

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

**Tuesday, February 3, 2015, 5:00 p.m.**

**Hall of Fame Room, City of Stoughton, WI**

**Present:** Alderpersons Greg Jenson, Tom Selsor, and Michael Engelberger.

**Call to Order:** The meeting was called to order at 5:01 p.m. by Alderperson Greg Jenson.

**Communications:** None.

**Review final 2014 Council Rules document:** Motion by Engelberger to table the review of final 2014 Council Rules document, second by Selsor. Motion passed 3-0.

**Update of Council agenda and Council minute placement on the City website:** Clerk Kropf updated the Community Affairs and Council Policy Committee about the new website. Changes to the new website would include an easier way to view Council/Committee minutes and agendas. City staff is hopeful to have the new website up and running in mid to late March. Jenson suggested giving the Council a presentation before the website goes live.

**Minutes:** Motion to approve the minutes of January 6, 2015 by Selsor, second by Engelberger. Motion passed 3-0.

**Discussion of moving the April Community Affairs/ Council Policy Meeting from April 7, 2015 to April 8, 2015:** Clerk Kropf explained that the April Spring Election is April 7, 2015 and that the meeting would interfere with the election. April meeting for the Community Affairs/ Council Policy was moved to April 8, 2015.

**Identifying next policies for review:** The policies that need to be reviewed include: Maintenance Policy (Stoughton Area Senior Center), City of Stoughton Open Records Policy, City of Stoughton Electronic Communication & information Systems Policy, City of Stoughton Food Pantry Policy, Stoughton Holiday Fund Mission and Policy Statement, Procedures for Meeting and Minutes, Public Hearing Notices, Policy Regarding the handling of Summonese and Complaints, City of Stoughton Volunteer Policy, Website Privacy & Linking Policy, WSTO Policies & Procedures, WSTO Stoughton Community TV Standard Rules on Underwriting, and Public Meetings Coverage. The Community Affairs and Council Policy instructed Clerk Kropf to send these policies to the necessary Department Heads to review and possibly update.

**Future Agenda Items:** Policy discussion of the reading of e-mails and printed statements during the Public Comment &/or Public Hearings at Council, Planning Commission or other city meetings (At the May 5, 2015 Meeting). Regarding the amount the requester is charged for an open records request for both materials and staff time.

**Adjournment** Motion by Selsor to adjourn, second by Engelberger. The meeting was adjourned at 5:28pm, motion carried 3-0.