

**Thursday, May 16, 2024**

**11:00 AM**

**McFarland Municipal Center**  
5915 Milwaukee St, McFarland  
*Conference Room A*

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/82526520649>

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

Webinar ID: 825 2652 0649

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

1. CALL TO ORDER, ROLL CALL.

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](mailto: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.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the March 12, 2024 meeting.

4. BUSINESS.

- a. Discussion and action to make a recommendation to the Village Board regarding a Community Grant Application from the McFarland Equity Project.

5. SCHEDULE NEXT MEETING DATE.

6. 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](mailto: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  
**Finance Committee Minutes**  
Tuesday, March 12, 2024 - 6:00 PM

**1. CALL TO ORDER, ROLL CALL.**

Village Trustee Hilary Brandt called the regular meeting of the Finance Committee to order at 6:00 pm in Conference Room A

Members present: Hilary Brandt, Stephanie Brassington, Michael Flaherty

Members not present: None

Staff Present: Village Administrator Matt Schuenke

**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](mailto: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. APPROVAL OF MINUTES.**

- a. *Motion to approve the minutes of the November 16, 2023 meeting.*  
Motion by Village Trustee Hilary Brandt, second by Village Trustee Mike Flaherty, to approve the minutes of the November 16, 2023 meeting. Motion carries 3 - 0 - 0 by acclamation.

**4. BUSINESS.**

- a. *Discussion and action to make a recommendation to the Village Board regarding a Community Grant Application from Boy Scout Troop 53.*  
Drew Tokheim, from Boy Scout Troop 53, was present and introduced their Community Grant application to the Finance Committee.

Motion by Village Trustee Hilary Brandt, second by Village Trustee Mike Flaherty, to approve the Community Grant application from Boy Scout Troop 53 in the amount of \$500.00. Motion carries 3 - 0 - 0 by acclamation.

- b. *Discussion and action to make a recommendation to the Village Board regarding a*

Community Grant Application from the McFarland Pride Association.

Kristin Ellis, Founder of the McFarland Pride Association, was present and introduced their Community Grant application to the Finance Committee. Village Trustee Hillary Brandt lost internet connection at 6:12 PM.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Mike Flaherty, to approve the Community Grant application from the McFarland Pride Association in the amount of \$1,000.00. Motion carries 2- 0 by acclamation.

**5. SCHEDULE NEXT MEETING DATE.**

a. Thursday, April 18, 2024 at 11:00 am.

**6. ADJOURNMENT.**

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Mike Flaherty, to adjourn at 6:15 pm

  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Thursday, May 16, 2024

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Cassandra Suettinger, Interim Village Administrator

**AGENDA ITEM:** Discussion and action to make a recommendation to the Village Board regarding a Community Grant Application from the McFarland Equity Project.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

Please find enclosed for review an application to the Community Grant Program from McFarland Equity Project. Staff conducted its review for completeness and completed a form also outlining our findings.

**FINANCIAL/BUDGET IMPACT:**

The request from the grant program is for \$3093.00. The Committee has discretion in how much it wishes to recommend within its approval to the Village Board. The remaining community grant budget balance to date is \$11,000.00.

**VILLAGE PLAN REFERENCE:**

None

**ORDINANCE REFERENCE:**

**Chapter 13 - Community Grant Policy**

Enclosed within this item. This policy outlines the parameters by which the funds allocated for Community Grants can be expended. The Committee should review applications while considering the Program Objectives in Section 13.04 and the evaluation criteria outlined in Section 13.08 under Application Evaluation.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommended Action

*Motion to recommend approval to the Village Board regarding a Community Grant Application from the McFarland Equity Project in the amount of \_\_\_\_\_.*

**ATTACHMENTS:**

1. McFarland Equity Project (MEP) Community Grant Application
2. Community Grant Staff Checklist - MEP



## Community Grant Program Application

### Program Description

The Village of McFarland recognizes that support within the Community exists and develops in many different facets. In order to foster programs and ideas to create a healthier and more equitable environment within our Community, this Community Grant Program is created to catalyze projects that improve our local quality of life within eligible activities.

For more information, please review [Chapter 13 of the Village's Fiscal Policy Manual](#) or contact [Village Administrator Matt Schuenke](#).

### Eligibility Information

Community organizations that are an active group or organization that regularly meets within the Village of McFarland that is tax exempt pursuant to Section 501(c)(3) of the Internal Revenue Code or that provide charitable services, sponsorships, or donations within the Community without discrimination on the basis of sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military status, or any other legally protected status.

## Organization/Group Information

<b>Organization/Group Name</b>	McFarland Equity Project (MEP)
<b>Organization/Group Address</b>	5103 Black Walnut Dr, McFarland
<b>Organization/Group Website, if applicable</b>	<a href="https://www.mcfarlandequityproject.org/">https://www.mcfarlandequityproject.org/</a>
<b>Please describe mission/purpose/goals of Organization/Group</b>	The McFarland Equity Project is a grassroots racial justice organization that was developed out of the passion, courage and needs of students and others in our community. Our common goal is to address racial inequities, seek justice by promoting anti-racist policies and practices, and create and maintain inclusive and welcoming environments in the Village of McFarland.

