

VILLAGE BOARD

Monday, June 27, 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 2<sup>nd</sup> Installment Due to Dane County – July 31<sup>st</sup>
  - b. Public Communications
    - (1) Recognition of Linda Dieckhoff for retirement after 10 years of service to the Village.
    - (2) Condolences for the passing of Otto “Bud” Driewer, former Public works director who worked for the Village for over 30 years.
5. CONSENT AGENDA.
  - a. Motion to approve pre-paid checks #66640-66647 in the amount of \$115,591.91 and current checks #66648-66734 the amount of \$430,947.44
  - b. Motion to approve the minutes of the May 9, 2016 Village Board meeting.
  - c. Motion to approve the minutes of the June 13, 2016 Village Board meeting.
  - d. Motion to approve the minutes of the June 18, 2016 Special Village Board meeting.
  - e. Motion to approve the recommendation from Police Chief Sherven that the Temporary Alcohol Beverage Operator’s License applications submitted by Louis Marino (JAMFest) be approved and licenses issued.
  - f. Motion to approve recommendation from Police Sherven that the Alcohol Beverage Operator’s License applications submitted by Todd Gille (Spartan Bowl), Nathan Higdon (BP-Loeder Oil Company), Andrea Stanton (Green Lantern), and Zackary Butson (BP-Loeder Oil Company) be approved and licenses issued for the period of July 1, 2016 through June 30, 2017.
6. BUSINESS
  - a. Public Safety Committee Report (Trustees Adrian & Mooney)
    - 1) Action on a recommendation from the Public Safety Committee to approve an application for:
      - i. “Special Event License” and Temporary Class “B” Fermented Malt Beverage License from JAM Fund, Inc. for the JAMFest event to be held from 4:00 p.m. on Friday, August 5th, 2016 to 10:00 p.m. on Sunday, August 7, 2016 at Brandt Park.

- ii. A variance to allow minors to be present where alcohol is served during JAMFest to be held from 4: 00 p.m. on Friday, August 5, 2016 to 10:00 p.m. on Sunday, August 7, 2016 at Brandt Park.
- b. Plan Commission Report (President Czebotar & Trustee Kolk)
  - 1) Review and possible action on sponsoring a variance for the Prairie Place Subdivision, located east of Holscher Road and North of MN, for reduced impervious area wetland buffer widths and reduced “no grading” wetland buffer widths, from the Capital Area Regional Planning Commission (CARPC)
  - 2) Review and possible action on a request by Thomas Gannon regarding Preliminary Plat approval for Prairie Place Subdivision located on 33.5 acres east of Holscher Road and north of MN.
  - 3) Review and possible action regarding Ordinance No. 2016-03. An Ordinance REZONING LANDS IN THE VILLAGE OF MCFARLAND AT 5401 PAULSON ROAD FROM M-IC MANUFACTURED INTENSIVE COMMERCIAL TO R-3 GENERAL RESIDENCE DISTRICT.
- c. Public Utilities Committee Report (Trustee Lytle & Trustee Brassington)
  - 1) Discussion and possible action on recommendation from the Public Utilities Committee to approve the PSN contract to automate the utility billing and payment posting process.
  - 2) Discussion and review of the 2015 Compliance Maintenance Annual Report (CMAR) for sanitary sewer system.
- d. Discussion on update on Village Board goals.
- e. Discussion and possible action on the general terms and conditions of the employment agreement for the Administrator/Treasurer position.\*
 

*\*The meeting may close pursuant to Wisconsin State Statutes 19.85 (1)(e) to deliberate or negotiate the investment of public funds or other specified public business whenever competitive or bargaining reasons require a closed session.*

*Following the closed session, the Board will reconvene in open session to take any action necessary regarding the closed session.*
- f. Discussion and possible action on appointment of a Village Administrator/Treasurer.
- g. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.

## 7. 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 24<sup>th</sup> day of June, 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.*

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*Cassandra Suettinger, Clerk/Deputy Treasurer*

Village of McFarland

**CONSENT AGENDA**

June 27, 2016

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
06/10/2016	PC	06/16/2016	66640	DOSTALEK, JEFFREY J	600	200.86
06/10/2016	PC	06/16/2016	66641	GRENAWALT, MAUREEN	601	160.69
06/10/2016	PC	06/16/2016	66642	LICHT, TRAVIS	1019	49.87
Grand Totals:			<u>3</u>			<u>411.42</u>

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
06/11/2016	PC	06/17/2016	66643	DAY, ANDREW CHARLE	860	715.29
06/11/2016	PC	06/17/2016	66644	JANNESS, JUSTIN R.	868	317.54
Grand Totals:			<u>2</u>			<u>1,032.83</u>

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	06/15/2016	66645	2238	ANGUS YOUNG	LEWIS PARK SHELTER - Architect	56900-41	3	500-55-0050-857	2,321.16
Total 66645:									
06/16	06/15/2016	66646	16299	GILBANK CONSTRUCTION, INC	LEWIS PARK SHELTER - Contractor	GI-053116	1	500-55-0050-857	111,228.50
Total 66646:									
Grand Totals:									
									2,321.16
									111,228.50
									113,547.66

*These two checks replace ck # 66546. See next page.*

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
500-2120	.00	113,547.66-	113,547.66-
500-55-0050-857	113,547.66	.00	113,547.66
Grand Totals:	113,547.66	113,547.66-	.00

Report Criteria:  
 Report type: GL detail  
 Check Check Number = 66546

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	66546	2238	ANGUS YOUNG	LEWIS PARK SHELTER	56900-41	1	500-55-0050-857	2,321.16
06/16	06/14/2016	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
06/16	06/14/2016	66546	2238	ANGUS YOUNG	LEWIS PARK SHELTER	AG-053116	1	500-55-0050-857	111,226.50

Contractor to be paid directly. Void this check and cut two replacements; one to Angus Young for \$2321.16 and one to Gilbank Construction for \$111,226.50.

Total 66546: .00  
 Grand Totals: .00

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
500-2120	113,547.66	113,547.66	.00
500-55-0050-857	113,547.66	113,547.66	.00
<b>Grand Totals:</b>	<b>227,095.32</b>	<b>227,095.32</b>	<b>.00</b>

57

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	06/21/2016	66647	184	COMMUNICATION CONCEPTS	DESIGN/LAYOUT-OUTLOOK MAY2016	OUTLOOK-M	1	100-51-1175-210	300.00
06/16	06/21/2016	66647	184	COMMUNICATION CONCEPTS	DESIGN/LAYOUT-OUTLOOK MAY2016	OUTLOOK-M	2	300-57-0010-289	150.00
06/16	06/21/2016	66647	184	COMMUNICATION CONCEPTS	DESIGN/LAYOUT-OUTLOOK MAY2016	OUTLOOK-M	3	600-57-0070-930	30.00
06/16	06/21/2016	66647	184	COMMUNICATION CONCEPTS	DESIGN/LAYOUT-OUTLOOK MAY2016	OUTLOOK-M	4	600-56-0050-851	30.00
06/16	06/21/2016	66647	184	COMMUNICATION CONCEPTS	DESIGN/LAYOUT-OUTLOOK MAY2016	OUTLOOK-M	5	650-53-3040-255	90.00

Total 66647:

600.00

Grand Totals:

600.00

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-51-1175-210	300.00	300.00-	300.00-
300-57-0010-289	.00	150.00-	150.00-
600-56-0050-851	30.00	.00	30.00
600-57-0070-930	30.00	.00	30.00
650-53-3040-255	90.00	.00	90.00
<b>Grand Totals:</b>	<b>600.00</b>	<b>600.00-</b>	<b>.00</b>

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	06/27/2016	66648	1730	ACCURATE APPRAISAL LLC	APPRAISAL SVC	JUN2016	1	100-51-4154-210	5,810.00
Total 66648:									
06/16	06/27/2016	66649	1397	ALL COMFORT SERVICES	MC HVAC MAINT	547417	1	100-51-8081-240	780.00
06/16	06/27/2016	66649	1397	ALL COMFORT SERVICES	HVAC MAINT	547419	1	900-55-0011-240	189.00
06/16	06/27/2016	66649	1397	ALL COMFORT SERVICES	YOUTH CENTER HVAC MAINT	548866	1	100-51-8081-222	185.62
Total 66649:									
06/16	06/27/2016	66650	30	ALLIANT ENERGY/WP&L	LIFT #5	060816	1	600-56-0020-821	1,154.62
06/16	06/27/2016	66650	30	ALLIANT ENERGY/WP&L	LIBRARY	062116	1	900-55-0011-220	6.39
06/16	06/27/2016	66650	30	ALLIANT ENERGY/WP&L	WELL #4	062116	2	600-57-0030-822	2,186.63
06/16	06/27/2016	66650	30	ALLIANT ENERGY/WP&L	LIFT #5	062116	3	600-56-0020-821	1,498.27
Total 66650:									
06/16	06/27/2016	66651	36	AMERICAN PLANNING ASSN	APA DUES	018470-1643	1	100-51-7272-320	3,781.48
Total 66651:									
06/16	06/27/2016	66652	2238	ANGUS YOUNG	LEWIS SHELTER DESIGN	56900-59	1	500-55-0050-857	290.00
Total 66652:									
06/16	06/27/2016	66653	68	BADGER WELDING SUPP INC	WELDING WIRE	33348439	1	100-53-3030-350	930.17
06/16	06/27/2016	66653	68	BADGER WELDING SUPP INC	OXYGEN FILLS	3345487	1	100-52-4040-345	74.58
06/16	06/27/2016	66653	68	BADGER WELDING SUPP INC	OXYGEN RENTAL	3346864	1	100-52-4040-345	53.70
06/16	06/27/2016	66653	68	BADGER WELDING SUPP INC	OXYGEN FILLS	3348608	1	100-52-4040-345	15.50
Total 66653:									
06/16	06/27/2016	66654	1019	BAKER TILLY VIRCHOW KRAUS	UTILITY 2015 AUDIT-FINAL BILLING	BT986796	1	600-56-0050-862	240.50
06/16	06/27/2016	66654	1019	BAKER TILLY VIRCHOW KRAUS	UTILITY 2015 AUDIT-FINAL BILLING	BT986796	2	600-57-0070-923	41.00
06/16	06/27/2016	66654	1019	BAKER TILLY VIRCHOW KRAUS	UTILITY 2015 AUDIT-FINAL BILLING	BT986796	3	650-53-3040-212	41.00
Total 66654:									

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 66654:									
06/16	06/27/2016	66655	1264	BARNES INC	MC SPRING APPLIC	89978	1	100-51-8081-240	103.00
06/16	06/27/2016	66655	1264	BARNES INC	PW SPRING APPLICATION	89984	1	100-51-8080-240	50.00
Total 66655:									
06/16	06/27/2016	66656	1256	BOUND TREE MEDICAL, LLC	EMS SUPPLIES	82164646	1	100-52-4040-345	140.00
06/16	06/27/2016	66656	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	82175975	1	100-52-4040-345	191.18
06/16	06/27/2016	66656	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	82183144	1	100-52-4040-345	579.82
Total 66656:									
06/16	06/27/2016	66657	2207	BUCKYS PORTABLE TOILETS I	LEWIS PARK PORTA POTTY	54945	1	100-55-6050-341	869.24
Total 66657:									
06/16	06/27/2016	66658	16327	CAPITAL CITY CULVERT CORP	CREAMERY STORM SEWER REPAIR	6144	1	650-53-3040-230	1,640.24
Total 66658:									
06/16	06/27/2016	66659	138	CAPITAL CITY TREE EXPERTS I	ASH TREE TREATMENT	4711	1	100-55-6060-340	95.00
Total 66659:									
06/16	06/27/2016	66660	142	CAPITOL CITY CONCRETE INC	RUNNING DEER TRAIL REPAIR	5125	1	600-57-0050-652	2,671.00
06/16	06/27/2016	66660	142	CAPITOL CITY CONCRETE INC	RUNNING DEER TRAIL REPAIR	5125	2	600-56-0030-831	2,671.00
Total 66660:									
06/16	06/27/2016	66661	157	CHAMPIONSHIP AWARDS	NAME PLATES	50500	1	100-51-4141-310	5,687.00
Total 66661:									
06/16	06/27/2016	66662	161	CHASE LUMBER AND FUEL INC	SIGN POST	3MCFVIL-05	1	100-55-6050-340	5,687.00
06/16	06/27/2016	66662	161	CHASE LUMBER AND FUEL INC	STORM SEWER REPAIR	3MCFVIL-05	2	650-53-3040-230	2,000.00
06/16	06/27/2016	66662	161	CHASE LUMBER AND FUEL INC	STORM SEWER REPAIR	3MCFVIL-05	3	650-53-3040-230	850.00
06/16	06/27/2016	66662	161	CHASE LUMBER AND FUEL INC	CREDIT	3MCFVIL-05	4	650-53-3040-230	2,850.00
Total 66662:									
06/16	06/27/2016	66661	157	CHAMPIONSHIP AWARDS	NAME PLATES	50500	1	100-51-4141-310	18.50
Total 66661:									
06/16	06/27/2016	66662	161	CHASE LUMBER AND FUEL INC	SIGN POST	3MCFVIL-05	1	100-55-6050-340	18.50
06/16	06/27/2016	66662	161	CHASE LUMBER AND FUEL INC	STORM SEWER REPAIR	3MCFVIL-05	2	650-53-3040-230	13.98
06/16	06/27/2016	66662	161	CHASE LUMBER AND FUEL INC	STORM SEWER REPAIR	3MCFVIL-05	3	650-53-3040-230	57.20
06/16	06/27/2016	66662	161	CHASE LUMBER AND FUEL INC	CREDIT	3MCFVIL-05	4	650-53-3040-230	24.54
Total 66662:									
06/16	06/27/2016	66662	161	CHASE LUMBER AND FUEL INC	CREDIT	3MCFVIL-05	4	650-53-3040-230	12.27-

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 66662:									
06/16	06/27/2016	66663	16247	CITY TREASURER	MAD STORM WATER CHG	71006-05271	1	650-53-3040-245	83.45
Total 66663:									
06/16	06/27/2016	66664	184	COMMUNICATION CONCEPTS	MAY NEWSLETTER	060116	1	650-53-3040-255	90.00
06/16	06/27/2016	66664	184	COMMUNICATION CONCEPTS	MAY NEWSLETTER	060116	2	600-56-0050-851	30.00
06/16	06/27/2016	66664	184	COMMUNICATION CONCEPTS	MAY NEWSLETTER	060116	3	600-57-0070-930	30.00
06/16	06/27/2016	66664	184	COMMUNICATION CONCEPTS	MAY NEWSLETTER	060116	4	300-57-0010-289	150.00
06/16	06/27/2016	66664	184	COMMUNICATION CONCEPTS	MAY NEWSLETTER	060116	5	100-51-1175-210	300.00
Total 66664:									
06/16	06/27/2016	66665	193	COMPUTER MAGIC INC	COURT	MSP-2433	1	100-51-2121-210	88.00
06/16	06/27/2016	66665	193	COMPUTER MAGIC INC	GEN ADMIN	MSP-2433	2	100-51-4170-311	528.00
06/16	06/27/2016	66665	193	COMPUTER MAGIC INC	POLICE	MSP-2433	3	100-52-1010-240	1,066.00
06/16	06/27/2016	66665	193	COMPUTER MAGIC INC	FIRE	MSP-2433	4	100-52-2020-241	484.00
06/16	06/27/2016	66665	193	COMPUTER MAGIC INC	EMS	MSP-2433	5	100-52-4040-241	220.00
06/16	06/27/2016	66665	193	COMPUTER MAGIC INC	OUTREACH-SPEC SVCS	MSP-2433	6	100-55-5520-240	44.00
06/16	06/27/2016	66665	193	COMPUTER MAGIC INC	OUTREACH	MSP-2433	7	100-55-5510-315	132.00
06/16	06/27/2016	66665	193	COMPUTER MAGIC INC	COMM DEV	MSP-2433	8	100-51-7272-240	132.00
06/16	06/27/2016	66665	193	COMPUTER MAGIC INC	PUBLIC WORKS	MSP-2433	9	100-53-3030-240	132.00
06/16	06/27/2016	66665	193	COMPUTER MAGIC INC	WATER	MSP-2433	10	600-57-0070-923	88.00
06/16	06/27/2016	66665	193	COMPUTER MAGIC INC	SEWER	MSP-2433	11	600-56-0050-852	88.00
06/16	06/27/2016	66665	193	COMPUTER MAGIC INC	STORMWATER	MSP-2433	12	650-53-3040-310	88.00
06/16	06/27/2016	66665	193	COMPUTER MAGIC INC	EMGMT	MSP-2433	13	100-52-5050-292	44.00
06/16	06/27/2016	66665	193	COMPUTER MAGIC INC	FAMILY FEST	MSP-2433	14	100-51-4170-311	44.00
06/16	06/27/2016	66665	193	COMPUTER MAGIC INC	SERVERS	MSP-2433	15	100-51-4170-311	308.00
06/16	06/27/2016	66665	193	COMPUTER MAGIC INC	SERVER BACKUPS	MSP-2433	16	100-51-4170-311	477.50
06/16	06/27/2016	66665	193	COMPUTER MAGIC INC	PC B-U & ADDTL SPAM FILTER	MSP-2433	17	100-51-4170-311	57.50
Total 66665:									
06/16	06/27/2016	66666	194	CONCENTRA	RANDOM DRUG TEST	102523103	1	600-57-0070-930	4,011.00
Total 66666:									
									149.00

