

# AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: May 13, 2026

**Submitted By:**

Staff on behalf of Councilmember Kevin Schell

**Agenda Item:**

Discussion and possible action on establishing a deadline for submission of supporting documents for public meeting agenda items

**Description:**

Councilmember Kevin Schell has worked with staff and came to the conclusion that our service provider is unable to offer a workaround that would allow us to update the HTML version of our agenda packet while remaining in compliance with state regulations. Even under the best circumstances, working with the PDF version is difficult; with larger items such as construction drawings, it becomes unmanageable. Councilmember Schell suggests having a hard deadline for all items and documents. He believes these changes would improve government efficiency for both staff and council operations.

**Action Requested:**

To discuss and consider proposing a submission deadline for all supporting documents for public meetings.

**Fiscal Impacts:**

No fiscal impacts

**Attachments:**

n/a