VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, January 24, 2023 - 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 Hilary Brandt, Village Trustee Stephanie Brassington, Village President Carolyn Clow, Village Trustee Michael Flaherty, Village Trustee TJ Jerke, Village Trustee Carrie Nelson, Village Trustee Edward Wreh

   Village Board members not present: None.

   Staff Present: Administrator Matt Schuenke, Police Chief Aaron Chapin, Community and Economic Development Director Andrew Bremer, Public Works Director Lee Igl, Fire/EMS Director Chris Dennis, Communications & Technology Director Stephanie Miller, and HR Generalist Andrea Anderson.

3. **PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.**
   President Clow recognized the members of Boy Scout Pack 53 who were in attendance.

   a. *Salt Awareness Week - January 23rd through January 27th*

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 January 14, 2023 meeting.*

   2) *Motion to approve checks in the amount of $9,353,944.18.*

   3) *Motion to approve an updated Medical Direction Contract with Madison Emergency Physicians (MEP) and the Village of McFarland for MEP to provide medical direction for Emergency Medical Services contingent upon review by the Village Attorney.*

   4) *Motion to approve submittal of two OEI Energy Innovation Grant Program Applications for a joint comprehensive energy plan with McFarland School District and Battery Storage Systems to be located at the Public Safety Center as recommended by the Sustainability and Natural Resources Committee.*

   5) *Motion to approve Ordinance 2022-19, an ordinance rezoning certain lands at Grand View Outlot 1 from CO Conservancy to R-1 Single Family Residence to accommodate reconstruction of Lift Station No. 2. located at 6407 Pheasant Run as recommended by the Plan Commission.*

   6) *Motion to approve Ordinance 2022-18, an ordinance rezoning certain lands at 6330*

Exchange Street, McFarland from CO Conservancy to R-1 Single Family Residence and rezoning certain lands at 4901 Burma Road from R-1 Single Family Residence to CO Conservancy as recommended by the Plan Commission.

7) *Motion to approve a Quit Claim Deed for the Village to acquire the "School Forest" from the School District of McFarland generally located adjacent to Indian Mound Middle School and Indian Mound Park.*

Trustee Flaherty requested item 4 be removed from the Consent Agenda. Trustee Wreh requested items 5 and 6 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 4.a.1) - 3) and item 4.a.7). 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 for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Board about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. 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. When you are called upon to speak, state your name, address, and provide your comments to the Board for their consideration. 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.*

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

None.

6. BUSINESS.

The Board took up the items removed from the Consent Agenda.

Consent Agenda Item 4.a.4) - Motion to approve submittal of two OEI Energy Innovation Grant Program Applications for a joint comprehensive energy plan with McFarland School District and Battery Storage Systems to be located at the Public Safety Center as recommended by the Sustainability and Natural Resources Committee.

Administrator Schuenke answered questions from the Board. Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve submittal of two OEI Energy Innovation Grant Program Applications for a joint comprehensive energy plan with McFarland School District and Battery Storage Systems to be located at the Public Safety Center as recommended by the Sustainability and Natural Resources Committee. Motion carries 7 - 0 - 0 by acclamation.

Consent Agenda Item 4.a.5) - Motion to approve Ordinance 2022-19, an ordinance rezoning certain lands at Grand View Outlot 1 from CO Conservancy to R-1 Single Family Residence to accommodate reconstruction of Lift Station No. 2. located at 6407 Pheasant Run as recommended by the Plan Commission.

Community and Economic Development Director Bremer answered questions from the Board. Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to approve Ordinance 2022-19, an ordinance rezoning certain lands at Grand View Outlot 1 from CO Conservancy to R-1 Single Family Residence to accommodate reconstruction of Lift Station No. 2. located at 6407 Pheasant Run as recommended by the Plan Commission. Motion carries 7 - 0 - 0 by acclamation.

Consent Agenda Item 4.a.6) Motion to approve Ordinance 2022-18, an ordinance rezoning certain lands at 6330 Exchange Street, McFarland from CO Conservancy to R-1 Single Family Residence and rezoning certain lands at 4901 Burma Road from R-1 Single Family Residence to CO Conservancy as recommended by the Plan Commission.

Community and Economic Development Director Bremer answered questions from the Board. Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to approve Ordinance 2022-18, an ordinance rezoning certain lands at 6330 Exchange Street, McFarland from CO Conservancy to R-1 Single Family Residence and rezoning certain lands at 4901 Burma Road from R-1 Single Family Residence to CO Conservancy as recommended by the Plan Commission. Motion carries 7 - 0 - 0 by acclamation.

