

**COMMITTEE OF
THE WHOLE**

Monday, October 11, 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/81994166574>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 819 9416 6574

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Committee of the Whole. 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 26, 2021 Committee of the Whole meeting.
5. BUSINESS.
 - a. Discussion regarding Review #1 of the Board, Commission, and Committee Restructuring Process.
 - 1) Communications and Technology Committee
 - 2) Finance Committee

3) Personnel Committee

4) Public Works and Utilities Committee

b. Check in on Restructuring Process and Timeline.

6. SCHEDULE NEXT MEETING DATE.

a. October 25, 2021 at 5:30 pm - Board, Commission, and Committee Restructuring Review #2

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 26, 2021 - 5:30 PM

1. CALL TO ORDER.

Village President Clow called the 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 President Caroy Clow; Village Trustees Stephanie Brassington, Michael Flaherty, Justin Rupert, Chris St. Clair, and Carrie Nelson.

Village Board members not present: Village Trustee Edward Wreh.

Staff Present: Administrator Matt Schuenke and Communications & Technology Director Stephanie Miller.

3. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Committee of the Whole. 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.*
- No comments were received.

4. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the July 12, 2021 Committee of the Whole meeting.*
- A motion was made by President Clow, seconded by Trustee Brassington, and unanimously carried by the Committee of the Whole to approve the minutes of the July 12, 2021 Committee of the Whole meeting. Motion carried 6 - 0 - 0.

5. BUSINESS.

- a. Discussion on Committee restructuring.*
- President Clow presented several possible revisions to the board, commission, and committee structure that the Village Board could consider. These changes looked at membership, structure, functionality, meeting frequency, group combinations, group separations, and other conceptual ideas meant to improve this structure. Committee members provided feedback on the suggested changes and discussed a process to further consider these ideas. Likely will revisit this topic in September when the group can establish the process for how changes will be reviewed and acted upon as applicable. No action was taken on this item.

6. SCHEDULE NEXT MEETING DATE.

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

7. ADJOURNMENT.

A motion was made by President Clow, seconded by Trustee Brassington, and unanimously carried by the Committee of the Whole to adjourn the meeting at 6:30 pm. Motion carried 6 - 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, October 11, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Matt Schuenke,
Village Administrator

AGENDA ITEM: Discussion regarding Review #1 of the Board, Commission, and
Committee Restructuring Process.

PREVIOUS ACTION:

The Village Board adopted the Board, Commission, and Committee Restructuring Process and Timeline at their meeting on September 13, 2021.

ISSUE SUMMARY:

Enclosed again is the Board, Commission, and Committee Restructuring Process and Timeline. This is the full process outlining all three reviews that will be conducted, public input received, and final consideration for changes. This is provided for background and reference as we work through considering revisions to the structure for our boards, commissions, and committees.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Each item underneath this category is presented individually for discussion.

ATTACHMENTS:

1. Committee Restructure Process & Timeline 09132021

Board, Commission, and Committee Restructuring Process and Timeline

I. Review All Boards, Commission, and Committees (BCC) to Discuss Scope

A. Review #1

1. Staff provides draft scope by September 16th for the following BCC:
 - i. Communications and Technology Committee
 - ii. Finance Committee
 - iii. Personnel Committee
 - iv. Public Utilities Committee and Public Works Committee (Combination)
2. Draft scope prepared by Staff will be distributed to identified BCC Chairperson and Village Board members on September 17th for review and feedback, as applicable, will be due back from the Chairperson no later than October 1st.
3. Final Staff review of scope with Chairperson feedback will take place the week of October 4th.
4. October 11th at 5:30 pm – Committee of the Whole: Review Roles and Responsibilities
5. Attorney Review and Handbook Development – Staff begins to develop the BCC Handbook for the groups reviewed. Staff will also begin process to identify ordinance revisions needed to implement desired revisions as applicable. Work on both of these items will be ongoing throughout the reviews as we progress through the process. The Village Board (or Committee of the Whole) will review the finished draft once all reviews are complete.

