

Monday, November 20, 2023**6:00 PM****McFarland Municipal Center**
*Community Room***AGENDA**

You are invited to this meeting through a Zoom webinar. The public may attend in-person or remotely through the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/89238174078>

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

Webinar ID: 892 3817 4078

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 Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to communications@mcfarland.wi.us to be included as part of the meeting.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the July 17, 2023 meeting.
- b. Motion to approve the minutes of the September 18, 2023 meeting.

4. BUSINESS.

- a. Discussion regarding recruitment process for the Diversity, Equity, and Inclusion (DEI) Strategist.
- b. Introduction and discussion on making a recommendation to the Village Board to begin board, commission, and committee meetings with a land acknowledgement.
- c. Discussion and action regarding a joint purchase order with McFarland School District for Land Acknowledgement Plaques in the 2024 budget.
- d. Discussion and action to make a recommendation to the Village Board regarding scheduling for the 2024 McFarland Observed Holidays.

e. Discussion regarding planned events for 2024.

5. SCHEDULE NEXT MEETING DATE.

a. Monday, December 18, 2023 at 6:00 pm.

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

Diversity, Equity, and Inclusion Committee Minutes

Monday, July 17, 2023 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Trustee Stephanie Brassington called the regular meeting of the Diversity, Equity, and Inclusion Committee to order at 6:02 PM in Conference Room A.

Members present: Angela Bazan, Mona Nelson, Stephanie Brassington, Edward Wreh, Monica Bruce.

Members not present: Miguel Pena, Maya Thompson.

Staff Present: Village Director of the Communication and Technology Department Stephanie Miller, Village Deputy Administrator/Clerk Cassandra Suettinger and Village Human Resources Generalist Andrea Anderson. Ms. Suettinger and Ms. Anderson left the meeting at 7:20 PM.

2. PUBLIC APPEARANCES.

None.

- a. *This is an opportunity for members of the public to address the Diversity, Equity, and Inclusion Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to communications@mcfarland.wi.us to be included as part of the meeting.*

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

None.

3. APPROVAL OF MINUTES.

- a. *Motion to approve the minutes from the March 20, 2023 meeting.*

Motion by Village Trustee Stephanie Brassington, seconded by Village Trustee Edward Wreh, to approve the minutes from the March 20, 2023 meeting. Motion carries 5 - 0 - 0 by acclamation.

4. BUSINESS.

- a. *Discussion and recommendation on the creation of a Diversity, Equity, and Inclusion position.*

The DEI Committee discussed the essential job functions and the proposed timeline for creation of the position. The committee provided feedback on the essential job functions provided. Overall, the Committee was supportive of the essential job functions as

outlined. The Committee provided concerns potentially about how this position would intersect with Communications. Committee members were concerned with some of the specifics of the position that may provide obstacles for some candidates for the position. The Committee directed staff to continue to work on the position description based on feedback, and filling in the remaining parts of the position description including name, title, knowledge, skills and ability.

b. Discussion and recommendation on revisiting the approved "Religious Holidays and Government Meetings for 2023" document.

The Committee discussed revisiting and updating the "Religious Holidays and Government Meetings for 2023" document. Overall the committee was supportive of broadening the scope of the document to include Village events as well.

Motion by Member Angela Bazan, seconded by Member Monica Bruce, to recommend to the Village Board approval of the language change as follows: "...it is recommended that Village meetings and events be considered for rescheduling on the following religious holiday". Motion carries 5 - 0 - 0 by acclamation.

c. Discussion of event development topics with the DEI S.M.A.R.T. goals.

The DEI Committee discussed ideas for event development topics that included: Community Grant, Land Acknowledgement, sponsor Community Fair or Winter Wonderland Event Day for community groups to gather and share information, Library event 09/19 - Lewis Clark III (Two Shoes) shares American Indian story and staff implicit bias training Fall 2023.

5. SCHEDULE NEXT MEETING DATE.

a. Monday, August 21, 2023 at 6 p.m. in the Municipal Center Community Room.

6. ADJOURNMENT.

Motion by Village Trustee Edward Wreh, second by Village Trustee Stephanie Brassington, to adjourn at 7:46 p.m.

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,
Teresa Brommer
Administrative Assistant

VILLAGE OF MCFARLAND

Diversity, Equity, and Inclusion Committee Minutes

Monday, September 18, 2023 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Stephanie Brassington called the regular meeting of the Diversity, Equity, and Inclusion Committee to order at 6:00 PM in the Community Room of the McFarland Municipal Center.

Members present: Stephanie Brassington, Edward Wreh, Angela Bazan, Monica Bruce, Mona Nelson (joined at 6:02 pm), and Miguel Pena.

Members not present: Ryli Brown.

Staff Present: Village Administrator Matt Schuenk and HR Generalist Andrea Anderson.

2. PUBLIC APPEARANCES.

a. *This is an opportunity for members of the public to address the Diversity, Equity, and Inclusion Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to communications@mcfarland.wi.us to be included as part of the meeting.*

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

No comments were provided.

