

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, December 13, 2022 - 6:30 PM

1. CALL TO ORDER (6:30).

Village President Clow called the regular meeting of the McFarland Village Board to order at 6:30 p.m. 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 TJ Jerke (joined at 7:00 p.m.), Village Trustee Carrie Nelson, Village Trustee Edward Wreh

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, Public Works Director Lee Igl, Fire/EMS Director Chris Dennis, and Communications & Technology Director Stephanie Miller.

3. CLOSED SESSION.

- a. Discussion and action on entering into Closed Session in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider the appointment by the Village President for the position of Public Works Director.

Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty, to enter into Closed Session in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider the appointment by the Village President for the position of Public Works Director at 6:30 p.m.. Motion carries 6 - 0 - 0 on a roll call vote.

- b. Discussion and action to adjourn Closed Session into Open Session.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to adjourn Closed Session and return into Open Session at 7:10 p.m. Motion carries 7 - 0 - 0 by acclamation.

4. RECONVENE OPEN SESSION - BEGIN REGULAR MEETING (7:00 PM)

5. PROCLAMATION

- a. Discussion and action on Resolution 2022-30: A Resolution of Commendation for James Hessling.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve Resolution 2022-30: A Resolution of Commendation for James Hessling. Motion carries 7 - 0 - 0 by acclamation.

- b. Presentation of Resolution 2022-30: A Resolution of Commendation for Jim Hessling.

President Clow presented Public works Director Jim Hesling Resolution 2022-30: A Resolution of Commendation for Jim Hessling. She thanked him and commended him for his service to the Village.

6. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

a. Results of the Post-Election Audit held on December 1, 2022

Clerk/Treasurer Suettinger provided an overview of the results of the Post-Election Audit held on December 1, 2022.

Clerk/Treasurer Suettinger provided a reminder on circulation of nomination papers. All nomination papers are due January 3, 2023 by 5 p.m.

7. 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 November 10, 2022 Village Board meeting.

2) Motion to approve the minutes of the November 22, 2022 Village Board meeting.

3) Motion to approve checks in the amount of \$1,044,893.55.

4) Motion to approve a Tourist Rooming House Permit application for Shaun O'Hearn of 6131 Exchange LLC, for the property at 6131 Exchange St for the period ending June 30, 2023 as recommended by the Public Safety Committee.

5) Motion to approve an Event Permit application from the Madison Curling Club, with the requested variances, and a Temporary Class "B" Beer/"Class B" Wine License for the Madtown Doubledown event to be held January 6-8, 2023 with the conditions provided by the Chief of Police.

6) Motion to approve a lease for an Alliant structure on the Burma tower as recommended by the Public Works and Utilities Committee.

7) Motion to approve a proposal from Town & Country Engineering for design and construction engineering for the 2023 Burma Tower repainting as recommended by the Public Works and Utilities Committee.

Trustee Wreh requested item 5 be removed from the consent agenda.

Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to approve the consent agenda as presented for items 7a.1) - 4) and items 7a.6) - 7).

Motion carries 7 - 0 - 0 by acclamation.

8. 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.

9. BUSINESS.

- a. Discussion and action to confirm the Public Works Director appointment made by the Village President.

The board discussed consent agenda item 7a.5)regarding an Event Permit application from the Madison Curling Club, with the requested variances, and a Temporary Class "B" Beer/"Class B" Wine License for the Madtown Doubledown event to be held January 6-8, 2023 with the conditions provided by the Chief of Police.

Chief Chapin clarified the variance requested to allow minors to be present where alcohol is served.

Motion by President Carolyn Clow, second by Trustee Brassington, to approve an Event Permit application from the Madison Curling Club, with the requested variances, and a Temporary Class "B" Beer/"Class B" Wine License for the Madtown Doubledown event to be held January 6-8, 2023 with the conditions provided by the Chief of Police.

Motion carries 7 - 0 - 0 by acclamation.

The Board then proceeded with the scheduled business items on the agenda.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to appoint Lee Igl as Public Works Director. Motion carries 7 - 0 - 0 by acclamation.

- b. Update on progress on the construction of the Public Safety Center.

Jordan Schulz provided an update of the project and a breakdown of budget updates for the Public Safety Center construction project.

- c. Discussion and action regarding proposed Change Order #08 (miscellaneous items), #09 (Weather Delays), and #10 (Switchgear Delays) for the Public Safety Center.

Motion by President Clow, second by Trustee Stephanie Brassington, to approve Change Order #08 (miscellaneous items), in the amount of \$24,639. Motion carries unanimously 7 - 0 - 0.

