

VILLAGE OF MCFARLAND  
**VILLAGE BOARD**  
**Monday, June 13, 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: Village Clerk/Deputy Treasurer Cassandra Suettinger, Fire & EMS Chief Chris Dennis, Police Chief Craig Shervan, Finance Director Kelsy Boyd, and Community & Development Director Pauline Bonness.

3. **PUBLIC APPEARANCE.** There were no public appearances.

4. **PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.**

**a. Public Announcements**

- (1) Village offices closed on Monday, July 4th
- (2) Real Estate Property Tax 2<sup>nd</sup> Installment Due to Dane County – July 31<sup>st</sup>
- (3) Community Open Forum with Village Administrator candidates – June 17<sup>th</sup> 6 p.m. to 8 p.m.
- (4) Meet and greet reception with Village Administrator candidates – June 17<sup>th</sup> 8 p.m.

**b. Public Communications - None**

5. **CONSENT AGENDA.**

**a. Motion to approve pre-paid checks #66527-66540 in the amount of \$29,152.72 and current checks #66541-66639 in the amount of \$330,581.41.**

Motion by President Czebotar, second by Trustee Lytle, to approve pre-paid checks #66527-66540 in the amount of \$29,152.72 and current checks #66541-66639 in the amount of \$330,581.41. Motion carried 7-0 by acclamation.

**b. Motion to approve the minutes of the April 11, 2016 Village Board meeting.**

**c. Motion to approve the minutes of the April 25, 2016 Village Board meeting.**

**d. Motion to approve the minutes of the May 9, 2016 Village Board meeting.**

**e. Motion to approve the minutes of the May 16, 2016 Special Village Board meeting.**

**f. Motion to approve the minutes of the May 23, 2016 Village Board meeting.**

**g. Motion to approve the minutes of the June 7, 2016 Special Village Board meeting.**

**h. Motion to approve the recommendations from Police Chief Craig Sherven that the renewal and original alcohol beverage operator licenses for the period of July 1, 2016 through June 30, 2017 licensing year be approved and the licenses be issued.**

Motion by President Czebotar, second by Trustee Lytle, to approve items b, c, e, f, g, and h, with the corrections noted from Board members. Motion carried 7-0 by acclamation.

Item d will be put back on the June 27<sup>th</sup> Village Board meeting for approval with corrections.

6. **BUSINESS.**

With no objection, President Czebotar moved immediately to item c for discussion.

**a. Public Safety Committee Report (Trustees Adrian & Mooney)**

- 1) **Discussion and possible action on recommendation from Public Safety committee to recommend approval of renewal liquor licenses for the period of July 1, 2016 through June 30, 2017 for:**
  - i. **“Class B” and Class “B” licenses for: Byrne’s Tavern, Green Lantern, Maple Tree, Parkside Pub, Spartan Bowl, Spartan Pizza, Edwards-Foyre Post 534 American Legion, 5100, Angelo’s, and Palenque.**
  - ii. **“Class A” and Class “A” licenses for: Kwik Trip, BP – Burma Road, Terminal Citgo, BP-Larson Beach, McFarland Liquors, Walgreens, Pick N’ Save, and J&B Liquor.**
  - iii. **Class “B” and Class “C’ license for McFarland House Café.**

Motion by Trustee Adrian, second by Trustee Mooney, to approve the renewal of liquor licenses for the period of July 1, 2016 through June 30, 2017 for: i. “Class B” and Class “B” licenses for: Byrne’s Tavern, Green Lantern, Maple Tree, Parkside Pub, Spartan Bowl, Spartan Pizza, Edwards-Foyre Post 534 American Legion, 5100, Angelo’s, and Palenque, “Class A” and Class “A” licenses for: Kwik Trip, BP – Burma Road, Terminal Citgo, BP-Larson Beach, McFarland Liquors, Walgreens, Pick N’ Save, and J&B Liquor, and Class “B” and Class “C’ license for McFarland House Café. Motion carries 7-0 by acclamation.

- 2) **Discussion and possible action on recommendation from Public Safety committee to recommend approval of cigarette and tobacco license applications for July 1, 2016 through June 30, 2017.**

Motion by Trustee Adrian, second by Trustee Mooney, to approve the renewal of cigarette and tobacco license applications for July 1, 2016 through June 30, 2017 for Byrne’s McFarland Tavern, Green Lantern, Kwik Trip, Loeder Oil Co. Inc. BP Burma Road, Parkside Pub, Terminal Citgo, Larson Beach BP, McFarland Liquors, Walgreens, Pick N’ Save, J&B Liquors, and Dollar General.

