

City of Bloomington Common Council
Committee on Council Processes, Monday, Sept. 8, 2025, 12:15-1:45 pm
Allison Conference Room (#225), Showers Building, 401 N. Morton Street

The public may also access the meeting at the following link:
<https://bloomington.zoom.us/j/81856368669?pwd=yZjcXAhq7Fy1vCUJjCZb8VvS1TqpgX.1>

AGENDA

Chair: Isabel Piedmont-Smith

- 1) Agenda review and approval
- 2) Updates
 - a) Code of Conduct for Board and Commission members (Deputy Clerk Crossley)
 - b) Sign-in for public comment at meetings – Implementation update
 - c) Proposal for the planning and scheduling of deliberation sessions – Implementation update*
- 3) City residency requirement for service on boards and commissions
 - a) Request from Bloomington Arts Commission*
 - b) Clarification of residency requirements in city code (2.08.020)*
- 4) Order of business at regular sessions of Council*
 - a) Vote to change 2.04.380 (4)(b) to clarify that reports from city boards and commissions are allowed
 - b) Time limits for each report under 2.04.380 (4)(b)
 - c) Adding Third Readings to the order of business (2.04.380)
 - d) Allowing discussion of legislation at First Reading (2.04.300)*
Item d and item e could be considered an either/or choice.
- 5) City Council staff processes*
- 6) Public comment
- 7) Adjournment

*Denotes attachment included in the meeting packet

Bloomington City Committee on Council Processes meetings can be watched on the following websites:

- Community Action Television Services (CATS) – <https://catvstv.net>
- YouTube – <https://youtube.com/@citybloomington>

Background materials and packets are available at <https://bloomington.in.gov/council/processes/meetings?year=2025>

Pursuant to applicable law and policy, the following details are provided regarding the officers serving on this committee:

- Committee Members: Isabel Piedmont-Smith (Chair), Matt Flaherty, Sydney Zulich, Courtney Daily
- Appointed by: Council President
- Term: Beginning 1/8/2025; Expiration 1/7/2026

This memo outlines a proposed new process for councilmembers to submit and collect suggestions for topics to be discussed at future deliberative sessions. The goal is to provide an efficient, transparent method while ensuring compliance with Indiana's Open Door Law (ODL).

Proposed Process

Under this new method, all 9 councilmembers would have submission access to a Google Form that collects:

- **Required fields:** Topic suggestion, topic description, and explanation of why the topic is relevant for a deliberative session.
- **Optional fields:** Proposed meeting date or timeframe, additional resources or attachments, and any relevant links.

All responses will be collected automatically in a linked Google Response Sheet. The sheet will be owned by one designated councilmember, who will be responsible for managing the suggestions.

ODL Compliance Considerations

There are known concerns about ODL violations when using shared online documents among councilmembers. Specifically, in Formal Complaint 23-FC-62, the Indiana Public Access Counselor found that sharing a Google Doc among members constituted sharing information outside of a public meeting, which violated ODL.

To avoid similar violations, this process incorporates the following safeguards:

1. **Submission-only access:** All councilmembers will have access to submit suggestions via the Google Form, but will not have access to view any responses, including their own.
2. **Single point of management:** Only 1 councilmember will have view-only access to the Response Sheet. This person will be responsible for organizing and presenting the submitted suggestions. They will not have the ability to edit or delete any responses.

An example of the Google Form and the linked Response Sheet is attached to this memo for your reference.

Deliberative Session Topic Suggestions

Please submit your suggestions for deliberative session topics below. Deliberative sessions are intended for in-depth discussion of topics, not for immediate action or voting.

Note that once your suggestion is submitted, it cannot be edited or deleted.

After submitting your topic, you will be expected to help coordinate the meeting in which your topic is discussed.

All submissions will be made publicly available exactly as they are received.

