

**COMMITTEE OF
THE WHOLE**

Monday, October 25, 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/87412042000>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 874 1204 2000

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. Discussion and action regarding minutes of the meeting held on October 11, 2021.
5. BUSINESS.
 - a. Discussion and review of the roles and responsibilities of the following Village Committees:
 - 1) Public Works and Utilities Committee
 - 2) Personnel Committee

- 3) Finance Committee
- 4) Communications and Technology Committee

6. SCHEDULE NEXT MEETING DATE.

- a. Monday, November 8, 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, October 11, 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 Carolyn Clow; Village Trustee Stephanie Brassington, Michael Flaherty, Justin Rupert, Chris St. Clair, Carrie Nelson, and Edward Wreh.

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 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.*
None.

4. APPROVAL OF MINUTES.

- a. *Motion to approve the minutes of the July 26, 2021 Committee of the Whole meeting.*
A motion was made by President Clow, seconded by Trustee Nelson, and unanimously carried by the Committee of the Whole to approve the minutes of the July 26, 2021 meeting. Motion carried 7 - 0 - 0.

5. BUSINESS.

- a. *Discussion regarding Review #1 of the Board, Commission, and Committee Restructuring Process.*
The first review of boards, commissions, and committees as listed on the agenda. Committee members discussed their structure, essential responsibilities, and possible changes to consider in the future. All four listed groups were discussed with feedback provided to the worksheets drafted. Committee members requested additional time to provide feedback for the first group and a new deadline for comment submittal will be sent out to gather additional comments. Review #1 as listed on this agenda will

be continued at the next meeting on Monday, October 25th. No action was taken on this item.

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.

Review #2 deadline is scheduled for October 15th; however, with the delay in completing Review #1 Staff will reassess the process and timeline in order to send out an update. We will reevaluate our progress again after the next meeting.

6. SCHEDULE NEXT MEETING DATE.

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

7. ADJOURNMENT.

A motion was made by President Clow, seconded by Trustee Rupert, and unanimously carried by the Committee of the Whole to adjourn the meeting at 6:48 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, October 25, 2021

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and review of the roles and responsibilities of the following Village Committees:

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

After the last Committee of the Whole meeting, the schedule for the restructuring process was backed up a meeting. Enclosed is the updated process and timeline. This allowed the Board to conduct Review #1 again in this meeting with a better idea of how it wanted to proceed. Trustees were given another opportunity to submit feedback. Staff has paired down the scope of the review worksheets. Issues like the composition and structures of committees can be dealt with toward the end of the process. Staff has trimmed the worksheets down to focus on the feedback received from Trustees and feedback from the last Committee of the Whole meeting as a way to provide direction and a recommendation. Staff has also provided more detail into topics our comparables have met about in the last year to provide perspective.

The plan for the meeting on Monday will be for Staff to present the Essential Functions (Scope) for each group to provide a little bit of background/context as to why they were proposed. We will also provide a recommendation for each group. The Committee can then discuss these points one by one as well as working through the comments that were submitted. Our focus for this meeting again will be on the Essential Functions to get feedback from members on the tasks projected for each group to do in the future. Structural issues will be considered and discussed separately at a future meeting. This described process will apply to each group listed for Review #1 on the agenda for Monday. Each group listed will include an updated review sheet for our discussion on Monday.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None

ORDINANCE REFERENCE:

None.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion, no action needed on this item.

ATTACHMENTS:

1. Committee Restructure Process & Timeline 10132021

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 no later than October 1st.
3. Final Staff review of scope with 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. October 17th – The period to provide feedback is extended until this day for Review #1. The identified BCC Chairperson and all Village Board members are encouraged to provide feedback by this date on the worksheets submitted for all BCC groups included within Review #1.
6. October 18th (week of) – Final Staff review of scope with feedback will take place this week.
7. October 25th at 5:30 pm – Committee of the Whole: Review Roles and Responsibilities
8. 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 and Village Board on October 1st for review and feedback, as applicable, will be due back no later than October 31th.
3. Final Staff review of scope with 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).

C. Review #3

1. Staff provides draft scope by October 28th for the following BCC:
 - i. Landmarks Commission
 - ii. McFarland School Board and Village Board Joint Planning Committee
 - iii. Plan Commission
 - iv. Senior Outreach Committee
2. Draft scope prepared by Staff will be distributed to identified BCC Chairperson and Village Board on October 29th for review and feedback, as applicable, will be due back no later than November 14th.
3. Final Staff review of scope with feedback will take place the week of November 15th.
4. November 22nd 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 will send out revised full Process and Timeline to the Village Board no later than October 15th.
- C. Staff to distribute to Village Board the draft structure outlining all scope revisions and complete draft handbook by November 24th.
- D. All comments from all applicable Village Board members are due back to Staff by December 5th.
- E. December 13th 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 December 17th. 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 January 2, 2021.
- C. Final Staff review to incorporate final comments from Village Board members will take place the week of January 3rd.
- D. January 10, 2022 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.

