

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: November 11, 2019

Re: Bi-Monthly Village Administrator Staff Report

Recent Meetings Held

- October 14th – Village Board
- October 15th – Public Utilities Committee
- October 16th – Finance Committee
- October 17th – Senior Outreach Committee
- October 17th – Parks, Recreation, and Natural Resources Committee
- October 21st – Plan Commission
- October 22nd – Communications and Technology Committee
- October 28th – Village Board
- November 4th – Library Board
- November 4th – Personnel Committee
- November 6th – Community Development Authority
- November 7th – Village Board (Special)
- November 11th – Village Board

Current Events

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

- 2020 Budget – The Public Hearing and final discussion on the 2020 Budget is scheduled for Monday, November 25th at 7:00 pm. The Village Board has been working diligently on the review of this document after it was transmitted to them by Staff back in November. A final review meeting was held on November 7th to go over possible revisions and the document is now scheduled for final consideration by the Village Board following public hearing.

- Water Softener Rebate Program – The Village Board has approved joining a program sponsored by the Madison Metropolitan Sewerage District (MMSD) to incentivize the updating of water softeners. The objective is to use funds from MMSD to provide a rebate for residents that replace their water softeners. The theory is that higher efficiency water softeners will contribute less salt to the treatment plant and be better for the water shed. This is a pilot program that is being offered in the Town of Dunn and Village, more details to be released on the program soon.

 - Road Construction Updates – This year we approved a repaving and watermain project on Main Street and Timber Lane. Additionally, we also included paving only projects on Osborne, Smith Ridge, and Eighmy as well as some adjacent streets. The deadline for all of this work to be completed was on October 30th; however, a lot of this work was substantially completed near the end of last week. Several items (namely concrete work) were delayed by the Contractor till near the end of the project. Its not uncommon to have weather delays with road construction and that is exactly what was encountered near the end of this project causing a lot of headaches as they finished up. Several items are going to need to be completed in the Spring including final asphalt in a few places as well as landscape restoration. Staff will be evaluating the project deadlines more closely in the future and not allowing projects to lapse into November like we experienced this year.

 - Recruitment Updates –
 - *24 hour Advanced EMTs* – We are currently recruiting to fill one vacancy for this position that we hope to fill by January 1, 2020. Funding is also close to being approved for a second position that is likely to being in March/April of 2020. Interviews are in the process of being conducted followed by background checks.

 - *Librarians* – Ann Engler has been hired as the new Adult Services Librarian and Abby Seymour has been hired as the new Teen Librarian.

 - *Police Clerk III* – The Department continues to interview and evaluate candidates as part of this recruitment. We are hoping this can be finalized before the end of the year based on current progress with the candidate pool.
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- *Public Works Crewperson* – We have filled this vacancy with Lindsey Krey who formerly worked for the City of Madison in a similar capacity within their Streets Division. She filled this position on November 4th.
- *Public Works Streets/Utilities Superintendent* – A second recruitment for this has recently been closed without making a hire. This recruitment failed to identify a candidate the first time through earlier this year and the second time also was not successful. Village Staff is evaluating the position and likely will initiate a third process February or March of next year.
- Impact Fee Study – The Parks Committee reviewed some drafts of the Park Impact Fee Study that is being prepared by our Auditor at their last meeting in October. They will review the full study at their meeting in December helping to update the methodology on how the charge is created as well as how much is applied. We will also be reviewing the policy that is in place for how this money is expended to make sure it is consistent with the study and State law. Its likely that a complete draft of the policy will be complete in December of this year.
- Aquatics Discussion – Earlier this year the Village completed an Aquatics Feasibility Study. This document put forth a range of options to study the viability of certain improvements in different areas of the Village. The Study noted several areas of opportunity and the Committee is further discussing how it might recommending proceeding. There are funds recommended in 2020 to continue to evaluate these improvements and the initial discussions are meant to help guide which direction(s) we should pursue. Further discussion is scheduled at the next meeting in December.

Upcoming Schedule

Please note the following schedule of upcoming meetings:

- November 13th at 6:30 pm – Public Safety Committee
- November 14th at 7:00 pm – Volunteer Committee
- November 18th at 7:00 pm – Plan Commission
- November 19th – Joint Meeting of Public Utilities and Works Committees
- November 21st – Senior Outreach Committee
- November 25th – Village Board

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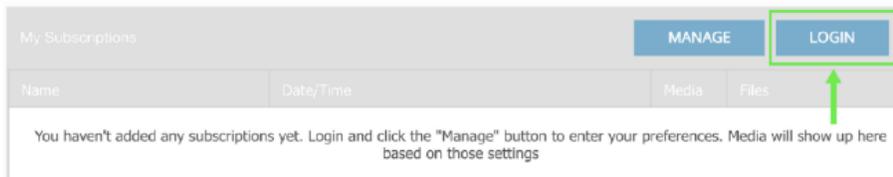
...OR...

2. Meetings

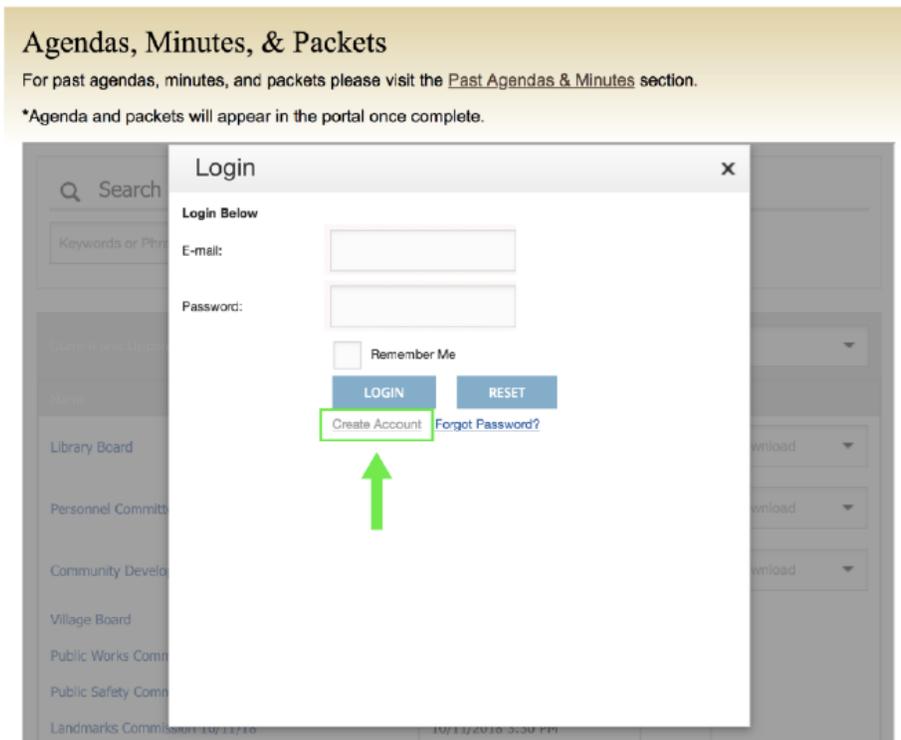
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