

Tuesday, July 23, 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/88979374013>

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

Webinar ID: [88979374013](https://us02web.zoom.us/j/88979374013)

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 Committee of the Whole 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.
4. APPROVAL OF MINUTES.
  - a. Motion to approve the minutes of the October 10, 2023 meeting.
5. BUSINESS.
  - a. Discussion on public engagement plan regarding the presentation of the conceptual schematic design for the McFarland Community and Municipal Center Project.
  - b. Discussion regarding the 2025 Budget Review/Adoption Schedule and Planning Memorandum.
6. SCHEDULE NEXT MEETING DATE.
  - a. Village Board - Wednesday, August 7, 2024 at 5:30 pm (Special Meeting)
  - b. Committee of the Whole - Thursday, August 15, 2024 at 5:30 pm
  - c. Village Board - Thursday, August 15, 2024 at 7:00 pm (Regular Meeting, Special Date)

d. Village Board - Tuesday, August 27, 2024 at 7:00 pm (Regular Meeting)

## 7. 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  
**Committee of the Whole Minutes**

*Tuesday, October 10, 2023 - 5:30 PM*

**1. CALL TO ORDER.**

President Carolyn Clow called the Committee of the Whole meeting to order at 5:30 PM in Community Room.

**2. ROLL CALL.**

Village Board members present: Village Trustee Hilary Brandt, Village Trustee Stephanie Brassington, Village President Carolyn Clow, Village Trustee Luke Fessler, Village Trustee Michael Flaherty, Village Trustee TJ Jerke, Village Trustee Edward Wreh(joined at 5:32 p.m.)

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke and Deputy Administrator/Clerk Cassandra Suettinger.

**3. Tour of the McFarland Municipal Center - The purpose of the tour is to view the vacated space within the Municipal Center to conceptualize options for the Community Center. No matter shall be considered nor shall any action be taken by the Village Board during the tour.**

At 5:32 p.m. the Board exited the Community Room and toured the Municipal Center. The Board returned to the Community Room at 6:02 p.m. to commence the rest of the agenda.

**4. PUBLIC APPEARANCES.**

*This is an opportunity for members of the public to address the Committee of the Whole 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.*

None.

**5. APPROVAL OF MINUTES.**

*Motion to approve the minutes of the September 26, 2023 Committee of the Whole meeting.*

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve the minutes of the September 26, 2023 Committee of the Whole

meeting. Motion carries 7 - 0 - 0 by acclamation.

**6. BUSINESS.**

*a. Discussion and presentation on the Communications & Engagement Plan by Revelation PR, Advertising & Social Media.*

Revelation PR, Advertising & Social Media presented the draft Communications & Engagement Plan. Board Members provided feedback. The Committee directed staff to place the finalized plan on the next Village Board meeting for approval.

**7. SCHEDULE NEXT MEETING DATE.**

**8. ADJOURNMENT.**

Motion by Village Trustee Stephanie Brassington, second by Village Trustee TJ Jerke, to adjourn at 6:54 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,  
Cassandra Suettinger  
Deputy Administrator/Clerk



**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, July 23, 2024

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Matt Schuenke, Village Administrator

**AGENDA ITEM:** Discussion on public engagement plan regarding the presentation of the conceptual schematic design for the McFarland Community and Municipal Center Project.

**PREVIOUS ACTION:**

The Village Board worked on developing the Master Plan from 2022-2023.

The Village Board approved a contract for owner's representative services at its meeting on December 12, 2023.

The Village Board approved a contract for architectural services at its meeting on January 23, 2024.

The history of the community center concept to date was reviewed with the Village Board at its July 9, 2024 meeting.

**ISSUE SUMMARY:**

Please find enclosed the engagement plan that will outline the presentation of the conceptual schematic design for the McFarland Community and Municipal Center Project. The intent of this plan is to layout how the Village will share with the public the details of the project to date in order to get their input and feedback on what is proposed for construction. The conceptual schematic design that will be shared includes the detailed floor plan, site plan, elevations, interior/exterior renderings, cost estimates, and timeline projections. The work to prepare this information began in February of this year after the architect for the project was hired in January to build the design following acceptance of the Master Plan in 2023.

