

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

*Monday, October 8, 2018 - 5:30 PM*

**1. CALL TO ORDER.**

Village President Czebotar called the regular meeting of the McFarland Committee of the Whole to order at 5:30 pm in Conference Room A of the McFarland Municipal Center.

**2. ATTENDANCE/ROLL CALL.**

Village Board members present: Village President Brad Czebotar, Village Trustee Jerry Adrian, Stephanie Brassington, Carolyn Clow, Dan Kolk, Mary Pat Lytle, and Shaun O'Hearn.

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke.

**3. PUBLIC APPEARANCES.**

None

**4. APPROVAL OF MINUTES.**

*a. Discussion and action regarding minutes of the meeting held on September 24, 2018.*

Motion by Trustee O'Hearn, second by Trustee Kolk, to approve the minutes of the meeting held on September 24, 2018 with the change noted. Motion carries 7 - 0 - 0 by acclamation.

**5. BUSINESS.**

*a. Discussion regarding structure of the Public Works Department in relationship to pending vacancy of the Public Works Director position.*

The Village Administrator presented the position description for the Public Works Director and the current organizational chart for the Department. The Committee discussed revisions to the position description that will be reviewed in the future including but not limited to civil engineering background, GIS, mapping, grant applications, and public works project contracting. Further the organizational chart was discussed to look at making a Streets/Utilities Division and a Parks Division within the Department as well as bolster Administrative Staffing to support management of the Utilities. The Committee requested these changes to both documents be made for their review at the next meeting on October 22nd. After which they will be forwarded through related Committees for review and consideration in order to make a recommendation to the Village Board to approve the changes and authorize the vacancy to be filled.

- b. Discussion regarding general progress on the Public Safety Analysis and plan for progress reports from the Project Team.

A power point presentation was provided from the Consultant conducting the Public Safety Analysis going over the items discussed as part of the kick off meeting. Most of the month of October is being used for data gathering/review, interviews, and other preliminary work to better understand these services and our Village. Trustees Brassington, Kolk, and Lytle volunteered for to be interviewed by the Consultant as part of their review as that will take place on Monday, October 15th. Several other interviews are taking place directly with the Police and Fire/Rescue Departments as well as Administration. The next meeting of the Project Team is on Tuesday, October 30th and the next update for the Committee can be provided at their meeting on November 12th.

**6. SCHEDULE NEXT MEETING DATE.**

- a. To be determined.

The next Committee of the Whole meeting will be held on Monday, October 22, 2018 at 5:30 pm in Conference Room A.

**7. ADJOURNMENT.**

Motion by Village Trustee Shaun O'Hearn, second by Village Trustee Dan Kolk, to adjourn at 6:52 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,  
Matthew G. Schuenke  
Village Administrator