

Tuesday, April 19, 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/83519061624>

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

Webinar ID: 835 1906 1624

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. NEW BOARD WELCOMING CEREMONY - 5:30 p.m. to 6:00 p.m.
 - a. Ceremonial swearing in of elected Village Trustees Mike Flaherty, Edward Wreh, and TJ Jerke.
 - b. Meet and Greet - Village Board members will be available to meet and greet members of the Community. The Board will also be accepting donations to the McFarland Food Pantry at this time.
4. COMMENCE THE BUSINESS PORTION OF THE ANNUAL MEETING - 6:00 p.m.
5. 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.
6. BUSINESS.
 - a. Committee Appointments
 - 1) Discussion and action to confirm appointment of Village Board members to boards, commissions, and committees as recommended by the Village President.
 - 2) Election of Carrie Nelson as the Village Board representative on the Library Board (2/3 vote required) as recommended by the Village President.

- 3) Election of Trustee Chris St. Clair as the Village Board representative to the Plan Commission (2/3 vote required) as recommended by the Village President.
- 4) Discussion and action on resident appointments to Board, Committees and Commissions.

b. Organizational Issues

- 1) Discussion on tentative Village Board schedule for 2022-2023.

c. Public Announcement - Community Service Day - April 23, 2022

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**
SUMMARY SHEET

MEETING DATE: Tuesday, April 19, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action to confirm appointment of Village Board members to boards, commissions, and committees as recommended by the Village President.

PREVIOUS ACTION:

ISSUE SUMMARY:

Please find enclosed the appointments of Village Board members to the various seats within our boards, commissions, and committees. These appointments are made by the Village President subject to confirmation by the Village Board. This list also includes the Village Presidents appointments of chairperson where applicable within the various groups. A simple majority is needed to confirm the appointments follows the board's consideration.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Village Ordinance 2-185 and also 2-187.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Action is required on this item by the Village Board in order to confirm the appointments presented by the Village President.

ATTACHMENTS:

1. 2022 Village President Appointments - 04.19.2022



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

Village President Appointments
2022-2023

Elected Official	Committee Appointments
President Carolyn Clow	Plan Commission (Chair) Senior Outreach Public Works/Public Utilities Ethics Board Joint Village/School District (Chair)
Trustee Stephanie Brassington	Community Development Authority (Chair) Public Safety Diversity, Equity & Inclusion Committee (Chair) Finance Committee
Trustee Mike Flaherty	Senior Outreach Committee (Chair) Finance Committee Sustainability & Natural Resources Landmarks (Chair)
Trustee Carrie Nelson	Parks & Recreation Committee Joint Village/School Board Committee Personnel Committee (Chair) Library Board
Trustee TJ Jerke	Parks & Recreation (Chair) Personnel Committee Community Development Authority
Trustee Christopher St. Clair	Finance Committee (Chair) Plan Commission Public Works/Public Utilities (Chair)
Trustee Edward Wreh	Diversity, Equity & Inclusion Public Safety (Chair) Sustainability & Natural Resources (Chair) Personnel Committee

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, April 19, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Election of Carrie Nelson as the Village Board representative on the Library Board (2/3 vote required) as recommended by the Village President.

PREVIOUS ACTION:

ISSUE SUMMARY:

By Village Ordinance, the Library Board shall consist of seven citizens, appointed by the Village President and subject to approval by the Village Board. Not more than one Village Trustee shall at any one time be a member of the Library Board. The Village President shall appoint the Superintendent of the McFarland School District, or a representative of the Superintendent, to represent the McFarland School District on the Library Board.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Chapter 2, Article IV, Division 8 - Library Board

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Action is required on this item by the Village Board in order to confirm the appointments presented by the Village President. This appointment, by Village Ordinance, requires a two-thirds vote. With the current 7 member composition of the Board, five votes are required to satisfy the requirement.

ATTACHMENTS:

None

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DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Election of Trustee Chris St. Clair as the Village Board representative to the Plan Commission (2/3 vote required) as recommended by the Village President.

PREVIOUS ACTION:

ISSUE SUMMARY:

By Ordinance the Plan Commission consists of seven members including the Village President, who shall be its presiding officer, and at least one but no more than two Village Trustees. The remaining members shall be citizens. In addition, the Community Development Director shall be an ex officio member of the Plan Commission, without voting rights. Citizen members shall be persons of recognized experience and qualifications.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Chapter 2, Article IV, Division - Plan Commission.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Action is required on this item by the Village Board in order to confirm the appointments presented by the Village President. This appointment, by Village Ordinance, requires a two-thirds vote. With the current 7 member composition of the Board, five votes are required to satisfy the requirement.

ATTACHMENTS:

None

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DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action on resident appointments to Board, Committees and Commissions.

