

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, March 8, 2021 - 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 Michael Flaherty, Village Trustee Eric Kryzenske, Village Trustee Justin Rupert, Village Trustee Clair Utter

Village Board members not present: None

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Police Chief Brian Redman, 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

1) Village Board Candidate Forum - March 13, 2021 beginning at 11 a.m.

2) McFarland School Board Candidates Forum - March 13, 2021 beginning at 2 p.m.

3) Absentee Voting Information - April 6, 2021 Spring Election

b. Public Communications

4. CONSENT AGENDA.

a. Motion to approve the minutes of the February 22, 2021 Village Board meeting.

b. Motion to approve checks in the amount of \$361,550.40.

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.

Carrie Nelson, spoke in opposition of the two position descriptions not including Diversity, Equity and Inclusion considerations.

At 8:40 the Board approved returning to Public Comment to allow comment from a resident who was not recognized during agenda item.

Nafsaniath Fathema, 5404 Calico Ct., appeared before the Board to request privacy issue be addressed between her property and William McFarland Park which is directly adjacent. .

6. BUSINESS.

a. Discussion and action regarding acceptance of Phase 2 Design Services for Public Safety Center and authorization to proceed into Phase 3 Bidding Process.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Clair Utter, to approve the acceptance of Phase 2 Design Services 50% plan for the Public Safety Center. Motion carries 7 - 0 - 0 by acclamation.

b. Discussion and action to approve an amendment to the contract for Architectural Services for the design of the Public Safety Center.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve an amendment to the contract for Architectural Services for the design of the Public Safety Center. Motion carries 6 - 1 - 0 by acclamation.

c. Finance Committee (Trustees Flaherty & Kryzenske)

1) Discussion and action regarding the proposed Capital Improvement Plan for 2021-2025.

Administrator Schuenke provided an overview of the 2021-2025 Capital Improvement Plan.

The Board reviewed the plan and provided feedback. They noted approval of the plan does not commit the Board to the projects contained within the document but is meant to assist in planning for capital improvements. Approval of individual projects and purchases is done through the budget process annually. Additionally, the Board requested to review the 2022-2026 Capital Improvement plan in advance of the 2022 budget process.

Motion by Village Trustee Michael Flaherty, second by Village Trustee Eric Kryzenske, to approve the proposed Capital Improvement Plan for 2021-2025. Motion carries 6 - 1 - 0 by acclamation, with Trustee Clair Utter voting nay.

d. Personnel Committee (President Czebotar & Trustee Utter)

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

President Czebotar provided an overview of updates to the job description for the Clerk III position within the Community Development Department and applicable review by the Personnel Committee. He reported the Personnel Committee identified a desire to potentially review and revise the Village's standard form for job descriptions in the future.

Village Administrator Schuenke reported the Village would like to address more diversity, equity, and inclusion initiatives within all of the position descriptions for Village staff; however, that would be a uniform process in the future.

Motion by Village President Brad Czebotar, second by Village Trustee Michael Flaherty, to approve revisions to the job description for the Clerk III position within the Community Development Department. Motion carries 6 - 1 - 0 by acclamation, with Trustee Clair Utter voting nay.

2) Discussion and action regarding the creation of the job description, classification, and request to fill the vacancy for the Planning and Zoning Assistant position within the Community Development Department.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Stephanie Brassington, to postpone action regarding the creation of the job description, classification, and request to fill the vacancy for the Planning and Zoning Assistant position within the Community Development Department to allow for the additional of language addressing cultural competencies. Motion carries 7 - 0 - 0 by acclamation.

At 8:48 p.m., motion by President Brad Czebotar, second by Trustee Carolyn Clow, to reconsider the creation of the job description, classification, and request to fill the vacancy for the Planning and Zoning Assistant position within the Community Development Department. Motion carries 7 - 0 - 0 by acclamation.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve the creation of the job description, classification, and request to fill the vacancy for the Planning and Zoning Assistant position within the Community Development Department with additional language provided regarding cultural competency. Motion carries 7 - 0 - 0 by acclamation.

e. Discussion and action regarding authorization to fill the vacancy for the Lieutenant position within the Police Department.

The Board discussed hesitancy of filling the vacancy without the job description being updated for Diversity, Equity and Inclusion initiatives. Additionally, the Board discussed reservations in authorizing approval of filling of the Lieutenant before a new Police Chief has been selected.

Interim Police Chief Brian Redman reported he would be retiring from the Village sooner than initially anticipated, which is what is necessitating the request to fill the

vacancy. He noted filling the vacancy now would allow for the continuity of leadership in the Police Department thru the transition.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Eric Kryzenske, to approve regarding authorization to fill the vacancy for the Lieutenant position within the Police Department using additional language addressing diversity, equity, and inclusion within duties and competencies. Motion carries 7 - 0 - 0 by acclamation.

f. Discussion and action on Resolution 2021-08: A Resolution authorizing the Police Department to enter into an agreement to obtain records from the Dane County Jail.

Motion by Village President Brad Czebotar, second by Village Trustee Eric Kryzenske, to approve Resolution 2021-08: A Resolution authorizing the Police Department to enter into an agreement to obtain records from the Dane County Jail. Motion carries 7 - 0 - 0 by acclamation.

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

Trustee Clair Utter referred the issue of tree planting in William McFarland park to the PRNR committee. Trustee Clow requested staff follow up to see if the issue could be addressed sooner.

Trustee Clair Utter requested the filling of vacancy of two police officers be included on the next Village Board agenda.

Trustee Carolyn Clow requested the Village create a responsible bidder ordinance.

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 regarding employment of the Interim Police Chief and retirement transition agreement.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Stephanie Brassington, 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 regarding employment of the Interim Police Chief and retirement transition agreement at 8:53 p.m. Motion carries 7 - 0 - 0 by acclamation.

8. RECONVENE INTO OPEN SESSION.

a. Discussion and action regarding the employment of the Interim Police Chief and retirement transition agreement.

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to enter back into Open Session at 9:30 p.m. Motion carries 7 - 0 - 0 by acclamation.

9. ADJOURNMENT.

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to adjourn at 9:30 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