**Town of Polk**
**Washington County**

# RESOLUTION 10.2026

**RESOLUTION ADOPTING POLICY FOR POSTING TOWN BOARD AND PLAN COMMISSION MEETING PACKETS ON THE TOWN WEBSITE**

WHEREAS, the Town Board recognizes the importance of transparency and public access to governmental information; and

WHEREAS, the Town Board desires to establish a consistent policy for the publication of meeting materials;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Polk, Washington County, Wisconsin, hereby adopts the Policy for Posting Town Board and Plan Commission Meeting Packets on the Town Website.

BE IT FURTHER RESOLVED that the Town Clerk is authorized to implement and administer this policy.

Adopted this 10th day of November, 2026.

Town Chair: Albert J Schultheis

Supervisor: _____

Supervisor: Robert G. Parker

Attest: Town Clerk Alisa Pecha

**TOWN OF POLK, WASHINGOTN COUNTY**

# POLICY FOR POSTING TOWN BOARD AND PLAN COMMISSION MEETING PACKETS ON THE TOWN WEBSITE

## SECTION 1. PURPOSE

The purpose of this policy is to promote transparency, public participation, and access to information by providing timely public access to Town Board and Plan Commission meeting materials while ensuring compliance with Wisconsin's Open Meetings Law, Public Records Law, confidentiality requirements, and other applicable laws.

## SECTION 2. POLICY STATEMENT

The Town supports making meeting information readily available to the public. To the extent practical, meeting packets provided to Town Board and Plan Commission members for open session meetings shall be posted on the Town's official website prior to meetings, subject to the limitations and exceptions contained in this policy.

## SECTION 3. DEFINITIONS

Meeting Packet means the collection of documents distributed to Town Board and Plan Commission members in preparation for a scheduled Town Board and Plan Commission meeting, including but not limited to:

Agendas
Draft minutes
Reports
Correspondence
Contracts
Ordinances
Resolutions
Budget materials
Supporting documentation for agenda items

## SECTION 4. POSTING REQUIREMENTS

A. The Town Clerk or Zoning Secretary shall post the complete meeting packet for Town Board and Plan Commission meetings on the Town's official website whenever possible.

B. Meeting packets should be posted no later than twenty-four (24) hours before the scheduled meeting whenever practical.

C. Failure to post a meeting packet prior to a meeting shall not invalidate the meeting or any action taken by the Town Board and Plan Commission.

D. Materials received after the packet has been posted may be distributed at the meeting without requiring republication of the entire packet.

E. Packets will generally be posted when available, but that the official notice of the meeting remains the posted agenda and notice required under Wisconsin Open Meetings Law.

**SECTION 5. EXEMPT MATERIALS**
The following materials shall not be posted as part of a public meeting packet:

Documents related to closed session matters.
Attorney-client privileged communications.
Confidential employee records.
Medical information.
Personally identifiable information protected by law.
Information exempt from disclosure under Wisconsin Public Records Law.
Security-sensitive information that could jeopardize public safety or Town operations.
Draft documents specifically designated as confidential by the Town Attorney.

When exempt materials are included in Board packets, the public packet shall either omit the material or contain a notation indicating that the document has been withheld pursuant to applicable law.

**SECTION 6. PERSONAL INFORMATION REDACTION**
Prior to publication, Town staff shall make reasonable efforts to remove or redact confidential information, including:

Social Security numbers
Driver's license numbers
Financial account numbers
Personal medical information
Protected personal contact information
Any information made confidential by federal or state law

**SECTION 7. WEBSITE POSTING FORMAT**
A. Meeting packets shall be posted in PDF format when feasible.

B. Archived packets shall remain available on the Town website according to the Town's records retention schedule and website capabilities.

**SECTION 8. CHANGES TO POSTED PACKETS**
If a correction is necessary after posting:

The revised document shall be posted as soon as practical.
The posting may include a notation indicating the document was revised.
Minor clerical corrections may be made without additional notice.

**SECTION 9. DISCLAIMER**
The following disclaimer shall appear on meeting packets:

"These materials are prepared to assist the Town Board and Plan Commission in conducting public business. Materials may be revised, supplemented, or amended prior to or during the meeting. The official record of Town Board and Plan Commission actions is contained in the approved minutes and adopted resolutions."

**SECTION 10. RESPONSIBILITY**
The Town Clerk or Zoning Secretary shall be responsible for:

Preparing public meeting packets.
Reviewing materials for compliance with this policy.
Coordinating redaction of exempt information.
Posting packets to the Town website.
Maintaining packet archives as directed by the Town Board and Plan Commission.

**SECTION 11. EFFECTIVE DATE**
This policy shall become effective upon adoption by resolution of the Town Board.