



Office of the City Clerk

Ronald D. Leonhardt
City Clerk

Carolyn Hill Robertson
Deputy City Clerk

November 30, 2005

Honorable Members
Common Council
Room 205, City Hall

Dear Council Members:

Attached please find a proposed ordinance that would establish a uniform posting procedure for meetings of all city governmental bodies. This ordinance has been drafted with the assistance of the City Attorney's Office and is recommended by our office for your consideration and passage.

Currently, each city governmental body is required to post notices and agendas of their meetings. Most bodies forward them to the City Clerk's Office for posting. This ordinance would regularize that procedure as the official process for posting of notices and agendas for all city bodies in order to ensure compliance with the Wisconsin Open Meetings Law.

Thank you for your consideration of this proposal.

Respectfully,

Ronald D. Leonhardt
City Clerk

Cc: Assistant City Attorney Melanie Swank

Rdl
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