

City of Nerstrand

Summary of Rules for Public Comment

City Council Members

Mayor:

Todd Evavold

Council:

Pam Caron

Karla Ingersoll

Skip Voge

Clerk/Administrator:

LeAnna Anderson

Public Works Director:

Steve McDowell

Fire Chief:

Joe Johnson

Zoning Commissioner:

Lue Kuntz

WELCOME to this meeting of your City Council! Please take a moment to read our guidelines for public participation in council meetings.

Agenda: An agenda packet is available for public inspection at the entrance to the meeting room. Ordinarily the council will address items as they appear on the agenda.

Council procedure: The council has adopted rules of procedure for all meetings. The rules are available for public inspection at the entrance to the meeting room. In order to take official action on items, the council will pass a motion by voice vote. Generally, a simple majority vote of the members present is needed to pass most motions.

Public participation in meetings: Members of the public have two options for introducing topics or comments to the council.

1. Members of the public can submit topics for the agenda by using the form available in council chambers or online. The form is due to the clerk by 6pm the Tuesday a week prior to the next meeting.
2. Comments from the public can be shared during the public forum period if you choose to sign up to speak before today's meeting begins.

City Council meetings are the forum for the City Council to conduct the city's business. While City Council meetings are open to the public pursuant to the Minnesota Open Meeting Law, they are not a forum for public expression.

Members of the public are not allowed to participate in council discussion and debate without a specific invitation by the presiding officer.

Members of the public shall not engage in behavior through words or actions that disrupt the proceedings of council.

During the public forum period, citizens must:

- Sign up prior to speaking and provide a name, address, and brief summary of the subject matter they wish to address. The sign-up sheet is available at the meeting entrance.
- Be recognized by the presiding officer before speaking. Comments are limited to three minutes.
- Direct their remarks to the presiding officer.
- Follow the direction of the presiding officer.
- The council will generally not decide on topics brought up during public forum, so as to allow for time to research and prepare a response. Matters raised for the first time by members of the public will generally be referred to staff for further research and possible report or action at a future council meeting.

During forum period, the public is prohibited from:

- The use of obscene, profane, or threatening language.
- Threatening, loud, or boisterous conduct that disrupts the meeting or the security of the public.
- Members of the public who do not follow the direction of the presiding officer will be warned that further disruptive conduct will result in removal from the meeting. If the conduct continues, the presiding officer may ask the speaker to leave.

The presiding officer may:

- Request the public to appoint a spokesperson when multiple speakers appear to speak on the same topic.
- Place a time limit on or defer the public comment period.
- Alter rules to meet legal requirements for public hearings required by law.

Council agenda/order of business:

1. Call to order.
2. Call of roll.
3. Public hearings (when scheduled)
4. Public forum & correspondence.
5. Consent agenda.
6. Acknowledge receipt of Board, commission, & committee minutes
7. Board, commission, committee, & staff reports
8. Ordinances and Resolutions
9. New business
10. Unfinished business
11. Miscellaneous Announcements
12. Adjournment

Contact information for City Hall:

City of Nerstrand
221 Main Street
Nerstrand, MN 55053
507-332-8000

Hours of operation for City Hall:

Wed 9:30-11:30 am
Thu 6:00-8:00 pm

City of Nerstrand

Same -Day Public Comment Forum Sign-Up

Name

Address

Summary of Subject Matter