

Committee of the Whole

Monday, November 8, 2021

5:30 PM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/88618955627>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 886 1895 5627

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Committee of the Whole. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board 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 cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.
4. APPROVAL OF MINUTES.
 - a. Discussion and action regarding minutes of the meeting held October 25, 2021.
5. BUSINESS.
 - a. Discussion and review of the roles and responsibilities of the following Village Committees:
 - 1) Communications and Technology Committee
 - 2) Public Safety Committee
 - 3) Parks and Recreation Committee
 - 4) Sustainability and Natural Resources Committee

5) Diversity, Equity, and Inclusion Committee

6. SCHEDULE NEXT MEETING DATE.

- a. Monday, November 22, 2021 at 5:30 pm.

7. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us

VILLAGE OF MCFARLAND
Committee of the Whole Minutes

Monday, October 25, 2021 - 5:30 PM

1. CALL TO ORDER.

Village President Clow called the Committee of the Whole meeting to order in the Community Room at 5:30 p.m.

2. ATTENDANCE/ROLL CALL.

Village Board members present: Village Trustee Stephanie Brassington, Village President Carolyn Clow, Village Trustee Michael Flaherty, Village Trustee Justin Rupert, Village Trustee Chris St. Clair, Village Trustee Carrie Nelson, Village Trustee Edward Wreh

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Streets/Utilities Superintendent Lee Igl and Communications & Technology Director Stephanie Miller.

3. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Committee of the Whole. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board 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 cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.*

None.

4. APPROVAL OF MINUTES.

- a. *Discussion and action regarding minutes of the meeting held on October 11, 2021.*
Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty, to approve the minutes of the meeting held on October 11, 2021. Motion carries 7 - 0 - 0 by acclamation.

5. BUSINESS.

- a. *Discussion and review of the roles and responsibilities of the following Village Committees:*

1) *Public Works and Utilities Committee*

Village Administrator Schuenke provided a report on the updated worksheets for the joint Public Works and Utilities Committee. The Committee reviewed the scope of work and suggested revisions. The Board approved of moving the joining of the two

committees forward with the scope of work with suggested revisions.

2) Personnel Committee

Clerk/Treasurer Suettinger provided a report on the updated worksheets for the Personnel Committee. The Committee reviewed the scope of work and suggested revisions. The Board approved moving forward with the scope of work with suggested revisions to the Personnel Committee.

3) Finance Committee

Village Administrator Schuenke provided a report on the updated worksheets for the Finance Committee. The Committee reviewed the scope of work and suggested revisions. The Board approved moving forward with the scope of work with suggested revisions to the Finance Committee.

4) Communications and Technology Committee

Clerk/Treasurer Suettinger presented the updated worksheets for the Communications and Technology Committee, and the recommendation to eliminate the committee. President Clow noted that the Committee of the Whole would not have time to discuss the item in its entirety but wanted to introduce the concept to allow board members to provide feedback to staff if desired before the next meeting.

Item will be discussed at the next meeting of the Committee of the Whole on November 8th.

6. SCHEDULE NEXT MEETING DATE.

a. Monday, November 8, 2021 at 5:30 pm.

7. ADJOURNMENT.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to adjourn at 6:50 p.m

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,
Cassandra Suettinger
Village Clerk/Treasurer

McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 8, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and review of the roles and responsibilities of the following Village Committees:

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Enclosed is the updated process and timeline. Three groups were reviewed from Review #1 after our last meeting, and the fourth group is presented in this meeting for consideration as part of Review #2. Village Board members were given the opportunity to submit feedback for the groups listed on the agenda. Staff has paired down the scope of the review worksheets. Issues like the composition and structure of these groups will be addressed at the completion of all the reviews. Staff has trimmed the worksheets down to focus on the feedback received from board members as a way to provide direction and a recommendation. Staff has also provided more detail into topics our comparables have met about in the last year to provide perspective. Furthermore, revisions are listed more specifically based on the feedback provided.

