

Tuesday, March 14, 2023

5:30 PM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The public may attend in-person or remotely through the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/82870452288>

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

Webinar ID: 828 7045 2288

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

1. CALL TO ORDER.

2. ROLL CALL.

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.

4. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the February 14, 2023 Committee of the Whole meeting.
- b. Motion to approve the minutes of the February 28, 2023 Committee of the Whole meeting.

5. BUSINESS.

- a. Discussion on reports from Departments on current and prospective diversity, equity, and inclusion initiatives.

6. SCHEDULE NEXT MEETING DATE.

- a. March 28, 2023 - Committee of the Whole - 5:30 p.m.
- b. April 11, 2023 - Committee of the Whole - 5:30 p.m.

7. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND
Committee of the Whole Minutes

Tuesday, February 14, 2023 - 5:30 PM

1. CALL TO ORDER.

President Clow was not present, Deputy Administrator/Clerk Suettinger called the meeting to order. Motion by Trustee Edward Wreh, second by Trustee TJ Jerke, to nominate Trustee Stephanie Brassington to the chair. Motion carries 6 - 0 - 0 by acclamation.

2. ROLL CALL.

Village Board members present: Village Trustee Hilary Brandt, Village Trustee Stephanie Brassington, Village President Carolyn Clow(joined at 5:36 p.m.), Village Trustee Michael Flaherty, Village Trustee TJ Jerke, Village Trustee Carrie Nelson, Village Trustee Edward Wreh(left at 5:49 p.m.)

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Deputy Administrator/Clerk Cassandra Suettinger, Community and Economic Development Director Andrew Bremer, Public Works Director Lee Igl, Outreach Director Lori Andersen, and Communications & Technology Director Stephanie Miller.

3. PUBLIC APPEARANCES.

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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. APPROVAL OF MINUTES.

- a. *Motion to approve the minutes of the January 24, 2023 meeting.*
Motion by Village Trustee Stephanie Brassington, second by Village Trustee Edward Wreh, to approve the minutes of the January 24, 2023 meeting. Motion carries 7 - 0 - 0 by acclamation.

5. BUSINESS.

- a. *Presentation and discussion regarding conceptual floor and site plan layouts within the McFarland Municipal Center Campus Master Plan project.*

Nate Day, of SEH Engineering, provided an overview of the goals of the project and the process to date for creation of the conceptual floor and site plans for the McFarland Municipal Center Campus Master Plan project.

Paul Raisleger, of EUA, walked through the floor and site plans and explained how each concept on the plans tied back to the needs identified by the Village for the project. He presented two concept styles for the project: a one-floor Community Center and a two-floor Community Center.

Molly Wagner, of SEH Engineering, walked through the outdoor siteplan for the two proposed options.

Board members provided feedback on the two concepts. Overall the Board liked the concepts provided, however, identified wanting Administration, Community Development and Communication related government services, more toward the entrance of the Community Center. Additionally, the Board identified wanting to have further discussions about the Youth Center's inclusion in the project.

Village Administrator Schuenke noted the process would continue for moving plans forward and gathering additional input.

6. SCHEDULE NEXT MEETING DATE.

- a. February 28, 2023 - Committee of the Whole - 5:30 p.m.
- b. February 28, 2023 - Village Board - 7:00 p.m.
- c. March 14, 2023 - Committee of the Whole - 5:30 p.m.
- d. March 14, 2023 - Village Board - 7:00 p.m.

7. ADJOURNMENT.

Motion by Village Trustee Hilary Brandt, second by Village Trustee Stephanie Brassington, to adjourn at 6:56 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin board in accordance with Open Meetings Law.

Respectfully submitted,
Cassandra Suettinger
Deputy Administrator/Clerk

**Joint Committee of the Whole and
Sustainability & Natural Resources Committee Meeting
February 28, 2023, at 5:30 P.M.**

VB Members Present: Carolyn Clow, Stephanie Brassington, Mike Flaherty, Carrie Nelson, TJ Jerke, Hilary Brandt, Ed Wreh.

S&NR Members Present: Ed Wreh, Carolyn Clow, Kitty Brussock (5:53 PM), Bruce Fischer, Angela Freedman, Judy Taber, Darrel Waldera.

Staff Present: Andrew Bremer, Kong Thao, Lee Igl, Sayer Larson

1. CALL TO ORDER.

Chair Clow called the meeting to order at 5:32 P.M.

2. ROLL CALL.

3. PUBLIC APPEARANCES.

Bruce Fischer, 5209 Falling Leaves Lane, spoke on the success of the committees present and encouraged members to work together moving forward while closing past chapters.

4. BUSINESS

a. Discussion regarding 2022 sustainability and natural resource initiatives.

