

Tuesday, April 15, 2025

6:00 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 Note: Virtual attendance is offered as a convenience, but technical difficulties beyond the Village's control may prevent or limit its availability at any meeting. The public is encouraged to attend the meeting in person to assure full access to the proceedings.*

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/88221462299>

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

Webinar ID: 882 2146 2299

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 President Stephanie Brassington and Village Trustees Kathy Annen, Luke Fessler, and Ken Boyd.
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 Kathy Annen as the Village Board representative on the Library Board (2/3 vote required) as recommended by the Village President.

- 3) Election of Trustee Luke Fessler 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 2025-2026.
- 2) Public Announcement - Community Service Day - Saturday, April 26, 2025. - 8 a.m. to Noon

7. SCHEDULE NEXT MEETING DATE.

- a. April 22, 2025 - 7:00 p.m. - Regular Village Board
- b. May 13, 2025 - 7:00 p.m. - Regular Village Board

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 15, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

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. 2025-26 Village President Appointments 04.15.25



www.mcfarland.wi.us | 5915 Milwaukee St, McFarland, WI 53558 |
608.838.3153

**Village President Appointments
2024-2025**

Elected Official	Committee Appointments
President Stephanie Brassington	Plan Commission (Chair) Public Works/Public Utilities Committee (Chair) Ethics Board Joint Village/School District Finance Committee
Trustee Ken Boyd	Personnel Committee Public Safety Committee (Chair) Senior Outreach Committee
Trustee Kathy Annen	Diversity, Equity & Inclusion Committee Finance Committee Library Board Community Development Authority
Trustee Luke Fessler	Community Development Authority Parks & Recreation Committee (Chair) Finance Committee (Chair) Plan Commission
Trustee Alisa Leamy	Parks & Recreation Committee Personnel Committee (Chair) Sustainability & Natural Resources Committee Joint Village/School District (Chair)
Trustee Miguel Peña	Diversity, Equity & Inclusion Committee (Chair) 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 15, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Election of Kathy Annen 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 15, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Election of Trustee Luke Fessler 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

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, April 15, 2025

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. 2025-2026 Appointments

Report Date:

Statutorily authorized authorities, boards, committees and commissions:

	Appointee	Term
Board of Review	Joseph Swoboda Clifford Strelow	5-Year Term - 04/15/2030 5-Year Term - 04/15/2030
Board of Zoning Appeals	Ken Brost Blake Draper	3-Year Term - 04/17/2028 3-Year Term - 04/17/2028
Community Development Authority	Anthony Hennes	4-Year Term – 04/16/2029
Ethics Board	Steven Kilpatrick Tristan Eagon Janet Stutz	3-Year Term – 04/17/2028 Fill Vacancy – 04/20/2026 Fill Vacancy – 04/17/2028
Landmarks Commission	Gordon Kinder	3-Year Term – 04/17/2028
Library Board	Ken Machtan Staci Fritz	3-Year Term - 04/17/2028 3-Year Term - 04/17/2028
Plan Commission	Chris Reynolds Karen Pominville Eric Johnson	3-Year Term - 04/17/2028 3-Year Term - 04/17/2028 Fill Vacancy – 04/19/2027
Police and Fire Commission	Jim McKay	5-Year Term – 04/15/2030

Standing Committees

	Appointee	Term
Diversity, Equity & Inclusion Committee	Cyndi Jaye Meghan Kelling-Shanks	2-Year Term –04/19/2027 2-Year Term –04/19/2027
Parks & Recreation Committee	Lori Wisnicky Anna Bartz	2-Year Term –04/19/2027 2-Year Term –04/19/2027
Public Safety	Pat Shellenberger Lori Peterson	2-Year Term –04/19/2027 2-Year Term –04/19/2027
Public Works & Utilities Committee	Pauline Boness Eric Kindschi Timothy Goers	2-Year Term –04/19/2027 2-Year Term –04/19/2027 Fill Vacancy – 04/20/2026
Senior Outreach	Colleen McCormick Diane Mikelbank	2-Year Term –04/19/2027 2-Year Term –04/19/2027
Sustainability & Natural Resources	Nathan Berg Christine Mania Kaci Coconate	2-Year Term –04/19/2027 2-Year Term –04/19/2027 Fill Vacancy – 04/20/2026

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SUMMARY SHEET

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SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Discussion on the tentative Village Board schedule for 2025-2026.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Enclosed within your packet is a draft scheduled for the 2025-2026 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. 2025-2026 DRAFT VB Schedule 04102025 mgs

2025-2026 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 2025 and 2026:

2025

April

- 15th at 6:00 pm – Village Board (Annual Organizational Meeting)
- 22nd at 7:00 pm – Village Board
- 26th at 8:00 am – Community Service Day
 - Village Board member sign up is suggested. [Please click this link for more information.](#)

May

- 13th at 7:00 pm – Village Board
- 27th at 7:00 pm – Village Board

June

- 4th at 5:30 pm – Village Board (Special)
 - 2025-2026 Strategic Implementation Plan Meeting #1
- 10th at 7:00 pm – Village Board
 - This meeting will introduce the draft 2026-2030 Capital Improvement Plan.
- 24th at 5:30 pm – Village Board (Special)
 - 2025-2026 Strategic Implementation Plan Meeting #2
- 24th at 7:00 pm – Village Board
 - Continued opportunity for Capital Improvement Plan review.

July

- 8th at 5:30 pm – Village Board (Special)
 - 2025-2026 Strategic Implementation Plan Meeting #3
- 8th at 7:00 pm – Village Board
- 22rd at 7:00 pm – Village Board
 - Continued opportunity for Capital Improvement Plan review.

August

- 6th at 5:30 pm – Village Board (Special)
 - 2025-2026 Strategic Implementation Plan Meeting #4.
- 12th at 7:00 pm – Village Board
 - Continued opportunity for Capital Improvement Plan review.
- 26th at 7:00 pm – Village Board
 - Targeted acceptance of the 2025-2026 Strategic Implementation Plan.
 - Targeted acceptance of the 2026-2030 Capital Improvement Plan.

September

- 9th at 5:30 pm – Special Joint Meeting (Village and Library Board)
- 9th at 7:00 pm – Village Board
- 17th-19th – League of Wisconsin Municipalities Fall Conference
- 23th 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

- 9th at 7:00 pm – Village Board (Special, Budget Review #2)
- 14th at 6:00 pm – Village Board
 - This meeting will target annual presentation from the McFarland Youth Center.
 - Budget Review #3
- 28th at 7:00 pm – Village Board
 - Budget Review #4
 - Budget Public Hearing

November

- 6th at 6:00 pm – Village Board
 - Special, Budget Review #5
 - Consideration of budget changes.
- 11th at 7:00 pm – Village Board
 - Budget Review #7, Optional.
- 25th at 7:00 pm – Village Board
 - Budget Adoption

December

- 9th at 7:00 pm – Village Board
- 23rd at 7:00 pm – Village Board
 - To be cancelled.
 - We schedule this meeting only if necessary.

2026

January

- 13th at 7:00 pm – Village Board
- 27th at 7:00 pm – Village Board

February

- 10th at 5:30 pm - Special Joint Meeting (Village Board and Sustainability/Natural Resources Committee)
- 10th at 7:00 pm – Village Board
- 24th at 7:00 pm – Village Board

March

- 10th at 7:00 pm – Village Board
- 24th at 7:00 pm – Village Board

April

- 14th at 7:00 pm – Village Board

McFarland
SUMMARY SHEET

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DEPARTMENT: Administration

CONTACT: Katie Gletty-Syoen, Director

AGENDA ITEM: Public Announcement - Community Service Day - Saturday, April 26, 2025. - 8 a.m. to Noon

PREVIOUS ACTION:

ISSUE SUMMARY:

16th Annual McFarland Community Service Day

Resolve to get involved! The 16th Annual McFarland Community Service Day will be on Saturday, April 26th from 8am to noon. Roll up your sleeves and pitch in to celebrate Earth Day by cleaning up our parks, shorelines, roadways and public spaces in McFarland. Choose from a variety of family-friendly volunteer opportunities for all ages by visiting the online Sign Up for Community Service Day

Coffee, juice, doughnuts, and healthy snacks provided for all volunteers, courtesy of Kwik Trip. All volunteers may enter a drawing to win one of four \$25 gift certificates to West Star Organics. Spread some cheer by creating a card for a Meals on Wheels recipient at the craft station. Bring a new home cleaning product (dish soap, laundry detergent, glass cleaner, shower scrub, etc.) to the McFarland Municipal Center to donate to the McFarland Food Pantry. Electronics Recycling Drop off site with Pellitteri Waste Systems at the McFarland Municipal Center (Milwaukee Street Garage Bays). Reference the list of acceptable items for electronics recycling.

Styrofoam Recycling Drop off site at the McFarland Municipal Center (Milwaukee Street Garage Bays). Reference the list of acceptable Styrofoam for recycling.

Drop off unused medications at the Public Safety Center from 10am to 2pm as part of Drug Take Back Day

Questions? Email the Village of McFarland Outreach Coordinator at senior.outreach@mcfarland.wi.us or call 608-838-2394, for assistance and questions.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



ATTACHMENTS:

None