The plan for the meeting on Monday will be for Staff to present the Essential Functions (Scope) for each group to provide a little bit of background/context as to why they were proposed. We will also provide a recommendation for each group. The Committee can then discuss these proposed revisions one by one in line with the feedback that was submitted. Our focus for this meeting again will be on the Essential Functions to get feedback from members on the tasks projected for each group to do in the future. Structural issues will be considered and discussed separately at a future meeting. This described process will apply to each group listed for Review #2 on the agenda for Monday. Each group listed will include an updated review sheet for our discussion on Monday.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None

ORDINANCE REFERENCE:

None.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion, no action needed on this item.

ATTACHMENTS:

1. Committee Restructure Process & Timeline 10132021

Board, Commission, and Committee Restructuring Process and Timeline

I. Review All Boards, Commission, and Committees (BCC) to Discuss Scope

A. Review #1

1. Staff provides draft scope by September 16th for the following BCC:
 - i. Communications and Technology Committee
 - ii. Finance Committee
 - iii. Personnel Committee
 - iv. Public Utilities Committee and Public Works Committee (Combination)
2. Draft scope prepared by Staff will be distributed to identified BCC Chairperson and Village Board members on September 17th for review and feedback, as applicable, will be due back no later than October 1st.
3. Final Staff review of scope with feedback will take place the week of October 4th.
4. October 11th at 5:30 pm – Committee of the Whole: Review Roles and Responsibilities
5. October 17th – The period to provide feedback is extended until this day for Review #1. The identified BCC Chairperson and all Village Board members are encouraged to provide feedback by this date on the worksheets submitted for all BCC groups included within Review #1.
6. October 18th (week of) – Final Staff review of scope with feedback will take place this week.
7. October 25th at 5:30 pm – Committee of the Whole: Review Roles and Responsibilities
8. Attorney Review and Handbook Development – Staff begins to develop the BCC Handbook for the groups reviewed. Staff will also begin process to identify ordinance revisions needed to implement desired revisions as applicable. Work on both of these items will be ongoing throughout the reviews as we progress through the process. The Village Board (or Committee of the Whole) will review the finished draft once all reviews are complete.

B. Review #2

1. Staff provides draft scope by September 30th for the following BCC:
 - i. Diversity, Equity, and Inclusion Committee
 - ii. Parks and Recreation Committee (Split)
 - iii. Public Safety Committee
 - iv. Sustainability and Natural Resources Committee (New/Split)
2. Draft scope prepared by Staff will be distributed to identified BCC Chairperson and Village Board on October 1st for review and feedback, as applicable, will be due back no later than October 31th.
3. Final Staff review of scope with feedback will take place the week of November 1st.
4. November 8th at 5:30 pm – Committee of the Whole: Review Roles and Responsibilities
5. Attorney Review and Handbook Development – See Section I(A)(5).

C. Review #3

1. Staff provides draft scope by October 28th for the following BCC:
 - i. Landmarks Commission
 - ii. McFarland School Board and Village Board Joint Planning Committee
 - iii. Plan Commission
 - iv. Senior Outreach Committee
2. Draft scope prepared by Staff will be distributed to identified BCC Chairperson and Village Board on October 29th for review and feedback, as applicable, will be due back no later than November 14th.
3. Final Staff review of scope with feedback will take place the week of November 15th.
4. November 22nd at 5:30 pm – Committee of the Whole: Review Roles and Responsibilities
5. Attorney Review and Handbook Development – See Section I(A)(5).

II. Final Overall Development and Review of Scope and Structure

- A. Staff to send out full Process & Timeline to all BCC members no later than October 1st to make them aware of the restricting effort and opportunities to provide input.
- B. Staff will send out revised full Process and Timeline to the Village Board no later than October 15th.
- C. Staff to distribute to Village Board the draft structure outlining all scope revisions and complete draft handbook by November 24th.
- D. All comments from all applicable Village Board members are due back to Staff by December 5th.
- E. December 13th at 5:30 pm – Committee of the Whole:
 - 1. Hold the public information meeting. Opportunity for the general public and all current BCC members to review the proposed changes and make comments.
 - 2. Review draft scope, structure, and handbook

