

Committee of the Whole

Monday, February 28, 2022

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/89202273544>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 892 0227 3544

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 February 14, 2022.
5. BUSINESS.
 - a. Presentation from Baker Tilly Virchow Krause (Village Auditor) regarding the American Rescue Plan Act (ARPA) implications for the Village.
 - b. Discussion regarding the plan development for the Village's use of funds provided through the American Rescue Plan Act (ARPA).
 - c. Discussion regarding the draft handbook for Village Board members.
6. SCHEDULE NEXT MEETING DATE.

- a. To be determined.

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, February 14, 2022 - 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 Chris St. Clair, Village Trustee Carrie Nelson, Village Trustee Edward Wreh

Village Board members not present: Village Trustee Justin Rupert

Staff Present: Administrator Matt Schuenke and Clerk/Treasurer Cassandra Suettinger.

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 January 24, 2022.*
Motion by Village President Carolyn Clow, second by Village Trustee Chris St. Clair, to approve the minutes of the meeting held on January 24, 2022. Motion carries 6 - 0 - 0 by acclamation.

5. BUSINESS.

- a. *Discussion and action to make a recommendation to the Village Board regarding Ordinance #2022-02: an ordinance amending various provisions of the McFarland Municipal Code related to Village committee organizations and functions and making certain clerical corrections.*

The Board discussed the timing of the creation of the DEI Committee. Trustee Flaherty noted it may be better to wait until the recommendations from Rainey and Briggs are complete to create the DEI committee. He explained it would allow for the scope of the committee to be better defined from the recommendations. The Board discussed it was important to create the Committee now and show support for the work in the

community. The Board directed staff to proceed with bringing the Committee forward in the final ordinance amendment for the restructuring.

The Board discussed the service limit for Board, Committee or Commission members. The Board directed staff that the final ordinance amendment limit citizen members to one Board, Committee, or Commission at onetime. They noted it ensured emphasis was put on having a diversity of voices from the community.

Clerk/Treasurer Suettinger discussed staff's request to revise the current terms of Plan Commission members. She reported staff would like to convert Plan Commission terms to staggered three-year terms. The ordinance currently provides complicated methodology that often becomes challenging to keep terms staggered. The Board was supportive of the simplification and directed that the change be included in the final ordinance amendment.

6. SCHEDULE NEXT MEETING DATE.

a. Monday, February 28, 2022 at 5:30 pm.

Village Administrator Schuenke reported the Committee of the Whole would meet again on February 28, 2022 to hear a presentation from Baker Tilly on ARPA funds.

7. ADJOURNMENT.

Motion by Village Trustee Edward Wreh, second by Village Trustee Stephanie Brassington, to adjourn at 6:09 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, February 28, 2022

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Presentation from Baker Tilly Virchow Krause (Village Auditor) regarding the American Rescue Plan Act (ARPA) implications for the Village.

PREVIOUS ACTION:

ISSUE SUMMARY:

On March 21, 2021, the American Rescue Act Plan was signed into law. The bill provided \$1.9 trillion dollars in funding to provide relief as a result of the COVID-19 pandemic. A key provision in the package was \$130 billion dollars to be divided equally among counties and local government municipalities. Village staff have provided updates on the funding and a presentation on the interim rules that were provided and have been awaiting final rules from the Treasury.

On January 10, 2022, the Treasury released the long anticipated [final guidelines](#). Carla Gogin, partner of Baker Tilly US, LLP, will provide a presentation to the Board on the final rules and their implications for the Village.

FINANCIAL/BUDGET IMPACT:

The Village's share of the ARPA funds is \$945,261.72. 50% of the funds were received June 30, 2021 and placed in a segregated fund, and the other 50% will be received no later than one year from the initial payment.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion.

ATTACHMENTS:

1. 02.28.22 COW -V McFarland - ARPA 2.23.2022

The American Rescue Plan Act McFarland, Wisconsin

February 2022



The information provided here is of a general nature and is not intended to address the specific circumstances of any individual or entity. In specific circumstances, the services of a professional should be sought. Tax information, if any, contained in this communication was not intended or written to be used by any person for the purpose of avoiding penalties, nor should such information be construed as an opinion upon which any person may rely. The intended recipients of this communication and any attachments are not subject to any limitation on the disclosure of the tax treatment or tax structure of any transaction or matter that is the subject of this communication and any attachments. Baker Tilly US, LLP, trading as Baker Tilly, is a member of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities. © 2021 Baker Tilly US, LLP



WELCOME

With you today



Carla A. Gogin, CPA

Partner

Baker Tilly US, LLP

Agenda

- The Final Rule: American Rescue Plan (ARP) and the Fiscal Recovery Funds (FRF) Update
- Pitfalls / Best Practices
- Impactful Uses of Funding



American Rescue Plan (ARP) for the public sector

Fiscal Recovery Funds

The Village of McFarland was awarded an allocation of just over \$945,000

\$350 billion

of non-competitive funding
for states, counties, cities,
Tribes and territories.
Of this funding:

\$195.3 billion

to states and Washington, D.C.

