

**VOLUNTEER
COMMITTEE**

Thursday, February 4, 2021

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/87282079553>

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

Webinar ID: 872 8207 9553

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Approval of Minutes from January 7, 2021 Volunteer Committee Meeting.
4. BUSINESS.
 - a. Discuss Community Arts Program, promoting Public Art Projects in the Village of McFarland with Andrew Bremer, Director of Community Development.
 - b. Discussion of neighborhood-based volunteerism through Neighborhood Association development with Andrew Bremer, Director of Community Development.
 - c. Review Volunteer Spotlight article for Tim McDowell in the February 2021 issue of The Outlook.
 - d. Review Fire Hydrant video, article and letter to residents with edits due to adoption of new Ordinance.
 - e. Discuss integration of Sign Up Genius platform for multiple departments' volunteer needs and possibility of upgrading into a premium paid plan. <https://www.signupgenius.com/pricing>
 - f. Discuss planning for McFarland Community Service Day, April 24, 2021.
5. SCHEDULE NEXT MEETING DATE.
 - a. Schedule meeting for Thursday, March 4, 2021 at 6pm.

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.

VILLAGE OF MCFARLAND
Volunteer Committee Minutes

Thursday, January 7, 2021 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Board Members: Brad Czebotar, Justin Rupert
Committee Members Present: Ken Brost, Rachel Fisher-Key, TJ Jerke
Staff Present: Lori Andersen, Stephanie Miller and Katie Gletty-Syoen
Committee Members Absent: Jennifer Tryzna and Jim Mogden

2. PUBLIC APPEARANCES.

3. APPROVAL OF MINUTES.

Approval of Minutes of the December 3, 2020 meeting.

a. Approval of Minutes from Thursday, December 3, 2020 meeting.

Approval of Minutes of December 3, 2020 Volunteer Committee Meeting. Brost motioned, Czebotar seconded. Approved 5-0.

4. BUSINESS.

a. Discuss Volunteer Spotlight candidates for February 2021 and May 2021 Outlook publications.

Gletty-Syoen spoke with Village Clerk, Cassandra Suettinger regarding the recognition of a pollworker for an issue of the Volunteer Spotlight. Suettinger suggested that May would be good timing for an article, as they do not have high needs for recruitment prior to the April elections, and the May issue of The Outlook would be well timed to acknowledge the recent volunteerism of poll workers. She also suggested that rather than choosing one individual to recognize, the committee may be open to the idea of recognizing the pollworkers as a group. Stephanie Miller confirmed that her staff would be able to create a collage of photos of the volunteers rather than a group photo to maintain social distancing. Committee agreed that recognizing pollworkers as a group would work for the May issue. Gletty-Syoen will coordinate with Suettinger to obtain quotes from volunteers to create an article and list the names of poll workers who wish to be acknowledged in the article. Brost suggested that if we cannot fit all of the information in one article, we could do multiple issues of The Outlook's Volunteer Spotlight. Miller can extend the deadline for article submissions for the May issue of The Outlook so that photos can be taken of pollworkers and quotes can be obtained for the article. The February 2021 Volunteer Spotlight is recognizing Tim McDowell who volunteers as a Meals on Wheels driver for McFarland Senior Outreach.

b. Discuss the 2021 McFarland Community Service Day for preliminary event planning.

