

## **MINUTES Town of Sheridan Study Commission Meeting**

**For February 5, 2025, 6 pm at Town Hall**

In attendance: Doris Fischer, Chair, Ralph Sand, and Tammy Todd, Ex Officio. Excused absence: Claire Leonard

Public in attendance: None.

The meeting was called to order by Chair Doris Fisher at 6:07 pm.

The pledge of allegiance was recited.

The Minutes of the December 30, 2024, meeting were read and approved by unanimous vote.

No public comment. Doris reminded the Commission that public comment is to be limited to three minutes per person, and not to be repetitive.

Reports: Doris explained ex parte communication as when SC members may hear from community members; the communication is one-sided (i.e. public); Commission members are to encourage those individuals to come to SC meetings to voice their opinions. Tammy shared a town resident “encouraged the SC to review and consider the Commission-Manager (or Administrator) form of government.” Doris contacted the local County Clerk & Recorder and MSU Local Government Center for clarification about the government review process. Ralph had nothing to report.

Unfinished Business: No public comment.

- a. Draft Bylaws: Discussion was held with a few amendments. Minor concerns included public comment procedure; proponents first, then opponents, followed by neutral; and adding a signature page. The Town Attorney is to review the SC Bylaws after approval and prior to submission to the Town Council. Ralph Sand moved to approve the draft Bylaws dated 02-03-2025, as amended, with the understanding that a signature page will be added to include SC approval, review per the Town Attorney, and the Mayor receipt. The motion was seconded by Doris. Unanimous vote aye: motion carried.
- b. Draft Budget: Discussion was held. \$18,000 is the total budget for the two-year review. \$800 was recommended by the Clerk & Recorder for elections if necessary. The Town Clerk/Treasurer recommended a quarterly review of the budget. Any monies not spent will be returned to the Town’s General Fund. Doris Fischer moved to approve the budget for 2024-2026 as presented; seconded by Ralph. Call for vote, Doris aye, Ralph aye; motion carried.
- c. Draft Timetable: The Sheridan SC has decided on a two-year review. Doris proposed an educational session with Ashley Kent from MSU LGC for the Commission, followed by an evening Public Forum, to be tentatively in April. A few amendments were made. Ralph moved to approve and publish the proposed SC Timetable for 2024-2026 as amended. Doris seconded. Unanimous vote in favor, motion carried.

New Business: Public comment will be invited on each item.

- a. Public education, outreach, and input-gathering strategies: Information sharing through mailings to utility services users, newspaper articles and press releases in the Madisonian,
- b. and Public Forum(s) with MSU Local Government Center assistance. Doris is looking at late April as potential for a public forum. Other recommendations are to go where the people are, encourage discussion on the topic, and questionably a survey.
- c. Operational Logistics: Doris advised the entire SC to face the audience during our meetings. She is looking into offering Zoom or Online participation; Clerk Kristi is assisting with this. Reminder that online participants are to state their name, organization/business or group represented, prior to speaking.

The next SC meeting is Thursday, March 6<sup>th</sup>, 2025, at 6 pm at Town Hall.

The meeting was adjourned at 7:55 pm.

Respectfully submitted by Tamara Todd, Ex officio