VILLAGE OF MCFARLAND

Board Report

Check Issue Dates: 6/27/2016 - 6/27/2016

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
06/16	06/27/2016	66667	196	CONNEX SAFETY PRODUCTS	EAR PLUGS	05160152	1	100-52-2020-340	90.64
06/16	06/27/2016	66667	196	CONNEX SAFETY PRODUCTS	SAFETY SUPPLIES	05162800	1	600-57-0070-930	152.51
Total 66667:									
06/16	06/27/2016	66668	1889	CORPORATE BUSINESS SYSTE	COPIER LEASE	18874143	1	100-51-4141-240	194.62
06/16	06/27/2016	66668	1889	CORPORATE BUSINESS SYSTE	COPIER LEASE	18896590	1	900-55-0011-241	168.50
06/16	06/27/2016	66668	1889	CORPORATE BUSINESS SYSTE	COPIER LEASE	181389	1	900-55-0011-241	59.88
Total 66668:									
06/16	06/27/2016	66669	225	DANE CO HIGHWAY	GUARD RAIL REPAIR	28066	1	100-53-3030-231	422.80
Total 66669:									
06/16	06/27/2016	66670	249	DANE COUNTY TREASURER	MCFARLAND MEAL SITE DONATIONS	MEALDONA	1	100-2435	2,396.23
06/16	06/27/2016	66670	249	DANE COUNTY TREASURER	CAMBRIDGE MEAL SITE DONATIONS	MEALDONA	2	100-2435	500.00
Total 66670:									
06/16	06/27/2016	66671	16329	DANIEL ELSASS	MILEAGE	DE-061816	1	100-51-4141-300	2,899.23
Total 66671:									
06/16	06/27/2016	66672	281	DIGGERS HOTLINE INC	LOCATES	160537601	1	600-58-0050-852	173.64
06/16	06/27/2016	66672	281	DIGGERS HOTLINE INC	LOCATES	160537601	2	600-57-0070-923	150.51
Total 66672:									
06/16	06/27/2016	66673	2288	DON MILLER	VEHICLE MAINT	507498	1	100-52-1010-350	301.02
Total 66673:									
06/16	06/27/2016	66674	303	DWD-LJ	04/16 WOLF	0000076387	1	100-52-1010-110	1,850.00
06/16	06/27/2016	66674	303	DWD-LJ	04/16 LYON	0000076387	2	200-51-0049-110	185.28
06/16	06/27/2016	66674	303	DWD-LJ	05/16=WOLF	0000077191	1	100-52-1010-110	1,865.27
06/16	06/27/2016	66674	303	DWD-LJ	05/16=LYON	0000077191	2	200-51-0049-110	44.38

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 66674:									
06/16	06/27/2016	66675	16187	ELAINE URSO IIP	UTIL OVERSIZING PER AGREEMENT	PARKVIEW-	1	600-1800	3,944.93
Total 66675:									
06/16	06/27/2016	66676	338	ENGELHART INC	TORO PARK MOWER	1517575	1	100-55-6050-345	11,557.50
Total 66676:									
06/16	06/27/2016	66677	1200	EZ OFFICE PRODUCTS	OFFICE SUPPLIES	211286	1	100-53-3030-310	499.00
Total 66677:									
06/16	06/27/2016	66678	1387	FLEURY, DAWN	NUTRITION MEETING	DF-052516	1	100-55-5530-330	12.78
Total 66678:									
06/16	06/27/2016	66679	395	GENERAL COMMUNICATIONS I	VEHICLE MAINT	225804	1	100-52-1010-350	879.00
06/16	06/27/2016	66679	395	GENERAL COMMUNICATIONS I	ANTENNAS	226077	1	100-52-2020-352	110.54
Total 66679:									
06/16	06/27/2016	66680	2223	GILBERTS, MARY	TRAINING	MG-061016	1	100-55-5530-353	989.54
06/16	06/27/2016	66680	2223	GILBERTS, MARY	KITCHEN SUPPLIES	MG-061016	2	100-55-5530-349	11.88
Total 66680:									
06/16	06/27/2016	66681	408	GRAINGER INC	BRANDT PARK LIGHTS	9118568901	1	100-55-6050-340	35.28
Total 66681:									
06/16	06/27/2016	66682	16328	HACKER, DAVID	REPLACEMENT GLASSES	DH-062016	1	100-52-2020-241	1,283.94
Total 66682:									
06/16	06/27/2016	66683	1374	HORNBECK JOSEPH	HORNBECK-UNIFORM ALLOW	JH-060716	1	100-52-1010-346	1,283.94
Total 66683:									
									263.05
									15.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 66683:									
06/16	06/27/2016	66684	1904	HUMPHREY SERVICE PARTS I	SHOP SUPPLIES	1113280	1	100-52-2020-390	15.00
Total 66684:									
06/16	06/27/2016	66685	464	INSTY PRINTS - MONONA	MISC SUPPLY	211245	1	100-52-1010-340	15.50
Total 66685:									
06/16	06/27/2016	66686	1452	JACOBSEN, NATE	UNIFORM ALLOW-JACOBSEN	2807	1	100-52-1010-346	28.49
06/16	06/27/2016	66686	1452	JACOBSEN, NATE	TRAINING LUNCH	NJ-042516	1	100-52-1010-330	7.00
Total 66686:									
06/16	06/27/2016	66687	476	JEFFERSON FIRE & SAFETY IN	HELMET PASSPORTS	227104	1	100-52-2020-346	164.48
06/16	06/27/2016	66687	476	JEFFERSON FIRE & SAFETY IN	PW UNIFORMS	227392	1	100-53-3030-346	383.48
06/16	06/27/2016	66687	476	JEFFERSON FIRE & SAFETY IN	TURNOUT GEAR-4 SETS	227475	1	100-52-2020-810	8,828.21
06/16	06/27/2016	66687	476	JEFFERSON FIRE & SAFETY IN	CHAINSAW PARTS	227667	1	100-52-2020-241	55.99
Total 66687:									
06/16	06/27/2016	66688	16330	JOHNSRUD, MARK	MILEAGE	MJ-061816	1	100-51-4141-300	79.92
Total 66688:									
06/16	06/27/2016	66689	1469	KENDELL Doors & Hardware Inc	KEYS	S1031991	1	100-51-8081-340	120.00
Total 66689:									
06/16	06/27/2016	66690	516	KWIK TRIP INC	FUEL	176007-0620	1	100-52-1010-351	687.13
Total 66690:									
06/16	06/27/2016	66691	2272	LABSOURCE, INC	PW GLOVES	973128	1	100-53-3030-340	154.88
06/16	06/27/2016	66691	2272	LABSOURCE, INC	EMS SUPPLIES	973128	2	100-52-4040-345	309.76

12

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 66691:									
06/16	06/27/2016	66692	531	LARK UNIFORM OUTFITTERS	SERVICE BARS	222372	1	100-52-2020-346	484.84
Total 66692:									
06/16	06/27/2016	66693	537	LAVIN, MELISSA	MISC SUPPLIES	ML-052816	1	100-52-1010-340	16.45
Total 66693:									
06/16	06/27/2016	66694	538	LAWSON PRODUCTS INC	SHOP SUPPLIES	9304028895	1	100-53-3030-350	18.45
Total 66694:									
06/16	06/27/2016	66695	765	LEGAL SHIELD	MONTHLY COVERAGE	108629-0615	1	100-2156	42.16
Total 66695:									
06/16	06/27/2016	66696	556	LIQUI SYSTEMS INC	CHEM PP PARTS	261927	1	600-57-0040-635	183.30
06/16	06/27/2016	66696	556	LIQUI SYSTEMS INC	CHEM PP PARTS	261957	1	600-57-0040-635	144.00
Total 66696:									
06/16	06/27/2016	66697	601	MCCANN'S UNDERGROUND IN	CLEAN SANITARY LINES	15647	1	600-56-0030-831	187.20
Total 66697:									
06/16	06/27/2016	66698	618	MCFARLAND TRUE VALUE	MISC SUPPLIES	95094-05311	1	100-52-1010-340	13,812.25
06/16	06/27/2016	66698	618	MCFARLAND TRUE VALUE	FACILITIES MAINT	95094-05311	2	900-55-0011-240	2.96
06/16	06/27/2016	66698	618	MCFARLAND TRUE VALUE	VEHICLE MAINT	95094-05311	3	100-52-2020-352	7.10
06/16	06/27/2016	66698	618	MCFARLAND TRUE VALUE	EQUIP MAINT	95094-05311	4	100-52-2020-241	60.38
06/16	06/27/2016	66698	618	MCFARLAND TRUE VALUE	COMMUNITY RELATION	95094-05311	5	100-52-2020-311	18.65
06/16	06/27/2016	66698	618	MCFARLAND TRUE VALUE	EMS ASSOC LOAN BREAKFAST	95094-05311	6	100-2131	25.43
06/16	06/27/2016	66698	618	MCFARLAND TRUE VALUE	WATER SUPPLIES	95094-05311	8	600-57-0070-933	441.48
06/16	06/27/2016	66698	618	MCFARLAND TRUE VALUE	SAN SEWER SUPPLIES	95094-05311	9	600-56-0020-828	274.25
06/16	06/27/2016	66698	618	MCFARLAND TRUE VALUE	PARK SUPPLIES	95094-05311	10	100-55-6050-341	196.20
06/16	06/27/2016	66698	618	MCFARLAND TRUE VALUE	STORM SEWER SUPPLIES	95094-05311	11	650-53-3040-340	59.51
06/16	06/27/2016	66698	618	MCFARLAND TRUE VALUE	BRANDT PARK SUPPLIES	95094-05311	12	100-55-6050-340	77.49
Total 66698:									

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
06/16	06/27/2016	66698	618	MCFARLAND TRUE VALUE	STREET LIGHT SUPPLIES	95094-06311	14	100-53-3030-222	15.73
06/16	06/27/2016	66698	618	MCFARLAND TRUE VALUE	PW SUPPLIES	95094-06311	15	100-53-3030-350	19.94
Total 66698: 1,258.42									
06/16	06/27/2016	66699	640	MGE	STREET LIGHTS	11299443-08	1	100-53-3030-222	743.14
Total 66699: 743.14									
06/16	06/27/2016	66700	2089	MIDWEST METER INC	WATER METERS	0076054-IN	1	600-1824	900.75
06/16	06/27/2016	66700	2089	MIDWEST METER INC	WATER METERS	0076291-IN	1	600-1824	2,992.25
Total 66700: 3,893.00									
06/16	06/27/2016	66701	1941	MIDWEST TRAILER SALES	96' FD BRUSH	1079852-00	1	100-52-2020-352	168.54
Total 66701: 168.54									
06/16	06/27/2016	66702	1976	MURPHY DESMOND SC	BILL NEITZEL	8014652	1	100-2640	1,004.50
06/16	06/27/2016	66702	1976	MURPHY DESMOND SC	BILL STORAGE SHOP	8014654	1	100-2640	48.75
06/16	06/27/2016	66702	1976	MURPHY DESMOND SC	BILL NEITZEL	8014655	1	100-2640	287.00
06/16	06/27/2016	66702	1976	MURPHY DESMOND SC	GAS STATION & SCHOOL LEASE	8014656	1	100-51-2161-210	4,147.39
06/16	06/27/2016	66702	1976	MURPHY DESMOND SC	BILL VERIDIAN	8014658	1	100-2640	133.25
06/16	06/27/2016	66702	1976	MURPHY DESMOND SC	BILL PRAIRIE PLACE	8014659	1	100-2640	225.50
06/16	06/27/2016	66702	1976	MURPHY DESMOND SC	TRAFFIC MATTERS - MAY	8014770	1	100-51-2161-210	2,141.20
Total 66702: 7,987.59									
06/16	06/27/2016	66703	2082	NASSCO INC	MC SUPPLIES	S2052336.00	1	100-51-8081-340	256.80
Total 66703: 256.80									
06/16	06/27/2016	66704	16331	NORD, DAVID	MILEAGE	DN-061816	1	100-51-4141-300	142.56
Total 66704: 142.56									
06/16	06/27/2016	66705	9151	PAGE PRODUCTION	JULY SENIOR NEWS	16-17	1	100-55-5530-211	590.00

11

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 66705:									
06/16	06/27/2016	66706	2086	PELLITTERI WASTE SYSTEMS	JUNE RECYCLE	65X02438	1	300-57-0010-290	590.00
06/16	06/27/2016	66706	2086	PELLITTERI WASTE SYSTEMS	JUNE TRASH	65X02438	2	300-57-0020-290	6,566.04
Total 66706:									
06/16	06/27/2016	66707	756	POMP'S TIRE SERVICE INC	VEHICLE MAINT	80106693	1	100-52-1010-350	17,598.81
Total 66707:									
06/16	06/27/2016	66708	1833	PULSE CHECK PLUS LLC	CPR COURSE - MATERIALS	3682	1	100-52-4040-291	24,164.85
06/16	06/27/2016	66708	1833	PULSE CHECK PLUS LLC	CPR COURSE - MATERIALS	3683	1	100-52-4040-291	153.15
06/16	06/27/2016	66708	1833	PULSE CHECK PLUS LLC	CPR COURSE - MATERIALS	3680	1	100-52-4040-291	138.00
06/16	06/27/2016	66708	1833	PULSE CHECK PLUS LLC	CPR COURSE - MATERIALS	3687	1	100-52-4040-291	114.00
Total 66708:									
06/16	06/27/2016	66709	800	RELIANT FIRE APPARATUS INC	ENGINE AIR CLEANER	116-15575	1	100-52-2020-352	180.30
06/16	06/27/2016	66709	800	RELIANT FIRE APPARATUS INC	96' FD ENGINE	116-15552	1	100-52-2020-352	55.62
Total 66709:									
06/16	06/27/2016	66710	1219	SAFE STEP LLC	SIDEWALK REPAIR - BOCCE	2481	1	100-55-6050-391	235.92
06/16	06/27/2016	66710	1219	SAFE STEP LLC	PW SIDEWALK REPAIR	2481	2	100-51-8080-240	500.00
Total 66710:									
06/16	06/27/2016	66711	2267	SINGLETERY, ANDREA	EXAM	AS-061016	1	100-52-4040-348	232.15
Total 66711:									
06/16	06/27/2016	66712	870	SLINDE TRUCKING	STREET EDGING-CARD	24200-480	1	100-53-3030-231	732.15
06/16	06/27/2016	66712	870	SLINDE TRUCKING	MANHOLE RETOOL	24200-480	2	600-56-0030-831	100.00
Total 66712:									
06/16	06/27/2016	66713	16332	SPEEDWAY SAND & GRAVEL, I	CTY HWY MN -PMT #1	060316	1	500-53-0030-850	120.00
Total 66713:									
									240.00
									290,237.43

VILLAGE OF MCFARLAND

Board Report

Check Issue Dates: 6/27/2016 - 6/27/2016

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
06/16	06/27/2016	66713	16332	SPEEDWAY SAND & GRAVEL, I	CTY HWY MN -PMT #1	060316	2	100-1361	6,186.18
Total 66713:									
06/16	06/27/2016	66714	886	SPRINT	LONG DIST THRU 6/8/16	5008416201	1	100-51-4141-225	286,425.61
Total 66714:									
06/16	06/27/2016	66715	2172	TARGETSOLUTIONS	ON-LINE SOFTWARE	INV0000001	1	100-52-4040-348	1,748.25
06/16	06/27/2016	66715	2172	TARGETSOLUTIONS	ON-LINE SOFTWARE	INV0000001	2	100-52-2020-330	1,748.25
Total 66715:									
06/16	06/27/2016	66716	1462	TASC	FSA ADMINISTRATION FEE	IN809937	1	100-51-4195-528	159.60
Total 66716:									
06/16	06/27/2016	66717	944	THE SHERWIN-WILLIAMS CO.	STREET PAINT	0072-1	1	100-53-3030-231	184.91
Total 66717:									
06/16	06/27/2016	66718	2042	THOMSON REUTERS	EQUIP RENTAL & MAINT	834129847	1	100-52-1010-240	144.32
Total 66718:									
06/16	06/27/2016	66719	955	TODDLE-IN NURSERY	PW PLANTINGS	18021	1	100-51-8080-340	158.40
Total 66719:									
06/16	06/27/2016	66720	1917	ULINE SHIPPING SUPPLY	STREET MAINT DOOR HANGERS	77448672	1	100-53-3030-231	37.15
Total 66720:									
06/16	06/27/2016	66721	2270	UNITY POINT HEALTH	SUSPECT BLOODWORK	052016	1	100-52-1010-295	32.00
Total 66721:									
06/16	06/27/2016	66722	2105	UWMF-DEPART OF MEDICINE	3RD QUARTER MED DIRECTION	QUARTERL	1	100-52-4040-353	875.00

