

VILLAGE OF MCFARLAND
Committee of the Whole Minutes

Monday, October 25, 2021 - 5:30 PM

1. CALL TO ORDER.

Village President Clow called the Committee of the Whole meeting to order in the Community Room at 5:30 p.m.

2. ATTENDANCE/ROLL CALL.

Village Board members present: Village Trustee Stephanie Brassington, Village President Carolyn Clow, Village Trustee Michael Flaherty, Village Trustee Justin Rupert, Village Trustee Chris St. Clair, Village Trustee Carrie Nelson, Village Trustee Edward Wreh

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Streets/Utilities Superintendent Lee Igl 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 on October 11, 2021.*
Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty, to approve the minutes of the meeting held on October 11, 2021. Motion carries 7 - 0 - 0 by acclamation.

5. BUSINESS.

- a. *Discussion and review of the roles and responsibilities of the following Village Committees:*
- 1) *Public Works and Utilities Committee*
Village Administrator Schuenke provided a report on the updated worksheets for the joint Public Works and Utilities Committee. The Committee reviewed the scope of work and suggested revisions. The Board approved of moving the joining of the two

committees forward with the scope of work with suggested revisions.

2) Personnel Committee

Clerk/Treasurer Suettinger provided a report on the updated worksheets for the Personnel Committee. The Committee reviewed the scope of work and suggested revisions. The Board approved moving forward with the scope of work with suggested revisions to the Personnel Committee.

3) Finance Committee

Village Administrator Schuenke provided a report on the updated worksheets for the Finance Committee. The Committee reviewed the scope of work and suggested revisions. The Board approved moving forward with the scope of work with suggested revisions to the Finance Committee.

4) Communications and Technology Committee

Clerk/Treasurer Suettinger presented the updated worksheets for the Communications and Technology Committee, and the recommendation to eliminate the committee. President Clow noted that the Committee of the Whole would not have time to discuss the item in its entirety but wanted to introduce the concept to allow board members to provide feedback to staff if desired before the next meeting.

Item will be discussed at the next meeting of the Committee of the Whole on November 8th.

6. SCHEDULE NEXT MEETING DATE.

a. Monday, November 8, 2021 at 5:30 pm.

7. ADJOURNMENT.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, 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