

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, October 24, 2023 - 6:00 PM

1. CALL TO ORDER - 6:00 pm

Village President Clow called the regular meeting of the McFarland Village Board to order at 6:00 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 (left the meeting at 6:28 p.m., rejoined at 7:18 p.m.), Village Trustee Edward Wreh, Village Trustee TJ Jerke, and Village Trustee Michael Flaherty.

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Deputy Administrator/Clerk Cassandra Suettinger, Community and Economic Development Director Andrew Bremer, and Public Works Director Lee Igl.

3. CLOSED SESSION.

- a. Discussion and action on entering into Closed Session in accordance with Wis. Stats 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved in, specifically regarding an insurance claim related to the sinkhole during construction of the Public Safety Center located at 6001 Broadhead Street.*

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to enter into Closed Session in accordance with Wis. Stats 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved in, specifically regarding an insurance claim related to the sinkhole during construction of the Public Safety Center located at 6001 Broadhead Street. Motion carries unanimously on a roll call vote 7 - 0 - 0.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to adjourn closed session at 6:41 p.m. Motion carries 6 - 0 - 0 by acclamation.

4. RECONVENE INTO OPEN SESSION - 7:00 pm

President Clow reconvened the meeting into open session at 7:00 p.m.

5. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

Trustee TJ Jerke announced the Skate Park Grand Opening to take place on October 25, 2023 beginning at 4:00 p.m.

6. 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 Special October 5, 2023 Village Board meeting.
- 2) Motion to approve the minutes of the October 10, 2023 Village Board meeting.
- 3) Motion to approve the minutes of the Special October 12, 2023 Village Board meeting.
- 4) Motion to approve checks in the amount of \$183,381.77.
- 5) Motion to approve the 2023 order of a new street sweeper within the Public Works Department for delivery and payment in 2024.

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.

7. 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.

8. BUSINESS.

- a. Presentation by the McFarland Youth Center regarding prior year's operations.
Shawn Miller, President of the McFarland Youth Center, provided an overview of the 2023 McFarland Youth Center operations.
- b. Discussion and review of the 2024 Budget including the following sections:
 - 1) Changes since the last distribution.
Village Administrator Schuenke reported there were no changes to the proposed 2024 budget since the last distribution.
 - 2) Youth Center Fund (210)
Village Administrator Schuenke presented the proposed 2024 Youth Center Fund (210) budget.
 - 3) Retiree Fund (700).

Deputy Administrator/Clerk Suettinger provided an overview of the proposed 2024 Retiree Fund (700).

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

1) Discussion and action regarding the job description and classification to create the Full-Time Diversity, Equity, and Inclusion (DEI) Strategist position within the Village and authorizing Staff to fill the vacancy.

Motion by Trustee Mike Flaherty, to postpone action regarding the job description and classification until the 2024 budget process was complete. Motion died for lack of a 2nd.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve the job description and classification to create the Full-Time Diversity, Equity, and Inclusion (DEI) Strategist position within the Village and authorizing staff to fill the vacancy. Motion carries 6 - 1 - 0 by acclamation with Trustee Mike Flaherty voting nay.

2) Discussion and action on a proposed amendment to Chapter 28 of the Personnel Policy Manual regarding meals.

Motion by Village President Carolyn Clow, second by Village Trustee Luke Fessler, to approve amendment to Chapter 28 of the Personnel Policy Manual regarding meals to be effective January 1, 2024. Motion carries 7 - 0 - 0 by acclamation.

d. Discussion and action on approval of a Request for Proposals (RFP) for owner's representation services for the McFarland Municipal Center Campus project.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve a Request for Proposals (RFP) for owner's representation services for the McFarland Municipal Center Campus project. Motion carries 7 - 0 - 0 by acclamation.

e. Discussion and possible action to authorize litigation relating to Hanover Insurance Co. Builder's Risk Policy Claim at the Public Safety Center.

Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to authorize litigation relating to Hanover Insurance Co. Builder's Risk Policy Claim at the Public Safety Center. Motion carries 7 - 0 - 0 by acclamation.

9. SCHEDULE NEXT MEETING DATE.

a. October 26, 2023 - 6:00 pm - Special Village Board (Budget Review)

b. November 2, 2023 - 6:00 p.m. Special Village Board (Budget Review)

c. November 9, 2023 - 6:00 p.m. Special Village Board (Budget Review) (If needed).

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

10. ADJOURNMENT.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to adjourn at 8:09 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