Once you submit this form, your suggestion will automatically appear in a publicly available response sheet. The sheet is managed by one designated councilmember, who will organize the suggestions for consideration at a future deliberative session. All submissions are visible to the public in real time and will also be included in the council's agenda planning materials.

samuel.roll@bloomington.in.gov [Switch account](#)



The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

Topic Suggestion *

Your answer

Please describe the topic in detail, including any relevant background information, *, data, or examples

Your answer



Why is this topic timely or relevant for a future deliberative session? *

Your answer

Proposed meeting date, month or timeframe (optional)

Your answer

Additional resources or attachments (optional)

Upload up to 5 supported files. Max 10 MB per file.

 Add file

Relevant links / websites (optional)

Your answer

Submit

Clear form

Never submit passwords through Google Forms.

This form was created inside of City of Bloomington, Indiana. - [Contact form owner](#)

Google Forms



Timestamp	Topic Suggestion	Please describe the topic in detail, including any n	Why is this topic timely or relevant for a future del	Proposed meeting date, month or time	Additional resources or attachments (opti	Relevant links / website
	Example	Example	Example	Example	Example	Example



Isabel Piedmont-Smith <piedmoni@bloomington.in.gov>

Proposal Regarding Bloomington Arts Commission Eligibility

Gerard Pannekoek <pannekoek.gerard@gmail.com>

Thu, Sep 4, 2025 at 7:54 AM

To: piedmoni@bloomington.in.gov

Cc: Jennifer Crossley <jennifer.crossley@bloomington.in.gov>, Holly Warren <holly.warren@bloomington.in.gov>

Dear Councilmember Piedmont-Smith,

I hope this message finds you well. I am writing to you in my capacity as chair of the Bloomington Arts Commission on behalf of the Commission. We recently had a member removed from the Commission when it was discovered that they resided just outside the legal city limits in a home they had recently purchased. This incident has prompted us to more thoughtfully consider the makeup of the Commission as well as sensible rules for transitioning folks off the Commission.

The practice, business, and influence of the arts in our city are not limited by legal boundaries, and, from our perspective, it seems that more and more folks engaged in the Bloomington arts scene are choosing to reside on the fringes of the city. The reasons are varied, but a common theme is the cost of living. Furthermore, when considering the expansion of our convention center, public library system, regional trails, and more, it's clear that the partnership between the city and the county is developing in exciting new ways.

It is our understanding that some city boards and commissions allow for spots to be filled by residents who live within the county. Given the trends we're seeing and the wide reach of the city's arts scene, we would like the Council to consider making county residents eligible to hold 1 or 2 current seats on the Commission. Additionally, we would like to propose a measure that would allow commissioners to serve out their 3-year term should they move outside city limits but stay within the county and hold good standing with the Commission.

The arts are an important part of our city's economic, educational, and cultural identity, and our commissioners volunteer their time and expertise to help foster a nurturing environment for the arts. We believe these proposed changes will help us retain and attract highly qualified members, strengthen leadership within the Commission, and ultimately provide greater benefits to the city.

Thank you for taking the time to read our note and for considering our proposal. We hope to discuss the matter further with you and the Council.

Sincerely,
Gerard Pannekoek
Chair, Bloomington Arts Commission

2.08.020 General provisions.

For the executive branch and the city's boards, commissions and councils, the following general provisions apply unless otherwise specified by statute or ordinance.

- (1) Appointments. All department heads shall be appointed by the mayor, subject to commission or board approval when required by this title, and serve at the pleasure of the mayor. Department heads shall appoint deputies and other employees within their departments with the approval of the mayor.
- (2) Terms. The terms for all boards, commissions, and councils established under this title shall, after having been established in a staggered manner, be for a period of two years and expire on January 31st. For all such boards, commissions, and councils in effect on December 1, 2014, the terms shall be as set forth in the Proposed Board and Commission Term Expiration Dates, which is hereby adopted and incorporated by reference into the code. In compliance with Indiana Code § 36-1-5-4, two copies of the proposal shall be on file in the office of city clerk for public inspection. For all boards, commissions, and councils established after December 1, 2014, the manner for achieving staggered terms shall be set forth in the enabling legislation and shall spread the expiration dates as evenly as is practicable between the appointing authorities and over all of the appointments.
- (3) Residential Requirement. All appointments to city boards, commissions and councils shall be made from residents of the city except those positions that are directed otherwise by state law or city ordinance. If a city employee is appointed to a city board, commission or council by virtue of the employment position, the residency requirement may be waived.

