

VILLAGE OF MCFARLAND
Finance Committee Minutes

Thursday, January 19, 2023 - 11:00 AM

1. CALL TO ORDER, ROLL CALL.

Trustee Brassington called the regular meeting of the Finance Committee to order at 11:00 AM in Conference Room A.

Members present: Stephanie Brassington, Hilary Brandt, Carolyn Clow

Members not present: None.

Staff Present: Village Administrator Matt Schuenke; Deputy Administrator/Clerk Cassandra Suettinger; Community and Economic Development Director Andrew Bremer; Accountant/Deputy Treasurer Jennifer Haried

2. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Finance Committee 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 finance@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.

3. BUSINESS.

- a. *Discussion and action to make a recommendation to the Village Board regarding updating Chapter 9 of the fiscal policy manual regarding a Revenue Collection & Write-Off Policy*

Deputy Administrator/Clerk Suettinger provided the updated Chapter 9 fiscal policy, Revenue Collection & Write-Off Policy to the Committee.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Hilary Brandt, to recommend approval to the Village Board regarding updating Chapter 9 of the fiscal policy manual regarding a Revenue Collection & Write-Off Policy, with the changes noted. Motion carries 3 - 0 - 0 by acclamation.

- b. *Discussion regarding the drafting of an Affordable Housing Fund Policy.*

Community and Economic Development Director Bremer provided an overview of the Affordable Housing Fund and current policies that other municipalities have adopted. The Committee discussed the various policies and asked to have them drafted

and brought back to future meetings to review.

c. Discussion regarding the drafting of a Community Grant Policy.

Administrator Schuenke provided an overview of what was previously discussed regarding establishing the Community Grant fund and provided examples from other municipalities of what they have as guidelines for a Community Grant Policy. The Committee provided guidance as to what to include/not include in the Village's policy from the other municipalities' policies. Administrator Schuenke will draft a policy and bring it back to the next meeting for review.

d. Discussion on planning future policy reviews.

The Committee wanted to keep working through the policies that were brought to this meeting and then have a similar layout of the other Fiscal Policies and to keep a schedule of the policies to ensure they are updated in a timely and consistent manner.

4. SCHEDULE NEXT MEETING DATE.

a. Thursday, February 16, 2023 at 11:00 am.

Committee scheduled the next meeting date for March 16, 2023 at 11:00 am.

5. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by Village President Carolyn Clow, to adjourn at 12:08 pm.

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,
Jennifer Haried
Accountant/Deputy Treasurer