

**To:** All Committee Chairs and Board Members  
**From:** Heather Boehm, City Clerk  
**Date:** May 28, 2025  
**Subject:** Procedures for Recording Minutes in Closed Session Meetings

This memo is to clarify the procedures regarding the recording of minutes during closed session meetings.

For **closed session meetings of governing bodies**, the **municipal clerk** should be present to record the minutes. The clerk's role is essential in ensuring accurate documentation and compliance with open meetings laws.

In the case of **committee closed sessions** where the municipal clerk is not present, the **committee or board chair** must appoint an individual to record the minutes of the closed session. This appointee should be someone who can maintain confidentiality and accurately reflect the proceedings.

All minutes from closed sessions must be maintained separately from open session minutes and handled with appropriate confidentiality in accordance with Wisconsin's Open Meetings Law.

If you have any questions regarding this procedure or require assistance in designating a recorder, please contact the City Manager, John Weidl or City Clerk, Heather Boehm.

Thank you for your attention to this matter.