2018	71870	1200	EZ OFFICE PRODUCTS	RETURN - LASER LABELS (NOT NEEDED)	CM421884-0	1	100-52-2020-310	14.07-
Total 71870:									272.89
06/18	06/07/2018	71871	390	GBR CORPORATION	MC ROOF REPAIR	DF776	1	100-51-8081-350	349.68
Total 71871:									349.68
06/18	06/07/2018	71872	395	GENERAL COMMUNICATIONS I	POLARIS EQUIPMENT	255086	1	100-52-1010-810	340.00
Total 71872:									340.00
06/18	06/07/2018	71873	1694	HEARTLAND LITHO	PW BUSINESS CARDS	64664	1	600-57-0060-903	26.36
06/18	06/07/2018	71873	1694	HEARTLAND LITHO	PW BUSINESS CARDS	64664	2	600-56-0050-851	26.37
06/18	06/07/2018	71873	1694	HEARTLAND LITHO	PW BUSINESS CARDS	64664	3	650-53-3040-310	26.36
06/18	06/07/2018	71873	1694	HEARTLAND LITHO	UTILITY BILLS	64671	1	650-53-3040-310	70.21
06/18	06/07/2018	71873	1694	HEARTLAND LITHO	UTILITY BILLS	64671	2	600-57-0060-903	70.21
06/18	06/07/2018	71873	1694	HEARTLAND LITHO	UTILITY BILLS	64671	3	600-56-0050-851	70.20
Total 71873:									289.71
06/18	06/07/2018	71874	12085	HEITZINGER & ASSOC	EMPLOYEE ASSIST PROGRAM	7382	1	100-51-4195-524	1,150.00
Total 71874:									1,150.00
06/18	06/07/2018	71875	439	HJ PERTZBORN	MC SPRINKLER INSP	8744	1	100-51-8081-240	245.34

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 71875:									245.34
06/18	06/07/2018	71876	1904	HUMPHREY SERVICE PARTS I	SHOP SUPPLIES	1177442	1	100-53-3030-350	8.50
06/18	06/07/2018	71876	1904	HUMPHREY SERVICE PARTS I	FILTERS	1178193	1	100-53-3030-352	15.95
06/18	06/07/2018	71876	1904	HUMPHREY SERVICE PARTS I	FILTERS	1178194	1	100-53-3030-352	18.20
06/18	06/07/2018	71876	1904	HUMPHREY SERVICE PARTS I	FILTERS	1178195	1	100-53-3030-352	5.95
06/18	06/07/2018	71876	1904	HUMPHREY SERVICE PARTS I	FILTERS	1178196	1	100-52-2020-352	4.18
Total 71876:									52.78
06/18	06/07/2018	71877	452	HYDRITE CHEMICAL	CHEMICAL WATER SUPPLY	02134975	1	600-57-0040-631	249.00
Total 71877:									249.00
06/18	06/07/2018	71878	464	INSTY PRINTS - MONONA	OFFICE SUPPLIES	213662	1	100-52-1010-310	162.15
06/18	06/07/2018	71878	464	INSTY PRINTS - MONONA	OFFICE SUPPLIES	213687	1	100-52-1010-310	162.15
Total 71878:									324.30
06/18	06/07/2018	71879	16550	KELENY TOP SOIL, INC	LATERAL REPAIR RESTORATION	113623	1	600-57-0050-652	276.00
Total 71879:									276.00
06/18	06/07/2018	71880	2070	KKS PROPERTY	COMMON AREA MAINT. FORMER LIB	2018-06	1	100-51-8081-221	400.00
Total 71880:									400.00
06/18	06/07/2018	71881	553	LINCOLN CONTRACTORS SUP	REPLACMENT PUMP WATER MAIN REPAIRS	L63214	1	600-57-0050-651	575.00
Total 71881:									575.00
06/18	06/07/2018	71882	563	LW ALLEN LLC	SCADA REPAIR	105755	1	600-57-0070-923	251.08
Total 71882:									251.08
06/18	06/07/2018	71883	2237	MADISON COLLEGE	TESTING FEES	175279	1	100-52-4040-348	300.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 71883:									300.00
06/18	06/07/2018	71884	16782	MADISON EMERGENCY PHYSI	MEDICAL DIRECTION	McFarland/E	1	100-52-4040-353	700.00
Total 71884:									700.00
06/18	06/07/2018	71885	634	MENARDS - MONONA	MCDANIEL PARK SUPPLIES	53550	1	500-55-0050-861	64.83
06/18	06/07/2018	71885	634	MENARDS - MONONA	MCDANIEL PARK SUPPLIES	53599	1	500-55-0050-861	8.72
Total 71885:									73.55
06/18	06/07/2018	71886	640	MGE	STREET LIGHTS	13010467-05	1	100-53-3030-222	29.03
06/18	06/07/2018	71886	640	MGE	STREET LIGHTS	14096945-05	1	100-53-3030-222	47.81
06/18	06/07/2018	71886	640	MGE	LIFT #4 ELECT	21056320-05	1	600-56-0020-821	42.02
06/18	06/07/2018	71886	640	MGE	LIFT #5 GAS	27667872-05	1	600-56-0020-821	24.58
Total 71886:									143.44
06/18	06/07/2018	71887	2058	MICROMARKETING LLC	CD REPLACEMENT	721117	1	900-55-0011-396	8.50
Total 71887:									8.50
06/18	06/07/2018	71888	2089	MIDWEST METER INC	METERS	0101152-IN	1	600-1824	1,138.20
Total 71888:									1,138.20
06/18	06/07/2018	71889	667	MINNESOTA LIFE INS CO	LIFE INSURANCE	002832L-JU	1	100-2157	1,439.27
Total 71889:									1,439.27
06/18	06/07/2018	71890	16854	NASCO	EMT ASSOCATION TRAINING SUPPLIES	998148	1	100-52-4040-349	603.70
Total 71890:									603.70
06/18	06/07/2018	71891	2082	NASSCO INC	MC SUPPLIES	S2331349.00	1	100-51-8081-240	162.44
06/18	06/07/2018	71891	2082	NASSCO INC	PARK CLEANING SUPPLIES	S2337370.00	1	100-55-6050-340	158.25

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 71891:									320.69
06/18	06/07/2018	71892	16547	PELLION BENEFITS	MELISSA LAVIN RETIREMENT - MEDICAL PA	LAVINRETIR	1	225-51-4195-525	26,266.96
Total 71892:									26,266.96
06/18	06/07/2018	71893	756	POMP'S TIRE SERVICE INC	M3 VEHICLE MAINTENANCE	80161589	1	100-52-1010-350	160.54
Total 71893:									160.54
06/18	06/07/2018	71894	759	POSTMASTER	USPS MARKETING MAIL PERMIT	012018-2	1	600-57-0070-921	75.00
06/18	06/07/2018	71894	759	POSTMASTER	USPS MARKETING MAIL PERMIT	012018-2	2	600-56-0050-851	75.00
06/18	06/07/2018	71894	759	POSTMASTER	USPS MARKETING MAIL PERMIT	012018-2	3	650-53-3040-310	75.00
Total 71894:									225.00
06/18	06/07/2018	71895	764	PREMIER PAINT & WALLPAPER	GAZEBO PAINT	47446	1	100-55-6050-342	45.89
Total 71895:									45.89
06/18	06/07/2018	71896	1245	PROFESSIONAL PEST CONTR	PARK PEST CONTROL	358481	1	100-55-6050-340	49.00
Total 71896:									49.00
06/18	06/07/2018	71897	802	RENNERT'S FIRE EQUIP SRV IN	REPLACED RCP BOARD	39092	1	100-52-2020-241	643.32
Total 71897:									643.32
06/18	06/07/2018	71898	870	SLINDE TRUCKING	PARK SAND	053118	1	100-55-6050-342	442.00
Total 71898:									442.00
06/18	06/07/2018	71899	16861	SOUTHERN COMPUTER WARE	TABLET COVERS	IN-00050463	1	500-51-0041-810	625.50
06/18	06/07/2018	71899	16861	SOUTHERN COMPUTER WARE	TABLET CART	IN-00050478	1	500-51-0041-810	126.81
06/18	06/07/2018	71899	16861	SOUTHERN COMPUTER WARE	TABLET KEYBOARD/COVER CASE	IN-00050479	1	500-51-0041-810	1,718.10
06/18	06/07/2018	71899	16861	SOUTHERN COMPUTER WARE	PAPERLESS PACKET SURFACE PRO	IN-00050642	1	500-51-0041-812	14,195.34

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 71899:									16,665.75
06/18	06/07/2018	71900	1738	STATE OF WI TREASURER	06/2018 MONTHLY COURT FEES FOR MAY 2	154-060118	1	100-4411	3,685.61
Total 71900:									3,685.61
06/18	06/07/2018	71901	911	STREICHER'S	UNIFORM ALLOWANCE-WALLACE	I1315307	1	100-52-1010-346	19.97
Total 71901:									19.97
06/18	06/07/2018	71902	16256	SUTTER, MITCHELL	CLASS A CLOTHING	MS053018	1	100-52-2020-347	246.90
Total 71902:									246.90
06/18	06/07/2018	71903	921	SWNIFRA	SWNIFA DUES	5339	1	100-52-2020-320	30.00
Total 71903:									30.00
06/18	06/07/2018	71904	16640	TOP PACK DEFENSE LLC	UNIFORM ALLOW - MILLER	1053	1	100-52-1010-346	13.49
Total 71904:									13.49
06/18	06/07/2018	71905	992	US CELLULAR	EM MGMT PHONE	0250672922	1	100-52-5050-349	38.50
06/18	06/07/2018	71905	992	US CELLULAR	INSPECTIONS PHONE	0250672922	2	100-52-7230-225	2.74
06/18	06/07/2018	71905	992	US CELLULAR	SEWER PHONE	0250672922	3	600-56-0050-851	27.33
06/18	06/07/2018	71905	992	US CELLULAR	WATER PHONE	0250672922	4	600-57-0070-921	27.33
06/18	06/07/2018	71905	992	US CELLULAR	PW PHONE	0250672922	5	100-53-3030-225	27.33
06/18	06/07/2018	71905	992	US CELLULAR	CABLE PHONE	0250672922	6	200-51-0049-225	.50
06/18	06/07/2018	71905	992	US CELLULAR	OUTREACH PHONE	0250672922	7	100-55-5510-225	38.50
06/18	06/07/2018	71905	992	US CELLULAR	EMS PHONE	0250672922	8	100-52-4040-225	45.16
06/18	06/07/2018	71905	992	US CELLULAR	FD PHONE	0250672922	9	100-52-2020-225	45.16
06/18	06/07/2018	71905	992	US CELLULAR	PD PHONE	0250672922	10	100-52-1010-225	424.44
Total 71905:									676.99
06/18	06/07/2018	71906	1015	VILLAGE OF MCFARLAND	5541 HOLSCHER RD	062018	1	100-53-3030-499	47.03
06/18	06/07/2018	71906	1015	VILLAGE OF MCFARLAND	6001 EXCHANGE ST	062018	2	100-53-3030-499	13.91
06/18	06/07/2018	71906	1015	VILLAGE OF MCFARLAND	5012 HIGHLAND DR	062018	3	100-53-3030-499	24.72

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
06/18	06/07/2018	71906	1015	VILLAGE OF MCFARLAND	4806 MCDANIEL LN	062018	4	100-53-3030-499	52.10
06/18	06/07/2018	71906	1015	VILLAGE OF MCFARLAND	6002 EXCHANGE ST	062018	5	100-53-3030-499	13.91
Total 71906:									151.67
06/18	06/07/2018	71907	2100	WAUKESHA COUNTY TECHNIC	EDUCATION & TRAINING	S066360	1	100-52-1010-330	149.00
Total 71907:									149.00
06/18	06/07/2018	71908	1041	WERNER ELECTRIC SUPPLY C	MCDANIEL PARK PARTS	S5513453.00	1	500-55-0050-861	56.81
Total 71908:									56.81
06/18	06/07/2018	71909	16241	WI DEPT OF JUSTICE	BACKGROUND CHECKS	L1373T-0430	1	100-51-4141-300	7.00
06/18	06/07/2018	71909	16241	WI DEPT OF JUSTICE	BACKGROUND CHECKS	L1373T-0430	2	100-51-4141-310	133.00
06/18	06/07/2018	71909	16241	WI DEPT OF JUSTICE	BACKGROUND CHECKS	L1373T-0531	1	100-51-4141-300	14.00
06/18	06/07/2018	71909	16241	WI DEPT OF JUSTICE	BACKGROUND CHECKS	L1373T-0531	2	100-51-4141-310	987.00
Total 71909:									1,141.00
06/18	06/07/2018	71910	2230	WI DNR	WATER USE FEES	WU79194	1	600-57-0070-930	125.00
Total 71910:									125.00
06/18	06/07/2018	71911	1065	WI DNR - ENVIRONMENTAL FE	ENVIRON FEE	113341470-2	1	650-53-3040-210	1,000.00
Total 71911:									1,000.00
06/18	06/07/2018	71912	1085	WI RURAL WATER ASSN	CONFINED SPACE TRAINING	3511	1	600-57-0070-930	151.60
Total 71912:									151.60
06/18	06/07/2018	71913	16867	WICHERN, CHARLES	CLEANING SUPPLIES	CW050318	1	100-53-3030-350	6.33
Total 71913:									6.33
06/18	06/07/2018	71914	1122	WSFCA	CHIEF CONFERENCE	052518	1	100-52-4040-348	250.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
	Total 71914:								250.00
06/18	06/07/2018	71915	16349	ZIMBRICK EASTSIDE	CAR 1 - DOOR PANEL	100143	1	100-52-2020-352	362.00
	Total 71915:								362.00
06/18	06/07/2018	71916	1910	ZURBUCHEN OIL INC	PW OIL	224361	1	100-53-3030-351	1,386.62
06/18	06/07/2018	71916	1910	ZURBUCHEN OIL INC	EMS OIL	224361	2	100-52-4040-351	439.66
06/18	06/07/2018	71916	1910	ZURBUCHEN OIL INC	BULK DIESEL	225067	1	100-53-3030-351	622.60
	Total 71916:								2,448.88
06/18	06/08/2018	71917	30	ALLIANT ENERGY/WP&L	WELL #1	060118	1	600-57-0030-622	442.22
06/18	06/08/2018	71917	30	ALLIANT ENERGY/WP&L	WELL #1	060118	2	600-57-0030-623	7.23
06/18	06/08/2018	71917	30	ALLIANT ENERGY/WP&L	WELL #4	060118	3	600-57-0030-623	16.09
06/18	06/08/2018	71917	30	ALLIANT ENERGY/WP&L	LIFT #3	060118	4	600-56-0020-821	65.72
06/18	06/08/2018	71917	30	ALLIANT ENERGY/WP&L	STREET LIGHTING (1)	060118	5	100-53-3030-222	9,232.17
06/18	06/08/2018	71917	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS (CREAMERY)	060118	6	100-53-3030-222	19.93
	Total 71917:								9,783.36
06/18	06/08/2018	71918	10	ARAMARK	MATS	792576654	1	900-55-0011-240	47.15
	Total 71918:								47.15
06/18	06/08/2018	71919	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2033737063	1	900-55-0011-395	345.20
06/18	06/08/2018	71919	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2033738251	1	900-55-0011-395	125.28
06/18	06/08/2018	71919	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2033754430	1	900-55-0011-395	338.80
	Total 71919:								809.28
06/18	06/08/2018	71920	114	BP	PD FUEL	F-618-45534	1	100-52-1010-351	882.60
06/18	06/08/2018	71920	114	BP	PW FUEL	F-618-45534	2	100-53-3030-351	1,135.23
06/18	06/08/2018	71920	114	BP	PW FUEL	F-618-45534	3	600-56-0020-828	75.68
06/18	06/08/2018	71920	114	BP	PW FUEL	F-618-45534	4	600-57-0070-933	75.68
06/18	06/08/2018	71920	114	BP	PW FUEL	F-618-45534	5	650-53-3040-231	227.05
06/18	06/08/2018	71920	114	BP	CD FUEL	F-618-45534	6	100-52-7230-330	56.74

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 71920:									2,452.98
06/18	06/08/2018	71921	16868	BREMER, BETH	ADULT PROGRAM	110	1	900-55-0011-350	75.00
Total 71921:									75.00
06/18	06/08/2018	71922	161	CHASE LUMBER AND FUEL INC	4' WOOD LATH	369139	1	100-52-1010-340	9.45
Total 71922:									9.45
06/18	06/08/2018	71923	1989	CORPORATE BUSINESS SYSTE	COPIER LEASE	22289715	1	600-56-0050-851	31.12
06/18	06/08/2018	71923	1989	CORPORATE BUSINESS SYSTE	COPIER LEASE	22289715	2	600-57-0070-921	31.12
06/18	06/08/2018	71923	1989	CORPORATE BUSINESS SYSTE	COPIER LEASE	22289715	3	650-53-3040-310	31.12
06/18	06/08/2018	71923	1989	CORPORATE BUSINESS SYSTE	COPIER LEASE	22458885	1	600-56-0050-851	31.12
06/18	06/08/2018	71923	1989	CORPORATE BUSINESS SYSTE	COPIER LEASE	22458885	2	600-57-0070-921	31.12
06/18	06/08/2018	71923	1989	CORPORATE BUSINESS SYSTE	COPIER LEASE	22458885	3	650-53-3040-310	31.12
06/18	06/08/2018	71923	1989	CORPORATE BUSINESS SYSTE	COPIER LEASE	22632326	1	600-56-0050-851	31.12
06/18	06/08/2018	71923	1989	CORPORATE BUSINESS SYSTE	COPIER LEASE	22632326	2	600-57-0070-921	31.12
06/18	06/08/2018	71923	1989	CORPORATE BUSINESS SYSTE	COPIER LEASE	22632326	3	650-53-3040-310	31.12
Total 71923:									280.08
06/18	06/08/2018	71924	16257	CORPORATE BUSINESS SYSTE	COPIER LEASE	236355	1	900-55-0011-241	11.79
06/18	06/08/2018	71924	16257	CORPORATE BUSINESS SYSTE	COPIER LEASE	236356	1	900-55-0011-241	136.34
Total 71924:									148.13
06/18	06/08/2018	71925	1200	EZ OFFICE PRODUCTS	PERFORATED PAPER FOR LATE NOTICES	423513-2	1	600-57-0070-930	40.25
Total 71925:									40.25
06/18	06/08/2018	71926	1921	FRONTIER	TELEPHONE	052218	1	900-55-0011-225	63.65
Total 71926:									63.65
06/18	06/08/2018	71927	1904	HUMPHREY SERVICE PARTS I	M4 FILTER	1177717	1	100-52-1010-350	4.18

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 71927:									4.18
06/18	06/08/2018	71928	476	JEFFERSON FIRE & SAFETY IN	FIRE ALARM ANNUAL INSPECTION	248598	1	900-55-0011-240	400.00
Total 71928:									400.00
06/18	06/08/2018	71929	2058	MICROMARKETING LLC	ADULT AUDIO BOOKS	722037	1	900-55-0011-396	169.96
Total 71929:									169.96
06/18	06/08/2018	71930	1896	NAPA AUTO PARTS	M6/CHIEF'S CAR WIPER BLADES	604888	1	100-52-1010-350	38.28
Total 71930:									38.28
06/18	06/08/2018	71931	2066	PELLITTERI WASTE SYSTEMS	TRASH SERVICE	85X02142	1	300-57-0020-290	19,748.70
06/18	06/08/2018	71931	2066	PELLITTERI WASTE SYSTEMS	RECYCLING SERVICE	85X02142	2	300-57-0010-290	7,352.80
Total 71931:									27,101.50
06/18	06/08/2018	71932	16870	RAGNASOFT, INC.	1 YR SUBSCRIPTION PLANIT POLICE	RSI-0003163	1	100-52-1010-240	612.50
Total 71932:									612.50
06/18	06/08/2018	71933	16869	RICE, JIM	LIBRARY PROGRAM	111	1	900-55-0011-350	200.00
Total 71933:									200.00
06/18	06/08/2018	71934	16237	STOPSTICK, LTD	STOP STICK RACK KIT	0011024-IN	1	100-52-1010-240	472.00
Total 71934:									472.00
06/18	06/08/2018	71935	958	TOWN & COUNTRY ENGINEER	PRAIRIE PLACE	18914	1	100-2640	1,650.40
06/18	06/08/2018	71935	958	TOWN & COUNTRY ENGINEER	SCHOOL DISTRICT REVIEWS	18915	1	100-2640	918.75
06/18	06/08/2018	71935	958	TOWN & COUNTRY ENGINEER	PARKVIEW ESTATES	18916	1	100-2640	126.25
06/18	06/08/2018	71935	958	TOWN & COUNTRY ENGINEER	SIGGELKOW ROAD IMPROVEMENT	18917	1	500-53-0030-857	4,425.40
06/18	06/08/2018	71935	958	TOWN & COUNTRY ENGINEER	CTH MN	18918	1	500-53-0030-850	8,192.90
06/18	06/08/2018	71935	958	TOWN & COUNTRY ENGINEER	STORMWATER IMPROVEMENT	18919	1	650-53-3040-215	426.70
06/18	06/08/2018	71935	958	TOWN & COUNTRY ENGINEER	MCDANIEL IMPROVEMENTS	18920	1	500-55-0050-861	7,333.95

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
06/18	06/08/2018	71935	958	TOWN & COUNTRY ENGINEER	WATER MAIN & STREET RESURFACE	18921	1	600-57-0070-923	8,302.55
06/18	06/08/2018	71935	958	TOWN & COUNTRY ENGINEER	WATER MAIN & STREET RESURFACE	18921	2	500-53-0030-825	8,302.55
06/18	06/08/2018	71935	958	TOWN & COUNTRY ENGINEER	EAST SIDE STUDY	18922	1	600-57-0070-923	3,675.30
06/18	06/08/2018	71935	958	TOWN & COUNTRY ENGINEER	EXCHANGE STREET PRE-ENGINEERING	18923	1	500-53-0030-872	906.60
06/18	06/08/2018	71935	958	TOWN & COUNTRY ENGINEER	CTH MN	18924	1	500-53-0030-850	385.55
06/18	06/08/2018	71935	958	TOWN & COUNTRY ENGINEER	BIZY LOU	18925	1	100-2640	938.30
06/18	06/08/2018	71935	958	TOWN & COUNTRY ENGINEER	JUNIPER RIDGE	18926	1	100-2640	611.00
Total 71935:									46,196.20
06/18	06/08/2018	71936	1005	VANNGUARD UTILITY PARTNE	SEWER LOCATES	6932	1	600-56-0050-851	115.50
06/18	06/08/2018	71936	1005	VANNGUARD UTILITY PARTNE	WATER LOCATES	6932	2	600-57-0070-923	115.50
Total 71936:									231.00
06/18	06/08/2018	71937	1041	WERNER ELECTRIC SUPPLY C	LIGHT BULBS	S5486533.00	1	900-55-0011-240	250.08
Total 71937:									250.08
06/18	06/08/2018	71938	1093	WI STATE LABORATORY OF HY	WATER TESTING	549198	1	600-57-0070-923	11.00
Total 71938:									11.00
Grand Totals:									180,469.21

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-1624	7,480.63	.00	7,480.63
100-2120	14.07	50,067.34-	50,053.27-
100-2157	1,439.27	.00	1,439.27
100-2640	4,244.70	.00	4,244.70
100-4411	5,837.42	.00	5,837.42
100-51-4141-225	168.97	.00	168.97
100-51-4141-300	21.00	.00	21.00
100-51-4141-310	1,142.70	.00	1,142.70