\$130.2 billion

to local governments

\$20 billion

to Tribal governments

Other provisions of the bill include:

Recovery

\$10 billion
Coronavirus Capital
Projects Fund

Schools

nearly
\$170 billion

Housing

\$25 billion in
emergency rental
assistance

Small business

\$22 billion in
EIDL and PPP

Transportation and infrastructure

\$58.2 billion

Energy and water

\$4.5 billion
in household
assistance

Restaurants and bars

\$25 billion

Emergency Connectivity Fund

\$7.6 billion for
internet access for
distance learning

Public health

\$72 billion for
COVID-19 testing,
contact tracing and
vaccine distribution

The Final Rule

- U.S. Treasury Department (Treasury) released the American Rescue Plan Act of 2021 (ARP) Final Rule on January 6, 2022 (effective date of April 1, 2022 but can be implemented early)
- The Final Rule fills nearly 500 pages and makes numerous changes to the Interim Final Rule

Eligible Expenditures: Four Main Categories

- COVID-19 or a negative economic impact
- Premium pay for eligible workers
- For government services **to the extent of the loss of revenue**
- Investments in water, sewer and broadband infrastructure

Schedule of Expenditures of Federal Awards (SEFA)

- SEFA reporting is required when the expenditures occur (compliance audit required if expenditures >\$750K in one year)

Revenue Loss

The most significant change in the Final Rule is a dramatic simplification to the lost revenue provision. To identify the general revenue amount lost due to the pandemic, recipients may now choose to do one of the following:

- Perform the revenue loss calculation provided in the Final Rule
- Assume a standard allowance of up to their entire award or \$10 million, whichever is less – the Village of McFarland received an allocation of just over \$945,000

Revenue Loss

Revenue loss dollars can be used for “government services,” a broad category that generally includes *any service traditionally provided by government*:

- Road building and maintenance, and other infrastructure
- Public health services
- General government administration, staff, and administrative facilities
- Environmental remediation
- Provision of police, fire, and other public safety services – including vehicles
- Utility projects

Generally, funds available under the “revenue loss” eligible use category can be used to meet the non-federal cost-share of matching requirements of other federal programs.

Revenue Loss Exclusions

Revenue loss dollars cannot be used for:

- Reduction in tax revenue: If an entity cuts taxes during this period, it must demonstrate how it paid for the tax cuts from sources other than SLFRF, such as by enacting policies to raise other sources of revenue, by cutting spending, or through higher revenue due to economic growth.
- Deposits into pension funds
- Debt service (interest or principal)
- Replenishing financial reserves or rainy day funds
- Satisfaction of settlements or judgements

Pitfall: Duplicated Efforts

The potential exists for duplicated efforts with funding going to cities, towns, villages, counties and states with the same eligible uses

- For some communities, overlapping programs attempting to serve the same need were created and led to confusion, underuse of funding, increased administrative burden, and lost opportunity.

Best practice: Embrace collaboration

- Reach out to surrounding communities to discuss how they intend to use FRF funding
- Connect with your regional economic development organization
- Communicate your community's ARPA objectives
- Coordinate with your county's officials
- Where there are shared goals, consider collaborative efforts

Pitfall: Rush to judgement

When there is a new grant opportunity or funding resource for municipalities that is widely publicized, there are numerous stakeholders with ideas about how the funding should be used.

- May lead to added pressure to use money quickly
- Some communities have made hasty decisions that are suboptimal or that they later regret

Best Practice: Consider the extended timeline; take the time to be inclusive and strategic

- Municipalities with populations greater than 50,000 receive funding directly from the federal government. They received 50% of their funding in May and will receive the second 50% in approximately 1 year
- Municipalities with populations less than 50,000 receive funding through the state of Wisconsin Department of Revenue. They received 50% of their funding in June of 2021 and will receive the second 50% approximately 1 year later
- Eligible costs must be incurred after March 3, 2021
- Funds must be expended or committed by December 31, 2024
- Recipients have until December 31, 2026, to complete projects using FRF funds

Identify community goals



TIME TO UPDATE?



THINK BIG

Consider other grants / legislation

- Infrastructure Investment and Jobs Act (IIJA)
- Build Back Better (BBB) – Consider if something passes down the road
- Other federal and state \$'s

Pitfall: Missing the big financial picture

Municipalities have options when determining how to pay for new programs, operational expenses, or capital improvements. In the absence of a financial plan, communities risk expending the money in a way that is less than optimal.

Best Practice: Develop a comprehensive, long-range financial plan

- Municipalities should consider developing a financial plan that incorporates multi-year capital plans and financing options along with projected operational changes.
- If new programs are created, thought should be given to ongoing operational costs associated with maintaining and continuing the programs.
- Balancing community priorities and evaluating the alternative financing is an important process for communities and utilities to engage in as they evaluate the use of FRF funds.
- For municipalities there are a variety of complex financing options to consider, including revenue bonds/notes, general obligation bonds/notes, state trust fund loans, and state and federal monies.
- The evaluation of financing options should take into account, among other factors: legal authority, eligible uses, total cost of capital (fees and interest rate), level of complexity relative to capacity of the organization (suitability), timing, and flexibility of terms.

Ten impactful uses of American Rescue Plan Funding

- Solicit stakeholder and resident input to prepare for your ARP funding plans
- Prepare a long-term “post-pandemic” financial plan
- Strengthen your local economy by preparing strategic economic develop plans and housing strategies
- Improve your recruitment and compensation systems to address impacts of the “Great Resignation”
- Reduce operational costs by investing in technology
- Evaluate ARPA funding proposals by analyzing project funding sources and fiscal / economic impacts
- Address deferred maintenance through an infrastructure assessment and asset management plan
- Conduct a cybersecurity and / or IT risk assessment to safeguard your organization’s information
- Prepare for your federal compliance audit and / or requirements
- Seek support to identify and apply for additional state and federal funding to satisfy your strategic objectives

THANK YOU

QUESTIONS?



Carla A. Gogin, CPA

Partner

Baker Tilly US, LLP

608.240.2460

carla.gogin@bakertilly.com

Resources

Treasury

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>

GFOA

<https://www.gfoa.org/coronavirus>

Baker Tilly

<https://www.bakertilly.com/insights/ten-impactful-uses-american-rescue-plan-funding>

<https://www.bakertilly.com/search?trending=AMERICAN%20RESCUE%20PLAN>

<https://www.bakertilly.com/page/baker-tilly-compass>

<https://www.bakertilly.com/insights/baker-tilly-compass-helps-communities-navigate>

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, February 28, 2022

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion regarding the plan development for the Village's use of funds provided through the American Rescue Plan Act (ARPA).