M = Manual Check, V = Void Check

56

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 66722:									
06/16	06/27/2016	66723	1005	VANGUARD UTILITY PARTNE	LOCATES	5512	1	600-56-0050-852	875.00
06/16	06/27/2016	66723	1005	VANGUARD UTILITY PARTNE	LOCATES	5512	2	600-57-0070-923	24.75
Total 66723:									
06/16	06/27/2016	66724	1011	VERIZON WIRELESS	EMS DATA	9766922440	1	100-52-4040-225	101.32
06/16	06/27/2016	66724	1011	VERIZON WIRELESS	FIRE DATA	9766922440	2	100-52-2020-225	141.36
Total 66724:									
06/16	06/27/2016	66725	1709	VON BRIESEN & ROPER S.C.	CONTRACT/ORDINANCE REVIEW	216493	1	100-51-2161-211	242.68
Total 66725:									
06/16	06/27/2016	66726	1041	WERNER ELECTRIC SUPPLY C	WATER TOWER INSUL PUTTY	S4821443.00	1	600-57-0050-641	488.08
06/16	06/27/2016	66726	1041	WERNER ELECTRIC SUPPLY C	WATER TOWER ELECT TAPE	S4822005.00	1	600-57-0050-641	14.12
Total 66726:									
06/16	06/27/2016	66727	16326	WI DEPT OF AG, TRADE & CON	WEIGHTS AND MEASURES	115-0000000	1	100-52-7230-290	20.27
Total 66727:									
06/16	06/27/2016	66728	16241	WI DEPT OF JUSTICE	BACKGROUND CHECKS	G1588-0601	1	100-52-4040-300	34.39
06/16	06/27/2016	66728	16241	WI DEPT OF JUSTICE	BACKGROUND CHECKS	L1373T-0502	1	100-51-4141-310	2,800.00
06/16	06/27/2016	66728	16241	WI DEPT OF JUSTICE	BACKGROUND CHECKS	L1373T-0601	1	100-51-4141-310	30.00
Total 66728:									
06/16	06/27/2016	66729	16333	WI DEPT OF JUSTICE - TIME	COMMUNICATION MAINT	T21021	1	100-52-1010-292	651.00
Total 66729:									
06/16	06/27/2016	66730	1093	WI STATE LABORATORY OF HY	WATER TESTS	462222	1	600-57-0070-923	245.00
Total 66730:									
									926.00
									318.00
									318.00
									25.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 66730:									
06/16	06/27/2016	66731	1103	WINGRA STONE CO	CREAMERY STORM REPAIR	11650	1	650-53-3040-230	25.00
06/16	06/27/2016	66731	1103	WINGRA STONE CO	CREAMERY STORM REPAIR	11695	1	650-53-3040-230	86.12
Total 66731:									
06/16	06/27/2016	66732	1128	ZARNOTH BRUSH WORKS INC	SWEeper BRUSHES	0160182-IN	1	650-53-3040-340	20.00
Total 66732:									
06/16	06/27/2016	66733	1910	ZURBUCHEN OIL INC	DYED FUEL	205318	1	100-53-3030-351	106.12
06/16	06/27/2016	66733	1910	ZURBUCHEN OIL INC	DYED FUEL	205728	1	100-53-3030-351	448.00
06/16	06/27/2016	66733	1910	ZURBUCHEN OIL INC	DIESEL FUEL	206273	1	100-53-3030-351	236.62
06/16	06/27/2016	66733	1910	ZURBUCHEN OIL INC	DYED FUEL	206669	1	100-53-3030-351	296.82
Total 66733:									
06/16	06/27/2016	66734	114	BP	FUEL	47456650	1	100-52-1010-351	424.32
06/16	06/27/2016	66734	114	BP	FUEL	47456650	2	100-52-4040-351	281.92
06/16	06/27/2016	66734	114	BP	FUEL	47456650	3	100-52-2020-351	1,251.68
06/16	06/27/2016	66734	114	BP	FUEL	47456650	4	100-53-3030-351	707.38
06/16	06/27/2016	66734	114	BP	FUEL	47456650	5	600-56-0020-828	225.66
06/16	06/27/2016	66734	114	BP	FUEL	47456650	6	800-57-0070-933	280.15
06/16	06/27/2016	66734	114	BP	FUEL	47456650	7	650-53-3040-231	1,017.63
06/16	06/27/2016	66734	114	BP	FUEL	47456650	8	100-52-7230-330	67.84
Total 66734:									
06/16	06/27/2016	66735	1307	WI AFSCME COUNCIL 32	AFSCME DUES	061716	1	100-2161	67.84
Total 66735:									
Grand Totals:									
									2,695.98
									96.05
									430,947.44

Summary by General Ledger Account Number

M = Manual Check, V = Void Check

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 1<sup>st</sup>
    - iv. Village wide garage Sales – June 10 - 11
  - b. **Public Communications**
    - i. Yahara WINS launch Event – May 16, 2016 10:00 a.m., Nine Springs Wastewater Treatment Plant, 1610 Moorland Road, Madison.
    - ii. Lower Yahara Trail project kickoff May 11<sup>th</sup> 10:30am – McDaniels Park (rain date May 18<sup>th</sup>)
    - 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.  
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 15<sup>th</sup>. The Village Board will review a compilation of mini-resumes for all applicants in closed session on May 23<sup>rd</sup>. 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 18<sup>th</sup> 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 17<sup>th</sup> 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 9<sup>th</sup> 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 9<sup>th</sup> 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 6<sup>th</sup> 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 westerly 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, to 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 13<sup>th</sup>.

**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 to 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, June 13, 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, Fire & EMS Chief Chris Dennis, Police Chief Craig Shervan, Finance Director Kelsy Boyd, and Community & Development Director Pauline Bonness.

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

4. **PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.**

**a. Public Announcements**

- (1) Village offices closed on Monday, July 4th
- (2) Real Estate Property Tax 2<sup>nd</sup> Installment Due to Dane County – July 31<sup>st</sup>
- (3) Community Open Forum with Village Administrator candidates – June 17<sup>th</sup> 6 p.m. to 8 p.m.
- (4) Meet and greet reception with Village Administrator candidates – June 17<sup>th</sup> 8 p.m.

**b. Public Communications - None**

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.**

Motion by President Czebotar, second by Trustee Lytle, 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. Motion carried 7-0 by acclamation.

**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.**

Motion by President Czebotar, second by Trustee Lytle, to approve items b, c, e, f, g, and h, with the corrections noted from Board members. Motion carried 7-0 by acclamation.

Item d will be put back on the June 27<sup>th</sup> Village Board meeting for approval with corrections.

6. **BUSINESS.**

With no objection, President Czebotar moved immediately to item c for discussion.

**a. Public Safety Committee Report (Trustees Adrian & Mooney)**

- 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.**

Motion by Trustee Adrian, second by Trustee Mooney, to approve the renewal of 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, “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, and Class “B” and Class “C” license for McFarland House Café. Motion carries 7-0 by acclamation.

- 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.**

Motion by Trustee Adrian, second by Trustee Mooney, to approve the renewal of cigarette and tobacco license applications for July 1, 2016 through June 30, 2017 for Byrne’s McFarland Tavern, Green Lantern, Kwik Trip, Loeder Oil Co. Inc. BP Burma Road, Parkside Pub, Terminal Citgo, Larson Beach BP, McFarland Liquors, Walgreens, Pick N’ Save, J&B Liquors, and Dollar General.

**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.** The Village Board noted the following changes to the application:

- i. Move ‘are you eligible to work in the United States,’ as well as pending charges and convictions section to page 4 of 6 before work experience.
- ii. In ‘Education and Training’ section move GED reference to follow the ‘Graduated? Yes/No’ section
- iii. Insert language regarding status of license to ‘are you professionally licensed, certified or registered by a State or with any professional group, association, or society (exclude memberships)?’ section.

Motion by President Czebotar, second by Trustee Kolk to approve the employment application for the Village of McFarland with the changes noted. Motion carried 6-1 with Trustee Utter voting noe.

The Village Board recommended the Communications & Technology committee look into getting the application online into the employment section.

- 2) **Discussion and possible action on recommendation from the Personnel Committee to approve non-represented police employee’s WRS contributions and offsetting salary increase.**

Motion by President Czebotar, second by Trustee Kolk, to approve the recommendation from the Personnel Committee to approve non-represented police employee’s WRS contributions and offsetting salary increases starting July 1, 2016 for the full amount of 6.6% contingent upon the non-represented employees signing an agreement. Motion carried 4-3, with Trustee Utter, Brassington, and Lytle voting Noe.

- 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.**

The Board clarified this resolution does not commit the School District to a specific use for the property. CARPC will look at the property for a variety of uses.

Motion by President Czebotar, second by Trustee Adrian, to adopt 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. Motion carried 7-0 by acclamation.

- d. **Discussion and possible action on appointing Rob Sherman to the Emergency Management Committee.**

Motion by President Czebotar, second by Trustee Adrian, to appoint Rob Sherman to the Emergency Management Committee. Motion carried 7-0 by acclamation.

- e. **Discussion and possible action on approving the PSN contract to automate the utility billing and payment posting process.**

Motion by President Czebotar, second by Trustee Utter, to postpone action on item until a recommendation is received from the Public Utilities Committee. Motion carries 6-1 with Trustee Kolk voting Noe.

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

Chief Sherven provided information regarding other communities that provide this service for residents. He noted the degrees of involvement from the municipalities vary. He emphasized the Police Department will not be involved with the transactions, but will be providing a safe place for these transactions to occur.

Motion by Trustee Kolk, second by President Czebotar, to authorize Chief Sherven to develop a procedure for 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.**

Motion by President Czebotar, second by Trustee Mooney, to refer to the Communications & Technology Committee the recently approved employment application to be placed online.

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 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 7:49 p.m. Motion carried 7-0 on a roll call vote (Utter-Aye, Brassington-Aye, Kolk-Aye, Czebotar-Aye, Adrian-Aye, Mooney-Aye, and Mooney-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 Trustee Utter, second by President Czebotar, to adjourn the Closed Session and reconvene in Open Session to discuss and take action on items of business discussed in Closed Session at 10:16 p.m. Motion carried 7-0 on a roll call vote (Utter-Aye, Brassington-Aye, Kolk-Aye, Czebotar-Aye, Adrian-Aye, Mooney-Aye, and Mooney-Aye)

**9. ADJOURNMENT.**

Motion by President Czebotar, second by Trustee Adrian, to adjourn at 10:16 p.m.

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

**VILLAGE OF MCFARLAND**  
**VILLAGE BOARD**  
**Saturday, June 18, 2016**

1. **CALL TO ORDER.** Village Board President Brad Czebotar called the regular meeting of the McFarland Village Board to order at 7:45 a.m. in the Community Room of the McFarland Municipal Center.
2. **ATTENDANCE ROLL CALL.** Village Board members present: President Brad Czebotar, Trustees Jerry Adrian, Stephanie Brassington, Tom Mooney, Dan Kolk, Mary Pat Lytle, and Clair Utter.

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 Adrian, 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 at 7:45 a.m. (Hiring of Village Administrator) Motion carries 7-0 on a roll call vote (Adrian-aye, Brassington-aye, Czebotar-aye, Kolk-aye, Lytle-aye, Mooney-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 Kolk, to reconvene in Open Session to discuss and take action on items of business discussed in Closed Session at 2:17 p.m. Motion carries 7-0 on a roll call vote (Adrian-aye, Brassington-aye, Czebotar-aye, Kolk-aye, Lytle-aye, Mooney-aye and Utter-aye).

**Motion** by President Czebotar, second by Trustee Brassington, to engage Diversified Investigations to conduct a background check on Village Administrator Candidate. Motion carries 7-0 by acclamation.

4. **ADJOURNMENT. Motion** by President Czebotar second by Trustee Kolk, and carried 7-0 by acclamation to adjourn the Village Board meeting at 2:18 p.m.

Respectfully Submitted by,  
Cassandra Suettinger, Village Clerk

Village of McFarland

**BUSINESS**

June 27, 2016



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**MEMORANDUM**

<input type="checkbox"/>	Information Only	
<input checked="" type="checkbox"/>	Project Specific	1-809.002
<input type="checkbox"/>	Policy Memo	

**TO:** Village of McFarland Village Board Members,  
c/o Pauline Boness, Community Development Director

**COPY:** Tom Gannon, Gannon Construction, Inc.

**FROM:** Mark K. Shubak, P.E.

**DATE:** June 21, 2016

**RE:** Prairie Place Plat - Reduced CARPC Wetland Buffer Width Request

The Capital Area Regional Planning Commission (CARPC) as the governing water quality planning authority in Dane County, currently has in place certain buffer requirements to protect regulatory wetlands. These wetland buffer requirements are as follows:

- Requires a 30 foot no grading buffer around the perimeter of a wetland.
- Requires that no impervious surface (rooftops, roads, driveways, etc.) be allowed within a 75-foot setback of the perimeter of a wetland.

In the case of the proposed Prairie Place development, an urban service area amendment was approved in 2004 by CARPC (then Dane County Regional Planning Commission) and one of the conditions of approval was applying these wetland buffers. At the time, no regulatory wetlands were known to exist at the site. However, based on a wetland delineation performed in the fall of 2015, a 6.83-acre farmed wetland was identified. Based on initial meetings with CARPC staff, there are certain circumstances where reduced wetland buffer widths will be considered by CARPC with the following conditions:

- The variance petition must be sponsored by the local governing authority, in this case the Village of McFarland. The petition for the reduced wetland buffer widths is first submitted to CARPC water resources staff for review. Staff review comments are then submitted to the County regional planning board members for approval.
- Adequate measures in terms of construction site erosion control must be implemented to account for grading within the 30 foot grading buffer.
- Post-construction stormwater management measures should be implemented to account for placement of impervious surfaces within the 75 foot wetland buffer zone.

Given that the existing 6.83 acre wetland is currently and has been historically disturbed by farming, it has a relatively low wetland functional value that doesn't appear to justify the typical CARPC required impervious area and no grading wetland buffer zones. It is our intent to instead focus efforts to re-establish and restore this farmed wetland into a high quality functional wetland (refer to Figure 1).

We are currently seeking the Village's sponsorship of the following reduced CARPC wetland buffer width requirements for the Prairie Place development.

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Reduced impervious area wetland buffer widths will be as follows:

1. Lots 54 through 56 = 35 feet, Lot 53 = 42 feet, Lot 52 = 58 feet and Lot 39 = 62 feet. All other single family residential lots shall have a minimum wetland setback for impervious surfaces of 75 feet. Restrictive covenants will be placed on the six lots with less than a 75 foot setback that requires impervious area drainage within the 75 feet of the wetland to be directed to the street or other stormwater facility prior to entering the wetland.
2. Proposed 10 foot wide shared use path shall be located a minimum distance of 10 feet from the wetland boundary.
3. Proposed impervious surfaces on the multi-family lot (Lot 57) located within the 75 foot wetland setback shall be designed to drain to a bioretention basin prior to discharging to the wetlands.



Reduced "no grading" wetland buffer widths will be as follows:

1. Proposed wetland grading buffers shown on the typical cross sections of Figure 1 shall be maintained. In general, five foot minimum grading setbacks will be maintained around the perimeter of the delineated wetland. However, the portion of the wetland currently bounded by historical placement of fill (approximately 510 lineal feet) will require grading up to the boundary of the wetland in order to regrade the existing steep slopes (approximately 2:1 slopes) to more manageable and easily maintained slopes (4:1 maximum side slopes).
2. Graded 4:1 side slopes located adjacent to the wetland will be stabilized with no mow fescue seed mix and temporary erosion control mat to minimize erosion.

Further data that is in support of this request, including the Post-construction Stormwater Management Plan, Construction Site Erosion Control Plan, Wetland and Prairie Restoration Plan, and Proposed Restrictive Covenants for Lots 52 through 56 and Lot 39 are summarized in the attached report.

**- Preliminary Plat- Prairie Place subdivision – Tom Gannon**

Back in June of 2015 the Village conditionally approved a preliminary plat for this subdivision; since that time, the DNR has designated wetlands on this site which has required Tom Gannon to make adjustments to his plans for this subdivision. The newest layout of 56 single-family lots, one large multi-family lot (57) and five outlots is in your packets. There are quite a few issues to resolve with this new plat including obtaining from CARPC a variance to the 75 foot setback from wetlands which impacts building footprints for a number of lots. The Village will need to sponsor this variance request if we agree with Mr. Gannon's reasoning. The right of way to be dedicated for improving Holscher Road may need to be moved further east due to an ongoing dispute about the correct location of the quarter section line which would be the centerline of improved Holscher Road. Lastly, a week prior to Mr. Gannon's filing of the preliminary plat; we learned the property immediately east was purchased by Skaalen Retirement Services, Stoughton, WI. This group plans to build senior facilities in 5 – 10 years, which most likely will involve a campus like setting with private streets, impacting the 3 street extensions shown on the eastern portion of the Prairie Place Plat. Parkland dedication will most likely be some combination of land and fees.

