

**VILLAGE BOARD**

**Monday, August 8, 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
  - b. Public Communications
    - (1) Fall Partisan Primary – August 9<sup>th</sup> (Voter ID required)
    - (2) Village Office Closed – August 9<sup>th</sup>
    - (3) Beginning July 22, 2016 - New Public Works Facility office hours Monday-Friday 8 a.m. to 12 p.m.
5. CONSENT AGENDA.
  - a. Motion to approve pre-paid checks #66891-66906 in the amount of \$15,631.82 and current checks #66907-66954 the amount of \$13,065.80.
  - b. Motion to approve the minutes of the July 25, 2016 Village Board meeting.
  - c. Motion to approve recommendation from Police Sherven that the Alcohol Beverage Operator's License applications submitted by Emily McDonnell(Kwik Trip); Adam Rowe-Johnson (Kwik Trip); Jacob Green (Kwik Trip); Antonio Vegas Cruz (Palenque); Timothy Zeikert (McFarland Liquors); Jon Nitschke (Kwik Trip); Ryley Marty (Kwik Trip); Dayna Kirkendall (5100 Club) be approved and licenses issued for the period of August 9, 2016 through June 30, 2017.
6. BUSINESS
  - a. Discussion and presentation regarding capital communications requested by fire department.
  - b. Update on the McFarland School District on the facilities planning process.
  - c. Discussion and action regarding the 2017 Budget Goals, Objectives, Process and Schedule.
  - d. Discussion and possible action on Resolution 06-2016: A Resolution authorizing signatories for withdrawal of Village monies.
  - e. 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 5th day of August, 2016 the following three (3) posting places in the Village of McFarland, to wit: McFarland Municipal Center, 5915 Milwaukee Street; E.D. Locke Public Library, 5920 Milwaukee Street; and McFarland State Bank, 5990 Hwy 51.*

*Cassandra Suettinger, Clerk/Deputy Treasurer*



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## Memorandum

To: Village Board of Trustees  
From: Matthew G. Schuenke, Village Administrator   
Date: August 5, 2016  
Re: Village Board Meeting – August 8, 2016

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### 4. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS

#### a. Public Announcements

#### b. Public Communications

(1) *Fall Partisan Primary – August 9<sup>th</sup> (Voter ID Required)*: The next election is scheduled for Tuesday, August 9<sup>th</sup> from 7:00 am to 8:00 pm to be held at the McFarland Municipal Center in the Fire Department Garage. The Village Clerk/Deputy Treasurer will provide an update on Voter Identification requirements that have been in the news lately due to some recent court challenges.

(2) *Village Office Closed – August 9<sup>th</sup>*: Village Office Staff will be devoted to providing administrative support to the election scheduled for August 9<sup>th</sup>. This will require the main office to be closed on Tuesday but will reopen under normal hours on Wednesday, August 10<sup>th</sup>.

(3) *Beginning July 22, 2016 – New Public Works Facility office hours Monday-Friday 8 am to 12 pm*: The Utility Clerk retired recently at the Public Works Facility which has made it necessary to limit the office hours at the Public Works Facility due to limited staff availability. The recruitment for a replacement is currently under consideration along with a review of all staffing needs for office support staff as there are several vacancies that need to be addressed.

### 5. CONSENT AGENDA

a. **Motion to approve pre-paid checks #66891-66906 in the amount of \$15,631.82 and current checks #66907-66954 the amount of \$13,065.80. – Presented for approval.**

b. **Motion to approve the minutes of the July 25, 2016 Village Board meeting – Presented for approval.**

c. **Motion to approve recommendation from Police Sherven that the Alcohol Beverage Operator's License applications submitted by Emily McDonnell(Kwik Trip); Adam Rowe-Johnson (Kwik Trip); Jacob Green (Kwik Trip); Antonio Vegas Cruz (Palenque); Timothy Zeikert (McFarland Liquors); Jon Nitschke (Kwik Trip); Ryley Marty (Kwik Trip) be approved and licenses issued for the period of August 9, 2016 through June 30, 2017 – Presented for approval.**

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5915 Milwaukee St	•	P.O. Box 110	•	McFarland, WI 53558-0110	•	FAX: (608) 838-3619	
Administration		Community Development		EMS	Fire	Outreach	Police
838-3153		838-3154		838-3152	838-3278	838-7117	838-3151

6. **BUSINESS**

**a. Discussion and presentation regarding capital communications requested by fire department** – The Fire Department has been working with neighboring jurisdictions to partner in additional radio equipment that will help enhance coverage within the Village in addition to the scheduled turn on of the DaneCom system this Fall. Chief Dennis will provide an presentation on proposed capital improvements to communication needs that will enhance the Village’s radio coverage and ensure availability during high use events. This was discussed at the Emergency Management Committee on July 28<sup>th</sup> to be partnered with the planned security upgrades to Village facilities. No action is needed on this item on Monday night as this will allow for the information to be presented and provide an opportunity for the board to give feedback on the proposal. Formal approval of the proposal will be requested with the security improvements to be presented to the board for consideration on August 22<sup>nd</sup>.

**b. Update on the McFarland School District on the facilities planning process** – The Village President, Trustee Adrian, and Village Administrator will be meeting with representatives from the School District on Monday night to further discuss the facilities planning process for the School District as it relates to the Village. This is a working group designed to advance the discussion of Village and School issues brought up to date. No action is necessary for this item as it is included on the agenda to provide an update to the board on the progress of that discussion.

**c. Discussion and action regarding the 2017 Budget Goals, Objectives, Process and Schedule** – Included within your packets is a memorandum to set the goals, objectives, process, and schedule for the 2017 Budget. Staff will be working on this document in August and September in order for the board to conduct its review in October prior to approval in November. The first part of the discussion will center on our goals and objectives for this document. The list presented in this memorandum is only a starting point for discussion and may not be all encompassing of the goals/objectives established by the Village Board to date. It is also necessary that a date be established for a meeting between the board and Department Heads to review various goals/objectives. It is also prudent to adopt this memo in order to formally set the process and schedule for the review which takes several months to complete.

**d. Discussion and possible action on Resolution 06-2016: A Resolution authorizing signatories for withdrawal of Village monies** – Both the Village Clerk/Deputy Treasurer and Village Administrator (Treasurer) need to be added as signers on the Village bank accounts. This will continue to allow for the signing of payroll, vender, and other necessary checks as needed. Recommended for approval.

**e. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates** – Requests for items of interest that need to be placed on future Village Board meeting agendas, referrals of issues to committees, and other general updates are appropriate at this time. Discussion and action of these interests and issues are discouraged as they have not been dually noticed on the official meeting agenda.

Village of McFarland

**CONSENT AGENDA**

August 8, 2016

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
07/22/2016	PC	07/28/2016	66891	DOSTALEK, JEFFREY J	600	53.56
07/22/2016	PC	07/28/2016	66892	KEVIN GLAMM	673	187.47
07/22/2016	PC	07/28/2016	66893	MADISON WHITING	675	299.62
07/22/2016	PC	07/28/2016	66894	LICHT, TRAVIS	1019	89.35
Grand Totals:			4			630.00

*Volunteer Payroll*

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
07/23/2016	PC	07/29/2016	66895	JANNESS, JUSTIN R.	868	224.25
07/23/2016	PC	07/29/2016	66896	DAY, ANDREW CHARLE	860	350.93
Grand Totals:			2			575.18

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
07/16	07/28/2016	66897	16289	ALLIANT ENERGY	PUBLIC WORKS	072216	1	100-51-8080-220	513.94
07/16	07/28/2016	66897	16289	ALLIANT ENERGY	HOLSCHER WATER TOWER	072216	2	600-57-0030-622	17.13
07/16	07/28/2016	66897	16289	ALLIANT ENERGY	WELL #3	072216	3	600-57-0030-622	1,712.22
07/16	07/28/2016	66897	16289	ALLIANT ENERGY	BRANDT PARK PAVILION	072216	4	100-55-6050-220	663.48
07/16	07/28/2016	66897	16289	ALLIANT ENERGY	MCDANIEL	072216	5	100-55-6050-222	35.10
07/16	07/28/2016	66897	16289	ALLIANT ENERGY	CEDAR GLADE AERATOR	072216	6	650-53-3040-220	71.16
07/16	07/28/2016	66897	16289	ALLIANT ENERGY	SIRENS	072216	7	100-51-8081-220	18.31
Total 66897:									3,031.34
07/16	07/28/2016	66898	566	BMO HARRIS BANK NA	ADMIN	BMO-071816	1	100-1624	154.27
07/16	07/28/2016	66898	566	BMO HARRIS BANK NA	COMM DEV	BMO-071816	2	100-1624	330.57
07/16	07/28/2016	66898	566	BMO HARRIS BANK NA	CABLE	BMO-071816	3	100-1624	128.35
07/16	07/28/2016	66898	566	BMO HARRIS BANK NA	OUTREACH	BMO-071816	4	100-1624	256.28
07/16	07/28/2016	66898	566	BMO HARRIS BANK NA	LIBRARY	BMO-071816	5	100-1624	1,038.98
07/16	07/28/2016	66898	566	BMO HARRIS BANK NA	EMS	BMO-071816	6	100-1624	541.08
07/16	07/28/2016	66898	566	BMO HARRIS BANK NA	POLICE	BMO-071816	7	100-1624	438.42
07/16	07/28/2016	66898	566	BMO HARRIS BANK NA	FIRE	BMO-071816	8	100-1624	2,504.80
07/16	07/28/2016	66898	566	BMO HARRIS BANK NA	PUBLIC WORKS	BMO-071816	9	100-1624	1,015.63
Total 66898:									6,408.38
07/16	07/28/2016	66899	1921	FRONTIER	PHONE BILL	071616	1	600-56-0050-851	190.57
07/16	07/28/2016	66899	1921	FRONTIER	PHONE BILL	071616	2	600-57-0070-921	190.57
07/16	07/28/2016	66899	1921	FRONTIER	PHONE BILL	071616	3	650-53-3040-340	95.30
07/16	07/28/2016	66899	1921	FRONTIER	PHONE BILL	071616	4	100-51-4141-225	79.40
07/16	07/28/2016	66899	1921	FRONTIER	PHONE BILL	071616	5	100-52-2020-225	39.70
07/16	07/28/2016	66899	1921	FRONTIER	PHONE BILL	071616	6	100-52-4040-225	39.70
07/16	07/28/2016	66899	1921	FRONTIER	PHONE BILL	071616	7	100-55-5510-225	79.41
07/16	07/28/2016	66899	1921	FRONTIER	PHONE BILL	071616	8	100-53-3030-225	79.41
07/16	07/28/2016	66899	1921	FRONTIER	PHONE BILL	071616	9	100-52-7230-225	79.41
07/16	07/28/2016	66899	1921	FRONTIER	PHONE BILL	071616	10	100-52-1010-225	79.41
07/16	07/28/2016	66899	1921	FRONTIER	PHONE BILL	072216	1	900-55-0011-225	100.85
Total 66899:									1,053.73

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
07/16	07/28/2016	66900	1011	VERIZON WIRELESS	PD CELL PHONES	9768562726	1	100-52-1010-225	233.64
Total 66900: 233.64									
07/16	07/28/2016	66901	1307	WI AFSCME COUNCIL 32	AFSCME DUES	060316	1	100-2161	3.33
07/16	07/28/2016	66901	1307	WI AFSCME COUNCIL 32	AFSCME DUES	070116	1	100-2161	51.81
07/16	07/28/2016	66901	1307	WI AFSCME COUNCIL 32	AFSCME DUES	071516	1	100-2161	117.33
07/16	07/28/2016	66901	1307	WI AFSCME COUNCIL 32	AFSCME DUES	072916	1	100-2161	52.33
Total 66901: 224.80									
07/16	07/28/2016	66902	1086	WI SCTF	ALIMONY	6635567-072	1	100-2159	207.69
Total 66902: 207.69									
07/16	07/28/2016	66903	1118	WPPA TREASURER	POLICE UNION DUES	070116	1	100-2161	456.50
07/16	07/28/2016	66903	1118	WPPA TREASURER	POLICE UNION DUES	072916	1	100-2161	415.00
Total 66903: 871.50									
07/16	07/28/2016	66904	1921	FRONTIER	PHONE BILL	061616	1	600-56-0050-851	177.75
07/16	07/28/2016	66904	1921	FRONTIER	PHONE BILL	061616	2	600-57-0070-921	177.75
07/16	07/28/2016	66904	1921	FRONTIER	PHONE BILL	061616	3	650-53-3040-340	88.87
07/16	07/28/2016	66904	1921	FRONTIER	PHONE BILL	061616	4	100-51-4141-225	74.06
07/16	07/28/2016	66904	1921	FRONTIER	PHONE BILL	061616	5	100-52-2020-225	37.05
07/16	07/28/2016	66904	1921	FRONTIER	PHONE BILL	061616	6	100-52-4040-225	37.05
07/16	07/28/2016	66904	1921	FRONTIER	PHONE BILL	061616	7	100-55-5510-225	74.06
07/16	07/28/2016	66904	1921	FRONTIER	PHONE BILL	061616	8	100-53-3030-225	74.06
07/16	07/28/2016	66904	1921	FRONTIER	PHONE BILL	061616	9	100-52-7230-225	74.06
07/16	07/28/2016	66904	1921	FRONTIER	PHONE BILL	061616	10	100-52-1010-225	74.06
Total 66904: 888.77									
07/16	07/28/2016	66905	16289	ALLIANT ENERGY	ELEC METER-LEWIS PARK SHELTER	052416	1	500-55-0050-857	1,133.80
Total 66905: 1,133.80									
Grand Totals: 14,053.65									

