

MEMORANDUM

Business Item C

From: Administrator/Staff

To: Town Board

Re: Town Board review & discussion on the Town of Clayton Open Forum policy.

Requested to be placed on the agenda by Supervisor Grundman.

Current policy language for Town Board Meetings:

Individuals properly signed in may speak directly to the Town Board on non-repetitive Town Matters whether on or not on the agenda. Commentators must wait to be called, must speak from the podium, directing their comments to the Board. Comments must be orderly, and will be limited to a maximum of 2 minutes per person. Public comment is not permitted outside of this public comment period. Note: The Board's ability to act on or respond to the public comments is limited by Chapter 19, Wis. Stats. Please complete the "Request to Speak at Meeting" form located on the agenda/sign-in table and submit the form to the Town Clerk for in-person attendance.

Current policy language for Plan Commission Meetings:

Individuals properly signed in may speak directly to the Plan Commission on non-repetitive Planning and Zoning matters whether on or not on the agenda. Commentators must wait to be called, must speak from the podium, directing their comments to the Commission. Comments must be orderly, and will be limited to a maximum of 2 minutes per person. Public comment is not permitted outside of this public comment period. Note: The Commission's ability to act on or respond to the public comments is limited by Chapter 19, Wis. Stats. Please complete the "Request to Speak at Meeting" form located on the agenda/sign-in table and submit the form to the Town Clerk for in-person attendance.

DISCUSSION ITEM ONLY – NO ACTION TO BE TAKEN

If you have any questions about this information, please call or e-mail me.

Respectfully Submitted,
Kelsey