



**Agenda**  
**Human Relations Commission**  
**August 8, 2019, 6:30 P.M.**  
**Village Committee Room**  
3930 North Murray Avenue, Shorewood, WI

1. Call to order
2. Consider Approval of June 13, 2019 minutes
3. Public Comments
4. Discuss Observations in the Community
5. Staff Liaison Updates
6. Consider Recommendation on Holiday Decorations Policy
7. Discuss Presenting at the Shorewood Farmers Market
8. Discuss Upcoming Facilitated Review of HRC
9. Report from Sub-committee Groups
  - a. Education, Programming, and Outreach
  - b. Process, Policy, and Legislative Review
  - c. Data Analytics, Documentation, and Reporting
10. Future Agenda Topics and Speakers
11. Adjournment

**DATED** at Shorewood, Wisconsin, this 2nd day of August, 2019,

**VILLAGE OF SHOREWOOD**  
Sara Bruckman, CMC/WCMC  
Village Clerk

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. Should you have any questions or comments regarding any items on this agenda, please contact the Village Manager's Office at 847-2700. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals.



# Human Relations Commission

## Minutes

June 13, 2019 6:30 P.M.

Village Hall

3930 N. Murray Avenue, Shorewood, WI 53211

### 1. Call to order.

The meeting was called to order at 6:37 p.m.

Members present: Sharveta Parker, Kerri Balliet, Sarah Spencer, Jesse Dercks, and student members Mira Lee Prabhu and Julia Appel

Others present: Assistant Village Manager Tyler Burkart, Trustee Davida Amenta, Lt. Thomas Liebenthal, Matt Weiss, Natraj Shanker, Mike Huth, Joe Pliner, Ana Belen Duran, Marie Britebock, Eileen Lauer, Aaron Schuetz

Members not present: McKenzie Edmonds, Gladys Mitchell-Walthour (excused to attend School District meet and greet of the Director of Equity candidates)

### 2. Consider Approval of April 11, 2019 minutes

Ms. Balliet moved to approve the April 11 minutes. Motion seconded by Ms. Dercks. Motion approved by a 4-0 vote.

### 3. Public Comments

No public comments.

### 4. Discuss Observations in the Community

Ms. Appel mentioned the Village will be considering the adoption of an ordinance against conversion therapy for June 17.

### 5. Staff Liaison Updates

The Farmers Market will have an open table for public groups to present and engage with residents. Ms. Parker signed the Commission up for July 7. Ms. Barriet and Ms. Spencer volunteered to be there. A few representatives of the Commission should be there with materials to share informing community members of the Commission. There will be a special meeting on Tuesday, June 18 at 6 p.m. to interview candidates for the HRC opening. A few Commission members will need to be in attendance. The Village Board is asking for the HRC's recommendation on which individual to appoint. Mr. Burkart recommends looking for more policy focused individuals to provide further assistance on the policies waiting for HRC recommendation for the Village Board to consider. The community survey results are in. A total of 781 responses were received. Mr. Burkart is looking through the data and will provide to the Data sub-committee for their July sub-committee meeting. Lastly, the HRC's annual report and priorities was submitted to the Village Board. The Village Board will meet on June 24 to review all reports and discuss future initiatives.

**6. Discuss Next Steps for Diversity Dining Event**

Ms. Balliet provided a report on the diversity dining event. To target and reach out to businesses, the Education Subcommittee generated a letter to send out. The Committee determined August 8 to be the deadline to receive funding commitments.

**7. Discuss Developing Annual Report of Community Incidents**

Mr. Burkart mentioned the ordinance requires the Commission to complete an annual report that documents the community incidents brought forward to the Human Relations Commission. The Commission discussed how they would document the number of incidents, especially ones that haven't been reported to the Commission. It was recommended for the Data Subcommittee to put together the report prior to the completion of the annual report. Commission members should continue communicating incidents in the "discuss observations in the community" part of the meeting. In addition, there was discussion about the Committee formulating another process or diversity forum for community members to report incidents. There was also discussion about producing a form to place on the Village website for incidents to also be reported to the Commission, which the Data Subcommittee will take a closer look at in July.

