

VILLAGE BOARD

Monday, October 10, 2016

7:00 P.M.

**McFarland Municipal Center
Community Room**

AGENDA

1. CALL TO ORDER.
2. ATTENDANCE ROLL CALL.
3. PUBLIC APPEARANCES.
 - a. Update from McFarland Youth Center.
4. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.
 - a. Public Announcement
 - (1) Clerk's Office Absentee Voting for November 8, 2016 Presidential Election to begin September 26, 2016.
 - (2) Special Clerk's office absentee voting hours Saturday October 29, 2016 from 9 a.m. to 12 p.m.
 - b. Public Communications
5. CONSENT AGENDA.
 - a. Motion to approve pre-paid check #67304-67313 in the amount of \$2,611.53 and current checks #67314-67393 in the amount of \$127,580.51.
 - b. Motion to approve the minutes of the September 26, 2016 Village Board meeting.
 - c. Motion to approve the Street Use Permit Application from McFarland Fire and Rescue Department for use of Milwaukee Street from Bashford to Anthony Street on October 12, 2106 from 4:30 p.m. to 9:00 p.m.
6. BUSINESS.
 - a. PERSONNEL COMMITTEE
 - 1) Discussion and possible action regarding the Organizational Chart for the Administrative Office as it relates to the structure under the Finance Director.
 - b. Discussion and review of the 2017 Budget including the following sections:
 - 1) Budget Review Process
 - 2) Changes since last distribution
 - 3) Village Board
 - 4) Legal
 - 5) General Administration
 - 6) Facilities
 - 7) Cable Fund.
 - c. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.
7. CLOSED SESSION. Motion to convene in closed session in accordance with Wis. Stats. § 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (request for an Unpaid Leave of Absence within the Fire/EMS Department in accordance with Chapter 24 of the Personnel Policy Manual).

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

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

This agenda was posted, or caused to be posted, by my hand on the 19th 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



Memorandum

To: Village Board of Trustees

From: Matthew G. Schuenke, Village Administrator/Treasurer 

Date: October 7, 2016

Re: **Village Board Meeting – October 10, 2016**

3. PUBLIC APPEARANCES

a. **Update from McFarland Youth Center** – Shawn Miller, Board President, from the McFarland Youth Center will be present to provide an overview of their Annual Report regarding the services provided in the Community.

4. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS

a. Public Announcements

(1) *Clerk's Office Absentee Voting for November 8, 2016 Presidential Election to begin September 26, 2016* – In person Absentee Voting is underway within the Administrative Offices of the Municipal Center. This service will be available Monday through Friday from 8:00 am to 4:30 pm until Friday, November 4th. Please remember that this is for registered voters in the Village of McFarland and identification is required to vote. Those needing to register may do so with proper proof of residence.

(2) *Special Clerk's office absentee voting hours Saturday, October 29, 2016 from 9:00 am to 12 pm* – The second to last Saturday prior to the election, the Clerk's Office will be open in the morning to accept absentee ballots and conduct registrations as may be appropriate. Early voting has thus far been steady since it began on September 26th and it is not possible to extend to an off-site location due to notice requirements. A weekend time period should provide enough availability outside of Election Day for this service prior to the November 8th election.

5. CONSENT AGENDA

a. **Motion to approve pre-paid checks #67304-67313 in the amount of \$2,611.53 and current checks #67314-67393 in the amount of \$127,580.51** – Presented for approval.

b. **Motion to approve the minutes of the September 26, 2016 Village Board meeting** – Presented for approval.

c. **Motion to approve the Street Use Permit Application from McFarland Fire and Rescue for use of Milwaukee Street from Bashford to Anthony Street on October 12, 2016 from 4:30 pm to 9:00 pm** – Presented for approval.

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. **PERSONNEL COMMITTEE**

- 1) *Discussion and possible action regarding the Organizational Chart for the Administrative Office as it relates to the structure under the Finance Director* – The Personnel Committee met on October 3rd to review a proposed organizational chart for the Administrative Office that addressed several changes and vacancies experienced in 2016. The Village Board last approved this chart at its meeting in January; however, many changes ensued in the first half of this year that needed reevaluation. The Committee is still working on the structure as it relates to the Clerk/Deputy Treasurer but did recommend approval of the structure presented for the Finance Director. The Personnel Committee will hold a special meeting on October 17th to address the remainder of the plan after some of their questions can be followed up on. It is recommended the structure be approved as it relates to the Finance Director.

b. Discussion and review of the 2017 Budget including the following sections – Please remember to bring your budget binders for the meeting on Monday as we will be working from there to review the draft. There will be an introductory discussion on Monday to discuss the review process and then review any changes that may have happened since the transmittal. After that, the board will get into the bulk of the review process by going through each of the Departments within each of the Funds. The schedule for Monday includes the following:

- 1) *Budget Review Process*
- 2) *Changes since last distribution*
- 3) *Village Board*
- 4) *Legal*
- 5) *General Administration*
- 6) *Facilities*
- 7) *Cable Fund*

c. 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.

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 (request for an Unpaid Leave of Absence within the Fire/EMS Department in accordance with Chapter 24 of the Personnel Policy Manual).

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

Village of McFarland

**PUBLIC APPEARANCES, ANNOUNCEMENTS AND
COMMUNICATIONS**

October 10, 2016



McFarland Youth Center

10/10/16 Update



Quick Facts

- **HISTORY:** MYC was started by McFarland High School students in 1998 and has served McFarland for over 18 years now!
- **HOURS:** MYC hours are 3-6 M-F during the school year and 1-5 M-F during the summer
- **ATTENDANCE:**
 - Averaged ~30.3 youth/day during the school year (37% increase)
 - Served over 151 unique youth during the year (68/month), which is ~22% of IMMS Population



Managing Director – Megan Beckler



- Started at MYC in June 2016
- Education: Bachelors degree in Human Services. Currently pursuing a Master's in Social Work
- Previous Experiences: Kennedy Heights community center, Dane County Humane society, Wisconsin Youth Company.



- **Jonathan Wilde**
- Intern from UW-Madison School of Social Work
- He would like his time at MYC spent learning how to guide and empower middle school youth as well as assisting with grant writing and program development



- **Sihana Elmazi**
- Intern from Madison College Human Services Program
- She is exploring the area of youth work in order to gain hands on experience working with middle schoolers. She would like to aid in club development and implementation. She also strives to experience the ways in which middle school youth learn and develop



Programming

- MYC delivers **structured** programming every day
- Current Schedule
 - **Monday:** Fresh Food Monday
 - **Tuesday:** MYC Tuesdays (Youth Leadership) and Science Club
 - **Wednesday:** Sports & Recreation
 - **Thursday:** Service Club
 - **Friday:** Games, Art and Photography Club



2016
SEPTEMBER



McFarland Youth Center
5114 Farwell Street
McFarland, VA 53558
(608) 835-3839
mcfarlandyouthcenter@gmail.com
www.mcfarlandyouthcenter.org

Managing Director - Megan Beckler
Center Hours:
Monday - Friday, 3 - 6 PM (school year hours), unless
otherwise noted

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 MYC CLOSED	26 MYC CLOSED	27 MYC CLOSED	28 MYC CLOSED	29 MYC CLOSED	30 MYC CLOSED	31 MYC CLOSED
4 MYC CLOSED	5 Labor Day; MYC Closed	6 MYC Tuesday B. Science Club	7 Sports and Recreation	8 Service Club : Working Wheels	9 Games, Art, and photography club	10 MYC CLOSED
11 MYC CLOSED	12 Fresh Food Monday	13 MYC Tuesday B. Science Club	14 Sports and Recreation	15 Service Club : Working Wheels B. Library Trip	16 Center Closed. First day of Family Fest. MYC sells snow cones 5:00 PM to 8:00 PM	17 Family fest at H.S MYC sells snow cones 10:00 am to 7:00 pm
18 Family fest Snow cones: 11:00 am to 4:00 pm Parade: 12:00 pm	19 Fresh Food Monday	20 Field trip-Spartan Bowling Alley	21 Sports and Recreation	22 Service Club : Working Wheels B. Library Trip	23 No school; MYC Closed	24 MYC CLOSED
25 MYC CLOSED	26 Fresh Food Monday	27 MYC Tuesday B. Science Club				







Outcome Hours

McFarland Youth Center DCYC Outcomes - 2016				
Summary page	Date: 8/15/2016			
Grade	Asset Hours	Leadership Hours	Service Hours	Total Hours
Class of 2016	242.25	94.50	56.75	393.50
Class of 2017	107.75	45.75	34.75	188.25
Class of 2018	442.25	161.50	94.25	698.00
Class of 2019	26.00	20.50	13.00	59.50
GRAND TOTAL	818.25	322.25	198.75	1339.25
GOALS - 2015	1800	500	400	2700
%	45%	64%	50%	50%

↕

Large emphasis on Leadership and Service

Data driven metrics that track exposure to Internal/External Assets

Tracked for each youth

Has led to several IMMS youth receiving Presidential Service Awards





Outdoor Sports

Making Slime!



McFarland Community Service Day
Cleaning Lewis Park



5th Grade Day





Racking Leaves for Seniors



Fresh Food Mondays



Rock Band!



MYC Artists



MYC BBQ – Special VIP’s!



Revenue (expected):		Expenses:	
Fundraising:		Payroll:	
Cookie Dough	\$1,000	Managing Director	\$32,100
Misc.	\$200	Assistant Director	\$5,900
		Taxes/USA	\$2,800
Grants:	\$4,300	AmeriCorps:	\$4,000
		Bank:	\$15,000
Donations:		CAM Fees:	\$4,300
Friends of MYC	\$2,500	Utilities:	\$4,400
Programming Sponsors	\$1,300	Facility Maintenance:	\$800
Optimism	\$1,000	Insurance:	\$2,300
MISC	\$1,000	Professional Development:	\$200
Revenues:		Public Relations:	\$2,100
Rental Income	\$4,200	Financial Services:	\$3,100
		Programming:	\$3,300
Funding:		Petty Cash:	\$100
United Way of Dane County	\$16,000		
McFarland Village of	\$25,000		
Dunn, Town of	\$4,000		
Dane County Human Services	\$8,700		
TOTAL	\$71,400	TOTAL	\$75,200

Negative Cash Flow 2016 – Did not receive American Family Grant again for Assistant Director position in 2016

(Assistant Director position on hiatus starting in Summer 2016)



Partnership

SERVING McFarland Youth: Since 1998...

- MYC has provided over 14,000 hours of safe after school activities for youth in grades 6-8 in the McFarland Community
- MYC has had over 1000's of unique youth attendees
- MYC has provided over 24,000 asset-building hours for individual youth



Partnership

Support - MYC is very grateful for the support of the Village of McFarland Board throughout the years

Board Members - We are always looking for input from our community members, parents, etc.

Communication - MYC has great communication with Village Board and Village Staff



Long-Term Vision

Current Location – MYC’s current location in the former Village Library could end when Phase 3 of the apartment complex begins construction (2018?)

Future Location – MYC is looking for a permanent future home that would be in a shared community space (i.e. Community Center). We feel that shared space could be used by multiple local services (Seniors, Youth Center, etc.).

