

Tuesday, April 18, 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/89456872069>

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

Webinar ID: 894 5687 2069

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

1. CALL TO ORDER.
2. ROLL CALL.
3. NEW BOARD WELCOMING CEREMONY
 - a. Ceremonial swearing in of elected Village Trustees Stephanie Brassington, Hilary Brandt, Luke Fessler, and Village President Carolyn Clow.
 - b. Meet and Greet - Village Board members will be available to meet and greet members of the Community. The Board will also take donations to the food pantry at this time.
4. RECOGNITION OF DEPARTING ELECTED OFFICIALS
5. COMMENCE THE BUSINESS PORTION OF THE ANNUAL MEETING
6. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Village Board 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 Board 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 Board 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 Board 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.
7. 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 Luke Fessler as the Village Board representative on the Library Board (2/3 vote required) as recommended by the Village President.
- 3) Election of Trustee Stephanie Brassington 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 the tentative Village Board schedule for 2023-2024.

c. Public Announcement - Community Service Day - Saturday, April 22, 2023.

8. SCHEDULE NEXT MEETING DATE.

- a. April 25, 2023 - Committee of the Whole - 5:30 pm
- b. April 25, 2023 - Village Board - 7:00 pm
- c. May 3, 2023 - Joint Meet with School District - Land Acknowledgement - 6:00 p.m.
- d. May 9, 2023 - Committee of the Whole - 5:30 pm
- e. May 9, 2023 - Village Board - 7:00 pm

9. 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.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, April 18, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

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. 2023 Village President Appointments - 04.13.2023 - FINAL FINAL



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608.838.3153

Village President Appointments

2023-2024

Amended April 17, 2023

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

**VILLAGE OF
McFarland**
SUMMARY SHEET

MEETING DATE: Tuesday, April 18, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Election of Luke Fessler 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

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, April 18, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Election of Trustee Stephanie Brassington 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

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, April 18, 2023

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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. 2023-2024 Appointments - FINAL 04.13.2023

Report Date: April 13, 2023

Statutorily authorized authorities, boards, committees and commissions:

	Appointee	Term
Board of Review	Dan Chin	5-Year Term - 04/17/2028
Board of Zoning Appeals	Art Luetke	3-Year Term - 04/20/2026
	Joe Rademacher (Alternate)	3-Year Term - 04/20/2026
	Jeff Sorenson (Alternate)	3-Year Term - 04/20/2026
Community Development Authority	Benjamin Tanko	4-Year Term – 04/19/2027
Ethics Board	Angela Freedman	3-Year Term – 04/20/2026
Landmarks Commission	Kathy Krusiec	3-Year Term – 04/20/2026
	Ron Larson	3-Year Term – 04/20/2026
	John Wells	Fill Vacancy – 04/15/2024
Library Board	None	
Plan Commission	Austen Conrad	3-Year Term – 04/20/2026
	Scott Peters	3-Year Term – 04/20/2026
	Jill Halverson	Fill Vacancy – 04/15/2024
Police and Fire Commission	Carrie Nelson	5-Year Term – 04/17/2028

Standing Committees

	Appointee	Term
Diversity, Equity & Inclusion Committee	Miguel Pena	2-Year Term – 04/21/2025
	Angela Bazan	2-Year Term – 04/21/2025
Public Safety	Rich Staley	2-Year Term – 04/21/2025
Public Works & Utilities Committee	Pauline Boness	2-Year Term – 04/21/2025
	Eric Kindschi	Fill Vacancy – 04/21/2025
Senior Outreach	Diane Mikelbank	2-Year Term – 04/21/2025
	Colleen McCormick	2-Year Term – 04/21/2025
	Lowell Prill	Fill Vacancy – 04/15/2024
Sustainability & Natural Resources	Judy Taber	2-Year Term - 04/21/2025
	Nina Schultz	Fill Vacancy – 04/21/2025

VILLAGE OF
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SUMMARY SHEET

MEETING DATE: Tuesday, April 18, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion on the tentative Village Board schedule for 2023-2024.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Enclosed within your packet is a draft scheduled for the 2023-2024 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.

One aspect of this that will affect the schedule from May through August are special meetings to develop the 2023-2024 Strategic Implementation Plan (i.e. - next year's goals and objectives).

We went through an overview of the current year at our meeting on April 10th and a schedule is being prepared for this new process that we will be sharing shortly. The enclosed draft will be updated once that is prepared.

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. 2023-2024 DRAFT VB Schedule 04132023 mgs

2023-2024 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 2023 and 2024:

2023

April

- 18th at 5:30 pm – Village Board (Annual Organizational Meeting)
- 22nd at 8:00 am – Community Service Day
 - Village Board member sign up is suggested. [Please click this link for more information.](#)
- 25th at 5:30 pm – Committee of the Whole
 - This meeting will address and provide an update on the McFarland Municipal Center Campus Master Plan.
- 25th at 7:00 pm – Village Board

May

- 9th at 5:30 pm – Committee of the Whole
- 9th at 7:00 pm – Village Board
- 23rd at 5:30 pm – Committee of the Whole
- 23rd at 7:00 pm – Village Board
 - This meeting will introduce the draft 2024-2028 Capital Improvement Plan.

June

- 13th at 7:00 pm – Village Board
- 27th at 7:00 pm – Village Board
 - Continued opportunity for Capital Improvement Plan review.

July

- 11th at 7:00 pm – Village Board
 - This meeting will introduce the process for the 2024 Budget.
- 25th at 7:00 pm – Village Board
 - Continued opportunity for Capital Improvement Plan review.

August

- 8th at 7:00 pm – Village Board
- 22nd at 7:00 pm – Village Board
 - Targeted acceptance of Capital Improvement Plan.

September

- 12th at 5:30 pm – Special Joint Meeting (Village and Library Board)
- 12th at 7:00 pm – Village Board
- 26th 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

- 5th at 6:00 pm – Village Board (Special, Budget Review #1)
- 10th at 7:00 pm – Village Board
 - This meeting will target annual presentation from the McFarland Youth Center.
 - Budget Review #2
- 12th at 6:00 pm – Village Board (Special, Budget Review #3)
- 24th at 7:00 pm – Village Board
 - Budget Review #4
 - Budget Public Hearing
- 26th at 6:00 pm – Village Board
 - Special, Budget Review #5
 - Discussion on budget items and requested changes.

November

- 2nd at 6:00 pm – Village Board
 - Special, Budget Review #6
 - Action on budget changes.
- 9th at 6:00 pm – Village Board
 - Special, Budget Review #7
 - Optional.
- 14th at 7:00 pm – Village Board
 - Budget Review #7, Optional.
- 28th at 7:00 pm – Village Board
 - Budget Adoption

December

- 12th at 7:00 pm – Village Board
- 26th at 7:00 pm – Village Board
 - To be cancelled.
 - We schedule this meeting only if necessary.

2024

January

- 9th at 7:00 pm – Village Board
- 23rd at 7:00 pm – Village Board

February

- 13th at 5:30 pm - Special Joint Meeting (Village Board and Sustainability/Natural Resources Committee)
- 13th at 7:00 pm – Village Board
- 27th at 7:00 pm – Village Board

March

- 12th at 7:00 pm – Village Board
- 27th at 7:00 pm – Village Board

April

- 9th at 7:00 pm – Village Board