

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, March 11, 2019 - 7:00 PM

1. CALL TO ORDER.

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

2. ATTENDANCE/ROLL CALL.

Village Board members present: Village President Brad Czebotar, Village Trustee Jerry Adrian, Village Trustee Stephanie Brassington, Village Trustee Carolyn Clow, Village Trustee Dan Kolk, Village Trustee Mary Pat Lytle, Village Trustee Shaun O'Hearn

Village Board members not present: (None)

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Police Chief Craig Sherven, Community Development Director Pauline Boness, Public Works Director James Hessling, and Fire/EMS Director Chris Dennis.

3. PROCLAMATION

- a. *A proclamation designating the last Friday in April to be Arbor Day in McFarland*
President Brad Czebotar proclaimed the last Friday in April to be Arbor Day in McFarland.

4. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

- a. *Public Announcements*
- 1) *Village Candidate Forum - March 16th*
- 2) *In-Office Absentee Voting Begins March 11th*
- b. *Public Communications*

5. CONSENT AGENDA.

- a. *Motion to approve the minutes of the February 25, 2019 Village Board meeting.*
- b. *Motion to approve pre-paid checks #73921-73930 in the amount of \$20,729.39 and current checks #73931-74011 in the amount of \$93,036.41.*

c. Motion to approve the alcohol beverage operator's licenses for Paula Clements (Spartan Bowl), Collin Corcoran (Spartan Bowl), Jeremy Rosemeyer (Monumental Enterprises) and Yvonne Schwartz (Loeder Oil) for the period ending June 30, 2019.

d. Motion to approve Resolution 2019-07 acknowledging International Migratory Bird Day.

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to approve the consent agenda as presented with the changes provided to item 5a.

Motion carries 7 - 0 - 0 by acclamation.

6. PUBLIC APPEARANCES.

a. This is an opportunity for members of the public to address the Village Board. Members of the public who wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit.

Brian Spanos, representative of Lakestone Properties, spoke in favor of the Village selecting Lakestone Properties proposal for the Farwell St. redevelopment project. He additionally expressed his excitement to work with the Village on bringing the project forward

7. BUSINESS.

a. Community Development Authority (Trustee Brassington & O'Hearn)

1) Discussion and action regarding the selection of a proposal for the Farwell Street Property Redevelopment project located at and around 4719 Farwell Street.

Trustee O'Hearn reported on the review by the Community Development Authority and the recommendation to select Lakestone Properties as the developer on the Farwell Street redevelopment project.

Community Development Director Pauline Bonness reported the proposals submitted are only conceptual, and the Village will need to continue to work with the selected developer to work through the details of the project.

Motion by Village Trustee Shaun O'Hearn, second by Village Trustee Stephanie Brassington, to approve selecting Lakestone as the developer to move forward with on the Farwell Street Property Redevelopment project located at and around 4719 Farwell Street. Motion carries 6 - 0 - 1 by acclamation with Clow voting nay.

2) Discussion and action regarding Resolution #05-2019: a resolution approving an amendment to Redevelopment District No. 1 Boundary and Project Plan within Tax Increment District #3 revising the land use designation for 4703 Terminal Drive from Industrial to Mixed Use Commercial/Residential.

Village Administrator Schuenke provided an overview of the proposal to change the redevelopment District No. 1 boundary and project plan within Tax Increment District #3. Parcels 52 and 53 need to be moved from an Industrial designation to Mixed Use Commercial, to allow for the phase 1 proposed residential use.

Trustee O'Hearn reported on the review of the Community Development Authority and the recommendation for approval. Additionally a current CDA member was on the committee back when TIF #3 was created, and confirmed they had always intended for the land south of the creek to be mixed use, and the amendment is in line with what was originally intended.

Community Development Director Bonness reported the proposed resolution should be contingent upon the approval of changing the comprehensive plan.

Motion by President Czebotar, second by Trustee Shaun O'Hearn, to postpone the resolution until the Plan Commission has had an opportunity to review the proposed comprehensive plan amendment to change the land use designation and make a recommendation to the Village Board. Motion carries by acclamation 7 - 0 - 0.

3) Discussion and action regarding acceptance of the Lodging Market Feasibility Study/Analysis.

Village Administrator Schuenke provided an overview of the lodging market feasibility study/analysis. He highlighted the study/analysis was favorable to there being a need for a lodging facility in the Village. While the Village did not rate highly on the type of jobs to support a hotel; other factors such as events made up for those limitations. The study/analysis is a tool to utilize should a project of this nature come forward. The plan could also potentially be used solicit developer's to bring a project of this nature to McFarland.

Motion by Village Trustee Shaun O'Hearn, second by Village Trustee Stephanie Brassington, to accept the Lodging Market Feasibility Study/Analysis.

