

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, March 22, 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, Interim Police Chief Brian Redman, Community and Economic Development Director Andrew Bremer, Public Works Director Jim Hessling, Streets/Utilities Superintendent Lee Igl, Fire/EMS Director Chris Dennis, and Communications & Technology Director Stephanie Miller.

3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

a. Public Announcements

1) Notice of Public Hearing - USH 51 Environmental Assessment

2) Spring Election - April 6, 2021 - 7:00 a.m. to 8:00 p.m.

b. Public Communications

None.

4. CONSENT AGENDA.

a. Motion to approve the minutes of the March 8, 2021 Village Board meeting.

b. Motion to approve Checks in the amount of \$351,265.08.

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, 5211 N Autumn Lane, spoke in support and gratitude of the inclusion of cultural competency requirements included in recent job descriptions approved by the Board.

6. BUSINESS.

a. Volunteer Committee (Trustees Rupert & President Czebotar)

1) Presentation regarding the 2021 Community Service Day.

Volunteer Coordinator Katie Gletty-Syoen provided a presentation on the upcoming 2021 Community Service Day. She reported they will implement things they learned from 2020 such as online sign-up, available spots will only be outdoor volunteer options, masking and social distancing will be required, and treats will be eliminated. She also noted some events such as the electronic recycling would not be part of the Spring program, but may be possible in the fall.

b. Community Development Authority (Trustees Brassington & Flaherty)

1) Discussion regarding a Tax Increment Financing Development Incentives Application by Dan & Meg Chin – 5411 Bashford LLC, for 5411 Bashford Street, Tax Increment District #4.

Community & Economic Development Director Andrew Bremer provided an overview of the request for a TIF loan for Dan and Meg Chin to develop 5411 Bashford St. He reported the Village had purchased 5411 Bashford Street in 2017 with the intent to eliminate blight and re-sell the land for development. He also reported, since the discussion at the Community Development Authority meeting, the Village has learned there are additional right-of-way issues that will need to be addressed to make the project viable.

c. Public Utilities Committee (Trustees Kryzenske & Clow) Public Works Committee (Trustees Clow & Rupert)

1) Discussion and action regarding 2021 Street Paving and Stormwater Projects and authorize the projects for bidding.

Trustee Eric Kryzenske reported on the proposal for 2021 Street Paving and Storm water projects which would include pulverizing and re-paving Renee Court and a variety of various other stormwater projects proposed for 2021. The Public Works and Public Utilities Committee recommended approval of the projects an authorizing them for bidding.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Justin Rupert, to approve 2021 Street Paving and Stormwater Projects and authorize the projects for bidding. Motion carries 7 - 0 - 0 by acclamation.

d. Public Utilities Committee (Trustees Kryzenske & Clow)

1) Discussion and action regarding the Municipal Separate Storm Sewer System (MS4) permit and plan.

Motion by Village Trustee Eric Kryzenske, second by Trustee Carolyn Clow, to approve submitting the Municipal Separate Storm Sewer System (MS4) permit and plan to the Wisconsin Department of Natural Resources. Motion carries 7 - 0 - 0 by acclamation.

2) Discussion and action regarding a Request for Proposals (RFP) for Locating Services.

Motion by Village Trustee Eric Kryzenske, second by Village Trustee Carolyn Clow, to approve a Request for Proposals (RFP) for Locating Services. Motion carries 7 - 0 - 0 by acclamation.

e. Public Works Committee (Trustees Clow & Rupert)

1) Discussion and action regarding the creation of a Traffic Management Request Policy as Chapter 1 of the Public Works Policy Manual.

Streets/Utilities Superintendent Lee Igl provided an overview of the updates made to the policy since the Village Board last reviewed it. He provided that all departments will receive an application, a letter will go out to all property owners within 300 feet, soliciting input, and then staff would make a decision on the request. The Village Board's role would be to review requests only when there was an appeal of staff's decision.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Michael Flaherty, to approve the creation of a Traffic Management Request Policy as Chapter 1 of the Public Works Policy Manual. Motion carries 7 - 0 - 0 by acclamation.

2) Discussion and action regarding the creation of a Street Light Policy as Chapter 2 of the Public Works Policy Manual.

