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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: July 2, 2019

Re: Bi-Monthly Village Administrator Staff Report

Recent Meetings Held

- June 17th – Plan Commission
- June 18th – Landmarks Commission
- June 18th – Public Utilities Committee
- June 20th – Senior Outreach Committee
- June 24th – Village Board
- June 25th – Joint Review Board
- June 26th – Finance Committee
- June 27th – Parks, Recreation, and Natural Resources Committee
- July 1st – Library Board

Current Events

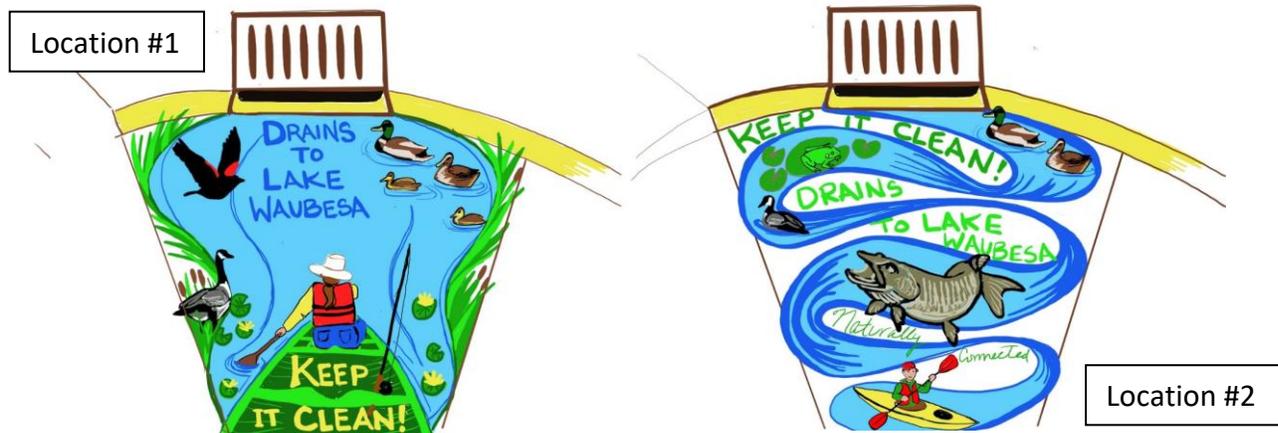
The following is a list of issues, projects, or activities that have transpired recently:

- Community Development Director to Retire – Pauline Boness will retire as Community Development Director on July 5, 2019 after serving in this role for 21 plus years. The Village celebrated her service to the Community recently with the approval of a Resolution of Commendation at the June 24, 2019 Village Board meeting and also recognizing her on June 27, 2019 as part of a Retirement Party held at the Municipal Center. We thank Pauline for her service to McFarland and wish her luck in retirement. Future inquiries regarding Community Development can be routed to the Village Administrator in the interim until a replacement is appointed by the Village Board (update on that recruitment below).

- Recruitment Update –

- *Assistant to the Public Works Director* – Village Staff has completed this recruitment and are pleased to announce the hiring of Aimee Irwin. Ms. Irwin comes to us from Lutheran Social Services where she has worked in various administrative capacities since 2010 most recently serving as their Continuous Improvement Manager. While Public Works operations will be new to her, she is a McFarland native and has a degree from Edgewood College in Business concentrating in Accounting and Management. We are excited to bring Aimee onto the team when she begins this job on July 15th.
- *Superintendents* – Both recruitments for Streets/Utilities and Parks Superintendent positions remain ongoing at the present. All interviews have been completed and Staff is working to initiate background checks on final candidates selected. No formal offers have been completed as of yet with next and possibly final steps developing within the near future.
- *Community and Economic Development Director* – Final interviews for this position were held recently and the background check process is underway. This position is also subject to appointment by the Village Board. That has been scheduled for Monday, July 22nd at which time the final and formal appointment is scheduled to be made for this Department Head position.
- *Fire and Rescue Administrative Captain* – The advertisement period on this position is now closed and the Department continues to evaluate candidates. This position requires approval of the Police and Fire Commission which is scheduled to have its first meeting on the applications on July 9th. After this meeting they will work towards making a selection sometime shortly thereafter.
- *Police Clerk III* – The Police Department is going through the process of recruiting a new Clerk III position following a retirement last year. The first attempt at this earlier this year did not prove successful. They are presently evaluating and testing new candidates for the position to which late this Summer they expect to make appointment.

