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Memorandum

To: Village Board of Trustees

From: Matthew G. Schuenke, Village Administrator
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(608) 838-3153

Cc: Department Heads
Residents of McFarland

Date: February 12, 2020

Re: Bi-Monthly Village Administrator Staff Report

Recent Meetings Held

- January 30th – Committee of the Whole
- January 30th – Strategic Planning Workshop
- February 3rd – Library Board
- February 3rd – Personnel Committee
- February 6th – Volunteer Committee
- February 10th – Committee of the Whole
- February 10th – Village Board

Current Events

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

- Interview Room Upgrades – Since the inception of the Municipal Center, the Police Department has had an interview room/conference room adjacent to its entrance. This was a very sterile environment with an old metal desk, a few chairs, and AV equipment. Recently they worked with the National Alliance on Mental Illness (NAMI) within the Dane County to redesign this room in an effort to help those that are victims to crimes and need this space to tell their story. There were two news story's on this project that you can view through the links below:
 - <https://www.nbc15.com/content/news/McFarland-PD-partners-with-NAMI-to-help-crime-victims-567598161.html>
 - <https://www.channel3000.com/mcfarland-police-upgrade-interview-room-to-make-trauma-victims-feel-safe-and-comfortable/>

- Public Safety Center – The Village is working on developing a new Public Safety Center that will house the Fire/Rescue Department, Municipal Court, and Police Department. The facility will be located generally at the southeast corner of Holscher Road and Broadhead Street. At the last Village Board meeting a proposal was accepted from Bray Architects to plan, design, and bid this facility for construction likely in 2021 with occupancy slated for 2022. The first phase of this work will plan out the space uses and begin to generally layout the facility on the site before the design work begins later this Spring/Summer within phase 2 of the architectural work. The Village is also finalizing the final step in the process to complete the land swap with the School District allowing for this facility's construction. A proposal to this effect was approved by both the Village and School Board's in November of 2019 giving this land to the Village in exchange for the School District receiving some Village property adjacent the new Community Park. The CSM has now been approved by the Plan Commission and the final step is for both entities to approve the deeds in order to finalize the transfer.

 - Strategic Planning –The full and complete draft of the Strategic Plan including all attachments is available for review. We have also included the draft Capital Improvement Plan for 2020-2024 that corresponds with this document. Please go to www.mcfarland.wi.us/mcfarlandstrategicplan to view the document and provide comment as desired. The Village Board wishes to arrange for an additional final presentation of this plan in order to allow for further public comments on what has been prepared. This has been scheduled for Tuesday, March 3rd at 7:00 pm. Staff is in the process of putting together postcards to mail out to residents as well as advertise in the newspaper, social media, cable channel, and our website. The Village Board through the Committee of the Whole is planning to review and finalize the document at its meetings in March following receipt of additional input as provided.

 - 2020 Projects and Initiatives – Several projects and initiatives for this year have begun following action by the Village Board earlier this year. There are a few additional items that are going to begin soon as well. They are summarized as follows:
 - *Dog Park Improvements* – The Parks Committee will be reviewing two different projects to help improve use of the Dog Park. The first is an expansion and regrading to improve drainage on the southwest side of the dog park. Once complete it will add 2 acres of useable space to the park and hopefully improve drainage. Additionally, they will consider a proposal to design and bid a Shelter and Parking Lot project to serve this area of the park that will provide for dedicated bathrooms, indoor/outdoor dog washing, small point of refuge, and new parking lot. It is our intent to complete this work in 2020.
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- *McDaniel Park Improvements* – Two small facility projects are envisioned within this park including the addition of a second open air shelter and an expansion of the existing bathroom facility. The second open air shelter is meant to replicate the existing facility that is presently there and provide more opportunity for use in the park. The bathroom expansion is meant to create future programmable space within the park to encourage additional amenities and activities in the future. The Parks Committee will review a proposal to move both of these projects forward towards design and bid in order to be constructed this year.

