



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: February 23, 2026

SUBJECT: Council Rules of Procedure – Proposed Change to Order of Agenda

DESCRIPTION:

The City Council's Rules of Procedure contains an agenda order of business under conduct of meetings.

In January 2023, there was a change to move board, commission and committee reports up to be after the consent agenda. Prior to that, minutes going back until at least 2006 had board, commission and committee reports towards the end of the meetings.

Mayor Anderson and I have discussed ways to make regular meetings more efficient. To do so, I recommend the following:

- Moving reports from staff, boards, commissions and committees to be after new business.

Based on the feedback from the workshop, staff reports will be on the first regular meeting of the month, and board, commission, and committee reports will be on the second regular meeting of the month.

With the addition of the logo and branding advisory committee, I also recommend adding them to the list:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Mayor's Comments
5. City Manager Comments
6. Agenda Changes *(Additions/Deletions)*
7. Guest Speakers
8. Public Comment on Agenda Items Only *(Limit 3 minutes)*
9. Consent Agenda: *(Roll Call)*
10. Staff Reports, Boards, Commissions & Committees:
 - A. Staff Reports:
 1. City Manager
 2. Treasurer
 3. Clerk
 4. Planning & Zoning
 5. Department of Public Works
 6. Police
 7. Engineer
 - B. Boards, Commissions & Committees:
 1. Fire District Administration Board
 2. Interurban Board
 3. Kalamazoo Lake Sewer & Water Authority
 4. Kalamazoo Lake Harbor Authority
 5. Zoning Board of Appeals
 6. Historic District Commission
 7. Planning Commission
 8. Parks & Public Works Committee
 9. Tri-Community Non-Motorized Trail Study Committee
 10. Water System Operations Contract Advisory Committee
 11. Parking Improvements Task Force
11. Approval of Accounts Payable: *(Roll Call)*
12. Public Hearings
13. Unfinished Business
14. New Business
15. Public Comments
16. Correspondence
17. Council Comments
18. Adjourn *(Voice Vote)*

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Mayor's Comments
5. City Manager Comments
6. Agenda Changes *(Additions/Deletions)*
7. Guest Speakers
8. Public Comment on Agenda Items Only *(Limit 3 minutes)*
9. Consent Agenda: *(Roll Call)*
10. Approval of Accounts Payable: *(Roll Call)*
11. Public Hearings
12. Unfinished Business
13. New Business
14. Reports from Staff, Boards, Commissions & Committees:
 - A. Staff Reports *(First Regular Meeting of Month)*:
 1. City Manager
 2. Treasurer
 3. Clerk
 4. Planning & Zoning
 5. Department of Public Works
 6. Police
 7. Engineer
 - B. Boards, Commissions & Committees *(Second Regular Meeting of Month)*:
 1. Fire District Administration Board
 2. Interurban Board
 3. Kalamazoo Lake Sewer & Water Authority
 4. Kalamazoo Lake Harbor Authority
 5. Zoning Board of Appeals
 6. Historic District Commission
 7. Planning Commission
 8. Parks & Public Works Committee
 9. Tri-Community Non-Motorized Trail Study Committee
 10. Water System Operations Contract Advisory Committee
 11. Logo and Branding Advisory Committee
 12. Parking Improvements Task Force
15. Public Comments *(Limit 3 minutes)*
16. Correspondence
17. Council Comments
18. Adjourn *(Voice Vote)*

LEGAL REVIEW:

N/A. Legal will be at your meeting if you have any questions.

SAMPLE MOTION:

Motion to amend the Council Rules of Procedure to change the agenda order of business under conduct of meetings as presented.