

**Minutes of the Park Committee Meeting**  
**Town of Lisbon, Richard Jung Memorial Fire Station**  
**Monday, November 19, 2018**  
**6:30 P.M.**

- 1. Roll Call. Present:** John Greiten, Marlene Kumitsch, Carol Emmel, Donnette Mayrack, Florin Docea, Jill Pichler, Tedia Gamiño, and Ed Nelson.  
**Excused:** Ryan Kitzinger

- 2. Brainstorm new ideas for park improvements, expansion, events, maintenance, and any other concerns from members**

a. None

- 3. Citizens Comments**

a. None

- 4. Approval of minutes from the Park Committee Meeting held on September 17, 2018.**

*Motion by Ed to approve the October 15, 2018 Park Committee minutes. Seconded by Donnette. Motion carried 6-0; two abstained.*

- 5. Correspondence.**

- 6. Reports**

a. Park Superintendent's Report. (Please read report on own)  
i. John G. gave a report and mentioned winter maintenance of the park.

b. Budget and Finance

i. Marlene reviewed the Special Events budget.

c. Adopt a Road/Park

i. No report.

- 7. Sub-Committee Reports**

a. Winterfest – Carol Emmel – February 9, 2019 - 1:00-4:00

- i. Some town board members are interested in participating in this event
- ii. Marketing will start after Christmas
- iii. The committee reviewed options for crafts
- iv. At the event, the committee would like to conduct a small survey of the participants. Survey could include the following questions
  1. Are you a resident of the Town of Lisbon?
  2. How did you hear about the event?
  3. Is this your first time at this annual event?
  4. How often do you use the parks in Lisbon?

b. New Festival

i. The committee discussed the idea of Lisbon Community Fest which would

include food truck, children games, beer tent, and music (band).  
ii. Tentative date is June 22<sup>nd</sup>, 2019; 11:00 AM – 4:00 PM

- c. Easter Eggstravaganza – April 13, 2019 - 12:30 P.M. - 2:00 P.M.  
i. Donnette will work with Marlene to plan the event.  
ii. The committee estimates around 600 children will participate.

**8. Unfinished Business.**

- a. Discussion and necessary action on Open Meeting Laws.  
i. See Appendix 1  
b. Discussion and necessary action on Stewardship grant  
i. Marlene, Ryan, and John have started working on the grant.

**9. New Business**

- a. None

**10. Plan Commission Items**

- a. None

**11. Other items for future agendas.**

- a. December meeting will be canceled. The group plans to get together for a Christmas social event.

**12. Adjournment.**

*Motion by Marlene to adjourn the Monday, November 19, 2018 Park Committee Meeting at 8:05 PM. Seconded by Florin D. Motion carried 7-0; one board members was excused before the meeting ended.*

Respectfully submitted,

Dr. Florin Docea

## Wisconsin Open Meetings Law – Summary

### I. Policy of the Open Meetings Law

- Importance of having a public informed about governmental affairs.
- Importance of vigilant application of the law.
- DOJ will provide legal advice to government agencies regarding open meetings.
- Most violations occur by mistake.
- Open meetings law require all meetings of all state and local governmental bodies be publicly held in places reasonably accessible to members of the public and open to all citizens at all times unless otherwise expressly provided by law.

### II. Open Meetings Law Applies to Every Meeting of a Governmental Body

- Entities that are governmental bodies:
  - State or local agency, board, commission, committee, council, department or public body corporate and politic created by constitution, statute, ordinance, rule, or order. Includes advisory entities.
  - A formally constituted subunit of a governmental body is a governmental body. A subunit is a separate, smaller body created by a parent body and composed exclusively of members of the parent body.
- Entities that are not governmental bodies
  - Ad hoc gatherings/committees – as not created by law.
  - Government agency staff – doesn't satisfy definition (staff is individual subordinates within agency).
  - Government department with only a single member.
  - Bodies that are formed for or meeting for the purpose of collective bargaining with municipal or state employees.
  - Bodies created by the Court.
- A meeting is defined as the convening of members of a governmental body for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body.
  - Definition of a meeting applies whenever a convening of members of a governmental body satisfies two requirements:
  - There is a purpose to engage in governmental business – formal or informal action including discussion, decision or informational gathering on matters within the governmental body's realm of authority.
  - The number of members present is sufficient to determine the governmental body's course of action on the business under consideration.
  - Typically, governmental bodies operate under a simple majority rule in which a margin of one vote is necessary for the body to pass a proposal. Under simple majority rule, open meetings law applies whenever one-half or more of the governmental body members gather to discuss or act on matters within the body's realm of authority.
- A meeting is not limited to all members being in same place – meetings by telephone or video conferencing qualifies as a convening of members if for the purpose of conducting governmental business and involves a sufficient number of members of the body to determine the body's course of action on the business under consideration.
- Written communication transmitted by electronic means such as email or instant messaging may constitute a convening of members but due to the complexity of determining the communication to be a conversation or meeting, it is recommended to proceed with caution or avoid electronic communication in conducting governmental body business.