VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, December 12, 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, and Village Trustee Edward Wreh(joined at 7:22 p.m. and left at 8:05 p.m.).

   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 & Rescue Chief Chris Dennis, Human Resource Generalist Andrea Anderson and Outreach Director Lori Andersen.
3. **PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.**
   President Clow thanked those who organized the winter wonderland event in the Village. Deputy Administrator/Clerk Suettinger reported the circulation of nomination process would continue up through January 2, 2024 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 checks in the amount of $989,867.76.*

   2) *Motion to appoint Election Inspectors for the 2024-2025 term*

   3) *Motion to approve a service agreement with Dane County for funding to provide case management and nutrition services through the Senior Outreach Department as a Focal Point.*

   4) *Motion to approve the purchase of a new patrol truck for delivery and implementation in 2025*

   5) *Motion to approve ordinance amendment 2023-16: an ordinance requiring vehicles to stop for flashing lights on a school bus as recommended by the Public Safety Committee.*
   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.
Al Runde, 6201 Renee Court, spoke in favor of undergrounding the utilities as a way of cleaning up the downtown area.

6. **BUSINESS.**

a. *Public Works & Utilities Committee (Trustees Wreh & Brandt)*

1) *Discussion and action to approve the final plans of the 2024 Exchange Street project and authorize the project for bid in accordance with WisDOT standards.*
Motion by Trustee Hilary Brandt, second by President Carolyn Clow, to approve the final plans of the 2024 Exchange Street project and authorize the project for bid in accordance with WisDOT standards. Motion carries 6 - 0 - 0 by acclamation.

2) *Discussion and action to approve the final design for Lift Station 2 and authorize the project for bid.*
Motion by Village Trustee Hilary Brandt, second by Village Trustee Edward Wreh, to approve the final design for Lift Station 2 and authorize the project for bid. Motion carries 7 - 0 - 0 by acclamation.

3) *Discussion and action regarding adjustment to the rate for the Equivalent Residential Unit (ERU) within the Stormwater Utility.*
Motion by Village Trustee Hilary Brandt, second by Village Trustee Edward Wreh, to accept the Stormwater Rate Study as prepared by Town & Country Engineering and approve an increase to the ERU Charge to $20.00 effective in January of 2024. Motion carries 7 - 0 - 0 by acclamation.

b. *Personnel Committee (Trustees Fessler, Jerke, & Wreh)*

1) *Motion to approve reclassification of the Assistant to the Public Works Director position within the Public Works department.*
Motion by Village Trustee Luke Fessler, second by Village Trustee TJ Jerke, to approve reclassification of the Assistant to the Public Works Director position within the Public Works department. Motion carries 7 - 0 - 0 by acclamation.

2) *Motion to approve updating the organizational chart of the Public Works Department*

Motion by Village Trustee Luke Fessler, second by Village Trustee TJ Jerke, to approve updating the organizational chart of the Public Works Department Motion carries 7 - 0 - 0 by acclamation.

3) *Discussion on reorganization of Communication & Technology within Village Departments.*

   The Board discussed in concept the idea of reorganization of the Communication & Technology Department. There were concerned expressed with moving the position from reporting to the Administrator, to reporting to the Deputy Administrator within the Administration Department. The Board discussed concerns, but ultimately agreed to moving forward with the changes.

4) *Discussion and action on the job description and classification to create the Communication Manager within the Village.*

   Motion by Village Trustee Luke Fessler, second by Village Trustee TJ Jerke, to approve the job description and classification to create the Communication Manager within the Village. Motion carries 5 - 1 - 0 by acclamation with Trustee Flaherty voting nay.

5) *Discussion and action on reclassification of the Media Producer position.*

   Motion by Village Trustee Luke Fessler, second by Village Trustee TJ Jerke, to approve reclassification of the Media Producer position. Motion carries 6 - 0 - 0 by acclamation.

6) *Discussion and action on updates to the Organizational Chart for the Village and Administration Department.*

   Motion by Village Trustee Luke Fessler, second by Village Trustee TJ Jerke, to approve updates to the Organizational Chart for the Village and Administration Department. Motion carries 5 - 1 - 0 by acclamation with Trustee Mike Flaherty.

c. *Discussion and action regarding the selection of a proposal for owner's representation services for the McFarland Municipal Center Campus project.*

   Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve the selection of a proposal for owner's representation services for the McFarland Municipal Center Campus project. Motion carries 6 - 0 - 0 by acclamation.

7. SCHEDULE NEXT MEETING DATE.

a. *January 9, 2024 - 7:00 p.m. - Village Board*

b. *January 23, 2024 - 7:00 p.m. - Village Board*

8. ADJOURNMENT.

Motion by Village President Carolyn Clow, second by Village Trustee TJ Jerke, to adjourn at 8:23 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/Treasurer