Motion by Trustee Carolyn Clow, second by Trustee Shaun O'Hearn, to amend the motion to provide that page one of the study be updated to include the Village's brand and logo. Motion to accept amendment to the motion carries 7 - 0 - 0 by acclamation. Updated motion carries 7 - 0 - 0 by acclamation.

b. Finance Committee (Trustee Lytle & Clow)

1) Discussion and action regarding the Capital Improvement Plan for 2019-2023.

Village Administrator Schuenke provided an overview of the plan and reported that the Capital Improvement plan does not commit the Village Board to these projects; it provides a road map known capital improvement needs. The actual expenditures are subject to Board approval annually as part of the budget process.

Motion by Village Trustee Mary Pat Lytle, second by Village Trustee Carolyn Clow, to approve the Capital Improvement Plan for 2019-2023. Motion carries 7 - 0 - 0 by acclamation.

c. Personnel Committee (President Czebotar & Trustee Kolk)
Public Works Committee (Trustee Klow & Adrian)

1) Discussion and action regarding the position description, classification, and approval to fill the vacancies for the Public Works Seasonal Crewperson position within the Public Works Department.

Motion by Village President Brad Czebotar, second by Village Trustee Shaun O'Hearn to approve the position description, classification of pay range 3, and approval to fill the vacancies for the Public Works Seasonal Crewperson position within the Public Works Department. Motion carries 7 - 0 - 0 by acclamation.

d. Personnel Committee (President Czebotar & Trustee Kolk)

1) Discussion and action regarding revisions to the position description and status for the Clerk III position within the Community Development Department.

Motion by Village President Brad Czebotar, second by Village Trustee Dan Kolk, to approve revisions to the position description and status for the Clerk III position within the Community Development Department. Motion carries 7 - 0 - 0 by acclamation.

e. Public Safety Committee (Trustees Adrian & Clow)

1) Discussion and action on Ordinance Amendment 2019-02: An Ordinance consolidating the process for issuing permits for events on public property and streets.

Village Administrator Schuenke provided an overview of the revisions to the ordinance since the last meeting based on the feedback from the Village Board. He highlighted the events permit would only pertain to events on public property that the public is invited to. Private events such as graduation parties and family reunions would not be subject to the ordinance. Additionally, the updated ordinance provides Village Board the ability to waive the event permit requirements.

The Board discussed the pros and cons of the proposed event permit. Overall, the Board felt it imperative that staff continue to monitor events and ensure the permitting process is not prohibitive to events. The process should be reviewed after a year to review any concerns with the ordinance.

Motion by Village Trustee Jerry Adrian, second by Village Trustee Carolyn Clow, to approve Ordinance Amendment 2019-02: An Ordinance consolidating the process for issuing permits for events on public property and streets. Motion carries 5- 0 - 2 by acclamation with Trustee Carolyn Clow and Trustee Shaun O'Hearn voting.

f. Discussion and action regarding the Organizational Chart for the Public Works Department.

Motion by Village President Brad Czebotar, second by Village Trustee Dan Kolk, to approve the organizational chart for the Public Works Department as revised, effective March 11, 2019. Motion carries 7 - 0 - 0 by acclamation.

g. Discussion and action to approve the filling of a vacancy of Assistant to the Public Works Director position within the Public Works Department.

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to approve the filling of a vacancy of Assistant to the Public Works Director position within the Public Works Department. Motion carries 7 - 0 - 0 by acclamation.

h. Discussion on 2019/2020 Board, Commission and Committee appointments

President Czebotar requested Committee Chairs poll their committee members interest in reappointment for the upcoming term. Committee Chairs should notify the Clerk/Treasurer of those who are willing to serve again and those who are not interested in reappointment. Trustee Kolk reported he will also be informing his committee members of the attendance requirements specified by Village Ordinance. Clerk/Treasurer Suettinger confirmed committee members may miss up to 4 meetings a year before they are removed.

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

Trustee Clow referred the issue of the concerns with the Creamery Road side walk/path to the Public Works Committee.

8. CLOSED SESSION.

- a. Discussion and action to convene into Closed Session in accordance with Wis. Stats. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss the possible acquisition of property in order to develop a community park.

Motion by President Czebotar, second by Trustee O'Hearn, to approve convening into Closed Session in accordance with Wis. Stats. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss the possible acquisition of property in order to develop a community park. Motion carries 7 - 0 - 0 on a roll call vote with all voting aye.

- b. Discussion and action to reconvene into Open Session.

Motion by President Czebotar, second by Trustee Lytle, to enter back into Open Session at 9:44 pm. Motion carries 7 - 0 - 0 by acclamation.

- c. Discussion and action to authorize the Village Administrator to negotiate for the purchase of lands for the development of a community park.

No action on this item

9. ADJOURNMENT.

Motion by Village Trustee Shaun O'Hearn, second by Village Trustee Jerry Adrian, to adjourn at 9:45 pm.

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

Respectfully submitted,
Cassandra M. Suettinger
Village Clerk/Treasurer