

VILLAGE BOARD

Monday, June 13, 2016

7:00 P.M.

**McFarland Municipal Center
Community Room**

AGENDA

1. CALL TO ORDER.
2. ATTENDANCE ROLL CALL.
3. PUBLIC APPEARANCES.
4. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.
 - a. Public Announcements
 - (1) Village offices closed on Monday, July 4th
 - (2) Real Estate Property Tax 2nd Installment Due to Dane County – July 31st
 - (3) Community Open Forum with Village Administrator candidates – July 17th 6 p.m. to 8 p.m.
 - (4) Meet and greet reception with Village Administrator candidates – July 17th 8 p.m.
 - b. Public Communications
5. CONSENT AGENDA.
 - a. Motion to approve pre-paid checks #66527-66540 in the amount of \$29,152.72 and current checks #66541-66639 in the amount of \$330,581.41.
 - b. Motion to approve the minutes of the April 11, 2016 Village Board meeting.
 - c. Motion to approve the minutes of the April 25, 2016 Village Board meeting.
 - d. Motion to approve the minutes of the May 9, 2016 Village Board meeting.
 - e. Motion to approve the minutes of the May 16, 2016 Special Village Board meeting.
 - f. Motion to approve the minutes of the May 23, 2016 Village Board meeting.
 - g. Motion to approve the minutes of the June 7, 2016 Special Village Board meeting.
 - h. Motion to approve the recommendations from Police Chief Craig Sherven that the renewal and original alcohol beverage operator licenses for the period of July 1, 2016 through June 30, 2017 licensing year be approved and the licenses be issued.
6. BUSINESS.
 - a. Public Safety Committee Report (Trustees Adrian & Utter)
 - 1) Discussion and possible action on recommendation from Public Safety committee to recommend approval of renewal liquor licenses for the period of July 1, 2016 through June 30, 2017 for:
 - i. “Class B” and Class “B” licenses for: Byrne’s Tavern, Green Lantern, Maple Tree, Parkside Pub, Spartan Bowl, Spartan Pizza, Edwards-Foyre Post 534 American Legion, 5100, Angelo’s, and Palenque.
 - ii. “Class A” and Class “A” licenses for: Kwik Trip, BP – Burma Road, Terminal Citgo, BP-Larson Beach, McFarland Liquors, Walgreens, Pick N’ Save, and J&B Liquor.
 - iii. Class “B” and Class “C” license for McFarland House Café.

- 2) Discussion and possible action on recommendation from Public Safety committee to recommend approval of cigarette and tobacco license applications for July 1, 2016 through June 30, 2017.
 - b. Personnel Committee Report (President Czebotar & Trustee Kolk)
 - 1) Discussion and possible action on the recommendation from the Personnel Committee to approve an employment application for the Village of McFarland.
 - 2) Discussion and possible action on recommendation from the Personnel Committee to approve non-represented police employee's WRS contributions and offsetting salary increase.
 - c. Discussion and possible adoption of Resolution R-05-2016: A Resolution finding that the proposed expansion of the Central Urban Service Area is consistent with the Village of McFarland Comprehensive plan.
 - d. Discussion and possible action on appointing Rob Sherman to the Emergency Management Committee.
 - e. Discussion and possible action on approving the PSN contract to automate the utility billing and payment posting process.
 - f. Discussion and possible action regarding the utilization of the Municipal Center lobby for Craigslist types of transactions by the public.
 - g. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.
7. CLOSED SESSION. Motion to convene in closed session in accordance with Wis. Stats. § 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Hiring of Village Administrator).
8. OPEN SESSION. Motion to adjourn the Closed Session and reconvene in Open Session to discuss and take action on items of business discussed in Closed Session.
9. ADJOURNMENT.

- NOTES:**
- 1) Persons needing special accommodations should call 838-3153 at least 24 hours prior to the meeting.
 - 2) More specific information about agenda items may be obtained by calling 838-3153.

This agenda was posted, or caused to be posted, by my hand on the 20th day of May, 2016 the following three (3) posting places in the Village of McFarland, to wit: McFarland Municipal Center, 5915 Milwaukee Street; E.D. Locke Public Library, 5920 Milwaukee Street; and McFarland State Bank, 5990 Hwy 51.


Cassandra Suettinger, Clerk/Deputy Treasurer

Village of McFarland

CONSENT AGENDA

June 13, 2016

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
05/28/2016	PC	06/03/2016	66527	SUETTINGER, CASSAND	27	995.16
05/28/2016	PC	06/03/2016	66528	BLANKE, REBECCA	498	473.73
05/28/2016	PC	06/03/2016	66529	DAY, ANDREW CHARLE	860	611.29
05/28/2016	PC	06/03/2016	66530	JANNESS, JUSTIN R.	868	266.24
Grand Totals:			<u>4</u>			<u>2,346.42</u>

Check Issue Dates: 5/31/2016 - 5/31/2016

May 31, 2016 11:16AM

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
05/16	05/31/2016	66531	16289	ALLIANT ENERGY	WATER TOWER HOLSCHER	051916	1	600-57-0030-622	10.86
05/16	05/31/2016	66531	16289	ALLIANT ENERGY	WELL #3	051916	2	600-57-0030-622	1,351.37
05/16	05/31/2016	66531	16289	ALLIANT ENERGY	WELL #3	051916	3	600-57-0030-623	13.79
05/16	05/31/2016	66531	16289	ALLIANT ENERGY	CEDAR GLADE AERATOR	051916	4	650-53-3040-220	49.75
05/16	05/31/2016	66531	16289	ALLIANT ENERGY	WATER TOWER HOLSCHER	051916COR	1	600-57-0030-622	10.86-
05/16	05/31/2016	66531	16289	ALLIANT ENERGY	WELL #3	051916COR	2	600-57-0030-622	1,351.37-
05/16	05/31/2016	66531	16289	ALLIANT ENERGY	WELL #3	051916COR	3	600-57-0030-623	13.79-
05/16	05/31/2016	66531	16289	ALLIANT ENERGY	CEDAR GLADE AERATOR	051916COR	4	650-53-3040-220	49.75-
05/16	05/31/2016	66531	16289	ALLIANT ENERGY	GAS SVC TO LEWIS PK SHELTER	GASSU-0524	1	500-55-0050-857	1,466.80
Total 66531:									1,466.80
05/16	05/31/2016	66532	30	ALLIANT ENERGY/WP&L	LIBRARY	051016	1	900-55-0011-220	1,859.13
05/16	05/31/2016	66532	30	ALLIANT ENERGY/WP&L	WELL #1	051016	2	600-57-0030-622	573.32
05/16	05/31/2016	66532	30	ALLIANT ENERGY/WP&L	WELL #4	051016	3	600-57-0030-622	1,448.83
05/16	05/31/2016	66532	30	ALLIANT ENERGY/WP&L	WELL #1	051016	4	600-57-0030-623	12.09
05/16	05/31/2016	66532	30	ALLIANT ENERGY/WP&L	WELL #4	051016	5	600-57-0030-623	17.03
05/16	05/31/2016	66532	30	ALLIANT ENERGY/WP&L	LIFT #3	051016	6	600-55-0020-821	84.65
05/16	05/31/2016	66532	30	ALLIANT ENERGY/WP&L	LIFT #5	051016	7	600-55-0020-821	189.97
05/16	05/31/2016	66532	30	ALLIANT ENERGY/WP&L	LEWIS PARK SHELTER	051016	8	100-55-6050-221	42.51
05/16	05/31/2016	66532	30	ALLIANT ENERGY/WP&L	FLOWER CORNER	051016	9	100-55-6050-222	8.48
05/16	05/31/2016	66532	30	ALLIANT ENERGY/WP&L	GAZEBO	051016	10	100-55-6050-222	32.62
05/16	05/31/2016	66532	30	ALLIANT ENERGY/WP&L	MCDANIEL	051016	11	100-55-6050-222	141.33
05/16	05/31/2016	66532	30	ALLIANT ENERGY/WP&L	STREET LIGHTING (1)	051016	12	100-53-3030-222	7,466.08
05/16	05/31/2016	66532	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS	051016	13	100-53-3030-222	8.42
05/16	05/31/2016	66532	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS	051016	14	100-53-3030-222	7.89
05/16	05/31/2016	66532	30	ALLIANT ENERGY/WP&L	WATER TOWER-HOLSCHER	051916	1	600-57-0030-622	10.86
05/16	05/31/2016	66532	30	ALLIANT ENERGY/WP&L	WELL #3	051916	2	600-57-0030-622	1,351.37
05/16	05/31/2016	66532	30	ALLIANT ENERGY/WP&L	WELL #3	051916	3	600-57-0030-623	13.79
05/16	05/31/2016	66532	30	ALLIANT ENERGY/WP&L	CEDAR GLADE AERATOR	051916	4	650-53-3040-220	49.75
Total 66532:									13,318.12
05/16	05/31/2016	66533	566	BMO HARRIS BANK NA	ADMIN	BMO-053116	1	100-1624	111.44
05/16	05/31/2016	66533	566	BMO HARRIS BANK NA	CABLE	BMO-053116	2	100-1624	796.24
05/16	05/31/2016	66533	566	BMO HARRIS BANK NA	OUTREACH	BMO-053116	3	100-1624	610.07

M = Manual Check, V = Void Check

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
05/16	05/31/2016	66533	566	BMO HARRIS BANK NA	LIBRARY	BMO-053116	4	100-1624	890.23
05/16	05/31/2016	66533	566	BMO HARRIS BANK NA	EMS	BMO-053116	5	100-1624	639.08
05/16	05/31/2016	66533	566	BMO HARRIS BANK NA	POLICE	BMO-053116	6	100-1624	1,810.84
05/16	05/31/2016	66533	566	BMO HARRIS BANK NA	FIRE	BMO-053116	7	100-1624	1,114.57
05/16	05/31/2016	66533	566	BMO HARRIS BANK NA	PUBLIC WORKS	BMO-053116	8	100-1624	2,077.53
Total 66533:									8,049.80
05/16	05/31/2016	66534	748	PITNEY BOWES INC	POSTAGE METER	042016	1	100-1622	2,517.98
Total 66534:									2,517.98
05/16	05/31/2016	66535	759	POSTMASTER	WATER & SEWER BILLING POSTAGE	POSTAGE-0	1	600-56-0040-840	138.34
05/16	05/31/2016	66535	759	POSTMASTER	WATER & SEWER BILLING POSTAGE	POSTAGE-0	2	800-57-0080-903	138.34
05/16	05/31/2016	66535	759	POSTMASTER	WATER & SEWER BILLING POSTAGE	POSTAGE-0	3	650-53-3040-340	138.33
Total 66535:									415.01
05/16	05/31/2016	66536	1011	VERIZON WIRELESS	CELL BILL	9765280223	1	100-52-4040-225	63.78
05/16	05/31/2016	66536	1011	VERIZON WIRELESS	CELL BILL	9765280223	2	100-52-2020-225	103.84
Total 66536:									167.62
05/16	05/31/2016	66537	1307	WI AFSCME COUNCIL 32	AFSCME DUES	061516	1	100-2161	44.05
Total 66537:									44.05
05/16	05/31/2016	66538	1086	WI SCTF	CHILD SUPPORT WTHHOLDING-BRANDT	080616	1	100-2159	334.63
Total 66538:									334.63
05/16	05/31/2016	66539	1118	WPPA TREASURER	POLICE UNION DUES	61516	1	100-2161	456.50
Total 66539:									456.50
Grand Totals:									26,770.51

Summary by General Ledger Account Number

M = Manual Check, V = Void Check

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Check Issue Dates: 6/8/2016 - 6/8/2016

Jun 08, 2016 01:18PM

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
06/16	06/08/2016	66540	221	CUPERY, GERI	DVDs	GC-022816	1	900-55-0011-396	11.44
06/16	06/08/2016	66540	221	CUPERY, GERI	BOOKS	GC-022816	2	900-55-0011-396	24.35
Total 66540:									36.79
Grand Totals:									35.79

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
900-2120	.00	35.79-	35.79-
900-55-0011-395	24.35	.00	24.35
900-55-0011-396	11.44	.00	11.44
Grand Totals:	35.79	35.79-	.00

5

Report Criteria:
Report type: Invoice detail

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
06/16	06/13/2016	66541	16291	A & A ENVIRONMENTAL	LEWIS SHELTER ENVIRON REMED	5567	1	500-55-0050-857	915.00
Total 66541: 915.00									
06/16	06/13/2016	66542	16320	ACCENT	REFUND FOR DOUBLE PMT	ACCENT-05	1	100-4523	788.90
Total 66542: 788.90									
06/16	06/13/2016	66543	30	ALLIANT ENERGY/P&L	SIRENS	053116	23	100-51-8081-220	12,576.65
Total 66543: 12,576.65									
06/16	06/13/2016	66544	16311	ALTERNATIVE ENTERTAINMEN	OVERPMT REFUND	11514203-05	1	600-1400	52.10
Total 66544: 52.10									
06/16	06/13/2016	66545	2216	ANDRES MEDICAL	MAY CHARES	137892	1	100-4523	1,219.75
Total 66545: 1,219.75									
06/16	06/13/2016	66546	2238	ANGUS YOUNG	LEWIS PARK SHELTER	56900-41	1	500-55-0050-857	2,321.16
06/16	06/13/2016	66546	2238	ANGUS YOUNG	LEWIS PARK SHELTER	AG-053116	1	500-55-0050-857	111,226.50
Total 66546: 113,547.66									
06/16	06/13/2016	66547	10	ARAMARK	mat rental	043016	1	900-55-0011-240	161.36
Total 66547: 161.36									
06/16	06/13/2016	66548	56	ATLAS OUTFITTERS	H2O RESCUE SUIT REPAIR	12459	1	100-52-2020-241	82.50
Total 66548: 82.50									
06/16	06/13/2016	66549	1359	AUTO CLEAN LLC	VEHICLE MAINT	3843	1	100-52-1010-350	100.00

Check Issue Dates: 6/13/2016 - 6/13/2016

Jun 09, 2016 11:20AM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 66549:									
06/16	06/13/2016	66550	68	BADGER WELDING SUPP INC	02	BW-052416	1	100-52-4040-345	12.95
Total 66550:									
06/16	06/13/2016	66551	9161	BADGERLAND EXCAVATING LL	MC 94 CONTRACT	060116	1	500-53-0030-845	60,823.34
Total 66551:									
06/16	06/13/2016	66552	74	BAKER & TAYLOR BOOKS	BOOK COLLECTIONS	2031963025	1	900-55-0011-395	58.55
06/16	06/13/2016	66552	74	BAKER & TAYLOR BOOKS	BOOK COLLECTIONS	2031966533	1	900-55-0011-395	379.45
06/16	06/13/2016	66552	74	BAKER & TAYLOR BOOKS	BOOK COLLECTIONS	2031969837	1	900-55-0011-395	544.96
06/16	06/13/2016	66552	74	BAKER & TAYLOR BOOKS	BOOK COLLECTIONS	2031991804	1	900-55-0011-395	369.83
06/16	06/13/2016	66552	74	BAKER & TAYLOR BOOKS	BOOK COLLECTIONS	2031992942	1	900-55-0011-395	318.98
06/16	06/13/2016	66552	74	BAKER & TAYLOR BOOKS	BOOK COLLECTIONS	2031996163	1	900-55-0011-395	31.81
06/16	06/13/2016	66552	74	BAKER & TAYLOR BOOKS	BOOK COLLECTIONS	2031996712	1	900-55-0011-395	9.44
06/16	06/13/2016	66552	74	BAKER & TAYLOR BOOKS	BOOK COLLECTIONS	2032002542	1	900-55-0011-395	102.34
06/16	06/13/2016	66552	74	BAKER & TAYLOR BOOKS	BOOK COLLECTIONS	2032010822	1	900-55-0011-395	133.06
06/16	06/13/2016	66552	74	BAKER & TAYLOR BOOKS	BOOK COLLECTIONS	2032017843	1	900-55-0011-395	405.81
06/16	06/13/2016	66552	74	BAKER & TAYLOR BOOKS	BOOK COLLECTIONS	2032034480	1	900-55-0011-395	411.35
06/16	06/13/2016	66552	74	BAKER & TAYLOR BOOKS	BOOK COLLECTIONS	2032038816	1	900-55-0011-395	14.82
06/16	06/13/2016	66552	74	BAKER & TAYLOR BOOKS	BOOK COLLECTIONS	2032046064	1	900-55-0011-395	522.30
06/16	06/13/2016	66552	74	BAKER & TAYLOR BOOKS	BOOK COLLECTIONS	5014099195	1	900-55-0011-395	38.01
06/16	06/13/2016	66552	74	BAKER & TAYLOR BOOKS	AV MATERIALS	B16537690	1	900-55-0011-396	130.16
06/16	06/13/2016	66552	74	BAKER & TAYLOR BOOKS	AV MATERIALS	T38194770	1	900-55-0011-396	82.23
Total 66552:									
06/16	06/13/2016	66553	1264	BARNES INC	PW LAWN APPLICATION	89105	1	100-51-8080-340	135.00
Total 66553:									
06/16	06/13/2016	66554	109	BONESS, PAULINE	TRAVEL EXP	PB-060216	1	100-51-7272-330	35.63
Total 66554:									
06/16	06/13/2016	66555	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	82151042	1	100-52-4040-345	507.21

