VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, March 14, 2023 - 7:00 PM

1. **CALL TO ORDER.**
   Village President Clow called the regular meeting of the McFarland Village Board to order at 7:00 pm in the Community Room of the McFarland Municipal Center.

2. **ROLL CALL.**
   Village Board members present: Village President Carolyn Clow, Village Trustee Hilary Brandt, Village Trustee Stephanie Brassington, 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, Deputy Administrator/Clerk Cassandra Suettinger, Police Chief Aaron Chapin, Public Works Director Lee Igl, Fire/EMS Director Chris Dennis, and Communications & Technology Director Stephanie Miller.

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

   a. *Board, Committee, Commission Vacancy announcement.*
   President Clow announced Board, Committee and Commission vacancies. Deadline for submissions is March 31. 2023.

   b. *April 4, 2023 - Spring Election Information*
   Deputy Administrator/Clerk Suettinger provided an overview of the upcoming April 4, 2023 Spring election.

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 February 28, 2023 meeting.*

   2) *Motion to approve checks in the amount of $267,907.35.*

   3) *Motion to approve the MS4 Annual Report.*

   4) *Motion to approve the purchase of a replacement vehicle for the Detective position within the Police Department.*

   5) *Motion to approve Ordinance amendment 2023-04: An ordinance to update the sewer fees within Appendix A of the Village Code of Ordinances.*

   6) *Motion to approve a proposal from Baker Tilly to conduct a water impact fee study as recommended by the Public Works & Utilities Committee.*

   7) *Motion to approve an agreement for Road Maintenance Technology software.*

8) *Motion to approve an agreement with Dixon Engineering Inc. for various services associated with the Water Tower Painting project.*
   Trustee Flaherty requested the removal of consent agenda item 4 a.4).

   Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to approve the consent agenda as presented with item 4 a.4) removed. 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.
   Doug Fendry, 5504 Chestnut Lane, spoke on the community center project project.

6. BUSINESS.

The Board discussed consent agenda item 4 a. 4) as regular business. Discussion on approval for the purchase of a replacement vehicle for the detective position within the Police Department.

Motion by President Clow, second by Trustee Wreh, to approve the purchase of a replacement vehicle for the detective position within the Police Department. Motion carries 6 - 1 - 0 by acclamation with Trustee Flaherty voting nay.

a. *Update on progress on the construction of the Public Safety Center.*
   Jordan Schulz, Owner rep with Huffman, presented an update on construction of the Public Safety Center.

b. *Discussion and action regarding proposed Change Order #12 for the Public Safety Center project regarding pathway connection and miscellaneous costs.*
   Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve proposed Change Order #12 for the Public Safety Center project regarding pathway connection and miscellaneous costs. Motion carries 7 - 0 - 0 by acclamation.

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

1) *Discussion and action regarding the award of contract for the 2023 McDaniel Park*

beach improvements project.

Motion by Village President Carolyn Clow, second by Village Trustee TJ Jerke, to the award of contract to R & T Voegeli Excavating, LLC of Monroe in the amount of $154,896 for the 2023 McDaniel Park beach improvements project including base bid with additional expenses for engineering and contingency for a total project cost in an amount of $200,000. Motion carries 7 - 0 - 0 by acclamation.

d. *Public Works & Utilities Committee (Trustee Brandt & President Clow)*

1) *Discussion and action regarding the award of contract for the 2023 Street and Utility Improvements project on Paulson Road.*

Motion Trustee Hilary Brandt, second by President Clow, to award a contract to Speedway Sand and Gravel of Madison for an amount of $2,017,538 for the reconstruction of Paulson Road including base bid and supplementals, but rejecting the contract alternate with additional expenses for engineering, construction administration, inspection, and contingency for a total project cost in an amount of $2,370,000. Motion carries 7 - 0 - 0 by acclamation.

2) *Discussion and action regarding the award of contract for the 2023 Water Main Improvements project along Taylor Road, and between Taylor Road and Spartan Drive.*

Motion by Trusttee Brandt, second by President Clow, to award contract to Speedway Sand and Gravel of Madison in an amount of $433,907 for the reconstruction of water main along Taylor Road, including base bid with the rejection of all alternates and supplemental items with additional expenses for engineering, construction administration, inspection, and contingency for a total project cost in an amount of $545,000. Motion carries 6 - 0 - 0.