B. Review #2

1. Staff provides draft scope by September 30th for the following BCC:
 - i. Diversity, Equity, and Inclusion Committee
 - ii. Parks and Recreation Committee (Split)
 - iii. Public Safety Committee
 - iv. Sustainability and Natural Resources Committee (New/Split)
2. Draft scope prepared by Staff will be distributed to identified BCC Chairperson on October 1st for review and feedback, as applicable, will be due back from the Chairperson no later than October 15th.
3. Final Staff review of scope with Chairperson feedback will take place the week of October 18th.
4. October 25th at 5:30 pm – Committee of the Whole: Review Roles and Responsibilities
5. Attorney Review and Handbook Development – See Section I(A)(5).

C. Review #3

1. Staff provides draft scope by September 30th for the following BCC:
 - i. Community Development Authority
 - ii. Landmarks Commission
 - iii. McFarland School Board and Village Board Joint Planning Committee
 - iv. Plan Commission
 - v. Senior Outreach Committee
2. Draft scope prepared by Staff will be distributed to identified BCC Chairperson on October 15th for review and feedback, as applicable, will be due back from the Chairperson no later than October 29th.
3. Final Staff review of scope with Chairperson feedback will take place the week of November 1st.
4. November 8th at 5:30 pm – Committee of the Whole: Review Roles and Responsibilities
5. Attorney Review and Handbook Development – See Section I(A)(5).

II. **Final Overall Development and Review of Scope and Structure**

- A. Staff to send out full Process & Timeline to all BCC members no later than October 1st to make them aware of the restricting effort and opportunities to provide input.
- B. Staff to distribute to Village Board the draft structure outlining all scope revisions and complete draft handbook by November 10th.
- C. All comments from all applicable Village Board members are due back to Staff by November 17th.
- D. November 22nd at 5:30 pm – Committee of the Whole:
 1. Hold the public information meeting. Opportunity for the general public and all current BCC members to review the proposed changes and make comments.
 2. Review draft scope, structure, and handbook

III. **Final Adoption**

- A. Staff to distribute to Village Board the final draft structure outlining all scope revisions and final complete draft handbook by November 24th. Staff will also put forth an implementation schedule for the changes and transition to be implemented.
- B. All comments from all applicable Village Board members are due back to Staff by December 3rd.
- C. Final Staff review to incorporate final comments from Village Board members will take place the week of December 6th.
- D. December 13th at 7:00 pm – Village Board:
 1. Final approval/adoption of necessary ordinance revisions and handbook.
 2. This meeting will also include necessary action to dissolve the Finance Committee.
 3. Appointment process for all members to the newly revised BCC will be addressed at a future Village Board meeting.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, October 11, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Stephanie Miller,
Comm & Technology Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Communications and Technology Committee

PREVIOUS ACTION:

The Village Board adopted the Board, Commission, and Committee Restructuring Process and Timeline at their meeting on September 13, 2021.

ISSUE SUMMARY:

Please find attached the worksheet outlining background and recommendations for changes to the essential functions of the Communications and Technology Committee. This worksheet was completed and shared with the Village Board on September 17th. This worksheet is meant to outline concepts surrounding revisions to the code regarding this Committee. Assuming we agree on what these conceptual revisions would be, then the next step would be to draft the specific changes to the code for review by the board later in this process.

No comments were received on this Committee during the review period.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for review and discussion in the meeting.

ATTACHMENTS:

1. A(1) CT Worksheet 10062021

Communications & Technology Committee Worksheet

Link to Current Code Language

- [Communications & Technology Committee](#) – Section 2-358

Current Structure

- Total Members = Not Defined (at least 2 Trustees, Resident members open ended)
- Trustees and Resident members appointed annually.
- Trustees are appointed as Chair and Vice-Chair.
- Meets the fourth Tuesday of each month at 6:00 pm.

