

VILLAGE OF MCFARLAND
Volunteer Committee Minutes

Thursday, March 4, 2021 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Village Board Member Justin Rupert called the regular meeting of the McFarland Village Board to order at 6:00 pm in the Community Room of the McFarland Municipal Center.

Members present: Justin Rupert, Ken Brost, TJ Jerke, Jim Mogden, Brad Czebotar

Members not present: Rachel Fisher-Kay, Jennifer Tryzna

Staff Present: Katie Gletty-Syoen, Stephanie Miller

2. PUBLIC APPEARANCES.

3. APPROVAL OF MINUTES.

a. Approval of Minutes from Thursday, February 4, 2021 Volunteer Committee Meeting.

Motion by Czebotar, second by Mogden, to approve the consent agenda as presented.
Motion carries 5-0 by acclamation.

4. BUSINESS.

a. Review Adopt a Hydrant Program

Gletty-Syoen updated about the Adopt a Hydrant Program. After sending out letters, Gletty-Syoen was contacted by 10 community members who requested volunteer assistance with snow removal from hydrants. Volunteers were assigned to maintain those hydrants throughout the remainder of the winter season after major snow events. Since some of the hydrants were covered from multiple snow events, Public Works helped us by taking care of the initial clearing of snow/ice with their machinery. Recognition to the volunteers which included members of the MHS Eco-Club, volunteer fire department, and our village administrator. New letters referencing the adopted ordinance will be re-sent in the fall prior to the next snow season. Jerke asked for clarification about tracking residents who requested service. On Sign Up Genius, the residents were saved by their addresses (names redacted for confidentiality). Each resident is also saved on the Senior Outreach database, Schedules Plus in a group for Fire Hydrant Assistance. These entries include more contact information in addition to the address.

b. Report from McFarland Leadership Program Work Group and discussion and potential action on development steps.

TJ Jerke reported back from the Leadership Program Work Group, which included Jerke, Brost and Fisher-Kay. The work group determined to take a step back to re-look at the preliminary steps to encourage more engagement and involvement from village residents. Jerke proposed the development of a survey to send out to the community to better gauge how to proceed. The work group brainstormed 10 to 12 questions. Czebotar recommended that careful crafting of survey questions would be important with group input. Gletty-Syoen suggested that the committee collaboratively develops survey questions to be distributed to the public in conjunction with a public volunteering event, for example a fall event such as Coastal Clean Up Day. Committee agreed to set this autumn as a goal for distribution. Jerke and the work group also proposed the development of a video series, each approximately 5 minutes, of different departments/community programs. Gletty-Syoen offered that the Senior Outreach Department has been working towards the development of a video showcasing services offered, so perhaps that can serve as the initial template/pilot for the videos. Jerke will continue to work with Miller to develop a template and timeline to begin production.

c. Discuss comparison of web platforms for Volunteer Sign Ups (Sign Up Genius versus Village of McFarland website). <https://www.signupgenius.com/pricing>

Gletty-Syoen joined Miller and a member of the Communications and Technology staff, Andrew Day to discuss the options available for volunteer sign up through the new web portal for the Village of McFarland web page. The system is set up to accommodate sign ups such as classes at a community recreation center. The system did not have the options or flexibility to address many of our current needs as compared to the current system through SignUp Genius. Certain volunteer activities that are scheduled for a single date at a single location, for example Woodland Restoration Days, might work well with the new Village of McFarland webpage options. However, volunteer programs such as ongoing Meals on Wheels volunteering, McFarland Community Service Day, and Fire Hydrant Snow Removal would not work well with the VOM webpage. Gletty-Syoen presented the different premium, paid plan options through SignUp Genius and the committee agreed to purchase the annual Silver Plan. This will allow for one more administrator for sign ups which will be helpful for communication between staff from different departments. This will also allow for pdf attachments on the Sign Ups.

d. Planning for McFarland Community Service Day on Saturday, April 24, 2021.

Gletty-Syoen shared that she had met with Matt Schuenke, Village Administrator and Cassandra Suettinger, Village Clerk to discuss safety planning and messaging for the 2021 McFarland Community Service Day. The suggestion was made to review the framework for the event in light of the pandemic to ensure that our process minimizes gathering and reduces risk to the greatest extent possible. By eliminating the step to pick up supplies/snacks at the Municipal Center, and instead provide instruction to volunteers to supply their own trash bags there would be less congregating of people. All of the volunteer slots are outdoor tasks--mostly trash pick up, so supplies are minimal. Miller suggested that on the Sign Up volunteers can indicate one of three options: provide their own supplies, have supplies available for pick up on site at their volunteer post, or schedule to pick up as a drive through at the Municipal Center. Gletty-Syoen suggested that we postpone World of Ron and ReStore until a fall event, wherein we could

potentially include Clean Sweep and a Shred Event. Gletty-Syoen reported that the banners can be amended by purchasing a special patch if needed to cover certain information. The patches are \$25 per banner. Committee agreed to purchase three banners and 70 posters.

5. SCHEDULE NEXT MEETING DATE.

a. Schedule next meeting for Thursday, April 1, 2021

Next meeting is scheduled for Thursday, April 1, 2021 at 6:00pm.

6. ADJOURNMENT.

Motion by Member Ken Brost, second by Member TJ Jerke, to adjourn at 7:08PM, Passed 5-0

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Katie Gletty-Syoen
Volunteer Program Staff