

COMMUNITY AFFAIRS/COUNCIL POLICY MEETING MINUTES

Tuesday, December 1, 2015, 5:00 p.m.

Hall of Fame Room, City of Stoughton, WI

Present: Alderpersons Greg Jenson, Michael Engelberger, Sonny Swangstu, Scott Truehl, and Mayor Donna Olson

Guests: City Attorney Matt Dregne

Call to Order: The meeting was called to order at 5:00 p.m. by Chairperson Jenson.

Communications: None.

Approve the Minutes from November 3, 2015: Engelberger requested that the minutes be changed from saying " Engelberger asked if there are state statutes that dictate the bylaws of the Commission on aging" and replace it with "Engelberger asked that staff check the state statutes regarding commissions to make sure the updated by-laws are in compliance with state statutes."

Motion by Engelberger to approve the minutes of November 3, 2015, as amended, second by Swangstu. Motion passed 4-0.

Aldersperson Truehl joined the meeting at 5:10 p.m.

Discussion regarding Roberts Rules and its use within the Council Rules

The committee, along with City Attorney Dregne, discussed about how the Council could better clarify their rules and to help eliminate any language regarding Robert's Rules of Order. Dregne offered to the Committee of the use of "The Standard Code of Parliamentary Procedure" as it is more suited towards government procedures and it uses clear and more concise language. He also noted that Robert's Rule of Order's language is too abstract and can lead to further debate over its meaning. He also explained that the Council should amend and clarify its own rules to be used as the basis of the Council procedures. Attorney Dregne then suggested that he would make a few changes to the current Council rules to be discussed at the next meeting. He also encouraged the Committee to compare Roberts Rules of Order to the Standard Code of Parliamentary Procedure to discuss at the next meeting.

Discussion and possible action to amend Section 2-688 of the Stoughton Code of Ordinances relating to Electronic Preservation of Records

Attorney Dregne explained to the committee that this change would allow the City to conform to state statute regarding electronic record retention and would allow the City's Law firm to retain any electronic records for the City. Mayor Olson noted that the retention schedule for electronic forms do conform with the retention schedule that the City current follows for hard copies of documents.

Motion by Truehl, to approve the amendment to Section 2-688 of the Stoughton Code of Ordinances relating to Electronic Preservation of Records, second by Engelberger. Motion carried 5-0.

Future Agenda Items:

-Roberts Rules within the Council Rules

Adjournment Motion by Engelberger, to adjourn, second by Truehl. Motion carried 5-0. The meeting was adjourned at 6:40 p.m.