## Main Contact Information

<b>Main Contact First Name</b>	Christine
<b>Main Contact Last Name</b>	Pribbenow
<b>Main Contact Address, Including City, State, Zip</b>	5103 Black Walnut Dr McFarland, WI 53558
<b>Main Contact Phone Number</b>	608-239-6078

<b>Main Contact E-mail Address</b>	mcfarlandequityproject@gmail.com
<b>Main Contact Role within Organization/Group</b>	Member of MEP Backbone/Leadership team, official contact on legal documents
<b>Main Contact Role within the Project</b>	Event organizer
<b>Describe Main Contact's Experience with Organization/Group and/or Similar Projects</b>	One of the original founding members of MEP; collaborated in planning Juneteenth celebration in previous year (2023)



## Community Grant Program Application

### Key Personnel

In addition to the main contact identified on the previous page, please identify all key personnel within organization/group and/or involved in the project.

i. **First Name**

Brian

**Last Name**

Ward

**Role within Organization/Group and/or Project**

Teacher advisor to the Black Student Union (BSU)

**Describe Experience within Organization/Group and/or Similar Projects**

Mr. Ward is a teacher at McFarland High School and advisor to the Black Student Union, with whom MEP is planning this event.

Please select plus sign below to add additional personnel.



## Community Grant Program Application

## Grant Request Information

The Organization/Group is requesting funding for: (Check all that apply)

- Enhancement of community/neighborhood engagement, special event development, and/or public education
- Youth mentoring and education

Amount of funding being requested

3093

Describe funding request

These funds are to be used to offer an educational and community-building event in McFarland to celebrate the Federal Holiday of Juneteenth. Last year, MEP and the BSU planned an event and it surpassed all of our expectations for attendance. We ran out of food and had a short time frame. Despite this, it was an overall positive event and McFarland students and community members were interviewed for the local news. From this initial experience, we know we needed additional funds to be able to support it.

Describe goals/objectives of project

MEP community members and the Black Student Union (BSU) are co-planning an event for June 16, 2024. We will be offering educational and fun activities for all, a catered meal from Melly Mell's Soul Food, speakers, and entertainment. The goal is to educate about this holiday and have a community-building event for McFarland.

Describe budget of project

Logistics and venue: park rental \$20 + tent rental \$698 = \$718  
Publicity and educational materials: printing \$100 + decorations \$100 = \$200  
Catering: food \$1400 + eating supplies \$25 = \$1425  
Entertainment: kids' activities \$50 + music \$400 + slide \$300 = \$750

These numbers are based on the previous year and requesting quotes for additional activities.

Describe timeline of project

May - June: planning event  
reserving tents, purchasing items, and ordering food

Event date: June 16, 2024



## Community Grant Program Application

### References

Please provide references

i. **Organization/Group Name, if applicable**

McFarland School District

**Contact Person's First Name**

Aaron

**Contact Person's Last Name**

Tarnutzer

**Contact Person's Phone Number**

608-838-4550

**Contact Person's E-mail Address**

TarnutA@mcsfd.org

**Please describe the nature of the relationship with this reference, including any experience of working with your Organization/Group on a similar project**

Mr. Tarnutzer, the Superintendent of the McFarland School District, has worked with the McFarland Equity Project (MEP) since its inception and we have had a great working relationship with the district through him. He can vouch for our organization and this event.

Please select the plus sign below to add additional references.



## Community Grant Program Application

### Cover Letter

Please submit a Cover Letter summarizing your request.



MEPapplication-Juneteenth.docx

### Additional Attachments

Please attach any other supplementary information supporting the funding request. This area could also include letters of support for the funding request.

Supplementary Attachments



2023JuneteenthFlyer.pdf

## Community Grant Program Application

### Acknowledgements

**The Organization/Group submitting this application acknowledges the following:**

- The Organization/Group meets the eligibility requirements identified in Chapter 13 the Village of McFarland Fiscal Policy Manual.
- Funding may be granted at the discretion of the Village of McFarland and subject to the availability of funds.
- The Organization/Group is expected to seek additional resources to accomplish project goals.
- At the completion of the project, the Organization/Group will submit to the Village of McFarland a Project Summary outlining how the funds were used within the proposal awarded.

**Name of Person Submitting Application**

Christine Pribbenow

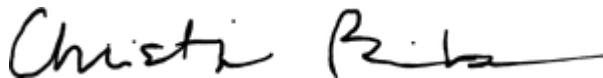
**Role within Organization/Group**

MEP Backbone member, Legal contact for MEP

**As the person submitting this application, I certify that:**

- I am authorized by the Organization/Group to submit this application on behalf of the Organization/Group.
- To the best of my knowledge and belief with regard to the foregoing application and any attachments thereto, I have read and made complete answers to each question and that my answers in each instance are true and correct.

**Signature**



**Date**

05/02/2024

Community Grant Application

Staff Review

Applicant      McFarland Equity Project      Submittal: May 2, 2024

Cover Letter    **Yes**    No    Application    **Yes**    No      Supplemental    **Yes**    No

Eligible        **Yes**    No

Reason         Active Community Group Operating within Village of McFarland

Fundable Requests – Applicant Selected:

- (a)    **Enhancement of community/neighborhood engagement, special event development, and/or public education.**
- (b)    Youth mentoring and education.
- (c)    New, small capital projects and/or equipment.
- (d)    Promotion of health, wellness, food security, and natural care.
- (e)    Advancement of sustainable ideas for the better of the local environment.
- (f)    Adult education and workforce development.
- (g)    Other funding may be considered if in the sole discretion of the Village it is determined the request enhances the quality of life within the Community.

Application Complete    **Yes**    No

Staff Comments

*The event requires a Special Event Permit that is pending approval.*

Reviewer        Lisa Skar      Review Date    May 3, 2024

Committee Review    May 16, 2024

Village Board Review