Future Operational Structure - MYC sees a future operational structure that leverages permanent space with a more robust staffing model. Youth services are best delivered with staff that is ingrained in the community (i.e. low turnover). Low turnover is more realistic with FTE employees that have access to benefits.



Questions?

Comments?



McFarland Youth Center

Thank you for your support!

Village of McFarland

CONSENT AGENDA

October 10, 2016

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
10/16	10/10/2016	67304	16388	CAVALLARO, BRITTANY	AUTHOR EVENT	100	1	900-55-0011-350	150.00
Total 67304:									150.00
10/16	10/10/2016	67305	1989	CORPORATE BUSINESS SYSTE	COPIER LEASE	19370005	1	900-55-0011-241	168.50
Total 67305:									168.50
10/16	10/10/2016	67306	618	MCFARLAND TRUE VALUE	FUEL	95094-08311	1	100-52-2020-351	44.00
10/16	10/10/2016	67306	618	MCFARLAND TRUE VALUE	AIR BLOW TIP	95094-08311	2	100-52-2020-395	19.79
10/16	10/10/2016	67306	618	MCFARLAND TRUE VALUE	MEASURE CUP	95094-08311	3	100-52-4040-241	4.31
10/16	10/10/2016	67306	618	MCFARLAND TRUE VALUE	DORM FURNITURE REPAIR	95094-08311	4	100-52-4040-349	1.86
10/16	10/10/2016	67306	618	MCFARLAND TRUE VALUE	PROPANE	95094-08311	5	100-52-2020-340	39.98
10/16	10/10/2016	67306	618	MCFARLAND TRUE VALUE	DEPT PICNIC	95094-08311	6	100-52-2020-340	4.73
10/16	10/10/2016	67306	618	MCFARLAND TRUE VALUE	SPECIAL DEPT PURCHASE	95094-08311	7	100-2131	116.27
10/16	10/10/2016	67306	618	MCFARLAND TRUE VALUE	ENGINE REPAIR	95094-08311	8	100-52-2020-352	2.63
10/16	10/10/2016	67306	618	MCFARLAND TRUE VALUE	LIBRARY SUPPLIES	95094-08311	9	900-55-0011-350	8.62
10/16	10/10/2016	67306	618	MCFARLAND TRUE VALUE	PW SUPPLIES	95094-08311	11	100-53-3030-340	142.82
10/16	10/10/2016	67306	618	MCFARLAND TRUE VALUE	SAN SEWER SUPPLIES	95094-08311	12	600-56-0030-834	5.21
10/16	10/10/2016	67306	618	MCFARLAND TRUE VALUE	BRANDT PARK SUPPLIES	95094-08311	13	100-55-6050-340	30.36
10/16	10/10/2016	67306	618	MCFARLAND TRUE VALUE	STREET SUPPLIES	95094-08311	14	100-53-3030-231	317.74
10/16	10/10/2016	67306	618	MCFARLAND TRUE VALUE	PARK SUPPLIES	95094-08311	15	100-55-6050-342	88.20
10/16	10/10/2016	67306	618	MCFARLAND TRUE VALUE	VCH SUPPLIES	95094-08311	16	100-53-3030-352	85.69
10/16	10/10/2016	67306	618	MCFARLAND TRUE VALUE	HYD SUPPLIES	95094-08311	17	600-57-0050-654	31.45
10/16	10/10/2016	67306	618	MCFARLAND TRUE VALUE	WATER SERVICE SUPPLIES	95094-08311	20	600-57-0050-652	23.90
10/16	10/10/2016	67306	618	MCFARLAND TRUE VALUE	MC SUPPLIES	95094-08311	21	100-51-8081-240	161.04
Total 67306:									1,128.60
Grand Totals:									1,447.10

Summary by General Ledger Account Number

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
09/16	09/30/2016	67307	759	POSTMASTER	UTILITY BILLS-AUG/SEPT	POSTAGE-0	1	650-53-3040-340	139.07
09/16	09/30/2016	67307	759	POSTMASTER	UTILITY BILLS-AUG/SEPT	POSTAGE-0	2	600-56-0040-840	139.07
09/16	09/30/2016	67307	759	POSTMASTER	UTILITY BILLS-AUG/SEPT	POSTAGE-0	3	600-57-0060-903	139.08
Total 67307:									417.22
Grand Totals:									417.22

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
600-2120	.00	278.15-	278.15-
600-56-0040-840	139.07	.00	139.07
600-57-0060-903	139.08	.00	139.08
650-2120	.00	139.07-	139.07-
650-53-3040-340	139.07	.00	139.07
Grand Totals:			417.22
			417.22-

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
10/01/2016	PC	10/07/2016	67308	Void		
10/01/2016	PC	10/07/2016	67309	Void		
10/01/2016	PC	10/07/2016	67310	CALL, MICHAEL	209	99.99
10/01/2016	PC	10/07/2016	67311	GEHRKE, SHERI	4037	268.27
10/01/2016	CDPT	10/05/2016	67312	WI AFSCME COUNCIL 32	7	44.49
10/01/2016	CDPT	10/05/2016	67312	WI AFSCME COUNCIL 32	7	52.00
10/01/2016	CDPT	10/07/2016	67313	WI SCTF	5	228.46

\$ 693.21

Report Criteria:
Report type: GL detail
Check Check Number = 67314-67393

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
10/16	10/10/2016	67314	20	AG SYSTEMS INC	EQUIP PARTS	C40746	1	100-53-3030-352	24.82
10/16	10/10/2016	67314	20	AG SYSTEMS INC	EQUIP PARTS	C40844	1	100-53-3030-352	323.72
Total 67314:									348.54
10/16	10/10/2016	67315	16270	AL KAUKL LAND SURVEYING &	SURVEY	092116	1	100-51-2161-210	1,750.00
10/16	10/10/2016	67315	16270	AL KAUKL LAND SURVEYING &	SURVEY	092116	2	100-51-7272-211	1,000.00
Total 67315:									2,750.00
10/16	10/10/2016	67316	1397	ALL COMFORT SERVICES	SEASONAL MAINT	552496	1	900-55-0011-240	605.00
10/16	10/10/2016	67316	1397	ALL COMFORT SERVICES	HVAC REPAIR	552774	1	900-55-0011-240	207.37
Total 67316:									812.37
10/16	10/10/2016	67317	16289	ALLIANT ENERGY	MUNICIPAL CENTER	092616	1	100-51-8081-220	3,653.23
10/16	10/10/2016	67317	16289	ALLIANT ENERGY	PUBLIC WORKS FACILITY	092616	2	100-51-8080-220	542.00
10/16	10/10/2016	67317	16289	ALLIANT ENERGY	WATER TOWER HOLSCHER	092616	3	600-57-0030-622	27.32
10/16	10/10/2016	67317	16289	ALLIANT ENERGY	WATER TOWER BURMA	092616	4	600-57-0030-622	39.53
10/16	10/10/2016	67317	16289	ALLIANT ENERGY	WELL #3	092616	5	600-57-0030-622	1,410.16
10/16	10/10/2016	67317	16289	ALLIANT ENERGY	WELL #4	092616	6	600-57-0030-623	11.70
10/16	10/10/2016	67317	16289	ALLIANT ENERGY	LIFT #1	092616	7	600-56-0020-821	111.53
10/16	10/10/2016	67317	16289	ALLIANT ENERGY	LIFT #2	092616	8	600-56-0020-821	189.71
10/16	10/10/2016	67317	16289	ALLIANT ENERGY	BRANDT PARK PAVILION	092616	9	100-55-6050-220	193.00
10/16	10/10/2016	67317	16289	ALLIANT ENERGY	LEWIS PARK SHELTER	092616	10	100-55-6050-221	51.13
10/16	10/10/2016	67317	16289	ALLIANT ENERGY	MCDANIEL	092616	11	100-55-6050-222	33.58
10/16	10/10/2016	67317	16289	ALLIANT ENERGY	CEDAR GLADE AERATOR	092616	12	650-53-3040-220	71.42
10/16	10/10/2016	67317	16289	ALLIANT ENERGY	STREET LIGHTING	092616	13	100-53-3030-222	7,466.08
10/16	10/10/2016	67317	16289	ALLIANT ENERGY	TRAFFIC FLASHERS	092616	14	100-53-3030-222	8.57
10/16	10/10/2016	67317	16289	ALLIANT ENERGY	TRAFFIC FLASHERS	092616	15	100-53-3030-222	8.71
10/16	10/10/2016	67317	16289	ALLIANT ENERGY	TRAFFIC FLASHERS	092616	16	100-53-3030-222	8.20
10/16	10/10/2016	67317	16289	ALLIANT ENERGY	SIRENS	092616	17	100-51-8081-220	18.84
Total 67317:									13,844.71

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
10/16	10/10/2016	67318	44	ANDERSEN, LORI	MILEAGE EXP REIMBURSEMENT	LA-082916	1	100-55-5510-353	206.28
Total 67318: 206.28									
10/16	10/10/2016	67319	10	ARAMARK	mat rental	1640093441	1	900-55-0011-240	46.72
10/16	10/10/2016	67319	10	ARAMARK	mat rental	1640098605	1	900-55-0011-240	46.72
10/16	10/10/2016	67319	10	ARAMARK	mat rental	1640103743	1	900-55-0011-240	46.72
10/16	10/10/2016	67319	10	ARAMARK	mat rental	1640108937	1	900-55-0011-240	46.72
10/16	10/10/2016	67319	10	ARAMARK	mat rental	1640114021	1	900-55-0011-240	46.72
Total 67319: 233.60									
10/16	10/10/2016	67320	1903	ASCENTIVES	CREW UNIFORMS	8862-1	1	100-53-3030-346	186.41
Total 67320: 186.41									
10/16	10/10/2016	67321	68	BADGER WELDING SUPP INC	WELD SUPPLIES	3365847	1	100-53-3030-340	15.74
Total 67321: 15.74									
10/16	10/10/2016	67322	74	BAKER & TAYLOR BOOKS	BOOK COLLECTIONS	BT-092916	1	900-55-0011-395	1,618.21
Total 67322: 1,618.21									
10/16	10/10/2016	67323	1019	BAKER TILLY VIRCHOW KRAUS	UTILITY SEMINAR	BTCONF-10	1	100-51-4151-330	80.00
Total 67323: 80.00									
10/16	10/10/2016	67324	16386	BEAR GRAPHICS	ELECTION SUPPLIES	0754115	1	100-51-4142-300	237.46
Total 67324: 237.46									
10/16	10/10/2016	67325	566	BMO HARRIS BANK NA	ADMIN	BMO-092916	1	100-1624	1,052.54
10/16	10/10/2016	67325	566	BMO HARRIS BANK NA	COMMDEV	BMO-092916	2	100-1624	250.00
10/16	10/10/2016	67325	566	BMO HARRIS BANK NA	CABLE	BMO-092916	3	100-1624	221.51
10/16	10/10/2016	67325	566	BMO HARRIS BANK NA	OUTREACH	BMO-092916	4	100-1624	262.54
10/16	10/10/2016	67325	566	BMO HARRIS BANK NA	COURT	BMO-092916	5	100-1624	14.01
10/16	10/10/2016	67325	566	BMO HARRIS BANK NA	LIBRARY	BMO-092916	6	100-1624	1,080.24
10/16	10/10/2016	67325	566	BMO HARRIS BANK NA	EMS	BMO-092916	7	100-1624	41.28

