

Tuesday, February 24, 2026

5:30 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 Note: Virtual attendance is offered as a convenience, but technical difficulties beyond the Village's control may prevent or limit its availability at any meeting. The public is encouraged to attend the meeting in person to assure full access to the proceedings.*

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/83521304605>

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

Webinar ID: 835 2130 4605

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

1. CALL TO ORDER.
2. ROLL CALL.
3. PUBLIC APPEARANCES.
 - a. This is an opportunity for attendees to provide public comment on matters that are not on the agenda. Attendees desiring to provide public comment on specific items on the agenda may do so at the time that agenda item is brought up. Zoom attendees wishing to speak should type their name, address, and the relevant agenda item in the Q&A feature within the online meeting platform. Zoom attendees may also register in support or opposition of an item through the Q&A feature. In person attendees 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 public comment. Please adhere to the 3-minute time limit. Written comments will not be read into the record during the meeting but may be sent to village.clerk@mcfarland.wi.us to be included with the agenda materials.
4. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the October 28, 2025 meeting.
5. BUSINESS.
 - a. Discussion on review the vacant DEI Strategist Position.
6. SCHEDULE NEXT MEETING DATE.
 - a. To be determined as needed.
7. 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
Committee of the Whole Minutes

Tuesday, October 28, 2025 - 5:00 PM

1. CALL TO ORDER.

Village President Brassington called the Committee of the Whole meeting of the McFarland Village Board to order at 5:00 pm in the Community Room of the McFarland Municipal Center.

2. ROLL CALL.

Village Board members present: Village Trustee Kathy Annen, Village Trustee Ken Boyd, Village President Stephanie Brassington, Village Trustee Luke Fessler, Village Trustee Alisa Leamy, Village Trustee Miguel Peña, Village Trustee Lowell J. Prill

Village Board members not present: None

Staff Present: Village Administrator Matt Schuenke, Deputy Administrator/Clerk Cassandra Suettinger, Library Director Heidi Cox, and Interim Police Chief Brian Redman.

3. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Committee of the Whole 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 village.clerk@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.

Shawn Miller, 5212 Broadhead Street, spoke in support of the Village taking over the Youth Center as a Village service.

Jean Papalia, get address, spoke in support of the Village taking over the Youth Center as a Village service.

Gus Robak Tiboris, no address provided, spoke in support of the Village taking over the Youth Center as a Village service.

Tom Mooney, 6205 Pheasant Run, spoke in support of the Village taking over the Youth Center as a Village service.

Penny Symmons, 2683 Bruce Parkway, spoke in support of the Village taking over the Youth Center as a Village service.

Laurie Downs, 6021 Exchange St., wrote in Zoom in support of the Village taking over the Youth Center as a Village service.

4. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the June 24, 2025 Committee of the Whole meeting.
Motion by Village President Stephanie Brassington, second by Village Trustee Luke Fessler, to approve the minutes of the June 24, 2025 Committee of the Whole meeting. Motion carries 7 - 0 - 0 by acclamation.

5. BUSINESS.

- a. Discussion regarding transition of McFarland Youth Center transitioning to youth services provided through Village operations.

Library Director Heidi Cox provided an overview of the current services offered to youth and proposed future services if the library were to take on the Youth Center.

Village Administrator Schuenke provided an overview of the budgetary implications of the various proposals to continue Youth Center operations. They were summarized as follows:

1. Youth Center would continue operations at their existing location staying as an independent not for profit organization.
2. Youth Center's operations would remain at the existing location but the service would be provided by the Library with similar programming.
3. Youth Center's operations and location would transition to the Library.
4. A new Department would be created for Youth Services with Staff and other resources identified to provide the service.

The Committee discussed these options and how they would work within our existing operations, spending levels, and other variables. The Committee wanted to continue the discussion to evaluate the impact on the budget and consider possible changes. No further action was taken on the matter.

6. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, October 28, 2025 at 7:00 pm - Regular Village Board
- b. Thursday, October 30, 2025 at 6:00 pm - Special Village Board (Budget Review)
- c. Thursday, November 6, 2025 at 6:00 pm - Special Village Board (Budget Review)
- d. Tuesday, November 11, 2025 at 7:00 pm - Regular Village Board
- e. Tuesday, November 25, 2025 at 7:00 pm - Regular Village Board

7. ADJOURNMENT.

Motion by Village Trustee Miguel Peña, second by Village Trustee Luke Fessler, to adjourn at 6:36 pm. The motion carried 7 - 0 - 0 by acclamation.

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,
Cassandra Suettinger
Deputy Administrator/Clerk



**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, February 24, 2026

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion on review the vacant DEI Strategist Position.