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
Total 66555:									
06/16	06/13/2016	66556	2207	BUCKYS PORTABLE TOILETS I	LEWIS PARK PORTA POTTY	54502	1	100-55-6050-341	95.00
06/16	06/13/2016	66556	2207	BUCKYS PORTABLE TOILETS I	DOG PARK PORTA POTTY	54748	1	100-55-6050-343	95.00
Total 66556:									
06/16	06/13/2016	66557	1909	CATERPILLAR FINANCIAL SER	LOADER LEASE	17144733	4	100-55-3030-805	1,930.60
Total 66557:									
06/16	06/13/2016	66558	158	CHARTER COMMUNICATIONS	POLICE	8441-052116	5	100-52-1010-225	491.94
06/16	06/13/2016	66558	158	CHARTER COMMUNICATIONS	PW CHARTER	PW-062316	1	100-51-8080-240	89.04
Total 66558:									
06/16	06/13/2016	66559	16303	CLARK KATHARINE	TRAVEL	KC-051716	1	900-55-0011-330	87.48
Total 66559:									
06/16	06/13/2016	66560	2208	COUNTY MATERIALS CORPOR	MANHOLE MATERIAL	2716782-00	1	600-56-0030-831	160.00
Total 66560:									
06/16	06/13/2016	66561	1978	COX, HEIDI	MEETING REFRESHMENTS	HC-052516	1	900-55-0011-310	37.05
06/16	06/13/2016	66561	1978	COX, HEIDI	MEETINGS	HC-060116	1	900-55-0011-330	119.88
Total 66561:									
06/16	06/13/2016	66562	16315	CRAFT, ANTHONY	INSERVICE LUNCH	AC-051916	1	100-52-1010-330	7.00
Total 66562:									
06/16	06/13/2016	66563	229	DANE CO CLERK	ELECTION SUPPLIES	2016-1	1	100-51-4142-300	625.05
Total 66563:									
06/16	06/13/2016	66564	247	DANE CO TREASURER	05/16 JAIL & SURCHARGES	154-063116	1	100-4411	1,345.00

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
Total 66564:									
06/16	06/13/2016	66565	16319	DANE CO TREASURER	COMMUN MAINT	28819	1	100-52-1010-292	175.00
Total 66565:									
06/16	06/13/2016	66566	1819	DEAN CLINIC	BLANKE-PHYSICAL	551900232	1	100-52-4040-300	578.00
Total 66566:									
06/16	06/13/2016	66567	2061	DEPART OF NATURAL RESOUR	WATER USE FEE	WU63827	1	600-57-0070-930	125.00
Total 66567:									
06/16	06/13/2016	66568	2190	EMBROIDERY PROFESSIONAL	JACOBSEN UNIFORM ACCT	2807	1	100-52-1010-346	28.49
Total 66568:									
06/16	06/13/2016	66569	1333	EMS INDUSTRIAL INC	N. COOK PARTS	0757454	1	650-53-3040-260	24.02
Total 66569:									
06/16	06/13/2016	66570	16314	ENGEN, JEFFREY	OVERPMT REIMBURS	JE-052316	1	100-4411	56.80
Total 66570:									
06/16	06/13/2016	66571	341	ENVIRONMENT CONTROL	JANTORIAL SERVICES	1071825	1	900-55-0011-210	1,179.00
Total 66571:									
06/16	06/13/2016	66572	1200	EZ OFFICE PRODUCTS	OFFICE SUPPLIES	208789	1	600-56-0050-851	203.26
06/16	06/13/2016	66572	1200	EZ OFFICE PRODUCTS	OFFICE SUPPLIES	6484CM	1	600-56-0050-851	146.51
Total 66572:									
06/16	06/13/2016	66573	350	FASTENAL COMPANY	SHOP SUPPLIES	WIMMAD3544	1	100-53-3030-350	45.28

M = Manual Check, V = Void Check

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GL	Check	Check	Vendor	Payee	Description	Invoice	Invoice	Invoice	GL	Check
Period	Issue Date	Number	Number			Number	Sequence		Account	Amount
Total 66573:										
06/16	06/13/2016	66574	353	FERGUSON ENTERPRISES INC	TRUCK PARTS	3382868	1	1	100-53-3030-352	33.84
Total 66574:										
06/16	06/13/2016	66575	361	FIRST SUPPLY LLC MADISON	WATER MAIN SUPPLIES	10005789-00	1	1	600-57-0050-651	2,653.00
06/16	06/13/2016	66575	361	FIRST SUPPLY LLC MADISON	HYDRANT PARTS	1002486-00	1	1	600-57-0050-654	1,783.25
06/16	06/13/2016	66575	361	FIRST SUPPLY LLC MADISON	WATER LATERAL PARTS	8733949-00	1	1	600-57-0050-652	521.00
06/16	06/13/2016	66575	361	FIRST SUPPLY LLC MADISON	WATER MAIN PARTS	8771239-00	1	1	600-57-0050-651	1,700.68
06/16	06/13/2016	66575	361	FIRST SUPPLY LLC MADISON	WATER MAIN PARTS	8771319-00	1	1	600-57-0050-651	1,093.80
06/16	06/13/2016	66575	361	FIRST SUPPLY LLC MADISON	WATER LATERAL PARTS	8771919-00	1	1	600-57-0050-652	254.00
06/16	06/13/2016	66575	361	FIRST SUPPLY LLC MADISON	WATER SERVICE LATERAL PARTS	8797887-00	1	1	600-57-0050-652	350.00
Total 66575:										
06/16	06/13/2016	66576	1921	FRONTIER	PHONE	052216	1	1	900-55-0011-225	96.85
Total 66576:										
06/16	06/13/2016	66577	395	GENERAL COMMUNICATIONS I	VEHICLE MAINT	225023	1	1	100-52-1010-350	250.00
06/16	06/13/2016	66577	395	GENERAL COMMUNICATIONS I	VEHICLE MAINT	225040	1	1	100-52-1010-350	1,073.06
06/16	06/13/2016	66577	395	GENERAL COMMUNICATIONS I	NEW K9 SQUAD UPFT	225041	1	1	100-52-1010-336	450.00
06/16	06/13/2016	66577	395	GENERAL COMMUNICATIONS I	MAINT EQUIP	225082	1	1	100-52-1010-240	940.00
Total 66577:										
06/16	06/13/2016	66578	1694	HEARTLAND LTHO	3492 NEWSLETTERS	63491	5	5	600-57-0070-830	1,817.52
06/16	06/13/2016	66578	1694	HEARTLAND LTHO	BOYD-BUS CARDS	63503	1	1	100-51-4151-310	79.09
06/16	06/13/2016	66578	1694	HEARTLAND LTHO	SUETTINGER-BUS CARDS	63510	1	1	100-51-4141-310	79.09
Total 66578:										
06/16	06/13/2016	66579	16318	HILL ELECTRIC, INC	SIREN BATTERIES	86536	1	1	100-52-5050-349	135.15
Total 66579:										
06/16	06/13/2016	66580	439	HJ PERTZBORN	PW SEWER REPAIR	187822	4	4	600-57-0070-923	4,996.00

M = Manual Check, V = Void Check

Check Issue Dates: 6/13/2016 - 6/13/2016

Jun 09, 2016 11:20AM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
06/16	06/13/2016	66580	439	HJ PERTZBORN	PW SEWER REPAIR INTERIOR	188052	4	100-51-8080-350	5,745.00
06/16	06/13/2016	66580	439	HJ PERTZBORN	PW SEWER REPAIR INTERIOR	188053	4	600-57-0070-923	8,105.00
Total 66580:									13,846.00
06/16	06/13/2016	66581	16325	HOWARD GROTE AND SONS, I	PW BLDG-SEWER LINE REPAIR	10593	4	600-57-0070-923	6,993.00
Total 66581:									6,993.00
06/16	06/13/2016	66582	1904	HUMPHREY SERVICE PARTS I	VEHICLE MAINT	1112065	1	100-52-1010-350	4.01
06/16	06/13/2016	66582	1904	HUMPHREY SERVICE PARTS I	VEHICLE MAINT	1112066	1	100-52-1010-350	4.01
06/16	06/13/2016	66582	1904	HUMPHREY SERVICE PARTS I	VEHICLE MAINT	1112298	1	100-52-1010-350	7.69
06/16	06/13/2016	66582	1904	HUMPHREY SERVICE PARTS I	ENGINE FILTERS	1112630	1	100-52-2020-352	44.35
06/16	06/13/2016	66582	1904	HUMPHREY SERVICE PARTS I	SWEEPER PARTS	1112831	1	650-53-3040-325	33.28
06/16	06/13/2016	66582	1904	HUMPHREY SERVICE PARTS I	VEHICLE MAINT	1112632	1	100-52-1010-350	4.01
06/16	06/13/2016	66582	1904	HUMPHREY SERVICE PARTS I	OIL FILTER	1112633	1	100-52-4040-352	12.95
Total 66582:									110.30
06/16	06/13/2016	66583	452	HYDRTE CHEMICAL	WATER / CHEMICALS	01908825	1	600-57-0040-831	314.55
Total 66583:									314.55
06/16	06/13/2016	66584	460	INNES, TOM	EMS MEAL	TI-052418	1	100-52-4040-347	7.00
Total 66584:									7.00
06/16	06/13/2016	66585	1452	JACOBSEN, MATE	INSERVICE LUNCH	NJ-051916	1	100-52-1010-330	7.00
Total 66585:									7.00
06/16	06/13/2016	66586	478	JENSEN EQUIPMENT CO INC	SHOP PARTS	J-561190	1	100-53-3030-350	101.48
Total 66586:									101.48
06/16	06/13/2016	66587	2254	KELLY, LAUREN	TRAVEL/TRAINING	LK-060216	1	100-55-5510-353	50.43
Total 66587:									50.43

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
06/16	06/13/2016	66588	505	KLEMENTZ, MICHAEL	INSERVICE TRAINING	MK-051916	1	100-52-1010-330	7.00
Total 66588:									7.00
06/16	06/13/2016	66589	2121	LAKE SIDE INTERNATIONAL LL	TRUCK PARTS	8102622P	1	100-53-3030-352	165.28
Total 66589:									165.28
06/16	06/13/2016	66590	531	LARK UNIFORM OUTFITTERS	CRAFT-INITIAL ISSUE	221171	1	100-52-1010-346	629.85
06/16	06/13/2016	66590	531	LARK UNIFORM OUTFITTERS	ONKEN-ALLOWANCE	221172	1	100-52-1010-346	123.90
06/16	06/13/2016	66590	531	LARK UNIFORM OUTFITTERS	MAURER-ALLOWANCE	221264	1	100-52-1010-346	256.45
06/16	06/13/2016	66590	531	LARK UNIFORM OUTFITTERS	ONKEN-ALLOWANCE	221265	1	100-52-1010-346	279.40
06/16	06/13/2016	66590	531	LARK UNIFORM OUTFITTERS	hombeck-allowance	221267	1	100-52-1010-346	286.40
06/16	06/13/2016	66590	531	LARK UNIFORM OUTFITTERS	CRAFT-INITIAL ISSUE	221490	1	100-52-1010-346	254.90
06/16	06/13/2016	66590	531	LARK UNIFORM OUTFITTERS	CRAFT-INITIAL ISSUE	222027	1	100-52-1010-346	815.00
Total 66590:									2,645.90
06/16	06/13/2016	66591	16110	LAWRENCE, MATTHEW & AMY	TRAINING	AL-050316	1	900-55-0011-330	66.31
Total 66591:									66.31
06/16	06/13/2016	66592	538	LAWSON PRODUCTS INC	SHOP PARTS	9304098377	1	100-53-3030-350	97.17
Total 66592:									97.17
06/16	06/13/2016	66593	563	LW ALLEN LLC	LIFT #1 REPAIR	100852	1	600-56-0030-832	369.20
06/16	06/13/2016	66593	563	LW ALLEN LLC	LIFT #2 REPAIR	100910	1	600-56-0030-832	90.44
06/16	06/13/2016	66593	563	LW ALLEN LLC	LIFT #2 REPAIR	100924	1	600-56-0030-832	1,210.64
06/16	06/13/2016	66593	563	LW ALLEN LLC	WATER TOWER SCADA REPAIR	100952	1	600-57-0070-930	279.90
Total 66593:									1,950.18
06/16	06/13/2016	66594	601	MCCANN'S UNDERGROUND IN	STORM SEWER CAMERA	15636	1	650-53-3040-230	437.50
Total 66594:									437.50
06/16	06/13/2016	66595	2109	MCKAY NURSERY COMPANY	STREET TREE PLANTINGS	02-25-16604	1	500-53-0030-853	24,712.00

M = Manual Check, V = Void Check

12

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 66595:									
06/16	06/13/2016	66596	16184	MIDROFFERS CONSULTING LL	PROG BILL-COMP PLAN UPDATE	201605008	1	500-51-7272-820	3,766.89
Total 66596:									
06/16	06/13/2016	66597	634	MEWARDS - MONONA	LIFT #2 PARTS	96901	1	600-56-0030-832	5.40
Total 66597:									
06/16	06/13/2016	66598	640	MGE	STREET LIGHT	13010467-05	1	100-53-3030-222	29.70
06/16	06/13/2016	66598	640	MGE	STREET LIGHT	14096845-05	1	100-53-3030-222	24.91
06/16	06/13/2016	66598	640	MGE	LIFT #4	21056320-05	1	600-56-0020-821	39.79
06/16	06/13/2016	66598	640	MGE	LIFT#5	27667872-05	1	600-56-0020-821	32.23
Total 66598:									
06/16	06/13/2016	66599	2058	MICROMARKETING LLC	AUDIO BOOKS	620028	1	900-55-0011-396	40.00
06/16	06/13/2016	66599	2058	MICROMARKETING LLC	AUDIO BOOKS	620535	1	900-55-0011-396	94.99
06/16	06/13/2016	66599	2058	MICROMARKETING LLC	AUDIO BOOKS	621174	1	900-55-0011-396	36.99
06/16	06/13/2016	66599	2058	MICROMARKETING LLC	AUDIO BOOKS	621189	1	900-55-0011-396	35.00
06/16	06/13/2016	66599	2058	MICROMARKETING LLC	AUDIO BOOKS	622401	1	900-55-0011-396	45.00
Total 66599:									
06/16	06/13/2016	66600	1941	MIDWEST TRAILER SALES	ENGINE REPAIR	1079272-00	1	100-52-2020-352	447.28
06/16	06/13/2016	66600	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1079426-00	1	100-53-3030-352	30.43
06/16	06/13/2016	66600	1941	MIDWEST TRAILER SALES	TRAILER FITTING	1079431-00	1	100-52-2020-352	3.15
06/16	06/13/2016	66600	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1079432-00	1	100-53-3030-352	9.79
06/16	06/13/2016	66600	1941	MIDWEST TRAILER SALES	95' TENDER EQUIP	1079473-00	1	100-52-2020-352	3.40
06/16	06/13/2016	66600	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1079474-00	1	100-53-3030-352	16.38
06/16	06/13/2016	66600	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1079487-00	1	100-53-3030-352	40.00
06/16	06/13/2016	66600	1941	MIDWEST TRAILER SALES	AIR DRIER	1079500-00	1	100-53-3030-352	20.49
06/16	06/13/2016	66600	1941	MIDWEST TRAILER SALES	OIL FILTER	1079501-00	1	100-53-3030-352	10.90
Total 66600:									
06/16	06/13/2016	66601	667	MINNESOTA LIFE INS CO	05/16 LIFE INS	002832L-053	1	100-2157	1,312.97

M = Manual Check, V = Void Check

12

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 66601:									
06/16	06/13/2016	66602	687	MUNICIPAL CODE CORPORATI	SUPPLEMENT PAGES	00270486	1	100-51-4141-310	1,130.75
Total 66602:									
06/16	06/13/2016	66603	2082	MASSCO INC	PARK SUPPLIES	S2042627.00	1	100-55-6050-342	385.38
06/16	06/13/2016	66603	2082	MASSCO INC	MC SOAP	S2043718.00	1	100-51-8081-340	24.65
Total 66603:									
06/16	06/13/2016	66604	16321	NEW GLARUS HARDWARE	CREW UNIFORMS	033056	1	100-53-3030-346	767.76
Total 66604:									
06/16	06/13/2016	66605	9151	PAGE PRODUCTION	PRINTING	16-16	1	100-55-5530-211	590.00
Total 66605:									
06/16	06/13/2016	66606	16313	PEREGOV, CADE	OVERPMT REIMBURSEMENT	CP-052316	1	100-4411	12.00
Total 66606:									
06/16	06/13/2016	66607	756	POMP'S TIRE SERVICE INC	UTILITY VAN TIRE REPAIR	80106819	1	600-57-0070-933	60.00
06/16	06/13/2016	66607	756	POMP'S TIRE SERVICE INC	TIRE REPAIR	80106820	1	100-53-3030-352	55.00
Total 66607:									
06/16	06/13/2016	66608	16316	PRAIRIE LAND TOWING	TOWING	160023176	1	100-52-1010-230	75.00
Total 66608:									
06/16	06/13/2016	66609	16317	PRAIRIE STONE CONDOMINIU	WATER VLV PROTECTORS	PS-052616	1	600-57-0050-641	200.00
Total 66609:									
06/16	06/13/2016	66610	764	PREMIER PAINT & WALLPAPER	PW PAINT	36141	1	100-51-8080-240	205.51
06/16	06/13/2016	66610	764	PREMIER PAINT & WALLPAPER	PW PAINT SUPPLIES	36197	1	100-51-8080-240	47.76