III. Final Adoption

- A. Staff to distribute to Village Board the final draft structure outlining all scope revisions and final complete draft handbook by December 17th. Staff will also put forth an implementation schedule for the changes and transition to be implemented.
- B. All comments from all applicable Village Board members are due back to Staff by January 2, 2021.
- C. Final Staff review to incorporate final comments from Village Board members will take place the week of January 3rd.
- D. January 10, 2022 at 7:00 pm – Village Board:
 - 1. Final approval/adoption of necessary ordinance revisions and handbook.
 - 2. This meeting will also include necessary action to dissolve the Finance Committee.
 - 3. Appointment process for all members to the newly revised BCC will be addressed at a future Village Board meeting.

Communications & Technology Committee Worksheet

Feedback and Comments Received

Comments Received: (insert Chris and Carrie Comments)

Feedback from Trustee St. Clair:

1. Should be only related to communications and technology should be removed.

Feedback from Trustee Nelson:

1. *Keep Cable in scope and re-evaluate its current offerings in terms of programming and utilization as well as financial status with current funding sources.*
2. *Committee scope focus should be engagement and not communications. Focusing on the resident experience with government.*

Additional comments to highlight from the last committee of the whole meeting:

- Technology should be removed from this Committee. Technology should be addressed directly through staff or consultants.
- Committees need to be created to serve a specific purpose and function and not provide oversight of village Departments

Comparables

Additional Background:

In reviewing the identified comparables in more detail, Village staff identified most committees below have not met in several years. Monona has an active Committee, but the agenda items they had discussed in recent years seemed a bit routine and operational in nature. Common items include director's reports and operational issues. Relevant topics in the last year obviously centered around communication strategies in light of the pandemic. Sun Prairie's Media Center Commission is very active and meets monthly, however, it contains many standing items and also functions as an outreach and event committee dealing with community and department events on a regular basis.

- Cottage Grove operates a [Public Relations Committee](#). Membership includes one Village Board member, then 3-4 resident members.
- Monona operates a [Community Media Committee](#). Membership includes one Village Board member, One School District Member, and 4 resident members.

- Oregon has a [Cable TV Committee](#). Membership includes one Village Board member, one Representative from the School District, One representative from the Chamber, the program coordinator, and 4 citizen members.
- Mount Horeb has a [Cable TV Committee](#). Membership includes 5 citizen members.
- Sun Prairie has a [Media Center Commission](#). Membership includes 6 citizens appointed by the mayor for three year terms.

Essential Functions (Original Scope)

- Capital improvement planning for Village technology hardware and equipment.
- Policy development affecting operations related to communications and cable.
- Service delivery evaluation and recommendation related Communications including the Website, Social Media, Cable, Newsletters (electronic and paper).

Recommendation

The recommendation for this Committee is to remove it from further consideration. This direction was arrived after reviewing the discussion from the last meeting, comments received from Village Trustees to remove 'technology', and further review of how comparable communities operate with this group. Another key theme that came from the last Committee of the Whole meeting, was Committees need their own standalone purpose and should not be tied to department oversight. When we remove technology, and eliminate functions that are operational in nature, there is not enough substance to have a Committee with purpose. As is, the Committee meets only around 5 times per year.

Communications is an extremely important issue in government. However, staff feels this topic is likely best dealt with through the annual goal setting process and aligned directly with the Board. When we look at a lot of the discussion on communication in the last year, it has originated from the Board on what they want to see. The Board has a vested interest in communication and residents experience because it often becomes a reflection of the Board and its perception within the Community. The Board should be outlining initiatives and projects it wants to see through the goal setting process and provide the vision for it. Staff's role then is to carry out those initiatives for implementation which under this format would not likely require a Committee to serve as an intermediary for that exclusive purpose.

Public Safety Committee Worksheet

Comments Recieved

- Only feedback received from President Clow and Trustee Nelson neither having any comments or revisions to the Public Safety Committee as proposed.
- President Clow identified liking the idea of having a member of the Police and Fire Commission being a member of the Public Safety Committee. This idea can be explored as part of the future conversations on structure.

