

CITY OF NEENAH
Committee on Rules
Wednesday, August 2, 2017 - 6:00 PM
Hauser Room - City Administration Building

Present: Aldermen Hillstrom, Pollnow and Kunz.

Also Present: Mayor Kaufert, Ald. Lendrum, Boyette, Bates & Stevenson, City Attorney Godlewski, City Clerk Sturn, Deputy Clerk Goffard, Director of Finance Easker, Director of Community Development & Assessment Haese and Director of Public Works Kaiser.

Chairman Pollnow called the meeting to order at 6:00 pm.

Appearances: None.

Potential Revisions to the Council Rules of Order:

The Committee discussed potential revisions to the Council Rules of Order:

- Remove Redundant Verbiage on Mayor Response (Ald. Pollnow): This refers to Rule 1, "There will be a public forum at each meeting with five minutes time given per speaker on any topic, ~~with mayor response at the Mayor's discretion immediately following each speaker~~". Following a short discussion, the Committee determined this was not redundant and should be left in the rules.
- Council Agenda Approval Responsibility Assigned (Ald. Pollnow): This refers to Rule 3, "The agenda for all matters to be considered in regular session of the Council shall be delivered to all members two days preceding the meeting. ~~The agenda will have been approved by the Mayor 24 hours prior to the scheduled meeting. If the Mayor is unavailable for the meeting the Council President will approve the agenda 24 hours prior to the scheduled meeting~~". With the paperless/electronic agenda Chairman Pollnow thought this verbiage may be an appropriate addition for clarity. Following a short discussion, the Committee determined this wasn't necessary and may possibly cause problems and the suggested language should NOT be added to the rules.
- Special Meeting Notices (Ald. Hillstrom): This refers to the last paragraph of Rule 1, "~~Special meetings may be called by the Mayor by written notice to each member delivered personally or left at his/her usual abode at least six hours before the meeting. Said notice shall state the purpose of the special meeting~~". Following a short discussion, it was determined this was old school and should be removed. **MSC Hillstrom/Kunz to Recommend to Council to remove the last paragraph in Rule 1, "Special meetings may be called by the Mayor by written notice to each member delivered personally or left at his/her usual abode at least six hours before the meeting. Said notice shall state the purpose of the special meeting", all voting aye.**
- Seating Assignment for Council Meetings (Ald. Pollnow): This refers to Rule 4, "The Mayor shall be seated in the center position in the Council Chambers. The City Attorney shall occupy the seat to the Mayor's left and the City Clerk or Deputy Clerk shall occupy the seat to the Mayor's right. ~~The Director of Finance Council President shall occupy the seat immediately to the right of the City Clerk and to his right the Council President shall be seated, the Director of Community Development & Assessment shall occupy seat immediately to the left of the and to his left the Director of Public Works & Utilities shall be seated.~~ Beginning with the

seat immediately to the left of the ~~Director of Public Works & Utilities~~ City Attorney, the Council 15 shall be seated ~~sequentially in Aldermanic District order (1-2-3, 1-2-3, etc.)~~ alphabetically ~~within the district.~~ Ald. Stevenson indicated that he had originally drafted this rule. It seems to be working and he sees no benefit to changing it. Following a short discussion, it was the consensus of the Committee to leave the seating assignment as is.

- 24 Hour Rule (Clerk Sturn): This refers to Rule 9(f), ~~“No action shall be taken upon the recommendations of any committee unless a copy of the minutes of such committee, setting forth such recommendations shall have been delivered to each member at least 24 hours before the meeting of the Council”~~. Ald. Stevenson indicated this action was taken at the August 29, 2016 meeting of the Committee of Rules therefore this motion should just reconfirm that motion. **MSC Hillstrom/Kunz to recommend to Council to remove Rule 9(f), “No action shall be taken upon the recommendations of any committee unless a copy of the minutes of such committee, setting forth such recommendations shall have been delivered to each member at least 24 hours before the meeting of the Council”, all voting aye.**
- Modify Legal Review Verbiage (Ald. Pollnow): This refers to Rule 9(h), “Ordinances and resolutions can be introduced by any member of the Council and before being voted upon shall be referred to the City Attorney for approval as to ~~form and validity~~ adherence to all federal laws and state statutes”. City Atty. Godlewski advised that form and validity are typical is standard legal terms and is adequate. Committee decided no action was necessary.
- Finance & Personnel Committee – Agenda Approval Responsibility Assigned (Ald. Pollnow): This refers to the Rules for the Finance & Personnel Committee and will add a final paragraph, “The agenda will have been approved by the Chairman 24 hours prior to the scheduled meeting. If the Chairman is unavailable for the meeting the Vice Chairman will approve the agenda 24 hours prior to the scheduled meeting”. Similar to the Council agenda rule, the Committee determined there is no need to add this wording.
- Public Services & Safety Committee – Agenda Approval Responsibility Assigned (Ald. Pollnow): This refers to the Rules for the Public Services & Safety Committee and will add a final paragraph, “The agenda will have been approved by the Chairman 24 hours prior to the scheduled meeting. If the Chairman is unavailable for the meeting the Vice Chairman will approve the agenda 24 hours prior to the scheduled meeting”. Similar to the Council agenda rule, the Committee determined there is no need to add this wording.

Chairman Pollnow asked if there were any more revisions to discuss. There being none, he asked for a motion to adjourn.

MSC Hillstrom/Kunz to adjourn at 6:47 p.m.

Respectfully submitted,

Ald. William Pollnow, Jr.
Chairman