

Sec. 2.04 (k)

*Council Agenda.* ~~A proposed agenda, together with relevant materials and communications, shall be prepared by the Clerk-Treasurer and delivered to the Mayor, the Council members, and City officers required to attend regular meetings not later than 4:00 p.m. on the Monday prior to each regular Council meeting. A similar agenda shall be prepared and delivered for special meetings of the Council if time permits. No item may be acted on by the Council unless it is included in the agenda except by a 2/3 vote of the members or by suspension of the rules as provided by sub. (p) below. The proposed agenda together with relevant materials and communications shall be available at the City Clerk's office for public inspection and copying by 4:00 p.m. on the Monday immediately preceding the regular Council meeting. The agenda and materials for a special Council meeting shall be available as soon as prepared and assembled by the City Clerk.~~

1. An agenda, together with relevant materials and communications, shall be prepared by the Clerk-Treasurer and delivered to the mayor, council members and City Officers at least 48 hours prior to meeting. A similar agenda shall be prepared and delivered for special meetings of the council, time permitting. No item may be acted on by the council unless it is included in the agenda.
2. In special circumstances, late additions to the agenda shall be made by the Clerk-Treasurer upon request of the Mayor or any council member until 3:00 pm on the Monday before the council meeting. Any addition to the agenda shall be distributed to in accordance with subsection (1) of this section.
3. The Mayor, Council Members, Department Heads or Committee Chairs will submit agenda items, together with relevant materials and communications, to the Clerk-Treasurer no later than 12:00 pm, Friday prior to a regular council meeting.
4. The agenda, with relevant materials and communications, will be made available at the Clerk/ Treasurer's office for public inspection no later than 4:30 pm, Friday, prior to a regular council meeting. Notice shall be posted outside at the City Municipal Building and on the City's website. The agenda and materials for a special council meeting shall be available as soon as prepared and assembled by the Clerk-Treasurer.