Comparables

Our comparables very much have public safety committees that functions the same as our Public Safety Committee. It is a committee that is fairly consistent and similar in most communities.

- Monona has a [Public Safety Committee](#) membership includes two council members six citizens, and one member of the Police and Fire Commission.
- Mount Horeb operates a [Public Safety Committee](#). Membership includes three trustees and two citizen members. The Committee advises the Board on operation of the Police & Fire/Rescue Department, community event functions, and traffic safety matters.
- Stoughton has a [Public Safety Committee](#) comprised of 4 Alders, two citizen members, and the Mayor as an ex officio member. Very similar to the Village and other communities in dealing with Fire/EMS/Police Department related items, traffic issues, and licenses.
- Sun Prairie has a [Public Safety Committee](#) comprised of three alders and two citizen members. The Committee is fairly similar to McFarland and other comparables terms of the same topics it advises on including Police/Fire/EMS, licensing, traffic safety, and special events.

Essential Functions (Scope)

- Advises on Public Safety related policies related to the Police Department, Fire & Rescue Department, and Emergency Management.
- Advises on ordinances and policy revisions related to licensing, permitting, public offenses and nuisances and matters of public safety.
- Make recommendations on alcohol license issuance, renewal, and including conducting operator license hearings as required by policy.
- The Committee shall establish and make recommendations on fees and charges for emergency and protective services.

Recommendations –

Staff recommends the Public Safety Committee move forward as proposed. As noted the comparables, most communities have a Public Safety Committee that functions nearly identified to how the Village's does. No changes recommended from what is presented.



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Parks and Recreation Committee Review Sheet

Comments Received:

President Clow

- Add a bullet point or two about recreation and planning active recreation programming for the Village. Maybe about helping plan a recreation function within the Village though this would be short term?

Trustee Flaherty

- Review the proposal to create two separate committees (i.e. – separating the existing Parks, Recreation, and Natural Resources Committee into two groups) when a project goal was to reduce the number of committees.
- Our 'forestry' is contained within our parks and our parks are our 'natural resources.' We do not currently run community recreation programs. Suggests combining and having a Parks, Natural Resources, and Sustainability Committee as one committee.

Trustee Nelson

- I'm generally happy with the direction I think we're suggesting for these committees, but for all of them the language of the bullets in the scope make it difficult to tell what we're really saying. It would be easier for me to endorse these if each bullet had a clear and distinct statement of something the committee does or is responsible for. I'd rather see fewer bullets with each one saying something different.

Comparables

Staff further reviewed the following communities in order to summarize what their workload has been based on their meeting agendas.

- [Oregon](#) – This group is established exclusively as a Park Board with the responsibility for Community Recreation falling on the Oregon School District.

Similar setup for Parks and Recreation as to what we have in McFarland. Scheduled to meet monthly but appear to only meet about half the time. Their work has included project plan review/development, evaluate opportunities for new parks, development reviews, programs, facility planning, and 5 year park planning.

- Monona – They operate a [Parks and Recreation Board](#) that meets monthly on a pretty regular basis. Additionally they operate a separate [Sustainability Committee](#). This is a similar setup as to what is proposed within the restructuring project. Their work includes land management plans, plan project plan review/development, preparation of the 5 year Parks and Open Space Plan, recommendation on the annual budget, long term capital improvement planning, operating policies where applicable, park rental issues when necessary, consideration of new amenities, grant authorizations, equipment recommendations, and other related topics. Monona does run its own Community Recreation Department, but most of their agendas are presented with similar topics as what is considered here in the Village.
- [Cottage Grove](#) – This group is titled the Parks, Recreation, and Forestry Committee that meets approximately monthly on a regular basis. They have worked on recommendation for their budget, revisions to ordinance, land/property planning, new park amenities, future park planning, policy updates, playground development, and related topics.
- [Verona](#) – Similar setup as Cottage Grove with a Parks, Recreation, and Forestry Commission. They have worked on park planning, budget proposals, community projects, fee schedule review, long term capital planning, staffing/operating considerations, special events, trail development, maintenance issues, and other related requests.

