

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, August 23, 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 Michael Flaherty, Village Trustee TJ Jerke, Village Trustee Hilary Brandt, Village Trustee Edward Wreh

Village Board members not present: Village Trustee Carrie Nelson

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Police Chief Aaron Chapin, Community and Economic Development Director Andrew Bremer, and Fire/EMS Director Chris Dennis.

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

President Clow announced the Aerial Truck 8 Push-in Ceremony had taken place earlier in the evening at 6 p.m. and the Village was excited to bring the truck into the fleet.

Clerk/Treasurer Suettinger provided a recap of the Village's participation in the recount for the Republic Primary for Congressional District #2. Results from Election night were confirmed through the process.

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 11, 2022 meeting.

2) Motion to approve the minutes of the special August 17, 2022 Village Board meeting.

3) Motion to approve checks in the amount of \$3,624,787.56.

4) Motion to approve a Temporary Class "B" for the American Legion Post 534 for the Oktoberfest event to be held on October 8, 2022 from 1 p.m. to 5 p.m. and approve the request for minors to be present where alcohol is sold with the conditions outlined by Lt. Job in the letter dated August 11, 2022.

5) Motion to approve appointing Kristin Ellis to serve on the Community Development Authority for a term ending April 30, 2026.

- 6) Motion to approve confirming appointment of Village Board members to boards, commissions, and committees as recommended by the Village President in the report dated August 23, 2022.
- 7) Motion to approve Resolution 2022-22: a Resolution adopting the Dane County Natural Hazard Mitigation Plan: 2022 update.

Trustee Wreh requested item 6 be removed from the consent agenda for a correction.

Motion by President Carolyn Clow, second by Trustee Edward Wreh, to approve consent agenda items 1-5 and item 6. Motion carries 6 - 0 - 0 by acclamation.

Motion by Trustee Edward Wreh, second by President Carolyn Clow, to approve appointment of Village Board members to boards, commissions, and committees as recommended by the Village President in the report dated August 23, 2022, with the correction that Trustee Mike Flaherty is the chair of the Sustainability and Natural Resource Committee and Trustee Edward Wreh is vice-chair. 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. Personnel Committee (Trustees Nelson, Jerke, & Wreh)
 - 1) Discussion and action on amending section 14.04 of the Personnel Policy Manual regarding the Village's background check process.

Clerk/Treasurer Suettinger presented an overview of the proposal to amend section 14.04 of the Personnel Policy Manual regarding the Village's background check process. She explained the new process will provide efficiency in resource management and decrease the time it takes to conduct background checks making the Village's recruitment process more efficient.

Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to approve amending section 14.04 of the Personnel Policy Manual regarding the Village's background check process. Motion carries 6 - 0 - 0 by acclamation.

- 2) Discussion and action regarding Ordinance #2022-10: an ordinance to change the Village Code to create the Deputy Village Administrator position and revise the Village Administrator position.

Village Administrator Schuenke provided an overview of the proposal to create the Deputy Administrator position within the Village. He reported this is a recommendation from the 2021 Compensation and Classification, and aligns with the creation of the HR Generalist.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve Ordinance #2022-10: an ordinance to change the Village Code to create the Deputy Village Administrator position and revise the Village Administrator position. Motion carries 6 - 0 - 0 by acclamation.

- 3) Discussion and action regarding the creation of a job description for the Deputy Administrator/Clerk position and appointment of the position thereof.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve the creation of a job description for the Deputy Administrator/Clerk position and to appoint Cassandra Suettinger to the position. Motion carries 6 - 0 - 0 by acclamation.

- 4) Discussion and action on amendment of the position description for the Village Administrator.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve amendment of the position description for the Village Administrator. Motion carries 6 - 0 - 0 by acclamation.

- 5) Discussion and action regarding amendments to Chapter 3 of the Personnel Policy Manual regarding Organization and Administration.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve an amendment to Chapter 3 of the Personnel Policy Manual regarding Organization and Administration. Motion carries 6 - 0 - 0 by acclamation.

- 6) Discussion and action regarding amendment of the Village wide Organizational Chart.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve amendment of the Village wide Organizational Chart. Motion carries 6 - 0 - 0 by acclamation.

- 7) Discussion and action regarding updates to the Administration Department Organizational Chart.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve updates to the Administration Department Organizational Chart. Motion carries 6 - 0 - 0 by acclamation.

- b. Discussion and action to consider the proposed goals and objectives with action plan to be accepted as the 2022-2023 McFarland Strategic Implementation Plan.

Village Administrator Schuenke provided an overview of the proposed goals and objectives and the action plan accordingly.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve the proposed goals and objectives with action plan to be

accepted as the 2022-2023 McFarland Strategic Implementation Plan. Motion carries 6 - 0 - 0 by acclamation.

c. Discussion and action on the proposed McFarland 2023-2027 Capital Improvement Plan.

Village Administrator Schuenke provided an overview of the proposed goals and objectives and the action plan accordingly.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve the proposed McFarland 2023-2027 Capital Improvement Plan as presented in the Village Board packet dated August 23, 2022. Motion carries 6 - 0 - 0 by acclamation.

7. SCHEDULE NEXT MEETING DATE.

a. Tuesday, September 13, 2022 at 7:00 pm - Village Board Regular Meeting

b. Tuesday, September 27, 2022 at 7:00 pm - Village Board Regular Meeting

8. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee TJ Jerke, to adjourn at 8:05 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