**b. Personnel Committee Report (President Czebotar & Trustee Kolk)**

- 1) **Discussion and possible action on the recommendation from the Personnel Committee to approve an employment application for the Village of McFarland.**

The Village Board noted the following changes to the application:

- i. Move ‘are you eligible to work in the United States,’ as well as pending charges and convictions section to page 4 of 6 before work experience.
- ii. In ‘Education and Training’ section move GED reference to follow the ‘Graduated? Yes/No’ section
- iii. Insert language regarding status of license to ‘are you professionally licensed, certified or registered by a State or with any professional group, association, or society (exclude memberships)?’ section.

Motion by President Czebotar, second by Trustee Kolk to approve the employment application for the Village of McFarland with the changes noted. Motion carried 6-1 with Trustee Utter voting noe.

The Village Board recommended the Communications & Technology committee look into getting the application online into the employment section.

- 2) **Discussion and possible action on recommendation from the Personnel Committee to approve non-represented police employee’s WRS contributions and offsetting salary increase.**

Motion by President Czebotar, second by Trustee Kolk, to approve the recommendation from the Personnel Committee to approve non-represented police employee’s WRS contributions and offsetting salary increases starting July 1, 2016 for the full amount of 6.6% contingent upon the non-represented employees signing an agreement. Motion carried 4-3, with Trustee Utter, Brassington, and Lytle voting Noe.

- c. **Discussion and possible adoption of Resolution R-05-2016: A Resolution finding that the proposed expansion of the Central Urban Service Area is consistent with the Village of McFarland Comprehensive plan.**

The Board clarified this resolution does not commit the School District to a specific use for the property. CARPC will look at the property for a variety of uses.

Motion by President Czebotar, second by Trustee Adrian, to adopt Resolution R-05-2016: A Resolution finding that the proposed expansion of the Central Urban Service Area is consistent with the Village of McFarland Comprehensive plan. Motion carried 7-0 by acclamation.

- d. **Discussion and possible action on appointing Rob Sherman to the Emergency Management Committee.**

Motion by President Czebotar, second by Trustee Adrian, to appoint Rob Sherman to the Emergency Management Committee. Motion carried 7-0 by acclamation.

- e. **Discussion and possible action on approving the PSN contract to automate the utility billing and payment posting process.**

Motion by President Czebotar, second by Trustee Utter, to postpone action on item until a recommendation is received from the Public Utilities Committee. Motion carries 6-1 with Trustee Kolk voting Noe.

- f. **Discussion and possible action regarding the utilization of the Municipal Center lobby for Craigslist types of transactions by the public.**

Chief Sherven provided information regarding other communities that provide this service for residents. He noted the degrees of involvement from the municipalities vary. He emphasized the Police Department will not be involved with the transactions, but will be providing a safe place for these transactions to occur.

Motion by Trustee Kolk, second by President Czebotar, to authorize Chief Sherven to develop a procedure for utilization of the Municipal Center lobby for Craigslist types of transactions by the public.

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

Motion by President Czebotar, second by Trustee Mooney, to refer to the Communications & Technology Committee the recently approved employment application to be placed online.

7. **CLOSED SESSION. Motion to convene in closed session in accordance with Wis. Stats. § 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Hiring of Village Administrator).**

Motion by President Czebotar, second by Trustee Mooney, to convene in closed session in accordance with Wis. Stats. § 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Hiring of Village Administrator) at 7:49 p.m. Motion carried 7-0 on a roll call vote (Utter-Aye, Brassington-Aye, Kolk-Aye, Czebotar-Aye, Adrian-Aye, Mooney-Aye, and Mooney-Aye)

8. **OPEN SESSION. Motion to adjourn the Closed Session and reconvene in Open Session to discuss and take action on items of business discussed in Closed Session.**

Motion by Trustee Utter, second by President Czebotar, to adjourn the Closed Session and reconvene in Open Session to discuss and take action on items of business discussed in Closed Session at 10:16 p.m. Motion carried 7-0 on a roll call vote (Utter-Aye, Brassington-Aye, Kolk-Aye, Czebotar-Aye, Adrian-Aye, Mooney-Aye, and Mooney-Aye)

**9. ADJOURNMENT.**

Motion by President Czebotar, second by Trustee Adrian, to adjourn at 10:16 p.m.

Respectfully Submitted by,  
Cassandra Suettinger, Village Clerk/Deputy Treasurer