VILLAGE OF MCFARLAND

Village Board Minutes

Monday, August 23, 2021 - 7:00 PM

1. CALL TO ORDER.

President Carolyn Clow called the regular meeting of the Village Board to order at 7:00 PM in the Community Room.

2. ATTENDANCE/ROLL CALL.

Village Board members present: Village Trustee Stephanie Brassington, Village President Carolyn Clow, Village Trustee Michael Flaherty, Village Trustee Justin Rupert, Village Trustee Carrie Nelson, Village Trustee Edward Wreh and Village Trustee Chris St. Clair.

Village Board members not present:

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Police Chief Aaron Chapin, Community and Economic Development Director Andrew Bremer, Public Works Director Jim Hessling, Outreach Director Lori Andersen, Fire/EMS Director Chris Dennis, and Communications & Technology Director Stephanie Miller.

3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

a. Public Announcements

1) Recognizing Urso Brothers Custom Home Builders of McFarland as an Interior Design Winner and Overall Home Winner for the 2021 People's Choice Awards sponsored by the Madison Area Builders Association.

Village President Clow recognized Urso Brothers Custom Home Builders of McFarland as an interior design winner and overall home winner for the 2021 People's Choice Awards sponsored by the Madison Area Builders Association. She congratulated them and expressed her gratitude at having them as a local business in the Village.

b. Public Communications

4. CONSENT AGENDA.

a. All items listed under the Consent Agenda will be approved in one motion unless a Board member requests that the item be removed for individual discussion and action. Any item(s) removed for individual consideration shall be considered in the same order in which they were originally listed on the agenda under Business.

1) Motion to approve the minutes of the August 9, 2021 Village Board meeting.

2) Motion to approve the minutes of the August 16, 2021 Special Village Board meeting.

3) Motion to approve checks in the amount of $462,023.46.

4) Motion to approve the issuance of an event permit for the McFarland Recreation Aquatics and Play, to hold the McFarland Triathlon September 18, 2021 from 8 a.m. to 12 p.m. with the conditions outlined by the Police Chief, Fire & Rescue Chief and

Director of Public Works.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, 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. *Public Safety Committee (Trustees Brassington & Wreh)*

1) *Discussion and action regarding Ordinance #2021-09: an ordinance to update finger printing service fees within the fee schedule in Appendix A of the Code of Ordinances.*

Motion by Village Trustee Stephanie Brassington, second by Village President Carolyn Clow, to approve Ordinance #2021-09: an ordinance to update finger printing service fees within the fee schedule in Appendix A of the Code of Ordinances. Motion carries 7 - 0 - 0 by acclamation.

b. *Public Utilities Committee (Trustees Wreh & Nelson)*

1) *Discussion and action regarding replacement plan for water meters and other support equipment.*

Assistant to the Public Works Director Aimee Irwin provided an overview of the various options identified by staff for water meters and other support equipment.

Motion by Village Trustee Edward Wreh, second by Village Trustee Carrie Nelson, to upgrade the meter reading process for utility billing purposes to a cellular AMI format (Option #3) and to contract with a company for the installation of the meters over a three-year period beginning in 2022 Furthermore, Village Staff will be directed to build this replacement project schedule into the next budget and capital improvement plan.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to amend the motion to approve upgrading the meter reading process for utility billing purposes to a cellular AMI format (Option #3) and to contract with a company for the installation of the meters over a three-year period beginning in 2022 pending the

successful outcome of the bidding process and funding available in the CIP and direct staff to build the project into the 2022 budget. Furthermore, Village Staff will be directed to build this replacement project schedule into the next budget and capital improvement plan in line with this action. Motion to accept the amendment carries 7 - 0 - 0 by acclamatoin. Amended Motion carries 7 - 0 - 0 by acclamation.

