

VILLAGE OF MCFARLAND  
**Personnel Committee Minutes**  
*Thursday, January 4, 2024 - 12:00 PM*

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

Village Trustee Luke Fessler called the regular meeting of the Personnel Committee to order at 12:01 PM in Conference Room A of the McFarland Municipal Center.

Members present: Luke Fessler, TJ Jerke

Members not present: Edward Wreh

Staff Present: Matt Schuenke, Cassandra Suettinger, Andrea Anderson

**2. PUBLIC APPEARANCES.**

*a. This is an opportunity for members of the public to address the Personnel 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 [village.clerk@mcfarland.wi.us](mailto: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.*

No public present.

**3. APPROVAL OF MINUTES.**

*a. Motion to approve the minutes of the November 27, 2023 meeting.*

Motion by Village Trustee Luke Fessler, second by Village Trustee TJ Jerke, to approve the minutes of the November 27, 2023 meeting. Motion carries 2 - 0 - 0 by acclamation.

**4. BUSINESS.**

*a. Discussion and recommendation on creation of a Finance Manager/Treasurer and update of the organization chart for the Administration Department.*

Motion by Village Trustee Luke Fessler, second by Village Trustee TJ Jerke, to recommend approval of the creation of a Finance Manager/Treasurer position and to update the organizational chart for the Administration Department. Motion carries 2 - 0 - 0 by acclamation.

**5. SCHEDULE NEXT MEETING DATE.**

No future meeting scheduled.

**6. ADJOURNMENT.**

Motion by Village Trustee Luke Fessler, second by Village Trustee TJ Jerke, to adjourn at

12:21 p.m.

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,  
Andrea Anderson  
Human Resources Generalist