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Memorandum

To: Village Board of Trustees

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

Cc: Department Heads
Residents of McFarland

Date: April 28, 2020

Re: Bi-Monthly Village Administrator Staff Report

Recent Meetings Held

- April 21st – Village Board (Organizational Meeting)
- April 27th – Village Board

Current Events

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

- Land Swap – The Village Board and School Board approved a proposal to swap property at their respective meetings in November of 2019. Through the first part of 2020 we worked through the CSMs, deeds, and agreements as applicable. All documents were executed in March as approved and have now been recorded completing the transaction. [The Village now owns the property](#) frontage along County Highway MN (Broadhead Street) just east of Holscher Road and [the School District owns the property](#) frontage along Siggelkow Road just east of County Highway AB. The School District intends to use this site in the future for a possible school site. The Village desires to develop the property it acquired as the location for the new Public Safety Center.
- Public Safety Center – Earlier this year Bray Architects was selected to conduct planning, design, and bidding services for the construction of a Public Safety Center at the southeast corner of Holscher Road and County Highway MN (Broadhead Street). The objective of the project was to create a new facility for Fire/EMS, Municipal Court, and Police to address existing operational concerns

and a modern facility to grow into. The first phase of this work is now underway to begin the process on planning the use of the site. Once that has been completed and approved, then the second phase will be to design the facility which is followed by the third phase to bid the project. The objective of this portion of the project is to complete these phases within 2020 and into the early part of 2021 so that the project can begin construction in the Spring of 2021.

- Taylor Point Apartments – In the Fall of 2019, the Village approved the rezone and general development plan from MSP Real Estate Incorporated for the property located at the southwest corner of Taylor Road and Larson Beach Road. The Development Plan for this property was to construct a multi-level apartment building as an affordable housing project. The Village was recently informed that WHEDA has awarded the project a 9% tax credit to support the project as was requested. This is a key first funding step in the project and they will now shift their focus to applying for assistance through the Federal Home Loan tax credit program and Dane County's affordable housing program, both applications are due in June. Village Staff continues to work with the Developer to advance the project as it was approved previously which is presently on schedule.
- Credentialed Manager – Please find enclosed a Press Release that was recently issued by the International City/County Management Association. In January of this year, I applied to this organization for this designation and was recently notified that my application was accepted. More information is available through the press release about the program as it recognizes a combination of experience and education as well as a commitment by me towards ongoing professional development as a local government manager. I am certainly humbled by this appointment, and appreciative of all the opportunities I've had.

Upcoming Schedule

Please note the following schedule of upcoming meetings:

- May 4th at 5:15 pm – Library Board
 - May 6th at 7:00 pm – Community Development Authority
 - May 7th at 6:00 pm – Volunteer Committee
 - May 11th at 7:00 pm – Village Board
 - May 12th at 6:00 pm – Joint Public Utilities & Works Committee
 - May 12th at 6:30 pm – Public Works Committee
 - May 13th at 6:30 pm – Public Safety Committee
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FOR IMMEDIATE RELEASE CONTACT:

**Matthew G. Schuenke Credentialed by
International Local Government Management Organization**

WASHINGTON, D.C.— Matthew G. Schuenke, Village Administrator for the Village of McFarland, WI, recently received the Credentialed Manager designation from ICMA, the International City/County Management Association. Mr. Schuenke is one of over 1,300 local government management professionals currently credentialed through the ICMA Voluntary Credentialing Program.

ICMA’s mission is to advance professional local government through leadership, management, innovation, and ethics and by increasing the proficiency of appointed chief administrative officers, assistant administrators, and other employees who serve local governments and regional entities around the world. The organization’s 13,000 members in 27 countries also include educators, students, and other local government employees.

To receive the prestigious ICMA credential, a member must have significant experience as a senior management executive in local government; have earned a degree, preferably in public administration or a related field; and demonstrated a commitment to high standards of integrity and to lifelong learning and professional development.

“We are extremely proud of Matt as he receives this credential. This is an outstanding achievement,” said Village President Brad Czebotar. “We commend Matt for this accomplishment and for the dedication he has shown over the years as a public administration official.”

Mr. Schuenke is qualified by 13 years of professional local government executive experience and holds a Masters Degree in Public Administration from Northern Illinois University. Prior to his appointment in 2016 as Administrator of McFarland, he served as Administrator/Clerk-Treasurer for the Village of Cross Plains, WI and prior to that position served as Assistant Village Manager for the Village of Whitefish Bay, WI. He follows in the footsteps of his Father, Tim Schuenke, who was previously awarded Lifetime Membership status from ICMA after a 35 plus year career as a Credentialed Manager in Illinois and Wisconsin.

“Working in local government is a special feeling and provides for a sense of civic fulfillment like nothing else. I’m thankful for the experiences I’ve had and appreciative of all of

the communities that have granted me the opportunity to serve in this capacity,” Schuenke said. “It is an honor to receive this designation from ICMA but is achieved only through the work we do together as a Community both past and present.”

For more information regarding the ICMA Voluntary Credentialing Program, contact Jenese Jackson at ICMA, 777 North Capitol Street, N.E., #500, Washington, D.C. 20002-4201; jjackson@icma.org; 202-962-3556.

[About ICMA](#)

ICMA, the International City/County Management Association, advances professional local government worldwide. The organization’s mission is to advance professional local government through leadership, management, innovation, and ethics.

ICMA identifies leading practices to address the needs of local governments and professionals serving communities globally. We provide services, research, publications, data and information, peer and results-oriented assistance, and training and professional development to thousands of city, town, and county leaders and other individuals and organizations throughout the world. The management decisions made by ICMA's members affect millions of people living in thousands of communities, ranging in size from small towns to large metropolitan areas.