

VILLAGE OF MCFARLAND  
**Personnel Committee Minutes**

*Tuesday, May 21, 2024 - 11:30 AM*

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

Village Trustee Alisa Leamy called the regular meeting of the Personnel Committee to order at 11:32 AM in Conference Room A of the McFarland Municipal Center.

Members present: Alisa Leamy, Luke Fessler, Lowell Prill

Members not present: None

Staff Present: Cassandra Suettinger, Fire & Rescues Chief Chris Dennis, 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 January 4, 2024 meeting.*

Motion by Village Trustee Alisa Leamy, second by Village Trustee Luke Fessler, to approve the minutes of the January 4, 2024 meeting. Motion carries 3 - 0 - 0 by acclamation.

**4. BUSINESS.**

*a. Discussion and recommendation on creation of a third Administrative Captain position and update of organization chart for the Fire & Rescue Department.*

Motion by Village Trustee Alisa Leamy, second by Village Trustee Lowell J. Prill, to recommend creation of a third Administrative Captain position and update of organization chart for the Fire & Rescue Department. Motion carries 3 - 0 - 0 by acclamation.

*b. Discussion and recommendation on updates to Chapter 36, Vehicle Use Policy, of the Personnel Policy Manual.*

Motion by Village Trustee Alisa Leamy, second by Village Trustee Luke Fessler, to recommend the updates to Chapter 36, Vehicle Use Policy, of the Personnel Policy

Manual with the addition of language to the proposed changes in section 2.1. allowing the Village to reserve the right to use its discretion in administering exceptions to the policy. Motion carries 3 - 0 - 0 by acclamation.

**5. SCHEDULE NEXT MEETING DATE.**

No future meeting scheduled at this time.

**6. ADJOURNMENT.**

Motion by Village Trustee Luke Fesser, second by Village Trustee Lowell J. Prill, to adjourn at 12:05 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