

Diversity, Equity, and Inclusion Subcommittee

Wednesday, March 16, 2022

6:00 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/81392766310>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 813 9276 6310

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Diversity, Equity, and Inclusion Subcommittee. 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.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the January 19, 2022 meeting.
4. BUSINESS.
 - a. Discussion to acknowledge McFarland's Indigenous history.
 - b. Update from Diversity, Equity, and Inclusion consultants regarding equity audit, SWOT analyses, and equity institute.
 - c. Discussion and possible action to approve the recognition calendars for the second quarter of 2022.
 - d. Discussion regarding the creation of the Diversity, Equity, and Inclusion Subcommittee as a standing committee.
5. SCHEDULE NEXT MEETING DATE.

- a. Monday, May 15, 2022 at 6 pm.
- b. Requests for future agenda items.

6. 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
**Joint Diversity, Equity, and Inclusion (DEI) Subcommittee & Village Board
Minutes**

Wednesday, January 19, 2022 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Chair Patrick Miles called the regular meeting of the Diversity, Equity, and Inclusion Subcommittee to order at 6 p.m. Village President Carolyn Clow called the Village Board to order after the DEI Subcommittee role was taken.

Members present: Hilary Brandt, Stephanie Brassington, Monica Bruce, Patrick Miles, Mona Nelson, Dave Pagenkopf, Edward Wreh, Angela Bazan, Maya Thompson (left meeting prior to adjournment at 7:07 p.m.) Village Trustee Stephanie Brassington, Village President Carolyn Clow, Village Trustee Mike Flaherty (left meeting prior to adjournment at 7:29 p.m.), Village Trustee Carrie Nelson, Village Trustee Justin Rupert, Village Trustee Chris St. Clair, Village Trustee Edward Wreh

Members not present: none.

Staff Present: Stephanie Miller, Matt Schuenke

2. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Diversity, Equity, and Inclusion Subcommittee. 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.*

No public appearances.

3. BUSINESS.

- a. *Presentation and update from Diversity, Equity, and Inclusion Consultants on the Equity Audit and SWOT Analysis.*

Consultants, Percy Brown and Dr. Rainey Briggs, presented on The Beloved Community, equal versus equitable, the purpose and function of the DEI subcommittee, strengths, weaknesses, opportunities, and threats (SWOT) summaries from the multiple boards and committees that were involved, and concluded with next steps in their work process. Additional discussion included plans and outcomes for the Community SWOT events planned for January 31, 2022 and February 1, 2022. Further inquiry and discussion led to outside perspective and internal perspective within the community.

No action was taken.

- b. *Discussion regarding the creation of the Diversity, Equity, and Inclusion Subcommittee*

as a standing committee.

Previously, the DEI Subcommittee made a recommendation to the Village Board to accept approval of making them a standing committee within the Village. Subcommittee members and Village Board members provided the opportunity to leave comments and feedback about why or why not it should be established as a standing committee.

No action was taken.

c. Discussion and action to adjourn the Village Board portion of the joint meeting.

Motion by Village President Carolyn Clow, seconded by Village Trustee Ed Wreh, to adjourn the Village Board at 7:38 p.m. Motion passed 6 - 0 - 0 by acclamation. Village Trustee Mike Flaherty was not present for the vote.

d. Discussion and planning regarding Community Listening Session scheduled for January 31st and February 1st.

The subcommittee and consultants discussed logistics and plans for the Community SWOT analysis.

No action was taken.

4. APPROVAL OF MINUTES.

a. Discussion and action regarding minutes of the meeting held on December 15, 2021.

Motion by Member Dave Pagenkopf, seconded by Member Mona Nelson, to approve the minutes of the meeting held on December 15, 2021. Motion carries 8 - 0 - 0 by acclamation. Member Maya Thompson was not present for the vote.

5. SCHEDULE NEXT MEETING DATE.

a. Wednesday, February 16, 2022 at 6:00 pm.

b. Requests for future agenda items.

No requests were made as Chair Patrick Miles indicated that any future agenda item requests be emailed to staff, Matt Schuenke and/or Stephanie Miller.

