

Meetings: Agendas and Minutes

A handbook for municipal officials



michigan municipal league

Wells F. Cook, Ph.D., PRP, Central Michigan University
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Introduction

This handbook is part of the Michigan Municipal League's effort to improve the quality of local government through effective communication.

One responsibility of an elected body is to communicate clearly with its constituents. The Michigan Open Meetings Act requires clear, prompt notification of official meetings and actions of local government bodies. It also requires an accurate written record of those meetings.

This handbook is a guide to assist in complying with the sections of the Michigan Open Meetings Act (MCL 15.261 et seq.) which deal with recording the minutes of public meetings. Throughout the handbook, where the guidelines require compliance with specific sections of the Michigan Open Meetings Act, those sections are noted for easy reference.

Our thanks go to Wells F. Cook Ph.D., a professor at Central Michigan University and Professional Registered Parliamentarian, for developing the basic text for this handbook.

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I. Rules of Procedure

This publication deals specifically with governmental bodies elected to serve their constituents. City and village councils should adopt rules of procedure designed to expedite business and provide fair and open deliberation. Rules of procedure describe the processes for councils, clerks, and managers/administrators to bring matters before the council. Of special note is the General Law Village Act (MCL 61.1 et seq.)—which requires that the council “**shall** prescribe rules of its own proceedings.” (MCL 65.5) To access the sample rules of procedure drafted by the League, please click on the link in the Table of Contents.

The Sample Rules of Procedure that follow contain suggestions for items that **may** be included in your city’s or village’s rules of procedure. However, you may have rules that vary from those that are suggested. Your governing document, whether a charter or the General Law Village Act, should be the basis for your municipality’s rules of order. Home rule cities and home rule villages may have charter provisions that regulate special meetings or compulsory attendance, for instance. General law villages do not have a home rule charter, but operate under the General Law Village Act (MCL 61.1 et seq.). The General Law Village Act requires the council to hold at least one meeting in each month (MCL 65.4), and provides that special meetings may be called by the president or three trustees (MCL 65.4).

Rules of procedure may cover preparation of agendas, the order of business, methods for processing communications, conducting appeals and hearings, the length of discussion, and conduct in the council chambers. Rules of procedure are determined by the local governing body, and cannot contradict the provisions of the charter (of home rule cities and home rule villages) or the General Law Village Act (general law villages).

General Law Village Act MCL 65.5

(1) The council shall prescribe the rules of its own proceedings, and shall keep a record of those proceedings. A majority of the members of council shall be a quorum for the transaction of business.

Home Rule Cities and Home Rule Villages – check local rules.

II. Setting the Agenda

An agenda is a guide for conducting an official business meeting of a duly constituted body. Generally, the person who sets the agenda is the presiding officer (the mayor or president) in consultation with the recorder (clerk). The recorder (clerk) is generally the person who sends out the agenda along with supporting information.

In parliamentary procedure, the presiding officer would be advised to set a deadline before each meeting to receive agenda items. The deadline should allow enough time before the meeting for an agenda to be produced and supporting information and documents to be mailed or delivered to the members. In local government, this time for receiving an agenda item is set by local rule—usually council rules of procedure. Trustees/councilmembers/commissioners should have enough time before the meeting to read and digest the information. Allowing time for the members to prepare will help the meeting proceed at a more efficient pace. The council rules should also describe how the agenda items are brought to the presiding officer’s attention and the timeline for doing so.

III. Recording Minutes

See Michigan Open Meetings Act, MCL 15.269(1)

Minutes are required under Michigan's Open Meetings Act (OMA). Minutes are recorded to provide an accurate, written history of the proceedings of a council, board, commission, or committee meeting. Specifically, under section 9(1) of the OMA, the record must include those official actions taken by the group of persons legally charged with conducting the business of the organization. The minutes must also contain the purpose or purposes for which a closed meeting is held.

Identification

See Michigan Open Meetings Act MCL 15.269 (1)

The minutes must include the following information:

- Date, time, place, members present, members absent, any decisions made at the meeting, the purpose(s) for which a closed session is held, and all roll call votes.

