

City of Northfield Council Listening Session Guidelines

What

Listening sessions are meetings held before the beginning of each regular City Council meeting for community members to present their ideas, questions or concerns to the City Council.

When

- Listening sessions occur on Tuesday from 6:00 – 6:20 p.m., whenever there is a regular scheduled Council Meeting (1st and 3rd Tuesdays of the month).
- Each listening session will be posted on the [City's website calendar](#).

Where

Northfield Council Chambers, 801 Washington Street

Guidelines

- Listening sessions are intended for topics NOT on the City Council agenda that same day. Meeting agendas can be found at: <https://northfield.legistar.com/Calendar.aspx>
- The Council Listening Sessions are open to the public, but will not be broadcast on the government access channel, nor will they be livestreamed.
- The public comment period held during a Council Listening Session will be limited in time to 20 minutes.
- Each speaker will be allowed to offer comments up to a total of two (2) minutes, and each speaker may speak only one time per Council Listening Session. More time may be granted depending upon number of speakers that have pre-registered.
- Should more than 10 speakers sign up for a listening session, those speakers unable to speak due to time constraints will have priority to speak at the next listening session.
- Council Listening Sessions are subject to the Rules of Decorum the Council and Board/Commissions use for their meetings.
- During Council Listening Sessions, members of the public may provide comments for the City Council's consideration. Public comments must follow the following criteria:
 - The topic must relate to specific matters of City related business and/or which relate to a subject matter under the jurisdiction of the City.
 - Speakers may NOT speak on items otherwise addressed at the regular City Council meeting immediately following a Council Listening Session.
 - Speakers may not speak on matters that have already had a public hearing at a previous City Council meeting or Board/Commission meeting within the prior 12 months.

- Speakers should not repeat a comment, question or concern if they have previously addressed the City Council on the same matter within the prior 90 days.
- Members of the public wishing to speak should pre-register by either calling or emailing the City Clerk (phone number: 507.645.3001 or email: lynette.peterson@northfieldmn.gov) stating their name, address, contact information and topic they would like to speak about. Comments may also be made electronically until 12:00 p.m. on the day of the meeting through the eComment (electronic comment) system.
- If unable to pre-register before the meeting, an opportunity to speak after the speakers on the sign-up list are exhausted may be given if time permits.
- Speakers may not gift their 2-minute speaking time to other members of the public.
- The City Council will not consider motions or take any other action during a Council Listening Session and will only ask questions if necessary to clarify a question or comment. The Council Listening session is intended only as a listening session by the City Council to receive public comments on matters related to City Business.