



David Torgler, Administrator/Clerk

### COMMUNICATION FORM

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FROM: David Torgler, Town Administrator/Clerk  
DATE: July 11, 2024  
ITEM: Consent Agenda  
ATTACHED: Minutes 06-13-2024; Minutes 07-02-2024; Planning Commission Application  
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BOARD ACTION:              X      ACTION ITEM  
                                           DIRECTION REQUESTED  
                                           INFORMATION  
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REQUEST OR ISSUE: A consent agenda is used for the approval of routine agenda items, or items that have been reviewed at previous board meetings. The following items have been identified as routine and placed on the Consent Agenda:

- A. Approval of June 13, 2024 Town Board meeting minutes.
- B. Approval of July 2, 2024 Town Board meeting minutes.
- C. Approval to appoint Zachary Steinbaugh to the Town of Oak Creek Planning Commission as a voting member.

RECOMMENDED ACTION: That the Board approves the consent agenda as presented.

BACKGROUND INFORMATION: The Board has established a process to streamline certain types of items to allow sufficient time for discussion of topics or issues. Items that are routine or have been reviewed at previous board meetings can be placed on a consent agenda and approved with a single motion. Board members can request the removal of an item or items from the consent agenda for further discussion.

FISCAL IMPACTS: As identified in accompanying materials.

LEGAL ISSUES: Approval of these items will comply with the legal requirements for the same.

CONFLICTS OR ISSUES: None known.

SUMMARY AND ALTERNATIVES: See above.