

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

Tuesday, March 1, 2022

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/88456506828>

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

Webinar ID: 884 5650 6828

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 January 4, 2022.
 - b. Discussion regarding transferring ownership and jurisdiction of the "School Forest" from the School District to the Village.
 - c. Update from the school district on the superintendent recruitment and strategic planning process.
 - d. Discussion regarding the development of a Memorandum of Understanding to formally create and establish the ongoing utilization of the "joint School/Village Committee".

- e. Discussion of topics of mutual interest to the School District of McFarland and Village of McFarland.
- f. Updates from both organizations on their local projects/initiatives.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, May 3, 2022 at 4:00 pm.
- b. Tuesday, July 12, 2022 at 4:00 pm.
- c. Tuesday, September 13, 2022 at 4:00 pm.
- d. 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

Village Board Minutes

Tuesday, January 4, 2022 - 4:00 PM

1. CALL TO ORDER.

Village President Clow called the meeting of the McFarland School Board and Village Board Joint Planning Committee to order at 4:02 pm in the Community Room of the McFarland Municipal Center.

2. ATTENDANCE/ROLL CALL.

Members Present: School District - Bruce Fischer, Christine Pribbenow, and Wayne Anderson. Village - Carolyn Clow, Mike Flaherty, and Matt Schuenke.

Members Not-Present: None.

Staff Present: Jeff Mahoney, School District Director of Business and Technology Services.

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.*
- None.

4. BUSINESS.

- a. *Discussion and action regarding minutes of the meeting held on October 26, 2021.*
A motion was made by Clow, seconded by Anderson, and unanimously carried by the Committee to approve the minutes of the meeting held on October 26, 2021.
- b. *Update from the school district on the superintendent recruitment and strategic planning process.*
Anderson provided an update on the recruitment process. There were 23 total applicants for the position with a wide range of different experiences and backgrounds. The School Board would be meeting soon to decide the first round of interviews in order to begin the process to evaluate the candidates. They are also continuing to work on the strategic plan while finishing the recruitment. Likely the plan is finalized later in the year after the new Superintendent has been hired. No further action on this item.
- c. *Discussion regarding the development of a Memorandum of Understanding to formally create and establish the ongoing utilization of the "joint School/Village Committee".*
Schuenke presented the concept of creating a Memorandum of Understanding (MOU) between the two organizations to formally establish this Joint Planning

Committee. There presently is nothing to creates this group for either entity and has been organized to date informally. The MOU would be developed for both boards to consider for adoption to outline the membership, essential functions, and other particulars as needed so that from year to year there is some organization to this group going forward. The Committee was supportive of this concept. School and Village Staff will draft the MOU to establish its terms in order to present at the next Committee meeting in March. No action on this item.

d. 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.

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

Nothing further was discussed.

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.

This meeting would be scheduled for July 12th going forward to avoid the holiday.

d. Tuesday, September 6, 2022 at 4:00 pm.

e. Tuesday, November 1, 2022 at 4:00 pm.

6. ADJOURNMENT.

Motion by Anderson, second by Flaherty, to adjourn at 5:11 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, March 1, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion regarding transferring ownership and jurisdiction of the "School Forest" from the School District to the Village.

PREVIOUS ACTION:

ISSUE SUMMARY:

District and Village Staff have been discussing an opportunity to transfer ownership of the "School Forest" from the District to the Village. This would align ownership of the adjoining public spaces as well as make ongoing maintenance more consistent. Staff will be present to discuss the concept and its benefits.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

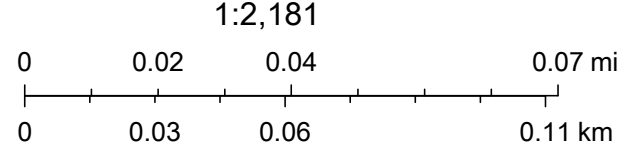
1. School Forest

Village of McFarland



1/28/2022, 1:17:13 PM

- | | |
|--------------------|--------------------|
| Override 1 | County Highway |
| Village | Local Road |
| Road Centerlines | Restricted Access |
| Interstate Highway | Ramp |
| US Highway | Named Private Road |
| State Highway | Parcels |



na

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 1, 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, March 1, 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:

The Joint Planning Committee reviewed this concept at their meeting on January 4, 2022.

ISSUE SUMMARY:

Included within your packet is a Memorandum of Understanding (MOU) to formally create the McFarland School Board and Village Board Joint Planning Committee. As discussed at our last meeting, historically this group has met informally as needed since the 1990's. The intent of the MOU is provide better background on how this group is established and what their role is to connect our two organizations for the benefit of the Community in which we serve. Village Staff prepared the MOU and shared with District Staff in which both were in support of the language as proposed.

