

City Council Meetings:

The “City Council” is composed of the Mayor and six City Council Members. Meetings of the City Council are where the business of the City is conducted and vital decisions for the City’s future are made. The main objective of the City Council in the proper conduct of its meetings is to ensure the public’s business is conducted in an efficient manner with full opportunity for the City Council to communicate their thoughts on the agenda items before them. City Council meetings are typically open to the public pursuant to the Minnesota Open Meeting Law.

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The City Council meeting schedule is approved annually by resolution and remains in effect until changed. The Northfield City Council typically meets as follows:

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- The first and third Tuesday of each month in regular session;
- The second Tuesday of the month in a work session;
- The meetings start at 6:00 pm;
- The meetings end by 9:00 pm unless a simple majority (4) of the City Council votes to extend the time;
- The first and third Tuesday of each month (prior to the regular Council meeting) a Council Listening Session/Open House Comment Period will occur from 5:30 pm to 6:00 pm in the Council Chambers. This session is for the purpose of addressing items not included on the City Council agenda and as a more inclusive way to address the City Council. Individuals wishing to address the City Council may speak or make presentations in this less formal, resident-friendly meeting format. These sessions will not be recorded. Residents should pre-sign up to speak by emailing the City Clerk (lynette.peterson@northfieldmn.gov) stating their name, address, contact information and topic they would like to speak about;
- Meetings are held in the Council Chambers of the Northfield City Hall, 801 Washington Street, Northfield;
- On occasion the City Council will call a special meeting or adjust the approved meeting schedule; and
- All meetings, whether open to the public or closed, will be posted and noticed as required by the Minnesota Open Meeting Law.

Field Code Changed

Per City Charter Section 3.8, the Mayor shall:

- Be the presiding officer of the City Council;
- Have a vote as a member of the City Council;
- Act as chief spokesperson for the City Council;
- Exercise leadership of the City Council in the formulation of policy.

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The City Council shall choose a Mayor Pro Tem, who shall serve as Mayor in case of the mayor’s absence or temporary disability. (Section 3.9)

The Rules of Order for City Councils attached as Appendix “A” will be used as a simplified guideline for City Council meetings. In the event that further guidance is

needed, Robert's Rules of Order, most recent edition, will be used. (City Code Sec. 2-58). It is the intent of the City Council that these rules will be used in a flexible manner with the goal of ensuring that the will of the majority is fulfilled and the rights of the minority are protected.

The work session is used by the City Council to discuss various upcoming issues. Decision items are forwarded to regular City Council meetings for consideration of approval. Work sessions are for discussion by the City Council and City staff. There is no public comment at work sessions. Remote attendance by the City Council for a meeting shall be in accordance with the requirements of the Minnesota Open Meeting Law including but not limited to Minnesota Statutes Sections 13D.021 and 13D.02. Remote attendance must be requested to the City Clerk a minimum of six days in advance of the meeting to ensure compliance with proper notice of the meeting as well as preparing for the electronic needs of remote attendance. For example, for a Tuesday Council Meeting, the Mayor or a Council Member would need to notify the City Clerk by the end of the business day on the Wednesday before the meeting. The City is required to post notice of meetings at least 3 days prior to the scheduled meeting. In calculating the number of days for providing notice, the first day the notice is given should not be counted, but the last day should be counted. The Mayor or a Council Member must provide the address of the remote location which must be accessible to the public, a phone number where they can be contacted, and arrange for a time to test the connections with the IT Department at least 4 hours prior to the meeting. The City's policy is to restrict remote attendance and is limited to up to two members unless it is not practical due to a health pandemic or emergency declared under chapter 12.

In the event of the City Council not meeting in person due to a health pandemic or other emergency there will be instructions made available related to public participation.

The City Council can appear and participate in a meeting remotely using "interactive technology," defined as "a device, software program, or other application that allows individuals in different physical locations to see and hear one another." Skype, Zoom, WebEx, GoToMeeting and similar programs with an audio and video connection satisfy this requirement.

