

TOWN OF MAPLE | DOUGLAS COUNTY

AGENDA AND MINUTES DISTRIBUTION POLICY

This policy shall be known as the Town of Maple's Agenda and Minute Distribution Policy (hereafter "Policy"). The Town Board reserves the right to amend any of the provisions of this Policy for any reason at any time, with or without notice. This Policy is administered by the Town Board.

PURPOSE

The purpose of this Policy is to provide standards and procedures for the drafting and distribution of agendas and minutes to the Town Board and members of the public. This Policy gives direction to municipal employees, elected officials, and town electors.

REGULAR TOWN BOARD MEETING POSTING LOCATIONS & DISTRIBUTION PROCEDURES

To satisfy Wisconsin's Open Meeting Law, the Town of Maple uses agendas to apprise the public of the meeting location, time, as well as discussion and action items. Agendas will be posted at three public locations in the municipality at least 24 hours before the meeting. The locations are as follows: the Town of Maple Post Office, the Community Center notice board, and the Town of Maple Fire Department Garage. The following procedures satisfy Wis. Stat. § 19.83.

In addition, the agenda will be posted to the Town of Maple's official website. The clerk will forward the agenda to the town's website developer, the same day the agenda is publicly posted, to be uploaded at the developer's availability.

The Town Clerk will electronically distribute the agenda and supporting documents to the Town Board no less than 24 hours before the Town Board Meeting. Unless extenuating circumstances intervene, the clerk will endeavor to provide the agenda to the board a week before the meeting. The corresponding supporting documentation will be provided to the board upon its completion, no less than 24 hours before the meeting.

If agenda items require the Planning Commission's review, the agenda and relevant supporting documents will be electronically distributed to the commission members no less than 24 hours before the meeting.

If agenda items require the Fire Department's review, the agenda and relevant supporting documents will be electronically distributed to the Fire Chief no less than 24 hours before the meeting.

Finally, the Town Clerk will forward the agenda to *The Connection*, the news medium likely to give notice in the area, pursuant to Wis. Stat. § 19.84(1)(b). Please note that the media is not required to publish the agenda upon receipt, though the municipality is required to notify the media.

NOTE: Supporting documentation will not be available to the public until the meeting, given that the documents are often still in draft form when the agenda is posted. However, the public may request such documents, and if such records exist at the time of the request, the clerk will provide them to the requester, per Wisconsin Public Records Law. Please note that "continuing or ongoing" requests are not contemplated by public records law.

The board, following the precedent established by drafted minutes as being an existent public record, will consider supporting documentation distributed to the board as public record. If supporting

documentation exists at the time of the request - as defined by the drafted minutes precedent - it will be distributed to the requester electronically. Email requests are preferred.

The clerk will forward the documentation to the website developer, no more than one week after the meeting, to be posted at the developer's availability.

SPECIAL TOWN BOARD MEETING POSTING LOCATIONS & DISTRIBUTION PROCEDURES

The same locations and procedures outlined above will be followed when posting a special meeting notice. Per the Town Board Meeting and Parliamentary Procedure Ordinance adopted by the Town of Maple, the board is allowed to call a special meeting, provided the public is properly apprised as outlined in Section D of the ordinance.

Special Meetings of the Town Board.

1. a. A special meeting of the town board may be called by the town chair in writing with the written call for the special meeting of the town board filed with the town clerk at least 24 hours prior to the proposed special meeting of the town board, with the time specified in the written call for the special meeting. The town chair, or his or her designee, shall properly and timely give notice of the special meeting, including the meeting agenda.

The same locations and procedures used to notice a Regular Town Board meeting will be followed when posting a special meeting notice.

ANNUAL TOWN MEETING POSTING LOCATIONS & DISTRIBUTION PROCEDURES

Per Wis. Stat. §. 60.11 (2)(a) the town is not required to give notice of the annual meeting, if held on the 3rd Tuesday of April. The annual town meeting may set a date different than provided under par. (a) for the next annual town meeting if the date is within 10 days after the 3rd Tuesday of April, though proper notice must be provided.

The town clerk will notice the annual meeting - regardless of the date held - using the same locations and procedures outlined when noticing a Regular Town Board meeting.

REGULAR TOWN BOARD MEETING MINUTES DRAFTING, DISTRIBUTION AND POSTING PROCEDURES

The town clerk will draft regular minutes after the meeting and will distribute them electronically to town board members for their review. There is no statutory requirement that meeting minutes of the town be drafted within a certain amount of time; however, the clerk will endeavor to distribute unapproved minutes to the town board, *no less than one week before the next Town Board meeting.*

Minutes of regular town board meetings are not required to be published or posted - though villages are required to post their proceedings (see Wis. Stat. §. 61.32). However, approved minutes will be posted no more than a week after their approval at three public locations: the Town of Maple Post Office, the Community Center notice board, and the Town of Maple Fire Department Garage.

In addition, the approved minutes will be posted to the Town of Maple's official website. The clerk will forward the agenda to the town's website developer, no more than a week after their approval, to be uploaded at the developer's availability.

Finally, the Town Clerk will forward the approved minutes to *The Connection* no more than a week after their approval.

ANNUAL AND SPECIAL MEETING MINUTES DRAFTING, DISTRIBUTION AND POSTING PROCEDURES

Wis. Stat. § 60.15 requires that the minutes of the annual meeting and special meetings of the electors be drafted within 5 days of the meeting, though annual meeting minutes are approved at next year's Annual Town Meeting.

Thus, the unapproved Annual Meeting minutes will be drafted no more than 5 days after the Annual Meeting. The unapproved minutes will be posted no more than a week after their drafting at three public locations in the municipality: the Town of Maple Post Office, the Community Center notice board, and the Town of Maple Fire Department Garage.

In addition, the unapproved Annual Meeting minutes will be posted to the Town of Maple's official website. The clerk will forward the minutes to the town's website developer no more than a week after their drafting, to be posted at the developer's availability.

Finally, the Town Clerk will forward the unapproved Annual Meeting minutes to *The Connection* no more than a week after their drafting.

Upon their approval at next year's Annual Meeting, the minutes will be posted and distributed on the same schedule as Regular Town Board Meeting minutes.

Minutes from a Special Meeting of the Electors will be drafted within 5 days of the meeting and will be distributed, approved and posted on the same schedule as Regular Town Board Meeting minutes.

Minutes from a Special Meeting called by the Town Board will be drafted, approved, posted and distributed on the same schedule as Regular Town Board Meeting minutes.

PUBLIC RECORDS REQUESTS FOR AGENDAS AND MINUTES

Public record requests can only be made for records that exist at the time the request is made.

Requests may be made for drafted agendas, minutes, or supporting documentation; however, ongoing requests are not contemplated by public records law.