PREVIOUS ACTION:

ISSUE SUMMARY:

ARPA Plan Development for the Village

Phase #1 - Introduction - Baker Tilly will present on the ARPA funds at the February 28, 2022 Committee of the Whole meeting. This will explain the funds in detail and acceptable uses from the [Treasury's final rule](#).

Phase #2 - Planning Process - Following the Committee of the Whole meeting on February 28th and Baker Tilly's presentation on ARPA funds, staff will distribute an ARPA Worksheet to Department Heads and the Village Board. At that time, both will have until April 1, 2022 to submit their funding requests. The Village Administrator and Clerk/Treasurer will compile the worksheet submittals and report back to the Committee of the Whole on April 25th.

Phase #3 - Prioritization - Staff will create a scoring matrix for all of the ideas to be evaluated again. The Board will review the worksheets and score them according to the matrix. Scores will be compiled and reviewed at the May 23rd Committee of the Whole Meeting. At that time the Board will have an opportunity to review and finalize the projects and ideas the Village wishes to pursue. Those ideas can then be built into the annual goals and objective process in June/July and then built into the 2023 budget accordingly.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



Recommended for discussion.

ATTACHMENTS:

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, February 28, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion regarding the draft handbook for Village Board members.

PREVIOUS ACTION:

ISSUE SUMMARY:

As part of the 2021-2022 Committee Restructuring process, the Board had outlined reviewing and updating the Village Board member handbook. This is the handbook that is distributed to all new Board members when they take office to assist in providing direction to their work and resources. Village Staff has overhauled the handbook and created a brand new version to work from. Village staff will provide an overview of the new manual and provide Board members and opportunity to submit comments and revisions.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

Identified as part of the 2021-2022 Board, Committee, and Commission Restructuring Project.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion.

ATTACHMENTS:

1. New Trustee Hand Book DRAFT 02282022



VILLAGE TRUSTEE HANDBOOK

DRAFT: March 2022

WELCOME

Welcome to the McFarland Village Board! Your fellow citizens have elected you to protect and preserve the public interest. Village Board members individually, and as a whole, represent not only the entire Village of McFarland but are the face the Village presents to other municipalities, government agencies, organizations, and the public at large. It is sometimes difficult to balance differing interests and opinions, but if you keep informed, have an open mind, listen to your colleagues, and make use of professional staff, the open exchange of opinions and viewpoints in a constructive manner will generally lead to the best solution for the Village.

The *Handbook for Village Board Members* has been compiled to provide an easily accessible informational resource for elected officials. It will provide you with a basic understanding of Village operations, Wisconsin laws for the operation of public bodies, provisions that generally apply to members of public bodies, and commonly accepted standards of conduct. We hope it will help you quickly adjust to your new role and help avoid some of the common pitfalls associated with public service.

This guide has been created in an electronic format with links to relevant information. If you would like a copy of any of the aforementioned resources or publications, please contact the Village Clerk/Treasurer cassandra.suettinger@mcfarland.wi.us or via phone at 608-838-3153.

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CHAPTER 1: GETTING STARTED

Attendance/Compensation

Wisconsin State Law provides that in order for a government meeting to be conducted a quorum of members must be present. A 'quorum' is the minimum number of a governmental bodies membership necessary to act. A majority of members must be present to conduct a meeting. Based on this, if you are unable to attend a meeting, please let the Village Administrator or Clerk/Treasurer know as soon as you become aware you will be absent.

Village Administrator, Matt Schuenke, matt.schuenke@mcfarland.wi.us,
Phone: 608-838-3153 or 608-520-1694 (outside normal working hours and weekends).

Village Clerk Treasurer, Cassandra Suettinger, Cassandra.suettinger@mcfarland.wi.us
Phone: 608-838-3153

Compensation/Meeting Attendance Record

Village Board members are compensated the following:

2022 through April 17, 2023:

Village President: \$1,800 per year plus \$40 per meeting attended*

Village Trustee: \$40 per meeting attended*

Beginning April 18, 2023:

Trustees - \$4250 per year paid on a quarterly basis.

President - \$8500 per year paid on a quarterly basis.

*Per meeting attended – This includes Village government meetings you attend as an elected or appointed member of that Village authority, board, commission, or committee. You are not compensated for meetings of other bodies that you attend for informational purposes.

Village Board compensation shall be paid out on a quarterly basis through direct deposit. Village Staff will track meeting attendance through its agenda management system and send it out quarterly for verification. Once verified payments will be made on the following schedule:

1. 1st Quarter (January – March) – paid out first full payroll in April
2. 2nd Quarter (April-June) – Paid out first full payroll in July
3. 3rd Quarter (July-September) – Paid out first full payroll in October
4. 4th Quarter (October-December) – Paid out first full payroll in January

Expense Reimbursement

Expenses such as mileage, conference registration fees, and other items will be reimbursed in accordance with the Village's Elected Official Reimbursement Policy.

Access

Keys/Building Access

The Municipal Center is open daily Monday through Friday from 7:45 a.m. to 4:30 p.m. and for evening meetings. Staff will provide you an ID card or fob to access the building after hours. The fob will allow you to access all entrances to Village Hall as well as the hallway and mailroom doors.

The Trustee/President bin is located inside of the copy room. This is where staff will leave any mail or correspondence for you. You should plan to check your trustee mail bin when you are at Village Hall for meetings.

