

**VILLAGE BOARD**

**Monday, October 24, 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 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
    - (1) 2016 WI DOA Population Estimate for the Village
    - (2) Dues for Wisconsin Tax Payers Alliance
5. CONSENT AGENDA.
  - a. Motion to approve pre-paid check #67394-67404 in the amount of \$2,506.80 and current checks #67405-67493 in the amount of \$101,365.27.
  - b. Motion to approve the minutes of the October 10, 2016 Village Board meeting.
  - c. Motion to approve the minutes of the October 13, 2016 Special Village Board meeting.
  - d. Motion to approve recommendation from Police Chief Sherven that the alcohol beverage operator's license for Kady Wolfe (McFarland Liquor), Lindsay Frazier (Parkside Pub), and Justin Oldeburg (5100).
6. BUSINESS.
  - a. FINANCE COMMITTEE
    - 1) Discussion and possible action on resolution 09-2016: A Resolution authorizing the issuance and awarding the sale of \$1,710,000 general obligation refunding bonds; providing the form of the bonds; and levying a tax in connection there with.
    - 2) Discussion and possible action on resolution 10-2016: A Resolution authorizing the redemption of the \$2,635,000 taxable general obligation promissory notes dated December 15, 2008.
  - b. PLAN COMMISSION
    - 1) Discussion and possible action on Ordinance No. 2016-06. AN ORDINANCE TO REZONE LANDS AT 5306 FALLING LEAVES LANE FROM THE R-1 RESIDENTIAL DISTRICT TO R-1A RESIDENTIAL DISTRICT.
  - c. PUBLIC WORKS COMMITTEE
    - 1) Discussion and possible action on awarding the contract for curb side pickup of brush and yard waste and service of the brush and yard waste site.

- d. PERSONNEL COMMITTEE
  - 1) Discussion and possible action regarding the Organizational Chart for the Administrative Office as it relates to the structure under the Clerk/Deputy Treasurer.
- e. Discussion and action regarding consideration of a proposal to replace the file server(s) at the McFarland Municipal Center.
- f. Discussion and review of the 2017 Budget including the following sections:
  - 1) Changes since last distribution
  - 2) Senior Outreach
  - 3) Community Development
  - 4) Library
  - 5) Capital Projects Fund
  - 6) Parks Fund
  - 7) Utilities Fund
  - 8) Stormwater Utility Fund
  - 9) TID #3 Fund
  - 10) TID #4 Fund
- g. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.

7. ADJOURNMENT.

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

*This agenda was posted, or caused to be posted, by my hand on the 21st day of October, 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 21, 2016  
Re: **Village Board Meeting – October 24, 2016**

---

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 4<sup>th</sup>. 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 12:00 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 26<sup>th</sup> 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 in advance of November 8<sup>th</sup> election.

**b. Public Communications**

*(1) 2016 WI DOA Population Estimate for the Village* – Annually the State provides estimates for population in each of its municipalities that they track for demographics outside of the Federal Census held every 10 years. As growth in value would indicate, the population estimate has also risen to 8,044 people with an estimated voting age population of 5,941 people. This is an increase of 98 people (1.2%) from the 2015 Estimate and 236 people (3.02%) from the 2010 Census.

*(2) Dues for Wisconsin Tax Payers Alliance* – The Village currently have 8 subscriptions from the Wisconsin Tax Payers Alliance including one for each Trustee, President, and Administration. Each subscription is \$39.97 for a total cost of \$319.76 for the year. A determination should be made by the Village Board if it wants to renew this subscription for the coming year.

5. CONSENT AGENDA

a. Motion to approve pre-paid checks #67394-67404 in the amount of \$2,506.80 and current checks #67405-67493 in the amount of \$101,365.27 – Presented for approval.

b. Motion to approve the minutes of the October 10, 2016 Village Board meeting – Presented for approval.

c. Motion to approve the minutes of the October 13, 2016 Special Village Board meeting – Presented for approval.

d. Motion to approve recommendation from Police Chief Sherven that the alcohol beverage operator's license for Kady Wolfe (McFarland Liquor), Lindsay Frazier (Parkside Pub), and Justin Oldeburg (5100) – Presented for approval.

6. BUSINESS

a. FINANCE COMMITTEE

1) *Discussion and possible action on resolution 09-2016: A Resolution authorizing the issuance and awarding the sale of \$1,710,000 general obligation bonds; providing the form of the bonds; and levying a tax in connection there with –* The Village intends to pay off some high interest debt service using proceeds from a new borrowing at a lower rate. This concept was discussed with the Village Board on October 13<sup>th</sup> and recommended to proceed to a sale in order to achieve savings on interest expense within the Debt Service Fund. The final award of the borrowing will go to Bankers Bank of Madison with possible participation of McFarland State Bank. The final terms were established through a negotiated sale as intended and are in line with the projects reviewed by the Finance Committee and Village Board at previous meetings. Village Staff recommends approval of this resolution.

2) *Discussion and possible action on resolution 10-2016: A Resolution authorizing the redemption of the \$2,635,000 taxable general obligation promissory notes dated December 15, 2008 –* With the money now borrowed through the previous resolution, it is necessary to apply that cash to payoff the older loans to eliminate the higher rates going forward. The actual payment will not take place until December 1<sup>st</sup> which is enough time following closing on the debt in November. Village Staff recommends for approval.

**b. PLAN COMMISSION**

- 1) *Discussion and possible action on Ordinance No. 2016-06. AN ORDINANCE TO REZONE LANDS AT 5306 FALLING LEAVES LANE FROM R-1 RESIDENTIAL DISTRICT TO R-1A RESIDENTIAL DISTRICT* – The property owner intends to subdivide his abnormally large lot within an established subdivision at 5306 Falling Leaves Lane from a single R1 lot into two parcels one of which would remain R1 and the new parcel to be created would be R-1A. The new lot is a little bit smaller from what the minimum standards within R-1 would require but acceptable within R-1A. That is the only difference as the main permitted use would stay within the character of the neighborhood as a single family home. The Plan Commission has held a public hearing, several neighbors have offered their support for the action, and ultimately is provided to the board as a recommendation for approval.

**c. PUBLIC WORKS COMMITTEE**

- 1) *Discussion and possible action on awarding the contract for curb side pickup of brush and yard waste and service of brush and yard waste site* – The Committee reviewed several proposals for brush and yard waste services as the combination of curb side pickup and central collection sites. Some collection will be done at curb side if residents bag and purchase a sticker ahead of time for collection. As an alternative, residents may bring their material to the Public Works building where there is a central location at no additional cost. It is recommended by Staff and Committee to award a three year contract to Barnes at \$63.45 per hour for both curbside and the central collection sites. This cost as it is charged will be paid for through a combination of General Fund money in the Public Works budget and the Stormwater Utility.

**d. PERSONNEL COMMITTEE**

- 1) *Discussion and possible action regarding the Organizational Chart for the Administrative Office as it relates to the structure under the Clerk/Deputy Treasurer* – The Personnel Committee has met on October 3<sup>rd</sup> and 17<sup>th</sup> to review a proposed organizational chart for the Administrative Office that addressed several changes and vacancies experienced in 2016. The Village Board approved some changes on October 10<sup>th</sup> that addressed the structure under the Finance Director. The Committee is recommending for the Finance Director the final proposal included in your packet which will reaffirm the structure in the front office as it has been for the last several years. It is recommended the structure be approved as it relates to the Clerk/Deputy Treasurer.

**e. Discussion and action regarding consideration of a proposal to replace the file server(s) at the McFarland Municipal Center** – A proposal is included in your packets in order to replace several servers in the Municipal Center that have reached capacity to the point where it affecting the network and services provided. Funds have been recommended in the 2017 Budget for this action and it was initially thought this capital item could wait to the first part of 2017. However, the condition and capacity of the existing condition has eroded more rapidly than expected requiring action sooner than later to address the issue. The Village’s IT Consultant, Computer Magic, will get bids for the equipment as part of the process and be instructed to install the new servers as soon as is possible. Funds for network equipment within the 2016 Capital Projects Fund will be utilized to pay for this expense.

**f. 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. The schedule for Monday includes the following:

- 1) *Changes since last distribution*
- 2) *Senior Outreach*
- 3) *Community Development*
- 4) *Library*
- 5) *Capital Projects Fund*
- 6) *Parks Fund*
- 7) *Utilities Fund* – This fund was reviewed and recommended for approval by the Utilities Committee on October 18<sup>th</sup>. A copy of this fund has now been completed and is included in your packet. Please add this to your binder under Fund 600 tab.
- 8) *Stormwater Utility Fund* – This fund was reviewed and recommended for approval by the Utilities Committee on October 18<sup>th</sup>. A copy of this fund has now been completed and is included in your packet. Please add this to your binder under Fund 650 tab.
- 9) *TID #3 Fund* – A copy of this fund has now been completed and is included in your packet. Please add this to your binder under Fund 400 tab.
- 10) *TID #4 Fund* – A copy of this fund has now been completed and is included in your packet. Please add this to your binder under Fund 401 tab.

**g. 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

**PUBLIC APPEARANCES, ANNOUNCEMENTS AND  
COMMUNICATIONS**

October 24, 2016



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**SCOTT WALKER**  
GOVERNOR

**SCOTT A. NEITZEL**  
SECRETARY

Division of Intergovernmental Relations  
Post Office Box 8944  
Madison, WI 53708-8944  
Voice (608) 266-1755  
Fax (608) 267-6917 TTY (608) 267-9629

0347  
CASSANDRA SUETTINGER  
CLERK, VILLAGE OF MCFARLAND  
5915 MILWAUKEE ST  
MC FARLAND WI 53558-8962

October 10, 2016

**FINAL ESTIMATE OF JANUARY 1, 2016 POPULATION**

Dear Municipal Clerk:

The final estimate of the January 1, 2016 population for the Village of McFarland in Dane County is 8,044.

Approximately 5,941 of the estimated population for the Village of McFarland are of voting age. This approximation is a courtesy estimate that helps you comply with Wisconsin Statute 5.66, which requires municipal clerks to approximate the number of electors prior to elections. The voting age population was calculated by applying the 2010 Census proportion of persons age 18 and over to the final January 1 estimate, and then multiplying the result by a state-wide factor to account for the general aging of the population. Please note that, if you have an adult correctional facility in your municipality, its population is included in this voting-age estimate.



# Wisconsin Taxpayers Alliance

401 North Lawn Avenue, Madison, WI 53704-5033  
Phone: 608.241.9789 Fax: 608.241.5807 wistax@wistax.org

10-6-16  
Date

We enclose \$ \_\_\_\_\_ for \_\_\_\_\_ 1-year subscriptions to the *Taxpayer* and *Focus* at the "package" price of \$39.97 each for the individuals listed below.

ERIC RINDFLEISCH  
VILLAGE OF MC FARLAND  
PO BOX 110  
MC FARLAND WI 53558-0110

Account No.: 7190  
Expiration: 8/31/2016  
No. of Subscriptions: 8

(Please make sure individual's correct address is listed.)

Name	Address	City, State, Zip
VILLAGE TRUSTEE	PO BOX 110	MC FARLAND WI 53558-0110
VILLAGE TRUSTEE	PO BOX 110	MC FARLAND WI 53558-0110
VILLAGE TRUSTEE	PO BOX 110	MC FARLAND WI 53558-0110
VILLAGE TRUSTEE	PO BOX 110	MC FARLAND WI 53558-0110
VILLAGE TRUSTEE	PO BOX 110	MC FARLAND WI 53558-0110
VILLAGE TRUSTEE	PO BOX 110	MC FARLAND WI 53558-0110
PRESIDENT	PO BOX 110	MC FARLAND WI 53558-0110
ERIC RINDFLEISCH	PO BOX 110	MC FARLAND WI 53558-0110

Village of McFarland

**CONSENT AGENDA**

October 24, 2016

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
10/15/2016	PC	10/21/2016	67399	OSTROWSKI, JACOB	124	44.58
10/15/2016	PC	10/21/2016	67400	MOONEY, THOMAS	948	682.11
10/15/2016	PC	10/21/2016	67401	GEHRKE, SHERI	4037	155.52
10/15/2016	CDPT	10/21/2016	67402	WI AFSCME COUNCIL 32	7	44.49
10/15/2016	CDPT	10/21/2016	67403	WI SCTF	5	228.46
10/15/2016	CDPT	10/21/2016	67404	WPPA TREASURER	6	456.50

\$1611.66

*Bi-Weekly Payroll*

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	10/11/2016	67394	16289	ALLIANT ENERGY	STREET LIGHTING	092616-A	1	100-53-3030-222	280.83
Total 67394:									280.83
Grand Totals:									280.83

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-2120	.00	280.83-	280.83-
100-53-3030-222	280.83	.00	280.83
Grand Totals:	280.83	280.83-	.00

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
10/14/2016	PC	10/20/2016	67395	OLSON, JOSHUA M.	1007	62.64
10/14/2016	PC	10/20/2016	67396	LICHT, TRAVIS	1019	58.18
10/14/2016	PC	10/20/2016	67397	TEMPLETON, TIMOTHY J	1021	445.46
10/14/2016	PC	10/20/2016	67398	HELLER, TYNAN COLE	1029	48.03

\$ 614.31

Volunteer Payroll

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	10/24/2016	67405	1	5 ALARM FIRE & SAFETY	EXTRICATION AIRBAGS	160014-1	1	100-1624	10,586.39
Total 67405:									
10/16	10/24/2016	67406	1397	ALL COMFORT SERVICES	BRANDT LIGHTS	553194	1	100-55-6050-340	615.00
Total 67406:									
10/16	10/24/2016	67407	2216	ANDRES MEDICAL	JUNE CHARGES	138135	1	100-4523	1,060.54
10/16	10/24/2016	67407	2216	ANDRES MEDICAL	SEPT CHARGES	138965	1	100-4523	843.59
Total 67407:									
10/16	10/24/2016	67408	53	ARROW INTERNATIONAL INC	EMS SUPPLIES	94272953	1	100-52-4040-345	788.84
Total 67408:									
10/16	10/24/2016	67409	1359	AUTO CLEAN LLC	PD WASH CARDS	3845	1	100-52-1010-240	100.00
Total 67409:									
10/16	10/24/2016	67410	2130	AW DIRECT	CROSSING GUARD COAT	S102910854	1	100-52-1010-340	99.93
Total 67410:									
10/16	10/24/2016	67411	68	BADGER WELDING SUPP INC	REGULATOR REPAIR	3366872	1	100-52-2020-241	60.00
Total 67411:									
10/16	10/24/2016	67412	1264	BARNES INC	PW APPLICATION	94469	1	100-51-8080-340	90.00
Total 67412:									
10/16	10/24/2016	67413	1241	BARNIER, JOSHUA	HOTEL FOR TRAINING	20168958	1	100-52-1010-330	246.00
10/16	10/24/2016	67413	1241	BARNIER, JOSHUA	TRAINING	JB-092816	1	100-52-1010-330	105.30

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 67413:									
10/16	10/24/2016	67414	1256	BOUND TREE MEDICAL, LLC	EMS SUPPLIES	82288847	1	100-52-4040-345	351.30
10/16	10/24/2016	67414	1256	BOUND TREE MEDICAL, LLC	EMS SUPPLIES	82291344	1	100-52-4040-345	18.18
10/16	10/24/2016	67414	1256	BOUND TREE MEDICAL, LLC	EMS SUPPLIES	82291345	1	100-52-4040-345	359.45
10/16	10/24/2016	67414	1256	BOUND TREE MEDICAL, LLC	EMS SUPPLIES	82291345	1	100-52-4040-345	103.95
Total 67414:									
10/16	10/24/2016	67415	16338	BOYD, KELSY	TRAINING MILEAGE	KB-101116	1	100-51-4151-330	481.58
10/16	10/24/2016	67415	16338	BOYD, KELSY	TRAINING MILEAGE	KB-101116	1	100-51-4151-330	60.48
Total 67415:									
10/16	10/24/2016	67416	2207	BUCKYS PORTABLE TOILETS I	DOG PARK	56785	1	100-55-6050-343	60.48
10/16	10/24/2016	67416	2207	BUCKYS PORTABLE TOILETS I	LEWIS TOILET	56987	1	100-55-6050-341	95.00
10/16	10/24/2016	67416	2207	BUCKYS PORTABLE TOILETS I	LEWIS TOILET	56987	1	100-55-6050-341	95.00
Total 67416:									
10/16	10/24/2016	67417	2024	BURRIS EQUIPMENT	MOWER PARTS	MCFA12-100	1	100-53-3030-352	190.00
10/16	10/24/2016	67417	2024	BURRIS EQUIPMENT	MOWER PARTS	P168619	1	100-53-3030-352	73.52
10/16	10/24/2016	67417	2024	BURRIS EQUIPMENT	MOWER TIRES	PS05107	1	100-53-3030-352	311.31
10/16	10/24/2016	67417	2024	BURRIS EQUIPMENT	MOWER TIRES	PS05107	1	100-53-3030-352	73.52
Total 67417:									
10/16	10/24/2016	67418	1909	CATERPILLAR FINANCIAL SER	LOADER LEASE	17429905	1	100-53-3030-805	458.35
10/16	10/24/2016	67418	1909	CATERPILLAR FINANCIAL SER	LOADER LEASE	17429905	2	600-56-0020-828	965.30
10/16	10/24/2016	67418	1909	CATERPILLAR FINANCIAL SER	LOADER LEASE	17429905	3	600-57-0070-923	321.76
10/16	10/24/2016	67418	1909	CATERPILLAR FINANCIAL SER	LOADER LEASE	17429905	4	650-53-3040-810	321.77
10/16	10/24/2016	67418	1909	CATERPILLAR FINANCIAL SER	LOADER LEASE	17429905	4	650-53-3040-810	321.77
Total 67418:									
10/16	10/24/2016	67419	161	CHASE LUMBER AND FUEL INC	GAZEBO REPAIR	3MCFVIL-09	1	100-55-6050-342	1,930.60
10/16	10/24/2016	67419	161	CHASE LUMBER AND FUEL INC	GAZEBO REPAIR	3MCFVIL-09	1	100-55-6050-342	473.52
Total 67419:									
10/16	10/24/2016	67420	172	CITY OF MADISON TREASURE	SIGNS	7184	1	100-53-3030-363	347.60
10/16	10/24/2016	67420	172	CITY OF MADISON TREASURE	SIGNS	7184	1	100-53-3030-363	347.60
Total 67420:									

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
10/16	10/24/2016	67421	16247	CITY TREASURER	STORMWATER CHARGE	00071006-09	1	650-53-3040-245	12.62
Total 67421:									
10/16	10/24/2016	67422	184	COMMUNICATION CONCEPTS	OUTLOOK NEWSLETTER	CC-101616	1	100-51-1175-210	700.00
Total 67422:									
10/16	10/24/2016	67423	193	COMPUTER MAGIC INC	TRAINING ROOM AGREEMENT	20142665	1	100-51-4141-810	95.00
Total 67423:									
10/16	10/24/2016	67424	194	CONCENTRA	RANDOM DRUG TESTS	102570319	1	600-57-0070-930	84.00
Total 67424:									
10/16	10/24/2016	67425	1989	CORPORATE BUSINESS SYSTE	COPIER LEASE	19482494	1	100-51-4141-240	260.04
10/16	10/24/2016	67425	1989	CORPORATE BUSINESS SYSTE	COPIER LEASE	19522630	1	900-55-0011-241	168.50
Total 67425:									
10/16	10/24/2016	67426	16257	CORPORATE BUSINESS SYSTE	QUARTERLY MAINT	198527	1	100-51-4141-240	292.50
10/16	10/24/2016	67426	16257	CORPORATE BUSINESS SYSTE	COPIER LEASE	198528	1	100-51-4141-240	302.65
10/16	10/24/2016	67426	16257	CORPORATE BUSINESS SYSTE	COPIER LEASE	199195	1	900-55-0011-241	99.41
Total 67426:									
10/16	10/24/2016	67427	16315	CRAFT, ANTHONY	INSERVICE LUNCH	AC-101016	1	100-52-1010-330	7.00
Total 67427:									
10/16	10/24/2016	67428	1780	DANE CO CONSOLIDATED FOO	SANDWICH BAGS	72914	1	100-55-5530-349	8.03
Total 67428:									
10/16	10/24/2016	67429	249	DANE COUNTY TREASURER	MEAL SITE NUTRITION DONATION CAMBRI	MEALDONA	1	100-2435	489.50
10/16	10/24/2016	67429	249	DANE COUNTY TREASURER	MEAL SIT NUTRITION DONATION MCFARLA	MEALDONA	2	100-2435	1,980.15

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 67429:									
10/16	10/24/2016	67430	281	DIGGERS HOTLINE INC	LOCATES	160937601	1	600-56-0050-852	174.00
10/16	10/24/2016	67430	281	DIGGERS HOTLINE INC	LOCATES	160937601	2	600-57-0070-923	174.00
Total 67430:									
10/16	10/24/2016	67431	303	DWD-UI	09/16 ASTRELLA	0000079555	1	100-51-4141-110	38.33
Total 67431:									
10/16	10/24/2016	67432	324	ELECTION SYSTEMS & SOFTW	ELECCTION SUPPLIES	986559	1	100-51-4142-240	841.78
Total 67432:									
10/16	10/24/2016	67433	1200	EZ OFFICE PRODUCTS	OFFICE SUPPLIES	219476	1	100-51-4142-300	12.16
10/16	10/24/2016	67433	1200	EZ OFFICE PRODUCTS	OFFICE SUPPLIES	219476	2	100-53-3030-310	72.76
10/16	10/24/2016	67433	1200	EZ OFFICE PRODUCTS	OFFICE SUPPLIES	219476	3	100-51-4141-310	10.89
10/16	10/24/2016	67433	1200	EZ OFFICE PRODUCTS	OFFICE SUPPLIES	219476	4	100-51-7272-310	10.89
Total 67433:									
10/16	10/24/2016	67434	350	FASTENAL COMPANY	SIGN HARDWARE	WIMAD3589	3	100-53-3030-363	77.40
Total 67434:									
10/16	10/24/2016	67435	361	FIRST SUPPLY LLC MADISON	WATER VALVE	10244931-00	1	600-57-0050-652	588.12
Total 67435:									
10/16	10/24/2016	67436	375	FULL COMPASS SYSTEMS LTD	CABLE EQUIP	SOC2381783	1	200-51-0049-345	130.46
Total 67436:									
10/16	10/24/2016	67437	16234	GALLS, LLC	UNIFORMS	006200135	1	100-52-4040-346	268.43
10/16	10/24/2016	67437	16234	GALLS, LLC	UNIFORMS	006200135	2	100-52-2020-346	268.42