Essential Functions (Scope)

- Capital improvement planning for park improvements, facilities, and other amenities.
- Establish and review various fee schedules as applicable for relevant services provided.

- Policy development affecting operations and service delivery including rules and regulations necessary for the effective management of the parks system.
- Review of related design plans and specifications intended for public construction. Recommending to the Village Board letting Let related public construction projects for bidding and ~~contract make recommendation on~~ award.
- Development review as it impacts Departmental responsibilities.
- Service delivery evaluation and recommendation.
- Review, plan, and make recommendations where applicable on Community Recreation on programming, amenities, and other public improvements.
- To work with Staff to research, seek, and apply for alternate funding sources such as grants, donations, and bequests as applicable.
- Developing both short-term plans and long-term master plans to help chart long term growth of public improvements within the parks system.
- Review and make recommendations to the Village Board on property acquisitions that may benefit the park system.
- Review and approve yearly reports submitted to Federal, State, and other regulatory agencies as needed.
- Generate volunteerism for restoring natural areas and act as a lead volunteer during restoration workdays.

Commented [MS1]: Staff proposed revision based on similar change recommended within Review #1.

Commented [MS2]: Requested by President Clow.

Commented [MS3]: Addition requested by Village Staff.

Recommendation(s)

The essential functions prepared within this review sheet were amended from the original submittal to account for the feedback received. The recommendation is to accept the essential functions as presented and focus our discussion on those items that are proposed for revision. This will then allow us to spend the bulk of our time addressing focusing on what needs to be changes while accepting the points not proposed for change.



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Sustainability and Natural Resources Committee Worksheet

Comments Received:

President Clow

- See requested comments and changes below under essential functions.

Trustee Flaherty:

- Review the proposal to create two separate committees when a project goal was to reduce the number of committees.
- Our 'forestry' is contained within our parks and our parks are our 'natural resources.' We do not currently run community recreation programs. Suggests combining and having a Parks, Natural Resources, and Sustainability Committee as one committee.

Trustee St. Clair

- This Committee should focus on wetlands in McFarland and their preservation efforts as well as green initiatives moving forward. Also include identifying potential incentives for the Village to investigate.

Comparables

Staff further reviewed the following communities in order to summarize what their workload has been based on their meeting agenda:

- Monona has a [Sustainability Committee](#). There are 8 members, two of which are City Alders. Additionally the Administrator and Mayor serve as non-voting ex officio members. The Committee focus on sustainability living, business and development. [Please click on this link to view their code language.](#)

- Cottage Grove operates an [Ad-hoc Sustainability Committee](#) similar to the Village. The committee is comprised of 2 Village Board Trustees and 3 citizen members. Additionally, the Village has a [Parks, Recreation and Forestry Committee](#) comprised of 1 Village Board Trustee and 4 citizen members. [The full ordinance on the Parks, Recreation and Forest Committee can be viewed here.](#) The Ad-Hoc Sustainability Committee focuses on sustainability in the Village, and the Parks, Recreation, and Forestry Committee advises on short and long term planning for Parks, Recreation and Forestry within the Village.
- Middleton operates a [Sustainability Committee](#). The Committee is comprised of one Council Member, 8 citizens, and one high school student. The Committee develops and researches recommendations regarding taking advantage of sustainability opportunities.
- City of Ashland operates a [Sustainability Committee](#). The Committee is made up of One Council member and 6 citizen members. The Committee meets monthly and advises and makes recommendation regarding sustainability initiatives in the City.

Essential Functions (Scope)

- Review ~~and submit annually to the Wisconsin Department of Natural Resources~~ the Village's Green Tier Legacy Community Annual Report ~~and advise on the implementation of recommended Green Tier strategies.~~
- ~~Advise on the adoption, maintenance, and implementation of the Village's Sustainability Plan.~~
- Review and recommend policies, programs, and municipal purchases related to sustainability.
- ~~Consult with private entities, agencies, groups, clubs, educational institutions, and the community regarding sustainability opportunities and initiatives.~~
- ~~Consult and support efforts to unite, focus, and educate Village residents and businesses regarding municipal programs and services as they relate to sustainable opportunities and initiatives.~~

Commented [MS1]: Revision requested by President Clow. Last part of sentence added by Village Staff.