GL Account	Debit	Credit	Proof
100-51-4195-524	1,150.00	.00	1,150.00
100-51-7272-310	7.07	.00	7.07
100-51-8080-220	509.14	.00	509.14
100-51-8080-340	97.28	.00	97.28
100-51-8080-350	377.02	.00	377.02
100-51-8081-210	1,375.61	.00	1,375.61
100-51-8081-220	28.97	.00	28.97
100-51-8081-221	400.00	.00	400.00
100-51-8081-240	1,436.12	.00	1,436.12
100-51-8081-350	349.68	.00	349.68
100-52-1010-225	835.56	.00	835.56
100-52-1010-240	1,084.50	.00	1,084.50
100-52-1010-310	324.30	.00	324.30
100-52-1010-330	149.00	.00	149.00
100-52-1010-340	71.45	.00	71.45
100-52-1010-346	33.46	.00	33.46
100-52-1010-350	203.00	.00	203.00
100-52-1010-351	882.60	.00	882.60
100-52-1010-810	340.00	.00	340.00
100-52-2020-225	191.20	.00	191.20
100-52-2020-241	643.32	.00	643.32
100-52-2020-310	126.34	14.07-	112.27
100-52-2020-320	30.00	.00	30.00
100-52-2020-347	246.90	.00	246.90
100-52-2020-352	386.18	.00	386.18
100-52-4040-225	170.96	.00	170.96
100-52-4040-345	291.42	.00	291.42
100-52-4040-348	728.62	.00	728.62
100-52-4040-349	603.70	.00	603.70
100-52-4040-351	439.66	.00	439.66
100-52-4040-352	3.00	.00	3.00
100-52-4040-353	700.00	.00	700.00
100-52-5050-349	38.50	.00	38.50
100-52-7230-225	2.74	.00	2.74
100-52-7230-310	30.21	.00	30.21
100-52-7230-330	56.74	.00	56.74
100-53-3030-222	9,590.29	.00	9,590.29
100-53-3030-225	27.33	.00	27.33
100-53-3030-310	85.03	.00	85.03
100-53-3030-350	14.83	.00	14.83

GL Account	Debit	Credit	Proof
100-53-3030-351	3,144.45	.00	3,144.45
100-53-3030-352	225.10	.00	225.10
100-53-3030-363	606.60	.00	606.60
100-53-3030-499	151.67	.00	151.67
100-55-5510-225	38.50	.00	38.50
100-55-6050-220	691.84	.00	691.84
100-55-6050-221	87.89	.00	87.89
100-55-6050-222	29.73	.00	29.73
100-55-6050-340	207.25	.00	207.25
100-55-6050-342	487.89	.00	487.89
200-2120	.00	135.37-	135.37-
200-51-0049-215	134.87	.00	134.87
200-51-0049-225	.50	.00	.50
225-2120	.00	26,266.96-	26,266.96-
225-51-4195-525	26,266.96	.00	26,266.96
300-2120	.00	27,101.50-	27,101.50-
300-57-0010-290	7,352.80	.00	7,352.80
300-57-0020-290	19,748.70	.00	19,748.70
500-2120	44.99	49,617.13-	49,572.14-
500-51-0041-810	3,867.39	.00	3,867.39
500-51-0041-812	14,195.34	.00	14,195.34
500-51-0081-841	1,028.34	.00	1,028.34
500-53-0030-825	8,302.55	.00	8,302.55
500-53-0030-850	8,578.45	.00	8,578.45
500-53-0030-857	4,425.40	.00	4,425.40
500-53-0030-872	906.60	.00	906.60
500-55-0050-861	8,313.06	44.99-	8,268.07
600-1824	1,138.20	.00	1,138.20
600-2120	.00	20,877.16-	20,877.16-
600-56-0020-821	468.82	.00	468.82
600-56-0020-828	75.68	.00	75.68
600-56-0040-840	82.51	.00	82.51
600-56-0050-851	407.76	.00	407.76
600-56-0050-852	1,318.92	.00	1,318.92
600-57-0030-622	499.55	.00	499.55
600-57-0030-623	1,344.07	.00	1,344.07
600-57-0040-631	249.00	.00	249.00
600-57-0050-651	575.00	.00	575.00
600-57-0050-652	276.00	.00	276.00
600-57-0060-903	179.08	.00	179.08

GL Account	Debit	Credit	Proof
600-57-0070-921	195.69	.00	195.69
600-57-0070-923	13,674.35	.00	13,674.35
600-57-0070-930	316.85	.00	316.85
600-57-0070-933	75.68	.00	75.68
650-2120	.00	3,029.53-	3,029.53-
650-53-3040-210	1,000.00	.00	1,000.00
650-53-3040-215	426.70	.00	426.70
650-53-3040-231	227.05	.00	227.05
650-53-3040-246	1,028.34	.00	1,028.34
650-53-3040-310	264.93	.00	264.93
650-53-3040-340	82.51	.00	82.51
900-2120	.00	3,433.28-	3,433.28-
900-55-0011-210	1,261.53	.00	1,261.53
900-55-0011-225	63.65	.00	63.65
900-55-0011-240	697.23	.00	697.23
900-55-0011-241	148.13	.00	148.13
900-55-0011-350	275.00	.00	275.00
900-55-0011-395	809.28	.00	809.28
900-55-0011-396	178.46	.00	178.46
Grand Totals:	180,587.33	180,587.33-	.00

Report Criteria:
Report type: GL detail

VILLAGE OF MCFARLAND

Check Register

Report Dates: 5/31/2018-6/8/2018

Jun 08, 2018 08:41AM

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount	
05/26/2018	PC	06/01/2018	69536	LICHT, TRAVIS	1019	91.42	VOID
05/26/2018	PC	06/01/2018	69857	LICHT, TRAVIS	1019	37.40	
05/26/2018	PC	06/01/2018	70077	LICHT, TRAVIS	1019	49.87	
05/26/2018	PC	06/01/2018	71031	LICHT, TRAVIS	1019	72.73	
05/26/2018	PC	06/01/2018	71277	LICHT, TRAVIS	1019	72.73	
05/26/2018	CDPT	06/01/2018	71835	WI AFSCME COUNCIL 32	7	41.48	
05/26/2018	CDPT	06/01/2018	71836	WI SCTF	5	207.69	
05/26/2018	CDPT	06/01/2018	71837	WPPA TREASURER	6	501.60	
05/26/2018	PC	06/01/2018	71850	LICHT, TRAVIS	1019	72.73	Reissued
05/26/2018	PC	06/01/2018	71851	LICHT, TRAVIS	1019	72.73	
05/26/2018	PC	06/01/2018	71852	LICHT, TRAVIS	1019	49.87	
05/26/2018	PC	06/01/2018	71853	LICHT, TRAVIS	1019	37.40	
05/26/2018	PC	06/01/2018	71854	LICHT, TRAVIS	1019	91.42	

PayRoll Related $1074.92

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, June 11, 2018**

SECTION: **Business**

DEPARTMENT: **Finance**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion and action on Resolution 2018: a resolution authorizing the issuance and awarding the sale of $3,550,000 general obligation promissory notes providing the form of the notes; and levying a tax in connection therewith.**

PREVIOUS ACTION:
The borrowing plan was approved by the Village Board on May 14, 2018 with the results of the negotiated sale to be presented in the meeting.

ISSUE SUMMARY:
Included within your packet is a draft resolution regarding the award of sale of about $3.5 million in funds for the Village to use on its 2018 Capital Improvement Projects. Several items within this are blank as the actual sale is to transpire on Monday, June 11th. The final resolution and the actual sale results will be presented in the meeting by Carol Wirth of Wisconsin Public Finance Professionals.

FINANCIAL/BUDGET IMPACT:
Completing the borrowing will provide the Village with funds to support capital improvement projects including roads, utilities, equipment, and other items. The interest expense as well as the principal will be paid back over a period of 10 years.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommended for approval following presentation.

ATTACHMENTS:
1. McFarland Village draft of Award Resolution with Exhibits

Village of McFarland

RESOLUTION NO. ___

RESOLUTION AUTHORIZING THE ISSUANCE AND AWARDING THE SALE OF
$3,550,000 GENERAL OBLIGATION PROMISSORY NOTES
PROVIDING THE FORM OF THE NOTES;
AND LEVYING A TAX IN CONNECTION THEREWITH

WHEREAS, it is necessary that funds be raised by the Village of McFarland, Dane County, Wisconsin (the "Village") for the purpose of paying the costs of Village capital improvement projects including issuance expenses, to wit: county highway, street, sidewalk, and park improvements; an aquatics study; and equipment acquisition (the "Project"), and there are insufficient funds on hand to pay said costs;

WHEREAS, the Village hereby finds and determines that the Project is within the Village's power to undertake and serves a "public purpose" as that term is defined in Section 67.04(1)(b) of the Wisconsin Statutes; and

WHEREAS, villages are authorized by the provisions of Section 67.12(12) of the Wisconsin Statutes to borrow money and to issue general obligation promissory notes for such public purposes.

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

Section 1. Authorization and Award of the Notes. For the purpose of paying the cost of the Project there shall be borrowed pursuant to Section 67.12(12) of the Wisconsin Statutes, the principal sum of THREE MILLION FIVE HUNDRED FIFTY THOUSAND DOLLARS ($3,550,000). The purchase proposal (the "Proposal") of _____________, ___________, ____________, (the "Purchaser") attached hereto as Exhibit A and incorporated herein by this reference is hereby accepted, said proposal offering to purchase the $3,550,000 Village of McFarland General Obligation Promissory Notes (the "Notes") for the sum of ______________________ DOLLARS ($________________), plus accrued interest to the date of delivery, resulting in a net interest cost of _________________________ DOLLARS ($______________) and a true interest rate of ______________%.

Section 2. Designation of Purchaser as Agent. The Village hereby designates the Purchaser as its agent for purposes of distributing the Final Official Statement relating to the Notes to any participating underwriter in compliance with Rule 15c2-12 of the Securities and Exchange Commission.

Section 3. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes"; shall be dated June 21, 2018; shall be in the denomination of $5,000 or any integral multiple thereof; shall bear interest at the rates per annum and mature on December 1 of each year, in the years and principal amounts as set forth in the Pricing Summary attached hereto as Exhibit C and incorporated herein by this reference. Interest is payable semi-annually on June 1 and December 1 of each year commencing on June 1, 2019. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D and incorporated herein by this reference (the "Schedule").

Section 4. Redemption Provisions. At the option of the Village, the Notes maturing on December 1, 2026 and thereafter shall be subject to redemption prior to maturity on December 1, 2025 or on any date thereafter. Said Notes shall be redeemable as a whole or in part, from maturities selected by the Village and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

Section 5. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit B and incorporated herein by this reference.

Section 6. Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the Village are hereby irrevocably pledged and a direct annual irrepealable tax is hereby levied upon all of the taxable property of the Village. Said direct annual irrepealable tax shall be levied in the years 2018 through 2026 for payments due in 2019 through 2027 in the amounts as set forth on the Schedule.

The aforesaid direct annual irrepealable tax hereby levied shall be collected in addition to all other taxes and in the same manner and at the same time as other taxes of the Village levied in said years are collected. So long as any part of the principal of or interest on the Notes remains unpaid, the tax herein above levied shall be and continues irrepealable except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus in the Debt Service Fund Account created herein.

Section 7. Debt Service Fund Account. There is hereby established in the Village treasury a fund account separate and distinct from every other Village fund or account designated "Debt Service Fund Account for $3,550,000 Village of McFarland General Obligation Promissory Notes, dated June 21, 2018." There shall be deposited in said fund account any premium plus accrued interest paid on the Notes at the time of delivery to the Purchaser, all money raised by taxation pursuant to Section 6 hereof and all other sums as may be necessary to pay interest on the Notes when the same shall become due and to retire the Notes at their respective maturity dates. Said fund account shall be used for the sole purpose of paying the principal of and interest on the Notes and shall be maintained for such purpose until such indebtedness is fully paid or otherwise extinguished.

Section 8. Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest paid at the time of delivery which must be paid into the Debt Service Fund Account created above) shall be deposited into an account separate and distinct from all other funds and disbursed solely for the purposes for which borrowed or for the payment of the principal of and interest on the Notes.

Section 9. Arbitrage Covenant. The Village shall not take any action with respect to the Note Proceeds which, if such action had been reasonably expected to have been taken, or had been deliberately and intentionally taken on the date of the delivery of and payment for the Notes (the "Closing"), would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code") and any income tax regulations promulgated thereunder (the "Regulations").

The Note Proceeds may be temporarily invested in legal investments until needed, provided however, that the Village hereby covenants and agrees that so long as the Notes remain outstanding, moneys on deposit in any fund or account created or maintained in connection with the Notes, whether such moneys were derived from the Note Proceeds or from any other source, will not be used or invested in a manner which would cause the Notes to be “arbitrage bonds” within the meaning of the Code or Regulations.

The Village Clerk, or other officer of the Village charged with responsibility for issuing the Notes, shall provide an appropriate certificate of the Village, for inclusion in the transcript of proceedings, setting forth the reasonable expectations of the Village regarding the amount and use of the Note Proceeds and the facts and estimates on which such expectations are based, all as of the Closing.

Section 10. Additional Tax Covenants; Exemption from Rebate; Qualified Tax Exempt Obligation Status. The Village hereby further covenants and agrees that it will take all necessary steps and perform all obligations required by the Code and Regulations (whether prior to or subsequent to the issuance of the Notes) to assure that the Notes are obligations described in Section 103(a) of the Code, the interest on which is excluded from gross income for federal income tax purposes, throughout their term. The Village Clerk or other officer of the Village charged with the responsibility of issuing the Notes, shall provide an appropriate certificate of the Village as of the Closing, for inclusion in the transcript of proceedings, certifying that it can and covenanting that it will comply with the provisions of the Code and Regulations.

Further, it is the intent of the Village to take all reasonable and lawful actions to comply with any new tax laws enacted so that the Notes will continue to be obligations described in Section 103(a) of the Code, the interest on which is excluded from gross income for federal income tax purposes.

In accordance with Section 148(f)(4)(D) of the Code, the Village covenants that it is a governmental unit with general taxing powers; that the Notes are not "private activity bonds" as defined in Section 141 of the Code; that ninety five percent (95%) or more of the net proceeds of the Notes are to be used for local governmental activities of the Village; and that the aggregate face amount of all tax exempt obligations (other than "private activity bonds") issued by the Village, including all subordinate entities of the Village, during calendar year 2018 will not exceed $5,000,000. If for any reason the Village did not qualify for the small issuer exemption or any other exemption from the rebate requirements of the Code, the Village covenants that it would take all necessary steps to comply with such requirements.

The Village hereby designates the Notes to be "qualified tax-exempt obligations" pursuant to the provisions of Section 265(b)(3) of the Code and in support of such designation, the Village Clerk or other officer of the Village charged with the responsibility for issuing the Notes, shall provide an appropriate certificate of the Village as of the date of delivery and payment for the Notes.

Section 11. Persons Treated as Owners; Transfer of Notes. The Village Clerk shall keep books for the registration and for the transfer of the Notes. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Village Clerk, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Village Clerk shall deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Village Clerk shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Village Clerk shall cancel any Note surrendered for transfer.

The Village shall cooperate in any such transfer, and the Village President and Village Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

The 15th day of each calendar month next preceding each interest payment date shall be the record date for the Notes. Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the Village maintained by the Village Clerk at the close of business on the corresponding record date.

Section 12. Utilization of The Depository Trust Company Book-Entry-Only-System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the Village has heretofore agreed to the applicable provisions set forth in the DTC Blanket Issuer Letter of Representation and an officer of the Village has executed such Letter of Representation and delivered it to the DTC on behalf of the Village.

Section 13. Official Statement. The Village Board hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the Village in connection with the preparation of such Preliminary Official Statement and any addenda to it or Final Official Statement are hereby ratified and approved. In connection with Closing, the appropriate Village official shall certify the Preliminary Official Statement and any addenda or Final Official Statement. The appropriate Village official shall cause copies of the Preliminary Official Statement and any addenda or Final Official Statement to be distributed to the Purchaser.

Section 14. Execution of the Notes. The Notes shall be issued in typewritten form, one Note for each maturity, executed on behalf of the Village by the manual or facsimile signatures of the Village Clerk and the Village President (except that one of the foregoing signatures shall be manual), sealed with its official or corporate seal, and delivered to the Purchaser upon payment to the Village of the purchase price thereof, plus accrued interest to the date of delivery. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the delivery of the Notes, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until such delivery. The aforesaid officers are hereby authorized to do all acts and execute and deliver all documents as may be necessary and convenient to effectuate the Closing.

Section 15. Payment of the Notes. The principal of and interest on the Notes shall be paid by the Village Treasurer or his agent in lawful money of the United States.

Section 16. Continuing Disclosure. The Village hereby covenants and agrees that it will comply with and carry out all of the provisions of its Continuing Disclosure Certificate which the Village will execute and deliver on the Closing Date. Any Noteholder may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the Village to comply with its obligations under this Section.

Section 17. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Village or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted this 11th day of June, 2018.

____

Brad Czebotar
Village President

(SEAL)

ATTEST:

____

Cassandra Suettinger
Village Clerk/Treasurer

EXHIBIT B

(Form of Note)

REGISTERED
NO. R-__

UNITED STATES OF AMERICA
STATE OF WISCONSIN
DANE COUNTY
VILLAGE OF MCFARLAND
GENERAL OBLIGATION PROMISSORY NOTE

MATURITY DATE:	ORIGINAL DATE OF ISSUE:	INTEREST RATE:	CUSIP:
DECEMBER 1, 20__	JUNE 21, 2018	_.___%	580441___

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: ______________________________________ DOLLARS
($_____________)

KNOW ALL MEN BY THESE PRESENTS, that the Village of McFarland, Dane County, Wisconsin (the “Village”), hereby acknowledges itself to owe and for value received promises to pay to the Depository or its Nominee Name (the “Depository”) identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest is payable semi-annually on June 1 and December 1 of each year commencing June 1, 2019 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by the Village Clerk or Treasurer at the close of business on the 15th day of the calendar month next preceding the semi-annual interest payment date (the “Record Date”).

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the Village are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of $3,550,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the Village pursuant to the provisions of Chapter 67, Wisconsin Statutes, for the purpose of paying the costs of Village capital improvement projects including issuance expenses, to wit: county highway, street, sidewalk, and park improvements; an aquatics study; and equipment acquisition, all as authorized by a resolution of the Village Board duly adopted by said governing body at a meeting held on June 11, 2018. Said resolution is recorded in the official minutes of the Village Board for said date.

At the option of the Village, the Notes maturing on December 1, 2026 and thereafter are subject to redemption prior to maturity on December 1, 2025 or on any date thereafter. Said Notes are redeemable as a whole or in part, from maturities selected by the Village and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, or overnight express delivery, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice mailed as provided herein shall be conclusively presumed to have been duly given, whether or not the Depository receives the notice. The Notes shall cease to bear interest on the specified redemption date, provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the Village, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable. It is hereby further certified that the Village has designated this Note to be a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the Village kept for that purpose at the office of the Village Clerk or Treasurer. In the event that the Depository does not continue to act as depository for the Notes, and the Village Board appoints another depository, new fully registered Notes in the same aggregate principal amount shall be issued to the new depository upon surrender of the Notes to the Village Clerk or Treasurer, in exchange therefor and upon the payment of a charge sufficient to reimburse the Village for any tax, fee or other governmental charge required to be paid with respect to such registration. The Village Clerk or Treasurer shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Village may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever.

IN WITNESS WHEREOF, the Village of McFarland, Dane County, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the signatures of its duly qualified Village President and Village Clerk; and to be sealed with its official or corporate seal, if any, all as of the 21st day of June, 2018.

By:______________________________________
Brad Czebotar,
Village President

(SEAL)

By:______________________________________
Cassandra Suettinger,
Village Clerk/Treasurer

ASSIGNMENT

____

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

____

(Name and Address of Assignee)

____

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints __________________, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated:_________________________

Signature Guaranteed:

____
(e.g. Bank, Trust Company
or Securities Firm)

____
(Depository or its Nominee
Name)

____
(Authorized Officer)

NOTICE: The above-named Depository or its Nominee Name must correspond with the name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

FINANCE COMMITTEE SUMMARY SHEET

MEETING DATE:	**Monday, June 11, 2018**
SECTION:	**Business**
DEPARTMENT:	**Finance**
CONTACT:	**Matt Schuenke, Village Administrator, Cassandra Suettinger, Village Clerk/Treasurer**
AGENDA ITEM:	**Discussion and action regarding revisions to the Investment Policy (Chapter 5).**

PREVIOUS ACTION:

The discussion to update the policy was first introduced at a Committee meeting on October 26, 2017. Since that time the Committee has been working to apply an appropriate amount of authority in how investments are managed from the very basic level to the more complex. The Committee took action at its meeting on May 23, 2018 to recommend the updated policy with the included revisions to the Village Board. The Village Board reviewed the initial recommendation at its meeting on May 29th requesting further review and consideration of discussed changes.

ISSUE SUMMARY:

The update to Chapter 5 of the Fiscal Policy Manual details the requirements regarding investment is again put forth for consideration. Changes to Section 5.06 (Liquidity) and 5.07 (Yield) are put forth as requested while specific changes to Section 5.03 (Safety, Credit Risk, and Authorized Investments) were left to the board for further discussion.

The final items for consideration are presented as follows:

- **Section 5.03** - Trustee Clow suggested that Village Staff is granted too much authority to invest public funds without appropriate controls via this policy which creates too much risk. Her suggestion that was conveyed at the last meeting was to move Section 5.03(b)(2)(i)-(ii) under Section 5.03(b)(3). This puts most all investments into the maximum amount of authority granted by policy and leaves essentially status quo under the direction of Staff at the very low end of the authority including no middle ground. State Statutes do grant wide ability for a Municipality to invest and leave the delegation of authority on how the investment is handled to the Municipality. However, through multiple revisions to the policy Staff has proposed a tiered approach to address concerns over control while attempting to balance an acceptable level of policy making discretion and administrative functions.

- **Section 5.04** - The State passed a new law that became effective on April 18, 2018 allowing for banks to use irrevocable letters of credit as security for public deposits. This was brought to our attention recently as a request by the Bank and more of a procedural flexibility working with the bank for the money kept there.
- **Section 5.06** - Committee Member Rod Clark suggested making changes to simplify the requirements for liquidity. Instead of having more specific directives, he opted for a more general guideline. Removing the specific directives takes out links to structure, timeline, and laddering. These elements are still possible with the change, but less explicit leaving it to the assumption of Staff to follow these principles.
- **Section 5.07** - Similar to the previous section, Committee Member Rod Clark suggested making changes to the requirements for yield. Instead of having more specific directives, he opted for a more general guideline. Removing the specific directives takes out links to selling early, improving yield, and other needs. These elements are still possible with the change, but less explicit leaving it to the assumption of Staff to follow these principles.

FINANCIAL/BUDGET IMPACT:

The policy changes itself do not have any immediate impact. How a policy is used going forward, no matter the version, would have a financial impact depending on the types of investments and how much interest they did or did not generate. No plans are in place to do anything different with or without the update. Certainly, as is the case with most things it can be evaluated from year to year within the annual budget.

VILLAGE PLAN REFERENCE:

Fiscal Policy Manual

ORDINANCE REFERENCE:

None

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval with the latest changes included within the packet.