*City of Green Valley
Regular Council Meeting, City Hall Council Chambers
Wednesday, March 8, 2017 7:00 p.m.*

The councilmembers present and absent should be listed alphabetically immediately under the applicable heading. It is suggested that in the minutes of the first official meeting of the council for each year, the full name of the councilmembers should be listed. After the first mention of names in those minutes and in minutes of later meetings, only the last names need be used.

Present: Bry, Dickenson, Heide, Krone, Lagus, Mohles, Padree, Pikk, Walper, Woorra

One way to obtain the names of those attending the meeting is to have them sign in as they enter the room and indicate if they desire to speak on a particular topic—however, a person may speak even if he or she has not signed in. This procedure will help the presiding officer and the clerk.

Open Meetings Act 15.269

(1) Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting.

Body of Minutes

See Michigan Open Meetings Act MCL 15.269(1)

Minutes must record all official actions once the meeting is called to order. Each official action taken by the board should be numbered for ease of locating.

1. *The Pledge of Allegiance was lead by councilmember Mohles.*
2. *The minutes of the Regular Council Meeting of March 8,2017 were presented.*

Open Meetings Act MCL 15.269

- (1) *Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting.*

- (2) Minutes are public records open to public inspection, and a public body shall make the minutes available at the address designated on posted public notices pursuant to section 4. The public body shall make copies of the minutes available to the public at the reasonable estimated cost for printing and copying.
- (3) A public body shall make proposed minutes available for public inspection within 8 business days after the meeting to which the minutes refer. The public body shall make approved minutes available for public inspection within 5 business days after the meeting at which the minutes are approved by the public body.

Motions

The only action that must be recorded in the minutes is when a motion is made, seconded, and voted upon in some way. Motions that are withdrawn or not seconded are **NOT** recorded.

The record of each motion must include the name of the person making the motion, but does not need to include the name of the seconder. The record must, however, include the fact that the motion was seconded, and it may be politically prudent to include the seconder's name. The minutes must also indicate the action taken on the motion, generally "carried" or "defeated." For ease of reading, the minutes should state the mover's name first, then the word, "moved;" followed by the seconder's name and the word, "seconded;" followed by the action of the motion in all capital letters; and finally the motion itself.

3. *Krone moved, Lagus seconded, CARRIED, to approve the minutes of February 8, 2017, as corrected.*

Votes – Roll Call and Division of the House

See Michigan Open Meetings Act MCL 15.269(1)

All roll call votes must be recorded by name. They may be recorded in one of two ways:

1. Record a list of those who voted "aye," and a list of those who voted "no."

Aye: Bry, Heide, Krone, Lagus, Mohles, Padree

No: Pikk, Walper, Woora

Or

2. Record the name of each individual and how he or she voted:

Bry, aye; Heide, aye; Krone, aye; Lagus, aye; Mohles, aye; Padree, aye; Pikk, no; Walper, no; Woora, no

Most recorders prefer the first method. When a member of the council calls for a division of the house after the presiding officer has declared the motion as passed or defeated, the presiding officer then asks the voting members to raise their hands or to stand up. The chair counts the number for and against the motion. The number of persons voting each way must be recorded.

Aye: 6 No: 3

Amendments

Amendments to motions are entered in the order in which they are made. They must be voted on in reverse order with the last amendment being voted on first. Then when the first amendment is voted on, it includes amendments made after it. After all amendments have been voted on, the main motion is voted on “as amended.” The entire motion, including all of the amendments passed, must be voted on as a total unit.

Points of Order and Appeals

Under parliamentary procedure (Robert’s Rules of Order), when a board member thinks that the rules of procedure are being violated, he or she can ask for a point of order or for a point of information or clarification. The member calls upon the presiding officer for a ruling and an enforcement of the rules of procedure. If the presiding officer rules against a member who raises a point of order, that person, or any other person, may appeal the chair’s decision to the council as a whole. Points of order and appeals are not recorded in the minutes. Robert’s Rules of Order are only binding on a local government council/commission if the body has adopted them.

