VILLAGE OF MCFARLAND

Village Board Minutes

Monday, January 24, 2022 - 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 Michael Flaherty, Village Trustee Justin Rupert, Village Trustee Chris St. Clair, Village Trustee Carrie Nelson, 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, Streets/Utl, Outreach Director Lori Andersen, 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. 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 January 10, 2022 meeting.

2) Motion to approve checks in the amount of $2,271,805.65.

3) Motion to approve title change for the Community Development Clerk III to Community Development Specialist.

4) Motion to approve the job description and classification to create the Associate Planner position within the Community Development Department, and authorization to fill the vacancy thereof.

5) Motion to approve revisions to the organizational chart for the Community and Economic Development Department.

6) Motion to approve appointing Patrick Kane and Sharon Walk to serve as Election

Inspectors for the 2022-2023 term.

7) *Motion to approve Ordinance #2022-01: an ordinance amending Appendix A (Fee Schedule) of the McFarland Code of Ordinances regarding updates to Community Development permit fees recommended for revision by the Plan Commission.*

8) *Motion to approve authorization to make application to the Staffing for Adequate Fire and Emergency Response (SAFER) Grant program for the Fire and Rescue Department.*

9) *Resolution 2022-03: A Resolution to Rescind Personal Property Taxes on Account #49-20399 because of a clerical error.*

Trustee St. Clair requested Consent Agenda items 4.a.4) and 4.a.5) be discussed separately under the business section.

Motion by Village President Carolyn Clow, second by Village Trustee Carrie Nelson, 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. *Presentation of the Climate Champion award to the Village of McFarland for the Public Safety Center Project.*

Without objection, the Board agreed to discuss consent agenda items 4a4 and 4a5 after business items a. and b.

Kathy Kunze from Dane County presented the Village of McFarland the Climate Champion award for its net zero Public Safety Center Project. She thanked the Village for its commitment to sustainability initiatives.

Village President Clow accepted the award on behalf of the Village. She thanked both the Board and the Community for its continued commitment to sustainability for the project.

b. *Discussion and action regarding the plan for borrowing in order to fund the 2022 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Public Finance*

Professionals.

Carol Wirth, President of Wisconsin Public Finance Professional LLC, appeared before the board to report on the 2022 Capital Improvement Plan. She highlighted the borrowing proposal includes a $3,945,000 bond issuance, a bond issuance for the remainder of funds necessary to complete the Public Safety Center estimated at $7,200,000 and a Water Revenue bond in the amount of $3,512,250. The proposed action would be to accept the plan and allow WPFP to proceed in moving forward with the debt.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve the plan for borrowing in order to fund the 2022 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Public Finance Professionals. Motion carries 7 - 0 - 0 by acclamation.

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

At 7:45 p.m. the Board brought back discussion on deferred consent agenda items::

4 a.4): Motion to approve the job description and classification to create the Associate Planner position within the Community Development Department and authorization to fill the vacancy thereof.

Community & Economic Development Director Andrew Bremer provided and overview of the position and the work it would be assisting with in the Department. The Board discussed the proposed job description and classification to create the Associate Planner position with the Community Development Department and authorization to fill the vacancy.

Motion by President Clow, second by Trustee Wreh, to approve the job description and classification to create the Associate Planner position within the Community Development Department and authorize to fill the vacancy thereof. Motion carries 6 - 1 - 0 by acclamation with Trustee St. Clair voting nay.

4 a.5) Motion approve revisions to the organizational chart for the Community and Economic Development Department.

Motion by President Clow, second by Trustee St. Clair, to approve the organization chart for the Community and Economic Development Department. Motion carries 6 - 1 - 0 by acclamation with Trustee St. Clair voting nay.

1) *Discussion and action regarding a proposal by Town & Country Engineering to conduct a Water System Needs Assessment Study for the calculation of updates to Water Utility Impact Fees.*

Motion by Village Trustee Edward Wreh, second by Village Trustee Carrie Nelson, to approve a proposal by Town & Country Engineering to conduct a Water System Needs Assessment Study for the calculation of updates to Water Utility Impact Fees not to exceed the amount of $18,500. Motion carries 7 - 0 - 0 by acclamation.

2) *Discussion and action regarding a proposal by Town & Country Engineering for design*

services for Lift Station #2 rehabilitation.

Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to approve the proposal from Town & Country Engineering in the amount of $52,000 for Lift Station #2 Rehabilitation design services. Motion carries 7 - 0 - 0 by acclamation.

3) *Discussion and action regarding the issuance of a Request for Proposals (RFP) for storm sewer cleaning and televising services.*

Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to approve the issuance of a Request for Proposals (RFP) for storm sewer cleaning and televising services.

Motion by President Clow, second by Trustee Nelson, to amend the motion to approve the issuance of a Request for Proposals (RFP) for storm sewer cleaning and televising services with changes to the term of the agreement and the addition of pricing for each of the three years to the pricing page. Motion to amend the motion carries 7 - 0 - 0 by acclamation. Amended motion carries 7 - 0 - 0.

d. Discussion and action on revision to Compensation and Benefit Manual: Chapter 3 - Administration of Compensation Plans for Non-Represented Employees.

Motion by Village President Carolyn Clow, second by Village Trustee Chris St. Clair, to approve revision to Compensation and Benefit Manual: Chapter 3 - Administration of Compensation Plans for Non-Represented Employees. Motion carries 7 - 0 - 0 by acclamation.

e. 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 Nelson requested an update be provided on the Village's plans for American Rescue Plan Act funds.

7. ADJOURNMENT.

Motion by President Carolyn Clow, second by St. Clair, to adjourn at 8:46 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