



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Community Affairs/Council Policy Committee of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time and location given below.

Meeting of the: **COMMUNITY AFFAIRS/COUNCIL POLICY OF THE CITY OF STOUGHTON**
Date /Time: **Thursday, April 4, 2013 @6:00 p.m.**
Location: **Ed Overland Room/City Hall (381 E Main St, Stoughton WI 53589)**
Members: **David Kneebone, Greg Jenson, Paul Lawrence, Tom Selsor, Mayor Olson (ex-officio)**

*Note-For security reasons, the front doors of the City Hall building (including the elevator door) will be locked after 4:30 p.m. If you need to enter City Hall after that time, please use the entrance on the east side of City Hall (the planning department door). If you are physically challenged and are in need of the elevator or other assistance, please call 873-6677 prior to 4:30 p.m.

Item #	CALL TO ORDER
1.	Communications

Item #	OLD BUSINESS
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Item #	NEW BUSINESS
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|----|---|
| 2. | Minutes of February 5, 2013 |
| 3. | Senior Center Annual Report |
| 4. | Seniors in Need Year End Report |
| 5. | Review/clarify language to amend Rules of the Common Council & Standing Committees regarding quorum required for all city committee meetings. |
| 6. | Discussion/Review Council Orientation Binder |
| 7. | Future agenda item(s) |

cc: Mayor Olson, Utilities Director Bob Kardasz, Senior Center Director Cindy McGlynn, City Council Members, Department Heads, City Attorney, Stoughton Newspapers/Wi State Journal, Deputy Clerk Pili Hougan, Library Administrative Assistant Debbie Myren, Bill Livick oregonobserver@wcinet.com

Note-An expanded meeting may constitute a quorum of the Council.

ADJOURNMENT

COMMUNITY AFFAIRS/COUNCIL POLICY MEETING MINUTES
Tuesday, February 5, 6:00 p.m.
Hall of Fame Room, City of Stoughton, WI

Present: Alderpersons David Kneebone, Greg Jenson, Paul Lawrence

Others in attendance: Mayor Donna Olson, Alderperson Tim Swadley, Deputy Clerk Pili Hougan

Call to Order: The meeting was called to order at 6:00 p.m. by Chair Jenson.

Communications: None.

Review and recommend possible changes to O-19-2011 Rules of the Common Council: Jenson summarized the proposed changes to the Rules. Attorney Matt Dregne had made changes to the language of the Rules to improve clarity. The committee reviewed the proposed amendments to the Rules. The committee made an amendment to the revised Rules- Instead of five days prior, the Council packet & agenda will be available by 5:00 p.m. the Thursday prior to the council meeting, unless otherwise noted. If the packet and agenda are not available, the clerk will send an email to notify the members of the council. Moved by Lawrence, second by Kneebone to approve as amended. All in favor.

Minutes of December 4, 2012: Moved by Lawrence, second by Kneebone, to approve the minutes of December 4 as presented. All in favor.

Food Pantry budget: Budget was reviewed. No action taken.

Future agenda items: For February, discussion and review of Council Orientation Binder.

Moved by Lawrence, second by Kneebone, to adjourn the meeting at 6:45. All in favor.

Respectfully Submitted,

Pili Hougan, Deputy City Clerk

Stoughton Area 2012 Seniors In Need Year End Report

The Seniors in Need committee and fund was established in order to help senior citizens continue to live independently with an improved quality of life and to have essential services or vital needs met. Without this assistance they could be forced into homelessness, declining physical or mental health or even into institutional care.

The following services were provided to seniors who are the most frail and financially challenged of our community in 2012.

- Rent/Mortgage Payment Assistance – 10 persons helped
- Medical Bills - 2 persons helped
- Farm Market Food Vouchers – 50 persons helped
- Home Health Products/Services – 7 persons helped
- Phone/Utility Bill Payment – 13 persons helped
- Medications – 2 persons helped
- Car repairs/payments – 5 person helped
- Dental Bill Payment Assistance – 11 person helped
- Home Repair– 3 persons helped
- Hearing Aid assistance - 1 persons helped
- Eye Glasses – 2 persons helped
- Transportation – 2 people helped

2012 Donations/Grants: \$21,545.00

2012 Expenditures: \$33,552.00

The members of the Seniors in Need Committee are:

Cindy McGlynn, Chair person

Pam Griggs, Secretary

Mary Lou Fendrick

Polly Schnese

Evelyn Kahl

Cathy Rigdon

Susan Albright

Ted Ormond

Kathy Ziemba

Donna Olson, Mayor City of Stoughton

Maria Hougan

From: Greg Jenson
Sent: Thursday, February 21, 2013 12:33 PM
To: Maria Hougan
Cc: Donna Olson; Rodney J. Scheel
Subject: FW: Rules of the Common Council and Standing Committees
Attachments: R-21-2013-Rules of the Common Council-2-12-2013.docx; image001.jpg

HI Pili;

Please add discussion item regarding committee quorum to the next CA/CP agenda as we discussed.

Thanks,

Greg Jenson
City of Stoughton
3rd Dist Alderperson
Council Vice-President
(608)206-3170
gjenson@ci.stoughton.wi.us

From: Rodney J. Scheel
Sent: Tuesday, February 19, 2013 6:43 AM
To: Greg Jenson
Cc: Donna Olson; Michael Stacey
Subject: FW: Rules of the Common Council and Standing Committees

Recently there has been some discussion about meetings that start and continue without a quorum. We discussed this with City Attorney Matt Dregne and it appears our ordinances and policies do not directly cover this situation; making it an appropriate policy decision. Some committees/commissions continue to meet for hours without a quorum.

Setting:

Staff attends many meetings. Some meetings have continued and discussed items on the agenda when a quorum is not present.

Observations:

The minutes document that a quorum was not present. The committee/commission is not taking action, but often debate the merits of items on the agenda. At a future meeting when a quorum is present, the committee/commission is likely to take action on the items. Unfortunately, the spirit and nature of the discussion that occurred in previous meetings without a quorum is not likely to be restated or completely captured. Therefore, the people who attended the meeting are likely to have more information and background on an item than the balance of the committee. It seems in the spirit of being "open to the public", the presentation of material and debate should only be held in the presence of a quorum of the committee.

A meeting that continues with the lack of a quorum does waste time for the people attending the meeting. The folks then need to sit through the presentation of the material again and participate in the debate again; admittedly it is likely less of a presentation and debate the second time. This includes staff who attend meetings to present materials and often are required to take minutes.

I suggest that this is not efficient or "open."

Recommendation:

Add language to the City policies that requires City committees/commissions to not open a meeting or continue a meeting without a quorum. It is hopeful that this will also reinforce the importance to attend meetings whenever possible so City business can be conducted in an efficient, open process.

Thank you for your consideration and let me know if you would like to discuss this topic.

Rodney Scheel
City of Stoughton
Director of Planning & Development
608.873.6619
rjscheel@ci.stoughton.wi.us

From: Maria Hougan
Sent: Monday, February 18, 2013 4:16 PM
To: Leadership Team; Council; 'tas46@aol.com'
Subject: Rules of the Common Council and Standing Committees

Good Afternoon,

At last week's meeting, Council adopted the revised Rules of the Common Council and Standing Committees. The newly revised Rules are attached.

Thank you.

Maria (Pili) Hougan, WMCA, WCMC
Deputy City Clerk/City of Stoughton
Staff Representative to Public Safety Committee Staff Representative to Community
Affairs/Council Policy
608-646-0423
[cid:image001.jpg@01CE0DF2.B1616580]

ROBERT'S RULES OF ORDER

able time in advance in or with the meeting notice or an oral announcement (if the group meets at least quarterly) made by any member at the immediately preceding meeting. The announcement must give the purport of the motion in accurate and complete terms, but it does not have to give the precise text. The oral announcement is repeated by the chair and recorded in the minutes. The written announcement is given by the secretary, upon request of a member, the same number of days in advance as would be the case for the notice of a meeting. The organization may provide by rule that the notice include the precise text, but it is seldom wise to do so. The notice of a motion limits the extent to which it can be amended; if it is amended beyond the scope of the notice, then the notice becomes invalid. The only motions *requiring* previous notice are motions to amend the bylaws or the rules of order (that is, to adopt special rules of order); other motions to amend after adoption optionally have previous notice.