3. BUSINESS.

a. *Discussion and action to make a recommendation to the Village Board regarding the position description for a Diversity, Equity, and Inclusion position.*

Village Staff present provided an overview of the proposed position description for the creation of a new position of Diversity, Equity, and Inclusion (DEI) Specialist. This was follow up from the last review by Committee that took place back in July and included updates on changes based on the feedback provided. The proposed draft was discussed and reviewed by Committee members in order to provide back to the Village Board for their consideration to begin the recruitment this Fall. Following discussion, a motion was made Bazan, seconded by Nelson to recommend approval to the Village Board regarding the position description for a Diversity, Equity, and Inclusion (DEI) Strategist. Motion carried 6 - 0 - 0.

4. SCHEDULE NEXT MEETING DATE.

a. Monday, October 16, 2023 at 6:00 pm.

5. ADJOURNMENT.

Motion by Wreh, second by Nelson, to adjourn at 7:00 pm. Motion carried 6 - 0 - 0.

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,
Matthew G. Schuenke
Village Administrator

McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 20, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Andrea Anderson, HR Generalist

AGENDA ITEM: Discussion regarding recruitment process for the Diversity, Equity, and Inclusion (DEI) Strategist.

PREVIOUS ACTION:

The Committee took action at its September 18, 2023 meeting to recommend approval on the position description for the DEI Strategist position.

The Committee of the Whole approved the position description at its meeting on September 26, 2023 and referred the final review to Personnel Committee.

The Personnel Committee met on October 16, 2023 to finalize the position description, compensation, and classification for the position as a recommendation to the Village Board.

The Village Board approved the position description, compensation, and classification for the position at its meeting on October 24, 2023. Additionally, they authorized Staff to begin recruiting to fill the position.

The advertisement period for the recruitment began on November 1, 2023 and will run through November 26, 2023.

ISSUE SUMMARY:

The DEI Strategist has been approved for creation by the Village Board and we are currently accepting applications for the position. The advertisement period ends near the end of the month, with interviews to be hosted in December in order to make a hiring decision, and we would hope then that someone would begin in January of next year. The full plan for recruitment is included within your packet and was emailed to the Committee as background on November 3rd. In our upcoming meeting we'll talk about progress within the recruitment and the Committee's role within the plan within the interview process.

FINANCIAL/BUDGET IMPACT:

Half of the position was approved for funding within the 2023 Budget with the remaining funds presently recommended for approval within the 2024 Budget. The next budget is scheduled for approval on November 28, 2023.

VILLAGE PLAN REFERENCE:

None.



ORDINANCE REFERENCE:

None.

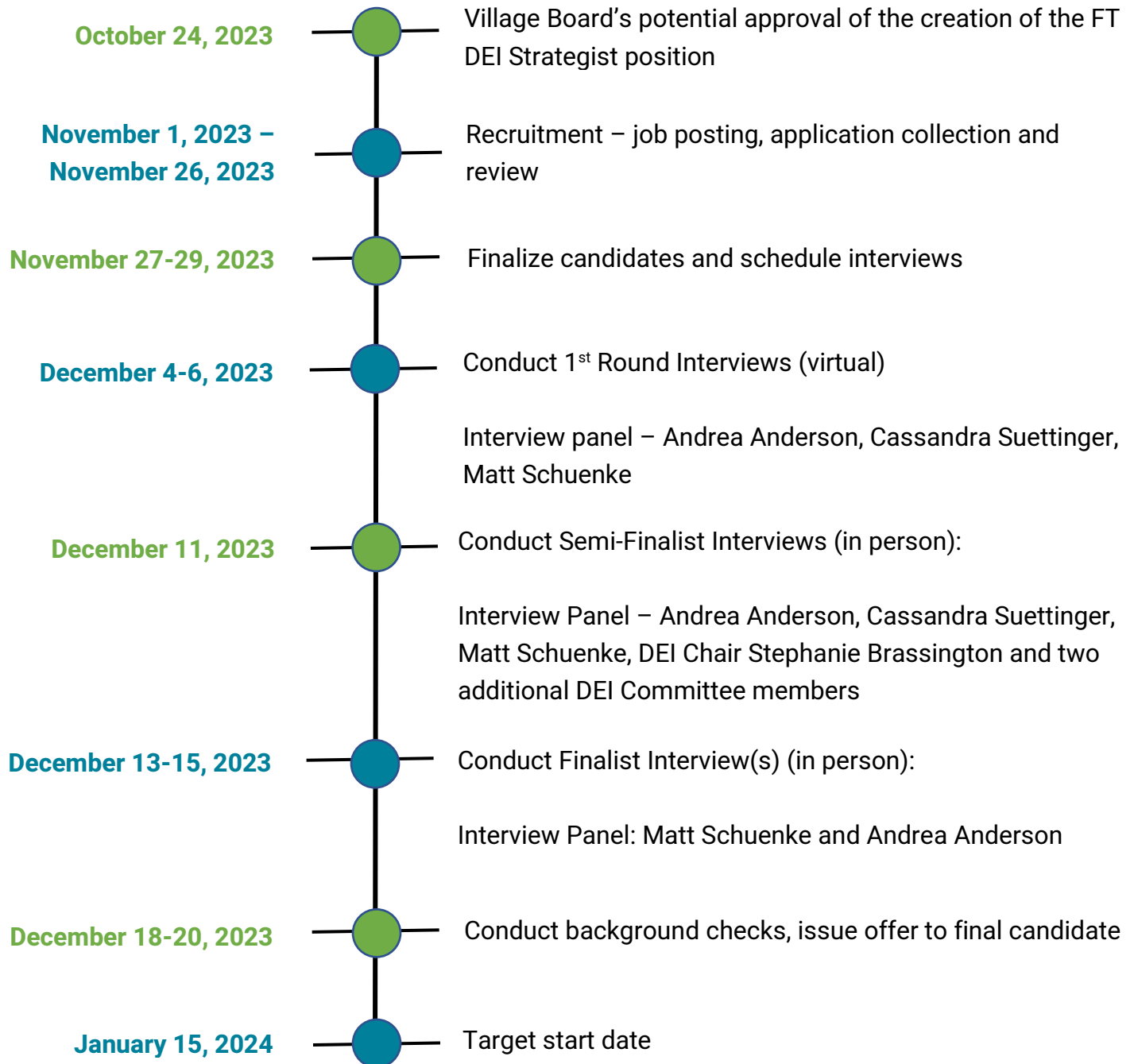
BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion.

