VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

Committee of the Whole

Monday, December 13, 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/85031437956

Or by Telephone: +1 (312) 626-6799
Webinar ID: 850 3143 7956
Press *9 to raise/lower hand | Press *6 to mute/unmute

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 22, 2021.

5. BUSINESS.
   a. Discussion and review of structural issues regarding Village Boards, Commissions, and Committees.

   b. Discussion regarding remaining schedule for the Board, Commission, and Committee Restructuring Project.

6. SCHEDULE NEXT MEETING DATE.
   a. Monday, January 10, 2022 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 22, 2021 - 5:30 PM

1. **CALL TO ORDER.**
   Village President Clow called the Committee of the Whole to order at 5:30 pm in the Community Room of the McFarland Municipal Center.

2. **ATTENDANCE/ROLL CALL.**
   Village Board members present: Village Trustee Stephanie Brassington, 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, Community and Economic Development Director Andrew Bremer, 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 November 8, 2021.*
   Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty, to approve the minutes of the meeting held on November 8, 2021. Motion carries 7 - 0 - 0 by acclamation.

5. **BUSINESS.**

   a. *Discussion and review of the roles and responsibilities of the following Village Boards, Commissions, and Committees:*

   1) *Plan Commission*
   Community and Economic Development Director Andrew Bremer presented an overview of the proposed changes regarding the Plan Commission. Overall, the duties and responsibilities of the Plan Commission are outlined by state statute. Most of the

proposed revisions bring the code up to date with the current statutes.

The Board approved moving forward with the Plan Commission as presented.

2) *Landmarks Commission*

Community and Economic Development Director Andrew Bremer presented an overview of the proposed changes regarding the Landmarks Committee. Most of the proposed revisions clean up the Commission to put it in line with the work it is currently doing.

The Board approved moving forward with the Landmarks Commission as presented.

3) *Senior Outreach Committee*

Village Administrator Schuenke presented an overview of the proposal for the Senior Outreach Committee.

The Board approved moving forward with the Senior Outreach Committee as outlined in the worksheet.

4) *McFarland School Board and Village Board Joint Planning Committee*

Village Administrator Schuenke provided an overview of the history behind the Committee and options for the future structure of the Committee.

The Board noted that they would like to see the Village and the School Board agree to preparing a Memorandum of Understanding to have a formal agreement between the bodies committing to the committee and a purpose. Village Administrator Schuenke noted he would follow up with the School District to pursue future discussions on the matter.

5) *Diversity, Equity, and Inclusion Committee*

Village Administrator Schuenke highlighted the discussion that has taken place thus far regarding creation of a standing Diversity, Equity, and Inclusion Committee. He proposed that the Board postpone discussion on the future of the Diversity, Equity and Inclusion Committee and hold a joint meeting with the Diversity, Equity and Inclusion sub-committee to discuss the matter in more detail. He also suggested this discussion could be partnered with the work being done by Rainey Briggs and Percy Brown.

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

Village Administrator Schuenke reported he distributed an overview of structural issues that have been raised to date regarding restructuring within the packet. He requested Board members review the document and provide feedback to staff. He reported the Board will then take up discussion of the document and feedback at its next meeting on December 13, 2021.

6. SCHEDULE NEXT MEETING DATE.

a. *Monday, December 13, 2021 at 5:30 pm.*

7. ADJOURNMENT.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to adjourn at 6:51 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

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, December 13, 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:
The structural issues item was introduced to the Committee of the Whole at your meeting held on November 22, 2021. All of the issues presented for this meeting are the same as what were presented at the last meeting but for the addition of the recommendations.

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. We completed this initial work at our last meeting on November 22nd. Additional reviews of these changes will begin again in January.

There are a number of structural issues that were introduced at the last meeting as well 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. Included in your packet is the review sheet from the last meeting providing a summary of each of the defined structural issues that have been presented to date. This memorandum has been updated to provide a recommendation for each item on how they might be able to be addressed going forward. Very similar process to how we have handled the three reviews previously.