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
10/16	10/10/2016	67325	566	BMO HARRIS BANK NA	POLICE	BMO-092916	8	100-1624	1,295.51
10/16	10/10/2016	67325	566	BMO HARRIS BANK NA	FIRE	BMO-092916	9	100-1624	1,231.15
10/16	10/10/2016	67325	566	BMO HARRIS BANK NA	PUBLIC WORKS	BMO-092916	10	100-1624	2,045.07
Total 67325:									7,493.85
10/16	10/10/2016	67326	109	BONESS, PAULINE	MILEAGE	PB-092216	1	100-51-7272-330	179.81
Total 67326:									179.81
10/16	10/10/2016	67327	1256	BOUND TREE MEDICAL, LLC	EMS SUPPLIES	82283887	1	100-52-4040-345	250.73
Total 67327:									250.73
10/16	10/10/2016	67328	114	BP	FUEL	48465532	1	100-52-1010-351	327.70
10/16	10/10/2016	67328	114	BP	FUEL	48465532	2	100-52-4040-351	169.72
10/16	10/10/2016	67328	114	BP	FUEL	48465532	3	100-52-2020-351	159.77
10/16	10/10/2016	67328	114	BP	FUEL	48465532	4	100-53-3030-351	696.74
10/16	10/10/2016	67328	114	BP	FUEL	48465532	5	600-56-0020-828	46.45
10/16	10/10/2016	67328	114	BP	FUEL	48465532	6	600-57-0070-933	46.45
10/16	10/10/2016	67328	114	BP	FUEL	48465532	7	650-53-3040-231	139.35
10/16	10/10/2016	67328	114	BP	FUEL	48465532	8	100-52-7230-330	41.35
Total 67328:									1,627.53
10/16	10/10/2016	67329	16389	CHAPMAN, LAURIE	SECURITY DEP REFUND	LC-092416	1	100-1624	100.00
Total 67329:									100.00
10/16	10/10/2016	67330	158	CHARTER COMMUNICATIONS	PW SERVICE BILL	1647-092316	1	100-51-8080-340	89.04
10/16	10/10/2016	67330	158	CHARTER COMMUNICATIONS	CABLE	8441-093016	1	100-51-4141-225	163.98
10/16	10/10/2016	67330	158	CHARTER COMMUNICATIONS	CABLE	8441-093016	2	200-51-0049-215	138.97
10/16	10/10/2016	67330	158	CHARTER COMMUNICATIONS	CABLE	8441-093016	3	100-52-2020-225	84.00
10/16	10/10/2016	67330	158	CHARTER COMMUNICATIONS	CABLE	8441-093016	4	100-52-1010-225	101.00
Total 67330:									576.99
10/16	10/10/2016	67331	161	CHASE LUMBER AND FUEL INC	TOWER #2 SUPPLIES	3MCFVIL-08	1	600-57-0050-640	3.49

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 67331:									
10/16	10/10/2016	67332	172	CITY OF MADISON TREASURE	EQUIP RENTAL/MAINT	7015	1	100-52-1010-240	17,444.10
Total 67332:									
10/16	10/10/2016	67333	16303	CLARK, KATHARINE	SUPPLIES	KC-091316	1	900-55-0011-350	31.23
Total 67333:									
10/16	10/10/2016	67334	193	COMPUTER MAGIC INC	COURT	MSP-2648	1	100-51-2121-210	88.00
10/16	10/10/2016	67334	193	COMPUTER MAGIC INC	GEN ADMIN	MSP-2648	2	100-51-4170-311	484.00
10/16	10/10/2016	67334	193	COMPUTER MAGIC INC	POLICE	MSP-2648	3	100-52-1010-240	968.00
10/16	10/10/2016	67334	193	COMPUTER MAGIC INC	FIRE	MSP-2648	4	100-52-2020-241	484.00
10/16	10/10/2016	67334	193	COMPUTER MAGIC INC	EMS	MSP-2648	5	100-52-4040-241	220.00
10/16	10/10/2016	67334	193	COMPUTER MAGIC INC	OUTREACH - SPEC SVCS	MSP-2648	6	100-55-5520-240	44.00
10/16	10/10/2016	67334	193	COMPUTER MAGIC INC	OUTREACH	MSP-2648	7	100-55-5510-240	132.00
10/16	10/10/2016	67334	193	COMPUTER MAGIC INC	COMM DEV	MSP-2648	8	100-51-7272-240	132.00
10/16	10/10/2016	67334	193	COMPUTER MAGIC INC	PUBLIC WORKS	MSP-2648	9	100-53-3030-240	132.00
10/16	10/10/2016	67334	193	COMPUTER MAGIC INC	WATER	MSP-2648	10	600-57-0070-923	88.00
10/16	10/10/2016	67334	193	COMPUTER MAGIC INC	SEWER	MSP-2648	11	600-56-0050-852	88.00
10/16	10/10/2016	67334	193	COMPUTER MAGIC INC	STORMWATER	MSP-2648	12	650-53-3040-310	88.00
10/16	10/10/2016	67334	193	COMPUTER MAGIC INC	EMGMT	MSP-2648	13	100-52-5050-292	44.00
10/16	10/10/2016	67334	193	COMPUTER MAGIC INC	FAM FEST	MSP-2648	14	100-51-4170-311	44.00
10/16	10/10/2016	67334	193	COMPUTER MAGIC INC	SERVERS	MSP-2648	15	100-51-4170-311	308.00
10/16	10/10/2016	67334	193	COMPUTER MAGIC INC	SERVER BACK-UPS	MSP-2648	16	100-51-4170-311	477.50
10/16	10/10/2016	67334	193	COMPUTER MAGIC INC	PC BACK UP & ADDIT SPAM FILTERING	MSP-2648	17	100-51-4170-311	70.00
Total 67334:									
10/16	10/10/2016	67335	1978	COX, HEIDI	MILEAGE REIMBURSEMENT	HC-093016	1	900-55-0011-330	59.40
10/16	10/10/2016	67335	1978	COX, HEIDI	SUPPLIES	HC-093016	2	900-55-0011-310	39.85
Total 67335:									
10/16	10/10/2016	67336	1227	CUSTOM CREDENTIALS	MISC SUPPLY	2285	1	100-52-1010-340	12.75

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 67336:									
10/16	10/10/2016	67337	247	DANE CO TREASURER	09/16 JAIL & SURCHARGES	154-093016	1	100-4411	976.40
Total 67337:									
10/16	10/10/2016	67338	1819	DEAN CLINIC	DRUG SCREEN	552186808	1	100-52-2020-340	46.00
10/16	10/10/2016	67338	1819	DEAN CLINIC	DRUG SCREEN	552186808	2	100-52-4040-345	46.00
Total 67338:									
10/16	10/10/2016	67339	267	DEMCO INC	LIBRARY SUPPLIES	5964813	1	900-55-0011-345	80.82
Total 67339:									
10/16	10/10/2016	67340	341	ENVIRONMENT CONTROL	JANITORIAL SRVCS	1344-613	1	900-55-0011-210	1,179.00
Total 67340:									
10/16	10/10/2016	67341	1200	EZ OFFICE PRODUCTS	OFFICE SUPPLIES	218327	1	100-51-4151-310	704.71
Total 67341:									
10/16	10/10/2016	67342	350	FASTENAL COMPANY	DOG PARK	56785	1	100-55-6050-343	95.00
10/16	10/10/2016	67342	350	FASTENAL COMPANY	SIGN HARDWARE	WIMAD3589	1	100-53-3030-363	77.40
Total 67342:									
10/16	10/10/2016	67343	372	FOX VALLEY TECH COLLEGE	EDUCATION/TRAINING	TP500000351	1	100-52-1010-330	125.00
Total 67343:									
10/16	10/10/2016	67344	1921	FRONTIER	PHONE	091616	1	600-56-0050-851	159.67
10/16	10/10/2016	67344	1921	FRONTIER	PHONE	091616	2	600-57-0070-921	159.68
10/16	10/10/2016	67344	1921	FRONTIER	PHONE	091616	3	650-53-3040-340	79.83
10/16	10/10/2016	67344	1921	FRONTIER	PHONE	091616	4	100-51-4141-225	66.53
10/16	10/10/2016	67344	1921	FRONTIER	PHONE	091616	5	100-52-2020-225	33.26
10/16	10/10/2016	67344	1921	FRONTIER	PHONE	091616	6	100-52-4040-225	33.27

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
10/16	10/10/2016	67344	1921	FRONTIER	PHONE	091616	7	100-55-5510-225	66.53
10/16	10/10/2016	67344	1921	FRONTIER	PHONE	091616	8	100-53-3030-225	66.53
10/16	10/10/2016	67344	1921	FRONTIER	PHONE	091616	9	100-52-7230-225	66.53
10/16	10/10/2016	67344	1921	FRONTIER	PHONE	091616	10	100-52-1010-225	66.53
10/16	10/10/2016	67344	1921	FRONTIER	PHONE EQUIP/LABOR	091616	11	200-51-0049-240	509.69
10/16	10/10/2016	67344	1921	FRONTIER	TELEPHONE	3986-092216	1	900-55-0011-225	92.83
Total 67344:									1,400.88
10/16	10/10/2016	67345	395	GENERAL COMMUNICATIONS I	DANE COM ANT	230045	1	100-52-2020-292	408.96
10/16	10/10/2016	67345	395	GENERAL COMMUNICATIONS I	DAN COM ANTENNAS	3380	1	100-52-2020-292	408.96-
Total 67345:									.00
10/16	10/10/2016	67346	408	GRAINGER INC	PIPE CRIMPER	9228975453	1	600-57-0050-641	59.10
Total 67346:									59.10
10/16	10/10/2016	67347	1694	HEARTLAND LITHO	BUSINESS CARDS	63672	1	600-57-0070-930	31.50
10/16	10/10/2016	67347	1694	HEARTLAND LITHO	BUSINESS CARDS	63672	2	100-53-3030-310	31.50
Total 67347:									63.00
10/16	10/10/2016	67348	452	HYDRITE CHEMICAL	WATER CHEMICALS	01947759	1	600-57-0040-631	317.25
Total 67348:									317.25
10/16	10/10/2016	67349	460	INNES, TOM	ELECTION SUPPLIES	T1-092916	1	100-51-4142-300	43.79
10/16	10/10/2016	67349	460	INNES, TOM	OT MEALS	T1-092916	2	100-52-4040-347	10.44
Total 67349:									54.23
10/16	10/10/2016	67350	16390	KELLY PRINTING SUPPLIES	TONER	221369	1	100-51-4141-310	202.70
Total 67350:									202.70
10/16	10/10/2016	67351	2254	KELLY, LAUREN	MILEAGE	LK-092716	1	100-55-5510-353	85.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 67351:									
10/16	10/10/2016	67352	16340	KENT, HEATHER	LIBRARY PROGRAM SUPPLIES	HK-092416	1	900-55-0011-350	17.06
Total 67352:									
10/16	10/10/2016	67353	505	KLEMENTZ, MICHAEL	OFFICE SUPPLY	107-8710695	1	100-52-1010-310	24.49
10/16	10/10/2016	67353	505	KLEMENTZ, MICHAEL	MEAL-BACKGROUND INVESTIGATION	MK-100316	1	100-52-1010-330	5.97
Total 67353:									
10/16	10/10/2016	67354	512	KRIS' CUSTOM SEWING	TURN PANT REPAIR	23875	1	100-52-2020-346	25.00
10/16	10/10/2016	67354	512	KRIS' CUSTOM SEWING	TURNOUT COAT REPAIRS	23903	1	100-52-2020-346	25.00
Total 67354:									
10/16	10/10/2016	67355	16364	KWIK TRIP EXTENDED NETWO	FUEL	NP48617301	1	100-52-2020-351	401.13
10/16	10/10/2016	67355	16364	KWIK TRIP EXTENDED NETWO	FUEL	NP48617301	2	100-52-4040-351	230.96
Total 67355:									
10/16	10/10/2016	67356	531	LARK UNIFORM OUTFITTERS	INITIAL ISSUE - TOWNS	229554	1	100-52-1010-346	57.95
10/16	10/10/2016	67356	531	LARK UNIFORM OUTFITTERS	HORNBECK	229798	1	100-52-1010-346	113.90
10/16	10/10/2016	67356	531	LARK UNIFORM OUTFITTERS	JOB CLOTHING	229800	1	100-52-1010-346	40.95
Total 67356:									
10/16	10/10/2016	67357	537	LAVIN, MELISSA	MILEAGE REIMB	ML-100416	1	100-52-1010-351	51.18
10/16	10/10/2016	67357	537	LAVIN, MELISSA	COFFEE	ML-100616	1	100-52-1010-340	42.15
Total 67357:									
10/16	10/10/2016	67358	548	LIBRARY PETTY CASH	OFFICE SUPPLIES	092716	1	900-55-0011-310	27.91
10/16	10/10/2016	67358	548	LIBRARY PETTY CASH	SUPPLIES	092716	2	900-55-0011-350	58.25
10/16	10/10/2016	67358	548	LIBRARY PETTY CASH	POSTAGE	092716	3	900-55-0011-315	7.44
Total 67358:									
									93.60

