

COMMUNITY AFFAIRS/COUNCIL POLICY MEETING MINUTES

Tuesday, May 5, 2015, 6:00 p.m.

Hall of Fame Room, City of Stoughton, WI

Present: Alderpersons Greg Jenson, Sonny Swangstu, Michael Engelberger, Clerk Kropf and Mayor Olson.

Guests: None

Call to Order: The meeting was called to order at 6:03 p.m. by Clerk Kropf.

Communications: None.

Election of Committee Chair: Greg Jenson was elected the Chair of the Community Affairs and Council Policy Committee 4-0.

Election of Vice Committee Chair: Sonny Swangstu was elected the Vice Committee Chair of the Community Affairs and Council Policy Committee 4-0.

Approve the Minutes from April 9, 2015: Motion by Swangstu to approve the minutes of April 9, 2015, second by Engelberger. Motion passed 4-0.

Open Records Policy Review and Recommendation to Council

Clerk Kropf stated that the policy for review would be used by all city departments. This policy would allow the copying of documents and emailing of documents for any Open Records request. She noted that while the City had guidance in place for Open Records Requests, this policy would make the process consistent for all departments. The Committee felt that the policy was very comprehensive, but wanted to table this issue until the Utilities Director and Chief of Police could review the policy.

Motion by Swangstu, to table this item until the June Community Affairs and Council policy meeting, second by Engelberger. Motion carried 4-0.

Final review and recommendation to Council of the 2015 Council Rules Documents

The committee reviewed the final draft rules from Attorney Dregne. They felt that Rule 12 Section B should have a synopsis of what the Robert's Rule of Order is for a Committee of the Whole, rather than having the rule state to refer to Robert's Rules of Order. Chairperson Jenson directed the Clerk to contact the City Attorney and to request that he draft a synopsis of this rule to be included in the final Council Rules document.

Motion by Engelberger, to table this item until the Robert's Rules of Order on Committee of the Whole synopsis is complete, second by Swangstu. Motion carried 4-0.

Future Agenda Items: Open Records Policy, Council Rules, Standing Committee Policies, Policy for Stoughton Board of Review regarding telephone testimony and written materials, Public Hearing Notices Policy, Procedures for Meeting Notices and Minutes Policy, and Review of Council Orientation Binder specific to Alderperson Information.

Adjournment Motion by Swangstu to adjourn, second by Engelberger. Motion carried 4-0. The meeting was adjourned at 6:43pm.