

VILLAGE OF MCFARLAND

Finance Committee Minutes

Thursday, November 16, 2023 - 11:00 AM

1. CALL TO ORDER, ROLL CALL.

Village Trustee Hilary Brandt called the regular meeting of the Finance Committee to order at 11:02 AM in Conference Room A.

Members present: Hilary Brandt, Stephanie Brassington, Michael Flaherty (at 11:07 AM)

Members not present: None.

Staff Present: Village Administrator Matt Schuenke, Community & Economic Development Director Andrew Bremer, Deputy Village Administrator/Clerk Cassandra Suettinger, Accountant/Deputy Treasurer Jennifer Haried

2. PUBLIC APPEARANCES.

- 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 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.

- Motion to approve the minutes of the September 21, 2023 meeting.*

Motion by Village Trustee Hilary Brandt, second by Village Trustee Stephanie Brassington, to approve the minutes of the September 21, 2023 meeting. Motion carries 2 - 0 - 0 by acclamation.

4. BUSINESS.

- Discussion and action to make a recommendation to the Village Board regarding a Community Grant Application from McFarland United Church of Christ.*

Motion by Village Trustee Hilary Brandt, second by Village Trustee Stephanie Brassington, to recommend approval to the Village Board regarding a Community Grant Application from McFarland United Church of Christ in the amount of \$2,500. Motion carries 3 - 0 - 0 by acclamation.

- Discussion and action to make a recommendation to the Village Board to accept the Library Impact Fee Study and Public Safety Center Impact Fee Study.*

Motion by Village Trustee Hilary Brandt, second by Village Trustee Mike Flaherty, to recommend the Village Board accept the Library Impact Fee Study and Public Safety Center Impact Fee Study, conditioned on the following:

1. Baker Tilly to update the draft Public Safety Needs Assessment to reflect the most current total project costs, including sink hole costs, and estimated incentives.
2. Baker Tilly to update the draft Public Safety Needs Assessment to include footnotes to explain the Total Costs include sink hole costs and Total Incentives are estimates at the time of plan acceptance and that the Village intends to complete a true-up of the final recoverable costs once the final total project costs and incentives are known.
3. Baker Tilly to update the draft Public Safety Needs Assessment to clarify that Schedule A calculates the cost of public safety facility per household and per 1,000 square feet of floor area or other developed areas, including accessory structures, but not including parking lots for non-residential development. Motion carries 3 - 0 - 0 by acclamation.

- c. Discussion and action to make a recommendation to the Village Board regarding Ordinance #2023-13: an ordinance to amend the Municipal Code concerning impact fees.

Motion by Village Trustee Hilary Brandt, second by Village Trustee Stephanie Brassington, to recommend approval to the Village Board regarding Ordinance #2023-13: an ordinance to amend the Municipal Code concerning impact fees. Motion carries 3 - 0 - 0 by acclamation.

- d. Discussion on updates to the Finance Committee work plan regarding policy reviews. Village Administrator Matt Schuenke provided a check-in on the Fiscal Policies review timeline from the March Finance Meeting and outlined the future schedule for policy reviews and updates.

- e. Discussion and action to make a recommendation to the Village Board regarding updates to Chapter 1 (Accounting and Auditing) of the Fiscal Policy manual.

Motion by Village Trustee Hilary Brandt, second by Village Trustee Stephanie Brassington, to recommend approval to the Village Board regarding updates to Chapter 1 (Accounting and Auditing) of the Fiscal Policy manual. Motion carries 3 - 0 - 0 by acclamation.

- f. Discussion regarding updates to Chapter 2 (Budget Development) and Chapter 11 (Revenues) of the Fiscal Policy manual.

Administrator Schuenke provided the updates to Chapter 2 and Chapter 11 of the Fiscal Policies that would allow them to become one policy and he will bring those revisions to the next Finance Committee meeting.

5. SCHEDULE NEXT MEETING DATE.

- a. Thursday, December 21, 2023 at 11:00 am - Requested for cancellation.

- b. Thursday, January 18, 2023 at 11:00 am.

6. ADJOURNMENT.

Motion by Village Trustee Hilary Brandt, second by Village Trustee Stephanie Brassington, to adjourn at 11:52 am.

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,
Jennifer Haried
Accountant/Deputy Treasurer