

Village of Cottage Grove
Meeting

Notice of Public

AD HOC DIVERSITY, EQUITY AND INCLUSION
COMMITTEE

Monday, November 22, 2021

5:30 P.M.

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting <https://us06web.zoom.us/j/84987571749?pwd=Umg4azJlUjBhcXZlUExaMlV0bkJDUT09>. You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID: 849 8757 1749#. When asked for your Participant ID, just press # when asked for the Passcode enter 221. You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: lkalata@village.cottage-grove.wi.us

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. PUBLIC APPEARANCES-Public's Opportunity To Speak About Any Subject That Is Not A Specific Agenda Item
4. Welcome New Members
5. Discuss And Consider Minutes From The October 27, 2021 Meeting.

Documents:

[10-27-21 DEI MINUTES.PDF](#)

6. Discuss Survey Results

Documents:

[HOLIDAY MEETING SURVEY RESULT SUMMARY.PDF](#)

7. Discuss Transient Merchant Form
[FORM](#)

8. Discuss And Consider Student Representative On DEI Committee.

Documents:

[STUDENT REP MEMO DEI.PDF](#)

9. Upcoming Events
10. Future Agenda Items.
11. Set Next Meeting Date.
12. Adjournment

This agenda has been prepared by Staff and approved by the Chair of the Ad Hoc Diversity, Equity and Inclusion Committee for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies 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.

AD HOC DIVERSITY, EQUITY AND INCLUSION COMMITTEE

Wednesday, October 27, 2021

5:30 P.M.

1. Call To Order. Meeting called to order at 5:32 p.m. Members present were Chair Sarah Valencia, Melissa Ratcliff, Trista Taylor, Justin Neal, Andrew Litt and Matthew Wagner. JJ Larson, Matthew Giese, Alicia Richmond, and Lisa Kalata were also present.
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. PUBLIC APPEARANCES-Public's Opportunity To Speak About Any Subject That Is Not A Specific Agenda Item. None.
4. Discuss And Consider Minutes From The September 29, 2021 Meeting. Motion to approve the Minutes by Wagner, second by Taylor. Motion approved 6-0-0.
5. Discuss and Consider Use of 2021 Budget Funds for Translation of Commonly Used Forms. Discussion about website has translation services for the forms. The website just has to be built out. Will review forms to have professionally translated for our next meeting that are more in depth rather than just have the forms go through google translate.
6. Discuss And Consider Survey Question to Send to Village Committee Members Regarding DEI Considerations. Four questions reviewed with Question 1 revised slightly, will be emailed by Deputy Administrator Larson via a Survey Monkey to Village Committee members on October 28 and then a week after so the results are available at the November DEI committee meeting for review. Second by Valencia. Motion passed 6-0-0.
7. Upcoming Events Halloween Party MGHS BSU Fundraiser at Doundrins Distilling on October 29th.
8. Future Agenda Items. Forms to translate; Tribal Lands acknowledgement; Transient Merchant ordinance; review survey of committee members results.
9. Adjournment. Motion to adjourn by Wagner, second by Valencia. Motion passed 6-0-0. Meeting adjourned at 5:55 p.m.



Staff Report

MEMO DATE: November 17, 2021

TO: Ad Hoc Diversity, Equity & Inclusion Committee

FROM: JJ Larson, Director of Public Works/Deputy Administrator

RE: Holidays & public meetings survey summary

BACKGROUND

This short, 5-question survey was sent to all Village elected officials and citizen members of every Village committee and commission to gauge opinion on meetings and their potential conflicts with holidays throughout the year.

The survey had a response rate of 47%; it was sent to 64 people with 30 people responding to at least some portion of the questions.

OVERVIEW

The entirety of the survey responses are below to guide this Committee's discussion.