Highlights of Discussion

The highlights of the discussion after a motion has been made and seconded do not have to be recorded. However, many recorders find it appropriate for future reference as well as politically practical to record both the points in favor of and against a motion. The best rule to follow in recording discussions is to put in as little as possible. It is prudent to address in your council rules of procedure whether or not discussion is to be recorded in your meeting minutes.

When the pros and cons are recorded, the discussion should be summarized and the minutes should reflect the amount of discussion on each side, both in content and length. The recorder should not attempt to record remarks exactly as stated. The record should reflect what was said without bias, prejudice, or opinion of the recorder. Retaining objectivity is probably the most difficult part of taking minutes.

Reports

Boards, commissions, and committees generally should present written reports. A reference should be made that the written report is attached to the minutes or may be found in a particular folder in the files. The minutes should indicate the name and official office of the person who made the report on behalf of the board, commission, or committee. The minutes should then indicate what action the council took to dispose of the report. If an action is to be taken, the minutes should reflect who is going to do what and when it is to be done. This should be described in the record of the motion made.

Councils often move to receive reports. This means only that the report is going to be filed. It is not necessary to have such a motion. If something is going to be done as a result of the report, then a motion to that effect will have to be made later. *Receiving* a report does not mean, or imply, that the council agrees with or endorses the report or its recommendations. However, *accepting* or *adopting* a report does mean that the council accepts or endorses the report’s contents. Reports from individuals, such as the organization’s attorney, are handled the same way as reports from boards, commissions, and committees. Generally, a brief description of the report is recorded along with the disposition of the report by the council.

Communications Received

Pertinent communications received by officials on the council/commission are read by the official. The communications are recorded with a brief statement that identifies the author and a summary of the topic or main idea. Generally, it is understood that the communication will be filed unless a councilmember moves to do something about the item. Junk mail should not be mentioned, as it takes up valuable time.

Appointments of Committees

A record should be kept of all individuals appointed to committees. Indicate the committee, the individual's appointment and the term of office. If the committee is a new one, the minutes should indicate the purpose of the committee and the time-frame within which the committee is to work and report back, if required. The minutes should also indicate whether the committee is a standing committee or an ad hoc committee.

Consent Agenda

A consent agenda contains routine items which do not need further discussion. The whole group of items is approved in one motion and one roll call vote. In the minutes, the actions passed in the consent agenda are recorded individually and in full. If discussion of an item is desired, it can be removed from the consent agenda and discussed immediately after approval of the consent agenda or in its normal sequence on the agenda.

The printed agenda should contain a consent agenda definition like the one below:

All matters listed under Item 7, Consent Agenda, are considered routine by the council and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required it will be removed from the consent agenda and considered separately.

Adjournment and Signature

The motion to adjourn should be recorded like all other motions. A motion to adjourn is not, however, required. The chair may declare the meeting adjourned, unless there are objections, when all of the business on the agenda has been covered. The exact time of adjournment should be recorded. A meeting may not be adjourned before the full agenda is finished, unless a motion to do so has passed. Remaining items are to be covered at the next meeting under "Unfinished Business." After indicating that the meeting was adjourned, the recorder's name and title should follow. The minutes are then signed in black or blue ink.

*Meeting adjourned at 9:30 p.m.
Thomas Hightower, Clerk, City of Green Valley*

Tape Recordings, Videotaping, Telecasting, Media

See Michigan Open Meetings Act MCL 15.262(1)

A tape recording of the proceedings will help the recorder prepare the minutes. Announce that the proceedings are being recorded before the meeting is officially called to order. This tape recording is not the official record of the meeting. The formally approved/accepted hard (written) copy of the minutes is official. Audiotapes of regular meetings are considered public records, and under an approved record retention schedule, may be erased after the minutes are transcribed and approved.