Recommended Structure

- Total Members = 7 (2 Trustees, 5 Residents)
 - Alternative consideration for 5 total members (1 Trustee, 4 Residents).
- Recommend one representative of the school district as a non-voting member.
- Trustees appointed annually. Residents serve staggered 3-year terms.
- Trustees Serve as Chair and Vice-Chair
- Meeting schedule date/time to be determined.

Essential Functions (Scope)

- Capital improvement planning for Village technology hardware and equipment.
- Policy development affecting operations related to communications and cable.
- Service delivery evaluation and recommendation related Communications including the Website, Social Media, Cable, Newsletters (electronic and paper).

Comparables

- Cottage Grove operates a [Public Relations Committee](#). Membership includes one Village Board member, then 3-4 resident members.
- Monona operates a [Community Media Committee](#). Membership includes one Village Board member, One School District Member, and 4 resident members.
- Oregon has a [Cable TV Committee](#). Membership includes one Village Board member, one Representative from the School District, One representative from the Chamber, the program coordinator, and 4 citizen members.
- Mount Horeb has a [Cable TV Committee](#). Membership includes 5 citizen members.
- Sun Prairie has a [Media Center Commission](#). Membership includes 6 citizens appointed by the mayor for three year terms.

Process Timeline – Review #1

- September 16th – Staff Prepares Draft Worksheet
- September 17th – Staff Distributes Draft Worksheet for Review
- October 1st – All Feedback Due back to Staff
- October 4th (week of) – Final Review
- October 11th at 5:30 pm – Committee of the Whole Review

Staff Support: Communications & Technology Department

Original: September 17, 2021

Revisions: October 6, 2021

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, October 11, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Matt Schuenke,
Village Administrator

AGENDA ITEM: Finance Committee

PREVIOUS ACTION:

The Village Board adopted the Board, Commission, and Committee Restructuring Process and Timeline at their meeting on September 13, 2021.

ISSUE SUMMARY:

Please find attached the worksheet outlining background and recommendations for changes to the essential functions of the Finance Committee. This worksheet was completed and shared with the Village Board on September 17th. This worksheet is meant to outline concepts surrounding revisions to the code regarding this Committee. Assuming we agree on what these conceptual revisions would be, then the next step would be to draft the specific changes to the code for review by the board later in this process.

Comments received on this worksheet are included within the worksheet.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for review and discussion in the meeting.

ATTACHMENTS:

1. A(2) Finance Worksheet 10062021

Finance Committee Worksheet

Link to Current Code Language

- [Finance Committee](#) – Section 2-374

Current Structure

- Total Members = Not Defined (at least 2 Trustees, Resident members open ended)
- Trustees and Resident members appointed annually.
- Trustees are appointed as Chair and Vice-Chair.
- Fourth Wednesday of each month at 6:30 pm.

Recommended Structure

- Total Members = 3 (All Village Board members)
- Village Board members appointed annually.
- Village Board members Serve as Chair and Vice-Chair
- Meeting only as needed. No regular schedule.

Essential Functions (Scope)

- Review Village wide Capital Improvement Plan.
- Annual Plan for Borrowing.
- Ordinance, policy, and procedure development.
- Advises the Village Board on the annual budget and audit.
- Monitors the annual budget through Staff reporting.
- Monitors fee schedule and opportunities for assessments, impact fees, and other revenue sources.
- Authorize grant applications.
- Authorize request for proposals.

