



## Town of Florence, Wisconsin

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### **Florence Town Board Meetings (shared 02-26-26)**

Did you know that the Town of Florence Board meets two times a month? The regularly scheduled meetings are typically held on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays. Occasionally a meeting date will change or a meeting will get canceled if there is nothing on the agenda. If needed, Special Meetings can be held on different days given the proper notice.

Did you know that a Town Board agenda is a document that is created for each meeting that outlines the specific items that will be discussed and voted on at that meeting. The agenda is prepared by the Town Clerk at the direction of the Town Board Chairman. A typical agenda will include approval of minutes from prior meetings, approval of bills to be paid for the Town and the Fire Department, approval of operator licenses, a Clerk/Treasurer's Report, Board Member concerns and a space for public comment. Other items are added to agendas for discussion and action as well. Items will specifically state that they are "discussion" or "discussion and possible action."

Did you know that Town Board Meeting agendas are posted publicly before each meeting? Agendas are required to be posted at least 24 hours prior to the meeting, but in an emergency situation they can be posted a minimum of 2 hours prior to an emergency meeting. Town of Florence agendas are physically printed and posted in three locations: the Town of Florence Office, the Florence County Courthouse, and at the Florence Post Office. In addition to the three locations, agendas are also posted on the Town website at [www.townofflorencewisconsin.com](http://www.townofflorencewisconsin.com) under Town Board Meetings, Agendas & Minutes. For regularly scheduled meetings, agendas typically are posted by the Thursday or Friday prior to the Monday meeting. The Town of Florence also e-mails copies of the agenda to the Florence Mining News. By posting the agenda publicly ensures accountability and transparency by the board by notifying the public of what items will be discussed and what items will be voted on at a meeting.

Looking at a regular agenda, the Clerk/Treasurer's Report typically consists of correspondence the Town Office has received, journal entries and bank reconciliation reports for the board to review, timber cut notices submitted by Florence County and items for review from Florence Utility including Utility Commission minutes and Federal Energy Regulatory Commission (FERC) notices and reports. Board Member Concerns include correspondence that the board has received, questions or concerns that board members may have, and future agenda items the board would like to add to the agenda to be discussed at the next meeting.

Communication from the Floor is the public comment period. Anyone in attendance may address the board. Public comment sometimes is related to items that are on the agenda for the current meeting, but it does not have to be. This is the opportunity for the public to ask questions, share thoughts or concerns about topics with the board, etc. If a topic comes up that is not on the agenda, the board cannot make any decisions on it at the current meeting, but they can place it on the agenda for a future meeting.

Other items are added to each meeting agenda depending on what business the board has to discuss and possibly take action on. The board knows what discussions will happen at the meeting as they received a copy of the agenda. Board members may have done research or received information about the topic to be discussed, but they do not talk to each other outside of a meeting. This ensures the accountability and transparency of the board due to the



fact that the public can attend a meeting to observe the discussion. As noted before, the public can also share information and opinions with the board under Communication from the Floor, which takes place at each meeting prior to any board discussions or decisions are made.

Did you know that attending a meeting isn't the only way to ask questions or share information with the board? There are three town board members. If you see an item listed on the agenda for discussion you can reach out to any of them to express your thoughts or concerns on the item; you can also put them in writing by sending an e-mail or a letter to one of the board members or the Town office.

Do you have a question or concern that hasn't been addressed? Did you know that you can ask for an item to be placed on the agenda? You can contact the Town Chairman or the Town Office if you have an item for consideration that you would like the Town Board to address. You can also come to a meeting under Communication from the Floor and ask for an item to be addressed at a future meeting as well.

Did you know that the Town Clerk keeps a record of everything that happens at a meeting? Town Board Minutes are the official records of what occurred at the meeting. They include agenda items discussed, decisions made by the board, and the votes cast. Town Board minutes are written after the meeting, and they are typically approved at the following meeting. After they are approved, they are uploaded to the Town of Florence website. They are also printed and kept in minute books in the Town Office. The website has approximately one year of minutes available online for the public to see, but the Town Office has physical minute books that go all the way back to the creation of the Town. Minutes from meetings can be used by the board for reference, but they also help ensure accountability and transparency in local government as they show decisions made, votes cast and items discussed.

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*The Town of Florence is proud to have open, transparent government. It means that people can clearly see what the Town is doing, why it is doing it, and how decisions are made. Open and transparent means that information is not hidden, decisions are made at meetings open to the public, and questions and answers can be shared from the Board with the community. The ultimate goal is that people can see and understand the decisions that are made, how to ask questions, and share information.*

*One way the Town of Florence is looking to accomplish this is by sharing informational facts about the Town and the Town's government. Through sharing facts, the Town is looking to help increase awareness and understanding of local Government.*