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
	06/16	06/13/2016	66610	784 PREMIER PAINT & WALLPAPER	PV PAINT	36277	1	100-51-8080-240	12.69
	Total 66610: 265.96								
	06/16	06/13/2016	66611	1245 PROFESSIONAL PEST CONTR	MC PEST CONTROL	242704	1	100-51-8081-240	45.00
	06/16	06/13/2016	66611	1245 PROFESSIONAL PEST CONTR	PARK PEST CONTROL	244620	1	100-55-8050-341	35.00
	Total 66611: 80.00								
	06/16	06/13/2016	66612	772 PROTECTION TECHNOLOGIES	LEWIS SECURITY SYST	19357	1	500-55-0050-857	7,617.00
	Total 66612: 7,617.00								
	06/16	06/13/2016	66613	1833 PULSE CHECK PLUS LLC	CPR COURSE - MATERIALS	3663	1	100-52-4040-291	6.00
	06/16	06/13/2016	66613	1833 PULSE CHECK PLUS LLC	CPR COURSE - MATERIALS	3671	1	100-52-4040-291	12.00
	Total 66613: 18.00								
	06/16	06/13/2016	66614	9137 RICOH USA INC	EQUIP RENTAL & MAINT	21326657	1	100-52-1010-240	210.12
	Total 66614: 210.12								
	06/16	06/13/2016	66615	818 ROTO ROOTER SEWER SERVI	SEWER LINE CAMERA	159495	1	600-56-0030-835	505.00
	06/16	06/13/2016	66615	818 ROTO ROOTER SEWER SERVI	TELEVISED STORM SEWER	166106	1	650-53-3040-230	535.00
	Total 66615: 1,040.00								
	06/16	06/13/2016	66616	836 SCHILLING SUPPLY COMPANY	BATHROOM SUPPLIES	541462-00	1	900-56-0011-340	209.71
	Total 66616: 209.71								
	06/16	06/13/2016	66617	837 SCHMIDT'S AUTO INC	TOWING	SA-053116	1	100-52-1010-230	718.63
	Total 66617: 718.63								
	06/16	06/13/2016	66618	1234 SHERVEN, CRAIG	UNIFORM ALLOWANCE	CS-050416	1	100-52-1010-346	29.94
	06/16	06/13/2016	66618	1234 SHERVEN, CRAIG	MEAL REIMBURS	CS-052316	1	100-52-1010-330	7.00
	06/16	06/13/2016	66618	1234 SHERVEN, CRAIG	UNIFORM ALLOWANCE	CS-052616	1	100-52-1010-346	86.50

VILLAGE OF MCFARLAND

Board Report

Check Issue Dates: 6/13/2016 - 6/13/2016

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
	Total 66618:								123.44
06/16	06/13/2016	66619	863	SHRED-IT USA LLC	MISC SUPPLY	9410750115	3	100-52-2020-340	93.42
	Total 66619:								93.42
06/16	06/13/2016	66620	1165	SPRANG, SARA	TRAVEL EXPENSE	SS-052616	1	100-55-5510-353	83.16
	Total 66620:								83.16
06/16	06/13/2016	66621	1738	STATE OF WI TREASURER	MONTHLY COURT FEES FOR MAY	154-053116	1	100-4411	2,737.50
	Total 66621:								2,737.50
06/16	06/13/2016	66622	16322	STRYKER SALES CORP	EMS PARTS & EQUIP	1943599M	1	100-52-4040-241	3,700.61
	Total 66622:								3,700.61
06/16	06/13/2016	66623	915	STUCKEY, LINDA	MEETING	LS-051116	1	900-55-0011-330	14.15
	Total 66623:								14.15
06/16	06/13/2016	66624	1462	TASC	JULY FEES	INV791102	1	100-51-4195-528	159.60
	Total 66624:								159.60
06/16	06/13/2016	66625	2008	THE HOMESTEADERS STORE I	MOWER PARTS	36170	1	100-53-3030-352	60.36
06/16	06/13/2016	66625	2008	THE HOMESTEADERS STORE I	MOWER GEAR BOX	36556	1	100-53-3030-352	1,024.46
	Total 66625:								1,084.82
06/16	06/13/2016	66626	16323	THE PENWORTHY COMPANY	BOOKS	0023366	1	900-55-0011-395	206.29
	Total 66626:								206.29
06/16	06/13/2016	66627	2042	THOMSON REUTERS	EQUIP RENTAL	833954873	1	100-52-1010-240	144.32

M = Manual Check, V = Void Check

Check Issue Dates: 6/13/2016 - 6/13/2016

Jun 09, 2016 11:20AM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
	Total 66627:								144.32
06/16	06/13/2016	66628	955	TODDLE-IN NURSERY	STRAW SEEDING	16449	1	100-55-6050-343	18.00
	Total 66628:								18.00
06/16	06/13/2016	66629	957	TOM'S AUTO CENTER INC	BRAKES	0032822	1	100-52-2020-352	331.57
	Total 66629:								331.57
06/16	06/13/2016	66630	958	TOWN & COUNTRY ENGINEER	MC91-LAYOUT/BID DOCS & PROCESS	16675	1	500-53-0030-850	18,141.54
06/16	06/13/2016	66630	958	TOWN & COUNTRY ENGINEER	MC-94-STAKING/SIGHT VISITS/ADMIN	16676	1	500-53-0030-845	3,338.80
	Total 66630:								21,480.34
06/16	06/13/2016	66631	973	TRUCK COUNTRY	EXHAUST REPLACEMENT	X201435934:	2	600-57-0070-933	4,854.67
	Total 66631:								4,854.67
06/16	06/13/2016	66632	992	US CELLULAR	INSPECTIONS PHONE	0138742230	9	100-52-7230-225	726.07
	Total 66632:								726.07
06/16	06/13/2016	66633	995	USABLUBOOK	GAUGE	892653	1	600-57-0030-625	100.12
	Total 66633:								100.12
06/16	06/13/2016	66634	1015	VILLAGE OF MCFARLAND	LEWIS PARK SHELTER	053116	5	100-55-6050-221	140.13
	Total 66634:								140.13
06/16	06/13/2016	66635	2100	WAUKESHA COUNTY TECHNIC	EDUCATION & TRAINING	S0617034	1	100-52-1010-330	110.00
	Total 66635:								110.00
06/16	06/13/2016	66636	1065	WI DNR - ENVIRONMENTAL FEE	ENVIRON FEE	113341470-2	1	650-53-3040-210	1,000.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 66636:									
06/16	06/13/2016	66637	1103	WINGRA STONE CO	GRAVEL	11332	1	100-53-3030-450	584.01
Total 66637:									
06/16	06/13/2016	66638	1111	WOLF PAVING INC	ROAD PATCH MATERIAL	55632	1	100-53-3030-231	649.68
Total 66638:									
06/16	06/13/2016	66639	16324	WSFA	DUES	WSFA-05301	1	100-52-2020-320	1,050.00
Total 66639:									
Grand Totals:									330,581.41

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-2120	.00	50,497.48-	50,497.48-
100-2157	1,312.97	.00	1,312.97
100-4411	4,151.30	.00	4,151.30
100-4523	2,008.65	.00	2,008.65
100-51-1175-210	808.76	.00	808.76
100-51-4141-225	259.23	.00	259.23
100-51-4141-310	1,228.02	.00	1,228.02
100-51-4142-300	625.05	.00	625.05
100-51-4151-310	79.09	.00	79.09
100-51-4195-528	159.60	.00	159.60
100-51-7272-330	35.63	.00	35.63
100-51-8080-220	495.19	.00	495.19
100-51-8080-240	355.00	.00	355.00
100-51-8080-340	135.00	.00	135.00
100-51-8080-350	6,459.75	.00	6,459.75
100-51-8081-220	2,473.64	.00	2,473.64

OK

**VILLAGE OF MCFARLAND
VILLAGE BOARD
Monday, April 11, 2016**

1. **CALL TO ORDER.** Village Board President Brad Czebotar called the regular meeting of the McFarland Village Board to order at 7:03 p.m. in the Community Room of the McFarland Municipal Center.
2. **ATTENDANCE ROLL CALL.** Village Board members present: Trustees Jerry Adrian, Stephanie Brassington, Brad Czebotar, Dan Kolk, Mary Pat Lytle, Tom Mooney, and Clair Utter. Staff Present: Kelsy Boyd, Finance Director
3. **RECOGNITION OF POLICE AND FIRE/RESCUE EFFORTS.**
President Czebotar recognized police and fire/rescue efforts and their contribution to keep the community safe. The following awards were issued for extraordinary fire and police efforts in 2015: Distinguished Service award – Jason Onken, Life Saving Award - Officer Ryan Copeland (issued posthumously to Amanda Copeland) and Officer Matthew Schroekenthaler, Life Saving Award- Officer John Miller, Officer Michael Showers, Sergeant Joseph Maurer, Fire Inspector Blake Karnitz and Firefighter Justin Grenawalt, Life Saving Award – Sergeant Joe Mauer, Officer Barnier, Fire Inspector Blake Karnitz, Captain Scott Westphal, and Firefighter Jeff Dostalek, and Community Service Award – Officer Jacqueline Statz, and Medal of Ultimate Sacrifice - Amanda Copeland and Laurie Meehan.
incident.
4. **PUBLIC APPEARANCE.** There were no public appearances.
5. **PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.**
 - a. Public Announcements
 - (1) McFarland Firefighters Association extrication loan repayment.
 - b. Public Communications
 - (1) Spring Election – April 5, 2016 Results
 - (2) Email from Superintendent Andrew Briddell requesting Village Board members attend the facility core committee meeting on April 21st at 6:30p.m. in the High School Library. Mr. Briddell also requested a meeting with the VB May 4th at 5:30p.m. to review of district facilities planning process.
 - (3) Letter from Bill Schaefer from MATPB requesting project submissions for transportation improvement program for 2017-2021. Submissions are due by June 7th.
 - (4) Letter from Dane County Supervisor Robin Schmidt noting Dane County is in the process of developing a \$1.5 million community link transportation funding grant. Dane County is requesting communities submit potential projects for a 50% grant match. Submissions are due by April 29, 2016.
 - (5) Governor Walker has proclaimed the week of April 11-15, 2016 as Tornado & Severe Weather Awareness Week.
6. **CONSENT AGENDA.**
 - a. **Motion to approve pre-paid checks # 66116-66126 in the amount of \$28,107.21 and current checks #66127-66214 in the amount of \$272,510.74.**

Motion by President Czebotar, second by Trustee Kolk, to approve pre-paid checks # 66116-66126 in the amount of \$28,107.21 and current checks #66127-66214 in the amount of \$272,510.74. Motion carried 7-0 by acclamation.

7. **BUSINESS.**

- a. Discussion and possible action on recruitment of Village Administrator/Treasurer. The Board provided feedback to Kevin Brunner, representative from Public Administration Associates LLC, regarding the advertisement and recruitment for the Village Administrator/Treasurer position.**

Kevin Brunner, representative from Public Administration Associates LLC, requested information/feedback regarding advertisement for the Village Administrator/Treasurer position.

PAA LLC. will proceed with recruitment of the Village Administrator/Treasurer.

- b. Discussion and possible action on contract for Village Administrator Advisory Services.**

Motion by President Czebotar, second by Trustee Lytle, to approve the contract between the Village of McFarland and Public Administration Associates, LLC as outlined. Motion carried 7-0 by acclamation.

- c. Discussion and possible action on how to proceed with Village Clerk interviews.**

Motion by President Czebotar, second by Trustee Adrian, to move to establish an interview panel made up of two trustees, Trustee Kolk and Trustee Mooney, along with interim Village Administrator Kelsy Boyd and any Department heads available. Motion carried 6-1 with Trustee Utter voting nay.

- d. Discussion and possible action on agreement for design, reconstruction, and jurisdictional transfer of County Highway MN.**

The agreement turns over approximately a half mile of County Highway MN from Dane County to the Village, from Holscher Road to Marsh Road.

Motion by President Czebotar, second by Trustee Lytle, approve the agreement for design, reconstruction, and jurisdictional transfer of County Highway MN. Motion carried 6-1 with Trustee Utter voting nay.

- e. Discussion and possible action on Resolution # 02 -2016, A Resolution Approving and Establishing Public Participation Procedures for an Update to the Village of McFarland Comprehensive Plan.**

Motion by President Czebotar, second by Trustee Kolk, to approve 02 -2016, A Resolution Approving and Establishing Public Participation Procedures for an Update to the Village of McFarland Comprehensive Plan. Motion carried 7-0 by acclamation.

- f. Discussion and possible action on Resolution # 03 – 2016, A Resolution authorizing signatories for withdrawing Village monies.**

Motion by President Czebotar, second by Trustee Mooney, to approve, Resolution # 03 – 2016, A Resolution authorizing signatories for withdrawing Village monies. Motion carried 7-0 by acclamation.

- g. COMMUNICATIONS & TECHNOLOGY COMMITTEE (Trustee Brassington & Mooney): Discussion and possible action on to approve proposal from Hoyos Consulting for internet service connection.**
Motion by Trustee Brassington, second by Trustee Mooney, to approve proposal from Hoyos Consulting for internet service connection. Motion carried 6-1 by acclamation with Trustee Utter voting nay.
- h. Action on the recommendation from Police Chief Sherven that the Special Event application from Robert Blanchar for the Take a Vet Fishing event on June 12th, 2016 from 10:00 a.m. to 7:00 p.m. at the American Legion Post 534, 4911 Burma Road be approved.**
Motion by President Czebotar, second by Trustee Adrian, to approve recommendation from Police Chief Sherven that the Special Event application from Robert Blanchar for the Take a Vet Fishing event on June 12th, 2016 from 10:00 a.m. to 7:00 p.m. at the American Legion Post 534, 4911 Burma Road be approved. Motion carried 6-1 by acclamation with Trustee Utter voting nay.
- i. Action on the recommendation from Police Chief Sherven that the Temporary Class “B” Fermented Beverage application from Robert Blanchar for the Take a Vet Fishing event on June 12th, 2016 from 10:00 a.m. to 7:00 p.m. at the American Legion Post 534, 4911 Burma Road be approved.**
Motion by President Czebotar, second by Trustee Adrian, to approve the recommendation from Police Chief Sherven that the Temporary Class “B” Fermented Beverage application from Robert Blanchar for the Take a Vet Fishing event on June 12th, 2016 from 10:00 a.m. to 7:00 p.m. at the American Legion Post 534, 4911 Burma Road be approved. Motion carried 6-1 by acclamation with Trustee Utter voting nay.
- j. Action on the recommendation from Police Chief Sherven that minors be allowed at the Take a Vet Fishing event on June 12th, 2016 from 10:00 a.m. to 7:00 p.m. at American Legion Post 534, 4911 Burma Road.**
Motion by President Czebotar, second by Trustee Mooney, to approve the recommendation from Police Chief Sherven that minors be allowed at the Take a Vet Fishing event on June 12th, 2016 from 10:00 a.m. to 7:00 p.m. at American Legion Post 534, 4911 Burma Road. Motion carried 6-1 by acclamation with Trustee Utter voting nay.
- k. Final report from the Ad Hoc Transportation Committee.**
 No report provided.
- l. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.**
- 8. CLOSED SESSSION. Motion to convene in closed session in accordance with Wis. Stats. §19.85 (l) (e) to deliberate or negotiate the investment of public funds or other specified public business whenever competitive or bargaining reasons require a closed session (WPPA Labor Agreement and lease agreement with School District).**
Motion by President Czebotar, second by Trustee Kolk to convene in closed session in accordance with Wis. Stats. §19.85 (l) (e) to deliberate or negotiate the investment of public funds or other specified public business whenever competitive or bargaining reasons require a closed session (WPPA Labor Agreement and lease agreement with School District). Motion

carries 7-0 on a roll call vote (Trustee Mooney-aye, Trust Adrian-aye, Trustee Lytle-aye, President Czebotar-aye, Trustee Kolk-aye, Trustee Brassington-aye, and Trustee Utter-aye).

9. **OPEN SESSION. Motion to adjourn the Closed Session and reconvene in Open Session to discuss and take action on items of business discussed in Closed Session.**

Motion by President Czebotar, second by Trustee Lytle, to adjourn the Closed Session and reconvene in Open Session to discuss and take action on items of business discussed in Closed Session. Motion carries 7-0 on a roll call vote (Trustee Mooney-aye, Trust Adrian-aye, Trustee Lytle-aye, President Czebotar-aye, Trustee Kolk-aye, Trustee Brassington-aye, and Trustee Utter-aye).

Motion by President Czebotar, second by Trustee Kolk, to approve the WPPA 2016-2017 contract agreement. Motion carried 6-1 by acclamation with Trustee Utter voting nay

10. **ADJOURNMENT. Motion** by Trustee Adrian, second by Trustee Lytle, to adjourn the Village Board meeting at 9:18 p.m. Motion carried 7-0 by acclamation.

Respectfully Submitted by,
Cassandra Suettinger, Village Clerk/Deputy Treasurer

VILLAGE OF MCFARLAND
VILLAGE BOARD
Monday, April 25, 2016

1. **CALL TO ORDER.** Village Board President Brad Czebotar called the regular meeting of the McFarland Village Board to order at 7:00 p.m. in the Community Room of the McFarland Municipal Center.
2. **ATTENDANCE ROLL CALL.** Village Board members present: Trustees Jerry Adrian, Stephanie Brassington, Brad Czebotar, Dan Kolk Mary Pat Lytle, Tom Mooney, and Clair Utter.
3. **PUBLIC APPEARANCE.**

Sam Martino, 6405 Fox Run, appeared to thank the Village Board for the Parks, Recreation, and Natural Resources committee meeting held on April 21, 2016 regarding the proposed Grandview Conservancy Path Improvements. Mr. Martino spoke in opposition of the Grandview Conservancy Path Improvements.

