

**MILITARY & VETERAN'S AFFAIRS COMMISSION
REGULAR MEETING MINUTES
JANUARY 11, 2022**

1. CALL TO ORDER/ROLL CALL

Assistant City Manager Debra Stapleton called the meeting to order on Tuesday, January 11 at 5:00 p.m.

Members in Attendance:

Commissioner Robert Dalpe
Commissioner Nancy Dunn
Commissioner Cassandra Facciponti
Commissioner Carol Farabee
Commissioner Nicolas Magallanes
Commissioner Michael Simon
Commission David Waltzer

Members Absent:

None

Staff Members Present:

Mayor Kevin Hartke
Assistant City Manager Debra Stapleton
City Clerk Dana Delong
City Attorney Kelly Schwab
Sandy Popovich, Recording Secretary

Others Present

None

- a. Introduction by Mayor Kevin Hartke. Mayor Hartke welcomed the new Commissioner members and thanked them for the service they would be providing on the commission.
- b. Assignment of Commissioner terms. The following terms were assigned:

Commissioner Robert Dalpe-1 Year Term

Commissioner Cassandra Faccipoint-1 Year Term
Commissioner Michael Simon-2 Year Term
Commissioner David Waltzer-2 Year Term
Commissioner Carol Farabee-3 Year Term
Commissioner Nicolas Magallanes-3 Year Term
Commissioner Nancy Dunn-3 Year Term

2. BRIEFING

- a. City Clerk Dana Delong and City Attorney Kelly Schwab gave a presentation on open meeting law and records management. Attorney Schwab stressed the importance of maintaining that all Military and Commission business be conducted in a meeting setting and be available to the public and follow a posted agenda. Any gathering of four or more commissioners may be a violation of open meeting laws which includes emails or phone calls. City Clerk Delong explained what a record is and that they need to be maintained for a set period. The City will manage the records retention for the Commission.

3. ACTION ITEMS

- a. Election of Chair
Commissioner Robert Dalpe was elected as Chair by a 5 to 2 vote.
- b. **Commissioner Cassandra Facciponti** was elected as Vice-Chair by a 4 to 3 vote.

4. MEMBER COMMENTS/ANNOUNCEMENTS

- a. **Commissioner Farabee** asked if there was a budget for the Commission. Mayor Hartke responded that there is no budget. **Commissioner Farabee** asked if outside funds could be used to support the Commission. **Mayor** Hartke replied that outside funds could be used.

5. CALENDAR ITEMS

- a. Next meeting will be Tuesday, February 8, 2022, at 5:00 p.m.

6. INFORMATION ITEMS

- a. Secretary Sandy Popovich will send out examples of other Commission by-laws to review prior to the next meeting.

7. **ADJOURNMENT**

With no further items, **Assistant City Manager Stapleton** requested a motion to adjourn the meeting at 6:16 p.m. **Chairman Dalpe** made the motion to adjourn the meeting. **Vice-Chair Facciponti** seconded the motion.

The adjournment was approved 7-0 by **all Commissioners** present.

Robert Dalpe, Chairman

Sandy Popovich, Recording Secretary