

VILLAGE OF MCFARLAND
VILLAGE BOARD
Monday, July 25, 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, Tom Mooney, and Clair Utter.

Staff Present: Village Clerk/Deputy Treasurer Cassandra Suettinger, Community Development Director Pauline Bonness, Public Works/Utilities Director Allan Coville, Fire & EMS Chief Chris Dennis (joined at 7:09p.m.), Police Chief Craig Sherven, and Finance Director Kelsy Boyd.

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

4. **PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.**

- a. **Public Announcements**

- (1) Real Estate Property Tax 2nd Installment Due to Dane County – July 31st
 - (2) CANCELED - McFarland Police Department 2016 National Night Out – August 3rd

- b. **Public Communications**

- (1) Fall Partisan Primary – August 9th (Voter ID Required). In office absentee voting begins July 25th and runs through August 5th at 5pm.
 - (2) Beginning July 22, 2016 – New Public Works facility office hours Monday-Friday 8 a.m. to 12 p.m. All calls after 12 p.m. will be routed to the main office.
 - (3) Congratulations were extended to Village Attorney Larry Bechler for been elected as a member of the Fellows of the American Bar Foundation. Only 1% of lawyers in each jurisdiction are eligible to become Fellows, which, according to its website, "... is an honorary organization of attorneys, judges, law faculty and legal scholars whose public and private careers have demonstrated outstanding dedication to the welfare of their communities and to the highest principles of the legal profession."

5. **CONSENT AGENDA.**

- a. **Motion to approve pre-paid checks #66820-66826 in the amount of \$19,384.06 and current checks #66827-66890 the amount of \$213,210.62.**
 - b. **Motion to approve the minutes of the June 29, 2016 Special Village Board meeting.**
 - c. **Motion to approve the minutes of the July 7, 2016 Special Village Board meeting.**
 - d. **Motion to approve the minutes of the July 11, 2016 Village Board meeting.**

Motion by President Czebotar, second by Trustee Kolk, to approve the consent agenda. Motion carries 6-0 by acclamation.

Note: Check 66824 was voided and provided to PSN implementation for the water utility payments.

6. BUSINESS

a. Plan Commission Report (President Czebotar & Trustee Kolk)

1) Discussion and possible action on first Amendment to Development Agreement for Juniper Ridge Subdivision.

President Czebotar gave a brief overview of the request. The Plan Commission postponed the agreement until the outstanding issues had been resolved. Since the Plan Commission meeting, all of the outstanding issues have been addressed and satisfied by staff and the Village Attorney. President Czebotar noted, so as not to unduly delay the process, the Village Board has the discretion statutorily to act on this matter without Plan Commission action.

Motion by President Czebotar, second by Trustee Kolk, to approve the Phase 2 development agreement and associated documents for Juniper Ridge and to authorize Village execution of said agreement upon fulfillment of the following conditions to the satisfaction of Village staff:

1. Payment of parkland dedication fees.
2. Approval by the Village Engineer of Phase 2 estimated cost of public improvements.
3. Submission of the required security for Phase 2.
4. Full approval by the Village Engineer of street and utility plans.

Motion carries 5-1 by acclamation with Trustee Utter voting noe.

2) Discussion and possible action on recommendation to the Village Board to approve a request by Timothy LeBrun, College Properties LLC for approval of a Condominium Plat and Declaration of Condominium for Storage Shop USA – McFarland II. Lot 1, CSM 12282, Village of McFarland, Wisconsin, Recorded in the Office of the Register of Deeds for Dane County, Wisconsin, October 15, 2007, in Volume 76 of Certified Survey Maps, Pages 97-98, as Document No. 436582. The current addresses are 4901 – 4943 Ivywood Trail. The property is currently zoned C-H Highway Commercial.

The original condominium plat request was approved by the Village Board previously. While the original intent was to have the condominium be an expandable condominium, language in the declaration did not accomplish this. Therefore Mr. LeBrun has provided a request to create a new condominium plat for the land adjacent to the existing property.

Motion by President Czebotar, second by Trustee Kolk, to approve a recommendation to the Village Board to approve a request by Timothy LeBrun, College Properties LLC for approval of a Condominium Plat and Declaration of Condominium for Storage Shop USA – McFarland II. Lot 1, CSM 12282, Village of McFarland, Wisconsin, Recorded in the Office of the Register of Deeds for Dane County, Wisconsin, October 15, 2007, in Volume 76 of Certified Survey Maps, Pages 97-98, as Document No. 436582. The current addresses are 4901 – 4943 Ivywood Trail. The property is currently zoned C-H Highway Commercial.

Motion carries 5-1 with Trustee Utter voting noe.

b. Public Works Committee Report (Trustee Mooney & Trustee Adrian)

1) Discussion and possible action on recommendation from the Public Works Committee authorizing Town and Country Engineering to start the design of County Trunk Highway MN from Marsh Road to Lake Street.