Ron Berger, 6616 Merideth Way, spoke to inquire about the increase in vacancies that have occurred at the Village administrative office. Mr. Berger requested an explanation on the vacancies.

Sheila Plotkin, 5007 Falling Leaves Lane, thanked the Village Board for their service and congratulated new members on re-election. She also spoke on concerns regarding recent staffing issues at the Village administrative office. She requested an explanation on the matter.

President Czebotar explained the administrative office is in good hands and roles and duties have been filled. He also commented governmental positions have experienced a large amount of turnover statewide.
4. **PROCLAMATION.**
 - a. Designating the Month of May as Older American Month in the Village of McFarland - President Czebotar read the proclamation.
5. **PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.**
 - a. Public Announcements
 - (1) EMS Pancake Breakfast May 15th, 2016.
 - b. Public Communications
 - (1) WI DOT letter regarding tier 1 environmental impact statement for I39-90 corridor.
 - (2) Letter from Dane County Public Health alert regarding mosquitos and applicable preventative measures regarding Zika and West Nile virus.
6. **CONSENT AGENDA.**
 - a. Motion to approve pre-paid checks # 66215-66272 in the amount of \$6,078.99 and current checks #66273-66334 in the amount of \$58,173.41.
 - b. Motion to approve street use permit application from the Aly Wolff Foundation, Inc. for the Aly's Honky Tonk Hustle 5K Run/Walk on Saturday, May 21, 2106 from 10:00 a.m. to noon.
 - c. Motion to approve Parade Permit Application from Mike Larson of the American Legion Post 534 for the annual Memorial Day Parade on Monday, May 30, 2016 from 11:00 a.m. to 1:30 p.m.
 - d. Motion to approve draft Village Board minutes of March 14, 2016 and draft Special Village Board minutes of April 7, 2016.

Motion by President Czebotar, second by Trustee Lytle, to approve consent agenda items with changes noted below. Motion carried 5-0-2 by acclamation with Trustee Adrian abstaining from item d and the change to paragraph 3 of the Village minutes from March 14, 2016

7. **BUSINESS.**

President Czebotar moved to item 7m, with no objection from the Board. After discussion on 7m, the Board immediately moved back to item 7a.

a. **PUBLIC SAFETY COMMITTEE (Trustees Adrian & Mooney) Discussion and possible action on a recommendation regarding the Police Department compliance with the Use of Taskforce Report recommendation.**

Trustee Adrian highlighted the report provided by Chief Shervan regarding the pre-existing compliance with the Use of Taskforce Report recommendation. Interest was shown in the potential of creating a restorative justice court. Chief Shervan will follow up with the courts on the matter.

b. **PUBLIC SAFETY COMMITTEE (Trustees Adrian & Mooney) Discussion and possible action on a request from the McFarland Family Festival for a variance from Village Code of Ordinances Sec. 20-59 (b) to allow an 11:00 p.m. ending time, rather than a 10:00 p.m. ending time, for Christman Amusements to operate rides and concessions on Friday, September 16, 2016 and Saturday September 17, 2016 at the high school parking lot during McFarland Family Festival.**

Motion by Trustee Adrian, second by Trustee Mooney, to approve the request from the McFarland Family Festival for a variance from Village Code of Ordinances Sec. 20-59 (b) to allow an 11:00 p.m. ending time, rather than a 10:00 p.m. ending time, for Christman Amusements to operate rides and concessions on Friday, September 16, 2016 and Saturday September 17, 2016 at the high school parking lot during McFarland Family Festival. Motion carries 7-0 by acclamation.

c. **Action on the recommendation from Police Chief Sherven that the Special Event application from The Aly Wolff Foundation for Aly's Honky Tonk Hustle event on May 21, 2016 from 6:00 p.m. to 12:00 a.m. at the Madison Curling Club, 4802 Marsh Road be approved.**

The Board discussed and approved items c, d, and e together.

Motion by Trustee Adrian, second by Trustee Mooney, to approve the recommendation from Chief Sherven to approve the special event application, Temporary Class "B" Beer and Wine License application, and that minors be allowed for the Aly's Honky Tonk Hustle event on May 21, 2016 from 6:00 p.m. to 12:00 a.m. at the Madison Curling Club, 4802 Marsh Road. Motion carries 7-0 by acclamation.

d. **Action on the recommendation from Police Chief Sherven that the Temporary Class "B" Beer and Wine License application from The Aly Wolff Foundation for Aly's Honky Tonk Hustle event on May 21, 2016 from 6:00 p.m. to 12:00 a.m. at the Madison Curling Club, 4802 Marsh Road be approved.**

The Board discussed and approved item jointly with item 7c.

e. **Action on the recommendation from Police Chief Sherven that the Temporary Class "B" Beer and Wine License application from The Aly Wolff Foundation for Aly's Honky Tonk.**

The Board discussed and approved item jointly with item 7c.

- f. Action on the recommendation from Police Chief Sherven that minors be allowed at the Aly's Honky Tonk Hustle event on May 21, 2016 from 6:00 p.m. to 12:00 a.m. at the Madison Curling Club, 4802 Marsh Road.**

The Board discussed and approved item jointly with item 7c.

- g. Discussion and possible action to approve Resolution #04-2016, terminating the Emergency Medical Services Length of Service Agreement (LOSA).**

Motion by President Czebotar, second by Trustee Lytle, to approve Resolution #04-2016, terminating the Emergency Medical Services Length of Service Agreement (LOSA). Motion carries 7-0 by acclamation.

- h. PLAN COMMISSION (President Czebotar & Trustee Kolk) Discussion and possible action to approve Ordinance 2016-02 to AMEND PROVISIONS OF SECTION 62-430(B) OF THE MCFARLAND MUNICIPAL CODE RELATING TO FLOODPLAIN ZONING.**

Motion by President Czebotar, second by Trustee Kolk, approve Ordinance 2016-02 to AMEND PROVISIONS OF SECTION 62-430(B) OF THE MCFARLAND MUNICIPAL CODE RELATING TO FLOODPLAIN ZONING. Motion carries 7-0 by acclamation.

- i. Discussion and possible action approving position description for Deputy Clerk position, including establishing pay grade and directing staff to fill position.**

Motion by President Czebotar, second by Trustee Lytle, to approve the position description for Deputy Clerk position, establishing the pay rate between \$18.33 and \$21.08 per hour, and directing staff to fill position. Motion carries 7-0 by acclamation.

- j. Final Report from the Ad Hoc Transportation Committee.**

Trustee Utter provided an overview on the final report from the Ad Hoc Transportation committee. The committee recommended the map by Town and Country Engineering, and the write up from Vandewalle and Associates, be included in the Village's 2016 comprehensive plan update. The committee further recommended a permanent committee be formed to address transportation needs.

- k. Discussion and possible action regarding the utilization of the Municipal Center lobby for Craigslist types of transactions by the public.**

Chief Sherven explained the Village could provide a public place for craigslist types of transaction types by the public. He emphasized the Village would not actually be participating in the transaction.

The Board noted they are open to the proposal, but would like additional information. Chief Sherven will bring the item back with additional information and a more specific proposal.

- l. Discussion and possible action regarding the publication of the Village's Outlook in May 2016 as well as future publication.**

The Board discussed the Village Outlook for May and the future of the publication. The Board noted the Outlook is an informative publication and reaches a portion of the Village demographics that cannot be reached through social media/electronic communication. Trustee Kolk noted social media will never serve and reach the entire community. While information can be placed on the website, the Outlook provides a variety of relevant

information quickly in one place. Until there is a well-structured plan for other communication, the Outlook should remain in place.

Communications and Technology Director Eric Redding highlighted the current costs associated with the Outlook, and discussed the need to examine providing more information via the website and supplementing with an Outlook that is published less frequently.

Senior Outreach Director Lori Anderson noted she uses the Outlook for a variety of senior outreach activities. She would like to be included on any discussions relating to the future of the Outlook.

The Board referred the matter to the Communications and Technology Committee for further consideration; however, due to a number of upcoming time-sensitive issues, the Village should still try to publish the May Outlook. The Board directed staff to publish the May Outlook if staff resources are available.

m. PARKS, RECREATION, AND NATURAL RESOURCES COMMITTEE (Trustee Kolk & Utter) Update and discussion on 2016 Grandview Conservancy Path Improvements.

Trustee Kolk provided an update on the 2016 Grandview Conservancy Path Improvements. The Village has obtained feedback from adjacent property owners and received official recommendations from the Wisconsin Department of Natural Resources regarding the project. The WI DNR has requested 6 additional culverts be added to the project (this will bring the total to 9), and also conduct a historical archaeological study to determine if there are any artifacts in the area that would necessitate further survey. Once this is complete, the Village could move forward with a public hearing on the path. There is concern the additional requests from the WI DNR will result in the project being delayed past the grant reimbursement deadline. The Village will contact the grant representative to request an extension.

n. Discussion and recommendation by Parks and Recreation Committee to accept the bid from McKay Nursery for 2016 street tree plantings in the amount of \$24,712.

Motion by Trustee Kolk, second by Trustee Mooney, to accept the bid from McKay Nursery for 2016 street tree plantings in the amount of \$24,712. Motion carries 7-0 by acclamation.

o. Discussion on scheduling date for the Village Board annual planning retreat.

The Board set the date for the annual planning retreat as June 29th.

p. Discussion on scheduling date for Village Board and McFarland School Board meeting.

The Board set the date for a Village Board and McFarland School Board meeting as May 16th at 5:30 p.m.

q. Action to confirm the appointment or reappointment of citizen members to various authorities, boards, committees, and commissions.

Motion by President Czebotar, second by Trustee Adrian, to reappointment of citizen members to various authorities, boards, committees, and commissions as submitted in the packet with the correction of adding Derik Bingner to the Finance Committee. Motion carries 7-0 by acclamation.

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

Motion by President Czebotar, second by Trustee Mooney, to move to

1. Refer to the Communications and Technology Committee the study of the outlook publication and the senior newsletter publication,
2. Have the volunteer committee provide a report on community service day at the next meeting.

Motion carries 7-0 by acclamation.

The Parks and natural resources committee will having a garlic mustard pulling session on Sunday May 1, 2016 at Indian Mounds.

8. **CLOSED SESSSION. Motion to convene in closed session in accordance with Wis. Stats. § 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (hiring of Village Clerk) and Wis. Stats. §19.85 (l) (e) to deliberate or negotiate the investment of public funds or other specified public business whenever competitive or bargaining reasons require a closed session (Lease agreement with School District).**

Motion by President Czebotar, second by Trustee Kolk, to convene in closed session in accordance with 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (hiring of Village Clerk) and Wis. Stats. §19.85 (l) (e) to deliberate or negotiate the investment of public funds or other specified public business whenever competitive or bargaining reasons require a closed session (Lease agreement with School District). Motion carries 7-0 on a roll call vote (Adrian-aye, Brassington-aye, Czebotar-aye, Kolk-aye, Lytle-aye, Mooney-aye, and Utter-aye).

9. **OPEN SESSION. Motion to adjourn the Closed Session and reconvene in Open Session to discuss and take action on items of business discussed in Closed Session.**

Motion by President Czebotar, second by Trustee Mooney, and carried on a roll call vote(Adrian-aye, Brassington-aye, Czebotar-aye, Kolk-aye, Lytle-aye, Mooney-aye, and Utter-aye) 7-0 to adjourn the Closed Session and reconvene in Open Session to discuss and take action on items of business discussed in Closed Session.

10. **ADJOURNMENT. Motion** by Trustee Kolk, second by Trustee Lytle and carried 7-0 by acclamation to adjourn the Village Board meeting at 9:34 pm.

Respectfully Submitted by,
Cassandra Suettinger, Village Clerk

**VILLAGE OF MCFARLAND
VILLAGE BOARD
Monday, May 9, 2016**

1. **CALL TO ORDER.** Village Board President Brad Czebotar called the regular meeting of the McFarland Village Board to order at 7:00 p.m. in the Community Room of the McFarland Municipal Center.
2. **ATTENDANCE ROLL CALL.** Village Board members present: Trustees Jerry Adrian, Stephanie Brassington, Brad Czebotar, Dan Kolk Mary Pat Lytle, Tom Mooney, and Clair Utter.
Staff Present: Fire & EMS Chief Chris Dennis, Police Chief Craig Sherven, Finance Director Kelsy Boyd, Senior Outreach Services Director Lori Andersen.
3. **PUBLIC APPEARANCE.**
4. **PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.**
 - a. **Public Announcements**
 - i. EMS Pancake Breakfast – May 15 from 7:00am-Noon
 - ii. Board of Review – June 7 from 9:00am-11:00am
 - iii. Library Summer Reading Program Begins – June 1st
 - iv. Village wide garage Sales – June 10 - 11
 - b. **Public Communications**
 - i. Yahara WINS launch Event – May 16, 2016 10:00 a.m., None Springs Wastewater Treatment Plant, 1610 Moorland Road, Madison.
 - ii. Lower Yahara Trail project kickoff May 11th 10:30am – McDaniels Park (rain date May 18th)
 - iii. Invitation from HoChunk nation regarding potential development of a Heritage Center.
5. **CONSENT AGENDA.**
 - a. **Motion to approve pre-paid checks #66335-66342 in the amount of \$19,815.22 and current checks #66343-66441 in the amount of \$402,764.89.**
 - b. **Motion to approve draft Village Board minutes of March 28, 2016 and draft Special Village Board minutes of April 19, 2016.**

Motion by President Czebotar, second by Trustee Adrian, to approve consent agenda items with changes noted below. Motion carried 7-0 by acclamation.

6. **BUSINESS.**

- a. **Discussion and possible action on approving the schedule for the Village Administrator recruitment process.**
Applications will be accepted through May 15th. The Village Board will review a compilation of mini-resumes for all applicants in closed session on May 23rd. At this time the Board will determine the finalists. The finalists will then participate in video interviews. The finalists will also visit the Village on June 18th to conclude the final steps of the interview process.

Motion by Czebotar, second by Trustee, Mooney, to approve the schedule for the Village Administrator recruitment process. Motion carries 7-0 by acclamation.

b. Discussion and possible action on approving the selection process of finalists for the Village Administrator position.

Motion by President Czebotar, second by Trustee Kolk, to approve the event on Friday June 17th include the candidate community forum listed as option #1, as well as option #2, candidate open house. Motion carries 7-0 by acclamation.

c. Report from the Volunteer Committee on Community Service Day.

Lauren Kelly provided a report on the 9th annual Community Service Day. They had just over 300 participants, including several local organizations and groups. They focused on using social media to promote to community service day, as well as a variety of other new methods of advertising. Ms. Kelly also provided a detailed presentation on the events of the day.

d. Discussion and possible action to appoint Kelsy Boyd as acting Village Clerk.

Motion by Czebotar, second by Trustee Lytle, to appoint Kelsy Boyd as acting Village Clerk effective May 9th until a permanent Village Clerk is appointed. Motion carries 7-0 by acclamation.

e. Discussion and potential items for the joint McFarland School Board and Village Board meeting scheduled for May 16, 2016.

The Board discussed the need for both parties to sit down and discuss each party's needs; as well as, areas of mutual collaboration. The Board directed Department Heads to put together issues for discussion.

The smaller Village Board/School District joint committee will meet on June 6th to discuss the lease agreement at 5:15 p.m. This will be a closed session discussion.

f. Report on proposed gas station/convenience store on the corner of Siggelkow and Freedom Ring in the City of Madison.

President Czebotar reported on the meeting with the City of Madison and Village staff. The purpose of the meeting was to determine if the Village of McFarland had any information that would prevent the siting of the proposed gas station/convenience store on Siggelkow Road as it relates to the location of well number three. He reported DATCAP has approved the project with contingencies. CARPC has indicated the concerns over the well may be unwarranted because of the easterly flow of water. The Village did raise concerns over whether CARPC has the location of well number three correctly sited. Overall, the City of Madison made it clear the issue of the gas station is a City issue, and DATCAP and CARPC have both approved the development as it related to the proximity of the well.

The Village Board discussed the Village Attorney should be contacted regarding methods to slow the process down, the ensure the issue of possible well contamination can be fully addressed. The Board also discussed a safety and traffic investigation be conducted regarding the effect this gas station may have on Siggelkow Road.

The City of Madison Plan Commission will review the CUP process for this development on June 13th.

g. Report on Chamber of Commerce village update breakfast meeting scheduled for June 14, 2016.

President Czebotar invited Village Board members to attend the Chamber of Commerce Village update breakfast meeting on June 14, 2016.

- h. PUBLIC SAFETY COMMITTEE (Trustees Adrian & Mooney) Action on a recommendation from the Public Safety Committee that the Alcohol Beverage Operator's License application submitted by Stewart Wilson (Kwik Trip) be approved and the license be issued.**

Motion by Trustee Adrian, second by Trustee Mooney, to approve the recommendation from the public safety committee that the alcohol beverage operator's license application submitted by Stewart Wilson be approved and the license be issued with the condition that Mr. Wilson is notify the Village of any violations. If any violations are reported, the applicant forfeits the license immediately. Motion carries 7-0 by acclamation.

- i. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.**

President Czebotar requested the Personnel committee investigate the background check procedure for general staff.

- 7. ADJOURNMENT. Motion** by Trustee Adrian second by Trustee Mooney and carried 7-0 by acclamation to adjourn the Village Board meeting at 9:34 pm.

