**SAMPLE ANNUAL TOWN MEETING NOTICE**

**(IF INTENDING TO ADJOURN TO A LATER DATE WITHIN 30 DAYS)**

**TOWN OF BADGER ANNUAL MEETING NOTICE AND PLAN TO ADJOURN**

The Annual Town Meeting of the Town of Badger will be called to order at 6:30 p.m., Tuesday, April 21, 2020, at the Town of Badger Town Hall located at 123 Bucky Road, Badger, Wisconsin.

**Due to the current public health emergency, it is anticipated that after calling the meeting to order there will be a motion and vote to immediately adjourn the annual town meeting to \_\_\_\_\_(month, day)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , 2020,** (a later date within 30 days after the date of the originally scheduled meeting) as allowed under Wis. Stat. § 60.11(4).

**AGENDA**

1.      Call to Order

2.      Adjournment

Posted:

1. Town hall posting board

2. EZ Stop Gas Station

3. Evergreen Park Posting Box

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ April \_\_, 2020.

(Town Clerk of the Town of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_County)

**Note: It is strongly recommended that the Town provide prompt notice to the public of the new date/time/location of the postponed annual meeting by posting notice of the adjourned meeting in 3 physical locations OR posting in one physical location and the town’s website OR publication of a notice in the newspaper.**