

**City of Milton**  
**Policy Ad Hoc Committee Minutes**

2/24/2016 - Minutes

**1. Call to Order and Confirmation of Appropriate Meeting Notice.**

Ald. Rusch called the meeting of the Policy Ad Hoc Committee at 11:06 a.m.

Present: Ald. Theresa Rusch, Ald. Lynda Clark, Larry Laehn, Herb Stinski (via phone).

Excused: Alicia Klos.

Also Present: Mayor Anissa Welch, City Administrator Al Hulick, and City Clerk Elena Hilby.

**2. Approval of Agenda**

L. Laehn moved to approve the agenda. Ald. Clark seconded, and the motion carried.

**3. Approval of Minutes - Policy Ad Hoc Committee Minutes - January 20, 2016.**

Ald. Clark moved to approve the minutes. L. Laehn seconded, and the motion carried.

**4. Al Hulick: Overview of New Project - Review of Committees, Commissions, Boards.**

- Administrator Hulick said that while working on the comprehensive plan it we discovered that there was a lot of redundancy occurring with all of our committees.
- The city would like this ad hoc committee to review all of the committees and commission to identify their purpose and and investigate if any should be changed or eliminated.

**5. Discussion and Possible Action Regarding Review of Committees, Commissions, Boards.**

- The purpose of this meeting is to define the scope of the project and come up with a work plan.
- It was decided that the committee would look at the optional committees and get input from the chairperson of each committee and the staff liaison to the committee.
- They would then like to explore if each of the committees has goals. They want to know if what the committee has accomplished and what it hopes to accomplish in the future.
- H. Stinski suggested to look at the minutes of the meetings to see what they have been doing in their meetings and how long those meetings have lasted.
- They would then like to develop descriptions of each committee.
- Mayor Welch requested to have this information before April when she has to make all of her appointments to the various committees and commissions. The committee felt they could complete this process in that time frame.
- The committees were split up among the members and at the next meeting each member will report on what the purpose of the committee has been, what they have done, and what their observations and insights are?
- After this phase the committee decided that the next step would be to determine if any committees are needed; and if so; decide what their purpose and structure would be.
- Finally, the committee determined that they should provide expectations for each of the committees.

**6. General Items**

**7. Set Future Meeting Date(s)**

The next meeting will be on Wednesday, March 16, 2016 at 11:00 a.m.

**8. Motion to Adjourn**

L. Laehn moved to adjourn the meeting of the Policy Ad Hoc Committee at 11:57 p.m. Ald. Clark seconded, and the motion carried.

Respectfully submitted,  
Elena Hilby  
City Clerk