Thao provided the summary of the agenda item, highlighting the actions completed in 2022. Discussion by the committees included affirmation of sustainability action and goals met. Additional comments include the upcoming completion of the Village's Public Safety Center and BCycle program. Bremer provided an update on the solar farm project with Alliant Energy and the McFarland School District.

b. Discussion regarding 2023-2024 sustainability and natural resources initiatives.

Thao provided summary of the agenda items, showcasing the plan's current and upcoming projects. The Committee's discussion included updates to the Municipal Center and its transition to include sustainable features as prescribed in the Sustainability Plan and education on salt reduction. Igl provided comments on Village snow removal and salt usage. Thao provided summary on the action plan for near-term actions.

c. Discussion regarding Village membership in sustainability organizations.

Thao provided summary on the Village memberships and an update on actions with the associated group. Larson provided update to Bird City USA and Tree City USA activities. The Committee discussed additional organizations for participation and membership which includes Lake Waubesa Conservation Association, Clean Lakes Alliance, and Wisconsin Bike Federation. The Committee provided feedback to staff on the growth of the program and continuing to find ongoing ways to support positive impacts to health and well-being in the community.

5. SCHEDULE NEXT MEETING DATE.

- a. TBD

6. ADJOURNMENT.

Brandt motioned to adjourn, Brassington seconded the motion. Motion carried by unanimous consent. Meeting adjourned at 6:33 PM.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, March 14, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion on reports from Departments on current and prospective diversity, equity, and inclusion initiatives.

PREVIOUS ACTION:

The Committee of the Whole discussed this topic at its meeting on January 10, 2023.

The Committee of the Whole discussed this topic at its meeting on January 24, 2023.

ISSUE SUMMARY:

Please find enclosed a table by Department that brings together the Village Board's discussion from January 10th Committee of the Whole with the Village Staff presentation from the January 24th Committee of the Whole. Each Department is represented by issue providing perspective on what is and is not provided from the discussion we had on this topic in January. We will be prepared to go over this as part of the discussion.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action required. Presented for discussion only.

ATTACHMENTS:

1. McFarland DEI Task Management 03092023 mgs

DEI Tasks in Village of McFarland Government

Administration

Task	Service Category	Do we do this now? <i>Yes or No</i>	If Yes... <i>describe staffing assignment</i>	If No... <i>describe resources needed</i>	Other Comments
Accessing grant funds to subsidize local spending on a variety of initiatives.	Finance	Yes, in a decentralized manner.	Typically whatever the grant is related to, a staff member in the respective department researching and applies for grants. Additionally, some Village consultants help with this task.		It depends on the vision. If the intent is for some to have the job of applying for and researching grants for the Village, this would require an additional position or more work identifying the intent and extent of the task.
Accounts Receivable Hardship Policy		Yes	Deputy Treasurer/Accountant		
Building Representation	Human Resources	Yes	Human Resource Generalist		
Consistency with Civil Rights Law	General	Yes, in a decentralized manner.	Differing positions and legal support depending on the law to be applied.		
Enhancing Recruitments	Human Resources	Yes	Human Resource Generalist		

Holiday Recognition	Human Resources	Yes	Human Resource Generalist.		'Holiday recognition' is fairly broad. More clarification and specificity would likely be necessary to assess this more fully. What's provided is information related to employment related matters. Village Wide events would be something additional. Comm & Tech does some work with Community Events, but again more information needed.
Oversight of State and Federal Regulations	General	Yes, in a decentralized manner.	Each respective Dept is responsible for knowing the regulations that pertain to their respective areas.		Similar theme. This is likely already covered within the Village's current staffing and responsibilities.
Personnel Policy Manual Updates	Human Resources	Yes	Human Resource Generalist		

Resource Allocation	Finance	Yes	Department Heads, Administrator		Conducted through the budget process to ensure resources, as available, are applied equitably to the services provided.
Training Program Development	Human Resources	Yes	Human Resource Generalist		
Understanding the procurement process through RFP system and how it can access other areas.	Finance	Yes	Department Heads, Administrator		Staff prepare RFPs based on a set criteria authorized by the Village Board, and then identify as broad a distribution network as possible to ensure the appropriate resources are accessed.

