

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.