

Committee of the Whole

Monday, November 22, 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/89793301462>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 897 9330 1462

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 November 8, 2021.
5. BUSINESS.
 - a. Discussion and review of the roles and responsibilities of the following Village Boards, Commissions, and Committees:
 - 1) Plan Commission
 - 2) Landmarks Commission
 - 3) Senior Outreach Committee
 - 4) McFarland School Board and Village Board Joint Planning Committee

5) Diversity, Equity, and Inclusion Committee

- b. Discussion and review of structural issues regarding Village Boards, Commissions, and Committees.

6. SCHEDULE NEXT MEETING DATE.

- a. Monday, December 13, 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, November 8, 2021 - 5:30 PM

1. CALL TO ORDER.

Village President Clow called the Committee of the Whole meeting 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, Village President Carolyn Clow, Village Trustee Justin Rupert, Village Trustee Chris St. Clair, Village Trustee Carrie Nelson, Village Trustee Edward Wreh

Village Board members not present: Village Trustee Michael Flaherty

Staff Present: Administrator Matt Schuenke, Police Chief Aaron Chapin, Community and Economic Development Director Andrew Bremer, Fire/EMS Director Chris Dennis, 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. *Discussion and action regarding minutes of the meeting held October 25, 2021.*
Motion by Village President Carolyn Clow, second by Village Trustee Chris St. Clair, to approve the minutes of the meeting held October 25, 2021. Motion carries 6 - 0 - 0 by acclamation.

5. BUSINESS.

- a. *Discussion and review of the roles and responsibilities of the following Village Committees:*

1) *Communications and Technology Committee*

The Board discussed and approved the staff recommendation to eliminate the Communications and Technology Committee because initiatives are better aligned with the Village Board. The Board commented that communication is still a very important

element and the Board should make sure to check in on the issue annually.

2) Public Safety Committee

The Board discussed and approved the proposed scope regarding the Public Safety Committee. They agreed with recommendations that the Committee focus on Public Safety policy and licensing issues and be cautious to stay away from operational issues.

3) Parks and Recreation Committee

The Board discussed the recommendations for splitting the current Park, Recreation and Natural Resource Committee into two separate committees. They noted splitting the committees will help streamline issues, and also ensure Natural Resources get the attention it has not been provided with the current Committee scope. The Board also suggested additional revisions to the proposed scope.

4) Sustainability and Natural Resources Committee

The Board reviewed and approved of the recommended scope with revisions provided. Overall, the Board was very supportive of creating a standalone committee for Sustainability and Natural Resources.

5) Diversity, Equity, and Inclusion Committee

The Board discussed concerns with the current Diversity, Equity, and Inclusion scope provided by staff. The Board discussed revisions and concerns with balancing the role of a committee and the role of staff. The Board directed staff to bring the Committee back for additional discussion at the next Committee of the Whole meeting.

6. SCHEDULE NEXT MEETING DATE.

a. Monday, November 22, 2021 at 5:30 pm.

7. ADJOURNMENT.

Motion by Village President Carolyn Clow, second by Village Trustee Chris St. Clair, to adjourn at 6:50 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

McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 22, 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 Boards, Commissions, and Committees:

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Enclosed is the updated process and timeline. Three groups were reviewed from Review #1 on October 25th and four groups were completed in Review #2 on November 8th. There are five groups presented here in Review #3 for this upcoming meeting. Village Board members were given the opportunity to submit feedback for the groups listed on the agenda. Staff has paired down the scope of the review worksheets. Issues like the composition and structure of these groups will be addressed at the completion of all the reviews. Staff has trimmed the worksheets down to focus on the feedback received from board members 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. Furthermore, revisions are listed more specifically based on the feedback provided.

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 proposed revisions one by one in line with the feedback that was 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 on the agenda for Monday. Each group listed has included an updated review sheet in your packet as part of the discussion.

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.

Plan Commission Worksheet

Comments Received:

President Clow

- Assess whether there are items or issues that are being referred to the Plan Commission that are not accounted for in the current ordinances or anything additional staff thinks should be referred. Changes should be incorporated.
- Add a timeline for reviewing the Comprehensive Plan, perhaps every two years, with a major review at year 5.
- Review what other plans this Commission should be responsible for. We should delineated that the group looks at its plans at the start of every board year and that no plan exceeds 10 years in age without approval from the Commission and possibly Village Board.