PREVIOUS ACTION:

The Village Board approved the referral at its meeting on February 10, 2026 to begin the discussion with the Committee of the Whole.

ISSUE SUMMARY:

Please find enclosed within the packet the Referral from President Brassington regarding the request to review the DEI Strategist position before we fill the vacancy. We have also provided the existing job description and current organizational chart as background on the location/structure behind the position.

The following is a summary of various tasks and job duties accomplished by the position since its inception:

- Annual Joint Meeting with Village Board
- Annual Observed Holidays Calendar
- Committee Goal Review and Charge/Mission Development
- Community Calendar Review
- Community Relations - Indigenous Solidarity Collective of McFarland, McFarland Equity Project, High School, Ho-Chunk Nation.
- Department Support - Senior Outreach, Community Development, Library, Administration, Public Works
- Development of Equity Framework
- District/High School Engagement
- Drafting DEI Annual Report
- Education and Awareness Campaigns
- Events - Flag Raising, World Day of Cultural Diversity, Inclusive Park Opening, Pride Fest, Juneteenth.
- Flag Raising Policy
- Gender Neutral Restroom Assessment
- Language Access Survey
- Library Program Funding
- Mission, Vision, and Value Statements



- Prejudice in Places Project, Resolution
- SIP Goal Assistance
- Staff Support for DEI Committee
- Training, Professional Development

The plan for the meeting is as follows:

1. Review the Referral Request
2. Discuss the Job Description
3. Outline Next Steps

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion.

ATTACHMENTS:

1. President Brassington 02012026 304 PM (CST)
2. DEI Strategist Position Description - 11.01.2023 FINAL
3. Village Organizational Chart DRAFT 11.27.2023

Village Board Trustee Referral Form

Requested By	President Brassington
Item/Issue Referral	The Village currently has a vacancy for the position of DEI Strategist. Before the Administrator authorizes filling the vacancy we should review our experience with the position including resource allocation, essential job duties and presence within the organizational structure
Action/Referral Request	<p>Areas to Be Evaluated</p> <p>Consideration of a title change that continues to reflect the Village's DEI goals</p> <p>Review and potential adjustment of essential job duties</p> <p>Evaluation of employment status (e.g., full-time, part-time, etc.)</p> <p>Referral and Review Process</p> <p>A referral is requested for the Village Board to take action to transmit this matter to the Committee of the Whole. This referral will allow Board members to discuss the areas identified above and further develop the specific issues they wish to have reviewed.</p> <p>Upon completion of this work by the Committee of the Whole, the request would be transmitted to the DEI Committee for review and recommendation to the Village Board, followed by review and recommendation from the Personnel Committee. The Village Board would then consider the recommendations provided and take action as it deems appropriate prior to moving forward with filling the position vacancy.</p> <p>Interim Direction</p> <p>As part of the Village Board's action to transmit the referral, direction should also be provided that no new or large initiatives be undertaken until a determination has been made regarding how to proceed. Staff time and capacity are currently limited, and existing work is already underway in several areas. These efforts will need to shift, as necessary, to support the development and review of this request.</p>
Request Referral to (Please select all that apply)	<ul style="list-style-type: none">• Committee of the Whole

JOB OVERVIEW	
Job Title	Diversity, Equity, and Inclusion (DEI) Strategist
Department	Administrator
Grade	8
Employment Status	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Limited Term Employment (LTE)
FLSA Status	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt

Our Commitment to Diversity, Equity, and Inclusion (DEI)

Diversity, equity, and inclusion form the basis of our work in the Village of McFarland, WI. We recognize having a diverse and inclusive organization allows us to benefit from a variety of perspectives and strengthens our ability to achieve our mission to best serve the residents of the Village. To promote equity in our community, we must first do the work to ensure our organization is diverse, equitable, and inclusive.

SCOPE OF WORK	
<p>This position is responsible for the advancement of diversity, equity, and inclusion within the Village of McFarland as an organization and a community. This is accomplished through project management, application of best practices, preparation of goals, policy research, program/event development, resource collaboration, building of a training program, and stakeholder engagement in and around the Village. The position also serves as the lead Staff Support for the Diversity, Equity, and Inclusion Committee.</p>	
SUPERVISION	
Received	Performs under the direction and general supervision of the Village Administrator but is expected to exercise a moderate degree of independent judgment in setting work priorities and determining work procedures.
Exercised	None.

