

Meetings: Agendas and Minutes

A handbook for local officials

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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. In addition, we have provided a link to the Michigan Legislature web site for the most current copy of the Open Meetings Act.

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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Bay City (HRC) - Pop. 38,936	DeWitt (HRC) - Pop. 3,964
Elk Rapids (GLV) - Pop. 1,626	Escanaba (HRC) - Pop. 13,659
Muskegon (HRC) - Pop. 40,283	Pinckney (GLV) - Pop. 1,603
Sandusky (HRC) - Pop. 2,745	Standish (HRC) - Pop. 1,581
Wyoming (HRC) - Pop. 69,368	
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I. Setting the Agenda

An agenda is a guide for conducting an official business meeting of a duly constituted body. This publication deals specifically with governmental bodies elected to serve their constituents.

Generally, the person who sets the agenda is the presiding officer (the chair) in consultation with the recorder. The recorder (clerk or secretary) is generally the person who sends out the agenda along with supporting information.

The chair should 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. Board or councilmembers 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 chair should mail a message or verbally remind each person on the board or council of the deadline each time an agenda is being prepared. Most people can be verbally reminded before the preceding meeting is adjourned. Other interested and appropriate individuals should also be notified of the date and time when agenda items are due.

The person responsible for each agenda item should be listed on the printed agenda next to that item.

II. Rules of Procedure

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, city administrators and citizens to bring matters before the council.

Of special note is the General Law Village Act (MCL 61.1 et seq.) requirement that the council “**shall** prescribe rules of its own proceedings” (MCL 65.5). To access the sample Rules of Procedure drafted by the MML, 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 or village’s rules of order. However, you may have rules that are at variance with those 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 members of the council (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).

III. Recording Minutes

See Michigan Open Meetings Act, MCL 15.269(1)

Minutes are recorded to provide an accurate, written history of the proceedings of a board, commission or committee meeting. Specifically, under section 9(1) of the Open Meetings Act, 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 heading of the minutes includes the following information:

- Who (name of the municipality, committee or board),
- What (regular or special meeting), and
- When (date of the meeting).

*City of Green Valley
Regular Council Meeting
Wednesday, March 8, 2004*

The councilmembers present and absent and others present (optional) should be listed alphabetically immediately under the applicable heading. In the listing of members present, the time a late-comer joined the group should be indicated in parentheses immediately after his or her name. If a councilmember left the meeting prior to its adjournment, that time should be indicated as well.

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, Woor*

***Guests:** Dennis Auker, Carl Block, Thomas Brewer, Susan Butler, Gerald Carpenter, Jane Hill, Liz Jackson, Grant Karas, Damond Maxwell, Harry Owens, Ron Palmquist, Sara Riehvalsky, Robert Schwartz.*

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. This procedure will help the presiding officer and the clerk. A person may speak even if he or she has not signed in.

Two lines below the list of guests would be a sentence that indicates who presided, where the meeting was held and when the meeting was called to order. (The guests do not have to be listed if the number becomes large.)

The meeting was called to order in the City Council Chambers by Mayor Dickenson at 7:00 p.m.

Body of Minutes

See Michigan Open Meetings Act MCL 15.269(1)

Minutes must record all official happenings once the meeting is called to order. Each official action taken by the board should be numbered for ease of locating. In addition, a large outside margin will allow a two or three word summary to appear for referencing.

1. *The Pledge of Allegiance was lead by councilmember Mohles.* *Pledge*
2. *The minutes of the Regular Council Meeting of February 8, 2004, and the Committee of the Whole of February 22, 2004, were presented.* *Committee of the Whole*

Motions

A motion is not required to approve the minutes of a previous meeting. Approval may be declared by the chair saying, "The minutes stand approved as corrected, unless there are objections." Most boards, however, prefer to have a motion to approve the minutes. This is an acceptable parliamentary procedure.

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, 2004, as corrected.* *Minutes*

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, Woorra

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; Woorra, no

Most recorders prefer the first method.

When a member of the board calls for a division of the house after the chair has declared the motion as passed or defeated, the chair 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

When a councilmember 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 chair for a ruling and an enforcement of the rules of procedure. If the chair 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.

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.

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. Only the main points made in the report are required to be recorded in the minutes. 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 board or council 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 on the fourth line down. 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 Open Meetings Act, 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.

Corrections

See Michigan Open Meetings Act MCL 15.269(1)

According to the Michigan Open Meetings Act, 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.

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)."

Publication

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

According to Michigan's Open Meetings Act, the unofficial minutes must be ready for the public to see within eight (8) business days after the meeting. Publication of minutes is subject to the statute authorizing your form of government or your local charter. They may also be displayed in conspicuous places within the boundaries of the government. Within five (5) business days after the minutes have been approved, the official minutes must be ready to be viewed by constituents. Copies of the minutes shall be available to the public at a reasonable recovery cost for printing and copying.

