

RESOLUTION # 2022-7-11
TOWNSHIP OF WATERFORD
RACINE COUNTY, WISCONSIN
A RESOLUTION DEALING WITH CORRESPONDENCE RECEIVED AND AGENDA PLACEMENT

THE TOWN BOARD of the Township of the Waterford at a duly noticed special meeting does hereby pass this Resolution with respect to correspondence received by the Town. This Resolution shall go into effect immediately and will be adopted and used commencing with any duly noticed Town Board or Planning Commission regular monthly meeting:

1. In order to be recognized as correspondence, it must be received by the Town Clerk no later than noon seven (7) days before the regular monthly Town Board/Planning Commission meetings. Correspondence shall not be recognized at any Special duly noticed Town Board or Planning Commission meeting. Correspondence will only be considered if it is faxed, dropped off in person, or emailed with a return receipt to the attention of the Town Clerk. The fax number is 262-534-6606. The email address tmayer@townofwaterford.net. The address of the Town Hall is 415 N. Milwaukee Street, Waterford, WI 53185. The Clerk/Deputy Clerk shall cut off would-be agenda items if not received by noon seven (7) days before any Town/Planning Board meeting. The Clerk/Deputy Clerk shall promulgate the Agenda(s) no later than 4:00 PM seven days before any regular meeting.
2. All correspondence received will be noted and stored in the office of the Town Clerk and will be subject to public inspection on the Town Official Web site: www.tn.waterford.wi.gov unless deemed libelous/defamatory.
3. The Town Chairman will review all correspondence before putting it on the agenda. Anonymous, libelous or defamatory correspondence will not be published or discussed. Individual agenda correspondence may be read at the request of any board member.
4. All correspondence that is read may be subject to discussion by the Town Board/Planning Commission Meeting.
5. If correspondence is an agenda item, the Clerk shall place it on the agenda noting it similarly as follows: "Correspondence from(name) requesting a street sign."

RESOLVED AND PASSED this 11th day of July, 2022.


TOM HINCZ Town Chairman

ATTEST: 
Tina Mayer or Heather Stratton Town Clerk or Deputy Town Clerk