

## **COMMUNITY AFFAIRS/COUNCIL POLICY MEETING MINUTES**

**Wednesday, October 4, 2017, 6:00 p.m.**

**Mayor's Office, City of Stoughton, WI**

**Present:** Alderpersons Lisa Reeves, Regina Hirsch, Tim Swadley, and Mayor Olson

**Absent:** Scott Truehl

**Guests:** Clerk Kropf, Alderperson Engelberger, Kathleen Hoppe, and Beth Alleman

**Call to Order:** The meeting was called to order at 6:04 p.m. by Chairperson Reeves.

### **Communications:**

None

### **Discussion and possible action regarding ordinance amendment relating to the Planning Commission Composition:**

Reeves explained that she requested this item be placed on the agenda to discuss the validity of the ordinance amendment. It was questioned if the state statute would allow for the planning commission to increase its size. The terms of the commissioners was questioned and the committee wondered if all commissioners' terms would expire at the same time. Clerk Kropf explained that the existing commissioners would remain on the Planning Commission for their designated term. Only two commissioners would have a term expire at the same time. Swadley requested that a member of the Landmarks Commission also be appointed to the Planning Commission. Engelberger stated that he was not in favor of the changes as the percentage of elected officials to citizens would be decreased. He feels that the number of elected officials should be higher and there should not be any additional citizen members appointed. No action was taken.

### **Discussion and possible action regarding ordinance amendment relating to the Redevelopment Authority Composition:**

Clerk Kropf explained that the ordinance change came as a need to conform the ordinance to the state statute. First reading of the ordinance was at Council on September 26, 2017 and the second reading will be on October 10, 2017. No action was taken.

### **Discussion regarding Alderperson Engelberger's request relating to In-Office Absentee Voting Locations:**

Engelberger explained that he requested this item be discussed. He noted that he wanted the library to be an alternate in-office absentee voting location along with City Hall. Beth Alleman explained that the City of Madison uses this practice so that more voters can vote in-office without having to come to City Hall. Kropf explained that the City does offer in-office absentee voting, as is required by law. She noted that there isn't enough resources and staff to oversee an additional location. She explained that citizens can vote an absentee ballot in the clerk's office nearly a month in advance. Citizens can also receive absentee ballots via mail, fax, and email. Alleman questioned the Clerk about the individuals who may not have a photo ID for various reasons and what they can do. Kropf noted that there are several ways that people needing a photo ID can get transportation to do that or help from the DOT. The committee agreed that the Clerk was doing all available to her to help voters. The committee would like the Clerk to create some posters that may be put up around town instructing how people can receive an absentee ballot. No action taken.

**Discussion and possible action regarding the creation of policy on Procedure for Waiver of Board of Review Hearings:**

Clerk Kropf explained that this policy came from the Board of Review and would allow individuals and businesses to request a waiver of a hearing. This would be necessary in a case that would more than likely go to the circuit court for further review. This would allow the individual to bypass the board of review and continue with the appeals process.

Motion by Olson, to approve the creation of policy on Procedure for Waiver of Board of Review Hearings and refer to Council for consideration, second by Hirsch. Motion carried 4-0.

**Discussion and possible action regarding creation of policy on Board of Review Procedure for Sworn Telephone or Sworn Written Testimony Requests:**

Clerk Kropf explained that this policy would allow individuals wishing to address the Board of Review to turn in sworn written testimony or to address the Board of Review on the telephone. Kropf noted that the City would not have to have a policy to allow this, if they would so choose, the City could have a blanket policy that would not allow the use of sworn written or telephone testimony. The only people who would be allowed to use the written or telephonic testimony would be individuals who are disabled or ill.

Motion by Swadley, to approve the creation of policy on Board of Review Procedure for Sworn Telephone or Sworn Written Testimony and refer to Council for consideration, second by Reeves. Motion carried 4-0.

**Approval of the September 5, 2017 Community Affairs and Council Policy Meeting**

**Minutes:**

Motion by Hirsch, to approve the minutes from the September 5, 2017 Community Affairs and Council Policy Meeting, second by Swadley. Motion carried 4-0.

**Discussion and possible action regarding goals/objectives for the 2017/2018 Council terms:**

The Committee discussed continuing this discussion at the next meeting. The joint Personnel/Community Affairs and Council Policy meeting will be held on Thursday, November 2, 2017. The committee asked that the meeting start at 5:30 p.m. No action taken

**Adjournment:**

Motion by Hirsch, to adjourn the October 4, 2017 meeting of the Community Affairs and Council Policy Committee, second by Swadley. Motion carried 4-0. The Community Affairs and Council Policy Committee adjourned at 7:37 p.m.