



Office of the City Clerk

Ronald D. Leonhardt  
City Clerk

Carolyn Hill Robertson  
Deputy City Clerk

April 7, 2006

To All City Department Heads,  
Boards, Commissions and Committees

RE: Posting of Meeting Notices

Attached is a certified copy of Common Council File 051129, an ordinance relating to notices of meetings of city governmental bodies. The purpose of the ordinance is "to ensure that notices and agenda of meetings of governmental bodies are available to the general public at one location, are readily accessible, and are in compliance with the requirements of the state open meetings law". This ordinance was submitted by the City Clerk's Office upon recommendation of the City Attorney's Office.

The ordinance requires that any city governmental body that holds a public meeting must deliver a copy of the public notice and agenda of each meeting to the City Clerk's Office at least two business days in advance of the meeting (with an exception for emergency meetings). The City Clerk's Office is then responsible to make all such notices and agenda available to the public and news media in accordance with the requirements of the Wisconsin Open Meetings Law.

We request that notices be sent as e-mail attachments to [notices@milwaukee.gov](mailto:notices@milwaukee.gov). If sent in paper form, they should be delivered to Kathy Mollica in Room 205, City Hall, or faxed to her at 286-3456. All notices and agenda will be posted in the lobby of City Hall, distributed to the official city newspaper and any other media that requests them, and posted on the city's web site calendar.

Since the ordinance also requires that all notices and agenda contain all information required by the Open Meetings Law as well as other laws (e.g. The Americans with Disabilities Act), we will develop a standard template for such documents and provide it when it appears that a notice may not be legally sufficient.

If you have any questions regarding the provisions of this ordinance, please feel free to contact me.

Sincerely,

Ronald D. Leonhardt, City Clerk

Cc: Kathleen Mollica  
Melanie Swank  
Rdl/publicnotices.doc

# City of Milwaukee

Office of the City Clerk

200 E. Wells Street

Milwaukee, Wisconsin 53202

Certified Copy of Ordinance

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FILE NO: 051129

**Title:**

**An ordinance relating to notices of meetings of city governmental bodies.**

**Body:**

The Mayor and Common Council of the City of Milwaukee do ordain as follows:

Part 1. Section 50-31 of the code is created to read:

50-31. Notices of Meetings of Governmental Bodies. 1. PURPOSE. The purpose of this section is to ensure that notices and agendas of meetings of governmental bodies are available to the general public at one location, are readily accessible, and are in compliance with the requirements of the state open meetings law.

2. DEFINITIONS. In this section:

a. "Governmental body" means any governmental body as defined in s. 19.82(1), Wis. Stats., that is part of, or exercises responsibility on behalf of, city of Milwaukee government.

b. "Meeting" has the meaning given in s. 19.82(2), Wis. Stats.

c. "Public notice" means the public notice provided by a governmental body pursuant to s. 19.84, Wis. Stats.

3. DELIVERY OF NOTICES REQUIRED. Each governmental body shall deliver to the city clerk a copy of the public notice and meeting agenda of each meeting at least 2 business days in advance of the meeting, unless the meeting is being called with less than 24 hours notice pursuant to s. 19.84(3), Wis. Stats., in which case the notice shall be delivered to the city clerk in time to allow for the minimum 2 hour posting. All notices shall contain all information required by s. 19.84(2), Wis. Stats., as well as any other information required by law.

4. PUBLIC ACCESS. The city clerk shall make available to the public all notices and agenda received pursuant to this section in a manner that complies with s. 19.84, Wis. Stats., including notice to the official city newspaper and any media who have requested such notice from the city clerk. Each governmental body shall be responsible for notice to media that have requested such notice directly from the governmental body.

5. OPEN MEETINGS LAW COMPLIANCE. A governmental body shall not be entitled to rely on

the delivery of the public notice and agenda of a meeting to comply with the public notice requirements of s. 19.84, Wis. Stats., unless the notice and agenda is delivered to the city clerk 2 full business days prior to the day of the meeting.



I, **Ronald D. Leonhardt**, City Clerk, do hereby certify that the foregoing is a true and correct copy of a(n) Ordinance Passed by the COMMON COUNCIL of the City of Milwaukee, Wisconsin on March 23, 2006, published on April 10, 2006, effective April 11, 2006.

*Ronald D Leonhardt*

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Ronald D. Leonhardt

April 04, 2006

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Date Certified