Communications & Technology

Task	Service Category	Do we do this now? <i>Yes or No</i>	If Yes...describe <i>staffing assignment</i>	If No...describe <i>resources needed</i>	Other Comments
ADA Compliance	General	Yes	Staff have been and continue to be trained on best practices for ADA compliance. This is overseen by the Director.		
Building Community Relationships, Forming Partnerships	Engagement	Yes	Have helped and continue to help community organizations with promoting of events and/or news. Also assist in AV and/or broadcasts.		To name a few: School District, McFarland Community Festival, Farwell Gallery, Sailing Club, LWCA, McFarland UCC, Historical Society.
Closed Captioning	Cable	No		Currently in process as a 2023 Capital Project.	
Diverse information distribution through multiple formats	Content Development	Yes	Continuous work on multiple types of information (feel good		Platforms currently used: website, bi-weekly email blasts (The Lookout), Facebook, Instagram, cable channel

			stories, alerts, announcements, promotions, events, dept-specific, etc.)		announcements/bulletins (also plays in lobby of the Municipal Center), flyers to various public bulletin boards, Senior Outreach events and Meals participants, The Outlook (three times per year).
Gathering Input	Communication	Yes, in a decentralized manner.	Varies by Department based upon the input that is needed.		Sometimes this happens through surveys, public information meetings, public meetings, general inquiries, or other efforts.
Improvement Relationship with Local Government, Increasing Trust	Engagement	Yes, in a decentralized manner.	Varies by Department to review service delivery and make improvements where applicable.		Partner with programming and other events to connect, engage with people to build relationships.
Translation Services	Communication	No		Need to know what the community translation needs are (i.e., what languages are needed for translation?). A reputable	While there is no formal program, different Departments have found ways to formally address this when needed.

				organization and/or individual to help with translations.	
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Community & Economic Development

Task	Service Category	Do we do this now? <i>Yes or No</i>	If Yes... <i>describe staffing assignment</i>	If No... <i>describe resources needed</i>	Other Comments
Affordable Housing	Housing	Yes	Director	One areas to build on would be to continue to annually fund the Affordable Housing Fund to build a larger source of revenues to apply toward future projects.	Creation of new deed restricted affordable housing units is primarily market driven by private developers unless it is on property owned by the Village and sold for that purpose. The Village sets policies through Plans regarding supporting affordable housing. At times this has also included land acquisition or partial waiver of impact fees to support affordable housing developments. The Village is has recently established an Affordable Housing Fund and the Finance Committee is working on related policies to guide the use of funds.
Apply adjustments in how we review and apply building,	Code Compliance	Yes	Director as Zoning Administrator, Village Engineer,	2024 CIP includes funding for a comprehensive update to our Zoning Code. This process is likely to include discussion regarding ways the Zoning Code	An example of this is sending out public hearing notices or other meeting notices in excess of code requirements or not taking action on a development

property maintenance, and zoning standards.			Building Inspector, Property Maintenance Officer	can be adjusted to support DEI. For example, allowing a greater range of uses in single family zoning districts, accessory dwelling units, etc.	permit on the same evening as a public hearing, particularly if there is opposition. Generally, codes are applied uniformly and are generally not written to allow DEI adjustments or are required to adhere to state standards (e.g. UDC). Providing notifications in excess of code requirements is one area where adjustments can be made to support DEI. Other instances include provisions that allow for reasonable accommodations, which are already provided for under Village ordinances
Communicating “green” initiatives.	Sustainability	Yes	Director, Associate Planner		Facilitated through Lookout and Outlook articles, S&NR Committee meetings, Department planning projects, networking with sustainability organizations.
Properly integrating DEI into our plans and planning work.	Planning	Yes	Director, Associate Planner	Refer to tasks under Communication for additional resources related to greater/more diverse community engagement on Village projects beyond property owners within the immediate planning area.	Projects, like the East Side Plan update, routinely include surveys, focus groups, public meetings, and public hearings. The East Side Plan included creation of new online public feedback tool, and constant contact project email list.

How do we support the development of a diverse workforce? Chamber of Commerce?	Economic Development	Yes	Director	Expand areas for business development to occur through both infill redevelopment and new greenfield business parks. Continue to support the development of diverse housing. Housing is where jobs go to sleep at night. Strengthen relationships/connections/communications with businesses including non-Chamber members. Not all businesses belong to the Chamber. This can be facilitated through increased BREV (business retention and expansion visits). This requires additional staff capacity or coordination with the Chamber.	Village is a member of the Chamber. C&ED Director serves on the Chamber Board. C&ED Director passes relevant ED information from state agencies to Chamber Executive Director for sharing with members.
Impacts on natural resources (land, air, groundwater, and surface water).	Sustainability	Yes	Director, Engineer, Building Inspector, Associate Planner	While this task is listed under C&ED, all Departments have some role to play in supporting this sustainability and DEI task.	Ordinances provide for review of development impacts on natural resources. Occasionally they need updating. For example, Staff is working on updates to our stormwater mgmt ord. Our planned 2024 Zoning Code rewrite will provide additional opportunities to revisit other ordinances amendments described in the Sustainability Action Plan.