Comparables

- As noted in the last worksheet, Plan Commissions are common in every municipality and a similar scope. The Wisconsin Statutes outlines the various duties and responsibilities of a Plan Commission.

Essential Functions (Scope)

(a) *The Village Comprehensive Plan*

(1) The Plan Commission shall make, adopt and, as it deems necessary, amend, extend or add to the Village Comprehensive Plan, including any neighborhood, corridor, or district sub-area plans adopted as a component to the Village Comprehensive Plan. The Comprehensive Plan shall be a guide to the physical, social and economic development of the Village including areas outside of its boundaries which, in the Plan Commission's judgment, bear relation to the development of the Village. The Village Comprehensive Plan, with the accompanying maps, plats and descriptive and explanatory matter, shall show the Plan Commission's recommendations for such development, and shall include all elements required under Wis. Stats. § 66.1001.

(2) The adoption of the Plan or any part, amendment or addition thereto, shall be by resolution carried by the affirmative votes of not less than a majority of all the members of the Plan Commission following all procedural requirements of Wis. Stats. § 66.1001(4). The resolution shall refer ~~expressly to the maps and other,~~ descriptive matters that relate to one or more elements of a comprehensive plan. , and other matters intended by the Plan Commission to form the whole or any part of the Plan, and the

~~action taken shall be recorded on the adopted Plan or part thereof by the identifying signature of the secretary of the Plan Commission, and a copy of the Plan or part thereof shall be certified to the Village Board. The Plan Commission vote shall be recorded in the official minutes of the Plan Commission. The Comprehensive Plan, and any amendment thereto, shall be effective only upon enactment of an ordinance by the majority vote of the member-elect of the Village Board of an ordinance adopting the recommended plan or amendment.~~

- (3) The Plan Commission shall periodically review ~~and update~~ the Comprehensive Plan, including any component neighborhood, corridor, or district sub-area plans as it deems appropriate. The Plan Commission shall update the Comprehensive Plan no less than once every 10 years, or sooner, as authorized by the Village Board. Any person may apply to the Plan Commission for an amendment to the Comprehensive Plan at any other time provided, however, that any proposed amendment substantially similar to a proposal previously rejected by the Plan Commission or Village Board shall not be resubmitted for a period of 12 months following the previous vote. Applications shall be made on a form provided by the Community Development Department and shall be accompanied by the fee established by the Village Board from time to time and provided in Appendix A to this Code.

(b) *Matters referred to Plan Commission.* The Village Board shall refer to the Plan Commission, for its consideration and report before final action is taken by the Village Board, public body or officer, the following matters:

- (1) The location and architectural design of any public building;
- (2) The location of any statue or other memorial;
- (23) The location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for or lease of land for any street, alley or other public way, park, playground, airport, area for parking vehicles, or other memorial or public grounds;
- (34) The location, extension, abandonment or authorization for any public utility whether publicly or privately owned;
- (45) All plats or other land divisions in the Village or within the territory over which the Village is given platting jurisdiction by Wis. Stats. Ch. 236;
- (56) The location, character and extent or acquisition, leasing or sale of lands for public or semi-public housing, slum clearance, relief of congestion, or vacation camps for children; ~~and~~
- (67) The amendment or repeal of any land use ordinance or any ordinance adopted pursuant to Wis. Stats 61.35 and 62.23;-
- (8) All plat, replats, and condominium plats within the Village and within 1 ½ miles of the limits of the Village;
- (9) The temporary zoning of lands contained within petitions for annexations to the Village; and
- (10) Amendments to the Village's Urban Service Area.

(c) *Miscellaneous powers.* The Plan Commission may make reports and recommendations relating to the plan and development of the Village to public officials and agencies, public utility companies, civic, educational, professional and other organizations and citizens. It may recommend to the Village Board, programs for public improvements and the financing thereof. All public officials shall, upon request, furnish to the commission, within a reasonable time, such available information as it may require for its work. The Plan Commission, its members and employees, in the performance of its functions, may enter upon any land, make examinations and surveys, and place and maintain necessary monuments and markers thereon. In general, the Plan Commission shall have such powers as may be necessary to enable it to perform its functions and promote municipal planning ~~in cooperation with the Village Board~~. The Plan Commission shall oversee community development block grants. The Village Board may refer to the Plan Commission for its consideration and recommendation any matter pertaining to planning and development of land within the Village and within 1½ miles of the limits of the Village. All ~~plats, land divisions by~~ certified surveys, ~~land divisions or replats~~ of any lands within the limits of the Village or any lands outside the Village and within 1½ miles of the limits of the Village shall be submitted to the Plan Commission for its ~~recommendation to the Village Board before the same are approved by the Village Board~~ approval. The Plan Commission shall have the power to approve all applications for conditional use permits and site design permits under Chapter 62 of the Municipal Code.