**8. Discuss Student Representation and Voting Rights**

Mr. Dercks mentioned the desire to allow the two student members to have two votes. The Commission directed Mr. Burkart to amend the ordinance and propose it to the Village Board. Ms. Spencer moves to amend the ordinance to allow voting rights for students, specifically two students to have two votes. Mr. Dercks seconds the motion. The motion approved 4-0.

**9. Report from Sub-Committee Groups**

a. Education, Programming, and Outreach

The subcommittee will pick a date and plan for a diversity forum in September. Mr. Dercks mentioned he would be able to moderate. The subcommittee would like to meet with the LGBTQ ally student group at a future date. Members of the subcommittee will also be doing ride-alongs and would like a Shorewood Today article summarize their experience. There is discussion on setting up training for inclusivity for Village officials and Commission members.

b. Process, Policy, and Legislative Review

There was a brief update on the holiday decoration policy. The policy will be back on the full Commission in August asking for a final recommendation on the policy.

c. Data Analytics, Documentation, and Reporting

Mr. Weiss was in attendance to provide a data subcommittee update. They will be taking a closer look at social media data and any information that could be provided through Village hiring processes. The subcommittee is also considering a recommendation for HRC members to attend block parties and use that as an opportunity to discuss HRC items and further resources.

**10. Future Agenda Topics and Speakers**

Lt. Liebenthal provided an update from the Police Department. There was a recent diversity training that officers went through, including proper pronouns, identity, and ways to address hate crimes.

**11. Adjournment**

Ms. Parker moved to adjourn the meeting. Motion seconded by Ms. Balliet. Motion approved by 4-0 vote. Meeting adjourned at 8:10 p.m.

Respectfully submitted by,

Tyler Burkart  
Assistant Village Manager



<b>Policy No.</b>	<b>Page: 1</b>	<b>Page 1 of 2</b>
<b>Title:</b>	<b>Holiday Decorations</b>	
<b>Authority:</b>	<b>Shorewood Village Board</b>	

The Village Board is adopting Policy No. \_\_\_\_\_ for the purpose of establishing guidelines for the display of holiday themed decorations in public buildings and spaces.

Religious and secular decorations can help create a more festive and celebratory environment within the Village. When these decorations are done well, they can add a personal touch without compromising the actual reason a person is in a Village building.

While the importance of holidays is recognized by the Village, safety, professionalism, thoughtfulness and inclusivity must continue to be primary concerns.

Public buildings and spaces, as defined for this policy, is defined as areas including but not limited to: all Village-owned buildings (Village Hall, Village Center, Public Works and Police Department) and their associated parking lots, the open space in between Village Hall and Village Center, Wood Square and other public spaces and public right-of-ways.

Therefore, it is the policy of the Village of Shorewood to allow any person, organization or group to *display religious and secular holiday themed decorations in the designated area of the public arcade at Wood Square only*. This action will be administered by the following:

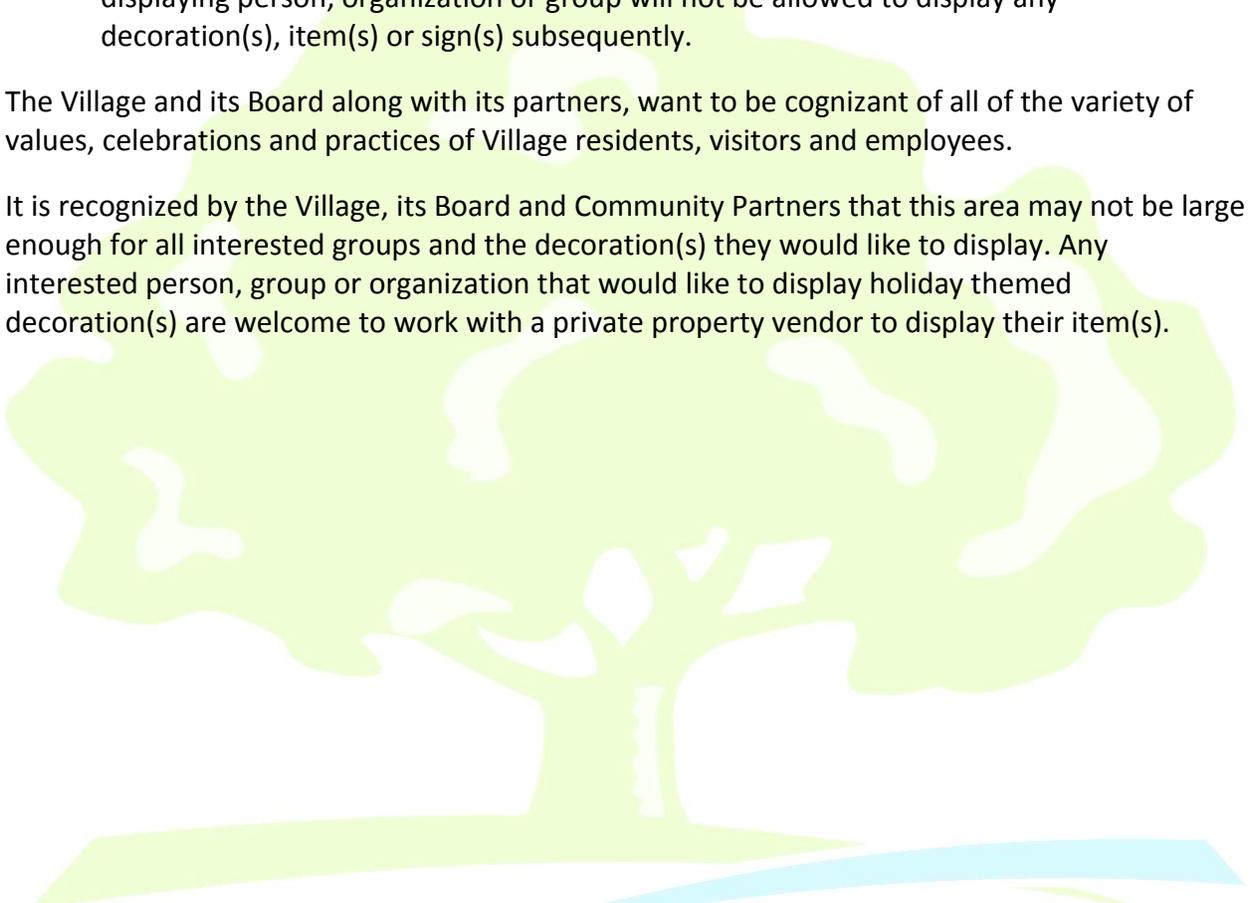
- The interested group will submit a written proposal that includes location, description of decoration(s), and any other pertinent information to the Village Business Improvement District (BID) Director. It is noted in this policy that the area may be limited based on size, available space, public right-of-way and timing of the request.
- If more information is required, an appropriate representative will reach out to the interested person, organization or group to acquire said information.
- Said request must be received by the second Monday of November and if/when approved, the decoration(s) may be displayed December 1 to December 31. After which, the person, group or organization responsible for displaying must remove the decoration(s).
- The interested person, group or organization must apply for a Special Privilege Permit with the Village and the permit approved by the Village Board two weeks prior to displaying their decoration(s) or item(s).
- It is recognized, by all parties involved, that the Village and Business Improvement District are not responsible for any damage to the displayed item, whether it be caused by inclement weather, vandalism or any other factor.
- Decoration(s) must not be tacked, glued, nailed or installed to any surface in a way that could cause any property damage. Once in place, the decorations must not cause a tripping fire or safety hazard and cannot visually or physically block any fire protection

equipment, emergency system devices (alarms, sprinklers, extinguishers, etc.) or fire exit pathways.

- The decoration(s), once installed, must be silent and only display inanimate, non-human objects.
- The Village and/or their representatives reserves the right to remove any decoration or item for any reason they deem necessary.
- Any decoration displayed that includes a message (explicitly, implied or otherwise) that is hateful, offensive or divisive will not be tolerated. The item(s) will be removed and the displaying person, organization or group will not be allowed to display any decoration(s), item(s) or sign(s) subsequently.

The Village and its Board along with its partners, want to be cognizant of all of the variety of values, celebrations and practices of Village residents, visitors and employees.

