



# Town of Blue River

## Memorandum

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TO: Mayor Decicco & Members of the Board of Trustees

FROM: Town Manager Michelle Eddy

DATE: October 8, 2024

SUBJECT: **Agendas**

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Mayor & Trustees

### **Background**

At the September 2024 meeting it was requested for staff to provide a breakdown on how agendas are developed. Below is information on agendas and ways Trustees, organizations and citizens may place items on the agenda.

### **Agenda Items**

There are five ways items are placed on the agenda.

1. Standing Items
  - a. These are items that appear on every agenda and are part of the regular meetings.
    - i. Roll Call
    - ii. Consent Agenda
      1. Minutes
      2. Bills
    - iii. Communications to the Board of Trustees
    - iv. Public Comments
2. Continuing Business
  - a. These are items identified in previous meetings for discussion or action. This will include ordinances, resolutions, and topics for discussion.
  - b. Work sessions are often identified at the end or the beginning of the year but may be requested throughout the year as items come up.
3. Trustee and Committee Requests
  - a. This could be an item discussed in a prior meeting and requested during that meeting for discussion at a future meeting.
  - b. There are instances where a subject may come up in between meetings that may require more immediate attention. Trustees may reach out to the Town Manager/Clerk requesting to have an item placed on the agenda. The Town Manager/Clerk will then provide the information to the Mayor who will make the decision as to if and/or when an item is placed on the agenda.
  - c. If a Trustee or Committee is requesting to have an item on the agenda, information about the topic should be included and reasoning for the discussion. This will allow staff time to prepare any additional information prior to the meeting.
  - d. Requests should be filed by the second Tuesday of the month for that month's

agenda.

- i. Example: Request filed by October 8<sup>th</sup> for the October 15<sup>th</sup> meeting.
  - e. If a request for an agenda item is coming from a Committee or Commission, it should have been approved for discussion and request from the Committee/Commission at their meeting. Members of the Committee/Commission should then provide needed information for the request and be prepared to attend the meeting.
4. Organization or Citizen Request
  - a. As with Trustee/Committee requests, these requests are submitted to the Town Manager/Clerk and approved by the Mayor.
  - b. Requests should be filed by the Tuesday prior to the meeting.
  - c. The Mayor will determine if the request is relevant to any ongoing business or needed for additional information and education for the Board of Trustees.
5. Town Attorney/Manager or Mayor Requests
  - a. There are situations that come up over the month, which require more immediate attention. These usually come from the Town Attorney, Town Manager or Mayor. In these situations, items, with the permission of the Mayor, will be placed on the agenda as needed.
  - b. There is a necessity that some items are added by the Manager without consultation with the Mayor or Board because the items are mandatory or necessary to accomplish to make the Town run

### **Process**

Each month, the Town Manager/Clerk drafts the agenda, first based on items identified the previous month, then as requests or needs arise. A draft agenda is then presented to the Mayor and Town Attorney for review and approval. Once an agenda is drafted, the Town Manager/Clerk works to collect all necessary documents for the meeting packet. This will include any information from the Town Attorney, Trustees, staff or outside organizations on the agenda as well as any public comments. Packets are then mailed by 5 p.m. the Friday prior to the Tuesday meeting. It is asked that Trustees review the packet thoroughly and any questions in regards to the agenda/packet be submitted by 5 p.m. on Monday prior to the meeting.

Any items not included on the agenda, may be requested during the meeting for discussion the following month.