

Village of McFarland  
VOLUNTEER COMMITTEE  
December 3, 2020

**Call to Order:**

Chairman Rupert called the December 3, 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 TJ Jerke.

Members Absent: Jennifer Tryzna, Rachel Fisher-Kay, Jim Mogden

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

Guests: None

**Approval of Minutes:** Review and possible approval of the minutes of the 10/20 Volunteer Committee Meeting.

- a. Motion by Brost, seconded by Czebotar, carried 4-0.

**Business:**

- a. Review Leaf Raking with MHS Eco-Club Event. Fourteen volunteer students raked leaves at 6 homes of older adults. Senior residents were identified by senior outreach staff. The new process of using Sign Up Genius for students to sign up for a specific yard. Then students communicated with the group members who had signed up to arrange a time and day and contacted the resident. Gletty-Syoen contacted the seniors in advance to communicate the process with them and inform them that a volunteer would be contacting them to arrange the specific time. Students provided the rakes. Leaf bags were purchased from True Value McFarland and distributed to volunteers. Volunteers transported bagged leaves to the brush drop off site. Czebotar recommended that we promote many of the projects that the Volunteer Program has been implementing. Gletty-Syoen suggested that a written Year End Review for the Volunteer Program to be published in next issue of The Outlook, which will be released on February 7<sup>th</sup>. Andersen suggested that we also present to The Village Board regarding the evolution of the program over the last year.
- b. T-Shirt Ordering. Gletty-Syoen reached out to both companies from whom we have received quotes for Parks T-shirts for Volunteers to see if there was an option for heavier-duty shirts more appropriate for outdoor work. 608 Threads recommended the Gildan Dryblend 50/50 tee, which is what they print for landscaping or construction companies. That altered their price quote by reducing the cost by \$1.00 per shirt to \$9.85 per shirt. The Shop suggested the Gildan Ultra Cotton T-Shirt 2000 which would come in at \$8.23 per shirt (size XS-XL) and \$10.82 (2XL). Gletty-Syoen suggested offering the Parks Department the safety vests that we have used in past Community Service Days for volunteers to wear over their coats if they would prefer a tighter fitting shirt to wear in other seasons. Committee agreed to move forward with the 608 Threads ordering. Gletty-Syoen will reach out to Sayer Larson to discuss ordering of sizes, etc. Committee agreed to order stationary (Thank You cards) and generic envelopes.

- c. Volunteer Spotlight Article for February 7<sup>th</sup> Outlook: Discussion about which Department volunteer should be highlighted. Gletty-Syoen reached out to Stephanie Miller, Director of Communications and Technology Department to see if that department has a volunteer that should be recognized. However, during COVID-19 that department has not been utilizing volunteers, so she suggested postponing the recognition of a volunteer once they have resumed. Gletty-Syoen and Andersen suggested a Meals on Wheels driver from the Senior Outreach Department since they have been “going the extra mile” during the pandemic. Brost suggested honoring a poll worker volunteer who volunteered during the election. Gletty-Syoen will reach out to Cassandra Suettinger to ask if she might have a volunteer to recognize. Miller suggested perhaps holding off with recognizing a poll worker in the May Outlook, as we could recognize a poll worker after the April election. Gletty-Syoen will work with Suettinger to determine the best timing for recognizing a poll worker—February or May. Jerke asked about where we are with adding a video element to the Volunteer Spotlight. Miller discussed the difficulty of filming right now with social distancing protocols and having the building closed to the public due to the pandemic. Interviews can be done via Zoom, but that is not ideal. Once restrictions begin to be lessened we can pursue more video options.
- d. Fire Hydrant Shoveling. Gletty-Syoen spoke with Jim Hessling, Director of Public Works regarding Fire Hydrant Shoveling. Hessling suggested in future that volunteers may be able to help clearing sidewalks/curbs in the downtown area in a timely manner—corner of Exchange/Farwell, and intersections around library and Municipal Center. Hessling did not identify any particular hydrants that are consistently problematic after snows. Hessling suggested that his staff could collaborate with volunteers. Gletty-Syoen discussed the importance of clear and nuanced messaging so that residents understand that they are responsible for shoveling the hydrants on the property, but volunteers are available to help vulnerable residents who cannot complete the shoveling of hydrants due to age and/or ability. Miller demonstrated how to identify all hydrants in the community through a mapping program via Community Development. Gletty-Syoen will reach out to Community Development Department to identify all hydrants/residents to better communicate with them. Andersen suggested implementing a sort of Neighborhood Captain framework to help identify hydrants that need assistance, as well as other volunteer needs in the neighborhood. Then we could more easily disperse information regarding localized needs and assigning volunteer tasks in a neighborhood. Brost suggested perhaps using plat names to help us to determine neighborhoods. Gletty-Syoen spoke about some inspiration from the City of Madison’s Good Neighbor Project, as a potential model for developing a framework. Andersen mentioned that Madison also has a volunteer program for neighbors to help other neighbors taking out trash/recycling bins to/from the curb, which we could also look into. Jerke suggested that we spend some time at the January meeting to dig into this idea. Returning to the hydrant shoveling opportunity, Jerke, suggested that we work with Community Development to pull the addresses of all homeowners who have a hydrant on their property and craft a letter in conjunction with Public Works and Fire Departments to inform residents of the presence of a hydrant, and open communication with Volunteer

Department to identify if residents could be assisted by volunteers. Czebotar suggested that we do a collaborative message with the Fire Department and Public Works in The Outlook about expectations for homeowners and safety guidelines, with a short message for homeowners to contact us if they do require assistance.

**Schedule Next Meeting**

- a. Set meeting for Thursday, January 7, 2021 at 6:00pm

**Adjournment**

- a. Motion by Mogden, seconded by Jerke, carried 4-0.

**Respectfully Submitted,  
Katie Gletty-Syoen**