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10/16	10/10/2016	67359	1759	MANDT SANDFILL TRUCKING	STREET SWEEPINGS	27785	1	650-53-3040-230	80.00
10/16	10/10/2016	67359	1759	MANDT SANDFILL TRUCKING	WATER MAIN SPOILS	27788	1	600-57-0050-651	410.00
10/16	10/10/2016	67359	1759	MANDT SANDFILL TRUCKING	WATER MAIN SPOILS	28838	1	600-57-0050-651	210.00
Total 67359: 700.00									
10/16	10/10/2016	67360	618	MCFARLAND TRUE VALUE	LIBRARY SUPPLIES	95094-09301	1	900-55-0011-240	3.50
10/16	10/10/2016	67360	618	MCFARLAND TRUE VALUE	FAM FESTIVAL	95094-09301	2	100-1624	17.98
10/16	10/10/2016	67360	618	MCFARLAND TRUE VALUE	O-RINGS	95094-09301	3	100-52-2020-340	1.32
10/16	10/10/2016	67360	618	MCFARLAND TRUE VALUE	BATTERIES & LOCK	95094-09301	4	100-52-2020-340	12.85
10/16	10/10/2016	67360	618	MCFARLAND TRUE VALUE	STATION REPAIR	95094-09301	5	100-52-2020-390	16.07
10/16	10/10/2016	67360	618	MCFARLAND TRUE VALUE	15' AMBULANCE REPAIR	95094-09301	6	100-52-4040-352	1.44
10/16	10/10/2016	67360	618	MCFARLAND TRUE VALUE	POLICE SUPPLIES	95094-09301	7	100-52-1010-340	23.68
10/16	10/10/2016	67360	618	MCFARLAND TRUE VALUE	PARK EQUIP SUPPLIES	95094-09301	8	100-55-6050-345	57.49
10/16	10/10/2016	67360	618	MCFARLAND TRUE VALUE	UTILITY VEH SUPPLIES	95094-09301	9	600-57-0070-933	191.71
10/16	10/10/2016	67360	618	MCFARLAND TRUE VALUE	PW SUPPLIES	95094-09301	10	100-53-3030-340	162.24
10/16	10/10/2016	67360	618	MCFARLAND TRUE VALUE	PARK SUPPLIES	95094-09301	11	100-55-6050-342	203.78
10/16	10/10/2016	67360	618	MCFARLAND TRUE VALUE	MC SUPPLIES	95094-09301	12	100-51-8081-340	110.80
10/16	10/10/2016	67360	618	MCFARLAND TRUE VALUE	WATER SUPPLIES	95094-09301	13	600-57-0070-930	23.90
10/16	10/10/2016	67360	618	MCFARLAND TRUE VALUE	SEWER SUPPLIES	95094-09301	14	600-56-0030-832	26.96
10/16	10/10/2016	67360	618	MCFARLAND TRUE VALUE	PW SUPPLIES	95094-09301	15	100-53-3030-340	11.52
Total 67360: 865.24									
10/16	10/10/2016	67361	16184	MDROFFERS CONSULTING LL	COMP PLAN UPDATE	201609004	1	500-51-7272-820	5,348.31
Total 67361: 5,348.31									
10/16	10/10/2016	67362	2058	MICROMARKETING LLC	AUDIO BOOKS	635081	1	900-55-0011-396	14.99
10/16	10/10/2016	67362	2058	MICROMARKETING LLC	AUDIO BOOKS	635881	1	900-55-0011-396	39.99
10/16	10/10/2016	67362	2058	MICROMARKETING LLC	AUDIO BOOKS	636730	1	900-55-0011-396	39.99
10/16	10/10/2016	67362	2058	MICROMARKETING LLC	AUDIO BOOKS	637287	1	900-55-0011-396	50.00
10/16	10/10/2016	67362	2058	MICROMARKETING LLC	AUDIO BOOKS	638087	1	900-55-0011-396	39.99
Total 67362: 184.96									
10/16	10/10/2016	67363	2089	MIDWEST METER INC	METER GASKETS	0080981-IN	1	600-57-0050-653	97.74

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Total 67363:									
10/16	10/10/2016	67364	1941	MIDWEST TRAILER SALES	16' FD SUV FILTER	1082124-00	1	100-52-2020-352	97.74
Total 67364:									
10/16	10/10/2016	67365	1976	MURPHY DESMOND SC	BILL SPARTAN PROPERTIES	8019656	1	100-2640	3,291.45
10/16	10/10/2016	67365	1976	MURPHY DESMOND SC	BILL FARWELL PLACE	8019656	2	100-2640	245.00
10/16	10/10/2016	67365	1976	MURPHY DESMOND SC	WEST SHORE PIPELINE ISSUE	8019659	1	400-51-0061-210	2,021.25
10/16	10/10/2016	67365	1976	MURPHY DESMOND SC	SCHOOL, GENERAL LEGAL	8019659	2	100-51-2161-210	1,008.50
10/16	10/10/2016	67365	1976	MURPHY DESMOND SC	WEST SHORE PIPELINE ISSUE	8021409	1	400-51-0061-210	1,788.50
10/16	10/10/2016	67365	1976	MURPHY DESMOND SC	LEGAL-BILL ART WEBER	8021409	2	100-2640	183.75
10/16	10/10/2016	67365	1976	MURPHY DESMOND SC	SCHOOL, GENERAL LEGAL	8021409	3	100-51-2161-210	3,361.40
Total 67365:									
10/16	10/10/2016	67366	2082	NASSCO INC	PARK SUPPLIES	S2094933.00	1	100-55-6050-342	11,899.85
Total 67366:									
10/16	10/10/2016	67367	708	NORTH CENTRAL AMBULANCE	AMBULANCE REPAIR-REC'D INS PROCEED	0027572	1	100-52-4040-352	66.24
10/16	10/10/2016	67367	708	NORTH CENTRAL AMBULANCE	AMBULANCE REPAIR-DEDUCTIBLE	0027572	2	100-52-4040-352	4,770.58
Total 67367:									
10/16	10/10/2016	67368	2102	ONKEN, JASON	TRAINING MEALS	JO-092816	1	100-52-1010-330	500.00
Total 67368:									
10/16	10/10/2016	67369	9151	PAGE PRODUCTION	OCTOBER SENIOR NEWS	16-27	1	100-55-5530-211	5,270.58
Total 67369:									
10/16	10/10/2016	67370	764	PREMIER PAINT & WALLPAPER	LIFT #2 PAINT	38642	1	600-56-0030-834	48.00
Total 67370:									
10/16	10/10/2016	67371	1245	PROFESSIONAL PEST CONTR	PW PEST CONTROL	268384	1	100-51-8080-340	48.00
Total 67371:									
10/16	10/10/2016	67371	1245	PROFESSIONAL PEST CONTR	PW PEST CONTROL	268384	1	100-51-8080-340	590.00
Total 67371:									
10/16	10/10/2016	67371	1245	PROFESSIONAL PEST CONTR	PW PEST CONTROL	268384	1	100-51-8080-340	76.76
Total 67371:									
10/16	10/10/2016	67371	1245	PROFESSIONAL PEST CONTR	PW PEST CONTROL	268384	1	100-51-8080-340	76.76
Total 67371:									
10/16	10/10/2016	67371	1245	PROFESSIONAL PEST CONTR	PW PEST CONTROL	268384	1	100-51-8080-340	38.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
10/16	10/10/2016	67371	1245	PROFESSIONAL PEST CONTR	MC PEST CONTROL	268385	1	100-51-8081-340	45.00
10/16	10/10/2016	67371	1245	PROFESSIONAL PEST CONTR	PARKS PEST CONTROL	270527	1	100-55-6050-341	35.00
Total 67371:									
10/16	10/10/2016	67372	16357	PROTECTION TECHNOLOGIES	LEWIS SHELTER	19549	1	500-55-0050-857	3,300.00
10/16	10/10/2016	67372	16357	PROTECTION TECHNOLOGIES	LEWIS PARK SHELTER	19551	1	100-55-6050-341	360.00
Total 67372:									
10/16	10/10/2016	67373	775	PUBLIC SERVICE COMM OF WI	UTILITY ADVANCE ASSESS	RA17-I-0349	1	600-57-0070-928	1,095.19
Total 67373:									
10/16	10/10/2016	67374	1833	PULSE CHECK PLUS LLC	CPR COURSE - MATERIALS	3886	1	100-52-4040-291	6.00
Total 67374:									
10/16	10/10/2016	67375	9137	RICOH USA INC	EQUIP RENTAL	21854590	1	100-52-1010-240	210.12
Total 67375:									
10/16	10/10/2016	67376	836	SCHILLING SUPPLY COMPANY	SUPPLIES	563454-00	1	900-55-0011-340	456.97
Total 67376:									
10/16	10/10/2016	67377	870	SLINDE TRUCKING	MULCH FOR SIGNS	24964	1	100-55-6050-342	105.00
10/16	10/10/2016	67377	870	SLINDE TRUCKING	STREET-RESTORE	25021	1	100-53-3030-232	100.00
Total 67377:									
10/16	10/10/2016	67378	1738	STATE OF WI TREASURER	MONTHLY COURT FEES FOR SEPT	154-093016	1	100-4411	1,700.10
Total 67378:									
10/16	10/10/2016	67379	1462	TASC	FSA ADMINISTRATION FEE	IN863829	1	100-51-4195-528	159.60
Total 67379:									