Public Works and Utilities Committee Review Sheet

Comments Received:

Trustee Nelson

- Maintain and protect formality and scope of the current Public Utilities Committee as much as possible. Understanding that it's difficult to recruit people to serve on Public Utilities, the responsibilities spelled out in the code need to be assigned somewhere. Code for a combined Public Works/Public Utilities Committee should follow the model of Section 2-429 through 2-437 as opposed to 2-448. It seems that anything we don't explicitly delegate to the new committee needs to be assigned to the full Board.
- Thoughtfully respond to resident feedback. We have a resident who knows what he's talking about, cares about the Village and this topic, and took the time to document and share his opinion with us. We need to make sure he gets a personal and warm thank you and explanation of the decision we end up with.

Trustee St. Clair

- These two Committees should be combined as there is considerable overlap between them. A reconstructed committee can still accomplish all the motives of the last two committees have been able to address separately.

Committee of the Whole – October 11, 2021 (General Comments)

- This group was not discussed at length in the first meeting, but the general consensus seemed to gravitate towards combining these groups and working through the logistics to do so while protecting the interests of the utilities.

Comparables

Staff further reviewed the following communities in order to summarize what their workload has been based on their meeting agendas.

- [Verona](#) – They operate with a Public Works, Water, and Sewer Committee. This group conducts meetings that includes topics on capital improvement planning, project designs, recommending approval for construction projects, solid waste contracts, ordinance considerations, reporting, and other related tasks. They are meeting monthly for this purpose.

- [Oregon](#) – This group meets rather infrequently with 1 time this year, 1 time last year, and 2 times the year before that. When they do meet they have talked about policies, ordinances, resident requests, and staff reports.
- [Monona](#) – They have a combined group that looks at project design, ordinance changes, transportation (parking) matters, CSM review, budget review, capital planning, utility billing/collection, project designs/awards, and other related matters. They are meeting monthly for this purpose.
- Waunakee – They operate two separate groups similar to what we do now. Their [Public Works Committee](#) will look at road improvements, solid waste, street trees, capital planning, pedestrian enhancements, and related items. This group is established to meet monthly but appears to actually meet about 4-5 times a year. The other group covering utilities is the [Waunakee Utilities Commission](#). The work of this group within their meeting agendas includes approving bills, evaluating rates, capital project planning, project design/award, staff reporting, financial review, reporting, and other related oversight of the utility. This group is established to meet monthly and is averaging about 10-11 meetings per month. They also have an electric utility.

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.

Recommendations

The essential functions presented here provide for a list of things that are generally covered under our current Committee structure. Our current code that we would like to keep can be carried over for this purpose. Additionally we have included some other items that were felt at least worth discussion based on how our comparable communities operate. The recommendation is to go point by point to decide which items the Board wishes to delegate to the Committee and which items the Board wishes to be solely responsible for.

Personnel Committee Worksheet

Feedback:

Trustee St. Clair:

1. Committee should be by referral only. Additionally, should consider having the Committee meet at the beginning of the Board year to discuss areas of focus for the coming year and then create a work plan.
2. Support for this Committee being comprised of three Village Board members.

Trustee Nelson:

Support for this Committee being comprised of three Village Board members.

Comments/Feedback from the last Committee of the Whole meeting:

1. The Board should consider having Finance and Personnel Committee meet only by referral. Within this, each Committee could take on a workplan at the beginning of each year outlining the work they plan to do.
2. This Committee has purpose, but the board needs to determine which functions in the scope it is comfortable delegating, and which functions it was to keep at the Village Board level.

Comparables

As a follow up from the last meeting, staff has additionally provided the topics that have been discussed by our comparables in the last year.

- Monona has a [Finance/Personnel Committee](#). Membership includes the Mayor, two alders, the City Administrator and the Finance Director. *Monona's Personnel Committee has discussed promotions, creations of positions, changing in status of employee positions. The Committee is also Finance related so they additionally award contracts, review notice of claims, authorizing debt, and review accounts payable related items.*
- Cottage Grove operates a [Finance/Personnel Committee](#). Membership includes three Village Board members and 2 citizen members. *Committee appears to only meet about twice a year. They review position changes. The Committee is a joint Personnel/Finance Committee and appears to primarily deal with financial matters associated with the annual budget process.*

- Stoughton has a [Personnel Committee](#). Membership includes 4 alders and the Mayor. *The Committee meets on a monthly basis and discusses requests for Personnel changes associated with the annual budget, position description changes, approve appointment/hiring decisions, personnel policies, work rules, and a variety of other Human Resource related items.*

Essential Functions (Scope)

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

Recommendations

Based on feedback received at the last Committee of the Whole, staff recommends the Board go through each function listed above and determine if it feels comfortable delegating the work to the Committee. Once that is complete, staff recommends the Board consider if there are any functions that are not listed that it feels should be. It is important to remember when making these decisions, Committees are not provided the power or authority to make decisions as currently outlined in the ordinance. Their purpose is to work through issues for the Board to lessen its workload and make recommendations to the Board for final decisions. They should be used to help the Board and staff in areas where additional discussion and work are needed to work through issues as they arise.