Please be mindful that Staff did not receive any additional feedback since our last meeting on structural issues that were presented. As such, we made a lot of assumptions in order to prepare these recommendations knowing full well that there needs to be substantial discussion by the Village Board as to whether or not they would move forward in this manner. The recommendations are created to spur discussion and help provide some direction on the issue, and the Village Board holds discretion to set these standards as it sees fit. We will work through these items one by one until completion. If we are not able to finish, we'll schedule additional discussion for next month to complete.

FINANCIAL/BUDGET IMPACT:
None.

VILLAGE OF
McFarland

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 12102021
2. Agenda Creation Process 06302020 mgs
3. Current Schedule
4. Proposed Schedule

Structural Issues

Worksheet – *UPDATED Recommendations*

Composition

This item is meant to address the membership by helping to identify who the 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.

  RECOMMENDATION – Please note the following (*italics notes a change from current*):

  - Zero Members:
    - Board of Review
    - Board of Zoning Appeals
    - *Landmarks Commission*
    - Police and Fire Commission
  - One Member
    - Ethics Board
    - Library Board
  - Two Members
    - Diversity, Equity, and Inclusion Committee
    - Community Development Authority
    - School District and Village Joint Planning Committee
    - Parks and Recreation Committee
    - Plan Commission
    - Public Safety Committee
    - Public Works and Utilities Committee
    - Senior Outreach Committee
    - Sustainability and Natural Resources Committee
  - Three Members
    - *Finance Committee*
    - *Personnel Committee*

- 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.

  RECOMMENDATION – All Standing Committees shall be established consistently with 5 resident seats for each group with exception of Finance and Personnel Committees which going forward would have no resident appointments. All other groups will continue to follow their currently established amounts based on existing limits.

- 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.

  RECOMMENDATION – Liaison appointments can easily be accommodated. Consideration could be made whether or not this is a code requirement or a policy guideline. Making it a code requirement creates a mandate to find someone to fill that appointment for whatever the intended group might be. If none exists, a vacancy might be carried as a result of that. Alternatively, creating this as a policy to find liaisons where desired gives flexibility to fill the seats if none are available. Guidance should be provided first on code versus policy, and then second where do we want to target the liaison appointments (see page 1 for the full list of groups).

- 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.

  RECOMMENDATION – Require that a resident may not sit on more than 2 Village boards, commissions, or committees 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.

> RECOMMENDATION – At least a two-year term should be applied to all resident appointments where one presently is not established or otherwise not required by State Statutes. Three years is fairly common among most municipalities when previously surveying them, but at least two will help to stagger these appointments from year to year. Village Board member appointments would still serve one year appointments which is customary given their participation is also tied to the term they serve in their elected position.

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.

> RECOMMENDATION – Continue with the appointment of a Chair and Vice Chair as a Village Board member where applicable. This provides continuity between the groups and the Village Board as well as more familiarity surrounding issues given they have an overall higher involvement.

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.

  RECOMMENDATION – This is another area that could be addressed by policy rather than by code. Given that the predominance of virtual meetings that have developed as a result of the pandemic is at least in theory meant to be temporary, it may make sense to continue to address this as we have by policy. Likely the recommendation here is to continue to facilitate our meetings virtually as we have been, avoid making a code change as a result, and reassess our meetings plan when pandemic conditions improve.

- 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.

  RECOMMENDATION – One recommendation to consider would be to shift the management of this to Village Staff in concert with the Village President. The Chairperson has historically not been able to facilitate this and most of the responsibilities are falling on Staff and the President by default. Second idea is to consider how many meetings are missed and whether or not 4 is the appropriate standard. The presumption is that 4 was chosen based on a schedule that held 12 meetings in a calendar year, or 25% of the meetings. Alternatively, the board could consider making the standard missing a percentage of the meetings scheduled versus the hard number it presently is established at. Lastly, the removal is automatic at the present according to code if four meetings are missed. Language could be revised to provide some flexibility if desired.

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.

> RECOMMENDATION – Continue to run the process through the Village Board. Changes to consider would be to remove responsibilities of the Finance Committee and Public Works/Utilities Committee going forward, meaning they wouldn't receive independent reviews as part of the process.

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.