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10/16	10/10/2016	67380	926	TASER INTERNATIONAL	AMMO	SI1450805	1	100-52-1010-347	288.51
Total 67380:									
10/16	10/10/2016	67381	1785	THE MEDICINE SHOPPE	MED SUPPLIES	225	1	100-52-2020-240	337.50
10/16	10/10/2016	67381	1785	THE MEDICINE SHOPPE	MED SUPPLIES	225	2	100-52-4040-240	337.50
Total 67381:									
10/16	10/10/2016	67382	955	TODDLE-IN NURSERY	RESTORE FROM PW SEWER REPAIR	17472	1	600-56-0030-831	28.00
10/16	10/10/2016	67382	955	TODDLE-IN NURSERY	LEWIS MULCH	17485	1	500-55-0050-857	72.00
Total 67382:									
10/16	10/10/2016	67383	958	TOWN & COUNTRY ENGINEER	JUNIPER RIDGE	16992	1	100-2640	585.00
10/16	10/10/2016	67383	958	TOWN & COUNTRY ENGINEER	BROADHEAD ST	16993	1	500-53-0030-850	13,109.70
10/16	10/10/2016	67383	958	TOWN & COUNTRY ENGINEER	BILL SEVILLE	16994	1	100-2640	140.00
10/16	10/10/2016	67383	958	TOWN & COUNTRY ENGINEER	MCDANIEL/SIGGELKOW	16995	1	500-53-0030-845	1,282.60
10/16	10/10/2016	67383	958	TOWN & COUNTRY ENGINEER	GIS SUPPORT	16996	1	100-53-3030-215	367.50
10/16	10/10/2016	67383	958	TOWN & COUNTRY ENGINEER	SLAMM UPDATE	16997	1	650-53-3040-215	8,899.60
10/16	10/10/2016	67383	958	TOWN & COUNTRY ENGINEER	MC106/PAULSON DUPLEXES-BILL SPANRIE	16998	1	100-2640	429.75
10/16	10/10/2016	67383	958	TOWN & COUNTRY ENGINEER	MC109/2017 CTH MN-BEGIN DWGS	16999	1	500-53-0030-850	6,803.20
Total 67383:									
10/16	10/10/2016	67384	973	TRUCK COUNTRY	15' FD TENDER	R201069508:	1	100-52-2020-352	276.00
Total 67384:									
10/16	10/10/2016	67385	16391	TSCHOPIK, ELLA	PARK DEPOSIT	ET-100116	1	100-1624	100.00
Total 67385:									
10/16	10/10/2016	67386	1704	UNIQUE MANAGEMENT SERVI	COLLECTION SVCS	432326	1	900-55-0011-215	26.85
Total 67386:									
10/16	10/10/2016	67387	2270	UNITY POINT HEALTH	BLOODWORK	082216	1	100-52-1010-295	64.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 67387:									
10/16	10/10/2016	67388	2105	UWMF-DEPART OF MEDICINE	MED DIRECTION	QUARTINV-9	1	100-52-4040-353	64.00
Total 67388:									
10/16	10/10/2016	67389	2298	VIKING ELECTRIC SUPPLY	LIGHTING	1732267	1	100-51-8081-222	1,875.00
10/16	10/10/2016	67389	2298	VIKING ELECTRIC SUPPLY	PARK LIGHT REPAIR	1829028	1	100-55-6050-342	298.95
Total 67389:									
10/16	10/10/2016	67390	1015	VILLAGE OF MCFARLAND	LEWIS PARK	093016	1	100-53-3030-499	46.34
10/16	10/10/2016	67390	1015	VILLAGE OF MCFARLAND	MCDANIEL PARK	093016	2	100-53-3030-499	345.29
10/16	10/10/2016	67390	1015	VILLAGE OF MCFARLAND	GAZEBO	093016	3	100-53-3030-499	24.72
10/16	10/10/2016	67390	1015	VILLAGE OF MCFARLAND	FLOWER CORNER	093016	4	100-53-3030-499	72.38
10/16	10/10/2016	67390	1015	VILLAGE OF MCFARLAND	LIFT STATION #5	093016	5	600-56-0030-834	13.91
Total 67390:									
10/16	10/10/2016	67391	1041	WERNER ELECTRIC SUPPLY C	LEWIS PARK CONDUIT	S4937291.00	1	500-55-0050-857	19.70
10/16	10/10/2016	67391	1041	WERNER ELECTRIC SUPPLY C	LEWIS PARK CONDUIT	S4937733.00	1	500-55-0050-857	41.96
Total 67391:									
10/16	10/10/2016	67392	16392	WISCONSIN LABORER'S HEALT	OVERPAYMENT	16-089725	1	100-4523	172.67
Total 67392:									
10/16	10/10/2016	67393	1910	ZURBUCHEN OIL INC	OFFROAD DIESEL	209172	1	100-53-3030-351	85.25
Total 67393:									
Grand Totals:									127,580.51

Summary by General Ledger Account Number

M = Manual Check, V = Void Check

VILLAGE OF MCFARLAND
VILLAGE BOARD
Monday, September 26, 2016

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

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

Staff Present: Village Administrator Matt Schuenke, Village Clerk/Deputy Treasurer Cassandra Suettinger, Fire/EMS Chief Chris Dennis, and Finance Director Kelsy Boyd.

3. **PUBLIC APPEARANCE.**
None

4. **PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.**
 - a. **Public Announcements**
 - (1) Clerk's Office Absentee Voting for November 8, 2016 Presidential Election to begin September 26, 2016.
 - b. **Public Communications**
 - (1) 2017 Madison Metropolitan Sewage District Budget hearing notification – Thursday September 29, 2016 at 8 a.m. 1610 Moorland Road.
 - (2) #JustFIXIT Turnout for Transportation – September 29, 2016 at 7:00 p.m.(hosted in locations in all 72 Wisconsin counties, Dane County will host the event at the Madison Municipal Building, Room 260, 215 Martin Luther King Jr Blvd, Madison WI) . City, county, town and village officials from all 72 counties in Wisconsin, plus members of the business community and the public, will gather to discuss critical projects and services in each region and the need for the state to find a sustainable solution to Wisconsin's transportation challenge.

5. **CONSENT AGENDA.**
 - a. **Motion to approve pre-paid check #67199-67514 in the amount of \$4,364.53 and current checks #67215-67303 in the amount of \$319,926.26.**
 - b. **Motion to approve the minutes of the September 12, 2016 Village Board meeting.**
 - c. **Motion to approve recommendation from Police Chief Sherven that the alcohol beverage operator's license for Antonio D. Valle de Anton (Kwik Trip) and Barbara Rosten (5100 Club) be approved and license issued for the period of September 27, 2016 through July 31, 2017.**

Motion by President Czebotar, second by Trustee Adrian, to approve the consent agenda. Motion carries 7-0 by acclamation.

6. **BUSINESS**
 - a. **Update of Village Comprehensive Plan by planning consultant Mark Roffers.**

Representative: Mark Roffers, MDRoffers Consulting

Mark Roffers provided an update on the Comprehensive planning process. He provided an overview and timeline of the process they will be headed up by the Plan Commission. He also highlighted as part of the process, they have provided a vision statement for the Village. The Board will need to determine if they want to proceed with the current vision statement, proceed with the updated vision statement from MDRoffers, or integrate both into one vision statement.

Mark provided a brief description of the preliminary initiatives of the updating including:

1. Secure McFarland's Planned East Side expansion.
2. Pursue a New business Park near Interstate 39-90 – Mark also suggested it may be more realistic for the Village to explore an interchange near US Highway 12 and County Highway AB.
3. Encourage neighborhood development on the Village's East Side.
4. Expand activity and welcoming features along Farwell Street.
5. Continue to implement downtown revitalization efforts.
6. Implement and amend the Terminal and Triangle district plan.
7. Encourage compatible redevelopment and other infill sites.
8. Balance greater planned use flexibility with greater attention to design and impacts.
9. Develop a business recruitment and retention strategy.
10. Develop a McFarland brand.
11. Implement a resident retention and attraction strategy.
12. Support needs of aging residents.
13. Continue to engage with WisDOT on Highway 51 improvements.
14. Pursue major road projects to serve existing and new development.
15. Expand McFarland's bicycle pedestrian friendliness.
16. Explore the introduction of public transit service.
17. Update the Village's comprehensive outdoor recreation plan and associated park master plans.
18. Site and acquire an east side community park.
19. Enhance access to and quality of McFarland's lakes and rivers.
20. Reinvigorate McFarland's historic preservation efforts.
21. Collaborate on development of an intergenerational community center.
22. Prepare a long-range plan for municipal facility upgrades.
23. Serve the greater McFarland Community in collaboration with the School District.
24. Promote transparency and inclusion in government activities.

The Village Board provided comments on the initiatives. MDRoffers will continue working with Plan Commission on the comprehensive plan update. They will be looking at February or March of 2017 to have a final draft prepared for public hearing and review by the Village Board.

b. Transmittal of the draft 2017 Budget from Village Staff to Village Board for review and consideration.

Administrator Matt Schuenke presented the draft 2017 budget to the Village Board. He noted the staff has completed their preparation and the review process now moves to the Village Board. He provided an overview of the budget binders, and noted the current draft budget proposes a 0% increase on the Village mill rate from 2016. The official review process will begin at the Village Board meeting on October 10th at 7 p.m. Each agenda for the 2017

budget review process will include the specific funds that will be discussed at that particular meeting.

c. Discussion and action regarding Ordinance #2016-08 to revise the assessment method for the weights and measures testing fee within Chapter 11 as recommended by the Public Safety Committee.

Motion by Trustee Adrian, second by Trustee Mooney, to approve Ordinance #2016-08 to revise the assessment method for the weights and measures testing fee within Chapter 11 as recommended by the Public Safety Committee. *Motion carries 7-0, with the amendment that the fee in 11-304(a) be updated from \$5.00 to \$10.00 subject to approval from the Village attorney. The amendment was accepted by Trustee Adrian and Trustee Mooney*

Clerk Suettinger confirmed the increase in fee would be acceptable considering the staff time to process the application.

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

No action taken.

7. ADJOURNMENT.

Motion by Trustee Utter, second by Trustee Kolk, to adjourn at 7:35 p.m. Motion carries 7-0 by acclamation.

