

COMMUNITY AFFAIRS/COUNCIL POLICY MEETING MINUTES

Tuesday, June 6, 2017, 6:00 p.m.

Hall of Fame Room, City of Stoughton, WI

Present: Alderpersons Lisa Reeves, Regina Hirsch, and Tim Swadley

Absent: Scott Truehl & Mayor Donna Olson

Guests: Charles VerVort, Clerk Kropf, Finance Director LaBorde & Greg Jenson

Call to Order: The meeting was called to order at 6:04 p.m. by Clerk Kropf.

Communications:

Clerk Kropf explained that at the April Council Re-Organization meeting, it was asked if the Planning Commission composition could be increased. She noted that Planning Director Scheel explained in his email, that the composition of the Planning Commission could not be changed per state statute.

Election of Committee Chair:

Motion by Hirsch, to elect Lisa Reeves as the Chair of the Committee, second by Swadley. Motion carried 3-0.

Election of Committee Vice Chair:

Motion by Swadley, to elect Regina Hirsch as the Vice Chair of the Committee, second by Reeves. Motion carried 3-0.

Set Meeting Dates and Times:

The Committee concluded that the Community Affairs and Council Policy will continue to meet the first Tuesday of the month at 6:00 p.m.

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

Clerk Kropf explained that this policy would set criteria for the consideration of board of review hearing waiver requests. These requests would have to be approved by the board of review.

Motion by Swadley, to approve the creation of the policy on Procedure for Waiver of Board of Review Hearing Requests, second by Hirsch. Motion carried 3-0.

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 the State Statute for the Board of Review does allow for residents and agents to offer written and telephonic testimony. This policy would set the criteria on which circumstances written or telephone testimony would be accepted and approved the Board of Review. Jenson expressed discourse with allowing written or telephonic testimony. He feels that it is important for the board to talk to someone in person as it is a quasi-judicial board and each objection is treated as a court-like situation. Jenson noted that he would like the City Attorney to give an opinion on whether or not the board needs to have a policy like this in place, meaning does the board need to accept written or telephonic testimony at all. The Committee asked that Clerk Kropf confer with the City Attorney and bring his answer to the next meeting.

Motion by Hirsch, to table this item until the next meeting, second by Swadley. Motion carried 3-0.

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

The committee reviewed the list of the goals/objectives that Council members had submitted. Swadley noted that he had gone through the list and compiled the goals/objectives and compiled

them into themes. Staff indicated that some of the goals/objectives have been discussed by City staff and committees. They noted that the special assessment policy and liquor license best practices had already been addressed. The Committee discussed that there were several goals that were duplicates and they should be removed. The Committee discussed reducing the duplicates and bring back the updated list to the committee in July.

Adjournment:

Motion by Hirsch, to adjourn the June 6, 2017 meeting of the Community Affairs and Council Policy Committee, second by Swadley. Motion carried 3-0. The Community Affairs and Council Policy Committee adjourned at 7:33 p.m.