

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, September 26, 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 Luke Fessler, Village Trustee Michael Flaherty, Village Trustee TJ Jerke, Village Trustee Edward Wreh (joined at 7:11 p.m.).

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, Outreach Director Lori Andersen, and Fire/EMS Director Chris Dennis.

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

President Clow thanked everyone who participated in and helped make the Community Festival happen.

President Clow also thanked those involved in making the Land Acknowledgement Ceremony a success at the Community Festival.

Trustee Jerke highlighted the upcoming Redevelopment District Public Involvement meeting.

Public Safety Center open house will be October 5th beginning at 5 p.m.

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 August 22, 2023 Village Board meeting.

2) Motion to approve the minutes of the September 12, 2023 meeting.

3) Motion to approve checks in the amount of \$287,758.80.

4) Motion to approve a Satisfaction of Mortgage for Spartan Properties of McFarland LLC

5) Motion to approve a Satisfaction of Mortgage for Voges Road Properties LLC.

- 6) Motion to approve updates to the Public Comment Policy.
- 7) Motion to accept the Grant Analysis Overview report as prepared by Baird.
- 8) Motion to approve an event permit from Health Journey Chiropractic to hold the Halloween Parade on October 21, 2023 on various streets within the Village with the conditions provided by the Police Department.
- 9) Motion to approve Resolution 2023-17: a resolution requesting exemption from Dane County Library Tax.

Trustee Brandt requested the removal of consent agenda item number 8).

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve the consent agenda as presented. 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 took up consent agenda item 8) regarding the event permit for the Halloween parade under the business section.

Motion by President Carolyn Clow, second by Trustee Hilary Brandt, to approve an event permit for Health Journey Chiropractic to hold the Halloween Parade on October 21, 2023 on various streets within the Village with the conditions provided by the Police Department. Motion carries 6 - 0 - 0 by acclamation.

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

With no objections, the board moved to item 6c.1) at 7:09 p.m.

At 7:21 p.m., the Board returned to business item 6a.

Jordan Schulz provided an overview and the final update on the process of the Public Safety Center. He noted while some punch list items were still being finished up as is

customary, all users took occupancy and the building opened on August 25th.

- b. Discussion regarding proposed Change Order #18 and #19 for the Public Safety Center project regarding final authorization for grouting, credit to remove micro-piles, and final credits to release allowances.

The Board discussed Change Order #18 and #19 for the Public Safety Center project regarding final authorization for grouting, credit to remove micro-piles, and final credits to release allowances. The Board will take up formal action of Change order #18 and #19 at the next Village Board meeting.

- c. Finance Committee (Trustees Brandt, Brassington, & Flaherty)

- 1) Discussion and action to approve creation of Chapter 14 of the Fiscal Policy Manual as the Affordable Housing Fund Policy.

Community & Economic Development Director Andrew Bremer provided an overview of Chapter 14 of the Fiscal Policy Manual as the Affordable Housing Fund Policy and the recommendation from the Finance Committee for approval.

Motion by Village Trustee Hilary Brandt, second by Village Trustee Michael Flaherty, to approve creation of Chapter 14 of the Fiscal Policy Manual as the Affordable Housing Fund Policy. Motion carries 7 - 0 - 0 by acclamation.

- d. Plan Commission (President Clow & Trustee Brassington)

- 1) Discussion and action regarding Ordinance 2023-06, an ordinance amending Sec. 62-227 Accessory Uses, Buildings or Structures.

President Clow provided an overview of the process of review for Ordinance 2023-06: an ordinance amending Sec. 62-227 Accessory Uses, Buildings or Structures.

Community and Economic Development Director Andrew Bremer provided an overview of the ordinance amendment and background on the proposed revisions.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve Ordinance 2023-06, an ordinance amending Sec. 62-227 Accessory Uses, Buildings or Structures. Motion carries 7 - 0 - 0 by acclamation.

- e. Plan Commission (President Clow & Trustee Brassington)
Sustainability & Natural Resources Committee (Trustee Flaherty & President Clow)

- 1) Discussion and action regarding Ordinance 2023-09, an ordinance amending various sections of Chapter 62 - Zoning, related to solar energy collection systems.

