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## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Company  
**Subject:** Item 6H – Agenda cut-off policy  
**Date:** July 8, 2009  
**Project:** 23/27 051 2009 003

### 6H. Agenda Cut-off Policy: For Discussion

At the June 18, 2009 BCWMC meeting, Chair Welch directed staff to add to the July meeting agenda a discussion on whether the Commission needs to establish a cut-off policy regarding when materials need to be received by the Commission prior to the monthly meeting in order for an item to be included on the meeting agenda and/or for action to be taken on an item. The intent of the discussion is directed at all Administrative, New Business and Old Business agenda items.

Note the following current typical procedure:

- **Development Proposals:**

The *Requirements for Improvements and Development Proposals Document* (July 17, 2008) states: “In order for a proposed project to be included on the agenda, plans must be submitted to the BCWMC engineer by the last Friday of the month, prior to the meeting date.” The schedule has worked fairly well. In some cases, staff is requested to include time critical items on the agenda that are submitted after the deadline and prior to full staff review. Typically in these situations, a brief write-up is included with the agenda and staff is able to complete its review and provide recommendation at the meeting.

- **Old Business and New Business items (excluding development proposals):**

Many business items are addressed annually in accordance to the established BCWMC schedule (i.e. annual report, CAMP, budget, etc.). Other items are included on the agenda as directed by the Commission, or as recommended by BCMWC staff (recorder, engineer, attorney). Typically, brief write-ups are included in the Commission meeting packet regarding each of these items.

For discussion by the Commission is how to handle agenda items for which no background information was sent to the Commission prior to the meeting. This occurs when new items are added to the agenda and/or new information is brought to the Commission meeting. Because the Commission meets only once a month, there is a tendency to add items to the agenda or bring new information so as to prevent project and other delays.

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Possible policies for the Commission to consider:

1. The Commission could require that all agenda items for which no information was received in the meeting packet be tabled to the next month's meeting. However, this may not give the Commission the flexibility it needs to act on items in a timely fashion. For example, the TAC is meeting this month on July 13 and their recommendations will not be emailed to the Commission until July 14 at the earliest.
2. The Commission could allow new information to be received up to a certain date before the meeting (e.g. one, two, or three days). After that date, any new information would result in the tabling of the affected agenda item(s) to the next month's meeting.
3. The Commission could allow new information to be received/new agenda items to be added up to and including the time of the meeting. If any (or a majority) of the Commissioners are uncomfortable with the new information/agenda items, the affected agenda item would be tabled to the next month's meeting.
4. The Commission could allow new information to be received/new agenda items to be added up to and including the time of the meeting, with no requirement for tabling of agenda items.