After this meeting and review of the engagement plan, we will begin implementation to share this information next month starting with a review by the Village Board at your meeting on August 15, 2023. This is proposed also within the Committee of the Whole format scheduled for 5:30 pm.

**FINANCIAL/BUDGET IMPACT:**

Costs associated with the project are forecasted within the Master Plan for both options. Option #2 costs as have been studied to date were included within the accepted 2024-2028 Capital Improvement Plan, 2024 Budget, and drafted 2025-2029 Capital Improvement Plan. This will be continued to be presented and studied as the design progresses within the engagement phases. New cost estimates will be presented as part of the engagement plan aligned with the



proposed design.

**VILLAGE PLAN REFERENCE:**

**2017 Facilities Master Plan - ([Plan Link](#))** - This plan created the idea of a public safety use moving out of the existing Municipal Center to make room for the Community Center. This 2017 effort also established space needs for other Departments that are remaining within the facility and those estimates will be revisited as a result of this work.

**2019 Public Safety Analysis - ([Plan Link](#))** - This study was developed to better understand future operational and capital needs of the two Public Safety Departments. It helped review service provided to make recommendations to guide future staffing decisions, service delivery formats, and capital needs including facility space and equipment.

**2022 Library Space Needs Study - ([Plan Link](#))** - This plan was accepted by the Library Board at its meeting in July of 2022 as it considered options for facility improvements. The work of this Master Plan does not need to revisit this work, but simply understand it as background and relate to it as practicable.

**2023 McFarland Municipal Center Campus Master Plan - ([Plan Link](#))** - This plan was meant to look at prior studies surrounding the Community Center, remaining Municipal Center Departments, Youth Center, and Library to plan for growth of the Municipal Center. Now that the Public Safety users were to vacate, what are our options for reuse of the facility itself and the surrounding public spaces that connect it. The Village Board approved moving forward with Option #2 as a means to transition into the next phase of the project to design the improvement.

**2023-2024 McFarland Strategic Implementation Plan - ([Plan Link](#))** - This plan sets the goals and objectives approved by the Village Board. The work to develop a Community Center as envisioned within the Master Plan presents one of the highest priorities of the board in the coming year within Goal A specifically states to complete the Master Plan in order to help guide future decisions on use of the facility. This plan transitioned the Village into the design phase with the next year of the plan for 2024-2025 currently in development.

**2024-2028 Capital Improvement Plan - ([Plan Link](#))** - Annually the Village Board works with Village Staff to prepare a plan for what the capital needs are for the next five years. Upon its conclusion the next plan year is then entered into the budget process for consideration of adoption to move forward moving from plan to implementation. Last year's version of this plan was accepted with funding to move forward with Option #2 of the Master Plan for the development of a Community Center. The Community Center had been included within this plan before since at least 2020 in various formats, but this represented the first time the full project as conceived within the actual plan was accounted for within the long range planning.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

No action needed on this item. Presented for discussion within this meeting.



Next steps will be to begin the engagement plan by reviewing the conceptual schematic design at the proposed August 15, 2024 Committee of the Whole meeting.

**ATTACHMENTS:**

1. Community Center Comms & Engagement Plan - DRAFT - FINAL - 07.19.2024

# Community Center Communications & Engagement Plan

## Project Mission and Vision

- Creation of a multi-generational community center that creates functional space for senior services, youth services, remaining Departments, planned expansion of the library, connecting Village Plaza, and adjoining outdoor public spaces including the development of programs to serve seniors, youth, and families.

## Plan Purpose

- For the Village to engage the public in discussion on a new multi-generational community center and proposed conceptual schematic design plans. Given the investment that would be required by the Community, feedback and engagement are needed to provide direction on how the plan/project advances. It is important for residents to review what is proposed for the Community Center and that their voice be captured to ensure the Community's vision is seen within the Community Center.