In the event a member of a board, commission, or council no longer resides in the city, the member shall resign immediately and notify the appropriate appointing official or body.
- (4) Removal for Cause. Except for appointees who serve at the pleasure of the mayor, a member of a board, commission or council may be removed for cause. Cause shall include, but not be limited to, failure to attend three consecutive regularly scheduled meetings of the board, commission, or council or four regularly scheduled meetings in any twelve-month period; provided, that any member may submit in writing to the appointing authority any extenuating circumstances. Such written submission shall be made within five business days before the formal decision to remove is reached. Acceptance of extenuating factors by the appointing official or body puts the member on notice that further excessive absenteeism shall result in removal.
- (5) Vacancies by Death, Resignation—Failure to Appoint. In the event that a vacancy occurs in the membership of a board, commission, or council through resignation or death, the appointing authority shall appoint a person to fill the unexpired term of the resigned or deceased member. If a member's term has expired, but the appointing authority has failed to act, the appointment of the member whose term has expired carries over until the appointing authority reappoints or appoints a successor.
- (6) Majority Vote. Majority vote means a majority of the members of a board, commission or council who are present and voting.
- (7) Quorum. Unless otherwise specified, a majority of the members serving on a board, commission or council, excepting the nonvoting ex officio members, constitute a quorum for purpose of conducting the official business of the board, commission or council.
- (8) Parliamentary Procedure. Meetings of all boards, commissions and councils shall be conducted according to procedures set forth in Roberts Rules of Order.
- (9) Officers. Each board, commission and council shall elect a chairperson, secretary, treasurer, and such other officers as may be necessary. Such entity may appoint a non-member to serve as secretary.

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- (10) Duties of the Secretary. The secretary of each board, commission or council shall keep for every meeting written minutes in which the results of any vote are recorded and, when appropriate, specific findings of facts and conclusions are set forth.
 - (11) Special Meetings. A special meeting of a board, commission or council may be called by the chairperson, the mayor, or by a majority of the members then serving on the board, commission or council requesting such meeting in writing. Upon receiving such request, the chairperson shall thereafter call a special meeting to be held within twenty days.
 - (12) Office Space and Staff. Provision of office space and staff to boards, commissions and councils shall be at the discretion of the mayor, subject to common council appropriation approval.
 - (13) Budget. All departments, divisions of departments, boards, commissions and councils shall prepare and submit annual budgets in accordance with the forms, timetables, and procedures promulgated by the mayor.
 - (14) The intentional display of firearms is prohibited at any public meeting of the city's boards, commissions and councils.

(Ord. 97-03 §§ 1, 2, 1997; Ord. 83-6 § 2 (part), 1983).

(Ord. No. 11-15, § 3, 9-14-2011; Ord. No. 14-26, §§ 1—5, 12-10-2014)

2.12.020 Bloomington Arts Commission.

- (a) **Public Policy and Purpose.** The City of Bloomington recognizes that the arts are an important part of the culture and economy of the community, and that the city has a responsibility to foster an environment conducive to the community's participation in the arts. The conservation and development of the city's artistic resources are essential to the social, educational, and economic vitality of the city. Artists, works of art, and artistic institutions contribute to the quality of life and the general welfare of the citizens of Bloomington. The BAC seeks to provide inclusive and equitable opportunities to all artists and community members, especially those who have been under-served.

The Bloomington Arts Commission strives to develop and enhance the Bloomington arts community by:

