



MEMO

To: Legislative Committee
From: City Attorney, Tim Greenwood
Date: March 4, 2025
Re: Implementing a consent Agenda

Background Information:

In our City Ordinances it is set at 2.03(2) that there is to be reading and approval of minutes and at (6) reports of standing and special committees. The reading of these items is sometimes time-consuming and are routine procedures the Common Council takes up at many or all of its meetings.

By implementation of a Consent Agenda, the City can approve all of the meeting minutes and reports of city officers, provided that the information is given to Council Members before the meeting to review, and pass all the items within the consent Agenda with a single motion. If during an Alder's review they notice a discrepancy within one of the items that needs to be amended, or otherwise wants to take that item up separately, an Alder can request the item be removed from the consent agenda. The item is then removed from the consent agenda and taken up immediately after the remaining consent agenda items are approved.

Example of how the item could be read with no items removed from Consent Agenda:

Chairperson: "Prior to today's meeting all Alders received a copy of the Consent Agenda to review. Has any Alder not had time to review prior to today's meeting? Do any of the Alders wish for an item within the Consent Agenda to be taken up separately?"

Once no items are removed.

Alder: "I move to adopt the Consent Agenda, which includes: Item 2a (*insert item*), 2b (*insert item*) ... etc." (No second is needed for a vote to approve the consent agenda).

Vote is taken, Consent Agenda items approved.

There will need to be changes to Ordinances 2.03 Rule 3: Order of Business and 2.05 Rule 5: Reading at Length to implement a Consent Agenda.

There will still be instances where committee meeting minutes will need to continue to be read at length, such as days where there are committee and common council meetings that take place on the same day (due to election, as an example).

Attached is an example of items recommended to be included in the consent agenda from our last Common Council agenda. Other items could be added if appropriate.

Budget:
None.

Staff Recommended Action:
Direction given to make necessary changes to City Ordinances to effectuate having a Consent Agenda item. Then return with those changes to Legislative Committee, and if approved, to Council.

