VILLAGE OF MCFARLAND

Village Board Minutes

Monday, December 14, 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 President Brad Czebotar and Village Trustees: Stephanie Brassington, Carolyn Clow, Mike Flaherty, Eric Kryzenske, Justin Rupert

   Village Board members not present: Village Trustee Clair Utter

   Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Community and Economic Development Director Andrew Bremer, Public Works Director Jim Hessling, Fire/EMS Director Chris Dennis, 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 November 23, 2020 Village Board meeting.*

   b. *Motion to approve the minutes of the December 10, 2020 special Village Board meeting.*

   c. *Motion to approve Check #78230-78364 in the amount of $569,789.43.*
   Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, 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. 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.*
6. **PUBLIC HEARING.**

a. *On the proposed Ordinance #2020-22: an ordinance amending various sections of the McFarland Municipal Code including Chapter 47 Public Utilities, Chapter 56 Subdivisions, and Chapter 62 Zoning relating to the provisions of Municipal Water, Storm and Sanitary Sewer Service.*

President Czebotar opened the public hearing at 7:03 p.m.

Community Development Director Andrew Bremer provided an overview of Ordinance 2020-22. The revisions primarily address mandatory connections for public water and public sewer, consistency with state statute, cleanup, update to storm water credit that can be received, and a revision to the zoning code to address language that is inconsistent with Ordinance Chapter 56.

With no comments or individuals wishing to speak, President Czebotar closed the public hearing at 7:06 p.m.

7. BUSINESS.

a. *Police and Fire Commission (PFC President Stransky)*

1) *Discussion and action regarding the selection of a proposal to perform Executive Recruitment Services for the position of Police Chief.*

PFC President John Stransky provided an overview of the process to date in selecting a firm to provide executive recruitment services for the position of Police Chief. A set of 10 criteria were established and each proposal was evaluated individually by an evaluation team. The evaluation team then recommended two proposals and the Police & Fire Commission then interviewed both firms. After meeting with both firms the Police & Fire Commission recommended selecting the Riseling group to provide executive recruitment services for the position of Police Chief.

Debra Hettrick, representative of the Riseling group, provided an overview of their proposal to provide recruiting services for Police Chief. She highlighted they want to ensure the process is as open as possible to all of the various stakeholders including the public. She provided the tentative process and 19 week schedule. They would hope to have a Police Chief candidate selected in May 2021.

Motion by Trustee Stephanie Brassington, second by Trustee Eric Kryzenske, to approve selecting a proposal from the Riseling group in an amount not to exceed $28,500 and direct the Village Administrator to prepare the standard contract for services under the discretion of the Village Attorney. Motion carries 6 - 0 - 0.

b. *Finance Committee (Trustees Flaherty & Kryzenske)*

1) *Presentation and discussion regarding the plan for borrowing in order to fund the 2021 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Public Finance Professionals.*

Carol Wirth, representative of Wisconsin Public Finance Professionals, provided an overview of the plan for borrowing for the 2021 Capital Improvement Plan. She reported that the market is currently at historic lows with a recent borrowing came in at 1.35%. She provided a complete and detailed review of the proposed borrowing and answered questions from Board members.

2) *Discussion and action regarding the plan for the general obligation note issuance borrowing in order to fund the 2021 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Public Finance Professionals.*

Trustee Mike Flaherty provided an overview and reported the agenda item is to initiate the process and does not actually award the funds.

Motion by Trustee Mike Flaherty, second by Trustee Eric Kryzenske, to approve the general obligation note issuance borrowing in order to fund the 2021 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Public Finance Professionals. Motion carries 6 - 0 - 0 by acclamation.

3) *Discussion and action regarding Resolution #2020-27: a resolution authorizing the borrowing of not to exceed $18,500,000; and providing for the issuance and sale of general obligation Public Safety Center bonds therefor.*

Motion by Trustee Mike Flaherty, second by Trustee Eric Kryzenske, to approve Resolution #2020-27: a resolution authorizing the borrowing of not to exceed $18,500,000; and providing for the issuance and sale of general obligation Public Safety Center bonds therefor. Motion carries 6 - 0 - 0 by acclamation.

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

1) *Discussion and action regarding the award of contract for the 2021 Eastside Sanitary Sewer Interceptor project.*

Trustee Eric Kryzenske provided an overview of the proposal to award the contract for the 2021 Eastside Sanitary Sewer Interceptor project and the recommendation from the Public Utilities Committee for approval.

Motion by Trustee Eric Kryzenske, second by Trustee Carolyn Clow, to approve the award of contract for the 2021 Eastside Sanitary Sewer Interceptor project to BKS Excavating in an amount of $549,053 including the base bid and supplemental bid, and approving total project costs at $786,278 which includes a 10% contingency. Motion carries 6 - 0 - 0 by acclamation.

2) *Discussion and action regarding a contribution to a wetland mitigation bank authorized by the Wisconsin Department of Natural Resources for the Eastside Interceptor Sanitary Sewer Project.*

Trustee Eric Kryzenske reported the Eastside Interceptor Project has necessitated the Village undertake wetland mitigation due to damage that will be done as part of the projects. While there were a couple different options for this, the Public Utilities Committee recommended buying wetland mitigation credits.