ATTACHMENTS:

1. Chapter 5 - Investment Policy 06072018 DRAFT
2. Chapter 5 - Investment Policy 10102011

CHAPTER 5 Investment

SECTION 5.01 Policy Purpose

The purpose of these investment guidelines is to formalize the framework for the Village's daily banking and investment activities. The guidelines are intended to be broad enough to allow Village Staff the ability to function properly within the parameters of responsibility and authority granted by the Village Board, yet specific enough to adequately safeguard the Village's accounts. The primary objectives of this policy, in order of priority, are safety, liquidity and yield. This policy shall apply to all cash and investments of the Village, including all funds, excluding the investment of employees' retirement funds that are contained within the Wisconsin Retirement System managed by the State of Wisconsin or other third party administrators elected by the employee. Unless prohibited by law or contract, the Village may pool cash from several different funds to maximize returns. Funds subject to additional federal, state and/or contractual laws and regulations will be invested according to those laws and regulations. Investment income will be allocated to the various funds based on the percentage of their respective participation. For the purposes of financial statements, all cash and investments with an original maturity of three months or less will be considered cash and cash equivalents. Investments will be reported at fair values, based on quoted market values.

SECTION 5.02 Application

(a) The investment program shall be operated in conformance with federal, state, local, and other legal requirements as applicable. The Clerk/Treasurer shall be the investment officer and is responsible for the day to day management of investment activities under the supervision of the Administrator and as is authorized according to this policy. The Clerk/Treasurer will establish internal control procedures over cash and investment accounts in conformance with this policy and all other Financial Policies as may be appropriate. All purchases and sales of investments will be authorized by the Village Administrator and/or Village Board as this policy dictates. The Village Auditor will maintain its review authority that shall be inclusionary of all investment activities.

(b) The standard of prudence to be used by Village Investment Officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment Officials acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

(c) The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

(d) Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. In accordance with Article VIII of the Village Code of Ordinance defining Village Ethics Code, Employees and investment officials shall disclose to the Village President any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial or investment positions that could be related to the performance of the Village, or particularly with regard to the time of purchases and sales.

SECTION 5.03 Safety, Credit Risk, and Authorized Investments

(a) Safety and preservation of principal in the overall portfolio is the foremost investment objective. To ensure the safety of the Village's deposits and investments, the Village's policy includes sections on what investments are suitable, on how balances are protected and provides guidelines for institutions to be used.

(b) Credit risk is the risk that the Village would lose money due to the default of a bond or securities issuer. The Village reduces its exposure to this risk by restricting its allowed investments. The Village's investments are restricted in accordance with Wisconsin Statutes 66.0603 (Appendix A). The Village chooses to further manage its risk by establishing levels of authorization for its cash and investments as follows:

(1) The Clerk/Treasurer is authorized to manage the following cash and investments:

(i) Checking and saving accounts.

(ii) Local government investment pools either state-administered or developed through joint powers statutes and other intergovernmental agreement legislation, such as the Local Government Investment Pool.

(2) The Clerk/Treasurer is authorized to manage the following cash and investments subject to approval of the Village Administrator:

(i) Conventional certificates of deposits (fully FDIC insured for principal and/or fully collateralized as described below) and certificates of deposit purchased through the Certificate of Deposit Account Registry Service (CDARS) as available through Authorized Financial Institutions contained within Section 5.05 of this policy.

(ii) Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist of only of dollar-denominated securities.

(3) The Clerk/Treasurer is authorized to manage the following cash and investments subject to approval of the Village Board upon recommendation of the Finance Committee under consultation of legal counsel and a Certified Public Funds Investment Manager (CPFIM) as applicable:

(i) Bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government.

(ii) Bonds of any county, city, drainage district, technical college, village, town or school district of this state.

(iii) Commercial paper if rated in the highest tier (e.g. A-1, P-1, AAA) by a nationally recognized rating agency.

(iv) Overnight repurchase agreements with a public depository as defined in statute 34.01 (5), provided that the agreement is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government and held by a third party custodian. The Village shall be informed of the specific collateral and investments in the repurchase agreements and the agreement shall be collateralized at 102% of the value of the Village's investment.

(4) **Prohibited Investments.** Village funds will not be invested in derivative type investments such as collateralized mortgage obligations, strips, floaters, etc. Certain types of such investments may qualify under state statute but are not deemed appropriate for use by the Village.

(c) The Village will engage in diversification of investments (type, length of maturity and institution) to the extent practicable considering yield, collateralization, investment costs and available bidders. The Village will get quotes from Authorized Financial Institutions whenever seeking investment opportunities for funds as deemed necessary by the Investment Officials. Concentration of credit risk is the risk that losses become substantial due to the magnitude of the Village's investment in a single issuer. The Village shall make an effort to minimize credit risk as appropriate through the strict application of this policy. Credit risk is further defined as the loss of all or part of the investment due to the failure of the security issuer or backer.

SECTION 5.04 Custodial Credit Risk

(a) Custodial credit risk is the risk of default by the holding institution, i.e. the bank holding cash or securities. The Village shall reduce this risk by ensuring substantially all funds are either insured, collateralized or registered to the Village. The terms "substantially all funds" recognizes that there are times when minimal amounts may not be protected in this manner, such as with cash on hand or in cases where the market value exceeds the face value of an investment. This risk is also reduced through the Village's selection of authorized financial institutions.

(1) Village deposits will be protected through insurance:

(i) The Federal Deposit Insurance Corporation (FDIC) currently protects deposits up to $250,000 for checking and $250,000 for savings accounts.

(ii) The Wisconsin State Deposit Guarantee Fund protects public deposits under Statutes 20.144(1)(a) and 34.08(2) up to $400,000, after FDIC coverage, for any one public depositor in any individual public depository.

(iii) Due to the generally safe investment instruments utilized in the Pool, the Local Government Investment Pool shall be exempt from this section.

(2) Village deposits in excess of insurance will be protected through collateral:

(i) With a market valued of at least 102% of the uninsured balances;

(ii) Consisting of bonds or securities issued by the federal government, its agencies or instrumentalities or by any county, city, drainage district, technical college, village, town, ~~or~~ school district, or an irrevocable letter of credit issued by a federal home loan bank, state bank, national bank, federal or state savings bank, federal or state credit union, or federal or state savings and loan association; and

(iii) Held by an independent third party custodian with whom the Village has a current custodial agreement.

(3) Collateral agreements are to prohibit the release of pledged assets without the Village's authorization, however substitution of like collateral (value and type) is allowed. The market value increases on FDIC insured certificates of deposit are exempt from this requirement.

(4) Proof of Village ownership of securities will be protected by:

(i) Securities will be registered through the Direct Registration System in the Village's name.

(ii) Securities Investor Protection Corporation (SIPC) protects investors by obtaining the securities registered in the Village's name in the event of a failed brokerage firm. After securities have been obtained by the SIPC, other balances are covered through SIPC protection up to $500,000 maximum per customer, including $250,000 in cash balances.

(iii) Trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

(5) Due to the generally safe investment instruments utilized by the pool, the Local Government Investment Pool shall be allowed in excess of the State guaranteed $400,000 insurable limit.

SECTION 5.05 Authorized Financial Institutions

(a) The Clerk/Treasurer shall recommend to the Village Board for approval financial institutions to be utilized by the Village. As required under State Statute 34.05, the Village will approve institutions as public depositories separately through a Village Board resolution. For a financial institution to be considered for use by the Village, they must have:

(1) Provided proof of state registration.

(2) Completed a signed certificate of having read, understood and agreeing to comply with the Village's investment policy (Appendix B).

(3) Provide evidence of participation in FIDC and/or SIPC programs, such as FDIC certificate number and specific name of registration.

(4) A Safe and Sound rating of 3 (performing) or better according to the site www.bankrate.com. Another industry used rating system may be substituted, by Investment Officials or by Village Board approval.

(5) Meet the FDIC's threshold to be considered a well-capitalized bank:

(i) Total risk-based capital ratio of 10% or higher;

(ii) Has a Tier 1 risk-based capital ratio of 6% of greater; and

(iii) Has a leverage ratio of 5% or greater.

(6) Broker/dealers will provide their most recent Broker check report from the Financial Industry Regulatory Authority, Inc (FINRA) along with all Central Registration Depository (CRD) numbers.

(7) Safekeeping institutions will also provide a copy of their report on internal controls as applicable to custody procedures.

(b) The Village investment policy requires items 3-7 be reviewed by the Clerk/Treasurer or designee annually for financial institutions doing more than $1.0 million in investment purchases, deposits, or safekeeping balances. Items 3-7 will be reviewed by the Clerk/Treasurer or designee at a minimum of every three years for all other authorized intuitions.

(c) The Village may enter into a contract with one or more Certified Public Funds Investment Managers (CPFIM) only upon approval of the Village Board. If used, the selection of an CPFIM will be based on the utilization of request for proposal, interviews, and/or reference reviews.

SECTION 5.06 Liquidity

(a) Village Investment Officials shall ensure that we have adequate funds in usable form to be able to meet ongoing business needs that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

(b) Interest rate risk is the risk that changes in the market interest rates will negatively affect the fair value of an investment. ~~Generally, the fair value of longer maturity investments is more sensitive to changes in the market interest rate.~~ The Village shall ~~mitigate this risk by:~~ use appropriate investment instruments and strategies to mitigate interest rate risk while ensuring necessary liquidity.

~~(1) Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.~~

~~(2) Limiting the maturities of all investments when purchased to less than five (5) years.~~

~~(3) Laddering investments to meet cash flow needs.~~

SECTION 5.07 Yield

(a) The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of the Village's investment strategy is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. ~~Securities shall generally be held until maturity with the following exceptions:~~

~~(1) A security with declining credit may be sold early to minimize loss of principal.~~

~~(2) A security sale would improve the quality, yield, or target duration in the portfolio.~~

~~(3) Liquidity needs of the portfolio require that the security be sold.~~

(b) Given the passive nature of the Village's investment strategy, appropriate benchmarks for comparison include: the average Federal Funds rate, local government investment pool rate, and average return on the U.S. Treasury Bills.

SECTION 5.08 Policy Considerations

The Clerk/Treasurer or designee shall provide a cash and investment report to the Village Board at least bi-annually. The report shall summarize investments held and transactions made. It shall also discuss the current portfolio in terms of maturity, rates of return, market values and other features. All bank and investment accounts will be reconciled monthly. All investments will be marked to market monthly and unrealized gains and/or losses will be included with the investment income and return calculations. Any investments currently held that do not meet the guidelines of this policy when it is adopted shall be exempted from the requirements of this policy. At maturity or liquidation such monies shall be reinvested only as provided in this policy.

Dated this 11th day of June, 2018.

Village of McFarland:	Attest:
By:______________________________	By:______________________________
Brad Czebotar Village President	Cassandra Suettinger Clerk/Treasurer

Appendix B

Investment Policy Compliance Certificate

All financial institutions, broker/dealers, and/or investment advisors the Village conducts banking and investment activities with are required to have completed this certificate, prior to receiving Village funds or within 90 days of approval of this policy.

Please read the following statements and initial each individual item and sign below to indicate receipt, acknowledgment, understanding and agreement to comply with the statements and overall investment policy.

______ I have received a copy of the cash and investment policy for the Village of McFarland.

_____ I have actually read the entire cash and investment policy for the Village of McFarland.

_____ I understand the rules, regulations and procedures set forth in the investment policy.

______ I agree to abide by the rules, regulations and procedures set forth in the cash and investment policy.

_____ I agree to notify all investment officials of the Village if I believe the Village is not in compliance with the rules, regulations and procedures established in the cash and investment policy.

______ I understand that my signature below indicates that I have read, understood and I agree to comply with the Village's written policy.

____________ ____________________________________

Date Bank Name

____________________________________ ____________________________________

Bank Representative Name (Printed) Bank Representative Title

____

Bank Representative Signature

Appendix C

Definitions

<u>CERTIFICATE OF DEPOSIT (CD):</u> A time deposit with a specific maturity evidenced by a certificate.

<u>CERTIFIED PUBLIC FUNDS INVESTMENT MANAGER (CPFIM): A certification issued through a nationally recognized accreditation program offered to financial officers and public entities in the arena of fixed income investing.</u>

<u>COLLATERAL:</u> Securities, evidence of deposit or other property that a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposit of public monies.

<u>COMMERCIAL PAPER:</u> An unsecured promissory note issued primarily by corporations for a specific amount and maturing on a specific day. The maximum maturity for commercial paper is 270 days.

<u>DELIVERY VERSUS PAYMENT:</u> There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

<u>FEDERAL CREDIT AGENCIES:</u> Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives and exporters.

<u>FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC):</u> A federal agency that insures bank deposits, currently up to $250,000 per deposit.

<u>FEDERAL HOME LOAN BANKS (FHLB):</u> Government sponsored wholesale banks (currently 12 regional banks) which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit institutions and insurance companies. The mission of FHLB is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FUNDS: A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residuals or equities, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. Examples of some of the funds used by the Village include the General Fund (main operating fund), Capital Fund, TID Fund, Water Utility, or Sewer Funds

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase – reverse repurchase agreements that establish each party's rights in the transactions. A master agreement will often specify among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

PRUDENT PERSON RULE: An investment standard that states the trustee may invest in a security if it is one that would be bought by a prudent person of discretion and intelligence who is seeking preservation of capital and a reasonable income.

PUBLIC DEPOSITORY: Wisconsin State Statute 34.01(5) states the governing board of each public depositor shall, by resolution, designate one or more public depositories, organized and doing business under the laws of this state or federal law and located in this state, in which the treasurer of the governing board shall deposit all public moneys received by him or her and specify whether the moneys shall be maintained in time deposits subject to the limitations of s. 66.0603(1m), demand deposits, or savings deposits and whether a surety bond or other security shall be required to be furnished under s. 34.07 by the public depository to secure the repayment of such deposits. "Public depository" means a federal or state credit union, federal or state savings and loan association, state bank, savings and trust company, federal or state savings bank, or national bank in this state which receives or holds any public deposits or the local government pooled- investment fund.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security “buyer” in effect lends the “seller” money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money, that is, increasing bank reserves.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank’s vaults for protection.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

TREASURY NOTES: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

U.S. INSTRUMENTALITIES: An organization that serves a public purpose and is closely tied to federal government, but is not a government agency. Many instrumentalities are private companies, and some are charted directly by the federal government. Fannie Mae, Freddie Mac and Sallie Mae are all examples of federal instrumentalities and carry an implicit guarantee from the U.S. Treasury, not an explicit guarantee.

INVESTMENT POLICY

POLICY PURPOSE

It is the Village's policy to invest public funds in a legal and safe manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Village and conforming to all State of Wisconsin statutes and local ordinances governing the investment of public funds.

This policy shall apply to all cash and investments of the Village, including all funds. For the purposes of financial statements, all cash and investments with an original maturity of three months or less will be considered cash and cash equivalents. Investments will be reported at fair values, based on quoted market values.

POLICY IMPLEMENTATION OBJECTIVES

A. PROPER PRUDENCE

The standard of prudence to be used by Village investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

B. AUTHORITY

Authority to manage the Village's investment program is derived from State of Wisconsin Statutes and Village ordinances. The Administrator/Treasurer or Deputy Treasurer is the investment officer and is responsible for investment decisions and activities. The Administrator/Treasurer shall be responsible for all transactions undertaken, and shall establish investment procedures consistent with this policy, and a system of controls to regulate the activities of subordinate officials and employees.

C. ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Village President any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial or investment positions that could be related to the performance of the Village, or particularly with regard to the time of purchases and sales.

D. INVESTMENT OBJECTIVES

The primary objectives, in order of priority, of the Village's cash and investment activities are as follows:

1. Safety: Investments shall be undertaken in a manner that seeks to preserve capital. To achieve this objective, this policy outlines allowable investments and maximum investment amounts by issuer and financial institution.

2. Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

3. Return: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

E. SAFETY

1. The investment of Village funds shall be restricted in accordance with Wis. Stats. § 66.0603 as defined below:

   a. Time deposits in any credit union, bank, savings bank, trust company or savings and loan association which is authorized to transact business in this state if the time deposits mature in not more than 3 years.

b. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.
c. Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of this state.
d. Bonds issued by a local exposition district under subch. II of ch. 229.
e. Bonds issued by a local professional baseball park district created under subch. III of ch. 229.
f. Bonds issued by a local professional football stadium district created under subch. IV of ch. 229.
g. Bonds issued by the University of Wisconsin Hospitals and Clinics Authority.
h. Bonds issued by a local cultural arts district under subch. V of ch. 229.
i. Bonds issued by the Wisconsin Aerospace Authority.
j. Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating which is the highest or 2nd highest rating category assigned by Standard & Poor's Corporation, Moody's Investors Service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.
k. Securities of an open-end management investment company or investment trust, if the investment company or investment trust does not charge a sales load, if the investment company or investment trust is registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, and if the portfolio of the investment company or investment trust is limited to the following:
    (1) Bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government.
    (2) Bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other instrumentality of the federal government.
    (3) Repurchase agreements that are fully collateralized by bonds or securities under subd. 5. a. or b.
l. Local government pooled-investment fund.
m. May engage in financial transactions in which a public depository, as defined in Wis. Stats. § 34.01 (5), agrees to repay funds advanced to it by the local government plus interest, if the agreement is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government.

2. To ensure the safety of Village funds, cash and investment balances are further restricted as follows:
    a. Checking and saving accounts.
    b. Short term investment pools such as Wisconsin Local Government Pooled Investment Fund, MBIA Wisconsin Class and Wisconsin Investment Trust.
    c. Certificates of deposit.
    d. United States treasury securities.
    e. United States agency securities.
    f. Commercial paper or municipal bonds (as allowed above) having the highest or 2nd highest rating category assigned by Standard & Poor's Corporation, Moody's Investor Service or other similar nationally recognized rating agency.
    g. Money market and overnight sweep/repurchase accounts investing in other allowable investments as listed above.

3. Additional restrictions on custodial credit risks:
    a. All checking, savings, certificates of deposit, money markets and overnight sweeps shall be either limited in amount so as to be covered by FDIC, State guarantee fund, other insurance agreements or are fully collateralized.
    b. All U.S. treasuries, agencies and commercial paper purchased shall be registered in the Village’s name. Financial institutions holding these investments on behalf of the Village will also provide collateralization or other insurance coverage for the entire balance of investments.

4. Additional restrictions on concentration of credit risks:
    a. As practicable, the Village will not hold more than 60% of all cash and investment balances at one financial institution, except for the Wisconsin Local Government Pooled Investment Fund.
    b. No more than 10% of all cash and investments will be allocated to the same issuer of U.S. agencies or commercial paper.

F. LIQUIDITY

The Administrator/Treasurer shall monitor the Village’s cash and investment balances as needed to ensure adequate funds are on hand for operating cash flow needs as well as significant dollar payments such as debt principal and interest and capital projects.

The Village wishes to restrict the maturity of all investments to less than five (5) years.

G. FEES

The Administrator/Treasurer shall periodically review fee arrangements with authorized financial institutions to ensure fees paid by the Village are reasonable.

H. AUTHORIZIED FINANCIAL

The Village designates the following institutions as public depositories for the funds of the Village of McFarland as follows:

Associated Bank
First Horizon Bank
First National Bank of Stoughton
M & I Bank
McFarland State Bank
Oak Bank
Park Bank
Town Bank
Wisconsin Investment Trust
Wisconsin Local Government Pooled Investment Fund as organized under Wis. Stats. §25.50

I. INVESTMENT POLICY CONSIDERATIONS

The investment policy will be reviewed at least every three years by the Finance Committee or sooner at the discretion of the Village Board.

Adopted: October 10, 2011

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, June 11, 2018**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT:

AGENDA ITEM: **Discussion and action on the establishment of a public comment policy for public meetings.**

PREVIOUS ACTION:
The Village Board last discussed this issue at its meeting on March 26th and May 14th, both this year.

ISSUE SUMMARY:
The Village Board has discussed previously creating a policy to detail how public comment is received within its meetings. The Village President, Attorney, and Administrator worked collaboratively to prepare a draft policy for the board that it reviewed as part of its last meeting. Three changes are proposed to address the comments made by the board as part of that meeting:

1. Section 1.03 - This change is to make clear the procedure for people that make comments about matters not on the agenda within the "Public Appearances" section of the agenda.
2. Section 1.03(a) - This change is to allow people who want to the ability to make comments about matters on the agenda the ability to request to do so as they sign in. Otherwise they are free to make their comment under the "Public Appearances" section.
3. Section 1.04(a) - Change is to limit back and forth discussion to the groups listed in the policy.

FINANCIAL/BUDGET IMPACT:
None.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Review the policy with the proposed changes and discuss the draft provisions as they are presented.

ATTACHMENTS:

1. Village Board Public Comment Policy 06072018 DRAFT

CHAPTER 1 PUBLIC COMMENT POLICY

SECTION 1.01 Purpose

The Village encourages input from the Public. The purpose of this policy is to ensure that the Public is allowed time to present their views pertaining to issues concerning the Village of McFarland while permitting the Village Board and its committees the ability to conduct their meetings in an effective manner.

SECTION 1.02 Application

This policy applies to all Village Board and Committee meetings unless otherwise stated on the meeting agenda and/or announced at the beginning of the meeting by the presiding officer at the meeting.

SECTION 1.03 Procedure

Comments from the Public on matters not on the posted Agenda are permitted only during the "Public Comments" portion of the meeting agenda. The following procedures are intended to accommodate input from the Public in a fair, reasonable, and orderly fashion:

(a) The presiding officer will ask that if anyone wishes to address the Board or committee they should fill out the form provided in order to register to speak. The presiding officer will determine the order in which speakers will then be recognized upon receipt of forms provided. For matters that are on the posted Agenda, members of the Public may elect to speak during "Public Comments" or at the time the agenda item is presented.

(b) Public comments shall be germane ~~related~~ to any item pertaining ~~related~~ to the Board's or committee's functions.

(c) Each speaker shall provide his or her name and address, and the identity of any group or organization he or she is representing. All speakers shall address their comments to the Board or committee, and not to members of the audience.

(d) Members of the Public making comments shall be respectful of others and refrain from the use of inappropriate language, innuendos, or other offensive actions or gestures.

(f) Statements shall be kept as brief and to the point as possible.

(g) The public comment time is not a question and answer session. Board and Committee members should refrain from engaging in any comments or questions that are posed to them. Citizens who wish to speak with individual Board or committee members are encouraged to directly contact Board or committee members to discuss Board or committee issues. Any written statements or correspondences submitted to the Clerk/Treasurer will be forwarded on to the Board or Committee.

(h) The presiding officer shall have the right and discretion to control discussion and to determine both the length of time and the number of times a person may speak. Unless an exception is granted by the presiding officer, each person will be allowed a maximum of three (3) minutes to speak.

(i) If a group with similar views on an issue wishes to speak during the public comment period, the meeting presiding officer can ask that a spokesperson be selected to address the Board or committee.

(j) Because minutes are a summary record of the Board's or committee's discussions and actions, speaker requests to append written statements or correspondence to the minutes will not be approved. Written comments to the Board or Committee may be submitted to the Village Clerk/Treasurer.

SECTION 1.04 Agenda Item Discussion

(a) Discussion with the general Public will be limited to the following as recognized by the presiding chair:

(i) Village Staff.

(ii) Village hired consultants.

(iii) Developers including their ~~representatives, and project~~ consultants.

(iv) Project representatives.

(b) The purpose of the Agenda Item Discussion is to assist the Village Board or Committee in making a decision on the matter that has been presented for consideration.

