

VILLAGE OF MCFARLAND  
**Committee of the Whole Minutes**

*Tuesday, June 24, 2025 - 5:30 PM*

**1. CALL TO ORDER.**

Village President Brassington called the Committee of the Whole of the McFarland Village Board to order at 5:30 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 Miguel Peña, Village Trustee Lowell J. Prill

Village Board members not present: Village Trustee Alisa Leamy

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

**3. PUBLIC APPEARANCES.**

*This is an opportunity for members of the public to address the Committee of the Whole 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 Committee 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 Committee 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 Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to [village.clerk@mcfarland.wi.us](mailto: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.

**4. APPROVAL OF MINUTES.**

*Motion to approve the minutes of the May 27, 2025 Committee of the Whole meeting.*  
Motion by Village President Stephanie Brassington, second by Village Trustee Luke Fessler, to approve the minutes of the May 27, 2025 Committee of the Whole meeting. Motion carries 6 - 0 - 0 by acclamation.

**5. BUSINESS.**

*Discussion on proposed draft Chapter 3 Public Notification Policy.*

The Board discussed the draft Chapter 3 Public Notification Policy and draft of the sample notice template. The Board provided feedback. This item will be discussed at a future Village Board meeting.

*Discussion and referral regarding review and possible update of the various public*

notification requirements in the Village Code of Ordinances.

Deputy Administrator Suettinger discussed referring the issue of possible updates to the various public notice requirements in the Village Code of Ordinance. The Board approved of the item moving forward to be discussed additional by the various committees to bring back a formal recommendation for the Board to consider.

**6. SCHEDULE NEXT MEETING DATE.**

- a. Tuesday, July 8, 2025 at 5:30 p.m. - Special Meeting (Goal Setting)
- b. Tuesday, July 8, 2025 at 7:00 p.m. - Regular Meeting
- c. Tuesday, July 22, 2025 at 7:00 p.m. - Regular Village Board
- d. Wednesday, July 23, 2025 at 5:30 p.m.

**7. ADJOURNMENT.**

Motion by Village Trustee Luke Fessler, second by Village Trustee Miguel Peña, to adjourn at 6:48 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