VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

COMMITTEE OF THE WHOLE

Monday, July 26, 2021 **5:30 PM** **McFarland Municipal Center**
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:
https://us02web.zoom.us/j/82632344789

Or by Telephone: +1 (312) 626-6799
Webinar ID: 826 3234 4789

1. CALL TO ORDER.

2. ATTENDANCE/ROLL CALL.

3. PUBLIC APPEARANCES.

    a. This is an opportunity for members of the public to address the Diversity, Equity, and Inclusion Subcommittee. 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.

4. APPROVAL OF MINUTES.

    a. Motion to approve the minutes of the July 12, 2021 Committee of the Whole meeting.

5. BUSINESS.

    a. Discussion on Committee restructuring.

6. SCHEDULE NEXT MEETING DATE.

a. Monday, August 9, 2021 at 5:30 pm.

7. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE OF MCFARLAND

Committee of the Whole Minutes

Monday, July 12, 2021 - 6:00 PM

1. **CALL TO ORDER.**

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

2. **ATTENDANCE/ROLL CALL.**

   Village Board members present: Village Trustee Stephanie Brassington (joined at 6:00 pm), Village President Carolyn Clow, Village Trustee Michael Flaherty, Village Trustee Justin Rupert, Village Trustee Chris St. Clair, Village Trustee Carrie Nelson, and Village Trustee Edward Wreh (joined at 6:00 pm)

   Village Board members not present: None.

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

3. **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.

4. **APPROVAL OF MINUTES.**

   a. *Motion to approve the minutes of the June 14, 2021 Committee of the Whole meeting.*
   Motion by Village President Carolyn Clow, second by Village Trustee Chris St. Clair, to Motion to approve the minutes of the June 14, 2021 Committee of the Whole meeting. Motion carries 5 - 0 - 0 by acclamation.

   b. *Motion to approve the minutes of the June 28, 2021 Committee of the Whole meeting.*
   Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty, to Motion to approve the minutes of the June 28, 2021 Committee of the Whole meeting. Motion carries 4 - 0 - 1 by acclamation.

5. **BUSINESS.**

   a. *Discussion on Committee restructuring.*
   President Clow introduced this item by discussing current objectives of the process thus far to evaluate our committee system. This meeting was an opportunity for Board

members to provide general feedback on restructuring and see what sort of common ground exists on ideas for changes. Administrator Schuenke reviewed the Staff feedback on meetings and various ideas generated through that report. Board members commented that its important to have a shared vision and goal on what the restructing is looking to accomplish. Specific ideas will begin to be discussed at the next meeting. No action on this item.

b. *Discussion regarding meeting schedule for the remainder of the year.*

Administrator Schuenke reviewed the schedule again to go over known meeting dats for the remainder of the year. This was previously presented and reviewed a month ago. Two changes were noted: 1) the Village Board will move its final retreat meeting from August 3rd to August 2nd; and 2) a special meeting of the Village Board will be held on August 16th at 5:30 pm to go over the bid results and consider contract award for the Public Safety Center. No action was needed on this item.

6. SCHEDULE NEXT MEETING DATE.

a. *Monday, July 26, 2021 at 5:30 pm.*

7. ADJOURNMENT.

Motion by President Clow, second by Trustee St. Clair, to adjourn at 6:33 pm. Motion carried 7 - 0 - 0.

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

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, July 26, 2021**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion on Committee restructuring.**

PREVIOUS ACTION:
The Village Board discussed this topic at the Annual Meeting on April 20, 2021.

The Committee of the Whole discussed this topic at their meeting on June 14, 2021 and July 12, 2021.

ISSUE SUMMARY:
We have been discussing a process in order to consider ideas to restructure our Committees. Our next meeting is meant to begin to talk about specific ideas amongst the board members to gather feedback on where support exists for ideas to move forward. This is meant to be the beginning of the discussion on these ideas as we'll need to present specific code changes at future meetings to official codify these items as might be desired. Our objective is to begin to discuss what's presented and at least conceptually agree on the general changes that we want to pursue.

President Clow has reviewed the feedback provided in our past meetings on the topic, and offers the following ideas for discussion by the Committee of the Whole:

- **Finance Committee** - Keep this Committee but change its membership to having only 3 Village Board members with no resident membership.
- **Personnel Committee** - Keep this Committee but change its membership to having only 3 Village Board members with no resident membership.
- **Public Utilities & Public Works Committee(s)** - Merge these two groups into one group.
- **Parks, Recreation, and Natural Resources Committee** - Split this group into two Committees: 1) *Parks and Recreation Committee* and 2) *Sustainability and Natural Resources Committee*. The addition of Sustainability to Natural Resources brings the current Ad-Hoc Committee to a Standing Committee. Part of the charge of the Ad-Hoc Committee is to make a recommendation to the Village Board on whether or not it should be formed in this manner. At their last meeting on July 8th, the Ad-Hoc Committee recommended creating this group as a Standing Committee. At their next meeting in August they will be working more on the structure and definition to accompany that recommendation.
- **Volunteer Committee** - Proceed to eliminate this group as was previously introduced. The Village Board action previously set a timeline of 60 days to revisit this matter which

is set to expire at the end of the month.

- **Emergency Management Committee** - The Village Board has already taken action to eliminate this Committee.
- **DEI Subcommittee** - This group is currently formed as a Special Committee under our code which is meant to be temporary. Under their charge when they were created, one of their responsibilities was to make a recommendation on whether or not this group should be formed as a Standing Committee. The Subcommittee had their first discussion on this topic at their meeting on July 21st. Their is support for making such a recommendation to create a Standing Committee for this purpose, but they want to work more on its definition and structure to include that when it goes to the board. This should be anticipated within the next month or two.
- All other groups would remain but for additional discussions on membership, format, structure, charge, etc. for each of those groups.

Again, these are ideas and presented for discussion which could result in additional ideas to consider. If we are agreeable to these changes or others based on the discussion, next steps would include Staff beginning to prepare what the specific code changes would be to review at a future meeting. Part of that discussion at a future meeting will also talk about the charge for each group, adjusting their scope, general structure, purpose, term length, membership, etc. So while we may move forward with some ideas, there remains a lot of work to do yet and additional discussions to be had as we bring this information together for implementation.

FINANCIAL/BUDGET IMPACT:
None.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Our purpose here is to begin to discuss specific changes and start to think about which ideas there is consensus to move forward with. There is no action associated with this item nor decision sought as part of this meeting.

ATTACHMENTS:
None