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 67437:									
10/16	10/24/2016	67438	390	GBR CORPORATION	MC ROOF REPAIR	16296	1	100-51-8081-350	536.85
Total 67438:									
10/16	10/24/2016	67439	2223	GILBERTS, MARY	TRAINING	MG-082416	1	100-55-5630-330	36.72
10/16	10/24/2016	67439	2223	GILBERTS, MARY	TRAINING	MG-082416	2	100-55-5630-349	5.10
Total 67439:									
10/16	10/24/2016	67440	408	GRAINGER INC	THERMOSTAT GUARD	9244920139	1	100-55-6050-341	63.35
Total 67440:									
10/16	10/24/2016	67441	1694	HEARTLAND LITHO	WATER BILL POSTCARDS	63696	1	600-56-0040-840	106.36
10/16	10/24/2016	67441	1694	HEARTLAND LITHO	WATER BILL POSTCARDS	63696	2	600-57-0060-902	106.37
10/16	10/24/2016	67441	1694	HEARTLAND LITHO	BUSINESS CARDS	63705	1	100-51-4141-310	79.09
Total 67441:									
10/16	10/24/2016	67442	16356	HOYOS CONSULTING	LEWIS PARK PTP LINK	5040	1	500-55-0050-857	4,933.89
Total 67442:									
10/16	10/24/2016	67443	1904	HUMPHREY SERVICE PARTS I	FILTERS	1123802	1	100-53-3030-352	14.50
10/16	10/24/2016	67443	1904	HUMPHREY SERVICE PARTS I	FILTERS	1123803	1	100-53-3030-352	11.70
10/16	10/24/2016	67443	1904	HUMPHREY SERVICE PARTS I	MOWER PARTS	1123878	1	100-53-3030-352	15.43
10/16	10/24/2016	67443	1904	HUMPHREY SERVICE PARTS I	VEH JUNCTION BOX	1124457	1	600-57-0070-933	17.90
10/16	10/24/2016	67443	1904	HUMPHREY SERVICE PARTS I	EXT CORDS	1124469	1	100-53-3030-340	51.98
10/16	10/24/2016	67443	1904	HUMPHREY SERVICE PARTS I	FILTERS	1125172	1	100-53-3030-352	25.10
Total 67443:									
10/16	10/24/2016	67444	452	HYDRITE CHEMICAL	WATER CHEMICALS	01952186	1	600-57-0040-631	422.31
Total 67444:									
									422.31

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
10/16	10/24/2016	67445	484	INSTY PRINTS - MONONA	OFFICE SUPPLIES	211645	1	100-52-1010-310	283.65
Total 67445:									
10/16	10/24/2016	67446	469	ITRON INC	ITRON MAINT AGREEMENT	428381	1	600-57-0070-923	285.50
10/16	10/24/2016	67446	469	ITRON INC	ITRON MAINT AGREEMENT	428381	2	600-56-0050-851	285.49
Total 67446:									
10/16	10/24/2016	67447	476	JEFFERSON FIRE & SAFETY IN	AIR MASKS	230569	1	100-52-2020-346	540.00
10/16	10/24/2016	67447	476	JEFFERSON FIRE & SAFETY IN	HELMET PASSPORT	230775	1	100-52-2020-340	49.98
10/16	10/24/2016	67447	476	JEFFERSON FIRE & SAFETY IN	TURNOUT NAMEPLATE	230825	1	100-52-2020-346	68.67
10/16	10/24/2016	67447	476	JEFFERSON FIRE & SAFETY IN	FIRE HOSE	230826	1	100-52-2020-395	1,774.20
Total 67447:									
10/16	10/24/2016	67448	478	JENSEN EQUIPMENT CO INC	BLUE PAINT (LOCATES)	J-566117-1	1	600-57-0030-623	45.36
10/16	10/24/2016	67448	478	JENSEN EQUIPMENT CO INC	BLUE PAINT (LOCATES)	J-567244	1	600-57-0030-623	90.72
10/16	10/24/2016	67448	478	JENSEN EQUIPMENT CO INC	ORANGE PAINT	J-571709	1	100-53-3030-350	46.32
Total 67448:									
10/16	10/24/2016	67449	1132	KEN'S AUTOMOTIVE	AUTO REPAIR	111969	1	600-57-0070-933	1,399.58
Total 67449:									
10/16	10/24/2016	67450	516	KWIK TRIP INC	FUEL	00176007-09	1	100-52-1010-351	1,108.73
Total 67450:									
10/16	10/24/2016	67451	2272	LABSOURCE, INC	EMS SUPPLIES	981226	1	100-52-4040-345	77.50
Total 67451:									
10/16	10/24/2016	67452	531	LARK UNIFORM OUTFITTERS	JOB - UNIFORM ALLOW	229004	1	100-52-1010-346	362.28
Total 67452:									
10/16	10/24/2016	67453	765	LEGAL SHIELD	MONTHLY COVERAGE	0108629-101	1	100-2156	127.60

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 67453:									
10/16	10/24/2016	67454	556	LIQUI SYSTEMS INC	WATER CHEM PP REPAIR	263392	1	600-57-0040-635	127.60
10/16	10/24/2016	67454	556	LIQUI SYSTEMS INC	WATER CHEM PP REPAIR	263438	1	600-57-0040-635	360.00
Total 67454:									
10/16	10/24/2016	67455	16400	LOEDER OIL CO, INC.	FUEL	1011441/101	1	100-53-3030-351	720.00
Total 67455:									
10/16	10/24/2016	67456	2237	MADISON COLLEGE	EMT BASIC	CORP-00000	1	100-52-4040-821	185.64
Total 67456:									
10/16	10/24/2016	67457	1759	MANDT SANDFILL TRUCKING	WATER VLV REPAIR	30446	1	600-57-0050-651	838.25
Total 67457:									
10/16	10/24/2016	67458	640	MGE	LEFT #2 ELECTRIC	27667872-09	1	600-56-0020-828	320.00
10/16	10/24/2016	67458	640	MGE	LEFT #2 ELECTRIC	27667872-09	2	600-56-0020-828	25.83
10/16	10/24/2016	67458	640	MGE	STREET LIGHTS	27667872-09	3	100-53-3030-222	36.44
10/16	10/24/2016	67458	640	MGE	STREET LIGHTS	27667872-09	4	100-53-3030-222	29.96
10/16	10/24/2016	67458	640	MGE	STREET LIGHTS	27667872-09	5	100-53-3030-222	25.96
Total 67458:									
10/16	10/24/2016	67459	4	MIDDLETON FORD	M2 BLADE ASSEMBLIES	132930	1	100-52-1010-350	860.33
Total 67459:									
10/16	10/24/2016	67460	1941	MIDWEST TRAILER SALES	POWER WASH REPAIR	1081945-00	1	100-53-3030-340	53.96
10/16	10/24/2016	67460	1941	MIDWEST TRAILER SALES	TRUCK #14 PARTS	1082123-00	1	600-57-0070-933	15.75
10/16	10/24/2016	67460	1941	MIDWEST TRAILER SALES	UTILITY VEH PARTS	1082179-00	1	600-57-0070-933	28.74
10/16	10/24/2016	67460	1941	MIDWEST TRAILER SALES	M2 PARTS	1082257-00	1	100-52-1010-350	478.73
10/16	10/24/2016	67460	1941	MIDWEST TRAILER SALES	TRUCK #14 PARTS	1082260-00	1	600-57-0070-933	9.56
10/16	10/24/2016	67460	1941	MIDWEST TRAILER SALES	UTILITY VEH PARTS	1082274-00	1	600-57-0070-933	51.82
10/16	10/24/2016	67460	1941	MIDWEST TRAILER SALES	VEH MAINT M-5	1082328-00	1	100-52-1010-350	77.42
Total 67460:									

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
10/16	10/24/2016	67460	1941	MIDWEST TRAILER SALES	OIL FILTER	1082329-00	1	100-53-3030-352	3.47
Total 67460:									
10/16	10/24/2016	67461	667	MINNESOTA LIFE INS CO	NOV COVERAGE	002832L-101	1	100-2157	1,275.61
Total 67461:									
10/16	10/24/2016	67462	675	MOLENAAR, BRIAN	MILEAGE REIMB	BM-100916	1	100-52-2020-351	100.98
Total 67462:									
10/16	10/24/2016	67463	1976	MURPHY DESMOND SC	TID4 LEGAL	8023214	1	401-51-0061-210	82.00
10/16	10/24/2016	67463	1976	MURPHY DESMOND SC	LEGAL-UTILITY DISTRICT	8023216	1	600-57-0070-923	92.25
10/16	10/24/2016	67463	1976	MURPHY DESMOND SC	LEGAL-BILL VERIDIAN	8023217	1	100-2640	430.50
Total 67463:									
10/16	10/24/2016	67464	1896	NAPA AUTO PARTS	TRK 11	500762	1	100-53-3030-352	32.86
10/16	10/24/2016	67464	1896	NAPA AUTO PARTS	TRK 11	501072	1	100-53-3030-352	19.20
Total 67464:									
10/16	10/24/2016	67465	2082	NASSCO INC	MC SUPPLIES	S2097693.00	1	100-51-8081-340	188.85
10/16	10/24/2016	67465	2082	NASSCO INC	PARK SUPPLIES	S2101511.00	1	100-55-6050-340	143.70
Total 67465:									
10/16	10/24/2016	67466	16348	PECHMANN MEMORIALS	LEWIS PLAQUE RESURFACE	100316	1	500-55-0050-857	40.00
Total 67466:									
10/16	10/24/2016	67467	2066	PELLITTERI WASTE SYSTEMS	OCT RECYCLE	69X02439	1	300-57-0010-290	6,590.44
10/16	10/24/2016	67467	2066	PELLITTERI WASTE SYSTEMS	OCT TRASH	69X02439	2	300-57-0020-290	17,663.21
Total 67467:									
10/16	10/24/2016	67468	756	POMP'S TIRE SERVICE INC	TIRE PATCH UNIT #18	80116082	1	100-53-3030-352	20.00

VILLAGE OF MCFARLAND

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 67468:									
10/16	10/24/2016	67469	16398	POSPYHALLA, DAVID	MEALS	DP-101316	1	600-56-0050-851	20.00
Total 67469:									
10/16	10/24/2016	67470	759	POSTMASTER	ANNUAL PO BOX FEE	PO-101316	1	100-51-4141-310	29.70
Total 67470:									
10/16	10/24/2016	67471	764	PREMIER PAINT & WALLPAPER	LIFT #2 PAINT	38818	1	600-56-0030-834	140.00
Total 67471:									
10/16	10/24/2016	67472	1833	PULSE CHECK PLUS LLC	CPR COURSE - MATERIALS	3889	1	100-52-4040-291	55.99
Total 67472:									
10/16	10/24/2016	67473	748	PURCHASE POWER	OFFICE SUPPLIES	101016	1	100-51-4141-310	6.00
Total 67473:									
10/16	10/24/2016	67474	783	QUILL CORPORATION	OFFICE SUPPLY	9695428	1	100-52-1010-310	135.32
Total 67474:									
10/16	10/24/2016	67475	797	REINDERS INC	PARKS SUPPLIES	2251296-00	1	100-55-6050-342	14.49
10/16	10/24/2016	67475	797	REINDERS INC	PARKS SUPPLIES	2251296-01	1	100-55-6050-342	680.00
Total 67475:									
10/16	10/24/2016	67476	802	RENNERT'S FIRE EQUIP SRV IN	LADDER MAIN	35953	1	100-52-2020-352	1,360.00
Total 67476:									
10/16	10/24/2016	67477	16365	SCHUENKE, MATT	MEALS/MILEAGE	MS-101516	1	100-51-4131-330	2,040.00
10/16	10/24/2016	67477	16365	SCHUENKE, MATT	MONTHLY PHONE ALLOWANCE	MS-101516	2	100-51-4131-225	1,085.80
Total 67477:									

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 67477:									
10/16	10/24/2016	67478	1165	SPRANG, SARA	MILEAGE EXP REIM	SS-092916	1	100-55-5510-353	102.34
Total 67478:									
10/16	10/24/2016	67479	886	SPRINT	AUG/SEPT PHONE	5010416201	1	100-51-4141-225	353.35
10/16	10/24/2016	67479	886	SPRINT	AUG/SEPT PHONE	5010416201	2	900-55-0011-225	34.95
Total 67479:									
10/16	10/24/2016	67480	16396	SYSCO BARABOO, LLC	OPEN HOUSE	610071437	1	100-1624	511.00
10/16	10/24/2016	67480	16396	SYSCO BARABOO, LLC	FD OPEN HOUSE	610112123	1	100-1624	1,070.52
Total 67480:									
10/16	10/24/2016	67481	926	TASER INTERNATIONAL	MISC SUPPLY	SI1454504	1	100-52-1010-340	1,561.52
Total 67481:									
10/16	10/24/2016	67482	2008	THE HOMESTEADER'S STORE I	MOWER PARTS	39828	1	100-53-3030-352	200.38
Total 67482:									
10/16	10/24/2016	67483	2042	THOMSON REUTERS	EQUIP RENTAL/MAINT	834839443	1	100-52-1010-240	144.32
Total 67483:									
10/16	10/24/2016	67484	958	TOWN & COUNTRY ENGINEER	JUNIPER RIDGE REVISIONS	17074	1	100-2640	8,393.10
10/16	10/24/2016	67484	958	TOWN & COUNTRY ENGINEER	HOLSCHER RD RECONSTRUCTION	17075	1	600-1800	2,470.00
10/16	10/24/2016	67484	958	TOWN & COUNTRY ENGINEER	JUNIPER RIDGE PUMP STN/FORCE MAIN	17076	1	600-1800	827.25
10/16	10/24/2016	67484	958	TOWN & COUNTRY ENGINEER	PRAIRIE PLACE DVL/PMT	17077	1	100-2640	359.75
10/16	10/24/2016	67484	958	TOWN & COUNTRY ENGINEER	SIGGELKOW RD REVIEW	17078	1	100-2640	105.00
10/16	10/24/2016	67484	958	TOWN & COUNTRY ENGINEER	2016 BROADHEAD ST IMPROVEMENTS	17079	1	500-53-0030-850	1,977.55
10/16	10/24/2016	67484	958	TOWN & COUNTRY ENGINEER	2016 STREET & H2O MAIN IMPROVEMENTS	17080	1	500-53-0030-845	668.75
10/16	10/24/2016	67484	958	TOWN & COUNTRY ENGINEER	PAULSON RD DUPLEXES	17081	1	100-2640	490.00
10/16	10/24/2016	67484	958	TOWN & COUNTRY ENGINEER	2017 CTH MN IMPROVEMENTS	17082	1	500-53-0030-850	2,949.05

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 67484:									
10/16	10/24/2016	67485	16395	TRC LOCKBOX	WEST SHORE PIPELINE	207698	1	400-51-0070-220	18,240.45
Total 67485:									
10/16	10/24/2016	67486	16399	UNIVERSITY TOWING SERVICE	TOWING	8035	1	100-52-1010-230	2,200.00
Total 67486:									
10/16	10/24/2016	67487	992	US CELLULAR	PD PHONE	0156704029	1	100-52-1010-225	327.95
10/16	10/24/2016	67487	992	US CELLULAR	FD PHONE	0156704029	2	100-52-2020-225	69.08
10/16	10/24/2016	67487	992	US CELLULAR	EMS PHONE	0156704029	3	100-52-4040-225	68.08
10/16	10/24/2016	67487	992	US CELLULAR	ADMIN PHONE	0156704029	4	100-51-4141-225	79.87
10/16	10/24/2016	67487	992	US CELLULAR	OUTREACH PHONE	0156704029	5	100-55-5510-225	25.95
10/16	10/24/2016	67487	992	US CELLULAR	PW PHONE	0156704029	6	100-53-3030-225	37.01
10/16	10/24/2016	67487	992	US CELLULAR	WATER: PHONE	0156704029	7	600-57-0070-921	37.01
10/16	10/24/2016	67487	992	US CELLULAR	SEWER PHONE	0156704029	8	600-56-0050-851	37.01
10/16	10/24/2016	67487	992	US CELLULAR	INSPECTIONS PHONE	0156704029	9	100-52-7230-225	5.85
Total 67487:									
10/16	10/24/2016	67488	16397	V&H, INC - MADISON	TRUCK #14 MUFFLER	76055M	1	600-57-0070-933	688.81
Total 67488:									
10/16	10/24/2016	67489	1005	VANNGUARD UTILITY PARTNE	LOCATES	5714	1	600-56-0050-852	744.20
10/16	10/24/2016	67489	1005	VANNGUARD UTILITY PARTNE	LOCATES	5714	2	600-57-0070-923	744.20
Total 67489:									
10/16	10/24/2016	67490	1011	VERIZON WIRELESS	PHONE SERVICE	9773529398	1	100-52-1010-225	115.50
Total 67490:									
10/16	10/24/2016	67491	16394	WISCONSIN STATE JOURNAL	BOOK	101316	1	900-55-0011-395	248.60
Total 67491:									
10/16	10/24/2016	67491	16394	WISCONSIN STATE JOURNAL	BOOK	101316	1	900-55-0011-395	248.60
Total 67491:									
10/16	10/24/2016	67491	16394	WISCONSIN STATE JOURNAL	BOOK	101316	1	900-55-0011-395	36.55

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 67491:									
10/16	10/24/2016	67492	16347	WISCONSIN STATE LABORATO	WATER TESTS	468926	1	600-57-0070-923	25.00
10/16	10/24/2016	67492	16347	WISCONSIN STATE LABORATO	HAL ACID TESTS	475101	1	600-57-0070-923	386.00
Total 67492:									
10/16	10/24/2016	67493	30	ALLIANT ENERGY/WP&L	LIBRARY	102416	1	900-55-0011-220	2,040.16
10/16	10/24/2016	67493	30	ALLIANT ENERGY/WP&L	WELL #1	102416	2	600-57-0030-622	479.74
10/16	10/24/2016	67493	30	ALLIANT ENERGY/WP&L	WELL #4	102416	3	600-57-0030-622	1,288.18
10/16	10/24/2016	67493	30	ALLIANT ENERGY/WP&L	WELL #1	102416	4	600-57-0030-623	18.16
10/16	10/24/2016	67493	30	ALLIANT ENERGY/WP&L	LIFT #3	102416	5	600-56-0020-821	125.35
10/16	10/24/2016	67493	30	ALLIANT ENERGY/WP&L	LIFT #5	102416	6	600-56-0020-821	106.33
10/16	10/24/2016	67493	30	ALLIANT ENERGY/WP&L	FLOWER CORNER	102416	7	100-55-6050-222	8.65
10/16	10/24/2016	67493	30	ALLIANT ENERGY/WP&L	GAZEBO	102416	8	100-55-6050-222	27.38
10/16	10/24/2016	67493	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS	102416	9	100-53-3030-222	8.67
Total 67493:									
Grand Totals:									4,102.62
									101,365.27

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-1624	12,167.91	.00	12,167.91
100-2120	19.20	48,568.11-	48,568.91-
100-2156	127.60	.00	127.60
100-2157	1,275.61	.00	1,275.61
100-2435	2,469.65	.00	2,469.65
100-2640	9,778.35	.00	9,778.35
100-4523	1,904.13	.00	1,904.13
100-51-1175-210	700.00	.00	700.00
100-51-4131-225	50.00	.00	50.00
100-51-4131-330	52.34	.00	52.34
100-51-4141-110	38.33	.00	38.33

VILLAGE OF MCFARLAND  
**VILLAGE BOARD**  
**Monday, October 10, 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, Brad Czebotar, Dan Kolk, Mary Pat Lytle, Tom Mooney, and Clair Utter.

Staff Present: Village Administrator Matt Schuenke, Village Clerk/Deputy Treasurer Cassandra Suettinger, Community Development Director Pauline Bonness, Fire/EMS Chief Chris Dennis, Police Chief Craig Sherven, Finance Director Kelsy Boyd, Senior Outreach Services Director Lori Andersen, and Communications and Technology Manager Eric Redding.

3. **PUBLIC APPEARANCE.**

Shawn Miller and Megan Beckler provided an update on activities and operations of the McFarland Youth Center in 2016. Mr. Miller additionally requested the Village keep the McFarland Youth Center in mind as conversations regarding a community center move forward. The current MYC building will be demolished as part of phase three of the Farwell Place development project.

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.

(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.**

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

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.**

Motion by President Czebotar, second by Trustee Kolk, to approve the organizational chart for the administrative office as it related to the structure under the Finance Director. Motion carries 5-1 with Utter voting nay.

**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.**

Administrator/Treasurer along with Department Heads as listed presented the above list of draft 2017 Department Budgets to the Village Board. Each Department budget was presented by Staff as listed and the Village Board asked questions of Staff based on the budget requests included in the draft submittal. Trustees were reminded that they should note any changes they would like the Village Board to consider on their change sheet that is due by October 31<sup>st</sup> to the Administrator/Treasurer in order for these changes to be discussed at the last review meeting on November 10<sup>th</sup>. Changes should be kept to \$250 and above. No action was taken on this agenda item.

The following changes were requested:

1. Wage adjustments be divided into grid point adjustments and merit pay. Additionally the incremental reduction of longevity pay should be reflected in the merit section.
2. Review process for showing pass through of expenses and revenues for the McFarland Youth Center.

**c. 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

VILLAGE OF MCFARLAND  
**VILLAGE BOARD**  
Monday, October 13, 2016

1. **CALL TO ORDER.** Village Board President Brad Czebotar called the regular meeting of the McFarland Village Board to order at 3:00 p.m. in the Community Room of the McFarland Municipal Center.

2. **ATTENDANCE ROLL CALL.**

Village Board members present: Trustees Jerry Adrian, Brad Czebotar, Dan Kolk, Mary Pat Lytle, Tom Mooney, and Clair Utter.

Staff Present: Administrator/Treasurer Matt Schuenke, Clerk/Deputy Treasurer Cassandra Suettinger, Fire/EMS Chief Chris Dennis, Finance Director Kelsy Boyd, Public Works Director Allan Coville, Police Chief Craig Sherven, and Community Development Director Pauline Boness.

3. **BUSINESS**

a. **Discussion and possible action on proceeding with the issuance of \$1,710,000 general obligation bonds as a negotiated sale as recommended by the Finance Committee.**

Representative: Carol Wirth, Wisconsin Public Finance Professionals.