Commented [MS2]: Addition requested by Village Staff.

Commented [MS3]: Removal requested by President Clow. States that this should be a function of Village Staff.

Commented [MS4]: Removal requested by President Clow. States that the Village does not have the capacity to do this. Monona has a Citizen Committee that is not a City Committee to do this work. We should encourage this but not make this part of the Committee responsibilities.

- ~~Provide a forum for addressing public concerns related to sustainable policies and practices.~~
- ~~Prepare and recommend Village Forestry plans including planting, care and maintenance of trees in the Village.~~
- Advise on maintaining a healthy and diverse urban forestry program while fulfilling the requirements as a certified Tree City, USA.
- Advise on acquisition, management, enhancement, and public use of natural and conservancy areas.
- Planning and improvements related to lakes, rivers, wetland, burial mounds and conservation areas.
- Generate volunteerism for restoring natural areas and act as a lead volunteer during restoration workdays.
- To work with Staff to research, seek, and apply for alternate funding sources such as grants, donations, and bequests as applicable.
- Developing both short-term and long-term management plans to help guide the ecological restoration of natural and conservancy areas.
- Review and make recommendations to the Village Board on property acquisitions that will protect ecologically sensitive areas or advance sustainability initiatives.

Commented [MS5]: Removal requested by President Clow. States that all Committees already provide for this and does not need to be further listed.

Commented [MS6]: Removal requested by President Clow. States that this should be a function of Village Staff.

Commented [MS7]: Revision requested by Village Staff. One of the requirements to achieve Tree City recognition is to have a "Tree Board". This group can serve in that capacity.

Commented [MS8]: Addition requested by Village Staff.

Commented [MS9]: Addition requested by Village Staff.

Commented [MS10]: Addition requested by Village Staff.

Commented [MS11]: Addition requested by Village Staff.

Recommendations:

The Board should first discuss if it supports splitting the current Parks, Recreation, and Natural Resources Committee into two separate committees as presented. If the Board is agreeable to the division, than it likely needs to move through the current scope and discuss the points raised by President Clow to finalize the scope.



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Diversity, Equity, and Inclusion Committee Review Sheet

Comments Received:

President Clow

- I do not want the DEI committee to work on affordable housing. This is a staff responsibility. Talking about affordable housing does not get us affordable housing.
- I also want to remove [liaison to GARE as a Committee responsibility], as this is a staff function.
- I think the scope of this committee is too broad as written. What do we want them to DO that is useful to the Village and relates to our other activities.

Trustee Nelson

- I'm generally happy with the direction I think we're suggesting for these committees, but for all of them the language of the bullets in the scope make it difficult to tell what we're really saying. It would be easier for me to endorse these if each bullet had a clear and distinct statement of something the committee does or is responsible for. I'd rather see fewer bullets with each one saying something different.

Trustee St. Clair

- DEI should be a permanent committee. First meetings after the board year begins should focus on identifying issues to address during the year with Staff input (in addition to items that come up and are referred).

Diversity, Equity, and Inclusion Subcommittee – October 20, 2021 (General Comments)

- The Subcommittee provided the following comments as part of its discussion and recommendation to the Village Board on whether or not to transition the Subcommittee to a Standing Committee. The Subcommittee took action and unanimously recommended to the Village Board that Diversity, Equity, and Inclusion be created going forward as a Standing Committee.
- Additionally during this meeting they reviewed the worksheet and offered the following comments:
 - Requested a larger role in affordable housing projects beyond simply providing advocacy.
 - Serving as a link between goal setting and equity work, helping to apply a long-term approach to their involvement on these topics.

Chairperson Miles (Diversity, Equity, and Inclusion Subcommittee)

- Include the Communications and Technology Director as an Ex-Officio member of the Committee.
- Questions whether advocacy for affordable housing should be part of the charge for this group. This group could support these projects through policy development, but not directly on a project by project basis.
- Promotion of the Committee as a charge could be better defined. This Committee should stay focused on municipal functions and could shift its focus on this item to outreach and engagement as a partnership with the Communications and Technology Department.