Comparables

- [Monona](#) has a combined [Finance and Personnel standing committee](#) for this purpose. Membership of this group is made up of the Mayor who serves as Chair plus two City Council Members, no residents.
- [Verona](#) has a Standing Committee for this purpose. Responsibility is not very defined including claims, insurance, and budgeting. Membership of this group consists of 3 board members.
- [Oregon](#) lists a Finance Committee on their website but their code refers to it as the Finance, Building, and Facilities standing committee. Responsibility includes the budget, financial management/reporting, audits, facilities, permitting, assessments, and recycling. Membership of this group consists of 3 board members.
- [Sun Prairie](#) has a Finance Committee made up of residents and elected officials. Responsibilities include *monitoring* the budget, borrowing, risk management, policy review, and other duties as assigned. They have established a lot of definition in their code as direction for each of these items.
- [Mt. Horeb](#) has a combined Finance and Personnel Committee that is made up of a combination of elected officials and residents. Responsibilities include the budget, personnel matters, and other fiscal matters as applicable.
- [Stoughton](#) has a [Finance Committee](#) that is a combination of elected officials and residents. Provides oversight to the Finance Department, financial transactions, treasurer's reports, claims for payment/damages, contracts, insurance, borrowing, policies, budgeting, revenues, assessment/assessor, sale of property, grant applications, and many other functions.

Process Timeline – Review #1

- September 16th – Staff Prepares Draft Worksheet
- September 17th – Staff Distributes Draft Worksheet for Review
- October 1st – All Feedback Due back to Staff
- October 4th (week of) – Final Review
- October 11th at 5:30 pm – Committee of the Whole Review

Staff Support: Administration Department

Original: September 15, 2021

Revisions: October 6, 2021

Comments Received:

Trustee St. Clair

- Meetings would be held only when items had been referred to the Committee from the Village Board.
- Members of this Committee would receive additional compensation of \$100 per year for this appointment.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, October 11, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Matt Schuenke,
Village Administrator

AGENDA ITEM: Personnel Committee

PREVIOUS ACTION:

The Village Board adopted the Board, Commission, and Committee Restructuring Process and Timeline at their meeting on September 13, 2021.

ISSUE SUMMARY:

Please find attached the worksheet outlining background and recommendations for changes to the essential functions of the Personnel Committee. This worksheet was completed and shared with the Village Board on September 17th. This worksheet is meant to outline concepts surrounding revisions to the code regarding this Committee. Assuming we agree on what these conceptual revisions would be, then the next step would be to draft the specific changes to the code for review by the board later in this process.

No comments were received on this Committee during the review period.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for review and discussion in the meeting.

ATTACHMENTS:

1. A(3) Personnel Worksheet 10062021

Personnel Committee Worksheet

Link to Current Code Language

- [Personnel Committee](#) – Section 2-407

Current Structure

- Total Members = Not Defined (at least 2 Trustees, Resident members open ended)
- Trustees and Resident members appointed annually.
- Trustees are appointed as Chair and Vice-Chair.
- Meets the first Monday of the month at 6:30 p.m.

Recommended Structure

- Total Members = 3 (All Village Board members)
- Village Board members appointed annually.
- Village Board members Serve as Chair and Vice-Chair
- Meeting only as needed. No regular schedule.

Essential Functions (Scope)

- Advises on development and revision of Personnel Policies.
- Advises on workplace safety policies.
- Advises on changes in organization structure.
- Advises on classification and compensation.
- Advises on fringe benefits offered by the Village.

Comparables

- Monona has a [Finance/Personnel Committee](#). Membership includes the Mayor, two alders, the City Administrator and the Finance Director.
- Cottage Grove operates a [Finance/Personnel Committee](#). Membership includes three Village Board members and 2 citizen members.
- Stoughton has a [Personnel Committee](#). Membership includes 4 alders and the Mayor.
- Oregon has a [Personnel, Public Safety and Protection Committee](#). Membership includes 3 Village Trustees.
- Sun Prairie has a [Personnel Committee](#). Membership includes three seated members, five ex-officio non-voting members, two city residents with suitable expertise by virtue of training and experience in personnel matters.

Process Timeline – Review #1

- September 16th – Staff Prepares Draft Worksheet
- September 17th – Staff Distributes Draft Worksheet for Review
- October 1st – All Feedback Due back to Staff
- October 4th (week of) – Final Review
- October 11th at 5:30 pm – Committee of the Whole Review

Staff Support: Administration Department

Original: September 17, 2021

Revisions: October 6, 2021

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, October 11, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Jim Hessling, Public Works Director, Lee Igl, Streets/Utilities
Superintendent, Cassandra Suettinger, Village Clerk/Treasurer, Matt
Schuenke, Village Administrator

AGENDA ITEM: Public Works and Utilities Committee

PREVIOUS ACTION:

The Village Board adopted the Board, Commission, and Committee Restructuring Process and Timeline at their meeting on September 13, 2021.