Recommendations

- Staff has reviewed comments and made suggested revisions above. The majority of the revisions update the code to align it with applicable Wisconsin State Statutes. Staff recommends the Board additionally discuss the idea of requiring the comprehensive plan be updated more than the statutorily required 10 years (Wis. Stats 66.1001(2)(j)) and decide if it wants to provide additional frequency to the review.



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Landmarks Commission Worksheet

Comments Received

1. President Clow's comments to applicable provisions is below.

Comparables

- Landmarks Committee is not uncommon in municipalities of the Village's size. Their scope and work is very similar to that of the Village's current ordinance.

Essential Functions (Scope)

- Advise on designation of historic structures, historic sites, and Historic Districts within Village Limits as provided under Chapter 62, Division 6 Historic Preservation. In performing this function, and upon approval of the Village Board, the Landmarks Commission may engage the assistance of qualified professionals.
- Review and approval of applications for Certificate of Appropriateness related to the regulation of construction, reconstruction, and exterior alterations of historic structures, or structure within a Historic District, as provided under Chapter 62, Division 6 Historic Preservation. ~~Regulation of construction, reconstruction, and exterior alteration of historic structure, or structure within the Historic District.~~
- The Landmarks Commission, its members and employees, in the performance of its functions, may enter upon any land, make examinations and surveys.
- ~~Actively work for the passage of legislation permitting full or partial tax exemptions to properties it has designated under the provisions of this Section to encourage owners of historic properties to assist in carrying out the intent of this Section.~~
- Cooperate with the State Historic Preservation Officer and the State Historic Preservation Review Board in trying to include properties designated hereunder as historic structures, sites or districts in the National Register of Historic Places.
- ~~Work for the continuing citizen education about the historic heritage of the Village and the historic structures and sites designated under the provisions of this Section.~~
- ~~Make recommendations regarding planning and identifying the location historic designations within the Village.~~
- ~~As it deems advisable, receive and solicit funds for the purpose of historic preservation in the Village. Such funds shall be placed in a separate Village account for such purposes.~~

Commented [CS1]: President Clow – Can this committee really do this?

Commented [CS2]: President Clow – How can we use the committee to do this? Is this a role for the Historical Society or this committee?

Commented [CS3]: President Clow suggested addition of this provision.

Commented [CS4]: President Clow – I believe this is a staff function.

Recommendations

Staff has updated the scope above in response to the comments received from Board members. Additionally, staff would also submit for consideration limiting the scope of this Committee to the first bullet point: Advise on designation of historic structures, historic sites, and Historic Districts within Village Limits as provided under Village Ordinance Chapter 62, Division 6 Historic Preservation. In performing this function, and upon approval of the Village Board, the Landmarks Commission may engage the assistance of qualified professionals.



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Senior Outreach Committee Worksheet

Comments Received:

President Clow

- Does not feel that “advocacy for seniors within the Community at the local, County, and State levels” is appropriate for a Village Committee.

Comparables

- Monona – They operate with a 7 member [Senior Citizens Committee](#) that is meeting about 3 times per year typically in the Summer leading up to the Fall budget process. Topics are mainly for the Committee to receive reports from various sources and then address their operating and capital budgets. More recently they have had some discussions on the impact of diversity, equity, and inclusion.
- Verona – They have established a 3 person [Senior Services Committee](#) that is made up entirely of their City Council members. They are scheduled to meet monthly and appear to average about 7-8 meetings per year. Their agendas are setup the same every month which includes the director’s report, programs report, case management report, and other business. Each meeting is handled in the same fashion from one month to the next.
- Stoughton – They have created a 13 member [Commission on Aging](#) involving also representation from neighboring Towns that they serve. They are scheduled to meet monthly and appear to actually meet on average about 9 or 10 times in a year. Similar to Verona, their meetings are very similar from month to month. There are comments provided by the Director, updates from Staff, review of assignments made to the Committee, various reports, and a legislative update. Each meeting is handled in the same fashion from one month to the next.

