

Tuesday, January 4, 2022

Village Board
4:00 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/81951229377>

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Webinar ID: 819 5122 9377

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 Village Board. 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. BUSINESS.
 - a. Discussion and action regarding minutes of the meeting held on October 26, 2021.
 - b. Update from the school district on the superintendent recruitment and strategic planning process.
 - c. Discussion regarding the development of a Memorandum of Understanding to formally create and establish the ongoing utilization of the "joint School/Village Committee".
 - d. Discussion of topics of mutual interest to the School District of McFarland and Village of McFarland.
 - e. Updates from both organizations on their local projects/initiatives.
5. SCHEDULE NEXT MEETING DATE.
 - a. Tuesday, March 1, 2022 at 4:00 pm.

- b. Tuesday, May 3, 2022 at 4:00 pm.
- c. Tuesday, July 5, 2022 at 4:00 pm.
- d. Tuesday, September 6, 2022 at 4:00 pm.
- e. Tuesday, November 1, 2022 at 4:00 pm.

6. 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
**McFarland School Board and Village Board Joint Planning Committee
Minutes**

Tuesday, October 26, 2021 - 4:00 PM

1. CALL TO ORDER.

Village President Clow called the meeting of the McFarland School Board and Village Board to order at 4:03 pm in the Community Room of the McFarland Municipal Center.

2. ATTENDANCE/ROLL CALL.

Members present: School District - Arlyn Halvorson, Bruce Fischer, and Wayne Anderson. Village - Carolyn Clow, Mike Flaherty, and Matt Schuenke.

Village Board members not present: None.

Staff Present: Community and Economic Development Director Andrew Bremer, and Middle School Principal Aaron Tarnutzer.

3. PUBLIC APPEARANCES.

a. This is an opportunity for members of the public to address this board, commission, or committee. 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.

1. Phillip Milhouse commented that he was attending the meeting as part of the Archaeological Conservancy organization related to the discussion on the School Forest agenda item.

2. Craig Howry residing at 4604 Sigglekow Road commented that the Waunakee School District had recently dissolved its Diversity, Equity, and Inclusion Committee.

4. BUSINESS.

a. Discussion and action regarding minutes from the meeting held August 24, 2021.

A motion was made by Clow, seconded by Anderson, and unanimously carried to approve the minutes from the meeting held on August 24, 2021. Motion carried 6 - 0 - 0.

b. Presentation from Community & Economic Development Director Andrew Bremer on affordable housing initiatives.

Andrew Bremer was present from the Village as its Community and Economic Development Director. He provided a presentation on affordable housing including projects currently underway within the Village. Members asked questions and Andrew provided answers as he was able related to affordable housing. No action was taken on

this item.

c. Presentation from middle school on the school forest.

Aaron Tarnutzer was present from the School District as its Principal for Indian Mound Middle School. He provided a presentation on their work studying indigenous people, considering a name change for the school, new connections with the Ho-Chunk Nation, opportunities to expand education, and learning more about taking care of the mounds within the adjoining School Forest. Members asked questions and Aaron provided answers as he was able related to the School Forest. No action was taken on this item.

d. Update from the school district on the superintendent recruitment and strategic planning process.

Superintendent Anderson provided an update on the process to recruit a new Superintendent and the work the District has been doing to develop a new strategic plan. The initial phase of the process includes a lot of data collection through surveys and focus groups. They will use this information to help shape both the recruitment and strategic plan. The Recruitment will begin closer to the end of the year with the interview process yet to be set by the School Board. No action was taken on this item.

e. Discussion of topics of mutual interest to the School District of McFarland and Village of McFarland.

Discussion topics included a shared Equity Officer position, the McFarland Youth Center, Community Recreation, School Resource Officer, local journalism, more students on Committees, and solar opportunities. Members were provided an update on these items and discussed those areas of interest where applicable. No action was taken on this item.

f. Updates from both organizations on their local projects/initiatives.

Most items of relevance were shared earlier in the meeting. No further updates were provided. No action was taken on this item.

5. SCHEDULE NEXT MEETING DATE.

a. Tuesday, December 28, 2021 at 4:00 pm with alternate dates of December 30, 2021 or January 4, 2022.

Administrator Schuenke will send out an email to the group to see which dates they are available to meeting next. Once consensus is reached, he will notify the group on the next scheduled meeting date.

b. 2022 Meeting Schedule

To be discussed at the next meeting.