## Key Messages

- *History of the project* – Inform the public as to why this project was conceptualized and progressed to this point and illustrate the investment that's already been made.
  - A community center was proposed and progressed based on real, concrete community needs.
  - While we understand that additional perceived and seemingly-conflicting needs have emerged for some community members with regards to costs, the original needs that will be met by this project have not changed—for many, this is still the solution they've been waiting for.
  - Community input has been a driving force throughout the life of this project to date, and that is not changing—we have been listening, and we continue to listen.
  - The community has already made significant investments in this project and now needs to decide how the next stages progress.
- *Services and Benefits to the Community* – Expand on information and detail the benefits this project has been devised to offer to the community, demonstrating that the project is personally relevant to each community member.

- The community center will allow the Village to expand and add vital and high-demand services and better serve existing residents.
- Community members in the stages of life in which we all typically require the most support (youth and seniors) will reap proportionate benefits, but those in all stages of life will ultimately benefit.
- Our community is growing, which means more people need access to services and amenities—this investment ensures that the Village will not only expand service access for current residents, but also that we have room to grow so we're not stretched too thin to maintain our level of service to the existing community, even as we must expand to additionally serve new community members.
- *Financial implications* – Inform the public, accurately and completely, about the up-front investment associated with this project, and the anticipated return on that investment, at the individual/household level.
  - There will always be an upfront financial cost, whether we proceed now or in the future, and that financial cost will likely grow the longer we wait.
  - In calculating the true cost of any project, we also need to account for the costs of inaction and include in our considerations the ways the project could save residents money in other areas.
  - We also can't forget that there are significant, proven social, wellness, and civic health benefits to consider with this particular project—we pay a whole other price when we don't care for these areas of life.
  - We stand by this project as a necessary and wholly worthwhile investment in our community's overall and long-term health and wellbeing, inclusive of our financial, social, individual, and civic health.
- *This is your Community Center* – The community center is for the community, and while it certainly provides our staff the ability to better serve the community, it also creates vast and invaluable opportunities for the community to meet, gather, teach, learn from, and truly serve *one another* in ways that only a *real community* can, in the tradition of villages throughout history, including that of *this* village, and in ways that are becoming increasingly rare.
  - The Village wants to hear from the community: what are your dreams for this space? How can you see yourself and your family, friends, neighbors using it? For all that it has to offer, what can you see yourself offering back to it, to your community? What memories can you create here, for yourself, for others?
- *Data on what a Community Center does to enhance a community.* The engagement plan needs to show data and the positive impacts community centers provide. Those benefits include increased socialization (important for all ages, but especially vital for older members of the community or those who feel isolated), better connectivity, positive impact on the lives of youth, promotion of healthy living, encouragement of creativity and culture, etc.

## Stakeholders

- *Seniors* - Various groups including but not limited to exercise groups, recreation groups, nutrition program participants, social program participants, health and wellness groups.
- *Youth* – Youth Center as well as other youth-related groups.
- *Library Users* – Various groups including the Library Board, Friends of the Library, library staff, program users.
- *McFarland School District Recreation Staff*
- *Community Groups – Current Users* - including but not limited to Community Recreation groups (McFarland Baseball, McFarland Hockey, McFarland Ice Arena Board, Friends of McFarland Parks, McFarland Bocce), Girl and Boy Scouts (various), McFarland Lions and Lionesses, Community Festival, 911 Dispatcher apprenticeship program, 4-H, McFarland Historical Society, Lake Waubesa Conservation Club, McFarland Equity Project.
- *Community Groups – Non-current users, general* - including but not limited to McFarland Optimist Club, Indigenous Solidarity Collective, McFarland Food Pantry, various other community recreation partners not utilizing the Municipal Center (youth basketball, football, softball, soccer, Sharks), Centro Hispano, McFarland LGBTQIA+.

