

Wednesday, December 20, 2023**8:30 AM****McFarland Municipal Center**
*Conference Room A***AGENDA**

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Senior Outreach Services Committee. Members of the public who wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to senior.outreach@mcfarland.wi.us to be included as part of the meeting.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the October 25, 2023 meeting.
4. BUSINESS.
 - a. Annual contract with Dane County
 - b. Endowment committee update
 - c. Tentative schedule of activities and events for 2024
 - d. Volunteer handbook draft
 - e. Directors report
 - f. Community Center update
5. SCHEDULE NEXT MEETING DATE.
6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, December 20, 2023

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Annual contract with Dane County

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

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ATTACHMENTS:

1. 2023 Endowment expenses by category

Categories of distribution 2023 Jan-December

Stamps 60

Medical expense -glasses, meds, equipment etc. 1019.49

Program expenses (food and entertainment.) 2223

Personal care 760

Rent utilities 2456.58

Car 500

Other (furniture disposal) 75

Grants 4811.07

Program 2223

Supplies 60

7094.07 total

**VILLAGE OF
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ATTACHMENTS:

1. Volunteer Handbook



McFARLAND VOLUNTEER HANDBOOK



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**MATT SCHUENKE,
VILLAGE
ADMINISTRATOR**

WELCOME MESSAGE

Welcome to the Village of McFarland and thank you for agreeing to be a Volunteer within our Organization and Community. Volunteerism within the Village comes in many different forms and functions, all of which goes to enhance the local quality of life. Your role as a Volunteer is very important as people come to depend on these services provided for life sustaining necessities, social networking, and other general upkeep of the Village. Without you and the work of other Volunteers, our Community would not be as special as a place to call home. Thank you again for your service to the Community, and again we appreciate the sacrifice you put forth for your fellow residents.

VISION & MISSION



Vision

The vision of the Village of McFarland is to create an inviting, dynamic, diverse community that offers a high quality of life and a supportive environment in which all citizens may practice their individual value choices. The community actively seeks to preserve its proud heritage, protect its abundant natural resources, plan for responsible and balanced residential and commercial growth, promote a viable economic base, support educational excellence, provide diverse leisure options, and foster a healthy social fabric



Mission

With direction encouraged from an engaged citizenry, Village elected officials and employees will maintain and enhance the quality of life of the community by delivering quality services in an efficient and accountable manner and by providing an orderly, unbiased system of government that is transparent and accessible. To create and sustain a high level of confidence in Village government, we pledge to function with:

- Environmental sustainability
- Fiscal responsibility
- Full cooperation in achieving the priority goals determined by the community
- Open communications
- Professional integrity
- Sensitivity to the values of each individual

| POLICIES



Equal Opportunity

The Village of McFarland is committed to a policy of equal opportunity and non-discrimination for all employees and volunteers. The personal development and success of individuals results from enhancing and utilizing the abilities of all individuals in a manner which will not discriminate against any person because of race, color, religion, age, sex, national origin, disability or handicap, gender preference or orientation, pregnancy, genetic information, veteran status, ancestry, marital status, or any other characteristic protected by applicable federal, state or local law. The Village of McFarland is further committed to providing a work environment in which employees and volunteers are treated with courtesy, respect and dignity. As part of this commitment, the Village will not tolerate any form of harassment, verbal or physical, with regard to an individual's race, color, religion, age, sex, national origin, gender orientation or preference, disability or handicap, veteran status, ancestry, marital status, or any other characteristic protected.

Confidentiality

All staff and volunteers of the Village of McFarland shall maintain confidentiality in the handling and use of participants' information and records.

- Any information relating to an individual's personal life or attendance at programs or activities through the Village of McFarland, including services rendered, shall not be discussed at any time outside of the place of work without written consent of the individual.
- All participants who receive services or programs provided by the Village of McFarland shall have a right to expect that any information supplied to staff and volunteers will remain confidential. Any infraction of this policy will result in appropriate disciplinary action (including termination of duties).

