



TOWN COUNCIL COMMUNICATION

DATE: March 17, 2026

FROM: Kirk Riggs, Town Administrator

AGENDA ITEM: Discuss and consider approval of an Ordinance amending Article 1.03, Town Council, Section 1.03.036(a), "Agenda" of the Town of Bartonville Code of Ordinances relative to Council procedures; and providing an effective date.

SUMMARY:

From time to time, requests are made for items to be placed on the Town Council agenda. As the Town continues to work toward efficient and productive meetings, it is helpful to periodically review procedural policies to ensure they support effective governance and the best use of Council's time.

Many municipalities have adopted procedures requiring that more than one council member request an item before it is placed on a future agenda. This approach helps ensure that items brought forward for Council consideration reflect a broader interest among the governing body and allows staff to prioritize resources appropriately when preparing agendas.

The proposed ordinance would amend Article 1.03, Town Council, Section 1.03.036(a), "Agenda," of the Town of Bartonville Code of Ordinances to require that at least two Council Members, rather than one, request an item before it is placed on a future Town Council agenda, unless the item is requested by the Mayor, required by law, or brought forward by staff for operational or administrative purposes.

The intent of this amendment is to:

- Ensure that agenda items reflect matters of broader interest to the governing body.
- Assist staff in managing agenda preparation and allocating resources effectively.
- Promote efficient and focused Council meetings.

This approach is not intended to limit discussion or ideas from individual Council Members, but rather to provide a structured and consistent process for bringing items forward for formal Council consideration.

FISCAL INFORMATION: N/A

RECOMMENDED MOTION OR ACTION:

Motion to approve an Ordinance amending Article 1.03, Town Council, Section 1.03.036(a), "Agenda" of the Town of Bartonville Code of Ordinances relative to Council procedures as presented.

ATTACHMENTS:

- Ordinance