PREVIOUS ACTION:

ISSUE SUMMARY:

Village Ordinance provides that appointments to each statutorily authorized authority, board, committee, commission, and standing committee shall be made at the annual meeting of the Village Board in April, or as soon thereafter as possible, and at such other times as vacancies may occur.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

[Village Ordinance 2-185 - Appointments](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2022-2023 Appointments

Statutorily authorized authorities, boards, committees and commissions:

	Appointee	Term
Board of Review	Kelly Maly	5 Year Term - 04/19/2027
Board of Zoning Appeals	Ken Brost Blake Draper John Robertson	3-Year Term - 04/21/2025
Diversity, Equity & Inclusion Committee	Patrick Miles Angela Bazan Dave Pagenkopf Hilary Brandt Monica Bruce Mona Nelson Maya Thompson	1-Year Term – 04/16/2023 1-Year Term – 04/16/2023 1-Year Term – 04/16/2023 2-Year Term – 04/15/2024 2-Year Term – 04/15/2024 2-Year Term – 04/15/2024 2-Year Term – 04/15/2024
Ethics Board	Stephanie Bloechl-Anderson Steven Kilpatrick Jeff Sorenson	2-Year Term – 04/15/2024 3-Year Term – 04/21/2025 3-Year Term – 04/21/2025
Landmarks Commission	Gordon Kinder	3-Year Term – 04/21/2025
Plan Commission	Chris Reynolds Peter Bloechl-Anderson	3-Year Term – 04/21/2025 3-Year Term – 04/21/2025
Library Board	Ken Machtan Staci Fritz	3-Year Term – 04/21/2025 3-Year Term – 04/21/2025

Standing Committees

	Appointee	Term
Parks & Recreation	Jim Lacy Sarah Kuba Tanya Lancaster Justin Rupert	1-Year – 04/16/2023 2-Year – 04/15/2024 2-Year – 04/15/2024 2-Year – 04/15/2024

Sustainability & Natural Resources	David Wilson Darrel Waldera Kitty Brussock Angela Freedman Bruce Fischer Judy Taber	1-Year Term - 04/16/2023 1-Year Term - 04/16/2023 2-Year Term – 04/15/2024 2-Year Term – 04/15/2024 2-Year Term – 04/15/2024 2-Year Term - 04/15/2024
Public Safety	Rich Staley Sandy Baak Dottie Olson Shannon Morrison	1-Year Term – 04/16/2023 1-Year Term – 04/16/2023 2-Year Term – 04/15/2024 2-Year Term - 04/15/2024
Senior Outreach	Diane Mikelbank Colleen McCormick Barb Vander Werff Jerry Adrian Leilani Amundson	1-Year Term – 04/16/2023 1-Year Term – 04/16/2023 2-Year Term – 04/15/2024 2-Year Term – 04/15/2024 2-Year Term - 04/15/2024
Public Works & Utilities Committee	Pauline Boness Marv Meyers Chris Frederick Marc Nielsen Eric Kryzenske Jerry Adrian	1-Year Term – 04/16/2023 1-Year Term – 04/16/2023 1-Year Term – 04/16/2023 2-Year Term – 04/15/2024 2-Year Term – 04/15/2024 2-Year Term - 04/15/2024

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SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion on tentative Village Board schedule for 2022-2023.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Enclosed within your packet is a draft scheduled for the 2022-2023 Village Board year. This outlines your regular meeting schedule as well as special meetings as best as can be forecasted.

Likely there will be additional meetings that pop up from time to time and maybe not all of these will be needed, but the intent here is to provide a base level of scheduling to plan for meetings as is needed.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action is needed on this item.

ATTACHMENTS:

1. 2022-2023 DRAFT VB Schedule 04142022 mgs
2. BCC Meeting Schedule 02282022 FINAL

2022-2023 Village Board Year

Tentative Meeting Schedule

All regularly scheduled Village Board meetings will be held at 7:00 pm on the second and fourth Tuesday of each month. Special meetings as well as changes in dates and times are noted below.

Committee of the Whole meetings will meet generally at 5:30 pm prior to regularly scheduled Village Board meetings when needed. Some of these meetings are presently known and identified within the annual schedule.