Committee decided to move forward with a tentative date for McFarland Community Service Day on April 24, 2021. A short Save the Date article with the McFarland Community Service Day logo will be submitted to Miller to include in the February 2021 edition of The Outlook. Gletty-Syoen will reach out to Grant Signs and Badger Graphics for quotes to print new banners and signs respectively. She will also reach out to previous sponsors to see if they are still interested in participating as

donors/sponsors/participating organizations in 2021, including: One Community Bank (previously McFarland State Bank), McFarland House Cafe, Culvers, Kwik Trip, World of Ron and Habitat ReStoreCzebotar suggested that we explore offering a site where residents can deposit leftover paint, etc. Gletty-Syoen will reach out to Clean Sweep to see if they offer such a service, or if they have a recommendation. She will also ask for clarification about donations of materials such as paint to the Habitat ReStore. Discussed leaving open the possibility of a postponement of the event if the public health crisis worsens. Gletty-Syoen suggested that we could use some of the strategies employed for the Coastal Clean Up event in the fall for safety, such as, limited volunteer slots at each site, no communal food/drink, required masking, and decreased scope. Brost and Rupert both expressed optimism about moving forward.

- c. *Discuss Fire Hydrant Volunteering, including joint letter (Fire Department, Public Works Department, Volunteer Program) to homeowners with hydrants on residential property and a joint article to the February Outlook regarding best practices for snow removal from fire hydrants.*

A letter has been drafted regarding guidelines for proper clearing of snow/ice from fire hydrants in the Village of McFarland. The draft has been approved by Community Development and Fire Rescue, and we are waiting approval from Public Works. The letter will be sent out to 485 residents who have a hydrant on or within 30 feet of their property line. The list of addresses were provided by Andrew Bremer of Community Development. Gletty-Syoen reached out to clarify guidelines with Chris Dennis, Chief of the McFarland Fire Department. Since there is no ordinance requiring that hydrants must be cleared, the language of the letter uses terms such as "encourage" and "request" that residents clear hydrants. If assistance is required, residents may contact the Volunteer Program and a volunteer will be assigned to assist. Gletty-Syoen and Stephanie Miller created a graphic to include both in the letter to residents and with an article for The Outlook.

- d. *Discuss development of a Neighborhood Captain Volunteering framework.*

Gletty-Syoen suggested postponing this agenda item for the February meeting. Committee members agreed and this agenda item will be on the February 4th agenda.

- e. *TJ Jerke presents proposal for McFarland Leadership Program*

TJ Jerke presented his proposal for the development of a McFarland Community Leadership Program. The goals of the program would help to improve communications/collaboration between Village of McFarland government and residents, and to create channels for residents to engage in participation, leadership and service in the village. Application based with residents age 18 and over for a 7 to 8 month long program, potentially mirroring school year. Each class would have 10 to 20 students. Each class would cover a different aspect of our local government such as, Chamber of Commerce, School District, Village Board, Library, Fire/EMS, etc. The course would culminate with a CapStone Project, wherein students would create a proposal for a community project. TJ suggested forming a 3 person work group from the Volunteer Committee to develop syllabus, program outlines, budget, scope, etc. Rachel Fisher-Key and Ken Brost volunteered to create a work group with TJ Jerke. Rupert suggested that work group should address budget and funding. Andersen offered some concerns about residents not understanding the depth and complexity of departments that may cause challenges with projects. Jerke suggested that a review process would need to be

developed for any project based on feedback from departments. Czebotar asked for clarification about how a project proposal from this program would differ from a resident reaching out directly to a Village Board member with a project idea. Jerke discussed how this program would help the resident to do a lot of the leg work for projects and ideas to minimize the time required that the Village Board would need to address. Concerns raised about getting residents to participate as civic participation in some meetings/committees have been low. Front end advertising and promotion would need to be addressed. Jerke suggested working with the Diversity and Equity Committee to create some paths for coordinating. Rupert suggested focusing some research in how other communities structured the program and promoted it for participants. Gletty-Syoen suggested that this would dovetail nicely with a "Neighborhood Captain" model to train volunteer captains. Andersen suggested starting it as a Speakers Bureau to make it less of a commitment at first.

5. SCHEDULE NEXT MEETING DATE.

a. Schedule next meeting date for Thursday, February 4, 2021 at 6:00pm.

Schedule next meeting date for Thursday, February 4, 2021.

6. ADJOURNMENT.

Motion to adjourn the meeting at 7:27pm by Brost. Seconded by Fisher-Kay.