Adopted: June 11, 2018

Revised: None

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, June 11, 2018**

SECTION: **Business**

DEPARTMENT: **Public Works**

CONTACT: **Allan Coville, Director, Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion and action to approve a proposal from the City of Madison to construct rapid rectangular flashing beacons (RRFBs) at the intersection of Carncross/Black Walnut and Siggelkow as a jointly funded pedestrian enhancement project between the Town of Blooming Grove, McFarland School District, and Village.**

PREVIOUS ACTION:
The Public Safety Committee reviewed the entire Siggelkow Road corridor from Terminal Drive to the east Village limits at its meeting on October 11, 2017. The Village Board also received an update regarding this discussion at its meeting on April 9, 2018.

ISSUE SUMMARY:
The Village has been reviewing ways to improve pedestrian safety on Siggelkow Road. Last year a resident in the Town of Blooming Grove requested the Village and Town consider an improved crossing at Carncross (Town side) and Black Walnut (Village side). The Town was agreeable in concept and we have been working with the City of Madison to put together a proposal for implementation. The City would complete the work start to finish through an agreement with the Village. The Town would then reimburse the Village for its share of the cost. The School District has also indicated a willingness to participate financially in the project as well. The objective would be to complete the project prior to school starting in September.

FINANCIAL/BUDGET IMPACT:
The total cost of the proposal from start to finish is $20,000 payable to the City of Madison through a deposit agreement. The School District has agreed to provide $5,000 towards the project leaving the Village and Town to split the remaining $15,000. Each entity will pay towards the project $7,500 each. The 2018 Budget was approved for $25,000 of tax levy funds within the Capital Projects Fund (500) for traffic safety improvements.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommended for approval.

ATTACHMENTS:

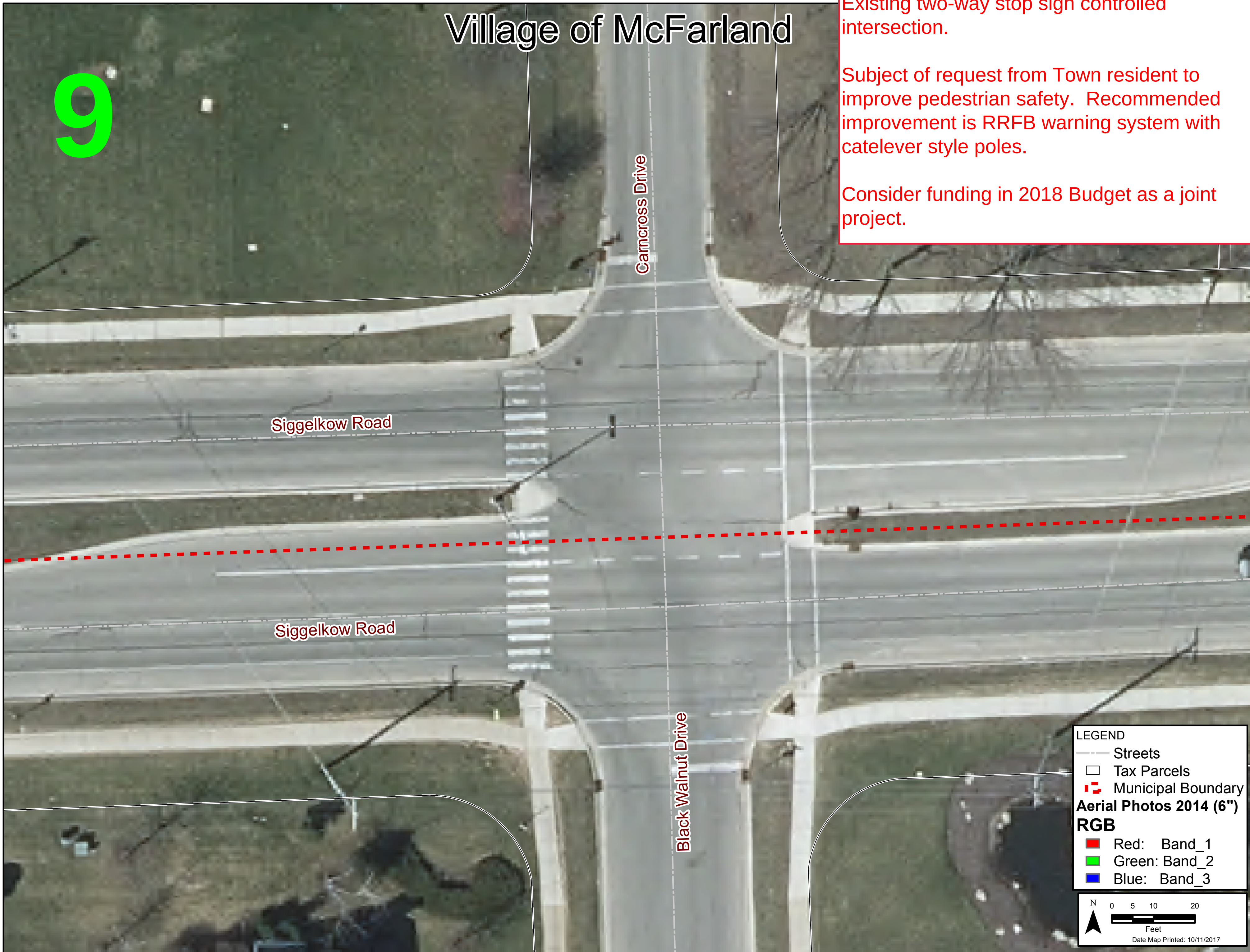
1. Siggelkow Pedestrian Safety - Intersection 9
2. Madison Cancross-Siggelkow RRFB Proposal
3. Sales-Quote Q1808328 - Carncros Dr-Siggelkow Rd
4. Madison Cancross-Siggelkow RRFB Engineer Review
5. Siggelkow - Carncross RRFB_Deposit Agreement

Village of McFarland

Existing two-way stop sign controlled intersection.

Subject of request from Town resident to improve pedestrian safety. Recommended improvement is RRFB warning system with catelever style poles.

Consider funding in 2018 Budget as a joint project.



June 28, 2017

Town of Blooming Grove
1880 S. Stoughton Rd.
Madison, WI 53716

And

Village of McFarland
5915 Milwaukee St.
McFarland, WI 53558

SUBJECT: Cross walk lights.

Dear Town/Village Boards,

608-332-8991

My Name is Mike Meyers I live at 3601 Rankin Rd. in Blooming Grove. This address is on the corner of Sigglekow Rd and Carncross Rd. and Black Walnut Rd. I have lived here for over 35 years. Over the years Sigglekow Rd has gone from two lane road to a 4 lane road. With the all the housing being built in McFarland & Madison the traffic (Foot & vehicle) has grown a lot.

There have been a lot of kids using the intersection all day long year round. There are a lot of adults walking with their children and pets.

With the law that vehicles have to yield for people in the crosswalks.I have seen some close calls of people nearly being hit by the traffic.

So this brings me to why I am writing the letter. I do a lot of driving in the Midwest. I have seen the different ways they are marking there cross walks.

I have attached a photo of a cross walk system that is used for the Dupont Company on Femrite Dr.This has flashing light when a person pushes the crosswalk button. The light flashes on the pole and the overhead cross arm. This is a two lane road as comepared to the four lane road on Sigglekow Rd.

I would strongly recommend this type system. The reason with both flashers on the pole and overhead is when there are several vehicles traveling is the same direction one vehicle may stop for the people crossing but the other cars my not stop and go around the vehicle stopping and that other vehicle might hit the person crossing. I have seen that a few times.

I would like to see both Blooming Grove and McFarland working together on this project for the safety of the public at this intersection before something happens.

Thank you, Mike Meyers

Mike Meyers

From: Schippa, Jerry
To: Matt Schuenke
Cc: Allan Coville; Tao, Yang; Dryer, David; Winter, Mark; Smith, Brian
Subject: Cancross Drive- Siggelkow Road RRFB Estimate
Date: Tuesday, May 29, 2018 3:15:15 PM
Attachments: Sales-Quote Q1808328 - Carncros Dr-Siggelkow Rd.pdf

---

Matt,

Attached is the quote we received from TAPCO to supply the Rectangular Rapid Flashing Beacon equipment. Using the attached quote and based on our recent purchase prices for poles/arms, our estimate for the City of Madison to purchase materials, engineering and labor to install the equipment at the intersection is $20,000.

Let us know if you have any questions.

Thank you,

Jerry Schippa, PE
Engineer II
City of Madison - Traffic Engineering
O: (608) 266-4761 Ph: (608) 267-1969 Fax: (608) 267-1158
215 MLK Jr. Blvd.
Madison Municipal Bldg. Suite 100
Madison, WI 53703

****PLEASE NOTE OUR NEW TEMPORARY OFFICE ADDRESS****
30 W. Mifflin St., Suite 900
Madison, WI 53703

5100 West Brown Deer Road • Brown Deer, WI 53223
Phone (800) 236-0112 • tapconet.com • Fax (800) 444-0331

SALES QUOTE

Customer Copy

Number	**Q1808328**
Date	5/7/2018
Page	1

Sell To Cust. C223	City Of Madison Jerry Schippa Controllers Office Bldg 406 210 Martin Luther King Jr Blvd Madison, WI 53703-3345	Ship To Cust.	City Of Madison Trans Dept Dennis Rowe 1120 Sayle Street Field Operations Madison, WI 53715

Customer PO #	Expires	Slsp	Terms	Freight	Ship Via
CARNCROSS DR/SIGGELKOW RD RR	6/6/2018	Aaron Guilbault	Net 30 DAYS	PREPAID	BEST RATE

Item	Description	Quantity	UM	Price	Extension
RRFBXL2-NA1	RRFB-XL2 Light Bar, One Ped Indicator Band Mount w/Snap Locks, for 2.375"+ OD	4	EA	450.00	$1,800.00
RRFBXL2-NA1-50	RRFB-XL2 Light Bar, One Ped Indicator Band Mount w/Snap Locks, for 2.375"+ OD 50' Cable	2	EA	450.00	$900.00
2180-SYSTEM	Controller Kit, 55W/48Ahr, Holow, Radio	3	EA	1,500.00	$4,500.00
	Includes:				
500029	Controller, 12V, Sunsaver, 108045, Hollow, Radio	3	EA		
2180-BRKT-R	Cabinet Bracket Set, Fits Round Poles 2-3/8 & Up, Standard Hardware, Brackets, & Snap Locks	3	EA		
101494	Battery, DEKA Solar 12V 48Ah VRLA 8G40-DEKA	3	EA		
SLR-55-A	55W/12V Solar Panel Package, Side of Pole Mount, Banded	3	EA		
2180-C00543-P	RRFB Mount, Trombone Mast Arm, up to 36" signs See notes for additional mounting options	2	EA	375.00	$750.00
2180-C00753	Hardware Kit, RRFBXL2, Mounting to a 1-1/2" Pipe Unidirectional or Back-To-Back	2	EA		
101620-NOLED	Push Button Bulldog Add-On Option Kit Yellow, No LED	3	EA	175.00	$525.00

Furnish only quote. Installation is not included.
Solar powered equipment requires no shading or obstructions
TAPCO US Communities Contract # 2013-100
Freight included in prices.
Current lead time: 2-3 weeks

Thank you- Aaron Guilbault

Shipment within ____________
Acceptance By ____________
Date ____________
By ____________

Merchandise	Freight	Tax	Total
$8,475.00	$0.00	$0.00	$8,475.00

For terms and conditions, please visit: http://www.tapconet.com/terms-and-conditions

SALES QUOTE

5100 West Brown Deer Road • Brown Deer, WI 53223
Phone (800) 236-0112 • tapconet.com • Fax (800) 444-0331

Customer Copy

Number	Q1808328
Date	5/7/2018
Page	2

Sell To Cust. C223		Ship To Cust.	
	City Of Madison Jerry Schippa Controllers Office Bldg 406 210 Martin Luther King Jr Blvd Madison, WI 53703-3345		City Of Madison Trans Dept Dennis Rowe 1120 Sayle Street Field Operations Madison, WI 53715

Customer PO #	Expires	Slsp	Terms	Freight	Ship Via
CARNCROSS DR/SIGGELKOW RD	6/6/2018	Aaron Guilbault	Net 30 DAYS	PREPAID	BEST RATE

Item	Description	Quantity	UM	Price	Extension
	#920-728-1792 aaron@tapconet.com				

Shipment within ______________
Acceptance By ______________
Date ______________
By ______________

Merchandise	Freight	Tax	Total
$8,475.00	$0.00	$0.00	$8,475.00

For terms and conditions, please visit: http://www.tapconet.com/terms-and-conditions

From: Brian Berquist
To: Matt Schuenke
Cc: Allan Coville
Subject: RE: Cancross Drive- Siggelkow Road RRFB Estimate
Date: Wednesday, May 30, 2018 5:27:56 AM

Matt and Allan-

That seems about right. I went through the TAPCO quote and see that this a "trombone arm" installation, meaning the RRFBs will be cantilevered out beyond the pole (which is a good idea given the traffic on Siggelkow).

We have seen the pole/trombone arm/base cost approximately $5k each, so you are already at $18k without any labor.

I think this is a representative cost.

Regards,

Brian
Brian R. Berquist, P.E., President
brian@tcengineers.net
Town & Country Engineering, Inc.
2912 Marketplace Drive, Suite 103
Madison, WI 53719
(608) 273-3350 Fax: (608) 273-3391

From: Matt Schuenke [mailto:Matt.Schuenke@mcfarland.wi.us]
Sent: Tuesday, May 29, 2018 4:35 PM
To: Brian Berquist <brian@tcengineers.net>
Cc: Allan Coville <Allan.Coville@mcfarland.wi.us>
Subject: FW: Cancross Drive- Siggelkow Road RRFB Estimate

What do you think of this?

From: Schippa, Jerry <JSchippa@cityofmadison.com>
Sent: Tuesday, May 29, 2018 3:15 PM
To: Matt Schuenke <Matt.Schuenke@mcfarland.wi.us>
Cc: Allan Coville <Allan.Coville@mcfarland.wi.us>; Tao, Yang <YTao@cityofmadison.com>; Dryer, David <DDryer@cityofmadison.com>; Winter, Mark <MWinter@cityofmadison.com>; Smith, Brian <BSmith@cityofmadison.com>
Subject: Cancross Drive- Siggelkow Road RRFB Estimate

Matt,

Attached is the quote we received from TAPCO to supply the Rectangular Rapid Flashing Beacon equipment. Using the attached quote and based on our recent purchase prices for poles/arms, our estimate for the City of Madison to purchase materials, engineering and labor to install the equipment at the intersection is $20,000.

Let us know if you have any questions.

Thank you,

Jerry Schippa, PE
Engineer II
City of Madison - Traffic Engineering
O: (608) 266-4761 Ph: (608) 267-1969 Fax: (608) 267-1158
215 MLK Jr. Blvd.
Madison Municipal Bldg. Suite 100
Madison, WI 53703

****PLEASE NOTE OUR NEW TEMPORARY OFFICE ADDRESS****
30 W. Mifflin St., Suite 900
Madison, WI 53703

Traffic Engineering and Parking Divisions
David C. Dryer, P.E., City Traffic Engineer and Parking Manager

Madison Municipal Building, Suite 100
215 Martin Luther King, Jr. Boulevard
P.O. Box 2986
Madison, Wisconsin 53701-2986
Phone: (608) 266-4761
Fax: (608) 267-1158
www.cityofmadison.com

June 7, 2018

Matt Schuenke
5915 Milwaukee Street
PO BOX 110
McFarland, WI 53558

Dear Mr. Schuenke,

RE: Deposit for installation of Rectangular Rapid Flashing Beacons (RRFB's) at Siggelkow Road & Carncross Drive & Black Walnut Drive.

As per your discussion with Yang Tao of this office, you indicated that the Village of McFarland (MCFARLAND) has opted to pay 100 percent of the cost to install RRFB's at the Siggelkow Road & Carncross Drive & Black Walnut Drive intersection.

In order to proceed with the RRFB installation, we will need to have a copy of this letter returned, signed by an authorized agent of MCFARLAND, along with a deposit of $20,000 payable to the "City Treasurer".

The RRFB will be supplied and installed by City of Madison at the cost of MCFARLAND.

All City costs incurred in facilitating this installation, such as labor, materials, and engineering, will be billed against the deposit. If such total is greater than $20,000, an additional billing will be made; if the total City expense is less than $20,000, the difference will be refunded.

Routine operation and maintenance costs for the RRFB's will be completed by City Crews at no cost to MCFARLAND. When the major costs to repair the RRFB signals are required, MCFARLAND will be given the option of paying for the RRFB signal repairs or having them removed.

If you have any additional comments or questions, please feel free to call Yang Tao at 266-4815.

Sincerely,

David C. Dryer, P.E.
City Traffic Engineer and Parking Manager

RESPONSIBLE PARTY FORM

MCFARLAND will be the responsible party for the RRFB signal installation at Siggelkow Road & Carncross Drive & Black Walnut Drive.

Address:____

Contact
Person:____

Signed:______________________________ Date:______________

Name (Printed):___________________________

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, June 11, 2018**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion and action on setting the date for the 2018 Planning Retreat.**

PREVIOUS ACTION:
None.

ISSUE SUMMARY:
Annually the Village holds a retreat where it focuses the discussion on their goals and objectives for the coming year as it may apply to the budget. Included in your packet are the approved goals and objectives for 2017/2018 and times would need to be set to hold meetings for discussion of 2018/2019. The following dates are presently "open" and have no other Village meetings scheduled:

- June 14
- June 20
- June 28 (Administrator not available)
- July 3 (day before holiday)
- July 12
- July 18
- July 26
- July 30
- July 31

Certainly, we could look to dates and times during the day or in association with other Village meetings as board members might be available.

FINANCIAL/BUDGET IMPACT:
None.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommendation is to schedule dates outside of normal board meetings to hold retreat.

ATTACHMENTS:
1. 2017 Village Board Goals-Objectives - Action Steps

Village of McFarland

Updated 07.02.14

VISION STATEMENT

The vision of the Village of McFarland is to create an inviting and dynamic community that offers a high quality of life and a supportive environment in which all citizens may practice their individual value choices. The community actively seeks to preserve its proud heritage, protect its abundant natural resources, plan for responsible and balanced residential and commercial growth, promote a viable economic base, support educational excellence, provide diverse leisure options, and foster a healthy social fabric.

MISSION STATEMENT

With direction encouraged from an engaged citizenry, Village elected officials and employees will maintain and enhance the quality of life of the community by delivering quality services in an efficient and accountable manner and by providing an orderly, unbiased system of government that is transparent and accessible. To create and sustain a high level of confidence in Village government, we pledge to function with: professional integrity; fiscal responsibility; open communications; sensitivity to the values of each individual; full cooperation in achieving the priority goals determined by the community.

2017/2018 - Village Board Goals

*****All goals should be consistent with the Village Mission statement and vision statement.***

A. Goal: A safe, healthy, and secure community.

	Objective	Comm	Staff
1	Develop opportunities to create amenities for special needs kids, adults, and other health/wellness initiatives not otherwise provided through Community.	Parks Senior Outreach	Coville Andersen
Action Steps:		Cost	Timeline
1)	Continue to evaluate alternatives for meal program.	TBD	December 31, 2017
2)	Improvements to Discovery Garden Park.	$50,000	April 30, 2018
3)	Implementation of McDaniel Park Master Plan.	$350,000	May 31, 2018
4)	Implement Dementia Friendly Initiative within Community.	$2,500	June 30, 2018
5)	Phase 1 Implementation of Urso/Schuetz MP.	$150,000	July 31, 2018
6)	Complete training and begin training "Living Well" classes.	$2,500	September 30, 2018
7)	Update Parks and Open Space Plan.	$20,000	December 31, 2018

2	Address traffic and transportation deficiencies through joint initiatives and capital projects.	Public Works Senior Outreach	Coville Andersen
Action Steps:		Cost	Timeline
1)	Study the feasibility for Madison Metro bus service.	TBD	June 30, 2018
2)	Review opportunities to improve advance warnings.	$25,000	August 31, 2018
3)	Complete Phase III of the CTH MN Project.	$1.3 million	September 30, 2018
4)	Review opportunity to partner with Monona for transp.	TBD	September 30, 2018
5)	Complete Repaving of Siggelkow Road.	$1.3 million	October 31, 2018
6)	Improve traffic and pedestrian safety on Siggelkow.	$50,000	October 31, 2018

3	Implement recommendations from Comprehensive Building Security Plan prepared for all Village Buildings.	Public Safety	Sherven
Action Steps:		Cost	Timeline
1)	Complete Comprehensive Report and Present Phasing Plan.	None	September 25, 2017
2)	Action to Implement First Phase of Plan.	$125,000	October 23, 2017
3)	Evaluate Upgrades in Municipal Center with Facilities Plan.	None	December 31, 2017
4)	Reassess after Phase 1, Plan for Phase 2.	TBD	June 30, 2018

4	Proactive recommendations from Public Safety Departments that advance services and meet necessary demands.	Public Safety	Dennis Sherven
Action Steps:		Cost	Timeline
1)	Consideration to Increase sworn Police Officer from 16 to 18.	~$85k/ officer	November 30, 2017
2)	Recruit/retain Police Officers thru competitive wages/benefits.	TBD	December 31, 2017
3)	Enhance Community Outreach thru expanded programming.	$5,000	March 31, 2018
4)	Changes to Fire Personnel Staffing Schedule.	$15,000	April 30, 2018
5)	Increase Police training to adapt to evolution of service needs.	$5,000	June 30, 2018
6)	Replacement of the brush truck within Fire.	$80,000	September 30, 2018

2017/2018 - Village Board Goals

B. Goal: A well-run, efficient and responsive government that provides a high level of quality-of-life services to the community.