Respectfully Submitted by,
Cassandra Suettinger, Village Clerk

VILLAGE OF MCFARLAND
VILLAGE BOARD
Monday, May 16, 2016

1. **CALL TO ORDER.** Village Board President Brad Czebotar called the regular meeting of the McFarland Village Board to order at 7:00 p.m. in the Community Room of the McFarland Municipal Center.

2. **ATTENDANCE ROLL CALL.** Village Board members present: Trustees Jerry Adrian, Stephanie Brassington, Brad Czebotar, Dan Kolk Mary Pat Lytle, and Tom Mooney.
Staff Present:

3. **BUSINESS.**
Discussion and possible action to appoint Cassandra Suettinger as Village Clerk effective May 23, 2016.

Motion by President Czebotar, second by Trustee Kolk, to appoint Cassandra Suettinger as Village Clerk effective May 23, 2016. Motion carries 6-0 by acclamation.

4. **ADJOURNMENT.** **Motion** by President Czebotar second by Trustee Kolk, and carried 6-0 by acclamation to adjourn the Village Board meeting at 6:58 pm.

Respectfully Submitted by,
Cassandra Suettinger, Village Clerk

**VILLAGE OF MCFARLAND
VILLAGE BOARD
Monday, May 23, 2016**

1. **CALL TO ORDER.** Village Board President Brad Czebotar called the regular meeting of the McFarland Village Board to order at 7:00 p.m. in the Community Room of the McFarland Municipal Center.

2. **ATTENDANCE ROLL CALL.**
Village Board members present: Trustees Jerry Adrian, Stephanie Brassington, Brad Czebotar, Dan Kolk, Mary Pat Lytle, Tom Mooney, and Clair Utter.

Staff Present: Village Clerk/Deputy Treasurer Cassandra Suettinger, Library Director Heidi Cox, Fire & EMS Chief Chris Dennis, Police Chief Craig Shervan, and Finance Director Kelsy Boyd.

3. **PUBLIC APPEARANCE.** There were no public appearances.

4. **PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.**
 - a. **Public Announcements**
 - (1) Board of Review – June 7, 9:00-11:00 a.m.
 - (2) Library Summer Reading Program Begins – June 1
 - (3) Village-wide garage sales – June 10-11
 - b. **Public Communications**
 - (1) Environmental study for US Hwy 51 corridor study, from McFarland to Stoughton, has been postponed due to a lack of funding. DOT anticipates funding for the project to be secured in the fall of 2018.
 - (2) MPIC has denied the Village's claim for water damage at the Village Public Works facility. The Village has requested additional consideration on the matter.
 - (3) The Village has once again been awarded funds as part of the Dane County Community Development Block Grant and Home Investment Partnerships Program.

5. **CONSENT AGENDA.**
 - a. **Motion to approve pre-paid checks #66442-66453 and #66501-66502 in the amount of \$12,178.91 and current checks #66454-66526 in the amount of \$373,243.45.**

 - b. **Motion to appoint Jacob Tissue for a one year term on the Parks, Recreation, and Natural Resources Committee.**

Motion by President Czebotar, seconded by Trustee Lytle, to approve consent agenda items. Motion carried 7-0 by acclamation.

6. **BUSINESS.**
 - a. **Presentation by library personnel regarding upcoming programming events.**
Library Director Heidi Cox and library staff Heather Kent and Catherine Clark provided an overview of upcoming programming events at the library for all ages. Information regarding the specifics of the programs will be available at the library as well as online.

 - b. **Discussion regarding a Special Village Board Meeting to be held June 7, 2016 at 6:00 pm. Video interviews for the Village Administrator candidates will be held on June 7, 2016 at 6 p.m.**

The Board discussed the video interviews for Village Administrator candidates to be held on June 7, 2016.

- c. **Action on the recommendation from Police Chief Sherven that the application for a "Special Event License" and Temporary Class "B" Fermented Malt Beverage/Temporary "Class B" Wine License from Matt Splinter Association for the 11th Annual Matt Splinter Memorial Softball Tournament to be held from 6:00 p.m. on Friday, June 3, 2016 to 4:00 p.m. on Sunday, June 7, 2016 at Brandt Park be approved.**

The Village Board discussed items c, d, and e together.

Chief Shervan reported since the request came before the Public Safety committee for approval, the McFarland Softball Association has requested the Village lower the required number of security personnel from 2 to 1 for the hours prior to 6 p.m. The Softball Association noted since the entrance on Erling Avenue has been closed; only one entrance should require security.

Motion by Trustee Adrian, seconded by Trustee Mooney, to approve the request for a Special Event License and a Temporary class "B" license for fermented malt beverages and a temporary Class "B" wine license for the Matt Splinter Association Memorial Softball tournament to be held June 3-June 5, 2016 at Brandt Park, to include a variance from the Village Code of Ordinances section 20-59(b) for an 11pm ending time for a DJ and to allow minors to be present where alcohol is served. The request will be approved using the guidelines as outlined in Chief Sherven's letter dated May 11, 2016, with the change of one private security versus two. Motion carried 7-0 by acclamation.

Signage will be posted noting the permanent closure of the Erling Avenue entrance by the railroad tracks.

- d. **Action on the recommendation from Police Chief Sherven on a request from the McFarland Softball Association that a variance from the Village Code of Ordinances Sec. 20-59(b) be allowed for an 11:00 p.m. rather than 10:00 p.m. ending time for the DJ performance at the 11th Annual Matt Splinter Memorial Softball Tournament on Friday, June 3 and Saturday, June 4 at Brandt Park be approved.**

Item was discussed and approved as part of item c.

- e. **Action on the recommendation from Police Chief Sherven on a request to allow minors to be present where alcohol is served during the 11th Annual Matt Splinter Memorial Softball Tournament to be held from 6:00 p.m. on Friday, June 3, 2016 to 4:00 p.m. on Sunday, June 5, 2016 at Brandt Park be approved.**

Item was discussed and approved as part of item c

7. **CLOSED SESSION. Motion to convene in closed session in accordance with Wis. Stats. § 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Hiring of Village Administrator).**
Motion by President Czebotar, second by Trustee Mooney, to convene in closed session at 7:32 p.m. in accordance with Wis. Stats. § 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Hiring of Village Administrator). Motion carries on a roll call vote 7-0 (Trustee Adrian-aye, Trustee Brassington-aye, Trustee Czebotar-aye, Trustee Kolk-aye, Trustee Lytle-aye, Trustee Mooney-aye, and Trustee Utter-aye)
8. **OPEN SESSION. Motion to adjourn the Closed Session and reconvene in Open Session to discuss and take action on items of business discussed in Closed Session. .**

Motion by President Brad Czebotar, second by Trustee Kolk, to adjourn the Closed Session and reconvene in Open Session to discuss and take action on items of business discussed in Closed Session. Motion carried on a roll call vote (Trustee Adrian-aye, Trustee Brassington-aye, Trustee Czebotar-aye, Trustee Kolk-aye, Trustee Lytle-aye, Trustee Mooney-aye, and Trustee Utter-aye)

9. **ADJOURNMENT.** **Motion** by President Czebotar, second by Trustee Brassington, to adjourn the Village Board meeting at 9:49 pm. Motion carried 7-0 by acclamation.

Respectfully Submitted by,
Cassandra Suettinger, Village Clerk/Deputy Treasurer

VILLAGE OF MCFARLAND
VILLAGE BOARD
Tuesday, June 7, 2016

1. **CALL TO ORDER.** Village Board President Brad Czebotar called the regular meeting of the McFarland Village Board to order at 6:00 p.m. in the Community Room of the McFarland Municipal Center.
2. **ATTENDANCE ROLL CALL.** Village Board members present: Trustees Jerry Adrian, Stephanie Brassington, Brad Czebotar, Dan Kolk Mary Pat Lytle, and Clair Utter.
Staff Present: Police Chief Craig Sherven and Library Director Heidi Cox
3. **BUSINESS.**
 - a. **CLOSED SESSION. Motion to convene in closed session in accordance with Wis. Stats. § 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Hiring of Village Administrator).**

Motion by President Czebotar, second by Trustee Kolk, to convene in closed session in accordance with Wis. Stats. § 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Hiring of Village Administrator at 6:03 p.m.). Motion carries 6-0 on a roll call vote (Adrian-aye, Brassington-aye, Czebotar-aye, Kolk-aye, Lytle-aye, and Utter-aye).
 - b. **OPEN SESSION. Motion to adjourn the Closed Session and reconvene in Open Session to discuss and take action on items of business discussed in Closed Session.**

Motion by President Czebotar, second by Trustee Adrian, to reconvene in Open Session to discuss and take action on items of business discussed in Closed Session at 8:48 p.m. Motion carries 6-0 on a roll call vote (Adrian-aye, Brassington-aye, Czebotar-aye, Kolk-aye, Lytle-aye, and Utter-aye).
4. **ADJOURNMENT. Motion** by President Czebotar second by Trustee Lytle, and carried 6-0 by acclamation to adjourn the Village Board meeting at 8:49 p.m.

Respectfully Submitted by,
Cassandra Suettinger, Village Clerk

Village of McFarland

BUSINESS

June 13, 2016

Establishment	Establishment License Number	Inspection	Arrests	Operator Licenses	Operator License #	Tobacco License Number
Maple Tree	1617/08	Y	N			NO
Agent - Gary E. Seiler Sellers Permit # 456-0000050527-03 FEIN # 39-1463152 Combo "Class B" oper. Lic. (5) pub fee Invoice	\$700 ✕ Cig 100 Pub Fee 6 Parital - Operators 200 \$1,006 Combo "Class B" 6010 Hwy 51 Establishment #838-5888 600 175 6 \$781			Heiden, Laurie Hauge, Chevie Stoffel-Rosales, Maxwell Golke, Kelly	1617/07 13 1617/07 14 1617/07 15 1617/07 16	
Loeder Oil Co Inc. (BP) Burma Road	1617/09	Y	N			1617/09 T
Agent - Daniel L. Loeder Sellers Permit # 456-0000198621-03 FEIN # 39-1234889 Combo "Class A" cig oper lic (10) pub fee Invoice	Combo "Class A" 4701 Burma Road Establishment # 838-4222 700 100 350 6 \$1,156			Schwartz, Yvonne Smith, Rose Marie Pitzner, Cajin McxAdams, Evan Patrick, Dena Hau, Mary Sue VanderZanden, Howard Daniels, Becky Prosa, Scott Patrick, Donald	1617/09 01 1617/09 02 1617/09 03 1617/09 04 1617/09 05 1617/09 06 1617/09 07 1617/09 08 1617/09 08 1617/09 10	
Parkside Pub	1617/11	Y	N			1617/11 T
Agent - Joshua E. Lavik Sellers Permit # 456-1026324900-02 FEIN # 26-4590949 Combo "Class B" ✕ Cig Oper. Lic. (9) Pub fee Invoice	Combo "Class B" 5016 Erling Ave. Establishment # 838-6045 600 100 315 6 \$1,021			Carlson, Donna Koehler, Kate Kennedy, Kristianne Reznor, Lisa Hinckley, Karen Coleman, Sheila Blum, Ronald Marks, Gem Reisdorf, Rebecca Dyslin, Erica	1617/11 01 1617/11 02 1617/11 03 1617/11 04 1617/11 05 1617/11 06 1617/11 07 1617/11 08 1617/11 09 1617/11 10	
Spartan Bowl	1617/13	Y	N			NO
Agent - Carter Smith Sellers Permit #456-0000497054-03 FEIN # 39-1941521	Combo "Class B" 4711 Farwell Street Establishment #838-8014			Pierick, Philip Roder, Brock Ossman, Shawn	To ML 5/2/16 To ML 5/2/16 To ML 5/2/16	

Village of McFarland
Attention: Human Resources
5915 Milwaukee Street, McFarland, WI 53558
Phone: (608) 838-3153
Fax: (608) 838-3619

Application for Employment

Thank you for your interest in employment with the Village of McFarland. The information presented on this application will in part determine your acceptance and may also be used as a basis for your employment in this organization.

If you need an accommodation at any time during the recruitment or employment process, please inform us of your needs. The Village of McFarland is an Equal Opportunity Employer and provides equal opportunities for all qualified individuals. We do not discriminate against employees or applicants because of their age, race, gender, gender identity, sexual orientation, religion, color, creed, national origin, veteran status, unemployment status, disability, or any other classification regarded as protected under state or federal law.

Please answer all questions as completely, truthfully, and accurately as possible. Please type or print legibly in ink. If you have any questions regarding this application please contact the Human Resources Department.

Position Applied for: _____ . I understand I may request to review the position description.

PERSONAL DATA	
NAME (Last, First, Middle Initial):	Today's Date
Permanent Address (Number, Street, City, State, Zip)	
Home Telephone #: ()	
Cellular Telephone #: ()	
Email Address:	
Position Applying For:	

Are you eligible to work in the United States? YES NO

PENDING CHARGES OR CONVICTIONS

Pending charges, criminal proceedings, arrests or convictions will not automatically exclude you from consideration for employment. The record and job will be considered on an individualized basis and consideration will be given if the pending charge or conviction is substantially related to the job. You may be asked to provide information regarding the underlying facts of each situation.

Have you ever been convicted of any violation of Municipal or City Ordinances, County Ordinances, State or Federal Law? YES NO

Are you the subject of any pending citation or proceeding alleging any violation of Municipal or City Ordinances, County Ordinances, State or Federal Law? YES NO

If yes, please list circumstances of the pending charges or law violation below (include traffic violations). Parking violations are not needed. Attach additional sheets if needed:

Date	Location and Jurisdiction	Violation	Disposition Status and Circumstances:

EDUCATION AND TRAINING

Circle the highest grade in high school completed (check applicable year): 9 10 11 12 GED Graduated? Yes No			
Name of High School:			
College or University			
Name and Location	Dates Attended	Major or Field	Degree/Certification Earned & Year
Additional Training			
Name	Location	Dates	Type Earned

PERSONAL REFERENCES

List 3 personal references. Do not list the same persons listed under the "work experience" category or relatives.	
Name (Last, First):	Occupation:
Business or Home Address:	Phone Number
How long have you known this person?	
Name (Last, First):	Occupation:
Business or Home Address:	Phone Number
How long have you known this person?	
Name (Last, First):	Occupation:
Business or Home Address:	Phone Number
How long have you known this person?	

SKILLS AND ABILITIES

Please list software programs you are proficient in using:(Word, Excel, PowerPoint, Access, etc.)		Internet <input type="checkbox"/> Yes <input type="checkbox"/> No
Applicable equipment experience:		Email <input type="checkbox"/> Yes <input type="checkbox"/> No
All applicants, please list any additional experience, skills and qualifications which relate to the job you are applying for:		

LICENSES AND CERTIFICATIONS

If required to drive a motor vehicle for the job you are applying for, do you have a current valid driver's license? If so, please give:

1) Driver's License Number: _____

2) State Issued: _____

3) Expiration Date: _____

4) Types of Licenses held: _____

5) Active, Suspended, Revoked, Limited: _____ If revoked, suspended, or limited currently or in the past, then please explain? _____

Are you professionally licensed, certified or registered by a State or with any professional group, association, or society (exclude memberships)?

Yes No

Name	Registration, certification or license number	State
Date of Expiration: _____		
Name	Registration, certification or license number	State
Date of Expiration: _____		
Name	Registration, certification or license number	State
Date of Expiration: _____		

WORK EXPERIENCE

Beginning with your present or most recent job, list all your employers. You may also include volunteer or military experience relevant to the position for which you are applying. Please attach an additional sheet if necessary.	
Name of Company:	Supervisor(s) Name and Phone Number:
Full Address (Number, Street, City, State, Zip):	Job Title:
Dates of Employment:	
Start (mo/yr):	End(mo/yr):
Reason for leaving:	Salary:
Name of Company:	Supervisor(s) Name and Phone Number:

Full Address (Number, Street, City, State, Zip):		Job Title:	
Dates of Employment:			
Start (mo/yr):		End(mo/yr):	
Reason for leaving:		Salary:	
Name of Company:		Supervisor(s) Name and Phone Number:	
Full Address(Number, Street, City, State, Zip):		Job Title:	
Dates of Employment:			
Start (mo/yr):		End(mo/yr):	
Reason for leaving:		Salary:	
Name of Company:		Supervisor(s) Name and Phone Number:	
Full Address(Number, Street, City, State, Zip):		Job Title:	
Dates of Employment:			
Start (mo/yr):		End(mo/yr):	
Reason for leaving:		Salary:	
Name of Company:		Supervisor(s) Name and Phone Number:	
Full Address(Number, Street, City, State, Zip):		Job Title:	
Dates of Employment:			
Start (mo/yr):		End(mo/yr):	
Reason for leaving:		Salary:	

Have you ever been terminated from employment? YES NO

Please explain: _____

CERTIFICATION – PLEASE READ THIS CAREFULLY

I certify that the information I have provided in this application is true and complete, and I authorize investigation of the assertions I have made.

Because of the importance to the public of the Village hiring high quality candidates to serve the public's interests, I understand that any false statement, omission, or misrepresentation concerning requested information on this application or provided by me during the hiring process or my employment shall be a sufficient basis for denial of employment or termination.

I understand that my pursuit of employment may be contingent upon the satisfactory completion of any or all of the following: interviews, skills or abilities testing, medical examinations, drug screening, background check, and investigation of my character, personal history, work record and references. I consent to a post-offer pre-employment health examination and such future examination as may be required by the Village.