According to the OMA, the right of a person to attend a public meeting includes the right to tape record, videotape, or telecast the proceedings. However, the council may establish reasonable rules so that the meeting is not unduly disrupted. It is a good idea to provide the press with an agenda, a seating place from which the council can be seen and heard and a table on which to write. If the press can follow the proceedings, the reading public can as well. Adequate press coverage can be a tool by which the public is informed of public actions.

Open Meetings Act MCL 15.263

1) All meetings of a public body shall be open to the public and shall be held in a place available to the general public. All persons shall be permitted to attend any meeting except as otherwise provided in this act. The right of a person to attend a meeting of a public body includes the right to tape-record, to videotape, to broadcast live on radio, and to telecast live on television the proceedings of a public body at a public meeting. The exercise of this right shall not be dependent upon the prior approval of the public body. However, a public body may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.

(4) A person shall not be required as a condition of attendance at a meeting of a public body to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attendance.

(5) A person shall be permitted to address a meeting of a public body under rules established and recorded by the public body. The legislature or a house of the legislature may provide by rule that the right to address may be limited to prescribed times at hearings and committee meetings only.

(6) A person shall not be excluded from a meeting otherwise open to the public except for a breach of the peace actually committed at the meeting.

Corrections

See Michigan Open Meetings Act MCL 15.269(1)

According to the OMA, corrections in the minutes shall be made not later than the regular meeting after the one in which the minutes in question were recorded. Corrected minutes shall be available no later than the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction. A suggested method of correcting the minutes is to write the corrections in black or blue ink in the outside margins of the minutes when there are many corrections. If the correction is only one word, then it may be written in above the original word, with that word being crossed off. The corrections should be indicated in the next meeting's minutes, and it should be indicated that the minutes were approved with corrections.

Open Meetings Act 15.269(1)

...The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.

Approval

Once the minutes have been approved, generally at the next regular meeting of the organization, the motion will appear in the minutes of that meeting; but a notation should be made near the signature of the recorder on the previous minutes with the following information: *“Approved (date and initials)”* or *“Approved as corrected (date and initials).”*

Open Meetings Act MCL 15.269(3)

A public body shall make proposed minutes available for public inspection within 8 business days after the meeting to which the minutes refer. The public body shall make approved minutes available for public inspection within 5 business days after the meeting at which the minutes are approved by the public body.

Publication

See Michigan Open Meetings Act MCL 15.269(1)-15.269(3)

According to the OMA, the unofficial minutes must be ready for the public to see within eight (8) business days after the meeting. Within five (5) business days after the minutes have been approved, the official minutes must be ready to be viewed by constituents. Publication of minutes is subject to the statute authorizing your form of government or your local charter.

Open Meetings Act MCL 15.269

(2) Minutes are public records open to public inspection, and a public body shall make the minutes available at the address designated on posted public notices pursuant to section 4. The public body shall make copies of the minutes available to the public at the reasonable estimated cost for printing and copying.

(3) A public body shall make proposed minutes available for public inspection within 8 business days after the meeting to which the minutes refer. The public body shall make approved minutes available for public inspection within 5 business days after the meeting at which the minutes are approved by the public body.

General Law Village Act MCL 65.5(3):

Within 15 days after a meeting of the council, a synopsis or the entirety of the proceedings, including the vote of the members, prepared by the clerk and approved by the president showing the substance of each separate decision of the council shall be published in a newspaper of general circulation in the village or posted in 3 public places in the village.

Home Rule Cities and Home Rule Villages – check local rules

Closed Meeting Minutes

See Michigan Open Meetings Act MCL 15.267(2)

A two-thirds roll call vote is required to call a closed session, except for certain exceptions. A separate set of minutes shall be taken by the clerk or the designated secretary of the public body at a closed session. These minutes shall be retained by the clerk of the public body. They shall not be available to the public for inspection and would be disclosed only if required by a civil action or court order. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the motion to hold the closed session was approved, under an approved records management schedule. If an audiotape was made of the closed meeting, it must also be retained for a year and a day. Refer to the Open Meetings Act, MCL 15.268, below, for situations in which closed meetings of public bodies are allowed.