Summary by General Ledger Account Number

M = Manual Check, V = Void Check

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
07/16	07/29/2016	66906	759	POSTMASTER	UTILITY BILLS-JUNE/JULY	POSTAGE-0	1	600-56-0040-840	124.33
07/16	07/29/2016	66906	759	POSTMASTER	UTILITY BILLS-JUNE/JULY	POSTAGE-0	2	600-57-0060-903	124.33
07/16	07/29/2016	66906	759	POSTMASTER	UTILITY BILLS-JUNE/JULY	POSTAGE-0	3	650-53-3040-340	124.33
Total 66906:									372.99
Grand Totals:									372.99

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
600-2120	.00	248.66-	248.66-
600-56-0040-840	124.33	.00	124.33
600-57-0060-903	124.33	.00	124.33
650-2120	.00	124.33-	124.33-
650-53-3040-340	124.33	.00	124.33
Grand Totals:			372.99
Grand Totals:			372.99-

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
08/16	08/08/2016	66907	1	5 ALARM FIRE & SAFETY	CO MONITORS	158839-1	1	100-52-2020-395	508.45
Total 66907:									
08/16	08/08/2016	66908	1397	ALL COMFORT SERVICES	HVAC MAINT	547419-A	1	900-55-0011-240	350.00
08/16	08/08/2016	66908	1397	ALL COMFORT SERVICES	NETWORK ROOM HVAC	549406	1	900-55-0011-240	334.50
Total 66908:									
08/16	08/08/2016	66909	30	ALLIANT ENERGY/WP&L	WATER TOWER-BURMA	072516	1	600-57-0030-622	15.86
08/16	08/08/2016	66909	30	ALLIANT ENERGY/WP&L	LIFT #1	072516	2	600-56-0020-821	105.84
08/16	08/08/2016	66909	30	ALLIANT ENERGY/WP&L	STREET LIGHTING (2)	072516	3	100-53-3030-222	221.57
08/16	08/08/2016	66909	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS	072516	4	100-53-3030-222	8.31
Total 66909:									
08/16	08/08/2016	66910	2250	ANNEN, STEVE	2016 BOARD OF REVIEW	PERDIEM-20	1	100-51-4154-210	40.00
Total 66910:									
08/16	08/08/2016	66911	10	ARAMARK	mat rental	1640047075	1	900-55-0011-240	46.44
08/16	08/08/2016	66911	10	ARAMARK	mat rental	1640052254	1	900-55-0011-240	45.69
08/16	08/08/2016	66911	10	ARAMARK	mat rental	1640057439	1	900-55-0011-240	46.72
08/16	08/08/2016	66911	10	ARAMARK	mat rental	1640062635	1	900-55-0011-240	46.72
08/16	08/08/2016	66911	10	ARAMARK	mat rental	1640067746	1	900-55-0011-240	50.72
Total 66911:									
08/16	08/08/2016	66912	53	ARROW INTERNATIONAL INC	EMS SUPPLIES	94062139	1	100-52-4040-345	235.86
08/16	08/08/2016	66912	53	ARROW INTERNATIONAL INC	EMS TRAINING	94062139	2	100-52-4040-348	145.94
Total 66912:									
08/16	08/08/2016	66913	74	BAKER & TAYLOR BOOKS	BOOK COLLECTIONS	203212228	1	900-55-0011-395	57.44
08/16	08/08/2016	66913	74	BAKER & TAYLOR BOOKS	BOOK COLLECTIONS	2032127805	1	900-55-0011-395	32.50
08/16	08/08/2016	66913	74	BAKER & TAYLOR BOOKS	BOOK COLLECTIONS	2032145060	1	900-55-0011-395	54.51

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
08/16	08/08/2016	66913	74	BAKER & TAYLOR BOOKS	BOOK COLLECTIONS	2032162226	1	900-55-0011-395	134.29
08/16	08/08/2016	66913	74	BAKER & TAYLOR BOOKS	BOOK COLLECTIONS	2032180160	1	900-55-0011-395	745.38
08/16	08/08/2016	66913	74	BAKER & TAYLOR BOOKS	AV MATERIALS	B19353420	1	900-55-0011-396	16.55
Total 66913: 1,040.67									
08/16	08/08/2016	66914	2277	BRANDT, STEVE	CDL DL RENEW	SB-072616	1	100-53-3030-340	74.00
Total 66914: 74.00									
08/16	08/08/2016	66915	16352	BRAVA	SUSCRIPTION	071916	1	900-55-0011-395	14.00
Total 66915: 14.00									
08/16	08/08/2016	66916	172	CITY OF MADISON TREASURE	TRAINING & EDUC	5996	1	100-52-1010-330	855.00
Total 66916: 855.00									
08/16	08/08/2016	66917	16303	CLARK, KATHARINE	CONFERENCE MILEAGE	KC-071916	1	900-55-0011-330	87.48
Total 66917: 87.48									
08/16	08/08/2016	66918	193	COMPUTER MAGIC INC	POLICE COMM MAINT	20142531	1	100-52-1010-292	770.00
Total 66918: 770.00									
08/16	08/08/2016	66919	1978	COX, HEIDI	MILEAGE REIMBURSEMENT	HC-072016	1	900-55-0011-330	81.54
08/16	08/08/2016	66919	1978	COX, HEIDI	MEETING SUPPLIES	HC-072016	2	900-55-0011-310	11.50
Total 66919: 93.04									
08/16	08/08/2016	66920	1819	DEAN CLINIC	EMPLOYEE HIRING	552046760	1	100-52-4040-300	66.00
Total 66920: 66.00									
08/16	08/08/2016	66921	16353	DEERFIELD PUBLIC LIBRARY	CONFER ACCOMMODATIONS	2016-02	1	900-55-0011-330	810.00
Total 66921: 810.00									

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
08/16	08/08/2016	66922	267	DEMCO INC	LIBRARY SUPPLIES	5905276	1	900-55-0011-345	137.14
Total 66922:									
08/16	08/08/2016	66923	375	FULL COMPASS SYSTEMS LTD	CABLE	SOC2308156	1	200-51-0049-345	530.05
Total 66923:									
08/16	08/08/2016	66924	395	GENERAL COMMUNICATIONS I	2016 RADAR TESTING & CERT	227521	1	100-52-1010-240	475.00
Total 66924:									
08/16	08/08/2016	66925	2219	INTOXIMETERS	MISC SUPPLY	537860	1	100-52-1010-340	140.00
08/16	08/08/2016	66925	2219	INTOXIMETERS	MISC SUPPLY	537917	1	100-52-1010-340	140.00
Total 66925:									
08/16	08/08/2016	66926	1452	JACOBSEN, NATE	UNIFORM ALLOWANCE-JACOBSEN	NJ-071016	1	100-52-1010-346	144.42
Total 66926:									
08/16	08/08/2016	66927	490	KARL, GARY	2016 BOARD OF REVIEW	PERDIEM:20	1	100-51-4154-210	40.00
Total 66927:									
08/16	08/08/2016	66928	505	KLEMENTZ, MICHAEL	KLEMENTZ-BACKGROUND	MK-072716	1	100-52-1010-330	8.28
Total 66928:									
08/16	08/08/2016	66929	512	KRIS' CUSTOM SEWING	TURNOUT REPAIR	23721	1	100-52-2020-346	18.75
08/16	08/08/2016	66929	512	KRIS' CUSTOM SEWING	TURNOUT REPAIR	23736	1	100-52-2020-346	14.75
08/16	08/08/2016	66929	512	KRIS' CUSTOM SEWING	TURNOUT COAT REPAIRS	23763	1	100-52-2020-346	10.00
Total 66929:									
08/16	08/08/2016	66930	516	KWIK TRIP INC	FUEL	00176007-06	1	100-52-1010-351	1,837.27
Total 66930:									
									1,837.27

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
08/16	08/08/2016	66931	531	LARK UNIFORM OUTFITTERS	BADGE	15154	1	100-52-2020-346	65.50
08/16	08/08/2016	66931	531	LARK UNIFORM OUTFITTERS	UNIFORM ALLOW-TERPENING	214075	1	100-52-1010-346	110.45
08/16	08/08/2016	66931	531	LARK UNIFORM OUTFITTERS	BADGE	225409	1	100-52-2020-346	65.50
08/16	08/08/2016	66931	531	LARK UNIFORM OUTFITTERS	UNIFORMS	225477	1	100-52-2020-346	6.00
Total 66931:									
08/16	08/08/2016	66932	537	LAVIN, MELISSA	MISC SUPPLIES	ML-071316	1	100-52-1010-340	44.35
Total 66932:									
08/16	08/08/2016	66933	2249	LUETKE, ART	2016 BOARD OF REVIEW	PERDIEM-20	1	100-51-4154-210	40.00
Total 66933:									
08/16	08/08/2016	66934	2058	MICROMARKETING LLC	AUDIO BOOKS	629824	1	900-55-0011-396	84.99
Total 66934:									
08/16	08/08/2016	66935	1941	MIDWEST TRAILER SALES	VEHICLE MAINT-M3	1080253-00	1	100-52-1010-350	3.82
Total 66935:									
08/16	08/08/2016	66936	16351	MOLDENHAUER, SARA	UNIFORM	SM-072916	1	100-52-4040-346	60.00
Total 66936:									
08/16	08/08/2016	66937	9151	PAGE PRODUCTION	AUGUST SENIOR NEWS	16-19	1	100-55-5530-211	590.00
Total 66937:									
08/16	08/08/2016	66938	16350	PHARO MARINE	BOAT WATER PUMP	24801	1	100-52-2020-352	508.00
Total 66938:									
08/16	08/08/2016	66939	756	POMP'S TIRE SERVICE INC	M7-TIRE REPAIR	80110449	1	100-52-1010-350	23.00
Total 66939:									

I = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
08/16	08/08/2016	66940	802	RENNERTS FIRE EQUIP SRV IN	97 FD LADDER REPAIR	35455	1	100-52-2020-352	171.30
Total 66940:									
08/16	08/08/2016	66941	9137	RICOH USA INC	AUG 16 PD PRINTER/COPIER	21588625	1	100-52-1010-240	210.12
Total 66941:									
08/16	08/08/2016	66942	16354	SCHULTZ, MARY BETH	REFUND-LOST BOOK RTND	MBS-081016	1	900-55-0011-395	10.90
Total 66942:									
08/16	08/08/2016	66943	863	SHRED- IT USA LLC	POLICE SHREDDING SVC	9411481132	1	100-52-1010-340	29.62
08/16	08/08/2016	66943	863	SHRED- IT USA LLC	EMS SHREDDING SVC	9411481132	2	100-52-2020-340	21.40
08/16	08/08/2016	66943	863	SHRED- IT USA LLC	ADMIN SHREDDING SVC	9411481132	3	100-51-4141-310	43.27
Total 66943:									
08/16	08/08/2016	66944	911	STREICHER'S	EQUIP RENTAL MAINT	11216850	1	100-52-1010-240	57.00
Total 66944:									
08/16	08/08/2016	66945	2251	STRELOW, CLIFFORD	2016 BOARD OF REVIEW	PERDIEM:20	1	100-51-4154-210	40.00
Total 66945:									
08/16	08/08/2016	66946	915	STUCKEY, LINDA	MILEAGE	LS-071316	1	900-55-0011-330	14.15
08/16	08/08/2016	66946	915	STUCKEY, LINDA	SUPPLIES	LS-071316	2	900-55-0011-310	26.99
Total 66946:									
08/16	08/08/2016	66947	1462	TASC	ADMIN FEES	IN828062	1	100-51-4195-528	159.60
Total 66947:									
08/16	08/08/2016	66948	2042	THOMSON REUTERS	JUNE16-WEST INFO CHGS	834298253	1	100-52-1010-240	144.32
Total 66948:									

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
08/16	08/08/2016	66949	2270	UNITY POINT HEALTH	BLOODWORK	070616	1	100-52-1010-295	96.00
Total 66949:									
08/16	08/08/2016	66950	1015	VILLAGE OF MCFARLAND	GAZEBO	070616	1	100-53-3030-499	13.91
08/16	08/08/2016	66950	1015	VILLAGE OF MCFARLAND	LIFT STATION #5	070616	2	600-56-0030-834	41.96
08/16	08/08/2016	66950	1015	VILLAGE OF MCFARLAND	MCDANIEL PARK	070616	3	100-53-3030-499	92.66
08/16	08/08/2016	66950	1015	VILLAGE OF MCFARLAND	FLOWER CORNER	070616	4	100-53-3030-499	21.63
08/16	08/08/2016	66950	1015	VILLAGE OF MCFARLAND	LEWIS PARK SHELTER	070616	5	100-53-3030-499	24.72
Total 66950:									
08/16	08/08/2016	66951	1054	WI DEPT JUSTICE - TIME	EQUIP RENTAL	T21446.T210	1	100-52-1010-240	636.00
Total 66951:									
08/16	08/08/2016	66952	16241	WI DEPT OF JUSTICE	BACKGROUND CHECKS	L1373T-0701	1	100-51-4141-310	42.00
Total 66952:									
08/16	08/08/2016	66953	2252	WILSON, DAVID	2016 BOARD OF REVIEW	PERDIEM-20	1	100-51-4154-210	40.00
Total 66953:									
08/16	08/08/2016	66954	16349	ZIMBRICK EASTSIDE	RESCUE 82:08 AMBO WINDOW SWITCH	91057	1	100-52-4040-352	30.17
Total 66954:									
Grand Totals:									
									13,065.80

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-2120	6.00	9,137.94	9,131.94-
100-51-4141-310	85.27	.00	85.27
100-51-4154-210	200.00	.00	200.00

M = Manual Check, V = Void Check

**VILLAGE OF MCFARLAND  
VILLAGE BOARD  
Monday, July 25, 2016**

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

2. **ATTENDANCE ROLL CALL.**

Village Board members present: Trustees Jerry Adrian, Stephanie Brassington, Brad Czebotar, Dan Kolk, Tom Mooney, and Clair Utter. .