I understand that I may be asked to sign a release and indemnification agreement regarding the background screening process. I understand that I may negotiate the terms of that agreement and that I will not be considered for employment if an agreement is not reached.

I understand that, if employed, my employment at all times shall be in an at-will capacity unless otherwise modified by law. I understand that if I am employed, only the Village Board has the authority to alter, by approval at a duly-noticed meeting, this at-will status of employment, the fringe benefits and compensation that I receive, and employment policies of the Village.

Signature of applicant

Date

WRS Contributions for Non-Represented Police Employees

As part of the WPPA contract that was signed for 2016-2017, patrol officers are now required to contribute towards their WRS contribution. This was structured as a phased-in approach over two years with the officers contributing 3.5% beginning on July 1, 2016 and the remaining full contribution going into effect on July 1, 2017. Offsetting salary increases were provided to the officers to compensate for their contribution, making this cost-neutral for the Village except for the FICA expense on the wages.

Currently, there are four non-represented Police employees remaining who are not contributing to their WRS (Police Chief, Lieutenant, and two Sergeants). In order to alleviate compensation compression for the non-reps and provide an equitable and comparable wage, the Village is proposing a similar scenario for these individuals to be implemented July 1, 2016. Because this is cost-neutral, the only financial impact will be the FICA expense. The 2016 impact would be as follows:

3.5% Contribution beginning July 1: \$394

6.6% Contribution beginning July 1: \$742

RESOLUTION # 05-2016

A RESOLUTION FINDING THAT THE PROPOSED EXPANSION OF THE CENTRAL URBAN SERVICE AREA IS CONSISTENT WITH THE VILLAGE OF MCFARLAND COMPREHENSIVE PLAN

WHEREAS, municipal sanitary sewer service in the McFarland area may be extended only within the Central Urban Service Area, as administered by the Capital Area Regional Planning Commission (CARPC) and the Wisconsin Department of Natural Resources; and

WHEREAS, the property depicted on the attached Exhibit A (the "Property") is owned by the McFarland School District and the McFarland School District desires to develop the Property as a school site requiring a full range of municipal services, including sewer and water, that are provided by the Village of McFarland; and

WHEREAS, the Property is not currently within the Central Urban Service Area, but the owner wishes to have such land included in the Central Urban Service Area to assure that high level urban services are provided to this future school site; and

WHEREAS, the Property is not listed as being within the Village of McFarland in the Village of McFarland Comprehensive Plan last amended on November 23, 2006, but the Property was annexed to the Village on March 23, 2015; and

WHEREAS, the Property is designated as planned government and institutional on the Village of McFarland Comprehensive Plan's Future Land Use Map; and

WHEREAS, the McFarland School District has submitted a Concept Plan to the Capital Area Regional Planning Commission on May 5, 2016 as a basis for the Central Urban Service Area application requested, and the Village Board is in support of the concepts and plans depicted therein; and

WHEREAS, the Village Board finds that the proposed application is consistent with the Village of McFarland Comprehensive Plan;

WHEREAS, the Capital Area Regional Planning Commission requires a resolution from the governing body of the sponsoring municipality of any Urban Service Area Amendment application that includes a finding that the proposed amendment is consistent with the municipality's Comprehensive Plan; and

WHEREAS, the Village Board finds that the provision of public water and sanitary sewer service to the Property will promote the public health, safety and welfare, and desires that the property be added to the Central Urban Service Area;

NOW, THEREFORE, BE IT RESOLVED, that the Village Board finds hereby ratifies the prior submission of the Urban Service Area materials by the McFarland School District to the Capital Area Regional Planning Commission, and hereby requests that the Property as depicted in Exhibit A be added to the Central Urban Service Area.

The above and foregoing Resolution was duly adopted by the Village Board at a regular meeting held on June 13, 2016.

VILLAGE OF McFARLAND, WISCONSIN

By: _____
Brad Czebotar, President

By: _____
Cassandra Suettinger, Clerk

RESOLUTION 04-2015

MOTIONED

SECONDED

ACTION

DATE

- Adopted
- Referred
- Tabled
- Withdrawn
- Defeated
- Published

INDIVIDUAL VOTING RECORD

- Adrian
- Brassington
- Czebotar
- Mooney
- Kolk
- Lytle
- Utter

VOTING RESULTS

Motion Carried:
Motion Defeated:

Emergency Management Committee Appointment

Rob Sherman

PSN Implementation Background:

Monthly Billing of Utility Customers:

Currently, McFarland Utilities bills its customers (about 3200 in total) each month on a bi-monthly basis. Approximately half of the Village is billed one month and the other half is billed the next. Card stock is purchased in bulk and printed on our own printers. Next the postcards are separated along the perf and mailed out. The Utility Clerk is responsible for completing this manual process. Each month the estimated costs for billing are as follows:

- Cost of Postcards: \$367
 - Cost of Ink \$ 30
 - Cost of Postage: \$458
 - Clerk's time to generate bills: \$112
- Total \$967/1600 customers = \$.60 per customer

Monthly Collections of Utility Payments:

Currently, the Village accepts payments via check (about 1490 per month), cash (about 20 per month), or credit card (about 90 per month). Credit card payments are processed through a third party provider called GovPayNet.com. The associated credit card fees are charged directly to the customer and range from \$1.75 to \$5.00 per transaction depending on the size of the bill. Each of these payments are posted manually into our accounting system in batches. Once the batch is complete, the deposit is brought to the bank. Costs associated with this process are as follows:

- Clerk's time to post payments (assuming 76 hours/month): \$2128
 - Daily trip to bank to deposit batch (assume .5 hour * 20 days): \$ 280
- Total \$2408/1600 customers = \$1.51 per customer

Benefits of PSN:

The implementation of PSN will provide the following features:

- Our customers will be able to opt out of paper billing, reducing the Village's operating costs while providing expanded services. Customers will be able to receive their bills via email and also receive automated reminders. Also, their account history will be archived online for 24 months.
- Our customers will be able to pay online using a debit card or credit card. The credit card fees will be less expensive than our current provider and we currently do not accept debit cards.
- The Village will be able to post payments automatically through a batched file transfer as opposed to posting each individual payment manually, reducing the time required to perform this task.

Monthly Cost to Implement PSN:

- Monthly service charge: \$ 50
 - Annual Compliance Fee (\$89/year): \$ 7
 - PSN cost per paper check (1490/month * \$.25): \$ 373
 - Clerk's time to post payments (assuming 38 hours/month): \$1064
- Total \$1494

- One time charge: \$450 for a check scanner that scans 50 checks per minute. This allows checks to be scanned at the office and automatically deposited into our bank account eliminating the daily trip to the bank. It also prepares a file that can be automatically uploaded and applied to individual customer accounts.

Summary:

- If 20% of our customers opt out of paper billing, the Village would save \$192/month.
- Initial savings for posting payments are estimated to be approximately \$914/month.
- Reference checks of other municipalities were overwhelmingly positive on all counts including implementation, marketing, and post-implementation support.



Payment Service Network, Inc.

Pricing Proposal for Village of McFarland

Payment Service Network, Inc.
2901 International Lane
Madison Wisconsin 53704

www.PaymentServiceNetwork.com

VOICE 866.917.7368

FAX 608.442.5116

Ruth Ponder

DIRECT 608-442-5058

rponder@PaymentServiceNetwork.com

Simplifying Your Business Day



Thank you for allowing me to submit this proposal. Payment Service Network (PSN) provides a vast range of eServices for payment processing, billing and customer communication. After discussing your needs, I have developed the following proposal of services. Please let me know if there is any additional information you require. The staff at PSN looks forward to providing you with personalized service.

This proposal quotes costs for the services that are marked below. If you would like quotes on any additional services, please let me know.

PAYMENT METHODS

Included	Not Included	
√		Credit and Debit Card Payments
√		Checking and Savings Payments
	√	Cash and Money Orders

PAYMENT CHANNELS

Included	Not Included	
√		Online and Standard Mobile App
√		Automated Phone (IVR) and PSN Call Center
	√	Counter Credit Card Swipes
	√	Virtual Terminal for Your Staff
	√	Cash Payment Locations Arranged by PSN
√		Residents' Banks' Bill Payment System
	√	Paper Check Scanning (Check 21)

ADDITIONAL SERVICES

Included	Not Included	
√		Web Customization
√		Data Sharing (System Integration)
√		eBills
	√	Customized Mobile App
	√	Customized Automated Phone (IVR)
	√	Outbound Auto-Call Messaging
	√	Lockbox Processing

Implementation and Service Fees

Following are non-transactional fees which are either one-time, monthly or annual costs. If you need additional information on these costs, please let me know.

Service Implementation Fee Includes, as applicable: Implementation Team • Training • Online Portal Setup • Standard Mobile App Setup • IVR Setup • PSN Call Center Training Specific to Your Account • Merchant Application Processing • eBill Design • Marketing Support	One-time fee	Waived
Data Sharing/Integration Includes, as applicable: Integration Specialist • Creating Specifications • Developing Interface • Coordination with Your Software Supplier • Testing • Training	One-time fee	Waived
Website Customization Fee Includes: Development of Web Portal with Your Header and Links	One-time fee	\$200 OPTIONAL SERVICE
Support, Maintenance Fee Includes, as applicable: Online Portal, Standard Mobile App, IVR System Upgrades and Maintenance • Call Center Support for Your Customers • Email Notifications to Payers and Staff • Service Account Manager for Your Staff • Interface/Integration Support (Storage and Maintenance of Customer Data) • Reports • Online Account Management Center • System and Account Monitoring (24/7) • And More	Monthly fee NOTE: If PSN eBills are used, this fee is waived.	Waived
eBill Fee Includes: Creation of PDF eBills • Posting Online • Archiving for 24 Months • Email Notifications (Includes "Ready to View," "Coming Due" and "Past Due," as Applicable)	Monthly fee NOTE: If PSN eBills are used, the Support, Maintenance fee is waived	\$49.95
PCI Security Compliance Fee Includes: Required PCI Certification • Compliance with Credit Card Security Requirements • Auditing	Annual fee (one fee regardless of number of accounts)	\$89

Transaction Fees

To cover costs of processing payments through the network of financial institutions, the following fees will apply to each transaction. The fees are based on the type of payment (check, credit card) and/or how the payment is made.

Fees Paid by Your Residents

Payment Channel	Check/Savings	Credit/Debit Card
Online • Mobile • Virtual • Automated Phone (IVR) • PSN Call Center	\$1.00	2.75% (+50¢ if under \$100)*

*Credit cards include your choice of VISA, MasterCard, Discover and American Express

NOTE: A \$15 fee is charged to you for any disputed credit/debit card. Your residents will be charged a \$35 NSF fee.

Bank Bill Pay eSolution-Optional Service

You can also convert time-consuming traditional payments to ePayments through PSN. These payments can automatically post to your CIVIC CLARITY software. You would pay the fee.

<i>Conversion Methods</i>	<i>Fee</i>
Bank Bill Payment Paper Checks to ePayments*	40¢

**Utility payments only.*

Craigslist Safe Zone Information

Cottage Grove, WI

- offers the police parking lot and lobby as a designated Safe Zones for online transactions
- well lit and has video cameras recording 24 hours
- The lobby is also open from 8am to 4pm Monday through Friday and is available if citizens feel the need for extra security
- lobby vestibule also open on nights and weekends with an emergency phone for contact with the 911 Center
- will attempt to have an officer in the building in case of an emergency.

Madison Police

- The lobby of the Madison Police Department is open 24 hours a day with Records Division personnel monitoring the windows during normal business hours 8-5pm, Monday through Friday
- For transactions occurring after hours, the lobby is under video surveillance. There is also a phone in the lobby with direct access to the MPD Dispatch at the 911 center

Lake Delton

- available at the Delton Fire Department and EMS facility at 45 Miller Drive in Lake Delton
- monitored with video cameras and a constant public safety presence

Merrill, WI

- located in the parking lot of the Lincoln County Sheriff's Office on the east side between the Lincoln County Jail and Walgreens
- is open for public use 24 hours a day, 7 days a week, free of charge

Hortonville, WI

- located in the police parking lot with overhead lights and a surveillance camera
- The exchange zone is open 24 hours, and people do not need to ask permission to use the area

Gainesville, GA

- Located in the parking lot and under video surveillance
- lobby is available during normal operating hours
- upon request, police officers can check the serial numbers or VIN number of the item being sold to see if they are stolen

Oak Forest, IL

- located in the lobby and parking lot at the police department, with surveillance cameras

AUTHORITY, BOARD, COMMISSION, AND COMMITTEE MINUTES

June 13, 2016

AUTHORITIES

Community Development Authority

BOARDS

Board of Zoning Appeals

Ethics Board

Library Board

COMMISSIONS

Landmarks Commission

✓Plan Commission

Police and Fire Commission

COMMITTEES

Ad Hoc Committee to assess Senior Center/Community Center Facility Needs

Ad Hoc Volunteer Committee

Communications and Technology Committee

Emergency Management Committee

Finance Committee

Parks, Recreation and Natural Resources Committee

Personnel Committee

Public Safety Committee

Public Utilities Committee

Public Works Committee

Senior Outreach Services Committee

**Minutes
Plan Commission
Meeting**

April 18, 2016

- Members Present:** Brad Czebotar, Bruce Fischer, Cathy Kirby, Ron Berger, Dan Kolk, Steve Jackson
- Members Absent:** Kate Barrett
- Staff Present:** Pauline Boness, Karen Knoll
- Others Present:** Eric Boucher, Brian Quamme; Martial Arts Academy, Catherine Puisto, Dale Puisto, John Grell

1. **Call to order.** Czebotar called the meeting to order at 7:00 p.m.
2. **Review and approval of draft Minutes of the February 15, 2016 Plan Commission minutes, (postponed from the March 18, 2015 meeting) and the March 18, 2016 Plan Commission minutes.**

Czebotar called for the vote on the February 15, 2016 minutes postponed from the March 18, 2016 meeting, Kirby seconded the motion. Motion carried 5 – 0 -1 with Jackson abstaining.

Czebotar moved to approve the March 18, 2016 Plan Commission minutes, Jackson seconded the motion. Motion carried 6-0.

3. **Public Hearing - Review and possible action regarding a Conditional Use Permit (CUP), requested by Eric Boucher, Thales Blaso and Brian Quamme for approval of a Martial Arts Academy to be located at 4801 Voges Road, Suite G, currently zoned C-H Highway Commercial.**

Czebotar opened the public hearing at 7:04 p.m.

Brian Quamme 6031 Tuscobia Trail – Explained their goals with the proposed martial arts center. He previously had a martial arts school in McFarland, he choose not renew the lease as a single business owner. He currently is working with partners Eric Boucher and Thales Blaso on the current martial arts academy.

Eric Bouche – 5912 Juniper Ridge – Explained the programs, training and development their martial arts programs have for students and the sense of community involvement which goes along with their programs. They will primarily be evening hours, with predominately students being dropped off, they will not conflict with other businesses in the area and parking will not be an issue. Classes will start at 4:00 p.m. with some Saturday morning classes. There will be no classes or equipment outside of the building.

Czebotar closed the public hearing at 7:08 p.m.

Czebotar moved to approve a request for a Conditional Use Permit (CUP), requested by Eric Boucher, Thales Blaso and Brian Quamme for approval of a Martial Arts Academy to be located at 4801 Voges Road, Suite G, currently zoned C-H Highway Commercial. Jackson seconded the motion. Motion carried 6-0.

4. Public Hearing - Review and possible recommendation to the Village Board regarding proposed Ordinance No. 2016-02, an ORDINANCE TO AMEND PROVISIONS OF SECTION 62-430(b) OF THE MCFARLAND MUNICIPAL CODE RELATING TO FLOODPLAIN ZONING

Czebotar opened the public hearing at 7:10 p.m. with no one wishing to speak Czebotar closed the public hearing.

Boness explained along with the flood plain maps they receive flood plain studies which cover elevations, profiles, cross section of rivers etc. – previously there were 2 volumes which have increased to four volumes. These are normally used by staff and engineers. The flood plain maps have not changed.

Czebotar moved to recommend to the Village Board the proposed Ordinance No. 2016-02, an ORDINANCE TO AMEND PROVISIONS OF SECTION 62-430(b) OF THE MCFARLAND MUNICIPAL CODE RELATING TO FLOODPLAIN ZONING. Kolk seconded the motion. Motion carried 6-0

5. Review and possible action regarding a request by John Grell for a one year extension of the Conditional Use Permit (CUP), #261 originally approved on March 16, 2015 to allow construction of a single family home on his property located at 5411 Bashford Street. The property is zoned Central Commercial (C-C).

John Grell 4502 Marsh Road, Madison, WI - informed Commissioners he needed more time to put together the estimates on building a home for his daughter on this property. He still feels there is the issue of the gas storage tank on the property, which if he has to remove, he does not feel he can move forward with the project. He feels the tank is grandfathered under State law as it is filled with sand. Czebotar asked for clarification on removal of the tank. Grell stated he

feels he can leave it there as is, as long as he owns the property. There was discussion of the tank possibly being in the area of a possible right of way. Boness advised this issue had not been brought up prior to the request for a CUP extension; she would have to research the situation. Grell stated he is ok with postponing this to a further meeting. Boness reviewed by extending the CUP there were some conditions which were attached and removal of the tank was one of them, if they wanted to remove the condition it would have to be done formally. Kolk suggested as a point of information this CUP is already expired as of March 16, 2016, it appears this will have to be reapplied for. Kirby stated this would give parties' time to research the issue of the storage tank prior to coming back and applying for a new CUP. Czebotar asked if this would give everyone a chance to review the situation, and, would this be agreeable with Grell. Grell agreed.