ESSENTIAL JOB FUNCTIONS	
<ul style="list-style-type: none"> • Develops and manages initiatives that incorporate best practices in diversity, equity, and inclusion. Ensures that Village initiatives align with its strategic implementation plan and operations in order to contribute to the achievement of the Village’s equity goals. • Serves as staff representation to the Village’s Diversity, Equity, and Inclusion (DEI) Committee, and assists in the implementation of their work within the Village as an organization and community. Provides additional support as needed to the Employee Engagement Committee. • Leads development, implementation, and updates of the Village’s Diversity, Equity, and Inclusion related Goals within the annual Strategic Implementation Plan. • Researches and develops recommendations to plans, programs, ordinances, and policies to support the Village and its diversity, equity, and inclusion efforts. • Establishes and leads Village programming and events, including but not limited to those on diversity, equity, and 	

inclusion. Further monitor and evaluate all programs and events held within the Village, whether internal or external, to analyze issues and provide recommendations to improve engagement between Village staff, community members and community partners.

- Assists Village Departments to review operations from an accessibility perspective; analyzes data; recommends solutions and improvements.
- Assists in managing and monitoring the Village's compliance with Americans with Disabilities Act (ADA), Title VI, and other related federal mandates.
- Collects, analyzes, and reports on DEI related data, including community surveys, employee feedback, and demographic data. Uses this data to assess the effectiveness of DEI initiatives and make evidence-based recommendations.
- Collaborates with Village staff to provide DEI leadership, training, and education to staff and the community.
- Provides communication, resources and support on diversity, equity and inclusion to community members, businesses, and Village employees and serving as liaison between the Village and Community groups.
- Facilitates collaboration of interdepartmental/agency task forces, teams, and working groups; build effective partnerships and open lines of communication with external organizations, both public and private, to support and achieve broad community DEI efforts.
- Assists in project management with Village departments, employees, community members, community groups, school district, and other stakeholders including but not limited to planning, coordinating, and evaluating to improve implementation for a more equitable Village.
- Works closely with Department and Division Heads on routine matters, special projects, board/commission/committee inquiries, and general citizen requests. Includes efforts to assist in the advancement of Departmental goals and objectives within their action plans.
- Serves as a liaison between the Village and School District of McFarland regarding shared diversity, equity, and inclusion initiatives.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

OTHER JOB FUNCTIONS

- Performs related duties as assigned.

REQUIREMENTS OF WORK

- Bachelor's degree in Public Administration, Business, Psychology, Communications, Public Relations, Education, or a related field.
- Minimum of 1 to 3 years' experience in building partnerships with diverse stakeholders in a responsible role advancing social justice and racial equity.
- Experience in DEI, environmental justice, tribal affairs, or related role for an organization in government, non-profit, or the private sector.
- Experience in project management, strategic planning, and research with a demonstrated ability in identifying and implementing solutions.
- Certified Diversity Professional (CDP), Certified Diversity Executive (CDE) or Cornell Certified Diversity Professional (CCDP) or other related diversity certification is a plus.
- Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered.

KNOWLEDGE, ABILITY, AND SKILL

In addition to requirements of work, the individual should also have the following knowledge, abilities, and skills:

Knowledge of	<ul style="list-style-type: none"> • Title VI of the Civil Rights Act, Americans with Disabilities Act, and other relevant federal, state and local laws and mandates. • Racial equity, diversity, and inclusion concepts, societal trends and influences, social and environmental justice, equal employment opportunity, and effective institutional and behavioral change management principles and practice. • The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status. • The basic functions and organization of local municipal government. • Methods and techniques of data collection and analysis.
Ability to	<ul style="list-style-type: none"> • Build trust of community groups and Village staff. • Work effectively under tight deadlines and manage projects independently as both a leader and member of a team with minimum supervision. • Demonstrate and promote cultural sensitivity and competency in all interactions. • Demonstrate competence in working with people from diverse backgrounds across race, gender, ethnicity, language, ability, sexual orientation, and or income levels. • Maintain confidentiality of sensitive information, and an understanding of when confidentiality is required. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors, and the public. • Evaluate situations, identify problems and trends, project consequences of actions, and implement recommendations in support of goals. • Conduct unbiased research on a wide variety of topics. • Research, analyze, and evaluate programs, policies, and procedures. • Attend night and/or weekend meetings, events, or activities outside of normal business hours.
Skill in	<ul style="list-style-type: none"> • Highly effective written and oral communication skills with a strong attention to detail. • Problem solving, conflict resolution, and critical thinking. • Project management. • Public relations.

NECESSARY SPECIAL REQUIREMENTS

- Must possess or be able to obtain a valid Wisconsin driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels; hours beyond the normal work week required; attendance at evening meetings required.

Notes:

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act (ADA), must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village is an equal employment opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature _____

Date_____

Print Name _____