- Middleton – They have a [Commission on Aging](#) that is comprised of 9 members. They are scheduled to meet monthly and appear to be meeting at least that much throughout the year. Topics for their meetings include space planning, budget initiatives, grant opportunities, program updates, accreditation, position recruitments, and other related topics.
- Cottage Grove, Oregon, and Sun Prairie presently operate without a Committee on this topic. It should be noted that all of the above four references have Senior Centers and a lot of their work is tied to that function. Only McFarland and Cottage Grove in Dane County do not operate or are otherwise unaffiliated with a standalone Senior Center type facility.

Essential Functions (Scope)

- Policy development affecting operations related to services provided both internally and externally to the Village.
- Planning for the growth and expansion of existing services.
- Review programs provided and make recommendations on new opportunities.
- ~~Advocacy for seniors within the Community at the local, County, and State levels.~~
- Capital improvement planning to aide in the amenity offerings available to seniors on the Community.

Commented [MS1]: Removal requested by President Clow.

Recommendations –

Staff recommends the Senior Outreach Committee move forward as proposed with consideration for the change noted by President Clow. Staff proposed the change in question since a Committee tends to be a voice for whatever their focus might be. In this case a lot of the work of the Department that is discussed by the Committee is tied specifically to a demographic of the population. As such, this group sometimes needs a different voice to help support them which is a different type of advocacy that what is experienced in other Committees and why this item was suggested for inclusion.

McFarland School District and Village Joint Planning Committee Worksheet

Comments Received:

President Clow

- Essential functions suggested appear acceptable.
- Would like to make this a standing committee of the Village Board and of the School District. I think both entities need to adopt this for this to be fully in place.

Comparables

- Staff was unable to find examples of a Standing Committee similar in nature to this concept either in Dane County or the State.
- Verona and Fitchburg have established a working group such as this between several jurisdictions within their Community. Town of Verona, Fitchburg, Verona School District, Chamber of Commerce, Fitchburg, and Verona created what they call an Intergovernmental Development Advisory Committee (IDAC). This was created in the mid-1990's as all of these entities charted future growth within their organizations. They work to coordinate and plan on matters related to growth and development within the district boundaries. Mostly the members have been appointed officials to Committee but occasionally there is participation from elected officials as well. Organization of this group is rather informal and a means to share ideas in a small group setting between one another.
- Waunakee, Middleton, Cottage Grove, and Monona report nothing established similar to what we have here in McFarland or what is in place at Verona/Fitchburg.

Essential Functions (Scope)

- Partnership on communication with applicable constituents.
- Evaluate opportunities for shared service delivery.
- Collaborate on joint initiatives and programs.
- Provide recommendations on all other areas of mutual concern and interest.

Recommendations

The challenge with forming this group is that it brings together two different jurisdictions that are established Statutorily very different and as a result provide vastly different services to nearly the same constituents. That is likely why there is little comparability on this type of group and how these groups are typically created more informally. However, there is overlap in what we do and bringing each group together in some fashion remains advisable with the key question being under what format.

There are three options to consider when thinking about the format:

1. Formal Approach – This would be a step up from our current setup that has been in place since about the mid-1990's. We could establish these essential functions and the membership via a Village Board adopted resolution. That would provide some definition to the group that would at least be recorded through the action taken in order to govern the Village's participation on the Committee. That only addresses the Village, and if we wanted the District to be involved in that action we could look to create a Memorandum of Understanding (MOU) for both boards to adopt in order to better outline the committee (this approach to create an MOU is likely very similar to the third option as well).
2. More Formal Approach – We could pursue amending our code to create this group as a Standing Committee but our ordinance language would have no effect upon the District. They would need to follow suit to create a Committee in accordance with their policies, ideally enacting the same standards on essential functions and the structure as we do.
3. Super Formal Approach – There are many examples of different jurisdictions having established formal committees. This is seen through Intergovernmental Agreements between these entities which are created in accordance with State law. Typically we see these in fire, EMS, or sanitary districts as an example, and in those cases the agreement will outline the creation of the board or committee that is to be established for the purpose intended. Usually, these agreements may also bestow some decision making authority onto the group that is created but that is not required.

