

Tuesday, January 30, 2024

7:00 PM

McFarland Municipal Center
5915 Milwaukee St, McFarland
Community Room

AMENDED AGENDA

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/86738366220>

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

Webinar ID: 8673 8366 220

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 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.

4. CLOSED SESSION.

- a. Discussion and action on entering into Closed Session in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider Resolution #2024-04, a resolution approving interim appointments to the offices of Village Administrator, Clerk/Treasurer, and Deputy Treasurer.

5. RECONVENE INTO OPEN SESSION.

6. BUSINESS.

- a. Discussion and action regarding a Charter Ordinance 2024-08: A Charter Ordinance Recreating the Separate Offices of Village Clerk and Village Treasurer and Assigning Powers and Duties
- b. Discussion and action regarding Resolution #2024-04: a resolution approving interim appointments to the offices of Village Administrator, Clerk/Treasurer and Deputy Treasurer.

7. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, February 13, 2024 at 7:00 pm - Village Board
- b. Tuesday, February 27, 2024 at 7:00 pm - Village Board

8. 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**
SUMMARY SHEET

MEETING DATE: Tuesday, January 30, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Discussion and action regarding a Charter Ordinance 2024-08: A Charter Ordinance Recreating the Separate Offices of Village Clerk and Village Treasurer and Assigning Powers and Duties

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

In December 2023, the Village created the Finance Manager/Treasurer position. With this change, the Village needs to go through the process of separating the offices within the code. The Offices of Village Clerk/Treasurer were combined in a charter ordinance in 1994. The attached Charter Ordinance amends the code to separate the offices.

With a Charter Ordinance, approval is required by 2/3s of the Board. Following passage of the Charter Ordinance, the ordinance must be published, and the effective date is 60 days from publication. The 60 day waiting periods allows for challenges.

If no challenges are presented, the Village would bring forward a second ordinance to update the code to separate the offices.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Charter Ordinance.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends approval of Charter Ordinance 2024-08: A Charter Ordinance recreating the separate offices of Village Clerk and Village Treasurer and assigning powers and duties.

ATTACHMENTS:

1. 2024-08 Charter Ordinance Separating Clerk-Treasurer Offices

CHARTER ORDINANCE 2024-08

A CHARTER ORDINANCE RECREATING THE SEPARATE OFFICES OF VILLAGE CLERK AND VILLAGE TREASURER AND ASSIGNING POWERS AND DUTIES.

Purpose: To revise the Village Charter to create the separate offices of Village Clerk and Treasurer as provided by statute, provide for the appointment of those separate officers

Sponsor: Cassandra Suettinger, Deputy Administrator/Clerk-Treasurer

Recommended Referral: None

Public Hearing: Not required.

WHEREAS, the Village Board enacted a charter ordinance dated July 11, 1994 which combined the offices of Village Clerk-Treasurer with the office of Village Administrator; and

WHEREAS, since 1994, the Village Board has enacted ordinances realigning the duties of the Administrator and Clerk-Treasurer, but has not formally amended the Village's Charter to reflect those changes; and

WHEREAS, the Village Board has determined to separate the office of the Clerk-Treasurer into separate offices of Clerk and Treasurer in the manner provided in the general charter for Village's enacted as Chapter 61 of the Wisconsin Statutes while maintaining the authority to delegate additional responsibilities to each office;

NOW, THEREFORE, the Village Board of McFarland, Wisconsin, does ordain as follows:

Section 1. Pursuant to §66.0101(2)(b), Wis. Stats., and except as provided herein, the Village elects to be governed by the provisions of Chapter 61 of the Wisconsin Statutes that establish the offices of Village Clerk and Village Treasurer and assign powers and duties to those offices. The provisions of the Village Charter Ordinance enacted on July 11, 1994 combining such offices with the office of Village Administrator, and all other provisions of charter ordinances enacted prior hereto affecting the offices, powers or duties of Village Clerk, Village Treasurer or Village Clerk-Treasurer conflicting with said Chapter 61 are hereby repealed.

Section 2. Pursuant to §§66.0101 and 61.195, Wis. Stats., and notwithstanding Section 1 hereof, the Village elects not to be governed by the provisions of §61.19 to the extent they apply to clerks and treasurers, and the Village Clerk and Village Treasurer shall be appointed in the manner determined by the Village Board by ordinance.

Section 3. Pursuant to §66.0101, Wis. Stats., and notwithstanding Section 1 hereof, the Village elects not to be governed by the provisions of §§61.19 and 61.261, Wis. Stats. to the extent they relate to the appointment of a Deputy Clerk and Deputy Treasurer. One or more Deputy Clerks

and/or Deputy Treasurers may be appointed in the manner determined by the Village Board by ordinance.

Section 4. Effective Date.

This is a charter ordinance and shall take effect 60 days after its passage and publication, unless within such 60-day period a referendum petition as provided by Wis. Stats. § 66.0101 shall be filed, in which case this ordinance shall not take effect until it shall have been submitted to a referendum vote of the electors and approved by a majority of the electors voting thereon.

Section 5. Transitional Provisions. The individual serving in the office of Clerk-Treasurer on the effective date hereof shall serve as the Village Clerk and Village Treasurer until a successor to one or both of those offices is appointed and qualified.

The foregoing Ordinance was duly adopted at a special meeting of the McFarland Village Board on the 30th day of January, 2024.

APPROVED:

Carolyn Clow, Village President

ATTEST:

Cassandra Suettinger, Deputy
Administrator/Clerk

ORDINANCE 2024 – 08	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brandt –	Jerke -
Brassington –	Fessler –
Clow –	Wreh –
Flaherty -	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	