- *Urban Service Area Expansion* – Staff will be presenting to the Public Utilities Committee at their next meeting an application they intend to submit to CARPC in order to expand the Village's current Urban Service Area boundaries. Expanding this boundary will allow for the Village to capture more land in its designated eastside growth area that can be used for future development. The Village is initiating this request to be proactive in collecting several properties that this will benefit and helping to be more efficient in their planning into the future.

- *Eastside Interceptor* – A new Eastside Interceptor pipe is needed within the Sanitary Sewer System within the expansion area of the Urban Service Area. Due to topography, this pipe is needed to serve these future areas for development as it comes forward. The proposal will design the pipe from Devils Lake Way up through property just north of County Highway MN. Completing the design now will help the Village in deciding its implementation which at the soonest would be suitable in the Winter of 2020-2021.

Upcoming Schedule

Please note the following schedule of upcoming meetings:

- February 12th at 6:00 pm – Public Safety Committee
- February 17th at 7:00 pm – Plan Commission
- February 18th at 6:00 pm – Public Utilities Committee
- February 20th at 6:30 pm – Parks, Recreation, and Natural Resources Committee
- February 24th at 7:00 pm – Village Board
- February 25th at 6:00 pm – Communications and Technology Committee
- February 26th at 6:30 pm – Finance 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.

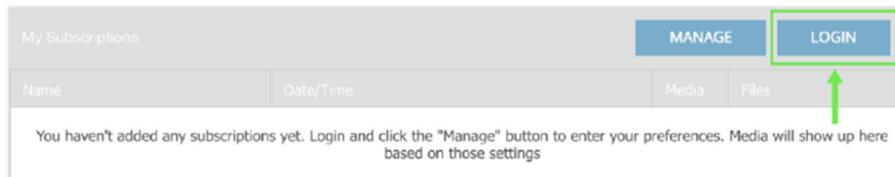
...OR...

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.

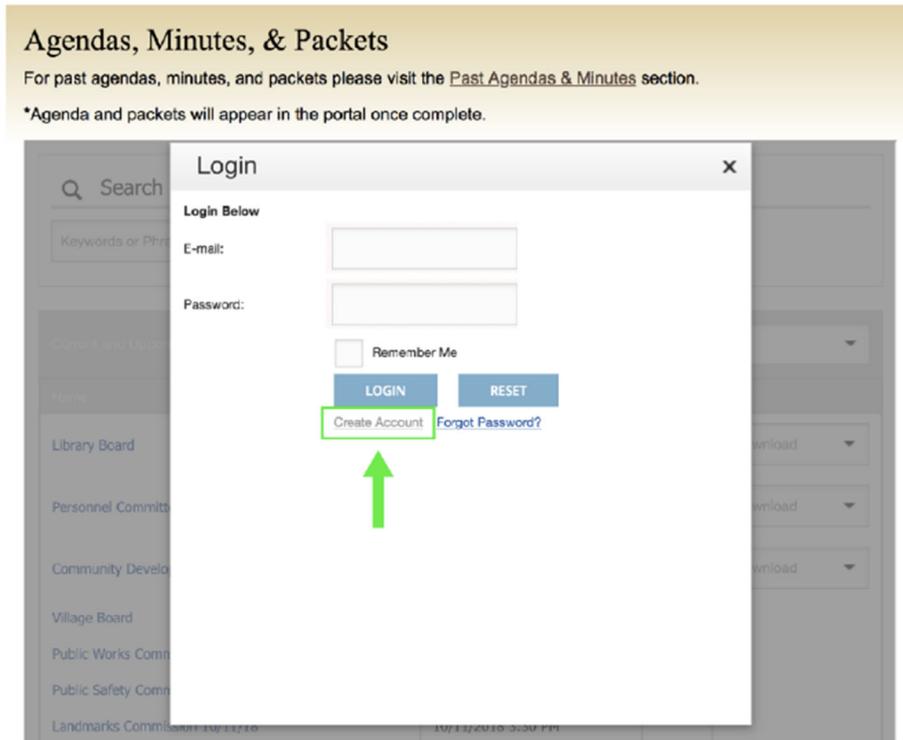


Step 3 – After clicking on the login button, click on the *Create Account* link in the login window.

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

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