Open Meetings Act MCL 15.267 Closed sessions; roll call vote; separate set of minutes.

(1) A 2/3 roll call vote of members elected or appointed and serving is required to call a closed session, except for the closed sessions permitted under section 8(a) and (c). The roll call vote and the purpose or purposes for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken.

(2) A separate set of minutes shall be taken by the clerk or the designated secretary of the public body at the closed session. These minutes shall be retained by the clerk of the public body, are not available to the public, and shall only be disclosed if required by a civil action filed under section 10, 11, or 13. These minutes may be destroyed 1 year and 1 day after approval of the minutes of the regular meeting at which the closed session was approved.

Open Meetings Act MCL 15.268 Closed sessions; permissible purposes.

A public body may meet in a closed session only for the following purposes:

(a) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open sessions.

(c) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.

(d) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

(e) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.

(f) To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, except as otherwise provided in this subdivision, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to this act. This subdivision does not apply to a public office described in subdivision (j).

(h) To consider material exempt from discussion or disclosure by state or federal statute.

MML publications:

[Fact Sheet: Calling Closed Meetings](#)

[Fact Sheet: Closed Meeting Minutes](#)

IV. Sample Agenda Outline

A sample agenda from a fictional government body follows. Refer to your city or village charter and codes to clarify what discussion, topics, etc. are allowed before your council, boards, and commissions.

1. Call to Order (Pledge of Allegiance, if there is to be one)
2. Roll Call
3. Approval of (regular/special) minutes of the last meeting
4. Approval of Agenda
5. Public Comments - Reserved Time (for items listed on this agenda)
6. Petitions and Communications
7. Consent Agenda
8. Introduction and Adoption of Ordinances and Resolutions; Public Hearings
9. Reports of Officers, Boards and Committees; Routine Monthly Reports from Departments
10. Unfinished Business (unfinished or pending matters)
 - a.
 - b.
11. New Business
 - a.
 - b.
12. Miscellaneous
13. Public Comments - General
14. Closed Session (For situations that meet the circumstances specified in the Michigan Open Meetings Act.)
15. Return to open session
16. Adjournment

V. Sample Rules of Procedure

Sample rules of procedure from a fictional government body follows. Refer to your city or village charter and ordinances to clarify what discussion, topics, etc. are allowed before your boards and commissions. City and village councils should adopt rules of procedure designed to expedite business and provide fair and open deliberation. Rules of procedure describe the processes for councils, clerks, and city managers/administrators to bring matters before the council.

The sample rules of procedure that follow contain suggestions for items that may be included in your city's or village's rules of procedure. However, you may have rules that are at variance with those suggested. Your governing document, whether a home rule charter or the General Law Village Act, should be the basis for your municipality's rules of order. These rules may cover

preparation of agendas, the order of business, methods for processing communications, conducting appeals and hearings, and the length of discussion and conduct in the council chambers.

Agenda

1. Authority
2. Meetings
 - Regular Meetings
 - Special Meetings
 - Place of Meeting
 - Time of Meeting
 - Changes in Schedule
 - Public Notice of Meetings
3. Quorum
4. Agenda
 - Agenda Items
 - Previous Meeting Minutes
 - Proclamations
5. Conduct of Meeting
 - Mayor
 - Members of the Public
6. Appointments
7. Rules of Order
8. Record of Meetings
 - Recording Responsibility
 - Recording of Discussion
9. Voting Duty
10. Roll Call Votes
11. Expenses

1. Authority

These rules are adopted by resolution of Green Valley City Council under the authority of the city charter (Section 2.4). These rules are superseded by the city charter, city code, and laws of the State of Michigan.

2. Meetings

Regular Meetings. The regular meetings of the council will be on the first Wednesday of each month, unless that day is a holiday or holiday eve. Before the end of the year, the council will approve by resolution the regular meeting schedule for the following calendar year, including exceptions to the first Wednesday meeting.

