

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, February 14, 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 Chris St. Clair, Village Trustee Carrie Nelson, Village Trustee Edward Wreh

Village Board members not present: Village Trustee Justin Rupert

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Police Chief Aaron Chapin, Community & Economic Development Director Andrew Bremer, Public Works Director Jim Hessling, Parks Superintendent Sayer Larson, Streets/Utilities Superintendent Lee Igl, Outreach Director Lori Andersen, and Fire/EMS Director Chris Dennis.

3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

a. Public Announcements

1) McFarland High School student Felicia Zheng was named a Candidate in the U.S. President Scholars Program.

President Clow announced that McFarland High School student Felicia Zheng was named a Candidate in the U.S. President Scholars Program. She highlighted the tremendous accomplishment being nominated was and outlined the process for final selection of students to be made in April/May 2022.

b. Public Communications

None.

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 24, 2022 Village Board meeting.

2) Motion to approve checks in the amount of \$5,410,307.56.

3) Motion to approve an Event Permit for Dan Chin Homes to hold an Easter Egg Hunt in Arnold Larson Park on April 9, 2022 from 11 a.m. to 1 p.m with the conditions provided by the Police Chief and Public Works Director.

- 4) Motion to approve an event permit for the McFarland Lions Club to hold the Food Cart Frenzy on May 18, June 15, July 20, August 17, and September 21, 2022 in Arnold Larson Park with the conditions outlined by the Public Works Director and approve waiver of the permit fee for a Community Organization in accordance with Village Ordinance 36-16.
- 5) Motion to approve a title change and updates to the job description for the Municipal Court Clerk to Judicial Executive Assistant.
- 6) Motion to approve revisions to the organization chart for the Court Department.
- 7) Motion to approve a title change and update to the job description for the Confidential Administrative Assistant to Administrative Assistant within the Fire & Rescue and Administration Department(shared position).
- 8) Motion to approve a grant to the Madison Metropolitan Sewerage District (MMSD) for the Salt Brine Street Applicator.
- 9) Motion to approve a request to fill the vacancy for the Detective position within the Police Department.
- 10) Motion to approve a request to fill the vacancy for the Police Officer position within the Police Department.

Consent Agenda item 4a.2. was removed and discussed separately.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve the consent agent as presented with item 4.a.2) being removed. Motion carries 6- 0 - 0 by acclamation.

Motion by Village President Carolyn Clow, second by Village Trustee Chris St. Clair, to approve checks in the amount of \$5,410,307.56. Motion carries 6 - 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 and update on the construction progress for the Public Safety Center.

Jordan Schulz, representative of Huffman Facility Development Inc., provided an overview and update on the construction progress for the Public Safety Center. He noted everything was going smoothly so far, however, supply chain issues could potentially cause delays as the project progresses.

b. Parks, Recreation, and Natural Resources (Trustees Nelson & Rupert)

1) Discussion and action regarding the issuance of a Request for Proposals (RFP) for Skate Park planning and design services at William McFarland Park.

Trustee Nelson provided an overview of the recommendation from the Parks, Recreation, and Natural Resource Committee to approve issuance of a Request for Proposals (RFP) for Skate Park planning and design services at William McFarland Park.

Motion by Village Trustee Carrie Nelson, second by Village Trustee Chris St. Clair, to approve the issuance of a Request for Proposals (RFP) for Skate Park planning and design services at William McFarland Park. Motion carries 6 - 0 - 0 by acclamation.

2) Discussion and action regarding the issuance of a Request for Proposals (RFP) for Lewis Park Lake Access planning and design services.

Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to approve the issuance of a Request for Proposals (RFP) for Lewis Park Lake Access planning and design services. Motion carries 6 - 0 - 0 by acclamation.

3) Discussion and action regarding the issuance of a Request for Proposal (RFP) for a management plan for conservancy areas within the park system.