Staff Present: Village Clerk/Deputy Treasurer Cassandra Suettinger, Community Development Director Pauline Bonness, Public Works/Utilities Director Allan Coville, Fire & EMS Chief Chris Dennis (joined at 7:09p.m.), Police Chief Craig Sherven, and Finance Director Kelsy Boyd.

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

4. **PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.**

**a. Public Announcements**

- (1) Real Estate Property Tax 2<sup>nd</sup> Installment Due to Dane County – July 31<sup>st</sup>
- (2) CANCELED - McFarland Police Department 2016 National Night Out – August 3<sup>rd</sup>

**b. Public Communications**

- (1) Fall Partisan Primary – August 9<sup>th</sup> (Voter ID Required). In office absentee voting begins July 25<sup>th</sup> and runs through August 5<sup>th</sup> at 5pm.
- (2) Beginning July 22, 2016 – New Public Works facility office hours Monday-Friday 8 a.m. to 12 p.m. All calls after 12 p.m. will be routed to the main office.
- (3) Congratulations were extended to Village Attorney Larry Bechler for been elected as a member of the Fellows of the American Bar Foundation. Only 1% of lawyers in each jurisdiction are eligible to become Fellows, which, according to its website, "... is an honorary organization of attorneys, judges, law faculty and legal scholars whose public and private careers have demonstrated outstanding dedication to the welfare of their communities and to the highest principles of the legal profession."

5. **CONSENT AGENDA.**

**a. Motion to approve pre-paid checks #66820-66826 in the amount of \$19,384.06 and current checks #66827-66890 the amount of \$213,210.62.**

**b. Motion to approve the minutes of the June 29, 2016 Special Village Board meeting.**

**c. Motion to approve the minutes of the July 7, 2016 Special Village Board meeting.**

**d. Motion to approve the minutes of the July 11, 2016 Village Board meeting.**

Motion by President Czebotar, second by Trustee Kolk, to approve the consent agenda. Motion carries 6-0 by acclamation.

Note: Check 66824 was voided and provided to PSN implementation for the water utility payments.

## 6. BUSINESS

### a. Plan Commission Report (President Czebotar & Trustee Kolk)

#### 1) Discussion and possible action on first Amendment to Development Agreement for Juniper Ridge Subdivision.

President Czebotar gave a brief overview of the request. The Plan Commission postponed the agreement until the outstanding issues had been resolved. Since the Plan Commission meeting, all of the outstanding issues have been addressed and satisfied by staff and the Village Attorney. President Czebotar noted, so as not to unduly delay the process, the Village Board has the discretion statutorily to act on this matter without Plan Commission action.

Motion by President Czebotar, second by Trustee Kolk, to approve the Phase 2 development agreement and associated documents for Juniper Ridge and to authorize Village execution of said agreement upon fulfillment of the following conditions to the satisfaction of Village staff:

1. Payment of parkland dedication fees.
2. Approval by the Village Engineer of Phase 2 estimated cost of public improvements.
3. Submission of the required security for Phase 2.
4. Full approval by the Village Engineer of street and utility plans.

Motion carries 5-1 by acclamation with Trustee Utter voting noe.

#### 2) Discussion and possible action on recommendation to the Village Board to approve a request by Timothy LeBrun, College Properties LLC for approval of a Condominium Plat and Declaration of Condominium for Storage Shop USA – McFarland II. Lot 1, CSM 12282, Village of McFarland, Wisconsin, Recorded in the Office of the Register of Deeds for Dane County, Wisconsin, October 15, 2007, in Volume 76 of Certified Survey Maps, Pages 97-98, as Document No. 436582. The current addresses are 4901 – 4943 Ivywood Trail. The property is currently zoned C-H Highway Commercial.

The original condominium plat request was approved by the Village Board previously. While the original intent was to have the condominium be an expandable condominium, language in the declaration did not accomplish this. Therefore Mr. LeBrun has provided a request to create a new condominium plat for the land adjacent to the existing property.

Motion by President Czebotar, second by Trustee Kolk, to approve a recommendation to the Village Board to approve a request by Timothy LeBrun, College Properties LLC for approval of a Condominium Plat and Declaration of Condominium for Storage Shop USA – McFarland II. Lot 1, CSM 12282, Village of McFarland, Wisconsin, Recorded in the Office of the Register of Deeds for Dane County, Wisconsin, October 15, 2007, in Volume 76 of Certified Survey Maps, Pages 97-98, as Document No. 436582. The current addresses are 4901 – 4943 Ivywood Trail. The property is currently zoned C-H Highway Commercial.

Motion carries 5-1 with Trustee Utter voting noe.

**b. Public Works Committee Report (Trustee Mooney & Trustee Adrian)**

**1) Discussion and possible action on recommendation from the Public Works Committee authorizing Town and Country Engineering to start the design of County Trunk Highway MN from Marsh Road to Lake Street.**

The first phase of the reconstruction of County Highway MN is currently underway (from Holscher road to Marsh Road). Future phases will reconstruct the entire portion of County Highway MN from Marsh Road to US Highway 51 in the next two years. The next leg of the project is from Marsh Road to Lake Street. The County has partnered with the Village to cost share in the project, with the understanding that once CTH MN has up reconstructed, the road will be turned over to the Village.

The Village has identified the need to assess and improve the Exchange Street/Farwell Street/Bashford Street four-way intersection. Currently, there are congestion issues at this intersection during peak times in the Village. While it is not currently in the scope of the County Highway MN project, the Village should address the intersection as part of the project.

Motion by Trustee Mooney, second by Trustee Adrian, to approve the recommendation from the Public Works Committee authorizing Town and Country Engineering to start the design of County Trunk Highway MN from Marsh Road to Lake Street. *The motion was approved 6-0 by acclamation with the following friendly amendment by Trustee Utter, "with the approval of Dane County." The friendly amendment was accepted Trustee Mooney and Trustee Adrian.*

**c. Public Utilities Committee Report (Trustee Lytle & Trustee Brassington)**

**1) Discussion and possible action on recommendation from the Utility Committee to authorize Town and Country Engineering to create a "Well Head Protection" program for the Village.**

Public Works & Utilities Director Coville explained the proposed installation of a gas station at Siggelkow Road and Freedom Ring, provided the necessity for the Village to create a "Well Head Protection" program to ensure all Village wells are safe from any future endeavors. The following options were discussed:

1. The Village can contract with Town & Country engineering to write a specific Well Head protection program for the Village. This would be a custom program for the Village. The approximate cost on the project would be \$13,000. The process would take 2-3 months.
2. The Village could have Wisconsin Rural Water create a well head protection program. This would be based on more general models. Wisconsin Rural Water has created similar well head protection programs for other municipalities. This would be at no cost to the Village. The process would take 5-6 months.
3. The Village could have WI Rural water create a well head protection program for free, and then if necessary, contract with Town & Country Engineering to provide more detail and enhancements.

The Board noted the most cost effective and low risk solution would be to have WI Rural Water create the program, and have Town & Country make changes if necessary.

Motion by Trustee Utter, second by President Czebotar, to direct the Public Works Director to create a well head protection program with Wisconsin Rural Water. Motion carries 6-0 by acclamation.

**d. Parks, Recreation, and Natural Resource Committee Report (Trustee Kolk & Trustee Utter)**

**1) Update on Grandview Conservancy project.**

Trustee Kolk provided an update from the PR&NR committee. The Committee felt all of the necessary components have not been discussed and the Committee needs to address what trail option is best for the area, independent of any grant requirements or deadlines. While the current proposal for an asphalt trail carries less cost, and meets necessary permit requirements, the Committee felt more discussion is necessary before moving forward. Neighbors of the area expressed a variety of concerns with a raised asphalt trail including: drainage impairment, maintenance, preservation of archaeological artifacts, and concerns with wild life.

Additionally, the Village has not addressed lighting and safety concerns for trails in the Village. The Committee recommended requesting the grant deadline be postponed for an additional year to allow for more discussion and consideration.

The Committee recommended requesting the grant deadline be postponed for an additional year to allow for more discussion and consideration. The Board directed staff to follow up with Dane County regarding extending the grant deadline.

**2) Discussion and possible action on recommendation to reject the asphalt bids received for the Grandview Conservancy Project.**

Motion by Trustee Kolk, second by Trustee Utter, to accept the recommendation to reject all bids received for the Grandview Conservancy project. Motion carries 6-0 by acclamation.

Trustee Utter noted for the record, he would like to see the Village create a policy to prevent events like this from happening in the future.

**e. Report on progress of facilities security upgrade project.**

Chief Sherven provided an update on the facilities security upgrade projects. All departments have been surveyed and requests for security enhancements have been received. Chief Sherven reported the next step would be to go out for bids to get a better idea of costs. Chief Sherven noted the process may involve multiple phases depending on cost and scope.

The Board requested Chief Sherven bring the requests back to the Board for review at a future meeting. Trustee Utter requested the requests also include the wells and park shelters for security upgrade considerations.

**f. Report on progress of internet sale safety zone.**

Chief Sherven reported the policy is almost complete for the internet sale safety zone.

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

No action taken.

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 (Compensation of Finance Director).**

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 (Compensation of Finance Director). Motion carries 6-0 on a roll call vote (Adrian-aye, Brassington-aye, Czebotar-aye, Kolk-aye, Mooney-aye, and Utter-aye).

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

Motion by President Czebotar, second by Trustee Mooney, to adjourn the Closed Session and reconvene in Open Session to discuss and take action on items of business discussed in Closed Session. Motion carries 6-0 on a roll call vote (Adrian-aye, Brassington-aye, Czebotar-aye, Kolk-aye, Mooney-aye, and Utter-aye).

Motion by Trustee Utter, second by Trustee Kolk, to award a one-time stipend payment of \$8,000 to Kelsy Boyd for performance of acting assignment responsibilities as assigned by the Village Board. Approved 6-0 by acclamation.

9. **ADJOURNMENT**

Motion by Trustee Kolk, second by Trustee Adrian, to adjourn at 8:22 p.m. Motion carries 6-0 by acclamation.

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

Village of McFarland

**BUSINESS**

August 8, 2016

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**CITY OF FITCHBURG**  
**-AND-**  
**VILLAGE OF MCFARLAND**

This Memorandum of Understanding (MOU) is intended to document the intentions of The City of Fitchburg, a Wisconsin municipal corporation (Fitchburg) and the Village of McFarland, a Wisconsin municipal corporation (McFarland) to share certain communications facilities owned by Fitchburg in order to improve public services communications in the geographical area of McFarland.

WHEREAS, Fitchburg owns radio communications equipment, towers and related facilities, including an interoperability gateway allowing the interface between Fitchburg communications system and the Dane County Communications system (DaneCom); and

WHEREAS, Fitchburg has excess capacity in its gateway; specifically, unused communications ports on the gateway that Fitchburg does not anticipate that they will ever need to meet Fitchburg's communications needs; and

WHEREAS, McFarland's communications with DaneCom are insufficient to provide full coverage and suitable building penetration within certain areas of McFarland, and it is believed that by utilizing the unused gateway ports in Fitchburg's system, the deficiencies can be minimized or eliminated;

THEREFORE, Fitchburg and McFarland have reached an understanding to allow McFarland to use the unused port(s) on Fitchburg's gateway indefinitely.

McFarland shall be solely responsible for the costs of selected port(s), installation, repairs, maintenance and operation of all equipment necessary to allow for radio signals between McFarland and DaneCom to utilize Fitchburg's gateway.

McFarland shall assure that McFarland's equipment does not cause unreasonable damage to any building or structure of Fitchburg and does not interfere with the operation of Fitchburg's radio signals. The parties anticipate that the installation of the equipment will require attachment of an antenna on the roof of Fitchburg's building at 5520 Lacy Road using common fasteners on an existing rooftop equipment, but that no structural or significant change in any building or structure will otherwise be made. McFarland shall repair any damage to Fitchburg's building or structures caused by McFarland's equipment or the installation or maintenance thereof. In addition, McFarland will use rack space in Fitchburg's transmitter room to place radio control stations which will be interfaced to the unused port(s) on the gateway.

McFarland shall be afforded access to its equipment twenty-four (24) hours per day, seven (7) days per week.