Special Meetings. Special meetings of the council will be called by the city clerk upon the written request of the mayor, city manager, or any two (2) members of the council or by a majority vote of the council. Notice of special meetings will be delivered personally or left at the councilmember's usual place of residence by the city clerk or designee at least 18 hours prior to the special meeting. The notice will contain the time, place, and purpose of the meeting.

In accordance with the Open Meetings Act, a special meeting notice must be posted in a prominent and conspicuous place—both at city/village hall and on the municipality's website if it maintains one, 18 hours prior to the meeting, and shall contain the date, time, and place of the special meeting.

Note that the OMA does not require the purpose of the meeting to be listed on the notice of a special meeting. A provision requiring this is enacted at the discretion of the public body.

Place of Meeting. All regular and special meetings of the council will be held in the council chambers in the municipal building. The city clerk may change the meeting to a larger room, if needed. A notice of the change will be prominently posted on the door of the regular meeting place and will be published in the newspaper if time permits.

Time of Meeting. All regular council meetings will begin at 7:30 p.m., unless the council, by majority vote, sets a different starting time. Special meetings may be scheduled for other times. Meetings must be scheduled at a time when the public can attend.

Changes in Schedule. Changes in the regular meeting schedule may be made with the approval of a majority of members in session and will be published if time permits.

Public Notice of Meetings. The city clerk will post a notice of the regular meeting schedule for the next calendar year at the city hall, and publish the notice in the newspaper prior to the beginning of each calendar year. The notice will indicate the dates, times and places of the scheduled regular meetings.

3. Quorum

Four councilmembers shall constitute a quorum for the transaction of business at all meetings.

Note: This number will be set by the charter in home rule cities and home rule villages, and by the General Law Village Act in general law villages.

4. Agenda

Agenda Items. Agenda items will be given to the clerk by noon on the Friday preceding the regular council meeting. The clerk will prepare and deliver to the councilmembers the agenda with supporting material and explanations as soon as possible after setting the agenda. The agenda may be changed at the regular meeting by a majority vote. A special meeting agenda will consist only of the matter(s) stated in the notice of the meeting. The order of business at regular meetings will be as follows.

1. Call to Order
2. Roll Call
3. Approval of regular and/or special minutes of the last meeting
4. Approval of Agenda
5. Public Comments - Agenda Items
6. Petitions and Communications

7. Consent Agenda
8. Introduction and Adoption of Ordinances and Resolutions; Public Hearings
9. Reports of Officers, Boards and Committees; Routine Monthly Reports from Departments
10. Unfinished Business
 - a.
 - b.
11. New Business
 - a.
 - b.
12. Miscellaneous
13. Public Comments - General
14. Closed Session (if required, for situations that meet the circumstances specified in the Michigan Open Meetings Act).
15. Return to Open Session
16. Adjournment

Previous Meeting Minutes. The minutes of the previous meeting(s) will be distributed to the council with the next meeting's agenda and will not be read at the meeting.

Proclamations. Proclamations will be included in the agenda under "Petitions and Communications" and may be brought before the council by any member.

5. Conduct of Meeting

Presiding Officer. The mayor will preside at all meetings of the council. In the absence of the mayor, the mayor *pro tem* will preside. In the absence of both the mayor and mayor *pro tem*, the councilmember who has served the longest will preside.

Members of the Public. Members of the public will speak only when recognized by the chair. Members of the public will be limited to speaking during the "Public Comment - Agenda Items" time and during the "Public Comment – General" time. During the "Agenda Items" time, each speaker will be limited to three (3) minutes and to items on the agenda; during the "General" time, each speaker will be limited to three (3) minutes and to topics not listed on the agenda or acted upon at the meeting. Prior to addressing the council, members of the public are requested to identify themselves with their name and address – this time is not included in the three (3) minute limit.

6. Appointments

No member of the council will serve on any committee, commission, or board of the city of Green Valley except the Retirement System Board of Trustees, unless membership is required by statute or city charter.

7. Rules of Order

The current edition of Robert's Rules of Order Newly Revised is adopted and made part of these Rules of Order and Procedure except as modified by the charter and city ordinances or by these rules.