We have talked previously about the key element in defining what these Committees are going to be doing in order to make them have standing going forward. This is a group which does not tend to have a regular agenda and consists of a wide range of topics as issues arise, which is not inherently standing. It is especially challenging also to enact further formality across multiple jurisdictions when considering our current code to establish a Committee. Likely, the first option is advisable to adopt a resolution to create more formality over the governance of this Committee as it applies to the Village (i.e. – what we can control). Alternative, the board can discuss all options presented as it feels could apply going forward as well.



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Diversity, Equity, and Inclusion Committee Review Sheet

Comments Received:

President Clow

- I do not want the DEI committee to work on affordable housing. This is a staff responsibility. Talking about affordable housing does not get us affordable housing.
- I also want to remove [liaison to GARE as a Committee responsibility], as this is a staff function.
- I think the scope of this committee is too broad as written. What do we want them to DO that is useful to the Village and relates to our other activities.

Trustee Nelson

- I'm generally happy with the direction I think we're suggesting for these committees, but for all of them the language of the bullets in the scope make it difficult to tell what we're really saying. It would be easier for me to endorse these if each bullet had a clear and distinct statement of something the committee does or is responsible for. I'd rather see fewer bullets with each one saying something different.

Trustee St. Clair

- DEI should be a permanent committee. First meetings after the board year begins should focus on identifying issues to address during the year with Staff input (in addition to items that come up and are referred).

Diversity, Equity, and Inclusion Subcommittee – October 20, 2021 (General Comments)

- The Subcommittee provided the following comments as part of its discussion and recommendation to the Village Board on whether or not to transition the Subcommittee to a Standing Committee. The Subcommittee took action and unanimously recommended to the Village Board that Diversity, Equity, and Inclusion be created going forward as a Standing Committee.
- Additionally during this meeting they reviewed the worksheet and offered the following comments:
 - Requested a larger role in affordable housing projects beyond simply providing advocacy.
 - Serving as a link between goal setting and equity work, helping to apply a long-term approach to their involvement on these topics.

Chairperson Miles (Diversity, Equity, and Inclusion Subcommittee)

- Include the Communications and Technology Director as an Ex-Officio member of the Committee.
- Questions whether advocacy for affordable housing should be part of the charge for this group. This group could support these projects through policy development, but not directly on a project by project basis.
- Promotion of the Committee as a charge could be better defined. This Committee should stay focused on municipal functions and could shift its focus on this item to outreach and engagement as a partnership with the Communications and Technology Department.

Comparables

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

- No other established Standing Committee exists within comparable communities for Dane County regarding solely Diversity, Equity, and Inclusion. There are several examples of special committees like what we have already established, but nothing to the extent locally that has been established by ordinance as we are considering. Our current charge is based very similar on what was also established in Cottage Grove.

- [Oshkosh](#) – The City has created a Diversity, Equity, and Inclusion Committee that meets on a monthly basis with as many as 12 members. Some of the items over their last several meetings include working on developing a strategic plan for the City and DEI efforts, policy matters affecting the Community, presentations from local groups, reviewing GARE resources, and review of local mission/vision statements.
- [Wauwatosa](#) – Their Equity and Inclusion Commission is meeting monthly. They have 11 members with 4 ex-officio members (this includes the Mayor, Administrator, and both Chiefs). Their work includes making recommendations on equity and inclusion to their Common Council, reviewing demographic data as available, discussing equity and inclusion initiatives with Departments, targeted discussions with Police Department where necessary, developing new resources, recognition for their diverse workforce, developing equity officer position, policies/ordinances affecting DEI within the Community, training initiatives, staff presentations, local group presentations, and goal setting. Most recently they are considering a name change for the group to Diversity, Equity, and Inclusion Commission.
- [Beaverton, Oregon](#) – This municipality while not in Wisconsin has created a Diversity Advisory Board to advise the Mayor and City Council on equity and inclusion strategies within their Community. They are a group of 15 that meets monthly. Their work includes an established liaison program, annual DEI plan development/review, special projects, cultural sharing, host open house specifically to recruit new members, provide updates on community vision, aide in other plan development, code changes, policy revisions, retreats, and interactions with Departments.