## Timeline

Date	Meeting	Description
Jul 09	Village Board	Community Center Background
Jul 23	Committee of the Whole	Overview of Communications & Engagement Plan, plans to present Conceptual Schematic Design.
Aug 15	Committee of the Whole	Presentation of Conceptual Schematic Design.
Aug 28	Senior Outreach Committee	Presentation of Conceptual Schematic Design.
TBD	Youth Center Board	Presentation of Conceptual Schematic Design.
Sep 03	Library Board	Presentation of Conceptual Schematic Design.
Sep 04	Public Information Meeting	Presentation of Conceptual Schematic Design.
Sep 24	Committee of the Whole	Discussion/Direction on input received through

		engagement and updates thus far to the Conceptual Schematic Design.
Oct 08	Committee of the Whole	Future meetings as needed.

## How are we going to Communicate?

- Village Government Meetings (listed above in timeline)
- Website – We will create a project landing page as a space to store plans, link videos, and share information.
- Focus Groups – Current and non-current users of the Municipal Center will be invited to come share feedback. *Date(s) TBD*
- Focus Groups – Business Community – The McFarland Chamber of Commerce and Businesses of the Community will be invited to come share feedback. *Date TBD*
- Community Conversations – Staff and Elected Officials will attend a variety of community events to hold office hours and garner feedback and engagement surrounding the project.
  - Current Event suggestions include:
    - Annual Senior Picnic – August 29 from 11:30 a.m. to 1:30 p.m. *Elected Officials present to have conversations.*
    - Senior Coffee Hour – September 11 at 9 a.m.
    - Senior Meal site – M/W/F at noon.
    - Library End of Summer Party – August 28 from 5:30 to 7:30 p.m.
    - Youth Center – TBD *MYC to provide applicable programs and dates.*
- Public Information Meeting
  - September 4 – In-Person
  - September 5 or September 12 – Virtual Zoom with break out rooms
- Facebook Live – The Village Administrator will go on Facebook Live to present on the project and answer questions.
  - Possible Date: September 7
  - Additional session the week of September 9
- Additional Communications Mediums – We have a wealth of communications mediums, each serving its own unique purpose and reaching a unique audience. We will strategically utilize a mix of these mediums (see Appendix A) in a responsive and emergent fashion to further inform and engage the public throughout this process.

## Deliverables

These are the work products created to date that we are working to share with the public to encourage engagement and solicit feedback on our work. Creating a list here helps to make sure we have compiled all of the materials and information needed to effectively and comprehensively communicate our work to the public, engaging the community in the process and ensuring they feel prepared to give informed input.

- Floor Plan
  - First Floor
  - Second Floor
- Site Plan
  - Plaza Option
  - Transportation Option (One Way Milwaukee Street)
- Aesthetics
  - Internal Renderings
  - External Renderings
  - Elevations
- Operational Dialogues
  - Senior Outreach transition to Community Services
  - Youth Center transition to Youth Services within the Library
- Costs
  - Expenses
  - Revenues
- Timeline

# Appendix A: Media Assets & Opportunities Inventory

## Owned Newsletter Publication Dates

- *Lookout* – August 1 (deadline July 31)
- *Senior News* – ~August 1 (deadline ?)
- C&ED Email - ~August 1 (deadline ?)
- *Lookout* – August 15 (deadline August 14)
- *Lookout* – August 29 (deadline August 28)
- *Senior News* – ~September 1 (deadline ?)
- C&ED Email - ~September 1 (deadline ?)
- *Lookout* – September 12 (deadline September 11)
- *Lookout* – September 26 (deadline September 25)
- *Outlook* – September 26 (deadline August 9)
- *Senior News* – ~October 1 (deadline ?)
- C&ED Email - ~October 1 (deadline ?)
- *Lookout* – October 10 (deadline October 9)
- *Lookout* – October 24 (deadline October 23)