Tablet

The Village will issue you an electronic tablet for Village Business. As part of this process, you will be assigned a username and password. You also will be required to review and sign off on the Village's electronic media policy. A full copy of the policy can be found at: <https://www.mcfarland.wi.us/Committee-Orientation>

*Village Tablets (Microsoft Surface Pros) must be taken care of and properly maintained. In the event maintenance is required and you are asked to turn your machine in for updates, Village staff ask that you attempt to clean your device off and return it in sanitary condition. Staff recommends using the rubbing alcohol wipes provided to you in your carrying case for this purpose. When sanitizing, do not use Lysol wipes, Clorox Wipes, or any other brand similar. Additionally, do not use soap and/or water, as it will damage the tablet.

All officials will be required to sign off on the Village's Electronic Media Device Guidelines. Where permitted by law, an elected official may be financially responsible if

equipment is lost or damaged while in their care. This includes both the device and pen issued from the Village.

Email

The Village will provide you a new Village email address. Once the address is assigned, you should only use your Village email account for Village Business moving forward. Also be aware the Village has electronic archival software that will automatically save a copy of all emails sent and received through your Village email address.

Public Records Law

The Wisconsin Statutes govern public records law. In the State of Wisconsin, the legislature has concluded that transparency is the cornerstone of democracy, and accountability is only possible when government is performed in the open.

The public has the right to access any 'records' as defined by state law. Records include any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics. This includes electronic correspondence by elected officials including emails, both on your public email address or your private email address should you choose to use it, and text messages.

The Village encourages all elected officials to keep this in mind as they engage in correspondence with others in their capacity as a Village official. With very limited exception, the public has a right to access any and all records and correspondence created by their elected officials. A good rule of thumb is if you would not feel comfortable emailing the information to the local news media, it likely should not be put in an email or electronic correspondence.

The Village encourages all elected officials to review the [Wisconsin Department of Justice Wisconsin Public Records Law Compliance Guide](#) for more information on relevant public records law.

Also be aware the Village has an archiving software called Mimecast that will automatically save a copy of your emails.

Orientation Meeting

After you are elected the Clerk/Treasurer will contact you to schedule an orientation meeting. During the orientation meeting the Village Administrator and Clerk/Treasurer will provide an overview of relevant topics and help you to get acclimated into your new role and where to find resources you may need.

CHAPTER 2: ROLES AND RESPONSIBILITIES

Village President

The Village President presides over all meetings of the Village Board, have a vote as trustee, as well as sign all ordinances, rules, bylaws, and regulations. The Village President also has the responsibility to maintain peace and good order, see that ordinances are faithfully obeyed.

In the event the Village President is unavailable to preside over a meeting, the Village Clerk shall call the meeting to order, and the Trustees present shall elect one of their members as acting President. Village tradition has been that the Trustee with the most seniority is selected to serve as Acting President.

The Village President has the authority to set the Village Board agenda unless agenda items are otherwise approved for inclusion by the Board as a whole. To have an item be placed on an agenda Trustee should first discuss the matter with the Village President or Village Administrator as applicable.

If a Village Board desires to refer an issue, please note the following process:

1. Board member submits a referral request to the Village Clerk/Treasurer.
2. Village Clerk/Treasurer shall place the referral request on the next regular agenda for the Village Board meeting.
3. The Village President shall approve the agenda.
4. The Village Board shall consider the referral request upon receipt and take action as is necessary to address it.

Also note Village Ordinance [2-163\(a\)](#) provides that the Village President has the authority to decide which items are placed on a Village Board agenda, unless Village Trustees call a special meeting. In accordance with Ordinance [2-159](#), Village Trustees do have the authority to call a special meeting, and also have the authority to decide which items shall first be considered at the special meeting.

This process can be followed for referrals on items and issues, budgetary requests/amendments.

[Full Village Ordinance Chapter 2, Article II, Division 3 – Village Board](#)

Village Trustees

The Village Board serves as the legislative body at the local level. Trustees do not have individual authority, but rather the Village Board as a whole is granted decision making authority. Trustees do still serve in their individual capacity as a liaison between the Village and its constituents.

Trustees are leaders responsible for setting policy for the municipality. A policy is a course of action for a community that often takes the form of passing ordinances and resolutions. Trustees should rely on ideas from many sources to help make decisions and shape policy. These sources including staff, citizens' groups, boards, commissions, local organizations, and others. Officials are elected at large by the people to serve for the people. Decisions are best made keeping this ideal in mind and how decisions impact the Community as a whole.

[Full Village Ordinance Chapter 2, Article II, Division 3 – Village Board](#)

Village Administrator/Village Staff

An important distinction to remember is the Village Board sets policy, and it is then the Village Administrator and Department Head's administrative responsibility to carry out all policies and plans. Additionally, the Village Administrator is responsible for coordinating the day-to-day operations by overseeing service delivery, financial and personnel issues.

It is not the responsibility of elected officials to supervise Village employees on the job or become involved in the day-to-day administration of Village affairs. Maintaining this hierarchy is important to the delivery of municipal services. The Board may from time to time be concerned about employment matters; however, they should refrain from becoming directly involved. The Village Board establishes personnel policies that serve as the employment guidelines for the organization. Board members may voice their concern to the Village Administrator, and it is the responsibility of the Administrator through the Department Heads to address employment matters as the Personnel Officer for the Village. It is also important to remember the Village Board serves as the appeal body for most non-protective service employee grievances. Therefore, it is important elected officials follow the proper chain of command and remain impartial.