**Memorandum**

To: Village Board of Trustees  
 From: Matthew G. Schuenke, Village Administrator   
 Date: August 5, 2016  
 Re: **2017 Budget Goals, Objectives, Process, and Schedule**

**Executive Summary**

At the beginning of the creation of any budget, it is common for the board to set goals and objectives early in the process in order to provide guidance for Staff as the budget is drafted and then presented for approval. The Village continues to build on its success through the development of an annual budget for 2017 that meets our service needs, is transparent, and moves the Village forward in accomplishing its objectives. The board should also establish at this time how the process to review the document should be formatted and set different timing mechanisms when certain aspects of the review should be completed. The timeline for this process will be a bit condensed due to the transition in the Administrator position and the process starting about a month later than usual. This memorandum will summarize basic goals/objectives as directives for Staff to begin its work and will recommend a process and schedule to follow to lead us to the final decision.

**Goals and Objectives**

Goals and objectives are commonly used interchangeably and usually have the same desired effect to improve the organization, but for the purpose of developing the budget they should be defined as two different things. Goals are typically less structured aspirations that we are looking to accomplish with the budget. An example would be that we want to raise revenue. Objectives, however, are more defined levels of achievement in order to meet our goals. Continuing the raise revenue goal as an example, an objective to achieve that goal would be for the board to raise building inspection fees by 10%. The following are offered as potential goals and objectives for the Village Board to consider as part of the upcoming budget discussion:

<b>GOAL</b>	<b>OBJECTIVE</b>
1. Provide adequate funding for capital needs.	1. Update and prioritize projects within the 5 year Capital Improvement Plan.
2. Maintain and/or expand service levels.	2. Consider recommendations from Staff regarding opportunities for expansion/change.
3. Properly set and manage tax levy.	3. Adjustment of 0-3% in the property tax levy.
4. Establish new community wide directives.	4. Strategic planning, branding assistance, and/or general long range planning assistance.
5. Reduce outstanding debt.	5. Identify debt for early retirement/refinance, limit new debt.

6. Increase Community Involvement.	6. Complete website and further social media development.
7. Offer competitive wages and fringe benefits.	7. Review alternatives for providing Health Insurance, Update Merit Pay Plan.
8.	8.
9.	9.
10.	10.

The goals and objectives outlined above are the basics that are needed to draft the document. These are also a starting point for discussion and can be revised as desired. It is understood that they may not be all encompassing of the goals and objectives previously established by the Village Board for the Administrator and/or Department Heads. Additional goals and objectives can be established as desired in order to be worked into the annual budget. Further, a date needs to be set for a meeting between the Village Board and Department Heads to review these various goals/objectives. A line has been established in the schedule below with the date to be determined. There are additional spaces for the Village Board to add their goals and objectives to the process as they desire. When the draft budget is transmitted to the board, these goals/objectives can be listed to show their impact in the actual document to demonstrate how each was carried out.

### Process and Schedule

Once the goals and objectives are set for the process, Village Staff can begin drafting the document. Please note the following process and corresponding schedule that is recommended:

TASK	OWNER	DEADLINE	NOTES
Adopt goals, objectives, process, and schedule.	Village Board	August 8	
Staff Meeting – Discuss Budget Format, Worksheets	Staff	August 9	1
<i>Department Head Goals/Objectives Meeting</i>	<i>Village Board</i>	<i>???</i>	
Budget Worksheets Due to Admin.	Staff	September 2	1
Preliminary Draft Budget Complete	Staff	September 9	
Final Draft Budget Complete	Staff	September 14	
Final Review of Budget Complete	Staff	September 16	
Budget Prepared for Distribution	Staff	September 19	
Budget Transmitted to Village Board	Village Board	September 26	
Budget Review	Village Board	October 10	2
Deadline for Trustees to Submit Discussion Items	Village Board	October 10	3
Budget Review	Village Board	October 13	2
Utility Review	Public Utilities Comm.	October 18	
Budget Review	Village Board	October 24	2
Deadline for Trustees to Submit Change Items	Village Board	October 24	4
General Fund, Capital Review	Finance Comm.	October 26	
Budget Review	Village Board	November 10	2
Budget Review ( <i>OPTIONAL</i> , as needed)	Village Board	November 14	2
Class I Notice of Public Hearing Published	Staff	November 17	
Public Hearing and Adopt Budget	Village Board	November 28	5

*Guidelines/Requirements:*

1. The Village Administrator will prepare the 2017 Budget document including the 2015 Actual Numbers, 2016 Budget, and 2016 6-month figures for all Village funds. This information is referred to as the Budget Worksheets and will be distributed to the Department Heads as soon as possible for completion by September 2<sup>nd</sup>.
2. The above schedule provides for 5 different meeting times for the Village Board to meet to consider the budget. Additionally, two other meetings are provided for Committees to conduct their review as applicable. October 10<sup>th</sup>, 13<sup>th</sup>, 24<sup>th</sup>, and November 10<sup>th</sup> are considered mandatory in order to get through a majority of the document. The remaining date should be held by the board as a place holder for additional review should they be needed. This schedule will be more defined as we get closer to the meeting dates as it will be listed on agendas what topics will be discussed when. November 10<sup>th</sup> shall serve as the final meeting to address final changes from Trustees and additional revisions from Committee unless more time is allocated.
3. Deadline for Village Trustees to submit lists of budget items that they wish to discuss during the budget review meetings. These requests will be compiled and distributed as a summary of items to be discussed by the Village Board as part of its Budget Review meetings.
4. Deadline for Village Trustees to submit requests for any specific changes to the budget. These requests will be compiled and distributed for evaluation and analysis for consideration by the Village Board as part of its Budget Review meetings.
5. A public hearing is required by Statute in order to adopt the budget and usually happens at the end of the process. Public Comment will still be available in many different ways through the review process and the meetings that will be held. Once the public hearing is closed, then the board may consider final changes and approval of the document.

**Recommendation**

Following discussion and possible revisions/additions to this process, Staff recommends that the Village Board approve this memorandum as the 2017 Budget Goals, Objectives, Process, and Schedule.



**Memorandum**

To: Village Board of Trustees  
 From: Matthew G. Schuenke, Village Administrator *ll*  
 Date: August 5, 2016  
 Re: **2017 Budget Review Schedule**

Please note the following dates scheduled to review the 2017 Budget:

Day	Date	Time	Meeting	Description	Action
Mon	Sep 26	7:00 pm	Village Board	Budget transmittal & intro from Staff to the Board	Begin Review Process
Mon	Oct 10	7:00 pm	Village Board	Begin detail review of budget (Meeting #1)	Presentation and discussion only.
Thu	Oct 13	7:00 pm	Village Board	Meeting #2	Presentation and discussion only.
Tues	Oct 18	6:00 pm	Public Utilities Committee	Utility Budget Review	Presentation and discussion only.
Mon	Oct 24	7:00 pm	Village Board	Meeting #3	Presentation and discussion only.
Wed	Oct 26	6:30 pm	Finance Committee	General Fund and Capital Program Review	Presentation and discussion only.
Thu	Nov 10	7:00 pm	Village Board	Final Budget Review (Meeting #4)	Trustee Requests, Comm. Changes, Final Discussion.
Mon	Nov 14	7:00 pm	Village Board	Meeting #5 – Optional.	Further discussion as needed.
Mon	Nov 28	7:00 pm	Village Board	<b>Public Hearing and Final Review</b>	Adopt 2016 Budget

Each meeting will typically begin with an update of any changes that have happened and their effect on the budget since the last meeting. The review process will begin each meeting with any budget from the previously meeting that is still incomplete. Each meeting will have an agenda that will generally outline the review objectives for the evening.

**October 10** – Village Board, Legal, Administration, Facilities, Debt Service, and Cable Fund.

**October 13** – Police, Fire/EMS, Emergency Management, Public Works, Parks, and Solid Waste.

**October 24** – Outreach, Community Development, Library, Capital Projects (including Parks), TIF #3, and TIF #4.

**November 10** – Utilities, revisions from Committee, requests from Trustees, and all remaining outstanding issues.

**November 28** – Village Board will hold the Public Hearing and take final action to adopt the 2017 Budget for all funds.

*\*\*\*Village Board may change schedule based on their availability or workload as directed. This schedule is suggested in order to meet timelines to complete the review process and may be changed as needed.\*\*\**

# RESOLUTION # 06-2016

## RESOLUTION AUTHORIZING SIGNATORIES FOR WITHDRAWAL OF VILLAGE MONIES

**WHEREAS**, the Village of McFarland utilizes McFarland State Bank for its primary checking account activity, and

**WHEREAS**, the Village of McFarland utilizes the Local Government Pooled Investment Fund as organized under Wis. Stats. §25.50 for its primary investment account, and

**WHEREAS**, accounts with McFarland State Bank and the Local Government Pooled Investment Fund do not correctly list the current appropriate Village of McFarland official representatives.

**BE IT RESOLVED** that the Village of McFarland hereby authorizes Cassandra Suettinger, Village Clerk/Deputy Treasurer, and Matthew Schuenke, Village Administrator; to act on its behalf as an official representative for all matters dealing with the accounts with McFarland State Bank and the Local Government Pooled Investment Fund.

**BE IT FURTHER RESOLVED**, effective August 8, 2016, that withdrawal or disbursement from the above named depositories shall be only by order check, as provided in Wis. Stats. §66.0607; that in accordance therewith all order checks shall be signed by Brad Czebotar, Village President, Cassandra Suettinger, Village Clerk/Deputy Treasurer, and Matthew Schuenke, Village Administrator, and shall be so honored.

**BE IT FURTHER RESOLVED**, that in lieu of their personal signatures, the following facsimile signatures, which have been executed by them as shown below,

\_\_\_\_\_  
Brad Czebotar

\_\_\_\_\_  
Cassandra Suettinger

\_\_\_\_\_  
Matthew Schuenke

may be affixed on such order checks; that either of the above named depositories shall be fully warranted and protected in making payment on any order check bearing such facsimiles notwithstanding that the facsimile signatures may have been placed thereon without the authority of the designated persons.

The above and foregoing Resolution was duly adopted at a regular meeting of the McFarland Village Board on the 8th day of August, 2016.

VILLAGE OF MCFARLAND

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

ATTEST:

\_\_\_\_\_  
Cassandra Suettinger, Village Clerk

**RESOLUTION 06-2016**

**MOTION**                      **SECONDED**

**ACTION**                      **DATE**

Adopted  
Referred  
Tabled  
Withdrawn  
Defeated  
Published

**INDIVIDUAL VOTING RECORD**

Adrian	Lytle
Brassington	Utter
Czebotar	Mooney
Kolk	

**VOTING RESULTS**

Motion Carried:  
Motion Defeated:

# **AUTHORITY, BOARD, COMMISSION, AND COMMITTEE MINUTES**

**August 8, 2016**

## **AUTHORITIES**

Community Development Authority

## **BOARDS**

Board of Zoning Appeals

Ethics Board

Library Board

## **COMMISSIONS**

Landmarks Commission

Plan Commission

Police and Fire Commission

## **COMMITTEES**

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

Ad Hoc Volunteer Committee

Communications and Technology Committee

Emergency Management Committee

Finance Committee

✓ Parks, Recreation and Natural Resources Committee

✓ Personnel Committee

Public Safety Committee

Public Utilities Committee

Public Works Committee

Senior Outreach Services Committee

**VILLAGE OF MCFARLAND  
PERSONNEL COMMITTEE  
June 6, 2016**

**1. Call to order.**

President Brad Czebotar called the June 6, 2016 meeting of the Personnel Committee to order at 6:30 p.m. in Conference Room A of the McFarland Municipal Center.

Members present: President Brad Czebotar and Trustee Dan Kolk; citizen members Ken Machtan, Peter Morehouse, and Chris Spanos.

Members absent: Steven Kilpatrick.

Staff present: Clerk/Deputy Treasurer Cassandra Suettinger, Finance Director Kelsy Boyd, Detective Mike Klementz, and Police Chief Sherven

**2. Motion to approve the draft minutes of the March 7, 2016 Personnel Committee meeting.**  
Approved as submitted.

**3. Discussion and possible recommendation to the Village Board on background checks for potential new Village hires.**

Chief Sherven and Detective Klementz gave an overview of the current background check procedure. Currently the Village does a fairly extensive background check on all employees once a conditional offer has been made. This background check includes submittal of driver's license, social security card, birth certificate, auto insurance cards, authorization for release of information, signed certification and penalty statement, signed significant change form, completed personal history questionnaire (currently a 27 page document), high school and college transcriptions, forms DD214 and/or NGB 22 if military veteran, credit report, completed state and federal tax forms, as well as a canvassing of the potential employees neighborhood.

Chief Sherven explained the background and rationale behind the extensive background check, noting public employees are subject to far more scrutiny than private sector employees. He noted the police department is happy to conduct background checks at whichever level the Village expects; however, this different levels and expectations need to be defined.

Detective Klementz noted the current background check process is quite lengthy and can take up to two weeks. Also, when he is assigned a background check, he is not able to do many of the other functions of his job due to degree of time and detail the current process takes.

Finance Director Kelsy Boyd spoke on the cost of these background checks, as well as, the additional time this process can add to hiring a new employee.

The personnel committee agreed not all positions should be subject to this level of scrutiny, and there is a significant financial investment to doing these background checks internally. The proposal included in the packet outlined creating different levels of background checks, and assigning positions to each level. The assigning of the different levels would be based on the

positions degree of access to finances and property within the Village.

The committee noted the changing of background checks does not apply for police, fire, and EMS employees. Those departments will still use their current background check process.