Carol Wirth provided possible debt refinancing and prepayment plan that was recommended for approval by the Finance Committee. The plan utilizes some cash on hand within the TID(s) to pre-pay two loans and avoid future interest costs while also refinancing two other bonds with significantly higher interest rates. The net present value benefit is estimated at \$82,746 and the bonds would be sold through a negotiated sale to an underwriter as part of an RFP process. Motion by Trustee Mooney, second by Trustee Lytle, to approve proceeding with the issuance of \$1,710,000 general obligation bonds as a negotiated sale as recommended by the Finance Committee. Motion carries 6 – 0.

b. **Discussion and review of the 2017 Budget including the following sections:**

- a. *Changes Since Last Distribution*
- b. *Debt Service Fund*
- c. *Police*
- d. *Fire/EMS*
- e. *Public Works*
- f. *Parks*
- g. *Solid Waste Fund*
- h. *Emergency Management*
- i. *Elections*
- j. *Financial Administration*
- k. *Assessor*
- l. *Information Technology*
- m. *Insurance Administration*

Administrator/Treasurer along with Department Heads as listed presented the above list of draft 2017 Department Budgets to the Village Board. Each Department budget was presented by Staff as listed and the Village Board asked questions of Staff based on the budget requests included in the draft submittal. Trustees were reminded that they should note any changes they would like the Village Board to consider on their change sheet that is due by October 31<sup>st</sup> to the Administrator/Treasurer in order for these changes to be discussed at the last review meeting on November 10<sup>th</sup>. No action was taken on this agenda item.

4. **ADJOURNMENT.**

Motion by Trustee Utter, second by Trustee Lytle, to adjourn at 5:13 p.m. Motion carries 6-0 by acclamation.

Respectfully Submitted by,  
Matthew G. Schuenke, Administrator/Treasurer

DRAFT

Village of McFarland

**BUSINESS**

October 24, 2016

## RESOLUTION # 09-2016

### A RESOLUTION AUTHORIZING THE ISSUANCE AND AWARDING THE SALE OF \$1,710,000 GENERAL OBLIGATION REFUNDING BONDS; PROVIDING THE FORM OF THE BONDS; AND LEVYING A TAX IN CONNECTION THEREWITH

WHEREAS, it is necessary that funds be raised by the Village of McFarland, Dane County, Wisconsin (the "Village") for the purpose of paying the cost of refinancing certain of its outstanding obligations, to wit: the callable portion of the Village's \$3,240,000 General Obligation Refunding Bonds, dated May 15, 2005 (the "2005 Bonds") and the callable portion of the Village's \$2,460,000 General Obligation Promissory Notes, dated December 15, 2008 (the "2008 Notes" and, together with the 2005 Bonds hereinafter collectively referred to as the "Prior Issues") (hereinafter the refinancing of the Village's outstanding obligations shall be referred to as the "Refunding"), and there are insufficient funds on hand to pay said costs;

WHEREAS, the Village's governing body hereby deems it to be necessary, desirable and in the best interest of the Village to refund the Prior Issues for the purpose of interest cost savings; and

WHEREAS, the Village is authorized by the provisions of Chapter 67 of the Wisconsin Statutes to refinance its outstanding obligations.

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

Section 1. Authorization of the Bonds. For the purpose of paying the cost of the Refunding, there shall be borrowed pursuant to Chapter 67 of the Wisconsin Statutes, the principal sum of ONE MILLION SEVEN HUNDRED TEN THOUSAND DOLLARS (\$1,710,000) from \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (the "Purchaser"). To evidence such indebtedness, the Village President and Village Clerk are hereby authorized, empowered and directed to make, execute, issue and sell the Village's \$1,710,000 General Obligation Refunding Bonds (the "Bonds") to the Purchaser for, on behalf of and in the name of the Village.

Section 2. Award of the Bonds. The purchase proposal of the Purchaser (the "Proposal") attached hereto as Exhibit A and incorporated herein by this reference is hereby accepted, said proposal offering to purchase the Bonds for the sum of \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_), resulting in a net interest cost of \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_) and a true interest rate of \_\_\_\_\_%.

Section 3. Terms of the Bonds. The Bonds shall be designated "General Obligation Refunding Bonds"; shall be dated November 7, 2016; shall be in the denomination of \$5,000 or any integral multiple thereof; shall bear interest at the rates per annum and mature on December 1 of each year, in the years and principal amounts as set forth in the Pricing Summary attached hereto as Exhibit D and incorporated herein by this reference. Interest is payable semi-annually on June 1 and December 1 of each year commencing June 1, 2017. The schedule of principal and

interest payments due on the Bonds is set forth on the Debt Service Schedule attached hereto as Exhibit E and incorporated herein by this reference (the “Schedule”).

Section 4. Designation of Purchaser as Agent. The Village hereby designates the Purchaser as its agent for purposes of distributing the Final Official Statement relating to the Bonds to any participating underwriter in compliance with Rule 15c2-12 of the Securities and Exchange Commission.

Section 5. Redemption Provisions. The Bonds shall be non-callable.

Section 6. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit B and incorporated herein by this reference.

Section 7. Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the Village are hereby irrevocably pledged and a direct annual irrepealable tax is hereby levied upon all taxable property of the Village. Said direct annual irrepealable tax shall be levied in the years 2016 through 2019 for payments due in 2017 through 2020 in the amounts as set forth on the Schedule.

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

Section 8. Debt Service Fund Account. There is hereby established in the Village treasury a fund account separate and distinct from every other Village fund or account designated “Debt Service Fund Account for \$1,710,000 Village of McFarland General Obligation Refunding Bonds, dated November 7, 2016.” There shall be deposited in said fund account any premium plus accrued interest paid on the Bonds at the time of delivery to the Purchaser, all money raised by taxation pursuant to Section 7 hereof and all other sums as may be necessary to pay interest on the Bonds when the same shall become due and to retire the Bonds at their respective maturity dates. Said fund account shall be used for the sole purpose of paying the principal of and interest on the Bonds and shall be maintained for such purpose until such indebtedness is fully paid or otherwise extinguished.

Section 9. Segregated Borrowed Money Fund. The proceeds of the Bonds (the “Bond Proceeds”) (other than any premium and accrued interest which must be paid at the time of the delivery of the Bonds into the Debt Service Fund Account created above) shall be deposited into an account separate and distinct from all other funds and be disbursed solely for the purposes for which borrowed or for the payment for the principal of and the interest on the Bonds.

Section 10. Arbitrage Covenant. The Village shall not take any action with respect to the Bond Proceeds which, if such action had been reasonably expected to have been taken, or had

been deliberately and intentionally taken on the date of the delivery of and payment for the Bonds (the "Closing"), would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code") and any income tax regulations promulgated thereunder (the "Regulations").

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

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

Section 11. Additional Tax Covenants; Exemption from Rebate; Qualified Tax-Exempt Obligation Status. The Village hereby further covenants and agrees that it will take all necessary steps and perform all obligations required by the Code and Regulations (whether prior to or subsequent to the issuance of the Bonds) to assure that the Bonds are obligations described in Section 103(a) of the Code, the interest on which is excluded from gross income for federal income tax purposes, throughout their term. The Village Clerk or other officer of the Village charged with the responsibility of issuing the Bonds, shall provide an appropriate certificate of the Village as of the Closing, for inclusion in the transcript of proceedings, certifying that it can and covenanting that it will comply with the provisions of the Code and Regulations.

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

The Village anticipates that the Bond Proceeds allocable to refunding the Prior Issues will qualify for the six month expenditure exemption from the rebate requirements of the Code.

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

Section 12. Persons Treated as Owners; Transfer of Bonds. The Village Clerk shall keep books for the registration and for the transfer of the Bonds. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

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

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

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

Section 13. Utilization of The Depository Trust Company Book-Entry-Only-System. In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York (“DTC”), the Village has heretofore agreed to the applicable provisions set forth in the DTC Blanket Village Letter of Representation and an official of the Village has executed such Letter of Representation and delivered it to the DTC on behalf of the Village.

Section 14. Official Statement. The Village Board hereby approves the Preliminary Official Statement with respect to the Bonds and deems the Preliminary Official Statement as “final” as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the “Rule”). All actions taken by officers of the Village in connection with the preparation of such Preliminary Official Statement and any addenda to it or Final Official Statement are hereby ratified and approved. In connection with Closing, the appropriate Village official shall certify the Preliminary Official Statement and any addenda or Final Official Statement. The appropriate Village official shall cause copies of the Preliminary Official Statement and any addenda or Final Official Statement to be distributed to the Purchaser.

Section 15. Execution of the Bonds. The Bonds shall be issued in typewritten form, one Bond for each maturity, executed on behalf of the Village by the manual or facsimile signatures of the Village President and Village Clerk (except that one of the foregoing signatures shall be manual), sealed with its official or corporate seal, if any, and delivered to the Purchaser upon payment to the Village of the purchase price thereof, plus accrued interest to the date of delivery. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the delivery of the Bonds, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until such delivery. The aforesaid officers are hereby authorized to do all acts and execute and deliver all documents as may be necessary and convenient to effectuate the Closing.

Section 16. Payment of the Bonds. The principal of and interest on the Bonds shall be paid by the Village Clerk or his or her agent in lawful money of the United States.

Section 17. Redemption of the Prior Issues. The Village hereby calls the 2005 Bonds maturing on and after December 1, 2017 for redemption on December 1, 2016. The Village hereby calls the 2008 Notes maturing on and after December 1, 2017 for redemption on December 1, 2016. The Village hereby directs the Village Clerk to cause notices of redemption for the refunded portion of the Prior Issues to be given in the form and as provided in Exhibit F-1 and F-2 attached hereto.

Section 18. Continuing Disclosure. The Village hereby covenants and agrees that it will comply with and carry out all of the provisions of its Continuing Disclosure Certificate, which the Village will execute and deliver on the Closing Date. Any Bondholder may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the Village to comply with its obligations under this Section.

Section 19. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Village or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted this 24<sup>th</sup> day of October, 2016.

RESOLUTION 09-2016	
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:	

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

ATTEST:

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

(SEAL)

# RESOLUTION # 10-2016

## A RESOLUTION AUTHORIZING THE REDEMPTION OF THE \$2,635,000 TAXABLE GENERAL OBLIGATION PROMISSORY NOTES DATED DECEMBER 15, 2008

WHEREAS, on December 15, 2008 the Village of McFarland, Dane County, Wisconsin (the "Village") issued its \$2,635,000 Taxable General Obligation Promissory Notes (the "2008 Notes") which are subject to call and prior redemption on December 1, 2016 or any date thereafter; and

WHEREAS, the Village Board deems it to be necessary, desirable and in the best interest of the Village to proceed with the redemption of the remaining outstanding maturity of the 2008 Notes (the "Note Redemption") on December 1, 2016 (the "Redemption Date").

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

Section 1. Authorization of the Note Redemption. For the purpose of paying the cost of the Note Redemption the Village shall use funds on hand to redeem \$185,000 of the 2017 maturity of the 2008 Notes on the Redemption Date.

Section 2. Redemption of the 2008 Notes. The Village hereby calls the 2017 maturity of the 2008 Notes for redemption on the Redemption Date. The Village hereby directs the Village Clerk to cause a notice of such redemption, in substantially the form attached hereto as Exhibit A, to be given at least thirty days prior to the Redemption Date to the Depository Trust Company, the securities depository for the 2008 Notes.

Section 3. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Village or any parts thereof in conflict with the provisions hereof shall be and the same are hereby rescinded insofar as they may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted this 24<sup>th</sup> day of October, 2016.

---

Brad Czebotar, Village President

ATTEST:

---

Cassandra Suettinger, Village Clerk

EXHIBIT A

NOTICE OF REDEMPTION\*

VILLAGE OF MCFARLAND  
DANE COUNTY, WISCONSIN

\$2,635,000 TAXABLE GENERAL OBLIGATION PROMISSORY NOTES  
DATED DECEMBER 15, 2008

NOTICE IS HEREBY GIVEN that the following maturity of the above-referenced issue has been called for prior payment on December 1, 2016 (the "Redemption Date"):

<u>Maturity Date</u>	<u>Principal Amount Redeemed</u>	<u>Interest Rate</u>	<u>CUSIP Number</u>
12/01/2017	\$185,000	6.150%	580441EJ8

The Depository Trust Company, New York, New York, is the securities depository for said Notes. The holders of said Notes will be paid the principal amount of the Notes plus accrued interest to the Redemption Date.

Said Notes will cease to bear interest on December 1, 2016.

By Order of the Village Board  
Cassandra Suettinger,  
Village Clerk

Dated October 24, 2016

---

\* To be sent to The Depository Trust Company, Call Notification Department, Muni Reorganization Manager, 711 Stewart Avenue, Garden Village, New York 11530, the securities depository for the Notes, not less than thirty (30) days nor more than sixty (60) days prior to the Redemption Date by registered or certified mail, or overnight express delivery. Also to be sent to Financial Security Assurance Inc., New York, New York which insured the Notes.

**RESOLUTION 10-2016**

**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:

**ORDINANCE NO. 2016-06**

**AN ORDINANCE TO REZONE LANDS AT 5306 FALLING LEAVES LANE  
FROM THE R-1 RESIDENTIAL DISTRICT TO  
R-1A RESIDENTIAL DISTRICT**

Sponsor: The Community Development Department

Recommended Referral: Plan Commission; Required

Public Hearing: Class 2 Notice Required

**NOW THEREFORE**, the Village of Board of the Village of McFarland do hereby ordain as follows:

1. Section 62-62(a) of the McFarland Municipal Code and the Official Zoning Map adopted on April 3, 2003 are hereby amended so that the following described real estate is hereby rezoned from the R-1 Single Family Residence District to the R-1A Single Family Residence District, and shall henceforth be subject to the regulations contained in Sections 62-68(f) and 62-69(a) relating to R-1A uses and Section 62-70 relating to R-1A uses of the McFarland Municipal Code. The legal description of the property rezoned is as follows:

Part of Lot 32, Block 12, TENTH ADDITION TO AUTUMN GROVE, as recorded in Volume 52 of Plats, on pages 15-16, as document number 1651737, Dane County Registry and located in the Southwest Quarter of the Southeast Quarter of Section 34, Township 7 North, Range 10 East, Village of McFarland, Dane County, Wisconsin, more fully described as follows:

Beginning at the Southwesterly corner of said Lot 32, thence North 02 degrees 24 minutes 01 second East along the Westerly line of said Lot 32, 107.91 feet to the Northwesterly corner of said Lot 32; thence South 87 degrees 00 minutes 38 seconds along the Northerly line of said Lot 32, 88.00 feet; thence South 02 degrees 59 minutes 30 seconds West, 107.90 feet to the Northerly right-of-way line of Summer Trail; thence along said Northerly right-of-way line North 87 degrees 00 minutes 30 seconds West, 86.89 feet to the point of beginning. This description contains approximately 9,345 square feet or 0.2166 acres.

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

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

APPROVED:

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

ATTEST:

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

4832-0623-4167, v. 1

ORDINANCE 2016 – 08	
MOTION	SECOND
r	
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL	
VOTING RECORD	
Adrian	Lytle
Brassington	Mooney
Czebotar	Utter, C
Kolk	
VOTING RESULTS	
Motion Carried:	
Motion Defeated:	

October 17, 2016  
Plan Commission meeting  
Partial draft minutes

4. Public Hearing - Review and possible recommendation to the Village Board regarding Ordinance No. 2016-06. AN ORDINANCE TO REZONE LANDS AT 5306 FALLING LEAVES LANE FROM THE R-1 RESIDENTIAL DISTRICT TO R-1A RESIDENTIAL DISTRICT. (Postponed from the September 19, 2016 Plan Commission meeting.)

Czebotar opened the public hearing at 7:08 p.m., with no one wishing to speak the public hearing was closed at 7:08 p.m.

Czebotar moved to recommend to the Village Board approval of Ordinance 2016-06. An Ordinance to rezone lands at 5306 Falling Leaves Lane from the R-1 Residential District to R-1A Residential District. Kolk seconded the motion, motion carried 7-0.

## **Plan Commission**

### ***Partial Background and Recommendations***

**October 17, 2016**

#### **Agenda Item #3 & 4 – CSM and rezoning – Weber property 5306 Falling Leaves Lane.**

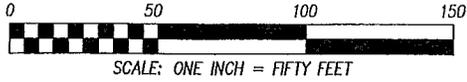
This item was postponed from our September meeting to obtain some clarification. Commissioners questioned the rear yard setback of Lot 1 given the existing rear deck. The property is zoned R-1 which requires a 30 foot rear yard setback. Our code allows for encroachments of decks less than 36” to no closer than 10 feet to the rear lot line. The CSM depicts an existing wood deck with heights of 20” and 17” above grade and over 15 feet from the rear lot line, which is compliant. Reducing the rear yard setback of Lot 2 to gain square footage for Lot 1 would result in reducing the required rear yard setback of Lot 2 to less than the required 30 feet. Property owners Cindy and Art Weber are requesting a rezoning of Lot 1 as it is 565 sq.ft. short of the 10,000 sq.ft. required for R-1 zoning.

As for the possibility of spot zoning with Lot 1, I have spoken to our Village Attorney twice on the issue; as stated in September he believes this is not a spot zoning situation as the use of the lots and the surrounding area remains single-family residential. Lot size is the only issue driving the necessity of a rezoning.

**Recommendation:** Approval of CSM contingent upon rezoning. Recommend approval of the rezoning Ordinance 2016-06 to the Village Board.

# CERTIFIED SURVEY MAP No.

LOT 32, BLOCK 12, TENTH ADDITION TO AUTUMN GROVE, AS RECORDED IN VOLUME 52 OF PLATS, ON PAGES 15-16, AS DOCUMENT NUMBER 1651737, DANE COUNTY REGISTRY, LOCATED IN THE SW 1/4 OF THE SE 1/4 OF SECTION 34, TOWNSHIP 07 NORTH, RANGE 10 EAST, VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN.



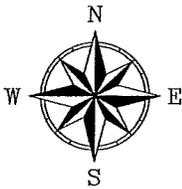
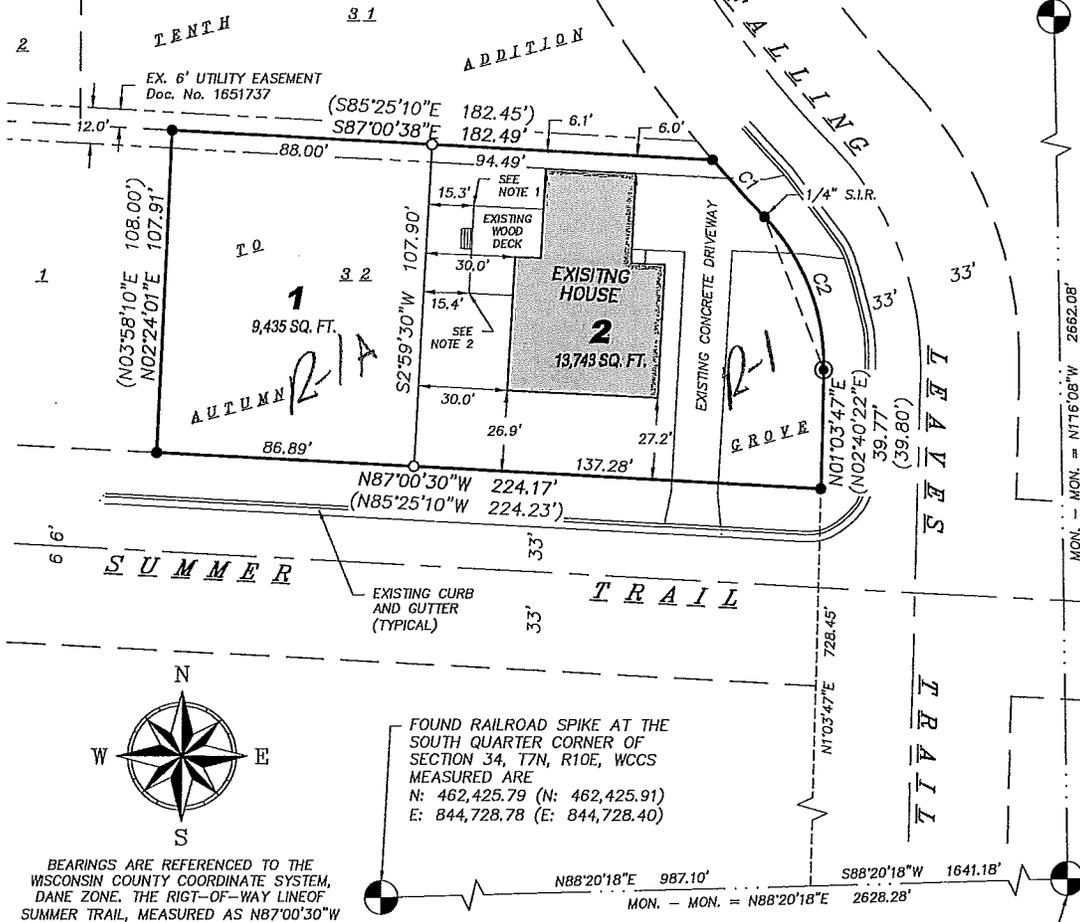
**NOTE:**  
SEE SHEET 3 OF 3 FOR CURVE DATA

TOTAL PLATTED AREA = 23,179 SQ. FT.  
(0.5321 ACRES)

**NOTE 1:** THE EXISTING DECK IS APPROXIMATELY 20" ABOVE EXISTING GRADE.

**NOTE 2:** THE EXISTING DECK IS APPROXIMATELY 17" ABOVE EXISTING GRADE.

FOUND 1 1/4" SOLID IRON REBAR AT THE EAST QUARTER CORNER OF SECTION 34, T7N, R10E, WCCS MEASURED ARE  
N: 465,163.44 (N: 465,163.46)  
E: 847,297.00 (E: 847,296.91)



BEARINGS ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, DANE ZONE, THE RIGHT-OF-WAY LINE OF SUMMER TRAIL, MEASURED AS N87°00'30"W

FOUND RAILROAD SPIKE AT THE SOUTH QUARTER CORNER OF SECTION 34, T7N, R10E, WCCS MEASURED ARE  
N: 462,425.79 (N: 462,425.91)  
E: 844,728.78 (E: 844,728.40)

FOUND BRASS CAP MONUMENT AT THE SOUTHEAST CORNER OF SECTION 34, T7N, R10E, WCCS MEASURED ARE  
N: 462,502.01 (N: 462,501.93)  
E: 847,355.95 (E: 847,355.72)

C.S.M. No. \_\_\_\_\_  
Doc. No. \_\_\_\_\_  
Vol. \_\_\_\_\_ Page \_\_\_\_\_

**LEGEND**

- 3/4" SOLID IRON ROD (S.I.R.) FOUND (UNLESS OTHERWISE NOTED)
- ⊙ 1" IRON PIPE (I.P.) FOUND
- 3/4" x 18" SOLID IRON RE-ROD SET, WT. 1.50 lbs./ft.
- ⊙ SECTION CORNER MONUMENT
- ( ) INDICATES RECORDED AS

DISTANCES ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT.