* **45. Quorum.** A quorum is the minimum number of members who must be present at a meeting for the transaction of business. Unless there is a rule to the contrary, a quorum is a majority of the members. It is usual, however, to adopt a much smaller number, the quorum often being less than one-twentieth of the members. An organization's quorum for meetings must be set in its bylaws, preferably as a fraction or a percentage rather than an absolute number.

While a quorum is competent to transact business, it is usually not prudent to transact important business unless there is a good attendance at the meeting.

The presiding officer should not take the chair until a quorum is present, unless there is no hope that a quorum will appear. When a quorum is present, the chair does not

MEETING, SESSION, NOTICE, AND QUORUM

need to announce that fact unless asked. If a quorum is not present after waiting a reasonable period of time, the presiding officer should take the chair, call the meeting to order, announce the absence of a quorum, and entertain a motion to adjourn, to fix the time to which to adjourn, to recess, or to take measures to obtain a quorum. The same procedure is required if the chair notices the absence of a quorum during a meeting, either upon the chair's initiative or upon that of a member. If no member makes a point of no quorum (a point of order that no quorum is present), the chair, noticing that a quorum is no longer present, may allow debate to continue, but he should not allow any vote to be taken, except as specified above.

In committee of the whole, the quorum is the same as in the assembly; in any other committee or in a board, the quorum is a majority, unless the assembly specifies otherwise.

The rule regarding a quorum cannot be suspended, even by a unanimous vote, and it is both wrong and dangerous to transact business in the absence of a quorum.

There is no requirement, however, that a quorum vote on any given motion; it is entirely possible that members will abstain, and the rule of the quorum is merely that the members be present, not that they vote.

RESOLUTION OF THE COMMON COUNCIL

Authorizing Council approval of the revised Rules of the Common Council , Standing & City Committees

Committee Action: CA CP 4-0 with Mayor voting

Fiscal Impact: None

File Number: R- 21-2013

Date Adopted: 2-12-2013

WHEREAS, the CA/CP Committee reviewed proposed amendments to the Rules of the Common Council and Standing Committees, and

WHEREAS, your CA/CP Committee approved the amendments to the Rules of the Common Council and Standing Committees, now therefore

BE IT RESOLVED by the Common Council of the City of Stoughton that the Council approve the amendments to the Rules of the Common Council and Standing Committees as presented.

Council Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

Donna Olson, Mayor

Date

Council Action: _____ ☐ **Override** **Vote** _____

Do we need
change the title
to say City
Committees ?

Rules of the Common Council and Standing Committees
City of Stoughton, Wisconsin
Adopted February 12, 2013_

Adopted pursuant to the authority granted in Wis. Stat. § 62.11(3).

Rule 1. MEETINGS

A. Regular Meetings

1. Following the spring election of each year, the Common Council shall meet on the third Tuesday of April for the purpose of organization. Regular meetings of the Common Council shall be held on the second and fourth Tuesday of every month at 7:00 pm, in the council chambers.
2. If any meeting date, as fixed by paragraph (1) above, falls on a legal holiday or election day, the meeting shall instead be held on the first business day succeeding that holiday or election day at the same hours and place, unless the meeting is cancelled or another date is specified by the council president.

B. Special Meetings

1. The mayor or council president may call special meetings by written notice to each council member and the mayor. The notice shall be delivered to all council members either personally, electronically to those who have consented to electronic delivery of notices from the city, or left at their usual abode at least 24 hours before the meeting, unless for good cause a 24-hour notice is impossible or impractical. In that case, a shorter notice may be given, but the notice may not at any time be provided less than 6 hours in advance of the meeting. The notice shall specify the time, place, and purpose of the meeting. Attendance by any council member is a waiver of any defect of notice.

C. Adjournment

Any council member may move to adjourn a meeting. If any agenda item is not considered before a motion to adjourn, it shall automatically be referred to the council's next regular meeting, unless the motion provides for a specific date and hour.

Rule 2. QUORUM REQUIRED

A quorum is necessary for the transaction of any council business. Two-thirds of all members of the council shall constitute a quorum. In determining whether a quorum is present, neither vacancies nor the mayor shall be included in calculating the number of members of the council or in calculating the number of members present.

Rule 3. PRESIDING OFFICER

A. Designation Of

The mayor shall be the presiding officer of the meetings of the council. In the absence of the mayor, the president of the council shall preside at the meetings of the council. If both the mayor and the council president are absent, the vice president of the council shall preside at the meetings of the council. If the mayor, council president, and vice president are absent, the clerk shall call the council to order and preside until the council selects a member to preside at the meeting.