The personnel committee requested Chief Sherven and Detective Klementz meet with Finance Director Kelsy Boyd to provide a recommendation to the Village Board on the different levels of background checks, and criteria for categorizing employment positions accordingly. Additionally, the committee requested additional research be done to explore outsourcing the higher level background checks.

Finance Director Kelsy Boyd requested the neighborhood canvass portion of the background check be omitted for the upcoming Public works utility clerk.

Chief Sherven noted he had no opinion on the request.

The Personnel committee agreed to omit the neighborhood canvass from the background check of the utility clerk.

**4. Discussion and possible action to approve an employment application for the Village of McFarland.**

The committee reviewed the draft application recommend the following changes:

1. Move the question on page 1 of 6 stating “Have you ever been terminated from employment  Yes  No” to the end of the work experience section of the application.
2. On page 1 change “completely, truthfully, and accurate as possible,” to “completely, truthfully, and *accurately* as possible.”
3. When referencing a professional license, additional language on whether the license has been suspended, revoked, or limited.
4. On page 2, change “pending charges or convictions” to “pending charges, *criminal proceedings, arrests,* or convictions.
5. Put “to be completed by Village staff only” section on a different piece of paper for tracking internally.

**Motion** by Czebotar, seconded by Machtan, to recommend approval of the employment application for the Village of McFarland, excluding the Police Department and Fire & Rescue department, with the changes noted. Motion carries 5-0 by acclamation.

**5. Review of EMT (AFSCME) contract for 2016-2017.**

Czebotar provided an overview of the changes made to the EMT (AFSCME) contract for 2016-2017.

**6. Review of Police contract for 2016-2017.**

Czebotar provided an overview of the changes made to the police contract for 2016-2017

**7. Discussion and possible recommendation to the Village Board on non-represented police employee's WRS contributions and offsetting salary increases.**

Czebotar noted represented police employees received increases to offset required WRS contributions. The non-represented police employees have not been provided the same increase to offset the WRS required contribution costs. This will be cost-neutral except for the additional FICA costs.

**Motion** by Czebotar, seconded by Machtan, to move to recommend to the Village Board that the non-represented police employees who contribute to WRS receive an offsetting increase effective July 1, 2016 for the full amount of 6.6%.

This will result in an additional FICA cost of \$742. The committee also directed staff to contact the labor attorney about specifications on whether the non-represented employees will need to enter into an agreement for the additional WRS contributions.

**8. Discussion on position needs in administrative office and public works department.**

Finance Director Boyd provided an overview of the staffing currently be utilized to fill vacant positions in the administrative office. She noted the document in the packet is just an outline of how the administrative office is currently functioning. The plan is to assess the needs of the administrative office with new Clerk Cassandra Suettinger in the coming months, and bring a proposal back to the committee in September.

**9. Adjournment.**

**Motion** by Czebotar, seconded by Moorehouse, and carried 5-0 by acclamation to adjourn the meeting at 7:57 p.m.

**Respectfully submitted,  
Cassandra Suettinger  
Clerk/Deputy Treasurer**

**Parks, Recreation, and Natural Resources Committee  
Meeting Minutes  
June 16, 2016**

**1. Call to order.**

Chair Kolk called the June 16, 2016 meeting of the Parks, Recreation and Natural Resources Committee to order at 7:01 p.m. in the Community Room of the McFarland Municipal Center.

Members Present: Chair Dan Kolk, Kate Barrett, John Feldner, Chuck Rolfsmeyer, Rick Ruecking, Judy Sauer, Jacob Schkirkie, Greg Smith, Clair Utter and Darrel Waldera

Members Absent: Jacob Tissue

Staff Present: Pauline Boness, Allan Coville and Linda Dieckhoff

Others Present: Tom Gannon, Mark Roffers of MD Roffers

**2. Public Comments. None**

**3. Review and possible approval of draft Minutes of the Parks, Recreation, and Natural Resources Committee meeting of May 19, 2016.**

**Motion** by Barrett, second by Ruecking, to approve the minutes of the May 19, 2016 meeting as amended. Motion carried 10-0.

**4. Discussion and possible recommendation regarding parkland dedication for Prairie Place.**

Tom Gannon gave an overview of the proposed Prairie Place development, including park plans, wetland dedication, and the need for a variance from CARPC in order to meet the 75 foot buffer from wetlands.

The development will continue the Eco Park from Veridian's development to County Trunk Highway MN. The park area will be more passive because of wetland issue.

The type of homes will be medium to high income. There will be some entry level/starter homes. There also will be some restricted covenants.

Since the parkland dedication will be part of the prairie restoration, this will be a more passive park area with no playground equipment. The developer will be responsible for maintenance until 80 percent is built out.

Boness asked how the public would benefit. Gannon said the public would benefit and owners that abut to area will consider this very important. Want this to be a passive environmental park.

Committee reviewed the preliminary park fee analysis handed out.

Boness indicated that Lots 11 and 12 across the road, owned by Gannon, abut to the cemetery. A possibility is that Tom designate these lots as parkland and the village could eventually turn this over to the cemetery.

After considerable discussion, the Committee would like some parkland that would include a playground area for children. A possibility would be to expand Outlot 2 or use Lots 55 & 56.

5. **Discussion and possible recommendation regarding the Comprehensive Plan Update.**

Comprehensive Plan Results from Parks, Recreation, and Natural Resources Committee is part of the minutes.

6. **Public Works Director update.**

Director update report placed on file.

Coville indicated that the Village portion of the Lower Yahara Trail has been completed. Currently waiting for info from Dane County on how they want the trail marked.

In reference to the Grandview Conservancy Trail, Coville indicated that the Village hired archeologist did not find anything, and the report has been forwarded on for state review.

Kate indicated that cottonwood trees are native trees and research shows that these trees support butterflies and moths. We are Bird City and cottonwoods are not trash trees.

Rick Ruecking would like the dog park to be placed on next month's agenda due to conflicts with dog problems, signage and police involvement. We should also possibly meet at the dog park next month.

7. **Adjournment. Motion** by Rolfsmeyer, second by Barrett, to adjourn at 9:20 p.m. Motion carried 10-0 by acclamation.

Respectfully Submitted,  
Linda L. Dieckhoff  
Public Works/Utilities Clerk

## DEPARTMENT REPORTS August 8, 2016

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

## **Community Development Highlights**

### **July 2016**

- July was definitely one of our busier months with 48 permits issued. Five permits were issued for new single-family homes, most associated with Veridian's Juniper Ridge Subdivision. Revenues for the month totaled just over \$48,600.00
- Together with Allan Coville met with Trustee Dan Kolk to discuss parkland dedication issues.
- Attorney Larry Bechler, Brian Berquist, Allan Coville and I reviewed and commented on the 1<sup>st</sup> Amendment to the Developers Agreement for Juniper Ridge Subdivision in order to make the July 15<sup>th</sup> Plan Commission Meeting. Commissioners postponed action until a number of issues could be resolved. The Village Board took up this item at their July 27<sup>th</sup> meeting as many critical issues had been negotiated with Veridian and Village staff. Some contingencies were tied to the Boards approval which the developer is working on.
- Met with consultant Mark Roffers to discuss current and future land use issues relating to the Comprehensive Plan 2016 update.
- Working to finalize subordinate agreement with McFarland State Bank regarding Tim Neitzel Voges Road project. Attorneys for the Village and the Bank are in discussions.
- Worked with Attorney Matt Fleming on the Village Board's revisions to our agreement with the Friends of McFarland Parks relating to the Community Garden.
- Reviewed projects and provided recommendations for the July 18<sup>th</sup> Plan Commission meeting.

- Received word from CARPC that the sewer service area amendment for the school district was successful.
- Donna Manring, the Chamber of Commerce Executive Director and I spoke with a representative from CGI a marketing company about their Community Showcase video program to create a promotional video of McFarland at no cost to us. Expenses are offset by selling video advertising to local businesses. This project would enable us to use the video on our website as well as the Chambers.
- Spoke with a number of individuals interested in leasing space at the soon to be vacant antique store. Referred them to the new owners.
- With the City of Monona, exploring the possibility of having an intern work with Marty Pilger, our building inspector, 8 hours per week in McFarland and 16 hours in Monona on violations and enforcement.
- Attended the following monthly meetings:
  - Plan Commission
  - Public Works
  - Village Board

Submitted by:

Pauline Boness

Community Development Director



## McFarland Fire & Rescue Department

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

Emergency: 911

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# July 2016 Fire & Rescue Department Report

- **General**

- Local Tactical Radio Channel & DaneCOM

- DaneCOM will go live and the current legacy radio will be turned off and not available for use on November 1<sup>st</sup>. This will be a decisive switch from one system to another system. The new system requires the old system to be turned off for channels to be used. All agencies have been requested to begin reprogramming radios and training staff at this point in time to ensure all users are ready November 1<sup>st</sup>.
- Our units will be utilizing the DaneCOM digital trunked channels for daily operations and small incidents. This would include EMS incidents, fire alarms, police dispatch and administrative communication for fire/rescue, police and public works departments. These channels will operate from all the DaneCOM tower sites. Most likely our main tower site for communication within the Village will be from the WMGN tower located in the southeast corner of the City of Fitchburg.
- DaneCOM will utilize a total of ten channels for the digital trunked system. The system will control and determine an exact channel when an individual pushes the button to transmit on a radio. This allows numerous talk groups (trunked channels) to be on the system. The limit becomes the number of individuals talking at the exact same time. In the case of DaneCOM this means up to ten individuals can talk at the exact same time. When ten individuals are talking the radio system will give an eleventh individual a system busy signal.
- The larger incidents and incidents that have significant concern for responder safety would operate on an analog tactical channel. These channels are similar to the current legacy system. These would include fires (structure, car, grass, etc.), multiple unit incidents (commercial alarms, multiple casualty EMS, etc.) and active police incidents (active shooter, barricaded subjects, multiple police units, etc.). The digital radio channels are not preferred for these operations due to documented incidents in which the digital systems has not processed critical radio transmissions and resulted in fatalities of responders.

- The digital radio system receives the human voice, translates the human voice into a digital radio transmission and then translates back into a voice. The human voice during stress causes significant difficulties for these systems to process effectively. These systems are often unable to process the human voice and processes background noise only.
  - The digital systems are processed with more precise signal levels for reception or no reception. Whereas analog the signals are allowed more noise and lower signal levels. The result is the digital signal is almost always strong and clear when received and the weaker signals are eliminated on digital system. The analog system will allow the weaker signals to process through and may not be as clear. This does allow those weaker signals that could be from responders in the “harden” (denser) areas of a building to pass through.
  - The analog channels will also offer an additional benefit that will allow radios to transmit directly to other radios. This is very beneficial in areas that are not covered or have poor system coverage. This is not possible on the digital trunked systems.
- The DaneCOM system will have two tactical analog channels for all responders to use and is intended to be triaged for incident severity. In practical application this will be a first come basis. The current legacy system has five analog tactical channels the Sheriff/police tactical channel, Baker (county fire ground), Charlie (county fire ground), David (county fire ground), and Frank (City of Fitchburg fire ground with permission to county units to use currently).
  - The new tactical channels will operate from select towers in the County. The Village will be mostly served from the Stoughton east side water tower and Rockdale for the analog channels. The current legacy channels operate on different sites based on the channel. The most common fire ground channel for McFarland is Charlie and operates from the WGN tower in Fitchburg. We do have significant challenges with this radio channel currently and often operate radio to radio on our hand held radios and only transmit through the county system on vehicle radios. The other radio channel we are assigned often is Edward for EMS incidents and this operates from the UW tower on the west side of Madison. Majority of the locations for this channel we are unable to use our handheld radios and are typically away from a building and very seldom able to within a building.
  - The recommendation is to provide supplemental coverage to the Village with a local analog tactical radio channel. This would place radio equipment at the Burma Road Water Tower which has proven to provide excellent coverage in the Village. Additional equipment at the City of Fitchburg to allow communication to the 911 center dispatchers. The equipment will be a controller owned and maintained by the Village of McFarland and a gateway owned by the City of Fitchburg with operation shared among the City of Fitchburg, City of Monona, City of Stoughton and if approved the Village of McFarland.
    - This equipment has been purchased by the City of Fitchburg with additional channels to allow the other municipalities access based on discussions that occurred several years ago during the initial design of DaneCOM.