At its June meeting, the Plan Commission approved the preliminary plat with the following conditions

- Approval of rezoning of all lots within the plat that would permit land uses specified for the Prairie Place Plat.
- Submission and approval of a Development Agreement with the Village of McFarland.
- Variance granted by the Capital Area Regional Planning Commission to the 75' setback buffer from the wetland boundary to those lots affected.
- Variance granted by the Capital Area Regional Planning Commission to the 35' grading setback from the wetland.
- Submittal and approval by the Village Engineer of five sets of all plans for public streets, public sidewalk, temporary T turnarounds, sanitary sewers and public water to be located within the boundaries of the plat including revision of White Daisy Lane to a permanent cul-du-sac and other comments in the Village Engineers review letter dated May 17,2016.
- Submittal and approval of a stormwater management, and erosion control plan by all applicable entities.
- Surety to cover cost of required public improvements.

- Submittal and approval by the Village Board of dedicated parkland and fees-in-lieu of parkland dedication.
- Submittal to and approval by the Village of any deed restrictions or covenants for the plat including but not limited to lowest elevation for building openings.
- Approval by the Village Attorney of an easement agreement between Prairie Place Property LLC and Westshore Pipeline.
- Future sanitary sewer easement parallel with the Westshore Pipeline supply pipe.
- Identification on the preliminary plat of all public spaces proposed to be dedication for parkland use.
- Submittal to and review by the Village Engineer of any soil borings required by the Village.
- Development Agreement to include waterproofing measures to be used for residential basements, details of which will be submitted with residential building permits for lots as determined by the Village Engineer.





Project No.	183011
Sheet No.	1
Scale	1" = 50'
Author	J. Thomas
Checked	
Approved	
Drawn	
Revised	

**Royal Oak & Associates, Inc.**  
 3678 Kinnaman Boulevard  
 Madison, WI 53714  
 Phone (608) 274-6500 Fax (608) 274-4530  
 www.royalokassociates.com

Submitted For:  
 Prairie Place - Concept Plan  
 Village of McFarland  
 Dane County, Wisconsin

**Legend**  
 - - - - - Existing Center  
 - - - - - Natural Subdivision  
 - - - - - Building Footprint Line

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- Concept Layout -  
 Lot 57 (bigger Lot West of Weiland)**
- Showing Possible Layout of Buildings on this parcel
  - Preliminary Buildings Shown
  - 8 Buildings
  - 24 Unit Buildings
  - 120 Units



183



**Prairie Place**

**Preliminary Parkland Dedication/Fee Analysis**

Total Plat Acreage: 33.52 acres

**Without CUP (LOT 57)**

Proposed single family lots:	56
Proposed multi-family units:	<u>49</u>
Total Units	105

Required Parkland Dedication (1 acre per 15 d.u.)  
 $105/15 = 7.0$  acres

**Proposed Parkland Dedication – Land**

Outlot 3 (less 2 year storm event)	1.98 acres
Outlots 1,2,4,5, (less bio-retention bottoms)	3.03 acres
Total	5.01 acres (75 units)

**Proposed Parkland Dedication – fees (\$4115 per d.u.)**

$7.0 - 5.01 = 1.99$  acres (30 units)  
 $30 \times \$4115. = \$123,450$

**Required Park Impact Fees**

$49 \times \$443.93 = \$21,752.57$   
 $56 \times \$731.47 = \underline{\$40,962.32}$   
 Total = \$62,714.89

**With CUP approval (LOT 57)**

Proposed single family lots:	56
Proposed multi – family units:	<u>92</u>
Total units	148

Required Parkland Dedication (1 acre per 15 d.u.)  
 $148/15 = 9.86$  acres

**Proposed Parkland Dedication – Land**

Outlot 3 (less 2 year storm event)	1.98 acres
Outlots 1,2,4,5, (less bio-retention bottoms)	3.03 acres
Total	5.01 acres (75 units)

**Proposed Parkland Dedication – fees (\$4115. per d.u.)**

9.86 – 5.01 = 4.85 acres (73 units)

73 x \$4115. = \$300,395

---

**Required Park Impact Fees**

92 x \$443.93 = \$40,841.56

56 x \$731.47 = \$40,962.32

Total = \$81,803.88

DRAFT

Drawn By: \_\_\_\_\_  
 Checked By: \_\_\_\_\_  
 Approved By: \_\_\_\_\_  
 Date: \_\_\_\_\_

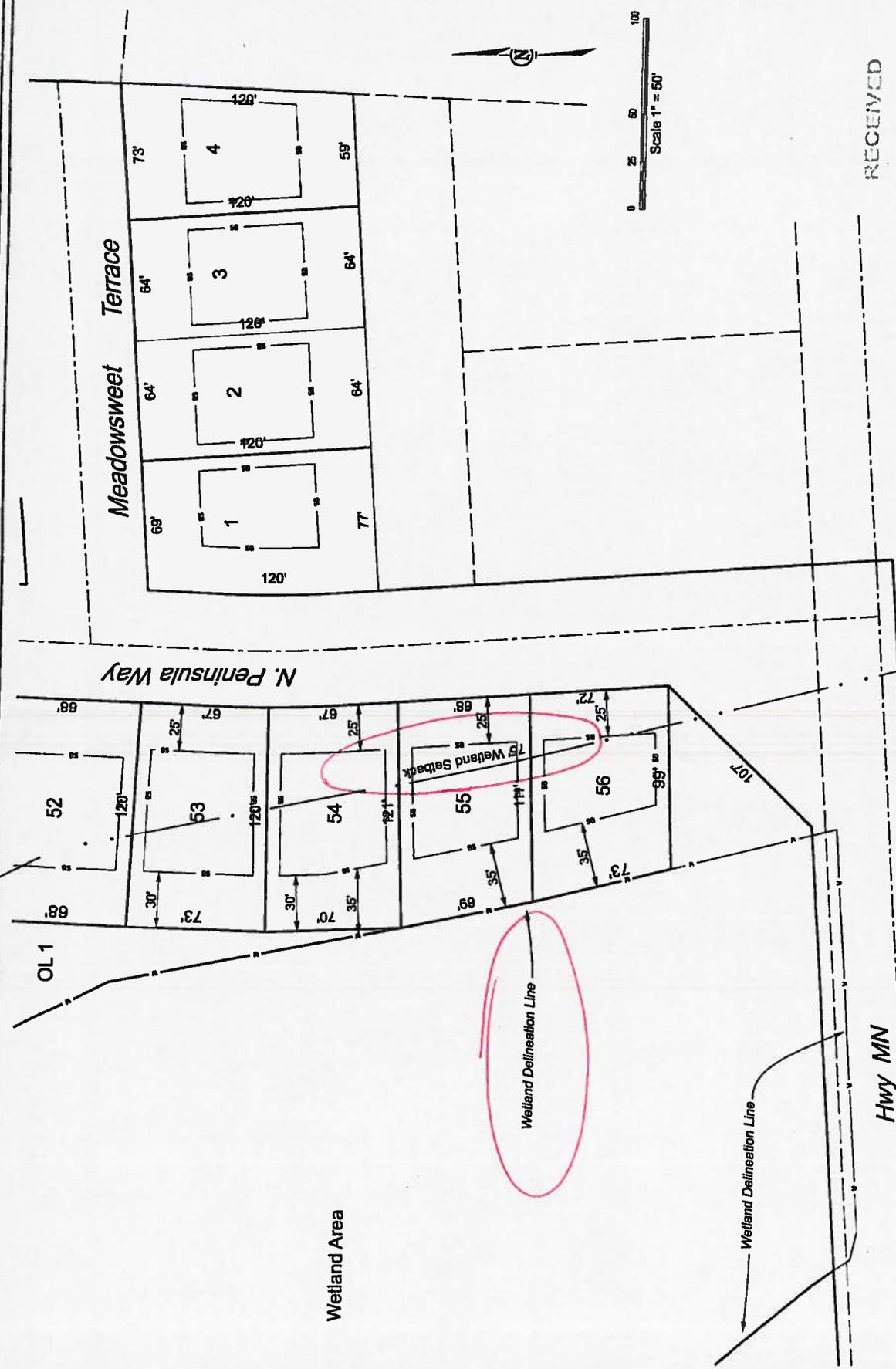
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 Phone (808) 274-4530  
 Fax (808) 274-4530  
 www.royalokengineering.com



Preliminary Plat - Prairie Place  
 Lots 53 - 56  
 Proposed Building Setback

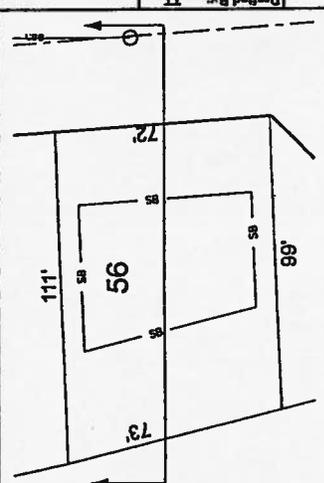
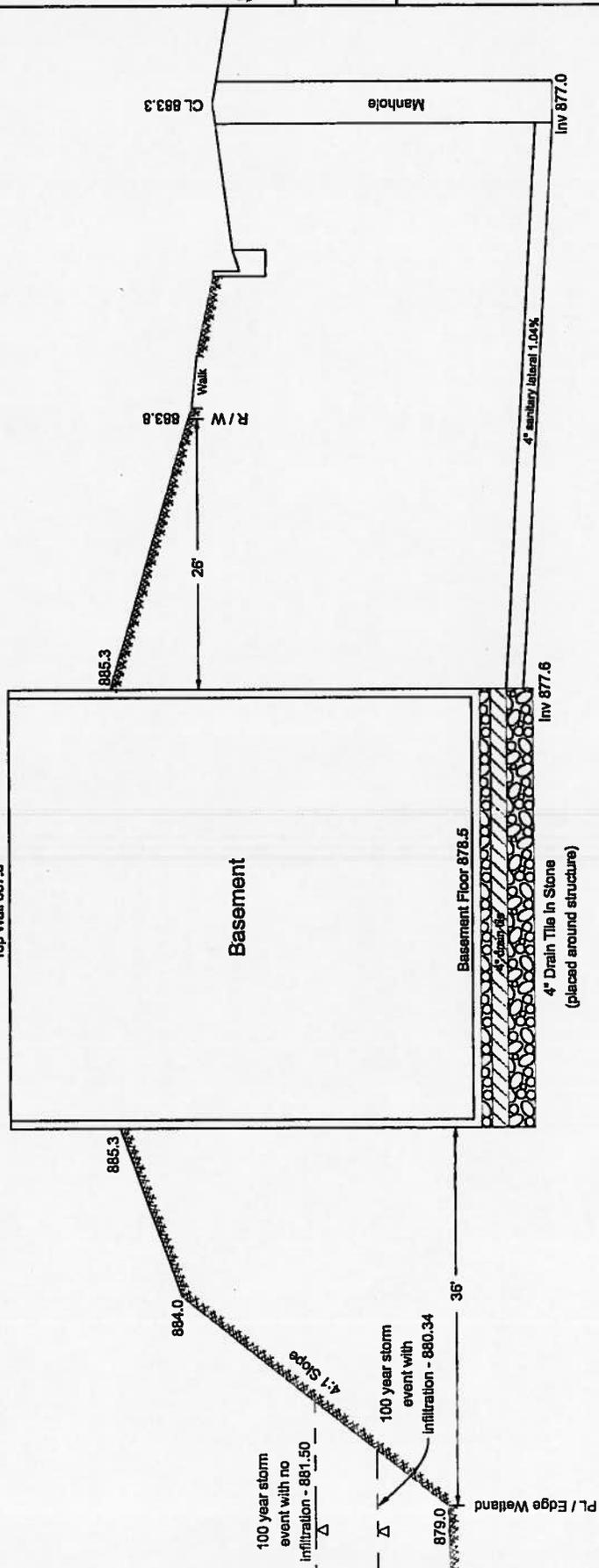
Sheet 1  
 of 1

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# Lot 56 Cross Section Full Basement

- Note:**
- Lowest Building Opening Elev = 883.50
  - No ground water encountered at Borehole #6 located on Lot 55 - dug to a depth of 864.5
  - 4" drain tile in stone will be place along the outside of the basement
  - Waterproof the outside of the basement walls



Scale  
1" = 10' Horiz  
1" = 2' Vert

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38

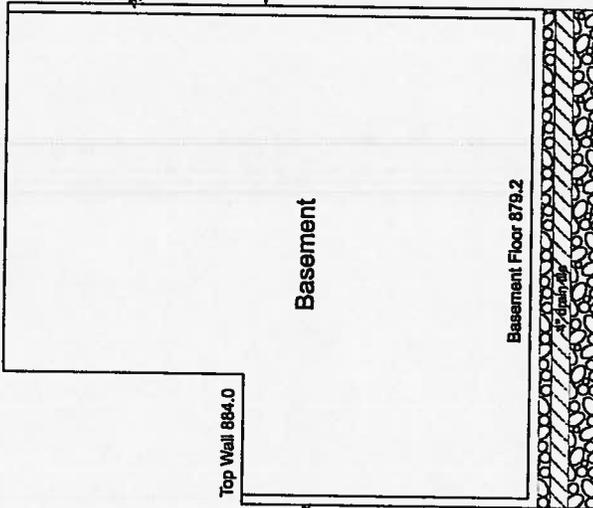
<p><b>Royal Oak &amp; Associates, Inc.</b> 3678 Kulsman Blvd Madison, WI 53704 Phone (608) 274-4530 Fax (608) 274-4530 www.royalokengineering.com</p>		<p><b>Plan For:</b> Preliminary Plat Prairie Place Lot 56 - Cross Section</p>	
<p>Drafted By: TT Approved By: Date: 06-15-16 Dir:</p>	<p>Office Map No</p>	<p>Sheet: 1</p>	<p>of Sheets: 1</p>

# Lot 56 Cross Section 1/2 Exposure

Note:

- Lowest Building Opening Elev = 883.50
- No ground water encountered at Borehole #6 located on Lot 55 - dug to a depth of 864.5
- 4" drain tile in stone will be placed along the outside of the basement
- Waterproof the outside of the basement walls

Top Wall 888.0



100 year storm event with no infiltration - 881.50

100 year storm event with infiltration - 880.34

4:1 Slope

36'

PL / Edge Wetland

879.0

882.4

883.5

Top Wall 884.0

Basement

Basement Floor 879.2

4" Drain Tile In Stone  
(placed around structure)

Inv 877.6

4" auxiliary lateral 1.04%

Inv 877.0

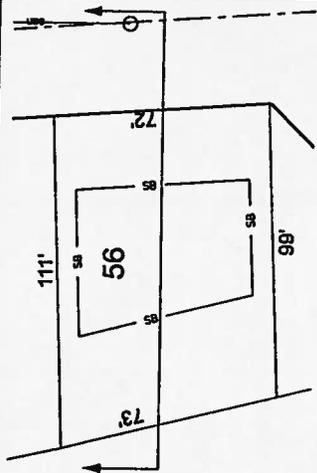
R/W 883.8

26'

886.0

CL 883.3

Manhole



Drawn By:	TT
Checked By:	
Approved By:	
Date:	08-10-16
Date:	08-13-16

Royal Oak & Associates, Inc.  
3678 Knaflman Blvd  
Madison, WI 53704  
Phone (608) 274-5500  
Fax (608) 274-4530  
www.royalokaengineering.com



Plan For: Lot 56 - Cross Section  
Preliminary Plat  
Prairie Place

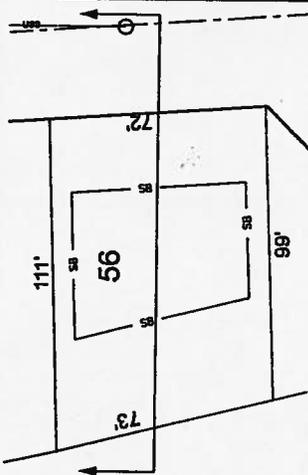
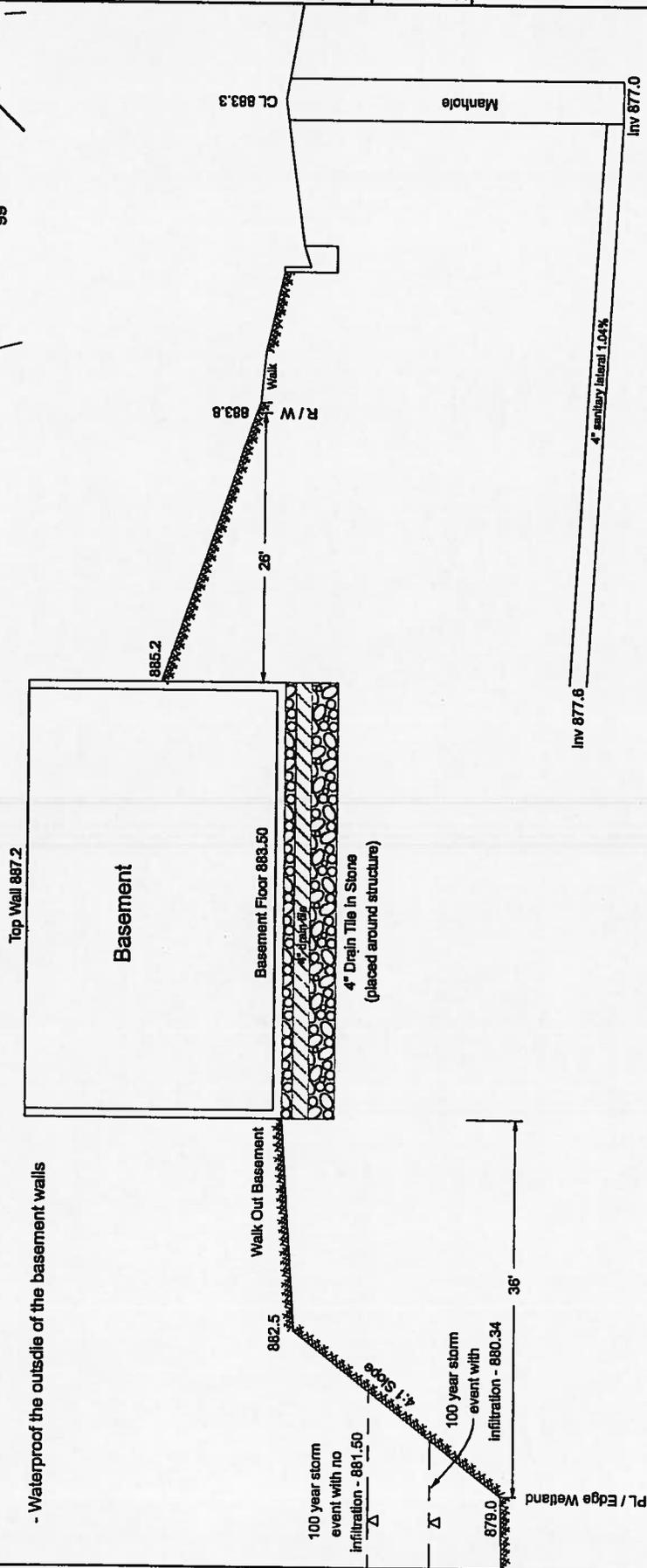
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Sheet	1
of Sheets	1