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Thursday, February 4, 2021

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Discuss Community Arts Program, promoting Public Art Projects in the Village of McFarland with Andrew Bremer, Director of Community Development.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Threads of Resilience Flyer

McFarland Senior Outreach Services &
E.D. Locke Public Library Present a Senior Community
Craft Project:

Threads of Resilience

Kindle your spirit of resilience while creating a blanket square for our Senior Community Craft Project. Donate a knit or crochet square(s), which will be incorporated into larger blankets by volunteers.

Once it is safe to gather, we plan to display our collaborative creations as a symbol of our hope, love and perseverance in the face of adversity.



Questions?
Contact
McFarland Senior
Outreach Services
608-838-7117

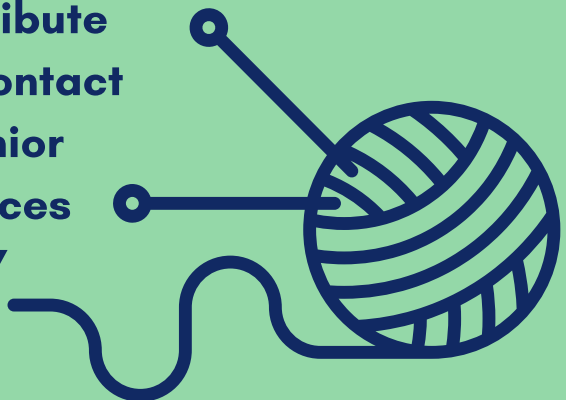
Blanket squares can be dropped off in the labeled box
inside the vestibule at the
McFarland Municipal Center
5915 Milwaukee St.

Guidelines for Submissions

- Finished squares should be 8"x8"
- Crochet: Suggested size H Hook
- Knit: Suggested size 8 Needles
- Worsted Weight Acrylic Yarn Only (no wool, baby yarn or specialty yarns)
- Use any pattern/color(s) you wish
- Patterns available at:
www.mcfarland.wi.us/senioroutreach

Need Yarn?

If you do not have the suggested yarn available, we have a limited supply that we can distribute free of charge. Contact McFarland Senior Outreach Services 608-838-7117




VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Thursday, February 4, 2021

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DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Discussion of neighborhood-based volunteerism through
Neighborhood Association development with Andrew Bremer,
Director of Community Development.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Thursday, February 4, 2021

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Review Volunteer Spotlight article for Tim McDowell in the February 2021 issue of The Outlook.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

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ATTACHMENTS:

1. Tim McDowell Volunteer Spotlight Revised

Tim McDowell

McFarland Volunteer Program is delighted to recognize Tim McDowell for his ongoing commitment to volunteering for McFarland Senior Outreach Services. Tim has become an integral member of the volunteer team of drivers for the Meals on Wheels program, delivering meals to homebound older adults five days per week for the last 2 years.

Tim grew up in the Madison area, attended MATC and started his career as a printer working on Madison's northside. Yet, he found that he gravitated towards work in the social services arena and embarked on a new career path working with people with disabilities. Since the 1980s Tim has dedicated his time and energy supporting individuals with cognitive disabilities and hearing impairments. Tim worked with organizations that prioritized the independence and dignity of people with disabilities including St. Coletta, Bethesda, and Opportunities, Inc. He became fluent in American Sign Language and has established many meaningful connections with members of the hearing-impaired community, and he continues to volunteer with individuals to provide support and assistance. Tim was able to dedicate his free time as a volunteer EMT in Milton and expanded on that role to work in the community as a CPR instructor.

Upon retirement, Tim relocated to McFarland in 2011 to be closer to family. He has taken up the mantle of "key keeper" at his apartment complex and is there to assist his neighbors when needed. He helps to plan events, potlucks, and holiday celebrations. This past Thanksgiving, residents were not able to gather due to COVID-19, but Tim was on hand to package up and deliver Thanksgiving meals with all the trimmings to their doors.