Motion by Trustee Carrie Nelson, second by President Carolyn Clow, to approve the issuance of a Request for Proposal (RFP) for a management plan for conservancy areas within the park system subject to staff providing further clarification in the plan and its timelines. Motion carries 6 - 0 - 0 by acclamation.

c. Public Works Committee (Trustees Rupert & St. Clair)

1) Discussion and action regarding the award of contract for the 2022 Sidewalk Replacement project.

Motion by Trustee Chris St. Clair, second by Trustee Edward Wreh, to reject the sole bidder due to not being qualified per Village Ordinance regarding the 2022 Sidewalk Replacement project and to recommend including the sidewalk project as an optional supplemental bid for the 2022 Streets and Utilities Projects. Motion carries 6 - 0 - 0 by acclamation.

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

1) Discussion and action regarding design services for the reconstruction of Paulson Road as a 2023 Project.

Motion by Trustee Chris St. Clair, second by Trustee Edward Wreh, to approve the proposal from Town & Country Engineering in the amount of \$288,000 regarding

design services for the reconstruction of Paulson Road. Motion carries 6 - 0 - 0 by acclamation.

Tim Sieve provided an overview of the proposal to urbanize Paulson Road in 2023. He noted there will be some challenges with the project, so getting planning going in advance would be beneficial.

e. Discussion and action regarding a request for Village funding to support the McFarland Community Festival (formerly McFarland Family Festival).

Trustee Brassington noted that because she is chair of the McFarland Community Festival, she would be abstaining as a Board member and only participating in the discussion as a representative of the festival. Stephanie Brassington outlined the request from the McFarland Community Festival to provide \$5,000 in support to kick start the new festival. She noted the request was a one-time request with the intention that the festival would be self-sustaining.

Motion by Trustee St. Clair, second by Trustee Flaherty, to approve the request for Village funding in the amount of \$5,000 to support the McFarland Community Festival (formerly McFarland Family Festival) to come from the community grant fund in 2022.

Motion by Trustee Flaherty, second by Trustee Edward Wreh, to amend the motion to fund \$2,500 from the community grant funds and then \$2,500 in General Fund reserves. Motion to amend the motion carries 4 - 0 - 2 with Trustee St. Clair and Brassington Abstaining. Motion to approve the amended motion carries 5 - 0 - 1 with Trustee Brassington abstaining.

f. Discussion and action to approve the purchase of an electric vehicle to replace a gas vehicle within the Police Department.

Police Chief Chapin provided an overview of the options to purchase an electric vehicle to replace the current gas Chief's vehicle within the Police Department.

Motion by President Carolyn Clow, second by Trustee Edward Wreh, to approve the purchase of a Ford Mustang Mach-E to replace the current 2014 Dodge Charger in the Police Department vehicle fleet in an amount not to exceed \$63,000. Motion carries 5 - 1 - 0 with Trustee St. Clair voting nay.

g. Discussion and action regarding the job description and classification to create the Human Resource Generalist position with the Administration Department, and authorization to fill the vacancy thereof.

Motion by Village President Carolyn Clow, second by Village Trustee Carrie Nelson, to approve the job description and classification to create the Human Resource Generalist position with the Administration Department, and authorization to fill the vacancy thereof. Motion carries 6 - 0 - 0 by acclamation.

h. Discussion and action to approve revisions to the organizational chart for the Administration Department.

Motion by Village President Carolyn Clow, second by Village Trustee Chris St. Clair, to approve revisions to the organizational chart for the Administration Department. Motion carries 6 - 0 - 0 by acclamation.

- i. Discussion and action regarding Ordinance #2022-04: an ordinance changing the compensation for Village Board members.

Motion by Village Trustee Chris St. Clair, second by Village Trustee Stephanie Brassington, to approve Ordinance #2022-04: an ordinance changing the compensation for Village Board members. Motion carries 6 - 0 - 0 by acclamation.

- j. 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.

None.

7. ADJOURNMENT.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to adjourn at 9:06 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