

VILLAGE OF MCFARLAND
Special Village Board Minutes

Tuesday, April 20, 2021 - 5:30 PM

1. CALL TO ORDER.

Village President Clow called the special meeting of the McFarland Village Board to order at 5:30 pm in the parking lot of the McFarland Municipal Center.

2. ATTENDANCE/ROLL CALL.

Village Board members present: Village Trustee Stephanie Brassington, Village President Carolyn Clow, Village Trustee Michael Flaherty, Village Trustee Justin Rupert(joined at 7:00 p.m.), Village Trustee Chris St. Clair, Village Trustee Carrie Nelson

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, and Communications & Technology Director Stephanie Miller.

3. NEW BOARD WELCOMING CEREMONY - McFarland Municipal Center Parking Lot - 5:15 p.m. to 6:30 p.m.

- a. Ceremonial swearing in of elected Village President Carolyn Clow and elected Village Trustees Stephanie Brassington, Chris St. Clair, and Carrie Nelson.

Village Clerk/Treasurer Suettinger ceremoniously sworn in newly elected Village officials including President Carolyn Clow, and Village Trustees Stephanie Brassington, Chris St. Clair, and Carrie Nelson.

- b. Drive Thru Donation Event - Village Board members will be holding a drive-thru donation event in the parking lot to greet residents and take donations for the McFarland Food Pantry and McFarland Lions Club.

The Village Board held a drive-thru donation event in the parking lot of the McFarland Municipal Center.

4. RECESS - 6:30 p.m. to 7:00 p.m.

- a. The Village Board will recess from 6:30 p.m. to 7:00 p.m. to prepare for the Annual Organizational meeting activities.

The Village Board recessed at 6:30 p.m.

5. RECONVENE VIA ZOOM - COMMUNITY ROOM - 7:00 p.m.

Village President Carolyn Clow reconvened the Village Board meeting at 7:00 p.m. in the Community Room of the McFarland Municipal Center.

6. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the

public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.

None.

7. BUSINESS.

a. Committee Appointments

1) Discussion and action to confirm appointment of Village Board members to boards, commissions, and committees as recommended by the Village President.

Motion by Village President Carolyn Clow, second by Village Trustee Justin Rupert, to approve confirming appointment of Village Board members to boards, commissions, and committees as recommended by the Village President. Motion carries 6 - 0 - 0 by acclamation.

2) Election of Trustee Flaherty as the Village Board representative on the Library Board (2/3 vote required) as recommended by the Village President.

Motion by Village President Carolyn Clow, second by Village Trustee Carrie Nelson, to approve election of Trustee Flaherty as the Village Board representative on the Library Board (2/3 vote required) as recommended by the Village President. Motion carries 6 - 0 - 0 by acclamation.

3) Election of Trustee St. Clair as the Village Board representative to the Plan Commission (2/3 vote required) as recommended by the Village President.

Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty, to approve election of Trustee Chris St. Clair as the Village Board representative to the Plan Commission (2/3 vote required) as recommended by the Village President. Motion carries 6 - 0 - 0 by acclamation.

b. Organizational Issues

1) Discussion on Committee restructuring.

President Carolyn Clow provided background on the topic of committee restructuring. She reported the Village had discussed the topic on several occasions over the last couple years, but have not made any decisions on changes. She identified she would like to make sure the issue is assessed in the first portion of new terms. She suggested Board members attend committee meetings in the coming months and begin formulating recommendation on restructuring. She noted the Village Board could plan to follow up on the issue toward the end of the summer 2021. In the immediate future, she suggested elimination of the Volunteer Committee and Emergency Management Committee. She noted the Emergency Management Committee has not met in over a year and that those issues could be rolled into the Public Safety Committee and Volunteer Committee could likely be handled at the staff level.

The Board decided to let Village Board members participate in committees in the upcoming months and bring the issue back for discussion and recommendation in late summer 2021.

2) Discussion of process and timetable for appointment of citizen members to boards, commissions, and committees.

President Clow provided an overview of the process for appointments of citizen members to boards, commissions and committees. She reported normally all board, committee, and commission members are reappointed at the second Village Board meeting in April. However, with the possibility of undertaking a committee restructuring, she suggested only required appointments be made and all other board, committee, and commission appointments continue in the near future.

The Board directed staff to send out an email to BCC members communicating the possible changes that could be coming to the structure and that we would like them all to continue in the interim until those decisions can be made.

3) Discussion and action on filling the vacancy of Village Trustee.

Village President Clow presented the three options the Board had available to fill the current Village Trustee vacancy in accordance with Wisconsin Statute 17.42. The options included: leaving the seat vacant, holding a special election, or filling it by appointment.

Clerk/Treasurer Suettinger provided background that generally municipalities choose to fill the vacancy through an application process and making an appointment. She reported that is the process the Village followed in 2012 to fill a vacancy for Village Trustee.

The Board directed staff to post the vacancy and accept applications for the vacant Trustee position through May 6th at noon. They further directed that all applicants be notified they would be expected to attend the May 10th Village Board meeting to provide a 5-minute presentation on themselves and why they were interested in the position. Further, the public would have an opportunity to review all applications received in the Village Board packet released on May 7th, and provide feedback during the meeting as well.

Motion by Trustee Chris St. Clair, second by Trustee Mike Flaherty, to approve authorizing an appointment process where Village residents can apply for the vacancy up through May 6th at noon with interviews to be held at the May 10th Village Board meeting. Motion carries 6 - 0 - 0 by acclamation.

4) Presentation and discussion regarding meeting orientation for Village Board members.

Village Administrator Schuenke provided an orientation and background for Village Board members.

8. ADJOURNMENT.

Motion by Village Trustee Chris St. Clair, second by Village Trustee Justin Rupert, to adjourn at 8:21 p.m.

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,
Cassandra Suettinger
Village Clerk/Treasurer