VOLUNTEER AGREEMENT

Individuals agree to volunteer services to the Village of McFarland in accordance with the following understandings:

- Volunteers will offer services with no expectation of pay, benefits or other privileges of employment of any kind. Volunteers certify that they have not been promised and have no expectation that they will receive a paid position as a result of volunteer work.
- Volunteers understand that placement into volunteer positions are at the sole discretion of the Village of McFarland. Accordingly, volunteer assignment/service may be withdrawn or terminated at any time.
- Volunteer service will not confer on the volunteer the status of a Village employee, while acting within the scope of the Volunteer tasks.
- Volunteer job duties and the potential hazards/risks that are involved, if any, for the volunteer position based on attached job description. I understand it is my responsibility to be aware of my physical condition and I will not engage in physical activities that are beyond my capabilities. I will notify my volunteer coordinator/supervisor of any significant change in my ability to do the work. If special skills are required for this project, I acknowledge I have been appropriately informed of the required tasks.
- Volunteers grant the Village permission to use images in any and all publicity, advertising, and other materials, including websites and other electronic forms, or any other uses the Village may deem proper. I waive any right to payment, royalties or any other consideration for use of the image in perpetuity.
- I hereby hold harmless and release and forever discharge the Village of McFarland, its officers, agents, employees and volunteers from all claims, demands, and causes of action which I, my heirs, representative, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have which arises out of or is in any way connected with this agreement.
- If I drive a personal vehicle to and from a volunteer project, I certify that all vehicles are properly insured as required by Wisconsin State Law.
- I understand and agree that the Village is not responsible for any of my personal property that is lost, damaged, or stolen while I am participating as a volunteer.
- No personal services, items or products can be marketed to individuals or departments as a result of knowledge obtained in the volunteer role.

E.D. LOCKE PUBLIC LIBRARY

Volunteer opportunities at the E.D. Locke Public Library are organized through the Friends of McFarland Library, a group of book lovers, information seekers, readers, listeners, viewers, and thinkers, who appreciate the library and work to sustain it. The Friends support library projects and needs throughout the year. They also sponsor special events that are open to the public, with programs of interest for people of all ages. Friends of McFarland Library is a tax-exempt, non-profit, 501(c)(3) organization.

Meetings are held on the first Tuesday of each month, at 6:00 p.m. in the library community room.

If you would like more information about the Friends of McFarland Library, please call 608-838-9030 or stop at the library's front desk.



ELECTION INSPECTORS

Election Inspectors help to run election day. They do a variety of tasks, including:

- Greeting voters and helping them get checked in
- Checking voters in
- Verifying IDs
- Checking absentee ballots
- Helping with the voting tabulation equipment

If you are interested in volunteering as an Election Inspector, please fill out the interest form online at: <https://mcfarland-wi-mcfarland-online.app.transform.civicplus.com/forms/19871>



Election Inspectors who volunteered for the Spring 2021 Election.



PARKS & NATURAL AREAS

The McFarland Parks system includes many parks, bike paths, and open spaces that serve as recreation areas, provide a connection to nature, and improve quality of life in the Village. The Village of McFarland is home to 16 parks, 2 tot lots, and 8 conservancy areas.



Adopt a Playground

Roll up your sleeves to help keep McFarland's playgrounds free from weeds and debris! McFarland Parks has adopted a strategy to minimize the usage of chemicals in park areas where small children play. Volunteers help with weeding in the playground areas over the summer months. Individuals, families, youth groups or community service organizations can sign up for two-week windows of time. During that time volunteers are asked to visit the playground regularly to keep the weeds at bay and pick up any trash or debris in the area. T-shirts, work gloves, and trash bags will be provided for all volunteers.

Natural Area Restoration

McFarland is host to a variety of natural areas including woodland, prairie, oak savanna, and marsh ecosystems. The Village of McFarland utilizes conservation strategies to support and protect these natural areas including:

- Identification and removal of invasive species (some notorious examples are buckthorn, red osier dogwood, and garlic mustard).
- Delineation and maintenance of pathways to allow for public engagement while protecting vulnerable species.
- Establishment of appropriate native species in the environment.
- Ongoing monitoring and support.
- Implementation of signage to educate and inform visitors.

PUBLIC WORKS

The Public Works Department has the greatest breadth and variety of responsibilities of any Village department. The Department operates the Water Utility and the Sewer Utility, is responsible for management of Village facilities and maintenance of parks facilities, and administers solid waste contracts. It also coordinates the design, review, and inspection of Village construction projects and infrastructure work in new developments that are installed by private contractors.

Adopt a Storm Drain

Storm drains play an important role in flood prevention and protection of our lakes, rivers, and streams. They help move storm-water runoff from roofs, driveways, streets and other hard surfaces to underground pipes or storm sewers that eventually make their way to our lakes, rivers, and streams. Unfortunately, that runoff also carries pollutants, trash, leaves and other debris with it to our waters. Keeping storm drains and the area around them lean can help protect our waters! The Village of McFarland partners with Dane County Land and Water Resources for the Adopt-A-Storm Drain program.