Scale  
1" = 10' Horiz.  
1" = 2' Vert

53

# Lot 56 Cross Section Spilt Level Basement Walk out Basement

- Note:
- Lowest Building Opening Elev = 883.50
  - No ground water encountered at Borehole #6 located on Lot 55 - dug to a depth of 864.5
  - 4" drain tile in stone will be placed along the outside of the basement
  - Waterproof the outside of the basement walls



Drafted By: TT  
 Checked By:  
 Approved By:  
 Date: 08-18-16  
 www.royalokengineering.com

**Royal Oak & Associates, Inc.**  
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 Madison, WI 53704  
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 Fax (608) 274-4530



Plan For:  
**Lot 56 - Cross Section**  
**Preliminary Plat**  
**Prairie Place**

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Sheet	1
of Sheets	1

Scale  
 1" = 10' Horiz.  
 1" = 2' Vert

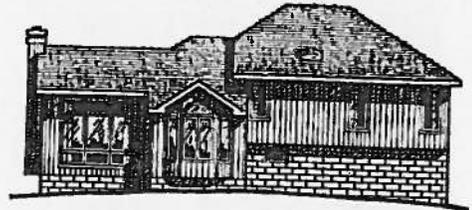
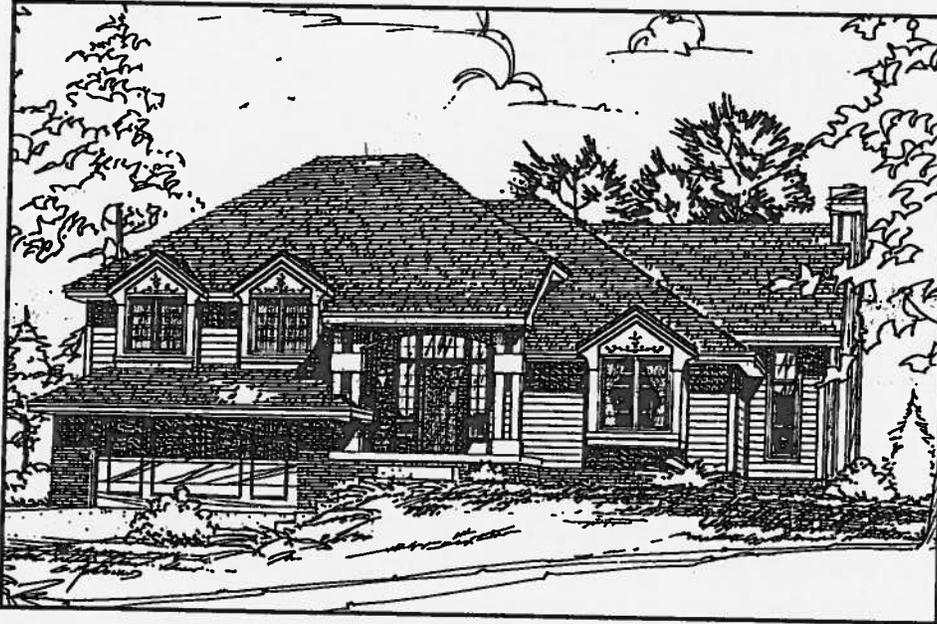
25

# 9F-978 Savannah price code: 15

**Gold Seal**  
HOME PLANS

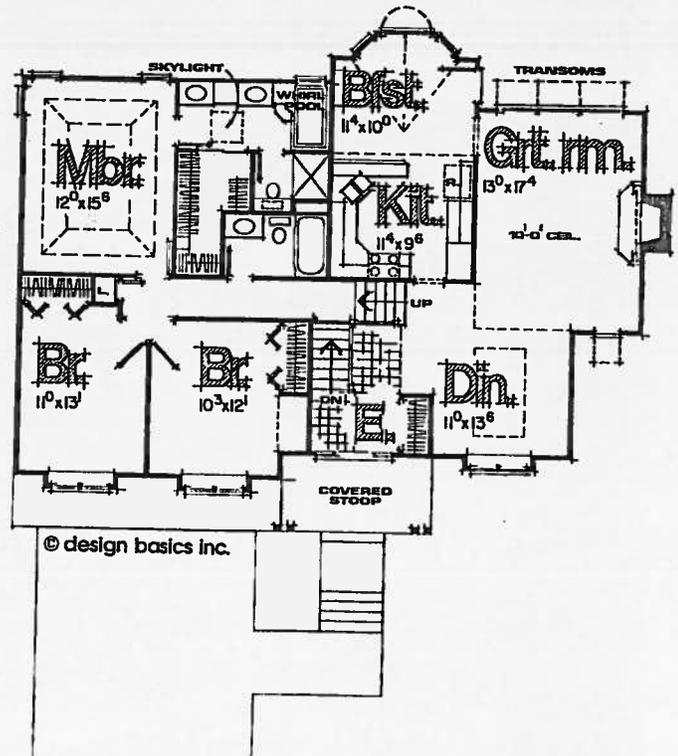
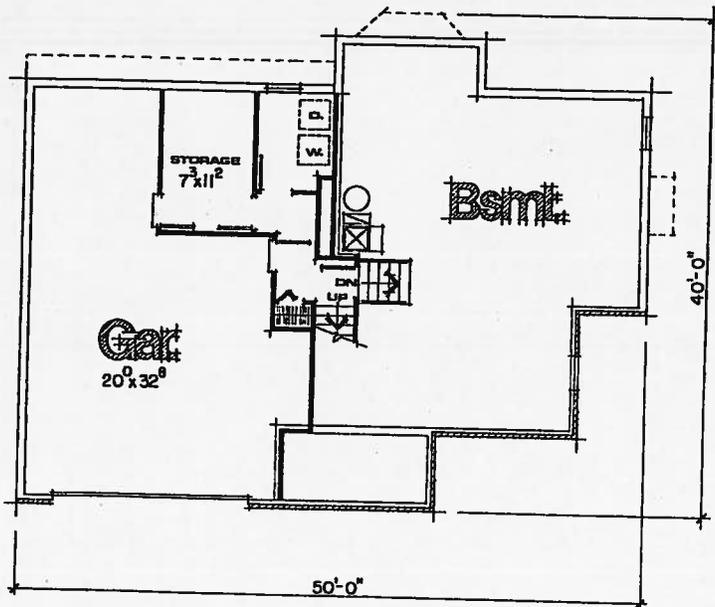
- ▶ High quality, erasable, reproducible vellums
- ▶ Shipped via 2nd day air within the continental U.S.

- high-impact entry
- formal dining room with ceiling detail and boxed window open to entry
- volume great room has handsome brick fireplace and large windows with transoms to the back
- kitchen with wrapping counter, corner sink, lazy Susan and pantry adjoins bayed breakfast area with sloped ceiling and arched transom window
- bathroom and bedrooms situated for privacy in central hallway
- master suite includes skylit dressing/bath area with double vanity, walk-in closet and whirlpool tub
- secondary bedrooms share hall bath
- garage with extra storage space



Rear Elevation

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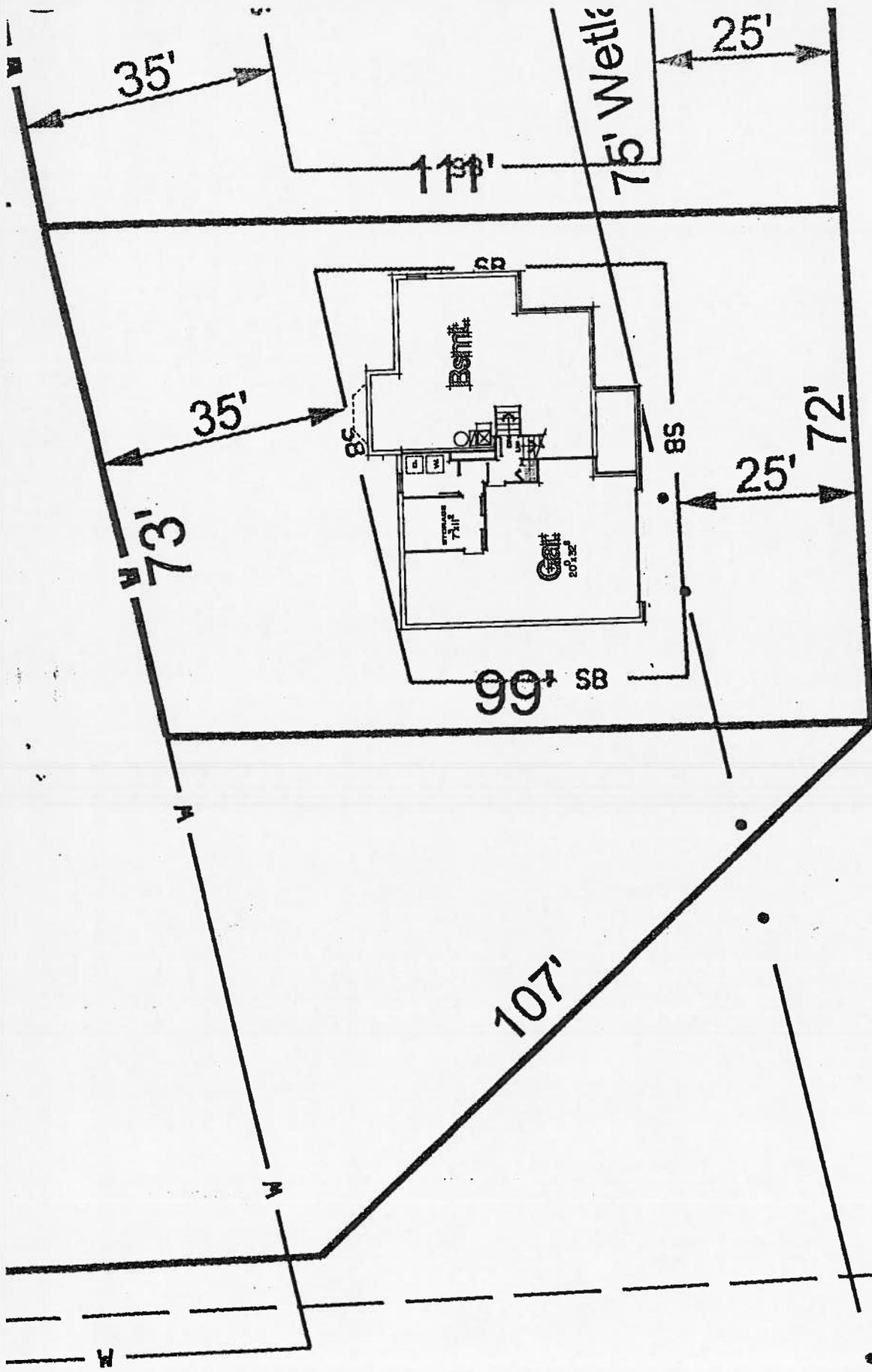


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Main	1499 Sq. Ft.
Second	57 Sq. Ft.
<b>Total</b>	<b>1556 Sq. Ft.</b>



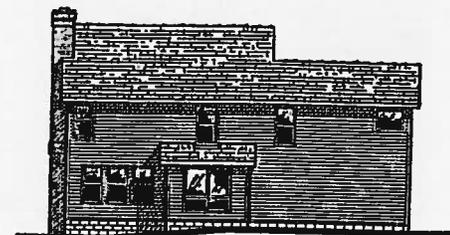
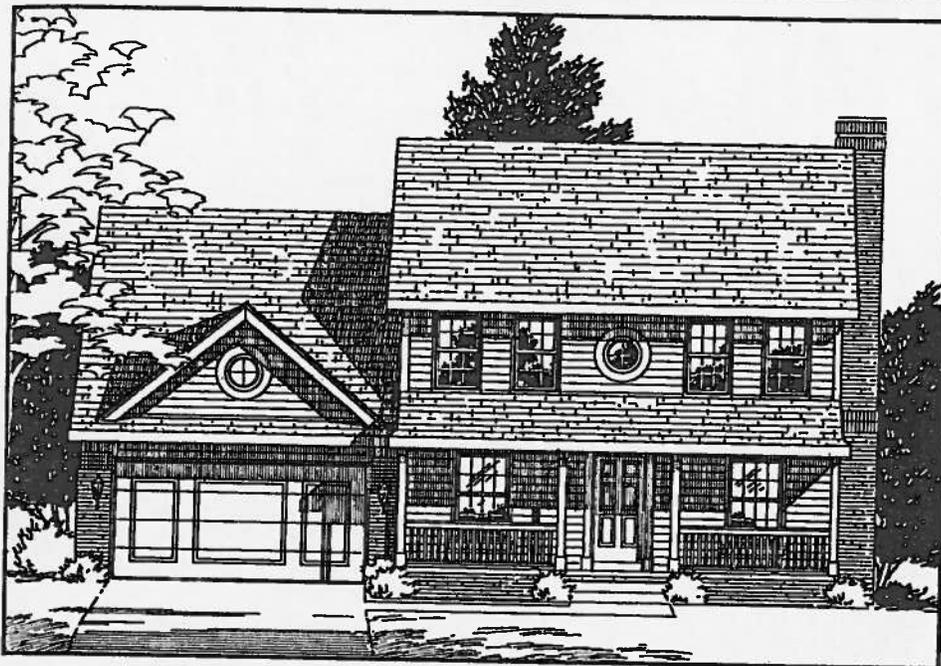
N. PENINSULA WAY

# 9F -3567 Yorktown price code: 18

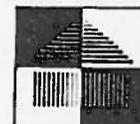
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**PLUS**

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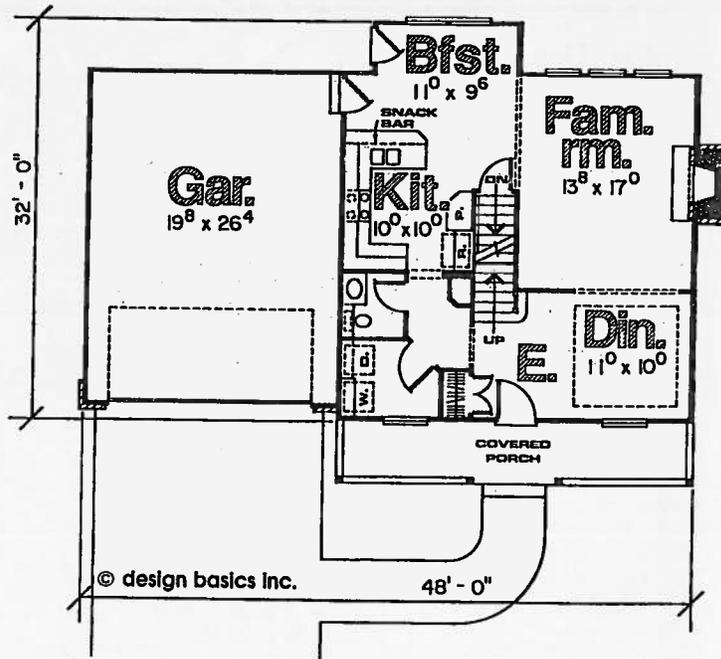
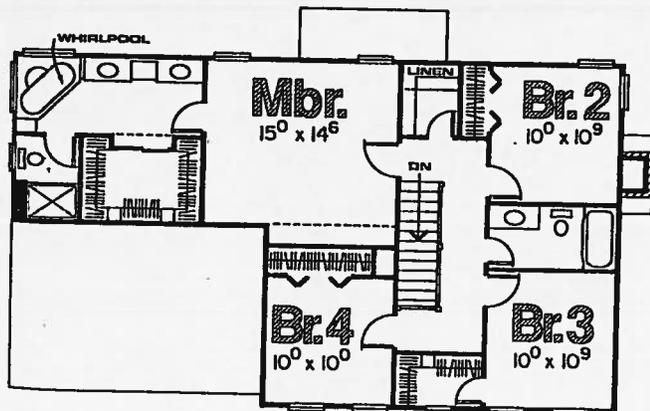
- front porch brings charming twist to this economical elevation
- oak flooring adds elegance to entry and dining room
- bright windows and fireplace compliment relaxed family room
- breakfast area conveniently accesses both backyard and garage
- kitchen enhanced with peninsula snack bar
- organized laundry and powder room off kitchen
- master suite reveals dual sink vanity and romantic corner whirlpool tub
- bedroom #3 offers walk-in closet
- extra storage space in deep garage



Rear Elevation



**Roof Construction Package**  
AVAILABLE  
FOR • ALL • PLANS



Main	831 Sq. Ft.
Second	1027 Sq. Ft.
Total	1858 Sq. Ft.

