

VILLAGE OF MCFARLAND
Committee of the Whole Minutes

Tuesday, November 22, 2022 - 5:30 PM

1. CALL TO ORDER.

Village President Clow called the Committee of the Whole of the McFarland Village Board to order at 5:30 pm in the Community Room of the McFarland Municipal Center.

2. ROLL CALL.

Village Board members present: Village Trustee Hilary Brandt, Village Trustee Stephanie Brassington, Village President Carolyn Clow, Village Trustee Michael Flaherty, Village Trustee TJ Jerke, Village Trustee Carrie Nelson, Village Trustee Edward Wreh

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Deputy Administrator/Clerk Cassandra Suettinger, and Communications & Technology Director Stephanie Miller.

3. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Committee of the Whole for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to village.clerk@mcfarland.wi.us to be included as part of the meeting.*

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

None.

4. BUSINESS.

- a. *Discussion regarding a draft Request for Proposals for communication planning services.*

Village Administrator Schuenke provided an overview of the draft Request for Proposals for communication planning services. The Board provided feedback and revisions to the draft.

Village Administrator Schuenke noted he would make the requested changes and distribute the revised RFP for the Board via email. He noted if any of the Board members desired to discuss the RFP further at the December 13, 2022 Committee of the Whole they should make a request accordingly via email. Otherwise, he noted the RFP will be placed on the December 13th Village Board agenda for discussion and possible action to issue.

5. SCHEDULE NEXT MEETING DATE.

a. Tuesday, December 13, 2022 at 5:30 pm (as needed)

6. ADJOURNMENT.

Motion by Village Trustee Michael Flaherty, second by Village Trustee TJ Jerke, to adjourn at 6:30 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
Deputy Administrator/Clerk