ATTACHMENTS:

1. DEI Strategist Recruitment Plan - 11.01.2023 FINAL

DIVERSITY, EQUITY, AND INCLUSION STRATEGIST – RECRUITMENT PLAN



**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, November 20, 2023

SECTION: Staff Reports

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Introduction and discussion on making a recommendation to the Village Board to begin board, commission, and committee meetings with a land acknowledgement.

PREVIOUS ACTION:

On October 10th, the Village Board referred to the DEI Committee investigation and made a recommendation to the Village Board on each board, commission and committee meeting beginning with a land acknowledgement.

ISSUE SUMMARY:

Attached is the referral from Village Board Trustees Hilary Brandt, Luke Fessler, and Ed Wreh to consider beginning all board, commission and committee meetings with a land acknowledgement. The item is presented for introduction and discussion only at this point to determine how to move the referral forward.

FINANCIAL/BUDGET IMPACT:

No financial impact forecasted at this time.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for introduction and discussion only.

ATTACHMENTS:

1. Trustee Wreh 09282023 629 AM (CDT)

Village Board Trustee Referral Form

Requested By	Trustee Wreh
Item/Issue Referral	McFarland occupies ancestral, sacred and continuously inhabited Ho-Chunk land, the four lakes region is known to the Ho-Chunk people as Teejop (day-JOPE) since time immemorial. In an 1832 treaty, the Ho-Chunk were forced to cede this territory. Decades of ethnic cleansing followed when the federal government repeatedly, but unsuccessfully, sought to forcibly remove all Ho-Chunk people from Wisconsin. We acknowledge the role that the United States government and settlers played that led to the forced removal of Ho-Chunk people, and honor their legacy of resistance and resilience. This history of colonization informs our work and vision for a collaborative future. The Ho-Chunk Nation's government is currently headquartered in Black River Falls. It is with great respect that we acknowledge and celebrate the inherent sovereignty of the Ho-Chunk Nation and the 11 additional Indigenous Nations within what is now referred to as the State of Wisconsin.
Action/Referral Request	Request to adjust policy to have each village meeting begin with a land acknowledgment. This referral is co-sponsored by Trustee Wreh, Trustee Fessler and Trustee Brandt
Request Referral to (Please select all that apply)	• Committee of the Whole • Village Board • Personnel Committee

McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 20, 2023

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action regarding a joint purchase order with McFarland School District for Land Acknowledgement Plaques in the 2024 budget.

PREVIOUS ACTION:

The Landmarks Commission reviewed this request and recommended its approval at its meeting on October 30, 2023.

ISSUE SUMMARY:

The McFarland Village Board and School Board met on May 3, 2023 to adopt Resolution 2023-07, a resolution acknowledging and celebrating the inherent sovereignty of the Ho-Chunk Nation and 11 additional Indigenous Nations within what is now referred to as the state of Wisconsin. The Village's Diversity, Equity, and Inclusion (DEI) Committee worked with the Indigenous Solidarity Collective of McFarland to bring this written land acknowledgement together.

To commemorate this, the McFarland School District has researched out to American Awards (vendor) to commission plaques to be installed in the vestibule of each of their four schools.

Initially, the School District was going to make this purchase order on their own. However, following the School District's meeting with the Indigenous Solidarity Collective of McFarland, they recognized the opportunity may be of interest to the Village also. The packet includes the renderings of the signs and text with the cost estimates. The District selected design will be a 24" x 24" aluminum plaque. For the Village, the locations the signs can be installed in would be the Municipal Center, Library, Public Safety Center, and Public Works buildings. Not shown on the draft renderings is a sponsor line that would say *"Adopted jointly by the McFarland Village Board and School Board on May 3, 2023."*

FINANCIAL/BUDGET IMPACT:

From the estimate provided, a bulk purchase order of four signs at \$1,623 puts the total at \$6,492. Trustee Fessler proposed a budget amendment for 2024 to include funding for the additional signs. That amendment was approved by the Village Board at its meeting on November 14th and the 2024 Budget is scheduled for approval on November 28th.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:



None.