The City Council must meet the following six requirements to meet using interactive technology:

- At least the Mayor or one Council Member is physically present at the regular meeting location;
- The City Council must be able to hear and see each other and all discussion and testimony presented at any location at which at least the Mayor or one Council member is present;
- All members of the public participating at the regular meeting location must be able to hear and see all discussion, testimony and votes of all of the City Council;
- All votes are conducted by roll call so the Mayor and City Council

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Member's vote can be identified and recorded; and

- Each location at which the Mayor or a City Council Member is present must be open and accessible to the public.
- The minutes for the meeting must reflect the names of the City Council appearing by interactive television technology and state the reason or reasons for the appearance by interactive television technology.

A meeting satisfies the requirements of open meeting law even though a member of the public body participates from a location that is not open to the public if the Mayor or City Council Member has not participated more than three times in a calendar year from a location that is not open or accessible to the public, and:

- The Mayor or City Council Member is serving in the military and is at a required drill, deployed or on active duty; or
- The Mayor or City Council Member has been advised by a health care professional against being in a public place for personal or family medical reasons. This clause only applies when a statewide state of emergency has been declared under section 12.31, and expires 60 days after the removal of the state of emergency.

Preparation of City Council Meeting Agendas:

The Administrator, in consultation with the Mayor, shall prepare the preliminary agenda for each City Council meeting. (Charter 7.3 Subd.10). An agenda is prepared with a "proposed consent agenda." The Mayor or City Council Members may request items listed on the consent agenda be moved to the regular agenda for discussion purposes. No formal vote is required for removal of an item from the consent agenda to the regular agenda. Advance notice of removal is requested to the Mayor, City Administrator, and City Clerk by noon on the Monday immediately prior to the meeting date. The requestor should state whether the item is being removed from consent for purposes of a separate vote only or for purposes of discussion and separate vote. The purpose of this advance notice if discussion is sought is to provide City staff sufficient time to prepare a presentation on the item and to allow City staff to prepare supplemental information and distribute the same where needed. If advance notice is not given, items must be requested to be removed during the approval of the agenda. The Mayor determines placement of the removed item(s) on the regular agenda and will note placement prior to approval of the agenda.

As a general rule, items added to the agenda after 12:00 noon on Monday will not be placed on the consent agenda. Limited exceptions may include routine items. These items are required to be distributed in a supplemental memo no later than noon on Monday immediately before the meeting.

Questions:

If the Mayor or City Council Member would like a written answer from staff in response to their questions, questions should be submitted to staff by noon on the

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Monday immediately prior to the meeting date. City staff will try to respond to questions by 9 am on the day of the meeting if possible.

Staff will also work to be prepared to answer questions submitted after the deadline or follow-up on questions at the meeting.

Supplemental memo(s) will be distributed no later than 12 noon on the day of the scheduled meeting. Supplemental memos will be posted on the City's website at the same time they are distributed to the City Council. Paper copies of Supplemental Memos and eComments will not be made for City Council unless requested. Requests should be made to the City Clerk.

There are two ways a Mayor or City Council Member can request an item be placed on a future City Council agenda:

1. Submit a request for consideration to the Mayor or City Administrator. (Charter 3.7); or
2. Request by two or more of the City Council that an item be placed on an upcoming City Council agenda.

In either case, the request for an item to be placed on a City Council agenda should be in writing, with some background information provided, and submitted a minimum of 11 calendar days prior to the meeting.

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Meeting Agenda:

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The order of agenda items is as follows:

1. Call to Order/Roll Call/Notification of Quorum
2. Approval of Agenda
3. Presentations
4. Consent agenda. The purpose of a consent agenda is to allow for routine motions, resolutions, and ordinances to be passed with one motion when no discussion is needed. The Mayor or City Council Members may ask questions for clarification of an item. If a Mayor or City Council Member wants to discuss an item, it should be removed from the consent agenda by advance notice by noon on the Monday immediately prior to the meeting date to the Mayor, City Administrator, and City Clerk, or without said prior notice, during the approval of the agenda.
 - o Consent agenda item titles will be posted on the screen and not read during the meeting. Items are approved by one motion unless a Mayor or City Council Member requests separate action. All items approved by majority vote unless noted.
 - o All Ordinances pertaining to City Charter amendments or additions will be included as part of the Regular agenda and a roll call vote will be taken on the amendments. Charter Amendments should not be placed on the Consent Agenda.