[Full Village Code Reference – Chapter 2, Article VII, Division 2 – Village Administrator](#)

Organizational Chart to be Inserted Here

Professional Services

The Village contracts with a variety of professional services to round out needed Village Services. The following are the main core services and contractors the Village Utilizes:

Assessment Services	Accurate Appraisal PO Box 415, Menasha WI 54952 920-749-8098 info@accurateassessor.com http://www.accurateassessor.com
Engineering	Town & Country Brian Berquist 6264 Nesbitt Road, Madison WI 53719 608-873-3350 brian@tcengineers.net https://tcengineers.net/
Legal Services (General Counsel)	Reuter, Whitish and Evans Attorney Allen Reuter Attorney Dan Evans (Village Prosecutor) 44 E Mifflin St, Madison WI 53703 608-250-9053 areuter@rwelaw.net devans@rwelaw.net https://www.rwelaw.net/
Legal Services (Labor Relations)	Von Briesen & Ropert Attorney Kyle Gulya 10 East Doty St, Madison WI 53703 kgulya@vonbriesen.com 414-276-1122 https://www.vonbriesen.com/
Financial Auditing Services	Baker Tilly US, LLP <i>Carla Gogin, CPA</i>

	4807 Innovate Lane, PO Box 7398, Madison WI 53707 carla.gogin@bakertilly.com 608-240-2460 http://www.bakertilly.com/
IT Support	Elevity Live Service Desk Support: Monday - Friday 6:00 AM -6:00 PM CT 888-733-4060 support@elevityit.com https://www.gflesch.com/elevity-managed-it
Waste/Recycling Services	Pelliteri 7035 Raywood Rd, Madison, WI 53713 (608) 257-4285 info@pelliteri.com https://www.pellitteri.com/
Bond/Debt Counsel	Wisconsin Public Finance Professionals, LLC Carol Wirth, President 155 South Executive Drive, Suite 211 Brookfield, WI 53005 cawirth@wipublicfinance.com
Building Inspection Services	General Engineering Company Jim Trebian 916 Silver Lake Dr, Portage, WI 53901 Buildinginspector@mcfarland.wi.us https://www.generalengineering.net/
State/County Representatives	Various – Click for Full Listing

Responding to Citizen Complaints

Residents often contact Board members when they have a problem, whether it involves a land use matter, a barking dog, or a pothole. You should not hesitate to send them to the appropriate Village Staff or department for resolution to the problem. Please always copy the Village Administrator on any emails to Village staff, so that they can be aware of such contacts and ensure the matter is followed up on appropriately. Attached to this handbook is an appendix outlining various issues that may come up from time to time and the appropriate department that would be able to assist with the matter.

Relationship with the Village Attorney

The Village Attorney serves at the pleasure of the Village Board to assist the board and its members of the legal questions it may have. For financial reasons, the Village President and Village Administrator, request that questions to the Attorney should be channeled through the Administrator, to allow Staff an opportunity to address the issue and if not then to make sure the questions are presented clearly. Also remember, Village Board members individually do not have authority to direct projects and work, only the Village Board as a whole has the authority to direct policy and work of applicable consultants and staff. The full list of responsibilities for the Village Attorney can be found within Section 2-517. [Please click on this link](#) to view the code of ordinance.

CHAPTER 3: VILLAGE BOARD MEETINGS

The Village Board meets the 2nd and 4th Monday of each month at 7 p.m.

Open Meetings Law

Effective citizen oversight of the workings of government is essential to our democracy and promotes confidence in it. Public access to meetings of governmental bodies is a vital aspect of this principle. Please consider reading [*Wisconsin Open Meetings Law: A Compliance Guide*](#). It offers explanations of some of the fundamental principles in Wisconsin Open Meetings Law, and answers questions that arise on a regular basis.

As such it is also important to keep in mind all Village Board, Committee, Commission and Authority meetings are filmed and archived on the Village website.

Conduct of Deliberations/Parliamentary Procedure

The Village Code of Ordinances, [Sec 2-166 through 2-170](#), addresses the conduct of deliberations. Village Boards members should review this section of the code and familiarize themselves with Robert's Rules of Order. Additional information on parliamentary procedures and Robert's Rules of Order can be found by visiting: <https://www.parli.com/>

Agenda

Perhaps one of the most crucial tools in providing for orderly meetings is a well-organized and well-prepared agenda. The agenda must be handled so that Board members and the public, are given adequate information, in advance, on items to be considered. The Village Clerk/Treasurer prepares the agenda, and the Village President has the final authority to determine what items are on the agenda.

Each Agenda will contain the following items:

1. Call to Order – The Village President will call each Village Board meeting to order (in the event the Village President is unavailable, the Clerk/Treasurer will call the meeting to order and the Board shall elect a Board member to preside over the meeting)
2. Roll Call – the Village Clerk/Treasurer will read Village Board member names and take the roll. Village Board members should state 'here' when their name is called.
3. Public Announcements, Communications, & Proclamations – The Village President will announce and review all public announcements, communications, and proclamations.

4. Consent Agenda – The Consent Agenda is for routine, procedural, and self-explanatory non-controversial items. Items will be approved by one motion unless a Board member requests that the item be removed. Board members who have a question on an item on the consent agenda or would like to have additional discussion on an item, should request the item(s) be removed from the consent agenda and discussed separately. Items requested to be dealt with separately, will be dealt with in the same order in which they were originally listed on the consent agenda under business.
5. Public Appearances – This is an opportunity for members of the public to provide public comment on items both on and off the agenda. Members of the public are provided a time limit of 3-minutes. Board members should review the [Village's Public Comment Policy](#) for more information. It is important to note that additional discussion cannot occur during public comment. This is intended for elected officials to be aware of concerns. If referral or action is desired it should be done during the 'Future Authority, Board, Commission and Committee agenda items and referrals.'
6. Public Hearings – (only when applicable) – Public hearings occur from time to time on specific topics. The Village President will open up the public hearing for any public comment. Once all comments are received, the Village President will close the public hearing.
7. Business – The business section will include normal business items. These business items will be freestanding issues and also referrals from Board, Commission and Committees. For Board, Committee or Commission referrals the respective chair will be asked to provide an overview of the item and discussion as well as the recommendation from the Board, Committee or Commission. The Chair should be prepared to make the motion, and the vice-chair Trustee should be prepared to second the motion.
8. Closed Session (If needed) – [WI State Statute 19.45](#) outlines the reasons by which a governing body may go into closed session. Closed session matters are confidential. A separate closed session packet will be distributed directly to Board members. Closed session materials are confidential and not made available to the public until action is taken on the matter considered in closed session. The Village President will announce the closed session agenda item and then ask the Clerk/Treasurer to take a roll call vote to go into closed session. Each Board member will need to vote either 'aye' or 'nay' to go into closed session. Once the

motion passes to go into closed session, the Board will use a different Zoom or link or go into Conference Room A as discussions in closed session are not broad nor available to the public.