Essential Functions (Scope)

- Making recommendations to the Village Board on diversity, equity, and inclusion planning, auditing, and related projects.
- ~~Advocacy to advance opportunities for affordable housing within the Community.~~
- ~~Village liaison to the Government Alliance on Race and Equity and/or other comparable organizations as authorized by the Village Board.~~

Commented [MS1]: Removal requested by President Clow. This bullet point was also questioned by the Subcommittee and its Chairperson for additional discussion.

Commented [MS2]: Removal requested by President Clow.

- Serve as a resource, recommend goals, and advise the Village Board on existing and/or proposed ordinance, programs, actions, [mission statement](#), [vision statement](#), [long-term Village wide goals/objectives](#), and other best practices that promote diversity, equity, and inclusion within the Community.
- Serve as a resource to Departments and Staff on the development of racially and culturally inclusive structures, programs, and training with equity-sensitive leadership through the Village.
- Promote the Village's efforts to involve residents from underrepresented communities on Village boards, commissions, and committees as well as seeking employment with the Village.
- Promote the Committee to the public [in order to and](#) help implement [the outreach and engagement](#) strategies recommended for diversity, equity, and inclusion. Assist in informational opportunities, presentations, open houses, and other public initiatives providing information about the Committee to the public.
- Make recommendations to the Village Board for widespread and ongoing diverse public involvement and to assist the Village Board by advising on methods by which the public can better participate in the decision making process.
- [Hold joint meeting with the Village Board at least annually to align goals and objectives.](#)

Commented [MS3]: Requested by the DEI Subcommittee.

Commented [MS4]: Requested by DEI Chairperson Miles.

Commented [MS5]: Requested by Trustee St. Clair.

Recommendations

The current format of this group is in a temporary capacity, and this action would establish Diversity, Equity, and Inclusion as a Standing Committee going forward in accordance with our municipal code. All reviews conducted to date support this action. The key next step is figuring out how the code is revised to accommodate this change. The essential functions prepared within this review sheet were amended from the original submittal to account for the feedback received. The recommendation is to accept the essential function as presented and focus our discussion on those items that are proposed for revision. This will then allow us to spend the bulk of our time addressing focusing on what needs to be changes while accepting the points not proposed for change.

McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 22, 2021

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and review of structural issues regarding Village Boards,
Commissions, and Committees.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The first three reviews conducted as part of the Restructuring Project have focused on the essential functions of our different boards, commissions, and committees represented during those meetings. There are a number of structural issues about how these groups are brought together which create similar questions from group to group. These are the types of things regarding membership, terms, etc. that affect groups equally. There are likely some items where a decision will be reached that effects each group the same as well as there maybe some things we do that effect certain groups differently. Our objective is to collect the different structural issues we want to discuss and then work through those items as part of this project to aide in the development of the code changes. Please see the enclosed review sheet which lists the structural issues and provides a brief summary of each item as background.

We probably will not have enough time to talk through each of these items, if any of them at all.

This presents the opportunity though to introduce these issues to the Committee for further review and discussion at the next meeting on December 13th. We would encourage all board members that have comments, questions, or concerns about these structural issues to submit those items to Village Staff by Sunday, December 5th. We will compile your input on th structural issues like we did on the preceding three reviews in order to prepare for the discussion at the next Committee of the Whole meeting.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action needed on this item, presented for discussion.

ATTACHMENTS:

1. BCC Structural Issues 11182021
2. Agenda Creation Process 06302020 mgs
3. Schedule Example

Structural Issues

Worksheet

Composition

This item is meant to address the membership by helping to identify who they members are, how many, what sort of affiliations they have, etc. Some elements regarding composition are established by State Statute depending on the group but typically with our Standing Committees we have discretion. Its likely we can focus on the Standing Committees first to establish how the membership could be consistent from group to group and how we might want to vary those standards.

- Village Board Members – Right now, each Standing Committee has two Village Board members. Most other boards and commissions also have at least one Village Board member as well.
- Resident Members – Committee members that are not board members vary greatly across our different groups. In some cases we have defined seats and in others we do not. President Clow requested we discuss the number of Community members we have on our Committees.
- Liaison Members – There are some cases where we have liaisons to various organizations to help serve as a link from that special interest to our Committees. This is true on the Library Board and had been utilized previously with the former Emergency Management Committee. It is likely that additional liaison connections could be made going forward. President Clow requested discussing whether any designations of the type of person who should fill the role should be included (i.e. Representative of the Chamber of Commerce, School District, Historical Society). Discussion should identify from the board's perspective where specific liaisons could be created in the future. Also have to keep in mind the residency question and the need to appoint individuals that live in the Community.
- Participation Limit – Presently there is no limit on the number of Committees a resident can sit on. There have been times where individuals have sat on as many as three different groups at one time. President Clow requested the board discuss whether or not there should be a limit on the number of committees that any single resident can participate in at one time.