~~5. Open Public Comment. Persons may take one opportunity to address the City Council for two (2) minutes (not including interpreter's time) on any topic, even if on the agenda, with the condition that they may not speak on the same item later in the meeting. No notification of the Mayor is required. However, speakers are asked to complete a sign-up card. Persons wanting a response to a question must submit the question in writing to the recording secretary. Questions must include name and information on how to contact. You may use the back side of the comment cards available in the meeting room.~~

~~Remote Public Comment. Persons who have preregistered to attend virtually may take one opportunity to address the City Council for two (2) minutes on any topic, even if on the agenda, with the condition that they may not speak on the same item later in the meeting. (See Citizen Participation section for preregistration process.) The Mayor will call upon those preregistered participants after in-person comments are complete. Persons should follow the Rules of Etiquette for Hybrid Meetings listed in Number 8. Persons cannot gift their 2-minute speaking time to other members of the public.~~

~~Questions will not be responded to during the comment period but will rather be followed up by staff at a future time. Staff will determine appropriate responses based on whether there is a need for a formal data request, is a policy debate versus a question or simply a question that can be responded to.~~

~~Comments may also be made electronically until 12:00 noon on the day of the meeting through the eComment (electronic comment) system. These comments are automatically sent to the City Council when they are submitted through the eComment system. The comments are available on the City's website as well as in paper form at the meeting for the public.~~

~~6.5 Public Hearings. 6:00 p.m. or later (procedure listed below).~~

~~7.6 Regular agenda.~~

- ~~o Mayor Introduction/Staff Report~~
- ~~o City Council Questions~~
- ~~o Public Comment (See procedural instructions below)~~
- ~~o Mayor Requests Motion/2nd (If action item)~~
- ~~o City Council Discussion~~
- ~~o Vote~~

Public Comment Procedural Instructions for Regular Agenda Items: Persons that wish to speak on a regular agenda item must provide name and address by completing & submitting a sign up card. Persons may also use the electronic register to speak option on the City's website or contact the City Clerk no later than 12:00 noon on the day of the meeting. Persons attending virtually may also speak and should follow the Rules of Etiquette for Hybrid Meetings listed below. Persons may also provide comments through the eComment (electronic comment) system no later than 12:00 noon on the day of the meeting. These comments are automatically sent to the City Council when they are submitted through the eComment system. The comments are available on the City's website as well as in paper form at the meeting for the public. The Mayor will call up individuals to speak, based on preregistration and cards submitted, after

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the staff report on an item.

Please be respectful of the public's and the City Council's time. Members of the public wishing to speak must adhere to the following guidelines:

- Speak only once for no more than two minutes (not including interpreter's time) on the topic unless the speaker is addressed by the City Council;
- Identify your relationship to the topic;
- Have a spokesperson or two for your group to present your comments;
- Persons wanting a response to a question must submit the question in writing to the City Clerk, including name and how you would like to be contacted. You may use the back side of the comment cards available in the meeting room.
- Questions will not be responded to during the comment period.
- Persons cannot gift their 2 minute speaking time to other members of the public.

▲ The virtual option is for those who intend to speak and have preregistered to speak (not for just watching the meeting):

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Rules of Etiquette for hybrid meetings:

- Once you have joined the meeting, please identify yourself once in the meeting (type your name in window).
- Camera must be off and audio must be muted unless speaking.
- Once the Mayor has called upon you to speak, you may unmute and introduce yourself.
- There is a two-minute limit for addressing the City Council.
- Rules of business applies for decorum.
- The City of Northfield reserves the right to mute any meeting participant.
- The City of Northfield reserves the right to remove any meeting participant for not following Rules of Business.
- The City of Northfield reserves the right to turn off any meeting participant's camera and/or audio if they are on while not addressing the Council.
- Persons cannot gift their 2 minute speaking time to other members of the public.

8. City Administrator update

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9. Mayor & City Council Member reports

The Mayor and Council Members provide updates on board/commission meetings, public comments received, and other items pertinent to City business.

10. Adjourn.

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