B. Function

The presiding officer shall preserve order, conduct the proceedings of the council, and be its parliamentarian. If a member does not follow the council's parliamentary rules, the presiding officer may, on his or her own motion, or shall, at any members' request, call the offending member to order. The council, if appealed to, shall decide the matter.

C. Question of Order

Any alderperson may raise a point, or question of order. The question of order must be raised at the time the alleged breach of order occurs. The presiding officer may confer with legal counsel during the meeting. The presiding officer shall, in turn, immediately rule on the question of order, subject to an appeal by a member to the council. The appeal may be sustained by a majority vote of the members present, exclusive of the presiding officer.

D. Motion

The mayor or other presiding officer may speak on any question. If the mayor or other presiding officer wishes to make a motion, he or she must first vacate the chair while the motion is pending. If the mayor or other presiding officer vacates the chair while a motion is pending, the next officer in line to preside at the meeting shall preside while the motion is pending.

E. Veto

The mayor may veto all acts of the council as permitted by law. The council may override the mayor's veto by a two-thirds vote of all members of the council.

Rule 4. NOTICE OF MEETINGS

Wisconsin law requires the chief presiding officer of the Common Council or such person's designee to give public notice of every Common Council meeting. Such notice must set forth the time, date, place, and subject matter of the meeting, including that intended for consideration of any contemplated closed session. The mayor or mayor's designee shall give notice of every Common Council meeting in accordance with the Wisconsin Open Meeting Law.

Rule 5. ABSENCE OF MEMBERS

If any alderperson, for any reason, cannot attend a regularly scheduled meeting of the Common Council, he or she shall notify the city clerk as soon as practically able prior to the meeting, of his or her anticipated absence.

Rule 6. ORDER OF BUSINESS

The business of the council shall be conducted in the following order:

1. Call to order by the presiding officer
2. Roll call
3. Presentation of accounts and other claims against the city
4. Presentation of committee reports and minutes
5. Communication, reports of city officers, and recommendations of the mayor
6. Comments and suggestions from the preregistered citizens
7. Consideration of the minutes of the prior meeting(s).
8. Consent agenda
9. Unfinished business from previous meetings (old business)
10. New business

The council may chose to take business out of order.

Rule 7. INTRODUCTION OF BUSINESS

A. Introduction Requirements

All new, proposed ordinances, resolutions, or other new business (collectively "New Business") shall be in writing, shall contain a brief statement of their content, shall indicate the name of the presenting member(s) or presenting committee, and, prior to their consideration by council, shall be delivered to the clerk. Once a proper and timely request to add an item to the Common Council agenda has been made, the Mayor shall approve placement of the item on the agenda for one of the next two regular Common Council meetings following such timely request. Any item added to an agenda at the direction of the Common Council shall not be removed from the agenda without the approval of the Common Council.

B. Agenda

The following individuals and/or bodies may request the city clerk to add an item to the Common Council agenda, provided the request is made timely, as determined by the City Clerk.

1. The mayor
2. The Common Council or any alderperson
3. Any standing committee of the Common Council or the chair thereof
4. Any city committee, board or commission, or the chair thereof, with respect to an item of business referred to such committee, board or commission by the Common Council, or with respect to an item which such committee, board, or commission is required by law to report or recommend to the Common Council

The final agenda and packet must be approved by the mayor prior to distribution to the common council. Once approved by the mayor, the agenda may not be amended without approval from the mayor. The mayor and council president shall make reasonable efforts to cooperatively review the agenda before it is approved. **Except as otherwise provided by this rule, the final agenda and packet must be sent to council members no later than 5:00 p.m. the Thursday prior to the regular council meeting.** The mayor may approve sending the final agenda to council members, or amending the agenda, less than 5 days prior to the meeting, when the mayor deems appropriate to protect the City's interests or to avoid unnecessary delay or hardship for the City or interested parties.

C. Reintroduction Restricted

Unless otherwise provided by city ordinance, or unless allowed by approval of a motion for reconsideration pursuant to Rule 10, no proposed ordinance or resolution, having been once defeated, may again be introduced in the same or in substantially the same form until 30 days after the date when that ordinance or resolution was defeated.