> RECOMMENDATION – Village Staff would like to discuss changing the date of the Village Board Meeting and then rescheduling the remaining monthly meetings around these new dates accordingly. With all the changes we are making, it is freeing up additional dates

from month to month which offers more flexibility. Included within your packet is a calendar view of the month of December showing what the schedule would look like based on the changes we will make to our structure. A second proposal is included for discussion on what it could look like if we move the Village Board meeting from its current Monday night location. A few items to note with this proposal:

- Village Board meetings would move to the second and fourth Tuesday of each month. Tuesday nights become wide open based on the changes we are making and would provide an extra day for packet review as is desired.
- No meetings would be regularly scheduled for Thursday. This is meant to give people more expectation of "a night off" each month as compared to our current schedule which utilizes Monday through Thursday for regularly scheduled meetings. Also provides flexibility if we need to have a special meeting, then from week to week we know we have an open date.
- Packets will be released on Thursdays. Staff is concerned that if we push this further into the week that the meeting development process will become too inefficient leading to additional time to manage the process. An example of this is if we left our schedule the same but moved the packet distribution date to Wednesday versus Friday. Those meetings held on Wednesday and Thursday nights then would not be captured for their upcoming board meeting as intended which will delay/disrupt the workflow. Alternatively, it could lead to multiple versions of the same agenda being created and amended leading to confusion. We'll still have some Monday meetings going forward, but these would be Committee meetings versus the Board meeting which typically have less intense packets to review.
- Agendas will be sent to Chairs two Fridays before when the meeting is scheduled as opposed to the Monday on the week before. Chairs would have until the Monday following to respond, and Staff would have the rest of the week to get the packet out. As an example…if a meeting is scheduled on December 14th, the Chair would expect to see a draft agenda on December 3rd and will need to respond by December 6th. The agenda and packet will then be distributed by December 9th. This change would provide a second additional day for packet review when combined with the schedule change noted above.

The main assumption here is figuring out when to schedule the Village Board meetings. Similar consideration was made to the Plan Commission and Community Development Authority when assembling the proposal. Absent that, the rest of the groups can be moved around as may be desired. Implementation of this schedule or whatever schedule changes are authorized can be made effective in the future to give people as much advance notice as is necessary.

VILLAGE OF McFarland

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	30	31	

Cannot plan on fifth days of the month.

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

December 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Dec 1 Sustainability and Natural Resources Committee	2	3	4 Release Agenda/ Packets
5	6 Library Board	7 Community Development Authority	8 Public Safety Committee	9	10	11
12	13 Public Works and Utilities Committee	14 Village Board	15 DEI Committee	16	17	18
19	20 Senior Outreach Committee	21 Plan Commission	22 Parks and Recreation Committee	23	24	25
26	27	28 Village Board	29	30	31	

Cannot plan on fifth days of the month.

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Monday, December 13, 2021**

SECTION: **Business**

DEPARTMENT: **Administration**

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

AGENDA ITEM: **Discussion regarding remaining schedule for the Board, Commission, and Committee Restructuring Project.**

PREVIOUS ACTION:
None.

ISSUE SUMMARY:
This item is meant to check in on our schedule as we make progress through the project. It will note remaining tasks and put some suggested dates towards when they will be completed. Please note the following:

- January 10, 2022 @ 5:30 pm - Committee of the Whole: The draft code changes for the revisions proposed in Reviews #1-3 will be presented for the first time for discussion. No action is planned for this meeting as this ordinance will be quite lengthy. We are hoping to be able to release a draft of it no later than a week prior to the meeting.
- January 24, 2022 @ 5:30 pm - Committee of the Whole: Further review draft code changes for the revisions proposed in Reviews #1-3. Additionally, we'll likely also add to this the code changes related to the structural issues. Finally, this is likely a good time to hold the public input session that is included in the project plan.
- February 14, 2022 @ 7:00 pm - Village Board: This date and time is presented as possibly the soonest the code changes could be considered for approval given that two prior meetings are planned for review in advance of this action. Certainly that could change and this date for action could be scheduled in the future as progress dictates. Remaining dates after this are purely speculative and we'll continue to monitor based on our progress.
- March, 2022 - Advertise for appointments as needed.
- April, 2022 - Make appointments as available.
- May, 2022 - Implement new structure.

FINANCIAL/BUDGET IMPACT:
None.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Presented as an update and for discussion. No action needed.

ATTACHMENTS:
None