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



STREET USE PERMIT APPLICATION

Fee: None

Name of Applicant or Organization: <u>McFarland Fire Rescue Dept</u>	
Address: <u>5915 Milwaukee Street</u>	
Name of Person in Charge: <u>Blake Kurnitz</u>	
Address:	Phone: <u>(608) 516-7350</u>
Date of Function: <u>10/12/16</u>	Time:
Description of the portion of street to be used: <u>Milwaukee St from Beshford to Anthony</u>	
Number of people expected: <u>900</u>	Purpose of function: <u>FR Open House</u>
When will the area be cleaned following the function: <u>Immediately after</u>	

_____ hereby agrees to hold harmless the Village of
(Applicant Name)
 McFarland for any and all claims connected with or arising out of the usage of the street specified under this Street Use Permit.

BLAKE

 Applicant Signature Date

Approved by Police Chief [Signature] 10-4-16
 Approved by Fire Chief [Signature] 10-4-16
 Approved by D.P.W. [Signature] 10-4-16

Village of McFarland

BUSINESS

October 10, 2016



Memorandum

To: Village Board
From: Matthew G. Schuenke, Village Administrator 
Date: October 7, 2016
Re: **Municipal Center Front Office Staffing Plan**

Executive Summary

The front office staffing for the McFarland Municipal Center has experienced some turn over within the last year due to resignations in order to retire and/or take different positions in other organizations. Temporary adjustments in work assignments as well as additional part-time assistance has helped to fill the void in the interim while a formal plan could be prepared to address these issues. With the departures, however, an opportunity has been created to better analyze the needs of the front office in order to align these needs with the open positions and existing resources. A summary of temporary changes was provided to the Personnel Committee in June and followed up with a new formal proposal for staffing at its meeting on October 3rd. This memorandum will review some of the transitions of these positions experienced this year and review the recommendation put forth by the Committee.

Year to Date Changes

The Personnel Committee reviewed an updated organizational chart in January of this year that was eventually approved by the Village Board. This plan was later revised after further turnover in Staffing and some of the initial plan did not comply with Ordinance. The plan at that time would have taken the Village up to 6.0 FTE which equals 7 people (not including the Utility Clerk) with only one represented employee similar to what is in place for the last several years. An update was provided to the Committee on June 6th by the Finance Director which showed a temporary staffing solution as a means to fill vacancies and experiment with a different format given the high amount of turnover experienced in the first half of the year. A month after this meeting and up to this point separate from this discussion, the Utility Clerk retired and the replacement for the position abruptly resigned requiring more oversight from the Finance Director. With the Administrator/Treasurer position filled, the remaining staffing for the front office is the same as it has been since the Committee reviewed the update. The proposed changes make adjustments to this format by establishing positions where necessary and making classification changes as appropriate to formalize this arrangement.

Staffing Proposal

The Personnel Committee reviewed the attached proposal at its meeting on October 3rd and recommended unanimous approval for the staffing structure to be included under the Finance Director. Changes related to the staffing structure under the Clerk/Deputy Treasurer remain under discussion by the Committee before a final recommendation can be provided.

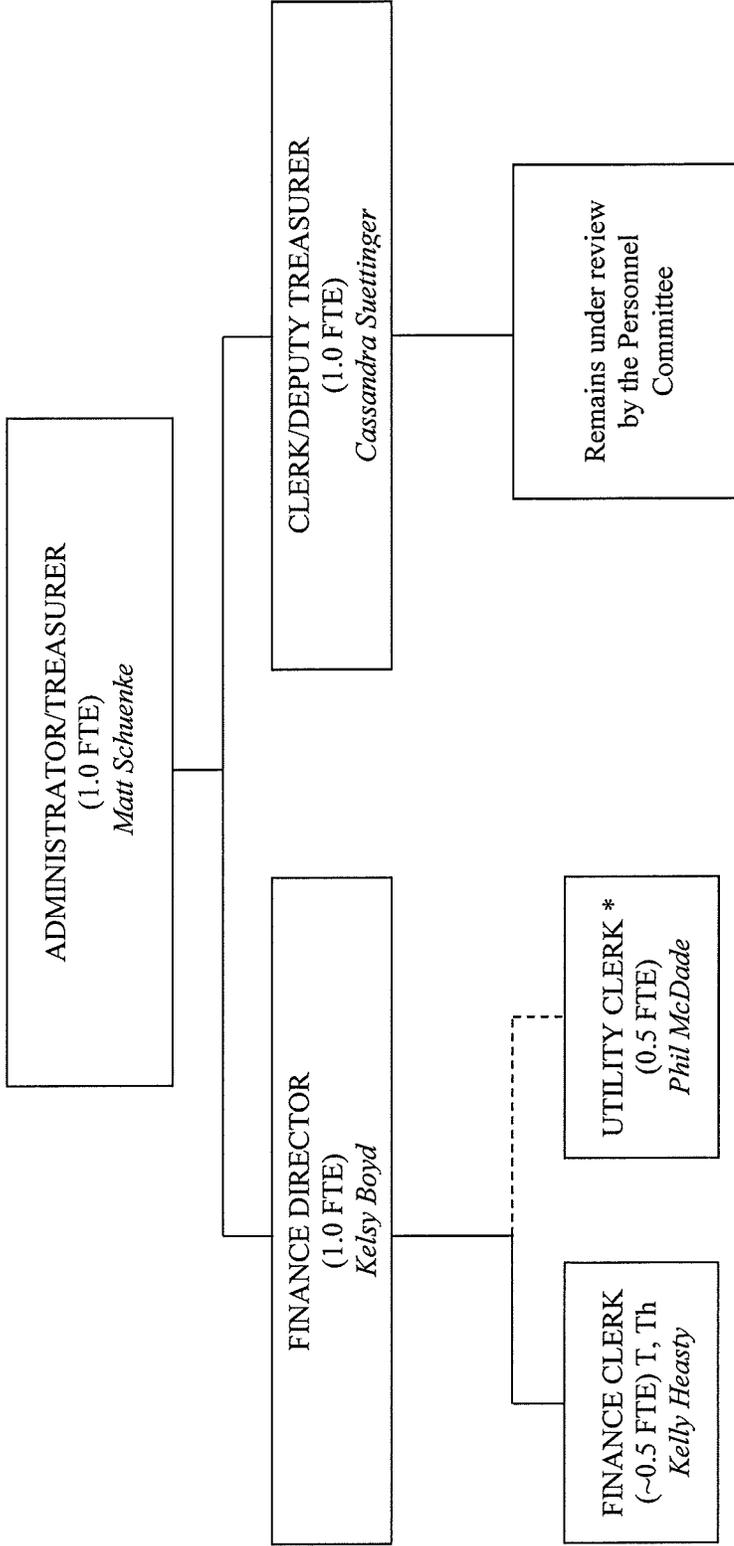
- *Within the scope of direction to be provided under the Finance Director:*
 - Establish the position of Finance Clerk through a new job description and classify the position as regular part-time. This is a transition of the temporary staffing provided by the Accounts Payable Clerk and will be a shared position with the Library as the individual is currently employed there part-time as a Library Assistant I. While the individual will be working part-time for two different Departments, by policy, they will become eligible for full-time benefits based on the gross hours worked in the organization.
 - Classify the position of Utility Clerk as regular part-time with an indirect link to the Finance Director. The position will report to the Public Works Director but also have assigned duties from the Finance Director as they relate to utility billing and collections. Location will remain indefinitely at the Public Works Facility.

Recommendation

The Personnel Committee has reviewed the attached proposed structure, and along with Village Staff, unanimously recommends its approval to the Village Board as presented. The 2017 Budget includes funding for both of these actions as may be appropriate.

The Personnel Committee will be holding a special meeting on October 17th to address the staffing structure under the Clerk/Deputy Treasurer following additional review of questions raised at the last meeting. The Village Board may consider this structure at its meeting on October 24th as applicable.

ADMINISTRATION



* Reports to Public Works Director but also has assigned duties from Finance Director related to Utility Billing and Collections.



Memorandum

To: Village Board of Trustees
 From: Matthew G. Schuenke, Village Administrator
 Date: October 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	3:00 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	Public Hearing and Final Review	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.****

2017 Budget - Village Board Review

Item	Elected Official	Fund Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
1											
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2017 Budget - Village Board Review

Item	Elected Official	Fund Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
1	Czebotar	100 General	Exp	2	Village Board	Salaries	51-1111-110	\$ 14,384	\$ 17,685	Increase meeting attendance payment from \$40 to \$50.	Increase levy to offset expense.
2	Adrian	900 Library	Exp	3	Library	Audio-Visual	55-0011-396	\$ 12,000	\$ 14,000	Would like more money for audio-visual equipment.	Increase fee for fines to offset exp.
3	Brassington	100 General	Rev	2	Public Charges	Clerk Fees	4511-000	\$ 4,000	\$ 7,000	Increase revenue to align better with 2015 Actual.	Lower expected levy.
4	Kolk	500 Capital	Exp	10	Parks	McFarland Park	55-0050-856	\$ 35,000	\$ 70,000	Repave Curling Club Parking Lot as well as Ice Rink.	Increase borrowed money.
5	Lytle	100 General	Exp	27	EMS	Comm. Maint.	52-4040-292	\$ 4,350	\$ 6,350	Purchase new radio.	Increase levy to offset expense.
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2017 Budget Changes Since Distribution - General Fund

Change Date	Change Number	Fund	Name	Type	Page	Dept	Line Item Description	Line Item Number	Old	New	Rev & (Exp)	New Levy Increase or (Decrease)	Change from Draft	New Rate
10/05/2015	1	110	General	Rev	3	Miscellaneous Revenues	Misc Revenue	4839-000	1,000	1,500	500	(500)	-0.01%	(0.00)
10/05/2016	2	100	General	Exp	24	Fire Department	Fringe Benefits	52-2020-152	22,246	29,396	(7,150)	6,650	0.12%	0.01
10/05/2016	2	100	General	Exp	27	Emergency Medical Services	Fringe Benefits	52-4040-152	60,391	67,541	(7,150)	13,800	0.24%	0.02
											(13,800)	5,685,379	0.24%	7.23

Original Submitted Budget Summary - September 26, 2016

	2016 Budget	2017 Budget	Difference vs. 2016	% Change vs. 2016
TOTAL ASSESSED VALUATION	793,674,400	821,733,600	28,059,200	3.54%
TID INCREMENT ASSESSED VALUATION	33,359,212	35,727,627	2,368,414	7.10%
ASSESSED VALUATION MINUS TID INCREMENT	760,315,188	786,005,973	25,690,786	3.38%
MUNICIPAL PROPERTY TAX LEVY	5,486,200	5,671,579	185,379	3.38%
MUNICIPAL TAX RATE	7.22	7.22	0.00	0.00%

Est. Property Taxes for a home assessed at \$250,000 \$ 1,804 \$ 1,804 \$ 1,804 \$ 0.00 0.00%

Amended Budget Summary following Village Board Review

	2016 Budget	2017 Budget	Change vs. 2016	% Change vs. 2016
TOTAL ASSESSED VALUATION *	793,674,400	821,733,600	28,059,200	3.54%
TID INCREMENT ASSESSED VALUATION	33,359,212	35,727,627	2,368,414	7.10%
ASSESSED VALUATION MINUS TID INCREMENT	760,315,188	786,005,973	25,690,786	3.38%
MUNICIPAL PROPERTY TAX LEVY	5,486,200	5,685,379	199,179	3.63%
MUNICIPAL TAX RATE	7.22	7.23	0.01	0.24%

Est. Property Taxes for a home assessed at \$250,000 \$ 1,804 \$ 1,808 \$ 1,808 \$ 4.39 0.24%

2017 Budget Changes Since Distribution

Changes made October 5, 2016:

- 1 Increase recommended to better reflect actual deposits within Miscellaneous Revenue account for the General Fund. Presented as an example of the effect a change in Revenues has to the draft 2017 Budget that was submitted on September 26th.
- 2 Change reflects a new application for Health Insurance within the Fire/EMS Department. Converting from a Payment in Lieu of Health Insurance to a Family Plan through Open Enrollment period in October.