**SURVEYED FOR:**  
Arthur Weber  
5306 Falling Leaves Lane  
McFarland, WI 53558

**SURVEYED BY:**  
Snyder & Associates, Inc.  
5010 Voges Road  
Madison, WI 53718  
(608) 838-0444  
www.snyder-associates.com



**SNYDER & ASSOCIATES**  
Engineers and Planners

FN: 116.0691.30  
DATE: 08-01-16

REVISIONS:

SHEET  
1 OF 3

# CERTIFIED SURVEY MAP No. \_\_\_\_\_

LOT 32, BLOCK 12, TENTH ADDITION TO AUTUMN GROVE, AS RECORDED IN VOLUME 52 OF PLATS, ON PAGES 15-16, AS DOCUMENT NUMBER 1651737, DANE COUNTY REGISTRY, LOCATED IN THE SW 1/4 OF THE SE 1/4 OF SECTION 34, TOWNSHIP 07 NORTH, RANGE 10 EAST, VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN.

## OWNER'S CERTIFICATE

\_\_\_\_\_ owner, we hereby certify that we caused the land described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented on the map hereon. We further certify that this Certified Survey map is required by S236.34 of the State Statutes to be submitted to the Village of McFarland for approval. Witness the hand and seal of said owner(s) this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

By: \_\_\_\_\_ Authorized Member                      By: \_\_\_\_\_ Authorized Member

State of Wisconsin )  
                                  )ss.  
County of Dane        )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016, the above named \_\_\_\_\_ to me known to be the persons who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_ My Commission expires: \_\_\_\_\_  
Notary Public, State of Wisconsin

C.S.M. No. \_\_\_\_\_  
Doc. No. \_\_\_\_\_  
Vol. \_\_\_\_\_ Page \_\_\_\_\_

<p><b>SURVEYED FOR:</b> Arthur Weber 5306 Falling Leaves Lane McFarland, WI 53558</p>	<p><b>SURVEYED BY:</b> Snyder &amp; Associates, Inc. 5010 Vages Road Madison, WI 53718 (608) 838-0444 www.snyder-associates.com</p>	 <p><b>SNYDER &amp; ASSOCIATES</b> Engineers and Planners</p>	<p>FR: 116.0691.30 DATE: 08-01-16</p> <p>REVISIONS:</p> <table border="1"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>							<p>SHEET 2 OF 3</p>
<p>P: \PROJECTS\2016\116.0691.30 Art Weber CSM\Survey\CSM\116.0691.30 CSM.dwg</p>										

# CERTIFIED SURVEY MAP No.

LOT 32, BLOCK 12, TENTH ADDITION TO AUTUMN GROVE, AS RECORDED IN VOLUME 52 OF PLATS, ON PAGES 15-16, AS DOCUMENT NUMBER 1651737, DANE COUNTY REGISTRY, LOCATED IN THE SW 1/4 OF THE SE 1/4 OF SECTION 34, TOWNSHIP 07 NORTH, RANGE 10 EAST, VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN.

## SURVEYOR'S CERTIFICATE

I, Adam R. Gross, Professional Land Surveyor, hereby certify that in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Village of McFarland and under the direction of Arthur and Cynthia Weber, owners of said land, I have surveyed, divided and mapped this Certified Survey Map; that such Certified Survey Map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is more fully described as follows:

Being a division of Lot 32, Block 12, Tenth Addition to Autumn Grove, as recorded in Volume 52 of Plats, on pages 15-16, as Document Number 1651737, Dane County Registry, Located in the Southwest Quarter of the Southeast Quarter of Section 34, Township 7 North, Range 10 East, Village of McFarland, Dane County, Wisconsin. Containing 23,179 square feet or 0.5321 acres.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed:

Adam R. Gross, P.L.S. No. 3017  
 Snyder & Associates, Inc.  
 5010 Voges Road  
 Madison, WI 53718  
 608-838-0444  
 argross@snyder-associates.com

## VILLAGE OF MCFARLAND APPROVAL

Approved for recording per the Village of McFarland Plan Commission action dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
 Village Clerk, Village of McFarland

## REGISTER OF DEEDS CERTIFICATE

Received for recording this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_m. and recorded in Volume \_\_\_\_\_ of Certified Survey Maps on pages \_\_\_\_\_, as Doc. No. \_\_\_\_\_.

\_\_\_\_\_  
 Kristi Chlebowski, Dane County Register of Deeds

### CURVE DATA

NUMBER	CENTRAL ANGLE	ARC LENGTH	RADIUS	CHORD	CHORD BEARING	TAN. BRG. BACK	TAN. BRG. AHEAD
C1	3°43'50"	26.04'	400.00'	26.04'	S 42°47'07" E	S 44°39'02" E	S 40°55'13" E
C2	45°31'39"	56.42'	71.00'	54.94'	N 21°31'04" W	N 44°16'53" W	N 01°14'46" E

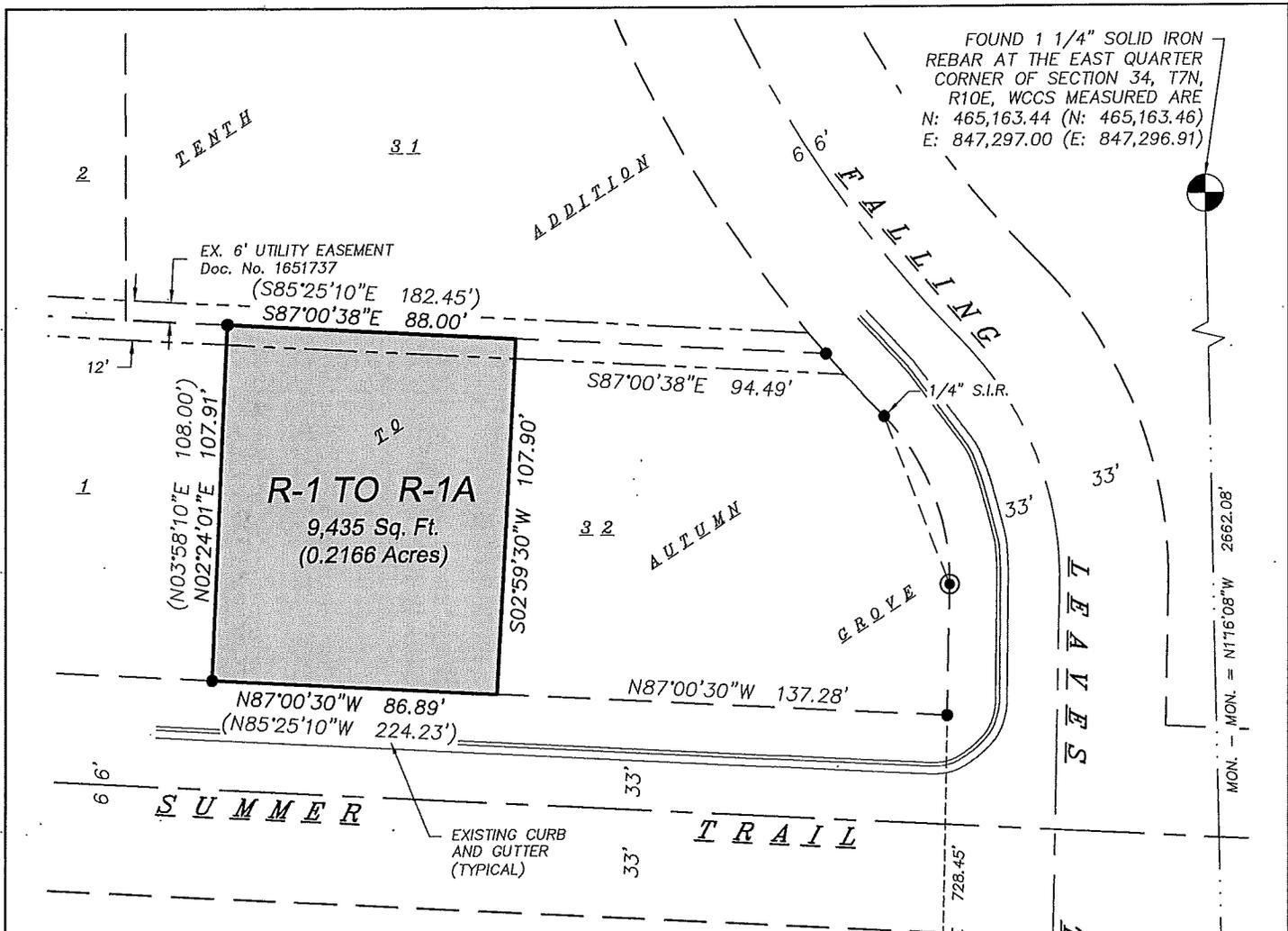
C.S.M. No. \_\_\_\_\_

Doc. No. \_\_\_\_\_

Vol. \_\_\_\_\_ Page \_\_\_\_\_

<p><b>SURVEYED FOR:</b>                  Arthur Weber                  5306 Falling Leaves Lane                  McFarland, WI 53558</p>	<p><b>SURVEYED BY:</b>                  Snyder &amp; Associates, Inc.                  5010 Voges Road                  Madison, WI 53718                  (608) 838-0444                  www.snyder-associates.com</p>	 <p><b>SNYDER &amp; ASSOCIATES</b>                  Engineers and Planners</p>	<p>File: 116.0691.30                  DATE: 08-01-16</p> <p>REVISIONS:</p>	<p>SHEET                  3 OF 3</p>
<p>F:\PROJECTS\2016\116.0691.30 Art Weber CSM\Survey\CSM\116.0691.30 CSM.dwg</p>				

FOUND 1 1/4" SOLID IRON REBAR AT THE EAST QUARTER CORNER OF SECTION 34, T7N, R10E, WCCS MEASURED ARE  
 N: 465,163.44 (N: 465,163.46)  
 E: 847,297.00 (E: 847,296.91)



**LEGEND**

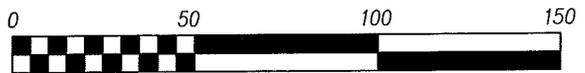
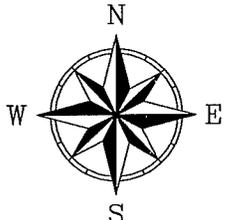
- 3/4" SOLID IRON ROD (S.I.R.) FOUND (UNLESS OTHERWISE NOTED)
- ⊙ 1" IRON PIPE (I.P.) FOUND
- ⊙ SECTION CORNER MONUMENT
- ( ) INDICATES RECORDED AS

DISTANCES ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT.

FOUND RAILROAD SPIKE AT THE SOUTH QUARTER CORNER OF SECTION 34, T7N, R10E, WCCS MEASURED ARE  
 N: 462,425.79 (N: 462,425.91)  
 E: 844,728.78 (E: 844,728.40)

FOUND BRASS CAP MONUMENT AT THE SOUTHEAST CORNER OF SECTION 34, T7N, R10E, WCCS MEASURED ARE  
 N: 462,502.01 (N: 462,501.93)  
 E: 847,355.95 (E: 847,355.72)

BEARINGS ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, DANE ZONE. THE RIGHT-OF-WAY LINE OF SUMMER TRAIL, MEASURED AS N87°00'30"W



**Snyder & Associates**  
 Engineers and Planners

TOTAL PLATTED AREA = 9,345 SQ. FT. (0.2166 ACRES)

P:\PROJECTS\2016\116.0691.30 Art Weber CSM\Survey\CSM\116.0691.30 REZONE.dwg

<p><b>SURVEYED FOR:</b>          Arthur Weber          5306 Falling Leaves Lane          McFarland, WI 53558</p>	<p><b>SURVEYED BY:</b>          Snyder &amp; Associates, Inc.          5010 Voges Road          Madison, WI 53718          (608) 838-0444          www.snyder-associates.com</p>	<p><b>PROPOSED REZONE EXHIBIT</b></p> <p>PART OF LOT 32, BLOCK 12, TENTH ADDITION TO AUTUMN GROVE, AS RECORDED IN VOLUME 52 OF PLATS, ON PAGES 15-16, AS DOCUMENT NUMBER 1651737, DANE COUNTY REGISTRY, LOCATED IN THE SW 1/4 OF THE SE 1/4 OF SECTION 34, TOWNSHIP 07 NORTH, RANGE 10 EAST, VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN.</p>	<p>FN: 116.0691.30          DATE: 08-04-16</p> <p>REVISIONS:          DATE: 08-16-16</p>	<p>SHEET          1 OF 1</p>
--	--	--	--	----------------------------------

August 4, 2016  
Revised: August 16, 2016  
FN: 116.0691.30

LEGAL DESCRIPTION (R-1A)

Part of Lot 32, Block 12, TENTH ADDITION TO AUTUMN GROVE, as recorded in Volume 52 of Plats, on pages 15-16, as document number 1651737, Dane County Registry and located in the Southwest Quarter of the Southeast Quarter of Section 34, Township 7 North, Range 10 East, Village of McFarland, Dane County, Wisconsin, more fully described as follows:

Beginning at the Southwesterly corner of said Lot 32, thence North 02 degrees 24 minutes 01 second East along the Westerly line of said Lot 32, 107.91 feet to the Northwesterly corner of said Lot 32; thence South 87 degrees 00 minutes 38 seconds along the Northerly line of said Lot 32, 88.00 feet; thence South 02 degrees 59 minutes 30 seconds West, 107.90 feet to the Northerly right-of-way line of Summer Trail; thence along said Northerly right-of-way line North 87 degrees 00 minutes 30 seconds West, 86.89 feet to the point of beginning. This description contains approximately 9,345 square feet or 0.2166 acres.

## **Brush and Yardwaste**

### **Proposal Results**

**2017**

The Village received three proposals for the servicing of “Brush and Yardwaste” at both the drop off site and curb side. The results are as follows:

#### **(One Year – 2017)**

Barnes	<p>\$63.45/hour for curb side pick up (both yardwaste and brush)</p> <p>Drop Off Site \$38,000 / year</p>
Pellitteri	<p>\$140/hour/truck for curb side pick up, cost not to include disposal site. Village to find site and pay for cost to dispose of material.</p> <p>Drop Off Site – They would provide three 20-yard dumpsters at current drop-off site. The dumpsters would be hauled as needed. The cost is \$165/20 yard haul with the Village making arrangements on where the material is to be hauled too and the Village pays for the cost to deliver the material.</p>
Purple Cow	<p>Yardwaste - \$9/ton but the Village has to haul</p> <p>Brush - \$25/ton but the Village has to haul</p> <p>Drop Off Site – No bid</p>

## **Brush and Yardwaste**

### **Proposal Results**

#### **2017 – 2018 – 2019**

(Three Year – 2017 – 2018 - 2019)

Barnes	2017	\$63.45/hour for curb side pick up (both yardwaste and brush)  Drop Off Site \$38,000 / year
	2018	\$65.40/hour for curb side pick up (both yardwaste and brush)  Drop Off Site \$39,140 / year
	2019	\$67.36/hour for curb side pick up (both yardwaste and brush)  Drop Off Site \$40,314 / year
Pellitteri		Each year will have an annual escalator but they did not say how much it would be.  \$140/hour/truck for curb side pick up, cost not to include disposal site. Village to find site and pay for cost to dispose of material.  Drop Off Site – They would provide three 20-yard dumpsters at current drop-off site. The dumpsters would be hauled as needed. The cost is \$165/20 yard haul with the Village making arrangements on where the material is to be hauled too and the Village pays for the cost to deliver the material.

Purple Cow

Yardwaste - \$9/ton but the Village has to haul

Brush - \$25/ton but the Village has to haul

They will accept Quad axle loads for \$270 / load  
and Semi's for \$300 / load

Cost not to exceed \$45,000 annually

**Staff recommendation:**

To go with Barnes for a three year contract. The drop off site can vary from year to year especially if you have a few storms which take down trees and limbs. Barnes is cheaper for the curb side pick up. We also know the exact yearly cost for the drop off site where the other two bidders would require the Village to haul the material or find another vendor to haul the material. Also, with Pellitteri, the Village would be responsible for finding a dump site along with paying for that cost to dump. There are too many unknown variables with Purple Cow and Pellitteri.



---

## Memorandum

To: Personnel Committee  
From: Matthew G. Schuenke, Village Administrator  
Date: October 12, 2016  
Re: **Municipal Center Front Office Staffing Plan**

---

### Executive Summary

A proposed organizational structure for the Administrative Office was reviewed by the Personnel Committee on October 3<sup>rd</sup>. A recommendation for approval to the Village Board was provided for the structure under the Finance Director. The Village Board considered this recommendation on October 10<sup>th</sup> and approved the proposal as presented. Further review is still necessary regarding the structure under the Clerk/Deputy Treasurer following questions from the Committee at their last meeting. This memorandum will review a revised proposal for the Administrative Office staffing structure as it relates to the Clerk/Deputy Treasurer.

### Staffing Proposal

The attached staffing proposal essentially returns the structure back to where it was on January 11<sup>th</sup> of this year when the Village Board last reviewed this segment of the structure. However, it clarifies and updates some of the other changes that have happened since that time (i.e. – shifting of titles, responsibilities). Authorization to fill the Deputy Clerk position was granted by the Village Board on April 25, 2016 and this chart reaffirms their role in the structure as desired. The Emergency Management Director has filled in as a temporary Administrative Assistant for most of this year and may be called upon going forward depending on availability of work and other staffing shortages that may be encountered. Assuming this structure remains desirable, Staff will begin recruitment of the vacant Deputy Clerk position immediately as the final action necessary to returning the Administrative Office to full strength.

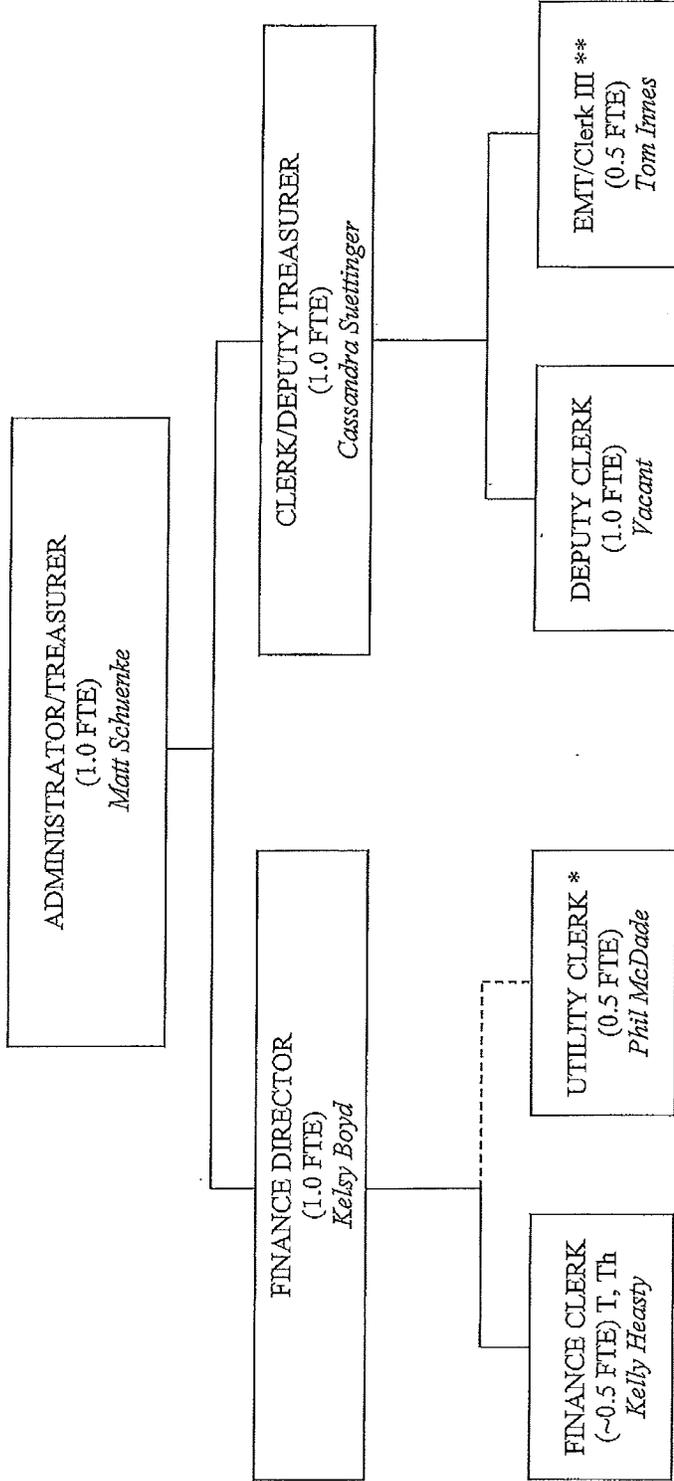
### Recommendation

Village Staff recommends the Committee review this Organizational Chart as it relates to the Clerk/Deputy Treasurer and make a recommendation of approval to the Village Board as a means to complete the staffing format of the Administrative Office.

---

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

## ADMINISTRATION



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

\*\* AFSCME represented.

\*\*\* Emergency Management Director may be accessed at peak times to fill in shortages going forward as was experienced in 2016.



**Memorandum**

To: Village Board  
From: Matthew G. Schuenke, Village Administrator   
Date: October 19, 2016  
Re: **Municipal Center File Server(s) Replacement**

---

**Executive Summary**

There are several file servers at the Municipal Center that serve as the hub for the essential software used by Departments and file storage. These servers have been running at capacity for some time now and were proposed for replacement in the 2017 Capital Budget. The main File Server which also includes all email was running at 91% capacity in August but is now up to 97%. This memorandum reviews the existing equipment and a proposal from our information technology consultant to fix the issue going forward now versus in 2017.

**Background Information**

The Village currently has a File Server (includes Email), SQL Server, and PD Video Server in order to meet its network capacity needs. The File Server is the main server within the Village that provides file storage and software. The File Server is currently sized at 1.2 TB which is equivalent to 1,200 GB. The SQL Server is 615 GB and hosts Clarity (accounting software) and Firehouse (Fire/EMS Department). The PD Video server has become an evolving need starting at 1.5 TB but was quickly filled up when car cameras were replaced and body cameras added. Also will have future recording of Village security cameras like what was installed at the Lewis Park Shelter. It is proposed to replace these three servers with four plus a domain controller with expanded capacity that can accommodate room for growth. Current capacity is causing workstations to crash and software applications to underperform or fail.

**Recommendation**

Village Staff recommends authorization to spend up to \$25,000 to replace these servers within this year's capital budget. The 2016 Capital Projects Fund is currently projected at a surplus of around \$40,000. The File Server will be replaced at 3.5 TB, a new Email Server will be established at 2.0 TB, the SQL Server will be replaced at 1.5 TB, and the PD-Video Server will be increased to 5.0 TB. The work to replace these servers would commence immediately following board action. This request is made as a Qualifications Based Procurement within the Purchasing Policy (attached) whereby the Village has an ongoing working relationship with our IT Consultant and can elect to accept, solely, a proposal from this consultant if it is in the best interest of the Village. Staff feels this proposal (attached) is in the best interest of the Village recognizing their proven track record of maintaining our network and they would be further directed to solicit bids for the equipment that is needed.