6. ADJOURNMENT.

A motion was made by Clow, seconded by Fischer, and unanimously carried to adjourn the meeting at 5:31 pm.

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: Tuesday, January 4, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Update from the school district on the superintendent recruitment and strategic planning process.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Interim Superintendent Anderson will provide an update on the process to recruit a new Superintendent and the Strategic Planning Process the School Board will undertake to help support this search effort.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion as an update.

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 4, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion regarding the development of a Memorandum of Understanding to formally create and establish the ongoing utilization of the "joint School/Village Committee".

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Village Board has been working through a project to restructure its Board, Commission, and Committee organizational structure. They have been evaluating each of the groups that fall under them for updates and changes to their essential functions. This joint group came up as part of that review and what to do with it from a formality standpoint. Historically, this group appears to have been formed in the mid-1990's operating very similar to how we operate today.

There were no formal resolutions, ordinances, or agreements established to create the group and likely something both entities decided would be a good thing to connect on. Following this path we rely simply on history and current best practice to guide its structure and operations which can vary over time if not defined more formally.

The Village Board establishes its Standing Committees within Village Ordinance, but this is a unique case obviously where you have two different governing boards and creating that ordinance would bind only half the participants. The Village Board wanted to explore ways where both boards could jointly sign off on creating the group going forward so that its creation was more formally established.

The way we have established agreements between our organizations in the past is through a Memorandum of Understanding. This is a document that can be prepared to establish the membership, essential functions, and other relevant standards for this group that ultimately is adopted by both boards in order to be effective. Creating such a document gives more formal structure to the ongoing operations of this group similar to how bylaws and policies are created for governance. The Village wanted to introduce this concept and discuss it with the small group before actually preparing a draft. If agreeable, Staff from both organizations can work on preparing a draft for this group to review at your next meeting.

FINANCIAL/BUDGET IMPACT:

None.



VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action on this item.

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 4, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion of topics of mutual interest to the School District of McFarland and Village of McFarland.

PREVIOUS ACTION:

This item has been a standing topic held at each of the last meetings.

ISSUE SUMMARY:

The main intent of these meetings is for the School District and Village to meet in a small group setting to talk about areas of overlap in which we can work together. Past meetings have outlined a number of topics where that might be possible. Included in your packet is the memorandum presented at the last meeting with an update at that time. Please note the following brief update on those topics:

- Equity Officer - The Village will provide an update on the progress of its Diversity, Equity, and Inclusion work. Other updates and discussion can take place as needed.
- Youth Center - The Village has released an RFP to find a consultant to help plan out the future of the Community Center. This work will include the Youth Center and we envision significant discussions in this respect later in 2022 as part of that effort.
- Community Recreation - District and Village Staff continue to meet to evaluate possible opportunities.
- Affordable Housing - A presentation on this topic was provided at the last meeting. We expect the first project to be completed and occupied this Spring, while a second project recently broke ground and should be completed before the end of 2022.
- School Resource Officer - Nothing new to update.
- Local Journalism, Communications, and Technology - Nothing new to update.
- More Students on Committees - A Student has been added to the Village's Diversity, Equity, and Inclusion Committee. President Clow is planning to further evaluate these opportunities through the next appointment cycle after the restructuring project is complete.
- Solar Opportunities - Nothing new to update.

We'll work through these in the meeting, and allow opportunity for new items to be presented.

FINANCIAL/BUDGET IMPACT:

None.



VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action required on this item.

ATTACHMENTS:

1. Joint District-Village Planning Update Memorandum 10202021 mgs

Memorandum

To: McFarland School Board and Village Board Joint Planning Committee
From: Matthew G. Schuenke, Village Administrator
Cc: Wayne Anderson, Interim Superintendent
Date: October 5, 2021
Re: Update Regarding Joint Planning Efforts

Executive Summary

The School District and Village held a Joint Planning Committee meeting on Tuesday, August 24th at 4:00 pm. The purpose of the meeting was to discuss topics of mutual interest and for each organization to update the other on various initiatives moving forward within their jurisdictions. The last such meeting for this group was held on August 12, 2019 under a similar format. The School District is presently represented amongst this Committee by School Board Members Arlyn Halvorson and Bruce Fischer as well as Interim Superintendent Wayne Anderson. The Village is presently represented by Village President Carolyn Clow, Trustee Mike Flaherty, and Administrator Matt Schuenke. Several meetings were scheduled to maintain ongoing frequency in which the group is convened to review these topics and advance desired initiatives to each respective board. This memorandum was prepared to summarize the outcomes of the last meeting as well as provide an update on the work that has transpired since that time.

