VILLAGE OF MCFARLAND

Village Board Minutes

Monday, December 13, 2021 - 7:00 PM

1. CALL TO ORDER.

Village President Clow 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 President Carolyn Clow, Village Trustee Justin Rupert, Village Trustee Chris St. Clair, Village Trustee Carrie Nelson, Village Trustee Michael Flaherty, Village Trustee Edward Wreh

Village Board members not present: None.

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

3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

a. Public Announcements

1) 2021 Climate Champions Award presented to the Village of McFarland for the Net Zero Public Safety Center by the Dane County Office of Energy & Climate Change (OECC).

2) Edwards-Larson House - Notice of Entry in the National Register and State Register of Historic Places.

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 November 22, 2021 Village Board regular meeting.

2) Motion to approve checks in the amount of $244,921.91.

3) Motion to approve appointing Election Inspectors for the 2022-2023 term.

4) Motion to approve the extension of Addendum C (Workplace Response Policy) within the Personnel Policy Manual.

5) *Motion to approve the extension of Addendum D (Village Emergency Paid Sick Leave) within the Personnel Policy Manual*

6) *Motion to approve a Memorandum of Understanding with the Wisconsin Professional Police Association (WPPA) - McFarland Unit regarding 2021 Vacation Carryover.*

7) *Motion to approve to fill the vacancy for the Parks Crewperson position within the Public Works Department.*

8) *Motion to approve a status change for the Nutrition Manager position from part-time to full-time and updates to the position description.*

9) *Motion to approve the updated job title and job description for the Community Outreach Specialist position (formerly Case Manager/Volunteer Coordinator) within the Senior Outreach Department.*

10) *Motion to approve revision to the Organizational Chart for the Senior Outreach Department.*

11) *Motion to approve the change of agent to appoint Aimee Strebig to serve as the new liquor license agent for Walgreens Inc.*

Trustee St. Clair requested item 4.a.6 be removed from the consent agenda.

Motion by President Clow, second by Trustee Rupert, to approve the consent agenda presented except for item 6. 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.

Agenda Item 4 a.(6) Discussion and action to approve a Memorandum of Understanding for the Wisconsin Professional Police Associatin (WPPA) - McFarland Unit regarding 2021 Vacation carryover was discussed under business.

Motion by President Clow, second by Trustee Brassington, to approve a Memorandum of Understanding for the Wisconsin Professional Police Associatin (WPPA) - McFarland Unit

regarding 2021 Vacation carryover. Motion carries 6 - 1 - 0 with Trustee St. Clair voting nay.

a. *Community Development Authority (Trustees Brassington & Rupert)*

1) *Discussion and action regarding Resolution 2021-25: A Resolution Authorizing the Village President and Clerk-Treasurer to Execute a Real Estate Acquisition and Development Agreement with Waubesa Village, LLC, for Waubesa Village Phases 1-4, including 4902 & 4908 Terminal Drive and 4604, 4606, and 4608 Siggelkow Road, located within Tax Increment District #3.*

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Justin Rupert, to approve Resolution 2021-25: A Resolution Authorizing the Village President and Clerk-Treasurer to Execute a Real Estate Acquisition and Development Agreement with Waubesa Village, LLC, for Waubesa Village Phases 1-4, including 4902 & 4908 Terminal Drive and 4604, 4606, and 4608 Siggelkow Road, located within Tax Increment District #3. Motion carries 6 - 1 - 0 by acclamation with Trustee Wreh voting nay.

b. *Public Safety Committee (Trustees Brassington & Wreh)*

1) *Discussion and action regarding emergency notification software for the Village.*

Trustee Brassington provided an overview of the discussion from the Public Safety Committee. She noted the Committee was provided two presentations on emergency notification software and unanimously recommended the Village move forward with RAVE for emergency notification software. Chief Chapin provided additional information on the two software choices.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Edward Wreh, to approve the proposal from RAVE Mobile Safety for the Village. Motion carries 7 - 0 - 0 by acclamation.

c. *Discussion and action regarding a new labor agreement with the International Association of Fire Fighters (IAFF) representing Advanced Emergency Technicians (EMTs).*

Village Administrator Schuenke presented an overview of the proposal. He noted that with the agreement, the Village EMTs transitioned representation from AFSCME to IAFF.

Chief Dennis provided an overview of the contract. He reported one of the most significant changes in the new agreement is transitioning employees from Advanced EMTs to Advanced EMTs/Fire Fighters. He highlighted the benefits of the transition and how it will benefit the department and the Village.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve a new labor agreement with the International Association of Fire Fighters (IAFF) representing Advanced Emergency Technicians (EMTs). Motion carries 7 - 0 - 0 by acclamation.

d. *Discussion and action regarding amendments to the position description for Emergency Medical Technicians (EMTs) and to retitle the position EMT/Firefighter.*

Chief Dennis provided an overview of the updated job description for EMTs. As noted, this updated job description comes forward with the new agreement and allows the Village to move forward with the new duties. The bulk of the changes to the job description address additional fire fighting duties.

Motion by Village President Carolyn Clow, second by Village Trustee Chris St. Clair, to approve amendments to the position description for Emergency Medical Technicians (EMTs) and to retitle the position EMT/Firefighter. Motion carries 7 - 0 - 0 by acclamation.

e. *Discussion and action on new job description format and approval to convert all current job descriptions to new format.*

Motion by Village President Carolyn Clow, second by Trustee Edward Wreh, to approve the new job description format and approval to convert all current job descriptions to new format. Motion carries 7 - 0 - 0 by acclamation.

f. *Discussion and action regarding Ordinance #2021-13: an ordinance amending Section 23-95 of the McFarland Municipal Code establishing criteria for determining the qualification of bidders on Village contracts.*

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve Ordinance #2021-13: an ordinance amending Section 23-95 of the McFarland Municipal Code establishing criteria for determining the qualification of bidders on Village contracts with the amendment to section 3 paragraph 7 to remove the word 'principle'. Motion carries 7 - 0 - 0 by acclamation.

g. *Discussion and action regarding the issuance of a Request for Proposal for master planning services for future improvements in and around the McFarland Municipal Center.*

Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty, to approve the issuance of a Request for Proposal for master planning services for future improvements in and around the McFarland Municipal Center. Motion carries 7 - 0 - 0 by acclamation.

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 referred the issue of a financial contribution from the Village for the McFarland Family Festival to a future Village Board meeting.

7. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Edward Wreh, to adjourn at 8:47 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