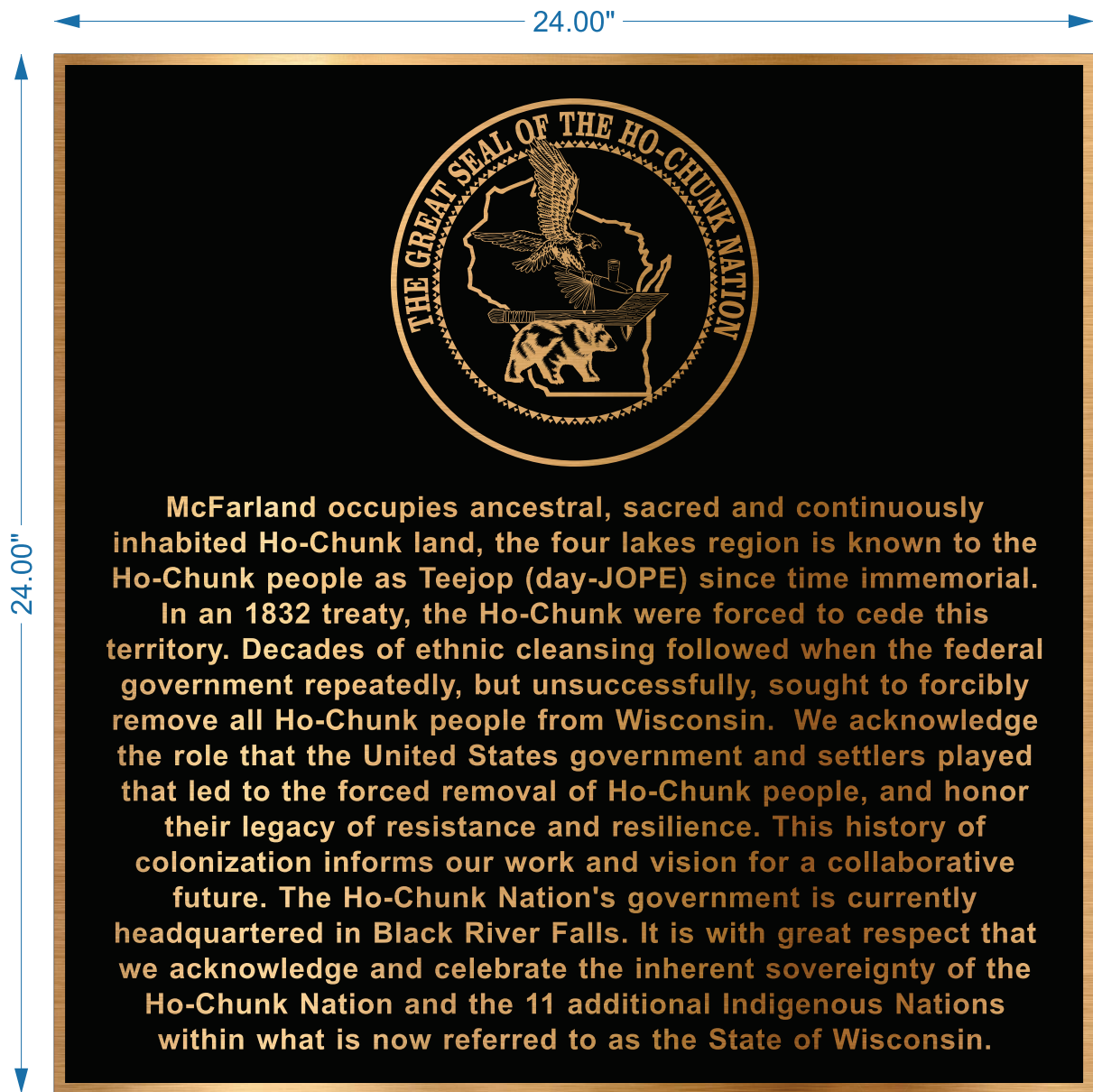
BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to approve the joint purchase order with McFarland School District for Land Acknowledgement Plaques in the 2024 Budget.

ATTACHMENTS:

1. 230923 - Ho-Chunk Plaque Concepts (1)



24" x 24"

