

**CITY OF VERONA**  
**MINUTES**  
**COMMITTEE OF THE WHOLE MEETING**  
**JANUARY 28, 2019**

1. The meeting was called to order by Mayor Diaz at 8:19 p.m.
2. Roll call: Luke Diaz, Kate Cronin, Sarah Gaskell, Charlotte Jerney, Chad Kemp, Katie Kohl, Christine Posey, Heather Reekie and Evan Touchett. Also in attendance: City Administrator Jeff Mikorski, Planning and Development Director Adam Sayre, Community Development Specialist Katherine Holt, Planning Committee Members Beth Tucker Long and Mike Bare, and City Clerk Ellen Clark.
3. Public Comment: None
4. Approval of the minutes of the November 12, 2018 Committee of the Whole meeting: Motion by Jerney, seconded by Kohl, to approve the minutes of the November 12, 2018 Committee of the Whole meeting. Motion carried 8-0.
5. Presentation regarding Wisconsin open meetings law by Claire Silverman and Maria Davis, Legal Counsel and Assistant Legal Counsel for the League of Wisconsin Municipalities:

Silverman and Davis presented an overview of Wisconsin open meetings law.

- The open meetings law applies to all municipalities
- "...the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business." Wis. Stat. sec. 19.81(1)
- All meetings of governmental bodies must be:
  - Preceded by public notice
    - 24 hour notice excludes Sunday and legal holidays
  - Held in places reasonably accessible to the public
  - Open to the public at all times, unless otherwise expressly provided by law
    - Closed sessions
      - Must serve the public interest
      - Must be for specific open meeting exemptions outlined in State Statutes, and exemption must be announced at the meeting
      - Must be specifically noticed in the agenda (in the case of spontaneous closed sessions, the body may not reconvene in open session for 12 hours)
      - Must stay on topic that is authorized for closed session
- Votes
  - Voting should be in open session unless the vote is an integral part of the reason for a closed session
  - Any member may require that a roll call vote be taken

- Test to determine if open meeting law is triggered
  - Purpose
    - Gathering must be for the purpose of engaging in government business (discussion, decision or information gathering)
  - Number
    - The number of members present is enough to determine the body's course of action regarding the subject matter discussed
      - If half of the members of the governing body are present, the meeting is presumed to be for governmental purposes
      - Negative Quorum: Negative power to defeat a proposal
      - Walking Quorum: Gatherings among separate groups of members of a body, less than quorum size, who agree to act uniformly in sufficient number to create a quorum for a particular action
- Avoid starting what could be considered a conversation when communicating with other members of the body electronically. Do not 'reply all'
- Quorum
  - For a council with more than five members, 2/3 of the members constitute a quorum
  - For City of Verona, six members is a quorum
  - When a quorum of one body attends the meeting of another body to gather information or otherwise engage in governmental business, and attendance is not chance or social, separate notice is required
  - If a quorum of a body is present at a meeting of a second body because the individual members constitute membership of the second body, no separate notice is required
- Any member who knowingly attends a meeting in violation of the law is subject to forfeitures of between \$25 and \$300.

A question and answer period followed.

6. Adjournment: Motion by Touchett, seconded by Reekie, to adjourn the Committee of the Whole meeting at 9:04 p.m. Motion carried 8-0.

Ellen Clark  
City Clerk