

Monday, April 29, 2019

Village Board
5:00 PM

McFarland Municipal Center
Conference A

AGENDA

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. BUSINESS.
 - a. Interview with prospective consultants and review of proposals regarding Strategic Planning services.
 - b. Discussion and action on selecting a preferred proposal for Strategic Planning services and directing the Village Administrator to initiate the process to prepare a Standard Contract for said services.
4. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, April 29, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Interview with prospective consultants and review of proposals regarding Strategic Planning services.

PREVIOUS ACTION:

The RFP was authorized by the Village Board at their January 14, 2019 meeting.

ISSUE SUMMARY:

There were a total of 8 responses to the RFP for Strategic Planning services. Three have been recommended to the Village Board for consideration. They are as follows:

- Management Partners
- RW Management Group, Inc.
- Thomas P. Miller and Associates

The Village Board is planning to hold about an hour to consider each proposal which includes an interview with each applicant and a review of their submittal.

FINANCIAL/BUDGET IMPACT:

The total 2019 Budget for this project is \$20,000.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

There is no action associated with this item.

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, April 29, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action on selecting a preferred proposal for Strategic Planning services and directing the Village Administrator to initiate the process to prepare a Standard Contract for said services.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Upon conclusion the Village Board will be asked to select a preferred proposal out of the three presented. Further, direction should be provided to the Administrator to prepare a contract for these services with the Village's Standard Template. The contract will be presented for final action at the next Village Board meeting on May 13th. By making a selection of a preferred proposal we will continue to narrow the evaluation of proposals submitted and bring the process to hire a consultant to conclusion at the next meeting.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

At the conclusion of the interviews and evaluations of proposals submitted for the Board's review, it is desired that action be taken to select a single proposal and direct the Village Administrator to work with that entity to prepare a contract for those services.

ATTACHMENTS:

None