

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, December 9, 2019 - 7:00 PM

1. CALL TO ORDER.

Village President Czebotar 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. ATTENDANCE/ROLL CALL.

Village Board members present: Village President Brad Czebotar, Village Trustee Stephanie Brassington, Village Trustee Dan Kolk, Village Trustee Eric Kryzenske, Village Trustee Clair Utter, Village Trustee Jerry Adrian

Village Board members not present: Village Trustee Mary Pat Lytle

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Police Chief Craig Sherven, Outreach Director Lori Andersen, Fire/EMS Director Chris Dennis, and Communications & Technology Director Stephanie Miller.

3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

a. Public Announcements

1) Notification of non-candidacy - December 27th by 5 p.m.

2) Deadline to submit papers to be on the April 7, 2020 Spring Election Ballot - January 7, 2020 by 5 p.m.

b. Public Communications

4. CONSENT AGENDA.

a. Motion to approve the minutes of the November 25, 2019 Village Board meeting.

b. Motion to approve pre-paid checks #75772-75779 in the amount of \$6,643.37 and current checks #75780-75845 in the amount of \$798,080.71.

c. Appointment of Election Inspectors for the 2020-2021 term.

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

5. 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.

None.

6. BUSINESS.

- a. Communications and Technology Committee (Trustees Brassington & Kryzenske)
Personnel Committee (President Czebotar & Trustee Utter)

- 1) Discussion and action on a revision to the Organizational Chart for the Communications and Technology Department.

Motion by Village Trustee Eric Kryzenske, second by Village Trustee Stephanie Brassington, to approve a revision to the Organizational Chart for the Communications and Technology Department. Motion carries 5 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

- 2) Discussion and action regarding the position description and permission to fill the vacancy for the Production Assistant position within the Communications and Technology Department.

Motion by Village Trustee Eric Kryzenske, second by Village Trustee Stephanie Brassington, to approve the position description and permission to fill the vacancy for the Production Assistant position within the Communications and Technology Department. Motion carries 6 - 0 - 0 by acclamation.

- 3) Discussion and action regarding the position description for the Camera Operator position within the Communications and Technology Department.

Motion by Village Trustee Eric Kryzenske, second by Village Trustee Stephanie Brassington, to approve the position description for the Camera Operator position within the Communications and Technology Department. Motion carries 6 - 0 - 0 by acclamation.

- b. Personnel Committee (President Czebotar & Trustee Utter)

- 1) Discussion and action on selecting HealthyMinds LLC. to provide the employee assistance program to Village employees.

Motion by Village President Brad Czebotar, second by Village Trustee Jerry Adrian, to approve selecting HealthyMinds LLC. to provide the employee assistance program to Village employees. Motion carries 6 - 0 - 0 by acclamation.

- 2) Discussion and action to create Section 7.01(2) and (3) within the Compensation and Benefits Manual regarding holiday time.

Motion by Village President Brad Czebotar, second by Village Trustee Clair Utter, to approve creation Section 7.01(2) and (3) within the Compensation and Benefits Manual regarding holiday time. Motion carries 6 - 0 - 0 by acclamation.

- 3) Discussion and action to revise Section 9.02 within the Compensation and Benefits Manual for vacation time.

Motion by Village President Brad Czebotar, second by Village Trustee Jerry Adrian, to approve revising Section 9.02 within the Compensation and Benefits Manual for vacation time. Motion carries 5 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

- 4) Discussion and action to create Section 16.03(4) within the Personnel Policy Manual regarding minimum call-in pay.

Motion by President Brad Czebotar, second by Trustee Jerry Adrian, to create Section 16.03(4) within the Personnel Policy Manual regarding minimum call-in pay with the following revisions:

1. 16.03 (4) a striking the last sentence that states accrual of compensatory time may be granted if mutually approved,
2. 16.03(4)(b1 striking the words as mutually agreed upon,
3. 16.03(4) b 2 striking the words as mutually agreed upon.

Motion carries 5 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

- c. Public Works Committee (Trustees Kolk & Adrian)

- 1) Discussion and action on changing the process for selecting a contractor to perform work on the annual street maintenance project.

Motion by Village Trustee Dan Kolk, second by Village Trustee Jerry Adrian, to approve changing the process for selecting a contractor to perform work on the annual street maintenance project to a request for proposals.

Friendly amendment to have this only be for 2020. Amendment accepted by Trustee Dan Kolk and Jerry Adrian with no objections.

Motion carries 6 - 0 - 0 by acclamation.