Streets/Utilities Superintendent Lee Igl provided a review of updates made to the policy since the Board last reviewed it. He provided that all departments will receive an application, a letter will go out to all property owners within 300 feet, soliciting input, and then staff would make a decision on the request. The Village Board's role would be to review requests only when there was an appeal of staff's decision.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Justin Rupert, to approve the creation of a Street Light Policy as Chapter 2 of the Public Works Policy Manual. Motion carries 7 - 0 - 0 by acclamation.

f. Discussion and action regarding revisions to the job description and request to fill the vacancy for the Police Officer position within the Police Department.

The Board discussed concerns with reviewing the job description before a Police Chief is hired. Interim Chief Redman reported the Chief would likely be on board in time to weigh in on the recruitment. He also noted with Police Officers, and the length of the hiring process as well as field training requirements, the Police Department will be

understaffed until the end of the year. He explained the longer the Village waits, the longer it will take the department to return to full staffing.

Motion by Village President Brad Czebotar, second by Village Trustee Eric Kryzenske, to approve revisions to the job description and request to fill the vacancy for the Police Officer position within the Police Department. Motion carries 6 - 1 - 0 by acclamation with Trustee Mike Flaherty voting nay.

- g. Discussion and action regarding revisions to the job description and request to fill the vacancy for the 24-Hour Advanced EMT position within the Fire and Rescue Department.

Motion by Village President Brad Czebotar, second by Village Trustee Eric Kryzenske, to approve revisions to the job description and request to fill the vacancy for the 24-Hour Advanced EMT position within the Fire and Rescue Department.

Trustee Carolyn Clow provided a friendly amendment to the motion that the approval be to fill the vacancy for two advanced EMT positions within the Village.

Amended motion passes 7 - 0 - 0 by acclamation.

- h. Discussion and action regarding a stormwater drainage easement with the McFarland School District for the Public Safety Center.

Motion by Village President Brad Czebotar, second by Village Trustee Stephanie Brassington, to approve a stormwater drainage easement with the McFarland School District for the Public Safety Center. Motion carries 6 - 0 - 1 by acclamation with Trustee Clair Utter voting nay.

- i. Discussion and action regarding a sanitary sewer lateral easement with the McFarland School District for the Public Safety Center.

Motion by Village President Brad Czebotar, second by Village Trustee Stephanie Brassington, to approve a sanitary sewer lateral easement with the McFarland School District for the Public Safety Center. Motion carries 7 - 0 - 0 by acclamation.

- j. 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 purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically related to the following items:

- 1) Property acquisition within the parks system.
- 2) Sale of property and the investment of public funds regarding the Tax Increment Financing Development Incentives Application by Dan & Meg Chin – 5411 Bashford LLC, for 5411 Bashford Street, Tax Increment District #4.

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to enter into Closed Session in accordance with Wis. Stats. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, at 7:20 p.m., specifically related to the following items:

- 1) Property acquisition within the parks system.
- 2) Sale of property and the investment of public funds regarding the Tax Increment Financing Development Incentives Application by Dan & Meg Chin – 5411 Bashford LLC, for 5411 Bashford Street, Tax Increment District #4.

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

8. RECONVENE INTO OPEN SESSION.

Motion by Village President Brad Czebotar, second by Village Trustee Stephanie Brassington, to enter back into Open Session reconvene into open session at 9:11 p.m.
Motion carries 7 - 0 - 0 by acclamation.

- a. Discussion and action regarding a Tax Increment Financing Development Incentives Application by Dan & Meg Chin – 5411 Bashford LLC, for 5411 Bashford Street, Tax Increment District #4.

Motion by Village President Brad Czebotar, second by Village Trustee Stephanie Brassington, to approve a Tax Increment Financing Development Incentives Application by Dan & Meg Chin – 5411 Bashford LLC, for 5411 Bashford Street, Tax Increment District #4 for a Tax Increment Financing Development Incentive of \$170,000, payable upon building occupancy, plus donation of the land valued at \$60,000, for a total incentive of \$230,000 with the following conditions:

1. Vacation and dedication of the right-of-way adjacent to 5411 Bashford Street, as contemplated on the Right-Of-Way Adjustment Map, page 8 of 8 of the site plan submittal, to be approved by the Village Board.
2. Dedication of the right-of-way adjacent to 6009 Johnson Street, as contemplated on the Right-Of-Way Adjustment Map, page 8 of 8 of the site plan submittal, to be approved by the McFarland School Board.
3. Approval of a real estate acquisition and development agreement to be approved by the Village Board.

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

9. ADJOURNMENT.

Motion by Village Trustee Justin Rupert, second by Village Trustee Stephanie Brassington, to adjourn at 9:15 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

