

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, February 14, 2023 - 7:00 PM

1. CALL TO ORDER.

Village President Clow called the regular meeting of the McFarland Village Board to order at 7:04 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 Mike Flaherty, Village Trustee TJ Jerke, Village Trustee Carrie Nelson

Village Board members not present: Village Trustee Edward Wreh

Staff Present: Administrator Matt Schuenke, Deputy Administrator/Clerk Cassandra Suettinger, Police Chief Aaron Chapin, Public Works Director Lee Igl, Outreach Director Lori Andersen, and Fire/EMS Director Chris Dennis.

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

Deputy Administrator/Clerk Suettinger provided an update on the February 21, 2023 Primary.

Public Works Director Lee Igl announced a public hearing on the long term conservancy plan upcoming.

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 24, 2023 meeting.

2) Motion to approve checks in the amount of \$2,235,799.96.

3) Motion to approve an event permit for the McFarland Lions Club Foundation, Inc, for the 2023 food cart frenzy event to be held on May 17, June 21, July 19, August 16 and September 20th, with the rain dates identified on the application dated January 18, 2023, in Arnold Larson Park.

4) Motion to approve the appointment of Joseph Swoboda to the Board of Review for a term expiring April 30, 2025.

5) Motion to approve Resolution 2023-01: a resolution approving municipal court hours.

6) Motion to approve the design for McDaniel Park site improvements and authorize the project for bid as recommended by the Parks/Recreation Committee and Sustainability/Natural Resources Committee.

- 7) Motion to approve updating Chapter 9 of the Fiscal Policy Manual regarding a Revenue Collection & Write-Off Policy as recommended by the Finance Committee.
- 8) Motion to approve acceptance of the the Water System Needs Assessment as recommended by the Public Works and Utilities Committee.

Trustee Flaherty requested removal of item 6 from the consent agenda.

Motion by Village President Carolyn Clow, second by Village Trustee TJ Jerke, to approve the consent agenda as presented from items 1-5 and 7-8. 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 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 discussed consent agenda item 4. 6) motion to approve the design for the McDaniel Park site improvements and authorize the project for bid as recommended by the Parks & Recreation Committee and Sustainability/Natural Resources Committee.

Motion by President Clow, second by Trustee Flaherty to approve the design for the McDaniel park site improvements and authorize the project for bid as recommended by the Parks & Recreation Committee and Sustainability & Natural Resources Committee. Motion carries 6 - 0 - 0 b acclamation.

- a. Public Safety Committee (Trustees Wreh & Brassington)
 - 1) Discussion and action on the operator's license for Mariah Crossman for the period ending June 30, 2023.Trustee Brandt provided an overview of the recommendation from the Public Safety Committee to conditionally grant an operator's license to Mariah Crossman for the period ending June 30, 2023 noting she had provided substantial evidence of rehabilitation.

Motion by President Clow, second by Trustee Brandt, to approve an operator's license for Mariah Crossman for the period ending June 30, 2023 with the condition that staff

run quarterly background checks on Mariah Crossman and that any offenses contained within the Operator's License Approval Policy, Section 4: Criteria for Denial that occur be grounds for staff to commence the revocation process.

Motion by President Clow, second by Trustee Brandt, to approve an operator's license for Mariah Crossman for the period ending June 30, 2023 with the condition that staff run quarterly background checks on Mariah Crossman and that any offenses contained within the Operator's License Approval Policy, Section 4: Criteria for Denial that occur be grounds for staff to commence the revocation process and that staff be allowed to issue an operator's license for the period ending June 30, 2024 with the same conditions and not require a hearing. Motion to amend the motion carries 6 - 0 - 0 by acclamation. Amended motion carries 6 - 0 - 0 by acclamation.

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

Jordan Schulz provided an overview on progress on the construction of the Public Safety Center.

c. Discussion and action regarding proposed Change Order #11 for the Public Safety Center project regarding gate operator, trench change changes, carpeting, electrical, and other miscellaneous adjustments.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve Change Order #11 for the Public Safety Center project regarding gate operator, trench change changes, carpeting, electrical, and other miscellaneous adjustments. Motion carries 6 - 0 - 0 by acclamation.

d. Parks and Recreation Committee (Trustees Jerke & Nelson)

1) Discussion and action regarding the award of contract for the reconstruction of the skate park within William McFarland Park, including the alternate bid for the shade structures at the Bocce Courts.

Village Administrator Schuenke reported two bids were received for the project and both were over budget. Additionally, Administrator Schuenke presented an overview of the proposal to cut some expenses related with the project and authorize additional funds for the project.

Motion by Trustee TJ Jerke, second by Trustee Carrie Nelson, to award a contract to Parisi Construction of Verona in an amount of \$526,195 for the reconstruction of the skate park within McFarland Park including base bid and rejecting the contract alternate with additional expenses for engineering/construction administration, security, Village project responsibilities, and contingency for a total project cost in an amount of \$645,000. Motion carries 6 - 0 - 0 by acclamation.

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

1) Discussion and action regarding the job description and classification to create the Full-Time and Part-Time Custodian positions within the Public Works Department.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to approve the job description and classification to create the Full-Time and Part-Time

Custodian positions within the Public Works Department. Motion carries 6 - 0 - 0 by acclamation.

2) Discussion on creation of a Vehicle Use policy within the Personnel Policy Manual

HR Generalist Andrea Anderson provided an overview of the creation of a Vehicle Use policy. She noted the proposed policy is an expansion of the current policy on the usage of Village Vehicles. The Board discussed and did not propose any changes. The policy will come forward for approval with the updated manual.

3) Discussion on amendment of Chapter 12, Employee Conduct and Disciplinary Action, of the Personnel Policy Manual.

Deputy Administrator/Clerk Suettinger provided an overview of amendment of Chapter 12 regarding employee conduct and disciplinary action of the Personnel Policy Manual. The Board discussed and did not propose any changes. The policy will come forward for approval with the updated manual.

4) Discussion on amendment of Chapter 13, Grievance Policy and Procedure, of the Personnel Policy Manual.

Deputy Administrator/Clerk Suettinger provided an overview of amendment of Chapter 13 regarding the Village's Grievance Policy within the Personnel Policy Manual. The Board discussed and did not propose any changes. The policy will come forward for approval with the updated manual.

f. Presentation and discussion of updates to the Village Board Handbook.

President Clow presented and overview the proposed updates to the Village Board Handbook. She noted if Village Board members have additional changes they should submit them to staff and that final passage of the handbook will be put on the next agenda for action.

g. Discussion on performance of board, commission, and committee meetings following 2022 restructuring.

Village Administrator Schuenke provided feedback from staff regarding the 2022 restructuring of Boards, Committees, and Commissions. Overall, feedback was felt to show the process was positive for staff and has made work processes more efficient.

7. SCHEDULE NEXT MEETING DATE.

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.

8. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee TJ Jerke, to adjourn at 8:40 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin board in accordance with Open Meetings Law.

Respectfully submitted,
Cassandra Suettinger
Deputy Village Administrator/Clerk