Motion by Village President Carolyn Clow, second by Village Trustee Luke Fessler, to approve Ordinance 2023-09, an ordinance amending various sections of Chapter 62 - Zoning, related to solar energy collection systems. Motion carries 7 - 0 - 0 by acclamation.

- 2) Discussion and action regarding Ordinance 2023-10, an ordinance amending various sections of the McFarland Building Code related to site erosion control and stormwater management.

Community and Economic Development Director Andrew Bremer provided overview of proposed changes to stormwater management. He explained the proposed ordinance

amendment puts the Village's ordinance in line with Dane County's recommendations and ordinance. Most notably the update moves the Village from the 100 year flood event to the 200 year flood event. In practice the Village has been applying the changes for some time, the proposed ordinance amendment memorialized the process.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve Ordinance 2023-10, an ordinance amending various sections of the McFarland Building Code related to site erosion control and stormwater management. Motion carries 7 - 0 - 0 by acclamation.

f. Transmittal of the draft 2024 Budget from Village Staff to Village Board for review and consideration.

Village Administrator Schuenke presented the Board with the draft 2024 Budget. He noted the first review of the budget would take place on October 5th. Additionally, he outlined the process for Trustees to submit budget changes.

g. Discussion regarding the selection of the one floor option or the two floor option for the Municipal Center renovation as presented within the McFarland Municipal Center Campus Master Plan project.

Village Administrator Schuenke provided a follow-up report on the questions the Board referred from the Village Board meeting on August 22nd regarding the Municipal Center renovation plans. He outlined forecasted operational costs associated with the plans as well as programming differences between the two proposals. Village Board members provided feedback and asked additional questions. Village Administrator Schuenke noted the action to decide between the 1-story option and the 2-story option for the McFarland Municipal Center plans would be placed on the October 10th regular Village Board meeting. He noted additionally at 5:30 the Board would be provided the opportunity view the vacated space in the McFarland Municipal Center now that Public Safety has moved out.

7. CLOSED SESSION.

a. Discussion and action on entering into Closed Session in accordance with Wis. Stats 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding Resolution 2023-18: a resolution ratifying and approving a purchase agreement for the property located at or around 5810 Milwaukee Street (Parcel #154/0610-031-6373-8) within Tax Increment District #4.

Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to approve entering into Closed Session in accordance with Wis. Stats 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding Resolution 2023-18: a resolution ratifying and approving a purchase agreement for the property located at or around 5810 Milwaukee Street (Parcel #154/0610-031-6373-8) within Tax Increment District #4 at 9:04 p.m.. Motion carries 7 - 0 - 0 on a roll call vote.

8. RECONVENE INTO OPEN SESSION

Motion by President Carolyn Clow, second by Trustee Ed Wreh, to enter back into open

session at 9:17 p.m. Motion carries 7 - 0 - 0 by acclamation.

9. ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

- a. Discussion and action on Resolution 2023-18: a resolution ratifying and approving a purchase agreement for the property located at or around 5810 Milwaukee Street (Parcel #154/0610-031-6373-8) within Tax Increment District #4.

Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to approve Resolution 2023-18: a resolution ratifying and approving a purchase agreement for the property located at or around 5810 Milwaukee Street (Parcel #154/0610-031-6373-8) within Tax Increment District #4. Motion carries 6 - 0 - 1 by acclamation with Trustee Ed Wreh abstaining.

10. SCHEDULE NEXT MEETING DATE.

- a. October 5, 2023 - 6:00 pm - Special Village Board (Budget Review)
- b. October 10, 2023 - 7:00 p.m. - Village Board
- c. October 10, 2023 - 5:30 p.m. - Committee of the Whole
- d. October 12, 2023 - 6:00 pm - Special Village Board (Budget Review)
- e. October 24, 2023 - 7:00 pm - Village Board
- f. October 26, 2023 - 6:00 pm - Special Village Board (Budget Review)

11. ADJOURNMENT.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to adjourn at 9:20 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