

## 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: May 28, 2020

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

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### Recent Meetings Held

- May 4<sup>th</sup> – Library Board
- May 6<sup>th</sup> – Community Development Authority
- May 11<sup>th</sup> – Village Board
- May 12<sup>th</sup> – Joint Public Utilities & Works Committee
- May 12<sup>th</sup> – Public Works Committee
- May 13<sup>th</sup> – Public Safety Committee
- May 18<sup>th</sup> – Library Board (Special)
- May 18<sup>th</sup> – Landmarks Commission
- May 18<sup>th</sup> – Plan Commission
- May 19<sup>th</sup> – Public Utilities Committee
- May 20<sup>th</sup> – Public Safety Committee (Special)
- May 21<sup>st</sup> – Senior Outreach Committee
- May 25<sup>th</sup> – Memorial Day Holiday (Offices Closed)
- May 26<sup>th</sup> – Village Board
- May 27<sup>th</sup> – Finance Committee
- May 28<sup>th</sup> – Parks, Recreation, and Natural Resources

As people can no doubt tell, meetings have resumed again in May and we did convene nearly everyone via the Zoom webinar. Its likely we'll continue this through June as its proven capable to continue to advance our work together.

## Current Events

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

- COVID-19/Reopening Plan – Dane County moved into Phase 1 of the Forward Dane Plan on May 26<sup>th</sup>. This allowed for a limited reopening of various different sectors of businesses within our Community. As the Village continues to assess its service delivery methods we too are following the phasing prescribed in order to implement our own reopening plan as it relates to Village services. This will be released on Friday, May 29<sup>th</sup> and considered by the Village Board on Monday, June 8<sup>th</sup>. This plan will provide a comprehensive review of our services by Department looking at how the outbreak has changed our operations. It will also provide insight on what is needed to safely reopen or restart what has been closed within an appropriate timeframe set within the Forward Dane Plan. The financial impact is no doubt significant across a broad spectrum and as we've studied initially, the impact on the Village could be similarly harmful. Some good news in this arena for municipalities is that the State announced yesterday (May 27<sup>th</sup>) two funding initiatives for local government: 1) Routes to Recovery: Local Government Aid Grants; and 2) Wisconsin Elections Commission authorized spending for local clerks in upcoming elections. These will not completely make us whole, but certainly welcome relief we look forward to working on. The Village Board will continue to review financial implications of the effect of the pandemic at its meeting on June 22<sup>nd</sup>.
- Prospective Development – Several different development projects were reviewed by the Plan Commission at their meeting on May 18<sup>th</sup>. [A link to their packet](#) is provided here for more information. A summary of these projects is as follows:
  - *CF Investments LLC* (Craig Frank) – This project is proposed for what is referred to as lots 57 and 58 of the Prairie Place Plat adjacent the Prairie Place Subdivision. Generally these lots exist on the east side of Holscher Road south of Juniper Ridge Subdivision. These lots were zoned and intended for multi-family use when the plat was created. This was a conceptual review as a preapplication meeting by the Plan Commission allowing the developer to introduce their plan for 32 market rate dwelling units on the 2.25 acre site. It is likely that the Plan Commission will begin review of these projects for potential action at their next meeting in June.

- *Northpointe Development* – This project is proposed for what is referred to as Lot 56 of the Prairie Place Plat adjacent the Prairie Place Subdivision. Generally this lot exists at the northeast corner of Holscher and Broadhead immediately south of the previously mentioned project. These lots were zoned and intended for multi-family use when the plat was created. This was a conceptual review as a preapplication meeting by the Plan Commission allow the developer to introduce their plan to develop the 3.30 acre site. This development is quite substantial in comparison to the previous project as it has more density and mixed housing varieties within it. They are proposing to construct 80 dwelling units on the site of which 62 units would be a 3 story building and 18 units contained in several separate townhouse style buildings. The developer intends to apply for affordable housing tax credits with the units targeted primarily to seniors and households earning 50-80% of county median incomes. It is likely that the Plan Commission will begin review of these projects for potential action at their next meeting in June.
  
  - *Rosewood Fields Subdivision* – This the Village Board has approved already the annexation, zoning, and preliminary plat for the project which included the draft engineering, covenants, and other planning documents required at this stage. The proposed development consists of 117 residential lots, 107 of which will be for single family units of varying sizes and 10 for owner occupied duplexes. This is an initial step in the project and now they shift into final plat, engineering, covenants, and ultimately the development agreement. These remaining tasks will generate addition reviews of more detailed information that likely will be completed before the end of year. The project desires to break ground on its first phase in the Spring of 2021.
  
  - Financial Updates – The Public Utilities Committee reviewed the Utilities Audit at their meeting on May 19<sup>th</sup> and the Finance Committee reviewed the Village Audit at their meeting on May 27<sup>th</sup>. Both groups forwarded recommendations of acceptance to the Village Board for their consideration. The board will take this up and review the audit for 2019 at its meeting on June 8<sup>th</sup>. The Public Utilities Committee continues to work on studying a full water rate case with the Public Service Commission. This was approved earlier this year and with the audit now complete, the Auditor will shift to this application to study this rate increase over the coming weeks and months.
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## **Upcoming Schedule**

Please note the following schedule of upcoming meetings:

- June 1<sup>st</sup> at 5:15 pm – Library Board
- June 1<sup>st</sup> at 6:30 pm – Personnel Committee
- June 4<sup>th</sup> at 6:30 pm – Volunteer Committee
- June 8<sup>th</sup> at 7:00 pm – Village Board
- June 9<sup>th</sup> at 6:00 pm – Public Works Committee
- June 10<sup>th</sup> at 6:30 pm – Public Safety Committee