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
  o Purpose
    ▪ Gathering must be for the purpose of engaging in government business (discussion, decision or information gathering)
  o 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
  o For a council with more than five members, 2/3 of the members constitute a quorum
  o For City of Verona, six members is a quorum
  o 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
  o 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