BRONZE

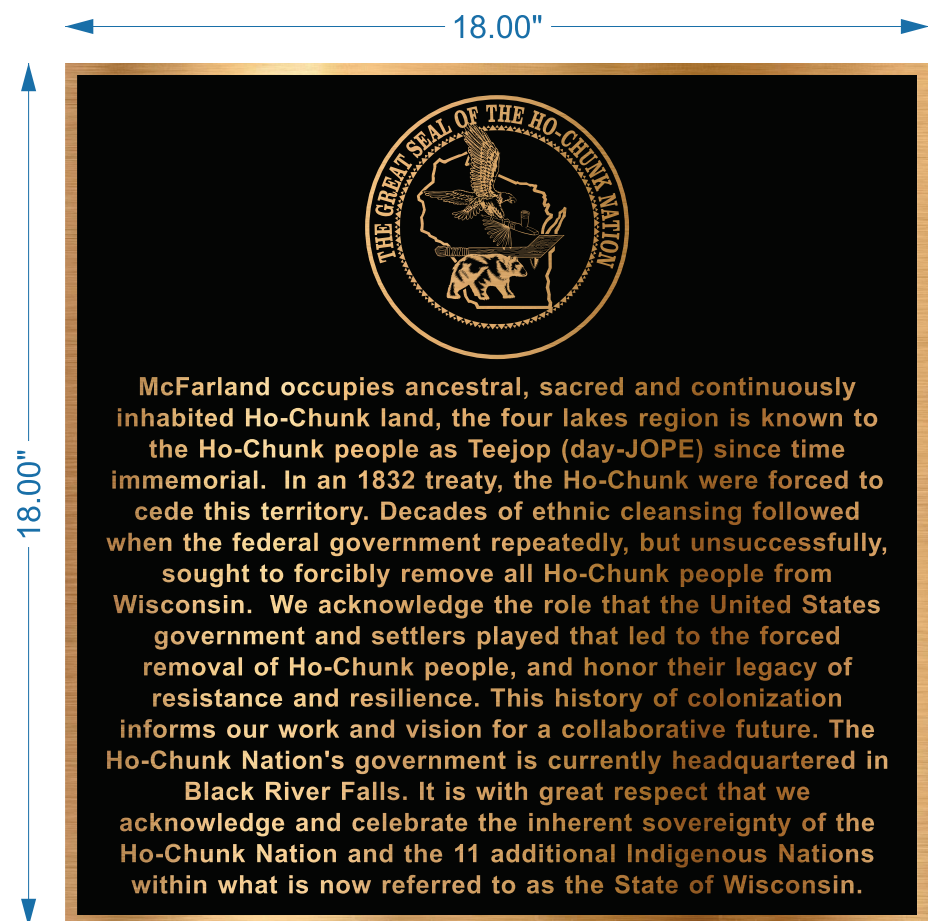
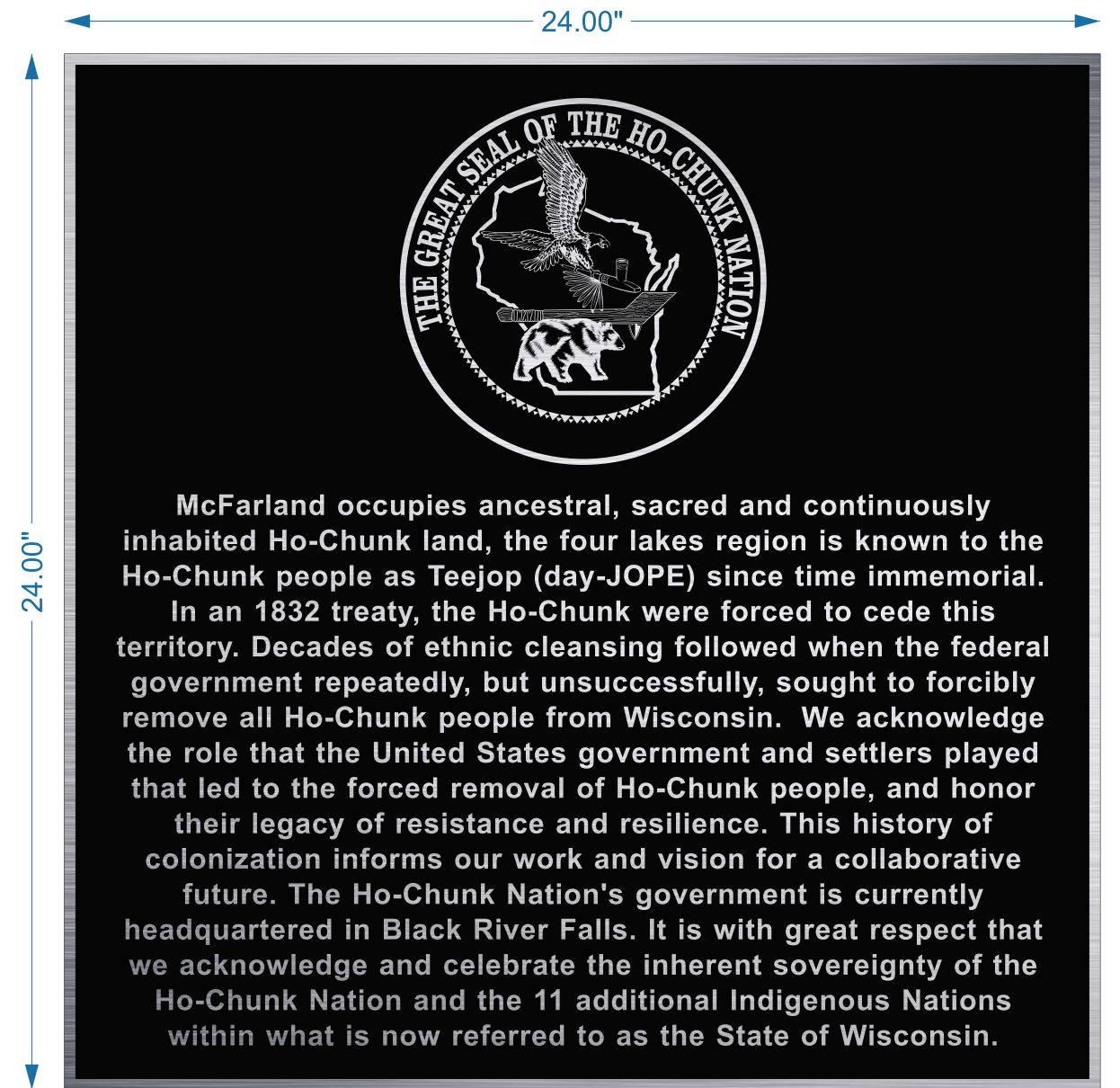
\$3,312.00 for 1

\$2,760.00 each for 4

ALUMINUM

\$1,949.00 for 1

\$1,623.00 each for 4



18" x 18"

