

Approved Minutes
Codes & Ordinances Committee Meeting of 07/15/13

Meeting called to order at 6:30pm. Members present were Neuburg, Schoessow, Ehlers, & Rice, with McGlothlen excused. The committee minutes of 3/18/13 were submitted to the committee for approval, but with Newburg and Schoessow new to the committee, and McGlothlen excused there is no quorum to approve the minutes from 3/18/13. There were no citizen comments.

The committee began with Item 6 Review/consider ordinance changes to Chapter 2 Officials and Committees to cover privacy of Village Assessor information pursuant to Wis. § 70.47(7)(af). This item was sent to the Codes & Ordinances committee by the Village Board after members attended a Board of Review training session and noticed there was no ordinance on record to protect the Village Assessor confidentiality of records. The committee discussed adding verbiage, provided by the Village Clerk, to Chapter 2 Section 2.07. Newburg discussed the role and responsibility of the Board of Review and Village Assessor in protecting the confidentiality of records provided by homeowners. The committee agreed that Rice will develop an ordinance to provide for the confidentiality of information provided to the assessor under § 70.47(7)(af) and present it at the next committee for review.

The committee moved to item 7 - Consider ordinance update to Chapter 17 Finance Section 17.04 and 17.05. Rice noticed that Section 17.05 Public Records was missing from the ordinance. Rice presented copies of that section from Dousman's ordinances for the committee to review. Rice also said he will check with the Clerk to see if there may be an old copy of that chapter with the information intact. The committee then began to review the Dousman ordinance, noticing that the section of public records begins with Definitions, Duty To Maintain Records, Legal Custodian, Access Procedures, Limitations On Right To Access and Destruction Of Records. The committee felt that ordinance was quite old and out of date. Ehlers had concerns with the transfer of Police records to a successor, where there was no immediate Police Chief appointed. Ehlers will work on that section and suggested that we should reference the State Statutes when referring to Public Access To Records, rather than write a lot of verbiage about the Statute. Rice will send copies of several State Statutes referenced in the Dousman ordinance to the committee members for their review. The committee agreed to review again at the August meeting

Newburg made a motion to adjourn, seconded by Schoessow and approved unanimously. The meeting adjourned at 7:40 pm.

Minutes submitted by Rice