

**Wednesday, March 19, 2025**

**8:30 AM**

**McFarland Municipal Center**  
5915 Milwaukee St, McFarland  
*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](mailto: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 December 18, 2024 meeting.
4. BUSINESS.
  - a. Update regarding the recruitment for the Senior Outreach Director position.
  - b. Discussion regarding a general update to Departmental operations.
  - c. Update regarding proposed programming and events for 2025.
5. SCHEDULE NEXT MEETING DATE.
  - a. Wednesday, May 21, 2025 at 8:30 am.
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](mailto: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

**Senior Outreach Services Committee Minutes**

*Wednesday, December 18, 2024 - 8:30 AM*

**1. CALL TO ORDER, ROLL CALL.**

Trustee Prill called the regular meeting of the Senior Outreach Services Committee to order at 8:30 AM in Conference Room A.

Members present: Lowell J. Prill, Carolyn Clow, Jerry Adrian, Colleen McCormick, Diane Mikelbank, and Barb Vander Werff.

Members not present: Vito Griseta.

Staff Present: Administrator Matt Schuenke, Case Manager Sara Sprang, Community Outreach Specialist Katie Gletty-Syoen, and Nutrition Manager Dawn Wallace.

**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.*

None

**3. APPROVAL OF MINUTES.**

*a. Motion to approve the minutes of the August 28, 2024 meeting.*

Motion by Village President Carolyn Clow, second by Member Diane Mikelbank, to approve the minutes of the August 28, 2024 meeting. Motion carries 6 - 0 - 0 by acclamation.

**4. BUSINESS.**

*a. Discussion regarding a general update to Departmental operations.*

Matt Schuenke provided a general update on Departmental operations.

*b. Presentation regarding proposed programming and events for 2025.*

Katie Gletty Syoen provided a handout on 2025 events.

*c. Discussion regarding schedule for meetings in 2025.*

Matt Schuenke proposed shifting meeting to odd months.

**5. SCHEDULE NEXT MEETING DATE.**

*a. Wednesday, January 15, 2024 at 8:30 am - Planned for cancelation.*

*b. Wednesday, March 19, 2024 at 8:30 am.*

**6. ADJOURNMENT.**

Motion by Member Diane Mikelbank, second by Member Colleen McCormick, to adjourn

at 9:22 am.

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

Respectfully submitted,  
Sara Sprang  
Case Manager

  
**VILLAGE OF**  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Wednesday, March 19, 2025

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Matt Schuenke, Village Administrator, Katie Gletty-Syoen

**AGENDA ITEM:** Update regarding the recruitment for the Senior Outreach Director position.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

At its meeting on March 11th, the Village Board appointed Katie Gletty-Syoen as the Senior Outreach Director for the Village effective as of March 12th. Katie as we know was our Community Outreach Specialist and will now transition to lead the Department.

The HR Generalist will be present in the meeting to recap the process and talk about how the recruitment was conducted in order to arrive at that decision. Katie also will be present as she has been previously to talk about being appointed into this role.

**FINANCIAL/BUDGET IMPACT:**

None.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Presented as an update. No action needed.

**ATTACHMENTS:**

None

  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Wednesday, March 19, 2025

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Matt Schuenke, Village Administrator

**AGENDA ITEM:** Discussion regarding a general update to Departmental operations.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

As we did at the previous meeting, Staff will discuss upcoming plans and programs within the department. We'll also recap work done to date as the year starts.

**FINANCIAL/BUDGET IMPACT:**

None.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

No action. Presented for discussion as an update.

**ATTACHMENTS:**

None

  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Wednesday, March 19, 2025

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Katie Gletty-Syoen

**AGENDA ITEM:** Update regarding proposed programming and events for 2025.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

Staff have put together a list of programs and events for 2025. They will present an update to the Committee in the meeting and discuss their preparations for these activities in the coming year.

**FINANCIAL/BUDGET IMPACT:**

None.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

No action. Presented as an update for discussion.

**ATTACHMENTS:**

None