VILLAGE OF MCFARLAND

Village Board Minutes

Monday, January 27, 2020 - 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 Trustee Jerry Adrian, Village Trustee Stephanie Brassington, Village President Brad Czebotar, Village Trustee Dan Kolk, Village Trustee Eric Kryzenske, Village Trustee Mary Pat Lytle, Village Trustee Clair Utter

   Village Board members not present: (None)

   Staff Present: Administrator Matt Schuenke, Police Chief Craig Sherven, Community and Economic Development Director Andrew Bremer, Public Works Director Jim Hessling, and Fire/EMS Director Chris Dennis.

3. **PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.**

   a. *Public Announcements*

   1) *Village Candidates for Spring Election certified*

   2) *Absentee Voting to begin January 28th for Spring Primary*

   b. *Public Communications*
   Notice from CARPC on two public hearings on February 13 starting at 7 p.m.
4. **CONSENT AGENDA.**

   a. *Motion to approve the minutes of the January 13, 2020 Village Board meeting.*

   b. *Motion to approve pre-paid checks #76098-76177 in the amount of $69,078.57 and current checks #76178-76273 in the amount of $298,213.48.*

   c. *Motion to approve appointing Sharon Payne and Rita Sears to serve as Election Inspectors for the 2020-2021 term*
   Motion by President Brad Czebotar, second by Mary Pat Lytle, to approve the consent agenda with the amendments to item a. Motion carries 7 - 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. *Parks, Recreation, and Natural Resources Committee (Trustees Kolk & Utter)*

1) *Discussion and action to consider acceptance of the Park Impact Fee Study.*
Community Development Director Andrew Bremer gave an update of the Park Impact Fee study and the discussion by the Parks, Recreation, and Natural Resource Committee. The committee overall recommended approval of the park impact study, but also directed the study should be updated more often.

Motion by Trustee Dan Kolk, second by President Brad Czebotar, to accept the findings of the park impact and fee in lieu of study and adjust both fees accordingly with the following conditions:
1. The park impact fee be increased incrementally over a five year phasing according to exhibit a as identified in the packet on page 44.
2. The land dedication park level of service identified as 15.08 acres per thousand residents in the current Parks and Open Spaces Plan be adjusted to 18.45 acres per thousand in order to match the current existing level.

Motion carries 6 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

2) *Discussion and action regarding a proposal for aquatic development planning services.*
Village Trustee Dan Kolk gave an overview of the proposal for aquatic development planning services. The study would create a plan identifying amenities, locations, pricing, and structure to present to the public for further discussion on future aquatic facilities within the Village.

Motion by Trustee Dan Kolk, second by Trustee Stephanie Brassington, to authorize a proposal for aquatic development planning services from Parkitecture and Planning in an amount not to exceed $24,000.

Motion by Trustee Dan Kolk, second by Trustee Brassington, to amend the motion to authorize a proposal for planning services for aquatic facilities using Lewis Park as a conceptual location to Parkitecture in the amount of $24,000. Amendment accepted.
Motion carries 6 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

3) *Discussion and action regarding planning services for a Pickleball Development project.*

Trustee Dan Kolk provided an overview of the request to engage planning services for the development of Pickleball courts within the Village as discussed by the Parks, Recreation and Natural Resources Committee.

Motion by Trustee Dan Kolk, second by President Brad Czebotar, to authorize a proposal for planning services for pickleball facilities development conceptually located at Lewis Park to Parkitecture in the amount of $14,880. Motion carries 6 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

4) *Discussion and action regarding planning services for Larson Park hardscape project.*

Motion by Trustee Dan Kolk, second by President Brad Czebotar, to authorize a proposal from Vandewalle & Associates for planning services for the Larson Park hardscape project in the amount of $12,200. Motion carries 6 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

5) *Discussion and action regarding the issuance of a Request for Proposals (RFP) for park master planning services at William McFarland Park and future Community Park.*

Trustee Dan Kolk reported William McFarland Park is currently a heavily utilized park. The RFP is to study master planning services for both William McFarland Park and the future community park to address current and future facility needs.

Motion by Trustee Dan Kolk, second by President Brad Czebotar, to authorize the issuance of a Request for Proposals (RFP) for park master planning services at William McFarland Park and future Community Park. Motion carries 6 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

6) *Discussion and action regarding the issuance of a Request for Proposals (RFP) for planning services related to park improvements to be developed for individuals with special needs.*

Motion by Trustee Dan Kolk, second by Trustee Stephanie Brassington, to approve the issuance of a Request for Proposals (RFP) for planning services related to park improvements to be developed for individuals with special needs. Motion carries 6 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

b. *Plan Commission (President Czebotar & Trustee Kolk)*

1) *Discussion and action regarding Ordinance No. 2020-01: an Ordinance rezoning lands recently annexed near CTH. AB and Siggelkow Road and subject to Dane County zoning to classifications in the Village zoning code.*

Motion by President Brad Czebotar, second by Trustee Dan Kolk, to approve Ordinance No. 2020-01: an Ordinance rezoning lands recently annexed near CTH. AB and Siggelkow Road and subject to Dane County zoning to classifications in the Village zoning code. Motion carries 6 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

