

VILLAGE OF MCFARLAND

**Village Board Minutes**

*Tuesday, March 28, 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 Edward Wreh, Village Trustee Carrie Nelson

Village Board members not present: None.

Staff Present: Deputy Administrator/Clerk Cassandra Suettinger, Police Chief Aaron Chapin, Fire/EMS Director Chris Dennis, and Library Director Heidi Cox.

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

President Clow recognized the McFarland Fire & Rescue department did a great job of responding to two different incidents in the village. The first incident was on McFarland Court and the other was a mutual aid assist on a fire at a senior facility in Monona.

*a. Saturday April 22, 2023 - Community Service Day*

Katie Gletty-Syoen presented an overview of Community Service Day planned for April 22, 2023 (also Earth Day).

*b. Spring Election - April 4, 2023 - 7:00 a.m. to 8:00 p.m.*

Deputy Administrator/Clerk Suettinger provided an update on the upcoming April 4, 2023 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 checks in the amount of \$279,977.42.*

*2) Motion to approve an event permit for Ben Petersen, of the McFarland Community Band, for the Community Band Performance/Concert to be held at Arnold Larson Park on Thursday July 13th from 2 p.m to 8:30 p.m. with a rain date of August.*

*3) Motion to approve the change of agent to appoint Michael J. Linton to serve as the new liquor license agent for Kwik Trip*

*4) Motion to approve the replacement of the boiler and related HVAC repairs to the Library facility as approved by the Library Board.*

Trustee Wreh requested item 4a.4) be removed from the consent agenda.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie

Brassington, to approve the consent agenda as presented for items 1-3. 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](mailto: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 4a.4) Approval of the replacement of the boiler and related HVAC repairs to the Library facility as approved by the Library Board.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve replacement of the boiler and related HVAC repairs to the Library facility as approved by the Library Board. Motion carries 7 - 0 - 0 by acclamation.

- a. Presentation from the Safe Communities Madison-Dane County.

Cheryl Wittke, representative of Safe Communities Madison-Dane County, appeared before the Board to present on their program.

The Village Board thanked Cheryl for appearing before the Board, and for the great work Safe Communities Madison-Dane County does.

- b. Discussion and action regarding Resolution #2023-04: a resolution authorizing the issuance and awarding the sale of \$4,890,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith.

Carol Wirth, representative of WPPA, presented an overview of the summary of the sale results of the \$4.89 Million G.O. Notes. She reported the estimated interest rate was 3.25% and the low bidder came in at 3.227381%. She provided an overview of the rating process.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve Resolution #2023-04: a resolution authorizing the issuance and awarding the sale of \$4,890,000 General Obligation Promissory Notes; providing the form of the notes; and levying a tax in connection therewith. Motion carries 7 - 0 - 0 by

acclamation.

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

1) Discussion on updates to the Personnel Policy Manual, including:

Amendment of Chapter 10, Training and Development, of the Personnel Policy Manual.

The Board discussed amendment of Chapter 10, Training and Development of the Personnel Policy manual.

Amendment of Chapter 15, previously titled Working Conditions, now proposed as Administrative Policies, of the Personnel Policy Manual.

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Amendment of Chapter 16, previously titled Compensation, now proposed as Compensation Administration, of the Personnel Policy Manual.

The Board discussed amendment of Chapter 16, previously titled Compensation, now proposed as Compensation Administration, of the Personnel Policy Manual.

Amendment of Chapter 32, Electronic Communications and Information Systems Policy, of the Personnel Policy Manual.

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Creation and addition of Chapter 37, Remote Work, to the Personnel Policy Manual.

The Board discussed creation and addition of Chapter 37, Remote Work, to the Personnel Policy Manual.

2) Discussion on final approval of the updated Personnel Policy Manual.

Deputy Administrator/Clerk Suettinger provided an overview of the process for final approval of the manual. The fully updated manual will be brought before the Board on April 10th for possible adoption with a delayed effective date of May 1, 2023. Once the manual is approved, the delayed effective date will provide staff an opportunity to review materials and for training on updates.

d. Discussion to review changes to the Public Comment Policy.

The Board discussed possible revisions to the Public Comment Policy. The Board requested new language be inserted into the policy regarding the public hearing process.

e. Discussion to review changes to the board referral process outlined within the Village Board Handbook.

The Board discussed the board referral process outlined with the Village Board Handbook. The Board discussed concerns with ensuring referrals are coming forward. The Board reviewed the current process.

**7. SCHEDULE NEXT MEETING DATE.**

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

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

c. April 18, 2023 - Village Board - 5:30 pm (Annual Organizational Meeting)

d. April 25, 2023 - Committee of the Whole - 5:30 pm

e. April 25, 2023 - Village Board - 7:00 pm

**8. ADJOURNMENT.**

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to adjourn at 9:39 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