



Approved by the City Council 5-20-19

City Council Meeting Guidelines

WELCOME to the City of Waite Park City Council Work Session and Council Meeting. To ensure that this and future City Council Work Session and Council Meetings are meaningful to you and other citizens, the City Council uses a set of rules to govern the conduct of the meetings. These rules and procedures are for the convenience of those attending the meeting, as well as for the members of the City Council. The following is a summary of the rules and proceedings of the meetings.

Meeting Dates: The City Council meets at 6:30 PM on the first and third Mondays of each month as needed. If there is no business to be conducted on this date, the meetings will be cancelled and posted on the city's website. Meeting dates conflicting with a National or State holiday are changed to the Tuesday following the Monday Holiday. The City Council also meets in special session as needed with appropriate notice of meetings.

Work Session: The City Council will typically hold a work session prior to the city council meeting. The purpose of the work session is to prepare the City Council for upcoming agenda items on future city council meetings. It is also a time to study items that need more review before being acted upon. The work session is not an action item meeting. It provides city council members and staff opportunities to bring up ideas for future council meeting agendas. Work session agendas are available on the city's website the Friday prior to the regularly scheduled council meeting or with appropriate notice if scheduled for a different time. The time of when these meetings start varies depending on the number of items on the agenda. The date, time, and location of these meetings are posted on our city website with appropriate notice. Staff members, Mayor, or City Councilmembers may request to have items placed on the work session agenda for discussion. Discussion items should be provided to the City Administrator the Monday prior to the City Council meeting by 4:30 pm to provide time to prepare the item for the work session agenda.

Public Input : The City Council provides members of the public an opportunity to address the City Council with items they believe are relevant to the City of Waite Park. The City Council will be available for public input the first meeting of the month starting at 6:15 PM. The public input session will held be ahead of our regular scheduled City Council Meeting and be shown on our City Council Work Session Agenda. Each member of the public will be allowed up to 2 minutes to speak. City Council will not engage during this time and no action should be expected. The City Council can determine if further follow up, discussion, or action is needed on any item brought up by members of the public. During the regular scheduled meeting that will follow the public input, the Mayor will summarize the items discussed during the public input and ask the City Council whether they desire to have any follow up on items discussed during the public input.

The City Council could choose to place the item on a future work session or city council agenda or could direct staff to research or follow up on any item discussed.



Council Meeting Agendas: Agendas are prepared by staff at the direction of the City Council and Mayor. Items placed on the agenda from staff are generated from the Mayor and/or City Council as a whole, or from defined processes in Statutes, Ordinances, Agreements, and/or Policies established by the City requiring council action. Most items on the agenda are preferred to be discussed at the work session prior to being placed on a council meeting for action. Agenda packets are available on our website at www.ci.waitepark.mn.us. Agendas are typically available the Friday prior to the regular city council meeting.

Council Procedure: The schedule for a City Council meeting is shown on the Agenda. An agenda is simply a list of business to be considered at a meeting. The agenda will be displayed on the monitors in the Council Chambers. Ordinarily, the City Council will address items as they appear on the agenda and pass motions to take official action. Three of the five Council Members are required to conduct business and most motions require a simple majority vote of the Council Members in attendance. The Mayor presides over the meeting and votes on all matters as other council members.

Meeting Conduct Guidelines:

- Persons attending a Council meeting may address the City Council at the appropriate times; these times are specified on the Agenda and/or by the Mayor.
- When addressing the Council, approach the podium and first announce your name and address.
- All persons who speak, including Staff, must address the Mayor.
- Applause, cell phone usage, or other unnecessary disturbances are prohibited.
- Audience members are encouraged to address the Council but cannot make motions or otherwise participate in the meeting.

Public Hearings: Certain items on the Agenda are identified as Public Hearings. These are formal proceedings giving citizens the opportunity to express their concern, ask questions, provide additional information, or support on a certain issue. Citizen input is encouraged by the Council. The Mayor may use discretion whether to allow repeat testimony. The City Council tries to complete action on each issue the same night as the hearing; however, there may be circumstances where additional information or action is needed making it desirable to defer action until a later date. Depending on the situation, the hearing may be closed or continued to a future date.

Consent Agenda : The Council uses a Consent Agenda for routine, non-controversial items needing little or no deliberation. Those items are identified on the Agenda and are approved together as one (1) vote unless a Council member or Staff member requests the item to be considered separately.

Regular Agenda : The City Council uses a Regular Agenda for items that may involve deliberation or extensive discussion. The public does not provide testimony on these items unless allowed by the Mayor and City Council. Approvals of these items are considered separately.

NOTE: Official Minutes are taken at each City Council meeting. Copies of minutes are placed on the City's website upon Council approval and/or are available at City Hall.

