

RESOLUTION NO. 938-15

A RESOLUTION PROVIDING A CONSENT AGENDA PROCEDURE

WHEREAS, the town of Fowler Board of Trustees desires to use a consent agenda to expedite non-controversial items that require no discussion and are before the Board of Trustees; and

WHEREAS, it is necessary and appropriate to approve a procedure for consent agendas to assure all Trustees understand and agree on the process; and

WHEREAS, it is necessary to assure that abuse of the procedure is avoided.

BE IT RESOLVED by the town of Fowler Board of Trustees as follows.

1. The Board of Trustees adopts and approves the use of a Consent Agenda process during its meetings.
2. The Board of Trustees authorizes all committees and boards of the town of Fowler to use the Consent Agenda format.
3. The Board of Trustees adopts the following policy that governs Consent Agenda use until such time as this resolution is amended by the Board of Trustees.

a. Location on the Agenda.

- i. Any removal of Consent Agenda items to the meeting agenda will occur immediately prior to approval of the meeting agenda.
- ii. The town clerk will place the Consent Agenda on the meeting Agenda under the heading "Consent Agenda" and locate it immediately after approval of the meeting agenda and prior to any business being taken up by the trustees.

b. Items Placed on the Consent Agenda. The mayor and the administration will make every attempt to place items on the Consent Agenda that are non-controversial including, but not limited to the following:

- i. Minutes approval,
- ii. Bill approval,
- iii. Authorizing the mayor to act on behalf of the Board of Trustees by signing any documents required as a result of any action of the Board of Trustees during the meeting,
- iv. Other routine items,
- v. Items which have been thoroughly discussed previously, and

- vi. Non-controversial resolutions.

c. Items Not To Be Placed on the Consent Agenda.

- i. Contracts
- ii. Ordinances

d. Removal of Items from the Consent Agenda

- i. Prior to taking up approval of the meeting's Agenda, the mayor will ask if any trustee wishes to discuss any item on the Consent Agenda. Upon any trustee indicating that the trustee wishes to discuss a particular consent agenda item, the mayor will remove that item from the consent agenda and place the item in an appropriate location on the meeting agenda.

e. Agenda Approval

- i. After the Trustees take up any request to removal an item from the Consent Agenda, the trustees will take up approval of the meeting agenda which includes the consent agenda.

f. Consent Agenda

- i. The Trustees will take up the Consent Agenda immediately following approval of the meeting agenda.

g. Discussion of Consent Agenda Items

- i. Trustees will not discuss any item remaining on the Consent Agenda after the opportunity to remove items from the Consent Agenda has passed.

h. Consent Agenda Voting

- i. When Trustees take up the consent agenda, the only order of business is a a motion to approve or a motion to disapprove ALL items on the Consent Agenda. Trustees will not vote on individual Consent Agenda items. The vote on consent agenda items will be by roll call vote.

4. SAMPLE AGENDA WITH CONSENT AGENDA TO ILLUSTRATE FORM

**FOWLER BOARD OF TRUSTEES
REGULAR MEETING
317 S. Main Street
DATE: September 28, 2015
6:00 p.m.**

MEETING AGENDA

1. Pledge of Allegiance
2. Call to Order

Mayor Hitchcock ____ Brenda Eddy ____ Nathan Shultz ____
Pat Christensen ____ Keith Lance ____ Randy McKown ____ Emil Rogge ____

MAYOR'S CONSENT AGENDA ANNOUNCEMENT

3. A Consent Agenda is contained in this meeting agenda. The consent agenda is designed to assist making the meeting shorter and more efficient. Items left on the Consent Agenda may not be discussed when the Consent Agenda comes before the Board of Trustees. If any Trustee wishes to discuss a Consent Agenda item please tell me now and I will remove the item from the Consent Agenda and place it in an appropriate place on the meeting agenda so it can be discussed when that item is taken up by the Board. Does any Trustee request removal of a Consent Agenda item?
4. Additional changes to the agenda (including additions and deletions) and approval of the meeting agenda.
5. **CONSENT AGENDA ITEMS**
 - a. Approval of Previous Minutes
 - b. Liquor License Renewal-Red Top
 - c. Approval to pay engineering bill 1.
 - d. Approval to pay engineering bill 2
 - e. Authorize the Mayor to sign all documents adopted or approved at this meeting, and all documents required to implement Board of Trustee's decisions made at this meeting.

Motion to approve all items on the consent agenda -- by: _____
Second by _____

6. **Public Comment: (Please sign in if you wish to speak.)**
 - a. Individual comments limited to 3 minutes.
 - b. Group comments limited to 5 minutes

7. Reports

- a. Mayor's Report
- b. Committee/Board Reports
- c. Public Works Report
- d. Library Report
- e. Police Report
- f. Administrator's Report

8. Unfinished Business

9. New Business

- a. Authorization to Host a Mayor's Summit in Fowler

Motion by: _____ *Second by* _____

- b. Resolution No. 937-15 : A RESOLUTION SETTING WAGES FOR PART TIME PATROLMAN AND FULL TIME PATROLMAN FOR THE TOWN OF FOWLER

Motion by: _____ *Second by* _____

10. Adjournment

Motion by: _____ *Second by* _____

END OF SAMPLE AGENDA

ADOPTED AND APPROVED this 12th day of October 2015.

Chuck Hitchcock, Mayor- Town of Fowler

ATTEST:

Kelly Lotrich, Fowler Town Clerk