

SAMPLE AGENDA

I. OPENING CEREMONIES (No Changes)

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. (Presentations by 3rd parties – auditor, applicants, other taxing districts, etc)

II. PUBLIC COMMENT (on items on the agenda and items not on the agenda)

III. OFFICIALS AND STAFF COMMENTS (No Changes)

- A. Mayor
- B. Clerk
- C. Treasurer
- D. Aldermen
- E. Administrator
- F. Attorney

~~IV. APPROVAL OF AGENDA~~

~~A. —~~

~~V. APPROVAL OF MINUTES~~ (add to consent agenda)

~~A. —~~

IV. CONSENT AGENDA – OMNIBUS VOTE (No Changes)

- A. Items recommended under Presentations and Discussion Items from previous meeting
- B. Regular budgeted items
- C. List of Bills

V. REGULAR AGENDA

- A. Items requiring super majority vote
- B. Items that require more immediate action
- C. Items not unanimously recommended by PC/ZBA
- D. Items where a formal, clear vote are recommended for the record (bond issuance, TIF ordinances, etc.)
- E. Items removed from the Consent Agenda

~~VIII. UNFINISHED BUSINESS~~

VI. PRESENTATIONS AND DISCUSSION ITEMS

(e.g. items that would have been on a Committee of the Whole agenda previously)

- A. Presentation by staff on items for discussion (not final action)
- B. Discussion items like purchases, contracts, requests for bids, proposals or quotes, or other items where feedback is needed before proceeding forward

VII. INFORMATIONAL REPORTS

- A. All receive and file reports (workplan updates, commission minutes, code enforcement activity, etc) – No vote or action needed.

VIII. CLOSED SESSION (No Changes)

IX. ADJOURN (No Changes)