

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, June 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. ROLL CALL.

Village Board members present: Village Trustee Stephanie Brassington, Village President Carolyn Clow, Village Trustee TJ Jerke, Village Trustee Carrie Nelson, Village Trustee Edward Wreh, Village Trustee Michael Flaherty

Village Board members not present: Village Trustee Chris St. Clair

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, Parks Superintendent Sayer Larson, Fire/EMS Director Chris Dennis, and Communications & Technology Director Stephanie Miller.

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

- a. *Village of McFarland Communications & Technology Department recognized at the Midwest Media Fest hosted by Wisconsin Community Media.*

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 May 24, 2022 Village Board meeting.*
- 2) *Motion to approve checks in the amount of \$306,494.52.*
- 3) *Motion to approve updates to the Community Calendar Policy.*
- 4) *Motion to approve Resolution 2022-15: A Resolution authorizing submittal of the Compliance Maintenance Annual Report (CMAR) for 2021.*
- 5) *Motion to approve deeming the 2005 Vermeer Chipper as surplus Village property in accordance with Village Ordinance 2-932.*
- 6) *Motion to approve an exception from Village Ordinance 8-52(a) for Dustin Boyd, 3459 Siggelkow Road, Lot 2 CSM 14907, to have a private septic and well system for a new single family residence with conditions provided in the Community & Economic Development Staff Report.*

- 7) Motion to approve Resolution 2022-17: a resolution approving reinstatement of qualified retirement plan.
- 8) Motion to approve the minutes of Committees dissolved as part of the Board, Committee, Commission restructuring including: Finance Committee minutes of October 27, 2021 and Personnel Committee minutes of May 21, 2021.
- 9) Motion to approve an event permit application from the McFarland Community Band for the McFarland Community Band Concert to be held on Thursday July 7th and August 11th(with rain dates of July 14th and August 18th) from 6:30 p.m. to 7:45 p.m. and the request to waive the event permit fee for a Community Organization per Village Ordinance 36-16.
- 10) Motion to approve Resolution 2022-14: A Resolution approving the renewal of applications for liquor and fermented malt beverage licenses for 2022-2023.
- 11) Motion to approve a "Class A"/Class "A" Alcohol License for Liberty Square Gas Station Inc. d/b/a Refuel Pantry - McFarland, 4004 Terminal Drive, Lakhbir Singh, Agent, for the period of July 1, 2022 through June 30, 2023 or upon surrender of the "Class A"/Class "A" License by Mangat Enterprises LLC for the Terminal Cirgo located at 4004 Terminal Drive.

Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty, to approve the consent agenda as presented. 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 village.clerk@mcfarland.wi.us to be included as part of the meeting.

None.

6. BUSINESS.

- a. Discussion and action regarding the State/Municipal Financial Agreement for a State-Let Highway Project with the Wisconsin Department of Transportation for the reconstruction of US Highway 51 (Phase 7) through the Village of McFarland.

David Schmidt from the WisDot, appeared before the Board to provide an overview of the agreement and future construction plans for US Highway 51.

Motion by Village President Carolyn Clow, second by Village Trustee TJ Jerke, to

approve the State/Municipal Financial Agreement for a State-Let Highway Project with the Wisconsin Department of Transportation for the reconstruction of US Highway 51 (Phase 7) through the Village of McFarland. Motion carries 6 - 0 - 0 by acclamation.

b. Presentation and update on the construction progress for the Public Safety Center.

Jordan Schultz, owner representative of Huffman, provided an update on the Public Safety Center Project.

c. Discussion and action regarding proposed Change Order #04 for the Public Safety Center to address changes to floor insulation, communications and other miscellaneous needs.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve Change Order #04 for the Public Safety Center to address changes to floor insulation, communications and other miscellaneous needs in the amount of 82,757. Motion carries 6 - 0 - 0 by acclamation.

d. Discussion and action regarding the purchase of evidence room shelving within the Police Department of the Public Safety Center.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve the purchase of evidence room shelving within the Police Department of the Public Safety Center in the amount of \$39,500. Motion carries 6 - 0 - 0 by acclamation.

e. Parks and Recreation Committee (Trustees Jerke & Nelson)

1) Discussion and action regarding the award of contract for the Community Park Phase 1 project.

