

Policy No. 1.14 **Policy Standardizing the Posting of Agendas and Minutes for Town Meetings**
Date of Issuance: **April 13, 2017**
Revision Date: **March 18, 2021**

PURPOSE: The purpose of this policy is to detail the public notice of Town meetings.

POLICY: All Town Board, appointed boards, commissions and committees (including subcommittees) shall post meeting agendas and notices in accordance to the timeline requirements outlined in Wis. Stat. 19.84.

The locations of agenda & notice posting for the Town will be the following:

- Outside the main entry of the Town Hall, located at 1156 Alpine Drive, Nekoosa WI
- On the Town Notice Board outside Pritzl's Trading Post, located at 251 State Hwy 13, Nekoosa, WI
- On the Town Notice Board outside Nekoosa Port Edwards State Bank, located at 1153 Rome Center Drive, Nekoosa, WI
- On the Town's official website, www.romewi.com
- Emailed to the Wisconsin Rapids Tribune for notice (and publication, if required under Wis. Stat. 985)
- Emailed to Media that have requested notice

The open session supporting materials for the meeting, if any, will also be scanned and sent to the Town's official website prior to the meeting.

When approved at a following meeting, the meeting minutes will be posted to the Town's official website.

All meetings (except the Library Board) shall be held at the Town Hall unless another reason germane to holding the meeting at an alternate location exists.