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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: April 15, 2019

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

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### Recent Meetings Held

- April 3<sup>rd</sup> – Community Development Authority
- April 4<sup>th</sup> – Volunteer Committee
- April 5<sup>th</sup> – Municipal Board of Canvassers
- April 8<sup>th</sup> – Village Board
- April 9<sup>th</sup> – Public Works Committee
- April 10<sup>th</sup> – Municipal Board of Canvassers

### Current Events

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

- New Village Board Seated – On Tuesday, April 2nd there were new elected officials voted into office at all levels throughout the State. In McFarland, that included the office of the Village President and three Village Trustee positions on the Village Board. The new term for those elected into office begins on Tuesday, April 16th and will continue for a period of two years. Please join me in welcoming Eric Kryzenske and Clair Utter who were voted in as Village Trustees. As part of this same election, Brad Czebotar was reelected Village President and Stephanie Brassington was reelected as Village Trustee to finalize the board's membership for the new term. We also want to thank Carolyn Clow and Shaun O'Hearn for their work as Village Trustees on the Village Board these past two years.

- Village President Recount – As many people are no doubt aware, the Village President race had a one-vote margin following the close of the polls on election night. We experienced a recount shortly thereafter the election followed unexpectedly by another meeting to further address the recount that was thought already complete. Operating an election is a large undertaking to make sure everyone that is legally able to vote is provided that right, and issues happen within every election that need to be addressed. In this case we saw firsthand how issues can develop, and then how we work very carefully to examine those issues to make sure we are doing the best job possible with such an important task. It is important to recognize these efforts even in the face of error as it will help make the process better by learning from what happened and using it as an educational opportunity to demonstrate the importance of this process. Thank to our Community, the Poll Workers, Village Staff, and the Candidates for this office for everyone's work to make sure this process to conduct the recount was done so in an accurate and efficient manner to the extent possible.
- Parks and Open Space Plan – The Parks, Recreation, and Natural Resources Committee will be holding a Public Hearing at their meeting on April 25th beginning at 6:30 pm regarding the draft Parks and Open Space Plan. This plan was been developed by the Committee with assistance from the Community Development Department to help plan park improvements and development over the next 5 years from 2019 through 2023. A copy of this draft plan is available at the Municipal Center or at [www.mcfarland.wi.us](http://www.mcfarland.wi.us).
- New Position Announcements – At its last meeting, the Village Board approved the filling of several vacancies. Stay tuned for job advertisements for the following positions:
  - *Administrative Captain* – This was a previously vacant position within the Fire and Rescue Department. The intent is for this position to provide more assistant to the day-to-day management of the Department in conjunction with the Chief of a full-time basis. Most of these responsibilities under this position are decentralized throughout the Department.
  - *Streets/Utilities Superintendent* – This position is similar to the former Assistant Public Works Director within the Public Works Department. They will provide supervision and oversight of day-to-day operations of our streets, utilities (water, sewer, storm), solid waste collection, facilities, and other general issues.

- *Parks Superintendent* – This is a new position within the Public Works Department. The position will provide a larger leadership role within the Department running this Division by providing day-to-day management of the park system as well as planning, developing, and implementing their ongoing utilization.
  
- *Community and Economic Development Director* – A position made available recently through a planned retirement, the position will be in charge of our planning, inspection, development, and other local economic needs in the Community.

### **Upcoming Schedule**

Please note the following schedule of upcoming meetings:

- April 16th at 5:30 pm – Village Board (Special Organizational Meeting)
  - April 22nd at 7:00 pm – Village Board
  - April 23rd at 6:00 pm – Communications and Technology Committee
  - April 24th at 7:00 pm – Dane County/Village Storm Drain Mural Meeting
  - April 25th at 6:30 pm – Parks, Recreation, and Natural Resources Committee
  - May 1st at 7:00 pm – Community Development Authority
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## 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](http://mcfarland.wi.us/emails) for a variety of general information.

...OR...

### 2. Meetings

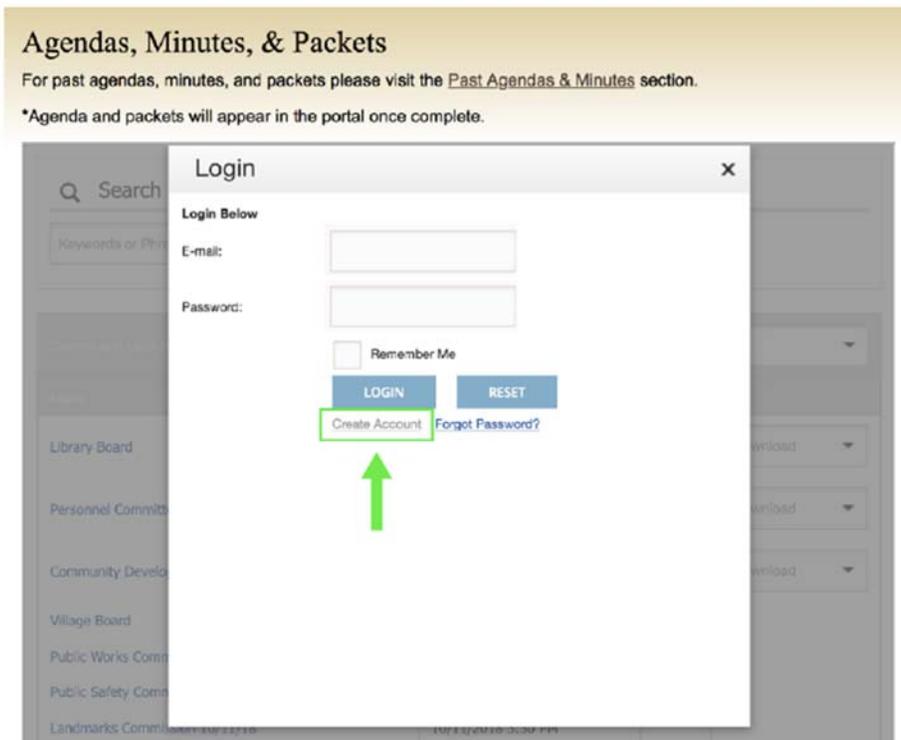
Information on all meetings can be found at [mcfarland.wi.us/agendas](http://mcfarland.wi.us/agendas). You can sign up through our new agenda management software, CivicClerk, to be notified when new meetings are posted. To sign up, follow these steps below...

Step 1 – Go to [mcfarland.wi.us/agendas](http://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.



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

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