Staff Support:

Administration Department

Finance Committee Review Sheet

Comments Received:

Trustee Nelson

- Items that the full Village Board will want to review and understand, such as the annual audit, budget, and annual borrowing plan should not routinely route first through the Finance Committee.
- It seems the committee could operate as a true subcommittee of the full Board with its membership entirely of Board members and its work being driven by assignments and referrals from the full Board.
- In lieu of resident representation on a Finance Committee, should we schedule a special Public Meeting for review of Village finances every year? Shortly after each audit, we could share a publicly-accessible explanation of our annual budget, borrowing, and general financial stewardship information (along with the formal and full documents) for public review and oversight. While some of this information would be unavoidably specialized and difficult for average residents to understand, we should make every effort to communicate this information effectively by avoiding jargon and being as clear and transparent as possible.

Trustee St. Clair

- This committee should meet at the beginning of the board year to discuss areas of focus for the coming year and then work to address those issues. Other issues can be referred by the board as a whole.
- Members of this Committee would receive additional compensation of \$100 per year for this appointment.
- This Committee should be comprised only of Village Board members.

Committee of the Whole – October 11, 2021 (General Comments)

- There is value in this Committee, but the Village Board needs to determine what it is comfortable in delegating and what it wants to address directly going forward.

Comparables

Staff further reviewed the following communities in order to summarize what their workload has been based on their meeting agendas.

- [Monona](#) – They operate with a joint Finance & Personnel Committee that meets twice per month. This group works on grant requests, capital improvement planning, accounts payable, contracts, budget amendments, reporting, claims, debt collection write offs, annual borrowing, and other related tasks. This groups appears to meet frequently with the above listed tasks delegated to the Committee for resolution.
- [Verona](#) – A lot of the budget review process goes through this Committee as a standalone group. They also review accounts payable and some other related tasks meeting at least monthly but otherwise as needed when in higher demand.
- [Oregon](#) – This group has not met since 2016. They have 3 members and all are currently from the Village Board. They looked at some options for insurance, considered banking services, reviewed capital purchases, and other financial matters.
- [Mt. Horeb](#) – They operate with a combined Finance and Personnel Committee. Their main responsibility is to review the budget and make a recommendation to the board. They do meet monthly and additionally during the year they will review financial progress as well as consider various vendors for ongoing service.
- [Stoughton](#) – This group has a little broader membership with residents and council members. They consider requests for Tax Increment Financing, contracts for services, utilization of contingency funds, funding for capital projects, and other related matters. Also a bit unique, they will consider whether to pursue public nuisance abatements through this group.

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.

Recommendations

The essential functions presented here provide for a list of things that our current Finance Committee has participated in as well as some new things that we have seen in the comparables listed. The recommendation is to go point by point to decide which items the Board wishes to delegate to the Committee and which items the Board wishes to be solely responsible for.

Communications & Technology Committee Worksheet

Feedback and Comments Received

Comments Received: (insert Chris and Carrie Comments)

Feedback from Trustee St. Clair:

1. Should be only related to communications and technology should be removed.

Feedback from Trustee Nelson:

1. *Keep Cable in scope and re-evaluate its current offerings in terms of programming and utilization as well as financial status with current funding sources.*
2. *Committee scope focus should be engagement and not communications. Focusing on the resident experience with government.*

Additional comments to highlight from the last committee of the whole meeting:

- Technology should be removed from this Committee. Technology should be addressed directly through staff or consultants.
- Committees need to be created to serve a specific purpose and function and not provide oversight of village Departments

Comparables

Additional Background:

In reviewing the identified comparables in more detail, Village staff identified most committees below have not met in several years. Monona has an active Committee, but the agenda items they had discussed in recent years seemed a bit routine and operational in nature. Common items include director's reports and operational issues. Relevant topics in the last year obviously centered around communication strategies in light of the pandemic. Sun Prairie's Media Center Commission is very active and meets monthly, however, it contains many standing items and also functions as an outreach and event committee dealing with community and department events on a regular basis.

- 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 major for three year terms.

Essential Functions (Original 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).

Recommendation

The recommendation for this Committee is to remove it from further consideration. This direction was arrived after reviewing the discussion from the last meeting, comments received from Village Trustees to remove 'technology', and further review of how comparable communities operate with this group. Another key theme that came from the last Committee of the Whole meeting, was Committees need their own standalone purpose and should not be tied to department oversight. When we remove technology, and eliminate functions that are operational in nature, there is not enough substance to have a Committee with purpose. As is, the Committee meets only around 5 times per year.

Communications is an extremely important issue in government. However, staff feels this topic is likely best dealt with through the annual goal setting process and aligned directly with the Board. When we look at a lot of the discussion on communication in the last year, it has originated from the Board on what they want to see. The Board has a vested interest in communication and residents experience because it often becomes a reflection of the Board and its perception within the Community. The Board should be outlining initiatives and projects it wants to see through the goal setting process and provide the vision for it. Staff's role then is to carry out those initiatives for implementation which under this format would not likely require a Committee to serve as an intermediary for that exclusive purpose.