6. ADJOURNMENT.

Motion by Village Trustee Edward Wreh, seconded by Member Hilary Brandt, to adjourn at 7:47 p.m. Motion carries 8 - 0 - 0 by acclamation. Member Maya Thompson was not present for the vote.

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,
Stephanie R. Miller
Director of Communications and Technology

McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, March 16, 2022

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT: Stephanie Miller, Comm & Technology Director

AGENDA ITEM: Discussion to acknowledge McFarland's Indigenous history.

PREVIOUS ACTION:

ISSUE SUMMARY:

This is an opportunity for many groups within McFarland to come together to discuss what has happened, what is going on, and what will happen in regards to acknowledging the Indigenous history in McFarland. Members from the McFarland Equity Project, McFarland School District, as well as others, will briefly present information on this topic. This will be a time for the many groups involved in this goal to come together and work on further initiatives, including, but not limited to, land acknowledgements, community events, a resolution to implement before breaking ground, and more.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, March 16, 2022

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT: Matt Schuenke, Village Administrator, Stephanie Miller, Comm & Technology Director

AGENDA ITEM: Update from Diversity, Equity, and Inclusion consultants regarding equity audit, SWOT analyses, and equity institute.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Rainey Briggs and Percy Brown will be present in the meeting to go over the findings for the Equity Audit and SWOT Analysis. Additionally, we will begin to discuss planning for the Equity Institute to be conducted this Spring.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion.

ATTACHMENTS:

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, March 16, 2022

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT: Stephanie Miller, Comm & Technology Director

AGENDA ITEM: Discussion and possible action to approve the recognition calendars for the second quarter of 2022.

PREVIOUS ACTION:

ISSUE SUMMARY:

Communications and Technology Director, Stephanie Miller, will present a list of various calendar recognitions to implement within Village communications moving forward. This is an opportunity to go through the compiled list, add, remove, and discuss the daily, weekly, and monthly dates for the second quarter of 2022. Action of approval by the subcommittee is requested.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, March 16, 2022

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion regarding the creation of the Diversity, Equity, and Inclusion Subcommittee as a standing committee.

PREVIOUS ACTION:

The DEI Subcommittee took action at its meeting on October 20, 2021 to make a recommendation to the Village Board in order to create the DEI Standing Committee.

The Village Board met on November 8 and 22, 2021 to discuss this recommendation.

The DEI Subcommittee received an update regarding the board's discussion and plan for January's meeting at their meeting on December 15, 2021.

The DEI Subcommittee held a joint meeting with the Village Board at its regular meeting held on January 19, 2022. At this meeting the Subcommittee and Village Board reaffirmed its commitment to creating the standing committee as recommended.

The Village Board adopted Village Ordinance 2022-02 at its meeting on February 28, 2022 in order to restructure its boards, commissions, and committees. As part of this work, the Diversity, Equity, and Inclusion Committee was officially created within the code as a standing committee to be effective as of May 1, 2022.

ISSUE SUMMARY:

As of February 28th, the Village Board took action to approve an ordinance to create the Diversity, Equity, and Inclusion Standing Committee. Previously this group had been established in 2020 as a temporary subcommittee. Enclosed is the ordinance language that was adopted and is based on the worksheet the Subcommittee recommended to the Village Board.

This will become effective as of May 1, 2022 for the group to begin operating under these terms. Much of how we operate will only slightly change. The Chair and Vice-Chair roles will shift to the Trustee representatives from the Village Board. Those appointments will be made by the Village President and confirmed by the Village Board in April. Additionally, those serving on the subcommittee can continue to serve on the standing committee. The Village Clerk/Treasurer sent information out to all board, commission, and committee members earlier this month. Please send a message to cassandra.suettinger@mcfarland.wi.us if you are interested in serving on the Diversity, Equity, and Inclusion Committee.

