

**VOLUNTEER  
COMMITTEE**

**Thursday, December 3, 2020**

**6:00 PM**

**McFarland Municipal Center**  
*Community Room*

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

***PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:***

<https://us02web.zoom.us/j/82723582035>

***Or by Telephone:*** +1 (312) 626-6799

***Webinar ID:*** 827 2358 2035

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
  - a. Approval of minutes from October 1, 2020 Volunteer Committee Meeting.
4. BUSINESS.
  - a. Review the Leaf Raking/Yard Clean Up for Seniors Volunteer Event with McFarland High School Ambassadors and Eco-Club.
  - b. Discuss ordering t-shirts for Parks volunteering and stationary for the Volunteer Program.
  - c. Discuss Volunteer Spotlight article for January 2021
  - d. Discuss development of volunteer platform for Fire Hydrant shoveling.
5. SCHEDULE NEXT MEETING DATE.
  - a. Schedule next Volunteer Committee Meeting for Thursday, January 7, 2021
6. 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](mailto:cassandra.suettinger@mcfarland.wi.us).

Village of McFarland  
VOLUNTEER COMMITTEE  
October 1, 2020

**Call to Order:**

Chairman Rupert called the October 1, 2020 Volunteer Committee Meeting to order at 6:00pm via Zoom.

Members Present: Village Board Trustee Justin Rupert (chair), Village Board President Brad Czebotar, citizen member Ken Brost, citizen member Jim Mogden, citizen member Rachel Fisher-Kay, citizen member TJ Jerke.

Members Absent: Jennifer Tryzna

Staff Present: Senior Outreach Director Lori Andersen, Village Administrator, Matt Schuenke, Outreach Case Manager Katie Gletty-Syoen.

Guests: None

**Approval of Minutes:** Review and possible approval of the minutes of the September 3, 2020 Volunteer Committee Meeting.

- a. Motion by Brost. Approved 6-0.

**Business:**

- a. Discussion of Volunteer Committee budget with Village Administrator, Matt Schuenke. Overview of budget as a whole. There are over a dozen different funds which provide for services in the village. The main fund, which is the largest fund has been established for the majority of services provided is the General Fund, which houses the operational costs. Most committees do not have expenditure line items. Funding is more specific to the departments, rather than the committees. Katie Gletty-Syoen, the staff member for the Volunteer Committee has a position that is funded out of the Senior Outreach department, as a part-time case manager and a part-time volunteer coordinator. Most proposed expenditures for activities/programs/supplies as identified by the Volunteer Committee would then be sourced from the department associated with that activity. For example, t-shirts for Parks Volunteers would most likely be pulled from the line 340 "Operating Supplies" from the Parks Department budget, or it could be drawn from other lines such as: line 390 "Miscellaneous" or line 391 "Programming" from within the Parks budget. If the Village were to determine that the Volunteer Program would need a separate budget, that would be a different way of delineating funding. Czebotar asked where the Community Service Day, which is a recurring annual event, is pulled from. Schuenke explained that the Village Board has created the "Village Board" budget to fund community events such as Community Service Day. Czebotar asked where the money received as donations to the Volunteer program. As Lori Andersen was not present at the meeting, we were unable to clarify what account that money is deposited into. Schuenke suggested that going forward, we may want to consider depositing that into the 101 General Donations line to be able to keep track of it separate from donations received specifically for Senior Outreach. Expenses could be tracked moving forward via activity codes through the accounting software. Czebotar suggested that it might behoove the committee to NOT have a separate

budget, since we would have a bit more flexibility if we were able to draw from departments for volunteer programming specific to that department. Matt suggested that there is a line item 391 under the Village Board fund, which could potentially be allocated towards more community-wide initiatives, and that could be expanded accordingly.