Nelson left at 8:27 p.m.

3) *Discussion and action regarding a proposal from Baker Tilly to conduct a conventional rate case and a five-year financial forecast for the water utility.*

Motion by Village Trustee Hilary Brandt, second by Village President Carolyn Clow, to approve a proposal from Baker Tilly to conduct a conventional rate case and a five-year financial forecast for the water utility. Motion carries 7 - 0 - 0 by acclamation.

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

1) *Discussion on updates to the Personnel Policy manual including:*

Amendment of Chapter 11, Safety, of the Personnel Policy Manual.

The Board discussed amendment of Chapter 11, Safety, of the Personnel Policy Manual. The final Personnel Policy Manual will be submitted for approval at the April 10, 2023 Village Board meeting.

Amendment of Chapter 34, Violence in the Workplace, of the Personnel Policy Manual.

The Board discussed amendment of Chapter 34, Violence in the Workplace, of the Personnel Policy Manual. The final Personnel Policy Manual will be submitted for approval at the April 10, 2023 Village Board meeting.

Amendment of Chapter 14, General Conditions of Employment, of the Personnel Policy Manual.

The Board discussed amendment of Chapter 14, General Conditions of Employment, of the

Personnel Policy Manual. The final Personnel Policy Manual will be submitted for approval at the April 10, 2023 Village Board meeting.

Creation of an Equal Employment Opportunity Policy.

The Board discussed creation of an Equal Opportunity Policy within the Personnel Policy Manual. The final Personnel Policy Manual will be submitted for approval at the April 10, 2023 Village Board meeting.

Creation of a Benefits policy within the Personnel Policy Manual.

The Board discussed creation of a Benefits Policy within the Personnel Policy Manual. The final Personnel Policy Manual will be submitted for approval at the April 10, 2023 Village Board meeting.

Creation of a Catastrophic Leave Policy within the Personnel Policy Manual.

The Board discussed creation of a Catastrophic Leavy Policy within the Personnel Policy Manual. The final Personnel Policy Manual will be submitted for approval at the April 10, 2023 Village Board meeting.

f. *Discussion and introduction of land acknowledgement.*

Trustee Nelson returned at 8:43 p.m. President Clow presented an overview of the plan to host a land acknowledgement ceremony.

7. REQUESTS FOR REFERRAL OF NEW ITEMS.

a. *Discussion and action on a referral from Trustee Wreh to refer the issue of working with the Fire & Rescue Chief and Police Chief to plan a panel discussion for the Community.*

Motion by President Carolyn Clow, second by Ed Wreh, to approve asking Chief Dennis and chief Chapin prepare a panel discussion for the community around working working with policy andfire/ems and legal aspect and that they present those palans to the PSC and DEI for input. Motion carries 7 - 0 - 0 by acclamation.

8. CLOSED SESSION.

a. *Discussion and action on entering into Closed Session in accordance with the following:*

b. *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 2022 performance evaluation data and applicable compensation for the Village Administrator position.*

Motion by President Carolyn Clow, second by Trustee Stephanie Brassington, 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 2022 performance evaluation data and applicable compensation for the Village Administrator position at 8:54 p.m.. Motion carries 7 - 0 - 0 on a roll call vote.

9. RECONVENE INTO OPEN SESSION.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to reconvene in open session at 10:29 p.m. Motion carries 7 - 0 - 0 by acclamation.

10. ACTION ON ITEMS DISCUSSED IN CLOSED SESSION.

a. *Discussion and action regarding the 2022 performance evaluation data and applicable compensation for the Village Administrator position.*

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to accept the 2022 Performance Evaluation and approve compensation adjustment at 3% based on performance evaluation data from prior year. Motion carries 7 - 0 - 0 by acclamation.

11. SCHEDULE NEXT MEETING DATE.

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

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

c. *April 10, 2023 - Committee of the Whole - 5:30 p.m. (Monday, special day)*

d. *April 10, 2023 - Village Board - 7:00 p.m.* (Monday, special day) *(Last meeting of current seated Board)*

12. ADJOURNMENT.

Motion by Village Trustee Hilary Brandt, second by Village Trustee Edward Wreh, to adjourn at 10:31 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 Administrator/Clerk