BRONZE

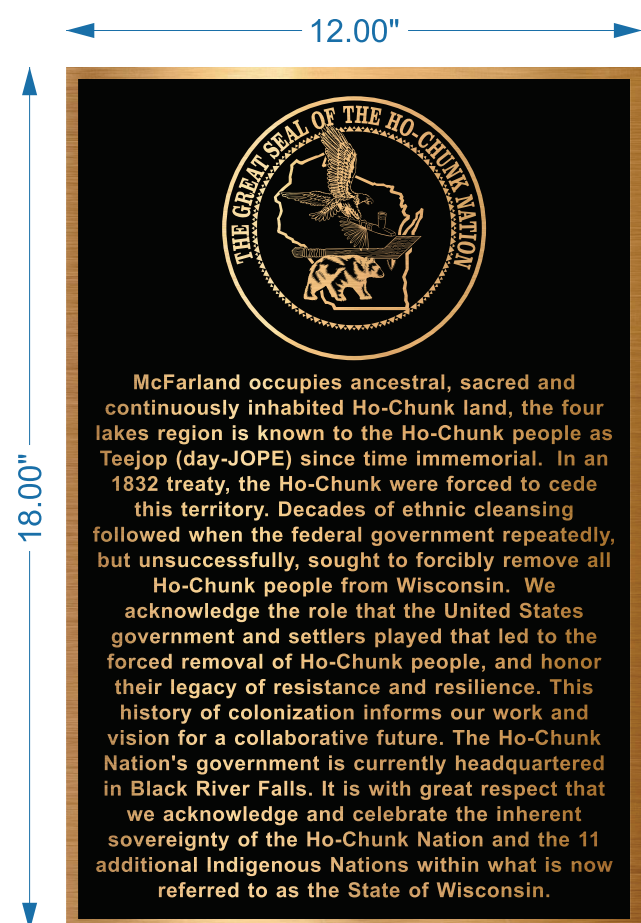
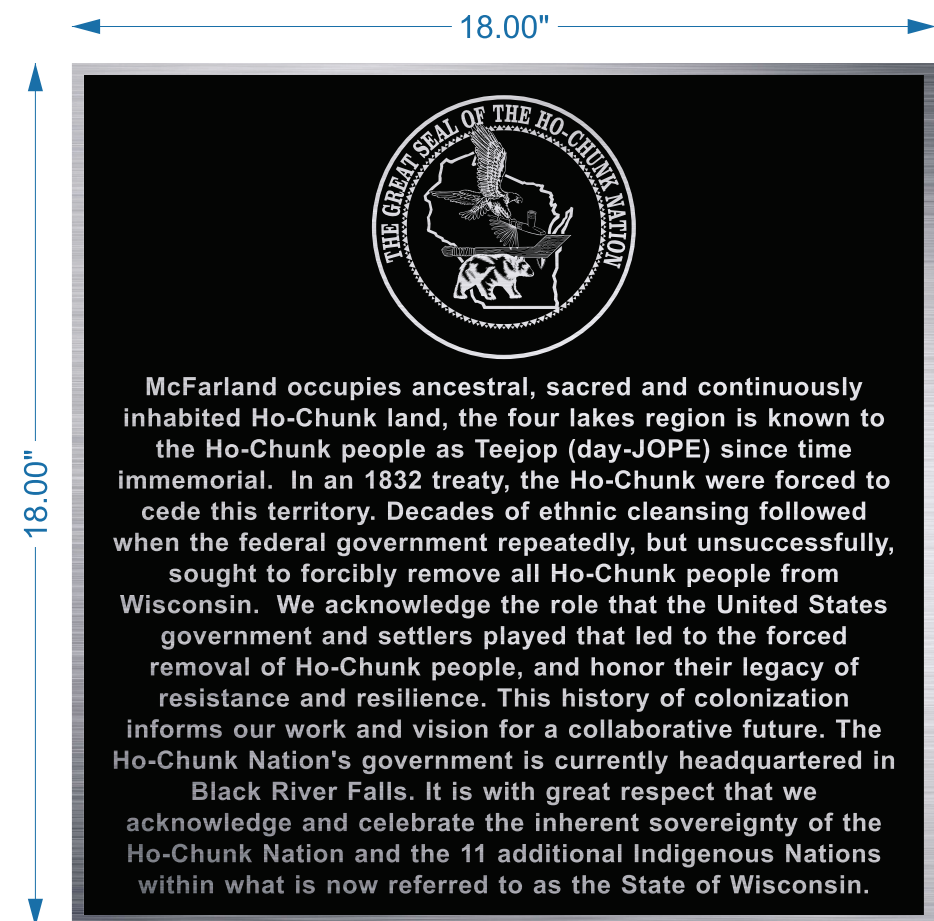
\$1,925.00 for 1

\$1,603.00 each for 4

ALUMINUM

\$1,106.00 for 1

\$922.00 each for 4



12" x 18"