## Matt Schuenke

---

**From:** Greg Gracyalny <greg@computermagic.us>  
**Sent:** Wednesday, August 03, 2016 4:58 PM  
**To:** Matt Schuenke  
**Subject:** New Server

Hi Matt,

Thanks for meeting with me yesterday. It's good to have an administrator there who is willing to work with us.

I got some budget numbers together for the server. The server came in at \$25,000. That is a budget number, and the actual number will be something less than that. It includes a host server for five separate servers:

File Server

Mail Server

SQL Server

Domain Controller/Remote Access Server

Police Video Server

The new server will provide 2-4 times the space (depending on the server) currently being used to allow for growth.

Currently, for data usage, this is the situation:

Server	Size	Used	Free	
File Server	1.2TB	1.1TB	110GB	(This currently has the mail server included with it so the actual data size will go down by about 1/3 for files)
Mail Server	currently shared on the file server above			
SQL Server	615GB	155GB	460GB	(This has Clarity and Firehouse on it)
PD-Video	1.5TB	1.43TB	70GB	

We are proposing going to these sizes:

Server	Size
File Server	3.5TB
Mail Server	2TB
SQL Server	1.5TB
PD-Video	5TB

The Domain Controller will not store any data. It just controls logons and security so it will have an operating system drive only.

Hopefully this helps for your meeting with the Village Board. In the past the server has been sent out for bids and Dell has won the bid every time.

Let me know if you have any other questions.

Greg Gracyalny  
Computer Magic, Inc.  
The IT department for your small business  
608-441-9888  
[www.computermagic.us](http://www.computermagic.us)

- (2) A detailed description of the goods and services as described further in Section G of this Policy, including enough information about the items or services required so that more than one vendor can meet the specifications.
- (3) The time, date and place the bids will be opened.
- (4) The address to which the bids shall be mailed or delivered. Instructions to bidders shall include such information as delivery dates, transportation charges, proposal prices, conditions for guaranteeing the proposal, payment terms, right of rejection of proposals, right to reject merchandise, insurance requirements, alternative proposal consideration, tax information, and other appropriate information regarding the awarding and execution of the contract and contract considerations.
- (5) The bid solicitation shall also include a section on special provisions including guarantees and service considerations, trade-in considerations, and other information relating to special conditions.

## 5. Qualifications Based Procurement

Normal competitive procedures cannot be utilized in securing professional services from attorneys, engineers, accountants, planners, and other professional people who, in keeping with the standards of their profession, may not enter into a competitive bidding process. A Request for Proposal (RFP) may be made upon the direction and at the discretion of the Administrator or the Village Board for professional services costing less than \$25,000. A formal RFP process using a qualifications based method of evaluation shall generally be used for procuring professional services costing more than \$25,000. If the Village has an ongoing working relationship with a firm (e.g. engineering or legal services), however, it may elect to solicit and evaluate a proposal from just that firm if deemed to be in the best interests of the Village. In securing professional services it is the primary goal of the Village to obtain the services at a fair price of a professional(s) who has a proven track record of providing similar services. Efforts will be made to first negotiate a fair contract with the professional deemed to best meet the Village's needs.

## 6. Noncompetitive Negotiation

- a. This method of procurement may be used only in special circumstances when a purchase or award of a contract is not feasible under the procurement methods described above. A common reason for using this type of procurement would be an emergency situation as described in Section 6 below. Noncompetitive, or sole source, procurement involves the solicitation or acceptance of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. Sufficient cost analysis shall be done for noncompetitive



**Memorandum**

To: Village Board of Trustees  
 From: Matthew G. Schuenke, Village Administrator *[Signature]*  
 Date: October 19, 2016  
 Re: **2017 Budget Review Schedule - REVISED**

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.
Mon	Oct 31	4:30 pm	Staff Submittal	Deadline for Budget Changes from Trustees	Submit change sheet to Administrator.
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 2017 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 previous 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, and Cable Fund.~~

~~**October 13** – Debt Service Fund, Police, Fire/EMS, Public Works, Parks, Solid Waste Fund, Emergency Management, Municipal Court, Elections, Financial Administration, Assessor, Information Technology, and Insurance Administration.~~

**October 24** – Senior Outreach, Community Development, Library, Capital Projects Fund, Parks Fund, Utilities Fund, Stormwater Utility Fund, TIF #3 Fund, and TIF #4 Fund.

**October 31** – The Village Board will have received a presentation of all funds within the proposed 2017 Budget following its meeting on October 24<sup>th</sup>. Any changes to the budget Trustees would like the Village Board to consider have to be provided by the end of day on Monday, October 31<sup>st</sup>. The format for the change sheet was distributed to the board on October 10<sup>th</sup> and should be submitted to the Village Administrator. These changes will be compiled and provided to the board as part of their final review on November 10<sup>th</sup>. This date extends the deadline for this task that was set in the planning memo and better aligns it within the review schedule.

**November 10** – 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 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
10/17/2016	1	100	General	Rev	1	Intergovernmental Aid	DOCOMM - State Fire Ins	4223-000	26,977	29,568	2,591	(2,591)	-0.05%	(0.00)
10/12/2016	1	100	General	Rev	1	Intergovernmental Aid	DOT - Transportation Aid	4244-000	343,164	342,835	(329)	329	0.01%	0.00
10/05/2015	1	100	General	Rev	3	Miscellaneous Revenues	Misc Revenue	4839-000	1,000	1,500	500	(171)	0.00%	(0.00)
10/05/2016	2	100	General	Exp	24	Fire Department	Fringe Benefits	52-2020-152	22,246	29,396	(7,150)	6,979	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)	14,129	0.25%	0.02
											(11,538)	5,683,117	0.20%	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 \$ 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	5,683,117	196,917	3.59%
MUNICIPAL TAX RATE	7.22	7.23	0.01	0.20%

Est. Property Taxes for a home assessed at \$250,000 \$ 1,804 \$ 1,808 \$ 3.67 0.20%

## 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.

### *Changes made October 12, 2016:*

- 1 The calendar year 2017 Preliminary Calculation for Highway Aid from the State was received and the revised estimate entered into the budget as presented.

### *Changes made October 17, 2016:*

- 1 Projection for 2% fire dues revised to account for added value within the Village and adjustment for historical averages.

## McFarland Senior Outreach Highlights for the year 2016

-Fully staffed department with a new part time case manager in Fall 2015. Part time case manager also became the Volunteer Coordinator. She successfully oversaw the Community Service Day in April of this year along with starting a village wide data base. Senior Outreach Director completed job descriptions for four regular volunteer opportunities; Dining site volunteer, Foot clinic volunteer, Meal on Wheel driver and Office help. Director recruited and trained 13 new volunteers in various positions.

-Case load reassignment for Dunn, Pleasant Springs, Rutland and McFarland is now completed. Cambridge and Christiana remains assigned to the Director.

-Exceeded the 2015 Dane County contract goal of 50 case management clients and 475 hours. Ended 2015 with 89 clients and 559 hours. **Current year to date we have 90+ clients and 400+ units reported.** Our 2017 contract is for 148 clients and 600 units. 148 clients represent 3% of the senior population in our contracted territories. Information and Assistance avgs

-Our McFarland Meal site participation is 800 thru September with an avg. of **7/day**. 2014 average was 3/day and 2015 was 4.5/day.

-Cambridge meal site averages **14/day**. The Cambridge meal site was temporarily relocated in August 2016 on an emergency basis due to a mold issue in the Amundson Center. It is now being held at the Christiana Town Hall and the attendance numbers remain stable. Expected time to return to Cambridge Amundson Center is end of November. We will need to assess what equipment may be needed.

**Both meal sites combined averaged 9/day (Contract with Dane County wants 15 per site per day).**

-Meal on Wheel participation is **3705** thru end of September for an avg. of 19/day (Contract with Dane County wants 20 avg. per day) Amount of meals for delivery year end totals in 2015 was 3604 and 2864 in 2014.

-RSVP medical rides for 2016 approximately **170** to date

-Shopping bus to Madison 2/month, in town shopping 1/ month and two grocery shopping trips all average 2 riders. We ran an article in the Thistle to try and boost the ridership.

-Programs offered this year included our regular ROMEO/JULIETS, Single over 70, Euchre, RSVP Sewing group, Mah Jong, StrongWomen, Yoga, Tai Chi. Added were Cribbage, Coloring and Chair Yoga. We continue to hold a monthly foot clinic in McFarland and Cambridge in collaboration with Stoughton Home Health. Our loan closet remains active with almost daily check in/out of equipment.

## **2016 Senior Outreach Highlights continued**

-Special events included a Luau, Earth Day event, Pi day pie sale, annual picnic, bowling, horseshoes, Badger/Packer themed lunch, Mother/Father Day events, First day/last day of summer themed lunches, Root Beer floats, chili fundraiser, had a garden in the community garden, We will be having a Veterans day lunch, a Thanksgiving lunch and our annual Christmas Party. We did Memory Screening in collaboration with the adult librarian, tax clinics, flu shots and a program on Medicare D.

## **Directors Goals for 2017**

Work with the Chamber of Commerce and Adult Librarian to start the process of becoming a Dementia Friendly Community

Hold a regular lecture/educational series on the Third Wednesday of each month currently titled *Wednesday's Wisdoms*. Speakers include our Police Department on Scams and Associated Bank on Identity theft. Plans are for presentations on Hospice and Palliative Care, Advanced Directives, Estate Planning, Mood Disorders, Mindfulness, and other health related or alternative/complimentary medicines. It will be held at the library initially until we see how well it will be received.

I want to tap into the skills of the retired health care professionals we have had contact with and get them involved in Train the Trainer classes. Numerous health series such as Living Well with Chronic Conditions, which is an evidenced based program, are being held at various sites in Dane County. My eventual goal is to hold those classes locally by our trained volunteers.

Look for increased opportunities to overlap with the school age children either through the school or the youth center.

Increase our volunteer base in all areas

In January of 2017 we will be moving the foot clinic, which currently alternates between two senior apartment complexes to one new location-Skaalen Village Club House. There have been some shared concerns by both us and the Stoughton Hospital Home Health Staff that we collaborate with prompting this change. Outreach will continue to schedule the appointments. Notices have gone out to current foot clinic clients. An added benefit to this change is Home Health will be adding diabetic foot care which requires a nurse.

**Village of McFarland**  
**2017 Utility Fund Operating Budget**

**SUMMARY of REVENUES**

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
Non-Operating Income	23,318	20,000	67,252	101,505	115,435	477.18%
Sewer Sales Revenue	974,194	1,001,100	479,140	1,098,600	1,103,100	10.19%
Water Sales Revenue	1,077,202	1,055,094	490,223	1,068,411	1,090,200	3.33%
Miscellaneous Revenues	13,921	2,191	2,088	3,350	3,350	52.90%
Source 49	0	0	0	0	0	-----
<b>Total Budget Revenue</b>	<b>2,088,636</b>	<b>2,078,385</b>	<b>1,038,703</b>	<b>2,271,866</b>	<b>2,312,085</b>	<b>11.24%</b>

**SUMMARY of EXPENDITURES**

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
SEWER	904,401	1,054,769	398,315	947,928	1,198,308	13.61%
WATER	919,769	1,024,072	354,545	955,328	1,113,777	8.76%
<b>Total Budget Expenditures</b>	<b>1,824,170</b>	<b>2,078,841</b>	<b>752,860</b>	<b>1,903,256</b>	<b>2,312,085</b>	<b>11.22%</b>

Difference in Revenues over Expenditures	<b>264,467</b>	<b>(456)</b>	<b>285,843</b>	<b>368,610</b>	<b>0</b>
--	----------------	--------------	----------------	----------------	----------

# REVENUES

## UTILITY FUND - FUND 600

### Budget Summary

<b>Non-Operating Income</b>	

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
4210	Water: Non Operating Income	14,951	20,000	21,776	29,500	16,902	-15.49%
4211	Sewer: Non Operating Income	8,367	0	0	0	0	-----
4212	Loss on Retirement	0	0	0	0	0	-----
4213	Impact Fees - Water	0	0	13,104	20,749	28,393	-----
4214	Impact Fees - Sewer	0	0	32,372	51,256	70,140	-----
4221	Contributions from TIF	0	0	0	0	0	-----
4250	Misc. Amortization Regulatory	0	0	0	0	0	-----
<b>Total NON-OPERATING INCOME Rev</b>		<b>23,318</b>	<b>20,000</b>	<b>67,252</b>	<b>101,505</b>	<b>115,435</b>	<b>477.18%</b>

<b>Sewer Sales Revenue</b>	

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
4560	Flat Rate Service - Residential	1,947	2,000	982	2,000	2,000	0.00%
4561	Flat Rate Service - Commercial	91	100	42	100	100	0.00%
4562	Measured Service - Residential	145,341	149,000	72,270	178,000	180,000	20.81%
4563	Measured Service - Commercial	799,692	828,000	393,558	890,000	892,000	7.73%
4564	Public Authority - Sewer	18,433	16,000	9,377	20,000	20,000	25.00%
4570	Forfeited Discounts - Sewer	8,691	6,000	2,911	8,500	9,000	50.00%
<b>Total SEWER SALES Revenue</b>		<b>974,194</b>	<b>1,001,100</b>	<b>479,140</b>	<b>1,098,600</b>	<b>1,103,100</b>	<b>10.19%</b>

<b>Water Sales Revenue</b>	

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
4640	Unmetered sales to General Customer	5,713	1,800	356	1,000	1,500	-16.67%
4641	Metered Sales - Residential	486,556	483,042	218,108	492,000	494,000	2.27%
4642	Metered Sales - Commercial	61,070	59,110	27,917	66,000	84,000	42.11%
4643	Public Fire Protection - Water	312,271	315,000	156,600	313,200	313,200	-0.57%
4644	Public Authority - Water	14,570	13,581	6,822	14,500	15,500	14.13%
4645	Private Fire Protection - Water	33,486	32,711	16,197	32,711	33,000	0.88%
4646	Metered Sales - Multi-Family	37,522	34,851	16,207	38,000	38,000	9.04%
4650	Forfeited Discounts - Water	5,626	3,846	1,718	6,000	6,000	56.01%
4651	Misc. Service Revenues - Water	0	4,000	0	0	0	-100.00%
4652	Other Water Revenues	116,388	107,153	46,298	105,000	105,000	-2.01%
4699	Miscellaneous Revenue	4,000	0	0	0	0	-----
<b>Total WATER SALES Revenue</b>		<b>1,077,202</b>	<b>1,055,094</b>	<b>490,223</b>	<b>1,068,411</b>	<b>1,090,200</b>	<b>3.33%</b>

**REVENUES**  
**UTILITY FUND - FUND 600**

<b>Miscellaneous Revenues</b>	

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
4810	Miscellaneous Revenue - Sewer	12,560	1,000	0	500	500	-50.00%
4811	Interest Income - Sewer	98	100	41	100	100	0.00%
4812	Interest Income - Water	985	851	1,541	2,000	2,000	135.02%
4813	Interest Income - Impact Fees	279	240	506	750	750	212.50%
	<b>Total MISCELLANEOUS Revenue</b>	<b>13,921</b>	<b>2,191</b>	<b>2,088</b>	<b>3,350</b>	<b>3,350</b>	<b>52.90%</b>

<b>Source 49</b>	

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
4920	Unamortized Debt Discount	0	0	0	0	0	-----
	<b>Total SOURCE 49 Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	-----

<b>Total Budget Revenues</b>	<b>2,088,636</b>	<b>2,078,385</b>	<b>1,038,703</b>	<b>2,271,866</b>	<b>2,312,085</b>	<b>11.24%</b>
------------------------------	------------------	------------------	------------------	------------------	------------------	---------------

# SEWER

## UTILITY FUND - FUND 600

**MISSION STATEMENT:**

To provide efficient and high quality sanitary sewer service to the Village Utility customers while holding costs and minimizing impacts to the residents.

**PROGRAM DESCRIPTION:**

The Sanitary Sewer Utility provides sanitary sewer services to the properties within the Village. The sewer mains connect to nearly every building throughout the Village in order to convey the wastewater to the Madison Metropolitan Sewerage District for treatment. The Utility has 1/3 of the main lines cleaned and televised on a yearly basis with the intent of keeping the sewer lines clean and functional for all users.

**PROGRAM OBJECTIVES:**

Continue to improve efficiency through billing and collection system in online program.

Review and consider options for management and mitigation of wastewater treatment standards.

### SEWER BUDGET SUMMARY

REVENUES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	<b>Allocated Revenues</b>	<b>0</b>	<b>52,569</b>	<b>0</b>	<b>0</b>	<b>24,468</b>	<b>-53.46%</b>
4211	Sewer: Non Operating Income	8,367	0	0	0	0	-----
4214	Impact Fees - Sewer	0	0	32,372	51,256	70,140	-----
4560	Flat Rate Service - Residential	1,947	2,000	982	2,000	2,000	0.00%
4561	Flat Rate Service - Commercial	91	100	42	100	100	0.00%
4562	Measured Service - Residential	145,341	149,000	72,270	178,000	180,000	20.81%
4563	Measured Service - Commercial	799,692	828,000	393,558	890,000	892,000	7.73%
4564	Public Authority - Sewer	18,433	16,000	9,377	20,000	20,000	25.00%
4570	Forfeited Discounts - Sewer	8,691	6,000	2,911	8,500	9,000	50.00%
4810	Miscellaneous Revenue - Sewer	12,560	1,000	0	500	500	-50.00%
4811	Interest Income - Sewer	98	100	41	100	100	0.00%
	<b>Total Revenue</b>	<b>995,219</b>	<b>1,054,769</b>	<b>511,553</b>	<b>1,150,456</b>	<b>1,198,308</b>	<b>13.61%</b>

Notes:

**4214** New account for the impact fees paid to new development abutting Holscher Road.

**4560 -** Similar to the valuation increases seen in the General Fund, new construction adds customers to the utility that increases the amount of water that has to be treated. This increases the revenue needed to offset the corresponding cost to treat the water prior to its discharge.

## SEWER (continued)

### UTILITY FUND - FUND 600

#### EXPENDITURES

#### SEWER TRANSPORTATION

		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
56-0020							
151	Social Security	621	0	53	250	250	-----
152	Fringe Benefits	2,179	0	115	500	500	-----
820	MMSD Treatment Charges	490,466	529,000	147,087	529,000	575,000	8.70%
821	Power Purchased for Pumping	3,995	4,700	2,836	4,700	5,000	6.38%
827	Supplies and Expenses	190	500	218	500	500	0.00%
828	Transportation Expenses	16,703	20,000	10,530	17,000	20,000	0.00%
<b>Total SEWER TRANS Expense</b>		<b>514,154</b>	<b>554,200</b>	<b>160,838</b>	<b>551,950</b>	<b>601,250</b>	<b>8.49%</b>

#### Notes:

- 820** All of the Village's wastewater is conveyed through a system of pipes to MMSD where it is treated and returned to the drainage basin. The Village contracts with MMSD to share in the cost for wastewater treatment as a means to save from having to building our own treatment facility. This facility is shared with the City of Madison, Middleton, Monona, Fitchburg, and others in the area. They are governed by a separate board whom allocates the revenue collected to pay for the expenses to operate the facility.
- 821** Not all of the Village's system is entirely gravity fed and some pumping is required through lift stations to move wastewater through the system where elevation is an issue.

#### SEWER MAINTENANCE

		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
56-0030							
151	Social Security	2,031	3,869	910	2,300	2,300	-40.55%
152	Fringe Benefits	3,511	12,398	2,059	3,000	3,500	-71.77%
831	EE Maint-Sewerage Collections	36,100	37,500	22,399	37,000	37,500	0.00%
832	EE Maintenance - Pumping Equip	29,632	65,361	30,530	45,000	45,000	-31.15%
834	Maintenance - General Plant	1,155	5,000	395	5,100	5,100	2.00%
835	Maintenance - Sewer Collections	0	0	637	637	0	-----
<b>Total SEWER MAINTENANCE Expense</b>		<b>72,429</b>	<b>124,128</b>	<b>56,930</b>	<b>93,037</b>	<b>93,400</b>	<b>-24.76%</b>

#### Notes:

- 151 -** Administration and Public Works Staff as well as the Village Board have a portion of their costs for Social Security and
- 152** Fringe Benefits charged to the Sewer portion of the Utility Fund to account for the cost spent on Sewer related responsibilities. This is the same throughout the Utilities Budget and the actual percentages of distribution can be found within the Personnel Expenses of the General Fund (100).
- 831 -** A lot of the time spent by Public Works Staff relates to cleaning the sewer on a rotational basis, eliminating known
- 832** blockages, keeping the pumps operational, and televising the lines to monitor for deterioration. The budgeted expense is based on a proportionate share of expected time to complete these tasks. The anticipated reduction is put forth to better align the actual costs with budgeted projections. Also includes the cost of hiring contractors to assist Staff in maintenance needs.

## SEWER (continued)

### UTILITY FUND - FUND 600

EXPENDITURES (continued)

SEWER BILLINGS

		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
56-0040							
151	Social Security	2,227	2,058	1,381	1,500	600	-70.85%
152	Fringe Benefits	10,535	8,301	6,705	9,000	600	-92.77%
840	Billing and Accounting	30,844	23,687	20,082	23,600	7,500	-68.34%
842	Meter Reading Labor	464	2,033	293	500	500	-75.41%
844	Maint/Test of Meters	0	6,300	0	6,300	6,300	0.00%
<b>Total SEWER BILLINGS Expense</b>		<b>44,070</b>	<b>42,379</b>	<b>28,462</b>	<b>40,900</b>	<b>15,500</b>	<b>-63.43%</b>

Notes:

- 840** Billing and collections is a combined effort between the part-time Utility Clerk and Finance Director to properly distribute bills and then accurately collection the payments. This line item is provided to pay for a portion of the costs for these two positions as appropriate.