- The cost will be a 1/8 share of original purchase cost and future cost will be actual cost to repair if a failure occurs on the channel assigned to municipality. In the event it is a complete failure of the equipment the cost will a 1/8 share to the Village.
- The City of Stoughton has signed the Memorandum of Understanding and the City of Monona is pending approval from the City Council of the agreement. The City of Monona has committed to the project verbally.
- A potential funding plan that has been discussed is the current capital improvement project to improve safety and security in the Village properties. The project to improve safety and security is progressing and is planned to be formalized during the next couple of months. It will be required to be placed out for bids for completion and will likely not be completed this fiscal year. It is believed that the budget allocation for the safety and security project will be unable to fund both projects and the intent will be to request additional funding in the 2017 budget to complete the building safety and security project.
- The current project costs for the tactical radio channel are outlined below and at this time it has been determined to be worst case costs

• Local radio equipment** (at McFarland Water Tower)	\$10,461
• Control station equipment (at Fitchburg City Hall, owner by McFarland)	\$ 7,115
• McFarland share of gateway	\$ 7,500
○ Project total	\$25,076

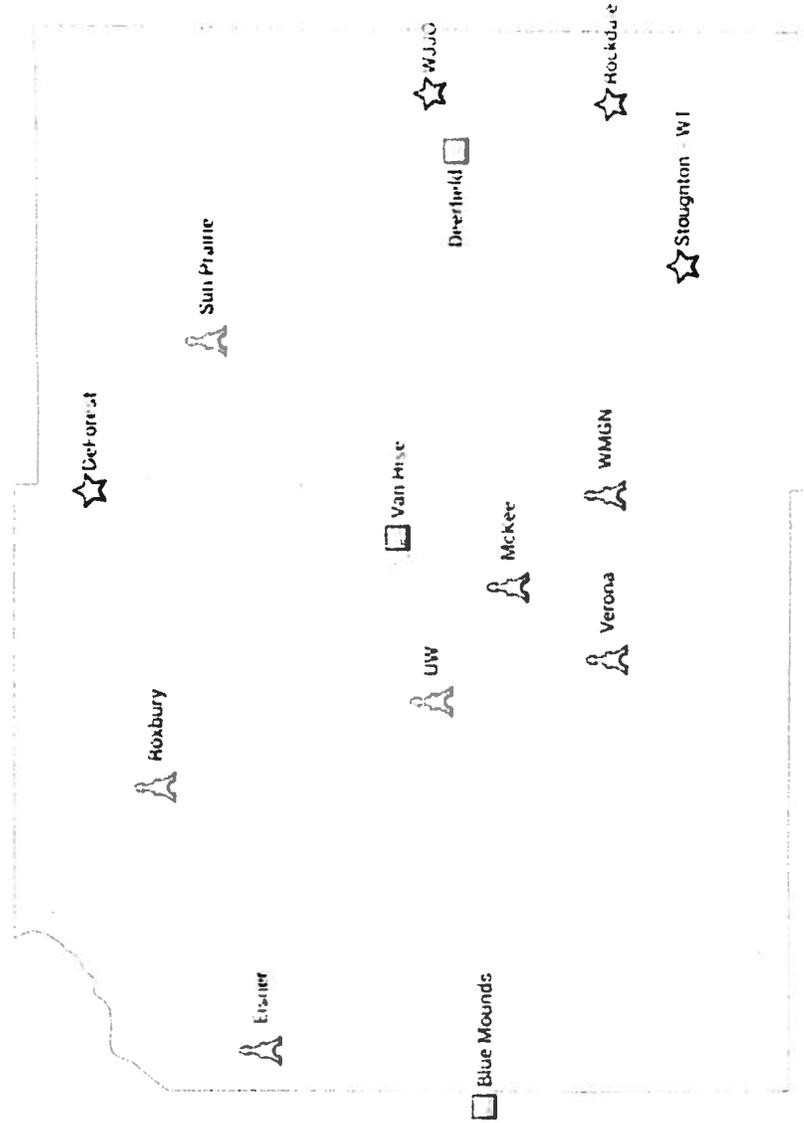
\*\*pricing is subject to possible Blooming Grove agreement and if not obtained the final frequencies obtained from FCC.

- To summarize the current status of the project we are waiting on approval and funding to move forward. This will be essential to complete in the immediate future to ensure our mutual aid partners are able to program their radios and our equipment is installed prior to going live date of November 1<sup>st</sup>. The project has been reviewed with the Public Safety Committee and Emergency Management Committee. Both committees have recommended that the Village Board support the project. The project will require obtaining approval from FCC and ordering of non-stock equipment. Due to this the timing of the project approval is becoming critical. We will still need to utilize the DaneCOM radio system this will provide additionally coverage and channel availability. This will be critical to responder safety during a large incident and more importantly during a disaster that strikes the county.

# DaneCom & WISCOM P25

Columbus

- DaneCom P25
  - ☆ Deforest
  - ▲ Eastford
  - ▲ Elroy
  - ☆ Halesville
  - ▲ Hoxbury
  - ☆ Monona/WI
  - ▲ North Prairie
  - ▲ Oakdale
  - ▲ Oostburg
  - ☆ Verona
  - ▲ Waubesa
- Dane County Outlines
  - Blue Mounds
- Other P25
  - Blue Mounds
  - Blue Mounds
  - Eastford
  - Elroy
  - Halesville
  - Hoxbury
  - Monona
  - North Prairie
  - Oakdale



Map data © 2016 Google

WISCOM is the State radio system designed with no coverage in buildings

- **Staffing**
  - Ambulance staffing did improve while we were at full staffing for fulltime staff. In the recent weeks and looking forward it will be challenging again.
  - The Police and Fire Commission did terminate the current eligibility list due to the current list was exhausted. The position has been posted and will be closing August 19<sup>th</sup>. Based on the current hiring timeline a candidate selection will occur in late September and a start date near November 1<sup>st</sup>.
  - Unfortunately, we have received a notification from two paid on call EMT members that they will be resigning in the month August. One member is an Advanced EMT / Crew Chief and has been accepted to Physician Assistant School at James Madison University in Virginia. The other member is an EMT / Driver and his wife has accepted a position with the University of Iowa in Iowa City. Both of these members will be missed greatly by the Department and we do wish them well.
  - Additionally, we had a member resign that was slotted to begin entry level firefighting in August resign. The commitment to class and department was too much for him to maintain balance with his work and family life.
  - Current Staffing Levels
    - Fulltime Fire Rescue Chief – 1
    - Fulltime Fire Inspector/Public Education Specialist – 1
    - Fulltime EMTs – 4 (1 current vacancy)
    - Paid on Call – 66 (25 EMTs, 29 Firefighters & 10 EMT/Firefighters)
    - Total Staffing Level - 72
  
- **Staff Achievements**
  - Sam Nepple has completed all the requirements for the Crew Chief Academy and is now a Crew Chief.
  - Danielle Bartz, Erin Campbell, Vince Duckert, Sienna Barron, and John Venturio have completed the Staff car driving requirements.
  - Mitchell Covert has completed the Ambulance driving requirements and will now also be in the driver position on the ambulance shifts.
  - Brian Rapp has completed all the requirements for operating Squad 5.
  - Davin Blazek has completed all the requirements for Tender 6.
  - We would like to congratulate Sam McKittrick for getting accepted into Physician Assistant School at James Madison University in Virginia.
  
- **Training Activity**
  - July training
    - The month was truncated due to the 4<sup>th</sup> of July holiday eliminating one night. A large portion of the firefighter training was similar to June. This allowed members additional chances to attend training events.
    - Training was performed on the new EMS reporting software that went on August 1<sup>st</sup>. The new software will ensure reporting complies with new Federal ICD 10 billing codes and National EMS Information System requirements for Medicare and Medicaid billing.

- The department also toured Waubesa Village to gain familiarization with the building. The department will at some point respond to an emergency in the building and tours like this can save precious minutes in mitigating incidents. The department reviews access routes for patients, alarms and fires. We are developing preplanned responses that would include where an ambulance would arrive for medical calls to the apartments or where apparatus would arrive to deploy hose to attack a fire while allowing an additional engine to support the sprinkler system and a ladder truck to obtain roof access for ventilation of the structure or rescue individuals from the third floor.
- We continued our focus on boat operator training.
- The officers performed training initial actions of incidents. This included developing the initial action plan, providing arrival reports and accountability system.
- While the officers were perform their training the operators worked on honing their skills and training new operators.
- August training will concentrate on rural water supply operations, department wide member development and fire hose control with a competitive training.
- On September 22<sup>nd</sup> we will be performing our annual worst case release exercise with the Terminal Coop. Majority of the effort is being led by Flint Hills Resources and Koch Pipeline. The exercise will simulate a substantial amount of gasoline being released. It will involve majority of the Village's Departments during the exercise, all of the terminal operators, regulatory agencies, Dane County and City of Madison Fire Department.

## **Budget**

- The 2016 budget expenditures are progressing as expected.
- We are very pleased to announce that the Firefighter's Association has determined to support the Department with the purchase of replacement air lift bags. The Association not only determined to fund the replacement and decided to increase the capabilities of the Department. The air lift bags are utilized to lift heavy objects from trapped patients. The current set are in need of replacement due to age being over 15 years.
- The EMS overtime account will be over budget for 2016 with majority of the account expended during the first quarter and further expenditures assumed to continue until the current vacancy is filled. The EMS salaries account should have a surplus to aid in covering this due to the fulltime staffing vacancies.
- **Apparatus & Equipment**
  - 2015 Ambulance is scheduled to be repaired in September from the damage it received at UWER. A claim has been submitted and approved by our insurance carrier. We will have a \$500 deductible balance after the repair is performed.
  - 2008 Ambulance received maintenance to the front suspension and tires. It was noted that the front tires had outer tire wear developing and would cause handling issues. It was determined to replace the tires and while the vendor began the process it was notice the kingpins on the front axle had excessive vertical movement. The kingpins were replaced, new tires installed and alignment was performed. This resulted in an expenditure of \$2,000.

- 2005 Engine is currently receiving the replacement intake valves and having the annual pump testing performed. During this the annual pump maintenance will be performed. This should ensure that the pump will operate as needed during the next year. The vendor found a broken pin for the rear leaf spring mount. We were fortunate to find this issue prior to more significant damage occurring.
- The 1992 engine and 1997 aerial ladder truck fire pumps are being scheduled for their annual testing and certification. We typically perform this on one truck at a time and this allows the department to keep two operating fire pumps in service and minimize the interruption of services to the district.
- 1997 Aerial Ladder received the annual certification for the aerial ladder. Several maintenance items were noted to be performed. Majority are to be performed in hose which included replacement of some fasteners, hoses and protection of hoses.
- All the ground ladders were tested and recertified with some required repairs being needed. All the repairs are planned to be performed in hose. The repairs included replacement of heat indicators and worn off rivets.
- All the fire hose received the annual testing and certification. We had approximately 1500' of hose fail testing (12-13% of total stock). We are reviewing the amount of fire hose and developing an annual replacement plan. Currently, industry standard for fire hose service life is 10 years and this appears to be consistent with the department records of majority hose failures occurring between 10 and 15 years. We are currently planning approximately a 10% reduction of total fire hose. Unfortunately, this will not be as simple as not purchasing fire hose for one year due to the variety hose required and the age of that variety doesn't align with a simple reduction in replacement. It will take several years and the actual savings in reduction will not be seen for several years to come. Additionally we have determined a large amount is over ten years and may need sooner replacement than an annual 10% plan will allow.

<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	39	407
Re-Inspections	0	0
Special Inspections	2	20
Fire Code Violations Identified	29	241
Fire Code Violations Corrected	12	20
Plan Reviews	2	13

<u>Public Instruction</u>	<u>Completed</u>	<u>Year to Date Total</u>
CPR Certifications	1	81
First Aid Training	0	24
High School CPR (Hands Only)	0	112
Baby Sitters First Aid	0	46

**Incident Summary**

Incident Type	2016		2015	
	June	Year to Date Total	June	Year to Date Total
EMS – Falls	13	94	6	63
EMS – General Medical	40	202	26	198
EMS – Motor Vehicle Crash	3	25	4	28
EMS – Trauma Other	2	20	14	39
EMS – Other types	10	84	5	42
<b>EMS – Total</b>	<b>68</b>	<b>425</b>	<b>55</b>	<b>370</b>
Fire – Building, vehicle or outside	2	26	2	23
Fire – Assist EMS Crew	6	59	6	52
Fire – Motor Vehicle Crash	1	13	2	13
Fire – Alarms	2	24	7	30
Fire – Other types	13	45	6	33
<b>Fire – Total</b>	<b>24</b>	<b>167</b>	<b>23</b>	<b>151</b>

- **Significant Incidents**

- On July 7<sup>th</sup> we were paged for smoke inside a building on Farwell Street in the Village shortly after 3:00 pm. The building was occupied by several individuals and was quickly evacuated. Captain Brandt arrived on location within a few minutes and observed the building being filled with smoke. Car 1 was performing new construction inspection with Chief Dennis and FI/PES Karnitz on the north side of the Village. They arrived shortly after Captain Brandt and were able to enter the building to locate a small fire in a bathroom of the building. The fire was extinguished quickly and ventilation of the building was performed. In conjunction with McFarland Police an investigation was performed and it was determine the fire was intentionally set. The investigation continued and lead to an admission from a juvenile of setting the fire. We have recommended to the court that the juvenile complete a juvenile fire setting program. The Court did order the juvenile to complete the program with additional requirements at their hearing.
- On July 12<sup>th</sup> we paged for a house that had a fire on the rear of the home. Car 3 with Chief Dennis arrived on location and found a large tree had fallen across the road adjacent to the home that was reported on fire. Chief Dennis made contact with the caller and they stated the witnessed the tree fall and noticed that discarded material on the side of the house was on fire. They extinguished the fire with buckets of water. Upon further investigation it was determined the tree had fallen on the electrical wires leading to the home and pulled the electrical service from the home with the weight of the tree. The area was secured to ensure no individuals could approach the live wires that we in the tree and the wires that were pulled away from the home. Alliant Energy was requested to respond to disconnect the wires. Once the wires were removed from the tree by Alliant Energy, crews checked the home for fire extension and cleared the tree from the roadway. As a side note the incident occurred on a clear day and the tree falling was not due to storms. The tree had decay that occurred on the roots and the tree appeared healthy.