Terms

The term refers to the period of time an individual fills an appointment on the group they have agreed to be appointed to. Right now most of our Committees are 1 year appointments, meaning that we reconsider their appointment each year. In some cases we have staggered terms where only a portion of those individuals need to be considered from year to year.

President Clow submitted comments to suggest term duration be shifted to 2-year periods for Standing Committees where not otherwise defined. She further stated that this is reasonable to ask for committee members (24 meetings or fewer) and allows the Village President more time to focus on fewer appointments from year to year. This could be applied differently to Village Board members as their term is tied to their elected office and may not align with that of resident member appointments. Even in a staggered system like is proposed, board members still are considered annually for that reason.

Designation of Chair/Vice Chair

All Standing Committees have two Village Board members appointed to their groups, and by code these two individuals are appointed as the Chairperson and Vice Chairperson. Those groups that may have one or no Village Board member typically have a Chairperson appointed by the Village President (subject to confirmation by the board) or they choose their own Chair. Prior discussions by the board have centered around whether to continue this requirement as it is today or remove it allowing anyone on the Committee to be Chair/Vice Chair subject still to appointment.

Attendance Requirements

There are two items to discuss here as follows:

- Virtual vs. In Person Reference – Since April of 2020, all of our public meetings have been held via Zoom in a virtual setting. The Chairperson and lead Staff Support typically attend the meeting in person while all other participants are remote. President Clow requested discussion on this item regarding attendance requirements surrounding virtual versus in-person meetings.

- Absences – Section 2-188 addresses Attendance within our code. The Chairperson is required to keep attendance of members and those members that need to miss a meeting are to notify the Chair of their absence. If someone misses four meetings in any one year (commencing in April at the beginning of the board year), then they are automatically to be removed from the board, committee, commission, and/or standing committee they had been appointed on. Village Staff currently aide the Chair to track attendance where applicable, and notifies the Village President when a vacancy occurs. President Clow requested this item for discussion as to whether or not the board wished to continue this standard or otherwise revise it.

Budget Process

Currently the budget process is run almost exclusively through the Village Board with two exceptions. The Village Board conducts the main review going through the document page by page, holding the public hearing, authorizing changes that originate from their review, and taking final action via ordinance for adoption. One of the exceptions to this is that the Public Utilities Committee makes a recommendation to the board on the Utilities Fund and Stormwater Utility Fund. The other exception is that the Finance Committee reviews a few different aspects of the budget as discussion only, they do not take action in the form of a recommendation. The Restructuring Project envisions continuing this approach by having the Village Board continue to take the lead on reviewing and enacting the budget for the coming year.

Ongoing Meeting Schedule/Delivery

Currently meeting agendas and packets are released for all meetings on the Friday before they are scheduled regardless of what day they fall during the next week. The board wishes to discuss the process by which these are delivered to allow more time for their review prior to the meeting being held, especially for those meetings that fall on a Monday leaving only the weekend prior to review the packet materials. There are two aspects of this to discuss: 1) the agenda creation process; and 2) the overall schedule. The process by which we bring forward our meetings is in the attached Agenda Creation document. This document details the process by which we prepare for our meetings and typically requires about a week prior to when the agenda/packet is released to complete. This should be taken into consideration when adjusting the distribution schedule in order to understand how meetings flow from one to another.

The second consideration is the schedule and thinking about where all the meetings fall on the calendar in a given month. The Village Board is the anchor each month and other meeting schedules can be built around it depending on where those meetings are placed during the month. Under our current setup, we have very few open dates but with the changes we are proposing there are more opportunities to adjust dates of meetings. It is likely advisable to consider moving the date of the Village Board meetings to provide more flexibility on packet distribution. Finding that balance between when the Village Board meetings should be scheduled and all the other groups around it is key to establishing an efficient workflow. Included in the packet is a sample schedule to get an idea of what the calendar could look like with the groups that remain according to their current schedule.