## Additional Owned Publications/Media

- Webpage [dedicated page on site] – ASAP, largely evergreen, can update as needed
- “This Week in Meetings” [blog/social media] – Monday mornings
- Blog feature posts – as needed
- Blog “end matter” [“related content” links, promo blurbs, ads] – as needed/reconcilable with blog post core content
- News flash feature items – as needed
- VoM social media feature posts – as needed
  - Additional accounts held by Library, Fire & Rescue, Police departments – can provide assets/copy as needed, when relevant to their audiences
- Facebook ads – as needed
- Mass email campaigns – as needed
- Cable channel/YouTube – as needed, within realm of feasibility
- Carousel [Municipal Center, PSC, Library] – as needed

- Direct mailings/postcards – as needed
- Physical signage [fliers, yard signs, banners] – as needed
- Special issue print materials [pamphlets, brochures] – as needed, for events/tabling or general distribution at Municipal Center/library

## Borrowed Media Opportunities

- Contribute items to the communications of other organizations (Youth Center, scouts, rec groups, etc.). Items could include:
  - Guest blogs or interviews/resources for blog posts.
  - Newsletter blurbs or ads (print or digital).
  - Direct mail inserts.
  - Assets and swipe copy for dedicated mass email to subscribers.
  - Assets and swipe copy for dedicated social media posts.

## Earned Media Opportunities

- *Thistle* will likely cover the project, most likely in the lead-up to the PIM. Could pitch additional stories/specific angles once identified.
- Could additionally pitch other print/TV stories to Madison-area media outlets if we identify the right angles/sources to put forth.
- Press releases/advisories can be drafted to update local media or alert of related events.
- Provide LTE templates/prompts/tips and instructions on how/where to submit (resource could be general, provided online to everyone, and promoted in outreach meetings with stakeholders and groups who have important perspectives).



**VILLAGE OF  
McFarland  
SUMMARY SHEET**

**MEETING DATE:** Tuesday, July 23, 2024

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Matt Schuenke, Village Administrator

**AGENDA ITEM:** Discussion regarding the 2025 Budget Review/Adoption Schedule and Planning Memorandum.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

Enclosed is the planning memo for the 2025 Budget Process. This mainly sets the schedule for the development of the budget, its transmittal, and subsequent review/approval by the Village Board. We are working on finalizing the action plans to address the goals and objectives as well as the capital improvement plan, while that work is finishing the budget development process begins by Village Staff. This again is typically a brief discussion as we generally talk about the process and make sure there are no conflicts in the dates which had been provided previously. Additionally, the format for submitting changes in the the budget process is included as well.

We included this on the Committee of the Whole agenda to discuss only if there is time. There is a corresponding item on the Village Board agenda also for action where it can also be discussed if we do not get to it during Committee of the Whole.

**FINANCIAL/BUDGET IMPACT:**

None.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

No action needed on this document during Committee of the Whole. For discussion only.

**ATTACHMENTS:**

1. 2025 Budget Planning Memo 07182024 mgs

## Memorandum

To: Village Board of Trustees

From: Matthew G. Schuenke, Village Administrator 

Date: July 18, 2024

Re: **2025 Budget Planning Memorandum**

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### Executive Summary

At the beginning of the creation of any budget, it is common to plan out the process in which they will set funding for the coming year. The Village continues to build on its success through the development of an annual budget for 2025 that will meet our service needs, is transparent, and moves the Village forward in accomplishing its objectives. This memorandum will establish a process to review the budget document and set different timing mechanisms when certain aspects of the review should be completed.

### Goals and Objectives

Annually the Village Board holds a retreat to review the former year's goals and objectives as well as set new benchmarks for the coming year. Three meetings were held on June 5<sup>th</sup>, June 25<sup>th</sup>, and July 9<sup>th</sup> to draft the Goals and Objectives for the coming year. Most of this work continues to evolve from what was established in 2020 through the Strategic Plan and carries forward these initiatives as appropriate with updates identified where appropriate. The next meeting(s) will be scheduled on August 7<sup>th</sup> to meet with Department Heads to review the drafted action plan to accomplish the Goals and Objectives. It is anticipated the Village Board will finalize this process at its meeting on 27<sup>th</sup> to accept the document and complete the process for this year.