© design basics inc.



May 10, 2016

RECEIVED

MAY 10 2016

VILLAGE OF McFARLAND

Ms. Pauline Boness  
Director of Community Development  
Village of McFarland  
5915 Milwaukee Street  
P.O. Box 110  
McFarland, WI 53558

Subject: Prairie Place

Dear Pauline:

We have received the preliminary plat for Prairie Place, an approximately 33.5-acre mostly residential subdivision on the Village's east side. We have reviewed the plat for conformance to the engineering items in the Village's subdivision ordinance, as well as Village infrastructure standards and requirements. Our comments are as follows, organized in the order of requirements listed in the ordinance:

**Sec. 56-36. - Submission of Preliminary Plat**

- Part (b) requires five sets of engineering reports to be submitted with the Preliminary Plat, addressing sewer and water service feasibility, drainage facilities, traffic patterns, typical street cross sections, erosion control plans, pavement design and other improvements – **This was not done.**
- Part (f) requires plans and profiles of streets. **This was not done, but the same information could be provided with rim elevations on the plat.**

**Sec 56-59 (b)(15) requires public spaces to be shown. Some are shown, but no parks. We assume this indicates the parkland dedication will be accomplished with fees in lieu of.**

**Sec 56-59 (c) requires several items regarding the proposed streets and utilities that would not be shown on the plat, but in other documents. The applicant needs to submit tentative cross-sections and centerline profiles for streets, pipe sizes on the water main, a preliminary grading plan, and an erosion control and stormwater management plan. These were not submitted and are needed for preliminary plat approval.**

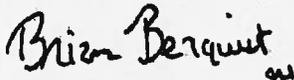
**Additional Comments**

1. More of Veridan's stormwater management area to the north should be shown to confirm that the Veridian overflow is aligned with the proposed Praire Place storm easement. The proposed easement (and street profile) in this area should also be graded to allow overland flow that is confined to the easement in the 100-year storm event with all infiltration failed.
2. A new sanitary sewer easement should be shown between lots 38 and 39 to allow for new sewer. This easement should also have sewer constructed in it (but plugged at the Shooting Star Court cul de sac) to allow for future gravity sanitary sewer to be used flowing south. This was a requirement of the recent MMSD approval of Lift Station #5.
3. A new sanitary sewer easement (without pipe) should be shown along the east edge of the petroleum pipeline (and along the back lots of 38 and 39) to allow for future sewer construction to the south.

4. A proposed path or sidewalk, depending on Village preference, should be should on the north edge of CTH MN east of where the current one is proposed, all the way to the east boundary of the plat.
5. There is existing ditching and storm sewer along the north side of CTH MN at Holscher Road that must be accommodated with either new pipe or ditching to convey that flow.
6. The water main at N. Peninsula Way/CTH MN should include a tee with an eastern extension to the east boundary of the plat.
7. The proposed storm sewer in Holscher Road (by Village construction) will be relocated north to match better with the existing low point in Holscher Road and proposed stormwater easement shown. This easement should be graded to allow overland flow that is confined to the easement in the 100-year event with all pipes plugged.
8. The Village should consider requiring additional right-of-way along Holscher Road at the north end of the plat, given the unresolved right-of-way location issues at the south end of the Juniper Ridge Plat. This would provide some flexibility to the Village for reconstructing Holscher Road in the future.
9. The plat shows three streets connecting to lands east of Prairie Place. The connectivity needs for utilities and transportation could likely be served with just two. The Developer should consider a cul de sac for either Shooting Star Trail or White Daisy Lane.

Please feel free to contact us with questions regarding this review. We will plan on attending the necessary upcoming Committee meetings to discuss these comments.

Very truly yours,  
TOWN & COUNTRY ENGINEERING, INC.



Brian R. Berquist, P.E.  
Vice-President of Municipal Services

cc: Mr. Allan Coville, Director of Public Works, Village of McFarland (5915 Milwaukee Street, P.O. Box 110, McFarland, WI 53558)

Mr. Tom Gannon, Gannon Company (4719 Farwell Street, McFarland, WI 53558)

Mr. Tim Thorson, Royal Oak & Associates, Inc. (3678 Kinsman Boulevard, Madison, WI 53704)

Mr. Mark Shubak, Strand Associates (910 West Wingra Drive, Madison, WI 53715)

Mr. Lawrence Bechler, Murphy & Desmond, S.C. (2 East Mifflin Street, Suite 800, P.O. Box 2038, Madison, WI 53701)

BRB:sai

J:\JOB#S\McFarland\MC-88-15 Prairie Place Develop-2015 Version\Admin\Review Ltr..docx

Report for  
**Gannon Construction, Inc.**

---

Preliminary Stormwater Management Plan  
Prairie Place Subdivision

Prepared by:

**STRAND ASSOCIATES, INC.®**  
910 West Wingra Drive  
Madison, WI 53715  
[www.strand.com](http://www.strand.com)

June 2016

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JUN 16 2016  
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**Post-Construction Stormwater Management Plan**

Post-construction stormwater management measures for the proposed 33.5-acre plat (Refer to Figure 1) have been developed to manage stormwater quality (80 percent TSS loading reduction for new development), infiltration, and peak reduction. Given the fact that the development is located within a closed depression, no stormwater leaves the site for storms up and including a 100-year, 24-hour storm event. Stormwater pretreatment bioretention basins are being proposed to remove 80 percent of the TSS loading from the development prior to discharge to the wetland. Based on WinSLAMM modeling results summarized in the table below, the four bioretention basins will achieve 88.5 percent TSS reduction performance for the project. Note that the Northwest bioretention basin has been sized to accept stormwater runoff from the existing developed area located west of Holscher Road.

Location ID	Influent (lbs)	Effluent (lbs)	% Reduction
NW Bioretention Basin	3,549	219	93.8
NE Bioretention Basin	1,766	0	100.0
SW Bioretention Basin	681	0	100.0
SE Bioretention Basin	254	37	85.3
Wetland	490	490	0.0
<b>Overall</b>	<b>6,483</b>	<b>746</b>	<b>88.5</b>

**Table 1 TSS Removal Results**

Stormwater routing calculations through the bioretention basins indicate that each of the basins is capable of retaining and infiltrating stormwater runoff for storm events up to and including a 2-year, 24-hour rainfall event. These basins will be designed as a typical bioretention basin, except that a storage layer and underdrain pipe will not be incorporated. Due to the presence of well drained underlying sandy soils beneath the bioretention basins, there is no need for underdrain piping. Infiltration rates of 1.63 inches per hour are assumed for each of the bioretention basins and within the wetland.

Location ID	1- HWEL (ft)	2- HWEL (ft)	10- HWEL (ft)	100- HWEL (ft)
NW Biobasin	880.14	880.25	880.56	880.97
NE Biobasin	880.14	880.25	880.56	880.97
SW Biobasin	880.09	880.15	880.31	880.48
SE Biobasin	880.19	880.22	880.35	880.56
Wetland	878.85	879.00	879.39	880.34

**Table 2 Estimated Highwater Elevations With Infiltration**

A condition of past stormwater management approval for the plat was confirmation that an evaluation be performed that demonstrates that the proposed stormwater management controls will provide adequate flood storage in the event that no infiltration occurs both upstream on the Juniper Ridge plat and within the Prairie Place plat. The results of this evaluation are summarized in Table 3 below and indicate that the estimated 100-year high water elevation within the wetland

and surrounding stormwater basins will be 881.35. In the unlikely event that storm events of greater magnitude should occur, the CTH MN relief storm sewer is available to provide a gravity emergency outlet from the development.

Location ID	1- HWEL (ft)	2- HWEL (ft)	10- HWEL (ft)	100- HWEL (ft)
Wetland	879.37	879.52	880.09	881.35

**Table 3 Estimated Highwater Elevations Without Infiltration**

**Wetland Delineation**

In the summer of 2015, the potential for presence of regulatory wetlands within the natural depression on the Prairie Place plat was identified. Wisconsin Wetland Inventory (WWI) maps were updated by the WDNR in 2012 and indicated a large wetland complex that was later confirmed by a field wetland determination performed by Bates Soil & Water Testing Services, LLC. The limits of the delineated 6.83 acre farmed wetland was subsequently staked, field surveyed, and mapped (refer Figure 1). The presence of this wetland resulted in the need to significantly alter the layout and design of the previously approved Prairie Place plat.

**CARPC Wetland Impervious Area and Grading Buffer Requirements**

The Capital Area Regional Planning Commission (CARPC) as the governing water quality planning authority in Dane County, currently has in place certain restrictions pertaining to protection of regulatory wetlands for new developments as follows:

- Requires a 30 foot no grading buffer around the perimeter of a wetland.
- Requires that no impervious surface (rooftops, roads, driveways, etc.) be allowed within a 75-foot setback of the perimeter of the wetland.

In circumstances where these restrictions create undue hardship for a particular land development, variance petitions will be considered by CARPC with the following conditions:

- The variance petition must be sponsored by the local governing authority, in this case the Village of McFarland. The petition for these variances is first submitted to CARPC water resources staff for review. Staff review comments are then submitted to the County regional planning board members for approval.
- Adequate measures in terms of construction site erosion control must be implemented to account for grading within the 30 foot grading buffer.
- Post-construction stormwater management measures should be implemented to account for placement of impervious surfaces within the 75 foot wetland buffer zone.

Given that the existing 6.83 acre wetland is currently and has been historically disturbed by farming, it has a relatively low wetland functional value that justifies the typical CARPC prescribed impervious area and no grading buffer zones. It is our intent to instead focus our efforts to re-establish and restore this farmed wetland closer to its presettlement condition.

Below is a description of the variances that are being proposed for the Prairie Place development.

Wetland setbacks for proposed impervious surfaces are as follows:

1. Lots 54 through 56 = 35 feet, Lot 53 = 42 feet, Lot 52 = 58 feet and Lot 39 = 62 feet. All other single family residential lots shall have a minimum wetland setback for impervious surfaces of 75 feet. Restrictive covenants will be placed on the six lots with less than a 75 foot setback that requires impervious area drainage within the 75 feet of the wetland to be directed to the street or other drainage system prior to entering the wetland.
2. Proposed 10 foot wide shared use path shall be located a minimum distance of 10 feet from the wetland boundary. This standard was proposed to WDNR stormwater engineer Eric Rortvedt and approved per e-mail correspondence dated April 22, 2016.
3. Proposed impervious surfaces on the multi-family lot (Lot 57) located within the 75 foot wetland setback shall be designed to drain to a bioretention basin prior to discharging to the wetlands.

A variance to CARPC's 30 foot no grading buffer around the wetland will also be pursued. Below is a description of the proposal.

1. Proposed wetland grading buffers shown on the typical cross sections of Figure 1 shall be maintained. In general, five foot minimum grading setbacks will be maintained around the perimeter of the delineated wetland. However, the portion of the wetland currently bounded by historical placement of fill (approximately 510 lineal feet) will require grading up to the boundary of the wetland in order to regrade the existing steep slopes (approximately 2:1 slopes) to more manageable and easily maintained slopes (4:1 maximum side slopes).
2. Graded 4:1 side slopes located adjacent to the wetland will be stabilized with no mow fescue seed mix and temporary erosion control mat to minimize erosion.

### **Wetland and Prairie Restoration Plan**

In advance of the subdivision grading, it is our intent to embark on implementing a wetland and prairie restoration of the existing 6.83 acre delineated wetland. The restoration plan will involve establishment of a range of native vegetation (wet detention seed mix, native mesic prairie seed mix, and wet mesic prairie seed mix) as depicted on Figure 1. Selection of appropriate seed mixes was based on anticipated design storm water levels in the wetland.

Details related to implementation and schedule of the restoration are as follows:

1. Spring 2016 - Plant Roundup-Ready soybean crop for minimum stubble. Plant without additional grass or weed herbicides over entire limit of plat, including the 6.83-acre wetland.
2. Early Fall-October 2016 - Harvest soybean crop and minimize surface disturbance. Direct-seed/no-till seed native seed mixes and perform other needed site preparation for enhancement plantings within the 6.83-acre wetland as shown in the restoration plan.

3. Spring 2017 - Placement of silt fence around the perimeter of the enhanced/restored 6.83 acre wetland.
4. Spring 2017 - Anticipated start of construction of Prairie Place subdivision place. Implement erosion control measures (temporary sediment basins at locations of future bioretention basins). Erosion control measures kept in place until development site is completed and stabilized. Install native plantings associated with cumulative development and restoration plan.
5. 2017 Growing Season - Perform maintenance mowing to prevent quick-growing weeds from reseeding, shading, or over-competing with new native seedlings. Mow each time weed growth reaches 10-12-inches and cut to height of 6 inches.
6. 2018 Growing Season - Maintenance mow or spot-mow once or twice raising the cutting height to 6-12-inches. Additional management to include: spot-spraying and selective invasive species and woody species removals.
7. 2019 Growing Season and Beyond - Spring/Summer/Fall reviews and assessment for needed management (mowing, spot-spraying, selective woody removals) and other techniques recommended by restoration contractor.



#### **Proposed Restrictive Covenants for Lots 52 through 56 and Lot 39**

1. No impervious surfaces beyond the residential structure will be permitted within the 75 foot wetland buffer. Placement of pervious pavers may be considered on a case-by-case basis for implementation of a patio. Decks will be allowed only in cases where vegetation can be established below the deck. No sheds, or other outbuildings will be permitted.
2. Downspout runoff not directed to the street or a public stormwater management facility shall be captured by on-site rain gardens and/or rain barrels. Sufficient storage volume shall be provided to store runoff for a 1-year, 24-hour storm event.
3. A five foot "no-mow" vegetated buffer zone shall be maintained beyond the delineated wetland boundary and planted with a no-mow fescue seed mix. The wetland boundary will be delineated with fiberglass wetland markers.
4. No yard side slopes within the 75 foot buffer shall exceed a 4:1 (horizontal to vertical) gradient.

#### **Construction Site Erosion Control Plan**

As previously stated, it is anticipated that prior to any land disturbance or grading that is related to development outside the wetlands, construction site erosion control measures will be implemented. Anticipated measures will include the following:

1. Silt fence (WDNR Conservation Practice Standard 1056) will be placed around the perimeter of the entire delineated wetland. Silt fence will also be implemented at perimeter locations of the site where sheet flow drainage has the potential to transport sediment offsite.

2. Temporary sediment traps (WDNR Conservation Practice Standard 1063) will be constructed at the same locations where bioretention basins are sited. Following full build out of the subdivision, the temporary sediment basins will be removed and replaced with the bioretention basins.
3. Minimum 5 foot no grading vegetative buffers around the perimeter of the wetlands will be maintained (with the exception of the 510 foot portion adjacent to the fill area). This area will be seeded with a no mow fescue seed mix.
4. Install stone tracking pads (WDNR Conservation Practice Standard 1057) at all points of construction traffic egress.
5. Implement Class II, Type C organic erosion control revegetative mat on all side slopes greater than 4:1. This type of mat is typically used adjacent to environmentally and biologically sensitive areas where plastic netting is inappropriate. Typically will last three-years or greater also.

As final design of the development is advanced, a detailed Construction Site Erosion Control Plan will be developed and submitted for review.

Tom, I spoke with Mike Rupiper at CARPC and how they've handled decks in the past is this. If the deck is designed in such a way that vegetation can be established beneath it, then it can be allowed in the buffer. Typically, if the deck is raised, like a deck off the main level for a walkout basement, vegetation can be established. Even for a deck above a garden lookout (half-out), I'd contend that you can establish vegetation below it (i.e. ferns). Below is a revised version of the restrictive covenants that we discussed.

1. No impervious surfaces beyond the residential structure will be permitted within the 75' wetland buffer. Placement of pervious pavers may be considered on a case-by-case basis for implementation of a patio. Decks will be allowed only in cases where vegetation can be established below the deck. No sheds, or other outbuildings will be permitted.
2. Downspout runoff not directed to the street or a public stormwater management facility shall be captured by on-site rain gardens and/or rain barrels. Sufficient storage volume shall be provided to store runoff for a 1-year, 24-hour storm event.
3. A five foot "no-mow" vegetated buffer zone shall be maintained beyond the delineated wetland boundary and planted with a no-mow fescue seed mix. The wetland boundary will be delineated with fiberglass wetland markers.
4. No yard side slopes within the 75' buffer shall exceed a 4:1 (horizontal to vertical) gradient.

