

Wednesday, January 17, 2024**6:00 PM****McFarland Municipal Center**
5915 Milwaukee St, McFarland
Community Room

AGENDA

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/84977763376>

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

Webinar ID: 849 7776 3376

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 November 20, 2023 meeting.

4. BUSINESS.

- a. Introduction of the Diversity, Equity, and Inclusion (DEI) Strategist for the Village.
- b. Discuss Opportunities for Community Outreach and Engagement.
- c. Discussion and action to make a recommendation to the Village Board regarding definitions for the 2024 McFarland Observed Holidays.
- d. Discussion regarding a referral from the Village Board to begin board, commission, and committee meetings with a land acknowledgement.

5. SCHEDULE NEXT MEETING DATE.

- a. Monday, February 19, 2024 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, November 20, 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 6:05 PM in the Community Room.

Members present: Stephanie Brassington, Edward Wreh (arrived at 6:07 pm), Angela Bazan, Monica Bruce, Mona Nelson, and Miguel Pena.

Members not present: Ryli Brown.

Staff Present: Village Administrator Matt Schuenke 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.

3. APPROVAL OF MINUTES.

- a. *Motion to approve the minutes of the July 17, 2023 meeting.*
A motion was made by Brassington, seconded by Bazan, for the Diversity, Equity, and Inclusion Committee to approve the minutes of the July 17, 2023 meeting. Motion approved 5 - 0 - 0 by acclamation.
- b. *Motion to approve the minutes of the September 18, 2023 meeting.*
A motion was made by Brassington, seconded by Bazan, for the Diversity, Equity, and Inclusion Committee to approve the minutes of the July 17, 2023 meeting. Motion approved 5 - 0 - 0 by acclamation.

4. BUSINESS.

- a. *Discussion regarding recruitment process for the Diversity, Equity, and Inclusion (DEI) Strategist.*
The Village Administrator presented an update on the recruitment process for the DEI

Strategist and next steps to consider possible candidates. The initial interviews will be virtual with the Administrator, Deputy Administrator/Clerk, and HR Generalist. The second round of interviews will be with the first group plus Trustee Brassington and two members of the DEI Committee. Final interviews then would take place with the Administrator and HR Generalist. The timeline to finalize the hiring process was forecasted prior to the end of the year to begin in 2024. Nelson and Pena volunteered to participate in the second round interviews. No further action was taken.

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

It was requested to delay this item until additional information could be provided. A motion was made by Wreh, seconded by Nelson, for the Diversity, Equity, and Inclusion Committee to defer this item to the next meeting when its scheduled. Motion carried 6 - 0 - 0 by acclamation.

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

The purchase of the signs was supported but it was requested additional education accompany the signs once installed. Following discussion, a motion was made by Brassington, seconded by Nelson, for the Diversity, Equity, and Inclusion Committee to recommend to the Village Board the joint purchase with the McFarland School District for Land Acknowledgment Plaques in the 2024 Budget within the same size and style to match building. Motion carried 6 - 0 - 0 by acclamation.

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

Annually the Village reviews possible conflicts with holidays and meetings/events as direction to Staff to reschedule during recommended times. We have previously followed the same list put forth by Dane County along with the holidays we recognize by policy. Following discussion, a motion was made by Brassington, seconded by Pena, for the Diversity, Equity, and Inclusion Committee to recommend approval to the Village Board regarding scheduling for the 2024 McFarland Observed Holidays. Motion carried 6 - 0 - 0 by acclamation.

e. Discussion regarding planned events for 2024.

This item was presented to begin a discussion on events for 2024. There were no decisions yet and it was meant to be an area for people to provide input on. What is it the group would like to do for events? Things to repeat? Currently, the following priorities were discussed:

- Pride Fest
- Juneteenth
- Community Festival
- Indigenous People's Day
- What else did we want to include or build from?

Continued discussion and talking point on Community outreach and engagement as an ongoing agenda item. Thinking of opportunities for educational booth, speaker/programs within event, community engagement, partnership with school

district. This is aligned with Section 2-461(e) of the essential duties for the Committee and will continue to be discussed at future meetings.

5. SCHEDULE NEXT MEETING DATE.

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

6. ADJOURNMENT.

A motion was made by Wreh, seconded by Nelson, for the Diversity, Equity, and Inclusion Committee to adjourn at 7:05 pm. Motion carried 6 - 0 - 0 by acclimation.

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

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, January 17, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Introduction of the Diversity, Equity, and Inclusion (DEI) Strategist for the Village.

PREVIOUS ACTION:

The DEI Committee recommended approval on the DEI Strategist position description at its meeting on September 18, 2023.

The Village Board approved the position description and authorized filling the vacancy through recruitment at its meeting on October 24, 2023.

ISSUE SUMMARY:

Krystal Johnson has accepted appointment of the position and will begin on January 16th.

Krystal comes to the Village with a management background within banking institutions. Her education is in organizational leadership including certificates in DEI and emergency management. She is planning to be present for our first meeting and will be able to introduce herself to the full group.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action needed on this item. Presented for discussion.

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, January 17, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discuss Opportunities for Community Outreach and Engagement.

PREVIOUS ACTION:

This item was last discussed at the November 20, 2023 meeting.

ISSUE SUMMARY:

As a continuation from our meeting in November, 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.

FINANCIAL/BUDGET IMPACT:

To be determined through planning discussion.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action needed. Presented for discussion.

ATTACHMENTS:

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, January 17, 2024

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding definitions 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.

The DEI Committee recommended approval of the enclosed document at its meeting on November 20, 2023.

The Village Board adopted it at its meeting on November 28, 2023.

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.

The Village Board reviewed this document and did approve it, but with discussion centering around the need for definitions. Specifically, providing definitions as to what a Village specific "meeting" or "event" is so that better guidance is provided to Staff on implementing this policy. The item is presented again to address the need for the additional definitions.

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 definitions to the calendar for Village specific "meetings" and "events" as follows...TBD.

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.*

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, January 17, 2024

SECTION: Staff Reports

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion regarding a referral from 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 acknowledgment.

The matter was introduced to the Committee on November 20, 2023.

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:

Presented for discussion. No action planned at this time.

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