Planning to rewrite the Zoning Code and thinking about how we meet applicable regulations.	Code Compliance	No, but pending.	Director, Associate Planner	Project is identified in current CIP for 2024. Funds are necessary to hire a consultant to complete the project with C&ED staff assistance. Project likely carries over into 2025 before completion.	
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Fire & Rescue Department

Task	Service Category	Do we do this now? <i>Yes or No</i>	If Yes...describe <i>staffing assignment</i>	If No...describe <i>resources needed</i>	Other Comments
Ambulance Transport Hardship Waiver	EMS	Yes	Admin Assist with EMS billing company facilitate with Senior Outreach Dept supporting.		
Community Based EMS Program	EMS	No		Requires training of Staff and ability to schedule Staff to make appts. which currently is not possible due to min. staffing levels.	Ideally, service would be coordinated by administrative level EMS trained Staff member. Current Staff at that level is over committed to present level of operations.
Increase Outreach	General	Yes	On Shift FF/Medics and Fire Inspector provide.		Currently the level provided is limited by Crew being on shift and scheduling of classes is subject to routine calls. Often causes difficulty for individuals taking classes.

Serving At Risk Populations	EMS	Yes	Chief coordinates with Senior Outreach, Law Enforcement, and other stakeholders.		Limited to being reactive and not proactive due to limited Staff availability.
Smoke and CO2 Inspections	Fire	Yes	Fire Inspector provides scheduled service and fire crews provide during incident responses.		The program should be able to grow as the Fire Inspector grows within the position.

Library

Task	Service Category	Do we do this now? <i>Yes or No</i>	If Yes...<i>describe staffing assignment</i>	If No...<i>describe resources needed</i>	Other Comments
Build Diverse Collection	Collections	Yes	All Staff	In the future, it would be nice to have funding to do diversity audits of our collections.	The Librarians (including Director) purchase materials for the collection using a diverse range of sources and select diverse materials. Besides making sure that we're selecting books by authors from the BIPOC and LGBTQ+ communities, we look for items that offer different perspectives on cultures, items that aid people with disabilities (Large print, audio books, etc...) ESL, as well as materials in other languages.
Program Development	Programs	Yes	Full-Time Staff	Increased funding to hire speakers and presenters in upcoming years. Grant monies have been declining since the	We try to select presenters from different communities on many topics. Over the last few years, we have received grants from the Center for East Asian Studies and the Center for African Studies for diverse programming

				pandemic ended.	and books. We also have resources through the Beyond the Page Foundation on diverse speakers and topics. We also hold a sensory story-time for kids who have sensory issues/sensitives and in 2022 we held a Silent Santa program aimed at families with special needs children.
Strategic Plan Development	General	Yes	Staff and Community Stakeholders		We're currently working through the Strategic Planning process with staff and community stakeholders.

Police Department

Task	Service Category	Do we do this now? <i>Yes or No</i>	If Yes...<i>describe staffing assignment</i>	If No...<i>describe resources needed</i>	Other Comments
Community Restorative Court	Public Safety				
Programming	Community				

Public Works Department

Task	Service Category	Do we do this now? <i>Yes or No</i>	If Yes...describe <i>staffing assignment</i>	If No...describe <i>resources needed</i>	Other Comments
Accessibility in our planning and implementation of improvements, programs.	Parks	Yes, remains ongoing.	Continually reviewing offerings available to residents. All new projects we review and make improvements to accessibility for all individuals.		We are currently working towards an accessible playground in a joint construction with the school district.
Review areas to improve our delivery when needed services are not being received (i.e. solid waste example).	General	Yes	We do review our services offered on an annual basis, to see what additions we could offer or how we can change what is already offered.		The biggest service request we receive is for curb side brush and yard waste collection. Most from residents that do not have access to transportation or proper transportation for hauling.
Reviewing impacts on all forms (i.e. – cars, pedestrians, buses, bikes, etc.)	Transportation	Yes, remains ongoing.	Continually reviewing offerings		

			available to residents		
Planning intersecting with service delivery (i.e. facility improvements).	Capital Projects		All new projects we review and make improvements to accessibility for all individuals.		
Subsidize low income families/users, creating a more equitable system.	Utility	Yes, remains ongoing.	Low Income Household Water Assist. Program (LIHWAP) – provides households relief from water and wastewater invoices. We also are rolling out the Eye on Water program with new water meters that allows the ability to monitor water usage and identify potential water leaks.		

Senior Outreach Department

Task	Service Category	Do we do this now? <i>Yes or No</i>	If Yes...describe <i>staffing assignment</i>	If No...describe <i>resources needed</i>	Other Comments
Client Based Needs	Case Management	Yes	As requested by individuals within our service area.		Refer Spanish and Hmong speaking to language application services. Additional African American centric service only as indicated.
Meal Program	Nutrition	Yes	Anyone over the age of 60.		
Medical Loan Closet	Specialized Services	Yes	Anyone over the age of 60 in the service area and McFarland residents of all ages.		
Universal Design Guidelines within facility development	General	Yes			Ongoing.
Utilization of Mental Health Resource Team	Case Management	Yes	As indicated by Case Manager with consent of client.		