Boards, Commissions, and Committees within the Restructuring Project

Just as a reminder, the following groups were considered during the Review Process and in some fashion will continue to operate in the future:

- Finance Committee
- Landmarks Commission
- McFarland School District and Village Board Joint Planning Committee
- Parks and Recreation Committee
- Personnel Committee
- Plan Commission
- Public Safety Committee
- Public Works and Utilities Committee
- Senior Outreach Committee
- Sustainability and Natural Resources Committee

Based on the issues to be discussed, we may want to look at how these changes would affect other groups not part of the list above in order to reconcile these structural changes. Those not listed above are the Village Board, Board of Review, Board of Zoning Appeals, Ethics Board, Library Board, and Police/Fire Commission.

Communications and Technology Committee and Volunteer Committee are scheduled to be discontinued.

Diversity, Equity, and Inclusion Committee and Community Development Authority are scheduled to be considered individually as part of a separate process.



Agenda/Packet Creation Process

1. By Monday at 4:30 pm of the week prior to the scheduled meeting, a draft agenda is prepared in CivicClerk and emailed to the Meeting Chair with the Village Administrator, Clerk/Treasurer, and Communications & Technology Director CC'ed on the email.
2. The Meeting Chair will have 48 hours (i.e. – two days to respond) to confirm receipt of the agenda and if they have any questions, changes, etc. If the Chair does not respond at the expiration of this time period, staff shall proceed with the agenda as drafted.
3. If there are no agenda items or not enough agenda items to hold a meeting, then a request for cancellation shall be sent to the Village Administrator for approval. If approved, the request for cancellation shall be sent to the Chair in lieu of a draft agenda. The time frame to process a cancellation request shall follow the same format identified in item 1 above. The response requirement from the meeting chair shall follow the same format identified in item 2 above.
 - a. If Chair confirms cancellation, an email is sent to the Committee with the Village Administrator, Clerk/Treasurer, and Communications & Technology Director CC'ed on the email as soon as possible following confirmation.
 - b. If Chair does not approve cancellation, Staff shall work with them to prepare the meeting including agenda and packet as discussed and directed.
4. Both Staff and the Chair shall be expected to coordinate and work together to evaluate the agenda and understand packet materials being prepared.
5. Once approval is received from the Meeting Chair, or the period for approval has passed, Staff shall proceed to build the meeting packet on CivicClerk as outlined within the draft agenda.
6. Agendas and packets shall be initiated to the Public and Committee by Friday at 4:30 pm at the latest. Agendas and packets should not be initiated prior to Thursday at noon unless otherwise approved by the Administrator. Staff is expected to load packet materials in their entirety and send to the Committee within these time frames unless circumstances provide that:
 - a. Required documents will not be available by the packet deadline, but will be available by or prior to when the meeting is scheduled to be held; and
 - b. The agenda is time sensitive and requires action be taken for distribution prior to when materials are to be available.

In these circumstances, any materials not put in the packet shall be emailed to committee members as soon as possible even if they are to be presented in the meeting. Additionally, the materials shall be loaded into CivicClerk within the meeting packet. An amended packet shall be created and initiated to both committee members and the public.

7. If there are closed session items, a closed session packet needs to be created separately in CivicClerk. The closed session packet should be emailed separately to committee members. CLOSED SESSION PACKETS SHOULD NOT BE PUBLISHED TO THE PUBLIC. If you need assistance in preparing a closed session packets in CivicClerk, please contact the Clerk/Treasurer directly.

December 2021

Groups Meeting as Needed Going Forward:

- Board of Review
- Board of Zoning Appeals
- Ethics Board
- Finance Committee
- Landmarks Committee
- SD/VB Joint Planning Committee
- Personnel Committee
- Police and Fire Commission

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Dec 1 Community Development Authority	2	3	4
5	6 Library Board	7	8 Public Safety Committee	9 Sustainability and Natural Resources Committee	10	11
12	13 Village Board	14 Public Works and Utilities Committee	15 DEI Committee	16 Senior Outreach Committee	17	18
19	20 Plan Commission	21	22	23 Parks and Recreation Committee	24	25
26	27 Village Board	28	29 X	30 X	31 X	
Cannot plan on fifth days of the month.						