BRONZE

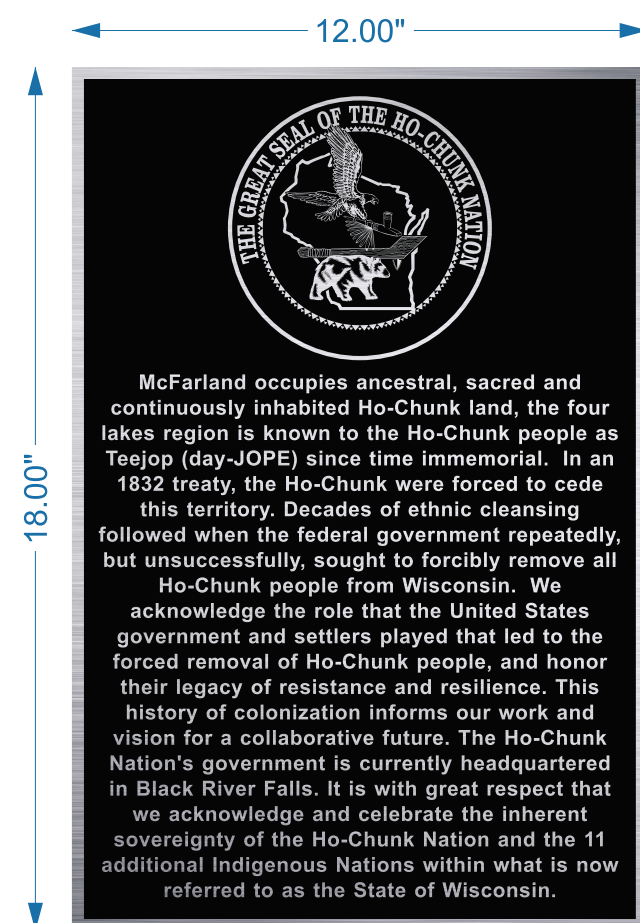
\$1,287.00 for 1

\$1,073.00 each for 4

ALUMINUM

\$734.00 for 1

\$613.00 each for 4



McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 20, 2023

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding scheduling for the 2024 McFarland Observed Holidays.

PREVIOUS ACTION:

The Committee recommended the approved schedule regarding 2023 meetings at their November 21, 2022 meeting.

The Village Board approved the 2023 schedule for meetings at their January 10, 2023 meeting.

The Committee recommended adding Village events to the listing of Village meetings for 2023 at their July 17, 2023 meeting.

The Village Board approved the inclusion of events within the schedule at their August 8, 2023 meeting.

ISSUE SUMMARY:

Please find enclosed the updated schedule for 2024 based upon recommended observed holidays for the coming year. This reconciles with the recommendations from Dane County which are included and also now includes holidays observed by policy within the Village. Meetings and possible conflicts are listed within the memo which will help Staff identify areas where rescheduling needs to occur throughout the year.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to make a recommendation of approval to the Village Board regarding scheduling for the 2024 McFarland Observed Holidays.



ATTACHMENTS:

1. 2024 McFarland Observed Holidays 11162023 mgs

Memorandum

To: Village Board

From: Matthew G. Schuenke, Village Administrator 

Cc: Diversity, Equity, and Inclusion (DEI) Committee
Department Heads
Village Staff

Date: November 16, 2023

Re: 2024 McFarland Observed Holidays

Executive Summary

In 2023, the Village approved a process to avoid holding meetings on dates that are observed for holidays. Later in the year we added Village events to that schedule. This memorandum is provided to note which holidays are observed, provide direction on scheduling, and identify possible conflicts during the year to be resolved.

Observed Holidays

To facilitate public and employee participation and inclusion, it is recommended that the Village meetings and events be considered for rescheduling in accordance with the following holidays in 2024:

New Year's Day (Work Restricted Holiday) – Monday, January 1st

- Library Board on January 1st at 5:15 pm
- Public Safety Committee on January 1st at 6:30 pm

Martin Luther King Jr. Day (Work Restricted Holiday) – Monday, January 15th

- DEI Committee on January 15th at 6:00 pm

Ash Wednesday (Christian) * – Wednesday, February 14th

- Community Development Authority on February 14th at 7:00 pm

Purim (Jewish) * – Begins at sunset of Saturday, March 23rd to nightfall of Sunday, March 24th. Avoid scheduling on March 23rd.

- No known conflicts.

Maundy Thursday (Christian) * – Thursday, March 28th

- No known conflicts.

Good Friday (Christian) * – Friday, March 29th

- No known conflicts.

Eid-al-Fitr (Muslim) – Begins at sunset of Tuesday, April 9th to Wednesday, April 10th. Avoid scheduling on both days.

- Village Board on April 9th at 7:00 pm
- Community Development Authority on April 10th at 7:00 pm

Passover (Jewish) – Begins at sunset of Monday, April 22nd to nightfall of Tuesday, April 30th. Avoid scheduling on April 22-24 and April 27-30. Meetings are acceptable April 25-26.

- Public Works and Utilities Committee on April 22nd at 6:00 pm
- Village Board on April 23rd at 7:00 pm

Memorial Day (Work Restricted Holiday) – Monday, May 27th

- Public Works and Utilities Committee on May 27th at 6:00 pm

Shavuot (Jewish) – Begins at sunset of Tuesday, June 11th to nightfall of Thursday, June 13th. Avoid scheduling on all days.

- Village Board on June 11th at 7:00 pm
- Community Development Authority on June 12th at 7:00 pm

Eid-al-Adha (Muslim) – Begins at sunset of Sunday, June 16th to Monday, June 17th. Avoid scheduling on both days.

- DEI Committee on June 17th at 6:00 pm

Juneteenth (Work Restricted Holiday) – Wednesday, June 19th

- Senior Outreach Committee on June 19th at 8:30 am

Independence Day (Work Restricted Holiday) – Thursday, July 4th

- No known conflicts.