It is recognized by the Village, its Board and Community Partners that this area may not be large enough for all interested groups and the decoration(s) they would like to display. Any interested person, group or organization that would like to display holiday themed decoration(s) are welcome to work with a private property vendor to display their item(s).



Shorewood



<b>Policy No.</b>	<b>Page: 1</b>	<b>Page 1 of 2</b>
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While the importance of holidays is recognized by the Village, safety, professionalism, thoughtfulness and inclusivity must continue to be primary concerns.

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Therefore, it is the policy of the Village of Shorewood to allow any person, organization or group to display *any secular symbol of the Holiday season such as (Christmas Trees, wreaths, etc.) in the designated area of the public arcade at Wood Square.* As legally defined, trees and wreaths are considered secular and do not fall under the category of discriminatory. Any religious symbol of the Holiday is not permitted and will be subject to removal.

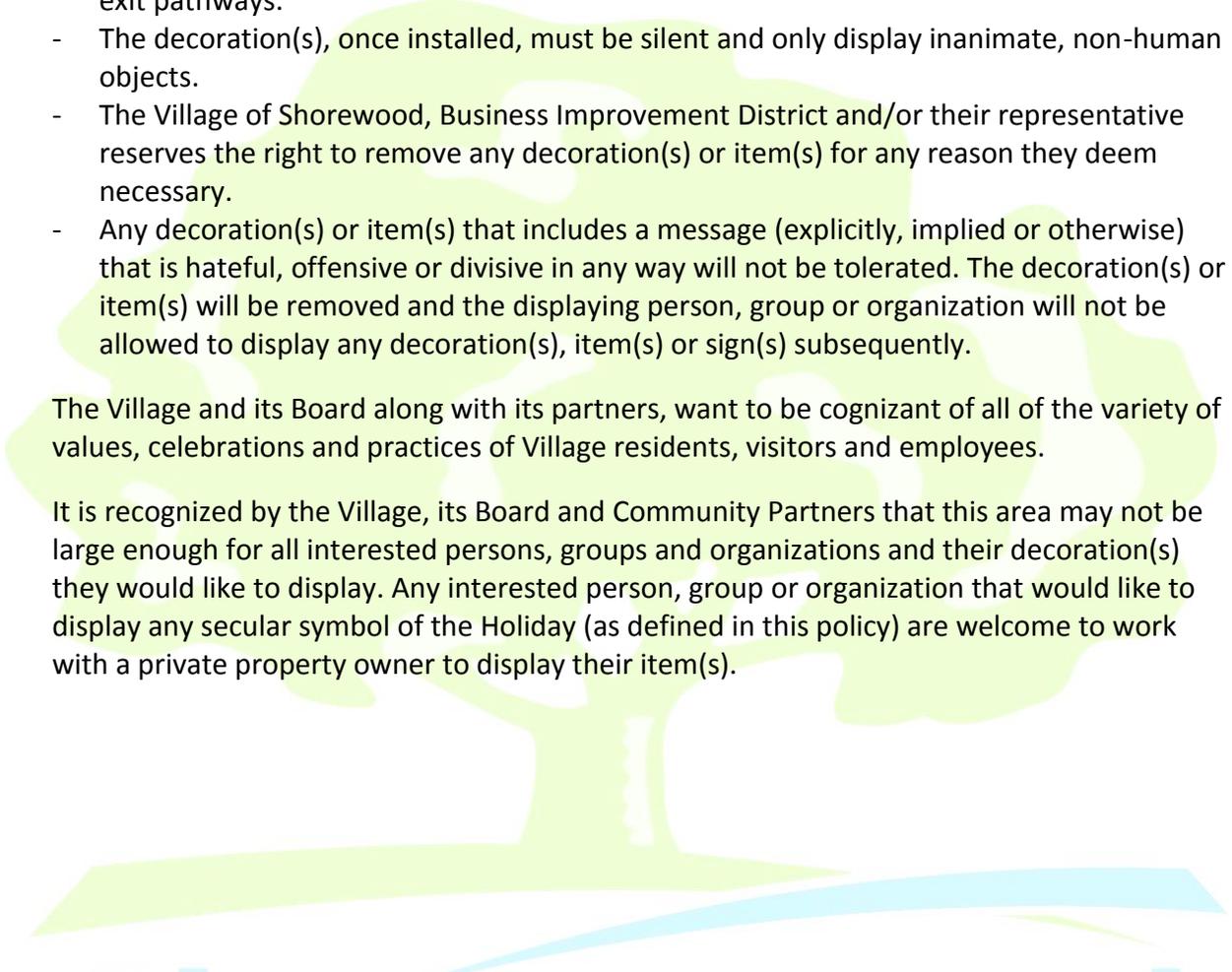
In order to display the interested person's, group's or organization's decoration(s), the following criteria must be followed:

- The interested person, group or organization will submit a written proposal that includes location, description of the decoration(s) and any other pertinent information to the Village Business Improvement (BID) Director. It is noted in this policy that the area may be limited based on size, available space, public right-of-way concerns and timing of the request.
- If more information is required, an appropriate representative will reach out to the interested person, group or organization to acquire said information.
- Said request must be received by the second Monday of November and if/when approved, the decoration(s) may be display December 1 to December 31. After which, the person, group or organization responsible for displaying must remove the decoration(s).
- The interested person, group or organization must apply for a Special Privilege Permit with the Village and the permit must be approved by the Village Board two weeks prior to install or display.

- It is recognized, by all parties involved, that the Village of Shorewood and its Business Improvement District (BID) are not responsible for any damage to the displayed item, whether that be caused by inclement weather, vandalism or any other factor.
- Decoration(s) cannot be tacked, glued, nailed or installed to any surface in a way that could cause any property damage. Once in place, decorations, must not cause a tripping, fire or safety hazard and cannot visually or physically block any fire protection equipment, emergency system devices (alarms, sprinklers, extinguishers, etc.) or fire exit pathways.
- The decoration(s), once installed, must be silent and only display inanimate, non-human objects.
- The Village of Shorewood, Business Improvement District and/or their representative reserves the right to remove any decoration(s) or item(s) for any reason they deem necessary.
- Any decoration(s) or item(s) that includes a message (explicitly, implied or otherwise) that is hateful, offensive or divisive in any way will not be tolerated. The decoration(s) or item(s) will be removed and the displaying person, group or organization will not be allowed to display any decoration(s), item(s) or sign(s) subsequently.

The Village and its Board along with its partners, want to be cognizant of all of the variety of values, celebrations and practices of Village residents, visitors and employees.

It is recognized by the Village, its Board and Community Partners that this area may not be large enough for all interested persons, groups and organizations and their decoration(s) they would like to display. Any interested person, group or organization that would like to display any secular symbol of the Holiday (as defined in this policy) are welcome to work with a private property owner to display their item(s).



# Shorewood



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The Village and its Board along with its partners, want to be cognizant of all of the variety of values, celebrations and practices of Village residents, visitors and employees.

Therefore, it is the policy of the Village of Shorewood to not allow any person, organization or group to display any religious or secular holiday themed decoration(s) in public buildings and spaces.

Any interested party that would like to do so, is welcome to find a partner on private property to legally and safely display their desired decoration(s) outside of the public right of way.

# Shorewood

# Shorewood Human Relations Commission

## Why Do we Exist?

The Human Relations Commission is service of the Village of Shorewood that provides a forum for community members to create an environment that:

- Values human dignity and respect
- Protects human and civil rights
- Strengthen and build community relations
- Creates a safe environment for all community members to share, bad or good, experiences they may have had in the community related to human dignity and respect, human rights and civil right

## Who are we?

We have been appointed by the Village Board with the Village President being accountable. We consist of members of the Village Board of Trustees, Assistant Manager, Police Department, School District, High Schools Students and sub-committee chairs.

The Sub committees are Policy, Data and Education

## What do the Sub committees do?

- Policy subcommittee: Need a brief write-up
- Data Subcommittee: Need a brief write up
- Education subcommittee has two roles. The first, is to listen, learn and act on human relations challenges that Shorewood faces. The second, is to create opportunities for dialogue between community members through the proposed Diverse Dining event and a Diversity Forum/Panel Discussion.

For more Information about the HRC or if you would like to bring any issues or recommendations to the HRC's attention please contact: XXXXXXXX