

APPENDIX “D”



Existing Citizen Participation Guide

The Northfield City Council invites the public to express their views and comments on issues with the City Council through the following ways:

- Open public comments at City Council meetings
- During public input for each agenda item
- During public hearings
- Meetings of various Boards or Commissions
- Phone calls, e-mails, letters and/or visits with Council Members or City Staff

City Council Meetings:

Typically the City Council meets the first and third Tuesday of each month. The meetings start at 7:00 p.m. and 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. All meetings will be posted and noticed as required. All regular City Council meetings end by 10:00 pm unless a 5/7 majority of the City Council vote to extend the time.

City Council Meeting Agendas:

The typical order of agenda items is as follows:

1. **Call to Order/Roll Call/Notification of Quorum**
2. **Approval of Agenda**
3. **Approval of Minutes**
4. **Presentations**
5. **Consent agenda**
 - a. Reading of the consent agenda.
 - b. Public Comments on consent agenda items only. Persons commenting on consent agenda items may use this opportunity to speak. Speakers must identify themselves by providing their name and address and completing a comment card. Comments are limited to two (2) minutes.
 - c. Items are approved by one motion unless a Council member requests separate action. All items approved by majority vote unless noted.
 - d. Approval of consent agenda.
6. **Open public comments** - Persons may take one opportunity to address the Council for up to two (2) minutes on any topic, even if on the agenda (not including interpreter's time), 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 comment card. Persons wanting a response to a question must submit the question in writing to the recording secretary. Questions must include name, address and phone number.
7. **Public Hearings** – 7:10 p.m. or later (procedure listed below).
8. **Regular agenda** - Persons that wish to speak on a regular agenda item must register name and address with the recording secretary before the meeting or prior to the start of the regular agenda. The

Mayor will ask for public input after the staff report on the item. Please be respectful of the public's and the Council's time. Members of the public wishing to speak must adhere to the following guidelines:

- Speak only once for up to two (2) minutes (not including interpreter's time) on the topic unless the speaker is addressed by the Council;
- Identify your relationship to the topic (interested citizens included);
- Have a spokesperson or two for your group to present your comments.

9. Council reports

10. City Administrator update

11. Adjourn.

Public Hearing Procedure:

A Public Hearing is used by the City Council to solicit the public's comments on various projects or City operation procedures.

- A. The Chair will open the hearing by identifying the subject.
- B. Staff Presentation- staff will give a presentation on the subject.
- C. Applicant's Presentation- if needed.
- D. Questions of Clarifications from City Council - This section will be used when there are questions of the presenter on the facts on which the public hearing is being held.
- E. Any material to be entered into the record shall be noted. Any written communication presented to the Council during a Council meeting shall be read into the record or summarized for the record or simply delivered to the Council, as the Council may determine. They shall then be recorded in the minutes by title and filed with the minutes in the office of the City clerk.
- F. Public Input- The public will have the opportunity to speak for or against the issue. The public may ask questions, make comments, voice support, agree or disagree with the issue.
 1. Chair will recognize speaker at podium and conversation will be between Chair and speaker; and Chair and Council Members.
 2. At the podium the citizen must give their name, address, and if representing a business, must give the name of the business or corporation. If an attorney or consultant is representing a client, the client must be identified for the record.
 3. Citizens will be allowed to speak a maximum of two (2) minutes per item. However, a citizen may speak more than once on a topic provided everyone has had an opportunity to speak and the person is recognized by the Chair.
 4. Citizens who have material to be handed out to the City Council members will pass the material to the City Administrator. The City Administrator will then pass the information to the appropriate people. A minimum of twelve (12) copies are needed.
- G. Motion to Close Hearing- The Chair will state if there is an extension of time for public input into the hearing. If not, the public hearing will be adjourned.

Assessment Hearing Procedures:

Assessment Hearings are similar to the Public Hearing procedure except written notice of objection pertaining to your assessment is required prior to adjournment of the public hearing.

City Council Agendas & Packets:

The Administrator, in consultation with the Mayor, shall prepare the preliminary agenda for each Council meeting. The deadline for all items to be submitted is 12:00 noon on Wednesday one-week prior to the

meeting. The agenda is finalized by the City Administrator and Mayor Tuesday afternoon. An agenda is prepared with a "proposed consent agenda" which is published on the City's website and posted at City Hall. Citizens requesting items for an agenda may contact their elected representative or City staff to have their request considered. City Council Members may request items listed on the consent agenda be removed for discussion purposes.

The Council agenda is finalized the Wednesday afternoon the week prior to the regularly scheduled City Council meeting. All information and reports to be included in the preparatory packet are due by 12:00 Noon Wednesday prior to the following Tuesday Council meeting. Packets are typically available on Thursday prior to a City Council meeting. A complete City Council packet is typically available at City Hall and on the City's website on the Thursday prior to a City Council meeting for the public to review. A meeting notice list and agenda are posted on the official bulletin boards at City Hall.

Official Records & Documents

Official records, documents and Council packets will be posted on the City's website www.ci.northfield.mn.us click on "City Meeting Portal" or "Search City Records" on the main page.

Recording

Council meetings are live streamed and recorded.

City Council Work Session:

The work session is used by the City Council to discuss various upcoming issues and to give direction to staff. Comment from the public and staff can be requested by the City Council as needed. Decision items are forwarded to the regular City Council meetings for formal approval. Work Sessions are generally scheduled for 7:00 p.m. on the 2nd Tuesday of each month. Work sessions are for discussion by the Mayor and City Council and City staff. The Mayor or City Administrator may arrange a presentation by an individual or group to the Council at a Work Session.

Please watch for publications on the City's Website (www.ci.northfield.mn.us) for any changes in date and times of meetings and work sessions.

Please contact the City Administrator's Office if you need special accommodations related to a disability while attending the City Council meeting.

Updated: March 2014