



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

## Memorandum

To: Village Board of Trustees

From: Matthew G. Schuenke, Village Administrator

[matt.schuenke@mcfarland.wi.us](mailto:matt.schuenke@mcfarland.wi.us)

(608) 838-3153

Cc: Department Heads  
Residents of McFarland

Date: March 11, 2020

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

---

### Recent Meetings Held

- March 2<sup>nd</sup> – Library Board
- March 2<sup>nd</sup> – Personnel Committee
- March 3<sup>rd</sup> – Final Strategic Planning Workshop
- March 5<sup>th</sup> – Volunteer Committee
- March 9<sup>th</sup> – Committee of the Whole
- March 9<sup>th</sup> – Village Board
- March 10<sup>th</sup> – Joint Public Utilities and Works Committee
- March 10<sup>th</sup> – Public Works Committee
- March 11<sup>th</sup> – Finance Committee
- March 11<sup>th</sup> – Public Safety Committee

### Current Events

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

- Coronavirus Disease (COVID-19) – The Village and all of its Departments continue to monitor the spread of COVID-19 as we prepare for additional impacts at the local level. As of now there are 6 confirmed cases in Wisconsin, two of which were

located in Dane County. One individual has since recovered weeks ago while another was diagnosed this week and is now self-quarantined at home. Each Department Head is reviewing their operations and working to plan for the impacts the spread of this virus will have various health and safety concerns. Operations will continue as normal for the time being as we continue to monitor the situation while we follow the direction from the Public Health Madison and Dane County. We encourage everyone to be mindful of key preventive measures. Information is available from the following sources:

[Center for Disease Control](#) – Steps to Prevent Illness

[Center for Disease Control](#) – Coronavirus Updates

[Public Health Department](#) – Coronavirus Information

Attached also at the end of this report is a letter from the County Executive. More information as it affects us locally will be provided as available. Staff is also coordinating and discussing issues of mutual concern with the McFarland School District to aid each other as might be applicable. Myself, Fire Chief, and Police Lieutenant will be participating in a Conference Call with Dane County Emergency Management on Friday, March 13<sup>th</sup>. A larger public release of information through the Village will be considered at that time.

- [4313 Triangle Street Acquisition](#) – The Village is the new property owner of 4313 Triangle Street. This is a small metal building near Meinders Road that has been used mainly for indoor and outdoor storage. The intent on acquiring this property is to improve it and add value to Tax Increment District #3. Staff will continue to work on potential different commercial uses on this property as we consider future development options.
- [CTH AB Interchange Moving Forward](#) – While it is not located in our Village, just a short trip up the road from Siggelkow Road on County Highway AB is the intersection with US Highways 12/18. This as many know is a very dangerous intersection and in fact the corridor between there and the interstate has a very high crash volume with several fatalities. Dane County, City of Madison, State of Wisconsin, and Ho-Chunk officials have worked together to come up with a way to

improve this intersection to a diamond configuration that allows for safer access in all directions. This will be similar to what is at County Highway N to the east of this location. A Public Hearing will be held on this project by the Madison Area Transportation Planning Board at the Madison Water Utility on April 1<sup>st</sup> at 6:30 pm. This is located at 119 E. Olin Avenue in Madison. The hearing will be held in Conference Rooms A-B. Anyone is welcome to attend to voice their comments on the project. If you are not able to attend, you are encouraged to submit written comments to [mpo@cityofmadison.com](mailto:mpo@cityofmadison.com) by 4 pm on Wednesday, April 1<sup>st</sup>. The Village Board signed onto its support of this project in 2016 and is pleased to see this project moving forward.

- Strategic Planning –The final draft of the Strategic Plan was reviewed by the Village Board on March 9<sup>th</sup> and considered for approval. Following discussion of the plan and some final changes, the Village Board did take action to accept the plan. The final version is still in the process of being drafted but in the future may be found at [www.mcfarland.wi.us/mcfarlandstrategicplan](http://www.mcfarland.wi.us/mcfarlandstrategicplan) for review and reference as needed.

### **Upcoming Schedule**

Please note the following schedule of upcoming meetings:

- March 16<sup>th</sup> at 7:00 pm – Plan Commission
- March 19<sup>th</sup> at 8:30 am – Senior Outreach Committee
- March 23<sup>rd</sup> at 5:30 pm – Committee of the Whole
- March 23<sup>rd</sup> at 7:00 pm – Village Board
- March 24<sup>th</sup> at 6:00 pm – Communications and Technology Committee
- March 26<sup>th</sup> at 6:30 pm – Parks, Recreation, and Natural Resources Committee



# DANE COUNTY

**Joe Parisi**  
County Executive

March 6, 2020

Dear Community Leaders:

As you've noticed through recent news accounts, prevalence of the Coronavirus (known as COVID-19 in the medical community) is increasing in the United States. The headlines are certainly concerning and all of us have reasonable concern for the well-being of our families, friends, and co-workers. As local government leaders we have to also be mindful of steps we may need to take to continue the delivery of public services should this illness reach a point where large numbers of the community need to stay at home to care for themselves or their loved ones.

We wanted to take a brief moment to update you on efforts we have been leading to make sure Dane County government and its partners are prepared in the event the virus becomes more common in our community.

Several weeks ago when a resident of our County became one of the first in the country to test positive for Coronavirus, structures were put in place to ensure collaboration between departments within county government. Public Health of Madison and Dane County, Dane County Emergency Management, the Department of Administration, along with the 911 Center and Sheriff's Office have all been working closely with my Office on planning, preparedness, and response.

Public Health has done an incredible job of keeping the community informed and is providing regular updates relating to the Coronavirus [here](#). Public Health is working with community groups – the hospitals and health care, schools, faith organizations and others to help plan for the arrival of this virus.

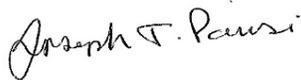
Several years ago county departments created Continuity of Operations Plans (COOP). They are now working to update those plans. We have shared these planning resources with agencies that contract with county government to provide community services to ensure they are ready for possible scenarios in which people need to miss work.

All of us in local government may have to make difficult decisions in the coming weeks regarding personnel, facilities, projects, and community events. In county government, resources are being identified should the need arise to limit “non-essential” county operations. This could take on many forms including some limited term need to work from home. We are actively acquiring the resources to help facilitate this for key staff so we can keep core county functions operational with as minimal disruption as possible.

We think for now the important message to take away is – we are ready. County government is actively planning should the need arise for us to adjust operations in response to community-spread Coronavirus impacting the work we do. Consistent with how we do conduct ourselves in other areas, we have brought the right partners into the room to address this emerging challenge together.

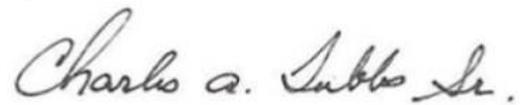
We will be sure county government and our agencies keep you informed as this situation evolves. In the meantime, please feel free to share the Public Health Madison Dane County website. Help us communicate timely information out via Public Health's multiple social media pages. As we enter into this uncertain period, it's critical we get timely information out the public.

We appreciate your partnership,



---

Joseph T. Parisi  
Dane County Executive



---

Charles A. Tubbs, Sr.  
Director of Emergency Management