Czebotar moved to postpone action on Agenda item 5 until the May 16, 2016 Plan Commission meeting. Kolk seconded the motion. Motion carried 6-0.

6. Review and possible action on a CSM (extraterritorial review) in the Town of Blooming Grove. Property address 3274 Lee South Court currently zoned A-1 Exclusive Agriculture.

Catherin Puisto – 3274 Lee South Court – Puisto's request is to split their property into two parcels. The 16 acre parcel would be split with 2 ½ acres and their residence on it to sell, while retaining the remaining parcel. The parcels would be too small to remain AG-1 and would have to be RH1 and RH3. Boness advised the Village does not do many of these; we do have 1 ½ mile jurisdiction beyond the Villages boarders, anytime there is a CSM in that area it must go before the Plan Commission. There is nothing unusual about this request and she sees no issues with the CSM.

Czebotar moved to approve CSM (extraterritorial review) in the Town of Blooming Grove. Property address 3274 Lee South Court currently zoned A-1 Exclusive Agriculture. Kirby seconded the motion. Motion carried 6-0.

Czebotar moved to department reports. Czebotar moved to take a recess until 7:30 p.m. to allow MDROffers Consulting to arrive. Berger seconded the motion. Motion carried.

Meeting reconvened at 7:35 p.m.

7. Continued discussion relating to the update of the Villages Comprehensive Plan.

Mark Roffers of MDROffers Consulting reviewed the discussion from the March 31, 2016 meeting with Commissioners. Preliminary results are in this month's packets, anyone who was not at the March special meeting can email Boness their thoughts if they wish to have them included in the process.

Roffers reviewed the survey process, it is a way of getting peoples broad impression and feelings about McFarland today, and, where they would like it to head in the future. The draft

survey previously discussed has been updated. Kirby requested a smaller timeframe for parties to return the survey and is concerned people may receive it and not know what to do with it. Roffers advised the reason for keeping it out and available is to maximize the time for publicity. Czebotar inquired if there is not a May Outlook how do we get the information out to residents, could there possibly be a postcard sent? Roffers stated for promotion there will be a Facebook page, McFarland Thistle, Village website along with other options. They are happy to supply the copy for the postcard, it is a matter of the Villages ability to print the cards and pay for the postage, along with getting it mailed out. They do want the survey to be live before any promotion goes out. It is not a problem to have the survey live before people know about it, it is not effective to have the information go out before the survey is active. Commissioners discussed options of having the survey online only vs paper for those who do not use internet, or may be more likely to complete a paper survey. Roffers pointed out you may be open to criticism if paper copies are readily available where they are not handed out in a controlled or monitored way, making them available at the Municipal center, library, possible a political science class in a classroom setting, there is no age limit on who can complete this. There will be a hard copy available, and they will not be limiting access per computer identification as this would limit multiple people in one home being able to complete the survey. The survey link will be available as the information is posted to other groups sites.

The survey has been updated per requests from the March 31st meeting. Roffers will be meeting with other community groups and committees in the forums which they typically meet including the school district and Chamber of Commerce. Commissioners discussed other various groups which may be available for MDRoffers.

The mailing of a post card to residents was discussed, and whether or not to include those in the outlying areas. Roffers advised the easiest mailing list is either the Public Works utility mailing list or tax payers, those in the outlying areas would not be hit with those. Kirby suggested the school mailing list which is set up in zones which you select when using bulk mailing. Kolk feels you should capture as wide of an area as possible. Roffers will work with staff on the postcard.

Roffers reviewed the conditions and issues report, what they have proposed and was accepted was to have two volumes, instead of the previous comprehensive plans single volume. It will be broken into the policy guide and the conditions and issues volume which will not be a policy document. Boness provided suggested changes and updates to Commissioners and Roffers advised the conditions and issues volume will be a work in progress for the next few months, to share any ideas with Boness and she will forward to Roffers. He will be meeting with them again in approximately late summer, once they have received feedback, they will dovetail the meeting if there is a smaller agenda, or, if needed will hold a special meeting.

8. Public Comments.

Czebotar thanked Jackson for his term on the Plan Commission and as a previous trustee.

9. Department Reports:

a. Highlights and Updates – No comments

b. Property Maintenance Report – No comments

10. Adjournment –Kirby moved to adjourn, Czebotar seconded the motion, motion carried meeting adjourned at 8:24 p.m.

Approved

DEPARTMENT REPORTS

June 13, 2016

- Administrator
- Cable, Website, Technology
- Community Development
- Fire/EMS Department
- Library
- Municipal Court
- Police Department
- Public Utilities/Public Works Department
- Senior Outreach Services Department



McFarland Fire & Rescue Department

5915 Milwaukee Street • PO Box 110 • McFarland, WI 53558-0110
(608) 838-3278 • Fax: (608) 838-3619

Emergency: 911

May 2016 Fire & Rescue Department Report

- **General**

- Chief Dennis is out on vacation from June 5th through June 12th. Assistant Chief Tom Reiter has my full authority during that time.
- The EMT Association is working on developing final numbers for the pancake breakfast and annual donations for their newsletter are still coming in. Both of which are appearing to be successful again this year.
- The Firefighters Association is completing their final plans for a fundraiser with Pizza Hut. The event will be pizza's delivered by department members the evening of June 23rd.
- Local Tactical Radio Channel
 - During the initial planning for the new radio system (DaneCom) the establishment of local radio channel that would be dedicated to McFarland was planned and not fully developed. This channel would be an analog channel with majority of the operational equipment located in McFarland at one of the water towers. This plan brought substantial improvement in radio capabilities for our operations. These benefits include:
 - Dedicated radio channel. The new system will have two analog radio channels for fire operations for the entire county. In the event of more than two major events occurring for fire operations we will be forced to another channel not intended for tactical operations. More importantly during heavy radio traffic conditions or a disaster the channel will be available to McFarland emergency operations. Currently, we are forced to operate on the public works radio channel that becomes over crowded with fire operations while public works and police are also utilizing the channel.
 - Analog radio channel. Digital radio channels have substantial challenges encoding and decoding fire ground noise. Many incidents have occurred in past years across the country where firefighters have been in May Day events and their calls for help have not been able to be heard through digital radio channels. Digital encoding and decoding further distorts the voice communication with different radio manufacturers. This can be observed off with the current public works radio channel with communication between the radios manufactured by Motorola and EF Johnson.
 - Improved coverage. Currently, this is a challenge with the legacy radio system and majority of our crews are unable to communicate with the dispatcher in homes within our district on the system. This will provide a tower location in our district

as compared to the closet with the new system being located in Stoughton and no closer than current system.

- Dispatchers are able to communicate on the channel. Until recently, local tactical channels similar to this channel have not been able to be monitored by a dispatcher. Other communities that have similar channels have not been able to communicate with Dane County Dispatchers and were required to have the incident commander monitor two channels. One channel for operating units and the other channel for communication with dispatch.
- Continued operation during County failure. In the event the radio system has issues and doesn't work this will continue to operate independently of DaneCom.
- One of largest concerns documented in majority of the case studies for firefighter line of duty death is radio communications. This provides a substantial improvement in current system and the planned DaneCom system. The importance of having dedicated radio channels is further demonstrated by other area departments already implementing similar channels. These departments include Fitchburg, Monona, Sun Prairie, Stoughton, and Verona.
- Unfortunately majority of the key individuals in developing this radio channel are no longer part of the Village operations and have moved on. Due to this majority of the background and system requirements was started and not finished. We are still obtaining all the necessary information to implement the system and have received majority. The system will require three major components.
 - Radio equipment in McFarland at the water tower. This equipment would establish the channel to be utilized by McFarland units and would allow a dispatcher to communicate on the channel
 - Control radio equipment in Fitchburg City Hall. This equipment would be owned and maintained by McFarland. It will be the link to send/receive the radio information from McFarland into the gateway of DaneCom.
 - Gateway equipment in Fitchburg City Hall. This equipment is currently purchased, installed and sized for more than Fitchburg needs. The City of Fitchburg will own and maintain this equipment based on an agreement to share cost. The system was purchased several years ago and larger than needed based on previous discussions with McFarland and other municipalities for this purpose.
- We are still working on determining the cost of the project and due to items that were believed to be in place already not being completed previously the cost of the project is larger than initial planned. The Fire Rescue Department's 2016 operating budget will not be able to absorb the cost. Chief Dennis will be working with the Financial Director to review any possible funding strategies. The desire would be to have the equipment installed and operating before the DaneCom goes live this fall. We are considering this to be a high priority need for the safety of firefighters on the fire ground.

- **Air Quality Report**
 - Chief Dennis will be meeting with Financial Director on how to establish the funding for the needed improvements to the exhaust in the apparatus bay in the event we are unable to secure grant funding again.
 - We have been meeting vendors of the source capture system to determine if enhancements to the current system can be implemented to operate in a more proactive method. The current system utilizes monitors in the bay to detect increases in carbon monoxide and nitrogen dioxide. This provides reaction to the gasses from vehicle exhaust and doesn't provide system reaction to the particulates in the air. A possible improvement would be to provide transmitters on the vehicles and a receiver in the bay that will turn the system on while the vehicles are operating.

- **Staffing**
 - We are very excited to be able to announce Becky Blanke began on May 23rd. She worked a few day shifts and started working with one of the preceptors on one of the 24 hour shifts. Becky comes to us with over 13 years of experience in EMS. Her previous employer was Meriter Hospital as a Care Technician in the emergency room. Becky also is also certified as a firefighter.
 - Staffing of the ambulance continued to be a challenge and is expected to improve now with having complete fulltime staffing.
 - Current Staffing Levels
 - Fulltime Fire Rescue Chief – 1
 - Fulltime Fire Inspector/Public Education Specialist – 1
 - Fulltime EMTs – 5
 - Volunteers – 64 (24 EMTs, 29 Firefighters & 11 EMT/Firefighters)
 - Cadet – 1
 - Total Staffing Level - 72
 - We completed Chief's interviews from our quarterly interview hiring session. We currently have two advanced EMTs in the final steps of hiring. Additionally, we have two basic EMTs completing background and pre-employment screening.
 - We did have two paid on call EMTs submit resignations. Both individuals indicated changes in their lives are causing too many demands on their lives.

- **Staff Achievements**
 - EMT Emily Wood has completed EMT Basic class and passed National Registry.
 - EMT Andrea Singletary has successful passed the National Registry for Advanced EMT.
 - EMT Jen Allred and EMT Sam McKittrick completed the in house Crew Chief Academy.
 - EMT Jason Gault completed the in house driver certification for the ambulances.
 - Captain Brandt and Lieutenant Spangler assumed the role of primary trainers for our in house driver training program. This was previously performed by Chief Dennis prior to his appointment as Chief. They delivered their first classroom session to start several members into the driver training program.

- **Training Activity**

- **May Schedule**

- Firefighters completed their annual air consumption drill. This drill provides invaluable cardiac training in Self Contained Breathing Apparatuses (SCBA's) for the firefighters. Additionally this drill places an emphasis on the amount of air the firefighters consume while working. This is very beneficial knowledge for firefighters. The session also became competitive among the members and members competing to improve their times.
 - Firefighters drilled on ground ladder usage on short-handed incidents and rope/knot usage with emphasis of hoisting equipment during ground ladder operations.
 - The EMT training for the month was pediatrics to refresh EMTs in the core pediatric assessment prior to the planned PEPP (Pediatric Education for Prehospital Professionals) training. The training was provided by UW Health and in particular our partners for the PEPP training.

- June training will be rehab training for the entire department, EMT Advanced skills and boat operations and containment boom deployment on Lake Waubesa for firefighters.

- **Budget**

- The 2016 budget expenditures are progressing as expected. The EMS overtime account will be over budget for 2016 with majority of the account expended during the first quarter. The EMS salaries account should have a surplus to aid in covering this due to the fulltime staffing vacancies.
 - The membership has been requested to provide budget requests for the upcoming 2017 budget process.
 - The Car 3 replacement with a Ford Police SUV is completed. The auction for the 2001 Tahoe was completed and we received substantially more than assumed for a winning bid of \$4,000.00. The surplus will be requested to be allocated for future staff car replacement. The next staff car requiring replacement will most likely be the 2003 sedan.
 - The specification committee for 1992 engine replacement has begun meeting to develop a specification and more importantly developing a more thorough project budget. The committee is touring one the manufacturers in Wisconsin for possible configurations to meet our needs.
 - Chief Dennis is meeting the Financial Director to review 2017 capital budget desires with the intent to reduce to a budget request that will coordinate with Village priorities. Additionally we are developing a 20 year large capital forecast to aid in future planning.

- **Apparatus**

- 2003 Sedan had emergency repair for a failed brake line and resulted in \$330 expenditure in order to have the vehicle safe to be drive. We have additional brake repair that will be required in the near future and were recommended to have fuel line repair during the next year. The fuel lines are beginning to rust through and may require removing / replacing the fuel tank to perform the repair. This is an addition to other repairs we have postponed due to cost priorities. The Village Mechanic is monitoring the repairs to determine if the vehicle can be utilized without repairs until it is deemed surplus. The vehicle has resulted in \$1,100 in expenditures during the last six months the Blue Book for the vehicle in fair condition is \$3,000. The current intent will be to maintain the vehicle in a safe manner without any more significant

expenditure. In the event another major failure occurs the vehicle will be reviewed for possible removal from service. The car is utilized to send members to classes, meetings and errands to reduce personnel vehicle reimbursement.

- 2005 Engine received its annual DOT inspection and the rear axle was determined to need emergency repair. The axle appeared to have a crack and during the repair it was determined that a previous repair on the axle had failed. We are original owners of the vehicle and we have not had the axle repaired in this manner prior. We are working with the truck manufacturer and axle manufacturer for possible reimbursement of the repair. The repair was performed at a local vendor for \$450.00. It should be noted the axle was manufactured 11 to 12 years ago. It also is pending work to replace the pump intake valves at no cost due to a concern by the valve manufacturer on the design. The valve manufacturer has requested samples from the truck manufacturer and due to the sales representative knowing our engine had valve concerns he offered our truck to be part of the program. The valve manufacturer will inspect and implement new design based on the old valve failures. Once the new design is released it is expected that the new design will be provided to our truck. This will all be at no charge and only cost will be taking to the truck to the truck manufacturer's repair facility in DeForest.

<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	37	317
Re-Inspections	0	0
Special Inspections	18	18
Fire Code Violations Identified	16	177
Fire Code Violations Corrected	0	3
Plan Reviews	5	8

Incident Summary

Incident Type	2016		2015	
	May	Year to Date Total	May	Year to Date Total
EMS – Falls	13	62	11	53
EMS – General Medical	40	132	22	151
EMS – Motor Vehicle Crash	3	16	7	19
EMS – Trauma Other	4	15	1	18
EMS – Other types	8	66	11	29
EMS – Total	69	291	52	270
Fire – Building, vehicle or outside	5	23	3	17
Fire – Assist EMS Crew	14	45	5	41
Fire – Motor Vehicle Crash	3	9	4	9
Fire – Alarms	5	17	3	16
Fire – Other types	4	23	9	22
Fire – Total	31	117	24	105

- **Significant Incidents**

- On May 6th we received a pre-alert for dumpster on fire at a business on Triangle Street. On final coding from the call taker it was revised to be a garbage truck on fire. Car 3 arrived on location and found the garbage truck had dumped the contents in the parking lot of the business and the pile of refuse was burning. Engine 1 arrived on location and attacked the fire. Squad 5 arrived on location and checked the truck over to confirm no further fire. The refuse company arranged cleanup for the refuse and parking lot.
 - This incident provided some insight for the department in the emerging alternate vehicle fuels becoming more popular and common. The garbage truck was fueled by natural gas. From a distance it is difficult to determine it was supplied with large natural gas cylinders. The department will be performing additional training on these vehicles.
- On May 23rd we received a medical call of an individual that was injured by a lawn mower rolling over them. Rescue 84 responded and found an individual that had a riding lawn mower rolled over them. The lawn mower was moved by passing teenagers that had made the call to the 911 center. Rescue 84 requested ALS and an engine to respond. As the engine began its response Rescue 84 requested Med Flight to respond due to injuries being indicated. The patient was transported by Rescue 84 with Medic 8 to the landing zone that was established at Babcock County park which was less than a mile from the incident location. The patient was then treated and transported by Med Flight. At the time of this report the patient was recovering from several rib fractures.
- Memorial Day night Rescue 82 was paged to incident for an individual in respiratory distress. Within minutes the call was upgraded to a cardiac arrest. This had City of Madison Paramedics and an engine company added to the call. Additionally, Rescue 84 was returning from the hospital and began response. McFarland Police arrived on location and found the patient in cardiac arrest with bystander CPR occurring. Officers applied an AED and delivered a shock as Rescue 82 arrived. Engine 1 and Rescue 84 arrived within a couple minutes. The Engine 1 crew and Rescue 84 began assisting the responders. City of Madison Medic 5 arrived on location to provide additional interventions with cardiac medications. The patient did regain a pulse and was transported to a local emergency room. At the time of this report the patient was in ICU with undetermined prognosis.

E.D. LOCKE PUBLIC LIBRARY: DIRECTOR'S REPORT

May 2016

May Highlights:



The Summer Reading Program Begins June 1st.