Motion by President Clow, second by Trustee Stephanie Brassington, to approve Change Order #09 (Weather Delays), in the amount of \$68,000. Motion carries 6 - 1 - 0

with Trustee Ed Wreh voting nay.

Motion by President Clow, second by Trustee Stephanie Brassington, to approve Change #10 (Switchgear Delays), in the amount of \$68,000. Motion carries unanimously 7 - 0 - 0.

d. Personnel Committee (Trustees Nelson, Jerke, & Wreh)

1) Discussion and action regarding the job description and classification to create the Utility Maintenance worker position within the Public Works Department.

Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to approve the job description and classification to create the Utility Maintenance worker position within the Public Works Department. Motion carries 7 - 0 - 0 by acclamation.

2) Discussion on amendment of Chapter 20, Bereavement Leave, of the Personnel Policy Manual.

The Board discussed amendment of Chapter 20, Bereavement Leave, of the Personnel Policy Manual and had no changes.

3) Discussion on amendment of Chapter 31, Private Use of Village Property, of the Personnel Policy Manual.

The Board discussed amendment of Chapter 31, Private Use of Village Property, of the Personnel Policy Manual and had no changes.

4) Discussion on creation of an accommodation policy within the Personnel Policy Manual.

The Board discussed creation of an accommodation policy within the Personnel Policy Manual and did not have any changes.

e. Personnel Committee (Trustees Nelson, Jerke, & Wreh)

Diversity, Equity, & Inclusion Committee (Trustees Brassington & Wreh)

1) Discussion and recommendation on amendment of chapter 6 of the, "Recruitment and Selection," of the Personnel Policy Manual.

The Board discussed amendment of chapter 6 of the, "Recruitment and Selection," of the Personnel Policy Manual and had no changes.

f. Public Safety Committee (Trustees Wreh & Brassington)

1) Discussion and recommendation on Ordinance 2022-12: An Ordinance amending the Municipal Code concerning provisional retail alcohol beverage licenses and the approval process of alcohol license renewals.

Motion by Village Trustee Edward Wreh, second by Village Trustee Hilary Brandt, to approve Ordinance 2022-12: An Ordinance amending the Municipal Code concerning provisional retail alcohol beverage licenses and the approval process of alcohol license renewals. Motion carries 7 - 0 - 0 by acclamation.

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

1) Discussion and action to approve the design for the 2023 Paulson Road Reconstruction Project and authorize the project for bid.

Motion by Village Trustee Hilary Brandt, second by Village President Carolyn Clow, to

approve the design for the 2023 Paulson Road Reconstruction Project and authorize the project for bid. Motion carries 7 - 0 - 0 by acclamation.

- h. Discussion and action regarding an agreement with Dane County for the improvement of the beach within McDaniel Park.*

Motion by Village President Carolyn Clow, second by Village Trustee TJ Jerke, to approve an agreement with Dane County for the improvement of the beach within McDaniel Park. Motion carries 7 - 0 - 0 by acclamation.

- i. Discussion and action on an amendment to the accepted purchase agreement for property located at or around 3454 Siggelkow Road (Parcel 0710-354-8341-1).*

Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty, to approve amendment to the accepted purchase agreement for property located at or around 3454 Siggelkow Road (Parcel 0710-354-8341-1) pending final approval by the Village Attorney. Motion carries 7 - 0 - 0 by acclamation.

- j. Discussion and action regarding the issuance of a Relocation Order in accordance with the right of way plat for the 2024 Exchange Street Project from Sleepy Hollow Road to Farwell Street.*

Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to approve the issuance of a Relocation Order in accordance with the right of way plat for the 2024 Exchange Street Project from Sleepy Hollow Road to Farwell Street and authorize the Village Administrator to sign the agreements. Motion carries 7 - 0 - 0 by acclamation.

- k. Discussion and action regarding a draft Request for Proposals to develop a Communications and Engagement Plan.*

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve a draft Request for Proposals to develop a Communications and Engagement Plan. Motion carries 7 - 0 - 0 by acclamation.

10. SCHEDULE NEXT MEETING DATE.

- a. January 10, 2023 - Committee of the Whole - 5:30 p.m.*
- b. January 10, 2023 - Village Board Meeting - 7:00 p.m.*
- c. January 24, 2023 - Committee of the Whole - 5:30 p.m.*
- d. January 24, 2023 - Village Board - 7:00 p.m.*

11. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Michael Flaherty, to adjourn at 9:40 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