SEWER ADMINISTRATION

		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
56-0050							
151	Social Security	2,908	2,700	1,357	2,900	2,960	9.63%
152	Fringe Benefits	6,087	14,545	3,021	6,000	10,155	-30.18%
850	Admin & General Salaries	38,960	53,676	18,214	38,000	38,702	-27.90%
851	Admin Office Supplies & Exp	6,064	5,000	2,518	5,000	5,000	0.00%
852	Outside Services	20,257	29,000	23,928	29,000	29,000	0.00%
853	Insurance Expenses	21,205	24,000	1,299	24,000	54,058	125.24%
854	Retiree HRA Contributions	4,407	10,000	0	10,000	10,000	0.00%
857	Rents	63,354	63,360	31,677	63,360	63,360	0.00%
<b>Total SEWER ADMINISTRATION Expense</b>		<b>163,243</b>	<b>202,281</b>	<b>82,015</b>	<b>178,260</b>	<b>213,235</b>	<b>5.42%</b>

Notes:

- 850** These expenses represent the portion of wages dedicated to Sewer for the Administrator/Treasurer, Clerk/Deputy Treasurer, Finance Director, Village Board, and Administrative Office Staff in order to account for their time spent on related management of the Utility.
- 852** Funds are provided for use on consultants (i.e. Village Engineer) to assist in the management of the system.
- 853** Large increase for 2017 mainly due to expected Worker's Compensation cost and changes to the distribution.
- 857** The Utility functions through the use of Public Works Staff of which it pays for their time, but also requires the use of facilities owned by the General Fund. This line item provides payment to that fund to account for its fair share of the cost of this asset.

## SEWER (continued)

### UTILITY FUND - FUND 600

EXPENDITURES (continued)

MISCELLANEOUS SEWER

		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
56-0060							
403	Depreciation Expense	95,705	96,000	48,000	48,000	96,000	0.00%
428	Amortization - Sewer	0	1,460	0	1,460	1,460	0.00%
<b>Total MISCELLANEOUS SEWER Expense</b>		<b>95,705</b>	<b>97,460</b>	<b>48,000</b>	<b>49,460</b>	<b>97,460</b>	<b>0.00%</b>

Notes:

- 403** Depreciation costs are expensed in the operating budget in order to account for the decrease in value of the sewer assets over time. This helps to build the reserves in order to maintain an appropriate level of cash flow and fund future projects to replace the same assets offsetting the need for borrowing.

DEPARTMENT 80

		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
56-0080							
427	Debt Interest	11,502	32,321	21,090	32,321	22,463	-30.50%
437	Debt Principal	0	0	0	0	130,000	-----
<b>Total DEPARTMENT 80 Expense</b>		<b>11,502</b>	<b>32,321</b>	<b>21,090</b>	<b>32,321</b>	<b>152,463</b>	<b>371.71%</b>

Notes:

- 427 -** Annual principal and interest payment on debt service related to sewer capital projects. Payment in 2016 was interest only followed by the first principal and interest payment in 2017.

SEWER CONTINGENCY

		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
56-0090							
160	Operating Contingency	3,298	2,000	981	2,000	25,000	1150.00%
<b>Total SEWER CONTINGENCY Expense</b>		<b>3,298</b>	<b>2,000</b>	<b>981</b>	<b>2,000</b>	<b>25,000</b>	<b>1150.00%</b>

Notes:

- 160** A small contingency is provided for to pay for unanticipated expenses within the operating year.

<b>Total SEWER Expenditures</b>	<b>904,401</b>	<b>1,054,769</b>	<b>398,315</b>	<b>947,928</b>	<b>1,198,308</b>	<b>13.61%</b>
---------------------------------	----------------	------------------	----------------	----------------	------------------	---------------

# WATER

## UTILITY FUND - FUND 600

**MISSION STATEMENT:**

To provide efficient and high quality water service to the Village Utility customers while holding costs and minimizing impacts to the residents.

**PROGRAM DESCRIPTION:**

The Water Utility provides drinking water service to the residents of the Village. The Utility tests the water on a daily, weekly, monthly, and yearly basis as required by the Department of Natural Resources. The water mains connect to nearly every building throughout the Village. The Utility flushes all water mains throughout the Village on a year basis, turns one third of all the water main valves annually, and monitors condition of the pipes in order to provide quality drinking water to its customers.

**PROGRAM OBJECTIVES:**

Continue to improve efficiency through billing and collection system in online program.

Limit or prevent all service outages as available and practicable through the capital improvement program and responsive service to main breaks.

### WATER BUDGET SUMMARY

REVENUES	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
<b>Allocated Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	-----
4210 Water: Non Operating Income	14,951	20,000	21,776	29,500	16,902	-15.49%
4213 Impact Fees - Water	0	0	13,104	20,749	28,393	-----
4640 Unmetered sales to General Customer	5,713	1,800	356	1,000	1,500	-16.67%
4641 Metered Sales - Residential	486,556	483,042	218,108	492,000	494,000	2.27%
4642 Metered Sales - Commercial	61,070	59,110	27,917	66,000	84,000	42.11%
4643 Public Fire Protection - Water	312,271	315,000	156,600	313,200	313,200	-0.57%
4644 Public Authority - Water	14,570	13,581	6,822	14,500	15,500	14.13%
4645 Private Fire Protection - Water	33,486	32,711	16,197	32,711	33,000	0.88%
4646 Metered Sales - Multi-Family	37,522	34,851	16,207	38,000	38,000	9.04%
4650 Forfeited Discounts - Water	5,626	3,846	1,718	6,000	6,000	56.01%
4651 Misc. Service Revenues - Water	0	4,000	0	0	0	-100.00%
4652 Other Water Revenues	116,388	107,153	46,298	105,000	105,000	-2.01%
4699 Miscellaneous Revenue	4,000	0	0	0	0	-----
4812 Interest Income - Water	985	851	1,541	2,000	2,000	135.02%
<b>Total Revenue</b>	<b>1,093,139</b>	<b>1,075,945</b>	<b>526,644</b>	<b>1,120,660</b>	<b>1,137,495</b>	<b>5.72%</b>

Notes:

- 4213** New account for the impact fees paid to new development abutting Holscher Road.
- 4641 -** Each property within the Village that is hooked up to the water system has a water meter to track their usage. Customers
- 4646** pay a fixed charge, consumption charge, and for public fire protection. All rates are set by the Public Service Commission upon application by the Village for a change in rate structure. These charges are coded and classified differently based on the property's use.
- 4652** Revenue collected from cellular companies for leasing space on the water tower for their antennas.

## WATER (continued)

### UTILITY FUND - FUND 600

#### EXPENDITURES

#### WATER SUPPLY

		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
57-0020							
151	Social Security	66	0	0	50	50	-----
152	Fringe Benefits	989	0	0	500	500	-----
600	EE Operation Labor	868	0	0	500	750	-----
603	Supplies and Testing	0	6,000	0	6,000	6,000	0.00%
605	Well #2 Remediation	0	0	0	0	0	-----
<b>Total WATER SUPPLY Expense</b>		<b>1,922</b>	<b>6,000</b>	<b>0</b>	<b>7,050</b>	<b>7,300</b>	<b>21.67%</b>

#### Notes:

- 151 -** Administration and Public Works Staff as well as the Village Board have a portion of their costs for Social Security and
- 152** Fringe Benefits charged to the Water portion of the Utility Fund to account for the cost spent on Water related responsibilities. This is the same throughout the Utilities Budget and the actual percentages of distribution can be found within the Personnel Expenses of the General Fund (100).
- 600** The Water Supply is accessed through high capacity wells that pump the water from several hundred feet below ground into the system. All of this work is done through the pumps and there is a small amount of labor to oversee what is mostly an automated system.

#### WATER PUMPING

		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
57-0030							
151	Social Security	3,052	2,000	1,207	2,500	3,000	50.00%
152	Fringe Benefits	5,914	6,409	2,591	5,000	5,000	-21.98%
620	EE Operation Labor	20,509	25,000	15,945	20,000	20,000	-20.00%
622	Power for Pumping	39,698	39,000	20,109	40,000	40,000	2.56%
623	Supplies and Expenses	2,829	6,000	1,093	6,000	6,000	0.00%
625	Maint. Of Pumping Plant	11,786	7,000	1,010	7,000	6,500	-7.14%
<b>Total WATER PUMPING Expense</b>		<b>83,788</b>	<b>85,409</b>	<b>41,956</b>	<b>80,500</b>	<b>80,500</b>	<b>-5.75%</b>

#### Notes:

- 620** Labor costs associated with maintaining the pumps so that water is continually accessing the system.

**WATER (continued)**  
**UTILITY FUND - FUND 600**

EXPENDITURES (continued)

WATER TREATMENT

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
57-0040							
151	Social Security	537	240	137	500	500	108.33%
152	Fringe Benefits	1,710	769	719	1,000	1,000	30.04%
630	EE - Operation Labor	3,465	3,000	1,836	3,600	3,000	0.00%
631	Chemicals	10,405	14,000	4,730	14,000	14,000	0.00%
635	Maint. Of Water Treatment Plant	8,494	4,000	2,205	4,000	4,000	0.00%
<b>Total WATER TREATMENT Expense</b>		<b>24,610</b>	<b>22,009</b>	<b>9,627</b>	<b>23,100</b>	<b>22,500</b>	<b>2.23%</b>

TRANSMISSION AND DISTRIBUTION

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
57-0050							
151	Social Security	5,029	1,629	1,948	4,000	5,000	206.94%
152	Fringe Benefits	11,954	5,220	5,952	11,000	12,000	129.89%
640	EE - Operation Labor	18,349	20,360	10,893	15,000	15,000	-26.33%
641	Operation Supplies and Expenses	2,540	3,000	2,552	3,100	3,100	3.33%
650	Tower Painting and Reserve	0	27,500	0	27,500	27,500	0.00%
651	EE Maintenance - Mains	25,967	30,000	12,763	24,000	25,000	-16.67%
652	EE Maintenance - Services	11,183	17,000	6,060	12,000	12,000	-29.41%
653	EE Maintenance - Meters	5,836	6,400	2,116	4,000	6,000	-6.25%
654	EE Maintenance - Hydrants	11,577	16,500	6,572	12,000	14,000	-15.15%
<b>Total TRANSMISSION AND DIST. Expense</b>		<b>92,434</b>	<b>127,609</b>	<b>48,856</b>	<b>112,600</b>	<b>119,600</b>	<b>-6.28%</b>

Notes:

- 651** - These accounts represent the main accounts for Village Staff to maintain and distribute water throughout the system including to homes, businesses, and for fire protection. Labor spent on the maintenance of mains, services, meters, and hydrants varies from year to year.
- 654**

## WATER (continued)

### UTILITY FUND - FUND 600

#### EXPENDITURES (continued)

#### METER READINGS

		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
57-0060							
151	Social Security	2,566	1,655	1,452	1,500	600	-63.75%
152	Fringe Benefits	11,929	8,301	7,305	7,500	600	-92.77%
901	Meter Reading Labor	481	1,937	360	500	500	-74.19%
902	Accounting and Collections Labor	33,120	20,687	20,092	20,000	7,500	-63.75%
903	Supplies and Expenses Cust Accounts	9,788	3,200	952	3,200	3,185	-0.47%
<b>Total METER READINGS Expense</b>		<b>57,884</b>	<b>35,780</b>	<b>30,160</b>	<b>32,700</b>	<b>12,385</b>	<b>-65.39%</b>

#### Notes:

**902** Represents a portion of the labor costs for the part-time Utility Clerk position.

#### WATER ADMINISTRATION

		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
57-0070							
151	Social Security	4,060	5,340	1,762	3,250	3,224	-39.63%
152	Fringe Benefits	9,525	18,103	4,043	10,000	11,115	-38.60%
920	Admin and General Salaries	46,868	66,749	23,605	46,000	42,136	-36.87%
921	Admin Office Supplies and Expenses	3,598	7,500	1,410	7,500	7,500	0.00%
923	Outside Services	20,954	40,000	32,488	40,000	40,000	0.00%
924	Insurance Expenses	38,007	43,945	2,706	30,000	30,702	-30.14%
926	Retiree HRA Contributions	4,605	10,000	0	10,000	10,000	0.00%
928	Regulatory Commission Expenses	0	1,500	0	1,500	1,500	0.00%
930	Misc. General Expenses	37,313	35,000	22,984	35,000	35,000	0.00%
933	Transportation Expenses	16,020	30,000	9,477	27,000	35,000	16.67%
<b>Total WATER ADMINISTRATION Expense</b>		<b>180,948</b>	<b>258,137</b>	<b>98,475</b>	<b>210,250</b>	<b>216,177</b>	<b>-16.25%</b>

#### Notes:

**920** Includes a portion of the wages for the Administrator/Treasurer, Clerk/Deputy Treasurer, Finance Director, and other municipal support Staff. Funding is allocated to the Utility for these positions to account for Staff responsibilities in bill payments, deposits, budget development, and other special projects.

**923** Funding is provided for engineering, auditing, and other consultants as needed.

**924** Water shares in the expenses for Village insurance as a means to provide coverage for its assets.

## WATER (continued)

### UTILITY FUND - FUND 600

EXPENDITURES (continued)

MISCELLANEOUS WATER		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
57-0080							
395	Bad Debt Expense	500	0	0	0	0	-----
403	Depreciation Expense	149,167	145,200	65,400	145,200	145,200	0.00%
408	Taxes - Water Dept	(5,040)	0	(3,000)	0	0	-----
409	Transfer - Tax Equivalent	210,764	230,000	0	230,000	230,000	0.00%
427	Debt Interest	1,252	38,728	25,270	38,728	26,915	-30.50%
	Debt Principal	0	0	0	0	155,000	-----
430	Interest (Short Term Debt) - Water	13,785	0	0	0	0	-----
500	Debt Issuance Expense	31,163	0	0	0	0	-----
<b>Total MISCELLANEOUS WATER Expense</b>		<b>401,591</b>	<b>413,928</b>	<b>87,670</b>	<b>413,928</b>	<b>557,115</b>	<b>34.59%</b>

Notes:

- 403** Depreciation costs are expensed in the operating budget in order to account for the decrease in value of the water assets over time. This helps to build the reserves in order to maintain an appropriate level of cash flow and fund future projects to replace the same assets offsetting the need for borrowing.
- 409** The Public Service Commission requires the Water Utility to pay a fair share of its taxes if it were not a tax exempt land use. This amount is determined by the Auditor and approved by the PSC as a transfer from the Utility Fund to the General Fund.
- 427 -** Annual principal and interest payment on debt service related to water capital projects. Payment in 2016 was interest  
**???** only followed by the first principal and interest payment in 2017.

DEPARTMENT 81		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
57-0081							
403	Depreciation Expense on CIAC	76,539	73,200	37,800	73,200	73,200	0.00%
<b>Total DEPARTMENT 81 Expense</b>		<b>76,539</b>	<b>73,200</b>	<b>37,800</b>	<b>73,200</b>	<b>73,200</b>	<b>0.00%</b>

Notes:

- 403** Depreciation costs are expensed in the operating budget in order to account for the decrease in value of the water assets over time. This helps to build the reserves in order to maintain an appropriate level of cash flow and fund future projects to replace the same assets offsetting the need for borrowing.

WATER CONTINGENCY		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
57-0090							
160	Operating Contingency	51	2,000	0	2,000	25,000	1150.00%
<b>Total WATER CONTINGENCY Expense</b>		<b>51</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>25,000</b>	<b>1150.00%</b>

Notes:

- 160** A small contingency is provided for to pay for unanticipated expenses within the operating year.

<b>Total WATER Expenditures</b>	<b>919,769</b>	<b>1,024,072</b>	<b>354,545</b>	<b>955,328</b>	<b>1,113,777</b>	<b>8.76%</b>
---------------------------------	----------------	------------------	----------------	----------------	------------------	--------------

**Village of McFarland**  
**2017 Stormwater Utility Fund Operating Budget**

**SUMMARY of REVENUES**

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
Fees	461,542	513,281	241,444	517,750	528,000	2.87%
Taxes	0	0	0	0	0	-----
Intergovernmental Aid	11,452	11,036	7,745	16,994	20,153	82.61%
Permits	9,620	4,250	7,990	14,250	14,250	235.29%
Public Charges for Services	8,960	11,300	8,405	10,000	10,000	-11.50%
Other Financing Sources	6,667	1,600	1,114	5,000	5,000	212.50%
<b>Total Budget Revenue</b>	<b>498,242</b>	<b>541,467</b>	<b>266,699</b>	<b>563,994</b>	<b>577,403</b>	<b>6.64%</b>

**SUMMARY of EXPENDITURES**

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
STORMWATER MANAGEMENT	369,946	546,937	201,254	491,333	577,403	5.57%
<b>Total Budget Expenditures</b>	<b>369,946</b>	<b>546,937</b>	<b>201,254</b>	<b>491,333</b>	<b>577,403</b>	<b>5.57%</b>
Difference in Revenues over Expenditures	<b>128,296</b>	<b>(5,470)</b>	<b>65,445</b>	<b>72,661</b>	<b>0</b>	

**REVENUES**  
**STORMWATER UTILITY FUND - FUND 650**

**Budget Summary**

<b>Fees</b>	

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
4040	STW: User Charges	458,840	510,281	240,247	515,000	525,000	2.88%
4070	Forfeited Discounts - STW	2,703	3,000	1,198	2,750	3,000	0.00%
	<b>Total FEES Revenue</b>	<b>461,542</b>	<b>513,281</b>	<b>241,444</b>	<b>517,750</b>	<b>528,000</b>	<b>2.87%</b>

Notes:

**4040** Each property is charged a fee for their share in the expense of the stormwater utility similar to charges for service in other utilities. The fee is recommended to stay the same but collections should increase slightly due to new development.

<b>Taxes</b>	

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
4111	Property Taxes	0	0	0	0	0	-----
	<b>Total TAXES Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-----</b>

<b>Intergovernmental Aid</b>	

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
4210	State/County Grants	0	0	0	0	0	-----
4213	Impact Fees - Stormwater	0	0	3,763	5,958	8,153	-----
4221	Transfer In	0	0	0	0	0	-----
4279	Monona Portion - Bldg Insp.	11,452	11,036	3,982	11,036	12,000	8.74%
	<b>Total INTERGOVERNMENTAL AID Rev</b>	<b>11,452</b>	<b>11,036</b>	<b>7,745</b>	<b>16,994</b>	<b>20,153</b>	<b>82.61%</b>

Notes:

**4279** A portion of the cost of the Building Inspector is charged to the Utility and to offset some of this expense, some of the revenue received from Monona to share in the position is deposited into the fund.

**REVENUES**  
**STORMWATER UTILITY FUND - FUND 650**

<b>Permits</b>		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
4344	Erosion Control Permits	9,550	4,000	7,750	14,000	14,000	250.00%
4350	Yard Waste Permits	70	250	240	250	250	0.00%
<b>Total PERMITS Revenue</b>		<b>9,620</b>	<b>4,250</b>	<b>7,990</b>	<b>14,250</b>	<b>14,250</b>	<b>235.29%</b>

Notes:

**4344** Permit fees collected for new construction in order to review and approve erosion control plans.

<b>Public Charges for Services</b>		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
4590	Property Rental	8,960	8,800	8,405	10,000	10,000	13.64%
4599	Miscellaneous Revenue	0	2,500	0	0	0	-100.00%
<b>Total PUBLIC CHARGES Revenue</b>		<b>8,960</b>	<b>11,300</b>	<b>8,405</b>	<b>10,000</b>	<b>10,000</b>	<b>-11.50%</b>

Notes:

**4590** Revenue received from Village owned properties rented to private individuals or entities.

<b>Other Financing Sources</b>		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
4615	Interest on Temp Investments	667	400	1,004	1,500	1,500	275.00%
4618	Insurance Refunds Recoveries	0	0	0	0	0	-----
4620	Miscellaneous Revenue	6,000	1,200	111	3,500	3,500	191.67%
4699	Application of Fund Balance	0	0	0	0	0	-----
<b>Total OTHER FINANCING Revenue</b>		<b>6,667</b>	<b>1,600</b>	<b>1,114</b>	<b>5,000</b>	<b>5,000</b>	<b>212.50%</b>

<b>Total Budget Revenues</b>	<b>498,242</b>	<b>541,467</b>	<b>266,699</b>	<b>563,994</b>	<b>577,403</b>	<b>6.64%</b>
------------------------------	----------------	----------------	----------------	----------------	----------------	--------------

# STORMWATER MANAGEMENT

## STORMWATER UTILITY FUND - FUND 650

**MISSION STATEMENT:**

The Stormwater Utility strives to properly manage the conveyance and treatment of stormwater for the protection of property and the environment as may be necessary and feasible.

**PROGRAM DESCRIPTION:**

The Stormwater Utility provides an infrastructure through out the Village with the goal of obtaining maximum water quality clean up before the water enters our lakes, rivers, and streams. The Utility also evaluates the system to try to improve the management of storm water quantity, as it effects the lands through out the Village.

**PROGRAM OBJECTIVES:**

Review and study opportunities to improve stormwater conveyance.

Review all new developments to ensure compliance with Village Ordinance on stormwater management.

### STORMWATER MANAGEMENT BUDGET SUMMARY

**REVENUES**

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
<b>Allocated Revenues</b>	<b>369,946</b>	<b>546,937</b>	<b>201,254</b>	<b>491,333</b>	<b>577,403</b>	<b>5.57%</b>

**EXPENDITURES**

**PERSONNEL EXPENSES**

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
53-3040						
110 Salaries	95,508	130,524	46,236	100,000	120,746	-7.49%
112 Overtime	1	7,269	0	7,000	7,055	-2.94%
151 Social Security	10,128	10,442	3,941	10,500	10,499	0.55%
152 Fringe Benefits	25,484	40,516	12,806	30,000	33,681	-16.87%
155 Retiree HRA Contributions	4,334	10,000	0	10,000	5,000	-50.00%
<b>Total PERSONNEL Expense</b>	<b>135,455</b>	<b>198,751</b>	<b>62,983</b>	<b>157,500</b>	<b>176,981</b>	<b>-10.95%</b>

Notes:

- 110 -** Includes a portion of the wages for Administrative, Public Works, Village Board, and other Staff as allocated to account
- 112** for the cost to manage and operate the utility. Percentages of allocation vary by Department and can be viewed in more detail within the General Fund (100) expense budget for wages.
- 151 -** A portion of the costs for Social Security and Fringe Benefits related to wages above are charged to the Utility to account
- 152** for the cost spent on related responsibilities. This is the same throughout this budget and the actual percentages of distribution can be found within the Personnel Expenses of the General Fund (100).
- 155** The Village has setup a separate fund to account for the future cost of retirees. Each fund in which wages are paid out through personnel expenses are transferred into the fund to pay for post-employment benefits as may be applicable.

