

To: Common Council
From: John Weidl, City Manager
Date: 4/25/2025
Re: Adjust Start Time for Common Council Meetings

To better accommodate the schedules of Council members, we are presenting two options for the Council's consideration regarding the start time of regular Common Council meetings.

The first option is for the Council to vote to change the regular meeting start time from 6:30 p.m. to 6:00 p.m. going forward. This change is permissible under the current ordinance language and may be implemented immediately upon approval by a majority vote of the Council.

The second option is to formally amend the ordinance to reflect the revised meeting start time. This approach ensures that the municipal code explicitly aligns with the Council's meeting schedule. Should the Council prefer, both options may be pursued concurrently. In this case, the Council may vote at the upcoming meeting to begin holding meetings at 6:00 p.m. while staff initiates the ordinance amendment process to formally update the code. This amendment would be scheduled for review and approval at a future meeting.

Current ordinance- 2.08.010 Meetings

- (a) The regular sessions of the city council shall be held on the first and third Tuesdays in each month, commencing at six-thirty in the evening. If any council meeting falls on an election day or on a holiday, the council meeting for that day shall be held on the Thursday following the first or third Tuesday in the month, at six-thirty p.m. Special meetings may be called, as provided by the Wisconsin Statutes. A city council meeting may be cancelled or set at a date other than is set forth in the section if said cancellation or date change is approved by a majority of the city council members voting or is approved by both the city manager and the city council president. There shall, however, be at least one meeting of the council each month.

If the Council chooses to amend the ordinance for clarity and consistency, the revised language would read as follows:

- (a) The regular sessions of the city council shall be held on the first and third Tuesdays in each month, commencing at 6:00 p.m., or at such other time as may be duly noticed in accordance with applicable open meetings laws. If any council meeting falls on an election day or on a holiday, the council meeting for that day shall be held on the Thursday following the first or third Tuesday in the month, at 6:00 p.m., or at such other time as may be duly noticed. Special meetings may be called, as provided by the Wisconsin Statutes. A city council meeting may be cancelled or set at a date or time other than is set forth in this section if said cancellation or change is approved by a

majority of the city council members voting or is approved by both the city manager and the city council president. There shall, however, be at least one meeting of the council each month.

We respectfully request that the Common Council consider and vote on this recommended change to the regular meeting start time at the upcoming meeting. If the change is approved, all future regular meetings will be scheduled to begin at 6:00 p.m. Staff will take any necessary steps to ensure the ordinance is amended accordingly, should the Council opt for a formal code update following the vote.

Please let us know if additional information or clarification is needed ahead of the meeting.

Best-



John S. Weidl, City Manager