

VILLAGE OF MCFARLAND  
**VILLAGE BOARD**  
**Monday, May 9, 2016**

1. **CALL TO ORDER.** Village Board President Brad Czebotar called the regular meeting of the McFarland Village Board to order at 7:00 p.m. in the Community Room of the McFarland Municipal Center.
2. **ATTENDANCE ROLL CALL.** Village Board members present: Trustees Jerry Adrian, Stephanie Brassington, Brad Czebotar, Dan Kolk Mary Pat Lytle, Tom Mooney, and Clair Utter.  
Staff Present: Fire & EMS Chief Chris Dennis, Police Chief Craig Sherven, Finance Director Kelsy Boyd, Senior Outreach Services Director Lori Andersen.
3. **PUBLIC APPEARANCE.**
4. **PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.**
  - a. **Public Announcements**
    - i. EMS Pancake Breakfast – May 15 from 7:00am-Noon
    - ii. Board of Review – June 7 from 9:00am-11:00am
    - iii. Library Summer Reading Program Begins – June 1<sup>st</sup>
    - iv. Village wide garage Sales – June 10 - 11
  - b. **Public Communications**
    - i. Yahara WINS launch Event – May 16, 2016 10:00 a.m., Nine Springs Wastewater Treatment Plant, 1610 Moorland Road, Madison.
    - ii. Lower Yahara Trail project kickoff May 11<sup>th</sup> 10:30am – McDaniels Park (rain date May 18<sup>th</sup>)
    - iii. Invitation from HoChunk nation regarding potential development of a Heritage Center.
5. **CONSENT AGENDA.**
  - a. **Motion to approve pre-paid checks #66335-66342 in the amount of \$19,815.22 and current checks #66343-66441 in the amount of \$402,764.89.**
  - b. **Motion to approve draft Village Board minutes of March 28, 2016 and draft Special Village Board minutes of April 19, 2016.**

**Motion** by President Czebotar, second by Trustee Adrian, to approve consent agenda items.  
Motion carried 7-0 by acclamation.

6. **BUSINESS.**

- a. **Discussion and possible action on approving the schedule for the Village Administrator recruitment process.**

Applications will be accepted through May 15<sup>th</sup>. The Village Board will review a compilation of mini-resumes for all applicants in closed session on May 23<sup>rd</sup>. At this time the Board will determine the finalists. The finalists will then participate in video interviews. The finalists will also visit the Village on June 18<sup>th</sup> to conclude the final steps of the interview process.

**Motion** by Czebotar, second by Trustee, Mooney, to approve the schedule for the Village Administrator recruitment process. Motion carries 7-0 by acclamation.

**b. Discussion and possible action on approving the selection process of finalists for the Village Administrator position.**

**Motion** by President Czebotar, second by Trustee Kolk, to approve the event on Friday June 17<sup>th</sup> include the candidate community forum listed as option #1, as well as option #2, candidate open house. Motion carries 7-0 by acclamation.

**c. Report from the Volunteer Committee on Community Service Day.**

Lauren Kelly provided a report on the 9<sup>th</sup> annual Community Service Day. They had just over 300 participants, including several local organizations and groups. They focused on using social media to promote to community service day, as well as a variety of other new methods of advertising. Ms. Kelly also provided a detailed presentation on the events of the day.

**d. Discussion and possible action to appoint Kelsy Boyd as acting Village Clerk.**

**Motion** by Czebotar, second by Trustee Lytle, to appoint Kelsy Boyd as acting Village Clerk effective May 9<sup>th</sup> until a permanent Village Clerk is appointed. Motion carries 7-0 by acclamation.

**e. Discussion and potential items for the joint McFarland School Board and Village Board meeting scheduled for May 16, 2016.**

The Board discussed the need for both parties to sit down and discuss each party's needs; as well as, areas of mutual collaboration. The Board directed Department Heads to put together issues for discussion.

The smaller Village Board/School District joint committee will meet on June 6<sup>th</sup> to discuss the lease agreement at 5:15 p.m. This will be a closed session discussion.

**f. Report on proposed gas station/convenience store on the corner of Siggelkow and Freedom Ring in the City of Madison.**

President Czebotar reported on the meeting with the City of Madison and Village staff. The purpose of the meeting was to determine if the Village of McFarland had any information that would prevent the siting of the proposed gas station/convenience store on Siggelkow Road as it relates to the location of well number three. He reported DATCAP has approved the project with contingencies. CARPC has indicated the concerns over the well may be unwarranted because of the westerly flow of water. The Village did raise concerns over whether CARPC has the location of well number three correctly sited. Overall, the City of Madison made it clear the issue of the gas station is a City issue, and DATCAP and CARPC have both approved the development as it related to the proximity of the well.

The Village Board discussed the Village Attorney should be contacted regarding methods to slow the process down, to ensure the issue of possible well contamination can be fully addressed. The Board also discussed a safety and traffic investigation be conducted regarding the effect this gas station may have on Siggelkow Road.

The City of Madison Plan Commission will review the CUP process for this development on June 13<sup>th</sup>.

**g. Report on Chamber of Commerce village update breakfast meeting scheduled for June 14, 2016.**

President Czebotar invited Village Board members to attend the Chamber of Commerce Village update breakfast meeting on June 14, 2016.

- h. PUBLIC SAFETY COMMITTEE (Trustees Adrian & Mooney) Action on a recommendation from the Public Safety Committee that the Alcohol Beverage Operator's License application submitted by Stewart Wilson (Kwik Trip) be approved and the license be issued.**

**Motion** by Trustee Adrian, second by Trustee Mooney, to approve the recommendation from the Public Safety Committee that the alcohol beverage operator's license application submitted by Stewart Wilson be approved and the license be issued with the condition that Mr. Wilson is to notify the Village of any violations. If any violations are reported, the applicant forfeits the license immediately. Motion carries 7-0 by acclamation.

- i. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.**

President Czebotar requested the Personnel committee investigate the background check procedure for general staff.

- 7. ADJOURNMENT. Motion** by Trustee Adrian second by Trustee Mooney and carried 7-0 by acclamation to adjourn the Village Board meeting at 9:34 pm.

Respectfully Submitted by,  
Cassandra Suettinger, Village Clerk