- (1) Supporting local artists and artist groups;
 - (2) Engaging Bloomington residents in arts across genres;
 - (3) Facilitating connections between City of Bloomington staff, artists, and artists groups; and
 - (4) Commissioning public arts works by local, regional, and national artists.
- (b) **Definitions.** As used in this section unless the context clearly requires otherwise:
- (1) "Commission" means the Bloomington Arts Commission as created in this section.
 - (2) "Public art project" means an original work of high quality art of any medium, which is created by an artist or artists, which belongs and is accessible to the public.
- (c) **Appointments.** The commission shall consist of eleven members. Six members shall be appointed by the mayor and five by the common council.
- (d) **Qualifications.** All members of the commission shall have a demonstrated commitment to the arts. To the extent possible, priority shall be given first to ensuring a broad representation of professional artists from the disciplines of the visual, performing and literary arts and then to arts administrators and arts consumers and to representatives from the education and business communities.
- (e) **Terms.** Members shall serve terms of three years. Members having served two consecutive three-year terms may not be reappointed until one year has passed from the end of the second term. Terms shall be staggered, with four members' first term ending within one year; three members' first term ending within two years, and four members' first term ending within three years after their initial appointment, so that no more than five members will leave the commission at the end of each term, which will be the thirty-first day of January.
- (f) **Powers and Duties.** The commission's powers and duties include, but are not limited to, the following:
- (1) Adopt administrative rules and regulations, adopt procedures, conduct activities and form committees necessary to conduct the commission's business;
 - (2) Develop, administer, and promote programs to achieve the commission's purpose;
 - (3) Inform and advise the common council, city administration, and city boards and commissions on current arts issues and large-scale strategic planning projects for the arts; and
 - (4) Submit an annual report, in writing, to the mayor and common council.

(Ord. No. 11-04, § 2, 4-6-2011; Ord. No. 14-11, §§ 14—16, 7-2-2014; Ord. No. 2025-05, § 1(Attach. 1), 2-19-2025)

Editor's note(s)—Ord. No. 11-04, adopted April 6, 2011, repealed § 2.12.020 and enacted a new section as set out herein. The former § 2.12.020 pertained to the community arts commission and derived from Ord. No. 83-6, § 2 (part), 1983; and Ord. No. 97-11, § 1, 1997.

2.04.380 Order of business at regular sessions.

The council shall transact its business in the following order, but it may by majority vote amend the normal order of business and time limits set forth below:

- (1) Roll call;
- (2) Agenda summation;
- (3) Approval of minutes;
- (4) Reports (a maximum of twenty minutes is set aside for each part of this section):
 - (A) Council members,
 - (B) The mayor and city offices,
 - (C) Council committees, and
 - (D) Public*;
- (5) Appointments to boards and commissions;
- (6) Legislation for first readings;
- (7) Second readings and resolutions;
- (8) Additional reports from the public* (a maximum of twenty-five minutes is set aside for this section of the agenda);
- (9) Council schedule;
- (10) Adjournment.

*Members of the public may speak on matters of community concern not listed on the agenda at one of the two reports from the public opportunities. Citizens may speak at one of these periods, but not both. Speakers are allowed up to three minutes each.

(Ord. 92-4 § 1, 1992; Ord. 85-2 § 1, 1985).

(Ord. No. 10-14, § 1, 9-23-2010; Ord. No. 2024-13, §§ 1, 2, 6-5-2024)

2.04.300 Ordinances and resolutions—Readings required.

- (a) Every ordinance shall be given two readings before a vote may be taken on its passage and no ordinance shall be passed on the same day or at the same meeting as it is introduced except by unanimous consent of the members present, at least two-thirds of the members being present and voting. An ordinance may not be debated or amended at its first reading or introduction unless state or federal requirements provide otherwise.
 - (b) At each reading of an ordinance the synopsis shall be read and the clerk shall read the ordinance by title only, provided there is unanimous consent.
 - (c) Each resolution submitted to the council shall be read by title only provided there is unanimous consent.
- (Ord. 79-97 § 2 (part), 1979).

Council and Committees Meeting Related Administrative Process

* This does not include additional accessibility steps effective April 2026.

