



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: March 18, 2019

Re: Bi-Monthly Village Administrator Staff Report

Recent Meetings Held

- March 4th – Library Board
- March 4th – Personnel Committee
- March 6th – Volunteer Committee
- March 6th – Community Development Authority
- March 11th – Committee of the Whole
- March 11th – Village Board
- March 12th – Joint Meeting of Public Utilities and Works Committee
- March 12th – Public Utilities Committee
- March 12th – Public Works Committee
- March 13th – Public Safety Committee
- March 14th – Parks, Recreation, and Natural Resources Committee

Current Events

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

- Storm Mural Project – The Village has been accepted into the Storm Drain Mural Art Program administered by Dane County. This program will provide educational information via public art regarding water quality issues and our lakes. We selected a community design concept whereby we will locally work with the Dane Arts Mural Arts group to determine the final design for the storm drain. The group to work on this will be forming soon and their work to be completed later this Summer. The location for the mural has been identified at the northeast corner of Farwell and Taylor adjacent to Larson Park.

- Position Advertisements – Three position openings were recently approved within the Public Works Department. One opening is for the full-time position of Assistant to the Public Works Director and two additional openings are for the part-time positions of Public Works Crewperson Limited Term Employment. The Assistant to the Director position is to assist the director in managing the day to day administrative operations of the Department. This will span all functions of the Department including streets, utilities, parks, solid waste, facilities, and other related items. The Limited Term Employment positions are seasonal in nature helping out within the Village from June through August on a variety of tasks throughout the Village. More information on the positions can be viewed at www.mcfarland.wi.us/employment.
- April 2nd Local Election – The only planned election for the year in 2019 is our Spring Local Election that will take place from 7:00 am to 8:00 pm on Tuesday, April 2, 2019. The election will take place at the Municipal Center located at 5915 Milwaukee Street within the Community Room. Identification is required to vote and registration is provided if needed. For those not able to vote on election day, absentee voting is available through the Administration office either in person or by mail. Please visit www.mcfarland.wi.us/elections for more information.
- Annual Construction Contracts – Annually the Village bids out street construction work and at the next Village Board meeting two contracts will be considered as follows:
 - *2019 Street and Water Main Construction* – This project involves curb/gutter, street, and water main improvements on Timber Lane and Main Street. It will also complete new sidewalk to fill in off street connections for Main Street and Eighth Road.
 - *2019 Street Maintenance* – This project involves level sealing, crack filling, and seal coating for Taylor Road, Holscher Road, Broadhead Street, Valley Drive, Commerce Court, Triangle Street, Terminal Drive, and Juniper Ridge at defined locations.
- Disc Golf – The Parks Committee at its last meeting approved the design for bidding of a disc golf course at Urso/Schuetz Park (Orchard Hill). This is approved within the 2019 Budget for completion this year after a lot of the woodland area was cleaned in 2018. The Committee will review bids at their meeting in April in order to make a recommendation to the Village Board at that time for the project.

Upcoming Schedule

Please note the following schedule of upcoming meetings:

- March 18th at 6:00 pm – Special Village Board meeting (Closed Session)
- March 18th at 7:00 pm – Plan Commission
- March 19th at 5:30 pm – Police and Fire Commission
- March 25th at 5:30 pm – Committee of the Whole
- March 25th at 7:00 pm – Village Board
- March 26th at 6:00 pm – Communications and Technology 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.

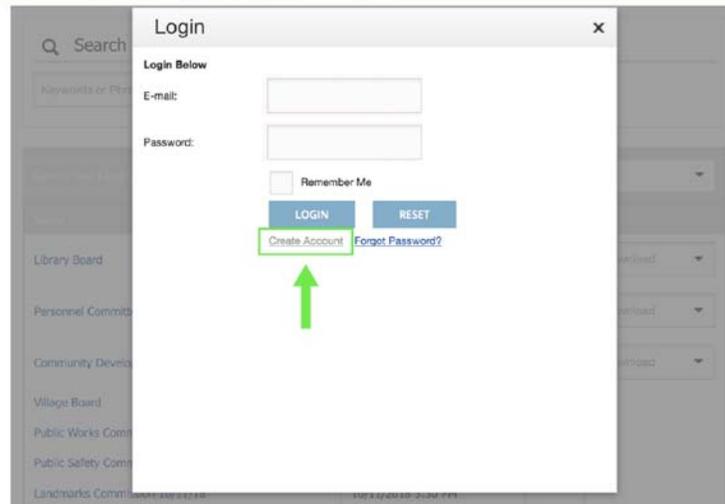


Step 3 – After clicking on the login button, click on the *Create Account* link in the login window.

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!