Rule 8. PRESIDENT OF THE COUNCIL

A. Selection

The council president shall be selected by a majority vote of all council members at the annual organizational meeting conducted on the third Tuesday of April.

B. Absence of Mayor

During the mayor's absence or inability to serve, the council president shall be acting mayor and shall be vested with the powers and duties of the mayor, except the council president may not approve a council act that the mayor has vetoed. When acting as the presiding officer at meetings of the Common Council, the council president or other presiding officer retains his or

her right to vote as an alderperson and if he or she exercises that right, may not vote in case of a tie.

Rule 9. VOTING

A. Modes of Voting

1. Any alderperson may demand an aye and noe (roll call) vote on any matter. However, the vote must be by roll call if the council is:
 - a. Confirming appointments
 - b. Adopting any measure that assesses or levies taxes
 - c. Appropriating or distributing money
 - d. Creating any liability or charge against the city or any fund of the city
2. No member may explain his or her vote during the calling of ayes and noes.
3. All ayes and noe votes shall be recorded in the journal (minutes of the common council) by the clerk.

B. Majority Vote Required

Any item appearing on the agenda of the Common Council that requires the vote of council for approval or passage must be approved by a simple majority except where a different vote is required by law.

C. Tie Vote

The mayor shall not vote except in the case of a tie. When the mayor does vote in the case of a tie, his or her vote shall be counted in determining whether a sufficient number of the council has voted favorably or unfavorably on any measure.

D. Abstentions

A council member who abstains from voting on a matter for the stated reason that voting would violate or might be perceived to violate a law or ethical standard, shall not be counted for determining the number of members present if passage of that measure requires a favorable vote by a majority or other fractional vote (i.e. 2/3 or 3/4) of the members "present", or the presence of a quorum for purposes of that particular vote.

E. Vote Change

A council member may change his or her vote on a matter up to the time the result of the vote is announced.

Rule 10. RECONSIDERATION

Any member who voted with the prevailing side on any question may move for reconsideration immediately after the vote on the question is determined, or at the next succeeding regular meeting of the council. A defeated motion for reconsideration is not subject to further reconsideration. Council actions that have already been implemented, such as approval of contracts that have been signed or ordinances that have become effective are not subject to reconsideration. Nothing in this rule prohibits the reintroduction of any business, subject to the restriction in Rule 7 C.

Rule 11. ORDINANCES

- A. All proposed ordinances shall be read a total of two (2) times at two separate meetings before the council may vote on any of them. Each shall be read:
 - a. At the time the proposed ordinance is first submitted to the council for its consideration (first reading).

- b. Immediately prior to the council's actual vote on it (second reading).
- B. The council may dispense with any required reading.

Rule 12. COMMITTEES

A. Special Committees

The council may provide for special committees as it may from time to time deem necessary. Appointments to these special committees shall be made by the mayor.

B. Committee Minutes

Each committee shall keep minutes. Minutes shall be approved by a majority of the committee at a subsequent committee meeting. After approval by the committee, the minutes shall be filed with the clerk.

C. Notice of Committee Meetings

The committee chairperson or designee shall file notice of each committee meeting with the clerk. The notice shall comply with notice requirements found in Wis. Stats. 19.84.

D. Absence of Member.

If any member of a committee cannot attend a scheduled committee meeting, he or she shall notify the city clerk of his or her anticipated absence as soon as practicable able prior to the meeting.

E. Quorum.

The mayor, as ex officio member of standing committees, has the right, but not the obligation, to participate in the proceedings of committees, and he or she is not counted in determining the number required for a quorum or whether a quorum is present at a meeting.

D. Committee Agenda

The chair of each committee shall approve all agenda items. He or she shall consider all referrals for the purpose of establishing said agendas.

Rule 13. PUBLIC COMMENT PERIOD

A. Public Comment

A citizen may address the council provided the citizen registers with the clerk before the meeting is called to order, and indicates his or her interest to address the council; and provided the agenda provides for a public comment period.

B. Time Limited

With the exception of informational and public hearings, speakers shall be limited to a maximum of three (3) minutes. The city clerk will maintain the timer and inform the speaker when 30 seconds remain.