-Mark

Mark K. Shubak, P.E.  
Strand Associates, Inc.

RECEIVED  
JUN 16 2016  
VILLAGE OF McFARLAND

## LIST OF CONDITIONS PRAIRIE PLACE PRELIMINARY PLAT

- Approval of rezoning of all lots within the plat that would permit land uses specified for the Prairie Place Plat.
- Submission and approval of a Development Agreement with the Village of McFarland.
- Variance granted by the Capital Area Regional Planning Commission to the 75' setback buffer from the wetland boundary to those lots affected.
- Variance granted by the Capital Area Regional Planning Commission to the 35' grading setback from the wetland.
- Submittal and approval by the Village Engineer of five sets of all plans for public streets, public sidewalk, temporary T turnarounds, sanitary sewers and public water to be located within the boundaries of the plat including revision of White Daisy Lane to a permanent cul-du-sac and other comments in the Village Engineers review letter dated May 17,2016.
- Submittal and approval of a stormwater management, and erosion control plan by all applicable entities.
- Surety to cover cost of required public improvements.
- Submittal and approval by the Village Board of dedicated parkland and fees-in-lieu of parkland dedication.
- Submittal to and approval by the Village of any deed restrictions or covenants for the plat including but not limited to lowest elevation for building openings.
- Approval by the Village Attorney of an easement agreement between Prairie Place Property LLC and Westshore Pipeline.
- Future sanitary sewer easement parallel with the Westshore Pipeline supply pipe.
- Identification on the preliminary plat of all public spaces proposed to be dedication for parkland use.
- Submittal to and review by the Village Engineer of any soil borings required by the Village.
- Development Agreement to include waterproofing measures to be used for residential basements, details of which will be submitted with residential building permits for lots as determined by the Village Engineer.

**ORDINANCE NO. 2016-03**

**AN ORDINANCE REZONING LANDS IN THE VILLAGE OF MCFARLAND ALONG PAULSON ROAD FROM THE M-IC MANUFACTURING-INTENSIVE DISTRICT TO THE R-3 GENERAL RESIDENCE DISTRICT**

The Village Board of the Village of McFarland do hereby ordain as follows:

1. Section 62-62(c) of the McFarland Municipal Code and the Official Zoning Map, adopted on April 3, 2003, are hereby amended so that the following described real estate is hereby rezoned from the M-IC Manufacturing-Intensive District to the R-3 General Residence District and shall henceforth be subject to the regulations contained in Sections 62-68(i), and 62-69 and 62-80 of the McFarland Municipal Code as applicable to the R-3 District. The legal description of the property rezoned is as follows:

Part of the Southeast ¼ of the Southeast ¼, Section 34, Township 7 North, Range 10 East, in the Village of McFarland, Dane County, Wisconsin, more particularly described as follows: Beginning at the city monument at the South ¼ corner of said Section 34; thence North 1°55'49" West along the North-South ¼ line, 509.91 feet; thence South 88°04'04" West, 319.64 feet to the Easterly line of a proposed road; thence South 1°55'49" East 332.04 feet along said Easterly line and said line extended Southerly to the Northeasterly right-of-way line of the Chicago, Milwaukee, St. Paul and Pacific Railway right-of-way; thence South 41°34'20" East, 226.55 feet to the South line of said Section 34; thence North 88°34'20" East along said South line 173.20 feet to the point of beginning of this description.

2. The Zoning Administrator is hereby directed to label these changes on the Official Zoning Map.

3. This Ordinance shall take effect [upon passage and publication].

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the \_\_\_\_ day of \_\_\_\_\_, 2016.

APPROVED:

\_\_\_\_\_  
Brad Czebotar, Village President

ATTEST:

\_\_\_\_\_  
Cassandra Suettinger, Clerk  
4838-6744-2738, v. 1

ORDINANCE 2016 - 03	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Adrian	Lytle
Brassington	Mooney
Czebotar	Utter, C
Kolk	
VOTING RESULTS	
Motion Carried:	
Motion Defeated:	

## 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](http://www.PaymentServiceNetwork.com)

VOICE 866.917.7368

FAX 608.442.5116

Ruth Ponder

DIRECT 608-442-5058

[rponder@PaymentServiceNetwork.com](mailto: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.

<b>Service Implementation Fee</b> 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
<b>Data Sharing/Integration</b> Includes, as applicable: Integration Specialist • Creating Specifications • Developing Interface • Coordination with Your Software Supplier • Testing • Training	One-time fee	Waived
<b>Website Customization Fee</b> Includes: Development of Web Portal with Your Header and Links	One-time fee	\$200 OPTIONAL SERVICE
<b>Support, Maintenance Fee</b> 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
<b>eBill Fee</b> 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
<b>PCI Security Compliance Fee</b> 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>
<b>Bank Bill Payment Paper Checks to ePayments*</b>	<b>40¢</b>

*\*Utility payments only.*

# Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:  
6/15/2016 2015

## Resolution or Owner's Statement

Name of Governing  
Body or Owner:

McFarland Water and Sewer Utility

Date of Resolution or  
Action Taken:

06/21/2016

Resolution Number:

PUC 01-2016

Date of Submittal:

### ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

### ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

# Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:  
6/15/2016 2015

## Financial Management

<p><b>1. Provider of Financial Information</b>                  Name: <input type="text" value="Kelsy Boyd"/>                  Telephone: <input type="text" value="(608) 838-3153"/> (XXX) XXX-XXXX                  E-Mail Address (optional): <input type="text" value="kelsy.boyd@mcfarland.wi.us"/></p>																			
<p><b>2. Treatment Works Operating Revenues</b>                  2.1 Are User Charges or other revenues sufficient to cover O&amp;M expenses for your wastewater treatment plant AND/OR collection system ?  <input checked="" type="radio"/> Yes (0 points)  <input type="radio"/> No (40 points)                  If No, please explain:  <input style="width: 100%; height: 20px;" type="text"/></p> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?                  Year: <input type="text" value="2015"/>  <input checked="" type="radio"/> 0-2 years ago (0 points)  <input type="radio"/> 3 or more years ago (20 points)  <input type="radio"/> N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?  <input checked="" type="radio"/> Yes (0 points)  <input type="radio"/> No (40 points)</p>	0																		
<b>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</b>																			
<p><b>3. Equipment Replacement Funds</b>                  3.1 When was the Equipment Replacement Fund last reviewed and/or revised?                  Year: <input type="text" value="2015"/>  <input checked="" type="radio"/> 1-2 years ago (0 points)  <input type="radio"/> 3 or more years ago (20 points)  <input type="radio"/> N/A                  If N/A, please explain:  <input style="width: 100%; height: 20px;" type="text"/></p>																			
<p><b>3.2 Equipment Replacement Fund Activity</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>3.2.1 Ending Balance Reported on Last Year's CMAR</b></td> <td style="width: 5%; text-align: center;">\$</td> <td style="width: 35%; text-align: right;"><input type="text" value="282,525.01"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: center;">\$</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td style="text-align: center;">\$</td> <td style="text-align: right;"><input type="text" value="282,525.01"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$ <input type="text" value="25,800.00"/></td> </tr> <tr> <td>3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)</td> <td style="text-align: center;">-</td> <td style="text-align: right;">\$ <input type="text" value="0.00"/></td> </tr> <tr> <td><b>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year</b></td> <td style="text-align: center;">\$</td> <td style="text-align: right;"><input type="text" value="308,325.01"/></td> </tr> </table>	<b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>	\$	<input type="text" value="282,525.01"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance	\$	<input type="text" value="282,525.01"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$ <input type="text" value="25,800.00"/>	3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)	-	\$ <input type="text" value="0.00"/>	<b>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year</b>	\$	<input type="text" value="308,325.01"/>	
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# Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:  
6/15/2016 2015

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund? \$

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the HELP link under Info in the left-side menu.

0

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

## 4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Install Lift Station #5	250000	2016

## 5. Financial Management General Comments

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	A

# Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:  
6/15/2016 2015

## Sanitary Sewer Collection Systems

### 1. CMOM Program

1.1 Do you have a Capacity, Management, Operation & Maintenance (CMOM) requirement in your WPDES permit?

- Yes
- No

1.2 Did you have a documented (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance (O&M) or CMOM program last calendar year?

- Yes (Continue with question 1)
- No (30 points) (Go to question 2)

1.3 Check the elements listed below that are included in your O&M or CMOM program.

#### Goals

Describe the specific goals you have for your collection system:

- To clean and camera approximately 1/3 of the collection system every year.
- To clean each lift station on a quarterly basis.
- To repair any problems found as quickly and responsively as possible.

#### Organization

Do you have the following written organizational elements (check only those that apply)?

- Ownership and governing body description
- Organizational chart
- Personnel and position descriptions
- Internal communication procedures
- Public information and education program

#### Legal Authority

Do you have the legal authority for the following (check only those that apply)?

- Sewer use ordinance Last Revised Date (MM/DD/YYYY)
- Pretreatment/industrial control Programs
- Fat, oil and grease control
- Illicit discharges (commercial, industrial)
- Private property clear water (sump pumps, roof or foundation drains, etc.)
- Private lateral inspections/repairs
- Service and management agreements

#### Maintenance Activities (provide details in question 2)

#### Design and Performance Provisions

How do you ensure that your sewer system is designed and constructed properly?

- State plumbing code
- DNR NR 110 standards
- Local municipal code requirements
- Construction, inspection, and testing
- Others:

#### Overflow Emergency Response Plan:

Does your emergency response capability include (check only those that apply)?

- Alarm system and routine testing
- Emergency equipment
- Emergency procedures
- Communications/notifications (DNR, internal, public, media, etc.)

#### Capacity Assurance:

How well do you know your sewer system? Do you have the following?

# Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:  
6/15/2016 2015

Current and up-to-date sewer map  
 Sewer system plans and specifications  
 Manhole location map  
 Lift station pump and wet well capacity information  
 Lift station O&M manuals

Within your sewer system have you identified the following?

Areas with flat sewers  
 Areas with surcharging  
 Areas with bottlenecks or constrictions  
 Areas with chronic basement backups or SSOs  
 Areas with excess debris, solids, or grease accumulation  
 Areas with heavy root growth  
 Areas with excessive infiltration/inflow (I/I)  
 Sewers with severe defects that affect flow capacity  
 Adequacy of capacity for new connections  
 Lift station capacity and/or pumping problems

Annual Self-Auditing of your O&M/CMOM Program to ensure above components are being implemented, evaluated, and re-prioritized as needed  
 Special Studies Last Year (check only those that apply):

Infiltration/Inflow (I/I) Analysis  
 Sewer System Evaluation Survey (SSES)  
 Sewer Evaluation and Capacity Management Plan (SECAP)  
 Lift Station Evaluation Report  
 Others:

0

## 2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	33	% of system/year
Root removal	33	% of system/year
Flow monitoring	20	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	33	% of system/year
Manhole inspections	33	% of system/year
Lift station O&M	4	# per L.S./year
Manhole rehabilitation	0	% of manholes rehabbed
Mainline rehabilitation	0	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year
Private sewer I/I removal	0	% of private services

Please include additional comments about your sanitary sewer collection system below:

# Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:  
6/15/2016 2015

The Village cleans and cameras approximately 1/3 of the main sewer lines through out the Village. If and when problems are found, the Village makes the necessary repairs as quickly as possible.

### 3. Performance Indicators

#### 3.1 Provide the following collection system and flow information for the past year.

39	Total actual amount of precipitation last year in inches
34	Annual average precipitation (for your location)
34.4	Miles of sanitary sewer
4	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
0	Number of complaints
	Average daily flow in MGD (if available)
	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

#### 3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.00	Basement backups (number/sewer mile)
0.00	Complaints (number/sewer mile)
	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

### 4. Overflows

#### LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED \*\*

Date	Location	Cause	Estimated Volume (MG)
None reported			

\*\* If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

### 5. Infiltration / Inflow (I/I)

#### 5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

#### 5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes
- No

If Yes, please describe:

# Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:  
6/15/2016 2015

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

None

5.4 What is being done to address infiltration/inflow in your collection system?

We will continue to watch for infiltration and react to the proper repair technique once identified.

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:  
6/15/2016 2015

## Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
<b>TOTALS</b>			<b>4</b>	<b>16</b>
<b>GRADE POINT AVERAGE (GPA) = 4.00</b>				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

## Board Goals Background

On June 29, 2015 the Village Board had a retreat and developed 26 goals to be worked on during the remainder of 2015 and 2016 (See attachment). An update was provided at the March 28, 2016 board meeting (also, see attached). At that meeting, a different format was requested as well as a regular update on the progress. At a recent department head meeting, progress was reviewed and discussed. As part of this meeting, the department heads attempted to assign committee and staff ownership to these goals. At this time, staff is requesting feedback and further clarification on goals, particularly where no committee or staff has been assigned or no progress has been made.

## 2015/2016 - Village Board Goals

### IV. A government that promotes and supports a citizenry that is active in community involvement.

Goal	Comm	Staff	Q1-2016	Q2-2016
14 Research and develop a strategy to encourage more public involvement in government.			Vol Coordinator selected	Comm Svc Day successful
15 Get more stakeholder involvement in TIF district decisions.			No progress	No progress
16 Research legislative/organizational efficiency and communication.			No progress	No progress

### V. Expectations and Operational Tasks

Goal	Comm	Staff	Q1-2016	Q2-2016
17 Better communication on status of budgeted items.	Finance	Kelsy	No progress	New reporting format being worked on, not complete yet
18 Better communication on progress being made on Board goals.	Village Board	VA	Provided update on 3/28/16	New format w/qtrly updates; ownership assigned
19 Have a budget retreat for Village Board and Dept Heads.	Finance	Kelsy	No progress	Date to be set after new VA starts
20 Develop regular communication between Village Board and Dept Heads.	All	All	Monthly reports provided to Board from Dept Heads	Regular, positive communication happening during meetings
21 Have open discussion and debate on Board votes.	Village Board			
22 Create Emergency Management training plan for staff and elected officials.	E-Mgmt	Chuck	Two training sessions held	
23 Involve more citizen input in budgeting decision and simplify budget.	Finance	Kelsy	All 2015 budget meetings held publicly	No progress

## 2015/2016 - Village Board Goals

### I. A healthy and growing, regionally and globally integrated economy that supports local initiatives.

Goal	Comm	Staff	Q1-2016	Q2-2016
1 Restart branding initiative.	Comm&Tech	Eric	No Progress	No Progress
2 Create new resident/business interface on website.	Comm&Tech	Eric	Dialogue started w/Chamber	Staff evaluating website
3 Develop fiber and/or wireless infrastructure plans.	Comm&Tech	Eric	VB approved wireless connection between PW & MC	
4 Complete Comprehensive Plan update.	Plan Comm	Pauline	MDRoffers hired	Mtgs underway/EOY target for completion

### II. A well-run, efficient and responsive government that provide high levels of quality-of-life services to the community.

Goal	Comm	Staff	Q1-2016	Q2-2016
5 Explore budgeting for outcomes process for budget.	Finance	Kelsy	No Progress	No Progress
6 Have a Joint Library/Village Board budget meeting.	Library/VB	Heidi	Completed In 2015	Schedule one in 2016
7 Improve community communication via social media.	Comm&Tech	Eric	Hired Comm Specialist	Used Twitter/Instagram for Svc Day
8 Review purchasing policy for large-ticket items.	Finance	Kelsy	Utilizing policy approved in 2013	Will present to Fin Comm in July for review
9 Research regional transit & other transportation options/funding sources.	Public Works	Allan	Ad Hoc Trans Comm updated bike & No further discussion ped plan	
10 Create community center development strategy and plan.	SOS/Volunteer	Lori	No progress	No progress

### III. A safe, healthy, and secure community.

Goal	Comm	Staff	Q1-2016	Q2-2016
11 Develop long-term recreation infrastructure plan for space and usage including park equipment for special needs children & a possible dream park.	Parks & Rec	Allan	No progress	Met w/Comp Plan Consultant; discussed long-range plan at last comm meeting
12 Collaborate with Madison to develop traffic plan to handle increased traffic flow on north side.	Public Works	Allan	No progress	Spoke w/Madison engineer re: Siggelkow Rd project
13 Complete comprehensive building security plans.	PSC	Craig	No progress	Meeting w/Dept Heads

17

**VILLAGE OF MCFARLAND**  
**SPECIAL VILLAGE BOARD**  
**(Budget Planning Retreat)**  
**Monday, June 29, 2015**

1. Call to order. Village Board President Brad Czebotar called the special meeting of the McFarland Village Board to order at 6:00 p.m. in Conference Room A of the McFarland Municipal Center.
2. Roll call. Village Board members present: President Brad Czebotar and Trustees Jerry Adrian, Stephanie Brassington, Dan Kolk, Mary Pat Lytle, Tom Mooney and Clair Utter. Staff Present: Village Clerk/Deputy Treasurer Tracey Berman, Community Development Director Pauline Boness, and Administrator Eric Rindfleisch.
3. Explain objectives and processes of the Planning Retreat. Administrator Rindfleisch noted this meeting is meant to be relatively informal but conversational and a brain storming session for the Board's path for the upcoming year. Goals should be relatable to the 2016 budget planning process.
4. Review of organizational goals established for the period July 2014 – June 2015. A summary of the 26 goals and updates were included in the packet and reviewed. Discussion occurred regarding the allocated funds in the 2015 budget of \$10,000 for an intern position within the parks department. It was noted the position has not yet been filled.
5. Establish and prioritize organizational strategic goals for the period July 2015 – June 2016. The 2015-16 Board Goals were identified as:
  1. Better communication on status of budgeted items
  2. Better communication on progress being made on Board goals.
  3. Reach agreement with Schools on timeline for Conrad Elvehjem building/community center transformation; establish Plan B.
  4. Have a budget retreat for Village Board and Department Heads
  5. Adopt Budgeting for Outcomes process for budget.
  6. Restart branding initiative
  7. Research legislative/organization efficiency and communication.
  8. Develop comprehensive parks/sports infrastructure plan for space and usage.
  9. Develop community center structure and funding plan.
  10. Have the joint Library Board/Village Board budgetary meeting.
  11. Research and develop a plan for more public involvement in government.
  12. Get more stakeholder involvement in TIF district decisions.
  13. Invest in park equipment for special needs children/Dream Park.
  14. Involve more citizen input in budgeting decisions and simplify budget.
  15. Have a traffic volume study/plan for Sigglekow Road, Holscher Road and Hwy 51.
  16. Research regional transit and other transportation options and funding sources.
  17. Create new resident/business interface on website.
  18. Develop regular communication between Village Board and Department Heads to complement and support each other.
  19. Complete comprehensive plan update with maximum community involvement.
  20. Improve providing information to the community using social media and real-time info.
  21. Review/create purchasing policy for large-ticket items.