8. Record of Meetings

Recording Responsibility. The clerk will be responsible for maintaining the official record and minutes of each meeting of the council. The minutes will include all actions of the council with respect to motions, including the name of the maker of the motion. If the vote is by roll call, the minutes will show who voted "Aye" or "No" or abstained and the reason for the abstention along with the permission of the council for abstaining. The clerk will also maintain in city hall a file of each resolution and ordinance passed by the council.

Recording of Discussion. The clerk will NOT be responsible for maintaining a written record or summary of the discussion or comments of the council or members of the public made at council meetings, unless directed to do so by the council.

9. Voting Duty

Whenever a question is called by the chair, every member present will vote. No member will abstain from voting unless that member states his or her conflict of interest. Conflict of interest will be the only reason for a request to abstain from voting. The council will, by majority vote of the remaining members, determine if the member will be allowed to abstain.

10. Roll Call Votes

Roll call votes will be taken on all matters authorizing expenditure of money or when requested by a member of the council or when required by law.

11. Expenses

Necessary and reasonable expenses incurred when working for or representing the city at state or out-of-town meetings approved by the council will be paid to the mayor and council, provided that a detailed expense report with receipts, when available, is submitted at the end of each month and approved by the council. Mileage on city business will be reimbursed at the current IRS standard business mileage rate, according to the mileage policy.

VI. Sample Meeting Minutes

Sample minutes from a meeting of a fictional government body follows. Refer to your city or village council rules of procedure, charter, and ordinances to clarify what discussion, topics, etc. are allowed before your council, boards, and commissions.

City of Green Valley
Regular Council Meeting, Wednesday, March 15, 2017
Council Chambers

***Present:** Bry, Dickenson, Heide, Krone, Lagus, Mohles, Padree, Pikk, Walper, Woor.*

The meeting was called to order by Mayor Dickenson at 7:30 p.m.

1. The Pledge of Allegiance was led by councilmember Mohles.
2. The minutes of the regular council meeting of February 8, 2017, and the Committee of the Whole meeting of February 22, 2017, were presented.

Corrections to the minutes of February 8, 2017:

Item 5.(e) explain the type of resolution from Grand Woods; Item 7. the word “your” should be “you’re.”

Krone moved, Lagus seconded, CARRIED, to approve the minutes of February 8, 2017, as corrected.

Corrections to the minutes of February 22, 2017:

Item 2. Insert “MML” before the first “Legal”; delete the words “for a” and insert the words “requesting aid from the MML,” the motion should read “Krone moved, Woor seconded, ADOPTED, to adopt the Resolution requesting aid from the MML Legal Defense Fund.”

Lagus moved, Padree seconded, CARRIED, to approve the minutes of February 22, 2017, as corrected.

3. The bills for February, 2017, were presented for council’s review.

Lagus would like to have the township added to the explanation of those bills for the Fire Department for which the city will receive partial reimbursement.

Lagus moved, Woor seconded, CARRIED, to approve payment of \$71,719.71 for February 2017, bills.

4. Short Public Comment
 - a. The brick entrance to Indian Mound Subdivision is in need of repair.
 - b. There is also a speeding problem on Old River.
This problem was referred to the Public Safety Committee.

- c. The sidewalks in subdivision are being blocked both by overgrown trees and by cars at Country Farms Apartments.
Police Chief Auker is meeting with the managers of Country Farm Apartments and he will pass along the information.

The city manager will check on the overgrown trees.

- d. Concerns on fire protection for the residents on the west side of the railroad tracks.
This item was referred to the Public Safety Committee.

5. Awards

Mayor Dickenson, Green Valley Councilmember Woorra, and Awards Councilmember Mohles Presented the “Green Valley – You’re Looking Good Awards” to Smith Funeral Home, Connecticut Manor, Grant Karas and Hillcrest Apartment Complex.

6. Public Hearings

Mayor Dickenson opened the public Hearing on rezoning request Z-825 to rezone property on the south side of Clinton River Road between North and Hayes Roads in Section 24 to R-1-70 (Single-Family Residential, 8,400 square feet) from R-1-80 (Single-Family Residential, 10,000 square feet).