9. Reconvene in Open Session – Once discussion has concluded, a motion must be made to return to open session. Once the Board has approved to return to open session, it would either take formal action on matters discussed in closed session or move to adjournment
10. Adjournment – The Village President will accept a motion and a second to adjourn the meeting after all items of business have been concluded.

Camera and Microphone Etiquette

All Village Board meetings and most other authority, board, commission, and committee meetings are broadcasted live and reran throughout the month on our local public, educational, or government (PEG) station. McFarland Cable is available on TDS cable channel 1009 in high definition and Charter-Spectrum cable channel 982 in standard definition. Meetings are also available “on demand” on the cable channel website at www.mcfarlandcablechannel.com. To present a professional image, a high-quality broadcast, and avoid citizen complaints, please follow the guidelines below.

- When speaking keep the microphone between 6 to 10 inches from your mouth, speak directly into the microphone, and use your normal voice and volume level.
- Do not move the microphone(s) without approval or assistance from the on-site camera operator. They have been placed accordingly for optimal audio.
- Refrain from critical facial expressions and eye rolling. You never know when you are on camera.
- Refrain from mumbling to yourself or conducting side conversations. The microphones may hear you and interfere with the current speaker.
- Refrain from eating or drinking at or near microphones. In addition to the noise, equipment may be damaged.
- Avoid pen clicking, finger drumming, paper shuffling, or other distracting noises as the microphones will hear and amplify it.
- Avoid having hands, laptops, or other objects between your mouth and the microphone when speaking.
- Please avoid coughing into, sneezing on, or striking the microphones.

CHAPTER 4: BOARD, COMMITTEE & COMMISSION MEETINGS

Board, Commission, and Committee Dates and Times - FULL SCHEDULE TO BE INSERTED ONCE APPROVED BY VILLAGE BOARD.

In general, two Village Trustees serve on each authority, board, commission, and committee with one serving as chairperson and the other as a Trustee member. The Village President annually makes liaison appointments for Trustees to the various Board, Committees and Commissions. Annually on March 15th of each year, all BCC members with expiring terms shall be notified of their term expiration and allowed the opportunity to request reappointment.

Regular monthly meeting dates and times have been established for the majority of committees in order to coordinate meeting room availability for both public and private use and avoid both room and personnel scheduling conflicts. In addition to elected officials, staff and some citizen members are also assigned to more than one authority, board, commission, or committee and regular monthly meeting dates ensure that all members can plan ahead so they are able to actively and regularly participate in the meetings they are assigned to.

Board, Committee, Commission or Authority Duties as Chairperson

The Committee Chairperson is responsible for conducting an orderly and legal meeting, recording the attendance of all present, making notations that will assist in the compiling of meeting Minutes, encouraging and fostering discussion amongst members, and ensuring that decisions are in compliance with Village, County, and State laws.

The Chair is allowed to vote, has the same responsibilities as committee members, and has no more or less decision-making power than any other committee member. Committee Minutes are included in the packet for the first Village Board meeting of the month. Committee recommendations are forwarded for Board action at a Village Board meeting following the Committee meeting and information is relayed to the Board by the Trustee presiding as Chairperson of the meeting.

Agendas

The Village Administrator and Department Head of the department of jurisdiction coordinate the preparation of agendas with the Committee Chairperson. Agenda items

are also derived from referrals from the Village Board; other authorities, boards, commissions, and committees; and staff as well as items of business carried over from the previous meeting.

The Monday of the week preceding the meeting, staff will send an agenda, or request for cancellation, to the respective Chair. Each chair is provided 48 hours to provide confirmation, approval, edits, etc. for the agenda. Village Board members are encouraged to familiarize themselves with the [Agenda/Package Creation Process](#). Creating Agenda packets is a very timing consuming process for staff, and it helps out tremendously if chairs stick to the timelines outlined in the document.

Minutes

Meeting Minutes are a permanent written record of the actions taken by a governmental body. They summarize substantive discussion and specifically document all actions taken by the body. Meeting Minutes are not a transcript nor are they documentation of any one individual's thoughts, ideas, or statements.

Many meeting Minutes are created from the video recording of the meeting by a designated non-attendee recorder. To ensure that accurate Minutes are produced, the Chairperson must make the following oral and written documentation.

Oral documentation.

1. Call to order. State the time the meeting is called to order.
2. Read the agenda item aloud.
3. Motions. Repeat the names of the members making and seconding the motion, repeat the motion made, and announce the vote total. Example: *Motion by Ed Smith and seconded by Tom Jones to recommend to the Village Board that the contract for 2010 water main and sanitary sewer improvements on U.S.H. 51, Lani Lane, and Lewis Lane (Base Bid plus Alternate A) be awarded to G. Fox and Son, Inc. in the amount of \$330,142.00 and that the unit pricing on the Supplemental Bid Items be accepted. Motion carried 4 to 1.*
4. Adjournment. Announce the agenda item Adjournment, repeat the name of the members making and seconding the motion to adjourn, and state the time of adjournment.

Written documentation.