**STORMWATER MANAGEMENT (continued)**  
**STORMWATER UTILITY FUND - FUND 650**

EXPENDITURES (continued)

SERVICES

		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
53-3040							
210	MAMSWAP	4,443	4,443	4,615	4,615	4,650	4.66%
211	Legal Services	848	1,500	0	1,500	1,500	0.00%
212	Audit Services	4,009	5,700	8,898	10,000	9,000	57.89%
215	Engineering Services	622	7,500	1,429	5,000	5,000	-33.33%
220	Detention Basin Maintenance	4,791	7,500	1,070	5,000	5,000	-33.33%
230	Sewer Maintenance	8,437	10,000	9,704	13,000	13,000	30.00%
231	Street Sweeping	15,718	20,000	6,884	15,000	15,000	-25.00%
232	Yard Waste Services	18,480	18,000	6,705	18,000	18,000	0.00%
235	Monitoring/Testing	0	2,500	0	0	0	-100.00%
236	Locates	0	250	0	0	0	-100.00%
240	Permits	0	1,000	0	0	0	-100.00%
242	Adapt Mgmt	6,200	6,200	6,200	6,200	13,000	109.68%
245	Facility Rent	11,631	11,360	5,828	11,360	11,360	0.00%
246	Equipment Rent	9,756	9,570	4,878	9,570	9,570	0.00%
250	Insurance	13,756	6,189	1,407	6,189	18,764	203.18%
255	Newsletter Expense	1,822	2,000	927	2,000	2,000	0.00%
260	Rental Property Expenses	3,761	1,500	3,253	3,300	3,800	153.33%
265	Uninsured Losses	0	0	6,460	6,500	0	-----
<b>Total SERVICES Expense</b>		<b>104,276</b>	<b>115,212</b>	<b>68,257</b>	<b>117,234</b>	<b>129,644</b>	<b>12.53%</b>

Notes:

- 210** The Village is a member of a regional association in Dane County in order to file a joint permit for stormwater.
- 212** Additional funds are needed to pay for the actual cost of the annual audit as it reflects on the utility.
- 220 -** The Utility helps to fund the maintenance of storm sewers including cleaning as needed, street sweeping, and yard waste services to help control debris entering the system.
- 232**
- 245** The Utility relies on the labor and equipment owned by the General Fund, and similar to how allocations are paid to account for the wages paid to operate the services there is a charge for rent paid to the General Fund.
- 250** Large increase for 2017 mainly due to expected Worker's Compensation cost and changes to the distribution.

## STORMWATER MANAGEMENT (continued)

### STORMWATER UTILITY FUND - FUND 650

EXPENDITURES (continued)

OTHER OPERATING EXPENSES

		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
53-3040							
310	Office Supplies	1,641	1,500	1,023	1,500	1,500	0.00%
325	Equipment Maintenance	1,295	2,100	2,526	2,500	2,500	19.05%
330	Education and Travel	0	750	603	750	1,000	33.33%
340	Operating Supplies	2,545	2,000	2,434	3,700	3,700	85.00%
<b>Total OTHER OPERATING Expense</b>		<b>5,482</b>	<b>6,350</b>	<b>6,586</b>	<b>8,450</b>	<b>8,700</b>	<b>37.01%</b>

Notes:

**330** Slight increase to better account for funding necessary to meet training needs within the Utility.

MATERIALS

		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
53-3040							
403	Depreciation Expense	101,012	74,400	46,200	74,400	74,400	0.00%
428	Amortization - Debt Issuance Costs	6,245	0	0	0	0	-----
429	Amortization of Premium	(1,919)	0	0	0	0	-----
<b>Total MATERIALS Expense</b>		<b>105,338</b>	<b>74,400</b>	<b>46,200</b>	<b>74,400</b>	<b>74,400</b>	<b>0.00%</b>

Notes:

**403** Depreciation costs are expensed in the operating budget in order to account for the decrease in value of the stormwater assets over time. This helps to build the reserves in order to maintain an appropriate level of cash flow and fund future projects to replace the same assets offsetting the need for borrowing.

OTHER EXPENSES

		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
53-3040							
510	'11 875k Borr Interest	19,146	11,975	6,000	12,000	20,178	68.50%
511	Interest 2015 Borrowing	0	14,249	9,297	14,249	0	-100.00%
520	'11 875k Borr Principal	0	85,000	0	85,000	145,000	70.59%
521	Principal 2015 Borrowing	0	0	0	0	0	-----
<b>Total OTHER Expense</b>		<b>19,146</b>	<b>111,224</b>	<b>15,297</b>	<b>111,249</b>	<b>165,178</b>	<b>48.51%</b>

Notes:

**510 - 520** Annual cost for Debt Service related to the Utility inclusion of all borrowing payments for 2017.

CAPITAL OUTLAY

		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
53-3040							
810	Small Capital	250	21,000	1,931	2,500	2,500	-88.10%
815	Sinking Funds	0	20,000	0	20,000	20,000	0.00%
<b>Total CAPITAL OUTLAY Expense</b>		<b>250</b>	<b>41,000</b>	<b>1,931</b>	<b>22,500</b>	<b>22,500</b>	<b>-45.12%</b>

Notes:

**815** Savings to be put toward the future replacement of the Street Sweeper.

<b>Total STORMWATER MGMT Expenditures</b>	<b>369,946</b>	<b>546,937</b>	<b>201,254</b>	<b>491,333</b>	<b>577,403</b>	<b>5.57%</b>
---	----------------	----------------	----------------	----------------	----------------	--------------

**Village of McFarland**  
**2017 Tax Increment District #3 Fund Operating Budget**

**SUMMARY of REVENUES**

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
Taxes	778,000	784,314	0	767,184	786,902	0.33%
Intergovernmental Aid	4,784	5,000	0	5,000	5,000	0.00%
Miscellaneous Revenue	91,769	632,583	2,965	83,500	83,500	-86.80%
Other Financing Sources	0	0	0	986,957	0	-----
<b>Total Budget Revenue</b>	<b>874,553</b>	<b>1,421,897</b>	<b>2,965</b>	<b>1,842,640</b>	<b>875,402</b>	<b>-38.43%</b>

**SUMMARY of EXPENDITURES**

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
GENERAL ADMINISTRATION	626,087	1,184,040	358,642	1,842,640	875,402	-26.07%
<b>Total Budget Expenditures</b>	<b>626,087</b>	<b>1,184,040</b>	<b>358,642</b>	<b>1,842,640</b>	<b>875,402</b>	<b>-26.07%</b>
Difference in Revenues over Expenditures	248,466	237,857	(355,677)	0	0	

**REVENUES**  
**TAX INCREMENT DISTRICT #3 - FUND 400**

**Budget Summary**

<b>Taxes</b>	

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
4111	Property Tax Increment	778,000	784,314	0	767,184	786,902	0.33%
	<b>Total TAXES Revenue</b>	<b>778,000</b>	<b>784,314</b>	<b>0</b>	<b>767,184</b>	<b>786,902</b>	<b>0.33%</b>

Notes:

**4111** The increment collected refers to the total property taxes collected within the TID Boundary using the full mill-rate. The equalized TID Increment Value as of 1/1/2016 was \$33,962,100 which is an increase from the prior year of \$570,200.

<b>Intergovernmental Aid</b>	

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
4225	State PP Exemption Reimbursement	4,784	5,000	0	5,000	5,000	0.00%
	<b>Total INTERGOVERNMENTAL AID Rev</b>	<b>4,784</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>0.00%</b>

<b>Miscellaneous Revenue</b>	

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
4810	Borrowing Proceeds	0	552,583	0	0	0	-100.00%
4811	Interest on Investments	802	0	2,965	3,500	3,500	-----
4820	Developers Fees	0	0	0	0	0	-----
4821	Developer Tax Guarantees	90,966	80,000	0	80,000	80,000	0.00%
	<b>Total MISCELLANEOUS Revenue</b>	<b>91,769</b>	<b>632,583</b>	<b>2,965</b>	<b>83,500</b>	<b>83,500</b>	<b>-86.80%</b>

Notes:

**4810** Borrowing was anticipated to fund the gap financing for Waubesa Village; however, adequate fund balance was available to pay the obligations and avoid the need for new debt service.

**4821** Agreements have language when a Developer requested Tax Increment Financing assistance that guarantees the project will reach a certain value. When it does not, the Developer pays the difference between the actual value and the guarantee in order to make sure the Village's investment is paid off as intended.

<b>Other Financing Sources</b>	

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
4910	Application of Fund Balance	0	0	0	986,957	0	-----
	<b>Total OTHER FINANCING Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>986,957</b>	<b>0</b>	<b>-----</b>

<b>Total Budget Revenues</b>	<b>874,553</b>	<b>1,421,897</b>	<b>2,965</b>	<b>1,842,640</b>	<b>875,402</b>	<b>-38.43%</b>
------------------------------	----------------	------------------	--------------	------------------	----------------	----------------

# GENERAL ADMINISTRATION

## TAX INCREMENT DISTRICT #3 FUND - FUND 400

**MISSION STATEMENT:**

To provide funding for the proper management and general oversight of Tax Increment District #3.

**PROGRAM DESCRIPTION:**

TID #3 is managed by the Village Administrator/Treasurer in conjunction with the Finance Director and Community Development Director. The work associated with the TID is typically driven by special projects or needs that arise in a given year. The funding from the budget is to pay Staff's time associated with TID related projects and consultants expenses associated with developments or projects. The boundaries of TID #3 generally encompass the portion of Terminal Drive north of Ivywood Trail, the north half of Triangle Street, and the portions of Meinders Road and Voges Road that are in the Village. The district was established in 2004 and amended in 2008 with a maximum life of 23 years.

**PROGRAM OBJECTIVES:**

Develop incentive program for funding to be made available to assist property owners with private improvements.

Growth of the Community Development Authority to better align with Village Goals.

### GENERAL ADMINISTRATION BUDGET SUMMARY

REVENUES

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
<b>Allocated Revenues</b>	<b>626,087</b>	<b>1,184,040</b>	<b>358,642</b>	<b>1,842,640</b>	<b>875,402</b>	<b>-26.07%</b>

EXPENDITURES

SERVICES

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
51-0061						
210 Legal Expenses	873	5,000	0	5,000	5,000	0.00%
211 Audit Expenses	1,095	1,850	1,100	2,000	2,000	8.11%
<b>Total SERVICES Expense</b>	<b>1,968</b>	<b>6,850</b>	<b>1,100</b>	<b>7,000</b>	<b>7,000</b>	<b>2.19%</b>

Notes:

**210** Legal expenses related to proposed development projects.

**211** Allocated share of municipal audit expenses and required reporting to the State.

**GENERAL ADMINISTRATION (continued)**  
**TAX INCREMENT DISTRICT #3 FUND - FUND 400**

EXPENDITURES (continued)

SERVICES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
51-0070							
210	Project Administration	33,715	42,531	16,946	42,500	45,653	7.34%
220	Planning/Engineering	7,875	10,000	0	10,000	10,000	0.00%
230	Economic Dev Assist	0	552,583	276,292	552,583	477,282	-13.63%
240	Rental Property Exp	781	16,000	13,766	16,000	0	-100.00%
<b>Total SERVICES Expense</b>		<b>42,372</b>	<b>621,114</b>	<b>307,004</b>	<b>621,083</b>	<b>532,935</b>	<b>-14.20%</b>

Notes:

- 210** Includes funding to pay for wages and benefits from Administration, Village Board, Community Development, and Public Works as allocated on a percentage basis.
- 220** Consultant expenses related to the general planning and engineering of TID #3.
- 230** Represents the approved gap financing for Waubesa Village development which was paid for with excess increment in 2016 and fund balance in order to save on interest expense by avoiding new debt service. Funding 2017 is provided for a possible second phase of Waubesa Village Development and other incentives as may be applicable.

CAPITAL OUTLAY

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
53-0030							
820	Capital Improvements	0	0	0	0	0	-----
830	Property Acquisition	0	0	0	0	0	-----
<b>Total CAPITAL OUTLAY Expense</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-----</b>

MISCELLANEOUS EXPENSES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
58-0010							
610	Principal Payments	365,000	430,000	0	430,000	185,000	-56.98%
<b>Total MISCELLANEOUS Expense</b>		<b>365,000</b>	<b>430,000</b>	<b>0</b>	<b>430,000</b>	<b>185,000</b>	<b>-56.98%</b>

Notes:

- 610** Principal payments due on TID financed debt.

**GENERAL ADMINISTRATION (continued)**  
**TAX INCREMENT DISTRICT #3 FUND - FUND 400**

EXPENDITURES (continued)

MISCELLANEOUS EXPENSES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
58-0020							
620	Interest Payments	122,064	126,076	50,538	126,076	77,784	-38.30%
	Advance to TID #4	94,684	0	0	658,481	72,683	-----
625	Debt Discount	0	0	0	0	0	-----
630	Interest Exp. On Advance From	0	0	0	0	0	-----
640	Debt Issuance Costs	0	0	0	0	0	-----
<b>Total MISCELLANEOUS Expense</b>		<b>216,748</b>	<b>126,076</b>	<b>50,538</b>	<b>784,557</b>	<b>150,467</b>	<b>19.35%</b>

Notes:

**620** Interest payments due on TID financed debt.

**???** Annually TID #3 has advanced funds to TID #4 in order to pay for its obligations while its increment has grown more slowly over time. These advances have been tracked since their inception and will be paid back from TID #4 to TID #3 with interest once the new value is created.

MISCELLANEOUS EXPENSES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
59-0023							
620	Repayment to General Fund	0	0	0	0	0	-----
630	Refund to Local Governments	0	0	0	0	0	-----
<b>Total MISCELLANEOUS Expense</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-----</b>

<b>Total GENERAL ADMIN Expenditures</b>	<b>626,087</b>	<b>1,184,040</b>	<b>358,642</b>	<b>1,842,640</b>	<b>875,402</b>	<b>-26.07%</b>
---	----------------	------------------	----------------	------------------	----------------	----------------

**Village of McFarland**  
**2017 Tax Increment District #4 Fund Operating Budget**

**SUMMARY of REVENUES**

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
Taxes	0	0	0	0	34,621	-----
Intergovernmental Aid	1,595	1,500	0	1,500	1,500	0.00%
Miscellaneous Revenue	4,698	500,100	0	100	250,100	-49.99%
Other Financing Sources	94,684	0	0	658,481	72,683	-----
<b>Total Budget Revenue</b>	<b>100,977</b>	<b>501,600</b>	<b>0</b>	<b>660,081</b>	<b>358,903</b>	<b>-28.45%</b>

**SUMMARY of EXPENDITURES**

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
GENERAL ADMINISTRATION	96,603	659,831	21,238	660,081	358,903	-45.61%
<b>Total Budget Expenditures</b>	<b>96,603</b>	<b>659,831</b>	<b>21,238</b>	<b>660,081</b>	<b>358,903</b>	<b>-45.61%</b>
Difference in Revenues over Expenditures	4,374	(158,231)	(21,238)	0	0	

**REVENUES**  
**TAX INCREMENT DISTRICT #4 - FUND 401**

**Budget Summary**

<b>Taxes</b>		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
4111	Property Tax Increment	0	0	0	0	34,621	-----
<b>Total TAXES Revenue</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>34,621</b>	<b>-----</b>

**Notes:**

**4111** The increment collected refers to the total property taxes collected within the TID Boundary using the full mill-rate. The equalized TID Increment Value as of 1/1/2016 was \$1,494,200 which is an increase from the prior year of \$1,131,300. First year TID #4 has collected increment.

<b>Intergovernmental Aid</b>		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
4225	State PP Exemption Reimbursement	1,595	1,500	0	1,500	1,500	0.00%
<b>Total INTERGOVERNMENTAL AID Rev</b>		<b>1,595</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>0.00%</b>

<b>Miscellaneous Revenue</b>		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
4810	Borrowing Proceeds	0	500,000	0	0	250,000	-50.00%
4811	Interest on Investments	323	100	0	100	100	0.00%
4820	Developers Fees	0	0	0	0	0	-----
4821	Developer Tax Guarantees	4,375	0	0	0	0	-----
4830	Proceeds from Lot Sales	0	0	0	0	0	-----
4845	Miscellaneous Revenue	0	0	0	0	0	-----
<b>Total MISCELLANEOUS Revenue</b>		<b>4,698</b>	<b>500,100</b>	<b>0</b>	<b>100</b>	<b>250,100</b>	<b>-49.99%</b>

**Notes:**

**4810** Borrowing was anticipated to fund the gap financing for Farwell Place project; however, adequate fund balance from TID #3 was available to pay the obligations and avoid the need for new debt service.

<b>Other Financing Sources</b>		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
???	Advance from TID #3	94,684	0	0	658,481	72,683	-----
<b>Total OTHER FINANCING Revenue</b>		<b>94,684</b>	<b>0</b>	<b>0</b>	<b>658,481</b>	<b>72,683</b>	<b>-----</b>

**???** TID #3 annually advances funds to cover operating costs for TID #4. In 2016, it also covered the economic development assistance provided to Farwell Place instead of borrowing the money.

<b>Total Budget Revenues</b>	<b>100,977</b>	<b>501,600</b>	<b>0</b>	<b>660,081</b>	<b>358,903</b>	<b>-28.45%</b>
------------------------------	----------------	----------------	----------	----------------	----------------	----------------

# GENERAL ADMINISTRATION

## TAX INCREMENT DISTRICT #4 FUND - FUND 401

**MISSION STATEMENT:**

To provide funding for the proper management and general oversight of Tax Increment District #4.

**PROGRAM DESCRIPTION:**

TID #4 is managed by the Village Administrator/Treasurer in conjunction with the Finance Director and Community Development Director. The work associated with the TID is typically driven by special projects or needs that arise in a given year. The funding from the budget is to pay Staff's time associated with TID related projects and consultants expenses associated with developments or projects. The boundaries for TID #4 generally encompass the old downtown shopping center, extending down Farwell Street to the western edge of the McFarland Shopping Center. TID #4 was established in 2008 and has a maximum life of 27 years.

**PROGRAM OBJECTIVES:**

Develop incentive program for funding to be made available to assist property owners with private improvements.

Growth of the Community Development Authority to better align with Village Goals.

### GENERAL ADMINISTRATION BUDGET SUMMARY

REVENUES

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
Allocated Revenues	96,603	659,831	21,238	660,081	358,903	-45.61%

EXPENDITURES

SERVICES

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
51-0061						
210 Legal Expenses	107	3,000	0	3,000	3,000	0.00%
211 Audit Expenses	1,095	1,850	1,100	1,100	1,500	-18.92%
<b>Total SERVICES Expense</b>	<b>1,202</b>	<b>4,850</b>	<b>1,100</b>	<b>4,100</b>	<b>4,500</b>	<b>-7.22%</b>

Notes:

- 210** Legal expenses related to proposed development projects.
- 211** Allocated share of municipal audit expenses and required reporting to the State.

**GENERAL ADMINISTRATION (continued)**  
**TAX INCREMENT DISTRICT #4 FUND - FUND 401**

EXPENDITURES (continued)

SERVICES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
51-0070							
210	Project Administration	37,942	42,531	16,946	42,531	45,653	7.34%
220	Planning/Engineering	8,625	3,000	0	3,000	3,000	0.00%
230	Economic Dev Assist	0	500,000	0	500,000	250,000	-50.00%
240	Rental Property Exp	382	500	217	500	500	0.00%
<b>Total SERVICES Expense</b>		<b>46,949</b>	<b>546,031</b>	<b>17,163</b>	<b>546,031</b>	<b>299,153</b>	<b>-45.21%</b>

Notes:

- 210** Includes funding to pay for wages and benefits from Administration, Village Board, Community Development, and Public Works as allocated on a percentage basis.
- 220** Consultant expenses related to the general planning and engineering of TID #4.
- 230** Represents the approved gap financing for Farwell Place development which was paid for through an advance from TID #3 in 2016 which avoided the need for new debt service. If funding of the 2nd and 3rd phases of Farwell Place is needed in 2017, a new borrowing will have to be considered in order to fund the Village's obligation. If funding for this line is not needed in 2017, then there will be no need for this expense nor the need to borrow and the actual for these lines would equal out at zero.

CAPITAL OUTLAY

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
53-0030							
820	Capital Improvements	0	0	0	0	0	-----
830	Property Acquisition	0	0	0	0	0	-----
<b>Total CAPITAL OUTLAY Expense</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-----</b>

MISCELLANEOUS EXPENSES

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
58-0010							
610	Principal Payments	40,000	81,000	0	81,000	50,000	-38.27%
<b>Total MISCELLANEOUS Expense</b>		<b>40,000</b>	<b>81,000</b>	<b>0</b>	<b>81,000</b>	<b>50,000</b>	<b>-38.27%</b>

Notes:

- 610** Principal payments due on TID financed debt.

## GENERAL ADMINISTRATION (continued)

### TAX INCREMENT DISTRICT #4 FUND - FUND 401

EXPENDITURES (continued)

MISCELLANEOUS EXPENSES

		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
58-0020							
620	Interest Payments	7,650	27,950	2,975	27,950	4,250	-84.79%
625	Debt Discount	0	0	0	0	0	-----
630	Interest Exp. On Advance From TID #3	802	0	0	1,000	1,000	-----
640	Debt Issuance Costs	0	0	0	0	0	-----
<b>Total MISCELLANEOUS Expense</b>		<b>8,452</b>	<b>27,950</b>	<b>2,975</b>	<b>28,950</b>	<b>5,250</b>	<b>-81.22%</b>

Notes:

**620** Interest payments due on TID financed debt.

**630** TID #4 has been receiving advances from TID #3 since its inception in order to pay its operating costs. These advances are tracked in the annual audit and require TID #4 to pay interest on back to TID #3.

MISCELLANEOUS EXPENSES

		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
59-0023							
620	TID #4 Repayment to TID #3	0	0	0	0	0	-----
630	Refund to Local Governments	0	0	0	0	0	-----
<b>Total MISCELLANEOUS Expense</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-----</b>

Notes:

**620** At some point, TID #4 will need to begin repaying TID #3 for the advances it has received since it was created. Increment has finally been generated started with the taxes payable in 2017 and as this continues to increase with new development a payment plan should be commenced when the advances are no longer needed to sustain operations.