Comparables

Staff further reviewed the following communities in order to summarize what their workload has been based on their meeting agendas.

- No other established Standing Committee exists within comparable communities for Dane County regarding solely Diversity, Equity, and Inclusion. There are several examples of special committees like what we have already established, but nothing to the extent locally that has been established by ordinance as we are considering. Our current charge is based very similar on what was also established in Cottage Grove.

- [Oshkosh](#) – The City has created a Diversity, Equity, and Inclusion Committee that meets on a monthly basis with as many as 12 members. Some of the items over their last several meetings include working on developing a strategic plan for the City and DEI efforts, policy matters affecting the Community, presentations from local groups, reviewing GARE resources, and review of local mission/vision statements.
- [Wauwatosa](#) – Their Equity and Inclusion Commission is meeting monthly. They have 11 members with 4 ex-officio members (this includes the Mayor, Administrator, and both Chiefs). Their work includes making recommendations on equity and inclusion to their Common Council, reviewing demographic data as available, discussing equity and inclusion initiatives with Departments, targeted discussions with Police Department where necessary, developing new resources, recognition for their diverse workforce, developing equity officer position, policies/ordinances affecting DEI within the Community, training initiatives, staff presentations, local group presentations, and goal setting. Most recently they are considering a name change for the group to Diversity, Equity, and Inclusion Commission.
- [Beaverton, Oregon](#) – This municipality while not in Wisconsin has created a Diversity Advisory Board to advise the Mayor and City Council on equity and inclusion strategies within their Community. They are a group of 15 that meets monthly. Their work includes an established liaison program, annual DEI plan development/review, special projects, cultural sharing, host open house specifically to recruit new members, provide updates on community vision, aide in other plan development, code changes, policy revisions, retreats, and interactions with Departments.

Essential Functions (Scope)

- Making recommendations to the Village Board on diversity, equity, and inclusion planning, auditing, and related projects.
- ~~Advocacy to advance opportunities for affordable housing within the Community.~~
- ~~Village liaison to the Government Alliance on Race and Equity and/or other comparable organizations as authorized by the Village Board.~~

Commented [MS1]: Removal requested by President Clow. This bullet point was also questioned by the Subcommittee and its Chairperson for additional discussion.

Commented [MS2]: Removal requested by President Clow.

- Serve as a resource, recommend goals, and advise the Village Board on existing and/or proposed ordinance, programs, actions, [mission statement](#), [vision statement](#), [long-term Village wide goals/objectives](#), and other best practices that promote diversity, equity, and inclusion within the Community.
- Serve as a resource to Departments and Staff on the development of racially and culturally inclusive structures, programs, and training with equity-sensitive leadership through the Village.
- Promote the Village's efforts to involve residents from underrepresented communities on Village boards, commissions, and committees as well as seeking employment with the Village.
- Promote the Committee to the public [in order to and](#) help implement [the outreach and engagement](#) strategies recommended for diversity, equity, and inclusion. Assist in informational opportunities, presentations, open houses, and other public initiatives providing information about the Committee to the public.
- Make recommendations to the Village Board for widespread and ongoing diverse public involvement and to assist the Village Board by advising on methods by which the public can better participate in the decision making process.
- [Hold joint meeting with the Village Board at least annually to align goals and objectives.](#)

Commented [MS3]: Requested by the DEI Subcommittee.

Commented [MS4]: Requested by DEI Chairperson Miles.

Commented [MS5]: Requested by Trustee St. Clair.

Recommendations

The current format of this group is in a temporary capacity, and this action would establish Diversity, Equity, and Inclusion as a Standing Committee going forward in accordance with our municipal code. All reviews conducted to date support this action. The key next step is figuring out how the code is revised to accommodate this change. The essential functions prepared within this review sheet were amended from the original submittal to account for the feedback received. The recommendation is to accept the essential function as presented and focus our discussion on those items that are proposed for revision. This will then allow us to spend the bulk of our time addressing focusing on what needs to be changes while accepting the points not proposed for change.