1. Attendance record. Staff will take attendance of all members present for meetings.
2. Materials distributed at meeting. Make sure that a copy of all materials not included in the packet, but distributed at the meeting, are given to the Administrator or another staff member, who will deliver them to the Clerk.

Draft minutes will be submitted to the Board, Committee, Commission or Authority at its next scheduled meeting. This is members opportunity to make corrections or changes. Once minutes are approved, unless otherwise amended by the body cannot be changed.

Forwarding Recommendations

Authority, board, commission, and committee recommendations are forwarded to the next Village Board meeting for action, unless a different date is noted.

The process for bringing BCC recommendations forward shall be as follows:

1. Village President reads the agenda item.
2. If the Board, Committee, Authority or Commission recommended approval of the item, the Trustee Chair of the Committee makes the motion to approve the agenda item.
3. The Vice-Chair Trustee of the Committee makes the second on the motion.
4. Discussion can then take place on the agenda item. The respective liaisons would have an opportunity to provide background on the recommendations. In the event the elected official voted against the referral made by the Committee, they would have the opportunity to speak to their position.
5. The Village President would call the question and take a vote on the item.

Packets

Meeting packets will be delivered the Thursday of the preceding week. The Village utilizes CivicClerk for the delivery of agenda packets. You will receive an automated email notifying you when each respective Board, Committee, Commission packet is available. For more information on agenda packet delivery and CivicClerk, please [click here](#).

Conducting the meeting

The Chairperson is responsible for conducting a legal, timely, and orderly meeting. These suggestions may be helpful.

- Be prepared and have thoroughly review materials ahead of time. If you have additional questions or need additional information on an item, reach out to staff ahead of time to obtain more information.
- Solicit input from all members but be careful not to limit discussion or cut off fellow members.
- Although the length of a meeting is left to the discretion of the Chairperson, we have generally found that members tend to lose their focus if a meeting extends beyond two hours.
- Encourage courteous and considerate interactions. If needed, talk to disruptive members privately after the meeting.
- Keep discussions on track.
- Limit public comment to the beginning of the meeting or just prior to taking up a pertinent agenda item. Make sure that the speaker states their name and address.

CHAPTER 5: VILLAGE BOARD WORK PLAN –

The Village Board has a standard annual work plan that it works through on an annual basis. The work plan helps guide work the coming year. The “Board Year” does not follow a calendar year and is instead aligned with the term durations established for elected officials. Each year on the third Tuesday in April, the new Board Year will begin as the first day of office for officials elected earlier in that month during the Spring Local Election held on the first Tuesday in April. This begins the Board Year, and the following work plan helps to guide the board’s work during that time frame:

- April – Organizational Meeting
 - Appointment of Village Board members to boards, commissions, and committees.
 - Appointment of Resident members to boards, commissions, and committees
- May – Board, Commission, and Committee
 - Annual joint meeting with Diversity, Equity, and Inclusion Committee
 - Refer policy development matters to boards, commissions, and committees
- June – Annual Retreat (See Chapter 6)
 - Review Prior Year Strategic Implementation Plan
 - Draft Next Year Strategic Implementation Plan
 - Staff presentation of budget process and schedule.
 - Finalize Action Plan with Department Heads
- July – Annual Retreat (See Chapter 6)
 - Continue as needed from previous month.
- August – Capital Improvement Planning
 - Present draft 5-year Capital Improvement Plan
 - Accept 5-year Capital Improvement plan prior to Staff Submittal of Annual Budget

- September – Community Group Updates
 - Annual reporting for local groups as available (i.e. – Library, Food Pantry, Youth Center, etc.)
 - Schedule joint meetings with other local groups as requested/needed.
- October – Budget Review (See Chapter 7)
 - Staff Submittal transmitted in September each year.
 - Complete fund review including all Departments.
 - Hold Public Hearing.
 - Identify budget issues needing further discussion.
- November – Budget Review (See Chapter 7)
 - Finalize Village Board Changes.
 - Enact ordinance to approve budget.
- December – Board, Commission, and Committee Connection
 - Joint Meetings as Applicable
 - Example – Joint meeting with the Community Development Authority to discuss economic development goals for next calendar year.
 - Address ordinances, guidelines, and other items with group as needed.
 - Example – Update Tax Increment Financing Guidelines as needed to align with economic development objectives.
 - Plan review and updates as needed.
 - Example – Reviewing progress on implementation of Sustainability Plan.
 - Other special projects as applicable.
- January – Board, Commission, and Committee Connection
 - TIF Guideline review and possible update.
- February – Board, Commission, and Committee Connection
 - Sustainability Plan Review and possible update.

- March – Transition Period
 - Final month before next local election and new members as determined through that process.

CHAPTER 6: STRATEGIC PLANNING & ANNUAL BOARD GOALS

In 2020, the Village created a strategic to help provide a road mark for the Village to follow. In addition, the Village Board undertakes the process to review its strategic plan and establish goals and objectives as the implementation plan for the coming year. This plan from year to year addresses the long-term vision within capital improvement planning and also short-term vision incorporating elements from the action plan into the annual budget.

