

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, September 27, 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 Carrie Nelson, Village Trustee Hilary Brandt, and Village Trustee Edward Wreh (joined at 7:13 p.m.)

Village Board members not present: None.

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

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

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 August 8, 2022 special meeting.

2) Motion to approve the minutes of the September 13, 2022 meeting.

3) Motion to approve checks in the amount of \$633,271.38.

4) Motion to approve the event permit from The Aly Wolff Foundation, Inc, for the Aly's Honky Tonk Hustle Event to be held on October 7 & 8, 2022 at Brandt Park with the conditions provided in Public Work Director Hessling's letter dated September 22, 2022.

5) Motion to approve Ordinance 2022-13: An Ordinance Creating Section 44-27 of the Municipal Code to Protect Village Tennis and Pickleball Courts.

6) Motion to approve Ordinance 2022-14: An Ordinance Authorizing the Deputy Administrator/Clerk to Recodify the Municipal Code.

7) Motion to approve a variance to Sec. 53-509 to allow the construction of a second

driveway serving 3284 Mansion Circle.

- 8) Motion to approve the change of agent to appoint Jessica Wendling to serve as the new liquor license agent for Walgreens Inc.
- 9) Motion to approve Resolution 2022-27: a resolution authorizing application for the Urban Forestry Grant and Urban Forestry Catastrophic Storm Grant Programs.
- 10) Motion to approve the purchase of the emergency response ATV within the Fire & Rescue Department for a cost not to exceed \$40,000.
- 11) Motion to appoint Diane Norman to the Ethics Board for a term ending April 30, 2024
Trustee Jerke requested removal of consent agenda items 4 and 5.

Motion by President Carolyn Clow, second by Trustee Mike Flaherty, to approve the consent agenda as presented for items 1-3, and items 7-11. Motion carries 5 - 0 - 1 by acclamation on items 1 and 2 with Trustee Nelson abstaining and 6 - 0 - 0 on items 3 and items 6-11.

Motion by President Clow, second by Trustee TJ Jerke, to approve the consent agenda item 5 as presented. Motion carries 6 - 0 - 0 by acclamation.

Motion by President Clow, second by Trustee Hilary Brandt, to approve the consent agenda item 6 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. Annual presentation from McFarland Food Pantry.

The McFarland Food Pantry provided their annual report. They reported that demand continues to be up and the needs of the community are outpacing the last year's needs. She noted with rising prices, the Pantry is seeing more people utilizing the service and those who already use the services increasing frequency.

- b. Public Safety Committee (Trustee Wreh and Brandt)
Parks & Recreation Committee (Trustee Jerke and Nelson)
Sustainability & Natural Resources (Trustees Flaherty and Wreh)

- 1) Discussion and action regarding Ordinance #2022-15: an ordinance amending various provisions of the McFarland Municipal Code regulating the generating of excessive noise within the Village.

Motion by Village Trustee Edward Wreh, second by Village Trustee Michael Flaherty, to approve Ordinance #2022-15: an ordinance amending various provisions of the McFarland Municipal Code regulating the generating of excessive noise within the Village. Motion carries 7 - 0 - 0 by acclamation.

- c. Personnel Committee (Trustees Nelson, Jerke, & Wreh)

- 1) Discussion on outline of Personnel Policy Manual Review process.

Deputy Administrator/Clerk Suettinger provided an overview of the process to revise the current Personnel Policy Manual and combine it with the Compensation & Benefits Manual. She noted items will be reviewed by the Personnel Committee for a recommendation and provided to the Board for discussion only. She noted after the Board has made it through all of the revisions, the manual will be brought forward for adoption as one manual. She noted staff will track the updates and progress of the manual update process at each applicable meeting.

- 2) Discussion on amendment of Chapter 4, Transactions and Records Management, of the Personnel Policy Manual.

Deputy Administrator/Clerk Suettinger provided an overview of the revisions to Chapter 4, Transactions and Records Management of the Personnel Policy Manual.

The Board provided feedback and was agreeable to the changes provided.

- 3) Discussion on amendment of Chapter 22, Military Leave, of the Personnel Policy Manual.

Deputy Administrator/Clerk Suettinger provided an overview of the revisions to Chapter 22, Military Leave, of the Personnel Policy Manual.

The Board provided feedback and was agreeable to the changes provided.

- 4) Discussion on amendment of Chapter 29, Unlawful Harassment, Discrimination and Retaliation, of the Personnel Policy Manual.

Deputy Administrator/Clerk Suettinger provided an overview of the revisions to Chapter 29, Unlawful Harassment, Discrimination and Retaliation, of the Personnel Policy Manual.

The Board provided feedback and was agreeable to the changes provided.

- d. Discussion and action on amending the Organization Chart for the Municipal Court Department to convert the Judicial Assistant to a full-time position and approving a success plan.

Deputy Administrator/Clerk Suettinger provided an overview of the succession plan for the Judicial Assistant position. Staff would like to make the position full-time, and hire a

replacement with 3 months of job shadowing.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to amend the Organization Chart for the Municipal Court Department to convert the Judicial Assistant to a full-time position and approving a succession plan. Motion carries 7 - 0 - 0 by acclamation.

- e. Transmittal of the draft 2023 Budget from Village Staff to Village Board for review and consideration.

Village Administrator Schuenke presented the Board with the draft 2023 Budget from Village staff. He provided an outline of the review process and schedule.

7. SCHEDULE NEXT MEETING DATE.

- a. October 6, 2022 at 6:00 p.m. (Budget Meeting #1) - Special Village Board Meeting
- b. October 11, 2022 at 7:00 p.m. - Village Board Meeting
- c. October 13, 2022 at 6:00 p.m. (Budget Meeting #3) - Special Village Board Meeting
- d. October 20, 2022 at 6:00 p.m. (Budget Meeting #4) - Special Village Board Meeting
- e. October 25, 2022 at 7:00 p.m. - Village Board Meeting
- f. October 27, 2022 at 6:00 p.m. (Budget Meeting #6) - Special Village Board Meeting

8. ADJOURNMENT.

Motion by Village President Carolyn Clow, second by Village Trustee TJ Jerke, to adjourn at 8:22 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
Deputy Administrator/Clerk