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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 16, 2019

Re: Bi-Monthly Village Administrator Staff Report

Recent Meetings Held

- July 8th – Finance Committee SPECIAL
- July 8th – Village Board
- July 10th – Community Development Authority
- July 15th – Plan Commission

Current Events

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

- Recruitment Update –
 - *Librarian(s)* – The Library is in the process of finalizing a hire for Youth Adult Services Librarian but unfortunately has to announce that our Adult Services Librarian will be leaving. Katharine Clark has been the Adult Services Librarian since 2016 and her last day will be on July 17th. We wish her well in future endeavors and will begin the process to recruit her replacement very soon.

- *Public Works Streets/Utilities Superintendent* – The first attempt of this recruitment has now proven unsuccessful. All candidates applied have been evaluated and those deemed most qualified in order to fulfill the essential job functions for the position could not come to terms on employment for the position. This will require the Village to reopen the process to which the new advertisement period has begun. Our objective is to complete this hiring sometime in the Fall before Winter begins.
 - *Public Works Parks Superintendent* – This recruitment has identified a single candidate and that individual is in the background check process. As soon as that process is complete an announcement will be made and start date lined up.
 - *Community and Economic Development Director* – A final candidate has been identified for this position and in the process of completing the background check. The Village Board will meet with this individual in Closed Session prior to their meeting on July 22nd and then make the formal appointment in the meeting under Open Session.
 - *Fire and Rescue Administrative Captain* – The Police and Fire Commission has completed its work to interview the candidates and developed a pool of individuals for the Chief to evaluate. He will continue the evaluation process before making a final decision within the near future.
 - *Police Clerk III* – The Police Department continues to evaluate candidates as they most recently completed some initial testing and interviews of prospective candidates. The process remains ongoing until a candidate is selected.
 - Strategic Planning Survey – Last chance this week to fill out the Community Survey for Strategic Planning as it is set to closed on July 19th. We have been marketing the survey at the Municipal Center and on social media but for those who haven't completed it yet, now is the time. Please also share with friends and neighbors in the Community so that we have some robust input from which to work from when we dive into plan development later this Summer.
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- Library Events –

- *Library Summer Drama Camp* – This will be taking place on Thursday, July 25 at 2:00 pm. Come cheer on our summer library drama camp students as they showcase what they have learned over the past 6 weeks. They have worked very hard learning all different aspects of theatre and now they are ready to share these talents!
- *Summer Family Concert* – The Madtown Mannish Boys is a Madison-based blues band that will be playing at Discovery Garden Park (adjacent the Library) on Tuesday, August 6th beginning at 6:00 pm. There will be ice cream, face painting, and outdoor games.

Upcoming Schedule

Please note the following schedule of upcoming meetings:

- July 16th at 6:00 pm – Public Utilities Committee
 - July 18th at 7:00 pm – Parks, Recreation, and Natural Resources
 - July 22nd at 7:00 pm – Village Board
 - July 23rd at 6:00 pm – Communications and Technology Committee
 - July 24th at 6:30 pm – Finance Committee
 - July 25th at 8:30 am – Senior Outreach Services Committee
 - July 25th at 2:00 pm – Emergency Management Committee
 - August 1st at 6:00 pm – Volunteer Committee
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1. General Communications

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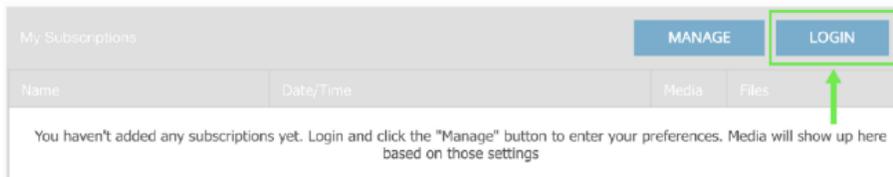
...OR...

2. Meetings

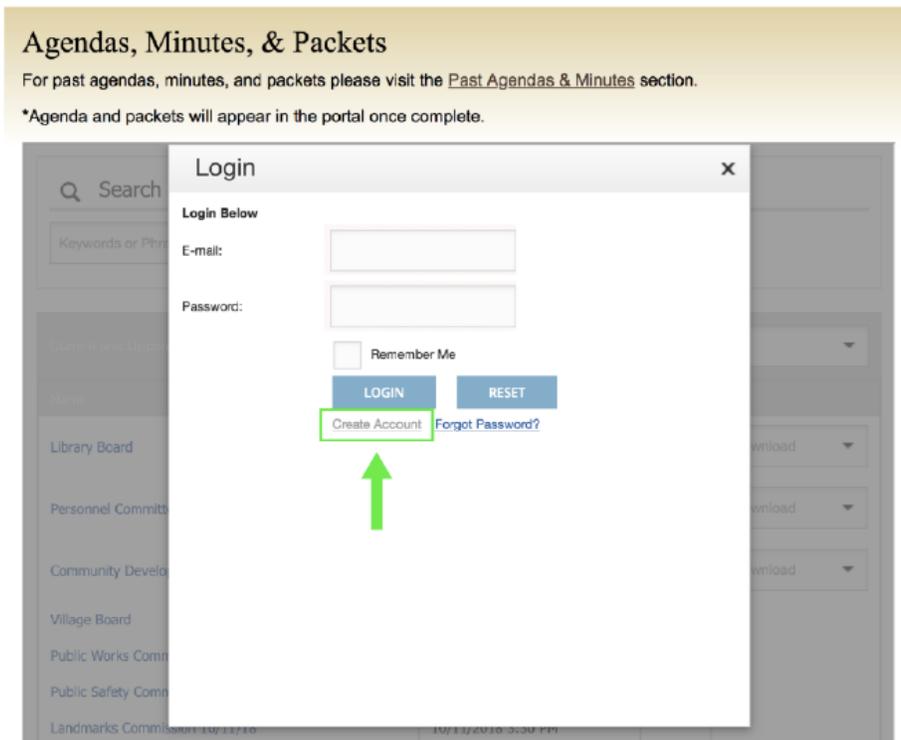
Information on all meetings can be found at mcfarland.wi.us/agendas. You can sign up through our new agenda management software, CivicClerk, to be notified when new meetings are posted. To sign up, follow these steps below...

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.

CIVICCLERK

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