

VILLAGE OF MCFARLAND

**Village Board Minutes**

*Tuesday, November 25, 2025 - 7:00 PM*

**1. CALL TO ORDER.**

Village President Brassington called the regular meeting of the McFarland Village Board to order at 7:01 pm in the Community Room of the McFarland Municipal Center.

**2. ROLL CALL.**

Village Board members present: Village Trustee Kathy Annen, Village Trustee Ken Boyd, Village President Stephanie Brassington, Village Trustee Luke Fessler, Village Trustee Alisa Leamy, Village Trustee Miguel Peña, Village Trustee Lowell J. Prill

Village Board members not present: None

Staff Present: Village Administrator Matt Schuenke, Deputy Clerk Tanya O'Malley, Interim Police Chief Brian Redman, Community and Economic Development Director Andrew Bremer, Public Works Director Lee Igl, Outreach Director Katie Gletty-Syoen, Fire/EMS Director Chris Dennis, Communications Manager Melanie Camellia, HR Generalist Andrea Anderson, and Streets & Utilities Superintendent Bob Jacobs.

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

Village Administrator Schuenke announced that the Police Department held a memorial in honor of Ryan Copeland on the 10th Anniversary of his death in the line of duty.

Trustee Fessler provided information about the upcoming Winter Wonderland Event.

*a. Designating November as National Family Caregiver Awareness Month*

President Brassington read a Proclamation Designating November as National Family Caregiver Awareness Month.

Outreach Director Gletty-Syoen provided information about the programs that the Senior Outreach Department has available to assist family caregivers.

*b. Circulation of nomination papers begins December 1st*

Deputy Clerk O'Malley provided information and answered questions.

**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 November 6, 2025 Special Village Board meeting.*

*2) Motion to approve the minutes of the November 11, 2025 meeting.*

*3) Motion to approve checks in the amount of \$1,592,751.20*

*4) Motion to approve the creation of Chapter 46 of the Personnel Policy Manual titled Personal Relationships in the workplace as recommended by the Personnel Committee.*

- 5) Motion to approve a Deferred Improvement Agreement with Kwik Trip Inc related to improvements to 4015 Terminal Drive.
- 6) Motion to approve a Temporary "Class B" Wine and Temporary Class "B" license for the Friends of the McFarland Library to hold Trivia Night on January 31, 2026, with a snow day of February 7, 2026 with the conditions provided by the Police Chief.
- 7) Motion to approve an agreement with First Due Holdings, Inc. for record retention, scheduling, asset management and incident notification software.

Motion by Village President Stephanie Brassington, second by Village Trustee Luke Fessler, to approve the consent agenda as presented. Motion carries 7 - 0 - 0 by acclamation.

## **5. PUBLIC APPEARANCES.**

- a. This is an opportunity for attendees to provide public comment on matters that are not on the agenda. Attendees desiring to provide public comment on specific items on the agenda may do so at the time that agenda item is brought up. Zoom attendees wishing to speak should type their name, address, and the relevant agenda item in the Q & A feature within the online meeting platform. Zoom attendees may also register in support or opposition of an item through the Q&A feature. In person attendees 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 public comment. Please adhere to the 3-minute time limit. Written comments will not be read into the record during the meeting but may be sent to [village.clerk@mcfarland.wi.us](mailto:village.clerk@mcfarland.wi.us) to be included with the agenda materials.

None.

## **6. PUBLIC HEARINGS.**

- a. On the proposed budget for the year 2026 and establishing the 2025 payable in 2026 property tax levy for the Village of McFarland.

Village President Brassington opened the Public Hearing on the proposed budget for the year 2026 and establishing the 2025 payable in 2026 property tax levy for the Village of McFarland at 7:11 p.m.

Village Administrator Schuenke provided an overview of the proposed budget. There were no members of the public wishing to be heard.

Village President Brassington closed the Public Hearing at 7:14 p.m.

## **7. BUSINESS.**

- a. Discussion and action on Ordinance 2025-16: an ordinance approving the budget for the year 2026 and establishing the 2025 payable in 2026 property tax levy for the Village of McFarland.

Village Administrator Schuenke provided information and answered questions.

Motion by Village President Stephanie Brassington, second by Village Trustee Miguel Peña, to approve Ordinance 2025-16: an ordinance approving the budget for the year

2026 and establishing the 2025 payable in 2026 property tax levy for the Village of McFarland. Motion carries 7 - 0 - 0 by acclamation.

- b. Discussion and action on a proposal for services to create a digital accessibility transition plan.

Communications Manager Melanie Camellia and Leah Bowers, Digital Accessibility Architect, provided information and answered questions.

Motion by Village President Stephanie Brassington, second by Village Trustee Luke Fessler, to approve a proposal for services to create a digital accessibility transition plan. Motion carries 7 - 0 - 0 by acclamation.

- c. Diversity, Equity, and Inclusion Committee (Trustees Peña & Annen)

- 1) Discussion and action regarding the Proposed Religious Holidays for 2026 Calendar.

Motion by Village Trustee Miguel Peña, second by Village Trustee Kathy Annen, to approve the 2026 Religious Holidays Calendar. Motion carries 7 - 0 - 0 by acclamation.

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

- 1) Discussion and action regarding Ordinance 2025-08: an ordinance making various amendments to Chapter 2, Chapter 23, Chapter 56, Chapter 62 and Appendix A of the Municipal Code concerning public notification requirements.

Community and Economic Development Director Bremer provided information and answered questions. The Board discussed options for providing notification to more people for high-impact projects.

Motion by Village Trustee Luke Fessler, second by Village President Stephanie Brassington, to refer Ordinance 2025-08: an ordinance making various amendments to Chapter 2, Chapter 23, Chapter 56, Chapter 62 and Appendix A of the Municipal Code concerning public notification requirements back to the Plan Commission for further discussion. Motion carries 7 - 0 - 0 by acclamation.

- e. Discussion regarding progress with the 2025-2026 McFarland Strategic Implementation Plan as the Village Board goals and objectives for the coming year.

Village Administrator Scheunke provided an update.

- f. Discussion and action on canceling the December 23, 2025 Village Board meeting.

Motion by Village Trustee Luke Fessler, second by Village Trustee Miguel Peña, to approve canceling the December 23, 2025 Village Board meeting. Motion carries 7 - 0 - 0 by acclamation.

## **8. SCHEDULE NEXT MEETING DATE.**

- a. Tuesday, December 9, 2025 at 7:00 pm - Regular Village Board(Possible last meeting of the year)

- b. Tuesday, January 13, 2026 at 7:00 pm - Regular Village Board

- c. Tuesday, January 27, 2026 at 7:00 pm - Regular Village Board

**9. ADJOURNMENT.**

Motion by Village Trustee Miguel Peña, second by Village Trustee Luke Fessler, to adjourn at 8:38 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,  
Tanya O'Malley  
Deputy Clerk