- On July 13<sup>th</sup> the Department was requested to respond to a car vs bicyclist in the Town of Dunn. Rescue 84 and Car 3 arrived on location and found an individual being cared for by police and bystanders. Rescue 84 took over patient care from the bystanders while Car 3 secured the area from further vehicle traffic. Engine 1 arrived on location and assisted with traffic and Rescue 84 with patient care. It was determined that the injuries were relatively minor due to the bicyclist struck the car and while it was stopped. The patient was transported the hospital for further care and treatment.



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

July 2016

## July Highlights:

- Trustee Training Week - <http://www.wistrusteetraining.com/register.html> There is a different webinar each day August 22-26 at noon. Many different topics will be presented.
- New Village Administrator – has been hired. His name is Matthew Schuenke and he starts July 28<sup>th</sup>. We met briefly on July 29<sup>th</sup> where he met staff and had a tour.
  - HVAC issues –
    - Network Closet AC – The Air Conditioning unit that's located in the network closet broke down. It was found to have a faulty switch. All Comfort came in and replaced it. This unit is separate from the rest of our HVAC and is used to keep our computer equipment cool.
    - Foyer/Restroom AC – The meeting room, foyer, and restrooms are all zoned together. We've had on-going issues with the meeting room remaining at a comfortable temperature and air flow within the foyer and rest rooms. The thermostat for that area is in the meeting room and if the room isn't being used then the AC or heat won't kick in leading to stale air and the area either being uncomfortably hot or cool. I'm working with Embassy Controls on a solution. Our options seem to be either adding an additional thermostat or adding a small AC unit to the Foyer.
    - Ongoing noises – On July 26, the HVAC system started making a strange rumbling noise. We've had All Comfort here twice to look at it. It seems to be an issue with a bearing in one area of the unit. This seems to have caused the unit to go off balance a little bit and the fan is the real culprit of the noise. To stop the fan (and hence the noise), he put a 2x4 in it The technician hasn't had an issue like this before so he's looking into what should be done next. Stopping the fan won't have an impact on our HVAC.
- Internet Filter report – we've had one case of a website being blocked that shouldn't have been. The site was for Busch beer and I've asked SCLS to unblock it for us.
- Shelver positions – we are currently hiring for an afternoon Shelver position. We're hoping to have someone hired and starting by August 22<sup>nd</sup>. I've already hired for the morning Shelver position. Both new employees will start on the same day.
- Youth Services Assistant Positions – Our current Youth Services Assistant is moving to Colorado where her husband has accepted a job. She will be leaving in October. We will begin the hiring process soon and are hoping that Library School students will apply.
- Wisconsin Public Library Consortium (WPLC) Bylaws Committee – I was asked to be on the WPLC Bylaws Committee. WPLC controls Overdrive and a few other digital projects. This is an important committee because it will be looking at how the board votes will distributed (one system, one vote vs. a weighted system). Some issue shave arisen in the last year where SCLS hasn't felt that they have been fairly represented in Overdrive issues and changing the voting to a weighted system would help remedy that.
- PO Box – Our old mailbox has begun to fail. There is some rust building up and the hinge was failing. When we began investigating new mailboxes, we found that they cost was over \$500 for a regulation mailbox. Because of the cost of the mailbox and other issues with mail delivery, we decided to get a PO Box. We are currently transitioning to the PO Box and Public Works was able to fix our old mailbox up so that we can use both for a while.
- Discovery Garden Redesign – I met with the Park Committee and pitched the possibility of redesigning the Discovery Garden and replacing it with a handicap accessible playground. The idea was well received and a committee of staff and citizens is being set up to investigate the possibilities further.
- Wi-Fi Hotspot – We received a Wi-Fi hotspot as a part of a grant from SCLS. The hotspot will allow us to check out materials outside the library such as Assisted Living centers and the Shared Table meal.

### **Assistant Director highlights (Linda Stuckey)**

- Linda: Attended Collection Maintenance Meeting at South Central on 7-13-16.
- Amy: Final details are being worked out for the online meeting room reservations.
- Amy is completing an online cataloging class through UW-Madison.
- Other items:
- We purchased an additional key safe and reconciled keys, as the locks have been changed once, and the staff door re-keyed a second time.
- The mailbox was repaired, but a replacement cost could exceed \$500 and would still not address the issues of mail/packages being left on top of the box, damaged magazines, and security/privacy issues. A Post Office box was rented, and forwarding to the box will be soon.

### **Youth Services highlights (Heather Kent)**

- Summer library program was in full swing for the month of July. We have 726 summer library program participants this year – 697 of which are children. As of July 25 we have 21% of the participants completed and still two weeks to go in the program. We are hoping to exceed last year's 43% completion number.
- Program attendance has been fantastic. We have seen around 70-80 participants at almost every performer as well as around 15-20 participants for the daytime school age programming. This month we had MMoCA's Art Cart Extra, the UW IceCube Project, Art in a Suitcase, and Duke Otherwise as featured performers/presenters. There was also a mid-week movie (Zootopia), Read 2 Dogs, Teen Create Program, Some Fun, and Makerpalooza #2.
- On 7/13 we hosted a Teen Book Trailer Workshop as part of a Beyond the Page Grant with area libraries. Local filmmaker Frank Caruso came and taught a 2 hour workshop with 7 teens in attendance. Each participant made their own film as well as learned the skills to build their own book trailers for the Teen Book Trailer Contest between participating libraries. The trailers submitted for the contest will be part of library "film festivals" during Teen Reads Week in October. Winners of the contest will be announced during that week.
- Ashley lead the second "Some Fun Program" on Wednesday 7/20 where school age kids built marble runs – attempting to have the longest, most zig-zags, and fastest runs. This program was very successful and well attended.
- Storytime numbers continue to stay high with around 34-40 attendees at each session. Fall information has been posted for parents. Because of the success of the two sessions a week we will be keeping the Monday and Tuesday storytimes while adding Baby Lapsit back in on Wednesdays.

## Adult Services highlights (Katharine Clark)

- Presented at McFarland Skaalen facility monthly business meeting about library and programs, will be contributing monthly article about library in their newsletter
- Mystery Book Group meeting (4 attendees)
- Did monthly checkout at Villas assisted living facility
- Proctored online exams for four students
- three e-book help sessions
- hosted local author Lynne Diebel author event, 10 attendees and person that won free kayak class door prize had just bought a kayak, she was VERY excited, got thank yous from several attendees for setting up program
- Attending Skaalen book club meeting to share about book discussion kits and other library services
- Another author event scheduled for Wed July 27, Madison cozy mystery writers Betsy and Michael Draine, Madison bookstore Mystery to Me will be selling books
- Set up job shadow visit with local high school student
- Distributed posters for August programs around McFarland
- Set up readers advisory Facebook event Which Book Next for Wed Aug 10th
- Created several book displays

----Heidi Cox, Library Director

# MCFARLAND POLICE DEPARTMENT



July 2016 Monthly Report

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## JULY 2016 MONTHLY REPORT

### Staffing Report

- The dayshift patrol officer that has been on medical leave has officially resigned and is no longer employed by the department. The resignation is unrelated to the medical leave, rather a complete self-initiated career change. That left us with two full-time vacancies.
- As previously reported, the Police and Fire Commission convened on June 15<sup>th</sup> to interview another group of candidates. They forwarded a list of two qualified candidates for hiring consideration.
- Follow-up interviews with these two candidates were conducted by the Chief. Of the two, one was selected to advance in the process and one was passed upon.
- As of today, the background investigation on the candidate that was selected has been successfully completed, and a conditional offer of employment has been made and accepted. Medical and psychological testing will be complete by the second week of August, at which time a final offer of employment will be made if testing is successful. We anticipate a start date near the end of August, with hopes to have field training completed by early November.
- With that, we are now left with just one full-time vacancy to fill. At the July PFC meeting, the Commission acted to discontinue the current eligibility list due to lack of qualified candidates.
- A new hiring process has been approved by the PFC, has been posted, and acceptance of applications will conclude on August 31<sup>st</sup>.
- Our anticipated timeline includes a hire date in November, with hopes to have field training completed by late winter – early spring, depending upon the candidate's level of experience.
- This would then put us at full staffing.
- We are anticipating and planning for three – four short term leave situations occurring toward the end of 2016 - early 2017. These include three paternity related leaves, and one potential medical related leave.

### Equipment Report

- An additional AR-15 patrol rifle has been purchased and deployed in the K9 squad.

### Training Report

- All full-time, sworn personnel attended the annual training consortium summer Active Shooter in-service in July. This year, the training was conducted at Monona Grove High School. The training consisted of remedial entry and room clearing scenarios, with a keen focus on warm-zone operations designed to get medical attention to victims in a timely and efficient manner.

- We have taken steps to widen our active shooter training offerings within the Village. This training was provided to local businesses in June. We have now reached out to the faith community to provide training to area churches. Our next focus will be on area daycare facilities.

## Budget Report

- As has been reported each month of this year, I am anticipating an overage in the overtime budget account due to unanticipated staffing shortages, and in the uniform budget account this year due to the hiring of very likely four officer positions that were unanticipated at the time the budget was approved in 2015. These hires will require additional expenditures of roughly \$ 3,000 per officer.
  - At present, we are running approximately 17% (\$ 10,000) over budget in the overtime account.
  - At present, we have for the most part exhausted the uniform account. This includes the outfitting of two of the four unanticipated hirings. I would anticipate roughly a full 100% (\$13,000) overage of this account by year's end.
  - At present, we are also now over budget in our part time account, as we have been utilizing part time staff as much as possible rather than paying overtime. Despite this, we intend to continue utilizing part time staff to fill vacancies as much as possible even though it will push us further over budget in this account.
  - Despite these facts, we remain approximately \$50,000 under budget overall due to corresponding and offsetting savings in salary and benefit accounts.
  - Board members are encouraged to contact me if they are not comfortable with this approach.

## Other Information

- In regards to the Village-owned building security upgrade project reported in June, conversations and facility assessments with department heads have been completed. A summation of this information will be shared with the Village Board at the second August board meeting. The project will then go out for bids.
- On August 26<sup>th</sup>, the Milwaukee Brewers are hosting a Law Enforcement Appreciation Night. In honor of Officer Copeland, a member of the department has been requested to throw out the first pitch. Several members of the department will be in attendance.

**VILLAGE BOARD REPORT**  
**SENIOR OUTREACH SERVICES DEPARTMENT**  
**July 2016 Activities**

We held our first Annual picnic at Brandt Park. We had approximately 45 people attend despite the heat. Grilling was done by Brett Brandt from Public Works which was appreciated. We also had two sponsors- Spartan Pizza and The Medicine Shoppe. All in all it was a success for a first time. Next year I would like to do it at Lewis shelter.

The Endowment was discussed at the Senior Outreach Committee meeting and it was felt that it may be a good idea to have one of their members sit on the SOS committee as well. If a potential community center comes to fruition it will be beneficial to have had a conversation regarding any future fundraising efforts. Even if a center doesn't come to fruition at this time it was agreed that it is still beneficial for a member to sit on both committees. We also have received the resignation of one of our SOS committee members, Doris Lisenbee. She is moving out of state. We will miss her support and advocacy on behalf of McFarland Seniors. We are hoping to recruit another member in her place.

I provided a tour to members of the Aging and Disability Resource Center along with the Director of the Area Agency on Aging. It was very helpful for the ADRC staff to see our space and understand how we operate in comparison to larger places that house the case management and nutrition programs. The comment received by one of them was that she was impressed with what we are able to achieve given our time, spatial and staffing constraints.

Kelsy and I submitted our Q2 Dane County Budget reports.

I continue to recruit for volunteers. I have orientated a dining room volunteer, a foot clinic volunteer, and a husband and wife team for Meals on Wheels delivery. In addition I have sent out information to 5 potential substitute Meal on Wheel Drivers. As part of their training with me, I wrote individual job descriptions and then compiled department specific orientation packets using forms developed by the Volunteer Committee.

Lauren, our Volunteer Coordinator will be meeting with 2 other Volunteer Coordinators based in other organizations like Senior Outreach. I realize the scope of her position will be greater than our department alone but it is a great place for her to start gathering information on data bases etc.

I attended the Town of Dunn Town meeting on July 18<sup>th</sup> per their invite. They had a private organization, S.A.I.L present their services. S.A.I.L is a concierge type service that charges members approximately \$400 a year for information and assistance. We provide that too but they claim the added benefit of screening providers etc. for home chores, repairs etc. I was familiar with them prior to that evening. They are mostly volunteer run, based in the urban west side area and do not provide case management services.

We received four referrals or follow up requests from the police/EMS on situations they recently dealt with.

