

**VILLAGE OF MCFARLAND  
SPECIAL PERSONNEL COMMITTEE MEETING  
October 17, 2016**

**1. Call to order.**

President Brad Czebotar called the October 17, 2016 meeting of the Personnel Committee to order at 6:00 p.m. in Community Room of the McFarland Municipal Center.

Members present: President Brad Czebotar and Trustee Dan Kolk; citizen members: Steven Kilpatrick, Peter Morehouse, and Chris Spanos.

Staff present: Village Administrator Matt Schuenke and Clerk/Deputy Treasurer Cassandra Suettinger.

**2. Discussion and possible recommendation to the Village Board on organization structure of administrative office as it relates to the structure under the Clerk/Deputy Treasurer.**

Village Administrator Schuenke provided an updated organization structure that included a full-time Deputy Clerk position and an EMT/Clerk III position.

Motion by President Czebotar, second by Kilpatrick, to recommend approval to the Village Board on the organization structure of the administrative office as it relates to the structure under the Clerk/Deputy Treasurer as presented, and move that the vacant Deputy Clerk position be filled. Motion carries 6-0 by acclamation

**3. Adjournment.**

The meeting was adjourned at 6:14p.m.

**Respectfully submitted,  
Cassandra Suettinger  
Clerk/Deputy Treasurer**