Motion by Trustee TJ Jerke, second by Trustee Carrie Nelson, to award contract to Meise Construction Inc. of Sauk City in an amount of \$745,447 for the Community Park Phase 1 Project including the base bid and contract alternate with additional expenses for engineering/construction administration, gating, watering improvements, other services, and contingency for a total project cost in an amount of \$1,100,000. Motion carries 6- 0 - 0 by acclamation.

f. Public Safety Committee (Trustees Wreh & Brassington)

1) Discussion and action on an application from Bolha Short-Term Rentals for a tourist rooming house permit for the property located at 6011 South Court for the period commencing July 1, 2022 and ending June 30, 2023.

Trustee Wreh provided an overview of the application and the Public Safety Committee's unanimous recommendation for approval.

Motion by Village Trustee Edward Wreh, second by Village Trustee Stephanie Brassington, to approve an application from Bolha Short-Term Rentals for a tourist rooming house permit for the property located at 6011 South Court for the period commencing July 1, 2022 and ending June 30, 2023. Motion carries 6 - 0 - 0 by acclamation.

- 2) Discussion and action on an application from Lake Edge Ventures LLC to have a tourist rooming house at 5720 Lake Edge Road for the period commencing July 1, 2022 through June 30, 2023.

Motion by Trustee Wreh, second by Trustee Brassington to approve an application from Lake Edge Ventures LLC to have a tourist rooming house at 5720 Lake Edge Road for the period commencing July 1, 2022 through June 30, 2023 with the condition that the tourist house permit not be issued until proof has been submitted of correction of the electrical switchplate violation identified by the Building Inspector.

Motion by President Carolyn Clow, second by Trustee Ed Wreh, to amend the motion to approve an application from Lake Edge Ventures LLC to have a tourist rooming house at 5720 Lake Edge Road for the period commencing July 1, 2022 through June 30, 2023 with the condition that the wood burning fireplace unit be inaccessible at all times unless a certificate is submitted providing that the fireplace and chimney are in compliance with National Fire Prevention Association Fire Code Chapter 211 Standards for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances. Motion carries 6 - 0 - 0 by acclamation.

- g. Public Works & Utilities Committee (Trustee St. Clair & President Clow)

- 1) Discussion and action regarding 2022 Crackseal and Chipseal proposal for street maintenance.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve the 2022 Chipseal and Cracksealing proposal provided by Fahrner Asphalt in the amount of \$100,883.00. Motion carries 6 - 0 - 0 by acclamation.

- h. Discussion and action on revisions to Chapter 1 - Public Comment Policy.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve revisions to Chapter 1 - Public Comment Policy. Motion carries 6 - 0 - 0 by acclamation.

- i. Discussion regarding meeting format plan for boards, commissions, and committees.

Communications & Technology Director Stephanie Miller provided an overview of the proposal to transition the Village's meeting format plan for its boards, commissions and committees back to in-person.

The Board discussed and provided feedback on the proposal. The item will be placed back on the agenda for the June 28th meeting to take action.

7. SCHEDULE NEXT MEETING DATE.

- a. Wednesday, June 15, 2022 at 6:00 pm - Village Board Annual Retreat (Special Meeting)
- b. Monday, June 20, 2022 at 6:00 pm - Village Board and Diversity, Equity, and Inclusion Committee Joint Meeting
- c. Wednesday, June 22, 2022 at 6:00 pm - Village Board Annual Retreat (Special Meeting)
- d. Tuesday, June 28, 2022 at 5:30 pm - Committee of the Whole meeting

e. Tuesday, June 28, 2022 at 7:00 pm - Village Board Regular Meeting

f. Tuesday, July 12, 2022 at 7:00 pm - Village Board Regular Meeting

8. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Edward Wreh, to adjourn at 9:21 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