Tim was introduced to McFarland Senior Outreach when he attended a Christmas party a few years ago. He began attending regular senior meals and inquired about taking on a volunteer role. He proved to be versatile, picking up volunteer shifts as a kitchen helper until he settled into his steadfast role as a regular delivery driver for one of the rural Meals on Wheels routes. Tim has a gentle, easy-going manner and, although we cannot see his ever-present smile under the required face masks these days, his eyes radiate his good humor and kindness all the same. Tim enjoys volunteering as it allows him an opportunity to meet new people, but emphasized that more than anything he, "likes making people smile." The folks on his delivery route are happy to oblige and look forward to seeing him every day.

McFarland Senior Outreach continues to recruit volunteers for the Meals on Wheels program, including delivery drivers and kitchen helpers. Meals are provided to homebound older adults living in McFarland, Dunn and Pleasant Springs over the lunch hour Monday through Friday. If you are interested in volunteering for McFarland Senior Outreach please contact Katie Gletty-Syoen at 608-838-7117 or katie.gletty-syoen@mcfarland.wi.us for opportunities to get involved.


McFarland
SUMMARY SHEET

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CONTACT:

AGENDA ITEM: Review Fire Hydrant video, article and letter to residents with edits due to adoption of new Ordinance.

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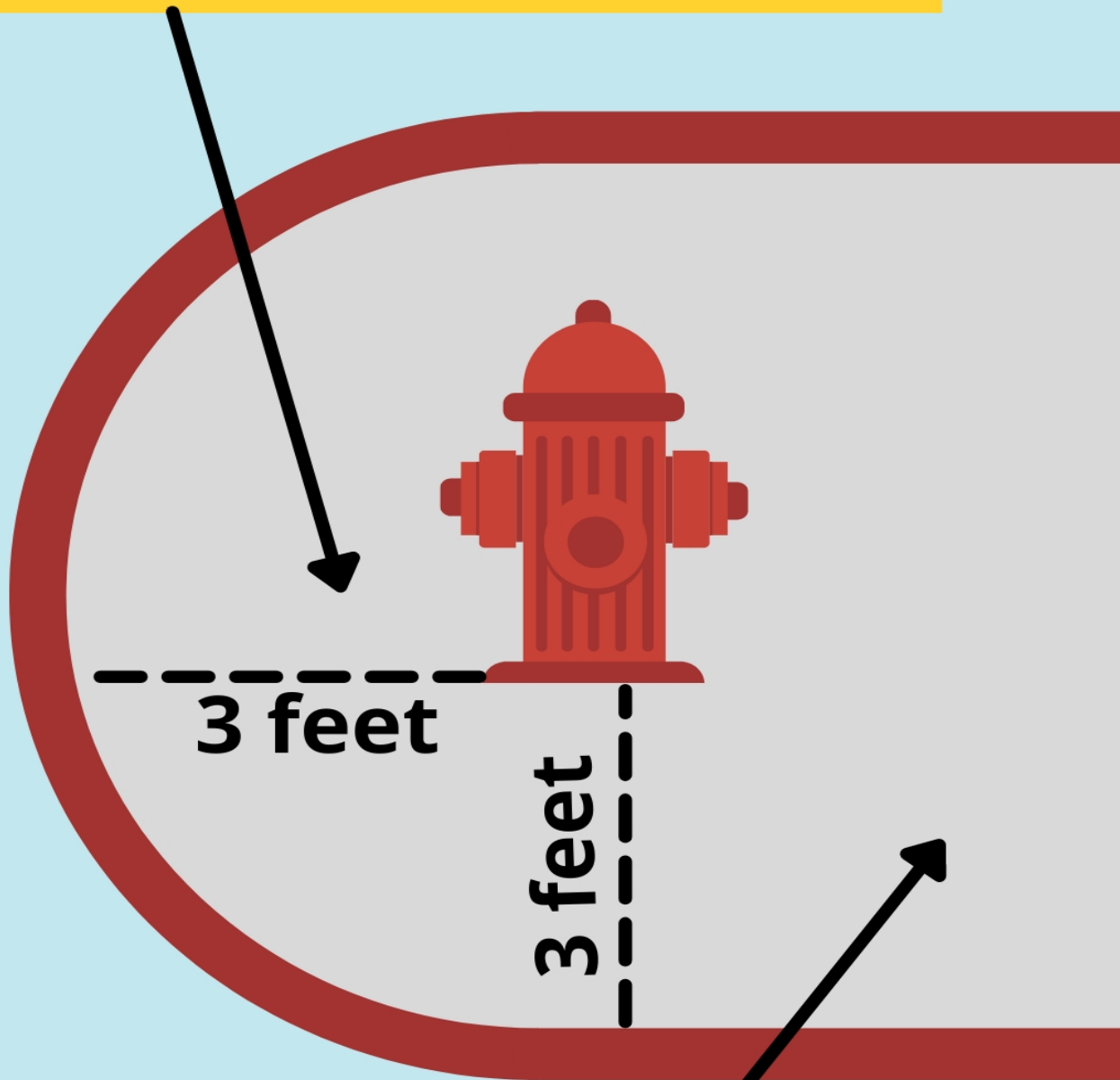
ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Fire Hydrant Graphic

