

WELCOME TO YOUR LANCASTER CITY COUNCIL MEETING

CITY OF LANCASTER

206 S Madison St
Lancaster WI 53815
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ELECTED OFFICIALS

MAYOR

David Varnam

CITY COUNCIL

Kate Reuter
Bob Schmidt
LeRoy Ihm
Chad Olmstead
Dennis Morgan
Shayne LaBudda
Pete Hoffman
Vacant

CITY ADMINISTRATOR

Steve Winger

CITY ATTORNEY

David Helmke

CITY CLERK/TREASURER

David Kurihara

UNDERSTANDING LANCASTER CITY COUNCIL MEETINGS

This information was designed to help you understand and participate in the legislative process of your City government. It describes the type of City Council meetings, the actions the Council makes, and opportunities available for the public to address the Council at meetings. City Council meeting agendas are available in the City Clerk's office prior to all public meetings.

CITY COUNCIL MEETINGS

Notice of all City Council meetings is posted on bulletin boards at the entrances to City Hall at least 24 hours prior to the meeting. City Council meeting agendas are available in the City Hall and on the City's website prior to the meetings. A full "agenda packet" with supporting information is available for review at City Hall.

Regular Council Meetings are held on the third Monday of each month at 6:30 p.m.

Special Meetings are held when necessary. However, public notice will be posted similarly to the notice for regular meetings.

OPPORTUNITIES FOR PUBLIC PARTICIPATION DURING MEETINGS

Public Hearings are held on matter required by law or ordinance. Public hearings are opportunities for any individual to speak on the topic while the hearing is open. Once the public hearing is closed, the public will no longer be able to comment on the topic during the meeting.

Public Comments From Citizens This is the public's opportunity to address the City Council on any item not listed on the agenda for the meeting. The Council cannot take action on any matter not listed on the agenda for the meeting. Topics may, however, be placed on future agendas for Council action.

If you wish to address the Council on any topic not listed on the agenda, you may do so during this portion of the meeting. When called upon, please state your full name and address and speak so that Council and members of the public are able to hear you. The public is invited to address any topic related to City government issues. However, particularly if multiple individuals wish to speak regarding the same topic, the Mayor may request that your comments be limited to a particular time limit, which he shall determine.

Any and all materials you wish to present to the City Council should be provided to the City Clerk/Treasurer before the meeting, if possible. The Clerk/Treasurer records the documents for and distributes them to the Council members. If you are unable to present the documents prior to the meeting, please present them to the City Clerk/Treasurer at the time you provide your name and address for the record.

See Reverse Side for Additional Information

For additional information regarding City Council meetings or agendas, please contact the City Clerk's office at (608)723-4246.

OTHER KEY AGENDA ITEMS

Proclamations are issued by the Mayor for a variety of reasons. Most often, they are to recognize the importance of an individual, organization, or event.

Consent Agenda items are considered to be routine and are accepted by the Council in a single motion. There is no separate discussion of these items unless a Council member requests to remove an item from the Agenda prior to the motion for approval being adopted.

Commissions, Committees, and Staff Reports are informational reports presented by Council of Staff that do not involve decisions by the Council.

Workshops are an opportunity for City staff to report to the Council on specific items and/or issues, normally without taking formal action. Workshops are held as needed.

Closed Sessions are held on a limited basis and only when permitted by State law. Topics discussed may include litigation or personnel matters. These meetings are not open to the public.

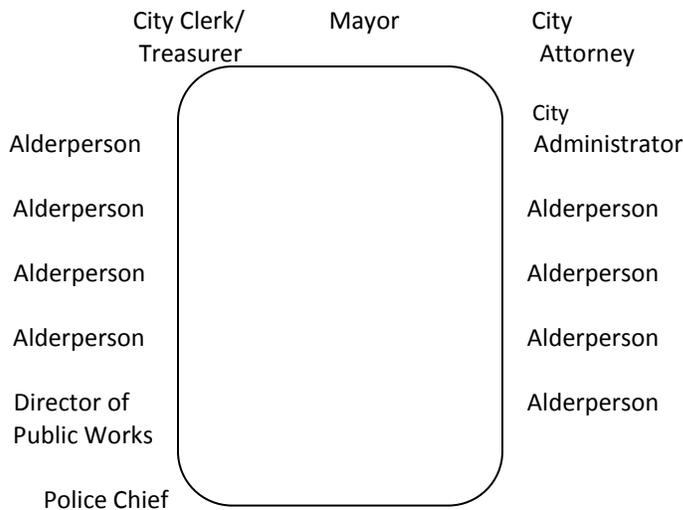
COUNCIL ACTIONS

Ordinances are laws adopted at public hearings by the City Council which usually amend the Municipal Code or modify zoning designations within the City. Most ordinances require a majority vote.

Resolutions usually establish Council policy or direct certain types of administrative action, but do not affect the Municipal Code or zoning laws. They require a majority vote and are usually effective immediately.

Motions are used to approve policy, establish procedures, or provide direction to the Staff.

COUNCIL CHAMBERS ORIENTATION



AREA FOR CITIZENS TO ADDRESS COUNCIL

AUDIENCE SEATING

For additional information regarding City Council meetings or agendas, please contact the City Clerk's office at (608)723-4246.