Topics of Mutual Interest

There were 8 topics of mutual interest discussed between Committee Members at the last meeting. District and Village Staff met on September 9th to further discuss these items and plan out how they could be further addressed going forward. Please note the following summary on each item and update on its progress:

Equity Officer

There is a mutual desire within each organization to create a dedicated position responsible for diversity, equity, and inclusion initiatives. The School District has temporarily made this an assignment within their existing staffing while the Village has essentially contracted this out through its diversity, equity, and inclusion consulting

work that is presently underway. The Village would look for this position to fulfill a role within data collection/analysis, communication/outreach, education, training, liaison to at risk populations, special projects, ordinance/policy development, personnel development, and other related aspects of diversity, equity, and inclusion. The School District would look for this position to coordinate equity initiatives, provide a connection to the McFarland Equity Project, assist in administration of their recent grant award, coordinate/follow through on equity statements, and other related tasks. Both groups admit there are opportunities for overlap, but also challenges to forging that partnership given the uniqueness of our organizations.

Update

The Village presently does not have proposed funding for a new position in this capacity included within its 2022 Budget. Staff's recommendation is for the creation of this position to be further studied within the consulting effort that is underway through June of 2022. Effectively, we have the same resources already "on staff" to aide in diversity, equity, and inclusion through the mid-point of next year on a contracted basis. One of the outcomes of this work should be to address how this position could be integrated into our organization in the future, either as a partnership or otherwise. The School District remains committed to its efforts and assignments for this work for the current school year and beyond. Additionally, they look forward to working with the Village to further evaluate this opportunity as the consulting work progresses. Consultants are presently working on completing the Equity Audit and organizing a variety of different strengths, weaknesses, opportunities, and threats (SWOT) exercises with different stakeholder groups.

Youth Center

The McFarland Youth Center is a standalone not-for-profit organization that is supported jointly by the School District and Village. Their operations exist within the old municipal library located at 5114 Farwell Street. They lease this space from the Village with that lease set to expire at the end of 2022. Additionally, they have funding agreements with the School District that generally follows the lease terms. Discussions over the years have centered around its future location, funding, staffing, programming, etc. and how each entity may have a role in these different elements. Additionally, the Village is planning for improvements to the McFarland Municipal Center to create new Community Center spaces in which the Youth Center could be relocated into as part of that planned improvement. The location of their existing facility is scheduled for redevelopment in the future once it becomes more clear what their next steps will be.

Update

Additional discussion continues to be warranted on the future of the Youth Center both from physical space needs standpoint and how their operations are supported. Construction on the new Public Safety Center for the Village began the week of October 4, 2021 and is scheduled for completion by December of 2022. This will relocate the Fire/Rescue, Municipal Court, and Police Departments from their existing space at the Municipal Center to their new facility. The space that they vacate needs to be further studied as how it can be repurposed as a Community Center and also how the Youth Center could fit within that model going forward. The Village is reviewing options to hire a consultant to assist this effort and will begin the planning process on this before the end of the year. Additionally, further direction will need to be given to how either organization is able to provide long term support to their operations.

Community Recreation

Given that we are going to be planning out future improvements to a Community Center as well as talking about the future of the Youth Center, it was requested additional discussion be had on community recreation. Presently this service is provided through the School District to all residents within the district which would also include all residents within the Village. The Village provides space within its park system for various activities and we share/partner where possible in the upkeep of these areas.

Update

This item was requested by President Clow at the last meeting. District and Village Staff discussed the topic at its follow up meeting as well. It is recommended that the District Director of Business and Technology Services meet with President Clow and the Village Administrator to further discuss this topic. The intentions of this meeting would be for the District to better understand the request from the Village, and what areas can be brought forward for further discussion to the Committee.