ISSUE SUMMARY:

Please find attached the worksheet outlining background and recommendations for changes to the essential functions of the Public Works and Utilities Committee. This worksheet was completed and shared with the Village Board on September 17th. This worksheet is meant to outline concepts surrounding revisions to the code regarding this Committee. Assuming we agree on what these conceptual revisions would be, then the next step would be to draft the specific changes to the code for review by the board later in this process.

Comments received on this worksheet are included within the worksheet.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for review and discussion in the meeting.

ATTACHMENTS:

1. A(4) PWUC Worksheet 10062021

Public Works/Utilities Committee Worksheet

Link to Current Code Language

- [Public Utilities Committee](#) – Section 2-429
- [Public Works Committee](#) – Section 2-448

Current Structure

- Public Utilities Committee
 - Total Members = 7 (2 Trustees, 5 Residents)
 - Village Board members appointed annually, residents on staggered 5 year terms.
 - Village Board members are appointed as Chair and Vice-Chair.
 - Public Works Director is an Ex-Officio member (no voting rights).
 - Third Tuesday of each month at 6:00 pm.
- Public Works Committee
 - Total Members = Not Defined (at least 2 Village Board members, Resident members open ended)
 - Village Board members and Resident members appointed annually.
 - Village Board members are appointed as Chair and Vice-Chair.
 - Second Tuesday of each month at 6:00 pm.

Recommended Structure

- Total Members = 7 (2 Village Board members, 5 Residents)
 - Alternative consideration of 5 members (1 Village Board member, 4 Residents).
- Village Board members appointed annually. Residents serve staggered 3-year terms.
- Village Board members Serve as Chair and Vice-Chair
- Meeting schedule date/time to be determined.

Essential Functions (Scope)

- Capital improvement planning for long range public improvements, facilities, vehicles, and equipment.
- Establish and review various fee schedules as applicable for relevant services provided.
- Policy development affecting operations and service delivery.
- Review of design plans and specifications intended for public construction. Let public construction projects for bidding and make recommendation on award.

- Responsible for the official map of the Village.
- Advise on transportation matters concerning local roads, highways, and pedestrian corridors.
- Development review as it impacts Departmental responsibilities.
- Service delivery evaluation and recommendation.
- Decision making authority for delegated responsibility (i.e. septic placement, traffic safety, etc.)
- Review and approve yearly reports submitted to Federal, State, and other regulatory agencies as needed.

Comparables

- [Verona](#) has a combined Standing Committee for this purpose. Refers to Section [62.14 Wis. Stats.](#) and addresses utilities in a similar fashion as our current code regarding the Public Utilities Committee. Membership of this group consists of 3 board members.
- [Oregon](#) has a combined Standing Committee for this purpose. Membership of this group consists of 3 board members.
- Waunakee operates a [Public Works Committee](#) and a [Utilities Commission](#). Both are made up of a combination of Trustee and Resident appointments. This is setup very similar to our current arrangement.
- [Monona](#) has a combined [Standing Committee](#) for this purpose. Membership of this group is made up of City Council Members and Residents. They reference Stat 62.14.
- Cottage Grove operates a [Public Works & Properties Committee](#) and a [Utility Commission](#). Membership includes one Village Board member, then 3-4 residents.
- Fitchburg functions with a [Board of Public Works](#). Membership is comprised of an alderperson, three residents and the mayor or their designee. The mayor or the designee is the chair and the alderperson is the vice chair.
- [Edgerton](#) functions with a Utility Commission and a Public Works Committee. Utility committee membership is comprised of two alderpersons and five residents. Public Works has three alderpersons.

