



Staff Report

To: Mayor and Town Council
From: Darci Carlson, Town Clerk
Date: January 6, 2022
Re: Better utilization of the Consent Agenda during Town Council meetings

A consent agenda groups routine, procedural, informational, self-explanatory, and non-controversial items typically found on a meeting agenda. These items are presented to the Council in a single motion for an up or down vote. Any Council member can request a specific item be moved to the full agenda for individual attention and deliberation if it is determined necessary. Other items on the agenda, particularly those requiring strategic thought, decision making, or action, are handled as usual.

Consent agendas help streamline meetings and allow the focus to be on substantive issues. Items on the consent agenda do not require debate or deliberation, and can also be items previously discussed for which the Council has come to a consensus but still need an official vote. In general, these items include:

- Approval of Council meeting minutes
- Financial reports
- Minor policy changes or updates
- Committee and staff reports
- Approval of contracts that fall within the Town's policy guidelines
- Appointments requiring Council confirmation
- Final approval of proposals that have been thoroughly discussed previously

More fully utilizing a consent agenda in Council meetings has time-saving benefits. Time can then be reallocated to discussing more critical topics that require deliberation/debate/planning.

Approval of the consent agendas follows a process. The full agenda, with consent items, is sent in advance of the Council meeting along with all staff reports and documentation so each Council member can do their due diligence prior to voting. As the first item of business, the Mayor should ask if any Council member wishes to remove an item from the consent portion of the agenda. The Mayor then asks for a motion to accept the consent agenda. If a Council member wants to vote against a specific item, it is moved from the consent agenda as the item no longer has the Council's consolidated approval.

Once the motion has been received, the Mayor allows questions or discussion on the items remaining on the consent agenda. It is important to note that removing items entirely from the consent agenda for the sole purpose of answering simple questions undermines the efficiency of the process.

The understanding is that Council members have come prepared and, other than a quick point, clarification, or question, they are comfortable voting.

For any items removed from the consent portion of the agenda, the Mayor may determine where on the agenda those items will be discussed. For example, immediately after the consent agenda has been accepted or later on the agenda.

Mayor Bruno and the Department Managers support implementing the consent agenda more broadly in the Council meetings to streamline routine business items and focus discussions on substantive items. The Washington County Commission and many municipalities throughout Utah utilize the consent agenda for efficiency.

As a point of reference only, the following are examples from other public bodies in our area.

EXAMPLES:

1. *Cedar City – agenda 12/18/2021*

Consent Agenda

1. Approval of minutes dated November 17 & December 1 (action), 2021
2. Approve Engineering Service Pool. Jonathan Stathis
3. Approve a road dedication at 3900 W., south of 1600 North. Jonathan Stathis
4. Approve the 2022 meeting schedule. Renon Savage
5. Approve vicinity plan for the Pittman Subdivision located at 3359 W. Hidden Hills Drive. Watson Engineering/Don Boudreau

2. *Washington County Commission - minutes 12/18/2021*

CONSENT AGENDA:

The Consent Agenda is a means of expediting the consideration of routine matters. If a commissioner requests that items be removed from the consent agenda, those items are placed at the beginning of the regular agenda. Other than requests to remove items, a motion to approve the items on the consent agenda is not debatable.

- Consideration of Auditor-Approved Claims for Payment for November 16, 2021 through December 7, 2021
- Consideration of Regular Commission Meeting Minutes of November 16, 2021 and Washington County Water Summit Meeting Minutes of November 9, 2021
- Consideration of Administrative Adjustments: Real Property
- Consideration of Administrative Adjustments: Personal Property
- Consideration of Application(s) for Property Tax Abatement (15): David Dalton, A/N 764707; Rodger Heard, A/N 332265; Bonnie Ballard, A/N 106693; Hilda Difilippo, A/N 443294; Shani Rodgers, A/N 368160; Nelson Cubias, A/N 130818; Thomas Rickman, A/N 580418; Robert Routsong, A/N 561327; Brent Plyer, A/N 474778; Walter Sterzer, A/N

662133; Paul Carey A/N 694524; Gail Atkinson, A/N 90848; Jayme Turner, A/N 899711; Patti Burke, A/N 221526; George Wofford, A/N 29168

- Consideration of Washington County Holiday Schedule for 2022
- Consideration of Regular Commission Meeting Schedule for 2022

MOTION: Motion by Commissioner Iverson to Approve the Consent Agenda as Outlined. Motion seconded by Commissioner Snow and carried by unanimous vote, with Commissioners Almquist, Iverson and Snow voting aye.

3. *St. George – agenda 11/18/2021*

CONSENT CALENDAR:

A. CONSIDER APPROVAL OF AN AWARD OF BID TO PROGRESSIVE CONTRACTING, INC. FOR THE FISH ROCK PARK PROJECT.

B. CONSIDER APPROVAL OF AN AGREEMENT FOR THE CONVEYANCE OF PROPERTY FOR MALL DRIVE ON PARCEL SG-5-2-28-4381.

C. CONSIDER APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH LANDMARK TESTING AND ENGINEERING FOR THE GEOTECHNICAL INVESTIGATION, CONSTRUCTION MATERIALS TESTING, AND SPECIAL INSPECTIONS SERVICES FOR THE BLOOMINGTON HILLS IRRIGATION TANK.

D. CONSIDER APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH MRW DESIGN ASSOCIATES, INC. FOR ARCHITECTURE AND DESIGN SERVICES ON THE ST. GEORGE GOLF CLUBHOUSE REMODEL.

E. CONSIDER APPROVAL OF AN AIRPORT RESCUE GRANT FOR ST. GEORGE REGIONAL AIRPORT.

F. CONSIDER APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF ST. GEORGE AND THE DRUG ENFORCEMENT ADMINISTRATION (DEA) DENVER FIELD DIVISION FOR AN EXTENSION OF THE LEASE OF OFFICE SPACE IN THE DRUG TASK FORCE OFFICE.

G. CONSIDER APPROVAL OF A REQUEST FOR FEE REDUCTIONS FOR THE MENORAH LIGHTING CELEBRATION IN TOWN SQUARE ORGANIZED BY CHABAD LUBAVITCH OF UTAH, FROM NOVEMBER 25, 2021 THROUGH JANUARY 3, 2022.

H. CONSIDER APPROVAL OF THE MINUTES FROM THE MEETINGS HELD ON OCTOBER 21, 2021; OCTOBER 28, 2021; NOVEMBER 4, 2021 (WORK MEETING); AND NOVEMBER 4, 2021 (REGULAR MEETING).

If you have any questions about the consent agenda concept or process, please contact Town Clerk Darci Carlson at 435-772-3434 x305 or dcarlson@springdale.utah.gov