Clear snow and ice 3 feet radius from the base of fire hydrant



Curb/Street

Clear snow and ice between the curb/street and the fire hydrant


VILLAGE OF
McFarland
SUMMARY SHEET

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CONTACT:

AGENDA ITEM: Discuss integration of Sign Up Genius platform for multiple departments' volunteer needs and possibility of upgrading into a premium paid plan. <https://www.signupgenius.com/pricing>

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BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 1.7.21 Minutes Volunteer Committee

VILLAGE OF MCFARLAND
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5. SCHEDULE NEXT MEETING DATE.

a. Schedule next meeting date for Thursday, February 4, 2021 at 6:00pm.

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6. ADJOURNMENT.

Motion to adjourn the meeting at 7:27pm by Brost. Seconded by Fisher-Kay.


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Thursday, February 4, 2021

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Discuss planning for McFarland Community Service Day, April 24, 2021.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

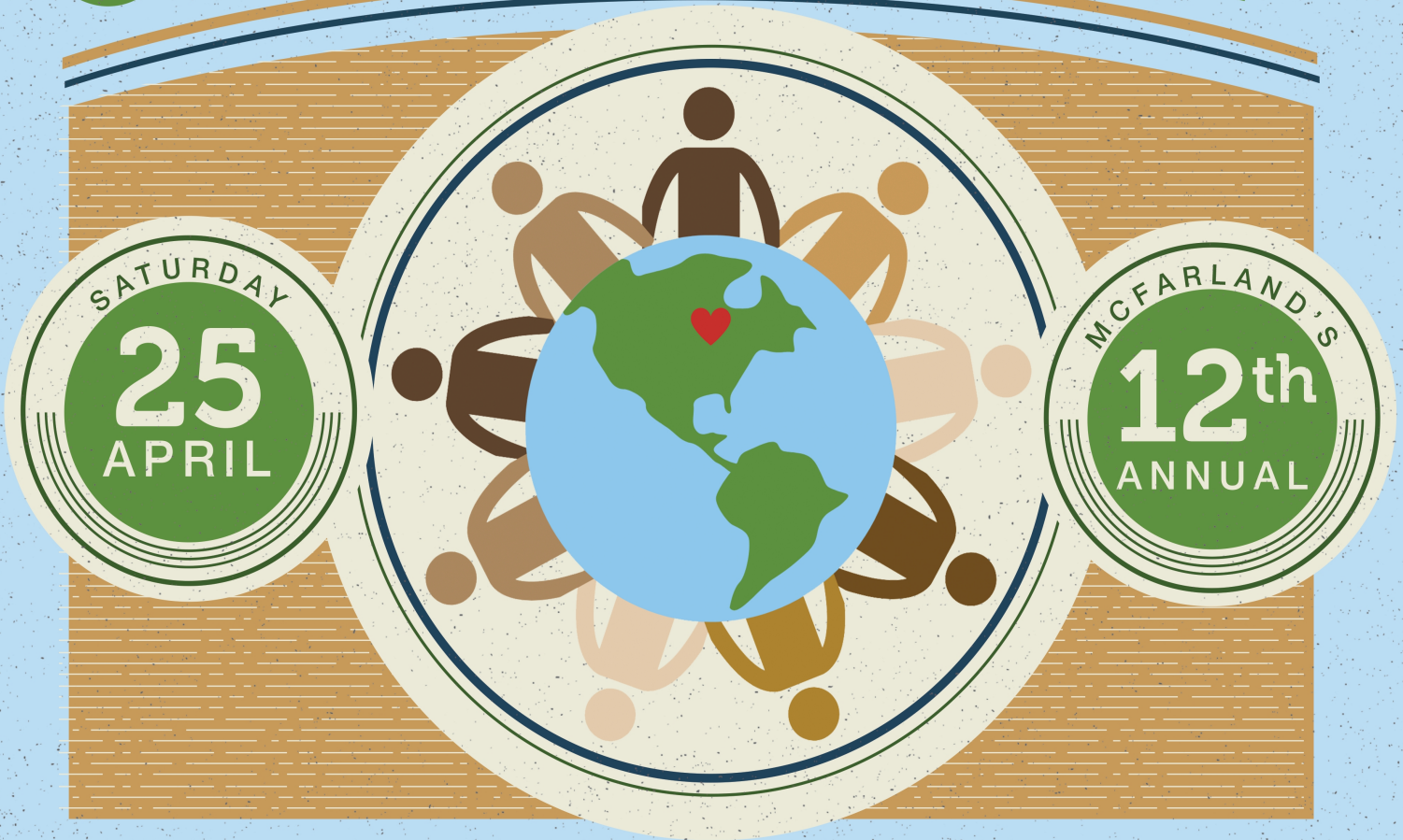
BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2021 McFarland Community Service Day Flyer
2. Dane County Clean Sweep Flyer
3. ReStore Accepted Materials Flyer

VILLAGE OF