2) *Discussion and action regarding a request by the Village of McFarland for a Certified Survey Map (CSM) located at 3234 County Highway AB, McFarland, WI in order to create two parcels.*

Motion by President Brad Czebotar, second by Trustee Dan Kolk, to approve a request by the Village of McFarland for a Certified Survey Map (CSM) located at 3234 County Highway AB, McFarland, WI in order to create two parcels. Motion carries 6 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

3) *Discussion and action regarding Ordinance No. 2020-04: an ordinance to establish a fee for building permit applications for balconies, decks and porches.*

Motion by President Brad Czebotar, second by Trustee Dan Kolk, to approve Ordinance No. 2020-04: an ordinance to establish a fee for building permit applications for balconies, decks and porches. Motion carries 6 - 1 - 0 by acclamation with Trustee Utter voting nay.

c. *Public Utilities Committee (Trustees Lytle & Kryzenske)*

1) *Discussion and action on purchasing "No Fault Sewer" extended coverage through the League of Wisconsin Municipalities Mutual Insurance Carrier.*

Trustee Lytle discussed the proposal to purchase 'No Fault Sewer' coverage. She reported that in the past the committee was not in favor of purchasing the coverage; however, with the Village doing a full sewer rate study and an increase in backups, the committee felt it was a good time to begin purchasing the insurance. The cost of the insurance would be minimal to each utility user.

Motion by Trustee Mary Pat Lytle, second by Trustee Eric Kryzenske, to approve purchasing, "No Fault Sewer" extended coverage through the League of Wisconsin Municipalities Mutual Insurance Carrier. Motion carries 7 - 0 - 0 by acclamation.

2) *Discussion and action regarding the Request For Proposals for yard waste and drop off site services*

Motion by Trustee Mary Pat Lytle, second by Trustee Eric Kryzenske, to to accept the proposal for yard waste services from Barnes, Inc. at a cost of $78,000 in 2020 with an increase of 2.5% each of the next two years. Motion carries 7 - 0 - 0 by acclamation.

d. *Public Works Committee (Trustees Kolk & Adrian)*

1) *Discussion and action regarding engineering services from Town and Country Engineering in order to design the reconstruction of County Highway MN from Holscher Road to County Highway AB.*

Motion by Trustee Dan Kolk, second by Trustee Jerry Adrian, to approve engineering services from Town and Country Engineering in order to design the reconstruction of County Highway MN from Holscher Road to County Highway AB. Motion carries 6 - 0 - 1 by acclamation with Trustee Clair Utter abstaining.

e. *Discussion and action to approve the filling of a vacancy of 24 hour Emergency Medical Technician position within the Fire and Rescue Department.*

Motion by Trustee Jerry Adrian, second by Trustee Dan Kolk, to approve the filling of a vacancy of 24 hour Emergency Medical Technician position within the Fire and Rescue Department. Motion carries 7 - 0 - 0 by acclamation.

f. *Discussion and action on Resolution #2020-06: a resolution ratifying and approving a purchase agreement for property located at 4313 Triangle Street.*

Motion by President Brad Czebotar, second by Trustee Mary Pat Lytle, to approve Resolution #2020-06: a resolution ratifying and approving a purchase agreement for property located at 4313 Triangle Street. Motion carries 6 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

g. *Discussion and action to approve a contract extension for Building Inspection Services from General Engineering.*

Motion by President Brad Czebotar, second by Trustee Mary Pat Lytle, to approve a contract extension for Building Inspection Services from General Engineering. Motion carries 7 - 0 - 0 by acclamation.

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

Trustee Utter referred amendment of the budget due to the increased costs purchases to the Finance Committee.

7. CLOSED SESSION.

a. *Discussion and action on entering into Closed Session in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider 2019 performance evaluation data and employment contract for the Village Administrator position.*

Motion by President Czebotar, second by Trustee Dan Kolk, to enter into Closed Session in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider 2019 performance evaluation data and employment contract for the Village Administrator position. Motion carries 7 - 0 - 0 on a roll call vote all voting aye.

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

Motion by President Czebotar, second by Trustee Mary Pat Lytle, to reconvene into Open Session. Motion carries 7 - 0 - 0 by acclamation.

c. *Discussion and action regarding the 2019 Performance Evaluation and employment contract for the Village Administrator position.*

Motion by Trustee Dan Kolk, second by Trustee Brassington, to provide a wage adjustment for the Village Administrator based upon 2019 Performance Evaluation in an amount of 2.0% for an Across the Board wage adjustment and an additional 3.5% as a merit based wage adjustment effective as of January 1, 2020; and employment contract amendments as follows:

- Section 6(c) shall be amended to increase the cell phone allowance from $50 to $75.
- Section 8 and all other references shall be amended to require a 2/3 majority vote of the elected Board for all termination scenarios.
- Section 9(b) shall be revised to increase severance pay from 4 to 6 months.

Motion carries 7 - 0 - 0 by acclamation.

8. ADJOURNMENT.

Motion by Trustee Dan Kolk, second by Trustee Stephanie Brassington, to adjourn the meeting at 10:15 p.m. Motion carries 7 - 0 - 0 by acclamation.

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