	Objective	Comm	Staff
1	Continue to work with Community to advance recommendations from Facilities Master Plan that includes the development of a Community Center.	Facilities Master Plan Steering Committee	Schuenke
Action Steps:		Cost	Timeline
1)	Complete Addendum to MP on Community Center.	$10,000	September 30, 2017
2)	Solicit Public Input regarding Community Center.	$2,500	November 30, 2017
3)	Referendum Regarding Facilities Master Plan.	$10,000	February 20, 2018
4)	Facilities Master Plan Design/Eng Work - Phase I	$750,000	March 1, 2018
5)	Facilities Master Plan Construction - Phase I	$9,250,000	October 1, 2018

2	Transition meeting development process to online management platform including paperless packets.	Comm & Technology	Redding Suettinger
Action Steps:		Cost	Timeline
1)	Solicit proposals, conduct demos of software.	None	November 30, 2017
2)	Make decision on software and begin implement.	$10,000	December 31, 2017
3)	Review and select desired hardware.	$20,000	February 28, 2018
4)	Begin Use of Meeting Management Software	None	March 31, 2018
5)	Village Board Convert to Paperless Packet	None	June 30, 2018
6)	Plan Commission Convert to Paperless Packet	None	July 31, 2018
7)	Reassess Further Conversion to Committees	None	July 31, 2018

3	Revise and improve web based service delivery to enhance technology opportunities for residents and businesses.	Comm & Technology	Redding
Action Steps:		Cost	Timeline
1)	Pursue Upgrade to Website thru Current Host.	$8,500	December 31, 2017
2)	Review and Update Existing Website Content.	None	December 31, 2017
3)	Develop Online Scheduling Program for Parks.	TBD	March 31, 2018
4)	Research Online Payment Options.	TBD	June 30, 2018

4	Prioritize and update Fiscal Policy Manual	Finance Committee	Schuenke Suettinger
Action Steps:		Cost	Timeline
1)	Create priority list with Committee.	None	September 30, 2017
2)	Draft and review with Committee update to first priority.	None	December 31, 2017
3)	Draft and review with Committee update to second priority.	None	March 31, 2018
4)	Draft and review with Committee update to third priority.	None	June 30, 2018
5)	Reassess Priority List with Committee.	None	August 31, 2018

2017/2018 - Village Board Goals

C. Goal: A government that promotes and supports active citizenry participation in the community

	Objective	Comm	Staff
1	Enhance Community communication and presence through improved electronic mediums and meetings with various community groups, entities, and stakeholders.	Village Board	Schuenke
Action Steps:		Cost	Timeline
1)	Review opportunities to alter delivery of Outlook.	TBD	November 30, 2017
2)	New opportunities for social media interaction.	None	March 31, 2018
3)	Ongoing Utilization of POLCO, consider new contract.	$3,000	June 30, 2018
4)	Determine feasibility of Community Open House meetings.	TBD	June 30, 2018

2	Research committee structure and make recommendations to improve meeting efficiency and communication.	Village Board	Schuenke Suettinger
Action Steps:		Cost	Timeline
1)	Staff to prepare outline of current policy making hierarchy.	None	December 31, 2017
2)	Staff to present opportunities to improve current hierarchy.	None	March 31, 2018
3)	Village Board to consider taking action to make changes.	None	June 30, 2018
4)	Consider engaging consultant through Strategic Planning.	$15,000	June 30, 2018

3	Investigate opportunities to invest in Community Engagement to improve Citizen and Neighborhood Outreach.	Comm & Technology	Redding
Action Steps:		Cost	Timeline
1)	Review and improve VB info and bios on web.	None	November 30, 2017
2)	Develop citizen interaction options based on comparables.	None	March 31, 2018
3)	Ongoing Utilization of POLCO, consider new contract.	$3,000	June 30, 2018
4)	Continue to grow, build social media presence.	$5,000	June 30, 2018

2017/2018 - Village Board Goals

D. Goal: A healthy and growing, regionally and globally integrated economy that supports local initiatives.

	Objective	Comm	Staff
1	Complete Comprehensive Plan.	Plan Commission	Boness
Action Steps:		Cost	Timeline
	1) Joint Mtg with VB & PC for Public Hearing.	None	August 21, 2017
	2) PC Consider Res. to Recommend Approval to VB.	None	August 21, 2017
	3) VB Consider Ord. to Approve Plan Update.	None	August 28, 2017
	4) Begin Comp Plan Update Implementation.	None	September 1, 2017

2	Engage consultant to assist Village in the implementation and creation of Branding Initiative.	CDA	Boness
Action Steps:		Cost	Timeline
	1) Approve and Distribute RFP for Services.	None	August 15, 2017
	2) Select Consultant and Begin Contract.	~$75,000	December 1, 2017
	3) Draft Final Report and End Contract.	None	May 31, 2018
	4) Implement Branding Initiative Recommendations.	TBD	June 30, 2018

3	Continue Streetscaping enhancements through third phase of CTH MN project on Farwell Street.	CDA Public Works	Boness Coville
Action Steps:		Cost	Timeline
	1) Staff Review Phase III Design, Review Opportunities.	None	September 30, 2017
	2) Complete Lighting Assessment with Alliant.	None	October 31, 2017
	3) Streetscape Consultant Plan Review	~$10,000	November 30, 2017
	4) Consider Implementation of Decorative Lighting.	~$5-10k /year	December 31, 2017
	5) Finalize Streetscape within Base Design.	None	February 28, 2018
	6) Finalize Streetscape Plan.	None	May 31, 2018
	7) Project Complete and Streetscape Implemented.	+/- $250k	October 31, 2018

4	Create uniform set of standards to be applied to requests for Tax Increment Financing.	CDA	Boness
Action Steps:		Cost	Timeline
	1) Contract with Consultant to Assist in Policy Devel.	$4,000	June 15, 2017
	2) CDA, Staff, and Consultant Draft Policy.	None	August & September
	3) Complete and Implement Drafted Policies.	None	October 1, 2017
	4) Establish Funding Levels for Financial Assistance.	TBD	November 30, 2017

5	Create Business identity and partner with other goals as well as other related economic indicators to achieve.	CDA Plan Commission	Boness Schuenke
Action Steps:		Cost	Timeline
	1) Pursue annexation requests to diversify land use.	~$5,000	Case by Case Basis.
	2) Pursue land acquisitions that advance local economy.	TBD	Case by Case Basis.
	3) Build relationship with banks, brokers, developers.	None	December 31, 2017
	4) Implement Identity determined in Branding Initiative.	TBD	June 30, 2018

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, June 11, 2018**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion regarding the format and objectives for conducting strategic planning session(s).**

PREVIOUS ACTION:
None.

ISSUE SUMMARY:
As part of its action plan for 2017/2018 Goals and Objectives the Village Board desired pursue possibly a more formalized strategic planning process. While this might be similar to the retreat platform previously discussed, it would be conducted potentially by a third party to discuss all aspects of the organization as a guide to follow for service delivery, certain initiatives, and special projects. The question remains as to how the Village Board wishes to pursue this action step as there might be different visions as to how this is addressed from the broad to the more specific.

Some current events or issues to consider as part of a larger, more formal strategic planning effort:

- Current Annual Retreat Process
- Functionality and Format of Village Board Meetings
- Affordable Housing
- Board, Committee, and Commission Structure

Included in the packet is a short summary description of Strategic Planning from UW-Extension in Dane County.

FINANCIAL/BUDGET IMPACT:
The 2018 Budget within the General Fund (100) of the Village Board provides $15,000 for this effort; although no direct expenses have been identified as of yet.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Discussion item of the Village Board.

ATTACHMENTS:
1. Strategic Planning Resources – Community, Natural Resources, and Economic Development
2. 12.13.16_DRAFT West Allis Strategic Plan_201612061426343408

Community, Natural Resources, and Economic Development

Dane County UW-Extension

Strategic Planning Resources

Strategic planning involves collective thinking and planned action, carried out by stakeholders of an organization (typically including board, select staff, and other key stakeholders), to accomplish the goals of the organization. Strategic planning results in “fundamental decisions and actions that shape and guide what the organization (or other entity) is, what it does, and why it does it” (Bryson, 1995: 4-5). Most importantly, strategic planning is a learning process for the board, staff, and key stakeholders of an organization.

The outcome of strategic planning is both a written strategic plan as well as a collective agreement on the mission, vision, objectives and strategies for the organization.

Organizations, businesses, institutions – all can benefit from having a strategic plan. There’s a variety of ways to do strategic planning, Check out these resources for guidance, or contact the Dane County Community Resource Development Educator for planning assistance.

Resources

Community Tool Box, Strategic Planning This resource, from the workgroup for community health and development at the University of Kansas, provides a comprehensive overview of the strategic planning process. The tool box contains a wide array of resource materials that are related to strategic planning, from community assessment to evaluation. This is a good starting point for organizations that are considering embarking on a strategic planning process.

Strategic Planning for Non-profit and Foundation Leaders by Richard Mittenthal. This article provides useful tips to assure that the strategic planning process is useful, and that the resulting plan prompts action.

City of WEST ALLIS

2017-2022 Strategic Plan

CITY AT THE CENTER
WEST ALLIS

UW Extension
University of Wisconsin-Extension

Table of Contents

Introduction

The City of West Allis Strategic Plan will establish goals, priorities, objectives and strategies for the next five years to meet the needs of the community and the organization (Common Council Resolution R-2014-0197).

- Establish a road map for the City's future and measure the progress made
- Used on a daily basis to ensure resources are being allocated to the appropriate programs and services
- Used on an annual basis to establish budgeting priorities; develop and implement programs to effectuate progress toward the future goals
- Provide greater accountability
- Create a share vision and innovations

The plan provides a road map to follow to reach our goals. This is a guiding document that connects the goals,

Steering Committee

Elected officials - Ex-Officio members:

MAYOR *DAN DEVINE*

MUNICIPAL JUDGE Paul M. Murphy

ALDERPERSONS

FIRST DISTRICT	Michael J. Czaplewski	Vincent Vitale
SECOND DISTRICT	Cathleen M. Probst	Martin J. Weigel
THIRD DISTRICT	Gary T. Barczak	Michael P. May
FOURTH DISTRICT	Daniel J. Roadt	Thomas G. Lajsic
FIFTH DISTRICT	Rosalie L. Reinke	Kevin Haass

Steering Committee Members:

Position	Name
Member – Citizen Strategic Planning Committee**	Suzzette Grisham
Citizen Member Plan Commission**	Eric Torkelson
WAWM Chamber West Allis Member**	Citali Mendieta-Ramos
Library Board	Michelle Wadewitz
BINS Director	Ed Lisinski
IT Director	Jim Jandovitz
Communications Director	Jon Matte
Health Department Director	Sally Nusslock
Development Director	John Stibal
Engineering/DPW Director	Mike Lewis
City Administrator	Rebecca Grill
Police Chief	Patrick Mitchell
Fire Dept. Representative	Mason Pooler
PFC Member	Fred Mikolajewski
Young Professionals**	Angela Mork

**appointed by Mayor

- Angela DAngel
- **Process Co-Facilitators:**
- Angela Allen, PhD: Milwaukee County UW-Extension Community, Natural Resources & Economic Development Educator/Faculty
- Jerry Braatz:, AICP: Waukesha County UW-Extension Department Head & Community, Natural Resources & Economic Development Educator/Faculty

Mission Statement

The City of West Allis is a municipal corporation operating under the constitution and statutes of the State of Wisconsin, and the ordinances, policies and procedures of the City to:

- Provide cost effective municipal services consistent with the needs and desires of the citizens of the West Allis community (residences and businesses, as well as other community stakeholders)
- Provide for the health, safety, and welfare of the community within a quality living and working environment
- Provide a positive, progressive, and creative approach to the budget, management and operation of the City

Vision Statement

The City of West Allis will provide a living and working environment throughout the community that is focused on providing its citizens and business a coordinated, efficient, effective and responsive level of service. The City of West Allis will make this community the preferred municipality in the Milwaukee metropolitan area, the state, and the country.

Process Overview

The graphic below illustrates the four phases of the strategic plan development process that has taken place from May to November 2016, with final plan adoption to take place December 2016. UW-Extension's unique contribution is community engagement and education between public organizations & citizens, particularly from a strengths-based approach for transformative community change. Because of this, the process included:

- a public input phase from June to September 2016 that featured three integrated elements:
    - a citywide random sample paper survey,
    - several focus groups with key populations throughout the West Allis community who will be essential influencers necessary to drive progress toward achieving the city's strategic goals and actions to address issues,
    - a community open house phase (represented by the participation of over 100 citizens who talked with the process co-facilitators and several plan Steering Committee members Saturday, August 27th at the Settler's Days weekend event), and;
    - a plan input phase in December 2016 consisting of two open houses where the citizenry at large is invited to engage the plan as it is adopted and play ongoing roles in the plan's implementation.

As a part of the traditional strategic plan implementation process, there is annual strategic plan reassessment and monitoring. The City has established the online webpage (www.westalliswi.gov/strategicplan) on the City website for the five-year strategic plan, which will be updated as the process continues.

City Department will utilize lean and continuous project management tools to complete plans. (examples provided in appendix.) Additionally, goal progress will be provided in format provided in appendix.

City Situational Context

The City of West Allis is an inner ring suburb in the Milwaukee Metropolitan region that makes up over 1.5 million people (Milwaukee, Ozaukee, Washington, and Waukesha counties). Demographic analysis from the City of West Allis Fact Book (found in Appendix XX) along with comments received during the citizen participation process provide a compelling overview of strengths and opportunities that align with the themes that this strategic plan should address over the next five years. The Fact Book Data also compared the city of West Allis to peer cities matching population size and socioeconomic demographics.

Examples from the Fact Book demographic analysis demonstrate the following key strengths and opportunities for the city of West Allis:

Key Strengths and Opportunities

- A **diverse business environment** that is not dependent on one major business sector or a few major employers
- A **high labor force participation** rate **between the ages of 25 and 64**
- A **labor market that is highly connected** to the City of Milwaukee and the Metropolitan region
- **A younger population** where **almost one out of every three residents** is between the **ages of 20 and 39**.
- A **growing racial and ethnic diverse community** where almost 1 out of 5 residents are Hispanic/Latino, Black, American Indian, or Asian or Pacific Islander
- A **reasonable median home price** when compared to other communities
- An **older housing stock** that requires maintenance to remain a vital part of this **affordable workforce housing** in the community
- A **lower rate of violent crime that has a declining trend over the past several years**

Strategy Formulation Overview

UW-Extension uses the renowned John Bryson strategic planning method for public and nonprofit organizations with a wide range of groups, agencies and organizations because it centers on deep participation, engagement and education[1]. Depending on the goals of each group or organization, UW-Extension customizes the strategic planning process to ensure desired goals are achieved. Strategic plan customization often includes aligning other organizational development best practices, business, governmental and operational processes that public and nonprofit organizations implement together with the strategic plan.

For this five-year strategic plan process, UW-Extension used the Bryson method along with the SOAR method (Strengths, Opportunities, Aspirations, and Results). SOAR, developed by Iowa State University, focuses participants on current strengths and desired priorities not only for the organization, but also for the context within which the organization functions. Compared to the strengths/weaknesses/opportunities/threats or challenges (SWOT or SWOC methods), SOAR engages all functional areas of an organization and its stakeholders in a positive/constructive, strengths-centered lens to build upon what is currently done well. While not overlooking challenges and areas to improve, SOAR allows maximizing opportunities toward measurable results that align strategies across plans, processes, and procedures.

Additionally, a public input phase was completed at the same time as the Steering Committee was collecting data per city department engaged in the formulation of the processes' strategic goals and issues. This strategy formulation integrates all of the data from both the public input phase and the Steering Committee. The following table details what was integrated to detail the following strategic goals and issues.

Date	Public Input Phase Event	Steering Committee Input Provided
June – July	Citizen Survey: 275 respondents/986 surveys delivered (29% response rate)	Steering committee co-designed citizen survey & participated in public input design, Settler's Weekend focus groups
July	• Small Business Focus Group • Large Business Focus Group • Citizen Focus Group	Steering committee begins formal departmental data collection
August	• Nonprofit Focus Group • Young Professionals Focus group • Settlers Weekend – Saturday August 27th public engagement of over 100 citizens over 6 rounds of focus groups	Individual departmental check in one-to-one meetings with Steering Committee finalizes data collection

---

- [1] Bryson, J. (2011). *Strategic Planning for Public and Nonprofit Organizations.* (4th ed.).. San Francisco: Jossey-Bass.

How the Citizen Survey, Focus Groups & Other Public Input Connect

UW-Extension conducts a random-sample citizen survey to ensure validity. Validity means that the findings represent and measure solid claims. Further integrating the results of the survey with the stakeholder focus groups and the one community open house held at Settler's Weekend strengthened the validity of the public input: using the themes together from both the surveys and focus groups provide proven methods to ensure the significance of the claims made because of their validity.

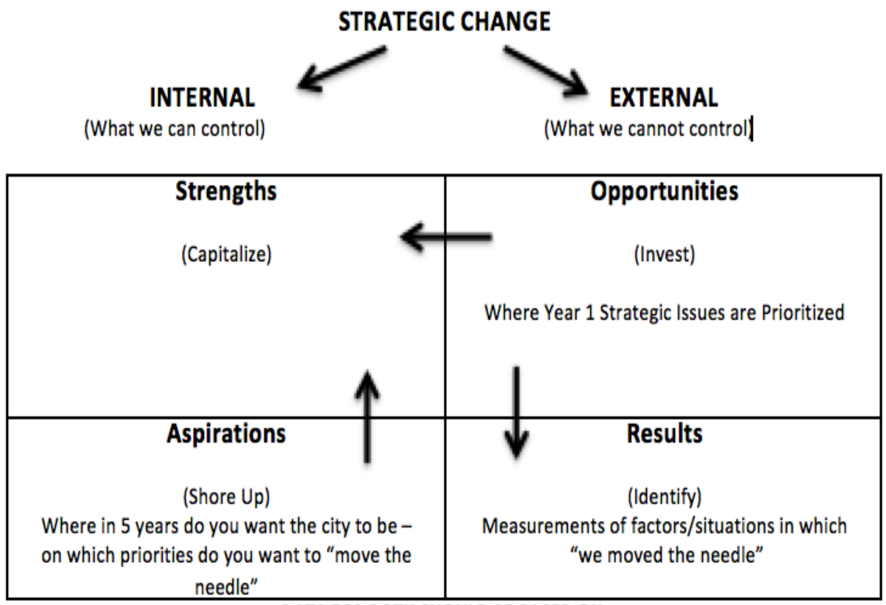
Here is an example of how we used the data's validity to uplift the themes from the data. The themes from the data made up the Strengths, Opportunities, Aspirations, and Results (SOAR analysis), and the strategic goals and five-year strategic action items:

- To illustrate, the citizen survey found that over half of the respondents – the majority of whom were homeowners aged 55 and older – do not find the city a desirable place to live.
- Comparatively, one of the strongest themes from both the full set of focus groups and the Settler's Weekend citizen input was that one of the top reasons participants remain is that the city is friendly and has a small town feel. Another strong theme was the need to make specific and public decisions about the term "Stallis" in the future image, branding, and overall direction of how the city is spoken about by everyone.
- Similarly, in the citizen survey, the most commonly written suggestions by respondents for ways to improve the city's image were to address issues about property maintenance and aesthetics, safety and crime, streets, traffic and transportation, business/economic development, and rental properties. These were all strong issues/action items suggested across focus groups and the Settler's Weekend as well.
- One finding of the citizen survey found a need for increased engagement of citizens across age groups and residential occupancy.

Taken together, these indicate that Image, Citizen Engagement and Economic Vitality/Sustainability are consistent enough themes to be considered as strategic goals. Strategic actions that can be taken to achieve the goals (if were found to also be consistent across all the public input phase data and the city department input of current efforts) are to engage long-time homeowners as one of possibly several key resident categories across age groups to address housing/property and find out more about why they chose to remain homeowners. Further, because the participants found the city friendly with a small town feel while using the term "Stallis" (which has both a positive and a negative meaning as citizens and stakeholders expressed throughout the Public Input Phase in describing what it is like to live in the city regardless of age group), that is an opportunity to engage residents of all ages about what the specific strengths about the city are to possibly redefine the term and the city's brand and image overall. Lastly from this example, analyzing the Steering Committee and city department data on the citizen's most common suggestions uplifted what strategic actions are already being addressed, and then by each year over a five-year period better understand how to turn these into specific strategic actions that meet gaps/areas not already being addressed or written up in city plans to address.

SOAR ANALYSIS

In addition to the tradition strategic plan components; the City of West Allis strategic plan process also included essential public input, which framed both internal city governance and external city governance considerations. Input was collected with the SOAR analysis outlined below.



<u>Internal Considerations</u>:

- Capabilities (Human, Organizational, Relational, Knowledge capitals)
- Resources (Financial, Physical, Intangible)
- Processes (Operations, Customer Management, Relationship Management, Innovation)
- Customer Satisfaction (Loyalty, Value)
- Other (Technology & Communications Management, Productivity)

<u>External Considerations</u>:

- Operating environment Political/Legal, Environmental, Social, Technological)
- Industry (power of suppliers/current allies, power of buyers, competitive rivalry/spillover effects)
- Markets (Growing/shrinking, new/opportunities, market sizes)
- Peer communities/competitors

DATA FOR BOTH SHOULD BE BASED ON:

- Customer Feedback (What do we Have? → Mailed UW-Extension/West Allis Citizen Survey & Focus Groups, Community Open Houses)
- Department/Employee Forums (What do we have → Current Participation by Teams)

Data To Collect & Determine:

Internal	External
Capabilities/Competencies	Secondary Data: Data that impacts our business/services
Resources: what's working for us? Money, brand, assets	Industry Data: from Industry Associations
Process: What we do great & what we don't	Customer Feedback (Primary data)

Info is used (with **arrows above in matrix**) to create a list of ideas that become strategy formulation

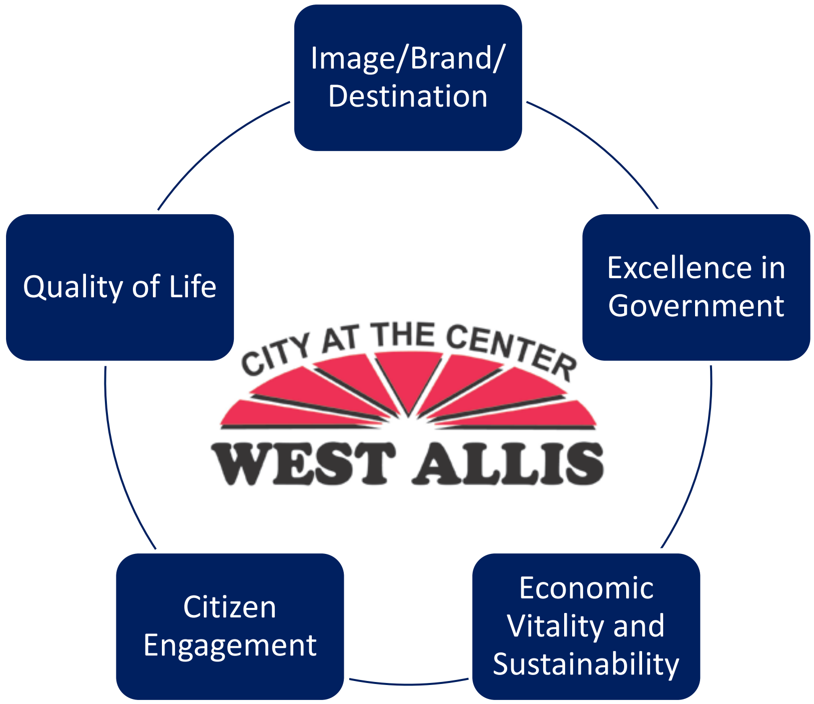
(goal statements + issue identification)

SOAR Results

A compilation of the SOAR analysis with the various stakeholders is illustrated below and was used to determine the strategic goals and priorities on which the City of West Allis should organizationally focus. Complete details regarding the information gathered in the SOAR analysis are provided in Appendix XX.

Strengths	Opportunities
1. Location 2. Labor market 3. Financially stability 4. City Employees 5. Full service city with high levels of service 6. Affordable housing/cost of living 7. Sense of Community 8. Parks & Schools 9. Residential Diversity	1. Image Enhancement 2. Citizen engagement 3. Supportive Citizens 4. Collaboration/Shared Services 5. Technological possibilities 6. Development Prospects 7. Property maintenance (residential & commercial)
Aspirations	**Results**
1. Improve image 2. Become a destination (visitors and residents) 3. Maintain/improve safety and security 4. Citizen Engagement 5. Collaboration/Shared Services 6. Maintain redevelopment focus and goals 7. Improve housing stock & market mix	1. Benchmarking/Best Practices/Metrics 2. # of Shared Services 3. Maintain/enhanced service levels 4. Increased development 5. Increased in engaged citizenry 6. Increased educational opportunities 7. Increased property values 8. Preferred Municipality/Destination 9. Population Growth

Strategic Goals



Strategic Goal #1 – Image/Brand/Destination

The City of West Allis will become the "preferred municipality in the Milwaukee metropolitan area, the state, and the country[2]" for visitors and residents through a centrally-focused marketing, branding and far reaching events.