Process Timeline – Review #1

- September 16th – Staff Prepares Draft Worksheet
- September 17th – Staff Distributes Draft Worksheet for Review
- October 1st – All Feedback Due back to Staff
- October 4th (week of) – Final Review
- October 11th at 5:30 pm – Committee of the Whole Review

Staff Support: Public Works Department

Original: September 15, 2021

Revisions: October 6, 2021

Comments Received:

Trustee Wreh

Please find attached an email from a current Public Utilities Committee member dated September 24, 2021. Within the same attachment, Village Staff provided feedback on the comments as background in an email dated September 27, 2021.

From: [Matt Schuenke](#)
To: [Edward Wreh](#)
Cc: [Carolyn Clow](#)
Subject: RE: Combining McF Public Works and Public Utilities Committees
Date: Monday, September 27, 2021 10:06:00 AM

Ed,

Marc has made similar comments in previous years and been very consistent as well as up front on his feelings about this topic, which I appreciate. He is very passionate about the Utilities and that is hard to find. Most recently we advertised for a vacancy on the Public Utilities Committee and we did not receive any applications. I think most of our current members have loose affiliations to a background in utility development/management as well so not a lot of direct experience like he has.

With that said, I do not entirely share his point of view as it applies going forward and it stems from the very idea about finding people to serve on both groups. Likely for both Committees and frankly all of our Committees we are going to be appointing people with very limited experience in municipal operations. That then requires training to work through the issues which people pick up on from meeting to meeting. Additionally, when we begin under the new system we could devote additional time to learning different aspects as well. I think we can all agree that it would be great for us to appoint 5 residents all of which have backgrounds in municipal utility operations, but that is very unlikely to happen and hasn't happened to date either. Going forward, the Village is probably better suited to appoint individuals that are willing to listen, learn, and work with all involved to make good decisions as recommendations to the Village Board. If they have that experience, great but if not we'll have to work with them to gain that over time which could be both in the public works and utility world when starting from scratch. Several Communities in the comparable list are operating this way and we could lean on them to work through the transition.

Again, Marc is not entirely wrong in his comments and that finding the people to fill the roles he's describing has always and would always be the challenge in order to live up to the segregation of duties he's seeking. Otherwise we're going to keep appointing 5 people to each group (10 total) that are unfamiliar to either service as an example. I fail to see how having one group with half the people that are unfamiliar would be less efficient than two groups. We can talk further about how we wish to address these comments with the board, just wanted to provide my two cents on the matter.

Let me know if you have any questions.

Thanks,
Matt

From: Edward Wreh <Edward.Wreh@mcfarland.wi.us>
Sent: Sunday, September 26, 2021 10:19 AM
To: Carolyn Clow <Carolyn.Clow@mcfarland.wi.us>; Matt Schuenke <Matt.Schuenke@mcfarland.wi.us>

Subject: Fwd: Combining McF Public Works and Public Utilities Committees

FYI

Get [Outlook for iOS](#)

From: mnielsen4@frontier.com <mnielsen4@frontier.com>

Sent: Friday, September 24, 2021 12:28:14 PM

To: Edward Wreh <Edward.Wreh@mcfarland.wi.us>

Cc: Jim Hessling <Jim.Hessling@mcfarland.wi.us>

Subject: Combining McF Public Works and Public Utilities Committees

Hello, Ed.

You are to provide comments to the Village Board regarding the advisability of combining the Public Works Committee (PWC) and the Public Utilities Committee (PUC) into a single entity by Friday, Oct. 1. Committee members have been asked to provide input to their Chair. Here is my input, based on my experience as a PUC committee member since 2010 and my years of experience as Manager of Regulatory Pricing Wis./Ill. which included responsibility for appropriately setting rates and terms and conditions of service for three water utilities that were owned by Wisconsin Power and Light Co., as well as my experience as a Public Utilities Rate Analyst at the Public Service Commission of Wisconsin.

