

# CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

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CHAPTER: Meetings

SUBJECT: Agenda Preparation

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APPROVED BY: Mayor Richard Daniels

DEPARTMENTS OF PRIMARY RESPONSIBILITY: City Administrator's Office, City Clerk's Office,

Director of Public Works' office

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

## I. Policy Statement

All matters requiring action by the Common Council or its subordinate Council committees are considered at regular or special meetings, and are included on agendas prepared by the City Administrator's Office. The Common Council of the City of Marshfield purposes to comply with Chapter 19.83 et. seq. of the Wisconsin statutes regarding open meetings in methods that adhere not with merely the letter of the law, but its spirit as well. Accordingly, meeting agendas will accurately and completely describe matters to be acted upon by the body, as well as recommendations of staff and other governmental bodies as appropriate.

## II. Definitions

A. Regular Agenda: A schedule indicating the order that matters are considered by the Common Council or a subordinate Council committee at a regularly scheduled meeting.

- B. Special Agenda: A schedule indicating the order that matters are considered by the Common Council or a subordinate Council committee at a nonregularly scheduled meeting.
- C. Consent Agenda: A component of the larger Common Council agenda on which matters are listed that do not normally warrant discussion but which require action by the Council. Consideration and approval of this agenda is listed as a separate item on the regular agenda.

## III. Procedures

#### A. Agenda Development

A staff meeting is convened each Monday morning at 9:00 a.m. by the City Administrator for the purpose of assembling agenda items for meetings of the Common Council or its subordinate Council committees of the succeeding week. Representatives of City departments and divisions and affiliated agencies will submit agenda items on a prescribed form and in a prescribed format to the City Administrator, whose staff will prepare a rough draft of all regular and special meeting agendas for distribution to management staff and elected officials.

An agenda item in final form includes the following elements:

- Suggested wording for presentation of the item on the printed agenda;
- A descriptive paragraph relating basic facts regarding the request;
- A recommended action line(s) for the Council or the subordinate Council committee;
- 4. The cost of the recommended action as well as the funding source for the expenditure, if appropriate; and
- The name, position title, and department affiliation of the individual presenting the item at the meeting.

The Agenda Request Form will be submitted in typed, final form at the weekly staff meeting on Monday morning of the week prior to the meeting date. The background information for each agenda item is due in the City Administrator's Office no later than 5:00 p.m. on Wednesday preceding the meeting at which time the item is scheduled for consideration.

Agenda background information is the basis for policy decisions of the Common Council and Council committees. Every effort will be made to ensure that appropriate, informative, succinct, and logically organized information is submitted for inclusion in the agenda packets.

When official holidays or City events interfere with the staff meeting schedule as outlined above, the City Administrator will inform all departments and divisions of a revised schedule.

Any department/division/agency unable to meet the above deadlines must request authorization to place an item on the agenda from the presiding officer of the respective body, or in the presiding officer's absence or unavailability, the City Administrator.

## B. Mayoral and Council Requests

When the Mayor and Common Council desire topics to be scheduled for consideration on a Common Council or Council committee agenda, each is encouraged to utilize and submit an Agenda Request Form. However, use of the form by the Mayor and Common Council is not mandatory. When possible, written communication of topics to be scheduled is communication between the Mayor/alderman and the City Administrator is acceptable.

## C. Public Requests

Two procedures are available to members of the public for requesting an item be placed on the agenda for consideration:

- Any member of the public who wishes to request to place an item on the agenda for consideration may send a written request to the presiding officer of the meeting and provide an additional copy to the City Administrator. These requests will be granted or denied by the presiding officer of the respective body, who will notify the City Administrator's Office of the disposition of the request.
- Any member of the public may contact any other member of the Common Council and request that an item be placed on the agenda. At the direction of the alderman receiving the request, the City Administrator will place the item on the agenda.

## D. Preparation, Printing, and Dissemination of Agendas

After all agenda items have been submitted in final form, a draft agenda will be prepared by the City Administrator's Office or designated staff for review by the presiding officer on Thursday morning of the week preceding the meeting. The final decision as to items included on a specific agenda belongs to the presiding officer, or in the absence of the presiding officer, the City Administrator.

Exceptions to this provision occur if another member of the body requests that an item be placed on the agenda for consideration.

A final "camera ready" copy of the meeting agenda(s) will be completed no later than noon on Fridays preceding the meeting dates. The final agenda and appropriate background materials for the Finance, Budget, and Personnel Committee and Common Council will be delivered to the City Clerk's Office for final printing and distribution. The Department of Public Works will be responsible for final printing and distribution of the Board of Public Works meeting agendas.

The City Clerk is responsible for posting the meeting notices/agendas of the Finance, Budget, and Personnel Committee and Common Council meetings on public bulletin boards in the Central Plaza Building and other public posting places as well as distributing agendas to the Mayor, Common Council, City departments and divisions, the news media, and others. The Director of Public Works is responsible for posting the meeting notices/agendas of the Board of Public Works meetings at the aforementioned places as well as distributing agendas to the

aforementioned parties. Agendas will be distributed no later than 5:00 p.m. on Friday afternoon preceding meetings scheduled for the following week.

E. Council Notification of Administrative Board and Commission actions/ Approval of Subordinate Council and Citizen Committee actions

The minutes of a public meeting are an official record of what was said or done at the meeting. Minutes are prepared for all public meetings of the City of Marshfield. After minutes are prepared, the preparer will deliver one (1) copy to the City Administrator for placement on the Council agenda, twenty (20) copies to the City Clerk for inclusion in the agenda packets, and one (1) copy to the Mayor for review.

The deadline for submission of minutes for consideration by the Common Council is 5:00 p.m. on Wednesdays preceding Council meetings. If 1) the meeting of the subordinate Council or citizen board/commission/committee is scheduled after the above deadline yet before the next meeting of the Common Council, and 2) the department/division/ agency desires the Council to consider its meeting minutes at its next meeting, then it is the responsibility of the department/division/agency director to notify the City Administrator of his/her desire for consideration of its forthcoming meeting minutes to be scheduled on the next Common Council meeting agenda

In situations in which the Common Council has no direct jurisdiction over the decisions of an administrative board or commission, the action of the Common Council in reviewing the administrative board or commission's minutes will be to "receive and file." In situations in which the Common Council has jurisdiction to approve or disapprove the actions of subordinate Council committees or citizen boards, the action of the Common Council will be to either "approve the minutes as presented" or "approve the minutes as amended by the Common Council," pursuant to procedural guidelines provided by the City Attorney.

Action by the Common Council to receive and file the minutes of a subordinate Council or citizen committee constitutes approval of the subordinate committee's action. However, ordinances and resolutions as well as other policy issues of great public interest and/or importance requiring Common Council approval will be listed separately on the Common Council agenda or especially noted in the text of the meeting agenda.

F. All requests for action by the Common Council or a Council Committee shall be requested in memorandum form with a recommendation from the requesting party. It shall be the policy of the Common Council that all such requests for action by the Common Council or committees of the Common Council be submitted to the City Administrator for review. The City Administration shall include a signed recommendation on the action being requested within the memorandum submitted. All other copies of information submitted to Council from various departments shall be copied to the City Administrator.