

75.



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
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R-2009-0237 Resolution Introduced

Resolution Relative to Amending the City of West Allis Policies & Procedures Manual No. 901 Relative to Agenda for Council Meetings.

Introduced: 11/3/2009

Controlling Body: Advisory Committee

Sponsor(s): Rosalie L. Reinke

COMMITTEE RECOMMENDATION

ADOPT

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
NOV 3 2009			Barczak				
			Czaplewski				
			Kopplin	✓			
			Lajsic				
		X	Narlock	✓			
			Reinke	✓			
			Roadt	✓			
			Sengstock				
		X	Vitale	✓			
		Weigel					
		TOTAL		5	-		

SIGNATURE OF COMMITTEE MEMBER

Rosalie Reinke
Chair

Vice-Chair

Member

COMMON COUNCIL ACTION

ADOPT

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
NOV 03 2009			Barczak	✓			
			Czaplewski	✓			
			Kopplin	✓			
			Lajsic	✓			
		✓	Narlock	✓			
			Reinke	✓			
			Roadt	✓			
			Sengstock	✓			
			Vitale	✓			
		Weigel	✓				
		TOTAL		10	-		



City of West Allis

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West Allis, WI 53214

Resolution

File Number: R-2009-0237

Final Action:

Sponsor(s): Rosalie L. Reinke

NOV 03 2009

Resolution Relative to Amending the City of West Allis Policies & Procedures Manual No. 901 Relative to Agenda for Council Meetings.

WHEREAS, Policy No. 901, Agenda for Council Meetings, was originally included in the City of West Allis Policies & Procedures Manual on January 1, 1982; and,

WHEREAS, Policy No. 901 was revised on January 1, 1998; and,

WHEREAS, it is necessary to amend said policy at this time.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that Policy No. 901, Agenda for Council Meetings, be approved as presented in the attached restatement.

BE IT FURTHER RESOLVED that the City Administrative Officer, Clerk/Treasurer is authorized and directed to include Policy No. 901 in the City's Policies & Procedures Manual and distribute said policy to all departments, divisions and offices.

ADOPTED

NOV 03 2009

Paul M. Ziehler, City Admin. Officer, Clerk/Treas.

APPROVED

11/10/09

Dan Devine, Mayor

1.0 PURPOSE:

To describe the City Clerk/Treasurer's role in preparing the agenda for City Council meetings.

2.0 ORGANIZATIONS AFFECTED:

This policy shall apply to the City Clerk/Treasurer, Mayor and City Council.

3.0 POLICY:

It is the policy of the City to follow a prescribed procedure for establishing the agenda to be followed at City Council meetings.

4.0 REFERENCES:

Chapter III, City of West Allis Revised Municipal Code.

5.0 PROCEDURES:

5.1 RESPONSIBILITY

5.1.1 It is the responsibility of the City Clerk/Treasurer to prepare the agenda for Council meetings as prescribed in Chapter 3 of the Revised Code of the City of West Allis.

5.2 GENERAL POLICIES

5.2.1 The City Clerk/Treasurer shall prepare a written agenda in advance of each meeting of the Common Council. The agenda shall contain an itemized listing of business of the City Council as set forth in Section 3.04 of the Revised Municipal Code.

5.2.2 For normal Council meetings held on Tuesdays, the cut-off time for additions to the agenda shall be five (5:00) p.m. on Thursday. Revisions to the agenda deadline may be made by the City Clerk/Treasurer due to special circumstances, e.g. Post Office closure for federal holidays. The final version of the agenda shall be mailed and/or emailed out to each member of the City Council and to the media on Friday afternoon.

- 5.2.3 The City Clerk/Treasurer shall provide copies of the agenda to all City buildings the Library, Police Department, Senior Center, and City Hall for immediate posting. Interoffice mail will be used for all City respective buildings except the Library. For the Library, the agenda will be picked up by a Library staff member on Friday afternoon and returned personally to the Library for posting. All Departments shall sign a receipt to the effect that they have received copies of the agenda and return it to the City Clerk/Treasurer's office. The Library staff member shall sign the receipt upon pick up. These departments shall post the agenda in an approved, conspicuous place for public review. The City Clerk/Treasurer shall also post the agenda on the City's website.
- 5.2.4 Extra copies of the agenda will be available in the City Clerk/Treasurer's Office, or emailed upon request, on Friday afternoons for distribution to the press, the public, and all department/divisions and offices.

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