Strategic Goal #2 – Quality of Life

The City of West Allis will promote the quality of life for residents by ensuring a safe and healthy community. (Public Safety, Health, Private and Public Infrastructure, Aesthetics, Sense of Community)

Strategic Goal #3 - Citizen Engagement

The City of West Allis will increase citizen engagement to facilitate a sense of community, belonging and ownership for citizens.

Strategic Goal #4 - Economic Vitality & Sustainability

The City of West Allis will protect the organizational fiscal wellbeing through long term planning and fiscal analysis; further, proactive well planned development and redevelopment opportunities are promoted and maintained.

Strategic Goal #5 - Excellence in Government

The City of West Allis will continually review the best methods for effective and efficient service delivery by utilizing continuous improvement and lean operation techniques. Innovation and service excellence is expected and employees will be held accountable and rewarded for such.

Strategic Goals – Action Plan

Goal #1 – Image/Brand/Destination

The City of West Allis will become the "preferred municipality in the Milwaukee metropolitan area, the state, and the country[3]" for visitors and residents through a centrally-focused marketing, branding plan and strategic, far reaching events.

Strategic Action	Lead Dept/Gov	2017	2018	2019	2020	2021
Formalize a clear image marketing & brand development process	Lead: City Administration, Communications, Mayor/Council Support: Chamber, Tourism Commission					
Align city newsletter with business and stakeholder investment in strategic partnerships with businesses/community organizations. Align collaborations across city agencies (e.g. BID, WA Chamber, etc.)	Lead: Communications Support: Development Chamber Tourism Commission					
Collaborate with key community organizations/groups to center citizen & stakeholder engagement on community/neighborhood heritage, history & sense of community experiences/goals	Lead: Communications, City Administration, West Allis Community Improvement Foundation Support: Neighborhood associations & block clubs Historical Society Mayor, Common Council					
Coordinate communication of housing development & improvement goals, priorities & opportunities across citizen demographic groups & markets	Lead: Development Support: Mayor, Common Council, CDA					

[3] As per the City of West Allis Vision Statement.

Create a Farmer's Market marketing plan that expands the market's role as a city-wide and regional destination	Lead: Tourism Commission, Development Support: Mayor, Common Council, Health Chamber					
Develop a citywide residential and commercial corridor common community streetscaping and signage program that markets neighborhood, community, and corridor culture, strengths and welcomes visitors/residents/stakeholders	Lead: Engineering, Development Support: Mayor, Common Council, CDA, Beautification Committee Tourism Commission					
Increase entertainment and specialty retail opportunities citywide to deepen block-level to commercial corridor connections as destinations	Lead: Mayor, Development Support: Common Council, Chamber, BID, Tourism Commission					
Leverage Library success as city, county destination & local community center Link library ad campaign to city branding plan	Lead: Library, Library Board Support: Mayor, Common Council Development					
Promote city-wide businesses across sectors by creating a city-wide marketing plan that connects them to the city's renown walking and biking paths and trails	Lead: Development, Engineering, Health Support: Mayor/Council, Chamber, BID, Communications, West Allis neighborhood associations/block clubs, Tourism Commission					

Goal #2 – Quality of Life

The City of West Allis will promote the quality of life for residents to ensure a safe and healthy community citywide, by connecting public safety, health, private and public Infrastructure.

Strategic Action	Lead Dept/Gov	2017	2018	2019	2020	2021
Deepen citizen & stakeholder education about city services & the city budget/plans/priorities. • Align common/connected strategic goals, outcomes & results across all city mandated, department & agency plans (Citywide & per department strategic plan, Comprehensive Plan, Parks Plan, Facilities Plan, Capital Improvement Plan, commercial corridor plans)	Lead: City Administration, Communications Support: Mayor, Common Council, All city departments & agencies					
Create a city-wide commercial and residential code compliance program that includes citywide beautification improvements, infrastructure improvements	Lead: DPW, BINS, City Administration, Housing, Development, Engineering Support: Mayor, IT, Health, DPW, Police, Fire, Attorney, Court					
Support/leverage Health Department's partnerships & strategic plan goals across additional city departments, agencies & key groups to ensure residents demonstrate behaviors of healthy lifestyles by increasing access to healthy lifestyle resources. Prevent and reduce substance use and abuse among both youth and adults in West Allis.	Lead: Health, City Administration Support: Police, Fire, WAWM School District					
Identify best department-wide & city-wide crime prevention strategies & expand/improve them; communicate impact/results of aligned/connected strategies success with citizens	Lead: Police, City Administration Support: Mayor/Common Council, Communications, WAWM School District					
Expand existing efforts to achieve citywide Complete Streets program that provides safe and healthy transportation choices for multiple users of all ages, including driving, biking, walking or taking transit.	Lead: Development, Engineering, PW Support: Mayor, Common Council,					

Improve city-wide parks and open space maintenance and security	Lead: PW, Police, Development, IT Support: Mayor, Common Council,					
Improve key service supports for the city's underemployed/ At-, median & below poverty-level residents	Lead: Health, Housing, Fire, Police, BINS, Development					
Develop and implement city-wide best strategies that improve city-wide safety and security	Lead: IT/CFE, Police Support: Mayor, Common Council, PW, Development					
Continue to ensure safety, security and continuity of technological services (fiber networks, community networks & phone/communications systems)	Lead: IT/CFE Support: Mayor, Common Council					
Expand city and community-wide crisis/emergency/critical incident response training	Mayor, Fire, Police, Health, PW, Adm, others as required and needed					

Goal #3 - Citizen Engagement

The City of West Allis will increase citizen engagement to facilitate a sense of community, belonging and ownership for citizens.

Strategic Action	Lead Dept/Gov	2017	2018	2019	2020	2021
Create with citizens & stakeholders "city 101 academy" and workshops based on the results of the shared strategic goals and outcomes/progress of citywide plan alignment	Lead: City Administration Support: Mayor, Common Council					
Optimize strongest partnerships with stakeholders to create new volunteer, employment & training opportunities	Lead: City Administration Support: Mayor, HR					
Attract and scale up citywide citizen-centered programs & services by cultivating strategic partnerships with local, regional and national businesses and organizations.	Lead: Mayor Support:, Common Council City Administration					
Revitalize city website by conducting a citizen focused citywide communications & social media strategy plan, featuring a program & service information exchange & clearinghouse	Lead: Communications Support: City Administration					
Create Virtual City Hall where citizens can access citywide e-services, public reports and plans, city brochures, make required city hall online payments, information, committee meeting agendas/minutes/resources	Lead: City Administration, IT/CFE, Communications Support: All departments					
Engage citizens and industry/business sectors to create an user experience one-stop shop that streamlines requirements for city licensing, city permit processes and related city services	Lead: City Administration, IT/CFE Support: All departments					

Goal #4 - Economic Vitality & Sustainability

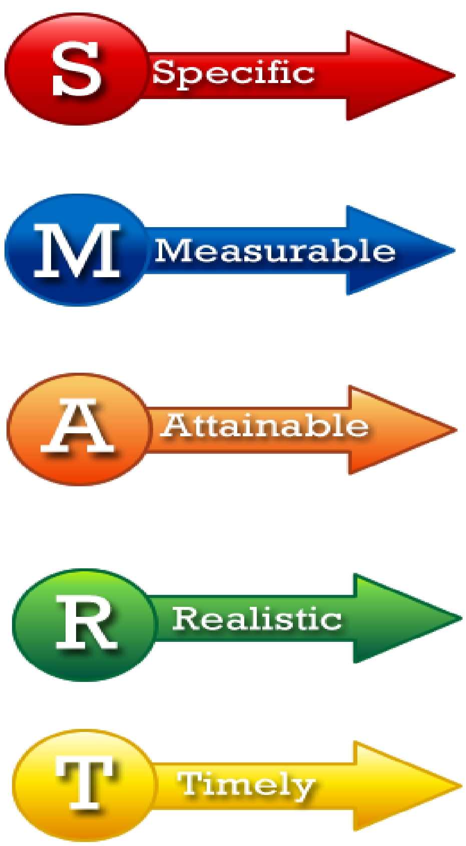
The City of West Allis will protect, promote & maintain fiscal wellbeing, including support for proactive citywide development and redevelopment opportunities.

Strategic Action	Lead Dept/Gov	2017	2018	2019	2020	2021
Continue to develop city department & agency long-term financial strategic plan and data-driven decision-making processes	Lead: City Administration Support: Finance					
Engage citywide departmental priority based budgeting, including shared city services review/implementation & related organizational operation innovations to determine how the city can provide the same level of service differently to maintain or reduce costs	Lead: City Administration Support: Mayor, Common Council, FInance					
Develop & implement city departmental human resource succession plan that allows for service to citizens to continue with excellence while restructuring for vacancies& hiring processes	Lead: City Administration					
Actively engage citizens and community stakeholders in identifying the areas/facilities/assets to market the citywide of West Allis as a leading place to start a business or relocate a business or public organization	Lead: Development, BINS Support: Mayor, Common Council					
Continue to develop city wide technology opportunities and utilize software to ensure efficient and effective use of government	Lead: IT/CFE, City Administration, all departments Support: Mayor, Common Council					

Goal #5 - Excellence in Government The City of West Allis will deepen & expand its service excellence; exemplifying a reputation as excellent, innovative and efficient in its service delivery.						
Strategic Action	Lead Dept/Gov	2017	2018	2019	2020	2021
Create a culture of innovation & continuous improvement among city departments & agencies by establishing citywide employee performance standards, core values & competencies for employees	Lead: City Administration, Department Heads Support: Mayor, Common Council					
Increase citywide department & agency employee knowledge of organizational operations, goals and plans, where employees demonstrate active and successful implementation of policies and programs adopted by the Mayor and Common Council.	Lead: City Administration, Department Heads					
Create streamlined citizen & business service environment citywide, eliminating need for citizens & stakeholders to go to multiple departments	Lead: City Administration, IT/CFE Support: All departments					

Conclusion and Role Opportunities

The five-year strategic plan will be re-assessed annually. The plan process Steering Committee, once the Common Council formally adopts the plan in January 2017, will transition to plan implementation sponsors & champions, which should include a much broader engagement of the city's citizens and stakeholders. This transition will include updating membership and agreements on how to operate in facilitating teams that support organizational change. In addition, plan implementation sponsors & champions citywide/across all citizen and stakeholder groups are advised to use this strategic plan alongside city department and agency specific strategic plans, city adopted plans (such as the city budget, the city comprehensive plan, the city capital improvement plan, and other adopted plans), aldermanic district efforts and neighborhood or commercial corridor plans, and processes such as the city's efforts in continuous quality improvement. One method by which strategic plan implementation can be coordinated across and within plan implementation process sponsor and champion teams are SMART goals (specific, measurable, actionable, results-based and timely goals). Research and best practices have proven that SMART goals lead to ideal planning alignment and implementation, as well as better overall performance. Below is a diagram that illustrates the SMART goals method.



Goals should be as specific as possible and answer the questions: What is your goal? How often or how much? Where will it take place?

How will you measure your goal? Measurement will give you specific feedback and hold you accountable.

Goals should push you, but it is important that they are achievable. Are your goals attainable?

Is your goal and timeframe realistic for the goal you have established?

Do you have a timeframe listed in your SMART goal? This helps you be accountable and helps in motivation.

Ideally, both plan implementation process sponsors and champions should come from those engaged in the Steering Committee, throughout the process, and in community citywide who have the energy, demonstrated commitment, and influence to adapt the plan as a guide map/working tool to integrate not only city governance processes and efforts, but also citywide community processes & efforts.

These may sometimes be the same people in some cases.

Here are the essential criteria someone considering undertaking this important role should consider before committing to become a City of West Allis Strategic Plan Implementation Process Sponsor and/or Champion:

- **Emphasizes that the strategic plan is a tool/guiding map for the city governance & stakeholders/citizens to use**: LEAN will implement the objectives of the strategic plan as it integrates all other city/department process plans & performance objectives
- **Creates excitement! Moves people to urgency and action**
    - People who provide resources and people who do the work (2 sets of folks)
        - People who have authority to give permission/allow team members to work toward objectives (Implementation Process sponsor/owner)
        - People who do the work required within the tasks (Action team of champions)
- **Develops a team of members (not a committee, but a "guiding coalition" – maybe you just check in but no formal regular meetings, put the objectives out) of individuals per department/constituency to choose action items and achieve strategic goals**
    - Goal example representing how a sponsor/champion could act: let's the sponsor/champion chooses a strategic goal to enhance the city's image. With that, an action issue item they could implement would be to do a random sample survey to move the needle to get 75% of residents at the five year mark to say West Allis is a desirable place to live, making this measurable
        - What objectives need to be achieved to meet this goal?
            - The team drives the actions to get the goal met
- **Good Governance & the Five Year Strategic Plan Implementation**:
    - On governance meeting/committee agendas – for every item we have as an action before the Common Council or other committee, that we have a council agenda item just for strategic plan implementation items
        - Building the budget around the strategic plan: aligning budget goals and actionable items with those goals
    - Departmental personnel reviews: what is the employee's role in the five-year strategic plan (Sponsor? Champion?)
    -

Plan Implementation Sponsor/Owner Criteria

- **Top leaders who legitimize the plan's implementation and adaptation over the five-year period**. Sponsors are typically top leaders (or those who are gaining experience to become top leaders).
  - Has the authority to commit a range of resources, city stakeholders, loosely formed coalitions, and formal groups or organizations/departments/agencies to commit to the strategic goals and issue action items – including holding individuals and the collective accountable.
  - Generates a sense of constructive excitement & urgency to make measurable-but-achievable progress and/or change, as process owners with a working knowledge of which goals and/or issue action items they are building teams or coalitions to address.
- **Sponsors typically have a vested interest in a successful outcome and are important sources of knowledge about strategic issues and how the implementation process should align itself with key decision points and processes citywide**.

Plan Implementation Champion Criteria

- Can be any person or group who believes in and is committed to the plan implementation process over the five-year period.
- Provides energy of urgency and commitment to follow through on specific strategic goals or issue action items – demonstrating a working knowledge of which goals and/or issue action items they are building teams or coalitions to address.
- Models the kind of behavior they hope to get from other participants; actively working with sponsors to be visible and vocal in constructive ways that keep the implementation process on track – encouraging others through difficulties and challenges.

What is My Role? How Can I Use & Provide Input Into the Strategic Plan?

- Sign up for notifications regarding the strategic plan at http://www.westalliswi.go/notify. Choose City Strategic Plan
- Participate in ongoing sessions which will be scheduled shortly
- Tell neighbors and friends about the current process
- Check out the Strategic Plan webpage http://www.westalliswi.gov/strategicplan

Appendices

Steering Committee Department Strategic Issues

City Administration		
Strategic Issues	**Strategic Outcomes**	**Key Actions in Year 1**
1. Improved progress in governance culture & direction in leadership toward shared vision	• Right people, right place, right time to generate & sustain sense of urgency for positive, strengths-based change (policies, procedures, ordinances) • Reward desired behavior: increased staff accountability, feedback, leadership by supervisors to manage that leads to improved measurable performance • Reduce operation by some which is in the best interest for themselves and not the city has a whole or citizens	• Utilize performance based budgeting and LEAN processes to revamp hiring process/procedures,
2. Succession Planning	• Employ (hire & retain) high performing, motivated employees	Identify areas of opportunity and establish secession plan goals.
3. Update/reduce number of policies, procedures, ordinances, service rules & practices	• Stream line and update processes to reduce conflicts and misunderstandings. • Provide flexibility needed to engage in continuous improvement activities.	Identify conflicts. Create replacement plan.
4. Create a culture of continuous improvement and advanced utilization of existing and new technology	• Staff is trained in technology, lean management and continuous improvement techniques • Continuous improvement is second nature to employees • Justifiable reason as to operations (not that's the way we've always done it or I don't like that.)	Employee training. Continuous Improvement Initiatives required in each department and part of rating for performance reviews. Part of core competencies.
Improve citizen and employees understanding of governmental processes and requirements.	• Knowledgeable engaged staff and citizenry	Review and improve communication avenues with citizens. (Cohesive and professional communication opportunities.) – Future – Citizen Academy Roaming Office Hours for City Administrator for staff to provide feedback. – Future – Expansion of onboarding program to include city operations and refresher for existing employees.

Health		
Strategic Issues	**Strategic Outcomes**	**Key Actions in Year 1**
Develop and implement a workplan that details specific action steps and responsible parties for the	Ensure residents in and across West Allis-West Milwaukee will have access to the resources to live a healthy lifestyle & demonstrate behaviors that support a healthy lifestyle. • Support initiatives that help residents to increase their physical activity	• Ensure ongoing support from the Mayor re: the Mayor's Activity Challenge; Promote and implement the Mayor's Activity Challenge • Expand the SNAP benefits at the Farmers Market

achievement of the 2016-2020 West Allis-West Milwaukee CHIP Healthy Lifestyles objectives 1. Healthy Lifestyles	• Expand or implement 3 new policies re: the built environment to promote physical activity and healthy habits • Utilize worksite settings to support health promotion offerings • Implement initiatives to access fruits and vegetables • Re-establish the West Allis-West Milwaukee Breastfeeding Coalition • Implement strategies to help residents achieve or maintain a healthy weight	• Expand the bike paths, improve the National Ave. crosswalks and install BUBLR bike stations, educate the public on new bike roadway signage • Advocate for businesses to participate in wellness programming • Encourage school and community fruit and vegetable gardens; Explore sites for community gardens • Promote breastfeeding • Advocate for shared use of school physical activity equipment; Meet with school district officials to discuss the shared use of school equipment • Expand the West Allis West Milwaukee Healthy Lifestyles Coalition
2. Mental Health	• Enhance community sensitivity and build support for those residents and families dealing with mental health concerns • Reduce stigma related to mental illness • Build support capacity to assist individuals and families dealing with mental illness • Expand capacity for crisis response and stabilization for those dealing with mental health concerns • Build resilience and expand mental health support for youth in the WAWM School District	• Implement two community based anti-stigma initiatives related to mental illness • Develop or expand two mental health support networks to address issues, and strengthen collaboration and support for those dealing with mental illness • Expand the West Allis-West Milwaukee Mental Health and Substance Abuse Taskforce • Determine logistics of anti-stigma training for frontline community partners • Meet with local media network to discuss a mental illness awareness segment • Outreach to local clergy to introduce the clergy support network initiative
3. Substance Abuse	Prevent or reduce substance use and abuse among youth and adults in West Allis • In collaboration with community partners, increase public awareness in order to prevent or reduce substance abuse and addiction among youth and adults in West Allis • Collaborate with the WAWM School District personnel and the WAWM Community Coalition to coordinate the school based prevention initiatives • Plan and coordinate the media venues to be used for the public awareness initiatives on binge drinking and prescription drug use and abuse • Advocate for the collaboration between the WA Fire Department and the WA Police Department to develop policy regarding the collection of controlled	• Continue the Screening Brief Intervention and Referral to Treatment process • Conduct youth led prevention programs • Promote April as Alcohol Awareness month • Utilize social media and conduct community events to increase public awareness related to binge drinking • Conduct community and prescriber education on prescription drug use, abuse and methods to limit exposure

	substances from residents' homes	• Conduct public awareness event on the negative consequences of heroin use
Police		
Strategic Issues	**Strategic Outcomes**	**Key Actions in Year 1**
1.Move from a heavy reliance on the federal equitable sharing account to a sum sufficient police budget	• Engage with private foundations and train employees on how to identify and apply for grant opportunities. Participate in citywide LEAN initiative to find efficiencies to help with resource/cost shifting.	• Assign personnel to engage with private foundations and apply for grants. Assign personnel to participate in LEAN initiative (already in progress).
2.Identify & leverage current technology to its fullest potential for use by all department personnel	• Solicit employees to participate in small focus groups. Contact other agencies to visit and review successful technologies and processes utilized by these agencies.	• Assign supervisors of the appropriate areas to establish focus groups and to collaborate with personnel from other agencies to review their processes to find efficiencies.
3.Identify funding & a means to implement body worn cameras to improve transparency & community relations	• Assign personnel to research grant funding opportunities. (Currently taking place) Participate in citywide LEAN initiative to find efficiencies to help with resource/cost shifting.	• Assign personnel to engage with private foundations and apply for grants.
4.Identify & attract excellent qualified candidates for employment as police officers	• Obtain consent from PFC, City leaders and WAPPA to pursue lateral transfer program. Work with WAPPA to message the program to current personnel.	• Complete a white paper to perform cost analysis to present to PFC, City leaders and WAPPA as part of a proposal to move to lateral transfers.
5.Identify & implement crime reduction strategies	• Increase community engagement (social media, public events, etc…)	• Work with personnel to increase efforts in this area.
Fire		
Strategic Issues	**Strategic Outcomes**	**Key Actions in Year 1**
1. Online Permits	Fully automated one-stop shopping for permits citywide within the next few years.	• Platform for online permit submittal, approval, and payment that works across the Building and Fire Department
2. Shared Services	• Fully automatic dispatching across communities. • Nearly identical guidelines and training across the County. • Keeping response times low while meeting budgetary and staffing demands in future years.	• Current consolidated training facility used by WAFD, North Shore, and Wauwatosa where all new FD employees train together • Need to standardize operating guidelines, training, equipment & radio frequencies across fire departments.
3. Firefighter Physical Fitness & Wellness Program	Creating a firefighter physical fitness program would help reduce the potential of firefighter deaths/illness/injuries attributed to heart disease.	• An up and running firefighter wellness-fitness agreement resulting in a healthier workforce.