1. Adopt a nearby storm drain using the Dane County Adopt-A-Storm Drain App at <https://www.ripple-effects.com/Account/Login?ReturnUrl=%2fadoptadrain>
2. Commit to safely cleaning the area on and around the adopted storm drain at least once a month, but preferably before every large rain event.
3. Report the amount and type of debris after each cleaning using the Adopt- A-Storm Drain App.
4. Report any spills/discharges washing down the storm drain.
5. Agree to share feedback that will be used to improve the program and expand it to other Dane County
6. communities.

For more information and instructions on how to choose a storm drain to adopt visit the Ripple Effects website at <https://ripple-effects.com/adopt-a-storm-drain>

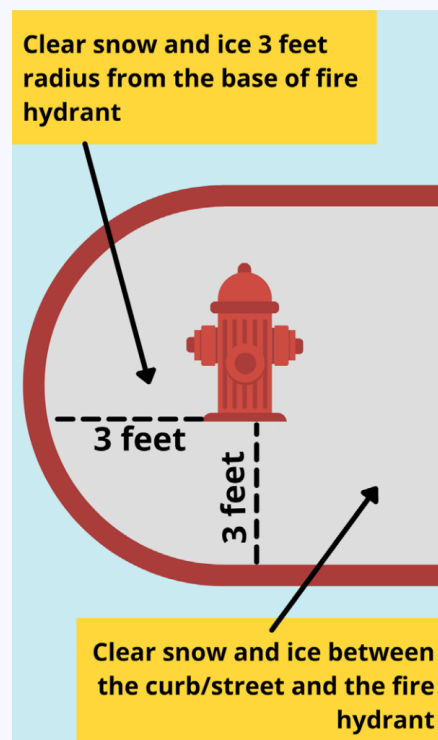
All Adopt-A-Storm Drain volunteers will receive a cleaning kit that includes: a safety vest, storm drain decal to place on their adopted storm drain, dust pan and broom, collection bucket and an Adopt a Storm Drain sticker/window cling to proudly display. Volunteers will also be included on our Adopt-A-Storm Drain e-newsletter, which comes out 3 to 4 times per year.



PUBLIC WORKS

Hydrant Helpers

Wisconsin winters go hand in hand with snow and ice. For the safety of the community, it is crucially important to remove accumulated ice and snow from on and around fire hydrants. Accessible fire hydrants are an essential part of neighborhood safety infrastructure. If, due to age, illness, or incapacity volunteer Hydrant Helpers step in to make sure hydrants are cleared and accessible. All snow and ice should be removed within 24 hours of a winter weather event, three feet from the hydrant in all directions. Additionally, snow and ice should be cleared for a three foot wide pathway from the hydrant to the curb or street.



"As you grow older, you will discover that you have two hands — one for helping yourself, and the other for helping others."

Audrey Hepburn

SENIOR OUTREACH

The McFarland Senior Outreach Services Department provides a variety of services and programs for people over the age of 60, living in the Village of McFarland, Town of Dunn, Town of Pleasant Springs, Village of Cambridge, Village of Rockdale, and Town of Christiana. Case managers assist older adults in the community to navigate through a maze of information and to identify resources to promote wellness and independence within their home.

Home Delivered Meal Drivers

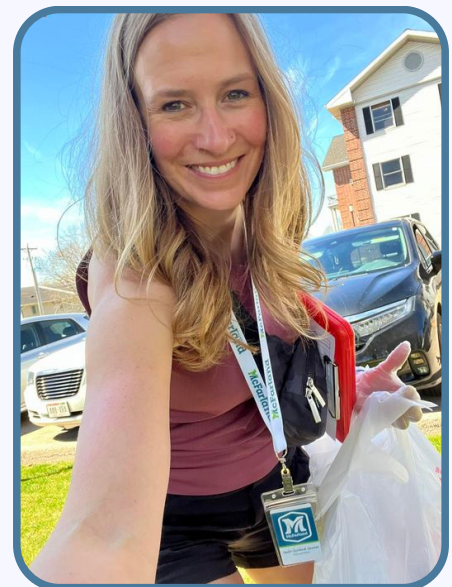
Volunteer drivers deliver meals to homebound seniors Monday through Friday for the noon-time meal. Our service area includes the Village of McFarland as well as the Town of Dunn and the Town of Pleasant Springs with five different routes. The delivery drivers pick up individually packaged meals from the McFarland Municipal Center (5915 Milwaukee Street) on a staggered schedule between 10:50 a.m. and 11:30 a.m. The routes each take between approximately 60 to 90 minutes in length to complete. Volunteers indicate if they would like to volunteer for a regular shift(s) or serve as a substitute driver as needed. Additional liability insurance and mileage reimbursement are available via our partner organization, RSVP (Retired Senior Volunteer Organization) of Dane County.