- Stormwater Mural Painting Scheduled – The Village was successful at entering into the Dane County Stormwater Mural Program in 2019. A mural will be painted adjacent the storm drain at the northeast corner of Taylor Road and Farwell Street. The Village Board desired a second mural to be painted as both options presented were attractive. A second location has been identified Downtown at the southwest corner of Long Street and Main Street. The County has agreed to do the work and the Village will pay for these materials. ***The painting is scheduled to take place on Saturday, July 13th from 8:00 am to noon.*** Those interested should send a message to matt.schuenke@mcfarland.wi.us to sign up to participate. Volunteers of any skill are welcome to participate.



- Waubesa School Historic Designation – The structure at 5979 Siggelkow Road was first constructed as Waubesa School in 1920 serving the Village and surrounding area through Joint School District #6. Originally the one room school house did not have electricity or bathrooms, adding those amenities over time until it ceased operations in 1961 when it joined the McFarland School District. The Landmarks Commission following Public Hearing recommended to the Village Board that the site be designated as a local historic site to which the board agreed. The property is currently owned and operated by Common Threads Family Resource Center providing school and mental health programs geared toward individuals affected by autism, behavioral disorders, and mental health challenges.

Upcoming Schedule

Please note the following schedule of upcoming meetings:

- July 8th at 6:30 pm – Finance Committee SPECIAL
- July 8th at 7:00 pm – Village Board
- July 9th at 6:30 pm – Public Works Committee
- July 10th at 7:00 pm – Community Development Authority
- July 15th at 7:00 pm – Plan Commission
- July 16th at 6:00 pm – Public Utilities Committee
- July 18th at 7:00 pm – Parks, Recreation, and Natural Resources

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.

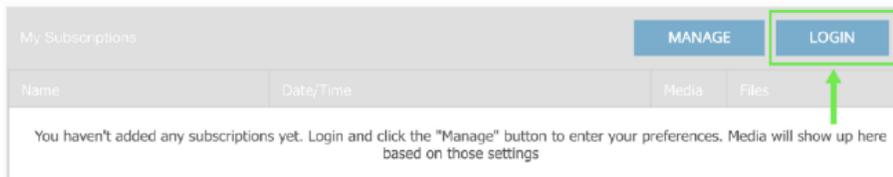
...OR...

2. Meetings

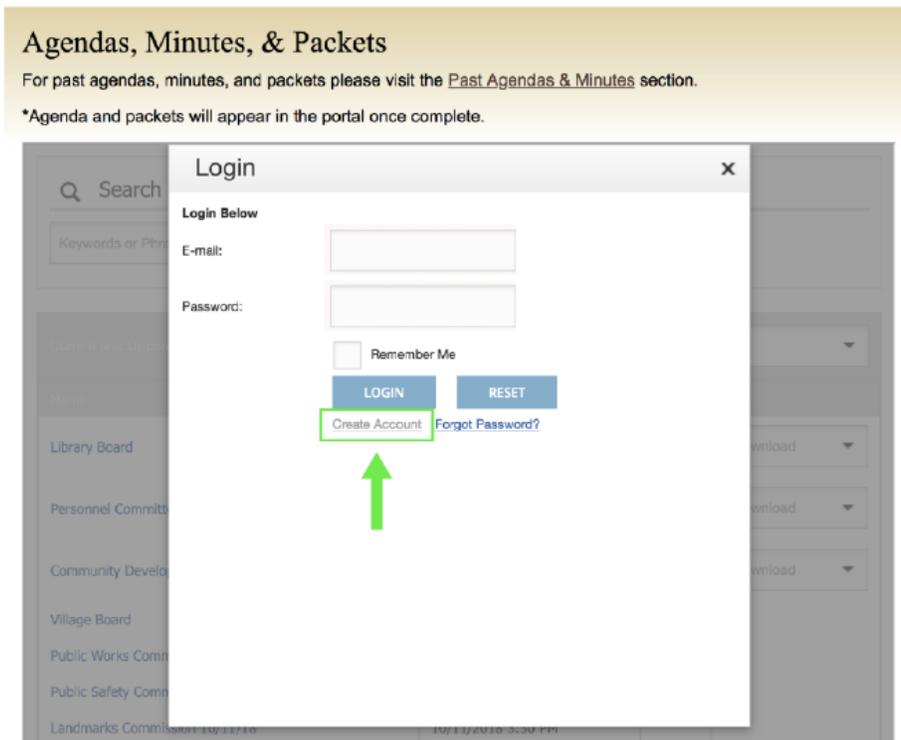
Information on all meetings can be found at mcfarland.wi.us/agendas. You can sign up through our new agenda management software, CivicClerk, to be notified when new meetings are posted. To sign up, follow these steps below...

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.



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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