Labor Day (Work Restricted Holiday) – Monday, September 2nd

- Library Board on September 2nd at 5:15 pm
- Public Safety Committee on September 2nd at 6:30 pm

Rosh Hashanah (Jewish) – Begins at sunset of Wednesday, October 2nd to nightfall of Friday, October 4th. Avoid scheduling on all days.

- No known conflicts.

Yom Kippur (Jewish) – Begins at sunset of Friday, October 11th to nightfall of Saturday, October 12th. Avoid scheduling on both days.

- No known conflicts.

Indigenous Peoples' Day (Work Restricted Holiday) – Monday, October 14, 2024

- Sustainability and Natural Resources Committee on October 14th at 6:00 pm

Sukkot (Jewish) – Begins at sunset of Wednesday, October 16th to nightfall of Wednesday, October 23rd. Avoid scheduling on October 16-19. Meetings are acceptable October 20-22.

- Senior Outreach Committee on October 16 at 8:30 am (Conflict)
- DEI Committee on October 21st at 6:00 pm (No Conflict)
- Village Board on October 22nd at 7:00 pm (No Conflict)

Shemini Atzeret & Simchat Torah (Jewish) – Begins at sunset of Wednesday, October 23rd to nightfall of Friday, October 25th. Avoid scheduling on all days.

- No known conflicts.

Diwali (Hinduism) * – Thursday, October 31st

- No known conflicts.

Thanksgiving (Work Restricted Holiday) – Thursday, November 28th and Friday, November 29th.

- No known conflicts.

Christmas Eve/Day (Work Restricted Holiday) – Tuesday, December 24th and Wednesday, December 25th.

- Village Board on December 24th at 7:00 pm

Hanukkah (Jewish) – Begins at sunset of Wednesday, December 25th to nightfall of Thursday, January 2, 2025. Avoid scheduling on December 28th. Meetings are acceptable all other days.

- No known conflicts.

* This is not a work-restricted holiday. Meetings are permissible unless otherwise specified.

The above schedule was derived from the recommendations of the Dane County Office for Equity and Inclusion regarding a memorandum dated October 16, 2023 (Appendix A). The schedule was also reconciled with the [Village Personnel Policy Manual](#) to ensure consistency with scheduling and work restricted holidays by policy.

Closing

If the public or employees believe there are other religious observances that need to be addressed, please feel free to contact Village Staff for additional inclusions or clarifications. We are aiming to be cautious and not put anyone in an uncompromising position with meeting responsibilities at work and their most serious religious responsibilities. Please note the Village may still be open and conducting other business on some dates indicated to avoid scheduling.

DATE: October 16, 2023
TO: Department Heads, Managers and Supervisors, Elected Officials, County Board
FROM: Wesley Sparkman
The Tamara D. Grigsby Office for Equity and Inclusion
RE: Observance of Religious Holidays

In order to facilitate public participation, we recommend that you avoid scheduling any meetings on the following religious holidays in 2024:

Ash Wednesday*: Wednesday, February 14

Purim*: Begins at sunset of Saturday, March 23 to nightfall of Sunday, March 24. Avoid meetings March 23.

Maundy Thursday*: Thursday, March 28

Good Friday*: Friday, March 29

Eid-al-Fitr: Begins at sunset of Tuesday, April 9 to Wednesday, April 10. Avoid meetings April 9-10.

Passover: Begins at sunset of Monday, April 22 to nightfall Tuesday, April 30. Avoid meetings April 22-24 and April 27-30. Meetings are acceptable April 25-26.

Shavuot: Begins at sunset of Tuesday, June 11 to nightfall Thursday, June 13. Avoid meetings June 11-13.

Eid-al-Adha: Begins at sunset of Sunday, June 16-Monday, June 17. Avoid meetings June 16-17.

Rosh Hashanah: Begins at sunset of Wednesday, October 2 to nightfall Friday, October 4. Avoid meetings October 2-4.

Yom Kippur: Begins at sunset of Friday, October 11 to nightfall Saturday, October 12. Avoid meetings October 11-12.

Sukkot: Begins at sunset of Wednesday, October 16 to nightfall of Wednesday, October 23. Avoid meetings October 16-19. Meetings are acceptable October 20-22.

Shemini Atzeret & Simchat Torah: Begins at sunset of Wednesday, October 23 to nightfall Friday, October 25. Avoid meetings October 23-25

Diwali*: Thursday, October 31.

Hanukkah*: Begins at sunset Wednesday, December 25 to nightfall Thursday, January 2. Avoid meetings December 28.

If you or your employees believe there are other religious observances that need to be addressed, please feel free to let me know. We are aiming to be cautious and not put anyone in an uncompromising position with meeting responsibilities at work and their most serious religious responsibilities. Please note these are dates where the county may be open for business. Thank you for your cooperation.

**This is not a work-restricted holiday; meetings are permissible unless otherwise specified.*

McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 20, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion regarding planned events for 2024.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

This item is to talk about possible events in 2024 to get some feedback on what the Committee is looking to be involved in. This could be partnerships within existing community events or things we as a Committee plan for. We'll want to include the DEI Strategist within this discussion when they hopefully begin early next year but essentially this can be a head start on that discussion.

FINANCIAL/BUDGET IMPACT:

To be determined through planning discussion.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion.

ATTACHMENTS:

None