The Board returned to the regular Business items.

a. *Presentation and discussion from the McFarland Lion's Club on fundraising efforts to support the reconstruction of the skate park within William McFarland Park.*
   President Clow announced that the presenter for this item was not available and the presentation would be postponed to a future meeting.
b. *Public Safety Committee (Trustees Wreh & Brandt)*

1) *Discussion and action on a Tourist Rooming House Permit application for Carolyn Rink and Chris Fugate for the property at 6611 Sleepy Hollow Road.*
   Motion by Village Trustee Edward Wreh, second by Village Trustee Hilary Brandt, to approve a Tourist Rooming House Permit application for Carolyn Rink and Chris Fugate for the property at 6611 Sleepy Hollow Road. Motion carries 7 - 0 - 0 by acclamation.

c. *Parks and Recreation Committee (Trustees Jerke and Nelson)*
   Sustainability & Natural Resources Commitee (Trustees Flaherty and Wreh)

1) *Discussion and action regarding acceptance of the Lewis Park Water Access Plan.*
   Trustees Brandt and Wreh left the room at 7:18 p.m.

   Administrator Schuenke indicated that this project would be included in the Board's future discussions on Goals/Objectives and the Capital Improvement Plan.

   Motion by Village Trustee TJ Jerke, second by Village Trustee Carrie Nelson, to accept the Lewis Park Water Access Plan. Motion carries 5 - 0 - 0 by acclamation.

d. _Personnel Committee (Trustees Nelson, Jerke, & Wreh)_

1) _Discussion on creation of a Concealed Weapons and Firearms in the Workplace Policy within the Personnel Policy Manual._
   HR Generalist Anderson presented the creation of a Concealed Weapons and Firearms in the Workplace Policy within the Personnel Policy Manual. The Board discussed and did not propose any changes. This policy will come forward for approval with the updated manual.
2) _Discussion on creation of a Meals Policy within the Personnel Policy Manual_
   HR Generalist Anderson presented the creation of a Meals Policy within the Personnel Policy Manual. The Board discussed and did not propose any changes. This policy will come forward for approval with the updated manual.
3) _Discussion on creation of a Travel Policy within the Personnel Policy Manual._
   HR Generalist Anderson presented the creation of a Travel Policy within the Personnel Policy Manual. The Board discussed and did not propose any changes. This policy will come forward for approval with the updated manual.
4) _Discussion on amendment of Chapter 8, Termination of Employment, of the Personnel Policy Manual._
   HR Generalist Anderson presented an amendment of Chapter 8, Termination of Employment, of the Personnel Policy Manual. The Board discussed and did not propose any changes. This policy will come forward for approval with the updated manual.

   Trustees Wreh and Brandt returned at 7:26 p.m.
5) _Discussion on amendment and consolidation of Chapter 19, Sick Leave, of the Personnel Policy Manual and Chapter 10, Sick Leave, of the Compensation and Benefits Manual._
   HR Generalist Anderson presented the amendment and consolidation of Chapter 19, Sick Leave, of the Personnel Policy Manual and Chapter 10, Sick Leave, of the Compensation and Benefits Manual. The Board discussed and asked staff to review options for borrowing sick leave beyond the first year of employment. This policy will come forward for approval with the updated manual.

e. _Discussion and action to accept a proposal in order to award a contract for a communications and engagement plan._
   Administrator Schuenke outlined the proposal and he and Communications and Technology Director Miller answered questions from the Board. The Board discussed concerns regarding the order and timing of the tasks identified in the proposal.

   Motion by Village Trustee TJ Jerke, second by Village Trustee Michael Flaherty, to accept the proposal from Revelations in order to award a contract for the development of a communications and engagement plan subject to the preparation and approval of a contract by the Village Attorney. Motion carries 7 - 0 - 0 by acclamation.

f. _Discussion and action regarding meeting format plan for boards, commissions, and committees._
   Motion by Village President Carolyn Clow, second by Village Trustee Stephanie

Brassington, to approve continuation of the current meeting format for boards, commissions, and committees and to revisit the discussion at the July 12, 2023 Village Board meeting. Motion carries 7 - 0 - 0 by acclamation.

7. REQUESTS FOR REFERRAL OF NEW ITEMS.

a. *Discussion and action on referral of review of Chapter II, Article XI of the Village Code of Ordinances regarding Tourist Rooming Houses.*

Motion by Village Trustee Edward Wreh, second by Village President Carolyn Clow, to refer the review of Chapter II, Article XI of the Village Code of Ordinances regarding Tourist Rooming Houses. President Clow amended the motion to indicate that the matter would be referred to the Public Safety Committee. Amendment accepted by Trustee Wreh and President Clow. Amended motion carries 7 - 0 - 0 by acclamation.

8. SCHEDULE NEXT MEETING DATE.

President Clow announced that in addition to the meetings listed on the agenda, there would also be a Committee of the Whole meeting on February 14, 2023 at 5:30 p.m. and a Village Board meeting on February 14, 2023 at 7:00 p.m.

a. *February 28, 2023 - Committee of the Whole - 5:30 p.m.*

b. *February 28, 2023 - Village Board - 7:00 p.m.*

c. *March 14, 2023 - Committee of the Whole - 5:30 p.m.*

d. *March 14, 2023 - Village Board - 7:00 p.m.*

9. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Edward Wreh, to adjourn at 8:19 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,
Tanya O'Malley
Deputy Clerk