

Tuesday, April 16, 2024

5:30 PM

McFarland Municipal Center
5915 Milwaukee St, McFarland
Community Room

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/87872061041>

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

Webinar ID: 878 7206 1041

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 Alisa Leamy, Lowell Prill, and Miguel Peña.
4. COMMENCE THE BUSINESS PORTION OF THE ANNUAL MEETING.
5. 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.
6. 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 Boards, Committees and Commissions.

b. Organizational Issues

- 1) Discussion on the tentative Village Board schedule for 2024-2025.
- 2) Public Announcement - Community Service Day - Saturday, April 27, 2024.
- 3) Public Announcement - Meet and Greet immediately following adjournment of Annual meeting- 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.

7. SCHEDULE NEXT MEETING DATE.

- a. Village Board Meeting - May 2nd - 7:00 p.m. (Rescheduled from April 23rd)
- b. Village Board Meeting - May 14th - 7:00 p.m.
- c. Village Board Meeting - May 28th - 7:00 p.m.

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.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, April 16, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Interim Village Administrator

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. 2024-25 Village President Appointments 04.11.2024



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608.838.3153

**Village President Appointments
2024-2025**

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

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, April 16, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Interim Village Administrator

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 16, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Interim Village Administrator

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

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, April 16, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action on resident appointments to Boards,
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:

Recommended for approval. *Motion to recommend approval of resident appointments to Boards, Committees, and Commissions*

ATTACHMENTS:

1. 2024-2025 Appointments

Report Date: April 10, 2024

Statutorily authorized authorities, boards, committees and commissions:

	Appointee	Term
Board of Review	Steve Annen	5-Year Term - 04/16/2029
Board of Zoning Appeals	Jeff Sorenson	3-Year Term - 04/19/2027
	Mark Neidinger	3-Year Term - 04/19/2027
Community Development Authority	Elizabeth Yszenga	4-Year Term – 04/17/2028
	Kurt Zimmerman	4-Year Term – 04/17/2028
	Krystalynn Sabol	Fill Vacancy – 04/20/2026
Ethics Board	Diane Norman	3-Year Term – 04/19/2027
	David Stark	3-Year Term – 04/19/2027
Landmarks Commission	John Wells	3-Year Term – 04/19/2027
Library Board	Mona Nelson	3-Year Term – 04/19/2027
	Evan Richards	3-Year Term – 04/19/2027
	Peter Sobol	3-Year Term – 04/19/2027
Plan Commission	Jill Halverson	3-Year Term – 04/19/2027
Police and Fire Commission	Gerald Mullen	5-Year Term – 04/16/2029

Standing Committees

	Appointee	Term
Diversity, Equity & Inclusion Committee	Monica Bruce	2-Year Term – 04/20/2026
	Mona Nelson	2-Year Term – 04/20/2026
	Ed Wreh	2-Year Term – 04/20/2026
	Muhammadi Mahmood	Fill Vacancy – 04/14/2025
Parks & Recreation Committee	Sarah Kuba	2-Year Term – 04/20/2026
	Tanya Lancaster	2-Year Term – 04/20/2026
	Anita Iwanski	2-Year Term – 04/20/2026
Public Safety	Dottie Olson	2-Year Term – 04/20/2026
	Shannon Morrison	2-Year Term – 04/20/2026
	Rick Behnke	2-Year Term – 04/20/2026
Public Works & Utilities Committee	Marc Nielsen	2-Year Term – 04/20/2026
	Chris Fredrick	2-Year Term – 04/20/2026
	Zach Freeman	2-Year Term – 04/20/2026
Senior Outreach	Barb Vander Werff	2-Year Term – 04/20/2026
	Jerry Adrian	2-Year Term – 04/20/2026
	Vito Griseta	2-Year Term – 04/20/2026
Sustainability & Natural Resources	Angela Freedman	2-Year Term – 04/20/2026
	Michael Allen	2-Year Term – 04/20/2026

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, April 16, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Cassandra Suettinger, Interim Village Administrator

AGENDA ITEM: Discussion on the tentative Village Board schedule for 2024-2025.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Enclosed within your packet is a draft scheduled for the 2024-2025 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.

