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## 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 12, 2018

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

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### Recent Meetings Held

- October 29<sup>th</sup> – Parks, Rec, and Natural Resources Committee (Rescheduled)
- October 29<sup>th</sup> – Village Board (Special)
- October 30<sup>th</sup> – Public Utilities Committee (Rescheduled)
- November 5<sup>th</sup> – Library Board
- November 6<sup>th</sup> – Fall General Election
- November 7<sup>th</sup> – Community Development Authority
- November 8<sup>th</sup> – Village Board (Special)

### Current Events

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

- High School Reality Check – I had the pleasure of attending the Reality Check program put on by the High School for Junior students. The objective is to help the students understand some of the everyday costs they'll encounter later in life such as housing, vehicles, child care, taxes, groceries, etc. I represented the Village Government and decided tickets written out by the School Resource Officer, conducted roommate compatibility quizzes, issued bus passes, and collected health insurance fees. It was enjoyable interacting with the Students talking a little bit about local government and what they desired to be when they graduated. Looking forward to participating in the program next year.
- Hotel Feasibility Study – As we know, the Village is presently without a hotel in the Community. This has come up from time to time, and one means to help objectively review the issue is to conduct a feasibility study. The intent then is to use this study to

evaluate the possibility of developing a hotel in the Community and some of the amenities that are associated with it. There is some interest again and the hope is that this can lead to additional discussions should the feasibility be strong. The CDA reviewed this issue at its meeting on November 7<sup>th</sup> and unanimously recommended approval to hire Core Distinction Group to conduct this study. It is likely they will begin their work within the next week and complete it in December.

- 2019 Budget – The review is now complete as the Village Board held its last meeting on November 8<sup>th</sup> to discuss final changes. With these issues decided, the budget moves on to the Public Hearing which is scheduled for November 26<sup>th</sup> at 7:00 pm. As always, the budget is available in its entirety for review at [www.mcfarland.wi.us/budget](http://www.mcfarland.wi.us/budget).
- Fall General Election – What an amazing turnout from our last election, great job in our Community getting out to vote. There were 4,939 votes cast on Tuesday in the mid-term election which represents 89.5% of those eligible to vote in McFarland. There are only two elections in 2019 for local races before we host four again in 2020.
- Public Works Department – As previously reported, Allan Coville will be retiring from his position of Director within this Department beginning in December. The Village Board has been discussing changes to his position and the Department that will be reviewed this month before the recruitment for a replacement can begin. The Public Works and Parks Committee will consider changes to the position description and organizational chart this week, and the Personnel and Public Utilities Committee will look at changes next week. All of which will come back to the Village Board for final approval on November 26<sup>th</sup> in order to begin the recruitment. The intent is to update the position and the duties required as well as structure the Department in such a way to be responsive to the service demands of the Department.

### **Upcoming Schedule**

Please note the following schedule of upcoming meetings:

- November 12<sup>th</sup> at 5:30 pm – Committee of the Whole
- November 12<sup>th</sup> at 7:00 pm – Village Board
- November 13<sup>th</sup> at 6:00 pm – Public Works Committee
- November 14<sup>th</sup> at 6:30 pm – Public Safety Committee
- November 15<sup>th</sup> at 7:00 pm – Parks, Recreation, and Natural Resources Committee
- November 19<sup>th</sup> at 5:00 pm – Personnel Committee (Rescheduled)
- November 20<sup>th</sup> at 6:00 pm – Public Utilities Committee
- November 22<sup>nd</sup> and 23<sup>rd</sup> – Thanksgiving Holiday (Offices Closed)
- November 26<sup>th</sup> at 7:00 pm – Village Board
- November 27<sup>th</sup> at 6:00 pm – Communications and Technology Committee