1. Reserve Room
2. Create Zoom Link
3. Scheduling & Calendaring:
 - (1) Meeting Confirmation:
 - Confirm attendance for select meetings. For example, in CAPS meetings, the Council office verifies attendance with committee members to ensure a quorum is met.
 - Ensure the meeting calendar and website display the correct date, time, and Zoom link.
 - (2) Cancel a meeting: If a quorum cannot be met, potentially cancel the meeting. This includes posting a public cancellation notice, updating the official meeting calendar promptly.
4. Public Meeting Notice Posting:
 - (1) Website Posting: Ensure timely posting of meeting notices on the official website and physical posting at City Hall, in full compliance with the Open Door Law.
 - (2) Required Information:
 - Include in all notices the meeting date, time, location, and remote participation details.
 - Additionally, provide terms and appointments of officers, as well as livestreaming and archiving information, to meet Open Door Law requirements.
5. Agenda Creation:
 - (1) Content: Work with the Council President or Committee Chair to develop the agenda. Begin drafting approximately one week before the meeting. Release the finalized agenda on the Friday before the meeting.
 - (2) Compliance Review: Ensure agendas meet state law requirements, including listing terms of committee members and livestreaming and archiving information, as required by the new state law.
6. Draft or Collect Packet materials:
 - (1) Request and collect documents from relevant departments via email.
 - (2) The current deadline for receiving packet materials is the Monday of the week prior to the Council meeting. After receiving materials, prepare Council the Office Memos for legislations.
 - (3) Convert all received documents to PDF format.
 - (4) Accessibility Check: Confirm that all submitted documents are accessible to persons with disabilities and meet required accessibility standards.
7. Packet Preparation in Adobe Acrobat:
 - (1) Organize the materials including Council Office Memos in agenda order.
 - (2) Add bookmarks for easy navigation.
 - (3) Follow detailed instructions to conduct a final accessibility check to ensure compliance.
 - (4) Post the finalized packet on the Friday before the meeting.

8. Onboarding Materials on Website:
Once a notice, agenda, or packet is finalized, upload it to the onboarding system to ensure it is properly recorded and accessible on the official website.
9. Distribution:
Once a packet or addendum is finalized and posted to the City's website (typically on Friday), distribute it promptly to the established distribution list, including Councilmembers, relevant staff, and other key stakeholders.
10. Drafting & Reviewing Amendments:
Draft and/or review amendments upon request from Councilmembers.
11. Packet Addendum (for each newly received material after the initial packet release, the following must be done, so often on Mondays, Tuesdays, or the morning of the meeting):
 - (1) Presentation Slides: The current submission deadline for presentations is the Monday before the meeting. Because the initial packet is released the Friday before, these slides must be collected afterward, organized, checked for accessibility compliance, and assembled into a packet addendum.
 - (2) Additional Materials: Include any other late submissions, amendments, reports, or supporting documents received after the Friday packet release.
 - (3) Onboarding and Distribution: Upload additional materials for onboarding and distribute them promptly to the relevant parties as needed. This process addresses previous concerns and complaints from public regarding materials not being released prior to meetings.
12. Post-Legislative Collaboration with the Clerk's Office and Planning Staff:
Coordinate with the Clerk's Office on all follow-up actions after meetings, ensuring compliance with statutory timelines and proper processing of legislation:
 - (1) Legislation with Amendments: Update and process the amended version for the official record.
 - (2) Legislation without Amendments:
 - Confirm the final version of the legislation along with any attachments.
 - Archive the finalized materials accordingly.
 - (3) UDO Ordinances:
 - Monitor and note the applicable statutory timeline for processing.
 - When amendments are made, prepare and submit a return package to the Plan Commission that includes: a cover letter, and the adopted-as-amended legislation and relevant attachments.
 - If no amendments occur, process the ordinance under the Legislation without Amendments procedure described in (2).
 - (4) UDO Resolutions:
 - Follow the same procedures as either (1) Legislation with Amendments or (2) Legislation without Amendments, depending on the situation.
 - Additionally, monitor the statutory timeline specific to UDO resolutions.

- Ensure compliance with all procedural requirements, including tracking public hearings before the Plan Commission.

13. Post-Meeting Packet Management:

- (1) When additional or unexpected materials are presented during the public meeting, Council staff must promptly upload these materials to the official website.
- (2) Ensure that these materials are made available to the public as soon as possible after the meeting.

14. Uploading Zoom Recording to Google Drive:

In compliance with the new Open Door Law, livestreaming and archiving are required for all committee and commission meetings. Collaborate with CATS to fulfill these requirements. After each meeting, upload the Zoom recording from the Council's account to Google Drive and share it with CATS to ensure proper archiving and public accessibility.