McFarland
Naturally Connected

COMMUNITY
SERVICE DAY



SPECIAL THANKS TO OUR SPONSORS

MCFARLAND HOUSE CAFE - CULVER'S - GRANT DESIGNS - HABITAT ReSTORE
MCFARLAND STATE BANK - KWIK TRIP - BADGER GRAPHIC SYSTEMS

 **SIGN UP ONLINE OR IN PERSON** 

MCFARLAND MUNICIPAL CENTER | 5915 MILWAUKEE ST | WWW.MCFARLAND.WI.US

HAZ WASTE & ELECTRONICS



DANE COUNTY
Department of
Waste & Renewables



ITEMS WE ACCEPT

- Acids/bases
- Adhesives
- Aerosol cans
- Architectural coatings
- Artist's paints & media
- Automotive products (cleaners, fuels, lubes, batteries)
- Batteries-rechargeable
- Camp fuels/sterno
- Cell phones & accessories
- Cleaners
- Computers & peripherals (monitors, speakers, mice, keyboards, etc.)
- Corrosives
- Deck stains, cleaners, brighteners
- Driveway sealer, solvent based
- Electronics (TVs, VCRs, stereos, etc.)
- Flammable liquids
- Fuels & additives
- Fire extinguishers
- Gasoline and gas/oil mixes
- Gun cleaning products
- Lawn & garden chemicals
- Light ballasts (PCB containing)
- Lubrications
- Mercury & mercury containing devices (thermometers, thermostats)
- Microwave ovens
- Mothballs
- Nail polish/remover
- Oxidizers
- Paint & paint related materials
- Photographic chemicals
- Poisons
- Pool & spa chemicals
- Propane cylinders (1 lb if full or partially full)
- Road flares
- Sealers
- Solvents
- Unknowns (<5 gallons)
- Wood finishes