Affordable Housing

The School District commented on their support for additional affordable housing in the Village and inquired what opportunities presently exist. Through some of their latest recruitment efforts they were able to attract diverse candidates to positions within the District, but unfortunately some of those candidates declined the opportunity due to lack of housing that was affordable to them in the Community. The District again wanted to lend its support to affordable housing and learn about what efforts were currently underway in the Village to advance these projects.

Update

The Village Administrator provided a summary to District Staff at our follow up meeting on current efforts for affordable housing. Presently one project is under construction with a completion date in the Spring of 2022 and a second project approved but not started as of yet. Additionally we are planning updates to our Comprehensive Plan that could address this topic further. It is recommended that the Community and Economic Development Director attend our next Committee meeting for him to provide an update on affordable housing as well as upcoming planning projects.

School Resource Officer

The Village and District share equally in the cost for one dedicate School Resource Officer. This is a sworn Police Officer that specializes their work within the District while school is in session. Their responsibility now covers the whole District and they are assisted when needed by other Officers.

Update

Additional direction should be provided by the Committee as to what it wishes to talk about with the position going forward. Both groups have previously remained committed to this work and would like to see it continue going forward. Past topics over the years have talked about the agreement, cost sharing, number of positions, etc. Further direction provided from the group will help us prepare this topic for additional discussion.

Local Journalism, Communications, and Technology

Trustee Flaherty talked about incorporating aspects of journalism, communications, and technology into the curriculum. The Village could help play a role in this by connecting students with the issues to talk about or present to the Community. Right now, the Communications and Technology Department has worked with the High School previously to create apprenticeship type programs that helps bring in students to work on events the Department broadcasts.

Update

Village Staff will follow up with Trustee Flaherty to outline his request on this topic. The request will be directed to the District Director of Business and Technology Services for additional review by teaching staff where appropriate.

More Students on Committees

Recently we have seen more Student involvements on the Sustainability Ad-Hoc Committee and Diversity, Equity, and Inclusion Subcommittee. Both of these groups are presently temporary; although, the Village is working on restructuring its committee system to make them permanent. There is a desire to continue to include more students on these groups to have a wider category of representation within all of these groups and we would want to work together to market these opportunities when they develop.

Update

The Village will continue to informally make the District aware of openings on our Committees as they come up. Additionally, President Clow and the Village Administrator will be meeting with Anne Nichols whom is Associate Principal at the High School about ways to increase this representation. She has assisted previously in trying to connect interested students to these opportunities. The Village is scheduled to complete its process for restructuring process on the committee system by the end of the year and once that is complete can work to establish a more formal program in this capacity.

Solar Opportunities

Through its efforts to add solar power to the new Public Safety Center, the Village learned of new opportunities through Alliant Energy to help add this infrastructure to existing facilities. The Village shared this information with the District as they consider their existing rooftops for this amenity. The District is working with MGE for Waubesa Intermediate School within a similar program to introduce this amenity. If successful, they can evaluate it for further expansion to other facilities in the future.

Update

The Village Administrator shared its contact information for the consultant it used on the Public Safety Center project. They were helpful in representing the Village in the discussions with the utility having a better understanding of the interconnectivity of solar outlining pros and cons of the proposal. The District will continue to keep the Committee apprised of their progress on this project at Waubesa Intermediate School as new information develops.

Future Schedule

The next meeting of the Joint Committee is scheduled for Tuesday, October 26th at 4:00 pm with the location to be determined. The agenda likely is similar to the last meeting where we are able to provide an update on these topics from the last meeting, receive a presentation from the Village on Community/Economic Development, talk about new areas of interest, and other updates as is warranted. The last meeting for this year is tentatively scheduled for December 28th at 4:00 but will need further discussion based on its proximity to holidays.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, January 4, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Updates from both organizations on their local projects/initiatives.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

This item is an opportunity for each group to talk about current events within their organization.

Just an opportunity to catch up on items of special interest for others to learn more about what is going on.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action needed on this item.

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 4, 2022

SECTION: Schedule Next Meeting

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Tuesday, March 1, 2022 at 4:00 pm.

PREVIOUS ACTION:

ISSUE SUMMARY:

The dates presented on the agenda are the first Tuesday of each month on odd months this year beginning at 4:00 pm. The group can discuss if this standing date/time is acceptable, and if not suggest other dates to consider going forward. The intent is to get the remainder of the year scheduled in advance as we are able so that we are prepared for the meeting the rest of the year.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None