- b. Review September 19<sup>th</sup> Coastal Clean Up Day Event: Nine volunteer slots were offered and were subsequently filled within 3 days of the Sign Up Genius being made public. Two participants picked up supplies in advance, and the remaining participants picked up supplies on Saturday morning from a table attended by Gletty-Syoen and Czebotar in the parking lot of the McFarland Municipal Center. Crystal Campbell of Dane County Land and Water Resources dropped off supplies earlier in the week (hand sanitizer, trash bags, forms, gloves and masks) which were distributed to volunteers. Water bottles were made available. Reaching tools were supplied to volunteers who were using watercraft. Fourteen volunteers participated at 9 different locations throughout the village—both on the waterways and on the park areas along waterways. Stephanie Miller, Director of Communication and Technology shared the video that her staff created from still photographs and video footage of the event, which has been made available on the Village of McFarland website and social media pages. The majority of volunteers submitted the data collection sheets via the addressed, stamped envelope provided to them, which went directly to Dane County Land and Water Resources. Gletty-Syoen followed up with all the volunteers with a Thank You card including a link to easily submit the data online in lieu of the paper forms, if they had not submitted them yet. Czebotar suggested that with the success of fall events in 2019 and 2020, we should plan to make this an annual September event and explore ways to continue to build on what we have established, by incorporating some sort of educational fair. Jerke asked about how we may be able to use the data collected from the event to promote better practices to minimize trash in our lakes. Czebotar suggested that we could work with the Parks and Public Works Departments and with the ad-hoc Sustainability Committee to address such issues.
- c. Volunteer Spotlight Article: Gletty-Syoen shared the article featuring Jim Amrhein that was published in The Outlook. Jim Amrhein has distinguished himself as a longtime volunteer in the Village of McFarland Parks and Natural Areas. Czebotar asked if any feedback has been received by community members regarding the Volunteer Spotlight, but Miller and Gletty-Syoen had not received any feedback.
- d. Scope of Volunteer Program: Gletty-Syoen shared the volunteer coordination for different departments at the Village of McFarland, and which volunteer roles have been recognized through the Volunteer Spotlight. The only department that is not listed currently is the Court. Brost suggested that we could connect with that department to explore any potential opportunities. Jerke suggested that we expand on the development of Fire Hydrant shoveling and prepare for the November meeting to create a framework for volunteerism in this area for the winter. Miller demonstrated how to use the ARC GIS software available through the Community Development tab on the Village of McFarland website to explore public features on

- the village map. Gletty-Syoen will provide a map of the village's fire hydrants to the next meeting and reach out to Jim Hessling to identify any problematic hydrants.
- e. T-Shirts/Stationary: Gletty-Syoen presented a breakdown of the two different companies that we have sourced quotes for t-shirt printing, as well as a quote for stationary printing, specific to the Volunteer Program for Thank You Notes. At this time since the primary reasons for acquiring t-shirts for volunteers would be visibility and identification in parks environments, Gletty-Syoen suggested limiting the order to provide for parks volunteers only. Over the past few months, there has been approximately 10 to 12 volunteers working in parks during a sign-up period. This would not include event volunteers. Czebotar suggested that we order shirts and hand the t-shirts off to Sayer to distribute to his volunteers. Brost asked if there was a way to judge the durability of the shirts from the different companies. There are not samples available from the companies. Fischer-Kay has personal experience, having purchased products from 608Threads and was very pleased with the quality, however she has not had any experience with The Shop products. Gletty-Syoen will touch base with both companies to inquire if there is a difference in durability of t-shirts for outdoor use and report back. Fischer-Kay likes the idea of getting stationary specific to the Volunteer Program. Gletty-Syoen suggested that we do not need to purchase the specially printed envelopes, and instead purchase blank envelopes that are much cheaper, which would lower the overall cost. Decisions regarding the purchasing of t-shirts and stationary will be decided at the following meeting.
  - f. Parks Volunteering for the Fall: Gletty-Syoen updated the Sign-Up Genius with new fall volunteering opportunities, provided by Sayer Larson, superintendent of Parks. This has been shared on the Village of McFarland website and social media pages. A two-week time period was placed on the sign up to encourage completion of the work within the time frame. Additionally, the Senior Outreach Department has been contacted by the McFarland High School Eco Club group, volunteering to do leaf pick up for senior citizens. Gletty-Syoen will be working with the students to organize a closed event, developing social distancing protocols for safely volunteering to do yard work for seniors.

**Schedule Next Meeting**

- a. Set meeting for Thursday, November 5, 2020 at 6:00pm

**Adjournment**

- a. Motion by Brost, seconded by Mogden, carried 6-0.

**Respectfully Submitted,  
Katie Gletty-Syoen**



**VILLAGE BOARD SUMMARY SHEET**

**MEETING DATE:** Thursday, December 3, 2020

**SECTION:** Business

**DEPARTMENT:** Outreach

**CONTACT:**

**AGENDA ITEM:** Review the Leaf Raking/Yard Clean Up for Seniors Volunteer Event with McFarland High School Ambassadors and Eco-Club.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

None



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None