VILLAGE OF MCFARLAND

Village Board Minutes

Monday, September 28, 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 Stephanie Brassington, Village Trustee Carolyn Clow, Village President Brad Czebotar, Village Trustee Eric Kryzenske, Village Trustee Justin Rupert, Village Trustee Clair Utter, Village Trustee Michael Flaherty.

   Village Board members not present: None.

   Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Police Chief Craig Sherven, Community and Economic Development Director Andrew Bremer, Volunteer Coordinator Katie Gletty-Syoen, Streets/Utilities Superintendent Lee Igl, Parks Superintendent Sayer Larson and Communications & Technology Director Stephanie Miller.

3. **PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.**

   a. *Public Announcements*

   b. *Public Communications*

4. **CONSENT AGENDA.**

   a. *Motion to approve the minutes of the September 14, 2020 meeting.*

   b. *Motion to approve Check #'s 77733-77814 in the amount of $432,299.27.*

   c. *Motion to approve appointing Christopher Reynolds to serve on the Public Utilities Committee for a term ending April 30, 2024.*

   d. *Motion to approve appointing Thomas Young, Tammy Downing, Monica Macarra, Chris Adams, Amy Johnson, Ann Molitor, Maria LeFave, Susan Nelsen, Brandy Ewing Alderman, and David Doll to serve as Election Inspectors for the 2020-2021 term.*

e. *Motion to approve appointing Leilani Amundson to serve on the Senior Outreach Committee for a term ending April 30, 2021.*
Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to approve the consent agenda as presented. 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. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and 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. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.*
None.

6. BUSINESS.

a. *Discussion and action regarding acceptance of Phase 1 Plan Development for Public Safety Center and authorization to proceed into Phase 2 Design Services.*
At 7:05 p.m., with no objections, the Board moved to directly to item 6 f.

At 7:25 p.m. the Board returned to item a and moved through the remainder of the agenda in order.

Village Administrator Schuenke provided an overview of the proposal to accept Phase 1 and move into Phase 2, which would be the design phase.

Motion by Trustee Carolyn Clow, second by Trustee Stephanie Brassington. to authorize we proceed to Phase 2 design services for the Public Safety Center. No action taken on motion.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve acceptance of Phase 1 Plan Development for Public Safety Center and authorize Bray Architects to proceed into Phase 2 Design Services. Motion carries 6 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

b. *Discussion and action regarding geotechnical proposals (soil borings) to aid in the design of the Public Safety Building.*

Village Administrator Schuenke provided an overview of the proposal regarding geotechnical proposals to do soil borings at the new Public Safety Building Site.

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to approve a geotechnical proposals (soil borings) from CGC Inc. to aid in the design of the Public Safety Building in the Amount of $15,420.00. Motion carries 6 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

c. *Discussion and action regarding geothermal analysis to aid in the design of the Public Safety Center.*

Mark C Taylor explained the process for performing the geothermal analysis.

Motion by Trustee Carolyn Clow, second by Trustee Justin Rupert, to approve a proposal from HGA and G.O. Loop in the amount of $24,080 pending review and approval of the Village Attorney. Motion carries 6 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

d. *Parks, Recreation, and Natural Resources Committee (Trustees Clow & Utter)*

1) *Discussion and action regarding the appointment of the Village Forester.*

Trustee Clow provided an overview of the proposal to appoint the Parks Superintendent to serve as the Village Forester as outlined in Village Ordinance. The Board discussed the position description for the Parks Superintendent position should be updated to reflect the change.

Motion by Trustee Carolyn Clow, second by President Brad Czebotar, to refer the issue of the Village Forester to the Personnel Committee for revision to the Parks Superintendent position. Motion carries 7 - 0 - 0 by acclamation.

e. *Plan Commission (President Czebotar & Trustee Rupert)*

1) *Discussion and action regarding a Condominium Plat and Declaration from CF Investments, LLC, for the property located at Lots 57 & 58 Prairie Place Subdivision creating The Condos at Prairie Place, consisting of 30 residential units.*

Motion by Village President Brad Czebotar, second by Village Trustee Justin Rupert, to approve a Condominium Plat and Declaration from CF Investments, LLC, for the property located at Lots 57 & 58 Prairie Place Subdivision creating The Condos at Prairie Place, consisting of 30 residential units. Motion carries 6 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

f. *Plan Commission (President Czebotar & Trustee Rupert)*
Public Safety Committee (Trustees Kryzenske & Brassington)

1) *Discussion and action on the site design application and expansion of a licensed premise for SWN Inc., D/B/A Maple Tree Restaurant, 6010 Highway 51, to the outdoor patio from a 330 sq. ft. area to a 600 sq. foot area.*

Gary Seiler, owner of the Maple Tree, appeared before the Board to request the expansion of the outdoor consumption area. The proposal would expand the outdoor area, pour a concrete pad, and change the fencing material. He reported the additional outdoor areas will help them navigate social distancing requirements with the COVID-19 pandemic.

Motion by Village President Brad Czebotar, second by Village Trustee Justin Rupert, to approve expansion of a licensed premise for SWN Inc., D/B/A Maple Tree Restaurant, 6010 Highway 51, to the outdoor patio from a 330 sq. ft. area to a 600 sq. foot area. Motion carries 7 - 0 - 0 by acclamation.

At 7:14 p.m., with no objection, the Board moved to item 6h.

g. *Public Utilities Committee (Trustees Kryzenske & Clow)*

1) *Discussion and action regarding accepting the final design and authorizing the Eastside Sanitary Sewer Interceptor project for bidding.*

Trustee Kryzenske provided an overview of the project.

Motion by Trustee Eric Kryzenske, second by Trustee Carolyn Clow, to accept the final design and authorizing the Eastside Sanitary Sewer Interceptor project for bidding. Motion carries 6 - 0 - 1 by acclamation with Trustee Clair Utter abstaining.

h. *Volunteer Committee (Trustees Rupert & President Czebotar)*

1) *Presentation and update regarding recent Coastal Cleanup Day.*

Trustee Rupert and Volunteer Coordinator Katie Gletty-Syoen reported on the first annual Coastal Cleanup Day. They both reported it filled all slots for volunteers within three hours and the event was wildly successful. Communications & Technology Director Stephanie Miller showed a short video of the event and show cased the large amount of debris removed from the water ways.

i. *Transmittal of the draft 2021 Budget from Village Staff to Village Board for review and consideration.*

Village Administrator Matt Schuenke provided an overview that the 2021 staff budget submittal has now been transmitted to the Board, and provided an overview of the budget hearing process moving forward. The first review of the budget is scheduled for Thursday October 8th at 6:00 p.m.

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

Trustee Utter referred the issue of updating the zoning code so that it can reflect more realistically the density allowed within the residential zoning districts.

Trustee Clow requested an update on the DEI Committee.

7. **ADJOURNMENT.**

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Justin Rupert, to adjourn at 8:32 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