		• Need to work through logistics of program with bargaining unit. Need to determine how we will fund program moving forward.
4. Mobile Integrated Health Services	• To reduce repeat 9-1-1 callers for non-emergency issues. We have begun a mobile integrated health care (MIH) program designed to address high utilizers, identify and reduce risk within the community, and also to work with local hospitals to reduce patient remittance to the hospital. While the program is fairly new, it has shown positive results, and needs further support.	• Within the next two years, to find a revenue source to help solidify their MIH program. • Create a mechanism to get citizens the help they need to navigate the health care system.
5. Reduce highest call volume priority: cooking fires	• Reduction in cooking fires in identified areas over the next five years	• Canvas the area with educational literature for fire safety, install smoke alarms, and are looking at purchasing a product that can help extinguish cooking fires before they spread • Track fire run data through our record management system to see if the initiative was successful • Track EMS run data on 911 abusers and hope to see a decrease in 911 use by these identified callers
Building Inspection & Neighborhood Services		
Strategic Issues	**Strategic Outcomes**	**Key Actions in Year 1**
1. Essential department processes that speed up compliance from clients, residents & maintain consistency in all areas of enforcement throughout the City	Develop a request for proposals for the study of client-oriented performance improvement processes.	Implement our 5 strategic actions in process to determine which technology solutions will improve communications with collaboration processes.
2. Improve the image of the West Allis Building Inspection Department	Consistency over a period will help, but other community outreach activities, listening sessions, and having good evidence disputing claims against us. Receiving and following up on customer feedback and complaints	• Listening Sessions; Staff training, training sessions for aldermen as well so they know why we legally need to do things to keep the city out of liability; Schedule and promote listening sessions, develop user feedback surveys
3. Maintain a level of safety in homes to protect current and future residents, while not being overly stringent or obtrusive	Providing information to the public about code requirements…sometimes they don't know what the rules are. Creating new codes to allow a faster compliance time and harsher consequences	• Write a new building code for older homes in the city; train on the new building code for older homes in the city. • Write better codes with more consequences, and have more programs to assist residents who need it.
Development		
Strategic Issues	**Strategic Outcomes**	**Key Actions in Year 1**

1. Business Recruitment & Attraction	• Leverage record as leader in brownfield redevelopment for new housing/jobs • Attract various companies to diversify into new commercial, retail, and industrial markets • Stimulate business vitality along vibrant commercial corridors • Actively market West Allis as a leading place to start a business • Continue to develop the Economic Development "Tool Box" to create and maintain a competitive advantage of doing business	• Develop a market analysis • Develop new lending programs • Leverage additional resources that are attractive for early-state entrepreneurs
2. Parks & Open Space	• Improve park experiences and to get more visitors to our parks. • Implement the adopted Comprehensive Park and Recreation Plan. • Identify "champion" for Parks and Open Space (e.g. designated park only staff member and/or parks committee) • Create a mission and plan for expanding the use of the Farmers Market. • Engage neighborhoods in prioritize parks and open space in list of proposed capital improvements.	• Review organizational structure of other cities in relation to parks and open space oversight • Identify revenue opportunities (rental agreements, beer gardens, food trucks) • Review functional operations of other Farmers Market to understand how they are programmed in order to maximize the potential of the West Allis Farmers Market. • Create a mission and plan for maximizing the use of our Farmers Market • Promote existing assets, including web site and social media • Implement adopted Park Plan • Create Dog Park • Support shared bike system in West Allis • Off-street bike trail maintenance and expansion
3. Diverse housing quality opportunities	• Offer community amenities that attract new population (i.e. bike paths, public space, community festivals); • Support a variety of new housing opportunities, such as multi-family housing and single-family housing opportunities as they present themselves; • Offer financial incentives to homeowners to help them maintain an aesthetically-pleasing home exterior and efficient interior.	• Political support of Tax Incremental Financing Districts creations and/or amendments that support diverse housing opportunities. • Promote existing assets and amenities through social media. • Allocating a certain percentage of the budget towards capital improvement projects other than streets/alleys.
4. Complete Streets	• Complete streets that provide safe and healthy choices for multiple users of all ages, including people driving, biking, walking or taking transit. • Aesthetically pleasing streets and right-of-way that encourages the attraction of residents, customers and employers. • Sustainable infrastructure that is cost-effective and environmentally-sensitive.	• Research/adopt policies that reinforce the value of complete streets • Identify citizen/business advocates for complete street (or Bike/Ped) improvements • Develop educational materials on the value of complete streets; Staff training for multiple departments and elected/appointed officials on the

		elements of "complete streets" and their implementation • Identify existing street design review procedure and timeline • Include multiple departments within the street design review process • Encourage professional development on innovation in street design • Identify funding source/allocation for transportation innovations that develop complete streets
5. Aesthetics	• achieve and sustain high quality site, landscaping and architectural aesthetic standards for residential, commercial and industrial properties (to attract and retain residents and business in the City of West Allis • An aesthetically pleasing, diverse and unique urban environment that protects property values and promotes the image of quality for new residential, commercial and industrial investment projects. • Update the City Zoning Ordinance and Site, Landscaping and Architectural policy to include form based urban design standards • Develop educational "best practices" materials that evidence and promote the benefits of good design (collaborate with local professionals, planners, architects, engineers, landscape architects, City Forestry) • Buy in and support from the Mayor, elected officials, Plan Commission, the chamber of commerce to promote the new vision • Promote success – Market the before and after examples of successful residential, commercial and industrial projects in print and on social media.	• Political support and budget authority to hire a consultant to prepare an update to the City Zoning Ordinance and Site, Landscaping and Architectural policy to include form based urban design standards • Develop educational "best practices" materials that evidence and promote the benefits of good design • Political and local support (endorsement, testimonials, and examples of successful residential, commercial and industrial projects in print and on social media. • Increase the funding level of commercial façade grants and/or loans
Public Works		
Strategic Issues	**Strategic Outcomes**	**Key Actions in Year 1**
1. Continue and increase investing in the City's above ground infrastructure, including streets and alleys, sidewalks, bike trails, parking lots, bridges, street lighting and parks.	• Increase the current paving mileage from 2.7 to 3.5 miles every year on average. 3.5 miles on average translates into a sustainable 50-year paving cycle. •	• Approval of CIP program for 2017. • Modify Charter Ordinance to allow for additional above ground funding. • Schedule staffing for design and construction for 2017.
2. Comprehensive short and long range asset management plan/study which would include all	• Development maintenance schedule, plan and budget for projects before they become an emergency. • Study long term replacement & consolidation of buildings such as the Public Works Yard, Senior Center and Health Department. Create a plan for	• Budget study for 2017. • Select Consultant and complete the study in 2017. • Review study. • Budget for projects in 2018.

public buildings & facilities.	replacement and maybe consolidation of public buildings/facilities. Maybe even combine with adjacent communities some buildings.	• Complete projects as recommended and budgeted for.
3. Succession Planning.	• Development of talented workforce able to move into higher level positions when available. • Encourage training schools, seminars and conferences. • Mentor and delegate work so employees get the experience and knowledge they need to move into higher level positions	• Using organizational charts determine possible retirements and possible replacements and determine level of experience/education of those possible replacements.
4. Sustainability	• City installing LED lighting whenever possible. • “Complete” streets with bike lanes when practicable. • Energy efficient HVAC systems are installed when replaced.	• Look at lighting systems throughout City for opportunities to change to more efficient lighting. Take a look at installation and windows for decreasing energy use. • Will be hiring consultant to review building lighting fixtures in Fire Department facilities and other City buildings.
5. Continue and find ways to increase the investment in underground infrastructure.	• Increase the investment in order to maintain the underground infrastructure to acceptable levels and implement a private infiltration and inflow (I&I) and lead water service replacement program.	• Start up new lead water service program. • Work with Plumbing Inspector on plan for inspection of lead water service work. • Prepare plans & specifications for contract. • Approval of private I&I program. • Increase funding through budget process.
Communications		
Strategic Issues	**Strategic Outcomes**	**Key Actions in Year 1**
Marketing/Branding	Work with Mayor, Marketing Sub-Committee and Tourism Commission to create and implement branding/marketing program	Create plan and goals; implement and direct consultant as needed
Publications/Brand Compliance/Graphic Design/Media Relations/Citizen Surveys	Develop and produce community newsletter called It’s Your City; consult, assist and oversee other City departments in the development and production of their special publication needs including photography, brochures, posters, flyers and other design needs; assure proper use of City logo and Key messages. Facilitate and manage communications with the news media in communicating day-to-day city services, programs and public safety communications. Manage surveying, tracking and assessing citizen opinions on City services and programs.	Newsletter enhancement and advertising opportunities; assist other departments in the development and production of various brochures, posters and other publications, some of which are produced regularly (e.g., business first) or occasionally (e.g., brochures, billboards, flyers, etc.) Special projects – communications staff work closely with all city departments in developing print pieces, marketing materials and strategy for special projects such as city events, services or program needs.; communications audits; logo usage; photography; communications is the contact for all media inquiries. Act as a consultant/counselor to management on topics or messages to be developed for news releases,

		communication plans and other communication tools. Seek opportunities to publicize city achievements, programs and other initiatives to educate and inform residents and partner with departments to initiate; include key messages important to the city and branding efforts. Edit, approve and distribute news releases as drafted by departments, always including key messages. Post news releases to website, city channel and social media. Create and distribute e-news monthly.
Websites	Manage and oversee the website design and functionality including oversight of citywide web department liaison; identify new technology, improve navigation and ensure relevant editorial content.; Ensure department web liaisons are trained in website administration; provide guidance on best practices for information presentation and development. Review and approve all web pages and continue to build the website as a virtual City Hall with the most up-to-date city news and information, including easy accessibility and use of e-services. Provide monthly e-newsletter and monitor web use for use, impact and best practices. Develop and monitor City Facebook pages, Twitter, Instagram, Youtube, Hootsuite and other social media tools.	Roll out new city website focused on citizens (not department focus) and create virtual city hall
Social Media: Facebook, Twitter, LinkedIn, YouTube, etc.	Ensure all City news releases, media alerts, emergency and urgent City service notifications and events are posted on official City Facebook page, Twitter and other appropriately identified social media tools; manage social media content for accuracy, timeliness and design needs.	Monitor social media development and technology changes and assist with city policy review; oversee and confirm decisions regarding City social media sites including authorization of sites; evaluate requests for usage. Train designated department social media reps on proper usage and policy. Meet with employee social media user group on a regular basis to address needs and ensure consistency and best practices
Municipal Television	Broadcast government meetings; produce timely news briefs, informational videos about City programs and services; maintain electronic informational City and Community bulletin boards; provide backups for content disruption; create videos for internal use; and monitor media information on city-related news. Utilize annual Public, Education & Government (PEG) funding to enhance broadcast equipment and capabilities. City & Community Bulletin Boards	Work with departments to identify opportunities for original programming or story ideas, which should result in 1-2 new in-house videos per month. Identify stories, develop and write script; shoot, produce and edit a monthly recap of 4-6 stories, 5-7 minutes in length. Work with departments to identify video public service announcements available through professional

		organizations, or create as needed and time available. Establish contacts with regional municipal channel professionals as a resource for best practices. Plan for 30-60 minutes of original City and Community bulletin board material daily, rotated between scheduled programming of meetings, original programs and other videos. Work with departments to update city bulletin board with current information on City sponsored events, programs and services, updating periodically to keep material fresh and posting within 24 hours.
Internal Communications	Provide support and tools to enhance communications with City employees, create and implement citywide communications plans on major City needs or initiatives, research awards applications which assist in further recognizing the City's programs, services, accomplishments and key messages; build an effective strategic internal/employee experience;	Creation of Communication Plans for Major City Initiatives Consult with City managers and departments on recommendations for creation of communications plans for any major City needs or initiatives, creating and reinforcing key City messages in all communications. Create communications plans incorporating all appropriate communication tools. Estimate costs create releases and other print collateral; provide photography, graphic design or whatever collateral is identified for the communication plans. Implement, plan and act as consultant for all media response and needs throughout course of communication plans. Provide feedback and measurement of communication initiatives as needed. •Create communications program that grows internal passion for the organization, supports the City's overall brand, goals and objectives and strengthens the City's organizational culture. •Implements plans to ensure that internal messaging is appropriate, consistent and inspiring to employees. Closely monitors the pulse of the organization and ensures that communication efforts are building trust throughout the organization. •Works to develop new and innovative approaches for communicating throughout the organization including the intranet, social media and other creative

		communication channels as well as new communication vehicles to enhance transparency of information to all employees.; Work with executive team members to survey employee opinions on internal programs, engagement, efficiencies, etc.
Community Outreach	Manage and encourage citizen engagement through volunteer opportunities; manage West Allis 4-1-1; and coordinate district Town Hall meetings; facilitate City Hall tours and guides.	Manage and coordinate an annual State of the City event with WAWM Chamber of Commerce providing direction for theme, potential honorees, invited guests, etc. Create year-in-review video showcasing City's major accomplishments and future plans. Coordinate Mayor's presentation with Mayor's office, providing supporting information, visuals, audio-video and print needs.

Business & City Department/Alderperson Input Analysis

	Strengths	Aspirations
	1. Central location 2. Large labor market 3. City is financially stable 4. Well trained, professional city workforce 5. Full service city with taxes not fees maintains high level of service quality	8. Improve image to be the place to be, destination, change perception 9. Attract more young professionals, increase both diversity of and skill competency/skill set of workforce age population 10. Maintain/improve safe and secure city 11. Engaged & informed citizenry 12. Improve communication of services & service quality through collaboration
Opportunities 1. City engagement, neighborhood associations/block watch (technology & new initiatives) 2. Community liaisons to share info 3. Regional agreements/shared services 4. Leveraging strong technology network infrastructure for additional solutions 5. Improve image through comprehensive marketing, branding, promotional programs 6. Land to develop 7. Property maintenance (residential & commercial)	*Match internal strengths with external opportunities* • Increase overall efficiency through LEAN • Mgmt understands that safety policies are fiscally responsible policies • Upgrade financial software • Reviewing current pp to define workflow to improve efficiency • Totally paperless – more use of tablets and technology • Digitize all processes increases accessibility to staff and public • Expand wi-fi capability • Green initiative to encourage earth friendly habits • Public access to GPS vehicles for refuse & plows • Info for public involvement and crowd sourcing (asking public to respond and report issues) • Open transparency to government, public understanding (how city plan reports are being utilized, applied to increasing positive demographic changes) • Enforce those who own residential and commercial property/who live and work in the city to reinvest in the city. • Create a list of vacant/available storefronts for sale on the city website to support existing businesses near those vacant properties. • Have a reduction in paper, electronic poll books • Continue imaging records to reduce paper and filing	*Match internal aspirations with external opportunities* • Mixed use developments that support the interconnectedness of apartments, housing & workforce that's here • Maintain amenities across developments being within walking distance of increased housing mix from starter to next levels of family size • City communicates to businesses/industries how & with which groups they partner to address chemical dependency/substance abuse & mental health • City partners with institutions that can support apprenticeship/co-ops/practica for manufacturing, medical facilities/hospital systems/health care system • Utilize current small businesses within city as potentially successful careers to people and build potential talent/owners/managers • Continuous improvement/LEAN training • Deploy best practices for accreditations • Classier businesses to compete with neighboring communities • Work with businesses to facilitate improvements to meet needs/priorities of new residents • Work more with WAWM district

	cabinets • Energy efficient led buildings and computers	• Improve street scaping • 70th Street & Greenfield: traffic patterns need to have more industrial capacity for trucks and other related
Results	*Match internal strengths with external results*	*Match internal aspirations with external results*
10. Benchmarking key performance indicators by department & overall citywide 11. Number of measurable agreements with other communities/ shared services 12. Maintain services/service quality despite adverse financial environment 13. Increase residential and commercial development 14. Increase public participation i.e. committees 15. Increase K-12, college & technical placement 16. Increase property value and tax revenue	• Responsiveness to citizen requests • Cross-training, competent willing staff • Flexible with working with other department and helpful to other departments • Annual city-business sponsored Dine & Dash event • Appropriately wire redeveloped commercial buildings for current or future technology • Welcome committee for new businesses and families about city services; leave a contact flyer for a direct staff person so people know where to go to get answers • New business/resident orientation (Open Arms/Welcome event/packet and also follow-up)	• Reduce crime by __% • More committees and boards on legistar to improved transparency • Resident survey to collect thoughts of public – electronic

Survey + 8 Focus Groups*

*6 Settlers Weekend, 1 Citizen, 1 Young Professionals

	Strengths	Aspirations
	1. Affordable housing/costs of living & family ties 2. Major metro area, prime location, availability & access to healthcare 3. Big city with small town feel, friendly, community celebrations 4. Full services provided by City of West Allis 5. Wonderful park system & school system 6. Growing diversity of city residents	1. Image improvement, destination vision based on community history & culture 2. Reduce crime and drug use, safe City of West Allis (for kids and families) 3. Maintain redevelopment focus and goals (housing, commercial/business, amenities) 4. Improve housing stock & market mix
Opportunities 1. Citizens understand redevelopment is happening for revitalization & want to know more/be involved with/provide input into the process 2. Strengthen brand/marketing & increase engagement – internal and external – by acting on citizen priorities 3. Citizens support shared services 4. Community members show high appreciation for Police and Fire Departments, Health Department and health care systems •	*Match internal strengths with external opportunities* • **Clear Public Information Communication to the Citizens** o Educate & engage citizens about the budget & the services that the City of West Allis provides, information exchange between citizens & government to provide informed input toward improved efficiencies o Set clear standards for community development with clearly explained ordinances, explain how development addresses aging city infrastructure o Citizens want to pay for services online o Citizens are kept up to date on happenings in the City • **Greater Connection and Collaboration** between City Departments, Schools, and Businesses • **Police and Fire Departments recognized by all community members as allies** not adversaries.	*Match internal aspirations with external opportunities* • **Image:** focus on existing city strengths to discuss with community its community cohesion: embrace Stallis by defining it as a good family community with services and lifestyle opportunities for all ages, including Settler's Days, annual Harley events and local business owner profiles & community input into entrepreneurship/store location to reduce just bars, cell phone, chain & resale shops but enhance community from corridor to block levels • **BID district –** strengthen occupancies. **Support main city corridor reinvestment** like National Avenue & Greenfield, city destination year-round opportunities in the city Farmer's Market • **Downtown:** it is walkable, easy to talk to people, would like to see downtown developed to appeal to the community as a whole & younger generations with more specialty shops & new restaurants. • **Walkable, Bikeable, Pedestrian Friendly**: if city could foster walk/bike friendliness (like Greendale) would help the city be more competitive, including maintaining, improving & creating more opportunities for citywide biking

		• **Housing/neighborhoods**: strategize more owner-occupancy versus rental, work with absentee landlords & both rental and owner-occupied property maintenance/beautification. More block captains & block watches. Represent & enhance neighborhood identity. • **Entertainment**: West Allis has the potential to be an entertainment destination center if diversified community events were provided, and more venues (local bands, community events, a AAA minor league baseball venue). • **Retail:** More inviting locally owned speciality stores, service shops & restaurants like the positive ones we already have, building on the shopping proposal for Six Points to enhance shopping opportunities, consider a large indoor or outdoor retail mall. • **Taxes**: bring more business & industry to lower taxes • **Change**: create more referendums so citizens have input on community change & can support/build sense of urgency to achieve change • **Seniors**: seniors would like more part-time job, advertising from the Senior Center about its offerings & an information clearinghouse phone line to assist seniors with services such as home repair, maintenance & questions about city departments. • **Youth**: More year-round opportunities for positive youth engaged activity (the Skate Park is a great youth outlet but we need more); we need to ask youth what they want to engage & volunteer with; youth need to be taught that their volunteer efforts are a valued investment in the city • **Funding**: the city needs to diversify funding, making more funds available to fund community projects (enhance parks, plantings for street islands/medians/beautification, the skate park), seek partnerships with businesses for sponsorships

		& naming rights to create additional revenue • **Jobs/Employment/Business Growth**: higher paying jobs with business growth & expansion, ways for businesses to capitalize on State Fair • **Streets/Roads/Recycling Maintenance**: more sustainable street/sidewalk & road improvements, more efforts on recycling, work with communities on designing safer intersections and block level improvements like tree branch trimming • **Vulnerable Populations**: need improved service supports for the underemployed/working poor & those who are in poverty but need assistance as they already use available services to get out of poverty but cannot
Results	*Match internal strengths with external results*	*Match internal aspirations with external results*
1. Change image of Dirty Stallis to revitalized Stallis community: focus on city's rich history/cultural heritage events & marketing by neighborhood-to-city 2. Improved image 3. Population increase	• **Maintain the friendly culture of the community. It brings people back.** • **Image Enhancement through Outdoor Home & Commercial Maintenance and Landscaping** o Create a public outreach educational effort on outdoor home maintenance and landscaping o Utilize Yards of Distinction and Other Awards Programs to encourage participation o Create Rock the Block events where residents work together on an entire block • **West Allis Farmers Market Becomes a Major Regional Destination** o Physical Improvements o Study other successful farmers markets for enhancement ideas o Year-round venue feasibility study • Reassess, strengthen and revitalize city park system along with county parks – enhance appeal to families & young professionals of all backgrounds • West Allis has the 2nd largest library in the state, is planning to become a destination (i.e. coffee shop/retail/community center) • The City is recognized for its excellent pedestrian	• Milwaukee Mile is redeveloped to enhance the image of the city and to create a new destination for city residents and non-city residents thus enhancing economic activity • Focus on business growth that supports higher paying jobs • Drug and Alcohol Prevention Strategies work resulting in a substantial decline in substance abuse

	walking and biking paths and trails • The City is recognized for its diverse restaurants and unique destinations • The City is recognized for its excellent pedestrian walking and biking paths and trails • West Allis is recognized for a low crime rate when compared to other communities in the region	

Lean and Continuous Improvement Tools to be utilized in Strategic Plan Goal Implementation

Tool	Link (to be added later)
5 Whys	
Fishbone Diagram	
Plan Do Check Act Worksheet	
Problem Statement Scope and Goals Worksheet	
A3	
Project Mini Charter	

Strategic Plan Goal Progress Worksheet

Goal -				
Strategic Action	Actions	Lead Dept/Gov Responsible	Progress/Success	Roadblocks

FOR ILLUSTRATIVE PURPOSES: A UNIT LEVEL STRATEGIC MAP COULD BE CREATED AND ANNUALLY/REGULARLLY UPDATED WITH CURRENT AGREED UPON CITYWIDE STRATEGIC GOALS AND KEY YEAR 1 ACTIONS TO SHOW ANYONE READING THE REPORT POSSIBLE WAYS GOAL TEAMS MIGHT ALIGN CURRRENT DEPARTMENT/CITY PROGRESS WITH UPDATING ACTION ITEMS PER YEAR.

Unit Level Strategic Map[4]

Lowest Total Cost – Prioritize by Scale		
"Our focus on efficiency allows us to provide consistent products & services at the lowest cost with the highest public value."		
Product/Service Qualities	Relationship	Image
Price, Quality, Experience	Service, Relationships	Brand

Product/Service Leadership – Prioritize by Quality		
"The quality of our products & services represent our civic values."		
Product/Service Qualities	Relationship	Image
Price, Quality, Experience	Service, Relationships	Brand

[4] Olsen, E. (2012) Figure 11-4, Adapted (pg. 198).

Citizen-Customer Intimacy – Prioritize by Scope		
"We understand our citizens/customers & provide them with the services they need."		
Product/Service Qualities	Relationship	Image

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, June 11, 2018**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Cassandra Suettinger, Village Clerk/Treasurer**

AGENDA ITEM: **Discussion and action on the purchase of Badger Books(electronic poll books).**

PREVIOUS ACTION:
Electronic Poll Books were approved as part of the 2018 budget at $3500. The budget request was submitted based on pricing estimates received from the Wisconsin Elections Commission in the Summer/Fall of 2017.

ISSUE SUMMARY:
In the Spring of 2018 the Elections Commission finished the design and in April 2018 the Badger Book was launched for testing in a select locations including the City of Sun Prairie. The system proved to be successful and the City of Sun Prairie reported they definitely saw time savings. The new system has the ability to search by last name or scan a driver's license. The voter then verifies their information and electronically signs the poll book. The new system also provides that only one election inspector is needed to do the poll book check in.

FINANCIAL/BUDGET IMPACT:
The 2018 budget provides $3500 for the purchase of electronic poll books. The recommended seven books would come in at a cost of $13,895. The additional funds could be taken from surplus of the paperless packet project and 2017 unspent bond proceeds.

VILLAGE PLAN REFERENCE:
N/A

ORDINANCE REFERENCE:
N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Staff recommends to purchase of seven Badger Books.

ATTACHMENTS:
1. 6.8.18 Badger Books
2. badger_book_purchasing_memo_pdf_16585
3. E-Pbk-Examples

Village of McFarland

MEMO

To: Village Board
From: Cassandra Suettinger, Village Clerk/Treasurer
RE: Purchase of Badger Books
Date: 6/8/2018

As noted the State of Wisconsin has official approved the release and use of electronic poll books in the State of Wisconsin. The approved version, created by the State, is named Badger Books. Badger Books debuted in a select number of pilot locations in the spring of 2018. The initial pilot was extremely positive, and the Elections Commission is now ready to roll out Badger Books to all interested municipalities in the fall of 2018. The Elections Commission released a memo on June 1st officially providing the vendor and pricing for the product. The deadline to order Badger Books for the Fall Election is June 8th. I contacted the vendor who said we could extend the deadline to June 12th based on our meeting day. Badger books are the future of elections and will provide the Village with numerous efficiencies that include:

1. Automatic numbering. As previously mentioned, the Village of McFarland is one of the single largest polling places in Dane County. The Village currently has 5,196 registered voters. The biggest challenge of administering Village elections is voter numbers. Each voter must be assigned a number sequentially, and the Elections Commission has always required the only one set of numbers be used. To accommodate a polling place with almost 5,200 voters, in large elections we have to split the poll list 5-ways. This creates limitations on how we can set up the lines, as one person has to be able to hand out numbers to each line. With E-Poll Books the system automatically assigns voter numbers in sequential order. This will allow us to be far more flexible in our election setup, and even utilize two rooms on Election Day.

