

VILLAGE OF MCFARLAND

**Village Board Minutes**

*Thursday, November 10, 2022 - 6:00 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 Hilary Brandt, Village Trustee Stephanie Brassington, Village President Carolyn Clow, Village Trustee Michael Flaherty, Village Trustee Edward Wreh, Village Trustee Carrie Nelson, Village Trustee TJ Jerke

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Deputy Administrator/Clerk Cassandra Suettinger, Police Chief Aaron Chapin, Assistant to the Public Works Director Aimee Irwin, Streets/Utilities Superintendent Lee Igl, Public Works Director Jim Hessling, Outreach Director Lori Andersen, Fire/EMS Director Chris Dennis, and Communications & Technology Director Stephanie Miller.

**3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.**

**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 October 25, 2022 meeting.*

*2) Motion to approve the minutes of the special October 27, 2022 meeting.*

*3) Motion to approve checks in the amount of \$1,402,694.16.*

*4) Motion to approve renewal of the Village's building inspection services contract with General Engineering Company.*

*5) Motion to approve deeming the 2012 Chevy Suburban surplus Village property and dispose of it by negotiated sale in accordance with Village Ordinance 2-932 and 2-933.*

*6) Motion to approve a contract for design and bidding services for the reconstruction of the skate park within William McFarland Park as recommended by the Parks and Recreation Committee.*

*7) Motion to approve a Collateral Assignment of Tax Incremental Financing Agreement and Municipal Revenue Obligation for Atwater Phase II, 4721 Farwell Street.*

Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty, 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 [village.clerk@mcfarland.wi.us](mailto:village.clerk@mcfarland.wi.us) to be included as part of the meeting.

None.

## 6. BUSINESS.

- a. Update on progress on the construction of the Public Safety Center.  
Jordan Schulz, owner representative for the Public Safety Center project, appeared to provide an update on the progress of the construction of the Public Safety Center.
- b. Discussion and action regarding proposed Change Order #07 for the Public Safety Center to address structural and equipment installation changes.  
Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve Change Order #07 for the Public Safety Center to address structural and equipment installation changes. Motion carries 7 - 0 - 0 by acclamation.
- c. Discussion and action to authorize the Village Administrator to lease 4901 Terminal Drive.  
Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to authorize the Village Administrator to lease 4901 Terminal Drive. Motion carries 7 - 0 - 0 by acclamation.
- d. Discussion and action on appointment of Lee Igl as interim Public Works Director.  
Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve the appointment of Lee Igl as interim Public Works Director until such time as a permanent appointment can be made. Motion carries 7 - 0 - 0 by acclamation.
- e. Discussion and action to approve the issuance of a Request for Proposal to solicit for Managed Information Technology Services.  
Motion by Village Trustee TJ Jerke, second by Village Trustee Michael Flaherty, to approve the issuance of a Request for Proposal to solicit for Managed Information Technology Services. Motion carries 7 - 0 - 0 by acclamation.
- f. Discussion regarding proposed changes to the 2023 Budget presented by the Village Board members.  
The Board discussed proposed changes to the 2023 Budget presented by the Village Board members.
- g. Action regarding proposed changes to the 2023 Budget presented by the Village Board members:

1) General Fund (100):

i. Add funding within the Village Board budget for communications consulting.

Motion by Village Trustee TJ Jerke, second by Trustee Stephanie Brassington, to add funding within the Village Board budget for communications consulting in the amount of \$15,000 to be financed with fund balance. Motion carries 7 - 0 - 0 on a roll call vote.

ii. Add funding within the Village Board budget for dues and subscriptions.

Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty, to add funding within the Village Board budget for dues and subscriptions in the amount of \$1,200 to be financed by the tax levy. Motion carries 7 - 0 - 0 on a roll call vote.

iii. Add funding within the Village Board budget for a pilot program to provide an internship for local students.

Motion by Trustee Carrie Nelson, second by Trustee TJ Jerke, to add funding within the Village Board budget for a pilot program to provide an internship for local students in the amount of \$500 to be paid for with tax levy funds. Motion carries 7 - 0 - 0 on a roll call vote.

iv. Add funding within the Administration budget to fund additional diversity, equity, and inclusion training/programming.

Motion by Trustee Edward Wreh, second by President Clow, to indefinitely table adding funding within the Administration budget to fund additional diversity, equity, and inclusion training/programming.

Trustee Wreh rescinded his motion, President Clow rescinded her second.

Motion by Trustee Brandt, second by Trustee Brassington, to add funding within the Administration budget to fund additional diversity, equity, and inclusion training/programming in the amount of \$25,000 to be paid for from fund balance. Motion carries 4 - 3 - 0 on a roll call vote with Clow, Flaherty and Jerke voting nay.

v. Add funding within the Police budget for additional programming funds to support community outreach and diversity, equity, and inclusion engagement.