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. 2024-2025 DRAFT VB Schedule 04112024 mgs

2024-2025 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.

Please note the following schedule for the Village Board calendar year in 2024 and 2025:

2024

April

- 16th at 5:30 pm – Village Board (Annual Organizational Meeting)
- 27th at 8:00 am – Community Service Day
 - Village Board member sign up is suggested. [Please click this link for more information.](#)

May

- 2nd at 7:00 pm – Village Board
 - This is the regularly scheduled April 23rd meeting that is rescheduled in observance of approved holidays for the year.
- 14th at 7:00 pm – Village Board
- 28th at 7:00 pm – Village Board

June

- 5th at 5:30 pm – Village Board (Special)
 - 2024-2025 Strategic Implementation Plan Meeting #1
- 10th at 7:00 pm – Village Board
 - This is the regularly scheduled June 11th meeting that is rescheduled in observance of approved holidays for the year.
 - This meeting will introduce the draft 2025-2029 Capital Improvement Plan.
- 25th at 5:30 pm – Village Board (Special)
 - 2024-2025 Strategic Implementation Plan Meeting #2
- 25th at 7:00 pm – Village Board

July

- 9th at 5:30 pm – Village Board (Special)
 - 2024-2025 Strategic Implementation Plan Meeting #3
- 9th at 7:00 pm – Village Board
 - Continued opportunity for Capital Improvement Plan review.
- 23rd at 7:00 pm – Village Board

August

- 7th at 5:30 pm – Village Board (Special)
 - 2024-2025 Strategic Implementation Plan Meeting #4 with Department Heads.
- 15th at 7:00 pm – Village Board
 - This is the regularly scheduled August 13th meeting that is rescheduled Fall General Election Primary.
 - Continued opportunity for Capital Improvement Plan review.
- 27th at 7:00 pm – Village Board
 - Targeted acceptance of the 2024-2025 Strategic Implementation Plan.
 - Targeted acceptance of the 2025-2029 Capital Improvement Plan.

September

- 10th at 5:30 pm – Special Joint Meeting (Village and Library Board)
- 10th at 7:00 pm – Village Board
- 24th 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.
- 30th at 6:00 pm – Village Board (Special, Budget Review #1)

October

- 8th at 7:00 pm – Village Board
 - This meeting will target annual presentation from the McFarland Youth Center.
 - Budget Review #2
- 10th at 6:00 pm – Village Board (Special, Budget Review #3)
- 22nd at 7:00 pm – Village Board
 - Budget Review #4
 - Budget Public Hearing
- 23rd-25th – League of Wisconsin Municipalities Fall Conference
- 29th at 6:00 pm – Village Board
 - Special, Budget Review #5
 - Discussion on budget items and requested changes.

November

- 7th at 6:00 pm – Village Board
 - Special, Budget Review #6
 - Action on budget changes.
- 12th at 7:00 pm – Village Board
 - Budget Review #7, Optional.
- 26th at 7:00 pm – Village Board
 - Budget Adoption

December

- 10th at 7:00 pm – Village Board
- 24th at 7:00 pm – Village Board
 - To be cancelled.
 - We schedule this meeting only if necessary.

2025

January

- 14th at 7:00 pm – Village Board
- 28rd at 7:00 pm – Village Board

February

- 11th at 5:30 pm - Special Joint Meeting (Village Board and Sustainability/Natural Resources Committee)
- 11th at 7:00 pm – Village Board
- 25th at 7:00 pm – Village Board

March

- 11th at 7:00 pm – Village Board
- 25th at 7:00 pm – Village Board

April

- 8th at 7:00 pm – Village Board