Closed Meeting Minutes

See Michigan Open Meetings Act MCL 15.267(2)

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 Michigan Open Meetings Act, MCL 15.268, for situations in which closed meetings of public bodies are allowed.

[Closed Meeting Minutes – One Pager Plus](#)

[Calling Closed Meetings – One Pager Plus](#)

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 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 codes 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, city administrators and citizens to bring matters before the council.

The Sample Rules of Procedure that follow contain suggestions for items that may be included in your city or village's rules of procedure. However, you may have rules that are at variance with those suggested. Your governing document, whether a 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
 - Presiding Officer
 - 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 (or Election Day). 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 at city/village hall 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-fifths of the 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 city clerk by noon on the Friday preceding the regular council meeting. The city 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 five (5) 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) or five (5) 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 code or by these rules.

8. Record of Meetings

Recording Responsibility. The city 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 city 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.

VI. Sample Meeting Minutes

Sample minutes from a meeting of 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.

City of Green Valley The Regular Council Meeting, Wednesday, January 12, 2005

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

Guests: Dennis Auken, Carl Block, Thomas Brewer, Susan Butler, Gerald Carpenter, Kenneth Evans, Jane Hill, Liz Jackson, Grant Karas, Edward King, Tony Licata, Damond Maxwell, Steve O'Neal, Harry Owens, Ron Palmquist, Sara Richvalsky, Robert Schwartz.

The meeting was called to order in the city council chambers by Mayor Dickenson at 7:00 p.m.

1. The Pledge of Allegiance was led by councilmember Mohles. *Pledge*
2. The minutes of the regular council meeting of February 8, 2004, and the Committee of the Whole meeting of February 22, 2004, were presented. *Committee of the Whole*

Corrections to the minutes of February 8, 2004:

Item 5.(e) explain the type of resolution from Grand Woods;

Item 7. the word "your" should be "you're."

*Feb. 8
Minutes
Corrections
and Approval*

Krone moved, Lagus seconded, CARRIED, to approve the minutes of February 8, 2004, as corrected.

Corrections to the minutes of February 22, 2004:

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."

*Feb. 22
Minutes
Corrections
and Approval*

Lagus moved, Padree seconded, CARRIED, to approve the minutes of February 22, 2004, as corrected.

3. The bills for February, 2004, were presented for council's review.

Paid Bills

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, Woorra seconded, CARRIED, to approve payment of \$61,719.71 for February 2004, bills.

4. Short Public Comment

Steve O'Neal, 337 Old River, had two (2) areas he wished to discuss.

Visitors

- a. The brick entrance to Indian Mound Subdivision is in need of repair. The Council informed O'Neal that the brick entrance was to be maintained by the Subdivision Homeowners Association.
- b. O'Neal reported that there is also a speeding problem on Old River. This problem was referred to the Public Safety Committee.

Damon Maxwell, 11411 Alsetter, had two (2) areas that he wished to discuss.

Visitors

- a. Maxwell reported that the sidewalks in his 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.

- b. Maxwell expressed his 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

At this point, 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.

*Green
Valley Awards*

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).

*Request to
Rezone on
Clinton River
Road*

Gerald Carpenter, 38700 Morrie Road, attorney representing the Petitioner, explained the request.

The following 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: Jane Hill, 38183 Hayes Road; Tony Licata, 38185 Hayes Road; Edward King, 38345 Hayes Road; Kenneth Evans, 15262 Clinton River Road.

Robert Schwartz, 227 Chandler Street, further explained the proposal for use of the property, stating that there are no plans for cluster housing or apartments at this time.

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:

Communications

Lagus reported that the Public Works Committee recommends approval of the sewer tap agreement with Jim and Lois Peterman, 8701 Tight Lane, 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.

*Peterman
Sewer Tap
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 \$22,000 and an established \$1,000 monthly service fee. The county is planning to have 9-1-1 effective July, 2004. 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.

*9-1-1
Emergency
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, 2004.

PSAP Resolution

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, 2004, through May 3, 2004.

*American
Cancer Society
Solicitation*

Lagus moved, Woorra seconded, CARRIED, to grant permission to solicit door to door April 15, 2004, through May 3, 2004, 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 2004.

*Green Park
Tennis/
Basketball
Courts Bid*

Krone moved, Walper seconded, CARRIED, to reject all bids and rebid in the summer of 2004.

- 2. The city manager reminded the city council that Fall Clean Up Day is the week of October 24, 2004, on the normal pickup day.

Clean-up Day

- e. Padree requested that November 7, 2004, 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 executive session to discuss police investigations and the sale of Property.

Roll call vote:

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

No: None.

11. Adjournment at 9:08 p.m.

Thomas Hightower, Clerk, City of Green Valley