C. Other Restrictions

If the presiding officer decides the comments are not relevant or are abusive, the presiding officer may:

1. Order the citizen to modify his or her comments
2. Order the citizen to refrain from speaking
3. Order the citizen to leave council chambers
4. Take such other steps as may be necessary to insure the efficient conduct of the council's business

D. Registration and Time

The city clerk will arrive 30 minutes prior to the start of the council meeting to distribute registration forms as requested. Each form will be dated, numbered, and distributed on a "first-come, first-served" basis.

1. A completed registration form is required to speak by each individual completing his or her own form and is limited to addressing one subject per meeting only
2. Speakers will utilize the microphone at the podium and will begin by stating their name and address prior to addressing the council
3. The maximum time allotted for public comment is 30 minutes
4. The council reserves the right to restrict or increase time limits

Rule 14. MANNER OF DELIBERATION

A. Manner Of

No alderperson shall address the council until recognized by the presiding officer. The alderperson shall then address the presiding officer and keep all remarks to the question under discussion. The alderperson shall also avoid personal confrontation when speaking.

B. Motions

No motion shall be discussed or acted upon until it has been seconded. No motion shall be withdrawn without the consent of those alderpersons making and seconding the motion.

C. Motions: Precedence Of

When a question is under consideration, no motion shall be entertained except the motion to:

1. Fix the time to adjourn
2. Adjourn
3. Recess
4. Privilege
5. Lay on the table
6. Move the previous question
7. Limit or extend limits of debate
8. Postpone to a certain day
9. Refer to committee
10. Amend
11. Postpone indefinitely

The above motions shall take precedence in the order listed.

Rule 15. CONSENT AGENDA

A. Clerk's Responsibilities

The city clerk may create a subsection on any council agenda entitled, "consent agenda." In a consent agenda the clerk shall place matters that, in the clerk's judgment, are routine and noncontroversial and do not require a special vote or specific action by the council. The consent agenda shall be approved by the council president prior to being placed on the council agenda.

B. Procedure for Adoption

The following procedure shall apply when a consent agenda is used:

1. No separate discussion or debate may be permitted on any matter listed on the consent agenda
2. A single motion, seconded and adopted by a majority vote of all members of the council shall be required to approve, adopt, and act or otherwise favorably resolve all matters listed on the consent agenda

3. Any alderperson may request removal of any item or part of an item included in the consent agenda. At the time the consent agenda is considered, the removal of an item as requested by an alderperson shall be approved without debate or vote
4. If an item or any part of an item has been removed from the consent agenda in accordance with this rule, the council shall consider that item at an appropriate time during the council's regular order of business

Rule 16. ROBERT'S RULES OF ORDER

In the absence of a standing rule, the council and committees shall be governed by the most current edition of Robert's Rules of Order, Newly Revised, unless contrary to State law.

Rule 17. SUSPENSION OF RULES

These rules or any part of them may be suspended in connection with any matter under consideration by a recorded vote of two-thirds of the members present.

Rule 18. VALIDITY OF COUNCIL ACTIONS

No action by the Common Council shall be invalid or subject to challenge on the grounds that such action was taken in violation of the Rules of the Common Council.

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Comments and Concerns
Requested by
Community Affairs / Council Policy
A Standing Committee

Re: Stoughton City Council Orientation notebook

As a first year Stoughton City Council member I have found the City Council Orientation notebook to be a valuable resource. However, there are several minor issues that I have regarding the flow and ease of readability of the information it contains.

- 1) A standard format for all submissions should be established. The exceptions to a standard format would be the “boilerplate” information supplied by outside agencies, such as Federal and State governments. This is allowed for the non-duplication of efforts to reproduce that information.
- 2) The start of a section/subject that refers to a committee or commission for the first time, or any other source of information contained in that reference should be introduced to the reader by stating the full, non-abbreviated title of that subject. Subsequent to the introduction of the proper title, abbreviations can be allowed.
- 3) All type used in the Council Orientation notebook should not be smaller than 10 point, and be consistently in an easy to read typeface. Type should not be in an italic or condensed version of that face.
- 4) Submitters of information to the notebook should address the needs of the newly introduced reader. Insider lingo does little to educate someone unfamiliar with the subject matter.
- 5) Additional items that should be addressed;
Any color-coded items are to be printed in color vs. gray scale
Submissions should be proofread for spelling and grammar.

Respectfully Submitted,
David L. Kneebone
District One Alderperson,
City of Stoughton, WI.