There is a new schedule for all board, commission, and committee meetings going forward



beginning in May. This was needed to realign the month based on Village Board meetings moving to the second and fourth Tuesday of each month. Diversity, Equity, and Inclusion Subcommittee is scheduled to meet on the third Monday of each month. We can keep the time of 6:00 pm if desired or discuss a different time. Please note this new date going forward in May. We are planning to cancel the April meeting as a result of this transition in order to have the first meeting in May within the new structure and schedule.

Thank you everyone for your work on the Subcommittee. We are looking forward to the impact this group will have as a Standing Committee for the Village for years to come.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

There is no action needed on this item. Presented as an update.

ATTACHMENTS:

1. Pages from 2022-02 BCC Restructuring

Section 37. Section 4-436 of the McFarland Municipal Code is repealed.

Section 38. Section 2-437 of the McFarland Municipal Code is renumbered to Section 47-1 and amended to read as follows:

Sec. 47-1. - Management, operation and control.

(a) Management. The management, operation, and control of the public water system, sewer system, and storm water system for the Village shall be vested in the Village Board. All records, minutes and all written proceedings thereof shall be kept by the Village Clerk-Treasurer.

(b) Construction authority. Public Works & Utilities Committee shall oversee the progress of construction projects authorized by the Village Board for water and sewer facilities and shall advise the Village Board with respect to such projects.

Section 39. Section 2-448 of the McFarland Municipal Code is repealed.

Section 40. Section 2-459 of the McFarland Municipal Code is repealed and recreated to read as follows:

Sec. 2-459. Senior Outreach Committee.

The Senior Outreach Committee is responsible for the following functions:

(a) developing policies affecting operations related to senior services provided both within and without the Village;

(b) planning for the growth and expansion of existing senior services;

(c) reviewing senior service programs provided and making recommendations on new opportunities;

(d) advocacy for seniors within the community at the local, county, and state levels;

(e) capital improvement planning for amenities to be made available to seniors in the community.

Section 41. Sections 2-461 and 2-462 of the McFarland Municipal Code are repealed.

Section 42. Section 2-461 is recreated to read as follows:

Sec. 2-461 Diversity, Equity, and Inclusion Committee.

The Diversity, Equity, and Inclusion Committee is responsible for the following functions:

(a) making recommendations to the Village Board on diversity, equity, and inclusion planning, auditing, and related projects;

- (b) serving as a resource, recommending goals, and advising the Village Board on existing and/or proposed ordinances, programs, actions, mission statements, vision statements, long-term Village-wide goals/objectives, and other best practices that promote diversity, equity, and inclusion within the community;
- (c) serving as a resource to Village departments and staff on the development of racially and culturally inclusive structures, programs, and training with equity-sensitive leadership through the Village;
- (d) promoting the Village's efforts to involve residents from underrepresented communities on Village boards, commissions, and committees as well as seeking employment with the Village;
- (e) promoting the Committee to the public in order to help implement outreach and engagement strategies recommended for diversity, equity, and inclusion and assisting in informational opportunities, presentations, open houses, and other public initiatives providing information about the Committee to the public.
- (f) making recommendations to the Village Board for widespread and ongoing diverse public involvement and assisting the Village Board by advising on methods by which the public can better participate in the decision-making process.
- (g) Holding joint meetings with the Village Board at least annually to align goals and objectives.

Section 43. Section 8-906 of the McFarland Municipal Code is amended to read as follows:

Sec. 8-906. - Appeals.

Village Board. The Village Board shall hear and decide appeals where it is alleged that there is error in any order, decision or determination made by the Director of Public Works or designee in administering this Article. The Village Board shall also use the rules, procedures, duties, and powers authorized by statute in hearing and deciding appeals. The Village Board may consider recommendations on appeals made by the Plan Commission or the Public Works & Utilities Committee.

Section 44. Section 47-51(a)(3) of the McFarland Municipal Code is amended to read as follows:

(3) Paragraphs (1) and (2) shall not apply where either an exception has been granted by the Village Board under Section 8-52, or in the case of a Subdivision or Certified Survey Map, a variance has been granted by the Village Board under Section 56-206. In granting any exception or variance, the Village Board may impose conditions, including requirements for future connection to the public water system.