### Capital Improvement Planning

Planning our capital needs for the next 5 years has also coincided with the goal setting process beginning in June and scheduled to wrap up in August. This planning work into the future helps to forecast our debt needs based on anticipated capital projects and their costs. It has included reviews by applicable Committees gathering input for their local term plans as well as considering updated needs from Staff within their respective Departments. This process is expected to be completed in August with the first year of that plan build into the 2025 Budget process for the Capital Projects Fund.

## Process and Schedule

Please note the following process and corresponding schedule that was previously set through the board's annual calendar:

TASK	OWNER	DEADLINE
Budget Transmitted to Village Board	Village Board	Sept 24, 7 pm
Notice of Public Hearing Published	Staff	Oct 3
Budget Review 1 (Special)	Village Board	Sep 30, 6 pm
Budget Review 2 (Regular)	Village Board	Oct 8, 7 pm
Budget Review 3 (Special)	Village Board	Oct 10, 6 pm
Budget Review 4 & Public Hearing (Regular)	Village Board	Oct 22, 7 pm
Deadline for Trustees to Submit Change Items	Village Board	Oct 25
Utility Review	PWUC	Oct 28, 6 pm
Budget Review 5 (Discuss Trustee Changes -Special)	Village Board	Oct 29, 6 pm
Budget Review 6 (Action Trustee Changes - Special)	Village Board	Nov 7, 6 pm
Budget Review 7 ( <i>OPTIONAL</i> , as needed - Regular)	Village Board	Nov 12, 7 pm
Adopt Budget (Regular)	Village Board	Nov 26, 7 pm

The above schedule provides for 7 different meeting times for the Village Board to meet to consider the budget prior to its adoption. Additionally, the Public Works and Utilities Committee will conduct their review of the utility funds within this timeframe. It is very important that we are efficient in our review process to complete the entire review of the budget within meetings 1-3. This will allow the bulk of the document to be reviewed prior to the Public Hearing within meeting 4 and also prior to the deadline for board members to submit changes. Meetings 5 and 6 are dedicated to the review of submitted changes while meeting 7 is optional to address any last-minute issues.

## **Village Board Changes**

Through the Village Board's review of this document there will be discussions regarding certain changes that might be desired. We have always had a process to collect these changes from the board members and discuss their applicability to the funding plan prior to final adoption of the budget. The following process has been established:

- Budget Change Requests – Village Staff will distribute a digital form for board members to submit detailed requests. The intent here is for each member to provide enough information to understand the amount, utilization, changes, and other general information related to the request. This form will be released to the Village Board when the budget is transmitted on September 24<sup>th</sup>.
- Request Deadline – The final deadline to submit changes will be on October 25<sup>th</sup> but board members are encouraged to submit changes up until that point. As an example, if a Trustee hears a change they would like to consider through the budget review meeting on October 10<sup>th</sup> then they should immediately submit the form. Staff will collect these forms and track them for discussion by the Village Board later in the process.
- Change Discussion – Staff will compile the change requests into a single format for the board to review as part of its meeting on October 29<sup>th</sup>. This meeting will be solely to discuss changes submitted. Staff will display submitted changes and the board member submitting the change will present the request for the board to discuss. It will be very important in this process at this point in the review that all questions, comments, and concerns are announced so they can be addressed through this meeting. Some things may require follow up as far as additional background which then can be deferred to the next meeting as part of the action consideration.
- Change Action – Change requests will be acted on at the meeting on November 7<sup>th</sup>. Some discussion likely carries over from the previous meeting, but the intent here is to be efficient as we consider items for action meaning a lot of the work should have been completed by this point and it is simply a matter of working through the items one by one to see which move forward and which do not.