Operations for this group will typically follow this process:

- There is a concept or idea for collaboration.
- We talk about this idea within a Joint Planning Committee meeting.
- Staff is assigned to work on the idea as is needed.
- Joint Planning Committee reviews the idea to consider its merits and whether to move forward.
- Assuming the idea should move forward, then the Committee moves the issue to their respective boards.

This is a pretty informal description that can be applied to issues big and small as they come up. It also allows for the Committee to work on issues before the Boards need to take action, which is the whole idea on creating the Committee. The work of the Committee also doesn't bind action on anyone, the Boards do that but they do it at the end of the process once the work has been completed.

Meetings are already established for 2022 to essentially meet in the odd numbered months on the first Tuesday at 4:00 pm. This can change as needed, but is meant to provide for a regular interaction even in the absence of ideas for collaboration.



FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action on this item.

ATTACHMENTS:

1. MCF District-Village Joint Committee MOU 01262022 mgs

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into by and among the School District of McFarland, a common school district organized under the laws of the State of Wisconsin located in Dane County, Wisconsin, and whose address is 5101 Farwell Street, McFarland, Wisconsin ("District") and the Village of McFarland, a municipal corporation located in Dane County, Wisconsin, and whose address is 5915 Milwaukee Street, McFarland, Wisconsin ("Village"). The parties may be referred to herein collectively as the "Parties."

WHEREAS, the District provides public education services in grades 4K through 12 within its own unique boundary that overlaps with the Village;

WHEREAS, the Village provides municipal services to residents, businesses, and general public within its own unique boundary that overlaps with the District;

WHEREAS, the District and Village have recognized the importance of collaboration between each entity for the benefit of the Community each represents;

WHEREAS, since 1995 the District and Village have been meeting informally as the McFarland School Board and Village Board Joint Planning Committee ("Joint Committee") bringing together a small group from each board to discuss issues of mutual concern;

WHEREAS, the Joint Committee has aided both organizations and the Community to help better plan out referendum projects, land transactions, shared services, and other opportunities to work together; and

WHEREAS, the District and the Village wish to establish this group in a shared approval through this MOU to formally cement its ongoing operations into the future.

NOW, THEREFORE, in consideration of the mutual promises of the parties herein set forth, it is understood and agreed as follows:

1. The District shall appoint annually two members and one alternate from its governing board to serve on the Joint Committee. Additionally, the District Administrator, or designee, shall also serve on the Joint Committee.
2. The Village shall appoint annually two members and one alternate from its governing board to serve on the Joint Committee. Additionally, the Village Administrator, or designee, shall also serve on the Joint Committee.
3. The essential functions of the Joint Committee shall be as follows:
 - a. Partnership on communication with applicable constituents;
 - b. Evaluate opportunities for shared service delivery;
 - c. Collaborate on joint initiatives and programs; and
 - d. Provide recommendation on all other areas of mutual concern and interest.
4. Annually by January 1, both the District and Village Administrators will outline a tentative schedule for meetings based on the objectives set by the Joint Committee.
5. The Joint Committee shall comply with the standards set forth within Wisconsin Open Meetings Law.
6. The Joint Committee shall have no authority to take unilateral action for either the District, Village, or both entities. The Joint Committee serves in an advisory capacity in order to make recommendations on issues it discusses for final action to be considered by the respective School Board and/or Village Board as applicable.
7. No amendment or modification of this MOU shall be effective unless it is in writing and signed by the authorized agents of the parties.
8. Either party at their sole discretion may opt out of this MOU with a 30 day written notice provided to the other entity.
9. The MOU shall be governed by and construed in accordance with the laws of the State of Wisconsin.

(signatures on following page)

In witness whereof, the parties hereto have set their hands as of the____ day of _____, 2022.

SCHOOL DISTRICT OF MCFARLAND

By: _____
Craig Howery, President

By: _____
Christine Pribbenow, Clerk

VILLAGE OF MCFARLAND

By: _____
Carolyn A. Clow, President

By: _____
Cassandra Suettinger, Clerk

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 1, 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 a previous 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. Additionally, the Village will be creating an Affordable Housing Fund in March. Later in the year fiscal policies will be developed on the utilization of these funds to help incentivize additional affordable housing in the Community.
- School Resource Officer - Current SRO Miller was recently promoted to Detective. The Police Chief will be working on a process within the Department regarding the assignment of the SRO responsibilities to an existing Officer. He will be in touch with School leadership on that process as it starts to develop.
- 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



www.mcfarland.wi.us | 5915 Milwaukee St, McFarland, WI
53558 | 608.838.3153



www.mcfarland.k12.wi.us | 5101 Farwell St,
McFarland, WI 53558 | 608.838.4500

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.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 1, 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