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500 Genesee Street, Delafield WI 53018

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Friday September 27, 2019

RE: September 25, 2019 Plan Commission Meeting Agenda Wording

To All Interested Parties:

It was brought to our attention the wording on some agenda items on the September 25, 2019 Plan Commission Agenda was inconsistent. According to the Department of Justice Open Meetings Law Guide, *“the information in the notice must be sufficient to alert the public to the importance of the meeting, so that they can make an informed decision whether to attend”*. The Guide does not specifically note the word *discussion* or *action* need to be included.

We confirmed with our Attorney, Jim Hammes, that even if the words are not included, the item can still be discussed and an action can be made. Additionally, Attorney Hammes advocated for consistency throughout the agenda to avoid confusion in instances like these.

Going forward, the Clerk has instructed agenda creators to ensure their agenda language includes “Discussion and possible action”. The City wants to make sure we are adequately informing the public about possible decisions being made at our meetings and to promote consistency per the Attorney’s recommendation.

The items from the September 25, 2019 Plan Commission that did not state “Discussion and action” will be placed on the next Plan Commission agenda to confirm that was the intent and to take proper action at that time. Those items include: 7a, 7b, 7c, 7d, and 8b1.

Meeting attendance and participation is always encouraged. All residents are welcome to attend.

Sincerely,

Michelle Luedtke

City Clerk