Gerald Carpenter, attorney representing the Petitioner, explained the request.

Five residents spoke against the request, citing land and house size preferences for this area and stated that they wish the area to remain R-1-80 as zoned.

Mayor Dickenson closed the public hearing.

Lagus moved, Walper supported, CARRIED, to deny the request for R-1-70 (Single-Family Residential, 8,400 square feet) from R-1-80 (Single-Family Residential, 10,000 square feet) for property located on the south side of Clinton River Road between North and Hayes Roads in Section 24, Z-825, for the following reasons:

- a. The property is capable of development as currently zoned;
- b. The proposed rezoning to R-1-70 would create a higher density development pattern, which would be inconsistent and incompatible with nearby developed properties;
- c. The proposed rezoning is inconsistent with the Master Land Use Plan of the City of Green Valley. Councilmember Padree questioned the amount of 22 acres that is designated as wetlands.

7. Communications

- a. Clare Rater - report on “Making the Sesquicentennial Work.” For information only.
- b. Community Development – notification of approval of the request the city made to reallocate unexpended CDBG Funds to the Streetscape Project.

8. Unfinished Business: None

9. New Business

a. Committee Reports:

Lagus reported that the Public Works Committee recommends approval of the sewer tap agreement with Jim and Lois Peterman, giving the Petermans permission to tap into the city's sanitary sewer system.

Lagus moved, Krone seconded, CARRIED, to approve the agreement and to have the mayor sign the agreement.

Mohles reported on the Public Safety Committee findings on the 9-1-1 emergency phone system. The initial cost of a Primary Public Safety Answering Point (PSAP) is estimated to be \$25,000 and an established \$1,500 monthly service fee. The county is planning to have 9-1-1 effective July, 2017. The committee recommends that the city council approve the following resolution notifying the county board of commissioners of the city's intent to become a PSAP for the emergency 9-1-1 phone system.

Resolution

Notice of Intent to Function as PSAP

Pursuant to Section 307 of the Emergency Telephone Enabling Act, the City of Green Valley shall function as a PSAP within the 9-1-1 service district of the tentative 9-1-1 service plan adopted by resolution of the board of commissioners for the County of Cook, January 8, 2017.

Krone moved, Mohles seconded, ADOPTED, to approve the Notice of Intent to Function as PSAP resolution.

Padree feels a local 9-1-1 would be a duplication of a county service.

b. American Cancer Society: Request for permission to solicit door to door April 15, 2017, through May 3, 2017.

Lagus moved, Woora seconded, CARRIED, to grant permission to solicit door to door April 15, 2017, through May 3, 2017, subject to a statement on why the American Cancer Society does not receive enough funding from the United Way.

10. Other Business

a. Police Chief - no report.

b. DPW Director-no report.

c. City Attorney - no report.

d. City Manager's Report:

1. The city manager reported on the bids that were received for the Green Park Tennis/Basketball Courts. All of the bids were considerably higher than anticipated. The city manager recommended that council deny all bids and rebid the project in the summer of 2017.

Krone moved, Walper seconded, CARRIED, to reject all bids and rebid in the summer of 2017.

2. The city manager reminded the city council that Fall Clean Up Day is the week of October 23, 2017, on the normal pickup day.

- e. Padree requested that November 7, 2017, be declared “Animal Park Day” and that a banner be placed across S. Detroit Street during the last two weeks of October.

Padree moved, Krone seconded, CARRIED, to approve the banner request.

- f. Mayor Dickenson had nothing to discuss.
- g. Mohles moved, Walper seconded, CARRIED, to hold a closed session under the Open Meetings Act to discuss the purchase of property.

Roll call vote:

Aye: Bry, Deckenson, Heide, Krone, Lagus, Mohles, Padree Pikk, Walper, Woorra.

No: None.

Adjournment at 9:08 p.m.

Thomas Hightower, Clerk, City of Green Valley