DEPARTMENT REPORTS

October 10, 2016

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



McFarland Fire & Rescue Department

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

Emergency: 911

September 2016 Fire & Rescue Department Report

- **General**

- Local Tactical Radio Channel & DaneCOM
 - We have about 75% of the radios reprogrammed at this point. We have three brands of radios with majority being EF-Johnson.
 - EF – Johnson portables and mobiles are programmed minus six portables. Three of the radios are issued to members and they were not available for radio programming. The remaining three were sent out for repair.
 - Motorola portable and mobile are requiring programming information to be completed. The Motorola portables are less critical and we are able to revise how they are utilized if needed. The mobiles are installed in the ambulances and are more critical to have completed. They are planned to be performed shortly.
 - Kenwood building radios will require an outside vendor to preform programming and are in the process of developing our program.
 - Additionally, majority of the vehicle antennas and the building antennas will require replacement. Currently, all are on back order. Radios may operate with current antennas, however may damage the radio if used for prolonged time.
 - We are still working with our vendor on a local tactical channel and obtaining FCC licensing.
- We are currently developing the information to request funding to purchase Lucas 2 devices with the Assistance to Firefighters Grant (AFG). The Lucas 2 devices provide automatic compressions during cardiac arrest. We have been able to utilize units from Town of Madison and City of Monona when they have responded as Paramedics for cardiac arrest calls. Two of the incidents it was very useful to utilize the units while moving the patient to the ambulance up and down stairs. Additionally, in the event of transporting a patient while performing compressions the crew is able to provide care with less staff and safer. Otherwise a crew member (often two switching ever few minutes) must stand in the ambulance while performing compressions. The units cost approximately \$15,000 each and we would look to obtain two devices. We are looking at the mini-grant which has a higher success rate and assuming we were awarded a full amount this would result in the Village match of \$5,000.
 - Additionally, we have been reaching out to Mercy Health to obtain additional information. Mercy provides considerable support to the EMS services that are within their community. This support includes

Medical Direction and part of which is providing a Lucas 2 device for each ambulance. They have indicated that they would be willing to have one of the medical directors meeting with a committee or board to provide in person information.

- We have been awarded a grant with South Central Regional Trauma Advisory Council (SCRTAC) for a multi-victim trauma bag.
- The Department participated in the family festival with a children bucket brigade challenge after the parade. The challenge was for a head to head race to fill a barrel with water from a portable draft tank behind the tender. The barrels did seem to move further away for adults than children. It was well received by anyone who attempted the challenge. We also provided an information table and displayed apparatus.

Staffing

- We do have an open position for a fulltime EMT. We have extended an offer to an individual. They are currently completing background, medical, physical and drug screening. We assuming this will be completed during the middle of the month. We may be able to have them start training near the end of October.
- We did have EMT Adrienne Jolicoeur submit her resignation. She has a family member needing additional support in Minnesota and is moving back home to Minnesota to help the family member.
- We have two individuals that are completing pre-employment information to be paid on call EMTs.
- We had a paid on call EMT with fire training determine to take on the additional requirements of being an EMT/Firefighter.
- Current Staffing Levels
 - Fulltime Fire Rescue Chief – 1
 - Fulltime Fire Inspector/Public Education Specialist – 1
 - Fulltime EMTs – 4 (1 current vacancy)
 - Paid on Call – 64 (21 EMTs, 31 Firefighters & 11 EMT/Firefighters)
 - Total Staffing Level - 69

• Staff Achievements

- Davin Blazek has completed all the requirements of probation and has obtained tenure with department.
- Joe Hart has completed all the requirements to be an operator of Brush 9.

• Training Activity

- September training
 - The September training concentrated on vehicle crashes and extrication. We scheduled a full department training that was postponed due to rain and lightning. We performed indoor alternate training on patient scenarios and equipment.
 - The large training was performed at University Towing and was a simulated car crash that required extrication. This was also performed for daytime training.
- September training will concentrate structural firefighting, forcible entry and 12 Lead EKGs. The crews will be traveling to Madison College for the structural firefighting and forcible entry. We don't have the equipment or area here in district to perform the training. We will be sending half the department at time to maintain coverage.

- Our annual worst case release exercise with the Terminal Coop. has been revised to October 20th. There was an event conflict driving the price of hotels rooms and it wasn't cost effective for Flint Hills Resources or Koch Pipeline. 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.
 - 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.
 - The draft 2017 budget has been submitted.
- **Apparatus & Equipment**
 - Majority of maintenance for September was minor included lamp replacements.
 - The 1992 Engine (E2) did develop an engine code it was determine that the truck required additional antifreeze. This was contributed to the aging motor consuming some antifreeze and is typical for a motor of the age.
 - The 1997 Ladder (L8) had annual aerial device lubrication and adjustment performed.

<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	35	473
Re-Inspections	0	0
Special Inspections	1	22
Fire Code Violations Identified	30	280
Fire Code Violations Corrected	3	31
Plan Reviews	3	18

<u>Public Instruction</u>	<u>Completed</u>	<u>Year to Date Total</u>
CPR Certifications	2	107
First Aid Training	0	46
High School CPR (Hands Only)	0	112
Baby Sitters First Aid	0	46

Incident Summary

Incident Type	2016		2015	
	Aug	Year to Date Total	Aug	Year to Date Total
EMS – Falls	11	123	10	79
EMS – General Medical	23	249	26	261
EMS – Motor Vehicle Crash	11	43	9	42
EMS – Trauma Other	6	30	5	51
EMS – Other types	8	98	15	63
EMS – Total (+9.5%)	60	543	65	496
Fire – Building, vehicle or outside	2	29	5	32
Fire – Assist EMS Crew	4	70	8	72
Fire – Motor Vehicle Crash	6	20	4	19
Fire – Alarms	5	31	2	34
Fire – Other types	8	60	5	43
Fire – Total (+5%)	25	210	24	200

- **Significant Incidents**

- On September 1st at approximately 9:00 pm Engine 1 was called to provide mutual aid in the city of Stoughton for a structure fire. The fire had started as a garage fire and quickly spread to the home prior to the arrival of Stoughton Fire. The garage was a complete loss and majority of the home was also damaged. The fire was contained to the original property and didn't extend to any neighboring lots. The crew was released approximately midnight that evening.
- On September 4th at approximately 11:50 p.m. we were paged for a single car rollover accident. Upon arrival 3 patients were found with one of the patients outside of the vehicle. The Rescue 84 crew called for an additional ambulance and Med-Flight. US Highway 51 from East Tower Road to Mahoney Road was shut down to allow crews to work safely and to land Med-Flight. Firefighters extricated to patients from the vehicle with the hydraulic rescue tools. Total of three patients were transported to UW Hospital in Madison (1 patient by Med-Flight, 1 patient by Monona M60 and 1 patient by McFarland Rescue 82)
- On September 12th at approximately 4:30 p.m. a sail boat was reported to have overturned on Lake Waubesa near Card Ave. Car 3 responded to the caller location and upon arrival, 2 patients were noted hanging on the back of the boat with life jackets on. Rescue 84 and Water 10 responded to Babcock Park and launched Water 10. Ladder 8 responded to the Green Lateran and stood by the pier. The sail boat was drifting towards the Green Lantern pier, Water 10 was able to intercept with the boat and loaded the patients into the boat and then towed their boat back to shore. No medical needs were needed. All Units returned to quarters.

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

September 2016

September Highlights:

- Friends Pie Sale – 95 volunteers helped to make, freeze and sell 342 apple pies. All of the pies have been sold. But Book sale: The weekend book sale raised \$850.
- Nook Periodicals – The nook periodicals were available through Overdrive are no longer available after October 1. This was a decision made by Barnes and Noble. Library patrons will still have access to digital magazines through Flipster.
- HVAC –
 - All Comfort installed an air gap in the hose for the AC in the network closet and that has fixed our AC condensation leak issue.
 - The week that I was gone, the AC went out after a heavy rain storm. The ground fault breaker had tripped. This hadn't happened before so library staff and PW staff didn't know how to reset. All Comfort had to come in and reset the switch. Linda now has everything labeled so that if it happens again, we'll be able to reset the switch ourselves.
 - We've had an issue in the meeting room that it doesn't always respond within a reasonable period of time when the air becomes too warm. We called our HVAC software guy and asked him to look at the problem. He tweaked some of the settings for the room and now it seems to be working better.
 -
- Shelver on medical leave – One of our Shelves is on medical leave after a biking accident. We're hoping she'll return in mid-October. In the meantime, the other Shelves have been great about covering her hours.
- Youth Services Assistant – Our Youth Services Assistant moved to Colorado, her last day was September 24th. We are currently searching for the right candidate to fill the vacancy.

Assistant Director highlights (Linda Stuckey)

- Attended webinar: Down & Dirty with Social Media, When the Novelty Wears off.
- Oversaw daily issues for the Library Director who was on vacation the week of September 19.
- Participated in two Youth Services Assistant applicant interviews.
- Continued weeding/withdrawal of adult fiction and nonfiction and juvenile nonfiction.
- A wifi hotspot for loan to patrons will soon be ready to circulate.
- The air conditioning went out in the library with a severe storm, Monday night 9-19-16. All Comfort showed library staff and Public Works how to reset the power to the unit.
- Issues with cleaners and bathrooms persist each time Environment Control has a substitute or new cleaner. They are addressed by management when brought to their attention.
- We have a new volunteer, Jerri, for the pick list. She also does about two hours of shelf reading each week.

Youth Services highlights (Heather Kent)

Storytimes:

- Storytimes have started back up. Monday's we have Toddler Storytime which has had such positive response that we've had to move out of the storytime room and in to the meeting room. Tuesdays are a pre-school storytime with a slightly smaller attendance at this time however there is question if it may also need to be moved to the meeting room. Baby Lapsit is on Wednesday and has been hit or miss. There is a survey available

right now for parents to have their voice heard regarding changing up the programming times/days. So far we have had minimal response so will keep on with how the lapsit is scheduled for now.

- This fall Heather introduced the idea of having a small craft at the end of storytime that relates to that week's theme. The idea behind this is that it gives socialization opportunities not only for the children but for the parents.
- We had our first P.J. Storytime on Thursday, September 15. This is an altered program from the Third Thursday Family Storytimes. The themes for these storytimes have some type of mathematic tie in as we focus on bedtime math activities. Ashley planned and ran this program – focusing on measuring. We had a good turn out and pictures from the event were posted in the Thistle the following week.