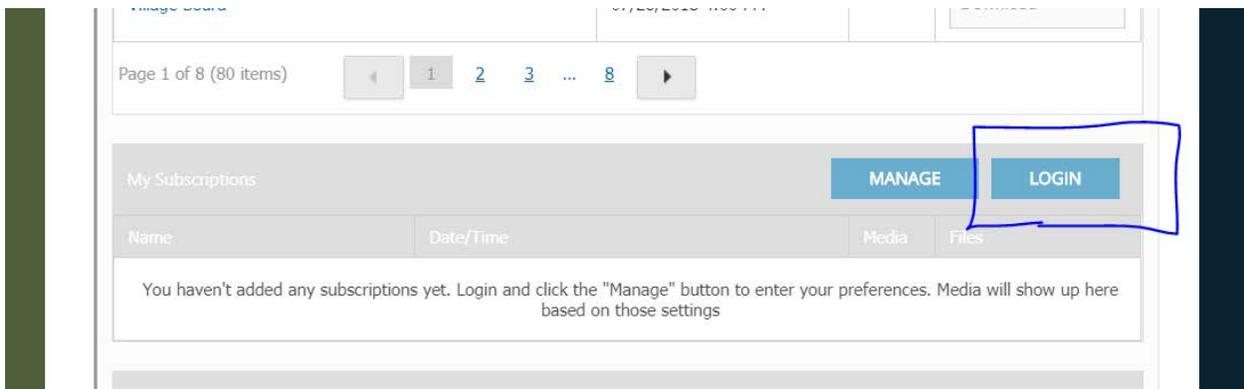
## TWO WAYS YOU CAN STAY INFORMED ON VILLAGE HAPPENINGS...

1. **GENERAL COMMUNICATIONS** – You can consider signing up through the Village’s website at [www.mcfarland.wi.us/emails](http://www.mcfarland.wi.us/emails) for a variety of different general information.

...or...

2. **MEETINGS** – Information on all meetings can be found at [www.mcfarland.wi.us/agendas](http://www.mcfarland.wi.us/agendas) and you can sign up through Civic Clerk to be notified when new meetings are posted. To get signed up, follow these steps:

- a. **Step 1** – Click on
- b. **Step 2** – Scroll Down to find and click on “Login” button

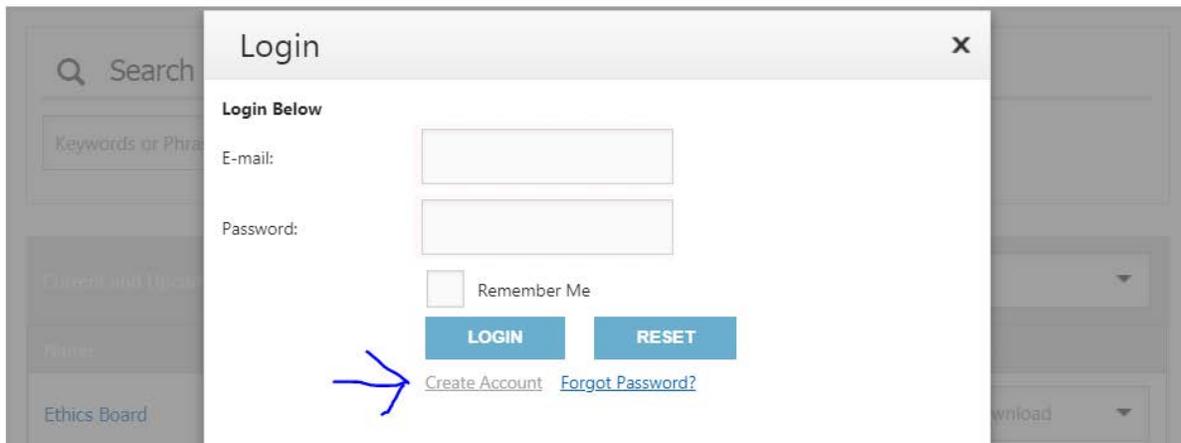


- c. **Step 3** – Find and click on “Create Account” button.

## Agendas, Minutes, & Packets

For past agendas, minutes, and packets please visit the [Past Agendas & Minutes](#) section.

\*Agenda and packets will appear in the portal once complete.



- d. **Step 4** – Fill in your information to create account. Login in to new account and manage your subscriptions.