

VILLAGE OF MCFARLAND

Village Board Minutes

Thursday, April 16, 2026 - 7:00 PM

1. CALL TO ORDER.

Village President Brassington called the regular meeting of the McFarland Village Board to order at 7:00 pm in the Community Room of the McFarland Municipal Center.

2. ROLL CALL.

Village Board members present: Village Trustee Kathy Annen, Village Trustee Ken Boyd, Village President Stephanie Brassington, Village Trustee Luke Fessler, Village Trustee Alisa Leamy, Village Trustee Miguel Peña, Village Trustee Lowell J. Prill

Village Board members not present: None

Staff Present: Village Administrator Matt Schuenke, Deputy Administrator/Clerk Cassandra Suettinger, Police Chief Brian Redman, Streets/Utilities Superintendent Bob Jacobsen, and Outreach Director Katie Gletty-Syoen.

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

a. Spring Election Results

Clerk Suettinger provided the Spring Election Results.

b. April 24, 2026 Arbor Day Proclamation

President Brassington declared April 24, 2026 as Arbor Day in the Village.

4. CONSENT AGENDA.

a. All items listed under the Consent Agenda will be approved in one motion unless a Board member requests that the item be removed for individual discussion and action. Any item(s) removed for individual consideration shall be considered in the same order in which they were originally listed on the agenda under Business.

1) Motion to approve the minutes of the March 19, 2026 special Village Board meeting.

2) Motion to approve checks in the amount of \$965,208.91

3) Motion to approve a Class "A" beer and "Class A" Liquor license for Swiftstop Fuel LLC d/b/a BP McFarland #107 for the property located at 4701 Burma Road for the period ending June 30, 2026 as recommended by the Public Safety Committee.

4) Motion to approve a Class "A" Beer and "Class A" Liquor License for Summit Petroleum LLC d/b/a Quick Pick for the property located 4800 Larson Road as recommended by the Public Safety Committee.

5) Motion to appoint Lee Igl, Public Works Director, as Village Forester in accordance with Section 59-20(e).

6) Motion to approve submittal of a grant application proposal to Dane County under the Community Development Block Grant Pathways to Removing Obstacles to Housing (CDBG Pro Housing) Program.

- 7) Motion to approve Ordinance 2026-04: an ordinance increasing municipal court fees as recommended by the Public Safety Committee.
- 8) Motion to approve Ordinance #2026-06: an ordinance to establish the process to close the Yahara River.
- 9) Motion to approve a conflict waiver regarding the information technology consortium.
Motion by Village President Stephanie Brassington, second by Village Trustee Luke Fessler, to approve the consent agenda as presented. Motion carries 7 - 0 - 0 by acclamation.

5. PUBLIC APPEARANCES.

- a. This is an opportunity for attendees to provide public comment on matters that are not on the agenda. Attendees desiring to provide public comment on specific items on the agenda may do so at the time that agenda item is brought up. Zoom attendees wishing to speak should type their name, address, and the relevant agenda item in the Q&A feature within the online meeting platform. Zoom attendees may also register in support or opposition of an item through the Q&A feature. In person attendees should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your public comment. Please adhere to the 3-minute time limit. Written comments will not be read into the record during the meeting but may be sent to village.clerk@mcfarland.wi.us to be included with the agenda materials.

None.

6. BUSINESS.

- a. Presentation on the development of Tri-shaw bike program, Cycling without Age.
Mike Flaherty and Sharon Fankhauser presented on the development of a Tri-shaw bike program, Cycling with Age.
- b. Discussion and action regarding a funding proposal for the McFarland Youth Center.
Motion by Trustee Luke Fessler, second by Village Trustee Miguel Peña, to approve a funding proposal from the MYC in the amount of 10k contingent upon a similar action by the school district. Motion fails 2 - 5 - 0 with Trustees Boyd, Brassington, Annen, Prill and Leamy voting nay.
- c. Discussion and action regarding acceptance of a grant award to assist the Village in funding a second K9 Officer Team.
Motion by Village President Stephanie Brassington, second by Village Trustee Ken Boyd, to accept the grant award to assist the Village in funding a second K9 Officer Team and begin implementation. Motion carries 7 - 0 - 0 by acclamation.
- d. Public Works & Utilities Committee (President Brassington & Trustee Prill)
 - 1) Discussion and action regarding the award of contract for the Well 5 Wellhouse project.
Tim Stieve, Village Engineer, provided an overview to bids received for the contract for the Well 5 Wellhouse Project.

Motion by President Stephanie Brassington, second by Trustee Lowell Prill, to approve the award of contract to Gilbank Construction, LLC for the Well5 Wellhouse project including the base bid of \$2,245,000, an allowance bid of \$145,000, supplemental bid of \$23,800, and alternate bid C-1 for the demolition of well # 1 for \$72,000 for a total cost of \$2,485,800 and a total project cost of \$3,225,500 with engineering and contingency. Motion carries 7 - 0 - 0 by acclamation.

e. Personnel Committee (Trustees Leamy, Prill & Boyd)

1) Discussion and action on creation of the Village Clerk position including classification.

Motion by Village Trustee Alisa Leamy, second by Village Trustee Lowell J. Prill, to approve the creation of the Village Clerk position including classification. Motion carries 7 - 0 - 0 by acclamation.

2) Discussion and action on updating the Administration Organizational Chart to create the Village Clerk position effective July 1, 2026.

Motion by Village Trustee Alisa Leamy, second by Village Trustee Lowell J. Prill, to approve updating the Administration Organizational Chart to create the Village Clerk position effective July 1, 2026. Motion carries 7 - 0 - 0 by acclamation.

3) Discussion and action on updates to Chapter 39 of the Village's Personnel Policy Manual regarding usage of social media.

Motion by Village Trustee Alisa Leamy, second by Village Trustee Lowell J. Prill, to approve updates to Chapter 39 of the Village's Personnel Policy Manual regarding usage of social media. Motion carries 7 - 0 - 0 by acclamation.

4) Discussion and action on creation of Chapter 4 of the Village Policy manual regarding social media.

Motion by Village Trustee Alisa Leamy, second by Village Trustee Lowell J. Prill, to approve the creation of Chapter 4 of the Village Policy manual regarding social media. Motion carries 7 - 0 - 0 by acclamation.

f. Discussion and action to replace the boilers with associated piping at the Municipal Center.

Motion by Village President Stephanie Brassington, second by Trustee Miguel Pena, to approve the replacement of the three boilers in the amount of \$98,745 and the boiler piping in the amount of \$7,215 for a total project cost of \$105,960.00. Motion carries 7 - 0 - 0 by acclamation.

g. Recognition of departing elected officials.

President Stephanie Brassington thanked departing Trustee Miguel Pena for his service to the Village.

7. SCHEDULE NEXT MEETING DATE.

a. Tuesday, April 21, 2026 at 7:00 pm - Annual Village Board Organizational Meeting

b. Tuesday, April 28, 2026 at 7:00 pm - Regular Village Board

c. Tuesday, May 12, 2026 at 7:00 pm - Regular Village Board

d. Tuesday, April 28, 2026 at 5:30 pm - Committee of the Whole

8. ADJOURNMENT.

Motion by Trustee Miguel Pena, second by Trustee Luke Fessler, to adjourn at 9:02 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin board in accordance with Open Meetings Law.

Respectfully submitted,
Cassandra Suettinger
Deputy Administrator/Clerk