Teens:

- We had our first teen advisory board meeting and we had a good group of seven teens present to discuss how the library can better serve the teen population. We shared programming ideas and came up with plans for future programming. The members were also given the task of coming up with mission statement items for our next meeting in October.

Programming:

- Fired Up For Reading started on September 12 and we already have a few 10 hour logs turned in. The program will run through October 20th. Participants who complete the 10 hours will receive a certificate and small prize and those that read over and complete additional logs will be in the running for a ride to school on the fire truck.
- MG&E: MaGic Energy Performance – Bob Kann came and performed his energy themed magic show on Saturday, Sept 17.
- On Sept 22 Officer Jeremy Job and his K9 partner Boris came and talked about being a K9 officer. Officer Job shared the type of training that he and Boris must attend, demonstrated Boris' skills, and posed for pictures with some of Boris' admiring fans.
- Sept 23 there was no school so we offered an afternoon movie – Angry Birds.
- Saturday, September 24 we had our first S.T.E.A.M. program: Art Bots. This was a very well attended program – with 19 children in attendance and 13 adults. This program was created and run by Ashley and was a huge hit. People are excited about the next month's program and already signing up.
- September 28th Wisconsin YA author Brittany Cavallaro came to do a talk about her Charlotte Holmes Series and her writing. She started writing at a young age while a student at Interlochen. We were lucky to snag her for a presentation since she will be moving from Wisconsin in early October.



- Outreach:
- Outreach visits to Gingerbread House and Learning and Beyond have started back up again this month. Heather has given them full schedules so they know what dates she will be present.

Adult Services highlights (Katharine Clark)

- Attended Beyond the Page Steering Committee meeting, Beyond the Page

administers grants to allow Dane Co Libraries to do programming

- Led monthly Mystery Book Group meeting, seven attendees
- Worked at Quilt Expo Dane County Libraries booth, checked out books and issued library cards
- Visited McFarland Villas for monthly checkout
- Attended Aging & Disability Resource center dementia friendly communities training, will be sharing about it at next staff meeting
- Reviewed several books for Fiction Friday on our Facebook page
- Planned and participated in library book cart drill team for the McFarland Family Festival parade
- Hosted Road Scholar presentation, four attendees
- Became a Special Voter Registration Deputy with help from Village Clerk Cassandra and have scheduled two registration drives here at library
- Brought library materials and issued library cards at Shared Table community meal
- Have organized and will be leading meeting Friday Sept 30 for area librarians to create multi-library programming and apply for a Beyond The Page grant (storytelling theme)
- Volunteered at National Book Festival in Washington, DC

----Heidi Cox, Library Director

MCFARLAND POLICE DEPARTMENT



September 2016 Monthly Report

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SEPTEMBER 2016 MONTHLY REPORT

Introductory Information

As observed on the attached Call Summary Report, the McFarland Police Department logged 466 cases in September. This is compared to 547 cases during the previous year. Cases of interest for the month were: nine intoxicated drivers, three domestic disturbances, three disturbances, two juvenile complaints, thirteen thefts, twenty-five traffic accidents, and responded to five alarms. Officers also logged 110 traffic incidents during the month.

Cases of Interest

09/11/2016 Officers (Madison and McFarland) were dispatched to the area, north of Siggelkow Road and east of Highway 51, for a report of gun shots heard. Officers checked the area and eventually located spent shell casings in the 4500 block of Triangle Street. Officers located a total of ten shell casings in the roadway. The casings were collected and will be processed for fingerprints. No victims or suspects have been located at this time.

09/12/2016 Officers were dispatched to the 4600 Dale Street for the report of a domestic disturbance. Officers arrived on scene and interview a male and female subject. Officers learned the female had battered the male during the disturbance and he was arrested for domestic related battery. The male was booked into the Dane County Jail on the charges.

09/18/2016 Officers were dispatched to the 4800 block of Main Street for an unresponsive male seated in a vehicle. Officers arrived on scene and located the vehicle that was occupied by one male subject. Officers attempted to wake the subject but he would not immediately respond to them. The driver was eventually able to respond to the officers and was found to be under the influence of alcohol. The driver was asked to perform field sobriety tests and probable cause was established to arrest the driver for operating a motor vehicle while under the influence-1st offense. The driver refused to take the evidentiary test but had a PBT test result of .192.

09/19/2016 Officers were dispatched to the 4000 block of Terminal Drive for a semi-truck that had driven off of the roadway. Officers arrived on scene and made contact with the driver who said he was attempting to turn around. The driver was found to be under the influence of alcohol and field sobriety tests were conducted. The driver was arrested for operating a commercial motor vehicle while under the influence-1st offense. The driver had a .22 blood alcohol concentration.

Staffing Report

- Our current recruitment initiative to fill vacancies continues. To date:
 - Officer Towns continues to progress in his field training.
 - A senior patrol officer remains on FMLA leave due to a serious illness in the family, return date unknown at this time.
 - Additionally, we are anticipating two short term FMLA leaves due to childbirth in the month of December.
 - Our current recruitment process to fill the last vacancy is on schedule. First round interviews with Department staff were conducted in the last week of September. Four semi-finalists were gleaned from this round of interviews, and will be interviewed by the Police and Fire Commission on October 15th.
 - As for 2017, we anticipate a possible retirement mid-year.

Equipment Report

- The Department will purchase five body cameras which were budget for as part of the Watchguard in-car camera system project. We held off on purchasing the body cams to wait for a newer product being released by the company later in 2016. That product line has now become available, and we will proceed with purchasing them, thus completing the project.

Training Report

- All officers attended the forth in-service session for the year. Officers were trained in Emergency Vehicle Operations Course (EVOC) and Vehicle Contacts. The training was held at Southwest Technical College in Fennimore, WI.
- Officer Onken attended 16 hours of training to become certified as a Vehicle Contacts Instructor. The training was held at Fox Valley Technical College in Appleton, WI.

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% (\$10,700) over where we should be in the overtime account at this point in the year
 - 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.
- In BY 2017 budget, I have requested additional overtime funding as compared to previous years. In the BY 2016 budget, I also requested more funding but agreed to a lesser amount with the caveat that it would be sufficient only if we experienced a model year. Simply put, we didn't.

To recap the BY 2016 budget year, immediately following the finalization of the 2016 budget, the following occurred:

- The death of Officer Copeland
- An officer who was dismissed following legal issues
- The dismissal of a recruit candidate presenting irreconcilable performance deficiencies
- An officer who left law enforcement altogether and moved out of State
- Four separate medical leave situations (two short term and two longer term)
- An officer coping with a tragic family medical situation
- The final retirement of a part-time officer whom we relied upon to pick up significant hours

Frankly, given the totality of what occurred in this budget year, I am amazed that at the end of August we are only 17% over.

It's important to understand the following when considering this overage:

- Medical situations that would keep a typical worker out of work for a few days may mean months of time off for a police officer. Police officers simply cannot work patrol duties when not fully functional. In reviewing the medical leaves that we experienced this year, this would have been the case with all four.
- The nature of our business, and frankly the expectation of our community is that we at all times have adequate staffing. We cannot simply say "Oh, well...I guess Fred won't be in today so that particular piece of work won't get done." Shifts absolutely must be filled and adequate staffing put forth each and every shift, each and every day. I am very proud of the manner in which my staff has stepped forward and made personal sacrifice to make sure that we are able to provide this level of service.
- Our exposure to staffing shortage is over four times greater than that of any other Village department. Most departments are open 40 hours a week...we are open 168 hours per week, in other words 24/7. Despite this, we operate with only 4 more staff positions than that of another comparable Village department that is open 40 hours per week. The wheel never stops turning, the doors never close.
- Despite the addition of two staff positions, we perpetually operate with the absolute minimum number of staff required to put forth an acceptable coverage scheme. When we operate in this manner, while it may save money, it puts us a great risk to experience staffing shortages. Life happens in our department just like in any other, and there always seems to be some situation going on, be it retirement, training, FMLA leaves, injuries and even death.
- My recommendations to rectify this situation over the next couple of budget cycles would be:
 - Increase the funding to the overtime account to a realistic dollar amount, such as I have attempted to do in past budget years.
 - Add additional staff so that we are not always running with the absolute bare minimum needed to just get by – as I indicated, we are a small department, but large enough to where there likely will always be a situation of some sort occurring.

Other Information

- The department continues to be involved in the initial phases of the Village-owned building security upgrade project. In September, meetings were held with interested contractors and tours of the facilities were conducted. The RFP closes on October 10th, with all bids due on that date.



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report

Do Not Re-Release

Print Date/Time: 10/03/2016 14:16
 Login ID: mcbgr
 Incident Type: All
 Call Source: All

From Date: 09/01/2016 00:00
 To Date: 09/30/2016 23:59

McFarland Police Department
 ORI Number: WI0137300

Officer ID: All
 Location: All

Incident Type	Number of Incidents
911 Abandoned Call	5
911 Disconnect	3
Accident Hit and Run	5
Accident Private Property	1
Accident Property Damage	14
Accident Unknown Injury	2
Accident w/injuries	3
Adult Arrested Person	1
Alarm	5
Animal - Lost	1
Animal Complaint Bite	2
Animal Complaint Disturbance	1
Animal Complaint Stray	5
Arrested Juvenile	1
Assist Citizen Vehicle Lockout	4
Assist Citizen	10
Assist Dane County Sheriff	1
Assist Fire/Police	21
Assist Follow Up	12
Assist K9	7
Attempt to Locate Person	2
Bicycle Accident	1
Check Person	16
Check Property	39
Check Property/Open Door	1
Civil Dispute	3
Damage to Property	4
Death Investigation	1
Disturbance	3
Domestic Disturbance	3
Drug Investigation	4
EMS Assist	29
Foot Patrol	2
Found Property	7
Fraud	3
Information	14
Juvenile Complaint	2
Lost Property	1



Incident Analysis Report

Summary By Incident Type

McFarland Police Department
Official Case Report

Do Not Re-Release

Print Date/Time: 10/03/2016 14:16
Login ID: mcbgr
Incident Type: All
Call Source: All

From Date: 09/01/2016 00:00
To Date: 09/30/2016 23:59

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

Incident Type	Number of Incidents
Misc Sex Offense	1
Misdialed 911 Call	3
Noise Complaint	4
OMVWI Arrest/Intoxicated Driver	9
On St Parking Complaint	12
Phone	17
Preserve the Peace	1
Pvt Prop Parking Complaint	2
Question 911 Call	1
Repa	1
Retail Theft	1
Road Rage	3
Safety Hazard	12
Silent 911 Call	6
Solicitors Complaint	1
Special Event	1
Suspicious Person	8
Suspicious Vehicle	7
Theft	8
Theft from Auto	4
Threats Complaint	3
Traffic Arrest	12
Traffic Complaint/ Investigation	12
Traffic Incident	1
Traffic Stop	85
Unintentional 911 Call	5
Unkown	2
Unwanted Person	2
Violation of Court Order	2
Weapons Violations	1
Total:	466