The process for this discussion is as follows:

- Retreat Meeting #1
 - Review Prior Year Implementation Plan
 - Introduce Next Year Implementation Plan
 - Members present their ideas as applicable
 - Staff presentation of budget process and schedule.
- Retreat Meeting #2
 - Finalize Draft Next Year Implementation Plan
 - Schedule Additional Meetings to Finalize as needed
- Retreat Meeting #3
 - Staff Presentation of Next Year Implementation Plan with Action Steps
 - Joint Discussion Between Village Board and Department Heads
 - Action by Village Board to accept the Next Year Implementation Plan

A copy of 2020 Strategic Plan and the current Goals & Objectives for the Board can be found under 'Additional Information' by visiting:

<https://wi-mcfarland.civicplus.com/313/Village-Board>

CHAPTER 7: ANNUAL VILLAGE BUDGET

The annual budget is one of the single most important tasks of any municipal governing body as it sets the level of funding for the programs and services that are to be provided. Through this process it also establishes the tax levy to fund these programs and services which is then charged to property owners through the tax rate. Municipal budgeting is quite complex with most of the work to prepare the budget falling on Village Staff to complete and administer once adopted. The Village Board's role is to set expectations through the retreat (see Chapter 6), review the Staff Submittal, consider revisions, and ultimately adopt the budget for the coming year. [Please click on this link to view](#) prior year budget documents and capital improvement plans. The below outline sets the process and schedule applied for the annual budget cycle.

TASK	OWNER	DEADLINE*
Retreat 1	Village Board	June
Set Process/Schedule	Village Board	June
Retreat 2	Village Board	June/July
Introduce draft Goals/Objectives	Staff	July
Retreat 3	Village Board/Dept Heads	July
Draft Budget	Staff	August
Staff Budget Submittal	Village Board	2 nd Meeting in Sept.
Review Meeting #1-3 – Review	Village Board	1 st , 2 nd , and 3 rd Thursday of Oct.
Review Meeting #4-5 – Review	Village Board	2 nd & 4 th Tuesday of Oct.
Public Hearing	Village Board	4 th Tuesday of Oct.
Review Meeting #6 – Discussion Items/Changes	Village Board	4 th Thursday of Oct.
Review Meeting #7 – Action on Changes	Village Board	1 st Thursday of Nov.
Review Meeting #8 – Optional, As Needed	Village Board	2 nd Tuesday of Nov.
Adopt Budget	Village Board	4 th Tuesday of Nov.

* Please note that these dates provided are a general estimation of the budget review schedule and serve as a guide to prepare a more detailed schedule from year to year. It attempts to provide a general depiction of the number of meetings needed to complete the review process. This proposed schedule will be applied annually to the actual calendar to create a specific schedule subject to the board's approval. This is known as establishing the budget process and schedule in which the board will review those specifics through the annual retreat in order to take action on what the schedule will be for the coming cycle.

CHAPTER 8 - HELPFUL TIPS

How to Deal with Criticism

- The Board should listen actively to its critics – listen to learn and understand, not to argue, dispute or to silence those critics. Attempt to find some area of agreement by sorting out the issues into those that can be dealt with and those that are outside the scope of authority or the range of possibility to be resolved.
- It is helpful to state that you understand how the person or group feels. Perhaps you might even restate their concerns. If you feel personally attacked, it is okay to say that you feel hurt by the comments.
- At some point, the Board's action must be defended. Try to help people understand the factors that influenced the Board or discuss the parameters that will influence an impending decision which is under attack.
- When attacked, think carefully before responding. Know your facts. Be truthful. Credibility is your most important asset in dealing with your critics.
- Do not belittle small but vocal sources of opposition. Do not label people.
- Keep in mind that anger is directed at your role, not at you as an individual. Last but not least, remain respectful of all constituents.

Interaction with Staff

- Get to know staff and what they do.
- Say thank you! Let staff know how much you appreciate them and give credit where credit is due. Often times staff only hear when there are complaints, and positive feedback always goes much further.
- Remember everyone is on the same team. Village staff and elected officials share the commonality of wanting what's best for the Village. While disagreement can certainly always occur in how to achieve that goal, elected officials should always strive to keep a respectful positive relationship with staff.

Guidelines of Conduct for Village Board Members

1. Listen to all sides.
2. Treat everyone with respect.
3. Be honest with your fellow members.
4. Deal openly with Village staff and use and trust their expertise and assistance.
5. Arrive at all appointments and meetings on time or call/email if you will be unable to attend or will be late.

6. If you must miss a meeting or arrive late, inform the Village Administrator or Village Clerk/Treasurer as soon as possible prior to the meeting date.
7. DO NOT HOLD side conversations while business is being conducted. You may not think the topic is important, but the person you are talking to might. Side conversations distract others and make it difficult to hear the main discussion. Remember that Village Board meetings are audio and video taped. Side conversations do get picked up by the microphone and can interfere with, or override, the main discussion.
8. You may not always agree or share the same opinions as that of other members. Please refrain from making critical and negative gestures, facial expressions, or comments while others are speaking. Rather, wait for recognition by the Chairperson and use that opportunity to express your thoughts and opinions.
9. Do not be afraid to disagree in a constructive manner with a fellow member or staff person, but do not make your disagreement a personal attack. Learn to agree to disagree.
10. Study the materials in your meeting packet PRIOR to the meeting.
11. If you have questions or desire additional information regarding a meeting agenda item, contact the Village Administrator, Village Clerk/Treasurer, or pertinent Department Head. Often it is easier for staff to answer questions ahead of time and be prepared to provide additional resources if necessary. Putting staff on the spot rarely provides benefit to the issue or item.
12. Keep your comments on the topic under discussion.
13. Remember that the audience and cable viewers judge the Village Board by the conduct displayed individually and collectively. If you embarrass yourself, you embarrass the other Village Board and staff members as well.
14. During the Public Comment portion of the meeting, listen respectfully to the speakers.
15. Try to keep an open mind.
16. Read the Ethics Code to ensure that you do not involve yourself in a Village issue where you have, or appear to have, an associational, financial, personal, or other interest. If you are uncertain if a conflict arises, reach out to the Village Administrator or Village Clerk/Treasurer who can assist in making a determination and ascertain legal counsel's opinion on the matter if necessary.
17. If you have a conflict of interest, you will need to recuse yourself when that issue is being discussed by the Board. Refer to Sec. 2-818 of the Ethics Code or contact the Village Clerk/Treasurer for the correct process.