SURVEY RESULTS

1. Have you missed a meeting due to a religious holiday conflict or missed participating in a religious holiday due to a Village meeting?

| | | |
|------------------------------------|----|------|
| Yes, I've missed a Village meeting | 0 | 0% |
| Yes, I've missed a holiday | 0 | 0% |
| No | 30 | 100% |

2. Should the Village try to avoid scheduling meetings on religious holidays?

| | | |
|-----|----|-----|
| Yes | 20 | 71% |
| No | 8 | 29% |



3. On which holidays should meetings never be scheduled?

1. We talk about scheduling the next meeting a month in advance to make sure everyone can attend!!
2. Christmas
3. Thanksgiving Christmas New Years
4. Christmas and Christmas Eve, Easter, Good Friday, Maundy Thursday, Ash Wednesday
5. All the major holidays such as Thanksgiving, Christmas, New Years, 4th of July, Memorial / Labor Day (and potentially the Eve's of these holidays)
6. Any that fall on a business day.
7. Christmas, New Years, Labor, 4th of July, Memorial, Thanksgiving
8. Christmas eve, new year's eve and 4th of July, August 14, Easter
9. Christmas
10. In addition to the already recognized National Holidays, any holiday that is celebrated for any religion and any ethnic group or race should be observed.
11. Christmas
12. Just the big ones
13. Min WI public holidays
14. No preference
15. Thanksgiving, New Year's Day and Christmas
16. Federally observed holidays
17. Hanukah, Christmas
18. All holidays that are recognized by the Federal Government
19. Christmas, Easter, Halloween, Thanksgiving, New Year's Day and Eve July 4th,
MLK Day, xmas eve, memorial day, labor day, Columbus day.
20. I feel that all major religious holidays should be honored.
21. Christmas
22. Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas
23. Christmas, MLK, Independence Day, Memorial Day, Thanksgiving
24. Try to avoid all religious holidays and federal holidays



4. If you feel the Village should avoid religious holidays, which religious calendars do you feel should be taken into consideration?

1. All
2. Easter
3. Christian, Jewish, Muslim
4. There are many religious calendars to follow so it would be hard to choose. I think the US holidays for sure and then maybe ad hoc such as MLK day, etc.
5. All
6. All religions. Not one faith or belief is more important than another.
7. Not sure how many religious calendars are available?
8. Wi public holiday list is Christian focused, I think there should be discussion of being inclusive of other religious celebrations (i.e. Chinese New Year, Yom Kippur) but ALSO other observances (Juneteenth, Patriot Day, Indigenous Peoples, National Coming Out, etc.).
9. No preference
10. Christian Calendar
11. Any religious calendar in which a public servant has affiliation to
12. As many as reasonably feasible
13. Christian
14. Christmas and Easter
15. Holidays observed by government
16. I feel all, I don't think just mine but others.
17. Good Friday, Christmas
18. Jewish & Christian
19. All

5. Please share any additional comments

1. Thanks
2. Please do what is right not what might be the majority.
3. None
4. Avoiding religious holidays and other observances increases the chances that individuals in the community will be able to attend meetings w/o conflict. You could consider floating holidays for staff?
5. I don't recall this ever being an issue.
6. Thanks
7. Thought this was an easy question until I looked up all the potential religious holidays out there. Most holidays though give a Monday or Friday off. Perhaps avoiding those dates for larger committees may avoid the problem all-together. Smaller committees can navigate the issue individually.
8. Having a meeting on July 5th this year seemed silly to me because most workers were off that day because the 4th fell on a Sunday. Made it difficult for citizens to attend because they had family plans in my opinion.
9. I'm not familiar enough with non-Christian holidays to add others.
10. None
11. None



Village Trustee Memo

MEMO Date: November 17, 2021

Meeting Date: Diversity, Equity & Inclusion Committee November 22, 2021

TO: Diversity, Equity & Inclusion Committee Members

FROM: Village Trustee Melissa Ratcliff

RE: Student Representatives

OVERVIEW /BACKGROUND :

Student representatives in local government can add a new perspective to committees and help them to get interested and involved in local government when they are older. Student representatives can provide a new aspect to our discussions on committees.

Other Boards and Councils have included student representatives on certain levels in their respective governmental bodies. The Village Board requested the Parks & Recreation and Diversity, Equity and Inclusion Committees discuss the possibility of having a student representative on their committees and bring back their recommendations to the Village Board for further consideration.

This would be a one year type of pilot project to see how the response is to a student representative. At the end of the year, the Village Board would discuss keeping student representatives and/or possibly expanding student representatives on other committees.