22. Complete comprehensive building security plan.
23. Develop fiber infrastructure plan.
24. Develop wireless infrastructure plan.
25. Create Emergency Management training plan for staff and elected officials
26. Have open discussion and debate on Board votes.

The 26 items (excluding #25) will be put into one of the four categories identified, then board will meet with department heads and discuss methods on how to accomplish the goals, and establish all the details on how to accomplish.

6. Discussion of process and schedule to be used in deliberating the 2015 budgets. Generally the Board agreed with the proposed schedule knowing the schedule maybe fluid throughout process.
7. Adjournment. **Motion** by Trustee Utter, second by Trustee Adrian and carried 7-0 by acclamation to adjourn the Village Board meeting at 8:25 pm.

Respectfully Submitted by,  
Tracey Berman, Clerk

**SPECIAL VILLAGE BOARD  
(Budget Planning Retreat)**

**Monday, June 29, 2015**

**6:00 P.M.**

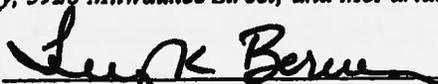
**McFarland Municipal Center  
Conference Room A**

**AGENDA**

1. Call to order.
2. Roll call.
3. Explain objectives and processes of the Planning Retreat. (5 minutes)
4. Review of organizational goals established for the period July 2014 – June 2015. (10 minutes)
5. Establish and prioritize organizational strategic goals for the period July 2015 – June 2016. (90 minutes)
6. Discussion of process and schedule to be used in deliberating the 2015 budgets. (20 minutes)
11. 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 26<sup>th</sup> day of June, 2015 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.*

  
Tracey Bertram, Clerk/Deputy Treasurer

## **SPECIAL VILLAGE BOARD MEETING**

**June 29, 2015**

***Board Retreat***

### **Updates on 2014-2015 Board Organizational Goals**

The following 26 items below were identified during a brainstorming session at the previous Board Retreat as organizational goals that individual Trustees wanted to see accomplished during the next 12 months. These are not in any prioritized order, but are batched together groups so that committees could review them.

#### **Personnel Committee Referrals**

- Organizational chart review

The intent for a review of the Village Organizational Chart is to verify on a general level that the amount of staffing in each department, the chain of command, and the supervisory and management roles within each department is sufficient and effective. In short, do we have an organizational structure that is the most efficient?

*The Personnel Committee began by reviewing one department first – the Senior Outreach Services Department. It was determined that a deeper investigation beyond a chain-of-command organizational chart was needed to better identify potential efficiencies. The Administrator and the Department Head developed a functional flow chart to highlight reporting relationships, fiscal issues, and inter-organizational relationships. This format has been used in other departments; all will be required to present to the other department heads by the end of the year.*

- Parks and Recreation staffing

A specific staffing area of concern is the Parks, Recreation, and Natural Resources. With the resignation of the Assistant Director of Public Works/Parks Director there may be some doubt that the Village has the staff necessary to meet the needs of the parks and natural resources of McFarland. The goal is to review the staffing level of the parks department and then prepare a proposal for funding a new position. This could be a joint referral to the Parks, Recreation, & Natural Resources Committee for review; the committee could assess the needs of the parks department and present a proposal before having the Personnel Committee review the position.

*The Assistant Director of Public Works/Parks Director position was vacant at the time of the retreat. We were unsuccessful in our recruitment for a position that was relatively the same. However, the Assistant Director position was modified, and not both the Director and Assistant*

*Director of Public Works have oversight of the parks. There has not otherwise been an increase in staffing just for the Parks.*

- Review of communication and technology staffing levels

This goal could be a joint referral with the Communications and Technology Committee. The intent is to review staffing levels in the Cable department and to see if current McFarland employees have technology skills that are being underutilized. In addition, a partnership could be investigated to partner with neighborhood communities to potentially share staff for technology purposes. Expenses towards outside consultants and contractors could potentially be decreased.

*The Administrator and the Cable Technical Manager have meet with leaders in surrounding communities to discuss a model of technology staffing that would share a position, much as we do with Monona with the Building Inspector. While there is interest, we have been unsuccessful in identifying a partner community willing to move forward. In the meantime, the Cable Department, and in particular Eric Redding, as assisted all the departments with onsite technical needs. Eric Redding was also the lead in the telephone system upgrade process.*

- Grant Writer position

Currently each department is responsible for researching and applying for its own grant funding. The intent of this proposal is to evaluate if hiring a professional Grant Writer will be a more efficient way of securing more grant funds. This evaluation would need to be based on the number of new grants not currently received and compared to the increased personnel costs of having a Grant Writer on staff.

*Linda Cory, the former Senior Accountant, researched grant writing processes and the possibility of hiring or contracting a Grant Writer. The results show that it is unlikely that a Grant Writer would be self-funding through an increase in grants received. Some departments, like Police, Fire & Rescue, and Public Works/Parks, are already having some success in receiving grants. The challenge for a Grant Writer would be to increase the number of grants received over the existing amounts. Instead, Linda Cory identified a lack of inter-departmental communication regarding grants currently; this can mean problems when attempting to create a budget.*

#### **Finance Committee Referral**

- Community/Senior Center

The Senior Outreach Services Oversight Committee and the Community Center Ad Hoc Committee are recommending the hire of a consultant to develop a conceptual design for a

Community Center at a cost not to exceed \$10,000. If approved, staff will partner with the consultant and report back to the Village Board for further discussion. While a conceptual plan is being developed the Finance Committee may need to review the need of holding a binding referendum to exceed the \$1 million construction limit as per our ordinances. The goal is to establish the steps necessary to present the question, plan, and costs to the public for approval.

*A possible location and building for a future Community Center has been identified in partnership with the School District. Unfortunately, we would not be able to move forward with the site plan until the District successfully passes its referendum and completes construction of its new facilities. However, by working with the District the Village can save on site acquisition and building construction costs.*

### **Plan Commission Referrals**

- Confirm boundary agreements
- Comprehensive Plan with consultant

The McFarland Comprehensive Plan is nearing its 10 year "major" review. No updates were made at the recommended 5 year "minor" timeframe due to the 2008 economic downturn and its related slowing-down of development in Dane County and McFarland. It appears from Board discussions that a full review, including hiring a consultant, is requested. These expenses should be included in the 2015 budget. Concurrent with updating the Comprehensive Plan is verifying the assorted boundary agreements. Recently, Madison has identified a new interpretation of the State Statutes regarding General and Cooperative Agreements which, if confirmed by the courts, would mean that there would be no point in updating a Comprehensive Plan including any Town of Blooming Grove land – regardless if it is located north or south of Sigglekow Road. The Administrator is currently working with Attorney Bechler in developing a plan for the next steps in confirming our existing boundary agreements.

*There has been no change in the status of the boundary agreement with the City of Madison regarding Blooming Grove. Each community has an interpretation of the existing agreements, so it is unlikely that a mutual understanding can be reached until an issue is litigated and a ruling is given.*

*Expenditures for up to \$75,000 for the Comprehensive Plan update were allocated in the 2015 budget. Committees are currently reviewing portions of the existing plan to identify the level of input each wished to provide and the amount of work that a consultant would likely need to do. The results will direct the RFP process.*

### **Community Development Authority Referrals**

- **Direct investment in business infrastructure in TIFs and Downtown**

The intent of this goal was not to have the Village direct (“lead”) the investments in our downtown area, but rather to examine the practicality of having the Village directly invest public dollars in investment projects. This would mean Village ownership of a project or property and taking it off the tax rolls. While this would lower property tax revenues, it may also mean faster overall redevelopment of the downtown area since we would act as our own developer. Direct investment is not a commonly used tool at this time in Wisconsin in my opinion, but may be worth investigating.

*The Village did not directly invest in property, but there has been increased activity in the TIF Districts by private developers. There is a mixed use/multi-family project in TID #3 (Waubesa Village) and a multi-family project in TID #4 (McFarland Center) that will require TID financing, which is more of an indirect investment in these projects.*

- Partner with Chamber of Commerce on projects, especially visitor center
- Improved partnerships with community stakeholders

Trustees discussed how community development can be enhanced by partnering with the McFarland Chamber of Commerce and with other community stakeholders like the McFarland State Bank. By improving communication with these types of community organizations we can enhance our “partnerships” with them. A specific plan and funding to accomplish this should be identified; for example, developing new community events with joint sponsorship could be one way of building partnerships with these organizations. Another common thought among many Trustees is a project to construct and staff a visitor’s center in the downtown area. The site should be selected and the capital funding identified in the 2015 capital projects budget.

*The Village staff and the Chamber have identified a potential site for a tourism center/Chamber office. Currently, the Chamber is developing a fundraising plan and creating its non-profit foundation. The property is located in TID #4, but it will not generate increment.*

*Recently, the Village hosted a Chamber breakfast which highlighted the activities of the Board, Community Development, Police, Public Works, and Fire & Rescue. Approximately 25 community stakeholders were in attendance.*

#### **Ad Hoc Transportation Committee Referrals**

- Create transportation Ad Hoc Committee

Many transportation issues have been identified by Trustees, including both motorized and non-motorized opportunities. These goals can be referred to the Ad Hoc Transportation if created.

- Improve directional signage
- Trailhead informational center
- Improve non-motorized transportation connections with infrastructure and paint

The intent of these goals is to provide visitors to McFarland better wayfinding and information about the amenities this community provides. By improving our bike paths and lanes, it is expected that McFarland will become a destination both for cyclists passing through and those wishing to reside here. These items can also be jointly referred to Public Works Committee.

*The Ad Hoc Transportation Committee has been formed. These and other issues have been identified and will be discussed. Currently, the focus of the Committee has been on its portion of the Comprehensive Plan.*

- I39/90 Interchange

The goal of planning for an interchange at County AB and I39/90 is to stimulate commercial development of the far-east side of McFarland in the future. While the Board has already discussed some of the initial issues and potential costs of constructing an interchange at this location, the Ad Hoc Transportation Committee can further provide research to the Trustees. This may also be a joint referral to Plan Commission.

*Any future discussion on an interchange on I39/90 will need to be part of the Comprehensive Plan process and document. At every opportunity Administration and staff urges the construction of an interchange with the DOT, Federal Highway Administration, Dane County, and so on; however, none of those agencies support adding an interchange here. It would be most likely that the Village would need to pay for all the engineering and environmental studies necessary, but there no guarantee that we would be allowed to construct an interchange at our cost when the studies are completed. Furthermore, it is unlikely that the Village can control all the land encompassing a likely interchange.*

### **Communications and Technology Committee Referrals**

- Continued technology upgrades

Investments in technology can create greater efficiencies within the various functions of Village government. Ultimately, savings can be generated by having new technologies replace the demand on current resources. The phone system and accounting software upgrades are two current technology initiatives. Any new technology upgrades in 2015 should be identified and included in the next capital budget.

- Electronic records system/paperless agendas and packets

One technology initiative is to study paperless agendas and packets as well as an electronic records system. Savings are generated by lowering paper and copying costs. Software is available for purchase, and there may be a need for expenditures towards new hardware as well. These costs would need to be included in the 2015 capital improvement program and a RFP developed.

*Beyond the continued work on the accounting software and phone system upgrades, no new technology upgrades were budget for in 2015. Paperless systems are still a possibility, but the hardware and software would need to be purchased in 2016 at the earliest.*

### **Administration Department Goals**

- Improve operations in preparing and distributing Board packets and agendas
- Improve communication among staff, committees, and Board
- Increased number of joint committee meetings

These goals derive from Trustees wishing to be better informed as to the issues facing the Village and the Board, especially before action needs to be taken at a Board or committee meeting. They reflect a need to improve not just staff-trustee communication but also trustee-trustee, staff-committee, and committee-trustee communications.

*My request for a PT 20/week Administrative/Finance Clerk position is in part to facilitate the preparing and distributing of Board packets, minutes, and agendas by providing more staff to assist with these items. There have been several joint meetings, in particular a Parks, Recreation, & Natural Resources/Village Board meeting and a Plan Commission/Community Development Authority/Village Board meeting.*

### **2013-2014 Goals in Progress**

- Phone system replacement
- Upgrade accounting software

The phone system and accounting software upgrades/replacements have been budgeted for the 2014 budget year. Currently the Administration Department is preparing the groundwork for the necessary RFPs so that the proposals, when received, will reflect our current and future needs within the budgeted amounts. It is my expectation that both items will be purchased this year. These types of capital items are generally funded in order to ensure maximum efficiency in the daily Village operations.

*The phone system upgrade is complete, and the accounting software is in process. This can be completed when a new Senior Accountant/Budget Manager is hired.*

- Complete compensation study and implement results

The compensation study is in process with the project results kick-off to be held on July 30<sup>th</sup>. The Board should have sufficient time to examine the results to decide upon an implementation plan in the 2015 budget and beyond, if so desired. Compensation studies are generally completed to verify that salaries and benefits for employees are appropriate to recruit and retain a high quality workforce while aligning those personnel costs with the overall Village budget.

*The compensation study is complete and the results have been implemented. The overall costs have come in under the \$40,000 set aside for 2015.*

- Branding Initiative

Three branding specialists/marketers were interviewed by the Communications and Technology Committee to help understand the costs of a potential branding initiative as well as the requirements of a successful RFP. At this meeting there was much discussion as to what the Village's overall goal of the project would be: a new logo and letterhead, a brand that will speak to companies looking to relocate and make them aware of the opportunities here, a brand that speaks to current and future residents as to what makes McFarland an attractive place to live, or a product that speaks to all three. I do not believe a consensus was reached at that meeting. Before hiring a marketing firm, I suggest that the Board of Trustees provide input as to its overall goal with the project.

*Funds have been set aside for the branding initiative for 2015. The Communications and Technology Committee will be taking up this project again.*

- Mission Statement/Vision Statement

The Personnel Committee met and reviewed both the Mission and Vision Statements for the Village of McFarland. A vision statement identifies a set of qualities that we would like to see for our community; a mission statement shows the process of how we will achieve the vision. As of July 2, 2014 the Personnel Committee has developed these statements:

#### **VISION STATEMENT**

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

support educational excellence, provide diverse leisure options, and foster a healthy social fabric.

#### **MISSION STATEMENT**

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

*The Vision and Mission statements were approved in 2014.*

## **SPECIAL VILLAGE BOARD MEETING**

**June 29, 2015**

***Board Retreat***

### **Establishing 2015-2016 Strategic Organizational Goals**

The process used to identify what ultimately became the twenty-six 2014-2015 Organizational Goals for the Village Board was to take this portion of the Board Retreat to brainstorm any and all ideas of goals that the Trustees felt represented the desires of the larger community. The intent was to be creative, and as such the items were not voted on or prioritized. As you can see, the brainstorming session came up with ideas that were in-line with the Village's Vision Statement (Where do we want to go?) and Mission Statement (How will we get there?)

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I suggest that as you brainstorm ideas for organizational goals keeping in mind the above statements. This will ensure that the goals, once established, are ones that keep with the spirit and intent of the strategic goals of the broader community.

I met with the Department Heads to seek their input for the goal setting. We agreed that broader, strategic goals are easier with which to align our efforts. Without referencing the Vision and Mission statements above, this is what they came up with:

1. **A healthy and growing, regionally and globally integrated economy that supports local initiatives.**
2. **A well-run, efficient and responsive government that provides high levels of quality of life services to the community.**
3. **A safe, healthy, and secure community.**
4. **A government that promotes and supports a citizenry that is active in community involvement.**

**While these ideas likely require some additional wordsmithing, I think they also align nicely with the Board-approved Vision and Mission Statements.**