



Memorandum

To: Village Board of Trustees

From: Matthew G. Schuenke, Village Administrator
matt.schuenke@mcfarland.wi.us
(608) 838-3153

Cc: Department Heads
Residents of McFarland

Date: January 2, 2019

Re: **Bi-Monthly Village Administrator Staff Report**

Recent Meetings Held

- December 17th – Plan Commission
- December 20th – Parks, Recreation, and Natural Resources Committee
- December 24th – Village Offices Closed (Christmas Eve)
- December 25th – Village Offices Closed (Christmas Day)
- January 1, 2019 – Village Offices Closed (New Year's Day)

Current Events

The following is a list of issues, projects, or activities that have transpired recently:

- Open Recruitments – The process to fill the vacant Public Works Director and Senior Outreach Case Manager positions remain ongoing. Both positions will close in the near future and the process will evolved towards evaluating the applications received. The advertising period for the Building Inspector concluded last year and the process is winding down towards a final selection in the near future. Seasonal employment applications within Public Works will begin in later Winter and process to fill new positions authorized in the 2019 Budget sometime after that based on funding availability.
- Assessor's Field Work – This is the time of year that the Village Assessor conduct their "maintenance" throughout the Village to best gauge the annual valuation. The focus is on properties that sold in 2018 and/or properties that pulled a building permit. This is a contracted service through Accurate Appraisal and property owners will receive letters that were sent for legitimate purposes. Please contact the Administration Department at (608) 838-3153 with any questions.

- Christmas Tree Drop-Off – The Yard Waste Site is open for drop off of live Christmas Trees. It will be open for this purpose from December 29, 2018 through January 13, 2019 from 7:00 am to 7:00 pm. This is not a curbside collection program and residents will need to drop off the live trees at 5115 Terminal Drive in McFarland. This service is available only to McFarland residents.

Upcoming Schedule

Please note the following schedule of upcoming meetings:

- January 2nd at 7:00 pm – Community Development Authority
- January 3rd at 6:00 pm – Volunteer Committee
- January 7th at 5:15 pm – Library Board
- January 7th at 6:30 pm – Personnel Committee
- January 8th at 6:00 pm – Public Works Committee
- January 9th at 6:30 pm – Public Safety Committee
- January 14th at 5:30 pm – Committee of the Whole
- January 14th at 7:00 pm – Village Board
- January 15th at 6:00 pm – Public Utilities Committee
- January 17th at 7:00 pm – Parks, Recreation, and Natural Resources Committee

There Are Two New Ways You Can Stay Informed on Village Happenings!

1. General Communications

You can consider signing up through the Village's website at mcfarland.wi.us/emails for a variety of general information.

...OR...

2. Meetings

Information on all meetings can be found at mcfarland.wi.us/agendas. You can sign up through our new agenda management software, CivicClerk, to be notified when new meetings are posted. To sign up, follow these steps below...

Step 1 – Go to mcfarland.wi.us/agendas.

Step 2 – Scroll down to find and click on the *login* button.

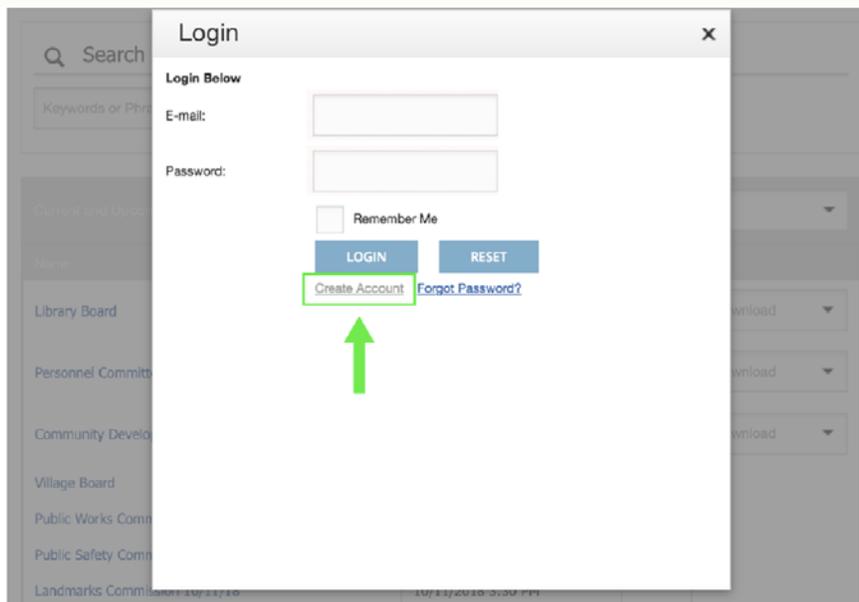


Step 3 – After clicking on the login button, click on the *Create Account* link in the login window.

Agendas, Minutes, & Packets

For past agendas, minutes, and packets please visit the [Past Agendas & Minutes](#) section.

*Agenda and packets will appear in the portal once complete.



Step 4 – Fill in your information needed to create your account. Afterwards, you can login to your new account to manage your subscriptions.

CIVICCLERK

Either of these options are great, new alternatives to stay informed.

Sign up today!