NOT ACCEPTED

- Aerial flares
- Ammunition
- Appliances other than microwaves
- Asbestos (call landfill for permit)
- Cement/concrete
- Compact fluorescent lamps
- Compressed gas cylinders
- Controlled Substances
- Cooking oil
- Dried latex paint
- Empty containers
- Explosives/fireworks
- Fluorescent lamps
- Garbage
- Ink & toner cartridges
- Lead paint chips
- Medical sharps
- Medication (prescription or OTC)
- Non-rechargeable batteries
- Oil filters
- Propane cylinders (neither 20lb empty or full nor 1 lb if empty)
- Recyclables (cans, bottles, etc.)
- Smoke/CO detectors

CLEAN SWEEP

TO LEARN MORE

Kevin Belida
Clean Sweep Hazardous Waste Coordinator
608.838.3212 | Belida.Kevin@countyofdane.com

LOCATION

Dane County Landfill
7102 US Hwy 12
Madison, WI 53718

HOURS

7 am - 2:45 pm M-F
8 am - 10:45 am Sat



PREPARING FOR YOUR CLEAN SWEEP VISIT



- Package material in boxes or rigid totes to keep products upright and prevent spillage during transportation and unloading. Keep all materials in their original containers. If the container is damaged, place it in an individual plastic bag.
- **DO NOT** mix materials or co-mingle your waste in plastic bags.
- Remove all batteries from electronics and turn in separately.
- Transport gasoline or other fuels in an approved container (no larger than 6 gallons). Clean Sweep staff will empty the fuel and return your container, time permitting. Unsafe or damaged fuel containers will not be returned.
- Businesses (VSQGs) & Farms must schedule an appointment in advance by using our [online registration form](#) or by calling 608.838.3212.

PRICING GUIDE

	Dane County Households & Farms	Businesses/ VSQGs**	Out of County Households and Farms
Hazardous Waste (per trip)	\$10.00*	Varies- By Appointment Only	\$75.00
Television or Computer Monitor (each)	\$15.00	N/A	N/A
Microwave Oven (each)	\$10.00	N/A	N/A

* We reserve the right to impose additional fees for large quantities of materials or loads from multiple households. Ag-related waste from farms subsidized 100%.

** Final costs for businesses/Very Small Quantity Generators (VSQGs) will depend on materials and weights. Visit our website or call to learn more.



Clean Sweep visitors and customers do not need to use the landfill scale to weigh in and may drive past the line of traffic at the scale house to Clean Sweep's drop off area.

Updated: Spring 2020

WHO WE SERVE



Residential Households



Businesses classified as Very Small Quantity Generators*



Agribusiness & Farms*

* Must schedule an appointment using our [online registration form](#) or by calling below.

REDUCING YOUR ENVIRONMENTAL IMPACT

OUR PRODUCT EXCHANGE ROOM

After source reduction, we advocate for reuse of materials whenever possible. At Clean Sweep we accept products that are still useable and redistribute them in our Product Exchange Room. Common items that can be picked up for free include: paints, solvents, cleaners, lawn and garden products, and automotive products.

LATEX PAINT

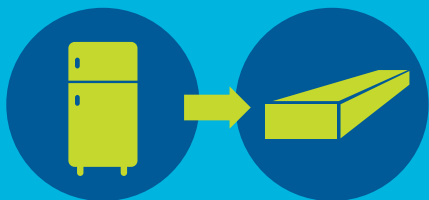
Latex paint is a non-hazardous material and although we accept it in our Clean Sweep Program, we recommend solidifying and disposing of in your trash bin. Reduce your latex paint waste by using [online paint calculators](#) for your projects.



