

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, January 23, 2024 - 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 Stephanie Brassington, Village President Carolyn Clow, Village Trustee Michael Flaherty, Village Trustee TJ Jerke, Village Trustee Edward Wreh

Village Board members not present: Village Trustee Hilary Brandt, Village Trustee Luke Fessler

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

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

None.

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 January 9, 2024 meeting.

2) Motion to approve checks in the amount of \$7,567,322.63.

3) Motion to approve appointing Linda Blust and Robert Blust to serve as Election Inspectors for the 2024-2025 term.

4) Motion to approve Ordinance 2024-04 An Ordinance to Amend Appendix A of the Municipal Code Concerning Park Impact Fees as recommended by the Plan Commission.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve the consent agenda as presented. Motion carries 5 - 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. PUBLIC HEARINGS.

- a. Public Hearing on Ordinance Amendment 2024-03: An Ordinance to amend the Municipal Code concerning impact fees for the water system and the administration of impact fees.

President Clow opened the public hearing at 7:04 p.m. No residents were present virtually or in the meeting room to speak. President Clow closed the hearing at 7:04 p.m.

7. BUSINESS.

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

- 1) Discussion and action regarding the Water Utility Impact Fee Study as prepared by Baker Tilly.

Motion by Village Trustee Edward Wreh, second by Village President Carolyn Clow, to approve the Water Utility Impact Fee Study as prepared by Baker Tilly. Motion carries 5 - 0 - 0 by acclamation.

- 2) Discussion and action regarding the award of contract for the 2024 Exchange Street project.

Motion by Village Trustee Edward Wreh, second by Village President Carolyn Clow, to award a contract to James Peterson Sons Inc. of Medford in an amount of \$4,021,987.94 for the reconstruction Exchange Street including base bid with additional expenses for engineering, construction administration, and contingency for a total project cost in an amount of \$5,093,000. Motion carries 5 - 0 - 0 by acclamation.

- 3) Discussion and action regarding the award of contract for the 2024 Lift Station 2 project.

Motion by Village Trustee Edward Wreh, second by Village President Carolyn Clow, to award a contract to Portzen Construction, Inc. of Dubuque, IA in an amount of \$2,870,575 for the construction of Lift Station #2 including base bid with additional expenses for engineering, construction administration, and contingency for a total project cost in an amount of \$3,564,000. Motion carries 5 - 0 - 0 by acclamation.

- 4) Discussion and action regarding a proposal from Town & Country Engineering for design and construction engineering for the Lift Station 2 project.

Motion by Village Trustee Edward Wreh, second by Village President Carolyn Clow, to approve a proposal from Town & Country Engineering for design and construction engineering for the Lift Station 2 project in an amount not to exceed \$165,000. Motion carries 5 - 0 - 0 by acclamation.

- b. Discussion and action on Ordinance Amendment 2024-03: An Ordinance to amend the Municipal Code concerning impact fees for the water system and the administration of impact fees

Motion by Village Trustee Edward Wreh, second by Village President Carolyn Clow, to approve Ordinance Amendment 2024-03: An Ordinance to amend the Municipal Code concerning impact fees for the water system and the administration of impact fees.

Motion carries 5 - 0 - 0 by acclamation.

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

- 1) Discussion regarding the draft Library Impact Fee Study and draft Public Safety Center Impact Fee Study.

Community and Economic Development Director Andrew Bremer discussed the status of the Library and PSC Impact Fee Studies. The item will be placed on a future agenda once finalized.

- d. Discussion and action on the approval of a proposal for architectural services for the McFarland Municipal Center Campus project.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve the proposal from HGA for architectural services for the McFarland Municipal Center Campus project and to authorize the Village Administrator to work with the Village Attorney to finalize the contract for the scope of work presented. Motion carries 5 - 0 - 0 by acclamation.

8. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, February 13, 2024 at 7:00 pm - Village Board

- b. Tuesday, February 27, 2024 at 7:00 pm - Village Board

9. ADJOURNMENT.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to adjourn at 7:52 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