1. There is extremely little overlap in the responsibilities of the two committees.

Although Village Public Works Department (PWD) employees may perform different tasks that are under the purview of both the PWC and PUC, the responsibilities of the two committees are unique and distinct. The only time the responsibilities overlap is when road construction or re-construction is undertaken which also includes water main or sewer work. Then the committees meet jointly to prioritize projects, to recommend to the Board the letting of bids for the projects, and to recommend to the Board the selection of winning bids.

Other than that, there is very little, if any, overlap. PUC members must be knowledgeable in utility finance, rate-making, setting terms and conditions of service, metering, customer programs (such as the salt reduction pilot), working with other governmental entities such as MAMSWAP and MMSD) and have working knowledge of utility operations and maintenance. When necessary, PWD staff and/or the Village's consulting engineer are available to inform the PUC members regarding engineering-related issues, such as well and water tower maintenance issues. The PUC is not responsible for the maintenance and construction of storm water management projects (that is the purview of the PWC), but instead is responsible for setting the rates charged to customers for the Storm Water Utility.

On the other hand, the PWC Committee advises the Village Board on policies and programs involving the maintenance and construction of Village facilities, streets, and sidewalks; stormwater management and erosion control projects; solid waste management and recycling; and the maintenance and acquisition of public works vehicles and equipment.

As can be seen, there is extremely little overlap in these functions.

2. A different skill set is necessary to function effectively on each committee.

Given the specific knowledge, skills and abilities (KSA) sets necessary to function effectively on each of these respective committees, it is unlikely that a member of a combined committee would have the range of KSA to make well-informed votes as issues are decided in committee. We have been fortunate to have Chris Fredrick on both committees, but he is an exception. There are not likely to be many Village residents with his wide-ranging skill set. Most potential committee members would not be able to make well-informed decisions on the full range of issues that would come before a combined PWC/PUC. A different skill set is necessary to function effectively on each

committee.

3. There would be very little PWD or consulting engineer time saved by combining the committees.

Currently the committees meet separately each month, and the PWD director and select PWD staff attend both meetings. The Village's consulting engineer also often attends portions of the meetings.

Combining the two committees would not decrease the amount of time the agenda issues would need to be discussed. All of the agenda items would need to be addressed and discussed, whether they be related to public works or Village utilities. In fact, the discussion time may need to be expanded in order to educate the members on issues they are not familiar and have no basis in knowledge for addressing. For example, I have a utility background, but absolutely no background in acquisition and maintenance of buildings, streets, sidewalks, maintenance equipment, etc., so would need to be informed during the meetings before making an informed vote on an issue. Likewise, it is unlikely that all PWC members have a background in utility finance, planning and regulation. There would be very little PWD or consulting engineer time saved by combining the committees.

Thank you, Ed, for copying and forwarding my comments, including my first paragraph biographical information, to the information compiler for the Village Board.

Marc Nielsen

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, October 11, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Matt Schuenke,
Village Administrator

AGENDA ITEM: Check in on Restructuring Process and Timeline.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

This item is created just to check in on where we are at within the process and timeline for the restructuring project. While we are scheduled to complete Review #1 as part of this meeting, this agenda item will allow us to provide a reminder on Review #2 slated for the next meeting as well as future milestones on the project.

Additionally, this can be a time to raise any procedural issues we may foresee. One such observation we might want to consider is keeping possible revisions to the Community Development Authority within Review #3. The worksheet for this group is scheduled for release on October 15th for review by the Committee of the Whole on November 8th. Given the most recent meeting the board had with the CDA there are likely longer discussions needed beyond simply the essential functions of this group like we are evaluating in other boards, commissions, and committees. The concern of course is that all of the other revisions are ready to go but we need more time for that one group. It is recommended that we remove the CDA from Review #3 and isolate that as part of its own review early next year with the CDA outside of this restructuring process. That way we'll have more time and focus committed to making the changes as might be desired.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action needed on this item. Simple agreement amongst members on removing CDA from Review #3 is all that might be required if that were desirable.



ATTACHMENTS:

None