Respectfully Submitted,  
Lori Andersen

EMERGENCY MANAGEMENT MEETING REPORT  
July 28, 2016

Meeting called to order at 2:05 PM by Charles Di Piazza

(Approved Minutes of this meeting shall be attached to the next Emergency Management Meeting Agenda)

Notes of this meeting

**New Business:**

- a. Introduction of New Village Administrator, Matt Schuenke
- b. Rob Sherman, new member was unable to attend the meeting
- c. Recent storm activity:
  1. Alan Coville, Public Works reported extensive, trees down Valley Dr, and Cook St.
  2. Chief Dennis, EMS/Fire reported assisted with wires down, and some power loss.
  3. Chief Sherven, Police reported assisted with downed trees and traffic control .
- d. Motion carried to approve the minutes from the May 26, 2016 meeting

**Old Business:**

- a. Update on outdoor warning siren:

Di Piazza reported Sirens previous to 1998 are owned by Dane County, and that there are 2 sirens in the Village of McFarland. The one at the Public Works Facility is owned by Dane County and the county is responsible for that siren and the repairs. The one at Village Hall is owned by the village and the village is responsible for repairs. Any additional sirens requested by a municipality will be at the municipalities expense, At this time both sirens in the village are operating correctly as they pass weekly silent tests and the monthly warning test as well.
- b. Update on Community Events:

Jam Fest in August was discussed, as well as Family Fest in September, which would be an opportunity to educate the public, reaching out to the children about public safety.
- c. Update on Training:

Tim Solberg of the tank farm community reported an upcoming training meeting in August and a table top exercise in September, discussion of the exercise ensued as involvement of public safety and village administration.

Chief Sherven reported on active shooter training.

Alan Coville reported on rail road contacts for training.

Chief Dennis reported on fire department personnel training for rail emergency incidents.
- d. Update on reaching out to the community:

Chief Sherven reported reaching out to the Chamber of Commerce, and the church community.

Di Piazza reported attending a webinar on community outreach to the church community and that he had been working with outreach personnel to assure that citizens have a cool place during the excessive heat situation.
- e. Update on DaneCom:

Chief Dennis had extensive information as he reported on DaneCom and the entire radio system, and Chief Sherven gave further reports for law enforcement.

A motion was carried that money be used from the village hall security budget to purchase equipment for the system and refund the money on next year's budget.
- f. Round Table Discussions for future Agenda items:

Chief Sherven advised building security is a very comprehensive project and he will get together with village hall personnel and Di Piazza.

Pete Smith, Lions reported on highway clean up event, and the concern of possible exposure to syringes, discussion ensued.

Adjournment: Motion carried to adjourn at 3:00 PM

Submitted by: Charles M. Di Piazza

**McFarland Emergency Management Committee**  
**Meeting Minutes**

May 26, 2016

**I. Call to order**

Chuck Di Piazza called to order the regular meeting of the Emergency Management Committee at 2:04 pm on May 26, 2016 at McFarland Village Hall.

**II. Roll call**

A sign in sheet was available. The following persons were present: see sign in sheet.

**III. Approval of minutes from last meeting**

This was the first meeting under Chuck Di Piazza, the new Emergency Management Director and the committee.

**IV. New business**

- a) Di Piazza advised of the Dane County Outdoor Emergency Warning Sirens, and his concern that one of the sirens, the main siren at Village Hall had not activated in the March monthly test. With contacts back and forth through Dane County and Hill Electric, the contractor for the sirens, the siren since then has been repaired passing weekly silent tests, as well as the normal monthly activation for April and May. Discussion of the sirens as who actually owns them, as for removing or replacement, and if the municipality is responsible for repair. Clair Utter, Village Trustee suggested a report on the sirens.
- b) Di Piazza advised of his presentation to the Lions Club on Storm Spotter Training and forwarding the videos and short lessons to Public Works Director Allan Coville, EMS/Fire Chief Dennis, and Police Chief Sherven for personnel to review and assist to prepare for the tornado season.
- c) Di Piazza advised of current and continued collaborative working with Village Emergency Departments in training and informational issues. Further that there has already been discussion on community events and educating the public on emergency incidents.
- d) Di Piazza advised that we are in the process of updating the Emergency Response Manual and will be providing scenarios to department heads to assist in the preparation of protocols.

**V. Round Table Open issues and discussion**

- a) Chief Sherven updated Active Shooting Training; He advised of working with the Monona Police Department as training continues. He further plans on developing

training for the Village as he reaches out to the church communities. Also looking to work together and provide security updates for the Village Hall.

- b) Chief Dennis advised of an upcoming training on June 20th at McDaniel Park to deploy the booms for a possible product spill into the lake. Dennis further spoke of continued training with the tank farm community, to include an upcoming large scale table top training in September.
- c) Tim Solberg, Flint Hills Terminal spoke of continued training with the fire department, although a concern of communications between the tank farm community and the fire department. He and Chief Dennis are reviewing the radio system.
- d) Public Works Director Allan Coville updated the committee that there are 4 public works employees who are also firefighters, therefore those employees are trained on emergency response, to include storm spotting. Coville further updated the committee on railroad cross arms. He included a suggestion to reach out to the railroad and see what product is actually coming the village via rail. Discussion ensued as to having this conversation with the Di Piazza and then interim Fire Chief Reiter at a Public Safety Committee Meeting, as to a possible protocol for response to a derailment, noting the Watertown incident. A suggestion was brought forward to possibly bring in someone or some information from the railroad to address some concerns.
- e) Rob Sherman, currently not a committee member, although member of the Lions Club Alert Committee spoke of the Alert Committee and how they wish to assist in an emergency incident. He further advised that a list of resources is available and will be supplied to our committee. Chief Sherven updated that the Alert Committee has been very active in assisting police in traffic control during community events. Discussion ensued as to the Alert Committee assisting wherever possible and their possible role in the EOC.
- f) Discussion ensued as to public knowledge of training sessions as well as concern for this committee meetings not being taped or recorded. Trustee Utter explained that this meeting is held during office hours, and personnel to set up recording may not be readily available. Di Piazza advised that he would look into the matter further.

### **Adjournment**

Chuck Di Piazza adjourned the meeting at 3:10 pm. with a motion by Chief Sherven and second by Chief Dennis.

Minutes submitted by: Chuck Di Piazza

Minutes approved by: [Name]

# **PUBLIC SAFETY COMMITTEE MINUTES**

**Wednesday, July 13, 2016 6:30 p.m.**

## **1. CALL TO ORDER**

The meeting was called to order at 6:32 p.m. in Conference Room A of the McFarland Municipal Center by Chairperson Adrian.

Committee Members Present: Trustees Jerry Adrian and Tom Mooney, and citizen members Kathy Lyons, Ken Machtan..

Committee Member Absent: Sandy Bakk, Barbara Zabawa, and Rich Staley

Staff Present: Charles DiPiazza, Emergency Management Director; Fire/Rescue Chief Chris Dennis; Pauline Boness, Community Development Director; and Tom Innes, Clerk.

Others Present: Mark Roffers (MD Roffers Consulting).

## **2. PUBLIC APPEARANCES.**

Mark Roffers of MD Roffers Consulting spoke to the committee regarding the renewal of the Village's Comprehensive Plan. The Plan, by State statute, must be renewed every 10 years. The Plan acts as guide for future land use and development for the Village.

According to Roffers, the new Plan will be developed in three stages. The first stage consisted of gathering background information and data about the village [information that was included in the PSC packet]. The second phase, which was nearing completion, concentrated on local participation. This phase consisted of meeting with community organizations, Village committees, as well as a community survey to gather information for development of the new plan. The third and final stage would be to develop a draft a plan document of policies and recommendations. Completion of the third phase is expected to be in early 2017. Roffers was meeting with the PSC as part of the second phase of the plan development.

Roffers asked the committee for their thoughts and concerns from a Public Safety perspective. Items for consideration from the committee included the following:

- The need for a secondary business district away from Highway 51
- The return of a medical clinic to the Village
- Growth of Village services and economic base
- A movement to make McFarland more pedestrian friendly
- Greater links to public transportation
- The need for more senior services

Adrian also felt that there needs attention to paid to space availability for the Village to expand. Roffers stated that the plan would include both ideas for new expansion as well as development of areas already in the Village.

Lyons suggested that McFarland should capitalize on its proximity to the lake especially access to the water.

Mooney suggested that there needs to be improvement in the ability for pedestrians and bicyclists' ability to cross highway 51, either by an elevated crosswalk, underpass, or pedestrian islands.

Chief Dennis noted that there would likely be a staffing impact in the coming years in regards to an increase in population, the aging of this population, and the trend of more community care.

3. **STAFF REPORTS.**

- a. **Fire/EMS Department.** Chief Dennis reported that the Fire/Rescue pizza delivery was a success in both terms of funds raised as well as positive community outreach.

With recent changes in DANECOM, Dennis is concerned that the decrease in radio channels and the location of radio towers could make local emergency and general radio traffic more difficult. Dennis feels establishing a local McFarland channel could serve as a necessary back-up if there are several major incidents that require heavy county radio traffic or if there are any expected problems in the operation of DANECOM. In referencing his board report, Dennis is negotiating the cost of purchasing the radio channel from the Blooming Grove Fire Department. Dennis stated that worst case cost would be \$25,000, with the hope that end costs would be closer to \$20,000. In working with Chief Sherven and Financial Director Kelsy Boyd, there could be money available from the \$75,000 budgeted for building safety and security. No annual costs, other than equipment replacement, should be needed after the channel is implemented. **Motion** by Mooney, seconded by Lyons and carried 4-0 by acclamation that the Public Safety Committee recommend to the Village Board to move forward with the implementation of the local tactical radio channel as presented by Chief Dennis with the associated costs being transferred from money that has already been budgeted for building security.

Continuing work on the apparatus bay exhaust removal system is being determined by pending grant approval. Dennis would like to begin a step process that exhaust removal from the bay would begin when a vehicle engine is started. Operation cost would likely begin at a cost of \$5,000.

Dennis reported that a full-time EMT had resigned to work at another service. The Village Board did give approval to fill the open position.

The 2015 Ambulance will be going in for repair the first part of August for damage that occurred in the University of Wisconsin Hospital parking lot. The ambulance is still in operation and costs should be covered by insurance.

- b. **Police Department.** Chief Sherven was not present at the meeting. No report was presented.
- c. **Emergency Management.** Chuck Di Piazza submitted the Emergency Management report. Di Piazza. Di Piazza reported that the next Emergency Management meeting would be Thursday, July 28<sup>th</sup> at 2:00 p.m.

Warning sirens all to be operational and functioning properly.

Di Piazza is continuing to work with Chief Sherven on the Emergency Response Plan protocols.

4. **APPROVAL OF MINUTES.**

- a. Review and possible approval of the draft Minutes of the June 8<sup>th</sup>, 2016 meeting. **Motion** by Machtan, seconded by Mooney carried 4-0 by acclamation to approve the draft Minutes of the June 8<sup>th</sup>, 2016 meeting.

5. **BUSINESS.**

- a. **Initial discussion regarding the request for installation of flashing lights at the crosswalk in front of the McFarland High School on Farwell Street.** Adrian reported that Jeff Mahoney, from the McFarland School District, requested a flashing light at the crosswalk on Farwell Street, in front of the McFarland High School. The item will further be discussed in upcoming PSC meetings so Adrian requested that Committee members pay particular attention to the area when driving on that street.

Moving the current lights that are presently placed on Farwell Street on both ends of the High School, closer together was proposed.

Since Farwell street is scheduled for construction in 2018, Adrian suggested concentrating on an interim solution since any light placement would likely have to be removed when the roadwork is begun. The committee thought the removal of parking stalls that are currently directly before the crosswalk, could improve visibility.

- b. **Follow up regarding June operator license hearings.** Adrian reported that in a meeting with the Village Clerk, it was decided that there needed to be a review of procedure in regards to Beverage Operator License renewal, in particular, applicants with one offense. A sub-committee of Adrian, Mooney, Police Chief Sherven, and Village Clerk Cassandra Suettinger, met to review statutes and discuss policy.

From the meeting of the sub-committee the following was recorded: "At the meeting on June 15, 2016, we discussed clarifying the policy on which offenses should constitute recommendation for approval/denial. Village ordinance 11-74(c) outlines the basis for granting denial." Adrian also read from the Village Ordinance that states

*"An application may be denied based upon the applicant's arrest and conviction record if the applicant has been convicted of a felony (unless duly pardoned) or if the applicant has habitually been a law offender. For purposes of this licensing procedure, "habitually been a law offender" is generally considered to be an arrest or conviction of at least two offenses which are substantially related to the licensed activity within the five years immediately preceding the license application. Because a license is a privilege, the issuance of which is a right granted solely to the Village Board, the Village Board reserves the right to consider the severity, and facts and circumstances of the offense when making the determination to grant, deny or not renew a license. Further, the Village Board, at its discretion, may, based upon an arrest or conviction record of two or more offenses that are substantially related to the licensed activity within the five years immediately preceding, act to suspend such license for a period of one year or more."*

The consensus of the sub-committee was if the applicant had a felony, the license could be denied; the applicant has two substantially related offenses within the previous five years, and only those applicants with convictions should be brought to the PFC, the license can be denied; or if applicants omit information on their application for a license, their license can be denied.

Applicants with one related offense will be granted a license with the condition they are to notify the Village within 30 days of any additional convictions. If a second offense occurs the applicant will appear before the Public Safety Committee for possible denial.

Members of the PSC agreed that this should be the procedure moving forward.

For the two previous applicants that appeared before the PSC Committee in June, both were mailed a letter that informed them that although their license had been approved, they must inform the Village of the outcome of their pending trial and that failure to do so could result in the denial of their license.

6. **ADJOURNMENT. Motion** by Machtan, second by Mooney and carried 4-0 by acclamation to adjourn the July 13, 2016 meeting of the Public Safety Committee at 8:15 p.m.

Respectfully Submitted,  
Tom Innes, Clerk