- d. Senior Outreach Services Committee (Trustees Adrian & Lytle)

- 1) Discussion and action regarding the final contract and funding formula for all member communities within the Focal Point.

Motion by Village Trustee Jerry Adrian, second by Village President Brad Czebotar, to approve the final contract and funding formula for all member communities within the Focal Point. Motion carries 6 - 0 - 0 by acclamation.

- e. Discussion and action regarding a contract with Dane County for services provided by the Senior Outreach Department.

Motion by Village President Brad Czebotar, second by Village Trustee Jerry Adrian, to approve a contract with Dane County for services provided by the Senior Outreach Department. Motion carries 6 - 0 - 0 by acclamation.

- f. Discussion and action to approve the distribution of a Request for Proposal for architectural services related to the development of a Public Safety Facility.

Village Administrator Schuenke provided an overview the draft RFP to bring some one aboard to help draft architectural plans for a public safety facility.

Motion by Trustee Stephanie Brassington, second by Trustee Dan Kolk, to approve the distribution of a Request for Proposal for architectural services related to the development of a Public Safety Facility. Motion carries 5 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

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

None.

7. CLOSED SESSION.

- a. Discussion and action in order to convene in Closed Session in accordance with Wis. Stats. 19.85(1)(e) to deliberate or negotiate the investment of public funds or other specified public business whenever competitive or bargaining reasons require a closed session, specifically related to the acquisition of property at the following locations:

- 1) 4313 Triangle Street (Tax Increment District #3).
- 2) 5407 Bashford Street (Tax Increment District #4).
- 3) 6004/6006 Johnson Street (located adjacent to Tax Increment District #4).

- b. Discussion and action to convene into Closed Session in accordance with Wis. Stats. 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically regarding a claim for damages to private property at 5019 Timber Lane as a result of a sanitary sewer backup.

Motion by President Brad Czebotar , second by Trustee Clair Utter, to approve convening in Closed Session in accordance with Wis. Stats. 19.85(1)(e) to deliberate or negotiate the investment of public funds or other specified public business whenever competitive or bargaining reasons require a closed session, specifically related to the acquisition of property at the following locations: 4313 Triangle Street, 5407 Bashford Street, and 6004/6006 Johnson Street, and to convene into Closed Session in accordance with Wis. Stats. 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically regarding a claim for damages to private property at 5019 Timber Lane as a result of a sanitary sewer backup at 7:53 p.m.. Motion carries 6 - 0 - 0 on a roll call vote with all voting aye.

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

Motion by President Czebotar, second by Trustee Adrian, to enter back into Open Session at 9:14 pm. Motion carries 6 - 0 - 0 by acclamation.

- d. Discussion and action regarding the acquisition of property located at 4313 Triangle Street within Tax Increment District #3.

A motion was made by President Czebotar, seconded by Trustee Kolk, and unanimously carried by the Village Board to authorize the Village Administrator to issue an offer to purchase for the property located at 4313 Triangle Street with conditions to be determined by the Village Attorney and to further negotiate acquisition of the property within a range of \$375,000 to \$425,000 unless otherwise authorized by the Village Board. Motion carried 6 - 0 by acclamation.

- e. Discussion and action regarding the acquisition of property located at 5407 Bashford Street within Tax Increment District #4.

A motion was made by Trustee Clair Utter, seconded by Trustee Dan Kolk, and unanimously carried by the Village Board to authorize the Village Administrator to issue an offer to purchase for the properties located at 5407 Bashford Street and 6004/6006 Johnson Street with conditions to be determined by the Village Attorney and to further negotiate acquisition of both properties in an amount not to exceed \$400,000 unless otherwise authorized by the Village Board. Motion carried 6 - 0.

- f. Discussion and action regarding the acquisition of property located at 6004/6006 Johnson Street adjacent to Tax Increment District #4.

See above item sub (e).

- g. Discussion and action regarding a claim for damages to private property at 5019 Timber Lane as a result of a sanitary sewer backup.

A motion was made by Trustee Clair Utter, seconded by Trustee Stephanie Brassington, and unanimously carried by the Village Board to disallow the claim from Amy and Devoin Ruffin for damages that occurred at 5019 Timber Lane. Motion carried 6 - 0 by acclamation.

8. ADJOURNMENT.

Motion by Trustee Clair Utter, second by Trustee Stephanie Brassington, to adjourn at 9:18 p.m.

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 Suettinger
Village Clerk/Treasurer