Motion by Trustee Eric Kryzenske, second by Trustee Carolyn Clow, to acquire the mitigation credits from Willow Creek in the amount of $16,625 and Bass Creek in an amount of $9,100. Motion carries 6 - 0 - 0 by acclamation.

3) *Discussion and action regarding Ordinance #2020-24: an ordinance creating Section*

47-246 of the McFarland Municipal Code establishing an alternative special assessment process for storm or sewer interceptor construction.

Village Trustee Eric Kryzenske provided an overview of the proposal to add a provision to the Village Code to provide the Village the ability to assess a special assessment at the time a parcel of land is sold to recover the costs of the Eastside Sanitary Interceptor Project. In this case, the Village does not have interested developers for all parcels involved as the Village has typically had when assessing fees in the past. Trustee Kryzenske voted the ordinance amendment would create a process for charging special assessments. A proposal to levy special assessments for the Eastside Interceptor Project would need to come forward separately for discussion and possible action.

Motion by Trustee Eric Kryzenske, second by Trustee Carolyn Clow, to approve Ordinance #2020-24: an ordinance creating Section 47-246 of the McFarland Municipal Code establishing an alternative special assessment process for storm or sewer interceptor construction. Motion carries 5 - 1 - 0 by acclamation with Trustee Carolyn Clow voting nay.

4) *Discussion and action to consider a proposal to conduct maintenance at Well #3.*

Trustee Eric Kryzenske provided an overview of the proposal to conduct maintenance at Well #3. It has been 13 years since it has been done, and it is recommended to be done every 10 years. Based on this, the Public Utilities Committee unanimously recommended approval of the proposal to conduct maintenance at Well #3.

Motion by Trustee Eric Kryzenske, second by Trustee Carolyn Clow, to award the contract to conduct maintenance at Well #3 to CTW at an estimated cost of $11,300. Motion carries 6 - 0 - 0 by acclamation.

d. *Communications and Technology Committee (Trustees Brassington & Kryzenske)*

1) *Discussion and action regarding revisions to the status for and authorization to fill the vacancy of the full-time Production Assistant position within the Communications and Technology Department.*

Trustee Stephanie Brassington provided an overview the proposal to revise the status of the Production Assistant and make the position full-time. This was already approved as part of the 2021 budget. The Communications & Technology Committee approved the updated job description and recommend approval of filling the vacancy.

Motion by Trustee Stephanie Brassington, second by Trustee Mike Flaherty, to approve revisions to the status for and authorization to fill the vacancy of the full-time Production Assistant position within the Communications and Technology Department. Motion carries 6 - 0 - 0 by acclamation.

e. *Plan Commission (President Czebotar & Trustee Rupert)*
Public Utilities Committee (Trustees Kryzenske & Clow)

1) *Discussion and action regarding Ordinance #2020-22: an ordinance amending various sections of the McFarland Municipal Code Including Chapter 47 Public Utilities, Chapter 56 Subdivisions, and Chapter 62 Zoning relating to the provisions of Municipal Water, Storm and Sanitary Sewer Service.*

Community Development and Economic Development Director Andrew Bremer provided an overview of the changes proposed in Ordinance #2020-20.

Motion by President Brad Czebotar, second by Trustee Eric Kryzenske, to approve Ordinance #2020-22: an ordinance amending various sections of the McFarland Municipal Code Including Chapter 47 Public Utilities, Chapter 56 Subdivisions, and Chapter 62 Zoning relating to the provisions of Municipal Water, Storm and Sanitary Sewer Service deleting section six of the ordinance. Motion carries 6 - 0 - 0 by acclamation.

f. *Discussion and action regarding Ordinance #2020-25: an ordinance to update Appendix A of the McFarland Municipal Code regarding the fee structure.*

Clerk/Treasurer Suettinger provided an overview of Ordinance 2020-25 updating various fees in the Village code of ordinances.

Motion by Village President Brad Czebotar, second by Village Trustee Stephanie Brassington, to approve Ordinance #2020-25: an ordinance to update Appendix A of the McFarland Municipal Code regarding the fee structure. Motion carries 6 - 0 - 0 by acclamation.

g. *Discussion and action regarding the extension of Addendum C (Workplace Response Policy) within the Personnel Policy Manual.*

Motion by Village President Brad Czebotar, second by Village Trustee Stephanie Brassington, to approve the extension of Addendum C (Workplace Response Policy) within the Personnel Policy Manual. Motion carries 6 - 0 - 0 by acclamation.

h. *Discussion and action regarding on the creation of Addendum D (Village Emergency Paid Sick Leave) within the Personnel Policy Manual*

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to approve the creation of Addendum D (Village Emergency Paid Sick Leave) within the Personnel Policy Manual. Motion carries 6 - 0 - 0 by acclamation.

i. *Discussion and action to extend the term of Resolution #2020-08 regarding emergency authority of the Village President and Village Administrator to have joint executive powers to implement necessary measures in response to outbreak of COVID-19.*

Motion by Trustee Carolyn Clow, second by Trustee Stephanie Brassington, to extend Resolution #2020-08 regarding emergency authority of the Village President and Village Administrator to have joint executive powers to implement necessary measures in response to outbreak of COVID-19 through June 30, 2021. Motion carries 6 - 0 - 0 by acclamation.

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

None.

8. ADJOURNMENT.

Motion by Village Trustee Justin Rupert, second by Village Trustee Stephanie Brassington, to adjourn at 8:30 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