The first phase of the reconstruction of County Highway MN is currently underway (from Holscher road to Marsh Road). Future phases will reconstruct the entire portion of County Highway MN from Marsh Road to US Highway 51 in the next two years. The next leg of the project is from Marsh Road to Lake Street. The County has partnered with the Village to cost share in the project, with the understanding that once CTH MN has up reconstructed, the road will be turned over to the Village.

The Village has identified the need to assess and improve the Exchange Street/Farwell Street/Bashford Street four-way intersection. Currently, there are congestion issues at this intersection during peak times in the Village. While it is not currently in the scope of the County Highway MN project, the Village should address the intersection as part of the project.

Motion by Trustee Mooney, second by Trustee Adrian, to approve the recommendation from the Public Works Committee authorizing Town and Country Engineering to start the design of County Trunk Highway MN from Marsh Road to Lake Street. *The motion was approved 6-0 by acclamation with the following friendly amendment by Trustee Utter, "with the approval of Dane County." The friendly amendment was accepted Trustee Mooney and Trustee Adrian.*

c. Public Utilities Committee Report (Trustee Lytle & Trustee Brassington)

1) Discussion and possible action on recommendation from the Utility Committee to authorize Town and Country Engineering to create a "Well Head Protection" program for the Village.

Public Works & Utilities Director Coville explained the proposed installation of a gas station at Siggelkow Road and Freedom Ring, provided the necessity for the Village to create a "Well Head Protection" program to ensure all Village wells are safe from any future endeavors. The following options were discussed:

1. The Village can contract with Town & Country engineering to write a specific Well Head protection program for the Village. This would be a custom program for the Village. The approximate cost on the project would be \$13,000. The process would take 2-3 months.
2. The Village could have Wisconsin Rural Water create a well head protection program. This would be based on more general models. Wisconsin Rural Water has created similar well head protection programs for other municipalities. This would be at no cost to the Village. The process would take 5-6 months.
3. The Village could have WI Rural water create a well head protection program for free, and then if necessary, contract with Town & Country Engineering to provide more detail and enhancements.

The Board noted the most cost effective and low risk solution would be to have WI Rural Water create the program, and have Town & Country make changes if necessary.

Motion by Trustee Utter, second by President Czebotar, to direct the Public Works Director to create a well head protection program with Wisconsin Rural Water. Motion carries 6-0 by acclamation.

d. Parks, Recreation, and Natural Resource Committee Report (Trustee Kolk & Trustee Utter)

1) Update on Grandview Conservancy project.

Trustee Kolk provided an update from the PR&NR committee. The Committee felt all of the necessary components have not been discussed and the Committee needs to address what trail option is best for the area, independent of any grant requirements or deadlines. While the current proposal for an asphalt trail carries less cost, and meets necessary permit requirements, the Committee felt more discussion is necessary before moving forward. Neighbors of the area expressed a variety of concerns with a raised asphalt trail including: drainage impairment, maintenance, preservation of archaeological artifacts, and concerns with wild life.

Additionally, the Village has not addressed lighting and safety concerns for trails in the Village. The Committee recommended requesting the grant deadline be postponed for an additional year to allow for more discussion and consideration.

The Committee recommended requesting the grant deadline be postponed for an additional year to allow for more discussion and consideration. The Board directed staff to follow up with Dane County regarding extending the grant deadline.

2) Discussion and possible action on recommendation to reject the asphalt bids received for the Grandview Conservancy Project.

Motion by Trustee Kolk, second by Trustee Utter, to accept the recommendation to reject all bids received for the Grandview Conservancy project. Motion carries 6-0 by acclamation.

Trustee Utter noted for the record, he would like to see the Village create a policy to prevent events like this from happening in the future.

e. Report on progress of facilities security upgrade project.

Chief Sherven provided an update on the facilities security upgrade projects. All departments have been surveyed and requests for security enhancements have been received. Chief Sherven reported the next step would be to go out for bids to get a better idea of costs. Chief Sherven noted the process may involve multiple phases depending on cost and scope.

The Board requested Chief Sherven bring the requests back to the Board for review at a future meeting. Trustee Utter requested the requests also include the wells and park shelters for security upgrade considerations.

f. Report on progress of internet sale safety zone.

Chief Sherven reported the policy is almost complete for the internet sale safety zone.

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

No action taken.

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 (Compensation of Finance Director).**

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 (Compensation of Finance Director). Motion carries 6-0 on a roll call vote (Adrian-aye, Brassington-aye, Czebotar-aye, Kolk-aye, Mooney-aye, and Utter-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 President Czebotar, second by Trustee Mooney, to adjourn the Closed Session and reconvene in Open Session to discuss and take action on items of business discussed in Closed Session. Motion carries 6-0 on a roll call vote (Adrian-aye, Brassington-aye, Czebotar-aye, Kolk-aye, Mooney-aye, and Utter-aye).

Motion by Trustee Utter, second by Trustee Kolk, to award a one-time stipend payment of \$8,000 to Kelsy Boyd for performance of acting assignment responsibilities as assigned by the Village Board. Approved 6-0 by acclamation.

9. **ADJOURNMENT**

Motion by Trustee Kolk, second by Trustee Adrian, to adjourn at 8:22 p.m. Motion carries 6-0 by acclamation.

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