Kitchen Assistant

Volunteers assist to portion and package bulk meal items for Home Delivered Meal recipients. Kitchen assistants also help to set up and serve the in-person, congregate senior meals on Mondays, Wednesdays and Fridays. Volunteers arrive at the Municipal Center at 10:30 a.m. Commitment is usually one hour to 90 minutes per day.

Driver Escort Program

Volunteers for the Driver Escort program utilize their personal vehicles to transport local older adults to and from medical appointments. This may include primary care, dental, physical therapy, etc. This service is only for non-urgent medical care. Seniors must be ambulatory and be able to get into and out of vehicles with minimal assistance. Appointments must be between the hours of 8 a.m. and 4:30 p.m. The volunteers submit general availability and if a request is made, volunteers may accept or decline the ride. Drivers and passengers for the Driver Escort program are required to provide proof of the initial COVID-19 vaccination.



SENIOR OUTREACH

Clerical Assistant

Volunteers assist with data entry, mailings, and other tasks as needed in the offices at McFarland Senior Outreach.

RSVP Sewing Group

Volunteers create items like quilts, afghans, shawls, fidget/activity quilts, mittens, face masks and more to donate to nonprofit organizations to help people of all ages throughout Dane County. The McFarland group partners with RSVP of Dane County to determine projects and distribute completed items. Volunteers create items at home and then bring the completed projects to the meetings. Supplies such as yarn, thread, and fabric are available.



Coffee & Conversation Host

Volunteers help to set up, serve and clean up for our monthly Coffee and Conversation Group. Assistant arrives at 8:30 a.m. and shift is completed by 10:30 a.m. The group meets at the McFarland Municipal Building Community Room during cold months and at local park shelters during the warm months.

Newsletter Distributors

Volunteers distribute newsletters to local businesses and senior living centers.

Special Event Support

Volunteers assist with a variety of events including holiday parties, Lunch and Learn events, and the Annual Summer Picnic. Volunteers assist to set up, serve and clean up.



VILLAGE COMMITTEES

One of the most important elements of Village government is its committee structure. Most authorities, boards, commissions, and committees meet once a month and are comprised of a combination of Village Board members and appointed citizen representatives who provide a sounding board for community opinion. Committees often deal directly with citizen issues and make advisory policy recommendations to the Village Board.

The Village is always looking for people with a fresh perspective to serve on committees. Diversity, equity and inclusion form the basis of work in the Village of McFarland. We recognize having a diverse and inclusive organization allows us to benefit from a variety of perspectives and strengthens our ability to achieve our mission to best serve the residents of the Village. To continue equity in our community, we encourage all residents, including women and minorities, to apply to ensure our organization is diverse, equitable, and inclusive. Therefore, we welcome all residents to apply.

Complete an online application to be considered for a committee appointment at:
<https://mcfarland-wi-mcfarland-online.app.transform.civicplus.com/forms/27957>

- Board of Review
- Board of Zoning Appeals
- Community Development Authority
- Diversity, Equity and Inclusion Committee
- Ethics Board
- Finance Committee
- Landmarks Commission
- Library Board
- Parks and Recreation Committee
- Personnel Committee
- Plan Commission
- Public Safety Committee
- Public Works and Utilities Committee
- Senior Outreach Services Committee
- Sustainability and Natural Resources Committee
- Village Board

COMMUNITY SERVICE DAY

Resolve to get involved! Roll up your sleeves and pitch in to celebrate Earth Day by cleaning up our parks, shorelines, roadways and public spaces in McFarland during our annual McFarland Community Service Day Event. Family-friendly volunteer opportunities are available for all ages in public spaces throughout the Village of McFarland. The event takes place the Saturday after Earth Day (April 22nd).

- Sign up online at mcfarland.wi.us or in person at the McFarland Municipal Center.
- All supplies are provided.
- Refreshments provided.

Questions? Contact McFarland Volunteer Program at 608-838-2394.



STAY CONNECTED WITH US

Phone

 1-608-838-2394

Website

 mcfarland.wi.us/volunteer

Email

 volunteer@mcfarland.wi.us

VILLAGE OF
McFarland
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MEETING DATE: Wednesday, December 20, 2023

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CONTACT:

AGENDA ITEM: Directors report

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BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

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