Please note the following schedule for the Village Board calendar year in 2022 and 2023:

2022

April

- 19th at 5:15 pm – Village Board (Annual Organizational Meeting)
- 23rd at 8:00 am – Community Service Day
 - Village Board member sign up is suggested. [Please click this link for more information.](#)
- 25th at 7:00 pm – Village Board

May

- 10th at 5:30 pm – Committee of the Whole
 - This meeting will target the next phase of the ARPA process. At this meeting we will talk about our future schedule as to whether or not we meet again in this format on May 24th, delegate item to Committee, or address further in the Retreat.
- 10th at 7:00 pm – Village Board
- 13th at TBD – Equity Institute
- 14th at TBD – Equity Institute
- 15th at TBD – Equity Institute
- 16th at 6:00 pm – Special Joint Meeting (Village Board and DEI Committee)
- 24th at 5:30 pm – Committee of the Whole
 - This meeting will target work on the Master Plan for the Municipal Center.
- 24th at 7:00 pm – Village Board

June

- 14th at 7:00 pm – Village Board
- 15th at 6:00 pm – Village Board (Special, Retreat #1)
- 22nd at 6:00 pm – Village Board (Special, Retreat #2)
- 28th at 7:00 pm – Village Board
 - This meeting will target introduction to the next year's budget and capital improvement planning process.

July

- 12th at 7:00 pm – Village Board (IN PERSON)
 - It is suggested that the Village Board meet in person at the first meeting of the month at the beginning of each quarter through the remainder of the board year. All other meetings will remain virtual.
- 26th at 5:30 pm – Committee of the Whole
 - This meeting will target work on the Master Plan for the Municipal Center.
- 26th at 7:00 pm – Village Board

August

- 3rd at 6:00 pm – Village Board (Special, Retreat #3)
- 11th at 7:00 pm – Village Board (SPECIAL DATE)
 - Please note this is a special date due a conflict with the Fall Primary General Election.
- 23rd at 7:00 pm – Village Board

September

- 13th at 5:30 pm – Special Joint Meeting (Village and Library Board)
- 13th at 7:00 pm – Village Board
- 27th at 5:30 pm – Committee of the Whole
 - This meeting will target work on the Master Plan for the Municipal Center.
- 27th at 7:00 pm – Village Board
 - This meeting will target annual presentation from the McFarland Food Pantry.
 - This meeting will also be when the budget is transmittal.

October

- 6th at 6:00 pm – Village Board (Special, Budget #1)
- 11th at 7:00 pm – Village Board (IN PERSON)
 - It is suggested that the Village Board meet in person at the first meeting of the month at the beginning of each quarter through the remainder of the board year. All other meetings will remain virtual.
 - This meeting will target annual presentation from the McFarland Youth Center.
 - Budget #2
- 13th at 6:00 pm – Village Board (Special, Budget #3)
- 20th at 6:00 pm – Village Board (Special, Budget #4)
- 25th at 7:00 pm – Village Board
 - Budget #5
 - Budget Public Hearing
- 27th at 6:00 pm – Village Board
 - Special, Budget #6
 - Discussion on budget items and requested changes.

November

- 3rd at 6:00 pm – Village Board
 - Special, Budget #7
 - Action on budget changes.
- 10th at 7:00 pm – Village Board (SPECIAL DATE)
 - Please note this is a special date due a conflict with the Fall Primary General Election.
 - Budget #8, Optional.
- 22nd at 5:30 pm – Committee of the Whole
 - This meeting will target work on the Master Plan for the Municipal Center.
- 22nd at 7:00 pm – Village Board
 - Budget Adoption

December

- 13th at 7:00 pm – Village Board
- 27th at 7:00 pm – Village Board
 - We schedule this meeting only if necessary.

2023

January

- 10th at 7:00 pm – Village Board (IN PERSON)
 - It is suggested that the Village Board meet in person at the first meeting of the month at the beginning of each quarter through the remainder of the board year. All other meetings will remain virtual.
- 24th at 5:30 pm – Committee of the Whole
 - This meeting will target work on the Master Plan for the Municipal Center.
- 24th at 7:00 pm – Village Board

February

- 13th at 6:30 pm - Special Joint Meeting (Village Board and Sustainability/Natural Resources Committee)
- 14th at 7:00 pm – Village Board
- 28th at 7:00 pm – Village Board

March

- 14th at 7:00 pm – Village Board
- 28th at 5:30 pm – Committee of the Whole
 - This meeting will target work on the Master Plan for the Municipal Center.
- 28th at 7:00 pm – Village Board

April

- 11th at 7:00 pm – Village Board

Boards, Commissions, and Committees Meeting Schedule

Effective May 1, 2022

Release
Agenda/Package

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Library Board Public Safety Committee	2 Parks and Recreation Committee	3	4	5	6
7	8 Sustainability and Natural Resources Committee	9 Village Board	10 Community Development Authority	11	12	13
14	15 DEI Committee	16 Plan Commission	17 Senior Outreach Committee	18	19	20
21	22 Public Works and Utilities Committee	23 Village Board	24	25	26	27
28	✗ Cannot plan on the fifth day of each month.	✗	✗		Groups Meeting as Needed Going Forward: - Board of Review - Board of Zoning Appeals - Ethics Board - Finance Committee - Landmarks Committee - SD/VB Joint Planning Committee - Personnel Committee - Police and Fire Commission	