2. Eliminate line inequity – Based on projected turnout the Village splits the poll book by last name. The Village ensures every line has a relatively even amount of voters; however, this seems to cause a variation in line size throughout the day. During the Spring 2018 Election, the Village found from 4-7p.m. two of the alphabet splits had a 5 minute wait, while one line had an almost thirty minute wait. This is not an uncommon occurrence, but this will be eliminated with electronic poll books. Voters will be checked in on a first come first serve basis.

3. Instant Access to the State Wide Voter System – The new system searches the State Voter registration system as the voters name is entered. If the Voter is in the wrong location, the new poll books will provide the location of their correct voting facility. The eliminates the ability for voters to cast balls in the wrong municipality. This is consistently an issue on the Village's East side where Town of Blooming Grove, City of Madison, and the Village of McFarland of all in a close proximity.

4. Staff/Inspector Time savings - All of the following tasks are eliminated with Badger Books

a) *Pre-election Set up*

i. **Poll Book** – currently the Village prints out two identical 500-page poll books. Staff splits those pages by letter, and additionally creates the supplemental and Election Day section of the poll books.
ii. **Absentee Ballot administration** – currently the Village hand numbers absentee ballots ahead of time to make the process of counting those votes manageable. The process can take staff 3-4 hours in a small elections, or in the case of the 2016 Presidential Election, Village staff spent 5 hours Friday night assigning voter numbers, and the staff and 10 election inspectors spent 6 hours on Saturday entering those numbers into the poll books. These additional hours are often paid at overtime rates.

b) *Election Day*

i. **Guidance for Election Inspectors –** The screens provide information for Election Inspectors on valid forms of proof of identification and valid forms of proof of residence. This helps ensure the Election Inspectors have guidance throughout the entire process. This removes the potential for errors.
ii. **Removes several areas for potential errors –** The system requires that all aspects of the statutory voter process to be followed before issuing voter numbers.
iii. **Poll List Reconciliation –** After Election Day, and several times throughout Election Day, Election Inspectors must reconcile the two books to make sure the books identically match.

c) *Post-Election (all must be completed within 30 days of an election by State Law)*

i. **Voter Registration –**
    i. Every Voter registration must be manually entered in to the Voter Registration System on Election Day.
    ii. Each voter registration must then be filed alphabetically.
    iii. Staff must track down any missing information on Voter Registration Forms.
ii. **Poll List Participation** – After Election Day every single voter participation must be counted. Staff used a bar code scanner to mark participation for each voter. This process is timely and requires several hours to enter, reconcile, and balance.

Recommendation: Staff recommends the purchase of seven Badger Books. The Wisconsin Election Commission recommends one book for every 1,000 voters and an additional unit for voter registration. Based on information from the users of the spring Badger Books pilot, I recommend the Village should have an extra unit for election day registration as opposed to the recommended one. While the price of Badger Books came in higher than initially estimated or budgeted, it is the election technology of the future. It is likely that Badger Books will be the only approved product in the State of Wisconsin. Therefore, if this is something the Village wants to pursue, I think it is worthwhile to purchase it now and get the longest useful life out of it.

WISCONSIN ELECTIONS COMMISSION

212 EAST WASHINGTON AVENUE, 3RD FLOOR
POST OFFICE BOX 7984
MADISON, WI 53707-7984
(608) 261-2028
ELECTIONS@WI.GOV
ELECTIONS.WI.GOV

INTERIM ADMINISTRATOR MEAGAN WOLFE

COMMISSIONERS

BEVERLY R. GILL
JULIE M. GLANCEY
ANN S. JACOBS
JODI JENSEN
DEAN KNUDSON
MARK L. THOMSEN, CHAIR

DATE: June 1, 2018

TO: Wisconsin Municipal Clerks
Wisconsin County Clerks
City of Milwaukee Election Commission
Milwaukee County Election Commission

FROM: Sara Linski
WisVote Specialist

SUBJECT: Badger Book Purchasing Process – August 2018 Partisan Primary

Below are the steps clerks may take to procure electronic poll book hardware through Paragon Development Systems (PDS) if they plan to use Badger Books in the August 2018 Partisan Primary. At this time, two configurations are available and both packages include HP's ElitePOS G1 8GB retail unit as the main piece of hardware. The data sheet for this device can be found here. Each package also contains a 2-D barcode scanner, thermal receipt printing functionality, a 10 pack of thermal receipt paper, Windows 10 Pro, a wireless keyboard and mouse, and PDS configuration services. Orders should be submitted by June 8. Please make your order promptly to ensure that we have enough resources to support your municipality for implementation before the 2018 Partisan Primary.

Package 1 - $1,960.00

- HP ElitePOS G1 retail unit with integrated column thermal receipt printer

Package 2 - $1,985.00

- HP ElitePOS G1 retail unit with separate thermal receipt printer

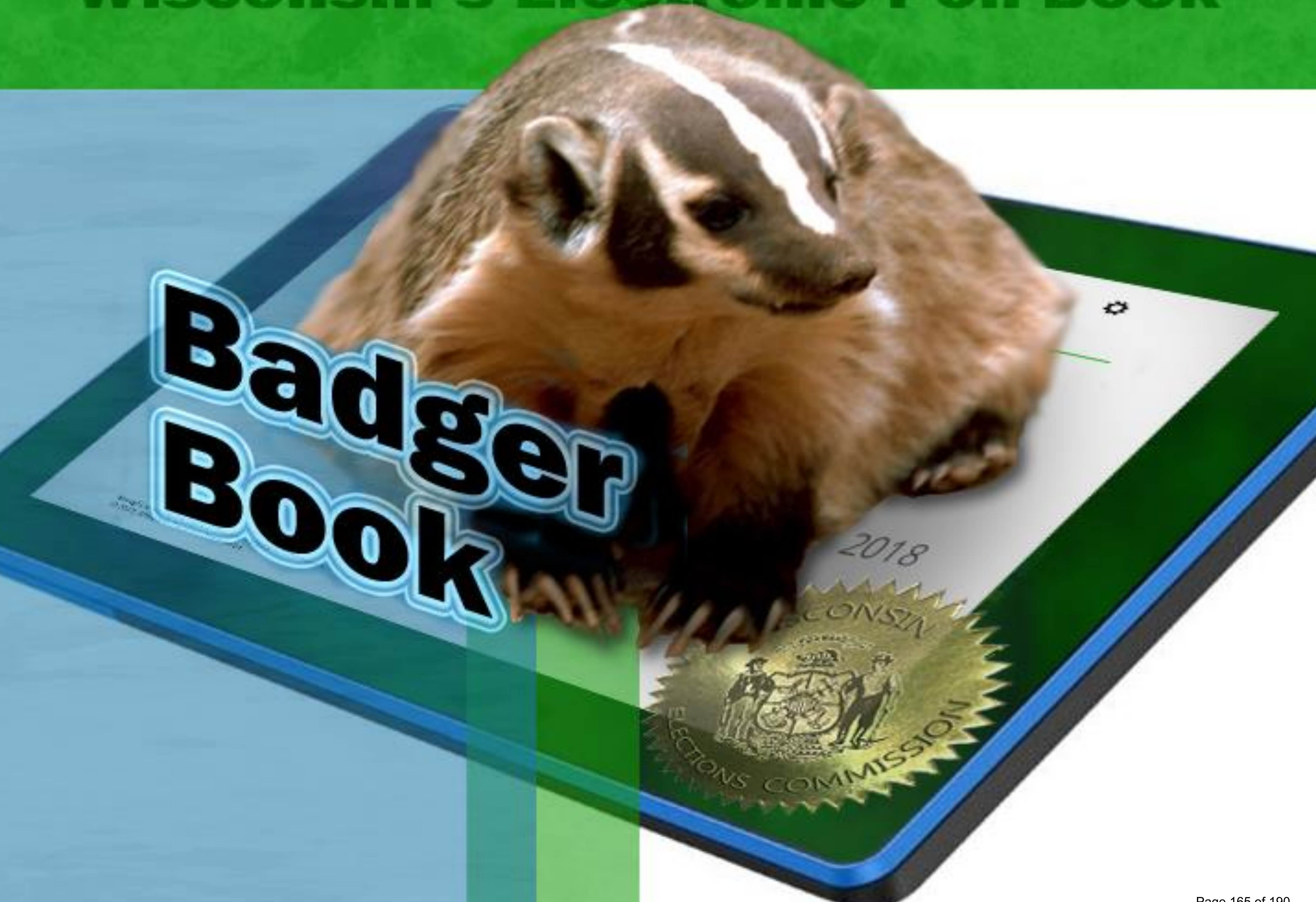
Staff will provide further communication on Badger Book training and data configuration through the Elections Learning Center. Staff will be in further contact with clerks implementing Badger Books in the August 2018 Partisan Primary to ensure they have the support necessary for a successful implementation. Please use the following steps to place your order:

Step	Description
Step 1: Set up an account with PDS	• Send an email to TeamGovEdu@pdsit.net to contact Dana Berner and Tiffany Franklin with a completed "PDS Client Registration" form and tax-exempt information to set up a PDS client account.

	• In addition, include the name and contact information of the person who will be the point of contact for the Badger Book purchasing process.
Step 2: Indicate your purchasing plans.	• In an additional email to Dana Berner and Tiffany Franklin at TeamGovEdu@pdsit.net, please indicate which package and total quantity of Badger Book stations your municipality would like to purchase. o WEC recommends 1 station per 1,000 registered voters PLUS 1 additional station per polling location. You should also consider if you would like to have a separate machine to process registrations or absentee ballots as factors in your total quantity of stations.
Step 3: PDS generates quote	• Using the information provided in Step 2, PDS will generate and provide a quote to the point of contact referenced in Step 1.
Step 4: Submit purchase order to PDS by June 8.	• Submit your purchase order to Dana or Tiffany by June 8, 2018. Dana and Tiffany will confirm the order has been received and coordinate delivery.

If you have additional questions on how to place your order or would like to complete the process by phone, you may contact Dana Berner at (262)490-4201 or Tiffany Franklin at (608)246-2651 for further details. If you have additional questions on best practices for Badger Book implementation or functionality, please contact the HelpDesk at (608)261-2028.

Wisconsin's Electronic Poll Book



2018 Spring Election

Olbrich Gardens

Ward 1

Voter Count 784

State

Show

Sign

Please state your name and address.

Required by law according to Wis. Stat. § 6.79(2), unless the voter is a confidential voter

Voter stated name and address

Start Over – New Voter

Previous Screen

2018 Spring Election

Olbrich Gardens

Ward 1

Voter Count 784

State

Show

Sign

Find Your Confidential Voter

Please enter confidential number.

Confidential Voter #

564510009141410

Last Name

First Name

Middle Initial

Results

	Notations	Name	Confidential Voter #	Voter Reg Number
Select Voter		John Johnson	564510009	12241092
Select Voter	Military	John Johnson	564111009	15541093

None of these are my voter - Continue to Election Day Registration

Start Over – New Voter

Previous Screen

2018 Spring Election

Olbrich Gardens

Ward 1

Voter Count 784

State | Show | Sign

Find Your Voter

Please spell your last name.

Last Name: Jo

First Name: Jo

Middle Initial:

Address:

Results

	Notations	Name	Address	Voter Reg Number	Actions
Select Voter	Absentee Issued	John Johnson	1087 Chelsey Drive Waukesha, WI 53186	12241092	Update Name / Update Address
Select Voter		John Johnson	1087 Chelsey Drive Waukesha, WI 53186	12241093	Update Name / Update Address

None of these are my voter - Continue to Election Day Registration

Start Over – New Voter

Previous Screen

2018 Spring Election

Olbrich Gardens

Ward 1

Voter Count 784

State | Show | Sign

Redirection

X

This voter is in the wrong polling location and ineligible to vote in this location.

Inform the voter of the correct polling location:

Polling Place Location: Saint Luke's Lutheran Church

Address: 7337 Hubbard Ave, Middleton WI 53562

Jurisdiction: City of Middleton

Cancel - Return

Done – Next Voter

Last Name

Jo

Address

Results

Select Voter	Absentee Issued	John Johnson	1087 Chelsey Drive Waukesha, WI 53186	12241092	Update Name / Update Address
Select Voter		John Johnson	1087 Chelsey Drive Waukesha, WI 53186	12241093	Update Name / Update Address

None of these are my voter - Continue to Election Day Registration

Start Over – New Voter

Previous Screen

2018 Spring Election

Olbrich Gardens

Ward 1

Voter Count 784

State

Show

Sign

Voter: John Johnson

May I please see your photo ID?

Select type of photo ID

WI Driver License

WI State ID

WI Student college/university ID

U.S. Uniformed Services ID

U.S. Passport Book or Card

Veteran Affairs ID

U.S. Certificate of Naturalization

Tribal ID

WI DMV ID Petition Process Photo Receipt

WI DOT Driver License or State ID Receipt

Voter Does Not Have A Photo ID

Start Over – New Voter

Previous Screen

2018 Spring Election

Olbrich Gardens

Ward 1

Voter Count 784

State | Show | Sign

Voter: John Johnson

Please review WI Driver License to determine if acceptable.

NAME conforms to name on poll book: John Johnson

PHOTO reasonably resembles the voter or ID states "VALID WITHOUT PHOTO"

EXPIRATION DATE – After November 8, 2016

Acceptable even if driving privileges are revoked or suspended

Do not review the address on the photo ID

Acceptable

Not Acceptable

Start Over – New Voter

Previous Screen

2018 Spring Election

Olbrich Gardens

Ward 1

Voter Count 784

State

Show

Sign

Voter: John Johnson

Please sign below.

JJ Johnson

Voter Signature

John Johnson
1087 Chelsey Drive
Waukesha, WI 53186

DONE

Retry Signature

Start Over – New Voter

Previous Screen

2018 Spring Election

Olbrich Gardens

Ward 1

Voter Count 784

State

Show

Sign

Voter: John Johnson

Please sign below.

JJ Johnson

Voter Signature

John Johnson
1087 Chelsey Drive
Waukesha, WI 53186

Voter has an assistor

Accept Signature

Voter is physically unable to sign

Curbside Voter

2018 Spring Election

Olbrich Gardens

Ward 1

Voter Count 785

State | Show | Sign

John Johnson
is ready for a ballot!

Voter Number: **785**

Ballot Style: **Blue**

Ward: **1**

=========================

Voter Number 07805

Ballot Style
Blue

Ward 1
Reporting Unit 1

Beecher-Dunbar-Pembine School District

Town of Friendship Consolidated
Sanitary Sewer District

=========================

Finish – Next Voter

ABSENTEE

2018 Spring Election

Olbrich Gardens

Ward 1

Previous Screen

Voter Count 784 A

Absentee

1. **Read the voter's name and address aloud.**
2. **Review absentee envelope for:**

Voter Signature ✓

Witness Signature ✓

Witness Address ✓

Mailing ID	Last Name	First Name	Middle Initial
1234567890123456789	Johnson	John	

Voter's Issued an Absentee Ballot

Select	Name	Address	Mailing ID	Ballot Status	Voter Number
○	John Johnson	1087 Chelsey Drive Waukesha, WI 53186	12241092	Returned	
○	John Johnson	1247 Sandal Drive Waukesha, WI 53186	12241093	Returned to be rejected	
○	John Johnson	536 Main St Waukesha, WI 53186		Completed	785
○	John Johnson	1087 Chelsey Drive Waukesha, WI 53186		Issued	

Submit

ELECTION DAY REGISTRATION

Start Over – New Voter

Previous Screen

2018 Spring Election

Olbrich Gardens

Ward 1

Voter Count 784

Proof of Residence	Voter Name	Voter Address	Voter Eligibility	Review	Verify & Sign	Continue to Check In

Step 1: Proof of Residence

Do you have a proof of residence document with your current name and address?

Proof of Residence Type: Choose option

Issuing Entity Name (e.g. WI DOT, utility company name, etc.)

IRS Check

Document Number (if any)

4754

Continue to Step 2

Start Over – New Voter

Previous Screen

2018 Spring Election

Olbrich Gardens

Ward 1

Voter Count 784

Proof of Residence | Voter Name | Voter Address | Voter Eligibility | Review | Verify & Sign | Continue to Check In

Step 2: Voter Name

Please enter the voter's name.

Last Name
J12345678901234567890

First Name
J12345678901234567890

Middle Name
J12345678901234567890

Suffix

Voter does not have middle name

Birth Date
mm / dd / yyyy

Email Address (optional)

Phone Number (optional)
608-555-5555

Voter has a prior name

Last Name
J12345678901234567890

First Name
J12345678901234567890

Continue to Step 3

Start Over – New Voter

Previous Screen

2018 Spring Election

Olbrich Gardens

Ward 1

Voter Count 784

Proof of Residence	Voter Name	Voter Address	Voter Eligibility	Review	Verify & Sign	Continue to Check In

Step 3: Voter Address

Please enter the voter's address as it appears on the POR document.

Home Address

W165N8436 Lavergne Ave

House Number

W165N8436

Street Name

Lavergne Ave

Building Name

J12345678901234

Apartment/Unit Type

APT

Apartment/Unit Number

135

City

Menomonee Falls

Zip Code

53051

● Voter has a prior address

○ Voter has a mailing address that is different than the address above

Continue to Step 4

Continue

Same action for either address option

Hidden

Voter has a prior address

Voter has a mailing address that is different than the address above

Street Address

800 East Dowling Ave

Apartment/Unit Type

APT

Apartment/Unit Number

305

City

Menomonee Falls

Zip Code

55507

Continue to Step 4

Start Over – New Voter

Previous Screen

2018 Spring Election

Olbrich Gardens

Ward 1

Voter Count 784

Proof of Residence	Voter Name	Voter Address	Voter Eligibility	Review	Verify & Sign	Continue to Check In

Step 4: Voter Eligibility

Please verify you are eligible to register.

Are you a United States Citizen?	Yes	No	More Information
Will you be at least 18 years old at the time of the next election?	Yes	No	More Information
Do you have a WI driver license or a WI state identification card?	Yes	No	More Information
Will you have resided at your current ... consecutive days prior to ...	Yes	No	More Information
Are you currently serving a sentence for a felony conviction, including probation, parole, or supervision?	Yes	No	More Information
Are you otherwise disqualified from voting?	Yes	No	More Information

Driver License or State ID: J555-9999-2222-03

Expiration Date: 11/11/2020

My WI ID does not have an expiration date.

Continue to Step 5

Continue

Start Over – New Voter

Previous Screen

2018 Spring Election

Olbrich Gardens

Ward 1

Voter Count 784

Proof of Residence | Voter Name | Voter Address | Voter Eligibility | Review | Verify & Sign | Continue to Check In

Step 4: Voter Eligibility

Please verify you are eligible to register.

Are you a United States Citizen?	● Yes	○ No	More Information
Will you be at least 18 years old at the time of the next election?	● Yes	○ No	More Information
Do you have a WI driver license or a WI state identification card?	○ Yes	● No	More Information
Do you have a social security number?	● Yes	○ No	More Information

Last Four Digits of SSN: 7474

Confirm Last Four Digits of SSN: 7474

Continue to Step 5

Continue

Start Over – New Voter

Previous Screen

2018 Spring Election

Olbrich Gardens

Ward 1

Voter Count 784 A

Proof of Residence	Voter Name	Voter Address	Voter Eligibility	Review	Verify & Sign	Continue to Check In

Step 4: Voter Eligibility

Please verify you are eligible to register.

Are you a United States Citizen?	● Yes	○ No	More Information
Will you be at least 18 years old at the time of the next election?	● Yes	○ No	More Information
Do you have a WI driver license or a WI state identification card?	● Yes	○ No	More Information
Will you have resided at your current residential address for at least 10 consecutive days prior to the next election, with no present intent to move?	● Yes	○ No	More Information
Are you currently serving a sentence for a felony conviction, including probation, parole, or supervision?	○ Yes	● No	More Information
Are you otherwise disqualified from voting?	● Yes	○ No	More Information

Continue to Step 5

Start Over – New Voter

Previous Screen

2018 Spring Election

Olbrich Gardens

Ward 1

Voter Count 784 A

Proof of Residence	Voter Name	Voter Address	Voter Eligibility	Review	Verify & Sign	Continue to Check In

Step 5: Review

Voter Name

Current Name:	**John Johnson**	Edit
Date Of Birth:	**11/03/1992**	Edit

Voter Address Edit

Current Address:	**1087 Chelsey Drive, Waukesha, WI 53186**	Edit

Voter Eligibility Edit

Are you a United States Citizen?	**Yes**	Edit
Will you be at least 18 years old at the time of the next election?	**Yes**	Edit
Do you have a WI driver license or a WI state identification card?	**Yes**	Edit

Continue

Start Over – New Voter

Previous Screen

2018 Spring Election

Olbrich Gardens

Ward 1

Voter Count 784 A

Proof of Residence	Voter Name	Voter Address	Voter Eligibility	Review	Verify & Sign	Continue to Check In

Step 5: Review

Voter Eligibility		Edit
Are you a United States Citizen?	**Yes**	Edit
Will you be at least 18 years old at the time of the next election?	**Yes**	Edit
Do you have a WI driver license or a WI state identification card ?	**No**	Edit
Are you currently serving a sentence for a felony conviction, including probation, parole, or supervision?	**Yes**	Edit
Are you currently serving a sentence for a felony conviction, including probation, parole, or supervision?	**No**	Edit
Are you otherwise disqualified from voting?	**No**	Edit

Continue to Step 6

Start Over – New Voter

Previous Screen

2018 Spring Election

Olbrich Gardens

Ward 1

Voter Count 784 A

Proof of Residence	Voter Name	Voter Address	Voter Eligibility	Review	Verify & Sign	Continue to Check In

Verify New Address

The voter is attempting to register at an address that does not yet exist in the system.

Please follow your polling location process for determining the correct ballot style for the voter and select from the pick list below.

John Johnson
W165N8436 Lavergne Ave
Menomonee Falls, WI 53051

Ballot Style

Address not served by this polling location

Continue to Step 6

Start Over – New Voter

Previous Screen

2018 Spring Election

Olbrich Gardens

Ward 1

Voter Count 784 A

Proof of Residence | Voter Name | Voter Address | Voter Eligibility | Review | Verify & Sign | Continue to Check In

Step 6: Verify & Sign

Verification

I hereby certify, to the best of my knowledge, that I am a qualified elector, a U.S. citizen, at least 18 years old or will be at least 18 years old at the time of the first election at which I will offer to vote, having resided at the above residential address for at least 10 consecutive days immediately preceding this election, with no present intent to move. I am not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction, and not otherwise disqualified from voting. I certify that all statements on this form are true and correct. If I have provided false information I may be subject to fine or imprisonment under State and Federal laws

● I certify that the above information is true and correct.

JJ Johnson

Voter Signature

PK. Dowling

Election Inspector Signature

● Voter has an assistor

Assistor Name: Susie Helful

Assistor Address: 209 W Alpha St, Menomonee Falls, WI 55507

○ Voter interested in being a poll worke

Continue

HARDWARE

Point of Service Based