<b>Total GENERAL ADMIN Expenditures</b>	<b>96,603</b>	<b>659,831</b>	<b>21,238</b>	<b>660,081</b>	<b>358,903</b>	<b>-45.61%</b>
---	---------------	----------------	---------------	----------------	----------------	----------------

# AUTHORITY, BOARD, COMMISSION, AND COMMITTEE MINUTES

October 24, 2016

## AUTHORITIES

Community Development Authority

## BOARDS

Board of Zoning Appeals

Ethics Board

Library Board

## COMMISSIONS

Landmarks Commission

✓ Plan Commission

Police and Fire Commission

## COMMITTEES

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

Ad Hoc Volunteer Committee

Communications and Technology Committee

✓ Emergency Management Committee

✓ Finance Committee

Parks, Recreation and Natural Resources Committee

✓ Personnel Committee

Public Safety Committee

Public Utilities Committee

Public Works Committee

Senior Outreach Services Committee

## **Minutes Plan Commission Meeting**

**September 19, 2016**

**Members Present:** Brad Czebotar, Cathy Kirby, Bruce Fischer, Kate Barrett, Jeff Sorenson, Ron Berger, Dan Kolk

**Members Absent:**

**Staff Present:** Pauline Boness, Craig Sherven, Matt Schuenke, Kelsy Boyd, Karen Knoll

**Others Present:** Deanne Funkhauser, Bonnie Allbough, Ron Gussick, Charlene Schulz, Egon Schulz, Debbie Nelson, Lars Barber, Maureen Gaffney, Sue Smith, Tim Gill, Mike Klune, Jeff Maertz, Lois Pfister, Larry Pfister, Dawn Faust, Scott Smith, Kathleen Smith, Gail Posen, John Posen, Clair Utter, Jerry Adrian, Cindy Weber, Alyse Weber, Dee Hughes, Ron Trachtenberg, Mary Jo Olson, Philip Olson, Chad Hollett; Kwik Trip, Roy Carter; Yahara Lakes Association, Martin Griffin, Larry Lehman, Art Luetke, Doreen Runge, David Schiefelben, Robert Bouril, Kris Sturman and Cory Sturman; Mad City Roofing, Sarah Berry, Kate Moran, Stuart Allbough, Tammy Thayer, Deb Braun, John Wenderling, Aaron Reunapinyophon, Jim Joehnk, Mark Wegner, Dea Larson-Converse

- 1. Call to order.** Czebotar called the meeting to order at 7:05 p.m.
- 2. Review and approval of draft Minutes from the August 15, 2016 and August 29, 2016 Special Plan Commission meetings.**  
Czebotar called the minutes of the August 15, 2016 approved by unanimous consent. Czebotar called the minutes from the August 29, 2016 Special Plan Commission meeting approved by unanimous consent.
- 3. Public Hearing – Review and possible approval regarding a 2-Lot Certified Survey Map (CSM) request for property owned by Art and Cindy Weber. The property address is 5306 Falling Leaves Lane is currently zoned R-1, Single Family Residence.**

Czebotar opened the public hearing at 7:08 p.m. Cindy Weber, 5306 Falling Leaves Lane stated they are seeking to split and rezone their current lot with the intention of selling their current home and building a new smaller one on the second lot.

Clair Utter 5220 Rustling Oaks – spoke in opposition.

Martin Griffin, 5305 Valley Drive did not wish to speak, registered his opposition.

Czebotar closed the public hearing at 7:11p.m.

Czebotar asked of Boness if this is spot zoning, and, are there alternatives to the request? Boness replied she has spoken with Village Attorney Matt Fleming and he does not feel it is spot zoning as it is not a change of use, only the size of the lot. Their alternative would be to go to the Board of Zoning Appeals, but as this is not a hardship they would likely be turned down. The minimum R-1 lot size is 10,000 square feet, if this was approved the second lot would be 9,435 sq.ft. Sorenson asked what the minimum setback is, assuming this is the only reason why they cannot achieve the 10,000 sq.ft. Boness replied there is a deck on the existing home. Kolk stated the only way to achieve the 10,000 sq.ft. in size would be to reduce the size of the existing deck. Sorenson pointed out if it is a 10' side yard setback, they would have to remove a portion of the deck, possibly only the steps to meet requirements based on the drawings provided. Kirby inquired if they have looked into other ways to come up with a larger lot, would they be willing to do so. Weber replied they would be willing to look into removing part of the deck and reconfiguring it, they are not on a tight schedule. Kirby moved to postpone any action to allow Weber's and staff time to research options to come up with the additional square footage needed. Sorenson seconded the motion. Motion carried 7-0.

- 4. Public Hearing - Review and possible recommendation to the Village Board regarding Ordinance No. 2016-06. AN ORDINANCE TO REZONE LANDS AT 5306 FALLING LEAVES LANE FROM THE R-1 RESIDENTIAL DISTRICT TO R-1A RESIDENTIAL DISTRICT.**

Due to no action on Agenda item #3 the public hearing is postponed.

- 5. Review and possible recommendation to the Village Board on a request by Beach House Properties LLC to approve a General Plan to redevelop Lots 1 (former Beach House Restaurant site) and 2 of CSM 1256 with 39 multi-family units and a restaurant. The addresses are 4506 Larson Beach Road and 5604 Lake Edge Road.**

Czebotar requested Matt Schuenke make comments on the proposal. Schuenke reviewed on July 18, 2016 the first request was in front of the Plan Commission, they presented an update on August 15, 2016 attempting to address concerns. Schuenke reviewed public hearing process and what a Planned Development Infill project is.

Bob Bouril - they have listened to the neighbors, Commissioners, and Village Administrators and feel they have a plan which is very compatible with the neighborhood. He stated it is

already zoned for commercial and multi-family, but by being an infill development they will have more flexibility. He reviewed items from previous proposals to the current one. They have taken a larger area out of the center of the project so lot lines are now 22' from the building and 20' from the exterior decks. They have added screening to the parking, and feel theirs will be a great improvement compared to the quality and lack of inspiration of other multifamily buildings in McFarland. They have met with Public Safety and met all of their concerns. They will enclose the trash area, the boat slips will be available to the residents of the project and they have added sidewalks to the proposal. There will be no 18 wheel trucks accessing the property and have reduced the most recent proposal from 44 units to 39. They are proposing 53 parking stalls, and 9 additional shared stalls. The proposed restaurant will have shared bathrooms with the outside deck area, but overall it is a few 100' sq.ft. smaller than the former Beach House restaurant. Sorenson inquired how do they know or how can they insure there will be no 18 wheelers accessing the site. Bouril replied if it was something Commissioners felt was important they could enforce it, the restaurant will be served by smaller box trucks. Sorenson asked if they will have a contract with the vendors servicing the restaurant requiring they could not access with 18 wheelers. Bouril replied it could be, or Commissioners could make it a condition of approval.

Ron Trachtenberg, Attorney with Von Briesen is representing the developers, the Village could put in the condition of approval, having the restaurant require all vendors accessing the property not using 18 wheelers, they would not oppose that condition.

Kirby inquired if there will be any landscaping for additional barriers in the 20' sideyard setback area. Bouril advised they will submit a landscape plan if this is approved. These units will be marketed as high end developments and the types of people who will be occupying them will have high expectations for landscaping. Fischer inquired about the setback from the shoreline and the current oak tree's on the property. Bouril replied they have increased it by about 4 feet, they will prune what they can, but conditions during construction may result in them being removed. Trachtenberg indicated they welcome the condition that they hire a professional arborist for this project. Kolk asked if they were still going to be ½ condominiums and ½ rental units. Bouril replied, the intent which would be ideal for the developer is to be all condos, but if the market doesn't support it the south tower would be rentals designed to become condos in the future.

Kirby asked about the maximum floor area and the need for an exception to be granted. Boness replied it is a ratio between building size and lot size; Sorenson added they are proposing 66,000+ square feet and need to be at 54,000 to stay at the .70 maximum ratio. Boness said if they go beyond the .70 they would need to have an exception granted. Jeff Maertz from unidentified architect firm stated if they were allowed to use the square footage of the satellite parking lot which they are proposing as part of this project they would be under the minimum amount, they have not included it as they are two separate and not continuous properties. Kirby asked how to they intend to monitor the satellite parking lot, and not have it used by other parties. Maertz replied it is intended for the restaurant, so they will have to monitor it, they will have signs up, or have an entry where you have to get a ticket, and they have the ticket stamped in order to exit if it became an issue.

Czebotar advised they will take public comments at this time.

Lars Barber 5434 Bremer Road – Spoke in opposition

Susan Smith – 5434 Bremer Road – Spoke in opposition

Kathleen Smith – 5624 Lake Edge Road – Spoke in opposition

Dawn Faust – 5426 Bremer Road – Spoke in opposition

Tammy Thayer – 5728 Lake Edge Road – Spoke in opposition

Dea Larson-Converse – 618 Chila Court, Madison -Clean Lake Alliance – presented their voluntary standards for developers to help maintain the lakes and water quality. Submitted a check list to Commissioners and the developers.

Roy Carter – President of the Yahara Lakes Association – Spoke in opposition on their behalf.

Gail Posen – 5822 Lake Edge Road – Spoke in opposition

Kate Moran – 4520 Lake View Road – Spoke in opposition

Bonnie Allbaugh – 5622 Lake Edge Road – Spoke in opposition

Stuart Allbaugh – 5622 Lake Edge Road – Spoke in opposition

Scott Smith – 5624 Lake Edge Road – Spoke in opposition

Doreen Runge -4515 Bellevue Court, did not wish to speak, registered her opposition

Sarah Berry -did not wish to speak, registered her opposition.

Timothy Gill- 5410 Bremer Road, did not wish to speak, registered his opposition.

Maureen Gaffney- 5438 Bremer Road, did not wish to speak, registered her opposition.

Deanne Funkhauser - 5834 Lake Edge Road, did not wish to speak, registered her opposition.

Dee Hughes, 5508 Bremer Road, did not wish to speak, registered her opposition.

Letter in opposition from Lars Barber, 5434 Bremer Road submitted.

Letter with 266 signatures from residents submitted indicating their opposition to the proposal, and encouraging that redevelopment should occur under the current existing zoning regulations.

Schuenke summarized what the Commissioners can do at this time as they are considering the general plan as it has been proposed, they have three options for recommendation to the Village

Board; Approval as submitted, approval with modifications, or disapproval. Boness added Commissioners have a list of standards in their packets, it comes down to an issues of density and scale; do they feel this is an appropriate project for the area, we have not done anything like this in McFarland, are you satisfied with the buffers, do you think the buffers are enough, etc. This is a general plan, if approved when we receive a detailed plan items such as stormwater, will be tweaked and reviewed by the Village engineer. Fischer asked, overall if this is given even a conditional approval is it basically out of Commissioners hands. Boness responded it would come back if approved, with the submittal of a detailed plan, and, if you had conditions which you wanted met. The Village Board is actually making the final decision, they will look at the submission and what Commissioners recommend, but they will be making the final decision, and can make a decision which was not favored by the Plan Commission.

Czebotar summarized some of the main concerns brought forward are density, height and parking. Czebotar asked for clarification from Schuenke on the access to the lakefront property from the public. Schuenke responded, based on records, all the property is private, the former owner may have allowed access, it is not part of the Village or Parks Department, or something which we maintain. Schuenke reviewed the results of the Comprehensive Plan survey in relationship to housing in McFarland and the processes of how properties are appraised and how home evaluations are made.

Kolk stated he has heard a lot which causes conflict in his mind; he has not heard from a single person, other than the developer, who thinks this is a good idea. He reviewed what he sees as options for the site, and how do we reconcile what is currently on the site with what the developer wants versus what neighbors and residents want for McFarland. The developer has the option of working within the current zoning or applying to have the sites rezoned. It is a unique site and needs to be treated as such. The density is a concern for him, is it appropriate for that site? Berger feels the size and density is not appropriate for the site. Barrett concurred; the density is an issue, based on what is proposed, while a beautiful design, it is too large for the site and too large for the neighborhood.

Kirby advised this is a unique property, and we need to get it right by taking our time and doing due diligence on the project. Public participation is the key in making the end decision. Kirby heard and shares the concerns over density, height of the building and closeness to the lake. We only have one chance to get this right, and it is not there yet. It needs to be something that is not only good for the neighborhood, but the Village as a whole. Kirby stated while there are people who would like to have a condo on the lake, she also has heard the concerns about costs, and lack of actual onsite parking, it may, as people at tonight's meeting have pointed out, be harder to sell to potential buyers.

Fischer is concerned about the density, along with the nearness to the lake. He does not feel the footprint proposed will allow for enough greenspace and holding ponds to keep all water on site along with the blocking of neighboring homes views by being too close to the lake.

Sorenson advised while originally in support of the project, based on tonight's input he has heard the comments on how McFarland does not want to be Monona or Madison with such

large venues and is backing off on his approval. His liking of it was partially due to his engineering background and own personal liking of such projects, however he understands this is not what the community wants.

Kirby feels the developer needs to work on the size and density and look to see if they can come up with something more in line with what the neighborhood, and Plan Commission would find acceptable. It would need to be more in the range of 20's for unit number and perhaps not three stories but two, further back from the lake with increased holding areas for water and snow.

Czebotar asked if the developer had any comments they wished to make tonight, he feels if they could bring down the size and density this project can be put together.

Trachtenberg stated they will go back and consider. They have heard tonight's comments, if they decreased the size into the 20's he does not feel it makes sense to have the restaurant or the public patio. He feels it will be a very typical multifamily building, he does not feel two story buildings are very architecturally interesting. They will go back, but it will be a very different project and based on the way their economics work they may not be able to do something like this with a restaurant. Fischer stated, it appears there are mixed messages coming from somewhere regarding the restaurant. Trachtenberg replied, they have been told McFarland wants a restaurant there, it is a very costly feature, it would be easier to do the project without a restaurant, they would not have to have the ancillary parking lot, which could then be developed as the previously approved townhouses, it would be easier, but it is not the project they were told McFarland wants. Fischer asked, as he is not sure how the developers were told that it has to be a restaurant along with the project, who told them this, or was it just a conception idea of what could be there. Trachtenberg replied if they proceed it will be a very different project. Czebotar advised 20 units without a restaurant or deck is not something he is interested in, he would like something between that and what they have proposed now, this is his personal view, he would like to see them try something like that. Trachtenberg replied if you build with what is allowed per current zoning, the economics would become so marginalized it would not be worth the risk. They were told this is what McFarland wants, they have heard tonight what they neighbors want, they have yet to hear what Commissioners would like to see. Fischer replied he would be happy to have met with them to discuss options, but there have been no meetings he would prefer something more pyramid style, more tiered up with maybe smaller third floor area if they had a third floor, so as not to be so tall near the end of the buildings. Trachtenberg replied they were told McFarland wanted the center portion left open. Berger asked, they keep stating "we were told" who were they told by? Trachtenberg replied they were told by Schuenke there was a large interest in having the restaurant as part of the project, and Czebotar seems to support it. Kirby replied not all are as interested in a restaurant as some are, there needs to be a middle ground, she would suggest looking at different scenarios which have not been looked at, and it may well be one without a restaurant. Perhaps they should have a meeting with the neighbors and concerned parties to look at options. Trachtenberg replied he would be willing to meet with a few people but not forty to discuss options, and at an appropriate time.

Czebotar moved to postpone the decision until the developer can come back to the Plan Commission if they wish with a revised plan for consideration. Kirby seconded the motion. Motion carried.

6. **Public Hearing - Review and possible recommendation to the Village Board regarding Ordinance No. 2016-04. An Ordinance REZONING LANDS IN THE VILLAGE OF MCFARLAND AT 4506 LARSON BEACH ROAD FROM C-G COMMERCIAL GENERAL TO PDI-GPA PLANNED DEVELOPMENT INFILL DISTRICT GENERAL PLAN APPROVED AND 5604 LAKE EDGE ROAD FROM R-3 GENERAL RESIDENCE TO PDI-GPA PLANNED DEVELOPMENT INFILL DISTRICT GENERAL PLAN APPROVED. Legally described as: Lot One (1) and Lot Two (2), Certified Survey Map No. 1256, recorded in Volume 5 of Certified Survey Maps of Dane County, Wisconsin, Page 178, as Document Number 1376444, in the Village of McFarland, Dane County, Wisconsin. Addresses are 4506 Larson Beach Road and 5604 Lake Edge Road (Postponed from the August 15, 2016 Plan Commission meeting).**

Due to Agenda Item #5 being postponed, the public hearing on Agenda Item #6 is postponed. Czebotar advised there is no specific date for this.

7. **Discussion only – Potential Kwik Trip facility on Terminal Drive**

Chad Hollett, Kwik Trip – they requested an informal discussion about building a blending facility in McFarland to enhance their alternative fuel ability. Hollett reviewed Kwik Trips policies and consumer interaction. They want to not have a middle party, but do the blending themselves, and they are looking at two parcels on Terminal Drive. They do not feel there will be a large increase in truck traffic. Joel Hirshbeck with Kwik Trip explained how biodiesel is a renewable resource made through different seed oils and animal renderings and they want to start blending in at high amounts. The production will take place in Iowa this will just be the finished product for blending. Hollett added there is a demand for them to bring more fuels to the marketplace.

By having the blending station they can bring more fuels to the market, they have started one in Iowa and feel this is one of the largest markets for Wisconsin; this is a key location for them. The locations they are looking at are 4703 Terminal Drive and 4306 Terminal Drive, as there is no storage at the site, they will be bringing in storage facilities. The tanks will be above ground on solid surface with spill control, they do not have the vapor issues which have been seen in the past as they use vapor recovery systems. All safety issues will be encompassed in the facility. They would be creating approximately 10 – 20 new positions with this from drivers, to people working on the site. They will not be using any rail as there is no access to it from either site. They are looking for feedback at this time, and then will come back with a formal application. Barrett asked about a recent spill in the area. Boness responded, there was one, and there is an ongoing discussion regarding the cleanup and Village responsibility. Barrett feels if we keep expanding there, we keep expanding the risk as it is close to the Waubesa wetlands.

Boness advised Commissioners, our Comprehensive Plan discourages the adding of additional blending facilities. What is needed tonight is this a use you have interest in considering. Commissioners generally agreed it would be logical to move forward and explore the possibilities as these parcels would probably not move forward in any other direction.

**Department Reports:**

- a. Highlights and Updates – Boness** review in the budget they are looking to add 4 hours per week to the clerk position due to the workload. They are also working with the City of Monona to add the position of a shared code enforcement officer. The position would take over enforcement duties in both communities, enabling the Building Inspector to focus on the other areas. Czebotar feels we also still need to look at possible changes in the codes and processes.
  - b. Property Maintenance Report –** No report
- 8. Adjournment** –Barrett moved to adjourn, Sorenson seconded the motion, motion carried meeting adjourned at 9:48 p.m.

Approved

## EMERGENCY MANAGEMENT MEETING REPORT

July 28, 2016

- a. Introduction of New Village Administrator, Matt Schuenke
- b. Update on Recent storm activity:
  1. Alan Coville, Public Works reported extensive water and, 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.
- c. **Update on outdoor warning siren:**

Sirens previous to 1998 are owned by Dane County, and that there are 2 sirens in the Village of McFarland. The siren at the Public Works Facility is owned by Dane County and the county is responsible for that siren and the repairs. The siren 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.
- d. **Update on Community Events:**

Family Fest in September, which will be an opportunity to educate the public and reach out to the children on public safety.
- e. **Update on Training:**

Tim Solberg of the tank farm community reported on an upcoming training meeting in August and a table top exercise on September 22, 2016, 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.
- f. **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.
- g. **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.
- h. **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.
- i. **Emergency Response Manual Update:** Scenarios have been provided to department heads for their response to the incidents. Action from their departments may assist in implementation of a possible protocol for the manual.
- j. **Next meeting: September 29, 2016,** as the 4<sup>th</sup> Thursday falls on September 22; and plans are in process for an extensive table top exercise, the meeting shall be held on. September 29, 2016. Meeting notices shall be sent out announcing the meeting..

**VILLAGE OF MCFARLAND**

**FINANCE COMMITTEE**

**AUGUST 24, 2016**

**1. Call to Order.**

Chairperson Mary Pat Lytle called the August 24, 2016 meeting of the Finance Committee to order at 6:33 p.m. in Conference Room A of the McFarland Municipal Center.

**Members present:** Trustees Mary Pat Lytle and Thomas Mooney; citizen members Rod Clark, Cliff Strelow, Bob Severance and Trish Howen.

**Members absent:** John Daugherty and Derik Bingner.

**Staff present:** Kelsy Boyd, Finance Director.

**2. Review and possible action of draft minutes from April 27, 2016 meeting.**

**Motion** by Strelow and second by Mooney to approve the draft minutes. Approved 5-0.

**3. Review of Purchasing Policies and Procedures.**

The current 13 page policy was developed and adopted in April 2013. Although it is a very thorough and detailed document, a summary version for the department heads should be developed for ease of use. It was agreed that Boyd should take the following action and bring back to a future Finance Committee meeting:

- Complete a summary version for the department heads.
- Include a signature page for department heads to indicate they had received the policy.
- Check the Personnel Manual for language on ethical standards.
- Cross-reference the Purchasing Policy to the Accounting Policy to ensure conformity.
- Go through the policy and indicate areas where current practice does not logically follow the adopted policy.

**4. Discussion on 2017 budget process and calendar.**

The General Fund budget and the Capital Projects Fund will be presented to the Finance Committee at the October 26 meeting.

**5. Discuss agenda items for September and October meetings.**

Carol Wirth from Wisconsin Public Finance Professionals, LLC will be attending the September 28 meeting to discuss possible refinancing of debt that is callable December 1.

**Adjournment.**

Motion by Clark second by Strelow, and carried 5-0 to adjourn the meeting at 7:25 p.m.

Respectfully submitted,  
Kelsy L Boyd  
Finance Director

**VILLAGE OF MCFARLAND  
PERSONNEL COMMITTEE  
August 1, 2016**

**1. Call to order.**

President Brad Czebotar called the August 1, 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 Steven Kilpatrick.

Members absent: Chris Spanos

Staff present: Clerk/Deputy Treasurer Cassandra Suettinger and Police Chief Sherven

**2. Motion to approve the draft minutes of the June 6, 2016 Personnel Committee meeting.**

Motion by Czebotar, second by Kolk, to approve the minutes of the June 6, 2016 Personnel Committee meeting as amended. Motion carries

**3. Discussion and report on merit pay program administered effective July 1, 2016.**

Clerk Suettinger provided an overview of the merit pay program administered effective July 1, 2016. Chief Sherven provided a summary of how the administration went for his department. Overall, he reported it was a positive experience for him and his department. He felt it provided him the opportunity to provide merit for his employees.

The Committee requested Department Head meet as a group to discuss the program and provide feedback to the committee.

**4. Discussion and possible action on development of a new employee orientation program.**

The committee discussed development of an employee orientation program. Specifically the committee expressed the desire to create a program that is more than just a one-time sit down to review benefits. They noted this could be a longer program that spreads over months and encompasses mentors. The larger goal would be to help new employees become familiar with how they fit into the Village as an entire organization, and not just one position or department. Suggestions included a tour of the Village, a tour of other departments outside the department of the employee, providing a mentor, orienting new employees to the differences between the private sector and public sector.

The committee requested the Clerk look into creating a new employee orientation program. The committee requested the Clerk ascertain sample orientation programs from neighboring municipalities and follow up with the Village Administrator to discuss the program.

**5. Discussion on development of personnel transaction form.**

The committee reviewed the sample personnel transaction form that was used to administer the July 1, 2016 merit increases. Previously there was no transaction form to document wage increases, position descriptions, etc. The committee suggested omitting the employee signature

portion and adding a section to differentiate increases given by grid point increases versus increase for merit pay.

**6. Adjournment.**

**Motion** by Czebotar, seconded by Kilpatrick, and carried 5-0 by acclamation to adjourn the meeting at 7:36 p.m.

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