

December 5, 2019

To: Mayor Marlin, City Council Members

CC: City Administrator Mitten, Department Heads, Supervisor Chynoweth, Assessor Williams

RE: Ordinance and Rules Resolutions; Schedules for Township and Council

Setting annual schedules is on agendas for December 9, 2019 Cunningham Town Board and Urbana City Council Committee of the Whole (COW) meetings. The necessary Ordinance and rules changes have been prepared and are enclosed.

Proposed: City of Urbana, swap COW/City Council days to 1<sup>st</sup>/3<sup>rd</sup> and 2<sup>nd</sup>/4<sup>th</sup> Mondays

Swapping nights, as previously discussed, allows for some Plan Commission items go to committee first adding one week to the total process for all plan cases that involve council. This allows sufficient time to prepare materials post-Plan Commission meetings. Non-directive, routine items would continue forward directly to council. Alternatively, as was done last week, council could direct Special Committee meetings to precede council meetings for directive items, and would not swap nights. This requires suspending Rule 2 and council would have the 4 choices moving forward (sending to council that night, sending to committee following week, sending to special council meeting following week, or sending to regular council meeting 2 weeks forward). Having a special committee meeting is more cumbersome but is doable should you choose. For complicated issues, this might delay getting to the business of the regular council meeting.

Ordinance changes: Sections 2-25 and 2-28 of City Code Chapter 2 provide the necessary language to allow the swap of COW meetings with Council meetings. There is an additional correction provided noting that Committee meetings also move to Tuesday evenings should they happen to fall on a legal holiday Monday. Regardless of swapping Mondays, this change should be added to city code.

Resolution adopting council rules: Rule 4, the Resolution on Resolutions is removed. Additional language cleanup is provided and language related to Committee of the Whole was generalized to cover any committee of the City Council including Committee of the Whole.

Proposed: Cunningham Township start time of 6:30 pm.

In talking with Supervisor Chynoweth, Assessor Williams, Mayor Marlin, City Administrator Mitten, as well as staff, there is interest in setting regular Township meetings at 6:30 pm to last approximately 30 minutes. The Township could also move to meeting on the 2<sup>nd</sup> Monday if Council meeting nights move though there may be some scheduling conflicts with some participants.

December 23, Committee of the Whole meeting: Currently, there are no items for the December 23, 2019. This meeting could be tentatively cancelled. Also note that December 30 is a fifth Monday with no meeting.

## 2020 City Council / Committee of the Whole / Township Meeting Dates

	Monday, January 06, 2020	Township*
	Monday, January 13, 2020	
MLKJr	Tuesday, January 21, 2020	
	Monday, January 27, 2020	
	Monday, February 03, 2020	Township
	Monday, February 10, 2020	
	Monday, February 17, 2020	
	Monday, February 24, 2020	
	Monday, March 02, 2020	Township
	Monday, March 09, 2020	
	Monday, March 16, 2020	
	Monday, March 23, 2020	
	Monday, March 30, 2020	Fifth Monday
	Monday, April 06, 2020	Township
	Monday, April 13, 2020	
	Monday, April 20, 2020	
	Monday, April 27, 2020	
	Monday, May 04, 2020	Township
	Monday, May 11, 2020	
	Monday, May 18, 2020	
Mem. Day	Tuesday, May 26, 2020	
	Monday, June 01, 2020	Township
	Monday, June 08, 2020	
	Monday, June 15, 2020	
	Monday, June 22, 2020	
	Monday, June 29, 2020	Fifth Monday
	Monday, July 06, 2020	Township
	Monday, July 13, 2020	
	Monday, July 20, 2020	
	Monday, July 27, 2020	
	Monday, August 03, 2020	Township
	Monday, August 10, 2020	
	Monday, August 17, 2020	
	Monday, August 24, 2020	
	Monday, August 31, 2020	Fifth Monday
Labor Day	Tuesday, September 08, 2020	Township
	Monday, September 14, 2020	
	Monday, September 21, 2020	
	Monday, September 28, 2020	
	Monday, October 05, 2020	Township
	Monday, October 12, 2020	
	Monday, October 19, 2020	
	Monday, October 26, 2020	
	Monday, November 02, 2020	Township
	Monday, November 09, 2020	
	Monday, November 16, 2020	
	Monday, November 23, 2020	
	Monday, November 30, 2020	Fifth Monday
	Monday, December 07, 2020	Township
	Monday, December 14, 2020	
	Monday, December 21, 2020	
	Monday, December 28, 2020	

City Council/COW starts  
at 7:00 PM

\*Township starts at 6:30 PM