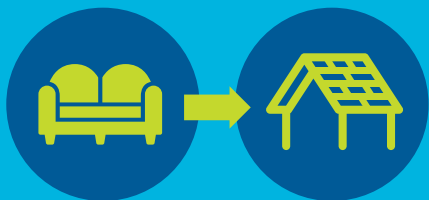
4207 Monona Drive | 5906 Odana Road | restoredane.org

YOUR STUFF CAN BUILD HOMES!

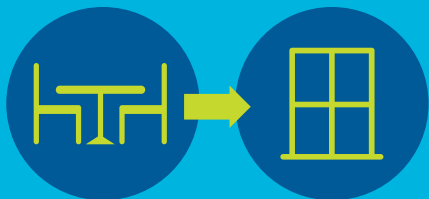
Your donations are building Habitat homes right here in Dane County. Here's how:



Your Refrigerator
FUNDS 40 2X4'S



Your Sofa
**FUNDS TWO
BUNDLES
OF SHINGLES**



Your Dining Room Set
FUNDS A WINDOW

FREE PICK-UPS!

Drop off items anytime,
Tuesday–Saturday, 9 am–5 pm
at 5906 Odana Rd or
4207 Monona Dr.

Or, contact us to request a free
pick up at **608.663.1191** or
restoredane.org/donate.

FREE KITCHEN TEAR-OUTS!

Habitat ReStore provides a free
and easy way to have materials
professionally removed by our
skilled team. Contact us for
removal of kitchen cabinets,
appliances, vanities and doors!



WE ACCEPT UPHOLSTERED FURNITURE

Must be in excellent condition, and free of smells, stains, tears, excessive wear, and animal smells or damage. We DO NOT accept sofa beds, recliners, mattresses or box springs.



WE ACCEPT WOODEN FURNITURE

Must be free of significant stains, cracks, peeling or damaged finishes, excessive wear or animal damage. We DO NOT accept particle board finishes.



WE ACCEPT APPLIANCES & FIXTURES

Appliances must be 10 years old or less, clean and in good working condition (dishwashers and microwaves less than 5 years). Toilets, showers, water-heaters and boilers must be new and in unused condition. Lighting must be complete, in working order and in excellent condition.



WE ACCEPT BUILDING MATERIALS & CABINETS

We accept both kitchen and bathroom cabinets. Building materials must be in excellent condition, with no rotted wood, broken glass or peeling paint. Trim, windows and flooring must be unused and have a minimum of 100 sq. ft. for flooring.



WE ACCEPT TOOLS & EQUIPMENT

We accept power tools, lawn mowers, hand tools, lawn and garden items. Bricks and pavers must have minimum qty of 50.

ITEMS WE CAN NOT ACCEPT

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|-----------------------------------------|-------------------------------------------------|-------------------------------------------------|---------------------------------|
| ✗ Baby furniture or baby items | ✗ Clothing of any type | ✗ Kitchenware, glassware, pots & pans | ✗ Sporting goods, toys or games |
| ✗ Bedding, household linens | ✗ Electronics, televisions, computers, printers | ✗ Medical equipment or supplies | ✗ Standalone vanity tops |
| ✗ Blinds, wallpaper, books or magazines | ✗ Florescent fixtures or lightbulbs of any kind | ✗ Single-pane glass or single-pane window glass | ✗ Unframed mirrors |
| ✗ Box springs, mattresses, sofa beds | ✗ Hollow-core doors | ✗ Paint, solvents, cleaning fluids or strippers | ✗ Used toilets |

All donations must be inspected before being accepted. Habitat ReStore reserves the right to refuse any item or make exceptions to this list.