- Friends – The June Book Sale is Saturday June 11 from 9:30-4:00. The book sale will feature YA books and gently used pop-up books.
- Trustee Training Week - <http://www.wistrusteetraining.com/register.html> There is a different webinar each day August 22-26 at noon. Many different topics will be presented.
- Beyond the Page Grants – I'm currently working on a grant to bring in audio book narrator George Guidall. George is a professional actor who has narrated over 1300 books. If the grant gets funded, he will be presenting at McFarland and six other libraries.
- SCLS news - the system is working on their 2017 budget. We have information on the library software budget and are expecting a 1.6% increase. There will be an increase in Overdrive fees since the WPLC is increasing the state-wide buying pool by \$150,000 to try to meet demand. We will have numbers for technology fees (including Overdrive) in early July.
- Joint Village and School Board meeting – I attended the joint Village and School Board meeting on May 16. The School board presented their plan for upgrading buildings and sports facilities.
- HVAC Repair – During our spring HVAC inspection, coolant leaks were found in both HVAC systems. The leaks have been repaired and coolant has been added. The estimated cost for the HVAC fix is around \$1,600.
- RFID Gates – The computer at the Circulation Desk which served as the server for our RFID Gates software was updated and the software for the gates stopped working. I worked with 3M to reinstall and update the software. Even before the PC upgrade, the software would only return the barcode of the item and not the title. 3M said that was because it was taking too long for Koha to respond and the request was timing out. A few weeks ago, there was an update to our Koha servers which increased the response time and now the software is returning the title as well as the barcode of the items.
- Meeting Room Registration – Amy Lawrence has been working on a system to allow patrons to register online for the use of our meeting room. We think that we will have everything up and running in the next few weeks.
- Shelver Resignation – Shelver Violet S. resigned as of May 27th. She worked 10 hours a week in the mornings, Monday through Friday. For the summer her hours will be split between two of our other Shelves who had requested more hours. One of the Shelves will be leaving for college in the fall. Our plan is to hire two people in August and have them fully trained by September 1.
- Presentation to the Village Board – Heather Kent, Katharine Clark and I gave a presentation to the Village Board to discuss programs and new services for patrons in the remainder of 2016. It was well received.

Assistant Director highlights (Linda Stuckey)

- Attended CMC (Collection Maintenance Meeting) at South Central, 5-10-16 and webinar: What makes a library great, 5-19-16 (Pat Wagner).
- Withdrew picture books, public performance videos, and adult feature DVDs as designated by Youth Services and Adult Services librarians. Withdrew pop-up books from Youth Services office and re-classified many office books as circulating or swapped with our circulating copy, if in poor condition.
- Linked/added new seed packets to the collection for checkout. Batch edited seed i-type to equipment from reference, so the checkout is automatically 6 months.
- Continued to train Amy (Technology Services Assistant) in cataloging to provide backup and overall assistance. Identified and trained another volunteer to pull the pick list.
- Set up workflows and reviewed webpage for Internet filtering (all staff, public, and wireless) implementation in June. The deadline is June 30 for the filtering to be in place and a memorandum of understanding and Form 479 to be submitted to South Central.
- Staff illnesses have created some scheduling challenges. There were approximately 10 shift changes, most last minute in this last pay period. Some staff worked many days in a row, came in early and or stayed late, or worked a split shift in order to provide coverage. We have been loaning staff to Village Administration, which has complicated the finding a "sub "process. Additionally, our Technology Services Assistant, as in summer library programs in the past, will be working nearly entirely to provide circulation support instead of technology support for the next three months.
- The urinals in the library men's room were not consistently flushing. Public Works cleaned out the calcium deposits in the flushing mechanisms, and hopefully that will correct the flushing and eliminate the odor issue in the men's room.
- The soap dispenser mechanisms in the women's rest room failed and were replaced at no charge by Schilling.
- Public Works has worked on reducing the vibration of two boiler pumps by bolting them to the floor of the HVAC room instead of being bolted against the workroom wall.
- A Village/library phone outage occurred Thursday through Friday (May 12 and 13). According to Frontier, the main memory card for the phone system became corrupted. The phone tree was lost and needed to be re-recorded. Voice mail messaging was initialized and then re-recorded. Direct dialing an extension still does not work. There may be a way to record temporary announcements, such as unplanned weather closures.

Youth Services highlights (Heather Kent)

- Storytime was on break for the month of May although there was an impromptu storytime done on 5/3 when a group of 16 parents and children had come on that morning unaware that it was on break.
- The primary activity for youth services in the month of May was summer library programming prep and outreach.
- 5/11 – 5/17 Heather visited each of the primary school classrooms (K-2) to talk with them about the summer reading program.
- 5/25 and 5/26 She presented to the 6th, 7th, and 8th grade in larger groups at the Middle School.
- There is one more day - 6/2 – when she will visit and present to the Waubesa Classes.
- Three promotional videos were made for the summer library program. Two were created to use with classrooms that were unable to see Heather's presentation. The third was created as a general information video about the different reading programs being offered this year. Go to our YouTube channel to view the videos: <https://www.youtube.com/user/McFarlandLibrary>
- Online registration was updated and activated for the summer library program. The site went live and before we could shut it down people had registered. Since there was no harm in early registration from home and all literature says that the program starts June 1st we left the website active for folks who wanted to register early. In-library registration will be activated on June 1st for patrons to register in the library building.

- On Monday, May 23 Heather presented the highlights of the summer library program to the Village Board.
- Tuesday, May 31 the McFarland Cable Access staff interviewed Heather about the upcoming summer library program. The McFarland Thistle also called and will be running information about the summer library program as well.
- Updates for summer reading:
- The fire department has confirmed that they will help grill hotdogs for the summer library kick off on 6/17.
- Maynard the Mallard will be appearing at our Grand Finale on 7/28th @ 12:30. Joining Maynard will be the McFarland Spartan, Sparky from the fire department, and hopefully a few other mascots that have not yet confirmed including Scoopie, McGruff , and Wolfie (from MATC).

Adult Services highlights (Katharine Clark)

- Met with Skaalen Director Rob Hostrawser and set up July 12th library coffee talk at McFarland site
- Worked on assembling and distributing Seed Library packets with other Dane Co. librarians who were participating.
- Had first Mystery Book Group meeting (7 attendees)
- Did monthly checkout at Villas assisted living facility
- Proctored online exam for student and have one set up for next month
- Assisted three patrons with ebooks and Overdrive.
- Attended online webinars for both readers advisory and fiction/mystery fall titles
- Participated in SCLS Tech Days topic was preserving historical collections digitally
- Hosted gardening program (8 attendees)
- With help of Kelly (MCF staff) got adult summer reading logs ready and prizes prepared
- Created new bibliographies for display
- Booked three authors for summer programs and two others for fall
- Set up memory screenings for August with Aging and Disability Resource Center of Dane County

----Heidi Cox, Library Director

MCFARLAND POLICE DEPARTMENT



May 2016 Monthly Report

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MAY 2016 MONTHLY REPORT

Introductory Information

As observed on the attached Call Summary Report, the McFarland Police Department logged 552 cases in May. This is compared to 654 cases for the same time period in 2015. Cases of interest for the month were: four intoxicated drivers, two domestic disturbances, four disturbances, five juvenile complaint, six fraud complaints, five thefts, ten traffic accidents, sixty-one EMS/Fire assists, and responded to six alarms. Officers also logged 223 traffic incidents during the month.

Cases of Interest

05/05/2016 An officer stopped a vehicle for having suspended registration. Contact was made with the driver and the officer smelled the strong odor of marijuana coming from inside the vehicle. The officer had the driver exit the vehicle and was given consent to search him. The officer found a large quantity of currency on the driver along with a small plastic bag that contained residue of marijuana. The officer then searched the vehicle and found a larger quantity of marijuana along with evidence that the driver was involved in selling marijuana. The driver was eventually arrested for operating a motor vehicle while under the influence of a controlled substance, possession of marijuana with intent to deliver, possession of drug paraphernalia, operating a motor vehicle with suspended registration and a probation hold. The driver was booked into the Dane County Jail.

05/29/2016 Officers were dispatched to a report of an ongoing road rage incident. Dispatch informed the officers both vehicles involved were on Leanne Lane. Officers were responding to the call when a Dane County Deputy radioed he was attempting to stop the suspect vehicle in this incident. The vehicle did not stop and a pursuit was initiated. The vehicle was eventually stopped after road spikes were used to deflate the tires. The male driver was taken into custody. Officers investigating the case learned the incident started when the driver of the suspect vehicle threw a can at the victim vehicle. The vehicles continued into McFarland where the suspect vehicle rammed the victim vehicle several times as they drove through the Village and a small disturbance took place on Leanne Lane. The driver was arrested for operating a motor vehicle while under the influence-4th offense, knowingly flee an officer, 2nd degree reckless endangerment, and disorderly conduct. The driver was booked into the Dane County Jail.

05/30/2016 An officer was dispatched to the 5500 block of Main Street for a motor vehicle traffic crash. The officer arrived on scene and located a vehicle that had crashed into a telephone pole. The vehicle and pole were severely damaged and there was power out in the area. The occupant(s) of the vehicle were not present. The officer responded to the residence of the registered owner of the vehicle. The officer made contact with an 18 year-old male who admitted to driving the vehicle. The driver stated he fell asleep and

crashed into the pole. The officer smelled alcohol coming from the driver and field sobriety tests were conducted. The driver was arrested for operating a motor vehicle while under the influence-1st offense and operating with a prohibited alcohol concentration. The driver had a .13 blood alcohol concentration.

Staffing Report

- A dayshift patrol officer is currently on medical leave that may through the month of June.
- Our current recruitment process to fill the three vacancies continues. To date:
 - We currently have one vacancy to fill, with another anticipated in June due to a retirement.
 - Officer Malcolm Haag has completed the field training process and has assumed a regular shift on the department roster and schedule.
 - Officer Anthony Craft will complete his field training early in June.
 - A conditional offer of employment was made to and accepted by a candidate to fill the current vacancy, however the offer was rescinded due to adverse information discovered in the background investigation.
 - Following that, a conditional offer of employment was made to and accepted by another candidate to fill the current vacancy, however that offer was also rescinded due to adverse information discovered in the background investigation.
 - Having hired two, lost four to other department's hiring processes and rescinded to conditional offers, we have now exhausted the eligibility list that was originally approved by the Police and Fire commission.
 - In light of this, the Police and Fire Commission will convene on June 15th to interview another group of candidates. If we are unable to find suitable candidates from that group, we will likely begin a new recruitment process shortly thereafter.
- Our struggle to find qualified candidates is relatively consistent with the hiring experiences of other like agencies in our area. In fact, in many ways we have fared better than some. For example, recently two similar suburban police agencies, both of which are larger than us, recorded total candidate application numbers of 20 and 26, compared to our typical application pool of 70-90. It will be interesting to see how many applications we receive if we open a new process.

Regardless, recruitment in the law enforcement world continues to become more and more of a struggle. Application numbers are way down, the quality and longevity of candidates is way down, and those in leadership positions are opting out of the field altogether at the earliest possible opportunity. All of these factors combined spell out the possibility of a very dismal future in terms of policing as we know it today

Equipment Report

- We will soon be completing our change over to the WatchGuard camera system with the purchase of a matching body worn camera system. Phase one consisted of the purchase of in-car cameras, which has been completed. Phase two consists of the addition of the corresponding body worn cameras, which were budgeted for along with the in-car cameras. We have been awaiting the release of WatchGuard's new HD product, which explains why the purchases were not made at the same time.

Training Report

- Department Officers completed an 8 hour annual in-service training session. The training topics were: pistol and rifle qualification, defense and arrest tactics scenarios, and training scenarios on the TI Simulator. The training was held at the City of Madison Police Academy.
- Officer Jeremy Job and his K-9 partner Boris attended their one week annual K-9 certification.

Budget Report

- As has been reported each month of this year, I am anticipating an overage in the overtime budget account due to unanticipated staffing shortages, and in the uniform budget account this year due to the hiring of very likely four officer positions that were unanticipated at the time the budget was approved in 2015. These hires will require additional expenditures of roughly \$ 3,000 per officer.
 - At present, we are running approximately 10% (\$ 6,300) over budget in the overtime account
 - At present, we have for the most part exhausted the uniform account. This includes the outfitting of two of the four unanticipated hirings. I would anticipate roughly a full 100% (\$13,000) overage of this account by year's end.

Other Information

- The department continues to work on the Officer Copeland Memorial Wall inside of the police department. On this wall, several items and mementos will be placed in remembrance of Office Copeland. We intend to hold an open house for public viewing once it is complete.
- Roughly half of the department travelled to the National Law Enforcement Memorial Ceremony in May. This was a very humbling experience for all who went, and staff was fortunate to have several opportunities to honor Officer Copeland throughout the four-day trip. Dane Co. Sheriff's Deputies were contracted to cover six open shifts while staff attended the ceremonies. This was paid for out of funding raised through the Bowling for Boris event.
- Roughly a year ago, the McFarland and Monona Police Departments joined forces to create an "unofficial" drug investigation taskforce to allow for the sharing of personnel and equipment resources.

Recently, the taskforce worked together on a large drug trafficking case in the City of Monona. Arrests were made, with numerous felony charges and the confiscation of drugs (mainly heroin) resulting from the investigation. Officers from both Monona and McFarland assisted, and the covert body wire system owned by McFarland PD was used.

- On May 19th, Chief Sherven and K9 Officer Job attended the Blackhawk Technical College police academy graduation ceremony as invited guests. This year, the annual "Top Shot" award was renamed to bear the name of Officer Copeland, who won the award while attending their academy in 2012. Chief Sherven had the honor of presenting the award to the winner at the ceremony.



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 06/01/2016 16:03
Login ID: mcbgr
Incident Type: All
Call Source: All

From Date: 05/01/2016 00:00
To Date: 05/31/2016 23:59

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

Incident Type	Number of Incidents
911 Abandoned Call	9
911 Disconnect	10
Accident Property Damage	6
Accident Unknown Injury	1
Accident w/Injuries	2
Accident-Private Property	1
Adult Arrested Person	3
Alarm	6
Animal - Welfare	2
Animal Complaint	1
Animal Complaint-Bite	2
Animal Complaint-Disturbance	3
Animal Complaint-Stray	8
Arrested Juvenile	7
Assist Citizen-Vehicle Lockout	4
Assist Citizen	23
Assist Citizen-Lake	2
Assist Fire/Police	18
Assist Follow Up	1
Assist K9	3
Attempt to Locate Person	1
Check Person	21
Check Property	30
Civil Dispute	1
Damage to Property	1
Disturbance	4
Domestic Disturbance	2
Drug Investigation	6
EMS Assist	43
Fight Call	1
Foot Patrol	2
Found Property	7
Fraud	6
Information	10
Intoxicated Person	2
Juvenile Complaint	3
Liquor Law Violation	2
Medical Examiner Call	1



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From Date: 05/01/2016 00:00
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McFarland Police Department
 ORI Number: W/0137300

Officer ID: All
 Location: All

Incident Type	Number of Incidents
Missing Juvenile	2
Noise Complaint	4
Odor/Smoke Complaint	1
OMVWI Arrest/Intoxicated Driver	4
On St Parking Complaint	7
Phone	10
PNB/AED Response	1
Pvt Prop Parking Complaint	1
Question 911 Call	1
Repo	1
Retail Theft	2
Road Rage	1
Safety Hazard	11
Serving Legal Papers	2
Silent 911 Call	6
Suspicious Person	2
Suspicious Vehicle	6
Theft	3
Threats Complaint	2
Traffic Arrest	32
Traffic Complaint/ Investigation	15
Traffic Stop	176
Unintentional 911 Call	6
Weapons Violations	1
Total:	552

VILLAGE BOARD REPORT
SENIOR OUTREACH SERVICES DEPARTMENT
May 2016 Activities

Our Mother's Day painting night at McFarland house café attracted 7 participants, which was the minimum to hold the event. We are doing a beer tasting event for Father's Day at McFarland House Café.

We successfully planted our second raised adaptive garden bed at the community garden. We have several volunteers that assisted with planting and will assist with tending the garden too. Any produce obtained is shared with meal site and activity attendees.

We have recruited a few more drivers for Meals on Wheels but still need substitutes and drivers for Medical appointment rides. Our current meal program has had a big increase in Meals on Wheels delivered, with some days having 24 meals go out. This requires a minimum of two drivers in order to deliver meals at a safe temperature.

On June 17th the McFarland Lutheran Preschool children will sing at our meal site.

July 19th will be the first annual senior appreciation picnic. **Any board members that would like to volunteer on that day will be needed from approximately 11- 2 or a portion of.** We are looking for someone to assist with grilling meat and table set up. The picnic will be held at Brandt Park. Rain date is July 26th.

Sara, Lauren and I are completing the Serving Safe nutrition training so we can fill in for our nutrition manager Mary and nutrition coordinator Dane (Cambridge) if they are out. This is a requirement of Dane County and is offered at no charge.

Kathy Lyons, one of our Strong Women instructors was nominated and chosen to receive an award from the Wisconsin Health Aging Summit in Wisconsin Dells June 15th. I will be attending with her when she accepts her award.

I will continue to work with the Communication and Technology committee on looking at alternatives on merging the senior newsletter and the Outlook over time.

Farmers Market Vouchers will be distributed here on June 10th at 1:30-2:00. This program provides vouchers to seniors in the amount of \$25 to be used at various farmers markets on Wisconsin based products.

The McFarland 4-H held a fundraiser for Senior Outreach on June 3rd to raise money for cab vouchers for seniors with transportation needs that are not fulfilled with our current transportation programs.

Respectfully Submitted,

Lori Andersen