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c. *Public Works Committee (Trustees Rupert & St. Clair)*
Public Utilities Committee (Trustees Wreh & Nelson)

1) *Discussion and action regarding the Paving and Utility Improvement Plan.*

Trustee Justin Rupert provided an overview of the Paving and Utility Improvement plan. He explained the purpose of the plan was to create more transparency and a plan Village residents could look to regarding when they might expect particular roads to be improved.

T&C Engineer Tim Stieve provided additional information on the plan including the tools that were used to develop the plan including the Wisconsin Information System for Local Roads.

The Board expressed gratitude and appreciation for the creation of the plan and all who were involved in creating it.

Motion by Village Trustee Justin Rupert, second by Village Trustee Edward Wreh, to accept the Paving and Utility Improvement Plan as presented. Furthermore, Village Staff will be directed to build this plan into the next budget and capital improvement plan as applicable including the addition of Bremer Road. Motion carries 7 - 0 - 0 by acclamation.

2) *Discussion and action regarding Town and Country's proposal for design services for the 2022 Paving and Utility Improvement projects.*

Village Administrator Schuenke provided an overview of the proposal from Town and Country for design services for the 2022 Paving and Utility Improvement projects. He noted it is advantageous to approve the contract now for 2022 work to ensure the Village's projects are bid early enough to get priority for 2022 road work.

Motion by Village Trustee Justin Rupert, second by Village Trustee Chris St. Clair, to approve Town and Country's proposal for design services for the 2022 Paving and Utility Improvement projects with the inclusion of Bremer Road. Motion carries 7 - 0 - 0 by acclamation.

d. *Discussion and action regarding acceptance of the Village of McFarland updated Operational Reopening Plan dated August 23, 2021.*

Village Administrator Schuenke provided an overview of the proposed updates to the plan. He reported the updated version generalizes and simplifies the document to defer requirements regarding PPE to both the CDC and Dane County Public Health. The intent is to be able to navigate the changes that will likely come as we navigate the pandemic.

Motion by Village President Carolyn Clow, second by Village Trustee Justin Rupert, to accept the Village of McFarland updated Operational Reopening Plan dated August 23, 2021. Motion carries 7 - 0 - 0 by acclamation.

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

Clerk/Treasurer Suettinger provided an overview of the proposal to extend Addendum C (Workplace Response Policy) within the Personnel Policy Manual. She reported the new Dane County Health orders require employers to have policies providing face coverings and enforcing the public health orders. The proposed policy achieves that requirement and provides additional guidance for employees.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve the extension of Addendum C (Workplace Response Policy) within the Personnel Policy Manual. Motion carries 7 - 0 - 0 by acclamation.

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

Clerk/Treasurer Suettinger reported on the request to extend Addendum C regarding the workplace policy. It is also recommended to extend Addendum D of the Personnel Policy Manuel regarding Village Emergency Paid Sick Leave. She highlighted this provides employees with additional sick leave that can be used for specific COVID-19 related situations.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve the extension of Addendum D (Village Emergency Paid Sick Leave) within the Personnel Policy Manual. Motion carries 7 - 0 - 0 by acclamation.

g. *Discussion on Committee restructuring.*

Village President Clow provided an overview of the proposal on moving forward with Committee restructuring.

Trustee Wreh expressed a desire that the Diversity, Equity and Inclusion Committee become a permanent Committee. The Board agreed this should be part of the Committee restructuring moving forward. Village Administrator Schuenke noted the Diversity, Equity and Inclusion Committee would be bringing forward a recommendation on the topic in the near future.

h. *Future Authority, Board, Commission, and Committee agenda items requests and referrals - This is an opportunity for Village board members to put forth Authority, Board, Commission and Committee agenda item requests and referrals, without discussion.*

Trustee Brassington requested the topic of the Village's involvement with the Chamber of Commerce be added to a future Committee of the Whole Meeting for discussion.

7. ADJOURNMENT.

Motion by President Carolyn Clow, second by Village Trustee Michael Flaherty, to adjourn

at 8:37 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