Motion by Wreh, second by Clow, to indefinitely postpone add funding within the Police budget for additional programming funds to support community outreach and diversity, equity, and inclusion engagement. Motion carries 6 - 1 - 0 on a roll call vote with Clow voting nay.

President Clow motioned to take a five minute recess at 9:57 p.m. The Board returned from recess at 10:02 p.m.

vi. Add funding within the Community Development budget for support services to provide for grant writing assistance.

Motion by Trustee Flaherty, second by President Clow, to add funding within the Community Development budget for support services to provide for grant writing assistance in the amount of \$10,000 to come from fund balance. Motion carries 7 - 0 - 0 on a roll call vote.

- vii. Add funding within the Community Development budget for operating expenses to provide for "No Mow May/Low Mow May" yard signs.

Motion by Trustee Flaherty, second by Wreh, to add funding within the Community Development budget for operating expenses to provide for "No Mow May/Low Mow May" yard signs in the amount of \$500 to come from the tax levy. Motion carries 7 - 0 - 0 on a roll call vote.

- viii. Add funding within the Public Works budget to increase support services to add Roadway Management Technology (RMT).

Motion by President Clow, second by Trustee Flaherty, to add funding within the Public Works budget to increase support services to add Roadway Management Technology (RMT) in the amount of \$10,000 to come from the tax fund and the remaining balance to be split between the utility and solid waste fund. Motion carries 7 - 0 - 0 on a roll call vote.

- ix. Add funding within the Parks budget for support services to increase management of forestry services.

Motion by Trustee Flaherty, second by Wreh, to add funding within the Parks budget for support services to increase management of forestry services in the amount of \$10,000 to come from tax levy . Motion carries 7 - 0 - 0 on a roll call vote.

- x. Add funding within the Parks budget to increase operating expenses for additional native plant species.

Motion by Trustee Flaherty , second by Trustee Wreh, to add funding within the Parks budget to increase operating expenses for additional native plant species in the amount of \$500 to come from tax levy funding. Motion carries 7 - 0 - 0 on a roll call vote.

2) Communications and Technology Fund (200):

- i. Add funding within the Communications and Technology budget for programming to conduct various marketing activities to support Village initiatives.

Motion by Trustee Brassington, second by Trustee Clow, to add funding within the Communications and Technology budget for programming to conduct various marketing activities to support Village initiatives in the amount of \$4500 to come from the tax levy. Motion carries 7 - 0 - 0 on a roll call vote.

3) Capital Projects Fund (400):

- i. Add funding within the Parks capital projects budget to address tree plantings.

Motion by Trustee Flaherty, second by Trustee Brassington, to add funding within the Parks capital projects budget to address tree plantings in the amount of \$25,000 to come from borrowing within the Capital Fund. Motion carries 7 - 0 - 0 by acclamation on a roll call vote.

- ii. Add funding within the Parks capital projects budget to expand the bicycle rental program.

Motion by Trustee Wreh, second by President Clow, to rescind his to request to add funding within the Parks capital projects budget to expand the bicycle rental program. Motion carries 7 - 0 - 0 on a roll call vote.

- iii. Add funding within the Community Development capital projects budget to address signage markings for historic properties.

Motion by Trustee Flaherty, second by President Clow, to add funding within the Community Development capital projects budget to address signage markings for historic properties in the amount of \$15,000 to come from borrowing within the Capital Projects Fund. Motion carries 7 - 0 - 0 on a roll call vote.

4) Other:

i. Add funding within the budget to include a new position to support diversity, equity, and inclusion.

Motion by Village Trustee Edward Wreh, second by Village Trustee Hilary Brandt, to add funding within the budget to include a new position to support diversity, equity, and inclusion in the amount of \$25,000 to come from the tax levy and the remaining amounts to come from the other Village funds for a total of \$55,000. Motion carries 6 - 1 - 0 on a roll call vote with Trustee Flaherty voting nay.

**7. REQUESTS FOR REFERRAL OF NEW ITEMS.**

a. Discussion and action to refer the issue of a comprehensive review of Village Communications to the Committee of the Whole.

Motion by Village Trustee TJ Jerke, second by Village Trustee Michael Flaherty, to refer to the Committee of the Whole creation of an RFP for comprehensive review of Village Communications.. Motion carries 7 - 0 - 0 by acclamation.

**8. SCHEDULE NEXT MEETING DATE.**

a. November 16, 2022 - Special Village Board Budget Meeting - 6:00 p.m. - (If necessary)

b. November 22, 2022 at 7:00 p.m. - Village Board Meeting

c. December 12, 2022 - Village Board Meeting - 7:00 p.m. (Tentative last meeting of the year)

**9. ADJOURNMENT.**

Motion by Village Trustee Stephanie Brassington, second by None, to adjourn at 9:55 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